KOUGA
local municipality
Good Governance through Service Excellence

ORDINARY COUNCIL MEETING

AGENDA

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

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

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

A G E N D A

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

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

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

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

19/10/SBDM1 Sarah Baartman District Municipality Report

Pages 12-14

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

A Report will be submitted at the next Council meeting.

11. **REPORT BACK: MUNIMEC**

None

12. **DECLARATION OF INTEREST**

13. **STATUTORY MATTERS**

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

14.1 Minutes of the Ordinary Council Meeting held on 30 July 2019

Pages 16-30

14.2 Minutes of the Special Council Meeting held on 15 August 2019

Pages 31-38

14.3 Minutes of the Ordinary Council Meeting held on 29 August 2019

Pages 39-58

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

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

15. **MINUTES OF PREVIOUS MAYORAL COMMITTEE MEETING**

15.1 Minutes of the Mayoral Committee Meeting held on 8 August 2019
(approved at the Mayoral Committee meeting held on 7 October 2019)

Pages 60-72

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

16.1 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

None

16.2 **KOUGA AUDIT COMMITTEE**

19/10/KAC1 Quarterly Reports of The Chairperson Of The Audit Committee for the 2018/19 Financial Year

Pages 74-82

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

19/10/MM1 Council Resolutions for 29August 2019

Pages 85-96

19/10/MM2 Comparative Call Centre Report on Service Delivery Requests July 2018 to May 2019

Pages 97-121

19/10/MM3 Quarterly Media Report – April To June 2019

Pages 122-124

19/10/MM4 Institutional Performance Report: 2019/20 Financial Year: Period 1 July 2019 to 30 September 2019

Pages 125-201

19/10/MM5 Amendment By-Law on The Standing Rules and Order for the Meetings of Council and all its Committees By-Law

Pages 202-203

18. **REPORTS BY THE EXECUTIVE MAYOR**

18.1 **REPORTS BY THE CHAIRPERSON: FINANCE**

19/10/F2 Monthly Budget Statements for The Period July 2019 To September 2019 And Financial State Of Affairs Of The Municipality As At 30 September 2019 (2019/20 Financial Year)

Pages 205-245

19/10/F3 Budget and Treasury: Withdrawals from Municipal Bank Account for the Quarter Ended 30 September 2019

Pages 246-248

19/10/F4 Confirmation of Prior Financial Years' Audited Outcomes: 2019/20 Budget

Pages 249-258

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

19/10/CORP2 Comparative Report on the Ward Development Fund for 2017/18 and 2018/19 Financial Year

Pages 260-262

19/10/CORP10 Report on Assessment of Municipal Administration Buildings and Councillor Offices

Pages 263-288

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

19/10/I&E 1 Drought Funding: Progress with Borehole Development and Water Conservation and Demand Management Projects

Pages 290-307

19/10/I&E 8 Department of Water and Sanitation Provincial Master Plan: Kouga Municipal Water Services Authority (WSA) Water Services Master Plan.

Pages 308-316

19/10/I&E9 Water Consumption: Highest Users

Pages 317-324

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

19/10/CS6 Rabies Education and Awareness Campaign

Pages 326-335

19/10/CS9 Humansdorp Landfill Site Short, Medium- And Long-Term Interventions

Pages 336-340

19/10/CS11 Update Report on The St Francis Bay Spit, Rock Revetments

Pages 341-343

19/10/CS12 Fire Hydrant Service & Maintenance Program

Pages 344-350

19/10/CS13 Custodianship: Kruisfontein Sports Field

Pages 351-352

19/10/CS15 Report on The Integrated Coastal Management Plan

Pages 353-362

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

19/10/PD2 Monthly Progress Report on Human Settlements Grant Funded Pipeline Projects

Pages 364-374

19/10/PD3 Selling of 98 High Water Table Human Settlement Erven – Kruisfontein

Pages 375-378

19/10/PDT5 Temporary Approval to Demarcate A Section Of Portion 125 Of The Farm Estate Klein Zeekoei River No.335 For Nutritional Community Vegetable Garden In Partnership With Victory 4 All King's College And Jeffery's Bay Windfarm

Pages 379-388

19/10/PDT6 Land Swop Of Hankey Erven 668,680,681&682 Owned By W&M Kleyn Boerdery (Pty)Ltd For Portion Of Erf 17, Hankey Owned By The Kouga Municipality

Pages 389-399

18.6 **REPORTS BY THE CHAIRPERSON: LOCAL DEVELOPMENT AND TOURISM**

19/10/LED&T3 Local Economic Development Forum Meeting

Pages 401-416

19/10/LED&T7 Sponsorship Request by Kouga Multi Arts Council For Dog Unit Group To Shukuma Dance Festival In Port Elizabeth

Pages 417-422

19/10/LED&T8 Building Inclusive Green Municipalities: Annual Planning Week At Federation Of Canadian Municipalities In Toronto, Ontario From 17 -28 January 2020

Pages 423-426

19/10/LED&T9 Grant In Aid Applications Process For 2019/2020 Financial Year

Pages 427-435

19/10/LED&T10 Correction / Rectification on Grant In Aid Applications Item For 2018/2019 Financial Year

Pages 436-446

19. **MATTERS FOR INFORMATION**
(refer to complete items with annexures of the Portfolio Committee meetings held on 3, 4 & 5 September 2019 and the Mayoral Committee meeting held on 7 October 2019)

19.1 **OFFICE OF THE MUNICIPAL MANAGER**

19/10/MM1 Mayoral Resolutions for 8 August 2018

Pages 448

19.2 **REPORTS BY THE PORTFOLIO CHAIRPERSON: FINANCE**

19/10/F1 Revenue: Write-off of Prescribed Debt

Pages 448

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

19/10/CORP3 HR Report for June 2019

Pages 448

19/10/CORP4 Training Report: Roads Construction Training

Pages 448

19/10/CORP5 Monthly Report For The Corporate Services Directorate: Administration Section

Pages 448

19/10/CORP6 SDBIP Report as at 31 July 2019

Pages 448

19/10/CORP7 Report: Provincial Public Participation Round Table Forum

Pages 448

19/10/CORP8 Traditional Circumcision Winter Season Report: June-July 2019

Pages 450

19/10/CORP9 Legal Opinion - Online Media Advertising on the JBay News Platform

Pages 450

19/10/CORP11 Furniture Expenditure for The New HR Office

Pages 450

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

19/10/I&E 2 Activities for the Period 1 July 2019 up to 16 August 2019

Pages 450

19/10/I&E 3 Progress on Grant Funding (MIG & EPWP)

Pages 450

19/10/I&E 4 Day to Day Operations of the Fleet Section which Resides Under Infrastructure & Engineering during The Period of July 2019

Pages 450

19/10/I&E 5 Introduction of a Draft By-Law: Electricity Supply By-Law)

Pages 450

19/10/I&E 6 Report: Electrical Maintenance Report

Pages 450

19/10/I&E 7 RE: MIG Grant Funding Split

Pages 450

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

19/10/CS1 Monthly Report Community Services: June 2019

Pages 452

19/10/CS2 Drinking Water Quality Report June 2019

Pages 452

19/10/CS3 Drinking Water Quality Report July 2019

Pages 452

19/10/CS4 Dipping & Deworming for Dogs & Cats Report: June 2019

Pages 452

19/10/CS5 Schools Food Safety & Hygiene Programme Report: 11 – 13 June 2019

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19/10/CS7 Update Report on Oyster Bay Dune Rehabilitation

Pages 453

19/10/CS8 Progress Report on Wheelie Bin Distribution

Pages 453

19/10/CS10 Report on Kouga Boat Launching Sites

Pages 453

19/10/CS14 Progress Report on The Implementation of The Service Delivery Budget Implementation Plan (SDBIP) As At 31 July 2019

Pages 453

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

19/10/PD1 Town Planning Progress Report: 1 July to 31 July 2019

Pages 454

19/10/PD4 Progress Report on The Implementation of The Service Delivery Budget Implementation Plan (SDBIP) As At 31 July 2019

Pages 454

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

19/10/LED&T1 Events Application for Period July 2019

Pages 454

19/10/LED&T2 Kouga Supplier Day for SMME's in Renewable Energy 1 August 2019

Pages 454

19/10/LED&T4 The Local Economic Development Strategy Steering Committee

Pages 454

19/10/LED&T5 National Tourism Information and Monitoring System (NTIMS) Data Collection Project

Pages 455

19/10/LED&T6 Kouga Business Retention and Expansion

Pages 455

20. **CLOSURE**

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

REPORT BACK:

SARAH BAARTMAN DISTRICT MUNICIPALITY

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 30 OCTOBER 2019 **ITEM NO.: 19/10/SBDM1**

SARAH BAARTMAN DISTRICT MUNICIPALITY REPORT: AUGUST 2019

1. Introduction

The purpose of this item is to inform Council about the items that were discussed at Sarah Baartman Municipality pertaining to Kouga Municipality.

EXTRACTED FROM: Sarah Baartman District Council Agenda (28 August 2019)

Reports by Local Municipalities: Focus Areas

- Petition Management
- CDW
- Initiation Forum led by a designated councilor
- Ward Committees

Kouga Local Municipality

- Has 15 wards
- There are 2 vacancies for positions affecting Public Participation
- Interviews have been completed
- Kouga municipality have no war rooms
- Challenges: The MOU for CDW's to be reviewed
- Ward Committees: Ward committee stipend at a fixed rate of R1000 per month. Council is reviewing the stipend and stipend will be increased. Wards received assistance of R5000 per month.

Relationship with CDW's and Public Participation:

Kouga needs support from Kouga for additional CDW's

Observations by Sarah Baartman Speaker: ME Njadayi
He noted the following:

- Ward committees are defunct in some areas
- There is a variety of stipends. Some municipalities are paying R1000 and some R700.
- Petition committees are not established in some municipalities
- There is no proper budgeting for Public Participation and the Public Participation Units are not adequately structured and capacitated
- Ward based operational plans are not developed
- Lines of accountability of CDW's is not properly defined
- CDW's does not have offices in some areas

- ❖ There is contestation between ward committees and the war rooms. *In the deliberation it was committed that all 7 municipalities will exchange good practices and address the gaps with the assistance from COGTA.*

Report by the Speaker on the state of the Province address in Hankey to the Council (28 August 2019)

Challenges Raised By The Community:

- HOUSING: Ward 7 in Thornhill need for housing development for the informal settlement. Patensie – housing need and a rectification program of 6 houses.
- EDUCATION: The quality of education was raised as there is an ongoing problem of children who reach high school who are struggling to read and write.
- RECREATION, ARTS & CULTURE: There is inadequate sporting facilities as well as very few activities being done by young people in the area.
- EMPLOYMENT: Only seasonal jobs are available. Unemployment and other job opportunities is a concern.
- SAFETY & SECURITY: Criminal activity and the slow response from the Police were highlighted.
- HOME AFFAIRS: Non-visibility of Home Affairs to register the people for grants and other services.
- HEALTH: There is only one clinic which is too small, shortage of medication, shortage of nurses and doctors and resulting in poor services.
- CONCLUSION: The matters raised will be taken up by the Office of the Speaker with the relevant departments and Kouga Municipality. The presentation by Premier Mabuyane received support from the community despite their challenges. They welcomed that the Sarah Baartman District was also on the plan of the Provincial Government for economic opportunities. *(SUBMITTED FOR INFORMATION)*
- During the meeting dated 28 August 2019 Cllr Matroos was sworn in, replacing Cllr Virginia Camealio – Benjamin.

SMMEs Support 2018/19 Financial Year

- ICT Container – R50 000 – Masikhathalaneni NPC - Freddy van Rooyen (4 young people employed)

Invitation to visit Thailand with Rural Metro Emergency Management Services (Pty) Ltd for Disaster Management September 2019:

"That the Fire Chief Officers of Local Municipalities with their respective Managers be afforded an opportunity to be part of the learning journey"

Report on Donation of vehicles:

That the Mayoral Committee assess the requests received from the local municipalities and dispose of the vehicles; and that all the required documentation be completed for the transfer of ownership to the beneficiaries.

Reshuffling of SBDM Mayoral Committee members

The Executive Mayor announced that the Mayoral Committee members had been reshuffled as follows:

- Portfolio of Planning and Economic Development – Cllr S. Lucas (unchanged)
- Portfolio of Finance – Cllr V.S Stuurman (unchanged)
- Portfolio of Corporate Services – Cllr KC Ncamiso (From Infrastructure Development and Community Services)
- Portfolio of Infrastructure Development and Community Services – Cllr NS Gaga (new)
- Portfolio Special Programmes and HIV/AIDS – Cllr Z Funiselo (unchanged)

Kouga Local municipality benefited from the 2017/18 Fire - fighting Training program of Sarah Baartman District municipality.

Kouga local Municipality, outstanding debtors (10 Highest) – R332 285.00 – Contribution to Job Evaluation Unit for 2018/19.

STRATEGIC PLANNING SESSION OF THE SARAH BAARTMAN DISTRICT MUNICIPALITY:

Submission: Kouga Municipality

The Speaker of Kouga Municipality with the aid of computer slide delivered a presentation regarding the support required by the Local Municipality.

In his presentation he highlighted the following:

- Gamtoos Valley Electrification has been undertaken by Eskom and accounts are paid directly to Eskom
- Kouga was struggling to get residents to pay for rates and other services
- Repairs on District and Provincial Roads is needed urgently
- Kouga Municipality was exploring creative and participatory ways to encourage waste management and recycling
- There is a water scarcity in the Local Municipality that must receive priority
- The municipality be assisted in times of disasters and fires
- Red tape must be reduced to unblock development
- SBDM land in the municipal areas be handed over to the Local Municipality.
- Clinics are overwhelmed, additional clinics and staff are required.
- Drought affecting employment especially the seasonal workers.

2. Recommendation

2.1 That the Sarah Baartman District Municipality Report: August 2019, be noted.



Report prepared by: Cllr R. Jantjies

CONFIRMATION OF PREVIOUS COUNCIL MINUTES

MINUTES OF AN ORDINARY COUNCIL MEETING OF THE KOUGA MUNICIPALITY HELD AT THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON TUESDAY, 30 JULY 2019 AT 10:00

PRESENT: Councillors	H Bornman	(Speaker)
	H Hendricks	(Executive Mayor)
	B Williams	
	D Benson	
	F Baxter	
	BF Rheeder	(Alderman)
	FJ Campher	
	B Dhludhlu	
	L Vorster	
	F Louw	
	W Coenraad	
	NS Botha	
	R Jantjies	
	T Jantjes	
	WPD Gertenbach	
	C August	
	E Februarie	
	S Jujwana	
	P Nkwalase	
	J Mayoni	arrived at 10:10
	C Matroos	
	T Meleni	
	V Vumazonke	
	S Makasi	
	M Peters	
	P Oliphant	
Officials & Municipal Manager	C du Plessis	(Municipal Manager)
	F Mabusela	(Acting Municipal Manager)
	S Thys	(CFO)
	V Felton	(Director: I&E)
	K Moodley	(Director: Corporate Services)
	N Machelesi	(Director: Community Services)
	L Opperman	(Manager: Legal Services)
	L Randall	(Media Liaison Officer)
	S Moloi	(Committee Services)
	B de Groot	(Committee Services)

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting.

2. **OPENING AND WELCOME**

The Speaker welcomed everybody to the meeting and requested Cllr T Jantjes to open the proceedings with a prayer. The meeting was advised that Cllr Meleni would be Acting on behalf of the Chief Whip of the ANC as Cllr Dayimani was on sick leave.

Cllr Jujwana stated that in terms of Rule 53.1 of the Standing Rules of Order, Councillors are to adhere to the dress code at Council meetings and should not dress as though they were going to the beach.

Cllr Oliphant also raised concern that Councillors were not compliant with the dress code at Council meetings as the Standing Rules of Order give clear guidance thereto and should not be compromised.

3. **WITH LEAVE OF ABSENCE**

DM Nkomo
M Dayimani
A Mabukane

4. **WITHOUT LEAVE OF ABSENCE**

None

5. **PRESENTATIONS**

The Service Provider was not present to make a presentation to Council on the Speed Cameras and it was proposed that the item contained in the agenda not be discussed.

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Birthday wishes - B de Groot
Condolences were expressed to Cllr Dayimani and family – passing of his uncle

Cllr Oliphant advised of the unfortunate loss of a child in Kwanomzamo who had been driven over by a truck belonging to a service provider appointed by Council and requested that Kouga Municipality convey condolences to the family. The Executive Mayor requested more detail of the accident and that of the family to convey condolences on behalf of Kouga Municipality and Democratic Alliance.

Condolences to the family of the First Mayor of Kouga Municipality, Mr Chimpie Cawood who had passed away after a long illness.

A moment of Silence was observed.

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

None

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

The Executive Mayor welcomed all present and extended good wishes to the Chief Financial Officer with the upcoming audit period which is currently under review.

It was reported that over the past two months, feedback meetings pertaining to matters in respective wards, have been held which have been very successful and well received. A full report will be submitted to Council.

The Executive Mayor emphasized that focus will be on monitoring and evaluation of performance especially the SDBIP. All allocated funds will be spent on the indicated projects i.e. gravel roads to be upgraded to hard surface roads, water & electricity, upgrading of sewer, bucket eradication etc. Two ablution containers have arrived and will be placed in the areas in the attempt to remove the bucket system.

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

The Speaker expressed concern that no reports have been forthcoming from SBDM since February 2019. The Kouga Municipality representative is to only submit discussions/resolutions relative to Kouga area to Council for noting purposes.

Resolved (30 July 2019)

1. That a report on all matters relevant to Kouga area be submitted to the next Council meeting to be held in August 2019.

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

Next IGR meeting will be held on 21 August 2019.

11. **REPORT BACK: MUNIMEC**

None

12. **DECLARATION OF INTEREST**

None

13. **STATUTORY MATTERS**

14. **REPORTS BY THE EXECUTIVE MAYOR**

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

15.1 Minutes of the Council Meeting held on 28 June 2019 were confirmed and accepted.

Proposed: B Rheeder Seconded: R Jantjies

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

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

16.1 **MINUTES OF PREVIOUS MAYORAL COMMITTEE MEETING**

None

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

17.1 **KOUGA AUDIT COMMITTEE**

The Executive Mayor expressed concern in respect of the length of the Kouga Audit Committee meetings and requested that the Municipal Manager exercise an oversight role over the committee.

Resolved (30 July 2019)

1. That the minutes of the Kouga Audit Committee held on 30 August 2018, 29 November 2018 and 4 April 2019, be noted.

18. **MATTERS FOR DISCUSSION**

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

19/07/MM1 COUNCIL RESOLUTIONS FOR 28 JUNE 2019

19/06/CF1 - Cllr Februarie expressed dissatisfaction that the matter is discussed at this level as he is not reluctant to make payment arrangements for the outstanding monies but that processes need to be followed.

19/06/CS8 – Not the responsibility of Cllrs to inform the community regarding the wheelie bins but that of officials which should be done at community meetings in respect of shortage of wheelie bins or theft.

19/05/PD2 – Cllr Februarie enquired as to what led to the Human Settlements Plan to be reviewed? The Speaker advised that the Action Sheets only contain outstanding resolutions which still needed to be executed and was for tracking purposes. The Speaker advised that the review of the HS Plan was discussed and accepted by Council with the current implementation strategy and provincial funding commitments.

19/06/PD6 – The Speaker advised that Kouga Municipality does not have ownership of the houses referred to and that the transfers of the erven to the owners will proceed after the Deed of Donation from Department Public Works to Kouga Municipality has been finalised.

Resolved (30 July 2019)

1. That the updated Action Sheets reflecting resolutions of the Council meeting held on 28 June 2019 be noted.

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

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

19/07/MM2 PROCESS PLAN FOR THE 2020/2021 IDP, MTREF AND PMS PERIOD

Cllr Februarie referred to the IDP Forum and sought clarity on whether the overall IDP strategy, as determined by Council, was in line with the needs and priority lists for the Wards. Cllr Februarie stated that the dominant priorities are from 10 Wards and that the IDP was not in line with the priority list of those wards. The Speaker advised that it was a Process Plan and not the actual IDP.

Cllr Williams pointed out that there could be confusion as the recommendation refers to 2019/2020 and should in fact read 2020/2021.

Resolved (30 July 2019)

1. That the process plan for the IDP, MTREF and PMS for the 2020/2021 period be approved in terms of the provisions of Chapter 5, Sections 25 and 28 of the Local Government Municipal Systems Act, 32 of 2000 and Chapter 6, Section 39 and 40 of the Act as well as Section 21 of the Local Government, Municipal Finance Management Act of 2003.

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

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

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

19/07/MM3 SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN: 2019/20 FINANCIAL YEAR

Cllr Februarie pointed out that there was no indication of the indigent grant and enquired whether it should not be reflected as an income? R12m has been provided for the upgrading for capital infrastructure and raised concern that nothing has been allocated for Loerie. He stated that no budget has been provided for the upgrading of the sports field in the new financial year. Issues are to be prioritized in areas of need.

The Municipal Manager stated that maintenance on council buildings in all areas will be done, as the budget has been approved. The Municipal Manager indicated that there is a timeframe in respect of procurement of services.

Cllr Williams proposed that the funded and unfunded capital projects are to be indicated in the SDBIP and to get a running total on all items.

Resolved (30 July 2019)

1. That the item be referred back to Administration to update the report to indicate all funded and unfunded projects in the SDBIP, and to re-submit to the next Council meeting to be held in August 2019.

Proposed: Cllr B Williams Seconded: Cllr B Dhludhlu

19/07/MM4 RESCISSION OF A COUNCIL RESOLUTION – 17/8/F23 OF A COUNCIL MEETING HELD ON 31 AUGUST 2017

Resolved (30 July 2019)

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

Erf 873 Jeffreys Bay

Erf 873	***Jeffreys Bay***	***Kouga Mun***	***Open Space 2***	***82 908ha***	***R33 133 000***

- ***That processes for the renewal of the lease contract for the Jeffreys Bay Bowling Club commences in March 2018.***
- ***That the lease contracts for the Jeffreys Bay Golf Club and the Driving Range be renewed.***
- ***That the rental income complies with the MFMA.***
- ***That a termination clause be included in the lease contracts which gives Council six (6) months to terminate the lease should the property be required for development.***

2. That Erf 873, Jeffreys Bay, in extent of 82,908ha be subdivided and rezoned for sporting facilities and that the remainder of Portion Erf 873, Jeffreys Bay, be rezoned for future development.

3. That a long-term lease agreement for the remainder of Erf 873, Jeffreys Bay, be considered after the subdivision, rezoning and public participation processes have been finalised.

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

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

Proposed: Cllr N Botha Seconded: Cllr F Louw

20. **REPORTS BY THE EXECUTIVE MAYOR**

20.1 **FINANCE**

18/07/F1 MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2018 TO JUNE 2019 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 30 JUNE 2019 (2018/19 FINANCIAL YEAR)

Cllr Oliphant referred to the available operational amount of R774m which is to be used for good cause but requested a breakdown of the capital expenditure per Ward (Ward based expenditure).

The Municipal Manager advised that over the past 3 financial years the capital budget had increased from approximately R60m to R200m. R151m had been received from National Treasury to address the water shortage in Kouga on large projects. It was not possible to spend the full amount of R151m allocated to the water drought projects in the latter part of the previous financial year and therefore application will be made to the Government Disaster Grant for a rollover.

The internal capital funding reflects 73% = 38 tenders were awarded, 13 cancelled due to being non-responsive. Priority was given to the water disaster tenders, as allocated funds could be "lost" if not spent. Contractors were appointed in terms for the procurement of services.

Non-responsive tenders need to be cancelled to avoid irregular expenditure. MIG projects have been awarded – contractors are on site. Awarding of tenders normally takes approximately 6 months to finalise.

(Resolved 30 July 2019)

1. That Council notes the report on the monthly budget statements, in accordance with Section 71(1) of the Municipal Finance Management Act.

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

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

19/07/F2 **BUDGET AND TREASURY: WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 30 JUNE 2019**

(Resolved 30 July 2019)

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

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

18/07/F3 **WRITE-OFFS IN RESPECT OF IRRECOVERABLE ARREAR DEBTS – EQUITABLE SHARE: APRIL 2019 TO JUNE 2019**

(Resolved 30 July 2019)

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

19/07/F4 **WRITE-OFFS IN RESPECT OF IRRECOVERABLE ARREAR DEBTS – EQUITABLE SHARE: OCTOBER 2018 TO DECEMBER 2018**

(Resolved 30 July 2019)

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

19/07/F5 **SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS, MONTHLY TENDERS AND 7 DAY NOTICES FOR THE MONTH OF MAY 2019**

Concern was raised by Cllr Oliphant in respect of continuous deviations. Deviations need to be avoided and budgeted for by Directorates which are also required to do proper planning in terms of procurement of services.

(Resolved 30 July 2019)

1. That the report on the Section 36 Deviations, monthly tenders and 7 Day Notices for the month of May 2019, be noted.

19/07/F6 **SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS, MONTHLY TENDERS AND 7 DAY NOTICES FOR THE MONTH OF JUNE 2019**

(Resolved 30 July 2019)

1. That the report on the Section 36 Deviations, monthly tenders and 7 Day Notices for the month of June 2019, be noted.

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

19/07/F7 **AMENDMENTS TO THE 2019/20 BUDGET – APPROVAL OF UNSPENT FUNDS AS AT 30 JUNE 2019**

(Resolved 30 July 2019)

1. That the report be withdrawn.

2. That a full motivation for the roll over amount be submitted to the Office of the Mayor where after a revised item be submitted to Council for approval.

19/07/F8 **REPORT ON STATUS OF SHORT-TERM INSURANCE TENDER**

(Resolved 30 July 2019)

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

2. That a report indicating the timeframe for the appointment of the Service Provider be submitted to the next Finance Portfolio Committee meeting.

19/07/F9 **SUPPLY CHAIN MANAGEMENT: INVENTORY WRITE-OFFS**

(Resolved 30 July 2019)

1. That Council approves the inventory write-offs, to the amount of R 2 632.08.

19/07/F10 **KOUGA MUNICIPALITY: SUPPLY CHAIN MANAGEMENT ANNUAL REPORT FOR THE FINANCIAL YEAR ENDED 30 JUNE 2019**

(Resolved 30 July 2019)

1. That the Supply Chain Management Annual Report for the Financial Year ended 30 June 2019, be noted.

20.2 **CORPORATE SERVICES**

19/07/CORP1 **AMENDMENTS TO THE 2019/20 BUDGET – APPROVAL OF UNFORESEEN ROLL-OVERS**

(Resolved 30 July 2019)

1. That the reported be withdrawn.

2. That a full motivation for the roll over amount be submitted to the Office of the Mayor where after a revised item be submitted to Council for approval.

19/07/CORP2 **DISTRICT REPRESENTATION**

Cllr C Matroos was nominated to serve on the SBDM as Kouga representative.

Proposed: S Jujwana Seconded: C Makasi

Cllr Z Mayoni was nominated to serve on the SBDM as Kouga representative.

Proposed: R Jantjies Seconded: N Botha

Cllr Z Mayoni declined.

(Resolved 30 July 2019)

1. That Councillor C Matroos be declared as a representative to the Sarah Baartman District Council, as a replacement for Cllr Virginia Camealio-Benjamin, in terms of Schedule 2 of the Local Government: Municipal Structures Act, 1998.

2. That it be noted the representatives to the Sarah Baartman District Council are as follows:-

   Cllr R Jantjies
   Cllr D Dhludhlu
   Cllr N Dayimani
   Cllr C Matroos

3. That the Sarah Baartman District Municipality be informed accordingly.

Proposed: Cllr Jujwana Seconded: Cllr C Makasi

19/07/CORP3 **STIPEND INCREASE – WARD COMMITTEE MEMBERS**

(Resolved 30 July 2019)

1. That the report on the stipend increase for Ward Committee Members be withdrawn and that a revised report in respect of the % increase be submitted to the next Council meeting.

2. That the proposed increase of R200 be considered based on funding being sourced by the Chief Financial Officer.

19/07/CORP4 **PORTFOLIO COMMITTEE STRUCTURE: COMMITTEE MEMBERS: 2019/2020**

(Resolved 30 July 2019)

1. That the proposed changes to Members of the Portfolio Committees, be accepted.

CORPORATE SERVICES PORTFOLIO COMMITTEE

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

PLANNING & DEVELOPMENT PORTFOLIO COMMITTEE

Planning & Development	Committee Members	Alternate Members	Functions
Chairperson	**Ben Rheeder**		• Human Settlements • Town & Regional Planning • MPT
	C August	Ludwig Vorster	
	Wilma Coenraad	Brenton Williams	
	Robin Jantjies		
	Chico Februarie	Phumzile Oliphant	
	Sindiswa Mandeka		
Ex-Officio	Horatio Hendricks		

LED & TOURISM PORTFOLIO COMMITTEE

LED & Tourism Portfolio	Committee Members	Alternate Members	Functions
Chairperson	**Frances Baxter**		• Tourism • Creative Industries • Crèches • Events Committee
	Brenton Williams	Ben Rheeder	
	Cynthia August	Robin Jantjies	
	Faan Louw		
	Zolani Mayoni	Cynthia Matroos	
	Margaret Peters		
Ex-Officio	Horatio Hendricks		

COMMUNITY SERVICES PORTFOLIO COMMITTEE

Community Services Portfolio	Committee Members	Alternate Members	Functions
Chairperson	**Daniel Benson**		• Environmental Management • Community Amenities & Environmental Health • Protection Services • Beaches • Mayoral Special Programmes
	Willem Gertenbach	Wilma Coenraad	
	Timothy Jantjes	Bryan Dhludhlu	
	C August		
	Timothy Meleni	Zolani Mayoni	
	Velile Vumazonke		
Ex-Officio	Horatio Hendricks		

INFRASTRUCTURE & ENGINEERING PORTFOLIO COMMITTTEE

Infrastructure and Engineering Portfolio	Committee Members	Alternate Members	Functions
Chairperson	**Freddie Campher**		• Infrastructure • Civil services • PMU • Electrical Services • Fleet Management
	Ben Rheeder	Willem Gertenbach	
	Nico Botha	Frances Baxter	
	Timothy Jantjes		
	Zolani Mayoni	Amos Mabukane	
	Malibongwe Dayimani		
Ex-Officio	Horatio Hendricks		

FINANCE PORTFOLIO COMMITTEE

Finance Portfolio	Committee Members	Alternate Members	Functions
Chairperson	**Brenton Williams**		• Budget & treasury • Revenue • Expenditure • Assets Management • Supply Chain Management • Information, Communication & Technology • MSCOA
	Nico Botha	Faan Louw	
	Willem Gertenbach	Freddy Campher	
	Ludwig Vorster		
	Malibongwe Dayimani	Chico Februarie	
	Phumzile Oliphant		
Ex-Officio	Horatio Hendricks		

20.3 **INFRASTRUCTURE & ENGINEERING**

19/07/I&E1 **DROUGHT FUNDING: PROGRESS WITH BOREHOLE DEVELOPMENT AND WATER CONSERVATION AND DEMAND MANAGEMENT PROJECTS**

Resolved (30 July 2019)

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

19/07/I&E2 **AMENDMENTS TO THE 2019/20 BUDGET – APPROVAL OF UNSPENT FUNDS AS AT 30 JUNE 2019**

Resolved (30 July 2019)

1. That the report on the amendments of the 2019/2020 budget – approval of unspent funds as at 30 June 2019 be withdrawn.

2. That a full motivation for the roll over amount be submitted to the Office of the Mayor where after a revised item be submitted to Council for approval.

19/07/I&E3 **COST COMPARISON ANALYSIS BETWEEN LEASING AND PURCHASING SERVICE DELIVERY VEHICLES**

The Director: Infrastructure & Engineering stated that due to the lack of capital funds to purchase vehicles that it was a better option to lease vehicles as the maintenance of those vehicles would be the responsibility of the services provider and not that of the municipality.

The Executive Mayor stated that to apply for loans to finance vehicles is not a wise option due to interest vs depreciation of the vehicles.

Resolved (30 July 2019)

1. That the report on the cost comparison analysis between leasing and purchasing of service delivery vehicles, be noted.

20.4 **COMMUNITY SERVICES**

19/07/CS1 **SPEED CAMERA LAW ENFORCEMENT BY A SERVICE PROVIDER**

Resolved (30 July 2019)

1. That the appointment of a service provider for speed camera law enforcement be withdrawn and be resubmitted to Council simultaneously with the presentation being made by the service provider.

19/07/CS2 **CLOSE OUT REPORT ON THE SEEKOEI RIVER ESTUARY ARTIFICIAL BREACH**

Resolved (30 July 2019)

1. That the Seekoei Estuary close out report with Annexures be approved and be submitted to DEDEAT for the NEMA Section 30A application.

19/07/CS3 AMENDMENTS TO THE 2019/20 BUDGET – APPROVAL OF UNSPENT FUNDS AS AT 30 JUNE 2019

Resolved (30 July 2019)

1. That the reported be withdrawn.

2. That a full motivation for the roll over amount be submitted to the Office of the Mayor where after a revised item be submitted to Council for approval.

20.5 **PLANNING AND DEVELOPMENT**

19/07/PDT1 KOUGA SPATIAL DEVELOPMENT FRAMEWORK REVIEW: BUDGET ROLLOVER

The item was put to the vote by show of hands

In favour of the recommendation	=	16	
Not in favour of the recommendation	=	10	abstained

(Cllrs present at the meeting from the ANC Component abstained to vote)

Resolved (30 July 2019)

1. That the Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government: Finance Management Act, Act 56 of 2003, approved the proposed rollover of the SDF budget to the 2019/20 Budget.

21. **CLOSURE**

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

The meeting closed at 13:20 for In Committee discussions.

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H BORNMAN **DATE**
SPEAKER

MINUTES OF A SPECIAL COUNCIL MEETING OF THE KOUGA MUNICIPALITY HELD AT THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON THURSDAY, 15 AUGUST 2019 AT 09:00

PRESENT: Councillors	H Hendricks	(Executive Mayor)
	H Bornman	(Speaker)
	B Williams	
	D Benson	
	F Baxter	
	FJ Campher	
	BF Rheeder	(Alderman)
	B Dhludhlu	
	N Botha	
	C August	
	T Jantjes	
	L Vorster	
	FJ Louw	
	R Jantjies	
	W Coenraad	
	W Gertenbach	
	M Dayimani	
	C Matroos	
	TN Meleni	
	P Nkwalase	
	M Peters	
	C Makasi	
	E Februarie	
	V Vumazonke	
	Z Mayoni	
	S Jujwana	
	A Mabukane	
	P Oliphant	
Officials & Municipal Manager	C du Plessis	(Municipal Manager)
	S Thys	(Chief Financial Officer)
	K Moodley	(Director: Corp Services)
	N Machelesi	(Director: Community Services)
	F Mabusela	(Director: Planning, Dev & Tourism)
	V Felton	(Director: Infrastructure & Eng.)
	L Opperman	(Manager: Legal Services)
	S Moloi	(Committee Services)
	B Klopper	(Committee Services)

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting.

2. **OPENING AND WELCOME**

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

The Speaker advised that he had received an SMS from Cllr A Nkomo advising that he had tendered his resignation as a Kouga Councillor. He also stated that Cllr A Nkomo's written resignation is being awaited and once the necessary procedures and processes have been followed, the seat will be declared vacant.

Cllr Meleni enquired whether consequence management is implemented against Cllrs not attending 3 consecutive meetings and requested that the Rule & Ethics Committee deal with such matters and recommend to Council.

Cllr Oliphant also pointed out that an SMS is not regarded as an official resignation as a Kouga Councillor.

Cllr Februarie stated that seating arrangements in the Council Chamber is to be looked at as there is insufficient seating for all Councillors. He also stated that August is regarded as "Women's Month" and Council is to promote female rights and that more women are to be considered to serve on the Mayoral Committee as women are not acknowledged rightfully.

3. **ABSENT WITH LEAVE**

DM Nkomo

4. **ABSENT WITHOUT LEAVE**

None

5. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Condolences were expressed to a Ward Committee Member of Ward 13 who's child had passed away.

6. **PRESENTATIONS**

None

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

The Speaker advised that not all Wards have submitted their respective priority lists for the Ward Development Fund. Deadline for submission is 16 August 2019.
The Executive Mayor mentioned that consideration is being given for the purchase of playpark kits and that the service provider is willing to assist with this initiative involving SMME's to build the play parks in communities.

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

The Executive Mayor stated he will be monitoring all Ward Development Funds closely.

9. **DECLARATION OF INTEREST**

None

10. **STATUTORY MATTERS**

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

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

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

12. **REPORTS BY THE PORTFOLIO CHAIRPERSONS**

12.1 **FINANCE**

19/08/F1 AMENDMENTS TO THE 2019/20 BUDGET – APPROVAL OF UNSPENT FUNDS AS AT 30 JUNE 2019

Cllr Oliphant raised concern that the rollover of allocated funds is regarded in a serious light which has an element of lack of planning and oversight in terms of performance of responsible Directorates. He also pointed out that there are 4 rollovers contained in the report and that has a negative reflection.

Cllr Williams stated that the rollovers are not due to the lack of performance and administration as tenders needed to be cancelled to either no bids being received, or non-responsive bids received.

The Speaker stated that the reasons are self- explanatory and are contained in the report.

A timeline for the implementation of projects was set in line with the SDBIP and Directorates are to assist the Executive Mayor and need to perform to ensure that procurement and service delivery implementation is within that financial year.

The Municipal Manager advised that during the past financial year, substantial capital expenditure on projects, took place, especially the water projects which took preference; therefore, other tenders were not prioritized. Bid Committee meetings are held weekly to evaluate tenders and due to lack of compliance in respect of legislation bids are referred back. Procurement cannot be hurried and could take up to 6 months resulting in rollovers.

The matter was put to the vote by show of hands

In favour of the recommendation = 27

That it be noted that Cllr Nkomo and Cllr Mayoni were not present at the time of voting.

Resolved (15 August 2019)

1. That the Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government: Finance Management Act, Act 56 of 2003, approved the following amendments to the 2019/20 Budget.

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

12.2 **CORPORATE SERVICES**

19/08/CORP1 **ROLL OVER CORPORATE SERVICES – 2018/2019**

The CFO advised Council of the correct rollover amount on the Ward Development Fund Capital and indicated that the last column of the table needs to be removed for clarity purposes.

The matter was put to the vote by show of hands

In favour of the recommendation = 27

That it be noted that Cllr Nkomo was not present at the meeting and that Cllr Februarie did not vote.

Resolved (15 August 2019)

1. That Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government: Finance Management Act, Act 56 of 2003, approves the following amendments to the 2019/20 Budget.

VOTE NO	PROJECT	ROLL OVER AMOUNT
20170712043568	Buildings	20,489.43
20170712043700	Furniture and Equipment	40,520.65
20170712043739	Furniture and Equipment	126051.26
20170712043763	Computer Equipment	140,581.93
20180702070201	Library upgrade, Phase 2	356688.91
20190307104307	EDMS	670,494.00
20190307104319	Fencing of the main building	120,000.00
20190313065607	Biometric System	120,000.00
20180308055779	Ward Development Fund Capital	1,067,694.70

19/08/CORP2 **STIPEND INCREASE – WARD COMMITTEE MEMBERS**

Resolved (15 August 2019)

1. That a 20% increase in Ward Committee members stipends to cover out of pocket expenses, with effect from 1 July 2019, be approved.

2. The 2019/20 Budget will be adjusted as follows:

Vote Number	Item Description	Approved Budget 2019/20	Adjustments	Adjusted Budget 2019/20
20190710992030	Legal Cost: Legal Advice and Litigation	5,575,600	- 360,000	5,215,600
20170702072921	Remuneration to Ward Committee Members	1,800,000	360,000	2,160,000

12.3 **INFRASTRUCTURE & ENGINEERING**

19/08/I&E1 AMENDMENTS TO THE 2019/20 BUDGET – APPROVAL OF UNSPENT FUNDS AS AT 30 JUNE 2019

The matter was put to the vote by show of hands

In favour of the recommendation = 28

Resolved (15 August 2019)

1. That the Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approved the following amendments to the 2019/20 Budget.

Projects	**Vote number**	**Roll Over**
Wavecrest Sewer: Northern bulk outfall sewer	20170712043634	Provide – R 925,677.19
Bucket Eradication	20180702070150	Provide - R 2,231,522.60
Procurement of Vehicles	20170712043586	Provide - R 4,300,000.00
Procurement of Vehicles	20180814081224	Provide - R 785,469.08
Procurement of miniature substation	20190307104310	Provide - R 591 556.55
Procurement of Solar lights	20190313065616	Provide - R 753 449.19
Procurement of concrete poles	20190313065616	Provide - R 197 245.81
Procurement of LPU meters	20190307104313	Provide - R 195 887.78
		R 9 980 808.20

12.4 **COMMUNITY SERVICES**

19/08/CS1 AMENDMENTS TO THE 2019/20 BUDGET – APPROVAL OF UNSPENT FUNDS AS AT 30 JUNE 2019

The matter was put to the vote by show of hands

In favour of the recommendation = 28

Resolved (15 August 2109)

1. That the Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government: Finance Management Act, Act 56 of 2003, approved the following amendments to the 2019/20 Budget.

Projects	**Vote Number**	
Supply and Delivery of Patrol Vehicles	20170712043607	Provide R1143845.11
Supply and Delivery of Bullet proof Vests	20180702070171	Provide R 164 385
Procurement of a 6000L firefighting water tanker	20190108032133	Provide R 1 700,000
Machinery and Equipment	20190108032136	Provide R 253 637
New hydraulics rescue set of equipment	20171122982465	Provide R 415 331
Life Guard's Beach Tower	20180702070180	Provide R 123 600

12.5 **PLANNING, DEVELOPMENT & TOURISM**

19/08/PDT1 APPROVAL OF VIREMENTS ON THE 2019/20 OPERATING BUDGET

Alderman Rheeder stated that the report addressed the re-direction of funds and was not a rollover. Certain projects were not funded in the SDBIP and therefore the re-direction of funding for those projects.

Resolved (15 August 2019)

1. That the Council approves the following virements on the 2019/20 Operating Budget.

UKEY NR	PROJECTS	ITEM DESCRIPTION	Approved Budget 2019/20	Virement	Adjusted Budget 2019/20
20170702071057	Strategic Planning	Outsourced Services:Professional Staff	52 600.00	(52 600.00)	-
20170702071092	Community Development	Business and Advisory:Project Management	531 260.00	(400 000.00)	131 260.00
20190710992027	Municipal running cost	Business and Advisory:Research and Advisory (Land Audit)	300 000.00	100 000.00	400 000.00
20190307104336	Arts and Creative Industries	Contractors:Artists and Performers	263 000.00	(163 000.00)	100 000.00
20170702071089	Mayours Cup	Business and Advisory:Project Management	85 000.00	(85 000.00)	-
20170702071090	Tourism Development	Business and Advisory:Project Management	4 000 000.00	(1 000 000.00)	3 000 000.00
New Vote	Municipal running cost	Panel of Professional Team	-	1 000 000.00	1 000 000.00
New Vote	Municipal running cost	Precinct Plan Development	-	600 600.00	600 600.00
			5 231 860.00	**-**	**5 231 860.00**

The meeting closed at 10:45

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H BORNMAN **DATE**
SPEAKER

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

PRESENT: Councillors	H Bornman	(Speaker)
	H Hendricks	(Executive Mayor)
	B Williams	
	D Benson	
	F Baxter	
	BF Rheeder	(Alderman)
	FJ Campher	
	B Dhludhlu	
	L Vorster	
	F Louw	
	W Coenraad	
	NS Botha	
	R Jantjies	
	T Jantjes	
	WPD Gertenbach	
	C August	
	E Februarie	
	C Matroos	
	V Vumazonke	
	S Makasi	
	M Peters	
	P Oliphant	
	M Dayimani	
	A Mabukane	
Officials & Municipal Manager	C du Plessis	(Municipal Manager)
	F Mabusela	(Acting Municipal Manager)
	S Thys	(CFO)
	V Felton	(Director: I&E)
	K Moodley	(Director: Corporate Services)
	N Machelesi	(Director: Community Services)
	L Opperman	(Manager: Legal Services)
	L Randall	(Media Liaison Officer)
	S Moloi	(Committee Services)
	B de Groot	(Committee Services)
COGTA	Ms Jam-Jam	

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting.

2. **OPENING AND WELCOME**

The Speaker welcomed everyone to the meeting and extended a special welcome to Ms Jam-Jam from COGTA. Cllr R Jantjies was requested to open the proceedings with a prayer.

The Speaker advised that Cllr A Nkomo had officially resigned as a Councillor and a vacancy has been declared by the IEC.

3. **WITH LEAVE OF ABSENCE**

DM Nkomo
S Jujwana
P Nkwalase
J Mayoni
T Meleni

4. **WITHOUT LEAVE OF ABSENCE**

None

5. **PRESENTATION: BIKE FESTIVAL SA: SONDLO KNOPP ADVERTISING**

The Bike Fest SA Tour is a newly developed concept which entails hosting 5 biking festivals in four different provinces throughout the difference seasons of the year. The concept is packaged to profile each town's unique heritage and tourism products and would be implemented to give effect to key development plans such as the National Development Plan, Tourism Master plan, Growth and Developmental strategies, regional integrated Development strategies. These festivals complement one another, and each festival contains unique features hence patrons would be enticed to attend all of them.

In respect of the continuation and growth of REV AFRICA, the Bike Fest SA Team has both the experience and capacity to deliver on the event requirements and provide a turn-key solution when it comes to all event management deliverables, having developed extensive experience in producing and managing what has come to be known as South Africa's Biggest audited Biking Festivals.

The team is able to deliver an "end to end" approach in the areas of crowd control & security, exhibition management & sales, event logistics, hospitality management, concession management, media & press conference management, health & safety regulation ,compliance & procurement controls, reporting & general event rollout, site readiness and event sponsorship.

Commitment to understand and support the strategic objectives of Kouga Municipality projects and destination brand, and to ensure that all objectives are carried through every element of the project, will be one of thrir main focus areas in brining the event to Kouga RevAfric will:

- commit to raising corporate sponsorships & income streams for this event to the value of over two million rand
- follow the Events Safety & Recreation Act to the book, safe-guarding you as our client; we have a 100% flawless record on safety & security, traffic flow systems
- have an extensive database of media, local and national and are able to attract with proven previous records of millions of Rands worth of media exposure – also contract in a specialist in this field that is able to turn a relatively small retainer into a multi-million-rand exposure package
- hold the database of all biking individuals, clubs, associations, dealerships, groups and biking agencies, biking trade and retailers and are able to communicate with them directly through their collective team network

Social media will be widely used to target audiences (*Facebook, Instagram, YouTube* & *Twitter*) for the event. Radio is an excellent platform for achieving high reach numbers in specific geographic locations.

Questions

1. What role will the hosting of the festival play in the disadvantaged communities;
2. Possible centralizing of festival;

Response

The nature and aim of the hosts of the event is to work with the disadvantaged communities by establishing a Project Steering Committee. Kouga Municipality is to indicate and guide on needs of respective disadvantaged communities i.e. educational institutions. Corporate sponsorship is also made use of.

The Speaker advised that Sondlo Knopp Advertising submit a comprehensive events/business plan application to the Event Committee for consideration.

6. ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS

Condolences were expressed on the passing of Cllr Blouw from SBDM – the meeting observed a moment of silence.

7. STATEMENTS OR COMMUNICATION BY THE SPEAKER

The Speaker stated that the aim of Kouga Municipality is to move forward in a positive manner and to attend to the needs of the community despite problems experienced which will be overcome in respect of service delivery.

The Speaker requested that Ward Councillors ensure that the community received the best and to be productive in respective wards – "Good Governance through Service Excellence".

Currently an audit is being undertaken to determine the legality of all shebeens in Kouga. The Speaker also stated that most Ward Development Fund projects on the priority lists seems to be achievable and the process for specific projects are in the process of procurement.

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

The Executive Mayor welcomed all present and conveyed condolences to the family of the late Cllr Blouw.

The Executive Mayor referred to the protesting which took place in Hankey and advised that a meeting was arranged on 28 August 2019 to address the community and pressure groups. Promises were made to the community of Stofwolk at the meeting and need to be kept. Contentious issues regarding service delivery were addressed in a peaceful manner. It was mentioned that Stofwolk has not received any assistance in the upgrading of services and commended Cllrs Jujwana and Peters for their hard work. The issue of no access to electricity has created social instability and protests in the area, bringing a state of urgency to the electrification of the Stolfwolk area.

The informal settlement has been in existence for a long time and has never been formalized, therefore no access to electricity and great excitement regarding the transit site. The Municipality approached ESKOM for electrification of the area. ESKOM 's condition for electrification was the formalization of the settlement as the high density of informal structures renders it impossible to bring in infrastructure for electrification.

The Executive Mayor stated that he had a meeting with MEC for Human Settlements in East London and was advised that there is only R6 billion on the budget for housing projects. The Department of Human Settlements failed in terms of commitment to housing projects in 2009 and can now only honour R6 billion with a shortfall of R2,4 Billion for all housing projects but the good news is that Stofwolk forms part of the R6 billion. The top structures which have already been approved within the Departments budget, will be commenced with during 2020/2021.

he Executive Mayor advised that currently negotiations with the Department of Agriculture as well as international investors are underway to build the first Agri Port Terminal in Kouga. If the Port is built, export goods which go to Coega to be containerized will then be done in Kouga for shipment. A large shipping company has expressed interest in building the Port next to the N2 which will result in all citrus coming from the Langkloof, Tsitsikamma etc. will be containerized in Kouga and then shipped. The will also apply to the fishing industry and will result in creating between 9000-15000 jobs for Kouga.

The Executive Mayor stated that within the next two months, an agreement will be signed in Copenhagen and due to the capital investment, this will mean billions of Rands for Kouga. Black Emerging farmers will also benefit greatly.

The Executive Mayor mentioned that currently information is being obtained to establish Kouga's own Safety Community Forum under SAPS Regulations with Kouga's own structures and resources to protect the community against crime.

The Executive Mayor referred to the presentation made by Sondlo Knopp Advertising regarding the envisaged Bike Festival in February 2020 and stated that, as Kouga is regarded the events capital in SA, once the full application is submitted to the Events Committee to host such festival in Kouga, it be considered and supported.

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

None

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

None

11. **REPORT BACK: MUNIMEC**

None

12. **DECLARATION OF INTEREST**

None

13. **STATUTORY MATTERS**

14. **REPORTS BY THE EXECUTIVE MAYOR**

15. **CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETINGS OF 30 JULY 2019**

Cllr B Dhludhlu proposed that the minutes of the Council meeting held on 30 July 2019 be withdrawn due to incorrectness and that the revised minutes be submitted to the next Council meeting for confirmation.

Cllr Dayimani sought clarity on procedural correctness in respect of withdrawing the minutes and requested reasons as to why the minutes were being withdrawn.

The Executive Mayor stated that the minutes were not factual and was not a true reflection of the proceedings and therefore the minutes are to be withdrawn and corrected.

Cllr Oliphant requested that prior notification be given should minutes be withdrawn and to be advised of the incorrect capturing of the minutes.

Resolved (29 August 2019)

1. That the minutes of the Council meeting held on 30 July 2019 be withdrawn.

Proposed: B Dhludhlu Seconded: N Botha

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

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

16.1 **MINUTES OF PREVIOUS MAYORAL COMMITTEE MEETING**

Minutes of the Mayoral Committee meeting held on 20 June 2019 were noted.

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

17.1 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

None

17.2 **KOUGA AUDIT COMMITTEE**

None

18. **MATTERS FOR DISCUSSION**

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

19/08/MM1 COUNCIL RESOLUTIONS FOR 30 JULY 2019

Resolved (29 August 2019)

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

2. That all Directorates submit full status feedback/progress reports on outstanding matters as contained in the Action Sheets.

3. That all Directorates sign off the updated Action Sheets discussed at Top Management.

19/08/MM2 COMPARATIVE CALL CENTRE REPORT ON SERVICE DELIVERY REQUESTS JULY 2018 TO MAY 2019

Resolved (29 August 2019)

1. That the report on the Comparative Call Centre Service Delivery Requests July 2018 – May 2019 be withdrawn and that an updated report be submitted to the Corporate Services Portfolio Committee meeting to be held in September 2019.

Proposed: B Dhludhlu Seconded: B Rheeder

19/08/MM3 SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN: 2019/20 FINANCIAL YEAR

Cllr Februarie stated that the item was previously withdrawn and that a revised report be submitted indicating the funded and unfunded projects. The prioritization of the priority lists for all Wards is not reflected in the SDBIP. He mentioned that a written request was made regarding service delivery and bulk infrastructure in Loerie as this is non-existent.

The Director: Infrastructure & Engineering advised that the treatment works in Loerie needs to be upgraded and land has been identified for housing with due processes to be followed.

Cllr Oliphant stated that Ward Councillors have a responsibility to address contentious issues in respective communities and constitutionally, attention must be given to the needs of all wards.

Resolved (29 August 2019)

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

2. That the Municipal Manager oversee the submission of departmental progress reports to Council on the implementation of the Service Delivery and Budget Implementation Plan.

3. That Directors prepare Departmental SDBIP's in support of the achievement of the Institutional objectives as defined in the Institutional SDBIP and the achievement of lower level Departmental targets and objectives as well as to ensure the rollout of performance management to line managers and employees at supervisory level.

Proposed: B Dhludhlu Seconded: B Williams

19/08/MM4 INSTITUTIONAL PERFORMANCE REPORT: DRAFT ANNUAL PERFORMANCE REPORT: INSTITUTIONAL SDBIP - IMPLEMENTATION SCORECARD: 2018/19 YEAR

Resolved (29 August 2019)

1. That the content of the Draft Annual Performance Report on the implementation of the 2018/19 Service Delivery and Budget Implementation Plan, be noted.

Proposed: B Dhludhlu Seconded: B Rheeder

19/08/MM5 KOUGA MUNICIPALITY: FIRST DRAFT: ANNUAL REPORT (2018/2019)

Resolved (29 August 2019)

1. That the First Draft of the 2018/19 Annual Report and Financial Statements be submitted to the Office of the Auditor General by no later than 31 August 2019;

2. That the First Draft of the 2018/19 Annual Report be submitted to the Municipal Public Accounts Committee for scrutiny and preparation of the Oversight Report;

3. That a work session be arranged to scrutinize the Final Draft of the 2018/19 Annual Report prior to submission to Council.

4. That the Annual Report be submitted to Council before the end of March 2020, after scrutiny by the Auditor General and the Municipal Public Accounts Committee.

Proposed: P Oliphant Seconded: B Dhludhlu

19/08/MM6 SUBMISSION OF PERFORMANCE AGREEMENTS OF SECTION 56 AND SECTION 57 EMPLOYEES: 2019/20 FINANCIAL YEAR

Resolved (29 August 2019)

1. That the Performance Agreements and supporting Performance Plans for the 2019/20 financial year in respect of the Municipal Manager and Directors be noted.

2. That in terms of the provisions of Section 53(3) of the Local Government Municipal Finance Management Act 56 of 2003 the Performance Agreements of the Municipal Manager and Directors for the 2019/20 financial year be submitted to the MEC for Local Government.

20. **REPORTS BY THE EXECUTIVE MAYOR**

20.1 **REPORTS BY THE CHAIRPERSON: FINANCE**

19/08/F1 MONTHLY BUDGET STATEMENTS FOR THE MONTH OF JULY 2019 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 JULY 2019 (2019/20 FINANCIAL YEAR)

Resolved (29 August 2019)

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

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

19/08/F2 **REVENUE: WRITE-OFF OF PRESCRIBED DEBT**

Resolved (29 August 2019)

1. That the Revenue: Write-Off of Prescribed Debt report be withdrawn and that a revised report be submitted to the Finance Portfolio Committee meeting to be held in September 2019.

19/08/F3 **REVENUE: WRITE-OFF PRESCRIBED OCCUPIER ACCOUNTS**

Resolved (29 August 2019)

1. That in line with the recommendation of the Bad Debts Committee, Council approves that the prescribed debts as per Annexure "A", in the amount of R 14 433.80 be written- off as bad debts; and that it be implemented immediately.

2. That the relevant debtors be reported to the Credit Bureau.

19/08/F4 **SUPPLY CHAIN MANAGEMENT/ STORES: S36 DEVIATIONS, S36 DEVIATIONS FOR THE 2018/19 FINANCIAL YEAR AND MONTHLY TENDERS FOR JULY 2019.**

Resolved (29 August 2019)

1. That the report on the Section 36 Deviations and Monthly Tenders for the month of July 2019 and Section 36 deviations relating to the 2018/19 financial year, be noted.

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

19/08/CORP1 **CALL CENTRE REPORTS ON SERVICE DELIVERY REQUESTS MAY 2019**

Resolved (29 August 2019)

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

Proposed: B Dhludhlu Seconded: M Dayimani

19/08/CORP3 **REPORT ON THE STATUS OF WARD COUNCILLORS OFFICES**

Resolved (29 August 2019)

1. That the report on the Status of Ward Councillors Offices be noted.

2. That it be noted that a site inspection was conducted during July 2019 and that an updated report will be submitted to the Corporate Services Portfolio Committee to be held in September 2019.

Proposed: B Dhludhlu Seconded: B Rheeder

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

None

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

19/08/CS13 APPLICATION FOR THE MANAGEMENT OF THE ASTON BAY COMMUNITY HALL BY THE ASTON BAY RATEPAYERS ASSOCIATION

Cllr Oliphant questioned the management of Council assets by Ratepayers Associations. The Oyster Bay Community Hall is managed by the Ratepayers Association and the local community cannot use the hall due to unaffordability rental costs for usage.

Cllr Benson stated that the management of the Aston Bay Community Hall will be by entering into a SLA and MOU. The Community Hall remains a Council asset and he assured that protective clauses for both parties will be included in the MOU.

Cllr Dayimani raised a point of clarity and enquired whether a Council policy was in place for guidance in terms of procedures to be followed regarding the management of council owned assets by other roleplayers. The Speaker confirmed that a policy was in place for procedural guidance.

Resolved (29 August 2019)

1. That the granting of control and management of the Aston Bay Community Hall to the Aston Bay Ratepayers Association be supported in principle.

2. That the intention of Council be advertised for public comment and/or objections

Proposed: B Williams Seconded: M Dayimani

19/08/CS17 SPEED CAMERA LAW ENFORCEMENT BY A SERVICE PROVIDER

Resolved (29 August 2019)

1. That the report on the Speed Camera Law Enforcement by a Service Provider be withdrawn as no presentation was made to Council by the service provider.

Proposed: D Benson Seconded: B Dhludhlu

19/08/CS18 **INVITATION TO VISIT THAILAND WITH RURAL ETRO EMERGENCY MANAGEMENT SERVICES (PTY) LTD FOR DISASTER MANAGEMENT: SEPTEMBER 2019**

Resolved (29 August 2019)

1. That the Director: Community Services and the Chief: Fire, Rescue and Disaster Management Services be authorized to attend the learning journey to Thailand from 1 September 2019 to 8 September 2019.

2. That it be noted that all travelling expenses for the Chief: Fire, Rescue and Disaster Management Services will be funded by SBDM.

3. That it be noted that all travelling expenses for the Director: Community Services will be funded by Kouga Municipality.

4. That the normal travelling and subsistence costs for both officials, as prescribed by Council, be approved.

Proposed: D Benson Seconded: B Dhludhlu

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

19/08/PD1 **TOWN PLANNING PROGRESS REPORT: MAY 2019 TO JUNE 2019 & ANNUAL REPORT: JULY 2018 – JUNE 2019**

Resolved (29 August 2019)

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

Proposed: B Rheeder Seconded: B Dhludhlu

19/08/PD2 **TOWN PLANNING PROGRESS REPORT: MUNICIPAL PLANNING TRIBUNAL (MPT): 2018 – JUNE 2019**

Resolved (29 August 2019)

1. That the content of the Town Planning progress report on the performance of the Municipal Planning Tribunal be noted.

Proposed: B Rheeder Seconded: B Dhludhlu

19/08/PD3 **MONTHLY PROGRESS REPORT ON HUMAN SETTLEMENTS GRANT FUNDED PIPELINE PROJECTS**

Resolved (29 August 2019)

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

2. That it be noted that an updated progress report on the Human Settlements Grant funded pipeline projects will be submitted to the Planning & Development Portfolio Committee meeting to be held in September 2019.

Proposed: B Rheeder Seconded: B Dhludhlu

19/08/PD5 **ESTABLISHMENT OF HOUSING COMMITTEES – REVISED TERMS OF REFERENCE**

Resolved (29 August 2019)

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

Proposed: B Rheeder Seconded: B Dhludhlu

19/08/PD6 **RELOCATION AND ELECTRIFICATION OF STOFWOLK SETTLEMENT ON ERF 250 AND PORTION OF ERF 17, HANKEY**

The Speaker submitted an additional item as requested by the Portfolio Councillor of Planning & Development. A meeting with Eskom was held on 28 August 2019 to discuss the relocation of some Stofwolk residents for the electrification of the Stofwolk settlement.

Cllr Dayimani requested a 15min caucus to discuss the content of the additional item.

Caucus break – 12:15 to 12:30

After deliberation on the item it was unanimously agreed: -

Resolved (29 August 2019)

1. That Council authorizes the relocation of some Stofwolk residents to a portion of Erf. 17 as part of the formalisation of the current settlement, for electrification;

2. That Council grants approval to ESKOM for the electrification of Stofwolk informal settlement on Erf. 250 and portion of Erf. 17 in Hankey;

3. That the Municipality indemnifies ESKOM and accepts liability for costs of reallocating electrical service connections installed from informal houses to formal houses at the completion of the housing project.

4. That the Department of Environmental Affairs (DEDEAT) be notified of the planned onsite activities.

5. That the Municipal Manager develop guidelines in respect of qualifying criteria for financial assistance of destitute residents for the relocation of some Stofwolk residents to a portion of Erf 17, Hankey.

Proposed: B Rheeder Seconded: M Dayimani

21. **MATTERS FOR INFORMATION**

21.1 **FINANCE**

19/08/F1 EXPENDITURE REPORT: FOR THE MONTH OF MAY 2019

Resolved (29 August 2019)

1. That the Expenditure report for the month May 2019, be noted.

21.2 **CORPORATE SERVICES**

19/08/CORP2 REPORT ON THE PROGRESS OF THE WARD DEVELOPMENT FUND AS OF MAY 2019

Resolved (29 August 2019)

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

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

19/08/CORP4 THE INSTALLATION OF COPIERS FOR WARD OFFICES

Resolved (29 August 2019)

1. That the report on the copiers/printers for Ward offices be noted.

19/08/CORP5 HR REPORT FOR MAY 2019

Resolved (29 August 2019)

1. That the monthly HR report be noted.

2. That the statistics and monitoring of movement on a monthly basis, be noted.

3. That sick leave statistics be monitored by the respective departments.

19/08/CORP6 **BREAKDOWN OF EXPENDITURE ON THE UPGRADING OF THE HR OFFICES**

Resolved (29 August 2019)

1. That the report on the expenses of the Human Resource office construction project, be noted.

2. That a breakdown report on all expenditure in respect of furniture and equipment for the upgrading of the HR offices be submitted to the next Mayoral Committee meeting.

19/08/CORP7 **MONTHLY REPORT FOR THE CORPORATE SERVICES DIRECTORATE: ADMINISTRATION SECTION**

Resolved (29 August 2019)

1. That the monthly report for June 2019, be noted.

2. That the Revenue Department confirm whether the bulk SMS system for account balances has been implemented.

19/08/CORP8 **PUBLIC PARTICIPATION UNIT**

Resolved (29 August 2019)

1. That the report be noted

2. That the respective departments take note of the items that are intended for actioning by their departments.

3. That the spreadsheet be amended to include an additional column for feedback and progress made on items from Departments as well as from the Ward Committees.

4. That the Public Participation Unit item serve at all future Portfolio Committee meetings.

21.3 **INFRASTRUCTURE & ENGINEERING**

19/08/I&E1 **REPORT ON THE DAY TO DAY OPERATIONS OF THE FLEET SECTION WHICH RESIDES UNDER INFRASTRUCTURE & ENGINEERING DURING THE PERIOD OF MAY 2019**

Resolved (29 August 2019)

1. That the report be noted.

2. That future reports indicate area location of service delivery vehicles to determine whether vehicles are fairly distributed in respect of service delivery to all areas.

19/08/I&E2 **MONTHLY REPORT ON THE DAY TO DAY OPERATIONS OF THE FLEET SECTION WHICH RESIDES UNDER INFRASTRUCTURE & ENGINEERING DURING THE PERIOD OF JUNE 2019**

Resolved (29 August 2019)

1. That the report be noted and accepted.

19/08/I&E3 **REPORT: 391 ELECTRICIFACTION PROJECT INEP FUNDING: REPORT ON SPENDING UP TO CURRENT DATE ON THE PROJECT**

Resolved (29 August 2019)

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

19/08/I&E4 **REPORT: SSEG POLICY AND BY-LAW: REPORT ON SMALL SCALE EMBEDDED GENERATION DRAFT POLICY TO BE SUBMITTED**

Resolved (29 August 2019)

1. That the SSEG policy and by-law be workshopped at the Policy Workshop to be held in September 2019.

19/08/I&E5 **RE: PROGRESS ON GRANT FUNDING (MIG & EPWP)**

Resolved (29 August 2019)

1. That the progress report be noted.

21.4 **COMMUNITY SERVICES**

19/08/CS1 **MONTHLY REPORT COMMUNITY SERVICES: JUNE 2019**

Resolved (29 August 2019)

1. That the monthly report of the Community Services Directorate for June 2019 be discussed.

2. That provision be made in the spreadsheet to indicate fines paid.

3. That a report on all in-active vehicles, indicating reasons as to why vehicles are in-active, be submitted to the next Portfolio Committee meeting.

19/08/CS2 DRINKING WATER QUALITY REPORT- MAY 2019

Resolved (29 August 2019)

1. That the May 2019 report on the drinking water quality for Kouga Municipality be noted.

19/08/CS3 NELSON MANDELA UNIVERSITY 3RD YEAR ENVIRONMENTAL HEALTH EDUCATIONAL TOUR REPORT: MAY 2019

Resolved (29 August 2019)

1. That the report on the Nelson Mandela University 3rd Year Environmental Health Students Educational Tour 2019 within the Kouga Municipal area be noted.

19/08/CS4 PROGRESS REPORT ON 240 LITRE WHEELIE BIN DISTRIBUTION

Resolved (29 August 2019)

1. That the progress report regarding wheelie bin roll out be noted.

2. That additional funds be made available during the 2019/2020 adjustment budget for further roll out to other areas and more trucks fitted with lifting mechanisms.

3. That education and awareness programs be rolled out on usage of 240l wheelie bins to all areas.

4. That a report on the effectiveness of the wheelie-bin roll out in respect of cleanliness in areas be submitted to the next Portfolio Committee meeting.

19/08/CS5 PROVINCIAL COASTAL MANAGEMENT TECHNICAL COMMITTEE MEETING

Resolved (29 August 2019)

1. That the Provincial Coastal Management Technical Committee Meeting feedback be noted.

2. That a status report on all boat launching sites in Kouga area be submitted to the next Portfolio Committee meeting.

19/08/CS6 REPORT ON GREEN ECONOMY OPPORTUNITIES IN KOUGA

Resolved (29 August 2019)

1. That the Green Economy Opportunities in Kouga form part of the Local Economic Development Plan.

2. That Green Economy opportunities be explored and reported on.

3. That the Loerie Nature Reserve be included in the Local Economic Development Strategic Plan and that the Service Provider be advised accordingly.

19/08/CS8 FIRE RISK CONCERNS AT INFORMAL AREAS WITHIN KOUGA

Resolved (29 August 2019)

1. That the report on fire risk concerns at informal areas within Kouga be noted.

2. That the fire risk concerns at informal areas within Kouga be minimized by conducting door to door campaigning with the above-mentioned safety hints and tips pamphlets.

3. That the illegal electricity connections be minimized.

4. That all relevant line departments be involved in situations in the effected informal areas.

5. That a Fire Risk Management Committee be established in Oyster Bay.

19/08/CS9 REPORT ON SPORTS FIELD AND ACTION PLAN

Resolved (29 August 2019)

1. That the report be noted.

2. That Council look for short- and long-term financial interventions to upgrade these facilities.

3. That a Sports Indaba be held with all Sport Clubs, DSRAC and All Stakeholders to find available ways and means for proper control and usage of these facilities.

4. That provision be made on the budget for the appointment of vacant caretaker positions.

5. That the Line Department in conjunction with Town Planning identify available land which can be developed for practice facilities.

19/08/CS10 UNIVERSITY OF CAPE TOWN'S STUDY ON OCEAN POLLUTION

Resolved (29 August 2019)

1. That the report be noted.

19/08/CS11 HUMANSDORP LANDFILL SITE VISIT BY SPCA AND RELEVANT STAKEHOLDERS

Resolved (29 August 2019)

1. That the report be noted.

2. That funding to fence the Humansdorp Landfill Site be considered in conjunction with the preparation of the 2020/2021Budget.

3. That a team consisting of law enforcement, SPCA inspectors/SPCA-authorized individuals and environmental health talk to each person and explain voluntary surrender of animals for euthanasia or sterilization and return to the owner.

4. That a short, medium and long-term solution to deal with the current situation be submitted to the next Community Services Committee meeting.

19/08/CS12 WORLD ENVIRONMENTAL DAY – 5 JUNE 2019

Resolved (29 August 2019)

1. That the World Environmental Day, 5 June 2019 report be noted.

19/08/CS14 MONTHLY REPORTING ON TAXIS OPERATIONS

Resolved (29 August 2019)

1. That the report on taxi operations be noted.

2. That the relevant By-laws be strictly enforced for the control of taxi operations in Kouga jurisdiction.

19/08/CS15 REPORT ON ST FRANCIS ROCK REVETMENTS AT SPIT/DUNES

Resolved (29 August 2019)

1. That the report addressing the recent developments with regards to the St Francis Bay Spit/Dunes be noted.

2. That the rehabilitation of the dunes/spit process be supported subject to the financial implications being in line with the 2019/2020 budget.

3. That progress reports regarding the rehabilitation be submitted to the next Community Services Portfolio Committee.

19/08/CS16 THE SEEKOEI RIVER ESTUARY MANAGEMENT PLAN

Resolved (29 August 2019)

1. That the Seekoei Estuary Management Plan approval by the MEC be noted.

2. That the recommendations in the Estuary Management plan be considered.

21.5 **PLANNING AND DEVELOPMENT**

19/08/PD4 REVIEW OF THE 2015 KOUGA MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK

Resolved (29 August 2019)

1. That the progress made on the review of the Spatial Development Framework, be noted.

2. That the Municipal Spatial Development Framework review budget (R200 000) roll over, be supported.

3. That the public participation process be followed for the review of the 2015 Kouga Municipal Spatial Development Framework.

21.6 **LOCAL DEVELOPMENT & TOURISM**

19/08/LED1 BUILDING INCLUSIVE GREEN MUNICIPALITIES (BIGM) CLUSTER MEETING - KOUGA MUNICIPALITY 23 & 24 MAY 2019

Resolved (8 August 2019)

1. That the BIGM cluster meeting that took place in Kouga on 23 & 24 May 2019, be noted.

2. That the initiative with Heilbronn University Students on Sustainable Tourism Concept be supported.

3. That the participation of the Kouga Municipality in the upcoming Provincial Oceans Economy Workshop, be supported.

4. That the roleplayers of the BIGM Partnership form part of the Climate Change Partnership, be considered.

19/08/LED2 LOCAL ECONOMIC DEVELOPMENT FORUM MEETING

Resolved (8 August 2019)

1. That the report on the meeting of the Local Economic Development Forum, be supported.

19/08/LED3 THE LOCAL ECONOMIC DEVELOPMENT STRATERGY STEERING COMMITEE

Resolved (8 August 2019)

1. That the report on the meeting of the Local Economic Development Forum, be supported.

2. That the Green Economy Opportunities in Kouga form part of the Local Economic Development Plan.

3. That the Service Level Agreement, based on the amendments of the project plan, be signed between Kouga Local Municipality and HS Business Solution.

21. **CLOSURE**

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

The meeting closed at 13:20 for In Committee discussions.

_____ _____

H BORNMAN **DATE**
SPEAKER

MAYORAL COMMITTEE MINUTES

MINUTES OF THE MAYORAL COMMITTEE MEETING OF THE KOUGA MUNICIPALITY HELD IN THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON THURSDAY, 8 AUGUST 2019 AT 09:20

Present:

Councillors	H Hendricks	(Executive Mayor)
	D Benson	
	BJ Williams	
	B Rheeder	
	F Campher	
	F Baxter	
	B Dhludhlu	
Councillors as Observers	N Botha	
	T Jantjes	
	R Jantjies	
	W Gertenbach	
Officials	C du Plessis	(Municipal Manager)
	N Machelesi	(Director: Community Services)
	K Moodley	(Director: Corporate Services)
	V Felton	(Director: Infrastructure & Eng.)
	S Thys	(CFO)
	F Mabusela	(Director: PDT)
	L Opperman	(Manager: Legal Services)
	L Randal	(Media Liaison Officer)
	H Hammes	(Acting Manager: Admin)
	B de Groot	(Committee Services)

1. **NOTICE OF MEETING**

The Executive Mayor read the notice convening the meeting.

2. **OPENING AND WELCOME**

The Executive Mayor opened the meeting and welcomed all Councillors present as well as all officials. Cllr F Baxter opened the proceedings with prayer.

3. **LEAVE OF ABSENCE**

H Bornman (Speaker)

4. **PRESENTATION**

None

5. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Condolence to K Marais whose father had passed away.

The Executive Mayor was congratulated on the interview on national television as he made Kouga proud.

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

None

7. **DECLARATION OF INTEREST**

None

8. **STATUTORY MATTERS**

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

9.1 Minutes of a Mayoral Committee dated 20 June 2019 were accepted.

Proposed: B Williams Seconded: W Gertenbach

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

19/06/MM1 MAYORAL RESOLUTIONS FOR 21 MAY 2018

It was pointed out that the progress reflected in the Action Sheets was not sufficiently addressed as some of the outstanding resolutions/issue date back to 2018. More detailed progress/feedback to be reflected in the Action Sheets indicating timeframes where possible.

18/11/CORP1 COMPARATIVE MONTHLY REPORT FOR THE CORPORATE SERVICES DIRECTORATE: ADMINISTRATION SECTION

A partnership agreement with the service provider will be entered into and all health and safety issues will be discussed when a meeting, between KM and the service provider, is arranged. All terms and conditions will be adequately addressed for inclusion in the SLA.

19/02/CORP1 REPORT ON TELEPHONE AND PRINTING COST SAVINGS

The matter was referred to MPAC for investigation and is currently at internal audit and a report will be submitted on receipt of the internal audit findings. It was also pointed out that the illegal usage of private lines paid for by KM is a criminal offense.

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

Skills ability of the EPWP workers is within the grant and a portion thereof provides for training and development with certification.

19/04/I&E4 **DAY TO DAY OPERATIONS OF THE FLEET SECTION WHICH RESIDES UNDER INFRASTRUCTURE & ENGINEERING DURING THE PERIOD OF FEBRUARY 2019**

A progress report on all redundant equipment/assets to be forwarded to the Office of the Mayor as a matter of urgency.

19/04/CS7 **MIG RING FENCED FUNDING**

Long outstanding - a full report to be submitted to the Community Services PC on receipt of the legal opinion obtained in respect of the % of MIG funding allocation toward Sports Council Development.

Resolved (8 August 2019)

1. That the updated Action Sheets reflecting resolutions of the Mayoral Committee meeting for 20 June 2019 be noted.

2. That all Directorates submit full status feedback/progress reports on outstanding matters as contained in the Action Sheets.

3. That all Directorates sign off the updated Action Sheets discussed at Top Management.

19/08/MM2 **COMPARATIVE CALL CENTRE REPORT ON SERVICE DELIVERY REQUESTS JULY 2018 TO MAY 2019**

A concern was raised in terms of clearing out of septic tanks which is high with reference to the graphs attached. St Francis Bay poses a problem regarding septic tanks due to the "sewerage Levy" not being charged to property owners anymore for the upgrading of infrastructure on sewer lines. A levy was charged to extend the sewer lines but is no longer levied.

The Executive Mayor stated that the graphs are misinterpreted and requested that explanatory notes be included on future graphs to avoid misinterpretation. The Executive Mayor requested that a report is to be made available indicating areas in lack of infrastructure with possible solutions.

The Executive Mayor stated that the maintenance and repair of roads in Kouga needs urgent immediate remedial action and that the resealing of roads and potholes is to be prioritized.

The Director: Infrastructure & Engineering advised that the appointment of a contractor to undertake the maintenance and repair of roads in Kouga on a contractual basis, adhering to specifications, be considered.

The Manager: Human Resources submit the financial implications/cost estimates for the roads team in respect of contracted services for maintenance and repairs for a fixed-term contract of 6 months and 12 months and submit the information to the Office of the Mayor within 48 hours.

the Acting Manager: Administration investigate options to procure similar goods and services for roads and maintenance, through the use of a possible Section 32 tender following due tender processes or possibly current negotiable contracts with other Governmental Departments and submit the information to the Office of the Mayor within 48 hours.

Resolved (8 August 2019)

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

2. That explanatory notes on the service delivery requests graphs be included for proper interpretation of the graphs and that the revised graphs be submitted to the next Corporate Services Portfolio Committee meeting.

11. REPORTS BY THE PORTFOLIO COMMITTEES CHAIRPERSONS

11.1 FINANCE

19/08/F1 EXPENDITURE REPORTS: FOR THE MONTH OF MAY 2019

Resolved (8 August 2019)

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

11.2 CORPORATE SERVICES

19/08/CORP1 CALL CENTRE REPORT ON SERVICE DELIVERY REQUESTS MAY 2019

Resolved (8 August 2019)

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

19/08/CORP2 REPORT ON THE PROGRESS OF THE WARD DEVELOPMENT FUND AS OF MAY 2019

Resolved (8 August 2019

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

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

19/08/CORP3 **REPORT ON THE STATUS OF WARD COUNCILLORS OFFICES**

Resolved (8 August 2019)

1. That the report on the Status of Ward Councillors Offices be noted.

2. That a new site inspection be conducted during July 2019 and a full report be presented to the Corporate Services Portfolio Committee once the assessment is completed.

19/08/CORP4 **THE INSTALLATION OF COPIERS FOR WARD OFFICES**

Resolved (8 August 2019)

1. That the report on the copiers/printers for Ward offices be noted.

19/08/CORP5 **HR REPORT FOR MAY 2019**

Resolved (8 August 2019)

1. That the monthly HR report be noted.

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

3. That sick leave statistics be monitored by the respective departments.

19/08/CORP6 **BREAKDOWN OF EXPENDITURE ON THE UPGRADING OF THE HR OFFICES**

Resolved (8 August 2019)

1. That the report on the expenses of the Human Resource office construction project, be noted.

2. That a breakdown report on all expenditure in respect of furniture and equipment for the upgrading of the HR offices be submitted to the next Mayoral Committee meeting.

19/08/CORP7 **MONTHLY REPORT FOR THE CORPORATE SERVICES DIRECTORATE: ADMINISTRATION SECTION**

Resolved (8 August 2019)

1. That the monthly report for June 2019, be noted.

2. That the Revenue Department confirm whether the bulk SMS system for account balances has been implemented.

19/08/CORP8 **PUBLIC PARTICIPATION UNIT**

Resolved (8 August 2019)

1. That the report be noted

2. That the respective departments take note of the items that are intended for actioning by their departments.

3. That the spreadsheet be amended to include an additional column for feedback and progress made on items from Departments as well as from the Ward Committees.

4. That the Public Participation Unit item serves at all future Portfolio Committee meetings.

11.3 **INFRASTRUCTURE & ENGINEERING**

19/08/I&E1 **REPORT ON THE DAY TO DAY OPERATIONS OF THE FLEET SECTION WHICH RESIDES UNDER INFRASTRUCTURE & ENGINEERING DURING THE PERIOD OF MAY 2019**

Resolved (8 August 2019)

1. That the report be noted.

2. That future reports indicate the area/ location of service delivery vehicles to determine whether vehicles are fairly distributed in respect of service delivery to all areas.

19/08/I&E2 **MONTHLY REPORT ON THE DAY TO DAY OPERATIONS OF THE FLEET SECTION WHICH RESIDES UNDER INFRASTRUCTURE & ENGINEERING DURING THE PERIOD OF JUNE 2019**

Resolved (8 August 2019)

1. That the report be noted and accepted.

19/08/I&E3 **REPORT: 391 ELECTRICIFACTION PROJECT INEP FUNDING: REPORT ON SPENDING UP TO CURRENT DATE ON THE PROJECT**

Resolved (8 August 2019)

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

19/08/I&E4 REPORT: SSEG POLICY AND BY-LAW: REPORT ON SMALL SCALE EMBEDDED GENERATION DRAFT POLICY TO BE SUBMITTED

Resolved (8 August 2019)

1. That the SSEG policy and by-law be workshopped at the Policy Workshop to be held in September 2019.

19/08/I&E5 RE: PROGRESS ON GRANT FUNDING (MIG & EPWP)

Resolved (8 August 2019)

1. That the progress report be noted.

11.4 **COMMUNITY SERVICES**

19/08/CS1 MONTHLY REPORT COMMUNITY SERVICES: JUNE 2019

Resolved (8 August 2019)

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

2. That provision be made in the spreadsheet to indicate fines paid.

3. That a report on all in-active vehicles, indicating reasons as to why vehicles are in-active, be submitted to the next Portfolio Committee meeting.

19/08/CS2 DRINKING WATER QUALITY REPORT- MAY 2019

Resolved (8 August 2019)

1. That the May 2019 report on the quality of drinking water for Kouga Municipality be noted.

19/08/CS3 NELSON MANDELA UNIVERSITY 3RD YEAR ENVIRONMENTAL HEALTH EDUCATIONAL TOUR REPORT: MAY 2019

Resolved (8 August 2019)

1. That the report on the Nelson Mandela University 3rd Year Environmental Health Students Educational Tour 2019 within the Kouga Municipal area be noted.

19/08/CS4 PROGRESS REPORT ON 240 LITRE WHEELIE BIN DISTRIBUTION

Resolved (8 August 2019)

1. That the progress report regarding the roll-out of the wheelie bins be noted.

2. That additional funds be made available during the 2019/2020 adjustment budget for further roll-out to other areas and that more trucks be fitted with lifting mechanisms.

3. That education and awareness programs be rolled out on the usage of 240l wheelie bins to all areas.

4. That a report on the effectiveness of the wheelie-bin roll-out in respect of cleanliness in areas be submitted to the next Portfolio Committee meeting.

19/08/CS5 PROVINCIAL COASTAL MANAGEMENT TECHNICAL COMMITTEE MEETING

Resolved (8 August 2019)

1. That the Provincial Coastal Management Technical Committee Meeting feedback be noted.

2. That a status report on all boat launching sites in Kouga area be submitted to the next Portfolio Committee meeting.

19/08/CS6 REPORT ON GREEN ECONOMY OPPORTUNITIES IN KOUGA

Resolved (8 August 2019)

1. That the Green Economy Opportunities in Kouga form part of the Local Economic Development Plan.

2. That Green Economy opportunities be explored and reported on.

3. That the Loerie Nature Reserve be included in the Local Economic Development Strategic Plan and that the Service Provider be advised accordingly.

19/08/CS7 REPORT ON PROPOSED RECYCLING PROGRAM AT MUNICIPAL BUILDINGS

Resolved (8 August 2019)

1. That the KM Office building recycling project be supported.

2. That the winning building's employees be granted time off be supported subject to further discussions between the Office of the Mayor and the Municipal Manager in respect of the recycling program/competition launch.

19/08/CS8 FIRE RISK CONCERNS AT INFORMAL AREAS WITHIN KOUGA

Resolved (8 August 2019)

1. That the report on fire risk concerns at informal areas within Kouga be noted.

2. That the fire risk concerns at informal areas within Kouga be minimized by conducting door to door campaigning with the above-mentioned safety hints and tips pamphlets.

3. That the illegal electricity connections be minimized.

4. That all relevant line departments be involved in situations in the effected informal areas.

5. That a Fire Risk Management Committee be established in Oyster Bay.

19/08/CS9 REPORT ON SPORTS FIELD AND ACTION PLAN

Resolved (8 August 2019)

1. That the report be noted.

2. That Council look for short- and long-term financial interventions to upgrade these facilities.

3. That a Sports Indaba be held with all Sports Clubs, DSRAC and All Stakeholders to find available ways and means for proper control and usage of these facilities.

4. That provision be made on the budget for the appointment of vacant Caretaker positions.

5. That the Line Department in conjunction with Town Planning identifies available land which can be developed for practice facilities.

19/08/CS10 UNIVERSITY OF CAPE TOWN'S STUDY ON OCEAN POLLUTION

Resolved (8 August 2019)

1. That the report be noted.

19/08/CS11 HUMANSDORP LANDFILL SITE VISIT BY SPCA AND RELEVANT STAKEHOLDERS

Resolved (8 August 2019)

1. That the report be noted.

2. That funding to fence the Humansdorp Landfill Site be considered in conjunction with the preparation of the 2020/2021Budget.

3. That a team consisting of law enforcement, SPCA inspectors/SPCA-authorized individuals and environmental health, talk to each person and explain voluntary surrender of animals for euthanasia or sterilization and return to the owner.

4. That a short, medium and long-term solution to deal with the current situation be submitted to the next Community Services Committee meeting.

19/08/CS12 WORLD ENVIRONMENTAL DAY – 5 JUNE 2019

Resolved (8 August 2019)

1. That the World Environmental Day, 5 June 2019 report be noted.

19/08/CS13 APPLICATION FOR THE MANAGEMENT OF THE ASTON BAY COMMUNITY HALL BY THE ASTON BAY RATEPAYERS ASSOCIATION

Resolved (8 August 2019)

1. That the granting of control and management of Aston Bay Community Hall to the Aston Bay Ratepayers Association, be supported in principle.

2. That an SLA entered into between the said Association and Kouga Municipality be signed, with the assistance of the Manager Legal Services.

3. That Aston Bay Ratepayers Association conforms to the approved tariffs for the use of the Hall by the community.

4. That the intention of Council be advertised for public comments and/or objections.

19/08/CS14 MONTHLY REPORTING ON TAXIS OPERATIONS

Resolved (8 August 2019)

1. That the report on taxi operations be noted.

2. That the relevant By-laws be strictly enforced for the control of taxi operations in Kouga jurisdiction.

19/08/CS15 REPORT ON ST FRANCIS ROCK REVETMENTS AT SPIT/DUNES

Resolved (8 August 2019)

1. That the report addressing the recent developments with regards to the St Francis Bay Spit/Dunes be noted.

2. That the rehabilitation of the dunes/spit process be supported subject to the financial implications being in line with the 2019/2020 budget.

3. That progress reports regarding the rehabilitation of the dunes/spit be submitted to the next Community Services Portfolio Committee.

19/08/CS16 THE SEEKOEI RIVER ESTUARY MANAGEMENT PLAN

Resolved (8 August 2019)

1. That the Seekoei Estuary Management Plan approval by the MEC be noted.

2. That the recommendations in the Estuary Management plan be considered.

11.5 **PLANNING, DEVELOPMENT & TOURISM**

19/08/PD1 TOWN PLANNING PROGRESS REPORT: MAY 2019 TO JUNE 2019 & ANNUAL REPORT: JULY 2018 – JUNE 2019

Resolved (8 August 2019)

1. That the content of the Town Planning progress report, be noted.

19/08/PD2 TOWN PLANNING PROGRESS REPORT: MUNICIPAL PLANNING TRIBUNAL (MPT): JULY 2018 – JUNE 2019

Resolved (8 August 2019)

1. That the content of the Town Planning progress report on the performance of the Municipal Planning Tribunal, be noted.

19/08/PD3 MONTHLY PROGRESS REPORT ON HUMAN SETTLEMENTS GRANT FUNDED PIPELINE PROJECTS

Resolved (8 August 2019)

1. That the report on the Human Settlements Grant Funded projects be noted.

2. That an updated progress report on the Human Settlements Grant Funded pipeline projects be submitted to the Portfolio Committee meeting to be held in September 2019.

19/08/PD4 REVIEW OF THE 2015 KOUGA MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK

Resolved (8 August 2019)

1. That the progress on the review of the Spatial Development Framework, be noted.

2. That the budget of R200 000(rollover) for the Municipal Spatial Development Framework review, be supported.

3. That the public participation process be followed for the review of the 2015 Kouga Municipal Spatial Development Framework.

19 /08/PD5 ESTABLISHMENT OF HOUSING COMMITTEES – REVISED TERMS OF REFERENCE

Resolved (8 August 2019)

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

2. That the 4 community members be spread accordingly, to communities in a Ward, be noted.

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

4. That the revised Terms of Reference for the Housing Committees, be supported.

11.6 **LOCAL ECONOMIC DEVELOPMENT & TOURISM**

19/08/LED1 BUILDING INCLUSIVE GREEN MUNICIPALITIES (BIGM) CLUSTER MEETING - KOUGA MUNICIPALITY 23 & 24 MAY 2019

Resolved (8 August 2019)

1. That the BIGM cluster meeting that took place in Kouga on 23 & 24 May 2019, be noted.

2. That the initiative with Heilbronn University Students on Sustainable Tourism Concept be supported.

3. That the participation of the Kouga Municipality in the upcoming Provincial Oceans Economy Workshop, be supported.

4. That consideration be given to include the roleplayers of the BIGM Partnership in the Climate Change Partnership

19/08/LED2 LOCAL ECONOMIC DEVELOPMENT FORUM MEETING

Resolved (8 August 2019)

1. That the report on the meeting of the Local Economic Development Forum, be supported.

19/08/LED3 THE LOCAL ECONOMIC DEVELOPMENT STRATEGY STEERING COMMITTEE

Resolved (8 August 2019)

1. That the report on the meeting of the Local Economic Development Forum, be supported.

2. That the Green Economy Opportunities in Kouga form part of the Local Economic Development Plan.

3. That the Service Level Agreement, based on the amendments of the project plan, be signed between Kouga Local Municipality and HS Business Solution.

12. **CLOSURE**

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

H HENDRICKS
EXECUTIVE MAYOR

7 October 2019

DATE

KOUGA

AUDIT COMMITTEE

KOUGA MUNICIPALITY EC108

ORDINARY COUNCIL MEETING

KOUGA AUDIT COMMITTEE

DATE: 30 OCTOBER 2019 **ITEM: 19/10/KAC1**

QUARTERLY REPORTS OF THE CHAIRPERSON OF THE AUDIT COMMITTEE FOR THE 2018/19 FINANCIAL YEAR

1. Purpose

The purpose of this item is to submit to Council the quarterly reports of Chairperson of the Audit Committee for the 2018/19 Financial year.

2. Background

The quarterly reports of the Chairperson of the Audit Committee as submitted by is attached as Annexure "A"

3. Recommendation

3.1 That the quarterly reports, as submitted by the Chairperson of the Audit Committee, for the 2018/19 Financial year be noted.

Item submitted by the Kouga Audit Committee Chairperson
(received unsigned)

The Municipal Council
The Kouga Local Municipality
2019-08-17

QUARTERLY AUDIT COMMITTEE REPORT ON THE OPERATIONS OF THE INTERNAL AUDIT UNIT AND THE AUDIT COMMITTEE:
1st QUARTER – 2018/2019 FINANCIAL YEAR

The Audit Committee met on the 30th August 2018 in the Council Chambers of the municipality.

Contents of the Report:

RISK REGISTER
Various risks faced by the municipality were discussed.
Illegal electrical connections increase budgetary control risks.
It ws resolved that the risk register needed to be updated to include drought risks.

Monthly Budget statements and financial statements
Monthly budget statements were presented in accordance with Sections 71(1) and 52(d) of the MFMA and the Municipal Budget Reporting Regulations.
The budget statements reflect an overall improvement in the financial performance of the municipality as a whole.

Performance review and the Institutional Report by the Municipal Manager

The contents of the Draft Annual Performance Report on the implementation of the 2017/18 Service Delivery and Budget Implementation Plan was noted, subject to appropriate interventions by management to ensure targets are aligned with the IDP.

Compliance with legislation.
With the appointment of a new Municipal manager, the level of comfort that compliance with legislation has improved, has increased.

Matters of concern still include:

Creditors are not always paid within 30 days as required by S65(2)e of the MFMA.
The backlog in quarterly performance reviews, which require more attention.

A summary of the work performed by the internal audit and the audit committee against the annual work plan;
Internal audit reviewed and reported on:

- Performance reviews for Q1 to 3 of 2017/2018.
  Findings indicated a weak control environment. The municipal manager stated that the municipality is in the process of aligning performance targets and the IDP in order to address this legacy issue.

A summary of key issues dealt with, such as significant internal and external audit findings, recommendations and updated status thereof;

N/a

Other:
The Draft audit committee charter was noted for approval by council.
The draft Annual financial statements were presented.
Of concern to the audit committee was the following:
- *Insufficient time was provided to review the draft financial statements*
- *Internal audit did not perform a high level review of the AFS, increasing the risks of misstatement and error on the financial statements.*

Fraud and other considerations:
n/a

Details of meetings and the number of meetings attended by each member;

	Mr Coetzer	MR Blignaut (Chair)	
30 08 18	X	X	

Conclusion
The Audit committee was fully functional with 2 members during the 1ST quarter of the 2018/2019 year.

Performance management remains an issue due to a backlog n performing performance reviews, and non-alignment of targets.

Compliance with legislation remains a qualitative risk although progress is being made in this regard.

The internal Audit function is functioning effectively.

Yours faithfully



Mr J Blignaut (CA (SA))
Chairperson – Audit Committee

The Municipal Council
The Kouga Local Municipality
2019-08-27

QUARTERLY AUDIT COMMITTEE REPORT ON THE OPERATIONS OF THE INTERNAL AUDIT UNIT AND THE AUDIT COMMITTEE:
2nd QUARTER – 2018/2019 FINANCIAL YEAR

The Audit Committee met on the 29th November 2018 in the Council Chambers of the municipality.

Contents of the Report:

Monthly Budget statements and financial statements
Monthly budget statements were presented in accordance with Sections 71(1) and 52(d) of the MFMA and the Municipal Budget Reporting Regulations.
The budget statements reflect an overall improvement in the financial performance of the municipality as a whole.

Performance review and the Institutional Report by the Municipal Manager

Water losses were discussed. These are mostly non metered.

Significant funding was received for disaster funding iro drought.
The major challenge faced by the municipality was to spend the capital budgets appropriately within the limited time frames.

The Municipal Manager mentioned that the municipality is in the process of aligning the objectives with the Budget. There are a lot of improvement on the IDP, but a lot of work still needs to be done.

Compliance with legislation and risk management.
The appointment of an Internal Risk Manager (head of internal Audit) was discussed.
The appointment is due to take effect on 1 February 2019.
This will lead to quarterly risk management meetings taking place, and the downscaling of the use of external consultants.

It was resolved that:

- That the Performance agreements be amended, and additional targets be added in the SDBIP.
- That the Risk Register be updated

Matters of concern still include:

Creditors are not always paid within 30 days as required by S65(2)e of the MFMA, mainly due to the outstanding Metro bill amounting to approximately R43 million

A summary of the work performed by the internal audit and the audit committee against the annual work plan;

The relationship with internal audit has broken down and therefore testing of controls as per the internal audit plan did not materialise.

It was proposed that a progress report on the work of internal audit vs the Internal audit plan be submitted to the committee at the next meeting.

Our concern as an audit committee is that the above deficiencies may result in a qualified audit opinion from external audit.

A summary of key issues dealt with, such as significant internal and external audit findings, recommendations and updated status thereof;

Findings of External Audit
It was resolved that Accounting Officer ensures that the Performance Reporting system includes items/findings raised by the Auditor General.

Other considerations:
The appointment of a third Audit Committee member was discussed, and advertised by the council.

Fraud and other considerations:
n/a

Details of meetings and the number of meetings attended by each member;

	Mr Coetzer	MR Blignaut (Chair)
30 08 2018	X	X
29 11 2018	X	X

Conclusion
The Audit committee was fully functional with 2 members during the 2nd quarter of the 2018/2019 year.

Compliance with legislation remains a qualitative risk although progress is being made in this regard.

The internal Audit function is functioning effectively.

