



KOUGA

local municipality

Good Governance through Service Excellence

ORDINARY COUNCIL MEETING

AGENDA

Date	:	29 May 2020
Time	:	10:00
Venue	:	Virtual Meeting

KOUGA MUNICIPALITY (EC108) <u>NOTICE CONVENING A MEETING</u> NOTICE IS HEREBY GIVEN in terms of the amended Directions on Municipal Operations and Governance, in terms of Section 27(2) of the Disaster Management Act, 2002, that a virtual Ordinary Council Meeting will be held on <u>DATE:</u> 29 May 2020 <u>TIME:</u> 10:00  <u>H. BORNMAN</u> SPEAKER	UMASIPALA I-KOUGA (EC108) <u>ISAZISO NGENTLANGANISO</u> OKU KUKWAZISA malunga neZikhokelo eziLungisiweyo ekuSebenzeni koMasipala kunye noLawulo ngokweMigagqo yeCandelo lama 27(2) loMthetho woLawulo lweNtlekele ka 2002, ukuba kubanjwe intlanganiso ebonakalayo yesigqeba Ye khansile <u>UMHLA:</u> 29 UCanzibe 2020 <u>IXESHA:</u> 10:00  <u>H. BORNMAN</u> USOMLOMO	MUNISIPALITEIT KOUGA (OK108) <u>KENNISGEWING VAN VERGADERING</u> KENNIS GESKIED HIERMEE ingevolge die gewysigde Aanwysings Vir Munisipale Bedrywighede En Bestuur, Ingevolge Artikel 27 (2) van die Wet op Rampbestuur, 2002, dat 'n virtuele raadsvergadering gehou sal word op <u>DATUM:</u> 29 Mei 2020 <u>TYD:</u> 10:00  <u>H. BORNMAN</u> SPEAKER
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Councillors are required to comply with the Standing Rules and Orders of Council and all its Committees By-law as promulgated in the Provincial Gazette on 22 October 2018 No.4134 and applicable to this meeting of Council. Any person who willfully contravenes any provision of these rules shall be guilty of an offence and which contravention shall be dealt with in accordance with the disciplinary procedures for Councillors.

A G E N D A

1. **NOTICE OF MEETING**
2. **OPENING AND WELCOME**
3. **ABSENT WITH LEAVE**
4. **ABSENT WITHOUT LEAVE**
5. **PRESENTATIONS**
6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

7. **STATEMENTS OR COMMUNICATIONS BY THE SPEAKER**
8. **STATEMENTS OR COMMUNICATIONS BY THE EXECUTIVE MAYOR**
9. **DECLARATION OF INTEREST**
10. **STATUTORY MATTERS**
- 10.1 **CONFIRMATION OF MINUTES OF PREVIOUS MAYORAL COMMITTEE MEETINGS**
 - 10.1.1 Minutes of the Mayoral Committee Meeting held on 29 November 2020
Pages 14-28
 - 10.1.2 Minutes of the Mayoral Committee Meeting held on 9 March 2020
Pages 29-51
11. **CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETINGS**
 - 11.1 Minutes of the Special Council Meeting held on 21 February 2020
Pages 53-57
 - 11.2 Minutes of the Ordinary Council Meeting held on 28 February 2020
Pages 58-74
 - 11.3 Minutes of the Special Council Meeting held on 26 March 2020
Pages 75-86
 - 11.4 Minutes of the Special Council Meeting held on 1 May 2020
Pages 87-90
12. **MATTERS DEALT WITH IN TERMS OF DELEGATED AUTHORITY BY THE EXECUTIVE MAYOR**

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

13 **REPORTS OF COMMITTEES OF COUNCIL**

13.1 **KOUGA AUDIT COMMITTEE**

20/05/KAC1 Minutes Of The Kouga Audit Committee: 3 December 2019

Pages 93-102

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

20/05/MM2 Request For Approval For The Alienation Of Non-Viable Immovable Property
Description: Erf 1289 Sea Vista

Pages 104-109

20/05/MM3 Re: Redirect MIG Funding 2019/2020 Financial Year

Pages 110-119

20/05/MM4 2019/20 Annual Report: Public Comment

Pages 120-136

20/05/MM5 Quarter 3: Institutional Performance Report: 2019/20 Financial Year: Period
1 July 2019 To 31 March 2020

