KOUGA
local municipality
Good Governance through Service Excellence

ORDINARY COUNCIL MEETING

AGENDA

Date : 31 MAY 2018
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 **Kouga Council Chambers, (Jeffreys Bay Unit** on	**OKU KUKWAZISA OKOKUBA** intlanganiso yesigqeba Ye-khansile **eyakuba-kwikhansile yase Kouga (Jeffreys Bay)**	**KENNIS GESKIED HIERMEE** dat 'n Gewone Raadsvergadering in die **Kouga Raadsaal, (Jeffreys-baai Eenheid)** gehou sal word op
DATE: 31 May 2018	**UMHLA: 31 Ucanzibe 2018**	**DATUM: 31 Mei 2018**
TIME: 10:00	**IXESHA: 10:00**	**TYD: 10:00**
H. BORNMAN **SPEAKER**	**H. BORNMAN** **USOMLOMO**	**H. BORNMAN** **WOORDVOERDER**

AGENDA

1. NOTICE OF MEETING
2. OPENING AND WELCOME
3. LEAVE OF ABSENCE
4. ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS
5. STATEMENTS OR COMMUNICATIONS BY THE SPEAKER
6. STATEMENTS OR COMMUNICATIONS BY THE EXECUTIVE MAYOR
7. REPORT BACK: SARAH BAARTMAN DISTRICT MUNICIPALITY REPRESENTATIVES
8. REPORT BACK: INTERGOVERNMENTAL RELATIONS FORUM (IGR)

9. **REPORT BACK: MUNIMEC**

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10. **STATUTORY MATTERS**

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

11.1 Minutes of Special Council Meeting held on 20 April 2018

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11.2 Minutes of Ordinary Council Meeting held on 25 April 2018

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11.3 Minutes of a Special Council meeting held on 23 May 2018

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12. **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).

12.1 Minutes of a Mayoral Committee Meeting held on 17 April 2017

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

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18/05/MPAC1 Municipal Public Accounts Committee: Recommendations for Consideration

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13.2 **KOUGA AUDIT COMMITTEE**

None

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

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18/05/MM2 Review of the 2017/2022 Integrated Development Plan: 2018/19 Year (1st Review, 2nd Edition)

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18/05/F3 Revision of Fees and Charges for the 2018/19 Financial Year: Sports and Recreation

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18/05/F7 Community Services Directorate: Revision of Tariffs, Fees and Charges for the 2018/19 Financial Year

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18/5/F10 Fees and Charges for Electricity Services in Respect of the 2018/19 Financial Year

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CONFIDENTIAL

16. **CONFIDENTIAL 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).

17. **CONFIRMATION OF PREVIOUS 'IN COMMITTEE' COUNCIL MEETINGS**

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18. **CONFIDENTIAL REPORTS BY THE EXECTUIVE MAYOR**

18/05/CCORP1 Performance Evaluation: Directors: 2016/17 Year

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19. **CLOSURE**

Distribution list:
Executive Mayor
Speaker
All Councillors
Municipal Manager
All Directors
Relevant Managers

OFFICE OF THE MUNICIPAL MANGER REPORT BACK: MUNIMEC

ACTION MINUTES

PROVINCIAL TECHNICAL MUNIMEC MEETING

27 FEBRUARY 2018

DAN'S COUNTRY LODGE, MTHATHA

	1. OPENING, WELCOME AND APPROVAL OF AGENDA
	1.1 Opening and welcome 1.1.1 The Chairperson, Ms P.N. Roboji: DDG, Developmental Local Government, who presided over the session on behalf of the Acting HoD for the Department of Cooperative Governance & Traditional Affairs (CoGTA: EC) who had to attend to an urgent issue at Walter Sisulu Local Municipality. 1.1.2 She then afforded Mr. L. Jiyose, Senior Manager for OR Tambo District Support Centre (CoGTA :EC) an opportunity to welcome the members. 1.1.3 In his welcoming address, he highlighted the following: 1.1.3.1. OR Tambo District is a rich region as the home for two international icons: the late Oliver Reginald Tambo and Nelson Rolihlahla Mandela who were both born in this region. 1.1.3.2. He also emphasised the importance of service delivery highlighting the recent pronouncement by the President of weekly monitoring and evaluation to ensure accountability by all. 1.1.3.3. He then welcomed all in attendance. 1.1.4 **On taking over,** the chairperson, Ms. Roboji, acknowledged all municipalities, government departments and other strategic stakeholders in attendance and declared the meeting opened. 1.1.5 She outlined the purpose and objectives of the Provincial Technical MuniMEC Forum by highlighting the following: 1.1.5.1. Among others, the session focuses on government performance in terms of delivery of services in the

local space.

1.1.5.2. To monitor work of local government starting at ward level where war-rooms are convened to attend to issues of service delivery with the involvement of communities represented by stakeholders of the various sectors.

1.1.5.3. Furthermore, issues of service delivery are promptly attended to by government through a system of lifting issues from the ward war room en route the local war room etc.

1.1.5.4. To look at the possibility of benchmarking on areas of success that have been identified in other sector departments and municipalities.

1.1.5.5. Further to this, Annual Performance Plans (APPs) of sector departments to respond to IDPs of municipalities that are informed by issues raised at the ward war room level to the upper structures and these be incorporated in the document.

1.1.5.6. To ensure that the structure is effectively utilised as a platform to enhance planning as well as sharing of initiatives of government.

1.1.6 The chairperson further emphasised the importance of robust discussions and encouraged meaningful participation by all members to ensure that clear recommendations are prepared and presented in the Provincial Political MuniMEC that is scheduled to take place on the 01st March 2018.

1.2. Apologies

1.2.1. The Secretariat read the written apologies which were not engaged on. More apologies were received from the floor.

1.2.2. The apologies were noted with a concern raised on the continuous absence of key stakeholders in these strategic meetings.

	1.2.3. The perpetual absence of municipal managers of some municipalities to these sessions was noted with concern in these meetings**.** 1.2.4. The **Attendance Register** is attached as ***Annexure A.*** 1.3. **Documents for Approval** 1.3.1. **Approval of Agenda** 1.3.1.1. The draft agenda was adopted as presented to the members. 1.3.2. **Action Minutes of the Previous Meeting** 1.3.2.1. The action issues emanating from the previous meeting were presented by the secretariat to the members and the following issues were emphasised: 1.3.2.1.1. CoGTA is in the process of reviewing the Disaster Management Framework and the issue of climate change will be incorporated in the final document. 1.3.2.1.2. Thirteen (13) municipalities across the province that have submitted self-assessments have been identified for the LGMIM session that is planned for the province.
	2. PART TWO: MATTERS FOR DISCUSSION
	2.1. DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS
	Dr T. Williams – Department of Cooperative Governance and Traditional Affairs made a PowerPoint presentation on **SPLUMA & PSDF.** **2.1.1. Provincial Technical MuniMEC noted that;** **Spatial Planning and Land Administration Management Act (SPLUMA)** 2.1.1.1. Twenty-nine (29) municipalities have adopted and gazetted their by-laws. 2.1.1.2. Three (3) municipalities (Enoch Mgijima, Dr Beyers Naude Local Municipalities and Nelson Mandela Bay

	Metropolitan) have adopted their draft by-laws and preparing for final adoption, however, Walter Sisulu Municipality is the only municipality that is yet to adopt their draft by-laws. 2.1.1.3. All District Municipalities have drafted their Service Level Agreements (SLAs), however Chris Hani District Municipality (CHDM) has partially signed whilst Ingquza Hill Local Municipality and Port St Johns have not yet gazetted their SLAs. 2.1.1.4. Only Chris Hani, Joe Gqabi DMs, Nelson Mandela Bay Metropolitan, Ingquza Hill/Port St John's (Joint MPT), Mbhashe and Kouga LMs have established and gazetted their MPTs. 2.1.1.5. Nelson Mandela and Buffalo City Metros, Ngqushwa, Mbhashe, Mbizana, Matatiele, Intsika Yethu, Sakhisizwe, Inxuba Yethemba, Elundini, Senqu, Blue Crane Route, Kouga, KSD, Ingquza Hill, Port St Johns and Nyandeni local municipalities have all established Appeal Authorities (AAs). 2.1.1.6. All LMs have appointed their Authorised Officers (AOs) except Dr Beyers Naude, Enoch Mgijima, Walter Sisulu and Blue Crane Route local municipalities. Some municipalities have appointed Municipal Managers who are also supposed to manage appeals. **Provincial Spatial Development Framework (PSDF)** 2.1.1.7. The Draft PSDF is in place and the Project Steering Committee met on the 14 December 2017 to adopt the Draft PSDF. 2.1.1.8. The process plan as per Terms of Reference to be completed by end February 2018 2.1.1.1. Key processes still outstanding include getting the PSDF gazetted (Approved by the EXCO and Legislature) and implementation of PSDF in all spheres of government. 2.1.1.2. The state of municipalities, particularly on debts, is incorporated in the adopted draft PSDF to ensure that issues such as debt are dealt with among planned activities.			
	RESOLUTIONS TAKEN	**ACTION/**	**DUE DATE**	**PROGRESS**

		RESPONSIBILITY		
	CoGTA to align its Disaster Management Plan issues with the Climate Change Strategy of DEDEAT by the 13th April 2018	**DDG: Developmental Local Government**	**20th April 2018**	Disaster Management Directorate has a constant interaction with DEDEAT for the in cooperation of the climate change inclusion into the Provincial Disaster Management Framework.
	CoGTA : Disaster Management Unit in collaboration with SALGA to develop response plans to climate change for regional and local cities by 13th April 2018			CoGTA in consultation with Salga has developed a councillor training programme and the climate change issues are incorporated in the training programme.
	CoGTA to engage NMBM, BCMM, ORTDM and ANDM to discuss the draft Provincial Spatial Development Framework by the 13th April 2018.			The Department has engaged the following Districts: Alfred Nzo, Sarah Baartman and O R Tambo DMs on the 16 February 2018, 07 March 2018 and 13 March 2018 respectively. Nelson Mandela Bay and Buffalo City Metropolitan Municipalities are not yet been engaged. The Department requested the dates for these engagements to be confirmed.
	2.2. DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS			
	Mr. Tau – Department of Cooperative Governance and Traditional Affairs made a PowerPoint presentation on **State of Municipalities to table draft IDPs.** **2.2.1. Provincial Technical MuniMEC noted that;** 2.2.2.1. The presentation premised on state of readiness of municipalities to table 2018/19 reviewed draft IDP's and			

	the IDP Phased-In Support & Assessment Approach. 2.2.2.2. Situational Analysis – IDP Phased-In Assessment sessions were held in all districts in November and early December, however, Buffalo City Metro and some local municipalities, namely:- Ingquza Hill, Great Kei, Mnquma, Raymond Mhlaba, Inxuba Yethemba and Emalahleni could not attend. 2.2.2.3. The second leg of Phased-In Approach i.e. Mid Term Performance & Budget Reviews, is scheduled for February 2018 as regulated by Section 72 of the MFMA. 2.2.2.4. Furthermore, the third leg of Phased-In Approach on Assessment of Draft IDP's scheduled for April/ May 2018 focuses on assessing the relevance of issues emanating from the Situational Analysis. 2.2.2.5. The fourth leg of Phase-In Approach on the Assessment of Final IDP's during July/August 2018 focuses whether recommendations during Draft IDP's assessment have been effected or not effected by municipalities. 2.2.2.6. All municipalities to meet the March 2018 deadline by ensuring that identified tabling dates for their respective draft IDPs to the Municipal Councils are met.			
	RESOLUTIONS TAKEN	**ACTION/ RESPONSIBILITY**	**DUE DATE**	**PROGRESS**
	CoGTA : IDP Unit to engage the following municipalities to confirm their dates for assessment of IDP Phase 1, namely: Umzimvubu, Ntabankulu, Emalahleni, Enoch Mgijima and Inxuba Yethemba local municipalities by the 13th April 2018	**DDG: Developmental Local Government**	**20th April 2018**	All the named municipalities have been engaged.

	CoGTA : IDP Unit to effect the request submitted by Amathole District Municipality in the departmental Strategic Planning Session that took place in Port Elizabeth in September 2017 that talks to: ➢ Profiling of all wards in the Amathole District Municipality ➢ Development and review of all Ward Based Plans of the District Municipality by 13th April 2018.			Profiling of wards does not reside with IDP. It resides with Public Participation and Rapid Response Chief Directorate. IDP Unit does not have funding and responsibility to assist municipalities with the Development of Ward Based Plans. This was not funded since 2016.
	2.3. DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS			

	Mr. T. Hani – Department of Cooperative Governance and Traditional Affairs made a PowerPoint presentation on **Municipal Basic & Development Services.** **2.3.1. Provincial Technical MuniMEC noted that;** 2.3.1.1. Among others, the presentation premised on Capital Grants Performance as at end December 2017. 2.3.1.2. The total EC capital infrastructure grants allocation is R4, 703,531.00 with expenditure at R1, 821,417.00 (39%). 2.3.1.3. R70,5m has been allocated for electricity intervention project for electrification of 4 237 households in seven local municipalities across the province and the municipal electrification plan is in place as well as R20m allocation for water intervention projects. 2.3.1.4. The provincial update on basic service delivery achievements as at end December include water, sanitation, refuse removal and electricity. 2.3.1.5. Two contractors appointed by the department of Human Settlements are already on site to commence with the construction of two hundred and sixty (260) housing units for beneficiaries affected by disaster in the OR Tambo District. 2.3.1.6. Twenty-five (25) roads have been assessed and classified as disaster prone at Joe Gqabi District Municipal area. 2.3.1.7. In terms of drought, the Eastern Cape Province has been classified and declared as per the state of disaster in December 2017. 2.3.1.8. Alfred Nzo, Amathole, OR Tambo, Sarah Baartman and Joe Gqabi District Municipalities have all been affected by the incidents that occurred between December 2017 and February 2018.

	RESOLUTIONS TAKEN	ACTION/ RESPONSIBILITY	DUE DATE	PROGRESS

	CoGTA Municipal Infrastructure Services Unit to ensure that municipalities implemented projects are verified prior to applying for subsequent tranches.			Municipal Infrastructure Services (MIS) Directorate (Unit) has quantified resources required to execute this resolution. Also during National MIG quarterly meeting in March 2018, COGTA: EC recommended that National or Provincial Treasuries reconsider a special funding for PPMUs to monitor and physically verify projects to ensure congruency between reported expenditure and physical progress on site. COGTA has raised the matter with Provincial Treasury during SIT3 (Sector Integration Technical Task Team): Budget & Treasury: Grant Performance and Planning meeting held on the 06th April 2018. For a short to medium term, COGTA will consider an internal arrangement, but for medium to long term, COGTA will formalise the request to Provincial Treasury and National COGTA to make a submission to National Treasury to consider a dedicated allocation for PPMUs
	2.4. DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS			
	Mr C. Goliath – Department of Cooperative Governance and Traditional Affairs made a PowerPoint presentation on **Update on LED Summit** **2.4.1. Provincial Technical MuniMEC noted that;**			

2.4.1.1. The presentation premised on the implementation plan of the resolutions of the LED Summit that took place in October / November 2017 in East London.

2.4.1.2. Continuous engagements with Traditional Leaders around SPLUMA are crucial to ensure smooth implementation of LED initiatives.

2.4.1.3. Furthermore, municipalities are urged to take cognisance of the critical issues identified in the post-summit implementation plan and ensure that they incorporate them in their own plans.

RESOLUTIONS TAKEN	ACTION/ RESPONSIBILITY	DUE DATE	PROGRESS
CoGTA : LED Unit to engage DRPW in order to improve on the EPWP/CWP reporting processes by 13th April 2018.	**HoD: CoGTA :EC**	**20 May 2018**	CoGTA and DRPW agreed to work in collaboration in the implementation and monitoring of EPWP and CWP as well as jointly participate in the coordination structures for the two programmes (EPWP – PSC convened by DRPW and CWP Provincial Management Committee sessions convened by CoGTA).

2.5. DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

Mr. M. Yotsi – Department of Cooperative Governance and Traditional Affairs made a PowerPoint presentation on **Municipal Governance.**

2.4.2. Provincial Technical MuniMEC noted that;

2.4.2.2. The presentation premised on the performance of municipalities according to the Five Pillars of the Back to Basics Approach.

	2.4.2.3. The municipalities are categorized according to their performance in terms of light, medium as well as intensive support needs and hence decisions taken for immediate intervention to some municipalities. 2.4.2.4. In terms of the Back to Basics Approach, municipalities are required to report quarterly. 2.4.2.5. Support packages to be based on assessment done to turnaround the situation in municipalities.			
	RESOLUTIONS TAKEN	**ACTION/ RESPONSIBILITY**	**DUE DATE**	**PROGRESS**
	CoGTA : Municipal Support & Performance Management Unit to develop support package based on Municipal B2B Assessment conducted in order to turn around the situation in municipalities by 13th April 2018	**HoD: CoGTA -EC/ MuniMEC Secretariat**	**20 May 2018**	The Department through Municipal Support & Performance Management has developed the support package on Municipal B2B Assessment.
	Metros and District Municipalities to submit their state of governance (B2B) presentations and strategic agenda items emanating from their respective Metro IGR Forums & DIMAFO sessions to future MuniMEC Forum sessions as standing agenda items.			The MuniMEC Secretariat has since formally written to the municipalities to present on the state of governance in line with B2B Approach. Further to this, agenda items were also formally requested to inform the Provincial MuniMEC Forum agenda.
	HoD: CoGTA -EC be central in ensuring attendance by Head of Departments to future IGR			The department continues to formally invite the Head of Departments to future Provincial MuniMEC Forums. This will be further guided by the recently approved Provincial & Local

	structures (DIMAFOs, Metro IGR & MuniMEC Forums).			Government Coordination & Integration Framework to ensure value addition to such structures.
	HoD: CoGTA -EC to ensure the sitting of the DIMAFOs & Metro IGR Forums are scheduled before the Provincial MuniMEC Forums.			The District & Metro Municipalities are being engaged to ensure that, the sitting of their IGR Forums precede the Provincial MuniMEC Forum. To date, this was further elaborated on during the Provincial IGR Forum held on the 03rd – 04th May 2018.
	2.6. DEPARTMENT OF HUMAN SETTLEMENTS			
	Ms. T. Nzuzo, Department of Human Settlements made a PowerPoint presentation on **Progress on the Five-Year Term Projects.** **2.6.1. Provincial Technical MuniMEC noted that;** 2.6.1.1. The presentation premised on progress made in quarter 3 and business plans for the forthcoming financial year (2018/19). 2.6.1.2. The department had a target of 711 units and 761 units were built which constituted overachievement. 2.6.1.3. The Department is managing the contractor performance to ensure that the performance is maintained within the accepted threshold, 2.6.1.4. Furthermore, challenges of bulk infrastructure are still being addressed through the municipalities. 2.6.1.5. Sarah Baartman District Municipality to strengthen social facilitation, particularly at Ndlambe Local Municipality. 2.6.1.6. The department resolved that beneficiary lists be approved by Council resolutions. 2.6.1.7. Further to this, municipalities are urged to ensure that allocation committees are in place. 2.6.1.8. The overall budget for the Province for the 2018/19 financial year is R 1 908 439, 000 billion.			

2.6.1.9. A new grant on title deeds has been created nationally to deal with historical challenges and the province is expected to develop / produce title deeds with own paper trail starting from 2012.

2.6.1.10. Going forward, temporal shelters are to be supplied by the national department.

RESOLUTIONS TAKEN	ACTION/ RESPONSIBILITY	DUE DATE	PROGRESS
The Department of Human Settlements Regional Head to engage ADM to provide an update on the Peddie 500 project.	**HoD: DoHS**	**20 May 2018**	The department has met with the municipality on this issue of 500 housing units and agreed that this matter be further deliberated on in the Municipality Portfolio Committee on Housing en route to the Municipality Strategic Planning Session that was held at Mpkeweni Beach Resort during March/April 2018.

2.7. DEPARTMENT OF ROADS & PUBLIC WORKS (DRPW)

Mr. L. Gaxamba – Department of Roads & Public Works (DRPW) on **Status quo on EPWP Phase 3:**

2.7.1. Provincial Technical MuniMEC noted that;

2.7.1.1. There is no one size fits all approach with regards to location of the EPWP hence municipalities are encouraged to develop policies to ensure informed decisions in terms of in which office to locate the programme.

2.7.1.2. A Technical Panning Committee is in place to look at EPWP Phase 4 planning.

2.7.1.3. Process plans to be in place for implementation once Phase 4 is approved by Cabinet as 2018/19 is the last year for EPWP Phase 3.

	2.7.1.4. The EC Province is second best in terms of work opportunities created though District municipalities and Metros are still not performing at the expected level i.e. 75%. 2.7.1.5. Municipalities to ensure that all work done is reported as well as compliance with UIF, COIDA and grant management framework. 2.7.1.6. Awareness campaigns are planned to capacitate on recruitment as well as to address issues of unethical conduct on employment.
	2.8. PROVINCIAL TREASURY
	Mr. S. Ndakisa – Provincial Treasury made a PowerPoint presentation on **the Status of Municipal Finances:** **2.8.1. Provincial Technical MuniMEC noted that;** 2.8.1.1. The purpose of the presentation is to provide an update on performance of municipalities and in-year monitoring. 2.8.1.2. Based on submissions by municipalities as at 31st December 2017, the operational revenue, operational expenditure and capital expenditure actuals are at R17,6; R13,5 and R2.8 billion respectively. 2.8.1.3. Operating expenditure billed across all districts in the province is at 38% or R5,7 billion of the approved R15 billion excluding metros who are below 50% straight line benchmark while operating revenue billed across all districts in the province is at 65.6 per cent or R9.3 billion of the approved budget of R14.1 billion excluding the two metros. 2.8.1.4. There is serious underspending on cash-flow expenditure. 2.8.1.5. Raymond Mhlaba LM is awaiting signing by Eskom on a payment arrangement submitted to the power utility.

	2.8.1.6. Municipalities are encouraged to improve their planning before commencement of their respective financial years. 2.8.1.7. A resolution has been taken to monitor the two (2) municipalities that recorded negative balances, namely:- Port St Johns and Ndlambe Local Municipalities. 2.8.1.8. Employee related costs is the highest contributor towards the total actual operating expenditure in the province at R2.5 billion or 43.0 per cent and this is above the National Treasury MFMA Circular 71 norm range. 2.8.1.9. There are still municipalities that do not submit the required returns on time and this distorts the review of the budget performance for the province.
	2.9. AUDITOR GENERAL
	Mr. S. Hlatshwayo – Auditor General EC made a PowerPoint presentation on **MFMA 2016/17 Audit Outcomes:** **2.9.1. Provincial Technical MuniMEC noted that;** 2.9.1.1. Accountability is measured through supervision and internal controls. 2.9.1.2. Only two (2) municipalities received clean audits, twenty-two (22) municipalities received unqualified audits, while eleven (11) received qualified and four (4) received disclaimers respectively. 2.9.1.3. Municipalities to look at the issue of regression and consider the possibility of benchmarking with municipalities that are doing better \ well. 2.9.1.4. Only eight (8) municipalities have systems in place that can track spending on SMMEs and local suppliers. 2.9.1.5. A number of contracts awarded through regulation 32 did not comply with the requirements. 2.9.1.6. Fruitless and wasteful expenditure and unauthorised expenditure rose while, irregular expenditure increased significantly in the year under review to R13 billion and two municipalities accounted R10 billion, namely:- Nelson Mandela Metro and OR Tambo District Municipalities.

2.9.1.7. Regression is assumed to be attributed to leadership changes in municipalities due to uncertainty and ending contracts.

2.9.1.8. Municipalities to allow AG to access documents while there is still time to make adjustments for improved audit outcomes.

2.9.1.9. Root causes are attributed to inadequate consequences for poor performance and transgressions, instability or vacancies in key positions or key officials lacking appropriate competencies as well as slow response in improving internal controls and addressing risk areas.

2.9.1.10. The action plans prepared by management should adequately address the root causes of findings raised and should be implemented and monitored.

2.10. DEPARTMENT OF SOCIAL DEVELOPMENT

Ms N. Mabangula, Department of Social Development made a PowerPoint presentation on the **Progress Implementation of the Provincial Integrated Anti-Poverty Strategy (PIAPS):**

2.10.1. Provincial Technical MuniMEC noted that;

2.10.1.1. The presentation premised on progress implementation of the Provincial Integrated Anti-Poverty Strategy across the province.

2.10.1.2. For the past five years there has been a notable delivery of services in the 16 Anti-Poverty Sites by different stakeholders.

2.10.1.3. The strategy adopted two critical Flagship programmes, viz: - Early Childhood Development (ECD) and Food Security and Nutrition**.**

2.10.1.4. The 2018/19 Anti-Poverty focus areas include the following

- Finalizing the review of the Provincial Integrated Anti – Poverty Strategy
- Continue to promote Provincial Integrated Anti – Poverty Strategy

- Evaluation of Anti – Poverty Programme
- Strengthening of existing Anti – Poverty Co – ordination structures in municipalities
- Progressive expansion of Anti – Poverty programme beyond 16 sites.

2.10.1.5. Local and District Municipalities are requested to support the prioritisation of outstanding service delivery Interventions (Basic Services)

2.10.1.6. The Provincial Integrated Anti-Poverty Strategy (PIAPS) to be used as the guiding document towards service delivery in the Eastern Cape Province.

2.11. SOUTH AFRICAN SOCIAL SECURITY AGENCY (SASSA)

Mr. V. Bukula, South African Social Security Agency made a PowerPoint presentation on **SASSA Payment Transition Update.**

2.11.1. Provincial Technical MuniMEC noted that;

2.11.1.1. The transition seeks to develop a payment solution for the future, wholly and efficiently managed by SASSA and fully responsive to the needs of the beneficiaries.

2.11.1.2. The Post Office will do non-cash payments to beneficiaries on behalf of SASSA.

2.11.1.3. Beneficiaries are encouraged to open bank accounts at the banks of choice and the Post Office will issue cards to all beneficiaries by the 01st April 2018.

2.11.1.4. SASSA appeals to stakeholders to assist with the following:

- Communication during community engagements.
- Municipalities to assist with the provision of facilities such as halls and offices during the issuing of the new cards to the SASSA beneficiaries.

2.11.1.5. SASSA to engage banks on the possibility of free or low cost bank accounts.

2.11.1.6. The Post Office has been requested to engage organised labour following categorisation of the institution as essential service.

2.12. DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM (DRDAR)

Ms P. Tamba, Department of Rural Development and Agrarian Reform (DRDAR) made a PowerPoint presentation on the **Agricultural Economics Information Strategy:**

2.12.1. Provincial Technical MuniMEC noted that;

2.12.1.1. The purpose of the presentation is to provide current perspective of the developed and adopted strategy.

2.12.1.2. **2018/19 Priorities**

- A total of **163** land claims will be settled
- Continue with the post settlement support and finalise outstanding claims
- From 2014 to 2017, a total of **48 950 ha** has been redistributed and **17** Farms were acquired for Agri-parks over the period.
- **7 388 ha** will be acquired for redistribution and **6 304 ha** will be allocated to Smallholder farmers
- **3 872 ha** will be acquired for strengthening of tenure rights
- **1 000 ha** will be acquired through partnerships and equity schemes.
- **500 ha** will be allocated to farm workers and dwellers to secure tenure

2.12.1.3. DRDAR to consider revitalise irrigation schemes across and crop plantations the province.

2.12.1.4. Furthermore, to look at ensuring value chain within the same area to enhance job creation.

RESOLUTIONS TAKEN	ACTION/	DUE DATE	PROGRESS

		RESPONSIBILITY		
	DRDAR to engage DRPW on EPWP related programmes that it is currently implementing in order to leverage on the effective implementation of the EPWP to mitigate underperforming and under reporting on it by 13th April 2018.	**HoD: DRDAR**	**20 May 2018**	It is to be noted that the performance of DRDAR with respect to EPWP is over-performance not an under performance. Reporting for 2017/18 exceeds the contract target of 36 FTE's since 156 FTE's have been reported from a total of 14 Projects and 447 work opportunities. It must be noted that the target will be exceeded further in 2018/19 targets as the department will be also collecting information from other projects (infrastructure projects) from the contracted Service Providers which were not reporting on jobs created.
	2.13. ESKOM			
	Mr. E. Myoli, Eskom made a PowerPoint presentation on **Integrated National Electrification Planning:** **2.13.1. Provincial Technical MuniMEC noted that;** 2.13.1.2. Eastern Cape municipal bulk debt is growing and currently the total is at R434 million. 2.13.1.3. The total number of connections this financial year to date is at seventeen thousand two hundred and ninety-four households (17 294) across the province. 2.13.1.4. Municipalities to advise Eskom about plans to build new settlements in order for Eskom to properly plan and to increase capacity for the envisaged demand for electricity. 2.13.1.5. The Department of Energy has been engaged to look at funding for front end planning.			

	2.14 . SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION (SALGA)
	Mr. A. Dlanjwa, SALGA made a PowerPoint presentation on **Water & Sanitation CIP and Energy Summit:** **2.14.1. Provincial Technical MuniMEC noted that;** 2.14.1.1. The presentations are intended for information sharing and announcement on Cllr induction planned programme on capacity building. 2.14.1.2. The roll-out plan that is long overdue is in place and the members to note and consider the proposed plan for the new leadership which is already in the second year. 2.14.1.3. All municipalities are encouraged to attend the forthcoming Energy Forum that is intended to address all energy related issues.
	3. CONCLUDING REMARKS: CHAIRPERSON, DDG DEVELOPMENTAL LOCAL GOVERNMENT, Ms. P. ROBOJI
	The chairperson concluded by highlighting the following: 3.1. Progress on the issue of holistic coordination of EPWP that was discussed in the previous Political MuniMEC to be responded to in the forthcoming Political MuniMEC that is scheduled for 01 March 2018. 3.2. All presentations to be refined and summarised into five (5) slides and submitted to secretariat by 12H00 on Thursday, 28 February 2018. 3.3. The Provincial MuniMEC agenda to be informed by Districts and Metros issues emanating from Local, District and Metro IGR Fora. 3.4. Furthermore, the schedule of the MuniMEC to respond to the municipal calendars in order to realise cross pollination as well as impact of Intergovernmental Relations. 3.5. The role of CoGTA in coordination to be enhanced by engaging the Office of the Premier and Provincial Treasury for structured and aligned coordination.

	3.6. Secretariat to prepare a summary of recommendations to be presented in the forthcoming Provincial Political MuniMEC scheduled for 01 March 2017.
	THE MEETING ADJOURNED AT 16H15

ACTION MINUTES

PROVINCIAL POLITICAL MUNIMEC MEETING

01 MARCH 2018

DAN'S COUNTRY LODGE, MTHATHA

1. OPENING, WELCOME AND APPROVAL OF AGENDA

1.1. Opening and Welcome

1.1.1. The meeting was chaired by Cllr Meth, the Executive Mayor of OR Tambo District Municipality on behalf of Hon. MEC for CoGTA-EC, Mr F.D. Xasa who was bereaved.

1.1.2. On her opening address, the chairperson commenced by formally passing condolences to the MEC for CoGTA-EC in absentia and further acknowledged with appreciation the presence of SALGA, Executive Mayors, Mayors, Traditional Leaders and all senior government officials in attendance.

1.1.3. The Chairperson emphasized that these sessions are informed / guided by the Constitution of the RSA which emphasise on cooperative governance as well as interdependence of the three spheres of government.

1.1.4. Furthermore, the IGR Framework Act No. 13 of 2005 provides for a platform to discuss issues of common interest to promote joint planning, create enabling environment through structures to complement one another as well as to enhance service delivery and hereafter improved lives of the people.

1.1.5. Coordination and integration as key pillars of the White Paper on Local Government to be taken into consideration to ensure a standardised arrangement in terms of implementation of the IGR Framework Act at local level.

1.1.6. Issues raised by Municipal Managers in the Provincial Technical MuniMEC that took place on the 27th February 2018, in particular coordination, to ensure proper flow of key issues as well as lifting of such to upper structures.

1.1.7. The chairperson encouraged all sector departments to attend the Provincial Political MuniMEC at an appropriate level (i.e. HoDs) and participate fully to realise integration in the spirit of cooperative governance and that of the single window of coordination.

1.1.8. Furthermore, Traditional Leaders to look holistically at all issues affecting their respective communities.
1.1.9. She also took an opportunity to welcome and formally introduce to the members the newly appointed CoGTA-EC Head of Department, Ms Gabisile Gumbi-Masilela.
1.1.10. The chairperson outlined the purpose and objectives of the Provincial Political MuniMEC Forum by highlighting the following:
1.1.10.1. The main purpose of the session is to realise the aspects of Outcome 9 to ensure well-coordinated government work.
1.1.10.2. Furthermore, to look at the possibility of benchmarking on areas of success that have been identified to improve delivery of services to realise improved lives of the people.

1.2. Apologies & Credentials

- The Secretariat read the written apologies to members for consideration and adoption. More apologies were received from the floor. Apologies were then accepted by members of the MuniMEC Forum.
- The Attendance Register is attached **as *Annexure A*.**

1.3. Documents for Approval

1.3.1.1. The agenda of the meeting was presented and adopted by members of the Provincial Political MuniMEC as presented.

1.3.1.2. Secretariat presented the resolutions of the Provincial Technical MuniMEC and Action Issues emanating from the Provincial Political MuniMEC that took place on the 22nd November 2018 which were further discussed extensively and issues of clarity responded to as follows:

1.3.1.2.1. The CoGTA-EC DDG: Developmental Local Government commenced by reiterating that CoGTA is currently engaging Provincial Treasury on the issue of filling of vacant CDW positions.

1.3.1.2.2. The issue of a collective workshop on Disasters is being considered by CoGTA and will be implemented shortly including communication plan on how to respond to disasters.

1.3.1.2.3. A dedicated EPWP Practitioner is being considered by CoGTA.

1.3.1.2.4. Department of Water and Sanitation RBIG funds for Jansenville in Dr Beyers Naude Local Municipality have

been re-allocated owing to slow implementation of the project.

1.3.1.2.5. HoD: CoGTA-EC made an input by committing to ensuring implementation of the request by municipalities to submit agenda items of the Provincial MuniMEC going forward. Both documents were adopted by members of the Forum.

2. PART TWO: MATTERS FOR DISCUSSION

2.1. DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

Mr. Tau – Department of Cooperative Governance and Traditional Affairs made a PowerPoint presentation on **State of Municipalities to table draft IDPs.**

2.2.1. Provincial Technical MuniMEC noted that;

2.1.1.1. The process plan of the IDP Phased-In Support & Assessment Approach is in place focusing on first, second, third and fourth legs.

2.1.1.2. Situational Analysis – IDP Phased-In Assessment sessions were held in all districts in November and early December, however, Buffalo City Metro and some local municipalities, namely: - Ingquza Hill, Great Kei, Mnquma, Raymond Mhlaba, Inxuba Yethemba and Emalahleni Local Municipalities could not attend.

2.1.1.3. The second leg of Phased-In Approach i.e. Mid Term Performance & Budget Reviews is scheduled for February 2018 as regulated by Section 72 of the MFMA.

2.1.1.4. Furthermore, the third leg of Phased-In Approach on Assessment of Draft IDP's scheduled for April/ May 2018 focuses on assessing the relevance of issues emanating from the Situational Analysis.

2.1.1.5. The fourth leg of Phase-In Approach on the Assessment of Final IDP's during July/August focuses whether recommendations during Draft IDP's assessment have been effected or not effected by municipalities.

2.1.1.6. All municipalities to meet the March 2018 deadline by ensuring that identified tabling dates for their respective draft IDPs to the

Municipal Councils are met.

2.1.1.7. A framework is being developed by CoGTA in collaboration with OTP to enhance participation as well as ensure that sector department programmes find expression in municipal IDPs and hence alignment, impact on delivery of services and attendance at an appropriate level.

RESOLUTIONS TAKEN	ACTION/ RESPONSIBILITY	DUE DATE	PROGRESS
Municipalities to meet the deadline of the 31st March 2018 in tabling their draft IDPs to the Municipal Councils.	**DDG: Developmental Local Government: CoGTA-EC**	**20th April 2018**	All municipalities have managed to table their draft IDPs

2.2. DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

Mr W. Tau – Department of Cooperative Governance and Traditional Affairs made a PowerPoint presentation on **SPLUMA & PSDF.**

2.2.1. Provincial Political MuniMEC noted that;

Spatial Planning & Land Use Management Act (SPLUMA)

2.2.1.1. Twenty-nine (29) municipalities have adopted and gazetted their by-laws.

2.2.1.2. Three (3) municipalities (Enoch Mgijima, Dr Beyers Naude Local Municipalities and Nelson Mandela Bay Metropolitan) have adopted their draft by-laws and preparing for final adoption, however, Walter Sisulu Municipality is the only municipality that is yet to adopt their draft by-laws.

2.2.1.3. All District Municipalities have drafted their Service Level Agreements (SLAs), however Chris Hani District Municipality (CHDM) has partially signed whilst Ingquza Hill Local Municipality and Port St Johns have not yet gazetted their SLAs.

2.2.1.4. Only Nelson Mandela Bay Metropolitan, Chris Hani and Joe Gqabi District Municipalities, Ingquza Hill/Port St John's (Joint MPT), Mbhashe and Kouga Local Municipalities have established and gazetted their MPTs.

2.2.1.5. Nelson Mandela and Buffalo City Metros, Ngqushwa, Mbhashe, Mbizana, Matatiele, Intsika Yethu, Sakhisizwe, Inxuba Yethemba, Elundini, Senqu, Blue Crane Route, Kouga, KSD, Ingquza Hill, Port St Johns and Nyandeni municipalities have

all established Appeal Authorities (AAs).

2.2.1.6. Ndlambe Local Municipality was supported with planners to fast-track the establishment of tribunals.

2.2.1.7. CoGTA to assist by ensuring that local municipalities are not delayed by slow progress at district level in terms of implementation of SPLUMA.

Provincial Spatial Development Framework (PSDF)

2.2.1.6. All Local Municipalities have appointed their Authorised Officers (AOs) except Dr Beyers Naude, Enoch Mgijima, Walter Sisulu and Blue Crane Route Local Municipalities. Some municipalities have appointed Municipal Managers who are also expected to manage appeals.

2.2.1.7. The Draft PSDF is in place and the Project Steering Committee met on the 14 December 2017 to adopt the Draft PSDF.

2.2.1.8. The process plan as per Terms of Reference to be completed by end February 2018

2.2.1.9. Key processes still outstanding include getting the PSDF gazetted (Approved by the EXCO and Legislature) and implementation of PSDF in all spheres of government.

2.2.1.10. The state of municipalities, particularly debt is incorporated in the adopted draft PSDF to ensure that issues such as debt are dealt with among planned activities.

2.2.1.11. All District Municipalities have drafted their Service Level Agreements (SLAs) and partially signed at Chris Hani District Municipality, whilst Ingquza Hill & Port St Johns Local Municipalities have not yet gazetted their SLAs.

RESOLUTIONS TAKEN	ACTION/ RESPONSIBILITY	DUE DATE	PROGRESS
CoGTA: Spatial Planning Unit to engage Ndlambe Local Municipality on the establishment of their Municipal Planning Tribunal over and above the current support by departmental planners by 13th April 2018.	**DDG: Developmental Local Government: CoGTA-EC**	**20 April 2018**	• The Municipality called for nomination for the members of the Municipal Planning Tribunal (MPT). • The Department has nominated three members to serve on the MPT (two from Spatial Planning and one from Land Use Management and Administration). • The Council needs to finalise the appointment of MPT members.
CoGTA: Spatial Planning Unit to assist the local municipalities on the establishment of tribunals to ensure that the slow progress in the district			The municipalities are being supported on the establishment of the MPTs. Enoch Mgijima has resolved to be part of Chris Hani District MPT.

municipalities does not affect local municipalities planning processes.			**STATUS OF MUNICIPAL PLANNING TRIBUNALS (MPTs)** •Chris Hani and Joe Gqabi DMs, Nelson Mandela Bay Metropolitan, Ingquza Hill/Port St John's (Joint MPT), Matatiele, Mbhashe and Kouga LMs have established and gazetted their MPTs. •Amathole, Sarah Baartman, Alfred Nzo and OR Tambo District Municipalities have called for nominations but not yet appointed the District MPT members. KSD has also called for nomination but not yet appoint the MPT members. • Makana LM and Ndlambe had pulled out of DMPT due to lack of progress in establishing the DMPT by SBDM. • Buffalo City Metro, Umzimvubu, Matatiele, Mbizana, Kou-kamma, Makana, Dr Beyers Naude, KSD and Senqu had opted for single MPTs. • Raymond Mhlaba has recently opted for DMPT. • Walter Sisulu has not yet taken a Council resolution on the preferred option.

2.3. DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

Mr. T. Hani – Department of Cooperative Governance and Traditional Affairs made a PowerPoint presentation on **Municipal Basic & Development Services.**

2.3.1. Provincial Technical MuniMEC noted that;

2.3.1.1. Among others, the presentation premised on Capital Grants Performance as at end December 2017.

2.3.1.2. The total EC capital infrastructure grants allocation is R4, 703,531.00 with expenditure at R1, 821,417.00 (39%).

2.3.1.3. The provincial update on basic service delivery achievements as at end December include water, sanitation, refuse removal and electricity.

2.3.1.4. Two contractors appointed by the department of Human Settlements are already on site to commence with the construction of two hundred and sixty (260) housing units for beneficiaries affected by disaster in the OR Tambo District.

2.3.1.5. Twenty-five (25) roads have been assessed and classified as disaster prone at Joe Gqabi District Municipal area.

2.3.1.6. Regarding drought, the Eastern Cape Province has been classified and declared as per the state of disaster in December 2017.

2.3.1.7. Alfred Nzo, Amathole, OR Tambo, Sarah Baartman and Joe Gqabi District Municipalities have all been affected by the incidents that occurred between December 2017 and February 2018.

2.3.1.8. An amount of R426m was spent on the Community Works Programme (CWP) in the year under review i.e. 2017/18 financial year.

2.3.1.9. CoGTA-EC to engage National CoGTA on the issue of centralised CWP Implementing Agents that are sourced outside the province towards conclusion of MoU/ SLA thus ensuring monitoring thereof.

RESOLUTIONS TAKEN	ACTION/ RESPONSIBILITY	DUE DATE	PROGRESS
CoGTA-EC to engage National CoGTA on the issue of centralised CWP Implementing Agents that are sourced outside the province towards conclusion of MoU/ SLA thus ensuring monitoring thereof.	**HoD for CoGTA:EC**	**28 April 2018**	A presentation by the Department of Cooperative Governance will be made to respond to the matter.

2.3. DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

Ms. P. Roboji – Department of Cooperative Governance and Traditional Affairs made a PowerPoint presentation on **Update on Interventions**

2.3.1. The Provincial Political MuniMEC noted that,

2.3.1.1. Five (5) municipalities have been identified as needing intense support including Mnquma Local Municipality.

2.3.1.2. Sarah Baartman Municipal Manager has been seconded to Makana Local Municipality.

2.3.1.3. The issue of concurrence relates to upper limits for Cllrs & appointment of Managers and the MEC has fourteen (14) days to respond, however delays are being circumvented to expedite the process.

2.3.1.4. The chairperson of the session, Cllr Meth to engage the MEC for CoGTA to discuss the issue of concurrence extensively in an extraordinary meeting.

2.3.1.5. CoGTA-EC HOD to coordinate this meeting or a municipalities' working group.

2.3.1.6. Furthermore, SALGA to be lobbied to play a key role on this issue.

2.4. DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

Mr M. Baza – Department of Cooperative Governance and Traditional Affairs made a PowerPoint presentation on **Introduction of Local Houses of Traditional Leaders.**

2.4.1. Provincial Political MuniMEC noted that;

2.4.1.1. The purpose of the presentation is to formally introduce recently elected members (i.e. chairpersons and deputy chairpersons) of the local houses of the five districts.

2.4.1.2. The Provincial House of Traditional Leaders to be constituted by members of local houses in five districts and one metro.

2.4.1.3. The Khoisan Bill is in being processed to deal with Nelson Mandela Bay Metro and Sarah Baartman District Municipality traditional leadership issues.

2.4.1.4. All Bills to be submitted to the National House which will in turn submit to the provincial houses.

RESOLUTIONS TAKEN	ACTION/ RESPONSIBILITY	DUE DATE	PROGRESS
The update on the roles and responsibilities of the Local Houses of Traditional Leaders be presented in detail in the future MuniMEC sessions.	**DDG: Traditional Affairs**	**28 April 2018**	CoGTA has prepared a presentation on the subject matter to be presented in the forthcoming MuniMEC Forum.

2.5. SOUTH AFRICAN SOCIAL SECURITY AGENCY (SASSA)

Mr. A. Dlanjwa – South African Social Security Agency (SASSA) on update on SASSA Grant Payment from CPS to SAPO**:**

2.5.1. Provincial Political MuniMEC noted that;

2.5.1.1. The purpose of the presentation to provide an update on SASSA payment transition.

2.5.1.2. Beneficiaries currently using expired, but valid SASSA card will be moved to the SASSA/SAPO card, if they do not want an account with another bank. These beneficiaries will then all receive a Postbank account which meets the minimum requirements.

2.5.1.3. SASSA and SAPO signed a Service Level Agreement on the 08 December 2017 wherein SAPO will provide services to SASSA for a period of five years.

2.5.1.4. The Implementation Protocol agreement was finalized and signed between SASSA and SAPO on the 17 November 2017 under the auspices of the Inter-Ministerial Committee (IMC), which subsequently led to the signing of a Services Agreement between SASSA and SAPO.

2.5.1.5. This Agreement gives effect to the implementation of the phasing in of SAPO and the Postbank as a service provider and also as one of the key channels through which grants will be paid.

2.5.1.6. SASSA will continue to fund the SASSA cards while gradually migrating beneficiaries to the new payment system (SAPO card).

2.5.1.7. All current payment cards should be phased out and replaced by 31 December 2018 in line with the card life expiry date.

2.5.1.8. Migration to banks has also been considered hence SASSA is currently engaging Banks to create and provide a special low cost account with SASSA carrying the transaction costs within the rules.

2.5.1.9. Only Postbank card holders will be paid by the Post Office and piloting of this service is planned for Gauteng.

2.5.1.10. In terms of communication, SASSA is implementing GCIS communication strategy.

2.6. DEPARTMENT OF ROADS & PUBLIC WORKS (DRPW)

Mr. L. Gaxamba – Department of Roads & Public Works made a PowerPoint presentation on **EPWP implementation:**

2.7.1. Provincial Political MuniMEC noted that;

2.6.1.1. The presentation premised on EPWP Phase 4 planning process, five (5) year municipal targets & performance, Metros and District municipal performance, overall Q3 municipal performances, EPWP Incentive grant allocations as well as performance for 2017/18 & indicative allocations for 2018/19.

2.7.1.7. Eastern Cape is second best in the country in terms of creating work opportunities on EPWP Programme, however, Metros and District Municipalities are still performing below the expected level i.e. 75%.

2.7.1.8. The province is performing below expected levels on youth employment and attracting people with disabilities.

2.7.1.9. The issue of ten (10) municipalities that received withholding letters has since been resolved.

2.7.1.10. A Technical Panning Committee is in place to look at EPWP Phase 4 planning.

2.7.1.11. Process plans to be in place for implementation once Phase 4 is approved by Cabinet as 2018/19 is the last year for EPWP Phase 3.

2.7.1.12. Municipalities to ensure that all work done is reported as well as compliance with UIF, COIDA and grant management framework.

2.7.1.13. Awareness campaigns / roadshows are planned to capacitate on recruitment as well as to address issues of unethical conduct on employment.

2.7.1.14. Municipalities are urged to develop EPWP policies to ensure implementation of the resolution of the provincial Political MuniMEC that took place on the 15th September 2017 in Port Elizabeth.

RESOLUTIONS TAKEN	ACTION/ RESPONSIBILITY	DUE DATE	PROGRESS
Municipalities to comply with UIF and COIDA, prioritise youth empowerment initiatives and report on the performance of EPWP by 13th April 2018.	**HoD: DRPW**	**28 April 2018**	DRPW has facilitated a session between National Department of Labour and all public bodies within the province and they committed in complying with UIF.
2.8. PROVINCIAL TREASURY			

Mr. S. Ndakisa, Provincial Treasury made a PowerPoint presentation on **Progress on the Five-Year Term Projects.**

2.8.1. Provincial Political MuniMEC noted that;

2.8.1.1. The purpose of the presentation is to provide an overview on the state of finances for municipalities in the Province focusing on the performance of municipalities on Capital Grants and In-year monitoring.

2.8.1.2. Based on submissions by municipalities as at 31st December 2017, the operational revenue, operational expenditure and capital expenditure actuals are at R17,6bn; R13,5bn and R2.8 billion respectively.

2.8.1.3. Operating expenditure billed across all districts in the province is at 38% or R5,7 billion of the approved R15 billion excluding Metros who are below 50% straight line benchmark while operating revenue billed across all districts in the province is at 65.6 per cent or R9.3 billion of the approved budget of R14.1 billion excluding the two metros.

2.8.1.4. General spending in municipalities is low on all capital grants.

2.8.1.5. Chris Hani and OR Tambo District Municipalities hold the bulk of debtors in the province at R1.5 billion and R1.4 billion respectively.

2.8.1.6. Eskom debts arrear accounts outstanding balances as reported by municipalities are as follows:

- ***Walter Sisulu Local Municipality***: The municipality is expecting a bailout from CoGTA.
- ***Raymond Mhlaba Local Municipality***: The payment arrangement has been submitted awaiting to be signed by Eskom.
- ***Inxuba Yethemba Local Municipality***: An amount of R7 million is expected to be paid by the municipality towards the arrear debt on the 16th February 2018.

- ***Dr. Beyers Naude Local Municipality***: The payment arrangement is partially honoured. The municipality paid the outstanding balance for the November 2017 invoice on the 12th of January 2018. The municipality has committed to make another payment on 28 February 2018.

2.8.1.7. A resolution has been taken to monitor the two (2) municipalities that recorded negative balances, namely:- Port St Johns and Ndlambe Local Municipalities.

2.9.1.8. Employee related costs is the highest contributor towards the total actual operating expenditure in the province at R2.5 billion or 43.0 per cent and this is above the National Treasury MFMA Circular 71 norm range.

2.9.1.9. There are still municipalities that do not submit the required returns on time and this distorts the review of the budget performance for the province.

RESOLUTIONS TAKEN	ACTION/ RESPONSIBILITY	DUE DATE	PROGRESS
HoD: CoGTA-EC to assist municipalities to conduct investigations on irregular expenditure and to deal with the large number of investigations that are required in order to effect consequence management	**HoD: Provincial Treasury**	**28 April 2018**	Section 32 (4) of the Municipal Finance Management Act requires that municipalities should promptly inform the MEC for local government of any irregular expenditure and any steps that have been taken to recover or rectify such expenditure and to prevent a recurrence of such expenditure.

			Letters have been written to Municipalities on the 11th of April 2018 regarding the Unauthorised expenditure and are within the value chain to be signed by the MEC, it is then that the department will take action in assisting the municipalities with the processes to be followed in recovering, condoning and writing-off of the irregular expenditure.

2.9. AUDITOR GENERAL (AG)

Mr. S. Hlatshwayo, Auditor General, Eastern Cape made a PowerPoint presentation on **2016/17 Audit Outcomes.**

2.9.1. Provincial Political MuniMEC noted that;

2.9.1.1. The purpose of the presentation is to provide the 2016/17 Eastern Cape Audit Outcomes.

2.9.1.2. Two (2) municipalities received unqualified audit outcomes with no findings, while twenty-two (22) municipalities received qualified audit outcomes with findings with eleven (11) and four (4) municipalities receiving qualified with findings and disclaimer with findings respectively.

2.9.1.3. Assessment on Municipal Standard Chart of Accounts (mSCOA) outcomes were performed on the following:

- Did the municipality convert to mSCOA on 10 July 2017?
- Is the municipality transacting on mSCOA modules?
- Are there no findings on the mapping of old accounts to mSCOA?
- Has reclassification of the comparative figures been done?
- Have balances been transferred correctly?

2.9.1.4. Municipalities to allow AG to access documents while there is still time to make adjustments for improved audit outcomes.

	2.9.1.5. Root causes are attributed to inadequate consequences for poor performance and transgressions, instability or vacancies in key positions or key officials lacking appropriate competencies as well as slow response in improving internal controls and addressing risk areas. 2.9.1.6. The action plans prepared by management to adequately address the root causes of findings raised and should be implemented and monitored. 2.9.1.7. Proper performance management systems to be implemented to instil a culture of accountability. 2.9.1.8. Provincial CoGTA to assist municipalities to conduct investigations and to deal with the large number of investigations that are required. 2.9.1.9. The provincial CoGTA to assist municipalities that are having financial difficulties to implement processes required by chapter 13 of the MFMA.	
	2.10. DEPARTMENT OF ENERGY (DoE)	

Mr. M. Plaatjies, Department of Energy (DoE) made a PowerPoint presentation on **Update on Eastern Cape Electrification Programme.**

2.10.1. **Provincial Political MuniMEC noted that;**

2.10.1.1. The purpose of the presentation is to provide an update on progress made between the 2014/15 and 2017/18 financial years.

2.10.1.2. An amount of R1, 566 billion was allocated to the Eastern Cape Province during this period and R1, 09 billion spent.

2.10.1.3. Thirty (30) municipalities were allocated a total amount of R472 million during the 2017/18 financial year for two hundred and fifty-three (253) connections.

2.10.1.4. R5,3 billion has been allocated to both Eskom and Municipal Programme for the 2018/19 financial year.

2.10.1.5. Delays in municipal procurement processes negatively affect spending which in turn results in service delivery protests and budget reduction.

2.10.1.6. Municipalities are encouraged to pre-plan to ensure implementation by the beginning of the forthcoming financial year (2018/19).

RESOLUTIONS TAKEN	ACTION/ RESPONSIBILITY	DUE DATE	PROGRESS
CoGTA-EC in collaboration with DoE and ESKOM-EC to convene a Provincial Electrification Session to address support needed by non-performing municipalities not later than 30th April 2018.	**HoD: CoGTA-EC**	**28 April 2018**	Eskom participated in a meeting held on the 6th April 2018 – Capital Grants Engagement held at Norvia House, Vincent chaired by the DDG Provincial Treasury.

2.11. ESKOM

Mr. E. Myoli, ESKOM made a PowerPoint presentation on **Update on Electrification Programme.**

2.11.1. Provincial Political MuniMEC noted that;

2.11.1.1. Eastern Cape municipal bulk debt is growing and currently the total is at R434 million and this is a cause for concern.

2.11.1.2. The total number of connections this financial year to date is at seventeen thousand two hundred and ninety-four households (17 294) across the province.

2.11.1.3. Municipalities to advise Eskom about plans to build new settlements in order for Eskom to properly plan and to increase capacity for the envisaged demand for electricity.

2.11.1.4. Furthermore, municipalities to ring fence their electricity business to ensure electricity revenue pays for bulk purchases as a priority.

2.11.1.5. Dr Beyers Naude Local Municipality to source alternative funding (e.g. MIG) for the smart meter installations as there is no Eskom funding from 01 April 2018.

2.11.1.6. The Department of Energy has been engaged to look at funding for front end planning.

2.12. SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION (SALGA)

Mr. A. Dlanjwa. SALGA made a PowerPoint presentation on **Water & Sanitation CIP, Energy Summit and Wage Curve & Categorization of Municipalities.**

2.12.1. Provincial Political MuniMEC noted that;

2.12.1.1. The presentations are intended for information sharing and announcement on councillor induction planned programme on capacity building.

2.12.1.2. South African Local Government Bargaining Council (SALGBC) consulted with municipalities to present 21st Century Report that contains all categorisation of all municipalities including merged municipalities and during these consultations, all municipalities were issued with a CD containing their draft category

2.12.1.3. The terms of reference for the wage curve are in place and the next meeting is scheduled for 05 to 07 March 2018.

2.12.1.4. SALGA in collaboration with the Department of Water and Sanitation have developed the roll-out plan that is long overdue and members to note and consider the proposed plan for the new leadership which is already in the second year.

2.12.1.5. Furthermore, all Water Services Authorities are encouraged to attend these sessions.

2.12.1.6. All municipalities, represented by Municipal Managers, Executive Mayors, Mayors, Infrastructure Portfolio Heads and Directors are encouraged to attend the forthcoming Energy Forum that is intended to address all energy related issues.

2.13. INDEPENDENT ELECTORAL COMMISSION (IEC)

Mr. K. Magudumana. Independent Electoral Commission (IEC) made a PowerPoint presentation on **2019 Elections Readiness**

2.13.1. Provincial Political MuniMEC noted that;

2.13.1.1. Following the Tlokwe case that challenged the quality of the voter's roll, the institution has since embarked on an address harvesting programme to ensure accuracy of addresses.

2.13.1.2. Furthermore, to ensure that indeed voters reside in the wards they are registered and this is a continuous exercise.

2.13.1.3. Nine percent (9%) of the voters do not have addresses and the bulk of these voters is at Amathole District Municipality (ADM) with the least at Sarah Baartman District Municipality (SBDM).

2.13.1.4. Documents on frequently asked questions have been made available to assist in the absence of an IEC official.

2.13.1.5. Fieldworkers have been employed per voting district to work on the address Harvesting Programme.

2.13.1.6. The communication strategy focusing on key stakeholders such as political parties, municipalities and other strategic stakeholders has been put in place.

2.13.1.7. Voting station infrastructure challenges to be submitted to IEC by the end of April 2018.

2.14. DEPARTMENT OF SOCIAL DEVELOPMENT (DSD)

Ms N. Mabangula, Department of Social Development made a PowerPoint presentation on the **Progress Implementation of the Provincial Integrated Anti-Poverty Strategy (PIAPS):**

2.14.1. Provincial Technical MuniMEC noted that;

2.14.1.1. The presentation premised on progress implementation of the Provincial Integrated Anti-Poverty Strategy across the province since the development of the strategy in 2012.

2.14.1.2. For the past five years there has been a notable delivery of services in the 16 Anti-Poverty Sites by different stakeholders, however, Goshen as one of the identified sites still has many areas that have not been met.

2.14.1.3. The strategy adopted two critical Flagship programmes, viz: - Early Childhood Development (ECD) and Food Security and Nutrition**.**

2.14.1.4. The first draft of the reviewed strategy will be shared with all stakeholders

2.14.1.5. **The 2018/19 Anti-Poverty focus areas include the following**

- Finalizing the review of the Provincial Integrated Anti – Poverty Strategy
- Continue to promote Provincial Integrated Anti – Poverty Strategy
- Evaluation of Anti – Poverty Programme
- Strengthening of existing Anti – Poverty Coordination structures in municipalities
- Progressive expansion of Anti – Poverty programme beyond 16 sites.

2.14.1.6. Local and District Municipalities are requested to support the prioritisation of outstanding service delivery Interventions (Basic Services)

2.14.1.7. The Provincial Integrated Anti-Poverty Strategy (PIAPS) to be used as the guiding document towards service delivery in the Eastern Cape Province.

3. CONCLUDING REMARKS: CHAIRPERSON, CLLR METH, THE EXECUTIVE MAYOR OF OR TAMBO DISTRICT MUNICIPALITY

3.1. The Chairperson concluded by summarising the way-forward as follows:

3.1.1. Issues identified for escalation to be actioned and processed accordingly with speed e.g. non-attendance and participation by HoDs of sector departments and the continuous absence of the Nelson Mandela Metro Executive Mayor to the Provincial MuniMEC meetings.

3.1.2. HoD for CoGTA to coordinate an urgent extraordinary meeting between SALGA, municipalities and CoGTA while the Acting MEC, Cllr Meth engage the chairperson, MEC for CoGTA to extensively discuss the issues that have been lifted to the office of the MEC by municipalities.

3.1.3. Municipalities to take note of the Auditor General presentation, particularly the issue of absence of leadership.

3.1.4. Furthermore, municipalities to ensure that they develop Climate Change Strategies or review in case of those that have strategies in place.

3.1.5. Stakeholders identified to deliver presentations in the Provincial MuniMEC to submit presentations timeously for circulation by secretariat to the members.

THE MEETING ADJOURNED AT 16H30

The attendance register for the Political MuniMEC of the 01st March 2018 is attached as Annexure A.

APOLOGIES RECEIVED	
K. Vimbayo	**Executive Mayor: Chris Hani District Municipality**
X. Pakati	**Executive Mayor: BCMM**
S .Vuso	**Mayor : Koukamma**
B. Khethelo	**Mayor: Raymond Mhlaba Municipality**
N. Sihlwayi	**MEC: Department of Social Development**
P. Dyantyi	**MEC: Department of Health**

COMPILED ON BEHALF OF THE SECRETARIAT BY: _____DATE:_____

VERIFIED BY: _____CAPACITY:_____DATE: _____

CONFIRMED BY: _____CAPACITY:_____DATE:_____

CONFIRMATION OF PREVIOUS COUNCIL MINUTES

MINUTES OF AN SPECIAL COUNCIL MEETING OF THE KOUGA MUNICIPALITY HELD AT THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON FRIDAY, 20 APRIL 2018 AT 15:00

PRESENT: Councillors	H Hendricks	
	H Bornman	
	B Williams	
	D Benson	
	F Baxter	
	FJ Campher	
	BF Rheeder	(Alderman)
	DM Nkomo	
	L Vorster	
	FJ Louw	
	B Carstens	
	NS Botha	
	B Dhludhlu	
	WPD Gertenbach	
	W Coenraad	
	M Dayimani	
	VA Camealio-Benjamin	
	TN Meleni	
	P Nkwalase	
	S Jujwana	
	M Peters	
	C Mandeka	
	C Matroos	
	Z Mayoni	
	E Februarie	
Officials & Municipal Manager	C du Plessis	(Municipal Manager)
	L Opperman	(Manager: Legal Services)
	H Hammes	(Acting: Manager: Corp Serv)
	M Jantjies	(Committee Services)
	B Klopper	(Committee Services - Scribe)

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting and requested to add to the Notice of the meeting, that although the 48hr notice calling for a Special Council meeting was not adhered to in terms of the Rules of Order, Councillors were communicated with and agreed unanimously to continue with the Special Council meeting at such short notice.

Cllr Dayimani requested clarity on the proceeding regarding the Council decision taken on 16 April 2018 in the appointment of an Acting Executive Mayor and Acting Speaker.

The Speaker advised the that the decision taken on 16 April 2018 was dependant on the Executive Mayor who was still active in that position and the moment the Executive Mayor deceased the Acting was no longer and the position became vacant, as there can only be an Acting position if there is a Mayor. There can only be an Acting Executive Mayor if there is an Executive Mayor. Once the Mayor deceased the position became vacant therefore there is no Executive Mayor, there are no Portfolio Cllrs and therefore he immediately became the Speaker as he never resigned as the Speaker for the Acting Position.

Cllr Camealio-Benjamin state she sent to Case Law and the Speaker should have resigned as Speaker and the Council resolution taken on 16 April 2018 should have been by secret ballot and the decision taken was wrong as the Executive Mayor and Speaker get sworn in their positions and therefore cannot be the Speaker and Mayor at the same time. The proceeding of today are correct by secret ballot and stated that it was about principle and that Council is to ensure that the correct procedures are followed.

The Speaker advised that a legal opinion was sought and stated that if a position is vacant, it is done by secret ballot but it does not apply for Acting positions, no secret ballot is required.

Cllr Camealio-Benjamin stated that the Speaker was Acting Executive Mayor and Speaker and legally speaking, should have resigned from the position.

The Speaker stated that normally there is a Deputy Mayor and becomes the Acting Mayor and since there is no Deputy Mayor, Kouga is setting the trend and other Municipalities will follow suit but whether right or wrong and if a mistake was made, it should be rectified.

The Speaker officially advised that the Executive Mayor, Ms Elza van Lingen had passed on 19 April 2018 and stated that it was a sad loss to the DA Party and to the Council and that a 10day morning period is be recognised ending 29 April 2018. A moment a silence was requested.

2. **OPENING AND WELCOME**

The Speaker welcomed all Councillors, a special welcome to Cllr Februarie and officials and asked Alderman Rheeder to open the proceedings with prayer.

3. **LEAVE OF ABSENCE**

Cllr A Mabukane	-	With Leave of absence
VS Vumazonke	-	With Leave of absence

Cllr Camealio-Benjamin tendered an apology for the Ordinary Council meeting to be held on 25 April 2018 due prior commitments.

4. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Cllr Dayimani, on behalf of the ANC, extended sincere condolences to the DA Party and family and advised that the ANC is a caring organisation and must be seen as such.

5. **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).

6. **CORPORATE SERVICES**

18/04/CORP2 RESIGNATION OF SPEAKER

The Letter of Resignation of the Speaker was tabled and read by the Speaker whereafter the Chair was handed to the Municipal Manager to preside over the meeting. Letter given to the Municipal Manager.

Cllr Camealio-Benjamin requested clarity on whether the IEC was to preside over the election process and whether the vacancy had been registered with the IEC.

The Municipal Manager advised that the IEC had been informed and was awaiting the official death certificate of the Executive Mayor.

The Municipal Manager referred to the Municipal Structures Act in terms of Section 36 regarding the election of Speakers and that the Municipal Manger will to preside over the election process as stipulated in Schedule 3 of the Act. Should the Municipal Manager not be available, the IEC will preside over the process. Nominations will be called for on the nomination form and voting will be by secret ballot and should there only be one nominee, no voting will take place. Both Chief Whips will then be called to verify the results.

18/04/CORP3 ELECTION OF A SPEAKER

The Municipal Manager called for nominations for the election of the Speaker.

The following 2 nominations were received:-

Cllr H Bornman
Nominated by: Cllr D Benson
Seconded by: Cllr F Baxter

Cllr Camealio-Benjamin
Nominated by: Cllr Dayimani
Seconded by: Cllr Mayoni

A 5min break was given.

Cllr Dayimani advised that the ANC caucus would like to withdraw the nomination, which was verified that the correct nomination form was being withdrawn, for the election of a Speaker.

Therefore, in the absence of any other nominees, Cllr H Bornman was elected as the Speaker.

Resolved (20 April 2018)

1. That Councillor H Bornman be declared Speaker of the Kouga Municipality for a term consistent with Section 38 of Act 117 of 1998 (as amended).

Cllr H Bornman took over the Chair.

18/04/CORP4 **ELECTION OF EXECUTIVE MAYOR**

Cllr Dayimani requested that it be noted as to why the vacant position of the Executive Mayor had not officially been declared and accepted by the IEC.

The Speaker advised that there is a difference between a vacancy as a Councillor and a vacancy as a Mayor.

The Speaker called for nominations for the election for the Executive Mayor.

The following 2 nominations were received:-

Cllr H Hendricks
Nominated by: Cllr D Benson
Seconded by: Cllr F Baxter

Cllr Camealio-Benjamin
Nominated by: Cllr Dayimani
Seconded by: Cllr Mayoni

The voting process was done by Secret Ballot

Once all ballot papers were received by secret ballot, both Chief were called to witness the counting process and were requested to verify correctness of the results.

Official Results for the Election of the Executive Mayor:-

Cllr H Hendricks	=	16
Cllr V Camealio-Benjamin	=	10

Cllr H Hendricks was declared as the Executive Mayor.

Resolved (20 April 2018)

1. That Councillor H Hendricks be declared the Executive Mayor of the Kouga Municipality for a term consistent with Section 46 of Act 117 of 1998.

The newly elected Speaker and Executive Mayor were requested to undertake the Oath of Office:-

OATH OF OFFICE

*I, **Hattingh Bornman** 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 **The Speaker** of the Council of Kouga Municipality to the best of my ability – SO HELP ME GOD.*

OATH OF OFFICE

*I, **Horatio Hendricks** 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 **The Executive Mayor** of the Council of Kouga Municipality to the best of my ability – SO HELP ME GOD.*

The meeting closed at 16:20

_____ _____

H BORNMAN **DATE**
SPEAKER

MINUTES OF AN ORDINARY COUNCIL MEETING OF THE KOUGA MUNICIPALITY HELD AT THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON WEDNESDAY, 25 APRIL 2018 AT 10:00

PRESENT: Councillors	H Bornman	(Speaker)
	H Hendricks	(Executive Mayor)
	B Williams	
	D Benson	
	F Baxter	
	FJ Campher	
	BF Rheeder	(Alderman)
	DM Nkomo	
	L Vorster	
	FJ Louw	
	B Carstens	
	NS Botha	
	B Dhludhlu	
	WPD Gertenbach	
	W Coenraad	
	D Biggs	
	M Dayimani	
	C Matroos	
	P Nkwalase	
	J Mayoni	
	T Meleni	
	V Vumazonke	
	E Februarie	
	S Jujwana	
	C Mandeka	
	M Peters	
Officials & Municipal Manager	C du Plessis	(Municipal Manager)
	K Moodley	(Director: Corporate Services)
	S Thys	(CFO)
	V Felton	(Director: I&E)
	N Machelesi	(Director: Community Services)
	C Dreyer	(Manager: IDP)
	K Marais	(Acting Director: P&D)
	M Sobele	(Communications Officer)
	L Opperman	(Manager: Legal Services)
	M Jantjies	(Committee Services)
	B Klopper	(Committee Services - Scribe)

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting.

2. **OPENING AND WELCOME**

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

3. **LEAVE OF ABSENCE**

Cllr Mabukane	-	with leave of absence
V Camealio-Benjamin	-	with leave of absence

4. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

None

5. **OPENING STATEMENT BY THE SPEAKER**

Someone recently reminded me of a quote by Mike Tyson saying: -

"*Everyone has a plan, until they get punched in the face*".

As a Municipality we have been punched in the face by some very sad and unfortunate circumstance through the passing of our late Executive Mayor, Elza van Lingen. I don't know wo of you enjoy boxing but you have few choices when you get punched in the face: -

- You fall down, cry and give up;
- You start defending, scared that you will be hit again;
- You start swinging and make sure you hit back harder than you just got hit, or
- You realise your plan is not what is important or why you are boxing;

We can plan as much as we like, we can do all the strategic thinking we want, we can work harder and do more but if we don't change our belief it is all for nothing. Real change, real transformation is not about behaviour but about belief. What do you, sitting here believe about Kouga? Do you believe it can be a better place? Do you believe we can be the best Municipality in the country, with the best service to all people that live here?

If you don't believe that, then you need to ask yourself what you are doing here in the first place. If you do, only then change can start to happen and the plans we made can start bearing fruit.

So, I ask you today to remind yourself why you are here, what you believe because life is short. The people out there, the people that need and depend on our services couldn't care less about our politics. They want and deserve the best services we can possibly give them so I urge you that when you speak in this Chamber, let it be with that in mind. Let us not make political speeches in here where no one hears them. Let us debate matters that have value to our communities.

- We have more than 3000 bucket toilets in Kouga, we all agree that this is not right so let's debate and plan how we are going to fix it.
- We have many people that need houses in Kouga, let's debate and plan how we will get more land;
- We have children struggling with education, let's debate and plan how to support our schools, not drive politics in there. Our children are ones that suffer;
- We have thousands of people who don't have jobs, let debate and plan how we will change that;

So let us work together in this Chamber as one Council. To make decisions that we believe is right for all the people of Kouga.

May we lead with the believe that this could not only be a better place but the best place.

We may get punched in the face some more but let's not be driven by nice plans, let's be driven by what we believe.

Believe in what is right,
Believe in the goodness of people,
Believe that our purpose here is to make our municipality the best place to live because real change, real transformation doesn't start with behaviour, it starts with what we believe.

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

The Executive Mayor advised that the Public Participation Process regarding the Draft IDP is currently taking place in all Wards and urged that Ward Councillors and the respective community participate in the process and that it be supported.

The Executive Mayor also thanked the ANC component for the well-disciplined and organised march which took place on 24 March 2018, led to the Kouga Municipality.

The Executive Mayor announced the Mayoral Committee: -

Cllr B Williams	-	Finance
Cllr F Campher	-	Infrastructure & Engineering
Cllr B Dhludhlu	-	Planning & Development
Cllr D Benson	-	Community Services
Cllr F Baxter	-	Corporate Services

The Executive Mayor stated that there is a vacancy at present but will not be filled at this stage.

Cllr Februarie pointed out that the agenda which was distributed stated "Acting Speaker".

The Speaker explained that at the time of the agendas distributed to all Councillors on 19 April 2018, to comply with the Rules of Order, the positions were still Acting as the appointment of a Speaker and Executive Mayor was made at the Special Council meeting held on 20 April 2018.

The Speaker further stated the following:-

Notice of Council meeting emailed	-	18 April 2018
Broadcast list & messaging notification	-	18 April 2018
Council agenda emailed	-	19 April 2018
Broadcast list & messaging notification	-	19 April 2018

Only one request for a hardcopy of the Council Agenda was received. At the previous Council meeting it was stated that electronic copies of the agenda will be distributed and only hardcopies will be made available on request 4 days prior to the meeting to allow Administration enough time to deliver.

Cllr Dayimani requested the former Speaker to amend the Standing Rules of Order by re-looking at the distribution of meeting notices and timeframes.

Submission of items referred to Council need to have deadlines – Administration to address the timeous submission of items with due dates.

Resolved (25 April 2018)

1. That all Council Committee agendas be distributed electronically with effect 1 May 2018.

2. That hardcopies of Council Committee agendas be requested in writing, if required, timeously to allow for the distribution of agendas by Administration as per the memorandum by the Municipal Manager.

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

None

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

None

9. **REPORT BACK: MUNIMEC**

None

10. **STATUTORY MATTERS**

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

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

11.1 The Minutes of an Ordinary Council Meeting held on 23 March 2018 were confirmed and accepted.

Proposed: D Benson Seconded: F Baxter

11.2 The Minutes of a Special Council Meeting held on 29 March 2018 were confirmed and accepted.

Proposed: B Dhludhlu Seconded: B Williams

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

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

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

13.1 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE MINUTES**

Resolved (25 April 2018)

1. That the minutes dated 9 February 2018 be referred back to the MPAC.

2. That the MPAC be requested to submit a report with recommendations to the next Council meeting for consideration.

13.2 **KOUGA AUDIT COMMITTEE**

Resolved (25 April 2018)

1. That the minutes 23 November 2017 be referred back to the Kouga Audit Committee.

2. That the Kouga Audit Committee be requested to submit a report with recommendations to the next Council meeting for consideration.

14. REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER

18/04/MM1 RESOLUTIONS FOR MARCH (COUNCIL)

Resolved (25 April 2018)

1. That the updated Actions Sheets reflecting resolutions of Council Meetings for March 2018 be accepted.

2. That it be noted that the outstanding reports from all Directorates are to be submitted to their respective Portfolio Committee meetings.

3. That the following budget related reports be placed on the agenda of the Budget Steering Committee meeting to be held on 4 May 2018:-

    - Implementation strategy to reduce non-technical and technical electricity losses;
    - Implementation strategy to reduce water losses;
    - Implementation strategy to collect traffic fines;
    - Implementation strategy to contain personnel expenditure;
    - Maintenance Plans;
    - Draft Procurement Plan for 2018/2019;
    - Revenue Enhancement Strategies;
    - Overview of 2018/2019 Draft Budget;

4. That it be noted that the Estuary Management Plan and Seekoei Maintenance Plans which were adopted on 29 March 2018 (18/03/I&E1) have been submitted to DEDEAT and is in the process of being advertised and Gazetted.

5. That a comprehensive report on all unspent funds on the 2017/2018 budget as well as strategic measures to be implemented to increase the collection rate be submitted to the Budget Steering Committee to be held on 4 May 2018 as contemplated above.

18/04/MM2 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: 2017/18 FINANCIAL YEAR: AMMENDMENT OF SDBIP TARGETS FOLLOWING THE MID-YEAR PERFORMANCE ASSESSMENT

Resolved (25 April 2018)

1. That the item be withdrawn and that an updated SDBIP be submitted Council in line with the Mid-Year budget adjustment.

15. **REPORTS BY THE EXECUTIVE MAYOR**

15.1 **FINANCE**

18/04/F1 MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2017 TO MARCH 2018 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 MARCH 2018 (2017/18 FINANCIAL YEAR)

Resolved (25 April 2018)

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

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

3. That the following concerns raised be referred to the Budget Steering Committee: -

    - Measures to be implemented to increase the collection rate;
    - Financial implications (loss) in terms of illegal electrical connections regarding bulk electrical purchases;
    - Underspending on budget regarding infrastructure i.e. repairs and maintenance;
    - Measures to provide electrical connections in formal housing areas to avoid illegal electrical connections;

18/04/F2 BUDGET AND TREASURY: WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 31 MARCH 2018

Resolved (25 April 2018)

1. That the withdrawals that were made in terms of Section 11(1) (b) to (j) of the MFMA for the quarter ended 31 March 2018, be noted.

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

18/04/F3 **SUPPLY CHAIN MANAGEMENT/ STORES: MONTHLY TENDERS, S39 DEVIATIONS AND 7 DAY NOTICES FOR THE PERIOD FROM NOVEMBER 2017 – JANUARY 2018**

Resolved (25 April 2018)

1. That the report on the monthly tenders, Section 39 Deviations and 7-day Notices for the period November 2017 to February 2018, be noted.

2. That the report be approved by Council as per the Reporting requirements.

3. That it be noted that Service Providers are awarded and appointed but due to the delay of approved MIG funding on projects, deviations occur.

18/04/F4 **MEETING SCHEDULE FOR THE BUDGET PERFORMANCE MONITORING COMMITTEE**

Resolved (25 April 2018)

1. That the following schedule of meetings be approved, for the Budget Performance Monitoring Committee, for inclusion in the Council Calendar of Meetings:

    - 06 April 2018
    - 26 April 2018
    - 25 May 2018
    - 22 June 2018
    - 27 July 2018
    - 24 August 2018
    - 21 September 2018
    - 26 October 2018
    - 23 November 2018
    - 21 December 2018

18/04/F5 **TERMS OF REFERENCE AND MEETING SCHEDULE FOR THE REVENUE ENHANCEMENT TASK TEAM**

Resolved (25 April 2018)

1. That the following Terms of Reference of the Revenue Enhancement Task Team, be approved.

    - To consider reports on the implementation of the Revenue Enhancement Plan.
    - To monitor the implementation of the Revenue Enhancement Plan.

- To review the Revenue Enhancement Plan, in order to improve revenue collection performance.
- To recommend steps for implementation, to timeously rectify under-performance.
- To report to the Finance Portfolio Committee, in the first instance, on its activities.

2. That the following schedule of meetings be approved, for the Revenue Enhancement Task Team, for inclusion in the Council Calendar of Meetings.

- 05 April 2018
- 11 May 2018
- 8 June 2018
- 13 July 2018
- 10 August 2018
- 14 September 2018
- 12 October 2018
- 9 November 2018
- 14 December 2018

18/04/F6 **BID COMMITTEE MINUTES**

Resolved (25 April 2018)

1. That the minutes of the various Bid Committee Meetings, be noted.

2. That Portfolio Councillors report back on the procurement of tenders affecting their Directorate to the respective Portfolio Committee meetings.

18/04/F7 **APPROVAL OF COUNCIL POLICIES – REVISED IN NOVEMBER & DECEMBER 2017**

Resolved (25 April 2018)

1. That the Policy and Procedures for the Disposal of Immovable Assets be approved.

2. That in the case of a direct lease of immovable property to registered social care organisations/institutions, sports/public facilities or registered non-profit organisations, the rental shall be determined by the Accounting Officer, taking into consideration the community value of the lease, be approved.

15.2 **CORPORATE SERVICES**

18/04/CORP1 **REPORT ON VISIT BY PRINCE EDWARD COUNTY DELEGATION TO KOUGA MUNICIPALITY: 10-23 MARCH 2018 - BIGM**

Resolved (25 April 2018)

1. That the report be noted with appreciation to SALGA, FCM & PEC.

2. That the project definition **"The Development of a LED Strategy which seeks to benefit the vulnerable groups and is informed by inclusive engagement with all role-players"** be adopted by Council for implementation over the next 2 years.

3. That that BIGM project and the project definition be expressed in the Final IDP and Budget.

4. That the Municipality commit to the achievement of the project and the partnership.

15.3 **COMMUNITY SERVICES**

18/04/CS1 **CLIMATE PARTNERSHIP SECOND MISSION: ILSFELD MUNICIPALITY GERMANY VS KOUGA MUNICIPALITY SOUTH AFRICA (03-10 FEBRUARY 2018)**

Resolved (25 April 2018)

1. That the report back of the second mission by our Germany Partner Municipality, Ilsfeld from 3rd -10th February 2018 to the Kouga area be noted and supported.

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

3. That it is anticipated that the planning and funding of the projects will be finalized for implementation by October 2019 and are to be reflected on the Integrated Development Plan, be accepted.

4. That the third mission envisaged visiting dates by Kouga to Ilsfeld in August/September 2018 be supported and approved.

5. That any recommendations arising from this report be forwarded to the Mayoral Executive Committee for further consideration.

6. That a Climate Change Steering Committee be established.

7. That the Committee Members of the Environmental

Management Committee serve on the Committee as contemplated above (6) until such time of the establishment of the Climate Change Committee.

8. That it be noted that the financial implications are subject to the foreign exchange rate at the time of implementation.

9. That the following projects be included on the IDP:-

- Development of the natural spring of Kruisfontein in Humansdorp;
- Rain water harvesting -Kouga;
- Interlinking of Kouga's bulk water supply systems;
- Small Business Enterprises;

15.4 **PLANNING, DEVELOPMENT & TOURISM**

18/04/PD&T1 ESTABLISHMENT OF HOUSING COMMITTEES IN WARDS FOR HOUSING PROJECTS IN THE KOUGA MUNICIPAL AREA
Resolved (25 April 2018)

1. That the establishment of Housing Committees in Wards where housing projects are taking place in terms of Section 79 of the Local Government: Municipal Structures Act, Act. 117 of 1998 be approved.

2. That the Draft Terms of Reference be drafted and submitted for approval and implementation.

3. That the Terms of Reference, Powers, Functions and Delegations be reviewed annually and that all amendments and / or additions be subject to Council's final approval.

The meeting closed at 10:50 for In Committee discussions.

_____ _____

H HENDRICKS **DATE**
SPEAKER

MINUTES OF A SPECIAL COUNCIL MEETING OF THE KOUGA MUNICIPALITY HELD AT THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON WEDNESDAY, 23 MAY 2018 AT 09:09

PRESENT: Councillors	H Hendricks	(Executive Mayor)
	H Bornman	(Speaker)
	B Williams	
	D Benson	
	F Baxter	
	FJ Campher	
	BF Rheeder	(Alderman)
	DM Nkomo	
	L Vorster	
	FJ Louw	
	B Carstens	
	B Dhludhlu	
	WPD Gertenbach	
	W Coenraad	
	M Dayimani	
	TN Meleni	
	P Nkwalase	
	S Jujwana	
	M Peters	
	C Mandeka	
	C Matroos	
	E Februarie	
	V Vumazonke	
Officials & Municipal Manager	C du Plessis	(Municipal Manager)
	S Thys	(CFO)
	K Moodley	(Director: Corporate Services)
	N Machelesi	(Director: Community Services)
	F Mabusela	(Director: Planning, Dev & Tourism)
	L Opperman	(Manager: Legal Services)
	D de Jager	(Manager: Human Resources)
	L Randall	(Media Liaison Officer)
	L Makupula	(Committee Services)
	B Klopper	(Committee Services - Scribe)

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting.

2. **OPENING AND WELCOME**

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

3. **LEAVE OF ABSENCE**

Cllr A Mabukane	-	Without Leave of absence
Cllr NS Botha	-	With Leave of absence
Cllr Z Mayoni	-	Without Leave of absence
Cllr V Camealio-Benjamin	-	With Leave of absence
Cllr D Biggs	-	With Leave of absence

4. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Condolences to Cllr N Botha whose brother had passed away
Condolences to Mr Ferreira whose wife had passed away.

Birthday wishes to: -

Cllr D Biggs
Cllr W Coenraad

5. **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).

Cllr Dayimani requested to register his dissatisfaction in terms of convening a Special Council meeting as there was only 1 item which appeared on the agenda and is not regarded as an urgent item and was of the opinion that the item could have been tabled at the Ordinary Council meeting.

The Speaker advised that the item is regarded as an urgent matter due to budgetary issues which needs to be included in the budget to be approved at the Ordinary Council meeting to be held on 31 May 2018.

6. **CORPORATE SERVICES**

18/05/CORP1 **APPLICATION FOR THE ESTABLISHMENT OF A SPECIAL RATINGS AREA (SRA), ST FRANCIS BAY**

Cllr Williams presented the item and advised that the Public Participation Process had taken place as prescribed by the Policy and By-law adopted by Council in December 2017 which was transparent and evaluated by the Appointed Attorneys.

Cllr Dayimani raised a matter of concern in terms of that the item did not contain any comment from the CFO or Municipal Manager addressing any financial implications. Cllr Dayimani was of the opinion that the PPP was done in December 2017 over a holiday period which meant that some residents may have been on holiday and did not partake in the PPP. It was also felt that before embarking on the establishment of the SRA, the

Coastal Management Plan must be adopted involving DEDEAT and PPP.

Alderman Rheeder advised that several PPP had taken place over a period to ensure that all residents had the opportunity to partake in the process. Alderman Rheeder also advised that a meeting regarding the Coastal Management Plan which was facilitated by the SBDM was held on 22 May 2018. SBDM will commence with the process to get the CMP revised and in place for adoption Council.

The Coastal Management Plan which was adopted by the previous Council was a framework and was paid by an independent party resulting in no financial implications to the Municipality. The SRA is only applicable for a demarcated area in St Francis Bay but the EMF is not just applicable for St Francis Bay.

The Municipal Manager advised that the application was submitted by the SFBRA NPC which needed to be validated in terms of the adopted SRA Policy and SRA By-law. The PPP was followed as contained in the report and in terms thereof, there is no reason not to approve and applications as it was compliant.

Rates levied are collected by the Municipality and paid over to the SFBRA NPC and will only be administering the collection of levies.

Cllr Williams mentioned that the benefits of the SRA will increase property value and that a SRA has been implemented in other coastal areas. Currently the protection of the Spit area is the responsibility of the Kouga Municipality and by approving the SRA will lessen the risk to the Municipality should the Spit area erode.

The SRA application will focus on the restoration of the beach, river and spit as priority 1 and the upgrading of roads and as priority 2. Implementing CCTV camera surveillance as priority 3.

The representing Attorneys were afforded an opportunity to address the Committee and advised as follows:-

- Voting process took place with majority vote in favour of the SRA levy;
- All property rateable in the demarcated area;
- KM collects SRA levy and pays over to the Managing Body which is a Non-Profitable Company (Section 21 Company);
- Administration fee charged by the KM;
- KM does not contribute to the SRA levy Fund;
- In terms of the MOI, only owners of rateable property (SRA Levy) will quality for membership of the Section 21 Company;

- Financial Agreement to be concluded – minimum of 5 years with specified termination period;

Cllr Williams proposed that the recommendation, with amendments, be accepted.

Cllr Dayimani requested a Division of Votes

H Hendricks	-	In Favour with amendments
H Bornman	-	In Favour with amendments
B Williams	-	In Favour with amendments
D Benson	-	In Favour with amendments
F Baxter	-	In Favour with amendments
FJ Campher	-	In Favour with amendments
BF Rheeder	-	In Favour with amendments
DM Nkomo	-	In Favour with amendments
L Vorster	-	In Favour with amendments
FJ Louw	-	In Favour with amendments
B Carstens	-	In Favour with amendments
B Dhludhlu	-	In Favour with amendments
WPD Gertenbach	-	In Favour with amendments
W Coenraad	-	In Favour with amendments
M Dayimani	-	Not in Favour
E Februarie	-	Not in Favour
S Jijwana	-	Not in Favour
T Meleni	-	Not in Favour
M Peters	-	Not in Favour
C Matroos	-	Not in Favour
C Mandeka	-	Not in Favour
P Nkwalase	-	Not in Favour
V Vumazonke	-	Not in Favour

In Favour	=	14
Not In Favour	=	9

Resolved (23 May 2018)

1. That the Special Ratings Area be established for the geographical area as depicted in the attached Plan, subject to the following amendment being made to the Business Plan of the applicants:

    a) reference to EMF be removed from the business plan;
    b) the contribution of R3 000 000 reflected under the budget in the Business Plan be removed;
    c) that the applicant make provision for Bad Debt on the budget in terms of their Business Plan;
    d) that Note 9 of the budget in the Business Plan be amended to refer to 'administration fee' and not 'bad debt' as currently reflected;

e) that paragraph 1.1 of Schedule B to the Memorandum of Incorporation of the Management Body be amended by deleting the words "shall be open to" and replacing it with the following words "shall be limited to".

2. That a Special Ratings Area rate be levied on each rateable property situated within the boundaries of the Special Ratings Area, which Special Rates Area rates in respect of each rateable property be a percentage of the applicable property rates payable by each property owner, so calculated that the aggregate thereof equal the applicants' proposed amount in the Special Ratings Area Business Plan, plus Vat.

3. That only the SRA Levy collected by the municipality will be paid over to the Special Ratings Area Management Body, and any rates collected by the municipality will first be applied toward the municipal property rates portion for the rateable property situated within the boundaries of the Special Ratings Area.

4. That the Council approve the conclusion of a Finance Agreement with the Management Body of the Special Ratings Area and note that the Municipal Manger shall approve a deviation in respect of the conclusion thereof, given that the funds to be paid by the municipality to the Management Body are funds collected by the municipality in respect of the Special Ratings Area rates, from owners of rateable property situated in the Special Ratings Area, and who are entitled to be members of the Management Body. This agreement must make provision for a termination date.

5. That the Administration Fee to be retained by the Municipality be negotiated between the Applicant and the Municipal Manager and which fee must be included in the Finance Agreement referred to in (4) above.

The meeting closed at 10:10

_____ _____

H BORNMAN **DATE**
SPEAKER

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

CONFIRMATION OF PREVIOUS MAYORAL COMMITTEE MINUTES

MINUTES OF A MAYORAL COMMITTEE MEETING OF THE KOUGA MUNICIPALITY HELD IN THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON TUESDAY, 17 APRIL AT 09:00

Present:

Councillors	H Hendricks	(Acting Executive Mayor)
	D Benson	
	H Bornman	
	BJ Williams	
	F Baxter	
	F Campher	
	B Dhludhlu	
Councillors: as Observers	N Botha	
	W Gertenbach	
	Alderman Rheeder	
	B Carstens	
	W Coenraad	
Officials	C du Plessis	(Municipal Manager)
	K Moodley	(Director: Corporate Services)
	N Machelesi	(Director: Community Services)
	A Perils	(Representing CFO)
	L Opperman	(Manager: Legal Services)
	D de Jager	(Manager: Human Resources)
	L Lundi	(Manager: SCM)
	H Hammes	(Acting Manager: Corp Serv)
	M Jantjies	(Committee Services)
	B Klopper	(Committee Services – Scribe)

1. **NOTICE OF MEETING**

The Acting Executive Mayor read the notice convening the meeting.

2. **OPENING AND WELCOME**

The Acting Executive Mayor welcomed everyone present to the meeting and thanked Cllrs for the confidence placed in him to lead until the Executive Mayor returns. Thereafter Cllr Campher was requested to open the meeting with prayer.

The Acting Executive Mayor requested that at all future Mayoral Committee meetings, officials are to be seated in the second row and that Cllrs in an observer capacity move further back.

Matters of concern were raised: -

a) Noise factor in Council Chamber foyer to be addressed while meetings are in session;
b) Procuring of a new PA system in Council Chambers;
c) Training provided for Cllrs to au fait themselves with computer programmes and applications when opening electronic agendas and official Council documents;

Resolved (17 April 2018)

1. That the necessary signage be placed in the Council Chamber foyer indicating that meetings are in session to alleviate noise/disturbance.

2. That a comprehensive audit report regarding Councillors attendance at the computer training sessions be submitted to the next Corporate Services Portfolio Committee meeting.

3. That a report on the progress made in the procurement of a new PA System in the Council Chambers be submitted to the next Corporate Services Portfolio Committee meeting.

3. LEAVE OF ABSENCE

V Felton
S Thys

5. STATEMENTS AND COMMUNICATIONS BY THE ACTING EXECUTIVE MAYOR

None

6. CONFIRMATION OF MINUTES OF PREVIOUS MAYORAL COMMITTEE MINUTES

6.1 Minutes of a Mayoral Committee dated 20 March 2018 were confirmed and accepted.

Proposed: Cllr D Benson Seconded: Cllr H Bornman

7. REPORT BY THE OFFICE OF THE MUNICIPAL MANAGER

18/03/MM1 RESOLUTIONS FOR MARCH 2018

Resolved (17 April 2018)

3. That the updated Actions Sheets reflecting resolutions of Mayoral Committee Resolution for March 2018 be noted and that the following outstanding matters be addressed:-

a) That a cost comparison analysis report between leasing/purchasing of service delivery vehicles be submitted to the next Budget Steering Committee meeting.

b) That monthly reports on specific issues per directorate, logged at the Call Centre, be submitted to the respective Portfolio Committee meetings with detailed reports on the nature of complaints.

c) That the installation of a "Corruption Hotline" at the Call Centre be investigated.

d) That a full progress report on the monitoring of the Call Centre in terms of shortcomings, PABX System (24hrs number), calls not answered, prioritization of issues of concern etc., be submitted to the next Corporate Services Portfolio Committee meeting.

e) That it be noted that complaints have been received/lodged at the Call Centre that officials are not answering calls which has an impact on service delivery and that a report be generated from the system to detect offenders.

f) That it be noted that the appointment of a panel of Legal Service Providers will be finalised by the end of June 2018.

8. REPORTS BY THE PORTFOLIO COMMITTEES CHAIRPERSONS

8.1 FINANCE

18/05/F1 MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2017 TO FEBRUARY 2018 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 28 FEBRUARY2018 (2017/18 FINANCIAL YEAR)

Resolved (17 April 2018)

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

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

3. That the concerns raised be referred to the Budget Steering Committee meeting to be held on 24 April 2018 and that a report be submitted to the next Finance Portfolio Committee meeting:-

    - Status of procurement of projects;
    - Underspending of allocated funds i.e. Repairs & Maintenance, resealing of roads;

- Reports submitted which are based on inaccurate financial information per Directorate to determine underspending;
- Bytes – financial administrative issue – additional training for officials;

4. That a Mayoral Intervention Plan/Program be implemented to address the underspending of allocated funds which could be utilised in Wards where needed before the end of the current Financial Year.

18/05/F2 **SUPPLY CHAIN MANAGEMENT/ STORES: MONTHLY TENDERS, S39 DEVIATIONS AND 7 DAY NOTICES FOR THE PERIOD FROM NOVEMBER 2017 – JANUARY 2018**

Resolved (17 April 2018)

1. That the report on the monthly tenders, Section 39 Deviations and 7-day Notices for the period November 2017 to February 2018, be noted.

2. That the report be submitted to Council for approval as per the Reporting requirements.

18/05/F3 **MEETING SCHEDULE FOR THE BUDGET PERFORMANCE MONITORING COMMITTEE**

Resolved (17 April 2018)

1. That the following schedule of meetings be approved, for the Budget Performance Monitoring Committee, for inclusion in the Council Calendar of Meetings:

- 06 April 2018
- 26 April 2018
- 25 May 2018
- 22 June 2018
- 27 July 2018
- 24 August 2018
- 21 September 2018
- 26 October 2018
- 23 November 2018
- 21 December 2018

18/05/F4 **TERMS OF REFERENCE AND MEETING SCHEDULE FOR THE REVENUE ENHANCEMENT TASK TEAM**

1. That the following Terms of Reference of the Revenue Enhancement Task Team, be approved.

    - To consider reports on the implementation of the Revenue Enhancement Plan.
    - To monitor the implementation of the Revenue Enhancement Plan.
    - To review the Revenue Enhancement Plan, in order to improve revenue collection performance.
    - To recommend steps for implementation, to timeously rectify under-performance.
    - To report to the Finance Portfolio Committee, in the first instance, on its activities.

2. That the following schedule of meetings be approved, for the Revenue Enhancement Task Team, for inclusion in the Council Calendar of Meetings.

    - 05 April 2018
    - 11 May 2018
    - 8 June 2018
    - 13 July 2018
    - 10 August 2018
    - 14 September 2018
    - 12 October 2018
    - 9 November 2018
    - 14 December 2018

18/05/F5 **CAPITAL BUDGET SPENDING PERFORMANCE**

Resolved (17 April 2018)

1. That the Capital Budget Spending Performance Report, as at 23 March 2018, be noted.

2. That the Capital Budget Spending Performance report be tabled with an explanatory report from all the different directorates.

18/05/F6 **BID COMMITTEE MINUTES**

Resolved (17 April 2018)

1. That the minutes of the various Bid Committee Meetings, be noted.

18/05/F7 CELLPHONE MAST TARIFFS

Resolved (17 April 2018)

1. That a comprehensive report be submitted indicating monthly cellphone mast tariffs charges on municipal land to the next Finance Portfolio Committee meeting to be held in May 2018.

18/05/F8 APPROVAL OF COUNCIL POLICIES – REVISED IN NOVEMBER & DECEMBER 2017

Resolved (17 April 2018)

1. That the Policy and Procedures for the Disposal of Immovable Assets be approved.

2. That in the case of a direct lease of immovable property to registered social care organisations/institutions, sports/public facilities or registered non-profit organisations, the rental shall be determined by the Accounting Officer, taking into consideration the community value of the lease, be approved.