Yours faithfully



Mr J Blignaut (CA (SA))
Chairperson – Audit Committee

The Municipal Council
The Kouga Local Municipality
2019-08-29

QUARTERLY AUDIT COMMITTEE REPORT ON THE OPERATIONS OF THE INTERNAL AUDIT UNIT AND THE AUDIT COMMITTEE:
3rd QUARTER – 2018/2019 FINANCIAL YEAR

The Audit Committee met on the 4th April 2019 in the Council Chambers of the municipality.

Contents of the Report:

PERFOMANCE REVIEW AND THE INSTITUIONAL REPORT BY THE MUNICIPAL MANAGER
Performance reviews are being performed, and the performance reporting system is working effectively.
The Municipal manager pointed out that the municipality is cognisant of the issues pertaining to performance targets as raised by the AG.

The Mid-year Institutional Performance Report: 2018/19 Financial year:
Period 1 July 2018 to 31 December 2018 as submitted was noted.

QUARTERLY BUDGET STATEMENTS:
The CFO presented the Quarterly budget statements as at 29 February 2019.

The quality of financial reporting has vastly improved, and the municipality's liquidity position and other financial indicators are also improving year on year.

Capital Expenditure was raised as a concern, due to the back-log in achieving expenditure as per the approved budgets.

COMPLIANCE WITH LEGISLATION
Matters of non compliance remain a matter of concern.
These include:
- Creditors are not always paid within 30 days as required by S65(2)e of the MFMA.

It was proposed to set up a workshop intended to inform relevant parties of all legislation pertaining to and or affecting the municipality

INTERNAL AUDIT
The newly appointed Internal Audit manager presented the revised internal Audit charter for approval during March 2019.
The amendments were necessary due to the fact that the internal audit function was previously outsourced and was now an internal function.

No Internal audit work was presented to the Audit committee during the quarter, and a significant delay in the scope of works vs the Internal audit plan is anticipated.

The lack testing of internal controls pose a significant threat to the municipalities ambitions of achieving an unqualified audit opinion.

FINANCIAL MANAGEMENT AND REPORTING OF MONTHLY BUDGET STATEMENTS
Most financial ratios are improving on an annual basis.
The following items remain concerns:
- Capital projects remain under spent compared to budget.

FRAUD CONSIDERATIONS
n/a

Details of meetings and the number of meetings attended by each member;

	Mr Coetzer	MR Blignaut (Chair)
30/08/2018	X	X
29/11/2018	X	X
4-Apr-19	X	X

Conclusion
The Audit committee was fully functional with 2 members during the 3RD quarter of the 2018/2019 year.

Yours faithfully



Mr J Blignaut (CA (SA))
Chairperson – Audit Committee

The Municipal Council
The Kouga Local Municipality
2019-08- 30

QUARTERLY AUDIT COMMITTEE REPORT ON THE OPERATIONS OF THE INTERNAL AUDIT UNIT AND THE AUDIT COMMITTEE:
4th QUARTER – 2018/2019 FINANCIAL YEAR

The Audit Committee met on the 26th June 2019 in the Council Chambers of the municipality.

Contents of the Report:

PERFOMANCE REVIEW AND THE INSTITUIONAL REPORT BY THE MUNICIPAL MANAGER
The Municipal manager and the mayor did not attend the audit committee meeting.

Differences between the SDBIP and performance reporting was identified by the representatives from the Auditor General's offices, which require further attention from management in order to ensure the targets and areas of performance measurement are aligned and also correctly included in Manager's performance agreements.

COMPLIANCE WITH LEGISLATION
Matters of non compliance remain a matter of concern.
These include:
- Creditors are not always paid within 30 days as required by S65(2)e of the MFMA.

INTERNAL AUDIT
A summary of the work performed by the internal audit and the audit committee against the annual work plan;

Due to the fact that internal audit's appointment was only concluded during the quarter, Internal Audit work performed related only to the review of Performance Management (PMS) for Quarters 1 and 2 of 2018.

The amended internal Audit plan was approved during the quarter, and includes amendments to the internal audit plan due to significant delays in auctioning vs the internal audit plan.

RISK MANAGEMENT
n/a.

FINANCIAL MANAGEMENT AND REPORTING OF MONTHLY BUDGET STATEMENTS
Most financial ratios are improving on an annual basis.

FRAUD CONSIDERATIONS
Nothing to report.

Details of meetings and the number of meetings attended by each member;

	Mr Coetzer	MR Blignaut (Chair)
30/08/2018	X	X
29/11/2018	X	X
4-Apr-19	X	X
26 06 2019	X	X

OTHER:

Conclusion
The Audit committee was functional with 2 members during the 4th quarter of the 2018/2019 year. A new Committee member needs to be appointed.

Yours faithfully



Mr J Blignaut (CA (SA))
Chairperson – Audit Committee

REPORTS FOR DISCUSSION

REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/MM1**

COUNCIL RESOLUTIONS FOR 29 AUGUST 2019

1. Introduction

The purpose of this item is to provide an overview report regarding the progress on the execution of Resolutions. The attached Action Sheets were updated at a Top Management meeting held on 14 October 2019.

2. Background

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

3. Recommendation

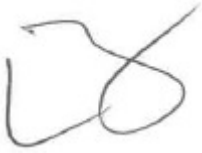
3.1 That the updated Actions Sheets reflecting resolutions of the Council meeting held on 30 October 2019 be noted.

3.2 That all Directorates submit full status feedback/progress reports on outstanding matters as contained in the Action Sheets.

Item prepared by: The Director: Corporate Services



Item endorsed by: The Chief Financial Officer



Item endorsed by: The Director: Infrastructure & Engineering

Item endorsed by: The Director: Community Services



Item endorsed by: The Director: Planning, Development & Tourism



Noted by the Portfolio Chairperson



ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 29 AUGUST 2019

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
OFFICE OF THE MUNICIPAL MANAGER – 30 JULY 2019					
19/07/MM2 **PROCESS PLAN FOR THE 2020/2021 IDP, MTREF AND PMS PERIOD**	5. That the dates for the 2 public meetings, during October 2019 and April 2020 be drafted in conjunction with the relevant role players.	MANAGER: IDP			Original Dates Were Not Accepted Commitment Was Given That The Office Of The Mayor Will Provide New Dates By 14 October 2019
19/07/MM4 **RESCISSION OF A COUNCIL RESOLUTION – 17/8/F23 OF A COUNCIL MEETING HELD ON 31 AUGUST 2017**	2. That Council rescind the Council resolution as resolved under 17/8/F23 by removing the reference made to Erf 873 Jeffreys Bay, to the effect that the Council Resolution be implemented in exclusion of the reference to Erf 873 Jeffreys Bay as reflected:-				

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
	<u>Erf 873 Jeffreys Bay</u> • ***That processes for the renewal of the lease contract for the Jeffreys Bay Bowling Club commences in March 2018.*** • ***That the lease contracts for the Jeffreys Bay Golf Club and the Driving Range be renewed.*** • ***That the rental income complies with the MFMA.*** • ***That a termination clause be included in the lease contracts which gives Council six (6) months to terminate the lease should the property be required for development.*** 2. That Erf 873, Jeffreys Bay, in extent of 82,908ha be subdivided and rezoned for sporting facilities and that the remainder of Portion Erf 873,				

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
	Jeffreys Bay, be rezoned for future development. 3. That a long-term lease agreement for the remainder of Erf 873, Jeffreys Bay, be considered after the subdivision, rezoning and public participation processes have been finalised. 4. That Council confirms, in terms of Section 14(2) of the Local Government: Municipal Finance Management Act, the assets herein, is not needed to provide the minimum level of basic municipal services. 5. That Council approve the advertisement inviting interested parties to lease the asset mentioned herein, and in line with the Policy and Procedures for the disposal of				

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
	immovable assets, as approved by Council.				Advertising Process for public participation has been commenced with Town Planning Currently Busy with Subdivision And Rezoning Process Notice inviting for proposals was advertised and will serve at the LEC meeting to be held on 17 October 2019 Process will be completed by end January 2020

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 29 AUGUST 2019

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
CORPORATTE SERVICES – 29 AUGUST 2019					
19/08/CORP3 **REPORT ON THE STATUS OF WARD COUNCILLORS OFFICES**	3. That the report on the Status of Ward Councillors Offices be noted. 4. That it be noted that a site inspection was conducted during July 2019 and that an updated report will be submitted to the Corporate Services Portfolio Committee to be held in September 2019.				Report will be tabled at the Council meeting to be held on 30 October 2019

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 29 AUGUST 2019

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
INFRASTRUCTURE AND ENGINEERING – 28 JUNE 2019					
19/06/I&E10 **RE: LIST OF OBSOLETE EQUIPMENT (ASSETS) THAT WERE IDENTIFIED FOR AUCTION**	2. That the list of redundant / obsolete equipment be removed from the Asset Register. 3. That the redundant / obsolete equipment be done via public auction / donation, be supported. 4. That a legal opinion be obtained to establish whether employees of the Kouga Municipality may partake in the public auction and that such report be submitted to the next Council meeting.	Asset management Asset management Manager: legal services			Specification for the appointment of an auctioneer approved 27 September 2019 **ADVERTISEMENT PENDING** Officials May Partake In The Auction Process On Condition That Such Official Is On Leave – No Preference To Officials

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 29 AUGUST 2019

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
COMMUNITY SERVICES 30 MAY 2019					
19/05/CS10 **PROGRESS REPORT ON GERMAN MISSION: KOUGA VS ILSFELD MUNICIPALITIES**	3. That the International Closing Workshop 6th Project Phase, Municipal Climate partnership to be hosted in Kouga Municipality from 9- 11 October 2019 be noted.				To be hosted 9-11 October 2019 Report on the workshop will be submitted to the Council meeting to be held in December 2019
COMMUNITY SERVICES – 29 AUGUST 2019					
19/08/CS13 **APPLICATION FOR THE MANAGEMENT OF THE ASTON BAY COMMUNITY HALL BY THE ASTON BAY RATEPAYERS ASSOCIATION**	3. That the granting of control and management of Aston Bay Community Hall to the Aston Bay Ratepayers Association be supported in principle. 4. That the intention of Council be advertised for public comments and/or objections, be supported.				Advertisement will be placed during October 2019 for public participation

ACTION SHEET FOR EXECUTION OF RESOLUTIONS

ORDINARY COUNCIL MEETING HELD ON 29 AUGUST 2019

ITEM NO.	ACTION	FOR DISPOSAL BY DEPARTMENT	DUE DATE	STATUS REPORT BY RELEVANT DIRECTOR	*REPORT BACK DATE / COMPLETION DATE*
PLANNING AND DEVELOPMENT 30 MAY 2019					
19/05/PD2 **MONTHLY PROGRESS REPORT ON HUMAN SETTLEMENTS GRANT FUNDED PIPELINE PROJECTS**	1. That the report on the human settlements grant funded projects be noted. 2 That the 2011- 2016 Human Settlements Plan and listed Pipeline projects be reviewed and revised in accordance with the current implementation strategy and provincial funding commitments, be supported.		30/10/2019	Meeting with ECDHS planning department has been arranged for July 2019. Purpose of the meeting will be to revise the Human Settlements Plan	**30/10/2019** **HSP will be budgeted for in 2020/2021 financial year**

19/05/PD6 **<u>PUBLIC WORKS PROPERTIES TO BE TRANSFERRED TO KOUGA MUNICIPALITTY</u>**	1. That Council accepts the following erven from Public Works and that they are added to the asset register of Kouga Municipality: Farm 448 portion 15 — Uitenhage RD Pellsrus: 677; 678; 733; 751 ; 753; 794;812 826; 854; 862 Humansdorp: 1 968 Thornhill: 221 ; 237 333; 334; 342;362;376;751v; 762; 763; 775; 776; 777; 778; 779; 780; 781 ; 782; 783; 784; 785; 788; 789; 790; 791 ; 792; 805; 845; 846; 849; 850; 852; 855; 857; 859; 860; 861 ; 862; 863; 865; 866; 868; 870; 874; 875; 883; 884; 885; 886; 887; 888; 889; 891; 892; 894; 895; 897; 898; 896 2. That the Municipal Manager write a covering letter to the Department Public Works requesting the transfer of these properties.	LEGAL SERVICES		Deed Of Donation Signed Signed Documents Will Be Provided To The Dept Public Works	In progress of being finalised State Attorney Dept Public Works Responsible For Transfer of properties Signed deed of donation was forwarded to the Dept Public Works

	3. That a Deed of Donation be sent to the Department Public Work for the transfer of these properties. 4. That Kouga Human Settlement Department proceed with the transfers of these erven to the owners of the properties as soon as registration to Kouga has been completed.				

PLANNING AND DEVELOPMENT 28 JUNE 2019					
19/06/PDT2 **MONTHLY PROGRESS REPORT ON HUMAN SETTLEMENTS GRANT FUNDED PIPELINE PROJECTS**	2. That the 2011- 2016 Human Settlements Plan and listed Pipeline projects be reviewed and revised in accordance with the current implementation strategy and provincial funding commitments.				Meeting was held with DoHS to support the review of the HSP The Service Provider will be appointed in next financial year

PLANNING & DEVELOPMENT – 29 AUGUST 2019					
19/08/PD3 **MONTHLY PROGRESS REPORT ON HUMAN SETTLEMENTS GRANT FUNDED PIPELINE PROJECTS**	3. That the report on the human settlements grant funded projects be noted. 4. That it be noted that an updated progress report on the Human Settlements Grant funded pipeline projects will be submitted to the Planning & Development Portfolio Committee meeting to be held in September 2019.				Submitted to the PC meeting on 3 September 2019 and Mayoral Committee on 7 October 2019 Report to be submitted to Council on 30 October 2019

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/MM2**

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

1. Introduction

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

2. Discussion

The tables and graphs below indicate all service delivery requests:

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

SERVICE DELIVERY REQUESTS JULY 2018 – JUNE 2019

MONTH:	REPORTED	ACTIONING	RESOLVED	RESUBMITTED
JULY 18	1948	97	2421	6
AUGUST 18	2335	123	2294	5
SEPTEMBER 18	1845	168	1938	3
OCTOBER 18	2667	416	2566	3
NOVEMBER 18	4559	368	4191	0
DECEMBER 18	3774	206	3556	2
JANUARY 19	2958	247	2708	2
FEBRUARY 19	2587	245	2341	1
MARCH 19	2830	265	2565	0
APRIL 19	3303	251	3052	0
MAY 19	3634	290	3342	2
JUNE 19	2751	317	2434	0
TOTALS	**35191**	**2993**	**33408**	**24**

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

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

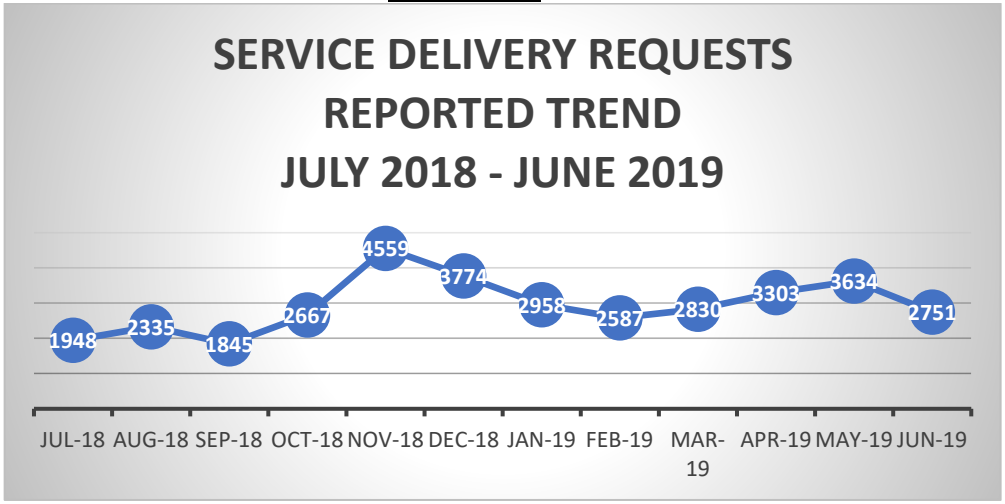
	Actual October 2018				Actual November 2018				Actual December 2018			
WATER	**Reported**	**Actionin**	**Resolved**	**Resubmitted**	**Reporte**	**Actionin**	**Resolved**	**Resubmi**	**Reported**	**Actionin**	**Resolved**	**Resubmitte**
Water: No supply	79	0	80	0	85	1	84	0	96	0	96	0
Water: Pressure	10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

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

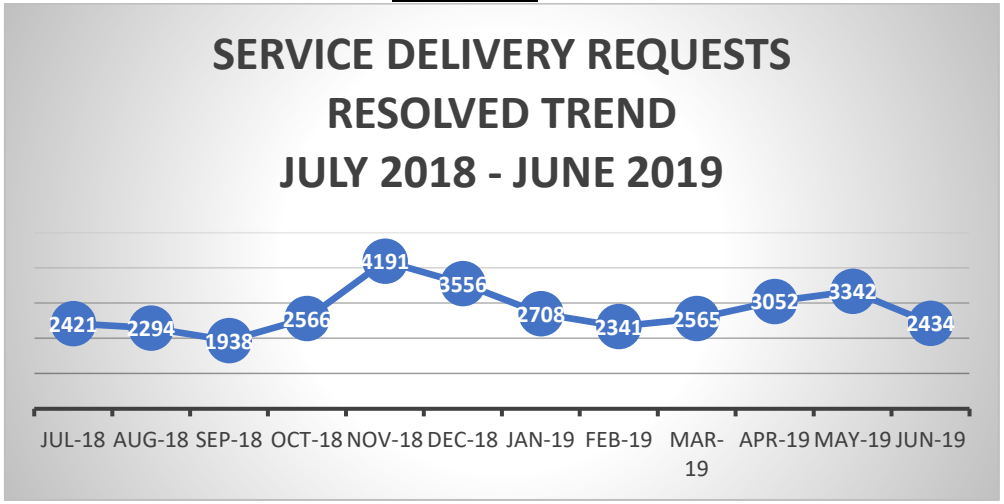
	Actual April 2019				Actual May 2019				Actual June 2019			
WATER	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Water: No supply	85	0	85	0	98	15	83	0	97	4	93	0
Water: Pressure	15	0	15	0	8	2	6	0	21	1	20	0
Water: Burst Pipe	139	8	131	0	104	15	89	0	129	6	123	0
Water: Quality	2	0	2	0	2	0	2	0	8	0	8	0
Water: Faulty Meter	256	12	244	0	245	22	223	0	181	22	159	0
TOTAL	**497**	**20**	**477**	**0**	**457**	**54**	**403**	**0**	**436**	**33**	**403**	**0**
SEWER	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Sewer: Septic Tank full	1210	80	1130	0	983	87	896	0	1042	137	905	0
Sewer: Drain damaged	3	0	3	0	0	0	0	0	1	0	1	0
Sewer: Blocked	249	2	247	0	213	16	197	0	223	2	221	0
Sewer: Manhole damaged	0	0	0	0	4	1	3	0	1	0	1	0
Sewer: Manhole cover missing	0	0	0	0	1	0	1	0	1	0	1	0
TOTAL	**1462**	**82**	**1380**	**0**	**1201**	**104**	**1097**	**0**	**1268**	**139**	**1129**	**0**
ELECTRICITY	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Electricity: No Supply	182	0	182	0	144	4	140	0	132	2	130	0
Electricity: Exposed Wires	15	1	14	0	6	2	4	0	9	1	8	0
Electricity: Faulty Meter	27	0	27	0	31	5	26	0	28	1	27	0
Electricity: Damaged box	6	0	6	0	1	0	1	0	2	0	2	0
TOTAL	**230**	**1**	**229**	**0**	**182**	**11**	**171**	**0**	**171**	**4**	**167**	**0**
STREET LIGHTS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Street lights: not working	118	45	73	0	58	43	14	1	91	42	49	0
Street lights: Damaged	4	3	1	0	0	0	0	0	6	3	3	0
Street lights: On permanently	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	**122**	**48**	**74**	**0**	**58**	**43**	**14**	**1**	**97**	**45**	**52**	**0**
ENVIRONMENT	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Environment: Damaged Pavement	11	10	1	0	12	9	3	0	10	10	0	0
Environment: Dumped Rubbish	43	4	39	0	38	6	31	1	43	4	39	0
Environment: Needs Mowing	39	29	10	0	32	19	13	0	46	15	31	0
Environment: Fallen Tree	3	2	1	0	11	8	3	0	5	3	2	0
Environment: Graffiti	0	0	0	0	0	0	0	0	1	0	1	0
Environment: Animal remains	9	0	9	0	8	1	7	0	6	1	5	0
TOTAL	**105**	**45**	**60**	**0**	**101**	**43**	**57**	**1**	**111**	**33**	**78**	**0**
REFUSE	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Refuse: not collected	14	0	14	0	19	1	18	0	10	0	10	0
TOTAL	**14**	**0**	**14**	**0**	**19**	**1**	**18**	**0**	**10**	**0**	**10**	**0**
STREET SIGNS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Street Signs: Damaged	6	1	5	0	2	1	1	0	0	0	0	0
Street Signs: Missing	1	0	1	0	2	2	0	0	1	0	1	0
TOTAL	**7**	**1**	**6**	**0**	**4**	**3**	**1**	**0**	**1**	**0**	**1**	**0**
ROADS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Roads: Potholes	783	43	740	0	1527	17	1510	0	592	49	543	0
Roads: Lines missing	13	0	13	0	9	1	8	0	1	1	0	0
TOTAL	**796**	**43**	**753**	**0**	**1536**	**18**	**1518**	**0**	**593**	**50**	**543**	**0**
TRAFFIC LIGHTS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Traffic lights: Damaged	0	0	0	0	0	0	0	0	0	0	0	0
Traffic lights: Lights Out	0	0	0	0	0	0	0	0	0	0	0	0
Traffic lights: Timing Out	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
OTHER:	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
Other:	70	11	59	0	76	13	63	0	64	13	51	0
TOTAL	**70**	**11**	**59**	**0**	**76**	**13**	**63**	**0**	**64**	**13**	**51**	**0**
TOTALS	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**	**Reported**	**Actioning**	**Resolved**	**Resubmitted**
	3303	**251**	**3052**	**0**	**3634**	**290**	**3342**	**2**	**2751**	**317**	**2434**	**0**

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

REPORTED



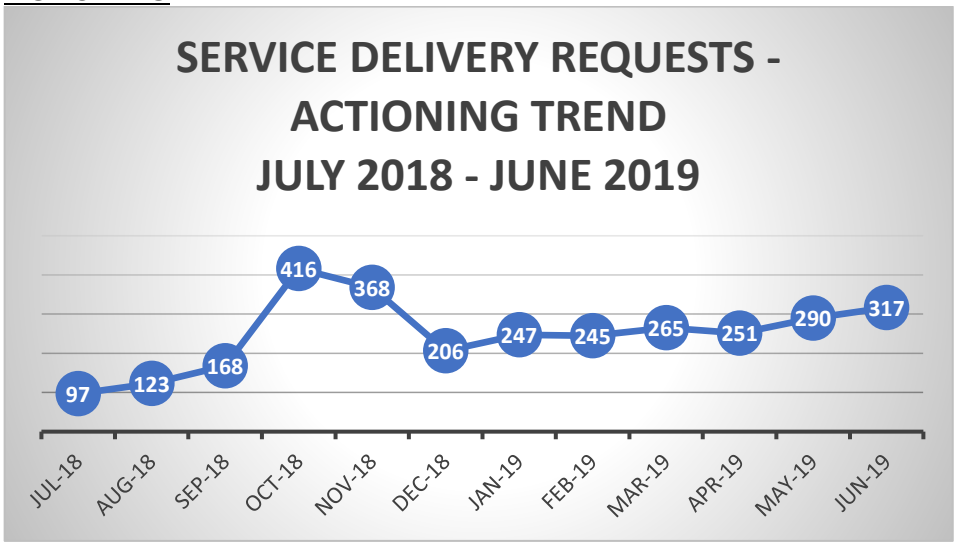
RESOLVED



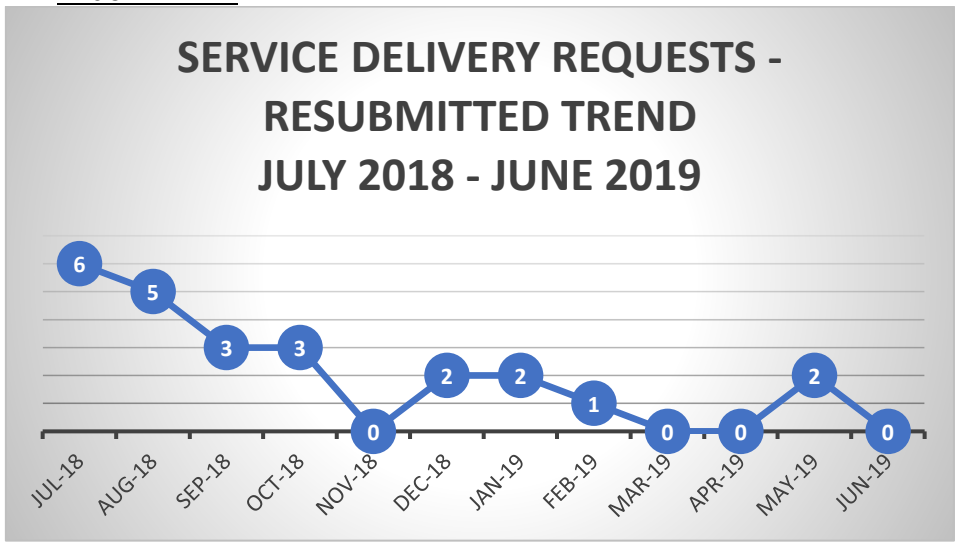
*The highest service delivery requests were reported and resolved during the month's of:

- November 2018 with 4559 service delivery requests (Holiday Season)
- December 2018 with 3774 service delivery requests (Holiday Season)

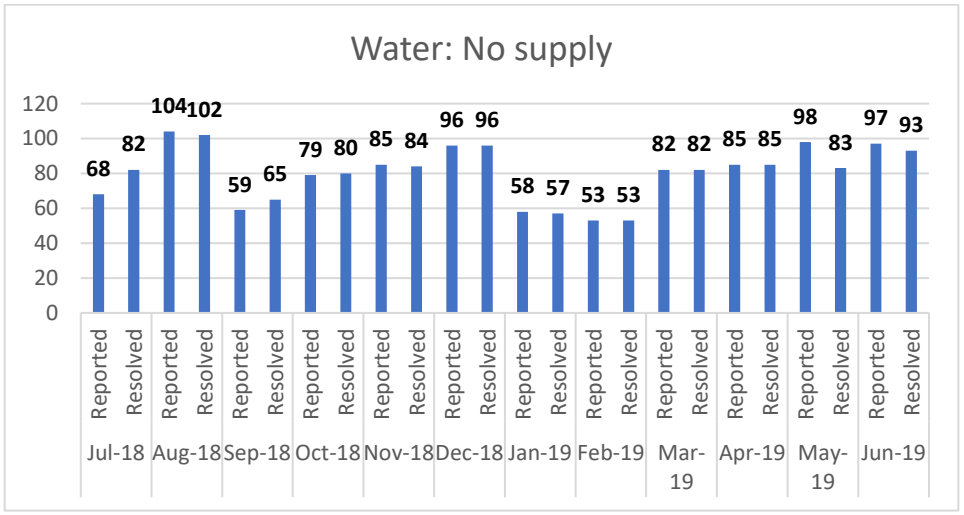
ACTIONING

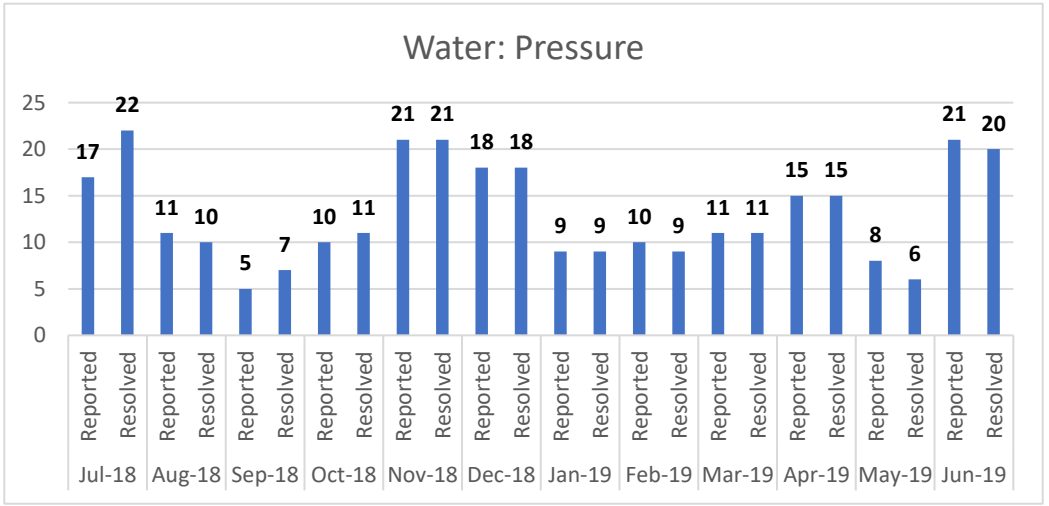


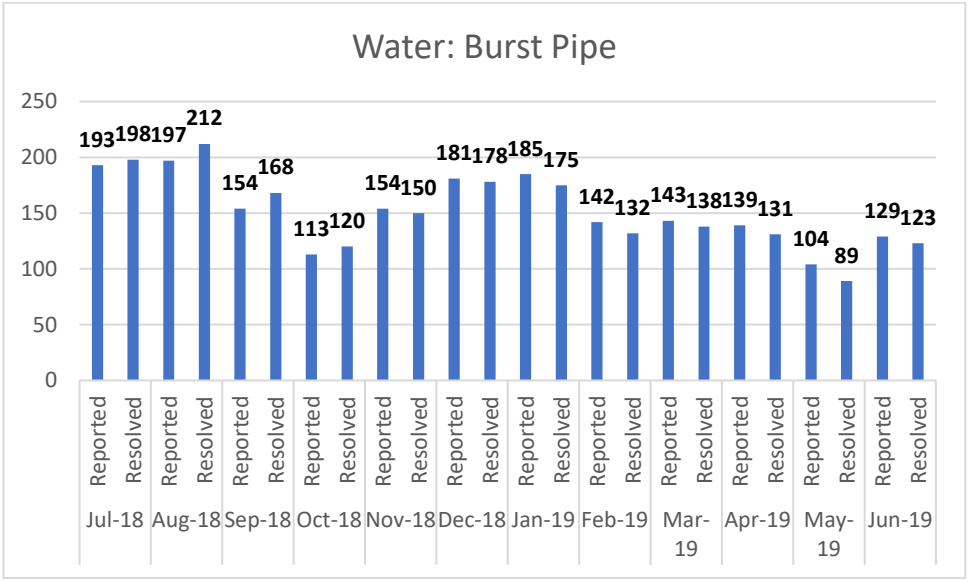
RESUBMITTED

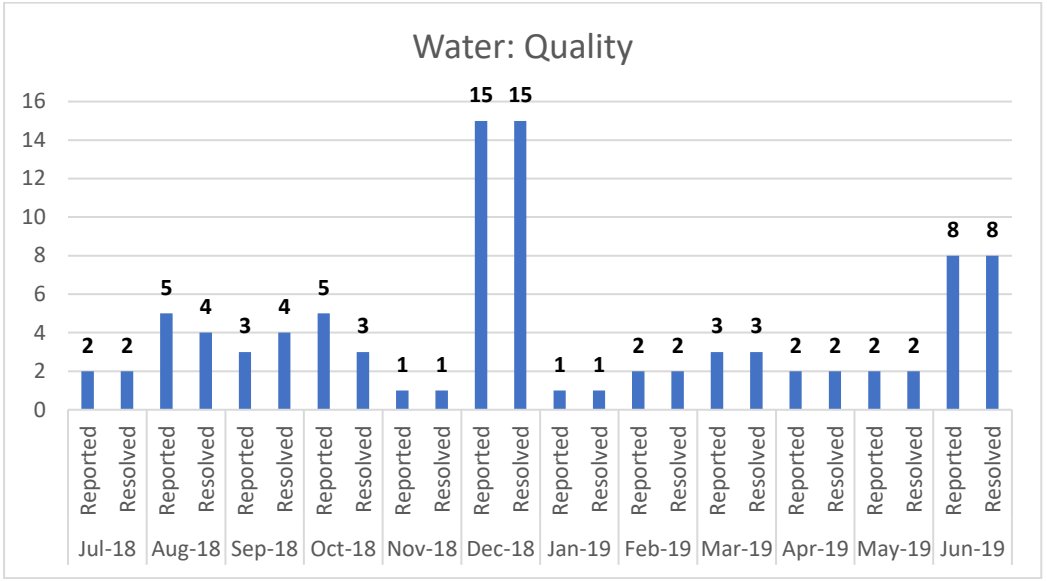


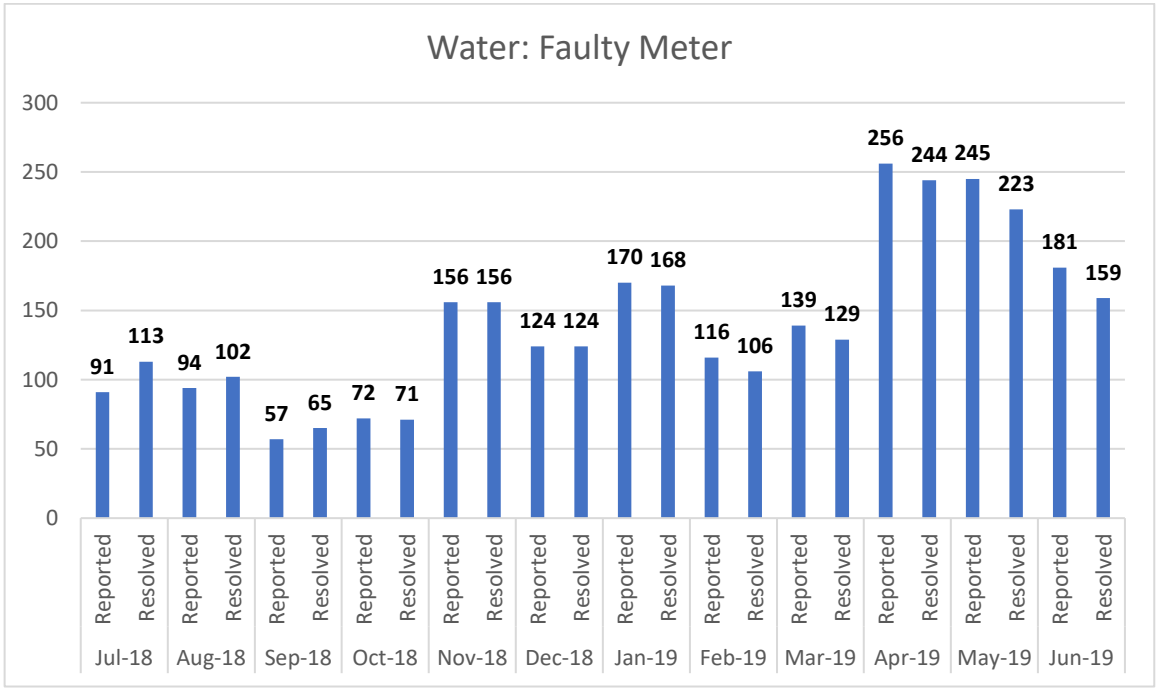
ii. WATER SERVICE DELIVERY REQUESTS REPORTED AND RESOLVED – JULY 2018 – JUNE 2019





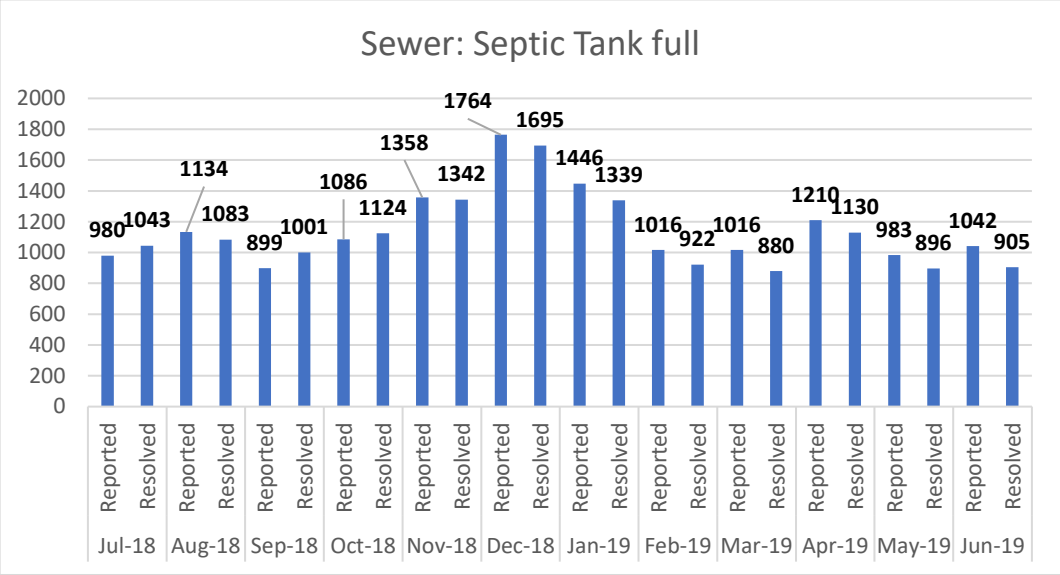

Water: Burst Pipe
250
200
150
100
50
0
193 198 197 212
154 168
113 120
154 150
181 178 185 175
142 132 143 138 139 131
104 89
129 123
Reported Resolved
Jul-18 Aug-18 Sep-18 Oct-18 Nov-18 Dec-18 Jan-19 Feb-19 Mar-19 Apr-19 May-19 Jun-19

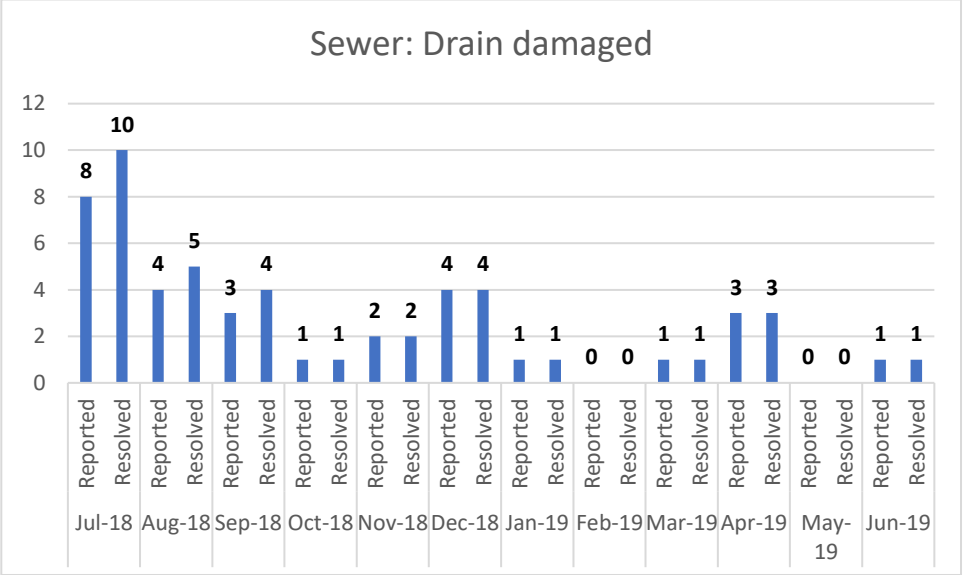

Water: Quality
16
14
12
10
8
6
4
2
0
2 2
5 4
3 4
5 3
1 1
15 15
1 1
2 2
3 3
2 2
2 2
8 8
Reported Resolved
Jul-18 Aug-18 Sep-18 Oct-18 Nov-18 Dec-18 Jan-19 Feb-19 Mar-19 Apr-19 May-19 Jun-19

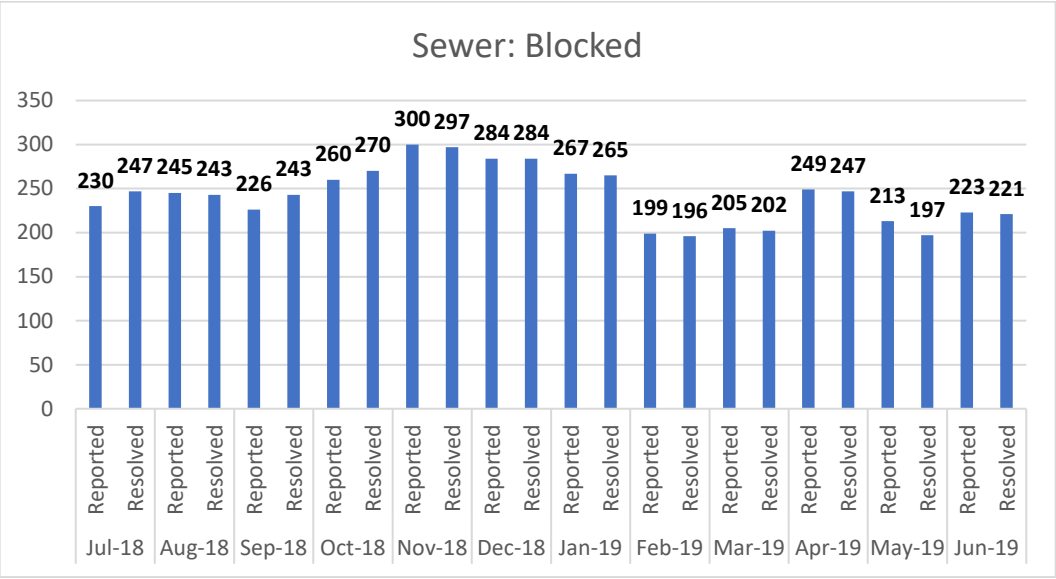

Water: Faulty Meter
300
250
200
150
100
50
0
91 113
94 102
57 65
72 71
156 156
124 124
170 168
116 106
139 129
256 244 245 223
181 159
Reported Resolved
Jul-18 Aug-18 Sep-18 Oct-18 Nov-18 Dec-18 Jan-19 Feb-19 Mar-19 Apr-19 May-19 Jun-19

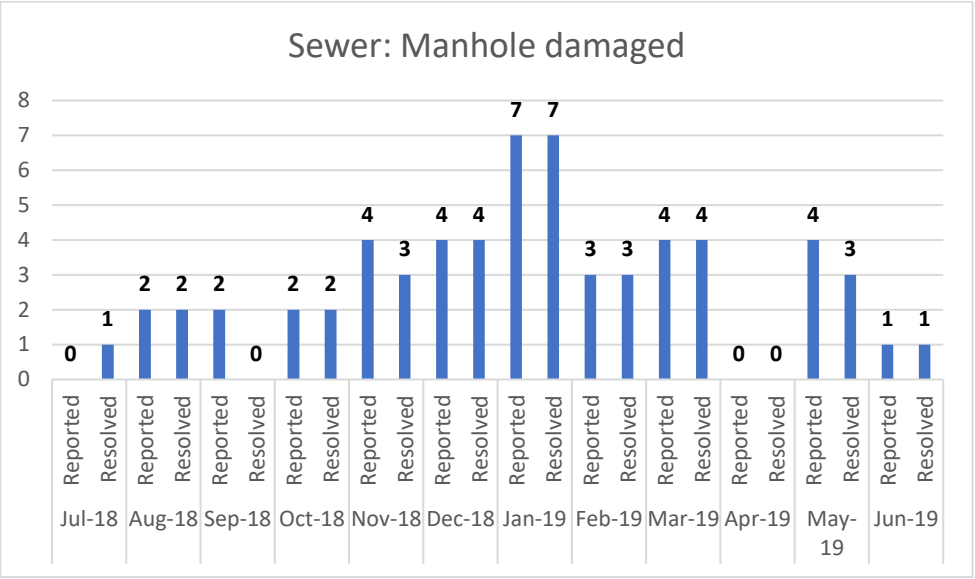
* Most recorded water service delivery requests and resolved are "Burst pipes" and "faulty water meters".

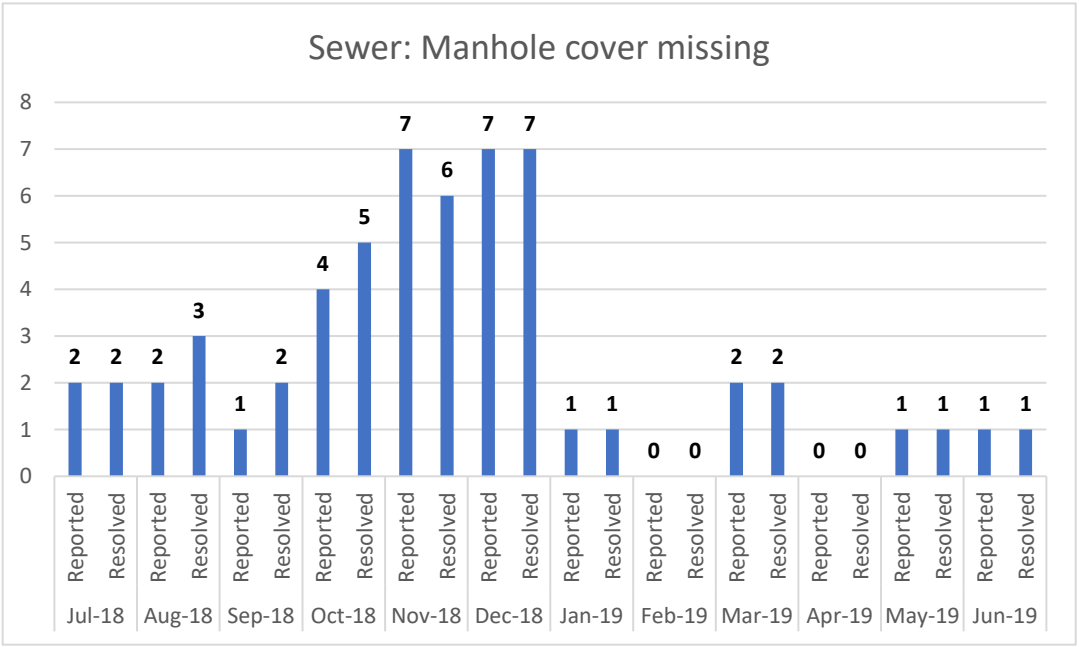
iii) SEWER SERVICE DELIVERY REQUESTS REPORTED AND RESOLVED – JULY 2018 – JUNE 2019





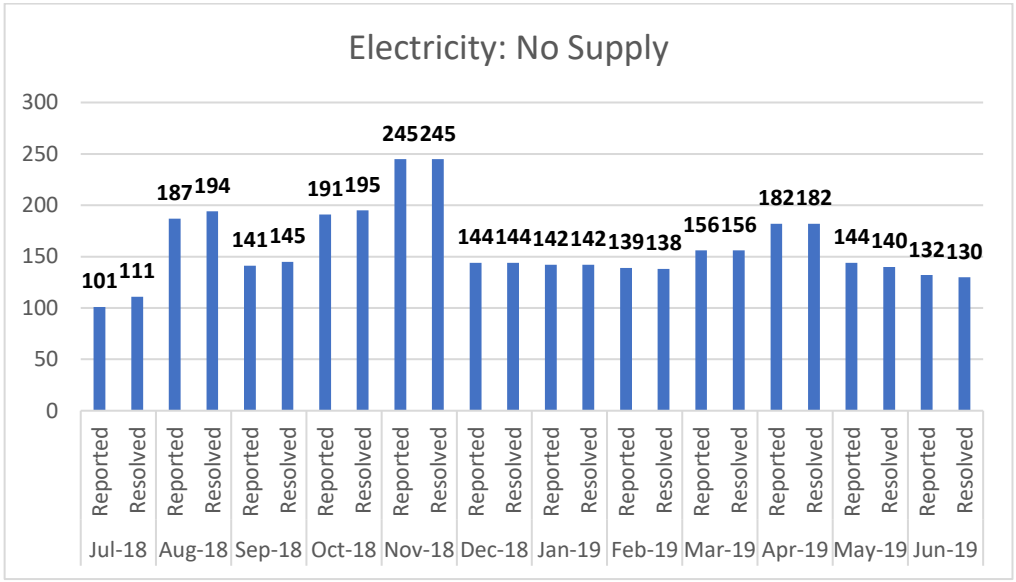


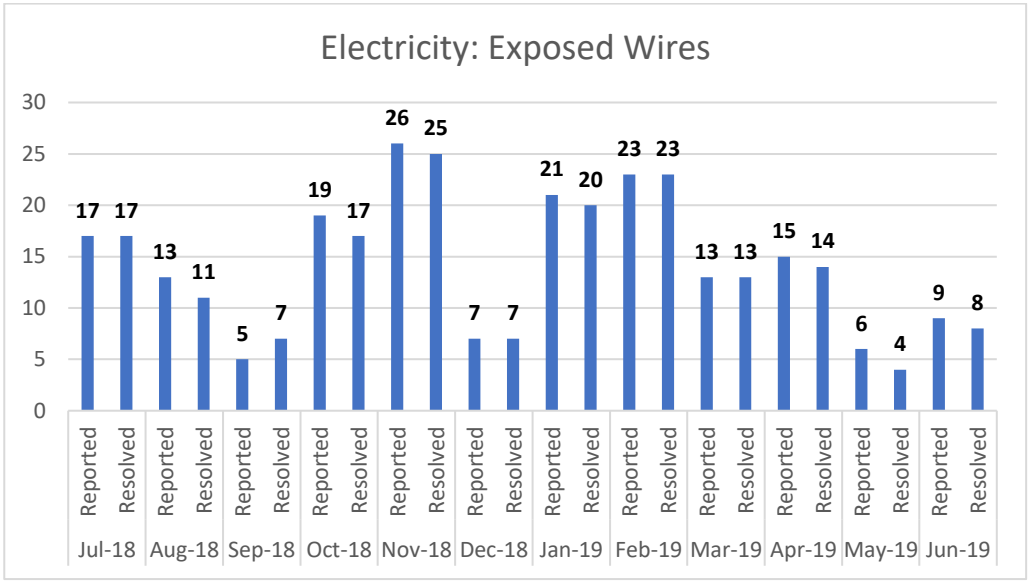


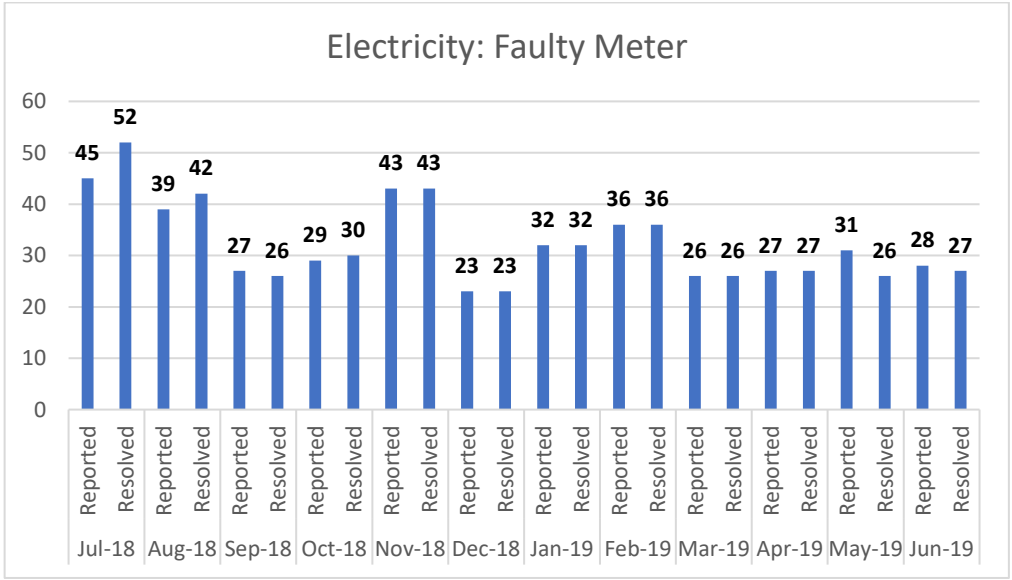


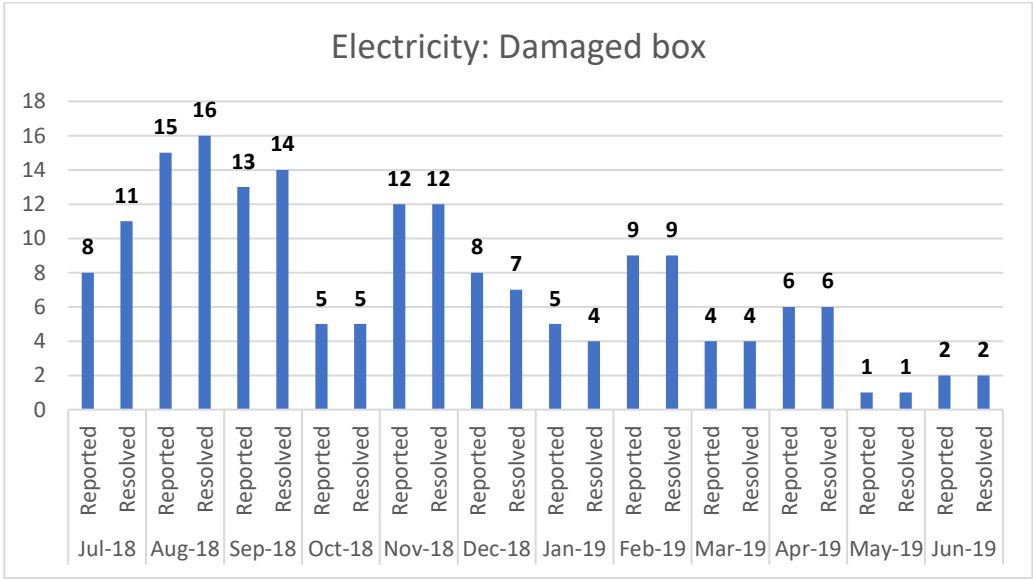
* Most recorded sewer service delivery requests and resolved are "Sewer blocked" and "Sewer Septic Tank Full (Emptying of Septic Tanks)"

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



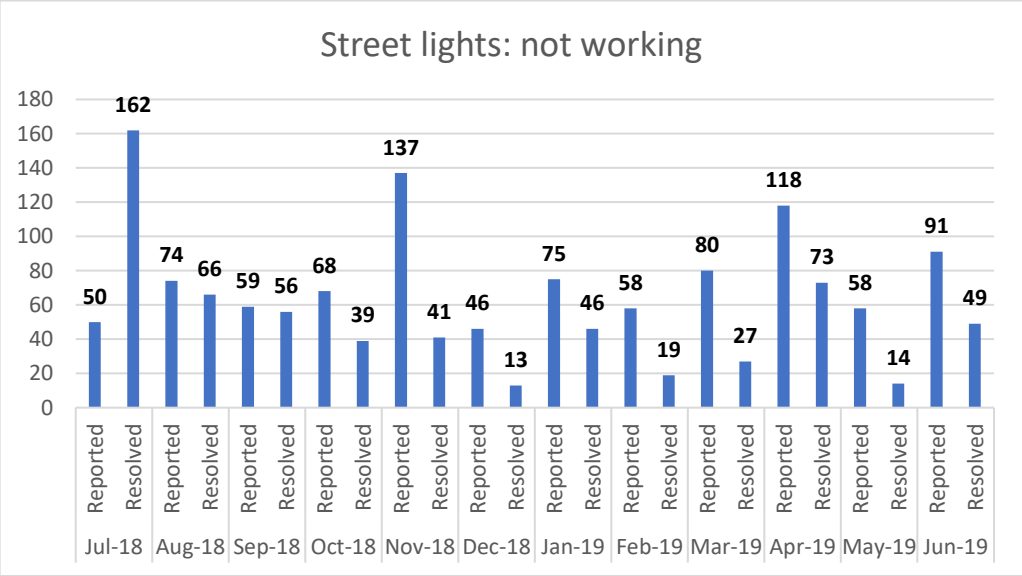


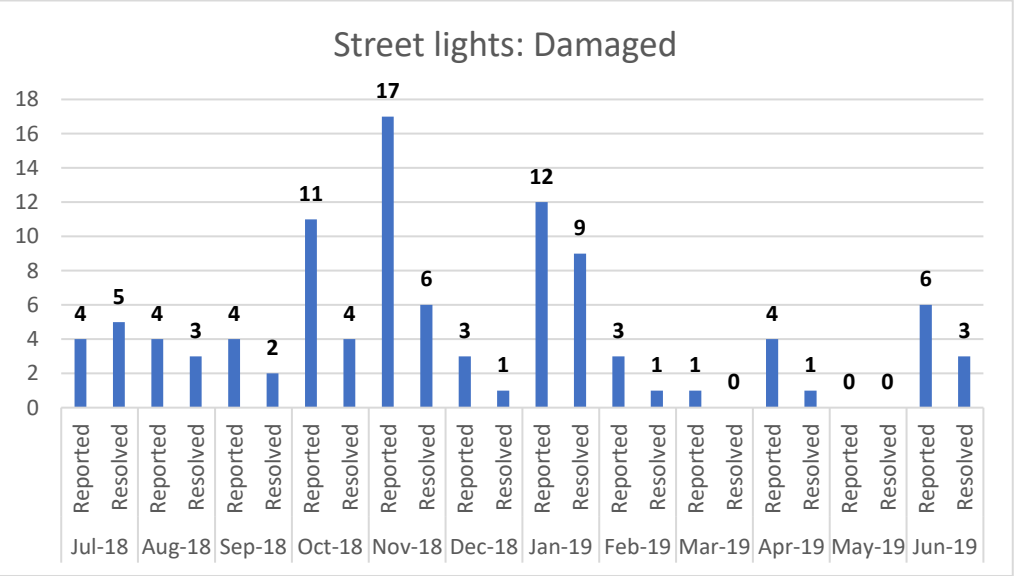


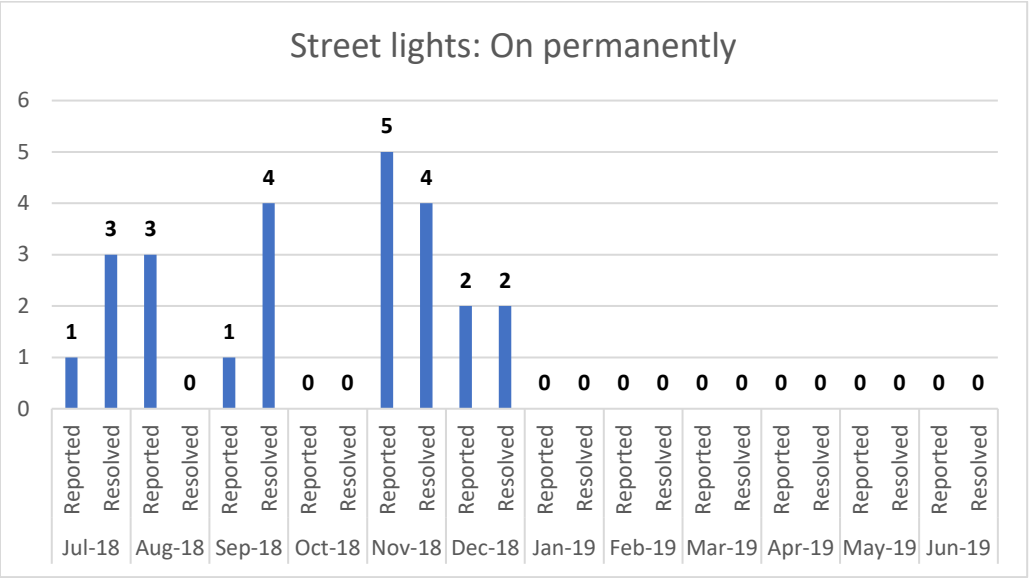


* Most recorded electricity service delivery requests and resolved are "Electricity: No Supply".

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

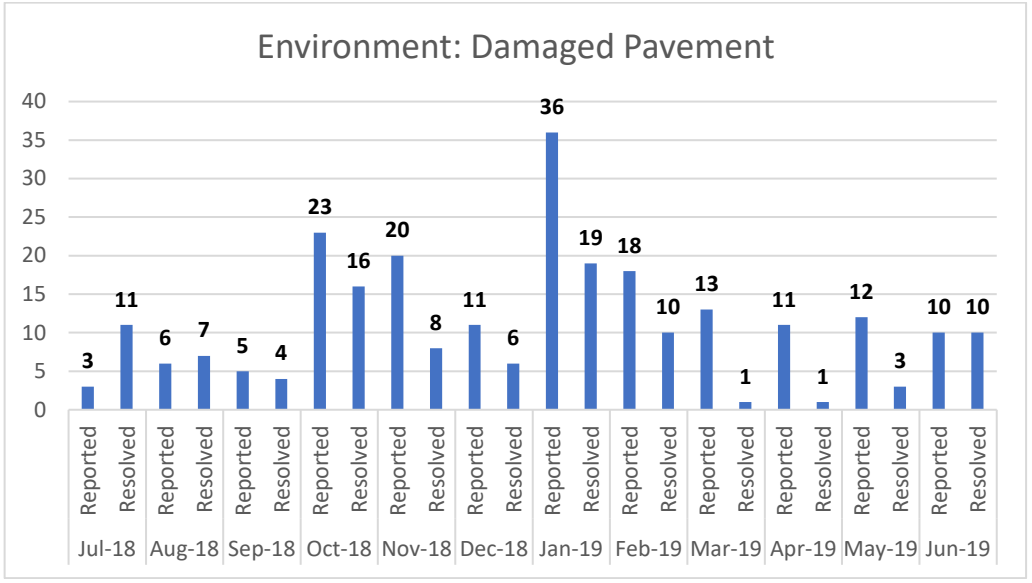


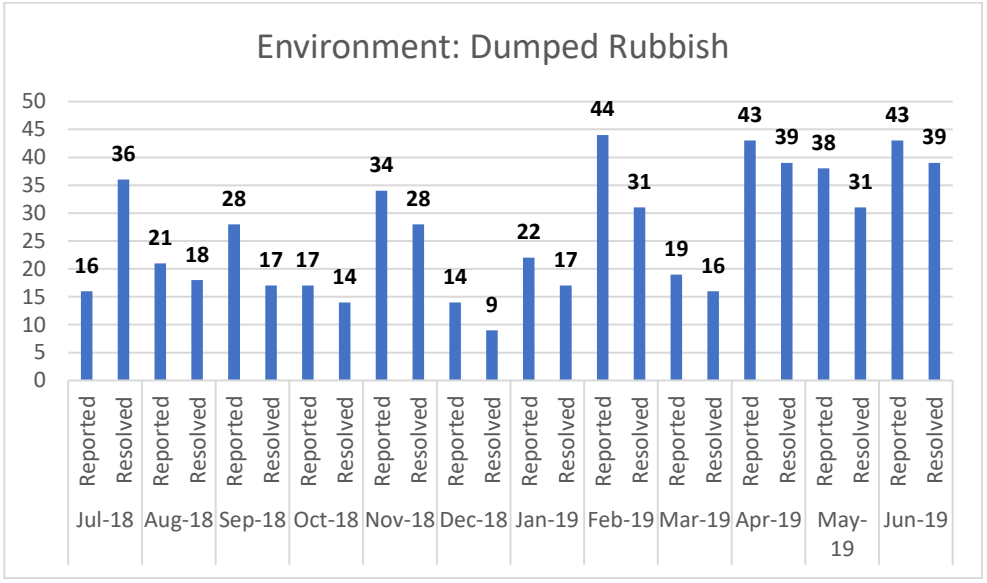


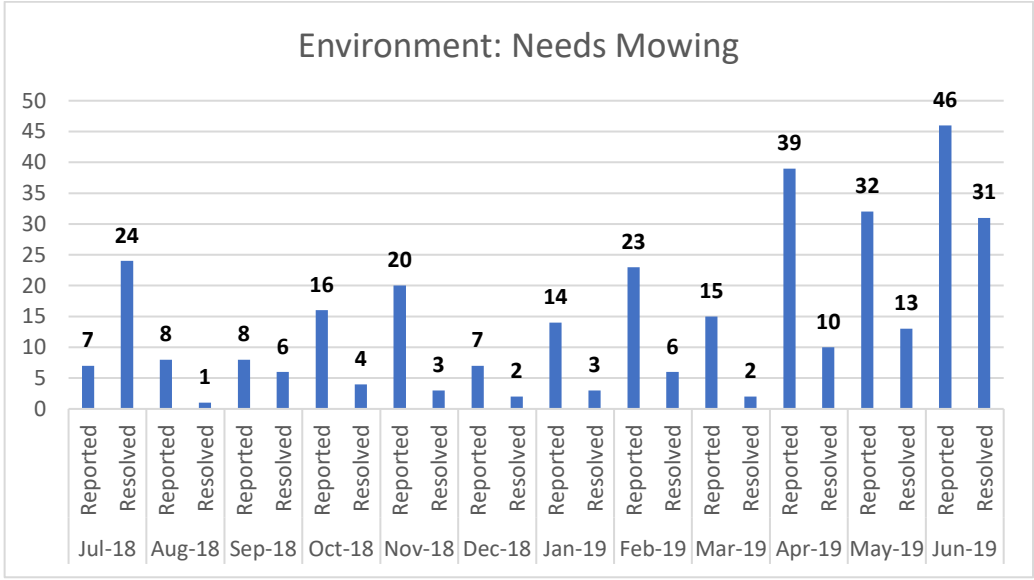


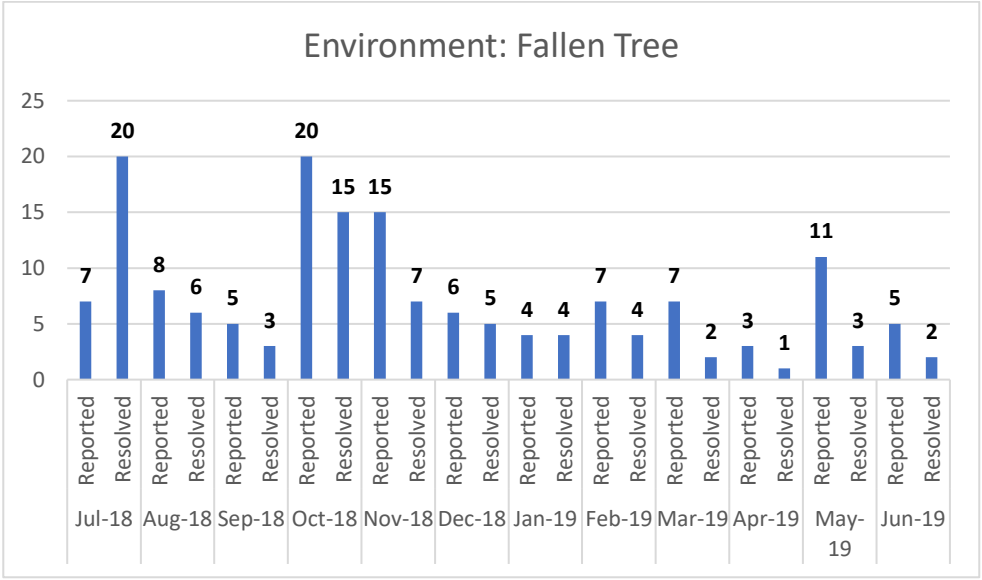
* Most recorded Street Lights service delivery requests and resolved are "Street Lights: Not working".

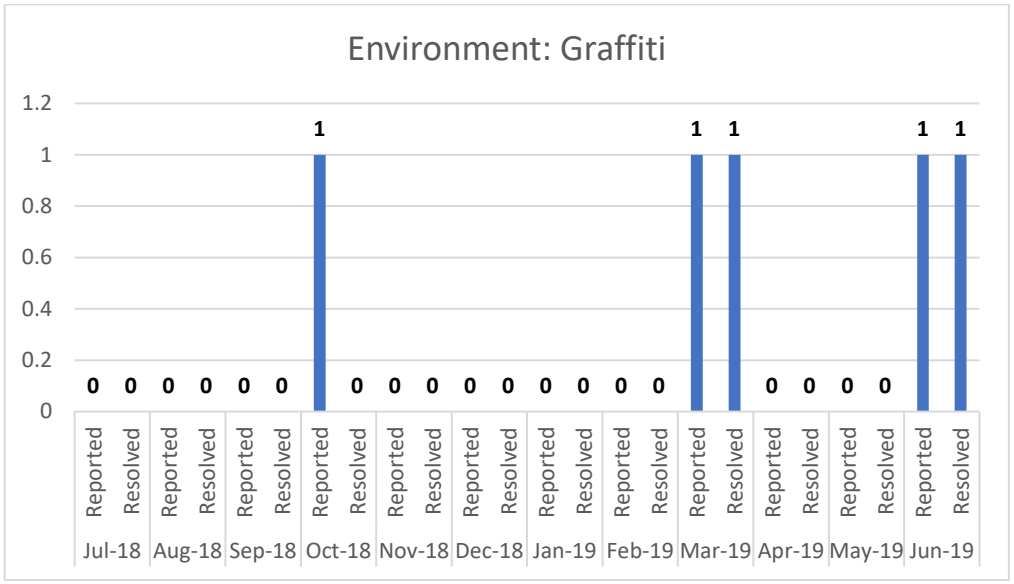
vi) ENVIRONMENT SERVICE DELIVERY REQUESTS REPORTED AND RESOLVED – JULY 2018 – JUNE 2019

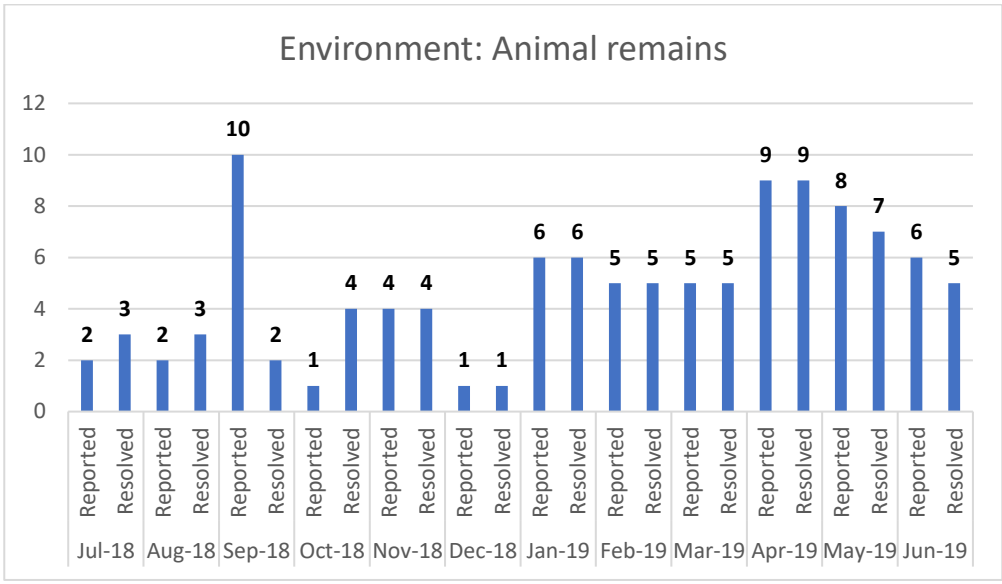

Environment: Damaged Pavement
40
35
30
25
20
15
10
5
0
3 11 6 7 5 4 23 16 20 8 11 6 36 19 18 10 13 1 11 1 12 3 10 10
Reported Resolved
Jul-18 Aug-18 Sep-18 Oct-18 Nov-18 Dec-18 Jan-19 Feb-19 Mar-19 Apr-19 May-19 Jun-19


Environment: Dumped Rubbish
50
45
40
35
30
25
20
15
10
5
0
16 36 21 18 28 17 17 14 34 28 14 9 22 17 44 31 19 16 43 39 38 31 43 39
Reported Resolved
Jul-18 Aug-18 Sep-18 Oct-18 Nov-18 Dec-18 Jan-19 Feb-19 Mar-19 Apr-19 May-19 Jun-19


Environment: Needs Mowing
50
45
40
35
30
25
20
15
10
5
0
7 24 8 1 8 6 16 4 20 3 7 2 14 3 23 6 15 2 39 10 32 13 46 31
Reported Resolved
Jul-18 Aug-18 Sep-18 Oct-18 Nov-18 Dec-18 Jan-19 Feb-19 Mar-19 Apr-19 May-19 Jun-19

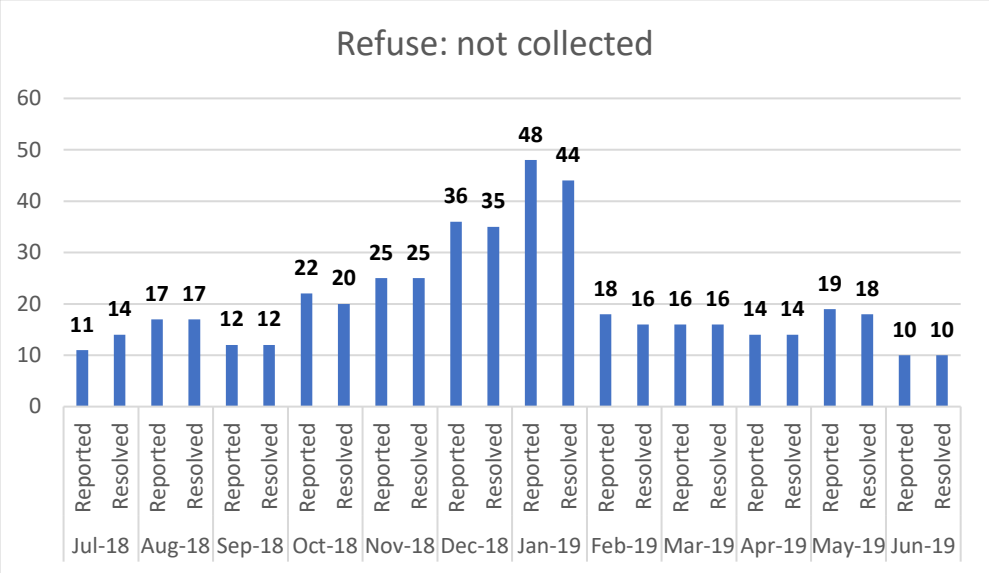

Environment: Fallen Tree
25
20
15
10
5
0
7 20 8 6 5 3 20 15 15 7 6 5 4 4 7 4 7 2 3 1 11 3 5 2
Reported Resolved
Jul-18 Aug-18 Sep-18 Oct-18 Nov-18 Dec-18 Jan-19 Feb-19 Mar-19 Apr-19 May-19 Jun-19

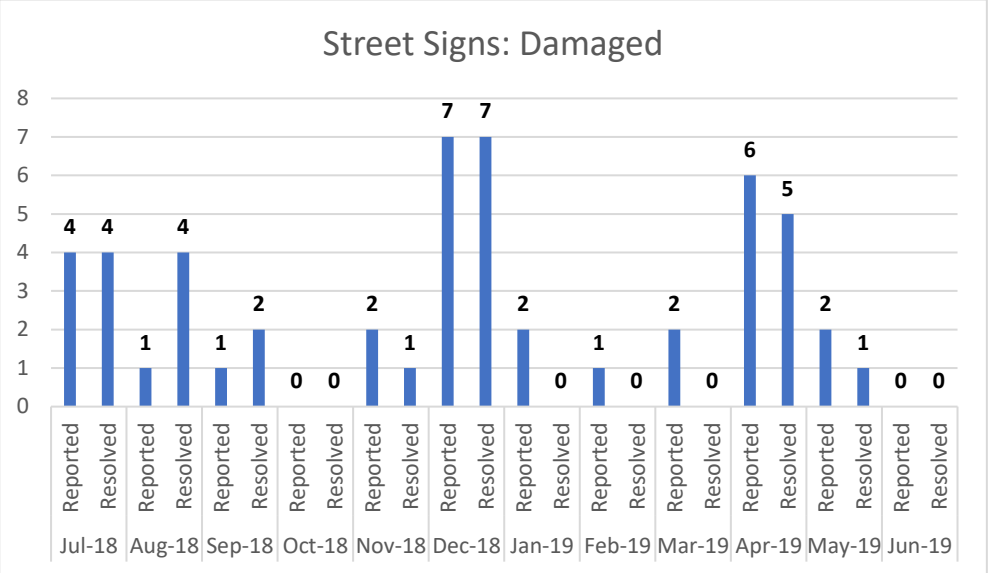


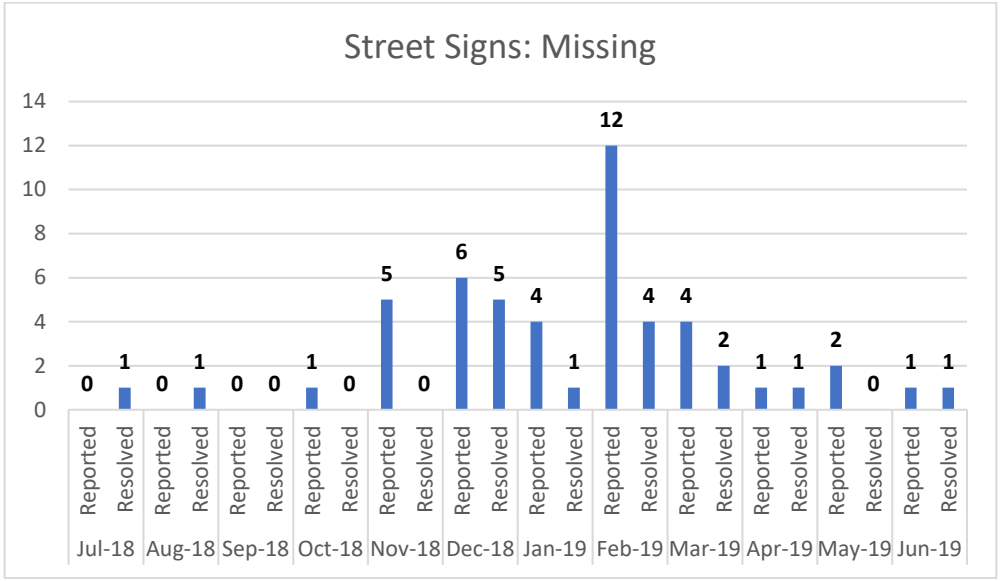


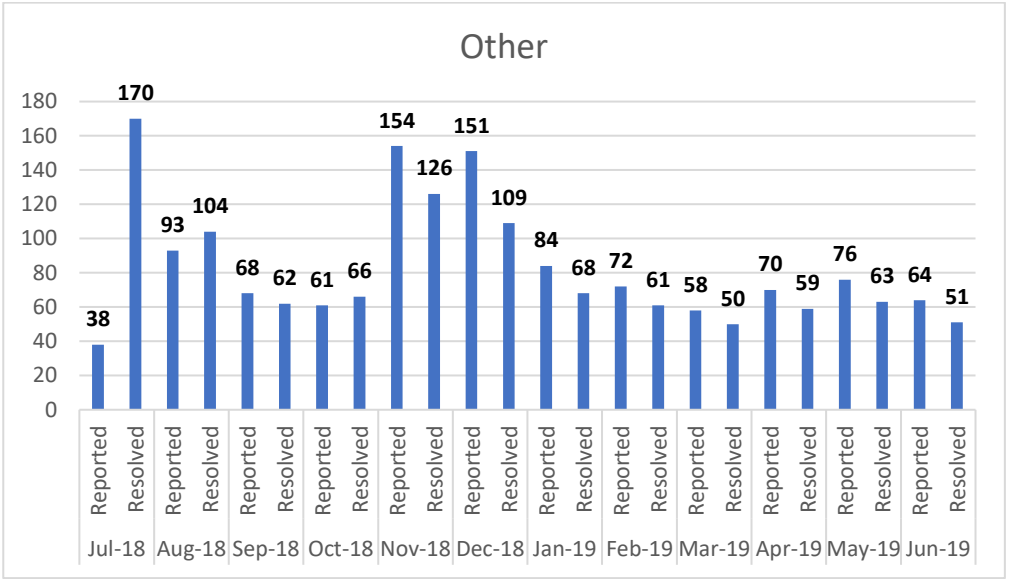
* Most recorded Environment service delivery requests and resolved are "Environment: Dumped Rubbish".

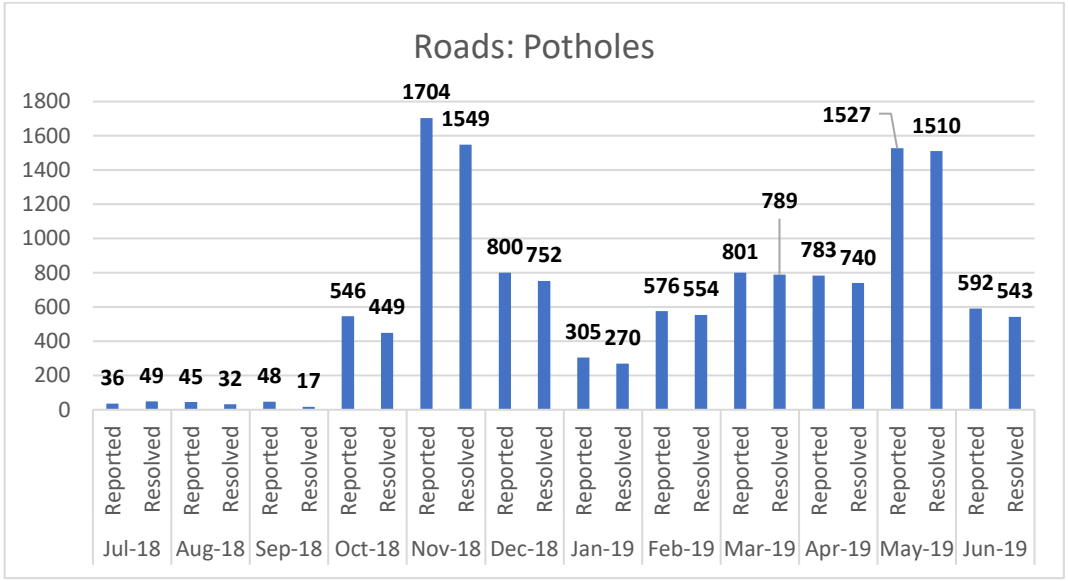
vii) OTHER SERVICE DELIVERY REQUESTS REPORTED AND RESOLVED – JULY 2018 – JUNE 2019

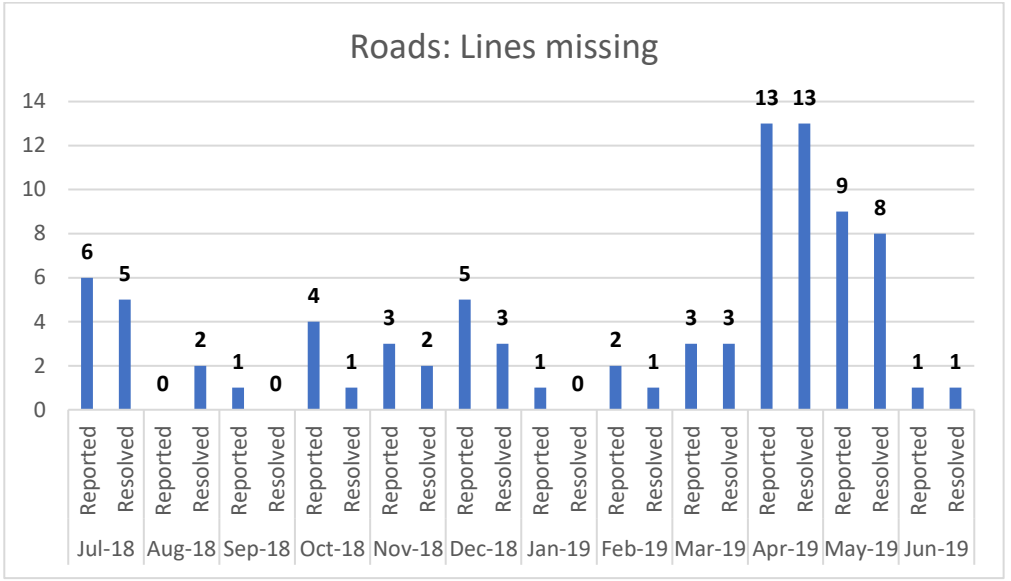





Street Signs: Missing
14
12
10
8
6
4
2
0
0 1 0 1 0 0 1 0 5 0 6 5 4 1 12 4 4 2 1 1 2 0 1 1
Reported Resolved
Jul-18 Aug-18 Sep-18 Oct-18 Nov-18 Dec-18 Jan-19 Feb-19 Mar-19 Apr-19 May-19 Jun-19


Other
180
160
140
120
100
80
60
40
20
0
38 170 93 104 68 62 61 66 154 126 151 109 84 68 72 61 58 50 70 59 76 63 64 51
Reported Resolved
Jul-18 Aug-18 Sep-18 Oct-18 Nov-18 Dec-18 Jan-19 Feb-19 Mar-19 Apr-19 May-19 Jun-19

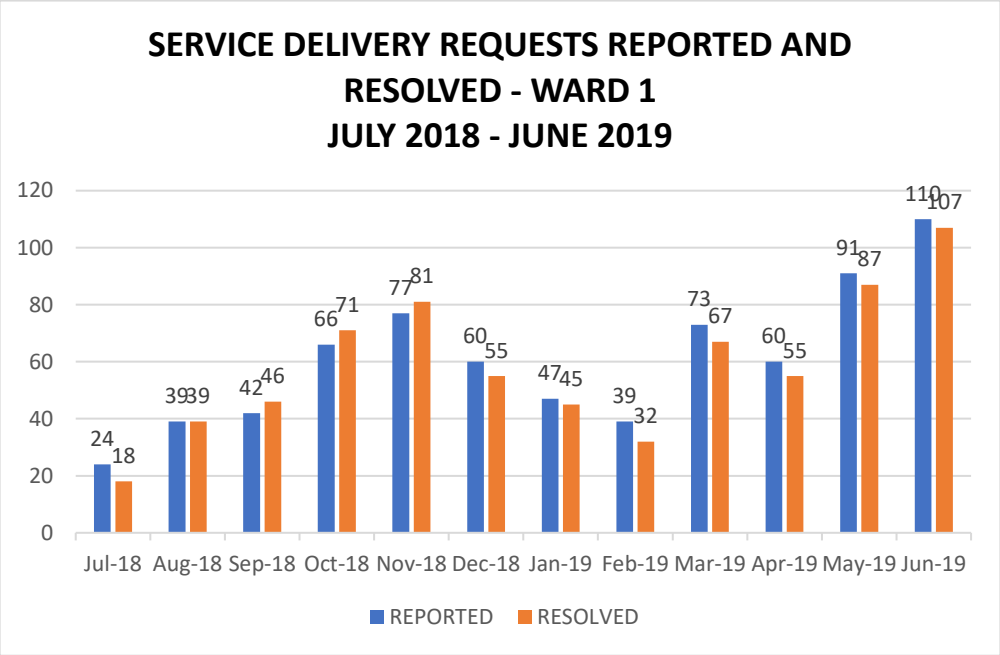




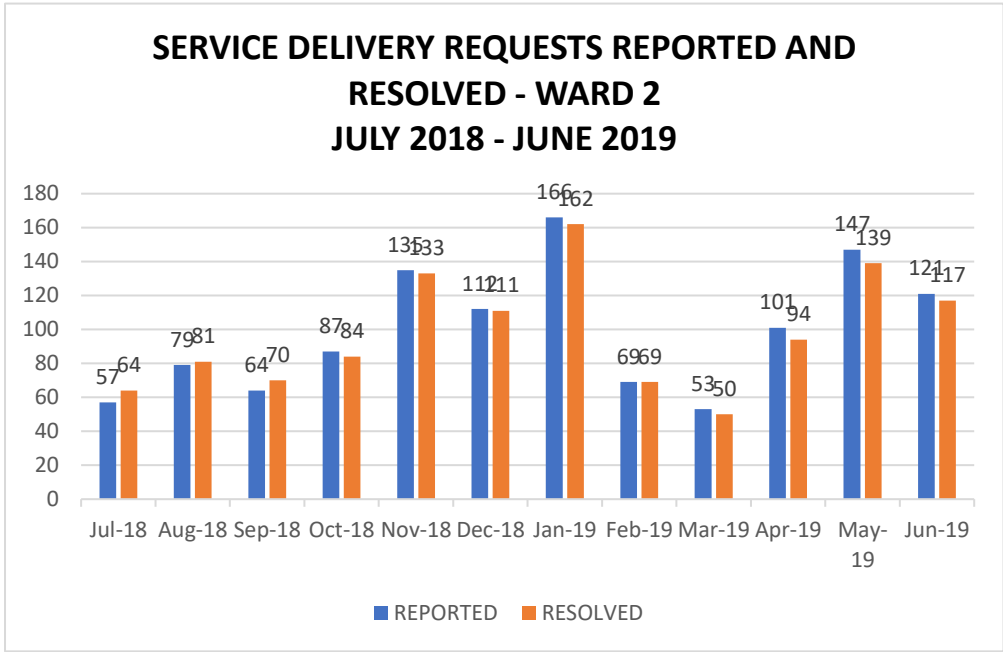
Most recorded Roads service delivery requests and resolved are "Roads: potholes".