Pages 137-266

15. **REPORTS BY THE EXECUTIVE MAYOR**

15.1 **REPORTS BY THE CHAIRPERSON: FINANCE**

20/05/F1 Monthly Budget Statements For The Period July 2019 To February 2020 And
Financial State Of Affairs Of The Municipality As At 29 February 2020
(2019/20 Financial Year)

Pages 268-309

20/05/FI8 Monthly Budget Statements For The Period July 2019 To March 2020 And
Financial State Of Affairs Of The Municipality As At 31 March 2020 (2019/20
Financial Year)

Pages 310-352

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

20/05/CORP1 Report On Ward Committee Policy

Pages 354-378

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

20/05/I&E3 Re: Progress On Grant Funding (MIG & EPWP)

Pages 380-387

20/05/I&E7 Report: Kouga Municipality Electricity & SSEG By Law

Pages 388-423

20/05/I&E8 Report: Kouga Municipality Small Scale Embedded Generation (SSEG) Policy

Pages 424-455

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

20/05/CS5 Construction Of Access Road St. Francis Bay Spit

Pages 457-459

20/05/CS8 Adoption Of Coastal Management Program

Pages 460-462

20/05/CS11 The Seekoei River Estuary Artificial Breach

Pages 463-465

20/05/CS16 Progress Report On Repairs And Maintenance On Kouga Facilities

Pages 466-488

20/05/CS17 One Million Rand Donations From Santam To Assist With The Fire Risk Reduction In St Francis Bay

Pages 489-490

Items forthcoming from the Mayoral Committee Meeting held on 9 March 2020

20/05/CS19 SAYM/CWP MOU Endorsement

Pages 491-507

15.5 REPORTS BY THE CHAIRPERSON: PLANNING & DEVELOPMENT

20/05/PD2 Report On The Progress And Status Of The Social Housing Partnership For The Development Of A Social And (FLISP) Housing Project On Erf 335, Jefferys Bay

Pages 509-512

20/05/PD3 Donation And Transfer Of Kouga Municipal Properties From Kouga Municipality To Public Works

Pages 513-521

Items forthcoming from the Mayoral Committee Meeting held on 9 March 2020

20/05/PD5 Approval for The Commencement to Establish "Aesthetics and Heritage Building Committee" for the St Francis Bay Village and Canals, Santareme, Harbour Precinct, Cape St Francis, Oyster Bay, Sea Vista Town, St Francis Bay Light Industrial Area in The Kouga Local Municipality Area.

Pages 522-530

20/05/PD6 "Guidelines for Buildings" Approval for the Commencement to Draft "Aesthetics and Heritage Building By-Law" for the St Francis Bay Village and Canals, Santareme, Harbour Precinct, Cape St Francis, Oyster Bay, Sea Vista Town, St Francis Bay Light Industrial Area in the Kouga Local Municipality Area in Terms of Section 13 of the MSA,2000:

Pages 531-544

15.6 REPORTS BY THE CHAIRPERSON: LOCAL ECONOMIC DEVELOPMENT & TOURISM

20/05/LED&T1 Grant In Aid Allocation Winterfest For 2019/2020 Financial Year

Pages 546-548

20/05/LED&T4 Concept Document For Local Business Support Partnership Programme For Businesses Affected By COVID-19 Pandemic

Pages 560-565

Items forthcoming from the Mayoral Committee Meeting held on 9 March 2020

20/05/LED&T3 Condonement of 3 Year MOA Committing A Donation Of R100 000.00 To the Nelson Mandela Bay Aquatics From 01 July 2017 to 30 June 2020

Pages 549-559

16. REPORTS FOR INFORMATION PURPOSES

16.1 REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER

(The below items are forthcoming from the Mayoral Committee meeting held on 7 May 2020)

20/05/MM1 Call Centre Report On Service Delivery Requests January – February 2020

Pages 567

16.2 REPORTS BY THE CHAIRPERSON: FINANCE

20/05/F2 Progress Report: Implementation Of The Municipal Standard Chart Of Accounts (mSCOA) For The Period December 2019 – 29 February 2020

Pages 567

20/05/F3 Revenue Management: Monthly Debtors Report – February 2020

Pages 567

20/05/F4 Revenue Management: Monthly Debtors Report – March 2020

Pages 567

20/05/F5 Revenue Management And Customer Care Report For The Month Of February 2020

