KOUGA local municipality

Good Governance through Service Excellence

ORDINARY COUNCIL MEETING

AGENDA

Date : 30 JULY 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 July 2019	**UMHLA: 30 EyeKhala 2019**	**DATUM: 30 Julie 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**

   TMT - Speed Camera Operations

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 Ordinary Council Meeting held on 28 June 2019

Pages 8-23

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**

None

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

16.1 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MINUTES**

None

16.2 **KOUGA AUDIT COMMITTEE**

19/07/KAC1 Minutes of The Kouga Audit Committee

Pages 25-37

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

19/07/MM1 Council Resolutions For 28 June 2019

Pages 40-55

19/07/MM2 Process Plan For The 2020/21 IDP, MTREF And PMS Period

Pages 56-81

19/07/MM3 Service Delivery Budget Implementation Plan: 2019/20 Financial Year

Pages 82-267

19/07/MM4 Rescission Of A Council Resolution – 17/8/F23 Of A Council Meeting Held On 31 August 2017

Pages 268-271

18. **REPORTS BY THE EXECUTIVE MAYOR**

18.1 **REPORTS BY THE CHAIRPERSON: FINANCE**

18/07/F1 Monthly Budget Statements For The Period July 2018 To June 2019 And Financial State Of Affairs Of The Municipality As At 30 June 2019 (2018/19 Financial Year)

Pages 273-312

19/07/F2 Budget And Treasury: Withdrawals From Municipal Bank Account For The Quarter Ended 30 June 2019

Pages 313-315

19/07/F3 Write-Offs In Respect Of Irrecoverable Arrear Debts – Equitable Share: April 2019 To June 2019

Pages 316-317

19/07/F4 Write-Offs In Respect Of Irrecoverable Arrear Debts – Equitable Share October 2018 To December 2018

Pages 318-319

19/07/F5 Supply Chain Management: S36 Deviations, Monthly Tenders And 7 Day Notices For The Month Of May 2019

Pages 320-332

19/07/I&E3 Cost Comparison Analysis Between Leasing And Purchasing Service Delivery Vehicles

Pages 387-389

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

19/07/CS1 Speed Camera Law Enforcement By A Service Provider

Pages 391-392

19/07/CS2 Closeout Report On The Seekoei River Estuary Artificial Breach

Pages 383-397

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

19/07/PDT1 Kouga Spatial Development Framework Review: Budget Rollover

Pages 399

19. **MATTERS FOR INFORMATION**

None

Distribution list:

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

CONFIRMATION OF PREVIOUS COUNCIL MINUTES

MINUTES OF AN ORDINARY COUNCIL MEETING OF THE KOUGA MUNICIPALITY HELD AT THE KOUGA COUNCIL CHAMBER IN JEFFREYS BAY ON FRIDAY, 28 JUNE 2019 AT 10:00

PRESENT: Councillors	H Bornman	(Speaker)
	H Hendricks	(Executive Mayor)
	B Williams	
	D Benson	
	F Baxter	
	BF Rheeder	(Alderman)
	B Dhludhlu	
	DM Nkomo	
	L Vorster	
	F Louw	
	W Coenraad	
	NS Botha	
	R Jantjies	
	T Jantjes	
	J Mayoni	
	C Matroos	
	M Dayimani	
	T Meleni	
	V Vumazonke	
	S Makasi	
	M Peters	
	P Oliphant	
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. Cllr Dayimani encouraged that the Speaker strictly apply the adopted Standing Rules of Order of Council during the meeting.

3. **WITH LEAVE OF ABSENCE**

FJ Campher
WPD Gertenbach
C August
E Februarie
S Jujwana
A Mabukane
P Nkwalase

4. **WITHOUT LEAVE OF ABSENCE**

None

5. **PRESENTATIONS**

None

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

The Speaker advised that Cllr V Camealio-Benjamin had resigned and had taken office in the Eastern Cape Legislature, the vacancy was declared by the IEC.

As prescribed in item 18 of Schedule 1 of the Municipal Structures Act, 1998 (Act No 177 of 1998), that Phumzile Joseph Oliphant, being the candidate at the top of the party list for the African National Congress (ANC) has been declared elected to the Kouga Local Municipality who replaces Virginia Alice Camealio-Benjamin, who ceased to hold office of Councillor in the Municipality.

The Speaker advised that P Oliphant will be sworn in as a Councillor and requested P Oliphant to step forward to take the Oath of Office.

OATH OF OFFICE

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

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

The Speaker stated that it was a privilege to be here in Council again and as elected Councillors, to perform their duties as decisions made by Council is what matters.

The Speaker assured that he would remain impartial and that all Councillors have the freedom to debate on Council matters contained in the agenda but to be productive as possible.

The Speaker stated that Councillors are not to utilize Council facilities for political gain or for personal use failing which such cases will be referred to the Rules and Ethics Committee for investigation following recommendations to Council for consideration.

The Speaker advised that the MRM was focussing on July as it was Madiba Month and various events were to take place in Humansdorp and Jeffreys Bay in celebrations.

The Speaker also advised that the public participation feedback meetings in all Wards during June 2019 were better attended by the community with positive participation in discussions.

The Speaker stated that strict adherence to the Standing Rules of Order is to be given while in Council and only to speak once on any item where indicated as a speaker. Second opportunities will not be given and that meetings are to be done in an orderly manner.

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

The Executive Mayor welcomed all present and stated that it was the first Council meeting for the new financial year and indicated that the 2nd budget year has been completed. By turnaround strategy – a lot has been gained but must still focus on improvement.

Although R151m was secured for water security which was a highlight during the past financial year, and must be noted that the current water situation will always remain priority in Kouga. It was also stated that a Waste Management Plan is in the process of being developed for Kouga Municipality.

The testing undertaken by the consultant for the plastic road has been completed and it is envisaged that construction will be commenced with mid-July 2019 as the contractor is currently on-site.

The Executive Mayor stated that the IDP and Budget has been adopted which in inline with the SDBIP – performance will be monitored on a monthly basis.

The Executive Mayor expressed his concern regarding expenditure on overtime (R24m) which is unacceptable and urged Directorates to focus on the monitoring and evaluation of overtime as the Executive Mayor will also closely monitor overtime expenditure as this must be reduced.
The Executive Mayor stated the following:-

- That revenue enhancement strategies will be focussed on for implementation;
- Water billing system to avoid losses;
- Approval of building plans – focus on turnaround time for approvals;
- Audit on housing and housing opportunities;
- RDP projects – introducing rental/ownership options;
- Focus on service delivery;
- Continuous engagement with all communities and stakeholders and feedback public participation meetings in all Wards;
- Mandate to create better opportunities for residents in Kouga;

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

Cllr Meleni expressed his concern that reports from the SBDM have been long outstanding.

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 30 May 2019 were confirmed and accepted with amendments.

Proposed: T Jantjies Seconded: B Rheeder

15.1 The Minutes of Special Council Meeting held on 11 June 2019 were confirmed and accepted with amendments.

Proposed: B Dhludhlu Seconded: A Nkomo

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 21 May 2019 were noted.

18. **MATTERS FOR DISCUSSION**

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

19/06/MM1 MAYORAL RESOLUTIONS FOR 21 MAY 2018

Resolved (28 June 2019)

1. That the Action Sheets reflecting resolutions of the Mayoral Committee meeting for 21 May 2019 be withdrawn and referred to the next Mayoral Committee meeting.

19/06/MM2 COUNCIL RESOLUTIONS FOR 30 MAY 2018

Resolved (28 June 2019)

1. That the updated Action Sheets reflecting resolutions of the Council meeting held on 30 May 2019 be noted.

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

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

19/06/MM3 COMPARATIVE CALL CENTRE REPORT ON SERVICE DELIVERY REQUESTS JULY 2018 TO APRIL 2019

Cllr Meleni raised concern that the relevant Directorates don't respond timeously to issues which need to be solved i.e. water and sewerage. Cllr Matroos mentioned that there are no working streetlights in Ward 6 and poses a security risk for the community.

Resolved (28 June 2019)

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

2. That Ward Councillors encourage Ward Assistants to utilize and report service delivery requests and issues on the LinkApp.

19/06/MM4 APPOINTMENT OF AN AUDIT COMMITTEE MEMBER AND RE-APPOINTMENT OF KOUGA AUDIT COMMITTEE MEMBERS TO SERVE ON THE AUDIT COMMITTEE

The Executive Mayor enquired whether there was specific criteria and qualifications for members to serve on the Kouga Audit Committee and if so, a revised report containing the Curriculum Vitae of the applicants be submitted to the next Council meeting for consideration.

Resolved (28 June 2019)

1. That Mr. J. Blignaut (Chairperson of the Audit Committee) and Mr. R Coetzer be re-appointed for a period of 2 years.

2. That the Remuneration and Disbursements of the Kouga Audit Committee Members must be in accordance with the rates regulated by Treasury Regulation 20.2.2 plus the payment of the additional travel claims (if any).

3. That a revised report containing the Curriculum Vitae of Mr D Beyleveld and Mr Y Ngqele be submitted to the next Council meeting for scrutiny prior to the appointment to serve as a Member on the Kouga Audit Committee.

19/06/MM5 REVIEW OF THE 2017/2022 INTEGRATED DEVELOPMENT PLAN: 2019/2020 YEAR (2ND REVIEW)

The tables with information as contained in the review of the 2017/2022 IDP: 2019/2020 as submitted to the Council meeting held on 30 May 2019, was revised.

Resolved (28 June 2019)

1. That the Final 2017/2022 Integrated Development Plan: 2019/2020 Year, be noted.

20. **REPORTS BY THE EXECUTIVE MAYOR**

20.1 **FINANCE**

19/06/F1 REPORT ON BID COMMITTEE SITTINGS FOR THE MONTH OF APRIL 2019

Cllr Dayimani raised concern that SMME's in the community cannot do business with Council although all the required documentation is submitted to SCM to register on the database.

Resolved (28 June 2019)

1. That the summary of the resolutions of the Bid Committees, for the month of April 2019 be noted.

2. That a status report on the appointment of a service provider for the management of short-term insurance to be submitted to Council.

3. That the Directorate: Local Economic Development & Tourism assist SMME's to also register on their own database.

Proposed: D Benson Seconded: B Williams

19/06/F3 **<u>REVENUE REPORT: SUMMARY OF THE EQUITABLE SHARE ALLOCATIONS PER UNIT/SERVICE AND WARD</u>**

Resolved (28 June 2019)

1. That the summary of the Equitable Share allocations per unit/service and ward for the period ending 30 April 2019, be noted.

2. That assistance from Ward Councillors be requested to register community members who quality for equitable share.

19/06/F5 **<u>EXPENDITURE REPORTS: FOR THE MONTH OF APRIL 2019</u>**

Cllr Dayimani raised concern that invoices for payment from Service Providers are received without an official order number which needs to be investigated excluding emergency situations.

Resolved (28 June 2019)

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

2. That the option of a contracted service provider be investigated regarding outstanding invoices, be considered.

19/06/F7 **<u>MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2018 TO MAY 2019 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 MAY 2019 (2018/19 FINANCIAL YEAR)</u>**

Resolved (28 June 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 monthly budget statements be accordingly submitted to Provincial Treasury as stipulated in Section 71(1) of the MFMA.

20.2 **<u>CORPORATE SERVICES</u>**

19/06/CORP1 **<u>CALL CENTRE REPORTS ON SERVICE DELIVERY REQUESTS APRIL 2019</u>**

Resolved (28 June 2019)

1. That the report on the Call Centre Service Delivery Requests April 2019 be noted.

2. That the I&E Department investigate the high incidence of sewer issues.

19/06/CORP2 **REPORT ON THE PROGRESS OF THE WARD DEVELOPMENT FUND**

Resolved (28 June 2019)

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

2. That the remainder of the capital budget that is unspent as at 30 June 2019, be rolled over to the 19/20 budget.

3. That Ward Councillors submit a motivation request for the roll-over of unspent capital funds under 50% by 3 July 2019.

Proposed: H Hendricks Seconded: F Louw

19/06/CORP4 **COMPARATIVE REPORT ON ONLINE AND PRINTED MEDIA ADVERTISING**

Resolved (20 June 2019)

1. That all Notices continue to be advertised in the printed media.

2. That with respect to the use of JBay News as a free service offering, a legal opinion be sought to establish whether an indirect benefit could be accrued to Jbay News and ultimately Cllr Williams who is the owner of JBay News.

Proposed: B Dhludhlu Seconded: H Bornman

19/06/CORP6 **KOUGA MUNICIPALITY – UPDATED CALENDAR OF MEETINGS: 1 JULY 2019 TO JUNE 2020**

Resolved (28 June 2019)

1. That the Calendar of Meetings for Council Committees for the period 01 July 2019 to 30 June 2020, be accepted.

19/06/CORP7 **MEMBER REPLACEMENT FOR RULES AND ETHICS COMMITTEE**

Cllr P Oliphant was nominated to serve on the Rules and Ethics Committee as a replacement member which was unanimously accepted by Council.

Resolved (28 June 2019)

1. That Cllr V Camealio-Benjamin be replaced on the Rules and Ethics Committee with immediate effect.

2. That Cllr P Oliphant be appointed to serve on the Rules & Ethics Committee with immediate effect.

20.3 **INFRASTRUCTURE & ENGINEERING**

19/06/I&E1 INFRASTRUCTURE AND ENGINEERING SERVICE DELIVERY REPORT: APRIL 2019

Resolved (28 June 2019)

1. That the progress on service delivery of complaints in the Infrastructure & Engineering Directorate (i.e. water, sewer, roads, electricity, etc.) for period April 2019 be noted.

2. That the report on maintenance in the technical section be noted.

19/06/I&E2 DAY TO DAY OPERATIONS OF THE FLEET SECTION WHICH RESIDES UNDER INFRASTRUCTURE & ENGINEERING DURING THE PERIOD OF APRIL 2019

The Director: Infrastructure & Engineering advised that a report on the cost analysis and feasibility report regarding purchasing vs rental of fleet was submitted to Council during 2018. Cllr Oliphant requested that such report be resubmitted for information purposes.

Resolved (28 June 2019)

1. That the report be noted.

2. That any vehicle being utilized outside Kouga Jurisdiction and after working hours must be requested by Directors and be authorised by the Fleet Superintendent.

3. That the costs analysis and feasibility report submitted in 2018 regarding a cost analysis/comparison between purchasing vs rental of the Kouga fleet be resubmitted to Council.

Proposed: P Oliphant Seconded: Z Mayoni

19/06/I&E3 RE: PROGRESS ON GRANT FUNDING (MIG & EPWP)

Resolved (28 June 2019)

1. That the progress report be noted.

19/06/I&E4 **DROUGHT FUNDING: PROGRESS WITH BOREHOLE DEVELOPMENT AND WATER CONSERVATION AND DEMAND MANAGEMENT PROJECTS**

Cllr Dayimani advised that the % increase of water levels in the GV area brought great relief to farmers. He also emphasized that emerging farmers must also be considered.

Resolved (28 June 2019)

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

19/06/I&E5 **BUCKET ERADICATION**

The CFO advised that the tender was awarded on 27 June 2019 and commencement for implementation will be in August 2019. Currently the 1st phase has commenced and Umzumawethu in Oyster Bay will be included.

Resolved (28 June 2019)

1. That the report on the implementation of bucket eradication be noted.

2. That the request for roll-over funds be referred to the next Council meeting.

Proposed: H Hendricks Seconded: B Rheeder

19/06/I&E6 **REPORT: THE ALLOCATION FOR ENERGY EFFICIENCY AND DEMAND SIDE MANAGEMENT (EEDSM) GRANT 2019/20.**

Cllr Dayimani previously raised concern that funds were not going to be fully spent in the current financial year. He mentioned that a visit from Province was arranged for 28 June 2019 and Cllrs could not attend due to the Council meeting.

The Speaker stated that the Council meeting was scheduled for 28 June 2019 prior to receiving notification of the meeting held by Province Kouga.

Resolved (28 June 2019)

1. That the report on the allocation for Energy Efficiency and Demand side Management (EEDSM) grant be noted.

19/06/I&E7 **<u>REPORT: 391 ELECTRICIFACTION PROJECT INEP FUNDING: REPORT ON SPENDING UP TO CURRENT DATE ON THE PROJECT.</u>**

Resolved (28 June 2019)

1. That the report on the Kruisfontein 391 electrification project be noted.

2. That Kouga requests for costs incurred for the exercise or regenerating those units from Service Providers.

19/06/I&E8 **<u>REPORT: PLAN TO REDUCE TECHNICAL & NON – TECHNICAL LOSSES IN THE ELECTRICAL DEPARTMENT</u>**

Resolved (28 June 2019)

1. That the report for reduction in losses be noted.

19/06/I&E9 **<u>REPORT ON STATUS OF REQIURED OPERATION AND MAINTENANCE OF SURFACE ROADS: 2018/2019 RESEALING CONTRACT</u>**

Resolved (28 June 2019)

1. That the report on progress with resealing and maintenance surfaced roads be noted.

2. That it be noted that authorization was granted by the Municipal Manager to exceed the R4m threshold for which the resealing of roads tender was advertised (Tender I&E 3/2018) and that expenditure in access of R4m be reported to MPAC for consideration.

Proposed: Dayimani Seconded: N Botha

19/06/I&E10 **<u>RE: LIST OF OBSOLETE EQUIPMENT (ASSETS) THAT WERE IDENTIFIED FOR AUCTION</u>**

Concern was raised as to whether Councillors and officials could participate in the auction process of obsolete equipment of Kouga Municipality.

The Manager: Legal Services stated that once an asset of Council has been written off it no longer belongs to Council and is therefore in the public domain. In terms of the SCM & Assets Policy, it makes provision that officials may attend and participate in the bidding process of obsolete equipment.

Resolved (28 June 2019)

1. That the report on the list of obsolete equipment (assets) identified for auction be noted.

2. That the list of redundant / obsolete equipment be removed from the Asset Register.

3. That the redundant / obsolete equipment be auctioned or donated.

4. That a legal opinion be obtained to establish whether employees of the Kouga Municipality may participate in the public auction and that such report be submitted to the next Council meeting.

19/06/I&E12 **<u>RE: REDIRECT MIG FUNDING</u>**

The Director: Infrastructure & Engineering advised Council of the corrected figures contained in the item which si reflected as below. There was an unanimous decision of Council by show of hands.

Resolved (28 June 2019)

1. That Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves 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 455,848.03 from R 24,078,616.00 to an amended Budget of R 24 534 464.03.

   U-key: 20171122982627
   Outdoor Facilities (Capital) will decrease by R 455,848.03 from R 480,000.00 to an amended Budget of R 24,151.97

2. That the 2019/2020 budget be amended as follows:

Project Name	**2019/2020 Proposed Budget**
Upgrade St Francis Bay Waste Water Treatment Works	R 14,987,065.47
Mini Fresh Food and Craft Markets in Jeffrey's Bay & Hankey	R 1,379,941.53

Upgrading of the Sea Vista Wastewater Treatment Works budget for 2019/2020 will decrease by R 455,848.03 from R 15,442,913.50 to an amended Budget of R 14,987,065.47.

U-key: 20171122982627
Outdoor Facilities (Capital) budget for 2019/2020 will increase by R 455,848.03 from R 924,093.50 to an amended Budget of R 1,379,941.53

19/06/I&E13 TRANSFER OF INFRASTRUCTURE ASSETS FROM DEPARTMENT OF WATER AND SANITATION TO KOUGA LOCAL MUNICIPALITY

Resolved (28 June 2019)

1. That authority be granted to the Chief Financial Officer and the Accounting Officer to sign the required transfer certificate.

20.4 **COMMUNITY SERVICES**

19/06/CS3 DRINKING WATER QUALITY REPORT APRIL 2019

Resolved (28 June 2019)

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

19/06/CS8 REPORT ON 240L WHEELIE BIN LAUNCH AND ROLLOUT

Resolved (28 June 2019)

1. That the Wheelie Bin Launch and Rollout report be noted.

2. That Ward Councillors are to inform the community at the respective community meetings that the allocated wheelie bins may not be sold and if found guilty, action against offenders will be implemented.

19/06/CS9 REPORT ON RE-OPENING OF THE PARADISE BEACH DROP-OFF SITE ERF 382

Resolved (28 June 2019)

1. That the re-opening of the Paradise Beach drop-off site report be supported.

2. That it be noted that the Paradise Beach drop-off site will assist in the reduction of illegal dumping within the area.

3. That it be noted that the Paradise Beach drop-off site will reduce the travelling costs and time to the Humansdorp landfill site and be of benefit to the residents.

20.5 **PLANNING AND DEVELOPMENT**

19/06/PDT1 TOWN PLANNING PROGRESS REPORT: APRIL 2019

Resolved (28 June 2019)

1. That the content in the Town Planning progress report be noted.

19/06/PDT2 MONTHLY PROGRESS REPORT ON HUMAN SETTLEMENTS GRANT FUNDED PIPELINE PROJECTS

Resolved (28 June 2019)

1. That the report on the human settlements grant funded projects be noted.

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.

19 /06/PD3 ESTABLISHMENT OF HOUSING COMMITTEES

Cllr Rheeder reported that the establishment of the Housing Committees in all Wards have been finalized and Committees are making good progress regarding engaging with the respective Communities. Cllr Rheeder also mentioned that amendments to the TOR have been made in respect of members of the community to serve in such Committees and will be re-submitted to Council for approval.

Resolved (28 June 2019)

1. That the contents of the report with regards to the attached schedule of public meetings for the establishment of housing committees be noted.

2. That the appointment / nomination of 4 community members in respect of recommendations on the approved Terms of Reference, be supported.

3. That the Terms of Reference be amended and referred to MAYCO and Council for approval.

4. That a quorum prerequisite be amended to state that 1 community member must be present to make a credible quorum.

5. That it be noted that should a vacancy arise on the Housing Committee, the Housing Committee of the respective Ward, submit names and make the appointment of a new member to serve on the Committee.

7. That in the case where the elected Housing Committee only consists of 3 community members, the Committee may elect a 4th member from the community to serve on the Housing Committee.

Proposed: B Rheeder Seconded: B Williams

20.6 **LOCAL ECONOMIC DEVELOPMENT & TOURISM**

19/06/LED&T1 **DESIGN AND CONSTRUCTION OF KOUGA MINI FRESH FOOD AND CRAFT MARKET STALLS (CHANGE OF SITE FROM 2340 ERF TO ERF 2055 HANKEY)**

Resolved (28 June 2019)

1. That Erf 2340 in Hankey be replaced with Erf 2055 in Hankey Centerton, as a site for the construction of a Mini Fresh Produce and Craft Market Stalls.

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.

19/06/CORP4 **COMPARATIVE REPORT ON ONLINE AND PRINTED MEDIA ADVERTISING**

Cllr P Oliphant pointed out that it was unethical to discuss the matter while Cllr Williams was present and in terms of procedure, Cllr B Williams has the opportunity to declare his interests and based thereon that the item be withdrawn.

The Executive Mayor advised that the item was only submitted for information purposes and not for discussion and deliberation on the matter had already taken place. Cllr B Dhludhlu was merely amending the resolution in terms of correctness and did not regard it as unethical procedure.

The Speaker stated that his ruling was that the item was already discussed and was only submitted as an item for information purposes.

Resolved (20 June 2019)

1. That all Notices continue to be advertised in the printed media.

2. That with respect to the use of JBay News as a free service offering, a legal opinion be sought to establish whether an indirect benefit could be accrued to Jbay News and ultimately Cllr Williams who is the owner of JBay News.

Proposed: B Dhludhlu Seconded: H Bornman

21. **<u>CLOSURE</u>**

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.

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<u>H BORNMAN</u> **<u>DATE</u>**
SPEAKER

KOUGA AUDIT COMMITTEE (KAC)

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

KOUGA AUDIT COMMITTEE

DATE: 30 JULY 2019 **ITEM NO: 19/07/KAC1**

MINUTES OF THE KOUGA AUDIT COMMITTEE

1. Introduction

   The purpose of this item is to refer to Council the minutes of the Kouga Audit Committee.

2. Background

   Council is advised that the Kouga Audit Committee had meetings on 30 August 2018, 29 November 2018 and 4 April 2019 the Minutes of the respective meetings are attached for ease of reference.

3. Recommendation

3.1 That the minutes of the Kouga Audit Committee be noted.

Item prepared by the Kouga Audit Committee Chairperson

MINUTES OF A KOUGA AUDIT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS, (JEFFREYS BAY UNIT) ON THURSDAY, 30 AUGUST 2018 AT 14:10

PRESENT	J. Blignaut	(Chairperson)
	R. Coetzer	(Committee Member)
COUNCILLOR	Cllr. B. Rheeder	
	Cllr. B. Williams	
OFFICIALS	C du Plessis	(Municipal Manager)
	S Thys	(CFO)
	K Moodley	(Director: Corporate Services)
	V Felton	(Director: Infrastructure & Engineering)
	L Opperman	(Manager: Legal Services)
	L. Makupula	(Committee Clerk)
MPAC		
PROVINCIAL TREASURY	E le Roux	
	M Ngondo	
KPMG	A Barr	

1. **OPENING AND WELCOME**

The Chairperson welcomed all present and stated that audit committee member, M. du Bruyn, has resigned and there is a vacancy that has been advertised. The CFO stated that the Human Resources department is processing the applications.

The chairperson requested that the Performance Audit items be merged with the Kouga Audit meeting.

2. **APOLOGIES**

L. Mostert (MPAC Committee Member)
Cllr H. Hendricks
Cllr H. Bornman

4. **CONFIRMATION OF PREVIOUS MINUTES**

4.1 **MINUTES OF THE MEEING HELD ON 27 JUNE 2018**

Resolved to Recommend (30 August 2018)

i) That the Minutes of the Kouga Audit Committee meeting held on 27 June 2018 be accepted.

4.2 **MATTERS ARISING FROM MINUTES**

Risk Register

The Municipal Manager expressed concern with the illegal electrical connections that are leading to a budget risk. There is R1 mil. allocated in the budget for legal electrical connections.

Cllr Williams stated that the municipal debt with Department of Transportation and the Department of Labour has been paid off.

Resolved to Recommend (30 August 2018)

i) That it be noted that the St Francis spit legal risk has been settled.
ii) That the mitigation of Drought be placed higher on the register.

5. **MATTERS FOR DISCUSSION**

18/08/PAC1 INTERNAL AUDIT REPORT: PERFORMANCE INFORMATION REVIEW: QUARTERS 1 TO 3: 2017/2018

Concerns Raised by the Committee

- The environment has been considered as overall weak and management has to commence corrective action.
- Significant findings under section A.1.1 bullet (a) states that "no evidence could be provided in order to assess whether the quarterly target has been achieved." This raised concern as the percentage for KPI's does not align.

The Municipal Manager stated that the misalignment of the KPI's started with the incorrect IDP where objectives that have to be met do not have means of verification and upon scrutinizing the budget after the drought crisis, all the objectives had been affected and the performance has been redrafted. The lapse of the license to track performance, has also had an effect and lead to the result of the audit. The last quarter report has been updated and a big improvement will show on the audit review. He stated that the IDP is now based on budgeted items, that are measurable, and the performance agreements have been signed and are valid and approved by council.

Cllr Williams requested that the Kouga Audit Committee member be welcome to attend the Finance Portfolio Committee meetings, as observers henceforth.

Resolved to Recommend (30 August 2018)

i) That the Internal Audit Report by KPMG on performance information in respect of Quarters 1 to 3 be considered with a view of making recommendations to the Municipal Manager.

18/08/KAC1 INSTITUTIONAL PERFORMANCE REPORT: DRAFT ANNUAL PERFORMANCE REPORT: INSTITUTIONAL SDBIP – IMPLEENTATION SCORECARD: 2017/18 YEAR

Concerns Raised by the Committee

- That the increase of 10.7% in employee costs be controlled.

The Municipal Manager stated that all rollovers have been approved by Council. He continued saying that there has been a new fire engine procured and that the aim is to improve the municipal collection rate. The conditional grants have shown major expenditure by the end of the quarter. The performance scorecards have been amended to accommodate the SDBIP and the directors' performances. He stated that the aim is to not allow employee costs to go beyond 35%.

Resolved to Recommend (30 August 2018)

i) That the content of the Draft Annual Performance Report on the implementation of the 2017/18 Service Delivery and Budget Implementation Plan be noted.

18/08/KAC2 KPMG SOUTH AFRICA: BASELINE REPORT 2018

Resolved to Recommend (30 August 2018)

i) That the KPMG South Africa: Baseline Report 2018 be noted.

18/08/KAC4 DRAFT KOUGA AUDIT COMMITTEE CHARTER

The committee was satisfied that the Kouga Audit Committee Charter be adopted.

Resolved to Recommend (30 August 2018)

i) That the Kouga Audit Committee Charter be adopted.

18/08/KAC5 ANNUAL FINANCIAL STATEMENTS 2017/18

Concerns Raised by the Committee

- That there will not be sufficient time for the Audit Committee to quality control the Annual Financial Statements before submission to National Treasury.
- Concerned that there is no independent review from Internal Audit.

Mr. le Roux from Provincial Treasury stated that they were comfortable with the information reviewed during the audit check and that they are confident the Annual Financial Statements would be of high quality.

Resolved to Recommend (30 August 2018)

i) That the Annual Financial Statements be noted.

6. **DATE OF NEXT MEETING**

The next Kouga Audit Committee will be held on **Wednesday, 28 November 2018 at 09:00** in the Council Chambers, Jeffreys Bay.

7. **CLOSURE**

The Chairperson requested that all concerns/findings discussed and highlighted be addressed by Management of the Kouga Municipality and feedback/ updated reports be submitted to the next KAC meeting.

The final chairperson's report must be included in the next Kouga Audit Committee meeting.

The Municipal Manager expressed his appreciation to the Kouga Audit Committee.

The Chairperson thanked everybody for their attendance and valuable input whereafter the meeting was declared closed.

The meeting adjourned at 15:14.

MR. J. BLIGNAUT **CHAIRPERSON**	29/11/2018 **DATE**

MINUTES OF A KOUGA AUDIT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS, (JEFFREYS BAY UNIT) ON THURSDAY, 29 NOVEMBER 2018 AT 09:10.

PRESENT	Mr J. Blignaut	(Chairperson)
	Mr R. Coetzer	
COUNCILLORS	Ald B. Rheeder	
OFFICIALS	Mr C. du Plessis	(Municipal Manager)
	Mr S. Thys	(CFO)
	Mr A. Koegelenberg	(Manager: PMS)
	Ms K. Moodley	(Director: Corporate Services)
	Ms N. Machelesi	(Director: Community Services)
	Mr S. Abrahams	(Manager: Budget & Treasury)
	Ms L. Opperman	(Manager: Legal)
	Ms M Jantjies	(Scribe)
STAKEHOLDERS	Mr E. le Roux	(Provincial Treasury)
	Mr M. Ngondo	(Provincial Treasury)
	Mr J. Salie	(AGSA)
	Ms N. Madyo	(AGSA)
	Mr L. Qcayiya	(AGSA)
	Ms L. Mostert	(MPAC)

1. **OPENING AND WELCOME**

The Chairperson welcomed everybody and requested everyone to introduce themselves. The Chairperson explained that an email was received from KPMG, but there is a lot of sensitivity around it, he further mentioned that the Auditor General requested that to do their presentation first.

2. **APOLOGIES**

Executive Mayor (Sick leave)
Cllr Williams (Attending SALGA workshop in East London)

3. **PRESENTATION – OFFICE OF THE AUDITOR GENERAL**

The report is still in draft format, but no major changes are foreseen. The chairperson enquired when the final report will be issued. The report was signed on 30 November 2018.

The Municipal Manager explained that the water losses are mostly non-metered and not billed water. He further mentioned that an audit is currently conducted of 1100m line in Gamtoos Valley.

The Municipal Manager explained that pertaining to the performance report, there is a gap between what the auditor sees and what the directors are reporting. The Municipal Manager stated that measures are being implemented to close the gap. The Municipal Manager mentioned that a strategic planning session are planned to assist with the development of the SDBIP.

The Municipal Manager explained that significant progress has been made in getting historical issues resolved by MPAC. Especially Unauthorized Expenditure as well as Irregular Expenditure.

The Chairperson stated that a dashboard be created where all items raised as emphasis of matter, to ensure the achievement of a clean audit in the next Financial Year.

The CFO explained that the municipality are achieving an unqualified audit in Mscoa environment, which is a huge achievement. The previous year had 8 items of non-compliance, it is down to 5 items. A clean bill of health achieved in procurement which is a huge achievement. Irregular expenditure, R98 million, a third of it is already handled. Within 2 years a clean audit can be achieved, all officials involved needs to be commended, as the municipality is on the right track.

3. <u>CONFIRMATION OF PREVIOUS MINUTES</u>

3.1 <u>MINUTES OF THE MEETING HELD ON 30 AUGUST 2018</u>

Resolved: (29 November 2018)

i) That the Minutes of the Kouga Audit Committee meeting held on 30 August 2018 be confirmed.

3.2 <u>MATTERS ARISING FROM MINUTES</u>

3.2.1 <u>APPOINTMENT OF THE THIRD COMMITTEE MEMBER</u>

The Chairperson enquired the status of the appointment of the third committee member. The Municipal Manager explained that it was advertised, and interviews will be held within the next week.

3.2.2 <u>INTERNAL AUDIT FUNCTION</u>

The Municipal Manager explained that a legal opinion was sought with regards to KPMG. A decision on whether to terminate their contract will be taken at the next Council meeting.

3.2.3 <u>RISK MANAGER: INTERNAL AUDIT</u>

The Municipal Manager mentioned that the vacancy was advertised, at first glance the applicants looks good. The idea is to downscale external audit and establishing own internal audit. Advertising for Additional Internal auditors and interns to be expedited.

There is a risk involved for not having internal audit function at the moments, but measures are being put in place. The successful candidate to commence duties on 1 February 2019.

The Chairperson stated that a meeting must be scheduled once the Internal Auditor is appointed, the appointment of an internal auditor needs to be phased in. Mr Coetzer enquired whether the Internal Auditor's Job description is in place. The Municipal Manager mentioned that adjustments for funding has been done. The job description is finalized. The appointment will be successful.

4. **MATTERS FOR DISCUSSION**

18/11/PAC1 INSTITUTIONAL PERFORMANCE REPORT: 2018/19 FINANCIAL YEAR: QUARTER1: PERIOD 1 JULY 2018 TO 30 SEPTEMBER 2018

The Municipal Manager explained that the Capital Project figures are looking good, all MIG Certificates are signed off. He further mentioned that COGTA claims that the municipality is underperforming, it seems like inter departmental reporting is not up to date.

The Municipal Manager stated that R150 million is received for Disaster Funding, the funds must be spent by the end of March. Deviation appointment has already been done in order to deal with Drought Risk. Contractors already on site's work will be extended.

The CFO explained that Management meetings held on Mondays, deals with mitigation of risks. He further mentioned that once the Risk Manager are appointed, quarterly Risk meetings will take place.

Ms Machelesi explained that the Cemetery Masterplan will be finalized by 30 June 2019.

Resolved: (29 November 2018)

i) That the content of the Quarter 1 Institutional Performance Report on the implementation of the Service Delivery and Budget Implementation Plan for the period 1 July 2018 to 30 September 2018 be noted.
ii) That as from November 2018, monthly Performance reports be submitted to Council on progress made with improvements in revenue collection and capital budget expenditure until such time as the set quarterly targets have been achieved.
iii) That the Performance agreements be amended, and additional targets be added in the SDBIP.
iv) That the Risk Register be updated.

SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP)

Legal Risk: R44 million of the Metro. A letter of demand for R8 million was received from the Metro. Legal advice received was to not make payment.

Printing cost: Paperless implementation, concern around tender process. Significant savings will be done.

The Municipal manager explained that telephone expenses has been halved. He commended Corporate Services department on implementation of cost reduction.

The Revenue collection target – 90% needs to get up to 94%.

Resolved: (29 November 2018)

That the Accounting Officer ensure that the Performance Reporting system includes items/findings raised by the Auditor General.

18/11/KAC2 MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2018 TO OCTOBER 2018 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 OCTOBER 2018 (2018/19 FINANCIAL YEAR

The Chairperson mentioned that the Municipal Manager covered most of the items. He further stated that the Income statement needs to reflect what was bought as well as what was billed in order to cut out losses.

The CFO explained that arrears will improve going forward. Most of the losses are technically, the Metro Bulk water account are hugely distorting the finances. The CFO stated that Revenue Enhancement are a major priority for the municipality, a Revenue Enhancement Task Team has been established.

Resolved: (29 November 2018)

i) That it be noted 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.
ii) That the monthly budget statements accordingly be submitted to Provincial Treasury as stipulated in Section 71(1) of the MFMA.
ii) That it be noted that the committee notes that the creditors are under stated as not all invoices received from suppliers are being processed upon receipt and are not being reflected as 30 days and over creditors.
iii) That Progress Report be submitted on the Internal Audit plan at the next meeting
iv) That a dashboard with findings including corrective measures be submitted to the next meeting.

5. **DATE OF NEXT MEETINGS**

27/28 March 2019 at 09:00

6. <u>CLOSURE</u>

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

The meeting terminated at 10:55

04/04/2019

MR. J. BLIGNAUT
CHAIRPERSON

DATE

MINUTES OF A KOUGA AUDIT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS, (JEFFREYS BAY UNIT) ON THURSDAY, 4 APRIL 2019 AT 09:00.

PRESENT	Mr J. Blignaut	(Chairperson)
	Mr R. Coetzer	
COUNCILLORS	Cllr B. Williams	
	Cllr W. Gertenbach	
OFFICIALS	Mr C. du Plessis	(Municipal Manager)
	Mr S. Thys	(CFO)
	Mr A. Koegelenberg	(Manager: PMS)
	Ms K. Moodley	(Director: Corporate Services)
	Ms N. Machelesi	(Director: Community Services)
	Mr S. Abrahams	(Manager: Budget & Treasury)
	Ms L. Opperman	(Manager: Legal)
	Mr F. Jamal	(Manager: Risk & Internal Audit)
	S. Mpumela	(Risk & Internal Audit
	N. Mbangani	(Risk & Internal Audit)
	Ms M Jantjies	(Scribe)
STAKEHOLDERS	Mr E. le Roux	(Provincial Treasury)
	Mr X. Budaza	(Provincial Treasury)
	Mr C. Welch	(AGSA)
	Mr A. Stapelberg	(AGSA)
	Mr L. Dokwana	(ECCOGTA)
	Ms L. Mostert	(MPAC)

1. OPENING AND WELCOME

The Chairperson welcomed everybody and requested everyone to introduce themselves. The chairperson further extended a warm word of welcome to Mr Feroz Jamal.

2. LEAVE OF ABSENCE

None

3. CONFIRMATION OF PREVIOUS MINUTES

3.1 MINUTES OF THE MEETING HELD ON 29 NOVEMBER 2018

Resolved: (4 April 2019)

ii) That the Minutes of the Kouga Audit Committee meeting held on 29 November 2018 be confirmed.

3.2 MATTERS ARISING FROM PREVIOUS MINUTES

3.2.1 APPOINTMENT OF THE THIRD COMMITTEE MEMBER

The Chairperson requested feedback on the matter. The CFO explained that shortlisting has been done, and that interviews will be conducted.

4. MATTERS FOR DISCUSSION

Cllr Williams stated that the Draft Budget, approved end of March has been forwarded to the Chairperson.

4.1 19/04/PAC1 MID-YEAR INSTITUTIONAL PERFORMANCE REPORT: 2018/19 FINANCIAL YEAR: PERIOD 1 JULY 2018 TO 31 DECEMBER 2018

The Municipal Manager explained that the Performance Reporting system is working. Quarterly evaluations are being conducted. The Municipal Manager further stated that notice is taken of previous performance targets raised by the AG.

Resolved to recommend: (4 April 2019)

i) That the Mid-year Institutional Performance Report: 2018/19 Financial year: Period 1 July 2018 to 31 December 2018 as submitted be noted.

4.2 19/04/KAC1 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)

The Chairperson stated that Capex and Debtors collection rate is a concern. The Chairperson further mentioned that the 30 - day impact is also an issue. Payments must be done within 30 days.

Resolved: (4 April 2019)

i) That it be noted 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.

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

4.3 19/04/KAC2 (a) INTERNAL AUDIT CHARTER
(b) PROGRESS VS INTERNAL AUDIT PLAN

The Chairperson stated that the appointment of an Internal Auditor is a move in the right direction. Cllr Williams requested that the role / relationship between Internal Audit and MPAC be defined. He further mentioned that Council referred items to Internal Audit, and it has not been investigated yet. Cllr Williams stated that it is not easy obtaining information from Administration.

The Chairperson mentioned that the Kouga Audit Committee must be included in investigations. The Chairperson further explained that a combined meeting between Kouga Audit Committee and Internal Audit is required.

Resolved: (4 April 2019)

i. That a meeting be set up between the Kouga Audit Committee and Internal Audit.

5. <u>WAY FORWARD</u>

The Chairperson stated that Kouga Municipality must be aware of sets of legislation to comply with. The Chairperson further requested a session/training update of compliance legislation. The Municipal Manager stated that it's a good suggestion which could be looked at, like an extended Management Workshop.

6. <u>DATE OF NEXT MEETINGS</u>

26 June 2019 at 09:00

7. <u>CLOSURE</u>

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

The meeting terminated at 10:30

26 June 2019

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MR. J. BLIGNAUT **DATE**
CHAIRPERSON

REPORTS FOR DISCUSSION

REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 30 JULY 2019 **ITEM NO: 19/07/MM1**

COUNCIL RESOLUTIONS FOR 28 JUNE 2019

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 28 June 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 of Council 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 28 JUNE 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 – 28 JUNE 2019					
19/06/MM4 **APPOINTMENT OF AN AUDIT COMMITTEE MEMBER AND RE-APPOINTMENT OF KOUGA AUDIT COMMITTEE MEMBERS TO SERVE ON THE AUDIT COMMITTEE**	1. That Mr. J. Blignaut (Chairperson of the Audit Committee) and Mr. R Coetzer be re-appointed for a period of 2 years. 2. The Remuneration and Disbursements of the Kouga Audit Committee Members must be in accordance with the rates regulated by Treasury Regulation 20.2.2 plus the payment of the additional travel claims (if any). 3. That a revised report containing the Curriculum Vitae of Mr D Beyleveld and Mr Y Ngqele be submitted to the next Council meeting for scrutiny prior to the appointment to serve as a Member on the Kouga Audit Committee.				DONE REVISED ITEM TO BE SUBMITTED TO COUNCIL ON 30 JULY 2019

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 28 JUNE 2019

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
FINANCE 30 MAY2019					
19/05/F17 **LEASING OF ERVEN 437 AND ERF 440, VOORTREKKER STREET, HUMANSDORP**	**Resolved (30 May 2019)** 1. That the report on the leasing of erven 437 and 440, Voortrekker Street, Humansdorp be noted. 2. **That new leases of all Council owned property be reported to the Finance Portfolio Committee, as a separate item.**			Ongoing process	
FINANCE 28 JUNE 2019					
19/06/CF1 **REVENUE REPORT: SUMMARY OF THE COUNCILLORS' AND EMPLOYEES'**	1. That the summary of the outstanding debts relating to Councillors' and Employees' accounts for the period ending April 2019, be noted. 2. That the Manager: Legal Services obtain a legal opinion regarding the deduction process to follow to			Will enter into agreements in respect of employees and councillors to repay outstanding debts	

	recover outstanding debts owed to Council. 3. That outstanding debt be recovered from Councillors and Officials who are in arrears longer than 3 months without an agreement with the Accounting Officer and that disciplinary action be considered.			Finalise agreements regarding arrears longer than 3 months	

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 28 JUNE 2019

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
CORPORATE SERVICES 30 MAY 2019					
19/05/CORP2 **REPORT ON THE PROGRESS OF THE WARD DEVELOPMENT FUND**	**Resolved (30 May 2019)** 1. That the report on the Progress of the Ward Development Fund be noted. 2. That Wards who have not spent 50% of the allocated funds by end of June 2019 submit a full motivation of unspent funds. 3. That the roll over amount be utilised at the discretion of the Speaker in consultation with the Executive Mayor. 4. That allocated Ward Development Funds be spent in line with the Ward Development			Motivation will be submitted to the CFO for Rollover once balances are known	In progress

	Fund Policy and that such funds may not be utilised for political gain.				
CORPORATE SERVICES – 28 JUNE 2019					
19/06/CORP1 **<u>CALL CENTRE REPORTS ON SERVICE DELIVERY REQUESTS APRIL 2019</u>**	1. That the report on the Call Centre Service Delivery Requests April 2019 be noted. 2. That the I&E Department investigate the high incidence of sewer issues.				Risk assessment currently being undertaken and will be submitted to the I&E PC meeting
19/06/CORP2 **<u>REPORT ON THE PROGRESS OF THE WARD DEVELOPMENT FUND</u>**	1. That the report on the Progress of the Ward Development Fund be noted with amendments. 2. That the remainder of the capital budget that is unspent as at 30 June 2019, be rolled over to the 19/20 budget. 3. That Ward Councillors submit a motivation request for the roll-over of unspent capital funds under 50% by 3 July 2019.			Motivation will be submitted to the CFO for Rollover once balances are known	Item to serve at the Council meeting in July 2019

19/06/CORP4 **<u>COMPARATIVE REPORT ON ONLINE AND PRINTED MEDIA ADVERTISING</u>**	1. That all Notices continue to be advertised in the printed media. 2. That with respect to the use of JBay News as a free service offering, a legal opinion be sought to establish whether an indirect benefit could be accrued to Jbay News and ultimately Cllr Williams who is the owner of JBay News.				Legal opinion has been obtained

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 28 JUNE 2019

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
INFRASTRUCTURE AND ENGINEERING – 28 JUNE 2019					
19/06/I&E2 **DAY TO DAY OPERATIONS OF THE FLEET SECTION WHICH RESIDES UNDER INFRASTRUCTURE & ENGINEERING DURING THE PERIOD OF APRIL 2019**	2. That any vehicle being utilized outside Kouga Jurisdiction and after working hours must be requested by Directors and be authorised by the Fleet Superintendent. 3. That the costs analysis and feasibility report submitted in 2018 regarding a cost analysis/comparison between purchasing vs rental of the Kouga fleet be resubmitted to Council.				Memos have been distributed to all directors Cost analysis and feasibility report to be submitted to the council meeting to be held in July 2019

ITEM NO.	**ACTION**	**FOR DISPOSAL BY DEPARTMENT**	**DUE DATE**	**STATUS REPORT BY RELEVANT DIRECTOR**	***REPORT BACK DATE / COMPLETION DATE***
19/06/I&E5 **BUCKET ERADICATION**	1. That the report on the implementation of bucket eradication be noted. 2. That the request for roll-over funds be referred to the next Council meeting.				Request for roll over to be submitted to council
19/06/I&E10 **RE: LIST OF OBSOLETE EQUIPMENT (ASSETS) THAT WERE IDENTIFIED FOR AUCTION**	2. That the list of redundant / obsolete equipment be removed from the Asset Register. 3. That the redundant / obsolete equipment be done via public auction / donation, be supported. 4. That a legal opinion be obtained to establish whether employees of the Kouga Municipality may partake in the public auction and that such report be submitted to the next Council meeting.	Asset management Asset management Manager: legal services			Report to be submitted to the council meeting to be held in July 2019

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 28 JUNE 2019

ITEM NO.	RESOLUTION	FOR DISPOSAL	DUE DATE	STATUS	COMPLETION DATE
COMMUNITY SERVICES – 30 APRIL 2019					
19/04/CS7 **MIG RING FENCED FUNDING**	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.				**Verbal feedback was provided at the PC Meeting held June 2019 by Manager Legal Services and PMU.** **I&E will prepare an item for next PC to be held in July 2019.**

ITEM NO.	**ACTION**	**FOR DISPOSAL BY DEPARTMENT**	**DUE DATE**	**STATUS REPORT BY RELEVANT DIRECTOR**	***REPORT BACK DATE / COMPLETION DATE***
COMMUNITY SERVICES 30 MAY 2019					
19/05/CS10 **PROGRESS REPORT ON GERMAN MISSION: KOUGA VS ILSFELD MUNICIPALITIES**	**Resolved (30 May 2019)** 3. That the International Closing Workshop 6th Project Phase, Municipal Climate partnership to be hosted in Kouga Municipality from 9- 11 October 2019 be noted.				To be hosted 9-11 October 2019 Report on the workshop will be submitted
COMMUNITY SERVICES 28 JUNE 2019					
19/06/CS8 **REPORT ON 240L WHEELIE BIN LAUNCH AND ROLLOUT**	1. That the Wheelie Bin Launch and Rollout report be noted. 2. That Ward Councillors are to inform the community at the respective community meetings that the allocated wheelie bins may not be sold and if found guilty, action against offenders will be implemented	Office of the Speaker			

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ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 28 JUNE 2019

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
PLANNING AND DEVELOPMENT 30 MAY 2019					
19/05/PD2 **MONTHLY PROGRESS REPORT ON HUMAN SETTLEMENTS GRANT FUNDED PIPELINE PROJECTS**	**Resolved (30 May 2019)** 1. That the report on the human settlements grant funded projects be noted. 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.		30/10/2019	Meeting with ECDHS planning department has been arranged for July 2019. Purpose of the meeting will be to revise the Human Settlements Plan	30/10/2019

19/05/PD3 **MONTHLY PROGRESS REPORT ON AUDIT, CATEGORIZATION, AND UPGRADING OF INFORMAL SETTLEMENTS**	**Resolved (30 May 2019)** 1. That the report on the assessment, categorization, and upgrading of informal settlements be noted. 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.			Kouga Local Municipality was selected as one of the municipalities that will pilot the Upgrading of informal settlements Meeting with ECDHS Informal settlements Directorate is scheduled for 18 July 2019	26 July 2019
19/05/PD6 **PUBLIC WORKS PROPERTIES TO BE TRANSFERRED TO KOUGA MUNICIPALITTY**	**Resolved (30 May 2019)** 1. That Council accepts the following erven from Public Works and that they are added to the asset register of Kouga Municipality: Farm 448 portion 15 — Uitenhage RD Pellsrus: 677; 678; 733; 751 ; 753; 794;812 826; 854; 862 Humansdorp: 1 968			MM will sign Deed of Donation	In progress of being finalised

	Thornhill: 221 ; 237 333; 334; 342;362;376;751v; 762; 763; 775; 776; 777; 778; 779; 780; 781 ; 782; 783; 784; 785; 788; 789; 790; 791 ; 792; 805; 845; 846; 849; 850; 852; 855; 857; 859; 860; 861 ; 862; 863; 865; 866; 868; 870; 874; 875; 883; 884; 885; 886; 887; 888; 889; 891; 892; 894; 895; 897; 898; 896 2. That the Municipal Manager write a covering letter to the Department Public Works requesting the transfer of these properties. 3. That a Deed of Donation be sent to the Department Public Work for the transfer of these properties. 4. That Kouga Human Settlement Department proceed with the transfers of these erven to the owners of the properties as soon as registration to Kouga has been completed.				