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

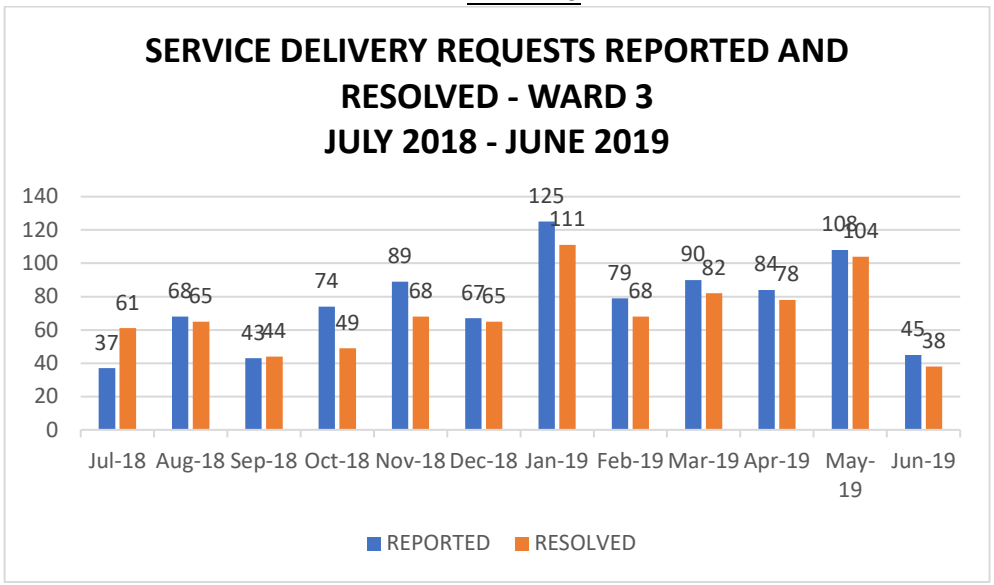
WARD 1



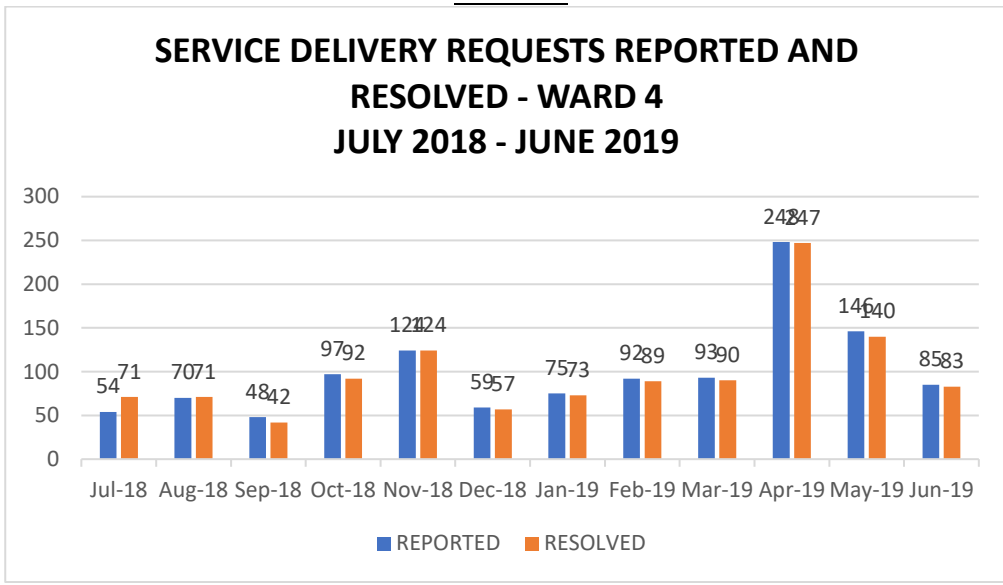
WARD 2



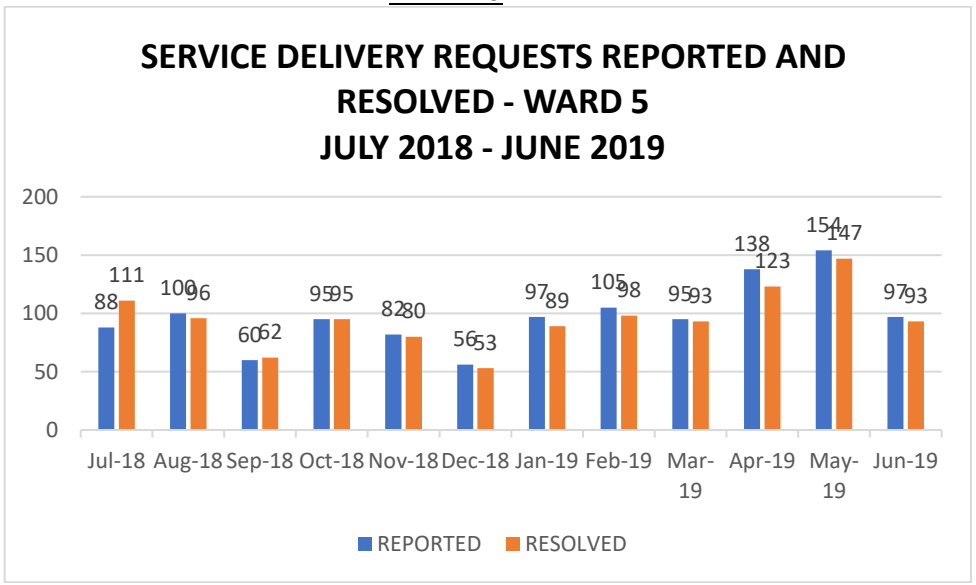
WARD 3



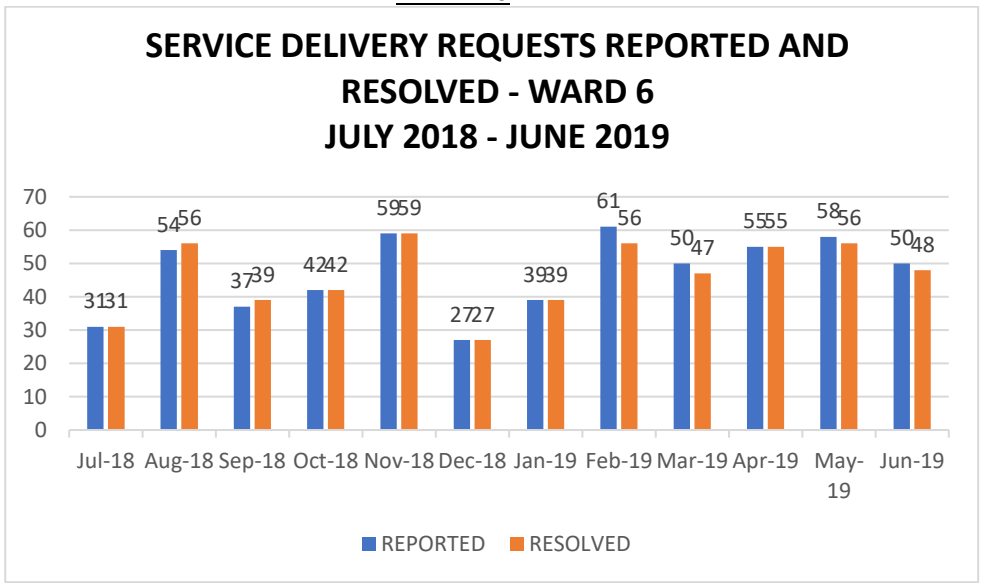
WARD 4



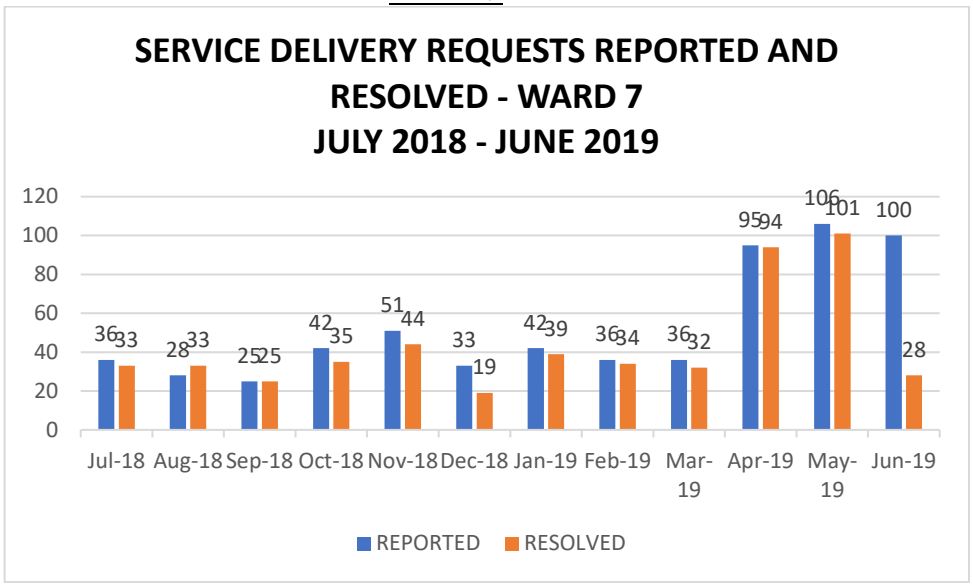
WARD 5



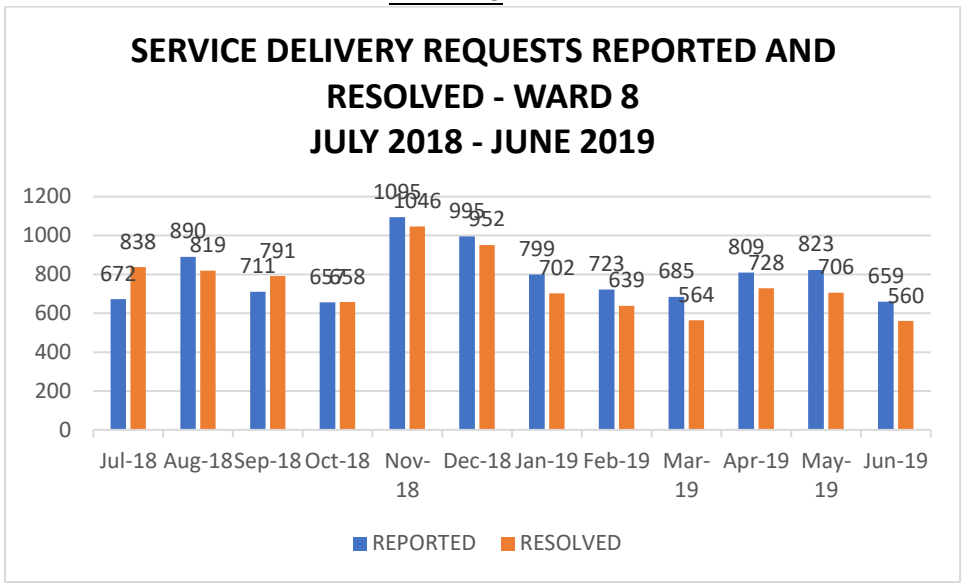
WARD 6



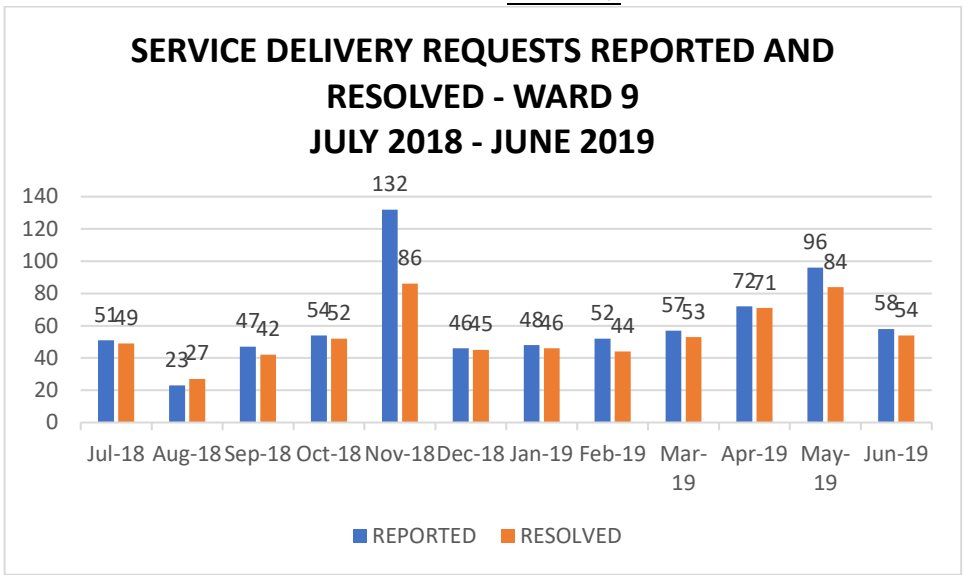
WARD 7


SERVICE DELIVERY REQUESTS REPORTED AND RESOLVED - WARD 7
JULY 2018 - JUNE 2019
120
100
80
60
40
20
0
36 33
28 33
25 25
42 35
51 44
33 19
42 39
36 34
36 32
95 94
106 101
100 28
Jul-18
Aug-18
Sep-18
Oct-18
Nov-18
Dec-18
Jan-19
Feb-19
Mar-19
Apr-19
May-19
Jun-19
REPORTED
RESOLVED

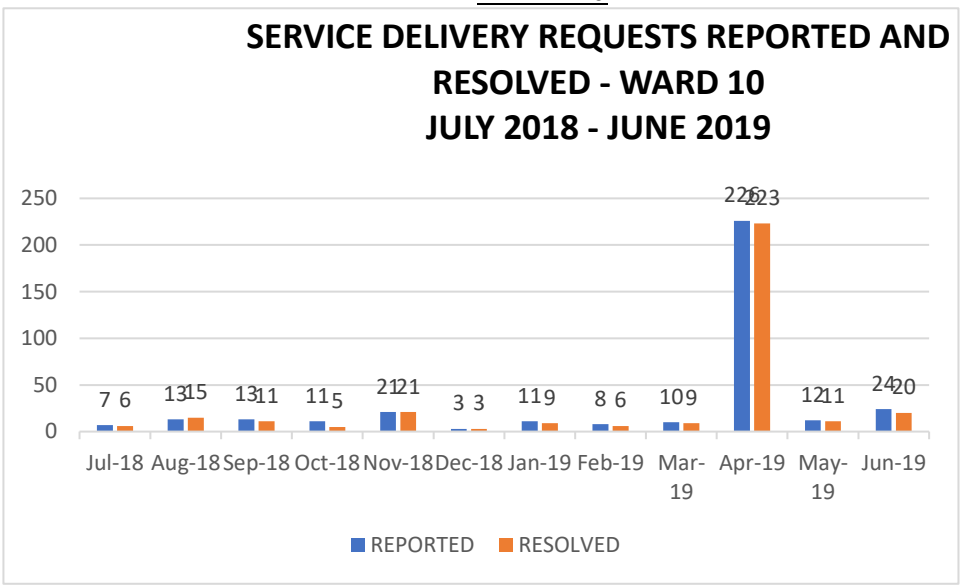
WARD 8


SERVICE DELIVERY REQUESTS REPORTED AND RESOLVED - WARD 8
JULY 2018 - JUNE 2019
1200
1000
800
600
400
200
0
672 838
890 819
711 791
656 658
1095 1046
995 952
799 702
723 639
685 564
809 728
823 706
659 560
Jul-18
Aug-18
Sep-18
Oct-18
Nov-18
Dec-18
Jan-19
Feb-19
Mar-19
Apr-19
May-19
Jun-19
REPORTED
RESOLVED

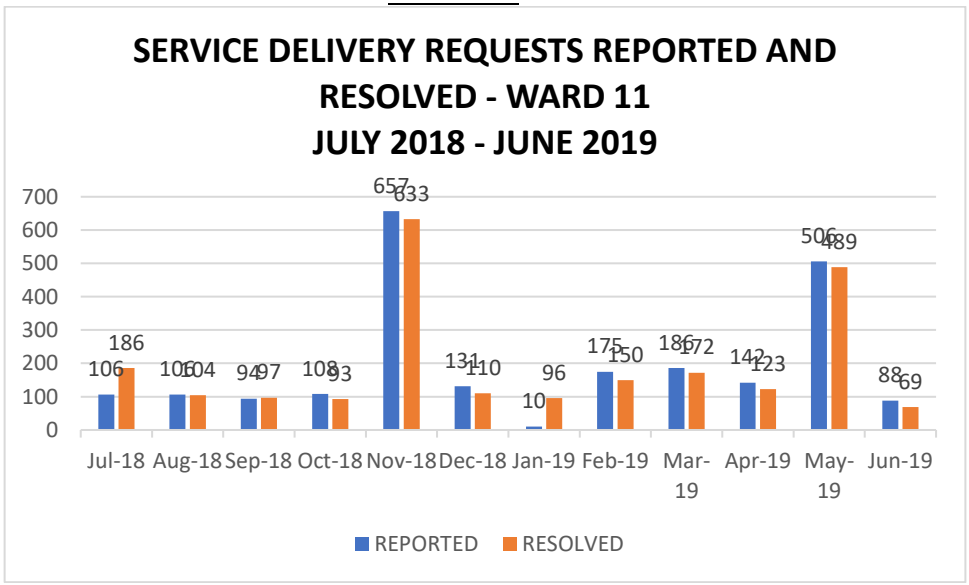
WARD 9



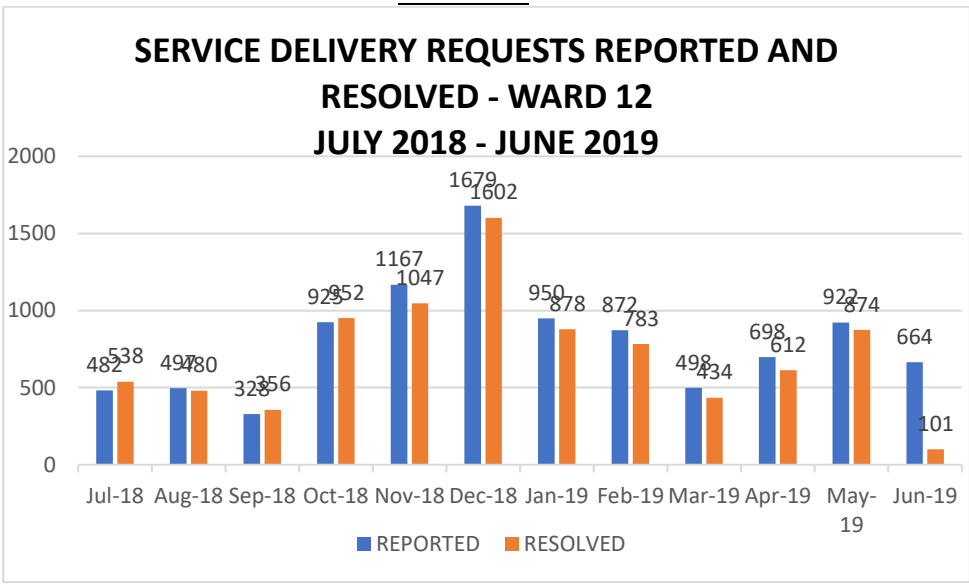
WARD 10



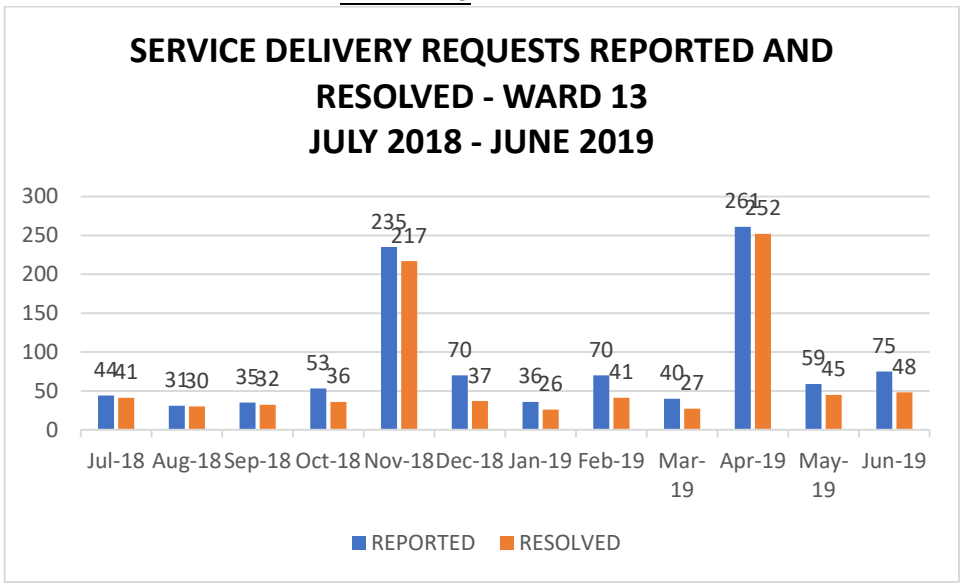
WARD 11



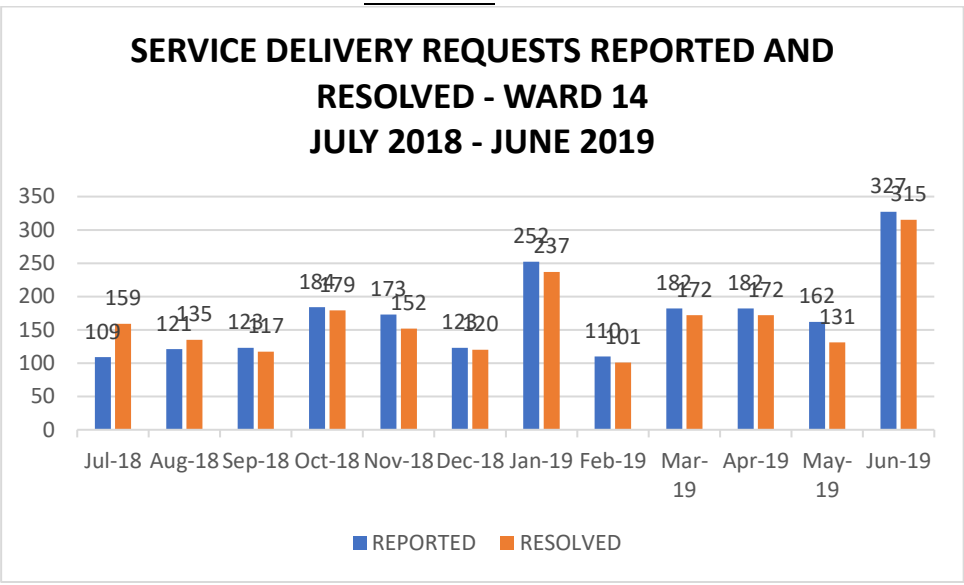
WARD 12



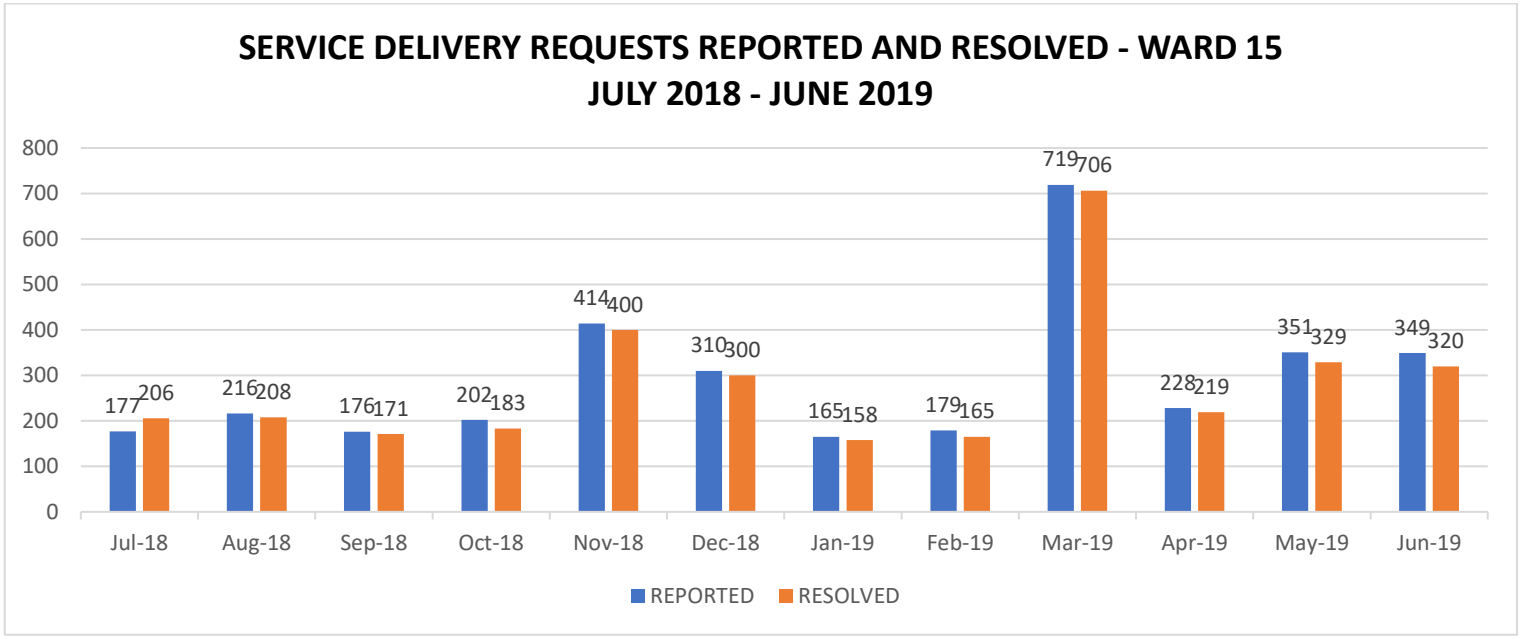
WARD 13



WARD 14



WARD 15


SERVICE DELIVERY REQUESTS REPORTED AND RESOLVED - WARD 15
JULY 2018 - JUNE 2019
800
700
600
500
400
300
200
100
0
177 206
216 208
176 171
202 183
414 400
310 300
165 158
179 165
719 706
228 219
351 329
349 320
Jul-18
Aug-18
Sep-18
Oct-18
Nov-18
Dec-18
Jan-19
Feb-19
Mar-19
Apr-19
May-19
Jun-19
REPORTED
RESOLVED

3. Comments by Directorates

3.1 Director: Corporate Services

The comparative report is noted. The report presents a valuable overview of trends over the 18/19 financial year.

4. Recommendation:

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

3.2 That service delivery departments study the trends and develop strategies to mitigate the most common issues.

Item prepared by: Senior Auxiliary Officer

Item approved by: Director: Corporate Services

Item noted by: Portfolio Councillor

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANGER

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/MM3**

QUARTERLY MEDIA REPORT – APRIL TO JUNE 2019

1. Purpose

The purpose of the report is to provide an overview of the media coverage received by Kouga Municipality during the last quarter of the 2018/2019 financial year.

2. Background

A professional media monitoring service provider, News clip, has been appointed to monitor all media coverage received by Kouga Municipality nationally.

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

3. Reports

The following reports are attached hereto:

- Annexure A: Media statistics for the period April to June 2019
- Annexure B: Facebook statistics for the period April to June 2019

3. Recommendation

3.1 That the media report for the period April to June 2019 be noted.

Item prepared by: Media Liaison Officer LLRandell

Item approved by: Manager: Office of the Executive Mayor

Item noted by: Executive Mayor

ANNEXURE A: Media statistics for the period April to June 2019

MEDIA LIAISON & WEBSITE				
MONTH	**Media releases**	**Media queries**	**Radio/TV interviews**	**Web releases**
APRIL	33	6	6	25
MAY	24	8	3	24
JUNE	24	9	5	15

MEDIA VALUE AS PER NEWSCLIP MEDIA MONITORING TOOL		
APRIL	**MAY**	**JUNE**
1 Apr 2019 - 30 Apr 2019	1 May 2019 - 31 May 2019	1 Jun 2019 - 30 Jun 2019
Total A.V.E.: R 8 609 205.08	**Total A.V.E.:** R 8 077 891.38	**Total A.V.E.:** R 6 733 057.57
Clip Count: 389	**Clip Count:** 416	**Clip Count:** 336
Part Count: 425	**Part Count:** 425	**Part Count:** 341

MISCELLANEOUS		
APRIL	**MAY**	**JUNE**
J'Bay Beach Carnival ***** Touch rugby, beach netball, soccer, Easter kids programme **Mayor's Cup** ***** Volleyball, Cricket & Golf **Wheelie bin roll-out** ***** Flyers (Eng, Afr & isi Xhosa)	**Election support:** * Voting stations **Mayor's Cup** ***** Netball **Heilbronn Tourism student visit** * Sustainable Tourism site visits **Annual Budget Speech**	**Youth Dialogues:** * Radio dialogues on Oasis FM **JBay Makiti:** * On-line event listings **Aloe Cup & Open Bowls Tourney:** * Welcoming messages **Link licence discs** * Distributed at municipal offices

ANNEXURE B: FACEBOOK REPORT FOR THE PERIOD APRIL 2019 TO JUNE 2019							
Month	**New Likes**	**Total Likes**	**Posts**	**Posts with highest reach**			**Total reach (all posts)**
				Description	**Date**	**Reach**	
OCT	240	6799	43	1. More than R150-m for drought relief	18	11200	117 884 or 3 802/day
				2. Fire warning – fire risk high	30	8 800	
				3. Speaker gives thanks at prayer day	13	6 200	
NOV	224	7023	47	1. Kouga firefighters helping in Tsitsikamma	4	14 700	168 200 or 5 606/day
				2. Tsitsikamma fire update	4	9 700	
				3. Eskom loadshedding stage 2	30	9 500	
DEC	1 129	8152	115	1. St Francis fire video footage	18	108 600	689 396 or 22 238/day
				2. St Francis evacuation alert	18	86 000	
				3. Holiday bliss at Jeffreys Bay (video)	26	38 100	
JAN	171	8323	21	1. Vacancy – committee clerk	7	11 000	69 816 or 2 252/day
				2. St Francis Cove/Khoi controversy	4	6 000	
				3. Hankey Traffic Office 2-week closure	21	5 300	
FEB	351	8674	37	1. No loadshedding	15	12 000	169 200 or 6 042/day
				2. Rotational loadshedding	10	10 000	
				3. Register for free lifeguard training	4	9 000	
MARCH	381	9055	72	1. Aston Bay Road upgrade	27	11 000	278 831 or 8 995/day
				2. Loadshedding Stage 1	14	10 500	
				3. Loadshedding update	21	8 900	
APRIL	116	9171	81	1. Patensie – East Cape Town of Year	14	17 700	255 100 or 8 503/day
				2. Vacancies	24	12 500	
				3. Voluntary bush-clearing drive	13	7 000	
MAY	139	9310	48	1. Missing prospective beneficiaries Ocean View housing	24	11 800	177 900 or 5 738/day
				2. Seekoei breach – stay clear	13	9 900	
				3. Planned power outage at Hdorp 15 May	13	8 000	
JUNE	237	9547	49	1. Severe weather warning	5	35 700	234 311 or 7 810/day
				2. Vandals target new Hdorp sidewalks	28	12 200	
				3. No cash payments at caravan parks	3	10 700	

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/MM4**

INSTITUTIONAL PERFORMANCE REPORT: 2019/20 FINANCIAL YEAR: PERIOD 1 JULY 2019 TO 30 SEPTEMBER 2019

1. Introduction

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

2. Institutional Performance Report

The Institutional Performance Report reflects progress made with the implementation of the 2019/20 Institutional Service Delivery and Budget Implementation Plan over the first quarter of the 2019/20. The report is attached hereto.

3. Comment

The Implementation of the procurement plan has been included in the SDBIP and performance agreements to ensure improved oversight on project implementation and expenditure.

The Implementation Report is arranged per Directorate to allow ease of oversight per Directorate.

4. Recommendation

4.1 That the content of the Quarter 1 Institutional Performance Report on the implementation of the 2019/20 Service Delivery and Budget Implementation Plan for the period 1 July 2019 to 30 September 2019 be noted.

Item prepared by: **Manager: Performance Management Systems**

DIRECTORATE FINANCE: PROCUREMENT PLAN IMPLEMENTATION: CAPITAL PROJECTS

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
FINANCE													
Filing system (SCM)	CFO	CP54	350 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		90%			
Q1	Specifications served at BSC on 14 August 2019.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Tender closed 30 Sept 2019					17/7/19	14/08/19	30/10/19					
Q3													
Q4													
Shelving (SCM)	CFO	CP54	200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions- Funds to be used for other assets						-	-	-		90%			
Q1								Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q2													
Q3													
Q4						-		27/9/19		29/11/19			
Containers (SCM)	CFO	CP096	100 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		90%			
Q1	Specifications served at BSC on 6 September 2019.					Item submitted to BSC		Item submitted to BSC					
Q2	Tender closed 10 Oct 2019- advertised as RFQ							Leading Department Tender evaluation report submitted to SCM					
Q3													
Q4						23/07/2019		4/11/2019					

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
WIFI Solution	CFO	PC019	250 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		45%		45%	
Q1						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Tender closes on 28 Oct 2019					30/08/19		5/12/2019					
Q3													
Q4													
End User Endpont Software	CFO	CP075	600 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		90%			
Q1	Tender closed 30 Sept 2019					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						30/8/19		15/11/19					
Vehicle	CFO	CP21	300	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		90&			
Q1	Tender closed 1 July 2019					Leading Department Tender evaluation report submitted to SCM							
Q2	To be awarded by end of Oct 2019												
Q3													
Q4						17/07/2019							

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual

DIRECTORATE FINANCE: PROCUREMENT PLAN IMPLEMENTATION: OPERATIONAL

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Street Light Poles	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		30%		30%		30%	
Q1	Awarded at BAC on 19 Sept 2019 3year contract as and when required					Item submitted to BSC. Leading Dept Report submitted to SCM							
Q2													
Q3													
Q4						- 30/07/2019				-		-	
Air conditioners	CFO	OP1	Institutional	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		30%		30%		30%	
Q1	Awarded at BAC on 26 July 2019 3year contract as and when required					Leading Department Tender evaluation report submitted to SCM							
Q2													
Q3													
Q4						21/07/2019				-		-	
Polythene Refuse Bags	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		45%		45%	
Q1								tem submitted to BSC		Leading Department Tender evaluation			
Q2													

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q3	To be advertised in 2020 due to closure of businesses									report submitted to SCM			
Q4								1/11/2019		19/03/20		-	
Tyres and tubes	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	30%		30%		30%	
Q1								Item to be submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q2	Tender will only be advertised in 2020 due to closure of businesses												
Q3													
Q4								1/11/19		19/03/20		-	
Protective Clothing 2P overalls	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	30%		30%		30%	
Q1	Awaiting feedback from Occupational Health Section							tem submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q2	Tender will only be advertised in 2020 due to closure of businesses												
Q3													
Q4								1/11/19		19/03/20		-	
Valves and Pipes	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		45%		45%	
Q1								tem submitted to BSC				Leading Department Tender evaluation report submitted to SCM	
Q2	Tender will only be advertised in 2020 due to closure of businesses												
Q3													
Q4						-		8/11/2019				16/4/20	
Disinfectant Dip	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		45%		45%	
Q1								tem submitted to BSC				Leading Department Tender evaluation	
Q2	Tender will only be advertised in 2020 due to closure of businesses												

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q3												report submitted to SCM	
Q4						-		8/11/2019				16/4/20	
Road Marking Paint	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		45%		45%	
Q1								tem submitted to BSC				Leading Department Tender evaluation report submitted to SCM	
Q2	Tender will only be advertised in 2020 due to closure of businesses												
Q3													
Q4						-		8/11/19				16/4/20	
Stationary	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		45%		45%	
Q1								tem submitted to BSC				Leading Department Tender evaluation report submitted to SCM	
Q2	Tender will only be advertised in 2020 due to closure of businesses												
Q3													
Q4						-		5/11/19				30/4/20	
Water Meters	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		45%		45%	
Q1								tem submitted to BSC				Leading Department Tender evaluation report submitted to SCM	
Q2	Tender will only be advertised in 2020 due to closure of businesses												
Q3													
Q4						-		15/11/19				8/5/20	
Consumables	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-					
Q1								tem submitted to BSC				Leading Department Tender evaluation	
Q2	Tender will only be advertised in 2020 due to closure of businesses												
Q3													

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
												report submitted to SCM	
Q4						-		15/11/19				8/5/20	
Oil and grease	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		45%		45%	
Q1								tem submitted to BSC				Leading Department Tender evaluation report submitted to SCM	
Q2													
Q3	Tender will only be advertised in 2020 due to closure of businesses												
Q4						-		22/11/19				22/5/20	
Water Fittings	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-		45%		45%	
Q1								tem submitted to BSC				Leading Department Tender evaluation report submitted to SCM	
Q2													
Q3	Tender will only be advertised in 2020 due to closure of businesses												
Q4								22/11/19		-		22/05/20	
Safety Gear	CFO	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-	-	-				45%	
Q1	Awaiting feedback from Occupational Health Section							tem submitted to BSC				Leading Department Tender evaluation report submitted to SCM	
Q2													
Q3	Tender will only be advertised in 2020 due to closure of businesses												
Q4								22/11/19				22/5/20	

DIRECTORATE FINANCE: IDP RELATED INDICATORS

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	% compliance with National Treasury reporting calendar	100%		100%	100%	100%		100%		100%		100%	100%
Comment and corrective actions	Q1	100%														
	Q2															
	Q3															
	Q4															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Number of Annual Financial Statements submitted to the AG by 30 August 2020	1		1	1	-		-		-		1	1
Comment and corrective actions	Q1	1														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Number of draft budgets submitted by 31 March 2020	1		-	-	-		-		1		1	1
Comment and	Q1	No target for Q1														
	Q2															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
corrective actions	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Number of final budgets submitted to Council for approval by 31 May 2020	1		-	-	-		-		1		1	1
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Number of draft adjustment budgets submitted to the MM and Portfolio Councilor by 15 December 2019	1		-	-	1		-		-		-	-

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	Number of Budget Monitoring Committee Meetings	10		2	0	3		3		2		-	-
Comment and corrective actions	Q1	No meetings held														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to	Liquidity Ratio	1:1		1:1	2.47	1:1		1:1		1:1		-	1:1

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			ensure legislative compliance													
	Q1	2.47														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SD6.1 Ensure compliant Budgeting and reporting	Number of un-qualified audit opinions by the AG	1		-	-	1		-		-		Un-Qualified	Un-Qualified
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3															
	Q4															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.2 To administer the recording, authorization, executing and reporting of expenditure transactions	% of creditors paid within 30 Days of receipt of Invoice	100%		100%	50%	100%		100%		100%			198%
Comment and corrective actions	Q1	50%														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	% revenue collection rate between revenue raised and revenue collected	96%		96%	85.12%	96%		96%		96%		94%	94%
Comment and corrective actions	Q1	85.12%														
	Q2															
	Q3															
	Q4															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of VAT Recovery service providers appointed by 30 September 2019	1		1	0	-		-		-		-	-
Comment and corrective actions	Q1	Not appointed														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Debt Collection Service Providers appointed by 30 October 2019	1		-	-	1		-		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3															
	Q4															

DIRECTORATE			**FINANCE**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of handovers to Debt Collector of debt exceeding 90 days	6		1	0	2		2		1		-	-
Comment and corrective actions	Q1	No handovers done														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Debt Collection Meetings	4		1	12	1		1		1		-	-
Comment and corrective actions	Q1	12 meetings														
	Q2															
	Q3															
	Q4															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Revenue Enhancement Strategy Meetings	6		1	1	2		2		1		-	-
Comment and corrective actions	Q1	1 meeting														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Revenue Collection Monitoring Meetings	8		2	1	2		2		2		-	-
Comment and corrective actions	Q1	1 Meeting														
	Q2															
	Q3															
	Q4															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	% of indigent residents as per Indigent register with access to free basic services	100%		100%	100%	100%		100%		100%		100%	100%
Comment and corrective actions	Q1	100%														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Indigent Registration Drives	1		-	0	-		1		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3															
	Q4															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Indigent Steering Committee Meetings	4		1	1	1		1		1		-	-
Comment and corrective actions	Q1	1 Meeting														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	1st Phase implementation of ERP Solution project by 30 June 2020	1		-	-	-		-		1		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	Number of ERP Project Managers appointed by 30 September 2019	1		-		1		-		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	% Up-Time of the ICT System	98%		98%	98%	98%		98%		98%		-	-
	Q1	98%														

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	Number of ICT Steering Committee Meetings	6		1	3	2		2		1		2	4
Comment and corrective actions	Q1	3 Meetings held														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support	% of ICT Policies reviewed by 30 November 2019	100%		-		100%		-		-		-	100%

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			services in terms of the ICT Strategy and Policy													
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	Number of ICT reports submitted to Finance Portfolio Committee	6		1	3	2		2		1		6	6
Comment and corrective actions	Q1	3 ICT reports submitted														
	Q2															
	Q3															
	Q4															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.4 To plan, coordinate and render ICT services to the municipality to ensure efficient operations and support services in terms of the ICT Strategy and Policy	Number of ICT Software application and cost reports submitted to the Finance Portfolio Committee	6		1	3	2		2		1		-	-
Comment and corrective actions	Q1	3 Reports submitted														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	% compliance with Procurement Plan	90%		90%	27.7%	90%		90%		90%			90%
	Q1	27.7% Compliance with procurement plan														
	Q2															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q3															
	Q4															
Finance	All Directors	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	% Capital Budget Expenditure	95%%		5%	8.25%	25%		40%		30%		73%	90%
Comment and corrective actions	Q1	8.25% Capital budget expenditure														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	Number of days for the processing of requisitions	5		5	5	5		5		5		-	-

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q1	5 Days for processing of requisitions														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	Number of working days for the evaluation of 7 day notices	7		7	3	7		7		7		-	-
Comment and corrective actions	Q1	3 days														
	Q2															
	Q3															
	Q4															
Finance	All Directors	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand,	Number of days for the preparation of tender reports by leading departments	30		30	30	30		30		30		-	-

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			acquisition, logistics and disposal management	from closing date of tender												
Comment and corrective actions	Q1	Done within 30 days														
	Q2															
	Q3															
	Q4															
Finance	All Directors	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	Number of days for the adjudication of tender from closing date	100		100	80	100		100		100		-	-
Comment and corrective actions	Q1	80 days for adjudication of tender from closing date														
	Q2															
	Q3															
	Q4															

DIRECTORATE			**FINANCE**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	All Directors	Financial Viability and Management	SOD 6.5 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, logistics and disposal management	Number of meetings on the implementation of the procurement plan	6		1	2	2		2		1		-	-
Comment and corrective actions	Q1	2 Meetings on implementation of procurement plan														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.6 To manage supply chain management services to ensure proper systems, policies and procedures and control for demand, acquisition, assets and disposal management	Number of reports submitted on dysfunctional and redundant movable assets to be disposed of submitted to Council by 31 August 2019	1		1	0	-		-		-		1	-
Comment and	Q1	No reports submitted														
	Q2															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
corrective actions	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of Municipal land audits conducted by 31 December 2019	1		-		1		-		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of municipal land registers completed by 31 December 2019	1		-	1	1		-		-		-	-
Comment and corrective actions	Q1	No target for Q1 but Land register completed														
	Q2															
	Q3															
	Q4															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of meetings of the Land Advisory Committee	6		2	1	1		2		1		-	-
Comment and corrective actions	Q1	1 Meeting of Land Advisory Committee														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of service providers appointed for the insurance of municipal assets by 30 October 2019	1		-		1		-		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3															
	Q4															

DIRECTORATE			**FINANCE**		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of reports on insurance claims submitted to Finance Portfolio Committee (Bi-Monthly reports)	6		1		2		2		1		-	-
Comment and corrective actions	Q1	No reports submitted														
	Q2															
	Q3															
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	% of insurance claims finalized within 90 days of incident	100%		100%	80%	100%		100%		100%		-	-
Comment and corrective actions	Q1	80% claims finalized within 90 days														
	Q2															
	Q3															
	Q4															

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Update and validate all municipal lease agreements by 31 December 2019	1		-		1		-		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3															
	Q4															

DIRECTORATE INFRASTRUCTURE AND ENGINEERING: PROCUREMENT PLAN IMPLEMENTATION: CAPITAL PROJECTS

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
INFRASTRUCTURE AND ENGINEERING													
Machinery and Equipment	Dir I&E	PC1002	330 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		-		90%	
Q1	Purchasing Items on quotation basis									Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q2													
Q3													
Q4						-		-		10/01/20		20/03/20	
Q4													
Vehicles	Dir I&E	CP21	2 600 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		45%		45%			
Q1	Tender 19/2019 awarded – Awaiting TLB Delivery. Written Notice to deliver within 7 days as per Tender requirements					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						28/6/19		11/10/19					
Energy and Demand Side Management	Dir I&E	PC1002	3 478 261	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		-		0%	
Q1	Tender advertised 14 August, closed 06th September 2019. Evaluation stage currently.									Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q2													

Capital Budget Item		Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
							30/09/19		31/12/19		31/3/20		30/06/20	
							Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q3							-		-		14/08/2019		17/10/19	
Q4														
New overhead lines 66kv overheadlines(Jbay to Melk		Dir I&E	PC1008	1 800 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions							-		25%		50%		15%	
Q1	Tender documents had to be adjusted to comply with Eskom's new specifications. A site meetings was held on the 08/10/19 between Kouga and Eskom to clarify issues on site. Eskom required new structure designs and height measurements. Document to be ready by 25/10/19						Item forecast to be submitted to BSC 25/10/19		Leading Department Tender evaluation report submitted to SCM					
Q2							-		-		-		-	
Q3														
Q4														
Upgrading of the Ses Vista Wastewater Treatment Wo		Dir I&E	PC608	15 859 937	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions							25%		25%		30%		10%	
Q1	R 4,495,450.30 certified for payment end Sept 2019Only R 1 452,837.06 PD) Procurement concluded prior years.						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2														
Q3														
Q4							-		-		-		-	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Upgrading of Gravel Roads in Jeffreys Bay	Dir I&E	PC075	363 655	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		25%		55%	
Q1								Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q2													
Q3													
Q4						-		3/09/19		13/01/20			
Patensie Sewage Package Plant	Dir I&E	PC011	4 429 441	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		35%		55%	
Q1						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						28/06/19		11/10/19		-		-	
Upgrade Sanitation System Old Hankey	Dir I&E	PC012	434 783	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		-		90%	
Q1										Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q2													
Q3													
Q4						-		-		15/01/20		30/03/20	
LV Networks (Informal Areas, Electrification/illegal	Dir I&E		1 000 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		10%		45%		35%	
Q1	Tender currently advertised, closing 24/10/2019					Item submitted to BSC							

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q2								Leading Department Tender evaluation report submitted to SCM					
Q3													
Q4						25/7/19		06/09/19					
Pump Station Capital	Dir I&E	CP37	750 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		10%		80%	
Q1								Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q2													
Q3													
Q4								17/10/19		13/1/20			
Security Camera	Dir I&E	PCA002	200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		45%		45%		-	
Q1	In Process of obtaining quotes					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						19/7/19		30/9/19					
Fencing of Jeffreys Bay and Kruisfontein Reservoir	Dir I&E	PC506	1 500 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		-		90%	
Q1	Orders No 109682 issued 17/09/2019 for fencing of Loerie Reservoir Order No 109681 issued 17/09/2019 for fencing Jeffreys Bay Reservoir									Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q2													
Q3													
Q4						-		-		20/1/20		23/3/20	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Roads Capital	Dir I&E		1 500 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		45%		45%	
Q1						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						26/7/19		30/10/19					
Bucket Eradication Programme	Dir I&E	PC1015	2 300 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		-		90%	
Q1	Tender 49/2019 for the Supply and Delivery of Mobile Ablution Facilities awarded on 27 June 2019. Order no 1086600 was issued on 31/07/2019 for two units, with was delivered on 5 Aug 2019 for purpose to familiarise ward Cllr.									Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q2													
Q3													
Q4						-		-		6/3/20		29/5/20	
St Francis bulk main outfall sewer	Dir I&E	PC014	500 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		35%		55%	
Q1								Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q2													
Q3													
Q4						-		17/10/19		13/12/19		-	
Sewer REPLACE OLD PUMPS	Dir I&E	PC015	750 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Comment and corrective actions						-		-		35%		55%	
Q1						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3						20/9/19		13/12/19		-		-	
Q4													
Electrical replacement of old and dangerous switch gear Saffery Sub station Humansdorp	Dir I&E	PC004	2 000 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		10%		40%		30%	
Q1	Tender not ready at this stage, Kenneth seeking specifications to proceed.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						15/11/19		18/01/19					
Electrical Replacement of old mv cables to main substation Humansdorp	Dir I&E	PC005	1 200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		10%		40%		40%	
Q1						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						08/10/2019		21/11/19					
Electrical supply of tri switches St francis Bay	Dir I&E	PC006	200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		10%		80%		-	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q1						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2						16/8/19		18/10/19					
Q3													
Q4													
Electrical Supply auto recloser St Francis Bay	Dir I&E	PC007	400 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		30%		60%	
Q1								Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q2													
Q3													
Q4						-		31/10/19		24/1 /20			
Electrical Mini sub station 22 000/11000/400 St Francis Bay	Dir I&E	PC008	700 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		90%		-	
Q1						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						27/7/19		18/10/19		-		-	
Electrical 5 MV 22000/11000 transformer	Dir I&E	PC009	1 400 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		-		90%	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q1	Tender to be prepared for submission 29/11/2019							Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q2						-		29/11/19		13/3/20		-	
Q3													
Q4													
Electrical Oil circuit breakers replacement with vacuum or gas breakers	Dir I&E	PC0010	800 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		35%		55%	
Q1	Tender to be prepared for submission to BSC 2019					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						01/11/19		19/12/20					
Purchase storage containers (3)	Dir I&E	CP096	200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		-		90%	
Q1										Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q2													
Q3													
Q4						-		-		10/1/20		1/3/20	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
KwaNomzamo Wastewater Treatment Works	Dir I&E	PC010	8 695 652	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		35%		55%	
Q1	Consultant appointed on 2 Aug 2019. Conditional assessment of existing works undertaken and report received 13/09/2019. Draft tender document received 8 Oct 2019.Discussion re tender document between KM and Prof Service provider held on 10 Oct 2019. Tender document envisage to BSC 18 Oct 2019.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2						31/10/19		24/1/20					
Q3													
Q4													
Humansdorp, Kruisfontein and Ocean View Electrification	Dir I&E	PC003	5 219 130	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		10%		30%		50%	
Q1						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						16/08/19		1710/19					
High Mast Lights	Dir I&E	CP1999	1 200 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Comment and corrective actions						-		10%		75%		5%	
Q1	Tender currently advertised and closing 22/10/19					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						20/09/19		05/11/19					

DIRECTORATE INFRASTRUCTURE AND ENGINEERING: IDP RELATED INDICATORS

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% households in formal residential areas with Access to potable Water	100%		100%	100%	100%		100%		100%		100%	100%
Comment and corrective actions	Q1	**100%**														
	Q2															
	Q3															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% of informal households within the urban edge with access to water within 200m	100%		100%	100%	100%		100%		100%		100%	100%
Comment and corrective actions	Q1	**100%**														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% of Clinics within the Urban edge have access to water	100%		100%	100%	100%		100%		100%		100%	100%
Comment and corrective actions	Q1	**100%**														
	Q2															
	Q3															
	Q4															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% of Schools within the Urban edge with access to water	100%		100%	100%	100%		100%		100%		100%	100%
Comment and corrective actions	Q1	**100%**														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	Number of Water demand/ conservation management loss reduction programs completed by 31 October 2019	1		1	-	-		-		-		-	-
Comment and corrective actions	Q1	Current WCDM being implemented under drought funded projects														
	Q2															
	Q3															
	Q4															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% water losses	35%		36%	35%	36%		36%		35%		35%	32%
Comment and corrective actions	Q1	35%														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% capital Expenditure on Water Infrastructure Projects	100%		5%	-	25%		40%		30%		95%	100%
Comment and corrective actions	Q1	???														
	Q2															
	Q3															
	Q4															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% Expenditure of water supply infrastructure repairs and maintenance budget	100%		5%	-	25%		40%		30%			
Comment and corrective actions	Q1	???														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	Number of Buckets sanitation converted from Bucket sanitation to a more acceptable level of sanitation (Stofwolk, Thornhill, Sea Vista, Ocean View, Kwanomzamo	1500		-		250		1000		250		0	1500
Comment and	Q1	No target set for Q1. 2 X Mobile ablution facilities delivered in Aug for inspection. Clarity still outstanding (1) if targeted communities will accept these structures (2) as to how these structures will be cl maintained once erected on site.														
	Q2															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
corrective actions	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% of households in formal residential areas with access to Sanitation Services	100%		100%	100%	100%		100%		100%		100%	100%
Comment and corrective actions	Q1	100%														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% of Clinics within the Urban edge with access to Sanitation services	100%		100%	100%	100%		100%		100%		100%	100%
Comment and corrective actions	Q1	100%														
	Q2															
	Q3															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% of schools within the Urban edge with access to Sanitation services	100%		100%	100%	100%		100%		100%		100%	100%
Comment and corrective actions	Q1	100%														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% capital Budget Expenditure on Internally funded Sanitation capital Projects	100%		5%	-	25%		40%		30%		-	100%
Comment and corrective actions	Q1	???														
	Q2															
	Q3															
	Q4															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% expenditure of sanitation infrastructure repairs and maintenance budget	100%		5%	-	25%		40%		30%		-	100%
Comment and corrective actions	Q1	???														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% electricity losses	17%		18%	-	18%		17%		17%		18%	12%
Comment and corrective actions	Q1	Electrical meter inspections continue to curb losses and close down on consumers stealing electricity, the installation of prepaid meters to non-paying consumers. The reviewing of the terms of the prepaic tender. The tender to electrify illegal settlements went out to start with the electrification and to curb losses.														
	Q2															
	Q3															
	Q4															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% formal Residential Households Serviced by Kouga have access to Electrical services	100%		100%	100%	100%		100%		100%		100%	100%
Comment and corrective actions	Q1	The tender for electrification of 200 houses in currently undergoing evaluation. R 6 million was allocated towards this project by DoE on the IMEP program.														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% of clinics within the urban edge have access to electricity	100%		100%	100%	100%		100%		100%		100%	100%
Comment and corrective actions	Q1	100% clinics within the Kouga area are supplied with electricity.														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic	SD 2.2 To manage the provisioning of electrical services	% of schools within the urban edge have access to electricity	100%		100%	100%	100%		100%		100%		100%	100%

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		Service Delivery														
Comment and corrective actions	Q1	100% schools in the Kouga area is supplied with electricity.														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% Capital Budget Expenditure on Internally funded Electrical Infrastructure projects	100%		0%		30%		40%		30%		95%	95%
		R 9 million, internal funding on Capital projects.														
Infrastructure & Engineering	Director I&E	Infrastructure and Basic	SD 2.2 To manage the provisioning of electrical services	% expenditure on DOE grant	100%		5%	-	25%		40%		30%		95%	100%

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		Service Delivery														
Comment and corrective actions	Q1	Tender currently being evaluated, and appointment will be made end of October 2019.														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% expenditure of electrical infrastructure repairs and maintenance budget	100%		5%	48%	25%		40%		30%		95%	100%
Comment and corrective actions	Q1	Maintenance budget has already spent up to 48% due to repairs and vandalism at the ocean view substation and normal service delivery programs.														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic	SOD 2.3 To Manage the construction, repair and	Number of roads master plans	1		-		-		-		1		-	-

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
		Service Delivery	maintenance of roads and storm water systems	developed by 30 June 2020												
Comment and corrective actions	Q1	RRAMS in place. We are in process of following procurement process for a Water Master Plan. Tender document completed.														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	% Capital budget expenditure for the construction of roads	100%		5%	-	25%		40%		30%		-	100%
Comment and corrective actions	Q1	???														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	% Planned road construction completed	100%		-		5%		60%		35%		-	100%

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q1	No target set for Q1														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	% of households within the urban Edge with access to gravel or graded roads	100%		100%	100%	100%		100%		100%		New	100%
Comment and corrective actions	Q1	100% of households within the urban have access to graded gravel roads.														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	% reduction in Road Infrastructure requiring upgrade	1%		-		-		-		1%		New	1%
Comment and	Q1	No target set for Q1														
	Q2															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
corrective actions	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	% expenditure of roads infrastructure repairs and maintenance budget	90%		15%	-	40%		30%		15%		New	-
Comment and corrective actions	Q1	???														
	Q2															
	Q3															
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.3 To Manage the construction, repair and maintenance of roads and storm water systems	% expenditure of storm water infrastructure repairs and maintenance budget	90%		15%	-	40%		30%		15%		New	-
Comment and corrective actions	Q1	???														
	Q2															
	Q3															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD 2.4 To manage the coordination and implementation of project management processes with regard to engineering projects (MIG)	% MIG expenditure	100%		5%	-	40%		30%		25%		100%	100%
Comment and corrective actions	Q1	An amount of R8,275,304.70 was certified for payment up to end September 2019 of which only R 5,232,692.06 has been paid														
	Q2															
	Q3															
	Q4															

DIRECTORATE PLANNING, DEVELOPMENT AND TOURISM: PROCUREMENT PLAN IMPLEMENTATION: CAPITAL PROJECTS

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
PLANNING DEVELOPMENT AND TOURISM													
Furniture and equipment	Dir PDT	CP54	200	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		90%			

Capital Budget Item		Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
							30/09/19		31/12/19		31/3/20		30/06/20	
							Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q1	The Specifications approved at BSC. Tender advertised.						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2														
Q3														
Q4							16/7/19		30/9/19					
Mini Fresh Food and Craft Markets in Jeffrey's Bay & Hankey		Dir PDT	CP31	1 220	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions							-		-		45%		45%	
Q1	The target not met pending approval of designs.						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2														
Q3														
Q4							28/6/19		30/8/19					

DIRECTORATE PLANNING, DEVELOPMENT AND TOURISM: PROCUREMENT PLAN IMPLEMENTATION: OPERATIONAL

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
PLANNING AND DEVELOPMENT													
Precinct Plans, JB, HD, SFB	Dir PDT	OP1	600 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		25%		65%	
Q1	The Specifications drafted. The item did not serve at BSC in this quarter, item going to BSC on 25 October 2019.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						20/9/19		13/12/19		-		-	
Professional Service Panel	Dir PDT	OP207	3 000 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		45%		45%	
Q1	The item served at BSC on 20 September 2019.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						26/7/19		20/11/19		-		-	
Land Audit	Dir PDT	OP1	300 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		25%		65%	
Q1	The Specifications drafted. The item did not serve at BSC in this quarter, item going to BSC on 25 October 2019.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						11/7/19		30/9/19		-		-	
ILUS (Land Use Scheme)	Dir PDT	PO705	210 400	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		25%		40%		25%	

Operational Budget Item		Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
							30/09/19		31/12/19		31/3/20		30/06/20	
							Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q1	The item was submitted to BSC The Terms of Reference were submitted to BSC meeting on 27 September 2019.						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2														
Q3														
Q4							16/7/19		19/9/19		-		-	

DIRECTORATE PLANNING DEVELOPMENT AND TOURISM: IDP RELATED INDICATORS

DIRECTORATE			PLANNING, DEVELOPMENT AND TOURISM		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Planning and Development	Director P,D&T	Infrastructure and Basic Service Delivery	SOD 3.1 To manage the rendering of spatial and land use planning, surveying, valuations and building control services	% of building plans finalized within 30 days of submission of a compliant plan	100%		100%	100%	100%		100%		100%		100%	100%
Comment and corrective actions	Q1	The target met. Compliant building plans approved within time.														
	Q2															
	Q3															
	Q4															
Planning and Development	Director P,D&T	Infrastructure and Basic Service Delivery	SOD 3.1 To manage the rendering of spatial and land use planning, surveying, valuations and building control services	% of land use applications finalized within 60 days of a compliant submission	100%		100%	100%	100%		100%		100%		100%	100%
	Q1	The target is met. The MPT convened on 31 August 2019 to approve compliant applications that cannot be approved by Authorised Official.														

DIRECTORATE			PLANNING, DEVELOPMENT AND TOURISM		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q2															
	Q3															
	Q4															
Planning and Development	Director P,D&T	Infrastructure and Basic Service Delivery	SOD 3.1 To manage the rendering of spatial and land use planning, surveying, valuations and building control services	No. Informal Settlements Formalized by 30 June 2020	1		-		-		-		1		New	1
Comment and corrective actions	Q1	No target for this Quarter. Application for the NUSP Grant was submitted to the Department of Human Settlements and approved on 2020/ 21 (April 2020) Business Plan of the Department. The Department is further in a process to formalize (Process for electrification and interim services for Stofwolk residences).														
	Q2															
	Q3															
	Q4															
Planning and Development	Director P,D&T	Infrastructure and Basic Service Delivery	SOD 3.2 To manage the funding, administration of housing projects and administration of housing processes of housing applications provisioning to ensure proper service delivery to the community	Number of housing audits completed by 30 June 2020	1		-		-		-		1		-	1

DIRECTORATE			PLANNING, DEVELOPMENT AND TOURISM		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q1	No target for this Quarter.														
	Q2															
	Q3															
	Q4															
Planning and Development	Director P,D&T	Infrastructure and Basic Service Delivery	SOD 3.2 To manage the funding, administration of housing projects and administration of housing processes of housing applications provisioning to ensure proper service delivery to the community	Number of service providers appointed by 30 June 2020 for the review of the Human Settlement Plan	1		-		-		-		1		-	-
Comment and corrective actions	Q1	No target for this Quarter.														
	Q2															
	Q3															
	Q4															
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	Number of LED Strategies reviewed by 30 June 2020	1		-		-		-		1		0	1

DIRECTORATE			PLANNING, DEVELOPMENT AND TOURISM		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q1	No Target for this Quarter. The LED Strategy Steering Committee convened on 01 August 2019. The Stakeholder engagement was held on the week of 19 – 23 August 2019. A draft LED Strategy report has been submitted for technical inputs and comments .														
	Q2															
	Q3															
	Q4															
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	Number of LED Forum meetings	4		1	1	1		1		1		4	4
Comment and corrective actions	Q1	The LED forum was held on 18 July 2019.														
	Q2															
	Q3															
	Q4															
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	% expenditure of Budget for LED Programs and Projects	100%		15%	19%	50%		25%		10%			100%
	Q1	19% expenditure on LED Budget.														

DIRECTORATE			PLANNING, DEVELOPMENT AND TOURISM		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions	Q2															
	Q3															
	Q4															
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	Number of jobs created through capital projects and LED initiatives	550		50		400		50		50		736	
Comment and corrective actions	Q1															
	Q2															
	Q3															
	Q4															
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	Number of jobs Created through PPP	20		-	75	5		10		1		New	20
Comment and	Q1	Approximately 50 job opportunities created through Winterfest. 25 Jobs through Calamari Festival.														
	Q2															

DIRECTORATE			PLANNING, DEVELOPMENT AND TOURISM		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
corrective actions	Q3															
	Q4															
Planning and Development	Director P,D&T	Local Economic Development	SOD 3.3 To plan and develop a coherent and integrated framework for local economic development and tourism	Number of SMME training programs provided	4		1	1	1		1		1		4	4
Comment and corrective actions	Q1	Kouga Municipality (LED) co-hosted a supplier day with DEDEAT on 07 August 2019 which is a Capacity Building platform for SMME's to access opportunities in the Renewable energy sector. The event benefited 89 SMME's from Kouga LM.														
	Q2															
	Q3															
	Q4															

DIRECTORATE CORPORATE SERVICES: PROCUREMENT PLAN IMPLEMENTATION: CAPITAL PROJECTS

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
CORPORATE SERVICES													
Library upgrade Corporate Services	Dir Corp	CP56	100 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		45%		45%	
Q1	• As at 31 July - Specifications to Serve at BSC week 26 – 30 Aug 2019 • As at 31 August, 7 day noticed specs have been completed for submission to BSC • As at 30 Sept 2019, specs for High Density filing cabinets wee approved by BSC					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM.					
Q2													
Q3													
Q4						27/9/19		29/11/19					
Buildings	Dir Corp	CP30	1 000 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		45%		45%	
Q1	• As at 31 July 2019 - Building Assessment completed. Item to serve at 3 September portfolio Committee • At 31 August 2019, minor repairs have commenced, using I&E Maintenance Team. Tenders specs being finalised by Snr Auxiliary Officer • As at 30 Sept 2019, repairs in administrative buildings and Cllrs offices have been on-going and fencing of the main building has been completed: . High Density filing system has been approved at BSC and will be advertised 1st week in Oct . Laminated flooring specs served at BSC but was referred back to include Functionality. Will serve again at BSC 1st week in Oct . Painting Tender – Specs being formulated . Blinds – Draft specifications have been formulated . Trellidor – Draft specs have been formulated for submission to BSC 1st week in Oct. . Burglar proofing – Draft specs formulated. To serve at BSC by end of					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM.		17.8%			

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
	Oct . Signage – Awaiting finalisation of design												
Q2													
Q3						2/10/19		19/12/19					
Q4													
EDMS	Dir Corp	PC201	540 506	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		-		45%		45%	
Q1	• As at 31 July 2019 - the execution of the EDMS is linked to the implementation of SAP. Once a decision is taken on the use of SAP, this will inform on the direction of the EDMS • As at 31 August 2019 - revised SAP quotation is waited from BCX. A quote was requested from SITA. • At 30 September 2019, a revised quotation was received from BCX as requested from the consultant. However, at a formal quotation request from the Municipality, further discount may be obtained. Before the latter is initiated clarity must be given regarding a Sec 110 MFMA procurement feasibility as BCX will not be able to Tender if the Municipality had engaged with them and had requested a formal quotation. SITA is still in the process of obtaining a quote from SAP. The approach in respect of the EDMS depends on what the outcome of SAP is.					Item submitted to BSC							
Q2													
Q3													
Q4						26/7/19		31/10/19					
Biometric system	Dir Corp	PC2001	130 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	

Capital Budget Item		Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
							30/09/19		31/12/19		31/3/20		30/06/20	
							Target	Actual	Target	Actual	Target	Actual	Target	Actual
Comment and corrective actions							-		25%		25%		40%	
Q1	• As at 31 July 2019, the item is at BEC for Evaluation • As at 31 August 2019, BEC has still not made a recommendation to BAC. BEC failed to meet on several occasions • As at 30 September 2019, the Biometric System tender has been awarded.						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM.					
Q2														
Q3														
Q4							29/3/19		15/7/19					

DIRECTORATE CORPORATE SERVICES: PROCUREMENT PLAN IMPLEMENTATION: OPERATIONAL PROJECTS

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
CORPORATE SERVICES													
Document Imaging and Storing	Dir Corp	OP1	2 000 000	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		30%		30%		30%	
Q1	• As at 31 August 2019, Tender Awarded • At 30 September 2019 the Service provider has commenced with the sorting and transporting of documents from Patensie, Hankey and Jeffreys Bay (HO) to their premises.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM.					
Q2													
Q3													
Q4						-		-		-		-	
EAP	Dir Corp	OP206	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		30%		30%		30%	
Q1	• As at 31 July 2019 - Service Provider appointed. • As at 30 September 2019, Service Provider has conducted Roadshows					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						-		31/7/19	Service Provider appointed	-		-	
Medical Surveillance	Dir Corp	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		30%		30%		30%	

Operational Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q1	• As at 31 July 2019, Item referred to BEC for recommendation to BAC • As at 31 August 2019, Service Provider appointed					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2													
Q3													
Q4						-		31/8/19	Service Provider appointed	-		-	
Cleaning Services	Dir Corp	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		30%		30%		30%	
Q1	• As at 31 July - Tender advertised. The lead dept and SCM are busy with the preliminary evaluation • As at 31 August 2019, the tender is still awaiting evaluation by BEC • As at 30 September 2019, the tender was awarded conditionally.					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM.					
Q2													
Q3													
Q4						-		30/7/19		-		-	

DIRECTORATE CORPORATE SERVICES: IDP RELATED INDICATORS

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of Organogram reviews by 30 June 2020	1		-		-		-		1			
Comment and corrective actions	Q1	• No action required as at 31 August 2019 • Proposed amendments submitted by MAYCO														
	Q2															
	Q3															
	Q4															
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Vacancy rate for approved Budgeted posts	2.7%		2.7%	2%	2.7%		2.7%		2.7%			
Comment and	Q1	• 2% Vacancy rate as at 31 July 2019 • 1.6% Vacancy rate as at 31 August 2019 • 1.8% Vacancy rate as at 30 September 2019														

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
corrective actions	Q2															
	Q3															
	Q4															
Corporate Ser	Dir Corp	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	% Staff cost compared to Operational Budget	35%		35%		35%		35%		35%		35%	35%
Comment and corrective actions	Q1	• 5.98% total budget expenditure as 31 July 2019 • 3.94% staff cost to operational budget as at 31 August 2019 • 7.49% staff cost to ops budget as at 30 Sept 2010														
	Q2															
	Q3															
	Q4															
Corporate Services	Dir Corp	Institutional Dev and Transformati	SOD 5/1 To render human resources management and support services to the municipality that will sustain	Number of new appointments as per Equity plan Employed in 3 highest categories of employment	AF 2 AM 2		-	1 AM	2 AM		-		AF 2 AM 2		-	-

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			the optimum utilization of the municipality's human capital													
Comment and corrective actions	Q1	• 1 African Male appointed at Middle Management level as at 31 July 2019 • 2 African Males appointed at Middle Management level as at 31 August 2019 • 1 African Female appointed as Specialised level as at 30 September 2019														
	Q2															
	Q3															
	Q4															
Corporate Services	Dir Corp	Institutional Dev and Transformati	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of Employment Equity reports submitted to the Dept Labour by 15 February 2020	1		-		-		1		-		1	1
	Q1	• No action required as 31 August 2019														

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions		• No action required as 30 Sept 2019														
	Q2															
	Q3															
	Q4															
Corporate Services	Dir Corp	Institutional Dev and Transformati	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	% expenditure of Skills Dev Budget	100%		5%	54%	40%		50%		5%			
Comment and corrective actions	Q1	• 24% as at 31 July 2019 • 54% expenditure on skills as at 31 August 2019 as opposed to the target of 5% • 54% expenditure on skills as at 30 September 2019 as opposed to the target of 5%														
	Q2															
	Q3															
	Q4															
Corporate Services	Dir Corp	Institutional Dev and Transformati	SOD 5/1 To render human resources management and support services to the	Number of Work Place Skills Plans	1		-		-		1		-		1	1

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
			municipality that will sustain the optimum utilization of the municipality's human capital	submitted to LGSETA by 30 April 2020												
Comment and corrective actions	Q1	• No action required as at 31 August 2019 • No action required as at 30 Sept 2019														
	Q2															
	Q3															
	Q4															
Corporate Services	Dir Corp	Institutional Dev and Transformati	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of OHS Forum meetings held	4		1	2	1		1		1		4	4
Comment and	Q1	• No action required as at 31 July 2019 • 2 meetings held on the 8th of July 2019 and 21 August 2019. • Meeting held on the 6th of September 2019.														

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
corrective actions	Q2															
	Q3															
	Q4															
Corporate Services	Dir Corp	Institutional Dev and Transformati	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of OHS Risk Assessments completed by 30 June 2020	1		-	1	-		-		1		-	-
Comment and corrective actions	Q1	• As at 31 July 2019, 1 OHS risk assessment already completed. Target achieved														
	Q2															
	Q3															
	Q4															
Corporate Services	Dir Corp	Good Governanc public Participati	SOD 5.2 To provide professional, effective and efficient administrative support to Council and Administration	% reduction in printing cost of agendas against budgeted amount	10%		2%		2%		2%		4%		-	-
Comment and	Q1	• Saving to be reported at the end of Sept 2019 • As at 30 Sept 2019 8.65% reduction														

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
corrective actions	Q2															
	Q3															
	Q4															
Corporate Services	Dir Corp	Good Governanc public Participati	SOD 5.2 To provide professional, effective and efficient administrative support to Council and Administration	Number of documents imaged and stored off-site	250 000		-		-		100 000		150 000		-	-
Comment and corrective actions	Q1	• No action required as at 31 July 2019, however the service provider has been appointed • No action required as at 31 August 2019, however Metrofile has been appointed. • As at 30 Sept 2019, Metrofile has commenced with the sorting and transporting of documents. The documents of Patensie, Hankey, and the Finance department in Jeffreys Bay are being proce														
	Q2															
	Q3															
	Q4															
Corporate Services	Dir Corp	Good Governanc public Participati	SOD 5.2 To provide professional, effective and efficient administrative support to Council and Administration	% completion of library conversion	100%		100%		-		-		-		-	-
	Q1	• As at 31 July 2019, Partitioning removed to create HR Archives. Specifications prepared for filing cabinets														

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
Comment and corrective actions		• As 31 August 2019, the specs have not served at BSC. The initial idea was to piggy back on specs prepared by SCM, however after research, this was not possible as the generic specs did not n The requirements of the filing cabinets needed by HR • As at 30 Sept 2019, the specs served at BSC.														
	Q2															
	Q3															
	Q4															
Corporate Services	Dir Corp	Good Governanc public Participati	SOD 5.2 To provide professional, effective and efficient administrative support to Council and Administration	Amount reduction in Telkom Bill against budgeted amount	R60 000		R5 000		R10 000		R15 000		R30 000		-	-
Comment and corrective actions	Q1	• Telkom Bill for July 2019 – R4705.99 • Telkom Bill for August 2019 – Not received at the time of submitting this report • Telkom Bill for September 2019 – Not received at the time of submitting this report. The bill of September still reflects lines that were cancelled, and Telkom has advised that it will be corrected at the September billing run.														

DIRECTORATE			CORPORATE SERVICES		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19		31/12/19		31/3/20		30/6/20		30 June 2018	30 June 2019
							Target	Actual	Target	Actual	Target	Actual	Target	Actual		
	Q2															
	Q3															
	Q4															

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

OFFICE OF THE MUNICIPAL MANAGER

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/MM5**

AMENDMENT BY-LAW ON THE STANDING RULES AND ORDER FOR THE MEETINGS OF COUNCIL AND ALL ITS COMMITTEES BY-LAW

1. Introduction

This item serves to advise Council of proposed amendments to amend the provisions of the Standing Rules and Order for the meetings of Council and all its committees by-law and to seek Council's approval to amend the said By-law accordingly.

2. Background

The Municipal Council has, in terms of section 156 of the Constitution, read with section 11 of the Local Government: Municipal Systems Act 32 of 2000, as amended, approved the Standing Rules and Order for the meetings of Council and all its committees by-law under Council resolution 18/09/CORP1. During discussions and sittings of the Rules and Ethics Committee, it became apparent that the said approved by-law lacks reference to penalties for any contraventions of the said by-law by Councillors, and therefor Council is requested to consider the amendments as indicated under clause 5 below.

3. Financial implications

There will be certain advertisement costs as well as the cost for the publication of the Amendment by-law in the Provincial Government Gazette.

4. Legal implications

The approved amendments will serve as the amendment by-law which will amend the approved Standing Rules and Order By-Law as approved by Council under resolution 18/09/CORP1. This by-law will then be referred to as the Kouga Municipality Amendment By-Law on Standing Rules and Order for the meetings of Council and all its committees

5. Discussion

5.1 Proposed amendments:

5.1.1 By amending the Standing Rules and Order for the meetings of Council and all its committees By-law by replacing rule 52 with the text as follows:

56. Sanctions and Offences
56.1 Any person who contravenes or fails to comply with any provision contained in this by-law shall be guilty of an offence and liable on conviction to a fine not exceeding 20% (twenty per centum) of his/her monthly salary.

6. Recommendation

6.1 That the revised Rules of Order By-Law be approved by Council for adoption.

6.2 That the Rules of Order By-law as approved by Council be advertised for Public Participation after which due processes are to be followed.

Item prepared by: **Manager Legal Services**

Item approved by: **Municipal Manager**

Item noted by the Chairperson of the Rules & Ethics Committee 

REPORTS BY THE PORTFOLIO CHAIRPERSON: FINANCE

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/F2**

MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2019 TO SEPTEMBER 2019 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 30 SEPTEMBER 2019 (2019/20 FINANCIAL YEAR)

1. Purpose

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

2. Legislative Requirements

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

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

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

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

3. Executive Summary

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

An analysis of the financial position and performance was undertaken to determine the relative financial strength and liquidity of the Municipality. This was complemented by analysing the cash flow position, the investment portfolio, ratios, the operating and capital budget performance for the months of July 2019 to September 2019, so as to facilitate an informed assessment of the relative liquidity and financial position of the Municipality.

The financial performance highlights are as follows:

- Operating revenue amounted to R 258,103 million, whilst operating expenditure amounted to R 197,585 million, resulting in an operating surplus of R 60,518 million.
- Capital expenditure constituted 8,25% of the 2019/20 Adjusted Capital Budget.
- Overdue consumer debts increased by R 27,318 million (18,73%) since June 2019.
- An amount of R 33,749 million is owing to creditors, of which R 32,969 million (97,69%) represents current creditors. Currently all outstanding creditors are not reflected on the creditors age analysis.
- The municipality's investment portfolio has increased by R 50,300,846 (23,48%) since June 2019, from R 214,227,548 to R 264,528,394.

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

Ratio	Actuals as at 30 June 2017	Actuals as at 30 June 2018	Actuals as at 30 June 2019	Actuals as at 30 September 2018	Actuals as at 30 September 2019	Approved Budget 2019/20
Current Ratio	0.97:1	1.11:1	1.45:1	2.51:1	3.24:1	0.99:1
Liquidity Ratio	0.47:1	0.52:1	0.88:1	1.07:1	2.47:1	0.38:1
Cost Coverage (Excluding unspent conditional grants)	1.62 months	1.72 months	1.90 months	2.49 months	2,33 Months	1.01 months
Debtors Collection Rate	95.81%	90.73%	97.62%	89.07%	85,12%	96%
Capital Expenditure	72.92%	72.98%	48.62%	15.45%	8,25%	95%

4. Detailed Reports

In order to comply with Schedule C of the Municipal Budget and Reporting Regulations, the following detailed schedules are attached for the period, ending 30 September 2019:

Annexure "A1" – Operating Revenue and Expenditure Performance

Annexure "A2" - Capital Budget Performance

Annexure "A3"- Projected Cash Flow Statement

Annexure "A4" – Municipal Monthly Budget Tables

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

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

5. Recommendation

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

5.2 The Executive Mayor's report on the implementation of the budget and the financial state of affairs of the municipality, in accordance with Section 52(d) of the MFMA be noted.

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

Item prepared by: **S Abrahams**

Item approved by: **Chief Financial Officer**

Item endorsed by: **The Municipal Manager**

item noted by the Portfolio Councillor

Annexure "A1"

OVERVIEW OF OPERATING REVENUE AND EXPENDITURE PERFORMANCE FOR THE PERIOD JULY TO 30 SEPTEMBER 2019.

Below is an analysis of the operating revenue and expenditure performance

Description	Budget Year 2019/20		
	Approved Budget	Actuals as at 30 September 2019	%
R thousands			
Revenue By Source			
Property rates	196 717	94 237	47,90%
Service charges - electricity revenue	277 068	55 558	20,05%
Service charges - water revenue	76 105	12 122	15,93%
Service charges - sanitation revenue	46 346	12 983	28,01%
Service charges - refuse revenue	53 732	14 451	26,89%
Rental of facilities and equipment	1 024	163	15,93%
Interest earned - external investments	10 375	3 661	35,28%
Interest earned - outstanding debtors	8 439	3 078	36,47%
Fines, penalties and forfeits	6 397	738	11,54%
Licences and permits	16 568	5 909	35,67%
Transfers and subsidies	133 112	52 766	39,64%
Other revenue	10 810	2 437	22,55%
Total Revenue (excluding capital transfers and contributions)	**836 693**	**258 103**	**30,85%**
Expenditure By Type			
Employee related costs	290 942	67 230	23,11%
Remuneration of councillors	13 063	3 094	23,69%
Debt impairment	26 336	–	0,00%
Depreciation & asset impairment	85 101	18 382	21,60%
Finance charges	2 201	647	29,40%
Bulk purchases	271 623	80 554	29,66%
Other materials	29 631	5 794	19,55%
Contracted services	80 320	4 967	6,18%
Other expenditure	98 085	16 916	17,25%
Total Expenditure	**897 301**	**197 585**	**22,02%**
Surplus/(Deficit)	**(60 608)**	**60 518**	

The statement of financial performance indicates a surplus of R 60,518 million.

Below is a discussion of the significant revenue variations:

Revenue Variations

Property Rates

As at 30 September 2019, the Municipality has recognised 47,90% of its property rates revenue, compared to the budget. This is influenced by annual property rates raised in July 2019, amounting to R 74,414 million.

Service Charges – Electricity

This is influenced by the reversal of accrued electricity revenue recognised in the 2018/19 Annual Financial Statements.

Service Charges – Water

This is influenced by the reversal of accrued water revenue recognised in the 2018/19 Annual Financial Statements.

Rental of Facilities

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

Fines, penalties and forfeits

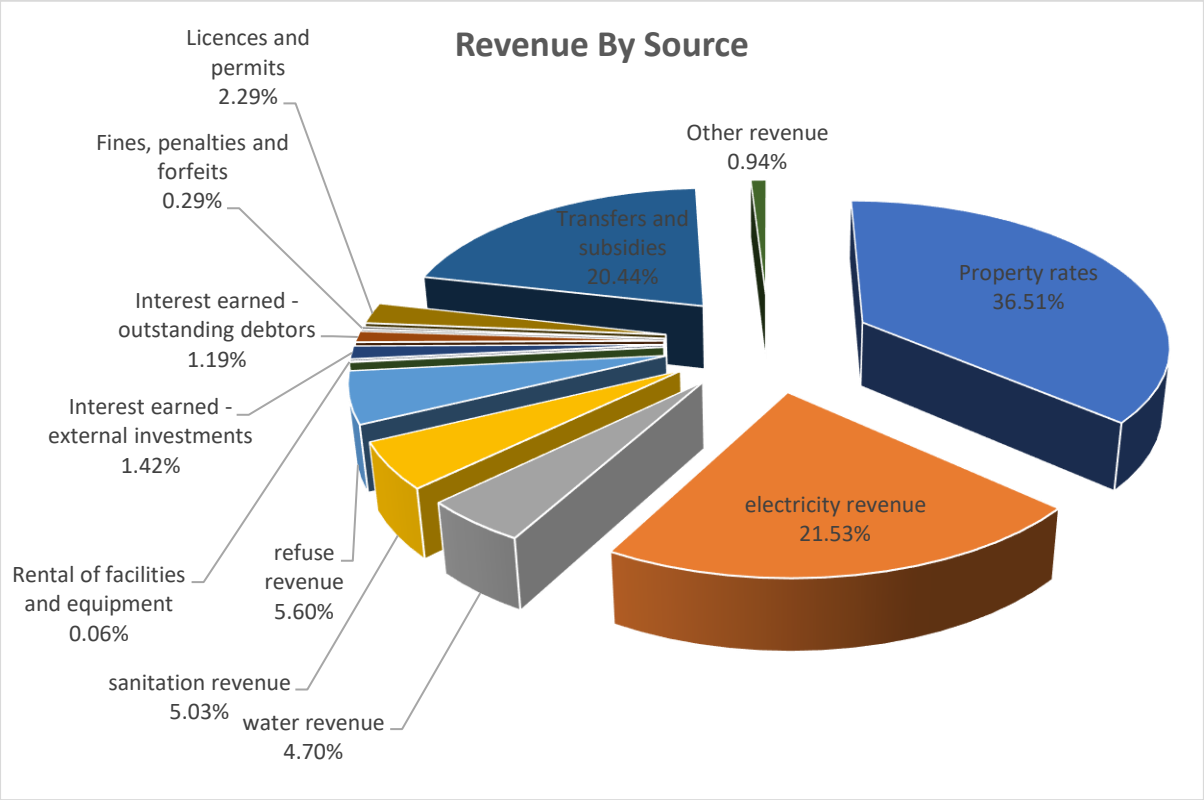
Fines, penalties and forfeits are largely influenced by the lower than anticipated revenue from traffic fines.

Licences and permits

This is largely influenced by the extent of vehicle registrations.

Transfers and Subsidies

Transfers and subsidies received mainly represents the Equitable Share Allocation in the amount of R 52,058 million.



Expenditure Variations

Bad Debts

Bad debts are written off upon Council approval.

Other materials

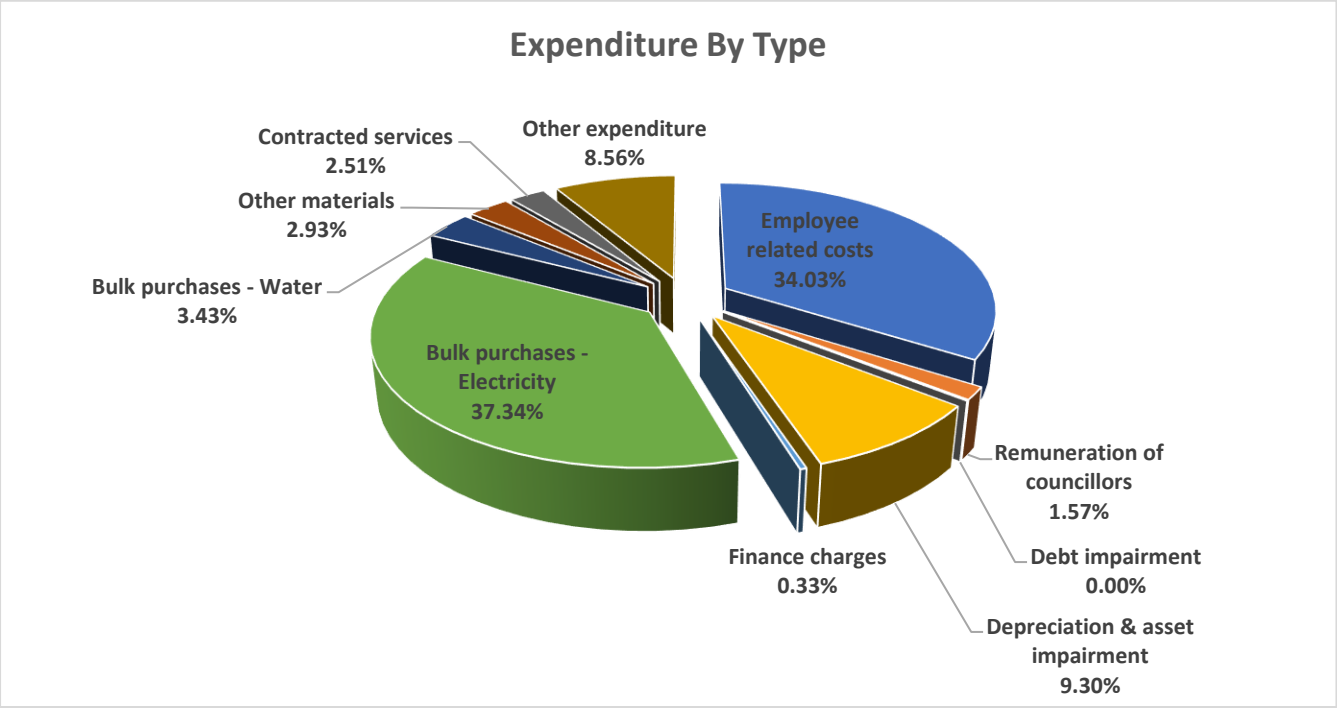
Other materials relate to consumables, fuel and oil. It includes material and supplies used for repairs and maintenance. This is influence by the low spending on repairs and maintenance budget.

Contracted Services

Contracted services mostly relate to outsourced work, in relation to the maintenance of municipal infrastructure assets and includes consultation fees. This is largely influenced by the low spending on the repairs and maintenance budget.

Other expenditure

Other expenditure relates to various general expenses, relating to the running costs of the municipality, such as printing and stationery, telephone accounts, etc.


Expenditure By Type
Contracted services
2.51%
Other expenditure
8.56%
Other materials
2.93%
Employee
related costs
34.03%
Bulk purchases - Water
3.43%
Bulk purchases -
Electricity
37.34%
Remuneration of
councillors
1.57%
Debt impairment
0.00%
Finance charges
0.33%
Depreciation & asset
impairment
9.30%

Repairs and Maintenance

Below is an analysis of actual repairs and maintenance expenditure by Directorate, compared to the 2019/20 Approved Budget.

Item Description	Approved Budget 2019/20	Actuals as at 30 September 2019	% of Budget
Executive & Council			
Expenditure:Operational Cost:Advertising, Publicity and Marketing:Gifts and Promotional Items	50 000	-	**0,00%**
Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets	10 520	2 942	27,97%
Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities	210 400	60 462	28,74%
	270 920	**63 404**	23,40%
Corporate Services			
Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets	20 000	738	4%
Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities	300 000	54 426	18,14%
Expenditure:Inventory Consumed:Materials and Supplies	-	-	
	320 000	**55 164**	17,24%
Finance			
Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets	94 680	2 332	2,46%
Expenditure:Inventory Consumed:Materials and Supplies	173 580	-	0,00%
Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities	418 200	3 698	0,88%
	686 460	**6 030**	**0,88%**
Community Services			
Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities	3 556 521	316 559	8,90%
Expenditure:Contracted Services:Contractors:Maintenance of Equipment	150 000	-	0,00%
Expenditure:Operational Cost:Hire Charges	-	-	
Expenditure:Inventory Consumed:Materials and Supplies	1 350 120	138 585	10,26%
Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets	3 896 192	810 503	20,80%
Expenditure:Operational Cost:Uniform and Protective Clothing	-	-	
	8 952 833	**1 265 648**	**14,14%**
Planning, Development & Tourism			
Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets	20 000	710	3,55%
Expenditure:Inventory Consumed:Materials and Supplies	52 600	-	0,00%
	72 600	**710**	**0,98%**
Infrastructure & Engineering			
Expenditure:Operational Cost:Hire Charges	3 075 800	73 335	2,38%
Expenditure:Inventory Consumed:Materials and Supplies	12 440 964	2 217 256	17,82%
Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities	264 000	98 748	37,40%
Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets	17 355 640	1 622 019	9,35%
Expenditure:Contracted Services:Contractors:Maintenance of Equipment	252 560	57 034	22,58%
Expenditure:Operational Cost:Advertising, Publicity and Marketing:Tenders	-	-	
	33 388 964	**4 068 392**	**12,18%**
Total	**43 691 777**	**5 459 348**	**12,50%**

It is to be noted that actual repairs and maintenance expenditure constituted 12,50% of the 2019/20 Approved Budget.

Annexure "A2"

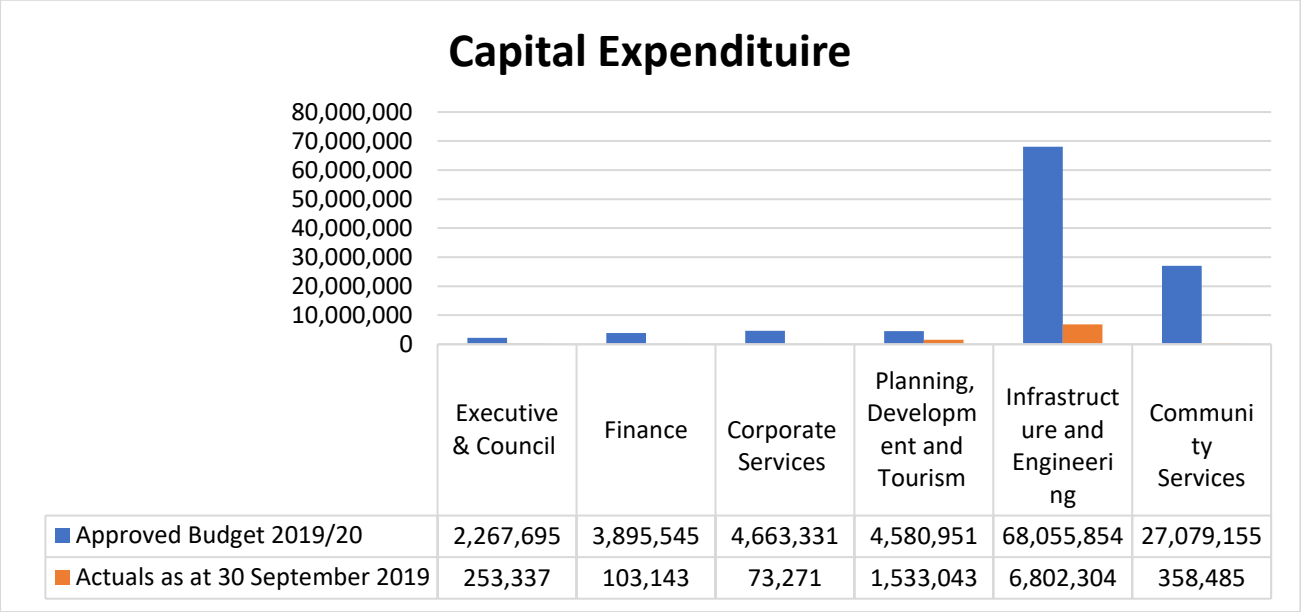
CAPITAL BUDGET PERFORMANCE

Below is an analysis of the capital expenditure compared to the 2019/20 Adjusted Capital Budget.

DIRECTORATES	Projects	Funding	Approved Budget 2019/20	Approved roll over	Amended Budget 2019/20	Actuals as at 30 September 2019	% of Budget
	EXECUTIVE & COUNCIL						
EXECUTIVE & COUNCIL	Computer Equipment	Internal	130 000	60 000	190 000	-	0,00%
EXECUTIVE & COUNCIL	Furniture and Equipment	Internal	260 000	-	260 000	13 700	5,27%
EXECUTIVE & COUNCIL	Ward Councilors Capital (Markets)	Internal	750 000	1 067 695	1 817 695	239 637	13,18%
EXECUTIVE & COUNCIL	Security Camera	Internal	60 000	- 60 000			
			1 200 000	**1 067 695**	**2 267 695**	**253 337**	**11,17%**
	CORPORATE SERVICES						
CORPORATE SERVICES	Biometric system	Internal	130 000	120 000	250 000	-	0,00%
CORPORATE SERVICES	Buildings	Internal	1 000 000	20 489	1 020 489	-	0,00%
CORPORATE SERVICES	Computer Equipment	Internal	198 000	140 582	338 582	1 043	0,31%
CORPORATE SERVICES	Computer Software and Applications	Internal	-	-	-	-	
CORPORATE SERVICES	EDMS	Internal	540 506	670 494	1 211 000	-	0,00%
CORPORATE SERVICES	Fencing of main building	Internal	-	120 000	120 000	-	0,00%
CORPORATE SERVICES	Furniture and Equipment	Internal	550 000	166 571	716 571	72 228	10,08%
CORPORATE SERVICES	Library upgrade Corporate Services	Internal	100 000	356 689	456 689	-	0,00%
CORPORATE SERVICES	Software upgrade	Internal	300 000	-	300 000	-	0,00%
CORPORATE SERVICES	Vehicle	Internal	250 000	-	250 000	-	0,00%
			3 068 506	**1 594 825**	**4 663 331**	**73 271**	**1,57%**
	FINANCE						
FINANCE	Cibex Software	Internal	600 000	-	600 000	-	0,00%
FINANCE	Computer Equipment	Internal	300 000	-	300 000	22 483	7,49%
FINANCE	Container (Assets)	Internal	50 000	-	50 000	-	0,00%
FINANCE	Containers (SCM)	Internal	100 000	-	100 000	-	0,00%
FINANCE	Disaster Recovery Server	Internal	-	644 106	644 106	-	0,00%
FINANCE	DOT MATRIX PRINTER	Internal	-	197 489	197 489	-	0,00%
FINANCE	Fencing (Stores)	Internal	150 000	-	150 000	-	0,00%
FINANCE	Filing system (SCM)	Internal	350 000	-	350 000	-	0,00%
FINANCE	Furniture and Equipment	Internal	300 000	-	300 000	21 125	7,04%
FINANCE	Office upgrade ICT	Internal	-	153 950	153 950	59 535	38,67%
FINANCE	Shelving (SCM)	Internal	200 000	-	200 000	-	0,00%
FINANCE	Vehicle	Internal	300 000	300 000	600 000	-	0,00%
FINANCE	WIFI Solution	Internal	250 000	-	250 000	-	0,00%
			2 600 000	**1 295 545**	**3 895 545**	**103 143**	**2,65%**
	PLANNING,DEVELOPMENT & TOURISM						
PLANNING,DEVELOPMENT & TOURISM	Arts and Creative Industries	DISTRICT	100 000	-	100 000	-	0,00%
PLANNING,DEVELOPMENT & TOURISM	Computer Equipment	Internal	60 000	-	60 000	-	0,00%
PLANNING,DEVELOPMENT & TOURISM	Computer Software and Applications	Internal	300 000	-	300 000	-	0,00%
PLANNING,DEVELOPMENT & TOURISM	Furniture and equipment	Internal	200 000	-	200 000	-	0,00%
PLANNING,DEVELOPMENT & TOURISM	Land acquisition housing projects	Internal	1 700 000	-	1 700 000	1 533 043	90,18%
PLANNING,DEVELOPMENT & TOURISM	LED Capital Projects	Internal	1 000 000	-	1 000 000	-	0,00%
PLANNING,DEVELOPMENT & TOURISM	Mini Fresh Food and Craft Markets in Jeffrey's Bay & Hankey	MIG	1 220 951	-	1 220 951	-	0,00%
			4 580 951	**-**	**4 580 951**	**1 533 043**	**33,47%**
	COMMUNITY SERVICES						
COMMUNITY SERVICES	Fencing - Hdorp	Internal	1 300 000	-	1 300 000	-	0,00%
COMMUNITY SERVICES	Machinery and Equipment	Internal	1 400 000	253 637	1 653 637	155 041	9,38%
COMMUNITY SERVICES	Vehicle	Internal	4 265 100	- 821 255	3 443 845	-	0,00%
COMMUNITY SERVICES	Furniture and Equipment	Internal	350 000	- 11 900	338 100	10 007	2,96%
COMMUNITY SERVICES	Bins _with_wheels	Internal	2 000 000	-	2 000 000	-	0,00%
COMMUNITY SERVICES	Life Gaurds Beach Tower	Internal	100 000	123 600	223 600	-	0,00%
COMMUNITY SERVICES	Upgrading of Sports Facilities	MIG	5 564 599	-	5 564 599	13 200	0,24%
COMMUNITY SERVICES	Upgrading of Kwanomzamo Sports Facility	MIG	5 413 043	-	5 413 043	-	0,00%
COMMUNITY SERVICES	Computer Equipment	Internal	300 000	-	300 000	118 957	39,65%
COMMUNITY SERVICES	Fencing Fire Station Hankey	Internal	300 000	-	300 000	-	0,00%
COMMUNITY SERVICES	Weston Library Upgrade	Internal	-	11 900	11 900	11 800	99,16%
COMMUNITY SERVICES	Vehicle	DISTRICT		3 665 100	3 665 100	-	0,00%
COMMUNITY SERVICES	Upgrading of Yellow Woods	Internal	150 000	-	150 000	-	0,00%
COMMUNITY SERVICES	Upgrading of play parks	Internal	200 000	-	200 000	-	0,00%
COMMUNITY SERVICES	Upgrading of Pellsrus, Kabeljous, Cape St Francis Beach parks	Internal	450 000	-	450 000	24 283	5,40%
COMMUNITY SERVICES	Vehicles	Internal	1 150 000	-	1 150 000	-	0,00%
COMMUNITY SERVICES	Upgrading of sport & recreation facilities	Internal	500 000	-	500 000	-	0,00%
COMMUNITY SERVICES	HYDRAULICS RESCUE EQUIPMENT	Internal	-	415 331	415 331	25 198	6,07%
			23 442 742	**3 636 413**	**27 079 155**	**358 485**	**1,32%**

DIRECTORATES	Projects	Funding			Approved Budget 2019/20	Actuals as at 30 September 2019	% of Budget
	INFRASTRUCTURE & ENGINEERING						
INFRASTRUCTURE & ENGINEERING	Furniture and Equipment	Internal	10 000	-	10 000	-	0,00%
INFRASTRUCTURE & ENGINEERING	Computer Equipment	Internal	25 000	-	25 000	-	0,00%
INFRASTRUCTURE & ENGINEERING	Machinery and equipment	Internal	330 000	-	330 000	127 506	38,64%
INFRASTRUCTURE & ENGINEERING	Vehicles	Internal	2 600 000	5 085 469	7 685 469	-	0,00%
INFRASTRUCTURE & ENGINEERING	Energy and Demand Side Management	energy	-	3 478 261	3 478 261	-	0,00%
INFRASTRUCTURE & ENGINEERING	Energy and Demand Side Management	INEP	3 478 261	- 3 478 261			
INFRASTRUCTURE & ENGINEERING	New overheadlines 66kv overheadlines(Jbay to Melk	Internal	1 800 000	-	1 800 000	-	0,00%
INFRASTRUCTURE & ENGINEERING	Outfall Sewers Capital	Internal	-	882 619	882 619	195 473	22,15%
INFRASTRUCTURE & ENGINEERING	Upgrading of the Ses Vista Wastewater Treatment Wo	MIG	13 011 229	-	13 011 229	1 125 277	8,65%
INFRASTRUCTURE & ENGINEERING	Upgrading of Gravel Roads in Jeffreys Bay	MIG	363 655	-	363 655	-	0,00%
INFRASTRUCTURE & ENGINEERING	Patensie Sewage Package Plant	MIG	5 650 392	-	5 650 392	-	0,00%
INFRASTRUCTURE & ENGINEERING	Upgrade Sanitation System Old Hankey	MIG	434 783	-	434 783	-	0,00%
INFRASTRUCTURE & ENGINEERING	LV Networks (Informal Areas, Electrification/illeg	Internal	1 000 000	-	1 000 000	-	0,00%
INFRASTRUCTURE & ENGINEERING	Pump Station Capital	Internal	750 000	-	750 000	-	0,00%
INFRASTRUCTURE & ENGINEERING	Security Camera	Internal	200 000	-	200 000	-	0,00%
INFRASTRUCTURE & ENGINEERING	Fencing of Jeffreys Bay and Kruisfontein Reservoir	Internal	1 500 000	-	1 500 000	-	0,00%
INFRASTRUCTURE & ENGINEERING	Roads Capital	Internal	1 500 000	-	1 500 000	-	0,00%
INFRASTRUCTURE & ENGINEERING	Bucket Eradication Programme	Internal	2 300 000	2 131 523	4 431 523	186 100	4,20%
INFRASTRUCTURE & ENGINEERING	St Francis bulk main outfall sewer	Internal	500 000	-	500 000	-	0,00%
INFRASTRUCTURE & ENGINEERING	Sewer REPLACE OLD PUMPS	Internal	750 000	-	750 000	47 936	6,39%
INFRASTRUCTURE & ENGINEERING	Electrcial replacement of old and dangerous swith gear Saffery Sub station Humansdorp	Internal	2 000 000	-	2 000 000	-	0,00%
INFRASTRUCTURE & ENGINEERING	Electrcial Replacement of old mv cables to main sub staion Humansdorp	Internal	1 200 000	-	1 200 000	-	0,00%
INFRASTRUCTURE & ENGINEERING	Electrcial supply of tri switches St francis Bay	Internal	200 000	-	200 000	-	0,00%
INFRASTRUCTURE & ENGINEERING	Electrcial Supply auto recloser St Francis Bay	Internal	400 000	-	400 000	-	0,00%
INFRASTRUCTURE & ENGINEERING	Electrical Mini sub station 22 000/11000/400 St Francis Bay	Internal	700 000	-	700 000	-	0,00%
INFRASTRUCTURE & ENGINEERING	Electrcial 5 MV 22000/11000 transformer	Internal	1 400 000	-	1 400 000	-	0,00%
INFRASTRUCTURE & ENGINEERING	Electrical Oil circuit breakers replacement with vacuum or gas breakers	Internal	800 000	-	800 000	-	0,00%
INFRASTRUCTURE & ENGINEERING	Purchase storage containers (3)	Internal	200 000	-	200 000	25 652	12,83%
INFRASTRUCTURE & ENGINEERING	KwaNomzamo Wastewater Treatment Works	WSIG_NT	8 695 652	1	8 695 653	-	0,00%
INFRASTRUCTURE & ENGINEERING	Humansdorp, Kruisfontein and Osean View Electrification	INEP	5 219 130	-	5 219 130	-	0,00%
INFRASTRUCTURE & ENGINEERING	High Mast Lights	Internal	1 200 000	-	1 200 000	-	0,00%
INFRASTRUCTURE & ENGINEERING	CONCRETE POLES	Internal	-	197 246	197 246	171 518	86,96%
INFRASTRUCTURE & ENGINEERING	SOLAR LIGHTS	Internal	-	753 449	753 449	-	0,00%
INFRASTRUCTURE & ENGINEERING	conversion from conventional meter to pre paid meter and moving of meter to boundary wall	Internal	-	195 888	195 888	170 337	86,96%
INFRASTRUCTURE & ENGINEERING	purchase of mini sub station 11000/400,22000/400	Internal	-	591 557	591 557	-	0,00%
INFRASTRUCTURE & ENGINEERING	RETICULATION REPLACE PIPELINES (PATENSIE)	WSIG_NT	-	-	-	153 873	
INFRASTRUCTURE & ENGINEERING	RETICULATION REPLACE PIPELINES (HANKEY)	WSIG_NT	-	-	-	167 996	
INFRASTRUCTURE & ENGINEERING	CAPE ST FRANCIS WATER SUPPLY	WSIG_DWS	-	-	-	307 680	
INFRASTRUCTURE & ENGINEERING	DEVELOP NATURAL SPRINGS AND CONVEYANCE	WSIG_NT	-	-	-	1 109 500	
INFRASTRUCTURE & ENGINEERING	HANKEY WATER SUPPLY	WSIG_DWS	-	-	-	541 891	
INFRASTRUCTURE & ENGINEERING	HUMANSDORP WATER SUPPLY	WSIG_DWS	-	-	-	80 527	
INFRASTRUCTURE & ENGINEERING	REFURBISH AND UPGRADE WATER TREATMENT WORKS	WSIG_NT	-	-	-	1 594 873	
INFRASTRUCTURE & ENGINEERING	PATENSIE WATER SUPPLY	WSIG_DWS	-	-	-	218 964	
INFRASTRUCTURE & ENGINEERING	JEFFREYS BAY WATER SUPPLY	WSIG_DWS	-	-	-	577 202	
			58 218 102	**9 837 752**	**68 055 854**	**6 802 304**	**10,00%**
			93 110 301	**17 432 230**	**110 542 531**	**9 123 584**	**8,25%**
	Internally generated funds		41993506	15732229	57 725 735	3 232 602	5,60%
	Transfers recognised - capital		51 116 795	1700001	52 816 796	5 890 982	11,15%
	Total		**93 110 301**	**17 432 230**	**110 542 531**	**9 123 584**	**8,25%**

It is to be noted that capital expenditure as at 30 September 2019 amounted to 8,25%, compared to the adjusted capital budget of R 110,542,531.