Pages 568

20/05/F6 Revenue Management And Customer Care Report For The Month Of March 2020

Pages 568

20/05/F7 Report On Debt Handed Over For Collection As At 29 February 2020

Pages 568

20/05/F8	Report On Debt Handed Over For Collection As At 31 March 2020 Pages 568
20/05/F9	Monthly Report Of All Council Property Leases For February And March 2020 Pages 569
20/05/F10	Short-Term Insurance Claims Report For The Month Of December 2019 Pages 569
20/05/F11	Short-Term Insurance Claims Report For The Month Of January 2020 Pages 569
20/05/F12	Short-Term Insurance Claims Report For The Month Of February 2020 Pages 569
20/05/F13	Short-Term Insurance Claims Report For The Month Of March 2020 Pages 569
20/05/F14	ICT Report For The Month Of December 2019 Pages 570
20/05/F15	ICT Report For The Month Of January 2020 Pages 570
20/05/F16	ICT Report For The Month Of February 2020 Pages 570
20/05/F17	ICT Report For The Month Of March 2020 Pages 570

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

(The below items are forthcoming from the Mayoral Committee meeting held on 7 May 2020)

20/05/CORP2	Report On The Progress Of Repairs And Maintenance For Municipal Administration Buildings And Ward Councillor Offices Pages 570
20/05/CORP3	Report On Printing For January – February 2020 Pages 571
20/05/CORP4	Public Participation Progress Pages 571
20/05/CORP5	HR Report For January 2020 To February 2020 Pages 571
20/05/CORP6	Monthly Report For The Corporate Services Directorate: Administration Section Pages 572
20/05/CORP7	Report On Advertisements For January – February 2020 Pages 572
20/05/CORP8	Report On Advertisements For January – February 2020 Pages 572
20/05/CORP9	Report On Cellphone Claims Submitted For August 2018 - February 2020 Pages 573
20/05/CORP10	SDBIP Report As At 29 February 2020 Pages 573

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

(The below items are forthcoming from the Mayoral Committee meeting held on 7 May 2020)

- 20/05/I&E1** Drought Funding: Progress With Borehole Development And Water Conservation And Demand Management Projects
Pages 573
- 20/05/I&E2** Activities For The Period 18 January 2020 Up To 17 March 2020
Pages 573
- 20/05/I&E4** Report: 200 Electrification Project: Progress Report And Spending To Date
Pages 574
- 20/05/I&E5** Audit On Meters Connected To The Network
Pages 574
- 20/05/I&E6** Progress On Electrical Maintenance For The Period Of January 2020 To February 2020
Pages 574
- 20/05/I&E9** Day To Day Operations Of The Fleet Section During The Period Of January 2020 To February 2020
Pages 574

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

(The below items are forthcoming from the Mayoral Committee meeting held on 7 May 2020)

- 20/05/CS1** Quarterly Report Community Services: January-March 2020
Pages 575
- 20/05/CS2** Drinking Water Quality Report January- March 2020
Pages 575
- 20/05/CS3** Blue Flag - Marine Water Samples Report
Pages 575

- 20/05/CS4** Raw Milk Quality Report February 2020
Pages 575
- 20/05/CS6** Keep Kouga Green Campaign
Pages 575
- 20/05/CS7** Keep Kouga Clean Campaign
Pages 575
- 20/05/CS9** Education & Awareness Waste Recycling Program
Pages 576
- 20/05/CS10** Report On Greenest Municipality Competition
Pages 576
- 20/05/CS12** Fire Risk And Environmental Nuisance Reduction - Plot And Bush Clearing
Pages 576
- 20/05/CS13** Traffic Fine Revenue Income Period January -February 2020
Pages 576
- 20/05/CS14** Illegal Taxi's
Pages 577
- 20/05/CS18** Progress Report On The Implementation Of The Service Delivery Budget Implementation Plan (SDBIP) As At 31 March 2020
Pages 577

16.6 **REPORTS BY THE CHAIRPERSON: PLANNING & DEVELOPMENT**

(The below items are forthcoming from the Mayoral Committee meeting held on 7 May 2020)

- 20/05/PD4** Town Planning Progress Report: January 2020 To February 2020
Pages 577

16.7 **REPORTS BY THE CHAIRPERSON: LOCAL ECONOMIC DEVELOPMENT & TOURISM**

(The below items are forthcoming from the Mayoral Committee meeting held on 7 May 2020)

20/05/LED&T2 LED Strategy Steering Committee Meeting

Pages 577

17. **CLOSURE**

Distribution list:

Executive Mayor
Speaker
All Councillors
Municipal Manager
All Directors
Relevant Managers
Committee Services