PLANNING AND DEVELOPMENT 28 JUNE 2019						
19/06/PDT2 **MONTHLY PROGRESS REPORT ON HUMAN SETTLEMENTS GRANT FUNDED PIPELINE PROJECTS**	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.				Meeting was held with DoHS to support the review of the HSP The Service Provider will be appointed in current financial year
19 /06/PD3 **ESTABLISHMENT OF HOUSING COMMITTEES**	2. 3. 4.	That the appointment / nomination of 4 community members in respect of recommendations on the approved Terms of Reference, be supported. That the Terms of Reference be amended and referred to MAYCO and Council for approval. That the 4 community members be spread accordingly, to communities in a Ward, be noted.				Report containing the TOR to be submitted to the Mayoral Committee meeting to be held in August 2019

	5. That a quorum prerequisite be amended to state that 1 community member must be present to make a credible quorum, be supported. 6. That it be noted that should a vacancy become vacant on the Housing Committee, the Housing Committee for the respective Ward, submit names and make the appointed of a new member to serve on the Committee. 7. That in the case where the elected Housing Committee only consists of 3 community members, the Committee may elect a 4th member from the community to serve on the Housing Committee.				

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 30 JULY 2019 **ITEM NO. 19/07/MM2**

PROCESS PLAN FOR THE 2020/21 IDP, MTREF AND PMS PERIOD

1. Introduction

The purpose of this report is to table the 2020/21 IDP, MTREF and PMS Process Plan for consideration by Council.

2. Legislative requirements

2.1 Integrated Development Planning

Section 23 and 25 of the Local Government Municipal Systems Act, 32 of 2000 inter *alia* requires municipalities to undertake developmentally orientated planning to ensure that it: -

a) Strives to achieve the objectives of local government set out in section 152 of the Constitution;

b) Gives effect to its developmental duties as required by section 153 of the constitution, and Together with other organs of state contribute to the progressive realization of the fundamental rights contained in sections 24, 25, 26, 27 and 29 of the Constitution.

Section 28 further prescribes that:

(1) Each municipal council within a prescribed period after the start of its elected term, must adopt a process and procedures set out in writing to guide the planning, drafting, adoption, and review of its integrated development plan.

(2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.

(3) A municipality must give notice to the local community of the process it intends to follow.

According to section 29 of the Act, a local municipality must align its integrated development plan with the District Municipality's framework taking into account the integrated development processes and proposals submitted to it by the District Municipality.

The District IDP Framework was considered in drafting the Kouga Municipality's Process Plan for 2020/21.

2.2 Budget (MTREF)

According to section 21 of the Local Government: Municipal Finance Management Act of 2003, the Mayor of a municipality must *inter alia* –

b) At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for:
   (i) The preparation, tabling and approval of the annual budget;
   (ii) The annual review of –

      (aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and
      (bb) the budget-related policies;

   (iii) The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and
   (iv) Any consultative processes forming part of the processes referred to in sub-paragraphs (i)(ii) and (iii).

The key deadlines and mechanisms are incorporated in the 2020/21 Process Plan.

2.3 Performance Management System (PMS)

The Municipality has established a Performance Management System in terms of section 38 of the Local Government: Municipal Systems Act of 2000. The Act in terms of section 40 further requires that a municipality must establish mechanisms to monitor and review its performance management system. The Key deadlines are therefore incorporated in the Process Plan for effective performance measurement of the 2020/21period.

3. Comment

The council must adopt the 2020/21 process plan for the IDP, MTREF and PMS in terms of the legislative requirements as enumerated in paragraph 2.1, 2.2 and 2.3. The process plan is ***attached*** in order for the Council to adopt it in terms of the provisions of the different pieces of legislation. *******

The municipality schedules 2 public participation meetings during the process which are combined to accommodate both the IDP and Budget Process. The schedule of the public meetings form part of the process plan as well as ease of reference for all role-players.

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4. Recommendation

4.1 That the process plan for the IDP, MTREF and PMS for the 2019/20 period be approved in terms of the provisions of Chapter 5, sections 25 and 28 of the Local Government Municipal Systems Act, 32 of 2000 and Chapter 6, section 39 and 40 of the Act as well as section 21 of the Local Government, Municipal Finance Management Act of 2003.

4.2 That an advertisement be placed of the IDP Process Plan within 10 days after the adoption of the Plan.

4.3 That the Process Plan be submitted to the MEC and relevant stakeholders within 10 days of adoption by Council.

4.4 That the dates for the 2 public meetings, during October 2019 and April 2020 be drafted in conjunction with the relevant role players.

Item prepared by: C Dreyer, IDP Manager ....

Endorsed by the Municipal Manager: ....

KOUGA
local municipality
Good Governance through Service Excellence

IDP /BUDGET /PMS PROCESS PLAN FOR 2020/2021

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1. INTRODUCTION

Integrated Development Planning is an elaborate and dynamic process which produces a strategic plan to guide the municipality to eradicate service delivery backlogs, encourage socio-economic development, preserve the natural environment as well as address the spatial disparities of development. The end result should not only be the drafting of the IDP document but rather the implementation of programmes and projects in an integrated sustainable manner which will ultimately create a conducive environment which enhances the socio-economic prosperity for all people in the Kouga Municipal Area.

The Kouga Municipality is committed to bring a better life for all the people within its jurisdiction as expressed in its vision. The Vision has a clear direction and that is to govern the municipality effectively and efficiently and to render the best basic services to the community. Its aim is also to inspire to community to enhance public participation and to attract the best talent and investment to the municipality.

VISION: "Good governance through service excellence"

MISSION:

It is the mission of the municipality to offer the people of Kouga area:

- To create a government that addresses the needs and respects the values of Ubuntu in our communities.
- To create a better life for all through delivering inclusive and affordable services to residents.
- To create a safe environment with diverse opportunities for economic growth and development.
- To create a responsive, accountable and caring government for all its people.
- To create an efficient, well-managed, corruption free and legally compliant municipality.
- To create and maintain an effectively governed administration that is committed to financial sustainability.

The process plan briefly outlines the activities in the processes which the municipality will undertake in drafting its 2018/2019 Review and Budget. It furthermore substantiates the need for increased citizen involvement through municipal driven structures such as ward committees, and representative forums.

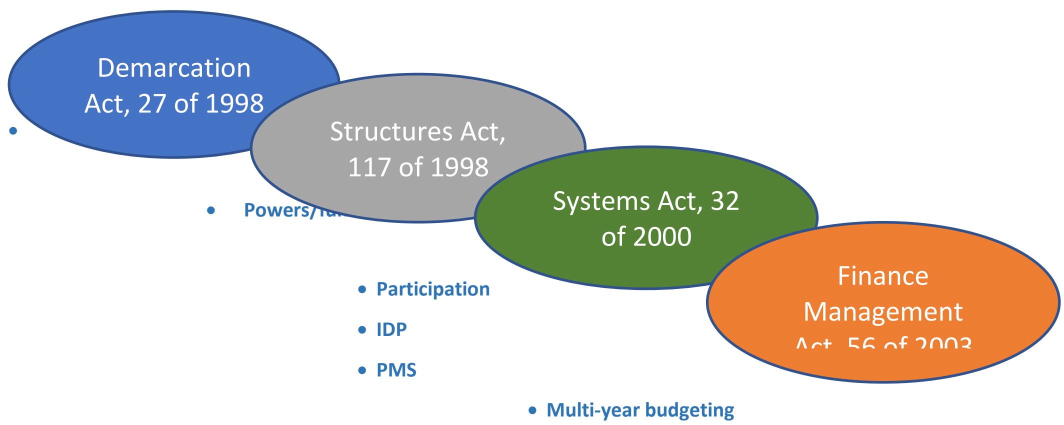
2. LEGAL FRAMEWORK: IDP AND BUDGET PROCESS PLAN

Section 28(1) of the Local Government: Municipal Systems Act, no 32 of 2000 prescribes that a municipal council must adopt a process set out in writing to guide the planning, drafting and review of its integrated development plan. The plan must include the following:

- A programme specifying the time frames for the different planning phases;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP drafting process;
- An indication of the organisational arrangements for the IDP process;
- Binding plans and planning requirements, i.e. policy and legislation; and
- Mechanisms and procedures for vertical and horizontal alignment.

Section 21(1) of the Municipal Finance Management Act No 56 of 2003 further prescribes that the mayor of a municipality must co-ordinate the processes of preparing the annual budget and for reviewing the municipality's IDP. It is therefore imperative that a time schedule outlining the key activities in the process with deadlines for attainment be tabled to Council for approval ten (10) months prior to the final approval of the IDP and Budget.

In order to ensure certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of government, the preparation of the planning process is regulated by the following legislation:



Municipal Legislative background

2.1 Integrated Development Plan (IDP)

Chapter 5, Section 25(1) of the Municipal Systems Act No 32 of 2000 indicates that:

Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, all inclusive and strategic plan for the development of the municipality which:

- *(a) Links, integrates and coordinates plans and takes in account proposals for the development of the municipality;*
- *(b) Aligns the resources and capacity of the municipality with the implementation of the plan;*
- *(c) Complies with the provisions of this Chapter; and*
- *(d) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.*

Section 28 of the Municipal Systems Act, No 32 of 2000 prescribes that:

- *(1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.*
- *(2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.*
- *(3) A municipality must give notice to the local community to particulars of the process it intends to follow.*

Section 29(1) of the Municipal Systems Act, No 32 of 2000 prescribes that:

The process must:

- *(a) be in accordance with a predetermined programme specifying timeframes for the different steps;*
- *(b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for –*
  - *(i) the local community to be consulted on its development needs and priorities;*
  - *(ii) the local community to participate in the drafting of the integrated development plan; and*
  - *(iii) organs of the state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;*
- *(c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and*
- *(d) be consistent with any other matters that may be prescribed by regulation.*

2.2 Annual Budget

The annual budget and the IDP are inextricably linked to one another, something that has been formalised through the promulgation of the Municipal Finance Management Act No 56 of 2003.

Chapter 4, Section 21(1) of the Municipal Finance Management Act (MFMA) indicates that:

The Mayor of a municipality must:

(b) at least 19 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for:

- *(i) the preparation, tabling and approval of the annual budget;*
- *(ii) the annual review of:*
  - *aa) the integrated development plan in terms of section 34 of the Municipal Structures Act; and*
  - *bb) the budget related policies.*
- *(iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*
- *(iv) the consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

2.3 Service Delivery and Budget Implementation Plan (SDBIP)

The Service Delivery and Budget Implementation Plan (SDBIP) is an implementation plan of the approved Integrated Development Plan (IDP) and Medium Term Revenue and Expenditure Framework. Therefore, only projects that are budgeted for are implemented. The SDBIP serves to address the development objectives as derived from the approved IDP.

Section 1 of the MFMA defines the SDBIP as:

(a) detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality's delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:

- *(i) revenue to be collected, by source; and*
- *(ii) operational and capital expenditure, by vote.*

(b) Service delivery targets and performance indicators for each quarter.

3. INVOLVEMENT OF THE COMMUNITY AND STAKEHOLDERS

The municipality needs to establish a set of organisational arrangements to:

- Institutionalise the participation process of all stakeholders;
- Effectively manage outputs; and
- Give affected parties access to contribute to the decision-making process.

The municipality should consider existing arrangements, use and adapt them, if necessary, and avoid duplication of mechanisms. This section deals with the organisational structure and the terms of reference for each of the arrangements/structures.

3.1 IDP and Budget Steering Committee

As part of the IDP & Budget preparation process the Executive Mayor must establish an IDP & Budget Steering Committee which is constituted as per section 4 of the Local Government: Budget and Reporting Regulations as follow:

Section 4(1) the mayor of a municipality must establish a budget steering committee to provide technical assistance to the mayor in discharging the responsibilities set out in section 53 of the Act.

The committee will act as an advisory and support structure to the Executive Mayor in providing a platform for her to provide political guidance and to monitor progress made in the IDP and budget process. National Treasury has introduced a new Standard Charter of Accounts commonly referred to as mSCOA. The municipality has already established a mSCOA Budget Steering Committee which comprise of the following councillors and officials as prescribed in section 4(2) of the Budget and Reporting Regulations:

- Executive Mayor
- Mayoral Committee
- Municipal Manager
- Chief Financial Officer
- All senior managers
- Manager IDP
- Manager Budget and Treasury

3.1.1 Terms of reference for the IDP and Budget Steering Committee

The terms of reference for the IDP and Budget Steering Committee are as follows:

- Provides terms of reference for the various planning activities
- Commissions research studies

- Process, summarize and document outputs
- Makes recommendations
- Prepare, facilitate and document meetings
- Compile a status quo report in respect of spatial planning
- Consider and process all comments received from various stakeholders in respect of the draft IDP, budget and SDF subsequent to a public participation process.

3.2 IDP Representative Forum

The IDP Representative Forum is constituted as part of the preparations phase of the IDP and will continue its functions throughout the IDP Review process. The composition of the IDP Representative Forum is as follows:

- Executive Mayor
- Mayoral Committee
- Councillors
- Ward Committees
- Community Development Workers (CDW's)
- Municipal Manager
- All senior managers
- Stakeholder representatives of organised sector groups
- NGO's
- Sector departments
- Parastatals organisations

3.2.1 Terms of reference of the IDP Representative Forum

The forum will be responsible for:

(a) Representing the interests of their constituents in the IDP process
(b) Providing an organisational mechanism for discussion, negotiation and decision-making between the stakeholders and the municipality to fulfil the public participation requirements in terms of the budgeting, performance management and service level agreement processes;
(c) Ensuring communication between all the stakeholder representatives;
(d) Monitoring the performance of the planning and implementation process;
(e) Discuss and comment on the draft IDP and Budget.

3.3 Ward Committees

The ward committees will serve as the official advisory and consultation platform with the community of Kouga throughout the IDP and budget process. The role of ward committees in respect of the IDP and budget will be to:

- Assist the ward councillor to identify service delivery needs and development challenges
- Mobilise communities to attend IDP/Budget meetings
- All committee members must be present at the IDP community meetings to assist marginalised groups and those who cannot read or write
- Participate in the ward based planning process
- Prioritise the community inputs and determine the top five (5) priorities of the ward
- Give details on priority issues and problems
- Monitor the implementation of projects and programmes in the ward

4. ROLES AND RESPONSIBILITIES

4.1 Internal Stakeholders

	ROLE-PLAYER	ROLES AND RESPONSIBILITIES
INTERNAL ARRANGEMENT	**Council**	• Approves and adopts the IDP process plan and budget time table • Approves the IDP and Budget • Monitors the implementation of the IDP and budget and consider any amendments of the plan when necessary
	Executive Mayor and Mayoral Committee	• Consider the IDP Process Plan and Budget time table and submit it to the Council for approval • Overall management, coordination and monitoring of the IDP and budget process • Assign and delegate responsibilities to the Municipal Manager. Submit the draft and final IDP and Budget to Council for approval • Provide political guidance in respect of the IDP and budget process
	Speaker	• Overall monitoring of the public participation process. • Establishment and oversight of the ward committee system
	Ward Councillors	• Liaison between the public and the municipality • Assist to facilitate meaningful participation by the public and relevant stakeholders in the IDP and Budget processes • Oversee the public meetings and other engagements in their respective wards • Monitor the implementation of the IDP with respect of their particular wards
	Municipal Manager	• Fulfill the duties and responsibilities of the Accounting Officer as per the MFMA • Managing and coordinate the entire IDP and budget process

		• Chairperson of the IDP and Budget Steering Committee
	Chief Financial Officer	• Performs all the budgeting duties as delegated by the Accounting Officer in terms of Section 81 of the MFMA • Managing and co-ordinates the entire budgeting process • Ensures proper alignment and implementation of programmes/projects identified in the IDP
	IDP Manager	• Prepare the IDP process plan and co-ordinate the implementation thereof • Manage and co-ordinate the day to day activities of the entire IDP process • Facilitate effective engagements for public and stakeholder participation in all wards • Represent the municipality at inter-governmental engagements with other spheres of government • Drafting of all IDP documentation • Submit the draft IDP to the MEC for comment • Publish the draft IDP for comment to the public • Ensure alignment of the municipal IDP with the IDP Framework of the District Municipality • Facilitate alignment between the IDP and Budget • Amend the IDP document in accordance with the comments of the MEC
	Senior Managers	• Provide technical and financial information in respect of analysing the priority issues of communities • Provide technical and budgetary input in respect of the development and operational strategies of the municipality • Preparation of project proposals and business plans for priority projects • Ensure integration of all projects and programmes culminating from the IDP process • Submit project proposals and business plans to the relevant authorities for funding and or technical support • Facilitate the incorporation and updating of all relevant sector plans in the IDP

4.2 Municipality and External Stakeholders

	ROLE-PLAYER	ROLES AND RESPONSIBILITIES
INTERNAL ARRANGEMENT	**Kouga Municipality**	• Prepare and adopt the IDP • Undertake the overall planning, management and coordination of the IDP Process • Consider the comments of the MEC on the IDP and adjust the IDP if necessary • Ensure the linkage between the Budget and IDP
	Local communities, residents and stakeholders	• Represents interests and contributes knowledge and ideas in the IDP process by participating in and through the ward committee • Keep constituencies informed on IDP activities and outcomes
	Sarah Baartman District Municipality	• Ensuring vertical and horizontal alignment of the IDP between the municipality and the district municipality as well as neighbouring municipalities • Facilitate district wide IDP engagements to foster cross-border planning between municipalities and the Sarah Baartman District • Facilitate joint planning initiatives between municipalities in the district with national and provincial spheres of government structured inter-governmental engagements between the municipality and provincial government • Assessment of the MTREF to improve the responsiveness of the budget

		• Preparation of joint strategy workshops with local municipalities; provincial and national role-players and other subject matter specialists.
	Provincial Government: Cogta and DLGTA	• Ensure horizontal alignment of the municipal IDP with all the relevant provincial sector departments • Facilitate structured inter-governmental engagements between the municipality and provincial government • Participate in the IDP processes through local offices • Assessment and commenting on draft IDP's strengthen the credibility thereof • Assessment of the MTREF to improve the responsiveness of the budget to the priority needs of communities • Provincial Treasury provide guidelines for the preparation • Efficient financial management of provincial IDP grants; • Monitor the progress of the IDP process; • Facilitate resolution of disputes related to the IDP; • Assist municipalities in the IDP drafting process where required; and • Coordinate and manage the MEC's assessment of IDP's.
	Sector Departments	• Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects; • Provide sector plans and programmes for inclusion in the IDP
	National Government	• National Treasury issues guidelines on the manner in which municipal councils should process their annual budgets • Assist with funding and technical support in respect of projects and programmes emanating from the IDP process

5. MECHANISMS FOR PUBLIC PARTICIPATION

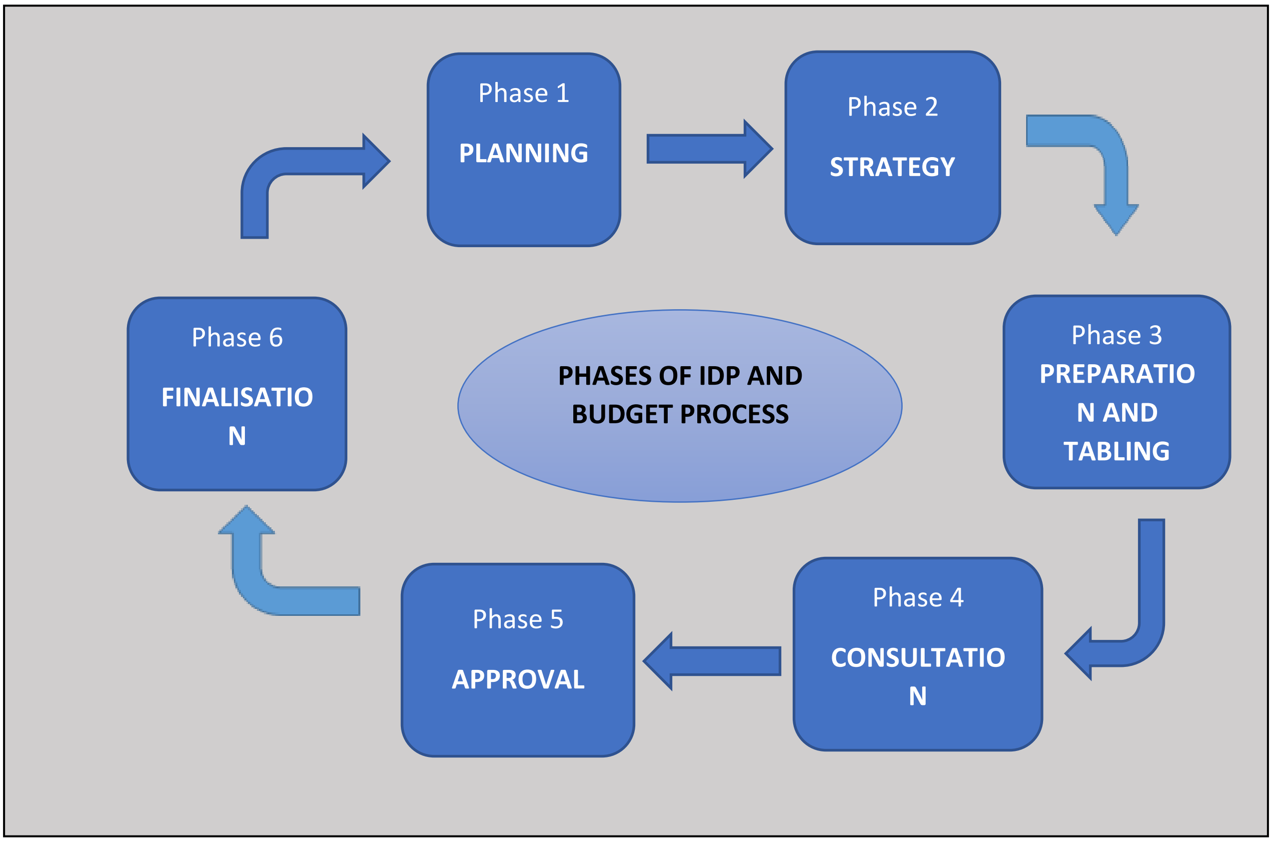
The involvement of the community stakeholders in the IDP process is one of the main features of the review process. Participation by all stakeholders ensures that the IDP addresses issues experienced by the communities. The following means of communication can be utilized:

- Municipal website and intranet
- Notices at all municipal offices
- Municipal newsletters and press releases
- Loud hailing prior to the public meetings
- Adverts in local newspapers
- Radio announcements
- Emails and bulk sms's to all on consolidated municipal database
- Social media platforms i.e. facebook

MECHANISM	REASON
Newspaper publications	• To invite comments from the public for both the draft and the final documents • To ensure the municipality adheres to legislation in terms of publishing notices in the local newspapers
Loud hailing	• To alert the community on the IDP process as well to ensure the message is carried out within the community to attend the public participation meetings in order to identify needs
Ward Committee Meetings	• Ward committees serves as an official specialised participatory structure within the municipality and a mobilizing agent for community agent for community action within the wards • Ensure constructive and harmonious interaction between the municipality and community through the use and co-ordination of ward residents meetings and other community development forums.
Mayoral roadshows	• To interact with communities in the different wards in order to keep track of the issues they face as well as give feedback regarding various municipal matters
Public engagements	• Ensure that venues for public meetings is selected in a manner that enables easy access for community members to attend.

6. PHASES OF THE IDP AND BUDGET PROCESS

The phases of the IDP and Budget process is indicated in the diagram below. The process speaks to planning, preparation, implementation and monitoring of the IDP, Budget and PMS.

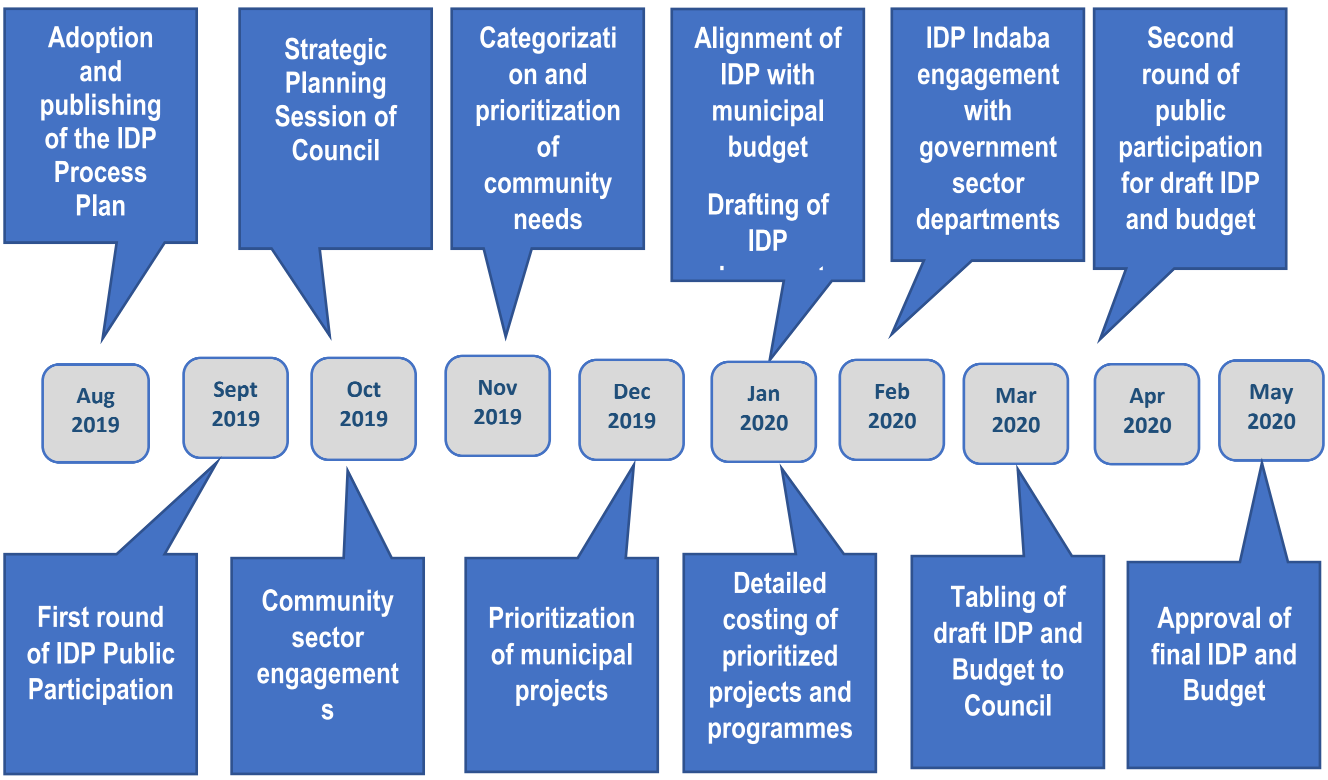


The table below summarizes the important activities and deliverables to be considered during the different phases of the IDP Process:

PHASE	ACTIVITIES	DIRECTORATE/STRUCTURE
Preparation	• Approval of IDP Process Plan	• Council
Analysis	• Establishment of ward committees	• AME & SP
	• Conduct community needs analysis through a comprehensive process of public participation	• Executive Mayor • IDP Manager
	• Conduct a socio-economic analysis	• All directorates
	• Develop ward based development plans	• IDP Manager
	• Conduct an organizational SWOT analysis	• Municipal Manager
Strategy	• Develop strategic objectives through a strategic planning session of Council	• Council
	• Set specific service delivery and development targets	• Council
	• Review all sector plans	• All directorates
Projects	• Develop business plans to give effect to the strategic objectives of Council	• All directorates
Integration	• Horizontal and vertical alignment of council strategic objectives with other spheres of government	• Municipal Manager
	• Actively participate in relevant inter-governmental engagements	• Council • All directorates
Approval	• Apply all legislative requirements to ensure the credibility of the IDP process	• Executive Mayor • Council

The summary below illustrates the different phases of the drafting of the 2020/2021 IDP Review with key milestones:

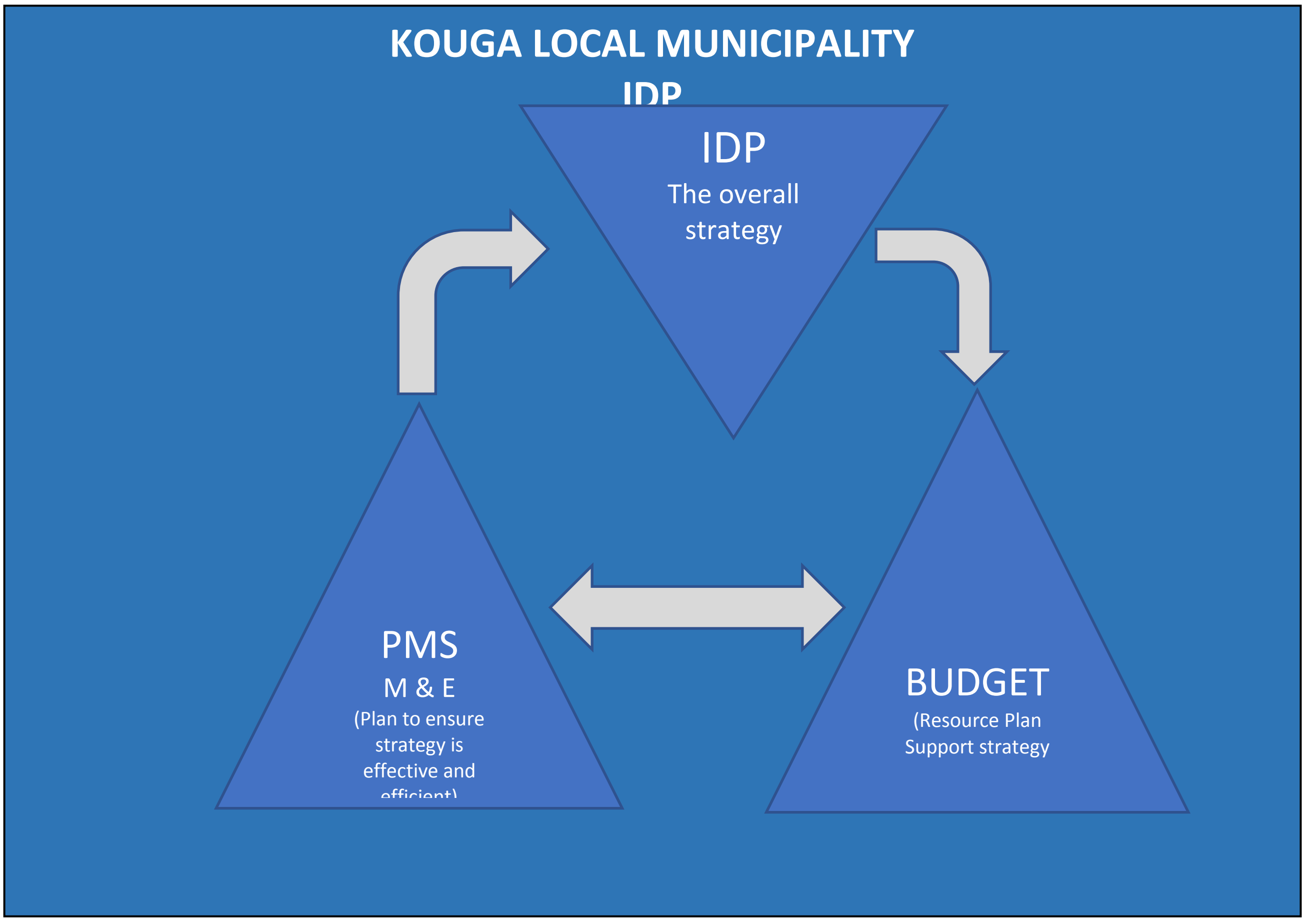
The illustration below describes processes followed to develop the IDP of the Kouga Local Municipality:



7. INTERGOVERNMENTAL ALIGNMENT

7.1 Alignment of the IDP, Budget and Performance Management

The IDP review process is mainly geared towards identifying early-warning signs for corrective action whenever it is required. The performance indicators are flowing from the IDP and constitute the heart of the Performance Management System. The IDP Process Plan 2020/2021 aligns the IDP, Budget Process and Performance Management in order to adhere to the legislative requirements. The linkages of the three processes are summarised in the following diagram:



7.2 Horizontal and Vertical alignment

7.2.1 District Alignment

Sarah Baartman District Municipality has established a District IDP Engagement Forum which are also attended by the Department of Co-operative Governance, Human Settlements and Traditional Affairs and the Office of the Premier to provide strategic direction in terms of IDP's. The IDP preparation process utilizes this forum to ensure vertical and horizontal alignment.

7.2.2 Alignment with Sector Departments

Alignment with sector departments is essential in order to ensure that the priorities of Kouga Municipality can be reflected in their prioritization process, as well as their projects can be reflected in the IDP document.

8. REPORTING REQUIREMENTS

FREQUENCY	MSA/MFMA REPORTING ON PMS	SECTION
Quarterly reporting	• The municipal manager collates the information and draft the organisational performance report, which is submitted to Internal Audit. • The Internal Auditors (IA) must submit quarterly reports to the Municipal Manager.	*MSA Regulation 14(1)(c)*
Mid-year reporting	• The Performance Audit Committee must review the PMS and make recommendations to the Council.	*MSA Regulation 14(4)(a)*
	• The Performance Audit Committee must submit a report at least twice during the year a report to Council.	*MSA Regulation 14(4)(a)*
	• The municipality must report to Council at least twice a year.	*MSA Regulation 14(4)(a)*
	• The Accounting Officer must by 25 January of each year assess the performance of the municipality and submit a report to the Mayor, National Treasury and the relevant Provincial Department.	*MFMA S72*
Annual Reporting	• The annual report of a municipality must include the annual performance report and any recommendations of the municipality's audit committee.	*MFMA S121(3)(c)(j) & MSA S46*
	• The Accounting Officer of a municipality must submit the performance report to the Auditor-General for auditing within two months after the end of the financial year to which that report relates.	*MFMA S126(1)(a)*
	• The Auditor-General must audit the performance report and submit the report to the accounting officer within three months of receipt of the performance report.	*MFMA S126(3)(a)(B)*
	• The Mayor of a municipality must, within seven months after the end of the financial year, table in the municipal council the annual report of the municipality.	*MFMA S127(2)*
	• The Auditor-General may submit the performance report and audit report of a municipality directly to the municipal council, the National Treasury, the relevant provincial treasury, the MEC responsible for local government in the Province and any prescribed organ of state, if the accounting officer of the entity fails to comply with subsection (2) and (3).	*MFMA S127(4)(a)*
	• Immediately after an annual report is tabled in the council, the accounting officer of the municipality must submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.	*MFMA S127(5)(b)*
	• The Council of the municipality must consider the annual report by no later than two months, from the date on which the annual report was tabled, adopt an oversight report containing council's comments on the annual report	*MFMA S129(1)*
	• The meetings of a municipal council at which an annual report is to be discussed or at which decisions concerning and annual report are to be taken, must be open to the public and any organ of state.	*MFMA S130(1)*
	• The cabinet member responsible for local government must annually report to Parliament on actions taken by the MEC's for local government to address issues by the Auditor-General.	*MFMA S134*

9. INTEGRATED STRATEGIC TIME SCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2020/2021 FINANCIAL YEAR

PHASE 0

PREPARATION PHASE /PRE- PLANNING

ACTION	PURPOSE	RESPONSIBIITY	PROPOSED DATE	ACTUAL DATE	EVIDENCE
Sarah Baartman District Municipality Framework IDP Co-ordinator meeting	Workshop CDMF with all LM – alignment	Sarah Baartman District Municipality and IDP Coordinators	Before 30 July 2019	4 July 2019	Draft District framework
Lock budget	Uploading of adopted budget for 2018/19 and issue certificate of captured data.	CFO	15 July 2019		Issued Certificate
Upload SDBIP 2019/20 on website and publicise	Notify the public of set targets and performance indicators	PMS Manager	Not later than 5 August 2019		Website access
4th Quarter Performance Report and finalize Annual Performance Evaluation	Evaluate performance according to the Performance Agreements	MM and Mayor	31 July 2019		Evaluated Reports
Q4 review by Internal Audit Unit	Prepare of Annual Performance Report for MPAC	MM, PMS Manager and Internal Audit Unit	31 July 2019		Reviewed Reports
Review of performance by MPAC and adoption by Council	Moderate Performance Evaluation Reports in preparation for Council's consideration for adoption	MPAC and Council	End August 2019		Moderated Reports adopted by Council
Finalise Performance Agreements (2018/19) of Municipal Manager and Managers reporting to the Municipal Manager and Submit to MEC and publicise within 14 days	Legal Requirement	Municipal Manager	31 July 2019		Formal Letter and website access
Review Process Plan and develop IDP and Budget time schedule for 2019/20 (MFMA S35(1).	Alignment with Draft Sarah Baartman DM Framework.	(Legal requirement) Sarah Baartman DM and Local Municipality.	Before end of July 2019	25 July 2019	Aligned Draft IDP and Budget time schedule / Process Plan with Sarah Baartman DM Draft Framework.
1st Meeting with Cogta-EC	To monitor development of Process Plans as per sect 31 of MSA	Local Municipalities in Sarah Baartman Region	August 2019		Areas identified for monitoring.

Submit reviewed IDP and Budget time schedule / Process Plan for the 2019/20 planning cycle, to the Mayor	Legal Requirement and for political guidance	Municipal Manager, CFO and IDP Official	Before end of July 2019	30 July 2019	Draft reviewed IDP and Budget time schedule / Process Plan
Table IDP and Budget time schedule / Process Plan and District Framework Plan to Council for adoption	Council adoption - Legal Compliance	Municipal Manager, Mayor, Council, IDP official and CFO	Before end of July 2019	30 July 2019	Council Resolution. 16/07/AME3
Upload the IDP and Budget time schedule / Process Plan on the municipal website, place on notice boards and advertise in a local newspaper	To notify stakeholders of key dates and encourage participation in these processes.	Municipal Manager and IDP Official	within 10 days of adoption (specify own specific date)	5 August 2019	Advertisement
Call for civil society to register for Representation on Rep Forum; Update database and reconstitute public participation structures (e.g. IDP Representatives Forum) (Same advert as above)	Legislative requirement to ensure inclusivity in budgetary and planning processes.	Municipal Manager, CFO, IDP Official	Before end of September 2019	5 August 2019	Advertisement
Submit adopted Process Plans and Council Resolution to EC-COGTA.	Enable EC-COGTA to monitor implementation of process plan as legislated (S31 of MSA) and compile Provinces planning calendar	MM and IDP Manager	Within 10 days of adoption	5 August 2019	E-mail or formal letter
Submit Performance Agreements (2018/19) of Municipal Manager and Managers reporting to the Municipal Manager and Submit to MEC and publicise within 14 days after approval by Council	**S53 MFA 14-days after adoption.**	Municipal Manager	30 August 2019		Check legal requirement
PHASE 1 - ANALYSIS PHASE					
Ward based planning	Conduct ward based planning with all 15 ward committees	IDP Manager, ward councillors and ward committee members	2nd week of September 2019		Kouga Municipality
Conduct situation analysis and update the status quo	SWOT Analysis on the internal and external environment; determine existing level of development and backlogs. Consider changes in the current environment: Gap analysis of the IDP Assessment 2019/20 and 2018/19 Annual Performance Reports and develop corrective action plans	IDP Manager (Administration and Council)	Before conducting community engagements (September /October2018)		Corrective action plans

In collaboration with Council, develop & publicise Community Based Planning Programme	Make community aware of CBP sessions. Secure venues and arrange logistics for scheduled meetings.	Office of the Mayor, Municipal Manager, IDP Officer and CFO	September 2019	September 2019	CBP Programme
Convene 1st IDP and Budget Steering Committee Meeting	Report on community based planning. Present consolidated directorate projects and budget needs	Municipal Manager, Council and CFO and directors	6 December 2019		Attendance register and organogram status
Undertake ward-wide public participation meetings	Present IDP Process Plan / Time Schedule; Present 2019/20 ward priorities; report back on project progress; cost implications and challenges. Obtain new needs to be prioritised for 2019/20.	Municipal Manager, Directors, IDP Officer, Mayor and Council	October/November 2019	7 – 31 October 2019	Attendance Registers, presentations and minutes and new priorities.
Submission of 2018/19 Annual Financial Statements to Office of the Auditor-General	Legal Compliance to obtain Audit Opinion	Municipal Manager and CFO	30 August 2019		Letter of Acknowledgement by Office of the AG.
Submit draft 2018/19 annual performance report to the Auditor-General	Legal compliance	Municipal Manager and PMS Manager	30 August 2019		Letter of Acknowledgement by Office of the AG.
Submit draft 2018/19 annual performance report	Legal Compliance to obtain Audit Opinion	Municipal Manager and CFO	30 August 2019		Letter of Acknowledgement by Office of the AG
Attend District IDP Rep Forum Meetings	Legal Compliance.	Municipal Manager, CFO, Sec 56 Managers	12 September 2019	12 September 2019	Attendance Register
Attend District IDP Coordinators Forum meeting	Alignment and information sharing.	IDP Co-ordinators and Mayors	25 October 2019	25 October 2019	Attendance Register
Organogram review	Legal Compliance to Enable the IDP implementation	Municipal Manager, Directors and Council	October 2019 to January 2020		Attendance Register and organogram status
Q1 Performance Reporting	Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal compliance	Municipal Manager and PMS Manager	15 October 2019		Evaluation Reports
Q1 review by Internal Audit	Preparation of Annual Performance Report for MPAC	MM and PMS Officer and Internal Audit Unit	18 October 2019		PMS Manager
Review of performance by MPAC and adoption by Council	Moderate Performance Evaluation Reports in preparation for Council	MPAC and Council	Before end of November 2019		Moderated Reports adopted by Council
Submit first quarter returns 30 days after the end of the quarter	MFMA compliance	MM, CFO	Before the end of October 2019		Acknowledgement of receipt from National and Provincial Treasury
Convene 1st IDP Representative Forum Meeting	Present adopted Process Plan. IDP Review and Assessment. Progress on planned projects.	Council, Municipal Manager, CFO,	19 September 2019		Attendance register, presentation and minutes

		directors, public representatives and sector departments			
Convene 2nd IDP and Budget Steering Committee Meeting	Report on community based planning, proposed amendments to organogram. Present consolidated directorate projects and budget needs	Municipal Manager, Council and CFO and directors	16 March 2020		Attendance register and organogram status
PHASE 2 - STRATEGIES					
Convene a Strategic Planning Session	To revise the strategic objectives and reprioritize priorities in line with service delivery needs of the municipality as well as drafting an action plan for the 2020/21 year	Council, Municipal Manager, CFO, directors, public representatives and sector departments	30 October 2019		
Draft 3-year Budget forecast on human resources costs	To ensure that the budget cost on human resource stays within the prescribed percentage	CFO and AME Director	6 March 2020		3-year budget forecast report
Submit proposed DRAFT 2019/20 Operating and Capital Budget requirements by directorates to the CFO	Preparation of the proposed adjustment budget and indicative 2019/20 forecast.	Municipal Manager, CFO and Section 56 Managers (Directors)	18 March 2020		Directorate draft budget requirements.
Review Budget related policies	Legal Compliance -review, update and check relevance	CFO	29 May 2020		Council Resolution
Submit Sector plans and KPA inputs on IDP, Directorates to submit Departmental SDBIP to PMS Manager	To inform the review and updating of the IDP and Institutional SDBIP	Municipal Manager, CFO and Directors	By end of October 2019		KPA input and SDBIP per directorate
Mid year engagements with Provincial Treasury and Cogta	To monitor the budget process and ensure that timeframes and compliance issues are met	Municipal Manager, CFO and Directors	18 February 2020		Attendance registers and presentations
PHASE 3 – PROJECTS					
Attend District IDP Consultation Committee meeting	Alignment and information sharing.	IDP Co-ordinators and Mayors	27 February 2020	27 February 2020	Attendance Register
Convene the 3rd IDP and Budget Steering Committee meeting.	Report on refined objectives and strategies, planned strategic interventions and proposed amendments to the organogram in response to overcome challenges. Present consolidated proposed directorate projects and budget needs.	Municipal Manager and CFO and directors	19 March 2019		Reports, presentations, minutes and attendance register

2nd Meeting with COGTA-EC	To monitor the implementation of planning phases identified in the Time Schedule /Process Plan as per sect 31 of MSA	EC-COGTA & IDP Officer	1st week in December 2019		Minutes and attendance register
Prepare and submit audit action plan.	To address the shortfalls identified by the AG.	Municipal Manager and CFO	End January 2020		Copy of the Audit Action Plan.
PHASE 4 – INTEGRATION PHASE					
Table the 2018/19 Adjustment budget	Legal compliance, if necessary to adjust existing budget	Municipal Manager and CFO	28 February 2020		
Finalise the annual review of tariffs, fees and charges	To determine increase to be undertaken to cover service delivery	Municipal Manager, CFO and directors	31 March 2020		Amended tariff list
Submission of the Sec 72 Performance Report	Legal Compliance	MM, CFO and Mayor	24 January 2020		Reports
Q2 Performance Reporting.	Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal compliance	MM and PMS Officer	January 2020		Evaluation Reports
Q2 review by Internal Audit	Preparation of Annual Performance Report for MPAC	MM, PMS Manager and Internal Audit Unit	End of January 2020		Reviewed Reports
Review of performance by MPAC and adoption by Council	Moderate Performance Evaluation Reports in preparation for Council	MPAC and Council	End of February 2020		Moderated Reports adopted by Council
IGR Session to facilitate alignment	Align provincial and national programmes with IDP	Municipal Manager	By end of February 2020		Attendance Register
Confirm National and Provincial Government allocations to the Municipality for incorporation into the Draft Budget for tabling	To incorporate grant funding from National and Provincial Government into the Draft Budget.	CFO	Publication of DORA toward mid- to-end February 2020 Specify your own date		Allocation circular
Convene the 4th IDP and Budget Steering Committee – alignment	Finalise internal alignment and project register. Ensure budget alignment between the Draft IDP and Draft SDBIP with agreed upon targets and performance indicators per project.	Municipal Manager, IDP Manager, CFO and directors	6 April 2020		Reports, presentations, minutes and attendance register
PHASE 5 - APPROVAL PHASE					
In collaboration with Council develop and publicise the final Draft IDP and Budget 2019/20 Community Engagement Programme	Make citizens aware of outreaches, prior to the adoption of the final Draft IDP and Budget. Secure venues and arrange logistics for scheduled meetings.	Office of the Mayor, Municipal Manager, IDP Officer and CFO	April 2020	8 – 23 April 2020	Public notices.

Mid year engagements with Provincial Treasury and Cogta	To monitor the budget process and ensure that timeframes and compliance issues are met	Municipal Manager, CFO and Directors	29 April 2020		Attendance registers and presentations
Table 2019/20 Draft IDP and Capital and Operating Budgets, ward based budgets and draft tariffs, fees and charges	Council to consider and adopt the final Draft IDP and Budget.	Municipal Manager and CFO	Not later than end March 2020	31 March 2020	Adopted Final Draft IDP and Budget resolution.
Submit adopted draft IDP to the MEC for local government	Pre- assessment interaction.	MM and IDP Officer	Within 10 days of adoption	April 2020	Letter of acknowledge-mint/email
Upload the Council Approved Draft IDP and Budget (2019/20) on the municipal website and place a notice in local newspapers for public inspection (21days)	Legal Requirement to allow public to raise objections / comments on the adopted Draft IDP and Budget.	Municipal Manager; CFO and IDP Officer	Within 10 days of adoption	April 2020	Advertisement and website
Forward 2019/20 Draft Capital and Operating Budgets and Draft IDP to National Treasury and Provincial Treasury and any prescribed national or provincial organs of state and other municipalities affected by the budget	Legal compliance as a control measure between Treasury and the LM.	Municipal Manager and CFO	Within 10 days of adoption	April 2020	E-mail and Tracking
Q3 Performance Reporting.	Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal compliance	MM and PMS Officer	End of April 2020		Evaluation Reports
Q3 review by Internal Audit	Preparation of Annual Performance Report for MPAC	MM, PMS Manager and Internal Audit Unit	End April 2020		Reviewed Reports
Review of performance by MPAC	Moderate Performance Evaluation Reports	MPAC and MM	End April 2020		Moderated Reports adopted by Council
IDP Pre- assessment interaction.	Monitor state of readiness to adopt Final IDP and Budget.	COGTA and LM	during April 2020		Minutes
Undertake ward-wide public participation meetings	Allow opportunity for community to be part of municipal planning and be informed of the impact of IDP within their ward.	Office of the Mayor, Ward Councillors, Municipal Manager, CFO and Directors	April/May 2020		Attendance Registers presentations and minutes.
Consolidate all public participation inputs and comments in respect of 2019/20 Draft IDP and Budget	Table to Mayor for consideration before the adoption of the Final 2019/20 IDP and Budget.	Municipal Manager and CFO	Last week in April 2020		Consolidated ward comments

Convene 5th IDP and Budget Steering Committee - consider comments and finalise IDP and Budget	Interrogate community comments and finalise SDBIP/IDP alignment and any necessary amendments to the IDP and budget.	Municipal Manager and IDP Official and CFO	18 May 2020		Reports, presentations, minutes and attendance register
Attend the 2nd District IDP Representatives Forum meeting – alignment	Present the Final Draft IDP, Draft Budget and Draft SDBIP. Sector Dept. report on project implementation for 2018/19 and confirm project and budget allocations for 2019/20. (Finalise external project alignment)	Municipal Manager, Mayor, CFO and IDP Official	19 May 2020	19 May 2020	Presentations, minutes and attendance register
Convene the 2nd IDP Representatives Forum meeting to present Draft IDP for consideration	Present the **Draft IDP**. Report on public engagement and outcome of the 21-days public inspection and invite any last changes or additions to sector project register.	Municipal Manager, Mayor and IDP Official	23 May 2020		Presentations, minutes and attendance register
Adopt the Final 2019/20 IDP and MTEF Budget.	Legal compliance. Council to consider and approve.	Municipal Manager, CFO and Council	Before end May 2020 Align to Council Calendar	29 May 2020	Adopted IDP and council resolution
Upload adopted Final 2019/20 IDP and MTEF Budget on the municipal website	Legal compliance and access to strategic documents.	Municipal Manager and CFO	10 days after adoption	10 June 2020	Website access.
Submit approved IDP and Budget to the MEC for local government	Legal compliance	Municipal Manager	Within ten days of adoption	10 June 2020	Formal letter
Final IDP Provincial Assessment 2019/20	MEC comments	DM, LM, KPA leaders, COGTA, Sector Departments	July/August 2020		Signed MEC comments and individual assessment reports

OFFICIAL SIGN-OFF

It is hereby certified that this IDP Process Plan for 2020/21 review:

- ✓ Was developed by the IDP Manager under the guidance of the Municipal Manager.
- ✓ Was prepared in line with the current strategic plan of the municipality which took into consideration all the relevant legislation, policies and other mandates especially from the public through public participation processes.