	Executive & Council	Finance	Corporate Services	Planning, Development and Tourism	Infrastructure and Engineering	Community Services
Approved Budget 2019/20	2,267,695	3,895,545	4,663,331	4,580,951	68,055,854	27,079,155
Actuals as at 30 September 2019	253,337	103,143	73,271	1,533,043	6,802,304	358,485

Annexure "A3"

PROJECTED CASH FLOW STATEMENT FOR THE 2019/20 FINANCIAL YEAR

Projected Cash Flow Statement as at 30 September 2019

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

Table C7 Monthly Budget Statement – Cash Flow – M03 September 2019

Description	Ref	2018/19	Budget Year 2019/20							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands	1								%	
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts										
Property rates			188 848		24 439	78 818	47 212	31 606	67%	188 848
Service charges			435 121		38 990	106 782	108 780	(1 998)	-2%	435 121
Other revenue			34 799		39	18 268	8 700	9 568	110%	34 799
Government - operating			133 112		–	54 078	33 278	20 800	63%	133 112
Government - capital			58 063		–	19 768	14 516	5 253	36%	58 063
Interest			18 476		2 531	6 946	4 619	2 327	50%	18 476
Dividends			–		–	–	–	–		–
Payments										
Suppliers and employees			(783 499)		(66 584)	(221 317)	(195 875)	25 443	-13%	(783 499)
Finance charges			(2 201)		(207)	(647)	(550)	97	-18%	(2 201)
Transfers and Grants			–		–	–	–	–		–
NET CASH FROM/(USED) OPERATING ACTIVITIES		–	**82 720**	–	**(792)**	**62 696**	**20 680**	**(42 016)**	**-203%**	**82 720**
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE			–		–	–	–	–		–
Decrease (Increase) in non-current debtors			–		–	–	–	–		–
Decrease (increase) other non-current receivables			–		–	–	–	–		–
Decrease (increase) in non-current investments			–		–	–	–	–		–
Payments										
Capital assets			(93 110)		(3 028)	(10 492)	(23 278)	(12 785)	55%	(93 110)
NET CASH FROM/(USED) INVESTING ACTIVITIES		–	**(93 110)**	–	**(3 028)**	**(10 492)**	**(23 278)**	**(12 785)**	**55%**	**(93 110)**
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans			–		–	–	–	–		–
Borrowing long term/refinancing			–		–	–	–	–		–
Increase (decrease) in consumer deposits			–		–	–	–	–		–
Payments										
Repayment of borrowing			(7 999)		(643)	(1 903)	(2 000)	(97)	5%	(7 999)
NET CASH FROM/(USED) FINANCING ACTIVITIES		–	**(7 999)**	–	**(643)**	**(1 903)**	**(2 000)**	**(97)**	**5%**	**(7 999)**
NET INCREASE/ (DECREASE) IN CASH HELD		–	**(18 389)**	–	**(4 463)**	**50 301**	**(4 597)**			**(18 389)**
Cash/cash equivalents at beginning:			84 707			214 228	84 707			214 228
Cash/cash equivalents at month/year end:		–	66 318	–		264 528	80 110			195 838

Annexure "A4"

MUNICIPAL MONTHLY BUDGET TABLES

1. MONTHLY BUDGET TABLES

The seven main budget tables, as required in terms of the Municipal Budget and Reporting Regulations, are included in this section of the report. These tables set out the Municipality's 2019/20 budget performance for the period July 2019 to September 2019 and are to be noted. Each table is accompanied by explanatory notes.

Table C1 Monthly Budget Statement Summary – M03 September 2019

Description	2018/19	Budget Year 2019/20							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	–	196 717	196 717	11 017	94 237	49 179	45 058	92%	196 717
Service charges	–	453 251	453 251	12 684	95 114	113 313	(18 198)	-16%	453 251
Investment revenue	–	10 375	10 375	1 040	3 661	2 594	1 067	41%	10 375
Transfers and subsidies	–	133 112	133 112	5	52 766	33 278	19 488	59%	133 112
Other own revenue	–	43 238	43 238	38 159	12 326	10 810	1 516	14%	43 238
Total Revenue (excluding capital transfers and contributions)	**–**	**836 693**	**836 693**	**62 904**	**258 103**	**209 173**	**48 930**	**23%**	**836 693**
Employee costs	–	290 942	290 942	23 332	67 230	72 735	(5 506)	-8%	290 942
Remuneration of Councillors	–	13 063	13 063	1 007	3 094	3 266	(171)	-5%	13 063
Depreciation & asset impairment	–	85 101	85 101	6 127	18 382	21 275	(2 893)	-14%	85 101
Finance charges	–	2 201	2 201	207	647	550	97	18%	2 201
Materials and bulk purchases	–	301 244	301 254	28 238	86 349	75 314	11 035	15%	301 254
Transfers and subsidies	–	–	–	–	–	–	–		–
Other expenditure	–	204 586	204 741	10 179	21 884	51 185	(29 301)	-57%	204 741
Total Expenditure	**–**	**897 137**	**897 301**	**69 091**	**197 585**	**224 325**	**(26 740)**	**-12%**	**897 301**
Surplus/(Deficit)	**–**	**(60 444)**	**(60 608)**	**(6 187)**	**60 518**	**(15 152)**	**75 670**	**-499%**	**(60 608)**
Transfers and subsidies - capital (monetary alloc	–	58 063	58 063	(71)	6 766	14 516	(7 750)	-53%	58 063
Contributions & Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**–**	**(2 381)**	**(2 545)**	**(6 258)**	**67 284**	**(636)**	**67 920**	**-10674%**	**(2 545)**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	**–**	**(2 381)**	**(2 545)**	**(6 258)**	**67 284**	**(636)**	**67 920**	**-10674%**	**(2 545)**
Capital expenditure & funds sources									
Capital expenditure	**–**	**93 110**	**110 543**	**2 633**	**9 124**	**27 636**	**(18 512)**	**-67%**	**110 543**
Capital transfers recognised	–	51 117	52 817	296	5 891	13 204	(7 313)	-55%	52 817
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	**–**	**41 994**	**57 726**	**2 337**	**3 233**	**14 431**	**(11 199)**	**-78%**	**57 726**
Total sources of capital funds	**–**	**93 110**	**110 543**	**2 633**	**9 124**	**27 636**	**(18 512)**	**-67%**	**110 543**
Financial position									
Total current assets	–	173 204	–		347 250				173 204
Total non current assets	–	2 317 635	–		2 286 781				2 317 635
Total current liabilities	–	175 225	–		107 190				175 225
Total non current liabilities	–	184 979	–		179 799				184 979
Community wealth/Equity	**–**	**2 130 635**	**–**		**2 347 042**				**2 130 635**
Cash flows									
Net cash from (used) operating	–	82 720	–	(792)	62 696	20 680	(42 016)	-203%	82 720
Net cash from (used) investing	–	(93 110)	–	(3 028)	(10 492)	(23 278)	(12 785)	55%	(93 110)
Net cash from (used) financing	–	(7 999)	–	(643)	(1 903)	(2 000)	(97)	5%	(7 999)
Cash/cash equivalents at the month/year end	**–**	**66 318**	**–**	**–**	**264 528**	**80 110**	**(184 419)**	**-230%**	**195 838**
Debtors & creditors analysis	**0-30 Days**	**31-60 Days**	**61-90 Days**	**91-120 Days**	**121-150 Dys**	**151-180 Dys**	**181 Dys-1 Yr**	**Over 1Yr**	**Total**
Debtors Age Analysis									
Total By Income Source	36 711	28 380	4 407	4 167	3 887	3 412	19 437	109 512	209 913
Creditors Age Analysis									
Total Creditors	32 969	512	387	3	2	(0)	21	(144)	33 749

Explanatory notes to Table C 1 – Monthly Budget Summary

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

Table C2 Monthly Budget Statement – Financial Performance (standard classification) – M03 September 2019

Description	Ref	2018/19	Budget Year 2019/20							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands	1								%	
Revenue - Functional										
Governance and administration		–	**339 475**	**339 475**	**29 756**	**135 046**	**84 869**	50 177	59%	**339 475**
Executive and council		–	27	27	–	4	7	(3)	-46%	27
Finance and administration		–	339 448	339 448	29 756	135 042	84 862	50 180	59%	339 448
Internal audit		–	–	–	–	–	–	–		–
Community and public safety		–	**14 266**	**14 266**	**371**	**1 993**	**3 566**	(1 573)	-44%	**14 266**
Community and social services		–	2 479	2 479	29	88	620	(532)	-86%	2 479
Sport and recreation		–	7 867	7 867	333	1 873	1 967	(94)	-5%	7 867
Public safety		–	1 984	1 984	1	9	496	(487)	-98%	1 984
Housing		–	–	–	–	–	–	–		–
Health		–	1 936	1 936	7	23	484	(460)	-95%	1 936
Economic and environmental services		–	**19 616**	**19 616**	**1 778**	**6 097**	**4 904**	1 193	24%	**19 616**
Planning and development		–	6 667	6 667	338	1 404	1 667	(263)	-16%	6 667
Road transport		–	11 844	11 844	1 396	4 396	2 961	1 435	48%	11 844
Environmental protection		–	1 105	1 105	44	297	276	21	8%	1 105
Trading services		–	**521 398**	**521 398**	**30 928**	**121 733**	**130 350**	(8 616)	-7%	**521 398**
Energy sources		–	293 789	293 789	24 239	73 326	73 447	(121)	0%	293 789
Water management		–	87 929	87 929	(1 795)	18 476	21 982	(3 506)	-16%	87 929
Waste water management		–	83 574	83 574	3 991	14 703	20 894	(6 191)	-30%	83 574
Waste management		–	56 106	56 106	4 493	15 228	14 026	1 202	9%	56 106
Other	4	–	–	–	–	–	–	–		–
Total Revenue - Functional	2	–	**894 756**	**894 756**	**62 833**	**264 869**	**223 689**	**41 180**	**18%**	**894 756**
Expenditure - Functional										
Governance and administration		–	**222 961**	**223 125**	**12 429**	**36 404**	**55 781**	(19 377)	-35%	**223 125**
Executive and council		–	45 089	44 608	3 305	8 860	11 152	(2 291)	-21%	44 608
Finance and administration		–	177 872	178 498	9 124	27 544	44 624	(17 081)	-38%	178 498
Internal audit		–	–	20	–	–	5	(5)	-100%	20
Community and public safety		–	**85 190**	**86 290**	**6 408**	**17 569**	**21 573**	(4 004)	-19%	**86 290**
Community and social services		–	10 612	10 612	646	1 804	2 653	(849)	-32%	10 612
Sport and recreation		–	44 086	44 086	3 199	8 566	11 022	(2 455)	-22%	44 086
Public safety		–	22 264	22 264	1 922	5 397	5 566	(169)	-3%	22 264
Housing		–	3 228	4 328	310	770	1 082	(312)	-29%	4 328
Health		–	4 999	4 999	332	1 031	1 250	(219)	-17%	4 999
Economic and environmental services		–	**116 851**	**116 836**	**8 927**	**23 006**	**29 209**	(6 203)	-21%	**116 836**
Planning and development		–	34 459	34 444	2 417	6 561	8 611	(2 050)	-24%	34 444
Road transport		–	80 642	80 642	6 066	15 881	20 160	(4 280)	-21%	80 642
Environmental protection		–	1 751	1 751	444	565	438	127	29%	1 751
Trading services		–	**467 649**	**467 649**	**41 328**	**120 601**	**116 912**	3 689	3%	**467 649**
Energy sources		–	285 024	285 024	24 478	81 657	71 256	10 401	15%	285 024
Water management		–	80 898	80 898	7 493	16 133	20 224	(4 092)	-20%	80 898
Waste water management		–	51 081	51 081	5 303	12 546	12 770	(224)	-2%	51 081
Waste management		–	50 646	50 646	4 054	10 265	12 661	(2 396)	-19%	50 646
Other		–	**4 486**	**3 401**	**–**	**5**	**850**	**(845)**	**-99%**	**3 401**
Total Expenditure - Functional	3	–	**897 137**	**897 301**	**69 091**	**197 585**	**224 325**	**(26 740)**	**-12%**	**897 301**
Surplus/ (Deficit) for the year		–	**(2 381)**	**(2 545)**	**(6 258)**	**67 284**	**(636)**	**67 920**	**-10674%**	**(2 545)**

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

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

Table C3 Monthly Budget Statement – Financial Performance (revenue and expenditure by municipal vote – M03 September 2019

Vote Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands							%	
Revenue by Vote								
Vote 1 - EXECUTIVE COUNCIL	–	–	–	–	–	–		–
Vote 2 - FINANCIAL SERVICES	333 857	333 857	12 477	151 932	83 464	68 468	82,0%	333 857
Vote 3 - CORPORATE SERVICES	27	27	–	4	7	(3)	-46,4%	27
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	4 052	4 052	285	947	1 013	(66)	-6,5%	4 052
Vote 5 - INFRASTRUCTURE AND ENGINEERING	468 908	468 908	8 977	89 701	117 227	(27 526)	-23,5%	468 908
Vote 6 - COMMUNITY SERVICES	20 256	20 256	1 579	4 658	5 064	(406)	-8,0%	20 256
Vote 7 - COMMUNITY SERVICES (CONTINUED)	67 656	67 656	39 516	17 628	16 914	714	4,2%	67 656
Total Revenue by Vote	**894 756**	**894 756**	**62 833**	**264 869**	**223 689**	**41 180**	**18,4%**	**894 756**
Expenditure by Vote								
Vote 1 - EXECUTIVE COUNCIL	43 826	43 826	2 680	7 504	10 957	(3 453)	-31,5%	43 826
Vote 2 - FINANCIAL SERVICES	93 059	93 059	3 926	11 499	23 265	(11 766)	-50,6%	93 059
Vote 3 - CORPORATE SERVICES	51 140	51 140	3 020	9 558	12 785	(3 227)	-25,2%	51 140
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	22 412	22 412	1 441	3 900	5 603	(1 703)	-30,4%	22 412
Vote 5 - INFRASTRUCTURE AND ENGINEERING	515 897	515 897	44 588	129 390	128 974	416	0,3%	515 897
Vote 6 - COMMUNITY SERVICES	54 604	54 604	4 099	11 279	13 651	(2 372)	-17,4%	54 604
Vote 7 - COMMUNITY SERVICES (CONTINUED)	116 198	116 363	9 338	24 456	29 091	(4 635)	-15,9%	116 363
Total Expenditure by Vote	**897 137**	**897 301**	**69 091**	**197 585**	**224 325**	**(26 740)**	**-11,9%**	**897 301**
Surplus/ (Deficit) for the year	**(2 381)**	**(2 545)**	**(6 258)**	**67 284**	**(636)**	**67 920**	**-10674,5%**	**(2 545)**

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

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

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

Table C4 Monthly Budget Statement – Financial Performance (revenue and expenditure) – M03 September 2019

Description	Ref	2018/19	Budget Year 2019/20							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source										
Property rates			196 717	196 717	11 017	94 237	49 179	45 058	92%	196 717
Service charges - electricity revenue			277 068	277 068	6 634	55 558	69 267	(13 708)	-20%	277 068
Service charges - water revenue			76 105	76 105	(2 019)	12 122	19 026	(6 904)	-36%	76 105
Service charges - sanitation revenue			46 346	46 346	3 840	12 983	11 587	1 396	12%	46 346
Service charges - refuse revenue			53 732	53 732	4 228	14 451	13 433	1 018	8%	53 732
Rental of facilities and equipment			4 037	1 024	48	163	256	(93)	-36%	1 024
Interest earned - external investments			10 375	10 375	1 040	3 661	2 594	1 067	41%	10 375
Interest earned - outstanding debtors			8 439	8 439	1 058	3 078	2 110	968	46%	8 439
Dividends received			–	–	–	–	–	–		–
Fines, penalties and forfeits			6 397	6 397	34 820	738	1 599	(861)	-54%	6 397
Licences and permits			16 568	16 568	1 632	5 909	4 142	1 767	43%	16 568
Agency services			–	–	–	–	–	–		–
Transfers and subsidies			133 112	133 112	5	52 766	33 278	19 488	59%	133 112
Other revenue			7 797	10 810	601	2 437	2 702	(265)	-10%	10 810
Gains on disposal of PPE				–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)		–	**836 693**	**836 693**	**62 904**	**258 103**	**209 173**	**48 930**	**23%**	**836 693**
Expenditure By Type										
Employee related costs			290 942	290 942	23 332	67 230	72 735	(5 506)	-8%	290 942
Remuneration of councillors			13 063	13 063	1 007	3 094	3 266	(171)	-5%	13 063
Debt impairment			26 336	26 336	–	–	6 584	(6 584)	-100%	26 336
Depreciation & asset impairment			85 101	85 101	6 127	18 382	21 275	(2 893)	-14%	85 101
Finance charges			2 201	2 201	207	647	550	97	18%	2 201
Bulk purchases			271 623	271 623	25 536	80 554	67 906	12 648	19%	271 623
Other materials			29 621	29 631	2 702	5 794	7 408	(1 613)	-22%	29 631
Contracted services			80 814	80 320	2 635	4 967	20 080	(15 112)	-75%	80 320
Transfers and subsidies				–	–	–	–	–		–
Other expenditure			97 436	98 085	7 544	16 916	24 521	(7 605)	-31%	98 085
Loss on disposal of PPE				–	–	–	–	–		–
Total Expenditure		–	**897 137**	**897 301**	**69 091**	**197 585**	**224 325**	**(26 740)**	**-12%**	**897 301**
Surplus/(Deficit)		–	**(60 444)**	**(60 608)**	**(6 187)**	**60 518**	**(15 152)**	**75 670**	**(0)**	**(60 608)**
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)			58 063	58 063	(71)	6 766	14 516	(7 750)	**(0)**	58 063
(National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educational Institutions)				–	–	–	–	–		–
Transfers and subsidies - capital (in-kind - all)				–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions		–	**(2 381)**	**(2 545)**	**(6 258)**	**67 284**	**(636)**			**(2 545)**
Taxation					–		–	–		
Surplus/(Deficit) after taxation		–	**(2 381)**	**(2 545)**	**(6 258)**	**67 284**	**(636)**			**(2 545)**
Attributable to minorities					–		–			
Surplus/(Deficit) attributable to municipality		–	**(2 381)**	**(2 545)**	**(6 258)**	**67 284**	**(636)**			**(2 545)**
Share of surplus/ (deficit) of associate					–		–			
Surplus/ (Deficit) for the year		–	**(2 381)**	**(2 545)**	**(6 258)**	**67 284**	**(636)**			**(2 545)**

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

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

Table C5 Monthly Budget Statement – Capital Expenditure (municipal vote, standard classification and funding) – M03 September 2019

Vote Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands							%	
Single Year expenditure appropriation								
Vote 1 - EXECUTIVE COUNCIL	1 200	2 268	11	253	567	(314)	-55%	2 268
Vote 2 - FINANCIAL SERVICES	2 600	3 896	61	103	974	(871)	-89%	3 896
Vote 3 - CORPORATE SERVICES	3 069	4 663	36	73	1 166	(1 093)	-94%	4 663
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	4 581	4 581	1 533	1 533	1 145	388	34%	4 581
Vote 5 - INFRASTRUCTURE AND ENGINEERING	59 846	68 056	927	6 802	17 014	(10 212)	-60%	68 056
Vote 6 - COMMUNITY SERVICES	5 915	8 408	49	180	2 102	(1 922)	-91%	8 408
Vote 7 - COMMUNITY SERVICES (CONTINUED)	15 900	18 671	17	178	4 668	(4 490)	-96%	18 671
Total Capital single-year expenditure	93 110	110 543	2 633	9 124	27 636	**(18 512)**	**-67%**	110 543
Total Capital Expenditure	**93 110**	**110 543**	**2 633**	**9 124**	**27 636**	**(18 512)**	**-67%**	**110 543**
Capital Expenditure - Functional Classification								
Governance and administration	**8 169**	**10 827**	**83**	**380**	**2 707**	(2 327)	-86%	**10 827**
Executive and council	1 065	2 133	11	253	533	(280)	-52%	2 133
Finance and administration	6 969	8 634	73	126	2 158	(2 032)	-94%	8 634
Internal audit	135	60	–	–	15	(15)	-100%	60
Community and public safety	**20 215**	**26 779**	**1 575**	**1 723**	**6 695**	(4 972)	-74%	**26 779**
Community and social services	950	2 674	–	–	668	(668)	-100%	2 674
Sport and recreation	13 600	13 128	17	23	3 282	(3 259)	-99%	13 128
Public safety	3 965	9 278	25	166	2 319	(2 153)	-93%	9 278
Housing	1 700	1 700	1 533	1 533	425	1 108	261%	1 700
Health	–	–			–	–		–
Economic and environmental services	**5 325**	**5 325**	**89**	**108**	**1 331**	(1 223)	-92%	**5 325**
Planning and development	3 331	3 331	–	–	833	(833)	-100%	3 331
Road transport	1 994	1 994	89	108	498	(391)	-78%	1 994
Environmental protection	–	–	–	–	–	–		–
Trading services	**59 402**	**67 612**	**813**	**6 669**	**16 903**	(10 234)	-61%	**67 612**
Energy sources	19 432	21 171	342	342	5 293	(4 951)	-94%	21 171
Water management	11 446	12 231	310	4 772	3 058	1 714	56%	12 231
Waste water management	26 524	32 211	161	1 555	8 053	(6 498)	-81%	32 211
Waste management	2 000	2 000	–	–	500	(500)	-100%	2 000
Other	–	–	74	244	–	244	#DIV/0!	–
Total Capital Expenditure - Functional Classification	**93 110**	**110 543**	**2 633**	**9 124**	**27 636**	**(18 512)**	**-67%**	**110 543**
Funded by:								
National Government	49 052	49 052	296	5 891	12 263	(6 372)	-52%	49 052
Provincial Government	–	–	–	–	–	–		–
District Municipality	2 065	3 765	–	–	941	(941)	-100%	3 765
Other transfers and grants	–	–	–	–	–	–		–
Transfers recognised - capital	**51 117**	**52 817**	**296**	**5 891**	**13 204**	**(7 313)**	**-55%**	**52 817**
Borrowing		–	–	–	–	–		–
Internally generated funds	41 994	57 726	2 337	3 233	14 431	(11 199)	-78%	57 726

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

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

Table C6 Monthly Budget Statement – Financial Position – M03 September 2019

Description	Ref	2018/19	Budget Year 2019/20			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands	1					
ASSETS						
Current assets						
Cash			6 632		60 710	6 632
Call investment deposits			59 686		203 819	59 686
Consumer debtors			67 067		55 557	67 067
Other debtors			33 150		17 913	33 150
Current portion of long-term receivables			3		3	3
Inventory			6 666		9 249	6 666
Total current assets		–	**173 204**	–	**347 250**	**173 204**
Non current assets						
Long-term receivables			16		13	16
Investments						
Investment property			354 389		267 727	354 389
Investments in Associate						
Property, plant and equipment			1 961 428		2 018 797	1 961 428
Biological						
Intangible			1 802		244	1 802
Other non-current assets						
Total non current assets		–	**2 317 635**	–	**2 286 781**	**2 317 635**
TOTAL ASSETS		–	**2 490 839**	–	**2 634 031**	**2 490 839**
LIABILITIES						
Current liabilities						
Bank overdraft					–	
Borrowing			7 999		9 067	7 999
Consumer deposits			15 241		17 378	15 241
Trade and other payables			127 481		51 097	127 481
Provisions			24 505		29 649	24 505
Total current liabilities		–	**175 225**	–	**107 190**	**175 225**
Non current liabilities						
Borrowing			15 602		16 354	15 602
Provisions			169 378		163 445	169 378
Total non current liabilities		–	**184 979**	–	**179 799**	**184 979**
TOTAL LIABILITIES		–	**360 204**	–	**286 989**	**360 204**
NET ASSETS	2	–	**2 130 635**	–	**2 347 042**	**2 130 635**
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)			2 130 635		2 347 042	2 130 635
Reserves						–
TOTAL COMMUNITY WEALTH/EQUITY	2	–	**2 130 635**	–	**2 347 042**	**2 130 635**

Explanatory notes to Table C6 – Budgeted Financial Position

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

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

Table C7 Monthly Budget Statement – Cash Flow – M03 September 2019

Description	Ref	2018/19	Budget Year 2019/20							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands	1								%	
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts										
Property rates			188 848		24 439	78 818	47 212	31 606	67%	188 848
Service charges			435 121		38 990	106 782	108 780	(1 998)	-2%	435 121
Other revenue			34 799		39	18 268	8 700	9 568	110%	34 799
Government - operating			133 112		–	54 078	33 278	20 800	63%	133 112
Government - capital			58 063		–	19 768	14 516	5 253	36%	58 063
Interest			18 476		2 531	6 946	4 619	2 327	50%	18 476
Dividends			–		–	–	–	–		–
Payments										
Suppliers and employees			(783 499)		(66 584)	(221 317)	(195 875)	25 443	-13%	(783 499)
Finance charges			(2 201)		(207)	(647)	(550)	97	-18%	(2 201)
Transfers and Grants			–		–	–	–	–		–
NET CASH FROM/(USED) OPERATING ACTIVITIES		**–**	**82 720**	**–**	**(792)**	**62 696**	**20 680**	**(42 016)**	**-203%**	**82 720**
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE			–		–	–	–	–		–
Decrease (Increase) in non-current debtors			–		–	–	–	–		–
Decrease (increase) other non-current receivables			–		–	–	–	–		–
Decrease (increase) in non-current investments			–		–	–	–	–		–
Payments										
Capital assets			(93 110)		(3 028)	(10 492)	(23 278)	(12 785)	55%	(93 110)
NET CASH FROM/(USED) INVESTING ACTIVITIES		**–**	**(93 110)**	**–**	**(3 028)**	**(10 492)**	**(23 278)**	**(12 785)**	**55%**	**(93 110)**
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans			–		–	–	–	–		–
Borrowing long term/refinancing			–		–	–	–	–		–
Increase (decrease) in consumer deposits			–		–	–	–	–		–
Payments										
Repayment of borrowing			(7 999)		(643)	(1 903)	(2 000)	(97)	5%	(7 999)
NET CASH FROM/(USED) FINANCING ACTIVITIES		**–**	**(7 999)**	**–**	**(643)**	**(1 903)**	**(2 000)**	**(97)**	**5%**	**(7 999)**
NET INCREASE/ (DECREASE) IN CASH HELD		**–**	**(18 389)**	**–**	**(4 463)**	**50 301**	**(4 597)**			**(18 389)**
Cash/cash equivalents at beginning:			84 707			214 228	84 707			214 228
Cash/cash equivalents at month/year end:		–	66 318	–		264 528	80 110			195 838

Explanatory notes to Table C7 – Budgeted Cash Flow Statement

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

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

Annexure "A5"

ANALYSIS OF THE MUNICIPALITY'S STATEMENT OF FINANCIAL POSITION

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

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

Below is an analysis of the outstanding consumer debtors as at 30 June 2019, compared to the position as at 30 September 2019.

Debtors' Age Analysis (Inclusive of VAT) as at 30 June 2019

Description	Budget Year 2018/19								
R thousands	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis By Income Source									
Trade and Other Receivables from Exchange Transactions - Water	8 079	1 885	1 407	1 463	1 386	1 158	7 243	22 495	45 116
Trade and Other Receivables from Exchange Transactions - Electricity	15 574	1 126	646	474	465	291	1 941	5 553	26 069
Receivables from Non-exchange Transactions - Property Rates	7 749	672	489	399	332	292	6 910	16 661	33 504
Receivables from Exchange Transactions - Waste Water Management	4 548	915	665	654	604	538	3 205	9 498	20 626
Receivables from Exchange Transactions - Waste Management	4 044	968	864	820	789	768	4 178	13 431	25 861
Receivables from Exchange Transactions - Property Rental Debtors	–	–	–	–	–	–	–	–	–
Interest on Arrear Debtor Accounts	62	121	96	125	143	150	1 692	19 388	21 776
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–	–	–	–	–	–	–
Other	(11 847)	487	418	318	405	308	2 686	8 364	1 139
Total By Income Source	**28 208**	**6 174**	**4 585**	**4 254**	**4 123**	**3 503**	**27 855**	**95 390**	**174 092**
2017/18 - totals only									–
Debtors Age Analysis By Customer Group									
Organs of State	857	397	360	202	240	84	1 885	1 921	5 945
Commercial	5 199	340	176	125	140	81	588	2 630	9 278
Households	22 153	5 437	4 049	3 927	3 743	3 338	25 383	90 839	158 869
Other	–	–	–	–	–	–	–	–	–
Total By Customer Group	**28 208**	**6 174**	**4 585**	**4 254**	**4 123**	**3 503**	**27 855**	**95 390**	**174 092**

Debtors' Age Analysis (Inclusive of VAT) as at 30 September 2019

Description	Budget Year 2019/20								
R thousands	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis By Income Source									
Trade and Other Receivables from Exchange Transactions - Water	8 702	3 455	1 410	1 404	1 311	1 147	6 839	25 313	49 579
Trade and Other Receivables from Exchange Transactions - Electricity	21 485	3 560	530	471	322	232	1 115	6 456	34 171
Receivables from Non-exchange Transactions - Property Rates	10 767	16 277	475	386	336	302	1 342	21 293	51 179
Receivables from Exchange Transactions - Waste Water Management	5 004	1 739	680	618	615	517	2 977	10 684	22 833
Receivables from Exchange Transactions - Waste Management	4 344	1 094	882	804	783	743	4 213	14 914	27 778
Receivables from Exchange Transactions - Property Rental Debtors	–	–	–	–	–	–	–	–	–
Interest on Arrear Debtor Accounts	99	390	98	119	173	150	1 319	21 346	23 695
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–	–	–	–	–	–	–
Other	(13 691)	1 865	332	365	348	320	1 632	9 506	678
Total By Income Source	**36 711**	**28 380**	**4 407**	**4 167**	**3 887**	**3 412**	**19 437**	**109 512**	**209 913**
2018/19 - totals only									–
Debtors Age Analysis By Customer Group									
Organs of State	1 232	2 564	193	229	147	54	125	3 746	8 289
Commercial	6 294	735	151	120	95	94	524	2 868	10 879
Households	29 186	25 082	4 063	3 818	3 645	3 265	18 788	102 898	190 745
Other	–	–	–	–	–	–	–	–	–
Total By Customer Group	**36 711**	**28 380**	**4 407**	**4 167**	**3 887**	**3 412**	**19 437**	**109 512**	**209 913**

The aforementioned analysis indicates that from 30 June 2019 to 30 September 2019, the overdue debts have increased from R 145,884 million to R 173,202 million, as follows:

R thousands	OVERDUE AMOUNTS AS AT		
Debtors Age Analysis By Income Source	**30-Jun-19**	**30-Sep-19**	**DIFFERENCE**
Trade and Other Receivables from Exchange Transactions - Water	37 037	40 878	3 841
Trade and Other Receivables from Exchange Transactions - Electricity	10 495	12 686	2 190
Receivables from Non-exchange Transactions - Property Rates	25 755	40 412	14 656
Receivables from Exchange Transactions - Waste Water Management	16 078	17 830	1 752
Receivables from Exchange Transactions - Waste Management	21 817	23 433	1 616
Receivables from Exchange Transactions - Property Rental Debtors	–	–	–
Interest on Arrear Debtor Accounts	21 714	23 595	1 881
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	–	–	–
Other	12 987	14 369	1 382
Total By Income Source	**145 884**	**173 202**	**27 318**
			–
Debtors Age Analysis By Customer Group			–
Organs of State	5 088	7 057	1 969
Commercial	4 080	4 586	506
Households	136 716	161 559	24 843
Other	–	–	–
Total By Customer Group	**145 884**	**173 202**	**27 318**

2. Overview of Creditors position

Below is an analysis of the status of the major creditors

Description	Budget Year 2019/20								
R thousands	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
Creditors Age Analysis By Customer Type									
Bulk Electricity	23 554	4	(2)	0	0	(0)	–	–	**23 556**
Bulk Water	1 355	–	–	3	2	–	10	(182)	**1 188**
PAYE deductions	4 318								**4 318**
VAT (output less input)									**-**
Pensions / Retirement deductions									**-**
Loan repayments									**-**
Trade Creditors	3 742	508	389	–	–	–	11	38	**4 688**
Auditor General									**-**
Other									**-**
Total By Customer Type	**32 969**	**512**	**387**	**3**	**2**	**(0)**	**21**	**(144)**	**33 749**

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

Eskom	R 23,556 million
Other Creditors	R 10,193 million
TOTAL	**R 33,749 million**

It is to be noted that the Eskom amount of R 23,554 million, represents the current account for September 2019, which will be fully paid on 23 October 2019.

3. Investment Portfolio

Below is an analysis of the Investment Portfolio as at 30 September 2019.

	Balance as at 30 June 2019	Invested	Interest	Withdrawals	Adjustments	Balance as at 31 August 2019
Standard Bank	19 896 645	-	316 631	-	-	20 213 277
ABSA	27 519 504	-	442 329	-	150	27 961 683
Nedbank	20 827 601	-	337 732	-	-	21 165 333
RMB	110 820 349	1 960 397	1 740 561	1 960 397	-	112 560 910
INVESTEC	21 562 503	-	355 143	-	-	21 917 646
						-
Total	**200 626 602**	**1 960 397**	**3 192 398**	**1 960 397**	**150**	**203 818 850**
	Balance as at 30 June 2019	**Invested**	**Interest**	**Withdrawals**	**Adjustments**	**Balance as at 31 August 2019**
General Account	90 965 278	1 960 397	1 491 631	-	150	94 417 156
Conditional Grants	109 654 154	-	1 700 654	1 960 397	-	109 394 411
Housing Funds	7 170	-	113	-	-	7 283
						-
Total	**200 626 602**	**1 960 397**	**3 192 398**	**1 960 397**	**150**	**203 818 850**
Cheque Accounts FNB	13 600 946	47 108 598				60 709 544
TOTAL Investments & Bank	**214 227 548**	**49 068 995**	**3 192 398**	**1 960 397**	**150**	**264 528 394**

The increase in the investment portfolio since 30 June 2019 amounts to R 50,300,846. The following analysis indicates the extent to which the investments are committed:

Cash backed Reserves

Bank Balances and Cash	R 60,709,544
Short-term Investment Deposits	R 203,818,850
	R 264,528,394

Application of Cash

Unspent Conditional Grants	111,899,197
Internally Generated Funds	54,493,133
Outstanding Creditors Liability	33,749,351
	200,141,681

Reserves in excess of Commitments **R 64,386,713**

The cash backed reserves exceed the commitments at this stage by an amount of R 64,386,713. It should be noted that the excess of reserves over commitments as at 30 September 2019, is mainly due to an amount of R 52,058 million in respect of the Equitable share allocation received on 8 July 2019, but not yet fully spent.

These funds are already committed towards spending in the 2019/20 Operating budget.

4. Allocation and Grants receipts and expenditure for the 2019/2020 financial year

Supporting Table SC6 Monthly Budget Statement – transfers and grant receipts – M03 September 2019

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands							%	
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	**129 297**	**–**	**–**	**54 838**	**32 324**	**(11 666)**	**-54,1%**	**129 297**
Operational Revenue:General Revenue:Equitable Share	124 938		–	52 058	31 234	(11 559)	-55,5%	124 938
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]	1 000		–	250	250	(5)	-2,8%	1 000
Local Government Financial Management Grant [Schedule 5B]	1 770		–	1 770	443	(131)	-44,4%	1 770
Municipal Infrastructure Grant [Schedule 5B]	1 589		–	760	397	29	11,0%	1 589
Provincial Government:	**2 050**	**–**	**–**	**–**	**513**	**(342)**	**-100,0%**	**2 050**
Sport and Recreation	2 050		–		513	(342)	-100,0%	2 050
District Municipality:	**1 765**	**–**	**–**	**–**	**441**	(294)	-100,0%	**1 765**
Environment Health Subsidy	1 765		–		441	(294)	-100,0%	1 765
Total operating expenditure of Transfers and Grants:	**133 112**	**–**	**–**	**54 838**	**33 278**	**(12 302)**	**-55,5%**	**133 112**
Capital expenditure of Transfers and Grants								
National Government:	56 098	–	–	18 938	14 025	(2 916)	**-31,2%**	56 098
Municipal Infrastructure Grant (MIG)	36 096		–	14 438	9 024	(4 714)	-78,4%	36 096
Integrated National Electrification Programme	6 002		–	1 500	1 501	(1 000)	-100,0%	6 002
Water Service Infrastructure Grant	10 000		–	2 000	2 500	3 465	207,9%	10 000
Energy Efficiency and Demand Side Management Grant	4 000		–	1 000	1 000	(667)	-100,0%	4 000
District Municipality:	**1 965**	**–**	**–**	**–**	**491**	(328)	-100,0%	**1 965**
Fire Subsidy	1 965		–		491	(328)	-100,0%	1 965
Total capital expenditure of Transfers and Grants	**58 063**	**–**	**–**	**18 938**	**14 516**	**(3 243)**	**-33,5%**	**58 063**
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	**191 175**	**–**	**–**	**73 776**	**47 794**	**(15 545)**	**-48,8%**	**191 175**

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

Supporting Table SC7 Monthly Budget Statement – transfers and grants expenditure – M03 September 2019

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands							%	
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	**129 297**	**–**	**5 025**	**14 909**	**32 324**	**(11 666)**	**-54,1%**	**129 297**
Operational Revenue:General Revenue:Equitable Share	124 938		4 584	13 847	31 234	(11 559)	-55,5%	124 938
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]	1 000		86	248	250	(5)	-2,8%	1 000
Local Government Financial Management Grant [Schedule 5B]	1 770		209	373	443	(131)	-44,4%	1 770
Municipal Infrastructure Grant [Schedule 5B]	1 589		147	441	397	29	11,0%	1 589
Provincial Government:	**2 050**	**–**	**–**	**–**	**513**	**(342)**	**-100,0%**	**2 050**
Sport and Recreation	2 050		–		513	(342)	-100,0%	2 050
District Municipality:	**1 765**	**–**	**–**	**–**	**441**	(294)	-100,0%	**1 765**
Environment Health Subsidy	1 765		–		441	(294)	-100,0%	1 765
Total operating expenditure of Transfers and Grants:	**133 112**	**–**	**5 025**	**14 909**	**33 278**	**(12 302)**	**-55,5%**	**133 112**
Capital expenditure of Transfers and Grants								
National Government:	56 098	–	341	6 775	14 025	(2 916)	**-31,2%**	56 098
Municipal Infrastructure Grant (MIG)	36 096		8	1 309	9 024	(4 714)	-78,4%	36 096
Integrated National Electrification Programme	6 002		–	–	1 501	(1 000)	-100,0%	6 002
Water Service Infrastructure Grant	10 000		333	5 465	2 500	3 465	207,9%	10 000
Energy Efficiency and Demand Side Management Grant	4 000		–	–	1 000	(667)	-100,0%	4 000
District Municipality:	**1 965**	**–**	**–**	**–**	**491**	(328)	-100,0%	**1 965**
Fire Subsidy	1 965		–		491	(328)	-100,0%	1 965
Total capital expenditure of Transfers and Grants	**58 063**	**–**	**341**	**6 775**	**14 516**	**(3 243)**	**-33,5%**	**58 063**
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	**191 175**	**–**	**5 366**	**21 683**	**47 794**	**(15 545)**	**-48,8%**	**191 175**

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

Grants received from National Government

DORA Operating Grants

Financial Management Grant (FMG)

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

DORA Allocation: R 1,770,000
Amount of Grant Received: R 1,770,000
Expenditure to date: R 372,789
Unspent as at 30 September 2019: R 1,397,211

The spending of the grant amounted to 21,06% as at 30 September 2019, compared to the amount of the grant received.

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

DORA Allocation:	R 1,000,000
Amount of Grant Received:	R 250,000
Expenditure to date:	R 247,993
Unspent as at 30 September 2019:	R 2,007

The spending of the grant amounted to 99,20% as at 30 September 2019, compared to the amount of the grant received.

DORA Capital Grants

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

DORA Allocation:	R 37,684,750
Amount of Grant Received:	R 15,198,000
Expenditure to date:	R 1,749,978
Unspent as at 30 August 2019:	R 13,448,022

The spending of the grant amounted to 11,51% as at 30 September 2019, compared to the amount of the grant received.

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

DORA Allocation:	R 6,002,000
Amount of Grant Received:	R 1,500,000
Expenditure to date:	R 0
Unspent as at 30 September 2019:	R 1,500,000

The spending of the grant amounted to 0% as at 30 September 2019, compared to the amount of the grant received.

Energy Efficiency and Demand Side Management Grant (EEDSM)
The purpose of this grant is to implement energy efficiency measures within municipality's own operations.

DORA Allocation:	R 4,000,000
Amount of Grant Received:	R 1,000,000
Expenditure to date:	R 0
Unspent as at 30 September 2019:	R 1,000,000

The spending of the grant amounted to 0% as at 30 September 2019, compared to the amount of the grant received.

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

DORA Allocation:	R 10,000,000
Amount of Grant Received:	R 2,000,000
Unspent Grant as at 30 June 2019	R 98,017,338
Total Grant	R100,017,338
Expenditure to date:	R 5,465,381
Unspent as at 30 September 2019:	R 94,551,957

The spending of the grant amounted to 5.46% as at 30 September 2019, compared to the amount of the grant received.

The municipality has applied to National Treasury for the rollover of the unspent amount of R 98,017,338, as at 30 June 2019.

5. Councillor and employee benefits

Below is an analysis of Councillor and employee benefits:

Table SC8 Monthly Budget Statement – Councillor and staff benefits – M03 September 2019

Summary of Employee and Councillor remuneration	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands							%	
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	8 800		675	2 078	2 200	(64)	-4%	8 800
Medical Aid Contributions	–		2	5	–	2	#DIV/0!	–
Motor Vehicle Allowance	2 889		227	694	722	(14)	-3%	2 889
Cellphone Allowance	1 374		103	318	343	(14)	-6%	1 374
Sub Total - Councillors	**13 063**	**–**	**1 007**	**3 094**	**3 266**	**(89)**	**-4%**	**13 063**
Senior Managers of the Municipality								
Basic Salaries and Wages	4 923		458	1 375	1 231	96	12%	4 923
Pension and UIF Contributions			1	2	–	2	#DIV/0!	–
Performance Bonus			–	138	–	138	#DIV/0!	–
Motor Vehicle Allowance			55	166	–	111	#DIV/0!	–
Cellphone Allowance			1	2	–	1	#DIV/0!	–
Other benefits and allowances	3 282		3	12	820	(538)	-98%	3 282
Payments in lieu of leave			–	0	–	0	#DIV/0!	–
Sub Total - Senior Managers of Municipality	**8 204**	**–**	**518**	**1 695**	**2 051**	**(191)**	**-14%**	**8 204**
Other Municipal Staff								
Basic Salaries and Wages	173 244		14 438	43 292	43 311	(20)	0%	173 244
Pension and UIF Contributions	29 339		2 507	7 528	7 335	131	3%	29 339
Medical Aid Contributions	15 119		1 272	3 740	3 780	(53)	-2%	15 119
Overtime	32 833		2 637	5 516	8 208	(2 593)	-47%	32 833
Motor Vehicle Allowance	7 551		719	2 144	1 888	166	13%	7 551
Cellphone Allowance	1		–	–	0	(0)	-100%	1
Housing Allowances	992		68	204	248	(30)	-18%	992
Other benefits and allowances	22 256		848	2 392	5 564	(2 166)	-58%	22 256
Payments in lieu of leave	–		276	487	–	211	#DIV/0!	–
Long service awards	1 403		48	234	351	(48)	-21%	1 403
Sub Total - Other Municipal Staff	**282 737**	**–**	**22 814**	**65 535**	**70 684**	**(4 403)**	**-9%**	**282 737**
Total Parent Municipality	**304 005**	**–**	**24 339**	**70 324**	**76 001**	**(4 683)**	**-9%**	**304 005**
TOTAL SALARY, ALLOWANCES & BENEFITS	**304 005**	**–**	**24 339**	**70 324**	**76 001**	**(4 683)**	**-9%**	**304 005**
TOTAL MANAGERS AND STAFF	**290 942**	**–**	**23 332**	**67 230**	**72 735**	**(4 593)**	**-9%**	**290 942**

6. Key performance indicators

The table below reflects the key performance indicators as per the 2019/20 Budget and the associated performance to date.

Borrowing Management		**Actuals as at 30 June 2016**	**Actuals as at 30 June 2017**	**Actuals as at 30 June 2018**	**Actuals as at 30 June 2019**	**Approved Budget 2019/20**	**Actuals as at 30 September 2019**
Capital Charges to Operating Expenditure	Interest & principal paid/Total Operating Expenditure	3.67%	2.51%	1.77%	1.24%	1.14%	1,29%
Borrowed funding of "own" capital expenditure	Borrowings/Capital expenditure excl. transfers & grants	0%	0%	0%	0%	0%	0%
Debt Servicing Costs to Operating Revenue	Debt Servicing Costs / Total Operating Revenue - Conditional Grants	0.04	0.03	0.02	0.02	0.01	0.01
Liquidity							
Current Ratio	Current assets / current liabilities	0.85	0.97	1.11	1.45	0.99	3.24
Liquidity Ratio	Monetary assets / current liabilities	0.40	0.47	0.52	0.88	0.38	2.47
Revenue Management							
Annual Debtors Collection Rate	Billed Revenue / Receipted Revenue	97.60%	95.81%	90.73%	97,62%	96%	85,12%

Other indicators		Actuals as at 30 June 2016	Actuals as at 30 June 2017	Actuals as at 30 June 2018	Actuals as at 30 June 2019	Approved Budget 2019/20	Actuals as at 30 September 2019
Cost coverage	(Cash and cash equivalents - Unspent Conditional Grants - Overdraft) + Short term investment)/monthly fixed operational expenditure excluding (depreciation, amortisation, provision for bad debts, impairment and loss on disposal of assets)	1.60	1.62	1.72	1.90	1.01	2.33
Employee Costs	Employee Costs / Total Operating Expenditure	35.62%	33.39%	32.99%	35.06%	32.42%	34,03%
Capital Expenditure	Capital Expenditure / Capital Budget	81.97%	72.92%	72.98%	48.62%	95%	8,25%
Repairs and Maintenance as % of Total Operating Expenditure	Repairs and Maintenance / Total Operating Expenditure	4.61%	4.94%	3.79%	5.71%	4.87%	2,76%
Repairs and Maintenance as % of PPE (Book Value)	Repairs and Maintenance / Net PPE	1.17%	1.65%	1.42%	2.22%	2.23%	0,27%
Own Revenue Sources / Total Operating Revenue (Including operating grants)	Own Revenue Sources / Total Operating Revenue (Including Conditional Grants)	74.74%	78.69%	80.57%	84.19%	84.09%	79,56%

The above table is discussed in details below.

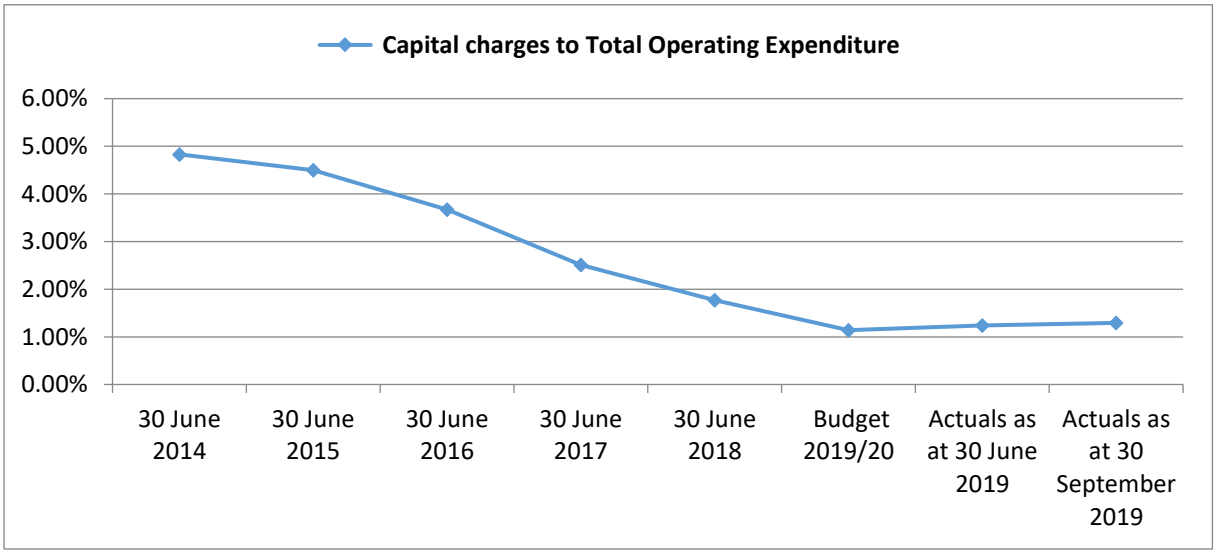
5.1. Borrowing Management

5.1.1. Capital charges to Operating Expenditure

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

Capital charges/Total Operating Expenditure to date

The ratio indicates that 1.29% of the Total Operating Expenditure was utilised for capital charges as at 30 September 2019, compared to the budgeted ratio of 1.14%.



5.1.2. Borrowed funding of capital expenditure

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

The ratio is determined as follows:

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

The ratio is 0% as no capital expenditure was funded from borrowings, which is in line with the budgeted target as per the 2019/20 Operating Budget as no borrowing is planned for the 2019/20 to 2021/22 financial years.

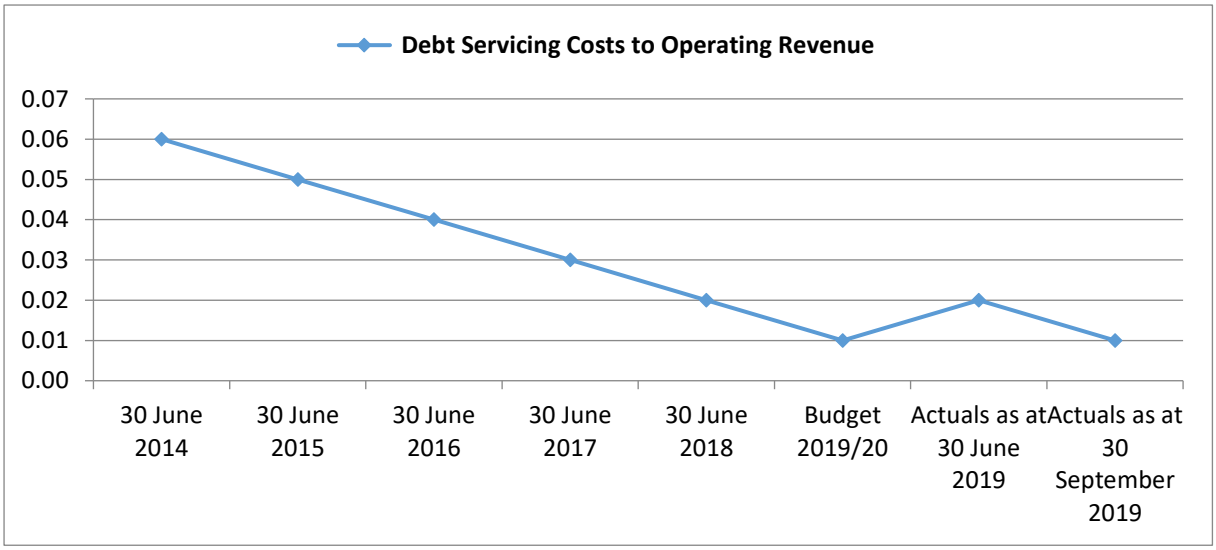
5.1.3. Debt Servicing Costs to Operating Revenue Ratio

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

The ratio is determined as follows:

Debt Servicing Costs/Operating Revenue

As at 30 September 2019, the ratio was 0.01:1, compared to the budgeted ratio of 0.01:1.



5.2. Liquidity

5.2.1. Current ratio

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

The ratio is determined as follows:

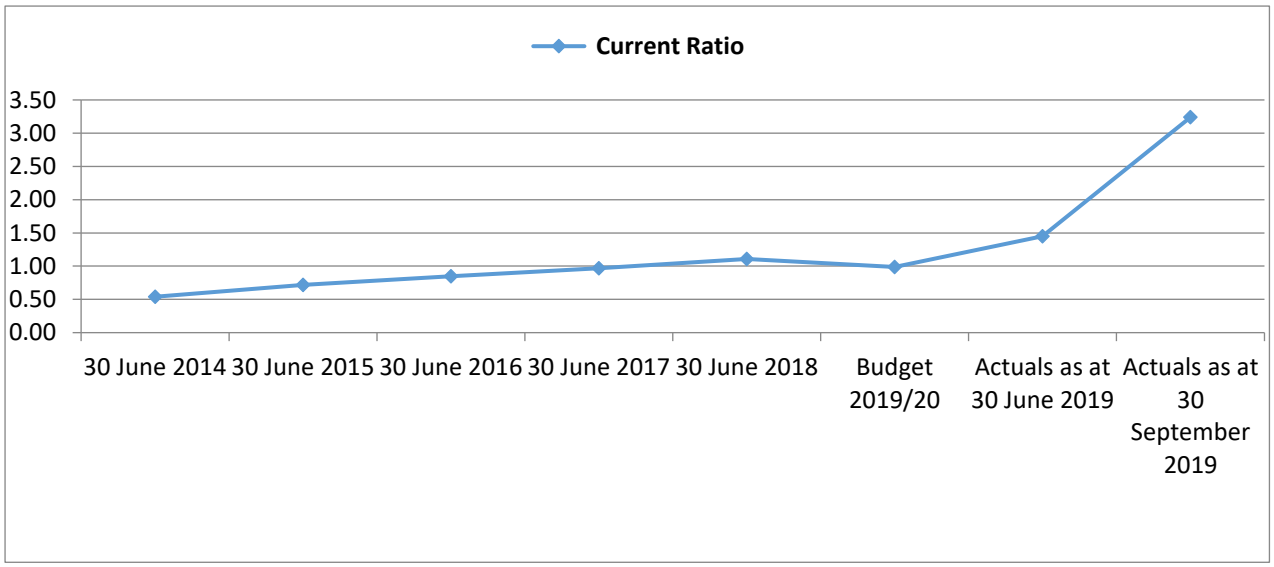
Current assets/Current liabilities

The ratio as at 30 September 2019 was 3.24:1, compared to the budgeted ratio of 0.99:1.

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

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

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



5.2.2. Liquidity Ratio

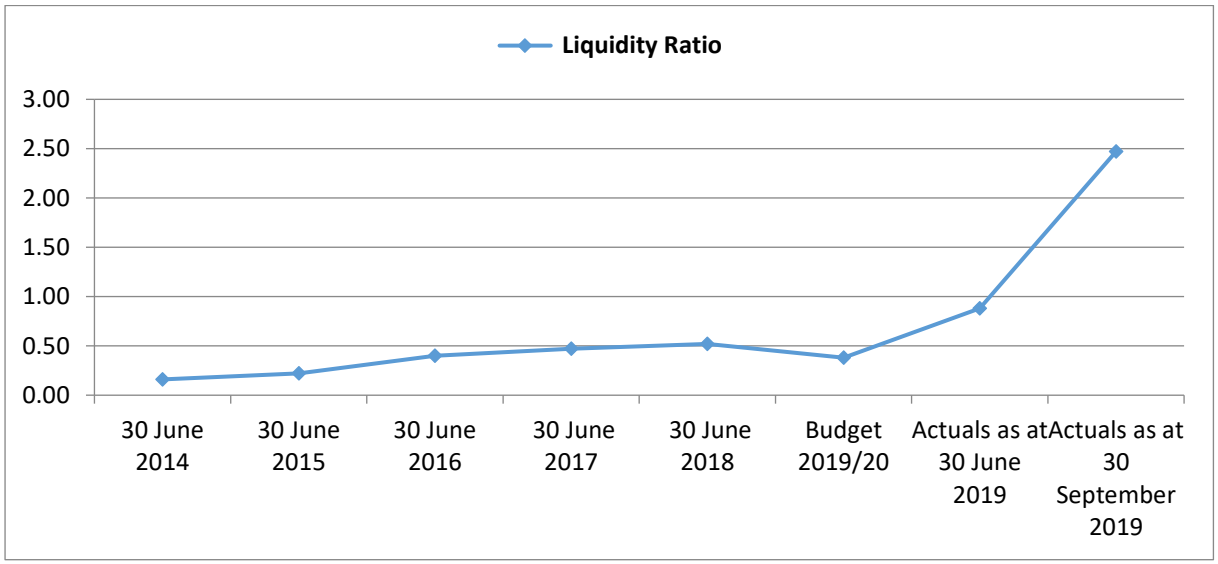
The liquidity ratio assesses a Municipality's ability to meet its short-term commitments from Monetary Assets.

The ratio is determined as follows:

Monetary assets/Current liabilities

A favourable ratio would ensure that the Municipality is able to settle its short-term commitments from monetary assets. The liquidity ratio as at 30 September 2019 was 2.47:1, compared to the budgeted ratio of 0.38:1.

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



5.3. Revenue Management

5.3.1. Annual Debtors Collection Rate

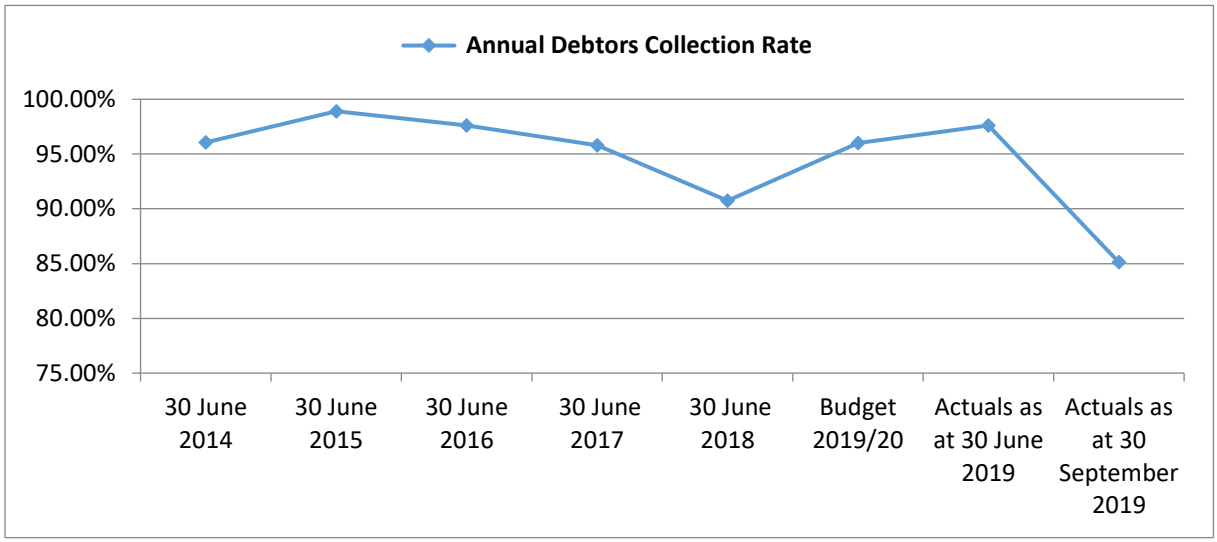
This ratio assesses the actual cash collected, compared to the monetary value of the municipal accounts rendered for municipal rates and services.

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

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

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

The average collection rate as at 30 September 2019 was 85.12%, compared to the budgeted collection rate of 96%. The collection rate of 85.12% as at 30 September 2019 is influenced by the annual property rates raised in July 2019, but not yet paid. The collection rates have been calculated, based on the revenue receipted, compared to the revenue billed on a month – to - month basis.



5.4. Other indicators

5.4.1. Cost coverage

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

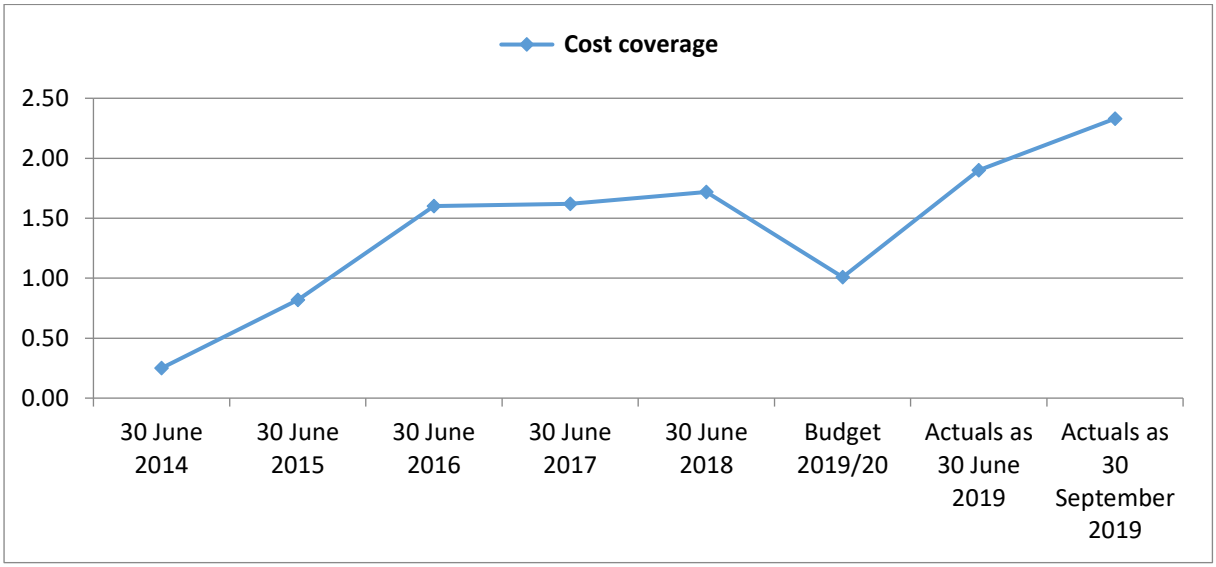
The Ratio is adjusted for Unspent Conditional Grants as the cash is not available for normal day-to-day operational expenditure, but rather reserved for Grant related expenditure.

The ratio is determined as follows:

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

As at 30 September 2019, the Ratio was 2.33 months, compared to the budgeted ratio of 1.01 months.

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



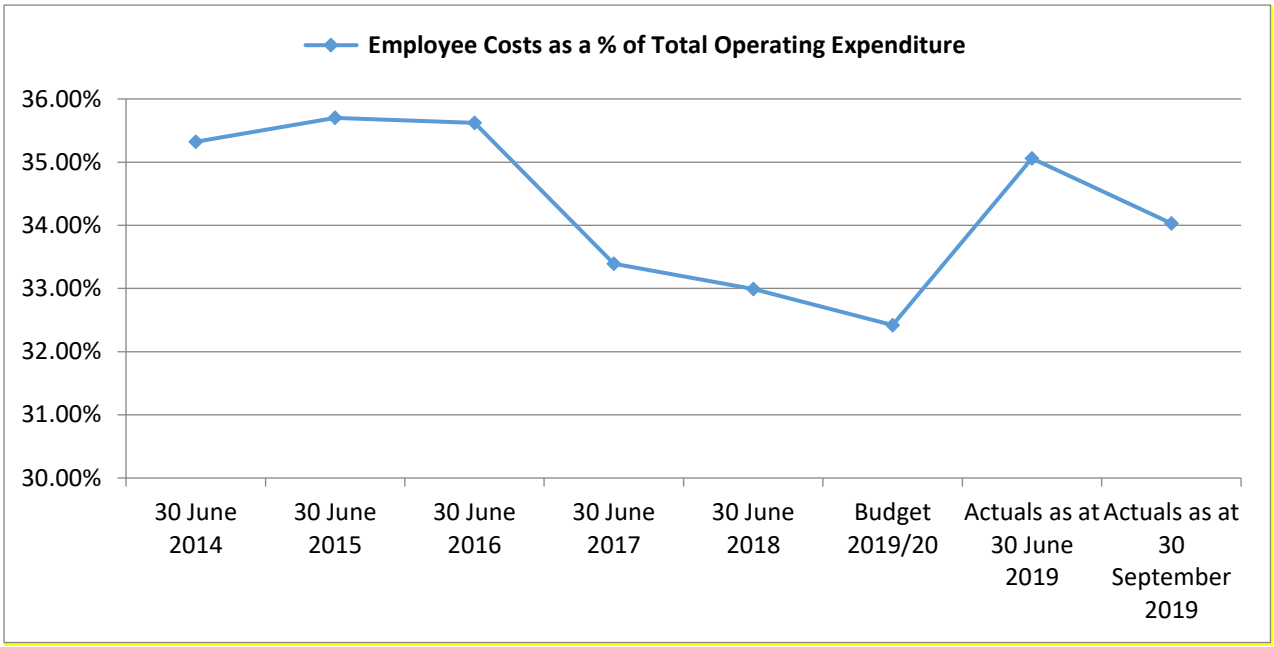
5.4.2. Employee costs as a % of Total Operating Expenditure

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

The ratio is determined as follows:

Employee Costs to date/Total Operating Expenditure to Date

As at 30 September 2019, Employee Related Costs constituted 34.03% of the Total Operating Expenditure, compared to the budgeted ratio of 32.42%.



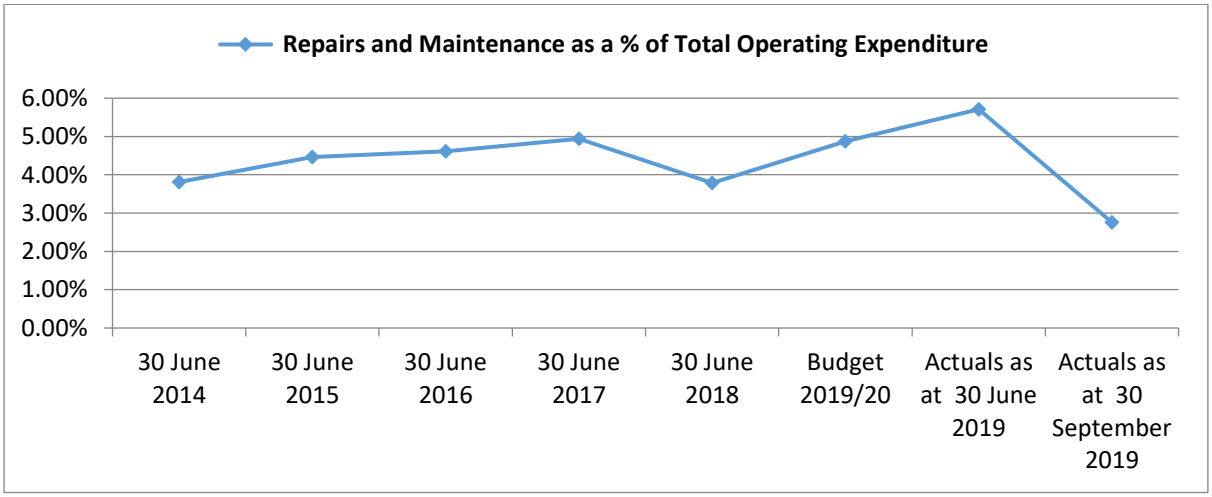
5.4.3. Repairs and Maintenance as a % of Total Operating Expenditure

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

The ratio is determined as follows:

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

As at 30 September 2019, the ratio was 2,76%, compared to the budgeted ratio of 4.87%.



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

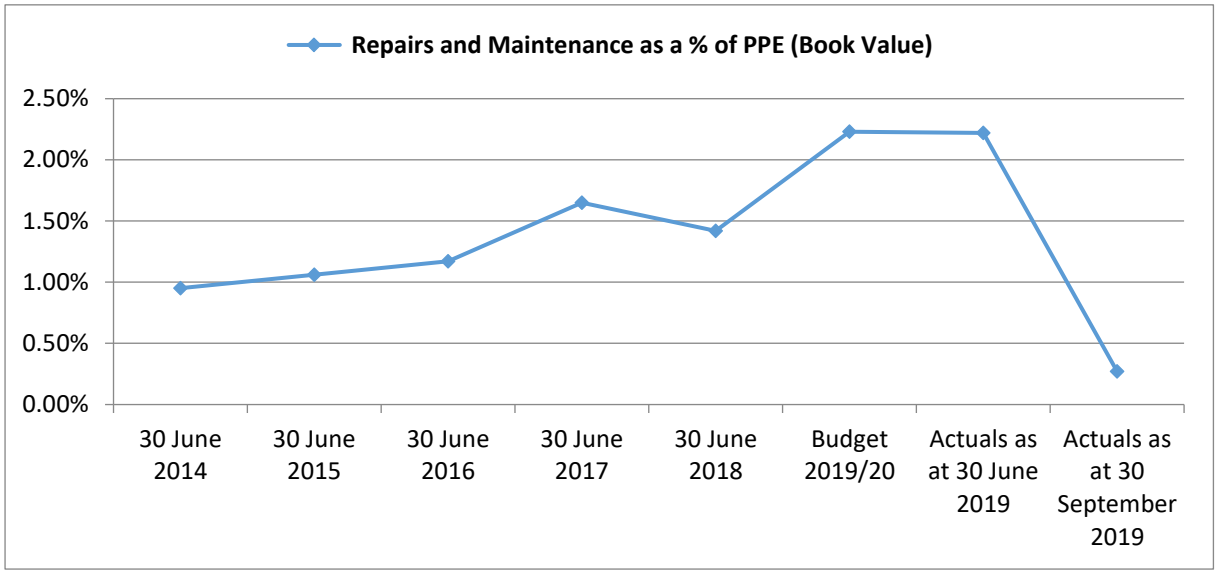
The Ratio measures the level of repairs and maintenance to ensure adequate maintenance to minimise breakdowns and interruptions in service delivery.

The ratio is determined as follows:

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

As at 30 September 2019, repairs and maintenance expenditure constituted 0.27% of the book value of PPE, compared to the budgeted ratio of 2.23%.

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



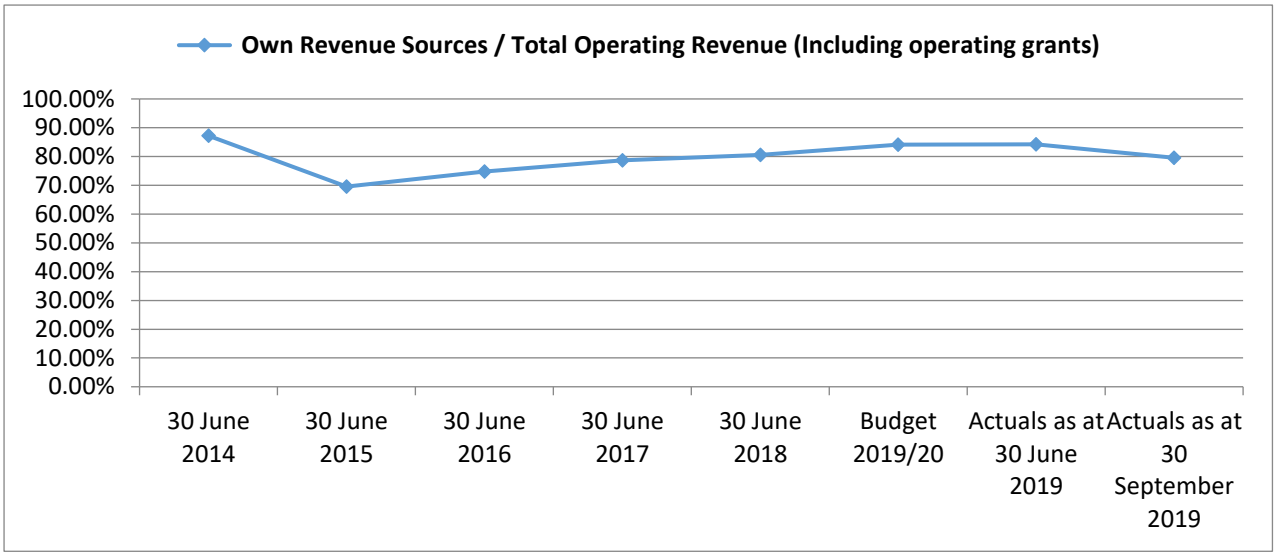
5.4.5. Own Revenue Generation

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

The ratio is determined as follows:

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

As at 30 September 2019, the Municipality's own revenue sources constituted 79.56% of its total Operating Income, compared to the budgeted ratio of 84.09%.



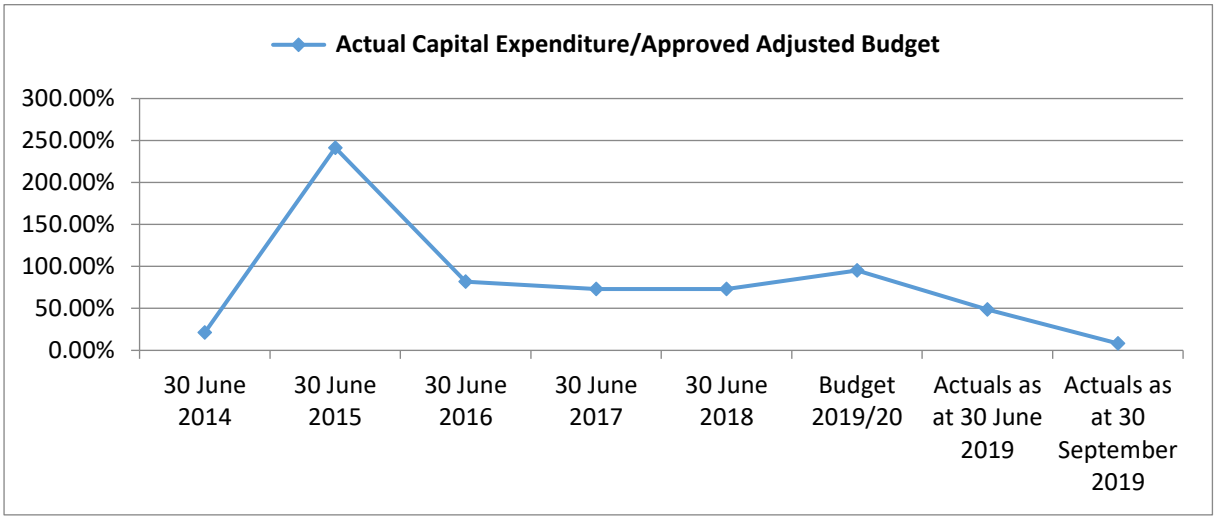
5.4.6. Capital Budget Spending

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

The ratio is determined as follows:

Actual Capital spending / Approved Capital Budget

The actual spending as at the end of September 2019 amounted to 8.25% compared to the budgeted ratio of 95%.



KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/F3**

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

1. Purpose

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

2. Legislative Requirements

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

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

a) table in the municipal council a consolidated report of all withdrawals made in terms of subsection 1(b) to (j)during that quarter; and

b) submit a copy of the report to the relevant provincial treasury and the Auditor-General"

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

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

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

No withdrawals

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

No withdrawals

Section 11(1) (d): Withdrawals in respect of Trust, and so forth

No withdrawals

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

As per attached Annexure "A".

Section 11(1) (f): Monies erroneously deposited into the municipal bank account

No withdrawals.

Section 11(1) (g): Guarantees, sureties and security deposits refunded

No withdrawals.

Section 11(1) (h): Cash management and investment

As per attached Annexure "A".

Section 11(1) (i): Increased expenditure in terms of section 31 of MFMA

No withdrawals.

Section 11(1) (j): Other purposes as prescribed

No withdrawals.

2. Recommendation

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

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

Item prepared by: **S Abrahams**

Item approved by: **Chief Financial Officer**

Item endorsed by: **The Municipal Manager**

Item noted by the Portfolio Councillor

PROVINCIAL TREASURY

Withdrawals from Municipal Bank Accounts in accordance with section 11(1)(b) to (j)

NAME OF MUNICIPALITY:	**KOUGA LOCAL MUNICIPALITY (EC108)**	
QUARTER ENDED:	**30 SEPTEMBER 2019**	
MFMA section 11(1) Only the accounting officer or the chief financial officer of the municipality acting on the written authority of the accounting officer may withdraw money or authorize the withdrawal of money from any of the municipality's bank accounts, and may do so only-	**Amount**	**Reason for withdrawal**
(b) to defray expenditure authorized in terms of section 26(4)	R 0.00	
(c) to defray unforeseeable and unavoidable expenditure authorized in terms of section 29(1)	R 0.00	
(d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section	R 0.00	
(e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including – i. money collected by the municipality on behalf of that person or organ of state by agreement; or ii) any insurance or other payments received by the municipality for that person or organ of state	R 2,550,672	Motor registration transaction fees.
(f) to refund money incorrectly paid into a bank account	R 0.00	
(g) to refund guarantees, sureties and security deposits	R 0.00	
(h) for cash management and investment purposes in accordance with section 13	R 264,528,394	Transferred to investment accounts (Call Accounts).
(i) to defray increased expenditure in terms of section 31; or	R 0.00	
(j) for such other purposes as may be prescribed	R 0.00	
(4) the accounting officer must within 30 days after the end of each quarter – a) table in the municipal council a consolidated report of all withdrawals made in terms of subsection (1) (b) to (j) during that quarter; and b) submit a copy of the report to the relevant provincial treasury and the Auditor-General	**Name and Surname:**	**Selwyn Thys**
	Chief Financial Officer	
	Date:	16/10/2019
Telephone Nr.	**Fax Nr.**	**E-mail**
042 – 200 2166	0865224251	zgongqoba@kouga.gov.za

The completed form must be submitted within 30 days after the end of each quarter to Mark Ngondo at the Provincial Treasury. Tel: 041 1010 431, Fax 041 10101 815 and email: Mark.Ngondo@ectreasury.gov.za

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/F4**

CONFIRMATION OF PRIOR FINANCIAL YEARS' AUDITED OUTCOMES: 2019/20 BUDGET

1. Introduction

The purpose of this item is to advise Council of the prior financial years' audited outcomes, that required updating.

2. Background

Upon undertaking a verification of prior financial years' audited outcomes, as reflected in the 2019/20 Budget, Provincial Treasury identified certain differences for the 2015/16, 2016/17 and 2017/18 financial years relating to audited outcomes.

The municipality was accordingly required to update the audited outcomes for the 2015/16, 2016/17 and 2017/18 financial years. (refer annexure "A").

It is to be noted that the audited outcomes as reflected in Schedule A of the 2019/20 Budget, was based on the original audit outcome and not the restated figures.

3. Recommendation

3.1 That Council notes the updated version 6.3 of the A Schedule, supporting the 2019/20 Budget.

3.2 That the updated version 6.3 of the A Schedule, supporting the 2019/20 budget, accordingly be submitted to National Treasury and Provincial Treasury.

Item prepared by: **S Abrahams**

Item approved by: **Chief Financial Officer**

Item endorsed by: **The Municipal Manager**

Item noted by the Portfolio Councillor

EC108 Kouga - Table A1 Budget Summary

Description	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
R thousands	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Financial Performance										
Property rates	135 339	148 075	160 671	–	–	–	–	–	–	–
Service charges	326 546	335 965	363 348	–	–	–	–	–	–	–
Investment revenue	5 031	7 776	8 752	–	–	–	–	–	–	–
Transfers recognised - operational	137 377	100 584	108 897	–	–	–	–	–	–	–
Other own revenue	30 742	41 063	65 879	–	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contributions)	635 036	633 464	707 548	–	–	–	–	–	–	–
Employee costs	228 747	224 584	245 777	–	–	–	–	–	–	–
Remuneration of councillors	10 514	11 101	12 066	–	–	–	–	–	–	–
Depreciation & asset impairment	63 847	71 047	73 527	–	–	–	–	–	–	–
Finance charges	9 128	14 208	14 324	–	–	–	–	–	–	–
Materials and bulk purchases	233 625	266 790	238 169	–	–	–	–	–	–	–
Transfers and grants	196	–	372	–	–	–	–	–	–	–
Other expenditure	73 302	84 955	160 784	–	–	–	–	–	–	–
Total Expenditure	619 358	672 685	745 019	–	–	–	–	–	–	–
Surplus/(Deficit)	15 678	(39 221)	(37 471)	–	–	–	–	–	–	–
Transfers and subsidies - capital (monetary allocations) (N	30 800	43 725	35 493	–	–	–	–	–	–	–
Contributions recognised - capital & contributed assets	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions	46 478	4 503	(1 978)	–	–	–	–	–	–	–
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) for the year	46 478	4 503	(1 978)	–	–	–	–	–	–	–
				–	–	–	–	–	–	–
Capital expenditure & funds sources				–	–	–	–	–	–	–
Capital expenditure	103 146	104 613	47 819	–	–	–	–	–	–	–
Transfers recognised - capital	34 688	31 214	27 293	–	–	–	–	–	–	–
Borrowing	–	–	–	–	–	–	–	–	–	–
Internally generated funds	68 458	18 652	20 526	–	–	–	–	–	–	–
Total sources of capital funds	103 146	49 866	47 819	–	–	–	–	–	–	–
Financial position				–	–	–	–	–	–	–
Total current assets	166 406	174 240	202 314	–	–	–	–	–	–	–
Total non current assets	2 313 563	2 295 482	2 266 533	–	–	–	–	–	–	–
Total current liabilities	194 052	179 777	182 256	–	–	–	–	–	–	–
Total non current liabilities	187 431	187 477	185 581	–	–	–	–	–	–	–
Community wealth/Equity	2 098 486	2 102 469	2 101 011	–	–	–	–	–	–	–
Cash flows				–	–	–	–	–	–	–
Net cash from (used) operating	169 959	65 539	65 292	–	–	–	–	–	–	–
Net cash from (used) investing	(109 345)	(49 856)	(46 608)	–	–	–	–	–	–	–
Net cash from (used) financing	(21 722)	(8 568)	(8 623)	–	–	–	–	–	–	–
Cash/cash equivalents at the year end	78 573	84 254	94 315	–	–	–	–	–	–	–
Cash backing/surplus reconciliation				–	–	–	–	–	–	–
Cash and investments available	78 573	84 254	94 315	–	–	–	–	–	–	–
Application of cash and investments	75 761	54 498	44 909	–	–	–	–	–	–	–
Balance - surplus (shortfall)	2 813	29 755	49 406	–	–	–	–	–	–	–
Asset management				–	–	–	–	–	–	–
Asset register summary (WDV)	2 313 396	2 241 191	2 266 517	–	–	–	–	–	–	–
Depreciation	63 847	71 047	73 527	–	–	–	–	–	–	–
Renewal and Upgrading of Existing Assets	–	–	–	–	–	–	–	–	–	–
Repairs and Maintenance	29 616	–	–	–	–	–	–	–	–	–

EC108 Kouga - Table A2 Budgeted Financial Performance (revenue and expenditure by functional classification)

Functional Classification Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Revenue - Functional										
Governance and administration		228 032	261 706	364 393	–	–	–	–	–	–
Executive and council		34	4	96	–	–	–	–	–	–
Finance and administration		227 365	261 501	329 938	–	–	–	–	–	–
Internal audit		633	201	34 359	–	–	–	–	–	–
Community and public safety		23 638	26 340	620	–	–	–	–	–	–
Community and social services		6 754	6 247	3	–	–	–	–	–	–
Sport and recreation		3	1	616	–	–	–	–	–	–
Public safety		16 882	20 092	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–
Health		–	–	–	–	–	–	–	–	–
Economic and environmental services		(25 133)	8 748	14 641	–	–	–	–	–	–
Planning and development		6 232	6 241	1 079	–	–	–	–	–	–
Road transport		–	–	13 562	–	–	–	–	–	–
Environmental protection		(31 365)	2 507	–	–	–	–	–	–	–
Trading services		439 299	380 394	363 348	–	–	–	–	–	–
Energy sources		238 877	212 610	216 316	–	–	–	–	–	–
Water management		80 288	54 549	65 282	–	–	–	–	–	–
Waste water management		71 394	76 181	43 373	–	–	–	–	–	–
Waste management		48 740	37 054	38 377	–	–	–	–	–	–
Other	4	–	–	39	–	–	–	–	–	–
Total Revenue - Functional	2	665 836	677 188	743 041	–	–	–	–	–	–
Expenditure - Functional										
Governance and administration		103 928	123 842	212 599	–	–	–	–	–	–
Executive and council		24 179	23 268	41 560	–	–	–	–	–	–
Finance and administration		40 792	46 740	115 254	–	–	–	–	–	–
Internal audit		38 956	53 834	55 784	–	–	–	–	–	–
Community and public safety		80 094	88 218	93 135	–	–	–	–	–	–
Community and social services		43 582	46 957	7 283	–	–	–	–	–	–
Sport and recreation		562	768	47 114	–	–	–	–	–	–
Public safety		33 038	37 226	31 130	–	–	–	–	–	–
Housing		2 912	3 267	3 226	–	–	–	–	–	–
Health		–	–	4 383	–	–	–	–	–	–
Economic and environmental services		117 788	126 006	277 233	–	–	–	–	–	–
Planning and development		107 260	114 357	213 560	–	–	–	–	–	–
Road transport		–	–	60 777	–	–	–	–	–	–
Environmental protection		10 528	11 649	2 896	–	–	–	–	–	–
Trading services		317 548	334 619	159 419	–	–	–	–	–	–
Energy sources		194 965	209 241	29 826	–	–	–	–	–	–
Water management		62 461	65 775	32 905	–	–	–	–	–	–
Waste water management		30 112	29 666	62 238	–	–	–	–	–	–
Waste management		30 011	29 938	34 450	–	–	–	–	–	–
Other	4	–	–	2 633	–	–	–	–	–	–
Total Expenditure - Functional	3	619 358	672 685	745 019	–	–	–	–	–	–
Surplus/(Deficit) for the year		46 478	4 503	(1 978)	–	–	–	–	–	–

EC108 Kouga - Table A4 Budgeted Financial Performance (revenue and expenditure)

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Revenue By Source											
Property rates	2	135 339	148 075	160 671	–	–	–	–	–	–	–
Service charges - electricity revenue	2	234 162	205 971	216 316	–	–	–	–	–	–	–
Service charges - water revenue	2	37 380	52 569	65 282	–	–	–	–	–	–	–
Service charges - sanitation revenue	2	40 541	40 372	43 373	–	–	–	–	–	–	–
Service charges - refuse revenue	2	14 462	37 053	38 377	–	–	–	–	–	–	–
Rental of facilities and equipment		744	1 506	614	–	–	–	–	–	–	–
Interest earned - external investments		5 031	7 776	8 752	–	–	–	–	–	–	–
Interest earned - outstanding debtors		3 307	8 144	6 784	–	–	–	–	–	–	–
Dividends received		–	–	–	–	–	–	–	–	–	–
Fines, penalties and forfeits		9 798	10 600	34 832	–	–	–	–	–	–	–
Licences and permits		6 066	8 382	13 547	–	–	–	–	–	–	–
Agency services		–	–	–	–	–	–	–	–	–	–
Transfers and subsidies		137 377	100 584	108 897	–	–	–	–	–	–	–
Other revenue	2	10 801	12 431	10 102	–	–	–	–	–	–	–
Gains on disposal of PPE		27			–	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contributions)		**635 036**	**633 464**	**707 548**	–	–	–	–	–	–	–
Expenditure By Type											
Employee related costs	2	228 747	224 584	245 777	–	–	–	–	–	–	–
Remuneration of councillors		10 514	11 101	12 066	–	–	–	–	–	–	–
Debt impairment	3	22 593	24 779	61 479	–	–	–	–	–	–	–
Depreciation & asset impairment	2	63 847	71 047	73 527	–	–	–	–	–	–	–
Finance charges		9 128	14 208	14 324	–	–	–	–	–	–	–
Bulk purchases	2	204 009	220 618	217 588	–	–	–	–	–	–	–
Other materials	8	29 616	46 172	20 581	–	–	–	–	–	–	–
Contracted services		10 799	13 824	35 492	–	–	–	–	–	–	–
Transfers and subsidies		196	–	372	–	–	–	–	–	–	–
Other expenditure	4, 5	39 909	44 294	62 221	–	–	–	–	–	–	–
Loss on disposal of PPE		–	2 058	1 592	–	–	–	–	–	–	–
Total Expenditure		**619 358**	**672 685**	**745 019**	–	–	–	–	–	–	–
Surplus/(Deficit)		**15 678**	**(39 221)**	**(37 471)**	–	–	–	–	–	–	–
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		30 800	43 725	35 493	–	–	–	–	–	–	–
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educational Institutions)	6	–	–	–	–	–	–	–	–	–	–
Transfers and subsidies - capital (in-kind - all)											
Surplus/(Deficit) after capital transfers & contributions		**46 478**	**4 503**	**(1 978)**	–	–	–	–	–	–	–
Taxation											
Surplus/(Deficit) after taxation		**46 478**	**4 503**	**(1 978)**	–	–	–	–	–	–	–
Attributable to minorities											
Surplus/(Deficit) attributable to municipality		**46 478**	**4 503**	**(1 978)**	–	–	–	–	–	–	–
Share of surplus/ (deficit) of associate	7										
Surplus/(Deficit) for the year		**46 478**	**4 503**	**(1 978)**	–	–	–	–	–	–	–

EC108 Kouga - Table A5 Budgeted Capital Expenditure by functional classification and funding

Vote Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Capital Expenditure - Functional											
Governance and administration		31 095	5 587	4 690	–	–	–	–	–	–	–
Executive and council		52	21	524	–	–	–	–	–	–	–
Finance and administration		97	702	2 020	–	–	–	–	–	–	–
Internal audit		30 945	4 864	2 145	–	–	–	–	–	–	–
Community and public safety		501	506	7 366	–	–	–	–	–	–	–
Community and social services		218	184	730	–	–	–	–	–	–	–
Sport and recreation		–	–	6 420	–	–	–	–	–	–	–
Public safety		275	323	216	–	–	–	–	–	–	–
Housing		7	–	–	–	–	–	–	–	–	–
Health		–	–	–	–	–	–	–	–	–	–
Economic and environmental services		290	855	3 308	–	–	–	–	–	–	–
Planning and development		150	496	2 538	–	–	–	–	–	–	–
Road transport		–	–	421	–	–	–	–	–	–	–
Environmental protection		140	359	349	–	–	–	–	–	–	–
Trading services		71 261	42 918	32 455	–	–	–	–	–	–	–
Energy sources		7 240	1 136	3 516	–	–	–	–	–	–	–
Water management		20 178	4 362	7 013	–	–	–	–	–	–	–
Waste water management		43 413	37 419	17 206	–	–	–	–	–	–	–
Waste management		431		4 720	–	–	–	–	–	–	–
Other					–	–	–	–	–	–	–
Total Capital Expenditure - Functional	3	103 146	49 866	47 819	–	–	–	–	–	–	–
Funded by:											
National Government		34 688	28 810	27 293	–	–	–	–	–	–	–
Provincial Government		–	2 000		–	–	–	–	–	–	–
District Municipality		–	404		–	–	–	–	–	–	–
Other transfers and grants		–	–		–	–	–	–	–	–	–
Transfers recognised - capital	4	34 688	31 214	27 293	–	–	–	–	–	–	–
Borrowing	6				–	–	–	–	–	–	–
Internally generated funds		68 458	18 652	20 526	–	–	–	–	–	–	–
Total Capital Funding	7	103 146	49 866	47 819	–	–	–	–	–	–	–

EC108 Kouga - Table A6 Budgeted Financial Position

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
ASSETS											
Current assets											
Cash		2 775	5 687	4 260	–	–	–	–	–	–	–
Call investment deposits	1	75 798	78 567	90 055	–	–	–	–	–	–	–
Consumer debtors	1	48 616	42 460	51 830	–	–	–	–	–	–	–
Other debtors		33 780	42 571	49 500	–	–	–	–	–	–	–
Current portion of long-term receivables		3	3	3	–	–	–	–	–	–	–
Inventory	2	5 434	4 952	6 666	–	–	–	–	–	–	–
Total current assets		**166 406**	**174 240**	**202 314**	–	–	–	–	–	–	–
Non current assets					–	–	–	–	–	–	–
Long-term receivables		168	65	16	–	–	–	–	–	–	–
Investments		–	–	–	–	–	–	–	–	–	–
Investment property		285 199	285 199	283 612	–	–	–	–	–	–	–
Investment in Associate		–	–	–	–	–	–	–	–	–	–
Property, plant and equipment	3	2 028 050	2 010 156	1 982 603	–	–	–	–	–	–	–
Biological		–	–	–	–	–	–	–	–	–	–
Intangible		147	62	302	–	–	–	–	–	–	–
Other non-current assets		–	–	–	–	–	–	–	–	–	–
Total non current assets		**2 313 563**	**2 295 482**	**2 266 533**	–	–	–	–	–	–	–
TOTAL ASSETS		**2 479 969**	**2 469 723**	**2 468 848**	–	–	–	–	–	–	–
LIABILITIES					–	–	–	–	–	–	–
Current liabilities					–	–	–	–	–	–	–
Bank overdraft	1				–	–	–	–	–	–	–
Borrowing	4	7 736	8 600	8 944	–	–	–	–	–	–	–
Consumer deposits		9 590	13 567	15 241	–	–	–	–	–	–	–
Trade and other payables	4	154 617	134 966	133 566	–	–	–	–	–	–	–
Provisions		22 109	22 644	24 505	–	–	–	–	–	–	–
Total current liabilities		**194 052**	**179 777**	**182 256**	–	–	–	–	–	–	–
Non current liabilities					–	–	–	–	–	–	–
Borrowing		37 504	32 567	23 600	–	–	–	–	–	–	–
Provisions		149 927	154 910	161 981	–	–	–	–	–	–	–
Total non current liabilities		**187 431**	**187 477**	**185 581**	–	–	–	–	–	–	–
TOTAL LIABILITIES		**381 484**	**367 254**	**367 837**	–	–	–	–	–	–	–
NET ASSETS	5	**2 098 486**	**2 102 469**	**2 101 011**	–	–	–	–	–	–	–
COMMUNITY WEALTH/EQUITY					–	–	–	–	–	–	–
Accumulated Surplus/(Deficit)		2 098 486	2 102 469	2 101 011	–	–	–	–	–	–	–
Reserves	4	–	–	–	–	–	–	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	5	**2 098 486**	**2 102 469**	**2 101 011**	–	–	–	–	–	–	–

EC108 Kouga - Table A7 Budgeted Cash Flows

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
CASH FLOW FROM OPERATING ACTIVITIES											
Receipts											
Property rates		136 512	143 654	159 940	–	–	–	–	–	–	–
Service charges		315 083	326 949	331 659	–	–	–	–	–	–	–
Other revenue		18 888	25 939	24 394	–	–	–	–	–	–	–
Government - operating	1	139 388	100 584	108 897	–	–	–	–	–	–	–
Government - capital	1	30 800	43 725	36 027	–	–	–	–	–	–	–
Interest		7 099	7 776	8 752	–	–	–	–	–	–	–
Dividends		–	–	–	–	–	–	–	–	–	–
Payments					–	–	–	–	–	–	–
Suppliers and employees		(474 944)	(574 751)	(599 304)	–	–	–	–	–	–	–
Finance charges		(2 671)	(8 338)	(5 073)	–	–	–	–	–	–	–
Transfers and Grants	1	(196)	–	–	–	–	–	–	–	–	–
NET CASH FROM/(USED) OPERATING ACTIVITIES		169 959	65 539	65 292	–	–	–	–	–	–	–
CASH FLOWS FROM INVESTING ACTIVITIES					–	–	–	–	–	–	–
Receipts					–	–	–	–	–	–	–
Proceeds on disposal of PPE		252	2 166	886	–	–	–	–	–	–	–
Decrease (Increase) in non-current debtors		–	–	49	–	–	–	–	–	–	–
Decrease (increase) other non-current receivables		8	103	–	–	–	–	–	–	–	–
Decrease (increase) in non-current investments		–	–	–	–	–	–	–	–	–	–
Payments					–	–	–	–	–	–	–
Capital assets		(109 605)	(52 125)	(47 543)	–	–	–	–	–	–	–
NET CASH FROM/(USED) INVESTING ACTIVITIES		(109 345)	(49 856)	(46 608)	–	–	–	–	–	–	–
CASH FLOWS FROM FINANCING ACTIVITIES					–	–	–	–	–	–	–
Receipts					–	–	–	–	–	–	–
Short term loans					–	–	–	–	–	–	–
Borrowing long term/refinancing					–	–	–	–	–	–	–
Increase (decrease) in consumer deposits					–	–	–	–	–	–	–
Payments					–	–	–	–	–	–	–
Repayment of borrowing		(21 722)	(8 568)	(8 623)	–	–	–	–	–	–	–
NET CASH FROM/(USED) FINANCING ACTIVITIES		(21 722)	(8 568)	(8 623)	–	–	–	–	–	–	–
NET INCREASE/ (DECREASE) IN CASH HELD		38 891	7 115	10 061	–	–	–	–	–	–	–
Cash/cash equivalents at the year begin:	2	39 682	78 573	84 254	–	–	–	–	–	–	–
Cash/cash equivalents at the year end:	2	78 573	84 254	94 315	–	–	–	–	–	–	–

EC108 Kouga - Table A9 Asset Management

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
CAPITAL EXPENDITURE										
Total New Assets	1	103 146	49 866	47 819	–	–	–	–	–	–
Roads Infrastructure		–	–	40	–	–	–	–	–	–
Storm water Infrastructure		–	–	–	–	–	–	–	–	–
Electrical Infrastructure		6 688	716	3 475	–	–	–	–	–	–
Water Supply Infrastructure		20 124	4 342	6 492	–	–	–	–	–	–
Sanitation Infrastructure		43 371	37 419	17 206	–	–	–	–	–	–
Solid Waste Infrastructure		–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	349	–	–	–	–	–	–
Infrastructure		*70 183*	*42 478*	*27 562*	–	–	–	–	–	–
Community Facilities		–	–	6 796	–	–	–	–	–	–
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–
Community Assets		–	–	*6 796*	–	–	–	–	–	–
Heritage Assets		–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Operational Buildings		32 963	7 388	12 525	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–
Other Assets		*32 963*	*7 388*	*12 525*	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	936	–	–	–	–	–	–
Intangible Assets		–	–	*936*	–	–	–	–	–	–
Computer Equipment		–	–	–	–	–	–	–	–	–
Furniture and Office Equipment		–	–	–	–	–	–	–	–	–
Machinery and Equipment		–	–	–	–	–	–	–	–	–
Transport Assets		–	–	–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–
Total Renewal of Existing Assets	2	–	–	–	–	–	–	–	–	–
Roads Infrastructure		–	–	–	–	–	–	–	–	–
Storm water Infrastructure		–	–	–	–	–	–	–	–	–
Electrical Infrastructure		–	–	–	–	–	–	–	–	–
Water Supply Infrastructure		–	–	–	–	–	–	–	–	–
Sanitation Infrastructure		–	–	–	–	–	–	–	–	–
Solid Waste Infrastructure		–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		–	–	–	–	–	–	–	–	–
Community Facilities		–	–	–	–	–	–	–	–	–
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–
Community Assets		–	–	–	–	–	–	–	–	–
Heritage Assets		–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Operational Buildings		–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–
Other Assets		–	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–	–	–
Computer Equipment		–	–	–	–	–	–	–	–	–
Furniture and Office Equipment		–	–	–	–	–	–	–	–	–
Machinery and Equipment		–	–	–	–	–	–	–	–	–
Transport Assets		–	–	–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–

Total Upgrading of Existing Assets	6	–	–	–	–	–	–	–	–	–
Roads Infrastructure		–	–	–	–	–	–	–	–	–
Storm water Infrastructure		–	–	–	–	–	–	–	–	–
Electrical Infrastructure		–	–	–	–	–	–	–	–	–
Water Supply Infrastructure		–	–	–	–	–	–	–	–	–
Sanitation Infrastructure		–	–	–	–	–	–	–	–	–
Solid Waste Infrastructure		–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		–	–	–	–	–	–	–	–	–
Community Facilities		–	–	–	–	–	–	–	–	–
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–
Community Assets		–	–	–	–	–	–	–	–	–
Heritage Assets		–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Operational Buildings		–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–
Other Assets		–	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–	–	–
Computer Equipment		–	–	–	–	–	–	–	–	–
Furniture and Office Equipment		–	–	–	–	–	–	–	–	–
Machinery and Equipment		–	–	–	–	–	–	–	–	–
Transport Assets		–	–	–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–
Total Capital Expenditure	4	**103 146**	**49 866**	**47 819**	–	–	–	–	–	–
Roads Infrastructure		–	–	40	–	–	–	–	–	–
Storm water Infrastructure		–	–	–	–	–	–	–	–	–
Electrical Infrastructure		6 688	716	3 475	–	–	–	–	–	–
Water Supply Infrastructure		20 124	4 342	6 492	–	–	–	–	–	–
Sanitation Infrastructure		43 371	37 419	17 206	–	–	–	–	–	–
Solid Waste Infrastructure		–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	349	–	–	–	–	–	–
Infrastructure		***70 183***	***42 478***	***27 562***	–	–	–	–	–	–
Community Facilities		–	–	6 796	–	–	–	–	–	–
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–
Community Assets		–	–	***6 796***	–	–	–	–	–	–
Heritage Assets		–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Operational Buildings		32 963	7 388	12 525	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–
Other Assets		***32 963***	***7 388***	***12 525***	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	936	–	–	–	–	–	–
Intangible Assets		–	–	***936***	–	–	–	–	–	–
Computer Equipment		–	–	–	–	–	–	–	–	–
Furniture and Office Equipment		–	–	–	–	–	–	–	–	–
Machinery and Equipment		–	–	–	–	–	–	–	–	–
Transport Assets		–	–	–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–
TOTAL CAPITAL EXPENDITURE - Asset class		**103 146**	**49 866**	**47 819**	–	–	–	–	–	–

ASSET REGISTER SUMMARY - PPE (WDV)	5	2 313 396	2 241 191	2 266 517	–	–	–	–	–	–
Roads Infrastructure		821 117	788 856	40	–	–	–	–	–	–
Storm water Infrastructure					–	–	–	–	–	–
Electrical Infrastructure		160 087	156 243	(8 073)	–	–	–	–	–	–
Water Supply Infrastructure		263 735	258 837	20 687	–	–	–	–	–	–
Sanitation Infrastructure		443 993	421 425	(51 927)	–	–	–	–	–	–
Solid Waste Infrastructure					–	–	–	–	–	–
Rail Infrastructure					–	–	–	–	–	–
Coastal Infrastructure					–	–	–	–	–	–
Information and Communication Infrastructure		29 476	22 951	1 859 772	–	–	–	–	–	–
Infrastructure		***1 718 407***	***1 648 311***	***1 820 499***	–	–	–	–	–	–
Community Assets				80 329	–	–	–	–	–	–
Heritage Assets					–	–	–	–	–	–
Investment properties		**285 199**	**285 199**	**283 612**	–	–	–	–	–	–
Other Assets		309 642	307 618	81 775	–	–	–	–	–	–
Biological or Cultivated Assets					–	–	–	–	–	–
Intangible Assets		147	62	302	–	–	–	–	–	–
Computer Equipment					–	–	–	–	–	–
Furniture and Office Equipment					–	–	–	–	–	–
Machinery and Equipment					–	–	–	–	–	–
Transport Assets					–	–	–	–	–	–
Land					–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals					–	–	–	–	–	–
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	5	**2 313 396**	**2 241 191**	**2 266 517**	–	–	–	–	–	–
EXPENDITURE OTHER ITEMS		**93 463**	**71 047**	**73 527**	–	–	–	–	–	–
Depreciation	7	63 847	71 047	73 527	–	–	–	–	–	–
Repairs and Maintenance by Asset Class	3	**29 616**	–	–	–	–	–	–	–	–
Roads Infrastructure		4 634	–	–	–	–	–	–	–	–
Storm water Infrastructure		–	–	–	–	–	–	–	–	–
Electrical Infrastructure		4 508	–	–	–	–	–	–	–	–
Water Supply Infrastructure		4 692	–	–	–	–	–	–	–	–
Sanitation Infrastructure		4 797	–	–	–	–	–	–	–	–
Solid Waste Infrastructure		–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		576	–	–	–	–	–	–	–	–
Infrastructure		***19 207***	–	–	–	–	–	–	–	–
Community Facilities		1 080	–	–	–	–	–	–	–	–
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–
Community Assets		***1 080***	–	–	–	–	–	–	–	–
Heritage Assets		–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Operational Buildings		9 329	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–
Other Assets		***9 329***	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–	–	–
Computer Equipment		–	–	–	–	–	–	–	–	–
Furniture and Office Equipment		–	–	–	–	–	–	–	–	–
Machinery and Equipment		–	–	–	–	–	–	–	–	–
Transport Assets		–	–	–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–
TOTAL EXPENDITURE OTHER ITEMS		**93 463**	**71 047**	**73 527**	–	–	–	–	–	–
Renewal and upgrading of Existing Assets as % of total capex		*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*
Renewal and upgrading of Existing Assets as % of deprecn		*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*
R&M as a % of PPE		*1,5%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*
Renewal and upgrading and R&M as a % of PPE		*1,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*	*0,0%*

REPORTS BY THE PORTFOLIO CHAIRPERSON: CORPORATE SERVICES

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

CORPORATE SERVICES

DATE: 30 OCTOBER 2019 **ITEM NO:19/10/CORP2**

COMPARATIVE REPORT ON THE WARD DEVELOPMENT FUND FOR 2017/18 AND 2018/19 FINANCIAL YEAR

1. Introduction

The purpose of this report is to inform of expenditure on priorities identified by Ward Councillors for the 2017/18 and 2018/19 financial year end.