3. That the item be referred to Council for approval.

18/05/F9 LEASING OF COUNCIL LAND AND PROPERTIES

Resolved (17 April 2018)

1. That the item be referred to the Budget Steering Committee.

2. That cognisance be taken of clause 6.13 contained in the Policy and Procedures for the Disposal of immovable Assets which reads as follows:-

   "6.13 In the case of a direct lease of immovable property to registered social care organisations/institutions, sports/public facilities or registered non-profit organisations, the rental shall be determined by the Accounting Officer taking into consideration the community value of the lease."

18/05/F10 INCOME STATEMENT AND BALANCE SHEET

Resolved (17 April 2018)

1. That the item on the Income Statement and Balance Sheet as at 28 February 2018 be withdrawn.

8.2 COMMUNITY SERVICES

18/05/CS1 MONTHLY REPORT COMMUNITY SERVICES: JANUARY 2018

Resolved (17 April 2018)

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

2. That any recommendations arising from the monthly report of Community Services for January 2018 be forwarded to the Mayoral Executive Committee for consideration.

3. That a report be compiled with all the insurance claims lodged by the Community Services Directorate and that the report be forwarded to the Finance Department and followed up for claim payouts.

4. That a report be submitted for the wi-fi availability at all public libraries.

18/05/CS2 MONTHLY REPORT COMMUNITY SERVICES: FEBRUARY 2018

Resolved (17 April 2018)

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

2. That the revenue from the Licensing section be tabled in a clear manner to show the precise monies coming to the municipality and the monies being paid to Dept. of Roads and Transport.

3. That an alternative fencing method for the Humansdorp sewer works be planed and implemented.

18/05/CS3 TEENAGE PREGNANCY, CONDOM USAGE AND SEXUALLY TRANSIMITTED INFECTIONS AWARENES CAMPAIGNS HELD AT LUNGISO HIGH SCHOOL, TAXI RANKS AND HUMANSDORP COUNTRY CLUB

Resolved (17 April 2018)

1. That the report on Teenage pregnancy, Condom usage and sexually transmitted Infections be noted.

18/05/CS4 **LISTERIOSIS, FOOD SAFETY & HYGIENE PROGRAMME REPORT: FEBRUARY 2018**

Resolved (17 April 2018)

1. That the report on the listeriosis, food safety and hygiene programme for schools with feeding schemes within the Kouga Municipal area be noted and accepted.

18/05/CS5 **REGISTRATION AND LICENCING SECTION**

Resolved (17 April 2018)

1. That the progress report on the action plan be noted.

2. That the Revenue Enhancement Task Team liaise with the IT Department to investigate the possibility of incorporating a payment option for traffic fines, on the Kouga Website and submit a report thereon to the next Finance Portfolio Committee meeting.

18/05/CS6 **CLIMATE PARTNERSHIP SECOND MISSION: ILSFELD MUNICIPALITY GERMANY VS KOUGA MUNICIPALITY SOUTH AFRICA (03-10 FEBRUARY 2018)**

Resolved (17 April 2018)

1. That the report back of the second mission by our Germany Partner Municipality, Ilsfeld from 3rd -10th February 2018 to the Kouga area be noted and supported.

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

3. That it be noted that it is anticipated that the 18month phasing in of the project and planning for Federal funding for the projects will be finalized for implementation by October 2019 which is also to be reflected on the IDP.

4. That the third mission envisaged visiting dates by Kouga to Ilsfeld in August/September 2018 be supported and approved.

5. That any recommendations arising from this report be forwarded to the Mayoral Executive Committee for further consideration.

6. That a Climate Change Steering Committee be established.

8.4 PLANNING, DEVELOPMENT & TOURISM

18/05/P&D1 MONTHLY PROGRESS OF THE 10 X HUMAN SETTLEMENTS PROJECTS

Resolved (17 April 2018)

1. That the report on the Human Settlement Projects be noted and that the Action Sheet be updated accordingly as progress is made.

2. That the establishment of Housing Committees in Wards where housing projects are taking place in terms of Section 79 of the Local Government: Municipal Structures Act, Act. 117 of 1998 be approved.

3. That the Draft Terms of Reference be drafted and submitted for approval and implementation.

4. That the Terms of Reference, Powers, Functions and Delegations be reviewed annually and that all amendments and / or additions be subject to Council's final approval.

5. That the Municipal Manager be requested to submit a report on the allocated funds for the upgrading of the waste water treatment works projects in Sea Vista and Kwanomzamo.

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18/05/P&D2 HOUTGERUS: PORTION 16 OF LOERIE HOOGTE FARM NO.435

Resolved (17 April 2018)

1. That the report on the allocation of Houtgerus farm in Loerie to Mayihlome Youth Co-op be noted.

18/05/P&D3 ESTABLISHMENT OF A TRANSIT SITE IN THE OCEAN VIEW INFORMAL SETTLEMENT

Resolved (17 April 2018)

1. That the proposed area for a transitional housing area in Ocean View and other areas e.g. Sea Vista and Kwa-Nomzamo townships be thoroughly investigated by all departments, be noted.

2. That only once the transit site and permanent area has been identified, all relevant departments to give their inputs and recommendations pertaining to engineering services and other

related services for purposes of a transitional housing area, the transit site and the permanent area.

3. That a community awareness campaign be lodged to create awareness for beneficiary registration of these households.

4. That funding be sourced from the current budget to provide for services.

5. That the Department: Human Settlement be informed of the need for funding for alternative housing for relocation of informal settlements.

6. That the Department of Human Settlements with the Ward Councillor arrange a meeting with the community to inform the community of the plans going ahead with the Transit site.

7. That any information supplied to the community be in conjunction with the full support of the Ward Councillor and the Ward Committee.

8. That provision be made for the fencing off of the transit site to avoid any possible overflow, which is to be contained within its boundary.

18/05/P&D4 REPORT ON ENTREPREURIAL LAUNCH AND BUSINESS WORKHSOP

Resolved (17 April 2018)

1. That the report on the Entrepreneurial Launch and Business workshop be noted.

18/05/P&D5 REPORT ON SERVICES SETA AGM

Resolved (17 April 2018)

1. That the report on Services SETA AGM be noted.

18/05/P&D6 REPORT ON THE CARWASH EQUIPMENT

Resolved (17 April 2018)

1. That the report on Car wash equipment be noted.

2. That it be noted that the investigation was conducted on the purchase and distribution of the machines and have been accounted for which will be barcoded and included on the Assets Register.

18/05/P&D7 PRESENTATION BY THE DEPARTMENT OF WATER AND SANITATION

Resolved (17 April 2018)

1. That the presentation given by the Department of Water and Sanitation to support emerging farm projects be noted.

The meeting closed at 11:25 for 'In Committee' discussions.

H HENDRICKS _____
ACTING EXECUTIVE MAYOR **DATE**

REPORTS OF COMMITTEES OF COUNCIL

REPORT BY THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

DATE: 31 MAY 2018 **ITEM NO: 18/05/MPAC1**

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE RECOMMENDATIONS FOR CONSIDERATION

1. Introduction

The purpose of this item is to provide Council with MPAC resolutions for consideration.

2. Background

At the Municipal Public Accounts Committee meeting of 9 February 2018, the following resolutions were taken by MPAC:

3. Recommendation

3.1 That the Director: IPD address and correct the changes, corrections and inputs on the Second Draft 2016/17 Annual Report as discussed.

3.2 That urgent attention be given to the functioning of IGR.

3.3 That an Audit be done of Councillors' attendance of the IDP Public Meetings, and the Report be tabled at the Portfolio and Mayoral Committees.

3.4 That target dates be set for outstanding policies; as well as when the policies were first adopted.

3.5 That it be noted that the Occupational Health & Safety, has been taken over by HR Department.

3.6 That a proper list be compiled for the new Financial year, clarifying the Risk descriptions, as well as the status of the risks.

3.7 That a letter be written to Ms Vivian Adams (Blouw), enquiring more information about Hunting on Commonages.

3.8 That Director: Corporate Services submit information to the Human Rights Commission regarding PAIA before the end of March (total amount of requests for information from the municipality), in order for the municipality to be compliant.

3.9 That an urgent moratorium be placed on drilling of private boreholes.

3.10 That the contact details of the Eskom Centre be communicated to Gamtoos Valley residents as soon as possible

Item prepared by: The Chairperson: MPAC

REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 31 MAY 2018 **ITEM NO: 18/05/MM1**

RESOLUTIONS FOR APRIL & MAY 2018 (COUNCIL)

1. Introduction

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

2. Background

At the Council meeting of 8 December 2017, 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 for April & May 2018 be accepted.

3.2 That it be noted that the outstanding reports from all Directorates are to be submitted to their respective Portfolio Committee meetings.

Prepared by: The Director: Corporate Services

ACTION SHEET FOR EXECUTION OF RESOLUTIONS
ORDINARY COUNCIL MEETING HELD ON 25 APRIL 2018

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*COMPLETION DATE*
OFFICE OF THE MUNICIPAL MANAGER					
DISTRIBUTION OF ELECTRONIC AGENDAS	1. That all Council Committee agendas be distributed electronically with effect 1 May 2018. 2. That hardcopies of Council Committee agendas be requested in writing, if required, timeously to allow for the distribution of agendas by Administration as per the memorandum by the Municipal Manager.	CORPORATE SERVICES	ALL COUNCIL COMMITTEE AGENDAS	COMMITTEE SERVICES	AGENDAS DISTRIBUTED ELECTRONICALLY HARDCOPIES ON WRITTEN REQUEST 5 DAYS PRIOR TO MEETING
18/04/MM1 **RESOLUTIONS FOR MARCH (COUNCIL)**	1. That the following budget related reports be placed on the agenda of the Budget **Steering Committee meeting to be held on 4 May 2018:-** • Implementation strategy to reduce non-technical and technical electricity losses; • Implementation strategy to reduce water losses; • Implementation strategy to collect traffic fines; • Implementation strategy to contain personnel expenditure; • Maintenance Plans; • Draft Procurement Plan for 2018/2019; • Revenue Enhancement Strategies; • Overview of 2018/2019 Draft Budget;	BUDGET STEERING COMMITTEE	4 MAY 2018	REPORT TO BE SUBMITTED TO NEXT PC MEETING TO BE HELD IN MAY 2018	

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 25 APRIL 2018

ITEM NO.	RESOLUTION	FOR DISPOSAL	DUE DATE	STATUS	COMPLETION DATE
FINANCE					
18/04/F1 **MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2017 TO MARCH 2018 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 MARCH 2018 (2017/18 FINANCIAL YEAR)**	1.That the following concerns raised be referred to the Budget Steering Committee: • Measures to be implemented to increase the collection rate; • Financial implications (loss) in terms of illegal electrical connections regarding bulk electrical purchases; • Underspending on budget regarding infrastructure i.e. repairs and maintenance; • Measures to provide electrical connections in formal housing areas to avoid illegal electrical connections;			Referred to Budget Steering Committee Meeting Report to be submitted to the Portfolio Committee meeting to be held on May 2018	
18/04/F5 **TERMS OF REFERENCE AND MEETING SCHEDULE FOR THE REVENUE ENHANCEMENT TASK TEAM**	1. That the following Terms of Reference of the Revenue Enhancement Task Team, be approved. • To consider reports on the implementation of the Revenue Enhancement Plan. • To monitor the implementation of the Revenue Enhancement Plan. • To review the Revenue Enhancement Plan, in order to improve revenue collection performance.			Revenue Enhancement Plan to be completed and submitted to the Budget Steering Committee meeting on 11 May 2018	

	• To recommend steps for implementation, to timeously rectify under-performance. • To report to the Finance Portfolio Committee, in the first instance, on its activities.				Report to PC on a monthly basis
18/04/F6 **BID COMMITTEE MINUTES**	1. That Portfolio Councillors report back on the procurement of tenders affecting their Directorate to the respective Portfolio Committee meetings.			All PC monthly reports to be submitted	Reports to be submitted on a monthly basis

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 25 APRIL 2018

ITEM NO.	RESOLUTION	FOR DISPOSAL	DUE DATE	STATUS	COMPLETION DATE
COMMUNITY SERVICES					
18/04/CS1 **CLIMATE PARTNERSHIP SECOND MISSION: ILSFELD MUNICIPALITY GERMANY VS KOUGA MUNICIPALITY SOUTH AFRICA (03-10 FEBRUARY 2018)**	1. That a Climate Change Steering Committee be established. 2, That the Committee Members of the Environmental Management Committee serve on the Committee as contemplated above (1) until such time of the establishment of the Climate Change Committee. 3.. That the following projects be included on the IDP:- • Development of the natural spring of Kruisfontein in Humansdorp; • Rain water harvesting -Kouga; • Interlinking of Kouga's bulk water supply systems; • Small Business Enterprises;	Community Services		Climate Change Steering Committee to be established Report to be submitted advising of Committee Members Manager: IDP	Report to be submitted to then next Portfolio Committee meeting to be held June 2018

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 25 APRIL 2018

ITEM NO.	RESOLUTION	FOR DISPOSAL	DUE DATE	STATUS	COMPLETION DATE
PLANNING, DEVELOPMENT & TOURISM					
18/04/PD&T1 **ESTABLISHMENT OF HOUSING COMMITTEES IN WARDS FOR HOUSING PROJECTS IN THE KOUGA MUNICIPAL AREA**	1. That the establishment of Housing Committees in Wards where housing projects are taking place in terms of Section 79 of the Local Government: Municipal Structures Act, Act. 117 of 1998 be approved. 2. That the Draft Terms of Reference be drafted and submitted for approval and implementation. 3. That the Terms of Reference, Powers, Functions and Delegations be reviewed annually and that all amendments and / or additions be subject to Council's final approval.	Planning & Development Committee Members to be appointed TOR to be drafted	Portfolio Committee meeting May 2018	Report to be submitted on Housing Committees established in all Wards TOR to be submitted for approval	Next PC meeting to be held in June 2018

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

SPECIAL COUNCIL MEETING HELD ON 23 MAY 2018

ITEM NO.	RESOLUTION	FOR DISPOSAL	DUE DATE	STATUS	COMPLETION DATE
CORPORATE SERVICES					
18/05/CORP1 **APPLICATION FOR THE ESTABLISHMENT OF A SPECIAL RATINGS AREA (SRA), ST FRANCIS BAY**	1. That the Special Ratings Area be established for the geographical area as depicted in the attached Plan, subject to the following amendment being made to the Business Plan of the applicants: *a))reference to EMF be removed from the business plan;* *b)the contribution of R3 000 000 reflected under the budget in the Business Plan be removed;* *c) that the applicant make provision for Bad Debt on the budget in terms of their Business Plan;* *d) that Note 9 of the budget in the Business Plan be amended to refer to 'administration fee' and not 'bad debt' as currently reflected;* *e) that paragraph 1.1 of Schedule B to the Memorandum of Incorporation of the Management Body be amended by the deleting the words "shall be open to" and*	Manager: Legal Services		Amendments to be made in the Business Plan, MOI	Amendments to be finalised by end of May 2018

	replacing it with the following words "shall be limited to". 2. That a Special Ratings Area rate be levied on each rateable property situated within the boundaries of the Special Ratings Area, which Special Rates Area rates in respect of each rateable property be a percentage of the applicable property rates payable by each property owner, so calculated that the aggregate thereof equal the applicants' proposed amount in the Special Ratings Area Business Plan, plus Vat. 3. That only the SRA Levy collected by the municipality will be paid over to the Special Ratings Area Management Body, and any rates collected by the municipality will first be applied toward the municipal property rates portion for the rateable property situated within the boundaries of the Special Ratings Area. 4. That the Council approve the conclusion of a Finance Agreement with the Management Body of the Special Ratings Area and note that the Municipal Manger shall approve a deviation in respect of the conclusion thereof, given that the funds to be paid by the municipality to the Management Body are funds collected by the municipality in respect of the Special Ratings Area rates, from owners of rateable property situated in the Special Ratings Area, and who are entitled to be members of the	Finance Directorate	2018/2109 Budget	Special Ratings Area rate be levied on each rateable property situated within the boundaries of the Special Ratings Area	

	Management Body. This agreement must make provision for a termination date. 5. That the Administration Fee to be retained by the Municipality be negotiated between the Applicant and the Municipal Manager and which fee must be included in the Finance Agreement referred to in (4) above.				

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 31 MAY 2018 **ITEM NO. 18/05/MM2**

REVIEW OF THE 2017/2022 INTEGRATED DEVELOPMENT PLAN: 2018/19 YEAR (1ST REVIEW, 2ND EDITION)

1. Introduction

The purpose of this report is to table the 2018/19 review of the 2017/22 Integrated Development Plan (second edition) for consideration by Council. *The IDP document is distributed under a separate cover*.

2. Legislative requirements

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

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

(a) must review its integrated development plan –

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

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

3. Background

This report is the first review of the 2017/22 Integrated Development Plan of the Kouga Municipality. The process started with the adoption of the IDP Process Plan on 31 August 2017, Council Resolution 17/08/AME&S9, which included all the different processes to be followed. The process plan also made provision for compliance timeframes of the financial reporting cycles as well as performance management.

4. Community Involvement

According to the Local Government Systems Act, Act 32 of 2000, Section 16, a municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance by encouraging, and create conditions for the local community to participate in the affairs of the municipality.

The municipality take cognizance of the importance of community participation and therefore schedule at least 2 rounds of public meetings in all wards and certain towns in the municipal area. The 1st round of meetings, according to the process plan, was held form 6 November 2017 to 12 December 2018. The 2nd round of meetings took place from 16 April 2018 to 28 May 2018. The main purpose of the 2nd round of meetings was to demonstrate to the public how the IDP and Budget is aligned/integrated based on the available funds of the municipality to meet the objectives set in the five-year plan.

Both meetings were poorly attended by the community, Councillors, as well as key management staff. Only 2 incidences were reported namely Ward 5, and Ward 10. Ward 5's meeting was adjourned due to disruption by members of the public. An additional meeting was added and duly advertised to accommodate the community members of Ward 5 who fell victim to the disrupted meeting. The members of the public who attended the Ward 10 meeting requested the Councillors and officials not proceed with the meeting. However, a list of inputs was received from the office of the ward Councillor.

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

5. Meetings

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

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

The IDP and Budget Integration process commenced from 10 April 2018 up to the 23 May 2018. The IDP and Budget is also aligned to MSCOA principles.

6. Inputs/Comments from the public

A Notice, no. 55/2018, was placed in the local newspapers, municipal website, municipal notice boards and ward Councillor offices to invite inputs/comments on the Draft IDP and Budget which was adopted on 29 March 2018.

A total of 5 written inputs/comments were received from the public namely:

- Rosy Andrews
- Mrs Ria van der Molen
- Riaan Colesky – Paradise Beach Neighbourhood Watch
- Jennifer Prentice
- Roelof Mc Donald

See annexures attached. ***

The abovementioned inputs are mostly of an operational nature and was forwarded to the relevant department for execution. Verbal inputs received from the public at the meetings was also directed to the relevant department for attention and execution.

7. Consideration of matters raised at public meetings

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

8. Recommendation

9.1 That the **2018/19 review** of the 2017/22 Integrated Development Plan be adopted in terms of the provisions of Section 25 of the Local Government Municipal Systems Act, 32 of 2000.

9.2 That the **Draft IDP** document be submitted to the MEC and relevant stakeholders within 10 days of adoption by Council.

9.3 That the Final IDP for 2018/19 be placed on the municipal website, and copies of the document by placed at municipal offices and ward Councillor offices, within 10 days of adoption by Council.

Item prepared by the Manager: IDP

Colleen Dreyer

From: rosyandrews15 <rosyandrews15@gmail.com>
Sent: 09 May 2018 10:09 PM
To: Colleen Dreyer
Subject: Re: Inputs of Ward 8

Madam
1. Streetlights in Salie Street very far from each other. Danger: Darkness, easy for break ins at night.
2. Shortage of pavements in Dogwood- and Seetuin Streets. Very busy streets of vehicles and pedestrians have also use the streets.
3.Overgrow ervens and Allients, hiding places.

I will appreciate if these problems can get attention, although I understand that you have a full schedule, and try your best to get every resident happy.
Mrs R.Andrews

Colleen Dreyer

From: Ria van der Moolen <ria213@vodamail.co.za>
Sent: 15 May 2018 02:43 PM
To: Colleen Dreyer
Cc: Paul Van Der Moolen; riaankolesky@yahoo.com
Subject: Attn: Please add to your budget : Immergroen Avenue Paradise Beach

ATTN: C. Dreyer

Dear C Dreyer,

We know that you must be terribly busy with all the crises around and we shall really appreciate if you can also give some attention to and do something about our problem by adding it to your budget for this year, as Very Important for Paradise Beach.

We need your help desperately with the sections of tar road that became gravel as the road deteriorated throughout the years without any upkeep. It is believed that a flood about 5years ago damaged the road at first. Immergroen avenue in Paradise Beach goes past our house and there is no speed limits and no speed sign boards. (as the road come into town from St Francis and Humansdorp).

Heavy traffic, trucks, delivery vehicles, cars and bakkies, goes past here and most at top speed, where school children, domestic workers walk and others cycle and walk and run and as vehicles come and go over the gravel sections, they drown everbody in dust. With north and east winds it get worse. With the other winds, our neighbours across the road gets most of the dust, which is a health hazard for everybody and we shall appreciate if tarring or concrete of these sections can be done soonest, and we shall prefer drainage ditches across the road as, we heard that speed bumps may not be fitted on this road. Why, we can not understand as other towns have speed bumps and draining ditches all over and we believe it is the Only way to stop the speeding here, where children and grown ups walk and cycle daily in which is a really dangerous road.

We are very worried that somebody will be hurt, or worse, by the speeding vehicles.

Also, we visit Botha street to get onto the beach on a regular basis for many years now and do appreciate that there is taps and showers with water to rinse, but No toilets, and would appreciate if you could build some there. We saw that during the summer holidays the parking area nearly full of vehicles and believe that holiday makers shall be very relieved to find toilets there, as now they have to use the bushes or dunes because there is no facilities available.

Thank you.

Kind Regards
Ria and Paul van der Moolen

Colleen Dreyer

From: Ben Rheeder <benrheeder@telkomsa.net>
Sent: 15 May 2018 12:04 PM
To: Colleen Dreyer; Victor Felton; Nomvula Machelesi
Cc: Riaan Kolesky; Danny Benson; Freddy Campher
Subject: Fw: Paradysstrand

Hi Colleen,

Attached the request from Paradise Beach, as requested during the IDP meeting on 14 May 2018.

Ben Rheeder

From: Paradise Watch
Sent: Tuesday, May 15, 2018 10:25 AM
To: cduplessis@kouga.gov.za
Cc: benrheeder@telkomsa.net ; Lieb Swiegers
Subject: Paradysstrand

Goeie more menere

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

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

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

From: Roelof Mc Donald [mailto:rdmcdonald@telkomsa.net]
Sent: Saterdag, 12 Mei 2018 20:16
To: 'cduplessis@kouga.gov.za' <cduplessis@kouga.gov.za>
Subject: IDP Public Meeting: St FrancisBay Vill. Hall: Thu, 10 May'18
Importance: High

Geagte Mnr C DU PLESSIS,
Munisipale Bestuurder,
KOUGA Mun.

I/S Kaap St Francis: HERSTEL van WATERSKEMA vanaf FONTEINE

Verwys asb na die vergadering van die afgelope Donderdagaand te St Francisbaai.

Hierdie skrywe se doel is om u te versoek om bgn Skema PERTINENT op u lys van prioriteite te plaas en dit so HOOG daarop te plaas dat dit ONMIDDELIKE aandag kan kry.

MOTIVERING:

Geen aardse mens kan voorspel hoe lank die droogte, wat PE metropool en KOUGA nadelig beinvloed, gaan voortduur nie. Me Helen Zille het op 22 Jan'18 in 'n artikel in die Daily Maverick vir ons 'n idee gegee van wat op mense wag wat nie behoorlik voorsiening maak vir so 'n noodsituasie nie. [Hierdie "link" lei na die artikel --- From the Inside: The Countdown to Day Zero ---- 'n Ctrl + Kliek maak dit oop.] Ek het Don.aand vermoed dat U uself al in so 'n situasie ingedink het.

Met die geboorte van Kaap St Francis is daar 'n servituut oor beide fonteine geregistreer ten gunste van die kopers van erwe in Kp St Francis. 'n Mettertydse reëling was dat dit sal oorgaan ten gunste van 'n Lokale Owerheid [LO], sodra soiets tot stand kom, wat dit moet bedryf ten gunste van die grondeienaars/bewoners van Kaap St Francis. Na my mening beteken dit dat die dorp Kaap St Francis se bewoners geregtig is op die VERNIET gebruik van die 2 fonteine se water, maar natuurlikerwys moet betaal vir die leweringskoste daarvan by hul persele. Verder, so glo ek, beteken dit ook dat die inwoners, of die Instansie wat die skema namens hulle bedryf, 'n surplus van die fonteine se water kan verkoop aan enige belangstellende of dit selfs kan botteleer en vir eie gewin bemark om die lewerings-koste daarvan te verklein. Dit verminder geensins die reg van Kp St Fr se bewoners om, indien nodig, ekstra water aan te koop by 'n geskikte leweransier nie.

Oor die jare het ons Lokale Owerhede gesien kom en gaan tot by die huidige Kouga Munisipaliteit [KM]. Die oorspronklike eienaar van die plaas Ongegunde Vryheid, waarop beide fonteine geleë is, asook die dorp Kp St Fr, het 'n werkende waterskema met pompe, pype, reservoirs, meters, meterlesers, ens aan die LO van destyds oorhandig om te bestuur in die beste belang van KSF en sy bewoners. Ek glo egter nie dat die regte van KSF se inwoners bestuur is soos in die vorige paragraaf uitgespel is nie. Baie beslis ook het die LO nie die stelsel onderhou en vernuwe soos wat mens sou verwag het nie. Tans is ons dorpie uitgelewer aan die beperkings van die grote PE Metropool met sy 50 liter per dag per persoon en die moontlike verwagting van droë krane/geen water in die voorsienbare toekoms. Hierdie toestand heers terwyl daar elke dag minstens 700,000 liter water VERMORS/ONBENUT en vryelik in die oseaan vloei omdat ons LO nie na ons waterstelsel en belange na behore

omgesien het nie. Hierdie hoeveelheid water kan 14,000 mense daagliks van 50 liter voorsien en dit kom te staan op 700 Kub liter per dag. Die syfer wat Don.aand gegee is vir vermorsing binne KM se area behoort hierdie syfer te bevat en ek twyfel of dit so is.??

In die afgelope weke het ek met hulp beide fonteine besoek en die naaste een se vloei bepaal op ong 300,000 lit/dag [Ma 9 Apr'18] en die 2de een s'n op meer as 400,000lit/dag [Vr 27 Apr'18]. In ag genome dat 'n uitsonderlike droogte hom tans hier uitspeel, kan geredelik aanvaar word dat die normale vloei gewoonlik nog meer sal wees. Dit is ook so bevestig deur lokales wat die fonteine se vloei oor jare ken. Monsters van die water van elk is ook geneem en die resultate van die kwaliteitsontledings word tans nog afgewag. Ek kan goed onthou dat my geyser gouer as wat ek verwag het, kalk versamel het, met ons "ou" stelsel se water. Vir byna alles is daar oplossings en vermenging met "PE water" is dalk een van die maklikstes. Verder is daar tans Eskom krag aangelê tot naby die fonteine en dit was nie destyds daar nie.

By Don.aand se vergadering het u gewys op die UITERS hoë prioriteit om ontslae te raak van die emmerstelsel en ons het ook gehoor van nuwe beoogde behuising. Verder lyk dit of daar nog ong 200 leë erwe te KSF is. Genoeg water is hiervoor noodsaaklik en dit MAG dus nie 'n laer prioriteit kry nie. Verder het ek bemerk dat heelwat van die gelyste prioriteite in werklikheid WATER insluit, maar dat lgn nie pertinent as 'n WATERSkema genoem word nie. My versoek aan U is oa om dit reg te stel.

Ek vertrou dat U my sal verskoon as ek nie nou probeer om dieper te motiveer en verdere detail te verskaf nie. Daar is nog BAIE wat tersaaklik is en ook groter kundiges as ek.

Vriendelike groete,

Roelof Mc Donald.

NS Ek dink en glo dat ek U e-adres vir insette reg gehoor het, maar twyfel. As U die ontvangs hiervan kan erken, sal ek baie bly wees.

43 Beefwood Circle
Jeffrey's Bay
8th May 2018

Kouga Municipality
Integrated Development Program

Attention: Ms C Dreyer

Dear Madam,

At the last IDP meeting for ward 8 in Jeffrey's Bay, on the 2nd May 2018, input was invited from the public.

Firstly, the good things! I am really excited about the proposed wheelie bins. Great idea.

Inputs:

1 Plastic bags
This has been a favourite gripe for many years, would it not be absolutely awesome if Jeffrey's Bay/Kouga was the first municipality in this country to ban plastic bags? This would minimise inflicting harm on our waterlife, especially the whales and dolphins. Our tourists love to come here and watch these marine creatures. If a country like Ruanda can ban plastic bags, why are we still lagging behind?

2 Glass bottles
Every bottle store or tavern/shebeen should be obliged to have a container outside their shop for bottles. This would make it easier for compliance from consumers because they don't have to travel somewhere else to get rid of bottles. The contents of these containers should belong to the municipality who then sell directly to the re-cycling company. Any profit from this would be used to offset the cost on acquiring the bins. In the UK, households are forced to separate their waste and the money made from recycling belongs to the government.

3 Paper/cardboard waste
Schools and businesses should be encouraged to collect any non greasy paper waste for municipal recycling.

If the municipality is unable to sell waste directly to recycling companies, the entities like "Envirotech" or whoever should pay a small fee for taking our town's waste. They would not be in the business if they weren't making a profit. The municipality deserves some of that profit. It would be really great if we could have a company in Jeffrey's Bay that pulps waste paper and makes articles from the waste. We have many un-employed people here and a recycling plant would assist people to support themselves.

Yours faithfully,
Jennifer Prentice

KOUGA MUNICIPALITY (EC 108)

MAYORAL COMMITTEE MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 31 MAY 2018 **ITEM NO: 18/05/MM3**

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: 2017/18 FINANCIAL YEAR: AMMENDMENT OF SDBIP TARGETS FOLLOWING THE MID-YEAR PERFORMANCE ASSESSMENT AND ADJUSTMENTS BUDGET

1. Introduction

It is the purpose of this report to submit to Council proposals for the adjustment of non-financial targets in the 2017/18 Service Delivery and Budget Implementation Plan.

2. Legislative provisions

Section 54(1)(c) of the MFMA provides as follows with regard to the review of the SDBIP:

> "***54.*** *(1) On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72, the mayor must—*
> *(a) consider the statement or report;*
> *(b) check whether the municipality's approved budget is implemented in accordance with the service delivery and budget implementation plan;*
> *(c) consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget;"*

3. SDBIP Review

The fact that the capital budget was subject to re-prioritization to accommodate the augmentation of water supply requires an adjustment to the SDBIP.

The fact that some of the targets in the SDBIP are not practical and/or achievable and unfunded would it further be necessary to review the SDBIP targets so as to not compromise the performance of the institution.

The SDBIP targets should be limited to those that relates to consolidated institutional targets that can be linked to top management, matters of an

operational nature should not be included in the institutional SDBIP and targets aimed at lower level operational matters should thus be reconsidered. The current non-financial indicators in the 2017/18 SDBIP is attached as Annexure A (Note that it is proposed that all underlined sentences, words and/or numbers relevant to SDBIP targets be removed from the SDBIP).

Further note that changes to the responsible directorates resulting from the adoption of the Organogram are not reflected in the current SDBIP as per Annexure A, but that the changes were affected in the proposed amendments to the SDBIP as set out in Annexure B.

Adjustments to the SDBIP for the 2017/18 year shall have a result that the individual performance plans of the Municipal Manager and other Senior Managers must be adjusted accordingly.

The adjustment of performance plans shall be affected on approval of the amended non-financial targets in the 2017/18 SDBIP.

Amendments to the financial information in the 2017/18 SDBIP following the adjustments budget is reflected in Annexure C.

5. Recommendation

5.1 That in terms of the provisions of Section 54(1)(c) of the MFMA, the proposed amendments to the non-financial targets of the 2017/18 Service Delivery and Budget Implementation Plan as set out in Annexure "B" be approved.

5.2 That in terms of the provisions of Section 54(1)(c) of the MFMA, the amendments to the financial targets of the 2017/18 Service Delivery and Budget Implementation Plan as set out in Annexure "C", that resulted from the adoption of the Adjustments Budget be noted.

5.3 That the Municipal Manager affects the required changes to the performance plans to ensure that the performance plans are aligned to the SDBIP targets for the 2017/18 year.

Item prepared by: Manager: Performance Management Systems

ANNEXURE "A"

CURRENT SDBIP TARGETS: INTEMS TO BE REMOVED UNDERLINED

SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN: 2017/18: INSTITUTIONAL TARGETS

INFRASTRUCTURE AND BASIC SERVICES						
Water and sanitation						
To provide water and sanitation services to all residents of Kouga						
Provide households with access to basic services						
Provide indigent households with free access to basic services						
Provide quality water to all residents of Kouga						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
100% of formal households with access to basic levels of water, sanitation (inclusive of bucket sanitation), electricity and solid waste removal services.	100% of formal households with access to basic levels of water, sanitation (inclusive of bucket sanitation), electricity and solid waste removal	100% of formal households with access to basic levels of water, sanitation (inclusive of bucket sanitation), electricity and solid waste removal	100% of formal households with access to basic levels of water, sanitation (inclusive of bucket sanitation), electricity and solid waste removal	100% of formal households with access to basic levels of water, sanitation (inclusive of bucket sanitation), electricity and solid waste removal	**% of formal households with access to basic levels of water, sanitation, electricity and solid waste removal**	Director IPD Director Social Services
100% of formal households provided with free access to basic services based on the indigent register	100% of formal households provided with free access to basic services based on the indigent register	100% of formal households provided with free access to basic services based on the indigent register	100% of formal households provided with free access to basic services based on the indigent register	100% of formal households provided with free access to basic services based on the indigent register	**100% of formal households provided with free access to basic services based on the indigent register**	Director IPD Director Social Services
Reduce the number of households using bucket sanitation from 3 885 to 750	Audit and Prepare a bucket eradication	Adjustment budget submissions for bucket	Report monthly on implementation of bucket	Reduce the number of households using	**Number reduction in number of informal households using bucket sanitation**	Unfunded

	process plan and finalise tender requirements for bucket eradication.	eradication by 31 December 2017	eradication program	bucket sanitation from 3 885 to 750		
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Reduce water losses to 36.4% and report quarterly on compliance with the water losses reduction action plan.	Audit water losses and submit a report on water losses as per the audit with an action plan to reduce water losses before 30 September 2017	Report on progress with the implementation of the action and/or adjustment budget submissions before 31 December 2017	Report on progress with the implementation of the action before 31 March 2018	Water losses curbed at 36.4%	**% water losses calculated against water purchased/produced against water sold/accounted for and number of reports submitted on compliance with the action plan**	Director IPD
Prepare an Infrastructure Master Plan for Kouga Municipality	Prepare process plan for the compilation of an Infrastructure Master Plan for Kouga Municipality by 31 August 2017	Submit Infrastructure Audit by 29 September 2017	Finalize and submit projected budget and cash flows and time management plans for matters as per the Infrastructure Master Plan	Submit draft Infrastructure Master Plan to Council by 31 March 2017.	Due date compliance with the preparation of the Infrastructure Master Plan	Unfunded
Prepare an Infrastructure Maintenance Plan for Kouga Municipality	Conduct and infrastructure maintenance audit by 30 September 2017	Submit Infrastructure Maintenance Plan by 15 October 2017 and report monthly on implementation	Report monthly on compliance with the Infrastructure Maintenance Plan	Report monthly on compliance with the Infrastructure Maintenance Plan	Due date compliance with the submission of the monthly reports on compliance with the Infrastructure Maintenance Plan	Unfunded
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		

66% Blue Drop score for potable water quality measured through monthly reports on implementation and compliance with the Blue Drop program	Prepare a program for compliance with Blue Drop requirements and report monthly on implementation	Report monthly on implementation of Blue Drop program compliance	Report monthly on implementation of Blue Drop program compliance	Report monthly on implementation of Blue Drop program compliance	Number of reports submitted on compliance with the Blue Drop program	Unfunded
66% Green Drop score for potable water quality measured through monthly reports on implementation and compliance with the Blue Drop program	Prepare a program for compliance with Green Drop requirements and report monthly on implementation	Report monthly on implementation of Green Drop program compliance	Report monthly on implementation of Green Drop program compliance	Report monthly on implementation of Green Drop program compliance	Number of reports submitted on compliance with the Green Drop program	Unfunded

INFRASTRUCTURE AND BASIC SERVICES

Roads and Storm water

To provide roads and storm water services to all residents of Kouga

Reduce un-surfaced roads through road paving

Reduce un-surfaced roads though surfacing

Ensure road construction meets the needs of the community

Ensure road maintenance through the provision funds

ANNUAL TARGETS	QUARTERLY TARGETS				Key Performance Indicators	Responsible Directorate
	30 September 2017	31 December 2017	31 March 2018	30 June 2018		
100% expenditure of the budgeted amount of R5 million for the upgrading	Prepare and submit a process plan for the	50%100% expenditure of the budgeted amount of R5	75%100% expenditure of the budgeted amount of R5	100% expenditure of the budgeted amount of R5 million for the	% expenditure of the budgeted amount of R5 million for the	Unfunded

and maintenance of roads	maintenance and upgrading of roads by 31 August 2017 and spend R200 000 on road maintenance	million for the upgrading and maintenance of roads	million for the upgrading and	upgrading and maintenance of roads	upgrading and maintenance of roads	
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Surface 1 Km road. Repair Johan Muller Boulevard	Prepare process plan and finalise tender requirements by 31 August 2017.07.03 Submit report to Portfolio Committee for the identification of the road/s to be surfaced. N/a	Appoint tenderer and report on progress N/a	Report on progress Johan Muller Boulevard Repaired	Surface 1km road Johan Muller Boulevard repaired	**Km planned road infrastructure construction** Repairs effected to Johan Muller Boulevard	Director IPD

INFRASTRUCTURE AND BASIC SERVICES						
Human Settlements						
To provide housing to the poor in Kouga						
Provision of basic services to informal settlements						
Building control						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
100% of households in recognized informal settlements provided with access to basic services (Water and sanitation [chemical toilets/buckets]).	100% of households in recognized informal settlements provided with access to basic services	100% of households in recognized informal settlements provided with access to basic services	100% of households in recognized informal settlements provided with access to basic services	100% of households in recognized informal settlements provided with access to basic services (Water and Sanitation [chemical toilets/buckets])	**% of recognize**d **informal households provided with access to basic services as certified by means of a certificate of service provision**	Director IPD
100% of houses constructed as part of the housing programme be certified by the building inspector to comply 100% with building standards and norms	100% of houses constructed as part of the housing programme be certified by the building inspector to comply 100% with building standards and norms	100% of houses constructed as part of the housing programme be certified by the building inspector to comply 100% with building standards and norms	100% of houses constructed as part of the housing programme be certified by the building inspector to comply 100% with building standards and norms	100% of houses constructed as part of the housing programme be certified by the building inspector to comply 100% with building standards and norms	**% houses constructed as part of the housing delivery program conforms to minimum building standards for residential houses**	Director IPD

INFRASTRUCTURE AND BASIC SERVICES						
Land Use Management						
Sustainable management of land in Kouga						
Ensure that land and buildings are managed per legislative requirements						
Ensure that building plans are approved as per legislative requirements						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Land use applications, inclusive of rezoning's, consent use, departures, removal of restrictive conditions, consolidations, subdivisions and boundary adjustments are finalised within 90 days of application	Land use applications, inclusive of rezoning's, consent use, departures, removal of restrictive conditions, consolidations, subdivisions and boundary adjustments are finalised within 90 days of application	Land use applications, inclusive of rezoning's, consent use, departures, removal of restrictive conditions, consolidations, subdivisions and boundary adjustments are finalised within 90 days of application	Land use applications, inclusive of rezoning's, consent use, departures, removal of restrictive conditions, consolidations, subdivisions and boundary adjustments are finalised within 90 days of application	Land use applications, inclusive of rezoning's, consent use, departures, removal of restrictive conditions, consolidations, subdivisions and boundary adjustments are finalised within 90 days of application	**Number of days from date of submission for the finalization of applications for rezoning, consent use, departures, removal of restrictive conditions, consolidations, subdivisions and boundary adjustments.**	Director IPD
Building plans approved/rejected within 30 days from date of submission	Building plans approved/rejected within 30 days from date of submission	Building plans approved/rejected within 30 days from date of submission	Building plans approved/rejected within 30 days from date of submission	Building plans approved/rejected within 30 days from date of submission	**Number of days for the approval/rejection of building plans from date of submission**	Director IPD

INFRASTRUCTURE AND BASIC SERVICES						
Health and social services						
To provide health and social services						
Ensure all registered premises comply with national legislation, regulations and municipal by laws						
Ensure water meets the minimum legal requirements						
Conduct HIV/Aids outreaches and support programmes for people of Kouga						
Ensure all premises are safe						
Ensure compliance with legislation through Occupational Health and Safety Meetings						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Conduct 150 environmental health inspections	Conduct 50/150 environmental health inspections	Conduct 80/150 environmental health inspections	Conduct 100/150 environmental health inspections	Conduct 150/150 environmental health inspections	**Number of environmental health inspections and investigations reached**	Director Social Services
Submit 528 water samples for bacteriologic and chemical analysis	Submit 132/528 water samples for bacteriologic and chemical analysis	Submit 264/528 water samples for bacteriologic and chemical analysis	Submit 396/528 water samples for bacteriologic and chemical analysis	Submit 528/528 water samples for bacteriologic and chemical analysis	**Number of water samples for bacteriological and chemical analysis**	Director Social Services
200 school children reached through HIV/AIDS and health related outreaches and support programmes in partnership/coordinating with the Department of Health	200 school children reached through HIV/AIDS and health related outreaches and support programmes in partnership/coordinating with the Department of Health	200 school children reached through HIV/AIDS and health related outreaches and support programmes in partnership/coordinating with the Department of Health	200 school children reached through HIV/AIDS and health related outreaches and support programmes in partnership/coordinating with the Department of Health	200 school children reached through HIV/AIDS and health related outreaches and support programmes in partnership/coordinating with the Department of Health	**Number of school children reached through HIV/AIDS health related outreaches and support programmes in partnership/cooperation with the Department of Health**	Director Social Services

ANNUAL TARGETS	QUARTERLY TARGETS				Key Performance Indicators	Responsible Directorate
	30 September 2017	31 December 2017	31 March 2018	30 June 2018		
25 Council premises reached through inspections	5/25 Council premises reached through inspections	10/25 Council premises reached through inspections	15/25 Council premises reached through inspections	25/25 Council premises reached through inspections	**Number of Council premises reached through inspections**	Director Social Services
16 Health and Safety Representative Meetings held per year	4/16 Health and Safety Representative Meetings	8/16 Health and Safety Representative Meetings	12/16 Health and Safety Representative Meetings	16/16 Health and Safety Representative Meetings held per year	**Number of Health and Safety Representative meetings**	Director Corporate Service

INFRASTRUCTURE AND BASIC SERVICES						
Environmental Health services						
To provide environmental services to the residents of Kouga						
Ensure all registered premises comply with national legislation, regulations and municipal by laws						
Ensure water meets the minimum legal requirements						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Conduct 737 environmental health inspections	Conduct 180/737 environmental health inspections	Conduct 360/737 environmental health inspections	Conduct 540/737 environmental health inspections	Conduct 737/737 environmental health inspections	**Number of environmental health inspections and investigations reached**	Director Social Services

INFRASTRUCTURE AND BASIC SERVICES						
DISASTER MANAGEMENT						
To provide disaster management to the residents of Kouga						
Implement a Disaster Management Plan that shall serve all residents of Kouga						
Provide a fast responding fire and rescue service to the residents of Kouga						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Submit a review of the Kouga Disaster Management Plan to Council before 30 November 2017 and report on implementation before the end of each quarter	Prepare a process plan for the review of the Kouga Disaster Management Plan by 30 August 2017	Submit review of Kouga Disaster Management Plan to Council for consideration before 30 November 2017	Report on implementation of Disaster Management Plan before 31 March 2018	Report on implementation of Disaster Management Plan 30 June 2018	**Due date compliance with the review of the disaster management plan for Kouga. and risk assessments following disasters/incidents**	Unfunded
Conduct a risk Disaster assessment and submit a report to the Municipal Manager within 7 days of a disaster/incident	Conduct a risk Disaster assessment and submit a report to the Director Social Services within 7 days of a disaster/incident	Conduct a risk Disaster assessment and submit a report to the Director Social Services within 7 days of a disaster/incident	Conduct a Disaster risk assessment and submit a report to the Director Social Services within 7 days of a disaster/incident	Conduct a Disaster risk assessment and submit a report to the Director Social Services within 7 days of a disaster/incident	**Due date compliance with risk assessments following disasters/incidents**	Director Social Services
75% of residents have access to fire and rescue services within 15 minutes of call (CERT) (Smoke detectors)	75% of residents have access to fire and rescue services within 15 minutes of call	75% of residents have access to fire and rescue services within 15 minutes of call	75% of residents have access to fire and rescue services within 15 minutes of call	75% of residents have access to fire and rescue services within 15 minutes of call	**% of residents with access to fire and rescue services within 15 minutes**	Director Social Services

INFRASTRUCTURE AND BASIC SERVICES

Solid waste, refuse and cleaning

To provide waste and refuse removal services to the residents in Kouga

Provide all households with refuse removal services

Provide commercial enterprises with refuse removal services

Ensure indigent households have access to free refuse removal services

ANNUAL TARGETS	QUARTERLY TARGETS				Key Performance Indicators	Responsible Directorate
	30 September 2017	31 December 2017	31 March 2018	30 June 2018		
Provide 100% of formal households with weekly refuse removal services	100% of households with weekly refuse removal services	100% of households with weekly refuse removal services	100% of households with weekly refuse removal services	100% of households with weekly refuse removal services	% of households with weekly refuse removal services	Director Social Services
Provide 100% of commercial enterprises with refuse removal services 3 times per week	100% of commercial enterprises with refuse removal services 3 times per week	100% of commercial enterprises with refuse removal services 3 times per week	100% of commercial enterprises with refuse removal services 3 times per week	100% of commercial enterprises with refuse removal services 3 times per week	% of commercial enterprises with refuse removal services 3 times per week	Director Social Services
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
40% compliance with solid waste site licensing agreements measured through monthly reports on compliance with the waste site licensing agreement compliance program.	Prepare a program to ensure compliance with waste site licensing agreements and report monthly on compliance with the program	Report monthly on compliance with the program aimed at achieving compliance with waste site licensing agreements	Report monthly on compliance with the program aimed at achieving compliance with waste site licensing agreements	Report monthly on compliance with the program aimed at achieving compliance with waste site licensing agreements	Number of monthly reports on compliance with the waste site licensing agreement compliance program	Director Social Services

INFRASTRUCTURE AND BASIC SERVICES

Coastal and Estuary Management

To ensure well managed coastal areas and estuaries

Ensure high quality experience for visitors to our beaches

Ensure well-managed coastal areas and estuaries

ANNUAL TARGETS	QUARTERLY TARGETS				Key Performance Indicators	Responsible Directorate
	30 September 2017	31 December 2017	31 March 2018	30 June 2018		
1 Beach with Blue Flag Status	1 Beach with Blue Flag Status	1 Beach with Blue Flag Status	1 Beach with Blue Flag Status	1 Beach with Blue Flag Status	**Number of beaches with Blue Flag Status**	Directorate Social Services
80% Performance rating as per community satisfaction survey	80% Performance rating as per community satisfaction survey	80% Performance rating as per community satisfaction survey	80% Performance rating as per community satisfaction survey	80% Performance rating as per community satisfaction survey	**Performance rating as per community satisfaction survey**	No measures in place to measure community satisfaction on beach experience

INFRASTRUCTURE AND BASIC SERVICES						
Safety and Security						
To ensure the safety of residents of Kouga						
Ensure the provision of law enforcement services on a continuous basis						
Ensure the provision of traffic services to the residents of Kouga on a continuous basis						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Law enforcement services available to the community 7 days per week measured through monthly reports on compliance with the Law Enforcement Program	Prepare a Law Enforcement Program before 31 August 2017 and report monthly on compliance with the program	Report monthly on compliance with the Law Enforcement Program	Report monthly on compliance with the Law Enforcement Program	Report monthly on compliance with the Law Enforcement Program	**Number of reports on compliance with the Law Enforcement Program**	Director Social Services

INFRASTRUCTURE AND BASIC SERVICES						
Sport and Recreation						
To provide sport and recreational facilities to the residents in Kouga						
Ensure recreational facilities are available to all residents of Kouga						
Ensure sporting facilities are in a suitable condition for utilization by communities						
Ensure caravan parks and resorts are competitive in the market						
Ensure sufficient libraries are available to meet the needs of the communities						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Ensure recreational facilities are available to 15 community halls of Kouga within 5km of residence and such facilities are maintained measured through monthly reports on compliance with maintenance plans	Prepare a maintenance plan for recreational facilities by 31 August 2017 and report monthly on compliance with maintenance plan	Report monthly on compliance with maintenance plan	Report monthly on compliance with maintenance plans	Report monthly on compliance with maintenance plans	**Number of monthly reports on compliance with maintenance plans for community facilities**	Director Social Services
Ensure 12 sporting facilities are in a suitable conditions for utilization by communities measured through monthly reports on compliance with maintenance plans	Prepare a maintenance plan for sporting facilities and report monthly on compliance with the maintenance plan	Report monthly on compliance with maintenance plans	Report monthly on compliance with maintenance plans	Report monthly on compliance with maintenance plans	**Number of monthly reports on compliance with maintenance plans for sporting facilities**	Director Social Services
50% of visitors to caravan parks and resorts are satisfied with the condition of the parks as per the	Prepare a maintenance plan for caravan parks and report	Report monthly on compliance with the maintenance	Report monthly on compliance with the maintenance plan for caravan parks	Report monthly on compliance with the maintenance plan for caravan parks	**Number of reports submitted on compliance with maintenance plans for caravan parks**	Director Social Services

community satisfaction survey measured through the submission of monthly reports on compliance with maintenance plans Maintenance of caravan parks and resorts	monthly on compliance with implementation	plan for caravan parks				
	Prepare a customer satisfaction questionnaire by 31 August 2017 and report monthly on results of the survey and compliance with corrective actions	Report monthly on results of the customer satisfaction survey and compliance with corrective actions	Report monthly on results of the customer satisfaction survey and compliance with corrective actions	Report monthly on results of the customer satisfaction survey and compliance with corrective actions	**Overall average results of customer satisfaction survey Number of monthly reports submitted on the results of the customer satisfaction surveys and compliance with corrective actions**	No Measures in place to measure user satisfaction at resorts and caravan parks
265 000 people/visits making use of library facilities	66 250/ 265 000 people making use of library facilities	132 500/265 000 people making use of library facilities	198 750/265 000 people making use of library facilities	265 000/265 000 people making use of library facilities	**Number of people making use of library facilities**	Director Social Services
Provide 1 additional library facility (Dependant on Provincial funding)	Prepare process plan and finalise tender specifications	Award tender and report on progress	Report on progress	Provide 1 additional library facility	**Number of additional library facilities**	Not a Municipal function

INFRASTRUCTURE AND BASIC SERVICES

Cemeteries

To provide burial and cemetery facilities for the residents in Kouga

Provide cemetery facilities to the residents of Kouga

Ensure the cemetery facilities are available to the residents of Kouga

ANNUAL TARGETS	QUARTERLY TARGETS				Key Performance Indicators	Responsible Directorate
	30 September 2017	31 December 2017	31 March 2018	30 June 2018		
Provide 1 additional cemetery facility to the residents of Kouga	Prepare process plan and finalise tender specifications	Award tender and report on progress	Report on progress	Provide 1 additional cemetery facility	**Number of additional cemetery facilities provided**	Unfunded
Ensure that 20% (start process for alternative graves) graves remain available for use by residents	20% graves remain available for use by residents	20% graves remain available for use by residents	20% graves remain available for use by residents	20% graves remain available for use by residents	**% of available graves per grave site**	Unfunded

LOCAL ECONOMIC DEVELOPMENT						
TOURISM DEVELOPMENT						
To create and facilitate a conducive environment that builds local economies, sustainable and decent employment						
Promote tourism throughout Kouga						
Create avenue to widen the participation of communities in tourism, sports, arts and culture						
Attract tourists to our area and encourage local participation in festivals and events						
Maintain and grow partnerships with tourism, arts, culture, heritage and museums						
Create and maintain active partnerships and joint ventures with the East Cape Parks and Tourism Association, Sarah Baartman District Municipality, Departments Sport, Recreation, Arts and Culture and various other government sectors						
Facilitate long term access to private partners to land and other economic activities, tourism, heritage, arts and culture and sports assets						
Promotion and development of tourism, museums and heritage assets						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
70 000 bed nights sold through local tourism offices	10 000/70 000 bed nights sold through local tourism offices	40 000/70 000 bed nights sold through local tourism offices	55 000/70 000 bed nights sold through local tourism offices	70 000/70 000 bed nights sold through local tourism offices	**Number of bed nights sold through tourism offices**	Director LED & CIT
5 training programmes for communities in tourism, sports, arts and culture	1/5 training programmes for communities in tourism, sports, arts and culture	2/5 training programmes for communities in tourism, sports, arts and culture	4/5 training programmes for communities in tourism, sports, arts and culture	5/5 training programmes for communities in tourism, sports, arts and culture	**Number of training programmes for communities in tourism, sports, arts and culture**	Director LED & CIT
7 events through financial support and cooperation with the public sector	1/7 events through financial support and cooperation	5/7 events through financial support and cooperation with the public sector	6/7 events through financial support and cooperation with the public sector	7/7 events through financial support and cooperation with the public sector	**Number of events facilitated through financial support and cooperation with the public sector**	Not under the direct control of the Municipality

	with the public sector					
4 private public partnerships in tourism, arts, culture, heritage and museums	1/4 private public partnerships in tourism, arts, culture, heritage and museums	2/4 private public partnerships in tourism, arts, culture, heritage and museums	3/4 private public partnerships in tourism, arts, culture, heritage and museums	4/4 private public partnerships in tourism, arts, culture, heritage and museums	**Number of private public partnerships in tourism, arts, culture, heritage and museums**	Not under the direct control of the Municipality T
6 initiatives to strengthen intergovernmental relations through joint planning and execution of various projects tourism, sports, arts and culture and heritage and museums	1/6 initiatives to strengthen intergovernmental relations through joint planning and execution of various projects tourism, sports, arts and culture and heritage and	2/6 initiatives to strengthen intergovernmental relations through joint planning and execution of various projects tourism, sports, arts and culture and heritage and	4/6 initiatives to strengthen intergovernmental relations through joint planning and execution of various projects tourism, sports, arts and culture and heritage and	6/6 initiatives to strengthen intergovernmental relations through joint planning and execution of various projects tourism, sports, arts and culture and heritage and	**Number of initiatives to strengthen intergovernmental relations through joint planning and execution of various projects tourism, sports, arts and culture and heritage and museums**	Not under the direct control of the Municipality
1 Investment opportunity created	Report on progress with investment opportunity	Report on progress with investment opportunity	**Report on progress with investment opportunity**	1 Investment opportunity created	**Number of investment opportunities**	Unfunded
2 Tourism and heritage attractions maintained measured through monthly reports on compliance with maintenance plans	Compile maintenance programme by 31 August 2017 and submit monthly report on compliance with maintenance plan	Submit monthly tourism and heritage attraction maintenance plan compliance report	Submit monthly tourism and heritage attraction maintenance plan compliance report	Submit monthly tourism and heritage attraction maintenance plan compliance report	**Number of monthly reports on compliance with the maintenance plans for tourism and heritage attractions**	Unfunded

LOCAL ECONOMIC DEVELOPMENT						
AGRARIAN REFORM						
To facilitate viable and lucrative agri-villages and access to affordable diverse food						
Increase optimal value-chain, sustainable production and marketing						
Establish and strengthen cropping and livestock livelihoods						
Facilitate access to farming basic needs such as technology, approaches, infrastructure and equipment						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
5 New businesses established	1/5 New businesses established	2/5 New businesses established	3/5 New businesses established	5/5 New businesses established	**Number of new businesses established**	Unfunded
1 new farmer accessing land	Report on progress	Report on progress	Report on progress	1 new farmer accessing land	**Number of farmers accessing land**	Unfunded
1 Farmer receiving assistance with tools and equipment	Report on progress	Report on progress	Report on progress	1 Farmer receiving assistance with tools and equipment	**Number of farmers receiving assistance with tools and equipment**	Unfunded

OCAL ECONOMIC DEVELOPMENT						
JOB CREATION						
To facilitate viable and lucrative agri-villages and access to affordable diverse food						
Improved support to enterprises, cooperatives and BBEEE						
Facilitate the creation of Private Public Partnerships to facilitate job creation						
Ensure regular LED Forum meetings to ensure maximum benefit						
Link municipal procurement systems to local services and products						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
600 Jobs created through LED initiatives and capital projects	50/ 600 Jobs created through LED initiatives and capital projects	300/600 Jobs created through LED initiatives and capital projects	500/600 Jobs created through LED initiatives and capital projects	600/600 Jobs created through LED initiatives and capital projects	**Number of Job Created through LED initiatives and capital projects**	Director LED & CIT Director IPD

200 Jobs created through PPP	10/200 Jobs created through PPP	100/200 Jobs created through PPP	150/200 Jobs created through PPP	200/200 Jobs created through PPP	**Number of jobs created through PPP**	Included in Job Creation target
4 LED Stakeholder Forum Meetings held	1 /4 LED Stakeholder Forum Meetings held	2/4 LED Stakeholder Forum Meetings held	3/4 LED Stakeholder Forum Meetings held	4/4 LED Stakeholder Forum Meetings held	**Number of LED Stakeholder Forum meetings held**	Director LED & CIT
10 SMME benefitted from SMME support programme based on SMME data base	2/10 SMME benefitted from SMME support programme based on SMME data base	5/10 SMME benefitted from SMME support programme based on SMME data base	7/10 SMME benefitted from SMME support programme based on SMME data base	10/10 SMME benefitted from SMME support programme based on SMME data base	**Number of SMME that benefitted from SMME support programme based on SMME data base**	Not under the direct control of the Municipality

LOCAL ECONOMIC DEVELOPMENT						
ECONOMIC ACCESS FOR RURAL NODES						
To ensure vibrant, equitable, sustainable rural development communities						
Build economic corridors for linking rural economic nodes						
Facilitate skills development for rural communities						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Develop 1 Rural Development Strategy	Report on progress	Report on progress	Report on progress	Develop 1 Rural Development Strategy	**Number of rural development strategies developed**	Unfunded
15 people from rural communities trained for economic vibrancy	5/15 people from rural communities trained for economic vibrancy	10/15 people from rural communities trained for economic vibrancy	15/15 people from rural communities trained for economic vibrancy	15/15 people from rural communities trained for economic vibrancy	**Number of people from rural communities trained for economic vibrancy**	Included in the SMME training target

LOCAL ECONOMIC DEVELOPMENT						
LAND REFORM						
To ensure and increased pace of land tenure reforms						
Facilitate the long term access to strategic land for commonages, farming, mining, fishing, industrial zones and other economic opportunities						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
2 commonages per ward	2 commonages per ward	2 commonages per ward	2 commonages per ward	2 commonages per ward	**Number of commonages per ward**	Unfunded

LOCAL ECONOMIC DEVELOPMENT						
CREATIVE INDUSTRIES						
To improve the quality of sport, arts and culture for economic benefits						
Increase access to intermediate and high level occupation specific learning programmes an artisan skills						
Institutionalize mainstreamed administration for sports, arts and culture and heritage sectors						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
20 training programmes for creative industries	3/20 training programmes for creative industries	10/20 training programmes for creative industries	15/20 training programmes for creative industries	20/20 training programmes for creative industries	**Number of training programmes for creative industries**	Director LED & CIT
20 administrative skills development programmes for sports, arts and culture and heritage.	3/20 administrative skills development programmes for sports, arts and culture and heritage.	10/20 administrative skills development programmes for sports, arts and culture and heritage.	15/20 administrative skills development programmes for sports, arts and culture and heritage.	20/20 administrative skills development programmes for sports, arts and culture and heritage.	**Number of administrative skills development programmes for sports, arts and culture and heritage**	Unfunded

MUNICPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT						
CUSTOMER SATISFACTION						
To ensure that customers are satisfied with the services rendered by the municipality						
Ensure the delivery of services to the satisfaction of customers						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Performance rating of 3 as per the community satisfaction survey Conduct 1 Customer satisfaction survey	None N/a	Performance rating of 3 as per the community satisfaction survey N/a	None N/a	Performance rating of 3 as per the community satisfaction survey N/a	**Performance rating as per community satisfaction survey** Number of community satisfaction surveys conducted	MM and all Directorates

MUNICPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT						
ACCESS TO INFORMATION						
To ensure that customers are satisfied with the services rendered by the municipality						
Ensure the delivery of services to the satisfaction of customers						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Performance rating of 3 as per the community satisfaction survey	None	Performance rating of 3 as per the community satisfaction survey	None	Performance rating of 3 as per the community satisfaction survey	**Performance rating as per community satisfaction survey**	Internal surveys are not being conducted

MUNICPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT						
LEGAL SERVICES						
To provide acceptable levels of legal services to internal departments						
Ensure the provision and maintenance of internal legal services that shall meet the communication needs of Councillors and staff						
Ensure administrative legal compliance through the preparation of a comprehensive legal calendar						
Submission of compliance reports for purposes of oversight and corrective measures						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Performance rating of 3 as per the internal satisfaction survey	None	Performance rating of 3 as per the internal satisfaction survey	None	Performance rating of 3 as per the internal satisfaction survey	**Performance rating as per internal satisfaction survey**	Internal surveys are not being conducted
100% legal compliance measured through 12 monthly reports	Prepare Legal Calendar before 31 August 2017 and report on legal compliance on a monthly basis	Report monthly on legal compliance	Report monthly on legal compliance	Report monthly on legal compliance	**Number of monthly reports submitted on legal compliance**	All Directors
4 reports submitted on legal compliance Prepare and compile a register of legal service providers	1/4 reports submitted on legal compliance N/a	2/4 reports submitted on legal compliance N/a	3/4 reports submitted on legal compliance Register for legal service providers prepared	4/4 reports submitted on legal compliance Register for legal service providers prepared	**Number of reports submitted on legal compliance** Number of register prepared	Director A,M,E & SP Office of the Municipal Manager

MUNICPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT

ASSET MANAGEMENT

To manage assets of Council to levels of acceptability to the Auditor General

Ensure the implementation of a property management system that shall meet all legal requirements

ANNUAL TARGETS	QUARTERLY TARGETS				Key Performance Indicators	Responsible Directorate
	30 September 2017	31 December 2017	31 March 2018	30 June 2018		
Reduce the number of exceptions raised on the asset register from 27 to 14	Report on compliance with the Audit Corrective Action Plan	Report on compliance with the Audit Corrective Action Plan	Report on compliance with the Audit Corrective Action Plan	Reduce the number of exceptions raised on the asset register from 27 to 14	**Number of exceptions raised by the Auditor-General on asset register**	Chief Financial Officer

MUNICPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT

CONTRACT MANAGEMENT

To manage the contracts of Council to level of acceptability to the Auditor-General

Ensure the implementation of a contract management system that shall meet all legal requirements

ANNUAL TARGETS	QUARTERLY TARGETS				Key Performance Indicators	Responsible Directorate
	30 September 2017	31 December 2017	31 March 2018	30 June 2018		
Zero exceptions raised by the Auditor -General on contract management	Zero exceptions raised by the Auditor - General on contract management	Zero exceptions raised by the Auditor -General on contract management	Zero exceptions raised by the Auditor -General on contract management	Zero exceptions raised by the Auditor -General on contract management	**Number of exceptions raised by the Auditor-General on contract management**	Director A,M,E & SP

MUNICPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT						
OFFICE ACCOMMODATION						
To provide sufficient office accommodation to facilitate effective administration						
Secure approval and funding for additional office accommodation						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
85% consolidation of office space and the submission of 12 monthly progress reports Establish new consolidated office for Engineering and Town Planning Sections by 1 April 2018	Prepare process plan by 31 August 2017 and report monthly on progress with implementation N/a	Report on progress submitted monthly N/a	Report on progress submitted monthly New consolidated office for Engineering and Town planning Established by 1 April 2018	85% consolidated office space New consolidated office for Engineering and Town planning Established by 1 April 2018	**Consolidated office space and number of reports submitted** Due date compliance with the establishment of consolidated office for Engineering and Town Planning	Director A,M,E & SP

MUNICPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT
STAFF ESTABLISHMENT
To accelerate institutional transformation
Ensure the implementation of the Employment Equity Plan
Ensure proper leadership and management by ensuring all section 56 and section 57 positions are filled
Ensure continuous ability to deliver services by maintaining management staff numbers as per approved Organogram
Ensure continuous ability to deliver services by maintaining staff numbers as per approved Organogram
Ensure continuous ability to deliver services by maintaining staff numbers as per approved Organogram
Ensure qualified staff is appointed to technical positions
Improve job capacity of staff through job related training interventions
Improve the capacity of staff through job related training interventions

ANNUAL TARGETS	QUARTERLY TARGETS				Key Performance Indicators	Responsible Directorate
	30 September 2017	31 December 2017	31 March 2018	30 June 2018		
100% Compliance with the Employment Equity Plan targets in respect of the 3 highest categories of employment	100% Compliance with the Employment Equity Plan targets in respect of the 3 highest categories of employment	100% Compliance with the Employment Equity Plan targets in respect of the 3 highest categories of employment	100% Compliance with the Employment Equity Plan targets in respect of the 3 highest categories of employment	100% Compliance with the Employment Equity Plan targets in respect of the 3 highest categories of employment	Compliance with the Employment Equity Plan targets in respect of the 3 highest categories of employment	Director A,M,E & SP
6 approved budgeted section 56 and section 57 positions filled for at least 10 months of the year	6 approved budgeted section 56 and section 57 positions filled for at least 10 months of the year	6 approved budgeted section 56 and section 57 positions filled for at least 10 months of the year	6 approved budgeted section 56 and section 57 positions filled for at least 10 months of the year	6 approved budgeted section 56 and section 57 positions filled for at least 10 months of the year	**Number of approved budgeted section 56 and section 57 positions filled for at least 10 months of the year**	Director A,M,E & SP
3.2% Vacancy rate for all approved budgeted posts	3.2% Vacancy rate for all approved budgeted posts	3.2% Vacancy rate for all approved budgeted posts	3.2% Vacancy rate for all approved budgeted posts	3.2% Vacancy rate for all approved budgeted posts	**Vacancy rate for all approved budgeted posts**	Director A,M,E & SP

MUNICPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT						
STAFF ESTABLISHMENT						
To increase skills capacity						
Ensure skills development is funded to enable the improvement of staff capacity through skills development initiatives						
Contribute 1% of total salary payroll to LGSETA as prescribed in the skills development levies act						
Ensure expenditure of skills development grants						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
100% of skills development budget spent on skills development	25/100% of skills development budget spent on skills development	50/100% of skills development budget spent on skills development	75/100% of skills development budget spent on skills development	100/100% of skills development budget spent on skills development	**% of budget spent on skills development**	Director A,M,E & SP
1% of salary budget contributed to LGSETA	None	None	1% of salary budget contributed to LGSETA	1% of salary budget contributed to LGSETA	**% of budget contributed to LGSETA**	Director A,M,E & SP
100% of LGSETA grant funding received spent on staff development	15/100%% of LGSETA grant funding received spent on staff development	50/100% of LGSETA grant funding received spent on staff development	75/100% of LGSETA grant funding received spent on staff development	100/100% of LGSETA grant funding received spent on staff development	**% of LGSETA funding spent on staff development**	Director A,M,E & SP

MUNICPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT						
PERFORMANCE MANAGEMENT						
To improve institutional performance						
Ensure objective performance oversight through audit						
Ensure performance oversight by Council						
Make managerial staff accountable for performance through performance agreements						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
4 Performance Audit Committee meetings	1/ 4 Performance Audit Committee Meetings	2/4 Performance Audit Committee Meetings	3/ 4 Performance Audit Committee Meetings	4/4 Performance Audit Committee Meetings	**Number of performance audit committee meetings held**	Director A,M,E & SP
2 Institutional Performance Reports submitted to Council	None	1/ 2 Institutional Performance Reports submitted to Council	None	2/2 Institutional Performance Reports submitted to Council	**Number of Institutional Performance Reports submitted to Council**	Director A,M,E & SP
Departmental SDBIP completed by 31 August 2017	Departmental SDBIP completed by 31 August 2017	Monthly Report on implementation of Departmental SDBIP	Monthly Report on implementation of Departmental SDBIP	Monthly Report on implementation of Departmental SDBIP	**Due date compliance for completion of Departmental SDBIP**	All Directors
100% of managerial employees participating in the performance management system (Top 3 levels)	100% of managerial employees participating in the performance management system	100% of managerial employees participating in the performance management system	100% of managerial employees participating in the performance management system	100% of managerial employees participating in the performance management system	**% of management employee participating in the performance management system**	To be rolled down during the 2018/19 year

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT						
FINANCIAL PLANNING AND REPORTING						
To improve the accuracy and integration of various components of the financial system to enable proper financial planning						
Improve system accuracy integration through capacity building and system development						
Ensure grant funding is spent for intended purposes						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
12 Monthly reports drawn from the financial system (S71 reports)	3/12 reports drawn from the financial system	6/12 reports drawn from the financial system	9/12 reports drawn from the financial system	12/12 reports drawn from the financial system	**Number of monthly financial reports drawn from the system**	Chief Financial Officer
95% of FMG budget appropriately spent	95% of FMG budget appropriately spent	95% of FMG budget appropriately spent	95% of FMG budget appropriately spent	95% of FMG budget appropriately spent	**% of FMG budget appropriately spent**	Chief Financial Officer

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT						
FINANCIAL MANAGEMENT CAPACITY						
To empower staff and improve staff morale through skills development and capacity building						
Conduct staff qualification audit against national treasury minimum requirements						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
10% of staff meeting national treasury minimum competency requirements. Present 1 CPMD course to no less than 10 officials	2/10% of staff meeting national treasury minimum competency requirements N/a	3/10% of staff meeting national treasury minimum competency requirements Secure CPMD training service provider	8/10% of staff meeting national treasury minimum competency requirements Commence with training at least 10 staff members in CPMD	10/10% of staff meeting national treasury minimum competency requirements 10 Staff members trained in CPMD	**% of staff meeting national treasury minimum competency requirements** Number of CPMD training initiatives presented and number of staff trained in CPMD	Director A,M,E&SP

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT						
REVENUE GENERATION						
To increase revenue collection for financial viability through debt collection and accurate billings						
Conduct a billing accuracy audit						
Develop and implement a plan to improve billing accuracy and monitor implementation						
Develop and implement a revenue collection plan						
Financial viability						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
90% accuracy of service accounts	90% accuracy of service accounts	90% accuracy of service accounts	90% accuracy of service accounts	90% accuracy of service accounts	**% accuracy of service accounts**	Not a target that can be objectively measured
94% revenue collected against revenue raised	94% revenue collected against revenue raised	94% revenue collected against revenue raised	94% revenue collected against revenue raised	94% revenue collected against revenue raised	**% of revenue collected against revenue raised**	Chief Financial Officer
90% of creditors paid within 30 days from date of invoice	90% of creditors paid within 30 days from date of invoice for the quarter	90% of creditors paid within 30 days from date of invoice for the quarter	90% of creditors paid within 30 days from date of invoice for the quarter	90% of creditors paid within 30 days from date of invoice for the quarter and the year overall	**% creditors paid within 30 days from date of invoice**	Chief Financial Officer
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
External interest not exceeding 5% of operating expenditure	N/a	External interest of less than 5% of operating expenditure	N/a	External interest of less than 5% of operating expenditure	% external interest against operating expenditure	cfo
5.24% of total operating budget allocated to repairs and maintenance	5.24% repairs and maintenance allocation against operational budget for the quarter	5.24% repairs and maintenance allocation against operational budget for the quarter	5.24% repairs and maintenance allocation against operational budget for the quarter	5.24% repairs and maintenance allocation against operational budget for the quarter and the year overall	% of total operating budget allocated to repairs and maintenance	Municipal Manager

Cost coverage equivalent to one month	One month's cost coverage	One month's cost coverage	One month's cost coverage	One month's cost coverage	Cost coverage ratio	Chief Financial Officer

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT						
STRENGTHENING GOVERNANCE AND CONTROL						
To comply with laws, regulations and policies						
Develop a program to monitor compliance with laws, regulations and policies						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Ensure all Bids are awarded within 60 days of closing of tender submissions	Number of days from date of tender closure to date of award of tender	Tenders awarded within 60 days from date of tender submission closing date	Tenders awarded within 60 days from date of tender submission closing date	Tenders awarded within 60 days from date of tender submission closing date	Tenders awarded within 60 days from date of tender submission closing date	All Directors
Comply with the due dates as per the Procurement Plan	Average days compliance with the due dates as set out in the Procurement Plan	Comply with due dates as set out in the Procurement Plan	Comply with due dates as set out in the Procurement Plan	Comply with due dates as set out in the Procurement Plan	Comply with due dates as set out in the Procurement Plan	All Directors
Ensure Supplier performance is evaluated within 14 days of end of contract	Number of days for the submission of the performance evaluation of a supplier from last date on contract	Supplier performance evaluation report submitted within 14 days of last date of contract	Supplier performance evaluation report submitted within 14 days of last date of contract	Supplier performance evaluation report submitted within 14 days of last date of contract	Supplier performance evaluation report submitted within 14 days of last date of contract	All Directors
Ensure that the supplier performance report is submitted to Provincial Treasury within 30 days of year end.	Due date compliance with the submission of annual supplier performance reports to the Provincial Treasury	Supplier performance report for the 2016/17 year submitted to Provincial Treasury before 31 July 2017	None	None	None	ak
Ensure suppliers are paid as per	Number of days from due date for	Suppliers are paid on due date as	Suppliers are paid on due date as	Suppliers are paid on due date as per	Suppliers are paid on due date as per	Payment of creditors already

contractual provisions	payment to date payment is made	per contractual provisions	per contractual provisions	contractual provisions	contractual provisions	included as a target

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT						
CLEAN AUDIT BY 2019						
Clean audit by 2019 and beyond						
Develop Performance agreements that includes audit exceptions						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
90% compliance with the Audit Corrective Action Plan towards a Clean Audit	90% Compliance with Audit Corrective Action Plan for the Directorate against quarterly targets as per the plan	90% Compliance with Audit Corrective Action Plan for the Directorate against quarterly targets as per the plan	90% Compliance with Audit Corrective Action Plan for the Directorate against quarterly targets as per the plan	90% Compliance with Audit Corrective Action Plan for the Directorate against quarterly targets as per the plan and the year overall	Percentage compliance with the targets as per the Implementation report on the Audit Corrective Action Plan	All Directors
Unqualified Audit	N/a	Unqualified Audit as issued by the Auditor General	N/a	N/a	Audit Outcome	All Directors

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT						
STAFF EXPENDITURE						
Maintain Staff expenditure at recommended levels						
Control staff expenditure through minimizing personnel costs to be in line with national norms						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
32% of operating expenditure spent on staff expenditure (budget 34.6%)	32% of operating expenditure s pent on staff expenditure	32% of operating expenditure spent on staff expenditure	32% of operating expenditure spent on staff expenditure	32% of operating expenditure spent on staff expenditure	**% of operating budget spent on staff expenditure**	Director A,M,E&SP

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT						
CAPTIAL BUDGET EXPENDITURE						
To ensure expenditure of the capital budget						
Ensure full expenditure of capital budget						
Ensure grant funding is spent for intended purposes						
Ensure Department of energy funding is spent for intended purposes						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
95% of capital budget spent on intended purposes	15/95% of capital budget spent in intended purposes	40/95% of capital budget spent in intended purposes	80/95% of capital budget spent in intended purposes	95/95% of capital budget spent in intended purposes	**% of capital budget spent in intended purposes**	MM
95% of MIG budget appropriately spent	15/95% of MIG budget appropriately spent	40/95% of MIG budget appropriately spent	80/95% of MIG budget appropriately spent	95/95% of MIG budget appropriately spent	**% of MIG budget appropriately spent**	Director IPD
95% of Department Energy Budget appropriately spent	15/95% of Department Energy Budget	40/95% of Department Energy Budget	80/95% of Department Energy Budget	95/95% of Department Energy	**% of Department Energy funding appropriately spent**	Director IPD

	appropriately spent	appropriately spent	appropriately spent	Budget appropriately spent		
GOOD GOVERNANCE AND PUBLIC PARTICIPATION						
WARD COMMITTEES						
To ensure a fully operational ward committees system						
Assist and encourage ward committees						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
15 ward committees with 11 meetings per year Change to 1 meeting per quarter	15 ward committees with 11 meetings per year (3 meetings per ward committee for the quarter)	15 ward committees with 11meetings per year (2 meetings per ward committee for the quarter)	15 ward committees with 11 meetings per year (3 meetings per ward committee for the quarter)	15 ward committees with 11meetings per year (3 meetings per ward committee for the quarter)	**Number of ward committees with 12 meetings per year**	Director A,M,E&SP

GOOD GOVERNANCE AND PUBLIC PARTICIPATION						
STAKEHOLDER RELATIONS						
To improve external communications						
Utilize Kouga News as a means of communication with the general public						
Ensure that Mayoral Imbizo's take place						
Ensure ward committees are informed through various means of communication						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
12 Kouga news publications	3/12 Kouga news publications	6/12 Kouga news publications	9/12 Kouga news publications	12/12 Kouga news publications	**Number of Kouga News publications**	Director A,M,E&SP
4 Mayoral Outreach programmes	1/ 4 Mayoral Outreach programmes	2/ 4 Mayoral Outreach programmes	3/ 4 Mayoral Outreach programmes	4/ 4 Mayoral Outreach programmes	**Number of Mayoral** Outreach programmes	Director A,M,E&SP
Publication of official documentation on the municipal web site within 2 days of request	2 days for the publication of official documentation on the municipal web site	2 days for the publication of official documentation on the municipal web site	2 days for the publication of official documentation on the municipal web site	2 days for the publication of official documentation on the municipal web site	**Number of days for the publication of official documentation on the municipal web site from date of request**	Achievements cannot be measured objectively

GOOD GOVERNANCE AND PUBLIC PARTICIPATION						
STAKEHOLDERS RELATIONS						
To improve public participation						
Provide administrative assistance to support constituency councillors to facilitate quarterly ward constituency meetings						
Ensure co-operative governance through consultation with National and Provincial sector Departments						
Provide administrative support quarterly on public participation programmes						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
15 wards reached through public participation programmes	5/15 wards reached through public participation programmes	8/15 wards reached through public participation programmes	10/15 wards reached through public participation programmes	15/15 wards reached through public participation programmes	**Number of wards reached through public participation meetings**	Director A,M,E&SP
4 Inter-Governmental Relations Meetings	1/4 Inter-Governmental Relations Meetings	2/4 Inter-Governmental Relations Meetings	3/4 Inter-Governmental Relations Meetings	4/4 Inter-Governmental Relations Meetings	**Number of Inter-Governmental Relations Meetings**	Director A,M,E&SP
4 Public participation programmes held for the year	1 /4 Public participation programmes held	2 /4 Public participation programmes held	3 /4 Public participation programmes held	41 /4 Public participation programmes held	**Number of public participation programmes held during the year**	Target included in ward public participation programmes

GOOD GOVERNANCE AND PUBLIC PARTICIPATION						
MONITORING AND EVALUATION						
To improve service delivery though monitoring and evaluation						
Ensure external oversight through audit committee						
Ensure oversight through MPAC						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
4 Meetings of the Audit Committee	1/ 4 Meetings of the Audit Committee	2/ 4 Meetings of the Audit Committee	3/ 4 Meetings of the Audit Committee	4/ 4 Meetings of the Audit Committee	**Number of Audit Committee Meetings held**	Director A,M,E&SP
4 Meetings of MPAC	1/ 4 Meetings of the MPAC	2/ 4 Meetings of the MPAC	3/ 4 Meetings of the MPAC	4/ 4 Meetings of the MPAC	**Number of MPAC Meetings held**	Director A,M,E&SP
4 Meetings of the Performance Audit Committee	1/ 4 Meetings of the Performance Audit Committee	2/ 4 Meetings of the Performance Audit Committee	3/ 4 Meetings of the Performance Audit Committee	4/ 4 Meetings of the Performance Audit Committee	**Number of** Performance **Audit Committee Meetings held**	Director A,M,E&SP

GOOD GOVERNANCE AND PUBLIC PARTICIPATION						
PERFORMANCE MANAGEMENT						
To improve institutional performance						
Ensure service delivery and accountability through management of performance at individual level						
Ensure oversight over performance through submissions to Council on a quarterly basis						
Ensure oversight over performance through submissions to the Portfolio Committees on a quarterly basis						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
2 Institutional Performance Reports submitted to Council	1 /4 Institutional Performance Reports submitted to Council N/a	2/4 1 /2 Institutional Performance Reports submitted to Council	3/4 Institutional Performance Reports submitted to Council N/a	4/4 2/2 Institutional Performance Reports submitted to Council	**Number of institutional performance reports submitted to the Audit Committee and Council**	Director A,M,E&SP
6 Departmental Performance reports submitted to Portfolio Committees	1/6 Departmental Performance reports submitted to Portfolio Committees	2/6 Departmental Performance reports submitted to Portfolio Committees	4/6 Departmental Performance reports submitted to Portfolio Committees	6/6 Departmental Performance reports submitted to Portfolio Committees	**Number of Departmental Performance Reports submitted to Portfolio Committees**	All Directors

AMMENDED NON-FINANCIAL TARGETS: 2017/18 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN ANNEXURE "B"

INFRASTRUCTURE AND BASIC SERVICES						
Water and sanitation						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
100% of formal households with access to basic levels of water, sanitation, electricity and solid waste removal	100% of formal households with access to basic levels of water, sanitation, electricity and solid waste removal	100% of formal households with access to basic levels of water, sanitation, electricity and solid waste removal	100% of formal households with access to basic levels of water, sanitation, electricity and solid waste removal	100% of formal households with access to basic levels of water, sanitation, electricity and solid waste removal	**% of formal households with access to basic levels of water, sanitation, electricity and solid waste removal**	Director I&E Director Community Services
100% of formal households provided with free access to basic services based on the indigent register	100% of formal households provided with free access to basic services based on the indigent register	100% of formal households provided with free access to basic services based on the indigent register	100% of formal households provided with free access to basic services based on the indigent register	100% of formal households provided with free access to basic services based on the indigent register	**100% of formal households provided with free access to basic services based on the indigent register**	Chief Financial Officer
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Reduce water losses to 36.4% and report quarterly on compliance with the water losses reduction action plan.	Audit water losses and submit a report on water losses as per the audit with an action plan to reduce water losses before	Report on progress with the implementation of the action and/or adjustment budget submissions before 31 December 2017	Report on progress with the implementation of the action before 31 March 2018	Water losses curbed at 36.4%	**% water losses calculated against water purchased/produced against water sold/accounted for and number of reports submitted on compliance with the action plan**	Director I&E

	30 September 2017					

Roads and Storm water

ANNUAL TARGETS	QUARTERLY TARGETS				Key Performance Indicators	Responsible Directorate
	30 September 2017	31 December 2017	31 March 2018	30 June 2018		
Repair Johan Muller Boulevard	N/a	N/a	Johan Muller Boulevard Repaired	Johan Muller Boulevard repaired	Repairs effected to Johan Muller Boulevard	Director I&E

INFRASTRUCTURE AND BASIC SERVICES

Land Use Management

ANNUAL TARGETS	QUARTERLY TARGETS				Key Performance Indicators	Responsible Directorate
	30 September 2017	31 December 2017	31 March 2018	30 June 2018		
Land use applications, inclusive of rezoning's, consent use, departures, removal of restrictive conditions, consolidations, subdivisions and boundary adjustments are finalised within 90 days of application	Land use applications, finalised within 90 days of application	Land use applications, inclusive of rezoning's, consent use, departures, removal of restrictive conditions, consolidations, subdivisions and boundary adjustments are finalised within 90 days of application	Land use applications, inclusive of rezoning's, consent use, departures, removal of restrictive conditions, consolidations, subdivisions and boundary adjustments are finalised within 90 days of application	Land use applications, inclusive of rezoning's, consent use, departures, removal of restrictive conditions, consolidations, subdivisions and boundary adjustments are finalised within 90 days of application	**Number of days from date of submission for the finalization of applications for rezoning, consent use, departures, removal of restrictive conditions, consolidations, subdivisions and boundary adjustments.**	Director Planning
Building plans approved/rejected within 30 days from date of submission	Building plans approved/rejected within 30 days from date of submission	Building plans approved/rejected within 30 days from date of submission	Building plans approved/rejected within 30 days from date of submission	Building plans approved/rejected within 30 days from date of submission	**Number of days for the approval/rejection of building plans from date of submission**	Director Planning

INFRASTRUCTURE AND BASIC SERVICES

Health and social services

ANNUAL TARGETS	QUARTERLY TARGETS				Key Performance Indicators	Responsible Directorate
	30 September 2017	31 December 2017	31 March 2018	30 June 2018		
Submit 528 water samples for bacteriologic and chemical analysis	Submit 132/528 water samples for bacteriologic and chemical analysis	Submit 264/528 water samples for bacteriologic and chemical analysis	Submit 396/528 water samples for bacteriologic and chemical analysis	Submit 528/528 water samples for bacteriologic and chemical analysis	**Number of water samples for bacteriological and chemical analysis**	Director Community Services
200 school children reached through HIV/AIDS and health related outreaches and support programmes in partnership/coordinating with the Department of Health	200 school children reached through HIV/AIDS and health related outreaches and support programmes in partnership/coordinating with the Department of Health	200 school children reached through HIV/AIDS and health related outreaches and support programmes in partnership/coordinating with the Department of Health	200 school children reached through HIV/AIDS and health related outreaches and support programmes in partnership/coordinating with the Department of Health	200 school children reached through HIV/AIDS and health related outreaches and support programmes in partnership/coordinating with the Department of Health	**Number of school children reached through HIV/AIDS health related outreaches and support programmes in partnership/cooperation with the Department of Health**	Director Community Services

INFRASTRUCTURE AND BASIC SERVICES

Environmental Health services

ANNUAL TARGETS	QUARTERLY TARGETS				Key Performance Indicators	Responsible Directorate
	30 September 2017	31 December 2017	31 March 2018	30 June 2018		
Conduct 737 environmental health inspections	Conduct 180/737 environmental health inspections	Conduct 360/737 environmental health inspections	Conduct 540/737 environmental health inspections	Conduct 737/737 environmental health inspections	**Number of environmental health inspections and investigations reached**	Director Community Services

INFRASTRUCTURE AND BASIC SERVICES						
DISASTER MANAGEMENT						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Conduct a risk Disaster assessment and submit a report to the Municipal Manager within 7 days of a disaster/incident	Conduct a risk Disaster assessment and submit a report to the Municipal Manager within 7 days of a disaster/incident	Conduct a risk Disaster assessment and submit a report to the Municipal Manager within 7 days of a disaster/incident	Conduct a Disaster risk assessment and submit a report to the Municipal Manager within 7 days of a disaster/incident	Conduct a Disaster risk assessment and submit a report to the Municipal Manager within 7 days of a disaster/incident	**Due date compliance with risk assessments following disasters/incidents**	Director Community Services

INFRASTRUCTURE AND BASIC SERVICES						
Solid waste, refuse and cleaning						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Provide 100% of formal households with weekly refuse removal services	100% of formal households with weekly refuse removal services	100% of formal households with weekly refuse removal services	100% of formal households with weekly refuse removal services	100% of formal households with weekly refuse removal services	% of formal households with weekly refuse removal services	Director Social Services
Provide 100% of commercial enterprises with refuse removal services 3 times per week	100% of commercial enterprises with refuse removal services 3 times per week	100% of commercial enterprises with refuse removal services 3 times per week	100% of commercial enterprises with refuse removal services 3 times per week	100% of commercial enterprises with refuse removal services 3 times per week	% of commercial enterprises with refuse removal services 3 times per week	Director Social Services

INFRASTRUCTURE AND BASIC SERVICES						
Coastal and Estuary Management						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
1 Beach with Blue Flag Status	1 Beach with Blue Flag Status	1 Beach with Blue Flag Status	1 Beach with Blue Flag Status	1 Beach with Blue Flag Status	**Number of beaches with Blue Flag Status**	Directorate Social Services

INFRASTRUCTURE AND BASIC SERVICES						
Sport and Recreation						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
265 000 people/visits making use of library facilities	66 250/ 265 000 people making use of library facilities	132 500/265 000 people making use of library facilities	198 750/265 000 people making use of library facilities	265 000/265 000 people making use of library facilities	**Number of people making use of library facilities**	Director Community Services
LOCAL ECONOMIC DEVELOPMENT						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
5 training programmes for communities in tourism, sports, arts and culture	1/5 training programmes for communities in tourism, sports, arts and culture	2/5 training programmes for communities in tourism, sports, arts and culture	4/5 training programmes for communities in tourism, sports, arts and culture	5/5 training programmes for communities in tourism, sports, arts and culture	**Number of training programmes for communities in tourism, sports, arts and culture**	Director Planning

LOCAL ECONOMIC DEVELOPMENT						
JOB CREATION						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
600 Jobs created through LED initiatives and capital projects	50/ 600 Jobs created through LED initiatives and capital projects	300/600 Jobs created through LED initiatives and capital projects	500/600 Jobs created through LED initiatives and capital projects	600/600 Jobs created through LED initiatives and capital projects	**Number of Job Created through LED initiatives and capital projects**	Director Planning Director I&E
4 LED Stakeholder Forum Meetings held	1 /4 LED Stakeholder Forum Meetings held	2/4 LED Stakeholder Forum Meetings held	3/4 LED Stakeholder Forum Meetings held	4/4 LED Stakeholder Forum Meetings held	**Number of LED Stakeholder Forum meetings held**	Director Planning

MUNICPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Conduct 1 Customer satisfaction survey	N/a	N/a	N/a	N/a	Number of community satisfaction surveys conducted	Office of the Municipal Manager
MUNICPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT						
LEGAL SERVICES						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Prepare and compile a register of legal service providers	N/a	N/a	Register for legal service providers prepared	Register for legal service providers prepared	Number of register prepared	Director Corporate Services

MUNICPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT						
ASSET MANAGEMENT						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Reduce the number of exceptions raised on the asset register from 27 to 14	Report on compliance with the Audit Corrective Action Plan	Report on compliance with the Audit Corrective Action Plan	Report on compliance with the Audit Corrective Action Plan	Reduce the number of exceptions raised on the asset register from 27 to 14	**Number of exceptions raised by the Auditor-General on asset register**	Chief Financial Officer
Zero exceptions raised by the Auditor -General on contract management	Zero exceptions raised by the Auditor - General on contract management	Zero exceptions raised by the Auditor -General on contract management	Zero exceptions raised by the Auditor -General on contract management	Zero exceptions raised by the Auditor -General on contract management	**Number of exceptions raised by the Auditor-General on contract management**	Chief Financial Officer

MUNICPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT						
OFFICE ACCOMMODATION						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Establish new consolidated office for Engineering and Town Planning Sections by 1 April 2018	N/a	N/a	New consolidated office for Engineering and Town planning Established by 1 April 2018	New consolidated office for Engineering and Town planning Established by 1 April 2018	Due date compliance with the establishment of consolidated office for Engineering and Town Planning	Director Corporate Services

MUNICPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT						
STAFF ESTABLISHMENT						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
100% Compliance with the Employment Equity Plan targets in respect of the 3 highest categories of employment (Target employee 2 African Females)	100% Compliance with the Employment Equity Plan targets in respect of the 3 highest categories of employment	100% Compliance with the Employment Equity Plan targets in respect of the 3 highest categories of employment	100% Compliance with the Employment Equity Plan targets in respect of the 3 highest categories of employment	100% Compliance with the Employment Equity Plan targets in respect of the 3 highest categories of employment (Target 2 African Females)	Compliance with the Employment Equity Plan targets in respect of the 3 highest categories of employment (Target 2 African Females)	Director Corporate Services
3.2% Vacancy rate for all approved budgeted posts	3.2% Vacancy rate for all approved budgeted posts	3.2% Vacancy rate for all approved budgeted posts	3.2% Vacancy rate for all approved budgeted posts	3.2% Vacancy rate for all approved budgeted posts	% Vacancy rate for all approved budgeted posts	Director Corporate Services

MUNICPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT						
SKILLS DEVELOPMENT						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
100% of skills development budget spent on skills development	25/100% of skills development budget spent on skills development	50/100% of skills development budget spent on skills development	75/100% of skills development budget spent on skills development	100/100% of skills development budget spent on skills development	**% of budget spent on skills development**	Director Corporate Services

MUNICPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT						
PERFORMANCE MANAGEMENT						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicators**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
4 Performance Audit Committee meetings	1/ 4 Performance Audit Committee Meetings	2/4 Performance Audit Committee Meetings	3/ 4 Performance Audit Committee Meetings	4/4 Performance Audit Committee Meetings	**Number of performance audit committee meetings held**	Office of the Municipal Manager
2 Institutional Performance Reports submitted to Council	None	1/ 2 Institutional Performance Reports submitted to Council	None	2/2 Institutional Performance Reports submitted to Council	**Number of Institutional Performance Reports submitted to Council**	Office of the Municipal Manager
Departmental SDBIP completed by 31 August 2017	Departmental SDBIP completed by 31 August 2017	Monthly Report on implementation of Departmental SDBIP	Monthly Report on implementation of Departmental SDBIP	Monthly Report on implementation of Departmental SDBIP	**Due date compliance for completion of Departmental SDBIP**	All Directors

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
95% of FMG budget appropriately spent	95% of FMG budget appropriately spent	95% of FMG budget appropriately spent	95% of FMG budget appropriately spent	95% of FMG budget appropriately spent	**% of FMG budget appropriately spent**	Chief Financial Officer

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT						
FINANCIAL MANAGEMENT CAPACITY						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
Present 1 CPMD course to no less than 10 officials	N/a	Secure CPMD training service provider	Commence with training at least 10 staff members in CPMD	10 Staff members trained in CPMD	Number of CPMD training initiatives presented and number of staff trained in CPMD	Director Corporate Services

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT						
REVENUE GENERATION AND FINANCIAL MANAGEMENT						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
94% revenue collected against revenue raised	94% revenue collected against revenue raised	94% revenue collected against revenue raised	94% revenue collected against revenue raised	94% revenue collected against revenue raised	**% of revenue collected against revenue raised**	Chief Financial Officer
90% of creditors paid within 30 days from date of invoice	90% of creditors paid within 30 days from date of invoice for the quarter	90% of creditors paid within 30 days from date of invoice for the quarter	90% of creditors paid within 30 days from date of invoice for the quarter	90% of creditors paid within 30 days from date of invoice for the quarter and the year overall	**% creditors paid within 30 days from date of invoice**	Chief Financial Officer

External interest not exceeding 5% of operating expenditure	N/a	External interest of less than 5% of operating expenditure	N/a	External interest of less than 5% of operating expenditure	% external interest against operating expenditure	Chief Financial Officer
5.24% of total operating budget allocated to repairs and maintenance	5.24% repairs and maintenance allocation against operational budget for the quarter	5.24% repairs and maintenance allocation against operational budget for the quarter	5.24% repairs and maintenance allocation against operational budget for the quarter	5.24% repairs and maintenance allocation against operational budget for the quarter and the year overall	% of total operating budget allocated to repairs and maintenance	Chief Financial Officer
Cost coverage equivalent to one month	One month's cost coverage	One month's cost coverage	One month's cost coverage	One month's cost coverage	Cost coverage ratio	Chief Financial Officer

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT						
CLEAN AUDIT BY 2019						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
90% compliance with the Audit Corrective Action Plan towards a Clean Audit	90% Compliance with Audit Corrective Action Plan for the Directorate against quarterly targets as per the plan	90% Compliance with Audit Corrective Action Plan for the Directorate against quarterly targets as per the plan	90% Compliance with Audit Corrective Action Plan for the Directorate against quarterly targets as per the plan	90% Compliance with Audit Corrective Action Plan for the Directorate against quarterly targets as per the plan and the year overall	Percentage compliance with the targets as per the Implementation report on the Audit Corrective Action Plan	All Directors
Unqualified Audit	N/a	Unqualified Audit as issued by the Auditor General	N/a	N/a	Audit Outcome	All Directors

STAFF EXPENDITURE						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
35% of operating expenditure spent on staff expenditure (budget 34.6%)	35% of operating expenditure s pent on staff expenditure	35% of operating expenditure spent on staff expenditure	35% of operating expenditure spent on staff expenditure	35% of operating expenditure spent on staff expenditure	**% of operating budget spent on staff expenditure**	Director Corporate Services

MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT						
CAPTIAL BUDGET EXPENDITURE						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
95% of capital budget spent on intended purposes	15/95% of capital budget spent in intended purposes	40/95% of capital budget spent in intended purposes	80/95% of capital budget spent in intended purposes	95/95% of capital budget spent in intended purposes	**% of capital budget spent in intended purposes**	All Directors
95% of MIG budget appropriately spent	15/95% of MIG budget appropriately spent	40/95% of MIG budget appropriately spent	80/95% of MIG budget appropriately spent	95/95% of MIG budget appropriately spent	**% of MIG budget appropriately spent**	Director I&E
95% of Department Energy Budget appropriately spent	15/95% of Department Energy Budget appropriately spent	40/95% of Department Energy Budget appropriately spent	80/95% of Department Energy Budget appropriately spent	95/95% of Department Energy Budget appropriately spent	**% of Department Energy funding appropriately spent**	Director I&E