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Ms Colleen Dreyer
IDP Manager
Date:

____

Mr C Du Plessis
Municipal Manager
Date:

____

Councillor H Hendricks
Executive Mayor
Date:

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 30 JULY 2019 **ITEM NO: 19/07/MM3**

SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN: 2019/20 FINANCIAL YEAR

1. Introduction

It is the purpose of this report to submit to Council the Service Delivery Budget Implementation Plan for the 2019/20 Financial Year as approved by the Executive Mayor for the information of the Council.

2. Legislative requirements

In terms of Section 53(1)(c)(ii) of the Municipal Financial Management Act (MFMA), the SDBIP is defined as a detailed plan approved by the mayor of a municipality for implementing the municipality's delivery of municipal services, and its annual budget, and must indicate the following:

(a) Projections for each month of:

(i) revenue to be collected, by source; and

(ii) operational and capital expenditure, by vote

(b) Service delivery targets and performance indicators for each quarter.

(c) Other matters prescribed.

In terms of the provisions of Section 53 of the MFMA, the Executive Mayor of the Municipality must approve the SDBIP within 28 days of the approval of the budget.

In addition, the Executive Mayor must ensure that the revenue and expenditure projections for each month, as well as the service delivery targets and performance indicators as set out in the SDBIP, are made public within 14 days of approval.

3. Comment

The content of the Service Delivery and Budget Implementation Plan forms the basis of the Performance Agreements of Section 57 Employees and draft Performance Agreements.

In terms of the provisions of National Treasury Circular13 of 31 January 2005 the Service Delivery and Budget Implementation Plan sets the top layer target for a particular year. The Circular requires that lower level targets be developed from the top layer targets, in the instance of Kouga the Departmental SDBIP which breaks down top layer targets into detailed supporting activities, setting targets, time frames and assigns responsibilities in this regard. The Departmental SDBIP forms the basis for performance agreements of Line Managers and lower level employees at middle management and supervisory levels.

Performance Agreements for employees other than these mentioned above, are Job Description based.

It must be noted that the SDBIP includes targets set for the implementation of the 2019/20 Procurement Plan.

5. Recommendation

5.1 That the Service Delivery and Budget Implementation Plan for the 2019/20 financial year as approved by the Executive Mayor be noted.

5.2 that the Municipal Manager oversees the quarterly submission of departmental progress reports to Council on the implementation of the Services Delivery and Budget Implementation Plan.

5.3 That Directors prepare Departmental SDBIP's in support of the achievement of the Institutional objectives as defined in the Institutional SDBIP and the achievement of lower level Departmental targets and objectives to ensure the rollout of performance management to Line Managers and Employees at the supervisory level.

Item prepared by : Manager: Performance Management Systems

KOUGA
local municipality
Good Governance through Service Excellence

Service Delivery & Budget Implementation Plan

Year: 2019/20

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FOREWORD BY EXECUTIVE MAYOR

Kouga Municipality is committed to excellence in service delivery to our communities and therefore this Service Delivery and Budget Implementation Plan (SDBIP) sets specific quarterly targets to allow the political leadership and the community to track progress towards the achievement of such targets.

This SDBIP reflects annual targets from the 2019/20 Integrated Development Plan (IDP), which were identified through extensive IDP community participation meetings where specific communal needs were identified.

The SDBIP also includes several institutional operational targets necessary to ensure oversight and measurement on achievement of legislative compliance and the general operations in pursuit of our goal for Kouga to be the best municipality in the Eastern Cape and to be within the top ten best municipalities in South Africa.

The vast and diverse needs of our communities had to compete for funding from a limited budget, which must also fund normal operational requirements. The lack of maintenance on our service infrastructure, fleet and equipment in many preceding years severely impacted on our ability to make more substantial budget allocations towards specific community needs.

My focus for the 2019/20 financial year is project management, specifically regarding the monitoring and evaluation of the implementation of internal capital and operational projects, as detailed in the 2019/20 Procurement Plan. To give effect to the monitoring of project implementation, I have introduced stringent reporting measures to ensure that all role-players are well informed of progress made and that interventions can be made in time where progress is not as planned.

I am confident that communities have already experienced substantial improvements in service delivery over the 2018/19 year.

I am committed to ensure that communities shall experience an even greater improvement in service delivery over the 2019/20 year in pursuit of our vision "Good Governance through Service Excellence".

H. HENDRICKS
EXECUTIVE MAYOR

1. INTRODUCTION

The Service Delivery and Budget Implementation Plan (SDBIP) gives effect to the IDP and the budget of the municipality. It is an expression of the objectives of the Municipality in quantifiable outcomes that will be implemented by the administration for the financial period from 1 July 2019 to 30 June 2020 (the Municipal financial year).

It includes the service delivery targets and performance indicators for each quarter which is linked to the performance agreements of senior management. It therefore facilitates oversight over financial and non-financial performance of the municipality and allows the Municipal Manager to monitor the performance of the Directors, the Mayor/Council to monitor the performance of the Municipal Manager, and the Community to monitor the performance of the Municipality as a whole.

In terms of Section 53(1)(c)(ii) of the Local Government: Municipal Finance Management Act (MFMA), the SDBIP is defined as a detailed plan approved by the mayor of a municipality for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate the following –

(a) projections for each month of –

(i) revenue to be collected, by source; and

(ii) operational and capital expenditure, by vote

(b) service delivery targets and performance indicators for each quarter, and

(c) other matters prescribed

The primary objective of the Service Delivery and Budget implementation Plan thus to detail the implementation of the IDP and budget of Kouga Municipality by setting in year quarterly targets for each of the annual targets as set out in the Integrated Development Plan.

The secondary objective is to reduce to writing the objectives of the organization and in doing so, clarifying the required performance levels and allocating accountability to officials which in turn allows oversight of overall institutional performance.

The layers of this document will see the objectives reported by the following listed components as well as the comparisons to the Organizational Performance and in turn linked to the individual Directors and their activities within their votes.

The major components of the SDBIP are:

- Quarterly projections of budgeted income and actual income per vote and per activity
- Quarterly projections of budgeted expenditure, both operating and capital, against actual per vote and per activity;
- Quarterly projections of the service levels (KPA) achieved against budget spending and comment;
- Quarterly projections of service levels in non-financial targets.

2. IMPLEMENTATION

The Service Delivery and Budget Implementation Plan (SDBIP) gives effect to the implementation of the IDP and the budget and as such it calls for stringent oversight to ensure that the objectives of Council for the year is achieved and corrective actions can be implemented in good time where required.

2.2 Reporting and Oversight

In order to enable and facilitate oversight over the performance of the Institution and the Directorates, the following reporting requirements shall be adhered to:

- Monthly progress reports on the implementation of the SDBIP shall be submitted as follows:
  - The Municipal Manager to the Executive Mayoral Committee in so far as it relates to those Key Performance Indicators where the Municipal Manager is listed as the project Driver;
  - Directors to the relevant Portfolio Committee in so far as it relates to those Key Performance Indicators assigned to the Director as Program Driver, provided that where any Portfolio Committee does not meet on a monthly basis, reports shall be submitted on a bi-monthly basis;
    - Submissions on monthly performance progress reports shall also be submitted to the Office of the Municipal Manager by the Directors within five (5) working days of the end of each month;
  - The Portfolio Councillor shall after the submission of the Departmental SDBIP Implementation Performance Report to the Portfolio Committee make a submission to the Executive Mayor on the performance of the Directorate on the implementation of the SDBIP.
- Quarterly progress reports on the overall implementation of the SDBIP shall be submitted to Council and the Performance Audit Committee;
- Quarterly progress reports on the overall implementation of the SDBIP shall be published on the Municipal Web Site to ensure the communities can scrutinize and is made aware of institutional performance;
- The quarterly Institutional SDBIP Implementation Reports must be submitted by Ward Councillors at Ward Committee level for discussion on a quarterly basis.

3 INCOME - BUDGETS

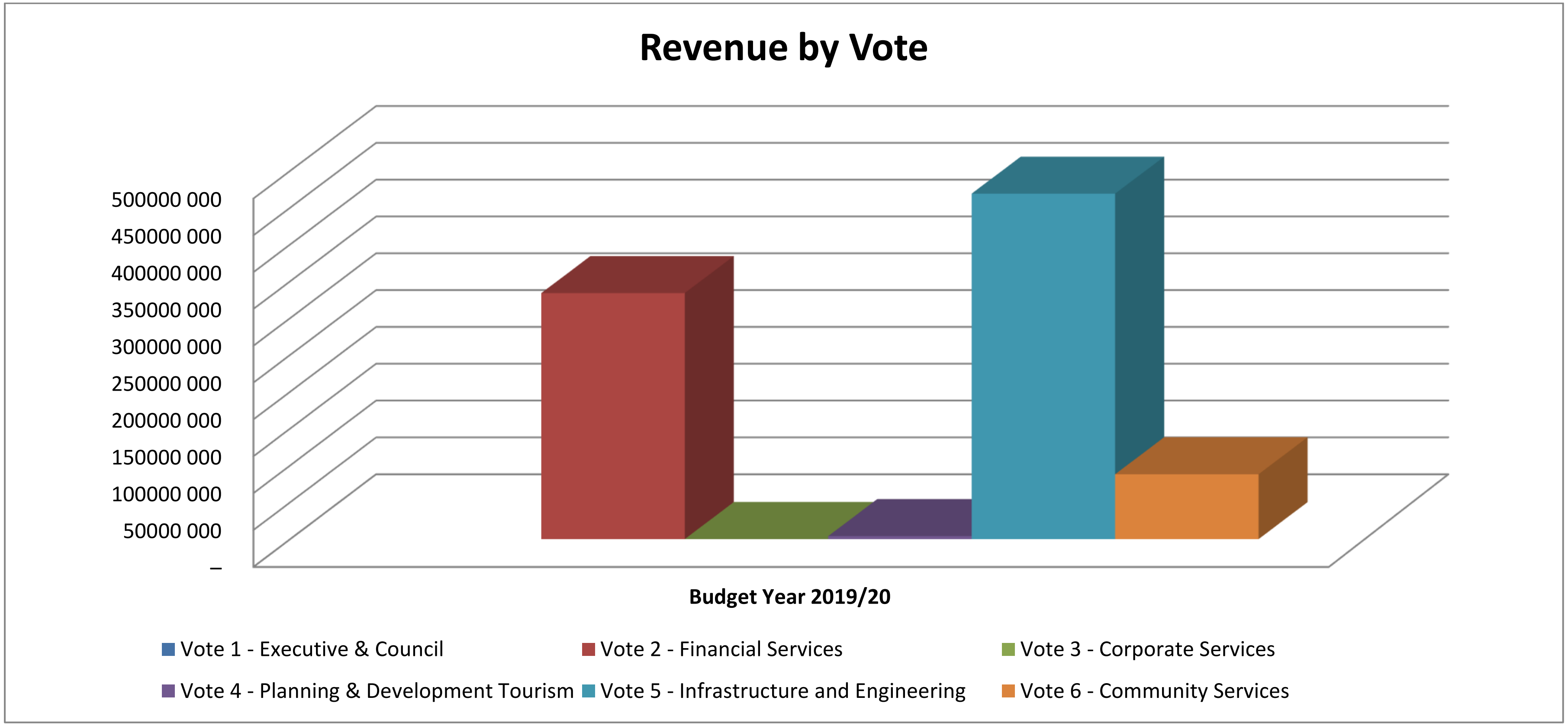
3.1. Revenue by Source

Description	Budget Year 2019/20	Actual YTD	Quarter 1		Quarter 2		Quarter 3		Quarter 4		
R thousand			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	% of Budget
Revenue By Source											
Property rates	196 717		77 158		120 327		155 122		196 717		
Service charges - electricity revenue	277 068		69 465		134 263		200 121		277 068		
Service charges - water revenue	76 105		16 863		35 855		56 602		76 105		
Service charges - sanitation revenue	46 346		11 339		22 246		33 487		46 346		
Service charges - refuse revenue	53 732		11 066		22 801		35 146		53 732		
Rental of facilities and equipment	4 037		824		1 684		2 487		4 037		
Interest earned - external investments	10 375		2 350		4 803		7 094		10 375		
Interest earned - outstanding debtors	8 439		987		3 351		5 223		8 439		
Fines, penalties and forfeits	6 397		1 130		2 168		3 291		6 397		
Licences and permits	16 568		3 876		7 440		11 293		16 568		
Transfers and subsidies	133 112		54 131		99 655		133 112		133 112		
Other revenue	7 797		1 477		2 835		4 303		7 797		
Total Revenue (excluding capital transfers and contributions)	**836 693**		250 667		457 428		647 282		**836 693**		

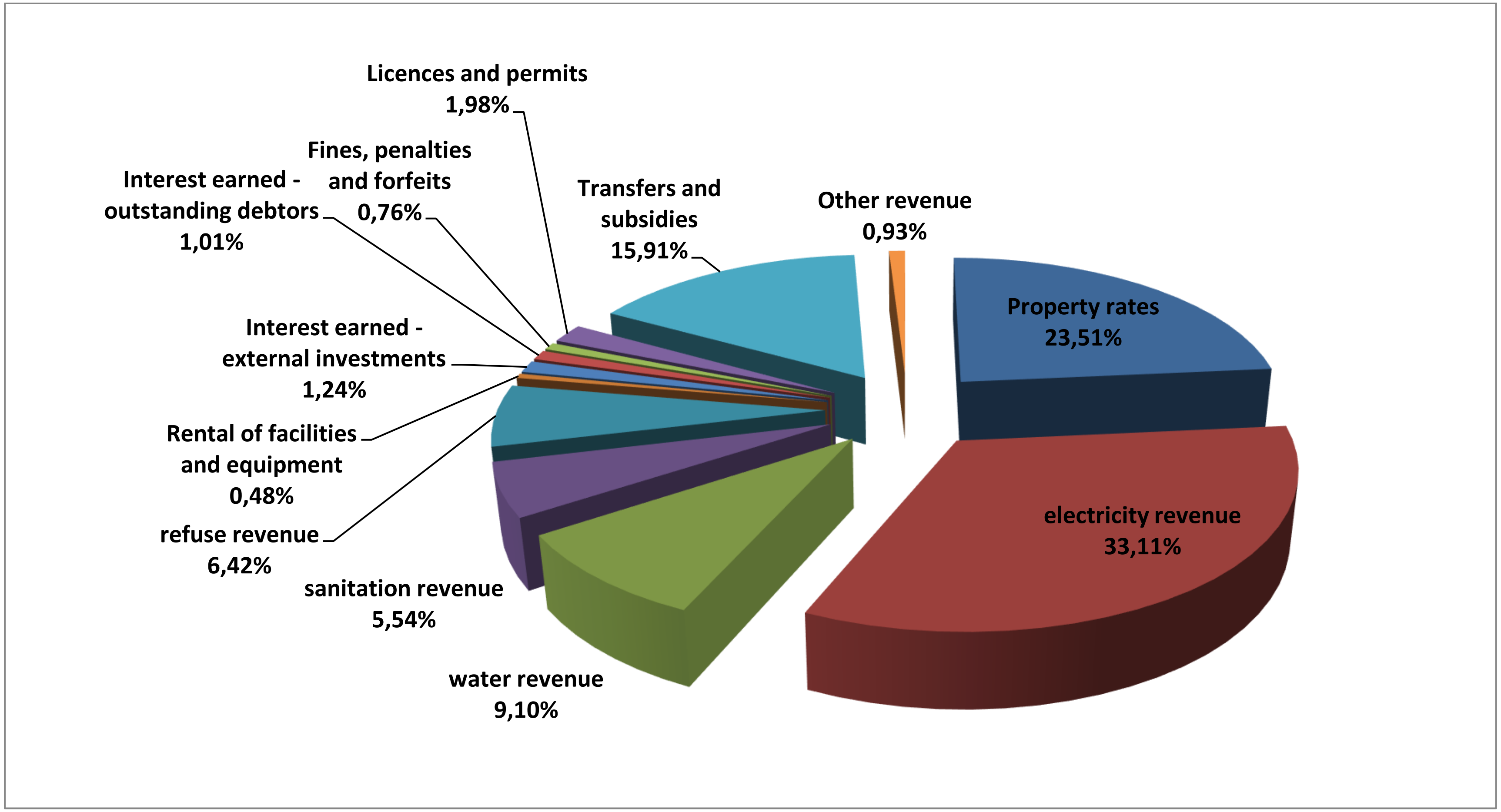
3.2. Revenue by Vote

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

3.3. Budgeted Revenue Graph (illustration)



3.4. Source of Budgeted Income Graph (illustration)



4. EXPENDITURE - BUDGETS

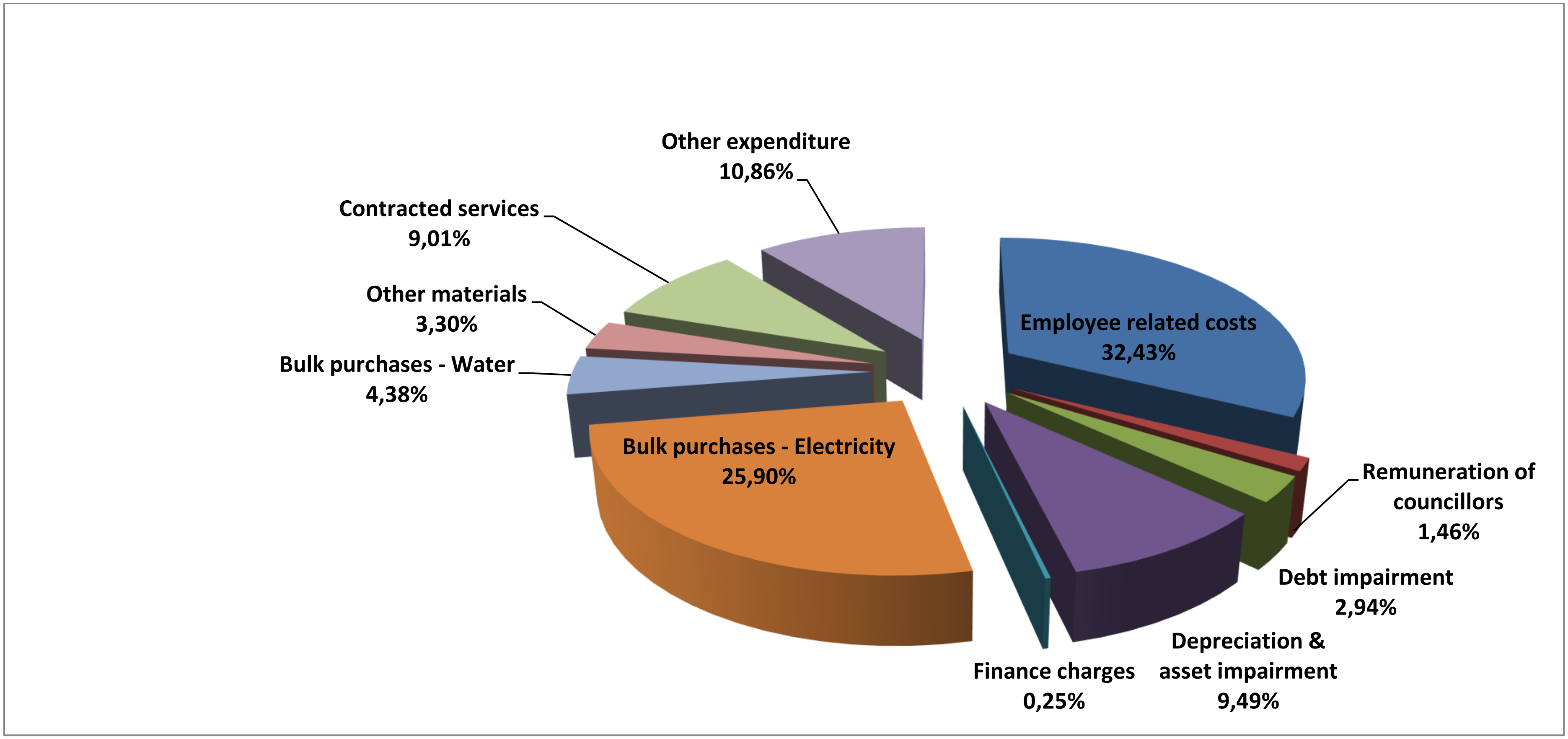
4.1 Operating Expenditure by Vote

Description	Budget Year 2019/20	Actual YTD	Quarter 1		Quarter 2		Quarter 3		Quarter 4		
R thousand			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	% of Budget
Expenditure by Vote to be appropriated											
Vote 1 - EXECUTIVE COUNCIL	43 826		9 370		19 737		29 179		43 826		
Vote 2 - FINANCIAL SERVICES	93 059		21 341		44 955		66 460		93 059		
Vote 3 - CORPORATE SERVICES	51 140		13 398		28 223		41 723		51 140		
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	22 412		5 405		11 386		16 833		22 412		
Vote 5 - INFRASTRUCTURE AND ENGINEERING	515 897		124 068		258 382		383 188		515 897		
Vote 6 - COMMUNITY SERVICES	170 802		41 174		86 734		128 224		170 802		
Total Expenditure by Vote	**897 137**		**214 756**		**449 417**		**665 607**		**897 137**		

4.2 Operating Expenditure by Type

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

4.3 Budgeted Expenditure Graph (illustrative)



5. CAPITAL EXPENDITURE

5.1 CAPITAL WORKS: PROJECT REGISTER: 2019/20

ID No	Project	Estimated Cost	2018/19	2019/20	2020/21	2021/22	2022/23	Outer
	SEWER							
	Jeffreys Bay – Mechanical Upgrade Cormorant sewer pump station Aston Bay	R 1 900 000.00	R 1 900 000.00					
	Jeffreys Bay - Wavecrest - Internal Waterborne Sewer Reticulation Phase 1	R 6 600 000.00	R 6 600 000.00					
	Jeffreys Bay Upgrade rising main La Mer sewer pump station to Koraal street sewer pump station	R 6 500 000.00		R 6 500 000.00				
	Jeffreys Bay Upgrade rising main Koraal sewer pump station to 4B sewer pump station	R 8 000 000.00		R 8 000 000.00				
	Jeffreys Bay Upgrade rising main 4B sewer pump station to WWTW	R 3 750 000.00		R 3 750 000.00				
	Jeffreys Bay- Northern Bulk main outfall sewer -area north of R102	R 1 200 000.00		R 1 200 000.00				
	Jeffreys Bay Upgrade rising main Cormorant sewer pump station to Apiesdraai sewer pump station	R 3 750 000.00			R 3 750 000.00			
	Jeffreys Bay - Wavecrest - Internal Waterborne Sewer Reticulation, Pump station and rising main Phase 2	R 15 000 000.00			R 15 000 000.00			
	Jeffreys Bay - Wavecrest - Internal Waterborne Sewer Reticulation Phase 3	R 12 500 000.00				R 12 500 000.00		
	Jeffreys Bay - Wavecrest - Internal Waterborne Sewer Reticulation Phase 4	R 8 500 000.00					R 8 500 000.00	
	Jeffreys Bay – Mechanical Upgrade Beach Sewer Pump Station and Rising Main	R 6 500 000.00					R 6 500 000.00	
	Jeffreys Bay – Increase capacity of waste water treatment works	R 15 000 000.00					R 15 000 000.00	
	Jeffreys Bay - replace sewer pumps and switch gear	R 4 000 000.00		R 1 000 000.00	R 1 000 000.00	R 1 000 000.00	R 1 000 000.00	
	Jeffreys Bay - New Waste Water Treatment works- Paradise Beach	R 35 000 000.00						R 35 000 000.00
	Jeffreys Bay - Water borne sewer reticulation for Paradise Beach	R 15 000 000.00						R 15 000 000.00
	Humansdorp - Upgrade Kruisfontein Waste Water Treatment Works	R 70 000 000.00	R 14 679 134.00	R 24 617 880.00	R 14 221 254.00			
	Humansdorp – Gravity main from Industrial area to Kruisfontein WWTW	R 10 000 000.00		R 10 000 000.00				
	Humansdorp – Upgrade Kwanomzamo waste water treatment works	R 30 000 000.00		R 15 000 000.00	R 15 000 000.00			
	Humansdorp - Upgrade Bulk Outfall Sewer CBD area	R 7 200 000.00				R 7 200 000.00		

	Humansdorp - Upgrade Sewer Reticulation Industrial Area	R 2 700 000.00					R 2 700 000.00	
	Humansdorp - Upgrade Sewer Pump Station No1 Kwanomzamo	R 1 800 000.00		R 1 800 000.00				
	Humansdorp - Upgrade Sewer Pump Station No2 Kwanomzamo (Vergenoeg)	R 2 000 000.00			R 2 000 000.00			
	Humansdorp – New sewer pump stations and rising main south zone to Kruisfontein WWTW	R 16 000 000.00			R 8 000 000.00	R 8 000 000.00		
	St Francis Bay - Upgrade main outfall sewer	R 2 750 000.00		R 2 750 000.00				
	St Francis Bay - Upgrade Waste Water Treatment works.	R 22 000 000.00			R 4 000 000.00	R 18 000 000.00		
	St Francis Bay - Install internal water borne sewerage and Pump stations Phase 1	R 7 500 000.00		R 7 500 000.00				
	St Francis Bay - Install internal water borne sewerage and Pump stations Phase 2	R 8 000 000.00			R 8 000 000.00			
	St Francis Bay - Install internal water borne sewerage and Pump stations Phase 3	R 8 000 000.00				R 8 000 000.00		
	St Francis Bay - replace sewer pumps and switch gear	R 1 500 000.00		R 500 000.00	R 500 000.00	R 500 000.00		
	Cape St Francis – New sewer pump station and rising main to WWTW	R 9 500 000.00					R 9 500 000.00	
	Cape St Francis – Install internal water borne sewerage	R 12 000 000.00						R 12 000 000.00
	Oyster Bay – New Public toilets	R 250 000.00		R 250 000.00				
	Oyster Bay - New Waste Water Treatment Plant 0,75 kl/day	R 18 000 000.00						R 18 000 000.00
	Oyster Bay - Install Water Borne Sewer Reticulation and pump stations	R 11 000 000.00						R 11 000 000.00
	Oyster Bay - Install Water Borne Sewer Reticulation-Umzamawethu	R 7 400 000.00						R 7 400 000.00
	Thornhill-Upgrade Waste Water Treatment Works	R 12 000 000.00		R 12 000 000.00				
	Thornhill -Phase 3 Internal Water Borne Sewer Reticulation	R 7 000 000.00			R 7 000 000.00			
	Loerie - Fencing of sewer pump station - Greenfields	R 450 000.00		R 450 000.00				
	Loerie - Upgrade Waste Water Treatment Works	R 15 000 000.00			R 15 000 000.00			
	Loerie - Replace small bore sewer system with Water Borne Reticulation	R 5 000 000.00				R 5 000 000.00		
	Loerie – Sewer pump station and rising main future housing developments	R 6 500 000.00					R 6 500 000.00	
	Weston – Internal water borne sewer reticulation Phase 1	R 7 000 000.00		R 7 000 000.00				
	Hankey - Upgrading of Sanitation System with Water Borne Reticulation- Old Hankey/Town	R 25 000 000.00			R 5 000 000.00	R 10 000 000.00	R 10 000 000.00	

	Upgrade Patensie WWTW		R 500 000.00					
	Patensie – Increase treatment capacity WWTW Phase 2+3	R 15 000 000.00			R 15 000 000.00			
	Patensie - Replacement of Digesters with Water Borne Sewer(Ramaphosa)		R 8 368 626.00					
	Patensie - Install water borne sewer reticulation CBD and town	R 6 000 000.00		R 6 000 000.00				
	Patensie - Install water borne sewer reticulation Citrus "Woonbuurt"	R 2 500 000.00			R 2 500 000.00			
	Kouga: Vehicles, Plant and equipment	R 30 000 000.00		R 5 000 000.00	R 5 000 000.00	R 2 500 000.00	R 2 500 000.00	R 15 000 000.00
	WATER							
	Jeffreys Bay - Replace Pressure filters Jeffreys bay WTW	R 750 000.00	R 750 000.00					
	Jeffreys Bay - Refurbish/Replace elevated steel water tower Upper Wavecrest	R 2 500 000.00		R 2 500 000.00				
	Jeffreys Bay - Wavecrest New water storage reservoir	R 16 000 000.00		R 16 000 000.00				
	Jeffreys Bay - Upgrade Water Purification Plant Wavecrest	R 40 000 000.00		R 10 000 000.00	R 30 000 000.00			
	Jeffreys Bay Water - Develop Groundwater sources and boreholes- Additional sources	R 5 000 000.00			R 5 000 000.00			
	Jeffreys Bay – New Reservoir and bulk waterline- Paradise beach	R 25 000 000.00			R 10 000 000.00	R 15 000 000.00		
	Jeffreys Bay – Desalination of sea water Paradise Beach	R 20 000 000.00						R 20 000 000.00
	Jeffreys Bay - Replace aging water Infrastructure (AC pipes/valves) Phases	R 50 000 000.00		R 2 500 000.00	R 2 750 000.00	R 3 000 000.00	R 3 500 000.00	R 38 250 000.00
	Jeffreys Bay Water - Standby Electrical Generator for Purification Plant	R 750 000.00		R 750 000.00				
	Jeffreys Bay Water - Standby Electrical Generator for Churchill/Fountains pump station	R 500 000.00			R 500 000.00			
	Jeffreys Bay Water - Upgrade Bulk Water Connection from Churchill Pipeline	R 750 000.00		R 750 000.00				
	Jeffreys Bay- Investigate re-use of treated effluent (RO plant)	R 15 000 000.00						R 15 000 000.00
	Humansdorp - Replace steel water tower Die Berg	R 1 500 000.00		R 1 500 000.00				
	Humansdorp - New water reservoir "Jeugkamp"	R 3 500 000.00		R 3 500 000.00				
	Humansdorp – Development of Ground water/Springs sources (Area North Of Town)Phase 1	R 5 000 000.00		R 5 000 000.00				
	Humansdorp – Development of Ground water/Springs sources (Area North Of Town)Phase 2 Treatment/Storage	R 25 000 000.00			R 25 000 000.00			

	Humansdorp - Replace 4 x brick reservoir with 4Ml concrete reservoir (Arcadia)	R 7 000 000.00				R 7 000 000.00		
	Humansdorp – Investigate and develop additional water sources "Die Berg"	R 1 500 000.00			R 1 500 000.00			
	Humansdorp – Upgrade Churchill water pipeline and pump station	R 3 500 000.00				R 3 500 000.00		
	Humansdorp – Upgrade Churchill water connection	R 750 000.00			R 750 000.00			
	Humansdorp - Replace aging water Infrastructure(pipes/valves)	R 25 000 000.00		R 5 000 000.00	R 5 000 000.00	R 5 000 000.00	R 5 000 000.00	R 5 000 000.00
	St Francis Bay - New Water Reservoir and Pressure Tower.	R 15 000 000.00			R 15 000 000.00			
	Cape St Francis New Water Reservoir	R 10 000 000.00				R 10 000 000.00		
	St Francis Bay/Cape St Francis – Investigate and develop groundwater sources/Mosterts Hoek	R 2 500 000.00			R 2 500 000.00			
	St Francis Bay/ Cape St Francis - Replace aging water Infrastructure(pipes/valves)	R 5 000 000.00					R 2 500 000.00	R 2 500 000.00
	Oyster Bay - Explore and Upgrade Water Resources (Groundwater)	R 3 300 000.00		R 1 500 000.00	R 1 800 000.00			
	Oyster Bay – Desalination of water	R 15 000 000.00						R 15 000 000.00
	Oyster Bay – Water connection and Pipeline from Metro pipeline	R 10 000 000.00					R 10 000 000.00	
	Oyster Bay – Install fire hydrants	R 80 000.00		R 80 000.00				
	Oyster Bay – Upgrade internal water reticulation	R 6 500 000.00			R 2 500 000.00	R 2 000 000.00	R 2 000 000.00	
	Thornhill - New water reservoir and tower	R 10 000 000.00		R 10 000 000.00				
	Thornhill – Upgrade Metro water connection	R 500 000.00		R 500 000.00				
	Thornhill – Upgrade internal bulk water reticulation	R 2 500 000.00			R 2 500 000.00			
	Loerie – New water reservoir	R 8 000 000.00			R 8 000 000.00			
	Loerie – Upgrade connection and rising main from Metro	R 3 700 000.00				R 3 700 000.00		
	Loerie – Upgrade internal water reticulation	R 5 000 000.00			R 1 000 000.00	R 2 000 000.00	R 2 000 000.00	
	Gamtoos Mouth - New 750Kl Water Reservoir for Gamtoos Mouth Resort.	R 3 000 000.00			R 3 000 000.00			
	Hankey - New Water Reservoir Weston	R 5 000 000.00			R 5 000 000.00			
	Hankey - Upgrade Water Treatment Works.	R 25 000 000.00		R 10 000 000.00	R 15 000 000.00			
	Hankey - Investigate potential ground water sources	R 1 000 000.00		R 1 000 000.00				
	Hankey- Upgrade water pump station (Canal)	R 850 000.00		R 850 000.00				
	Hankey- Upgrade Centerton/Weston Water pump station	R 550 000.00		R 550 000.00				

	Hankey - Upgrade water pump station (Klein Rivier/Golf Course)	R 350 000.00			R 350 000.00			
	Hankey – Rooidraai upgrade water treatment and internal reticulation	R 5 000 000.00						R 5 000 000.00
	Hankey- Replace aging water infrastructure(AC Pipes and valves)	R 12 000 000.00			R 2 000 000.00	R 2 000 000.00	R 2 000 000.00	R 6 000 000.00
	Patensie – New gravity water main from Reservoirs to Ramaphosa Village	R 6 500 000.00		R 6 500 000.00				
	Patensie Refurbish existing 2 x Concrete water reservoirs(Spawling)	R 5 000 000.00		R 5 000 000.00				
	Patensie - Replace aging water infrastructure – pipeline and valves	R 10 000 000.00		R 2 500 000.00	R 5 000 000.00	R 2 500 000.00		
	Kouga: Vehicles, Plant and equipment	R 25 000 000.00		R 5 000 000.00	R 2 500 000.00	R 2 500 000.00	R 2 500 000.00	R 12 500 000.00
	Roads and Storm water							
	Jeffreys Bay – Extension of Duine Roads	R 5 000 000.00				R 5 000 000.00		
	Jeffreys Bay - Upgrade of gravel roads to hardened surface all area's	R 85 000 000.00		R 5 000 000.00	R 7 500 000.00	R 7 500 000.00	R 7 500 000.00	R 57 500 000.00
	Jeffreys Bay- Reconstruction of roads in Paradise Beach	R 25 000 000.00		R 5 000 000.00	R 5 000 000.00	R 5 000 000.00	R 5 000 000.00	R 5 000 000.00
	Jeffreys Bay - Upgrade and provide storm water infrastructure Aston Bay	R 16 000 000.00			R 16 000 000.00			
	Jeffreys Bay - Upgrade and provide storm water infrastructure CBD area.	R 5 000 000.00		R 5 000 000.00				
	Jeffreys Bay - Upgrade and provide storm water infrastructure Kabeljouws Area	R 8 000 000.00				R 8 000 000.00		
	Jeffreys Bay - Upgrade and provide storm water infrastructure Pellsrus/Tokyo Sexwale	R 12 000 000.00			R 6 000 000.00	R 6 000 000.00		
	Jeffreys Bay - Upgrade storm water drainage Johan Muller Avenue (Paradise Beach)	R 8 000 000.00		R 8 000 000.00				
	Jeffreys Bay - Upgrade storm water drainage Kiewietjie/Anna Avenue (Paradise Beach)	R 2 300 000.00			R 2 300 000.00			
	Jeffreys Bay - Upgrade Cause Way link between Aston Bay and Paradise Beach	R 25 000 000.00				R 25 000 000.00		
	Jeffreys Bay - Improve kerbing and storm water Infrastructure Wavecrest.	R 8 000 000.00		R 2 000 000.00	R 2 000 000.00	R 2 000 000.00	R 2 000 000.00	
	Jeffreys Bay - New link road from R102 past WWTW to Apiesdraai/Aston Bay	R 17 000 000.00				R 5 000 000.00	R 12 000 000.00	
	Jeffreys Bay - Upgrade St Francis Road from R102 (circle at Mall) into Jeffreys Bay -widen	R 5 800 000.00			R 5 800 000.00			
	Jeffreys Bay - Provide sidewalks along main roads. All areas	R 5 000 000.00		R 750 000.00	R 750 000.00	R 750 000.00	R 750 000.00	R 2 000 000.00
	Jeffreys Bay - Provide Traffic Calming Measures all areas.	R 1 000 000.00		R 250 000.00	R 250 000.00	R 250 000.00	R 250 000.00	

	Jeffreys Bay – Road marking and signs All areas.	R 750 000.00		R 250 000.00	R 250 000.00	R 250 000.00		
	Jeffreys Bay - Upgrade gravel road DR 1767 (R102 to Paradise Beach-Provincial Road)	R 45 000 000.00						R 45 000 000.00
	Jeffreys Bay - Upgrade gravel road DR 1768 (St Francis to Para Beach-Provincial Road)	R 30 000 000.00						R 30 000 000.00
	Jeffreys Bay – New bridge Aston Bay to Paradise Beach Seekoei river crossing	R 120 000 000.00						R 120 000 000.00
	Jeffreys Bay - Provide and erect Street Name Boards all areas in Jeffreys Bay Area.	R 1 000 000.00		R 250 000.00	R 250 000.00	R 250 000.00	R 250 000.00	
	Humansdorp – Upgrade Gravel Roads to hardened surface All Area's(Phases)	R 195 000 000.00		R 2 500 000.00	R 3 000 000.00	R 3 500 000.00	R 4 000 000.00	R 182 000 000.00
	Humansdorp – Provide sidewalks all areas	R 7 500 000.00		R 500 000.00	R 600 000.00	R 750 000.00	R 800 000.00	R 4 850 000.00
	Humansdorp - Provide storm water infrastructure-All Area's(Phases)	R 25 000 000.00		R 1 000 000.00	R 1 200 000.00	R 1 500 000.00	R 1 750 000.00	R 19 550 000.00
	Humansdorp - Provide Traffic Calming Measures all areas.	R 1 000 000.00		R 250 000.00	R 250 000.00	R 250 000.00	R 250 000.00	
	Humansdorp – Upgrade road to "Die Berg"	R 3 800 000.00			R 3 800 000.00			
	Humansdorp - Provide and erect Street name boards all area's	R 750 000.00		R 250 000.00	R 250 000.00	R 250 000.00	R 250 000.00	R 250 000.00
	St Francis Bay - Repair 5 x Canal Bridges.	R 4 000 000.00		R 1 500 000.00	R 2 500 000.00			
	St Francis Bay - Upgrade Existing Gravel Roads to Hardened Surface- Sea Vista (Phases)	R 12 000 000.00		R 1 000 000.00	R 1 500 000.00	R 2 000 000.00	R 2 000 000.00	R 6 500 000.00
	St Francis Bay - Upgrade Existing Gravel Roads to Hardened Surface- Cape St Francis (Phases)	R 18 000 000.00		R 2 000 000.00	R 2 500 000.00	R 3 000 000.00	R 5 000 000.00	R 5 500 000.00
	St Francis Bay - Provide Traffic Calming Measures all areas.	R 500 000.00		R 100 000.00	R 100 000.00	R 100 000.00	R 100 000.00	R 100 000.00
	St Francis Bay - Upgrade Existing Gravel Roads to Hardened Surface- Industrial Area	R 8 000 000.00				R 4 000 000.00	R 4 000 000.00	
	St Francis Bay - Provide and Improve Storm Water Infrastructure - Cape St Francis	R 5 000 000.00		R 1 500 000.00	R 2 000 000.00	R 1 500 000.00		
	St Francis Bay - Provide and Improve Storm Water Infrastructure - St Francis Bay all areas Phases	R 29 000 000.00		R 1 500 000.00	R 1 500 000.00	R 1 500 000.00	R 1 500 000.00	R 23 000 000.00
	St Francis Bay - Provide and Improve Storm Water Infrastructure - Sea Vista	R 3 000 000.00		R 3 000 000.00				
	St Francis Bay - Provide sidewalks all area's	R 2 000 000.00		R 250 000.00	R 250 000.00	R 250 000.00	R 250 000.00	R 1 000 000.00
	Oyster Bay – Repair Brander Street/Remove sand/Dune management	R 6 500 000.00		R 2 500 000.00	R 1 500 000.00	R 250 000.00	R 250 000.00	R 2 000 000.00
	Oyster Bay - Provide Storm Water Drainage Umzamowethu	R 3 000 000.00			R 3 000 000.00			
	Oyster Bay - Upgrade and provide storm water drainage	R 2 800 000.00				R 2 800 000.00		
	Oyster Bay - Upgrade Existing Gravel Roads to Hardened Surface	R 15 000 000.00		R 5 000 000.00	R 5 000 000.00	R 5 000 000.00		

	Oyster Bay- Street names	R 100 000.00		R 100 000.00				
	Oyster Bay – Traffic calming measures	R 100 000.00		R 50 000.00	R 50 000.00			
	Upgrade existing Provincial Road (DR 1763) from Humansdorp to Oyster Bay	R 80 000 000.00						R 80 000 000.00
	Upgrade existing Provincial Road (DR 1762) from St Francis Bay to Oyster Bay	R 65 000 000.00						R 65 000 000.00
	Thornhill - Traffic Calming measures (Speed humps- main roads)	R 50 000.00		R 50 000.00				
	Thornhill - Provide and erect Street Name plates.	R 100 000.00		R 50 000.00	R 50 000.00			
	Thornhill - Provide Storm Water and curbing Infrastructure Phase 1 and 2	R 2 200 000.00			R 2 200 000.00			
	Thornhill – Provide Storm water drainage CBD and school area	R 1 700 000.00		R 1 700 000.00				
	Thornhill - Upgrade gravel roads to hardened surface roads	R 19 000 000.00		R 5 000 000.00	R 7 000 000.00	R 7 000 000.00		
	Loerie - Provide Storm Water Infrastructure (Loerieheuwel)	R 1 500 000.00			R 1 500 000.00			
	Loerie - Upgrade existing gravel roads to hardened surface roads.	R 19 000 000.00		R 5 000 000.00	R 7 000 000.00	R 7 000 000.00		
	Loerie - Upgrade existing gravel roads to hardened surface roads- "Spoornet houses"	R 2 400 000.00					R 2 400 000.00	
	Loerie - Provide storm water infrastructure for "Greenfields" Area	R 5 000 000.00				R 5 000 000.00		
	Hankey - Upgrade existing gravel roads to hardened surface roads.	R 80 000 000.00		R 6 000 000.00	R 6 000 000.00	R 6 000 000.00	R 6 000 000.00	R 56 000 000.00
	Hankey - Provide storm water infrastructure – all areas	R 19 000 000.00		R 5 000 000.00	R 5 000 000.00	R 5 000 000.00	R 4 000 000.00	
	Hankey - Provide and erect Street Name Plates all areas.	R 200 000.00		R 200 000.00				
	Hankey - Traffic Calming measures (Speed humps- main roads)	R 300 000.00		R 150 000.00	R 150 000.00			
	Patensie - Upgrade Storm Water Infrastructure(Phases)	R 5 000 000.00		R 500 000.00	R 1 000 000.00	R 1 500 000.00	R 2 000 000.00	
	Patensie - Provide and erect Street Name Plates all areas.	R 150 000.00		R 150 000.00				
	Patensie - Upgrade existing gravel roads to hardened surface roads(Phases)	R 7 500 000.00		R 1 000 000.00	R 1 500 000.00	R 2 000 000.00	R 3 000 000.00	
	Kouga: Vehicles, Plant and equipment	R 20 000 000.00		R 5 000 000.00	R 5 000 000.00	R 2 500 000.00	R 2 500 000.00	R 5 000 000.00
	Electricity							
	Jeffreys Bay – Upgrade Aston Bay /Paradise beach 5Mva transformer	R 1 500 000.00		R 1 500 000.00				
	Jeffreys Bay - Upgrade 2 x 500kva mini sub stations	R 1 000 000.00			R 1 000 000.00			

	Jeffreys Bay – New Melkhout to Jeffreys Bay main 66kv line	R 30 000 000.00		R 14 000 000.00	R 16 000 000.00			
	Jeffreys Bay – New Melkhout to Jeffreys Bay main 66kv line (Servitude)	R 3 500 000.00	R 3 500 000.00					
	Jeffreys Bay – second ring feeder main 66kv line	R 12 000 000.00				R 12 000 000.00		
	Jeffreys Bay – complete 22kv ring feeder line	R 750 000.00			R 750 000.00			
	Jeffreys Bay – Wavecrest new 11kv feeder cable	R 2 000 000.00			R 2 000 000.00			
	Jeffreys Bay – Upgrade main intake substation	R 6 000 000.00			R 6 000 000.00			
	Humansdorp – Upgrade 22/11kv substation	R 750 000.00		R 750 000.00				
	Humansdorp – Upgrade Saffrey substation	R 1 000 000.00			R 1 000 000.00			
	Humansdorp - Upgrade main intake sub station	R 2 500 000.00			R 2 500 000.00			
	Humansdorp- Upgrade 22kv line from Melkhout to Humansdorp	R 7 500 000.00				R 7 500 000.00		
	St Francis Bay – Upgrade 22kv intake substation no1.	R 1 750 000.00			R 1 750 000.00			
	St Francis Bay – Upgrade 22kv intake substation no2.	R 2 500 000.00				R 2 500 000.00		
	Kouga – Vehicles electricity department	R 10 000 000.00		R 2 000 000.00	R 2 000 000.00	R 2 000 000.00	R 2 000 000.00	R 2 000 000.00
	Kouga – Air conditioners	R 100 000.00		R 50 000.00	R 50 000.00			
	Kouga – New mini substations	R 4 000 000.00		R 500 000.00	R 1 000 000.00	R 1 000 000.00	R 1 500 000.00	
	Kouga – Mobile standby generator	R 1 000 000.00						
	Kouga – High Mast lights all areas	R 5 000 000.00						
	Kouga – Energy efficient street lights	R 20 000 000.00						
	Kouga – Electrification of informal settlements	R 30 000 000.00						
	Kouga – Electrical tariffs							

5.2 CAPITAL BUDGET IMPLEMENTATION PLAN (ALIGNED TO THE 2019/20 PROCUREMENT PLAN)

For purposes of interpreting the implementation of the Capital Budget Implementation Plan, the following abbreviations shall have the meanings as set out hereunder:

BAC	Bid Adjudication Committee
BEC	Bid Evaluation Committee
BSC	Bid Specification Committee
CFO	Chief Financial Officer
Dir Corp	Director Corporate Services
Dir Com Serv	Director Community Services
Dir I&E	Director Infrastructure and Engineering
Dir PDT	Director Planning, Development and Tourism

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
EXECUTIVE & COUNCIL													
Ward Councillors Capital (Markets)	Manager Office of the Mayor		750 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
(Smaller expenditure projects to eb determined in consultation with the Office of the Mayor)													

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
CORPORATE SERVICES													
Library upgrade Corporate Services	Dir Corp	CP56	100 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		45%		45%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						27/9/19		29/11/19					
Buildings	Dir Corp	CP30	1 000 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		45%		45%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						2/10/19		19/12/19					
EDMS	Dir Corp	PC201	540 506	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		45%		45%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						26/7/19		31/10/19		-		-	
Biometric system	Dir Corp	PC2001	130 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		25%		25%		40%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						29/3/19		15/7/19					

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
FINANCE													
Filing system (SCM)	CFO	CP54	350 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		90%			
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						17/7/9		4/10/19					
Shelving (SCM)	CFO	CP54	200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		90%		-	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						27/9/19		29/11/19					
Containers (SCM)	CFO	CP096	100 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		90%			
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						13/9/19		25/10/19					
WIFI Solution	CFO	PC017	250 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		45%		45%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						1/7/19		30/9/19					

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Cibex Software	CFO	CP075	600 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		90%		-	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						30/8/19		18/11/19					
Vehicle	CFO	CP21	300 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		90%			
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						17/7/19		30/9/19					
PLANNING DEVELOPMENT AND TOURISM													
Furniture and equipment	Dir PDT	CP54	200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		90%			
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						16/7/19		30/8/19					
Mini Fresh Food and Craft Markets in Jeffrey's Bay & Hankey	Dir PDT	CP31	1 220 951	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		45%		45%	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						28/6/19		23/9/19					
COMMUNITY SERVICES													
Vehicles (Traffic Law Enforcement)	Dir Com Serv	CP23	800 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		-		90%	
										Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
						-		-		7/01/20		30/04/20	
Vehicles Lifesaving	Dir Com Serv	CP23/ CP21	1 150 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		90%		-	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						2/7/19		30/09/19					
Vehicles Fire Dept.	Dir Com Serv	CP23	3 465 100	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		-		90%	
										Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
										7/01/20		10/04/20	
Fencing Humansdorp	Dir Com Serv	CP32	1 600 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
								35%		50%		5%	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Machinery and Equipment Grass cutting	Dir Com Serv	PC1003	600 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		10%		80%		-	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						2/07/19		30/09/19-					
Machinery and Equipment Lifesaving	Dir Com Serv	PC1002	100 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		50%		40%			
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						2/07/19		30/09/19					
Machinery and Equipment CCTV cameras	Dir Com Serv	PC1003	500 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		-		90%	
										Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
						-		-		10/01/20		25/03/020	
Life Guards Beach Tower	Dir Com Serv	PC1004	100 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		**90%**		-		-	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						5/8/19		**30/9/19**					
Furniture and Office Equipment	Dir Com Serv	CP9	200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		-		90%	
										Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
										10/10/20		25/03/20	
Upgrading of Sports Facilities	Dir Com Serv	CP074	3 936 841	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		40%		50%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						26/8/19		2/12/19					
Upgrading of Kwanomzamo Sports Facility	Dir Com Serv	CP095	5 413 043	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		40%		50%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						26/8/19		2/12/19					
Upgrading of Pellsrus, Kabeljous, Cape St Francis Beach parks	Dir Com Serv	PCA001	450	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		40%		50%	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						5/7/19		14/10/19					
INFRASTRUCTURE AND ENGINEERING													
Machinery and equipment	Dir I&E	PC1002	330 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		-		90%	
										Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
						-		-		10/1/20		20/3/19	
Vehicles	Dir I&E	CP21	2 600 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		45%		45%		-	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						28/6/19		11/10/19		-		-	
Energy and Demand Side Management	Dir I&E	PC1200	3 478 261	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		-		90%	
										Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
						-		-		10/1/20		23/3/20	
New overhead lines 66kv	Dir I&E	PC1008	1 800 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
overheadlines(Jbay to Melk													
						-		25%		50%		15%	
Upgrading of the Sea Vista Wastewater Treatment Works	Dir I&E	PC608	15 859 937	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						25%		25%		30%		10%	
						Multi-year project, bid awarded 2018/19 year							
Upgrading of Gravel Roads in Jeffreys Bay	Dir I&E	PC075	363 655	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		25%		55%	
								Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
						-		3/10/19		13/1/20		-	
Patensie Sewage Package Plant	Dir I&E	PC011	4 429 441	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		35%		45%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						28/6/19		11/10/19		-		-	
Upgrade Sanitation System Old Hankey	Dir I&E	PC012	434 783	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						–		-		-		90%	
										Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets 30/09/19 Target	30/09/19 Actual	31/12/19 Target	31/12/19 Actual	31/3/20 Target	31/3/20 Actual	30/06/20 Target	30/06/20 Actual
										15/1/20		30/3/20	
LV Networks (Informal Areas, Electrification/illegal	Dir I&E	PC1007	1 000 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		10%		45%		35%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						25/7/19		18/10/19		-		-	
Pump Station Capital	Dir I&E	CP 37	750 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		10%		80%	
								Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
						-		17/10/19		13/1/20		-	
Security Camera	Dir I&E	PCA002	200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		45%		45%		-	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						19/7/19		30/9/19		-		-	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Fencing of Jeffreys Bay and Kruisfontein Reservoir	Dir I&E	PC506	1 500 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		-		90%	
								Leading Department Tender evaluation report submitted to SCM		Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
						-		-		20/1/20		23/3/20	
Roads Capital	Dir I&E	CP40	1 500 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		45%		45%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						26/7/19		30/10/19		-		-	
Bucket Eradication Programme	Dir I&E	PC1015	2 300 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						–		-		-		90%	
										Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
						-		-		6/3/20		29/5/20	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
St Francis bulk main outfall sewer	Dir I&E	PC014	500 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		25%		55%	
								Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
						-		17/10/19		13/12/19			
Sewer REPLACE OLD PUMPS	Dir I&E	PC015	750 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		25%		55%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						20/9/19		13/12/19		-		-	
Electrical replacement of old and dangerous switch gear Saffery Sub station Humansdorp	Dir I&E	PC004	2 000 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		10%		40%		30%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						16/8/19		18/10/19		-		-	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Electrical Replacement of old mv cables to main sub station Humansdorp	Dir I&E	PC005	1 200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		10%		40%		30%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						16/8/19		18/10/19		-		-	
Electrical supply of tri switches St francis Bay	Dir I&E	PC006	200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		10%		80%			
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						16/8/19		18/10/19		-		-	
Electrical Supply auto recloser St Francis Bay	Dir I&E	PC007	400 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		20%		50%	
								Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
						-		31/10/19		24/1/20		-	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Electrical Mini sub station 22 000/11000/400 St Francis Bay	Dir I&E	PC008	700 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		90%		-	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						27/7/19		18/10/19					
Electrical 5 MV 22000/11000 transformer	Dir I&E	PC009	1 400 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		-		90%	
								Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
						-		29/11/19		13/3/20			
Electrical Oil circuit breakers replacement with vacuum or gas breakers	Dir I&E	PC0010	800 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		35%		55%	
						Item submitted to BSC				Leading Department Tender evaluation report submitted to SCM			
						2/7/19		-		24/1/20		-	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Purchase storage containers (3)	Dir I&E	CP096	200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		-		90%	
								Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
						-		10/1/20		1/3/20		-	
KwaNomzamo Wastewater Treatment Works	Dir I&E	PC010	8 695 652	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		35%		55%	
						Item submitted to BSC				Leading Department Tender evaluation report submitted to SCM			
						31/10/19		-		24/01/20		-	
Humansdorp, Kruisfontein and Ocean View Electrification	Dir I&E	PC003	5 219 130	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		10%		30%		50%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						2/7/19		27/9/19		-		-	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
High Mast Lights	Dir I&E	CP1999	1 200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		10%		75%		5%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						25/7/19		18/10/19					