PREVIOUS
MAYORAL
COMMITTEE
MINUTES

**MINUTES OF A MAYORAL COMMITTEE MEETING OF THE KOUGA MUNICIPALITY HELD
IN THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON
FRIDAY, 29 NOVEMBER 2019 AT 09:00**

Present:

Councillors

H Hendricks	(Executive Mayor)
BJ Williams	
B Rheeder	
F Baxter	
B Dhludhlu	

Councillors

as Observers

H Bornman	(Speaker)
W Gertenbach	

Officials

C du Plessis	(Municipal Manager)
V Felton	(Director: Infrastructure & Eng.)
S Thys	(CFO)
F Mabusela	(Director: Planning, Dev & Tourism)
D de Jager	(Manager: Human Resources)
M Rossouw	(Acting Manager: Administration)
B de Groot	(Senior Admin Officer: Committees)

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. **WITH LEAVE OF ABSENCE**

Cllr F Campher	Sick leave
Cllr D Benson	Leave
L Opperman	(Manager: Legal Services)
K Moodley	(Director: Corporate Services)
N Machelesi	Director: Community Services

4. **PRESENTATION: ASLA: TURNKEY HOUSING AND INFRASTRUCTURE DELIVERY
PRESENTATION BY MR PIERRE BLAAUW**

- ASLA was established in 1973 and has a 9CE/9GB CIDB grading;
- ASLA has a proven record as contractor and developer for the past 46 years;
- ASLA have been recognised on numerous occasions for their contribution in the industry and especially in the Housing Development segment;
- ASLA developed in excess of 45 000 units to date;
- ASLA is appointed in 16 municipalities in the Western Cape as Turnkey Implementing Agent (not including the Metro), as well as Municipalities in the Northern Cape and Eastern Cape.

METHODOLOGY: PROJECT

IMPLEMENTATION READINESS

- Environmental/LUPO/
Bulk
- Identify appropriate
policy program
- Submit layout for council
approval
- Prepare N4 for concept
approval
- Submit house plans for
approval
- Prepare N6 for final
approval
- Follow-up with DHS on
progress with approval
- Commence with NHBRC
project enrolment
- Commence with NHBRC
Home Enrolment

ENGINEERING/CONTRACTING

- Discuss project concept
with team
- Optimise township layout
- Scrutinize draft designs to
ensure optimisation
- Conclude project
feasibility
- Have final site inspection
and provide all designs, bill
of quantity and cadastral
plans with coordinates
- Proceed with construction
of internal services on the
basis of GCC
- Monitor progress and
quality
- Submit house plans to
Municipality
- Proceed with top-
structures as per
coordinates and
approved site plan
- Final Unit Reports issued
after NHBRC inspection
- Handover of houses –
signing of Happy Letters
- 3 Month Retention

BENEFICIARY/COMMUNITY

- Beneficiary list
provided with
criteria for allocation
- Proposed
development
canvassed with the
community
- Depending on
program e.g.
movement of
people, placement
on sites etc –
discussed with the
community
- Subsidy applications
submitted to DHS
- Sales agreement
signed after subsidy
approval
- Notification of
placement
- Placement of
beneficiaries per
agreed schedule
with Municipality

PROMOTE LOCAL SMME's

Integral part of every project is a social compact and a high level of community participation.

Community will be made aware of the project and it will be requested that the names of local people together with their discipline be compiled.

Prospective subcontractors will be interviewed across all building disciplines (excluding electrical).

Successful subcontractors are required to bring a pre-determined number of labourers that will assist with the completion of required tasks.

PROCESS OF APPOINTMENT

- Decision to use Turnkey Contracting Strategy
- Procurement matters
- Tender Process
- Procurement of services under a contract secured by another organ of state – Clause 32 of the SCM regulations
- Sign a Memorandum of Agreement setting out the duties and responsibilities

Concerns Raised

- Financial cover - financially viability challenges to optimize outcome of housing project;
- Lack on infrastructure in Kouga - Transit phase;

Response

- Kouga Municipality only invoiced for payment once funding has been transferred to the municipality;
- Development status of Kouga – Housing Act must be fulfilled and projects to be brought to implementation stage – Service Provider then submits application for housing project;
- Phased-in approach, transit site to be determined which is essential;
- Service Provider responsible to deliver a fully functional project;

Resolved (29 November 2019)

1. That the relevant Directorate have further engagements with ASLA regarding a Turnkey Housing and Infrastructure delivery project.