GOOD GOVERNANCE AND PUBLIC PARTICIPATION						
WARD COMMITTEES						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
15 ward committees with 1 meeting per quarter	15 ward committees with 1 meeting per quarter	15 ward committees with 1 meeting per quarter (2 meetings up to 31 December 2017)	15 ward committees with 1 meeting per quarter (3 meetings up to 31 March 2018)	15 ward committees with 1 meeting per quarter (4 meetings of to 30 June 2018)	**Number of ward committees 1 meeting per quarter**	Director Corporate Services
GOOD GOVERNANCE AND PUBLIC PARTICIPATION						
STAKEHOLDER RELATIONS: COMMUNICATION						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
1 Kouga news publications	None	None	None	1 Kouga news publications	**Number of Kouga News publications**	Office of the Municipal Manager

GOOD GOVERNANCE AND PUBLIC PARTICIPATION						
STAKEHOLDERS RELATIONS						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
15 wards reached through public participation programmes	5/15 wards reached through public participation programmes	8/15 wards reached through public participation programmes	10/15 wards reached through public participation programmes	15/15 wards reached through public participation programmes	**Number of wards reached through public participation meetings**	Office of the Municipal Manager
4 Inter-Governmental Relations Meetings	1/4 Inter-Governmental Relations Meetings	2/4 Inter-Governmental Relations Meetings	3/4 Inter-Governmental Relations Meetings	4/4 Inter-Governmental Relations Meetings	**Number of Inter-Governmental Relations Meetings**	Office of the Municipal Manager

GOOD GOVERNANCE AND PUBLIC PARTICIPATION						
MONITORING AND EVALUATION						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
4 Meetings of the Audit Committee	1/ 4 Meetings of the Audit Committee	2/ 4 Meetings of the Audit Committee	3/ 4 Meetings of the Audit Committee	4/ 4 Meetings of the Audit Committee	**Number of Audit Committee Meetings held**	Office of the Municipal Manager
4 Meetings of MPAC	1/ 4 Meetings of the MPAC	2/ 4 Meetings of the MPAC	3/ 4 Meetings of the MPAC	4/ 4 Meetings of the MPAC	**Number of MPAC Meetings held**	Office of the Municipal Manager
4 Meetings of the Performance Audit Committee	1/ 4 Meetings of the Performance Audit Committee	2/ 4 Meetings of the Performance Audit Committee	3/ 4 Meetings of the Performance Audit Committee	4/ 4 Meetings of the Performance Audit Committee	**Number of** Performance **Audit Committee Meetings held**	Office of the Municipal Manager

GOOD GOVERNANCE AND PUBLIC PARTICIPATION						
PERFORMANCE MANAGEMENT						
ANNUAL TARGETS	**QUARTERLY TARGETS**				**Key Performance Indicator**	**Responsible Directorate**
	30 September 2017	**31 December 2017**	**31 March 2018**	**30 June 2018**		
2 Institutional Performance Reports submitted to Council	N/a	1 /2 Institutional Performance Reports submitted to Council	N/a	2/2 Institutional Performance Reports submitted to Council	**Number of institutional performance reports submitted to the Audit Committee and Council**	Office of the Municipal Manager
6 Departmental Performance reports submitted to Portfolio Committees	1/6 Departmental Performance reports submitted to Portfolio Committees	2/6 Departmental Performance reports submitted to Portfolio Committees	4/6 Departmental Performance reports submitted to Portfolio Committees	6/6 Departmental Performance reports submitted to Portfolio Committees	**Number of Departmental Performance Reports submitted to Portfolio Committees**	All Directors

ANNEXURE: C AMMENDED FINANCIAL TARGETS

2 INCOME - BUDGETS

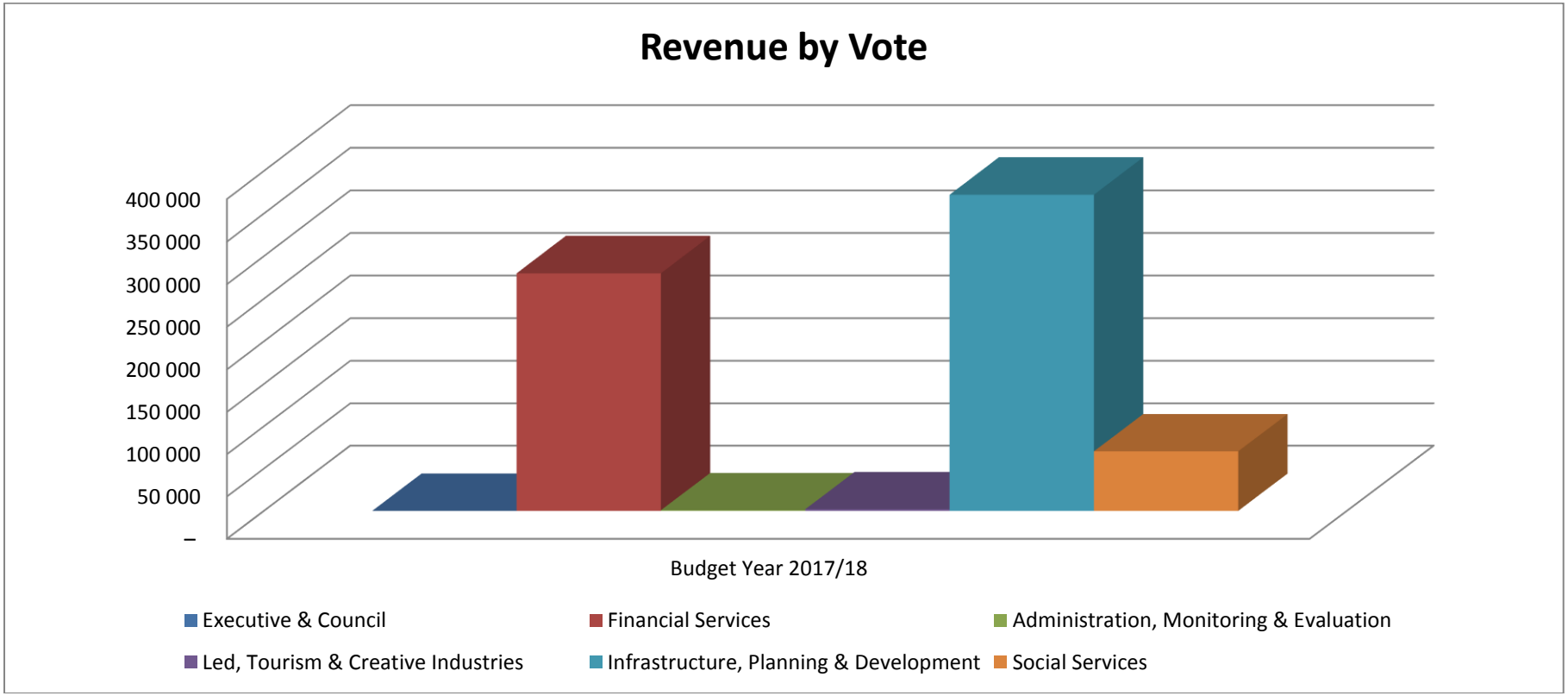
2.1. Revenue By Source

Description	Adjusted Budget 2017/18	Actual YTD	Quarter 1		Quarter 2		Quarter 2		Quarter 2		
			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	% of Budget
R thousands											
Revenue By Source											
Property rates	160 565		40 141		40 141		40 141		40 141		
Service charges - electricity revenue	230 405		57 601		57 601		57 601		57 601		
Service charges - water revenue	58 871		14 718		14 718		14 718		14 718		
Service charges - sanitation revenue	40 622		10 156		10 156		10 156		10 156		
Service charges - refuse revenue	40 195		10 049		10 049		10 049		10 049		
Rental of facilities and equipment	1 774		444		444		444		444		
Interest earned - external investments	7 405		1 851		1 851		1 851		1 851		
Interest earned - outstanding debtors	8 939		2 235		2 235		2 235		2 235		
Fines, penalties and forfeits	3 962		991		991		991		991		
Licences and permits	12 276		3 069		3 069		3 069		3 069		
Transfers and subsidies	113 664		28 416		28 416		28 416		28 416		
Other revenue	10 347		2 587		2 587		2 587		2 587		
Total Revenue (excluding capital transfers and contributions)	**689 026**		**172 257**		**172 257**		**172 257**		**172 257**		

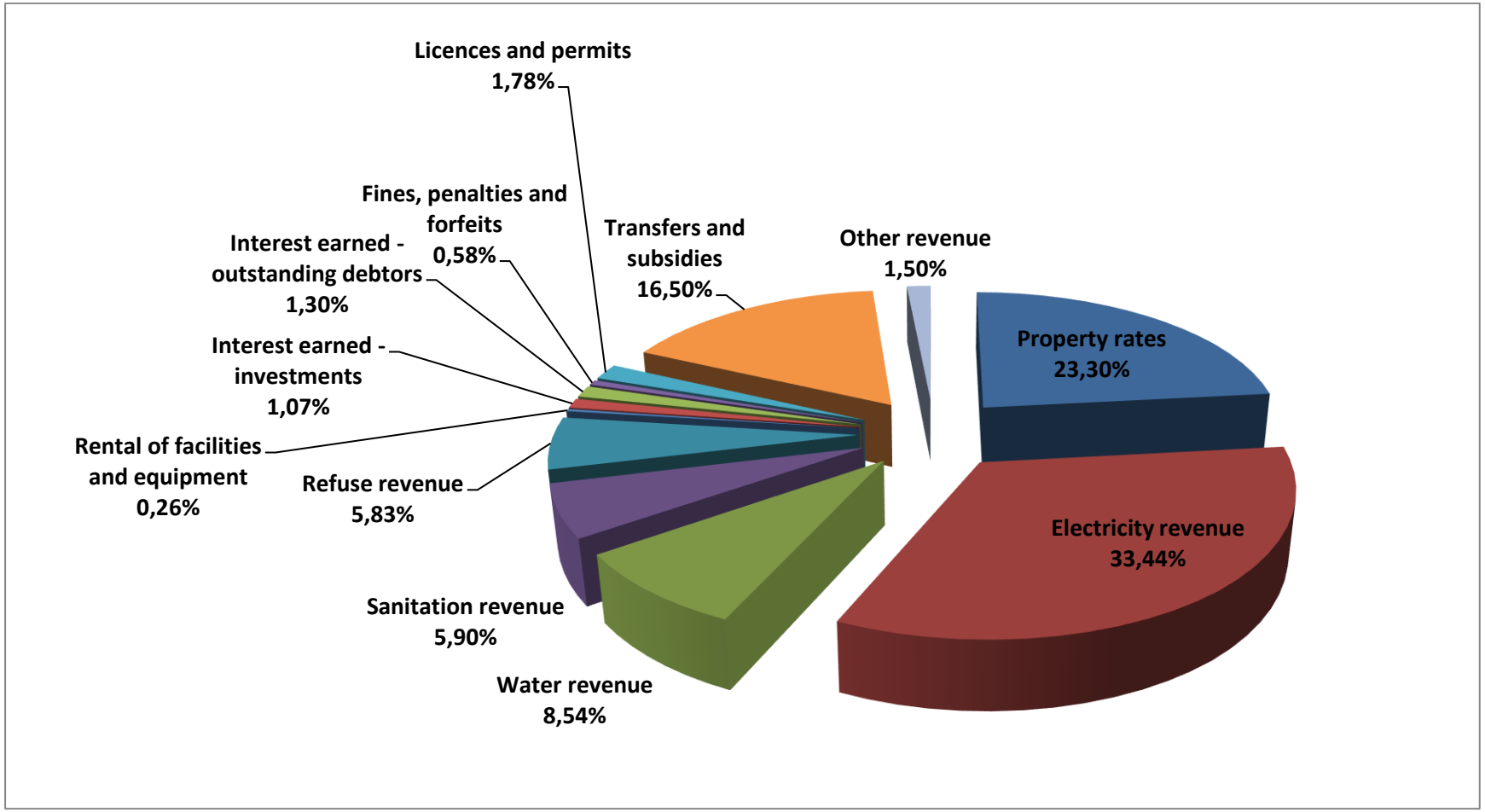
2.2. Revenue By Vote

Vote Description	Adjusted Budget 2017/18	Actual YTD	Quarter 1		Quarter 2		Quarter 2		Quarter 2		
			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	% of Budget
R thousands											
Expenditure by Vote											
Vote 1 - Executive & Council	35 302		8 825		8 825		8 825		8 825		
Vote 2 - Financial Services	72 852		18 213		18 213		18 213		18 213		
Vote 3 - Administration, Monitoring & Evaluation	38 587		9 647		9 647		9 647		9 647		
Vote 4 - Led, Tourism & Creative Industries	10 562		2 640		2 640		2 640		2 640		
Vote 5 - Infrastructure, Planning & Development	449 436		112 359		112 359		112 359		112 359		
Vote 6 - Social Services	148 683		37 171		37 171		37 171		37 171		
Total Expenditure by Vote	**755 421**		**188 855**		**188 855**		**188 855**		**188 855**		

2.3. Budgeted Revenue Graph (illustration)



2.4. Source of Budgeted Income Graph (illustration)



3. EXPENDITURE - BUDGETS

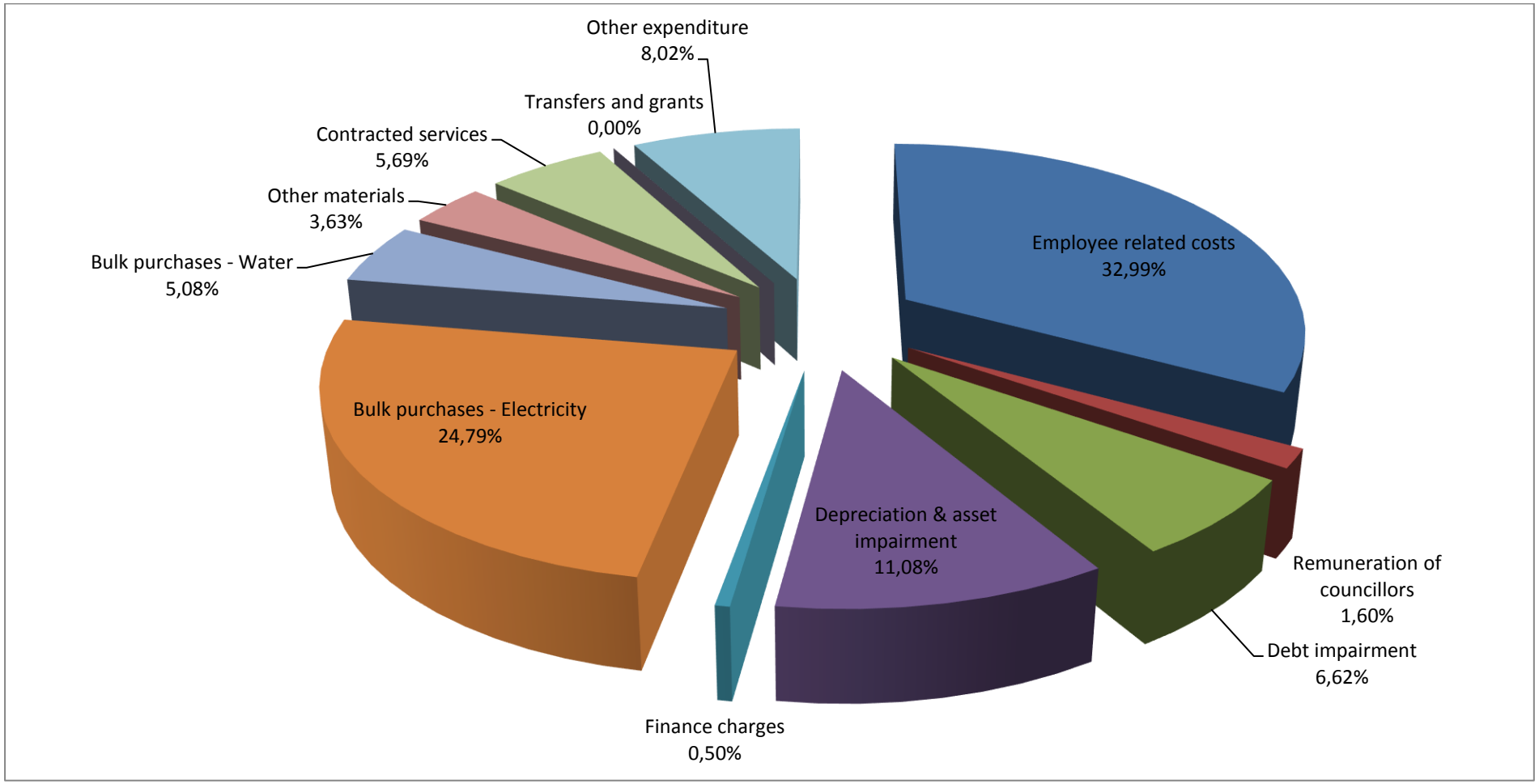
3.1. Operating Expenditure by Vote

Vote Description	Adjusted Budget 2017/18	Actual YTD	Quarter 1		Quarter 2		Quarter 2		Quarter 2		
			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	% of Budget
R thousands											
Expenditure by Vote											
Vote 1 - Executive & Council	35 302		8 825		8 825		8 825		8 825		
Vote 2 - Financial Services	72 852		18 213		18 213		18 213		18 213		
Vote 3 - Administration, Monitoring & Evaluation	38 587		9 647		9 647		9 647		9 647		
Vote 4 - Led, Tourism & Creative Industries	10 562		2 640		2 640		2 640		2 640		
Vote 5 - Infrastructure, Planning & Development	449 436		112 359		112 359		112 359		112 359		
Vote 6 - Social Services	148 683		37 171		37 171		37 171		37 171		
Total Expenditure by Vote	**755 421**		**188 855**		**188 855**		**188 855**		**188 855**		

3.2. Operating Expenditure by Type

Description	Adjusted Budget 2017/18	Actual YTD	Quarter 1		Quarter 2		Quarter 2		Quarter 2		
			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	% of Budget
R thousands											
Expenditure By Type											
Employee related costs	249 044		62 261		62 261		62 261		62 261		
Remuneration of councillors	12 111		3 028		3 028		3 028		3 028		
Debt impairment	49 997		12 499		12 499		12 499		12 499		
Depreciation & asset impairment	83 730		20 933		20 933		20 933		20 933		
Finance charges	3 768		942		942		942		942		
Bulk purchases	225 623		56 406		56 406		56 406		56 406		
Other materials	27 405		6 851		6 851		6 851		6 851		
Contracted services	42 971		10 743		10 743		10 743		10 743		
Transfers and subsidies	30		7		7		7		7		
Other expenditure	60 742		15 186		15 186		15 186		15 186		
Total Expenditure	**755 421**		**188 855**		**188 855**		**188 855**		**188 855**		

3.3. Budgeted Expenditure Graph (illustrative)



4. CAPITAL EXPENDITURE:

4.1. Capital Works Plan 2017/18

Summary of Adjusted Capital budget for 2017/18	ADJUSTMENTS BUDGET 2017/18
Executive and Council	
Computer Equipment	129 000
Furniture and Office Equipment	432 000
Software Licences	400 000
Vehicles	500 000
Wards Capital Programmes	1 320 000
	2 781 000

Summary of Adjusted Capital budget for 2017/18	ADJUSTMENTS BUDGET 2017/18
Administration Monitoring & Evaluation	
Furniture and Office Equipment	280 030
Computer Equipment	203 000
Library upgrade	500 000
Machinery and Equipment	100 000
Office Upgrade	206 000
PABX system	1 000 000
Upgrade multi - purpose centre	95 000
	2 384 030

	ADJUSTMENTS BUDGET 2017/18
Finance	
Furniture and Office Equipment	229 000
Computer Equipment	1 469 709
Computer Equipment (Interns)	100 000
Upgrade ICT	100 000
Vehicles	242 218
Computer Software and Applications	551 049
	2 691 976

	ADJUSTMENTS BUDGET 2017/18
Infrastructure & Engineering	
Computer Equipment	260 000
Boreholes Disaster Boreholes	1 000 000
Boreholes Disaster Boreholes	6 020 714
Furniture and Office Equipment	343 330
Municipal Offices Building partitions (New office accommodation)	180 000
Machinery and Equipment	612 798
Upgrade Bulk Infrastructure Kruisfontein	4 000 000
Fencing: Electrical Substations	50 000
Jeffreys Bay- Northern Bulk main outfall sewer -area north of R102	250 000
Roads upgrade	450 000
Vehicles	2 529 839
UPGRADE CORMORANT SEWER PUMP STATION	789 631
Upgrading of the Sea Vista Wastewater Treatment Works	8 284 068
Humansdorp - Upgrade Kruisfontein Waste Water Treatment Works	15 225 785
	39 996 165

	ADJUSTMENTS BUDGET 2017/18
Planning, Development & Tourism	
Mini-Sports field	2 492 496
Machinery and Equipment	145 000
Informal Traders - building	58 907
Computer Equipment	60 000
Renewable Energy Support (Solar Lights on the Beach)	50 000
Upgrading Kouga Cultural Centre	331 420
	3 137 823

	ADJUSTMENTS BUDGET 2017/18
Community Services	
Fencing of existing cemeteries	400 000
Computer Equipment	549 074
Fencing - Hankey Fire Station	200 000
Furniture and Office Equipment	1 170 597
Upgrading of Sports Facilities	4 599 045
Machinery and Equipment	350 000
Office Upgrade (Traffic Department)	200 000
Oyster Bay Mini Transfer Station	450 000
Supply and Delivery of Skip Bins	400 000
Security Gates (Library)	14 010
Wheelie bins	500 000
Vehicles	9 610 000
	18 442 726

REPORTS BY THE PORTFOLIO CHAIRPERSON: FINANCE

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 31 MAY 2018 **ITEM: 18/05/F1**

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) – BUDGET FOR THE 2018/19 TO 2020/21 FINANCIAL YEARS

1. Introduction

The purpose of the report is to table the Medium Term Revenue and Expenditure Framework (MTREF) Budget for the 2018/19 – 2020/21 financial years to the Council.

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

2. Recommendation

i) The Executive Mayor recommends that the Council, **by resolution taken by the majority of its full number**, and in terms of Section 30(2) of the Local Government: Municipal Structures Act, Act No. 117 of 1998 (as amended), read in conjunction with Section 24 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the Annual Budget for the 2018/19 financial year and the indicative allocations for the projected outer years 2019/20 and 2020/21; and the multi-year and single year capital appropriations, as set out in the following tables, including the associated recommendations.

1. Budget Summary; [Table A1]

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

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

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

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

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

6. Budgeted Financial Position; [Table A6]

7. Budgeted Cash Flows; [Table A7]

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

9. Asset management; [Table A9]

10. Basic service delivery measurement. [Table A10]

iii) That the tariffs be increased as follows with effect from 1 July 2018:

Property rates	-	7.5%
Water	-	11%
Sanitation	-	9%
Refuse	-	8%
Electricity (average increase in electricity income)	-	7.57%
Environmental Management Fee	-	6%

iv) That the indicative tariffs for 2019/20 and 2020/21 be increased as follows:

	2019/20	**2020/21**
Property rates	7.5%	7.5%
Water	11 %	11%
Sanitation	9%	9 %
Refuse	8%	8%
Electricity (average increase in electricity income)	7.57%	7.57%
Environmental Management Fee	6%	6%

v) The Executive Mayor recommends that the Council, in terms of Section 30 (2) and 93 (4) of the Local Government: Municipal Structures Act, Act No: 117 of 1998 (as amended), read with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, and **by resolution taken by majority of its full number**, approves the tariffs, fees and charges as reflected elsewhere in the Agenda for implementation, with effect from 1 July 2018.

Noted by the Portfolio Councillor: _____

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 31 MAY 2018 **ITEM: 18/05/F2**

ADOPTION OF THE PROPOSED PROPERTY RATES TARIFFS FOR THE 2018/19 FINANCIAL YEAR

1. Purpose

The purpose of this report is for Council to consider and approve the proposed property rates tariffs for the 2018/19 financial year.

2. Background

The property rates tariffs have been increased by 7.5%, in line with the Council decision of 29 March 2018.

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

CATEGORY	Ratios	Cent/Rand	
		Proposed Tariffs for 2018/19	Current Tariffs 2017/18
Residential	1:1	0.78	0.72
Industrial/ Mining	1:1.04	0.81	0.75
Business / Commercial	1:1.04	0.81	0.75
Farms-Agricultural	1:0.25	0.20	0.18
Farms-Other Business/Wind Farms and Other Industrial Purposes	1:1.04	0.81	0.75
Farms-Residential	1:1	0.78	0.72
Farms-Private Towns	1:1	0.78	0.72
Smallholding-Agricultural	1:0.25	0.20	0.18
State Owned	1:1	0.78	0.72
Private Towns	1:1	0.78	0.72
Informal and Formal Settlements	1:1	0.78	0.72
Multiple Purposes	1:1	0.78	0.72
Municipal	1:1	0.78	0.72

Special Rating Area	1:0:25	0:20	
Private Towns (Exempt)	1:1	0.78	0.72
Communal Land	1:1	0.78	0.72
State Trust Land	1:1	0.78	0.72
Restitution and Redistribution Properties	1:1	0.78	0.72
Protected Areas	1:1	0.78	0.72
National Monuments/ Heritage Sites	1:1	0.78	0.72
Public Benefit Organisation	1:1	0.78	0.72

3. Recommendation

i) That the Council, in terms of Section 30(2) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended) and the Local Government: Municipal Property Rates Act, Act 6 of 2004, read in conjunction with the Local Government: Municipal Systems Act, Act 32 of 2000, the Municipality's Rating Policy and with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, and **by resolution taken by majority of its full number**, levies the following rates in the Rand for the period 1 July 2018 to 30 June 2019, in respect of the various categories of properties as set out below:

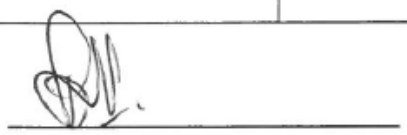
CATEGORY	**Proposed Tariffs for 2018/19/- Cent/Rand**
Residential	0.78
Industrial / Mining	0.81
Business / Commercial	0.81
Farms-Agricultural	0.20
Farms-Other Business/Wind Farms and Other Industrial Purposes	0.81
Farms-Residential	0.78
Farms-Private Towns	0.78
Smallholding-Agricultural	0.20
State Owned	0.78
Private Towns	0.78
Informal and Formal Settlements	0.78
Multiple Purposes	0.78

Municipal	0.78
Special Rating Area	0.20
Private Towns (Exempt)	0.78
Communal Land	0.78
State Trust Land	0.78
Restitution and Redistribution Properties	078
Protected Areas	0.78
National Monuments/ Heritage Sites	0.78
Public Benefit Organisation	0.78

ii) That the Council, in terms of Section 30(2) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended) and the Local Government: Municipal Property Rates Act, Act 6 of 2004, read in conjunction with the Local Government: Municipal Systems Act, Act 32 of 2000, the Municipality's Rating Policy and with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, and **by resolution taken by majority of its full number**, grants the following rebates for the period 1 July 2018 to 30 June 2019, in respect of the following categories and owners of properties as set out below:

Exemptions	**Rebates for 2018/19**
R15 000 on Residential Properties	R15000
National Monuments/Heritage Sites	-100%
Provision of Land Act	100%
Communal Property Association	-100%
Protected Areas	-100%
Welfare/Churches/Public Benefit Organisations	100%
Municipal Properties	-100%
Rebates:	
Private Towns:	-20%
- Kromme River (Suburb 70010)	
- Air Park (Suburb 10001)	

- Gamtoos Mouth (Suburb 90003)	
- Edenglen (Suburb 40004)	
- St Francis Bay Links (Suburb 70009)	
- Marina Martinique (Suburb 40013)	
- Lifestyle Estate (Suburb 40054)	
- Sea View Resort (Suburb 40011)	
R 85000 on Informal and Formal Settlements	R85000
R 85000 for Owners who qualify for Equitable Share	R85000

Noted by the Portfolio Councillor: 

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 31 MAY 2018 **ITEM: 18/05/F3**

REVISION OF FEES AND CHARGES FOR THE 2018/19 FINANCIAL YEAR: SPORTS AND RECREATION

1. Purpose

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

2. Background

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

The fees and charges have been increased on average by 6%, as reflected in Annexure 'A'

3. Recommendation

That the Council, by resolution taken by majority of its full number, and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the fees and charges for Sports and Recreation, as reflected in **Annexure 'A'**, with effect from 1 July 2018.

Noted by the Portfolio Councillor: _____

ANNEXURE A					
		2018/19	2018/19	2017/18	%
SERVICE		VAT	15%	15%	Increase
DESCRIPTION		Inclusive	Exclusive	Exclusive	
		R	R		
SPORTS AND RECREATION					
Hankey					
Sportsfield Rental per day : Music Concerts, Festivals, Sport Tournaments					
Profitable Functions		4 705,00	4 091,23	3 859,65	6,00
Non-Profitable Functions : NGO's, Churches, PO's		1 711,00	1 487,72	1 403,51	6,00
Sports Affiliation per year		855,00	743,86	701,75	6,00
Patensie					
Rugby Club rental per day		278,00	241,62	227,94	6,00
Humansdorp					
Country Club Tariffs					
Hall only		810,00	704,59	664,71	6,00
Side Hall		475,00	412,70	389,34	6,00
Hall & Side Hall		962,00	836,75	789,39	6,00
Braai Area		162,00	141,08	133,09	6,00
Complex		2 423,00	2 107,29	1 988,01	6,00
Kitchen					
0 - 50 People		406,00	352,70	332,74	6,00
51 - 100 People		761,00	661,62	624,17	6,00
101 - 150 People		1 152,00	1 002,16	945,43	6,00
151+ People		1 558,00	1 354,86	1 278,17	6,00
Welfare organisations per year for hall only		608,00	528,65	498,72	6,00
Kitchen the same as above					
(Only if hall is available)					
Sports Affiliation per year		428,00	371,93	350,88	6,00
Deposit					
Damages			1 000,00	800,00	25,00
Jugs		5,00	4,05	3,82	6,00
Welfare organisations per year for hall only		608,00	528,65	498,72	6,00
Kitchen the same as above					
(Only if hall is available)					
Sports Affiliation per year		428,00	371,93	350,88	6,00
Deposit					
Damages			1 000,00	800,00	25,00

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 31 MAY 2018 **ITEM: 18/05/F4**

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

1. Purpose

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

2. Background

Directorates, in consultation with the Chief Financial Officer are required to review the fees and charges at least once a year. The proposed fees and charges are reflected in Annexure 'B'.

3. Recommendation

3.1 That the Council, by resolution taken by majority of its full number, and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003 approves the fees and charges as reflected in **Annexure 'B'**, with effect from 1 July 2018.

Noted by the Portfolio Councillor: _____

ANNEXURE B

SERVICE DESCRIPTION	2018/19 VAT Inclusive R	2018/19 15% Exclusive R	2017/18 15% Exclusive	% Increase
NATIONAL TRAFFIC (NATIS)				
Certificate of Fitness	No VAT	Sundry Amounts	Sundry Amounts	
Conversion Fees : Drivers	No VAT	Sundry Amounts	Sundry Amounts	
Conversion Fees : Public	No VAT	Sundry Amounts	Sundry Amounts	
Drivers Licence : Application : Light Vehicle	No VAT	Sundry Amounts	Sundry Amounts	
Drivers Licence : Application : Heavy Vehicle	No VAT	Sundry Amounts	Sundry Amounts	
Drivers Licence : Temporary	No VAT	Sundry Amounts	Sundry Amounts	
Drivers Licence : Fine (Late)	No VAT	Sundry Amounts	Sundry Amounts	
Duplicate : Learners Licence	No VAT	Sundry Amounts	Sundry Amounts	
Duplicate : Registration Certificate	No VAT	Sundry Amounts	Sundry Amounts	
Learners Licence : Application	No VAT	Sundry Amounts	Sundry Amounts	
Learners Licence : Certificate	No VAT	Sundry Amounts	Sundry Amounts	
Public Driving Permit : Application	No VAT	Sundry Amounts	Sundry Amounts	
Roadworthy Certificate	No VAT	Sundry Amounts	Sundry Amounts	
Roadworthy Certificate : Application : Motor Cycles	No VAT	Sundry Amounts	Sundry Amounts	
Roadworthy Certificate : Application : Light Vehicle	No VAT	Sundry Amounts	Sundry Amounts	
Roadworthy Certificate : Application : Heavy Vehicle	No VAT	Sundry Amounts	Sundry Amounts	
Vehicle Licences (82.5%)	No VAT	Sundry Amounts	Sundry Amounts	
Vehicle Licences (17.5%)	No VAT	Sundry Amounts	Sundry Amounts	
Vehicle Registration	No VAT	Sundry Amounts	Sundry Amounts	
Vehicle Registration Penalties	No VAT	Sundry Amounts	Sundry Amounts	
Vehicle De-Registration	No VAT	Sundry Amounts	Sundry Amounts	
Temporary Permit	No VAT	Sundry Amounts	Sundry Amounts	
Special Permit	No VAT	Sundry Amounts	Sundry Amounts	
Disabled Parking Disc	No VAT	Sundry Amounts	Sundry Amounts	
Sundry Income	No VAT	Sundry Amounts	Sundry Amounts	
RTMC (Transaction Fees)	No VAT	Sundry Amounts	Sundry Amounts	
IMPOUNDMENT OF VEHICLES				
First time offenders	2 673,00	2 324,56	2 192,98	6,00
Second time offenders	4 277,00	3 719,31	3 508,78	6,00
Third time offenders	8 554,00	7 438,60	7 017,55	6,00

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 31 MAY 2018 **ITEM: 18/05/F5**

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

1. Purpose

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

2. Background

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

3. Recommendation

3.1 That the Council, by resolution taken by majority of its full number, and in terms of Sections 30(2) and 93(4) of the Local Government : Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the fees and charges to the Fire Fighting and Protection Services as reflected in **Annexure 'C'**, with effect from 1 July 2018.

Noted by the Portfolio Councillor: _____

ANNEXURE C					
SERVICE DESCRIPTION		2018/19 VAT Inclusive	2018/19 15% Exclusive	2017/18 15% Exclusive	% Increase
		R	R	R	
FIRE FIGHTING SERVICES					
1. Fires					
1. Major Spillages road or rail					
1. Vegetation fires					
Tariffs per hour or part thereof					
Major appliance (inclusive of manpower)					
Rescue pumps/Aerial appliance		1 769,00	1 537,90	1 450,85	6,00
Auxiliary appliance (Inclusive of manpower)					
Off-Road, light/heavy rescue, hazmat units		802,00	697,25	657,79	6,00
Service vehicles (Inclusive of manpower)					
LDV's and transporters		463,00	402,81	380,01	6,00
Trailers & units (inclusive of manpower)					
Fuel/hydrant trailer, BA trailer and command unit		234,00	203,59	192,07	6,00
Personnel charges (cost if additional personnel required)					
Senior Officer		463,00	402,81	380,01	6,00
Officers		234,00	203,59	192,07	6,00
Fire Fighters		120,00	103,99	98,10	6,00
Specialised consumable materials		Plus VAT	Replacement cost +25%	Replacement cost +25%	
Non-rateable shipping fees		Plus VAT	4 x applicable tariff plus	4 x applicable tariff plus	
			Personnel Costs	Personnel Costs	
Humanitarian calls					
Motor vehicle accidents		No charge	No charge	No charge	
Rescues		No charge	No charge	No charge	
Service rendered outside area of jurisdiction					
Tariffs per hour or part thereof					
Major appliance (inclusive of manpower)					
Rescue pumps/Aerial appliance		3 538,00	3 075,80	2 901,69	6,00
Auxiliary appliance (Inclusive of manpower)					
Off-Road, light/heavy rescue, hazmat units		1 604,00	1 394,51	1 315,57	6,00
Service vehicles (Inclusive of manpower)					
LDV's and transporters		926,00	805,62	760,02	6,00
Trailers & units (inclusive of manpower)					
Fuel/hydrant trailer, BA trailer and command unit		468,00	407,19	384,14	6,00
Personnel charges (cost if additional personnel required)					
Senior Officer		926,00	805,62	760,02	6,00
Officers		468,00	407,19	384,14	6,00
Fire Fighters		240,00	207,97	196,20	6,00

Standby duties					
Water jets (65mm hose)		373,00	324,00	305,66	6,00
2. Fire out on arrival					
2. False alarm with good intent					
2. Reacting to automatic fire alarms					
2. Monitoring of incidents					
Tariffs per hour or part thereof					
Major appliance (inclusive of manpower)					
Rescue pumps/Aerial appliance		884,50	768,95	725,42	6,00
Auxiliary appliance (inclusive of manpower)					
Off-Road, light/heavy rescue, hazmat units		401,00	348,63	328,89	6,00
Service vehicles (inclusive of manpower)					
LDV's and transporters		231,50	201,40	190,00	6,00
Trailers & units (inclusive of manpower)					
Fuel/hydrant trailer, BA trailer and command unit		117,00	101,80	96,03	6,00
Personnel charges (cost if additional personnel required)					
Senior Officer		231,50	201,40	190,00	6,00
Officers		117,00	101,80	96,03	6,00
Fire Fighters		60,00	51,99	49,05	6,00
Service rendered outside area of jurisdiction					
Tariffs per hour or part thereof					
Major appliance (inclusive of manpower)					
Rescue pumps/Aerial appliance		1 769,00	1 537,90	1 450,85	6,00
Auxiliary appliance (inclusive of manpower)					
Off-Road, light/heavy rescue, hazmat units		802,00	697,25	657,79	6,00
Service vehicles (inclusive of manpower)					
LDV's and transporters		463,00	402,81	380,01	6,00
Trailers & units (inclusive of manpower)					
Fuel/hydrant trailer, BA trailer and command unit		234,00	203,59	192,07	6,00
Personnel charges (cost if additional personnel required)					
Senior Officer		463,00	402,81	380,01	6,00
Officers		234,00	203,59	192,07	6,00
Fire Fighters		120,00	103,99	98,10	6,00
Other					
Certified copy of incident report		141,00	122,59	115,65	6,00
Monitoring of fire alarms - per month		129,00	122,59	115,65	6,00
Sundry services and hire charges					
Use of portable plant and machinery		222,00	210,16	198,27	6,00
Use of bus		498,00	471,77	445,06	6,00
Damage to equipment		Plus VAT	Cost plus 30%	Cost plus 30%	
Utilisation of external services		Plus VAT	Cost plus 30%	Cost plus 30%	
Population certificate		248,00	215,65	-	-
Training					
Category 1					
Attendance of training courses held under the auspices of the Fire and Emergency Services					
Per person per day		451,00	391,86	369,68	6,00
Per person per half day or part thereof		234,00	203,59	192,07	6,00
Category 2					
Use of lecture rooms for the purpose of seminars or symposia					
Per day or part therof		642,00	558,24	526,64	6,00
Category 3					
Use of the operational training facilities to all letting deemed to be by the manager Fire and Emergency Services, of a commercial use					

Per hour or part therof		750,00	652,38	615,45	6,00
Category 4					
Attendance of training personnel lecturing at training courses in areas beyond the municipal limits					
Per hour or part therof		Plus VAT	Cost of training material	Cost of training material	
			+ 25%, + cost of	+ 25%, + cost of	
			transport and training	transport and training	
			personnel's hourly salary	personnel's hourly salary	
			rate per hour or part	rate per hour or part	
Certification of approved courses		Plus VAT	10% of course fee	10% of course fee	
Re-issue Certificates		120,00	103,99	98,10	6,00
Fire prevention tariff per hour or part thereof					
Renewal of licence to store petroleum/liquified petroleum gas		303,00	263,80	248,86	6,00
Approval of LPG installation plans		303,00	263,80	248,86	6,00
Approval of petroleum storage plans		303,00	263,80	248,86	6,00
Approval of bulk storage hazardous installation		865,00	751,98	709,42	6,00
Approval of building plans –fire protection/requirements		303,00	263,80	248,86	6,00
Inspections		865,00	751,98	709,42	6,00
Survey		865,00	751,98	709,42	6,00
Certification of premises		303,00	263,80	248,86	6,00
Issuing of control burning permits		303,00	263,80	248,86	6,00
Investigation		865,00	751,98	709,42	6,00
Lectures/evacuation drills		865,00	751,98	709,42	6,00
Issuing of certificate of competency		865,00	751,98	709,42	6,00
Public education		No charge	No charge		
Approval of rational designs		303,00	263,80	248,86	6,00
Approval of major hazardous installation reports		303,00	263,80	248,86	6,00
PROTECTION SERVICES					
Vehicle Licences (17,5%)		No VAT	Sundry Amounts	Sundry Amounts	
Towage fees		Plus VAT	COST +20%	COST +20%	
Storage fees per day (Sold after 3 months)		40,00	35,03	33,04	6,00
Enquiries vehicle accident		150,00	130,26	122,88	6,00
Rent aircraft hangers per m²		10,00	8,76	8,26	6,00
Selling of Vehicles on a site approved by Council (Per Day)		81,00	70,05	66,09	6,00
Traffic Assistance					
Events (Per Hour)		320,00	278,03	262,29	6,00
Funerals (Flat Rate)		560,00	487,09	459,52	6,00
Fines : Traffic		Plus VAT	Sundry Amounts	Sundry Amounts	
Fines : Video Camera		Plus VAT	Sundry Amounts	Sundry Amounts	
Special Duties		Plus VAT	Sundry Amounts	Sundry Amounts	

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 31 MAY 2018 **ITEM: 18/05/F6**

REVISION OF FEES AND CHARGES FOR THE HIRING OF MUNICIPAL FACILITIES: 2018/19 FINANCIAL YEAR

1. Purpose

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

2. Background

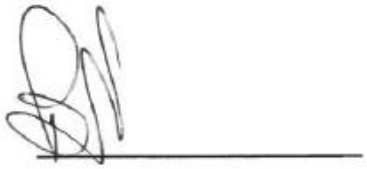
Directorates, in consultation with the Chief Financial Officer, are required to review fees and charges, at least once a year.

The fees and charges for the hiring of Municipal Facilities have been increased on average, by 6%, as reflected in Annexure 'D'.

3. Recommendation

3.1 That the Council, by resolution taken by majority of its full number and in terms of Section 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Financial Management Act, Act 56 of 2003 approves the fees and charges for the hiring of Municipal Facilities, as reflected in **Annexure 'D'**, with effect from 1 July 2018.

Noted by the Portfolio Councillor:



ANNEXURE D

SERVICE DESCRIPTION	2018/19 VAT Inclusive R	2018/19 15% Exclusive R	2017/18 15% Exclusive R	% Increase
BUILDINGS & PROPERTIES				
Rental : Halls & Facilities				
LARGE HALLS				
Hankey Vusumsi Landu Hall				
Humansdorp Country Club Hall				
Kruisfontein Civic Centre				
Jeffreys Bay Newton Hall				
Patensie Community Hall				
Thornhill Katrien Felix Hall				
Deposit				
Damages		1 000,00	822,00	21,55
Church Gathering (per 2 hr)	264,00	229,97	216,95	6,00
Concert (Non-Drinking Function)	826,00	718,01	677,37	6,00
Concert Practice	173,00	150,63	142,11	6,00
Conferences (per day)	1 039,00	903,79	852,63	6,00
Dance and Disco (Drinking Functions)	1 742,00	1 514,35	1 428,63	6,00
Fetes / Bazaars	448,00	389,63	367,58	6,00
Funeral (per 2 hr)	264,00	229,97	216,95	6,00
Kitchen Rental	598,00	520,19	490,74	6,00
Meetings (Non-Political)	598,00	520,19	490,74	6,00
Meetings (Political)	1 164,00	1 012,24	954,95	6,00
School Functions	448,00	389,63	367,58	6,00
Service Organisations : Social Clubs / Presentations	201,00	174,73	164,84	6,00
Special Events (Decorations)	447,00	388,63	366,63	6,00
Special Events : Anniversaries / Birthdays / Gala Evenings / Kitchen Parties	1 064,00	924,87	872,52	6,00
Weddings	532,00	462,95	436,74	6,00
MEDIUM HALLS				
Andrieskraal Hall				
Weston Hall				
Kwanomzamo Hall				
Aston Bay Hall				
Pellsrus Hall				
Loerie Hall				
Sea Vista Hall				
Deposit				
Damages		1 000,00	549,00	82,00
Church Gathering (per 2 hr)	185,00	160,67	151,58	6,00
Concert (Non-Drinking Function)	514,00	446,87	421,58	6,00
Concert Practice	116,00	100,42	94,74	6,00
Conferences (per day)	693,00	602,53	568,43	6,00
Dance and Disco (Drinking Functions)	1 056,00	917,84	865,89	6,00
Fetes / Bazaars	294,00	255,07	240,63	6,00
Funeral (per 2 hr)	185,00	160,67	151,58	6,00
Kitchen Rental	533,00	462,95	436,74	6,00
Meetings (Non-Political)	394,00	342,43	323,05	6,00
Meetings (Political)	599,00	520,19	490,74	6,00
School Functions	185,00	160,67	151,58	6,00
Service Organisations : Social Clubs / Presentations	109,00	94,40	89,06	6,00
Special Events (Decorations)	294,00	255,07	240,63	6,00
Special Events : Anniversaries / Birthdays / Gala Evenings / Kitchen Parties	533,00	462,95	436,74	6,00
Weddings	533,00	462,95	436,74	6,00
Weddings (Decorations)	294,00	255,07	240,63	6,00
SMALL HALLS				
Tokyo Sexwale Sportsfield Hall				
Pellsrus Caravan Park Hall				
Patensie Sportsfield Hall				
Thornhill Clubhouse				
Deposit				
Damages		1 000,00	275,00	263,50
Church Gathering (per 2 hr)	87,00	75,32	71,05	6,00
Concert (Non-Drinking Function)	219,00	190,80	180,00	6,00
Concert Practice	58,00	50,21	47,37	6,00
Conferences (per day)	346,00	301,27	284,21	6,00
Dance and Disco (Drinking Functions)	734,00	638,67	602,52	6,00
Fetes / Bazaars	219,00	190,80	180,00	6,00
Funeral (per 2 hr)	87,00	75,32	71,05	6,00
Kitchen Rental	196,00	170,71	161,05	6,00
Meetings (Non-Political)	167,00	145,61	137,37	6,00
Meetings (Political)	249,00	216,91	204,63	6,00
School Functions	115,00	100,42	94,74	6,00
Service Organisations : Social Clubs / Presentations	61,00	53,22	50,21	6,00
Special Events (Decorations)	185,00	160,67	151,58	6,00
Special Events : Anniversaries / Birthdays / Gala Evenings / Kitchen Parties	365,00	317,33	299,37	6,00
Sport and Recreation (per month)	173,00	150,63	142,11	6,00
Weddings	365,00	317,33	299,37	6,00
Weddings (Decorations)	185,00	160,67	151,58	6,00

Other				
Encroachment Fees	Plus VAT	Sundry Amounts	Sundry Amounts	
Rental : Commonage	Plus VAT	Sundry Amounts	Sundry Amounts	
Rental : Municipal Houses	Plus VAT	Sundry Amounts	Sundry Amounts	
Rental : Quarry	Plus VAT	Sundry Amounts	Sundry Amounts	
Rental : Sundry	Plus VAT	Sundry Amounts	Sundry Amounts	
Sundry Income	Plus VAT	Sundry Amounts	Sundry Amounts	
CARAVAN PARKS & CAMPING SITES				
This tariff is applicable for all Caravan Parks/Camping Sites within the Kouga Jurisdictional Area				
IN SEASON				
In Season includes December/January and March/April School Holidays.				
All Tariffs are per day and include 4 persons per site, and 1 Vehicle.				
Additional Costs are payable per person for more than 4 persons, and per vehicle for more than 1 vehicle				
CARAVAN PARKS				
Stand with Private Ablution	694,00	603,12	568,98	6,00
Stand with Electricity	481,00	418,13	394,47	6,00
Stand without Electricity	347,00	302,11	285,01	6,00
Fee per Additional Vehicle	67,00	58,01	54,73	6,00
Fee per Additional Person	67,00	58,01	54,73	6,00
Caravan Clubs (10% Discount on Normal Tariffs)				
More than 10 Caravans, Maximum of 40				
More than 40 Caravans only May - November				
Stand with Private Ablution	624,60	543,13	512,37	6,00
Stand with Electricity	432,90	376,43	355,26	6,00
Stand without Electricity	312,30	271,57	256,58	6,00
Fee per Additional Car	60,30	52,43	49,74	6,00
Fee per Additional Person	60,30	52,43	49,74	6,00
RONDAWELS / CHALETS				
Rondawels				
2 Bed	347,00	302,11	285,01	6,00
4 Bed	481,00	418,13	394,47	6,00
Chalets				
1 Bedroom	481,00	418,13	394,47	6,00
2 Bedroom	748,00	650,19	613,38	6,00
CAMPING				
Stand with Private Ablution	694,00	603,48	569,30	6,00
Stand with Electricity	481,00	418,26	394,74	6,00
Stand without Electricity	347,00	301,74	285,09	6,00
Fee per Additional Vehicle	67,00	58,26	55,26	6,00
Fee per Additional Person	67,00	58,26	55,26	6,00
OTHER				
Day Visitors Entrance Fee				
Per Vehicle (for 2 persons) per day	67,00	58,26	55,26	6,00
Per Person more than 2 per day	67,00	58,26	55,26	6,00
Beach Service Team				
Per Vehicle (for 2 persons) per day	53,60	46,61	44,21	6,00
Per Person more than 2 per day	53,60	46,61	44,21	6,00
OUT OF SEASON (50% of In-Season Tariffs)				
All Tariffs are per day and include 4 persons per site, and 1 Vehicle.				
Additional Costs are payable per person for more than 2 persons, and per vehicle for more than 1 vehicle				
Discount of 30% will be allowed to pensioners out of season.				
CARAVAN PARKS				
Stand with Private Ablution	347,00	301,74	284,65	6,00
Stand with Electricity	240,50	209,13	197,37	6,00
Stand without Electricity	173,50	150,87	142,54	6,00
Fee per Additional Vehicle	33,50	29,13	27,63	6,00
Fee per Additional Person	33,50	29,13	27,63	6,00
Caravan Clubs (30% Discount on Normal Tariffs)				
More than 10 Caravans, Maximum of 40				
More than 40 Caravans only May - November				
Stand with Private Ablution	312,30	271,57	256,18	6,00
Stand with Electricity	216,45	188,22	177,63	6,00
Stand without Electricity	156,15	135,78	128,29	6,00
Fee per Additional Vehicle	30,15	26,22	24,87	6,00
Fee per Additional Person	30,15	26,22	24,87	6,00

RONDAWELS / CHALETS				
Rondawels				
2 Bed	173,50	150,87	142,54	6,00
4 Bed	240,50	209,13	197,37	6,00
Chalets				
1 Bedroom	240,50	209,13	197,37	6,00
2 Bedroom	374,00	325,22	307,02	6,00
CAMPING				
Stand with Private Ablution	347,00	301,74	284,65	6,00
Stand with Electricity	240,50	209,13	197,37	6,00
Stand without Electricity	173,50	150,87	142,54	6,00
Fee per Additional Vehicle	33,50	29,13	27,63	6,00
Fee per Additional Person	33,50	29,13	27,63	6,00
OTHER				
Day Visitors Entrance Fee				
Per Vehicle	33,50	29,13	27,63	6,00
Per Person	33,50	29,13	27,63	6,00
Beach Service Team				
Per Vehicle	26,80	23,30	22,11	6,00
Per Person	26,80	23,30	22,11	6,00
Monthly Tariff				
Not Applicable In Season (Normal Tariffs Apply)				
Tariff includes 4 persons per site, and 1 Vehicle.				
Additional Persons pay full tariff per day				
Additional Vehicles pay full tariff per day				
Up to 30 Days	2 935,00	2 552,58	2 408,10	6,00
Longer than 30 Days	2 669,00	2 320,53	2 189,18	6,00
NATURE CONSERVATION				
GAMTOOS RIVER MOUTH NATURE RESERVE				
Camping/Caravan Sites				
Max 6 persons p/day	104,00	90,85	85,71	6,00
Extra per person per day	28,00	24,08	22,72	6,00
Once off entrance fee	65,00	56,92	53,70	6,00
Entrance Fees				
Entrance fee	65,00	56,92	53,70	6,00
Gamtoos Mouth Home-Owners Annual Entrance Fee	284,00	247,38	233,37	6,00
Pedestrians per person or more than 6 persons per vehicle (per person)	28,00	24,08	22,72	6,00
LOERIEDAM NATURE RESERVE				
Day Visitors	28,00	24,08	22,72	6,00
Rentals				
Field study centre : per person per night	133,00	116,03	109,46	6,00
Robinson's camp : per person per day	38,00	32,84	30,98	6,00
Robinson's camp : per person per night	86,00	74,43	70,22	6,00
Education courses				
per person per course (exclude first two teachers)	65,00	56,92	53,70	6,00
per pupil per weekend	86,00	74,43	70,22	6,00
BOAT REGISTRATION FEES (River Licenses)				
Pleasure boats				
Per annum				
Multi River (Kromme, Gamtoos)	506,00	440,26	415,34	6,00
Single river	306,00	266,45	251,37	6,00
Renewable on 1 January each year				
Multi River (Kromme, Gamtoos)	355,00	308,82	291,34	6,00
Single river	229,00	199,56	188,26	6,00
Launch site Boat Permit Fee				
Per annum	1 018,00	885,20	835,09	6,00
Per 7 days or less	150,00	130,86	415,44	-68,50
River Permits (Kromme Joint River Committee)				
The sliding scale is to encourage smaller boats and engines, and to discourage bigger vessels				
If there are multiple engines on a boat, the fee will be based on the total engine capacity				
Recreational Vessels (per annum)				
Up to 15hp	83,00	72,46	68,36	6,00
16 - 120hp	294,00	255,30	240,85	6,00
Greater than 120hp	573,00	498,34	470,13	6,00
Commercial Vessels (per annum)				
Up to 15hp	166,00	144,92	136,73	6,00
16 - 120hp	588,00	510,60	481,70	6,00
Greater than 120hp	1 146,00	996,68	940,27	6,00

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 31 MAY 2018 **ITEM: 18/05/F7**

COMMUNITY SERVICES DIRECTORATE: REVISION OF TARIFFS, FEES AND CHARGES FOR THE 2018/19 FINANCIAL YEAR

1. Purpose

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

2. Background

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

The tariffs, fees and charges have been increased by between 6% and 8%, as reflected in Annexure 'E'.

3. Recommendation

3.1 That the Council, by resolution taken by majority of its full number, and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, adopts the proposed tariffs, fees and charges for the Community Services Directorate, reflected as reflected in **Annexure'E',** with effect from 1 July 2018.

Noted by the Portfolio Councillor: _____

ANNEXURE E

SERVICE DESCRIPTION	2018/19 VAT Inclusive R	2018/19 15% Exclusive R	2017/18 15% Exclusive R	% Increase
CEMETERIES				
This tariff is applicable for all Cemeteries within the Kouga Jurisdictional Area				
Adult graves				
Grave Plot	499,00	433,70	486,48	-10,85
Dig & Fill Grave	1 087,00	945,40	891,89	6,00
Dig Grave	909,00	790,54	745,79	6,00
Fill Grave	307,00	266,76	251,66	6,00
Reinter & Fill Grave	860,00	747,56	705,25	6,00
Extra Depth	198,00	171,89	162,16	6,00
Children graves				
Grave Plot	499,00	433,70	486,48	-10,85
Dig & Fill Grave	722,00	627,56	592,04	6,00
Dig Grave	603,00	524,59	494,90	6,00
Fill Grave	202,00	175,95	165,99	6,00
Reinter & Fill Grave	569,00	494,59	466,60	6,00
Other				
Niche	127,00	110,27	104,03	6,00
Tombstone Application	247,00	214,86	202,70	6,00
Wall of Remembrance	297,00	257,84	243,24	6,00
Kerbing				
Barrier Stones per metre	341,00	296,76	279,96	6,00
Roll Over Stones per metre	252,00	218,92	206,53	6,00
ENVIRONMENTAL HEALTH				
Application for Keeping of Animals	160,00	139,01	131,14	6,00
Application for Exhumations	1 983,00	1 723,98	1 626,39	6,00
Condemnation Certificate	160,00	139,01	131,14	6,00
Health Certificates (Creches & Old Age Homes)	160,00	139,01	131,14	6,00
Traditional slaughtering	128,00	110,55	104,30	6,00
Hawkers stand per month				
Humansdorp and Gamtoos				
Fruit, Vegetables and Second Hand Goods	144,00	124,78	117,72	6,00
Clothing, Jewellery, etc.	328,00	284,59	268,48	6,00
Jeffreys Bay				
Opposite Caltex Garage	241,00	209,07	197,23	6,00
Old Friendly	128,00	110,55	104,30	6,00
St Francis bay& Cape St Francis bay	128,00	110,55		**NEW**
Seasonal Hawkers stand per day				
Opposite Caltex Garage	136,00	118,22	111,52	6,00
Old Friendly	81,00	70,05	66,09	6,00
St Francis bay& Cape St Francis bay	241,00	209,07		**NEW**
House Shops Monthly Fee	113,00	97,42	91,90	6,00
Flea Market Stalls per day				
Food Stalls	96,00	83,19	78,48	6,00
Arts & Crafts	96,00	83,19	78,48	6,00
Certificate of Acceptability / Competence	160,00	139,01	131,14	6,00
Business Licence	76,00	65,26	66,09	-1,25
Plot Clearing	Plus VAT	Sundry Amounts	Sundry Amounts	
Subsidy	Plus VAT	Sundry Amounts	Sundry Amounts	

ENVIRONMENTAL MANAGEMENT FEE				
Undeveloped erven	547,87	476,41	449,44	6,00
Domestic				
Households	45,66	39,70	37,45	6,00
Free Basic Services to Registered Indigent Consumers	-45,66	-39,70	-37,45	6,00
Multi Dwelling Units (per Unit)	45,66	39,70	37,45	6,00
Skips	219,87	191,19	180,37	6,00
Commercial				
Small	402,49	349,99	330,18	6,00
Medium	531,05	461,78	435,64	6,00
Medium (3 Removals)	676,42	588,19	554,90	6,00
Large	860,25	748,04	705,70	6,00
Skips	860,25	748,04	705,70	6,00
LIBRARY				
This tariff is applicable for all Libraries within the Kouga Jurisdictional Area				
Lost				
Books, CD's and Videos				
Note that this amount is determined by the value of the	Plus VAT	Sundry Amounts	Sundry Amounts	
Fines				
Books, CD's and Videos				
Per week or part thereof	13,00	10,95	10,33	6,00
3 Months or Longer	195,00	169,66	160,06	6,00
Photo copies				
Black				
A3	8,00	7,11	6,71	6,00
A4	3,00	2,19	2,07	6,00
Colour				
A3	16,00	14,23	13,42	6,00
A4	5,00	4,38	4,13	6,00
Other				
Visitors Administration Fee	20,00	17,51	16,52	6,00
Duplicate Membership Cards	20,00	17,51	16,52	6,00
Note that this amount is multiplied by the number of times the card is replaced				
Deposit				
Per Book (Visitors)		94,00	88,00	6,00
PARKS AND OPEN SPACES				
Cleaning of plots : Grass only (per m²)	2,00	1,41	1,33	6,00
: Lightly overgrown (per m²)	5,00	4,02	3,79	6,00
: Medium overgrown (per m²)	8,00	6,83	6,44	6,00
: Heavily overgrown (per m²)	12,00	10,85	10,23	6,00
Removal of branches & rubble	2 124,00	1 846,74	1 742,21	6,00
POUND				
For all large animals impounded per owner per anima	319,00	277,16	261,47	6,00
Sustenance Fees -per day				
Horses, Cattle & Pigs	156,00	135,57	127,89	6,00
Sheep & Goats	156,00	135,57	127,89	6,00
Delivery Fee/km	46,00	40,17	37,89	6,00
Trespass - per day				
Horses, cattle, pigs (minimum)	319,00	277,16	261,47	6,00
Sheep, goats (minimum)	319,00	277,16	261,47	6,00
Trespassing on cultivated land per day				
Horses, cattle, ostriches & pigs per head	95,00	82,35	77,68	6,00
Goats and sheep per head	21,00	18,08	17,05	6,00
Trespassing on uncultivated land				
Horses, cattle, ostriches & pigs per head	87,00	75,32	71,05	6,00
Goats and sheep per head	27,00	23,10	21,79	6,00
Pound fees per day				
Horses, cattle, ostriches & pigs per head	95,00	82,35	77,68	6,00
Goats and sheep per head	27,00	23,10	21,79	6,00
Sustenance fees per day				
Ostriches per head	27,00	23,10	21,79	6,00
Horses, cattle, ostriches & pigs per head	58,00	50,21	47,37	6,00
Goats and sheep per head	27,00	23,10	21,79	6,00

Separately herded animals per day				
Stallion	46,00	40,17	37,89	6,00
Ostrich	46,00	40,17	37,89	6,00
Bulls	46,00	40,17	37,89	6,00
Boars	46,00	40,17	37,89	6,00
Rams	46,00	40,17	37,89	6,00
REFUSE				
REMOVAL				
Domestic				
Households	184,00	159,83	147,99	8,00
Free Basic Services to Registered Indigent Consumers	-182,21	-159,83	-147,99	8,00
Multi Dwelling Units (per Unit)	139,00	120,44	111,51	8,00
Skips at Old Age Homes (per removal)	1 700,00	1 478,26		**NEW**
Commercial				
Small	184,00	159,83	147,99	8,00
Medium	366,00	318,54	294,94	8,00
Medium (3 Removals)	916,00	796,90	737,87	8,00
Large	1 832,00	1 592,68	1 474,70	8,00
Skips	1 700,00	1 478,26	2 066,67	8,00
WASTE DISPOSAL - WEIGHBRIDGE				
Domestic and General Waste	Free	Free	Free	
Domestic and General Waste above 800kg	132,00	114,73	114,73	-
Business Waste	275,00	239,04	239,04	-
Industrial Waste	407,00	353,77	353,77	-
Clean Compost	Free	Free	Free	
Clean Compost above 100kg	82,00	71,71	71,71	-
Mixed General and Garden Waste	132,00	114,73	114,73	-
Rubble/Rock/Concrete per ton	297,00	258,16	258,16	-
Clean Rubble and Soil	Free	Free	Free	
Material suitable for use as Cover and Sorted Recyclab	Free	Free	Free	
SUNDRY CHARGES / REMOVALS				
Animal carcases plus 15%	347,57	302,23	282,43	8,00
Building Rubble	271,82	236,37	218,86	8,00
Contaminated Food	1 646,48	1 431,72	1 325,67	8,00
Garden Refuse	271,82	236,37	218,86	8,00
Garden Refuse (Grass Cutting Contractors)	486,69	423,21	391,86	8,00
Mass Refuse Removal	541,06	470,49	435,64	8,00
Medical Disposal				
Needle containers	347,57	302,23	279,84	8,00
Bandages containers	347,57	302,23	279,84	8,00
Refuse Bags per 20	53,87	46,84	43,37	8,00
Rental of Skip	1 700,00	1 478,26	2 066,67	8,00
Augmentation Fees				
Refuse	3 411,10	2 966,18	2 798,28	6,00

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 31 MAY 2018 **ITEM: 18/05/F8**

PROPOSED WATER AND SANITATION TARIFF INCREASES FOR 2018/19 FINANCIAL YEAR

1. Purpose

The purpose of this report is to request approval for the proposed tariff increases for the Water and Sanitation Services for the 2018/19 financial year.

A. Water Tariff, Fees and Charges

2. Background

Factors that were taken into account in determining the required increases for 2018/19, were the following:

- Tariff increases should be sufficient to support the budget.
- Fees and charges should be cost reflective.
- The tariff increase imposed by the Nelson Mandela Bay Metropolitan Municipality, as the municipality purchases water from the Metro.

It is thus recommended that the proposed water tariffs, fees and charges for 2018/19 be increased by 11%.

It is to be noted that the bulk water tariff charged by the Nelson Mandela Bay Metro to the Kouga Municipality, has increased from R6.27 in the 2017/18 financial year to R6.80 (excluding VAT) per kilolitre.

B. Sewerage Tariffs, Fees and Charges

3. Background

Factors that were taken into account in determining the required tariff increases for 2018/19 were the following:

- Tariff increases should be sufficient to support the budget.

- Fees and charges should be cost reflective.

It is thus recommended that the proposed sewerage tariffs, fees and charges be increased by 9%, in line with Council decision of 29 March 2018.

4. Recommendation

4.1 That the Council, by resolution taken by majority of its full number, and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003 approves the tariffs, fees and charges in respect of Water and Sanitation Services under the control of the Municipality's Infrastructure & Engineering Directorate as reflected in **Annexure 'F'**, with effect from 1 July 2018.

Item prepared by the CFO: _____

Endorsed by the Municipal Manager: _____

Noted by the Portfolio Councillor: _____

ANNEXURE F

SERVICE DESCRIPTION	2018/19 VAT Inclusive R	2017/18 15% Exclusive R	2017/18 15% Exclusive R	% Increase
PUBLIC WORKS				
Augmentation Fees				
Roads and Storm Water	5 782,00	5 027,45	4 742,88	6,00
Driveways	Plus VAT	Sundry Amounts	Sundry Amounts	
Transport of Workers	Plus VAT	Sundry Amounts	Sundry Amounts	
SANITATION				
CHARGE (MONTHLY)				
Buckets				
Free Basic Services to Registered Indigent Consumers	145,00	126,12	115,71	9,00
	-145,00	-126,12	-115,71	-9,00

SEWERAGE

The sewerage charges are calculated on two main components per erf.
The first portion is based on a fixed cost for each erf and the second portion is based on actual measured water consumption (hydraulic portion) for an erf.

Fixed Charge

The **Fixed Charge** provides for costs on the sewerage operating budget such as charges for capital loan and interest payments and provision for a capital reserve fund. This cost is indicative of the installation /construction, rehabilitation and eventual replacement cost of the infrastructure. The cost is fixed for every property which has access to the municipal sewerage system irrespective of the property being vacant (no buildings) or, if the property uses the existing system, including the suction tanker service.

The fixed cost component is therefore payable irrespective of the service being used by the consumer or not, therefore this charge will effectively replace the current "Availability Fee".

The fixed charged per erf is based on the sewage conveyance and treatment cost for an average monthly water consumption per erf which is exceeded by 80% of consumers in the particular category.

Hydraulic Charge

The proposed tariff will also obviate anomalies which exist currently whereby owners of properties in some consumer categories are heavily subsidising users in other categories. With the present tariff in certain instances domestic consumers are also subsidising commercial consumers.
The tariff will uniformly apply to all categories of consumers (Sewerage Service) throughout the municipality. Sewage discharge will be calculated on actual metered water consumption that will be reduced by a "discharge factor" i.e. the ratio of kilolitres sewage discharged by each category of consumer, to be determined by the Director: Technical Services. Whilst a standard tariff per kl of sewage will be levied, the discharge factor applicable to the different categories may differ.

The formula used to arrive at the new hydraulic tariff, is as follows:

P = KVC where,
P = sewerage charge in Rand
K = effluent discharge factor
V = volume(kl) of potable water consumed
C = prescribed charge in Rand

Rebate of 10% for –
Bulk Consumers/ Private Developments >2Ha, restricting admission, which pay bulk and "on-sell" to patrons within the development and which develop and maintain their own infrastructures.

See table detailing categories and discharge factors below.

The hydraulic portion of the sewerage charge consists of two components :

Minimum Consumption Charge

This is the portion of the sewerage charge to provide for firm operating costs such as salaries, plant and equipment, etc and certain general expenses. The charge is the average cost per erf for a particular category and is based on the firm/fixed cost incurred by the Sewerage Service to operate the sewerage system irrespective of what volume of sewage is conveyed and treated.

The minimum consumption charge is therefore also necessary irrespective of the service being used by the consumer continuously or infrequently.

The first part of the hydraulic charge is calculated on a percentage of the minimum water consumption specified per erf for each category

As from the 2013/2014 Financial Year, this cost has been included in the Fixed Charge Component

Variable Consumption Charge

This is the portion of the sewerage charge to provide for the operating costs that vary depending on the amount/extent of consumption. Electricity consumption, pump maintenance and repairs, etc are typical costs that increase when the sewage flow increases.

Nevertheless, during prolonged periods of low flow e.g. during a drought when water restrictions apply, the operating cost can actually increase although less sewage is discharged. Due to low flow the frequency of sewer blockages increases which requires more frequent sewer cleaning with high pressure jetting equipment as a preventative measure.

The second part of the hydraulic portion is calculated on the water consumption in excess of the specified minimum volume up to a specified maximum consumption per erf for domestic categories. No maximum consumption applies to commercial categories.

Sewerage Tariff Categories and Discharge Factors

	Discharge Factor (K) (T04)	Minimum Volume (kl/month) (T05)	Maximum Volume (kl/month) (T06)	Maximum Volume (kl/month) (T06)
Offices (Com1)	0.98	10.00	No Max.	No Max.
Offices				
Restricted Business A (Com2)	0.98	15.00	No Max.	No Max.
Funeral Parlours				
Licensed Bottle Stores / Pubs / Taverns				
Offices				
Supermarkets				
Shops				
Restricted Business B (Com3)	0.95	15.00	No Max.	No Max.
Day-Care Centres				
Medical Uses				
Places of Entertainment				
Service Stations				
Motor Showrooms				
Places of Instruction				
Special Businesses (Com4)	0.95	15.00	No Max.	No Max.
Licensed Hotels				
Licensed Restaurants				
Special Businesses				
Warehouses				
Workshops				
Resorts (Com5)	0.60	15.00	No Max.	No Max.
Caravan Parks				
Camping Sites				
Holiday Housing				
Holiday Accommodation				
Tourist Facilities				
Nurseries				

General Industrial (Ind1) General Dry Industries Public Garages Service Stations Warehouses	0,95	15,00	No Max.	No Max.
Noxious Industrial (Ind2) Noxious Use Industries Special Businesses	0,98	15,00	No Max.	No Max.
Noxious Industrial (Ind2) **(T09)** Agreement - Woodlands Dairy	0,80	15,00	No Max.	No Max.
Educational (Ins1) Places of Instruction	0,95	15,00	-	-
Institutional (Ins2) Clinics Institutions for medical care or treatment Hospitals Institutions Public and Government facilities Sanatoriums	0,98	15,00	No Max.	No Max.
Single Residential B (Res1) Dwelling Houses Day-Care Centres Creches Guest Houses Home Enterprises Places of Worship	0,70	10,00	50,00	50,00
Single Residential A (Res2) Informal Shelters Permanent Low Cost Dwellings	0,80	12,00	50,00	50,00
Group Housing (Res3) Retirement Villages Town Housing	0,80	10,00	50,00	50,00
General Residential (Res4) Flats	0,95	6,00	50,00	50,00
General (Gen1) Undetermined	0,95	10,00	No Max.	No Max.
Bulk / Private Developments (Bulk)	0,70	No Min.	No Max.	No Max.
Unmetered Potable Water Supply (Unmetered)	0,80		Unmetered	Unmetered

On all property, pending valuation, upon which a structure as defined herunder has been erected, a fixed monthly charge shall be paid by the registered owner of the property, or if there is no registered owner (informal area), then by the occupier of the property
Formal Structure with Waterborne Sewerage
Informal Structure with Waterborne Sewerage

AVAILABILITY CHARGE (PER ANNUM)

Charges applicable to erven that are not connected to the sewerage network, but which could reasonably be connected to the network:

Residential (per annum)	1 427,88	1 241,64	1 139,12	9,00
Commercial (per annum)	2 590,57	2 252,67	2 066,67	9,00
FIXED CHARGE (MONTHLY) **COMMERCIAL**				
Commercial 1 - Offices	371,01	322,62	295,98	9,00
Commercial 2 - Restricted Business A	440,25	382,83	351,22	9,00
Commercial 3 - Restricted Business B	433,72	377,15	346,01	9,00
Commercial 4 - Special Business	433,72	377,15	346,01	9,00
Commercial 5 - Resorts	357,95	311,26	285,56	9,00
INDUSTRIAL				
Industrial 1 - General Industrial	433,72	377,15	346,01	9,00
Industrial 2 - Noxious Industrial	440,25	382,83	351,22	9,00
Industrial 2 - Noxious Industrial - Agreement - Woodlands Dairy (45% Discount)	240,03	210,55	193,16	-9,00
INSTITUTIONAL				
Institutional 1 - Educational (Schools)	661,03	574,81	527,35	9,00
Institutional 1 - Educational (Hostels)	661,03	574,81	527,35	9,00
Institutional 2 - Institutions	440,25	382,83	351,22	9,00

DOMESTIC/RESIDENTIAL				
Residential 1 - Freehold Title	227,31	197,66	181,34	9,00
Free Basic Services to Registered Indigent Consumers	-227,31	-197,66	-181,34	-9,00
St Francis Bay (Previously Annual Payers of SEWER LEVY) - No Variable Charge	227,31	197,66	181,34	-9,00
Free Basic Services to Registered Indigent Consumers	-227,31	-197,66	-181,34	-9,00
Residential 2 - Low Cost Housing	152,85	132,91	121,94	9,00
Free Basic Services to Registered Indigent Consumers	-152,85	-132,91	-121,94	-9,00
MULTIPLE DWELLINGS (Multiply Charge by number of Units)				
Residential 3 - Group Housing	241,68	210,16	192,81	9,00
Residential 4 - General Residential	210,33	182,89	167,79	9,00
GENERAL				
Undetermined	297,86	259,01	237,62	9,00
BULK				
NO Fixed Charge is levied. 10% Rebate on Hydraulic Charge Private Developments	Plus VAT	-10%	-10%	
UNMETERED				
Potable Water Supply	126,72	110,19	101,09	9,00
Free Basic Services to Registered Indigent Consumers	-126,72	-110,19	-101,09	-9,00
VARIABLE CHARGE (HYDRAULIC CHARGE)				
All Users	14,46	12,57	11,54	9,00

TRADE EFFLUENT SURCHARGE

The Trade Effluent Surcharge shall be paid in addition to the normal hydraulic and fixed charges which apply for each property.

(a) The monthly charge payable by the owner or occupier of any trade premises in respect of any trade effluent discharged into the Council's sewers shall be assessed by the Council on a monthly basis and shall be notified to such owner or occupier at the end of each month and shall be charged in accordance with the formula in paragraph (c) below.

The Council shall base its monthly charge on the highest COD of one or more samples collected from the trade effluent samples point.

(b) In case of trade premises from which effluent is discharged into the Council's sewer for the first time a charge shall be payable in respect of the interim period between the date of the first discharge and the last day of the month. Such charge shall be assessed in accordance with the formula prescribed in paragraph(c) below.

(c) The charge payable in terms of paragraph (a) and (b) above shall be assessed according to the formula : R=Vx[CA + B] + C X S X 10~-3]

where :
R = The treatment cost.

V = The volume of industrial effluent discharged from the premises during the cycle concerned in cubic metres

A&B = The capital cost (interest and redemption) plus maintenance cost for the cycle concerned on the pipe system as used by the concerned consumer divided by the total flow for the cycle. The value of A being **74.43(excl VAT)** cents per cubic meter. The value of B being **64.32(excl VAT)** cents per cubic meter.

C = The cost of treating one cubic meter of waste water. The value of C being **40.95(excl VAT)** cents per cubic meter.

S = The average chemical oxygen demand in mg/l measured on the industrial effluent during the cycle

(d) In the absence of any direct measurements, the volume quantity of trade effluent discharged into the sewer each month from any trade premises shall be estimated and determined by Council from the monthly quantity of water consumed on the premises concerned, whether obtained from the Council or from other sources, due allowance being made for water used for domestic purposes, water lost by reaction and water present in the final products manufactured.

SUCTION TANKER SERVICE				
Domestic (per load)				
Cape St Francis/Oyster Bay/St Francis Bay	902,71	784,97	720,16	9,00
Hankey/Patensie	301,78	262,41	240,75	9,00
Humansdorp	385,38	335,12	307,45	9,00
Jeffreys Bay	301,78	262,41	240,75	9,00
Commercial (per load)				
Cape St Francis/Oyster Bay/St Francis Bay	902,71	784,97	720,16	9,00
Hankey/Patensie	322,68	280,59	257,42	9,00
Humansdorp				
Other	385,38	335,12	307,45	9,00
School, TB Hospital	659,73	573,68	526,31	9,00
Jeffreys Bay	301,78	262,41	240,75	9,00
Rural Areas				
Per Load	902,71	784,97	720,16	9,00
Plus per km	44,42	38,62	35,43	9,00
DISPOSAL VIA ROAD HAULAGE (R per KL)				
Tanker Disposal of Sewerage (NOT Exceeding Domestic Strength)	359,56	312,66	286,84	9,00
Tanker Disposal of Sewerage via road haulage (exceeding domestic strength rand per kl plus trade effluent charge)	Plus VAT	Cost	Cost	
Tanker Disposal of Potable Toilet Sewerage (NOT Exceeding Domestic Strength)	77,91	67,75	62,15	9,00
Tanker Disposal of Potable Toilet Sewerage (exceeding domestic strength rand per kl plus trade effluent charge)	Plus VAT	Cost	Cost	
Application for Disposal Permit (Per Year)	599,27	521,10	478,07	9,00
SUNDRIES				
Connection fees				
Econ Short	1 856,38	1 614,24	1 480,96	9,00
Econ Long	3 075,24	2 674,12	2 453,32	9,00
Households	3 075,24	2 674,12	2 453,32	-9,00
Blockage fees				
During Office Hours	547,38	475,98	436,68	9,00
After Hours & Weekends	889,65	773,61	709,73	9,00
Augmentation Fees				
Sewerage	27 715,77	24 100,67	22 736,48	6,00
WATER				
AVAILABILITY CHARGE (PER ANNUM)				
Undeveloped erven	2 070,18	1 800,16	1 621,76	11,00
CONNECTION FEES				
15 mm	7 525,62	6 544,01	5 895,51	11,00
20 mm	7 525,62	6 544,01	5 895,51	11,00
32 mm	7 743,46	6 733,44	6 066,17	11,00
50 mm	19 478,93	16 938,20	15 259,64	11,00
75 mm	35 257,20	30 658,44	27 620,21	11,00
100 mm	39 573,97	34 412,15	31 001,94	11,00
Others	Plus VAT	COST +20%	COST +20%	
Pre-paid (25mm)	Plus VAT	COST +20%	COST +20%	
Augmentation Fees				
Water	27 121,82	23 584,19	22 249,24	6,00
CONSUMER DEPOSITS				
Domestic				
Owners		332,00	299,00	11,00
Tenants & High Density Housing		663,00	597,00	11,00
Sub-Economic		226,00	203,00	11,00
Commercial		2 214,00	1 994,00	11,00
or equal to one month's account as rendered or as determined by the CFO calculated on the average of the account.				
BASIC/MINIMUM MONTHLY CHARGE				
Domestic				
Kouga	120,28	104,59	94,23	11,00
Free Basic Services to Registered Indigent Consumers	-120,28	-104,59	-94,23	-11,00
Kouga > 25 mm Connection	209,82	182,46	164,37	11,00
Free Basic Services to Registered Indigent Consumers	-209,82	-182,46	-164,37	-11,00

Sectional Title Developments comprising of ONLY domestic units				
Kouga	120,28	104,59	94,23	11,00
Commercial				
Kouga	120,28	104,59	94,23	11,00
Kouga > 25 mm Connection	209,83	182,46	164,38	11,00
Old Age Homes				
Ons Tuiste (Humansdorp) (Includes 1st 400Kl)	120,28	104,59	94,23	11,00
Commercial (High Density)				
Sectional Title Developments comprising of ONLY commercial units				
Kouga	120,28	104,59	94,23	11,00
Sectional Title Developments comprising of BOTH commercial and domestic units				
Kouga	120,28	104,59	94,23	11,00
Treated Sewerage Water				
Kouga	184,43	160,38	144,48	11,00
Industrial				
Kouga	209,82	182,46	164,37	11,00
Rural (Farm Worker's Houses)				
(Tariff for rural consumers includes a surcharge of 25%).				
Kouga				
1 house	141,66	123,19	110,98	11,00
2 - 5 houses	346,14	300,99	271,17	11,00
6 - 10 houses	920,82	800,72	721,36	11,00
11 - 25 houses	2 019,39	1 755,99	1 581,98	11,00
Rural (NMBMM Tariff)				
Kouga	141,66	123,19	110,98	11,00
Schools				
Kouga	120,28	104,59	94,23	11,00
Sportsfields				
Kouga	120,28	104,59	94,23	11,00
CONSUMPTION (Units/kl)				
Free Units per month				
For indigent consumers officially registered at the Kouga Municipality the first 12kl of water consumption per 30 day period will be afforded free of charge				
Allocated to all EQS Recipients as Rebate		12,00	12,00	
PART A - Applicable during times of Normal Water Availability				
SCALE A - Domestic				
Single Dwelling Houses - Metered seperately				
0 - 12	11,32	9,84	8,87	11,00
13 - 25	11,89	10,34	9,31	11,00
26 - 45	14,39	12,51	11,27	11,00
46 - 65	23,41	20,36	18,34	11,00
66 - 85	32,28	28,07	25,29	11,00
86+	39,65	34,48	31,06	11,00
SCALE B - High Density Consumers				
Flats, Town Houses and other Sectional Title Developments on stands with more than two dwellings, not metered separately				
(kl per unit multiply number of units per 30 days' period)				
0 - 12	11,32	9,84	8,87	11,00
13 - 25	11,89	10,34	9,31	11,00
26 - 45	14,39	12,51	11,27	11,00
46 - 65	23,41	20,36	18,34	11,00
66 - 85	32,28	28,07	25,29	11,00
86+	39,65	34,48	31,06	11,00
SCALE C - Bulk Consumers, Closed Developments, Agricultural Holdings and Farm Portions used for Residential Purposes (Excluding Customers under Scale B)				
Making use of Municipal Infrastructure				
Bulk Consumer : A consumer who on average over a 30 day period, consumes no less than 2500 kl of water. A Minimum amount of 1250 kl is reserved and will be levied as a monthly usage.				
(A quantity charge for water consumed since the previous meter reading as follows) :				
0 - 1250	11,32	9,84	8,87	11,00
1251 - 5000	11,32	9,84	8,87	11,00
5001 - 7500	14,13	12,29	11,07	11,00
7501+	29,21	25,40	22,88	11,00

SCALE D - Bulk Consumers, Developments used for Residential Purposes within the Kouga Municipal Area of Jurisdiction, who provide and maintain their own Bulk and Internal Infrastructure and obtain treated water from the Metro Supply Pipeline (Part of Allocated Quota to Kouga Municipality from NMBMM)				
Metro Bulk Tariff per kilolitre Plus 15% Surcharge (T11)	7,82	6,80	6,25	8,78
SCALE E - All consumers who do not fall under Scale A,B,C and D				
Industrial	16,97	14,76	13,30	11,00
Commercial	11,32	9,84	8,87	11,00
Treated Sewerage water	6,53	5,68	5,11	11,00
Rural (Farm Worker's Houses)	14,16	12,31	11,09	11,00
Rural (NMBMM Tariff)	8,03	6,98	6,29	11,00
Schools	11,32	9,84	8,87	11,00
Sportsfields	11,32	9,84	8,87	11,00
PART B - Applicable during times of water shortage when the situation is critical but not an emergency				
SCALE A - Domestic				
Single Dwelling Houses - Metered seperately				
0 - 12	11,32	9,84	8,87	11,00
13 - 18	16,40	14,26	12,85	11,00
19 - 30	26,09	22,69	20,44	11,00
31+	32,39	28,17	25,38	11,00
SCALE B - High Density Consumers				
Flats, Town Houses and other Sectional Title Developments on stands with more than two dwellings, not metered separately				
(kl per unit multiply number of units per 30 days' period)				
0 - 12	11,32	9,84	8,87	11,00
13 - 18	16,40	14,26	12,85	11,00
19 - 30	26,09	22,69	20,44	11,00
31+	32,39	28,17	25,38	11,00
SCALE C - Bulk Consumers, Closed Developments, Agricultural Holdings and Farm Portions used for Residential Purposes (Excluding Customers under Scale B)				
Making use of Municipal Infrastructure				
Bulk Consumer : A consumer who on average over a 30 day period, consumes no less than 2500 kl of water. A Minimum amount of 1250 kl is reserved and will be levied as a monthly usage.				
(A quantity charge for water consumed since the previous meter reading as follows) :				
0 - 1250	15,85	13,78	12,42	11,00
1251 - 5000	15,85	13,78	12,42	11,00
5001 - 7500	22,17	19,28	17,37	11,00
7501+	32,16	27,97	25,20	11,00
SCALE D - Bulk Consumers, Developments used for Residential Purposes within the Kouga Municipal Area of Jurisdiction, who provide and maintain their own Bulk and Internal Infrastructure and obtain treated water from the Metro Supply Pipeline (Part of Allocated Quota to Kouga Municipality from NMBM)				
Metro Bulk Tariff per kilolitre Plus 15% Surcharge (T11)	7,82	6,80	6,25	8,78
SCALE E - All consumers who do not fall under Scale A,B,C and D				
Industrial	22,71	19,75	17,48	13,00
Commercial	15,24	13,25	11,52	15,00
Treated Sewerage water	8,02	6,97	6,28	11,00
Rural (Farm Worker's Houses)	18,60	16,17	14,57	11,00
Rural (NMBMM Tariff)	8,03	6,98	6,29	11,00
Schools	14,71	12,79	11,52	11,00
Sportsfields	14,71	12,79	11,52	11,00

PART C - Applicable during times of water shortage emergency				
SCALE A - Domestic				
Single Dwelling Houses - Metered seperately				
0 - 12	14,84	12,91	11,63	11,00
13+	37,45	32,57	29,34	11,00
SCALE B - High Density Consumers				
Flats, Town Houses and other Sectional Title Developments on stands with more than two dwellings, not metered separately (kl per unit multiply number of units per 30 days' period)				
0 - 12	14,84	12,91	11,63	11,00
13+	37,45	32,57	29,34	11,00
SCALE C - Bulk Consumers, Closed Developments, Agricultural Holdings and Farm Portions used for Residential Purposes (Excluding Customers under Scale B)				
Making use of Municipal Infrastructure				
Bulk Consumer : A consumer who on average over a 30 day period, consumes no less than 2500 kl of water. A Minimum amount of 1250 kl is reserved and will be levied as a monthly usage.				
(A quantity charge for water consumed since the previous meter reading as follows) :				
0 - 1250	23,80	20,70	18,65	11,00
1251 - 5000	23,80	20,70	18,65	11,00
5001 - 7500	29,71	25,84	23,28	11,00
7501+	40,75	35,44	31,93	11,00
SCALE D - Bulk Consumers, Developments used for Residential Purposes within the Kouga Municipal Area of Jurisdiction, who provide and maintain their own Bulk and Internal Infrastructure and obtain treated water from the Metro Supply Pipeline (Part of Allocated Quota to Kouga Municipality from NMBM)				
Metro Bulk Tariff per kilolitre Plus 25% Surcharge (T11)	7,82	6,80	6,25	8,78
SCALE E - All consumers who do not fall under Scale A,B,C and D				
Industrial	22,92	19,93	17,48	14,00
Commercial	15,50	13,48	11,52	17,00
Treated Sewerage water	8,02	6,97	6,28	11,00
Rural (Farm Worker's Houses)	18,60	16,17	14,57	11,00
Rural (NMBMM Tariff)	7,82	6,80	6,25	8,78
Schools	14,71	12,79	11,52	11,00
Sportsfields	14,71	12,79	11,52	11,00
MISCELLANEOUS FEES AND CHARGES				
Water Loss owing to damage to the Municipal Water-Pipe System and/or Installations				
Pipes with a diameter of 50mm or less	1 666,57	1 449,19	1 305,58	11,00
Pipes with a diameter larger than 50mm up to and including 100mm	3 782,19	3 288,86	2 962,94	11,00
Pipes with a diameter larger than 100mm up to and including 250mm	17 007,81	14 789,40	13 323,79	11,00
Pipes with a diameter larger than 250mm up to and including 400mm	41 565,30	36 143,74	32 561,93	11,00
Pipes with a diameter larger than 400mm	70 661,41	61 444,71	55 355,59	11,00
Repair Charges of damage to the Municipal Water-Pipe System and/or Installation by other people				
Pipes with a diameter of 50mm or less	3 480,15	3 026,21	2 726,32	11,00
Pipes with a diameter larger than 50mm up to and including 100mm	4 967,63	4 319,68	3 891,60	11,00
Pipes with a diameter larger than 100mm up to and including 250mm	7 510,92	6 531,23	5 883,99	11,00
Pipes with a diameter larger than 250mm up to and including 400mm	14 098,34	12 259,42	11 044,53	11,00
Pipes with a diameter larger than 400mm	17 559,77	15 269,37	13 756,19	11,00
Water used for Fire-Fighting				
Quantity charge per kilolitre	26,73	23,24	20,94	11,00
Reconnection fee	632,15	549,69	495,22	11,00
Special meter readings	418,31	363,75	327,70	11,00
Service Calls				
During office hours	466,43	405,59	365,39	11,00
After office hours	930,18	808,85	728,69	11,00
Testing of meters (deposit 3% error on either side)	1 278,99	1 112,17	1 001,95	11,00
To relocate or lower a connection with a maximun nominal diameter of 25 mm				
Maximum distance of 5 m	1 413,98	1 229,54	1 107,70	11,00
Further than 5 m	2 167,74	1 884,99	1 698,19	11,00
To relocate or lower a connection with a nominal diameter larger than 25 mm				
Deposit		5 710,00	5 144,00	11,00
Cost	Plus VAT	Cost	Cost	
To relocate a fire hydrant in the road reserve				
Less than 2 m from original position	4 408,99	3 833,90	3 453,97	11,00

2 m or more from original position	10 280,06	8 939,19	8 053,32	11,00
To install a new fire hydrant in the road reserve				
Deposit		12 430,00	11 198,00	11,00
Cost	Plus VAT	Cost	Cost	
Discontinuation or restriction of the Water Services owing to the Failure of Payment				
Disconnection/restriction to a dwelling-house	1 200,14	1 043,60	940,18	11,00
Disconnection/restriction for other water connections , excluding dwelling-houses	4 082,89	3 550,34	3 198,50	11,00
Service Cost				
Supervision Labour Cost per hour	490,48	426,51	384,24	11,00
Assistant per hour	247,25	215,00	193,69	11,00
TLB per hour (Including travel time)	816,58	710,07	639,70	11,00
LDV per kilometre	32,08	27,89	25,13	11,00
Truck per kilometre	45,44	39,51	35,60	11,00
"**Unauthorised water consumption**" means water that is not registered by the Kouga Municipality's water meter for any reason whatsoever (Water used for fire-fighting and/or unmetered water used from the Kouga Municipality's system with the written consent of the Technical Services Directorate, is deemed to be authorised water use)				
WATERWAYS				
Licence Fees per Annum				
Non Riparian Levy Owners	1 448,71	1 259,75	1 177,34	7,00
(Riparian Levy Owners first boat free)				
Commercial Operators	2 894,70	2 517,13	2 352,46	7,00
Duplicate Licence Disks	36,87	32,06	29,96	7,00
Moorings				
Permanent Moorings				
Annually	6 525,20	5 674,08	5 302,88	7,00
Bi-Annually	4 349,63	3 782,29	3 332,41	13,50
Non Permanent Moorings				
per two weeks	1 039,03	903,51	844,40	7,00
Riparian Levy				
Per Annum	2 938,17	2 554,93	2 387,79	7,00
(Riparian Levy Owners first boat licence free)	-1 448,71	-1 259,75	-1 177,34	-7,00
Temporary Permits	Plus VAT	Sundry Amounts	Sundry Amounts	
One Day				
Two to Seven Days	151,46	131,70	123,09	7,00

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 31 MAY 2018 **ITEM: 18/05/F9**

ELECTRICITY TARIFF INCREASES: 2018/19 FINANCIAL YEAR

1. Purpose

The purpose of this report is to request the Council to consider and approve the electricity tariff increases for the 2018/19 financial year.

2. Background

The key objectives in amending the tariffs were:

(i) To meet the expected capital and operating expenditure of the electrical services for the next financial year.

(ii) To move towards NERSA's tariff structures and guideline average municipal tariff level benchmarks.

(iii) To move towards tariffs which compares favourably with those of other Municipalities in the area with a similar consumer base.

(iv) To make sure that the adjustments will be within reason for all consumer groups, taking the abovementioned objectives into account.

3. **PROPOSED AVERAGE PRICE INCREASE**

The proposed average percentage price increase covering all tariff categories is **7.57%,** which is marginally higher than the benchmark of 6.84% set by NERSA for 2018/19. The main reason for the higher than benchmark increase is the higher increase in some of the charges of the Commercial Prepayment and Bulk Supply / Industrial tariff as motivated under paragraphs 4.2.1, 4.3.1 and 4.3.2 below.

The following is also noted as justification, where specific proposed tariff increases are above the NERSA basis of price increases:

- The Municipality's tariffs have historically been very low.
- The percentage surplus for the electricity service is -0.1% (Refer to **Schedule F**), which is much less than the NERSA average benchmark of

15%.

- Based on the proposed tariffs, the ratio of average sales price compared to average purchase price is 1.26 (Refer to **Schedule F**), which is much less than the NERSA benchmark of 1.58.

The average price increase is the income based on the proposed tariffs compared to the income based on the present tariffs. The average price increase for the respective consumer categories and the typical consumers within these categories, do however, vary from the overall average in order to meet the objectives set under paragraph 2 above and to further comply with requirements explained under paragraph 4 below.

The average price increase for the respective consumer categories is contained in **Schedule B**, which is attached as an annexure. This schedule summarises the Income, kWh consumption and gross cost per kWh for each tariff category based on the present as well as the proposed tariffs. The percentage price increase for each category is indicated in the right hand column.

Schedule D is an estimate of the income based on the consumption statistics obtained from the Municipality, and the proposed tariffs. **Schedule E** is the income based on the same statistics, but using the present tariffs.

4. PROPOSED AMENDMENTS TO TARIFFS

The proposed amendments to the electricity tariffs, i.e. list of the present and the proposed new designations and tariff charges next to each other, together with the percentage increase in these charges are contained in **Schedule A**, which is attached as an annexure.

4.1 Domestic Consumers

This tariff covers the supply of electricity for domestic use in private dwellings, flats and chalets with separate meters and includes churches, schools, welfare buildings, hospitals, halls or similar premises with circuit breaker size or prepayment meter trip setting not in excess of 60Amp single phase or 60Amp three phase. Should Consumers require supplies in excess hereof, the Commercial Consumer or Bulk Supply tariff will be applicable.

Four block Inclining Block Tariffs (IBT) are being applied. A Basic Charge is also applied on the Economic tariff.

The proposed Energy Charges and the percentage tariff increases are highlighted in the table below:

	Block 1: **0 – 50kWh**	**Block 2:** **51 – 350kWh**	**Block 3:** **351 – 600kWh**	**Block 4:** **>600kWh**
NERSA tariff *benchmark*	*83.82 – 91.44 c/kWh*	*109.94 – 117.56 c/kWh*	*156.75 – 165.46 c/kWh*	*188.32 – 194.85c/kWh* *c/kWh*
Proposed tariff	84.3 c/kWh	110.1 c/kWh	157.2 c/kWh	189.1 c/kWh
Percentage increase	6.98%	7%	6.94%	7.02%

4.1.1 **Prepayment Meters (PPM): Sub-economic (20A)**

(a) Those consumers who qualify in terms of the Municipality's Indigent policy receive Free Basic Electricity (FBE), i.e. the first 50kWh (Block 1) purchased per month is for free.

(b) The proposed Energy Charges are very close to the NERSA lower benchmark.

(c) The average price increase for these consumers is 6.99%.

4.1.2 **Prepayment Meters: Economic (60A)**

(a) Those consumers who qualify in terms of the Municipality's Indigent policy also receive Free Basic Electricity (FBE), i.e. the first 50kWh (Block 1) purchased per month is for free.

(b) Kouga Municipality's consumers include a large percentage of holiday houses located within Jeffreys Bay, St. Francis Bay, Cape St Francis and Oyster Bay. Although the holiday / weekend users' consumption can be high during periods of occupancy, the overall consumption is very low per year. For this reason the present tariff has a Basic Charge to recover ongoing fixed monthly costs related to consumer service and operation and maintenance of the network, which is incurred irrespective of consumption levels. This Basic Charge is currently invoiced on the rates and taxes account.

(c) The Basic Charge is 20% less compared to the Basic Charge for the Conventional Meter tariff. The aim must be in future for this Charge to be between 20% and 30% less than that of the Conventional Meter tariff, to take into account the lower administration cost, e.g. no meter reading, less paperwork, etc. and the reduced risk of non-payment. This may encourage conversion to prepayment meters, but the consumer must be responsible for the cost of replacing the meter.

(d) The Basic Charge for the three phase tariff is still high compared to the single phase tariff, and must in future be increased by less than the average.

(e) The proposed Energy Charges are the same or very close to the NERSA lower benchmark.

(f) The average price increase for these consumers is 7% for single phase and 7% for three phase.

4.1.3 **Conventional Meters (CM)**

(a) The proposed Energy Charges for all blocks are the same as that for prepayment meters.

(b) As per paragraphs 4.1.2 (b), (d) and (e) above.