5.3 OPERATIONAL BUDGET IMPLEMENTATION PLAN (ALIGNED TO THE 2019/20 PROCUREMENT PLAN

For purposes of interpreting the implementation of the Operational Budget Implementation Plan, the following abbreviations shall have the meanings as set out hereunder:

BAC	Bid Adjudication Committee
BEC	Bid Evaluation Committee
BSC	Bid Specification Committee
CFO	Chief Financial Officer
Dir Corp	Director Corporate Services
Dir Com Serv	Director Community Services
Dir I&E	Director Infrastructure and Engineering
Dir PDT	Director Planning, Development and Tourism

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
COMMUNITY SERVICES													
Security Guarding	Dir Com Serv	OP1	1 052 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		25%		25%		40%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						-		22/7/19					

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Hire landfill compactors and waste trucks	Dir Com Serv	OP1	3 500 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		25%		25%		40%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						5/7/19		11/10/19					
PLANNING AND DEVELOPMENT													
Precinct Plans JB, HD, SFB	Dir PDT	OP1	600 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		25%		65%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						20/9/19		13/12/19					
Professional Services Panel	Dir PDT	OP207	3 000 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		45%		45%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						26/7/19		20/11/19					
Land Audit	Dir PDT	OP1	300 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		-		25%		65%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						11/7/19		30/9/19					

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
ILUS (Land Use Scheme)	Dir PDT	PO705	210 400	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		25%		40%		25%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						16/7/19		19/9/19					
CORPORATE SERVICES													
Document Imaging and Storing	Dir Corp	OP1	200 000 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		30%		30%		30%	
EAP	Dir Corp	OP206	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		30%		30%		30%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						-		30/7/19					
Medical Surveillance	Dir Corp	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		30%		30%		30%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						-		30/7/19					
Cleaning Services	Dir Corp	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		30%		30%		30%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						-		30/7/19					

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
FINANCE													
Street Light Poles	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		30%		30%		30%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						-		30/7/19					
Air conditioners	CFO	OP1	Institutional	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		30%		30%		30%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						-		30/7/19					
Polythene Refuse Bags	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-				45%		45%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						1/11/19		25/3/20					
Tyres and Tubes	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		30%		30%		30%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						1/11/19		25/3/20					

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Protective clothing: 2 p overalls	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		30%		30%		30%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						1/11/19		25/3/2o					
Valves and Pipes	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-				45%		45%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						8/11/19		14/4/2o					
Disinfectant Dip	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-				45%		45%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						8/11/19		14/4/2o					
Road Marking Paint	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-				45%		45%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						8/11/19		14/4/20					

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Stationary	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-				45%		45%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						15/11/19		30/4/20					
Water Meters	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-				45%		45%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						15/11/19		30/4/20					
Consumables	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-				45%		45%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						15/11/19		30/4/20					
Oil and Grease	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-				45%		45%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						22/11/19		20/5/20					

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Water Fittings	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-				45%		45%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						22/11/19		20/5/2o					
Safety Gear	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-				45%		45%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						22/11/19		20/5/2o					
MUNICIPAL MANAGER'S OFFICE													
Travel Agency Services	MM	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		30%		30%		30%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						-		20/7/19					
Legal Services	MM	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
						-		30%		30%		30%	
						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
						26/7/19		30/11/19					

6. SERVICE DELIVERY: INSTITUTIONAL TARGETS: 2019/20

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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	SOD1:1 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	SOD1.2 To assess municipal risks and provide an independent appraisal of the adequacy and	Number of Audit Committee Meetings	4		1		1		1		1		4	4

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
			effectiveness of financial controls in the municipality													
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.2 To assess municipal risks and provide an independent appraisal of the adequacy and effectiveness of financial controls in the municipality	Number of Risk Management Meetings held	4		1		1		1		1		4	4

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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 1.3 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
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		-		-		31/3/20		-			31/3/7	31/3/18

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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	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 needs of the community	Number of IDP Public meetings to determine ward priorities	15		-		-		-		15		15	15
Municipal Manager	Municipal Manager	Good Governance	SD 1.3 To develop and coordinate a credible Integrated Development	Number of IDP Rep Forum Meetings	2		-		1		-		1		2	2

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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	Plan that will address the developmental 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 Ward based IDP planning sessions with ward committees	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	Number of strategic planning sessions for the review of the IDP	1		-		1		-		-		1	1

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
			developmental 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's uploaded t 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

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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 SDBIP's tabled t Council by 31 July	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 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	Number of SDBIP implementation reports submitted to Council	4		1		1		1		1		4	4

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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 system/SDBIP in the municipality													
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of SDBIP implementation reports submitted to the Audit Committee	4		1		1		1		1		4	4
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of performance agreements submitted to Council by 31 August 2019	6		6		-		-		-		6	6
Municipal	Municipal	Good Governance	SOD 1.4 To develop, maintain and monitor the	Number of performance agreements uploaded to	6		6		-		-		-		6	6

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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	web site within 5 days of approval												
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	SD: 1 Ensure Institutional Performance supports the achievement of IDP objectives	Number of Senior Managers subjected to Quarterly Performance review	6		6		6		6		6		6	6

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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	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 intergovernmental relations services	Number of Kouga News publications prepared and circulated	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	Phase 1 of overhauling the functionality of the web site include payment portals for various functions like traffic	1		-		-		-		1		-	-

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
				fines completed by 30 June 2020												
Municipal Manager	Municipal Manager	Infrastructure and Basic Service Delivery	SOD1.7 To coordinate and manage all special programs to address special needs in society	Number of meetings of the Kouga Women's Forum	4		1		1		1		1		-	-
Municipal Manager	Municipal Manager	Infrastructure and Basic Service Delivery	SOD1.7 To coordinate and manage all special programs to address special needs in society	Number of Youth Forum Meetings	4		1		1		1		1		-	-
Municipal Manager	Municipal Manager	Infrastructure and Basic Service Delivery	SOD1.7 To coordinate and manage all special programs to address special needs in society	Number of Kouga Vulnerable Groups Forum Meetings	4		1		1		1		1		-	-

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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 1.6 To provide professional, effective and efficient legal support to Council and Administration, to protect the municipality's interests and legal risks and ensure legal compliance	Number of Delegation Registers reviewed by 30 June 2020	1		-		-		-		1		1	1
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.6 To provide professional, effective and efficient legal support to Council and Administration, to protect the municipality's interests	Number of reports on legal risks submitted to Council	4		1		1		1		1		-	2

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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 legal risks and ensure legal compliance													
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.6 To provide professional, effective and efficient legal support to Council and Administration, to protect the municipality's interests and legal risks and ensure legal compliance	Audit and review By-Laws by 30 June 2020	30/3/20		-		-		-		30/3/20		-	-

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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 water services and to provide bulk and potable	% of Clinics within the Urban edge have access to water	100%		100%		100%		100%		100%		100%	100%

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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 and sanitation 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 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 water and sanitation services to the community	Number of Water demand/ conservation management loss reduction programs completed by 31 October 2019	1		1		-		-		-		-	-
Infrastructure	Director	Infrastructure and Basic	SOD2.1 To manage the rendering of water services and	% 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	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	to provide bulk and potable water and sanitation 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 Expenditure on Water Infrastructure Projects	100%		5%		25%		40%		30%		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%		25%		40%		30%			

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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	Number of Buckets sanitation converted from Bucket sanitation to a more acceptable level of sanitation (Stofwolk, Thornhill, Sea Vista, Ocean View, Kwanomzamo	1500		-		250		1000		250		0	1500
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% of households in formal residential areas with access to Sanitation Services	100%		100%		100%		100%		100%		100%	100%

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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	% 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 services to the community	% of schools within the Urban edge with access to Sanitation services	100%		100%		100%		100%		100%		100%	100%
Infrastructure & Engineering	Director I&E	Infrastructure and Basic	SOD2.1 To manage the rendering of water services and to provide bulk and potable	% capital Budget Expenditure on Internally	100%		5%		25%		40%		30%		-	100%

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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 and sanitation services to the community	funded Sanitation capital Projects												
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												
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% electricity losses	17%		18%		18%		17%		17%		18%	12%
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	100%		100%		100%		100%		100%		100%	100%

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING														
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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			
				Kouga have access to Electrical services													
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 & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% of schools within the urban edge have access to electricity	100%		100%		100%		100%		100%			100%	100%
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%

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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	% expenditure on DOE grant	100%		5%		25%		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 of electrical infrastructure repairs and 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	SOD 2.3 To Manage the construction, repair and	% Capital budget expenditure for the construction of roads	100%		5%		25%		40%		30%		-	100%

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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 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	% Planned road construction completed	100%		-		5%		60%		35%		-	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	% 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%

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	% expenditure of roads infrastructure repairs and maintenance budget	90%		15%		40%		30%		15%		New	-
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	% expenditure of storm water infrastructure repairs and maintenance budget	90%		15%		40%		30%		15%		New	-
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.4 To manage the coordination and implementation of project management processes with egard to engineering projects (MIG)	% MIG expenditure	100%		5%		40%		30%		25%		100%	100%

DIRECTORATE				PLANNING, DEVELOPMENT AND TOURISM												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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,	% of land use applications finalized	100%		100%		100%		100%		100%		100%	100%

DIRECTORATE				PLANNING, DEVELOPMENT AND TOURISM												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
			surveying, valuations and building control services	within 60 days of a compliant submission												
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 to the community	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	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 3.2 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 framework for local economic development and tourism	Number of LED Strategies reviewed by 30 June 2020	1		-		-		-		1		0	1
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

DIRECTORATE				PLANNING, DEVELOPMENT AND TOURISM												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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	% expenditure of Budget for LED Programs and Projects	100%		15%		50%		25%		10%			100%
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	Director	Local Economic	SOD 3.3 To plan and develop a coherent and integrated framework	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	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		
Development	P,D&T	Development	for local economic development and tourism													

COMMUNITY SERVICES																
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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, community halls, beaches, public ablution facilities and cemeteries to the community	Number of cemetery EIA's implemented by 30 June 2020	1		-		-		-		1		-	1

				COMMUNITY SERVICES												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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 public ablution facilities upgraded (Pellsrus, Kabeljouws, Cape St Francis)	3		-		3		-		-		-	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, community halls, beaches, public ablution facilities and cemeteries to the community	Number of caravan parks upgraded (Yellow woods, Jeffreys Bay)	2		-		2		-		-		-	2

				COMMUNITY SERVICES												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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 community halls upgraded (Kruisfontein Civic, Newton Hall)	2		-		1		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 fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of chairs and tables procured for community halls	100-T 1000-C		-		100-T 1000-C		-		-		-	-

COMMUNITY SERVICES																
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
-	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 fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of sports fields upgraded (Pellsrus, Sea Vista, Kwanomzamo)	3		-		1		1		1		-	1

				COMMUNITY SERVICES												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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 Play Parks upgraded (Gill Marcus, Arcadia, Kwanomzamo, Kablejouws)	4		1		1		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 fields, community halls, beaches, public ablution facilities and cemeteries to the community	% budget expenditure on grass cutting and bush clearing equipment	90%		-		-		50%		25%		15%	

				COMMUNITY SERVICES												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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 4.4 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 Delivery	SOD 4.4 To provide effective and efficient fire and disaster management services	Number of meetings of the Disaster Risk Management Forum	4		1		1		1		1		-	-
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												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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 4.4 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 Delivery	SOD 4.5 To provide effective and efficient safety and security services	Number of vehicles procured	3		-		3		-		-		-	2
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												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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 4.6 To ensure clean and safe environment that is well maintained and managed	% completion of coastal management plan	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 in the development of a climate change strategy	25%		-		-		5%		25%		-	-
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	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 SERVICES												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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														
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 progress reports submitted to Portfolio Committee on rehabilitation of St Francis Spit and Oyster Bay dunes	4		1		1		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 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		-	-

				COMMUNITY SERVICES												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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 solid waste management assigned to the municipality	Number of Integrated 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%		25%		40%		30%			100%
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding	% expenditure of solid waste infrastructure repairs and maintenance budget	100%		25%		25%		25%		25%			100%

				COMMUNITY SERVICES												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
			sold 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 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 Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% increase in refuse removal coverage of informal areas	10%		-		5%		5%		-		0	0
Community	Dir Com	Infrastructure and Basic	SOD 4.1 To coordinate all functions/ powers regarding	% of commercial Enterprises within the urban Edge provided	100%		100%		100%		100%		100%		100%	100%

				COMMUNITY SERVICES												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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	Service Delivery	sold waste management assigned to the municipality	with refuse removal services 3 times per week												
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	Number of wheelie bins provided to residents	4 240		-		2 000		2 000		-		-	5 947
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																
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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	% of schools 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 4.2 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	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		1	1
Corporate	Dir Corp	Institutional Development	SOD 5/1 To render human resources management and support services to the	Vacancy rate for approved 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	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		and Transformation	municipality that will sustain the optimum utilization of the municipality's human capital													
Corporate Services	Dir Corp	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	% Staff cost compared to Operational Budget	35%		35%		35%		35%		35%		35%	35%
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	Number of new appointments as per Equity plan Employed	AF 2 AM 2		-		-		-		AF 2 AM 2		-	-

DIRECTORATE				CORPORATE SERVICES													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
			optimum utilization of the municipality's human capital	in 3 highest categories of employment												
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 utilization of the municipality's human capital	% expenditure of Skills Dev Budget	100%		10%		40%		30%		20%			

DIRECTORATE				CORPORATE SERVICES													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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 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 services to the municipality that will sustain the optimum utilization of the municipality's human capital	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	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 OHS Assessments completed by 30 June 2020	1		-		-		-		1		-	-
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%		4%		2%		-	-
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		-		50 000		50 000		150 000		-	-

DIRECTORATE				CORPORATE SERVICES												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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	% completion of library conversion	100%		100%		-		-		-		-	-
Corporate Services	Dir Corp	Good Governance and public Participation	SOD 5.2 To provide professional, effective and efficient administrative support to Council and Administration	Amount reduction in Telkom Bill against budgeted amount	R60 000		R5 000		R10 000		R15 000		R30 000		-	-

DIRECTORATE				FINANCE												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	% compliance with National Treasury reporting calendar	100%		100%		100%		100%		100%		100%	100%
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 budget policies, systems and procedures, statements and	Number of draft budgets submitted by 31 March 2020	1		-		-		-		1		1	1

DIRECTORATE				FINANCE												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
			reporting processes to ensure legislative compliance													
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 Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Number of draft adjustment budgets submitted to the MM and Portfolio Councilor by 15 December 2019	1		-		1		-		-		-	-

DIRECTORATE				FINANCE												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
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 Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Liquidity Ratio	1:1		1:1		1:1		1:1		1:1		-	1:1
Finance	CFO	Financial Viability and Management	SD6.1 Ensure compliant Budgeting and reporting	Number of un-qualified opinions by the AG	1		-		1		-		-		Un-Qualified	Un-Qualified

DIRECTORATE				FINANCE												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	2019/2020 Targets: Annual Target	Revised Target	30/9/19 Target	30/9/19 Actual	31/12/19 Target	31/12/19 Actual	31/3/20 Target	31/3/20 Actual	30/6/20 Target	30/6/20 Actual	Baseline: 30 June 2018	Baseline: 30 June 2019
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%			
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		-		-		-		-	-
Finance	CFO	Financial	SOD 6.3 To implement and maintain revenue policies and credit control	Number of Debt Collection Service	1		-		1		-		-		-	-

DIRECTORATE				FINANCE													
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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			
		Viability and Management	procedures to ensure sound revenue management practices and compliance	Providers appointed by 30 October 2019													
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			-	-
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			-	-

DIRECTORATE				FINANCE												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
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		-	-
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	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		
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		-	-
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	1st Phase implementation of ERP Solution project by 30 June 2020	1		-		-		-		1		-	-

DIRECTORATE				FINANCE												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
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		-		-		-	-
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	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	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		
			support services in terms of the ICT Strategy and Policy													
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
Finance	CFO	Financial	SOD 6.4 To plan, coordinate and render ICT services to the municipality	Number of ICT Software application	6		1		2		2		1		-	-

DIRECTORATE				**FINANCE**												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
		Viability and Management	to ensure efficient operations and support services in terms of the ICT Strategy and Policy	and cost reports submitted to the Finance Portfolio Committee												
Finance	CFO	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	% compliance with Procurement Plan	90%		90%		90%		90%		90%			90%
Finance	All Directors	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	% Capital Budget Expenditure	95%%		5%		25%		40%		30%		73%	90%

DIRECTORATE				FINANCE												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
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 days for the processing of requisitions	5		5		5		5		5		-	-
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 Directors	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and	Number of days for the preparation of tender reports by leading departments	30		30		30		30		30		-	-

DIRECTORATE				FINANCE												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
			control for demand, acquisition, logistics and disposal management	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 disposal management	Number of days for the adjudication of tender from closing date	100		100		100		100		100		-	-
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		-	-

DIRECTORATE				FINANCE												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
Finance	CFO	Financial Viability and Management	SOD 6.6 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, assets and disposal management	Number of reports submitted on dysfunctional and redundant movable assets to be disposed of , submitted to Council by 31 August 2019	1		1		-		-		-		1	-
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	1		-		1		-		-		-	-

DIRECTORATE				FINANCE												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
				by 31 December 2019												
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of meetings of the Land Advisory Committee	6		2		1		2		1		-	-
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		-		-		-	-

DIRECTORATE				FINANCE												
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	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		
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of reports on insurance claims submitted to Finance Portfolio Committee (Bi-Monthly reports)	6		1		2		2		1		-	-
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		-		-		-	-

7. Measuring performance

In order to ensure that actual performance results are interpreted consistently it is essential that documentation and means of measurement be clearly defined to ensure that progress and/or results achieved can be verified and reported on in a consistent manner.

7.1 Defining the term "Indicator"

Indicators are the quantitative or qualitative variables that provide a simple and reliable means to measure achievement, to reflect the changes connected to an intervention, or to help assess the performance of an organization against the stated outcome.

Qualitative not used to measure performance at this stage for reason that qualitative indicators are often more difficult to measure objectively at the internal level.

The following indicators are generally used to measure performance in the implementation of this SDBIP in order to keep the means of measurement simple and accurate:

- **Cost indicators** in determining the economy and efficiency of service delivery and compliance with budget restrictions.

- **Quantity indicators** relate to the number of inputs, activities or outputs. Quantity indicators is generally be time-bound; e.g. the number of inputs available at a specific point in time, or the number of outputs produced over a specific time period. The quarterly target provides the time bound indicators in respect of the quantity indicators used to track performance.

- **Date and time frame indicators** reflect timeliness of service delivery. They include service frequency measures, waiting times, response time, turnaround times, time frames for service delivery and timeliness of service delivery.

7.2 DOCUMENTARY PROOF AND MEANS OF CALCULATING PERFORMANCE ACHIEVEMENTS: PROCUREMENT PLAN

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER				
Department/ Directorate	Program Driver	KPA	IDP Objective	KPI	Documentary evidence	Means of calculation	Performance Standards
ALL	All Director:	Financial Viability and Management	Capital Budget expenditure and compliance with Procurement Plan	% Capital expenditure against budgeted amount	Proof of payment/ expenditure and budgetary provision	Calculate % expenditure against budgetary provision	1= Less than 70% 2= 71 to 89% 3= 90% 4= 91 to 95% 5= More than 95%
ALL	All Director:	Financial Viability and Management	N/a	Due date compliance with submission of tender specification report to the Bid Evaluation Committee	Procurement Plan target and minutes of the BSC where item was submitted	Confirm that item served on due date (Each BSC item scored on 5 point scale and averaged out to get averaged score form the item, where an item is referred back, the scoring will be on the same	1= More than 1 week late 2= up to 1 week late 3 = Submitted on due date 4 = Submitted up to 1 week before due date 5= Submitted more than 1 week before due date

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER				
Department/ Directorate	Program Driver	KPA	IDP Objective	KPI	Documentary evidence	Means of calculation	Performance Standards
						basis but for the standards as set out hereunder)	
				Note: Where submission was referred back by BSC the following performance standards shall apply		(Each BSC item scored on 5 point scale and averaged out to get averaged score form the item,)	1= Returned more than 5 weeks after referred back 2= Returned up to 4 weeks after referred back 3= Returned within 2 weeks after referred back 4/5= returned within 1 week after referred back
ALL	All Director:	Financial Viability and Management	Capital Budget expenditure and compliance with Procurement Plan	Due date compliance with the submission of tender reports from closing date to date of submission to SCM	Proof of closing date and submission	Calculate days between tender closing date and date of submission of leading department evaluation report to SCM (Each report scored as per scoring standards and averaged to get score for all bids)	1= More than 3 Months after closing date 2= up to 3 Months after closing date 3= within 30 days from closing date 4= less than 30 days from closing date 5= Less than 3 weeks from closing date

7.3 DOCUMENTARY PROOF AND MEANS OF CALCULATING PERFORMANCE ACHIEVEMENTS: INSTITUTIONAL INDICATORS

DIRECTORATE			**OFFICE OF THE MUNICIPAL MANAGER**				
Department/ Directorate	Program Driver	KPA	IDP Objective	KPI	Documentary evidence	Means of calculation	Performance Standards
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.1 To provide office management services to the Municipal Manager	Number of Institutional Performance Reports submitted To Council	Minutes of the meeting of Council where Institutional Performance Reports was tabled	Number of performance report submitted to Council at quarterly intervals	1= No reports submitted 2= up to 3 reports submitted 3 = 4 performance reports submitted at 1 report per quarter 4/5 = 4 reports submitted with detailed analysis of actual performance
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.2 To assess municipal risks and provide an independent appraisal of the adequacy and effectiveness of	Number of Audit Committee Meetings	Minutes of Audit Committee Meetings	Number of Audit Committee Meetings held	1 = No Audit Committee Meetings held 2= 1-3 Audit Committee Meetings held 3= 4 Audit Committee Meetings held

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER				
Department/ Directorate	Program Driver	KPA	IDP Objective	KPI	Documentary evidence	Means of calculation	Performance Standards
			financial controls in the municipality				4= 5 Audit committee meetings held 5= More than 5 Audit committee meetings held
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.2 To assess municipal risks and provide an independent appraisal of the adequacy and effectiveness of financial controls in the municipality	Number of Risk Management Meetings held	Minutes of Risk Management Meetings	Number of Risk Management Meetings held	1= No Risk Management Meetings 2= 1-3 Risk Management Meetings held 3= 4 Risk Management Meetings held 4= 5 Risk Management Meetings Held 5= More than 5 Risk Management Meetings held
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 Develop and coordinate and implement a credible IDP that address developmental needs of the community	Number of IDP process plans developed by 31 August 2019	Council resolution for the adoption of the process plan	Confirm due date compliance	1= No process plan developed 2= Process plan developed but not submitted/ submitted after due date 3= Process Plan submitted on due date 4/5= Process plan submitted on due date and workshopped wit Council;

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER				
Department/ Directorate	Program Driver	KPA	IDP Objective	KPI	Documentary evidence	Means of calculation	Performance Standards
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 Develop and coordinate and implement a credible IDP that address developmental needs of the community	Number of draft IDP's submitted to Council by 31 March 2020	Council resolution for the adoption of the draft IDP	Confirm due date compliance	1= Draft not developed 2= Draft developed but not submitted/ submitted after due date 3= Submitted on due date 4/5= Submitted on due date and workshopped with senior management/council
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 Develop and coordinate and implement a credible IDP that address developmental needs of the community	Number of final IDP's submitted to Council by 31 May 2020	Council Resolution on the adoption of the IDP	Due date consideration of the date of the Council Resolution	1=IDP submitted more than one week late 2= IDP submitted up to one week late 3= IDP submitted on due date 4/5= IDP Submitted on due date and workshopped prior to submission with Council and Senior Management
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 Develop and coordinate and implement a credible IDP that address developmental needs of the community	Number of IDP public meetings to determine ward priorities	Minutes of meetings	Calculate number of public meetings	1= No meetings 2= 1 to 12 meetings 3= 13 meetings 4= 14 meetings

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER				
Department/ Directorate	Program Driver	KPA	IDP Objective	KPI	Documentary evidence	Means of calculation	Performance Standards
							5 = 15 meetings
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 Develop and coordinate and implement a credible IDP that address developmental needs of the community	Number of IDP Rep Forum Meetings held	Minutes of meetings	Calculate number of meetings	1= No Meetings 2= 1 Meeting 3= 2 Meetings 4/5= Other IDP participatory meetings held over and above rep forum meetings
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 Develop and coordinate and implement a credible IDP that address developmental needs of the community	Number of ward based planning sessions with ward committees	Minutes of meeting	Calculate number of meetings	½ = no meetings 3= 1 meeting 4/5= Other participatory meetings over and above ward based planning session
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 Develop and coordinate and implement a credible IDP that address developmental needs of the community	Number of strategic planning sessions for the review of the IDP	Minutes of meeting	Calculate number of meetings	½ = no meetings 3= 1 meeting 4/5= Other participatory meetings over and above ward based planning session

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER				
Department/ Directorate	Program Driver	KPA	IDP Objective	KPI	Documentary evidence	Means of calculation	Performance Standards
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 Develop and coordinate and implement a credible IDP that address developmental needs of the community	Number of IDP's uploaded to web site by 15 June 2019	Web Site	Certify compliance with due date	1= Not uploaded 2= Uploaded late 3= Uploaded on due date 4/5= Uploaded before due date
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.4 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	SDBIP Signature page dated by the Mayor	Due date consideration of the date of the signature of the Mayor	1= SDBIP submitted to the Mayor more than 14 days after due date 2= SDBIP submitted to the Mayor up to 14 days after due date 3= SDBIP submitted to the Mayor on due date 4= SDBIP submitted up to one week before due date 5= SDBIP submitted to the Mayor before due date after workshopped with Councillors
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.4 To develop, maintain and monitor the institutional performance management	Number of SDBIP's tabled to Council by 31 July 2019	Minutes of meeting	Confirm compliance with due date through minutes of meeting	1= SDBIP not developed 2= SDBIP developed but not submitted/submitted late 3= SDBIP submitted on due date

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER				
Department/ Directorate	Program Driver	KPA	IDP Objective	KPI	Documentary evidence	Means of calculation	Performance Standards
			system/ SDBIP in the Municipality				4= SDBIP submitted on due date and workshopped with Senio Management 5= SDBIP Submitted on due date and workshopped with senio management and Council
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.4 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	Web Site	Certify compliance with due date	1= Not uploaded 2= Uploaded late 3= Uploaded on due date 4/5= Uploaded before due date
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.4 To develop, maintain and monitor the institutional performance management system/ SDBIP in the Municipality	Number of SDBIP implementation performance reports submitted to Council	Minutes of the meeting where the report was submitted	Number of performance report submitted to Council at quarterly intervals	1= No reports submitted 2= up to 3 reports submitted 3 = 4 performance reports submitted at 1 report per quarter 4/5 = 4 reports submitted with detailed analysis of actual performance

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER				
Department/ Directorate	Program Driver	KPA	IDP Objective	KPI	Documentary evidence	Means of calculation	Performance Standards
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.4 To develop, maintain and monitor the institutional performance management system/ SDBIP in the Municipality	Number of performance agreements submitted to Council by 31 August 2019	Minutes of meeting where agreements were submitted	Confirm number of agreements submitted	1= Not submitted 2= 6 Agreements submitted late 3= 6 Agreements submitted on time 4/5= Agreements submitted before due date
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD: 1 Ensure Institutional Performance supports the achievement of IDP objectives	Number of Institutional Performance Reports submitted to the Performance Audit Committee	Minutes of the meeting of the Audit Committee where Institutional Performance Reports was tabled	Number of performance report submitted to Council at quarterly intervals	1= No reports submitted 2= up to 3 reports submitted 3 = 4 performance reports submitted at 1 report per quarter 4/5 = 4 reports submitted with detailed analysis of actual performance
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.4 To develop, maintain and monitor the institutional performance management system/ SDBIP in the Municipality	Number of performance agreements uploaded to web site by site within 5 days of approval	Web site	Certify compliance with due date	1= Not uploaded 2= Uploaded late 3= Uploaded on due date 4/5= Uploaded before due date

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER				
Department/ Directorate	Program Driver	KPA	IDP Objective	KPI	Documentary evidence	Means of calculation	Performance Standards
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.4 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	Signed performance agreements for five (5) Section 57 Managers	Verification of the date on which the agreements was signed.	1= Performance Agreements signed after 5 August 2019 2 = Performance Agreements signed between 1 and 4 August 2019 3 = Performance Agreements signed on 31 July 2019 4= Performance Agreements signed between 1 and 30 July 2019 5 = Performance Agreements signed before 1 July 2019
Municipal Mar	Municipal Manager	Good Governance and Public Participation	SOD1.4 To develop, maintain and monitor the institutional performance management system/ SDBIP in the Municipality	Number of senior managers subjected to quarterly performance review	Proof of review	Confirm numbers and compliance with due dates	1= No reviews 2= Reviews conducted late 3= 6 reviews within 1 week from due date 4= 6 reviews within up to 1 week from due date 5= review conducted on due date
Corporate Services	Municipal Manager	Institutional Development	SD5.1 Ensure HR services supports the achievement of IDP objectives	% of approved Budgeted Senior Management Positions filled	Proof of appointment of senior managers	Date of appointment and/or date of appointment vs date of vacancy	1 = More than two Senior Management positions vacant for periods longer than six months

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER				
Department/ Directorate	Program Driver	KPA	IDP Objective	KPI	Documentary evidence	Means of calculation	Performance Standards
		and Transformation					2 = 1 Senior Manager position vacant for periods longer than s months 3 = Senior Manager positions filled with in six months of vacancy 4= Senior Manager positions filled within five months of vacan 5 = All senior manager position filled for the full duration of th reporting period
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD5.1To provide comprehensive communication and inter- governmental relation services	Number of Kouga News publications	Kouga News publication	Calculate Number of publications	1= No Kouga News 2= Kouga news prepared but not publicized on due date 3= 1 Kouga News on due date 4= 2 Kouga News publications 5= More than 2 Kouga News publications
Municipal	Municipal	Good Governance and	SOD5.1To provide comprehensive communication	Due date compliance with phase 1 of overhauling web site	Proof of changes to web site	Confirm compliance with due date	1= No changes to web site

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER				
Department/ Directorate	Program Driver	KPA	IDP Objective	KPI	Documentary evidence	Means of calculation	Performance Standards
Manager	Manager	Public Participation	and inter- governmental relation services				2= Changes to web site after due date\ 3= Phase 1 completed on due date 4= Phase 1 completed up to 1 week before due date 5= Phase 1 completed more than 1 week before due date
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.7 To coordinate and manage all special programs to address special needs in society	Number of meetings of the Kouga Women's Forum	Minutes of meetings	Calculate number of meetings	1= No meetings 2= up to 3 meetings 3= 4 Meetings 4= 5 meetings 5= More than 5 meetings
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.7 To coordinate and manage all special programs to address special needs in society	Number of meetings of the Youth Forum	Minutes of meetings	Calculate number of meetings	1= No meetings 2= up to 3 meetings 3= 4 Meetings 4= 5 meetings

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER				
Department/ Directorate	Program Driver	KPA	IDP Objective	KPI	Documentary evidence	Means of calculation	Performance Standards
							5= More than 5 meetings
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.7 To coordinate and manage all special programs to address special needs in society	Number of meetings of the Vulnerable Groups Forum	Minutes of meetings	Calculate number of meetings	1= No meetings 2= up to 3 meetings 3= 4 Meetings 4= 5 meetings 5= More than 5 meetings
Municipal Manager	Relevant Directors	Good Governance and Public Participation	SD: 1 Ensure Institutional Performance supports the achievement of IDP objectives	Number of Service Provider Performance Reports submitted	Minutes of the meeting where the report was submitted	Calculate number of submissions made (Service provider = providing a municipal service or part thereof on behalf of municipality)	1= 1 to 2 submissions 2= 3 submissions 3= 4 submissions 4/5= 4 or more submissions with sufficient details of performance
Municipal Manager	Municipal Manager	Good Governance and	SOD1.6 To provide professional, effective and efficient legal support to Council and administration, to	Number of delegation registers reviewed by 30 June 2020	Minutes of meeting where register was submitted	Calculate due date compliance against date on minutes	1= Not submitted 2= review prepared but not submitted/submitted late

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER				
Department/ Directorate	Program Driver	KPA	IDP Objective	KPI	Documentary evidence	Means of calculation	Performance Standards
		Public Participation	protect the municipality's interests and legal risks and ensure legal compliance				3= submitted on time 4= submitted up to 1 week before due date 5= submitted more than 1 week before due date
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD5.2 To provide professional, effective and efficient administrative support to Council and administration	Number of reports submitted on legal risks	Minutes of meeting where legal risk report was submitted	Calculate number of reports from minutes	1= No reports 2= up to 3 Reports 3= 4 Reports 4= up to 5 Reports 5= More than 5 Reports
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.6 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	Due date compliance with the review of By-Laws	Minutes of the meeting where By-Law reviews was submitted	Calculate due date compliance against date of minutes	1= Not submitted 2= review prepared but not submitted/submitted late 3= submitted on time 4= submitted up to 1 week before due date 5= submitted more than 1 week before due date

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING				
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
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	Service accounts (Water levy payments and Valuation Roll.	Determining the percentage households with access to water in urban edges	1= Less than 80% 2= Between 81 and 99% 3= 100% 4= additional 1 to 50 households provided with water connections 5= More than 51 additional water connections

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING				
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
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	Proof of standpipe location (Arial Photos)	Determine distance between standpipe and houses to establish if all are within 200m radius.	1= Less than 50% within 200m radius 2= 51 to 99% within 200m radius 3= 100% within 200m radius 4= 1 to 3 additional water points provided 5= more than 3 additional water points provided
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the Community	% of Clinics within the Urban edge have access to water	Service Accounts (Water availability/basic fee)	Determine if all clinics within the urban edge have a point from where can be connected	1= Less than 50% 2= 51 to 99% 3= 100% 4/5= Measures to improve service delivery to user
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and	% of Schools within the Urban edge with access to water	Service Accounts (Water availability/basic fee)	Determine if all schools within the urban edge have a point from where can be connected	= Less than 50% 2= 51 to 99% 3= 100%

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING				
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
			potable water and sanitation services to the Community				4/5= Measures to improve service delivery to user
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the Community	Number of water demand/ conservation management loss reduction programs completed by 31 October 2019	Minutes of meeting where program was approved	Confirm compliance with due date	1= Program not developed 2= Program developed but not submitted/ submitted late 3= Submitted on due date 4= Submitted up to 1 week before due date 5= submitted more than 1 week before due date
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	Proof of water purchased/produced and water sales records	Calculate % difference between water purchased/produced and water sold and calculate % reduction from previous reporting period	1= Increased water losses 2= Water losses more than 35% 3= 35% water losses 4= 34% water losses 5= Less than 34% water losses

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING				
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
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	Capital expenditure reports v infrastructure projects	Actual capital expenditure expressed as a % of capital budget provided for water infrastructure projects	1= up to 50% expenditure 2= 51 to 90% expenditure 3= 91 to 95% expenditure 4= 96 to 97% expenditure 5= more than 96 % expenditure
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	Operational expenditure reports on repairs and maintenance of water infrastructure	Actual Operational expenditure expressed as a % of operational budget provided for repairs and maintenance of water infrastructure.	1= up to 50% expenditure 2= 51 to 90% expenditure 3= 91 to 95% expenditure 4= 96 to 97% expenditure 5= more than 96 % expenditure

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING				
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the Community	Number of Buckets sanitation converted from Bucket sanitation to a more acceptable level of sanitation	Completion certificates	Calculate number of buckets converted against targeted number of buckets to be converted for reporting period	1= Less than 1000 converted 2= 1000 to 1499 converted 3= 1500 converted 4= 1501 to 1600 converted 5= More than 1600 converted
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the Community	% of households in formal residential areas with access to Sanitation Services	Service accounts (Sanitation	Calculate % of erven serviced against sanitation fees levied.	1- Less than 85% 2= 86 to 99% 3 = 100% 4= up to 50 additional erven serviced 5= More than 50 additional erven serviced

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING				
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
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	Service accounts (Sanitation	Calculate % of clinics within urban edge provided with sanitation services point (Includes all types of sanitations services but excludes bucket sanitation)	= Less than 50% 2= 51 to 99% 3= 100% 4/5= Measures to improve service delivery to user
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the Community	% of schools within the Urban edge with access to Sanitation services	Service accounts (Sanitation	Calculate % of schools within u provided with sanitation service (Includes all types of sanitation but excludes bucket sanitation)	= Less than 50% 2= 51 to 99% 3= 100% 4/5= Measures to improve service delivery to user
Infrastructure & Engineering	Director I&E	Infrastructure and Basic	SOD2.1 To manage the rendering of water services and to provide bulk and	% capital Budget Expenditure on Internally funded Sanitation capital Projects	Capital budget expenditure reports on	Actual capital expenditure expressed as a % of capital budget provided for	1= up to 50% expenditure 2= 51 to 90% expenditure

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING				
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
		Service Delivery	potable water and sanitation services to the Community		internally funded sanitation capital projects	sanitation infrastructure projects	3= 91 to 95% expenditure 4= 96 to 97% expenditure 5= more than 96 % expenditure
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	Operational expenditure reports on repairs and maintenance of sanitation infrastructure	Actual Operational expenditure expressed as a % of operational budget provided for repairs and maintenance of sanitation infrastructure.	1= up to 50% expenditure 2= 51 to 90% expenditure 3= 91 to 95% expenditure 4= 96 to 97% expenditure 5= more than 96 % expenditure
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% electricity losses	Proof of electricity purchases and proof of electricity sold and previous year electricity losses	Actual electricity sales expressed as a % of electricity purchased against pervious year electricity losses	1= No reduction/increased losses 2= 18% losses 3= 17% losses 4= 16% losses

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING				
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
							5= Less than 16% losses
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	Proof of payment of electricity availability fees and valuation roll	Calculate % difference between number of electricity availability levies charged and properties on valuation roll	1= Less than 80% of households with access to electricity 2= 80 to 99% households with access to electricity 3= 100% 4= 1 to 50 additional households provided with access to an electrical connection 5= More than 51 additional households provided with access to electrical connections
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	Proof of payment of electricity availability fees and valuation roll	Calculate % of clinics with access to electricity against actual number of clinics within urban edge	= Less than 50% 2= 51 to 99% 3= 100% 4/5= Measures to improve service delivery to user

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING				
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% of schools within the urban edge have access to electricity	Proof of payment of electricity availability fees and valuation roll	Calculate % of schools with access to electricity against actual number of clinics within urban edge	= Less than 50% 2= 51 to 99% 3= 100% 4/5= Measures to improve service delivery to user
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	Proof of payments made and budget provided	Calculate % of payments made against budget provision	1= less than 75% 2= 76 to 94% 3= 95% 4= 96 to 97% 5= 98% and more
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% expenditure on DOE grant	Proof of payments made and budget provided	Calculate % of payments made against budget provision	1= less than 75% 2= 76 to 94% 3= 95%

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING				
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
							4= 96 to 97% 5= 98% and more
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% expenditure of electrical infrastructure repairs and maintenance budget	Proof of payments made and budget provided	Calculate % of payments made against budget provision	1= less than 75% 2= 76 to 94% 3= 95% 4= 96 to 97% 5= 98% and more
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD2.3 To manage the construction, repairs and maintenance of roads and storm water system	Number of Roads Master Plans Developed by 30 June 202	Minutes of meeting where master plan was approved	Confirm due date compliance with date of resolution	1= No Master Plan developed 2= Master Plan developed but not submitted/submitted after due date 3= Submitted on due date 4= Submitted up to 1 week before due date

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING				
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
							5= Submitted more than 1 week before due date
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD2.3 To manage the construction, repairs and maintenance of roads and storm water system	% Capital budget expenditure for the construction of roads	Proof of payments made and budget provided	Calculate % of payments made against budget provision	1= less than 75% 2= 76 to 94% 3= 95% 4= 96 to 97% 5= 98% and more
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD2.3 To manage the construction, repairs and maintenance of roads and storm water system	% Planned road construction completed	Length of road construction provided for in budget and completion certificates	Calculate % of road construction actually completed against planned road construction km	1= less than 75% 2= 76 to 94% 3= 95% 4= 96 to 97% 5= 98% and more

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING				
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD2.3 To manage the construction, repairs and maintenance of roads and storm water system	% of households within the urban Edge with access to gravel or graded/ surfaced roads	Engineers report on roads	Calculate % of households with access to gravel or graded/ surfaced roads	1= less than 75% 2= 76 to 94% 3= 95% 4= 96 to 97% 5= 98% and more
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD2.3 To manage the construction, repairs and maintenance of roads and storm water system	% reduction in Road Infrastructure requiring upgrade	Road upgrade backlog report and completion certificates for road upgrade projects	Calculate % reduction in roads requiring upgrade	1= no reduction 2= up to 0.9% reduction 3= 1% reduction 4=1.1 to 3% reduction 5= More than 3% reduction

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING				
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD2.3 To manage the construction, repairs and maintenance of roads and storm water system	% expenditure of roads infrastructure repairs and maintenance budget	Proof of payments made and budget provided	Calculate % of payments made against budget provision	1= less than 75% 2= 76 to 94% 3= 95% 4= 96 to 97% 5= 98% and more
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD2.3 To manage the construction, repairs and maintenance of roads and storm water system	% expenditure of storm water infrastructure repairs and maintenance budget	Proof of payments made and budget provided	Calculate % of payments made against budget provision	1= less than 75% 2= 76 to 94% 3= 95% 4= 96 to 97% 5= 98% and more

DIREFCTORATE			INFRASTRUCTURE AND ENGINEERING				
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.4 To manage the coordination and implementation of Grant funded projects	% MIG expenditure	Proof of payments made and budget provided	Calculate % of payments made against budget provision	1= less than 75% 2= 76 to 94% 3= 95% 4= 96 to 97% 5= 98% and more

DIRECTORATE				PLANNING, DEVELOPMENT AND TOURISM			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Planning and Development	Director P,D&T	Infrastructure And Basic Service Delivery	SOD3.1 To manage the rendering of spatial and use planning, surveying, valuations and building control services	% of building plans finalized within 30 days of submission of a compliant plan	Building plan register	Calculate % of building plans finalized with 30 days of the submission of a compliant building plan	1= Less than 80% 2= 81 to 94% 3= 95% 4= 96 to 97% 5 = More than 97%
Planning and Development	Director P,D&T	Infrastructure And Basic Service Delivery	SOD3.1 To manage the rendering of spatial and use planning, surveying, valuations and building control services	% of land use applications finalized within 60 days of a compliant submission	Land use application register	Calculate % of land use applications finalized within 60 days of submission	1= Less than 80% 2= 81 to 94% 3= 95% 4= 96 to 97% 5 = More than 97%
Planning and	Director	Infrastructure	SOD3.2 To manage the funding, administration of housing projects and	% of informal settlements formalized by 30 June 2020	Surveyor map of formalized	Confirm date of map for due date compliance	1= No settlement formalized 2= 1% formalized but after due date

DIRECTORATE				**PLANNING, DEVELOPMENT AND TOURISM**			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Development	P,D&T	And Basic Service Delivery	administration of housing processes of housing applications provisioning to ensure proper service delivery to the community				3= 1% formalized on due date 4= up to 2% formalized on due date 5= More than 2% formalized on due date
Planning and Development	Director P,D&T	Infrastructure And Basic Service Delivery	SOD3.2 To manage the funding, administration of housing projects and administration of housing processes of housing applications provisioning to ensure proper service delivery to the community	Number of housing audits completed by 30 June 2020	Minutes of meeting where results of housing audit was submitted	Confirm due date compliance by checking date of resolution	1= No housing audit conducted 2= Housing audit done but not submitted/submitted late 3= submitted on due date 4= Submitted up to 1 week before due date 5+ Submitted more than 1 week before due date
Planning and Development	Director P,D&T	Infrastructure And Basic	SOD3.2 To manage the funding, administration of housing projects and administration of housing	Number of service providers appointed by 30 June 2020 for the	Letter of appointment of service provider	Confirm due date compliance by checking date of appointment letter	1= No service provider appointed 2= Service provider appointed after du date

DIRECTORATE				PLANNING, DEVELOPMENT AND TOURISM			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
		Service Delivery	processes of housing applications provisioning to ensure proper service delivery to the community	review of the Human Settlement Plan			3= appointed on due date 4= Appointed up to 1 week before due date 5= appointed more than 1 week before due date
Planning and Development	Director P,D&T	Local Economic Development	SOD3.3 To plan and develop an integrated framework for local economic development and tourism	Number of LED Strategies reviewed by 30 June 2020	Minutes of the meeting where the LED strategy has been approved by Council	Confirm number of LED Strategies approved by due date	1= LED strategy not prepared and/or not submitted 2= Submitted after due date 3= Submitted on due date 4= Submitted on due date and workshopped with Council 5=Submitted on due date and workshopped with Council and stakeholders
Planning and Development	Director P,D&T	Local Economic Development	SOD3.3 To plan and develop a coherent and integrated framework for local	Number of LED Forum meetings held	Minutes of LED Forum mee	Calculate number of LED Forum meetings	1= Up to 2 meetings 2= 3 meetings 3= 4 Meetings

DIRECTORATE				PLANNING, DEVELOPMENT AND TOURISM			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
			economic development and tourism				4= 5 meetings 5= more than 5 meetings
Planning and Development	Director P,D&T	Local Economic Development	SOD3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	% expenditure of Budget for LED Programs and Projects	Budget expenditure reports and budget provided	Calculate % budget expenditure on LED programs and projects against budget provision for the reporting period	1= Less than 80% 2= 81 to 94% 3= 95% 4= 96 to 97% 5 = More than 97%
Planning and Development	Director P,D&T	Local Economic Development	SOD3.3 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	Minutes of the meeting where job creation is reported on	Calculate number of jobs created (All jobs not only Full Time Equivalent)	1=Less than 500 2= 501 to 549 3= 550 4= 551 to 560 5= More than 560

DIRECTORATE				PLANNING, DEVELOPMENT AND TOURISM			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Planning and Development	Director P,D&T	Local Economic Development	SOD3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	Number of jobs Created through PPP	Minutes of the meeting wher creation is reported on	Calculate number of jobs created (All jobs not only Full Time Equivalent)	1= Less than 5 2= 5 to 19 3= 20 4= 21 to 15 5= More than 25
Planning and Development	Director P,D&T	Local Economic Development	SOD3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	Number of SMME training programs provided	Attendance registers for SMME Training programs	Calculate number of SMME training programs provided	1= None provided 2= 1 to 3 provided 3= 4 provided 4= 5 to 10 provided 5= More than 10 provided

DIRECTORATE				COMMUNITY SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.3 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 designs and layouts completed by 30 June 2020	Minutes of meeting where layout was approved	Confirm number of layouts and check date of resolution	1= No layouts done 2= Less than 2 layout done and/or 2 layouts completed after due date 3= 2 Layouts on due date 4= Up to 1 week before due date 5= More than 1 week before due date
Community	Dir Com	Infrastructure	SOD4.3 To manage the provisioning and maintenance of caravan	Number of cemetery EIA's implemented by 30 June 2020	Proof of implementation	Check due date and number implemented	1= None implemented

DIRECTORATE				COMMUNITY SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Services	Serv	And Basic Service Delivery	parks, resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community				2= Implemented after due date/ not implemented in full by due date 3= Implemented in full on due date 4= Implemented in full up to 1 week before due date 5= Implemented in full more than 1 week before due date
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.3 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	Completion reports submitted to Portfolio Committee	Confirm number and completion dates from completion reports	1= None upgraded 2= 1 to 2 upgraded/3 upgraded after due date\ 3= 3 facilities upgraded by due date 4= 2 up graded by due date, 1 upgraded before due date 5= 1 upgraded by due date, 2 or more upgraded before due d