2. Background

An amount of R88 000 (2017/18) and an amount of R100 000 (2018/19) was allocated to each Ward Councillor for Ward Development. Ward Councillors were advised to establish priorities for their wards in terms of the Ward Development Policy.

3. Discussion

The table below indicates the expenditure of priorities for the 2017/18 and 2018/19 financial year end.

Councillor	EXPENDITURE 2017/18					BUDGET ALLOCATION 2018/19					EXPENDITURE 2018/19			
	2017/18 Allocated Budget	2017/18 CAPS Expenditure	2017/18 OPS Expenditure	2017/18 Total Spent	2017/18 Total CAPS Available	2018/19 Allocated OPS Budget	2018/19 Allocated CAPS Budget	2017/18 Roll Over Budget	2018/19 New Allocated CAPS Budget	2018/19 Total Allocated Budegt	2018/19 CAPS Expenditure	2018/19 OPS Expenditure	2018/19 Total Spent	2018/19 Total CAPS Availablle
Cllr Mayoni	R88 000	R0,00	R62 479,39	R62 479,39	R25 520,61	R50 000,00	R50 000,00	R25 520,61	R75 520,61	R125 520,61	R3 582,90	R25 722,81	R29 305,71	R71 937,71
Cllr Meleni	R88 000	R0,00	R80 517,07	R80 517,07	R7 482,93	R50 000,00	R50 000,00	R7 482,93	R57 482,93	R107 482,93	R54 740,00	R49 890,96	R104 630,96	R2 742,93
Cllr Gertenbach	R88 000	R0,00	R82 000,00	R82 000,00	R6 000,00	R50 000,00	R50 000,00	R6 000,00	R56 000,00	R106 000,00	R34 188,78	R0,00	R34 188,78	R21 811,22
Cllr Campher	R88 000	R9 137,56	R0,00	R9 137,56	R78 862,44	R50 000,00	R50 000,00	R78 862,44	R128 862,44	R178 862,44	R45 900,03	R0,00	R45 900,03	R82 962,41
Cllr Coenraad	R88 000	R9 094,78	R24 223,60	R33 318,38	R54 681,62	R50 000,00	R50 000,00	R54 681,62	R104 681,62	R154 681,62	R14 317,96	R21 827,00	R36 144,96	R90 363,66
Cllr Vumazonke	R88 000	R0,00	R40 129,80	R40 129,80	R47 870,20	R50 000,00	R50 000,00	R47 870,20	R97 870,20	R147 870,20	R0,00	R16 824,00	R16 824,00	R97 870,20
Cllr Februarie	R88 000	R0,00	R0,00	R0,00	R88 000,00	R50 000,00	R50 000,00	R88 000,00	R138 000,00	R188 000,00	R0,00	R0,00	R0,00	R138 000,00
Cllr Vorster	R88 000	R0,00	R16 086,96	R16 086,96	R71 913,04	R50 000,00	R50 000,00	R71 913,04	R121 913,04	R171 913,04	R24 700,00	R7 100,00	R31 800,00	R97 213,04
Cllr Jujwana	R88 000	R39 061,73	R11 220,00	R50 281,73	R37 718,27	R50 000,00	R50 000,00	R37 718,27	R87 718,27	R137 718,27	R0,00	R45 212,90	R45 212,90	R87 718,27
Cllr Mabukane	R88 000	R0,00	R0,00	R0,00	R88 000,00	R50 000,00	R50 000,00	R88 000,00	R138 000,00	R188 000,00	R13 217,39	R51 237,40	R64 454,79	R124 782,61
Cllr Hattingh	R88 000	R0,00	R88 000,00	R88 000,00	R0,00	R50 000,00	R50 000,00	R0,00	R50 000,00	R100 000,00	R37 650,00	R50 000,00	R87 650,00	R12 350,00
Cllr Rheeder	R88 000	R25 865,00	R0,00	R25 865,00	R62 135,00	R50 000,00	R50 000,00	R62 135,00	R112 135,00	R162 135,00	R117 450,00	R21 739,13	R139 189,13	R0,00
Cllr Peters	R88 000	R67 011,98	R0,00	R67 011,98	R20 988,02	R50 000,00	R50 000,00	R20 988,02	R70 988,02	R120 988,02	R0,00	R8 040,00	R8 040,00	R70 988,02
Cllr Mandeka	R88 000	R45 000,00	R41 022,69	R86 022,69	R1 977,31	R50 000,00	R50 000,00	R1 977,31	R51 977,31	R101 977,31	R0,00	R44 886,74	R44 886,74	R51 977,31
Cllr Hendricks	R88 000	R13 620,78	R5 367,60	R18 988,38	R69 011,62	R50 000,00	R50 000,00	R69 011,62	R119 011,62	R169 011,62	R7 165,80	R46 875,40	R54 041,20	R111 845,82

Councillor	BUDGET ALLOCATION 2019/20					EXPENDITURE 2019/20				
	2019/20 Allocated OPS Budget	2019/20 Allocated CAPS Budget	2018/19 Roll Over Budget	2019/20 New Allocated CAPS Budget	2019/20 Total Allocated Budget	2019/20 CAPS Expenditure	2019/20 OPS Expenditure	2019/20 Total Spent	2019/20 Total OPS Availablle	2019/20 Total CAPS Availablle
Cllr Mayoni	R50 000,00	R50 000,00	R71 937,71	R121 937,71	R171 937,71	R9 537,00	R0,00	R9 537,00	R50 000,00	R112 400,71
Cllr Meleni	R50 000,00	R50 000,00	R2 742,93	R52 742,93	R102 742,93	R0,00	R0,00	R0,00	R50 000,00	R52 742,93
Cllr Gertenbach	R50 000,00	R50 000,00	R21 811,22	R71 811,22	R121 811,22	R0,00	R0,00	R0,00	R50 000,00	R71 811,22
Cllr Campher	R50 000,00	R50 000,00	R82 962,41	R132 962,41	R182 962,41	R0,00	R15 655,00	R15 655,00	R34 345,00	R132 962,41
Cllr Coenraad	R50 000,00	R50 000,00	R90 363,66	R140 363,66	R190 363,66	R0,00	R0,00	R0,00	R50 000,00	R140 363,66
Cllr Vumazonke	R50 000,00	R50 000,00	R97 870,20	R147 870,20	R197 870,20	R0,00	R0,00	R0,00	R50 000,00	R147 870,20
Cllr Februarie	R50 000,00	R50 000,00	R138 000,00	R188 000,00	R238 000,00	R126 600,00	R0,00	R126 600,00	R50 000,00	R61 400,00
Cllr Vorster	R50 000,00	R50 000,00	R97 213,04	R147 213,04	R197 213,04	R0,00	R0,00	R0,00	R50 000,00	R147 213,04
Cllr Jujwana	R50 000,00	R50 000,00	R87 718,27	R137 718,27	R187 718,27	R0,00	R0,00	R0,00	R50 000,00	R137 718,27
Cllr Mabukane	R50 000,00	R50 000,00	R124 782,61	R174 782,61	R224 782,61	R0,00	R0,00	R0,00	R50 000,00	R174 782,61
Cllr Hattingh	R50 000,00	R50 000,00	R12 350,00	R62 350,00	R112 350,00	R0,00	R0,00	R0,00	R50 000,00	R62 350,00
Cllr Rheeder	R50 000,00	R50 000,00	R0,00	R50 000,00	R100 000,00	R0,00	R0,00	R0,00	R50 000,00	R50 000,00
Cllr Peters	R50 000,00	R50 000,00	R70 988,02	R120 988,02	R170 988,02	R0,00	R0,00	R0,00	R50 000,00	R120 988,02
Cllr Mandeka	R50 000,00	R50 000,00	R51 977,31	R101 977,31	R151 977,31	R0,00	R0,00	R0,00	R50 000,00	R101 977,31
Cllr Hendricks	R50 000,00	R50 000,00	R111 845,82	R161 845,82	R211 845,82	R109 500,00	R0,00	R109 500,00	R50 000,00	R52 345,82

4. Priorities executed in the 2018/19 financial year:

4.1 Below is a summary of priorities which were executed in the 2018/19 financial year, but due to work only being completed after the financial year end of 2018/19, priorities were carried over to the 2019/20 financial year. This has affected the total amount spent. An amount of R261 292.00 has been utilized thus leaving a balance of R742 269.20 on the WDF from an original budget of R1 003 561.20.

Ward	Description	Operational Amount	Capital Amount
4	Assistance to Royal Starts - Tracksuit Tops	R15 655	
7	PlayPark Equipment		R126 600
15	Container for Soup Kitchen		R109 500
1	Flood lights for sport field		R9 537
		R15 655	R245 637
	TOTAL	**R261 292**	

5. Comments by Directorates:

5.1 Director: Corporate Services

The report is noted. The 2019/20 WDF will be executed by the Office of the Mayor. Councillors are urged to finalize their priorities within the framework of the Policy and available budget.

6. Recommendation

6.1 That the comparative report on the Ward development fund for 2017/18 and 2018/19 financial year be noted.

6.2 That Ward Councillors note their respective available capital and operational budgets.

Item prepared by: **Senior Auxiliary Offic**

Item approved by: **Director: Corporate Services**

Item noted by the Portfolio Councillor

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

CORPORATE SERVICES

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/CORP10**

REPORT ON ASSESSMENT OF MUNICIPAL ADMINISTRATION BUILDINGS AND COUNCILLOR OFFICES

1. Introduction

The purpose of the report is to inform Council of the repairs and maintenance required for Kouga Municipal Administration Buildings and Ward Councillor offices.

2. Background

Many years of neglect has resulted in a state of degradation and disrepair of our Administrative buildings. During the 2019/20 budget, the Corporate Services Department secured R1 510 400.00, to attend to the high priority needs of such offices.

A needs assessment of offices was completed by the Auxiliary Team, including the Infrastructure and Engineering Department, to establish the needs of each office based on repairs and maintenance and replacement of items.

3. Discussion

3.1 The tables below indicate the current needs of the offices. It is important to note that the 2019/20 budget will be insufficient to attend to all the needs that follow:

3.1.1 Ward Councillor Offices:

LOCATION	NEEDS ANALYSIS	TYPE
ST FRANCIS- WARD 1 - CLLR MAYONI		
	Install signage	Maintenance
	Needs a proper office space as current space doesn't	Investigate
	Needs a fridge, Micro wave, kettle and crockery and cuttlery	Investigate
	Cllr wants a satelite office for Oyster Bay community as they cannot travel to St Francis Bay each time they need help	Investigate
	Printing machine not sufficient for the volume of printing done in the office	Investigate
	Needs more chairs	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Open a door through the filling room to utalise the space behind the filling room	Maintenance
JEFFREYS BAY - WARD 2 - CLLR MELENI		
Ward 2 (outside)	Install 1 x 100watt LED light	Electrical
	Install signage	Maintenance
	Install 3 x 4x4 double plugs + 3 extension boxes	Electrical
	Replace bulps in passage	Electrical
	Replace light 1 x Florescent	Electrical
Toilet	Install 2 x extractor fans	Electrical
	Close wall between toilet and store	Maintenance
	second toilet is used as a store room and needs to be changed back to toilet	Plumbing
	Build new storeroom	Maintenance
	Install 1 new toilet set	Plumbing
	Replace tiles	Maintenance
	Install soap and handpaper holders	Maintenance
Kitchen	Replace kitchen cupboards	Maintenance
	Install double zink plus mixer	Plumbing
	Replace ceiling in whole offices	Maintenance
JEFFREYS BAY - WARD 3 & 8		
	Require additional extractor fans	Electrical

HUMANSDORP - WARD 4 - CLLR CAMPHER	Install fencing	Maintenance
	Paint outside and inside building	Maintenance
	Install wheelchair offramp in entrance	Maintenance
	Install x 1 10watt LED flood lights in entrance	Electrical
	Tile waiting room	Maintenance
	Install gutters	Maintenance
	Install security door in entrance	Maintenance
	Signage to be installed	Maintenance
Reception area	Replace single lever switch x2	Electrical
	Install x2 10watt LED flood lights in entrance	Electrical
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Install tiles	Maintenance
Boardroom	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace blind x 1 windows	Maintenance
	Replace light 2 x Florescent	Electrical
	Replace single lever switch x2	Electrical
	Install tiles	Maintenance
	Replace ceiling	Maintenance
Cllrs office	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace light 1 x Florescent	Electrical
	Replace carpet with lamination floor	Maintenance
	Replace blind x 1 windows	Maintenance
	Plaster and paint office	Maintenance
Kitchen	Replace DB box	Electrical
	Install security door	Maintenance
	Install tiles	Maintenance
	Replace light 1 x Florescent	Electrical
	Install kitchen cupboards	Maintenance
	Replace blind x 1 windows	Maintenance
	Install taps + mixer	Plumbing
Toilet	Install door separating kitchen and toilet	Maintenance
	Install tiles	Maintenance
	Replace complete toilet set x 1	Plumbing
	Replace wash basin with pedestal x 2	Plumbing
	Install extractor fan x2	Electrical
	Install soap and hand paper holders	Maintenance
	Replace whole toilet system	Plumbing
	Replace x 4 taps	Plumbing
	Replace light 2 x bulkhead	Electrical
	Replace light 1 x florecent	Electrical
	Install whole urinal system x 1	Plumbing
	Install parapledgic rails in toilet	Maintenance

HUMANSDORP - WARD 5 - CLLR COENRAAD		
Entrance	Paint outside and inside building	Maintenance
	Install x 2 10watt LED flood lights in entrance and back	Electrical
	Tile waiting room	Maintenance
	Install gutters	Maintenance
	Signage to be installed	Maintenance
Reception	Replace single lever switch x2	Electrical
	Install x2 10watt LED flood lights in entrance	Electrical
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Install tiles	Maintenance
	Replace single lever switch x2	Electrical
	Repair leaking roof	Maintenance
Kitchen	Replace zink top with drop double bowl zink	Plumbing
	Install mixer	Plumbing
	Install geyser outside	Plumbing
	Replace blind x 1 window	Maintenance
	Replace light 1 x Florescent	Electrical
	Replace single lever switch x 1	Electrical
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Paint door	Maintenance
	Build new door and move wall for space	Maintenance
	Build a wall to include the toilet	Maintenance
	Install tiles	Maintenance
Toilet (outside)	Close outside door to toilet and open new one from inside office	Maintenance
	Replace toilet door	Maintenance
	Repair back door	Maintenance
	Repair back door security gate	Maintenance
	Replace complete toilet set x 1	Plumbing
	Replace wash basin with pedestal x 2	Plumbing
	Install extractor fan x2	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole toilet system	Plumbing
	Replace x 4 taps	Plumbing
	Replace light 2 x bulkhead	Electrical
Suggestion from plumber	Remove back window, Install a door and make the window smaller. Build wall around existing toilet up until the door	Maintenance
Office 1	Replace light 1 x florecent	Electrical
	Replace blind x 1 windows	Maintenance
Cllr office	Buy new big fan heater for her office	Other
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace light 1 x Florescent	Electrical
	Replace carpet with lamination floor	Maintenance
	Paint office	Maintenance
	Repair leaking roof	Maintenance
HUMANSDORP - WARD 6 - CLLR VUMAZONKE		
Entrance	Paint inside entire building	Maintenance
	Install x 3 10watt LED flood lights in entrance and back	Electrical
	Signage to be installed	Maintenance
	Install gutters	Maintenance
	Install wheelchair offramp with rubber strips and rubber	Maintenance
Inside	Install 3 x 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace light 2 x Florescent	Electrical
	Replace blind x 1 windows	Maintenance
	Repair glass of window in entrance	Maintenance
Kitchen area	Currently no kitchen	
	Install zink top with drop double bowl zink	Plumbing
	Install mixer	Plumbing
	Install geyser outside	Plumbing
	Install tiles	Maintenance
	Install kitchen cupboards	Maintenance
Suggestion from water and plumbing	Install new toilets for the office as they don't have any toilets currently. The suggestion is to install 3 toilets for female and 2 toilets for males with 2 urinal complete systems and also a parapledgic toilet for the disabled people.	Maintenance

THORNHILL- WARD 7 - CLLR FEBRUARIE	Build wheelchair ramp	Maintenance
	Paint outside and inside building	Maintenance
	Replace tiles in entrance	Maintenance
	Repair Entrance double door	Maintenance
	install safety gate in double door	Maintenance
	Install signage	Maintenance
	Install 1 x 100watt LED light outside	Electrical
	Install 6 x 4x4 double plugs + 6 extension boxes	Electrical
Toilet	Install 1 x extractor fan	Electrical
	Replace toilet system	Plumbing
	Seal wash basin with silicon	Plumbing
	Install soap and handpaper holders	Maintenance
Kitchen	Replace kitchen cupboards	Maintenance
	Install double zink plus mixer	Plumbing
	Replace ceiling in whole offices	Maintenance
	Install 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Install geyser outside the kitchen	Plumbing
	Proposed to have a bordroom build for them	Maintenance
HANKEY WARD 9 - CLLR JUJWANA		
Cllrs office	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Install blinds for x 1 windows	Maintenance
	Install signage	Maintenance
	Replace carpet with lamination floor	Maintenance
	Repair cracks on the window frames	Maintenance
	Replace light 2 x Florescent	Electrical
Office 2	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Install blinds for x 1 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace light 2 x Florescent	Electrical
Waiting area	Replace tiles	Maintenance
	Install blinds for x 1 windows	Maintenance
Passage	Replace tiles	Maintenance
	Replace light 2 x Florescent	Electrical
Kitchen	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Install blinds for x 1 windows	Maintenance
	Replace tiles	Maintenance
	Replace light 2 x Florescent	Electrical
	Replace hot and cold water pipes under the zink	Plumbing
	Replace kitchen shelve under zink	Maintenance
	Replace server doors linking from kitchen to boardroom	Maintenance
	Paint walls and ceiling	Maintenance
Boardroom	Replace carpet with lamination floors	Maintenance
	Install blinds for x 2 windows	Maintenance
Male toilet	Replace complete toilet set x 1	Plumbing
	Replace wash basin with pedestal	Plumbing
	Install extractor fan x2	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole toilet system	Plumbing
	Replace x 4 taps	Plumbing
	Replace light 2 x bolkhead	Electrical
Female toilet	Replace complete toilet set x 1	Plumbing
	Replace wash basin with pedestal x 2	Plumbing
	Install extractor fan x2	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole toilet system	Plumbing
	Replace x 4 taps	Plumbing
	Replace light 2 x bolkhead	Electrical
	Replace light 1 x florecent	Electrical
Ward Assistant	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Install blinds for x 2 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace light 2 x Florescent	Electrical
	Replace switch x 1	Electrical
CDW office	Install blinds for x 2 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace light 2 x Florescent	Electrical
	Replace switch x 1	Electrical
Outside	Install fencing	Maintenance

PATENSIE - WARD 10 - CLLR MABUKANE		
Entrance	Signage to be done	Maintenance
Boardroom	Replace boardroom + entrance double door	Maintenance
	Install 5 x 4x4 double plugs + 5 extension boxes	Electrical
	Replace light 1 x Florescent	Electrical
	Replace carpet with lamination floor	Maintenance
	Replace blinds for 7 x windows	Maintenance
	Replace window handle x 1	Maintenance
	Paint walls	Maintenance
	Install aircon	Electrical
Female toilet	Replace complete toilet set x 1	Plumbing
	Install extractor fan x1	Electrical
	Seal wash basin with silicon	Plumbing
	Install extractor fan x1	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
Men toilet	Replace complete toilet set x 1	Plumbing
	Taps to be fastened	Plumbing
	Install extractor fan x2	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
Cllr office	Install blinds x 2 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace single plug with 2 x 4x4 double plugs + 2 extension boxes	Electrical
Kitchen	Replace tiles	Maintenance
	Zink mixer is leaking	Plumbing
	Install new geyser outside the office	Plumbing
	Remove kitchen shelve under the zink and install new	Maintenance
	Seal zink with silicon	Plumbing
	Install blind x 1 window	Maintenance
Offide 2 CDW	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Install blinds x 2 windows	Maintenance
Reception area	Install aircon	Electrical
	Needs chairs for waiting area	Maintenance
	Install tiles	Maintenance
	Install blinds x 2 windows	Maintenance
Passage	Install tiles	Maintenance
	Paint walls	Maintenance
Ward Assistant office	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace carpet with lamination floor	Maintenance
	Open a slot for people to be assisted by the WA from her office and close the door with security door	Maintenance
	Paint office	Maintenance
HUMANSDORP/ST FRANCIS - WARD 12 - CLLR RHEEDER		
	Require furniture for satelite office	Maintenance

HANKEY - WARD 13 - CLLR PETERS		
Entrance	Paint inside and outside building	Maintenance
	Install signage	Maintenance
	Repair wheelchair offramp and install rails	Maintenance
	Install tiles at waiting area	Maintenance
Kitchen	Repair ceiling	Maintenance
	Replace zink top with drop double bowl zink	Plumbing
	Install mixer	Plumbing
	Install geyser outside	Plumbing
	Replace blind x 1 window	Maintenance
	Replace light 1 x Florescent	Electrical
	Replace single lever switch x 1	Electrical
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Paint door	Maintenance
Passage	Replace light 1 x Florescent	Electrical
	Replace single lever switch x 3	Electrical
Boardroom	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace blind x 2 windows	Maintenance
	Replace light 2 x Florescent	Electrical
	Replace single lever switch x2	Electrical
	Install tiles	Maintenance
Cllrs & Ward assistant	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace blind x 1 window	Maintenance
	Replace light 1 x Florescent	Electrical
	Replace single lever switch x 1	Electrical
	Replace carpet with lamination floor	Maintenance
	Install aircon	Electrical
Reception area	Replace light 1 x Florescent	Electrical
	Replace blind x 1 window	Maintenance
Female toilet	Replace complete toilet set x 1	Plumbing
	Replace wash basin with pedestal x 2	Plumbing
	Install extractor fan x2	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole toilet system	Plumbing
	Replace x 4 taps	Plumbing
	Replace light 2 x bulkhead	Electrical
	Replace light 1 x florecent	Electrical
Male toilet	Replace complete toilet set x 1	Plumbing
	Replace wash basin with pedestal	Plumbing
	Install extractor fan x2	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace tiles	Maintenance
	Replace whole urinal system x 2	Plumbing
	Build a step on under urinals	Plumbing
	Replace x 4 taps	Plumbing
	Replace light 2 x bulkhead	Electrical
Outside	Install x 2 10watt LED flood lights	Electrical
	Install wheelchair offramp with rubber strips and rubber	Maintenance
	Replace gutters with PVA gutters	Maintenance
	Replace poly cop pipes to speed fit Kobra pipes	Plumbing
	Repair fencing	Maintenance

JEFFREYS BAY - WARD 14 - CLLR MAKASI	Install 4 x 100watt LED lights for outside (none are working currently) Elec advised to repair the current ones will be more costly than replacing	Electrical
Outside	Install signage	Maintenance
Inside	Install 5 x 4x4 double plugs + 5 extension boxes	Electrical
	Replace light in office 1	Electrical
	last open space to be changed to a toilet (no toilets currently)	Plumbing
	install wash basin for toilet	Plumbing
	Install 1 x extractor fan for toilet	Electrical
No Kitchen	Install new zink	Plumbing
	Install new kitchen cupboards	Maintenance
	Repair doors	Maintenance
HUMANSDORP- WARD 15 - CLLR HENDRICKS		
Cllr Hendricks office entrance	Replace Trellidor on entrance door	Maintenance
	Replace single lever switch x 1	Electrical
	Replace 3 x single plugs with 2 x 4x4 double plugs + 3 extension boxes	Electrical
	Remove carpet and replace with tiles	Maintenance
	Replace blinds x 3 windows	Maintenance
	Varnish door x 4	Maintenance
	Install wheelchair offramp with rubber strips and rubber	Maintenance
Cllr Jantjies office	Move plug closer to desk	Electrical
	Replace face of single plug	Electrical
	Replace carpet with lamination floor	Maintenance
	Replace aircon	Electrical
Ward assistant office	Remove glass and glass door of desk	Maintenance
	Repair trunking of electrical wires	Electrical
	Remove carpet and replace with lamination floor	Maintenance
	Replace 3 x single plugs with 2 x 4x4 double plugs + 3 extension boxes	Electrical
	Replace aircon	Electrical
	Replace light 1 x Florescent	Electrical
	Replace single lever switch x 1	Electrical
Mayors office	Replace face of single plug	Electrical
	Replace carpet with lamination floor	Maintenance
	Replace aircon	Electrical
	Repair trunking of electrical/internet cables	Electrical
	Varnish doors x 2	Maintenance
	Repair cracks on walls	Maintenance
	Replace light 1 x Florescent	Electrical
	Replace single lever switch x 1	Electrical

3.1.2 Municipal Administration Offices:

LOCATION	NEEDS ANALYSIS	TYPE
MAINBUILDING - JEFFREYS BAY		
Entrance	Signage to be done	Maintenance
Wilma office	Replace lights 2 x Florescent	Electrical
Ria office	None	
Open plan office	Replace lights 2 x Florescent	Electrical
Maureen	None	
Income passage	Replace lights 8 x Florescent	Electrical
	Paint walls	Maintenance
Vuvu, Babsi and Charles office	Replace lights 3 x Florescent	Electrical
Cashiers, Jill, Annelie, and Mandy office	Replace lights 4 x Florescent	Electrical
Chantelle and Chantel office	Install lamination floor	Maintenance
	Replace light 1 x Florescent	Electrical
Income Kitchen	Paint door	Maintenance
	Paint walls	Maintenance
	Take out geyser and install outside	Plumbing
	Change polycob pipes of sink	Plumbing
Income toilet men	Replace wash basin	Plumbing
	Replace basin taps with plastic	Plumbing
	Replace Urinalcomplete system	Plumbing
	Install 2 x extractor fans	Electrical
	Paint door	Maintenance
	Replace toilet complete set with Betta close couple x1	Plumbing
Income toile female	Install 2 x extractor fans	Electrical
	Paint door	Maintenance
	Replace toilet complete set with Betta close couple x2	Plumbing
	Replace basin taps with plastic	Plumbing
Suggestion from plumber	Remove shower and replace with a complete toilet Betta close couple + extra extractor fan x 1	Plumbing
Security office	Trunking of wire	Electrical
	Install 4x4 double plugs + extension boxes	Electrical
Shula, Cindy + Margareth office	Replace light 2 x Florescent	Electrical
	Paint walls	Maintenance
Archives Open plan office	Install 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace light 2 x Florescent	Electrical
	Paint safe room	Maintenance
	Install aircon supply point	Electrical
	Glass door leading out side needs to be repaired doesn't lock	Maintenance
Brenda office	Roof to be repaired (leaking)	Maintenance
	Paint office	Maintenance
	Replace carpet and replace with lamination floor	Maintenance
	Install 1 x 4x4 double plugs + 2 extension boxes	Electrical
Valuation office	Install 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Paint office	Maintenance
Switchboard office	Paint office	Maintenance
	Install 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace light 1 x Florescent	Electrical
	Remove old aircon in window and close gap	Maintenance

Budget passage	Replace light 3 x Florescent	Electrical
	Repair roof (leaking)	Maintenance
	Paint walls	Maintenance
	Replace light switch x 2	Electrical
Old Hannelie office	Replace light 2 x Florescent	Electrical
	Install 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Paint office	Maintenance
	Counter to be removed	Maintenance
	Painting of walls	Maintenance
Baartman office	Replace light 2 x Florescent	Electrical
	Paint office	Maintenance
Gene & Zana office	Install 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Paint office	Maintenance
Nomsa office	Paint office	Maintenance
Lee-Roy & Angel office	Paint office	Maintenance
	Replace carpet and replace with lamination floor	Maintenance
Charl office	Install 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace light 2 x Florescent	Electrical
Dala office	Replace light 2 x Florescent	Electrical
	Paint office	Maintenance
	Install 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Remove filling in wall	Maintenance
Budget Kitchen	Remove geyser and install outside	Plumbing
	Install hot water to feed kitchen and toilet wash basin	Plumbing
	Replace tiles	Maintenance
	Paint walls	Maintenance
Budget male toilets	Replace wash basin	Plumbing
	Replace basin taps with plastic	Plumbing
	Replace Urinal complete system x 2	Plumbing
	Install 2 x extractor fans	Electrical
	Paint door	Maintenance
	Replace toilet complete set with Betta close couple x 1	Plumbing
	Replace light 2 x Florescent	Electrical
	Install soap holders	Maintenance
Budget female toilets	Install 1 x extractor fans	Electrical
	Paint door	Maintenance
	Replace toilet complete set with Betta close couple x1	Plumbing
	Replace basin taps with plastic	Plumbing
	Replace tiles	Maintenance
	Replace light 2 x Florescent	Electrical
	Install soap holders	Maintenance
Zandi G office	Repair cupboards	Maintenance
	Paint office	Maintenance
Budget open plan office	Replace light 2 x Florescent	Electrical
	Install 4 x 4x4 double plugs + 4 extension boxes	Electrical
Lindi office	Paint office	Maintenance
	Install 2 x 4x4 double plugs + 2 extension boxes	Electrical
Laurean office	Replace light 1 x Florescent	Electrical
	Install 1 x 4x4 double plugs + 1 extension boxes	Electrical
Shukree office	Replace light 2 x Florescent	Electrical
	Install 1 x 4x4 double plugs + 1 extension boxes	Electrical
Council Chambers	Replace carpet	Maintenance
	Paint walls	Maintenance
	Replace light 6 x Florescent	Electrical
Council Chambers Kitchen	Remove geyser and install outside	Plumbing
	Replace water filter in kitchen (Phil plumber will do it)	Plumbing
	Replace light 2 x Florescent	Electrical
	Install 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace kitchen cupboards	Maintenance
Council Chamber toilet female	Install 2 x extractor fans	Electrical
	Replace basin taps with plastic x 2	Plumbing
	Paint walls	Maintenance
	Replace plastic toilet seats to wooden seats	Plumbing
	Install soap holders	Maintenance
	Paint door	Maintenance
Council Chamber toilet male	Replace basin taps with plastic	Plumbing
	Replace Urinal complete system x 2	Plumbing
	Install 2 x extractor fans	Electrical
	Paint door	Maintenance
	Replace toilet complete set with Betta close couple x 1	Plumbing
	Replace light 2 x Florescent	Electrical
	Install soap holders	Maintenance
Speakers office	Replace light 1 x Florescent	Electrical
	Paint walls	Maintenance

Mayors, Anene, PA Mayor	Recently been maintained (Frans said these offices are looked at weekly	
MM and PA office	MM replied all is still in good condition after the carpet cleaning has been done	
Mayors Boardroom	Frans confirmed all is well as this is also maintained weekly	
CFO office	CFO confirmed that all is well with his office	
Payslip room	(Electrician confirmed that they receintly repaired the lights	
Lee Anne office	Replace light 2 x Florescent	
Elsa office	Owner confirmed all is in good condition	
Thembi office	Replace light 2 x Florescent	Electrical
	Paint walls	Maintenance
Nomfundo	Replace light 2 x Florescent	Electrical
	Paint walls	Maintenance
Expenditure passage	Replace light 1 x Florescent	Electrical
	Paint walls	Maintenance
	Replace tiles	Maintenance
Old Manager expenditure office	Paint walls	Maintenance
	Replace light 2 x Florescent	Electrical
Creditors Safe room	Replace light 1 x Florescent	Electrical
	Needs a button to be installed inside (siron button for emergency)	Electrical
Creditors open plan office	Replace light 5 x Florescent	Electrical
	Paint walls	Maintenance
	Paint doors	Maintenance
Toilet Creditors Male	Replace basin taps x 2	Plumbing
	(Water dept to repair the pipes structure)	Plumbing
	Replace master flow(Water dept Phil to supply quotation to aux)	Plumbing
	Install extractor fan x 1	Electrical
Female toilets x 3	Toilet no ? Ceiling to be repaired	Maintenance
	Install extractor fans x 3	Electrical
	Replace Resiviour set (top flush)	Plumbing
	Toilet no 3 have no water	Plumbing
Creditors + Salaries Kitchen	Ceiling to be repaired	Maintenance
	Zink to be replaced	Plumbing
Salaries open plan office	Replace light 3 x Florescent	Electrical
	Install 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Paint walls	Maintenance
	Repair ceiling cornish	Maintenance
IT Toilets	Install 2 x extractor fans	Electrical
	Install rail in the parapledgic toilet in the right position	Maintenance
	Replace toilet seats x 2	Plumbing
	Install braded connector x 3	Electrical
	The entire IT offices roofs are leaking	Maintenance
	Paint walls	Maintenance
IT kitchen	Install geyser on the outside of building	Plumbing
	Replace taps and install wall type mixer	Plumbing
	Replace kitchen cupboard	Maintenance
	Install new single bow zink + new trap	Maintenance
IT boardroom	Replace light 2 x Florescent	Electrical
	Paint walls	Maintenance
Outside main builibing	Install rodding eye	Plumbing
	Install a vent for pipes	Plumbing
	Replace IT outside water pipes with plastic and mount them inside	Plumbing
HR OFFICES		
HR Kitchen	Need to install 2 x double Plugs	Electrical
	Geyser to be installed outside as the pressure & temperature valves are incorrectly installed.	Plumbing
	Kitchen cupboards to be changed (current once are damaged)	Maintenance
	Kitchen water pipes must be changed from 40mm to 50mm to prevent blockage as it currently blocks regularly.	Plumbing
	1 x Kitchen window needs to be repaired	Maintenance
	Cracks on walls to be removed, sealed and painted	Maintenance
HR Male toilets	Remove 40mm pipe and install 50mm to prevent the blockage of the pipes	Maintenance
	Walls needs to be sealed (cracks)	Maintenance
	Cracks on walls to be removed, sealed and painted	Maintenance
	Install 2 x extractor fans	Electrical
	2 x doors to be painted	Maintenance
HR Female toilets	Install 3 x Extractor fans	Electrical
	Change basin taps	Plumbing
	Painting of walls	Maintenance
HR Passage leading to toilets from Kitchen	Repair cracks on walls	Maintenance
	Both entrance doors to be sanded and Varnished	Maintenance
2 Consulting rooms	Lamination of floors for both offices	Maintenance
	Paint walls	Maintenance
	Paint doors x 2	Maintenance
HR Open space leading to filling room	Floor to be tilled	Maintenance
	Painting of walls	Maintenance
HR filling room	Currently cleaned (tilling to be done)	Maintenance
	Paint walls	Maintenance
Auxiliary Store room	Install security gate	Maintenance
	Install new racks	Maintenance

MAINBUILDING - PATENSIE		
Entrance	Signage to be done	Maintenance
Outside	Paint walls inside and outside	Maintenance
	Install 1 x 100w LED light outside	Electrical
Inside	Replace carpet with lamination floors x 4 offices	Maintenance
Kitchen	Replace kitchen cupboards	Maintenance
	Install geyser outside the kitchen	Plumbing
	Install Zink, taps and mixer in kitchen	Plumbing
	Replace kitchen door	Maintenance
	Replace light 1 x Florescent	Electrical
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
Toilet x 1	Replace complete toilet set x 1	Plumbing
	Replace wash basin	Plumbing
	Install extractor fan x1	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
Blaauw office	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Install blinds for x 2 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
Cashiers office	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Install blinds for x 3 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Install trellidor in entrance	Maintenance
	Replace light 3 x Florescent	Electrical
Reception area (Basil office)	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Install blinds for x 4 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace light 3 x Florescent	Electrical
MAINBUILDING - HANKEY		
Overall	Painting inside of building and offices	Maintenance
Entrance	Signage to be done	Maintenance
	Replace manhole in the entrance	Plumbing
	Repair wheelchair offramp install rubber strips and rubber	Maintenance
	Repair crack in entrance floor	Maintenance
	Install tiles in all passages and toilets	Maintenance
	Glass in window on the left side to be repaired	Maintenance
	Seal foundation bricks with sealer	Maintenance
	Replace old gutters with PVA gutters	Maintenance
	Install 4 x 100w LED light outside front and back	Electrical
Reception Area	Replace light 2 x Florescent	Electrical
	Install blinds for x 2 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace switch x 3	Electrical
Passage	Replace tiles	Maintenance
	Replace light 2 x Florescent	Electrical
	Install blinds for x 4 windows	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch x 3	Electrical
	No fire extenguisher in passage	Maintenance
Cashiers office	Replace carpet with lamination floor	Maintenance
	Replace light 2 x Florescent	Electrical
	Install blinds for x 2 windows	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Remove old aircon and close opening	Maintenance
	Paint ceiling and walls	Maintenance
Open space office 1	Replace light 2 x Florescent	Electrical
	Install blinds for x 1 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace switch x 1	Electrical
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
Open space office 2	Replace light 2 x Florescent	Electrical
	Install blinds for x 1 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace switch x 1	Electrical
	Repair ceiling	Maintenance
	Paint walls and ceiling	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical

Glynis office	Replace light 2 x Florescent	Electrical
	Install blinds for x 1 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace single lever switch x 1	Electrical
	Repair ceiling	Maintenance
	Paint walls and ceiling	Maintenance
	Remove old aircon and close opening	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
Mannie Nelson office	Replace light 2 x Florescent	Electrical
	Install blinds for x 1 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace single lever switch x 1	Electrical
	Repair ceiling	Maintenance
	Paint walls and ceiling	Maintenance
	Remove old aircon and close opening	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
Open space office 3	Replace light 2 x Florescent	Electrical
	Install blinds for x 1 windows	Maintenance
	Replace tiles	Maintenance
	Replace single lever switch x 1	Electrical
	Repair ceiling	Maintenance
	Paint walls and ceiling	Maintenance
	Remove old aircon and close opening	Maintenance
	Paint walls, ceiling and doors	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
Avuyile office	Replace light 2 x Florescent	Electrical
	Install blinds for x 1 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace single lever switch x 1	Electrical
	Repair ceiling	Maintenance
	Paint walls and ceiling	Maintenance
	Remove old aircon and close opening	Maintenance
	Paint walls, ceiling and doors	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
Learners licence desk (Nqandu office)	Replace light 2 x Florescent	Electrical
	Move 2 x double plugs closer to office	Electrical
	Replace carpet with lamination floor	Maintenance
	Replace single lever switch x 1	Maintenance
	Paint walls and ceiling	Maintenance
	Install aircon	Electrical
	Paint walls, ceiling and doors	Maintenance
Kitchen	Replace light 1 x Florescent	Electrical
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace tiles	Maintenance
	Replace single lever switch x 1	Electrical
	Paint walls, ceiling and doors	Maintenance
	Replace hot and cold water pipes under the zink	Plumbing
	Replace kitchen shelve under zink	Maintenance
	Install geyser outside	Plumbing
Female toilet	Replace complete toilet set x 1	Plumbing
	Replace wash basin with pedestal x 2	Plumbing
	Install extractor fan x2	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole toilet system	Plumbing
	Replace x 4 taps	Plumbing
	Replace light 2 x bulkhead	Electrical
	Replace light 1 x florecent	Electrical
Male toilets	Replace complete toilet set x 1	Plumbing
	Replace wash basin with pedestal	Plumbing
	Install extractor fan x2	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole urinal system	Plumbing
	Install a step on under urinals	Plumbing
	Install pipes into walls	Plumbing
	Replace x 4 taps	Plumbing
	Replace light 2 x bulkhead	Electrical

Learners waiting area	Replace light 2 x Florescent	Electrical
	Install blinds for x 1 windows	Maintenance
	Replace tiles	Maintenance
	Replace single lever switch x 4	Electrical
	Repair ceiling	Maintenance
	Paint walls, ceiling and doors	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Install security door at back entrance door	Maintenance
	Install x 3 10watt LED flood lights	Electrical
Eye testing room	Install security gate	Maintenance
	Repair ceiling	Maintenance
	Replace 1x single plugs with 1 x 4x4 double plugs + 2 extension boxes	Electrical
	Trunking to be repaired and moved to the office next door	Electrical
	Move and replace light 1 x florecent	Electrical
	Install tiles	Maintenance
Superintendent office	Replace light 2 x Florescent	Electrical
	Install blinds for x 1 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace single lever switch x 1	Electrical
	Paint walls, door and ceiling	Maintenance
	Remove old aircon and close opening	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
Learners Exam room	Paint door	Maintenance
	Install blinds for x 5 windows	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace single lever switch x 1	Electrical
	Install tiles	Maintenance
	Replace light 6 x Florescent	Electrical
MAINBUILDING - ST FRANCIS BAY		
Entrance	Signage to be done	Maintenance
	Paint entire building inside and outside	Maintenance
Foyer	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace light 2 x Florescent	Electrical
	Replace blind x 3 windows	Maintenance
	Repair leaking roof	Maintenance
	Replace tiles	Maintenance
Reception area	Replace single lever switch x2	Electrical
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace tiles	Maintenance
	Replace single lever switch to double 2	Electrical
	Repair leaking roof	Maintenance
	Replace aircon	Electrical
	Replace blind x 1 window	Maintenance
	Repair broken windows x 2	Maintenance
	Install security gate at reception	Maintenance
	Replace light 3 x Florescent	Electrical
Cashiers	Replace 3 x single plugs with 3 x 4x4 double plugs + 3 extension boxes	Electrical
	Replace single lever switch to double x 1	Electrical
	Repair door frame	Maintenance
Copier room	Replace light 1 x Florescent	Electrical
	Replace single lever switch to double x 1	Electrical
Passage leading to Library	Install wheelchair offramp with rubber strips and rubber	Maintenance
	Install rails	Maintenance
	Replace 1 x single plugs with 1x 4x4 double plugs + 1 extension boxes	Electrical
	Replace light 3 x Florescent	Electrical
	Replace single lever switch x 3	Electrical
Safe room	Replace light x 2 Florescent	Electrical
	Replace single lever switch x 3	Electrical

Bennie Bosch office	Install blinds for x 1 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace single lever switch x 1	Electrical
	Remove old aircon and close opening	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Varnish door	Maintenance
Meter readers office	Install blinds for x 1 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace single lever switch x 1	Electrical
	Remove old aircon and close opening	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Varnish door	Maintenance
	Replace light x 2 Florescent	Electrical
	Repair ceiling	Maintenance
Female toilets	Replace complete toilet set x 1	Plumbing
	Replace wash basin with pedestal x 2	Plumbing
	Install extractor fan x3	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole toilet system	Plumbing
	Replace x 4 taps	Plumbing
	Replace light 2 x bulkhead	Electrical
	Replace light 1 x florecent	Electrical
Suggestion	Remove shower	Maintenance
	Divide space into 2 x toilets	Maintenance
	Move washbasin	Plumbing
	Move hand paper holders	Maintenance
	Install soap holders	Maintenance
	Replace single lever switch x 1	Electrical
Mandy office (finance)	Install blinds for x 1 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace single lever switch x 1	Electrical
	Remove old aircon and close opening	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
Male toilets	Replace complete toilet set x 1	Plumbing
	Replace wash basin with pedestal	Plumbing
	Install extractor fan x2	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole urinal system x 2	Plumbing
	Build a step on under urinals	Plumbing
	Replace x 2 taps	Plumbing
	Replace light 2 x bulkhead	Electrical
Computer room	Install tiles	Maintenance
	Install blinds for x 1 windows	Maintenance
	Replace single lever switch x 1	Electrical
	Replace plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace light x 2 Florescent	Electrical
	Repair ceiling	Maintenance
Switchboard (Sukwini office)	Replace carpet with lamination floor	Maintenance
	Replace single lever switch x 1	Electrical
	Replace light x 2 Florescent	Electrical
	Repair ceiling	Maintenance
Office opposite sukwini office	Replace single lever switch x 1	Electrical
	Install blinds for x 1 windows	Maintenance
	Replace single lever switch x 1	Electrical
Stairs leading to Council Chambers	Replace single lever switch x 1	Electrical
	Replace single lever switch x 2	Electrical
	Replace plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
Council Chambers	Replace carpet (current once rotten)	Maintenance
	Replace curtains with blinds	Maintenance
	Replace 3 x glass doors with sliding doors	Maintenance
	Replace lights x 4 Florescent	Electrical
	Outside walls needs plastering and repainted	Maintenance
	Replace aircon x 2 (Currently out of order)	Electrical
Bar area	Replace 2 x dunlights bulps	Electrical
Council Chamber Foyer	Repair ceiling	Maintenance
	Replace lights x 2 Florescent	Electrical
	Replace tiles	Maintenance

Male toilets	Replace complete toilet set with betta close couple x 1	Plumbing
	Replace wash basin with pedestal	Plumbing
	Install extractor fan x2	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole urinal system x 2	Plumbing
	Replace top on the urinal with master flow	Plumbing
	Seal top with silicon on urinal	Plumbing
	Replace light 2 x bulkhead	Electrical
Suggestions	Install extra urinal with master flow	Plumbing
	Replace blinds	Maintenance
	Replace windows	Maintenance
Female toilets	Replace complete toilet set with betta close couple x 1	Plumbing
	Replace wash basin with pedestal x 2	Plumbing
	Install extractor fan x3	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole toilet system	Plumbing
	Replace x 4 taps	Plumbing
	Replace light 2 x bulkhead	Electrical
	Replace light 1 x florecent	Electrical
Kitchen	Install zink mixer	Plumbing
	Replace top of zink	Plumbing
	Replace blinds x 1	Maintenance
	Replace window x 1	Maintenance
	Replace kitchen cupboards	Maintenance
	Replace plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace light 1 x florecent	Electrical
	Install 150 geyser outside kitchen to feed bottom and upstairs kitchen	Plumbing
	Repair roof leak	Maintenance
	Replace tiles	Maintenance
	Install kitchen cupboard to hide the electrical DB board	Maintenance
	Replace single lever switch x 1	Electrical
Downs stairs (Post room)	Replace plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace light 1 x florecent	Electrical
	Replace single lever switch x 1	Electrical
Registry/Building plans	Replace plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace light 1 x florecent	Electrical
	Replace single lever switch x 1	Electrical
Bottom kitchen	Replace windows x 2	Maintenance
	Install zink mixer	Plumbing
	Replace top of zink	Plumbing
	Replace blinds x 1	Maintenance
	Replace kitchen cupboards	Maintenance
	Replace plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace light 1 x florecent	Electrical
	Install 150 geyser outside kitchen to feed bottom and upstairs kitchen	Electrical
	Repair roof leak	Maintenance
	Replace tiles	Maintenance
	Replace single lever switch x 1	Electrical
Outside of building	Walls needs to be replastered and painted	Maintenance
	Remove the current carport and replace	Maintenance
	Romove old aircon boxes outside	Maintenance
	Drainage needs to be inspected and cleaned	Plumbing
	Remove trees as roots are damaging the drainage systems	Maintenance
	Install 250mm PVC pipes to take the water away from the ground	Plumbing
	Install flood lights x 5	Electrical
Open plan space bottom (left side)	Replace tiles	Maintenance
	Replace blinds x 1	Maintenance
	Replace windows x 1	Maintenance
Ann Bezuidenhoud office	Install blinds for x 1 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace single lever switch x 1	Electrical
	Remove old aircon and close opening	Maintenance
	Paint walls, ceiling and doors	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Varnish door	Maintenance
Amanda office (health inspector)	Install blinds for x 1 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace single lever switch x 1	Electrical
	Remove old aircon and close opening	Maintenance
	Paint walls, ceiling and doors	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Varnish door	Maintenance

Amanda office (health inspector)	Install blinds for x 1 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace single lever switch x 1	Electrical
	Remove old aircon and close opening	Maintenance
	Paint walls, ceiling and doors	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Varnish door	Maintenance
Cllr Rheeder office	Install blinds for x 1 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace single lever switch x 1	Electrical
	Remove old aircon and close opening	Maintenance
	Paint walls, ceiling and doors	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Varnish door	Maintenance
	Repair ceiling	Maintenance
Building inspector office	Install blinds for x 1 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Replace single lever switch x 1	Electrical
	Remove old aircon and close opening	Maintenance
	Paint walls, ceiling and doors	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Varnish door	Maintenance
	Repair ceiling	Maintenance
Female toilets	Replace complete toilet set with betta close couple x 2	Plumbing
	Replace wash basin with pedestal x 2	Plumbing
	Install extractor fan x3	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole toilet system	Plumbing
	Replace light 2 x bulkhead	Electrical
	Replace light 1 x florecent	Electrical
	Cut current mirror	Maintenance
Bathroom passage	Replace window glass	Maintenance
	Replace blinds x 1	Maintenance
	Replace tiles	Maintenance
Male toilets	Replace complete toilet set with betta close couple x 1	Plumbing
	Replace wash basin with pedestal	Plumbing
	Install extractor fan x2	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace tiles	Maintenance
	Replace whole urinal system x 2	Plumbing
	Replace top on the urinal with master flow	Plumbing
	Seal top with silicon on urinal	Plumbing
	Replace light 2 x bulkhead	Electrical
MAINBUILDING - HUMANSDORP		
	Replace signage	Maintenance
	Paint inside and outside building (Back and front)	Maintenance
	Replace facial boards (back and front)	Maintenance
	Install wheelchair offramp with rubber strips and rubber	Maintenance
Nomfundo office	Install blinds for x 1 windows	Maintenance
	Replace single lever switch x 1	Electrical
	Remove old aircon and close opening	Maintenance
	Paint walls, ceiling and doors	Maintenance
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Varnish door	Maintenance
	Repair ceiling	Maintenance
Old Vuyani office	Install blinds for x 1 windows	Maintenance
	Replace single lever switch x 1	Electrical
	Remove old aircon and close opening	Maintenance
	Paint walls, ceiling and doors	Maintenance
	Replace 3 x single plugs with 2 x 4x4 double plugs + 3 extension boxes	Electrical
	Varnish door x 3	Maintenance
	Repair ceiling	Maintenance
Jeaney office	Replace single lever switch x 1	Electrical
	Remove old aircon and close opening	Maintenance
	Paint walls, ceiling and doors	Maintenance
	Replace 3 x single plugs with 2 x 4x4 double plugs + 3 extension boxes	Electrical
	Varnish door x 3	Maintenance
	Repair ceiling	Maintenance
Reception (Desha office)	Replace 3 x single plugs with 2 x 4x4 double plugs + 3 extension boxes	Electrical
	Replace single lever switch x 1	Electrical
	Paint walls, ceiling and doors	Maintenance
Denzil Office	Replace single lever switch x 1	Electrical
	Remove old aircon and close opening	Maintenance
	Paint walls, ceiling and doors	Maintenance
	Replace 3 x single plugs with 2 x 4x4 double plugs + 3 extension boxes	Electrical
	Varnish door x 3	Maintenance
	Repair ceiling	Maintenance

Adam office	Replace single lever switch x 1	Electrical
	Remove old aircon and close opening	Maintenance
	Paint walls, ceiling and doors	Maintenance
	Replace 3 x single plugs with 2 x 4x4 double plugs + 3 extension boxes	Electrical
	Varnish door x 3	Maintenance
	Repair ceiling	Maintenance
Deril office	Replace single lever switch x 1	Electrical
	Remove old aircon and close opening	Maintenance
	Paint walls, ceiling and doors	Maintenance
	Replace 3 x single plugs with 2 x 4x4 double plugs + 3 extension boxes	Electrical
	Varnish door x 3	Maintenance
	Repair ceiling	Maintenance
Kitchen	Replace zink top with drop double bowl zink	Plumbing
	Install mixer	Plumbing
	Install geyser outside	Plumbing
	Replace blind x 1 window	Maintenance
	Replace light 1 x Florescent	Electrical
	Replace single lever switch x 1	Electrical
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Paint door	Maintenance
	Build new door and move wall for space	Maintenance
	Build a wall to include the toilet	Maintenance
	Install tiles	Maintenance
Male toilets	Replace complete toilet set with betta close couple x 1	Plumbing
	Replace wash basin with pedestal	Plumbing
	Install extractor fan x2	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace tiles	Maintenance
	Replace whole urinal system x 2	Plumbing
	Replace top on the urinal with master flow	Plumbing
	Seal top with silicon on urinal	Plumbing
	Replace light 2 x bulkhead	Electrical
Female toilets	Replace complete toilet set with betta close couple x 2	Plumbing
	Replace wash basin with pedestal x 2	Plumbing
	Install extractor fan x3	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Plumbing
	Replace whole toilet system	Plumbing
	Replace light 2 x bulkhead	Electrical
	Replace light 1 x florecent	Electrical
	Cut current mirror	Maintenance
Sukwini office	Currently under construction (Glen Harmse)	
Humansdorp Council Chambers	Replace carpet with lamination floor	Maintenance
	Close door on right hand side leading to Health inspector office	Maintenance
	Replace 3 x single plugs with 2 x 4x4 double plugs + 3 extension boxes	Electrical
	Replace aircon x 2	Electrical
	Replace light 2 x Florescent	Electrical
	Replace single lever switch x 3	Electrical
	Varnish doors x 2	Maintenance
	Varnish walls	Maintenance
	Replace stage carpet	Maintenance
	Replace blinds x 8	Maintenance
Entrance to cashiers	Replace trellidor x 4 doors	Maintenance
	Replace tiles	Maintenance
	Paint walls and ceiling	Maintenance
	Replace light 6 x Florescent	Electrical
	Replace 4 x 4x4 double plugs + 4 extension boxes	Electrical
	Replace ceiling	Maintenance
	Install wheelchair offramp with rubber strips and rubber	Maintenance

Entrance to cashiers	Replace trellidor x 4 doors	Maintenance
	Replace tiles	Maintenance
	Paint walls and ceiling	Maintenance
	Replace light 6 x Florescent	Electrical
	Replace 4 x 4x4 double plugs + 4 extension boxes	Electrical
	Replace ceiling	Maintenance
	Install wheelchair offramp with rubber strips and rubber	Maintenance
Reception area (3 x offices)	Replace carpet with lamination floor	Maintenance
	Replace 3 x 4x4 double plugs + 3 extension boxes	Electrical
Old Mfundo office	Replace carpet with lamination floor	Maintenance
	Replace 1 x 4x4 double plugs + 1 extension boxes	Electrical
	Paint walls inside and outside	Maintenance
	Replace blinds x 2 window	Maintenance
	Varnish door x 1	Maintenance
	Replace light 2 x Florescent	Electrical
Lorencia office	Repair ceiling and conish	Maintenance
	Replace 1 x 4x4 double plugs + 1 extension boxes	Electrical
	Paint walls inside and outside	Maintenance
	Replace blinds x 2 window	Maintenance
	Varnish door x 1	Maintenance
	Replace light 2 x Florescent	Electrical
	Take out old aircon and replace glass	Electrical
Storeroom	Repair ceiling and conish	Maintenance
	Replace 1 x 4x4 double plugs + 1 extension boxes	Electrical
	Varnish door x 1	Maintenance
	Replace light 1 x Florescent	Electrical
	Install tiles	Maintenance
Open office (finance)	Replace carpet with lamination floor	Maintenance
	Replace light 1 x Florescent	Electrical
	Replace blinds x 1 + glass panel	Maintenance
Cashiers office	Replace 3 x 4x4 double plugs + 3 extension boxes	Electrical
	Replace blinds x 2 windows	Maintenance
	Replace carpet with lamination floor	Maintenance
	Paint walls	Maintenance
	Replace light 2 x Florescent	Electrical
	Replace switch x 1	Electrical
	Varnish door	Maintenance
HUMANSDORP-TRAFFIC DEPARTMENT		
Entrance	Install wheelchair offramp with rubber strips and rubber	Maintenance
	Install rails for wheelchair offramp	Maintenance
	Paint outside and inside	Maintenance
	Install signage	Maintenance
	Varnish double door in entrance	Maintenance
Reception area	Replace tiles	Maintenance
	paint walls	Maintenance
Cashiers office	Replace broken tiles with lamination floor	Maintenance
	Replace blinds x 4 windows	Maintenance
	Replace 3 x 4x4 double plugs + 3 extension boxes	Electrical
	Repair trunking of electrical wires	Electrical
	Replace switch x 1	Electrical
Kenneth Du Preez office	Replace 4 x 4x4 double plugs + 4 extension boxes	Electrical
	Replace carpet with lamination floor	Maintenance
	paint walls	Maintenance
	Replace switch x 1	Electrical
	Install security gate leading outside	Maintenance
	Install aluminium weather strip in door to prevent water from coming in	Maintenance
Lettie office	Replace carpet with lamination floor	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch x 1	Electrical
	paint walls	Maintenance
	Install tiles in entrance	Maintenance

Pieter office	Replace carpet with lamination floor	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch x 1	Electrical
	paint walls	Maintenance
	Install tiles in entrance	Maintenance
	Replace blinds x 1	Maintenance
Willie office	Replace carpet with lamination floor	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch x 1	Electrical
	paint walls	Maintenance
	Install tiles in entrance	Maintenance
	Replace blinds x 1	Maintenance
	Repair roof leaks	Maintenance
Traffic passage	Repair ceiling	Maintenance
	Replace trap door	Maintenance
	install tiles in passage	Maintenance
Rodgers office	Replace carpet with lamination floor	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch x 1	Electrical
	paint walls	Maintenance
	Install tiles in entrance	Maintenance
	Replace blinds x 1	Maintenance
Traffic filling room	Replace carpet with lamination floor	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch x 2	Electrical
	paint walls	Maintenance
	Install tiles in entrance	Maintenance
	Replace blinds x 1	Maintenance
	Remove exhisting dry walling to accommodate more filling space	Maintenance
Traffic passage	Repair ceiling	Maintenance
	Replace trap door	Maintenance
	install tiles in passage	Maintenance
	Install wheelchair offramp with rubber strips and rubber	Maintenance
	Install rails for wheelchair offramp	Maintenance
	Trap door to be repaired	Maintenance
Geraldine office	Replace carpet with lamination floor	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch x 1	Electrical
	paint walls	Maintenance
	Install tiles in entrance	Maintenance
	Replace blinds x 2	Maintenance
	Remove old aircon and close off opening	Maintenance
Clifton office	Replace carpet with lamination floor	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch x 1	Electrical
	paint walls	Maintenance
	Install tiles in entrance	Maintenance
	Replace blinds x 2	Maintenance
	Repair roof leaks	Maintenance
	Remove old aircon and close off opening	Maintenance
Rosely office	Replace carpet with lamination floor	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch x 1	Electrical
	paint walls	Maintenance
	Install tiles in entrance	Maintenance
	Replace blinds x 2	Maintenance
	Repair roof leaks	Maintenance
	Remove old aircon and close off opening	Maintenance
Computer room	Replace carpet with tiles	Maintenance
	Remove old aircon and close off opening	Maintenance
	Replace aircon plug	Electrical
	Paint walls	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch x 1	Electrical
	Install blinds x 3	Maintenance
Male toilets	Replace complete toilet set with betta close couple x 1	Plumbing
	Replace wash basin with pedestal	Plumbing
	Install extractor fan x2	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole urinal system x 2	Plumbing
	Replace top on the urinal with master flow	Plumbing
	Seal top with silicon on urinal	Plumbing
	Replace light 2 x bulkhead	Electrical

Female toilets	Replace complete toilet set with betta close couple x 2	Plumbing
	Replace wash basin with pedestal x 2	Plumbing
	Install extractor fan x3	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole toilet system	Plumbing
	Replace light 2 x bulkhead	Electrical
	Replace light 1 x florecent	Electrical
Motor vehicle registration filling room	Replace carpet with tiles	Maintenance
	Remove old aircon and close off opening	Maintenance
	Replace aircon plug	Electrical
	Paint walls	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch x 1	Electrical
	Install blinds x 3	Maintenance
	Replace window stays all broken	Maintenance
	Replace light 2 x florecent	Electrical
Motor vehicle registration open plan office	Replace tiles with lamination floor	Maintenance
	Varnish door	Maintenance
	Repair ceiling	Maintenance
	Replace light 2 x florecent	Electrical
	Install aircon x 2	Electrical
	Replace 4 x 4x4 double plugs + 4 extension boxes	Electrical
Switchboard (lesley)	Replace tiles with lamination floor	Maintenance
	Replace glass	Maintenance
	Replace light 2 x florecent	Electrical
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Repair ceiling	Maintenance
Anneliene office	Replace carpet with lamination floor	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch x 1	Electrical
	paint walls	Maintenance
	Install tiles in entrance	Maintenance
	Replace blinds x 2	Maintenance
	Remove old aircon and close off opening	Maintenance
Randall office	Replace carpet with lamination floor	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch x 1	Electrical
	paint walls	Maintenance
	Install tiles in entrance	Maintenance
	Replace blinds x 2	Maintenance
	Remove old aircon and close off opening	Maintenance
	Replace light 2 x florecent	Electrical
Securiry office	Replace carpet with lamination floor	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch x 1	Electrical
	paint walls	Maintenance
	Electrical box to be enclosed with a cupboards	Electrical
	Replace light 1 x florecent	Electrical
Old traffic dept boardroom/licence collection	Replace blinds x 8 windows	Maintenance
	Replace light 4 x florecent	Electrical
	Paint walls	Maintenance
	Replace switch x 4	Electrical
	Remove old aircon and close off opening	Maintenance
	Replace 5 x 4x4 double plugs + 5 extension boxes	Electrical
Waiting area	Repair ceiling	Maintenance
	Replace carpet with tiles	Maintenance
	Replace glass door and replace with a double door to accommodate wheelchair clients	Maintenance
	Install 3x glass for windows	Maintenance
	Install wheelchair offramp with rubber strips and rubber	Maintenance
	Install rails for wheelchair offramp	Maintenance
licencing open plan office	Install wheelchair offramp with rubber strips and rubber	Maintenance
	Install rails for wheelchair offramp	Maintenance
	Replace light 3 x florecent	Electrical
	Install aircon x 2	Electrical
	Repair ceiling	Maintenance
	Replace tiles at entrance	Maintenance

Exam Room	Replace blinds x 5 windows	Maintenance
	Replace light 4 x florecent	Electrical
	Paint walls	Maintenance
	Replace switch x 4	Electrical
	Remove old aircon and close off opening	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
Male toilets	Replace complete toilet set with betta close couple x 1	Plumbing
	Replace wash basin with pedestal	Plumbing
	Install extractor fan x2	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole urinal system x 2	Plumbing
	Replace top on the urinal with master flow	Plumbing
	Seal top with silicon on urinal	Plumbing
	Replace light 2 x bulkhead	Electrical
Female toilets	Replace complete toilet set with betta close couple x 1	Plumbing
	Replace wash basin with pedestal x 1	Plumbing
	Install extractor fan x3	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole toilet system	Plumbing
	Replace light 2 x bulkhead	Electrical
	Replace light 1 x florecent	Electrical
Rudolph office	Replace carpet with lamination floor	Maintenance
	Replace blinds x 2 windows	Maintenance
	Replace light 3 x florecent	Electrical
	Replace switch	Electrical
	Repair ceiling	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
Toilet	Replace complete toilet set with betta close couple x 1	Plumbing
	Replace wash basin with pedestal x 1	Plumbing
	Install extractor fan x3	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole toilet system	Plumbing
	Replace light 2 x bulkhead	Electrical
	Replace light 1 x florecent	Electrical
Kitchen	Replace zink top with drop double bowl zink	Plumbing
	Install mixer	Plumbing
	Install geyser outside	Plumbing
	Replace blind x 1 window	Maintenance
	Replace light 1 x Florescent	Electrical
	Replace single lever switch x 1	Electrical
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Paint door	Maintenance
	Build new door and move wall for space	Maintenance
	Build a wall to include the toilet	Maintenance
	Install tiles	Maintenance
Attie office	Replace carpet with lamination floor	Maintenance
	Replace blinds x 2 windows	Maintenance
	Replace light 3 x florecent	Electrical
	Replace switch	Electrical
	Repair ceiling	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
Open office (Esme)	Replace carpet with lamination floor	Maintenance
	Replace blind x 1	Maintenance
	Paint walls + ceiling	Maintenance
Glen office	Replace carpet with lamination floor	Maintenance
	Replace blind x 1	Maintenance
	Paint walls + ceiling	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch	Electrical
	Replace light 1 x florecent	Electrical

CDW office	Replace carpet with lamination floor	Maintenance
	Paint walls + ceiling	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch	Electrical
	Replace blinds x 2 windows	Maintenance
	Replace light 3 x florecent	Electrical
Passage from Community services	Install tiles	Maintenance
	Replace light 5 x florecent	Electrical
	Paint walls	Maintenance
	Install wheelchair offramp with rubber strips and rubber	Maintenance
	Install rails for wheelchair offramp	Maintenance
Room 15	Replace carpet with lamination floor	Maintenance
	Paint walls + ceiling	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch	Electrical
	Replace blinds x 2 windows	Maintenance
	Replace light 1 x florecent	Electrical
Room 14	Replace carpet with lamination floor	Maintenance
	Paint walls + ceiling	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch	Electrical
	Replace blinds x 2 windows	Maintenance
	Replace light 1 x florecent	Electrical
Male toilets	Replace complete toilet set with betta close couple x 1	Plumbing
	Replace wash basin with pedestal	Plumbing
	Install extractor fan x2	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole urinal system x 2	Plumbing
	Replace top on the urinal with master flow	Plumbing
	Seal top with silicon on urinal	Plumbing
	Replace light 2 x bulkhead	Electrical
Female toilets	Replace complete toilet set with betta close couple x 1	Plumbing
	Replace wash basin with pedestal x 1	Plumbing
	Install extractor fan x3	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole toilet system	Plumbing
	Replace light 2 x bulkhead	Electrical
	Replace light 1 x florecent	Electrical
Kitchen	Replace zink top with drop double bowl zink	Plumbing
	Install mixer	Plumbing
	Install geyser outside	Plumbing
	Replace blind x 1 window	Maintenance
	Replace light 1 x Florescent	Electrical
	Replace single lever switch x 1	Electrical
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Paint door	Maintenance
	Build new door and move wall for space	Maintenance
	Build a wall to include the toilet	Maintenance
	Install tiles	Maintenance
Room 19	Replace carpet with lamination floor	Maintenance
	Paint walls + ceiling	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch	Electrical
	Replace blinds x 2 windows	Maintenance
	Replace light 1 x florecent	Electrical
Room 20	Replace carpet with lamination floor	Maintenance
	Paint walls + ceiling	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace switch	Electrical
	Replace blinds x 2 windows	Maintenance
	Replace light 1 x florecent	Electrical
Door leading to the back (Entrance)	Install wheelchair offramp with rubber strips and rubber	Maintenance
	Install rails for wheelchair offramp	Maintenance
	Paint outside and inside entire office	Maintenance

Fine office at back (Pam + Dollie office)	Replace carpet with laminination floor	Maintenance
	Trunking for electrical wires	Electrical
	Replace 4 x 4x4 double plugs + 4 extension boxes	Electrical
	Replace light 2 x florecent	Electrical
	Replace switch x 2	Electrical
Toilet	Replace complete toilet set with betta close couple x 1	Plumbing
	Replace wash basin with pedestal x 1	Plumbing
	Install extractor fan x3	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole toilet system	Plumbing
	Replace light 2 x bulkhead	Electrical
	Replace light 1 x florecent	Electrical
	Remove old geyser and replace with new one outside	Plumbing
	Remove old bath and make a extra toilet	Plumbing
Filling room 27	Replace carpet with lamination floor	Maintenance
	Install blinds x 2 windows	Maintenance
	Replace switch x 2	Electrical
Room 28 (Warrant officer 1)	Replace carpet with lamination floor	Maintenance
	Install blinds x 2 windows	Maintenance
	Replace 4 x 4x4 double plugs + 4 extension boxes	Electrical
	Replace light 2 x florecent	Electrical
	Paint walls	Maintenance
	Replace switch x 2	Electrical
Room 29 (Warrant officer 2)	Replace carpet with lamination floor	Maintenance
	Install blinds x 2 windows	Maintenance
	Replace 4 x 4x4 double plugs + 4 extension boxes	Electrical
	Replace light 2 x florecent	Electrical
	Paint walls	Maintenance
	Remove old aircon and close opening	Maintenance
	Replace switch x 2	Electrical
Open office 1 (empty currently)	Replace carpet with lamination floor	Maintenance
	Install blinds x 2 windows	Maintenance
	Replace 4 x 4x4 double plugs + 4 extension boxes	Electrical
	Replace light 2 x florecent	Electrical
	Paint walls	Maintenance
	Remove old aircon and close opening	Maintenance
	Replace switch x 2	Electrical
HUMANSDORP-FIRE DEPARTMENT		
	Install wheelchair offramp with rubber strips and rubber	Maintenance
	Install rails for wheelchair offramp	Maintenance
	Paint outside and inside entire office	Maintenance
	Install signage	Maintenance
	Paint outside and inside	Maintenance
	Varnish double door in entrance	Maintenance
	Install tiles	Maintenance
Operations office	Replace carpet with lamination floor	Maintenance
	Install blinds x 2 windows	Maintenance
	Replace 4 x 4x4 double plugs + 4 extension boxes	Electrical
	Replace light 2 x florecent	Electrical
	Paint walls	Maintenance
	Remove old aircon and close opening	Maintenance
	Replace switch x 2	Electrical
	Trunking of electrical cables needs to be trunked	Electrical
Open office 1 (Right)	Install aircon	Electrical
	Replace tiles	Maintenance
	Install blinds x 2 windows	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace light 2 x florecent	Electrical
	Replace carpet with lamination floor	Maintenance
Open office 2 (Right)	Install aircon	Electrical
	Replace tiles	Maintenance
	Install blinds x 2 windows	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace light 2 x florecent	Electrical
	Need a door x 1	Maintenance
	Replace carpet with lamination floor	Maintenance

Hennie + Lusanda office	Install aircon	Electrical
	Replace tiles	Maintenance
	Install blinds x 2 windows	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace light 2 x florecent	Electrical
	Need a door x 1	Maintenance
	Replace carpet with lamination floor	Maintenance
James Mzangwa office	Install aircon	Electrical
	Replace tiles	Maintenance
	Install blinds x 3 windows	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace light 2 x florecent	Electrical
	Need a door x 1	Maintenance
	Replace carpet with lamination floor	Maintenance
Annelieze Ressouw office	Install aircon	Electrical
	Replace tiles	Maintenance
	Install blinds x 3 windows	Maintenance
	Replace 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Replace light 2 x florecent	Electrical
	Need a door x 1	Maintenance
	Replace carpet with lamination floor	Maintenance
Firemen sleeping quarters	Replace carpet with lamination floor	Maintenance
	Install aircon	Electrical
	Replace tiles	Maintenance
	Install blinds x 6 windows	Maintenance
	Replace 4 x 4x4 double plugs + 4 extension boxes	Electrical
	Replace light 4 x florecent	Electrical
	Need a door x 1	Maintenance
Control Room	Replace carpet with lamination floor	Maintenance
	Install aircon	Electrical
	Replace tiles	Maintenance
	Install blinds x 6 windows	Maintenance
	Replace 6 x 4x4 double plugs + 6 extension boxes	Electrical
	Replace light 4 x florecent	Electrical
	Varnish door	Maintenance
	Install drywalling in the whole front wall and remove current glass petitioning	Maintenance
Boardroom	Replace carpet with lamination floor	Maintenance
	Install blinds x 3 windows	Maintenance
	Replace 4 x 4x4 double plugs + 4 extension boxes	Electrical
	Trunking of all the wires lying around	Electrical
	Paint walls and ceiling	Maintenance
Kitchen	Replace zink top with drop double bowl zink	Plumbing
	Install mixer	Plumbing
	Install geyser outside	Plumbing
	Replace blind x 1 window	Maintenance
	Replace light 1 x Florescent	Electrical
	Replace single lever switch x 1	Electrical
	Replace 2 x single plugs with 2 x 4x4 double plugs + 2 extension boxes	Electrical
	Paint door	Maintenance
	Build new door and move wall for space	Maintenance
	Build a wall to include the toilet	Maintenance
	Install tiles	Maintenance
Female toilets	Replace complete toilet set with betta close couple x 1	Plumbing
	Replace wash basin with pedestal x 1	Plumbing
	Install extractor fan x3	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole toilet system	Plumbing
	Replace light 2 x bulkhead	Electrical
	Replace light 1 x florecent	Electrical
Male toilets	Replace complete toilet set with betta close couple x 1	Plumbing
	Replace wash basin with pedestal	Plumbing
	Install extractor fan x2	Electrical
	Replace tiles	Maintenance
	Install soap and hand paper holders	Maintenance
	Replace whole urinal system x 2	Plumbing
	Replace top on the urinal with master flow	Plumbing
	Seal top with silicon on urinal	Plumbing
	Replace light 2 x bulkhead	Electrical
Extra toilet outside	Remove toilet and replace with a shower	Plumbing
	Replace wash basin	Plumbing
	Install blinds x 2 windows	Maintenance

4. Financial Implications:

4.1 The following amounts for repairs and maintenance was approved in the 2019/20 Budget:

DIRECTORATE	TYPE	Approved Budget 2019/20
CORPORATE SERVICES	OPERATIONAL	R 300 000
CORPORATE SERVICES	CAPITAL	R 1 000 000
EXECUTIVE & COUNCIL	OPERATIONAL	R 210 400

5. Comments by Directorates:

5.1 Director: Corporate Services

The report is noted. It is important for additional funds to be allocated during the Adjustments budget to attend to all the issues.

6. Recommendation

6.1 That the report on the assessment of Municipal administration buildings and Councillor offices be noted.

6.2 That consideration be given to allocating additional funds in the adjustments budget.

Item Prepared by: **Senior Auxiliary Officer**

Item approved by: **The Director: Corporate Services**

Item noted by: **The Portfolio Councillor**

REPORTS BY THE PORTFOLIO CHAIRPERSON: INFRASTRUCTURE AND ENGINEERING

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE AND ENGINEERING

DATE: 30 OCTOBER 2019 **ITEM: 19/10/I&E1**

DROUGHT FUNDING: PROGRESS WITH BOREHOLE DEVELOPMENT AND WATER CONSERVATION AND DEMAND MANAGEMENT PROJECTS

1. Introduction

The purpose of the item is to inform Council with regards to the progress of the grant funded drought relief projects up to 16 August 2019.

2. Background

The Kouga Council declared a local state of disaster in the Kouga Municipal area due to the prevailing drought conditions on 31 May 2017 under item 17/5/IPD4.

A local state of disaster was declared in terms of Section 55(1) of the Disaster Management Act No 57 of 2002.

The Eastern Cape specifically declared a provincial state of disaster due to the magnitude of the drought and water situation that exceeded the province's capacity to cope therewith. The declaration of a local state of disaster was published in the extraordinary Provincial Gazette No 3876, dated 12 June 2017.

The Minister of Cooperative Governance and Traditional Affairs declared a National State of Disaster in light of the magnitude and severity of the prevailing drought conditions across the country, which was published in Government Gazette no.41493 on 13 March 2018.

3. Comments by Director: Infrastructure and Engineering

3.1 Two business plans were prepared during mid-2018 with the objective to obtain financial assistance from a National Disaster Grant allocation to:

(a) Implement and provide emergency drought relief measures in the form of groundwater exploration, followed by the development and equipping of boreholes within the affected towns in the Kouga Jurisdictional Area and

(b) To implement of Water Conservation and Demand Management Initiatives (WCDM), which include the replacement of old pipelines.

Drought relief funds were allocated to Kouga Municipality in the amount of R 151m which was Gazetted on 4 October 2018 in Government Gazette

No 41958. Funds were allocated as follows;

I. R 58,728m in terms of Schedule 6B of the Division of revenue Act, 2018 (Act 1 of 2018) under the Provincial Disaster Relief Grant for disaster response, namely groundwater development.

II. R 92,5m in terms of Schedule 5B of the Division of Revenue Act, 2018(Act 1 of 2018) under the Water Services Infrastructure Grant (WSIG) for the implementation of Drought intervention/Water Conservation and Demand Management (WCDM) projects.

3.2 Progress to date Groundwater development/Boreholes

3.2.1 Jeffrey's Bay

Drilling started on 21 October 2018, firstly focusing on the north-western outskirts of Jeffrey's Bay near the WTW. The tightly folded Skurweberg Formation was targeted. Three boreholes, JB3, JB4 and JB5, have been completed.

Exceptional yields were obtained to date with relatively good water quality. In terms of conductivity it adheres to the South African National Standards (SANS) for drinking water.

Detail of boreholes drilled near the Jeffrey's Bay WTW is provided in the table below.

Borehole number	Start date	End date	Depth (m)	Blow yield (l/s)	Sustainable yield (l/s)	EC (mS/m)
GWA/JB3/2018	21/10/2018	25/10/2018	181	47	15	131
GWA/JB4/2018	22/10/2018	29/10/2018	231	24	10	133
GWA/JB5/2018	26/10/2018	13/11/2018	255	55+	20	218

The shaft of Borehole JB5 has been deepened from a depth of 255 m to 331 m - in an attempt to improve the yield. The blow yield increased, however the final pump testing results must still be analysed to determine sustainable yield and water quality test results.

The design of the reticulation infrastructure to convey water from the above production boreholes to the nearby Jeffrey's Bay WTW is completed. The pipe layout drawing has also been completed and the pipe material for the pumping main (approximately 1.2 km in length) has been delivered.

3.2.2 Hankey

At Hankey two exploration boreholes were drilled, HAN3D and HAN3E. The purpose of these boreholes was to determine the lateral extent of the Baviaanskloof Formation which is to be targeted. It was concluded that the Baviaanskloof Formation can only be targeted within a square area of about 35 m^2 in the western corner of the municipal-owned property.

A production borehole, HAN4, has been drilled to a depth of 331 m and water strikes were recorded at depths 128 m, 133 m, 159 m, 172 m, 224 m and 275 m. The final blow yield was 13 l/s. An additional two exploration boreholes were drilled at Hankey (HAN5A and HAN5B) to test the underlying formations in search of sandstone. Drilling was stopped when only shale was found.

Detail of boreholes drilled on **municipal land** located to the south of Hankey is provided in the table below.

Borehole number	Start date	End date	Depth (m)	Blow yield (l/s)	Sustainable yield (l/s)	EC (mS/m)
GWA/HAN3D/2018	30/10/2018	30/10/2018	61	Pilot hole	n/a	n/a
GWA/HAN3E/2018	30/10/2018	30/10/2018	31	Pilot hole	n/a	n/a
GWA/HAN4/2018	31/10/2018	15/11/2018	231	13	3	369
GWA/HAN5A/2019	09/01/2019	10/01/2019	133	Pilot hole	n/a	n/a
GWA/HAN5B/2019	10/01/2019	11/01/2019	61	Pilot hole	n/a	n/a

Our focus is currently in Hankey are as this is where the most urgent need to augment water supply has been identified. The following is relevant: The town of Hankey in the Gamtoos Valley area is totally depended on the water quota received from and controlled by the Gamtoos Irrigation Board (GIB). Further hereto the reduction in the water quota has been implemented which has aggravated the situation. It is imperative that an alternative water supply/source is identified and developed as soon as possible.

In view of the aforementioned we have via geological investigations identified potential groundwater sources on private land adjacent municipal property, in consequence of which we have approached these private landowners to obtain permission to undertake exploration work with the intent to develop boreholes for domestic use in Hankey.

Permission has been obtained from private landowners to drill exploration boreholes on the neighbouring property (Portion 8 of the farm Zuurbron no191), which belongs to Endulini Zuurbron (Pty) Ltd. Groenewalds Attorneys has been appointed to draft an agreement between Kouga Municipality and Endulini Zuurbron for drilling of boreholes for municipal use and to formalise servitude rights.

Detail of boreholes drilled to date are provided in the table below.

Borehole number	Start date	End date	Depth (m)	Blow yield (l/s)	Sustainable yield (l/s)	EC (mS/m)
GWA/HAN6A/2019	20/02/2019	24/02/2019	190	19	Pump tested awaiting data analysis	243
GWA/HAN7/2019	24/02/2019	26/02/2019	199	10	Pump tested awaiting data analysis	265
GWA/HAN8/2019	26/02/2019	27/02/2019	67	n/a	n/a	n/a
GWA/HAN9P/2019	27/02/2019	05/03/2019	212	6.7	2	307
GWA/HAN10/2019	05/03/2019	06/03/2019	109	0.6	n/a	447
GWA/HAN11/2019	05/03/2019	07/03/2019	205	10	Pump tested awaiting data analysis	361
GWA/HAN12/2019	06/03/2019	08/03/2019	175	7	Pump tested awaiting data analysis	432
GWA/HAN13P/2019	07/03/2019	12/03/2019	199	4.6	2	238
GWA/HAN14/2019	08/03/2019	11/03/2019	133	2.5	n/a	1431
GWA/HAN15/2019	11/03/2019	14/03/2019	214	7	Pump tested awaiting	280

Borehole number	Start date	End date	Depth (m)	Blow yield (l/s)	Sustainable yield (l/s)	EC (mS/m)
					data analysis	
GWA/HAN16/2019	12/03/2019	13/03/2019	157	1.4	n/a	749
GWA/HAN17/2019	13/03/2019	16/03/2019	257	3	Pump tested awaiting data analysis	180
GWA/HAN18/2019	14/03/2019	16/03/2019	199	2.5	n/a	771
GWA/HAN19/2019	16/03/2019	21/03/2019	185	9	Blocked	84
GWA/HAN20/2019	16/03/2019	21/03/2019	195	12	Pump tested awaiting data analysis	401
GWA/HAN6P/2019 (Production hole)	21/03/2019	27/03/2019	199	21	2	212
GWA/HAN9P/2019 (Production hole)	17/03/2019	27/03/2019	212	16	2	294
GWA/HAN13P/2019 (Production hole)	27/03/2019	03/04/2019	199	14	2	235
GWA/HAN19P/2019 (Production hole)	28/03/2019	10/04/2019	295	3.9	2	93
GWA/HAN20P/2019 (Production hole)	04/04/2019	10/04/2019	197	21	2	395
GWA/HAN21/2019	10/04/2019	11/04/2019	97	3.4	n/a	121
GWA/HAN22/2019	11/04/2019	12/04/2019	121	3.4	n/a	133

3.2.3 Humansdorp

The new municipal boreholes drilled on municipal land can supply an estimated 2.7 Ml/day or ~28% of the town's requirements (this includes an existing municipal

hole in Kruisfontein that was tests in late 2017).

This includes:

- Humansdorp (Eskom sub-station/ R330 area): 1.7 Ml/day (max ~2.1 Ml/day)
- Kruisfontein: 1.0 Ml/day (max ~1.2 Ml/day)
- Total: 2.7 Ml/day ((max ~3.3 Ml/day)

The boreholes should be pumped at the recommended rates, and with time, it will be possible establish whether they can be pumped at higher rates or if they need to be rested at times.

Details of boreholes drilled near Humansdorp (north of the N2) is provided in the table below.

Borehole number	Start date	End date	Depth (m)	Blow yield (l/s)	Sustainable yield (l/s)	EC (mS/m)
GWA/HD3/2018	15/11/2018	23/11/2018	218	46	3	123
GWA/HD4/2018	16/11/2018	13/12/2018	301	47	7	61

of boreholes drilled near Kruisfontein (south of the N2) is provided in the table below.