(c) The average price increase for the single phase consumers is 7% and that of the three phase consumers is 7%.

4.2 **Commercial Consumers**

This tariff covers the supply of electricity to shops, office buildings, hotels, Bed & Breakfasts, clubs, industrial undertakings, temporary supplies, or similar premises with circuit breaker size or prepayment meter trip setting not in excess of 60Amp single phase or 100Amp three phase. Should Consumers have supplies in excess hereof, the Bulk Supply tariff will be applicable.

4.2.1 **Prepayment Meters**

(a) The aim must be in future for this tariff to be between 10% and 20% less than the Conventional Meter tariff at the average consumption level, to take into account the lower Administration Cost, e.g. no meter reading, less paperwork, etc and the reduced risk of non-payment.

(b) This tariff is low compared to the NERSA benchmark (195c/kWh to 204c/kWh gross cost per kWh) and has been increased by more than the average (9.42%).

(c) The average price increase for these consumers is 9.4% for both single and three phase.

4.2.2 **Conventional Meters**

(a) The Basic Charge for the three phase tariff is still high compared to the single phase tariff, and must in future be increased by less than the average.

(b) The average price increase for the single phase consumers is 7% and that of the three phase consumers is 7%.

4.3 **Bulk Consumers**

The Bulk Supply tariff is for Consumers with a notified maximum demand of minimum 60kVA or who require a supply greater than a 100Amp three phase circuit breaker size. The Notified Maximum Demand (NMD) is the maximum demand notified in writing by the Consumer and accepted by the Municipality. The Network Demand Charge is payable per month for the demand supplied

(maximum demand reading). The Network Access Charge is payable per month based on the highest of either the notified maximum demand (min. 60kVA) or the highest maximum demand reading during the previous rolling 12 month period.

Should the Consumer's NMD be exceeded for more than two months, the consumers supply capacity and Augmentation Levy must be reviewed and an Excess Network Access Charge (E-NAC) will become payable. The amount payable through an E-NAC after exceeding for more than two months = (Number of times the NMD is exceeded based on a rolling 12 months) x (the portion of the demand exceeding the NMD) x (Network Access Charge). This charge is over and above the normal Network Access Charge.

4.3.1 **Normal Bulk**

(a) This tariff is low compared to the NERSA benchmarks (174c/kWh to 186c/kWh gross cost per kWh) and the rates at which the Municipality purchases electricity from Eskom. For this reason, the Energy Charge has been increased by more than the average (9.5%).

(b) The Basic and Demand Charges have been increased by the average.

(c) It must be ensured that Treasury applies all charges correctly and that all Consumers have a contracted NMD of minimum 60kVA.

(d) The average price increase for the Low Voltage consumers is 8% and for High Voltage consumers 8.4%.

4.3.2 **Time-of-Use (TOU)**

(a) This tariff is based on the Eskom Local Authority "Megaflex" tariff, except that there is a single Basic Charge and Eskom's various kWh charges are included in one Energy Charge.

(b) The Network Demand Charge is payable per month for the demand supplied (maximum demand reading) during peak and standard periods. No Network Demand Charge is payable during off-peak periods.

(c) The Network Access Charge is payable per month based on the highest of either the notified maximum demand (min. 60kVA) or the highest maximum demand reading during the previous rolling 12 month period. The charge is applicable during all time periods.

(d) The Reactive Energy Charge is applied to kVArh in excess of 30% (0,96 Power Factor) of kWh recorded during peak and standard periods. The excess reactive energy is determined per 30 minute integrating period and accumulated for the month and will only be applicable during high-demand season.

(e) The following conditions are applicable to the TOU tariff:

- Industrial / bulk consumers with a minimum notified demand of 60kVA, and who are able to manage their energy consumption according to Eskom's specified time schedule, i.e. Peak, Standard and Off-Peak, for "Megaflex" tariff.

- Consumers must have the necessary electronic metering equipment installed and correctly programmed for this tariff at their cost.

- Where existing Consumers consider conversion to TOU, it will be the Consumers' responsibility to do a tariff study to the satisfaction of the Director: Infrastructure and Engineering.

- At least 6 months TOU data (3 x high demand season and 3 x low demand season) must be available before the conversion can be implemented.

- A change of tariff will apply for a minimum period of 12 months with three months mutual notice thereafter.

(f) This tariff is still low compared to the NERSA benchmarks (128c/kWh to 135c/kWh gross cost per kWh) and the rates at which the Municipality purchases electricity from Eskom. The proposed increase on the Basic, Energy and Access Charges is some 7%.

(g) The Network Demand Charge has been increased by some 15% in order to bring this charge in line with the latest Megaflex tariff.

(h) The abovementioned increases will result in this tariff being approximately 8% more than the Eskom Megaflex Energy Charges for local authorities.

(i) Same as paragraph 4.3.1(c) above.

(j) The average price increase for Low Voltage consumers is 9.6% and for High Voltage consumers 9.7% which is more than the NERSA guideline for the reasons as mentioned above.

4.4 EFFECT OF PROPOSED AMENDMENTS ON CONSUMERS

The effect of the proposed new electricity tariffs on typical consumers is illustrated in **Schedule C**, which is attached as an annexure. This schedule indicates the total monthly rand value, gross cost per kWh and the percentage price increase for the typical consumer in each category.

When the percentage price increase is determined it is important that all the tariff components, i.e. Basic, Energy and Demand Charges are taken into account. Firstly the consumer's average monthly consumption is determined and then the consumer's total monthly electricity account (including the Basic/Service Charge, kWh Charge and kVA Charge), based on the new financial year's charges is calculated, and this is compared to the same calculation based on the previous financial year's charges.

The gross cost per kWh is the consumer's total monthly bill, including Basic/Service, kWh and kVA charges, divided by the total number of kWh consumed. The number of kWh consumed per month in relation to the capacity of the supply (load factor) does therefore, play a significant role in a consumer's gross cost per kWh.

4.5 NERSA APPROVAL

In order for the tariffs to be approved and to be implemented on 1 July 2018, it is a legal requirement that the proposed tariffs be submitted to NERSA for approval after same has been approved by the Municipal Council.

Attached as an annexure are the following forms which have been completed and must accompany the application to NERSA.

NERSA D6 Form – Tariff Information for the year ending 30 June 2017.
NERSA D7 Form – Application for a tariff increase / tariff structure change.

The application must be submitted to NERSA immediately after having been approved by the Municipality.

The Municipality must also ensure that their distribution information (on prescribed D-forms) is submitted to NERSA on an annual basis as prescribed in the Municipality's electricity license conditions.

4.6 Conclusion

The Kouga Local Municipality as encouraged by National Treasury, will continue to explore appropriate ways of structuring the tariffs for the electricity service by –

- Encouraging more efficient use of these services;
- Generating the resources required to fund the maintenance, renewal and expansion of the infrastructure required to provide the services; and
- Keeping the service as affordable as possible.

The proposed increase is subject to approval by the National Electricity Regulator of South Africa.

5. Recommendation

5.1 That the Council, by resolution taken by majority of its full number, and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the electricity tariffs as reflected in **Annexure 'G'** with effect from 1 July 2018.

Noted by the Portfolio Councillor: _____

SCHEDULE A

KOUGA MUNICIPALITY: PROPOSED AMENDMENTS TO ELECTRICITY SALES TARIFFS FOR THE FINANCIAL YEAR 2018/2019

Item No.	DESIGNATION		TARIFF COMPONENTS									Comments
			Basic charge [R/month]			Energy charge [R/kWh]			Demand charge [R/kVA]			
	Present	Proposed Amendments	Present	Proposed	% Incr.	Present	Proposed	% Incr.	Present	Proposed	% Incr.	
	All tariffs are applicable to all areas, i.e. Cape St. Francis, Oyster Bay, St. Francis Bay, Humansdorp and Jeffreys Bay.											
1.0	DOMESTIC CONSUMER TARIFFS											
	This tariff covers the supply of electricity for domestic use in private dwellings, flats and chalets with separate meters and includes churches, schools, welfare buildings, hospitals, halls or similar premises with circuit breaker size or prepayment meter trip setting not in excess of 60Amp single phase or 60Amp three phase. Should Consumers require supplies in excess hereof, the Commercial Consumer or Bulk Supply tariff will be applicable.											
1.1	Prepayment meters											
1.1.1	1 Phase											
	Sub-economic (20A) with FBE:											The sub-economic tariff is a subsidized tariff and the consumer's circuitbreaker size is limited to 20A single phase. Those consumers who qualify in terms of the Municipality's Indigent policy receive Free Basic Electricity (FBE), i.e. The first 50kWh (Block 1) purchased per month is for free. The Energy Charges are close to the NERSA lower benchmark.
	Block 1: 0 - 50kWh					0.0000	0.0000					
	Block 2: 51 - 350kWh					1.0290	1.1010	7.00%				
	Block 3: 351 - 600kWh					1.4700	1.5720	6.94%				
	Block 4: > 600kWh					1.7670	1.8910	7.02%				
	Sub-economic (20A) without FBE:											
	Block 1: 0 - 50kWh					0.7880	0.8430	6.98%				
	Block 2: 51 - 350kWh					1.0290	1.1010	7.00%				
	Block 3: 351 - 600kWh					1.4700	1.5720	6.94%				
	Block 4: > 600kWh					1.7670	1.8910	7.02%				
	Economic (60A) with FBE:		144.00	154.08	7.00%							The Basic Charge is 20% lower than that of the conventional meter tariff. The Energy Charges are close to the NERSA lower benchmark . Consumers will be responsible for all cost for converting from conventional meters to prepayment meters.
	Block 1: 0 - 50kWh					0.0000	0.0000					
	Block 2: 51 - 350kWh					1.0290	1.1010	7.00%				
	Block 3: 351 - 600kWh					1.4700	1.5720	6.94%				
	Block 4: > 600kWh					1.7670	1.8910	7.02%				
	Economic (60A) without FBE:		144.00	154.08	7.00%							
	Block 1: 0 - 50kWh					0.7880	0.8430	6.98%				
	Block 2: 51 - 350kWh					1.0290	1.1010	7.00%				
	Block 3: 351 - 600kWh					1.4700	1.5720	6.94%				
	Block 4: > 600kWh					1.7670	1.8910	7.02%				
1.1.2	3 Phase											
	Economic (60A):		403.20	431.42	7.00%							
	Block 1: 0 - 50kWh					0.7880	0.8430	6.98%				
	Block 2: 51 - 350kWh					1.0290	1.1010	7.00%				
	Block 3: 351 - 600kWh					1.4700	1.5720	6.94%				
	Block 4: > 600kWh					1.7670	1.8910	7.02%				
1.2	Conventional meters											
1.2.1	1 Phase											
	60A:		180.00	192.60	7.00%							
	Block 1: 0 - 50kWh					0.7880	0.8430	6.98%				
	Block 2: 51 - 350kWh					1.0290	1.1010	7.00%				
	Block 3: 351 - 600kWh					1.4700	1.5720	6.94%				
	Block 4: > 600kWh					1.7670	1.8910	7.02%				
1.2.2	3 Phase											
	60A:		504.00	539.28	7.00%							
	Block 1: 0 - 50kWh					0.7880	0.8430	6.98%				
	Block 2: 51 - 350kWh					1.0290	1.1010	7.00%				
	Block 3: 351 - 600kWh					1.4700	1.5720	6.94%				
	Block 4: > 600kWh					1.7670	1.8910	7.02%				

All amounts exclude VAT.

SCHEDULE A

KOUGA MUNICIPALITY: PROPOSED AMENDMENTS TO ELECTRICITY SALES TARIFFS FOR THE FINANCIAL YEAR 2018/2019

Item No.	DESIGNATION		TARIFF COMPONENTS									Comments
			Basic charge [R/month]			Energy charge [R/kWh]			Demand charge [R/kVA]			
	Present	Proposed Amendments	Present	Proposed	% Incr.	Present	Proposed	% Incr.	Present	Proposed	% Incr.	
2.0	COMMERCIAL CONSUMER TARIFFS											
	This tariff covers the supply of electricity to shops, office buildings, hotels, Bed & Breakfasts, clubs, industrial undertakings, temporary supplies, or similar premises with circuit breaker size or prepayment meter trip setting not in excess of 60Amp single phase or 100Amp three phase. Should Consumers have supplies in excess hereof, the Bulk Supply tariff will be applicable.											
2.1	Prepayment meters											
2.1.1	1 Phase											
	Business (60A)		0.00	0.00		1.6450	1.8000	9.42%				The Energy Charge is low compared to the NERSA benchmark.
2.1.2	3 Phase											
	Business (60A)		0.00	0.00		1.6450	1.8000	9.42%				The Energy Charge is low compared to the NERSA benchmark.
2.2	Conventional meters											
2.2.1	1 Phase											
	60A		394.80	422.40	6.99%	1.2520	1.3400	7.03%				
2.2.2	3 Phase											
	60A		1 105.44	1 182.72	6.99%	1.2520	1.3400	7.03%				
	100A		1 842.40	1 971.20	6.99%	1.2520	1.3400	7.03%				
3.0	BULK SUPPLY / INDUSTRIAL CONSUMER TARIFFS											
	The Bulk Supply tariff is for Consumers with a notified maximum demand of minimum 60kVA or who require a supply greater than a 100Amp three phase circuit breaker size. The Notified Maximum Demand (NMD) is the maximum demand notified in writing by the Consumer and accepted by the Municipality. The Network Demand Charge is payable per month for the demand supplied (maximum demand reading). The Network Access Charge is payable per month based on the highest of either the notified maximum demand (min. 60kVA) or the highest maximum demand reading during the previous rolling 12 month period. Should the Consumer's NMD be exceeded for more than two months, the consumers supply capacity and Augmentation Levy must be reviewed and an Excess Network Access Charge (E-NAC) will become payable. The amount payable through an E-NAC after exceeding for more than two months = (Number of times the NMD is exceeded based on a rolling 12 months) x (the portion of the demand exceeding the NMD) x (Network Access Charge). This charge is over and above the normal Network Access Charge.											
3.1	Normal Bulk											
3.1.1	Low Voltage (<500V)											This tariff is low compared to the NERSA benchmarks.
	Basic Charge		724.00	775.00	7.04%							
	Network Demand Charge								189.78	203.06	7.00%	
	Network Access Charge								28.54	30.54	7.01%	
	Active Energy Charge					0.6120	0.6700	9.48%				
3.1.2	High Voltage (=> 500V and < 66kV)											This tariff is low compared to the NERSA benchmarks.
	Basic Charge		724.00	775.00	7.04%							The difference between the Low and High Voltage charges is
	Network Demand Charge								176.50	188.85	7.00%	±7% in line with the Eskom tariffs.
	Network Access Charge								26.54	28.40	7.01%	
	Active Energy Charge					0.5692	0.6231	9.47%				
3.2	Time of Use (TOU)											

All amounts exclude VAT.

SCHEDULE A

KOUGA MUNICIPALITY: PROPOSED AMENDMENTS TO ELECTRICITY SALES TARIFFS FOR THE FINANCIAL YEAR 2018/2019

Item No.	DESIGNATION		TARIFF COMPONENTS									Comments
			Basic charge [R/month]			Energy charge [R/kWh]			Demand charge [R/kVA]			
	Present	Proposed Amendments	Present	Proposed	% Incr.	Present	Proposed	% Incr.	Present	Proposed	% Incr.	
	This tariff is based on the Eskom Local Authority "Megaflex" tariff, except that there is a single Basic Charge and Eskom's various kWh charges are included in one Energy Charge. The Network Demand Charge is payable per month for the demand supplied (maximum demand reading) during peak and standard periods. No Network Demand Charge is payable during off-peak periods. The Network Access Charge is payable per month based on the highest of either the notified maximum demand (min. 60kVA) or the highest maximum demand reading during the previous rolling 12 month period. The charge is applicable during all time periods. The Reactive Energy Charge is applied to kVArh in excess of 30% (0,96 Power Factor) of kWh recorded during peak and standard periods. The excess reactive energy is determined per 30 minute integrating period and accumulated for the month and will only be applicable during high-demand season. The following conditions should be applicable to the TOU tariff: • Industrial / bulk consumers with a minimum notified demand of 60kVA, and who are able to manage their energy consumption according to Eskom's specified time schedule, i.e. Peak, Standard and Off-Peak, for "Megaflex" tariff. • Consumers must have the necessary electronic metering equipment installed and correctly programmed for this tariff at their cost. • Where existing Consumers consider conversion to TOU, it will be the Consumers' responsibility to do a tariff study to the satisfaction of the Director: Infrastructure and Engineering. • At least 6 months TOU data (3 x high demand season and 3 x low demand season) must be available before the conversion can be implemented. • A change of tariff will apply for a minimum period of 12 months with three months mutual notice thereafter.											
3.2.1	**Low Voltage (<500V)**											
	Basic charge		724.00	775.00	7.04%							This tariff is low compared to the NERSA benchmarks.
	Network Demand Charge								29.56	33.99	14.99%	
	Network Access Charge								28.54	30.54	7.01%	
	Active energy charge:											
	High demand (June to August):											
	Peak					3.1304	3.4278	9.50%				
	Standard					1.0022	1.0974	9.50%				
	Off-peak					0.5795	0.6346	9.51%				
	Low demand (Sept to May):											
	Peak					1.0731	1.1750	9.50%				
	Standard					0.7626	0.8350	9.49%				
	Off-peak					0.5121	0.5607	9.49%				
	Reactive Energy Charge (R/kVArh): High Demand (June to August)					0.1325	0.1451	9.51%				
3.2.2	**High Voltage (>=500V and <66kV)**											
	Basic charge		724.00	775.00	7.04%							This tariff is low compared to the NERSA benchmarks.
	Network Demand Charge								27.49	31.61	14.99%	The difference between the Low and High Voltage charges is ±7% in line with the Eskom tariffs.
	Network Access Charge								26.54	28.40	7.01%	
	Active energy charge:											
	High demand (June to August):											
	Peak					2.9113	3.1879	9.50%				
	Standard					0.9320	1.0206	9.51%				
	Off-peak					0.5389	0.5902	9.52%				
	Low demand (Sept to May):											
	Peak					0.9980	1.0928	9.50%				
	Standard					0.7092	0.7766	9.50%				
	Off-peak					0.4763	0.5215	9.49%				
	Reactive Energy Charge (R/kVArh): High Demand (June to August)					0.1325	0.1451	9.51%				
4.0	**OTHER TARIFFS**											
	Claude Neon		134.00	144.00	7.46%							
	Telephone booths		81.00	89.00	9.88%							
	Streetlights					1.31	1.4	6.87%				
	Woodlands Steam Generation - As per Special Agreement.											
	Temporary Supply - As per Item 2.2 above.											The Commercial Conventional Meter charges will be applicable for temporary supplies.
5.0	**DEPARTMENTAL** - The respective Commercial and Bulk Supply Tariffs as per Items 2.0 and 3.0 above shall be applicable to all municipal buildings, pumpstations, waste water works, water treatment works, etc.											

All amounts exclude VAT.

SCHEDULE B

KOUGA MUNICIPALITY: EFFECT OF PROPOSED NEW ELECTRICITY SALES TARIFFS ON DIFFERENT CONSUMER CATEGORIES FOR THE FINANCIAL YEAR 2018/2019

ITEM No.	CATEGORY	PRESENT TARIFFS Income [R]	kWh	R/kWh	PROPOSED TARIFFS Income [R]	kWh	R/kWh	PRICE INCREASE [%]
1.0	DOMESTIC CONSUMER TARIFFS							
1.1	Prepayment meters							
1.1.1	1 Phase:							
	Sub-Economic	R 22 061 858.89	21 083 172	1.05	R 23 603 571.32	21 083 172	1.12	6.99%
	Economic	R 33 016 297.69	21 057 588	1.57	R 35 323 914.71	21 057 588	1.68	6.99%
1.1.2	3 Phase	R 324 171.47	176 964	1.83	R 346 880.92	176 964	1.96	7.01%
1.2	Conventional meters							
1.2.1	1 Phase	R 61 124 397.00	37 106 700	1.65	R 65 396 646.90	37 106 700	1.76	6.99%
1.2.2	3 Phase	R 6 575 896.18	3 276 084	2.01	R 7 036 311.30	3 276 084	2.15	7.00%
2.0	COMMERCIAL CONSUMER TARIFFS							
2.1	Prepayment meters							
2.1.1	1 Phase	R 3 464 863.50	2 106 300	1.65	R 3 791 340.00	2 106 300	1.80	9.42%
2.1.2	3 Phase	R 194 044.20	117 960	1.65	R 212 328.00	117 960	1.80	9.42%
2.2	Conventional meters							
2.2.1	1 Phase	R 7 729 996.75	4 573 476	1.69	R 8 272 560.24	4 573 476	1.81	7.02%
2.2.2	3 Phase	R 19 386 754.85	10 953 384	1.77	R 20 747 253.60	10 953 384	1.89	7.02%
3.0	BULK SUPPLY / INDUSTRIAL CONSUMER TARIFFS							
3.1	Normal Bulk							
3.1.1	Low Voltage (<500V)	R 23 466 456.10	14 804 988	1.59	R 25 333 705.56	14 804 988	1.71	7.96%
3.1.2	High Voltage (=> 500V and < 66kV)	R 12 888 290.56	13 126 296	0.98	R 13 974 915.84	13 126 296	1.06	8.43%
3.2	Time of Use (TOU)							
3.2.1	Low Voltage (<500V)	R 11 266 596.75	10 725 312	1.05	R 12 351 824.15	10 725 312	1.15	9.63%
3.2.2	High Voltage (>=500V and <66kV)	R 18 778 255.47	21 214 767	0.89	R 20 607 909.42	21 214 767	0.97	9.74%
4.0	OTHER TARIFFS	R 6 989 049.24	4 714 092	1.48	R 7 468 408.22	4 714 092	1.58	6.86%
5.0	DEPARTMENTAL	R 7 444 618.22	4 615 716	1.61	R 8 012 174.04	4 615 716	1.74	7.62%
	TOTAL	**R 234 711 546.86**	**169 652 799**	**1.38**	**R 252 479 744.21**	**169 652 799**	**1.49**	**7.57%**
					Check (OK=0)	0		

All amounts exclude VAT.

SCHEDULE C

KOUGA MUNICIPALITY: EFFECT OF PROPOSED NEW ELECTRICITY SALES TARIFFS ON TYPICAL CONSUMERS FOR THE FINANCIAL YEAR 2018/2019

	Typical Consumers					Proposed New Tariffs					Present Tariffs		Price Increase	
Item [No]	DESCRIPTION	Quantity [No]	Consump - tion / consumer. [kWh/month]	Consump - tion / consumer. [kVA/month]	Load factor [%]	Basic charge [R/month]	Energy charge [R/kWh]	Demand charge [R/kVA]	GROSS COST / CONSUMER [R/month]	[R/kWh]	GROSS COST / CONSUMER [R/month]	[R/kWh]	[R/month]	[%]
1.0	DOMESTIC CONSUMER TARIFFS													
1.1	Prepayment meters													
1.1.1	1 Phase													
	Sub-economic (20A) with FBE													
	Block 1: 0 - 50kWh	146	35	0	1.1	0.00	0.0000	0.00	0.00	0.0000	0.00	0.0000	0.00	
	Block 2: 51 - 350kWh	2 923	206	0	6.2	0.00	1.1010	0.00	171.76	0.8338	160.52	0.7792	11.23	7.00%
	Block 3: 351 - 600kWh	801	442	0	13.3	0.00	1.5720	0.00	474.92	1.0745	443.94	1.0044	30.98	6.98%
	Block 4: > 600kWh	169	798	0	24.1	0.00	1.8910	0.00	1 097.72	1.3756	1 026.07	1.2858	71.65	6.98%
	Sub-economic (20A) without FBE													
	Block 1: 0 - 50kWh	475	24	0	0.7	0.00	0.8430	0.00	20.23	0.8430	18.91	0.7880	1.32	6.98%
	Block 2: 51 - 350kWh	2 635	173	0	5.2	0.00	1.1010	0.00	177.57	1.0264	165.97	0.9593	11.61	6.99%
	Block 3: 351 - 600kWh	258	433	0	13.1	0.00	1.5720	0.00	502.93	1.1615	470.11	1.0857	32.82	6.98%
	Block 4: > 600kWh	90	909	0	27.4	0.00	1.8910	0.00	1 349.77	1.4849	1 261.60	1.3879	88.17	6.99%
	Economic (60A) with FBE													
	Block 1: 0 - 50kWh	26	35	0	0.4	154.08	0.0000	0.00	154.08	4.4023	144.00	4.1143	10.08	7.00%
	Block 2: 51 - 350kWh	414	214	0	2.2	154.08	1.1010	0.00	334.64	1.5638	312.76	1.4615	21.89	7.00%
	Block 3: 351 - 600kWh	172	450	0	4.5	154.08	1.5720	0.00	641.58	1.4257	599.70	1.3327	41.88	6.98%
	Block 4: > 600kWh	75	873	0	8.8	154.08	1.8910	0.00	1 393.62	1.5964	1 302.59	1.4921	91.03	6.99%
	Economic (60A) without FBE													
	Block 1: 0 - 50kWh	394	25	0	0.3	154.08	0.8430	0.00	175.16	7.0062	163.70	6.5480	11.46	7.00%
	Block 2: 51 - 350kWh	2 336	203	0	2.0	154.08	1.1010	0.00	364.68	1.7965	340.84	1.6790	23.85	7.00%
	Block 3: 351 - 600kWh	1 235	456	0	4.6	154.08	1.5720	0.00	693.16	1.5201	647.92	1.4209	45.24	6.98%
	Block 4: > 600kWh	550	864	0	8.7	154.08	1.8910	0.00	1 418.75	1.6421	1 326.09	1.5348	92.67	6.99%
1.1.2	3 Phase													
	Economic (60A)													
	Block 1: 0 - 50kWh	0	0	0	0.0	431.42	0.8430	0.00						
	Block 2: 51 - 350kWh	2	160	0	0.0	431.42	1.1010	0.00	594.68	3.7168	555.79	3.4737	38.89	7.00%
	Block 3: 351 - 600kWh	0	0	0	0.0	431.42	1.5720	0.00	253.67	#DIV/0!	236.80	#DIV/0!	16.87	7.13%
	Block 4: > 600kWh	7	2 061	0	0.0	431.42	1.8910	0.00	3 959.63	1.9212	3 700.39	1.7954	259.24	7.01%
1.2	Conventional meters													
1.2.1	1 Phase													
	60A													
	Block 1: 0 - 50kWh	519	25	0	0.3	192.60	0.8430	0.00	213.68	8.5470	199.70	7.9880	13.98	7.00%
	Block 2: 51 - 350kWh	3 350	196	0	2.0	192.60	1.1010	0.00	395.50	2.0178	369.63	1.8859	25.86	7.00%
	Block 3: 351 - 600kWh	2 200	465	0	4.7	192.60	1.5720	0.00	745.83	1.6039	697.15	1.4992	48.68	6.98%
	Block 4: > 600kWh	1 550	903	0	9.1	192.60	1.8910	0.00	1 531.02	1.6955	1 431.00	1.5847	100.02	6.99%

All amounts exclude VAT

SCHEDULE C

KOUGA MUNICIPALITY: EFFECT OF PROPOSED NEW ELECTRICITY SALES TARIFFS ON TYPICAL CONSUMERS FOR THE FINANCIAL YEAR 2018/2019

	Typical Consumers					Proposed New Tariffs					Present Tariffs		Price Increase	
Item [No]	DESCRIPTION	Quantity [No]	Consump - tion / consumer. [kWh/month]	Consump - tion / consumer. [kVA/month]	Load factor [%]	Basic charge [R/month]	Energy charge [R/kWh]	Demand charge [R/kVA]	GROSS COST / CONSUMER [R/month]	[R/kWh]	GROSS COST / CONSUMER [R/month]	[R/kWh]	[R/month]	[%]
1.2.2	3 Phase													
	60A													
	Block 1: 0 - 50kWh	19	13	0	0.0	539.28	0.8430	0.00	550.24	42.3261	514.24	39.5572	35.99	7.00%
	Block 2: 51 - 350kWh	70	187	0	0.6	539.28	1.1010	0.00	732.27	3.9159	684.37	3.6597	47.89	7.00%
	Block 3: 351 - 600kWh	54	476	0	1.6	539.28	1.5720	0.00	1 109.80	2.3315	1 037.32	2.1792	72.48	6.99%
	Block 4: > 600kWh	131	1 786	0	6.0	539.28	1.8910	0.00	3 547.46	1.9863	3 315.26	1.8562	232.19	7.00%
2.0	COMMERCIAL CONSUMER TARIFFS													
2.1	Prepayment meters													
2.1.1	1 Phase													
	Business (60A)	413	425	0	4.3	0.00	1.8000	0.00	765.00	1.8000	699.13	1.6450	65.88	9.42%
2.1.2	3 Phase													
	Business (60A)	10	983	0	3.3	0.00	1.8000	0.00	1 769.40	1.8000	1 617.04	1.6450	152.37	9.42%
2.2	Conventional meters													
2.2.1	1 Phase													
	60A	423	901	0	9.1	422.40	1.3400	0.00	1 629.74	1.8088	1 522.85	1.6902	106.89	7.02%
2.2.2	3 Phase													
	60A	401	2 158	0	7.2	1182.72	1.3400	0.00	4 074.44	1.8881	3 807.26	1.7643	267.18	7.02%
	100A	16	2 964	0	6.0	1971.20	1.3400	0.00	5 942.96	2.0050	5 553.33	1.8736	389.63	7.02%
3.0	BULK SUPPLY / INDUSTRIAL CONSUMER TARIFFS													
3.1	Normal Bulk													
3.1.1	Low Voltage (<500V)													
	Basic Charge	59				775.00			775.00					
	Network Demand Charge			84				203.06	17 057.04					
	Network Access Charge			129				30.54	3 939.66					
	Active Energy Charge		20 911		34.6		0.6700		14 010.37					
									35 782.07	1.7112	33 144.71	1.5850	2 637.36	7.96%
3.1.2	High Voltage (=> 500V and < 66kV)													

All amounts exclude VAT

SCHEDULE C

KOUGA MUNICIPALITY: EFFECT OF PROPOSED NEW ELECTRICITY SALES TARIFFS ON TYPICAL CONSUMERS FOR THE FINANCIAL YEAR 2018/2019

	Typical Consumers					Proposed New Tariffs					Present Tariffs		Price Increase	
Item [No]	DESCRIPTION	Quantity [No]	Consump - tion / consumer. [kWh/month]	Consump - tion / consumer. [kVA/month]	Load factor [%]	Basic charge [R/month]	Energy charge [R/kWh]	Demand charge [R/kVA]	GROSS COST / CONSUMER [R/month]	[R/kWh]	GROSS COST / CONSUMER [R/month]	[R/kWh]	[R/month]	[%]
	Basic Charge	2				775.00			775.00					
	Network Demand Charge			1 090				188.85	205 846.50					
	Network Access Charge			1 228				28.40	34 875.20					
	Active Energy Charge		546 929		69.7		0.6231		340 791.46					
									582 288.16	1.0647	537 012.11	0.9819	45 276.05	8.43%
3.2	Time of Use (TOU)													
3.2.1	**Low Voltage (<500V)**													
	Basic charge	32				775.00			775.00		724.00			
	Network Demand Charge			78				33.99	2 651.22		2 305.68			
	Network Access Charge			97				30.54	2 962.38		2 768.38			
	Active energy charge:													
	High demand (June to August):													
	Peak		4 596				3.4278		3 938.54		3 596.83			
	Standard		11 371				1.0974		3 119.63		2 849.00			
	Off-peak		9 024				0.6346		1 431.66		1 307.35			
	Low demand (Sept to May):													
	Peak		5 743				1.1750		5 061.02		4 622.11			
	Standard		12 487				0.8350		7 819.98		7 141.94			
	Off-peak		10 409		49.4		0.5607		4 377.24		3 997.84			
	Reactive Energy Charge (R/kVArh)		814				0.1451		118.11		80.89			
									32 254.79	1.1633	29 394.02	1.0601	2 860.77	9.73%
3.2.2	**High Voltage (>=500V and <66kV)**													
	Basic charge	7				775.00			775.00		724.00			
	Network Demand Charge			574				31.61	18 144.14		15 779.26			
	Network Access Charge			463				28.40	13 149.20		12 288.02			
	Active energy charge:													
	High demand (June to August):													
	Peak		40 247				3.1879		32 075.85		29 292.77			
	Standard		104 207				1.0206		26 588.42		24 280.23			
	Off-peak		88 838				0.5902		13 108.05		11 968.70			
	Low demand (Sept to May):													
	Peak		42 819				1.0928		35 094.45		32 050.02			
	Standard		114 733				0.7766		66 826.24		61 026.48			
	Off-peak		101 074		61.0		0.5215		39 532.57		36 106.16			
	Reactive Energy Charge (R/kVArh)		1 057				0.1451		153.37		105.04			
									245 447.28	0.9729	223 620.69	0.8864	21 826.60	9.76%
4.0	**OTHER TARIFFS**													
	Claude Neon	6	0	0		144.00	0	0.00	144.00		134.00		10.00	7.46%
	Telephone booths	0	0	0		89.00	0	0.00						
	Streetlights	138	1 903	0		0.00	1.4	0.00	2 664.20	1.4000	2 492.93	1.3100	171.27	6.87%
	Woodlands Steam Generation	1	130 227	274		8051.46	0.8345	500.42	253 843.75	1.9492	237 592.43	1.8244	16 251.32	6.84%

SCHEDULE C

KOUGA MUNICIPALITY: EFFECT OF PROPOSED NEW ELECTRICITY SALES TARIFFS ON TYPICAL CONSUMERS FOR THE FINANCIAL YEAR 2018/2019

	Typical Consumers					Proposed New Tariffs					Present Tariffs		Price Increase	
Item [No]	DESCRIPTION	Quantity [No]	Consump - tion / consumer. [kWh/month]	Consump - tion / consumer. [kVA/month]	Load factor [%]	Basic charge [R/month]	Energy charge [R/kWh]	Demand charge [R/kVA]	GROSS COST / CONSUMER [R/month]	[R/kWh]	GROSS COST / CONSUMER [R/month]	[R/kWh]	[R/month]	[%]
	Temporary Supply	0	0	0		0.00	0	0.00						
5.0	DEPARTMENTAL													
	Domestic 1 Phase 60A:													
	Block 1: 0 - 50kWh	1	26	0	0.3	192.60	0.8430	0.00						
	Block 2: 51 - 350kWh	8	195	0	2.0	192.60	1.1010	0.00						
	Block 3: 351 - 600kWh	5	466	0	4.7	192.60	1.5720	0.00	747.40	1.6039	698.62	1.4992	48.78	6.98%
	Block 4: > 600kWh	4	893	0	9.0	192.60	1.8910	0.00	1 512.11	1.6933	1 413.33	1.5827	98.78	6.99%
	Domestic 3 Phase 60A:													
	Block 1: 0 - 50kWh	0	0	0	0.0	539.28	0.8430	0.00						
	Block 2: 51 - 350kWh	0	0	0	0.0	539.28	1.1010	0.00						
	Block 3: 351 - 600kWh	0	0	0	0.0	539.28	1.5720	0.00						
	Block 4: > 600kWh	0	0	0	0.0	539.28	1.8910	0.00						
	Commercial 1 Phase 0 - 60A	37	1 500	0	15.1	422.40	1.3400	0.00	2 432.40	1.6216	2 272.80	1.5152	159.60	7.02%
	Commercial 3 Phase 0 - 60A	11	1 950	0	6.5	1182.72	1.3400	0.00	3 795.72	1.9465	3 546.84	1.8189	248.88	7.02%
	Commercial 3 Phase 61 - 100A	14	3 402	0	6.8	1971.20	1.3400	0.00	6 529.88	1.9194	6 101.70	1.7936	428.18	7.02%
	Normal Bulk Low Voltage:													
	Basic Charge	13				775.00			775.00					
	Network Demand Charge			83				203.06	16 853.98					
	Network Access Charge			83				30.54	2 534.82					
	Active Energy Charge		19 429		32.5		0.6700		13 017.43					
									33 181.23	1.7078	30 735.11	1.5819	2 446.12	7.96%
	Normal Bulk High Voltage:													
	Basic Charge	0				775.00			775.00					
	Network Demand Charge			0				188.85	0.00					
	Network Access Charge			0				28.40	0.00					
	Active Energy Charge		0		#DIV/0!		0.6231		0.00					
									775.00					

SCHEDULE D

KOUGA MUNICIPALITY: ESTIMATED ELECTRICITY SALES FOR THE FINANCIAL YEAR 2018/2019 BASED ON PROPOSED TARIFFS

		BASIC CHARGE			ENERGY CHARGE				DEMAND CHARGE				LOAD FACTOR	TOTAL
Item No.	DESCRIPTION	Charge [R/ month]	Quantity [No]	Value [R]	Charge [R/kWh]	Ave. [kWh/ month]	Total [kWh/ annum]	Value [R]	Charge [R/kVA]	Ave. [kVA/ month]	Total [kVA/ annum]	Value [R]	Ave. [%]	[R]
1.0	DOMESTIC CONSUMER TARIFFS													
1.1	Prepayment meters													
1.1.1	1 Phase													
	Sub-economic (20A) with FBE							2 042 926.20						2 042 926.20
	Block 1: 0 - 50kWh	0.00	146	0.00	0.000	35	61 320	0.00					1.1	0.00
	Block 2: 51 - 350kWh	0.00	2 923	0.00	1.101	206	7 225 656	6 024 513.46					6.2	6 024 513.46
	Block 3: 351 - 600kWh	0.00	801	0.00	1.572	442	4 248 504	4 564 969.49					13.3	4 564 969.49
	Block 4: > 600kWh	0.00	169	0.00	1.891	798	1 618 344	2 226 172.10					24.1	2 226 172.10
	Sub-economic (20A) without FBE													
	Block 1: 0 - 50kWh	0.00	475	0.00	0.843	24	136 800	115 322.40					0.7	115 322.40
	Block 2: 51 - 350kWh	0.00	2 635	0.00	1.101	173	5 470 260	5 614 858.26					5.2	5 614 858.26
	Block 3: 351 - 600kWh	0.00	258	0.00	1.572	433	1 340 568	1 557 058.90					13.1	1 557 058.90
	Block 4: > 600kWh	0.00	90	0.00	1.891	909	981 720	1 457 750.52					27.4	1 457 750.52
	Economic (60A) with FBE	80.0%						347 484.60						347 484.60
	Block 1: 0 - 50kWh	154.08	26	48 072.96	0.000	35	10 920	0.00					0.4	48 072.96
	Block 2: 51 - 350kWh	154.08	414	765 469.44	1.101	214	1 063 152	897 041.95					2.2	1 662 511.39
	Block 3: 351 - 600kWh	154.08	172	318 021.12	1.572	450	928 800	1 006 200.00					4.5	1 324 221.12
	Block 4: > 600kWh	154.08	75	138 672.00	1.891	873	785 700	1 115 588.70					8.6	1 254 260.70
	Economic (60A) without FBE													
	Block 1: 0 - 50kWh	154.08	394	728 490.24	0.843	25	118 200	99 642.60					0.3	828 132.84
	Block 2: 51 - 350kWh	154.08	2 336	4 319 170.56	1.101	203	5 690 496	5 903 623.30					2.0	10 222 793.86
	Block 3: 351 - 600kWh	154.08	1 235	2 283 465.60	1.572	456	6 757 920	7 989 195.24					4.6	10 272 660.84
	Block 4: > 600kWh	154.08	550	1 016 928.00	1.891	864	5 702 400	8 346 848.40					8.7	9 363 776.40
	Sub-Total		12 699	9 618 289.92			42 140 760	49 309 196.11						58 927 486.03
1.1.2	3 Phase	2.80												
	Economic (60A)													
	Block 1: 0 - 50kWh	431.42	0	0.00	0.843	0	0	0.00					0.0	0.00
	Block 2: 51 - 350kWh	431.42	2	10 354.18	1.101	160	3 840	3 918.24						14 272.42
	Block 3: 351 - 600kWh	431.42	0	0.00	1.572	0	0	0.00						0.00
	Block 4: > 600kWh	431.42	7	36 239.62	1.891	2 061	173 124	296 368.88						332 608.50
	Sub-Total		9	46 593.79			176 964	300 287.12						346 880.92
1.2	Conventional meters													
1.2.1	1 Phase	R 3.21												
	60A													
	Block 1: 0 - 50kWh	192.60	519	1 199 512.80	0.843	25	155 700	131 255.10					0.3	1 330 767.90
	Block 2: 51 - 350kWh	192.60	3 350	7 742 520.00	1.101	196	7 879 200	8 156 419.20					2.0	15 898 939.20
	Block 3: 351 - 600kWh	192.60	2 200	5 084 640.00	1.572	465	12 276 000	14 605 272.00					4.7	19 689 912.00
	Block 4: > 600kWh	192.60	1 550	3 582 360.00	1.891	903	16 795 800	24 894 667.80					9.1	28 477 027.80
	Sub-Total		7 619	17 609 032.80			37 106 700	47 787 614.10						65 396 646.90
1.2.2	3 Phase	2.80												
	60A													

All amounts exclude VAT.

SCHEDULE D

KOUGA MUNICIPALITY: ESTIMATED ELECTRICITY SALES FOR THE FINANCIAL YEAR 2018/2019 BASED ON PROPOSED TARIFFS

		BASIC CHARGE			ENERGY CHARGE				DEMAND CHARGE				LOAD FACTOR	TOTAL
Item No.	DESCRIPTION	Charge [R/ month]	Quantity [No]	Value [R]	Charge [R/kWh]	Ave. [kWh/ month]	Total [kWh/ annum]	Value [R]	Charge [R/kVA]	Ave. [kVA/ month]	Total [kVA/ annum]	Value [R]	Ave. [%]	[R]
	Block 1: 0 - 50kWh	539.28	19	122 955.84	0.843	13	2 964	2 498.65					0.0	125 454.49
	Block 2: 51 - 350kWh	539.28	70	452 995.20	1.101	187	157 080	162 109.08					0.6	615 104.28
	Block 3: 351 - 600kWh	539.28	54	349 453.44	1.572	476	308 448	369 698.26					1.6	719 151.70
	Block 4: > 600kWh	539.28	131	847 748.16	1.891	1 786	2 807 592	4 728 852.67					6.0	5 576 600.83
	Sub-Total		274	1 773 152.64			3 276 084	5 263 158.66						7 036 311.30
2.0	COMMERCIAL CONSUMER TARIFFS													
2.1	Prepayment meters													
2.1.1	1 Phase													
	Business (60A)	0.00	413	0.00	1.800	425	2 106 300	3 791 340.00						
	Sub-Total		413	0.00			2 106 300	3 791 340.00					4.3	3 791 340.00
2.1.2	3 Phase													3 791 340.00
	Business (60A)	0.00	10	0.00	1.800	983	117 960	212 328.00						
	Sub-Total		10	0.00			117 960	212 328.00					3.3	212 328.00
2.2	Conventional meters													212 328.00
2.2.1	1 Phase	R 7.04												
	60A	422.40	423	2 144 102.40	1.340	901	4 573 476	6 128 457.84						
	Sub-Total		423	2 144 102.40			4 573 476	6 128 457.84					9.1	8 272 560.24
2.2.2	3 Phase	2.80												8 272 560.24
	60A	1182.72	401	5 691 248.64	1.340	2 158	10 384 296	13 914 956.64						
	100A	1971.20	16	378 470.40	1.340	2 964	569 088	762 577.92					7.2	19 606 205.28
	Sub-Total		417	6 069 719.04			10 953 384	14 677 534.56					6.0	1 141 048.32
3.0	BULK SUPPLY / INDUSTRIAL CONSUMER TARIFFS													20 747 253.60
3.1	Normal Bulk													
3.1.1	Low Voltage (<500V)													
	Basic Charge	775.00	59	548 700.00										548 700.00
	Network Demand Charge								203.06	84	59 472	12 076 384.32		12 076 384.32
	Network Access Charge								30.54	129	91 332	2 789 279.28		2 789 279.28
	Active Energy Charge				0.6700	20 911	14 804 988	9 919 341.96						9 919 341.96
	Sub-Total		59	548 700.00			14 804 988	9 919 341.96			59 472	14 865 663.60	34.6	25 333 705.56
3.1.2	High Voltage (=> 500V and < 66kV)													
	Basic Charge	775.00	2	18 600.00										18 600.00
	Network Demand Charge								188.85	1 090	26 160	4 940 316.00		4 940 316.00
	Network Access Charge								28.40	1 228	29 472	837 004.80		837 004.80
	Active Energy Charge				0.6231	546 929	13 126 296	8 178 995.04					69.7	8 178 995.04
	Sub-Total		2	18 600.00			13 126 296	8 178 995.04			26 160	5 777 320.80		13 974 915.84

All amounts exclude VAT.

SCHEDULE D

KOUGA MUNICIPALITY: ESTIMATED ELECTRICITY SALES FOR THE FINANCIAL YEAR 2018/2019 BASED ON PROPOSED TARIFFS

		BASIC CHARGE			ENERGY CHARGE				DEMAND CHARGE				LOAD FACTOR	TOTAL
Item No.	DESCRIPTION	Charge [R/ month]	Quantity [No]	Value [R]	Charge [R/kWh]	Ave. [kWh/ month]	Total [kWh/ annum]	Value [R]	Charge [R/kVA]	Ave. [kVA/ month]	Total [kVA/ annum]	Value [R]	Ave. [%]	[R]
3.2	Time of Use (TOU)													
3.2.1	Low Voltage (<500V)													
	Basic charge	775.00	32	297 600.00										297 600.00
	Network Demand Charge								33.99	78	29 952	1 018 068.48		1 018 068.48
	Network Access Charge								30.54	97	37 248	1 137 553.92		1 137 553.92
	Active energy charge:													0.00
	High demand (June to August):													0.00
	Peak				3.4278	4 596	441 216	1 512 400.20						1 512 400.20
	Standard				1.0974	11 371	1 091 616	1 197 939.40						1 197 939.40
	Off-peak				0.6346	9 024	866 304	549 756.52						549 756.52
	Low demand (Sept to May):					0								0.00
	Peak				1.1750	5 743	1 653 984	1 943 431.20						1 943 431.20
	Standard				0.8350	12 487	3 596 256	3 002 873.76						3 002 873.76
	Off-peak				0.5607	10 409	2 997 792	1 680 861.97					49.4	1 680 861.97
	Reactive Energy Charge (R/kVArh)				0.1451	814	78 144	11 338.69						11 338.69
	Sub-Total		32	297 600.00			10 725 312	9 898 601.75			29 952	2 155 622.40		12 351 824.15
3.2.2	High Voltage (>=500V and <66kV)													
	Basic charge	775.00	7	65 100.00										65 100.00
	Network Demand Charge								31.61	574	48 216	1 524 107.76		1 524 107.76
	Network Access Charge								28.40	463	38 892	1 104 532.80		1 104 532.80
	Active energy charge:													0.00
	High demand (June to August):													0.00
	Peak				3.1879	40 247	845 187	2 694 371.64						2 694 371.64
	Standard				1.0206	104 207	2 188 347	2 233 426.95						2 233 426.95
	Off-peak				0.5902	88 838	1 865 598	1 101 075.94						1 101 075.94
	Low demand (Sept to May):					0								0.00
	Peak				1.0928	42 819	2 697 597	2 947 934.00						2 947 934.00
	Standard				0.7766	114 733	7 228 179	5 613 403.81						5 613 403.81
	Off-peak				0.5215	101 074	6 367 662	3 320 735.73					61.0	3 320 735.73
	Reactive Energy Charge (R/kVArh)				0.1451	1 057	22 197	3 220.78						3 220.78
	Sub-Total		7	65 100.00			21 214 767	17 914 168.86			48 216	2 628 640.56		20 607 909.42
4.0	OTHER TARIFFS													
	Claude Neon	144.00	6	10 368.00	0	0	0	0.00						10 368.00
	Telephone booths	89.00	0	0.00	0	0	0	0.00						0.00
	Streetlights	0.00	138	0.00	1.4	1 903	3 151 368	4 411 915.20						4 411 915.20
	Woodlands Steam Generation	8051.46	1	96 617.55	0.8345	130 227	1 562 724	1 304 135.75	500.42	274	3 288	1 645 371.73		3 046 125.02
	Temporary Supply	0.00	0	0.00	0	0	0	0.00						0.00
	Sub-Total		145	106 985.55			4 714 092	5 716 050.95			3 288	1 645 371.73		7 468 408.22
5.0	DEPARTMENTAL													
	Domestic 1 Phase 60A:													
	Block 1: 0 - 50kWh	192.60	1	2 311.20	0.843	26	312	263.02					0.3	2 574.22
	Block 2: 51 - 350kWh	192.60	8	18 489.60	1.101	195	18 720	19 372.32					2.0	37 861.92
	Block 3: 351 - 600kWh	192.60	5	11 556.00	1.572	466	27 960	33 288.12					4.7	44 844.12

All amounts exclude VAT.

SCHEDULE D

KOUGA MUNICIPALITY: ESTIMATED ELECTRICITY SALES FOR THE FINANCIAL YEAR 2018/2019 BASED ON PROPOSED TARIFFS														
		BASIC CHARGE			ENERGY CHARGE				DEMAND CHARGE				LOAD FACTOR	TOTAL
Item No.	DESCRIPTION	Charge [R/ month]	Quantity [No]	Value [R]	Charge [R/kWh]	Ave. [kWh/ month]	Total [kWh/ annum]	Value [R]	Charge [R/kVA]	Ave. [kVA/ month]	Total [kVA/ annum]	Value [R]	Ave. [%]	[R]
	Block 4: > 600kWh	192.60	4	9 244.80	1.891	893	42 864	63 336.62					9.0	72 581.42
	Domestic 3 Phase 60A:													
	Block 1: 0 - 50kWh	539.28	0	0.00	0.843	0	0	0.00					0.0	0.00
	Block 2: 51 - 350kWh	539.28	0	0.00	1.101	0	0	0.00					0.0	0.00
	Block 3: 351 - 600kWh	539.28	0	0.00	1.572	0	0	0.00					0.0	0.00
	Block 4: > 600kWh	539.28	0	0.00	1.891	0	0	0.00					0.0	0.00
	Commercial 1 Phase 0 - 60A	422.40	37	187 545.60	1.3400	1 500	666 000	892 440.00					15.1	1 079 985.60
	Commercial 3 Phase 0 - 60A	1182.72	11	156 119.04	1.3400	1 950	257 400	344 916.00					6.5	501 035.04
	Commercial 3 Phase 61 - 100A	1971.20	14	331 161.60	1.3400	3 402	571 536	765 858.24					6.8	1 097 019.84
	Normal Bulk Low Voltage:													
	Basic Charge	775.00	13	120 900.00										120 900.00
	Network Demand Charge								203.06	83	12 948	2 629 220.88		2 629 220.88
	Network Access Charge								30.54	83	12 948	395 431.92		395 431.92
	Active Energy Charge				0.6700	19 429	3 030 924	2 030 719.08					32.5	2 030 719.08
	Normal Bulk High Voltage:													
	Basic Charge	775.00	0	0.00										0.00
	Network Demand Charge								188.85	0	0	0.00		0.00
	Network Access Charge								28.40	0	0	0.00		0.00
	Active Energy Charge				0.6231	0	0	0.00					#DIV/0!	0.00
	Sub-Total		93	837 327.84			4 615 716	4 150 193.40			25 896	3 024 652.80		8 012 174.04
TOTAL			22 202	39 135 203.98			169 652 799	183 247 268.35			192 984	30 097 271.89		252 479 744.21
					Eskom Purchases		203 281 157					Value in budget		252 479 000.00
												difference		744.21
					Losses		16.5%					% difference		0.00

All amounts exclude VAT.

SCHEDULE E

KOUGA MUNICIPALITY: ESTIMATED ELECTRICITY SALES FOR THE FINANCIAL YEAR 2018/2019 BASED ON PRESENT TARIFFS

		BASIC CHARGE			ENERGY CHARGE				DEMAND CHARGE				LOAD FACTOR	TOTAL
Item No.	DESCRIPTION	Charge [R/ month]	Quantity [No]	Value [R]	Charge [R/kWh]	Ave. [kWh/ month]	Total [kWh/ annum]	Value [R]	Charge [R/kVA]	Ave. [kVA/ month]	Total [kVA/ annum]	Value [R]	Ave. [%]	[R]
1.0	DOMESTIC CONSUMER TARIFFS													
1.1	Prepayment meters													
1.1.1	1 Phase													
	Sub-economic (20A) with FBE							1 909 639.20						1 909 639.20
	Block 1: 0 - 50kWh	0.00	146	0.00	0.000	35	61 320	0.00					1.1	0.00
	Block 2: 51 - 350kWh	0.00	2 923	0.00	1.029	206	7 225 656	5 630 539.82					6.2	5 630 539.82
	Block 3: 351 - 600kWh	0.00	801	0.00	1.470	442	4 248 504	4 267 151.28					13.3	4 267 151.28
	Block 4: > 600kWh	0.00	185	0.00	1.767	766	1 618 344	2 080 861.85					24.1	2 080 861.85
	Sub-economic (20A) without FBE													
	Block 1: 0 - 50kWh	0.00	475	0.00	0.788	24	136 800	107 798.40					0.7	107 798.40
	Block 2: 51 - 350kWh	0.00	2 635	0.00	1.029	173	5 470 260	5 247 876.54					5.2	5 247 876.54
	Block 3: 351 - 600kWh	0.00	256	0.00	1.470	433	1 340 568	1 455 460.56					13.1	1 455 460.56
	Block 4: > 600kWh	0.00	90	0.00	1.767	909	981 720	1 362 531.24					27.4	1 362 531.24
	Economic (60A) with FBE	0.80						324 813.60						324 813.60
	Block 1: 0 - 50kWh	144.00	26	44 928.00	0.000	35	10 920	0.00					0.4	44 928.00
	Block 2: 51 - 350kWh	144.00	414	715 392.00	1.029	214	1 063 152	838 379.81					2.2	1 553 771.81
	Block 3: 351 - 600kWh	144.00	172	297 216.00	1.470	456	928 800	940 564.80					4.5	1 237 780.80
	Block 4: > 600kWh	144.00	75	129 600.00	1.767	873	785 700	1 042 731.90					8.8	1 172 331.90
	Economic (60A) without FBE													
	Block 1: 0 - 50kWh	144.00	394	680 832.00	0.788	25	118 200	93 141.60					0.3	773 973.60
	Block 2: 51 - 350kWh	144.00	2 336	4 036 608.00	1.029	203	5 690 496	5 517 734.78					2.0	9 554 342.78
	Block 3: 351 - 600kWh	144.00	1 235	2 134 080.00	1.470	456	6 757 920	7 468 094.40					4.6	9 602 174.40
	Block 4: > 600kWh	144.00	550	950 400.00	1.767	864	5 702 400	7 801 760.80					8.7	8 752 180.80
	Sub-Total		12 699	8 989 056.00			42 140 760	46 089 100.58						55 078 156.58
1.1.2	3 Phase	2.80												
	Economic (60A)													
	Block 1: 0 - 50kWh	403.20	0	0.00	0.788	0	0	0.00					0.0	0.00
	Block 2: 51 - 350kWh	403.20	2	9 676.80	1.029	160	3 840	3 662.16						13 338.96
	Block 3: 351 - 600kWh	403.20	0	0.00	1.470	0	0	0.00						0.00
	Block 4: > 600kWh	403.20	7	33 868.80	1.767	2 061	173 124	276 963.71						310 832.51
	Sub-Total		9	43 545.60			176 964	280 625.87						324 171.47
1.2	Conventional meters													
1.2.1	1 Phase	3.00												
	60A													
	Block 1: 0 - 50kWh	180.00	519	1 121 040.00	0.788	25	155 700	122 691.60					0.3	1 243 731.60
	Block 2: 51 - 350kWh	180.00	3 350	7 236 000.00	1.029	196	7 879 200	7 623 286.80					2.0	14 859 286.80
	Block 3: 351 - 600kWh	180.00	2 200	4 752 000.00	1.470	465	12 276 000	13 652 760.00					4.7	18 404 760.00
	Block 4: > 600kWh	180.00	1 550	3 348 000.00	1.767	903	16 795 800	23 268 618.60					9.1	26 616 618.60
	Sub-Total		7 619	16 457 040.00			37 106 700	44 667 357.00						61 124 397.00
1.2.2	3 Phase	2.80												
	60A													

All amounts exclude VAT.

SCHEDULE E

KOUGA MUNICIPALITY: ESTIMATED ELECTRICITY SALES FOR THE FINANCIAL YEAR 2018/2019 BASED ON PRESENT TARIFFS

		BASIC CHARGE			ENERGY CHARGE				DEMAND CHARGE				LOAD FACTOR	TOTAL
Item No.	DESCRIPTION	Charge [R/ month]	Quantity [No]	Value [R]	Charge [R/kWh]	Ave. [kWh/ month]	Total [kWh/ annum]	Value [R]	Charge [R/kVA]	Ave. [kVA/ month]	Total [kVA/ annum]	Value [R]	Ave. [%]	[R]
	Block 1: 0 - 50kWh	504.00	19	114 912.00	0.788	13	2 964	2 335.63					0.0	117 247.63
	Block 2: 51 - 350kWh	504.00	70	423 360.00	1.029	187	157 080	151 513.32					0.6	574 873.32
	Block 3: 351 - 600kWh	504.00	54	326 592.00	1.470	476	308 448	345 591.36					1.6	672 183.36
	Block 4: > 600kWh	504.00	131	792 288.00	1.767	1 786	2 807 592	4 419 303.86					6.0	5 211 591.86
	Sub-Total		274	1 657 152.00			3 276 084	4 918 744.18						6 575 896.18
2.0	COMMERCIAL CONSUMER TARIFFS													
2.1	Prepayment meters													
2.1.1	1 Phase													
	Business (60A)	0.00	413	0.00	1.645	425	2 106 300	3 464 863.50					4.3	3 464 863.50
	Sub-Total		413	0.00			2 106 300	3 464 863.50						3 464 863.50
2.1.2	3 Phase													
	Business (60A)	0.00	10	0.00	1.645	983	117 960	194 044.20					3.3	194 044.20
	Sub-Total		10	0.00			117 960	194 044.20						194 044.20
2.2	Conventional meters													
2.2.1	1 Phase	6.58												
	60A	394.80	423	2 004 004.80	1.252	901	4 573 476	5 725 991.95					9.1	7 729 996.75
	Sub-Total		423	2 004 004.80			4 573 476	5 725 991.95						7 729 996.75
2.2.2	3 Phase	2.80												
	60A	1105.44	401	5 319 377.28	1.252	2 158	10 384 296	13 001 138.59					7.2	18 320 515.87
	100A	1842.40	16	353 740.80	1.252	2 964	569 088	712 498.18					6.0	1 066 238.98
	Sub-Total		417	5 673 118.08			10 953 384	13 713 636.77						19 386 754.85
3.0	BULK SUPPLY / INDUSTRIAL CONSUMER TARIFFS													
3.1	Normal Bulk													
3.1.1	Low Voltage (<500V)													
	Basic Charge	724.00	59	512 592.00										512 592.00
	Network Demand Charge								189.78	84	59 472	11 286 596.16		11 286 596.16
	Network Access Charge								28.54	126	91 332	2 606 615.28		2 606 615.28
	Active Energy Charge				0.612	20 911	14 804 988	9 060 652.66					34.6	9 060 652.66
	Sub-Total		59	512 592.00			14 804 988	9 060 652.66			59 472	13 893 211.44		23 466 456.10
3.1.2	High Voltage (=> 500V and < 66kV)													
	Basic Charge	724.00	2	17 376.00										17 376.00
	Network Demand Charge								176.50	1 090	26 160	4 617 240.00		4 617 240.00
	Network Access Charge								26.54	1 228	29 472	782 186.88		782 186.88
	Active Energy Charge				0.5692	546 920	13 126 296	7 471 487.68					69.7	7 471 487.68
	Sub-Total		2	17 376.00			13 126 296	7 471 487.68			26 160	5 399 426.88		12 888 290.56

All amounts exclude VAT.

SCHEDULE E

KOUGA MUNICIPALITY: ESTIMATED ELECTRICITY SALES FOR THE FINANCIAL YEAR 2018/2019 BASED ON PRESENT TARIFFS

Item No.	DESCRIPTION	BASIC CHARGE			ENERGY CHARGE				DEMAND CHARGE				LOAD FACTOR	TOTAL
		Charge [R/ month]	Quantity [No]	Value [R]	Charge [R/kWh]	Ave. [kWh/ month]	Total [kWh/ annum]	Value [R]	Charge [R/kVA]	Ave. [kVA/ month]	Total [kVA/ annum]	Value [R]	Ave. [%]	[R]
3.2	Time of Use (TOU)													
3.2.1	Low Voltage (<500V)													
	Basic charge	724.00	32	278 016.00										278 016.00
	Network Demand Charge								29.56	76	29 952	885 381.12		885 381.12
	Network Access Charge								28.54	97	37 248	1 063 057.92		1 063 057.92
	Active energy charge:													0.00
	High demand (June to August):													0.00
	Peak				3.1304	4 506	441 216	1 381 182.57						1 381 182.57
	Standard				1.0022	11 371	1 091 616	1 094 017.56						1 094 017.56
	Off-peak				0.5795	9 024	866 304	502 023.17						502 023.17
	Low demand (Sept to May):													0.00
	Peak				1.0731	5 743	1 653 984	1 774 890.23						1 774 890.23
	Standard				0.7626	12 467	3 596 256	2 742 504.83						2 742 504.83
	Off-peak				0.5121	10 409	2 997 792	1 535 169.28						1 535 169.28
	Reactive Energy Charge (R/kVArh)				0.1325	814	78 144	10 354.08					49.4	10 354.08
	Sub-Total		32	278 016.00			10 725 312	9 040 141.71			29 952	1 948 439.04		11 266 596.75
3.2.2	High Voltage (>=500V and <66kV)													
	Basic charge	724.00	7	60 816.00										60 816.00
	Network Demand Charge								27.49	574	48 216	1 325 457.84		1 325 457.84
	Network Access Charge								26.54	463	38 892	1 032 193.68		1 032 193.68
	Active energy charge:													0.00
	High demand (June to August):													0.00
	Peak				2.9113	40 247	845 187	2 460 592.91						2 460 592.91
	Standard				0.9320	104 207	2 188 347	2 039 539.40						2 039 539.40
	Off-peak				0.5389	88 838	1 865 598	1 005 370.76						1 005 370.76
	Low demand (Sept to May):													0.00
	Peak				0.9980	42 819	2 697 597	2 692 201.81						2 692 201.81
	Standard				0.7092	114 733	7 228 179	5 126 224.55						5 126 224.55
	Off-peak				0.4763	101 074	6 367 662	3 032 917.41						3 032 917.41
	Reactive Energy Charge (R/kVArh)				0.1325	1 057	22 197	2 941.10					61.0	2 941.10
	Sub-Total		7	60 816.00			21 214 767	16 359 787.95			48 216	2 357 651.52		18 778 255.47
4.0	OTHER TARIFFS													
	Claude Neon	134.00	6	9 648.00	0	0	0	0.00						9 648.00
	Telephone booths	81.00	0	0.00	0	0	0	0.00						0.00
	Streetlights	0.00	138	0.00	1.31	1 903	3 151 368	4 128 292.08						4 128 292.08
	Woodlands Steam Generation	7536.00	1	90 432.00	0.7811	130 227	1 562 724	1 220 643.72	468.38	274	3 288	1 540 033.44		2 851 109.16
	Temporary Supply	0.00	0	0.00	0	0	0	0.00						0.00
	Sub-Total		145	100 080.00			4 714 092	5 348 935.80			3 288	1 540 033.44		6 989 049.24
5.0	DEPARTMENTAL													
	Domestic 1 Phase 60A:													
	Block 1: 0 - 50kWh	180.00	1	2 160.00	0.788	26	312	245.86					0.3	2 405.86
	Block 2: 51 - 350kWh	180.00	8	17 280.00	1.029	195	18 720	18 106.08					2.0	35 386.08
	Block 3: 351 - 600kWh	180.00	5	10 800.00	1.470	466	27 960	31 117.20					4.7	41 917.20

All amounts exclude VAT.

SCHEDULE E

KOUGA MUNICIPALITY: ESTIMATED ELECTRICITY SALES FOR THE FINANCIAL YEAR 2018/2019 BASED ON PRESENT TARIFFS

		BASIC CHARGE			ENERGY CHARGE				DEMAND CHARGE				LOAD FACTOR	TOTAL
Item No.	DESCRIPTION	Charge [R/ month]	Quantity [No]	Value [R]	Charge [R/kWh]	Ave. [kWh/ month]	Total [kWh/ annum]	Value [R]	Charge [R/kVA]	Ave. [kVA/ month]	Total [kVA/ annum]	Value [R]	Ave. [%]	[R]
	Block 4: > 600kWh	180.00	4	8 640.00	1.767	893	42 864	59 199.89					9.0	67 839.89
	Domestic 3 Phase 60A:													
	Block 1: 0 - 50kWh	504.00	0	0.00	0.788	0	0	0.00					0.0	0.00
	Block 2: 51 - 350kWh	504.00	0	0.00	1.029	0	0	0.00					0.0	0.00
	Block 3: 351 - 600kWh	504.00	0	0.00	1.470	0	0	0.00					0.0	0.00
	Block 4: > 600kWh	504.00	0	0.00	1.767	0	0	0.00					0.0	0.00
	Commercial 1 Phase 0 - 60A	394.80	37	175 291.20	1.2520	1 500	666 000	833 832.00					15.1	1 009 123.20
	Commercial 3 Phase 0 - 60A	1105.44	11	145 918.08	1.2520	1 950	257 400	322 264.80					6.5	468 182.88
	Commercial 3 Phase 61 - 100A	1842.40	14	309 523.20	1.2520	3 402	571 536	715 563.07					6.8	1 025 086.27
	Normal Bulk Low Voltage:													
	Basic Charge	724.00	13	112 944.00										112 944.00
	Network Demand Charge								189.78	63	12 948	2 457 271.44		2 457 271.44
	Network Access Charge								28.54	63	12 948	369 535.92		369 535.92
	Active Energy Charge				0.6120	19 429	3 030 924	1 854 925.49					32.5	1 854 925.49
	Normal Bulk High Voltage:													
	Basic Charge	724.00	0	0.00										0.00
	Network Demand Charge								176.50	0	0	0.00		0.00
	Network Access Charge								26.54	0	0	0.00		0.00
	Active Energy Charge				0.5692	0	0	0.00					#DIV/0!	0.00
	Sub-Total		93	782 556.48			4 615 716	3 835 254.38			25 896	2 826 807.36		7 444 618.22
TOTAL			22 202	36 575 352.96			169 652 799	170 170 624.22			192 984	27 965 569.68		234 711 546.86
					Eskom Purchases		203 281 157					Value in budget		252 479 000.00
												difference		-17 767 453.14
					Losses		16.5%					% difference		-7.04

All amounts exclude VAT.

SCHEDULE F

KOUGA MUNICIPALITY: ELECTRICITY SERVICE: INCOME AND EXPENDITURE STATEMENT FOR THE FINANCIAL YEAR 2018/2019

ZERO BASED BUDGET :DIRECTORATE :IPD SUB DIRECTORATE :TECHNICAL SERVICES (Preliminary only and subject to change)

Item Description	Budget 2017/18		Adjustment	Proposed 2018/19
Group Life Insurance	165 842	165 842	165 842	140 737
Housing Subsidy	71 726	71 726	71 726	552 605
Long Service Bonus/Leave Pay		0	0	395 384
Medical Aid Contributions	399 915	399 915	399 915	412 324
Other Allowances	36 725	36 725	36 725	26 650
Overtime (Salaries)	302 074	302 075	302 075	2 210 596
Pension Fund Contributions	1 065 814	1 065 814	1 065 814	1 027 123
Salaries (Officials)	5 992 504	5 992 504	5 727 978	6 644 044
Service Bonus	499 375	499 375	499 375	503 298
Standby Allowance	609 025	609 025	609 025	528 066
Bargaining Council Levy	2 969	2 969	2 969	167 694
Labour Relations Levy (Officials)				
Travelling Allowance (Officials)	627 064	627 064	627 064	496 935
SDL (Officials)	95 049	95 049	95 049	
UIF (Salaries)	52 854	52 854	52 854	63 652
WCA (Salaries)	40 089	40 089	40 089	
	9 961 025	**9 961 026**	**9 696 501**	**13 169 109**
BulkPurchases				
Electricity : ESKOM	187 239 233	187 239 233	187 239 233	200 945 145
	187 239 233	**187 239 233**	**187 239 233**	**200 945 145**
Advertising	6 000	6 000	6 000	
Cards : Prepaid				
Cell Phone Contracts	65 214	65 214	65 214	69 127
Connection Expenses	656 327			
Consultant/Professional Fees	350 000	250 000	1 000 000	270 000
Consumables	5 972	5 972	0	0
Loss on Sales				
Equipment				
Equitable Share Allocations	4 584 600	4 584 600	4 584 600	4 898 187
Festive Lights	20 000	20 000	0	0
Fuel	407 926	447 115	447 115	447 115
Fuel (Small Plant)	33 091			
Oil	6 098			
Hand Tools				
Insurance Premiums	403 513	403 513	403 513	403 513
Inventory Items	413 000	413 000		
Licences	22 393	22 393	22 393	10 000
Medical and Safety Kits	11 067	11 067	0	0
Photocopier Charges				
Planning Fees				
Printing and Stationery	9 055		9 055	9 000
Prepaid Finance Cost	2 785 061	0	2 045 992	2 800 000
Registration Fees				
Rental : Machinery/Equipment	183 627			
Rental : Vehicle/Plant Lease	111 174	111 174	111 174	0
Seasonal programme				
Security				
Service Fees	10 168 327	10 168 327	10 168 327	10 863 841
Servitude				
Subsistence & Travelling (Officials)			50 000	86 000
Training				
Uniforms & Protective Material	84 885	84 885	84 885	20 332
R&M Buildings and Properties	697 600			
R&M HV Sub Stations	400 000	1 940 000	1 250 355	1 215 000
R&M HV Transmission Conductors		360 000	293 447	370 000
R&M LV Networks		625 404	405 404	685 000
R&M Plant/Machinery	45 071	45 071		26 000
R&M MV Networks		1 560 000	664 688	1 175 000
R&M MV Substations		2 167 600	1 775 505	1 755 000
R&M Reticulation	6 200 404			
R&M Switching station		645 000	7 612	595 000
Repair and rehabilitation of roads and walkways			75 000	30 000
R&M Street Lights				
R&M Vehicles	487 418	487 418	487 418	500 000
	28 157 824	**24 423 753**	**23 957 698**	**26 228 114**
Depreciation and Asset Impairment				
Depreciation and Asset Impairment	6 473 825	6 473 825	6 473 825	5 826 442
	6 473 825	**6 473 825**	**6 473 825**	**5 826 442**
Interest : External				
Interest : External	649 151	306 387	788 737	695 568

2018-05-23 09:11 10311 Kouga Schedules A to F (Final23May18).xlsx

SCHEDULE F

KOUGA MUNICIPALITY: ELECTRICITY SERVICE: INCOME AND EXPENDITURE STATEMENT FOR THE FINANCIAL YEAR 2018/2019

ZERO BASED BUDGET :DIRECTORATE :IPD SUB DIRECTORATE :TECHNICAL SERVICES (Preliminary only and subject to change)

Item Description	Budget 2017/18		Adjustment	Proposed 2018/19
	649 151	**306 387**	**788 737**	**695 568**
Contribution to Provisions				
Bad Debts Provision	13 677 106	13 677 106	21 622 105	17 231 541
	13 677 106	**13 677 106**	**21 622 105**	**17 231 541**
1600 - Asset Financing Reserve (CCR)				
Capital Expenditure	4 000 000	4 000 000	4 940 330	10 200 000
Capital Expenditure	3 255 000	3 255 000	0	
Capital Expenditure				
Capital Expenditure				
Capital Expenditure				
	7 255 000	**7 255 000**	**4 940 330**	**10 200 000**
Total Expenditure	**253 413 165**	**249 336 330**	**254 718 429**	**274 295 919**
Augmentation Fees	-165 108	-165 108	0	0
Availability Fees	-8 548 638	-8 548 638	-8 548 638	-9 147 043
Electricity Sales	-147 781 136	-131 694 092	-131 694 092	
Fees				
Minimum/Basic Charge	-32 448 760	-47 640 534	-47 640 534	
Prepaid Sales : Iron	-48 709 316	-50 406 662	-50 406 662	
Prepaid Sales : Municipal	-3 091 212			
Street Lighting	-4 065 613	-4 792 105	-4 957 221	
	-242 869 803	**-243 249 139**	**-243 249 147**	**-261 626 787**
INEP (Municipal Grant)	-4 000 000	-4 000 000	-4 000 000	-10 200 000
Eskom	0			
	-4 000 000	**-4 000 000**	**-4 000 000**	**-10 200 000**
Connection Fees	-1 133 914	-1 369 764	-1 369 764	-1 463 456
Re-connection Fees	-70 850			
Law Enforcement (By-Laws)	-57 770			
Prepaid Meter Boxes	-339 831	-339 831	-339 831	-363 075
Equatable Share	-5 000 000	-5 000 000	-5 000 000	
Sundry Income	-107 230			-248 961
	-6 709 595	**-6 709 595**	**-6 709 595**	**-2 075 492**
Total Income	**-253 579 398**	**-253 958 734**	**-253 958 742**	**-273 902 279**
Surplus (-) / Loss (+)	**-166 233**	**-4 622 404**	**759 687**	**393 640**
Sum of budgeted income from sales of electricity				
Estimated Total Electricty Sales as per Schedule D				-252 479 744

NERSA Financial Benchmarks:	Average	Tolerable range	
Percentage Power Cost	**74%**	**58% - 78%**	**73.3%**
Percentage Surplus	**15%**	**10% - 20%**	**-0.1%**
System losses	**10%**	**5% - 12%**	**16.5%**
Average Purchase Price / Average Sales Price Ratio	**1: 1.58**	**1:1.58 - 1:1.62**	**1.26**

SCHEDULE G

KOUGA MUNICIPALITY: ESTIMATED BULK ELECTRICITY PURCHASES FOR THE FINANCIAL YEAR 2018/19

Month	MAXIMUM DEMAND	ACTIVE ENERGY (kWh)				PURCHASE COST	CMB - Gross cost per kWh
	kVA/kW Total for month	Peak Period for month	Standard Period for month	Off-Peak Period for month	Total kWh for month	Total Rand for month	
Jul-15	42 451	2 472 066	9 941 658	5 662 574	18 076 298	20 350 777.35	R 1.13
Aug-15	43 302	2 291 268	9 944 452	5 475 591	17 711 311	20 548 640.31	R 1.16
Sep-15	36 777	2 729 941	6 602 339	6 446 881	15 779 160	13 615 743.14	R 0.86
Oct-15	37 297	2 882 132	6 838 989	6 357 929	16 079 051	11 968 211.59	R 0.74
Nov-15	38 627	3 019 198	7 148 813	6 595 831	16 763 842	12 448 525.49	R 0.74
Dec-15	45 630	2 750 398	6 831 627	7 238 043	16 820 068	12 385 755.91	R 0.74
Jan-16	44 736	3 011 947	7 290 493	7 973 570	18 276 010	13 308 514.89	R 0.73
Feb-16	40 203	2 677 471	6 473 540	6 877 283	16 028 294	11 804 223.52	R 0.74
Mar-16	36 994	2 669 978	6 602 125	6 415 490	15 687 592	11 569 250.72	R 0.74
Apr-16	35 398	2 868 061	6 702 414	7 078 075	16 668 550	12 174 659.49	R 0.73
May-16	39 187	2 516 881	6 468 898	6 686 957	15 672 736	11 585 276.68	R 0.74
Jun-16	41 349	2 825 583	6 811 396	6 920 159	16 557 141	16 744 398.90	R 1.01
Jul-16	40 569	2 980 585	7 315 508	6 352 436	16 648 529	20 608 340.79	R 1.24
Aug-16	39 977	2 793 386	7 095 762	7 486 122	17 375 270	20 915 819.58	R 1.20
Sep-16	35 179	3 094 508	7 205 652	6 427 142	16 727 402	16 055 099.47	R 0.96
Oct-16	33 536	3 009 806	7 032 321	6 389 794	16 431 921	13 120 706.13	R 0.80
Nov-16	35 730	2 787 221	6 832 754	7 142 502	16 762 477	13 111 834.35	R 0.78
Dec-16	40 909	2 969 404	7 517 936	7 217 140	17 704 480	13 965 528.25	R 0.79
Jan-17	42 727	3 019 569	7 865 869	8 373 427	19 258 965	14 972 994.35	R 0.78
Feb-17	33 823	2 889 262	7 096 996	7 046 293	17 032 551	13 360 244.10	R 0.78
Mar-17	33 533	2 532 925	6 370 371	6 337 983	15 241 279	12 121 000.00	R 0.80
Apr-17	37 442	2 917 586	5 319 309	7 266 962	15 503 957	13 409 996.41	R 0.86
May-17	36 379	2 492 870	6 414 047	7 241 022	16 147 939	12 591 669.14	R 0.78
Jun-17	39 270	3 044 523	5 037 113	6 489 197	14 570 834	18 400 420.93	R 1.26
Jul-17	37 775	3 114 188	7 492 661	6 514 573	17 121 721	21 656 347.03	R 1.26
Aug-17	37 413	2 831 873	7 002 334	7 377 082	17 211 288	20 861 047.79	R 1.21
Sep-17	35 842	3 207 857	7 437 910	6 495 287	17 141 053	16 531 968.79	R 0.96
Oct-17	35 283	2 796 552	6 853 311	6 803 498	16 453 361	13 014 333.87	R 0.79
Nov-17	34 867	3 010 393	7 097 682	6 862 443	16 971 119	13 435 841.51	R 0.79
Dec-17	40 233	3 117 947	7 504 447	6 942 733	17 565 127	13 999 077.70	R 0.80
Jan-18	42 513	2 738 861	7 046 451	9 405 524	19 190 836	14 601 093.57	R 0.76
Feb-18	32 974	2 994 555	7 227 441	6 165 642	16 387 737	13 241 615.43	R 0.81
Mar-18	33 243	2 557 539	6 392 530	6 380 649	15 330 718	12 226 233.37	R 0.80
Apr-18	0	0	0	Estimated	16 837 080	13 735 389.87	R 0.82
May-18	0	0	0	Estimated	16 459 380	13 427 268.87	R 0.82
Jun-18	0	0	0	Estimated	16 611 735	20 572 824.45	R 1.24

Totals per year

Year	kWh	Expense, R
2011/12	220 165 406	R 126 393 510.32
2012/13	227 740 427	R 145 400 550.09
2013/14	225 206 260	R 152 007 991.63
2014/15	205 724 134	R 151 666 729.82
2015/16	200 120 053	R 168 503 977.99
2016/17	199 405 605	R 182 633 653.50
2017/18	203 281 157	R 187 303 042.25
2018/19	203 281 157	R 201 013 624.95

7.32% increase from 2017/18 Eskom rates, with no growth in kWh usage.

All amounts exclude VAT.

National Energy Regulator of South Africa

Electricity Distribution Survey

Tariff Information

(D6 Form)

Completed form to be returned to NERSA no later than:	**31-May-18**
Financial year reporting on:	**Financial year ending 30 June 2017**
Licence number	**NER/D/EC108**
Full name of Licensee	**KOUGA MUNICIPALITY**
Enquiries:	Thandeka Jamba (Senior Statistician) thandeka.jamba@nersa.org.za (012) 401-4600/65 (082) 538-7180
Completed D-Forms may be returned to one of the following addresses:	Email : **dforms@nersa.org.za** Post: P O Box 40343, Arcadia, 0007 Fax: (012) 401-4700
D Forms are available: 1. On the NERSA website: 2. In the following formats	www.nersa.org.za Excel Documents & Word Documents

	Licensee Contact Person					
	Title (Ms/ Mr)	Initials	Last Name	Telephone number	Fax number	Email address
Example	**Ms**	**T**	**Jamba**	**0124014665**	**0124014700**	**thandeka.jamba@nersa.org.za**
Contact Person:	**Ms**	**R**	**van Heerden**	**042-2002125**	**042-2008609**	rvanheerden@kouga.gov.za

All information requested relates to a RING-FENCED ELECTRICITY DISTRIBUTION ACTIVITY. RING-FENCED means that separate accounts are kept for the electricity distribution activity.
Financial information is to be stated in R'000 (For example, R1 234 567.00 should be stated as 1 235). Attach a copy of your latest tariff schedule.

Please complete the following:

				Click on a cell for code									
Tariff Name	Tariff Number	Date approved by the NERSA	Date Implemented	SIC (code)	Load profile (code)	Tariff structure (code)	Number of consumers	Energy Sales	Revenue derived from energy charges	Revenue derived from demand charges	Revenue derived from fixed charge	Revenue	Extra municipal surcharge
Domestic Prepayment		5-Jun-16	1-Jul-16	0	1, 2, 3	5.1 and 5.2	12 197	40 510 764 kWh	43 578 ,000	0 ,000	8 833 ,000	52 411 ,000	0 %
Domestic Conventional		5-Jun-16	1-Jul-16	0	2, 3	5.2	7 670	40 591 764 kWh	49 116 ,000	0 ,000	17 316 ,000	66 432 ,000	0 %
Commercial Prepayment		5-Jun-16	1-Jul-16	6	4	5.1	423	2 142 660 kWh	3 457 ,000	0 ,000	0 ,000	3 457 ,000	0 %
Commercial Conventional		5-Jun-16	1-Jul-16	6	4, 5	5.2	853	16 129 716 kWh	19 807 ,000	0 ,000	8 184 ,000	27 991 ,000	0 %
Bulk Supply Normal		5-Jun-16	1-Jul-16	6	4, 5	5.4	81	31 497 636 kWh	17 981 ,000	22 743 ,000	690 ,000	41 414 ,000	0 %
Bulk Supply Time of Use		5-Jun-16	1-Jul-16	6	4, 5	5.5	27	24 723 468 kWh	20 269 ,000	4 136 ,000	229 ,000	24 634 ,000	0 %
Others		5-Jun-16	1-Jul-16			5.6	7	1 442 856 kWh	1 161 ,000	2 449 ,000	93 ,000	3 703 ,000	0 %
Streetlights		5-Jun-16	1-Jul-16	9		5.1	138	3 151 368 kWh	4 033 ,000	0 ,000	0 ,000	4 033 ,000	0 %
Departmental		5-Jun-16	1-Jul-16	9	4, 5	5.2 and 5.4	93	4 615 716 kWh	3 724 ,000	2 773 ,000	775 ,000	7 272 ,000	0 %
Total							21 489	164 805 948 kWh	163 126 ,000	32 101 ,000	36 120 ,000	231 347 ,000	%

National Energy Regulator of South Africa

Electricity Distribution Survey

Application for a tariff increase / tariff structure change

(D7 Form)

Completed form to be returned to NERSA no later than:	**31-May-18**
Financial year reporting on:	**Financial year ending 30 June 2017**
Licence number	**NER/D/EC108**
Full name of Licensee	**KOUGA MUNICIPALITY**
Enquiries:	Thandeka Jamba (Senior Statistician) thandeka.jamba@nersa.org.za (012) 401-4600/65 (082) 538-7180
Completed D-Forms may be returned to one of the following addresses:	Email : **dforms@nersa.org.za** Post: P O Box 40343, Arcadia, 0007 Fax: (012) 401-4700
D Forms are available:	
1. On the NERSA website:	www.nersa.org.za
2. In the following formats	Excel Documents & Word Documents

	Licensee Contact Person					
	Title (Ms/ Mr)	Initials	Last Name	Telephone number	Fax number	Email address
Example	**Ms**	**T**	**Jamba**	**0124014665**	**0124014700**	**thandeka.jamba@nersa.org.za**
Contact Person:	**Ms**	**R**	**van Heerden**	**042-2002125**	**042-2008609**	rvanheerden@kouga.gov.za

All information requested relates to a RING-FENCED ELECTRICITY DISTRIBUTION ACTIVITY. RING-FENCED means that separate accounts are kept for the electricity distribution activity.
In terms of the Electricity Amendment Act, 1994, any changes to the tariff levels or tariff structures are subject to the approval of the NERSA. It is therefore important that provision is made in your planning/budgeting cycle to allow time for the submission of applications for future changes or increases to NERSA for consideration. Licensees are requested to submit their tariff applications 90 days prior to the proposed date of implementation. Attach a copy of your latest tariff schedule.

1. Will a tariff adjustment be considered for the period **01/07/2018 to 30/06/2019**? (Please indicate "Yes" or "No" in the box adjacent) **Yes**

If "Yes", please complete the rest of this page.

2. When were your tariffs last increased? 01-07-2017

3. And by what average percentage? **2.05** (%)

4. Describe your proposed tariff level adjustment and please provide reasons for this adjustment with reference to the information provided in this form and other information as may be appropriate.

It is proposed that an average tariff increase of 7.57% be applied. Please refer to attached detailed Report No. G/10311/R1 dated 23 May 2018 by Messrs Clinkscales Maughan-Brown (Pty) Ltd.

5. Indicate the planned implementation date if proposed tariffs are approved by NERSA 2018-07-01

NATIONAL ENERGY REGULATOR OF SOUTH AFRICA

Kulawula House
526 Madiba Street
Arcadia 0083
Pretoria, SOUTH AFRICA

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Enquiries: Bianka Belinska
Tel: (012) 401 4650
Fax: (012) 401 4700
Email: bianka.belinska@nersa.org.za

Ref. NER/D/EC108/2017/18

Mr S Fadi
The Municipal Manager
Kouga Local Municipality
P. O Box 21
JEFFERYS BAY
6330

Per Email: rsteenekamp@cmbgeorge.co.za

Dear Mr Fadi,

ELECTRICITY TARIFFS FOR THE PERIOD 1 JULY 2017 – 30 JUNE 2018

Your application dated 8 May 2017 refers.

The Energy Regulator at its meeting held on 13 April 2017 approved the guideline increase of 1.88% for municipalities applicable for 2017/18 financial year. Consequently, the Energy Regulator considered your application for a tariff increase for the period 1 July 2017 - 30 June 2018 and approved the tariffs as follows:

Domestic Tariffs

Domestic Low

- **Prepayment 20A (1Phase)**

Tariff blocks	***c/kWh***
Block 1 (0-50 kWh)	78.80
Block 2 (51 – 350 kWh)	102.90
Block 3 (351 – 600 kWh)	147.00
Block 4 (>600 kWh)	176.70

Regulator Members: Mr JRD Modise (Chairperson) Ms MMD Nkomo (Deputy Chairperson) *Mr C Forlee (Chief Executive Officer) Mr Y Adam *Ms N Maseti *Mr M Ncetezo Ms KR Mthimunye Mr FK Sibanda
*Full-Time Regulator Members

NERSA is a Regulatory Authority established in terms of the National Energy Regulator Act, 2004 (Act No 40 of 2004)

Domestic high

Prepaid 60A (1Phase)

Tariff blocks	***c/kWh***
Block 1 (0-50 kWh)	78.80
Block 2 (51 – 350 kWh)	102.90
Block 3 (351 – 600 kWh)	147.00
Block 4 (>600 kWh)	176.70

Basic Charge (R/month)	144.00

Prepaid 60A (3Phase)

Tariff blocks	***c/kWh***
Block 1 (0-50 kWh)	78.80
Block 2 (51 – 350 kWh)	102.90
Block 3 (351 – 600 kWh)	147.00
Block 4 (>600 kWh)	176.70

Basic Charge (R/month)	403.20

Conventional 60A (1Phase)

Tariff blocks	***c/kWh***
Block 1 (0-50 kWh)	78.80
Block 2 (51 – 350 kWh)	102.90
Block 3 (351 – 600 kWh)	147.00
Block 4 (>600 kWh)	176.70

Basic Charge (R/month)	180.00

Conventional 60A (3Phase)

Tariff blocks	***c/kWh***
Block 1 (0-50 kWh)	78.80
Block 2 (51 – 350 kWh)	102.90
Block 3 (351 – 600 kWh)	147.00
Block 4 (>600 kWh)	176.70

Basic Charge (R/month)	504.00

Commercial Tariffs

- **Commercial Conventional 60A (1Phase)**
  - Basic charge: R394.80/month
  - Energy charge: 125.20c/kWh

- **Commercial Conventional 60A (3Phase)**
  - Basic charge: R1 105.44/month
  - Energy charge: 125.20c/kWh

- **Commercial Conventional 100A (3Phase)**
  - Basic charge: R1 842.40/month
  - Energy charge: 125.20c/kWh

- **Commercial Prepaid 60A 1&3Phase**
  - Energy charge: 164.50c/kWh

Industrial Tariffs

Low voltage (<500)
- Basic charge: R724.00/month
- Energy charge: 61.20c/kWh
- Demand charge:
  - Network Demand Charge: R189.78/kVA
  - Network Access Charge: R28.54/kVA

High voltage (=>500 &<66kV)
- Basic charge: R724.00/month
- Energy charge: 56.92c/kWh
- Demand charge:
  - Network Demand Charge: R176.50/kVA
  - Network Access Charge: R26.54/kVA

Time-Of-Use (Tou) Tariffs

Low voltage (<500V)
- Basic charge: R724.00/month
- Demand charge:
  - Network Demand Charge: R29.56/kVA
  - Network Access Charge: R28.54/kVA

Low season

- Energy Charge:
  - Peak: 107.31c/kWh
  - Standard: 76.26c/kWh
  - Off-peak: 51.21c/kWh

High season

- Energy Charge:
  - Peak: 313.04c/kWh
  - Standard: 100.22c/kWh
  - Off-peak: 57.95c/kWh
- Reactive Energy: 13.25c/kVArh

High Voltage (=>500V &<66k)

- Basic charge: R724.00/month
- Demand charge:
  - Network Demand Charge: R27.49/kVA
  - Network Access Charge: R26.54/kVA

Low season

- Energy Charge:
  - Peak: 99.80c/kWh
  - Standard: 70.92c/kWh
  - Off-peak: 47.63c/kWh

High season

- Energy Charge:
  - Peak: 291.13c/kWh
  - Standard: 93.20c/kWh
  - Off-peak: 53.89c/kWh
- Reactive Energy: 13.25c/kVArh

The Energy Regulator further directs that the municipality must utilise its budget on implementing corrective measures and submit a Specific Measurable Achievable Realistic and Time-bound (SMART) energy losses report by 30 September 2017 in order to enable NERSA to closely monitor the energy losses.

Please note that in terms of the National Energy Regulator Act, 2004 (Act No. 40 of 2004), National Energy Regulator is entrusted to perform all the functions that the National Electricity Regulator used to perform, and amongst others, to review and approve tariff increase proposals by all licensed distributors of electricity in South Africa. Implementation of tariffs without approval of the Energy Regulator is a contravention of the license conditions issued to you.

It is therefore important that provision is made in your planning / budgeting cycle to allow time for the submission of applications for future changes or increases to NERSA for consideration.

Should you have any enquiries please do not hesitate to contact Ms Lorraine Leburu in the Electricity Pricing and Tariffs Department on (012) 401 4641 or email: lorraine.leburu@nersa.org.za.

Yours Sincerely

Chris Forlee
Chief Executive Officer

Date: 2017/06/02

ANNEXURE G					
		2018/19	2017/18	2017/18	%
SERVICE		VAT	15%	15%	Increase
DESCRIPTION		Inclusive	Exclusive	Exclusive	
		R	R	R	

ELECTRICITY

FOREWORD

The tariffs and charges given hereafter are subject to revision from time to time and confirmation thereof must be obtained from the Electrical Department.

ABBREVIATIONS

A – Ampere
ADMD – After Diversity Maximum Demand (BDMD x Diversity)
BDMD - Before Diversity Maximum Demand (usually at supply meter)
EBSST – Electricity Basic Support Services Tariff
ERU – Equivalent Residential Unit
FBE – Free Basic Electricity
kWh – Kilowatt-hour or also referred to as units
kvarh – Reactive kilovolt-ampere-hour
kVA – kilovolt-ampere
kV – kilovolt

NERSA – National Energy Regulator of South Africa
NMD – Notified Maximum Demand
PF – Power Factor
R – Rand

TEE – Town Electrical Engineer or Head of Electrical Department
TOU – Time of Use
V – Volt

DEFINITIONS

(Active) Energy Charge – charge per kWh of electrical energy supplied in the month. The Active Energy Charge for TOU tariffs is differentiated into high-demand (June to August) and low-demand (September to May) seasons.
Council – Kouga Municipal Council

Environmental Levy – a government levy charged on electricity produced by non-renewable generators. It is applied to the total kWh supplied to the customer in the month. This levy is included in the tariffs hereafter.
Equivalent Residential Unit – is considered to be a Residential Consumer with a 45 Amps single phase (10,35kVA) supply at 230 Volts nominal.
Free Basic Electricity – 50 Free units per month of electricity are given to consumers who qualify for the Electricity Basic Support Services Tariff in terms of Council's policy. These units are only applicable to the first purchase every month, and are not transferable from one month to another.
Municipality – Kouga Municipality

Maximum demand - the highest averaged demand measured in kVA during a 30 minute integrating period during all time periods.

Network Access Charge – charge payable per month for the highest of either the NMD (minimum 60kVA) or the highest maximum demand reading during the previous 12 months.

Network Demand Charge – charge payable per month for the chargeable demand supplied per month. No Network Demand Charge is applicable during Off-peak periods for TOU tariff.
Notified Maximum Demand - the maximum demand notified in writing by the Customer and accepted by the Municipality.
Power factor – the ratio of kW to kVA measured over the same integrating period.

Single phase supply – a 50Hz AC supply at 230V rms phase to neutral. The neutral carries the full load current.
Three phase supply – a 50Hz AC supply at 230V rms phase to neutral; 400V rms phase-to-phase (120 degree phase displacement).

Time-of-Use (TOU) tariff – a tariff that has different energy rates for the same tariff component during different time periods (peak, standard and off-peak) and seasons (high and low demand) in order to reflect the shape of Eskom's long-run marginal energy cost of supply at different times more accurately.
Reactive Energy Charge – charge applicable for every kvarh registered in excess of 30% (0,96 PF) of the kWh supplied during Peak and Standard periods. The excess reactive energy is determined per 30 minute integrating period and accumulated for the month and will only be applicable during the high demand season (June to August).

AVAILABILITY CHARGE

Charges applicable to erven that are not connected to the electricity supply network, but which could reasonably be connected to the network:

Residential (per annum)		3 119,00	2 712,15	2 521,29	7,57
Commercial (per annum)		6 481,00	5 635,43	5 238,85	7,57
CONNECTION FEES					
Single Phase		9 287,00	8 075,56	7 507,26	7,57
Three Phase		Plus VAT	Cost + 20%	Cost + 20%	
Other Connections		Plus VAT	Cost + 20%	Cost + 20%	
Temporary Connection					
Normal connection fee (See above) **PLUS**					
Non refundable surcharge/extra cost					
Kouga		695,00	603,94	561,44	7,57
PrePaid Connections					
Purchase of Prepayment Meter (Cost + 25%)					
Single Phase		1 365,00	1 186,57	1 103,07	7,57
Three Phase		5 465,00	4 751,34	4 416,97	7,57
Upgrade existing connection		Plus VAT	Cost + 20%	Cost + 20%	
A Transformer Fee and/or an Augmentation Levy will be					
Transformer Fee					

The Transformer Fee is the pro-rata contribution a Developer or Consumer makes towards sharing the cost of an existing distribution substation of which some of the spare transformer capacity is utilised to make the supply available. The Transformer Fee is a cost per kVA and is based on the additional kVA required by an existing consumer over and above the present supply capacity, or the total kVA required by a new Development less the existing allocated capacity, if applicable.

The kVA charge is based on the cost of a typical substation, i.e. average size 315kVA miniature substation including an 11kV ring main unit, plinth and earthing. The cost also includes the installation cost and municipal planning and administration charges. It further assumes that the average supply capacity is 80% of the substation's rating. The cost per kVA is therefore equal to the substation cost divided by 80% of 315kVA. The estimated cost of the typical substation and the charge per kVA is determined annually at the beginning of each financial year by Treasury with the assistance of the Electrical Department.

After an application has been received, the Electrical Department will calculate the required kVA on which the charge will be applied. The required kVA will be based on the Developer or Consumer's After Diversity Maximum Demand (ADMD) at substation level.

Based on substation cost	520 717,00	452 796,73	420 932,17	7,57
Charge per kVA	2 067,00	1 797,31	1 670,83	7,57

Augmentation Levy

The Augmentation Levy is a new Development's contribution towards the upgrading of Kouga Municipality's Primary Electricity Distribution Network to make provision for the load which this development will impose on it.

Developments for which the levy shall apply are:
- Major developments
- Small townships and minor developments
- Minor subdivisions and applications for an increased supply

The Primary Network is taken to comprise those parts of the network whose function it is to deliver electrical energy from the Eskom Point of Supply to the various load centres within the Municipality's licensed area of supply. It includes the feeders from the Point of Supply to the Main Intake Substation/s, the latter substation and all major substations used to switch and control the supply of electricity, and the overhead lines and underground cables linking these substations.

The key principles for applying the Augmentation Levy are:
- Private developments must not place any financial burden on existing residents and consumers.
- Developers must be treated fairly and neither they, nor residents in new townships should be made to subsidise existing residents.

In calculating the levy, the aim is to establish an equivalent average charge per Equivalent Residential Unit (ERU).

The average cost per ERU is determined by pricing a model of the Primary Network, which is as close as possible to the actual network, and then divide it by the ERU's it can supply.