DIRECTORATE				COMMUNITY SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.3 To manage the provisioning and maintenance of caravan parks, resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of caravan parks upgraded	Completion reports submitted to Portfolio Committee	Confirm number and completion dates from completion reports	1= None upgraded 2= upgraded after due date 3= 2 upgraded by due date 4= 3 upgraded 5= more than 3 upgraded
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.3 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	Completion reports submitted to Portfolio Committee	Confirm number and completion dates from completion reports	1= None upgraded 2= upgraded after due date 3= 2 upgraded by due date 4= 3 upgraded 5= more than 3 upgraded

DIRECTORATE				COMMUNITY SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
			cemeteries to the community				
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.3 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 chairs and tables procured for community halls	Proof of purchase	Confirm numbers of chairs and tables delivered	1- None procured 2= up to 99 tables and 1000 chairs 3= 100 tables and 1000 chairs 4= up to 110 tables and 1010 chairs 5= more than 110 tables and 1010 chairs
Community Services	Dir Com Serv	Infrastructure And Basic Service	SOD4.3 To manage the provisioning and maintenance of caravan parks, resorts, play parks, sports fields, community halls, beaches, public	Number of sports field clubhouses upgraded	Completion reports submitted to Portfolio Committee	Confirm number and completion dates from completion reports	1= None upgraded 2= upgraded after due date 3= 2 upgraded by due date 4= 3 upgraded

DIRECTORATE				COMMUNITY SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
		Delivery	ablution facilities and cemeteries to the community				5= more than 3 upgraded
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.3 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	Completion reports submitted to Portfolio Committee	Confirm number and completion dates from completion reports	1= None upgraded 2= upgraded after due date 3= 3 upgraded by due date 4= 4 upgraded 5= more than 4 upgraded
Community Services	Dir Com Serv	Infrastructure And Basic Service	SOD4.3 To manage the provisioning and maintenance of caravan parks, resorts, play parks, sports fields, community	Number of play parks upgraded	Completion reports submitted to Portfolio Committee	Confirm number and completion dates from completion reports	1= None upgraded 2= upgraded after due date 3= 4upgraded by due date

DIRECTORATE				COMMUNITY SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
		Delivery	halls, beaches, public ablution facilities and cemeteries to the community				4= 5 upgraded 5= more than 5 upgraded
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.3 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	% expenditure on grass cutting and bush clearing equipment	Budget expenditure reports and budget provided	Calculate % budget expenditure against budget provision for the reporting period	1= Less than 80% 2= 81 to 94% 3= 95% 4= 96 to 97% 5 = More than 97%
Community Services	Dir Com Serv	Infrastructure And Basic	SOD4.4 To provide effective and efficient fire and disaster management services	Number of disaster management plans reviewed by 30 June 2020	Minutes of meeting where disaster management plan was approved	Confirm due date compliance by checking date of resolution	1= Plan not reviewed 2- Review prepared but not submitted/submitted late

DIRECTORATE				COMMUNITY SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
		Service Delivery					3= Review submitted on due date\ 4= Submitted up to 1 week before due date 5= Submitted more than 1 week before due date
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.4 To provide effective and efficient fire and disaster management services	Number of meetings of the disaster risk management forum	Minutes of meetings	Calculate number of meetings held from minutes	1= no meetings 2= up to 3 meetings 3= 4 meetings 4= 5 meetings 5= more than 5 meetings
Community Services	Dir Com Serv	Infrastructure And Basic Service	SOD4.4 To provide effective and efficient fire and disaster management services	Number of vehicles procured for lifesaving and fire and disaster	Proof of procurement	Calculate number of vehicles acquired	1= no vehicles 2= up to 4 vehicles 3= 5 vehicles

DIRECTORATE				COMMUNITY SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
		Delivery					4= 5 vehicles within 6 months of commencement of the financial year 5= 5 vehicles within less than 5 months of the financial year
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.4 To provide effective and efficient fire and disaster management services	Number of lifeguards trained	Training results	Calculate number trained	1= none trained 2= up to 14 trained 3= 15 trained 4= 16 to 20 trained 5= more than 20 trained
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.5 To provide effective and efficient safety and security services	Number of vehicles procured	Proof of procurement	Calculate number of vehicles acquired	1= no vehicles 2= up to 2 vehicles 3= 3 vehicles

DIRECTORATE				COMMUNITY SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
							4= 3 vehicles within 6 months of commencement of the financial year 5= 3 vehicles within less than 5 months of commencement of the financial year
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.5 To provide effective and efficient safety and security services	Number of stray animals impounded	Proof of impoundment	Calculate numbers impounded	1= None impounded 2= up to 119 impounded 3= 120 impounded 4= 121 to 130 impounded 5= More than 130 impounded
Community Services	Dir Com Serv	Infrastructure And Basic Service	SOD4.5 To provide effective and efficient safety and security services	% budget expenditure on procurement of safety equipment	Expenditure report and budgetary provisions	Calculate % expenditure against budgetary provisions	1= Less than 80% 2= 81 to 94% 3= 95%

DIRECTORATE				COMMUNITY SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
		Delivery					4= 96 to 97% 5 = More than 97%
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.6 To ensure clean and safe environment that is well maintained and managed	% Completion of coastal management plan	Progress reports submitted to Portfolio Committee	Calculate progress as per progress report	1= no progress 2= up to 49% complete 3= 50% complete 4= up to 60% complete 5= more than 60% complete
Community Services	Dir Com Serv	Infrastructure And Basic Service	SOD4.6 To ensure clean and safe environment that is well maintained and managed	% Completion of climate change strategy	Progress reports submitted to Portfolio Committee	Calculate progress as per progress report	1= no progress 2= up to 24% complete 3= 25% complete 4= up to 30% complete

DIRECTORATE				COMMUNITY SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
		Delivery					5= more than 30% complete
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.6 To ensure clean and safe environment that is well maintained and managed	Number of climate change strategies implemented with German partners	Minutes of meeting where climate change program implementation report has been submitted	Calculate number of programs implemented	1= none 2= program not fully implemented 3= program fully implemented 4/5= Program implemented and details of impact analyzed and reported on
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.6 To ensure clean and safe environment that is well maintained and managed	Number of environmental awareness campaigns conducted	Attendance registers	Calculate number of campaigns	1= None 2= up to 3 3= 4 campaigns 4= up to 5 campaigns 5= more than 5 campaigns

DIRECTORATE				COMMUNITY SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.6 To ensure clean and safe environment that is well maintained and managed	Number of progress reports submitted on rehabilitation of St Francis Spit and Oyster Bay dunes	Minutes of meetings where submissions were made	Calculate number of reports	1= Not reported 2= up to 3 reports 3= 4 reports 4= 5 reports 5= more than 5 reports
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.6 To ensure clean and safe environment that is well maintained and managed	Number of trees planted	Reports to portfolio committee on tree planting	Calculate number of trees planted	1= None planted 2= up to 199 planted 3= 200 planted 4= 201 to 210 planted 5= more than 201 planted

DIRECTORATE				COMMUNITY SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.6 To ensure clean and safe environment that is well maintained and managed	Number of meetings of the Environmental management Forum	Minutes of meetings	Calculate number of meetings	1= none 2= up to 3 meetings 3= 4 meetings 4= 5 meetings 5= more than 5 meetings
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.1 To coordinate all functions/ powers regarding solid waste management assigned to the municipality	Number of Waste Management Strategies reviewed by 30 June 2020	Minutes of the meeting where the waste management strategy was approved	Confirm compliance with due date for submission	1= Strategy not completed 2= Strategy completed but not submitted 3= Strategy submitted on or before due date 4= Strategy submitted on due date and workshopped with C 5= Strategy submitted on due date and workshopped with Council and stakeholders

DIRECTORATE				**COMMUNITY SERVICES**			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.1 To coordinate all functions/ powers regarding solid waste management assigned to the municipality	% capital budget expenditure on Waste Management projects	Budget expenditure reports and budget provided	Calculate % capital budget expenditure on waste management projects against budget provision for the reporting period	1= Less than 80% 2= 81 to 94% 3= 95% 4= 96 to 97% 5 = More than 97%
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SD4.2 ensure the provision of waste management services to the communities	% expenditure of solid waste infrastructure repairs and maintenance budget	Budget expenditure reports and budget provided	Calculate % budget expenditure maintenance and repairs of solid waste infrastructure against budget provision for the reporting period	1= Less than 80% 2= 81 to 94% 3= 95% 4= 96 to 97% 5 = More than 97%
Community	Dir Com	Infrastructure	SOD4.1 To coordinate all functions/ powers regarding	% of formal households within the urban edge provided with	Confirmation from Finance on numbers of households charged for	Calculate % of households serviced with refuse removal	1= Less than 85% 2= 85 to 99%

DIRECTORATE				COMMUNITY SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Services	Serv	And Basic Service Delivery	solid waste management assigned to the municipality	refuse removal services once a week	refuse removal levies and duty schedules and reports	services against financial records	3 = 100% 4= Up to 50 additional households serviced 5= More than 50 additional households serviced
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.1 To coordinate all functions/ powers regarding solid waste management assigned to the municipality	% increase in refuse removal coverage of informal areas	Refuse removal reports for informal areas	Calculate increase in refuse removal coverage in informal areas against previous reporting period	1= No increase 2= up to 9% increase 3= 10% increase 4= 11 to 15% increase 5= More than 15% increase
Community Services	Dir Com Serv	Infrastructure And Basic Service	SOD4.1 To coordinate all functions/ powers regarding solid waste management assigned to the municipality	% of commercial Enterprises within the urban Edge provided with refuse removal services 3 times per week	Confirmation from Finance numbers of enterprises charg refuse removal levies and du schedules and reports	Calculate % of enterprises servi refuse removal services against records	1= Less than 85% 2= 85 to 99% 3 = 100%

DIRECTORATE				COMMUNITY SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
		Delivery					4= Up to 5 additional enterprises serviced 5= More than 5 additional enterprises serviced
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.1 To coordinate all functions/ powers regarding solid waste management assigned to the municipality	Number of wheelie bins provided to the community	Proof of procurement and distribution	Calculate number of wheelie bins distributed to the community	1= None 2= up to 4239 3= 4240 4= Up to 4300 5= More than 5 300
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.1 To coordinate all functions/ powers regarding solid waste management assigned to the municipality	% of Clinics within the Urban edge provided with refuse removal services	Proof of payment of refuse removal fees and valuation roll	Calculate % of clinics with refuse removal services against actual number of clinics within urban edge	= Less than 50% 2= 51 to 99% 3= 100% 4/5= Measures implemented to improve service delivery to the user

DIRECTORATE				COMMUNITY SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD4.1 To coordinate all functions/ powers regarding solid waste management assigned to the municipality	% of schools within the Urban edge provided with refuse removal services	Proof of payment of refuse removal fees and valuation roll	Calculate % of schools with refuse removal services against actual number of schools within urban edge	= Less than 50% 2= 51 to 99% 3= 100% 4/5= Measures implemented to improve service delivery to th
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 Water samples submitted for chemical and bacterial analysis	Water analysis reports	Calculate number of samples submitted	1= None submitted 2= up to 419(b) and 139(C) 3= 420(B) and 140(C) 4= Up to 430(B) and 150(C) 5= More than 430(B) and 150(C)
Community Services	Dir Com Serv	Infrastructure And Basic	SOD 4.2 To ensure that visitors and residents have a	Number of Environmental Health inspections conducted	Inspection registers	Calculate number of inspections	1= none 2= up to 739

DIRECTORATE				COMMUNITY SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
		Service Delivery	safe and healthy environment				3= 739 4= up to 750 5= more than 750

DIRECTORATE				CORPORATE SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD5.1 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	Minutes of the meeting where the Organogram review was adopted	Confirm due date compliance with the submission of the Organogram review	1= Review not completed by due date 2= Review finalized and/or submitted after due date 3= Review submitted on or before due date 4= Review submitted on or before due date and workshopped with Council 5= Review submitted on or before due date and workshopped with Council and stakeholders
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD5.1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Vacancy rate for approved Budgeted posts	Record of full- time employees and funded vacancies	Calculate the number of vacancies as a % of the approved full-time budgeted posts	1= More than 2.8% 2= Up to 2.8% 3= 2.7% 4= 2.6% 5= Less than 2.6%

DIRECTORATE				**CORPORATE SERVICES**			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD5.1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	% Staff costs compared to operational budget	Financial reports on staff costs and operational budget	Calculate staff costs as a % of the operational budget (Councillors excluded)	1= more than 37% 2= 36% 3= 35% 4= 34% 5= Less than 34%
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD5.1 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	Employment Equity Plan Targets and record of appointments relevant to targets	Calculate number of appointments at the targeted level in compliance with the Employment Equity Plan	1= None 2= 1AM and 1AF or any ratio less than target 3= 2AM and 2 AF 4= 1 Additional staff member from any of the above groups 5= 2 or more additional staff members from any of the above groups

DIRECTORATE				CORPORATE SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD5.1 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	Proof of submission	Confirm submission date from letter of submission	1= Not prepared 2= Prepared but not submitted/submitted after due date 3= submitted on due date 4= Submitted up to 1 week before due date 5= Submitted more than 1 week prior to due date
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD5.1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	% expenditure of Skills Dev Budget	Budget expenditure reports and budget provided	Calculate % budget expenditure on Skills Development against budget provision for the reporting period	1= Less than 80% 2= 81 to 89% 3= 90% 4= 91 to 97% 5 = More than 97%

DIRECTORATE				CORPORATE SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD5.1 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	Proof of submission	Confirm submission date from letter of submission	1= Not prepared 2= Prepared but not submitted/submitted after due date 3= submitted on due date 4= Submitted up to 1 week before due date 5= Submitted more than 1 week prior to due date
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD5.1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of OHS Forum meetings held	Minutes of meetings	Calculate number of meetings from minutes	1= No meetings 2= 3 meetings 3= 4 Meetings 4= 5 meetings 5= More than 5 meetings

DIRECTORATE				**CORPORATE SERVICES**			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD5.1 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	Minutes of meeting where risk assessment was submitted	Confirm due date compliance from minutes	1= No Assessment done 2= Done but not submitted/submitted after due date 3= Submitted on due date 4= submitted up to 1 week before due date 5= submitted more than 1 week before due date
Corporate Services	Dir Corp	Good Governance and Public Participation	SOD5.2 To provide professional, effective and efficient administrative support to Council and administration	% Reduction in printing costs for council agendas	Financial report on printing costs and budget	Calculate % reduction in printing cost against previous reporting period	1= No reduction 2= up to 9% reduction 3= 10% reduction 4= up to 15% reduction 5= More than 15% reduction

DIRECTORATE				CORPORATE SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Corporate Services	Dir Corp	Good Governance and Public Participation	SOD5.2 To provide professional, effective and efficient administrative support to Council and administration	Number of documents imaged and stored off-line	Proof of off-line storage (Report by service provider)	Calculate number of documents imaged and stored off-line	1= None 2= Up to 2 499 documents 3= 250 000 documents 4= Up to 260 000 documents 5= More than 260 000 documents
Corporate Services	Dir Corp	Good Governance and Public Participation	SOD5.2 To provide professional, effective and efficient administrative support to Council and administration	% Completion of library conversion	Completion reports	Calculate completion % from completion reports	1= incomplete 2= 99% complete/ late completion 3+ 100% complete on due date 4= 100% complete up to 1 week prior to completion date 5= 100% completion more than 1 week before due date

DIRECTORATE				CORPORATE SERVICES			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Corporate Services	Dir Corp	Good Governance and Public Participation	SOD5.2 To provide professional, effective and efficient administrative support to Council and administration	Amount reduction in Telkom account	Telkom account and previous reporting period accounts	Calculate reduction in account	1= No reduction 2= R59 000 reduction 3= R60 000 reduction 4= up to R65 000 reduction 5= More than R65 000 reduction

DIRECTORATE				FINANCE			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Finance	CFO	Financial Viability and Management	SD6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	% compliance with National Treasury reporting calendar	Proof of submission, National Treasury Submission calendar	Calculate % compliance with submissions against submissions calendar	1= Less than 50% compliant 2= up to 99% compliant 3= 100% compliant and submitted on due date 4= 100% compliant and submitted up- to 1 week before du 5= 100% compliant and submitted more than 1 week before due dates
Finance	CFO	Financial Viability and Management	SD6.1 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	Proof of submission	Calculate due date compliance against date of submission	1= Not submitted 2= submitted after 31 August 3= Submitted on due date 4= Submitted up to 2 days before due date 5= Submitted more than 2 days before due date

DIRECTORATE				FINANCE			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Finance	CFO	Financial Viability and Management	SD6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Number of draft budgets submitted by 31 March 2020	Minutes where budget was submitted	Calculate due date compliance against date of resolution	1= Not submitted 2= Submitted late 3= Submitted on due date 4= Draft budget finalized for submission and given to MM not less than 5 days before council meeting 5= Draft budget finalized for submission and given to MM more than 5 days before council meeting
Finance	CFO	Financial Viability and Management	SD6.1 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 by 31 May 2019	Minutes where budget was submitted	Calculate due date compliance against date of resolution	1= Not submitted 2= Submitted late 3= Submitted on due date 4= budget finalized for submission and given to MM not less than 5 days before council meeting

DIRECTORATE				FINANCE			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
							5= budget finalized for submission and given to MM more days before council meeting
Finance	CFO	Financial Viability and Management	SD6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Number of draft adjustments budgets submitted to MM and Portfolio Councillor by 15 December 2019	Proof of submission (E-Mail or against signature)	Calculate due date compliance against date of receipt	1= Not submitted 2= Submitted late 3= Submitted on due date 4= budget finalized for submission and given to MM not less than 5 days before due date 5= budget finalized for submission and given to MM more days before due date
Finance	CFO	Financial Viability and Management	SD6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to	Number of budget monitoring committee meetings held	Minutes of meetings	Calculate number of meetings from minutes	1- No meetings 2= up to 9 Meetings 3= 10 meetings 4= up to 12 meetings

DIRECTORATE				FINANCE			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
			ensure legislative compliance				5= more than 12 meetings
Finance	CFO	Financial Viability and Management	SD6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Liquidity Ratio	Audited financial statements	As per audited financial statements	1= Ratio of 05:1 2= Ratio of 09:1 3= Ratio of 1:1 4= Ratio of 1.5:1 5= Ratio of better than 1.5:1
Finance	CFO	Financial Viability and Management	SD6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Audit Results	Audit Report		1/2= Disclaimer 3= Unqualified 4/5= Clean

DIRECTORATE				FINANCE			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Finance	CFO	Financial Viability and Management	SD6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	% of creditors paid within 30 Days of receipt of Invoice	Creditors payment reports	Calculate % of creditors paid within 30 days of invoice	1= Less than 50% 2= 51 to 94% 3= 95% 4= 96% 5= More than 96%
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	Revenue collection reports	Calculate % revenue collected against revenue raised	1= Less than 75% collection 2= 76 to 95% collection 3= 96% collection 4= 97% collection 5= More than 97% collection

DIRECTORATE				FINANCE			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
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 2109	Proof of appointment	Confirm due date compliance with letter of appointment	1= No provider secured 2= Provider secured after due date 3= Provider appointed on due date 4= Provider appointed up to 1 week before due date 5= Provider appointed more than 1 week before due date
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 31 October 2019	Proof of appointment	Confirm due date compliance with letter of appointment	1= No provider secured 2= Provider secured after due date 3= Provider appointed on due date 4= Provider appointed up to 1 week before due date 5= Provider appointed more than 1 week before due date

DIRECTORATE				FINANCE			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
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	Proof of hand over	Calculate number of handovers	1+ no hand over 2= up to 5 handovers 3= 6 handovers 4= 7 handovers 5= More than 7 handovers
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	Minutes of meetings	Calculate number of meetings from minutes	1= None 2= up to 3 meetings 3= 4 meetings 4= 5 meetings 5= more than 5 meetings
Finance	CFO	Financial	SOD 6.3 To implement and maintain revenue policies and credit control	Number of revenue enhancement meetings	Minutes of meetings	Calculate number of meetings from minutes	1= none 2= 5 meetings

DIRECTORATE				FINANCE			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
		Viability and Management	procedures to ensure sound revenue management practices and compliance				3= 6 meetings 4= 7 meetings 5= more than 7 meetings
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 meetings held	Minutes of meetings	Calculate number of meetings from minutes	1= none 2= 7 meetings 3= 8 meetings 4= 9 meetings 5= more than 9 meetings
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue	% of indigent residents as per Indigent register with access to free basic services	Indigent register and records of free basic services	Calculate % of indigent register beneficiaries with access to free basic services based on service accounts	1= Less than 75% 2= up to 97% 3= 98%

DIRECTORATE				FINANCE			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
			management practices and compliance				4= 99% 5= 100%
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	Attendance registers	Calculate number of registration drives from attendance registers	1-/2= none 3= 1 Registration drive 4/5= 2 Registration drives
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	Minutes of meetings	Calculate number of meetings from minutes	1= No meetings 2= up to 3 meetings 3= 4 meetings 4= 5 meetings 5= more than 5 meetings

DIRECTORATE				FINANCE			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Finance	CFO	Financial Viability and Management	SOD6.4 To plan coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of ICT Strategy and Policy	Due date compliance with 1st phase implementation of ERP Solution	Minutes of meetings where implementation reports are discussed	Confirm due date compliance for Phase 1 of the ERP from minutes	1= Not implemented 2= Implementation after due date 3= Implementation on due date 4= Implementation up to 30 days before due date 5= Implementation more than 30 days before due date
Finance	CFO	Financial Viability and Management	SOD6.4 To plan coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of ICT Strategy and Policy	Number of ERP Project Managers appointed by 30 September 2019	Letter of appointment	Confirm due date compliance from letter of appointment	1= no appointment made 2= appointment made after due date 3= Appointment made on due date 4= Appointment made up to 1 week before due date 5= Appointment made more than 1 week before due date
Finance	CFO	Financial	SOD6.4 To plan coordinate and render ICT services to the municipality	% Up-Time of the ICT System	Up-Tine reports	Calculate %up-time	1= Less than 75% 2= 75 to 97%

DIRECTORATE				FINANCE			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
		Viability and Management	to ensure efficient operations and support services in terms of ICT Strategy and Policy				3= 98% 4= 99% 5= 100%
Finance	CFO	Financial Viability and Management	SOD6.4 To plan coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of ICT Strategy and Policy	Number of ICT Steering Committee Meetings	Minutes of meetings	Calculate number of meetings from minutes	1= none 2= 5 meetings 3= 6 meetings 4= 7 meetings 5= more than 7 meetings
Finance	CFO	Financial Viability and Management	SOD6.4 To plan coordinate and render ICT services to the municipality to ensure efficient operations and support	% ICT Policies reviewed by 30 November 2019	Minutes of meetings where policy reviews was submitted	Calculate % of policies reviewed by due date	1= None 2= Late review or less than 97%% reviewed 3= 98% reviewed by due date 4= 99% reviewed by due date

DIRECTORATE				FINANCE			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
			services in terms of ICT Strategy and Policy				5= 100% reviewed by due date
Finance	CFO	Financial Viability and Management	SOD6.4 To plan coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of ICT Strategy and Policy	Number of ICT report submitted to Portfolio Committee	Minutes of meeting	Calculate number of reports submitted from the minutes	1= no submissions 2= up to 5 submissions 3= 6 submissions 4= 7 Submissions 5= More than 7 submissions
Finance	CFO	Financial Viability and Management	SOD6.4 To plan coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of ICT Strategy and Policy	Number of ICT applications and costs reports submitted to Portfolio committee	Minutes of meeting	Calculate number of reports submitted from the minutes	1= no submissions 2= up to 5 submissions 3= 6 submissions 4= 7 Submissions 5= More than 7 submissions

DIRECTORATE				FINANCE			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Finance	CFO	Financial Viability and Management	SOD6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	% compliance with Procurement Plan	Proof of procurement plan compliance, minutes of various bid meetings and others	Calculate % compliance with procurement plan	1= Less than 75% compliance 2= up to 89% compliance 3= 90% compliance 4= 91% compliance 5= more than 91% compliance
Finance	CFO	Financial Viability and Management	SOD6.5 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	Budget expenditure reports and budget provided	Calculate % institutional capital budget expenditure against budget provision for the reporting period	1= Less than 80% 2= 81 to 94% 3= 95% 4= 96 to 97% 5 = More than 97%

DIRECTORATE				FINANCE			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Finance	CFO	Financial Viability and Management	SOD6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	Number of days for the processing of requisitions	Requisitions processing register	Calculate number of days for the issuing of requisitions (Averaged for all requisitions)	1= More than 7 days 2= 6 days 3= 5 days 4= 4 days 5= Less than 4 days
Finance	CFO	Financial Viability and Management	SOD6.5 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	Evaluation reports	Calculate working days for evaluation from date of closure (averaged for all 7 day notices)	1= More than 10 working days 2= up to 8 working days 3= 7 working days 4= 6 working days 5= less than 6 working days

DIRECTORATE				**FINANCE**			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Finance	All Directors	Financial Viability and Management	SOD6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	Number of days for the preparation of tender reports by the leading department from closing date of tender	Proof of submission of tender report and closing date of tender	Calculate number of days from closing of tender to the submission of a report to SCM by the leading department (Averaged for all tenders per department)	1= more than 5- days 2= up to 31 days 3= 30 days 4= 25 to 29 days 5= less than 25 days
Finance	CFO	Financial Viability and Management	SOD6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	Number of days for the adjudication of a tender from date of closing	Minutes of adjudication meetings	Calculate number of days from closing to adjudication (Averaged for all tenders)	1= More than 110 days 2= 101 to 109 days 3= 100 days 4= 90 to 99Days 5= less than 90 days

DIRECTORATE				**FINANCE**			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Finance	CFO	Financial Viability and Management	SOD6.5 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	Minutes of meetings	Calculate number of meetings held from minutes	1= No meetings 2= up to 5 meetings 3= 6 meetings 4= 7 meetings 5= more than 7 meetings
Finance	CFO	Financial Viability and Management	SOD6.6 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	Number of reports on dysfunctional and redundant movable assets to be disposed of submitted by 31 August 2019	Minutes of meeting where report was submitted	Confirm due date compliance from minutes	1= Report not prepared 2= Report prepared but not submitted/submitted late 3= Submitted on due date 4= Submitted up to 1 week before due date 5= Submitted more than 1 week before due date

DIRECTORATE				FINANCE			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
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	Minutes of meeting where land audit was submitted	Calculate due date compliance from date of meeting	1= Land audit not done 2= Audit done but not submitted/submitted late 3= submitted on time 4- submitted up to 1 week before due date 5= submitted more than 1 week before due date
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of municipal land assets registers completed by 31 December 2019	Minutes of meeting where register was submitted	Calculate due date compliance from date of meeting	1= Register not done 2= Register done but not submitted/submitted late 3= submitted on time 4- submitted up to 1 week before due date 5= submitted more than 1 week before due date

DIRECTORATE				FINANCE			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of land advisory committee meetings	Minutes of meetings	Calculate number of meetings from minutes	1= no meetings 2= up to 5 meetings 3= 6 meetings\ 4= 7 meetings 5= more than 7 meetings
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	Proof of appointment	Confirm due date compliance from appointment letter	1= Not appointed 2= Appointed after due date 3= Appointed with effect due date 4/5 Appointment effective before due date
Finance	CFO	Financial Viability and	SOD 6.7 To administer assets management and lease registers	Number of reports to portfolio committee on insurance claims	Minutes of meetings were reports was submitted	Calculate number of submissions from minutes	1= No submissions 2= up to 5 submissions 3= 6 submissions

DIRECTORATE				FINANCE			
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Documentary evidence	Means of calculation	Performance Standards
		Management					4= 7 submissions 5= more than 7 submissions
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	% of insurance claims finalized within 90 days of claim	Insurance finalization reports	Calculate % of claims finalized within 90 days of incident	1= None 2= up to 95% 3=96% 4=97% 5= more than 97%
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Due date compliance with the updating and validation of lease agreements	Minutes where report is submitted on the updating and validation of lease agreements	Confirm due date from minutes	1= Not done 2= Done but submitted late/not submitted 3= submitted on due date 4= Submitted up to 1 week before due date 5= submitted more than 1 week before due date

In terms of the provisions of Section 53(1)(c) of the Local Government Municipal Finance Management Act
(56,2003) the 2019/20 Service Delivery and Budget Implementation Plan is herewith approved by the
Executive Mayor of Kouga Municipality on this 26th day of June 2019.

H. HENDRICKS
EXECUTIVE MAYOR

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 30 JULY 2019 **ITEM NO: 19/07/MM4**

RESCISSION OF A COUNCIL RESOLUTION – 17/8/F23 OF A COUNCIL MEETING HELD ON 31 AUGUST 2017

1. Introduction

The purpose of this item is to request Council to rescind the council resolution 17/8/F23 of a Council meeting held on 31 August 2017.

2. Background

The Council meeting held on 31 August 2017 resolved under item 17/8/F23 to renew all lease agreement pertaining to ERF 873, and which included the Golf Course, Driving Range and the Bowling Club.

Both Lease Agreements for Driving Range and Golf Club does not make provision for the renewal of the agreement and therefor the Council resolution authorizing that these Agreements was incorrect. It must further be noticed that at the date of the council resolution, 31 August 2017, the agreements have already expired. Further to the reference to the Bowling Club, the reference to same was erroneously included as this agreement is still in place at this time and no renewal required as the initial duration of the agreement is still in full force and effect.

Taking the above in consideration, it is recommended that said Council resolution be rescinded, and that the Administration advertise the said properties/facilities and call for bids for the lease of the property.

It is with reference to the above that Council should consider rescinding the said resolution and call for interested parties to apply for the proposed lease of the determined portions of erf 873 Jeffreys.

Resolved: (31 August 2017)

i) That the recommendations made by the Land Advisory Committee Meeting held on 28 August 2017 on the proposed leases on the following immovable municipal assets be noted and dealt with after the public participation process has been followed:

ERF 15 OYSTER BAY

ERF15	Oyster Bay	Plaaslike Oorgangsraad St Francisbaai	Special Zone	2 089ha	R2 200 000	*Oyster Bay Ratepayers Ass.*

- That a Draft MOU between Kouga Municipality and the Oyster Bay Ratepayers Association for the administering of the Oyster Bay Community Hall be tabled before Council.

- That all fees paid to them to assist with the maintenance of the hall be reflected in a monthly income and expenditure report must be sent to the municipality (Social Services). The hall falls under the Department of Social Services – they will incorporate the reports from Oyster Bay in their report done on halls throughout Kouga and tabled before Portfolio and Council Meeting.

ERF 873 JEFFREYS BAY

ERF 873	**Jeffreys Bay**	**Kouga Mun**	**Open space 2**	**82 908ha (portion)**	**R33 133 000**

- **That processes for the renewal of the lease contract for the Jeffreys Bay Bowling Club commences in March 2018.**

- **That the lease contracts for the Jeffreys Bay Golf Club and the Driving Range be renewed.**

- **That the rental income complies with the MFMA.**

- **That a termination clause be included in the lease contracts which gives Council six (6) months to terminate the lease should the property be required for development.**

CRèCHES:

ERF 1568	Pellsrus	Mun Kouga	Residential 4	1 012m²	R500,000
ERF 33	Pellsrus	Mun Kouga	Institutional 1	1 955m²	R702,000
ERF 190	Pellsrus	Mun Kouga	Special Business	3 566m²	R 1 800 000
Erf 74	Thornhill	Prov. Gov. Eastern Cape	Restricted Business	2 149m²	R200 000
Erf 570	Patensie	Kouga Mun	Restricted Bus/Residential 1	206m²	R180 000
Erf 492	Pellsrus	Mun Kouga	Restricted Bus.	6.969ha	R700 000
Unregistered	Loerie				
Unregistered	Phillipsville				

- That the erven be advertised for leasing purpose and the set use of operating a crèche on these properties.

CELL TOWER LEASES:

ERF 406 (Portion)	Paradise Beach	Paradise Beach Township Group	Open space 1	44, 504ha (Portion)
ERF 406 (Portion)	Paradise Beach	Paradise Beach Township Group	Open space 1	44, 504ha (Portion)
Farm 745 Onge-gunde Vryheid	Sea Vista	Eskom / Private		Portion 103
Farm746 Portion 72	Sea Vista	Not registered		
ERF 15	Oyster Bay	Plaaslike Oorgangsraad Oesterbaai	Municipal vacant land	2,089ha(Portion)
ERF 1455	Hankey (Water reservoir)	Kouga Mun	Municipal vacant land	13,587ha (Portion)
ERF 193	Pellsrus	Provincial Gov. Eastern Cape	Institutional 1	2,278ha (Portion)
ERF 406	Paradise Beach	Paradise Beach Township Group	Open space 1	44 504ha (Portion)
ERF 6797	Jeffreys Bay	Kouga Mun.	Institutional	9,011ha

- That the properties for the set purpose of erecting cellphone towers be advertised for objections against the leasing of the land for the said purpose.

ERF 1373 PARADISE BEACH

ERF 1373	*PARADISE BEACH*	*Kouga Mun.*	*Authority*	*17,122ha (Portion)*	*R15 200 000*	*FAPX Airfield Association*

- *That the applicants be given a temporary Land Use Agreement whilst a compliance investigation is being conducted in terms of the MFMA, PPP and Aviation.*

ii) *That, in terms of Section 14 of the Municipal Finance Management Act, Council has to resolve whether the land are required for basic level of municipal service.*

iii) *That all legislative requirements have to be adhered to.*

iv) *That fair market rentals be considered.*

v) *That the objections and comments of the public be taken into consideration and that a follow-up report be tabled to Council.*

vi) *That a comprehensive report on all halls in Kouga be submitted to the next Council Meeting.*

3. Recommendation

3.1 That Council rescind the Council resolution as resolved under 17/8/F23 by removing the reference made to Erf 873 Jeffreys Bay, to the effect that the Council Resolution be implemented in exclusion of the reference to Erf 873 Jeffreys Bay .

3.2 That Council approve that the Jeffereys Bay Golf Club and Driving range be leased for a period not exceeding nine years and eleven months.

3.3 That Council confirms, in terms of Section 14(2) of the Local Government: Municipal Finance Management Act, the assets herein is not needed to provide the minimum level of basic municipal services.

3.4 That Council approve the advertisement inviting interested parties to lease the asset mentioned herein, and in line with the Policy and Procedures for the disposal of immovable assets, as approved by Council.

Item prepared by SV Baartman

Item approved by the Municipal Manager ______________________________

REPORTS BY THE PORTFOLIO CHAIRPERSON: FINANCE

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 JULY 2019 **ITEM: 18/07/F1**

MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2018 TO JUNE 2019 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 30 JUNE 2019 (2018/19 FINANCIAL YEAR)

1. Purpose

This report is submitted in compliance with Sections 71(1) and 52(d) of the Municipal Finance Management Act (MFMA) and the Municipal Budget and Reporting Regulations (MBRR).

2. Legislative Requirements

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

In accordance with Section 71(1) of the MFMA, the Accounting officer must by no later than 10 working days after the end of each month, submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.

In accordance with Section 52(d) of the MFMA, the Executive Mayor must within 30 days of the end of each quarter, submit a report to the Council on the implementation of the budget and the financial state of affairs of the municipality.

In accordance with regulation 28 of the MBRR, the monthly budget statements of a municipality must be in the format specified in Schedule C

3. Executive Summary

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

An analysis of the financial position and performance was undertaken to determine the relative financial strength and liquidity of the Municipality. This was complemented by analysing the cash flow position, the investment portfolio, ratios, the operating and capital budget performance for the period July 2018 to June 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 774,483 million, whilst operating expenditure amounted to R 769,265 million, resulting in an operating surplus of R 5,218 million.
- Capital expenditure constituted 48,62% of the 2018/19 Capital adjustments Budget. The capital expenditure would have amounted to 73,82%, upon exclusion of the water services infrastructure grant.
- Overdue consumer debts increased by R 20,819 million (16,65%) since June 2018.
- An amount of R 106,804 million is owing to creditors, of which R 40,231 million (37,67%) represents current creditors. Currently all outstanding creditors are not reflected on the creditors age analysis.
- The municipality's investment portfolio has increased by R 119,912,844 (127,14%) since June 2018, from R 94,314,704 to R 214,227,548.

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 June 2018	Actuals as at 30 June 2019	Adjusted Budget 2018/19
Current Ratio	0.85:1	0.97:1	1.11:1	1.06:1	1.31:1	0.94:1
Liquidity Ratio	0.40:1	0.47:1	0.52:1	0.65:1	0.84:1	0.48:1
Cost Coverage (Excluding unspent conditional grants)	1.60 months	1.62 months	1.72 months	1.87 months	1,97 months	1.44 months
Debtors Collection Rate	97.60%	95.81%	90.73%	90.73%	97,62%	94%
Capital Expenditure (Including Water Service Infrastructure Grant)	81.97%	72.92%	72.98%	81.06%	48,62%	95%
Capital Expenditure (Excluding Water Service Infrastructure Grant)	81.97%	72.92%	72.98%	81.06%	73,82%	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 June 2019:

Annexure "A1" – Operating Revenue and Expenditure Performance

Annexure "A2" - Capital Budget Performance

Annexure "A3"- Projected Cash Flow Statement

Annexure "A4" – Municipal Monthly Budget Tables

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

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

5. Recommendation

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

5.2. That the Executive Mayor's report on the implementation of the budget and the financial state of affairs of the municipality, for the quarter ended 30 June 2019, in accordance with Section 52(d) of the MFMA, be noted.

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

Item prepared: Manager Budget & Treasury

Item approved by: Chief Financial Officer 18/7/2019

Noted by: Portfolio Councillor: 18/7/2019

Annexure “A1”

OVERVIEW OF OPERATING REVENUE AND EXPENDITURE PERFORMANCE FOR THE PERIOD 1 JULY 2018 TO 30 JUNE 2019

Below is an analysis of the operating revenue and expenditure performance

Description	Budget Year 2018/19		
	Adjusted Budget	Actuals as at 30 June 2019	%
R thousands			
Revenue By Source			
Property rates	184 711	184 331	99,79%
Service charges - electricity revenue	245 041	241 079	98,38%
Service charges - water revenue	70 795	72 774	102,79%
Service charges - sanitation revenue	43 314	45 092	104,10%
Service charges - refuse revenue	51 176	51 528	100,69%
Rental of facilities and equipment	3 043	2 570	84,45%
Interest earned - external investments	8 681	11 790	135,81%
Interest earned - outstanding debtors	7 444	8 288	111,33%
Fines, penalties and forfeits	4 230	4 884	115,47%
Licences and permits	14 514	22 624	155,88%
Transfers and subsidies	121 753	122 456	100,58%
Other revenue	5 530	7 067	127,81%
Total Revenue (excluding capital transfers and contributions)	**760 233**	**774 483**	**101,87%**
Expenditure By Type			
Employee related costs	272 673	269 674	98,90%
Remuneration of councillors	12 243	12 202	99,67%
Debt impairment	36 150	3 130	8,66%
Depreciation & asset impairment	75 357	73 545	97,60%
Finance charges	3 021	7 669	253,89%
Bulk purchases	237 476	238 985	100,64%
Other materials	27 516	25 340	92,09%
Contracted services	68 096	55 516	81,53%
Other expenditure	87 229	83 204	95,38%
Total Expenditure	**819 759**	**769 265**	**93,84%**
Surplus/(Deficit)	**(59 527)**	**5 218**	

The statement of financial performance indicates a surplus of R 5,218 million.

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

Revenue Variations

Rental of Facilities and Equipment

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

Interest Earned – External Investments

Interest earnings are influenced by the extent of the municipality's investment portfolio.

Interest Earned – Outstanding Debtors

Interest is influenced by the extent of outstanding debtors. The actual overdue debtors as at 30 June 2019 amounted to R 145,884 million.

Fines, penalties and forfeits

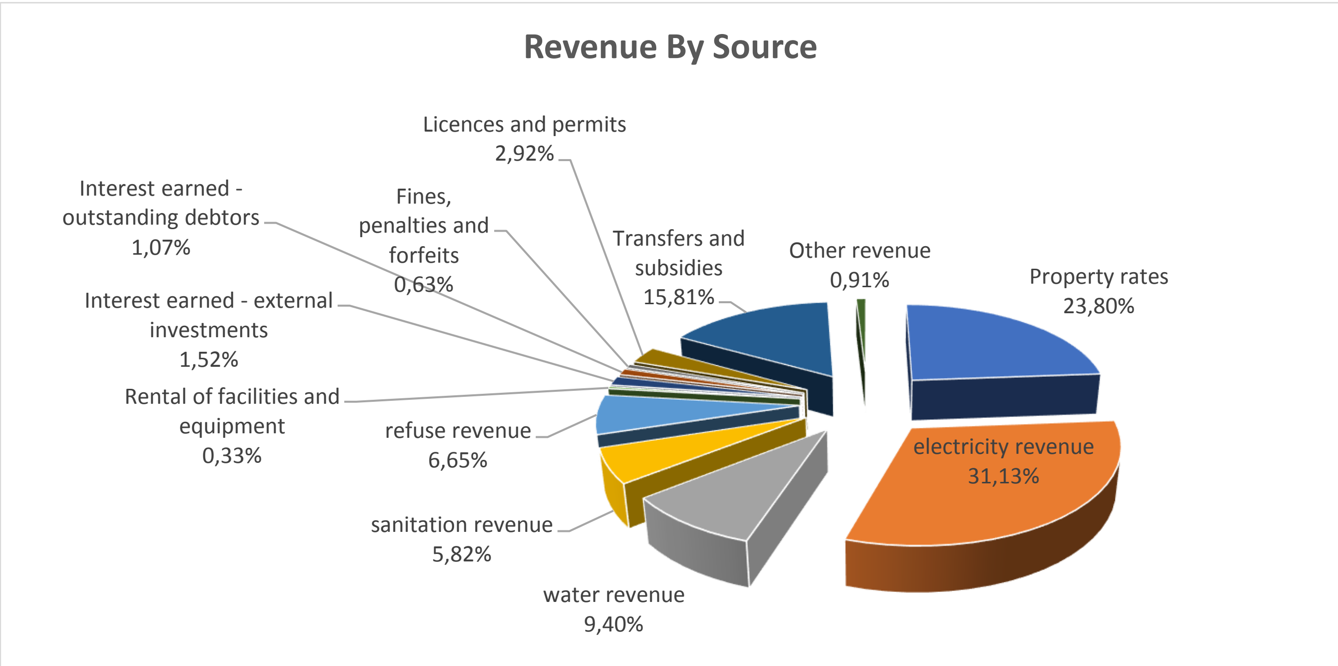
Fines, penalties and forfeits are largely influenced by a higher than anticipated revenue from traffic fines.

Licences and permits

Licences and permits are largely influenced by a higher than anticipated revenue from vehicle licences.

Other revenue

Other revenue is largely influenced by a higher than anticipated revenue from rates clearance certificates and building related fees.



Expendıture Variations

Bad Debts

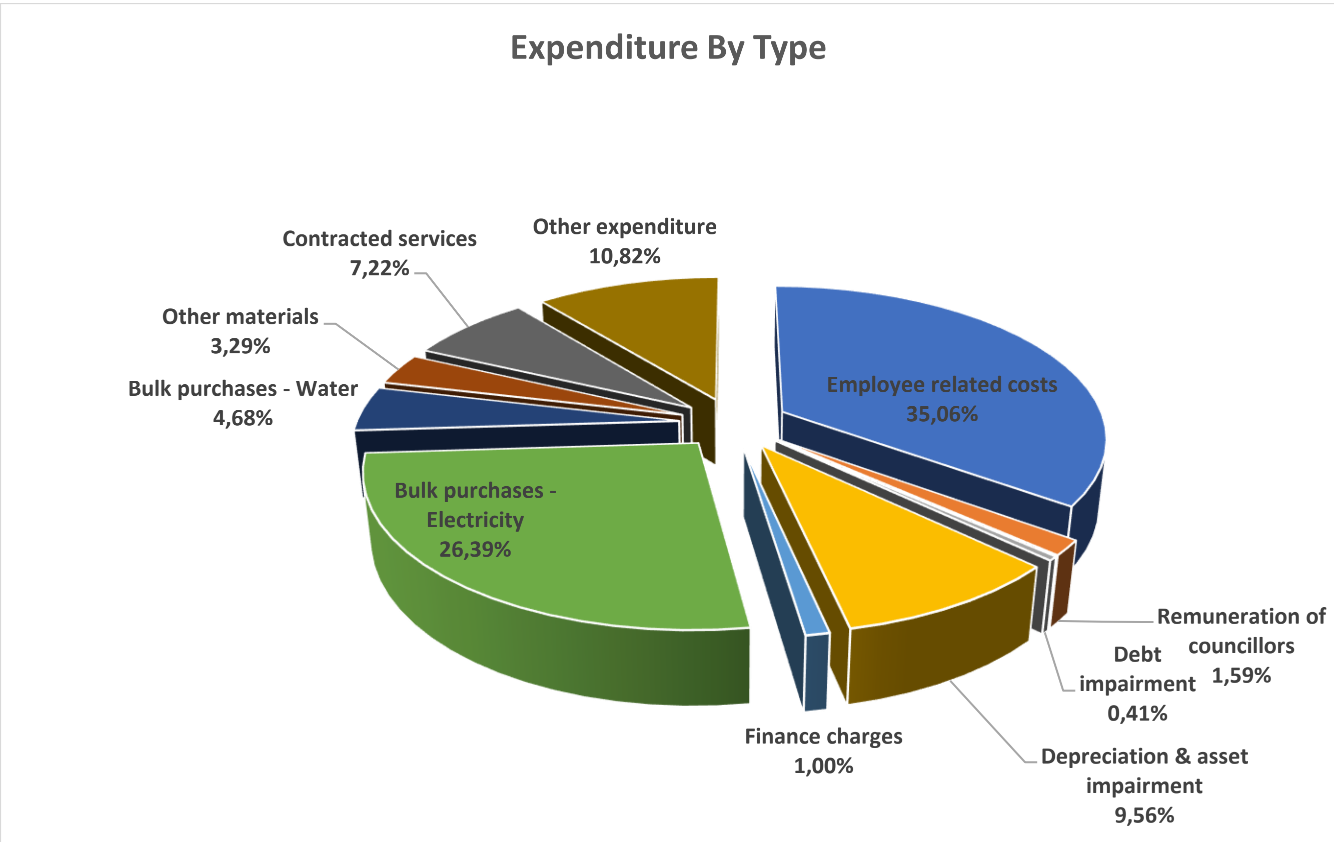
Bad debts are written off upon Council approval.

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.



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 June 2019	% of Budget
Executive & Council				
Contracted Services:Maintenance of Buildings and Facilities	-	**200 000**	**77 427,64**	**38,71%**
Contracted Services:Maintenance of Vehicles	10 000	10 000	450	4,50%
	10 000	**210 000**	**77 878**	37,08%
Corporate Services				
Contracted Services:Maintenance of Buildings and Facilities	300 000	300 000	212 888	71%
Contracted Services:Maintenance of Vehicles	35 000	35 000	1 734	4,95%
	335 000	**335 000**	**214 622**	64,07%
Finance				
Contracted Services:Maintenance of Buildings and Facilities	370 000	476 700	371 148	77,86%
Expenditure:Contracted Services:Contractors:Maintenance of Vehicles	90 000	90 000	18 089	20,10%
Inventory Consumed:Materials and Supplies	165 000	165 000	2 529	1,53%
	625 000	**731 700**	**391 766**	**53,54%**
Community Services				
Contracted Services:Maintenance of Buildings and Facilities	870 000	2 686 750	2 614 409	97,31%
Contracted Services:Maintenance of Vehicles	3 443 000	6 212 552	5 868 710	94,47%
Contracted Services:Maintenance of Equipment	122 400	72 400	71 591	98,88%
Inventory Consumed:Materials and Supplies	1 049 625	1 064 529	1 030 552	96,81%
Operational Cost:Hire Charges	2 000 000	3 299 161	3 838 264	116,34%
	7 485 025	**13 335 392**	**13 423 526**	**100,66%**
Planning, Development & Tourism				
Inventory Consumed:Materials and Supplies	50 000	50 000	42 123	84,25%
Contracted Services:Maintenance of Vehicles	20 000	12 000	4 555	37,96%
	70 000	**62 000**	**46 678**	**75,29%**
Infrastructure & Engineering				
Contracted Services:Maintenance of Equipment	226 000	281 213	205 509	73,08%
Contracted Services:Maintenance of Buildings and Facilities	175 193	161 612	160 282	99,18%
Contracted Services:Maintenance of Vehicles	12 524 000	20 095 732	17 863 949	88,89%
Inventory Consumed:Materials and Supplies	12 605 000	11 488 561	9 696 615	84,40%
Operational Cost:Hire Charges	3 010 435	1 958 000	1 836 054	93,77%
	28 540 628	**33 985 118**	**29 762 409**	**87,57%**
Total	**37 065 653**	**48 659 210**	**43 916 878**	**90,25%**

It is to be noted that actual repairs and maintenance expenditure constituted 90,25% of the 2018/19 Adjustments Budget.

Annexure "A2"

CAPITAL BUDGET PERFORMANCE

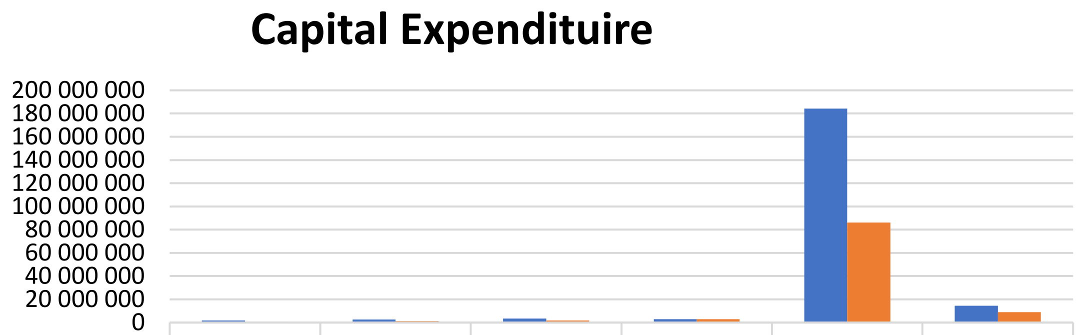
Below is an analysis of the capital expenditure compared to the 2018/19 Adjusted Capital Budget.