Detail

Borehole number	Start date	End date	Depth (m)	Blow yield (l/s)	Sustainable recommended yield (l/s)	EC (mS/m)
GWA/HD5A/2019	10/01/2019	14/01/2019	103	Pilot hole	n/a	n/a
GWA/HD5B/2019	14/01/2019	17/01/2019	199	Pilot hole	n/a	n/a
GWA/HD6A/2019	11/01/2019	14/01/2019	115	Pilot hole	n/a	30
GWA/HD6B/2019	14/01/2019	16/01/2019	128	11	2,0	26
GWA/HD6C/2019	16/01/2019	In progress	178	16	4,5	18

GWA/HD7/2019	18/01/2019	28/01/2019	175	5.6	1,8	38
GWA/HD8A/2019	06/02/2019	08/02/2019	115	Pilot hole	n/a	30
GWA/HD8B/2019	08/02/2019		259	19	3,5	28

3.2.4 Oyster Bay

The total yield from the old existing sources (360 kl/day), and the two boreholes (OB2 & OB 3) drilled during 2017 (170 kl/day), together with two boreholes (OB4 &OB5) drilled during 2018 (230 kl/day) is adequate to meet the current demand as well as the peak demand over holiday periods. The measured water requirement over the 2017/8 summer holiday period for Oyster Bay was 530 m3/day.

With the additional drilled boreholes, the total potential yield for Oyster Bay is:

- Old sources (Bhs & springs): 360 m3/day
- 2017 Drilled new boreholes (OB2 & 3): 170 m3/day
- 2018 Drilled new boreholes (OB4 & 5): 230 m3/day
  (Total new boreholes: 400 m3/day)

Total potential water yield for Oyster Bay = 760 m3/day

It is however imperative that Water Conservation and Demand Management initiatives be implemented and continued with to ensure the efficient use and management of current water sources.

The next step is to equip the two new boreholes and connect them to an existing bulk water main which discharges to a sump from where water is pumped to the WTW. The possibility of constructing a new sump next to the existing and upgrading the pump station at the sump needs to be considered.

Details of boreholes drilled at Oyster Bay is provided in the table below

Borehole number	Start date	End date	Depth (m)	Blow yield (l/s)	Sustainable yield (l/s)	EC (mS/m)
GWA/OB4/2018	19/11/2018	28/11/2018	271	9	2,0	107
GWA/OB5/2018	29/11/2018	12/12/2018	290	10	0,7	103

3.2.5 Patensie

Two boreholes were drilled in Patensie town and one hole at the water treatment works. Salinity of the last hole is extremely high and this hole will not be used.

Borehole number	Start date	End date	Depth (m)	Blow yield (l/s)	Sustainable yield (l/s)	EC (mS/m)
GWA/PAT1/2019	12/04/2019	24/04/2019	205	20	6.2	183
GWA/PAT2/2019	24/04/2019	05/05/2019	223	40	3	215
GWA/PAT3/2019	05/05/2019	13/05/2019	139	5.6	n/a	1454

3.3 Progress with Drought Intervention / Water Conservation and Demand Management project.

3.3.1 Water Conservation and Demand Management project.

The objectives of the Water Conservation and Demand Management initiatives have been determined to be as follows:

1. Ensure sustainable provision of domestic water supply to communities.
2. Ensure and promote safe and healthy environment for the communities
3. Improve water use efficiency of remaining existing water resources.
4. Improve the efficiency and functionality of existing infrastructure.
5. Improve the sustainability of existing water supply schemes.

The full scope of Water Conservation and Demand Management intervention work involves the following to reduce Non-Revenue Water:

- Audit all domestic, Institutional, Commercial and Industrial water meters and connections
- Audit internal plumbing of poor households for leaks.
- Assistance-to-the-poor (ATTP) repairs to internal leaking taps and toilet cisterns.
- Audit ablution facilities of schools for water wastage.
- Investigate high water users/consumers installation
- Emergency leak repairs,
- Replacement of pipe sections which can no longer be repaired,
- Installation and replacement of water meters,
- Reduction of pressure in areas where high pressure exists,
- Installation of flow control devices at schools and high consumers, water awareness campaigns.

The following activities have been undertaken and completed as at 16 August 2019.

- A total of 15 226 domestic consumer water meter audits have been completed

- 186 ICI (Institution/Commercial/Industry) audits completed

- 28 010 follow up water meter readings taken to date

- A total of 1820 properties have been retrofitted (Assistance to the poor repair of internal leaks.)

  Hankey = 358
  Patensie = 170
  Loerieheuwel = 64
  Thornhill = 56
  Oyster Bay = 73
  Jeffreys Bay Pellsrus = 230
  Jeffreys Bay Oceanview = 57
  Jeffreys Bay town = 4
  Humansdorp Kwanomzamo = 396
  St Francis Bay / Sea Vista = 70
  Humandorp Vaaldam/Arcadia/Kruisfontein= 342

- A total of 1961 domestic water meters have been replaced,
  Hankey = 344
  Patensie = 164
  Loerieheuwel = 103
  Thornhill = 49
  Oyster Bay = 73
  Jeffreys Bay Pellsrus = 143
  Jeffreys Bay Oceanview = 57
  Humansdorp Kwanomzamo = 502
  St Francis Bay/Sea Vista = 188
  Humansdorp Vaaldam/Kruisfontein/Arcadia = 338

- A total of 110 bulk water meter loggers were installed.
- A special domestic auditing Investigation is taking place where meters that cannot be read are being investigated. To date 2168 properties have been visited

- Zoning Activities have been completed in the following Demarcation areas (DMA's):
  - Thornhill
  - Loerie
  - Oyster Bay
  - Jeffreys Bay – Oceanview
  - Jeffreys Bay - Pellsrus
  - Jeffreys Bay – Aston Bay
  - Jeffreys Bay – Paradise Beach
  - St Francis Bay –Sea Vista
  - St Francis Bay – Industrial area
  - Cape St Francis

4. Financial implications

4.1 Groundwater development/Borehole project

The full grant allocation of R 58,7m was only received and paid into municipal bank account on 29/03/2019.

Summary as at 16 August 2019	Amount
Total Allocation	R 58,728,000.00
Value Created as at 16/08/2019	R 26,195,010.71
Balance	R 32,533,928.29
Expenditure to date	45 %

Expenditure per project: Borehole projects as at 16/08/2019

Project	**Boreholes: Patensie water supply**
Vote No	201 901 030 228 20
Budget	R 8,401,000.00
Expenditure	R 4,843,904.43
Available	R 3,557,095.57
%spent	57,7 %
Appointed Consultant: Aurecon Consulting Engineers	
Drilling contractor: Steyns Drilling	

Civil contractor: Still to be appointed, drilling was only completed on 13 May 2019. Drilling of 3 boreholes in Patensie town completed. One will not be used due to high salinity levels. Outstanding tasks under drilling project. • Installation of pipeline from boreholes to treatment works. • Equipping of 2 x boreholes

Project	**Boreholes: Hankey water supply**
Vote No	201 901 030 228 23
Budget	R 33,179,000.00
Expenditure	R 11,688,195.00
Available	R 21,490,778.00
%spent	35.0 %
Appointed Consultant: Aurecon Consulting Engineers	
Drilling contractor: Steyns Drilling	
Civil contractor: Phase 1: Siyaya Khaya Construction Contract I&E 5/2019 Hankey bulk water line Phase 1 • Prospective bidders invited on 24/04/219 • Site clarification meeting scheduled 25/04/2019 • Tender close 09/05/2019 • Appointment letter issued 29 May 2019 • Contract amount: R 5,977,115.31 VAT Included. • Contract commencement date: 12 June 2019 • Expected completion date: 14 December 2019(Provisional)	
Civil contractor: Phase 2: Wavelengths Construction Contract I&E 5b/2019 Hankey bulk water line Phase 2 • Prospective bidders invited on 24/04/219 • Site clarification meeting scheduled 25/04/2019 • Tender close 09/05/2019 • Appointment letter issued 21 June 2019 • Contract amount: R 7,260,000.00 VAT Included. • Contract commencement date: 11 July 2019 • Expected completion date: 21 January 2020(Provisional)	
• Expenditure includes pipes ordered by Kouga Municipality for the project	

Project	**Boreholes: Jeffreys Bay water supply**
Vote No	201 901 030 228 14
Budget	R 4,500,000.00
Expenditure	R 3,335,009.37
Available	R 1,164,990.63
% spent	74 %
Appointed Consultant: Aurecon Consulting Engineers	
Drilling contractor: Steyns Drilling (Work completed)	
Civil contractor: Dido SA(Pty)Ltd Contract I&E 6/2019 :Jeffreys Bay borehole reticulation infrastructure • Prospective bidders invited on 24/04/219 • Site clarification meeting scheduled 25/04/2019 • Tender close 09/05/2019 • Appointment letter issued 20 May 2019. • Contract amount: R 1,555,000.00 VAT Included. • Contract commencement date: 5 June 2019 • Expected completion date: 12 September 2019(Provisional)	
• Expenditure includes pipes ordered by Kouga Municipality for the project	

Project	**Boreholes: Humansdorp water supply**
Vote No	201 901 030 228 17
Budget	R 5,427,708.00
Expenditure	R 4,386,980.81
Available	R 1,040,019.19
% spent	81 %
Appointed Consultant: Aurecon Consulting Engineers	
Drilling contractor: Steyns Drilling (Work completed)	
Civil contractor: Still to be appointed	
Tender documentation is completed. Bid process to be implemented	

Project	**Cape St Francis Groundwater**
Vote No	201 901 030 228 11
Budget	R 5,910,000.00
Expenditure	R 1,252,097.96
Available	R 4,657,902.04
% spent	22 %
Appointed Consultant: Aurecon Consulting Engineers	
Civil contractor: Ikhono Projects Contract I&E 7/2019 : Cape St Francis bulk water supply • Expenditure includes pipes order for project. • Prospective bidders invited on 18/04/2019 • Site clarification meeting scheduled 23/04/2019 • Tender close 03/05/2019 • Appointment letter issue 22 May 2019 • Contract amount: R 4,929,333.04 VAT Included. • Contract commencement date: 5 June 2019 • Expected completion date: 13 December 2019	
• Expenditure includes pipes ordered for project	

Project	**Boreholes: Oyster Bay water supply**
Vote No	201 901 030 228 08
Budget	R 1,311,000.00
Expenditure	R 688,823.14
Available	R 622,176.86
% spent	52.54 %
Appointed Consultant: Aurecon Consulting Engineers	
Drilling contractor: Steyns Drilling (Work completed)	
Civil contractor: Still to be appointed	
Process to obtain quotes for pipework installation and borehole pumps in progress.	

A. <u>Pipeline replacement, Infrastructure upgrading and Water Conservation and Demand Management projects.</u>

A 1st Tranche payment of R 37,000,000.00 was received on 19/12/2018.

2nd Tranche payment of R 55,500,000.00 was received on 04/03/2019.

Summary as at 16 August 2019	Amount
1st Tranche received 19/12/2018	R 37,000,000.00
2nd Tranche received 04/03/2019	R 55,500,000.00
Total Allocation	R 92,500,000.00
Value Created as at 16/08/2019	R 31,635,251.50
Balance of Total Amount	R 60,864,748.50
% Spent	34 %

<u>Expenditure per project: WCDM projects as at 18/08/2019.</u>

Project	**Water Conservation and Demand Management**
Vote No	201 901 030 228 26
Budget	R 15,550,000.00
Expenditure	R 14,132,350.15
Available	R 1,417,649.85
% spent	91 %
Appointed Service provider : Re-Solve/EAS Joint venture	
Project implementation on schedule.	

Project	**Upgrade Jeffreys Bay water treatments works**
Vote No	201 901 030 228 41
Budget	R 35,000,000.00
Expenditure	R 3,119,587.37
Available	R 31,880,412.63
% spent	9 %
Appointed Consultant: MJM Consulting Engineers	

Appointed Civil Contractor: Ikhono Projects

Contract: I&E 1/2019: Upgrade Jeffreys Bay water treatment works Civil Works.

- Site clarification meeting held 17/04/2019
- Tender close 02/05/2019 at 15:00
- Appointment letter dated 11 May 2019
- Appointed value = R 17,991,770.79 VAT included
- Contract commencement date: 30 May 2019
- Expected completion date:13 Dec 2019

Appointed Electrical Contractor : VE Reticulation PTY Ltd

Contract: I&E 2/2019: Upgrade Jeffreys Bay water treatment works Electrical Work.

- Site clarification meeting held 17/04/2019
- Tender close 02/05/2019 at 15:00
- Appointment letter dated 11 May 2019
- Appointed value = R 11,961,102.85 VAT included
- Contract commencement date: 30 May 2019
- Expected completion date: 13 Dec 2019

Project	**Augmentation water supply Kruisfontein**
Vote No	201 901 030 228 38
Budget	R 20,000,000.00
Expenditure	R 3,244,977.32
Available	R 16,755,022.68
% spent	16 %

Appointed Consultant: MJM Consulting Engineers

Appointed Civil Contractor: SP Excel Holdings

Contract: I&E 3/2019 Augmentation of Kruisfontein bulk water supply Civil work

- Site clarification meeting held 17/04/2019
- Tender close 02/05/2019 at 15:00
- Appointment letter dated 11 May 2019
- Appointed value = R 12,504,839.01 VAT included
- Contract commencement date: 30 May 2019
- Expected completion date: 13 Dec 2019

Appointed Electrical Contractor: VE Reticulation Pty Ltd Contract I&E 4/2019: Augmentation Kruisfontein bulk water supply: Electrical work • Site clarification meeting held 17/04/2019 • Tender close 02/05/2019 at 15:00 • Appointment letter dated 11 May 2019 • Appointed value = R 3,491,234.40 VAT included • Contract commencement date: 30 May 2019 • Expected completion date: 13 Dec 2019
• Expenditure includes pipes ordered for project

Project	**Oyster Bay pipeline replacement**
Vote No	201 901 030 228 35
Budget	R 450,000.00
Expenditure	R 448,256.36
Available	R 1,743.64
% spent	99.6 %
• Appointed Consultant: MJM Consulting Engineers • Appointed Contractor : Wavelengths Construction • Notice no. 225/2018 • Tender no: I&E 9/2018 • Commencement date: 6 February 2019 • Completion date: 10 May 2019 • Practical completion certificate issued.	

Project	**Patensie pipeline replacement**
Vote No	201 901 030 228 29
Budget	R 10,500,000.00
Expenditure	R 2,024,808.04
Available	R8,475,191.96
% spent	19.3 %
Appointed Consultant: MJM Consulting Engineers	

Appointed Civil Contractor: Siyaya Khaya Construction

Contract I&E 10/2018: Replacement of water reticulation in Patensie

- Tender advertised under notice no 225/2018 on 30 November 2018.Tender closed Friday 14 December 2018.
- Tender close 10 December 2018
- Appointment letter dated 27 May 2019
- Contract Appointed value = R 9,515,387.50 VAT included
- Contract commencement date: 7 June 2019
- Expected completion date: 13 Dec 2019

Project	**Hankey pipeline replacement**
Vote No	201 901 030 228 32
Budget	R 11,000,000.00
Expenditure	R 8,665,273.25
Available	R 2,334,726.75
% spent	79 %

- Appointed Consultant: MJM Consulting Engineers
- Appointed Contractor: Wavelengths Construction
- Notice no. 225/2018
- Tender no: I&E 11/2018
- Contract amount: R 7,333,923.45
- Commencement date: 6 February 2019
- Completion date: 10 May 2019
- Expected completion date: 26 July 2019
- Practical completion issued on 26 July 2019.

It was agreed by top management that funds on the 2019/2020 Capital budget be reprioritized to bridge financial the continuous implementation of the drought projects until such time that the rollover of funds are approved by National Treasury.

Total expenditure as at **30 June 2019**:

Total Allocation	R 151,228,000.00
Expected expenditure up to 30 June 2019	R 52,277,914.71
Envisaged roll-over after 30 June 2019	R 98,950,085.29
	35%

Total expenditure as at **16 August 2019**:

Total Allocation	R 151,228,000.00
Expected expenditure up to 16 August 2019	R 57,830,262.21
Balance as at 16 August 2019	R 93,397,737.79
	38%

5. Legal implications

Agreement for drilling on private property with land owners of Portion 8 of the farm Zuurbron no191 is currently in draft form and needs to be concluded.

6. Other implications

Application for funds roll over will need to be prepared and submitted to National Treasury before end Aug 2019.

7. Recommendation

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

Item prepared by: **Manager: Civil Services**

Item approved by: **Director: Infrastructure & Engineering**

Item noted by the Acting Portfolio Councillor

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE AND ENGINEERING

DATE: 30 OCTOBER 2019 **ITEM: 19/10/I&E8**

DEPARTMENT OF WATER AND SANITATION PROVINCIAL MASTER PLAN: KOUGA MUNICIPAL WATER SERVICES AUTHORITY (WSA) WATER SERVICES MASTER PLAN

1. Introduction

The purpose of the item is to obtain support and approval from Council for the adoption of the WSA Water Services Master Plan.

2. Background

The Department of Water and Sanitation developed a web-based Water Services Mater Plan for all Water Services Authorities throughout the country.

3. Comments: Relevant Director

An integral part of the Water Services Mater Plan is our project list containing future envisaged projects for which funds are required. It is imperative that these projects find their way into the Provincial Master Plan.

The Department of Water and Sanitation Phakisa Project will be the future funding vehicle for water and sanitation projects. Hence Projects that find themselves into the Phakisa Project become priority projects for possible funding.

Proposed Project list for Sanitation and water attached as Annexure A

4. Comment: Chief Financial Officer

None

5. Comment: Municipal Manager

It is important that our future water and sanitation infrastructure needs find expression in the Provincial Master Plan to the eligible when possible funding becomes available.

6. Financial implications

None.

7. Legal implications

None.

8. Other implications

None.

9. Recommendation

9.1 That the water and sanitation project list as included in the WSA Water Services Master Plan be adopted.

Item prepared by: **Manager: Civil Services**

Item approved by: **Director: Infrastructure & Engineering**



Item noted by the Acting Portfolio Councillor

LM	Proj Origin	Project Name	Project Description	Main Category	Total Project Cost	Total 19/20	Total 20/21	Total 21/22	Total 22/23	Total Deficit
Kouga	MIG	Patensie: Increase capacity of Wastewater Treatment Plant	Increase treatment capacity of WwTW at prison services (phase 2 & 3)	Sanitation	R15 500 000	R5 500 000	R8 000 000	R2 000 000	R0	R15 500 000
Kouga	WSIG	Humansdorp: Upgrade Kwanomzama (Humansdorp) Waste Water Treatment Works	Increase treatment capacity due to housing developments (3 500 units)	Sanitation	R31 000 000	R10 000 000	R11 000 000	R10 000 000	R0	R31 000 000
Kouga	MIG	Hankey(Old Hankey and town): Upgrading of sanitation system with waterborne reticulation	Upgrading of sanitation system with waterborne reticulation - Ou Hankey/Town	Sanitation	R25 000 000	R500 000	R7 500 000	R7 000 000	R10 000 000	R25 000 000
Kouga	MIG	St Francis Bay: Sewer Treatment Plant (phase 1)	Upgrade waste water treatment works. Increase storage capacity	Sanitation	R22 000 000	R13 000 000	R5 000 000	R4 000 000	R0	R22 000 000
Kouga	MIG	Thornhill: Upgrade of Wastewater Treatment Works	Upgrade Thornhill Wastewater Treatment Works	Sanitation	R12 000 000	R0	R6 000 000	R6 000 000	R0	R12 000 000
Kouga	MIG	Jeffrey's Bay: Wavecrest - Upgrade Beach sewer pumpstation & rising main	Wavecrest - Upgrade/new sewer pumpstation and rising main	Sanitation	R25 000 000	R750 000	R8 000 000	R7 750 000	R8 500 000	R25 000 000
Kouga	MIG	Jeffrey's Bay: Upgrade rising main Koraal sewer pumpstation to 4B sewer pump station	Upgrade rising main Koraal sewer pumpstation to 4B sewer pump station	Sanitation	R8 000 000	R0	R4 000 000	R4 000 000	R0	R8 000 000
Kouga	MIG	Jeffrey's Bay: Upgrade rising main La Mer Pump Station	Upgrading of rising main La Mer Sewer Pump Station to Koraal street sewer pump station	Sanitation	R6 600 000	R0	R6 600 000	R0	R0	R6 600 000
Kouga	MIG	Weston: Internal waterborne sewer reticulation (phase 1)	Internal waterborne sewer reticulation	Sanitation	R7 000 000	R0	R7 000 000	R0	R0	R7 000 000
Kouga	Other	Loerie: Upgrade Wastewater Treatment Works	Increase design capacity	Sanitation	R15 000 000	R0	R0	R15 000 000	R0	R15 000 000
Kouga	MIG	Humansdorp: Gravity main from Industrial area to Kruisfontein WwTW	Gravity main from Industrial area to Kruisfontein WwTW	Sanitation	R10 000 000	R0	R4 500 000	R5 500 000	R0	R10 000 000
Kouga	MIG	Humansdorp: New sewer pump stations and rising main (south zone to Kruisfontein WwTW)	New sewer pump stations and rising main (south zone to Kruisfontein WwTW)	Sanitation	R16 000 000	R0	R0	R8 000 000	R8 000 000	R16 000 000
Kouga	MIG	Humansdorp: Upgrade of sewer pumpstation No. 2 Kwanomzama (Vergenoeg)	Upgrade of sewer pumpstation No. 2 Kwanomzama (Vergenoeg)	Sanitation	R2 500 000	R0	R500 000	R2 000 000	R0	R2 500 000
Kouga	MIG	Jeffreys Bay: Upgrade rising main 4B sewer pumpstation	Jeffrey's Bay: Upgrade rising main 4B sewer pumpstation to WwTW	Sanitation	R3 750 000	R0	R3 750 000	R0	R0	R3 750 000
Kouga	MIG	Loerie: Sewer pumpstation and rising main	Sewer pumpstation and rising main for future housing developments	Sanitation	R6 500 000	R0	R0	R3 000 000	R3 500 000	R6 500 000
Kouga	MIG	St Francis Bay: Upgrade main outfall sewer	Upgrade main outfall sewer to Waste Water Treatment Works.	Sanitation	R2 750 000	R750 000	R2 000 000	R0	R0	R2 750 000
Kouga	MIG	Humansdorp: Upgrade Bulk Outfall Sewer CBD area	Upgrade Outfall Sewer CBD area	Sanitation	R7 200 000	R0	R0	R0	R7 200 000	R7 200 000
Kouga	MIG	Cape St Francis: New sewer pump station and rising main to WwTW	New sewer pump station and rising main to WwTW	Sanitation	R9 500 000	R0	R0	R0	R0	R0
Kouga	Other	Hankey: Waste Water Treatment Plant	Increase design capacity of sewer treatment plant	Sanitation	R5 000 000	R0	R0	R0	R0	R0

Kouga	MIG	Humansdorp: Kruisfontein Waste Water Treatment Plant (phase 1)	Upgrade Kruisfontein WwTW. Increase design capacity of sewer treatment plant	Sanitation	R85 000 000	R14 679 134	R24 617 880	R14 221 254	R0	R53 518 268
Kouga	MIG	Humansdorp: Kruisfontein Waste Water Treatment Works (phase 2)	Upgrade Kruisfontein WwTW. Increase design capacity of sewer treatment works	Sanitation	R50 000 000	R0	R0	R0	R50 000 000	R50 000 000
Kouga	MIG	Humansdorp: Upgrade of sewer pumpstation No.1 Kwanomzamo	Upgrade of sewer pumpstation No. 1 Kwanomzamo	Sanitation	R1 800 000	R0	R1 800 000	R0	R0	R1 800 000
Kouga	MIG	Jeffrey's Bay: Upgrade rising main to Apiesdraai sewer pumpstation	Upgrade Cormorant sewer rising main to Apiesdraai sewer pump station	Sanitation	R2 500 000	R0	R0	R500 000	R2 000 000	R2 500 000
Kouga	MIG	Cape St Francis: Install internal waterborne sewerage	Upgrade conservancy system to waterborne system	Sanitation	R12 000 000	R0	R0	R0	R12 000 000	R12 000 000
Kouga	MIG	Humansdorp: Upgrade sewer reticulation in Industrial Area	Upgrade sewer reticulation in Industrial Area	Sanitation	R3 800 000	R0	R0	R800 000	R3 000 000	R3 800 000
Kouga	Own-Muni	Implement an untreated effluent management plan	Implement an untreated effluent management plan	Sanitation	R200 000	R0	R50 000	R50 000	R100 000	R200 000
Kouga	MIG	Jeffrey's Bay: Eastern Bulk main outfall sewer	Eastern Bulk main outfall sewer	Sanitation	R3 000 000	R0	R0	R0	R3 000 000	R3 000 000
Kouga	MIG	Jeffrey's Bay: Mechanical Upgrade Sandkasteel sewer pump station and rising main	Upgrade Sandkasteel sewer pump station and rising main	Sanitation	R6 500 000	R0	R0	R0	R6 500 000	R6 500 000
Kouga	MIG	Jeffrey's Bay: Northern Bulk main outfall sewer Phase 2	Jeffery's Bay: Northern Bulk main outfall sewer - area north of R102	Sanitation	R1 200 000	R0	R0	R0	R1 200 000	R1 200 000
Kouga	MIG	Jeffrey's Bay: Paradise Beach - Install waterborne sewer reticulation	Paradise Beach - Install waterborne sewer reticulation	Sanitation	R15 000 000	R0	R0	R0	R15 000 000	R15 000 000
Kouga	MIG	Jeffrey's Bay: Paradise Beach new waste water treatment works	Paradise Beach new waste water treatment works	Sanitation	R35 000 000	R0	R0	R0	R35 000 000	R35 000 000
Kouga	MIG	Jeffrey's Bay: Replace sewer pumps and switch gear	Replace sewer pumps and switch gear	Sanitation	R4 000 000	R0	R1 000 000	R1 000 000	R1 000 000	R3 000 000
Kouga	MIG	Jeffrey's Bay: Upgrade of Jeffrey's Bay WwTW (phase 2)	Increase capacity of waste water treatment works	Sanitation	R25 000 000	R0	R0	R0	R25 000 000	R25 000 000
Kouga	MIG	Jeffrey's Bay: Upgrade rising main Cormorant sewer pump station to Apiesdraai sewer pumpstation	Upgrade rising main Cormorant sewer sewer pump station to Apiesdraai sewer pump station	Sanitation	R3 750 000	R0	R0	R3 000 000	R750 000	R3 750 000
Kouga	MIG	Thornhill: Internal waterborne sewer reticulation	Upgrade conservancy system to waterborne system (phase 3)	Sanitation	R7 000 000	R0	R0	R7 000 000	R0	R7 000 000
Kouga	MIG	Oyster Bay: New wastewater treatment works	New wastewater treatment works (0,75kl/day)	Sanitation	R18 000 000	R0	R0	R0	R18 000 000	R18 000 000
Kouga	MIG	Jeffrey's Bay: Wavecrest - Internal Waterborne Sewer Reticulation (phase 2)	Internal Waterborne Sewer Reticulation	Sanitation	R6 600 000	R0	R0	R6 600 000	R0	R6 600 000
Kouga	MIG	Jeffrey's Bay: Wavecrest - Internal Waterborne Sewer Reticulation (phase 3)	Wavecrest - Internal Waterborne Sewer Reticulation	Sanitation	R12 500 000	R0	R0	R0	R12 500 000	R12 500 000
Kouga	MIG	Jeffrey's Bay: Wavecrest - Internal Waterborne Sewer Reticulation (phase 4)	Wavecrest - Internal Waterborne Sewer Reticulation	Sanitation	R8 500 000	R0	R0	R0	R8 500 000	R8 500 000
Kouga	MIG	Kouga: Vehicles, Plant and Equipment	Vehicles, Plant and Equipment	Sanitation	R30 000 000	R0	R5 000 000	R5 000 000	R20 000 000	R30 000 000
Kouga	MIG	Loerie: Fencing of sewer pumpstation	Fencing of sewer pumpstation - Greenfields	Sanitation	R450 000	R0	R450 000	R0	R0	R450 000

Kouga	MIG	Loerie: Replace small bore sewer system with waterborne reticulation	Replace small bore sewer system with waterborne reticulation	Sanitation	R5 000 000	R0	R0	R2 500 000	R2 500 000	R5 000 000
Kouga	MIG	Oyster Bay: Install waterborne sewer reticulation - Umzamawethu	Upgrade conservancy system to waterborne system - Umzamawethu	Sanitation	R7 400 000	R0	R0	R0	R7 400 000	R7 400 000
Kouga	MIG	Oyster Bay: Install waterborne sewer reticulation and pumpstation	Upgrade conservancy system to waterborne system	Sanitation	R1 100 000	R0	R0	R0	R1 100 000	R1 100 000
Kouga	MIG	Oyster Bay: New public toilets	New Public Toilets	Sanitation	R250 000	R0		R100 000	R150 000	R250 000
Kouga	Other	Patensie CBD: Bulk Sewer Pipeline	Patensie CBD: Construct new pipeline	Sanitation	R7 100 000	R0	R0	R3 500 000	R3 600 000	R7 100 000
Kouga	MIG	Patensie: Install waterborne sewer reticulation in CBD and town	Install waterborne sewer reticulation in CBD and town	Sanitation	R6 000 000	R0	R0	R3 000 000	R3 000 000	R6 000 000
Kouga	MIG	Patensie: Install waterborne sewer reticulation in Citrus "Woonbuurt"	Install waterborne sewer reticulation in Citrus "Woonbuurt"	Sanitation	R2 500 000	R0	R0	R2 500 000	R0	R2 500 000
Kouga	MIG	St Francis Bay: Install internal waterborne sewerage and pumpstations	Upgrade conservancy system to waterborne system (phase 1)	Sanitation	R7 500 000	R0	R7 500 000	R0	R0	R7 500 000
Kouga	MIG	St Francis Bay: Install internal waterborne sewerage and pumpstations	Upgrade conservancy system to waterborne system (phase 2)	Sanitation	R8 000 000	R0	R0	R8 000 000	R0	R8 000 000
Kouga	MIG	St Francis Bay: Install internal waterborne sewerage and pumpstations	Upgrade conservancy system to waterborne system (phase 3)	Sanitation	R8 000 000	R0	R0	R0	R8 000 000	R8 000 000
Kouga	MIG	St Francis Bay: Replace sewer pumps and switch gear	Replace sewer pumps and switch gear	Sanitation	R1 500 000	R0	R500 000	R500 000	R500 000	R1 500 000
Kouga	MIG	St Francis Bay: Upgrade waste water treatment works (phase 2)	Upgrade waste water treatment works (phase 2)	Sanitation	R30 000 000	R0	R0	R0	R30 000 000	R30 000 000
Kouga	MIG	Weston package plant and sewer reticulation Phase 2	Upgrade of package plant and sewer reticulation in Weston	Sanitation	R10 121 422	R0	R0	R0	R10 121 422	R10 121 422
Kouga	MIG	Upgrade sanitation services at nine schools	Four schools have no sanitation services. Five schools have inadequate services.	Sanitation	R810 000	R0	R0	R400 000	R410 000	R810 000
Kouga	Own-Muni	Advertising campaigns and WASH programmes	Investigate the nature of sanitation complaints and strategise remedial action. Undertake advertising campaigns and WASH programmes	Sanitation	R100 000	R50 000	R50 000	R50 000	R50 000	R200 000
Kouga	MIG	Basic sanitation for mobile clinics	Provide basic sanitation to four mobile clinics by means of portable septic tanks. Outstanding information to be provided for eleven clinics	Sanitation	R100 000	R0	R0	R0	R100 000	R100 000
Kouga	Own-Muni	Implement Green Drop Improvement Plan	Address Indicent Management Protocol, Process Control, Failure Response Management, Monitoring Programme for all WwTWs	Sanitation	R200 000	R50 000	R50 000	R50 000	R50 000	R200 000
Kouga	Own-Muni	Sanitation promotion	Appoint a sanitation promotion agent and record number of staff available and percentage consumers served	Sanitation	R10 000	R0	R10 000	R0	R0	R10 000
Kouga	Own-Muni	Improve WwTW Monitoring and Sample Test Results	Regular operational tests on WwTW effluent. Implement an effluent control plan. Solid waste disposed to be recorded electronical	Sanitation	R200 000	R50 000	R50 000	R50 000	R50 000	R200 000
Kouga	MIG	Regional Bulk Wastewater Treatment Works	Regional Treatment works serving St Francis Bay, Jeffreys Bay and Humansdorp	Sanitation	R180 000 000	R0	R0	R0	R180 000 000	R180 000 000

LM	Proj Origin	Project Name	Project Description	Main Category	Total Project Cost	Total 19/20	Total 20/21	Total 21/22	Total 22/23	Total Deficit
Kouga	Own-Muni	Acquire O&M manuals	Acquire O&M Manuals for infrastructure and tools & equipment	Water	R5 000	R5 000	R0	R0	R0	R5 000
Kouga	Own-Muni	Activity Control and Management	Implement and improve O&M procedures, record-keeping, quality control procedures and risk management	Water	R20 000	R20 000	R0	R0	R0	R20 000
Kouga	MIG	Basic water services for six schools	Basic service levels to be provided to schools with no services	Water	R9 400 000	R0	R0	R0	R9 400 000	R9 400 000
Kouga	Own-Muni	Blue Drop Improvement Plan & Incident Management Protocol	Implement Blue Drop Improvement Plan & Incident Management Protocol	Water	R200 000	R0	R0	R0	R0	R200 000
Kouga	MIG	Borehole and Rising Main for Humansdorp	Equip newly drilled borehole plus new rising main to supplement Humansdorp	Water	R3 400 000	R0	R0	R0	R0	R3 400 000
Kouga	Own-Muni	Budget and personnel to undertake project/feasibility studies	Acquire budget and personnel to implement mechanisms to undertake project/feasibility studies	Water	R20 000	R0	R0	R0	R0	R20 000
Kouga	MIG	Cape St Francis: New water reservoir	New water reservoir	Water	R10 000 000	R0	R0	R0	R10 000 000	R10 000 000
Kouga	Own-Muni	Develop and maintain accurate water balance data sheets	Record volumes as per inspection intervals in electronic format	Water	R10 000	R0	R0	R0	R0	R10 000
Kouga	MIG	Develop Jeffreys Bay Arch Wellfields	Develop Jeffreys Bay Arch Wellfields	Water	R110 000 000	R0	R0	R0	R0	R110 000 000
Kouga	Own-Muni	Develop schedule to ensure regular safety inspections and record data electronically	Increase safety inspections at WTW, Water & Sewer pumpstaions and reservoirs. Improve security at WTW	Water	R10 000	R0	R0	R0	R0	R10 000
Kouga	MIG	Die Berg, Kruisfontein - Feasibility Study	Die Berg, Kruisfontein - Feasibility Study for additional water supply	Water	R1 000 000	R0	R0	R0	R0	R1 000 000
Kouga	MIG	Feasibility Study for the the design and construction of a desalination plant	Feasibility of alternative water sources for Kouga LM	Water	R180 000	R0	R0	R180 000	R0	R180 000
Kouga	MIG	Gamtoos Mouth: New 750 Kl water reservoir for Gamtoos Mouth Resort	New 750 Kl water reservoir for Gamtoos Mouth Resort	Water	R3 000 000	R0	R0	R3 000 000	R0	R3 000 000
Kouga	Other	Hankey Reservoir	Additional storage reservoir, pumpstation and rising main - additional capacity	Water	R10 000 000	R0	R0	R0	R10 000 00	R10 000 000
Kouga	Other	Hankey: New Water Reservoir - Weston	New water reservoir	Water	R5 000 000	R0	R0	R5 000 000	R0	R5 000 000
Kouga	MIG	Hankey: Replace aging water infrastructure (AC pipes and valves)	Replace aging water infrastructure (AC pipes and valves)	Water	R 4 000 000	R0	R0	R2 000 000	R2 000 000	R4 000 000
Kouga	MIG	Hankey: Rooidraai upgrade water treatment works and internal reticulation	Rooidraai upgrade water treatment works and internal reticulation	Water	R5 000 000	R0	R0	R0	R 5 000 000	R5 000 000
Kouga	MIG	Hankey: Upgrade Centerton/Weston water pumpstation	Upgrade Centerton/Weston water pumpstation	Water	R550 000	R0	R550 000	R0	R0	R550 000

Kouga	Other	Hankey: Upgrade Water Pump Station (canal)	Upgrade pump station	Water	R850 000	R0	R0	R0	R850 000	R850 0000
Kouga	MIG	Hankey: Upgrade water pumpstation (Klein River/Golf Course)	Upgrade water pumpstation (Klein River/Golf Course)	Water	R350 000	R0	R0	R350 000	R0	R0
Kouga	RBIG	Hankey: Upgrade Water Treatment Works	Upgrade design capacity of water treatment plant	Water	R25 000 000	R0	R10 000 000	R15 000 000	R0	R0
Kouga	MIG	Humansdorp and Kruisfontein upgrade rising main & pump station	Humansdorp and Kruisfontein upgrade rising main and pump station respectively	Water	R5 000 000	R0	R0	R0	R0	R5 000 000
Kouga	MIG	Humansdorp: Investigate and develop additional water sources "Die Berg"	Borehole rehabilitation & pipeline from Die Berg to Humansdorp WTW	Water	R1 500 000	R0	R0	R1 500 000	R0	R0
Kouga	MIG	Humansdorp: New water reservoir "Jeugkamp"	New water reservoir "Jeugkamp"	Water	R3 500 000	R0	R3 500 000	R0	R0	R0
Kouga	MIG	Humansdorp: Replace aging water infrastructure (pipe/valves)	Replace aging water infrastructure (pipe/valves)	Water	R25 000 000	R0	R5 000 000	R5 000 000	R5 000 000	R0
Kouga	MIG	Humansdorp: Replace brick reservoir with 4Ml concrete reservoir	Replace brick reservoir with 4Ml concrete reservoir (Arcadia)	Water	R7 000 000	R0	R0	R0	R7 000 000	R0
Kouga	MIG	Humansdorp: Replace steel water tower Die Berg	Replace steel water tower Die Berg	Water	R1 500 000	R0	R1 500 000	R0	R0	R0
Kouga	MIG	Humansdorp: Upgrade Churchill water connections	Upgrade Churchill water connections	Water	R750 000	R0	R0	R750 000	R0	R0
Kouga	MIG	Humansdorp: Upgrade Churchill water pipeline and pumpstation	Upgrade pipeline and pumpstation at Churchill pipe (NMBM)	Water	R4 000 000	R0	R0	R0	R4 000 000	R0
Kouga	Own-Muni	Implement mechanisms to ensure compliance with by-laws	Implement mechanisms to ensure compliance with by-laws	Water	R10 000	R0	R0	R0	R0	R10 000
Kouga	Own-Muni	Implement WCDM plan	Implement WCDM plan including meter repairs, installation of new meters and undertake night flow metering	Water	R2 000 000	R500 000	R500 000	R500 000	R500 000	R2 000 000
Kouga	MIG	Jeffrey's Bay: Desalination of water - Paradise Beach	Desalination of water - Paradise Beach	Water	R20 000 000	R0	R0	R0	R20 000 000	R20 000 000
Kouga	RBIG	Jeffrey's Bay: Development of new resources and ancillary infrastructure	Development of new resources and necessary infrastructure and upgrading of existing infrastructure. Extention of groundwater supply scheme, upgrading of WTW, bulk water line & construction of storage reservoir	Water	R40 000 000	R0	R0	R0	R0	R40 000 000
Kouga	MIG	Jeffrey's Bay: New Reservoir 8Ml	New Reservoir 8Ml	Water	R20 000 000	R0	R0	R0	R0	R20 000 000
Kouga	MIG	Jeffrey's Bay: New Reservoir and bulk waterline - Paradise Beach	New Reservoir and bulk waterline - Paradise Beach	Water	R25 000 000	R0	R0	R10 000 000	R15 000 000	R0
Kouga	Other	Jeffrey's Bay: Ocean View Bulk Water Supply	Upgrade of Bulk Water Pipeline	Water	R5 000 000	R0	R0	R0	R0	R5 000 000
Kouga	MIG	Jeffrey's Bay: Pumpstation	Refurbishment of Pellsrus pumpstation	Water	R2 152 000	R0	R0	R0	R0	R0
Kouga	MIG	Jeffrey's Bay: Refurbish/Replace elevated steel water tower (Upper Wavecrest)	Refurbish/Replace elevated steel water tower (Upper Wavecrest)	Water	R2 500 000	R0	R2 500 000	R0	R0	R0
Kouga	MIG	Jeffrey's Bay: Replace aging water infrastructure	Replace aging water infrastructure (AC pipes/valves) - phases	Water	R50 000 000	R0	R2 500 000	R2 750 000	R3 000 000	R0
Kouga	MIG	Jeffrey's Bay: Replace pressure filters at Jeffrey's Bay WTW	Replace pressure filters at Jeffrey's Bay WTW	Water	R750 000	R750 000	R0	R0	R0	R0

Kouga	MIG	Jeffrey's Bay: Reservoir	Increase storage capacity	Water	R11 965 111	R0	R0	R0	R0	R535 111
Kouga	MIG	Jeffrey's Bay: Re-use of treated effluent of Jeffreys Bay WwTW	Re-use of treated effluent of Jeffreys Bay WwTW (RO plant)	Water	R15 000 000	R0	R0	R0	R0	R15 000 000
Kouga	MIG	Jeffrey's Bay: Standby electrical generator for Churchhill/Fountains pumpstation	Standby electrical generator for Churchhill/Fountains pumpstation	Water	R500 000	R0	R0	R500 000	R0	R0
Kouga	MIG	Jeffrey's Bay: Standby electrical generator for purification plant	Standby electrical generator for purification plant	Water	R750 000	R0	R750 000	R0	R0	R0
Kouga	MIG	Jeffrey's Bay: Upgrade Bulk Water Connections from Churchill pipeline	Upgrade water connections to Churchill pipe (NMBM) for wards 1,2,3,4,5,6	Water	R750 000	R0	R750 000	R0	R0	R0
Kouga	Other	Jeffrey's Bay: Upgrade of Paradise Beach water line	Upgrade of Paradise Beach water line	Water	R15 000 000	R0	R0	R0	R0	R15 000 000
Kouga	MIG	Jeffrey's Bay: Upgrade water purification plant at Wavecrest	Upgrade water purification plant at Wavecrest	Water	R40 000 000	R0	R10 000 000	R30 000 000	R0	R0
Kouga	MIG	Jeffrey's Bay: Wavecrest New water storage reservoir	Wavecrest New water storage reservoir	Water	R16 000 000	R0	R0	R0	R16 000 000	R16 000 000
Kouga	Own-Muni	Kouga: Capacity Building	Capacity Building - Artisan, Process Controllers	Water	R1 000 000	R0	R0	R0	R0	R1 000 000
Kouga	MIG	Kouga: Upgrade/replace water mains and valves	Upgrade/replace water mains and valves	Water	R150 000 000	R0	R5 000 000	R5 000 000	R5 000 000	R135 000 000
Kouga	MIG	Kouga: Vehicles, Plant and equipment	Vehicles, Plant and equipment	Water	R25 000 000	R0	R5 000 000	R2 500 000	R2 500 000	R15 000 000
Kouga	Other	Kruisfontein Bulk Water Supply	Upgrade of Bulk water Pipeline between Kruisfontein and Gill Marcus	Water	R3 500 000	R0	R0	R0	R0	R3 500 000
Kouga	RBIG	Kruisfontein groundwater scheme	Water Treatment Works, Pump station and rising main from existing groundwater source to existing storage reservoir	Water	R6 200 000	R0	R0	R0	R0	R6 200 000
Kouga	MIG	Loerie: New Water Reservoir	New Water Reservoir	Water	R8 000 000	R0	R0	R8 000 000	R0	R0
Kouga	MIG	Loerie: Upgrade connection and rising main from Metro	Ugrade connection and rising main from Metro	Water	R3 700 000	R0	R0	R0	R3 700 000	R0
Kouga	MIG	Loerie: Upgrade internal water reticulation	Upgrade internal water reticulation	Water	R5 000 000	R0	R0	R1 000 000	R2 000 000	R2 000 000
Kouga	MIG	Oyster Bay: Desalination of water	Desalination of water	Water	R15 000 000	R0	R0	R0	R15 000 000	R15 000 000
Kouga	MIG	Oyster Bay: Install fire hydrants	Install fire hydrants	Water	R80 000	R0	R80 000	R0	R0	R80 000
Kouga	MIG	Oyster Bay: Upgrade internal water reticulation	Upgrade internal water reticulation	Water	R4 500 000	R0	R0	R2 500 000	R2 000 000	R4 500 000
Kouga	MIG	Oyster Bay: Water connection and pipeline from Metro pipeline	Water connection and pipeline from Metro pipeline	Water	R10 000 000	R0	R0	R0	R10 000 000	R10 000 000
Kouga	Other	Patensie: New Reservoir and bulk water supply	Increase storage capacity	Water	R15 000 000	R0	R0	R0	R 15 000 000	R15 000 000
Kouga	MIG	Patensie: Refurbish existing concrete reservoirs	Refurbish existing 2 concrete water reservoirs (Spawling)	Water	R5 000 000	R0	R5 000 000	R0	R0	R 5 000 000
Kouga	MIG	Patensie: Replace aging water infrastructure	Replace aging water infrastructure (pipeline and valves)	Water	R10 000 000	R0	R2 500 000	R5 000 000	R2 500 000	R 10 000 000
Kouga	Own-Muni	Pollution contingency measures plan	Implement a pollution contingency measures plan. Quality of water returned to be improved	Water	R100 000	R0	R0	R0	R0	R100 000

Kouga	MIG	Provide basic water services to four mobile clinics	Outstanding information regarding 11 clinics to be supplied. Four clinics require upgrading to basic water service levels	Water	R100 000	R0	R0	R0	R0	R100 000
Kouga	MIG	Reducing high pressures	Installation of pressure reducing valves to reduce water losses in 7% of households	Water	R200 000	R0	R0	R0	R0	R200 000
Kouga	MIG	Rehabilitation of existing boreholes	Rehabilitation of existing boreholes	Water	R11 850 000	R0	R0	R0	R0	R11 850 000
Kouga	MIG	Rooidraai rehabilitation of water treatment works, water reticulation	Rooidraai rehabilitation water treatment works, water reticulation	Water	R1 500 000	R0	R0	R0	R0	R1 500 000
Kouga	Other	Sea Vista Water Tower	Additional Tower (2500 housing units)	Water	R6 500 000	R0	R6 500 000	R0	R0	R 6 500 000
Kouga	MIG	St Francis Bay & Cape St Francis (Ward 1)	St Francis Bay & Cape St Francis (Ward 1) - rainwater harvesting	Water	R2 000 000	R500 000	R 500 000	R 500 000	R 500 000	R2 000 000
Kouga	MIG	St Francis Bay replace water main	St Francis Bay replace water main	Water	R3 000 000	R0	R0	R0	R 3 000 000	R3 000 000
Kouga	MIG	St Francis Bay/Cape St Francis: Replace aging water infrastructure (pipes/valves)	Replace aging water infrastructure (pipes/valves)	Water	R5 000 000	R1 000 000	R1 000 000	R1 000 000	R2 000 000	R5 000 000
Kouga	MIG	St Francis Bay: New water reservoir and pressure tower	New water reservoir and pressure tower	Water	R15 000 000	R0	R0	R15 000 000	R0	R15 000 000
Kouga	Own-Muni	Staff, subcontracting and budget needs	Investigate feasibility of recruiting new staff and subcontracting. Adequate budget for resources to be applied annualy	Water	R10 000	R0	R0	R0	R0	R10 000
Kouga	MIG	Standby water pumps	Purchase standby water pumps	Water	R600 000	R0	R0	R0	R0	R600 000
Kouga	MIG	Thornhill: New Reservoir and tower	New Reservoir and tower	Water	R10 000 000	R0	R10 000 000	R0	R0	R10 000 000
Kouga	MIG	Thornhill: Upgrade internal bulk water reticulation	Upgrade internal bulk water reticulation	Water	R2 500 000	R0	R0	R2 500 000	R0	R2 500 000
Kouga	MIG	Thornhill: Upgrade Metro water connections	Upgrade Metro water connections	Water	R500 000	R0	R500 000	R0	R0	R500 000
Kouga	Own-Muni	Undertake routine maintenance and implement task team to strategise remedial action	Conduct routine maintenance to anticipate major leaks. Investigate the nature of queries received and implement a task team to strategise remedial action	Water	R20 000	R0	R0	R0	R0	R20 000
Kouga	Own-Muni	Water service monitoring and evaluation (M&E) System	Develop and implement performance management and monitoring system	Water	R100 000	R0	R0	R0	R0	R100 000
Kouga	Own-Muni	WSDP reporting and WSDP information system	WSDP reporting and WSDP information system	Water	R100 000	R0	R0	R0	R0	R100 000

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

INFRASTRUCTURE AND ENGINEERING

DATE: 30 OCTOBER 2019 **ITEM NO:19/10/I&E9**

WATER CONSUMPTION: HIGHEST USERS

1. Introduction

The purpose of this report is to inform Council with regard to the list of highest water users per area and the purposed process to be undertaken.

2. Background

Due to the prolonged drought and the fact that water restriction are still in place, it is of concern that high water consumptions are still being reported.

3. Comments: Director Infrastructure and Engineering

Attached is list of highest water consumption users per area as complied by the Expenditure section.

The list will be interrogated and a process to investigate and validation will be undertaken after which a report will be submitted to the Portfolio Committees.

4. Comment: Chief Financial Officer

None at this stage

5. Comment: Municipal Manager

None at this stage

6. Financial implications

None at this stage

7. Legal implications

None at this stage

8. Other implications

None at this stage

9. Recommendation

9.1 That the item on the highest water consumptions be noted.

Item prepared by: Manager: Civil

Item approved by: Director: Infrastructure & Engineering

Item noted by the Portfolio Councillor:



CAPE ST FRANCIS - HIGHEST WATER

ACCOUNT	ERF NO.	ADDRESS	NAME	METER	KL (CONS.)	TARIFF	AMOUNT	INDIGENT	COMMENT
				NUMBER				(EQS)	
1000831104	878/ST000	DA GAMA ROAD	CAPE ST FRANCIS CARA	74177	1251	BULKM	32 009,96		Caravan park with living units
1000147007	147	19 QUEEN OF THE WEST BO	ALLEN	CKUO688	383	DOM	15 128,55		Investigate
1000620007	620	5 MALGAS CRESCENT	CLASS A TRADING 622	WUI853	175	DOM	6 754,17		Reading correct
1000841017	841	15 DA GAMA ROAD	M P N BELEGGINGS CC	35153901	161	DOM	6 190,50		Reading correct
1000084003	84	61 ST FRANCIS WAY	JANSEN VAN VUUREN	91461053	151	DOM	5 787,88		Holiday home water leak
1000689017	689	20 STERRETJIE LANE	VAN WYK	93387	122	DOM	4 620,31		Leak at home
1000585016	585	8 JOHN BOOYSEN PLACE	HELSHOOGTE TRUST	CHJK0015	110	DOM	4 137,17		Correct reading normal consumption
1000320006	320	51 DA GAMA ROAD	WILLOWS PROPERTY TRU	771519	107	DOM	4 016,38		Investigate
1000135006	135	35 QUEEN OF THE WEST BO	STRANDHUIS TRUST	CKUO955	101	DOM	3 774,81		Reading correct
1000508017	508	7 BARCELONA PLACE	UBUNTU TRUST	CKUP366	70	DOM	2 526,70		Normal usage
1000724008	724	174 DA GAMA ROAD	JANKES	CJK 0182	61	DOM	2 164,36		Normal usage
1000242009	242	6 HAERLEM STREET	DE WITT	93292680	60	DOM	2 124,10		Normal usage
1000510025	510	5 BARCELONA PLACE	SUNRIVER TRUST	CKUP876	55	DOM	1 922,79		No problems correct reading
1000955031	955	STREET UNKNOWN	STUART-WHITE	CCRM4567	46	DOM	1 560,44		Normal usage
1000954092	954	DA GAMA ROAD	AL SPANGENBERG FAMIL	93424	45	DOM	1 520,16		Normal usage
1000481015	481	4 LYNGENFJORD ROAD	SCHLOSZ FAMILY TRUST	CKU0937	44	DOM	1 479,90		Normal usage
1000603026	603	134 DA GAMA ROAD	WINRI INVESTMENTS CC	//	41	DOM	1 359,13		Normal usage
1000307115	307	4 MEERMIN AVENUE	INCREDIBLE CAR RENTA	CKUP459	39	DOM	1 278,59		Normal usage
1000821002	821	DA GAMA ROAD	ST FRANCIS FIELD HOM	15X1081519	111	SS-D	1 771,78		Developing town
1000524004	524/ST000	PANAGHIA STREET	SEAL POINT APARTMENT	21376396	63	SS-D	1 005,59		Bulk user apartments

HANKEY - HIGHEST WATER

ACCOUNT	ERF NO.	ADDRESS	NAME	METER	KL (CONS.)	TARIFF	AMOUNT	INDIGENT	COMMENT
				NUMBER				(EQS)	
2002975001	2975	HANKEY NORTH	HANKY CITRUS PACKERS	PTZ495	405	COM	6 748,72		Factory
2000643012	643	HANKEY SOUTH	GOUWS	FZM403	198	COM	3 299,37		Toilet leak
2099900003	1643	STREET UNKNOWN	VUKANI PRIMARY SCHOO	C-CJKO270	133	COM	2 216,25		Toilet leak
2000566009	566	METERLERKAMP STREET	HANKEY BAKKERY CC	CSKA4112	103	COM	1 716,34		Bakery reading correc
2001099100	1099	HANKEY NORTH	HANKEY SEN SEC SCHOO	YZM057	90	COM	1 499,72		Toilet leak
2000618106	618	2 METERLERKAMP STREET	HANKEY LAERSKOOL	BMB262	76	COM	1 266,43		School
2000447108	447	HANKEY NORTH	HANKEY PRIMARY (PHIL	GZT435	278	GENS	4 395,88		School
2002405003	2405	33 CENTERTON	NGCINGOLO	BWOX257	144	DOM	5 506,06		Faulty Toilet
2002642024	2642	STREET UNKNOWN	BELL	WOX867	143	DOM	5 465,79		Toilet leak
2000687005	687	HANKEY SOUTH	RUDMAN	CONO365	116	DOM	4 378,74		Toilet leak
2000621005	621	HANKEY SOUTH	OHLSON	CEKR5487	112	DOM	4 217,68		Meter was leaking report to the plumbers
2003366011	3366	3366 ROSEDALE	JONAS	COMT540	109	DOM	1 698,01	EQS	Toilet leak
2001251014	1251	196 WILGER STREET	WARREN	80830777	104	DOM	3 895,59		Toilet leak
2001199004	1199	238 POPLAR STREET	WINDVOGEL	78463054	93	DOM	3 452,73		Toilet leak

2000543046	543	MCKENZIE STREET	DIYAMANI	HK16625	93	DOM	3 452,73		Reading incorrect Journal done
2002273055	2273	7TC CENTERTON	BISHIN	BWOY026	83	DOM	3 050,10		Toilet leak
2000169011	169	169 HOUSE	KATOO(OORLEDE)	WOX960	78	DOM	1 203,19	**EQS**	Toilet leak
2003436004	3436	3436 ROSEDALE	PRINSLOO	CPKR2924	78	DOM	2 848,79		Toilet leak
2000345202	3452	3452 ROSEDALE	SAMPIES	CPKR1556	77	DOM	1 187,22	**EQS**	Toilet leak
2001204005	1204	207 WILGER STREET	VAN ROOYEN	C-BKB4762	75	DOM	2 728,02		Toilet leak

HUMANSDORP - HIGHEST WATER

ACCOUNT	ERF NO.	ADDRESS	NAME	METER NUMBER	KL (CONS.)	TARIFF	AMOUNT	INDIGENT (EQS)	COMMENT
3003769105	4151	BOOG STREET	WOODLANDS DAIRY PTY	340627	5244	IND	129 192,32		Diary bulk meter
3000808311	808	13 LONG STREET	WOODLANDS DAIRY (PRO	DRL7089	102	IND	2 512,57		Diary bulk meter
3003316020	3316	KEMP STREET	FALCON TRADING 12 PR	80205548	648	COM25	10 797,95		Flats bulk meters
3000500109	500	DU PLESSIS STREET	CAPE PROV ADMINIS -	304	442	COM25	7 365,27		Hospital
3000540105	540	20 VOORTREKKER ROAD	SHERWOODS HUMANSDORP	91310033	333	COM25	5 548,95		Engen garage
3002097067	2097	BOSBOK STREET	NUNES	4420	269	COM25	4 482,48		Ice factory
3001168003	1168	64 MAIN STREET	JOHN PETRELIS PROP T	6726	153	COM25	2 549,52		Shops bulk meter
3004154023	4154	78 MAIN STREET	ORANDIA(PTY)LTD T/A	55316	150	COM25	2 499,53		Spar
3000525009	525	20 MAIN STREET	WINSKOR 159 PTY LTD	896965	110	COM25	1 832,99		Shops & flats
3000149003	149	5 MAIN STREET	ELMAR STEYN MOTORS B	1279	103	COM25	1 716,34		Garage
3000248511	248	21 ALEXANDER STREET	BEYOND 2000 PTY LTD	858	94	COM25	1 566,37		Shops
3000251104	251	70 MAIN STREET	LONASKO EDMS BK	6727	91	COM25	1 516,38		Shop & flats
3000564011	564	JOHNSON STREET	EAST CAPE DEPT OF HE	1434	456	TREAT	3 849,10		PS Meyer hospital
3000512100	512	DU PLESSIS STREET	HOERSKOOL NICO MALAN	862	253	GENS	4 000,56		School
3000591101	591	2 MALGAS STREET	HUMANSDORP SENIOR SE	114678	188	GENS	2 972,75		School & hostel
3000175305	175	12 HEUGH STREET	HALALISANA TRADING C	4939	189	COM	3 149,40		Dry Cleaners
3003315304	3315	16 ALEXANDER STREET	VICTORY PARADE TRADI		167	COM	2 782,80		Hotel
3002073209	2073/ST000	43 VOORTREKKER ROAD	DINAH-MARIE DEELTITE	258	169	SS-D	2 697,58		Town houses bulk meter
3000358050	358/ST000	54 PIET UYS STREET	TREVIPARK - DE OUD	1	129	SS-D	3 152,56		Town houses bulk meter
3004588307	4588	JOHNSON STREET	VICTORY FOR ALL PROJ	794	87	DOM	3 211,16		Complex

JEFFREYS BAY - HIGHEST WATER

ACCOUNT	ERF NO.	ADDRESS	NAME	METER NUMBER	KL (CONS.)	TARIFF	AMOUNT	INDIGENT (EQS)	COMMENT
4002475017	2475	21 LEADWOOD ROAD	WILKIE		3782	DOM	151 977,41		Incorrect reading journal was done
4000874018	874	6 HARDER STREET	OLD APOSTOLIC CHURCH	CGKU4492	474	DOM	18 792,35		Internal leak.Awaiting plumbers report
4004904014	4904	12 BEEFWOOD CIRCLE	JORDANHILL PROP TRUS	CFKM3489	366	DOM	14 444,10		Waterleak waiting for plumbers letter
4000496096	496	13 NERITA STREET	BOSHOFF	BXNB644	333	DOM	13 115,49		Waterleak at watermeter
4000271109	328/ST000	WONDERBOOM CRESCENT	EEDENGLEN RETIREMENT	D130913231	2181	BULKO	22 799,08		Developing complex
4007686016	7686	PUBLIC OPEN SPACE (P	J'BAY LIFESTYLE ESTA	RZT082	1149	BULKO	12 011,07		Developing complex
4008690029	8690	OUTENIQUA AVENUE	ZININGI PROPERTIES (	5 731 796	1340	COM	22 329,09		Mall Bulk meter

4000028114	28	18 DOLPHIN STREET	PELLSRUS PRIMARY SCH	26109	801	COM	13 347,46		School bulk meter
4006108104	8784	2 DA GAMA ROAD	GSM TRADING SA PTY L	CTXA334	771	COM	12 847,56		Incorrect Reading and journal was done
4005802104	6350	KORAAL STREET	JEFFREYS RUS	VZH323	621	COM	10 348,03		Retirement village and frail care centre
4000877066	877	ST FRANCIS STREET	CAPITAL PROPFUND 4 (	RZT218	606	COM	10 098,08		Shopping Complex
4006617200	6617	30 DA GAMA ROAD	BREYMIKE CC-STEERS-D	BZXC562	512	COM	8 531,71		Business premises Waterleak
4000100115	100	12 DAGGERAAD STREET	MOONGATE R2 PTY LTD	DKC4790	410	COM	6 832,04		Backpackers consumption correct
4005603008	5603	7 PEPPER STREET	FRIEDENREICH	BKB4733	395	COM	6 582,08		Waterleak at watermeter
4000560100	560	SOLOMON MAHLANGU ROA	MAKUKANYE PRIMARY	TKG1135	355	COM	5 915,54		School Bulk meter
4006824004	6824/ST000	TULIP AVENUE	SS HANCKE HOHE	D130H08574	680	SS-D	10 854,15		Townhouse complex
4006511001	6511/ST000	VERBENA CIRCLE	VERBENA VILLAS BODY	FZR055	419	SS-D	6 688,07		Flats
4006512019	6512/ST000	ST FRANCIS STREET	THE VIEW BODY CORPOR	OZR439	392	SS-D	6 257,09		Flats
4002673057	2673/ST000	12 MIMOSA STREET	SEEPRAAL VILLAS	WZR129	310	SS-D	6 940,78		Flats
4002668008	2668/ST000	124 DA GAMA ROAD	WAVECREST SHOPPING C	VZH281	436	SS-C	10 555,76		Business premises with different shops and restaurant

LOERIEHEUWEL - HIGHEST WATER

ACCOUNT	ERF NO.	ADDRESS	NAME	METER NUMBER	KL (CONS.)	TARIFF	AMOUNT	INDIGENT (EQS)	COMMENT
4500032033	32	HAZEL STREET	LERIZO INTERNATIONAL	C-CKZ1409	282	COM	4 699,11		Waterpipes leaking
4500002108	22	46 JUDY STREET	LOERIEHEUWEL PRIMARY	22	174	COM	2 899,45		Waterpipes leaking
4500420016	420	LEONIE STREET	MENGU	WID260	78	DOM	2 848,79		Normal usage
4500499025	499	SHIRLEY STREET	DOYI	BLKM701	73	DOM	1 123,38	**EQS**	Normal usage
4500443017	443	MIA PLACE	KOMENI	CHKD3168	72	DOM	1 107,41	**EQS**	Reading correct
4500383016	383	LEONIE STREET	ROSSOUW	94095388	63	DOM	2 244,88		Reading correct
4500142008	142	58 MARLENE STREET	SCHUTTE	RKD3197	57	DOM	867,98	**EQS**	Waterpipes leaking
4500015416	185	11 MARLENE STREET	JANSEN	17030	55	DOM	1 922,79		Normal usage
4500275005	275	9 CRYSTAL TERRACE	KONDILE	BXST640	53	DOM	804,14	**EQS**	Normal usage
4500356012	356	SHIRLEY STREET	JANTJIES	CRM3763	48	DOM	724,33	**EQS**	Correct reading
4500001509	161	96 MARLENE STREET	ROSSOUW(OORLEDE)	CHRK0707	47	DOM	1 600,70		Correct reading
4500414011	414	SHIRLEY STREET	MENGO/OORLEDE	CKB5701	42	DOM	1 399,39		Normal usage
4500148004	148	70 MARLENE STREET	MATOE	HRK0310	39	DOM	1 278,59		Normal usage
4500429015	429	LEONIE STREET	WILLIAMS	CUIW701	37	DOM	1 198,08		Normal usage
4500340017	340	SHIRLEY STREET	BAXTER/OORLEDE	CHKO1337	35	DOM	516,82	**EQS**	Normal usage
4500246009	246	4 MAGDA STREET	MENGU/OORLEDE	BXST456	33	DOM	1 037,02		Normal usage
4500451014	451	GAYNOR STREET	SANDILE	BKC5815	33	DOM	484,90	**EQS**	Normal usage
4504630004	4630	LOERIE RIVER	MENGU	CKSD701	33	DOM	1 037,02		Normal usage
4500226001	226	69 JUDY STREET	ROSSOUW	CHRK0722	31	DOM	452,97	**EQS**	Toilet leak
4500525018	525	SHIRLEY STREET	CAROLUS	CJRK4834	31	DOM	452,97	**EQS**	Normal usage

OESTERBAAI - HIGHEST WATER

ACCOUNT	ERF NO.	ADDRESS	NAME	METER NUMBER	KL (CONS.)	TARIFF	AMOUNT	INDIGENT (EQS)	COMMENT
5009999005	9999	STREET UNKNOWN	DREYER	9307200	130	SERV	1 358,96		Dairy

5000102028	102	OESTER STREET	OYSTER INN PTY LTD	ERL9779	50	COM25	833,18		Shops
5000265008	265	BRANDER STREET	LOTZ	2279923	42	DOM	1 399,39		Normal usage
5000521016	521	JACOB CRESCENT	MZANGWA	CBL9175	41	DOM	612,59	**EQS**	Normal usage
5000044005	44	TORNYN STREET	HOLLOWAY	CRK0052	39	DOM	1 278,59		Normal usage
5000110001	110	110 KABELJOU STREET	LINSTROM	725225	37	DOM	1 198,08		Normal usage
5000196009	196	40 KABELJOU STREET	OOSTHUIZEN	CLB9102	34	DOM	1 077,29		Normal usage
5000007002	7	PERLEMOEN STREET	JOOSTE	CHRK0736	30	DOM	916,25		Normal usage
5000009004	9	PERLEMOEN STREET	HANS VAN RENSBURG FA	CURK0958	22	DOM	594,16		Normal usage
5000185009	185	BRANDER STREET	JOOSTE	BVUE371	20	DOM	513,64		Normal usage
5000014008	14	TORNYN STREET	MEYER	93 412 643	19	DOM	473,37		Normal usage
5000005000	5	PERLEMOEN STREET	JACKSON	CLB9192	16	DOM	352,59		Normal usage
5000159051	159	GALJOEN STREET	DU PLESSIS	91170984	16	DOM	352,59		Normal usage
5000508008	508	JACOB CRESCENT	SCHOCO	CBL	16	DOM	352,59		Normal usage
5000611007	611	JACOB CRESCENT	NGEKO	CDRL5435	16	DOM	213,54	**EQS**	Normal usage
5000158005	158	GALJOEN STREET	STEYNBERG	WUA454	15	DOM	312,33		Normal usage
5000293010	293	KATONKEL STREET	BOUWER	876785	15	DOM	312,33		Normal usage
5000294004	294	KATONKEL STREET	KRUGER	CLB9119	15	DOM	312,33		Normal usage
5000513002	513	JACOB CRESCENT	BARRY	C4080304	15	DOM	312,33		Normal usage
5000340019	340	BRANDER STREET	MIAVISTA EIENDOMS BE	FRL9015	14	DOM	272,06		Normal usage

PATENSIE - HIGHEST WATER

ACCOUNT	ERF NO.	ADDRESS	NAME	METER NUMBER	KL (CONS.)	TARIFF	AMOUNT	INDIGENT (EQS)	COMMENT
6000293000	722	PATENSIE	PATENSIE SITRUS KOOP	WOO293/1	455	COM	7 581,89		Factory
6000165101	165	STREET UNKNOWN	NATIONAL GOVERNMENT	67354	375	COM	6 248,81		Police station
6000267100	267	TEDDY FERREIRA ROAD	LAERSKOOL GAMTOOSVAL	C-CJK0161	103	COM	1 716,34		School
6000148230	725	TEDDY FERREIRA ROAD	KOUGA MUNISIPALITEIT	985485	101	COM	1 463,49		Leak
6000083007	83	FRED FERREIRA ROAD	T BOS TUISNYWERHEID	C-CRL4618	90	COM	1 499,72		Inside leak
6000877101	877	FRED FERREIRA ROAD	PEP STORES	CFKL5010	71	COM	1 183,11		Normal usage
6000348007	348	TIGER STREET	KLEURLING SKOOL	18775108	67	COM	1 116,45		Normal usage
6000130013	130	STREET UNKNOWN	VERMAAK	COPZ6619	55	COM	916,49		Normal usage
6000321019	961	STREET UNKNOWN	MASISABENZE PRIMARY	C-CKA3253	55	COM	916,49		Toilet leak
6000997003	997	MIDDLESTREET CLOSE	VERMAAK	C-CRK0063	103	DOM	3 855,33		No problems
6001006025	1006	STREET UNKNOWN	SP FERREIRA FAMILIE	CERL9902	88	DOM	3 251,42		Toilet leak
6000793005	793	TIGER STREET	QANDANA	KLJ092	74	DOM	1 139,34	**EQS**	Normal usage
6000552004	552	ROOIKLOOF STREET	JAMES	CRL4697	71	DOM	2 566,96		Toilet leak
6000114019	114	DELPORT AVENUE	DEMPSEY	920600106	70	DOM	2 526,70		Broken pipe fixed by owner
6000648008	648	33 PRINCE STREET	MABUKANE	C-CLB8732	69	DOM	2 486,45		Reading correct
6000920003	920	RICHMOND STREET	MAKAYI	W50920	68	DOM	2 446,19		Reading correct
6000673000	673	26 PRINCE STREET	FERREIRA	CRL4604	65	DOM	2 325,40		Toilet leak
6000011026	11	PROTEA STREET	DE LANGE	VC0061	64	DOM	2 285,14		Reading correct
6000796008	796	ROOIKLOOF STREET	HUMAN	C-VKI4136	53	DOM	1 842,27		New meter
6000892001	892	ROOIKLOOF STREET	SWARTBOOI	C-VKG8377	46	DOM	1 560,44		New meter

ST FRANCIS BAY - HIGHEST WATER

ACCOUNT	ERF NO.	ADDRESS	NAME	METER NUMBER	KL (CONS.)	TARIFF	AMOUNT	INDIGENT (EQS)	COMMENT
7002914128	2914	LEIGHTON HULETT DRIV	PORT ST FRANCIS PROP	9524017	1481	COM	24 678,64		Bulk services at Port with houses
7000740004	740	10 MAYOTTE CIRCLE	C & J TRUST	WUA447	163	COM	2 716,15		Restaurant
7003157038	3157/ST000	TARAGONA ROAD	KOKOMO TRUST	33186161	116	COM	1 932,97		Restaurant
7001287029	1287	167 ST FRANCIS DRIVE	MONDOCLOX PROPRIETAR	420065	114	COM	1 899,64		Normal usage
7009983004	9983	STREET UNKNOWN	RYKSDAL BOERDERY CC	20219862	853	SERV	8 916,84		Farm
7009986007	9986	OSBOSCH (FARM)	DU TOIT	119065	131	SERV	1 369,41		Farm
7000626029	626	HARBOUR ROAD	SEA VISTA PRIMARY SC	GZT437	494	GENS	7 811,38		Leak at meter plumbers awaiting for connection
7003090009	3090/ST000	6 DIANA CRESCENT	ST FRANCIS COURT	W00003090	460	SS-D	7 342,52		Complex
7009992002	745/182	HUMAN STREET	RIVERGLADES HOME OWN	SZR305	421	RURAL	8 419,37		Small town bulk reading
7000481000	481	121 LYME ROAD NORTH	TREJBAL	32206072	248	DOM	9 693,25		Leak wait for letter from plumbers
7090011266	1310	99 CANAL ROAD	ELLIOTT	712900	238	DOM	9 290,63		Leak wait for letter from plumbers
7000072028	72	13 RALPH ROAD	FISHER, PEPLER, SWAN	CKUP419	235	DOM	9 169,85		Leak wait for letter from plumbers
7000684007	684	64 CANAL ROAD	CLEE	32 216 314	227	DOM	8 847,77		Normal usage
7003281012	3281	CANAL ROAD	BASFOUR 3364 PTY LTD	26064363	190	DOM	7 358,08		Normal usage
7000748019	748	32 MAYOTTE CIRCLE	LAURA HARVEY TRUST	VIA865	171	DOM	6 593,11		Leak wait for letter from plumbers
7000743014	743	22 MAYOTTE CIRCLE	NOVARA INVESTMENT TR	CKUP294	132	DOM	5 022,91		Normal usage
7001448004	1448	46 CANAL ROAD	N T DANOHER INV TRUS	C-ARK 6169	130	DOM	4 942,40		Normal usage
7003770017	3770	STREET UNKNOWN	DE KLERK	CCJK0230	117	DOM	4 418,99		Leak wait for letter from plumbers
7000556108	556	39 LYME ROAD SOUTH	ST FRANCIS BAY GOLF	CLWB242	139	GENSF	2 197,94		Normal usage
7002914104	2914	LEIGHTON HULETT DRIV	PSF PTY LTD - HARBOU	1075326	121	COM25	2 016,28		Complex

THORNHILL - HIGHEST WATER

ACCOUNT	ERF NO.	ADDRESS	NAME	METER NUMBER	KL (CONS.)	TARIFF	AMOUNT	INDIGENT (EQS)	COMMENT
8000013125	13	TRONGO CLOSE	GAMTOOS HOME OWNERS	ERF13	1738	BULKO	18 168,18		Bulk meter. Owners supply reading
8000110105	110	AWERIES STREET	THORNHILL PRIMARY	H0857460	100	COM	1 666,35		School
8000345015	345	ABERSALIE STREET	MINERS	CPKJ6544	98	DOM	1 522,43	**EQS**	Toilet leak
8000046039	46	JANTJIES STREET	BAVUMA/OORLEDE	VIW718	88	DOM	3 251,42		New meter leak at toilet
8000006026	6	GOLIATH STREET	GOLIATH	CKSN699	68	DOM	1 043,57	**EQS**	Water pipe leak
8000305019	305	LLOYD STREET	MEVA	COMT505	65	DOM	2 325,40		Leak wait for letter from plumbers
8000843001	844	DAWETI STREET	STOLZ	CJKC7466	55	DOM	1 922,79		Normal usage
8000048024	48	JANTJIES STREET	MBENYA/OORLEDE	KGN717	44	DOM	1 479,90		Normal usage
8000049018	49	JANTJIES STREET	KOLITI (DECEASED)	49	39	DOM	580,67	**EQS**	Normal usage
8000234018	234	LLOYD STREET	AWERIES(OORLEDE)	COOL272	39	DOM	580,67	**EQS**	Normal usage
8090000263	798	MOHAYO DRIVE	POTGIETER	CPKG0720	37	DOM	1 198,08		Normal usage
8000037000	37	JANTJIES STREET	FORTUIN(OORLEDE)	CKSN688	35	DOM	1 117,56		Normal usage
8000050001	50	JANTJIES STREET	SMIT	94095473	33	DOM	484,90	**EQS**	Normal usage
8000874009	874	14 EMSLIE SMITH STREET	YOYO	PKJ8550	33	DOM	484,90	**EQS**	Animals on premises
8000024015	24	JANTJIES STREET	FLEUR	94090015	31	DOM	956,51		Normal usage
8000811002	811	MOHAYO DRIVE	RUITERS	CFRK288	29	DOM	875,98		Toilet leak

8000059017	59	JANTJIES STREET	JANTJIES	95482	28	DOM	835,73		Normal usage
8000043005	43	JANTJIES STREET	VAALTYN(OORLEDE)	HKO1222	27	DOM	389,12	**EQS**	Normal usage
8000251006	251	SACKS STREET	BROWN	C-AKM5023	27	DOM	795,47		Toilet leak
8000304018	304	LLOYD STREET	JANUARY	COMT510	26	DOM	755,19		Normal usage

RURAL - HIGHEST WATER

ACCOUNT	ERF NO.	ADDRESS	NAME	METER NUMBER	KL (CONS.)	TARIFF	AMOUNT	INDIGENT (EQS)	COMMENT
4000271116	335/104	FARM - HUMANSDORP RD	BEHEERLIGGAAM MARINA	PEAKUSE	6250	BULKO	65 334,38		Bulk meter Town houses
9000001011	1	STREET UNKNOWN	CROSSWAYS FARM VILLA	1	344	BULKO	3 596,00		Bulk meter Town houses
9030335126	335/125	FARM - HUMANSDORP RD	KOUGA MUNICIPALITY (	335	2055	COM	29 776,95		New develpmetn in Ocean view new RDP house
8000002101	501/80	KINGSWAY CARAVAN PAR	KINGSWAY HOLIDAY RES	BMXA420	398	COM	6 632,07		Developing Holiday resort
9100145213	452/7	FARM - UITENHAGE RD	MONEYLINE 336 (PROPR	C-BRK7266	361	COM	6 015,52		Water leak at the shop reported to owner
9010693017	693	FARM - HUMANSDORP RD	SONOP BOERDERY	JKC2405	232	COM	3 865,93		Farm
9014362010	436/201	FARM - UITENHAGE RD	HANCOR TWO CC h/a Lo	436	224	COM	3 732,62		Veg processing factory water leak on the premises
9010452047	452/11	FARM - UITENHAGE RD	PACISPEX PTY LTD & S	C-BRK8608	201	COM	3 349,36		Water leak reported to the owner
4010271083	335/58	FARM - HUMANSDORP RD	LANGKLOOF BRICKS	KZR697	150	COM	2 499,53		Brick making factory
9030076005	76	FARM - HUMANSDORP RD	WATERWIEL BOERDERY T	C-CEK0051	117	COM	1 949,63		Farm
4010271100	691/14	FARM - HUMANSDORP RD	LOTTER	498853	91	COM	1 516,38		Farm
9010446114	446/7	FARM - UITENHAGE RD	TORATONE PROPRIETARY	JLB6242	86	COM	1 433,06		Cricket bat manufactory and chicken farm
9030695028	695/2	FARM - HUMANSDORP RD	FERLOT PROP TRUST	W00000271	72	COM	1 199,77		Farm reading correct
8000100003	450/9	FARM - UITENHAGE RD	NATIONAL GOVERNMENT	JAO0217	60	COM	999,81		Police station on farm with animals
9030707033	707/4	FARM - HUMANSDORP RD	RIVERTIDE SHARE BLOC	114251	360	RURAL	7 199,46		Flats bulk meter
9090745277	745/239	FARM - HUMANSDORP RD	CANDLEWOODS HOME OWN	92093447	170	RURAL	3 399,75		Flats bulk meter
4000755014	755/ST500	RAMERON DRIVE	HOUTBOSCHBAAI	755	61	SS-D	973,68		Flats bulk meter
6000005131	72	FARM - HUMANSDORP RD	BARNARD	CPKR1579	54	DOM	1 882,52		Normal usage
9010348133	348	FARM - HUMANSDORP RD	ERF 12 HUMANSDORP FA	3430	36	DOM	1 157,82		Farm
9030076012	76/1	FARM - HUMANSDORP RD	WATERWIEL BOERDERY T	COON038	35	DOM	1 117,56		Normal usage

REPORTS BY THE PORTFOLIO CHAIRPERSON: COMMUNITY SERVICES

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/CS6**

RABIES EDUCATION AND AWARENESS CAMPAIGN

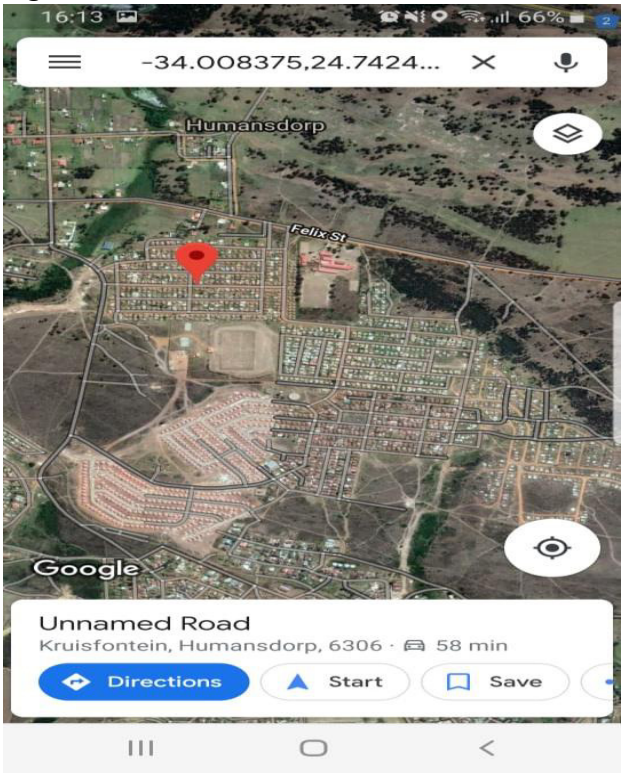
1. Introduction

The purpose of this report is to inform the Council about the Rabies outbreak in Sewende Laan (Humansdorp) and the proposed awareness program for September 2019.

2. Background

The SPCA Assissi contacted the Community Services Department on 15 July 2019 after a dog from the Sewende Laan area was tested positive for Rabies. An emergency meeting by the Community Services Department was called with relevant role players on the day of the reported case. The meeting was informed of the Rabies case that was identified by the Veterinarian in Humansdorp through positive testing of the brain sample submitted to Onderstepoort Veterinary Institute for analyses.

Figure 1: Site identified of Rabies case



The State Veterinarian, Dr Strydom from DRDAR informed the meeting that action needs to be taken to contain the situation. The plan of action was to start vaccinations of dogs in the area where the infected dog was identified moving on to other neighboring areas. The vaccination program was coordinated by DRDAR and supported by KM MMC's, Ward Councillors, Environmental Health, SAPS, Law Enforcement, Disaster Management, EC Health and the SPCA.

3. Comments

The vaccination program started on 16 July 2019 in the affected areas where a mobile clinic was placed and door to door activations covered as follows:

The program started in Kruisfontein Civic Centre in the morning but later during the day Environmental Health reported that the program was cut short due to gangsters fighting which resulted in SAPS being called in. Due to safety reasons, the program had to be cut short. After the incident SAPS and law enforcement accompanied the teams to all areas of Kruisfontein, door to door, Sewende Laan, Maak `n Las down to Arcadia, Kruisfontein/Jeugkamp, park in Gill Marcus and the field next to Siembamba Creche in Vaaldam. Two dogs in the Sewende Laan area were presented by the owners at the site of vaccination and the dogs were taken in for further inspection as they were paralyzed and showed signs of sickness. A third dog from Maak 'n Las was tested and fortunately all tests came back negatively.

Communication and awareness of the program were raised through social and local media and with loud hailing. Unfortunately, most of the residents of the areas where vaccinations were conducted have missed out on the opportunity to vaccinate their dogs and cats due to work commitments during the times of the vaccination. The vaccination program was repeated in some areas at different times.

The EC Health Department went to individual households in and around the reported case and residents who might have been affected were vaccinated. Furthermore, the EC Health Department visited the residents/owners of the house of the identified case to do further investigations.

A total of 1048 dogs and 40 cats were vaccinated. (Photos attached as Annexure1). Frequently asked questions were publicized and is attached as Annexure 2.

No further cases were reported. The quick response from all role players were commended.

4. Way Forward

At the final meeting it was agreed that the program of voluntary vaccination be continued during September 2019. Awareness of the effects of Rabies needs to be created and animals vaccinated against the disease. A plenary meeting for the awareness program was held to plan the program in detail.

The draft program is attached as Annexure 3. It will be necessary to publicize the dates on social networks, schools and do loud haling to inform the public. It was furthermore agreed that the team that does the outreach/awareness to the schools should be made up of the Councillor of that ward, the departmental officials and a ward committee member.

4. Financial Implications

Animal vaccinations were supplied by DRDAC and human vaccination by EC Health Department.

5. Legal implications

None

6. Recommendation

6.1 That the report on Rabies education and awareness campaign be noted.

6.2 That the Kouga Animal Management Committee be established, be supported.

6.3 That the program for September 2019, be supported

6.4 That the item be placed on the agenda of the first meeting of the newly approved Kouga Animal Management Committee (KAMC) and the matter be managed on that platform.

6.5 That the first meeting of KAMC's date be scheduled and published and intended role players be invited.

6.6 That Rabies Education and Awareness Campaign continue as an ongoing drive in Kouga area, be supported.

6.7 That all Ward Councillors become involved in the Rabies Education and Awareness Campaign.

Item prepared by : Manager: Waste and Environmental Management

Item approved by : Director Community Services

Item noted by the Portfolio Councillor



Annexure 1

SAPS Escorting Assistance



Vaccination preparations



Vaccination taking place



Residents queuing



Bakkie loads full of dogs arrived

Vaccination registration





Annexure 2

COMPILED FEBRUARY 2016, UPDATED JUNE 2016
OUTBREAK RESPONSE, DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE

Rabies

Frequently Asked Questions

What is rabies?

Rabies is a contagious viral disease, causing damage to the brain and the spinal cord and is uniformly fatal. It affects both animals and humans and is caused by the rabies virus. Two biotypes of rabies virus occur in Southern Africa: the canid-type which circulates in domestic dogs and other canids, and the viverid type which circulates in mongoose. Rabies in dogs is a preventable disease.

Who can get rabies?

Persons who come into contact with infected animals, commonly dogs, cats, mongooses, cattle or bats are at risk. Children are often at higher risk as they tend to play with dogs, are defenseless and are more likely to be bitten. Veterinarians and laboratory workers are at greater risk because of exposure through their professional activities.

Where does rabies occur in South Africa?

Rabies is relatively more common in domestic dogs in KwaZulu-Natal, Eastern Cape, Mpumalanga, Free State and Limpopo Provinces. Human rabies has therefore predominantly been reported from these provinces. In the past ten years an average of 13 human cases (range 5-31) have been reported in South Africa per year. In 2015, eight confirmed human rabies cases were diagnosed from the following provinces: KwaZulu-Natal (n=1); Limpopo (n=3); Eastern Cape (n=3) and Free State (n=1). There has been a noticeable decrease in the reported number of canine rabies and human deaths due to canine rabies in KwaZulu-Natal since 2012 because of mass vaccination of dogs. In addition to dogs, many other animals can transmit rabies. In South Africa, these most importantly include cats, livestock, yellow mongoose, black-backed jackal and bat-eared fox. Human rabies associated with wild animals dominates in the western, central or northern portions of the country.

How is rabies transmitted?

The rabies virus is spread to humans and other animals through contact with saliva or tissue of infected animals (i.e. scratches, bites, licks on broken skin and mucous membranes of the lips or eyes). It cannot be transmitted through intact skin, so touching, petting or being close to the animals is not a risk. The majority of human exposures in South Africa are linked to dogs.

How does rabies affect animals?

Rabid animals tend to behave strangely, often aggressively. They also experience muscle paralysis, produce lots of saliva and experience difficulty in swallowing. Wild animals may lose fear of humans and become strangely tame. Cows and sheep with rabies may appear to have something "stuck" in their throat.

What are the signs and symptoms of rabies?

In humans, rabies presents in the form or "furious" rabies or "dumb" rabies. Initial symptoms of rabies may be non-specific and include general weakness, discomfort, fever and/or headache. Tingling at the bite site may be noted. The disease progresses rapidly to "furious" rabies which presents as anxiety, confusion and agitation. As the disease progresses, the patient become delirious, behaves abnormally, hallucinates and may have a variety of psychiatric symptoms before becoming comatose. The "paralytic" or "dumb" form of rabies is clinically similar to poliomyelitis, but presents with descending paralysis, coma and death. The acute period of disease typically lasts 2 to 10 days.

How is rabies diagnosed?

Once persons become symptomatic, antigen detection using PCR or fluorescent antigen detection (FAT) is done on saliva, nuchal skin biopsy, CSF or brain tissue. At least 3 saliva specimens are required, as virus excretion is intermittent in early stages and saliva antigen detection may be falsely negative. Antibody detection is unreliable for the diagnosis of rabies. A post-mortem examination and submission of brain tissue must be done on persons suspected to have died of rabies. Post-mortem diagnosis is achieved through FAT and PCR of brain tissue. There are no tests available to test for rabies in humans after an exposure and before symptoms develop.

How is rabies treated?

No treatment is available for human or animal rabies.

How can rabies be prevented?

Canine rabies is preventable through vaccination of animals against rabies. All domestic dogs and cats should be vaccinated against rabies after three months of age. Human infection with rabies following exposure to rabid or suspected rabies-infected animals can be prevented by prompt administration of rabies post-exposure prophylaxis (PEP). Heath care workers (HCW) should conduct a risk assessment on all persons presenting with history of exposure to an animal, to ascertain animal behavior and condition at the time of exposure, vaccination status of the animal and category of bite. Any breach in the skin of the patient or contact with mucous membranes is considered a category 3 exposure, while licks to skin or direct contact without skin breaks are category 2 exposures.

HCW should also consider the geographical location of the incident and prevailing canine rabies diagnoses. If indicated, PEP includes a series of rabies vaccinations given on day 0, 3, 7 and 14 following exposure. Intramuscular injection of rabies immunoglobulin is given at the site of exposure, and the remainder in the opposite deltoid as soon as possible after the bite. Pre-exposure vaccination can also be given to high risk groups, such as veterinarians and animal handlers and anti-rabies immunoglobulin given on the dog of exposure. Animal rabies is preventable through vaccination of dogs and is the most cost-effective approach for preventing rabies in humans.

Annexure 3

ANIMAL VACCINATION PROGRAM KOUGA LOCAL MUNICIPAL AREA		
DATE:	**AREA:**	**TIME:**
Tuesday	**Humansdorp Landfill Site**	09:00 – 12:00
03 September 2019	**Panorama, Humansdorp**	12:30 – 14:00
Wednesday	**Moeras Rivier, Humansdorp**	09:00 – 11:00
7 OCTOBER 2019	**Humansdorp Town**	11:30 – 14:00
Thursday	**KwaNomzamo, Community Hall**	09:00 – 11:30
05 September 2019	**KwaNomzamo, Vergenoeg**	12:00 – 14:30
Monday	**Umzamowethu, Oyster Bay**	09:00 – 12:00
09 September 2019	**Oyster Bay, Community Hall**	12:30 – 14:00
Tuesday	**Zwelitsha, Sea Vista**	09:00 – 11:00
10 September 2019	**Sea Vista Sports Field**	11:30 – 14:00
Wednesday	**Ocean View (upper part), Jbay**	09:00 – 11:00
11 September 2019	**Ocean View (lower part), Jbay**	11:30 – 13:30
	Tokyo Sexwale Sports Field	14:00 – 15:30
Thursday	**Madiba Bay, Jeffreys Bay**	09:00 – 11:00
12 September 2019	**Pellsrus 1, Jeffreys Bay**	11:30 – 13:30
	Pellsrus 2, Jeffreys Bay	14:00 – 15:30
Monday	**Newton Hall, Jeffreys Bay**	09:00 – 11:00
16 September 2019	**Kabeljouws, Jeffreys Bay**	11:30 – 13:30
Tuesday	**Loerie, Community Hall**	09:30 – 12:00
17 September 2019	**Thornhill, Community Hall**	13:00 – 15:30
Wednesday	**Weston 1, Hankey**	09:30 – 11:00
18 September 2019	**Weston 2, Hankey**	11:30 – 13:00
	Hankey Town	13:30 – 15:00
Thursday	**Rosedale, Hankey**	09:30 – 11:00
19 September 2019	**Centerton, Hankey**	11:30 – 13:00
	Phillipsville, Hankey	13:30 – 15:00
Monday	**Patensie Town**	09:30 – 10:30

20 September 2019	**Ramaphosa Village (lower part)** **Ramaphosa Village (upper part)**	11:00 – 12:30 13:00 – 15:00
Tuesday **21 September 2019**	**Andrieskraal, Library**	10:00 – 12:00
Rabies Education & Awareness Campaign		

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/CS9**

HUMANSDORP LANDFILL SITE SHORT, MEDIUM- AND LONG-TERM INTERVENTIONS

1. Introduction

The purpose of this report is to inform the Community Services Portfolio Committee about the short, medium- and long-term interventions to address the waste pickers and their animals on the Humansdorp landfill site.

2. Background

The SPCA contacted the Community Services Department on 24 June 2019 and requested a site visit to the Humansdorp landfill after receiving complaints from the public about the poor living conditions of waste pickers on the landfill but mainly about the condition of the dogs and other animals living on the site. During the visit it was found that over 60 dogs, some pigs and chicken live on the site.

A landfill is an unsuitable environment for both humans and animals to be living in. The risk of toxicities, infectious disease and injury are high. There is also no infrastructure in place for sewerage and sanitation, as this was never intended to be an area suitable for habitation.

Despite the limitations that these people experience, they clearly claim ownership of the dogs and other animals on the landfill and they have some inherent value to them.

3. Comments

After the first site visit and more complaints from the public follow up meetings took place and another site visit by members of the public, SPCA, law enforcement and landfill management staff to discuss the short, medium- and long – term solutions.

SHORT TERM

- **Identifying Waste Pickers**
  It was agreed that a census be done to identify and register current waste pickers on site. (Annexure 1) During the site visit discussions were held with the waste pickers and they agreed to be registered together with number of dogs each have.

- **SPCA to assist with dipping and vaccination of dogs**
  The waste pickers acknowledged that the conditions they are working in and the living conditions of the animals are not healthy. They explained that not all of them live on the site and most live in nearby informal area. They

indicated that they use the dogs for their protection and when walking home at night they are often robbed and therefore the dogs move with them. On 12 August 2019 the SPCA went on site and dipped, dewormed and vaccinated the dogs.

- **Voluntary surrender of dogs**
  The immediate need is to remove neglected and un-owned dogs from the landfill. There are currently members of the public who have shown concern and have started feeding dogs and rescuing what they can. This has been done on a voluntary-surrender basis and this approach appears to be the most effective way of ensuring community acceptance.

MEDIUM TERM

- **Removal of neglected and sick animals from site**
  A follow up meeting has been arranged with the waste pickers to advise them that all animals need to be removed from site. This will not be easy but the landfill permit and consequences of not complying will be explained to them. This will be done in consultation with the SPCA and law enforcement. The immediate need is to remove neglected and un-owned dogs from the landfill. There are currently members of the public who have shown concern and have started feeding dogs and rescuing what they can. This has been done on a voluntary-surrender basis and this approach appears to be the most effective way of ensuring community acceptance. Voluntary surrender of animals for euthanasia or sterilization would be the best way to start. The most practical way to do this would be to set up a team of SPCA inspectors/SPCA-authorized individuals, law enforcement, social services and the Community Services department and to go to each person on the landfill seen with a dog and to confiscate the animal for euthanasia, adoption or sterilization/vaccination and return to the owner. In this unvaccinated population of dogs, there is a risk of disease spreading between dogs (e.g. Parvovirus) and people. Rabies is not known in this area, but the carrier of rabies, the yellow mongoose does occur here. Any unvaccinated population of dogs is a potential risk for rabies transmission.

- **Stopping of trading and feeding of dogs**
  It will be made clear to the waste pickers and visitors that no trading (selling and buying) will be allowed on site. No people will be allowed on site to feed the dogs.

LONG TERM

- **Fencing of site**
  Due to no access control on site it also creates problems for them because anyone can enter the site. The landfill is completely open to people walking in from Kruisfontein side. There is no fence around this site, so even if the people and dogs are removed from this site, they, or others will simply come back again. On one side alone, opposite Woodlands dairy, at least 200m is unfenced.
  Before any mass removals are considered, restricting control to access with a suitable concrete wall will be imperative.

- **Removal of all animals from the landfill**
  To prevent uncontrolled access would be the goal but in its present unfenced state, new animals are going to simply walk into the dump site and the cycle will continue.
  It is proposed that this issue be addressed as a trans-disciplinary project, with involvement from social welfare, Local Economic Development, animal welfare organizations, law enforcement and other municipal departments which have a role to play. This is not a problem unique to Humansdorp. There are similar cases in other parts of the country which have been suitably resolved, so we can learn from them, and if not, we (all role-players) can innovate new ways to deal with this problem. The best outcome would be achieved if the confidence of the people on the landfill was won by demonstrating a better option to them, rather than forcefully removing them and their animals as a once off attempt to solve

- **Recycling facility**
  The most welcome outcome would be to control access to the site and to create an alternative collection and sorting area and means of generating income for waste pickers. This will be possible when a material recycling facility can be built on site and separation at source is introduced in all communities.

4. Financial implications

The estimated cost to fence or build a wall around the site is R7m.

5. Legal implications

The Humansdorp landfill site is currently not complying with the landfill permit conditions issued.

6. Recommendation

6.1 That the report regarding short, medium- and long-term interventions for the animals on the Humansdorp be noted.

6.2 That funds be considered in the adjustment budget to fence the Humansdorp Landfill Site or alternative funding be sourced through the Department of Environment.