The total charge to the Development will be the calculated number of ERU's of the Development multiplied by the Charge/ERU.

An ERU is considered to be a Residential Consumer with a 45 Amps single phase (10.35kVA) supply at 230 Volts nominal.

The Factors/Formulae used to calculate the number of ERU's are contained in the following table

Description	No. Of ERU's
Domestic Erf/Consumer: (30 to 60A)	
New Developments:	
BDMD = 45A (10.35 kVA) single phase	1
BDMD > or < 45A single phase but limit to 60A	Amps required ¸ 45
BDMD = 45A three phase	3
BDMD > or < 45A three phase but limit to 60A	Amps per phase ¸ 45 x 3
Existing Consumers:	
Upgrade from tariff circuit breaker £ 60A single phase to £ 60A three phase	2
Commercial Erf/Consumer: (30 to 100A)	
New Developments:	
BDMD = 45A single phase	1 x 0.5 (Nf) = 0.5
BDMD > or < 45A but limit to 60A single phase	Amps required ¸ 45 x 0.5 (Nf)
BDMD = 45A three phase	3 x 0.5 (Nf) = 1.5
BDMD > or < 45A but limit to 100A three phase	Amps/phase required ¸ 45 x 3 x 0.5 (Nf)
Existing Consumers:	
Upgrade from tariff circuit breaker £ 60A single phase to ³ 30A but £ 100A three phase	[Amps per phase required ¸ 45 x 3 x 0.5 (Nf)] - 0.5
Upgrade from tariff circuit breaker ³ 30A three phase to £ 100A three phase	[Amps per phase required ¸ 45 x 3 x 0.5 (Nf)] – [Present amps ¸ 45 x 3 x 0.5 (Nf)]
Bulk Supply Erf/Consumer (³ 60 kVA)	
New Developments:	(Notified Demand in kVA x Nf) ¸ (10.35 x Df)
Existing Consumers:	
Increase Notified Demand	[(New Notified Demand in KVA - Notified Demand in Agreement) x Nf] ¸ (10.35 x Df)

45 - ERU amps (10.35 kVA)

3 - No of Phases

0.5 - Average Network Factor for commercial consumers

Nf - The symbol "Nf" signifies the Network Factor and is used in the formulae for Commercial and Bulk Supply consumers to take into account that their peak demand may not coincide with the peak demand on the core network. For Commercial consumers this was taken as an average of 0.5. No value is given for the Network Factor (Nf) for Bulk Supply Consumers since this varies substantially depending on the type of load, and since there are fewer Consumers in this category it is not fair to use an average value. The limits will, however, be between 0.5 for say a commercial/industrial type of development with 50% of its peak load coinciding with the core network peak, and 1 (one) for say a domestic development where 100% of its peak load coincides with the core network's peak. The value for a particular development can, however, be anywhere between these limits and will be determined by the Head of the Electrical Department or his appointed Consulting Engineer.

Df - Diversity Factor between BDMD and ADMD determined by Head of the Electrical Department or his appointed Consulting Engineer. The Df depends on the quantity and type of individual loads connected to the Bulk Supply Point. The following Df's are given as a guide:

For Domestic Developments

- £ 60 kVA Notified Demand = 1Df
- >60 kVA Notified Demand but £ 80 kVA = 0.75 Df
- >80 kVA Notified Demand but £ 100 kVA = 0.58 Df
- >100 kVA Notified Demand but £ 200 kVA = 0.38 Df
- >200 kVA Notified Demand = 0.3 Df

For Commercial Developments

Use same Df's as Domestic but for "Notified Demand" in formula use Demand after taking Nf into account, i.e. Actual Notified Demand x Nf. For most commercial developments this will be Actual Notified Demand x 0.5

BDMD - Before Diversity Maximum Demand (usually at supply meter)					
ADMD - After Diversity Maximum Demand (BDMD x Df)					
The charge per ERU is determined annually at the beginning of each financial year by Treasury with the assistance of the Electrical Department.					
The conditions for paying the Augmentation Levy are defined elsewhere.					
Standard / conventional charge per ERU		15 276,93	13 284,29	12 349,43	7,57
Special case – To be determined by TEE.		Plus VAT	By TEE		
CONSUMER DEPOSITS					
Temporary Connections (Refundable on Structural Approval)			1 332,00	1 238,00	7,57
Domestic					
Owners			1 737,00	1 614,00	7,57
Tenants & High Density Housing			2 651,00	2 464,00	7,57
Prepaid (Economic)			1 841,00	1 711,00	7,57
Commercial					
Small			2 732,00	2 539,00	7,57
Medium			4 086,00	3 798,00	7,57
Large			8 159,00	7 584,00	7,57
or equal to one month's account as rendered or as determined by the CFO calculated on the average of the account.					

DOMESTIC CONSUMER TARIFFS

This tariff covers the supply of electricity for domestic use in private dwellings, flats and chalets with separate meters and includes churches, schools, welfare buildings, hospitals, halls or similar premises with circuit breaker sizes not in excess of 60A single phase or 60A three phase. Should Consumers require supplies in excess hereof, the Commercial Consumer or Bulk Supply tariff will be applicable.

Prepayment Meters

Multiple Meter Installations

Where the Municipality has agreed to install more than one prepayment meter on an erf, for example a block of flats, group housing scheme or granny flat, the Owner or the Body Corporate will take responsibility to maintain and insure the complete network inside the boundaries of the erf, and each consumer (meter point) will be separately charged as per the appropriate tariff as detailed below, which includes the Basic Charge where applicable.
The Basic Charge (e.g. if there are 10 consumers, it will be 10 x the Basic Charge) will be invoiced on the monthly rates and taxes account of the Owner or Body Corporate, who will in return recover this from the respective Consumers.
The total capacity made available to such an erf may not increase beyond the original design allowance for the specific erf on the network supplying the immediate area.
Should more capacity be required, an application must be made to upgrade the specific supply, in which case the normal charges will become payable, ie. Upgrading Fee, Transformer Fee and Augmentation Levy.

Single Phase Supply					
Sub Economic (20A) **with** FBE					
This tariff is for consumers who qualify for the EBSST in terms of Council's policy. The supply circuit breaker for these consumers is limited to 20A.					
Energy Charge per kWh					
Block 1 : 0 - 50kWh	Free unit	-		-	
Block 2 : 51 - 350kWh		1,2662	1,1010	1,0290	7,00
Block 3 : 351 - 600kWh		1,8078	1,5720	1,4700	6,94
Block 4 : > 600kWh		2,1747	1,8910	1,7670	7,02
Sub Economic (20A) **without** FBE					
The supply circuit breaker for these consumers is limited to					
Energy Charge per kWh					
Block 1 : 0 - 50kWh		0,9695	0,8430	0,7880	6,98
Block 2 : 51 - 350kWh		1,2662	1,1010	1,0290	7,00
Block 3 : 351 - 600kWh		1,8078	1,5720	1,4700	6,94
Block 4 : > 600kWh		2,1747	1,8910	1,7670	7,02
Economic (60A) **with** FBE					
This tariff is for consumers who qualify for the EBSST in terms of Council's policy. The supply circuit breaker size is 60A. The Basic Charge is invoiced on the monthly rates and taxes account.					
Basic Charge per Month		177,1920	154,08	144,00	7,00
Energy Charge per kWh					
Block 1 : 0 - 50kWh	Free unit	-	-	-	
Block 2 : 51 - 350kWh		1,2662	1,1010	1,0290	7,00
Block 3 : 351 - 600kWh		1,8078	1,5720	1,4700	6,94
Block 4 : > 600kWh		2,1747	1,8910	1,7670	7,02
Economic (60A) **without** FBE					
The supply circuit breaker size is 60A. The Basic Charge is invoiced on the monthly rates and taxes account.					
Basic Charge per Month		177,19	154,08	144,00	7,00
Energy Charge per kWh					
Block 1 : 0 - 50kWh		0,9695	0,8430	0,7880	6,98
Block 2 : 51 - 350kWh		1,2662	1,1010	1,0290	7,00
Block 3 : 351 - 600kWh		1,8078	1,5720	1,4700	6,94
Block 4 : > 600kWh		2,1747	1,8910	1,7670	7,02

Three Phase Supply					
Economic (60A) **without** FBE					
The supply circuit breaker size is 60A. The Basic Charge is invoiced on the monthly rates and taxes account.					
Basic Charge per Month		496,13	431,42	403,20	7,00
Energy Charge per kWh					
Block 1 : 0 - 50kWh		0,9695	0,8430	0,7880	6,98
Block 2 : 51 - 350kWh		1,2662	1,1010	1,0290	7,00
Block 3 : 351 - 600kWh		1,8078	1,5720	1,4700	6,94
Block 4 : > 600kWh		2,1747	1,8910	1,7670	7,02
Conventional Meters					
Meters are generally read once a month. Estimated charges are raised in months during which no meter readings can be taken and these are thereafter adjusted when actual consumption is charged for.					
Single Phase Supply					
60A Circuit Breaker Size					
Basic Charge per Month		221,49	192,60	180,00	7,00
FBE – Free Basic Electricity (Basic Charge)		-221,49	-192,60	-180,00	-7,00
Energy Charge per kWh					
Block 1 : 0 - 50kWh		0,9695	0,8430	0,7880	6,98
Block 2 : 51 - 350kWh		1,2662	1,1010	1,0290	7,00
Block 3 : 351 - 600kWh		1,8078	1,5720	1,4700	6,94
Block 4 : > 600kWh		2,1747	1,8910	1,7670	7,02
Three Phase Supply					
60A Circuit Breaker Size					
Basic Charge per Month		620,17	539,28	504,00	7,00
FBE – Free Basic Electricity (Basic Charge)		-620,17	-539,28	-504,00	-7,00
Energy Charge per kWh					
Block 1 : 0 - 50kWh		0,9695	0,8430	0,7880	6,98
Block 2 : 51 - 350kWh		1,2662	1,1010	1,0290	7,00
Block 3 : 351 - 600kWh		1,8078	1,5720	1,4700	6,94
Block 4 : > 600kWh		2,1747	1,8910	1,7670	7,02
COMMERCIAL CONSUMER TARIFFS					
This tariff covers the supply of electricity to shops, office buildings, hotels, B & B's, clubs, industrial undertakings, Temporary supplies or similar premises with circuit breaker sizes not in excess of 60A single phase or 100A three phase. Should Consumers require supplies in excess hereof, the Bulk Supply tariff will be applicable.					
Prepayment Meters					
Single Phase Supply					
Business (60A)					
Energy Charge per kWh		2,0700	1,8000	1,6450	9,42
Three Phase Supply					
Business (60A)					
Energy Charge per kWh		2,0700	1,8000	1,6450	9,42
Conventional Meters					
Meters are generally read once a month. Estimated					
Single Phase Supply					
60A Circuit Breaker Size					
Basic Charge per Month		485,76	422,40	394,80	6,99
Energy Charge per kWh		1,54	1,3400	1,2520	7,03
Three Phase Supply					
60A Circuit Breaker Size					
Basic Charge per Month		1 360,13	1 182,72	1 105,44	6,99
Energy Charge per kWh		1,54	1,3400	1,2520	7,03
100A Circuit Breaker Size					
Basic Charge per Month		2 266,88	1 971,20	1 842,40	6,99
Energy Charge per kWh		1,54	1,3400	1,2520	7,03

BULK SUPPLY TARIFFS

Normal Bulk

This tariff is for consumers with a minimum notified demand of 60kVA or who require a supply greater than 100A three phase circuit breaker size.

COMMERCIAL CONSUMERS

Low Voltage (<500V)

Commercial Consumers that are metered in bulk at 400/230 volt with an installed capacity of 500kVA or less.

Monthly Basic Charge		891,25	775,00	724,00	7,04
Monthly Network Demand Charge (kVA)		233,52	203,06	189,78	7,00
Monthly Network Access Charge (kVA)		35,12	30,54	28,54	7,01
Energy Charge per Unit (kWh)		0,77	0,6700	0,6120	9,48

High Voltage (> 500V and < 66kV)

Commercial Consumers that are metered in bulk at 11kV or 22kV, provided the consumer maintains and insures all equipment between the meter and the load.

Monthly Basic Charge		891,25	775,00	724,00	7,04
Monthly Network Demand Charge (kVA)		217,18	188,85	176,50	7,00
Monthly Network Access Charge (kVA)		32,66	28,40	26,54	7,01
Energy Charge per Unit (kWh)		0,72	0,6231	0,5692	9,47

DOMESTIC CONSUMERS (FLATS)

Low Voltage (<500V)

Domestic Consumers (Flats) that are metered in bulk at 400/230 volt with an installed capacity of 500kVA or less.

Monthly Basic Charge		891,25	775,00	724,00	7,04
Monthly Network Demand Charge (kVA)		233,52	203,06	189,78	7,00
Monthly Network Access Charge (kVA)		35,12	30,54	28,54	7,01
Energy Charge per Unit (kWh)		0,77	0,67	0,61	9,48

High Voltage (> 500V and < 66kV)

Domestic Consumers (Flats) that are metered in bulk at 11kV or 22kV, provided the consumer maintains and insures all equipment between the meter and the load.

Monthly Basic Charge		891,25	775,00	724,00	7,04
Monthly Network Demand Charge (kVA)		217,18	188,85	176,50	7,00
Monthly Network Access Charge (kVA)		32,66	28,40	26,54	7,01
Energy Charge per Unit (kWh)		0,72	0,62	0,57	9,47

TIME OF USE (TOU)

This tariff is for consumers with a minimum notified demand of 60kVA or who require a supply greater than 100A three phase circuit breaker size, and who are able to manage their energy consumption according to Eskom's specified time schedule, i.e. Peak, Standard and Off-Peak for the "Megaflex" tariff.

Consumers must have the necessary electronic metering equipment installed and correctly programmed for this tariff at their cost.

Where existing Consumers consider conversion to TOU, it will be the the Consumer's responsibility to do a tariff study.

At least 6 months TOU data (3 x high demand season and 3 x low demand season) must be available before the conversion can be implemented.

A change of tariff will apply for a minimum period of 12 months with three months mutual notice thereafter. Meters are generally read once a month. Estimated charges are raised in months during which no meter readings can be taken and these are subsequently adjusted when actual consumption is charged for.

Low Voltage (< 500V)

Consumers that are metered in bulk TOU at 400/230 volt with an installed capacity of 500kVA or less.

Monthly Basic Charge		891,25	775,00	724,00	7,04
Monthly Network Demand Charge (kVA)		39,09	33,99	29,56	14,99
Monthly Network Access Charge (kVA)		35,12	30,54	28,54	7,01
Active Energy Unit Charge (kWh)					
High Season Demand : June to August					
Peak		3,94	3,4278	3,1304	9,50
Standard		1,26	1,0974	1,0022	9,50
Off-Peak		0,73	0,6346	0,5795	9,51
Reactive Energy Charge (kVArh)		0,17	0,1451	0,1325	9,51
Low Season Demand : September to May					
Peak		1,35	1,1750	1,0731	9,50
Standard		0,96	0,8350	0,7626	9,49
Off-Peak		0,64	0,5607	0,5121	9,49

High Voltage (>= 500V and < 66kV))

Consumers that are metered in bulk TOU at 11kV or 22kV, provided the consumer maintains and insures all equipment between the meter and the load.

Monthly Basic Charge		891,25	775,00	724,00	7,04
Monthly Network Demand Charge (kVA)		36,35	31,61	27,49	14,99
Monthly Network Access Charge (kVA)		32,66	28,40	26,54	7,01
Active Energy Unit Charge (kWh)					
High Season Demand : June to August					
Peak		3,67	3,1879	2,9113	9,50
Standard		1,17	1,0206	0,9320	9,51
Off-Peak		0,68	0,5902	0,5389	9,52
Reactive Energy Charge (kVArh)		0,17	0,1451	0,1325	9,51
Low Season Demand : September to May					
Peak		1,26	1,0928	0,9980	9,50
Standard		0,89	0,7766	0,7092	9,50
Off-Peak		0,60	0,5215	0,4763	9,49

MEGAFLEX

This tariff is for consumers with a minimum notified demand of 60kVA or who require a supply greater than 100A three phase circuit breaker size, and who are able to manage their energy consumption according to Eskom's specified time schedule, i.e. Peak, Standard and Off-Peak for the "Megaflex" tariff.

Consumers must have the necessary electronic metering equipment installed and correctly programmed for this tariff at their cost.

Where existing Consumers consider conversion to TOU, it will be the the Consumer's responsibility to do a tariff study.

At least 6 months TOU data (3 x high demand season and 3 x low demand season) must be available before the conversion can be implemented.

A change of tariff will apply for a minimum period of 12 months with three months mutual notice thereafter. Meters are generally read once a month. Estimated charges are raised in months during which no meter readings can be taken and these are subsequently adjusted when actual consumption is charged for.

High Voltage (>= 500V and < 66kV))

Consumers that are metered in bulk TOU at 11kV or 22kV, provided the consumer maintains and insures all equipment between the meter and the load.

Service Charge @ R/Account/Day		205,85	179,00	177,48	0,52
Administration Charge @ R/Day		93,15	81,00	80,00	0,52
TX Network Access Charge (kVA)		9,20	8,00	7,31	0,46
Network Access Charge (kVA)		17,25	15,00	14,25	0,52
Network Demand Charge (kVA)		32,20	28,00	27,01	0,49
Active Energy Unit Charge (kWh)					
High Season Demand : June to August					
Peak		3,2790	2,8513	2,8366	0,52
Standard		0,9932	0,8636	0,8592	0,51
Off-Peak		0,5392	0,4689	0,4666	0,50
Reactive Energy Charge (kVArh)		0,1444	0,1256	0,1249	0,56
Low Season Demand : September to May					
Peak		1,0695	0,9300	0,9252	0,52
Standard		0,7361	0,6401	0,6368	0,52
Off-Peak		0,4667	0,4058	0,4038	0,50
Electrification and Rural Subsidy (kWh)		0,0798	0,0694	0,0691	0,44
Reliability Service Charge (kWh)		0,0041	0,0036	0,0035	2,94
Retail Environmental Levy Charge (kWh)					
Wheeling Fee (kWh)		0,0424	0,0369	0,036678	0,54
Losses Surcharge (%)			0,36%	0,36%	-

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 31 MAY 2018 **ITEM: 18/5/F10**

FEES AND CHARGES FOR ELECTRICITY SERVICES IN RESPECT OF THE 2018/19 FINANCIAL YEAR

1. Purpose

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

2. Background

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

The fees and charges for Electricity Services have been reviewed.

3. Discussion

The proposed fees and charges in respect of electricity services for the 2018/19 financial year are based on:

- Labour rates, contract prices for the supply and delivery of materials and Equipment, applicable to the 2018/19 financial year;
- Metering specifications as required in terms of Quality of Supply Regulations;
- National Regulatory Standards for the supply of electricity; and
- The affordability of the services to the residents.

4. Recommendation

4.1 That the Council, by resolution taken by majority of its full number, and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the fees and charges in respect of electrical services, as reflected in **Annexure 'H'**, with effect from 1 July 2018.

Noted by the Portfolio Councillor: _____

ANNEXURE H					
		2018/19	2018/19	2017/18	%
SERVICE		VAT	15%	15%	Increase
DESCRIPTION		Inclusive	Exclusive	Exclusive	
		R	R		
ELECTRICITY					
SUNDRY CHARGES					
DECREASING OF CIRCUIT BREAKER					
A change of tariff will apply for a minimum period of 12 months, with 3 months mutual notice thereafter.					
Single phase		Plus VAT	Cost +20%	Cost +20%	
Three phase		Plus VAT	Cost +20%	Cost +20%	
INSPECTION FEES		512,00	444,97	413,66	7,57
FESTIVE USE					
Single phase					
15 Amp	Per Day	197,00	171,06	159,02	7,57
Three phase					
15 Amp	Per Day	559,00	485,76	451,58	7,57
Above 15 Amp	Per Day	944,00	820,21	762,49	7,57
RELOCATION (MOVING) OF INSTALLATIONS					
Streetlight pole		Plus VAT	Cost +20%	Cost +20%	
Electrical box/kiosk		Plus VAT	Cost +20%	Cost +20%	
RECONNECTION FEES					
Due to non-payment		686,00	596,52	554,54	7,57
On request of consumer		876,00	760,99	707,44	7,57
SERVICE CALLS					
During office hours		460,00	399,14	371,05	7,57
After office hours		908,00	789,51	733,95	7,57
SERVICE COST					
Electrician per Hour		470,00	407,92	379,21	7,57
Electrician Assistant per Hour		120,00	104,17	96,84	7,57
LDV per kilometre		22,00	18,64	17,33	7,57
Truck per kilometre		41,00	35,09	32,62	7,57
TAMPERING, ILLEGAL USE AND DISTRIBUTION					
Residential					
First Offence		No VAT	1 795,89	1 669,51	7,57
Second Offence		No VAT	2 693,83	2 504,26	7,57
Third Offence		**Permanent Disconnection**			
3 Phase 60A/100A					
First Offence		No VAT	4 585,88	4 263,16	7,57
Second Offence		No VAT	6 114,50	5 684,21	7,57
Third Offence		**Permanent Disconnection**			
3 Phase 100A/Bulk					
First Offence		No VAT	10 190,84	9 473,68	7,57
Second Offence		No VAT	12 229,02	11 368,43	7,57
Third Offence		**Permanent Disconnection**			
TESTING OF METERS					
Single Phase		1 272,00	1 105,30	1 027,52	7,57
Three Phase		1 272,00	1 105,30	1 027,52	7,57
OTHER TARIFFS					
These tariffs are for consumption that is not covered by the above Domestic, Commercial or Bulk Consumer tariffs and special tariffs agreed with the Municipality.					
Claude Neon (Advertisement Boards)					
Monthly Basic Charge		166,00	144,00	134,00	7,46
Telephone Booths					
Monthly Basic Charge		103,00	89,00	81,00	9,88
Streetlights					
Energy Charge per kWh					
Kouga		2,00		1,31	6,87
Hankey Water Works					
Service		22,00	18,85	17,52	7,57
Network		25,00	21,41	19,90	7,57
Energy		2,00	1,11	1,03	7,57
Temporary/Builder's Supply (As per Commercial Conventional Meters)			See Commercial Conventional		
Municipal Departments					
The respective Commercial Consumer Tariffs and Bulk Supply Tariffs as per above shall be applicable to all municipal buildings, pumpstations, waste water works, water treatment works, etc.					
Special Agreements					
If agreed upon by the Municipality, a consumer can enter into a special supply agreement with the Municipality, which contains a tariff of charges different from the above charges. This will only be considered when special circumstances prevail.					

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 31 MAY 2018 **ITEM: 18/05/F11**

FINANCE DIRECTORATE: REVISION OF FEES AND CHARGES FOR THE 2018/19 FINANCIAL YEAR

1. Purpose

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

2. Background

Directorates are required to review fees and charges at least once a year.

The fees and charges have been increased on average by 6%.

3. Recommendation

3.1 That the Council, **by resolution taken by majority of its full number**, and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, adopts the proposed fees and charges for the Finance Directorate as reflected in **Annexure 'I'**, with effect from 1 July 2018.

Noted by the Portfolio Councillor: _____

ANNEXURE I			2018/19	2017/18	
		2018/19	2018/19	2017/18	%
SERVICE		VAT	15%	15%	Increase
DESCRIPTION		Inclusive	Exclusive	Exclusive	
		R	R		
FINANCE : REVENUE SECTION					
Cheques refer to drawer		243,00	210,89	198,95	6,00
Faxes					
First page		6,00	4,65	4,74	6,00
Additional Pages (Per Page)		1,00	0,93	0,95	6,00
Photo copies					
Black					
A3		15,30	14,23	13,42	6,00
A4		4,70	4,38	4,13	6,00
Colour					
A3		32,00	27,83	26,32	6,00
A4		10,00	8,70	8,77	6,00
Property lists					
Per Page		2,20	2,00	1,89	6,00
Supplementary list (Per page)		2,20	2,00	1,89	6,00
Address Labels (Per page)		4,30	4,01	3,78	6,00
Property lists					
Electronic cd (Supplied by Council)		37,00	35,15	33,16	6,00
Electronic cd (Supplied by Client)		294,00	278,17	262,42	6,00
Search fees					
Search for info not on register		103,00	97,40	91,89	6,00
Search for info on register		94,00	89,38	84,32	6,00
Search for info on deeds & documents		111,00	105,44	99,47	6,00
Search for info on outstanding acc.		103,00	97,40	91,89	6,00
Search for info not covered above		146,00	138,58	130,74	6,00
Valuation certificates		103,00	89,57	84,21	6,00
Reasons for Valuation		134,00	116,52	109,65	6,00

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 31 MAY 2018 **ITEM: 18/5/F12**

REVISION OF VARIOUS TARIFFS: PLANNING AND DEVELOPMENT FOR THE 2018/19 FINANCIAL YEAR

1. Purpose

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

2. Background

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

The fees and charges have been increased on average by 6%, in line with increases used in compiling the 2018/19 Draft Operating Budget, as reflected in Annexure 'J'.

3. Recommendation

3.1 That the Council, **by resolution taken by majority of its full number**, and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the fees and charges in respect of Planning and Development, as reflected in **Annexure 'J'**, with effect from 1 July 2018.

Noted by the Portfolio Councillor: _____

ANNEXURE J

SERVICE DESCRIPTION	2018/19 VAT Inclusive R	2018/19 15% Exclusive R	2017/18 15% Exclusive R	% Increase
PLANNING AND DEVELOPMENT				
Hoarding fees	608,00	528,69	498,76	6,00
Building plan fees				
Minor building applications (< 10m²)	622,00	540,73	510,12	6,00
Garden Walls and Fixed Fences	482,00	419,23	395,50	6,00
Swimming Pools	622,00	540,73	510,12	6,00
RDP Housing				
0 - 50 m²	482,00	419,23	395,50	6,00
51 - 100 m²	594,00	516,65	487,40	6,00
101 - 150 m²	799,00	695,06	655,72	6,00
151 - 200 m²	919,00	799,05	753,82	6,00
Other				
11 - 20 m²	1 032,00	897,56	846,76	6,00
for each additional 10 m² or part thereof up to 3000 m²	170,00	147,77	139,41	6,00
greater than 3001 m² per 500 m² or part thereof	512,00	445,50	420,28	6,00
Fees are applicable to a once-off submission and no phase or separate submissions will be considered.				
Wind Turbines				
Per Turbine	8 440,00	7 339,22	6 923,79	6,00
Any structure additional to turbine				
11 - 20 m²	1 032,00	897,56	846,76	6,00
for each additional 10 m² or part thereof up to 3000 m²	170,00	147,77	139,41	6,00
greater than 3001 m² per 500 m² or part thereof	512,00	445,50	420,28	6,00
Industrial, Rural and Churches				
0 - 1000 m²	1 415,00	1 230,32	1 160,68	6,00
greater than 1000 m²	242,00	210,16	198,27	6,00
Revised plan				
RDP Housing	482,00	419,23	395,50	6,00
Other	848,00	737,75	695,99	6,00
Re-Inspection Fees				
RDP Housing	369,00	320,71	302,56	6,00
Other	369,00	320,71	302,56	6,00
Penalty inspection fees	799,00	695,06	655,72	6,00
Search fees per hour or any part thereof	144,00	124,78	117,72	6,00
Deed Search and Copy of Title Deed	188,00	163,68	154,42	6,00
Erf dimensions or zoning information per A4	40,00	35,03	33,04	6,00
Photo copies				
Black				
A0	53,00	45,97	43,37	6,00
A1	26,00	22,99	21,69	6,00
A2	14,00	12,04	11,36	6,00
A3	16,00	14,23	13,42	6,00
A4	5,00	4,38	4,13	6,00
Colour				
A0	106,00	92,17	85,96	6,00
A1	52,00	45,22	43,86	6,00
A2	28,00	24,35	22,81	6,00
A3	32,00	27,83	26,32	6,00
A4	10,00	8,70	8,77	6,00
Maps				
Town map B&W	242,00	210,16	198,27	6,00
Zoning map Colour	537,00	467,39	440,93	6,00

Building Deposits Where possible, building deposits are placed on on a debtor's account relevant to the applicable erf, alternatively the suspense account is utilized Single res. building smaller than 50 m²		662,00	624,00	6,00
Single res. building above 50 m²		2 488,00	2 347,00	6,00
RDP Housing and Informal housing smaller than 50 m²		265,00	250,00	6,00
RDP Housing and Informalhousing above 50 m²		662,00	624,00	6,00
Other zonings (Excl. Single res. And RDP Housing and Informal Housing)		6 615,00	6 240,00	6,00
Paradise Beach caravan park		662,00	624,00	6,00
Churches		331,00	312,00	6,00
Building Plan Deposit	Plus VAT	Sundry Amounts	Sundry Amounts	
Penalties				
Building without approval Whenever a building or structure is erected without the prescribed building plans a penalty of 4 times the building plan fees will be payable.	Plus VAT	Sundry Amounts	Sundry Amounts	
Inspection Fees No inspection called for - all zonings (per inspection)	799,00	695,06	655,72	6,00
Town planning & Erf Information Zoning Certificates	120,00	103,99	98,10	6,00
Extension of Validity Period of Approval	166,00	144,61	136,43	6,00
Reason for Decision of Municipal Tribunal, Land Development Officer or Appeal Authority	166,00	144,61	136,43	6,00
Scheme regulations document : Kouga Municipality	493,00	429,08	404,79	6,00
SDF Colour Maps - Document	754,00	655,66	618,55	6,00
SDF Colour Maps - CD	347,00	302,11	285,01	6,00
Building line relaxation Erf bigger than 400 m² - without advertisement	2 828,00	2 459,54	2 320,32	6,00
Erf smaller than 400 m²	799,00	695,06	655,72	6,00
Land use application Rezoning application : Other	5 559,00	5 266,07	4 967,99	6,00
Rezoning application : RDP Housing	2 859,00	2 485,81	2 345,11	6,00
Departure application : Other	5 559,00	5 266,07	4 967,99	6,00
Departure application : RDP Housing	2 859,00	2 485,81	2 345,11	6,00
Sub-division application : Other (Into 2 Erven)	5 559,00	5 266,07	4 967,99	6,00
Sub-division application : Other (Into 3 - 250 Erven)	11 118,00	10 532,14	9 935,98	6,00
Sub-division application : Other (Into 251 - 1000 Erven)	16 677,00	15 798,21	14 903,97	6,00
Sub-division application : Other (Into > 1000 Erven)	27 795,00	26 330,35	24 839,95	6,00
Sub-division application : RDP Housing	2 859,00	2 485,81	2 345,11	6,00
Combined Application : Rezoning, Sub-Division, Departure & Consent (Into 2 Erven)	7 486,00	6 509,52	6 141,06	6,00
Combined Application : Rezoning, Sub-Division, Departure & Consent (Into 3 - 250 Erven)	12 113,00	10 533,23	9 937,01	6,00
Combined Application : Rezoning, Sub-Division, Departure & Consent (Into 251 - 1000 Erven)	18 169,00	15 799,30	14 905,00	6,00
Combined Application : Rezoning, Sub-Division, Departure & Consent (Into > 1000 Erven)	30 282,00	26 332,54	24 842,02	6,00
All State/Municipal Projects/Applcations are exempt from application fees				
Removal of restrictive title deed conditions	6 672,00	5 801,32	5 472,95	6,00
Consent use application : Other The same as departure - I	5 559,00	5 266,07	2 345,11	6,00

Consent use application : RDP Housing - (the same as dep	2 859,00	2 485,81	2 345,11	6,00
Site Development Plan Submission	1 500,00	1 304,35		NEW
Section 23 application (O15/1985)(Sec 66 Spluma by-law)	1 334,00	1 160,27	1 094,59	6,00
Occupational Practice - Other Rights	315,00	273,65	258,16	6,00
Spaza Shops	544,00	472,87	446,10	6,00
Consolidation	4 619,00	4 016,84	3 789,47	6,00
Augmentation Contributions				
Council will consider entering into a service agreement				
Augmentation Fees				
Electricity	15 276,93	13 284,29	12 349,43	6,00
Roads and Storm Water	5 782,00	5 027,45	4 742,88	6,00
Refuse	3 411,10	2 966,18	2 798,28	6,00
Sewerage	27 715,77	24 100,67	22 736,48	6,00
Water	27 121,82	23 584,19	22 249,24	6,00
Subdivisions/Rezonings/Departures				
Kouga Area				
Any Subdivision / Departure	Plus VAT	Per services agreement	Per services agreement	
Any Rezoning	Plus VAT	Per services agreement	Per services agreement	
Additional Dwelling Unit per newly created unit	72 069,00	62 668,53	59 121,26	6,00
Guest Houses (Accom. Establishment) per m² of total erf	47,00	40,50	38,21	6,00
Any other tariff as determined by Council	Plus VAT	Sundry Amounts	Sundry Amounts	
Advertising Tariffs				
Annual rent guest house boards	311,00	270,36	255,06	6,00
Guest house boards : Application	799,00	695,06	655,72	6,00
Advertising boards confiscated per board <1m²	57,00	49,26	46,47	6,00
Advertising boards confiscated per board >1m²	482,00	419,23	395,50	6,00
Business advertising application < 1m²	198,00	171,85	162,12	6,00
Business advertising application between 1m² and 5 m²	369,00	320,71	302,56	6,00
Business advertising application > 5m²	1 206,00	1 048,62	989,26	6,00
Municipal roads reserve advertising costs per month > 1m²	250,00			NEW
Business advertising cost between 1m² and 5 m²	500,00			NEW
Poster advertising : Application (Max 100 posters)	565,00	491,47	463,65	6,00
Election Posters (Per Party / Per Candidate / Per Ward)	799,00	695,06	655,72	6,00
Advertising Trailers (Per Month or part thereof)	354,00	307,58	290,17	6,00
Illuminated street signs	4 354,00	3 786,18	3 571,87	6,00
Poster advertising (Max 100 posters)	968,00	841,74	794,09	6,00

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 31 MAY 2018 **ITEM: 18/05/F13**

ASSESSMENT OF THE 2018/19 DRAFT MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) BUDGET

1. Purpose

The purpose of this report is to table Provincial Treasury's assessment of the 2018/19 Draft MTREF Budget, which was considered by Council on 29 March 2018.

2. Background

In accordance with section 23 (1) (b) of the MFMA, when the annual budget has been tabled, the Municipal Council must consider any views of the National Treasury and the relevant Provincial Treasury.

The purpose of the Provincial Treasury assessment (refer Annexure 'A'), is to provide the Council with an independent view of the funding status of the 2018/19 Draft MTREF Budget.

3. Discussion

The Provincial Treasury assessment, in relation to the 2018/19 Draft MTREF Budget, indicates that the 2018/19 Budget is funded.

4. Recommendation

4.1 That Provincial Treasury's Assessment of the Municipality's 2018/19 Draft MTREF Budget, be noted.

Noted by the Portfolio Councillor: _____

ANNEXURE " A"

Province of the
EASTERN CAPE
PROVINCIAL TREASURY

Private Bag X0029 • Bhisho • 5605 • REPUBLIC OF SOUTH AFRICA
Tel: +27 (0)41 1010 824 • Fax: +27 (0)41 1010 815 • www.ectreasury.gov.za

Umhla Date: Datum	17 MAY 2018	Ifoni Telephone: Telefoon	(041) 1010 2827
Ireferensi Ref No: Verwysings	FEEDBACK REPORT ON THE 2018/19 DRAFT BUDGET ENGAGEMENT KOUGA MUNICIPALITY	Ifaxi Facsimile Faksimile:	(041) 1010 815
Imibuzo Enquiries: Navrae	THEMBA GWIJA	Amakhasi: Pages: Bladsye:	5
Iposi E-mail: E-pos	themba.gwija@ectreasury.gov.za		

The Accounting Officer
Kouga Local Municipality
P. O. Box 21
Jeffreys Bay
6330

FEEDBACK REPORT ON THE 2018/19 DRAFT BUDGET ENGAGEMENT KOUGA MUNICIPALITY

1.1 INTRODUCTION AND BACKGROUND

As part of the 2018/19 Medium Term Revenue and Expenditure Framework (MTREF) Budget process, Provincial Treasury engaged Kouga municipality on the 26 of April 2018. The engagement outcome reflected a great number of differences from what the municipality had budgeted for and Treasury recalculations. A major difference was on A8, were the municipality had budgeted for a surplus of R29 034 million, while PT recalculation reflected a budget deficit of R79 807 million. Post engagement meetings were arranged to identify the main source of variances and measures to be taken to address them.

This report summaries key factors that were identified as major contributors to the un-fundability of Kouga's draft budget, and actions to be taken to effect a funded budget.

1.2 ASSUMPTIONS AND DATA SHEET

Table 1: Assumed Collection Rates: Pre-Engagement

Name of Municipality	Demarcation Code		Projected & Assumed Collection Rates %			
Kouga	EC108			Fines, penalties and forfeits	Other Revenue	Rates & Serv Charges
Financial Periods		Fin Per				
Audit Year 1	Audit 1	2014/15	88.3%			
Audit Year 2	Audit 2	2015/16	68.9%			
Audit Year 3	Audit 3	2016/17	72.1%			
Current Year	Current Year	2017/18	94.4%	89.0%	89.0%	89.0%
Medium Term Revenue & Expenditure Framework	MTREF Year 1	2018/19	100.0%	89.0%	89.0%	89.0%
Medium Term Revenue & Expenditure Framework	MTREF Year 2	2019/20	100.0%	89.0%	89.0%	89.0%
Medium Term Revenue & Expenditure Framework	MTREF Year 3	2020/21	100.0%	89.0%	89.0%	89.0%

Table 2: Assumed Collection Rates: Post-Engagement

ASSUMPTIONS & DATA SHEET Name of Municipality	Demarcation Code		Projected & Assumed Collection Rates %			
Kouga	EC108			Fines, penalties and forfeits	Other Revenue	Rates & Serv Charges
Financial Periods		Fin Per				
Audit Year 1	Audit 1	2014/15	88.3%			
Audit Year 2	Audit 2	2015/16	68.9%			
Audit Year 3	Audit 3	2016/17	72.1%			
Current Year	Current Year	2017/18	94.4%	100.0%	100.0%	90.0%
Medium Term Revenue & Expenditure Framework	MTREF Year 1	2018/19	100.0%	100.0%	100.0%	93.0%
Medium Term Revenue & Expenditure Framework	MTREF Year 2	2019/20	100.0%	100.0%	100.0%	93.0%
Medium Term Revenue & Expenditure Framework	MTREF Year 3	2020/21	100.0%	100.0%	100.0%	93.0%

A collection rate that a municipality uses in its budget plays a decisive role in determining the fundability of the budget, hence National Treasury (NT) and Provincial Treasury (PT) place emphasis on a realistic collection rate assumed.

The initial rate that PT used was 89%, this was based on the Audited Annual Financial Statement (AFS) collection rate of 83%, the adjustment budget collection rate of 89%, and the municipality's projected collection rate of 93%. A more realistic rate according to PT was 89%, however a consensus was reached to adjust the rate to 93% for "Rates and Services Charges" and to 100% for "Other Income" and "Fines, Forfeits and Penalties". The adjustment was on the basis that, a collection rate that is based on past records does not fully take into consideration efforts made by the municipality to improve its financial outlook.

Because of changes in the collection rates, the budget deficit drops by R40 133 million (from R78 807 million to R38 674 million).

1.3 OTHER PROVISIONS (A8)

A number of issues were raised by the municipality with regards to "Other provisions" in A8, issues that the tool is not taking into account. These are:

- In A8 "Other provision" of R23 191 million, the amount was reduced by R14 561 million and further reduced by a negative rate of 3.8%.
- The R14 561 million which was included in the R23 191 million is annual leave which according to the municipality does not have to be cash-backed as in now but will rather be paid out when employees leave the service.
- A further reduction of 3.8% was mainly because the municipality believed that, of the balance of R8 630 million (R23 191 million less R14 561 million) where items from current provisions that will happen way into the future and as such they don't have to lock money away for things that that will happen way into the future.

The reduction of R20 418 million (R23 191 million- R14 561 million - 3.8%) in other provision reduced the budget deficit further by R20 427 million.

1.4 TRADE CREDITORS AND CHANGES IN WORKING CAPITAL REQUIREMENTS

Table 3: Financial Position (A6)

EC108 - Kouga		MEDIUM TERM REVENUE & EXPENDITURE FRAMEWORK					
Vote Description		2018/19	2018/19	2019/20	2019/20	2020/21	2020/21
R thousand		Budget Year +0	Treasury Calculation	Budget Year +1	Treasury Calculation	Budget Year +2	Treasury Calculation
LIABILITIES							
Current liabilities							
Trade and other payables		56 811	106 807	88 548	108 522	90 319	110 363
Provisions		23 097	23 191	24 344	21 944	25 683	20 605
Non current liabilities							
Borrowing		53 112	47 389	15 090	38 437	6 128	38 437
Provisions		160 132	154 363	165 355	155 610	170 577	156 949
Total non current liabilities		213 244	201 752	180 445	194 047	176 706	195 386
TOTAL LIABILITIES		311 630	350 022	313 334	343 738	313 804	336 627

In the 2016/17 financial year, the municipality recognised as part of its trade payables R45 000 million owed to Nelson Mandela Bay Municipality (NMBM). This was in relation to the water bill by Metro. PT relooked at the situation and it was agreed that Kouga municipality should in fact write off the amount in three consecutive years, with the first write-off in 2018/19 financial year and the rest in the two outer years. It was further alluded that, the amount due to be cleared in the two outer years should be reclassified as non-current liabilities. Correspondence has been prepared by the municipality to the Auditor General (AG) to further confirm the accuracy, the reliability and relevance of the reclassification.

As an interim measure, PT reassessed the fundability of Kouga municipality with R30 000 million being reclassified under borrowings in non-current liabilities (as shown in table 3, yellow highlighted figures). The reclassification resulted in a funded budget of R10 744 million.

1.5 REASSESSMET OF "RESERVES AND RECONCILIATION" (A8) SHEET

The level of funding in respect of the 2018/19 budget of Kouga is reflected in table below.

Table 4: A8- Cash and Investment

EC108 - Kouga	Table A8 Cash backed reserves/accumulated surplus reconciliation			CURRENT YEAR					MEDIUM TERM REVENUE & EXPENDITURE FRAMEWORK					
Description	2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2017/18	2017/18	2018/19	2018/19	2019/20	2019/20	2020/21	2020/21
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Treasury Calculation	Full Year Forecast	Pre-audit outcome	Budget Year +0	Treasury Calculation	Budget Year +1	Treasury Calculation	Budget Year +2	Treasury Calculation
Cash and Investments available														
Cash/cash equivalents at the year end	38 682	78 573	84 254	60 014	59 729	63 739			42 955	48 583	36 693	45 477	49 672	57 709
Other current investments > 90 days	(0)	0	(0)	0	-	-			-	-	-	-	-	-
Non current assets - Investments	-	-	-	-	-	-			-	-	-	-	-	-
Cash and Investments available:	38 682	78 573	84 254	60 014	59 729	63 739			42 955	48 583	36 693	45 477	49 672	57 709
Application of cash and investments														
Unspent conditional transfers	-	-	-	-	-	-			-	-	-	-	-	-
Unspent borrowing	-	-	-	-	-	-			-	-	-	-	-	-
Statutory requirements						(841)				(912)		(845)		(770)
Other working capital requirements	51 428	75 761	56 959	31 618	31 770	35 107			11 144	35 571	8 781	37 653	6 152	39 534
Other provisions				2 268	2 268	2 348			2 776	2 773	3 331	3 327	3 987	3 982
Long term investments committed	-	-	-	-	-	-			-	-	-	-	-	-
Reserves to be backed by cash/investments						-				-		-		-
Total Application of cash and investments:	51 428	75 761	56 959	33 886	34 038	36 613			13 920	37 839	12 112	40 175	10 949	42 756
Surplus(shortfall)	(11 746)	2 813	27 295	26 127	25 691	27 126			29 035	10 744	24 582	5 303	38 723	14 952

- After taking into consideration the first two major factors in 1.2 and 1.3, the municipality has an unfunded budget of R19 247 million.
- This is a great improvement, from a budget deficit of R79 806 million to a deficit of R19 247 million.
- A further improvement can be achieved when the R30 000 million from R45 000 million owed to Metro is reclassified; and then there is a possible budget surplus of R10 744 as reflected in table 4 above.
- The above needs to be effected and subsequently presented to council to enable the adoption of a funded budget.

Ikwezi Lomso Greetings: Serving with Honesty, Humility and Integrity

Compiled by: Mr. M. Ngondo

Signature:..... Date: 17/05/2018

Reviewed by: Mr. E. Le Roux

Signature:..... Date: 17/05/2018

Approved by: Mr. T. Gwija

Signature:..... Date: 17/05/2018

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 31 MAY 2018 **ITEM: 18/05/F14**

CELLPHONE MAST TARIFFS

1. Introduction

The purpose of this report is to request the approval of the proposed cell phone mast tariffs for the 2018/19 financial year.

2. Background

For the purposes of this tariff schedule the following shall mean:

"Act"

Local Government: Municipal Systems Act, 2000 (Act no. 32 of 2000) together with the:

Local Government: Municipal Finance Management (Act no. 56 of 2003);

Local Government: Municipal Property Rates Act, 2004 (Act no. 6 of 2004);

Local Government Municipal Property Rates Amended Act, 2014 (Act no. 29 of 2014);

"Financial Year"

The "financial year" means a year ending on 30 June;

"Standard rate"

The standard rate in relation to interest means that interest, in respect of monies, rates and charges in arrears to Local Authorities will be raised at prime rate, as charged by the commercial banking industry of South Africa.

"Customer"

A person or persons or body corporate occupying or partially occupying premises independently of any other person or persons or body corporate, irrespective of whether electricity is used by such a consumer, used jointly with other consumers or used separately.

The Council receives many applications from cell phone network provider requesting land to erect cell phone tower across the Kouga Municipal area of jurisdiction.

Accordingly, there is a need for a fixed tariff for cell phone towers to be considered by Council.

3 Discussion of proposed Tariff:

3.1 Buildings of a special nature

Cell phone towers, billboards, pylon signs, wind turbines and other Special Buildings: **R1 605.00** per application.

3.2 Table below

CELLPHONE TOWER APPLICATION ASSESSMENT FEES: (EXCLUDING ANY OTHER FEES)			
Tower space for co-location of wireless telecommunications transceiver: space on a tower or mast for the co-location of a single transceiver; includes Optic Fibre Pair to associated Switching Facility	Per antenna per month or pro-rata per month where a full month does not apply	Antenna size is limited to 1.2 metres in diameter, with a maximum load weight of 100kgs. Transceiver must utilise licensed wavebands only. Subject to availability, Client must have a valid ECS and/or ECNS license.	R2 850 per month
Tower space for co-location of wireless telecommunications transceiver: initial installation fee	Once-off charge, per antenna	Charged on initial installation for each antenna	R5,700
Tower space for co-location of wireless telecommunications transceiver: space on a tower or mast for the co-location of a single transceiver; includes Optic Fibre Pair to associated Switching Facility	Per antenna per month or per month pro-rata where a full month does not apply	Antenna size exceeds 1.2 metres in diameter, with a maximum load weight more than 100kgs. Transceiver must utilise licensed wavebands only. Subject to availability, Client must have a valid ECS and/or ECNS license.	R6,500 per month

3. Recommendation

3.1 That the Council **by resolution taken by majority of its full number**,and in terms of Sections 30(2) and 93(4) of the Local Government: Municipal Structures Act, Act 117 of 1998 (as amended), read in conjunction with Chapter 4 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the following fees and charges with effect from 1 July 2018.

3.2 Cell phone towers, billboards, pylon signs, wind turbines and other special Buildings: **R1 605.00** per application.

3.3

CELLPHONE TOWER APPLICATION ASSESSMENT FEES: (EXCLUDING ANY OTHER FEES)			
Tower space for co-location of wireless telecommunications transceiver: space on a tower or mast for the co-location of a single transceiver; includes Optic Fibre Pair to associated Switching Facility	Per antenna per month or pro-rata per month where a full month does not apply	Antenna size is limited to 1.2 metres in diameter, with a maximum load weight of 100kgs. Transceiver must utilise licensed wavebands only. Subject to availability, Client must have a valid ECS and/or ECNS license.	R2 850 per month
Tower space for co-location of wireless telecommunications transceiver: initial installation fee	Once-off charge, per antenna	Charged on initial installation for each antenna	R5,700
Tower space for co-location of wireless telecommunications transceiver: space on a tower or mast for the co-location of a single transceiver; includes Optic Fibre Pair to associated Switching Facility	Per antenna per month or per month pro-rata where a full month does not apply	Antenna size exceeds 1.2 metres in diameter, with a maximum load weight more than 100kgs. Transceiver must utilise licensed wavebands only. Subject to availability, Client must have a valid ECS and/or ECNS license.	R6,500 per month

Noted by the Portfolio Councillor:

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL

FINANCE

DATE: 31 MAY 2018 **ITEM: 18/05/F15**

REVISED CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

1. Purpose

The purpose of the item is to submit the revised Customer Care, Credit Control and Debt Collection Policy to Council for adoption and implementation.

2. Background

The Customer Care, Credit Control and Debt Collection Policy has been reviewed in order to improve debt collection.

3. Recommendation

3.1 That the revised Customer Care, Credit Control and Debt Collection Policy be noted and referred to a Policy Workshop.

Noted by the Portfolio Councillor: 

KOUGA MUNICIPALITY

Customer care, Credit Control and Debt Collection Policy

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PREAMBLE

WHEREAS section 152 (1) (b) of the Constitution of the Republic of South Africa Act 108 of 1996 (*'the Constitution'*) provides that one of the objects of local government is to ensure that the provision of services to communities occurs in a sustainable manner;

AND WHEREAS section 153 (a) of the Constitution provides that a municipality must structure its administration, budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of the community;

AND WHEREAS section 195 (1) of the Constitution provides that the public administration must be governed by the democratic values and principles enshrined in the Constitution, including-

- The promotion of the efficient, economic and effective use of resources;
- The provision of services impartially, fairly, equitably and without bias; and
- The fact that people's needs must be responded to.

AND WHEREAS section 4 (1) (c) of the Local Government: Municipal Systems Act 33 of 2000 (*'the Systems Act')* provides that the Council of a municipality has the right to finance the affairs of the municipality by charging fees for services, imposing surcharges on fees, rates on property and, to the extent authorised by national legislation, other taxes, levies and duties;

AND WHEREAS section 5 (1) (g), read with subsection (2) (b), of the Systems Act provides that members of the local community have the right to have access to municipal services which the municipality provides provided that, where applicable and subject to the policy for indigent debtors, pay promptly for services fees, surcharges on fees, other taxes, levies and duties imposed by the municipality;

AND WHEREAS section 6 (2) (c), (e) and (f) of the Systems Act provides that the administration of a municipality must take measures to prevent corruption; give members of a local community full and accurate information about the level and standard of municipal services that they are entitled to receive; and inform the local community about how the municipality is managed, of the costs involved and the persons in charge;

AND WHEREAS Chapter 9, sections 95, 96, 97, 98, 99 and 100, of the Systems Act provides for Customer Care Management, Debt Collection responsibility of the Municipality, contents of the policy, by-laws that give effect to the policy, Supervisory authority and Implementing authority.

IT IS HEREBY ADOPTED: a Customer Care, Credit Control and Debt Management Policy of the Kouga Municipality.

DEFINITIONS

For the purpose of this policy, the wording or any expression has the same meaning as contained in the Act, except where clearly indicated otherwise and means the following:

"Act"	The Local Government Act: Systems Bill, 2000 (Act No 32 of 2000) as amended from time to time.
"*Agent*"	In relation to the owner of a property, means a person appointed by the owner of the property: *i)* to collect income in respect of the property on behalf of the owner; or ii) to effect payments in respect of the property on behalf of the owner
"*Arrangement*"	A written agreement entered into between the Council and the debtor where specific repayment parameters are agreed to.
"*Arrears*"	Means those rates and service charges that have not been paid by the due date and for which no arrangement has been made.
"*Authorized Representative*"	Person or instance legally appointed by the Council to act or to fulfil a duty on its behalf;
"*CFO*"	Person appointed as the Chief Financial Officer of the ` Municipality, or his or her nominee.
"*Council*"	The municipal council, as referred to in section 157 of the Constitution of the Republic of South Africa Act 108 of 1996, of the KOUGA Municipality established by part 10 of provincial notice 110, dated 2 December 2000;
"*Credit Control*"	All the functions relating to the collection of monies owed by ratepayers and the users of municipal services.
"*customer*"	Any owner/landlord or occupier of a property to which property the Municipality has agreed to supply services or already supplies

services, and any customer of a property not receiving services but for which property services had been made available, and any person liable to the Municipality for taxes, rates or other charges.

"*defaulter*" Any Person who owing the Council arrear monies in respect of rates and / or service charges;

"*engineer*" The person in charge of the civil and/or electrical component of Council;

"*equipment*" A building or other structure, pipe, pump, wire, cable, meter, engine or any accessories;

"*Implementing Authority*"

Means the Municipal Manager or his or her nominee, acting in terms of section 100 of the Systems Act.

"*interest*" A charge levied with the same legal priority as service fees and calculated at a rate determined by council from time to time on all arrear monies;

"*municipal account*"

An account rendered specifying charges for services provided by the municipality, or any authorised and contracted service provider, and/or assessment rates levies;

"*Municipality*" Includes a Municipality referred to in section 155 (6) of the Constitution;

"*Municipal Manager*"

The person appointed as Municipal Manager in terms of section 82 of the Local Government: Structures Act, 1998, (Act 117 of 1998) and include any person acting in that position or to whom authority was delegated;

"*municipal services*"

Those services provided by the municipality, such as, inter alia the supply of water and electricity, refuse removal, sewerage treatment, and for which services charges are levied;

"*occupier*" Any person who occupies any property or part thereof, without regard to the title under which he or she occupies the property,

"*owner*" –

(a) The person in whom from time to time is vested the legal title to premises;

(b) In a case where the person in whom the legal title is vested is insolvent or dead, or is under any form of legal disability whatsoever, the person in whom the administration of and control of such premises is vested as curator, trustee, executor, administrator, judicial manager, liquidator or other legal representative;

(c) In a case where the Council is unable to determine the identity of such person, a person who is entitled to the benefit of such premises with a building thereon;

(d) In the case of a lease agreement in excess of 30 years was entered into, then the lessee:

(e) Regarding:-

i. A portion of land delineated on a sectional plan registered in terms of the Sectional Titles Act 1986, (Act 95 of 1986), and without restricting the above the developer or the body corporate in respect of the common property; or

ii. A section as defined in such Act, the person in whose name such a section is registered under a sectional title deed and includes the lawfully appointed agent of such a person;

(f) Any legal person including but not limited to-

i. A company registered in terms of the Companies Act, 1973 (Act 61 of 1973), a trust, a closed corporation registered in terms of the Closed Corporations Act, 1984 (Act 69 of 1984) and a voluntary association;

ii. Any department of State;

iii. Any Council of Board established in terms of any legislation applicable to the Republic of South Africa;

iv. Any Embassy or other foreign entity;

"*premises*" (property) Includes any piece of land, the external surface boundaries of which are delineated on-

i. A general plan or diagram registered in terms of the Land Survey Act, 1927 (9 of 1927), or in terms of the Deed Registry Act, 1937 (47 of 1937); or

ii. A sectional plan registered in terms of the Sectional Titles Act, 1986 (95 of 1986), which is situated within the area of jurisdiction of the Council;

"*Unreliable customer*" Includes an account holder, who according to his or her payment record fails to settle his or her Municipal account by the due date or who is in arrears with payments due to the Municipality or who tampers or interferes with metering equipment, seals or the supply of Municipal services.

"*Supervisory Authority*"

Means the Executive Mayor of the Municipality or his or her nominee, acting in terms of Section 99 of the Systems Act.

1. GENERAL OBJECTIVES

The objectives of this policy are:-

1.1 To provide a framework within which the Municipality can exercise its executive and legislative authority with regard to credit control and debt collection;

1.2 To ensure that all monies due and payable to the Municipality are collected and used to deliver services in the best interest of the community; residents and customers; and, in a financially sustainable manner;

1.2 To provide a framework for customer care;

1.4 To describe credit control measures and sequence of events;

1.5To outline debt collection procedures and mechanisms;

1.6 To set realistic targets for debt collecting.

2. PRINCIPLES

2.1 The administrative integrity of the municipality must be maintained at all costs. The democratically elected councillors are responsible for policy-making, while it is the responsibility of the Municipal Manager to ensure the execution of these policies.

2.2 All customers must complete an official application form, formally requesting the municipality to connect them to service supply lines. Existing customers may be required to complete new application forms from time to time, as determined by the Municipal Manager.

2.3 Only owners accounts will be opened, and all tenant accounts will be phased out.

2.4 A copy of the application form, conditions of services and extracts of the relevant council's credit control and debt collection policy and by-laws must be handed to every customer on request at such fees as may be prescribed by Council.

2.5 Billing is to be accurate, timeous and understandable.

2.6 The customer is entitled to reasonable access to pay points and to a variety of reliable payment methods.

2.7 The customer is entitled to:

2.7.1 Reasonable access to pay points

2.7.2 A variety of reliable payment methods; and

2.7.3 an efficient, effective and reasonable response to appeals, and should suffer no disadvantage during the processing of a reasonable appeal.

2.8 Enforcement of payment must be prompt, consistent and effective.

2.9 Unauthorised consumption, illegal connection and reconnection, the tampering with or theft of meters, service supply equipment and the reticulation network and any fraudulent activity in connection with the provision of municipal services will lead to disconnections, penalties, loss of rights and criminal prosecutions.

2.10 Incentives and disincentives may be used in collection procedures.

2.11 The collection process must be cost-effective.

2.12 Results will be regularly and efficiently reported by the Municipal Manager and the Executive Mayor.

2.13 Non-payment of accounts will serve to, inter alia, categorise customers according to credit risk and to determine relevant levels of services and deposits required.

3. DUTIES AND FUNCTIONS

3.1 Duties and Functions of Council

3.1.1. To approve a budget consistent with the needs of communities, ratepayers and residents.

3.1.2. To impose rates and taxes and to determine service charges, fees and penalties to finance the budget.

3.1.3. To facilitate sufficient funds to give access to basic services for the poor.

3.1.4. To provide for a bad debt provision, in line with the payment record of the community, ratepayers and residents, as reflected in the financial statements of the municipality.

3.1.5. To set an improvement target for debt collection, in line with acceptable accounting ratios and the ability of the Implementing Authority.[3]

3.1.6. To approve a reporting framework for credit control and debt collection.

3.1.7. To consider and approve by-laws to give effect to the Council's policy.

3.1.8. To be a supervisory authority to monitor the performance of the performance of the Municipal Manager /Executive Mayor regarding customer care, credit control and debt collection.

3.1.9. To revise the budget should Council's targets for credit control and debt collection not be met.

3.1.10. To take disciplinary and/or legal action against councillors, officials and agents who do not execute council policies and by-laws, or a act improperly in terms of such policies.

3.1.11. To approve a list of attorneys that will act for Council in all legal matters relating to debt collection.

3.1.12. To delegate the required authorities to monitor and execute the credit control and debt collection policy to the Executive Mayor and Municipal Manager and Service Provider respectively.

3.1.13. To provide sufficient capacity in the Municipality's Financial Department for credit control and debt collection. Alternatively to appoint a Service Provider, or debt collection agent.

3.1.14. To assist the Municipal Manager in the execution of his duties, if and when required.

3.1.15. To provide funds for the training of staff.

To revise the budget should the targets for customer care, credit control and debt collection not be met.

3.1.1.1 To take disciplinary and/or legal action against Councillors, officials (as per the collective agreement) and agents who do not execute the policy and by-law or act improperly in terms thereof.

3.1.2.2 To delegate the required authorities to monitor and execute the Customer Care, Credit Control and Debt Collection Policy to the Executive Mayor, Municipal Manager and Service Providers respectively.

3.1.2.3 To provide sufficient capacity in the Financial Services Department to execute customer care, credit control and debt collection or alternatively appoint service providers, or debt collection agents.

3.2 DUTIES AND FUNCTIONS OF EXECUTIVE MAYOR

3.2.1 To ensure that Council's budget, cash flow and targets for debt collection are met and executed in terms of the policy and relevant by-laws.

3.2.2 To monitor the performance of the Municipal Manager in implementing the policy and by-laws.

3.2.3 To review and evaluate the policy and by-laws in order to improve the efficiency of customer care, credit control and debt collection procedures, mechanisms and processes.

3.2.4 To report to Council.

3.3 DUTIES AND FUNCTIONS OF THE MUNICIPAL MANAGER

3.3.1 To implement good customer care management systems.

3.3.2 To implement the Customer care, credit control and debt collection policy.

3.3.3 To install and maintain an appropriate accounting system.

3.3.4 To bill customers.

3.3.5 To demand payment on due dates.

3.3.6 To raise penalties for defaults.

3.3.7 To appropriate payments received.

3.3.8 To collect outstanding debt.

3.3.9 To provide different payment methods.

3.3.10 To determine customer care, credit control and debt collection measures.

3.3.11 To determine relevant work procedures for, inter alia, public relations, reminders, final demands, arrangements, disconnections of services, summonses, attachments of assets, sales in execution, write-off of debts, sundry debtors and legal processes.

3.3.12 To instruct attorneys to proceed with the legal process (i.e. attachment and sale in execution of assets, emolument attachment orders etc.).

3.3.13 To set performance targets for staff.

3.3.14 To appoint staff to execute council's policy and by-laws in accordance with council's staff policy.

3.3.15 To delegate certain functions to heads of departments.

3.3.16 To determine control procedures.

3.3.17 To monitor contracts with service providers in connection with credit control and debt collection

3.3.18 To report to the Executive Mayor.

3.4 DUTIES AND FUNCTIONS OF COMMUNITIES, RATEPAYERS AND RESIDENTS

3.4.1 To fulfil certain responsibilities, as brought about by the privilege and or right to use and enjoy public facilities and municipal services.

3.4.2 To pay service fees, rates on property and other taxes, levies and duties imposed by the municipality.

3.4.3 To observe the mechanisms and processes of the municipality in exercising their rights.

3.4.4 To allow municipal officials reasonable access to their property to execute municipal functions at a time that is agreeable by the consumer and municipal officials.

3.4.5 To comply with the policy and by-laws and other legislation related to customer care, credit control and debt collection.

3.4.6 To refrain from damaging and or tampering with municipal services and property.

3.4.7 To inform the Municipality in writing of any changes in his/her address or a contact details.

3.5 DUTIES AND FUNCTIONS OF COUNCILLORS

3.5.1 To hold regular ward meetings.

3.5.2 To adhere to and convey council policies to residents and ratepayers.

3.5.3 To adhere to the Code of Conduct for Councillors.

3.5.4 To always pay amounts that are owed in respect of Municipal rates, taxes and services and not to default on payments. The Municipality may deduct any outstanding amounts from a Councillor, if the Councillor has not paid amounts that are due to the Municipality for more than three
(3) months.

3.5.5 The normal credit control procedures shall also apply to any arrear account of a Councillor.

4. AREA OF APPLICATION

This policy applies throughout the area of the Municipality.

5. APPLICATION FOR SERVICES

4.1 Consumers who require a service must enter into a written service agreement with the municipality.

4.2 The process must occur ten (10) days prior to taking occupation of the premises, so that the Municipality can ensure that a meter reading is taken on the appropriate day and that the services are available when occupation is taken. Failure to adhere to the timeframe may result in customers not having the services available when occupation is taken.

4.3 The Municipality will render the first account after the first meter reading cycle to be billed following the date of signing the service agreement.

4.4 Consumers who illegally consume services without this agreement will be subject to punitive action.

6. CUSTOMER SERVICE AGREEMENTS

5.1 Customer service agreements are those agreements that will be from time to time be entered into between the customer and the Municipality for the supply of municipal services.

5.2 The contents of the agreement includes this policy as well as:

An undertaking by customers:

- That they are liable for the costs of collection, including any administration fees, penalties for late payment, legal costs, interest, disconnection fees and reconnection fees;
- That any alleged non-receipt of an account does not stop the collection process;

An undertaking by Council:

- That it will deliver accounts to customers.
- That it will inform customers that they are required to request statements in the event that they do not receive an account.

5.3 Only owners accounts will be opened, and all tenant accounts will be phased out.

7. DEPOSITS AND GUARANTEES

6.1 The deposits are payable when new customers sign-on and when existing customers move to a new supply address.

Guarantees are only permitted for businesses and only under circumstances as determined by Council from time to time.

6.2 Customers must pay a deposit equal to an amount as determined by Council from time to time.

6.3 The Municipality may increase deposits to an amount equal to one month's billing.

7. ACCOUNTS AND BILLING

7.1 Customers will receive one consolidated bill for all services to a property, which is situated within the boundaries of the Municipality.

7.2 Accounts are produced in accordance with the meter reading cycles.

7.3 An account will be rendered each month in cycles of approximately 30 days.

7.4 The Municipality will undertake to have the accounts delivered to all consumers. However non-receipt of an account does not prevent interest charges and debt collection procedures. In the event of non-receipt of an account, the onus rests on the account holder to obtain a copy of the account at a prescribed, before the due date.

7.5 Accounts must be paid on the due date as indicated on the account. Interest on arrears will accrue after due date if the account remains unpaid irrespective of the reason for non-payment.

7.6 Payments for accounts must be received on or before the due date at a Municipal pay-point by the close of business. In the case of any electronic payments or payments via agents, the money must be received in the municipal bank account on or before the due date and not later than the close of Business.

7.7 Consumers will be notified of their unpaid accounts prior to the commencement of the debt collection process.

7.8 Non-payment of the account will result in debt collection action in terms of this section 15 of this policy.

8. METERING OF CONSUMABLE SERVICES

8.1 The municipality may introduce various metering equipment and customers may be encouraged to convert to a system preferred by the municipality.

8.2 Customers who default (fail to pay by a due date) may be required by the municipality to convert to a pre-paid system.

8.3 Prepayment metering is the preferred installation for all new domestic and where applicable, business accounts.

8.4 Meters (conventional) will be read monthly. Should circumstances prevent reading the Municipality is entitled to estimate a reading that is within reason comparable to past consumption.

8.5 A Customer is responsible to ensure access to metering equipment at a time that is agreeable by the consumer and the municipal officials and will accept any cost to ensure access (such as relocating the meter) if satisfactory access is not possible.

8.6 Voluntary readings:

- These will be permitted provided the municipality obtains any final reading should the customer move to another supply address.
- Customers may be liable for a fee to cover the costs of obtaining a reading if no advance warning is given and special arrangements are required to obtain a reading.
- The Municipality is entitled to make suitable adjustments to the readings should the debtor fail to ensure that a final reading is obtained.
- An audit reading during the normal reading cycles must be obtained once every six months. If a special audit reading becomes necessary this will be done at the cost of the consumer.
- The customer may elect to supply voluntary readings subject to compliance with the rules. The Chief Financial Officer may, however, cancel the voluntary reading convenience if the customer fails to ensure the audit reading is obtained or should the customer fail to render readings on two consecutive occasions.

8.7 Routine or special maintenance of metering equipment will be communicated to the customer. The meter replacement advice will indicate the removal reading.

9. VALUATION OF PROPERTIES

9.1 All properties within the boundaries of the KOUGA Municipality are to be valued in terms of the legislation, applicable to the valuation of properties for the purpose of levying property rates.

10. CUSTOMER ASSISTANCE PROGRAMMES

These are programmes that the Municipality has designed to assist customers meet their obligations, such as:

10.1 Water leak rebates;
10.2 Rates rebates only to economic houses;
10.3 Arrangements for settlement;
10.4 Payment of rates annually;
10.5 Indigent assistance scheme.
10.6 Free basic services

*10.1 **WATER LEAK REBATE***

Excess charges due to water leaks on the account will be recalculated in terms of the "Water Leak" tariff, provided that the following conditions are applied:

- That the leak be repaired within 48 hours of detection.
- That a certificate from a registered plumber or, in the event that the leak was repaired by someone other than a registered plumber, a sworn affidavit must reach the Municipality within ten (10) days of the leak having been repaired.

*10.2 **RATES REBATE***

Rebates on rates may be granted by Council in terms of Council's rating policy.

*10.3 **ARRANGEMENTS FOR SETTLEMENT***

10.3.1 Arrangements are permissible for debtors who experience difficulties in paying their accounts.

10.3.2 The terms applicable for the settlement of arrear debt will be as approved by Council from time to time.

10.4 ***PAYMENT OF RATES ANNUALLY***

10.4.1 Owners may pay the property rates annually on or before the 31st of August each year, but must apply in writing.

10.4.2 Interest shall accrue on all annually paid rates accounts if they are not paid by the due date as indicated on the account.

10.5 ***INDIGENT ASSISTANCE SCHEME***

An account holder may apply to the Municipality, in the prescribed manner, to be declared indigent provided that the following conditions are applied:

- That the gross household income does not exceed the poverty threshold value as determined by Council Indigent Policy.
- That the Municipality may inspect the property occupied by the applicant and in respect of which municipal services are rendered to assess the merits of the application.
- *Any aggrieved person who was not successful in the application to be regarded as indigent may lodge an appeal to the Chief Financial Officer within a period of ten (10) days from the date on which the aforesaid decision has been communicated to him/her.*

10.6 **FREE BASIC SERVICES**

Council will provide free basic services to indigent debtors, on a monthly basis as determined in the Indigent Policy.

11. COMMUNICATION

11.1 The municipality will at its own cost make the Credit Control and Debt Collection policy brochure available to the community. Any amendments may be communicated in a newsletter from time to time.

11.2 Councillors must from time to time, address ward committees on the contents of the policy and any amendments thereto.

12. PAYMENT FACILITIES AND METHODS

12.1 Municipal payment and enquiry facilities will be maintained subject to acceptable levels of activity when compared to the operational costs. The Municipal Manager or his/her designate has the discretion to open and close offices as required.

12.2 The consumer acknowledges that any agent used for transmitting payments to the Municipality is at the risk and cost of the consumer. In addition the consumer must take into account the transfer time of the particular agent.

12.3 A range of payment methods are available and may be extended as required subject to financial implications. The Municipality shall actively monitor the effectiveness of pay facilities, methods and convenience for consumers.

12.4 The Chief Financial Officer shall allocate payments according to pre-determined priorities.

13. ENQUIRIES AND APPEALS

13.1 Any resident or consumer who may feel aggrieved concerning his/her account may address a grievance / appeal to the Municipal Manager or Chief Financial Officer or visit any Customer Care Office provided by the municipality.

13.2 A customer who has lodged an enquiry is not relieved of the responsibility to maintain regular payment of the account. An interim payment similar to the average account must be paid by the due date pending finalisation of the enquiry. Failure to make a payment will result in debt collection action been instituted against the customer.

13.3 Depending on the nature of the enquiry and the resources available, the enquiry must receive a response within 10 days.

13.4 If a customer has received a response and is still not convinced that the account is not correct, the customer may approach the relevant Ward Councillor to assist with the enquiry.

14. TENDERS FOR BUSINESS

The Procurement Policy and Tender Conditions of the Municipality will include the following:

14.1 When inviting tenders for the provision of services or delivery of goods, potential contractors may submit tenders subject to a condition that consideration and evaluation thereof will necessitate that the tenderer obtain from the municipality a

certificate stating that all relevant municipal accounts owing by the tenderer and/or its directors, owners or partners have been paid or that suitable arrangements (which include the right to set off in the event of non-compliance) have been made for payment of any arrears.

14.2 No tender will be allocated to a person/contractor until a suitable arrangement for the repayment of arrears, has been made. No further debt may accrue during contract period.

14.3 A condition allowing the municipality to deduct any moneys owing to the municipality from contract payments.

15. DEBT COLLECTION

The Chief financial Officer is authorised to institute these mechanisms without exception and with the intention of proceeding until the debt is collected.

15.1 Where appropriate, the Municipality must at all times attempt to advise an account holder of an impending disconnection or restriction of a supply, and the following mechanisms may be applied should an account holder fail to settle a municipal account by the due date:

(a) Delivering or mailing of a final demand and explaining to the account holder the status of the account and the consequences of not paying or concluding an arrangement;

(b) informing the account holder verbally, in writing, telephonically, or by electronic means of the overdue amount and the impending disconnection or restriction of services;

(c) disconnecting or restricting the supply of municipal services to the premises and the serving of a disconnection or restriction notice on the account holder; or

(d) debiting the municipal account of the account holder with all relevant fees or penalties approved by the municipality.

15.2 Where the metered supply had been disconnected or restricted, and should the account holder still fail to pay the account, the premises may be revisited at regular intervals to ensure that the metered supply remains disconnected or restricted, and if it is found that the supply which had been disconnected or restricted previously has been restored –

(a) the municipality has the right to take whatever action is required in terms of section 30, and the account holder is responsible for the relevant fees or charges or damages caused;

(b) the municipality may refuse to supply services for a period determined by the municipality ; and

(c) in the instance of the use of a pre-paid meter, the municipality may cease further vending of pre-paid services.

15.3 Where a duly authorised officer of the municipality has visited the premises for the purpose of disconnecting or restricting the supply and

was obstructed or prevented from effecting such disconnection or restriction, an amount equal to the prescribed fee for a reconnection becomes payable for each visit necessary for the purpose of such disconnection or restriction, subject to a maximum of two such visits during which disconnection or restriction could not be effected.

15.4 The municipality may use any one or more of the following mechanisms to secure full payment of any amounts owing to it:

(a) requiring the account holder to convert to a pre-paid metering system;
(b) allocating a portion of any pre-paid payment to other debts;
(c) publishing a list of account holders who remain in default;
(d) withholding payment of a grand-in-aid and subject to the provisions of section 32, excluding the account holder from the tender process;
(e) withholding payment on contracts for settlement of the municipal account;
(f) reviewing and altering the conditions of the service agreement;
(g) instituting legal proceedings for the recovery of the debt;
(h) classifying the account holder as an unreliable customer;
(i) using the services of external debt collection specialists or agencies;
(j) insisting on conversion to pre-paid metering at the cost of the account holder; or
(k) employing any other methods authorised by the municipality from time to time to recover arrear amounts.

15.5 The cost of collection, where applicable, is to the account holder's account.

15.6 Subject to the provisions of sections 28 and 29 of the Property Rates Act, 2004 Act 6 of 2004), the right to deny, restrict, disconnect or terminate services due to the non-payment for any rates, metered services, other municipal charges, levies, fees, fines, interest, taxes or any other amount or amounts payable arising from any other liability or obligation prevails notwithstanding the fact that –

(a) payment was intended for any specific service; or
(b) the person who entered into a service agreement for supply of services with the municipality and the owner are different entities or persons, as the case may be.

The following mechanisms are to be used to collect:

15.1.1 Disconnection / restriction of metered services for all overdue rates and service charges.

15.1.2 Barring from buying prepayment services by debtors who are in arrears with rates and service charges, and or 30% of the purchases of electricity and water will be taken towards the

arrears;

15.1.3 Allocating a portion of any payment for prepayment services to arrear debt.

15.1.4 Insisting on prepayment supplies be installed at the cost of the debtor.

15.1.5 Emolument attachment orders on debtors' salaries.

15.1.6 Withholding of rates clearance certificates under certain conditions. (Refer to section 118 of the Systems Act of 2000.)

15.1.7 Legal process, including the attachment and sale of goods or immovable property.

15.1.8 Arrangements may only be concluded on the following basis for

Domestic account holders, for first time defaulters:

Total gross household income per month	Initial down-payment	Minimum payment per month
R0 to R2500	Minimum of R100	Current account if in excess of subsidy, and a minimum of R100
R2501 to R4000	Minimum of R1000	Current account plus a minimum of R500
R4001 to R6000	Minimum of R1500	Current account plus a minimum of R500
R6001 to R12000	Minimum of R2000	Current account plus a minimum of R500
R12000 and above	Minimum of R2500	Current account plus a minimum of R500

The minimum amount is subject to the outstanding balance.

Business account holders in arrears will be treated as follows:

- Business account holders (includes all types of commercial, hospitality and industrial activities and instances of multiple dwelling units) will only be given repayment terms if they pay the reassessed security deposit up front;

- A down payment of at least 50% or such other higher percentage as the Chief Financial Officer (CFO) may approve, of the amount in arrears including any fees or penalties or other charges owing plus the current account;

- A maximum repayment period of 6 months with a minimum monthly repayment of R1 000 per month plus payment of the current account; if approved by the CFO or the person acting in that position in the absence of the CFO.

- All agreements entered into with this category of account holder will only be valid if approved by the CFO or the delegated official.

- The account holder agreeing to set-off being applied to any amounts owing to the account holder by the municipality currently.

Churches, crèches, sports clubs, welfare and any other welfare or NGO's will be treated as follows:

- This category of account holder will only be allowed to enter into an arrangement for the repayment of arrears after the payment of the reassessed security deposit up front;

- A minimum down payment of 20% plus the current account;

- The current account plus a minimum determined according to the outstanding balance;

When an account holder defaults on an arrangement for the first time only, the arrangement may be reinstated subject to the approval of the CFO or the delegated person and only on the following condition:

- All unpaid instalments as well as current amounts must be paid in full and only in cash or electronic transfer.

15.9 No person will be allowed to enter into a second agreement if the first agreements was dishonoured, except in special merit cases;

15.10 When disconnection of electricity and/or water supply takes place due to non-payment, the consumer's deposit will be adjusted to the current minimum;

15.11 When services are illegally restored, criminal action will be taken if possible;

15.12 Where water and electricity accounts remain outstanding or unpaid for more than 2 (two) months, the account will be handed over to debt collectors for collection and/or legal action to the attorneys. These clients will have to make further arrangements at the Attorney and/or debt collectors, for the arrear account. The current monthly account must be paid directly to the Kouga Municipality.

15.13 After a debtor has been handed over for collection, the case will not be withdrawn unless there was a mistake or oversight on the part of the Kouga Municipality;

16. THEFT AND FRAUD

16.1 The Municipality does not condone theft and fraud of municipal services and will monitor the service networks for signs of tampering or irregularities.

16.2 The Council may approve specific penalties and distinguish between cases of vandalism and theft.

16.3 Subsequent acts of tampering may lead to a refusal to supply certain services for determined periods.

17. REPORTING AND PERFORMANCE MANAGEMENT

17.1 The Chief Financial Officer shall report monthly to the Municipal Manager in a suitable format to enable the Municipal Manager to report to the Executive Mayor as supervisory authority in terms of section 99 of the Systems Act, read with section 100(c). This report shall contain particulars on:

17.1.1 Cash collection statistics, showing high-level debt recovery information (numbers of customers; enquires; arrangements; default arrangements; growth or reduction of arrear debt). Where possible, the statistics should ideally be divided into wards, business (commerce and industry), domestic, state, institutional and other such divisions.

17.2 If in the opinion of the Chief Financial Officer, Council will not achieve cash receipt income equivalent of the income projected in the annual budget as approved by Council, the Chief Financial Officer will report this with motivation to the Municipal Manager who will, if he agrees with the Chief Financial Officer, immediately move for a revision of the budget according to realistically realisable income levels.

17.3 The Executive Mayor as Supervisory Authority shall, at intervals of 3 months, report to Council as contemplated in section 99(c) of the Systems Act.

18. INCOME COLLECTION TARGET

The long-term target is a debtor turnover ratio of 45 days, that is, debtors are expected to pay for services on average in a month and a half.

19. APPLICATION OF THE POLICY

The Council reserves the right to differentiate between different categories of consumers, debtors, services or service standards when applying the Policy. The Council will on application of the credit control policy avoid discrimination as forbidden by the Constitution unless it is established that the discrimination is fair as allowed by the Constitution.

REPORTS BY THE PORTFOLIO CHAIRPERSON: CORPORATE SERVICES

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

CORPORATE SERVICES

DATE: 31 MAY 2018 **ITEM NO: 18/05/CORP2**

EMPLOYMENT EQUITY: STATUS QUO REPORT

1. Introduction

The purpose of this item is to report to the Committee on the status Quo of Employment Equity in the Municipality.

2. Legislative Provisions

The aim of the Employment Equity Act, No. 55, 1998 (as amended) is to facilitate workplace transformation. It incorporates two elements: a) the elimination of unfair discrimination and b) the implementation of affirmative action and measures to enable equitable representation of employees from different race, gender, and disability groups in the workplace.

3. Background

Kouga Local Municipality has an approved Employment Equity plan as adopted by Council in June 2017. On the 8th of January 2018 the Municipality submitted its Employment Equity Report to Department of Labour, online as legislated.

On the 24th of January 2018, the Municipality was notified it will be placed under Director General review in terms of section 43 of the Employment Equity Act. This means the Director General of Labour will scrutinise the levels of compliance by the Municipality in terms of the Employment Equity Act.

On the 26th of February 2018 the Department of Labour had a meeting with the Municipality. Subsequent to that, the Department of Labour raised a report to the Municipality with the following findings:

1. Consultation was not concluded by the employer as Kouga Municipality did not attempt to reach agreement with employees and their representatives on the relevant matters for Consultation as espoused in section 17. Employees from designated and non-designated groups were not consulted as well as employees reflecting the different occupational levels.
2. The employer did not conduct an analysis to identify barriers which have an adverse effect on people from designated groups. Furthermore, there is no profile to identify underrepresentation of persons from designated groups.
3. The Employment Equity Plan is in contravention of section 20 of the act, thus the plan is invalid. An Employment Equity plan in terms of an EE13 form must be completed.

The Municipality was given a deadline of 31 May 2018 to rectify the above. There is an option of an extension if needed.

The following action plan was implemented to rectify these major discrepancies;

Action	Timeframe
1. Appoint a designated EE manager in terms of section 24	Completed- Director K. Moodley appointed
2. Reconstitute the EE committee in terms of section 16 of the Act	Completed- Nominations done
3. Analysis in terms of section 19	Desktop Completed
4. Development of a new EE plan in terms of section 20	Desktop Completed
5. Consultations with Labour at the Employment Equity forum and the Local Labour forum in terms of section 17	EE Committee Meeting scheduled for end of April 2018
6. Approval by Council	End of May 2018

The following analysis was done in terms of section 19 of the Act:

ANALYSIS OF WORKFORCE PROFILE BY OCCUPATIONAL LEVEL IN TERMS SECTION 19 OF THE ACT

TOP MANAGEMENT (Municipal Manager)

	MALE				**FEMALE**				**FOREIGN NATIONAL**		**TOTAL**
	A	**C**	**I**	**W**	**A**	**C**	**I**	**W**	**MALE**	**FEMALE**	
EAP PROVINCIAL	42.3%	5.6%	0.4%	3.8%	39.5%	5.0%	0.2%	3.1%	0	0	100%
EAP NATIONAL	42.6%	5.3%	1.8%	5.3%	35.6%	4.6%	1.0%	4.0%	0	0	100%
ACTUAL	0	0	0	1 (100&)	0	0	0	0	0	0	1
%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	100%

SENIOR MANAGEMENT (Section 56 Directors)

	MALE				FEMALE				FOREIGN NATIONAL		TOTAL
	A	C	I	W	A	C	I	W	MALE	FEMALE	
EAP PROVINCIAL	42.3%	5.6%	0.4%	3.8%	39.5%	5.0%	0.2%	3.1%	0	0	100%
EAP NATIONAL	42.6%	5.3%	1.8%	5.3%	35.6%	4.6%	1.0%	4.0%	0	0	100%
ACTUAL	0	1	0	1	2	0	1	0	0	0	5
%	**0%**	**20%**	**0%**	**20%**	**40%**	**0%**	**20%**	**0%**	**0%**	**0%**	**100%**

COMMENTS: Coloured males are overrepresented by 14.4%, White males by 16.2%, Indian Females by 19.8%, and African Females is the less overrepresented by 0.5%.

PROFESSIONALLY QUALIFIED (Task grade 14-17 officials)

	MALE				FEMALE				FOREIGN NATIONAL		TOTAL
	A	C	I	W	A	C	I	W	MALE	FEMALE	
EAP PROVINCIAL	42.3%	5.6%	0.4%	3.8%	39.5%	5.0%	0.2%	3.1%	0	0	100%
EAP NATIONAL	42.6%	5.3%	1.8%	5.3%	35.6%	4.6%	1.0%	4.0%	0	0	100%
ACTUAL	2	6	0	10	2	3	0	2	0	0	25
%	**8%**	**24%**	**0%**	**40%**	**8%**	**12%**	**0%**	**8%**	**0%**	**0%**	**100%**

COMMENTS: African males are underrepresented by 34.3%, Coloured males are overrepresented 18.4%, White males are overrepresented by 36.2%, African females are underrepresented by 31.5%, Coloured females are overrepresented by 7%, and white females is overrepresented by 4.9%.

SKILLED TECHNICAL (Task grade 9-13 officials)

	MALE				FEMALE				FOREIGN NATIONAL		TOTAL
	A	C	I	W	A	C	I	W	MALE	FEMALE	
EAP PROVINCIAL	42.3%	5.6%	0.4%	3.8%	39.5%	5.0%	0.2%	3.1%	0	0	100%
EAP NATIONAL	42.6%	5.3%	1.8%	5.3%	35.6%	4.6%	1.0%	4.0%	0	0	100%
ACTUAL	32	68	0	14	29	23	0	16	0	0	182
%	**17.5%**	**37.5%**	**0%**	**7.7%**	**15.9%**	**12.6%**	**0%**	**8.8%**	**0**	**0**	**100%**
COMMENTS: African males is underrepresented by 24.8%, Coloured males are overrepresented by 31.9%, white males are overrepresented by 3.9%, African females underrepresented by 23.6%, Coloured females are overrepresented by 7.6%, white females are overrepresented by 5.7%.											

SEMI-SKILLED (Task grade 4-8 officials)

	MALE				FEMALE				FOREIGN NATIONAL		TOTAL
	A	C	I	W	A	C	I	W	MALE	FEMALE	
EAP PROVINCIAL	42.3%	5.6%	0.4%	3.8%	39.5%	5.0%	0.2%	3.1%	0	0	100%
EAP NATIONAL	42.6%	5.3%	1.8%	5.3%	35.6%	4.6%	1.0%	4.0%	0	0	100%
ACTUAL	134	125	0	7	33	35	0	3	0	0	337
%	**39.8%**	**37.1%**	**0%**	**2.1%**	**9.8%**	**10.4%**	**0%**	**0.9%**	**0%**	**0%**	**100%**
COMMENTS: African males are underrepresented by 2.5%, Coloured males are overrepresented by 31.5%, white males are underrepresented by 1.7%, African females are underrepresented 29.7%, coloured fameless are overrepresented by 5.4%, white females are underrepresented by 2.2%.											

UNSKILLED (Task grade 1-3 officials)

	MALE				FEMALE				FOREIGN NATIONAL		TOTAL
	A	C	I	W	A	C	I	W	MALE	FEMALE	
EAP PROVINCIAL	42.3%	5.6%	0.4%	3.8%	39.5%	5.0%	0.2%	3.1%	0	0	100%
EAP NATIONAL	42.6%	5.3%	1.8%	5.3%	35.6%	4.6%	1.0%	4.0%	0	0	100%
ACTUAL	101	83	0	0	61	47	0	1	0	0	293
%	**34.5%**	**28.3%**	**0%**	**0%**	**20.8%**	**16.1%**	**0%**	**0.3%**	**0%**	**0%**	**100**

COMMENTS: African males are underrepresented by 7.8%, Coloured males are overrepresented by 22.7%, white males are underrepresented by 3.8%, African females are underrepresented 18.7%, coloured females are overrepresented by 11.1%, white females are underrepresented by 2.8%.

4. Comments by Directorate:

4.1 Director: Corporate Services

The DG review is noted with concern. It is important that we comply with recommendations of the review. Processes are placed to ensure compliance. A new Employment Equity Plan will be submitted Council for adoption.

4.2 Municipal Manager

Noted.

5. Legal Implications

In terms of section 43 and 44 of the Act, the Municipality needs to comply with the review by the Director General. If the Municipality does not comply with the recommendations of the review, the Director General can issue a fine in terms of section 45 of the Employment Equity act.

6. Financial Implications

If the Municipality complies with the recommendations, there will be no penalty and Kouga will be compliant. If there is none compliance the Director General can pose a fine to the Municipality which might range from R 1 500 000 to R 1 800 000 as per Schedule 1 of the Employment Equity Act.

7. Recommendation

7.1 That the Employment Equity: Status Quo Report be noted.

7.2 That the recommendations of the Department of Labour be supported and accepted.

7.3 That the corrective action taken by the Directorate be noted.

7.4 That it be noted that a new Employment Equity Plan will be submitted to Council for adoption.

Item Prepared by: Manager: Human Resources

Notice of Assessment / Invoice

W.As.6

labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

Employer Reference Number
990000107066
Please quote this reference number when contacting the Compensation Fund or making Payments.

OFFICE OF THE COMPENSATION COMMISSIONER

To: KOUGA MUNICIPALITY

PO BOX 21
JEFFREYSBAAI
6330

For Office Use

Notice of assessment/ Invoice Number	140018607665		
Date of Notice	12.04.2018	**Due Date**	12.05.2018
Nature of Business	MUNISIPALITEIT		
Business Location	23 DA GMA ROAD JEFFREYSBAAI 6330		
You have been assessed in terms of section 83(2) of the Compensation for Occupational Injuries and Diseases Act, 1993, as indicated hereunder, and the assessment is payable before the due date Interest will be raised on late payments.			
Internal References	Bill.Doc No: 9004310160 / BPNo: 2000104861		
IMPORTANT: The notes and instructions, hereunder, are important and must be read carefully.			

Assessment Period: 01.03.2017 to 28.02. 2018

Item	Details	Sub-class	Earnings/Base	Rate	Per	Assessment
000010	Final Assesment :2017	1800	158,439,310	0.80	100	1,267,514.48
000020	Provisional Assesment :2018	1800	158,439,310	0.78	100	1,235,826.62
000030	Minus Provisional Assessment :2017	1800	173,372,720			
	Total Reversal					1,386,981.76-

TOTAL CURRENT **ZAR 1,116,359.34**

(1) Prompt payment of assessments by employers will assist this office in reducing administration costs to a minimum and to avoid consequent increases in the rate of assessment. Interest charged is based on prevailing market rates and subject to change.
(2) Penalties which can be imposed:
(a) For late or non-rendition of return of earnings. A penalty not exceeding ten percent (10%) of the assessment levied [Section 83(6)].
(b) For understatement of earnings actually paid. A penalty not exceeding ten percent (10%) of the difference between the amount of earnings shown on the return of earnings and the amount actually paid [Section 82(3)].
(c) For failure to pay assessment on or before the due date.
(i) A penalty not exceeding ten percent (10%) of the unpaid amount [Section 87(1)].
(ii) A penalty not exceeding the full amount of the compensation award to the employees as a result of accidents occurring during this period of the employer's default [Section 87(2)].
MINIMUM ASSESSMENT: As a result of continuously rising costs, a minimum assessment is applied annually as determined by the Commissioner.
IMPORTANT: Change of address must be done under separate cover. No receipts will be issued i.r.o payments by cheque. The obligation to pay the above amount is not deferred or suspended by an appeal or an objection lodged in terms of Section 91(6). See also note 2(c) above.

REMITTANCE - Please pay by direct deposit or EFT* to:

Bank:	**ABSA Bank Limited**
Branch:	**Voortrekker Road, Gezina**
Branch Code:	**509 045**
Bank Account:	**1 0079 3090 5**
Deposit Reference:	**990000107066**

*** Electronic funds transfer or payment via internet of cell phone banking**

To prevent delays and cheque fraud, please do not send cash or cheques to this office.
Important: If payment by EFT is not possible please do a direct deposit at any ABSA Bank and fax a copy of deposit slip to: (012) 357 1772 / (012) 357 1782

COMPENSATION FUND
P O Box 955, Pretoria, 0001. Tel: (012) 319 9111, Fax: (012) 357 1772 / (012) 357 1782. National Call Center: 086010 5350.
Compensation House, Cnr Hamilton and Soutpansberg Road, Website:http://www.labour.gov.za .

UNEMPLOYMENT INSURANCE ACT 63 0F 2001

APPLICATION FOR DEPENDANT'S BENEFITS BY CHILD/CHILDREN OF DECEASED IN TERMS OF SECTION 31(1) READ WITH REGULATION 7(1) AND 7(2)

A. PARTICULARS OF DECEASED CONTRIBUTOR:

13 Digit Bar-Coded Identity Document/Passport Number

Date of Birth (dd/mm/yy)

First Names

Surname

Date of Death

Last Residential Address

Code

B. PARTICULARS OF APPLICANT: RELATIONSHIP OF APPLICANT TO DECEASED: _____

13 Digit Bar-Coded Identity Document/Passport Number

Date of Birth (dd/mm/yy)

First Names

Surname

Postal Address

Code

Tel No

Residential Address

Code

Cell No

Occupation

Occ. Code

E-Mail Address

C. CHILD'S DETAILS:

First Names

Surname

Home Address

Code

Date of Birth (dd/mm/yy)

IMPORTANT: READ THIS SECTION BELOW:

I declare that this application is made on behalf of the child/children. I declare that the information is true and correct. I understand that it is an offence to make a false statement.

SIGNATURE OF APPLICANT: _____ DATE: ____/____/_____

FOR OFFICIAL USE ONLY:

DOCUMENTS/INFORMATION SUBMITTED			SIGNATURE OF OFFICIAL		OFFICE STAMP
1. Certified Copy of ID (Applicant & Child)		7. Telephonic Verification		Claim approved from: _____	
2. Proof of banking details - UI-2.8		Contact Person:		Application refused in terms of: _____	
3. Certified copy of birth certificate of child				Claims officer (Please Print): _____	
4. Supplementary documents proving guardianship and relationship of child to deceased		Designation:		Signature: _____	
5. Certified Copy of Death certificate		Tel. No:		Date: _____	
6. If child is over 21 documentary proof that child is a learner					

KOUGA MUNICIPALITY

EMPLOYMENT EQUITY AMENDED ACT, ACT 55 of 1998, as amended.

DIRECTOR-GENERAL REVIEW

RECOMMENDATIONS

ISSUE DATE: MONDAY 26 MARCH 2018

The table below outlines your duties as a designated employer, the outcomes of the Director General Review, Recommendations to address contraventions and the timeframes or due dates within which they must be met.

Duties of Designated Employers	Outcomes	Recommendations	Due Date
Consultation (Section. 16, read with 17)	Consultation was not conducted by the employer as **Kouga Municipality** attempted to reach agreement with employees and their representatives on the relevant matters for consulation as espoused in section 17. Employees from designated and non designated groups were not consulted as well as employees reflecting the different occupational levels	The employermust consult and attempt to reach agree with registered trade unions,employees from the designated and non designated groups and employees from all the occupational levels	**26 ~~March~~** May **2018**
Analysis (Section 19)	The employer did not conduct an analysis to identify barriers which have an adverse effect on people from designated groups. Furthermore, the there is no profile to identify underrepresentation of persons from the designated groups	**Kouga Munipality** must collect information on its policies, practices, procedures and working environment to identify barriers that have an adverse effect on persons from designated groups. The barriers identified must have corresponding affirmative action measures to address those barriers. Reasonable steps must be made by the employer to eliminate the barriers affecting people from the designated groups. Kouga Municipality must analyse its workforce to identify the extent of underrepresentation of persons from designated groups.	**26 ~~March~~** May **2018**

Duties of Designated Employers	Outcomes	Recommendations	Due Date
Employment Equity Plan (Section 20)	The employer's EE Plan does not comply with the requirements of section 20 (2) (a,b,c,d,e,f,g,h). • *No Objectives that meet the SMART principle* • *The employer did not conduct an analysis and identified barriers to the employment of people from designated groups; however the employer did not have sufficient affirmative action measures that fully address the impact of the barriers identified.* • *The numerical goals of the employer are misaligned with the results of the workforce analysis conducted and also the Economically Active Population. The employer does not seek to enhance the pool of suitably qualified people from designated groups* • *No timetable for the achievement of goals other than numerical goals* • *No persons responsible and mechanisms to be used for the monitoring and implementation of the plan* • *No dispute resolution mechanism arising from the interpretation or implementation of the plan*	**Kouga Municipality** must develop and implement an EE plan in terms of section 20 (2) of the Employment Equity Act and the duration of the plan may not be shorter than one year or longer than five years and must have a specific start and end date. **NB. In developing the plan, the following important aspects must be considered:** • *A qualitative analysis that must be aligned with the audit analysis read together with the affirmative action measures in section 15 of the act.* • *Take into consideration the national and regional demographics as per section 42 (1)(a) in formulating numerical goals* • *The employer must address the under representation by aligning numerical goals to the equitable representation of people from designated groups.* **NB: Please submit an Employment Equity Plan in a form of EEA 13 by the due date.**	**26 ~~March~~ May 2018**

I, (Full names) _____the undersigned do hereby confirm and say that:

I am the_____
(Please provide full details of the person deposing to this affidavit including full name, address and official designation)

I have read and understood the outcomes and recommendations presented to me.
I confirm that I will comply with the recommendations within the set time frames.

Signed at _____

This 26th day of March 2018

Signature (Accounting Officer):_____

Name of Team Leader: Yoleka Majobela

Signature of Team Leader: _____

Name of Chief Director-Statutory & Advocacy Services : Adv Fikiswa Mncanca

Signature of Chief Director- Statutory & Advocacy Services_____

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

CORPORATE SERVICES

DATE: 31 MAY 2018 **ITEM NO: 18/05/CORP2**

APPROVAL OF COUNCIL POLICIES – REVISED MAY 2018

3. Purpose

The purpose of the item is to submit policies that were Workshopped on 16 May 2018, to Council for adoption. All the proposed amendments have been made to the policies as discussed at the workshop.