PROJECTS	Funding Source	Original Budget 2018/19	Adjustments Budget 2018/19	Actuals as at 30 June 2019	% of Budget
CORPORATE SERVICES					
Computer Equipment	Internal	157 000	287 222	146 345	50,95%
Furniture and Equipment	Internal	2 000	738 783	572 211	77,45%
Library upgrade (phase 2)	Internal	500 000	1 321 134	964 445	73,00%
EDMS	Internal	-	670 494	-	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	60 180	47 739	79,33%
UPGRADE COMMUNITY CENTER WARD 14	Internal	-	-	-	
PABX UPGRADE	Internal	750 000	-	-	
		2 309 000	**3 365 067**	**1 757 505**	**52,23%**
EXECUTIVE & COUNCIL					
Computer Equipment	Internal	110 000	143 231	135 372	94,51%
Furniture and Equipment	Internal	75 000	270 105	261 123	96,67%
Wards Capital Programmes	Internal	750 000	1 437 229	369 534	25,71%
		935 000	**1 850 565**	**766 029**	**41,39%**
FINANCE					
Furniture and Equipment	Internal	115 700	245 431	206 756	84,24%
Computer Equipment	Internal	1 391 200	577 647	429 909	74,42%
IT Server	FMG	-	626 268	626 268	100,00%
Office upgrade ICT	Internal	-	200 000	30 800	15,40%
Disaster Recovery Server	Internal	-	644 106	-	0,00%
Vehicle	Internal	-	300 000	-	0,00%
		1 506 900	**2 593 452**	**1 293 733**	**49,88%**
PLANNING, DEVELOPMENT & TOURISM					
Computer Software and Applications	Internal	700 000	220 000	190 517	86,60%
Computer Equipment	Internal	60 000	100 000	90 725	90,73%
Upgrading of Kouga Cultural Centre	Internal	1 000 000	-	-	
Furniture and equipment	Internal	200 000	205 000	187 239	91,34%
Informal Traders - Building	MIG	1 220 951	21 002	21 002	100,00%
Land acquisition housing projects	Internal	1 000 000	2 000 000	2 285 000	114,25%
Machinery and Equipment	Internal	30 000	25 000	24 700	98,80%
Arts and Creative Industries	DISTRICT	-	-	-	
Lowrie Flower Project	DEDEAT	-	65 000	-	0,00%
		4 210 951	**2 636 002**	**2 799 183**	**106,19%**
COMMUNITY SERVICES				-	
Fencing of caravan parks & camping sites	Internal	500 000	375 055	348 644	92,96%
Fencing of Sport and Recreational Facilities	Internal	500 000	-	-	
Machinery and Equipment	Internal	844 010	1 084 010	693 519	63,98%
Computer Equipment	Internal	160 000	234 000	198 789	84,95%
Security Cameras	Internal	150 000	-	-	
Vehicle	Internal	4 000 000	3 850 000	2 290 823	59,50%
Furniture and Equipment	Internal	70 000	105 000	63 217	60,21%
Wheelie Bins	Internal	1 000 000	4 475 260	4 207 680	94,02%
Life Gaurds Beach Tower	Internal	250 000	150 000	26 400	17,60%
Upgrading of Sports Facilities	MIG	3 864 352	1 992 431	1 061 224	53,26%
Fencing of Hankey Fire Station	Internal	200 000	24 945	11 411	45,74%
Fencing of existing cemeteries	Internal	500 000	24 739	24 739	100,00%
Weston Library Upgrade	Internal	100 000	100 000	57 300	57,30%
Table and Chairs-Community Facilities	Internal	100 000	60 000	58 304	97,17%
Machinery and Equipment	DISTRICT	-	265 100	11 463	4,32%
Vehicle	DISTRICT	-	1 700 000	-	0,00%
		12 238 362	**14 440 540**	**9 053 511**	**62,70%**

PROJECTS	Funding Source	Original Budget 2018/19	Adjustments Budget 2018/19	Actuals as at 30 June 2019	% of Budget
INFRASTRUCTURE & ENGINEERING					
Furniture and Equipment	Internal	198 000	155 000	106 956	69,00%
Computer Equipment	Internal	35 000	122 000	114 579	93,92%
Machinery and Equipment	Internal	415 000	416 000	297 887	71,61%
Fencing of Jeffreys Bay and Kruisfontein Reservoir	Internal	900 000	-	-	
upgrading of infrastructure for new township establishment	Internal	500 000	500 000	377 473	75,49%
Vehicles	Internal	2 500 000	8 610 264	3 124 795	36,29%
MV Networks Capital	INEP	8 869 565	8 869 565	8 469 960	95,49%
New overheadlines 66kv overheadlines(Jbay to Melkhout)	Internal	3 000 000	2 000 000	1 822 083	91,10%
Jeffreys Bay- North Bulk main outfall sewer-area north of R102	Internal	1 200 000	1 300 000	374 323	28,79%
WATER CONSERVATION AND DEMAND MANAGEMENT	WSIG_NT	-	13 521 739	10 996 723	81,33%
RETICULATION REPLACE PIPELINES (PATENSIE)	WSIG_NT	-	9 130 435	1 338 058	14,65%
RETICULATION REPLACE PIPELINES (OYSTER BAY)	WSIG_NT	-	391 304	377 422	96,45%
Upgrading of the Sea Vista Wastewater Treatment Works	MIG	18 503 132	21 575 002	22 511 410	104,34%
Humansdorp - Upgrade Kruisfontein Waste Water Treatment Works	MIG	2 173 913	2 173 913	2 080 659	95,71%
Computer Equipment	MIG	50 000	50 000	43 479	86,96%
RETICULATION REPLACE PIPELINES (HANKEY)	WSIG_NT	-	9 565 217	7 234 021	75,63%
Illegal electricity connections (LV Network)	Internal	1 000 000	355 000	315 744	88,94%
Fencing: New x Loerie Sewer pump station	Internal	900 000	-	-	
CAPE ST FRANCIS WATER SUPPLY	WSIG_DWS	-	5 139 130	921 626	17,93%
DEVELOP NATURAL SPRINGS AND CONVEYANCE (HUMANSDORP	WSIG_NT	-	17 391 304	1 375 616	7,91%
HANKEY WATER SUPPLY	WSIG_DWS	-	28 851 304	9 540 451	33,07%
HUMANSDORP WATER SUPPLY	WSIG_DWS	-	4 719 130	3 262 715	69,14%
Water Infrastructure Boreholes	Internal	1 500 000	-	-	
Roads Upgrade	Internal	2 500 000	2 500 000	2 213 678	88,55%
REFURBISH AND UPGRADE WATER TREATMENT WORKS (JEFFR	WSIG_NT	-	30 434 783	1 541 468	5,06%
PATENSIE WATER SUPPLY	WSIG_DWS	-	7 305 217	4 369 777	59,82%
JEFFREYS BAY WATER SUPPLY	WSIG_DWS	-	3 913 043	2 718 951	69,48%
OYSTER BAY WATER SUPPLY	WSIG_DWS	-	1 140 000	598 650	52,51%
Bucket Eradication Programme	Internal	2 300 000	2 300 000	68 477	2,98%
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	**184 629 350**	**86 196 980**	**46,69%**
		67 744 823	**209 514 976**	**101 866 942**	**48,62%**
Internally generated funds		36 927 262	40 029 983	22 558 103	56,35%
Transfers recognised - capital		30 817 561	169 484 993	79 308 839	46,79%
Total		**67 744 823**	**209 514 976**	**101 866 942**	**48,62%**

It is to be noted that capital expenditure as at 30 June 2019 amounted to 48,62%, compared to the adjusted capital adjustments budget of R 209,514,976.

The capital expenditure as at 30 June 2019 would have been amounted to 73,82%, 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	2 911 858	184 353 494	14 440 540
Actuals as at 30 June 2019	766 029	1 293 733	1 757 505	2 799 183	86 196 980	9 053 511

Annexure "A3"

PROJECTED CASH FLOW STATEMENT FOR THE 2018/19 FINANCIAL YEAR

Projected Cash Flow Statement as at 30 June 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 – M12 June 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	10 943	176 911	173 628	3 283	2%	173 628
Service charges		–	372 090	385 707	35 593	411 165	385 707	25 457	7%	385 707
Other revenue		–	30 689	27 317	155	60 913	27 317	33 597	123%	27 317
Government - operating		–	123 618	121 753	982	158 803	121 753	37 049	30%	121 753
Government - capital		–	39 827	193 020	–	155 984	193 020	(37 036)	-19%	193 020
Interest		–	21 498	15 678	2 250	20 773	15 678	5 094	32%	15 678
Dividends		–	–	–	–	–	–	–		–
Payments										
Suppliers and employees		–	(674 270)	(705 232)	(65 583)	(699 262)	(705 232)	(5 970)	1%	(705 232)
Finance charges		–	(3 021)	(3 021)	(204)	(2 865)	(3 021)	(156)	5%	(3 021)
Transfers and Grants		–	–	–	–	–	–	–		–
NET CASH FROM/(USED) OPERATING ACTIVITIES		–	74 823	208 851	(15 864)	282 422	208 851	(73 571)	-35%	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)	(35 629)	(155 174)	(209 515)	(54 341)	26%	(209 515)
NET CASH FROM/(USED) INVESTING ACTIVITIES		–	(67 745)	(209 515)	(35 629)	(155 174)	(209 515)	(54 341)	26%	(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)	(646)	(7 335)	(8 944)	(1 609)	18%	(8 944)
NET CASH FROM/(USED) FINANCING ACTIVITIES		–	(13 247)	(8 944)	(646)	(7 335)	(8 944)	(1 609)	18%	(8 944)
NET INCREASE/ (DECREASE) IN CASH HELD		–	(6 169)	(9 608)	(52 139)	119 913	(9 608)			(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		214 228	84 707			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 June 2019 and are to be noted. Each table is accompanied by explanatory notes.

Table C1 Monthly Budget Statement Summary – M12 June 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	10 138	184 331	184 711	(379)	-0%	184 711
Service charges	–	400 096	410 327	29 297	410 473	410 327	146	0%	410 327
Investment revenue	–	7 561	8 681	1 348	11 790	8 681	3 109	36%	8 681
Transfers and subsidies	–	123 618	121 753	1 981	122 456	121 753	703	1%	121 753
Other own revenue	–	45 675	34 761	2 265	45 433	34 761	10 672	31%	34 761
Total Revenue (excluding capital transfers and contributions)	**–**	**753 717**	**760 233**	**45 029**	**774 483**	**760 233**	**14 250**	**2%**	**760 233**
Employee costs	–	272 802	272 673	22 065	269 674	272 673	(2 999)	-1%	272 673
Remuneration of Councillors	–	12 784	12 243	1 015	12 202	12 243	(41)	-0%	12 243
Depreciation & asset impairment	–	75 357	75 357	6 127	73 545	75 357	(1 812)	-2%	75 357
Finance charges	–	3 021	3 021	1 877	7 669	3 021	4 648	154%	3 021
Materials and bulk purchases	–	269 933	264 992	27 262	264 325	264 992	(667)	-0%	264 992
Transfers and subsidies	–	–	–	–	–	–	–		–
Other expenditure	–	162 887	191 475	19 811	141 850	191 475	(49 625)	-26%	191 475
Total Expenditure	**–**	**796 785**	**819 759**	**78 156**	**769 265**	**819 759**	**(50 495)**	**-6%**	**819 759**
Surplus/(Deficit)	**–**	**(43 068)**	**(59 527)**	**(33 126)**	**5 218**	**(59 527)**	**64 745**	**-109%**	**(59 527)**
Transfers and subsidies - capital (monetary alloc	–	39 827	193 020	31 293	86 496	193 020	(106 524)	-55%	193 020
Contributions & Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**–**	**(3 241)**	**133 493**	**(1 833)**	**91 714**	**133 493**	**(41 779)**	**-31%**	**133 493**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	**–**	**(3 241)**	**133 493**	**(1 833)**	**91 714**	**133 493**	**(41 779)**	**-31%**	**133 493**
Capital expenditure & funds sources									
Capital expenditure	**–**	**67 745**	**209 515**	**30 982**	**101 867**	**209 515**	**(107 648)**	**-51%**	**209 515**
Capital transfers recognised	–	34 682	169 485	24 234	79 309	169 485	(90 176)	-53%	169 485
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	**–**	**33 063**	**40 030**	**6 748**	**22 558**	**40 030**	**(17 472)**	**-44%**	**40 030**
Total sources of capital funds	**–**	**67 745**	**209 515**	**30 982**	**101 867**	**209 515**	**(107 648)**	**-51%**	**209 515**
Financial position									
Total current assets	–	131 820	164 621		335 797				164 621
Total non current assets	–	2 442 954	2 474 873		2 266 533				2 474 873
Total current liabilities	–	133 877	175 201		256 265				175 201
Total non current liabilities	–	183 244	185 581		185 581				185 581
Community wealth/Equity	**–**	**2 257 653**	**2 278 712**		**2 160 485**				**2 278 712**
Cash flows									
Net cash from (used) operating	–	74 823	208 851	(15 864)	282 422	208 851	(73 571)	-35%	208 851
Net cash from (used) investing	–	(67 745)	(209 515)	(35 629)	(155 174)	(209 515)	(54 341)	26%	(209 515)
Net cash from (used) financing	–	(13 247)	(8 944)	(646)	(7 335)	(8 944)	(1 609)	18%	(8 944)
Cash/cash equivalents at the month/year end	**–**	**53 561**	**84 707**	**–**	**214 228**	**84 707**	**(129 521)**	**-153%**	**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	28 208	6 174	4 585	4 254	4 123	3 503	27 855	95 390	174 092
Creditors Age Analysis									
Total Creditors	40 231	3 952	436	445	426	424	3 091	57 800	106 804

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) – M12 June 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**	**12 193**	**320 577**	**312 182**	8 395	3%	**312 182**
Executive and council		–	26	26	4	18	26	(7)	-28%	26
Finance and administration		–	511 020	312 157	12 189	320 559	312 157	8 402	3%	312 157
Internal audit		–	–	–	–	–	–	–		–
Community and public safety		–	**15 404**	**13 357**	**1 026**	**11 528**	**13 357**	(1 829)	-14%	**13 357**
Community and social services		–	2 458	2 458	30	2 111	2 458	(347)	-14%	2 458
Sport and recreation		–	9 151	7 003	133	5 048	7 003	(1 955)	-28%	7 003
Public safety		–	1 869	1 969	856	1 727	1 969	(242)	-12%	1 969
Housing		–	–	–	–	–	–	–		–
Health		–	1 927	1 927	8	2 642	1 927	715	37%	1 927
Economic and environmental services		–	**30 942**	**16 141**	**1 803**	**26 206**	**16 141**	10 064	62%	**16 141**
Planning and development		–	6 312	5 087	503	5 571	5 087	484	10%	5 087
Road transport		–	10 005	10 005	1 300	19 704	10 005	9 700	97%	10 005
Environmental protection		–	14 625	1 050	–	931	1 050	(119)	-11%	1 050
Trading services		–	**235 706**	**611 127**	**61 301**	**502 661**	**611 127**	(108 466)	-18%	**611 127**
Energy sources		–	61 809	260 285	16 498	250 380	260 285	(9 905)	-4%	260 285
Water management		–	70 200	223 782	28 196	125 222	223 782	(98 560)	-44%	223 782
Waste water management		–	72 249	74 017	12 312	73 161	74 017	(856)	-1%	74 017
Waste management		–	31 448	53 043	4 295	53 897	53 043	854	2%	53 043
Other	4	–	**445**	**445**	–	**7**	**445**	**(438)**	**-98%**	**445**
Total Revenue - Functional	2	–	**793 544**	**953 252**	**76 323**	**860 979**	**953 252**	**(92 274)**	**-10%**	**953 252**
Expenditure - Functional										
Governance and administration		–	**189 348**	**190 276**	**18 497**	**170 298**	**190 276**	(19 978)	-10%	**190 276**
Executive and council		–	52 250	38 161	6 136	39 707	38 161	1 546	4%	38 161
Finance and administration		–	137 097	152 115	12 360	130 591	152 115	(21 524)	-14%	152 115
Internal audit		–	–	–	–	–	–	–		–
Community and public safety		–	**86 568**	**77 431**	**6 254**	**78 404**	**77 431**	973	1%	**77 431**
Community and social services		–	9 513	10 055	699	8 781	10 055	(1 274)	-13%	10 055
Sport and recreation		–	46 668	40 230	2 882	41 766	40 230	1 536	4%	40 230
Public safety		–	21 090	20 527	2 033	20 801	20 527	275	1%	20 527
Housing		–	3 531	1 875	241	2 594	1 875	719	38%	1 875
Health		–	5 767	4 746	398	4 462	4 746	(284)	-6%	4 746
Economic and environmental services		–	**110 969**	**114 388**	**10 434**	**102 269**	**114 388**	(12 119)	-11%	**114 388**
Planning and development		–	33 954	33 520	2 409	28 481	33 520	(5 039)	-15%	33 520
Road transport		–	67 770	77 414	7 962	72 552	77 414	(4 862)	-6%	77 414
Environmental protection		–	9 245	3 454	63	1 236	3 454	(2 218)	-64%	3 454
Trading services		–	**405 868**	**434 239**	**42 784**	**415 046**	**434 239**	(19 192)	-4%	**434 239**
Energy sources		–	248 404	254 148	23 740	239 461	254 148	(14 687)	-6%	254 148
Water management		–	80 154	78 117	7 893	77 746	78 117	(371)	0%	78 117
Waste water management		–	41 745	48 988	5 234	51 690	48 988	2 701	6%	48 988
Waste management		–	35 565	52 986	5 917	46 150	52 986	(6 836)	-13%	52 986
Other		–	**4 032**	**3 426**	**187**	**3 247**	**3 426**	**(178)**	**-5%**	**3 426**
Total Expenditure - Functional	3	–	**796 785**	**819 759**	**78 156**	**769 265**	**819 759**	**(50 495)**	**-6%**	**819 759**
Surplus/ (Deficit) for the year		–	**(3 241)**	**133 493**	**(1 833)**	**91 714**	**133 493**	**(41 779)**	**-31%**	**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 – M12 June 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	–	–	–	–	–	–		–
Vote 2 - FINANCIAL SERVICES	310 697	307 483	12 228	314 598	307 483	7 115	2,3%	307 483
Vote 3 - CORPORATE SERVICES	26	26	4	1 222	26	1 197	4653,9%	26
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	3 316	3 316	313	3 444	3 316	129	3,9%	3 316
Vote 5 - INFRASTRUCTURE AND ENGINEERING	405 491	562 442	57 196	452 263	562 442	(110 179)	-19,6%	562 442
Vote 6 - COMMUNITY SERVICES	17 634	17 734	2 252	27 132	17 734	9 398	53,0%	17 734
Vote 7 - COMMUNITY SERVICES (CONTINUED)	56 380	62 252	4 330	62 320	62 252	67	0,1%	62 252
Total Revenue by Vote	**793 544**	**953 252**	**76 323**	**860 979**	**953 252**	**(92 274)**	**-9,7%**	**953 252**
Expenditure by Vote								
Vote 1 - EXECUTIVE COUNCIL	36 603	31 989	5 246	33 302	31 989	1 314	4,1%	31 989
Vote 2 - FINANCIAL SERVICES	79 397	79 573	6 292	60 890	79 573	(18 683)	-23,5%	79 573
Vote 3 - CORPORATE SERVICES	49 336	48 915	4 014	44 288	48 915	(4 627)	-9,5%	48 915
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	21 159	19 984	1 433	17 860	19 984	(2 123)	-10,6%	19 984
Vote 5 - INFRASTRUCTURE AND ENGINEERING	455 521	476 197	46 364	456 152	476 197	(20 046)	-4,2%	476 197
Vote 6 - COMMUNITY SERVICES	51 470	47 739	4 006	48 898	47 739	1 159	2,4%	47 739
Vote 7 - COMMUNITY SERVICES (CONTINUED)	103 298	115 363	10 800	107 874	115 363	(7 489)	-6,5%	115 363
Total Expenditure by Vote	**796 785**	**819 759**	**78 156**	**769 265**	**819 759**	**(50 495)**	**-6,2%**	**819 759**
Surplus/ (Deficit) for the year	**(3 241)**	**133 493**	**(1 833)**	**91 714**	**133 493**	**(41 779)**	**-31,3%**	**133 493**

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 are 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) – M12 June 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	10 138	184 331	184 711	(379)	0%	184 711
Service charges - electricity revenue		–	247 165	245 041	16 487	241 079	245 041	(3 961)	-2%	245 041
Service charges - water revenue		–	67 702	70 795	5 189	72 774	70 795	1 978	3%	70 795
Service charges - sanitation revenue		–	41 658	43 314	3 565	45 092	43 314	1 778	4%	43 314
Service charges - refuse revenue		–	43 571	51 176	4 056	51 528	51 176	351	1%	51 176
Service charges - other		–	–	–	–	–	–	–		–
Rental of facilities and equipment		–	1 881	3 043	98	2 570	3 043	(473)	-16%	3 043
Interest earned - external investments		–	7 561	8 681	1 348	11 790	8 681	3 109	36%	8 681
Interest earned - outstanding debtors		–	14 986	7 444	817	8 288	7 444	844	11%	7 444
Dividends received		–	–	–	–	–	–	–		–
Fines, penalties and forfeits		–	4 230	4 230	(6)	4 884	4 230	654	15%	4 230
Licences and permits		–	16 661	14 514	1 364	22 624	14 514	8 110	56%	14 514
Agency services		–	–	–	–	–	–	–		–
Transfers and subsidies		–	123 618	121 753	1 981	122 456	121 753	703	1%	121 753
Other revenue		–	7 917	5 530	(7)	7 067	5 530	1 538	28%	5 530
Gains on disposal of PPE		–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)		–	**753 717**	**760 233**	**45 029**	**774 483**	**760 233**	**14 250**	**2%**	**760 233**
Expenditure By Type										
Employee related costs		–	272 802	272 673	22 065	269 674	272 673	(2 999)	-1%	272 673
Remuneration of councillors		–	12 784	12 243	1 015	12 202	12 243	(41)	0%	12 243
Debt impairment		–	41 429	36 150	–	3 130	36 150	(33 020)	-91%	36 150
Depreciation & asset impairment		–	75 357	75 357	6 127	73 545	75 357	(1 812)	-2%	75 357
Finance charges		–	3 021	3 021	1 877	7 669	3 021	4 648	154%	3 021
Bulk purchases		–	241 476	237 476	25 135	238 985	237 476	1 509	1%	237 476
Other materials		–	28 458	27 516	2 127	25 340	27 516	(2 176)	-8%	27 516
Contracted services		–	45 111	68 096	8 674	55 516	68 096	(12 580)	-18%	68 096
Transfers and subsidies		–	–	–	–	–	–	–		–
Other expenditure		–	76 346	87 229	11 136	83 204	87 229	(4 026)	-5%	87 229
Loss on disposal of PPE		–	–	–	–	–	–	–		–
Total Expenditure		–	**796 785**	**819 759**	**78 156**	**769 265**	**819 759**	**(50 495)**	**-6%**	**819 759**
Surplus/(Deficit)		–	**(43 068)**	**(59 527)**	**(33 126)**	**5 218**	**(59 527)**	**64 745**	**(0)**	**(59 527)**
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)			39 827	193 020	31 293	86 496	193 020	(106 524)	(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**	**(1 833)**	**91 714**	**133 493**			**133 493**
Taxation		–	–	–	–	–	–	–		–
Surplus/(Deficit) after taxation		–	**(3 241)**	**133 493**	**(1 833)**	**91 714**	**133 493**			**133 493**
Attributable to minorities		–	–	–	–	–	–			–
Surplus/(Deficit) attributable to municipality		–	**(3 241)**	**133 493**	**(1 833)**	**91 714**	**133 493**			**133 493**
Share of surplus/ (deficit) of associate		–	–	–	–	–	–			–
Surplus/ (Deficit) for the year		–	**(3 241)**	**133 493**	**(1 833)**	**91 714**	**133 493**			**133 493**

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

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

Table C5 Monthly Budget Statement – Capital Expenditure (municipal vote, standard classification and funding) – M12 June 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	272	698	1 776	(1 077)	-61%	1 776	
Vote 2 - FINANCIAL SERVICES	1 507	2 593	286	1 294	2 593	(1 300)	-50%	2 593	
Vote 3 - CORPORATE SERVICES	2 309	3 365	438	1 758	3 365	(1 608)	-48%	3 365	
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	4 211	3 836	2 531	2 799	3 836	(1 037)	-27%	3 836	
Vote 5 - INFRASTRUCTURE AND ENGINEERING	46 545	181 557	23 154	86 197	181 557	(95 360)	-53%	181 557	
Vote 6 - COMMUNITY SERVICES	1 644	4 959	310	2 284	4 959	(2 675)	-54%	4 959	
Vote 7 - COMMUNITY SERVICES (CONTINUED)	10 669	11 429	3 991	6 837	11 429	(4 592)	-40%	11 429	
Total Capital single-year expenditure	67 745	209 515	30 982	101 867	209 515	(107 648)	-51%	209 515	
Total Capital Expenditure	**67 745**	**209 515**	**30 982**	**101 867**	**209 515**	**(107 648)**	**-51%**	**209 515**	
Capital Expenditure - Functional Classification									
Governance and administration	**5 346**	**10 184**	**982**	**3 526**	**10 184**	(6 658)	-65%	**10 184**	**1000**
Executive and council	985	2 590	257	683	2 590	(1 907)	-74%	2 590	1100
Finance and administration	4 361	7 594	724	2 843	7 594	(4 751)	-63%	7 594	1200
Internal audit	–	–	–	–	–	–		–	1300
Community and public safety	**7 368**	**10 203**	**3 755**	**9 647**	**10 203**	(556)	-5%	**10 203**	**2000**
Community and social services	679	199	193	193	199	(6)	-3%	199	2100
Sport and recreation	5 489	4 789	1 164	1 410	4 789	(3 379)	-71%	4 789	2200
Public safety	200	4 215	113	1 111	4 215	(3 104)	-74%	4 215	2300
Housing	1 000	1 000	2 285	6 934	1 000	5 934	593%	1 000	2400
Health	–	–	–	–	–	–		–	2500
Economic and environmental services	**6 159**	**5 739**	**311**	**500**	**5 739**	(5 239)	-91%	**5 739**	**3000**
Planning and development	3 509	3 113	311	500	3 113	(2 613)	-84%	3 113	3100
Road transport	2 650	2 626	–	–	2 626	(2 626)	-100%	2 626	3200
Environmental protection	–	–	–	–	–	–		–	3300
Trading services	**48 872**	**183 324**	**25 934**	**88 193**	**183 324**	(95 130)	-52%	**183 324**	**4000**
Energy sources	12 905	13 885	3 415	8 495	13 885	(5 389)	-39%	13 885	4100
Water management	1 715	135 628	13 880	47 613	135 628	(88 015)	-65%	135 628	4200
Waste water management	28 977	29 077	5 311	25 422	29 077	(3 655)	-13%	29 077	4300
Waste management	5 275	4 734	3 328	6 663	4 734	1 929	41%	4 734	4400
Other	–	65	–	–	65	(65)	-100%	65	5000
Total Capital Expenditure - Functional Classification	**67 745**	**209 515**	**30 982**	**101 867**	**209 515**	**(107 648)**	**-51%**	**209 515**	
Funded by:									2000
National Government	34 682	169 485	24 234	79 309	169 485	(90 176)	-53%	169 485	2010
Provincial Government	–				–	–		–	2020
District Municipality	–				–	–		–	2030
Other transfers and grants	–	–			–	–		–	2040
Transfers recognised - capital	**34 682**	**169 485**	**24 234**	**79 309**	**169 485**	**(90 176)**	**-53%**	**169 485**	**2050**
Public contributions & donations	–	–	–	–	–	–		–	2060
Borrowing	–	–	–	–	–	–		–	2070
Internally generated funds	33 063	40 030	6 748	22 558	40 030	(17 472)	-44%	40 030	2080
Total Capital Funding	**67 745**	**209 515**	**30 982**	**101 867**	**209 515**	**(107 648)**	**-51%**	**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 – M12 June 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	13 601	8 471
Call investment deposits		–	48 205	76 236	200 627	76 236
Consumer debtors		–	42 559	42 382	92 788	42 382
Other debtors		–	31 184	30 863	22 113	30 863
Current portion of long-term receivables		–	3	3	3	3
Inventory		–	4 513	6 666	6 666	6 666
Total current assets		**–**	**131 820**	**164 621**	**335 797**	**164 621**
Non current assets						
Long-term receivables		–	65	16	16	16
Investments		–		–		–
Investment property		–	285 199	284 612	283 612	284 612
Investments in Associate		–		–		–
Property, plant and equipment		–	2 157 628	2 189 943	1 982 603	2 189 943
Agricultural		–		–		–
Biological assets		–		–		–
Intangible assets		–	62	302	302	302
Other non-current assets		–		–		–
Total non current assets		**–**	**2 442 954**	**2 474 873**	**2 266 533**	**2 474 873**
TOTAL ASSETS		**–**	**2 574 775**	**2 639 494**	**2 602 330**	**2 639 494**
LIABILITIES						
Current liabilities						
Bank overdraft		–		–	–	–
Borrowing		–	13 247	8 944	8 944	8 944
Consumer deposits		–	10 479	15 241	15 241	15 241
Trade and other payables		–	87 054	126 511	207 575	126 511
Provisions		–	23 097	24 505	24 505	24 505
Total current liabilities		**–**	**133 877**	**175 201**	**256 265**	**175 201**
Non current liabilities						
Borrowing		–	23 112	23 600	23 600	23 600
Provisions		–	160 132	161 981	161 981	161 981
Total non current liabilities		**–**	**183 244**	**185 581**	**185 581**	**185 581**
TOTAL LIABILITIES		**–**	**317 122**	**360 782**	**441 846**	**360 782**
NET ASSETS	2	**–**	**2 257 653**	**2 278 712**	**2 160 485**	**2 278 712**
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		–	2 257 653	2 278 712	2 160 485	2 278 712
Reserves		–	–	–		–
TOTAL COMMUNITY WEALTH/EQUITY	2	**–**	**2 257 653**	**2 278 712**	**2 160 485**	**2 278 712**

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 – M12 June 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	10 943	176 911	173 628	3 283	2%	173 628
Service charges		–	372 090	385 707	35 593	411 165	385 707	25 457	7%	385 707
Other revenue		–	30 689	27 317	155	60 913	27 317	33 597	123%	27 317
Government - operating		–	123 618	121 753	982	158 803	121 753	37 049	30%	121 753
Government - capital		–	39 827	193 020	–	155 984	193 020	(37 036)	-19%	193 020
Interest		–	21 498	15 678	2 250	20 773	15 678	5 094	32%	15 678
Dividends		–	–	–	–	–	–	–		–
Payments										
Suppliers and employees		–	(674 270)	(705 232)	(65 583)	(699 262)	(705 232)	(5 970)	1%	(705 232)
Finance charges		–	(3 021)	(3 021)	(204)	(2 865)	(3 021)	(156)	5%	(3 021)
Transfers and Grants		–	–	–	–	–	–	–		–
NET CASH FROM/(USED) OPERATING ACTIVITIES		**–**	**74 823**	**208 851**	**(15 864)**	**282 422**	**208 851**	**(73 571)**	**-35%**	**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)	(35 629)	(155 174)	(209 515)	(54 341)	26%	(209 515)
NET CASH FROM/(USED) INVESTING ACTIVITIES		**–**	**(67 745)**	**(209 515)**	**(35 629)**	**(155 174)**	**(209 515)**	**(54 341)**	**26%**	**(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)	(646)	(7 335)	(8 944)	(1 609)	18%	(8 944)
NET CASH FROM/(USED) FINANCING ACTIVITIES		**–**	**(13 247)**	**(8 944)**	**(646)**	**(7 335)**	**(8 944)**	**(1 609)**	**18%**	**(8 944)**
NET INCREASE/ (DECREASE) IN CASH HELD		**–**	**(6 169)**	**(9 608)**	**(52 139)**	**119 913**	**(9 608)**			**(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		214 228	84 707			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 June 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 June 2019

R thousands	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis By Income Source									
Trade and Other Receivables from Exchange Transactions - Water	8 079	1 885	1 407	1 463	1 386	1 158	7 243	22 495	45 116
Trade and Other Receivables from Exchange Transactions - Electricity	15 574	1 126	646	474	465	291	1 941	5 553	26 069
Receivables from Non-exchange Transactions - Property Rates	7 749	672	489	399	332	292	6 910	16 661	33 504
Receivables from Exchange Transactions - Waste Water Management	4 548	915	665	654	604	538	3 205	9 498	20 626
Receivables from Exchange Transactions - Waste Management	4 044	968	864	820	789	768	4 178	13 431	25 861
Receivables from Exchange Transactions - Property Rental Debtors	–	–	–	–	–	–	–	–	–
Interest on Arrear Debtor Accounts	62	121	96	125	143	150	1 692	19 388	21 776
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–	–	–	–	–	–	–
Other	(11 847)	487	418	318	405	308	2 686	8 364	1 139
Total By Income Source	**28 208**	**6 174**	**4 585**	**4 254**	**4 123**	**3 503**	**27 855**	**95 390**	**174 092**
2017/18 - totals only									–
Debtors Age Analysis By Customer Group									
Organs of State	857	397	360	202	240	84	1 885	1 921	5 945
Commercial	5 199	340	176	125	140	81	588	2 630	9 278
Households	22 153	5 437	4 049	3 927	3 743	3 338	25 383	90 839	158 869
Other	–	–	–	–	–	–	–	–	–
Total By Customer Group	**28 208**	**6 174**	**4 585**	**4 254**	**4 123**	**3 503**	**27 855**	**95 390**	**174 092**

The aforementioned analysis indicates that from 30 June 2018 to 30 June 2019, the overdue debts have increased from R 125,064 million to R 145,884 million, as follows:

R thousands	OVERDUE AMOUNTS AS AT		
Debtors Age Analysis By Income Source	**30-Jun-18**	**30-Jun-19**	**DIFFERENCE**
Trade and Other Receivables from Exchange Transactions - Water	29 432	37 037	7 605
Trade and Other Receivables from Exchange Transactions - Electricity	10 819	10 495	(323)
Receivables from Non-exchange Transactions - Property Rates	25 500	25 755	256
Receivables from Exchange Transactions - Waste Water Management	13 015	16 078	3 063
Receivables from Exchange Transactions - Waste Management	16 704	21 817	5 114
Receivables from Exchange Transactions - Property Rental Debtors	1	–	(1)
Interest on Arrear Debtor Accounts	18 860	21 714	2 855
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–
Other	10 736	12 987	2 251
Total By Income Source	**125 064**	**145 884**	**20 819**
Debtors Age Analysis By Customer Group	–	–	–
Organs of State	3 128	5 088	1 960
Commercial	5 137	4 080	(1 058)
Households	116 799	136 716	19 917
Other	–	–	–
Total By Customer Group	**125 064**	**145 884**	**20 819**

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	23 144	1	–	–	–	–	–	–	23 145
Bulk Water	3 345	422	421	421	411	410	2 963	55 206	63 598
PAYE deductions	–	–	–	–	–	–	–	–	-
VAT (output less input)	–	–	–	–	–	–	–	–	-
Pensions / Retirement deductions	–	–	–	–	–	–	–	–	-
Loan repayments	–	–	–	–	–	–	–	–	-
Trade Creditors	13 684	3 515	–	9	–	–	40	2	17 249
Auditor General	43	–	–	–	–	–	–	–	43
Other	15	15	15	15	15	15	89	2 593	2 769
Total By Customer Type	40 231	3 952	436	445	426	424	3 091	57 800	106 804

The above amounts represent invoices still to be paid. The major creditors as at 30 June 2019 are as follows:

Eskom	R 23,145 million
NMBM (Bulk water)	R 63,598 million
Other Creditors	R 20,061 million
TOTAL	**R 106,804 million**

It is to be noted that the Eskom amount of R 23,144 million, represents the current account for June 2019, which will be fully paid on 26 July 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 June 2019.

	Balance as at 30 June 2018	Invested	Interest	Withdrawals	Adjustments	Balance as at 30 June 2019
Standard Bank	18 653 721	-	1 242 925	-	-	19 896 645
ABSA	25 806 825	-	1 713 027	-	348	27 519 504
Nedbank	19 520 160	-	1 307 440	-	-	20 827 601
RMB	5 885 309	217 712 850	4 275 566	117 053 376	-	110 820 349
INVESTEC	20 188 841	-	1 373 662	-	-	21 562 503
Total	**90 054 856**	**217 712 850**	**9 912 620**	**(117 053 376)**	**(348)**	**200 626 602**
	Balance as at 30 June 2018	**Invested**	**Interest**	**Withdrawals**	**Adjustments**	**Balance as at 30 June 2019**
General Account	85 725 571	27 124 366	6 415 688	28 300 000	348	90 965 278
Conditional Grants	1 359 363	190 588 483	3 412 239	85 705 931	-	109 654 154
Housing Funds	2 969 923	-	84 693	3 047 445	-	7 170
Total	**90 054 856**	**217 712 850**	**9 912 620**	**(117 053 376)**	**(348)**	**200 626 602**
Cheque Accounts FNB	4 259 847	9 341 099				13 600 946
TOTAL Investments & Bank	**94 314 704**	227 053 948	9 912 620	(117 053 376)	(348)	**214 227 548**

The increase in the investment portfolio since 30 June 2018 amounts to R 119,912,844. The following analysis indicates the extent to which the investments are committed:

<u>Cash backed Reserves</u>

Bank Balances and Cash	R 13,600,946
Short-term Investment Deposits	R 200,626,602
	R 214,227,548

<u>Application of Cash</u>

Unspent Conditional Grants	100,770,748
Internally Generated Funds	17,471,880
Outstanding Creditors Liability	106,804,349
	225,046,977

<u>Reserves in under of Commitments</u>	**R -10,819,429**

The cash backed reserves are below the commitments at this stage by an amount of R 10,819,429.

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

Supporting Table SC6 Monthly Budget Statement – transfers and grant receipts – M12 June 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	117 493	–		117 493
Local Government Equitable Share	113 151	113 151		113 151	113 151	–		113 151
Finance Management	1 770	1 770		1 770	1 770	–		1 770
MIG - Administration Fees	1 559	1 559		1 559	1 559	–		1 559
EPWP Incentive	1 013	1 013		1 013	1 013	–		1 013
Provincial Government:	2 050	2 050	–	2 050	2 050	–		2 050
Sport and Recreation	2 050	2 050		2 050	2 050	–		2 050
District Municipality:	2 210	2 298	–	2 471	2 298	173	7,5%	2 298
Local Economic Development	445	445			445	(445)	-100,0%	445
Environmental Health Subsidy	1 765	1 853		2 471	1 853	618	33,3%	1 853
Other grant providers:	1 865	1 865	982	1 965	1 865	100	5,4%	1 865
Fire Subsidy	1 865	1 865	982	1 965	1 865	100		1 865
Total Operating Transfers and Grants	123 618	123 707	982	123 979	123 707	273	0,2%	123 707
Capital Transfers and Grants								
National Government:	39 827	191 055	–	191 055	191 055	–		191 055
Municipal Infrastructure Grant (MIG)	29 627	29 627		29 627	29 627	–		29 627
Water Infrastructure Grant		151 228		151 228	151 228	–		151 228
Intergrated National Electrification Programme	10 200	10 200		10 200	10 200	–		10 200
Total Capital Transfers and Grants	39 827	191 055	–	191 055	191 055	–		191 055
TOTAL RECEIPTS OF TRANSFERS & GRANTS	163 445	314 761	982	315 034	314 761	273	0,1%	314 761

Below is an analysis of the spending associated with the grants as at 30 June 2019:

Supporting Table SC7 Monthly Budget Statement – transfers and grants expenditure – M12 June 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**	**4 704**	**58 333**	**117 493**	**(59 160)**	**-50,4%**	**117 493**
Local Government Equitable Share	113 151	113 151	4 240	53 940	113 151	(59 211)	-52,3%	113 151
Finance Management	1 770	1 770	330	1 770	1 770	–		1 770
MIG - Administration Fees	1 559	1 559	134	1 611	1 559	51	3,3%	1 559
EPWP Incentive	1 013	1 013	–	1 013	1 013	–		1 013
Provincial Government:	**2 050**	**2 050**	**–**	**–**	**2 050**	**(2 050)**	**-100,0%**	**2 050**
Sport and Recreation	2 050	2 050	–	–	2 050	(2 050)	-100,0%	2 050
District Municipality:	**2 210**	**2 298**	**–**	**–**	**2 298**	(2 298)	-100,0%	**2 298**
Local Economic Development	445	445		–	445	(445)	-100,0%	445
Environmental Health Subsidy	1 765	1 853	–	–	1 853	(1 853)	-100,0%	1 853
Other grant providers:	**1 865**	**1 865**	**–**	**–**	**1 865**	(1 865)	-100,0%	**1 865**
Fire Subsidy	1 865	1 865	–	–	1 865	(1 865)		1 865
Total operating expenditure of Transfers and Grants:	**123 618**	**123 707**	**4 704**	**58 333**	**123 707**	**(65 373)**	**-52,8%**	**123 707**
Capital expenditure of Transfers and Grants								
National Government:	**39 827**	**191 055**	**31 842**	**90 233**	**44 283**	**45 949**	**103,8%**	**191 055**
Municipal Infrastructure Grant (MIG)	29 627	29 627	7 264	29 575	22 139	7 437	33,6%	29 627
Water Infrastructure Grant		151 228	16 461	50 917	21 684	29 232		151 228
Intergrated National Electrification Programme	10 200	10 200	8 117	9 740	460	9 280	2016,8%	10 200
Total capital expenditure of Transfers and Grants	**39 827**	**191 055**	**31 842**	**90 233**	**44 283**	**45 949**	**103,8%**	**191 055**
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	**163 445**	**314 761**	**36 545**	**148 566**	**167 990**	**(19 424)**	**-11,6%**	**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 1,770,000
Unspent as at 30 June 2019:	R 0

The spending of the grant amounted to 100% as at 30 June 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
Unspent as at 30 June 2019:	R 0

The spending of the grant amounted to 100% as at 30 June 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 31,186,000
Unspent as at 30 June 2019:	R 0

The spending of the grant amounted to 100% as at 30 June 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 9,740,454
Unspent as at 30 June 2019:	R 459,546

The spending of the grant amounted to 95,49% as at 30 June 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 50,916,798
Unspent as at 30 June 2019:	R 100,311,202

The spending of the grant amounted to 33,67% as at 30 June 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 – M12 June 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	683	8 191	8 247	(57)	-1%	8 247
Motor Vehicle Allowance	2 747	2 708	228	2 730	2 708	23	1%	2 708
Cellphone Allowance	805	1 288	104	1 281	1 288	(7)	-1%	1 288
Sub Total - Councillors	**12 784**	**12 243**	**1 015**	**12 202**	**12 243**	**(41)**	**0%**	**12 243**
Senior Managers of the Municipality								
Basic Salaries and Wages	4 434	6 975	458	5 345	6 975	(1 630)	-23%	6 975
Pension and UIF Contributions		9	1	9	9	(0)	-4%	9
Performance Bonus		158	–	–	158	(158)	-100%	158
Motor Vehicle Allowance		757	55	648	757	(108)	-14%	757
Cellphone Allowance		7	1	7	7	–		7
Other benefits and allowances	2 956	39	6	50	39	12	30%	39
Payments in lieu of leave		3	–	0	3	(3)	-96%	3
Sub Total - Senior Managers of Municipality	**7 389**	**7 948**	**520**	**6 059**	**7 948**	**(1 889)**	**-24%**	**7 948**
Other Municipal Staff								
Basic Salaries and Wages	161 389	161 691	13 688	160 516	161 691	(1 175)	-1%	161 691
Pension and UIF Contributions	27 035	28 152	2 294	27 471	28 152	(681)	-2%	28 152
Medical Aid Contributions	16 559	14 279	1 207	14 433	14 279	153	1%	14 279
Overtime	11 345	27 829	2 737	29 977	27 829	2 148	8%	27 829
Performance Bonus	16 117	–	–	–	–	–		–
Motor Vehicle Allowance	8 701	8 085	666	7 128	8 085	(958)	-12%	8 085
Cellphone Allowance		1	–	1	1	–		1
Housing Allowances	2 516	930	68	953	930	22	2%	930
Other benefits and allowances	20 864	20 704	733	20 600	20 704	(105)	-1%	20 704
Payments in lieu of leave		1 481	72	1 591	1 481	110	7%	1 481
Long service awards	888	1 571	80	946	1 571	(625)	-40%	1 571
Sub Total - Other Municipal Staff	**265 413**	**264 725**	**21 545**	**263 614**	**264 725**	**(1 110)**	**0%**	**264 725**
Total Parent Municipality	**285 586**	**284 915**	**23 079**	**281 876**	**284 915**	**(3 040)**	**-1%**	**284 915**
TOTAL SALARY, ALLOWANCES & BENEFITS	**285 586**	**284 915**	**23 079**	**281 876**	**284 915**	**(3 040)**	**-1%**	**284 915**
TOTAL MANAGERS AND STAFF	**272 802**	**272 673**	**22 065**	**269 674**	**272 673**	**(2 999)**	**-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 June 2019**
Capital Charges to Operating Expenditure	Interest & principal paid/Total Operating Expenditure	4.50%	3.67%	2.51%	1.77%	1.46%	1,24%
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	0.02
Liquidity							
Current Ratio	Current assets / current liabilities	0.72	0.85	0.97	1.11	0.94	1.31
Liquidity Ratio	Monetary assets / current liabilities	0.22	0.40	0.47	0.52	0.48	0.84
Revenue Management							
Annual Debtors Collection Rate	Billed Revenue / Receipted Revenue	98.91%	97.60%	95.81%	90.73%	94%	97,62%

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 June 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	1.97
Employee Costs	Employee Costs / Total Operating Expenditure	35.70%	35.62%	33.39%	32.99%	33.26%	35,06%
Capital Expenditure	Capital Expenditure / Capital Budget	241.30%	81.97%	72.92%	72.98%	95%	48,62%
Repairs and Maintenance as % of Total Operating Expenditure	Repairs and Maintenance / Total Operating Expenditure	4.46%	4.61%	4.94%	3.79%	5.86%	5,71%
Repairs and Maintenance as % of PPE (Book Value)	Repairs and Maintenance / Net PPE	1.06%	1.17%	1.65%	1.42%	1.72%	2,22%
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%	84,19%

The above table is discussed in detail below.

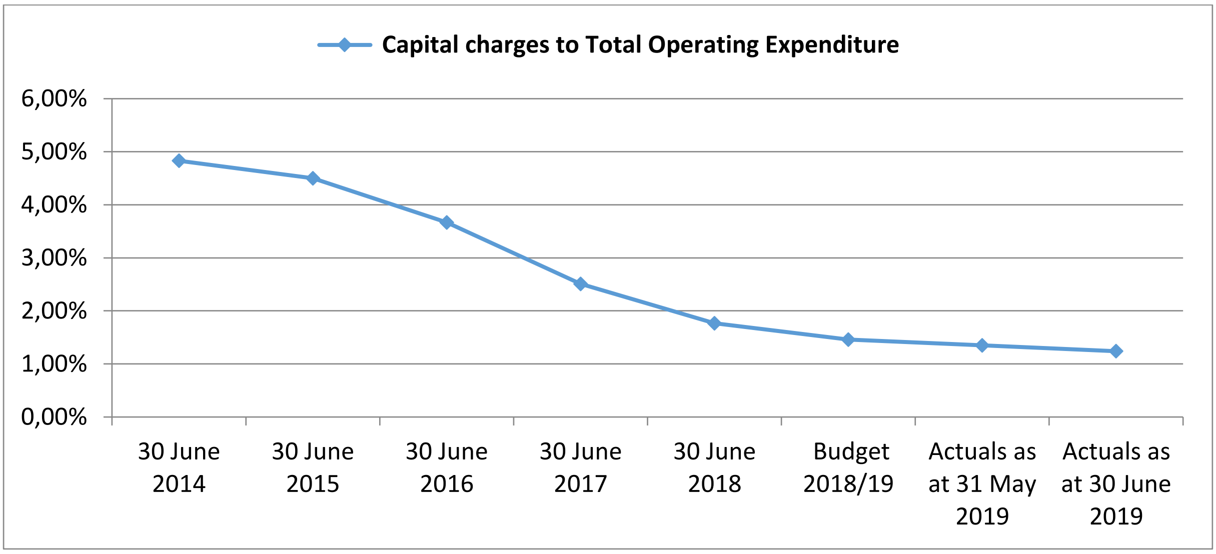
1.1. Borrowing Management

1.1.1. 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 1.24% of the Total Operating Expenditure was utilised for capital charges as at 30 June 2019, compared to the budgeted ratio of 1.46%.



1.1.2. 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.

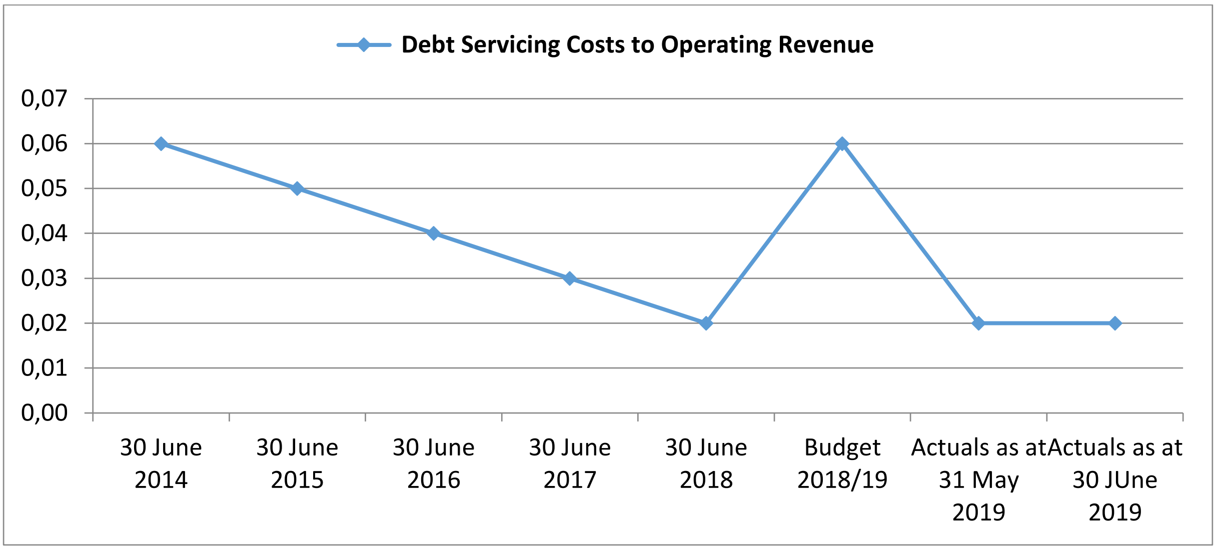
1.1.3. Debt Servicing Costs to Operating Revenue Ratio

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 June 2019, the ratio was 0.02:1, compared to the budgeted ratio of 0.06:1.