Item prepared by: **Manager: Waste and Environmental Management**

Item approved by: **Director Community Services**

Item noted by the Portfolio Councillor



ANNEXURE 1

People staying on the Humansdorp landfill site:

Name	**No. of dogs**
Xolile Mjekula	0
Caweni Jacobs	0
Xolani Myanda	0
Buyisile Mill	0
Siphiwe Dunsten	3
Godfrey Swartbooi	3
Hennie Ida	1
Frans Moses	3
Veronica Maarman	0
Charlie Platjees	0
Hester Platjees	0
Ria Hughes	0
Pilly Jantjies	9
Morris Windvogel	0
Ewilin van Rooyen	0
Joey Kees	0
Pe Pelisile	0
Nkosinathi Ncube	0
Luneyo Datsy	0
Sibonkile Nbeni	0
Velmary Grootboom	6
Roletta Kees	0
Michael Malgas	0
	25

People coming to the Humansdorp landfill site daily

Name	No. of dogs
Geswint Serina	6
Thozanile Mthomck	5
James Goeda	3
Charlie Pirie	1
Lientjie van Rooyen	2
Louise Geswint	6
Gert Hetjies	4
Rowin Zietsman	5

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KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/CS11**

UPDATE REPORT ON THE ST FRANCIS BAY SPIT, ROCK REVETMENTS

1. Purpose

The purpose of this report is to provide an update to Council on the St Francis Bay Spit rock revetment.

2. Introduction

A spit or sandspit is a deposition bar or beach landform found off coasts. It develops in places where re-entrance occurs, such as at a cove's headlands, by the process of longshore drift and longshore currents. The drift occurs due to waves meeting the beach at an oblique angle, moving sediment down the beach in a zigzag pattern.

KM appointed PRDW Consulting and Coastal Engineers for the review and enhancement of the St Francis Bay Spit. Upon the appointment of PRDW in July 2019 a drone survey of the Spit area was carried out by Allen Nicholson. (Figure 1). The survey included photographic records, topographic information and historic survey details dating back to January 2017. The survey confirmed the existing beach level of approximately +2m MSL at the proposed revetment toe.

A temporary access road is required to transport rock armour from public roads to the spit using 10 m³ dump trucks. The location of the access road will be from Aldabara Run dune all the way to the spit. The purpose is to reduce operational costs and to create a laydown area close to the spit. In a case of emergency, the road will create and easy and safe egress and access. The road cross-section was designed in accordance with SABS 1200 M (1996), and additional guidelines and standards where required. All construction work to comply with SANS 1200. The existing dune profile was followed where possible to reduce construction costs and unnecessary earthworks.

3. Comments

It was determined that 238 kg armour rock will serve as sufficient protection for approximately 5 years, following which failure of the revetment is likely. It was determined that a revetment crest level of + 4.0 m MSL is enough to prevent damage due to overtopping during storm events. A single layer of 1.1ton rock may be added to the 238 kg revetment should failure occur, which is expected to add another approximately 5 years of protection.

The construction of the access road is set to start, and the local residents need to be informed of the project in terms of Health & Safety regulations as heavy equipment and material will be used during the time. Access to the beach from Aldabara run will be closed off during the construction phase.

The construction of the rock revetments of the spit will cost R 37 million, due to the availability of funds the construction will be implemented as and when budget is available.

4. Financial Implications

UKEY: 20180704062939
Budgeted Amount: R 1 000 000.00
Amount required: R 1 681 742.25

Additional funding required for:

Hiring of Plant	R 408 004.50
Procurement of the filling material	R 167 000.00
Construction of Access Road	R 467 737.75
Construction of revetment (140 meters)	R 574 000.00
Appointment of General Labour	R 65 000.00

4. Recommendation

4.1 That the Planned activities be noted and supported.

4.1 That additional Funds (681 742.25) be considered during the adjustment budget in October 2019 for additional work needed, be supported.

Item prepared by : Environmental Specialist

Item approved by : Director Community Services

Item noted by the Portfolio Councillor



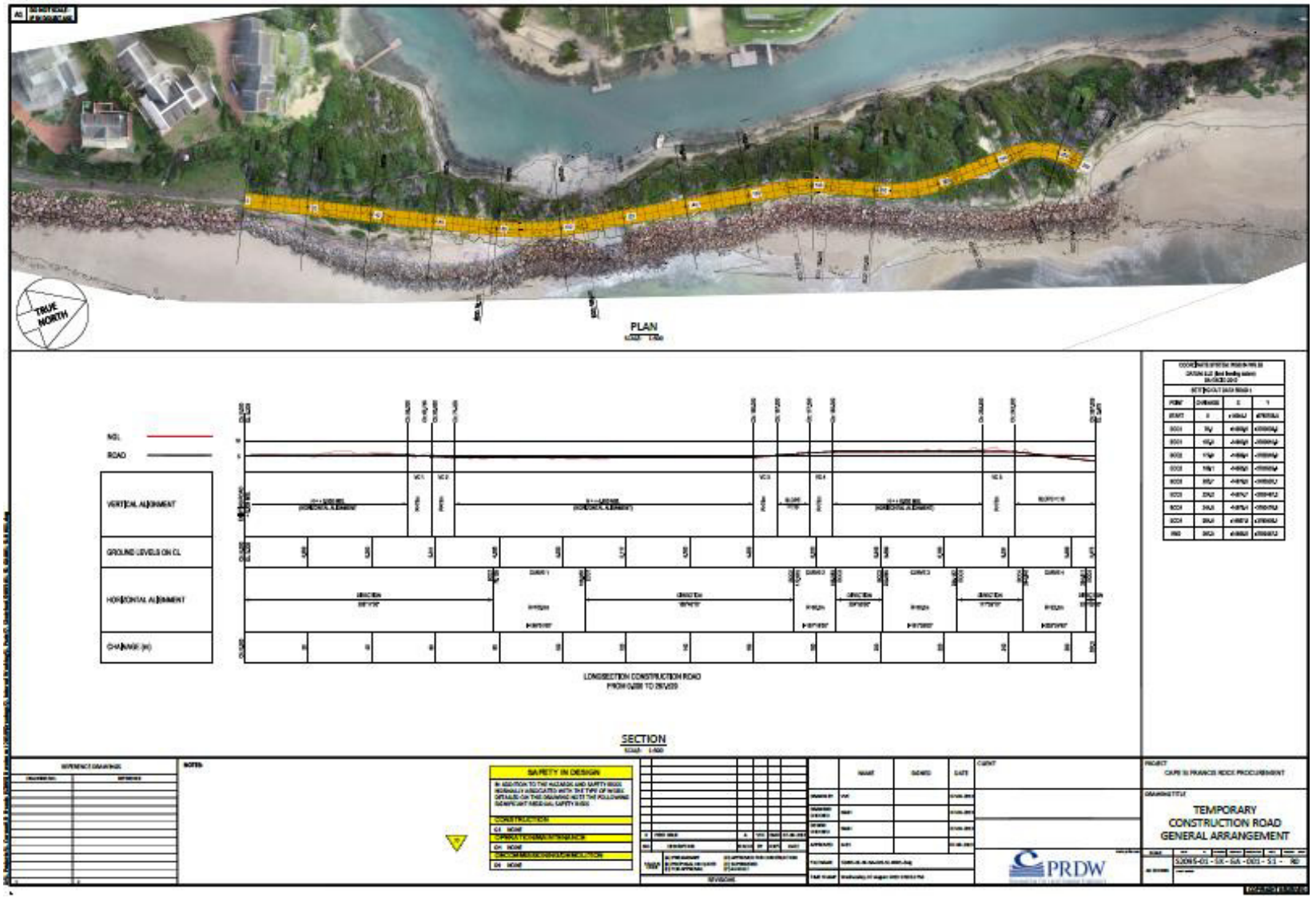

Figure 1: Access Road from Aldabara Run to SPIT

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/CS12**

FIRE HYDRANT SERVICE & MAINTENANCE PROGRAM

1. Introduction

The purpose of the item is to report to the portfolio committee regarding the service and maintenance program of fire hydrants in Kouga Municipal area.

2. Background

The Kouga Municipal Fire Department has embarked on a four-month service and maintenance programme of all fire hydrants in the municipal area. The programme started on 08 July 2019, the emphasis is to conduct a survey on all fire hydrants per ward, testing and report all defects to Infrastructure and Engineering Services. The fire hydrants will also be GPS marked and incorporated into our GIS system. It is important for us to keep all fire hydrants in working order and operation ready.

The testing will include a flow test, where the fire hydrant will be opened to check the water flow and care will be taken to use only what is necessary to ensure fire hydrants are in tip-top condition. The beautification of fire hydrants in terms of paint and clearing around the fire hydrants will also be conducted.

Property owners should also be reminded that they are responsible for fire hydrants and equipment on their own premises, which must also be serviced annually. Maintaining fire hydrants and equipment is essential for the safety of citizens, especially in high density residential environments and at businesses using flammable materials.

3. Comments

Three (3) types of underground fire hydrants was standardized to pillar type fire hydrants:

- Round Thread
- Bayonet
- V-thread

One Hundred and ninety eighty (198) fire hydrants were standardized, funded by Sarah Baartman District and Kouga Municipality as indicated below.

Area/Town	Number standardized	Ward
Hankey	19	13
Loerie & Thornhill	4	7
St Francis Bay, Cape St. Francis, Oyster Bay, Paradise Beach	61	1,12
Jeffreys Bay, Aston	100	11, 8,3,2
Humansdorp, Arcadia	14	4,6

Hundred and eighteen (118) fire hydrants were also painted, cleared and GPS co-ordinates assigned to them in Paradise Beach, Aston Bay and Jeffreys Bay areas.

3. Financial implications

This program will form part of the Department`s daily activities and the procurement for paint and fuel will be funded through the operational budget.

Fuel - R 3500 .00
Paint & equipment - R 3000 .00

4. Legal implications

To be in compliance with SANS 1128.

5. Other implications

None

6. Recommendation

6.1 That the report for the service and maintenance program for the fire hydrants be noted.

6.2 That a follow up report be submitted after the conclusion of the service and maintenance program.

6.3 That the relevant Directorates assist with the actual repairs arising from the program, as previously done, be supported.

6.4 That the relevant Directorate attend to Council's public amenities at the Cove area in St Francis Bay by either upgrading or removing such facilities for the prevention of a fire risk, be supported.

Item prepared by : Chief Fire & Disaster Management

Item approved by : Director Community Services

Item ntoed by the Portfolio Councillor



ANNEXURE

	Hydrants Painted		**Hydrants Painted**		
Nr	***Adres***	***GPS Koordinate***	***Nr***	***Adres***	***GPS Koordinate***
1	Dolphin Drive (Ashton Baai 1ste een Links	S 34°4'41,78"	61	2 Seebries Avenue`	S34°5'17,87"
		E24°55'6,68"		Paradise Beach	E24°54'16,79"
2	Dolphin Drive	S34°4'40,43"	62	1 Seebries Avenue	S34°5'23,54"
	Aston Baai	E24°55'10',05"		Paradise Beach	E24°54'7,61"
3	221 Dolphin Drive	S34°4'28,03"	63	36 Immergroen Avenue	S34°5'18,22"
	Aston Baai	E24°54'30,07"		Paradise Beach	E24°53'46,78"
4	237 Dolphin Drive	S34°4'37,91"	64	27 Dawnview Cres	S34°5'29,43"
	Aston Baai	E24°54'13,57"		Paradise Beach	E24°54'5,38"
5	249 Dolphin Drive	S34°4'41,22"	65	2 Munnik Street	S34°6'2,42"
	Aston Baai	E24°54'9,62"		Paradise Beach	E24°53'27,37"
6	246 bDolphin Drive	S34°4'46,89"	66	11 Lood Fourie	S34°6'15,37"
	Aston Baai	E24°54'8,62"		Paradise Beach	E24°53'17,33"
7	30 Dolphin Drive	S34°4'54,83"	67	6 Anne Avenue	S34°6'22,96"
	Aston Baai	E24°54'19,40"		Paradise Beach	E24°53'1,55"
8	48 Dolphin Drive	S34°4'58,43"	68	37 Kiewiet Laan	S34°6'30,08"
	Aston Baai	E24°54'24,89"		Paradise Beach	E24°52'53,77"
9	51 Dolphin Drive	S34°4'58,06"	69	12 Zena Avenue	S34°6'58,58"
	Aston Baai	E24°54'31,01"		Paradise Beach	E24°52'22,34"
10	21 Pou Avenue	S34°4'56,89"	70	55 Dawnview Cres	S34°5'36,22"
	Aston Baai	E24°54'47,20"		Paradise Beach	E24°53'54,38"
11	15 Sunbird Avenue	S34°4'55,72"	71	47 Dawnview Cres	S34°5'34,67"
	Aston Baai	E24°54'40.46"		Paradise Beach	E24°53'58,35"

12	4 Shearwater Drive	S34°4'59,64"	72	33 Dirk Fourie	S34°6'8,10"
	Aston Baai	E24°54'37,64"		Paradise Beach	E24°53'23,42"
13	63 Swan Drive	S34°5'4,37"	73	75 Johan Muller Boulevard	S34°6'19,27"
	Aston Baai	E24°54'40,93"		Paradise Beach	E24°53'1,50"
14	53 Swan Drive	S34°5'5,72"	74	17 Elm Straat	S34°0'21,97"
	Aston Baai	E24°54'36,06"		Kabeljous	E24°55'44,09"
15	5 Flamingo Road	S34°4'55,75"	75	1 Elm Straat	S34°0'24,55"
	Aston Baai	E24°54'12,35"		Kabeljous	E24°55'38,64"
16	61 Sandpiper Avenue	S34°5'3,80"	76	35 Christiaan Street	S34°0'31,07"
	Aston Baai	E24°54'33,20"		Kabeljous	E24°55'41,01"
17	54 Woodpecker Cres	S34°4'54,99"	77	104 Kabeljauws Road	S34°0'43,82"
	Aston Baai	E24°54'21,34"		Kabeljous	E24°55'41,40"
18	88 Woodpecker Cres	S34°4'47,81"	78	17 Kabeljauws Road	S34°0'22,96"
	Aston Baai	E24°54"10,82"		Kabeljous	E24°55'48,31"
19	12 Woodpecker Cres	S34°4'48,28"	79	4 Kabeljauws Road	S34°0'26,28"
	Aston Baai	E24°54'18,30"		Kabeljous	E24°55'42,36"
20	49 Barbet Cres	S34°4'52,47"	80	31 Melkhout Street	S34°0'31,75"
	Aston Baai	E24°54'25,87"		Kabeljous	E24°55'46,67"
21	21 Barbet Cres	S34°4'46,28"	81	53 Melkhout Street	S34°0'38,19"
	Aston Baai	E24°54'17,78"		Kabeljous	E24°55'42,91"
22	5 Kiewietjie Avenue	S34°4'50,39"	82	58 Kabeljauws Road	S34°0'30,60"
	Aston Baai	E24°54'18,19"		Kabeljous	E24°55'50,42"
23	21 Loerie Avenue	S34°4'38,42"	83	5 Akasia Street	S34°1'5,61"
	Aston Baai	E24°54'22,87"		Kabeljous	E24°55'39,32"
24	1 Jacana Drive	S34°4'34,82"	84	6 Ebony Street	S34°1'3,40"
	Aston Baai	E24°54'20,60"		Kabeljous	E24°55'38,38"

25	18 Cormorant Cres	S34°4'40,30"	85	49 Spekboom Street	S34°1'6,31"
	Aston Baai	E24°54'34,81"		Kabeljous	E24°55'39,69"
26	2 Cormorant Cres	S34°4'42,00"	86	40 Spekboom Street	S34°1'11,99"
	Aston Baai	E24°54'41,30"		Kabeljous	E24°55'38,43"
27	14 Pelican Cres	S34°4"46,78"	87	34 Pagoda Cres	S34°1'30,72"
	Aston Baai	E24°54'37,39"		Kabeljous	E24°55'41,07"
28	47 Pelican Cres	S34°4'43,59"	88	3 Plane Street	S34°1'43,80"
	Aston Baai	E24°54'34,30"		Wavecrest	E24°55'51,72"
29	17 Kingfisher Cl	S34°4'41,73"	89	5 Plane Street	S34°1'45,24"
	Aston Baai	E24°54'27,20"		Wavecrest	E24°55'49,40"
30	1 Jacana Cl	S34°4'39,11"	90	1 Flame Cres	S34°2'0,73"
	Aston Baai	E24°54'25,64"		Ferreira Town	E24°55'53,34"
31	24 Hummingbird Cres	S34°4'39,70"	91	45 Flame Cres	S34°1'57,73"
	Aston Baai	E24°54'19,65"		Ferreira Town	E24°55'54,84"
32	8 Hummingbird Cres	S34°4'43,50"	92	2 Poplar Street	S34°1'6,66"
	Aston Baai	E24°54'15,00"		Kabeljous	E24°55'35,35"
33	29 Hoepoe Drive	S34°4'37,88"	93	157 Mimosa Street	S34°0'56,54"
	Aston Baai	E24°54'17,63"		Kabeljous	E24°55'33,69"
34	52 Glenny Buchner Drive	S34°4'49,01"	94	123 Mimosa Street	S34°1'10,70"
	Aston Baai	E24°54'7,88"		Kabeljous	E24°55'34,50"
35	6 Oswalt Cres	S34°4'47,34"	95	111 Mimosa Street	S34°1'15,49"
	Aston Baai	E24°54'5,39"		Kabeljous	E24°55'35,01"
36	10 Oswalt Cres	S34°4'46,28"	96	99 Mimosa Street	S34°1'22,27"
	Aston Baai	E24°54'5,92"		Kabeljous	E24°55'34,24"
37	9 Oswalt Park	S34°4'42,40"	97	95 Mimosa Street	S34°1'26,57
	Aston Baai	E24°54'2,46"		Kabeljous	E24°55'35,63"

38	7 Glenny Bucher Drive	S34°4'49,46"	98	28 Mimosa Street	S34°1'33,64"
	Aston Baai	E24°54'1,80"		Kabeljous	E24°55'38,15"
39	37 Glenny Bucher Drive	S34°4'47,22"	99	4 Mimosa Street	S34°1'59,58"
	Aston Baai	E24°53'55,74"		Kabeljous	E24°55'47,43"
40	112 Johan Muller Boulevard	S34°5'56,91"	100	23 Dr A D Keet Road	S34°1'47,68"
	Paradise Beach	E24°53'23,92"		Wavecrest	E24°55'35,78"
41	152 Johan Muller Boulevard	S34°6'9,56"	101	68 Dr A D Keet Road	S34°1'35,98"
	Paradise Beach	E24°53'14,64"		Wavecrest	E24°55'26,03"
42	79 Johan Muller Boulevard	S34°6'21,01"	102	32 Wonderboom Cres	S34°0'57,42"
	Paradise Beach	E24°52'57,02"		Wavecrest	E24°55'22,43"
43	220 Johan Muller Boulevard	S34°6'26,17"	103	2 Wonderboom Cres	S34°1'4,74"
	Paradise Beach	E24°52'49,07"		Wavecrest	E24°55'10,91"
44	38 Marina Drive	S34°6'35,74"	104	3 Firethorn Avenue	S34°1'0,93"
	Paradise Beach	E24°52'35,85"		Wavecrest	E24°55'7,01"
45	1 Protea Boulevard	S34°6'39,94"	105	15 Firethorn Avenue	S34°0'58,24"
	Paradise Beach	E24°52'35,92"		Wavecrest	E24°55'11,87"
46	2 Denys Terrace	S34°6'54,32"	106	25 Finethorn Avenue	S34°0'55,65"
	Paradise Beach	E24°52'34,06"		Wavecrest	E24°55'16,93"
47	39 Lorstan Avenue	S34°6'47,18"	107	32 Bush Wuillow Avenue	S34°0'59,70"
	Paradise Beach	E24°52'38,42"		Wavecrest	E24°55'27,71"
48	1 Flamingo Cres	S34°6'47,76"	108	35 Bushwillow Avenue	S34°1'3,26"
	Paradise Beach	E24°52'24,73"		Wavecrest	E24°55'23,76"
49	51 Marina Drive	S34°6'39,99"	109	31 Bush Willow Avenue	S34°1'4,53"
	Paradise Beach	E24°52'39,92"		Wavecrest	E24°55'20,66"
50	5 Ramsey Avenue	S34°6'29,48"	110	2 Bush Willow Avenue	S34°1'9,05:
	Paradise Beach	E24°53'0,97"		Wavecrest	E24°55'13,03"

51	1 Merrie Pl	S34°6'31,89"
	Paradise Beach	E24°53'2,31"
52	19 Derek Road	S34°6'35,74"
	Paradise Beach	E24°52'53,29"
53	36 Kiewiet Avenue	S34°6'25,80"
	Paradise Beach	E24°53'0,42"
54	20 Dirk Fourie Drive	S34°6'4,36"
	Paradise Beach	E24°53'25,16"
56	35 Joey Fourie Drive	S34°5'57,45"
	Paradise Beach	E24°53'29,75"
57	25 Harmonie Cres	S34°5'29,64"
	Paradise Beach	E24°53'54,12"
58	26 Immergroen Avenue	S34°5'18,66"
	Paradise Beach	E24°53'59,48"
59	18 Immergroen Avenue	S34°5'17,95"
	Paradise Beach	E24°54'5,73"
60	33 Seebries Avenue	S34°5'17,06"
	Paradise Beach	E24°54'18,26"
111	14 Waxtree Avenue	S34°1'2,97"
	Wavecrest	E24°55'13,56"
112	12 Sycamore Avenue	S34°1'1,53"
	Wavecrest	E24°55'19,38"
113	31 Dr Mike Heroldt Street	S34°0'58,12"
	Wavecrest	E24°55'30,67"
114	16 Poplar Street	S34°1'8,35"
	Wavecrest	E24°55'23,89"
115	2 Cedar Avenue	S34°1'19,47"
	Wavecrest	E24°55'32,82"
116	13 Cedar Avenue	S34°1'13,44"
	Wavecrest	E24°55'29,93"
117	23 Chestnut Avenue	S34°1'12,38"
	Wavecrest	E24°55'24,18"
118	9 Chestnut Avenue	S34°1'18,42"
	Wavecrest	E24°55'27,59"

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/CS13**

CUSTODIANSHIP: KRUISFONTEIN SPORTS FIELD

1. Introduction

The purpose of this report is to seek the Committee's approval for the granting of custodianships to Kruisfontein United Rugby Club, an Eastern Cape Premier League competitor club, for the Kruisfontein Sports Field.

2. Background

The above-mentioned sports field was upgraded through the MIG funding. As the department, we are experiencing huge vandalism that has taken place at this facility over the past years. This is due to the lack of proper security fencing systems in place including the permanent appointment of caretakers and it is adjacent to RDP houses.

The above-mentioned field has facilities for Rugby, Soccer, Netball and Tennis, and are often used by the surrounding schools and community at large.

In bench marking with other Municipalities, it is evident that the granting of custodianships to a specific sporting code is fruitful in that sporting code take full responsibility for the upkeep of the facility and vandalism is curbed to the minimum.

3. Comments: Relevant Director

Support the initiative.

4. Financial implications

None

5. Other implications

None

6. Recommendation

6.1 That Council considers the approval to grant custodianship to the Kruisfontein United Rugby Club, an Eastern Cape Premier League competitor club, for the Kruisfontein Sports Field as a pilot project for a period of five years, be supported.

6.2 That a Service Level Agreement be drawn up between Council and the Kruisfontein United Rugby Club, to clarify the roles and responsibilities, including the conditions on which such custodianship is granted, be supported.

6.3 That the custodianship initiative be communicated to Ward 4, 5 and 15 residents through a Public Participation Process, be supported.

6.4 That it be noted that a legally recognised Sporting Body is to be established in Kouga and that the Kruisfontein United Rugby Club be affiliated to such controlling Body.

Item prepared by: **Manager Parks & Community Amenities**

Item approved by: **Director Community Services**

Item noted by the Portfolio Councillor



KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/CS15**

REPORT ON THE INTEGRATED COASTAL MANAGEMENT PLAN

1. Purpose

The purpose of this report is to update Council on the recent developments around the Integrated Coastal Management Plan for the Sarah Baartman District Municipality.

2. Background

Enviso Consulting CC was appointed before 2017 to develop a coastal management plan for Kouga Municipality, but the approval of the final plan did not materialise. The company who did the draft plan is no longer existing. Due to the failure of this project the Department of Environmental Affairs (DEA) and Sarah Baartman District Municipality through the EPIP: Working for the Coast program funded the development of an Integrated Coastal Management plan for each municipality in the Sarah Baartman District. CEN the appointed Environmental Assessment Practitioner (EAP) was mandated to develop the District plan in a manner that local authorities could adopt the relevant areas of the plan and implement the plan as their own.

During 2018 a public participation process was followed where stakeholders were engaged in developing the Coastal Management Programme (CMPr). The aim of the public participation process was to develop a 'people-driven' programme. The intention was to gather diverse perspectives and inputs and to foster an attitude of collective responsibility and encourage broad acceptance of the programme. The process was also used to promote awareness of coastal zone management in the district municipality and within local coastal municipalities. The public consultation process was also used to develop a vision for the Districts CMPr.

A project steering committee (PSC) was established at the start of the project consisting of representatives from all Sarah Baartman coastal municipalities, DEDEAT Coastal Management Unit, Sarah Baartman District Municipality, DEDEAT Sarah Baartman region and DEA the funding authority.

3. Comments

In July 2019 a PSC meeting was held in Port Elizabeth at the Sarah Baartman District Municipality offices were the EAP presented the plan to the committee. The draft plan and structure of the report was presented. The Draft Coastal Management plan will be sent for a 30day public review and comment in September until October.

Chapter 5 of the plan focus on Kouga Municipality and after approval by the MEC Chapter 5 can be adopted as the local coastal management plan for KM. Kouga Municipality's portion of the plan has been divided into 8 management segments (see Annexure 1), this is because the area is developed and each area has different challenges. The 'catchment area' of the segments is shown in the image and described in the CMPr, as activities within the catchment have bearing on what happens at the coast (for e.g. poor waste management in the catchment may impact on the coastal zone).

Based on the assessment of each segment, a set of recommendations and implementation strategies has been developed per priority area. Timeframes are recommended for the implementation of each recommendation/strategy:

- Short term: within 2 years
- Medium term: within 2 to 4 years
- Long term: within 6 years
- Ongoing: to be done on a continual basis

4. Legal Implications

National Environmental Management: Integrated Coastal Management Act 24 of 2008 (ICMA), mandates municipalities to develop a Coastal Management Programme. The need for a CMPr is also 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".

The act also states that the municipality must describe or otherwise indicate all coastal access land in any municipal coastal management programme and in any municipal spatial development framework prepared in terms of the Municipal Systems Act.

The Integrated Coastal Management Programme needs to be incorporated into the Integrated Development Plan (IDP) for each coastal municipality.

5. Recommendation

5.1 That progress regarding the Integrated Coastal Management Programme (CMPR) be noted.

5.2 That the 30day Public Participation Process be supported.

5.3 That once the Coastal Management Programme has been approved by the MEC that, it be adopted by KM Council as the Integrated Coastal Management Programme for Kouga Municipality and the recommendations be implemented.

Item prepared and approved by: **Director: Community Services**

Item noted by the Portfolio Councillor



ANNEXURE 1: SUMMARY OF COASTAL MANAGEMENT PLAN

Coastal Management Programme for the Sarah Baartman District Municipality

The Sarah Baartman District Municipality (SBDM) has developed a Draft Coastal Management Programme (CMPr) as required by the National Environmental Management: Integrated Coastal Management Act 24 of 2008 (ICMA). The need for a CMPr as defined by the Act is:

'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'.

The contents of the CMPr is aligned with Section 49 of the Act, as well as other guideline documents (e.g. the National Guide to Developing Coastal Management Programs (2012)) and approved plans and policies (e.g. the National Coastal Management Programme of South Africa (2014), and the Eastern Cape Coastal Management Program (2014)). In accordance with Section 49(2) of the ICMA, the CMPr includes:

- A Vision for the management of the coastal zone within the jurisdiction of the municipality,
- Coastal management objectives to meet the Vision,
- Implementation strategies to meet the stated objectives, with priorities, and
- Performance indicators to measure progress with the achievement of those objectives

Study Area

To facilitate the development of an implementation-based program, the District Municipality coastline is divided into the 4 local municipalities (LM); and each LM is divided into a number of management segments depending on the nature of the coastal zone. The intention is that each LM would be able to adopt the relevant chapter as a municipal CMPr should they wish to do so.

The Kouga LM is divided into 8 management segments (2A to 2H) (see Figure 1). The 'catchment area' of the segments is also shown in the image and described in the CMPr, as activities within the catchment have bearing on what happens at the coast (for e.g. poor waste management in the catchment may impact on the coastal zone).

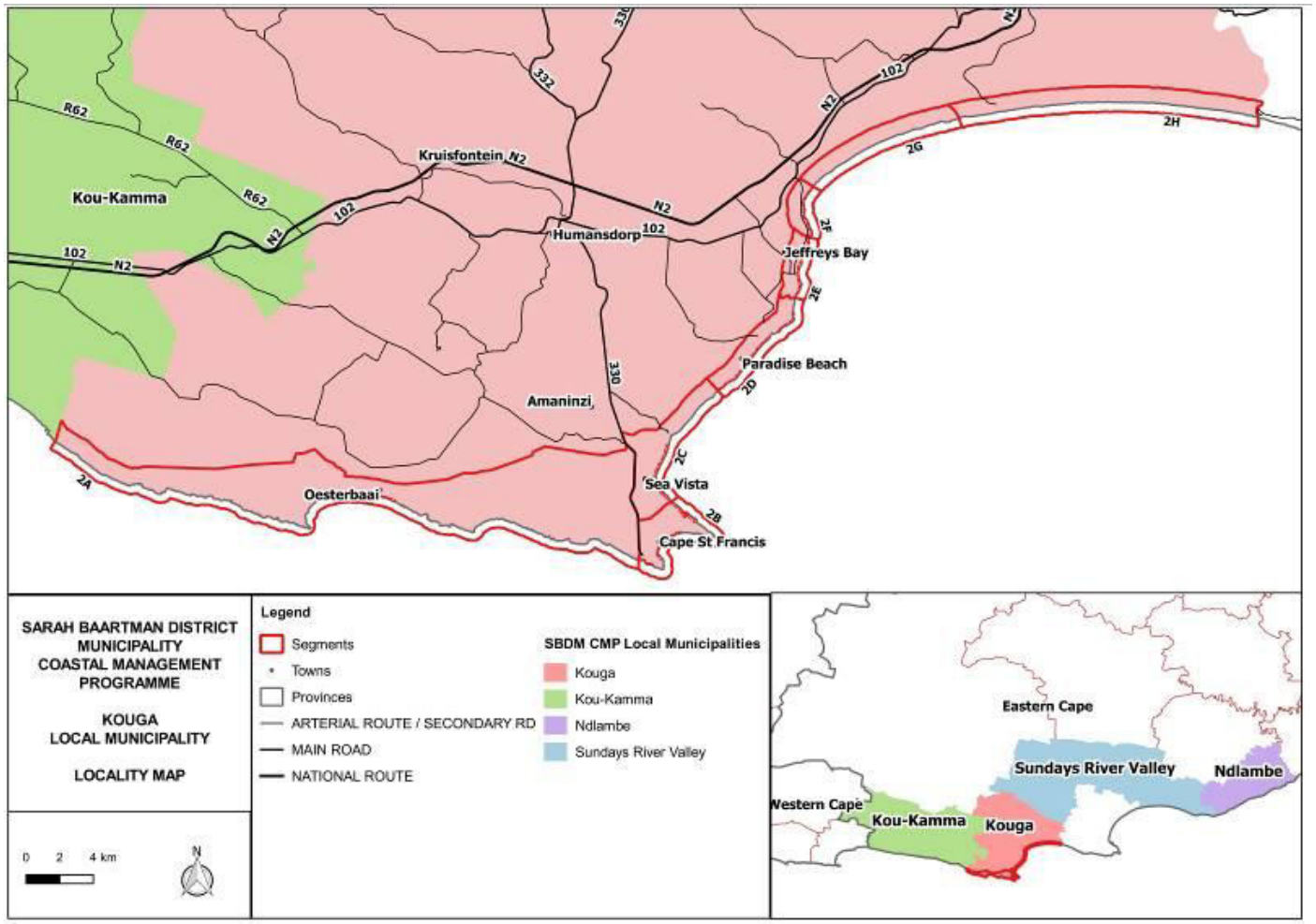

Figure 1: Locality plan of the Kouga Local Municipality showing the 8 segments (2A and H) and the extent of the study area covered in the CMPr.

- **Coastal management themes/priority areas for implementation described in the CMPr:** For each LM, the coastal zone is described across 3 'coastal management themes/priority areas for implementation' –
- **Natural, archaeological and cultural diversity and resource management:** refers to the protection of the coastal zone as our 'national asset' and sustainable harvesting of coastal resources. The 'national asset' includes the natural environment, landscapes, ecological processes, and important cultural/archaeological/historical features
- **Coastal pollution:** includes pollution from a variety of land uses in the catchment of the coastal zone, and risks these create to the natural and socio-economic environment. Pollution covers effluent, solid waste, noise and light pollution.
- **Coastal development:** refers to existing and planned development in the coastal zone, including coastal access, and recreational and tourism activities.

A description and assessment of the 3 priority areas noted above are provided in the CMPr for each of the coastal segments in Kouga LM. A summary of information sourced to describe the coastal zone is given in Table 1.

Recommendations and Implementation Strategies:

Based on the assessment of each segment, a set of recommendations and implementation strategies has been developed per priority area. Timeframes are recommended for the implementation of each recommendation/strategy:

- Short term: within 2 years
- Medium term: within 2 to 4 years
- Long term: within 6 years
- Ongoing: to be done on a continual basis

The responsible and supporting agent(s) for implementing the recommendation is also provided. A snapshot of what the recommendations table comprises is given in Table 2.

Table 1: Information Use to describe and assess coastal management themes/priority areas for implementation per Segment in the Kouga LM.

Priority Area 1	**Natural, archaeological and cultural diversity and resource management**
Environments/Aspects addressed in each Segment (where information is available)	***Typical information sourced***
Aquatic environments	Strategic Water Source Areas (surface water and groundwater), rivers and wetlands (NBA, 2018 and 1:50 000 watercourse map), estuaries (estuarine functional zone), stromatolites (provided by SAEON), aquifer classification (DWS, 2012)
Terrestrial environments	National Vegetation Types (VEGMAP (2018), Threatened Ecosystems (2011), Critical Biodiversity Areas and Ecological Support Areas (applicable Biodiversity Areas map), Threatened/Protected Plants (CREW database or data from specialist studies), Dunefields
Other special areas	Important Bird Areas
Protected Areas, Conservation Areas and Stewardship Sites	PA and CA as per the NBA 2018 data layer Stewardship sites provided by ECPTA
Archaeology, heritage and cultural diversity	Data and reports provided by local specialists, data accessed from SAHRIS website, location of historical structures and shipwrecks from EC Topo Heritage layer
Marine environments	Coastal and benthic habitat types and threat status as per the NBA (2011)
Resource Use	This pertains to consumptive use of natural resources. Non-consumptive activities that indirectly make use of natural resources such as diving, snorkeling, whale watching etc. are included as eco-tourism and/or recreational use activities under the priority area of 'coastal development'.
Priority Area 2	**Coastal Pollution**
Aspects addressed in each Segment (where information is available)	***Typical information sourced***
Point and non-point sources of pollution	The location of potential pollution sources was obtained from various sources (e.g. municipal shapefiles, aerial images, SDF reports, the SAWIC website etc.). Where available, the location of waste sites, sewage treatment plants, pump stations, and bulk sewer lines is indicated.
Pollution risk category	Using the National Landcover Map (2014), land uses in the segment and its catchment are divided into land types, with a corresponding pollution risk category (depending on the type of pollution

	typically expected from the land use and the risk to the coastal zone). The following categories apply: • Natural areas: low risk • Sport: low risk • Agriculture: medium risk • Mining: medium risk • Business: medium risk • Urban: medium risk • Industrial: high risk
Water quality monitoring	The location of known water quality monitoring points managed by DWS and local municipalities in the segment and its catchment is indicated.
Priority Area 3	**Coastal Development**
Aspects addressed in each Segment (where information is available)	***Typical information sourced/described***
Recreational Use	Various
Existing development types	As per available SDFs, management plans, aerial images, etc.
Access	Vehicle access, pedestrian footpaths/walking trails, boat access (launch sites/slipways)
Future development / Desired spatial form	As per available SDFs and other planning documents

Table 2: Snapshot of the Recommendations Table

Segment	Recommendation/Implementation Strategy	Priority timeframe	Responsible agent(s)	Participating/Supporting agent(s)
A. General				
Kouga LM	A1. Develop partnerships between the public and state authorities for integrated coastal zone management. Establish a Coastal Committee, with representatives from the state departments, ward councilors, industry, agriculture, commercial entities and the public. Within this framework, discuss best practice measures for coastal zone management.	Short term	SBDM, Kouga LM	DEA: Oceans and Coasts, DEDEAT, DWS, DAFF, farmers associations, industry, commercial operators, research institutions, community organisations, ward councilors, rate payers association representatives, Protected / Conservation Areas management etc.
	Performance Indicators: • Coastal Committee established and participants engaged • Schedule of annual meetings set up (to be held at least quarterly)			
B. Natural, archaeological, and cultural diversity and resource management				
Kouga LM	B1. As required by the ICMA, develop coastal management lines for the Kouga LM coastal zone to guide development. Prioritise the development of guidelines/regulations to support the implementation of coastal management lines	Appoint consultant: Short term Develop: medium term	SBDM, Kouga LM	DEA: Oceans and Coasts, DEDEAT, coastal scientists, public
	Performance Indicators: • Consultant appointed to develop coastal management lines for the Kouga LM • Coastal management lines developed and adopted. • Regulations gazetted			

C. Coastal pollution				
Kouga LM	C1. Do an assessment of activities in the catchment to determine key contributors of pollution to rivers, estuaries and the coastal zone. The CMPr has identified and ranked possible pollution inputs from the catchment in each Segment using land cover data, and expected pollution types. This can be used as a guide. Link with A3 and A4 – identify high risk activities and engage with landowners / facility operators / institutions on how to prevent pollution	Identify activities: Short term Engagement: medium term and ongoing	SBDM, Kouga LM	Coastal Committee, DEDEAT, DWS, landowners in the catchment
	Performance Indicators: • Polluting activities identified, classified, and ranked			
D. Coastal Development				
Kouga LM	D1. Make provision for responding to fires. Ensure budget is available to have enough fire-fighting vehicles, equipment and staff in urban nodes to respond to fires in the surrounding area	Short term	SBDM, Kouga LM	Farmers, Fire Protection Association
	Performance Indicators: • Sufficient firefighting services established and functional			

Public Participation

Section 48 of the ICMA prescribes the public consultation process that must be followed prior to the CMPr being adopted as a policy. Public participation is central to developing a comprehensive programme that reflects a diversity of views and local knowledge of people who live and work in the coastal zone, officials and regulators involved in coastal zone management and land use planning, and researchers amongst others. The CMPr has been developed in consultation with an array of stakeholders across the SBDM area. Stakeholders were involved from the outset, where a series of public workshops were used to set a vision and objectives, as well as identifying priority areas for management and action.

The next stage is to obtain in principle approval of the Draft CMPr by Council so that it can be sent for public review via a gazetting for public comment and consultation process. Comments received on the Draft CMPr will be collated, and the document updated to a Final CMPr, which will then be sent for formal adoption by Council and gazetting by the MEC.

REPORTS BY THE PORTFOLIO CHAIRPERSON: PLANNING & DEVELOPMENT

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING AND DEVELOPMENT

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/PD2**

MONTHLY PROGRESS REPORT ON HUMAN SETTLEMENTS GRANT FUNDED PIPELINE PROJECTS

1. Introduction

Kouga local municipality embraces the National development plan, Provincial development strategies and goals especially those goals that enable resilient, sustainable, quality, and inclusive living environments.

The municipality has identified a number of human settlements projects which are intended to yield a number of housing opportunities.

The Provincial Department of Human Settlements has allocated funding for all approved pipeline projects over the MTREF

The Municipality must coordinate the planning and delivery of housing projects in line with the National and Provincial Policy.

2. Purpose

This report is to appraise the Portfolio Committee of progress and status of the approved housing projects in Kouga Municipality.

3. Background

During the last PD&T Portfolio Committee meeting, the Human Settlements section submitted a progress report on the current and planned housing projects.

There are currently 12 housing related projects in the Kouga Municipality.

The progress in these projects is monitored technically through the Human Settlements Co-ordinating Forum encompassing Kouga and ECDHS officials on a monthly basis.

4. Comments by the relevant Director

Item is Supported

5. Financial implications

None.

6. Legal implications

None

7. Other implications

None

8. Recommendation

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

Item prepared by: **The Manager: Integrated Human Settlements**

Item approved by: **Director: Planning, Development & Tourism**

Approved and signed by Portfolio Chairperson

PORTFOLIO: PLANNING AND DEVELOPMENT

DIRECTORATE: PLANNING, DEVELOPMENT& TOURISM

DEPARTMENT: INTEGRATED HUMAN SETTLEMENTS

REPORT: MONTHLY REPORT: SEPTEMBER 2019

DEPARTMENTAL OBJECTIVES

- ✓ To prioritise the housing needs in the municipality
- ✓ To co – ordinate the implementation of different housing options in line with the National and Provincial Policy

IMPLEMENTATION OF INTEGRATED HUMAN SETTLEMENT GRANT FUNDED PIPELINE PROJECTS

PROJECT NAME	DELIVERABLES	TIMEFRAME	BUDGETED AMOUNT	DELIVERED TO-DATE	PROGRESS/STATUS
TOP STRUCTURES					
1. Kruisfontein 391 (Ward 4)	391 Units	30/09/2019	R 43 500 000	• Slabs: 390 • Wall Plates: 390 • Roof: 390 • 100% completed: 390	• *Three houses for the disabled beneficiaries is complete*

2. Pellsrus 220 (Ward 2)	220	31/11/2019	R 27 4226 678.31	None	• NHBRC enrolment was approved on 16/5/19. • Site establishment is complete • 218 beneficiaries approved • Clearing of site is ongoing • Preparation of G5 foundations has commenced • 43 platforms created • 43 slabs casted • Building of Top structures will start on 2/09/2019
3. Oceanview 1500 (Ward 14)	1500 Units			None	• 1500 beneficiaries approved • Top structures funding application was submitted on 24/5/19 • First phase of top structures will be 668 • Procurement process for 668 top structures is underway
4. Kouga Destitute (Wards 1 - 15)	25 Units			None	• Awaiting approval from province • Province was requested to extend scope of project to

					75 opportunities (5 houses per ward)
SERVICES					
1. Oceanview 1500 (Ward 14)	1500 Sites (services)	20/3/2020	R 46 904 141.03	Earth works: 100% Water: 100% Sewer: 100 % Roads: 90 % Stormwater: 95 %	• Phase 1 (413) is complete • Phase 1 practically handed over on 08/8/19 • Law Enforcement and Human Settlements officials to monitor completed serviced area to avoid illegal invasion • Phase 2 (632) will be completed on 31/9/2019 • Phase 4a (88) will be completed on 20/3/2020 • Challenges with the relocation of families from phase 3, i.e. 41 families from the triangle and 420 from the middle area
2. Pellsrus 220 (Ward 2)	220 Sites (services)	31/11/2019	R 9 597 720.00	Earth works: 100% Water: 100% Sewer: 100% Roads: 100% Stormwater: 100%	• 220 services is complete

3. Kruisfontein 2500 (Ward 4)	407 Sites (services)	30/9/2019	R 22 500 000	Earth works: 100% Water: 100% Sewer: 100% Roads: 100% Stormwater: 100% Overall progress: 95%	• 391 services is complete • Phase 2 Rectification work on curbing, redoing of roads and paving is in progress • Phase 1 (391) was practically handed over to KLM on 08/8/19
PLANNED PROJECTS					
1. Arcadia 139 (Ward 5)	Pipeline Project Plan			Planning of BNG housing, provision of basic services to 139 families	• Project approved for planning • Application for 139 top structures was submitted in July 2017 • Land Surveyor appointed in February 2019 • Awaiting approval of General Plan • Revised top structure application in accordance with the 18/19 subsidy quantum was submitted on 24/5/19 • Pegging of sites completed • Beneficiary administration is in progress
2. Weston 196 (Ward 13)	Pipeline Project Plan			Planning of BNG housing, provision of	• Project approved for planning

				basic services to 196 families	• Application for 196 top structures was submitted in July 2017 • Land Surveying is complete • Draft General Plan submitted to the Land Surveyor General for approval • Verification of potential beneficiaries is currently underway • Revised top structure application in accordance with the 18/19 subsidy quantum was submitted on 24/5/19 • Beneficiary administration is in progress
3. Hankey 990	Pipeline Project Plan			Planning of BNG housing, provision of basic services to 990 families	• Land Surveyor appointed in March 2019 • Approval of subsidy applications is still outstanding • Verification of potential beneficiaries in Stofwolk is complete • Site clearance of approved sites will commence after appointment of service provider

					• Pegging and relocation of beneficiaries will commence after site clearance • Beneficiary administration is in progress
4. Patensie 278	Pipeline Project Plan			Planning of BNG housing, provision of basic services to 278 families	• Beneficiary list submitted for pre – screening • Request for extension of ROD was submitted on 9/5/2019 • Beneficiary administration is in progress
5. Kruisfontein 800 (phase 2)	Pipeline Project Plan			Planning of BNG housing, provision of basic services to 800 families	• Provision of 800 serviced sites • Town planning processes are complete • Surveying needs to be commissioned • Project funding for Phase 2 is not yet approved • ROD/Environmental Authorization will be awarded on 31/10/2019 • Preliminary Engineering designs are completed • Approved General plan • Finalisation of beneficiary list • Beneficiary administration is in progress

6. Pellsrus 53 (Galjoen Street)	Pipeline Project Plan	31/6/2020		Infill project	• Town planning processes are complete • Surveying is complete • Top structures funding application will be submitted on 24/5/19 • Verification and Pre screening of potential beneficiaries to be undertaken • Beneficiary administration is in progress
7. Financed Linked Individual Subsidy Program (FLISP) and Social Housing	Pipeline Project Plan			Mixed development	• Request for Proposals (RFP) closed on 28/6/2019 • Evaluation of bids will commence on 23/8/2019 • The successful Social Housing Institute will be responsible for the securing of funds, marketing, implement the project, and manage the subsequent tenanting of the rental stock or sale of the FLISP units •

BLOCKED PROJECTS					
1.Sea Vista 2000	Pipeline Project Plan			Planning of BNG housing, provision of basic services to 400 families	• Report on the development of Sea Vista was commissioned by Aurecon • Report recommends provision of 400 housing opportunities instead of the initial 2000 • Upgrading of WWTW is estimated to be completed in December 2019 • Land belongs to NDPW
2. Kwanomzamo 400	Pipeline Project Plan			Planning of BNG housing, provision of basic services to 400 families	• Funding of the WWTW is approved for the 2019/2020 financial year • Consulting Engineers are appointed to conduct Feasibility Studies • Project to be implemented over three financial years
3. Thornhill 390	Pipeline Project Plan			Planning of BNG housing, provision of basic services to 390 families	• WWTW to be upgraded • Bulk water connection from NMBM to be finalised and associated infrastructure .

LAND PURCHASE	Pipeline Project Plan			Planning of BNG	
Loerieheuwel Farm	Pipeline Project Plan			Planning of BNG	Offer to Purchase document was signed on 20/6/2019 Planning will commence after land transfer Subdivision of the land is in progress
Kwanomzamo Farm	Pipeline Project Plan			Planning of BNG	Offer to Purchase document was signed on 21/6/2019 Planning will commence after land transfer Subdivision of the land is in progress

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING AND DEVELOPMENT

DATE: 30 OCTOBER 2019 **ITEM NO.: 19/10/PD3**

SELLING OF 98 HIGH WATER TABLE HUMAN SETTLEMENT ERVEN – KRUISFONTEIN

1. Introduction

Erven 3535 – 3634: In 2010 the Kruisfontein Housing Project was approved but when construction started it was discovered that the Contractor could only construct 110 housing units out of a total of 208.

2. Background

The reason being that 98 houses could not be constructed due to a high-water table. Because of budget constraints at that time the Provincial Department was not able to make additional budget available for the re-design of the foundations.

A decision was then taken not to build houses on those affected erven. In 2016 it was decided that the affected beneficiaries will be moved to the approved Kruisfontein 391 Housing Project.

The Inspection Report by the Consultants, SRK Consulting – Engineers and Scientists states the following regarding the foundation inspection of the area:

"Recommendations

- *Individual erven need to be box cut and compacted to the recommended founding depth and graded towards the stormwater network;*
- *A layer of course river sand and/or gravel (± 100mm in thickness) to be placed at the base of the box cut to act as a preferential flow path for ground water seepage;*
- *A subsoil drain (at the lowest point of the erf) to be installed and connected to the stormwater network to remove excess groundwater seepage from the site; and*
- *The finished floor level of the house should be at least 2 brick courses above the level of the road if the site is level; otherwise two brick course above the highest ground level on the site."* Please find attached document from SRK Consulting.

These so-called "wet" erven are fully serviced and can be sold "voetstoots" with the above recommendations included as pre-requisites should the owner wish to build a brick house.

There are people currently occupying some of these erven and recently they have come forward offering to buy the erven. Other applications have also been coming in from prospective buyers.

These erven are all between about 240 - 300m² and the current municipal valuation is R8 000 per erf.

Please find attached OVVIO verification and a map.

3. Recommendation

3.1 That the alienation of the 98 erven in Kruisfontein, be supported.

3.2 That the selling price of R8 000 per erf, be supported.

3.3 That the sale of these erven be advertised for input from the public, be supported.

3.4 That the people currently occupying erven be given first option to buy the erf that they are occupying, be supported.

3.5 That these erven be sold voetstoots with the following recommendations by SRK Consulting included in the Deed of Sale should the owner wish to build a brick house, be supported:-

"Recommendations

- *Individual erven need to be box cut and compacted to the recommended founding depth and graded towards the stormwater network;*
- *A layer of course river sand and/or gravel (± 100mm in thickness) to be placed at the base of the box cut to act as a preferential flow path for ground water seepage;*
- *A subsoil drain (at the lowest point of the erf) to be installed and connected to the stormwater network to remove excess groundwater seepage from the site; and*
- *The finished floor level of the house should be at least 2 brick courses above the level of the road if the site is level; otherwise two brick courses above the highest ground level on the site."*

3.6 That all proceeds from the sale of the 98 high water table erven be ringfenced for projects namely the upgrading of gravel roads to paved roads.

Item prepared by: **M du Toit**

Item approved by: **Director: Planning, Development & Tourism**

Approved and signed by Portfolio Chairperson

SRK Consulting
Engineers and Scientists

Ground Floor, Bay Suites
1a Humewood Road, Humerail
Port Elizabeth, 6001

P O Box 21842
Port Elizabeth 6000
South Africa

e-Mail: portelizabeth@srk.co.za
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Tel: +27 (0) 41 509 4800
Fax: +27 (0) 41 509 4850

Fax

To:	Nico Prinsloo	**Pages:**	1 of 1
	Kouga Municipality	**Date:**	4 August 2010
Fax #:	086 536 4045	**From:**	Brent Cock
Subject:	Kruisfontein Subsidy Housing Foundation Inspection	**Project #:**	397893

Urgent ☐ **For Review** ☐ **Please Comment** ☐ **Please Reply** ☐

397893 – Kruisfontein Subsidy Housing Project Foundation Inspection

This fax outlines the findings and recommendations with regard to the shallow groundwater seepage and 'pumping' nature of the founding material. SRK was contacted telephonically by the appointed engineer for discussion, the following observations and recommendations were conveyed.

1 Site Inspection

SRK Consulting, at the request of the Kouga Municipality conducted a site inspection on the 28th July 2010. The meeting was attended by SRK Consulting, Kouga Municipality and the appointed contractors. The appointed engineer for the project was not present.

2 Site Conditions and Observations

- Patches of moist zones observed along the sidewalls of the foundation trenches;
- Foundations are shallow – less than 500 mm – despite the report recommendation of 750 mm below surface. The founding material is dark brown in colour indicating the presence of organic material;
- The floor level appears to be below the level of the existing gravel road;
- The underlying founding material is reported to 'pump' during compaction of the G7 platform. This is probably due to the following reasons:
    - Higher silt content recorded within material occurring above 0.50 m below surface
    - The site was not cut and compacted adequately increasing the chances of 'potholes' of soft material developing thereby exacerbating the pumping conditions;

3 Recommendations

- Individual erven need to be box cut and compacted to the recommended founding depth and graded towards the stormwater network;
- A layer of course river sand and/or gravel (~ 100 mm in thickness) to be placed at the base of the box cut to act as a preferential flow path for groundwater seepage;
- A subsoil drain (at the lowest point of the erf) to be installed and connected to the stormwater network to remove excess groundwater seepage from the site; and
- The finished floor level of the house should be at least 2 brick courses above the level of the road if the site is level; otherwise two brick course above the highest ground level on the site.

Yours faithfully

Kurt Uderstadt Pr Eng
Principal Engineer

Brent Cock Cand Sci Nat
Engineering Geologist

This fax message is **Confidential**. If you are not the addressee, please notify us immediately by fax or phone and destroy this fax. You must not use, review, disseminate or copy this information.

KOUGA local municipality
Good Governance through Service Excellence

Land Parcel

20 Aug 2019 10:53

Erf	3535 of Kruisfontein	**Zoning: Financials**	SRESA
Address	STREET UNKNOWN	**Zoning**	LUPO (Section 8) Zoning Scheme - Residential 1
SG Number	C03400090000353500000	**Land Usage: Financials**	
Municipality	Kouga	**Ward: Financials**	
Township/Holding: Title Deed	Kruisfontein	**Ward: Demarcation Board**	Kouga 4
Suburb: Financials	Kruisfontein Proper (30001)	**Sources**	Surveyor General, Financials
Extent	307sqm	**Effective**	
Extent (SG)	307sqm		
Extent (Title Deed)			
Centroid	34.00934247509747S 24.746661715524056E		
Sectional Title	No		

Financial Accounts

Account	Debtor	ID Number	Debtor Type	Owner Tenant
003003535014	Kouga Municipality		Departmental (DEPAR)	Owner (Kouga)

Current Municipal Information

Valuation Date	Valuation Category	Land Value	Improvements Value	Land Area	Improvements Area
		8000	0	0	0

Valuations and Surveys

Project	Category / Usage	H Area	Status	Current Value
2013 - 2018_DDP Valuation Roll as Printed	2h-04 (Municipal-Public Roads) (Kouga)	Unknown	Valued	8,000.00
2018 General Valuation	MUNICIPAL PROPERTIES (GV2018)	Unknown	Valued	8,000.00

SDF Proposals

Area	Proposal
Humansdorp	HD Residential

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING AND DEVEOPMENT

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/PDT5**

TEMPORARY APPROVAL TO DERMACATE A SECTION OF PORTION 125 OF THE FARM ESTATE KLEIN ZEEKOEI RIVER NO.335 FOR NUTRITIONAL COMMUNITY VEGETABLE GARDEN IN PARTNERSHIP WITH VICTORY 4 ALL KING'S COLLEGE and JEFFERY'S BAY WINDFARM

1. Introduction

The Municipality has received correspondence from the victory for all projects for demarcating a portion of land for a funded community vegetable garden in Ocean View next to the King's College. The initiative is driven by King's College and supported by the Municipality and Jeffery's Bay Windfarm. ***(see annexure 1)***

2. Purpose

The purpose of the item is to seek Council temporary approval for the demarcation and utilisation a piece of land on portion 125 of the Farm Estate Klein Zeekoei River No. 335: Ocean View for the purpose of Nutritional vegetable garden as per proposal for King's College

3. Background

King's College secured a start-up Socio -Economic Development (SED) Funding from the Jeffery's Bay Wind Farm for the peri-meter fencing, site preparation, micro Dip-irrigation, compost, seedlings, irrigation pump and borehole required to establish a vegetable garden.

Reference has been indicated on previous meetings with the municipality in previous years wherein the Municipality had expressed support of the project in-principle.

The area identified for the project is planned for future residential development (FLISP/CRU housing) according to approved layout and council resolution ***(see annexure 2)***.

4. Motivation

The project is non-invasive and promoting green initiatives in the Municipality whilst addressing issues of food security. The project will meet nutritional requirements for children from disadvantaged communities.

5. Recommendation

5.1 That Council grants approval to demarcate a portion of land (1ha) on portion 125 of the Farm Estate Klein Zeekoei River No. 335: Ocean View for the purpose of Nutritional vegetable garden as per proposal for King's College.

5.2 That it be noted that this is not a permanent approval and does not rescind any previous Council Resolutions taken on this land parcel including Council resolutions (**13/07/IPD** and **19/02/PDT**).

5.3 That Land Use Application be submitted to Town Planning Department for Temporary Departure of a period not exceeding 5 years.

5.4 That the Accounting Officer enters into a Memorandum of Understanding / Agreement with the Victory for All Trust (King's College) pertaining the approval granted and applicable conditions, including but not limited to the Validity period of the agreement (not exceeding 5 years).

Item prepared by: **Director: Planning, Development & Tourism**

Item approved by: **Municipal Manager**

Approved and signed by Portfolio Chairperson

ANNEXURE 1

@victory4allprojects victory4allprojects

Victory4All

6 September 2019

The Executive Mayor : Mr Horatio Hendricks (pamayor@kouga.gov.za)
& Director Planning: Ms Fizeka Mabusela (fmabusela@kouga.gov.za)
Kouga Municipality

Dear Horatio

LAND FOR NUTRITIONAL VEGETABLE GARDEN AT KINGS COLLEGE

Our previous meetings and correspondence has reference.

The Kouga Municipality have, over the past two years agreed to identify and alienate land adjacent Kings College Primary School in Oceanview, Jeffreys Bay, for a strategic agricultural food security nutritional vegetable garden project to meet the nutritional food requirements for the learners at Kings College who arrive at school hungry without having eaten breakfast in the morning before coming to school.

The land bordering Kings College previously earmarked for the nutritional vegetable gardens in Oceanview is now being planned for housing and a road is being constructed through the proposed vegetable garden site.





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6330 Jeffrey's Bay
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BANK: Victory4All Foundation Trust
ABSA Bank Jeffrey's Bay
South Africa

ACCOUNT NUMBER: 40.65.42.76.95
BRANCH CODE: 632 005
SWIFT CODE: ABSAZAJJ

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I was requested to meet with the Engineers and Planners and identify an alternative parcel of land adjacent Kings College for the vegetable gardens.

Following meetings with the engineers, an alternative portion of vacant and unused municipal land has been identified for the nutritional vegetable gardens and is indicated on the map below:

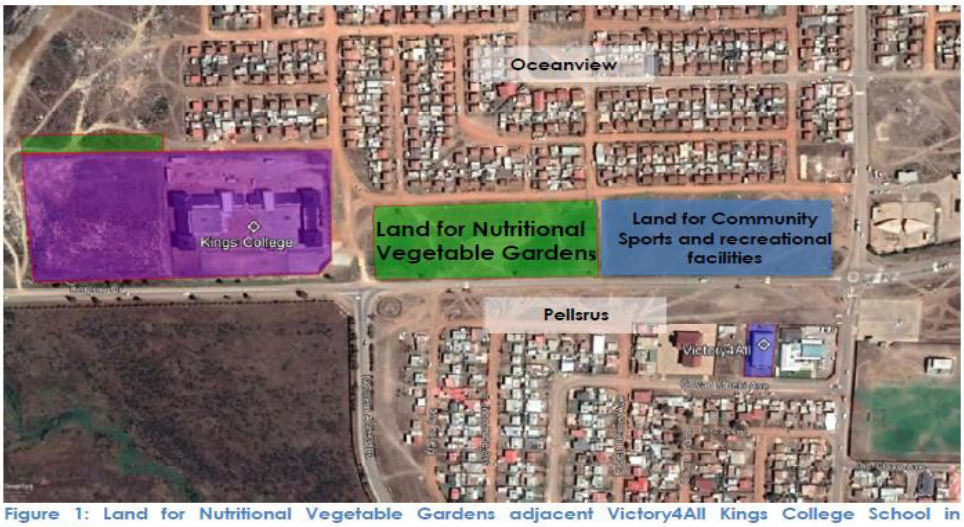

Figure 1: Land for Nutritional Vegetable Gardens adjacent Victory4All Kings College School in Oceanview

Kings College provides two nutritional meals every day for approximately 350 children attending the school. Over the course of a year, this equates to approximately one hundred and fifty thousand nutritious meals being served to the learners who would otherwise not be able to concentrate or function at school due to hunger, malnutrition and poor health.

The learners will also, through the process of planting, watering, growing and harvesting the vegetables, learn, develop and acquire valuable life-skills and

Victory4All

experience through the intensive vegetable farming training programme and will be filled with hope, a sense of self-worth and value.

Kings College secured start-up Socio Economic Development (SED) funding from the Jeffreys Bay Wind Farm for the perimeter fencing, site preparations, micro drip-irrigation, compast, seedlings, mulch cover material, water tanks, irrigation pump and borehole required to establish the vegetable garden. The vegetable garden will be economically sustainable after establishment of the vegetable garden with the vegetable garden producing profitably sustainable vegetables reducing the cost to purchase vegetables for the learners at the school.

The micro drip-irrigation and the 100% mulch cover provides the world's most water efficient irrigation technology available. Rainwater will be harvested from the school roof through a specially designed rainwater harvesting system with borehole make-up water for when rainwater is not available. No potable water will be used for irrigating the vegetable garden. The vegetable gardens utilise organic farming practices that restore the soil fertility reducing input costs and producing the most nutritious and healthy vegetables for the learners.



Figure 1: Viwe Jonas from Victory4All Kings College has been trained and equiped to manage the Victory4All Vegetable Gardens

Phase 2 of the project in the second year will entail training a large number of selected unemployed community members from the Oceanview, Tokyo Sexwale and Pellsrus communities and developing additional nutritional vegetabe gardens to feed widows, orphans and vulnerable children, the elderly and HIV positive people and create jobs and enhance the nutritional food security of the community.

Phase 3 in year three will entail developing small agro-processing facilities in the vicinity to create more jobs for the community and to beneficiate, process and surplus fresh vegetable crops harvested in the vegetable gardens.

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This strategic agricultural school project has the full endorsement, support and backing of the Department of Agriculture Forestry and Fisheries, East Cape Regional Manager, Mr P Pillay.

Victory4All has recently implemented a highly successful and productive nutritional vegetable garden at the Rainbow Village Shalom Centre in Kruisfontein, and is now feeding 140 families from the first crops being harvested at the school.

Mr Viwe Jonas has received organic Farming God's Way vegetable farming training from the Bountiful Grains Trust and Viwe is now successfully managing and running the nutritional vegetable garden and training the learners at the Rainbow School in Kruisfontein. The photographs below show the project and the abundant harvest of healthy vegetable crops.



Figure 1: Nutritional Vegetable Garden at the Rainbow Shalom Centre

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Figure 2: Nutritional Vegetable Garden at the Rainbow School in Kruisfontein

Victory4All Foundation has for the last 15 years been investing in, implementing and running successful strategic projects for the learners in the disadvantaged communities within in the Kouga Municipality area.

The Victory4All Foundation is responsible for the following significant sustainable community development projects in the disadvantaged areas in the Kouga Municipal area.

- 8 Foster Homes for 48 abandoned children in the homes receiving loving parenting care and three nutritional meals each day.
- Place of Safety in Pellsrus for abused children needing loving care, parenting and healthy meals.
- Noah's Arc Pre-School Early Childhood Development Centre providing loving care, learning activities and constructive play activities for

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approximately 140 disadvantaged children in the Pellsrus area. The children are given two nutritional meals each day.

- Kings College Primary School for approximately 350 learners in the Oceanview, Pellsrus and Tokyo Sexwale areas. The learners receive two nutritional meals each day.
- Rainbow School for 130 disabled children in the Kruisfontein area. The children receive 2 nutritional meals each day.
- Rainbow Skills Centre in Kruisfontein teaching life skills, woodwork, sewing and workplace skills.
- Rainbow Shalom Centre, Arts and Crafts Centre and day care for physically disabled children.
- Rainbow Angels facility for severely handicapped children with special needs and occupational therapy.
- Rainbow Nutritional Vegetable Garden and Farming God's Way Training Centre to provide high quality organic vegetables to provide nutritional food security to the orphans and vulnerable children in Rainbow Village and Rainbow Skills Centre.

Victory4All has further identified the open space land adjacent to the vegetable gardens along Dolphin Drive for a safe and secure community recreational and sporting facilities such as netball and basket ball courts, a world-class scateboard park and bmx pump-track with security access control, ablutions, lighting and other amenities. The land is too narrow for conventional sportsfields.

Victory4All is in a strong position to solicit sponsorship funding towards such a facility.

Victory4All is pleased to partner with the Kouga Municipality in improving the quality of life of disadvantaged and marginalised children communities and in creating sustainable and meaningful livelihoods for orphans and vulnerable children providing loving care, early childhood development, pre-school, primary school, schooling for the physically and mentally disabled people, life-skills, employment, woodwork, arts and craft skills, cooking, bakery, sewing

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and sustainable agricultural skills to the disabled and unemployed in the Kouga area.

We look forward to the finalisation of the land alienation process for the land for the agricultural nutritional vegetable gardens and training facility at the Kings College Primary School as indicated in figure 1 above.

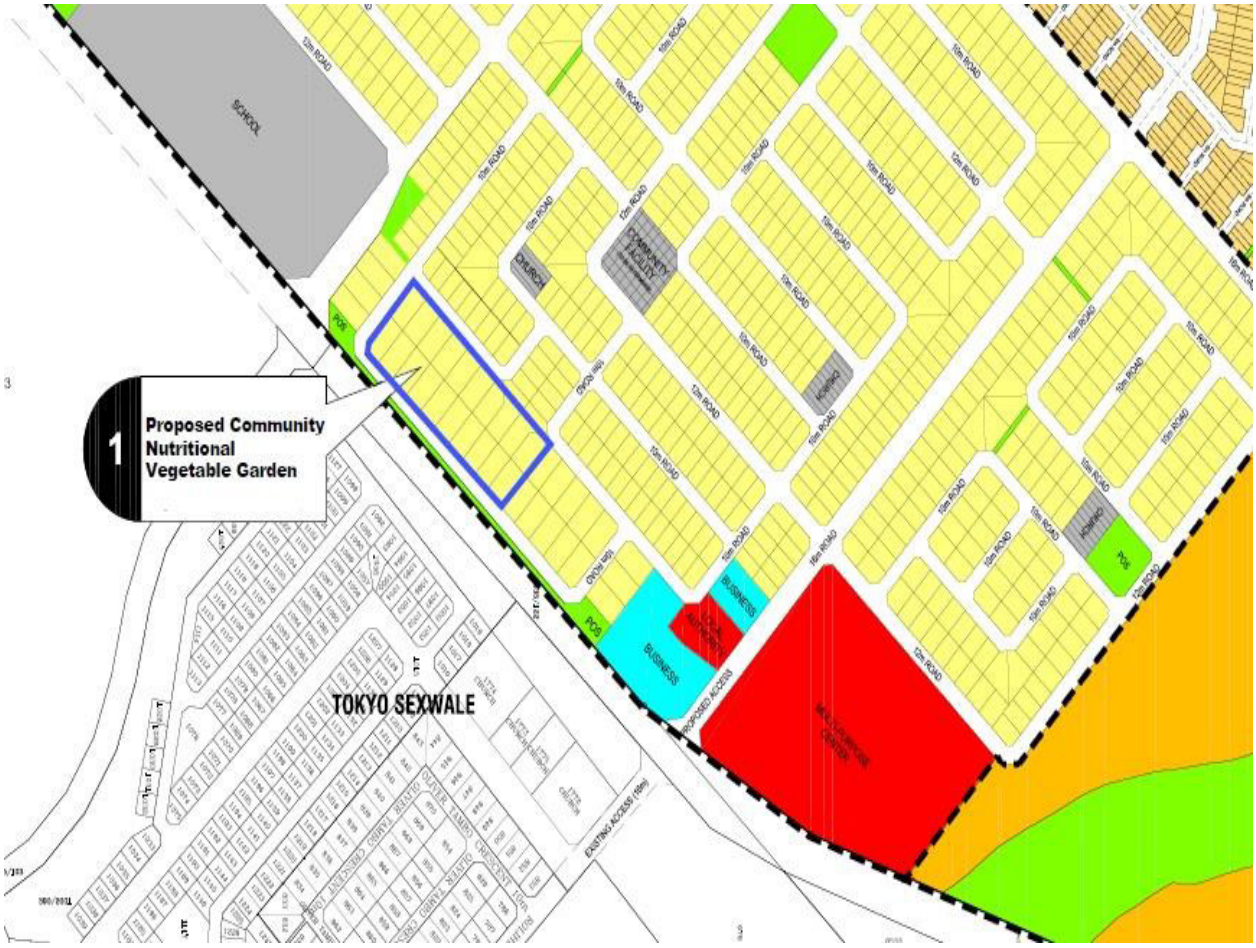
I am available to meet to finalise the land transaction for the vegetable gardens.

Regards

Donald McGillivray
Cell: +27 (0) 82 777 0084

Cc Ms Fizeka Mabusela, Director Planning (fmabusela@kouga.gov.za)
Cc Mari Du Toit (mdutoit@kouga.gov.za)

ANNEXURE 2 : PROPOSED PROJECT



KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

PLANNING, DEVEOPMENT & TOURISM

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/PDT**

LAND SWOP OF HANKEY ERVEN 668,680,681&682 OWNED BY W&M KLEYN BOERDERY (PTY)LTD FOR PORTION OF ERF 17, HANKEY OWNED BY THE KOUGA MUNICIPALITY

1. Background

The owner of W&M Kleyn Boerdery (PTY) Ltd submitted a proposal to enter in into a land swop arrangement with the Kouga Municipality.

The reason being that they own land that could be utilised more efficiently by the Municipality and they want to construct houses for their workers closer to the packing store on a portion of land belonging to Kouga Municipality.

Proposal:

Erf 668 Hankey South:	851m²	Business 1
Erf 680 Hankey South:	914 m²	Residential 1
Erf 681 Hankey South:	960 m²	Residential 1
Erf 682 Hankey South:	897 m²	Residential 1
TOTAL	3622 m²	

To swop for a portion of Erf 17, Hankey.

Please find all maps and relevant information attached.

This item served before the LAC Committee on 20 March 2019 and there were no objections to the swop of these portions of land.

2. Financial Implications

W&M Boerdery will be responsible for the layout plan, architectural drawings, sub-dividing and registration of the erven for their workers.
Kouga Municipality will carry the cost of the transfers of the 4 erven.

3. Legal Implications

Section 34 (c) of the Municipality's systems of delegation confer the granting of rights to use, control or manage municipal capital assets to the Municipal Manager, subject to SCM Policy and that the Capital Asset is not exceeding R10 million and the term of lease not longer than 3 years.

4. Recommendation

4.1 That Council approve the land swop between W&M Boerdery (PTY) Ltd and Kouga Municipality:

Erf 668 Hankey South:	851m²	Business 1
Erf 680 Hankey South:	914 m²	Residential 1
Erf 681 Hankey South:	960 m²	Residential 1
Erf 682 Hankey South:	897 m²	Residential 1
TOTAL	**3622 m²**	

FOR

Portion of Erf 17 Hankey as indicated on the attached map.

4.2 That s14 process as stipulated in the Municipal Finance Management Act 2005 be adhered to before the transfers are effected.

4.3 That W&M Boerdery will be responsible for the layout plan, architectural drawings, sub-division, rezoning, registration and all other related costs incurred of the erven for their workers.

4.4 That the extent of the land to be subdivided for swop from erf 17 should be equivalent to the combined erven to be transferred to Kouga Municipality i.e. (3622 m² in size).

4.5 That W&M Boerdery be responsible as applicant for all other necessary approvals from Department of Agriculture and other authorities as may be required for changes in land use.

4.6 That Kouga Municipality carries the cost of the transfers of the 4 erven to be registered to KLM.

Item prepared by: **Director: Planning, Development & Tourism**

Item approved by: **Municipal Manager**

Approved and signed by Portfolio Chairperson

KOUGA local municipality
Good Governance through Service Excellence

Land Parcel

28 Aug 2019 11:49

Erf	668 of Hankey	**Zoning: Financials**	RBUS
Address	Hankey South	**Zoning**	LUPO (Section 8) Zoning Scheme - Business 1
SG Number	C03400040000066800000	**Land Usage: Financials**	
Municipality	Kouga	**Ward: Financials**	Kouga 9
Township/Holding: Title Deed	Hankey	**Ward: Demarcation Board**	Kouga 9
Suburb: Financials	Hankey (20090)	**Sources**	Deeds Office, Surveyor General, Financials
Extent	851sqm	**Effective**	
Extent (SG)	937sqm		
Extent (Title Deed)	851 SQM		
Centroid	33.83253479755075S 24.881447334915105E		
Sectional Title	No		

Title Deeds

Owner	Title Deed	Share	Purchased	Registered	Price	New No
W & M Kleyn Boerdery Pty Ltd (199601813307)	T65009/2008	0.0000	1 Sep 2008	9 Oct 2008	R50000	
Le Roux Ellen (2203060035001)	T19630/1999	0.5000		10 Mar 1999	ESTATE	T65009/2008
Le Roux Sarel Jakobus (4508185022009)	T19630/1999	0.5000		10 Mar 1999	ESTATE	T65009/2008
Le Roux Ellen (2203060035001)	T41586/1996	0.0000		5 Jun 1996	R6000.00	T19630/1999
Le Roux Sarel Petrus (1612085011006)	T41586/1996	0.0000		5 Jun 1996	R6000.00	T19630/1999
Frapro Pty Ltd 500	T738/1987	0.0000		25 Sep 1988		T41586/1996
Meyers Benjamin 1/9	T9688/1974	0.0000		12 Sep 1975		T738/1987
Meyers Jack 1/9	T9688/1974	0.0000		12 Sep 1975		T738/1987
Anstey Lorraine 1/9	T9688/1974	0.0000		12 Sep 1975		T738/1987
Meyers Louis 1/3	T16973/1950	0.0000		19 Aug 1951		T738/1987
Meyers Morris 1/3	T16973/1950	0.0000		19 Aug 1951		T738/1987

Financial Accounts

Account	Debtor	ID Number	Debtor Type	Owner Tenant
002000668008	Le Roux SJ&E	4508185022009	Closed (Inactive Accounts) (CLOSE)	Type A (Kouga)
002000668015	W & M Kleyn Boerdery Pty Ltd	199601813307	Businesses (BUS)	Owner (Kouga)

Current Municipal Information

Valuation Date	Valuation Category	Land Value	Improvements Value	Land Area	Improvements Area
		0	77000	851	0

Valuations and Surveys

Project	Category / Usage	H Area	Status	Current Value
Original Values before 2008 GV (Samras 1 Jun 2009)	Sect 8(2)(c) - Business & Commercial (As Per MPRA)	Unknown	Valued	13,000.00
2008 GV (from TruVal data)	Sect 8(2)(c) - Business & Commercial (As Per MPRA)	HANKEY	Valued	136,000.00
2013 - 2018_DDP Valuation Roll as Printed	2c-02 (Bus/Com-Vacant Land) (Kouga)	Unknown	Valued	90,000.00
2018 General Valuation	VACANT BUSINESS (GV2018)	Unknown	Valued	77,000.00

SDF Proposals

Area	Proposal
Hankey	Business and Mixed Use



Ef 68

KOUGA local municipality
Good Governance through Service Excellence

Land Parcel

28 Aug 2019 11:56

Erf	681 of Hankey	**Zoning: Financials**	INST
Address	Hankey South	**Zoning**	LUPO (Section 8) Zoning Scheme - Residential 1
SG Number	C03400040000068100000	**Land Usage: Financials**	
Municipality	Kouga	**Ward: Financials**	Kouga 9
Township/Holding: Title Deed	Hankey	**Ward: Demarcation Board**	Kouga 9
Suburb: Financials	Hankey (20090)	**Sources**	Deeds Office, Surveyor General, Financials
Extent	914sqm	**Effective**	
Extent (SG)	960sqm		
Extent (Title Deed)	914.0SQM		
Centroid	33.83470635997856S 24.88277965671226E		
Sectional Title	No		

Title Deeds

Owner	Title Deed	Share	Purchased	Registered	Price	New No
W & M Kleyn Boerdery Pty Ltd (199601813307)	T21593/2015	0.0000	30 Nov 2011	29 Apr 2015	R50000	
May Ivy	T12126/1924	0.1667		31 Dec 1924	R	T21593/2015
Meterlerkamp Iris Una	T12126/1924	0.1667		31 Dec 1924	R	T21593/2015
Grewar Frances Emily	T12126/1924	0.1667		31 Dec 1924	R	T21593/2015
Raymer Augusta Charlotte	T12126/1924	0.1667		31 Dec 1924	R	T21593/2015
Young Adelaide Lindop	T12126/1924	0.1667		31 Dec 1924	R	T21593/2015
Nicholson Mizpah Darling	T12126/1924	0.1667		31 Dec 1924	R	T21593/2015

Financial Accounts

Account	Debtor	ID Number	Debtor Type		Owner Tenant
002000681009	Meterlerkamp (Boedel Wyle) Kr/		Normal	(N)	Type A (Kouga)
002000681023	W & M Kleyn Boerdery Pty Ltd	199601813307	Normal	(N)	Owner (Kouga)
002000681102	Eskom		Attorneys Closed (ATTCL)		Type A (Kouga)

Current Municipal Information

Valuation Date	Valuation Category	Land Value	Improvements Value	Land Area	Improvements Area
		0	69000	914	0

Valuations and Surveys

Project	Category / Usage	H Area	Status	Current Value
Original Values before 2008 GV (Samras 1 Jun 2009)	Unknown (As Per MPRA)	Unknown	Valued	8,500.00
2008 GV (from TruVal data)	Sect 8(2)(a) - Residential (As Per MPRA)	HANKEY	Valued	95,000.00
2013 - 2018_DDP Valuation Roll as Printed	2a-02 (Residential - Vacant Land) (Kouga)	Unknown	Valued	70,000.00
2018 General Valuation	VACANT RESIDENTIAL (GV2018)	Unknown	Valued	69,000.00

SDF Proposals

Area	Proposal
Hankey	Business and Mixed Use

KOUGA local municipality
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Land Parcel

28 Aug 2019 12:21

Erf	680 of Hankey	**Zoning: Financials**	INST
Address	Hankey South	**Zoning**	LUPO (Section 8) Zoning Scheme - Residential 1
SG Number	C03400040000068000000	**Land Usage: Financials**	
Municipality	Kouga	**Ward: Financials**	Kouga 9
Township/Holding: Title Deed	Hankey	**Ward: Demarcation Board**	Kouga 9
Suburb: Financials	Hankey (20090)	**Sources**	Deeds Office, Surveyor General, Financials
Extent	914sqm	**Effective**	
Extent (SG)	897sqm		
Extent (Title Deed)	914.0SQM		
Centroid	33.834563647742726S 24.88291840090745E		
Sectional Title	No		

Title Deeds

Owner	Title Deed	Share	Purchased	Registered	Price	New No
W & M Kleyn Boerdery Pty Ltd (199601813307)	T21592/2015	0.0000	30 Nov 2011	29 Apr 2015	R45000	
May Ivy	T12126/1924	0.1667		31 Dec 1924	R	T21592/2015
Meterlerkamp Ins Una	T12126/1924	0.1667		31 Dec 1924	R	T21592/2015
Grewar Frances Emily	T12126/1924	0.1667		31 Dec 1924	R	T21592/2015
Raymer Augusta Charlotte	T12126/1924	0.1667		31 Dec 1924	R	T21592/2015
Young Adelaide Lindop	T12126/1924	0.1667		31 Dec 1924	R	T21592/2015
Nicholson Mizpah Darling	T12126/1924	0.1667		31 Dec 1924	R	T21592/2015

Financial Accounts

Account	Debtor	ID Number	Debtor Type		Owner Tenant
002000680008	Meterlerkamp (Boedel Wyle) Kr/		Normal	(N)	Type A (Kouga)
002000680015	W & M Kleyn Boerdery Edms Bpk	199601813307	Normal	(N)	Owner (Kouga)
002000680101	Eskom		Attorneys Closed (ATTCL)		Type A (Kouga)

Current Municipal Information

Valuation Date	Valuation Category	Land Value	Improvements Value	Land Area	Improvements Area
		0	69000	914	0

Valuations and Surveys

Project	Category / Usage	H Area	Status	Current Value
Original Values before 2008 GV (Samras 1 Jun 2009)	Unknown (As Per MPRA)	Unknown	Valued	8,500.00
2008 GV (from TruVal data)	Sect 8(2)(a) - Residential (As Per MPRA)	HANKEY	Valued	95,000.00
2013 - 2018_DDP Valuation Roll as Printed	2a-02 (Residential - Vacant Land) (Kouga)	Unknown	Valued	70,000.00
2018 General Valuation	VACANT RESIDENTIAL (GV2018)	Unknown	Valued	69,000.00

SDF Proposals

Area	Proposal
Hankey	Business and Mixed Use

KOUGA local municipality
Good Governance through Service Excellence

Land Parcel

28 Aug 2019 11:57

Erf	682 of Hankey	**Zoning: Financials**	INST
Address	Hankey South	**Zoning**	LUPO (Section 8) Zoning Scheme - Residential 1
SG Number	C03400040000068200000	**Land Usage: Financials**	
Municipality	Kouga	**Ward: Financials**	Kouga 9
Township/Holding: Title Deed	Hankey	**Ward: Demarcation Board**	Kouga 9
Suburb: Financials	Hankey (20090)	**Sources**	Deeds Office, Surveyor General, Financials
Extent	914sqm	**Effective**	
Extent (SG)	879sqm		
Extent (Title Deed)	914.0SQM		
Centroid	33.83484343613156S 24.88263574148823E		
Sectional Title	No		

Title Deeds

Owner	Title Deed	Share	Purchased	Registered	Price	New No
W & M Kleyn Boerdery Pty Ltd (199601813307)	T21594/2015	0.0000	30 Nov 2011	29 Apr 2015	R50000	
May Ivy	T12126/1924	0.1667		31 Dec 1924	R	T21594/2015
Metelerkamp Iris Una	T12126/1924	0.1667		31 Dec 1924	R	T21594/2015
Grewar Frances Emily	T12126/1924	0.1667		31 Dec 1924	R	T21594/2015
Raymer Augusta Charlotte	T12126/1924	0.1667		31 Dec 1924	R	T21594/2015
Young Adelaide Lindop	T12126/1924	0.1667		31 Dec 1924	R	T21594/2015
Nicholson Mizpah Darling	T12126/1924	0.1667		31 Dec 1924	R	T21594/2015

Financial Accounts

Account	Debtor	ID Number	Debtor Type		Owner Tenant
002000682000	Meterlerkamp (Boedel Wyle) Kr/		Normal	(N)	Type A (Kouga)
002000682024	W & M Kleyn Boerdery Pty Ltd	199601813307	Normal	(N)	Owner (Kouga)
002000682103	Eskom		Attorneys Closed (ATTCL)		Type A (Kouga)

Current Municipal Information

Valuation Date	Valuation Category	Land Value	Improvements Value	Land Area	Improvements Area
		0	69000	914	0

Valuations and Surveys

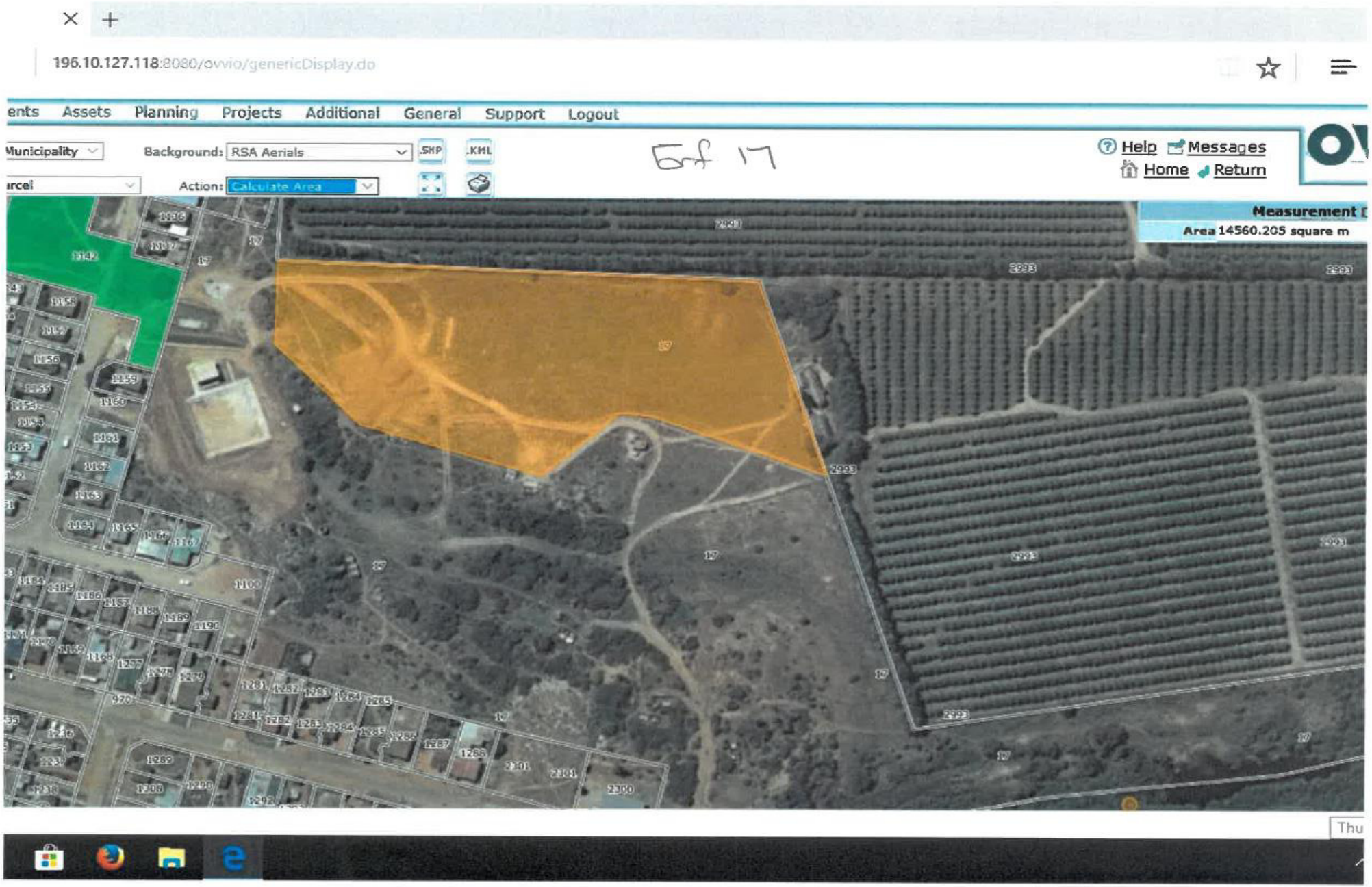
Project	Category / Usage	H Area	Status	Current Value
Original Values before 2008 GV (Samras 1 Jun 2009)	Unknown (As Per MPRA)	Unknown	Valued	8,500.00
2008 GV (from TruVal data)	Sect 8(2)(a) - Residential (As Per MPRA)	HANKEY	Valued	95,000.00
2013 - 2018_DDP Valuation Roll as Printed	2a-02 (Residential - Vacant Land) (Kouga)	Unknown	Valued	70,000.00
2018 General Valuation	VACANT RESIDENTIAL (GV2018)	Unknown	Valued	69,000.00

SDF Proposals

Area	Proposal
Hankey	Business and Mixed Use



Erven 680, 681, 682


196.10.127.118:8080/ovvio/genericDisplay.do
ents Assets Planning Projects Additional General Support Logout
Municipality
Background: RSA Aerials
.SHP
.KML
Help Messages
Home Return
Action: Calculate Area
Measurement
Area 14560.205 square m
Erf 17

ANNEXURE 2: MINUTES OF THE LAND ADVISORY MEETING- 20 MARCH 2019.10.03

KOUGA
een munisipaliteit

MINUTES OF THE LAC MEETING HELD ON WEDNESDAY 20 MARCH 2019 AT 08:00 IN THE TRAINING ROOM, WOLTEMADE STREET

1. **OPENING & WELCOME**

J Marais, Chairperson welcomed everybody to the meeting.

2. **PRESENT**

J Marais	Manager: TP & Chairperson
S Baartman	Manager: Assets
D Barnard	Acting Director: Community Services
C Grootboom	GIS Official
V Dala	Asst. Accountant
N Prinsloo	Conveyancing Official
M du Toit	Official: Land Administration
C Benyana	Intern: Assets

3. **APPOLOGIES**

L Ramakuwela
N Malgas
G Swanepoel

4. **MINUTES OF THE PREVIOUS MEETING HELD ON 2 NOVEMBER 2018**

Resolutions

i) That he minutes of the meeting held on 2 November 2018 be accepted.
ii) That a breakdown of outstanding matters on the minutes of the previous meeting is drawn up and distributed to the relevant officials.

					prioritizing his planned developments and indicating the extent of land required.	
Erf 873 (ptn)	Jeffreys Bay	To be determined – portion of the driving range		Soul Point Adventures – Erf 873, Jeffreys Bay	i) That a portion of the driving range be made available for the archery school.	Town Planning
Erf 1458	Kruisfontein	525m²	Res 1	Build a private house	i) That all the required processes in accordance with the Alienation of Municipal Land be adhered to.	Town Planning – to Portfolio
Erf 6102	Jeffreys Bay			Objections: Palm Crescent 22b – R Williams	i) Town Planning to give input re this complaint ii) That an item be tabled at the portfolio committee meeting	Town Planning To Portfolio
ERF 626 VS ERF 400	Sea Vista			Erf 626 Vs Erf 400 – Sea Vista Dispute regarding ownership of 626 and the swopping for erf 400.	i) That the Manager Legal Services study the documentation and then report back.	Manager: Legal Services
Erf 1692	Kwanomzamo	3424m²	Inst. 2	Methodist Church – Erf1692, Kwanomzamo – transfer of erf.	i) That the ownership of the erf be verified. ii) That the processes followed be verified.	Assets.
Erven: 668 680 681 682	Hankey	851 m² 914 m² 914 m² 914 m²	Agriculture	Land Swop: Zarius Van Der Merwe – Hankey: Swop Erven 668,680,681,682 For Piece of Land Near The "Pakhuis"	i) Verify the portion of land indicated on the map – marked in blue. ii) Valuations on all the properties	Town Planning Assets
Farm 347 ptn 4	Humansdorp		Abandoned buildings	NBPAM Discipleship Training: Zwartenbosch Farm 347 Portion 4	i) Verify portion previously allocated to Teen Challenge	Assets Town Planning

REPORTS BY THE PORTFOLIO CHAIRPERSON: LOCAL ECONOMIC DEVELOPMENT AND TOURISM

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

LOCAL ECONOMIC DEVELOPMENT & TOURISM

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/LED&T3**

LOCAL ECONOMIC DEVELOPMENT FORUM MEETING

1. Purpose

The purpose of this item is to report on the Local Economic Development Forum meeting which was held on the 18 July 2019.

2. Background

The Local Economic Development Forum was established with the objective of driving and steering the Local Economic Development agenda of the Municipality in collaboration with relevant strategic partners/stakeholders in order to promote direct and indirect investment that will stimulate economic growth of the area.

The Municipality has an oversight mandate to ensure that the Local Economic Development Forum functions effectively and contributes to creating an enabling environment in which the overall economic and social conditions of the locality are conducive to the creation of employment opportunities.

In line with the municipal SDBIP and the Local Economic Development project plans, the LED section is supposed to hold 4 LED forum meeting annually.

The 1st Local Economic Development Forum for the 2019/20 financial year was held on the 18 July 2019 .

The following presentations were made at the LED Forum:

2.1 Building Inclusive Green Municipalities: Prince Edward County
2.2 Spatial Development Framework: Umhlaba Consulting
2.3 Cacadu Development Agency: Dr. S Blouw
2.4 Gender Mainstreaming: Mr.M Mrwebo (CGE)
2.5 Renewable Energy: Ms. S Manquma (DEDEAT)

For reference of the meeting see attached Annexure A as follows:
- Agenda
- Minutes of the LED Forum Meeting
- Attendance Register

3. Comments by Director Planning, Development and Tourism

None.

4. Financial Implications

Lunch Ukey Number: 20170702071032
Amount: R 3800.00

5. Legal Implications

None

6. Recommendations

6.1 That the report on the meeting of the Local Economic Development Forum, be endorsed.

Item prepared by: **Director: Planning, Development & Tourism**

Item approved by: **The Municipal Manager**

Item noted by the Portfolio Councillor

Annexure A



Postal: PO Box 21, Jeffreys Bay, 6330
Tel: 042 200 2200 / 042 200 8300
Fax: 042 200 8484
Email: registry@kouga.gov.za
Website: www.kouga.gov.za

KOUGA LED FORUM MEETING

DATE: 18 JULY 2019 (THURSDAY)

VENUE: KOUGA MUNICIPAL COUNCIL CHAMBER (JEFFREYSBAY)

TIME: 10:00 – 13h00

AGENDA **CHAIRPERSON: F. BAXTER**

ITEMS	PERSON RESPONSIBLE
1. Opening and Welcome	Chairperson
2. Introductions	ALL
3. Apologies	Chairperson
4. Review and Adoption of Minutes from the Previous Meeting	ALL
5. *PRESENATIONS:* 5.1 Building Inclusive Green Municipalities 5.2 Spatial Development Framework 5.3 Cacadu Development Agency 5.4 Commission for Gender Equality 5.5 DEDEAT	 PEC/KLM KLM -Town Planning Ms. S. Blouw Mr. M. Mnwebo Ms. S. Manquma/Mr Naidoo
6. *Any Other Business*	ALL
7. *Closure*	

KOUGA
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MINUTES OF THE LED FORUM MEETING HELD ON 18 JULY 2019

VENUE: KOUGA COUNCIL CHAMBERS

TIME: 10:00 – 13:00

CHAIRPERSON: DIRECTOR PD&T F.F. MABUSELA

ITEMS	COMMENTS
1. Opening	Khoi – Khoi Chief M. Williams opened the meeting with a prayer. Ms. F Mabusela welcomed all who were present.
2. Introductions	Introductions were done by all members.
3. Apologies	Ms. F. Baxter: Portfolio Cllr – LED Mr. D. Magxwalisa: SBDM Mr. D. Freemantle - KLTO Mr. V. Gxogxo - DRDAR Mr. C. Goliath - COGTA Mr. L. Ramakuwela - KLM Ms. M. Els - Humansdorp Museum Ms. N. Crozier - Urban Econ Ms. H. Swanepoel - HS Business Solutions
4. Welcoming	Ms. F Mabusela welcomed all member of the LED Forum. Ms. F Mabusela reflected on the significance of the Mandela Day since the LED forum meeting took place on the 18th July 2019. She indicated that this day commemorates the legacy of Nelson Mandela and that the forum should be mindful of it as we have the 67 minutes of volunteerism in the spirit of peace, celebrating diversity and fighting poverty throughout. Ms. F Mabusela mentioned that we are all agents of change and as a forum present, we represent the organization which is entrenched on principles of development, poverty eradication and economic development. Ms. F Mabusela added to say the forum should recognize that each and everyone has the power to impact and, in this forum looks at sharing ideas across of how we collectively can bring change about change and Economic Development in the Kouga Municipality.