4. Background

Council is in the process of having Council Policies revised for adoption and implementation. The following Council Policies were workshopped for adoption:-

- Standing Rules of Order
- Ward Development Fund Policy

3. Recommendation

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

- Standing Rules of Order
- Ward Development Fund Policy

3,2 That the above adopted Council Policies be placed on the Kouga Website.

Item prepared by: Director: Corporate Services

The Council of the Kouga Municipality has in terms of Section 156(2) of the Constitution read in conjunction with Section 11 of the Local Government: Municipal Systems Act No.4 of 2000, approved the following By-Law:

STANDING RULES AND ORDERS FOR THE MEETINGS OF THE COUNCIL AND ALL ITS COMMITTEES

Document Control

Title of By-Law:	Standing Rules and Orders for the Meetings of the Council and all its Committees
Council Resolution Number:	
Previously Approved:	Yes (1 August 2017)
Directorate Responsible:	Corporate Services
Status of the Document:	Final Draft
Review Date:	16 May 2018

STANDING RULES AND ORDERS FOR THE MEETINGS OF THE COUNCIL AND ALL ITS COMMITTEES

TABLE OF CONTENTS

1. Application of the rules

2. Definitions
3. Meetings of the council open to the public

4. Council meetings
5. Special council meetings
6. Service of notices
7. Non-service of notice

8. Urgent matters
9. Conduct at meetings

10. Interpretation of the rules

11. Quorum and acts of council

12. Alternates for Committee members
13. Decisions and voting

14. When councillors may not attend or participate in meetings

15. Walkout
16. Count out
17. Adjourned meetings
18. Notice of adjourned meetings

19. Chairperson of meetings
20. Agenda
21. Business at council meeting

22. Leave of absence
23. Minutes to be kept and confirmation thereof

24. No discussion on minutes under confirmation of minutes

25. Petitions to be written, typed or printed
26. Deputations to submit memoranda

27. Reception of deputations
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30. Precedence of the Speaker

31. Relevance
32. Councillor to speak only once

33. Debate management

34. Length of speeches
35. Disorderly conduct of councillor and the duty of the chairperson

36. Obstruction by persons other than councillors
37. Points of order and personal explanations

38. Questions
39. Terms of reference of sub-committees
40. Council may increase or restrict powers
41. Minutes of executive committee / mayoral committee, committees and subcommittees
42. Inspection of minute books by councillors

43. Non-attendance of members of committees

44. Members of council attending committee meetings of which they are not members
45. Information to be obtained from municipal manager and head of department concerned
46. Information to the press or other media: In-Committee discussions
47. Legal defence and indemnification of councillors and officers of the council
48. Speaker may refer matters for legal advice

49. Activities prohibited within the council chamber or meeting venue and the use of the council chamber by other persons or institutions
50. Ward Committees
51. Sanctions and offences
52. Dress code
53. Invitation to address Council
54. Language Use

1. Application of rules

1.1 The rules of order contained herein apply to all meetings of the municipal council and any committee of the municipal council as well as any other

committee of councillors established within the municipality, unless the terms of reference for a specific structure explicitly excludes the application of the rules for such structure.

1.2 The rules are aimed to encourage free, open and constructive debate during meetings, to encourage and promote freedom of expression in such a manner that orderly debate is ensured within the time constraints of time allocated to meetings.

1.3 The rules endeavour to create the opportunity for councillors serving in council structures to air their view on any matter of public importance.

1.4 The rules of order are applicable to:

1.4.1 All councillors;

1.4.2 Traditional Leaders participating in Council and its committees in terms of section 81 of the Municipal Structures Act;

1.4.3 Any municipal official of the municipality; and

1.4.4 Any member of the public while present in the council chamber and precinct.

2. **Definitions**

The following terms and phrases used in these rules shall have the meaning assigned to them hereunder:

"Alternate member"	shall mean a member of Council appointed by Council to represent a member of a committee of council, in the event that the such member of the committee is absent as contemplated in 22;
"Committee"	shall mean any committee established in the municipality, including committees established in terms of section 79 and 80 of the Structures Act;
"Constitution"	shall mean the Constitution of the Republic of South Africa, 1996;
"Council"	shall mean the municipal council for the Kouga Municipality;
"Councillor"	shall mean a member of the municipal council;
"Day"	shall mean a day that is not a public holiday, Saturday or Sunday, and for the calculation of days the first day will be excluded and the last day included;

"Executive Committee" section 42 (2)	shall mean the committee appointed in terms of of the Structures Act;
"Executive Mayor"	shall mean the Executive Mayor of the municipality as elected in terms of section 55 of the Structures Act;
"In Committee"	shall mean the part of the meeting of the municipal council where the meeting will be closed and members of the public and press, and such municipal officials as determined by the Speaker, excluding the Municipal Manager, will be excluded from the meeting, based on the nature of the business being transacted;
"Mayor"	shall mean the Mayor of the municipality as elected in terms of section 48 of the Structures Act;
"Mayoral Committee	means the committee appointed by the Executive Mayor in terms of section 60 of the Structures Act;
"Member"	shall mean a councillor serving in the municipal council of the municipality;
"Motion"	shall mean a matter submitted by a member in accordance with 28 below;
"Municipality"	shall mean the Kouga Municipality;
"Notice"	shall mean a notification, in writing, sent to members of Council or its committees, informing them of a time, date and location of a Council meeting of its committees;
"Point of clarity"	shall mean the explanation of some material part of a member's speech which has not been understood or which contains incorrect assertions during the cause of the debate, but not once the debate is closed;
"Point of order"	shall mean a point raised by a councillor during the council meeting and shall only relate to a matter of procedure and provided for in the rules of order;
"Privilege"	shall mean the right of freedom of speech for councillors in council and committee meetings, subject to the rules of order of any ruling of the

	Speaker in terms thereof as well as the right not to be held liable for civil or criminal proceedings for anything they said, produced or submitted to the Council or Committee;
"Procedural motion"	shall mean a matter raised by a member at a meeting in terms of section 28;
"Report"	shall mean any item appearing on the agenda for consideration by the council or a committee;
"Sargent–at-arms"	shall mean a person in the full-time employment of the municipality entrusted to assist the Speaker to maintain order during council meetings and assisted by such staff members as the Speaker may direct;
"Senior managers"	shall mean the persons appointed by the council as the municipal manager and all managers directly accountable to the municipal manager as approved on the official organisational structure of the municipality
Speaker"	shall mean the person as elected in terms of section 36 of the Structures Act;
"Structures Act"	shall mean the Local Government: Municipal Structures Act, 1998;
"Sub-committee"	means any other committee, other than the executive committee / mayoral committee or committees appointed by the council or the executive committee;
"Systems Act"	shall mean the Local Government: Municipal Systems Act, 2000;
"Traditional Leader"	shall mean a Traditional Leader identified by the MEC to participate in the proceedings of a municipal council in terms of section 81 of the Structures Act;
"Whip"	shall mean a member of the municipal council appointed by each political party represented in the council;
"Whip of the Council"	shall mean the person elected as the Whip of the Council.
"Quorum"	shall mean 50% of the committee members plus 1.
"Notice"	shall mean

"Point of personal explanation" shall mean

3. **Meeting of council open to public**

3.1.1 The Municipal Council shall conduct its business in an open manner and every meeting of the council and all committees, including the executive committee / mayoral committee shall be open to the public; provided that this section shall not apply when it is reasonable to do so having regard to the nature of the business being transacted in terms of section 20 (1) (a) and (b) of the Systems Act.

3.1.2 The Mayoral Committee, as contemplated in section 60 of the Local Government: Municipal Structures Act (as amended) may, subject to subsection (1)(a), close any or all of its meetings to the public, including the media.

3.2 The Council may deal "In Committee" when discussing any of the following matters:

3.2.1 a trade secret or confidential commercial information of any supplier of the municipality or any person rendering a service to the municipality;

3.2.2 personal and private information of any councillor or an employee of the municipality;

3.2.3 the intention of the municipality to purchase or acquire land or buildings;

3.2.4 the price a municipality may offer for the purchase or acquisition of land or buildings;

3.2.5 any report addressing legal proceedings that the municipality is involved in or contemplating instituting or defending;

3.2.6 disciplinary proceedings or proposed disciplinary proceedings against any employee;

3.2.7 any matter that may not be disclosed in terms of legislation;

3.2.8 consideration of the minutes of previous "In Committee" discussions.

3.2.9 After confidential matters served before Council it is open to public domain, except when a Council decides not to open certain matters to the public.

3.3 A councillor may, when an item in the agenda is put to order, other than a matter referred to in 3.2 above, and provided it is not a matter that is required in law to be dealt with in open council, propose with motivation,

that the matter be further dealt with In Committee. The ruling of the Speaker in this regard will be final and no further discussion will be allowed.

4. **Council meetings**

The Council shall hold an ordinary meeting for the transaction of business not less than once in every three months or monthly.

5. **Special council meetings**

5.1 The Speaker may at any time of own accord and shall, upon request in writing by a majority of the councillors of the municipality, call a special meeting of the council, provided that no such special meeting shall take place unless all councillors were given at least 48 hours' notice prior to the date and time set for the meeting. The Agenda for such a meeting must accompany such a notice of a meeting, unless same would not be reasonably practical, given the specific circumstances.

5.2 In the event where the Speaker fails and/or refuses to call a special meeting when requested in accordance with 5.1 above, the Municipal Manager of the municipality may call the meeting, accordingly.

6. **Service of notices**

6.1 At least 7 days , but no less than 5 days, before any ordinary meeting of the council and at least forty-eight hours before any special meeting of the council, a notice to attend the meeting, specifying the business proposed to be transacted thereat and signed by the Speaker or the Municipal Manager as contemplated in 5.2 above, shall be left or delivered to an accessible distribution point within the municipality as determined by the council from time to time or sent by electronic mail to an address provided by the councillor as his/her official address or an email address assigned by the municipality to the Councillors, as his/her official email address.

6.2 The Agenda for such a meeting must accompany such a notice of a meeting, unless same would not be reasonably practical, given the specific circumstances.

7. **Non-service of notices**

An omission to serve, on any councillor, a notice of meeting does not invalidate the proceedings of that meeting.

8. **Urgent matters**

8.1 No business shall be transacted at a meeting of the council or any committee other than that specified in the agenda relating thereto, except any matters which the relevant chairperson considers urgent and the said chairperson has ruled the matter to be urgent.

8.2 The Municipal Manager my raise matters which in his or her discretion is urgent, for decision by the council. A matter will be deemed urgent when the decision required, if delayed, would prejudice the Council and / or its operations.

8.3 The Speaker or chairperson of the meeting will determine an appropriate time when the Municipal Manager may raise urgent matters and the time available for discussion thereof; Provided that the Speaker may rule that the matter is not urgent as defined in 8.2 above.

9. **Conduct at meetings**

The Speaker or the chairperson of the meeting in the event of a meeting other than a council meeting shall:

1. Maintain order during meetings.

2. Ensure compliance with the Code of Conduct for Councillors during meetings.

3. Ensure that meetings are conducted in accordance with the rules.

4. Ensure that members conduct themselves in a dignified and orderly manner during meetings.

5. Ensure that members of the public attending meetings are seated in areas designated for that purpose.

6. Ensure that members of the public attending meetings conduct themselves in an orderly manner and obey any ruling made by the Speaker or chairperson of the meeting.

7. Ensure that any councillor or member of the public refusing to comply with the ruling of the Speaker or chairperson leaves the meeting.

8. Ensure that the Whip of each political party represented in the municipal council as well as the Whip of Council maintains discipline during any meeting.

10. **Interpretation of rules**

10.1 The ruling of the Speaker or the chairperson in the event of a meeting other than a council meeting, with regard to the application and interpretation of the rules as well as other procedural matters not dealt with in the rules shall be final and binding: Provided that the Speaker / chairperson may be required to provide reasons for a ruling.

10.2 Any ruling made by the Speaker must be made having due regard to the provisions of the Constitution, national and provincial legislation, municipal by-laws and policies, the rule of law and the rules of natural justice.

10.3 Any interpretation and ruling made by the Speaker should be registered by the Municipal Manager in such register, kept for this purpose by the Municipal Manager and kept for safekeeping similar to the agendas and minutes of all meetings.

11. **Quorum and acts of council**

11.1 A majority of the councillors must be present at a meeting of the council before any matter may be considered and / or voted on.

11.2 Should the meeting not be a quorate, the meeting must be suspended for no more than 20 minutes, and if at the end of the said period there is still no quorum, the Speaker or chairperson may suspend the meeting for such a period he/she deems fit and thereafter adjourn the meeting to another date, time and/or venue.

12. Alternates for Portfolio Committee and Sub-Committee members

When committees of council are established, alternates must be nominated and appointed. The duties of such alternates shall only commence, and their presence as a committee member only recognised once a formal application for leave of absence has been approved by the Speaker, in respect of the committee member to be represented by the alternate member.

13. **Decisions and Voting**

13.1 Subject to 13.3 below, all matters will be decided by a majority of councillors present at the meeting.

13.2 Before a formal vote is taken on any matter before the Council, the Speaker shall cause the bells to be rung for a period of 1 minute, after which all doors shall be closed and no member or other person shall be allowed to enter or leave the chamber.

13.3 Any matter referred to in section 160(2) of the Constitution shall be decided on by a majority of the councillors in the municipal council.

13.4 If on any question there is an equality of votes, the Speaker of chairperson of the Committee may exercise a casting vote in addition to that particular councillor's deliberative vote, provided that the casting of such vote shall fall within the ambit of the powers duly delegated to the relevant committee: Provided that for those matters listed in section 160(2) of the Constitution, there will be no provision for a casting vote.

13.5 If the Speaker or chairperson of a meeting asks the meeting if it is in agreement with the recommendations and if it is not opposed by any member present, the recommendations are adopted.

13.6 In the event of there being opposition to a recommendation, the proposal to be decided upon will be done by means of voting, either by show of hands or if requested and approved by the Speaker or chairperson, by way of secret ballot.

13.7 The Municipal Manager or an official designated by him or her shall count the votes and declare to the chairperson the result of the divisions. In the event of a secret ballot, the municipal manager shall hand to each councillor a ballot paper bearing the official mark or logo of the municipal council, and having the alternates to be voted for clearly depicted thereon, substantially in accordance with the following:

Kouga Municipality's Logo

Date:…….

Proposal or motion to be voted for Councillor's vote (X):

1. **For** ☐

2. **Against** ☐

13.8 The municipal manager shall collect all the ballot papers and count same in the presence of a representative from each party represented on the council or committee and present at such meeting.

13.9 The Speaker or chairperson shall thereupon declare the motion carried or lost, and it shall be entered upon the minutes.

13.10 The number of members voting, and the general result of the vote will be recorded and the outcome of the voting will be announced by the Speaker.

13.11 A member may abstain from voting without leaving the chamber.

13.12 A member may request that his/her support / dissent / abstention be recorded in the minutes of the meeting.

14. **When councillors may not attend and participate in the proceedings of the council, mayoral committee / executive committee, portfolio committee or subcommittee**

A councillor shall-

14.1. Disclose to the council, or to any committee of which that councillor is a member, any direct personal or private business interest that the councillor, or the spouse, partner or business associate of that councillor may have in any matter before the council or the committee;

14.2. Withdraw from the proceedings of the council or committee meeting when the matter is being considered by the council or committee, unless the council or the committee decides by resolution, that the councillor's direct or indirect interest in the matter is trivial or irrelevant. A councillor who has so disclosed his/her interest may, with the approval of majority of the members of the council or its committee, address the council or committee on the matter prior to the deliberation and vote on the matter taking place, subject always to the ruling of the Speaker or chairperson on the time to be allowed for such an address.

14.3 A councillor who, or whose spouse, partner or business associate or close family member, acquires or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose full particulars of the benefit of which the councillor is aware at the first meeting of the council or committee of the council at which it is possible for the councillor to make a disclosure.

14.4 This provision does not apply to an interest or benefit which a councillor, or a spouse, partner or business associate or close family members, has or acquired in common with other residents and ratepayers of the municipality.

15. **Walkout**

If a councillor or group of councillors leave any meeting in protest, and the remainder of the councillors constitute a quorum the business of the meeting shall be proceeded with.

16. **Count out**

If during any sitting of the council or any committee, the attention of the Speaker or chairperson is called to the number of members present, he/she shall count them, and if found that there is not a quorum present, the matter shall be dealt with in accordance with 11.2 above.

17. Adjourned meetings

The council or a committee may adjourn a meeting to any date or hour, but no business shall be transacted at any adjourned meeting except such as was set out in the notice for the meeting of which it is an adjournment, and any urgent additional business accepted by the Speaker or chairperson of the meeting prior to the adjournment of the meeting.

18. Notice of adjourned meeting

When a meeting is adjourned, notice of the adjourned meeting shall be sent out to each member of the council or committee, specifying the time, date and place of such adjourned meeting, except under the circumstances contemplated in 35 below.

19. **Chairperson of meetings**

19.1 At every meeting of the council the Speaker, or if he/she is not present, an Acting Speaker shall be the chairperson. An acting Speaker may be elected by the majority of councillors present at any meeting of the council where the Speaker is not present.

19.2 The Mayor shall chair meetings of the Executive Committee / Executive Mayor shall chair meetings of the Mayoral Committee and if not present, the Deputy Mayor / Deputy Executive Mayor or if the Deputy Mayor / Deputy Executive Mayor is also not available, any other councillor appointed by a majority members of the executive committee / mayoral committee in attendance.

19.3 The chairperson appointed by the Executive Committee / Executive Mayor shall chair meetings of the portfolio committees. The portfolio chairperson may request a member of its portfolio committee to take the chair of such a portfolio meeting, in the absence of the portfolio chairperson, in respect a portion of the meeting or in its totality.

19.4 The person so nominated by the council, Executive Committee / Mayoral Committee or committee for that meeting shall chair meetings of committees and subcommittees; Provided that where no such person was nominated the members present may elect their own chairperson.

20. **Agenda**

20.1 Subject to 20.2 and 20.3 below, all meetings must be conducted in accordance with the order in which matters appear on the agenda and only matters which appear on the agenda may be debated.

20.2 The Speaker or chairperson may, after considering a duly motivated request, change the order of matters appearing on the agenda.

20.3 The Speaker or chairperson may, after considering a duly motivated request, direct that a matter be moved between the confidential and open parts of the agenda.

21. **Business at council meetings**

The order of business at every ordinary meeting of the council, the executive committee / mayoral committee or a committee is as follows:

COUNCIL
Opening: Moment of reflection □ Notice of the meeting □ Applications for leave of absence □ Acceptance of the agenda □ Declaration of interest □ ***Announcements*** □ Presentations □ Confirmation of minutes from previous minutes □ Outstanding matters □ Submission of reports from Council representatives from District/Local municipality □ Reports of the Executive Committee / Executive Mayor, under the sections: recommendations to the council, decisions under delegated authority and decisions of the Executive Mayor taken with the Mayoral Committee □ Reports from MPAC □ Report from the Audit Committee □ Reports on ward committees / consolidated report on ward committees □ Report on SALGA activities □ Monthly Activities □ Input by the Traditional Leader □ Reports for noting □ Reports for consideration □ Reports - In-Committee; □ Notice of Motion □ Questions

- Urgent reports - allowed only with the consensus of the chairperson; and
- Confirm the signing of the attendance register

MAYORAL COMMITTEE

Opening: Moment of reflection
- Notice of the meeting
- Applications for leave of absence
- Acceptance of the agenda
- Declaration of interest
- ***Announcements***
- Presentations
- Confirmation of minutes from previous minutes
- Outstanding matters
- Reports from Portfolio Committees
- Reports from Audit Committees
- Reports for noting
- Reports for consideration
- In-Committee reports
- Notice of Motion, and
- Urgent reports allowed only with the consensus of the chairperson

COMMITTEES OF COUNCIL

Opening: Moment of reflection
- Notice of the meeting
- Applications for leave of absence
- Acceptance of the agenda
- Declaration of interest
- ***Announcements***
- Presentations
- Confirmation of minutes from previous minutes
- Outstanding matters
- Reports for noting
- Reports for consideration
- In-Committee reports
- Notice of Motion, and
- Urgent reports allowed only with the consensus of the chairperson

22. Leave of absence

22.1 Applications for leave of absence from any council or committee meeting must be submitted to the Speaker in writing and signed by the member applying for leave, and thereafter the member should notify the chairperson.

22.2 All applications for leave must be submitted at least 12 hours before the starting time of the meeting, except where it is not reasonably possible due to unforeseen circumstances, and in which instance such an application for leave must be lodged with the Speaker within 10 days from the date on which the meeting, from which the member was absent, took place.

22.3 The Speaker shall grant leave at his or her sole discretion, and the Speaker is at liberty to reject such an application for leave of absence.

22.4 Leave will be deemed to have been granted if a councillor has been delegated to attend a meeting or engagement on behalf of the council.

22.5 The onus rests solely on the individual members to sign the attendance register circulated at Council and Council committees' meetings.

23. **Minutes to be kept and confirmation thereof**

23.1 Minutes of the proceedings of every meeting of the council and committee, shall be electronically or otherwise recorded and be kept for that purpose by the Director: Corporate Services. The Municipal Manager shall be responsible for the correctness of same, and the minutes of every meeting shall be confirmed at a subsequent ordinary meeting.

23.2 Minutes of the proceedings of every meeting of the council or a committee shall be word processed or typed and printed, and shall if confirmed, be signed at the next ensuing ordinary meeting by the chairperson. Minutes shall be bound and kept secure.

23.3 The Municipal Manager must ensure that the minutes reflect the names of the members that attended the meeting, those that are absent and those that have been granted leave of absence.

23.4 The minutes of the proceedings of every meeting of the council or its committees shall be distributed to all members within 10 days after the meeting so held.

24. No discussion on minutes under confirmation of minutes

No motion or discussion shall be allowed upon the confirmation of the minutes, except as to its accuracy. Clarifications and corrections will be allowed but no debates.

25. Petitions to be written, typed or printed

Petitions, which must be clearly written, typed or printed, must be signed by not less than three citizens and must be couched in respectful language and presented to the office of the Municipal Manager who shall, if he/she

deems it necessary, bring the matter before the executive committee / mayoral committee.

26. Deputations to submit memorandum

Deputations wishing to be received by the executive committee / mayoral committee shall be required, in the first instance to send a duly motivated memorandum in writing requesting same, and the Municipal Manager shall bring the memorandum before the executive committee / mayoral committee, which it may authorise, if it sees fit to receive the deputation, and to report to the council forthwith.

27. Reception of deputations

A deputation wishing to address the executive committee / mayoral committee shall not exceed five in number, but only one member thereof shall be at liberty to address the committee (except in reply to questions from members of the committee) and only for a period not exceeding ten minutes. The committee shall not further consider the matter until the deputation shall have withdrawn itself from the meeting.

28. Moving a report

The Speaker or chairperson shall move the recommendation contained in a report unless he/she shall have previously stated his/her disagreement with it. The chairperson of a committee or other member presenting a report may withdraw or amend any section with the consent of the committee, only if it has been established that a particular item or items in the original report was or were incorrectly recorded or it has been established that it would be in the best interest of the council not to adopt a recommendation or a part or parts thereof.

29. M**otions**

29.1 No matter shall be brought before the council or a committee by any member of the council except upon a notice of motion, which shall be in writing and signed by the member giving the notice as well as the member seconding it: Provided that a person who has a personal electronic mail address from where he or she can be identified by the Municipal Manager, can submit such motion by official electronic mail address.

29.2 Any notice of motion shall be submitted to the Speaker or chairperson before 12:00, ten days prior to the meeting of the council or committee.

29.3 A motion shall lapse if the member who submitted the motion is not present at the meeting where the motion is to be debated.

29.4 A member submitting a motion shall introduce such a motion and shall have the right of reply thereto.

29.5 When a member introduces a motion which is intended to rescind or amend a resolution passed by the council in the preceding three months or which has the purport as a motion that was not supported within the three preceding months shall not be entertained.

29.6 When dealing with motions the motion shall be read out together with the number thereof and the name of the mover.

29.7 The Speaker or chairperson shall ascertain which motions are unopposed and these shall be passed without debate and thereafter the opposed motions shall be called in accordance with the order of the agenda.

29.8 All notices of motion shall be dated and numbered as received by the Municipal Manager, and shall be entered on the agenda paper in the order in which it was received, save and except that notices of amendment to motions shall be entered immediately after such notice of motion, irrespective of the time at which the notice shall have been received.

29.9 No member shall have more than two notices of motion on the same agenda at the same time.

29.10 Before any notice of motion is placed on the agenda paper it shall be submitted to the Municipal Manager who must obtain the written technical input from the various heads of department of the municipality, if it is required, and, who, if he/she be of the opinion that it is *ultra vires* existing legislation, shall cause the giver of the notice to be so informed. The giver of the notice shall however, have the right to appeal to a sub-committee comprised of the Speaker, Executive / Mayor and Whip of the Council, who shall review the matter and decide whether or not such notice of motion be placed on the agenda paper.

29.11 A motion affecting the making or amending of a by-law, shall be submitted to the Speaker for a report before the council passes a resolution in this regard.

29.12 The Speaker may disallow a motion which:

- May lead to discussions of a matter already dealt with on the agenda
- Addresses a matter where the Council has no jurisdiction
- Addresses a matter where a decision of a judicial or quasi-judicial body is pending
- Has not been seconded
- If passed, would be contrary to the law.

29.13 The mover with the consent of the seconder may withdraw a motion or amendment.

29.14 The Speaker or chairperson may call upon any mover of an amendment to a motion to reduce the same to writing, and, after signing it, to hand it to the Municipal Manager to read the amendments for the meeting to either adopt or reject such amendment.

29.15 Except upon the recommendation of the committee to which the council has delegated powers or duties to deal with the particular subject matter, no resolution passed at any meeting of the council shall be revoked or altered at any subsequent meeting unless notice of motion so to revoke or alter such resolution shall have been given to the Municipal Manager at least seven days before such subsequent meeting and the Municipal Manager shall, at least two days before such subsequent meeting, have forwarded a copy of such notice of motion to each councillor.

30. **Precedence of the Speaker**

30.1 During the sitting of the council or a committee, members, except lady members and members in traditional, cultural or religious headdress shall have their heads uncovered.

30.2 When speaking, councillors shall stand, but at all times, address their speech to the Speaker or chairperson.

30.3 Whenever the Speaker or chairperson speaks, any member then speaking or offering to speak must be silent and seated, in order for the Speaker to be audible and speak without interruption.

30.4 That all councillors stand when the Executive Mayor and the Speaker enter the council chambers.

30.5 A councillor wishing to be recognised by the Speaker of chairperson must raise his/her hand, wait for acknowledgment from the Speaker or chairperson, and stand on his/her feet once given the opportunity to speak.

31. **Relevance**

A member who speaks shall confine his/her speech strictly to the motion or matter under discussion or to an explanation or a question of order.

32. Councillor to speak once only

Except for otherwise provided for in these rules, no speaker shall speak more than once on any recommendation, motion or proposal, provided that the Mayor /Executive Mayor or a member may reply in conclusion of

a debate, but shall confine him / her to answering to previous speakers and shall not introduce any new matter into the debate.

33. Debate management

33.1 Time allocated to each political party or interest group will be determined by the Speaker.

33.2 At least 24 hours before the meeting, the whip of each political party or interest group represented in the municipality will provide the Speaker or chairperson with a list indicating which items on the agenda are to be debated.

33.3 At least 12 hours before the meeting, the whip of each political party or interest group represented in the municipality will provide the Speaker or chairperson with a list indicating which members will speak on which item included in the agenda.

33.3 The Speaker will determine the allocation of time per item and inform the whips of the speaking time allowed to each member included in the list, based on the principle in 33.1 above.

33.4 Each political party or interest group represented in the municipality has the right to speak on each item on the agenda.

33.5 At the discretion of the Speaker, he/she may allow 3 minutes of response to the Mayor, relevant Mayoral Committee Member, or the mover of the motion, to conclude the debate on an item debated in terms of this rule 33.

34. Length of address

34.1 No speaker, recognised by the Speaker or chairperson, shall exceed **three (3)** minutes in length without the consent of the Speaker other than the Executive Mayor, Speaker or chairperson. This period shall exclude consecutive translation time required.

34.2 The Speaker or the chairperson shall be entitled to, at any time, to set, limit or extend reasonable time limits for the discussion of and/or any decision or any item or group of items on the relevant agenda.

34.3 The time limits shall be at the sole discretion of the Speaker or chairperson guided by the principles of fairness, democracy, efficiency and good governance.

35. Disorderly conduct of councillor and the duty of the chairperson

35.1 If at any meeting of the council or committee a councillor conducts himself or herself in an improper fashion, behaves in an unseemly manner or persistently obstructs business to be carried out or challenges the ruling of the Speaker or chairperson on any point of order or declines to withdraw an expression when required to do so by the chairperson or indulges in tedious repetition or unbecoming language or commits any breach of these rules, the chairperson shall direct such councillor to conduct himself or herself properly and, if speaking, to discontinue his/her speech and resume his/her seat, if he/she was standing.

35.2 In the event of persistent disregard of the directions of the Speaker or chairperson, the Speaker or chairperson shall direct such councillor to retire from the venue where the meeting is being held for the remainder of the meeting, and shall, if necessary, cause him/her to be ejected there from.

35.3 The Speaker or a chairperson may exclude from a meeting, for such period of time during the meeting as he/she may deem fit, any member who has so committed an act of misconduct or behaved in an unseemly manner or persistently obstructed the business of the meeting or disregarded the authority of the chair, provided that a formal process will be initiated after the conclusion of the meeting.

35.4 Where a councillor refuses to retire or in the event of more than one councillor having to be ejected from the meeting, and such councillor/s refuse/s to leave the meeting, the Speaker shall request the Sargent at Arms to facilitate the removal of such councillor/s from the chamber. If this cannot be done orderly, the chairperson of a meeting may adjourn proceedings for a period not exceeding 15 minutes, in order for the relevant councillors to retire or to be ejected from the venue of the meeting. If, at the resumption of proceedings, the councillor/s have not left / been ejected, the meeting may be adjourned for another 10 minutes to address the situation. The chairperson may rule that after the second adjournment the meeting will re-convene at another venue and any councillor/s ordered to retire or so evicted or ordered to be evicted will be refused entry to the alternative venue. The Sargent at Arms of the council will ensure that such councillor/s does not enter such an alternative venue.

36. Obstruction by persons other than councillors

Any person, other than a councillor, who misconducts himself or herself, behaves in an unseemly manner or interrupts the proceedings of the council or any committee at any meeting shall, if the Speaker or chairperson so directs, be removed from the chamber or the venue where the meeting is being held. If the person refuses to leave, the Sargent-at-arms will be responsible to remove such person from the meeting. The chairperson may exclude such person from further admittance to the

council chamber or the meeting venue for such period as it may be deemed fit.

37. Points of order and personal explanation and points of clarity

37.1 Any member, regardless of whether he/she addressed the Council on the matter under debate or not, may:

- raise a point of order, or
- raise a point of personal explanation at the end of the debate

37.2 Any point of order or personal explanation will not constitute a speech and will therefore not affect the right of any member to speak on a particular item, provided that the member will not be allowed to spend more then 2 (two) minutes on the point of order or personal explanation.

37.3 Any member contemplated in 37.1 shall be entitled to be heard and the councillor speaking at the time shall remain silent until a ruling has been made by the Speaker or chairperson.

37.4 The ruling of the Speaker or chairperson on a point of order or on the admissibility of a personal explanation shall be final and shall not be open to discussion.

37.5 Any member will only be allowed to raise one point of order and one point of personal explanation during the council meeting. Only one point of order on the same matter will be allowed.

37.6 Any member persisting in appoint of order or personal explanation after a ruling has been made by the Speaker will be subject to the provision of point 34 above.

37.7.1 Any point of clarity shall not constitute a speech and therefore not affect the right of any member to speak on a particular item, provided that a member who addresses the Speaker on a point of clarity shall not be permitted to address the Speaker for longer than 1 minute on such point of clarity.

37.7.2 Any member, whether he/she addressed the Council on the matter under debate or not, may rise/raise his/her hand on a point of clarity at the end of the debate.

37.7.3 A member contemplated in 37.7.2 shall be entitled to be heard forthwith, and the member speaking at the same time shall remain silent and be seated, until a ruling has been made by the Speaker.

37.7.4 The ruling by the Speaker on the admissibility of a point of clarity shall be final and shall not be open for discussion.

38. Questions

38.1 Any member may submit a question requiring a written reply from any political office bearer, the municipal manager or senior manager of the municipality, concerning any matter related to the effective performance of the functions of the municipality and the exercise of its powers, provided that a written notice of such a questions has been submitted to the Speaker or chairperson and the municipal manager at least 10 (ten) days prior to the council or committee meeting and the political office bearer and the municipal manager shall ensure that the member receive a written reply at the meeting.

38.2 If after the question has been replied to, a member is of the opinion that the reply is not clear or satisfactory, he or she may, with the permission of the Speaker or chairperson, request a follow up question.

38.3 All questions duly given notice of and all responses submitted shall be recorded in the minutes of the meeting.

39. Terms of reference of sub-committees

Upon the appointment of any sub-committee, the council shall specifically determine the terms of reference of such sub-committee and shall fix the quorum of such sub-committee. The council's standing rules and orders shall apply to all sub-committees.

40. Council may increase or restrict powers

With the exception of the Executive Committee / Mayoral Committee whose functions are determined in terms of the Structures Act, and the committees whose functions and powers are determined in terms of Section 80 of the Structures Act by the Executive Committee / Executive Mayor, the council may at any time extend, withdraw or modify the duties and powers of a committee or sub-committee appointed in terms of Section 79 of the Structures Act.

41. Minutes of Executive Committee/ Mayoral Committee, committees and subcommittees

Every committee, including the Executive Committee / Mayoral Committee, except when specifically exempted from this provision by a resolution of the council or the executive committee in view of the sensitivity, confidentiality or otherwise of the subject matter of a particular meeting and provided the final resolution or recommendation is duly recorded in writing, shall record minutes of its proceedings and cause the same to be duly kept by the Director Corporate Services. At every ordinary meeting of a committee the unconfirmed minutes shall be taken as read, with a view to confirmation, provided that a copy of such minutes shall have been sent to each member of the committee twenty-four hours

previously. No discussion shall be allowed upon the minutes, except as to their accuracy save at portfolio committees and even then, at the sole discretion of the chairperson.

42. Inspection of minute books by councillors

The minutes of every council or committee shall be open for inspection by every member of the council during office hours; provided the demands of duties of the registry and secretariat staff is taken into account.

43. Non-attendance of members of committees

Should any member of a committee fail to attend three consecutive meetings of the same committee of which he or she is a member, without leave of absence having been granted as contemplated in 22 above, he/she shall be required to submit a motivation for such absence and if the Speaker are not satisfied with such explanation, it shall be reported to the municipal council that the councillor is deemed to have forfeited his/her seat on such committee, and such forfeiture shall be reported to the council or the executive / mayoral committee to the end that the vacancy may be filled by the executive / mayoral committee, and the formal disciplinary procedures for councillors be implemented by the office of the Speaker.

44. Members of council attending committee meetings of which they are not members

44.1 Members of the municipal council may attend the meeting of any committee that they are not a member of, but will in all instances be granted the status of an observer and will not be allowed to participate or vote at such meetings.

44.2 The provisions of 44.1 will not be applicable to the Municipal Public Accounts Committee (MPAC) and members of the executive will be requested to attend the MPAC meeting and the request for attendance will specify the matters that the member of the executive will be expected to address the MPAC on.

44.3 The rules with regard to agendas as set out above will also be applicable to requests to attend MPAC and address it.

44.4 Any member of the executive requested to attend the MPAC may instruct the municipal manager or a senior manager to accompany him/ her to the MPAC meeting but may not instruct such official to appear and address the MPAC on his /her behalf.

45. **Information to be obtained from municipal manager or the head of Department concerned**

Subject to the provisions of 38 above, members of the council who desire to obtain from any official of the council information with regard to the administrative work of the council, which is not accessible to the general public, should address their enquiries firstly to the Municipal Manager and then to the relevant senior manager.

46. Information to the press or all sources of media: In-committee discussions

46.1 The Mayor/ Executive Mayor, or in his/her absence the Deputy Mayor / Executive Mayor, the Speaker and the Municipal Manager in their discretion may, on application being made to him/her by any registered newspaper, radio station, television service or internet publisher, supply to such media or its representative, information and reports relating to the work of the municipality.

46.2 In view of the Municipal Manager, the Speaker or the Mayor / Executive Mayor being the authorised channel through which the media may receive information and reports, members of the council are therefore expected to refrain from sending to the media documents or information supplied to them with a view to their consideration by the council or any committee: Provided that this clause shall not be construed as abrogating a councillors individual constitutional right to make press statements which reflect his/her own personal or political view and not that of the council, further provided however, that no discussion that took place in-committee may be conveyed to the public or the press except by the Mayor / Executive Mayor, Speaker or Municipal Manager.

46.3 Chairpersons of committees must liaise with the Executive Mayor / Mayor, Speaker and Municipal Manager for the publication of any information relating to committee and the Municipal Manager shall arrange, if approved, the publication of the relevant information.

47. **Legal defence and indemnification of councillors and officers of the council**

The council may determine the circumstances in which it will undertake the defence of or pay the legal costs or the total costs and the amount in respect of any legal proceedings, whether civil or criminal, a councillor or an official may have against any person, body, organisation or institution arising from the councillor's or official's capacity as a councillor or official of the Municipality.

48. Speaker may refer matters for legal advice

The Speaker shall be entitled, within the framework of the approved operational budget of the municipality and subject to the supply chain management policy, to refer any matter pertaining to the council and its proceedings, for legal opinion to the council's legal advisors.

49. Activities prohibited within the council chamber or a meeting venue and the use of the council chamber by other persons or institutions

49.1 The decorum of the council chamber as the official seat of governance of the Municipality shall at all times be respected and adhered to by any person or institution using the facilities.

49.2 No cellphones will be allowed in the meetings of Council or its committees unless such cellphone is kept on the silent mode during the course of the meeting so as to cause no disturbance during the course of the meeting.

49.3 No one shall be allowed to answer his/her cellphone during the course of a meeting of council or its committees.

49.4 No food or drinks shall be allowed in the council chamber or venue where a council or its committee's meeting is held, excluding water provided at the meeting.

49.5 Caucus meetings of the various political parties may be held in the chamber provided it is booked with the Senior Administrative Officer: Committees prior to the meeting, and subject to such bookings to be on a rotational basis for all the parties.

49.6 The use of the council chamber by any other person or institution, other than a recognised committee, body of or person in the employ of the Municipality shall be subject to the approval by the Speaker, and at all times subject to the availability thereof in terms of the council's calendar of use, and the purpose for which it is applied for. Applications for use shall be made in writing to the Speaker who shall confer with the Director Corporate Services in making the venue available in writing.

50. Ward committees

The council may by resolution determine the rules of procedure for the election of ward committees, the procedures at meetings, the reporting rules, and the rendering of secretarial services to these committees.

51. Sanctions and offences

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.

52. **Dress code**

52.1 The Council may by resolution prescribe a dress code for councillors and traditional leaders attending meetings.

52.2 Notwithstanding the provisions of any resolution passed in accordance with 52.1, no councillor or member of the public shall be allowed to wear any clothing or accessory containing party political regalia to any meeting of Council or its committees.

53. **Invitation to address Council**

The Speaker may, in his/her discretion, invite any person or persons to address any meeting of the Council.

54. **Language Usage**

The use of vulgar language shall not be allowed inside the council chamber or at a meeting of Council or its committee,

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APPROVED ON	**:**	**1 August 2017**
COUNCIL RESOLUTION NO	**:**	**17/07/AME&SP2**
WORKSHOPPED ON	**:**	**30 November 2017**
APPROVED ON	**:**	
COUNCIL RESOLUTION NO	**:**	

WARD DEVELOPMENT FUND POLICY

Document Control

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WARD DEVELOPMENT FUND POLICY

1. DEFINITIONS

In this policy, not unless otherwise the meaning of terms will be referred as follows:

"Accounting Officer" is the Municipal Manager in terms of the Municipal Systems Act.

"Budget year" means the financial year for which an annual budget is to be approved in terms of section 16 (1) of the MFMA.

"**Budget Task Team**" means members of the Ward Committee that will be responsible for the Ward Development Funds.

"Community" in the context of this policy means community residing in a demarcated ward in Kouga area.

"Council" means the Council of the municipality referred to in section 18 of the Municipal Structures Act.

"Financial year" means the financial year applicable to municipalities commencing from 1 July to 30 June of each year.

"Ward Councillor" a municipal councillor elected in terms of Section 22 (1)(b) of the Municipal Structures Act, to represent a demarcated Council Ward.

"Capital Budget" for the purposes of this Policy shall mean the provisions made on the Approved Budget of the Kouga Municipality, for capital projects to be implemented in respect of a financial year.

"Operating Budget" for the purposes of this Policy shall mean the provisions made on the Approved Budget of the Kouga Municipality, for operational projects to be implemented in respect of a financial year.

"Ward Assistant" for the purposes of this Policy, shall mean the assistant appointed by the Kouga Municipality, to assist the Ward Councillor administratively in the performance of his/her duties in respect of the Ward for which the Councillor has been elected.

2. PREAMBLE

This budget allocation is made available in an accountable, open and transparent manner, including how such funds will be utilised as it is done in all budget allocations. Any transaction will form part of the normal audit of the municipality. Moreover, any activity should be operated in a transparent manner within a policy directive as set out by the Council and the administrative directive of the Accounting Officer. As such the

Council, must set Supply Chain Management Policies for the purpose and use of such public resources and the Accounting Officer must ensure compliance with this policy when authorizing expenditure.

3. PURPOSE

The purpose of this policy is to:

3.1. Determine the placement of the Ward Development Fund within the municipality.
3.2. Establish parameters for an annual allocation to the Ward Development Fund.
3.3. Establish clear application and approval procedures for the utilisation of the Fund.
3.4. Identify the key responsibilities of authorisation and accountability for the utilisation and reporting on the use of the Fund
3.5. Establish an internal certification process to ensure transparency in the expenditure of the Ward Development Fund.

4. OBJECTIVES

The objective of the policy is to:

4.1. Ensure that proper control, monitoring, authorisation, accountability and reporting.
4.2. Ensure that transparent processes exist for expenditure of the Ward Development Fund.
4.3. Ensure uniformity and consistency on the way the fund is utilised. and
4.4. Ensure that the Ward Councillor and Ward Committee can attend to urgent ward programmes, projects and or any other needs that may arise in line with the approval by the Speaker.

5. SCOPE

The policy provides details of application, approval and authorization requirements under which the Ward Development Fund may be utilised and is applicable to all wards of Kouga Local Municipality.

6. LEGAL FRAMEWORK

Section 56 of the Municipal Finance Management Act, No. 56 of 2003 requires sound and sustainable management of the financial affairs of municipalities and specifically requires that the Accounting Officer of a municipality should take reasonable steps to ensure that the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorization, withdrawal and payments of funds.

This policy comes into operation immediately upon its approval by Council or at a date to be determined by a Council resolution. The policy

will thereafter be reviewed on a twelve month cycle or earlier, as and when the need to do so arises.

7 PRINCIPLES UNDERPINNING THE POLICY

This policy is underlined by the following principles:

7.1 Transparency

7.2. Openness
7.3. Accountability
7.4. Responsiveness, and

7.5. Communication

8. PLACEMENT OF THE FUND

The Ward Development Fund (WDF) is placed in the Office of the Speaker.

9. POLICY DIRECTIVES AND PROCEDURES

9.1. GUIDELINES FOR THE UTILISATION OF THE FUND

9.1.1 The overarching principle of the utilisation of the Ward Development fund is its direct alignment with the IDP. The identification of projects for expenditure of the ward fund must have been identified by communities as Ward priorities. Projects of an operational and/or capital nature that have not been expressed in the IDP, will not be considered for implementation and expenditure against the WDF:

9.2 The following considerations will apply, to the implementation of the WDF, subjected to paragraph 9.1.1 above:

9.2.1 Provide support to ward based institutions, organizations.
9.2.2 Facilitate broadly, the promotion of community relationships.
9.2.3 Assist with the promotion of economic or community development initiatives within the ward.
9.2.4 Enhance the potential in the establishment or conducting of initiatives that will provide benefit to ward /community
9.2.5 The fund must only be used for annual programs and not for multi – year programs
9.2.6 It is of utmost importance that the selected programs must benefit the ward through:
9.2.6.1 Enhancing community capacity building and awareness;
9.2.6.2 Promoting skills development and job creation;
9.2.6.3 Promoting community public participation;

9.2.6.4 Benefiting the vulnerable groups including women, youth, aged, disabled and children;

9.2.6.5 Enhancing service delivery in the wards where there is a shortfall of funds within the capital budget of the municipality; and

9.2.6.6 Improving the welfare of the communities within the ward.

9.2.7 Ward Councillors must motivate their requests and/or submissions made to use the WDF, and which submissions must be made to the office of the Speaker, who will be responsible , in consultation with the Accounting Officer and CFO, for the approval or non- approval of the request to avoid any non- compliance or abuse of public funds.

9.3 Any request for Roll-overs in respect of budgeted funds must be considered within the framework of National Treasury and recommended by the Speaker to Council for final approval who will make the decision in consultation with the Accounting Officer and CFO.

10. OPERATIONAL PROVISIONS

10.1 An annual budget allocation shall be made for purposes of a Ward Development Fund.

10.1.1 The Ward Development Fund may be used only for the purpose for which it is approved as guided by the provisions of clause 9.1(a),

10.1.2 All requests for expenditure under the Ward Development Fund are to be presented to the Office of the Speaker for his approval or non- approval.

10.1.3 Once approval has been received from the Speakers' Office, the respective Public Participation Officer is to raise a written request for the financial processing of the transactions based on what is required on a case by case basis (e.g. direct payment of a service provider/procurement processes etc.) and forwarded to the Finance Department for processing together with all the necessary supporting documents.

10.1.4 Upon the conclusion of the financial transaction, the applicant and other stakeholders (e.g. Ward Councillor) will be informed by the Speaker's Office with documentary evidence to this effect.

10.1.5 The relevant Budget and Treasury Accountant and the Public Participation Officer must monitor expenditure to ensure that expenditure remains within the approved budget/allocation per ward.

10.1.6 The Speaker and the Public Participation Officer must be provided with the expenditure reports per ward on a monthly basis, and during the last quarter of the financial year (i.e. April – June), the Speaker must instruct Ward Councillors who are recording 0% spending in respect of his/her ward, to indicate to his office whether such allocations are still to be spent. In the event of no response, the Speaker is authorised to make decisions on re-allocating the funding to needy wards or areas. This is intended to curb under-expenditure of fund, and due to the fact that certain wards are more needy than others, although funding is split in the same proportion.

10.1.7 Should a request for roll-over be denied by the Speaker, the Ward Councillor may appeal to Council, where after the decision of Council is final.

10.1.8 Within the first 30 days of each financial year, the Ward Councillor must meet with the Ward Committee and hold a Public Consultation Meeting in order to receive proposals from the public on possible projects and/or proposals on how to spend the fund.

11. WARD COUNCILLOR'S ROLE

11.1 Each Ward Councillor shall establish a Budget Task Team comprising of Ward Committee Members, chaired by the Ward Councillor

11.1.1 The purpose of the task team would be to consider all requests submitted for funding.

11.1.2 The budget task team of the ward shall receive written requests for assistance from the organizations within the ward.

11.1.3 With the assistance of the ward committee, the Ward Councillor will determine whether the request meets the criteria set out in the Ward Development Fund Policy guidelines.

11.1.4 The Ward Councillor will establish whether the applicant is not in receipt of funding for the same purpose from the municipality.

11.1.5 The Ward Councillor will verify the existence of the project/ beneficiary or the need of the funding.

11.1.6 If the applicant meets the criteria as well as the verification, the Ward Councillor should apply to the Office of the Speaker at least seven (7) days before the event or commencement of the project.

11.1.7 In respect of a project, the Ward Councillor must outline the financial, human resources and business plans required on how the project will benefit the community.

12 THE ROLE OF THE SPEAKER'S OFFICE

12.1 Upon receipt of the application from the Ward Councillor, the Speakers Office shall:

12.1.1 Verify if the application meets all the criteria as set out in the framework of the Ward Development Fund Policy.

12.1.2 Verify if the applicant has not been funded from the Ward Development Fund, or/and other municipal fund for the same purpose.

12.1.3 Confirms from Budget and Treasury if there is suitable budget for the project applied for by the Ward Councillor.

12.1.4 Recommend in writing to the Finance directorate for approval when the application meets all the requirements and where there are funds available in the ward budget.

12.1.5 Respond in writing to the Ward Councillor whether his/her application has been approved.

12.1.6 The Speaker's Office has the prerogative to refuse funding if it falls outside the scope of the policy.

12.1.7 The Finance Directorate, with the approval of the Speaker may, depending on the circumstances approve use of the Ward Development Fund to fund causes falling outside of the set criteria but within the mandate of the municipality.

13 EXCLUSIONS

13.1 The following are excluded from the utilization of the Ward Development Fund:-

13.1.1 Parties or celebrations for individuals
13.1.2 Purchasing of refreshments and other office essentials
13.1.3 Burial of deceased persons in the ward
13.1.4 Any other matter that may be detrimental to the communities
13.1.5 Cash funding

14 MONITORING

14.1 The Ward Councillor shall:

14.1.1 Through the verification process as set out above, take all the necessary steps possible to act in a manner that will mitigate against abuse/misuse of the Ward Development Fund.
14.1.2 Be held personally accountable for all funds used from his/her Ward Development Fund, if it is established that there has been breach of the guidelines, legislation and the verification process.
14.1.3 Keep records of all transactions made through the Ward Development Fund and provide proof of expenditure for all projects undertaken to the Ward Assistants and the Public Participation Office.

14.1.4 The Speakers' Office shall:

14.1.4.1 Continuously monitor and evaluate the usage and progress of projects funded from the Ward Development Fund.
14.1.4.2 Provide support and advice to Ward Councillors where necessary
14.1.4.3 Keep records of all proposals/ requests processed for funding and report to the Speaker and the Public Participation Officer to report to the Council on a quarterly basis
14.1.4.4 Not to consider any application that is in breach of the criteria as set out in the policy framework
14.1.4.5 The application form attached to the policy as Annexure "A" is properly completed in order to consider the request for assistance from the Ward Development Fund.

15. DEFINING RESPONSIBILITIES BETWEEN THE TWO OFFICES

15,1 Finance Directorate.
15.2 Confirm the correct job number for the ward.
15.3 Confirm budget availability in the respective ward.
15.4 Re-confirm compliance with the Council approved policy.
15.5 Liaise with the originating office for any enquiries relating to the transaction, including but not limited to non-compliance, budget availability.
15.6 Sign-off the document to confirm that the transaction is fully compliant in all respects, etc.
15.7 Speakers' Office.
15.8 Scrutinize the documents in order to confirm compliance.

15.9 Communicate directly with the originating office in any case of non-compliance.

15.10 Sign- off the documents to confirm that it is complete and compliant in all respects, and

15.11 Preparing the quarterly reports on spending of the funds for the structures of Council and for the Speaker to report to Council.

16 REVIEW OF POLICY

That the policy for Ward Development Fund must be reviewed annually.

VERSION 1 APPROVED ON	:	**31 May 2017**
RESOLUTION NO	:	**17/05/AME&SP5**
VERSION 2: WORKSHOPPED ON	:	**16 MAY 2018**
APPROVED BY COUNCIL	:	
RESOLUTION NUMBER	:	

WARD DEVELOPMENT FUND POLICY APPLICATION FORM

To be completed by the Ward Councillor

Ward Number:	
Ward Councillor:	
Project to be funded.	
Commencing date of the project:	
---------- ***WARD COUNCILLOR 'S SIGNATURE*** ***DATE……..***	

To be completed by the "delegated/authorised" official at the office of the Finance Directorate

1. BUDGET AND TREASURY OFFICE **BUDGET CONFIRMATION** **----------** **ACCOUNTANT** **----------** **DATE**

REPORTS BY THE PORTFOLIO CHAIRPERSON: INFRASTRUCTURE & ENGINEERING

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE ENGINEERING

DATE: 31 MAY 2018 **ITEM: 18/05/I&E1**

PROPOSED AMENDMENTS TO THE 2017/18 CAPITAL ADJUSTMENTS BUDGET – APPROVAL OF ADDITIONAL MUNICIPAL DISASTER GRANT ALLOCATION FOR DROUGHT RELIEF BY THE DEPARTMENT OF COOPERATIVE GOVERNANCE

1. Introduction

To solicit authorisation for an adjustment to the adjustments budget for the additional grant allocation received from CoGTA.

2. Background

The municipality were notified by the Department of Co-Operative Governance (DCOG) in a letter dated 28 March 2018 (See attached as Annexure 1) that an amount of R 1 090 000.00 will be transferred to Kouga Municipality for emergency drought disaster relief.

The transfer of funds into the municipal account took place on 28 March 2018

Strict conditions are attached to the use of these funds. Funds can solely be used to provide drought emergency relief and only for the following projects;

i. Oyster Bay: Conditional assessment and re-commissioning of existing boreholes – R 90 000-00
ii. Patensie and Hankey: Identification of potential sites for ground water extraction and drilling and equipping of 2 boreholes - R 1 000 000-00

3. Financial implications

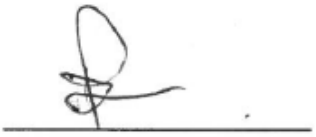
Project Name	**2017/2018 Approved Adjustments Budget**	**2016/2017 Adjusted Adjustments Budget**
Disaster Boreholes	R 7 020 714 -00	R 11 340 000-00

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 amendment to the 2017/18 Capital Adjustments Budget.

Vote: 201 801 110 14622

Disaster Boreholes: increase by R 1 090 000 from R 7 020 714 to R 8 110 714.

Noted by the Portfolio Councillor: 

ANNEXURE " A"

cooperative governance

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

Private Bag X804, Pretoria, 0001 Tel (012) 848 4603, Fax: (012) 848 4636
1303 Heuwel Avenue, Riverside Park, Letaba House, 2nd Floor Centurion, Pretoria

Reference No.: 21/4/2/2

Mr. Charl du Plessis
Municipal Manager
Kouga Local Municipality
PO Box 21
JEFFREYS BAY
6330

Dear Mr. du Plessis

Email: jreed@kouga.gov.za

TRANSFER OF FUNDS FROM THE MUNICIPAL DISASTER GRANT FOR DROUGHT: KOUGA LOCAL MUNICIPALITY IN EASTERN CAPE PROVINCE.

This letter serves to inform you that an amount of **R1 090 000.00** (One million and ninety thousand rand) will be transferred for emergency disaster relief to Kouga Local Municipality, as a water service authority to address the drought and water scarcity situation. The purpose of these funds are solely to provide emergency relief for the condition assessment and recommissioning of boreholes as follow:

Municipality	Projects	Amounts
Kouga LM	Condition assessment and recommissioning of existing boreholes	
	Patensie and Hankey: identify potential sites for ground water extraction and drill and equip 2 boreholes	R1 000 000.00
	Oyster Bay: Condition assessment and recommissioning of existing boreholes	R90 000.00
Total		**R1 090 000.00**

In view of the above, you are kindly expected to note the following:

1. The allocated funds should solely be used to provide emergency relief within communities affected by disasters and the funds may not be used for any other purposes e.g. compensation, travel and subsistence payments to employees.
2. The Kouga local municipality is the beneficiary to the grant, as a water services authority and is expected to provide emergency relief in line with the conditions of the grant.
3. The following responsibilities, amongst others have to be carried out by your municipality:
   - 3.1 To ensure implementation of all projects in line with the business plans submitted to the National Disaster Management Centre (NDMC) through the Provincial Disaster Management Centre (PDMC).
   - 3.2 Prepare monthly and quarterly progress reports using the provided reporting template and submit to the NDMC through the PDMC.
   - 3.3 Conduct regular site visits to monitor implementation of the projects.
   - 3.4. Apply for the rollover of the unspent funds in consultation with Provincial Disaster Management Centre and Provincial Treasury as per the Division of Revenue Act at the end of the municipal financial year.
   - 4. The NDMC, PDMC, Department of Water and Sanitation (DWS) and relevant stakeholders will also visit the affected areas to verify progress made.

Kindly note that the proof of payment will be sent in due course.

You may contact the Chief Director: Disaster Risk Reduction, Capacity Building and Intervention; Ms Modiegi Radikonyana on telephone (012) 848 4619 or email: ModdyR@ndmc.gov.za in the event that further clarity is required on this matter.

Dr. M Tau

Deputy Director General: National Disaster Management Centre

Date: 26/03/2018

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE AND ENGINEERING

DATE: 31 MAY 2018 **ITEM: 18/05/I&E2**

PROPOSED AMENDMENTS TO THE 2017/18 CAPITAL ADJUSTMENTS BUDGET – REVISED MUNICIPAL INFRASTRUCTURE GRANT ALLOCATION BY THE DEPARTMENT OF NATIONAL TREASURY

1. Introduction

The purpose of this item is to seek Council approval for the proposed amendments to the 2017/18 Capital Adjustments Budget, in order to account for the reduction in the MIG allocation.

2. Background

The municipality was notified by the Department National Treasury (NT) on 12 February 2018 (refer Annexure A) of their intention to stop an amount of R 8 million in terms of section 19 of the Division of Revenue Act of 2017 (DoRA) and Section 38 of the Municipal Finance Management Act (MFMA).

Despite presentations made to a national and provincial panel which assessed the municipality's ability to spend the allocation during the 2017/18 financial year, the initial Municipal Infrastructure Grant allocation was reduced by R 5 million as per Government Gazette No. 41519(Refer attached Annexure 'B").

3. Comments: Director: I &E

The appointed service providers, for the Upgrade of Kruisfontein WWTW & Outfall Sewer Phase 2 and Upgrade St. Francis Bay WWTW, have been informed of the reduction in the project budgets. It has been negotiated with the effected service providers to only effect payment for the reduced amount in the 2018/19 financial year when the budget gets approved. The reduced amount has been budgeted for in the 2018/19 capital budget.

4. Financial implications

The following amendments to the 2017/18 Capital Adjustments Budget are proposed

Project Name	2017/18 Approved Adjustments Budget	2017/18 Adjusted Adjustments Budget
Upgrade Kruisfontein WWTW & Outfall Sewer Phase 2	R 15,225,785.	R12,725,785
Upgrade St. Francis Bay WWTW	R 8,284,068.	R 5,784,068

5. Legal Implications

Possible breach of contract should the contractors not agree on the reduced budget.

6. Recommendation

(i) 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, 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 amendments to the 2017/2018 Capital Adjustments Budget

Vote:
Upgrade Kruisfontein WWTW & Outfall Sewer Phase 2: budget will decrease by R 2,500,000 from R 15,225,785 to an amended budget of R12,725,785.

Vote:
Upgrade St Francis Bay WWTW: budget will decrease by R 2,500,000 from R 8,284,068 to an amended budget of R 5,784,068

ANNEXURE " A"

national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Private Bag X115, Pretoria, 0001,Tel: (012) 315 5111, Fax (012) 315 5264
Enquiries: Sello Mashaba Tel: (012) 315 5183, Fax: (012) 395 6553 email: Sello.Mashaba@treasury.gov.za.

Ref: EC108/19

Mr Sydney Fadi
The Municipal Manager
Kouga Municipality
P O BOX 21
JEFFREYS BAY
6330

Dear Mr S Fadi

STOPPING OF FUNDS DUE TO UNDER PERFORMANCE/ NON-COMPLIANCE ON THE MUNICIPAL INFRASTRACTURE GRANT

In a letter to your municipality dated 11 January 2017, the Department of Cooperative Governance (DCoG) proposed that a portion of your 2016/17 allocation to your municipality in respect of the Municipal Infrastructure Grant (MIG) as gazetted in the 2017 Division of Revenue Act, (Act No. 3 of 2017) (DoRA) be stopped due to non-compliance of the conditions of the grant and under performance of the grant allocation. This letter serves as formal notification by National Treasury of its intention to stop the above-mentioned allocation in terms of Section 19 of the 2017 DoRA (Act No. 3 of 2017) and Section 38 of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA).

Acting on the above and other information received during the consultation process with DCoG, National Treasury hereby informs you of the intention to stop an amount of **R8 million** from your original 2017/18 MIG allocation of **R32.3 million** in terms of section 19 of the 2017 DoRA (Act No. 3 of 2017). This decision will not in any way affect future allocations to your municipality.

Your municipality is requested in a response to motivate to the National Treasury on the following:

- Why expenditure reported as at 31 December 2017 is below 40 per cent;
- Representation on the cash coverage for grants transferred (Liquidity ratio);
- Representation on the initial cash flow projections against actual performance;
- Progress report on any approved rolled over for 2016/17 financial year;
- Representation on all project awarded after the second quarter of the municipal financial year dated 31 December 2017;
- Representation on any commitments made against regulation 32 projects in terms of the Supply Chain Management policy and chapter 11 of the MFMA and progress made against these projects; and
- An acceleration plan against the 2017/18 approved implementation plan.

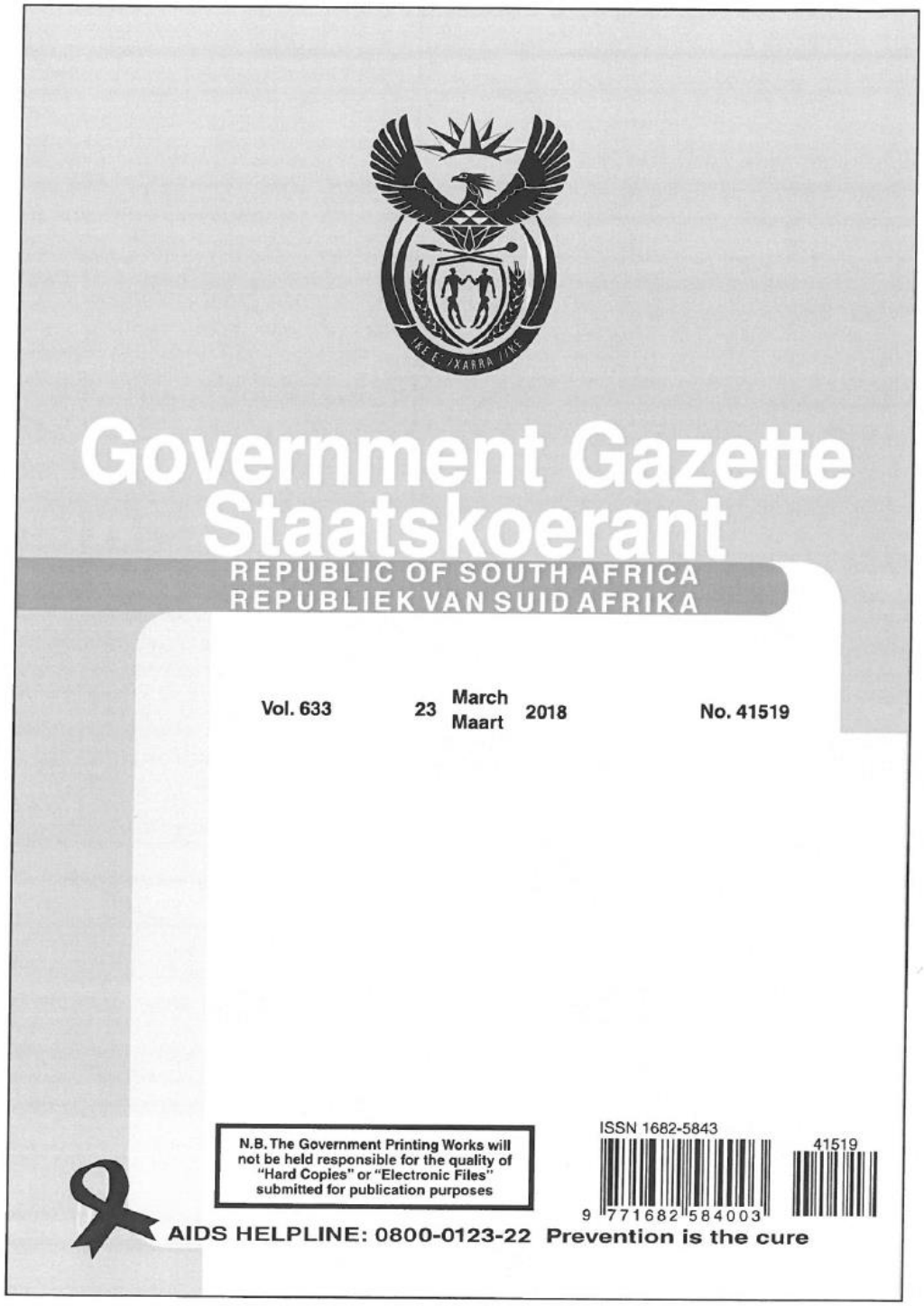
Please be advised that in terms of Section 38 (2)(a) of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003) you are required to submit a written representation to National Treasury regarding the proposed stopping of the above allocation within seven days upon receipt of this letter.

Yours faithfully

pp **JAN HATTINGH**
CHIEF DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS
DATE: 12/02/2018.

CC: Office of the Auditor-General

ANNEXURE "B"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NO FUTURE QUERIES WILL BE HANDLED IN CONNECTION WITH THE ABOVE.

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GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

NATIONAL TREASURY

NO. 356 **23 MARCH 2018**

STOPPING AND RE-ALLOCATION OF FUNDS IN TERMS OF THE DIVISION OF REVENUE ACT, 2017 (ACT NO. 3 OF 2017) AND THE DIVISION OF REVENUE AMENDMENT ACT, 2017 (ACT NO. 10 OF 2017).

I, Nhlanhla Nene, Minister of Finance, acting in terms of section 16(2) and 26(2) of the Division of Revenue Act, 2017 (Act No. 3 of 2017), as amended by the Division of Revenue Amendment Act, 2017 (Act No. 10 of 2017), hereby publish in the attached Explanatory Memorandum and Schedules:

(a) The re-allocation of stopped conditional allocations between municipalities in terms of section 19 and 20 of the Division of Revenue Act, 2017, as amended; and
(b) Technical adjustments on conditional allocations to municipalities.

For ease of reference only and where applicable, the attached Schedules reflect the main allocations, adjustments and total adjusted allocations.

NHLANHLA NENE, MP
MINISTER OF FINANCE

Explanatory Memorandum to the Allocations set out in the attached schedule

This *Gazette* is published in terms of the Division of Revenue Act, 2017 (Act No. 3 of 2017), and provides information regarding the adjustment of allocations to municipalities in the 2017/18 national financial year.

This is necessitated by the need for the stopping and re-allocation of funds in terms of Section 19 and 20 of the Division of Revenue Act (DoRA), 2017.

LOCAL GOVERNMENT

Stopping and reallocation

Municipal Infrastructure Grant (MIG) and Energy Efficiency and Demand Side Management Grant (EEDSM)

1. Section 19 of DoRA stipulates that National Treasury may in its discretion or at the request of a transferring national officer stop the transfer for schedules 4 and 5 grants pertaining to anticipated under-spending on programmes or allocations in the financial year by the municipality.

2. National Treasury in consultation with the transferring national officers responsible for monitoring the affected grants concluded that municipalities reflecting significant uncommitted underspending would have their funds stopped and reallocated to fast spending municipalities.

3. Priority for reallocation was afforded to municipalities in the same district, then provinces regarding fast moving municipalities against their projects. The decision followed series of consultations between national departments, and provincial government.

Urban Settlement Development Grant (USDG)

4. The Department of Human Settlements (DHS) in its submission to National Treasury, recommended that the least performing metropolitan municipalities (metros) against the USDG must have their funds stopped and reallocated to best performing metros.

5. The funds will be stopped against City of Johannesburg and the City of Cape Town with amounts of R363 million and R175.8 million respectively. DHS is to reallocate the stopped funds of a total of R538.8 million between Nelson Mandela Bay (R178.8 million), Buffalo City (R160 million), Mangaung (R100 million) and Ekurhuleni (R100 million).

Public Transport Network Grant (PTNG)

6. Msunduzi Local Municipality (LM) in KwaZulu-Natal province wrote to National Treasury requesting that a portion of their 2017/18 Public Transport Network Grant allocation stopped in terms of section 19 of 2017 DoRA due to their anticipated underspending on the grant.

7. Following consultation with the national Department of Transport, it was agreed that a portion of Msunduzi Local Municipality's 2017/18 PTNG allocation amounting to R52.5 million should be stopped.

Correction of an error

8. Following the publication of the 2017/18 adjustment gazette in terms of the 2017 DoRA as amended by the 2017 Division of Revenue Amendment Act, an error was found on

the adjusted allocation for Nelson Mandela Bay Metropolitan Municipality, uThukela District Municipality and Masilonyana Local Municipality.

9. Nelson Mandela Bay Metropolitan Municipality's adjusted allocation was less than the funds already transferred to the municipality. In order to correct the error, the Neighbourhood Development Partnership Grant Unit decided to increase the metros allocation with a difference of the funds already transferred. The difference on the adjusted allocation and the funds transferred has been reduced from Mogale City Local Municipality, wherein consultation between the Neighbourhood Development Partnership Grant Unit and the affected municipalities has been done and agreed upon.

10. Further an error was found in the adjusted Regional Bulk Infrastructure Grant Schedule 5B allocation for uThukela and Masilonyana, wherein the adjusted allocation was less than the funds already transferred to the municipalities.

11. To correct this error, the Department of Water and Sanitation (DWS) has decided to increase uThukela and Masilonyana municipalities' allocation with a difference of the funds already transferred and the already adjusted allocation. The difference on the adjusted allocation and the funds transferred has been reduced from Zululand and Mohokare municipalities to augment uThukela and Masilonyana allocations respectively. Consultations between DWS and the affected municipalities has been done and agreed upon.

12. While the 2017/18 MIG allocation of Ingwe Local Municipality will increase with R12.5 million in order to reimburse the municipality with the previous years' allocation that was not transferred.

13. R12.5 million for Ingwe Local Municipality will therefore be transferred against a newly established municipality, Dr Nkosazana Dlamini Zuma Local Municipality formed on 10 August 2017, following the amalgamation of KwaSani Local Municipality and Ingwe Local Municipality.

14. City of Matlosana Local Municipality (LM) will also increase by R40 million against their 2017/18 MIG allocation in order to reimburse the municipality with the previous years' unspent conditional grants due an error in the 2014/15 Annual Financial Statements (AFS).

15. Lastly, an amount of R14.6 million is to be released as a result of the resolution regarding Hessequa's 2014/15 and 2015/16 unspent of conditional grants. The National Treasury will increase the 2018 MIG allocation in order for Hessequa to complete committed projects.

Support afforded to municipalities reflecting significant underspending

16. Municipalities receiving support from NT on the invoice verification process, will receive continuous supports;

17. Were possible some of the stopped funds will only be reallocated the respective district of the affected locals;

18. Some municipalities experiencing huge institutional failures and financial difficulties will be afforded hands on support by DCoG including conducting a series of municipal visits;

19. The municipalities that would have had their funds stopped regardless and face prospect of cash flow shortages, would be assisted with an increased first transfer in the month of July 2018;

20. Other municipalities that had their funds stopped in the previous years are also supported though this gazette; and

21. Where possible municipalities that will avoid the stopping process but still reflect significant underspending, their signed motivation will be utilized during the year end rollover consideration.

ANNEXURE 1

SPECIFIC PURPOSE GRANT ALLOCATIONS TO MUNICIPALITIES

(National and Municipal Financial Years)

This gazette is also available free online at www.gpwonline.co.za

Schedule 5B
SPECIFIC PURPOSE GRANT ALLOCATIONS TO MUNICIPALITIES

Department Energy (Vote xxx)	Energy Efficiency and Demand Side Management Grant			
	Column A	Column B		Column C
	2017/18 Main allocation	Roll-overs	Adjustments	2017/18 Adjusted allocation
	R'000	R'000	R'000	R'000
EASTERN CAPE				
A BUF Buffalo City			5,000	5,000
A NMA Nelson Mandela Bay				
B EC157 King Sabata Dalindyebo	8,000			8,000
Total: O.R.Tambo Municipalities	8,000			8,000
C DC44 Alfred Nzo District Municipality	5,000			5,000
Total: Alfred Nzo Municipalities	5,000			5,000
Total: Eastern Cape Municipalities	13,000		5,000	18,000
FREE STATE				
B FS181 Masilonyana	5,000			5,000
Total: Lejweleputswa Municipalities	**5,000**			**5,000**
C DC19 Thabo Mofutsanyana District Municipality	6,000			6,000
Total: Thabo Mofutsanyana Municipalities	**6,000**			**6,000**
B FS203 Ngwathe	6,000		(6,000)	
Total: Fezile Dabi Municipalities	**6,000**		(6,000)	
Total: Free State Municipalities	**17,000**		**(6,000)**	**11,000**
GAUTENG				
A EKU Ekurhuleni	12,000			12,000
A JHB City of Johannesburg	15,000			15,000
A TSH City of Tshwane				
B GT423 Lesedi	6,000			6,000
Total: Sedibeng Municipalities	**6,000**			**6,000**
B GT481 Mogale City	6,000			6,000
Total: West Rand Municipalities	**6,000**			**6,000**
Total: Gauteng Municipalities	**39,000**			**39,000**
KWAZULU-NATAL				
A ETH eThekwini	15,000			15,000
B KZN216 Ray Nkonyeni			4,000	4,000
Total: Ugu Municipalities			**4,000**	**4,000**
B KZN223 Mpofana	6,000		(6,000)	
Total: Umgungundlovu Municipalities	**6,000**		**(6,000)**	
C DC25 Amajuba District Municipality	6,000		(6,000)	
Total: Amajuba Municipalities	**6,000**		**(6,000)**	
B KZN282 uMhlathuze			5,000	5,000
Total: Uthungulu Municipalities			**5,000**	**5,000**
C DC29 iLembe District Municipality	6,000			6,000
Total: iLembe Municipalities	**6,000**			**6,000**
C DC43 Harry Gwala District Municipality	8,000			8,000
Total: Harry Gwala Municipalities	**8,000**			**8,000**
Total: KwaZulu-Natal Municipalities	**41,000**		**(3,000)**	**38,000**
LIMPOPO				
B LIM334 Ba-Phalaborwa	5,000			5,000
Total: Mopani Municipalities	**5,000**			**5,000**
B LIM341 Musina	5,000			5,000
Total: Vhembe Municipalities	**5,000**			**5,000**
B LIM354 Polokwane	6,000			6,000
Total: Capricorn Municipalities	**6,000**			**6,000**
Total: Limpopo Municipalities	**16,000**			**16,000**

Schedule 5B
SPECIFIC PURPOSE GRANT ALLOCATIONS TO MUNICIPALITIES

Department Energy (Vote xxx)	Energy Efficiency and Demand Side Management Grant			
	Column A	Column B		Column C
	2017/18 Main allocation	Roll-overs	Adjustments	2017/18 Adjusted allocation
MPUMALANGA				
B MP306 Dipaleseng	5,000		(5,000)	
B MP307 Govan Mbeki			4,000	4,000
Total: Gert Sibande Municipalities	**5,000**		**(1,000)**	**4,000**
B MP311 Victor Khanye	5,000		(5,000)	
Total: Nkangala Municipalities	**5,000**		**(5,000)**	
B MP321 Thaba Chweu	6,000		(5,000)	1,000
B MP326 City of Mbombela	7,000		4,000	11,000
Total: Ehlanzeni Municipalities	**13,000**		**(1,000)**	**12,000**
Total: Mpumalanga Municipalities	**23,000**		**(7,000)**	**16,000**
NORTHERN CAPE				
B NC066 Karoo Hoogland	2,000			2,000
Total: Namakwa Municipalities	**2,000**			**2,000**
B NC087 Dawid Kruiper	5,000			5,000
Total: ZF Mgcawu Municipalities	**5,000**			**5,000**
B NC091 Sol Plaatje			6,000	6,000
Total: Frances Baard Municipalities			**6,000**	**6,000**
Total: Northern Cape Municipalities	**7,000**		**6,000**	**13,000**
NORTH WEST				
B NW383 Mafikeng	6,000			6,000
Total: Ngaka Modiri Molema Municipalities	**6,000**			**6,000**
B NW392 Naledi	3,000			3,000
Total: Dr Ruth Segomotsi Mompati Municipalities	**3,000**			**3,000**
B NW405 JB Marks	8,000			8,000
Total: Dr Kenneth Kaunda Municipalities	**8,000**			**8,000**
Total: North West Municipalities	**17,000**			**17,000**
WESTERN CAPE				
A CPT City of Cape Town	10,000			10,000
B WC025 Breede Valley	7,236			7,236
Total: Cape Winelands Municipalities	**7,236**			**7,236**
B WC044 George	7,000			7,000
C DC4 Eden District Municipality			5,000	5,000
Total: Eden Municipalities	**7,000**		**5,000**	**12,000**
B WC053 Beaufort West	6,000			6,000
Total: Central Karoo Municipalities	**6,000**			**6,000**
Total: Western Cape Municipalities	**30,236**		**5,000**	**35,236**
National Total	**203,236**			**203,236**

ANNEXURE 2

INFRASTRUCTURE GRANT ALLOCATIONS TO MUNICIPALITIES

(National and Municipal Financial Years)

This gazette is also available free online at www.gpwonline.co.za

Schedule 4B
INFRASTRUCTURE GRANT ALLOCATIONS TO MUNICIPALITIES

Department of Human Settlements (Vote 38)		Urban Settlement Development Grant		
		Column A	Column B	Column C
		2017/18 Main allocation	Roll-overs	Adjustments	2017/18 Adjusted allocation
		R'000	R'000	R'000	R'000
EASTERN CAPE					
A	BUF Buffalo City	768 128		160 000	928 128
A	NMA Nelson Mandela Bay	911 761		178 800	1 090 561
Total: Eastern Cape Municipalities		1 679 889		338 800	2 018 689
FREE STATE					
A	MAN Mangaung	761 307		100 000	861 307
Total: Free State Municipalities		**761 307**		**100 000**	**861 307**
GAUTENG					
A	EKU Ekurhuleni	1 985 010		100,000	2 085 010
A	JHB City of Johannesburg	1 864 731		(363,000)	1 501 731
A	TSH City of Tshwane	1 616 415			1 616 415
Total: Gauteng Municipalities		**5,466.156**		**(263.000)**	**5,203.156**
KWAZULU-NATAL					
A	ETH eThekwini	1 980 109			1 980,109
Total: KwaZulu-Natal Municipalities		**1 980 109**			**1 980 109**
WESTERN CAPE					
A	CPT City of Cape Town	1 494 786		(175,800)	1 318 986
Total: Western Cape Municipalities		**1,494,786**		**(175,800)**	**1,318,986**
National Total		**11 382 247**			**11 382 247**

Schedule 5B
INFRASTRUCTURE GRANT ALLOCATIONS TO MUNICIPALITIES

Cooperative Governance and Traditional Affairs (Vote 4)			Municipal Infrastructure Grant			
			Column A	Column B		Column C
			2017/18 Main allocation	Roll-overs	Adjustments	2017/18 Adjusted allocation
			R'000	R'000	R'000	R'000
EASTERN CAPE						
A	BUF	Buffalo City				
A	NMA	Nelson Mandela Bay				
B	EC101	Dr Beyers Naude	20,902			20,902
B	EC102	Blue Crane Route	14,496		(2,000)	12,496
B	EC104	Makana	24,764		(24,764)	
B	EC105	Ndlambe	27,715		(3,000)	24,715
B	EC106	Sundays River Valley	26,000			26,000
B	EC108	Kouga	32,274		(5,000)	27,274
B	EC109	Koukamma	15,592		4,000	19,592
C	DC10	Sarah Baartman District Municipality			24,764	24,764
Total: Cacadu Municipalities			**161.743**		**(6,000)**	**155.743**
B	EC121	Mbhashe	61,027		(3,000)	58,027
B	EC122	Mnquma	63,693		(23,000)	40,693
B	EC123	Great Kei	11,371			11,371
B	EC124	Amahlathi	28,574			28,574
B	EC126	Ngqushwa	22,833		9,000	31,833
B	EC129	Raymond Mhlaba	44,877			44,877
C	DC12	Amatole District Municipality	436,439			436,439
Total: Amatole Municipalities			**668.814**		**(17.000)**	**651.814**
B	EC131	Inxuba Yethemba	16,313			16,313
B	EC134	Intsika Yethu	43,735		9,000	52,735
B	EC136	Emalahleni	34,061			34,061
B	EC137	Engcobo	39,156		(10,500)	28,656
B	EC137	Sakhisizwe	30,948		(3,000)	27,948
B	EC139	Enoch Mgijima	55,036		(10,500)	44,536
C	DC13	Chris Hani District Municipality	292,340			292,340
Total: Chris Hani Municipalities			**511.589**		**(15.000)**	**496.589**
B	EC141	Elundini	39,587		6,000	45,587
B	EC142	Senqu	39,115			39,115
B	EC145	Walter Sisulu	29,954			29,954
C	DC14	Joe Gqabi District Municipality	159,725			159,725
Total: Ukhahlamba Municipalities			**268.381**		**6.000**	**274.381**
B	EC153	Nquza Hills	55,437			55,437
B	EC154	Port St Johns	34,897			34,897
B	EC155	Nyandeni	61,894		9 000	70,894
B	EC156	Mhlontlo	44,989		17 000	61,989
B	EC157	King Sabata Dalindyebo	87,808		18 500	106,308
C	DC15	O.R. Tambo District Municipality	645,218			645,218
Total: O.R.Tambo Municipalities			**930.243**		**44.500**	**974.743**
B	EC441	Matatiele	50,088			50,088
B	EC442	Umzimvubu	47,190			47,190
B	EC443	Mbizana	61,178		(1,500)	59,678
B	EC444	Ntabankulu	27,581		10,000	37,581
C	DC44	Alfred Nzo District Municipality	382,989		(9,000)	373,989
Total: Alfred Nzo Municipalities			**569.026**		**(500)**	**568.526**
Total: Eastern Cape Municipalities			**3.109.796**		**12.000**	**3,121.796**

Schedule 5B
INFRASTRUCTURE GRANT ALLOCATIONS TO MUNICIPALITIES

Cooperative Governance and Traditional Affairs (Vote 4)			Municipal Infrastructure Grant			
			Column A	Column B		Column C
			2017/18 Main allocation	Roll-overs	Adjustments	2017/18 Adjusted allocation
			R'000	R'000	R'000	R'000
FREE STATE						
A	MANG	Mangaung				
B	FS161	Letsemeng	17,377		(1,500)	15,877
B	FS162	Kopanong	30,033			30,033
B	FS163	Mohokare	18,236			18,236
C	DC16	Xhariep District Municipality				
Total: Xhariep Municipalities			**65,646**		**(1,500)**	**64,146**
B	FS181	Masilonyana	23,768		(7,855)	15,913
B	FS182	Tokologo	16,771			16,771
B	FS183	Tswelopele	16,704			16,704
B	FS184	Matjhabeng	121,216		15,000	136,216
B	FS185	Nala	34,482		5,000	39,482
C	DC18	Lejweleputswa District Municipality				
Total: Lejweleputswa Municipalities			**212,941**		**12,145**	**225,086**
B	FS191	Setsoto	47,997			47,997
B	FS192	Dihlabeng	39,281			39,281
B	FS193	Nketoana	25,755			25,755
B	FS194	Maluti a Phofung	165,732		(25,000)	140,732
B	FS195	Phumelela	30,954		10,200	41,154
B	FS173	Mantsopa	20,252			20,252
C	DC19	Thabo Mofutsanyana District Municipality				
Total: Thabo Mofutsanyana Municipalities			**329,971**		**(14,800)**	**315,171**
B	FS201	Moqhaka	40,840		10,000	50,840
B	FS203	Ngwathe	50,078		(5,000)	45,078
B	FS204	Metsimaholo	45,398		(8,731)	36,667
B	FS205	Mafube	27,080		(27,080)	
C	DC20	Fezile Dabi District Municipality			27,080	27,080
Total: Fezile Dabi Municipalities			**163,396**		**(3,731)**	**159,665**
Total: Free State Municipalities			**771,954**		**(7,886)**	**764,068**
GAUTENG						
A	EKU	Ekurhuleni				
A	JHB	City of Johannesburg				
A	TSH	City of Tshwane				
B	GT421	Emfuleni	181,645		(5,500)	176,145
B	GT422	Midvaal	32,289		5,500	37,789
B	GT423	Lesedi	41,915		(5,042)	36,873
C	DC42	Sedibeng District Municipality				
Total: Sedibeng Municipalities			**255,849**		**(5,042)**	**250,807**
B	GT481	Mogale City	119,195		10,200	129,395
B	GT483	Merafong City	67,428		(2,000)	65,428
B	GT485	Rand West City	100,948		(20,000)	80,948
C	DC48	West Rand District Municipality				
Total: West Rand Municipalities			**287,571**		**(11,800)**	**275,771**
Total: Gauteng Municipalities			**543,420**		**(16,842)**	**526,578**

Schedule 5B
INFRASTRUCTURE GRANT ALLOCATIONS TO MUNICIPALITIES

Cooperative Governance and Traditional Affairs (Vote 4)			Municipal Infrastructure Grant			
			Column A			Column C
			2017/18 Main allocation	Roll-overs	Adjustments	2017/18 Adjusted allocation
			R'000	R'000	R'000	R'000
KWAZULU-NATAL						
A	ETH	eThekwini				
B	KZN212	uMdoni	31,161			31,161
B	KZN213	uMzumbe	34,624			34,624
B	KZN214	uMuziwabantu	23,685		5,000	28,685
B	KZN216	Ray Nkonyeni	62,615			62,615
C	DC21	Ugu District Municipality	245,479			245,479
Total: Ugu Municipalities			**397,564**		**5,000**	**402,564**
B	KZN221	uMshwathi	39,016			39,016
B	KZN222	uMngeni	23,379			23,379
B	KZN223	Mpofana	12,164			12,164
B	KZN224	iMpendle	11,845			11,845
B	KZN225	Msunduzi	201,139			201,139
B	KZN226	Mkhambathini	16,285			16,285
B	KZN227	Richmond	18,695		6,659	25,354
C	DC22	uMgungundlovu District Municipality	103,768		(7,747)	96,021
Total: Umgungundlovu Municipalities			**426,291**		**(1,088)**	**425,203**
B	KZN235	Okhahlamba	28,742		5,000	33,742
B	KZN237	iNkosi Langalibalele	38,276			38,276
B	KZN238	Alfred Duma	62,749			62,749
C	DC23	uThukela District Municipality	187,304			187,304
Total:Uthukela Municipalities			**317,071**		**5,000**	**322,071**
B	KZN241	eNdumeni	15,402		6,300	21,702
B	KZN242	Nquthu	42,691			42,691
B	KZN244	uMsinga	38,032			38,032
B	KZN245	uMvoti	30,269		(2,635)	27,634
C	DC24	uMzinyathi District Municipality	191,941		(13,000)	178,941
Total: Umzinyathi Municipalities			**318,335**		**(9,335)**	**309,000**
B	KZN252	Newcastle	114,604			114,604
B	KZN253	eMadlangeni	9,423		(3,000)	6,423
B	KZN254	Dannhauser	22,081			22,081
C	DC25	Amajuba District Municipality	41,717			41,717
Total: Amajuba Municipalities			**187,825**		**(3,000)**	**184,825**
B	KZN261	eDumbe	18,292			18,292
B	KZN262	uPhongolo	28,741		5,000	33,741
B	KZN263	Abaqulusi	37,740		(2,300)	35,440
B	KZN265	Nongoma	43,378			43,378
B	KZN266	Ulundi	31,388			31,388
C	DC26	Zululand District Municipality	229,725			229,725
Total: Zululand Municipalities			**389,264**		**2,700**	**391,964**
B	KZN271	uMhlabuyalingana	35,481			35,481
B	KZN272	Jozini	38,003			38,003
B	KZN275	Mtubatuba	32,253			32,253
B	KZN276	Big Five Hlabisa	21,664			21,664
C	DC27	uMkhanyakude District Municipality	218,910			218,910
Total: Umkhanyakude Municipalities			**346,311**			**346,311**
B	KZN281	uMfolozi	26,623			26,623
B	KZN282	uMhlathuze	108,742			108,742
B	KZN284	uMlalazi	41,045			41,045
B	KZN285	Mthonjaneni	18,278		6,000	24,278
B	KZN286	Nkandla	23,170			23,170
C	DC28	King Cetshwayo District Municipality	173,938			173,938
Total: Uthungulu Municipalities			**391,796**		**6,000**	**397,796**
B	KZN291	Mandeni	35,940			35,940
B	KZN292	KwaDukuza	52,562		10,000	62,562
B	KZN293	Ndwedwe	41,275		(13,000)	28,275
B	KZN294	Maphumulo	22,646			22,646
C	DC29	iLembe District Municipality	196,126			196,126
Total: iLembe Municipalities			**348,549**		**(3,000)**	**345,549**
B	KZN433	Greater Kokstad	17,550		5,041	22,591
B	KZN434	uBuhlebezwe	27,330			27,330
B	KZN435	uMzimkhulu	44,095			44,095
B	KZN436	Dr Nkosazana Dlamini Zuma	27,566		12,500	40,066
C	DC43	Harry Gwala District Municipality	204,545			204,545
Total: Harry Gwala Municipalities			**321,086**		**17,541**	**338,627**
Total: KwaZulu-Natal Municipalities			**3,444,092**		**19,818**	**3,463,910**

Schedule 5B
INFRASTRUCTURE GRANT ALLOCATIONS TO MUNICIPALITIES

Cooperative Governance and Traditional Affairs (Vote 4)			Municipal Infrastructure Grant		
		Column A	Column B		Column C
		2017/18 Main allocation	Roll-overs	Adjustments	2017/18 Adjusted allocation
		R'000	R'000	R'000	R'000
LIMPOPO					
B	LIM331 Greater Giyani	61,736		17,000	78,736
B	LIM332 Greater Letaba	61,162			61,162
B	LIM333 Greater Tzaneen	95,942		5,800	101,742
B	LIM334 Ba-Phalaborwa	39,619			39,619
B	LIM335 Maruleng	27,223			27,223
C	DC33 Mopani District Municipality	462,748		(15,000)	447,748
Total: Mopani Municipalities		**748.430**		**7,800**	**756.230**
B	LIM341 LIM341	29,468		(5,000)	24,468
B	LIM343 LIM343	101,159		20,000	121,159
B	LIM344 Makhado	91,169		15,000	106,169
B	LIM345 LIM345	83,480			83,480
C	DC34 Vhembe District Municipality	524,360			524,360
Total: Vhembe Municipalities		**829.636**		**30.000**	**859.636**
B	LIM351 Blouberg	45,090			45,090
B	LIM353 Molemole	35,718		(10,000)	25,718
B	LIM354 Polokwane	352,178		(12,600)	339,578
B	LIM355 Lepele-Nkumpi	60,134		(7,000)	53,134
C	DC35 Capricorn District Municipality	235,037			235,037
Total: Capricorn Municipalities		**728.157**		**(29.600)**	**698.557**
B	LIM361 Thabazimbi	33,759		(33,759)	
B	LIM362 Lephalale	44,370		14,342	58,712
B	LIM366 Bela-Bela	26,304			26,304
B	LIM367 Mogalakwena	159,266			159,266
B	LIM368 LIM368	39,190		5,000	44,190
C	DC36 Waterberg District Municipality			19,400	19,400
Total: Waterberg Municipalities		**302.889**		**4,983**	**307.872**
B	LIM471 Ephraim Mogale	44,810			44,810
B	LIM472 Elias Motsoaledi	55,860		11,000	66,860
B	LIM473 Makhuduthamaga	63,196		5,450	68,646
B	LIM476 LIM476	85,863			85,863
C	DC47 Sekhukhune District Municipality	484,042		(20,000)	464,042
Total: Greater Sekhukhune Municipalities		**733,771**		**(3.550)**	**730.221**
Total: Limpopo Municipalities		**3.342.883**		**9.633**	**3.352.516**
MPUMALANGA					
B	MP301 Albert Luthuli	88,616			88,616
B	MP302 Msukaligwa	53,608			53,608
B	MP303 Mkhondo	82,215		20,000	102,215
B	MP304 Pixley Ka Seme	29,327			29,327
B	MP305 Lekwa	29,293		(10,000)	19,293
B	MP306 Dipaleseng	19,076		10,000	29,076
B	MP307 Govan Mbeki	58,796		(16,000)	42,796
C	DC30 Gert Sibande District Municipality				
Total: Gert Sibande Municipalities		**360.931**		**4,000**	**364.931**
B	MP311 Victor Khanye	25,286			25,286
B	MP312 Emalahleni	122,139		(11,324)	110,815
B	MP313 Steve Tshwete	50,557			50,557
B	MP314 Emakhazeni	18,484			18,484
B	MP315 Thembisile Hani	131,562		5,000	136,562
B	MP316 Dr JS Moroka	127,371		5,000	132,371
C	DC31 Nkangala District Municipality				
Total: Nkangala Municipalities		**475.399**		**(1.324)**	**474.075**
B	MP321 Thaba Chweu	48,179			48,179
B	MP324 Nkomazi	233,857			233,857
B	MP325 Bushbuckridge	394,080			394,080
B	MP326 City of Mbombela	339,939			339,939
C	DC 32 Ehlanzeni District Municipality				
Total: Ehlanzeni Municipalities		**1,016.055**		**-**	**1.016.055**
Total: Mpumalanga Municipalities		**1.852,385**		**2.676**	**1,855.061**

Schedule 5B
INFRASTRUCTURE GRANT ALLOCATIONS TO MUNICIPALITIES

Cooperative Governance and Traditional Affairs (Vote 4)		Municipal Infrastructure Grant			
		Column A			Column C
		2017/18 Main allocation	Roll-overs	Adjustments	2017/18 Adjusted allocation
		R'000	R'000	R'000	R'000
NORTHERN CAPE					
B	NC061 Richtersveld	7,382			7,382
B	NC062 Nama Khoi	14,774			14,774
B	NC064 Kamiesberg	7,601		5,500	13,101
B	NC065 Hantam	16,716			16,716
B	NC066 Karoo Hoogland	8,145		6,500	14,645
B	NC067 Khai-Ma	7,825			7,825
C	DC6 Namakwa District Municipality				
Total: Namakwa Municipalities		**62.443**		**12.000**	**74.443**
B	NC071 Ubuntu	10,063			10,063
B	NC072 Umsobomvu	11,612			11,612
B	NC073 Emthanjeni	12,292			12,292
B	NC074 Kareeberg	8,095		(2,000)	6,095
B	NC075 Renosterberg	7,527			7,527
B	NC076 Thembelihle	9,533		(1,367)	8,166
B	NC077 Siyathemba	9,920		6,000	15,920
B	NC078 Siyancuma	23,693		(9,000)	14,693
C	DC7 Pixley Ka Seme District Municipality				
Total: Pixley Ka Seme Municipalities		**92.735**		**(6.367)**	**86.368**
B	NC082 !Kai !Garib	22,744			22,744
B	NC084 !Kheis	10,798			10,798
B	NC085 Tsantsabane	15,740		(4,000)	11,740
B	NC086 Kgatelopele	8,099		18,000	26,099
B	NC087 Dawid Kruiper	25,468		(5,861)	19,607
C	DC8 ZF Mgcawu District Municipality				
Total: ZF Mgcawu Municipalities		**82.849**		**8.139**	**90.988**
B	NC091 Sol Plaatje	57,503		(15,000)	42,503
B	NC092 Dikgatlong	19,800			19,800
B	NC093 Magareng	11,279		(4,279)	7,000
B	NC094 Phokwane	26,665		15,000	41,665
C	DC9 Frances Baard District Municipality				
Total: Frances Baard Municipalities		**115.247**		**14.279)**	**110.968**
B	NC451 Joe Morolong	61,060			61,060
B	NC452 Ga-Segonyana	54,211			54,211
B	NC453 Gamagara	11,982		(2,000)	9,982
C	DC45 John Taolo Gaetsewe District Municipality				
Total: John Taolo Gaetsewe Municipalities		**127.253**		**(2.000)**	**125.253**
Total: Northern Cape Municipalities		**480.527**		**7.493**	**488.020**
NORTH WEST					
B	NW371 Moretele	131,845		28,000	159,845
B	NW372 Madibeng	287,005		(92,250)	194,755
B	NW373 Rustenburg	239,436			239,436
B	NW374 Kgetlengrivier	26,239		(4,000)	22,239
B	NW375 Moses Kotane	152,415		(10,000)	142,415
C	DC37 Bojanala Platinum District Municipality				
Total: Bojanala Platinum Municipalities		**836.940**		**(78,250)**	**758.690**
B	NW381 Ratlou	29,859			29,859
B	NW382 Tswaing	29,730		10,000	39,730
B	NW383 Mafikeng	62,288			62,288
B	NW384 Ditsobotla	37,133		(18,000)	19,133
B	NW385 Ramotshere Moiloa	45,033		(8,329)	36,704
C	DC38 Ngaka Modiri Molema District Municipality	305,040		(70,000)	235,040
Total: Ngaka Modiri Molema Municipalities		**509.083**		**(86.329)**	**422.754**
B	NW392 Naledi	17,205			17,205
B	NW393 Mamusa	15,897		(8,322)	7,575
B	NW394 Greater Taung	63,406			63,406
B	NW396 Lekwa-Teemane	14,977		11,000	25,977
B	NW397 Kagisano-Molopo	30,539		12,000	42,539
C	DC39 Dr Ruth Segomotsi Mompati District Municipality	140,903		80,864	221,767
Total: Dr Ruth Segomotsi Mompati Municipalities		**282.927**		**95.542**	**378.469**
B	NW403 City of Matlosana	89,041		41,000	130,041
B	NW404 Maquassi Hills	28,646		(4,122)	24,524
B	NW405 Venetrsdorp/Tlokwe	67,850			67,850
C	DC40 Dr Kenneth Kaunda District Municipality				
Total: Dr Kenneth Kaunda Municipalities		**185.537**		**36.878**	**222.415**
Total: North West Municipalities		**1.814.487**		**(32.159)**	**1.782.328**

Schedule 5B
INFRASTRUCTURE GRANT ALLOCATIONS TO MUNICIPALITIES

Cooperative Governance and Traditional Affairs (Vote 4)			Municipal Infrastructure Grant			
			Column A	Column B		Column C
			2017/18 Main allocation	Roll-overs	Adjustments	2017/18 Adjusted allocation
			R'000	R'000	R'000	R'000
WESTERN CAPE						
A	CPT	City of Cape Town				
B	WC011	Matzikama	21,614			21,614
B	WC012	Cederberg	15,867			15,867
B	WC013	Bergrivier	14,727			14,727
B	WC014	Saldanha Bay	19,687			19,687
B	WC015	Swartland	21,608		3,000	24,608
C	DC1	West Coast District Municipality				
Total: West Coast Municipalities			**93,503**		**3,000**	**96,503**
B	WC022	Witzenberg	22,739			22,739
B	WC023	Drakenstein	35,709		13,000	48,709
B	WC024	Stellenbosch	36,358			36,358
B	WC025	Breede Valley	35,007			35,007
B	WC026	Langeberg	37,302		(15,352)	21,950
C	DC2	Cape Winelands District Municipality				
Total: Cape Winelands Municipalities			**167,115**		**(2,352)**	**164,763**
B	WC031	Theewaterskloof	26,833			26,833
B	WC032	Overstrand	22,330			22,330
B	WC033	Cape Agulhas	11,118			11,118
B	WC034	Swellendam	12,067		(2,000)	10,067
C	DC3	Overberg District Municipality				
Total: Overberg Municipalities			**72,348**		**(2,000)**	**70,348**
B	WC041	Kannaland	10,370			10,370
B	WC042	Hessequa	13,813		14,619	28,432
B	WC043	Mossel Bay	24,464			24,464
B	WC044	George	40,764			40,764
B	WC045	Oudtshoorn	22,062			22,062
B	WC047	Bitou	33,458		(8,000)	25,458
B	WC048	Knysna	25,408			25,408
C	DC4	Eden District Municipality				
Total: Eden Municipalities			**170,339**		**6,619**	**176,958**
B	WC051	Laingsburg	6,654			6,654
B	WC052	Prince Albert	7,609			7,609
B	WC053	Beaufort West	14,140			14,140
C	DC5	Central Karoo District Municipality				
Total: Central Karoo Municipalities			**28,403**			**28,403**
Total: Western Cape Municipalities			**531,708**		**5,267**	**536,975**
National Total			**15,891,252**		**-**	**15,891,252**

Schedule 5B
INFRASTRUCTURE GRANT ALLOCATIONS TO MUNICIPALITIES

National Treasury (Vote 7)	Neighbourhood Development Partnership Grant			
	Column A	Column B		Column C
	2017/18 Main allocation	Roll-overs	Adjustments	2017/18 Adjusted allocation
	R'000	R'000	R'000	R'000
EASTERN CAPE				
A BUF Buffalo City	10,000		(10,000)	
A NMA Nelson Mandela Bay	15,000		(2,890)	12,110
C DC12 Amatole District Municipality	15,080		(7,080)	8,000
Total: Amatole Municipalities	**15,080**		**(7,080)**	**8,000**
Total: Eastern Cape Municipalities	**40,080**		**(19,970)**	**20,110**
FREE STATE				
A MAN Mangaung	15,000		(10,000)	5,000
Total: Free State Municipalities	**15,000**		**(10,000)**	**5,000**
GAUTENG				
A EKU Ekurhuleni	82,000		20,574	102,574
A JHB City of Johannesburg	79,523		(34,041)	45,482
A TSH City of Tshwane	20,000			20,000
B GT421 Emfuleni	30,000		(14,975)	15,025
Total: Sedibeng Municipalities	**30,000**		**(14,975)**	**15,025**
B GT481 Mogale City	20,000		1,235	21,235
C DC48 West Rand District Municipality	10,000		43,277	53,277
Total: West Rand Municipalities	**30,000**		**44,512**	**74,512**
Total: Gauteng Municipalities	**241,523**		**16,070**	**257,593**
KWAZULU-NATAL				
A ETH eThekwini	50,000		674	50,674
B KZN225 Msunduzi	40,000		(1,904)	38,096
Total: Umgungundlovu Municipalities	**40,000**		**(1,904)**	**38,096**
B KZN252 Newcastle	50,000		(15,233)	34,767
Total: Amajuba Municipalities	**50,000**		**(15,233)**	**34,767**
B KZN291 Mandeni	11,178			11,178
B KZN292 KwaDukuza				
Total: iLembe Municipalities	**11,178**			**11,178**
Total: KwaZulu-Natal Municipalities	**151,178**		**(16,463)**	**134,715**
LIMPOPO				
B LIM354 Polokwane	26,000		15,027	41,027
B LIM355 Lepele-Nkumpi				
C DC35 Capricorn District Municipality				
Total: Capricorn Municipalities	**26,000**		**15,027**	**41,027**
Total: Limpopo Municipalities	**26,000**		**15,027**	**41,027**
MPUMALANGA				
B MP312 Emalahleni	25,000		(15,500)	9,500
Total: Nkangala Municipalities	**25,000**		**(15,500)**	**9,500**
B MP326 City of Mbombela	40,000		(1,865)	38,135
Total: Ehlanzeni Municipalities	**40,000**		**(1,865)**	**38,135**
Total: Mpumalanga Municipalities	**65,000**		**(17,365)**	**47,635**

Schedule 5B
INFRASTRUCTURE GRANT ALLOCATIONS TO MUNICIPALITIES

National Treasury (Vote 7)	Neighbourhood Development Partnership Grant			
	Column A	Column B		Column C
	2017/18 Main allocation	Roll-overs	Adjustments	2017/18 Adjusted allocation
NORTHERN CAPE				
B NC091 Sol Plaatje	27,500		70,037	97,537
Total: Frances Baard Municipalities	**27,500**		**70,037**	**97,537**
Total: Northern Cape Municipalities	**27,500**		**70,037**	**97,537**
NORTH WEST				
B NW373 Rustenburg	10,000		(10,000)	
B NW374 Kgetlengrivier				
Total: Bojanala Platinum Municipalities	**10,000**		**(10,000)**	
B NW403 City of Matlosana	75,000		(26,245)	48,755
Total: Dr Kenneth Kaunda Municipalities	**75,000**		**(26,245)**	**48,755**
Total: North West Municipalities	**85,000**		**(36,245)**	**48,755**
WESTERN CAPE				
A CPT City of Cape Town	2,109			2,109
B WC047 Bitou				
B WC048 Knysna	10,000		(1,091)	8,909
Total: Eden Municipalities	**10,000**		**(1,091)**	**8,909**
Total: Western Cape Municipalities	**12,109**		**(1,091)**	**11,018**
National Total	**663,390**			**663,390**

Schedule 5B
INFRASTRUCTURE GRANT ALLOCATIONS TO MUNICIPALITIES

Department of Transport (Vote 35)	Public Transport Network Grant			
	Column A	Column B		Column C
	2017/18 Main allocation	Roll-overs	Adjustments	2017/18 Adjusted allocation
KWAZULU-NATAL				
A ETH eThekwini	917,150			917,150
B KZN224 iMpendle				
B KZN225 Msunduzi	210,014		(52,502)	157,512
B KZN226 Mkhambathini				
B KZN227 Richmond				
C DC22 uMgungundlovu District Municipality				
Total: Umgungundlovu Municipalities	**210,014**		**(52,502)**	**157,512**
Total: KwaZulu-Natal Municipalities	**1,127,164**		**(52,502)**	**1,074,662**
LIMPOPO				
B LIM354 Polokwane	216,734			216,734
Total: Capricorn Municipalities	**216,734**			**216,734**
Total: Limpopo Municipalities	**216,734**			**216,734**
MPUMALANGA				
B MP325 Bushbuckridge				
B MP326 City of Mbombela	211,673			211,673
C DC32 Ehlanzeni District Municipality				
Total: Ehlanzeni Municipalities	**211,673**			**211,673**
Total: Mpumalanga Municipalities	**211,673**			**211,673**
NORTH WEST				
B NW372 Madibeng				
B NW373 Rustenburg	314,156			314,156
Total: Bojanala Platinum Municipalities	**314,156**			**314,156**
Total: North West Municipalities	**314,156**			**314,156**
WESTERN CAPE				
A CPT City of Cape Town	999,524			999,524
B WC044 George	210,362			210,362
B WC045 Oudtshoorn				
Total: Eden Municipalities	**210,362**			**210,362**
Total: Western Cape Municipalities	**1,209,886**			**1,209,886**
Unallocated			**52,502**	**52,502**
National Total	**6,159,560**		**-**	**6,159,560**

Schedule 5B
INFRASTRUCTURE GRANT ALLOCATIONS TO MUNICIPALITIES

Department of Water and Sanitation (Vote 36)	Regional Bulk Infrastructure Grant			
	Column A	Column B		Column C
	2017/18 Main allocation	Roll-overs	Adjustments	2017/18 Adjusted allocation
	R'000	R'000	R'000	R'000
FREE STATE				
B FS161 Letsemeng				
B FS162 Kopanong				
B FS163 Mohokare	30,000		(1,000)	29,000
C DC16 Xhariep District Municipality				
Total: Xhariep Municipalities	**30,000**		**(1,000)**	**29,000**
B FS181 Masilonyana	10,000		1,000	11,000
B FS182 Tokologo				
B FS183 Tswelopele				
Total: Lejweleputswa Municipalities	**10,000**		**1,000**	**11,000**
B FS191 Setsoto	15,000			15,000
B FS196 Mantsopa	15,000			15,000
C DC19 Thabo Mofutsanyana District Municipality				
Total: Thabo Mofutsanyana Municipalities	**30,000**		**-**	**30,000**
B FS201 Moqhaka				
B FS203 Ngwathe	15,000			15,000
Total: Fezile Dabi Municipalities	**15,000**			**15,000**
Total: Free State Municipalities	**85,000**		**-**	**85,000**
KWAZULU-NATAL				
B KZN235 Okhahlamba				
B KZN237 iNkosi Langalibalele				
B KZN238 Alfred Duma				
C DC23 uThukela District Municipality	44,500		30,552	75,052
Total:Uthukela Municipalities	**44,500**		**30,552**	**75,052**
B KZN241 eNdumeni				
B KZN242 Nquto				
B KZN244 uMsinga				
B KZN245 uMvoti				
C DC24 uMzinyathi District Municipality	98,933			98,933
Total: Umzinyathi Municipalities	**98,933**			**98,933**
B KZN265 Nongoma				
B KZN266 Ulundi				
C DC26 Zululand District Municipality	160,552		(30,552)	130,000
Total: Zululand Municipalities	**160,552**		**(30,552)**	**130,000**
Total: KwaZulu-Natal Municipalities	**605,395**			**605,395**
NORTHERN CAPE				
B NC065 Hantam	65,426			65,426
B NC066 Karoo Hoogland				
B NC067 Khai-Ma				
C DC6 Namakwa District Municipality				
Total: Namakwa Municipalities	**65,426**			**65,426**
B NC071 Ubuntu				
B NC072 Umsobomvu				
B NC073 Emthanjeni				
B NC074 Kareeberg	15,000			15,000
Total: Pixley Ka Seme Municipalities	**15,000**		**-**	**15,000**
Total: Northern Cape Municipalities	**100,426**			**100,426**
National Total	**1,865,000**		**-**	**1,865,000**

REPORTS BY THE PORTFOLIO CHAIRPERSON: COMMUNITY SERVICES

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 31 MAY 2018 **ITEM: 18/05/CS1**

STATUS REPORT ON ALL COMMUNITY SERVICES OPEN INSURANCE CLAIMS FOR THE FINANCIAL YEAR 2017/2018

1. Introduction

The purpose of the item is to inform the Committee of the status of all open insurance claims in respect of the Community Services department for the current financial year.