1.2. Liquidity

1.2.1. 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:

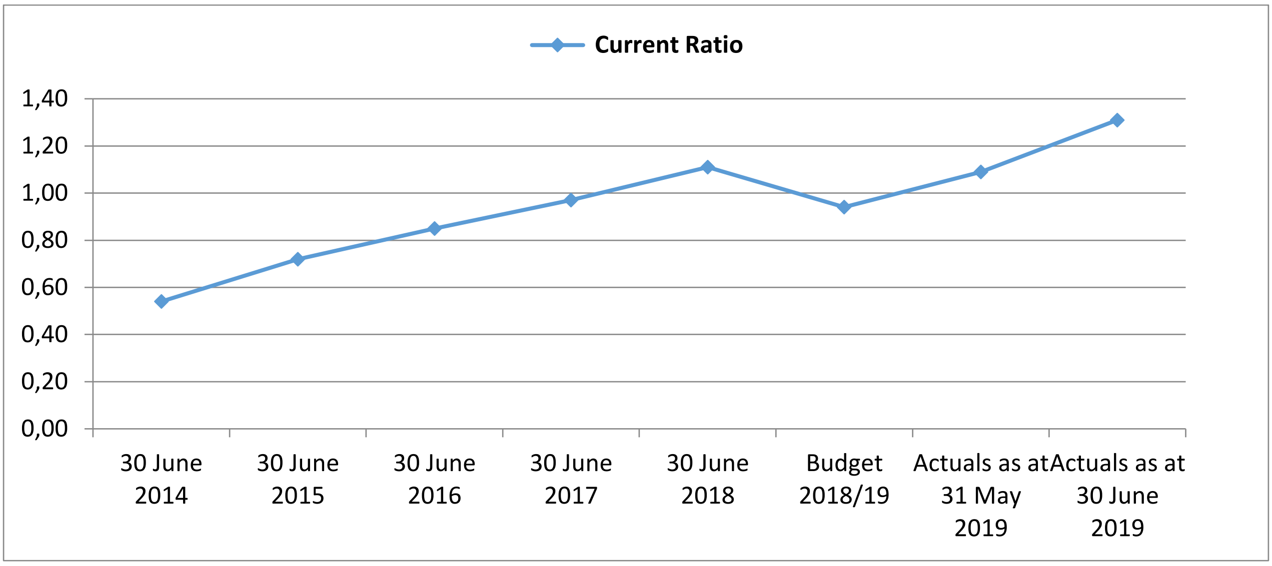
Current assets/Current liabilities

The ratio as at 30 June 2019 was 1.31:1, 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 its current obligations as and when they fall due.



1.2.2. Liquidity Ratio

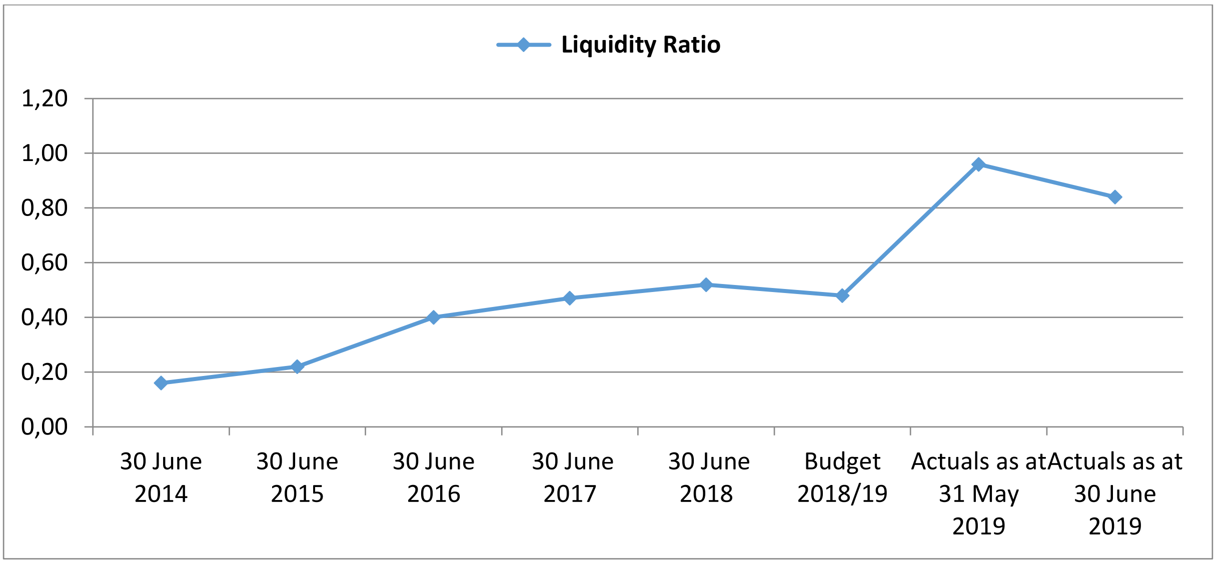
The liquidity ratio assesses a Municipality's ability to meet its short-term commitments from Monetary Assets.

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 June 2019 was 0.84:1, 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.



1.3. Revenue Management

1.3.1. Annual Debtors Collection Rate

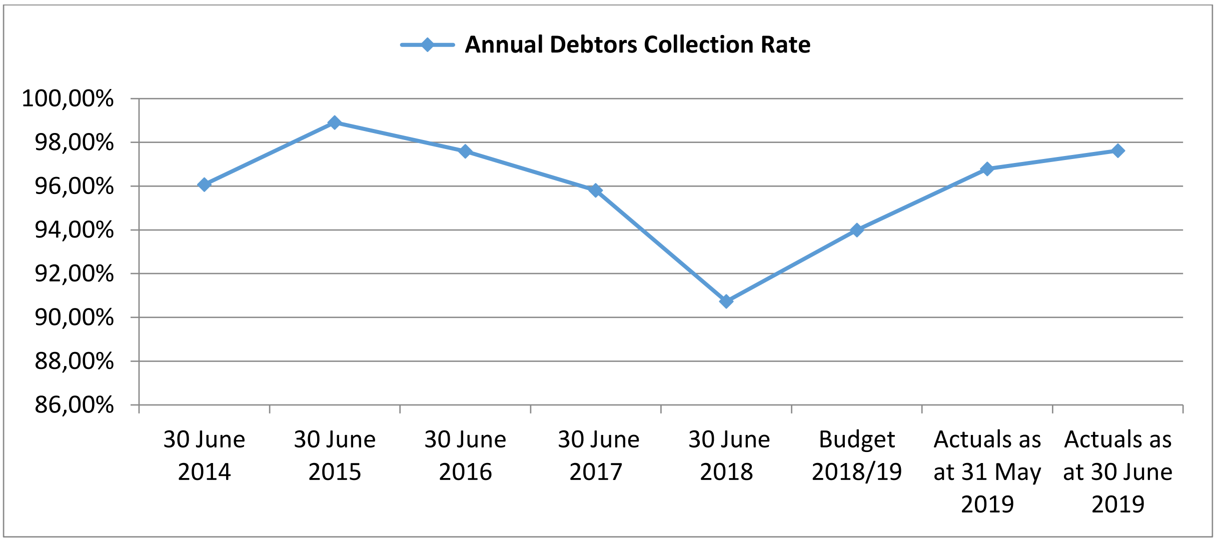
This ratio assesses the actual cash collected, compared to the monetary value of the municipal accounts rendered for municipal rates and services.

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 June 2019 was 97,62%, 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.



1.4. Other indicators

1.4.1. 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.

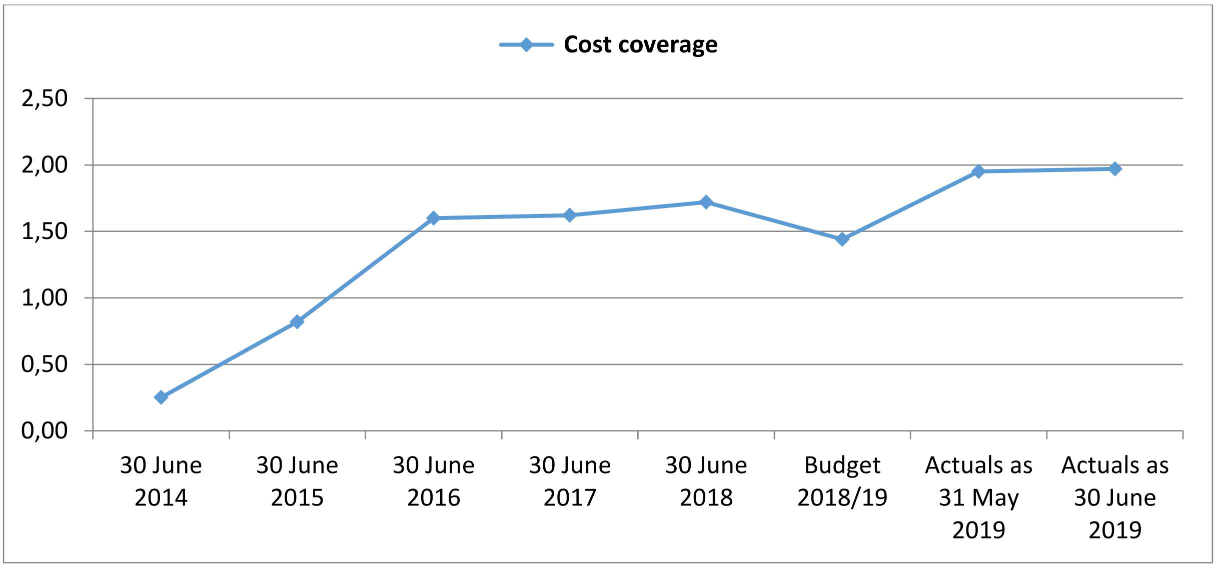
The Ratio is adjusted for Unspent Conditional Grants as the cash is not available for normal day-to-day operational expenditure, but rather reserved for Grant related expenditure.

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 June 2019, the Ratio was 1.97 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



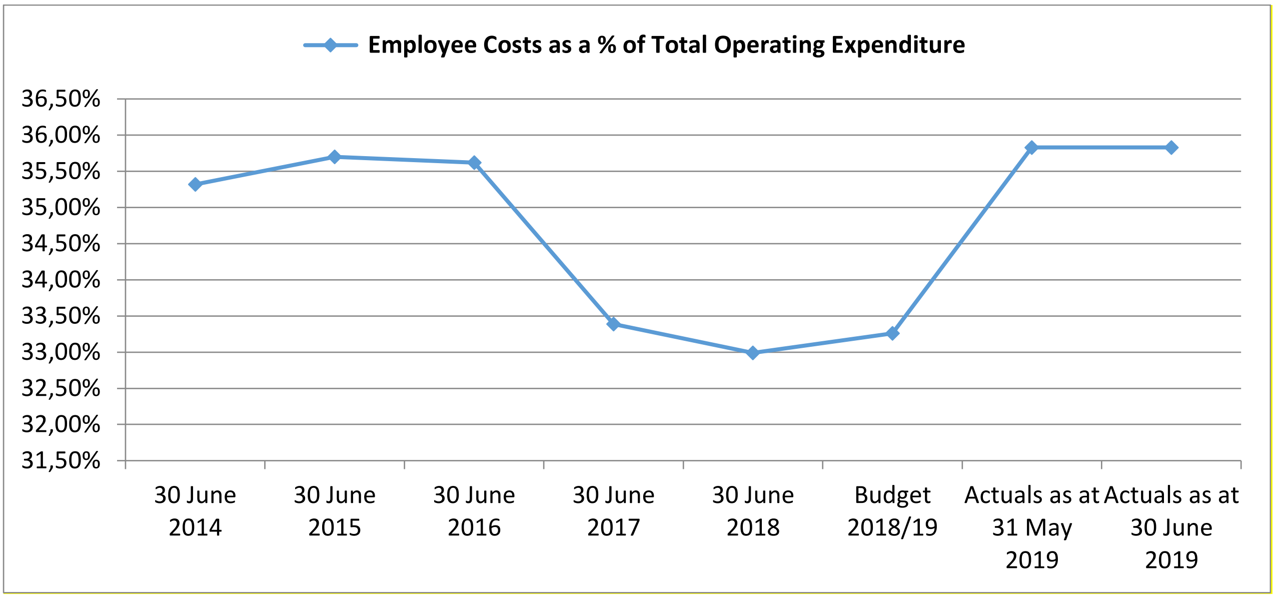
1.4.2. Employee costs as a % of Total Operating Expenditure

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 June 2019, Employee Related Costs constituted 35.06% of the Total Operating Expenditure, compared to the budgeted ratio of 33.26%.



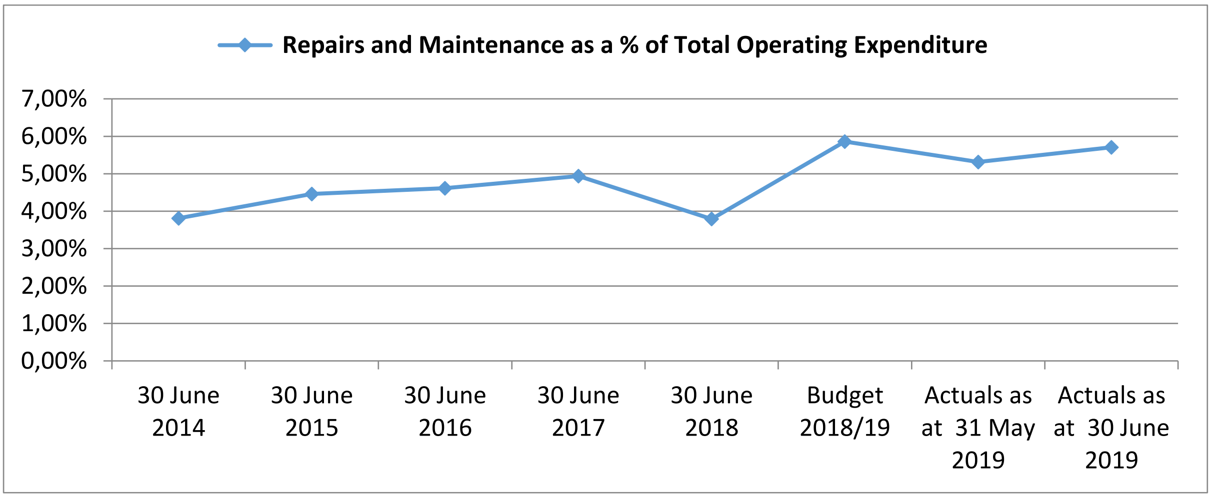
1.4.3. Repairs and Maintenance as a % of Total Operating Expenditure

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 June 2019, the ratio was 5,71%, compared to the budgeted ratio of 5.86%.



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

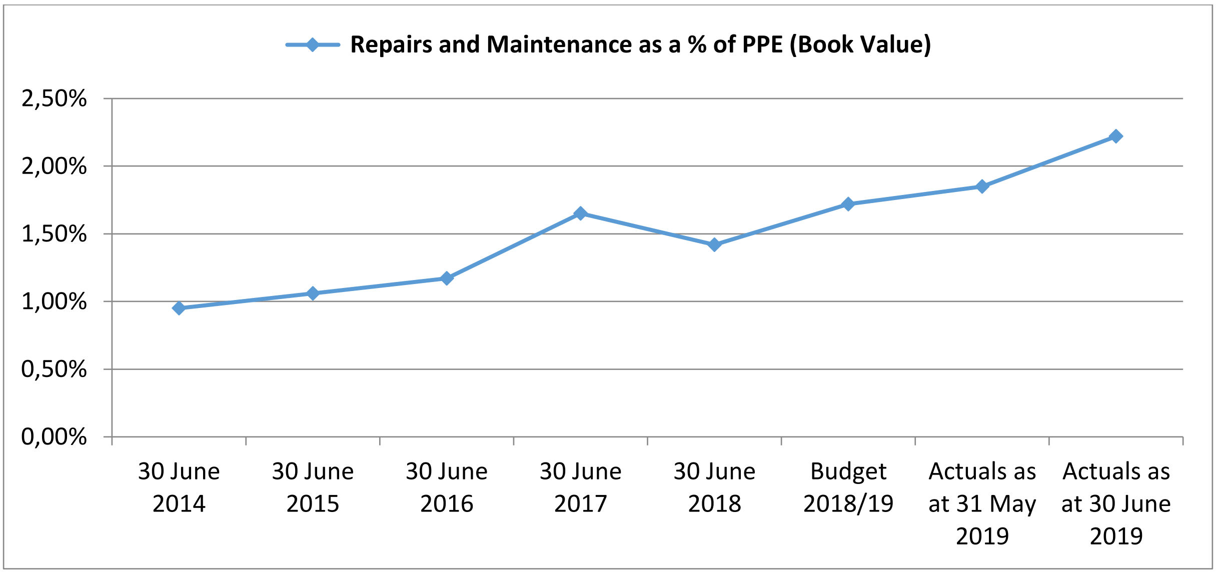
The Ratio measures the level of repairs and maintenance to ensure adequate maintenance to minimise breakdowns and interruptions in service delivery.

The ratio is determined as follows:

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

As at 30 June 2019, repairs and maintenance expenditure constituted 2.22% 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%.



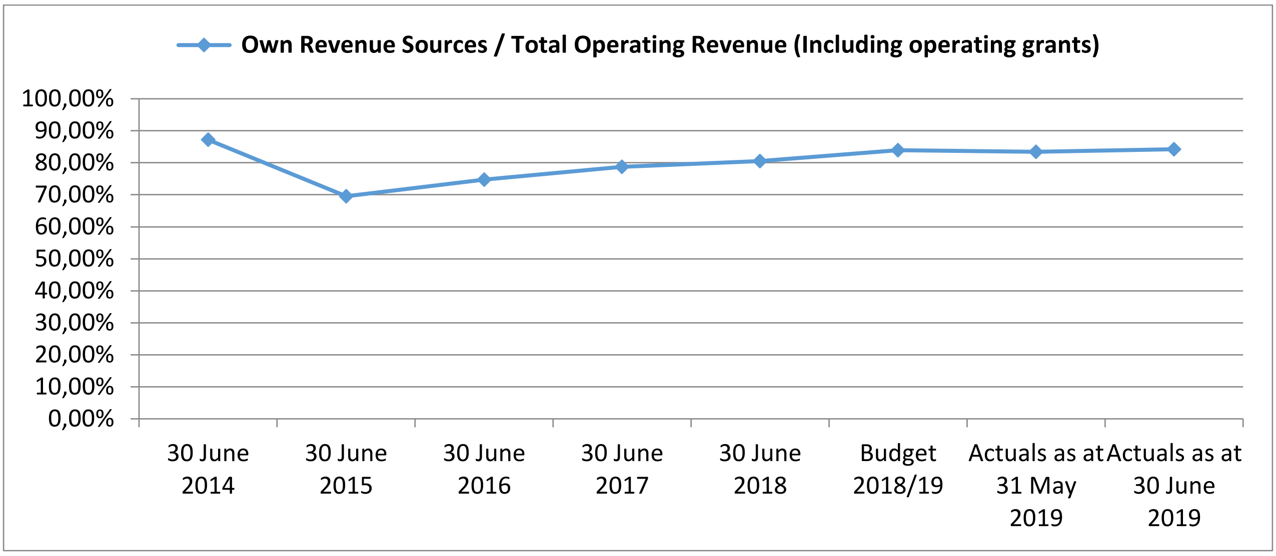
1.4.5. Own Revenue Generation

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 June 2019, the Municipality's own revenue sources constituted 84.19% of its total Operating Income, compared to the budgeted ratio of 83.98%.



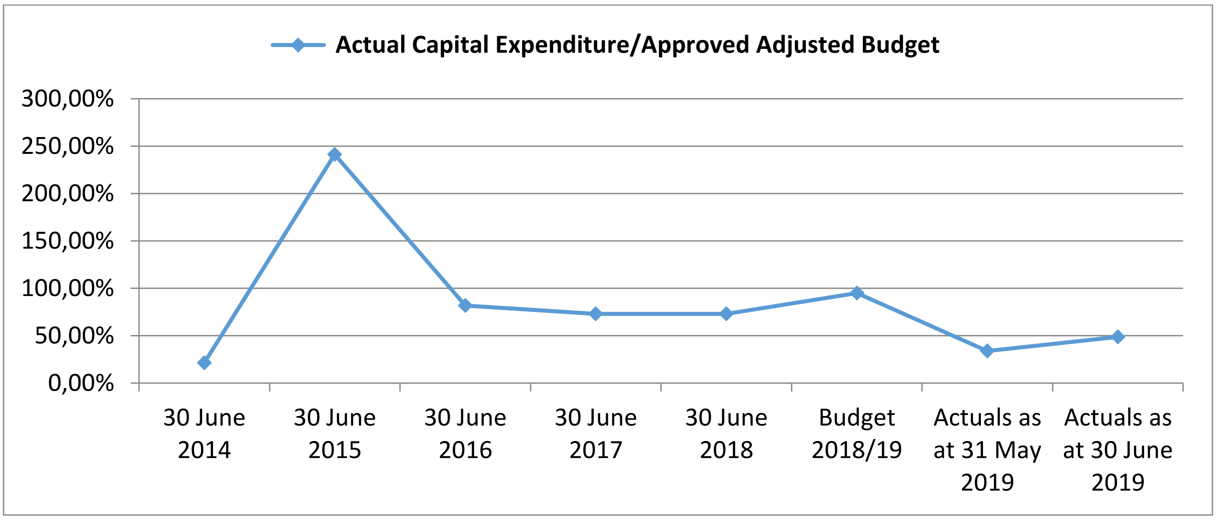
1.4.6. Capital Budget Spending

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 June 2019 amounted to 48.62% compared to the budgeted ratio of 95%.



KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 JULY 2019 **ITEM: 19/07/F2**

BUDGET AND TREASURY: WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 30 JUNE 2019

1. Purpose

The purpose of this item is to report to Council on specific withdrawals from the municipal bank account, in accordance with the Municipal Finance Management Act, Act No. 56 of 2003.

2. Legislative Requirements

Section 11(4) of the MFMA**:**

"The accounting officer must within 30 days after the end of each quarter –

a) table in the municipal council a consolidated report of all withdrawals made in terms of subsection 1(b) to (j)during that quarter; and
b) submit a copy of the report to the relevant provincial treasury and the Auditor-General"

Attached as Annexure "A" is a report on the withdrawals from the municipal bank for the quarter ended 30 June 2019.

The following information should be noted for the quarter ended 30 June 2019:

Section 11(1)(b): Expenditure that were authorised in terms of section 26(4) of the MFMA

No withdrawals

Section 11(1) (c): Unforeseeable and unavoidable expenditure

No withdrawals

Section 11(1) (d): Withdrawals in respect of trust and other funds

No withdrawals

<u>Section 11(1) (e): Third party payment of monies received on behalf of a person or state body</u>

As per attached Annexure "A".

<u>Section 11(1) (f): Monies incorrectly deposited into the municipal bank account</u>

No withdrawals

<u>Section 11(1) (g): Guarantees, sureties and security deposits refunded</u>

No withdrawals

<u>Section 11(1) (h): Cash management and investments</u>

As per attached Annexure "A".

<u>Section 11(1) (i): Increased expenditure in terms of section 31 of MFMA</u>

No withdrawals

<u>Section 11(1) (j): Other purposes as prescribed</u>

No withdrawals

2. <u>Recommendation</u>

2.1 That the withdrawals that were made in terms of Section 11(1) (b) to (j) of the MFMA for the quarter ended 30 June 2019, be noted.

2.2 That the report accordingly be submitted to Provincial Treasury and the Auditor-General, as stipulated in Section 11(4) (b) of the MFMA.

Item prepared: Manager Budget & Treasury

Item approved by: Chief Financial Officer 18/7/2019

Noted by: Portfolio Councillor: 18/7/2019

Annexure "A"

PROVINCIAL TREASURY Withdrawals from Municipal Bank Accounts in accordance with section 11(1)(b) to (j)		
NAME OF MUNICIPALITY:	**KOUGA LOCAL MUNICIPALITY (EC108)**	
QUARTER ENDED:	**30 JUNE 2019**	
MFMA section 11(1) Only the accounting officer or the chief financial officer of the municipality acting on the written authority of the accounting officer may withdraw money or authorize the withdrawal of money from any of the municipality's bank accounts, and may do so only-	**Amount**	**Reason for withdrawal**
(b) to defray expenditure authorized in terms of section 26(4)	R 0.00	
(c) to defray unforeseeable and unavoidable expenditure authorized in terms of section 29(1)	R 0.00	
(d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section	R 0.00	
(e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including – i. money collected by the municipality on behalf of that person or organ of state by agreement; or ii) any insurance or other payments received by the municipality for that person or organ of state	R 10,091,132	Motor registration transaction fees.
(f) to refund money incorrectly paid into a bank account	R 0.00	
(g) to refund guarantees, sureties and security deposits	R 0.00	
(h) for cash management and investment purposes in accordance with section 13	R 214,227,548	Transferred to investment accounts (Call Accounts).
(i) to defray increased expenditure in terms of section 31; or	R 0.00	
(j) for such other purposes as may be prescribed	R 0.00	
(4) the accounting officer must within 30 days after the end of each quarter – a) table in the municipal council a consolidated report of all withdrawals made in terms of subsection (1) (b) to (j) during that quarter; and b) submit a copy of the report to the relevant provincial treasury and the Auditor-General	**Name and Surname:**	**Selwyn Thys**
	Chief Financial Officer	
	Date:	16/7/2019
Telephone Nr.	**Fax Nr.**	**E-mail**
042 – 200 2166	0865224251	zgongqoba@kouga.gov.za
The completed form must be submitted within 30 days after the end of each quarter to Mark Ngondo at the Provincial Treasury. Tel: 041 1010 431, Fax 041 10101 815 and email: Mark.Ngondo@ectreasury.gov.za		

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 JULY 2019 **ITEM: 18/07/F3**

WRITE-OFFS IN RESPECT OF IRRECOVERABLE ARREAR DEBTS – EQUITABLE SHARE: APRIL 2019 TO JUNE 2019

1. Introduction

The purpose of this report is to inform Council of the Equitable share write-offs for the period, April 2019 to June 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, April 2019 to June 2019, an amount of R4 216 654.90 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.

UNIT	Electricity	EMF	Sundries	Rates	Refuse	Sewerage	Water	Total
Cape St Francis								
Hankey		24,429.22	197.28	12,389.22	93,401.67	104,349.16	225,785.93	460,552.48
Humansdorp	61,966.13	210,706.03	1,156.60	10,862.16	879,481.29	1,025,624.47	580,667.43	2,770,464.11
Jeffreys Bay	41,581.65	31,772.64	4,566.85	3,175.14	132,142.21	152,032.34	300,706.23	665,977.06
Loerie		4,603.91	23.09	334.62	17,244.52	14,241.58	18,328.37	54,776.09
Oyster Bay		615.44			2,471.11	2,658.30	4,979.86	10,724.71
Patensie		618.07		433.02	2,475.09	3,489.56	11,385.16	18,400.90
St Francis Bay	1,832.08	12,471.14		3,660.09	48,790.01	59,998.85	106,561.48	233,313.65
Thornhill			34.77	98.40				133.17
Rural	2,312.73							2,312.73
TOTAL	**107,692.59**	**285,216.45**	**5,978.59**	**30,952.65**	**1,176,005.90**	**1,362,394.26**	**1,248,414.46**	**4,216,654.90**
					Included in the above Amounts :			
					Services			3,359,565.26
					Penalties			370,594.17
					VAT			486,495.47
					Total			**4,216,654.90**

3. Recommendation

3.1. That the Equitable Share write-offs for the period April 2019 to June 2019, amounting to R4 216 654.90, be approved.

Item prepared: Manager Revenue

Item approved by: Chief Financial Officer 18/7/2019

Noted by: Portfolio Councillor: 18/7/2019

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KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 JULY 2019 **ITEM: 19/07/F4**

WRITE-OFFS IN RESPECT OF IRRECOVERABLE ARREAR DEBTS – EQUITABLE SHARE : OCTOBER 2018 TO DECEMBER 2018

1. Introduction

The purpose of this report is to inform Council of the Equitable share write-offs for the period, October 2018 to December 2018.

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, October 2018 to December 2018, an amount of R2 904 110.40 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

December 2018

UNIT	Electricity	EMF	Rates	Refuse	Sewerage	Water	Total
Cape St Francis	220.31						220.31
Hankey		55,582.40	10,206.24	216,720.59	157,070.81	313,811.15	753,391.19
Humansdorp	93,322.75	62,022.81	4,128.81	285,213.66	175,905.76	301,706.72	922,300.51
Jeffreys Bay	262,167.93	43,768.00	4,457.83	169,970.52	237,108.15	418,520.75	1,135,993.18
Loerie		1,699.19	808.02	6,722.13		13,386.55	22,615.89
Oyster Bay	9,539.48						9,539.48
Patensie		164.82	432.93	563.16		666.30	1,827.21
St Francis Bay	2,953.39	3,512.72	1,574.01	13,834.27	13,699.55	21,224.64	56,798.58
Thornhill			98.40				98.40
Rural	1,325.44	0.21					1,325.65
TOTAL	**369,529.30**	**166,750.15**	**21,706.24**	**693,024.33**	**583,784.27**	**1,069,316.11**	**2,904,110.40**

Included in the above Amounts :	
Services	2,333,221.67
Penalties	238,556.80
VAT	332,331.93
Total	**2,904,110.40**

3. <u>Recommendation</u>

3.1. That the Equitable Share write-offs for the period October 2018 to December 2018, amounting to R2 904 110.40, be approved.

Item prepared: Manager Revenue

Item approved by: Chief Financial Officer 18/7/2019

Noted by: Portfolio Councillor: 18/7/2019

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 JULY 2019 **ITEM: 19/07/F5**

SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS, MONTHLY TENDERS AND 7 DAY NOTICES FOR THE MONTH OF MAY 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 May 2019.

Attached hereto are the following Annexures for the month of May 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. <u>Comments by the relevant Director</u>

None.

4. <u>Financial implications</u>

Yes, indicated in reports.

5. <u>Legal implications</u>

Currently none.

6. <u>Other implications</u>

Audit queries may arise from Deviations.

7. <u>Recommendation</u>

7.1 That the report on the Section 36 Deviations, monthly tenders and 7 Day Notices for the month of May 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: 18/7/2019

Noted by: Portfolio Councillor: 18/7/2019

ANNEXURE"A"
SECTION 36 DEVIATIONS - MAY 2019

REQUISITION DATE	DESCRIPTION	DEPARTMENTAL OFFICIAL	SERVICE PROVIDER	AMOUNT	NOTES	REASON FOR DEVIATION
16-May-19	Hiring of landfill Compactor trucks for 5 months (Feb - June 2019)	S. Camagu	Rangers Clutch and Brake	R 1 322 500,00	Sec 36 (1)(a) (v) Req No: 99254	Three quotations were obtained. If no plant is available, the landfill sites will be in contravention of the permit and licence conditions and will be forced to close. Council does not have sufficient equipment to service all the landfill sites in Kouga.
06-May-19	Professional Fees: Drought Intervention Project: Invoice 0001063 Replace Waterline in Patensie	E. Oosthuizen	MJM Consulting Engineers	R 108 517,92	Sec 36 (1) (a) (i) Req No: 102477	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.
06-May-19	Professional Fees: Drought Intervention Project: Invoice 0001061 -Kruisfontein Water Supply	E. Oosthuizen	MJM Consulting Engineers	R 243 901,29	Sec 36 (1) (a) (i) Req No: 102478	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.

06-May-19	Professional Fees: Drought Intervention Project- invoice 0001064: Replace Water Pipeline in Hankey	E. Oosthuizen	MJM Consulting Engineers	R 317 031,09	Sec 36 (1) (a) (i) Req No: 102476	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.
06-May-19	Professional Fees: Drought Intervention Project: Invoice 0001060 Jeffreys Bay Water Works Upgrade	E. Oosthuizen	MJM Consulting Engineers	R 289 827,49	Sec 36 (1) (a) (i) Req No: 102479	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.
07-May-19	Travel Arrangements: Accommodation in Knysna for 13 employees attending water reticulation programme 12 – 17 May 2019 for 5 days.	J Reeds	Jbay Travel	R 42 585,00	Sec 36 (1) (a) (i) & (v): Req No: 95078	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 in arranging accommodation for these sessions it was impractical to follow an official procurement process as Tender Notice 38 of 2019 for these services only closed on 25 April 2019 and have not been concluded.

30-May-19	Travel Arrangements: Accommodation in Knysna for 13 employees attending water reticulation programme June 2019 for 5 days.	J Reeds	Jbay Travel	R 43 300,00	Sec 36 (1) (a) (i) & (v): Req No: 95089	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 in arranging accommodation for these sessions it was impractical to follow an official procurement process as Tender Notice 38 of 2019 for these services only closed on 25 April 2019 and have not been concluded.
09-May-19	Hiring of 6cubic metre Skip Truck per hour wet rate x418	S. Camagu	Nolans Plant Hire	R 249 964,00	Sec 36 (1) (a): (v) Req No: 88269	Three quotations were obtained. If no plant is available, the landfill sites will be in contravention of the permit and licence conditions and will be forced to close. Council does not have sufficient equipment to service all the landfill sites in Kouga.
09-May-19	Emergency Drought Intervention: Water Conservation and Demand Management: Payment Cert No: Invoice 18007	E. Oosthuizen	Re- Solve Engineering Advice & Services Joint Venture	R 1 890 289,83	Sec 36 (1) (a) (i) & (i): Req No: 102485	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.

10-May-19	Hire of excavator 22ton and dump truck 25 ton for opening of the Seekoei Estuary Mouth	N. Siwela	Jbay Plant Hire	R 479 463,75	Sec 36 (1) (a): (v) Req No: 99264	Three quotations were obtained. Tender for the hiring of plant not yet finalised.
15-May-19	Legal Fees: K161-Eviction Application T. Thube	L. Opperman	SC Heystek & Associates	R 4 926,60	Sec 36 (1) (a): (v) Req No: 88269	Council does not have an approved panel of attorneys
13-May-19	Legal Fees: KOU023- G. Dadamasi KOU032- AB Dyaloyi KOU 091- C. Booysen KOU 090- V. Batyi KOU 000- E. Gomez KOU 072- R. Williams KOU-001- Various matters KOU 001- Disbursements-Adv Grobler	L. Opperman	Labuschagne Van Der Walt	R 88 081,88	Sec 36 (1) (a): (v) Req No: 88272	Council does not have an approved panel of attorneys
16-May-19	Replacement of Damaged Transformer in Sea Vista, Steen Brass Street, St Francis bay	B. Bosch	WP Mashishini	R 87 510,40	Sec 36 (1) (a), (v): Req No: 98019	Insurance Claim: Replacement of Damaged Transformer at Sea Vista. The municipal Insurer appointed a loss adjuster who investigated the claim and approved the estimate by WP Mashishini.

16-May-19	St Francis Bay Spit Protection Revetments	N. Siwela	PRDW Coastal Engineers	R 1 200 000,00	Sec 36 (1)(a) (ii) (b): Req No: 99272	PRDW prepared the engineering report and layout plans on which the Environmental Authorisation was granted. The appointment of this service provider to implement the proposed work is more practical and cost effective to the municipality as their plans forms the basis of the Environmental Authorisation.
15-May-19	Legal Fees: K2473- EA Plaatjies K2597- Fencing of Cemeteries Tender K2618- St Francis Bay Spit K2649- Wize Up deals 137cc K2652 - Phaal Trust Erf 2348 Sea Vista K2666- Upper limits of senior Managers salaries	L. Opperman	CW Malan	R 35 167,28	Sec 36 (1) (a): (v) Req No: 88270	Council does not have an approved panel of attorneys
13-May-19	Legal Fees: K2473- EA Plaatjies K2618- St Francis Bay Spit K2646- NMBM Water Account K2649- Wize Up deals 137cc K2668 - Erf 3114 Jeffreys Bay Whale of a time	L. Opperman	CW Malan	R 20 946,75	Sec 36 (1) (a): (v) Req No: 88271	Council does not have an approved panel of attorneys
23-May-19	Legal Fees: K2597 - Fencing of Cemeteries tender - Cochrane Disbursements	L. Opperman	CW Malan	R 75 325,00	Sec 36 (1) (a): (v) Req No: 88273	Council does not have an approved panel of attorneys

20-May-19	Legal Fees: K2618 - The Beach Spit - Disbursements Adv Swanepoel	L. Opperman	CW Malan	R 5 750,00	Sec 36 (1) (a): (v) Req No: 88274	Council does not have an approved panel of attorneys
18-Apr-19	Supply and Install 2 off KSB Pump Model WKLN 65/3 CI gland packed for Patensie Borehole Project	E. Oosthuizen	ABC Pumps and Engineering	R 103 587,40	Sec 36 (1) (a), (i) & (v): Req No: 91672	Three quotations were obtained. The main water supply dams in the Algoa System, from which Kouga Municipality obtain potable water are critically low and the water supply for domestic use in the towns of Oyster Bay, Patensie and Hankey are severely affected due to the ongoing drought. It is extremely urgent to develop additional ground water sources to augment the current water requirement. The newly drilled boreholes n Patensie needs to be equipped urgently.
28-May-19	Professional Fees: Drought Boreholes- Emergency investigation of additional potential groundwater sources within the municipal boundaries. Invoice: 167885	E. Oosthuizen	Aurecon	R 809 923,41	Sec 36 (1) (a) (i) & (v): Req No: 100733	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.
31-May-19	Legal Fees: MAT 323/GB Eviction Application KLM/ Kobese erf 7173 Ocean view	L. Opperman	Billet & Gouws	R 7 593,10	Sec 36 (1) (a): (v) Req No: 88275	Council does not have an approved panel of attorneys

31-May-19	Carry out repair work on CAT Model 426F2 HJ13LRGP used during operational duties of the landfill sites. A branch stuck through the radiator core and oil cooler.	N. Gouws	Barloworld Equipment a division of Barloworld South Africa Pty Ltd	R 53 704,38	Sec 36 (1) (a)(ii), (b) (c): Req No: 100979	Barloworld is the authorised dealer for all CAT Machines and parts and is accredited for after sales support including warranty/ parts and services.
TOTAL 2018/19				**R 7 479 896,57**		

ANNEXURE B

TENDERS - MAY 2019

CONTRACT NAME	CLOSING DATE	DEPARTMENT OFFICIAL	SERVICE PROVIDER	BEC	BAC	MINUTES SIGNED	AMOUNT	Notes
Notice 22/2019 Supply and Delivery of Miniature Substation	11-Mar-19	**Infrastructure and Engineering** T. Madatt	Actom a Division of Actom Electrical	11-Apr-19	17-May-19	03-Jun-19	Various rates	Prices inclusive of VAT.
Notice 226/2018 Appointment of Service Provider for the Management of Short-Term Insurance	21-Jan-19	**Finance** S Baartman	Cancelled	11-Apr-19	17-May-19	03-Jun-19	n/a	n/a
Notice I&E 11/2018: Variation Order Replacement of Water Reticulation in Hankey	19-Dec-18	**Infrastructure and Engineering** A. Perils	Wavelenghts Construction CC	n/a	17-May-19	03-Jun-19	R 1 183 923,45	Price inclusive of VAT
Notice 179/2017: Variation Order Rental of Office Space	27-Nov-17	**Infrastructure and Engineering** V. Felton	Bambelela Property Development	n/a	17-May-19	03-Jun-19	R 1 295 551,92	Price inclusive of VAT
Notice I & E 10 of 2018 Appointment of Service Provider for the Replacement of Water Reticulation in Patensie	10-Dec-18	**Infrastructure and Engineering** A. Perils	Siyaya Khaya Construction	09-May-19	20-May-19	20-May-19	R 9 515 387,50	Price inclusive of VAT

Notice 153 of 2018 Hire of Plant for a period of Three (3) years	05-Oct-18	**Infrastructure and Engineering** A. Perils	Scribante Construction Jbay Plant Hire Aqua Transport and Plant Hire	09-May-19	20-May-19	20-May-19	Various Rates	Price inclusive of VAT
Notice 206 of 2018 Appointment of Accredited Service Provider to Facilitate Implementation of Learning Programmes	11-Jan-19	**Corporate Services** Z. Thube	Ilinge Labantu Debt Solutions Nokusho M Consultancy and Trading Imbawula Civil Projects	15-Apr-19	02-May-19	02-May-19	Various Rates	Price inclusive of VAT

ANNEXURE C

INFORMALTENDERS - 7DAY NOTICES - MAY 2019

CONTRACT NAME	CLOSING DATE	DEPARTMENT OFFICIAL	SERVICE PROVIDER	EVALUATION DATE	APPROVAL DATE	ORDER DATE	AMOUNT	NOTES
Notice No: 34 /2019 Supply, Delivery of Bunker Suits	22-Mar-19	**Community Services** A. Rossouw	Bayzen Trading	23-May-19	06-Jun-18	07-Jun-19	R 189 864,85	Price inclusive of VAT. Order number 107552 - Req no 97285
Notice No: 43 /2019 Supply, Delivery and Installation of Office Furniture	25-Mar-19	**Corporate Services** M. Rossouw	Workstation Office Furniture	28-Mar-19	28-Mar-19	29-May-19	R 12 268,20	Price inclusive of VAT. Previous order (106097 - R72422.90) processed on this notice . Order number 107307 - Req no 99451
Notice No: 45 /2019 Supply and Delivery of Converted Containers	18-Apr-19	**Corporate Services** M. Rossouw	Container Consumables and Industrial Supplies	26-Apr-19	09-May-19	13-May-19	R 111 090,00	Price inclusive of VAT. Order No: 106909 - Req no 100200
Notice No: 62 /2019		**Planning, Development & Tourism**						

Appointment of Service Provider for the Review of Kouga Spatial Development Framework	10-May-19	L. Ramakuwela	Umhlaba Consulting Group Pty Ltd	23-May-19	23-May-19	23-May-19	R 180 032,50	Price inclusive of VAT. No Order issued only appointment letter
Notice No: 64 /2019 Supply and Delivery of Solar Lights with Camera	26-Apr-19	**Infrastructure & Engineering** T. Madatt	Solar Fabrication Solution Pty Ltd	13-May-19	17-May-19	21-May-19	R 186 419,60	Price inclusive of VAT. Order No: 107132 - Req No 91756

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 JULY 2019 **ITEM: 19/07/F6**

SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS, MONTHLY TENDERS AND 7 DAY NOTICES FOR THE MONTH OF JUNE 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 June 2019.

Attached hereto are the following Annexures for the month of June 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 June 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: 18/7/2019

Noted by: Portfolio Councillor: 18/7/2019

ANNEXURE A
SECTION 36 DEVIATIONS - JUNE 2019

REQUISITION DATE	DESCRIPTION	DEPARTMENTAL OFFICIAL	SERVICE PROVIDER	AMOUNT	NOTES	REASON FOR DEVIATION
03-Jun-19	Professional Fees: Drought Intervention Project: Invoice 0001087 Replace Pipelines in Oyster Bay	E. Oosthuizen	MJM Consulting Engineers	R 14 220,90	**Sec 36 (1) (a) (i)** Req No: 100791	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.
03-Jun-19	Professional Fees: Drought Intervention Project: Invoice 0001088 Replace Pipelines in Patensie	E. Oosthuizen	MJM Consulting Engineers	R 27 699,98	**Sec 36 (1) (a) (i)** Req No: 10792	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.
03-Jun-19	Professional Fees: Drought Intervention Project: Invoice 0001090 -Kruisfontein Water Supply	E. Oosthuizen	MJM Consulting Engineers	R 171 521,70	**Sec 36 (1) (a) (i)** Req No: 100790	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.
03-Jun-19	Professional Fees: Drought Intervention Project- invoice 0001089: Replace Water Pipeline in Hankey	E. Oosthuizen	MJM Consulting Engineers	R 226 127,52	**Sec 36 (1) (a) (i)** Req No: 100789	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.

03-Jun-19	Professional Fees: Drought Intervention Project: Invoice 0001085 Jeffreys Bay Water Works Upgrade	E. Oosthuizen	MJM Consulting Engineers	R 176 127,01	**Sec 36 (1) (a) (i)** Req No: 100793	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.
06-Jun-19	Urgent Repair work to be done at four 4 Clarifiers at the Humansdorp Sewer Treatment Plant.	W. Botha	Flash Electric	R 54 612,66	**Sec 36 (1) (a), (i) & (v):** Req No: 102224	Due to recurring vandalism at the Sewer Plant in Kwanomzamo causing the plant to not be operational and raw untreated sewer flowing through the plant. The repair work had to be done to get the plant temporarily on line. It was impractical to follow official procurement processes.
19-Jun-19	Extension of Emergency renting of 6x TLB Machines (Back Hoe Loaders). Extended Rental for the Hiring of TLB Machines for June to July 2019.	N. Gouws	Barloworld Equipment a division of Barloworld South Africa Pty Ltd	R 193 200,00	**Sec 36 (1)(a)(ii) (a), (b) (c):** Req No: 101016	Barloworld is the OEM supplier for all CAT Machines and parts and is accredited to rent out original CAT TLB machines
05-Jun-19	Emergency Drought Intervention: Water Conservation and Demand Management: Payment Cert No: Invoice 18008	E. Oosthuizen	Re- Solve Engineering Advice & Services Joint Venture	R 2 595 902,56	**Sec 36 (1) (a) (i) & (v):** Req No: 100608	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.
20-Jun-19	Emergency Drought Intervention: Water Conservation and Demand Management: Payment Cert No: Invoice 18009	E. Oosthuizen	Re- Solve Engineering Advice & Services Joint Venture	R 1 228 557,04	**Sec 36 (1) (a) (i) & (v):** Req No: 100621	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.

11-Jun-19	Plant hire for 185 hours for Mayoral Clean-up Campaign: TLB x2 10m³ Tipper Truck x2	F. Tamboer	JBAY Plant Hire Pty Ltd	R 221 720,00	**Sec 36 (1)(a) (v):** Req No: 99289	Three quotations were obtained. The tender for Hiring of Plant had not been finalised and the department does not have sufficient plant available for the clean-up operations.
11-Jun-19	Waste Management Training for 12 Selected Workers	Z. Gxuluwe	Institute of Waste Management of Southern Africa	R 23 204,70	**Sec 36 (1)(a) (ii) (a):** Req No: 92706	The institute of Waste Management Training is the only Service Provider in South Africa that offers the requested training for Employees
07-Jun-19	Legal Fees: K161-Eviction Application - legal services	L. Opperman	SC Heystek & Associates	R 5 002,50	**Sec 36 (1) (a): (v)** Req No: 88280	Council does not have an approved panel of attorneys
27-Jun-19	Legal Fees: K161-Eviction Application Erf 7592 Ocean View Disbursements Adv Zietsman	L. Opperman	SC Heystek & Associates	R 27 750,77	**Sec 36 (1) (a): (v)** Req No: 88290	Council does not have an approved panel of attorneys
07-Jun-19	Legal Fees: KOU023- G. Dadamasi KOU032- AB Dyaloyi KOU 091- C. Booysen KOU 090- V. Batyi KOU 088- LG Van Rooyen KOU-001- Various matters KOU 090 &KOU 001- Disbursements KOU 395- Dept of Public Works	L. Opperman	Labuschagne Van Der Walt	R 90 070,59	**Sec 36 (1) (a): (v)** Req No: 88277	Council does not have an approved panel of attorneys

14-Jun-19	Legal Fees: KOU023- G. Dadamasi KOU032- AB Dyaloyi KOU 091- C. Booysen KOU 090- V. Batyi KOU 088- LG Van Rooyen KOU-001- Various matters KOU 090 &KOU 001- Disbursements KOU 395- Dept of Public Works	L. Opperman	Labuschagne Van Der Walt	R 91 531,88	**Sec 36 (1) (a): (v)** Req No:	Council does not have an approved panel of attorneys
27-Jun-19	Legal Fees: KOU023- G. Dadamasi KOU032- AB Dyaloyi KOU 091- C. Booysen KOU 090- V. Batyi KOU 000- E. Gomez KOU 072- R. Williams KOU-001- Various matters KOU 001- Disbursements- Adv Grobler	L. Opperman	Labuschagne Van Der Walt	R 38 304,20	**Sec 36 (1) (a): (v)** Req No: 88288	Council does not have an approved panel of attorneys
27-Jun-19	Legal Fees: KOU023- G. Dadamasi KOU032- AB Dyaloyi KOU 091- C. Booysen KOU 090- V. Batyi KOU 000- E. Gomez KOU 072- R. Williams KOU-001- Various matters KOU 001- Disbursements- Adv Grobler	L. Opperman	Labuschagne Van Der Walt	R 75 900,00	**Sec 36 (1) (a): (v)** Req No: 88289	Council does not have an approved panel of attorneys

07-Jun-19	Legal Fees: K2618 - St Francis Bay Sand Spit -	L. Opperman	CW Malan	R 8 625,00	**Sec 36 (1) (a): (v)** Req No: 88279	Council does not have an approved panel of attorneys
07-Jun-19	Legal Fees: Various	L. Opperman	CW Malan	R 19 852,24	**Sec 36 (1) (a): (v)** Req No: 88281	Council does not have an approved panel of attorneys
07-Jun-19	Legal Fees: K2672 - Municipal Systems Amendments Act '2011-Disbursements for adv Buchanan	L. Opperman	CW Malan	R 36 800,00	**Sec 36 (1) (a): (v)** Req No: 88278	Council does not have an approved panel of attorneys
24-Jun-19	Professional Fees: Drought Boreholes- Emergency investigation of additional potential groundwater sources within the municipal boundaries. Invoice: 168526	E. Oosthuizen	Aurecon	R 2 396 582,11	**Sec 36 (1) (a) (i) & (v):** Req No: 100678	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.
	Drought Intervention Deviations					
	Contract No: I & E 6 of 2019 Jeffreys Bay Borehole Reticulations Infrastructure- Invoice 3076-Payment Cert 1	E. Oosthuizen	Dido SA Pty Ltd	R 134 363,86	**Sec 36 (1) (a) (i) & (v): Req No: 100681**	Total award: R 1555 000,00 Inclusive of VAT
TOTAL 2018/19				**R 7 857 677,22**		

ANNEXURE B
TENDERS - JUNE 2019

CONTRACT NAME	**CLOSING**	**DEPARTMENT**	**SERVICE**			**MINUTES**		
	DATE	**OFFICIAL**	**PROVIDER**	**BEC**	**BAC**	**SIGNED**	**AMOUNT**	**Notes**
Notice 166/2018 Contract I& 5 of 2018		**Infrastructure and Engineering**						
Supply and Delivery of Bricks, Aggregate, Sand and Pavers for a period of 3 Years	22-Oct-18	A. Perils	Cancelled	30-May-19	12-Jun-19	24-Jun-19	n/a	n/a
Notice 228/ 2019		**Finance**						
Call for Proposal for the Recovery and Calculation of VAT Apportionment for a period of three (3) Years	11-Jan-19	S. Abrahams	Cancelled	23-Apr-19	12-Jun-19	27-Jun-19	n/a	n/a
Notice 11/2019		**Infrastructure and Engineering**						
Supply and Install Precast Concrete Palisade Fence for a three (3) year period	20-Mar-19	A. Perils	Yonke Imihla Building Solutions t/a JB Fencing and Civils	16-May-19	26-Jun-19	27-Jun-19	various rated items	Price inclusive of VAT
Notice 14/2019		**Community Services**						

Supply and Delivery of Patrol Vehicles to Kouga Local Municipality for a three (3) year period	11-Mar-19	R. Prinsloo	Fleet Horizon Building- Item 1 Sedan	03-Jun-19	12-Jun-19	24-Jun-19	R 277 604,42	Price inclusive of VAT
			Sky Metro Equipment- Item 2- LDV Pick Up	03-Jun-19	12-Jun-19	24-Jun-19	R 225 814,00	Price inclusive of VAT
Notice 15/2019		**Infrastructure and Engineering**						
Supply and Delivery of new 6000L Fire Fighter Tanker	11-Mar-19	N. Gouws	Cancelled	06-Jun-19	26-Jun-19	27-Jun-19	n/a	n/a
Notice 49 of 2019		**Infrastructure and Engineering**						
Supply and Delivery of Mobile Ablution Facilities	25-Apr-19	A. Perils	Container Consumables and Industrial Supplies CC	06-Jun-19	27-Jun-19	27-Jun-19	R 107 007,50	Price inclusive of VAT for One (1) unit

ANNEXURE C
INFORMAL TENDERS - 7 DAY NOTICES - JUNE 2019

CONTRACT NAME	**CLOSING**	**DEPARTMENT**	**SERVICE**	**EVALUATION**	**APPROVAL**	**ORDER**		
	DATE	**OFFICIAL**	**PROVIDER**	**DATE**	**DATE**	**DATE**	**AMOUNT**	**NOTES**
Notice No: 54 /2019		**Community Services**						
Supply, Delivery of Bullet Proof Vests	26-Apr-19	R. Prinsloo	Bayzen Trading	06-Jun-19	06-Jun-19	11-Jun-19	R 144 897,34	Price inclusive of VAT. Order number 107685 - Req no 64868
Notice No: 75 /2019		**Infrastructure & Engineering**						
Relocation and Extension of the 22KV Overhead line within Kouga Local Municipality	14-May-19	T. Madatt	Motheo Construction Group	30-May-19	07-Jun-19	12-Jun-19	R 192 762,00	Price inclusive of VAT. Order No: 107734 - Req No 91768
Notice No: 83 /2019		**Corporate Services**						
Supply, Delivery of Playpark Equipment for Thornhill Erf 891 & Loerie Erf 25	11-Jun-19	M. Rossouw	Rhode Bros Steel	21-Jun-19	27-Jun-19	28-Jun-19	R 145 590,00	Price inclusive of VAT. Order No: manual order - Req No 10201
Notice No: 84 /2019		**Infrastructure & Engineering**						
Supply and Delivery of Hollow Spun Concrete Street Light Poles	27-May-19	T. Madatt	Setlatlapi Business Enterprises	06-Jun-19	06-Jun-19	21-Jun-19	R 197 245,81	Price inclusive of VAT. Order No: 100803- Req No 91773

Notice No: 99 /2019		**Infrastructure & Engineering**						
Supply and Delivery of Solar Lights	12-Jun-19	T. Madatt	Primequest Upholstery t/a Dr Business Solutions	23-Jun-19	27-Jun-19	02-Jul-19	R 197 245,81	Price inclusive of VAT. Order No: manual order issued - Req No 91783
Notice No: 100 /2019		**Infrastructure & Engineering**						
Supply and Delivery of Solar Lights with Camera	12-Jun-19	T. Madatt	Primequest Upholstery t/a Dr Business Solutions	23-Jun-19	27-Jun-19	02-Jul-19	R 190 427,16	Price inclusive of VAT. Order No: manual order issued - Req No 91784
Notice No: 101 /2019		**Infrastructure & Engineering**						
Supply and Delivery of LPU Meters	12-Jun-19	T. Madatt	Ontek Systems Pty Ltd	23-Jun-19	27-Jun-19	02-Jul-19	R 195 887,78	Price inclusive of VAT. Order No: manual order issued - Req No 91786
Notice No: 102 /2019		**Corporate Services**						
Supply and Delivery of Converted Containers- Ward 15	14-Jun-19	M. Rossouw	Lelopart Pty Ltd	18-Jun-19	19-Jun-19	27-Jun-19	R 125 925,00	Price inclusive of VAT. Order No: 108070 - Req No: 104105

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 JULY 2019 **ITEM NO: 19/07/F7**

AMENDMENTS TO THE 2019/20 BUDGET – APPROVAL OF UNSPENT FUNDS AS AT 30 JUNE 2019

1. Introduction

The purpose of this item is to seek Council approval to include unspent funds on the 2018/19 Adjustments budget, in the approved 2019/20 Budget.