	Ms. F Mabusela encourage everyone to participate respectfully, respect each other's views and that we drive towards what Nelson Mandela fought for all those years, around social justice, poverty eradication so the 67 minutes are the presentation of those 67 years he fought for Social Justice.
5. **Review and Adoption of Minutes from the Previous Meeting**	Minutes from the previous meeting were reviewed and adopted.
6. **Items for Discussion (Presentations)** **6.1 Building Inclusive Green Municipalities Ashley / Rebeca (PEC/KLM)**	Ms Rebecca Lamb and Ms Ashley Steward co-presenting from the Prince Edward Country, both introduced themselves to the forum. Ms. R. Lam reflected on the September mission (BIGM Programme) indicating that LED work is to improve the quality of life for all. There is no better day to remind all then Mandela day. Ms. R Lamb indicated that Local Economic Development needs all the stakeholders e.g. community, not only business owners and the municipality but people who represent townships, businesses and who contribute in a meaningful way towards a long term and sustainable plan on how to grow Local Economic Development. Ms. R Lamb gave an update on the objectives of September 2018 Mission (BGIM Programme) mentioning some of the activities which took place e.g. workshops with the community and KLM staff which were aimed at building more capacity and awareness around the BIGM Project. Ms. Lamb indicated that the BIGM Project is also aimed for the municipalities particularly the community to have a better understanding and hopefully more input on the grassroot approach and help to keep the community accountable to the project. (BIGM) She indicated that discussions were around governance, destination development and marketing and meaningful engagements. MS. A Steward gave a report reflecting on the Kouga visit to Prince Edward Country that took place in November / December 2018. Ms. A Steward reflected on the activities that took place during the Kouga visit to Prince Edward County and mentioned the following: • **Business Retention and Expansion Programme (BR&E)** Ms. A Steward explained that the BR&E is a tool that used at the Prince Edward County to identify local business issues, concerns and potential opportunities that local government, agencies and other stakeholders can address proactively. She also indicated that it allows the Municipality to collect and analyze industry-specific information through interviews and surveys.

	She mentioned that Kouga officials were job shadowing and formed part of the BR+E interviews in order to get an in-depth knowledge on the programme. • **Destination Marketing** Ms. A Steward also touch based on the Destination Marketing Plan that was undertaken and community engagements which Kouga Municipal officials were part of during the visit at the Prince Edward County. Ms. R Lamb showed some few slides reflecting on the activities that took place at the Prince Edward County. Ms. R Lamb expressed that it was very impressive to see how the Kouga staff is doing regarding the BR&E programme going into communities, collecting the feedback using those tools for effective engagement. Ms. F. Mabusela indicated that Kouga Municipality is in process of reviewing its Spatial Development Framework and has appointed Umhlaba Consulting to undertake this process. Ms. F mentioned that LED practitioners will be engaged to give inputs to the service provider on the process and that KLM will be facilitating a close relationship between Umhlaba Consulting and the appointed service provider for the LED strategy. She announced that all inputs from the LED Forum are welcomed on the presentation.
6.2 Umhlaba Consulting - Spatial Development Framework	Mr.B. Haynes indicated that he will be taking the members through the process on how the process is going to unfold taking to consideration the consultation process and the overview of the outcomes. Mr. B Haynes gave a background of Spatial Development Framework saying it is the spatial implementation of the IDP and it gives an indication of what happens on the ground. He further indicates that all municipal sector plans should be integrated to the SDF and that municipal SDF fits to the District Municipality up to National level and followed by detailed precinct plans. He mentioned that the legislation that governs this process is the Kouga Planning By - Law (SPLUMA) and the process as per legislation is as follows: Participation and consultation. • Sector Consultations • Newspaper adverts • Email Notice • IDP Rep Forum Stakeholders • Open Days • Sector Departments Consultation • Agri Park Sector

6.3 Cacadu Development Agency	Important aspects for KLM • Climate change • Agricultural Sector Mr. B. Haynes gave an overview of the Kouga status quo in terms of the different sectors of the economy, population growth and the economic outlook of the Kouga area. Mr. B Haynes presented a Kouga map which indicated what land is available and will be proposing to the municipality what the land is suitable for. **INPUTS, QUESTIONS & ANSWERS** Ms. T Woni wanted clarity as to whether Jeffreysbay is Rural, and M B. Haynes explained that it is a Rural Service Centre. Mr. M. Gallardo posed a question whether this undertaking has taken to consideration issues of Gender Mainstreaming and Mr. B Haynes indicated that they are only focusing land use in terms of mapping and that the municipality can have an add on in terms of strategy e.g. policy on the sale of land and an equitable fashion taking to consideration issues of gender. Mr. E. Sukula wanted clarity on the time frame of the Spatial Development Framework process and pleaded that it should not be lengthy. Mr. E. Sukula requested to know as to how the Spatial Development Framework is going to address the issue of land that owned by the certain government departments in Kouga in order to benefit the local business community and what is the process to acquire such land for business. Ms. T Woni indicated that she would like to see other economic nodes are that are available for use other that agriculture. Ms. F Mabusela requested that members should access the current SDF on the municipal website and share their inputs to be taken for consideration on the SDF review process. Mr. B Haynes indicated that they are not dealing with the land sales of it, but they will show potential usage, e.g. whether it should be Agriculture, Human Settlements or Business. Mr. B Hayne will be communicating with the town planning office with regards to planning for open days.

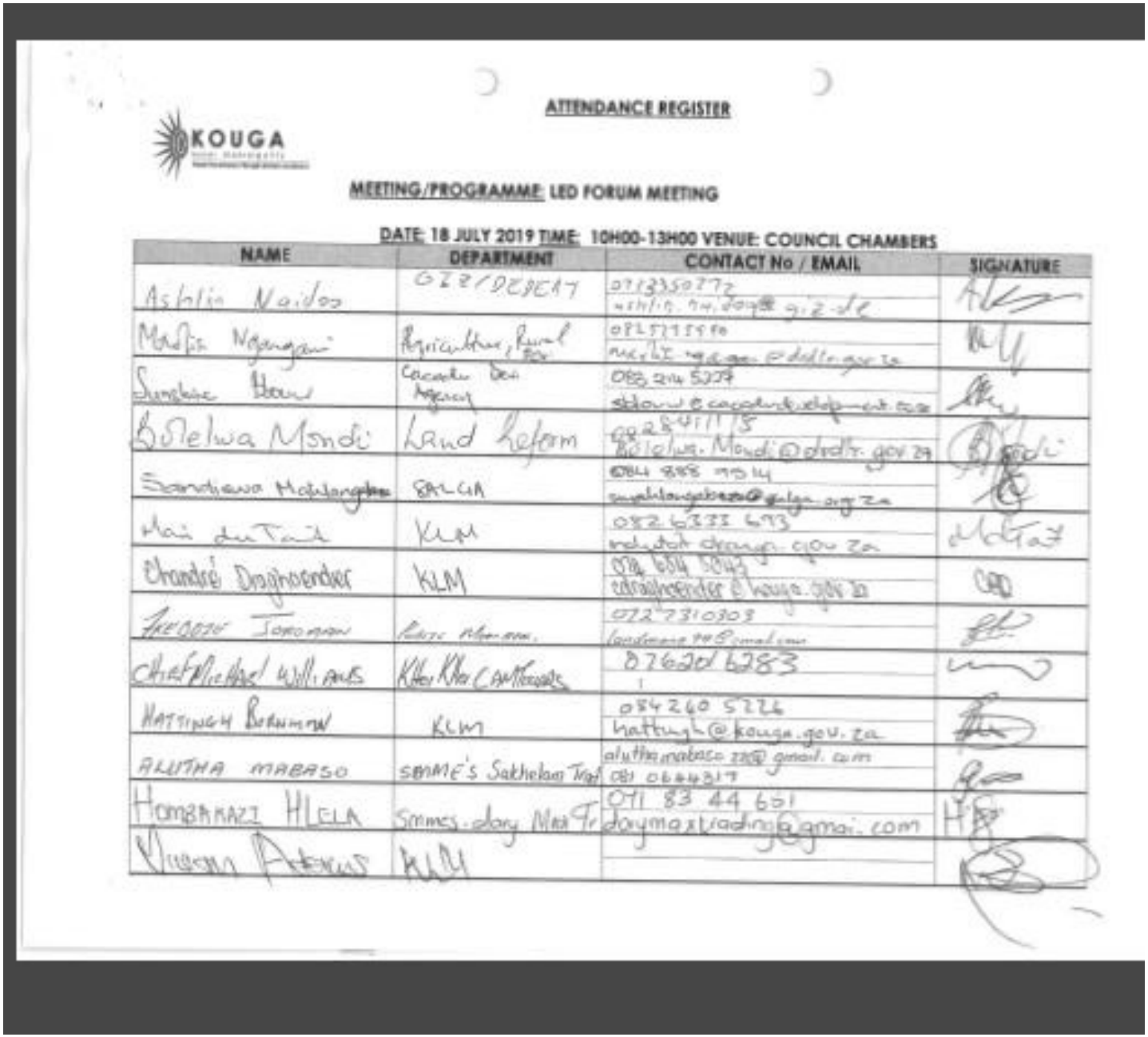
	Mr. E Sukula advised that the town planning department should assist with regards to land use and be able to identify as to what land is available and for which sector. Mrs.F Mabusela advised that applicants for land application should be channeled through the LED Office for processing. Dr. S Blouw introduced himself to the forum indicating his humble appreciation to be part of the meeting and to present on what Cacadu Development Agency is all about. Dr. S Blouw indicated that the Sarah Baartman District Municipality has a huge geographical size which is 60 000 square meters and a population less than a million and with this reference questioned the high rate of unemployment rate in this municipality (huge space of land with few people) Dr. S Blouw advised that we should be able to identify competitive advantage of this district in order to address this chronic challenge called unemployment taking to consideration the natural endowment that we have as the district. Dr. S Blouw explained that Cacadu Development Agency is an entity of the Sarah Baartman District Municipality and its purpose is to facilitate economic and infrastructure development within the district municipality. Dr. S Blow indicated that their work complements the work of Local Economic Development by focusing on catalytic economic & infrastructure development. Dr. S Blouw explained that catalytic programs look at foreign direct investments as well as being able to leverage using all the funding that is available within that national and provincial fiscus. Dr. S Blouw indicated that as the district and local municipality we need to get the eco-system right in order to advance the economic development of the Local, District Municipality and the province and large. Dr. S Blouw informed the forum that issues such as political and parent municipal administrative overreach could paralyze the work of the District Development Agency and mentioned that the Agency receives operational funding from the District municipality. He also mentioned that Local municipal IDP's not fully integrated into the provincial & national industrial development strategy and growth sector could also paralyze the District Development Agency.

	Dr. S Blouw indicated that our IDP's should be able particularly in the economy development focus take cognizance of already the national funding mandate because the fiscal pie received that the local municipality receives is not enough to drive the economic development. He advised that in terms of Agro-processing Sector we need to look at how many blueprint businesses plans in agro- processing we have that will enable us to access the grant form DTI. Dr. S Blouw mentioned that there should be a collaboration between the local municipalities the agency to identify the catalytic program at an LED level. He also indicated that Cacadu Development Agency has currently have submitted to all local municipalities a partnership agreement framework where they can regulate a working relationship with municipalities. He advised that we need to look at how do we integrate what we know in agriculture and about the future of agriculture mentioning that those are the debates that we need at a municipal level to interact with those people who are working with in the research space. (taking into consideration the 4th Industrial Revolution). Dr. S Blouw also advised that we need to dig deeper and understand the value chain of each economic activity we are pursuing and indicated that our natural endowment should be expressed in the SBDM's IDP. He mentioned that the Special Development Plan should be talking about smart city and about re-imagining human settlement from the existing RDP houses. Dr. S Blouw indicated that the Cacadu District Agency is there to complement the work of Local Economic Development. Dr. S Blouw took the forum trough some of the projects they have facilitated and implemented as CDA and their areas of focus. **QUESTIONS, RESPONSES AND COMMENTS** Mr. E Sukula indicated that there is a perception that Cacadu Development Agency in very quiet. He mentioned that when Kouga development agency was incorporated with CDA, there were projects lined up for Kouga and wanted to know what happed to those projects e.g. Papiesfontein Mr. E Sukula also asked if there is any time frame for submission of proposals and assistance from CDA in developing such proposals for catalytic projects.

	Mr. E Sukula wanted to know are there any investment opportunities /plans regarding the game reserves owned by the district. Chief. M Williams advised that the community should be involved in running Kouga for it to achieve its goals. Mr. T Matiou emphasized that gender mainstreaming is key and should be at the forefront in terms of stakeholder engagement and not be incorporated at end. Mr. T Matiou also indicated that Asset management [including natural assets in terms of tourism] is important in when it comes to investment mentioning the importance of safety and security regarding the smart city. He also mentioned that we need to look at connectivity e.g. broad band. Dr. S Blouw mentioned that the challenge regarding the game reserves is claiming of ownership, there is no document that says how to we make this work to create job opportunities and form a forum. He further advised that Kouga need to check its archives for catalytic projects which were identified by Kouga Development Agency. Mr. Mrwebo greeted the forum and indicated that his role is to look at Gender Mainstreaming. He mentioned that in terms of the South African Constitution Act 108, it set out a cornerstone where our constitutional values recognize the past and believe that South Africa belongs to all of those who live in it.
6.4 Commission for Gender Equality	Mr. Mrwebo indicated that the constitution further outlines the principles of Non-Racialism, Nane Sexism and Equality before the law. Mr. N Mrwebo gave a background of the Commission for Gender Equality and explained that the Commission for Gender Equality is set up by the act of parliament act no 39 of 1996 as well as its powers in terms of Section 187 of the constitution of the Republic of South Africa. The commission for gender equality gives inputs on policies/legislation made in parliament to ensure that these documents are gender sensitive. Mr. N Mrwebo indicated that in terms of the Municipal systems act 117 of 1998, mandates the councils that when they nominate ward committees there must be Gender Equality. Mr. N Mrwebo indicated that the National Gender Policy Framework woman empowerment also put emphasis on the issues of woman participating and Gender Equality that needs to be achieved.

	Mr. N Mrwebo mentioned that the Employment Equity Act of 1998 puts emphasis on the previously disadvantaged groups which includes man, woman, disability which indicate that there must be equity within the workplace. Mr. N Mrwebo mentioned that the Traditional Leadership and Good Government act is a specific act that govern the traditional institutions and leadership across the country. He indicated that this specific legislation indicates that 30% of the Traditional Council comprises of woman. Mr. N Mrwebo mentioned that in terms of the Procurement there is Preferential Procurement Act which put emphasis in terms of Gender Equality. Mr. N Mrwebo emphasized that the Integrated development plan must be gender mainstreamed and woman must be an integral part of the it. Ms. F Mabusela advised that that in future the presentations must be forward to the LED team first in order to assess the issue of time for presentations. Ms. T Ngeleka indicated that there is no policy that speaks to the beneficiation on woman in the SMME space. Mr. Mrwebo indicated that there is a preferential procurement act to ensure that woman and the previously disadvantage benefit when it comes to procurement. Ms. F Mabusela indicated that the municipality is in a process of developing an SMME policy and explained that it will first be workshopped by council and be presented to the LED Forum for inputs and that issues of gender mainstreaming will find expression in in the policy.
6.5 DEDEAT	Ms. S Manquma gave an update Renewable Energy Independent Power Producer Programme that is facilitated by DEDEAT through Urban Econ as the service provider. She mentioned that part of the DEDEAT's mandate is to support the process indicating that the aim of the programme is to help SMMES to be ready for construction and operational phase of the Development that are happening within the Municipalities. Ms. Manquma indicated that 4 windfarms are coming up, one is in Oyster bay for Kouga Municipality and shared that they had a plenary meeting with the Municipality and agreed to have supplier days for the SMMES and had a successful councilors training which was held on the 11 July 2019.

	She announced that there will be a supplier day for the Kouga region on the 7th August 2019. She indicated that presentations will be done, and that Development Agencies will available to support SMMES to be ready as well, among them will be SARS, CIDB, SABS etc. Ms. S Manquma indicated that a resource pack will be available in the LED office to assist SMMES in Renewable Energy. Mr. Naidoo further on explain that they use GIS (Geographical Information Systems) which is map making software in trying to create a data base of the wind farms. **QUESTIONS, RESPONSES AND COMMENTS** Ms. F Mabusela emphasized that it is very important for the SMME's to attend the supplier day so that they can get in depth information on renewable energy opportunities. Ms. T Woni indicated that they will appreciate if they can have a session with DEDEAT to understand their role and how the windfarms operate. Ms. S Manquma indicated that all inputs were noted and will be escalated to the DEDEAT.
Closure	Director Mabusela thank everyone who attended. Chief. M Williams closed the Meeting with prayer and the meeting was adjourned.



KOUGA

ATTENDANCE REGISTER

MEETING/PROGRAMME: LED FORUM MEETING

DATE: 18 JULY 2019 **TIME:** 10H00-13H00 **VENUE:** COUNCIL CHAMBERS

NAME	DEPARTMENT	CONTACT No / EMAIL	SIGNATURE
Ashlin Naidoo	GIZ/DEDEAT	0713350772	
Mandla Ngangani	Agriculture, Rural	0825775570	
Sinoluse Hoza	Executive Dev Agency	083 214 5227	
Bolelwa Mondi	Land Reform	082 8411175	
Sandiswa Mdutyangeba	SALGA	0844 888 1914	
Mari du Toit	KLM	082 6333 693	
Chandré Dreyhoerder	KLM	078 654 5843	
Theodor Jonkman	Public Participation	072 7310303	
Chief Michael Williams	Kha Kha Councillor	076 201 6283	
Nattingh Bornman	KLM	084 260 5226	
ALUTHA MABASO	SMME's Satisfaction Trust	081 0644317	
Hombakazi Hlela	Smmes - dairy Mark Tr	071 83 44 651	
Nwabisa Ntenjane	KLM		

KOUGA

ATTENDANCE REGISTER

MEETING/PROGRAMME: LED FORUM MEETING

DATE: 18 JULY 2019 TIME: 10H00-13H00 VENUE: COUNCIL CHAMBERS

NAME	DEPARTMENT	CONTACT No / EMAIL	SIGNATURE
Tebogo Mudau	SALGA	083 252 4461	
Mxolisi Mchunu	SALGA	0781107751	
Harold Loggenberg	NFD Sector	0788189434	
WELA ZOZO	SALGA EC	0834616422	
FF Mabusela	KLM		
Ashley Stewart	PEC		
REBECCA LAMB	PEC	rlamb@percounty.gov.za	
Charl Botha	NTIMS	083 638 4532	
Lindiwe Spelman	NTIMS	0797385696	
Sibabalwe Klaas	NTIMS	073 666 4019	
BUENGIWE HADEBE	UMHLABA GROUP		
ERNEST SUKHLA	SBDBF	083 546 3318	
Brenda Tshuti	Green Energy	084 774 6937	

KOUGA

ATTENDANCE REGISTER

MEETING/PROGRAMME: LED FORUM MEETING

DATE: 18 JULY 2019 **TIME:** 10H00-13H00 **VENUE:** COUNCIL CHAMBERS

NAME	DEPARTMENT	CONTACT No / EMAIL	SIGNATURE
Chief Michael WILLIAMS	Kouga Municipality	0762016283	
Elsie van Blerk	PD+T	evblerk@kouga.gov.za	
Marshall Gallardo	KLM DEDAT	mgallardo@klm.co	
Estelle de Beer	JBay Tourism	estelle@jbaytourism.com	
Pene Meyer	Nguni Association	Pene.Meyer@Telkomsa.Net	
Thuleka Ngeleza	Women of Strength Projects	0727185931	
Mnakhou Baloyi Chihoyi	SALGA	082 888 3735	
MLANDELI TSHUME	ACOB	063152 8485 jmtshume@gmail.com	
Khoti Mbimba	Salga EC	043 7271158 kmbimba@salga.org.za	
Rukaya Loubser	Khanyisela College	083 461 7333 rukaya@khanyisela.co.za	
K MANAIS	KLM	0812057129 kmanais@kouga.gov.za	
X- NAKANA	KLM	0671079154 xnakana@kouga.gov.za	
Sibulele Manyama	DEDEAT	0780012252 Sibulele.Manyama@gz.de	

KOUGA

ATTENDANCE REGISTER

MEETING/PROGRAMME: LED FORUM MEETING

DATE: 18 JULY 2019 **TIME:** 10H00-13H00 **VENUE:** COUNCIL CHAMBERS

NAME	DEPARTMENT	CONTACT No / EMAIL	SIGNATURE
Usiwa Yaka	LED-FUM	087 110 1896	

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

LOCAL ECONOMIC DEVELOPMENT & TOURISM

DATE: 30 OCTOBER 2019 **ITEM NO: 19/09/LED&T7**

SPONSORSHIP REQUEST BY KOUGA MULTI ARTS COUNCIL FOR DOG UNIT GROUP TO SHUKUMA DANCE FESTIVAL IN PORT ELIZABETH.

1. Purpose

The purpose of this item is to request approval from the portfolio committee of Local Economic Development to sponsor the Kouga Multi Arts Council.

2. Background

The Department of Sports, Recreation, Arts and Culture (Sarah Baartman District) hosted the Amaphuthahlathi-nye Festival at the Rhodes theatre this current year. Kouga Municipality was represented by the Dog Unit Pantsula Dance group from kwaNomzamo in Humansdorp which affiliates under the Kouga Multi Arts Council.

The group has managed to reach the final round and will be representing the district in the upcoming provincial Shukuma Dance Festival which will be held on the 18-21 September 2019 at the Nelson Mandela Bay Opera House in Port Elizabeth.

This will be a good platform for the group to showcase its talent and its representation in this Festival will promote the Kouga area. A submission for sponsorship was submitted by the Kouga Multi Arts Council which is a non-profit organization representing the arts sector in the Kouga area, requesting Kouga municipality's assistance in order to buy uniform for the dance group.

Approval is hereby requested that sponsorship be allocated to the Kouga Multi Arts Council as per municipal sponsorship policy.

Kindly refer to Annexure A for submissions.

3. Comments by The Director PDT

None

4. Financial Implications

Total Cost as per submission is R 10 320.00 (See Attached Quote)

That sponsorship be paid from the Arts Development, Ukey Number: 20170702071091.

5. Legal Implications

In terms of the Kouga Municipality's donations policy **(5.1-5.2**), states that Kouga Municipality may appropriate funding in its annual budget for the purpose of donations and approved by council and that expenditure shall be limited to available budget.

6. Recommendations

6.1 That the sponsorship for Kouga Multi Arts Council, be endorsed.

6.2 That the Kouga Multi Arts Council submit an expenditure report to Kouga municipality.

Item prepared by: **Manager: LED & Tourism Manager**

Item approved by: **Director: Planning, Development & Tourism**

Item noted by Portfolio Councillor

Annexure A

Province of the EASTERN CAPE
SPORT, RECREATION ARTS & CULTURE

SARAH BAARTMAN DISTRICT

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE
ISEBE LEZEMIDLALO, ULONWABO, UBUGCISA NENKCUBEKO
LEFAPHA LA DIPAPADI, BOIKGATHOLLO, BONONO LE BATJHABA
DEPARTEMENT VAN SPORT, ONTSPANING, KUNS EN KULTUUR

Cnr. African and Miller Street, Private Bag 6003, Grahamstown, 6140

Enq: M. Mosani	Date: 02nd September 2019	Tel: +27(0)46 622 0217	Fax: +27(0)46 622 7410	Email: Mohamed.Mosani@ecrrac.gov.za	Pages: 01

TO: **DOG UNIT DANCERS**

FROM: **CULTURAL AFFAIRS MANAGER: SARAH BAARTMAN DISTRICT**

SUBJECT: INVITATION TO PARTICIPATE IN THE SHUKUMA PROVINCIAL DANCE FESTIVAL – 18-21 SEPTEMBER 2019

The promotion of the arts and the development of artists are encompassed in the strategic objective of our Department.

It includes ensuring access, increased participation, and transforming arts and culture in a manner that yields optimum social and economic benefit for all in our district, promoting nation building and social cohesion among our local people.

It is against this background that DSRAC and the Opera House outlined its intention to host the Shukuma Dance Festival. This will be hosted on the **18-21 September 2019 at Opera House, Nelson Mandela Bay**.

This will be the best event ever organised in the district, with talent showcasing and artistic development of our local artists extracted from all corners of the province. We therefore humbly request **Dog Unit Dancers** to be part of our performers who will be the crowd pullers in this great event.

The event will start at **08h30**, with a feast of activities that include local and provincial artists and well-polished artists that are invited as guest artists to make this day a memorable event in the history of our lifetime.

Should you have any queries with regard to the information mentioned above, please do not hesitate to contact the office.

Thank you in advance for your cooperation and kind assistance.

Yours in service delivery.

MR P.H.T. MQHAYI
CULTURAL AFFAIRS MANAGER

02/09/2019
Date

KOUGA ART COUNCIL

REFF 233-487 NPO

A non-profit Voluntary Association registered with Department Social Development

PO Box 726
HUMANSDORP
6300

Fax: 086-463-7252
Cell: 0613065865

E-mail: luvvuyomayinje@yahoo.com

KOUGA MUNICIPALITY
33 DAGAMA ROAD
JEFFREYS BAY

2 SEPTEMBER

LETTER FOR SPONSORSHIP

BACKGROUND
The Department of Sport, Recreation, Art and Culture- Sarah Baartman District proudly presented the Amaphutthahlathi-nye all Art Festival at Rhodes theatre. The Dog unit Pantsula Dance of Kouga Municipality has made it through the District elimination to the top final and will representing Sarah Baartman District in the up – coming Provincial Festival Shukuma Dance Festival, and Iphulo Drama Festival. The festival will take be held on the 18 -21 September at Opera House Nelson Mandela Bay.

The above mention Organisation request Sponsorship to buy Uniform for Dog Unit Pansula Dance
QOUTATION ATTACHED

Thank you in advace for your cooperation and kind assistance

Yours in Arts and Culture
Luvuyo Mayinje
KOUGA ART COUNCIL

QUOTATION

V.J'S Superstore
20 Main Street
Humansdorp,
Tel.042-2911065
TAX INVOICE
Like us on Facebook - VJsSuperstore

Transaction Type : OnHold
Trans. # 57510 2019-Sep-02 12:25:17
Location ID : V.J'S Superstore
Sales Person : 001
Customer : SIWUYILE TSHATSHU

3551
Trouser 7188 Chino Slim-Fit Inspect/30(3)
7155 6 @ R 290.00 2320.00

3930
Beanie 1527 Zig Zag Strachan/N/A
7744 8 @ R 230.00 1840.00

1820
Boot Mens All Star/5/Black
400100524015 8 @ R 770.00 6160.00

---

24 item(s) subtotal :R 10320.00
15% VAT : R 1345.09
TOTAL :R 10320.00

Tax #4940223805

*** TENDERS ***

Outstanding Amount R 10320.00

57510
WE REGRET NO CASH REFUNDS

REF: 233-487 NPO

Dear Luvuyo

APPLICATION FOR REGISTRATION IN TERMS OF NON-PROFIT ORGANISATIONS ACT, 1997 (ACT 71 OF 1997) : KOUGA MULTI ARTS COUNCIL

With reference to your application for registration in terms of the Non-Profit Organisation Act 1997, you are herewith informed that the name of your organization was entered into the register on : 20/08/2019.

The certificate will be send to the Province in 6 weeks. For enquiries please phone (012) 312 7202 or (012) 312 7572.

Please be advised that every registered organisation must:

i) Reflect its registered status or registration number on all its documents;

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

LOCAL ECONOMIC DEVELOPMENT & TOURISM

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/LED&T8**

BUILDING INCLUSIVE GREEN MUNICIPALITIES: ANNUAL PLANNING WEEK AT FEDERATION OF CANADIAN MUNICIPALITIES IN TORONTO, ONTARIO FROM 17 -28 JANUARY 2020

1. Purpose

In accordance to the section 4.1. of the Subsistence and Travel policy of Kouga Municipality, "International trips on official municipal business may only be embarked upon after approval by Mayoral Executive Committee and after such authorization has been recorded as a special resolution of the Mayoral Executive Committee.

The purpose of this report is to seek MAYCO authorization (as contemplated in the S&T policy) for designated staff embark on official travel to Toronto, Ontario in Canada as part of Building Inclusive Green Municipality (BIGM) programme. (see attached invitation letters).

Ms. Fezeka F Mabusela (BIGM primary coordinator)
Mr. V Yake (LED Officer – second coordinator)

2. Background

The Federation of Canadian Municipalities (FCM), in partnership with the South African Local Government Association (SALGA) received a contribution from Global Affairs to implement "The Building Inclusive Green Municipalities (BIGM)" program for 51 months (4.3 years). The aims is to improve the capacity of South African municipal governments to support effective service delivery, inclusive local green economic growth and enhanced climate change mitigation and adaptation measures. The program pilots local economic development initiatives to promote job creation, poverty reduction, and enhanced well-being, while empowering women, youth and vulnerable groups, and ensuring their inclusion as decision makers and beneficiaries. Kouga Municipality is one of the pilot Municipalities in the program.

As part of the program, annual work planning sessions are held where all participants in the program (both SA and Canadian municipalities) engage in drafting annual plans and assessing / evaluating performance on predetermined objectives of the program.

The Federation of Canadian Municipalities (FCM) has invited the following South African Partners to this engagement: South African Local Government Association (SALGA), Eastern Cape Local Municipalities of Kouga, KSD, Mbizana, Ngqushwa, Ndlambe & PSJ, Eastern Cape Districts, Anchor Cities Buffalo City Metro & Nelson Mandela Bay and Cooperative Governance and

Traditional Affairs (CoGTA) to take part in the development of the project's annual workplan, budget and report mission.

3. Annual Planning Week - Kouga to Toronto 17 -28 January 2020.

The purpose of this mission is:

a) To review the annual workplan and budget, assess FY 2019-2020 programming and municipal partnership, plan the FY2020-2021 annual work plan/budget. During the mission the participants will also have the opportunity to participate and discuss programming issues, financial/budgeting issues, techniques for monitoring and evaluation, and training on various project management issues;
b) Peer-to-peer knowledge exchange within the areas of LED, Asset Management and Climate Change;
c) For municipal partners to work on their municipal partnership activities by exchanging on LED and/or asset management and climate change issues, to learn on Canadian local government LED and asset management and climate change processes and to continue training with local Municipal Practitioners from their Canadian counterparts. The training will encompass a series of information sessions, workshops and coaching and mentoring.
d) Furthermore, this visit will grant the opportunity for peer-to-peer knowledge exchange with FCM programs in the areas of LED, Asset Management and Climate Change.

4. Financial Implications

FCM will support all travel, meals and accommodation costs for the delegates during their visit to Canada as allowable through the BIGM Program.

Kouga is only liable for S&T allowances as guided by SARS foreign subsistence allowances for tax year 2020 (see attached). The projected financial implication per traveler is as follows:

12 days x 167 Canadian dollar (daily allowance) = 2004 Canadian dollars

* the above will convert to Rand subject to exchange rate closer to the travelling time.

5. Recommendation

5.1 That the trip to Canada from 17 -28 January 2020 be approved.

5.2 That the following Officials be authorized to represent the Kouga Municipality on the proposed trip.

Ms. FF Mabusela (BIGM coordinator)
Mr. V Yake (LED Officer – BIGM Secondary Coordinator)

5.3 That the payment of daily S&T as determined by Council policy and guided by SARS foreign subsistence daily allowance be approved.

Item prepared by: **Director: Planning, Development & Tourism**

Item approved by: **The Municipal Manager**

Item noted by the Portfolio Councillor

ANNEXURE A:

FCM FEDERATION OF CANADIAN MUNICIPALITIES / FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

President
Président
Bill Karsten
Councillor
Halifax Regional
Municipality, NS

First Vice-President
Premier vice-président
Garth Frizzell
Councillor
City of Prince George, BC

Second Vice-President
Deuxième vice-présidente
Joanne Vanderheyden
Mayor
Municipality of
Strathroy-Caradoc, ON

Third Vice-President
Troisième vice-président
Darren Hill
Councillor
City of Saskatoon, SK

Past President
Présidente sortant
Vicki-May Hamm
Mairesse
Ville de Magog, QC

Chief Executive Officer
Chef de la direction
Brock Carlton
Ottawa, ON

September 17, 2019

Ms. Fezeka Mabusela
South African Local Government Association (SALGA)
Block B, Menlyn Corporate Park
175 Corobay Avenue
Waterkloof Glen Ext 11
Pretoria 0181 (South Africa)

Dear Ms. Mabusela:

Re: Invitation to participate in the development of BIGM's Annual Workplan, budget and reports and peer-to-peer knowledge exchange with FCM programs. (January 17 – January 28, 2020) in Toronto, Ontario.

The Federation of Canadian Municipalities (FCM) would like to invite representatives from the South African Local Government Association (SALGA), Eastern Cape Local Municipalities of Kouga, KSD, Mbizana, Ngqushwa, Ndlambe & PSJ, Eastern Cape Districts, Anchor Cities Buffalo City Metro & Nelson Mandela Bay and Cooperative Governance and Traditional Affairs (CoGTA) to take part in the development of the project's annual workplan, budget and report mission. Furthermore, this visit will grant the opportunity for peer-to-peer knowledge exchange with FCM programs in the areas of LED, Asset Management and Climate Change. The purpose of this mission is:

a) To review the annual workplan and budget, assess FY 2019-2020 programming and municipal partnership, plan the FY2020-2021 annual work plan/budget. During the mission the participants will also have the opportunity to participate and discuss programming issues, financial/budgeting issues, techniques for monitoring and evaluation, and training on various project management issues;
b) Peer-to-peer knowledge exchange within the areas of LED, Asset Management and Climate Change;
c) For municipal partners to work on their municipal partnership activities by exchanging on LED and/or asset management and climate change issues, to learn on Canadian local government LED and asset management and climate change processes and to continue training with local Municipal Practitioners from their Canadian counterparts. The training will encompass a series of information sessions, workshops and coaching and mentoring.

FCM will support all travel, meals and accommodation costs for the delegates during their visit to Canada as allowable through the BIGM Program. The delegate is invited to arrive in Canada on Friday, January 17, 2020 and depart on Sunday, January 26, 2020. We suggest applying to the Canadian Embassy for an entry visa into Canada and to the United States of America if you are transiting through the US as soon as possible.

BIGM Project is funded by Global Affairs Canada (GAC) Project number (D-003860-001).

Should you have any questions or require further information, please do not hesitate to contact Marshall Gallardo, Manager, BIGM, FCM by email at mgallardo@fcm.ca.

Yours sincerely,

Marshall Gallardo
Manager, BIGM, FCM Programs

24, rue Clarence Street,
Ottawa, Ontario, K1N 5P3

T. 613-241-5221
F. 613-241-7440

www.fcm.ca

SINCE 1901
DEPUIS 1901

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

LOCAL ECONOMIC DEVELOPMENT & TOURISM

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/LED&T9**

GRANT IN AID APPLICATIONS PROCESS FOR 2019/2020 FINANCIAL YEAR

1. Purpose

The purpose of the item is to report to Council on the 2019/2020 Grant in Aid application process and on the recommendations made by the Grant In Aid Committee in respect of applications received in order for the council make informed decision in approving or not approving the recommendations made by the Grant In Aid Committee.

2. Background

The Kouga Municipal Council approved the Grant in Aid policy in 31 May 2017 to address the numerous request it receives from the public organizations for funding on an annual basis. Section 152 of the Constitution (Act 108 of 1996) accords the Kouga Municipal Council to allocate and distribute grants.

Kouga Municipality advertised on 27 June 2019 inviting all interested parties and qualifying organizations to apply for Grant in Aid before 30 September 2019 ***(Annexure A).*** An erratum was issued bringing the closing date to 31 July 2019 in an attempt to expedite the process of grant allocations ***(Annexure B)***.

In terms of the Grant in Aid Policy, only organization contemplated in Section 67 of the MFMA, which is either registered in terms of Section 13 on the Non-Profit Organization Act, 1997 or a company incorporated as a non-profit company in terms of the Companies Act, 2008, or an organ of state or properly constituted community, a welfare or voluntary organization which has a constitution, provable active membership and an annual general meeting held within the previous 12 months and organizations considered on the following high-level priority areas will be considered:

- Animal Welfare
- Festivals
- Sports, Recreation, Arts & Culture
- Tourism Development & Marketing
- SMME development
- Local Economic Development

3. Applications considered and recommended for funding by the Kouga Municipal Grant- In- Aid Committee For 2019/2020 Financial Year

The following organizations met the selection criteria as outlined above and were considered for funding as follows:

ORGANISATION	**GRANT ALLOCATION AS PER GRANT IN AID COMMITTEE RECOMMENDATION**	**FUNDING DEPARTMENT**
HUMANSDOR MUSEUM	R 275 000.00	Planning, Dev & Tourism
SPCA ASSISI	R 170 000.00	Community Services
SOUL POINT ADVENTURES	R 30 000.00	Planning, Dev & Tourism
ST FRANCIS ANIMAL RESCUE	R 80 000.00	Community Services
KOUGA LOCAL TOURISM ORGANISATION	R 1 437 550.00 00 (Winterfest excluded from allocation granted)	Planning, Dev & Tourism
JBAY ANIMAL RESCUE	R 100 000.00	Community Services
OASIS RADIO STATION	Held in abeyance pending the additional support documents to be received in respect of previous year's grant-in-aid allocation. (R	Planning, Dev & Tourism
KOUGA FM RADIO STATION	Held in Abeyance until Grant in Aid Committee receive Lease Agreement between Kouga FM and Kouga Local Municipality for Kouga Cultural Centre.	Planning, Dev & Tourism
TOTAL	**R 2, 092,550.00**	

4. Legal Implications

The following enabling legislation has been considered in the Grant-in aid allocations process:

MFMA s67:

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

(a) has the capacity and has agreed—

(i) to comply with any agreement with the municipality;

(ii) for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement;

(iii) to report at least monthly to the accounting officer on actual expenditure against such transfer; and

(iv) to submit its audited financial statements for its financial year to the accounting officer promptly;

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

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

(2) If there has been a failure by an organisation or body to comply with the requirements of subsection (1) in respect of a previous transfer, the municipality may despite subsection (1)(c) make a further transfer to that organisation or body provided that—

(a) subsection (1)(a) and (b) is complied with; and

(b) the relevant provincial treasury has approved the transfer.

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

(4) Subsection (1)(a) does not apply to an organisation or body serving the poor or used by government as an agency to serve the poor, provided—

(a) that the transfer does not exceed a prescribed limit; and

(b) that the accounting officer—

(i) takes all reasonable steps to ensure that the targeted beneficiaries receive the benefit of the transferred funds; and

(ii) certifies to the Auditor-General that compliance by that organisation or body with subsection (1)(a) is uneconomical or unreasonable.

Kouga Grant-in-aid policy:

Section 4 of the policy states that:

Funding of applications will largely be considered on an annual basis in response to the annual advertisement inviting applications for Grant-in- aid. Allocations may also be made during the course of the year to the relevant Department for amounts less than R10 000-00. If over R10 000-00, it must be submitted for Council approval. A maximum of 20% of the Grant-in-aid budget may be reserved for in-year, ad hoc applications. All other guidelines, conditions and exclusions are applicable for in-year ad hoc applications.

5. Financial Implications

Financial Implications are as follows

ORGANISATION	**GRANT ALLOCATION AS PER GRANT IN AID COMMITTEE RECOMMENDATION**	**FUNDING DEPARTMENT**
HUMANSDOR MUSEUM	R 275 000.00	Planning, Dev & Tourism
SPCA ASSISI	R 170 000.00	Community Services
SOUL POINT ADVENTURES	R 30 000.00	Planning, Dev & Tourism
ST FRANCIS ANIMAL RESCUE	R 80 000.00	Community Services
KOUGA LOCAL TOURISM ORGANISATION	R 1 437 550.0000 (Winterfest excluded from allocation granted)	Planning, Dev & Tourism
JBAY ANIMAL RESCUE	R 100 000.00	Community Services
OASIS RADIO STATION	Held in abeyance pending the additional support documents to be received in respect of previous year's grant-in-aid allocation.	Planning, Dev & Tourism
KOUGA FM RADIO STATION	Held in Abeyance until Grant in Aid Committee receive Lease Agreement between Kouga FM and Kouga Local Municipality for Kouga Cultural Centre.	Planning, Dev & Tourism
TOTAL	**R 2, 092,550.00**	

6. **Recommendation:**

6.1 That Council approves the Grant- in- aid allocations of **R 2, 092,550.00** recommended by the Gran-in aid committee as follows:

ORGANISATION	**GRANT ALLOCATION AS PER GRANT IN AID COMMITTEE RECOMMENDATION**	**FUNDING DEPARTMENT**
HUMANSDOR MUSEUM	R 275 000.00	Planning, Dev & Tourism
SPCA ASSISI	R 170 000.00	Community Services
SOUL POINT ADVENTURES	R 30 000.00	Planning, Dev & Tourism
ST FRANCIS ANIMAL RESCUE	R 80 000.00	Community Services
KOUGA LOCAL TOURISM ORGANISATION	R 1 437 550.00 (Winterfest excluded from allocation granted)	Planning, Dev & Tourism
JBAY ANIMAL RESCUE	R 100 000.00	Community Services
OASIS RADIO STATION	Held in abeyance pending the additional support documents to be received in respect of previous year's grant-in-aid allocation. (R	Planning, Dev & Tourism
KOUGA FM RADIO STATION	Held in Abeyance until Grant in Aid Committee receive Lease Agreement between Kouga FM and Kouga Local Municipality for Kouga Cultural Centre.	Planning, Dev & Tourism
TOTAL	**R 2, 092,550.00**	

Item prepared by: **Director: Planning, Development and Tourism**

Item approved by: **The Municipal Manager:**

Item noted by the Portfolio Councillor

Annexure A – Kouga Municipal Grant In Aid Advertisement

KOUGA MUNICIPALITY (EC108

NOTICE NO. 121/2019

GRANT IN AID APPLICATION: CALL FOR PROPOSALS (2019/2020 FINANCIAL YEAR)

In line with its Grant-in-Aid Policy, Kouga Municipality hereby invites all interested and qualifying organization to apply for Grant-in-Aid (GIA) to assist the implementation of their projects for the 2019/2020 Financial year. Proposals for the GIA support are to be submitted under any of the following high level priority areas:

a. Animal Welfare
b. Festivals
c. Sports, Recreation, Arts & Culture
d. Tourism Development & Marketing
e. SMME Development
f. Local Economic Development and Job Creation.

Application can be submitted to Mr. X Wagosa or Mr. V Yake at the Local Economic Development Office, 16 Woltemade Street, Jeffreys Bay. 042 200 2143 or email xwagosa@kouga.gov.za / vyake@kouga.gov.za

All applications must be completed on Kouga Grant-In Aid Application forms available in all Municipal Offices and Municipal Website.

The Municipality reserves the right not to fund an organization or body two years in succession or in any future years.

No late applications will be considered.

Closing Date 30 September 2019

C. DU PLESSIS
MUNCIPAL MANAGER

P.O. Box 21
JEFFREYS BAY
6330

For placement:

Kouga Express - 27 June 2019
Municipal Notice Boards
Municipal Website

Annexure B Erratum Kouga Grant in Aid Advert

KOUGA LOCAL MUNICIPALITY (EC108)
ERRATUM TO NOTICE 121 / 2019
GRANT IN AID APPLICATION: CALL FOR PROPOSALS (2019 / 2020 FINANCIAL YEAR)

All interested and Qualifying Organizations for Kouga Municipal Grant-In-Aid 2019 / 2020 are herewith advised that the following amendment have been done on the following notice:

Notice Number	Description	Initial Closing Date	New Closing Date
121/2019	Grant-In-Aid Application: Call for Proposals (2019/2020 Financial Year)	30 September 2019	31 July 2019

Application can be submitted to Mr. X Wagosa or Mr. V Yake at the Local Economic Development Office, 16 Woltemade Street, Jeffreys Bay. 042 200 2143 or email xwagosa@kouga.gov.za / vyake@kouga.gov.za

All applications must be completed on Kouga Grant-In Aid Application forms available in all Municipal Offices and Municipal Website.

The Municipality reserves the right not to fund an organization or body two years in succession or in any future years.

No late applications will be considered.

C. DU PLESSIS
MUNICIPAL MANAGER

P.O. Box 21
JEFFREYS BAY
6330

For placement:

Kouga Express - 11 July 2019
Municipal Notice Boards
Municipal Website

Annexure A – Kouga Municipal Grant In Aid Advertisement



KOUGA
local municipality
Good Governance through Service Excellence

KOUGA MUNICIPALITY (EC108)

NOTICE NO. 121/2019
GRANT APPLICATIONS: CALL FOR PROPOSALS
(2019/2020 FINANCIAL YEAR)

In line with its Grant-in-Aid Policy. Kouga Municipality hereby invites all interested and qualifying organization to apply for Grant-in-Aid (GIA) to assist the implementation of their projects for the 2019/2020 Financial year. Proposals for the GIA support are to be submitted under any of the following high level priority areas:

- **Animal Welfare**
- **Festivals**
- **Sports, Recreation, Arts & Culture**
- **Tourism Development & Marketing**
- **SMME Development**
- **Local Economic Development and Job Creation**

Application can be submitted to Mr. X Wagosa or Mr. V Yake at the Local Economic Development Office, 16 Woltemade Street, Jeffreys Bay. 042 200 2143 or email xwagosa@kouga.gov.za/vyake@kouga.gov.za

All applications must be completed on Kouga Grant-in-Aid Application forms available in all Municipal Offices and Municipal Website.

The Municipality reserves the right not to fund an organization or body two years in succession or in any future years.

No late application will be considered.

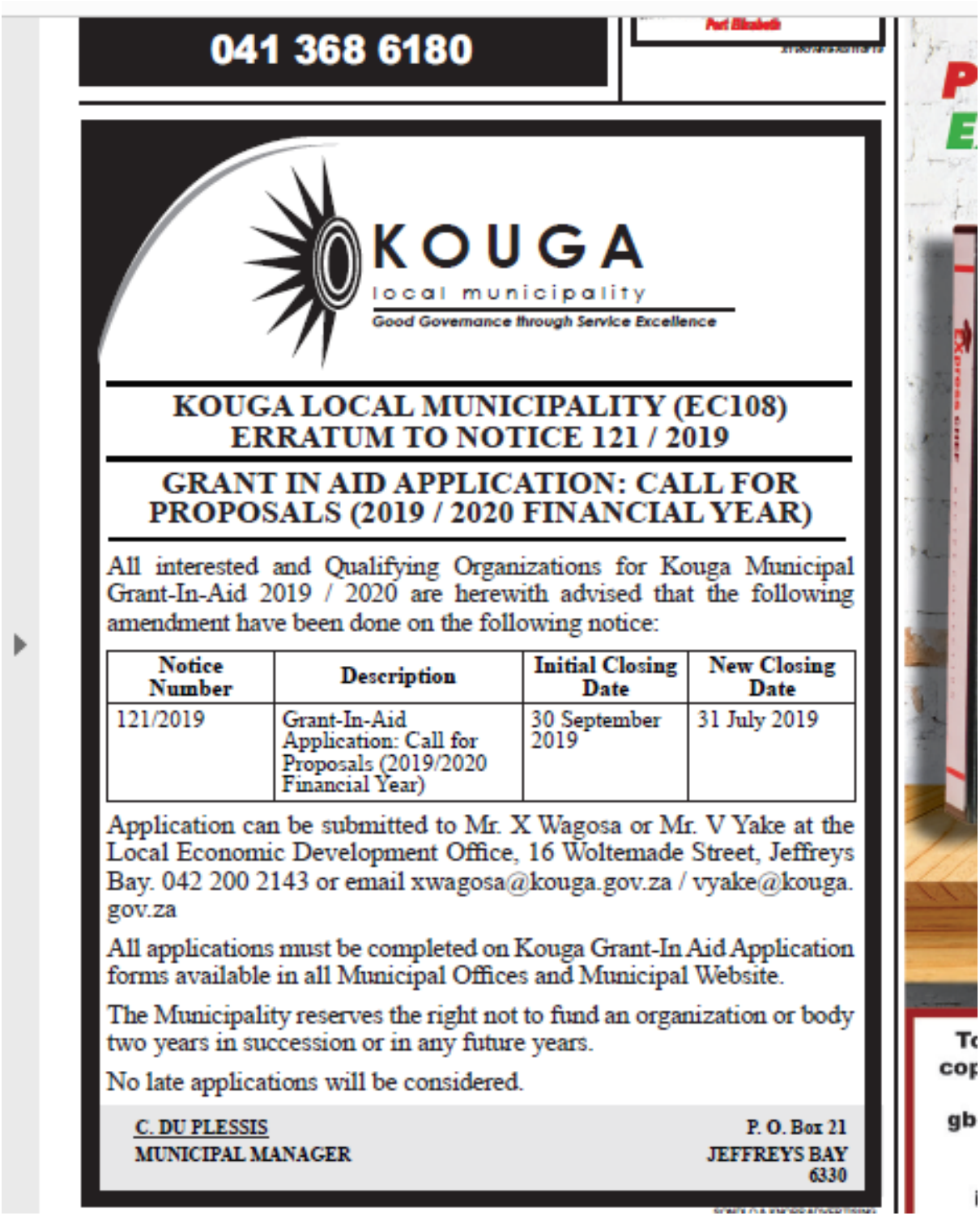
Closing Date 30 September 2019

C. DU PLESSIS
MUNICIPAL MANAGER

P. O. Box 21
JEFFREYS BAY
6330

SONDLO & KNOPP ADVERTISING

Annexure B Erratum Kouga Grant in Aid Advert



041 368 6180

KOUGA
local municipality
Good Governance through Service Excellence

KOUGA LOCAL MUNICIPALITY (EC108)
ERRATUM TO NOTICE 121 / 2019

GRANT IN AID APPLICATION: CALL FOR PROPOSALS (2019 / 2020 FINANCIAL YEAR)

All interested and Qualifying Organizations for Kouga Municipal Grant-In-Aid 2019 / 2020 are herewith advised that the following amendment have been done on the following notice:

Notice Number	Description	Initial Closing Date	New Closing Date
121/2019	Grant-In-Aid Application: Call for Proposals (2019/2020 Financial Year)	30 September 2019	31 July 2019

Application can be submitted to Mr. X Wagosa or Mr. V Yake at the Local Economic Development Office, 16 Woltemade Street, Jeffreys Bay. 042 200 2143 or email xwagosa@kouga.gov.za / vyake@kouga.gov.za

All applications must be completed on Kouga Grant-In Aid Application forms available in all Municipal Offices and Municipal Website.

The Municipality reserves the right not to fund an organization or body two years in succession or in any future years.

No late applications will be considered.

C. DU PLESSIS
MUNICIPAL MANAGER

P. O. Box 21
JEFFREYS BAY
6330

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

LOCAL ECONOMIC DEVELOPMENT & TOURISM

DATE: 30 OCTOBER 2019 **ITEM NO: 19/10/LED&T10**

RE: CORRECTION / RETIFICATION ON GRANT IN AID APPLICATIONS ITEM FOR 2018/2019 FINANCIAL YEAR

1. Purpose

The purpose of the item is to report an error in the grant in aid Council Resolution No. 18/10/PDT9 for the approved allocation in 18/19 FY.

2. Background

On the 30 October 2018, the Kouga Municipality resolved as follows ***(extract of minutes of Council attached as annexure 1)***:

18/10/PDT9 REPORT ON THE GRANT IN AID APPLICATION PROCESS FOR 2018/19 FINANCIAL YEAR

a) That Kouga Grant in aid allocations to the following organisations be approved

ORGANISATION	**GRANT ALLOCATION AS PER RECOMMENDATIONS**
JBay Animal Welfare	R 100 000.00
National Sea Rescue Institute	R 120 000.00
Humansdorp Museums Association	R 120 000.00
Kouga Local Tourism Organisation	R 897 000.00 + R1, 300 000.00
Oasis Radio Station	R 156 208.00
Mighty Men Conference - Eastern Cape	R 100 000.00
TOTAL	**R 3,689, 800.76**

It must be noted and corrected that the total reflected on the table above as was captured in the Council item is incorrect. The sum of the total allocations is **R2 793 208.00.** The Grant in allocation were disbursed accordingly and the expenditure report attest to this (see attached annexures).

3. Financial Implications

Nil

4. Legal Implications

Nil

5. Recommendations

5.1 That Council Resolution a) taken by Council on 30 October 2018 **be corrected** to read as follows:

"That Kouga Grant in aid allocations to the following organisations be approved:

ORGANISATION	**GRANT ALLOCATION AS PER RECOMMENDATIONS**
JBay Animal Welfare	R 100 000.00
National Sea Rescue Institute	R 120 000.00
Humansdorp Museums Association	R 120 000.00
Kouga Local Tourism Organisation	R 897 000.00 + R1, 300 000.00
Oasis Radio Station	R 156 208.00
Mighty Men Conference - Eastern Cape	R 100 000.00
TOTAL	**R 2 793 208.00**

Item prepared by: **The Director: Planning, Development and Tourism**

Item approved by: **Municipal Manager**

Item noted by the Portfolio Councillor

Annexure A – Extract of Council Resolution-30 October 2018

Benson be appointed as Acting Speaker for the period 23 November 2018 to 10 December 2018, be approved.

18/10/PDT9 **REPORT ON THE GRANT IN AID APPLICATIONS PROCESS FOR 2018/2019 FINANCIAL YEAR**

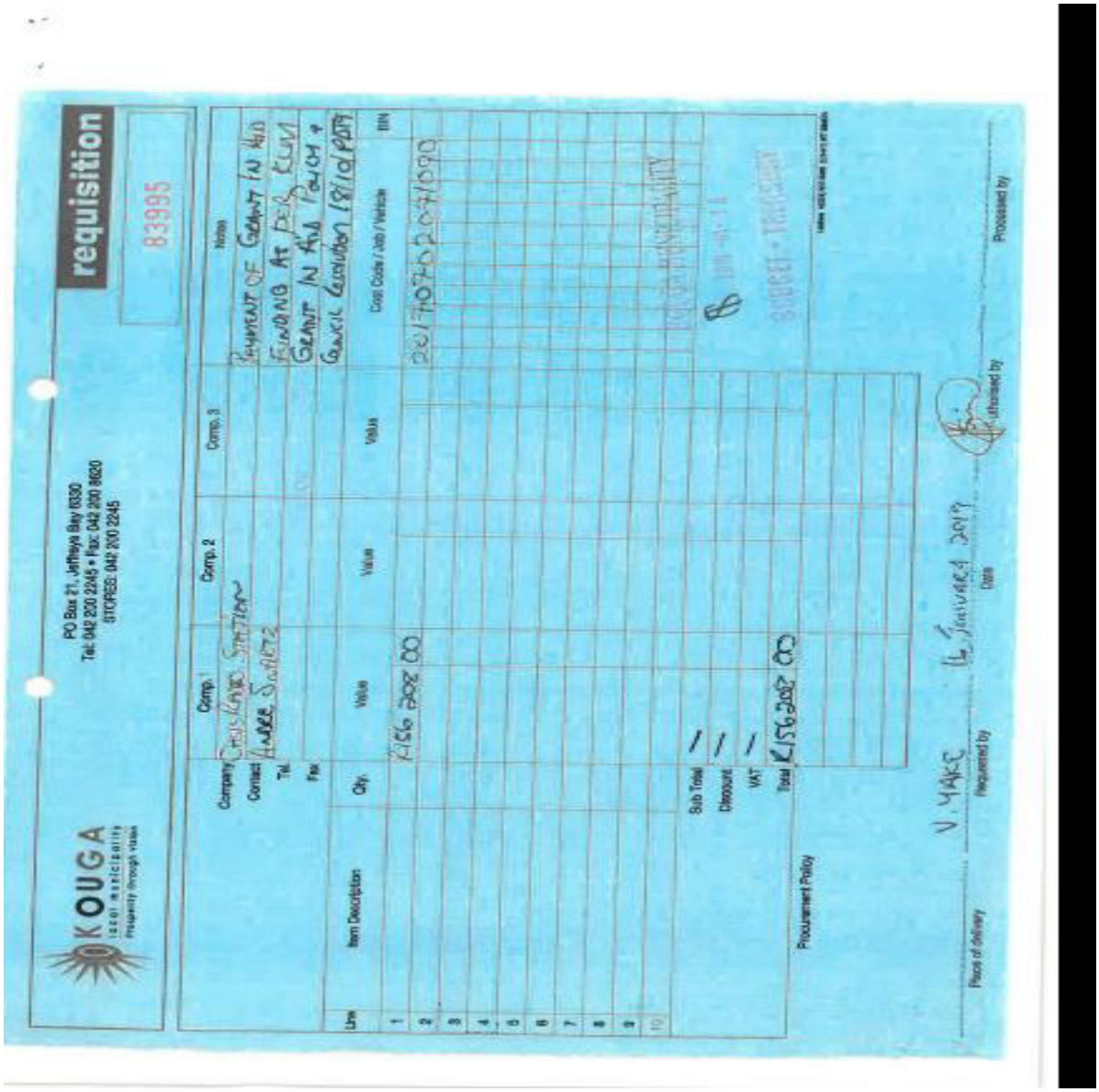
Resolved (30 October 2018)

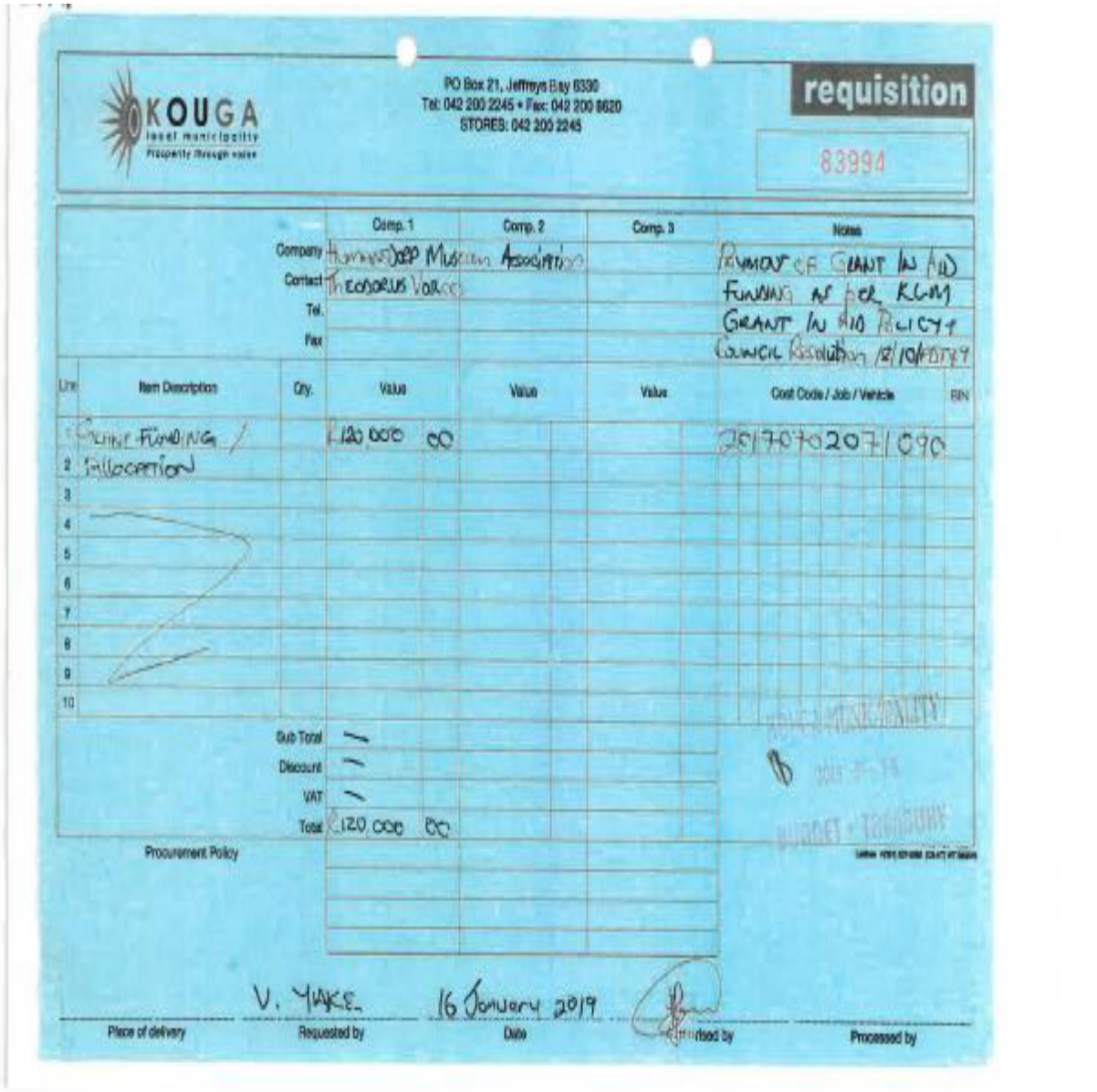
1. That the Kouga Municipal Grant in Aid allocations, to the following organisations, be approved:-

ORGANISATION	GRANT ALLOCATION AS PER RECOMMENDATIONS
Jeffreys Bay Animal Welfare	R 100 000.00
National Sea Rescue Institute	R 120 000.00
Humansdorp Museums Association	R 120 000.00
Kouga Local Tourism Organisation	R 897 000.00 + R1, 300 000.00
Oasis Radio Station	R 156 208.00
Mighty Men Conference - Eastern Cape	R 100 000.00
TOTAL	**R 3,689, 800.76**

2. That the Manager: Legal Services draft the Service Level Agreements for the approved organisations and stipulate conditions, of the Grant-in-Aid Committee.

Annexure 2: Processed Payment Requisitions-Grant- in Aid 2018/19





KOUGA local municipality
Prosperity through water

PO Box 21, Jeffreys Bay 6330
Tel: 042 200 2245 • Fax: 042 200 8620
STORES: 042 200 2245

requisition

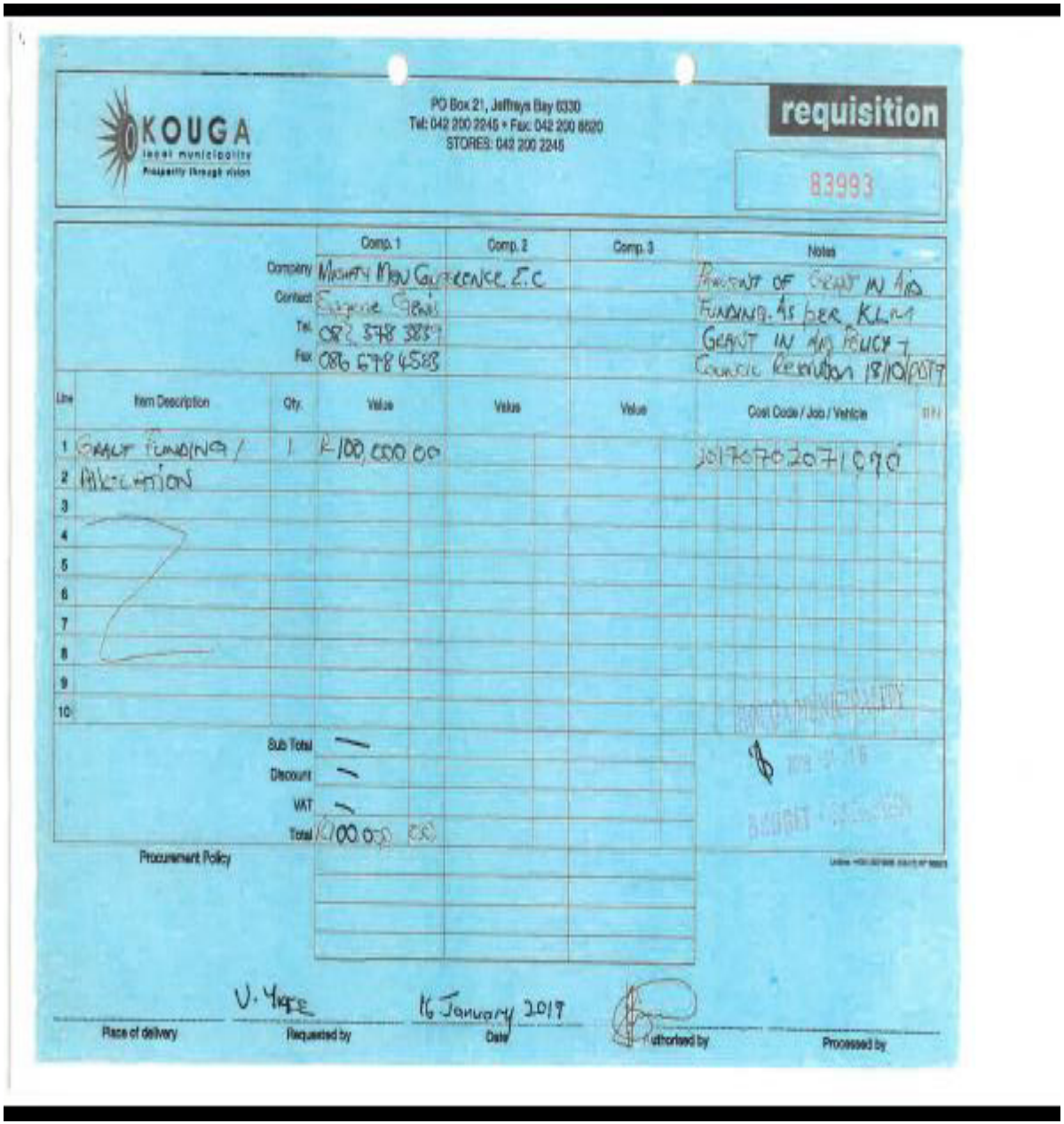
83994

			Comp. 1	Comp. 2	Comp. 3	Notes
		Company	Humansdorp Museum Association			REMOVAL OF GRANT IN AID
		Contact	Theodorus Vorster			FUNDING AS PER KLM
		Tel.				GRANT IN AID POLICY &
		Fax				COUNCIL RESOLUTION 12/10/2017
Line	Item Description	Qty.	Value	Value	Value	Cost Code / Job / Vehicle	RIN
1	CLINIC FUNDING /		R120 000 00			3017070207/090	
2	ALLOCATION						
3							
4							
5							
6							
7							
8							
9							
10							
		Sub Total	—				
		Discount	—				
		VAT	—				
		Total	R120 000 00				

Procurement Policy

V. YAKE — 16 January 2019

Place of delivery | Requested by | Date | rised by | Processed by



KOUGA
local municipality
Prosperity through vision

PO Box 21, Jeffreys Bay 6330
Tel: 042 200 2245 • Fax: 042 200 8620
STORES: 042 200 2245

requisition

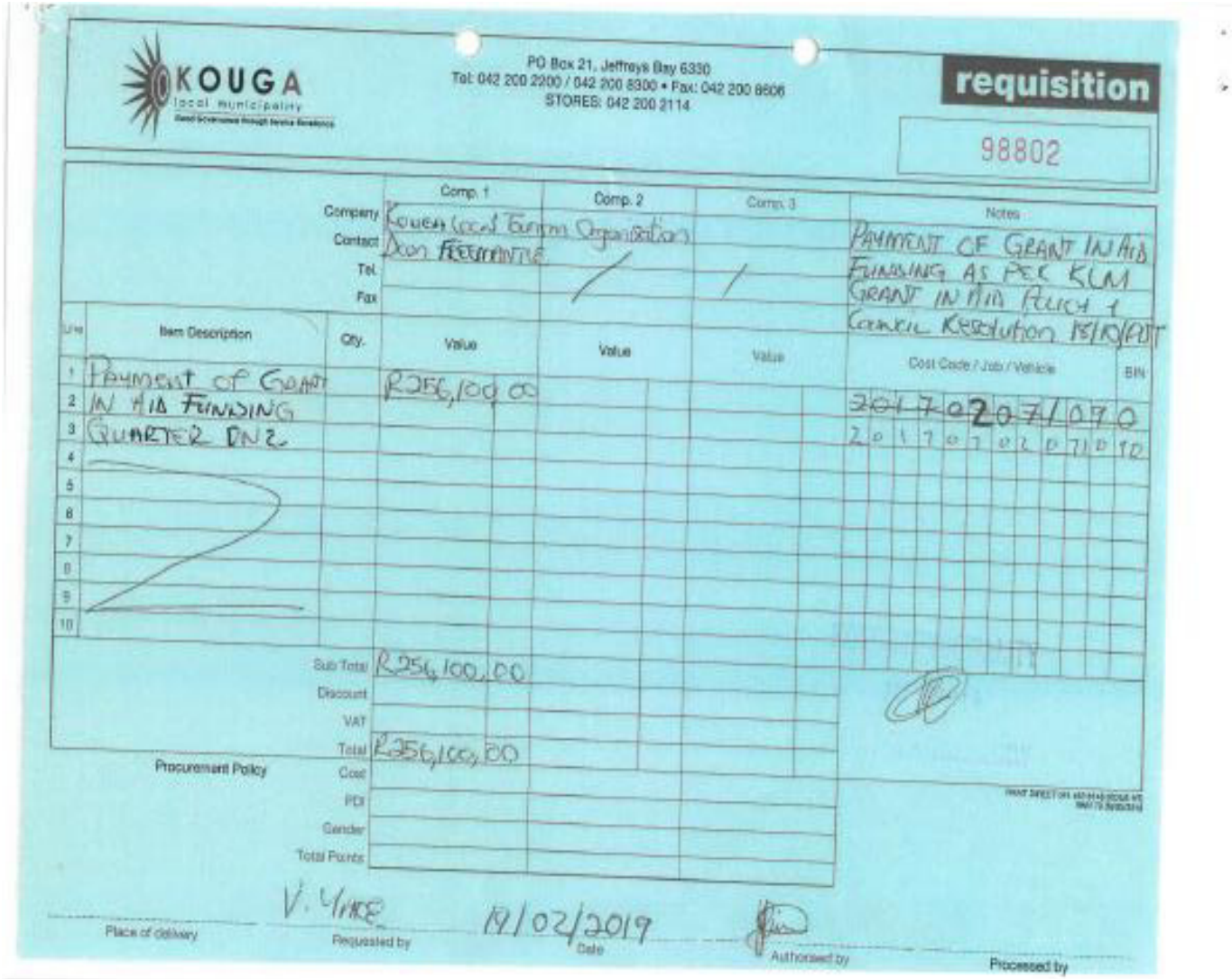
83993

	Comp. 1	Comp. 2	Comp. 3	Notes
Company	Mighty Men Conference E.C			Request of Grant in Aid Funding. As per KLM Grant in Aid Policy & Council Resolution 18/10/2017
Contact	Eugene Gibbs			
Tel.	082 378 3857			
Fax	086 678 4588			

Line	Item Description	Qty.	Value	Value	Value	Cost Code / Job / Vehicle
1	Grant Funding / Allocation	1	R100,000.00			3017670207 1070
2						
3						
4						
5						
6						
7						
8						
9						
10						
	Sub Total		—			
	Discount		—			
	VAT		—			
	Total		100 000.00			

Procurement Policy

Place of delivery	Requested by	Date	Authorised by	Processed by
	V. Yapi	16 January 2019		



KOUGA
local municipality

PO Box 21, Jeffreys Bay 6330
Tel: 042 200 2200 / 042 200 8300 • Fax: 042 200 8606
STORES: 042 200 2114

requisition

98802

	Comp. 1	Comp. 2	Comp. 3	Notes
Company	Kouga Local Tourism Organisation			PAYMENT OF GRANT IN AID FUNDING AS PER KLM GRANT IN AID POLICY & COUNCIL RESOLUTION 151/2017
Contact	Don Fleckenstein	/	/	
Tel.				
Fax				

Line	Item Description	Qty.	Value	Value	Value	Cost Code / Job / Vehicle	BIN
1	PAYMENT OF GRANT		R256,100.00			2017020710700	
2	IN AID FUNDING					2017020710710	
3	QUARTER ONE						
4							
5							
6							
7							
8							
9							
10							

Sub Total	R256,100.00		
Discount			
VAT			
Total	R256,100.00		
Cost			
PDI			
Gender			
Total Points			

Procurement Policy

V. Y/KE — Requested by
19/02/2019 — Date
Authorised by
Processed by
Place of delivery

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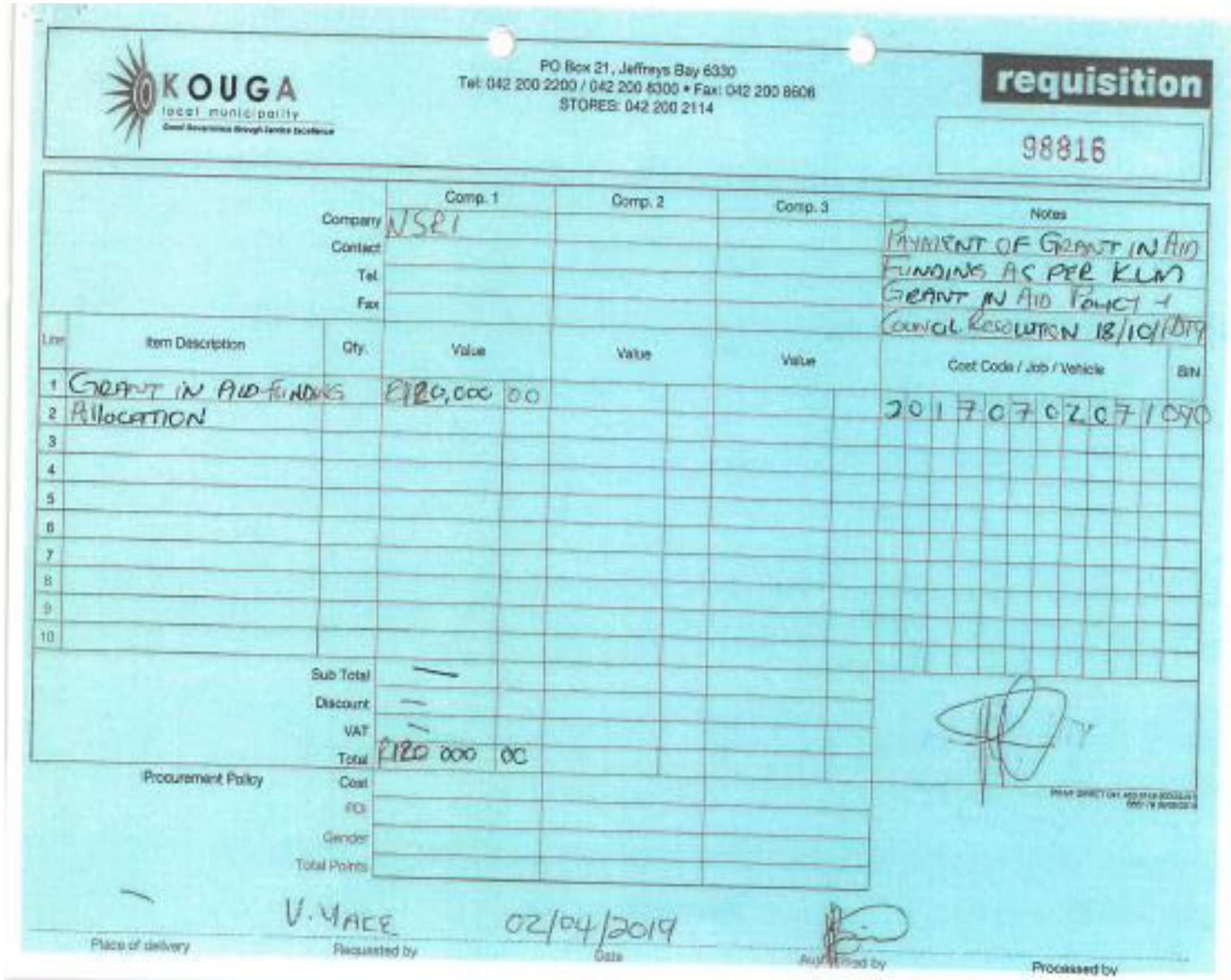


KOUGA
local municipality

PO Box 21, Jeffreys Bay 6330
Tel: 042 200 2200 / 042 200 6300 • Fax: 042 200 8606
STORES: 042 200 2114

requisition

98816

	Comp. 1	Comp. 2	Comp. 3	Notes
Company	NSRI			PAYMENT OF GRANT IN AID FUNDING AS PER KLM GRANT IN AID POLICY & COUNCIL RESOLUTION 18/10/2019
Contact				
Tel				
Fax				

Line	Item Description	Qty.	Value	Value	Value	Cost Code / Job / Vehicle	Bin
1	GRANT IN AID FUNDING		R120,000 00			3017070207 1090	
2	ALLOCATION						
3							
4							
5							
6							
7							
8							
9							
10							

Sub Total	—
Discount	—
VAT	—
Total	R120 000 00

Procurement Policy

Cost	
PDI	
Gender	
Total Points	

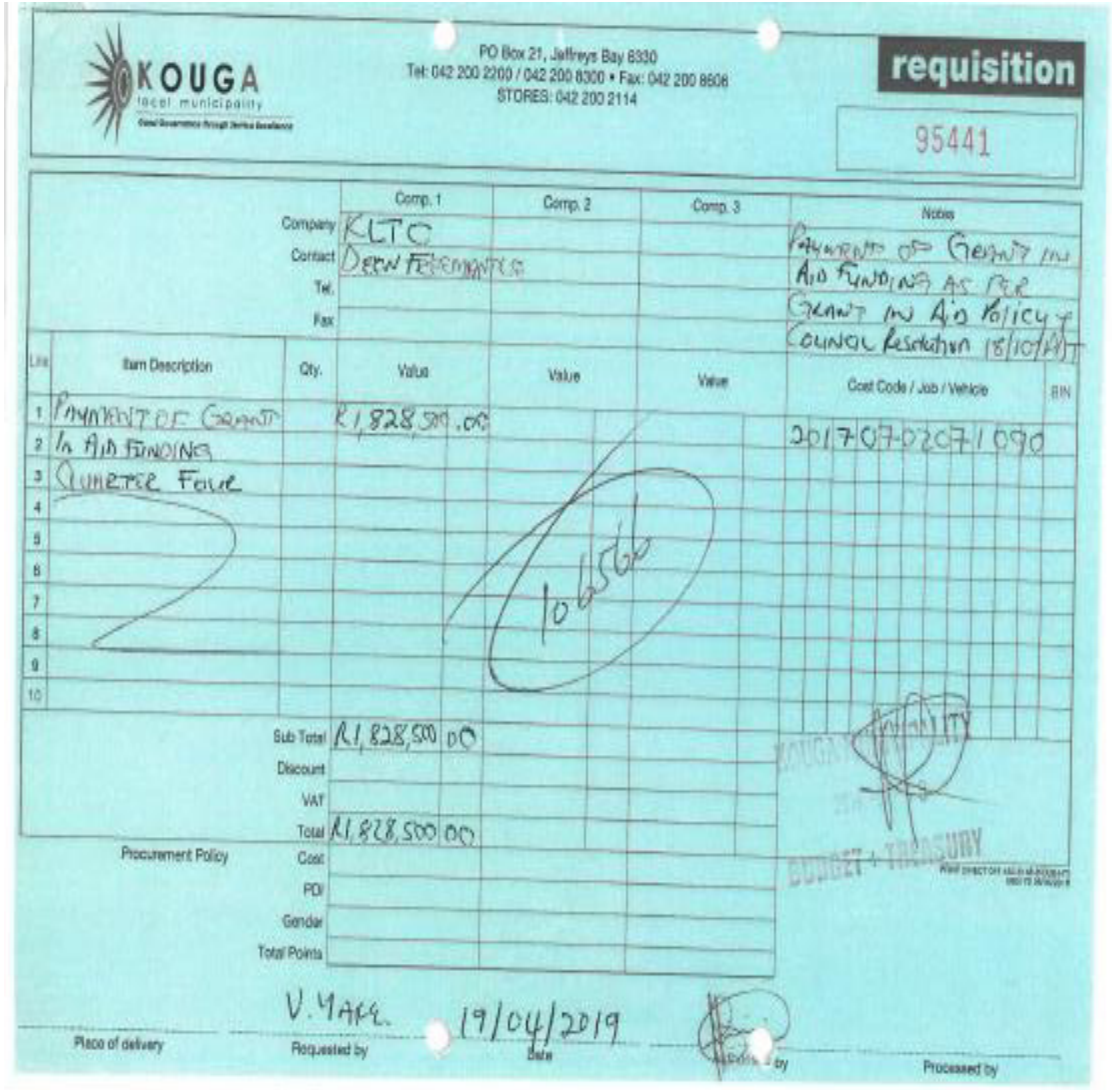
—

V. MACE — Requested by

02/04/2019 — Date

Authorised by

Processed by



KOUGA local municipality
Good Governance through Service Excellence

PO Box 21, Jeffreys Bay 6330
Tel: 042 200 2200 / 042 200 8300 • Fax: 042 200 8608
STORES: 042 200 2114

requisition

95441

	Comp. 1	Comp. 2	Comp. 3	Notes
Company	KLTC			Payment of Grant in Aid funding as per Grant in Aid Policy & Council Resolution 18/10/2017
Contact	DEON FERREIRA			
Tel.				
Fax				

Line	Item Description	Qty.	Value	Value	Value	Cost Code / Job / Vehicle	BIN
1	PAYMENT OF GRANT		R1,828,500.00			2017/07-02071090	
2	IN AID FUNDING						
3	CLIMATE FAIR						
4							
5							
6							
7							
8							
9							
10							

Sub Total	R1,828,500	00
Discount		
VAT		
Total	R1,828,500	00
Cost		
PDI		
Gender		
Total Points		

Procurement Policy

10656

KOUGA MUNICIPALITY
BUDGET + TREASURY

V. Mafa — Requested by
19/04/2019 — Date
Place of delivery
Processed by

[redacted]

KOUGA
local municipality

PO Box 21, Jeffreys Bay 6330
Tel: 042 200 2200 / 042 200 8300 • Fax: 042 200 8606
STORES: 042 200 2114

requisition

95440

	Comp. 1	Comp. 2	Comp. 3
Company	KLTO		
Contact			
Tel			
Fax			

Notes: PAYMENT OF GRANT IN AID FUNDING AS PER KLM GRANT IN AID POLICY (COUNCIL RESOLUTION 181/07/17)

Line	Item Description	Qty.	Value	Value	Value	Cost Code / Job / Vehicle	BIN
1	PAYMENT OF GRANT		R53 600.00			20170770 207109 0	
2	IN AID FUNDING						
3	QUARTER THREE						
4							
5							
6							
7							
8							
9							
10							

Sub Total	R53 600	00	
Discount	—		
VAT	—		
Total	R53 600	00	

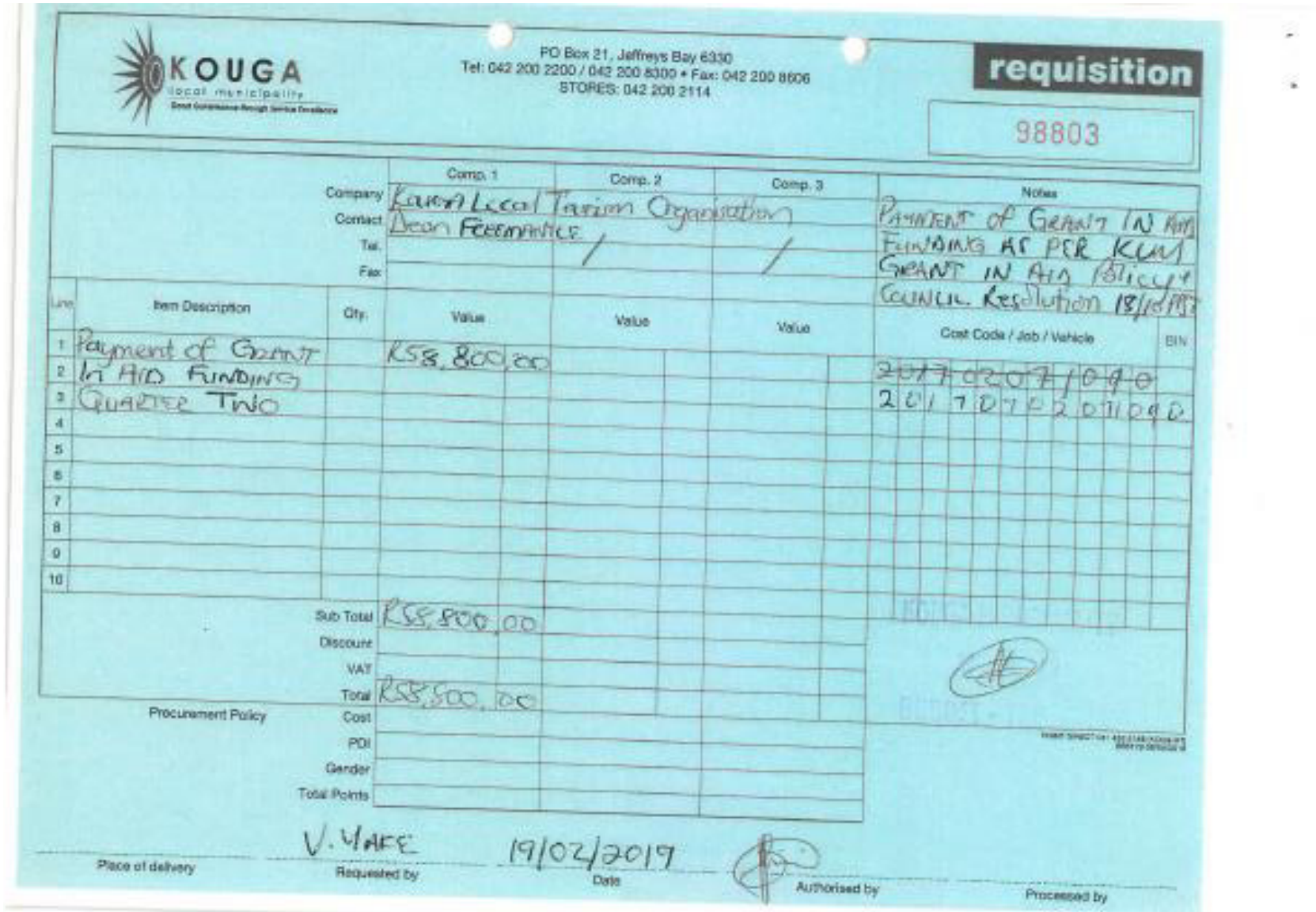
Procurement Policy

Cost			
PDI			
Gender			
Total Points			

BUDGET & TREASURY

Place of delivery: V. YAWA
Requested by
Date: 19/04/2019
Authorised by
Processed by

[redacted]



KOUGA
local municipality
Good Governance through Service Excellence

PO Box 21, Jeffreys Bay 6330
Tel: 042 200 2200 / 042 200 8300 • Fax: 042 200 8606
STORES: 042 200 2114

requisition

98803

	Comp. 1	Comp. 2	Comp. 3
Company	Kouga Local Tourism Organisation		
Contact	Dean Freemantle	/	/
Tel.			
Fax			

Line	Item Description	Qty.	Value	Value	Value
1	Payment of Grant		R58,800.00		
2	In Aid Funding				
3	Quarter Two				
4					
5					
6					
7					
8					
9					
10					
	Sub Total		R58,800.00		
	Discount				
	VAT				
	Total		R58,800.00		
Procurement Policy	Cost				
	PDI				
	Gender				
	Total Points				

Notes: Payment of Grant in Aid Funding as per Kouga Grant in Aid Policy / Council Resolution 18/10/17

Cost Code / Job / Vehicle	BIN
2017 02 07 1090	
2017 02 07 2 0711 090	

V. Waffe — Requested by
19/02/2019 — Date
Place of delivery
Authorised by
Processed by

[redacted]

REPORTS FOR INFORMATION

19. **MATTERS FOR INFORMATION**
(refer to complete items with annexures of the Portfolio Committee meetings held on 3, 4 & 5 September 2019 and the Mayoral Committee meeting held on 7 October 2019)

19.1 **OFFICE OF THE MUNICIPAL MANAGER**

19/10/MM1 MAYORAL RESOLUTIONS FOR 8 AUGUST 2018

Resolved (7 October 2019)

1. That the updated Action Sheets reflecting resolutions of the Mayoral Committee meeting for 8 August 2019 be noted.

2. That it be noted that all resolutions are referred to Top Management meetings for discussion whereafter outstanding reports are submitted to their respective Portfolio Committee meetings.

19.2 **REPORTS BY THE PORTFOLIO CHAIRPERSON: FINANCE**

19/10/F1 REVENUE: WRITE-OFF OF PRESCRIBED DEBT

Resolved (7 October 2019)

1. That the item be withdrawn and be referred to the Bad Debts Committee for discussion.

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

19/10/CORP3 HR REPORT FOR JUNE 2019

Resolved (7 October 2019)

1. That the monthly HR report be noted.

2. That the statistics and monitoring movement on a monthly basis, be noted.

3. That the improvement in HR based on the year assessment, be noted.

4. That each Directorate report on measures they will put in place to reduce the abuse of overtime and submit a report to their respective Portfolio Committees in November 2019.

5. That the purchasing a mini bus/kombi for use by the Office of the Mayor, which will also be used as a pool vehicle for other departments, be supported.

19/10/CORP4 **TRAINING REPORT: ROADS CONSTRUCTION TRAINING**

Resolved (7 October 2019)

1. That the Training Report: Roads Construction Training be noted.

2. That the leading department make the necessary tools and equipment available to the roads team in order for them to conduct their work as per the training with proper monitoring of repairs.

19/10/CORP5 **MONTHLY REPORT FOR THE CORPORATE SERVICES DIRECTORATE: ADMINISTRATION SECTION**

Resolved (7 October 2019)

1. That the monthly report for July 2019, be noted.

2. That a list of adverts that appeared in the local and regional newspaper, be tabled at the next Portfolio Committee Meeting.

3. That an analysis report on official printing as well as non-essential printing be submitted to the Portfolio Committee meeting.

19/10/CORP6 **SDBIP REPORT AS AT 31 JULY 2019**

Resolved (7 October 2019)

1. That progress on the SDBIP as at 31 July 2019 be noted.

19/10/CORP7 **REPORT: PROVINCIAL PUBLIC PARTICIPATION ROUND TABLE FORUM**

Resolved (7 October 2019)

1. That the current Terms of Reference/Memorandum of Understanding between the Municipality and COGTA, upon receipt, be reviewed.

19/10/CORP8 **TRADITIONAL CIRCUMCISION WINTER SEASON REPORT: JUNE-JULY 2019**

Resolved (7 October 2019)

1. That the report on the Traditional Winter Season of 2019, of Kouga Municipality be noted,

2. That the Kouga Initiation Forum together with the Speaker's Office, establish a Working Initiation Committee in all 13 areas.

3. That a certain level of monitoring and support from the Environmental Health Section, be provided.

19/10/CORP9 **LEGAL OPINION - ONLINE MEDIA ADVERTISING ON THE JBAY NEWS PLATFORM**

Resolved (7 October 2019)

1. That the legal opinion be noted.

2. That Notices not be advertised on the Jbay News electronic platform.

19/10/CORP11 **FURNITURE EXPENDITURE FOR THE NEW HR OFFICE**

Resolved (7 October 2019)

1. That the report on the expenditure on the furniture for the new HR office be noted.

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

19/10/I&E2 **ACTIVITIES FOR THE PERIOD 1 JULY 2019 UP TO 16 AUGUST 2019: CALL OUTS**

Resolved (7 October 2019)

1. That the report on activities for the period of 1 July to 16 August 2019: Call Outs, be noted.

2. That a report on a schedule programme for the repairing of gravel roads be tabled at the Portfolio Committee meeting.

19/10/I&E3 RE: PROGRESS ON GRANT FUNDING (MIG & EPWP)

Resolved (7 October 2019)

1. That the closing report on the Grant Funding (MIG & PWP) be noted.

19/10/I&E4 DAY TO DAY OPERATIONS OF THE FLEET SECTION WHICH RESIDES UNDER INFRASTRUCTURE & ENGINEERING DURING THE PERIOD OF JULY 2019

Resolved (7 October 2019)

1. That the Day to Day Operations of the Fleet Section which Resides Under Infrastructure & Engineering During the Period of July 2019 be noted and accepted.

2. That the outcomes of the investigation regarding the truck that fell over while off-loading building sand be tabled at the next Mayoral Committee.

3. That the Speaker intervenes in the investigation regarding the Councillor's involvement in the matter.

19/10/I&E5 INTRODUCTION OF A DRAFT BY-LAW: ELECTRICITY SUPPLY BY-LAW

Resolved (7 October 2019)

1. That the report be withdrawn and be resubmitted once the by-law has been workshopped.

19/10/I&E6 REPORT: ELECTRICAL MAINTENANCE REPORT

Resolved (7 October 2019)

1. That the report on electrical maintenance, be noted.

2. That a mutual drive by Kouga Municipality and the SAPS regarding illegal electrical connections initiated as a way forward to investigate measures to institute legal action against offenders, be supported.

19/10/I&E7 RE: MIG GRANT FUNDING SPLIT

Resolved (7 October 2019)

1. That the report of the MIG Grant Funding split, be noted.

19.5 REPORTS BY THE PORTFOLIO CHAIRPERSON: COMMUNITY SERVICES

19/10/CS1 MONTHLY REPORT COMMUNITY SERVICES: JULY 2019

Resolved (7 October 2019)

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

2. That it be noted that a full status report on the Kouga fleet will be submitted to the Portfolio Committee to be held in November 2019.

3. That a report on all spaza shops per area in Kouga be compiled to indicate whether they are compliant with prescribed legislation, be submitted to the Portfolio Committee meeting to be held in November 2019

4. That a full report indicating strategic law enforcement measures to be put in place regarding the control and monitoring of all taxi operation in Kouga area be submitted to the Portfolio Committee meeting to be held in November 2019.

19/10/CS2 DRINKING WATER QUALITY REPORT JUNE 2019

Resolved (7 October 2019)

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

19/10/CS3 DRINKING WATER QUALITY REPORT JULY 2019

Resolved (7 October 2019)

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

19/10/CS4 DIPPING & DEWORMING FOR DOGS & CATS REPORT: JUNE 2019

Resolved (7 October 2019)

1. That the report on the Dipping & Deworming of cats and dogs within Kouga Municipality be noted.

19/10/CS5 SCHOOLS FOOD SAFETY & HYGIENE PROGRAMME REPORT: 11 – 13 JUNE 2019

Resolved (7 October 2019)

1. That the report on food safety and hygiene programme for food handlers in schools within the Kouga Municipality be noted.

19/10/CS7 UPDATE REPORT ON OYSTER BAY DUNE REHABILITATION

Resolved (7 October 2019)

1. That the report on Oyster Bay dune rehabilitation be noted.

2. The opening of Slang River mouth be noted.

19/10/CS8 PROGRESS REPORT ON WHEELIE BIN DISTRIBUTION

Resolved (7 October 2019)

1. That the progress report regarding the 240l wheelie bin roll out be noted.

2. That more trucks be fitted with lifting mechanisms, be supported.

3. That additional funds to be considered during the 2019/2020 adjustment budget for further roll out to other areas, be supported.

4. That the Portfolio Councillor and the Manager: Environmental Management engage with respective business stakeholders regarding financially viable options regarding refuse bins in the Humansdorp CBD area.

19/10/CS10 REPORT ON KOUGA BOAT LAUNCHING SITES

Resolved (7 October 2019)

1. That the item be withdrawn and that a revised report be submitted to the Portfolio Committee meeting to be held in November 2019.

19/10/CS14 PROGRESS REPORT ON THE IMPLEMENTATION OF THE SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP) AS AT 31 JULY 2019

Resolved (7 October 2019)

1. That the progress report on the progress with regards to the on the implementation of the SDBIP as at 31 July 2019 be noted.

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

19/10/PD1 TOWN PLANNING PROGRESS REPORT: 1 JULY TO 31 JULY 2019

Resolved (7 October 2019)

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

19/10/PD4 PROGRESS REPORT ON THE IMPLEMENTATION OF THE SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP) AS AT 31 JULY 2019

Resolved (7 October 2019)

1. That the SDBIP progress report for month July and August 2019, be noted.

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

19/10/LED&T1 EVENTS APPLICATION FOR PERIOD JULY 2019

Resolved (7 October 2019)

1. That the events approved by the Events Committee on 05 July 2019, be noted.

19/10/LED&T2 KOUGA SUPPLIER DAY FOR SMME'S IN RENEWABLE ENERGY 1 AUGUST 2019

Resolved (7 October 2019)

1. That the Kouga Supplier Day that took place on 1 August 2019, be noted.

19/10/LED&T4 THE LOCAL ECONOMIC DEVELOPMENT STRATEGY STEERING COMMITTEE

Resolved (7 October 2019)

1. That the report of the LED Strategy Steering Committee Meeting, be noted.

19/10/LED&T5 **NATIONAL TOURISM INFORMATION AND MONITORING SYSTEM(NTIMS) DATA COLLECTION PROJECT**

Resolved (7 October 2019)

1. That the report on data collectors, be noted.

2. That the councilor training that took place on 1 August 2019, be noted.

19/10/LED&T6 **KOUGA BUSINESS RETENTION AND EXPANSION**

Resolved (7 October 2019)

1. That the committee notes the progress report of the Business Retention and Expansion programme.