2. Background

The reason for submitting this report is to give feedback on the progress of all the Community Services departments insurance claims that were submitted since the start of the 2017/2018 financial year that has not been finalised to date, and what the reasons are for it not being finalised yet. The report will also alert the committee of the risk implication on some of the assets under the management of the Community Services Directorate.

Currently under the Fleet department of the Municipality's insurance section, there are two open claims, as follows:

- A claim that involved a third party, which in this case is a provincial traffic vehicle, whereby one of the Municipal bakkies (Reg. no DVD611EC) reversed into the traffic vehicle. A claim was submitted and there was communication between the Insurance office of the Municipality and the relevant third party where certain documents were requested from the third party. To date no further approach was received by the insurance office from the relevant third party.

- A motor accident claim involving a Fire services truck (Reg. no DVS234EC), where the driver lost control over the vehicle when turning at the 4-way main intersection in Humansdorp. The vehicle is currently at Denys & Edwards accredited panel beaters in Port-Elizabeth who have been authorised by the Municipality's insurers to repair the vehicle. The vehicle will take a while to repair as it is a specialized job, as this is a specialized vehicle.

Under the General Section of the Municipality's insurance there are also seven open claims namely:

- A break-in, theft and vandalism of the Squash club, located on the Humansdorp Sportsgrounds, all claim details are specified on the attached excel sheet referred to as Annexure 2.

- Theft of various doors and a double door fridge from the Humansdorp Country Club. Claim details also available on Annexure 2.

- Arson at the Sea Vista Sportsgrounds Ablution Facilities. Claim details also available on Annexure 2.

- Break-in and vandalism at the Aston Bay Community Hall. Claim details also available on Annexure 2.

- Malicious damage of the Caretakers house at the Pellsrus caravan park, where all the windows were thrown out with a brick. Claim details also available on annexure 2.

- Violent Community protest that resulted in the Country Club being set on fire, as well as damage caused to the Humansdorp Caravan Park. Claim details also available on Annexure two.

- During the recent public protest in Humansdorp there were fire damages at Kwa Nomzamo Community Hall and the library.

3. Financial implications

Yes, please refer to both Annexure 1 & Annexure 2 for claim estimates

4. Legal implications

Currently None.

5. Other implications

None.

6. Recommendation

6.1 That all the Community Services assets that are affected by these losses be repaired or replaced through the relevant operating and capital budgets of the directorate to ensure that the assets are secured be noted, accepted.

6.2 That security measures be put in place in order to protect the vulnerable sites of the Municipality, such as the Humansdorp Sportsgrounds, Country Club, Caravan Parks, Water Treatment Plants, and Community Halls located in the Kouga area, approved.

6.3 That a follow-up report be submitted to the next Portfolio Committee meeting.

6.4 That the item be tabled to Council for acceptance.

Item signed by all relevant parties when tabled at the Portfolio Committee meeting

Insured Year	Claim Number	Client	Date of Loss	Details of Incident	Status Description	Additional Remarks	Division	Totals		
								Gross	Excess Total	Nett
2017	LAURA/PEL/P000000155/2/15	Kouga Municipality	2016/12/03	break in and theft & vandalism of the squash country club sportgrounds	Awaiting documentation/information	Awaiting costs involved from chair of the Squash Club, as well as departmental acknowledgement from line department	Social services (Parks)	71 259	0	71 259
2017	LAURA/PEL/P000000155/2/16	Kouga Municipality	2016/12/15	break in and theft of various doors and a double door deep freezer	Assessor/Investigator/Loss adjuster appointed	Awaiting Feedback from Assessor, as well as replacement cost for fridge	Social services (Parks)	29 126	0	29 126
2017	LAURA/PEL/P000000155/2/12	Kouga Municipality	2016/01/14	FIRE DAMAGE TO TOILETS AT THE SPORTSGROUNDS	Awaiting documentation/information	Awaiting Costs involved from Line department - Assessor already inspected the damage	Social services (Parks)	82 475	0	82 475
2017	LAURA/PEL/P000000155/2/18	Kouga Municipality	2016/03/01	Aston bay community hall was broken into and vandalized, they roof also stolen a door	Awaiting documentation/information	Insurers requested information with regards to when last the building was occupied, as well as how often it is used - awaiting feedback from line department	Social services (Parks)	16 667	0	16 667
2017	C139963	KOUGA MUNICIPALITY	2017/10/28	CARETAKERS HOUSE WINDOWS WERE THROWN BY BRICKS	AWAITING SIGNED AOL	AOL still needs to be sent for approval to Manager of the DRepartment, CFO and MM for approval	Social services (Parks)	3 749	2 500	1 249
2017	C153330	KOUGA MUNICIPALITY	2017/09/20	COMMUNITY VIOLENT PROTEST BURNT MUNICIPALITY BUILDING	OPEN	Awaiting Assessors Feedback - All documentation has been submitted	Social services (Parks) & IPD (Technical Services)	0	0	0
2017	CCCBP-124947	Kouga Municipality	2017/09/26	Protest action at the country club, there was damage to the building and contents were also stolen	OPEN	Awaiting Assessors Feedback - All documentation has been submitted	Social services (Parks)	0	0	0

Insured Year	Claim Number	Client	Date of Loss	Details of incident	Status Description	Additional Remarks	Division	Totals		
								Entries	Entries Total	Rand
2017	LAUM/PEL/P000000155/151	Kouga Municipality	2016/11/30	break in and theft & vandalism of the squash country club sportsgrounds	Awaiting documentation/information	Awaiting costs involved from chair of the Squash Club, as well as departmental acknowledgement from line department	Social services (Parks)	71 259	0	71 259
2017	LAUM/PEL/P000000155/153	Kouga Municipality	2016/11/17	break in and theft of various doors and a double door deep freezer	Assessor/Investigator/Loss adjuster appointed	Awaiting Feedback from Assessr, as well as replacement cost for fridge	Social services (Parks)	23 126	0	23 126
2017	LAUM/PEL/P000000155/152	Kouga Municipality	2016/11/14	FIRE DAMAGE TO TOILETS AT THE SPORTSGROUNDS	Awaiting documentation/information	Awaiting Costs involved from Law Department - Assessr already inspected the damage	Social services (Parks)	82 475	0	82 475
2017	LAUM/PEL/P000000155/156	Kouga Municipality	2016/03/03	Aston bay community hall was broken into and vandalized, they had also stolen a door	Awaiting documentation/information	Insurers requested information with regards to when last the building was occupied, as well as how often it is used - awaiting feedback from line department	Social services (Parks)	16 667	0	16 667
2017	C190063	KOUGA MUNICIPALITY	2017/10/28	CARETAKERS HOUSE WINDOWS WERE THROWN BY BRICKS	AWAITING SIGNED AOL	AOL still needs to be sent for approval to Manager of the Dikopertment, CFO and MM for approval	Social services (Parks)	3 740	2 500	1 240
2017	C155539	KOUGA MUNICIPALITY	2017/09/23	COMMUNITY VIOLENT PROTEST BURNT MUNICIPALITY BUILDING	OPEN	Awaiting Assessrs Feedback - All documentation has been submitted	Social services (Parks) & IPD (Technical Services)	0	0	0
2017	CCBP-135987	Kouga Municipality	2017/09/21	Protest action at the country club, there was damage to the building and contents were also stolen	OPEN	Awaiting Assessrs Feedback - All documentation has been submitted	Social services (Parks)	0	0	0

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 31 MAY 2018 **ITEM NO: 18/05/CS2**

COASTAL MANAGEMENT MEETING-SARAH BAARTMAN DISTRICT MUNICIPALITY

1. Introduction

The purpose of this report is to inform the Committee of the Coastal Management meeting held on 28 March 2018 in Port Elizabeth.

2. Background

Kouga Municipality was invited to the abovementioned meeting as one of the Coastal municipalities in Sarah Baartman District, which must form part of the District Coastal Management Plan funded by the Department of Environmental Affairs in the Province, as part of the Coast Care Project.

Tswella Trading Company have been appointed by the Department to implement the Project on behalf of the Sarah Baartman District Municipality.

The meeting was part of an inception meeting as to outline the way forward and set clear time frames in completing this project.

Attached is all relevant documentation pertaining to the meetings and the project.

3. Comments: Relevant Director

Support the project.

4. Financial implications

None

5. Legal implications

None currently and Legal services Department will be contacted for advice when the need arises.

6. Other implications

None

7. Recommendation

7.1 That the Coastal Management project report, be supported.

7.2 That the Municipal Manager assign all relevant departments to form part of the Local Coastal Management Committee, namely Environmental Management, Town Planning, Technical Services, Fire Service, Health Service and IDP, be supported.

7.3 That the dates for Public Participation be noted and supported.

7.4 That the importance of the attendance of the meetings by all Coastal Ward Councillors and Portfolio Councillors, be supported.

7.5 That council assist with the loud hailing and communication with affected communities to attend the public participation meetings, be supported.

7.6 That the item be tabled at Council for acceptance.

Item signed by all relevant parties when tabled at the Portfolio Committee meeting

frank tamboer

From: Belinda <bclark@telkomsa.net>
Sent: Wednesday, 14 March 2018 1:03 PM
To: Oscar D. Ntombini; makati12@gmail.com; butana.peter@gmail.com; Andries.Struwig@dedea.gov.za; Dayalan.Govender@dedea.gov.za; Thembinkosi.Tyali@dedea.gov.za; sibulele.nondoda@deaet.ecape.gov.za; Xolani.Nikelo@dedea.gov.za; DanielsU@cacadu.co.za; 'Riaaz R. Lorgat'; ffouche@ndlambe.gov.za; Jessica.Hayes@sanparks.org; 'Ane Oosthuizen'; wilson.wogane@koukamma.gov.za; ftamboer@kouga.gov.za; 'Siyabonga Dlulisa'; ptukwayo@mandelametro.gov.za; PTukwayo@environment.gov.za; NDyantyi@environment.gov.za; Siyanda.Myataza@sanparks.org; Sharon.VanRooyen@sanparks.org; lungiswaK@sanparks.org; unathi@thebusinesszone852.co.za; ntosh@thebusinesszone852.co.za; nomvulam@kouga.gov.za; nbooysen@ndlambe.gov.za; SFunani@environment.gov.za; Ywilliams@environment.gov.za; Lungiswa.Klaas@sanparks.org
Cc: 'Mike Cohen'; 'Emma Pfister'; Therese Boulle
Subject: Sarah Baartman District Municipality - Coastal Management Program PSC

Hi all

As a follow-up to the email inviting you to be part of the Project Steering Committee for the development of a Coastal Management Programme for the Sarah Baartman District Municipality, please note that the suggested inception meeting date is now 28 March 2018.

Please would you let us know as soon as possible if you are able to be part of the PSC, and if you can attend the inception meeting for planning purposes. Alternatively, please recommend a different representative from your organisation. We would greatly appreciate confirmation by Friday, 16 March 2018.

Considering the extent of the municipal area, we would like to suggest that the meeting be held in Port Elizabeth. A venue will be communicated in due course.

Many thanks
Belinda

Belinda Clark
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Working to conserve South Africa's dwindling natural resources
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fax: +27 (086) 604 2549
mobile: 072 726 6400

frank tamboer

From: Belinda <bclark@telkomsa.net>
Sent: Friday, 16 March 2018 9:33 AM
To: ONtombini@environment.gov.za; NDyantyi@environment.gov.za; 'Siyabonga Dlulisa'; SFunani@environment.gov.za; Ywilliams@environment.gov.za; 'John Peter'; makati12@gmail.com; 'Butana Peter'; unathi@thebusinesszone852.co.za; ntosh@thebusinesszone852.co.za; ptukwayo@mandelametro.gov.za; PTukwayo@environment.gov.za; Andries.Struwig@dedea.gov.za; Dayalan.Govender@dedea.gov.za; Thembinkosi.Tyali@dedea.gov.za; sibulele.nondoda@deaet.ecape.gov.za; Xolani.Nikelo@dedea.gov.za; DanielsU@cacadu.co.za; 'Riaaz R. Lorgat'; tbetha@cacadu.co.ca; ftamboer@kouga.gov.za; nomvulam@kouga.gov.za; wilson.wogane@koukamma.gov.za; ffouche@ndlambe.gov.za; nbooysen@ndlambe.gov.za; Lawrence.Cloverley@mandela.ac.za; Siyanda.Myataza@sanparks.org; Sharon.VanRooyen@sanparks.org; lungiswaK@sanparks.org; Lungiswa.Klaas@sanparks.org; rudih@srvm.gov.za; 'Zimbini Z. Sibeko'
Cc: 'Mike Cohen'; 'Emma Pfister'; Therese Boulle
Subject: Sarah Baartman CMP - Project Steering Committee Inception Meeting Details

Hi all

To confirm, the Sarah Baartman Coastal Management Programme Project Steering Committee inception meeting will take place on **28 March at 14:00.**

Venue: Sarah Baartman District Municipality Offices, 32 Govan Mbeki Avenue, Port Elizabeth

Parking available in Grace Street

The general purpose of the meeting is:

1. to meet one another,
2. discuss the project schedule and suggested process of developing the plan,
3. discuss key aspects to be covered in the plan
4. identify information needs and methods of engagement/sharing in each of the respective local municipalities

We will send an agenda shortly.

Many thanks
Belinda

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Project Steering Committee Meeting – Development of a Coastal Management Programme (CMP) for the Sarah Baartman District Municipality

28 March 2018 @ 14:00

Venue: Sarah Baartman District Municipality Offices

Suggested Agenda

1. Welcome and Introduction
2. PSC Members and frequency of meeting
3. Presentation of Draft CMP Framework and Project Schedule (CEN IEM Unit)
    a. Document contents/Scope of CMP
    b. Study area and suggested segments
    c. Stakeholder engagement process
    d. Information Sharing, Communication and Facilitation
4. Project Schedule
5. General discussion
6. Closure

Information 'Wish list':

- Potential municipal venues to hold stakeholder workshops in May 2018
- Assistance with identifying key stakeholders for the project in each of the 4 local municipal areas – e.g. state officials from various departments (environmental management, planning, infrastructure, tourism, economic development etc.), community groups/representatives, ward councillors etc. Best measures to engage stakeholders and encourage attendance
- Assistance with setting up focus meetings with municipal departments to discuss coastal zone management and planning in local municipalities
- Available reports, plans, spatial data
    - GIS data within the study area: roads, infrastructure (water, sewer, energy), waste collection and disposal areas, zoning, ownership, cadastral data, water quality monitoring points and variables, coastal access points, launch sites, urban edge of local municipalities, development plans, environmental sensitivity information, archaeological/heritage sites, contours, floodlines, coastal development lines etc.
    - High resolution aerial imagery
    - Municipal organograms, with roles and responsibilities for coastal zone management
    - Management plans
    - Spatial Development Framework Plans and IDPs
    - Special management areas/events in local municipalities

Framework Document: Sarah Baartman District Municipality Coastal Management Program

Draft Table of Contents (ToC)

Chapter 1: Executive Summary

Chapter 2: Introduction

1. Purpose of the CMP, and with reference to available legislation/policy/guidelines
   - The need for a CMP is defined in NEM: ICMA: 'To establish a system of integrated coastal and estuarine management in the Republic including norms, standards and policies, in order to promote the conservation of the coastal environment, and maintain the natural attributes of coastal landscapes and seascapes, and to ensure that development and the use of natural resources within the coastal zone is socially and economically justifiable and ecologically sustainable'. It is important that the programme be aligned with existing National, Provincial and Municipal CMPs (where these are available), and that municipal guideline documents are adequately incorporated (e.g. the Integrated Development Plan, the Spatial Development Framework Plan etc) to allow for a co-ordinated approach and prevent conflicts.
   - Legislative context
     - Legislation that has relevance to the development and implementation of the program will be discussed.
     - Describe existing plans and policies, and the importance of aligning the CMP with these

       This would include, but is not limited to:

Legislation	**Guidelines/Policies**
National	
National Environmental Management Act No 107 of 1998	National Coastal Management Program (2014)
NEM: Integrated Coastal Management Act	A Guide to the Development and Implementation of Coastal Management Programmes in South Africa (DEA, 2012)
Marine Living Resources Act No 18 of 1998	National Spatial Biodiversity Assessment (2011) and current updates underway (2018)
NEM: Protected Areas Act No 57 of 2003	
NEM: Biodiversity Act No 10 of 2004	
Spatial Planning and Land Use Management Act 2013 (Act 16 of 2013)	

Sea Fishery Act 1988 Act NO 12 of 1988 (as amended in 1992)	
Seabirds and Seal Protection Act No 46 of 1973	
National Heritage Resources Act No 25 of 1999	
EIA Regulations (2014 as amended)	DEADP. 2010. Development of a Methodology for Defining and Adopting Coastal Development Setback Lines. Volume 1: Main Report. Prepared by WSP Africa Coastal Engineers (Pty), Stellenbosch.
Provincial	
Land Use Planning Ordinance 1985 (Act 15 of 1985)	Eastern Cape Coastal Management Program (March 2014)
Municipal	
Municipal Systems Act (Act 32 of 2000)	Draft Coastal Management Plan for the Kouga Local Municipality (May 2014)
	NMBM Coastal Management Program (2015)
	Addo Elephant National Park Management plan (2015-2025)
	Garden Route National Park Management Plan (2012)
	Biodiversity Sector Plan for The Ndlambe Municipality 2012
	Biodiversity Sector Plan for The Sundays River Valley Municipality 2012
	Garden Route Biodiversity Sector Plan for the Southern Regions of Kouga And Koukamma Municipalities, 2010

2. Scope of the CMP

- Public Participation Process
- Setting a Vision and Objectives for Coastal Zone Management
- Identification of priority areas for management
- Recommendations and implementation strategies
- Defining Roles and Responsibilities
- Setting performance indicators

3. Defining the Study Area, with zones/segments

The study area is coastal areas within the Sarah Baartman District Municipality. These include the following local municipalities: Kou-Kamma, Kouga, Sundays River Valley, and Ndlambe.

The along shore coastal zone within these municipalities is ~300 km in length, and generally extends from the edge of economic exclusion zone to between 100 m and 1 km inland of high water mark of sea. Twenty-four estuaries are mapped on the national estuaries layer for the study area (from west to east) Bloukrans, Lottering, Elandsbos, Storms, Elands, Groot (Oos), Tsitsikamma, Klipdrif, Slang, Kromme, Seekoei, Kabeljous, Gamtoos, Boknes, Bushmans, Kariega, Kasuka, Kowie, Rufane, Riet, Kleinmond West, Kleinmond East, Klein Palmiet, Great Fish.

Note: Estuaries are not included in the CMP and specific estuary management plans must be developed for each estuary. However, synergies and interactions between estuaries and the marine environment will be discussed

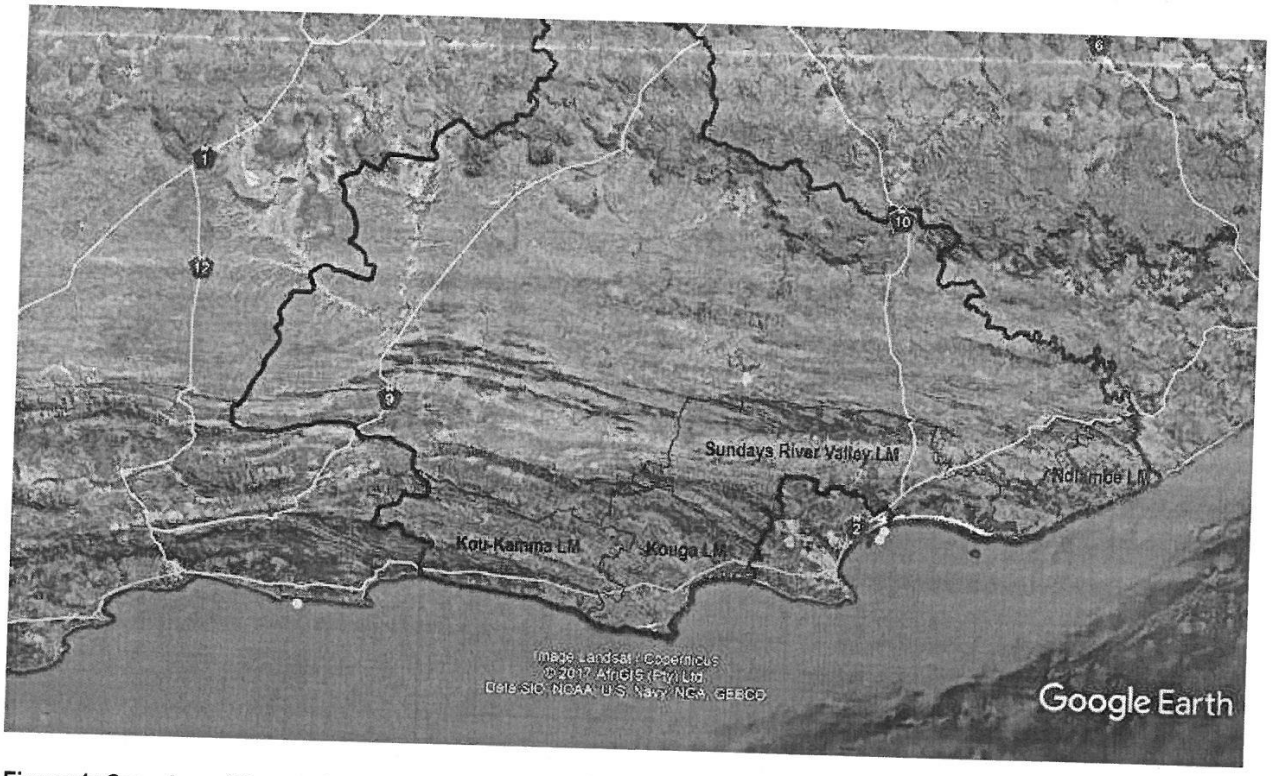

Figure 1: Overview of the study area.

For the purposes of the management plan, the study area has been divided into segments as follows (suggested):

- Segment 1: Koukamma Municipality – full area to extend to 1 km inland
  - 1a: Tsitsikamma National Park
  - 1b:Remainder of municipal area
- Segment 2: Kouga Municipality – full area to extend to 1 km inland
  - 2a: start to Cape St Francis
  - 2b: Cape St Francis to beyond the Point and inclusive of the bypass dunefield to Romazini Valley

- 2c: St Francis Bay to northern side of Kromme Estuary (use estuarine functional zone as border?)
- 2d: Northern side of Kromme Estuary to edge of Paradise Beach settlement
- 2e: Paradise Beach, Aston Bay, Marina Martinique
- 2f: Jeffreys Bay: Pellsrus to Noorsekloof Road
- 2g: Jeffreys Bay: Noorsekloof Road to SW side of the Kabeljous Estuary (use estuarine functional zone as border?)
- 2h: SW side of Kabeljous Estuary to western edge of Gamtoos Estuary
- 2i: Gamtoos Estuary to Van Stadens Estuary (NMBM border)

- Segment 3: entire coastline in the Sundays River Valley Municipality - full area to extend to 1 km inland
- Segment 4: Ndlambe Municipality - full area to extend to 1 km inland
  - 4a: Canon Rocks to western side of Bushmans
  - 4b: western side of Bushmans to eastern side of Kariega
  - 4c: eastern side of Kariega to eastern side of Kasouga
  - 4d: eastern side of Kasouga to west of Port Alfred at Freshwater Road
  - 4e: Port Alfred town
  - 4f: Port Alfred to Kleinemonde West Estuary
  - 4g: Kleinemonde West Estuary to Seafield cadastral eastern edge4h: Seafield cadastral eastern edge to Fish River

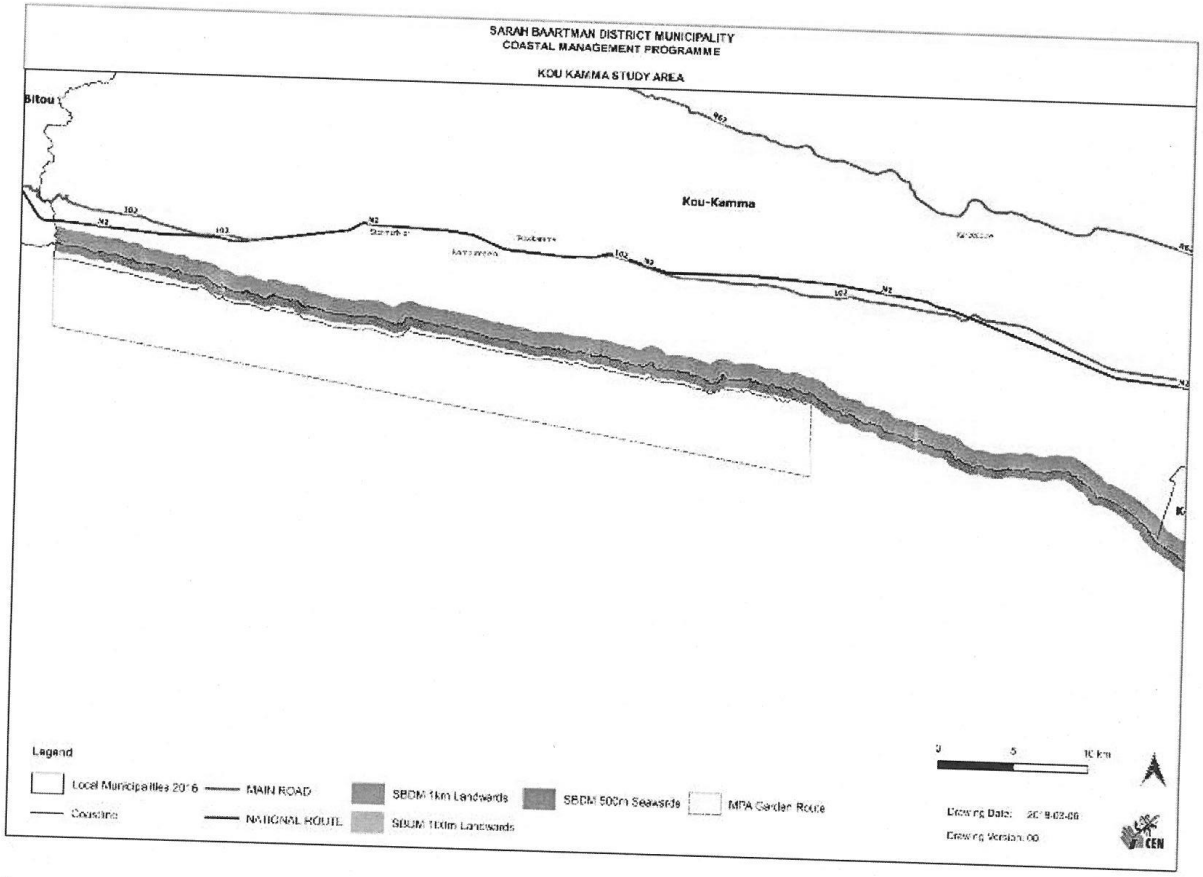

Figure 2: The study area within the Koukamma Municipal Area (Segment 1).

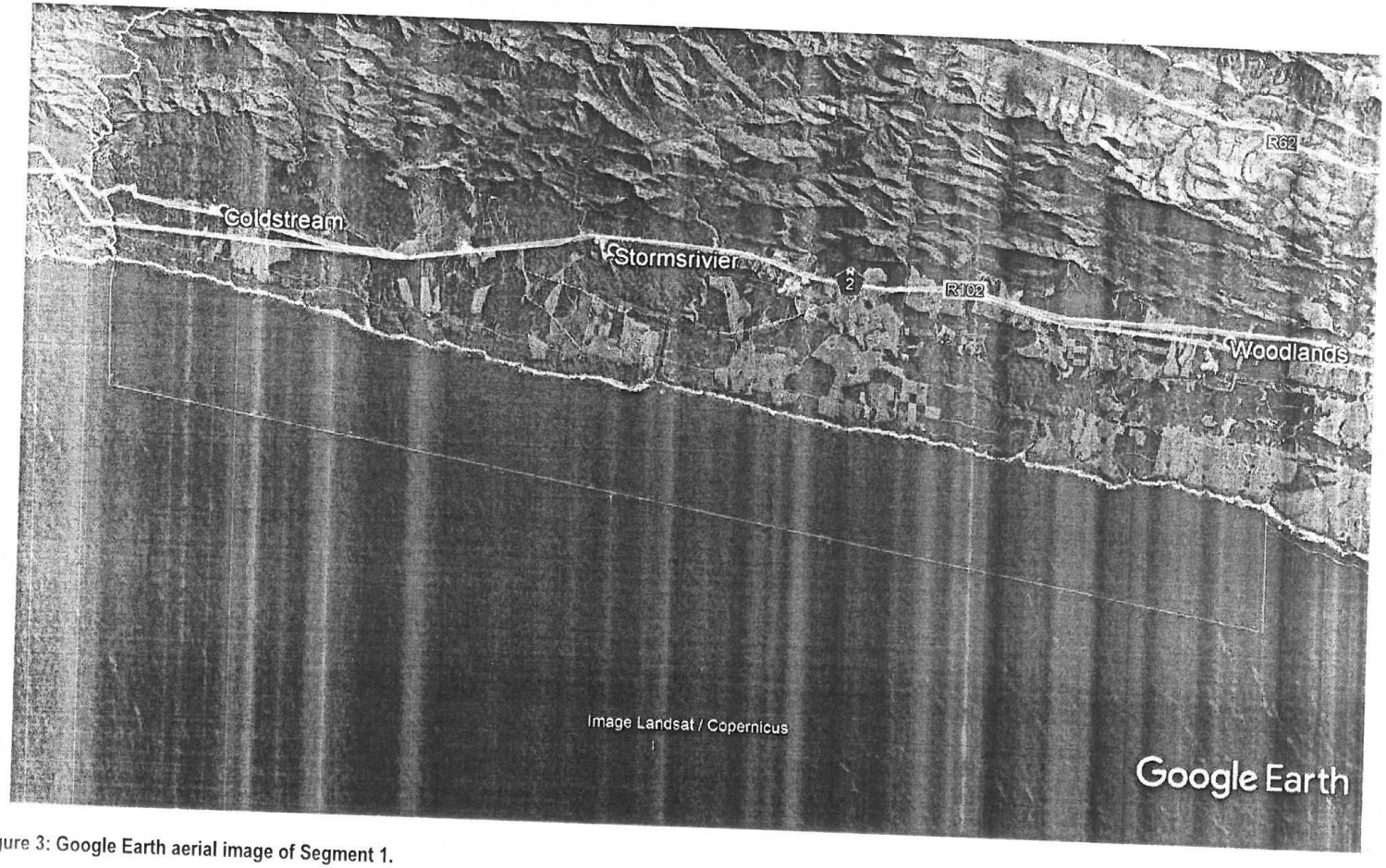

Figure 3: Google Earth aerial image of Segment 1.

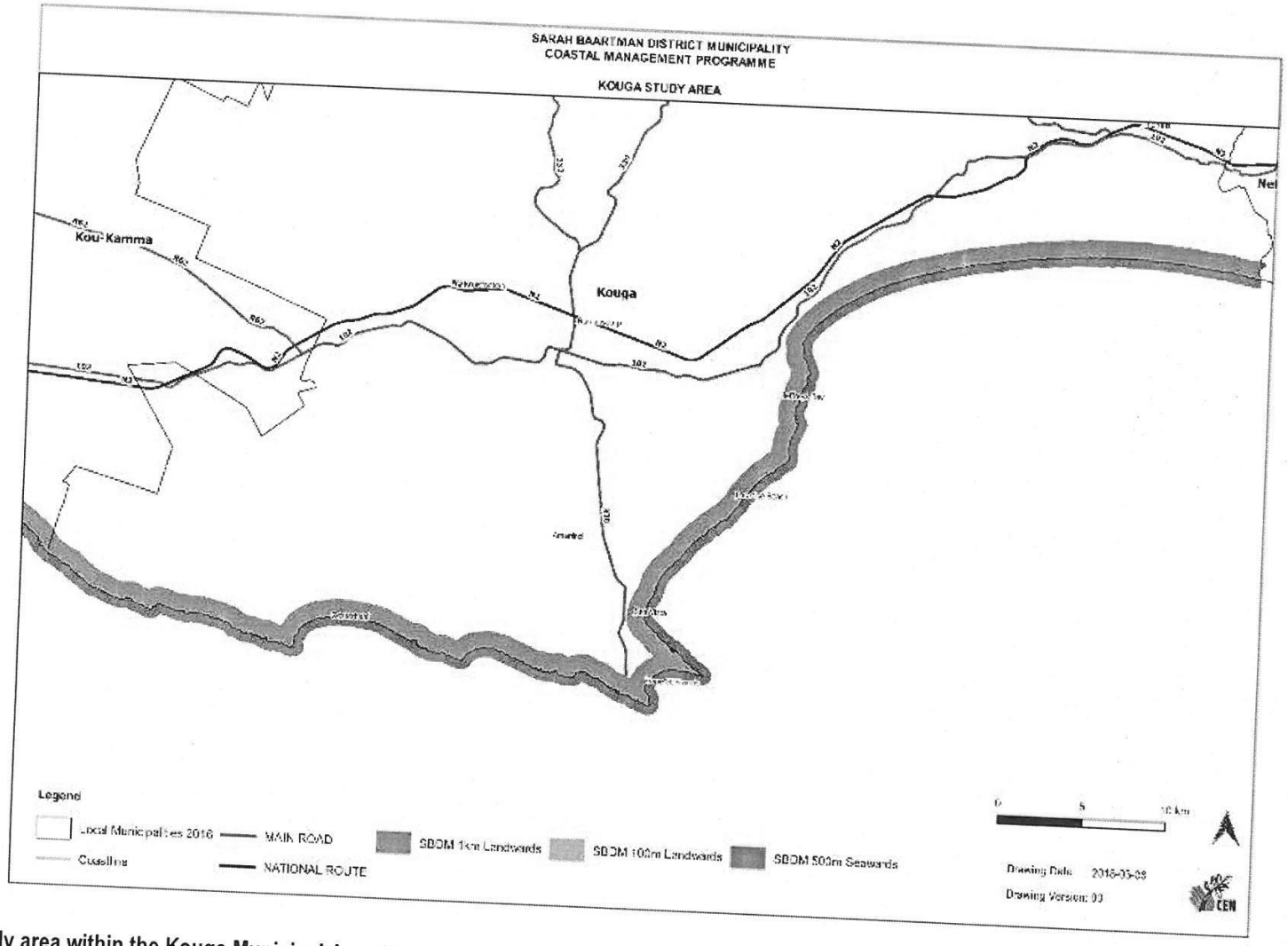

Figure 4: The study area within the Kouga Municipal Area (Segment 2).

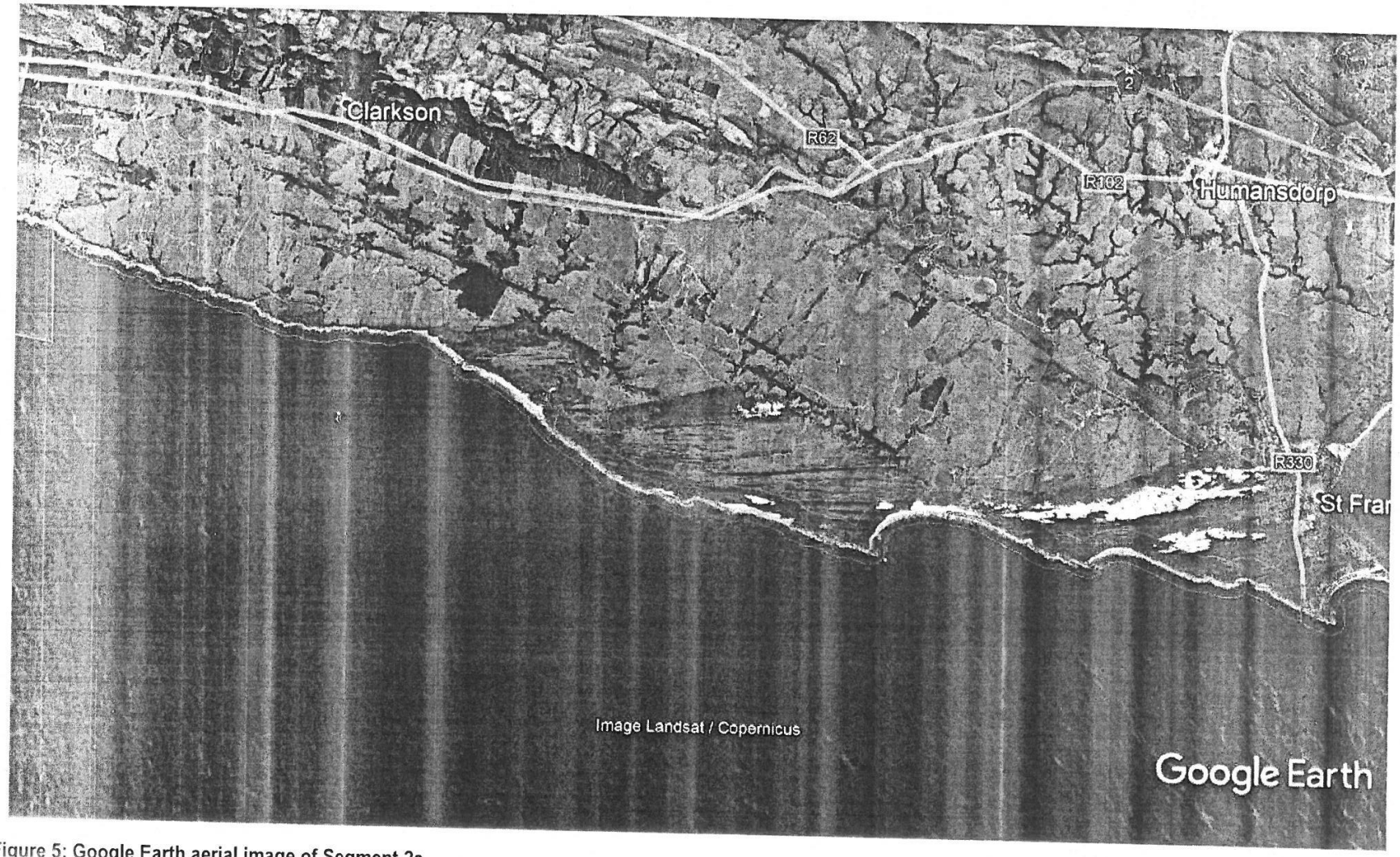

Figure 5: Google Earth aerial image of Segment 2a.

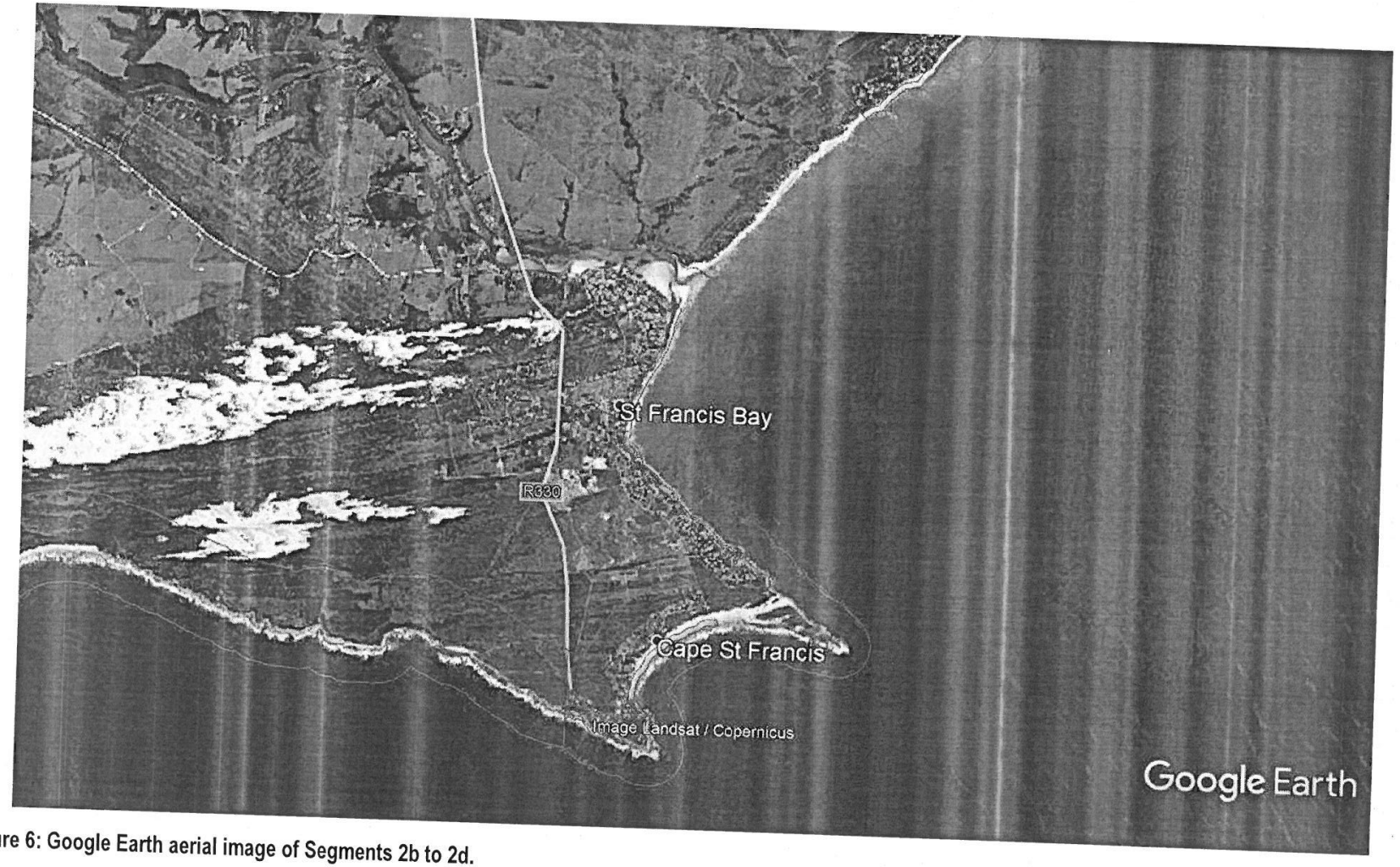

Figure 6: Google Earth aerial image of Segments 2b to 2d.

390

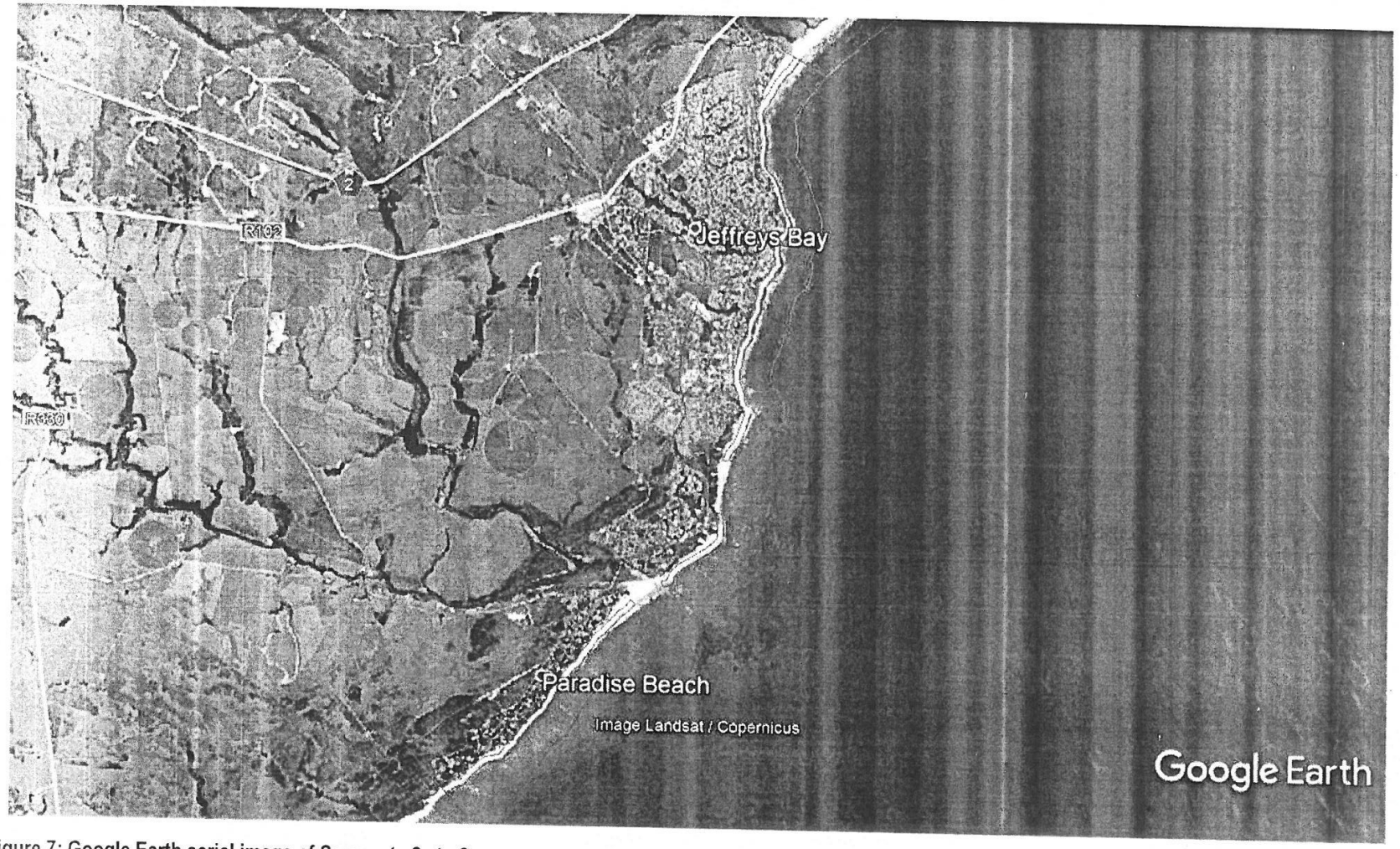

Figure 7: Google Earth aerial image of Segments 2e to 2g.

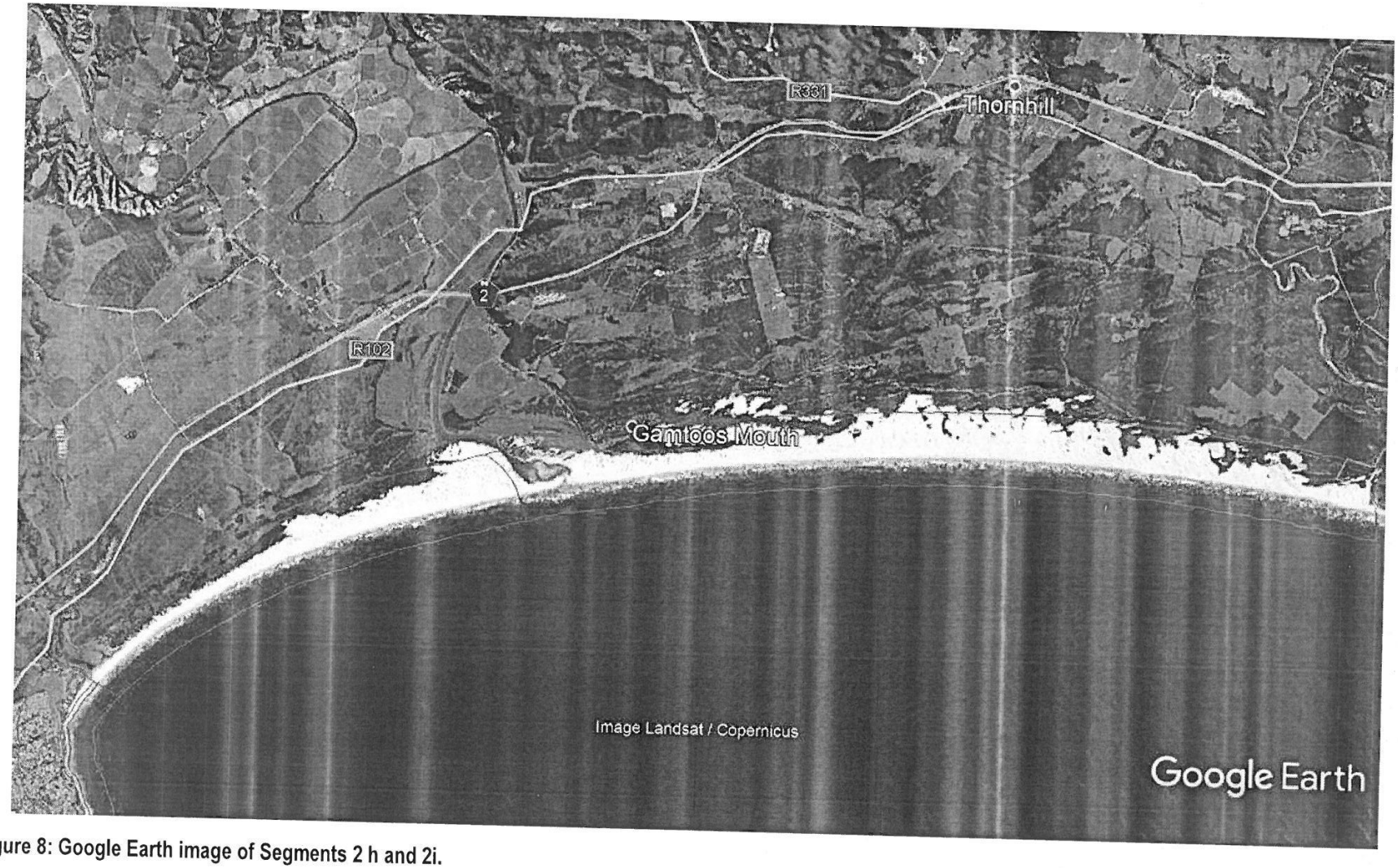

Figure 8: Google Earth image of Segments 2 h and 2i.

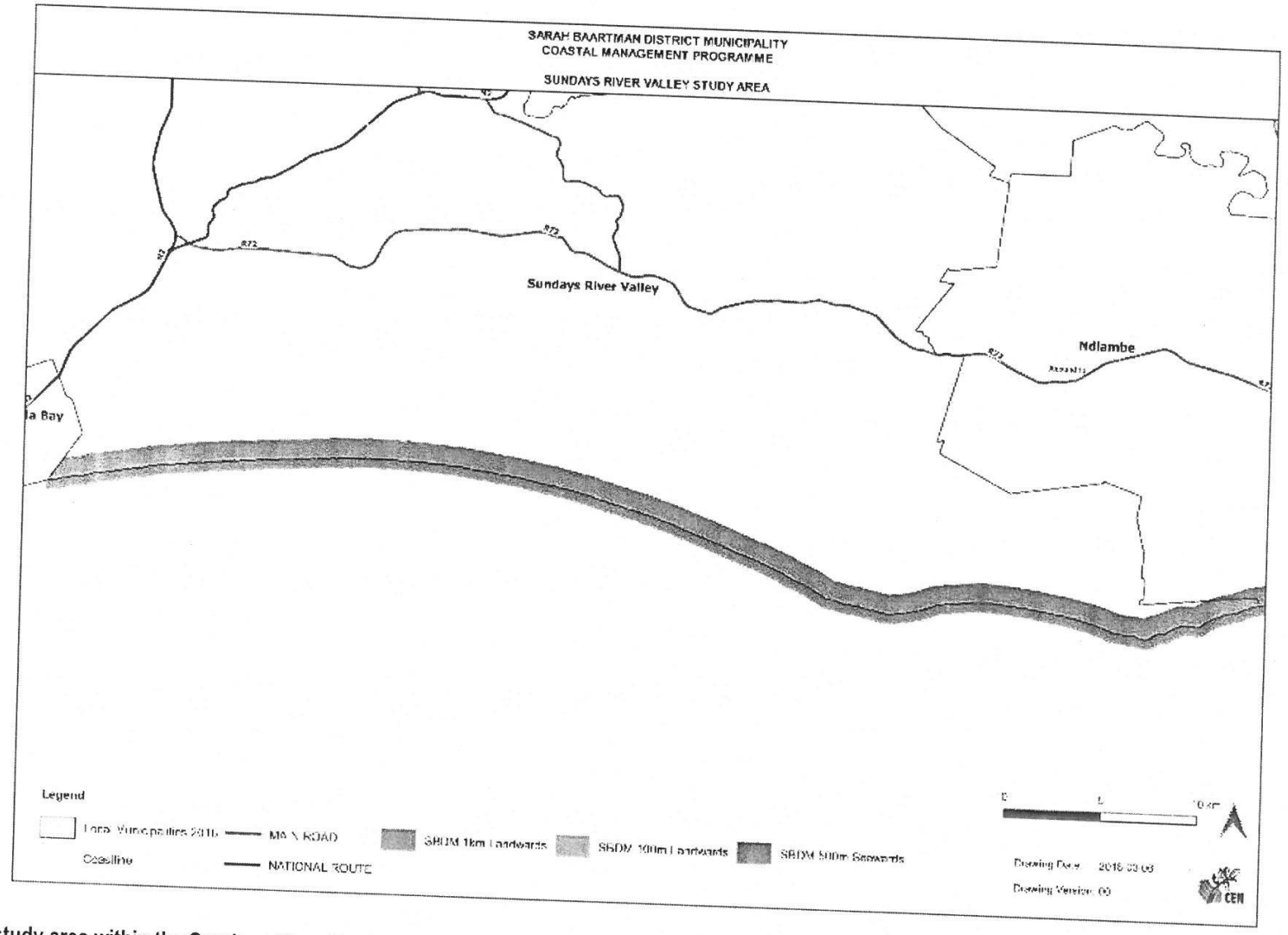

Figure 9: The study area within the Sundays River Municipal Area (Segment 3).

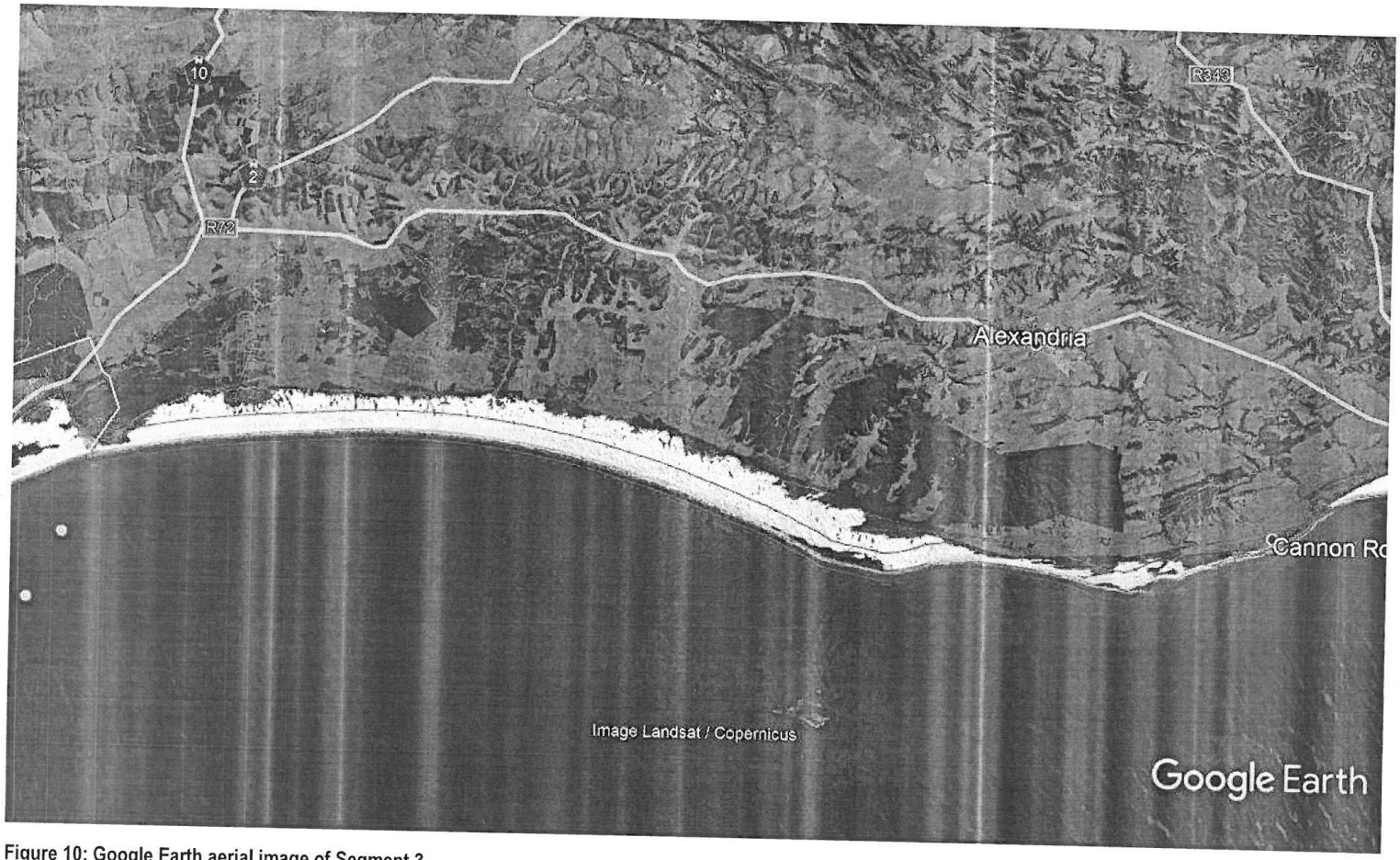

Figure 10: Google Earth aerial image of Segment 3.

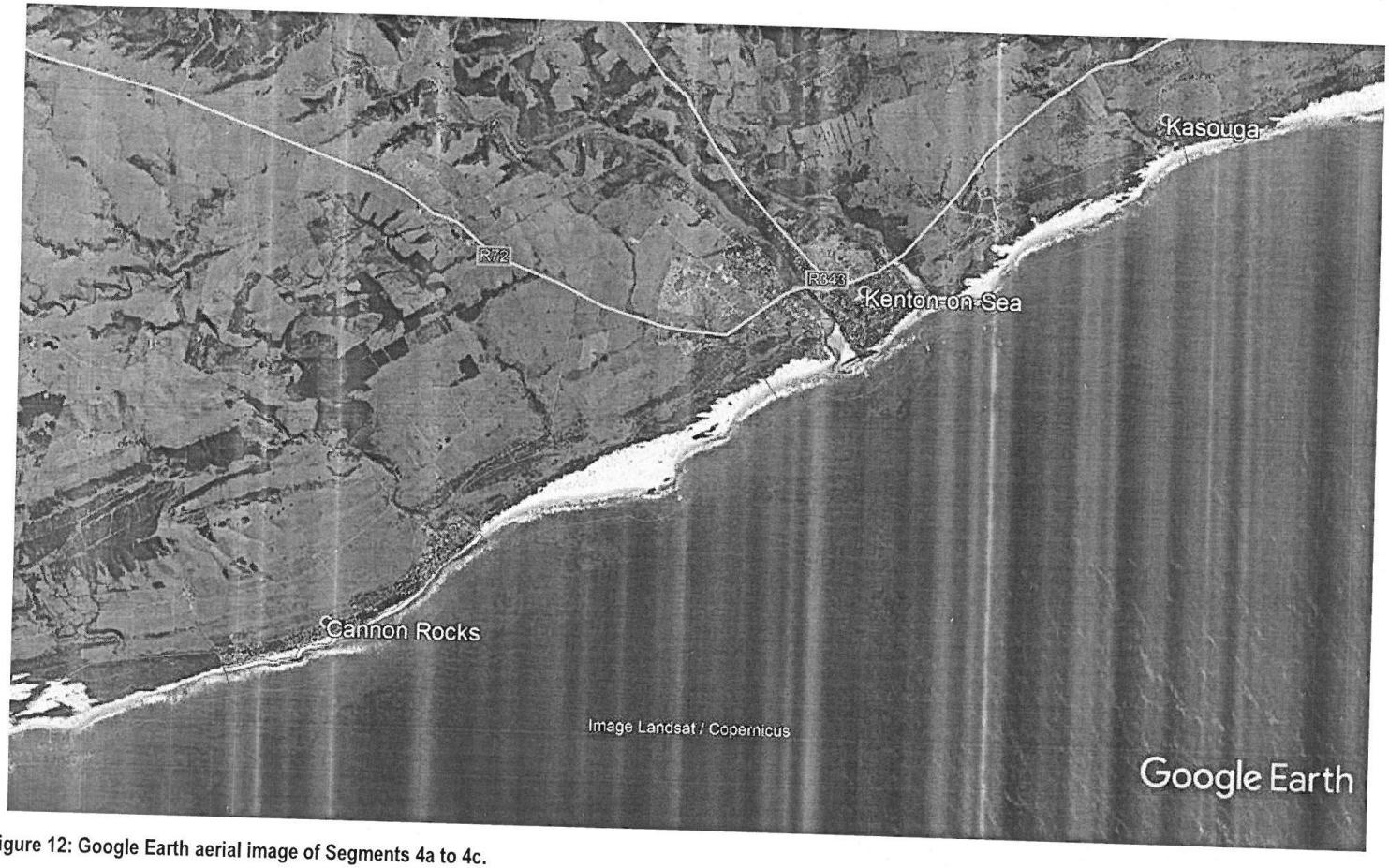

Figure 12: Google Earth aerial image of Segments 4a to 4c.

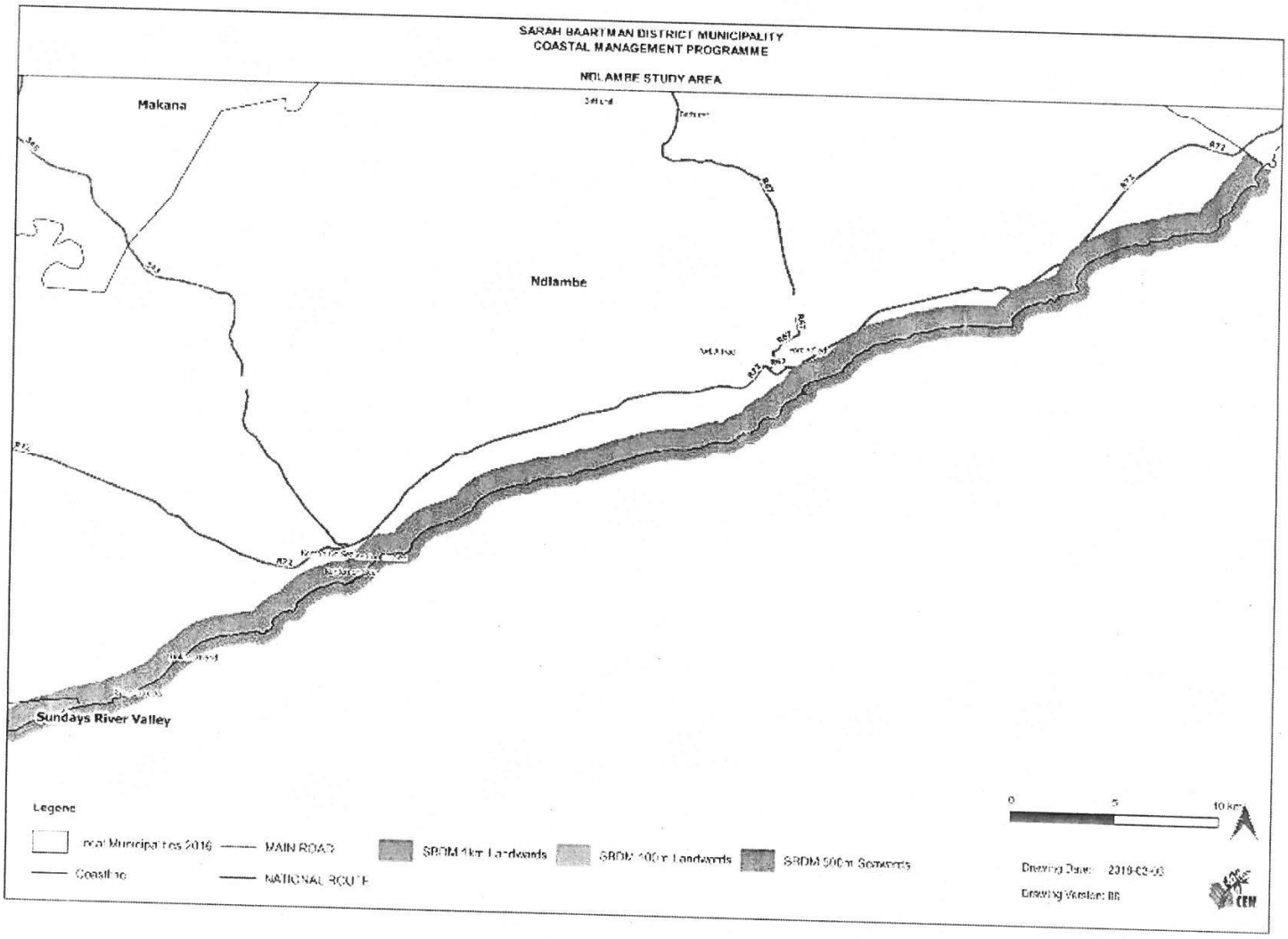

Figure 11: The study area within the Ndlambe Municipal Area (Segment 4).

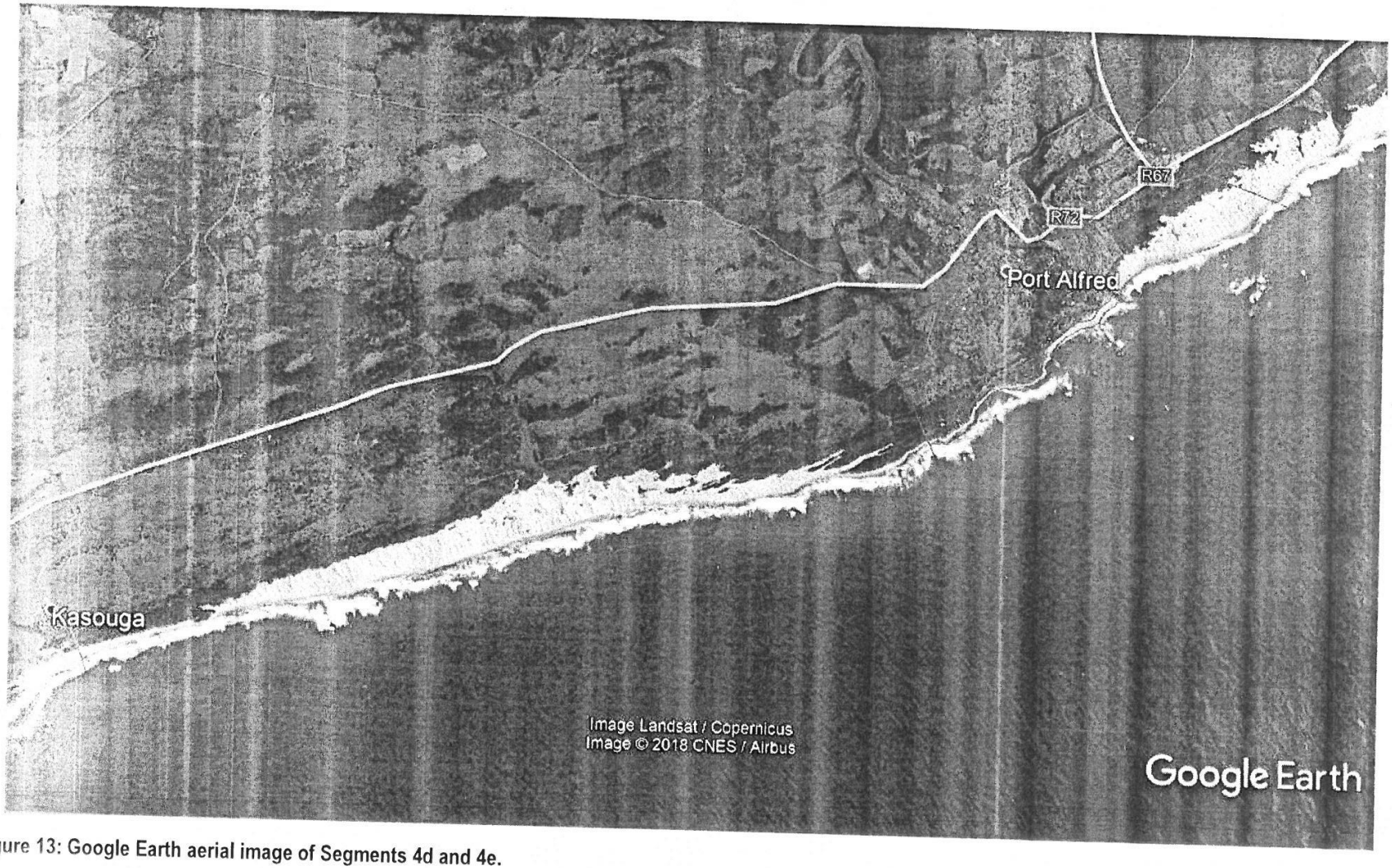

Figure 13: Google Earth aerial image of Segments 4d and 4e.

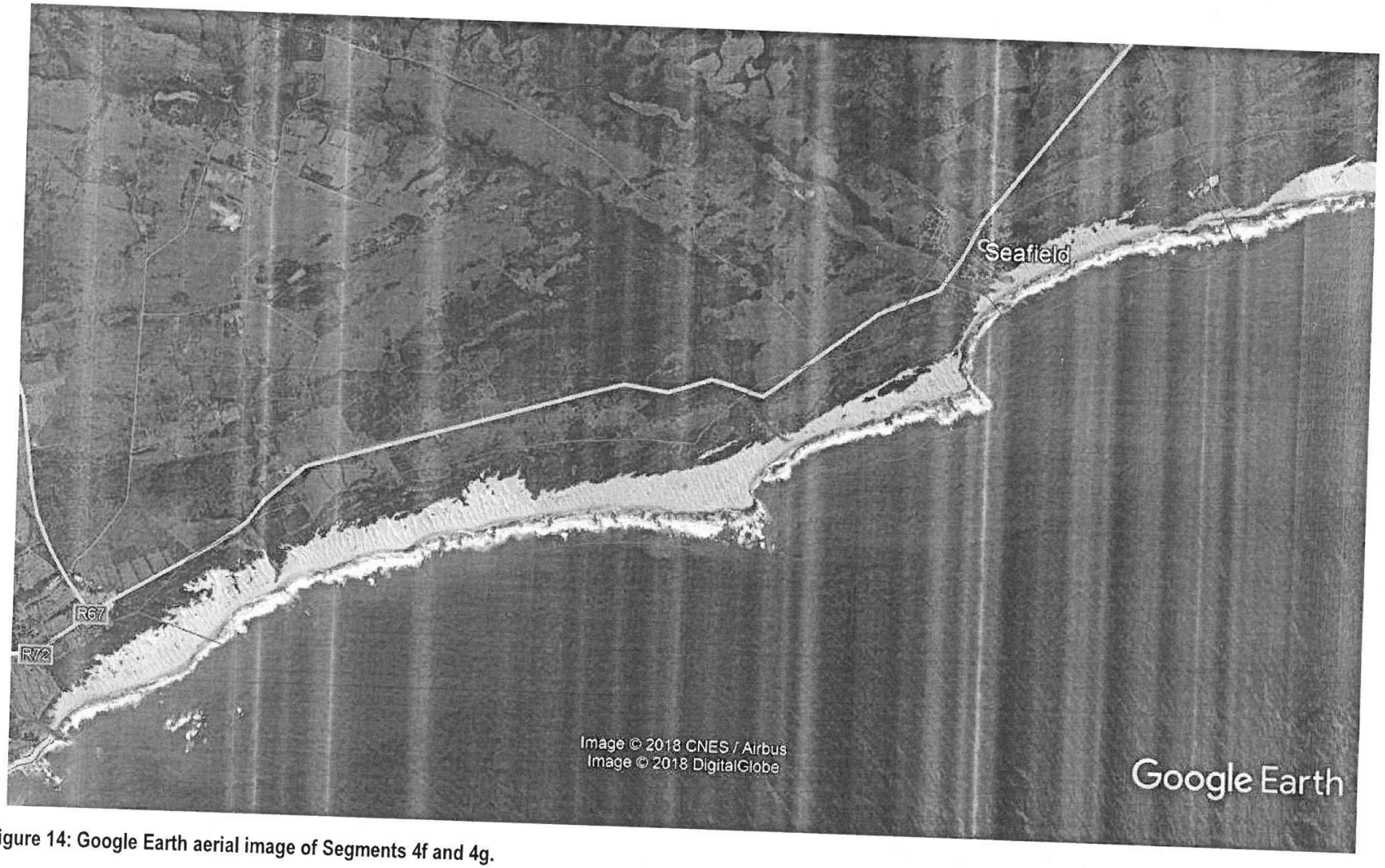

Figure 14: Google Earth aerial image of Segments 4f and 4g.

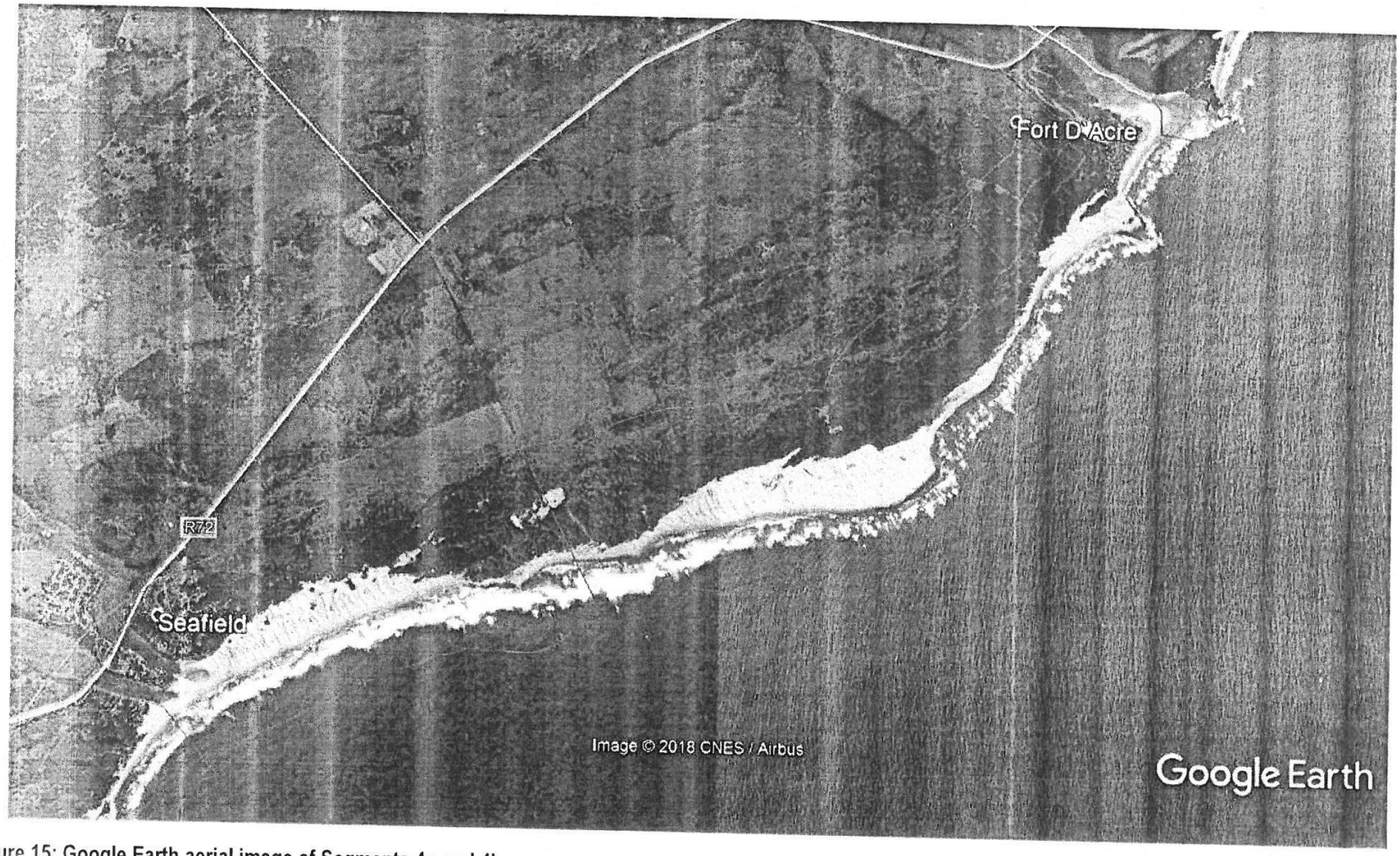

Figure 15: Google Earth aerial image of Segments 4g and 4h.

4. The Public Participation Process, and Setting a Vision for Coastal Zone Management

Vision, Principles and objectives will be developed in consultation with stakeholders at the start of the process. Objectives are set to achieve the vision and strategies will stem from these.

Chapter 3: Description and Assessment of the Coastal Zone with Management Recommendations – Methodology and Approach

This Chapter describes the methodology and approach used in determining priority areas for assessment and management, which are carried forward to the next chapter where a situational assessment of the coastal zone is done with reference to the identified priorities. Priority areas will be identified during the initial stakeholder engagement process, and by consulting with state departments and available guidelines.

Chapter 4: Description and Assessment of the Coastal Zone with Management Recommendations – Results

The coastal zone is divided into segments (as defined in Chapter 1), and a description and situational assessment is done of each segment, with reference to the identified priority areas. Management recommendations are provided. For example, the following detail will be provided for each segment:

- Zoomed-in map of segment
- Description of coastal habitats, processes and features
- Threats and Pressures (for each priority area)
- Opportunities (for each priority area)
- Management Recommendations and Implementation Strategy (with timeframes and responsible parties)

Possible information to include in situational assessment:

- Describe on a coastal segment basis with a series of maps. Include (where this information is available for the study area):
    - Coastal development lines (if and where available)
    - Aquatic safety zones
    - Available water quality data
    - Indicate existing structures and infrastructure, slipways etc with comment on status
    - Indicate and comment on accessibility (refer to guiding principles for coastal access land i.t.o. the ICMA)
        - Show legal and illegal access points on maps – include slipways and jetties, roads, parking lots etc.
        - Identify need for access points

Project Steering Committee (subject to acceptance by invited members)

A Project Steering Committee (PSC) must be developed to guide the project throughout its process. The intention is to have representation from each of the key planning / development and environmental departments/organisations whose function and/or operation overlaps with coastal zone management. The PSC would need to have an inception meeting where the draft CMP Table of Contents and phasing of the project as outlined in this Framework Document is discussed and agreed upon. Thereafter, meetings would need to be held at least on a quarterly basis. The function of a PSC member is to:

- Provide input into the proposed CMP structure (ToC), and suggested method/process of developing the CMP
- Guide the development of the CMP from inception phase to completion
- Assist with input into the CMP, and review of draft documents
- Assist with establishing contact for stakeholder engagement in each of the respective departments/organisations
- Ensure that the respective department/organisations operations/mandate with regard to coastal zone management (across sectors within each department – e.g. planning, infrastructure, tourism, environmental management etc.) is adequately addressed in the process

A suggested PSC is given below:

Organisation	Person(s)
EPIP	Oscar Ntombini, Mr Dyantyi
DEA Oceans and Coasts	Siyabonga Dlulisa, Makwarela Mnwana, Daisy Kotsedi
Tswella Trading - Implementing Agent Kouga and Koukamma LM	Dumile Ndlamba, Peter Butana (Kouga and Koukamma)
The Business Zone - Implementing agent WftC in Ndlambe LM	Ms Delihlazo
Local Government Support	Ms Philiswa Tukwayo
DEDEAT	Xolani Nikelo, Jeff Govender, Andries Struwig, Thembinkosi Tyali, Sibulele Nondoda
Sarah Baartman District Municipality	Unati Daniels, Sazi Maqokolo, Zimbini Sibeko
Sarah Baartman District Municipality	Theo Betha, Director Community Services
Kouga LM	Frank Tamboer, Ms Machelezi
Koukamma LM	Wilson Wogane
Ndlambe LM	Ms Booysen, Fanie Fouche
Sundays River Valley LM	Rudi Herholdt
SANParks	Cloverley Lawrence (Park planning), Sharon van Rooyen, Siyanda Myataza, Ms Klaas

Phase 1 (1 March to 11 May 2018)	Dates		Status
1. Review available literature and spatial data (e.g. CMPs, available environmental and planning information)	01-Mar-18	01-Apr-18	
2. Define study area by means of maps, with draft segments	01-Mar-18	08-Mar-18	
3. Set up Project Steering Committee (PSC)	01-Mar-18	15-Mar-18	
4. Develop Draft Framework Document and Project Plan for discussion with PSC	01-Mar-18	22-Mar-18	
5. Project Inception Meeting with PSC		28-Mar-18	
6. Finalise Framework Document and Project Plan		3-Apr-18	
7. Develop stakeholder database for public participation	01-Mar-18	ongoing	
8. Develop draft introductory notification letters for stakeholder engagement, including invitations to the starter workshops	01-Mar-18	23-Mar-18	
9. Workshop planning - secure venue, equipment etc.; adverts submitted to media, radio broadcast dated set up, council drop-offs finalised		5 April 2018	
10. Distribution of stakeholder notification documents and invitations to participate –	6 April 2018	7 May 2018	
Councillors			
Email			
Radio			
Newspaper (4 adverts)			
11. Hold 2 introductory workshops with stakeholders to discuss starter document to inform development of further phases, and develop a vision and objectives for coastal management in the district municipality. Public engagement and input into reviewing the CMP is a key requirement of the NEM:ICMA. To meet this requirement, the process will commence with a series of public notifications, stakeholder meetings and public workshops. The intention is to obtain public input at the outset to make the program a 'people-driven' document, and to allow the community to set the vision for the coastal zone		in the week of 7 to 11 May?	
12. Targeted engagement with relevant state departments within the DM required for:		possibly in same week as public workshop to save travel and accommodation costs? - 2 workshops:	

		1 in JBay, 1 in Port Alfred; set up meetings with municipalities in the area on day after workshop in area surrounding JBay/Port Alfred?	
a. data collection and assimilation (e.g. municipal planning, infrastructure etc.),			
b. identification of 'nodes' or key areas for detailed assessment in Phase 2 (e.g. high development pressure areas, areas subject to coastal erosion/storm surges and at threat from climate change, development in dynamic coastal process areas and at risk of sand inundation/flooding etc., areas subject to unsustainable resource use harvesting			
13. Write up meeting notes, and synthesise to formulate vision, principles, themes, objectives, and special management areas. Finalise segments and priority areas for detailed assessment in Phase 2			
Phase 2: Situational Assessment and SWOT analysis, and Development of Draft CMP	**Dates**		**Status**
1. Situational Assessment - Research, descriptions, mapping (desktop, meetings, field work)	01-Mar-18	30-May-18	
a. Identify and describe coastal habitats/processes/biota etc.			
b. Investigate and describe coastal infrastructure and development areas in consultation with municipal departments			
c. Identify current beneficial uses of the coastal zone – e.g. recreational areas, aquaculture, sports, fishing, ports etc			
d. Determine land ownership and zoning within the coastal zone			
e. Determine current institutional structure for management of the coastal zone			
f. Coastal Pollution Sources			
g. Current monitoring programs: where, what, who			
h. Review applicable legislation and guidelines			
2. SWOT analysis: identify challenges, gaps in information, institutional problems (i.e. evaluate authorities performance and capacity, roles and responsibilities, legal framework, mandates, inter-governance, communication with public, accountability, budget etc) that affect management, risks and threats related to each priority area etc.	01-Mar-18	18-Jun-18	
3. Develop Management Recommendations and Implementation Strategies	01-Mar-18	29-Jun-18	

4. Develop indicators to monitor progress of implementation of programme and action plans	01-Mar-18	29-Jun-18	
5. Draft CMP		16-Jul-18	
Need to identify dates for field work within this period - will have to determine once 'key areas' have been identified, and after meeting with muni officials (Item 12 of Phase 1)			
Do we allow for internal review of CMP by PSC and technical committee before we send it out to stakeholders for 30 day review in Phase 3?			
Phase 3: Public Participation of Draft CMP (30 days)			
1. Workshop and stakeholder engagement planning: venue, equipment, updated stakeholder list, notification methods, availability of reports, workshop dates		16-Jul-18	
2. Send draft report to stakeholders for 30 day commenting period, and notification of workshops		30-Jul-18	30-Aug-18
3. Hold 2 workshops (?)		20 to 24 August 2018	
4. Present draft report to relevant government forums and departments (4)		24 to 30 August 2018	
Phase 4: Finalise documents for submission to Council for approval and implementation by relevant organs of state			28-Sep-18
We will need to slot in PSC meetings in the 4 Phases			

Sarah Baartman District Municipality Coastal Management Programme – Meeting Notes of the Project Steering Committee Inception Meeting

Date: 28 March 2018

Time: 14:00 to 16:00

Venue: Sarah Baartman District Municipality Office, Standard Bank Building, Govan Mbeki Avenue, Port Elizabeth

Attendees: refer to attached attendance register

Apologies:

- Ms Philiswa Tukwayo – Local Government Support
- Unati Daniels – Sarah Baartman District Municipality
- Ms Booysen – Ndlambe Local Municipality
- Dumile Ndlamba – Tswella Trading
- Ms Delihlazo – The Business Zone
- Mr Fadi (?) – Sundays River Valley Municipality Municipal Manager
- Cloverley Lawrence – SANParks

Meeting Notes:

- The meeting was chaired by Mr Oscar Ntombini of the EPIP, the project funders
- All were welcomed, followed by a round of introductions
- The need to hold the meeting at an earlier time in the future was highlighted as some members need to travel far distances and/or catch a plane
- Working for the Coast (WftC) provided funds for the development of CMPs for all district municipalities in the Eastern Cape who do not have a programme in place. The SB DM is the only municipality that is lagging behind in the process
- Oscar noted that DEDEAT has committed to gazetting the programmes
- Oscar discussed the suggested agenda
- Belinda Clark of CEN IEM Unit who are the appointed service providers to develop the CMP gave a presentation that covered the contents of the Draft Framework Document that had been sent to participants prior to the meeting. The presentation was informal in that participants could ask questions and/or share insights into the process as they arose.