2. Background

In accordance with Section 28(2)(e) of the Municipal Finance Management Act, Council may authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council.

On 28 February 2019, Council approved the 2018/19 Adjustments Budget, which included the following capital projects:

Projects	Vote number	2018/19 Adjustments Budget
Disaster Recovery Server	20190313065619	R 644,106
Office upgrade ICT	20180126051263	R 200,000
Supply and Delivery of Dot Matrix printer	20170712043787	R 280,000
Supply and Delivery of New LDV	20190307104328	R 300,000

ICT Office Upgrade:

RFQ - N16/2019 was advertised on 04 February 2019 and closed on 19 February 2019. Two compulsory site meetings were held on the 11 and 12 February 2019. An appointment letter was issued on 17 April 2019. The construction period is 3 months. The contractor commenced work on 1 July 2019.

Disaster Recovery Server:

Tender notice 46/2019 was cancelled due to no responsive bids being received. A revised tender process will commence shortly.

Procurement of Dot matrix printer for Revenue Section:

RFQ – N73/2018 was advertised on 10 May and closed on 22 May 2019.
No bids were received for this item.

Supply and Delivery of New LDV for Revenue Section:

Tender Notice 81/2019 closed on 1 July 2019. Budget was approved as part of the 2018/19 Adjustments Budget.

The projects were underspent as follows:

Projects	**Vote Number**	**2018/19 Adjustments Budget**	**Unspent as at 30 June 2019**
Disaster Recovery Server	20190313065619	R 644,106	R 644,106
Office upgrade ICT	20180126051263	R 200,000	R 153,949.84
Supply and Delivery of Dot Matrix printer	20170712043787	R 280,000	R 197,489
Supply and Delivery of New LDV	20190307104328	R 300,000	R 300,000

3. Financial Implications

In view of the aforementioned, the following amendments are proposed:

Projects	**Vote Number**	
Disaster Recovery Server	20190313065619	Provide R 644,106
Office upgrade ICT	20180126051263	Provide R 153,949.84
Supply and Delivery of Dot Matrix printer	20170712043787	Provide R 197,489
Supply and Delivery of New LDV	20190307104328	Provide R 300,000

4. Recommendation

4.1 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: Finance Management Act, Act 56 of 2003, approves the following proposed amendments to the 2019/20 Budget.

Projects	**Vote Number**	
Disaster Recovery Server	20190313065619	Provide R 644,106
Office upgrade ICT	20180126051263	Provide R 153,949.84
Supply and Delivery of Dot Matrix printer	20170712043787	Provide R 197,489
Supply and Delivery of New LDV	20190307104328	Provide R 300,000

Item prepared: Acting Manager ICT

Item approved by: Chief Financial Officer 18/7/2019

Noted by: Portfolio Councillor: 18/7/2019

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 JULY 2019 **ITEM NO: 19/07/F8**

REPORT ON STATUS OF SHORT-TERM INSURANCE TENDER

1. Introduction

The purpose of this report is to inform Council of the status of the hree-year short-term insurance tender.

2. Background

The tender for short-term insurance has been cancelled. The municipality is currently covered for insurance on a month-to-month basis, until a new tender is awarded.

3. Comments

A new tender document with specifications has been drafted for the appointment of a RISK MANAGEMENT AND INSURANCE BROKING INTERMEDIARY for a three-year period. The broker will then source insurance cover that best suits the Municipality's needs.

This is considered the most feasible option for the municipality.

4. Recommendation

4.1. That the report on the status of the three-year short-term insurance tender, be noted.

Item prepared: Manager Assets

Item approved by: Chief Financial Officer 18/7/2019

Noted by: Portfolio Councillor: 18/7/2019

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 JULY 2019 **ITEM: 19/07/F9**

SUPPLY CHAIN MANAGEMENT: INVENTORY WRITE-OFFS

1. Introduction

The purpose of this report is to seek Council approval for the inventory write-offs.

2. Background

The annual stocktaking was undertaken on 28 June 2019 and revealed the following surpluses/(shortages):

Stock number	Description	Stock Difference
02-082	Elbows Plasson Female 25mm x3	-4
02-506	25x1/2 Female Adaptor	+1
06-018	Petrol 97	+384
02-390	Bends Insp 40mm x 45degr.	+1

The reasons for the differences are the following:

- Sealed packets were delivered by the supplier. A day prior to stocktaking, packets were opened and packed on an appropriate bin location to prepare for the stocktaking. On the day of the stocktaking the units were counted individually and were found to be short delivered in the sealed packets.

- Sealed packets were delivered by the supplier. A day prior to stocktaking, packets were opened and packed on an appropriate bin location to prepare for stocktaking. On the day of stocktaking the units were counted individually and were found to be a surplus in the sealed packets.

- The fuel tank has been underground for years and have not been functional for the past 8 -9 years, hence the difficulty to detect any underground leakages. The item forms part of the redundant stock that must be removed from the stock codes.

3. Financial Implications

- The stocktaking variances amount to R 2 632.08
- The total stock on hand as at 30 June 2019 amounted to R 8 731 496.86
- In respect of the financial year ended 30 June 2019, the inventory purchased amounted to R 18 683 630.30, whilst inventory issued amounted to R 16 323 426.55.

4. Recommendation

4.1 That Council approves the inventory write-offs, in the amount of R 2 632.08.

Item prepared by C Groenewald

Item approved by: Chief Financial Officer 18/7/2019

Noted by: Portfolio Councillor: 18/7/2019

Stock Number	Bin Number	Stock Description	Bin Name	Unit Of Issue	Current Quantity	Current Value	Value per Item	Closed?	Stock Take 30/06/2019	Difference in Quantity	Value of Difference
02-082	E	ELBOWS PLASSON FEMALE 25MM X 3	General Store	EACH	61,00	628,71	10,31	N	57,00	4,00	41,23
02-390	F	BENDS INSP 40MM X 45DEGR	General Store	EACH	4,00	18,08	4,52	N	5,00	-1,00	-4,52
02-506	E	25X1/2 FEMALE ADAPTOR	General Store	EACH	61,00	584,93	9,59	N	62,00	-1,00	-9,59
06-018	V	PETROL 97	Diesel & Petrol (Yard)	LITRE	308,00	2 132,75	6,93	N	692	-384,00	-2 659,20
					69654,00	**8 731 503,38**	**655 135,89**	**0,00**	**2,00**	**-382,00**	-2 632,08

REPORTS BY THE PORTFOLIO CHAIRPERSON: CORPORATE SERVICES

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

CORPORATE SERVICES

DATE: 30 JULY 2019 **ITEM NO: 19/07/CORP1**

AMENDMENTS TO THE 2019/20 BUDGET – APPROVAL OF UNFORESEEN ROLL-OVERS

1. Introduction

The purpose of the item is to seek approval for the unanticipated 2018/19 unspent budget on the following projects to be rolled over to the 2019/20 budget as approved by Council on

- Computer equipment
- Furniture & Equipment
- Library Upgrade
- Biometric System
- Fencing of the main building
- Main office building upgrade
- Computer software & allocations
- Ward fund
- EDMS

In accordance with MFMA Section 28(2)(e), Council may authorize the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council.

2. Background

Council approved the 2018/19 Adjustments Budget and the aforementioned Capital projects were approved by Council as follows:

VOTE NO	PROJECT	2018/19 BUDGET
20170712043568	Buildings	300,000.00
20170712043700	Furniture and Equipment	609395
20170712043739	Furniture and Equipment	129388
20170712043763	Computer Equipment	208543
20180702070138	Computer Software and Applications	63089
20180702070201	Library upgrade	1,321,134.00
20190307104307	EDMS	670,494.00
20190307104319	Fencing of main building	120,000.00
20190313065607	Biometric Systems	120,000.00

The aforementioned projects were under-spent for various reasons, such as delays in the appointment of contractors, drafting, approval of service level agreements, finalizing specifications and re-advertising of Tenders.

Buildings – 20170712043568

As the preliminary quotations indicated that R120 000 for the fencing of the main building is not enough, the amount of R 20,489.43 in this vote will be added to vote no 20190307104319 to execute the fencing project for the 2019/20 financial year. Security concerns make it critical for fencing to be finalized

Furniture and Equipment - 20170712043700 & 20170712043739

The combined R 166571.91 will be utilized for furniture for the training Centre and boardrooms at the additional lease section of the Woltemade St building.

Computer Equipment - 20170712043763

The R140,581.93 that was used to pay for Acer laptops that were delivered will be re-allocated to other departments. The R140,581.93 must be refunded to Corporate Services and new HP laptops will be ordered for Corporate Services that must be paid from these funds, as agreed in the meeting with the MM, Shukree, Lee-Ann, Hannelie, Allister and Graham Nosworthy.

Library upgrade - 20180702070201

The remaining R 356 688.91will be utilized for Structural repairs to the HR office wall as per structural engineer's report and risk assessment and partitioning for the new layout at the Woltemade St Building.

EDMS – 20190307104307

A Tender Notice: 95/2018 was put out for a Document Management system and Document imaging and storage. The component for the document management system came in over budget. The tender was consequently split, and the Document Imaging & Storage tender was awarded. Before the department could put out another Tender for the Document Management system, R 600 000 was taken from this budget and reallocated for the Mayor's clean-up campaign during the Adjustment budget process. This amount was refunded for the 2019/20 budget and will be utilized for the Document Management module on the SAP system

Fencing of the main building – 20190307104319

It was indicated by BSC that a fencing Tender was in the process of being evaluated and awarded by the Bid committees and that the Department could make use of this tender for the fencing of the Main building. It turned out that the specifications of the fence were not desirable for the purposes of fencing the main building. A concrete palisade fencing Tender (Notice

11/2019) was awarded on 12 June 2019 and the unspent R120,000.00 will be utilized for this purpose.

Biometric System - 20190313065607

The unspent R120,000.00 will be utilized to implement tender Notice 75/2019 that closed on 13 June 2019.

The projects were underspent as follows:

VOTE NO	PROJECT	2018/19 ADJUSTMENT BUDGET	TOTAL ACTUALS AS AT 17 JULY 2019
20170712043568	Buildings	26764.57	20,489.43
20170712043700	Furniture and Equipment	568,874.35	40,520.65
20170712043739	Furniture and Equipment	3,336.74	126051.26
20170712043763	Computer Equipment	67961.07	140,581.93
20180702070201	Library upgrade, Phase 2	964445.09	356688.91
20190307104307	EDMS	670,494.00	670494
20190307104319	Fencing of main building	120,000.00	120,000.00
20190313065607	Biometric System	120,000.00	120,000.00

3. <u>Financial Implications</u>

The 2019/20 Budget will be adjusted as follows:

VOTE NO	PROJECT	ROLLOVER AMOUNT	2019/20 BUDGET
20170712043568	Buildings	20,489.43	260,489.43
20170712043700	Furniture and Equipment	40,520.65	540,520.65
20170712043739	Furniture and Equipment	126051.26	176,051.00
20170712043763	Computer Equipment	140,581.93	208581.93
20180702070201	Library upgrade, Phase 2	356688.91	456688.91
20190307104307	EDMS	670,494.00	670,494.00
20190307104319	Fencing of the main building	120,000.00	260489.43
20190313065607	Biometric System	120,000.00	240,000.00

4. Recommendation

4.1 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: Finance Management Act, Act 56 of 2003, approves the following proposed amendments to the 2019/20 Budget.

VOTE NO	PROJECT	ROLL OVER AMOUNT	2019/20 BUDGET
20170712043568	Buildings	20,489.43	260,489.43
20170712043700	Furniture and Equipment	40,520.65	540,520.65
20170712043739	Furniture and Equipment	126051.26	176,051.00
20170712043763	Computer Equipment	140,581.93	208581.93
20180702070201	Library upgrade, Phase 2	356688.91	456688.91
20190307104307	EDMS	670,494.00	670,494.00
20190307104319	Fencing of the main building	120,000.00	260489.43
20190313065607	Biometric System	120,000.00	240,000.00

Drafted by Acting Manager: **H. Hammes**……………………………………..

Approved by the Dir.: Corporate Services: **K. Moodley**……………………………………

Endorsed by Municipal Manager: **C. Du Plessis:** ……………………………….

Endorsed by Portfolio Councillor: **B. Dhludhlu:** ……………………………….

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

CORPORATE SERVICES

DATE: 30 JULY 2019 **ITEM NO: 19/07/CORP2**

DISTRICT REPRESENTATION

1. Introduction

The purpose of this item is to advise Council that the ANC Cllr Virginia Camealio-Benjamin has resigned as a Councillor in Kouga Local Municipality and appointed to serve at the Provincial Legislature thus leaving her position as a representative on the Sarah Baartman District Council vacant. Council is therefore requested to elect a new Councillor as a representative to serve on the Sarah Baartman District Council.

2. Background

Council previously resolved as follows:

Resolved: (19 August 2016)

I) That the following Councillors be declared as representatives to the Cacadu District Council in terms of Schedule 2 of the Local Government: Municipal Structures Act, 1998:

Councillor H.M. Hendricks
Councillor B. Dhludhlu
Councillor V. A. Camealio-Benjamin
Councillor M. E. Dayimani

ii) That the Cacadu District Municipality be informed accordingly.

3. Recommendation

3.1 That the following Councillor be declared as a representative to the Sarah Baartman District Council, as a replacement for Cllr Virginia Camealio-Benjamin, in terms of Schedule 2 of the Local Government: Municipal Structures Act, 1998:

Councillor …………………………………

3.2 That the Sarah Baartman District Municipality be informed accordingly.

Item prepared by: Director: Corporate Services

Item Endorsed by: Corporate Services Portfolio Chairperson

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

CORPORATE SERVICES

DATE: 30 JULY 2019 **ITEM NO: 19/07/CORP3**

STIPEND INCREASE – WARD COMMITTEE MEMBERS

1. Introduction:

The purpose of this item is to seek approval for an increase of Ward Committee members stipend of 10%

2. Background:

At the Corporate Services Portfolio Committee meeting held on 4 June 2019, the Executive Mayor requested that consideration be given to increasing the stipends of Ward Committee members.

This resulted in the following recommendation by the Corporate Services Portfolio Committee on 4 June 2019:

That consideration be given to increasing the stipends of Ward Assistants and Ward Committee members

3. Discussion

To give effect to the above recommendation, funds had to be identified in the 19/20 budget as provision had not been made for such increase during the budget approval process.

It was identified that savings became available in the salaries budget due to the resignation of the Communications Officer. The post was budgeted on the old Van der Merwe grading system at R 583,183. The post has since been advertised on the TASK Grading system at R 351,531. This has resulted in a saving of R 231,652.

The total savings available to fund the increase in stipends is therefor **R 231,652.**

The total required to affect a 10% increase in the stipend amount is R 180 000.

4. Financial implications

Vote: Council
Item: Remuneration to Ward Committees
Ukey Number: 20170702072921
Available Budget: R 1,980,000

5. Comments: Director: Corporate Services

The report is noted

6. Recommendation

6.1 That a 10% increase in Ward Committee members stipends be approved.

Item prepared by: Director: Corporate Services

Item endorsed by: Corporate Services Portfolio Councillor

KOUGA MUNICIPALITY (EC108)

ORIDINARY COUNCIL MEETING

CORPORATE SERVICES

DATE: 30 JULY 2019 **ITEM NO: 19/07/CORP4**

PORTFOLIO COMMITTEE STRUCTURE: COMMITTEE MEMBERS: 2019/2020

1. Introduction

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

2. Amendments: Portfolio Committee Structure

Final submission was made on 15 July 2019 by the Chief Whip of the ANC indicating the member changes to the Portfolio Committees Structure.

***** Attached.

4 Recommendation

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

Item prepared by : Director: Corporate Services

Item noted by the Portfolio Chairperson

PORTFOLIO COMMITTEE STRUCTURE – 2019/2020

CORPORATE SERVICES PORTFOLIO COMMITTEE

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

PLANNING & DEVELOPMENT PORTFOLIO COMMITTEE

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

LED & TOURISM PORTFOLIO COMMITTEE

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

COMMUNITY SERVICES PORTFOLIO COMMITTEE

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

INFRASTRUCTURE & ENGINEERING PORTFOLIO COMMITTTEE

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

FINANCE PORTFOLIO COMMITTEE

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

REPORTS BY THE PORTFOLIO CHAIRPERSON: INFRASTRUCTURE & ENGINEERING

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE & ENGINEERING

DATE: 30 JULY 2019 **ITEM NO: 19/07/I&E1**

DROUGHT FUNDING: PROGRESS WITH BOREHOLE DEVELOPMENT AND WATER CONSERVATION AND DEMAND MANAGEMENT PROJECTS

1. Introduction

The purpose of the item is to inform the Council with regards to the progress of the grant funded drought relief projects up to 30 June 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	15	131
GWA/JB4/2018	22/10/2018	29/10/2018	231	24	10	133
GWA/JB5/2018	26/10/2018	13/11/2018	255	55+	20	218

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	231	13	3	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/HAN9P/2019	27/02/2019	05/03/2019	212	6.7	2	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/HAN13P/2019	07/03/2019	12/03/2019	199	4.6	2	238
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	280

Borehole number	Start date	End date	Depth (m)	Blow yield (l/s)	Sustainable yield (l/s)	EC (mS/m)
					data analysis	
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	2	212
GWA/HAN9P/2019 (Production hole)	17/03/2019	27/03/2019	212	16	2	294
GWA/HAN13P/2019 (Production hole)	27/03/2019	03/04/2019	199	14	2	235
GWA/HAN19P/2019 (Production hole)	28/03/2019	10/04/2019	295	3.9	2	93
GWA/HAN20P/2019 (Production hole)	04/04/2019	10/04/2019	197	21	2	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	6.2	183
GWA/PAT2/2019	24/04/2019	05/05/2019	223	40	3	215
GWA/PAT3/2019	05/05/2019	13/05/2019	139	5.6	n/a	1454

3.3 <u>Progress with Drought Intervention / Water Conservation and Demand Management project.</u>

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 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 30 June 2019.

- A total of 15 184 domestic consumer water meter audits have been completed
- 186 ICI (Institution/Commercial/Industry) audits completed
- 29 247 follow up water meter readings taken to date

- 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.

- A total of 1747 properties have been retrofitted (Assistance to the poor repair of internal leaks.)

  Hankey = 330

  Patensie = 164

  Loerieheuwel = 58

  Thornhill = 49

  Oyster Bay = 73

  Jeffreys Bay Pellsrus = 229

  Jeffreys Bay Oceanview = 57

  Jeffreys Bay town = 4

  Humansdorp Kwanomzamo = 376

  St Francis Bay / Sea Vista = 69

  Humandorp Vaaldam/Arcadia/Kruisfontein= 338

- A total of 1494 domestic water meters have been replaced,

  Hankey = 289

  Patensie = 164

  Loerieheuwel = 58

  Thornhill = 49

  Oyster Bay = 73

  Jeffreys Bay Pellsrus = 143

  Jeffreys Bay Oceanview = 57

  Humansdorp Kwanomzamo = 376

  St Francis Bay/Sea Vista = 69

Humansdorp Vaaldam/Kruisfontein/Arcadia = 338

- 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.

- A special domestic auditing Investigation is taking place where meters that cannot be read are being investigated. To date 2168 properties have been visited

- 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. <u>Financial implications</u>

A. <u>Groundwater development/Borehole project</u>

The full grant allocation of R 58,7m was only received and paid into municipal bank account on 29/03/2019.

Summary as at 30 June 2019	Amount
Total Allocation	R 58,728,939.00
Value Created as at 30/06/2019	R 24,091,209.20
Balance	R 34,637,729.8
Expenditure to date	41 %

<u>Expenditure per project: Borehole projects as at 30/06/2019</u>

Project	**Boreholes: Patensie water supply**
Vote No	201 901 030 228 20
Budget	R 8,401,216.00
Expenditure	R 4,404,781.13
Available	R 3,996,434.87
%spent	52 %
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. One will not be used due to high salinity levels. Outstanding tasks under drilling project. • Installation of pipeline from boreholes to treatment works.	

• Equipping of 2 x boreholes

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: Phase 1 : Siyaya Khaya Construction Contract I&E 5/2019 Hankey bulk water line Phase 1 • Prospective bidders invited on 24/04/219 • Site clarification meeting scheduled 25/04/2019 • Tender close 09/05/2019 • Appointment letter issued 29 May 2019 • Contract amount: R 5,977,115.31 VAT Included. • Contract commencement date: 12 June 2019 • Expected completion date: 14 December 2019(Provisional)	
Civil contractor: Phase 2 : Wavelengths Construction Contract I&E 5b/2019 Hankey bulk water line Phase 2 • Prospective bidders invited on 24/04/219 • Site clarification meeting scheduled 25/04/2019 • Tender close 09/05/2019 • Appointment letter issued 21 June 2019 • Contract amount: R 7,260,000.00 VAT Included. • Contract commencement date: 11 July 2019 • Expected completion date: •	
• Expenditure includes pipes ordered by Kouga Municipality for the project	

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: Dido SA(Pty)Ltd	

Contract I&E 6/2019 :Jeffreys Bay borehole reticulation infrastructure • Prospective bidders invited on 24/04/219 • Site clarification meeting scheduled 25/04/2019 • Tender close 09/05/2019 • Appointment letter issued 20 May 2019. • Contract amount: R 1,555,000.00 VAT Included. • Contract commencement date: 5 June 2019 • Expected completion date: 12 August 2019
• Expenditure includes pipes ordered by Kouga Municipality for the project

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: Ikhono Projects Contract I&E 7/2019 : Cape St Francis bulk water supply • 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 • Appointment letter issue 22 May 2019 • Contract amount: R 4,929,333.04 VAT Included. • Contract commencement date: 5 June 2019 • Expected completion date: 13 December 2019	
• Expenditure includes pipes ordered for project	

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. Pipeline replacement, Infrastructure upgrading and Water Conservation and Demand Management projects.

A 1st Tranche payment of R 37,000,000.00 was received on 19/12/2018.
2nd Tranche payment of R 55,500,000.00 was received on 04/03/2019.

Summary as at 30 June 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 30/06/2019	R 28,186,705.51
Balance of Total Amount	R 64,313,294.49
% Spent	30,5 %

Expenditure per project: WCDM projects as at 30/06/2019.

Project	Water Conservation and Demand Management
Vote No	201 901 030 228 26
Budget	R 15,550,000.00
Expenditure	R 13,686,522.11
Available	R 1,863,477.89
% spent	88 %
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 1,847,232.03
Available	R 33,152,767.97
% spent	5,3 %
Appointed Consultant: MJM Consulting Engineers	
Appointed Civil Contractor: Ikhono Projects	

Contract: I&E 1/2019: Upgrade Jeffreys Bay water treatment works Civil Works.

- Site clarification meeting held 17/04/2019
- Tender close 02/05/2019 at 15:00
- Appointment letter dated 11 May 2019
- Appointed value = R 17,991,770.79 VAT included
- Contract commencement date: 30 May 2019
- Expected completion date:13 Dec 2019

Appointed Electrical Contractor : VE Reticulation PTY Ltd
Contract: I&E 2/2019: Upgrade Jeffreys Bay water treatment works Electrical Work.

- Site clarification meeting held 17/04/2019
- Tender close 02/05/2019 at 15:00
- Appointment letter dated 11 May 2019
- Appointed value = R 11,961,102.85 VAT included
- Contract commencement date: 30 May 2019
- Expected completion date: 13 Dec 2019

Project	**Augmentation water supply Kruisfontein**
Vote No	201 901 030 228 38
Budget	R 20,000,000.00
Expenditure	R 2,015,971.86
Available	R 17,984,028.14
% spent	10 %

Appointed Consultant: MJM Consulting Engineers

Appointed Civil Contractor: SP Excel Holdings
Contract: I&E 3/2019 Augmentation of Kruisfontein bulk water supply Civil work

- Site clarification meeting held 17/04/2019
- Tender close 02/05/2019 at 15:00
- Appointment letter dated 11 May 2019
- Appointed value = R 12,504,839.01 VAT included
- Contract commencement date: 30 May 2019
- Expected completion date: 13 Dec 2019

Appointed Electrical Contractor : VE Reticulation Pty Ltd
Contract I&E 4/2019:Augmentation Kruisfontein bulk water supply: Electrical work

- Site clarification meeting held 17/04/2019
- Tender close 02/05/2019 at 15:00
- Appointment letter dated 11 May 2019
- Appointed value = R 3,491,234.40 VAT included
- Contract commencement date: 30 May 2019
- Expected completion date: 13 Dec 2019

• Expenditure includes pipes ordered for project

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 • Practical completion certificate issued.	

Project	**Patensie pipeline replacement**
Vote No	201 901 030 228 29
Budget	R 10,500,000.00
Expenditure	R 1,716,646.12
Available	R8,783,353.88
% spent	16.35 %
Appointed Consultant: MJM Consulting Engineers	
Appointed Civil Contractor : Siyaya Khaya Construction Contract I&E 10/2018: Replacement of water reticulation in Patensie • Tender advertised under notice no 225/2018 on 30 November 2018.Tender closed Friday 14 December 2018. • Tender close 10 December 2018 • Appointment letter dated 27 May 2019 • Contract Appointed value = R 9,515,387.50 VAT included • Contract commencement date: 7 June 2019 • Expected completion date: 13 Dec 2019	

Project	**Hankey pipeline replacement**
Vote No	201 901 030 228 32
Budget	R 11,000,000.00
Expenditure	R 8,472,078.02
Available	R 2,527,921.98
% spent	77 %
• Appointed Consultant: MJM Consulting Engineers • Appointed Contractor : Wavelengths Construction • Notice no. 225/2018 • Tender no: I&E 11/2018 • Contract amount: R 7,333,923.45	

• Commencement date: 6 February 2019 • Completion date: 10 May 2019 • Expected completion date: 26 July 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 52,277,914.71
Envisaged roll-over after 30 June 2019	R 98,951,024.90

It must be stated that the projected expenditure and timeframes are very ambitious, however, everybody involved is committed to meet the target set.

7. Recommendation

7.1 That the report on the progress on the implementation of drought relief funds be noted.

Item prepared by : **Manager: Civil Services**

Item Approved by : **Director: Infrastructure & Engineering**

Item noted by : **Portfolio Chairperson**

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE AND ENGINEERING

DATE: 30 JULY 2019 **ITEM: 19/07/I&E2**

AMENDMENTS TO THE 2019/20 BUDGET – APPROVAL OF UNSPENT FUNDS AS AT 30 JUNE 2019

1. Introduction

The purpose of the item is to seek Council approval to include unspent funds on the 2018/19 Adjustment Budget in the approved 2019/20 Capital Budget.

In accordance with Section 28(2)(e), of the Municipal Finance Management Act, Council may authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the Council.

2. Background

On the 28 February 2019, Council approved the 2018/19 Adjustments Budget, which included the following capital projects:

Projects	Vote number	2018/19 Adjustments Budget
Wavecrest Sewer: Northern bulk outfall sewer	20170712043634	R 1,300,000
Bucket Eradication	20180702070150	R 2,300,000
Procurement of Vehicles	20170712043586	R 4,300,000
Procurement of Vehicles	20180814081224	R 3,910,264
Procurement of miniature substation	20190307104310	R 591 557
Procurement of Solar lights	20190313065616	R 753 449
Procurement of concrete poles	20190313065616	R 197 246
Procurement of LPU meters	20190307104313	R 195 888

Wavecrest Sewer: Northern bulk outfall sewer

Contract No 65/2018: Resolved to appoint by BAC on 15 February 2019. Contractor is on site and work in progress. Commencement date 11 March 2019.Expected completion date 6 Sep 2019.

Bucket Eradication Programme

Original intention was to obtain mobile toilets from Nelson Mandela Metro. This however did not materialize. Hence KLM followed official procurement process. Contract 49/2019 for the Supply and deliver of mobile ablution facilities was advertised on 19 March 2019 and closed on 25 April 2019. Tender was Resolved for appointment by BAC 27 June 2019. Appointment letter issued.

Procurement of Vehicles

At present 6 x TLB's are hired and hire agreement expires 31 July 2019. Tender number 19/2019 was advertised on 12 February 2019 and closed on 15 March 2019 for the Supply and Delivery of TLB for a period of three years. Tender still to be considered for approval of the BAC.

Procurement of miniature substation:

The miniature substation was procured to replace the miniature substation used to electrify the transit camp. This unit will now be replaced in Jeffrey's Bay. Tender number 22/2019 was advertised on the 8th February 2019 and awarded to ACTOM electrical,

Procurement of Solar lights:

Funding was made available out of the Mayors budget to procure solar lights only as well as solar lights with cameras, the procurement process ended on the 25th June 2019 notice numbers 63/64/99 &100/2019.

Procurement of concrete poles

Funding was made available out of the Mayors budget to procure solar lights only as well as solar lights with cameras, the procurement process seven day notice ended on the 5th June 2019 notice number 84/2019.

Procurement of LPU meters

Funding was made available in the capital budget for the procurement of meters, the procurement process seven day notice ended on the 25th June 2019 notice number 101/2019.

The projects were underspent as follows:

Projects	Vote number	2018/19 Adjustments Budget	Unspent as at 30 June 2019
Wavecrest Sewer: Northern bulk outfall sewer	20170712043634	R 1,300,000.00	R 925,677.19
Bucket Eradication	20180702070150	R 2,300,000.00	R 2,231,522.60
Procurement of Vehicles	20170712043586	R 4,300,000.00	R 4,300,000.00
Procurement of Vehicles	20180814081224	R 3,910,264.00	R 785,469.08
Procurement of miniature substation	20190307104310	R 591 556.55	R 591 556.55
Procurement of Solar lights	20190313065616	R 753 449.19	R 753 449.19
Procurement of concrete poles	20190313065616	R 197 245.81	R 197 245.81
Procurement of LPU meters	20190307104313	R 195 887.78	R 195 887.78

3. Financial Implications

In view of the aforementioned, the following amendments to the 2019/20 Capital Budget, are proposed:

Projects	Vote number	Roll Over
Wavecrest Sewer: Northern bulk outfall sewer	20170712043634	Provide - R 925,677.19
Bucket Eradication	20180702070150	Provide - R 2,231,522.60
Procurement of Vehicles	20170712043586	Provide - R 4,300,000.00
Procurement of Vehicles	20180814081224	Provide - R 785,469.08
Procurement of miniature substation	20190307104310	Provide - R 591 556.55
Procurement of Solar lights	20190313065616	Provide - R 753 449.19
Procurement of concrete poles	20190313065616	Provide - R 197 245.81

Procurement of LPU meters	20190307104313	Provide - R 195 887.78
		R 9 980 808.20

4. Recommendation

4.1 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, approves the following proposed amendments to the 2019/20 Budget.

Projects	Vote number	Roll Over
Wavecrest Sewer: Northern bulk outfall sewer	20170712043634	Provide - R 925,677.19
Bucket Eradication	20180702070150	Provide - R 2,231,522.60
Procurement of Vehicles	20170712043586	Provide - R 4,300,000.00
Procurement of Vehicles	20180814081224	Provide - R 785,469.08
Procurement of miniature substation	20190307104310	Provide - R 591 556.55
Procurement of Solar lights	20190313065616	Provide - R 753 449.19
Procurement of concrete poles	20190313065616	Provide - R 197 245.81
Procurement of LPU meters	20190307104313	Provide - R 195 887.78
		R 9 980 808.20

Item prepared by the Manager: Electrical

Item approved by: Director I & E

Noted by the Portfolio Councillor:

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE AND ENGINEERING

DATE: 30 JULY 2019 **ITEM NO: 19/07/I&E3**

COST COMPARISON ANALYSIS BETWEEN LEASING AND PURCHASING SERVICE DELIVERY VEHICLES

1. Introduction

At the previous Council meeting held on 28 June 2019, it was requested that the report on the cost comparison analysis between leasing and purchasing of service delivery vehicles which was submitted to the Mayoral Committee meeting held on 22 May 2018, be resubmitted.

Resolved (22 May 2018)

1. That the hiring of plant be included in this cost comparison and be submitted to the next Infrastructure & Engineering Portfolio Committee meeting.

2. That HR & Finance supply relevant cost to company expenses for operators and support staff for plant e.g. suction tankers etc. in order for the cost comparison table to be adjusted to include the hiring of plant as requested.

2. Background

The comparative cost table as set out below gives a clear indication of the difference between Council renting/leasing vehicles and purchasing them.

Type of vehicle	Cost of leasing service delivery vehicle over 60 months without a maintenance plan. (5 year) excluding tyres and fuel.	Cost to purchase service delivery vehicles with a full maintenance plan. (5 years) excluding tyres and fuel with a 12% p/a loan (H.P.) rate
Toyota Corolla Esteem sedan	R10 564.44 x 60 = R633 866.40	R5 783,55 x 60 = R347 013.38
Toyota L.D.V 1 tonner	R9 500.00 x 60 = R570 000.00	R7 407.40 x 60 = R444 444.07
Nissan L.D.V 1 tonner	R7 712.10 x 60 R462 726.00	R4 671.33 x 60 = R280 280.04
L.L.B Back Hoe Cat 426 F2	R28 000.00 x 60 = R1 680 000.00	R2 222.20 x 60 = R1 333 332.19

Grader 140 K	R75 000.00 x 60 = R4 500 000.00	R75 408.67 x 60 = R4 524 520.65
Roller CS 533	R48 000.00 x 60 = R2 880 000.00	R22 377.91 x 60 = R1 342 674.86
Tractor 55 kw	R10 796. 51 x 60 = R647 790.60	R5 783.55 x 60 = R347 013 .38
Sewerage Tanker 6000L	R63 840.00 x 60 = R 3 830 000.00	R33 366.67 x 60 = R2 002 000.29
Super Suction Tanker and Jetting truck	R85 000.00 x 60 = R5 100 000.00	R33 366 x 60 = R2 002 000.29
Tipper Truck	R26 046.01 x 60 = R1 562 760.60	R17 277.15 x 60 = R1 036 629.08
UD Trucks Quester Refuse compactor	R54 971 .81 x 60 = R3 298 308. 60	R55 611.11 x 60 = R3 336 667.15

3. <u>Comment: Director Infrastructure & Engineering</u>

3.1 It must be noted that the cost of leasing the vehicles in the comparative table is for the vehicle only and excludes both operator/driver costs as well as maintenance cost. However, the purchase price includes maintenance costs for the 60 months (5 year) period which is in itself a substantial saving.

3.2 The comparative table provided under point 2 (Background) clearly indicates the difference in cost to company between renting / leasing and purchasing of new vehicles.

3.3 The vehicles whether rented/leased or purchased must be insured by the Kouga Municipality. This means that the Kouga Municipality will be liable for all the damages to the vehicles irrespective of method of procurement.

3.4 It must be borne in mind that after the sixty-month contract (5-year term) expires, all the hired vehicles must be returned in the same condition as the day they were delivered i.e. in a good working and roadworthy condition. Therefore, Kouga Municipality will be liable for the repair of all faults and damages to the vehicles.

3.5 The hired vehicles are also limited to a certain number of kilometers per day, if the stipulated kilometers have been exceeded at the end of the term an additional cost of 5% will be charged.

3.6 The leased vehicles come without a full maintenance plan for five years. Should Kouga Municipality decide to purchase new vehicles, a full maintenance plan is included in the purchase price as indicated in the comparative table under point (2) above.

3.7 In both cases whether leasing/renting or purchasing, the Council will be liable for the fuel, tyres, licensing, brakes and exhaust systems.

3.8 All the above-mentioned prices are vat excluded.

3.9 The monthly rental is calculated on a standard manufacturer specification and all extras are excluded.

4. Financial Implication

4.1 It is recommended that the Kouga Municipality purchase its own service delivery vehicles with full maintenance plans for five years. The cost saving in doing so will be substantial.

4.2 In purchasing the vehicles outright, Council will have an asset at the end of the 5-year period which will not be the case with renting/leasing where Council could end up with all additional liability depending on the condition of the vehicles.

4.3 Should Council decide to purchase their own service delivery vehicles the cost saving between renting/leasing and purchasing can contribute to the remuneration of the drivers.

5. Comment: Chief Financial Officer

That the hiring of plant be included in this cost comparison and be submitted to the next meeting.

6. Comment: Municipal Manager

Noted and supported

7. Legal Implications

None

8. Other Implications

None

9. Recommendation

9.1. That the report on the cost comparison analysis between leasing and purchasing of service delivery vehicles, be noted.

Item prepared by	:	**Nico Gouws**
Item approved by	:	**Director: Infrastructure & Engineering**
Item noted by	:	**Portfolio Chairperson**

REPORTS BY THE PORTFOLIO CHAIRPERSON: COMMUNITY SERVICES

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 30 JULY 2019 **ITEM NO: 19/07/CS1**

SPEED CAMERA LAW ENFORCEMENT BY A SERVICE PROVIDER

1. Introduction

The purpose of this report is to request Council's support for the appointment of a service provider for Speed Camera Law enforcement.

2. Background

In 2015 a service provider was appointed for speed camera law enforcement. This appointment resulted from the fact that it was found that inhouse operations were not operationally or financially viable. The municipality interacted with other municipalities to investigate how they addressed similar challenges. It was found that other municipalities appointed a service provider to provide speed camera law enforcement services. Kouga municipality then proceeded in appointing a service provider for a three-year period, which ended in October 2018. This appointed resulted in improved traffic control for the municipality.

3. Motivation

It was evident that without camera speed law enforcement the driving behavior with regards to speed limits in and around 60km/h areas has been negatively affected and caused an increase in motor vehicle accidents on roads where speed monitoring by camera have previously been conducted.

Current speed camera equipment that Kouga Municipality owns are: -

- Pro Laser III model 2005, and
- Tru Cam model 2012 not fully automated, and due continuous change and upgrades in technology the said equipment is outdated.

The cameras used in-house are all manually operated and has high maintenance costs in terms of services and calibration as the agents providing these services are mostly available outside the Eastern Cape Province.

Should this service be provided by an external service provider on contractual basis the service provider must supply the demand and maintain/calibrate equipment at own cost. An appointed service provider will also have to provide the required equipment and back office support for capturing data at own costs.
The intention is that the service provider must only charge the municipality for summonses successfully finalized.

It is also noteworthy that the District Public Prosecutor's approval to conduct speed law enforcement on N2, R102 Old Cape road, Da Gama road and R330 Hankey/ St Francis Bay road with the unlimited restricted hours, will lapse if not in use, as an annual report must be submitted to the office of DPP for extension of such approval.

3. Recommendation

3.1 That the appointment of a service provider for speed camera law enforcement be supported.

Item prepared by	:	**Chief Safety & Security**
Item approved by	:	**Director Community Services**
Item read and signed by Portfolio Head	:	**Cllr D Benson**

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 30 JULY 2019 **ITEM NO: 19/07/CS2**

CLOSEOUT REPORT ON THE SEEKOEI RIVER ESTUARY ARTIFICIAL BREACH

1. Introduction

The purpose of this report is to obtain approval from Council for the closure report submitted as Annexure 1 by Professor Wooldridge of the Seekoei River Estuary artificial breach for submission to DEDEAT.

2. Background

Due to Climate change conditions (low rainfall & increased evaporation) and illegal instream dam up stream of both Seekoei River and Swart River the conditions of the Seekoei River Estuary had deteriorated, and fish were dying and the department could not wait on the adoption of the Estuary management plan for remedial action.

On 15 April 2019 Kouga Municipality submitted a section 30[A] application in terms of the National Environmental Management Act (Act 108 of 1998) for approval for breaching the Seekoei estuary. During the application three (3) solutions were presented to the department for approval.

First option was to allow freshwater flow from the artificial wetland behind the NG Kerk in Paradise Beach. The wetland is highly saturated with freshwater and the estuary was is dire need of freshwater as the salt levels in the estuary were very high. The Department did not approve this option as the impact on the system was not determined and that the process would require a Water Use License in terms of Section 21 of the National Water Act (Act of 1998) from the Department of Water and Sanitation.

Second option was to trap and the releasing of fish to the sea, this plan was approved by the Department but could not work as the conditions in the estuary were not conducive for human health. The water was contaminated with dead organic matter. The smell was also unbearable.

The third option was to artificially open the mouth, this was the most expensive option hence the municipality had put it last. The sand had built up to a level of 3.5m above mean sea level. The plan was to skim the berm to the estuary water level to allow sea water to enter the estuary and reduce the salinity levels in the estuary and allow the fish to escape to the sea. On 18 April 2019 the Department granted the Section 30A approval for artificial breach of the Seekoei Estuary with reference number EC08/SBD/S30A/01-2019.

The condition of the approval to commence was that Professor Tris Wooldridge should supervise the works.

3. Comments

By 20th May 2019, salinity had reached 74 and 58 immediately above and below the causeway respectively. Of note was the disappearance of the sandprawn (*Callichirus kraussi)* and other invertebrates in the lagoon, although scattered sandprawn holes were observed at higher elevations on the east side where seepage from the adjacent ridge was present.

Dead fish began surfacing in the shallows (small Cape Stumpnose (*Rhabdosargus holubi)* particularly) and unconfirmed reports suggest that larger fish (up to 2-3 kilograms weight) were netted or caught by hand, particularly after dark. Water levels in the lagoon had also dropped to 1.10 m below the causeway buttress, with only isolated pools of water remaining in the middle and lower lagoon (Plates 1 and 2).

Seawater entered the lagoon over 5-6 high tides. (Annexure 1). Residents reported that 'thousands' of fish were seen moving under the causeway with many exiting the estuary over high tide periods. Larger fish were reported to be up to 3 - 4 kg's.

On the 7th June, salinity readings in the lower lagoon and immediately above and below the causeway all recorded 40 (5 units above the salinity of seawater). This would suggest that good mixing of different water masses had occurred, due to the combined effects of tidal action and gale force south-westerly winds that ravaged the south coast around the 5th of June. As per the directive from DEDEAT, Prof Wooldridge monitored the opening and a closure report was submitted to the Community Services Department as per Annexure B.

4. Recommendation

4.1 That the Seekoei Estuary closure report with Annexures be approved and submitted to DEDEAT for the NEMA Section 30A application.

Item prepared by : Environmental Specialist

Item approved by : Director Community Services

Item read and signed by Portfolio Head :

Cllr D Benson

ANNEXURE 1: PHOTOS

ANNEXURE 2: Closure Report

Artificial breaching of the Seekoei Estuary Mouth, May-June 2019

TH Wooldridge

In September 2018, the mouth of the Seekoei Estuary was artificially breached to reduce the water level in the lagoon to less than +0.70 m MSL (metres above Mean Sea Level). At the time, strong storm surges had filled the lagoon that subsequently overtopped the causeway exacerbating hazardous situations for commuters (refer to previous report). After the opening event, water level in the lagoon dropped to the desired level and salinity remained around 30 immediately above the causeway.

Monthly rainfall remained near or below average over the following summer, causing water level in the estuary to drop and salinity to increase progressively. These deteriorating conditions were exacerbated by the numerous storage reservoirs in the catchment that trapped all freshwater flowing from the catchment.

By 20th May 2019, salinity had reached 74 and 58 immediately above and below the causeway respectively. Of note was the disappearance of the sandprawn *Callichirus kraussi* and other invertebrates in the lagoon, although scattered sandprawn holes were observed at higher elevations on the east side where seepage from the adjacent ridge was present. Dead fish began surfacing in the shallows (small Cape Stumpnose *Rhabdosargus holubi* particularly) and unconfirmed reports suggest that larger fish (up to 2-3 kilograms weight) were netted or caught by hand, particularly after dark. Water level in the lagoon had also dropped to 1.10 m below the causeway buttress, with only isolated pools of water remaining in the middle and lower lagoon (Plates 1 and 2).

Plate 1. Photo taken 11 May 2019 – beach is on the right. Note the very low water level and little connectivity between the water bodies on either side of the causeway. The Swart tributary in the distance and on the right is dry. No evidence of invertebrates observed in the remaining pools.

Plate 2. Connectivity between the upper and lower water body was near zero prior to the breach. Picture shows the main causeway across the lagoon. The foreground reflects the large amount of rubble that was deposited in the lagoon over time.

Given high salinity in the estuary, low water level and increasing mortality of fish and other biotic species, a motivation was submitted from the Kouga Municipality to the relevant government department to artificially breach the estuary mouth. The berm separating the lagoon from the nearshore was about 450 m wide with relatively high dunes in places (sand dunes abutting the carpark were > 1.5 m above the carpark level). The breaching commenced on the 10th May and approximately 150 operational hours were available. The final breach occurred on 4th June to enable the afternoon high spring tide to overtop the bar and flood the lagoon. Pre-conditions leading to an artificial breach, procedures, orientation and position of the breach channel follow guidelines discussed in the Estuary and Mouth Management plan.

The berm was first skimmed to reduce height in front of the lagoon. Thereafter, a channel about 25 m wide excavated on the eastern side abutting the carpark. The operation required the assistance of an engineer who provided critical information on channel depth etc. The following objectives were set:

- Reduce berm height and excavate a channel to restore connectivity with the nearshore.
- Allow seawater to flood the lagoon and Increase the water level by approximately 35 - 40 cms.
    - Seawater mixing with lagoon water would reduce salt concentration in the estuary and prevent further mass-mortality of organisms. No freshwater inflow from catchment.
    - Connection with the nearshore would enable trapped fish in the estuary to return to sea.
- A reduction in berm height would also enable floodwaters (should a flood occur during the immediate winter rainfall season) to flow seawards reducing back-flooding and greater damage to low lying properties.

REPORTS BY THE PORTFOLIO CHAIRPERSON: PLANNING & DEVELOPMENT

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING, DEVELOPMENT & TOURISM

DATE: 30 JULY 2019 **ITEM NO: 19/07/PDT1**

KOUGA SPATIAL DEVELOPMENT FRAMEWORK REVIEW: BUDGET ROLLOVER

1. Introduction

The purpose of this item is to seek Council approval to include unspent funds budgeted for the review of the Kouga Spatial Development Framework, in the approved 2019/20 budget.

2. Background

On 23 May 2019, the municipality appointed Umhlaba Consulting to review the 2015 Municipal Spatial Development Framework (MSDF). Subsequently, a project steering committee was established to overlook and guide the review process. An inception meeting was held on 14 June 2019. The purpose of the inception meeting was to present the proposed methodology and project milestones. It was confirmed on the day that the project will be finalised in the 2019/2020 financial year.

3. Financial Implications

In the 2018/2019 financial year, **A budget of R200 000** was allocated for the review of the Municipal Spatial Development Framework, 2015 (U-key: 20190219045472). According to the terms of reference, payment will be made on the successful delivery of each milestone in accordance with the terms and conditions agreed upon with the service provider. To date, no payment has been made. The first milestone will be completed in the 2019/2020 financial year. Therefore, the budget allocated for the review of the SDF must be rolled over to the 2019/2020 financial year.

4. Recommendation

4.1 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: Finance Management Act, Act 56 of 2003, approves the proposed rollover of the SDF budget to the 2019/20 Budget.

Item prepared: Director: Planning, Development & Tourism

Noted by: Portfolio Councillor: SRhoda