A summary of key comments / queries made by participants, for follow-up and / or further discussion, are given below:

- Oscar: the PSC list needs to be expanded. Those present were asked to peruse the list provided in the Draft Framework Document, and indicate who should be added with contact details
- Fanie: queried why the project is for the DM rather than at local municipal level (i.e. for Ndlambe LM). Koukamma and Kouga have had draft CMPs for nearly 2 years now. Ndlambe is concerned that they will get 'lost' in the process of developing a DM level programme as there will be different priorities etc across the study area that need to come through in the programme. Want to avoid a 'too broad' a plan that will likely not be accepted by Council or others
- Mr Dyantyi noted that the Working Group 8 requested that the DEDEAT assist the DMs in developing a CMP. The DM CMP must take cognisance of the East Cape CMP, whereafter LM CMPs can be developed in line with

the DM programme. The DM CMP should have been developed in 2014 already but there were problems with the appointed service provider. CEN has recently been appointed to take over the process from the previous service provider, and develop the DM CMP. The LMs will be consulted in the development of the SB CMP, and their priorities/risks/threats etc will be captured and documented in the DM CMP.

- Mr Dyantyi further noted that some LMs have gone ahead and developed their own CMPs, but these have not been aligned with the National CMP. The WG8 committee feels these need to be reviewed to align with applicable plans and policy
- Makwarela Mnwana: a top-down approach must be used in developing the CMP – i.e. from a National CMP to a Local LM CMP.
- Oscar queried if the DM CMP can be structured in a manner that LM's are consulted, and to capture and address their issues. However cognisance must be taken that the plan is to be done on a District Level, and funding have been provided for a programme of this nature. CEN will consider and address LM issues as far as practically possible in the DM CMP. This item will need to be given attention in the design of the stakeholder engagement process, particularly public workshops in the first stages of engagement.
- CEN noted that the proposal is to hold two public workshops at the start of the process – one in Jeffreys Bay area for the Kouga and Koukamma LMs, and one in Port Alfred for the Ndlambe and SRVM LMs
    - Fanie Fouche highlighted this could be a challenge considering the vast extent of the area and the diversity of stakeholders, even within a single town (e.g. Port Alfred). Fanie concerned that the on the ground issues will not be captured in a workshop that covers too broad an area, and suggested that a number of workshops be held for identified 'nodes' in each LM – e.g. Ndlambe East and West. Consider having shorter workshops in a day to accommodate two areas within an LM in the same time set aside for broader area workshop.
    - Mr Tamboer highlighted the same concerns for the Kouga LM, especially areas like Jeffreys Bay and St Francis where the local community is very active. If the project schedule and budget does not allow for additional workshops, the PSC and LM must assist in getting good participation from a diversity of stakeholders at the workshop.
    - LMs indicated they can assist by providing municipal venues and logistical support for workshops at no cost
- The type of spatial and other supporting information that needs to be sourced for the CMP was described. Examples were given of the type of information used in the NMBM's CMP to describe and assess the coastline under the various identified priority areas in each segment (i.e. natural resources, coastal pollution and coastal development) – e.g. Spatial Development Framework Plans and identified coastal developments, spatial data on the location/alignment of municipal roads and infrastructure, property zoning etc. CEN to provide a list of spatial data required and send to the PSC for each LM to consider and indicate what is available. CEN to specify the format of the required data.
    - Fanie Fouche noted that the Ndlambe LM has very little data but will provide support wherever possible. They can provide staff to assist with ground trothing etc.
    - Mr Maqokolo suggested that the list of requirements be provided to the PSC for distribution to the relevant sections. The different LMs and DM will check what information they have, and will determine if they have funds and capacity to collect information that is not currently available.
- Oscar summarised the discussion around the suggested structure and contents of the CMP:
    - The PSC is fine with the suggested structure
    - The PSC will provide names of additional persons to be included on the PSC
    - CEN will consider alternative to 2 workshops in line with project schedule, planning and budget
    - CEN to compile a list of information requirements/data sources needed for the CMP, with timeframes and format of information
- Phumla:
    - CEN must provide feedback on the status of information provided by various departments so that the PSC can track progress and intervene where required

- CEN to set a draft schedule of PSC meetings for the duration of the project for planning purposes
- The stakeholder engagement process should categorise stakeholders as each group is likely to have their own 'demands'. May need to divide LMs into 'zones' and hold separate meetings
- For government participation – consider 'back on back' meetings to save costs and time to facilitate attendance

- Study Area / Segments identified in Draft Framework Document:
  - Fanie Fouche highlighted a concern regarding the extend of the study area indicated in the Draft Development Framework Plan – i.e. 1 km inland of the high water mark and where estuaries are excluded as specific estuary management plans must be developed. He noted that in Port Alfred for example, it would be necessary to include the estuary and areas beyond the 1 km buffer as half of the town falls within the estuarine functional zone or buffer area and can't be excluded in a CMP. CEN to consider how to address in DM CMP.
  - Fanie: shapefile of the Ndlambe LM segment is not correct? Fanie to provide written input on this matter for CEN to rectify
  - Rudi Herholdt: will send notes on important areas / nodes to consider in the SRVM segment (e.g. Hopewell Estate)
- Stakeholder Engagement and meetings
  - Oscar: commonalities include DEA, DEDEAT, SBDM, the 4 LMs, and the implementing agents – i.e. these entities must be invited to all meetings
  - Fanie: for Ndlambe LM, all correspondence for Council and Ward Councillors should be directed to the Speaker of the Council who will distribute to relevant persons
  - Phumla: it is key that a meeting be held with politicians/Council before the public workshops so that they can be sensitised to what the CMP is and what we are doing. The Municipal Manager must be informed, and opportunities to formally present to Council sought. Add this item to project schedule ahead of workshops
  - Frank Tamboer: important to meet with councillor(s) ahead of public workshops (can be day before or same day)
  - Mr Maqokolo: agree with suggestion to meeting with council ahead of workshops. Also need to consider internal processes in each LM and the DM if the plan is to be accepted/formally adopted by Council. Need to draft a formal report into the system for a reference point. The support of the DM will be required for it to be adopted
  - Phumla: CMP has the potential to unlock the barriers for economic development, and will also be used by the DEDEAT for compliance and enforcement. Important that all spheres of government are adequately consulted throughout the process. The District Municipality Council should write a letter to support the plan so that when it gets to the gazetting stage, in principle support is already there.
    - Oscar will draft a letter and circulate it to PSC for the relevant departments to comment on institutional requirements before it is sent
  - Phumla: the NEMA principles for public participation must be applied in the process to address adequate consultation for the CMP. Media to use includes radio, newspaper and posters at municipal offices
  - Frank: critical to follow correct procedures from the start. The draft CMP for Kouga LM is not accepted because there was no consultation
  - Fanie: important that the notification / introductory letters explain what the CMP will address and that it identifies outcomes so that all are clear of expectations. For example, there is an expectation that the programme will include the development of coastal development / setback lines. This is not the case and must be clearly communicated up front.
  - Xolani: Section 49 of the ICMA spells out what a CMP must cover
  - Oscar: need to introduce CEN and the project to Council/mayoral committee/at council meetings. Oscar will determine when and where this will be done

  - The PSC agreed that a second set of workshops where the draft CMP will be presented is necessary. Stakeholders will want to know how their comments have been addressed in the programme. Also not all stakeholders have the means to download reports
  - Social media must not be used
- Project Schedule
  - CEN will revise the draft sent with the framework document
  - The draft report must be ready for the gazetting process by January 2019. This means that a draft must be ready for internal review by the PSC by end of October 2018. Thereafter, the draft CMP will be sent for a 30 day public review period. The gazetting process will include its own stakeholder engagement which will run for 30 or 60 days, depending on the complexity of the document and process
- Fanie queried whether the CMP will be adopted by the DM only, or if LMs will also need to adopt
  - Frank: Programme developed for District, LM to give input, DM to adopt. Thereafter, LM can adopt
    - PSC to investigate adoption process and who should formally adopt and report back
- The CMP is a programme, not a plan. The intention of a programme is that anybody can adopt it and use it to develop their own plan
- Xolani will submit written comments on the Draft Framework Document
- ECPTA must be consulted, especially w.r.t. provincial nature reserves along the Sunshine Coast
- Phumla: PSC members must be formally nominated

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 31 MAY 2018 **ITEM NO: 18/05/CS3**

MINUTES OF THE POPLAR KLOOF DAM MEETING HELD IN THE COUNCIL CHAMBERS, (JEFFREYS BAY UNIT) ON THURSDAY, 21 DECEMBER 2017

1. Introduction

The purpose of this report is to inform the Committee of the Poplar Kloof Dam meeting held in the Jeffreys bay Council Chambers on 21 December 2017.

2. Background

The meeting was held as per the attached minutes.

3. Financial implications

None.

4. Legal implications

None.

5. Other implications

None.

6. Recommendation

6.1 That a professional opinion be sought to do an assessment on the stability of the dam wall and overflow, be supported.

6.2 That alien and encroaching indigenous plants will be removed after consultation with the residents on the condition that the overflow will be free from any vegetation (Papyrus and Cassuarina) and that the stability of the dam wall will not be compromised, be noted.

6.3 That the current prohibition of fishing be maintained and supported.

6.4 That the current prohibition of swimming or boating be maintained and supported.

6.5 That rescue buoys be available in a case of an emergency, be supported.

6.6 That access to the dam be restricted by erecting a "fence" with gates that could be locked during nighttime (One in Bushwillow and two in Poplar Streets), be supported.

6.7 That the gates be large enough to allow entrance for maintenance trucks and that provision be made for parking areas, be supported.

6.8 That the area around the dam be open to all residents and may not be blocked by fences or structures of bordering residents, be supported.

6.9 That no irrigation be allowed from the dam and also not from the upstream or downstream, because is in contravention of municipal rules and the Water Act, be supported.

6.10 That picnicking with no littering be allowed only during daylight hours, be supported.

6.11 That no open fires be permitted at picnic area, be supported.

6.12 That signboards be erected at the entrance gates to inform visitors about the applicable rules, be supported.

6.13 That the fencing and access control be implemented to solve the vagrant problem, be supported.

6.14 That an environmental specialist be appointed to assist with the study on the state of the dam, be supported.

6.15 That any legal implications be investigated and included, be supported.

6.16 That any financial implications be costed and included, be supported.

Item signed by all relevant parties when tabled at the Portfolio Committee meeting

MINUTES OF THE POPLAR KLOOF DAM MEETING HELD IN THE COUNCIL CHAMBERS, (JEFFREYS BAY UNIT) ON THURSDAY, 21 DECEMBER 2017 AT 16:00

PRESENT		
COUNCILLOR	Cllr. W. Gertenbach	
	Cllr. D. Benson	
	Cllr. L. Vorster	
	Cllr. N. Botha	
OFFICIALS	Mr. C. du Plessis	(Municipal Manager)
	Ms. M. Jantjies	(Committee Clerk)
SBDM	Cllr. H. Britz	
WARD 3	A.J. du Plessis	
	H. Thiart	
	C. Womersley	
	A. Bellingan	
	J. van Biljon	
	D. Metrovich	
	S. Heystek	
	G. Ferreira	
	P. Joubert	
	T. van Aswegen	
	L. Zagg	
	W. Rodrigues	

1. **OPENING AND WELCOME**

Cllr Gertenbach welcomed all present and extended a special welcome to the Municipal Manager, the Councillors as well as Ward 3 Ward Committee Members.

2. **APOLOGIES**

Ms Sandy Bouwer
Mr Piet van Biljon

3. **HISTORY OF THE DAM**

Cllr Gertenbach mentioned that Mr Oosthuizen was supposed to be at the meeting to verify the history of the dam. Cllr Gertenbach continued to say that the dam was built long before1977 when the Wavecrest development around the Kloof was initiated. The dam was possibly built by Dr AD Keet who owned the farm at that stage. When development started in the town, the dam area became an open space and therefore municipal property. The municipality is responsible that the dam and koof are well managed and that resident's lives are not put in danger.

Cllr Gertenbach said that the easiest way out would be to remove the dam, but the Council do not want to go that route, because it might not be in the

interest of the neighbouring residents as the value of the properties in the area will decrease. It will also deprive residents of the natural beauty of the area.

4. **CHALLENGES**

Councillor Gertenbach then listed the challenges that should be addressed if the dam and surroundings areas are to be managed properly.

Safety of the dam wall (Construction, Overflow, Free-board)
Alien and indigenous plants
General safety (Drowning and injury)
Fishing in dam
Swimming and riding boats on the dam (Not allowed at this stage)
Access to the dam
Irrigation from the dam
Bush clearing
Littering
Bush dwellers (Vagrants)

5. **DISCUSSION**

The meeting discussed the different challenges.

Mrs. Thiart said that the dam wall was elevated by residents that stay around the dam. She further said that people staying next to the dam claimed the area next to the dam as their own property. She enquired why the water that flows from the dam is flowing into the ocean. Can it not be put to other use? The vagrants make fire in the bushes, a long ladder was also found there.

It was mentioned that Mr Ernie Bouwer built the cement overflow of the dam to elevate it, not the dam wall itself.

Ms van Biljon mentioned that they bought property next to the dam in 1995 and the dam has not changed, the exotic trees were replaced with indigenous trees. It was suggested that a professional opinion be sought to do an assessment about the dam wall and overflow.

The Municipal Manager enquired whether the resident wants the dam in the area. Everyone present is in favor of keeping the dam. Mr Du Plessis said that he has been a resident in the area since 1992 and nothing will ever happen to the dam wall. The area was well taken care of and maintained. The Municipality must only clean the area around the dam. Ms van Biljon requested that the papyrus plants be removed.

Cllr Benson explained that Cllr Gertenbach is responsible to report back to Council about the dam. He seconded the suggestion that a professional opinion be gained. He said that he understands that the dam must be retained, but the Council need to determine whether extra measures are needed to ensure the safety of the dam.

The Municipal Manager explained that according to legislation safety certificates are required for all bridges and dams. The fencing and other safety

issues must be discussed. The Municipal Manager also mentioned that maybe the dam should be discussed through a Public Participation Process, because of all the issues around it.

Mr du Plessis said that the gardens on Poplar street side of the dam are very beautiful and sign boards stating that no fishing is allowed have been erected. He further mentioned that people used to come and relax at the dam in the past, but nobody comes anymore, because the area around the dam is not neatly kept. This statement was queried, because a lot of residents still visit the site.

Mr Gerrie Ferreira said that the municipality is responsible to maintain the area around the dam, somebody from the Municipality needs to go and look at the state of the dam. Removing the dam should be the last option.

The Municipal Manager mentioned that the safety at the dam is of high importance. Cllr Gertenbach said that people should abide to the warnings on the sign boards. It was said that the municipality erected the boards saying no fishing, yet some of the children go and fish then they leave their fish and hooks on the dam wall where it rots and causes injury to fish and water birds. There are a lot of unwanted elements that are associated with the fishing. People sit and drink at the dam until late at night and they play loud music and litter in the area.

Mr Gerrie Ferreira asked why fishing is forbidden, because there are mostly exotic fish in the dam. It was mentioned that the guys fishing has no permits. Cllr Gertenbach mentioned that sewerage sometimes runs into the dam. We must ensure that people do not feel excluded, but know what the reasons are for controlling access to the dam. Mr Ferreira said the gates should be able to give access to trucks for entering the area. Parking must also be considered.

No irrigation should take place from the dam. Excess water could have other functions in the environment. The Municipal Manager said that people needs permission for irrigation out of the dam, otherwise it is illegal. Permission should be secured from the Municipality and Department of Water and Sanitation.

Bush clearing should be confined to alien invasions. It was suggested that people may come for picnics during the day on the grass. It will be associated with littering. Cllr Benson said if that is allowed, then the municipality must put garbage bins. The area is not a public park, there are no ablution facilities and when it is allowed, the Municipality must be responsible to supply garbage bins and removal of the waste.

The Municipal Manager suggested to leave the dam in its current state, maybe just put buoyant nets in. The children of tenants around the area are vandalizing the equipment and sign boards.

If the area is clean the vagrants will not sleep there, the young children will also not freely use alcohol and drugs in the area. The info must be given to the police if seen. Cllr Gertenbach said that the biggest challenges are experienced during holidays. Poplar Kloof area is beautiful and the dam requires special attention.

6. **RECOMMENDATIONS**

It was agreed that the dam should be retained. The following recommendations were agreed upon to submit to the Municipality.

6.1 A professional opinion be sought to do an assessment on the stability of the dam wall and overflow.
6.2 Alien and encroaching indigenous plants will be removed after consultation with the residents on the condition that the overflow will be free from any vegetation (Papyrus and Cassuarina) and that the stability of the dam wall will not be compromised.
6.3 That the current prohibition of fishing be maintained.
6.4 That the current prohibition of swimming or boating be maintained. Rescue buoys should be available in a case of an emergency.
6.5 That access to the dam be restricted by erecting a "fence" with gates that could be locked during nighttime (One in Bushwillow and two in Poplar Streets). The gates should be large enough to allow entrance for maintenance trucks. Provision should be made for parking areas.
6.6 The area around the dam should be open to all residents and may not be blocked by fences or structures of bordering residents.
6.7 No irrigation will be allowed from the dam and also not from the upstream or downstream, because is in contravention of municipal rules and the Water Act.
6.8 Picnicking with no littering will be allowed only during daylight hours. No open fires will be allowed.
6.9 That signboards be erected at the entrance gates to inform visitors about the applicable rules.
6.10 The fencing and access control should also solve the vagrant problem.

Cllr Gertenbach was thanked for his positive assistance, giving full co-operation to assist in managing the situation to the benefit of the broader community.

7. **CLOSURE**

Cllr Gertenbach thanked everybody for their attendance and valuable input where after the meeting was declared closed.

The meeting adjourned at 17:50.

_____ _____

CLLR W. GERTENBACH **DATE**
CHAIRPERSON

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 31 MAY 2018 **ITEM NO: 18/05/CS4**

MINUTES OF THE ENVIRONMENTAL COMMITTEE MEETING HELD ON 8 MARCH 2018

1. Introduction

The purpose of this report is to inform the Committee of the Environmental Meeting held on 08 March 2018 at the IT Boardroom in Jeffreys Bay.

2. Background

The meeting was held as per the attached minutes.

3. Financial implications

None.

4. Legal implications

None.

5. Recommendation

5.1 That an Estuary and River Management Committee be established, be supported.

5.2 That a progress Report from Alderman Rheeder be submitted to the next Community Services Portfolio Agenda, be noted.

5.3 That Mr. Marais and Mr. Grootboom compile a status report on the state of all open spaces and submitted to the next Community Services Portfolio Committee meeting, be noted.

5.4 That it be noted that there is only one Official Boat Launching site in the Kouga area, all illegal sites need to be registered.

5.5 That the ownership challenge and lack of paper trail is preventing St Francis Bay to be proclaimed as a Nature Reserve, be noted.

5.6 That since Ms. Dadamasi is no longer employed by Kouga Municipality, Mr. Tamboer is responsible for beaches, public toilets etc., Mr. Barnard is responsible for Lifesaving, and Cllr. Bornman is responsible to improve the Blue Flag status, be noted.

5.7 That the list of committee members in the final Estuary and River Management plan be allocated by appointment and that there be additional members from Aston Bay and St Francis Bay and that the committee be finalized, be supported.

Item signed by all relevant parties when tabled at the Portfolio Committee meeting

MINUTES OF THE ENVIRONMENTAL COMMITTEE MEETING HELD IN THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON 8 MARCH 2018 AT 11:30

PRESENT:

COUNCILLORS	Ald B. Rheeder	
	Cllr D. Benson	(Chairperson)
	Cllr W. Gertenbach	
	Cllr F. Campher	
	Cllr F. Baxter	
	Cllr W. Coenraad	
OFFICIALS	Mr D. Barnard	
	Mr K. Marais	
	Mr S. Grootboom	
	Mr F. Tamboer	
	Mr B. Hattingh	
	Ms M. Jantjies	(Committee Clerk - Scribe)
PUBLIC	Mr J. Pieters	(APD)
	Mr S. Mahlangu	(APD)
	Mr W. Coetzer	(Conservation Outcomes)

1. OPENING & WELCOME

The Chairperson welcomed everyone to the meeting and asked everyone to introduce themselves.

2. APOLOGIES

Cllr T. Meleni – absent
Cllr Z. Mayoni - absent

3. PURPOSE OF THE MEETING

The Chairperson explained that the main purpose of the meeting is to discuss environmental issues. He further mentioned that there is a need for additional role players on the committee; members from the community, including experts on the subject matter are welcomed. Names of these individuals can be forwarded to the Chairperson.

4. POPLAR KLOOF DAM – CLLR W. GERTENBACH

Cllr Gertenbach mentioned that on 21 December 2017 a meeting was held with Ward 3 community members about the Poplar kloof Dam to discuss the challenges concerning the dam. He further mentioned that some of the recommendations will have to be reconsidered due to financial implications; however, some of the owners are willing to assist financially.

The Chairperson mentioned that an item needs to be prepared. Ald Rheeder explained that all relevant Departments need to be part of preparing the item. Mr Barnard advised that a proper report from a Structural Engineer is required concerning the structure of the damwall.

Cllr Campher mentioned that it must first be established whether there are funds available to secure the dam. Mr Pieterse said that the biggest cost will be to conduct the study.

Cllr Gertenbach explained that a lot of resistance was received with regards to the pumping of water from the dam. According to the Legal Advisor, the pumping of water from the dam is not prohibited by the act, but if the municipality's bylaws prohibit it, then it is valid.

CHALLENGES

Councillor Gertenbach then listed the challenges that should be addressed if the dam and surroundings areas are to be managed properly.

Safety of the dam wall (Construction, Overflow, Free-board)

Alien and indigenous plants

General safety (Drowning and injury)

Fishing in dam

Swimming and riding boats on the dam (Not allowed at this stage)

Access to the dam

Irrigation from the dam

Bush clearing

Littering

Bush dwellers (Vagrants)

Resolved: (8 March 2018)

It was agreed that the dam should be retained. The following recommendations were agreed upon to submit to Council:

4.1 A professional opinion be sought to do an assessment on the stability of the dam wall and overflow.

4.2 Alien and encroaching indigenous plants will be removed after consultation with the residents on the condition that the overflow will be free from any vegetation (Papyrus and Cassuarina) and that the stability of the dam wall will not be compromised.

4.3 That the current prohibition of fishing be maintained.

4.4 That the current prohibition of swimming or boating be maintained. Rescue buoys should be available in a case of an emergency.

4.5 That access to the dam be restricted by erecting a "fence" with gates that could be locked during nighttime (One in Bushwillow and two in Poplar Streets). The gates should be large enough to allow entrance for maintenance trucks. Provision should be made for parking areas.

4.6 The area around the dam should be open to all residents and may not be blocked by fences or structures of bordering residents.

4.7 No irrigation will be allowed from the dam and also not from the upstream or downstream, because is in contravention of municipal rules and the Water Act.

4.8 Picnicking with no littering will be allowed only during daylight hours. No open fires will be allowed.

4.9 That signboards be erected at the entrance gates to inform visitors about the applicable rules.

4.10 The fencing and access control should also solve the vagrant problem.

4.11 That Mr Marais conduct a study on the state of the dam and report back to Council.

5. BEACH & ESTUARY COMMITTEE – ALD B. RHEEDER

Ald. Rheeder explained that a meeting took place on 8 February 2018 with experts to discuss the drafting of a new Coastal Management plan, as the current plan is not compliant. Alderman further mentioned that a framework will first be drafted.

Resolved: (8 March 2018)

That an Estuary and River Management Committee be established urgently

That a Progress Report from Ald. Rheeder be on the next Portfolio Agenda

6. BLUE FLAG – CLLR H. BORNMAN

Mr Pieters expressed his gratitude towards WESSA for the donation of the beach wheelchair worth R27 000. There are a few things outstanding at the Main beach, due to the fact that the only suppliers that can supply items are not registered on the database. It was mentioned that the Blue flag status could be beneficial for the municipality, if it is correctly utilised from a business perspective.

Mr Tamboer mentioned that the municipality will renew their working relationship with Tswela Trading – Coastal Care. He also mentioned that his request for the current Business plan to urgently be amended was approved by the Municipal Manager. The HR department is handling the recruitment process where 68 people will be appointed on the Coast Care project. Cllr Baxter expressed her concern about the state of the Tourism office, as well as the street children sleeping at the offices.

Resolved: (8 March 2018)

That any faults at the beaches, be reported to Mr Tamboer in writing. That the Blue flag marketing be taken up with Tourism department That Mr Tamboer addresses the street children sleeping at the Tourism Office urgently with Law Enforcement.

7. PUBLIC OPEN SPACES – MR S. GROOTBOOM

Mr Grootboom explained that some of the challenges experienced with public open spaces are illegal dumping, as well as the illegal erection of informal structures. He further mentioned that they prepared cards with the total open spaces per town in the Kouga area. Mr Grootboom confirmed that it is the municipality's responsibility to keep the open spaces clean (bush clearing).

Cllr Campher said that now that the Land Advisory Committee is operational, the municipality can generate income through the unutilised public open spaces. Some could be made into playparks, and others could be sold.

Ald. Rheeder mentioned that illegal activities on open spaces need to be investigated. Mr Marais explained that one of the functions of the Land Advisory Committee is to determine which open spaces are formal, and which are informal.

Mr Coetzer enquired about the open space in St Francis Bay / Cape St Francis, whether it is also classified as Public Open Space. Ald. Rheeder explained that a portion of the land has been earmarked for a Nature Reserve.

Resolved: (8 March 2018)

Mr Marais and Mr Grootboom to compile a report on the state of all open spaces

8. RECYCLING – MR B. HATTINGH

Mr Hattingh mentioned that they are trying to prolong the lifespan of Waste Sites. He also said that they are in the process of regulating all waste sites. Mr Hatting explained the plan to have a conveyer belt within the next 3 months, and also creating work opportunities.

He mentioned that the open space across the Jeffreys Bay Comprehensive High School has been earmarked as a drop-off zone. The idea is to turn it into a Recycling Hub. Mr Hattingh also mentioned that the penguins in Da Gama Road, will be utilised as garbage bins at big events. He further stated that a weighbridge will also be installed.

Resolved: (8 March 2018)

That it be noted that there is only one Official Boat Launching site in the Kouga area, all illegal sites needs to be registered

That it be noted that the owner ship challenge, and lack of paper trail are preventing in St Francis Bay to be proclaimed as Nature Reserve.

That it be noted that since Ms. Dadamasi is no longer employed by Kouga Municipality Mr Tamboer is responsible for beaches, public toilets etc., Mr. Barnard is responsible for Lifesaving, and Cllr. Bornman is responsible to improve the blue flag Status.

9. CLOSURE

The Chairperson thanked everybody for their attendance and valuable input. He further requested 15-20 names of participants to be part of the Climate Change Steering Committee. The meeting was declared closed.

The meeting adjourned at 12:55.

_____ _____

CLLR D. BENSON **DATE**
CHAIRPERSON

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 31 MAY 2018 **ITEM NO: 18/05/CS5**

POLICY ON THE REGULATION OF EXTERNAL AND PRIVATELY-OWNED CCTV CAMERAS ON COUNCIL AND PRIVATE PROPERTY

1. Introduction

The purpose of this item is to introduce the Policy on the Regulation of External and privately-owned CCTV (Close Circuit Television) Cameras on Council and Private Property.

2. Background

The municipality received applications from community-based organisations for the erection of CCTV cameras within certain areas situated in the Kouga Municipal areas. Subsequent to this it was found that there is no policy and by-law to regulate any such applications.

3. Financial implications

The proposed clauses 2.5, 2.6 and 2.7 may cause financial implications for the Municipality, but same will need to be determines per application received and considered.

4. Applicable Legislation

Section 14 of the Constitution of the Republic of South Africa, 1996, provides that everyone has the right to privacy, which right includes the protection against unlawful collection, retention, dissemination and use of personal information.

The Protection of Personal Information Act, No.4 of 2013 (POPI Act) applies as it regulates the processing and recording of information regardless of the form or medium. The POPI Act further provides that the personal information recorded must be processed lawfully, in line with the provisions of Section 4 (which section more specifically refers to sections 8, 9,12, 13, 14, 15, 16, 17, 18, 19, 22, 23 and 25) by the responsible party, which is described as a public or private body or any other person which, alone or in conjunction with others, determines the purpose of, and means of processing personal information.

5. Recommendation

5.1 That the draft Policy on the Regulation of External and Privately-Owned CCTV (Closed Circuit Television) Cameras on Council and Private Property, be approved.

5.2 That the draft Policy workshopped with Council and relevant officials on 16 May 2018, be noted.

Item signed by all relevant parties when tabled at the Portfolio Committee Meeting

KOUGA MUNICIPALITY

POLICY ON THE REGULATION OF EXTERNAL AND PRIVATELY

OWNED

CCTV

(Closed Circuit Television)

CAMERAS ON COUNCIL AND PRIVATE PROPERTY

APPROVED BY COUNCIL ON: _____

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DEFINITION AND ABBREVIATIONS

"Applicant"	means a registered organization, body or person applying to Kouga Municipality for authority to install a CCTV system, camera, equipment or merely registering a CCTV camera on Municipal property or viewing public land;
"CCTV"	means Closed-Circuit Television and is the industry standard in surveillance cameras;
"Council"	means the Municipal Council of the Kouga Municipality;
"Infrastructure"	means any land, building or fixture attached to it, any pole, fence, wall, bridge, sign, cabling, tree, tower or fixture attached to it;
"Kouga Municipality"	means Kouga Municipality, a municipality established in terms of the Local Government: Municipal Structures Act, 1998 (as amended), or any structure or employee of the Municipality acting in terms of delegated authority;
"Municipal Property"	means land, structures and infrastructure owned by the Kouga Municipality;
"Person"	includes a natural or juristic person;
Public Areas	any area which is free and open to the general public at all times including roads and pavements;
"Register"	means a process whereby an applicant registers a CCTV system, camera or any related equipment on Municipal land or infrastructure;
"Structure/s" that are	means an item or items made up of a number of parts held or put together in a particular way;
"Temporary Installation"	means the installation of a CCTV camera or system on Municipal land or infrastructure, not exceeding thirty(30) days. This includes a trailer adapted to be a roving mobile CCTV camera device; and
"Vetting Committee"	means a committee headed by the Chief Traffic and Security and relevant members from the Municipal line departments.
"Privately Owned"	shall, or the purposes of this Policy, mean property owned and /or occupied by a private individual or organisation, rather than by the government or public body.

1. PREAMBLE

1.1 The Kouga Municipality is experiencing an increase of privately owned CCTV cameras, installed on Council land and infrastructure, without authorization.

1.2 Some of these installations damage and clutter Kouga Municipality's structures, duplicating the purpose of existing cameras monitoring an area, where applicable.

1.3 There is currently no application process in place for recognised organizations, a registered body or a person to register their CCTV system with the Municipality.

1.4 There is currently no effective way to ascertain the ownership of a CCTV camera installed on Council land, which affects investigation processes by the South African Police Services and information gathering by Kouga Municipality Law Enforcement and Traffic Services.

2. DESIRED OUTCOME

2.1 The aim of this policy is to regulate all CCTV on Municipal and private property positioned towards municipal property or a public open space, while promoting the use of CCTV cameras, as a mechanism to deter crime and promote a safer town.

2.2 The policy establishes a uniform and comprehensive set of standards and assessment criteria to assist in the control, development and installation of CCTV infrastructure on Municipal structures. A written agreement in this regard, between Kouga Municipality and the applicant, will be entered into, once the application is approved by Council, or by the Vetting Committee in the event that such authority is delegated to the Committee.

2.3 The policy will enable the registration of all CCTV cameras currently installed on Municipal structures, infrastructure and land by 31 December 2018.

2.4 The policy shall allow for improved security by providing for reasonable connecting mechanisms i.e. either by physical or via fixed or non-fixed line when required, to allow the SAPS and accredited Security Companies access into the applicant's CCTV system, to view the public area via CCTV.

2.5 If there is benefit of a private and external CCTV camera to Kouga Municipality, Council may subsidize the monthly electricity usage for each individual third party camera.

2.6 The Council may consider the possibility of paying, in full, or part thereof, the installation fees for Council approved special rating areas, community based Organizations, Neighborhood Watches and Community Police Forums (registered with the Provincial Dept. of Community Safety), of the actual cost involved to install a pole for one or more cameras, including the electrical connection to such pole (or on any other existing Council owned infrastructure), as

well as the monthly electrical tariff, upon considering a written submission made by such entity, which will include proof of funding limitations suffered by such entity or any other relevant factor which Council could consider. Council may consider installing additional poles for the sole purpose of CCTV surveillance if there is no existing pole that can be used.

2.7 The Kouga Municipality will welcome cross-subsidization of systems, from third party applicants, for impoverished areas. A written agreement will be entered into between such donor party and the Kouga Municipality, and/or the receiving party.

3. STRATEGIC INTENT

This Policy seeks to give effect to the IDP strategic objective, Safety and Security, to "*strongly focus on ensuring a safe environment for the people who live in the Kouga as visitors to the area*".

4. POLICY PARAMETERS

4.1 This policy applies to private and external CCTV cameras, installed on Municipal land and infrastructures as well as private CCTV cameras installed on private property, monitoring the town's public area and those CCTV cameras which forms part of a broader CCTV network.

4.2 This policy is intended to regulate and not restrict the erecting of CCTV infrastructure on Municipal structures.

4.3 This policy is applicable within the boundaries of the Kouga Municipality.

4.4 This policy has transversal implications, as it affects the various departments responsible for the structures, where CCTV systems will be installed.

4.5 Kouga Municipal departments are not required to follow the application process, but merely register the locations of the CCTV cameras with the Director: Community Services, using Annexure 9.

5. ROLE PLAYERS AND STAKEHOLDERS

5.1 **Chief Traffic & Safety**

5.1.1 The Chief Traffic & Safety or delegated officer from the department is responsible for the implementation and monitoring of this policy.

5.1.2 The Chief Traffic & Safety or delegated official from the department shall establish and coordinate a Vetting Committee which shall review all applications on a monthly basis or as deemed necessary by the Chief Traffic & Safety.

5.1.3 All applications shall be submitted to the Municipal Manager, of the Kouga Municipality.

5.2 **Electricity Department**

5.2.1 The Electricity Department will be responsible for advising on the wayleave process for electrical supply issues and to verify that an electricity pole or light pole will meet the structural and durability tolerances within the necessary limits, to accommodate CCTV camera and related equipment.

5.3 **Technical Department**

5.3.1 The Technical Department will be responsible for advising where installations may be erected so as not to damage Municipal infrastructure such as sewage lines and Water Reticulation Services.

5.4 **Other Municipal departments**

5.4.1 Any line departments required to facilitate the application process will have a representative on the Vetting Committee, so established.

5.5 **Stakeholders who could benefit from this policy.**

- South African Police Services
- Community Police Forums
- Business & Business Forums
- Ratepayers Associations
- Neighbourhood Watch Organizations
- Registered Community Organizations

6. REGULATORY CONTEXT

6.1 The CCTV System that is envisaged for installation by the successful applicant may not infringe any stipulations as prescribed by the following legislation:

6.1.1 The Constitution of the Republic of South Africa, 1996

6.1.2 Telecommunications Act, 1996 (Act no 103 of 1996)

6.1.3 Promotion of Personal Information Act (No.4 of 2013)

6.2 This policy should also be read with the any relevant by-laws, but more specifically the following by-laws:

6.2.1 Kouga Municipality, Town Electricity Supply bylaw

6.2.2 Kouga Municipality's Outdoor Advertising and Signage Bylaw

6.3 Reference to the applicable legislation must be made in the Application. Applicants in contravention of any law whilst in operation will have to cease operations and remedial action will need to take place.

6.4 The system specifications which the Applicant intends using, must be in line with the Consumer Goods Council, Recommended Industry Guidelines for CCTV.

7. POLICY DIRECTIVES

7.1 Mandatory criteria required in application – New Installations

7.1.1 The application for permission to install a new system on Municipal structure must provide written motivation in the form of an application to the Vetting Committee, via the Manager: Protection Services.

7.1.2 All the applicable annexures as listed in Section 10 must be duly completed and submitted together with the application.

7.2 Submitting of Application

The following items will form the core of the application:

7.2.1 **Applicant's Business Plan**: A complete written motivation is required with reasons and crime statistics as to why the system or camera is required. A funding and operational cost stainability strategy to be provided. Annexure 1.

7.2.2 **Proof of consultation with External Groups and Bodies:** proof of consultation with the relevant and interested authorities in a specific area is needed to process the application. These bodies might include the local South African Police Service, Community Police, or registered Neighbourhood Watches to be dealt with by the Vetting Committee.

7.2.3 **System Specifications:** Specifications must be submitted in the application, with relevant contact numbers. The specifications must be in line with the Consumer Goods Council Recommended CCTV Industry Guidelines. The CCTV system must have the ability for the Kouga Municipality to connect to the system at any time and view the imagery in the event that this is required.

7.2.4 **Third Party Infrastructure**: The Geographical CCTV Camera layout and the Schematics of the following must be submitted with the application:

* Wireless Network layout inclusive of antennae and transmission equipment.
* Fixed line layout of fixed solid cable linked to two or more devices.
* Backbone layout related to the main network carrier.
* Typical camera installation layout (one or more if different)
* Control Room layout where CCTV images are monitored, recorded and stored

7.2.5 **Monitoring Specifications:** The following information must be submitted with the relevant contact details:

* Location of the control room or monitoring centre.
* The Company contracted to conduct the monitoring

Any changes to the location or contracted company must be forwarded to the Vetting Committee in writing, thirty days in advance of the change.

7.2.6 **Pre & Post on-site inspection and acceptance:** Prior and post installation inspections will be done by a person/s designated to do so, by the Vetting Committee.

7.3 **The application Process**

7.3.1 Once the applicant submits the Application herein, the application will be considered by the Vetting Committee within a period of thirty days after receipt of the application, for recommendation of approval to Council, unless the authority is delegated to the vetting Committee.

7.3.2 The Vetting Committee shall consider the application in the first instance.

7.3.3 If the application is accurate and complete, it shall be sent to the relevant department.

7.3.4 It shall be the responsibility of the relevant department, whose structure the applicant applies to utilize, to verify that the technical aspects of the application meet the structural and durability tolerances within the necessary limits.

7.3.5 If the department responsible for this structure is satisfied with the load test and tolerances, the Vetting Committee shall recommend approval of the application and refer the application to Council for approval. If the application is rejected by the Vetting Committee, the applicant can object to such decision via the office of the Municipal Manager.

7.3.6 If Municipal structure is not a viable option, the applicant will have to consider another placement option, such as applying for a wayleave to install a pole on Municipal property.

7.3.7 The successful application shall be required to adhere to any rules, regulations and limitations set out by the Vetting Committee in the approval.

7.3.8 The applicant shall be bound to all written agreements relating to this policy.

7.4 **Registration of CCTV cameras situated within the Kouga area**

7.4.1 All existing CCTV cameras within the Kouga area are required to be registered with the Kouga Municipality.

7.4.2 Kouga Municipal departments are to follow the registration process as per Annexure 9 in this policy.

7.5 Areas requiring special approval for Third Party installations

7.5.1 The installation of CCTV cameras by private organizations on the following structures will require special approval from the owner

* Municipal buildings
* Signboards
* Traffic Signals
* Information Boards
* Any other structure / property belonging to Kouga Municipality, deemed prohibited by the Vetting Committee
* Government Buildings
* South African Police Community Service Centres
* Schools

7.6 The Erection of Temporary Cameras

7.6.1 An applicant, who would like to install a temporary CCTV camera for a period not exceeding 30 days, needs to complete only Annexures 2 and 4.

7.6.2 This application must be submitted to the Vetting Committee for written permission prior to the temporary installation effected by the Applicant.

7.7 Existing Third Party CCTV system or cameras in operation on Municipal property or structures

7.7.1 All third party CCTV systems and cameras on Municipal property and Municipal structures need to be registered with Kouga Municipality by 31 December 2018.

7.7.2 The registration process is the same as that set out in clause 7.3 below, with the relevant documentation attached as per Annexure 1 and 2.

7.7.3 If a system is identified as unregistered after 31 December 2018, the unregistered CCTV equipment or systems shall be dealt with as stipulated in items 7.8.4 below.

7.8 Unregistered CCTV Equipment and cameras

7.8.1 Should any camera, equipment, system or part thereof not be registered in accordance with this policy, a notice (Annexure 8.1) will be issued by attaching the notice to the CCTV structure, to register the CCTV camera.

7.8.2 After fourteen days, if no contact is made with the Municipal official whose details appear on the first notice, a second notice will be issued (Annexure 8.2) and the system could be switched off and removed (in the event that it is a camera/s).

7.8.3 If contact is made with the Kouga Municipality's official for the camera registration, the applicant will be permitted to operate the system,

on condition that an application for camera registration is made.

7.8.4 The application to register the CCTV camera or equipment must be submitted to the Vetting Committee within one month from the date that contact is made with the Kouga Municipality's official, whose name appears on Annexure 8.1. If the application is rejected by the Vetting Committee, the applicant can object to such decision via the office of the Municipal Manager within seven days.

7.8.5 If no objection is made by the applicant or the objection is unsuccessful, all the CCTV and related equipment must forthwith be removed from Municipal property in an appropriate manner.

7.8.6 If this notice is not adhered to the Municipality will remove the CCTV system completely and hand in at the nearest Police Station or be held in lockup for three months in a Municipal facility and thereafter it shall be auctioned off or disposed of, as the Municipality sees fit.

7.8.7 If the CCTV system is retrieved by the owner within the three month period, the cost for the de-installation, removal and storage of equipment must be settled immediately by the owner and released upon receipt of payment.

7.9 **Third Party CCTV Inspections**

7.9.1 All third party applicants must ensure that proper records of their CCTV system are kept.

7.9.2 Inspections shall be carried out by a person designated by the **V**etting Committee for compliance with this policy.

7.10 **Acceptance of costs and liability**

7.10.1 All costs to setup, install and maintain the system will be borne by the applicant; subject to clause 2.6 above.

7.10.2 All liability will be borne by the applicant.

7.10.3 Kouga Municipality will be exempt from all liability arising from this application. This will also apply during installation of the relevant system as well as during the operation thereof.

7.10.4 Any damage to the applicants system is at their expense and the Municipality will not be liable to the recovery of costs or repair, even should the damage arise from Municipal departments.

7.10.5 Any damage or unauthorized modification to the Municipal infrastructure must be repaired or made good at the cost of the applicant within an agreed upon time.

7.10.6 All equipment must be insured against personal liability and damage by the applicant and necessary documentation must be provided as proof.

7.11 Structures other than Kouga Municipal property

7.11.1 CCTV installations on private property, that monitor public urban area and that do not form part of a broader CCTV network i.e. transmitted and recorded on or off-site, do require the authorization of the Council, unless this authority has been delegated to the Vetting Committee. The location of the cameras and reasons for the installation must however be submitted (Annexure 7) to the Vetting Committee to ensure that all cameras, viewing public area, including a road, are used for legitimate policing efforts, which are in the broader community's interest and not for any illegal activities or purpose.

7.11.2 A database of all third party cameras monitoring Municipal property viewing public area shall be kept by the Chief Traffic & Security.

7.11.3 The Municipality holds the right to utilize the public space as the necessity dictates and takes precedent above the camera installations, existing or new.

7.12 Structure and Equipment Specifications

7.12.1 The structure specifications shall be set out by the Municipal line departments and the Vetting Committee.

7.12.2 The applicant will ensure that the Municipal structure is not damaged or modified in such a way that it does not serve its original purpose.

7.13 Handling of evidence and recordings (Recorded and still imagery / footage)

7.13.1 Each camera should record and have footage available up to 20days. (Optimal)

7.13.2 Systems that are unable to meet the optimal recording requirement, requires a measure to be put in place, in order for the relevant imagery to be removed and stored by the relevant CCTV control centre in a safe place, until such time that it can be utilized for investigation or court purposes by the investigating officer.

7.13.3 The person downloading such evidence onto a movable media source will be required to provide a statement to the court when required, confirming that they have done such transfer, without altering or manipulating any data thereon. Attesting to the evidence provided, may be required to be done in Court.

7.13.4 All CCTV footage/imagery of recoded incidents, that require further investigation, must be stored in a safe place; preferably a locked steel safe and a removal register, tracking such removal.

7.13.5 All CCTV footage is to be treated as confidential evidence and be handled in that manner. Footage should only be released to South African Police Service / Municipal Law Enforcement Department, with a receipt, to track such footage removal.

8. Implementation Programme

8.1 All CCTV cameras installed on Municipal property prior to this policy are required to be registered by the 31 December 2018 with the Kouga Municipality.

8.2 All CCTV cameras on private property, forming part of a broader CCTV network of an organization, monitoring public or private area are to be registered within six (6) months with Kouga Municipality from date of adoption of policy.

8.3 All private CCTV cameras on private property, monitoring public area, but not forming part of a broader CCTV network i.e. recorded and transmitted on or off-site are to be registered with reasons for the camera viewing the public area. The location of the camera will be a benefit to Police investigators and the community can be contented that the camera is being used in their interest, which is safety and security.

8.4 All new CCTV camera installations are to follow this policy and process.

9. Monitoring, Evaluation and Review of Policy

9.1 It is the responsibility of Kouga Municipality to be the custodian of the database of all registered CCTV cameras.

9.2 The success of the policy will be measured in terms of the number of CCTV cameras that are registered with the Municipality and how many new applications are received.

9.3 This policy will be evaluated every two years or when there is a change in any law, affecting this policy.

10. Annexures

1. Application form
2. Camera Registration form
3. Application checklist
4. Temporary application form
5. Structure specifications
6. Application for new or modified electricity services
7. CCTV cameras on private property, monitoring public area
8. Notice of impending removal of CCTV equipment on Kouga Municipal property
9. Notice of removal of CCTV equipment on Kouga Municipal property
10. CCTV cameras installed on public roads by Municipal departments.

ANNEXURE 10.1

APPLICATION FORM TO INSTALL CCTV CAMERAS ON KOUGA MUNICIPAL PROPERTY	
Name of organization	
Representative Name	
Address of Organization	
Tel of Organization	
Tel of Representative	
E-mail address of Org	
E-mail address of Rep	Optional
Please submit the following details	
Reason for application	Full Motivation with factual info and complete understandings
Approvals	Letter of acknowledge from the S.A.A Police Area Station Commander, Community Police Forum, Central Improvement District or Neighbourhood Watch
Business Plan	Business plan for CCTV
CCTV Monitoring Centre	
CCTV Locations	Complete Annexure 10.2
CCTV Cam GPS Coordinates	
Schematics and Diagrams	Separate page, preferably to scale, with all dimension given
Envisaged Start Date	
Completion Date	
Date Application received	

Annexure 10.2

KOUGA MUNICIPALITY CCTV CAMERA REGISTRATION FORM				
INFORMATION REQUIRED FOR CCTV DATABASE				
No	**Location**	**At intersection or between which roads**	**Purpose**	**PTZ or Static**
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Annexure 10.3

CCTV APPLICATION CHECKLIST BEFORE SUBMISSION	
ITEM	**TICK**
a) Application Form	
b) Full motivation with factual information & complete understandings	
c) Approval- letter from Area Station Commissioner	
d) Approval- letter from Community Police Forum, Central Improvement District or Neighbourhood Watch	
e) Approval from all relevant bodies in the CCTV Project area	
f) Business Plan- Short, medium and Long Term Plan	
g) Geographical area for the CCTV Project	
h) CCTV Locations List	
i) CCTV Locations GPS Co-ordinates	
j) CCTV System Specifications	
k) CCTV Monitoring Specifications	
l) CCTV Monitoring Centre	
m) Schematics and diagrams	
n) References of Installers	
o) Acknowledgement and Acceptance of costs & liability	
p) Approval for Special Areas (if any)	

APPLICATION PROCESS FLOW

1. Receive application	
2. Check application for all necessary requirements	
3. Table to vetting Committee	
4. Acceptance that application meets initial requirements	
5. Distributed to respective line departments	
6. Comments from line department	
7. Approval / rejection of application	

ANNEXURE 10.4

TEMPORARY APPLICATION TO INSTALL CCTV CAMERAS ON KOUGA MUNICIPAL PROPERTY FOR 30 DAYS OR LESS	
Name of Organization	
Representative Name	
ID Number	
Address of Organization	
Tel of Organization	
Tel of Representative	
E-mail address of Org	
E-mail address of Rep	
Please submit the following details	
Reason for application	
CCTV Monitoring Location	
CCTV Locations	Annexure 10.2 to be attached to this application
CCTV Cam GPS Co-ordinates	**Optional**
Schematics and Diagrams	**Installation**
Envisaged Start date	
Completion date	
Date Application received	

Annexure 10.5

KOUGA MUNICIPALITY
STRUCTURE
SPECIFICATIONS

Electricity Services

Infrastructure Cameras and Connection Boxes will be allowed on:

- Low Voltage Distribution mains Pole only, i.e. only electricity poles that have mains wires on and that form part of the Low Voltage Overhead Line Network.

- No camera's or connection boxes for cameras are allowed on streetlight poles or standalone distribution poles.

- Only two cameras allowed on any such pole.

- Wireless antennas are not allowed to encroach on the minimum clearances as listed below and must be aesthetically pleasing.

Installation allowed on LV Distribution Mains Poles

- The electrical connection from the mains wires will have to be done by the relevant Construction Section of the affected Distribution District. Cost to be determined by District System Development. It will be a fixed rate tariff, no meter.

- The camera installation is to be SANS 0142 compliant and a Certificate of Compliance to be issued by the Contractor installing the electrical connection box prior to switch on.

- The camera installation to be at least 1m below any streetlight luminaire, where there is no streetlight luminaire, the camera installation to be 1m below the overhead line conductors.

- All cable and wire used to be UV rated and properly terminated via a gland.

- If deemed necessary there shall be earth leakage provided by the installer of the camera equipment.

Installation of Cameras and Connection Boxes other than on Distribution Mains Poles

- In areas where the Low Voltage Network is underground and only streetlight poles exist, no cameras or connection boxes will be allowed to be mounted on the streetlight poles.

- In this case the requestor will have to provide and install a suitable pole as per the industry standard and install the equipment on it. A maximum of two cameras allowed per pole.

- The cable should run internally in the pole and no cables to be visible on the outside.

- The requestor is to provide and install the supply cable up to the allocated mains kiosk and leave enough slack/spare for the cable to be terminated in the kiosk. No joints allowed.

- Connection fee and fixed rate tariff to be provided by District System Development. All work to be in accordance with Electricity By-laws and SANSD 0142. A Certificate of Compliance is to be provided prior to switching on.

- All way leaves and the necessary permits to be obtained by the contractor installing the cable and pole/s.

Reasons for not installing on streetlight poles

- It is not acceptable practice to have two separate supplies on one pole.

- The streetlight poles are not designed to carry boxes and cameras on them.

- The maximum bending ratings of streetlight poles are not the same.

- Streetlights are not designed to support ladders for maintenance purposes.

Other Comments

- Camera weights and dimensions to be provided.

- Connection boxes to be standard and the same colour as existing boxes on Electrical Services infrastructure.

- Electricity Services not responsible for cleaning and maintaining cameras.

- No Electricity Services Aerial Platform may be used by the contractor for installation, maintenance or servicing of the camera.

- All requests to be treated as projects run by District System Development and Construction in the three Areas and twelve Districts.

- No cameras or other CCTV equipment to be installed on medium or High Voltage Overhead line networks.

- Camera casing to include permanent display of contact details such as telephone number of the responsible person to be contacted with respect to the camera installation.

- Electricity Services shall not be held responsible for any damage as a result of the pole getting damaged, the camera equipment being vandalized or the camera malfunctioning as a result as of any supply related problems.

Annexure 10.6

Electricity Services

Application for new or modified Electricity Supply Services

Please use clear capital letters and tick applicable blocks. Forms are to be completed in black ink only.

Partially completed forms will not be accepted. Incomplete and inaccurately completed forms will lead to delays. Only the property owner may apply for a new connection or a change to the existing supply to the property.

Proof of ownership of the property (property rates account/title deed/proof of registration) must be attached to the application form.

If the owner is a private person, a copy of his/her identity document or passport must be attached to the application form. If the owner is not a private person, a copy of the business / trust/ body corporate registration form must be attached to the application form.

SERVICE LOCATION

Erf number		Township/Suburb/Farm	
Physical address			
		Code	

2. PROPERTY OWNER (Applicant)

Business partner number as per municipal account Contract account number

Title	**Mr**	**Mrs**		**Ms**	**Dr**	**Rev**	**Prof**	**Sir**	**Other**

First name/Company name

Second name/Trading as

Surname

Type of identification Attached to application	**ID Document**		**Passport**	**Company registration documents**	**Trust**

Identity number / Business registration number

Tax Invoice required ☐ **Yes** ☐ **No**

Address where documentation must be sent to, if different from physical address: Postal address

	Code	

Telephone number

Fax number

Cellphone number

Email address

Quotation to be | **Posted** | **Faxed** | **Emailed**

3. CONTACT PERSON (Person to be contacted in case of any queries)

Title; First Name	
Surname	
Telephone number	
Fax number	
Cellphone number	
Email address:	

---

4. ELECTRICAL CONTRACTOR (Person responsible for installation work within property boundaries)

Title; First Name	
Company	
Telephone number	
Fax number	
Cellphone number	
Email address:	

"Registration as electrical contractor with the Department of Labour (Process managed by the Electrical Contractors Association)

---

5. ELECTRICITY SUPPLY SERVICE

5.1 Existing installation

Category		**Residential**		**Commercial**		**Industrial**		**Temp supply**		**No supply**		
		Underground		**Overhead**								
Service connection Existing supply to premises				**A or**		**KVA or**		**MVA**				
								Single phase or		**Three phase**		

Meter number														

5.2 Service required

	New supply		Upgrade/downgrade		Residential	Commercial		Industrial			
	Convert to prepayment meter (max 100 A 3 phase)					Additional (second) meter				Overhead to underground	
	Tariff change										

Required supply to premises					A or		KVA or		MVA		Single phase or		Three phase

5.3 Tariff choice

Details with respect to current tariffs are available at http://www.kouga.gov.za Printed copies are available on request. You are advised to acquaint yourself with the tariffs available and applicable conditions, and consult with your electrician or consultant. A wrong or inappropriate tariff choice may result in delays with the quotation process or unnecessarily high electricity bills.

	Domestic (will convert to Lifeline if complying)		Small Power 1	Small Power 2		Small Power with Off-peak
	Large power low voltage		Large power medium voltage	Large power time of use		

6. DECLARATION

I/we, the owner(s) of the property, hereby declare that I/we have taken the necessary steps to ensure all information contained in this application is correct. I/we request a new or modified electricity supply service as specified at the tariff indicated. I/we further acknowledge and agree to comply with the provisions of the Kouga Municipality's Electricity Supply By-law and Conditions of Supply.

Owner name/s																	
Date	**2**	**0**								**2**	**0**						

Owner's signature/s

Year Month day Year Month Day \

If signing on behalf of the property owner(s), an approved letter of proxy must be attached to this application.

Proxy name	
Proxy's signature	
Date	

The requirement to submit a Commencement of Work form for installation work that would require a new or upgraded electricity supply was waived in the Kouga Municipality in accordance with reg 6(1) of the Electrical Installation Regulations of the Occupational Health and Safety Act (Act 85 of 1993)

For official use: Kouga Municipal official receiving application form:

Official's name	
Official's staff number	

ANNEXURE 10.7

CCTV CAMERAS ON PRIVATE PROPERTY, MONITORING PUBLIC AREA	
OWNER OF PROPERTY	
OWNER CONTACT NUMBER	
ERF NUMBER	
ADDRESS	
ORGANISATION MONITORING THE CAMERA OR PRIVATE CAMERA	
CONTACT NUMBER	
RESPONSIBLE PERSON	if different from owner
E-MAIL ADDRESS OF ORGANIZATION	if different from owner
E-MAIL ADDRESS OF OWNER	
PLEASE SUBMIT THE FOLLOWING DETAILS	
WHAT IS THE CAMERA VIEWING / PURPOSE OF THE CAMERA	
CCTV MONITORING CENTRE	
CCTV CAM GPS LOCATION	**OPTIONAL**
ATTACHED MAP FOR REFERENCE	**OPTIONAL**
SUBMITTED BY	
DATE:	

Annexure 10.8

NOTICE OF IMPENDING REMOVAL OF CCTV EQUIPMENT ON KOUGA MUNICIPAL PROPERTY

PLEASE BE INFORMED THAT THIS EQUIPMENT IS INSTALLED ILLEGALLY ON KOUGA MUNICIPAL PROPERTY AND WILL BE REMOVED AFTER 14 DAYS OF THIS NOTICE, IF NO CONTACT IS MADE WITH THE OFFICIAL BELOW TO REGISTER:

FOR FURTHER DETAILS PLEASE CONTACT:

NAME: ……

CONTACT NUMBER: ……

DATE OF NOTICE:……

Annexure 10.9

NOTICE OF REMOVAL OF CCTV EQUIPMENT ON KOUGA MUNICIPAL PROPERTY

PLEASE BE INFORMED THAT THIS EQUIPMENT IS INSTALLED ILLEGALLY ON KOUGA MUNICIPAL PROPERTY AND HAS BEEN REMOVED. IF EQUIPMENT IS NOT COLLECTED WITHIN 90 DAYS, THE MUNICIPALITY SHALL AUCTION OFF THE EQUIPMENT.

FOR FURTHER DETAILS PLEASE CONTACT:

NAME: ……

CONTACT NUMBER: ……

ANNEXURE 10.10

CCTV CAMERAS INSTALLED ON PUBLIC ROADS BY KOUGA MUNICIPAL DEPARTMENTS **This is for registration and database information only**	
Kouga Municipal Department	
Line Manager	
Project Manager	**Optional**
Department Address	
E-mail address of Line Manager	
E-Mail address of Project Manager	
Brief description of the CCTV Project	
CCTV Monitoring Centre	
Submitted by	
Date	

No	Location	At intersection or between which roads	Purpose	PTZ or Static
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Please email to:				

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

CONFIRMATION OF PREVIOUS CONFIDENTIAL MAYORAL COMMITTEE MINUTES

CONFIDENTIAL MINUTES OF A MAYORAL COMMITTEE MEETING OF THE KOUGA MUNICIPALITY HELD IN THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON TUESDAY, 17 APRIL AT 09:00

Present:

Councillors	H Hendricks	(Acting Executive Mayor)
	D Benson	
	H Bornman	
	BJ Williams	
	F Baxter	
	F Campher	
	B Dhludhlu	
Councillors: as Observers	N Botha	
	W Gertenbach	
	Alderman Rheeder	
	B Carstens	
	W Coenraad	
Officials	C du Plessis	(Municipal Manager)
	K Moodley	(Director: Corporate Services)
	N Machelesi	(Director: Community Services)
	G Louw	(Act. Director: Social Services)
	A Perils	(Representing CFO)
	L Opperman	(Manager: Legal Services)
	D de Jager	(Manager: Human Resources)
	L Lundi	(Manager: SCM)
	H Hammes	(Acting Manager: Corp Serv)
	M Jantjies	(Committee Services)
	B Klopper	(Committee Services – Scribe)

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

9.1 Confirmation of "In Committee" Meeting minutes held on 20 March 2018

Resolved (17 April 2018)

1. That the Minutes of the 'In Committee' Mayoral Committee held on 20 March 2018 be confirmed and accepted.

Proposed: Cllr H Bornman Seconded: Cllr B Dhludhlu

10. **REPORTS BY THE PORTFOLIO COMMITTEE CHAIRPERSONS**

10.1 **CONFIDENTIAL REPORTS BY THE CHAIRPERONS: CORPORATE SERVICES**

Councillor H Bornman presented the Corporate Services Directorate's items to the Committee.

18/04/CCORP1 **UPDATE ON THE SALARY AND WAGE NEGOTIATIONS, WAGE CURVE & PENSION FUND RESTRUCTURING**

Resolved (17 April 2018)

1. That the SALGA Circular 11/2018 be noted.

2. That the Mayoral Committee pronounces itself on a provisional value for salary increases until such time salary negotiations are finalized.

3. That the item be referred to the Budget Steering Committee regarding the provisional percentage value for salary increases to avoid any shortfall on the budget.

The meeting closed at 11:30.

H HENDRICKS
ACTING EXECUTIVE MAYOR **DATE** _____

CONFIDENTIAL MATTERS FOR DISCUSSION

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

CONFIDENTIAL

CORPORATE SERVICE

DATE: 31 MAY 2018 **ITEM NO: 18/05/CCORP1**

PERFORMANCE EVALUATION: DIRECTORS: 2016/17 YEAR

4. Introduction

It is the purpose of this report to submit to Council the results of the performance evaluation conducted for the years 2016/17 in respect of Senior Managers reporting directly to the Municipal Manager.

2. Legislative provisions

The Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers (R805 dated 1 August 2016) provides as follows with regard to the payment of performance bonuses and the evaluation of performance:

"*Performance bonus*

8. In accordance with regulation 32, a performance bonus, based on affordability, may be paid to the employee, after –

(1) the annual report for the financial year under review has been tabled and adopted by the municipal council;

(2) an evaluation of performance in accordance with the provisions of regulation 23; and

(3) approval of such evaluation by the municipal council as a reward for outstanding performance."

"*Purpose of performance agreement*

23. The purpose of the agreement is to:

(1) comply with the provisions of Section 57(1)(b), (4A), (4B)and(5) of the Act as well as the employment contract entered into between the parties;

(2) specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;

(3) specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;

(4) monitor and measure performance against set targeted outputs;

(5) use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;

(6) in the event of outstanding performance, to appropriately reward the employee; and

(7) give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery."

"Management of evaluation outcomes

32. (1) The evaluation of the employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

(2) A performance bonus ranging from 5% to 14% of the all-inclusive remuneration package may be paid to an employee in recognition of outstanding performance. In determining the performance bonus the relevant percentage is based on the overall rating, calculated by using the applicable assessment-rating calculator; provided that –

(a) a score of 130% to 149% is awarded a performance bonus ranging from 5 % to 9%; and

(b) a score of 150% and above is awarded a performance bonus ranging from 10% to 14%.

(3) In the case of unacceptable performance, the employer shall –

(a) provide systematic remedial or developmental support to assist the employee to improve his or her performance; and

(b) after appropriate performance counselling and having provided the necessary guidance and/or support and reasonable time for improvement in performance, and performance does not improve, the employer may consider steps to terminate the contract of employment of the employee on grounds of unfitness or incapacity to carry out his or her duties."

3. Policy provisions

Council on 29 May 2015 adopted the Performance Management Policy for Section 56 and 57 Employees.

The Policy however provides the following guide relative to the award of performance bonuses against the scores achieved by the relevant Managers:

Performance groups	**Percentage**	**Performance categories**	**Performance score**	**Performance bonus expressed as a percentage of the monthly salary of the employee at 30 June of the year under review**
Below satisfactory performance	99% and below	Unacceptable performance	69% and below	No reward
		Performance not fully effective	70% - 99%	No reward
Satisfactory performance	100%	Performance fully effective	100%	No financial reward but recognition may be given for fully effective performance
Above satisfactory performance	130% and above	Performance above fully effective	130%	5%
			131%	5.2%
			132%	5.4%
			133%	5.6%
			134%	5.8%
			135%	6%
			136%	6.2%
			137%	6.3%
			138%	6.4%
			139%	6.6%
			140%	6.8%
			141%	7%
			142%	7.2%
			143%	7.4%
			145%	7.6%
			146%	7.8%
			147%	8%
			148%	8.66%
			149%	9%
			150%	10%
			151%	10.25%
			152%	10.5%
			153%	11%
			154%	11.5%
			155%	12%

Performance groups	Percentage	Performance categories	Performance score	Performance bonus expressed as a percentage of the monthly salary of the employee at 30 June of the year under review
			156%	13%
			158% and more	14%

4. Method of evaluation

The performance evaluations by the Performance Management Panel were conducted using the Electronic Performance Management System.

The following criteria as prescribed by the Regulations were applied in the evaluation of performance against evidence and performance claims made:

Level of performance	Terminology	Description
5	**Outstanding performance**	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	**Performance significantly above expectations**	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	**Fully effective**	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2	**Not fully effective**	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully

		effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
1	**Unacceptable performance**	Performance does not meet the standard expected for the job. The review/assessment indicates that they employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

The Electronic Performance Management System automatically applies the levels of performance as per the criteria of the Regulations and calculates the performance score automatically in compliance with the prescribed rating calculator.

5. Evaluation results

It must be noted that the Municipal Manager at the time, Mr S. S. Fadi as well as the Directors Social Services, Mr J Jansen and the Director LED, Tourism and Creative Industries, Me C Arends did not complete the required performance information and their performance could thus not be evaluated.

The full performance evaluation for Directors in respect of the 2016/17 year is attached hereto.

The evaluated performance results are as follows:

- Director: Administration, Monitoring and Evaluation 114%
- Director Finance 138%
- Director Infrastructure Planning and Development 133%

6. Managing Evaluation Results

In terms of the provisions of the 29 May 2015 Performance Management Policy for Section 56 and 57 Employees performance bonuses is payable as follows:

- Director: Administration, Monitoring and Evaluation
    - 114% = 0% bonus
- Director Finance
    - 138% = 6.4% bonus
- Director Infrastructure, Planning and Development
    - 133% = 5.6% bonus

7. Financial Implication

Provision has been made with the 2017/18 budget for performance bonuses at a rate of 14% of the annual salaries of the Municipal Manager and Directors. Sufficient funds are thus available for the payment of performance bonuses.

8. Recommendation

8.1 That the results of the performance evaluations of Directors in respect of the 2016/17 year as set out hereunder, be noted: -

a) Director: Administration, Monitoring and Evaluation
   - 114% = 0% bonus

b) Director Local Economic Development, Tourism and Creative Industries
   - No performance information provided, not evaluated = no performance bonus

c) Director Social Services
   - No performance information provided, not evaluated = no performance bonus

d) Director Finance
   - 138% = Performance bonus of 6.4%

e) Director Infrastructure, Planning and Development
   - 133% = Performance bonus of 5.6%

8.2 That it be noted that the previous Municipal Manager, Mr S. S. Fadi did not provide any performance information for the 2016/17 year and that as such could a performance evaluation in respect of his performance for the 2016/17 year not be conducted.

8.3 That in terms of the provisions of Section 32 of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers (R805 dated 1 August 2016) no performance bonus be considered for those Directors that did not achieve the score of 130%, be supported.

Item prepared by: Manager: Performance Management Unit

Approved by the Municipal Manager

KOUGA MUNICIPALITY

PERFORMANCE REVIEW : Thobeka Tom

2016/2017 - Quarter 4

Director of Administration, Monitoring, Evaluation

Administration, M&E

PERFORMANCE REVIEW : Thobeka Tom (Director of Administration, Monitoring, Evaluation)
2016/2017 - Quarter 4

Objective	Key Performance Indicator (Project)	Annual Target	Quarter Target	Scores	Actual	Review Comments
KPA 18. FINANCIAL VIABILITY AND MANAGEMENT						
Less than 32% of total operating expenditure attributable to personnel costs	Less than 32% of total operational expenditure attributable to personnel costs	Less than 32% of total operational expenditure attributable to personnel costs for the	Less than 32% of total operational expenditure attributable to personnel costs for the	Own: 5	Currently at 35% due to the signing of the Settlement Agreement for appointment of 49 employees and of the 49, 24 appointed in March 2017 and 25 in 2017/18 , migration to TASK by December 2016.	MM REVIEW 24/7/2017: May 2017 staff costs was alleged to be at 31.55% MM score 4 PANEL: 2/10/2017 (Mayor targets set very low Mayor no control over targets set. Chair Audit targets was agreed upon and must be scored on achievement. Target as per IDP can only be addressed with IDP review) MM actual figure 33.93% for financial year,

	(AME00384)	quarter and year overall	quarter and year overall	Final: 3		Mrs Tom 32% expected performance 31.55% exceeded expectation from preliminary budget figures, agreement on appointment of staff resulted in 49 persons being appointed which impacted on achievement. Factors outside her control actuarial provisions underbudgeted, settlement agreement could have played a role, temp employees are not new on the budget, Mrs Tom staff was in system as acting without benefits, appointment brought about benefits which increased the salary budget so it does affect the achievement. Mayor 24 people could not have had such an impact can only have an impact of approximately 3% Blignaut 3, Pillay 3 (factors outside the control of the director, without knowing full extent of TASK, Organogram), van Lingen 2 Mrs Tom, responsibility Dir Corp Serv relevant directors impacting on organization Dir Admin have no control over such actions. decision made by council cannot change decision of Council Panel score 3
100% compliance with the implementation of the Employment Equity Plan in respect of the 3 highest levels of employment	% Compliance with the implementation of the employment equity plan in respect of the 3 highest levels of employment (AME00395)	100/100% Compliance with the implementation of the employment equity plan in respect of the 3 highest levels of employment	100/100% Compliance with the implementation of the employment equity plan in respect of the 3 highest levels of employment	Own: 5 Final: 4	Complied and exceeded the requirement	MM REVIEW 24/7/2017: Agree MM score 5 PANEL: 2 /10/2017 Pillay how was target exceed what was equity plan for the 3 highest levels, Mrs Tom in case of managers there were so many male managers and they were reduced to female managers example 2016/17 the top layer had A M MM Dir Copr A F, CFO C M , COm Serv Col IPD W M LED Col F Blignaut if achieved fully effective 3, as per Regulations 3 fully effective 4 exceeded. MM all targets reached as equity plan. Mayor staff turnover filled with acting positions somebody must be responsible for the acting positions 49 acting appointees, Mrs Tom managers now mostly females some positions were made 1 position the females versus male number of female from disadvantage group is high 100%, Pillay must demonstrate how target was exceeded, MM Score 5 EE Plan targets were exceeded felt 5 was justified balance between male and female and disadvantaged groups exceeds Targets Blignaut 4, Pillay4, Mayor 4 Panle score 4
100% Expenditure of SETA funding received for staff development	% Expenditure of LGSETA funding for staff development (AME00396)	100/100% expenditure of LGSETA funding for staff development	100/100% expenditure of LGSETA funding for staff development	Own: 4 Final: 4	Spent more than required 100%	MM REVIEW 24/7/2017: Co-responsible with Directors if different departments MM score 4 PANEL:2/10/2017 Blignaut if scored more than required must be verified Mrs Tom budget of Skills Development received in trenches, pay 10% to SETA get trench and spend trench, last financial year we did not receive money, LGSETA said money was paid in previous year which was overpaid, wrote letter to LGSETA they investigated and agreed to provide training LGSETA

						did not have budget for Kouga, value for training done was more than the LGSETA allocation, such as ABET R200 000 training for the Finance CPMD R100 000 training relating to water total R500 000 Blignaut4 , Pillay 4 Mayor 4
100% compliance with the Work Place Skills Plan	% Compliance with the Work Place Skills Plan against planned training interventions as per budgetary provisions (AME00397)	100/100% Compliance with the Work Place Skills Plan against training targets	100/100% Compliance with the Work Place Skills Plan against training targets	Own: 4 Final: 4	110% compliant	MM REVIEW 24/7/2017: Agree MM score 4 PANEL:2/10/2017 Pillay Budget figures was exceeded as they received additional funding, was more people sent for training or in what way was target exceeded, exceeding expenditure not ideal, more training for the same budget MM more funding was unlocked through LGSETA Mrs Tom the WSP developed only get budget once submitted for the year, budget/funding based on WSP, WSP explains who will be trained Blignaut how does actual training that occurred against WSP Mrs Tom ABET target 2 levels ended up training 3 levels exceed target, also appointed facilitators for 12 months for facilitating ABET classes, Mayor only one component, Mrs Tom only example, LGSETA funding dependent on submission of the WSP Blignaut 4, Pillay 4, Mayor 4 Panel 4
1% of total salary budget spent on skills development initiatives	% Of total staff salary budget spent on skills development initiatives through SETA contributions (AME00398)	1% of salary budget spent on skills development initiatives through SETA contributions	1% of salary budget spent on skills development initiatives through SETA contributions	Own: 3 Final: 3	0% as it is not budgeted for but 10% is paid as the contribution to LGSETA	MM REVIEW 24/7/2017: No internal funding provided MM score 3 MM note by Director of 10% as per comments incorrect can only be 1% as per legislation PANEL: 2/10/2017 Mrs Tom must have own budget for skills development only contribute to LGSETA and does not provide internal funding for training Blignaut 3, Pillay 3, Mayor 3 Panel score 3
4 public Participation programmes hedl during the course of the year	Number of public pariticaption programs conducted (AME00399)	4/4 Public participation program conducted for the quarter with a total of 4 programs for the year	4/4 Public participation program conducted for the quarter with a total of 4 programs for the year	Own: 4 Final: 3	5 programmes conducted, IDP, Budget, Establishment of Ward Committees	MM REVIEW 24/7/2017: The budget and IDP was public participation programmes MM Score 4 PANEL:2/10 2017 Record of the 5 Public participation programmes, Mayor only 3 mentioned, Mrs Tom also the training for the ward committee members, (Blignaut not public participation but skills transfer) There was IDP budget ward committees, Stadium programme, creche establishment, MOU on the lease of the Kouga cultural centre to NGM, social responsibility programme which was in the cultural centre hosted by community services she was program director Mrs Tom public participation requires advertisement and loud hailing to get people to meeting or program Mayor 1st half year IDP

						programme ward committees to list top 6 priorities per ward, then run again for budget purposes, can be 2 programmes Blignaut there must be list of public participation programmes, purpose, attendance and what was achieved, programmes not documented Pillay programs must be defined IDP Budget, Ward Committee throughout the municipality, program must be municipal wide program, public meeting not a program MM she has done what was required, Portfolio of evidence must support performance claims Mrs Tom says she has done 5 not satisfied with score of 3 Blignaut 3, Pillay 3, Mayor 3 Blignaut not significantly above expectations reason for 3 Panel score 3
15 Ward Committees functional with at least one meeting per quarter per Ward and four meetings per Ward Committee per year	Number of Ward Committees with 4 meetings per year (AME00400)	4/4 All 15 Ward Committees have at least one meeting during the quarter	4/4 All 15 Ward Committees have at least one meeting during the quarter	Own: 5 Final: 5	All 15 wards have more than 4 meetings all provided with support in minute taking and venues	MM REVIEW 24/7/2017: Support services were provided MM score 5 PANEL:2/10/2017 Mayor poor target she has reached the target ward committees only established October/November Mrs Tom stipend only paid when meeting is held More than 4 meetings held per ward Mayor they have had 3 meetings per quarter MM some more active than other Panel score 5
90% Compliance with the Audit Corrective Action Plan towards a clan audit	% Compliance with the targets as per the implementation of the report on the Audit Corrective Action Plan (AME00401)	90% Compliance with the Audit Corrective Action Plan against quarterly targets as per the plan and for the year overall	90% Compliance with the Audit Corrective Action Plan against quarterly targets as per the plan and for the year overall	Own: 5 Final: 3	100% compliant all matters dealt with only 2 issues on HR Job Descriptions, not all positions had job descriptions and appointment outside recruitment processes.	MM REVIEW 24/7/2017: Issues raised by AG on appointments outside recruitment policy dealt with and improved on. MM score 4 PANEL:2/10/2017 Mrs Tom audit year 2015/16 4 matters raised by the AG (Pillay why only report on 2) Job evaluation, Job descriptions , Appointments, Job evaluation was achieved, no appointments made outside recruitment processes. Blignaut do we have draft copy of AG report for the year to verify if the matters have been addressed, have not seen status report and the report was poorly completed at the time when submitted to the Audit committee Pillay only 2 issues raised by the AG and appointments outside recruitment processes, have all jobs have job descriptions, was all appointments as per recruitment processes, need to find out if these matter have been attended to. Mrs Tom findings 2015/16 report Job Descriptions, TASK, Organogram not reviewed, Organogram reviewed, Job evaluation done , Job description done, Blignaut weakness identified internal audit on staff findings were job descriptions not in place in various departments, (MM JD poorly written)

100% of of Line Managers held accountable for performance	% Line Managers accountable for performance (AME00402)	100% Line Managers accountable for performance	100% Line Managers accountable for performance	Own: 3 Final: 2	both managers not compliant	MM REVIEW 24/7/2017: There was an agreement that Managers not participate in the PMS System. MM score 3 PANEL:2/10/2017 Blignaut what was done to get them compliant (Mrs Tom called meetings to get them to template developed but nothing came out) Pillay, 2 issues what was intended that line managers should have pm agreements but decision in institutions that it will not be done she should not be penalized, 2nd did she review the performance of the managers, have the department been performing HR and Admin, Blignaut HR dept the leave records inadequate as per internal audit Mayor whose fault managers not compliant Mrs Tom performance agreements not in place but people do their work, no reviews conducted only meeting to discuss issues not based agreements Blignaut comment by Mrs Tom is that both managers are not compliant (Mrs Tom talking about actual agreement, but employees have worked) Mayor PMS must be cascaded down to lower levels. Pillay it was agreed that managers not enter into PM agreements and as such 3 Blignaut 2, Pillay 3 Mayor 2 Panel 2 Mrs Tom dissatisfaction with the score of 2 the department performed despite no agreements being in place at the lower levels.

CORE COMPETENCY REQUIREMENTS (CCR's) : Thobeka Tom (Director of Administration, Monitoring, Evaluation)

2016/2017 - Quarter 4

Id	Means of Verification	Weighting	Remedial Action

CCR 2. OCCUPATIONAL			
16282		40%	
16283		30%	
16284		30%	

PERFORMANCE REVIEW DISCUSSIONS: Thobeka Tom (Director of Administration, Monitoring, Evaluation)

2016/2017 - Quarter 4

Were any activities undertaken outside of the plan?

Yes, there was activities like attending meetings on behalf of the MM

Was there enough time to achieve the activities?

Yes, but most times one has to deviate from a planned programme due to emergencies or urgent matters

Manager Comments

None

Employee Comments

The PMS is a programme that requires the employees that are compliant and currently Managers are not pulling their weight or not playing their part on performance plans

Manager Signed-Off

yes

Employee Sign-Off	
yes	

PERSONAL DEVELOPMENT PLAN : Thobeka Tom (Director of Administration, Monitoring, Evaluation) 2016/2017 - Quarter 4		
Date of Entry	Suggested Training and / or activity and mode of delivery	Suggested Time Frames/ completion date
11/7/2013	Labour Law	30-Nov-14

FINAL SCORE: 114%

KOUGA MUNICIPALITY

PERFORMANCE REVIEW: Selwyn Thys

2016/2017 - Quarter 4

Chief Financial Officer

Finance

PERFORMANCE REVIEW : Selwyn Thys (Chief Financial Officer)
2016/2017 - Quarter 4

Objective	Strategy	Id	Key Performance Indicator (Project)	Annual Target	Quarter Target	Scores	Actual	Review Comments
KPA 18. FINANCIAL VIABILITY AND MANAGEMENT								

94% of revenue collected against revenue raised	IMPLEMENT MANAGEMENT, CONTROLS ON FINANCES., FINANCIAL SYSTEM TO ENSURE FINANCIAL MANAGEMENT PRACTICES ARE COMPLIANT WITH RECOGNISED ACCOUNTING PRACTICES AND INNOVATIVE TOWARDS INSTITUTIONAL TRANSFORMATION AND DIVERSITY IN SERVICE DELIVERY	16300	% Of revenue collected against revenue raised over the reporting period (FIN00380)	94% Revenue collected against revenue raised for the quarter and the year overall	94% Revenue collected against revenue raised for the quarter and the year overall	Own: 5 Final: 5	The average collection rate as at 30 June 2017 was 95.81%, compared to the budgeted collection rate of 94%.	MM review :2/10/2017 target exceeded as per performance plan collection in excess of 95% equals performance score of 5 Panel 5

55 Days or less for the collection of debt	IMPLEMENT MANAGEMENT, CONTROLS ON FINANCES., FINANCIAL SYSTEM TO ENSURE FINANCIAL MANAGEMENT PRACTICES ARE COMPLIANT WITH RECOGNISED ACCOUNTING PRACTICES AND INNOVATIVE TOWARDS INSTITUTIONAL TRANSFORMATION AND DIVERSITY IN SERVICE DELIVERY	16301	Number of days for the collection of debt from the date the debt was raised (FIN00381)	55 Days for the collection of debt for the quarter and year overall from the date the debt was raised	55 Days for the collection of debt for the quarter and year overall from the date the debt was raised	Own: 5 Final: 5	The average days for debt collection as at 30 June 2017 is 32 days.	MM review :2/10/2017 Performance agreement provides for a score of 5 for less than 41 days for collection Panel 4

90% of creditors paid within 30 days	IMPLEMENT MANAGEMENT, CONTROLS ON FINANCES., FINANCIAL SYSTEM TO ENSURE FINANCIAL MANAGEMENT PRACTICES ARE COMPLIANT WITH RECOGNISED ACCOUNTING PRACTICES AND INNOVATIVE TOWARDS INSTITUTIONAL TRANSFORMATION AND DIVERSITY IN SERVICE DELIVERY	16302	% Of creditors paid within 30 days from date of invoice (FIN00382)	% Of creditors paid within 30 days from date of invoice for the quarter and the year overall	% Of creditors paid within 30 days from date of invoice for the quarter and the year overall	Own: 3 Final: 3	As at 30 June 2017, the municipality has 57 days creditors payment period, which is less than 75% of creditors paid within 30 days from date of invoice. The municipality received R 46 million bulk water account in May 2016. According to the Nelson Mandela Bay Municipality, the Kouga Municipality was incorrectly billed from December 2012 to April 2016. This has a direct influence on the calculation of this ratio. If the bulk water account of R 46 million is excluded, the ratio would have been 33 days creditors payment period or between 86% to 90% of creditors are paid within 30 days from date of invoice. The CFO was appointed on 1 December 2015 and had no control of this new bulk water account of R 46 million.	MM review :2/10/2017 Agree with score of 3 Panel 3

		16303	% Of creditors paid within 30 days from date of invoice (FIN00383)	% Of creditors paid within 30 days from date of invoice for the quarter and the year overall	% Of creditors paid within 30 days from date of invoice for the quarter and the year overall	Own: 3 Final: 3	As at 30 June 2017, the municipality has 57 days creditors payment period, which is less than 75% of creditors paid within 30 days from date of invoice. The municipality received R 46 million bulk water account in May 2016. According to the Nelson Mandela Bay Municipality, the Kouga Municipality was incorrectly billed from December 2012 to April 2016. This has a direct influence on the calculation of this ratio. If the bulk water account of R 46 million is excluded, the ratio would have been 33 days creditors payment period or between 86% to 90% of creditors are paid within 30 days from date of invoice. The CFO was appointed on 1 December 2015 and had no control of this new bulk water account of R 46 million.	MM review :2/10/2017 Noted Panel 3

95% Capital budget expenditure	IMPLEMENT MANAGEMENT, CONTROLS ON FINANCES., FINANCIAL SYSTEM TO ENSURE FINANCIAL MANAGEMENT PRACTICES ARE COMPLIANT WITH RECOGNISED ACCOUNTING PRACTICES AND INNOVATIVE TOWARDS INSTITUTIONAL TRANSFORMATION AND DIVERSITY IN SERVICE DELIVERY	16304	% Capital budget expenditure (FIN00385)	95% Capital budget expenditure against planned capital expenditure for the quarter and the year overall	95% Capital budget expenditure against planned capital expenditure for the quarter and the year overall	Own: 3 Final: 3	The actual spending as at 30 June 2017 amounted to 72.92%, compared to the budgeted ratio of 95%. The CFO is not responsible for the implementation of the capital budget, but he reports on a monthly basis on capital spending vs budget to Finance Portfolio Committee and Provincial Treasury.	MM review :2/10/2017 CFO not responsible for the implementation of the Capital Budget other than that applicable to the Finance Section. Panel 3

External interest not exceeding 5% of operating expenditure	IMPLEMENT MANAGEMENT, CONTROLS ON FINANCES., FINANCIAL SYSTEM TO ENSURE FINANCIAL MANAGEMENT PRACTICES ARE COMPLIANT WITH RECOGNISED ACCOUNTING PRACTICES AND INNOVATIVE TOWARDS INSTITUTIONAL TRANSFORMATION AND DIVERSITY IN SERVICE DELIVERY	16305	% External interest against operational expenditure (FIN00386)	External interest of less than 5% against operational expenditure	External interest of less than 5% against operational expenditure	Own: 5 Final: 5	The actual spending as at 30 June 2017 amounted to 2.30% against total operational expenditure.	MM review :2/10/2017 Interest less than 4% equals a performance score of 5 as per the performance plan of the CFO: Panel 5

5.24% of operating budget allocated to repairs and maintenance	IMPLEMENT MANAGEMENT, CONTROLS ON FINANCES., FINANCIAL SYSTEM TO ENSURE FINANCIAL MANAGEMENT PRACTICES ARE COMPLIANT WITH RECOGNISED ACCOUNTING PRACTICES AND INNOVATIVE TOWARDS INSTITUTIONAL TRANSFORMATION AND DIVERSITY IN SERVICE DELIVERY	16306	% Of total operational budget allocated to repairs and maintenance (FIN00387)	5.24% repairs and maintenance allocation against operational budget for the quarter and year overall	5.24% repairs and maintenance allocation against operational budget for the quarter and year overall	Own: 3 Final: 3	The actual spending as at 30 June 2017 amounted to 5.07%, compared to the total operating expenditure. The CFO is not responsible for the implementation of the repairs & maintenance budget, but he reports on a monthly basis on repairs & maintenance spending vs budget to Finance Portfolio Committee and Provincial Treasury.	MM review :2/10/2017 Score 3 Panel 3

Current assets to exceed current liabilities by 100%	IMPLEMENT MANAGEMENT, CONTROLS ON FINANCES., FINANCIAL SYSTEM TO ENSURE FINANCIAL MANAGEMENT PRACTICES ARE COMPLIANT WITH RECOGNISED ACCOUNTING PRACTICES AND INNOVATIVE TOWARDS INSTITUTIONAL TRANSFORMATION AND DIVERSITY IN SERVICE DELIVERY	16307	%By which current assets less inventory exceeds liabilities (FIN00388)	Current assets to exceed current liabilities by 100%	Current assets to exceed current liabilities by 100%	Own: 4 Final: 4	The ratio as at 30 June 2017 amounted to 98.87%. The municipality received R 46 million bulk water account in May 2016. According to the Nelson Mandela Bay Municipality, the Kouga Municipality was incorrectly billed from December 2012 to April 2016. This has a direct influence on the calculation of this ratio. If the bulk water account of R 46 million is excluded, the ratio would have been 133.34%. The CFO was appointed on 1 December 2015 and had no control of this new bulk water account of R 46 million.	MM review :2/10/2017 Total current assets R175.9 million against total current liabilities R177.9 million gives a ration of 98.87% Score 4 Panel 4

100% of indigent register has access to free basic services	IMPLEMENT MANAGEMENT, CONTROLS ON FINANCES., FINANCIAL SYSTEM TO ENSURE FINANCIAL MANAGEMENT PRACTICES ARE COMPLIANT WITH RECOGNISED ACCOUNTING PRACTICES AND INNOVATIVE TOWARDS INSTITUTIONAL TRANSFORMATION AND DIVERSITY IN SERVICE DELIVERY	16308	% Of indigent register with access to free basic services (FIN00389)	100% indigent access to basic services as per the indigent register	100% indigent access to basic services as per the indigent register	Own: 5 Final: 5	100% of registered indigent residents have access to free basic services.	MM review :2/10/2017 Finance maintains indigent register and service delivery department must ensure that indigent residents have access to free basic services Finance conducted a road show to update the indigent register and additional households were registered Score Panel 5

CORE COMPETENCY REQUIREMENTS (CCR's) : Selwyn Thys (Chief Financial Officer)

2016/2017 - Quarter 4

Id	Core Competency Requirement	Annual Target	Means of Verification	Weighting	Remedial Action	
CCR 1. MANAGERIAL						
16309	Strategic Direction and Leadership	Maintain Strategic Direction and Leadership	As per view of MM	10%		4
16311	Programme and Project Management	Maintain Programme and Project Management Competency	As per view of MM	10%		5
16313	Change Leadership	Maintain Change Leadership Competency	As per view of MM	10%		4

16314	Governance Leadership	Maintain Governance Leadership Competency	As per view of MM	10%		5
16315	Moral Competence	Maintain Moral Competency	As per view of MM	10%		5
16316	Planning and Organising	Maintain Planning and Organising Competency	As per view of MM	10%		5
16317	Analysis and Innovation	Maintain Analysis and Innovation Competency	As per view of MM	10%		5
16318	Knowledge and Information Management	Maintain Knowledge and Information Management Competency	As per view of MM	10%		5
16320	Results and Quality Focus	Maintain Results and Quality Focus Competency	As per view of MM	10%		4
CCR 2. OCCUPATIONAL						
16310	People Management	Maintain People Management Competency	As per view of MM	10%		5
16312	Financial Management	Maintain Financial Management Competency	As per view of MM	10%		5
16319	Communication	Maintain Communication Competency	As per view of MM	10%		5

PERFORMANCE REVIEW DISCUSSIONS: Selwyn Thys (Chief Financial Officer)

2016/2017 - Quarter 4

Were any activities undertaken outside of the plan? N/A	
Was there enough time to achieve the activities? N/A	
Manager Comments None	
Employee Comments N/A	
Manager Signed-Off Yes	
Employee Sign-Off Yes	

FINAL SCORE: 138%

KOUGA MUNICIPALITY

PERFORMANCE REVIEW : Victor Felton

2016/2017 - Quarter 4

Director of Infrastructure Planning, Development

Infrastructural Development

PERFORMANCE REVIEW : Victor Felton (Director of Infrastructure Planning, Development)
2016/2017 - Quarter 4

Objective	Strategy	Id	Key Performance Indicator (Project)	Annual Target	Quarter Target	Scores	Actual	Review Comments
KPA 14. INFRASTRUCTURE AND BASIC SERVICE DELIVERY								

90% of properties in formal residential areas provided with potable water	PROVIDE AND MAINTAIN BASIC SERVICES TO COMMUNITIES	16321	% of properties in formal residential areas provided with access to potable water (IDS00403)	90% of properties in formal residential areas provided with access to potable water	90% of properties in formal residential areas provided with access to potable water	Own: 5 Final: 3	100% of formal registered residential erven within KM have access to potable water	MM Review 24/7/17: Agree all registered erven has access to potable water MM score 5 Panel 2/10/2017 Mayor status quo at the time what was benchmark, Pillay when agreement was entered into what was the formal areas that had access was it above 90% Felton was about 90%, Pillay how many people in the last financial year connected, Felton 100% for a couple of financial years MM must look at problems experienced to meet the target taking expansion into account. Pillay area already 100% access target set at 90%, lower than benchmark was status quo maintained for the year Blignaut do we score at higher than target or do we score at what was achieved Felton over last year developments in area consistently all have been provided with water Felton must make sure bulk is in place, have not had abnormal situations. Blignaut 3 Pillay 4 Mayor 3 Panel 3

Water losses not exceeding 40% between water pruchased/produced and water sold	PROVIDE AND MAINTAIN BASIC SERVICES TO COMMUNITIES	16322	% Water losses between water purchased/produced and water sold (IDS00404)	Water losses not exceeding 9% between water purchased/produced and water sold	Water losses not exceeding 9% between water purchased/produced and water sold	Own: 3 Final: 3	Estimated water losses 35%	MM Review 24/7/17: Target was not set at a realistic level, did not have sufficient funds on the budget to address the water losses, within available budget progress was made to reduce losses and application was made for external funding MM score 4 Panel 2/10/2017

90% of properties in formal residential areas provided with sanitation services	PROVIDE AND MAINTAIN BASIC SERVICES TO COMMUNITIES	16323	% of properties in formal residential areas provided with sanitation services (IDS00405)	90% of properties in formal residential areas provided with sanitation services	90% of properties in formal residential areas provided with sanitation services	Own: 5 Final: 4	100% of formal registered erven within KM have access to sanitation services	MM Review 24/7/17: Agree all residential erven serviced with sanitation services. MM score 5 Panel 2/10/2017 Pillay already at 100% at start of the year Fleton upgraded bulk infrastructure through eternal funding for future development Pillay during year additional connections were done what was done to get to a 4 Mayor 1 year ahead of MIG programme for Kruisfontein project Pillay more people on water bourn sewer, managed to get R7 million funding will allow 2 000 houses to be built Blignaut 4, Pillay 4, Mayor 4

90% of properties in formal residential areas provided with electricity	PROVIDE AND MAINTAIN BASIC SERVICES TO COMMUNITIES	16324	% of properties in formal residential areas provided with electricity (IDS00406)	90% of properties in formal residential areas provided with electricity	90% of properties in formal residential areas provided with electricity	Own: 5 Final: 4	100% of all registered formal erven within KM supply area have access to electricity	MM Review 24/7/17: Agree all formal residential erven provide with electrical services MM score 5 Panel 2/10/2017 Felton additional properties electrified full allocation of DOE funding spent MM had meeting with NER and our Dept top 5 in SA Pillay presuming all have access to electricity Mayor teh 391 houses currently constructing no way to spend INEP funding electrified Donkerhoek not to lose out on the deal, provided all with electricity Pillay additional people connected to electricity MM also secure various servitudes for future bulk capacity. Blignaut added 391 house Blignaut 4 Pillay 4 Mayor 4

Electricity losses not exceeding 15%	PROVIDE AND MAINTAIN BASIC SERVICES TO COMMUNITIES	16325	% electricity losses between electricity purchased and electricity sold (IDS00407)	Electricity losses not exceeding 10% between electricity purchased and electricity sold for the quarter and the year overall	Electricity losses not exceeding 10% between electricity purchased and electricity sold for the quarter and the year overall	Own: 5 Final: 3	Electricity losses 20%	MM Review 24/7/17: Electricity losses increased due to theft. Action taken for cut off political intervention prohibited but action. Turnaround time on electrical faults is good and matters are attended to within a day. Compliment received from National Electricity Regulator whom regards the department as one of the best in the Country. Done well with available funds. No funds to do a proper investigation to trace origin of losses. New areas Kruisfontein and Donkerhoek electrified which contributes to a reduction in theft. MM score 5 Panel: 2/10/2017 Mayor losses cannot put at the door of the Director Felton only official there is more to only cutting illegal connections was threatened with damage to infrastructure and staff as a result of high risk also considers the total risk MM electricity theft calculated approximately the same as being given meters equal to the

								indigent subsidy What would be expected for a 5 MM feels has achieved a lot. Pillay factors outside his control Blignaut 3, Pillay 3, Mayor 3
100% of MIG grants spent on intended purpose	PROVIDE AND MAINTAIN BASIC SERVICES TO COMMUNITIES	16326	% of MIG Grants spent against MIG grants received (IDS00409)	100% expenditure of quarterly planned MIG spending and the year overall	100% expenditure of quarterly planned MIG spending and the year overall	Own: 5 Final: 5	Original MIG grant 100% spent as at 30 June 2017 Additional MIG of R 7,0m allocation also fully committed and spent at 30 June 2017	MM Review 24/7/17: 100% of MIG grants spent. Bankable projects identified and additional MIG funding obtained and spent. MM score 5 Panel 2/10/2017 Felton total MIG grant was R30 million achieved additional R7 Million. all fully spent, R37 million spent Pillay 5 Blignaut 5 Mayor 5

100% of DME grants spent on intended purpose	PROVIDE AND MAINTAIN BASIC SERVICES TO COMMUNITIES	16327	% of DME Grants spent (IDS00410)	100/100% of DME Grants spent	100/100% of DME Grants spent	Own: 4 Final: 3	99.5% DME grants spent	MM Review 24/7/17: Roll over tender not approved in time, no fault as the matter lies with Dept Housing implementing the housing projects MM score 4 Panel 2/10/2017 MM retention not spent MM had intervention to reallocate money to donkerhoek to ensure money is not lost steps taken to spend money. Issue with first project was could not relocate people to do the project. Pillay redirecting money was above expectation Blignaut 3, Pillay 4, Mayor 3 Panel 3

CORE COMPETENCY REQUIREMENTS (CCR's) : Victor Felton (Director of Infrastructure Planning, Development)

2016/2017 - Quarter 4

Id	Core Competency Requirement	Annual Target	Means of Verification	Weighting	Remedial Action
CCR 2. OCCUPATIONAL					
6328	Financial Management			40%	

16329	People Management			30%	

16330	Client orientation and Customer Focus			30%	

PERFORMANCE REVIEW DISCUSSIONS: Victor Felton (Director of Infrastructure Planning, Development)

2016/2017 - Quarter 4

Were any activities undertaken outside of the plan? None	
Was there enough time to achieve the activities? None	
Manager Comments None	
Employee Comments None	
Manager Signed-Off Yes	
Employee Sign-Off Yes	

PERSONAL DEVELOPMENT PLAN : Victor Felton (Director of Infrastructure Planning, Development) 2016/2017 - Quarter 4				
Date of Entry	Skill required / Performance gap	Outcomes Expected (what will I achieve)	Suggested Training and / or activity and mode of delivery	Suggested Time Frames/ completion date

FINAL SCORE: 133%