2. That the locality of the project and required needs be identified prior to submission for funding from the relevant department;
3. That a phased in approach be considered in terms of transition sites/areas while projects are being implemented.
4. That a comprehensive report addressing all concerns regarding the ASLA Turnkey Housing and Infrastructure Delivery Project be submitted to the February 2020 Planning & Development Portfolio Committee meeting.

5. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

None

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

The Executive Mayor welcomed DA Councillor, Cllr M van Niekerk who was appointed in the place of Cllr F Louw and advised that the procedures took place on 29 November 2019 in the Office of the Speaker.

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 7 October 2019 were accepted.

Proposed: B Rheeder

Seconded: B Williams

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

19/11/MM1 MAYORAL RESOLUTIONS FOR 7 OCTOBER 2019

Resolved (29 November 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.

3. That the Revenue Department investigate and determine the income generated for the lease of high towers based on concluded Rental/Lease Agreements and that such report be submitted to the February 2020 Finance Portfolio Committee meeting **(18/11/CORP1 – refer to Action Sheets)**.
4. That a report indicating a list of adverts that appeared in the local and regional newspaper be submitted to the February 2020 Corporate Services Portfolio Committee meeting **(19/10/CORP5 – refer to Action Sheets)**.
5. That a progress report on the outcome of the engagements with business stakeholders in terms financially viable options for refuse bins in the Humansdorp CBD area be submitted to the February 2020 Community Service Portfolio Committee meeting **(19/10/CS8 – refer to Action Sheets)**.
6. That a report on alternative relocation options for the Community Radio Station be investigated as a matter of urgency as the Lease Agreement expires end of December 2019 be submitted to the February 2020 Planning & Development Portfolio Committee meeting **(18/11/PDT9 – refer to Action Sheets)**.
7. That the Lease Agreement between Kouga FM and KLM be obtained and submitted to the Grant-in-Aid Committee in order to finalise the funding allocation **(19/10/LED&T9 – refer to Action Sheets)**.

19/11/MM2 CALL CENTRE REPORT ON SERVICE DELIVERY REQUESTS JULY – SEPTEMBER 2019

Resolved (29 November 2019)

1. That the report on the Call Centre Service Delivery Requests July – September 2019 be noted.
2. That it be noted that the above report serves at all service delivery Portfolio Committee meetings and that the relevant Directorates are requested to follow-up on pothole issues reported per ward.
3. That the option of providing a customer management centre/office be investigated where service delivery requests may be reported by the community.
4. That the establishment of a Kouga Street-Names Committee to engage with Ward Committees thereby involving the local

community when naming of streets in respective Wards, be considered.

19/11/MM3 REPORT ON THE PROGRESS OF THE WARD DEVELOPMENT FUND AS AT OCTOBER 2019

Resolved (29 November 2019)

1. That the report on the Progress of the Ward Development Fund, be noted.
2. That it be noted that capital funds will be transferred to operating budget with the Adjustment Budget.
3. That the remainder of the capital budget that is unspent as at 30 June 2020, be rolled over to the 20/21 budget.

19/11/MM4 MEC COMMENTS ON THE INTEGRATED DEVELOPMENT PLAN (IDP) (2017-2022): REVIEW PERIOD 2019/20

Resolved (29 November 2019)

1. That it be noted that the municipality received an overall high credibility rating from the Office of the MEC for the 2019/2020 review period.
2. That the comments of the MEC be addressed and included in the 2020/2021 IDP.
3. That consideration be given to make provision for a fully-fledged IDP unit in the review of the 2020/2021 organizational structure of the municipality.

11. REPORTS BY THE PORTFOLIO COMMITTEES CHAIRPERSONS

11.1 FINANCE

None

11.2 CORPORATE SERVICES

19/11/CORP1 MONTHLY REPORT FOR THE CORPORATE SERVICES DIRECTORATE: ADMINISTRATION SECTION

Resolved (29 November 2019)

1. That the monthly report for July-September 2019, be noted.
2. That critical institutional records and information be sent to Records for capturing on the EDMRS.

19/11/CORP2 REPORT ON THE PROGRESS OF REPAIRS AND MAINTENANCE FOR MUNICIPAL ADMINISTRATION BUILDINGS AND WARD COUNCILLOR OFFICES

Resolved (29 November 2019)

1. That the report on the progress of repairs and maintenance for Municipal Administration Buildings and Ward Councillor offices be noted.
2. That consideration be given to allocating additional funds in the adjustments budget.

19/11/CORP5 REPORT ON REDUNDANT ASSETS

Resolved (29 November 2019)

1. That the report on Redundant Assets, be noted.
2. That the Assets Department update their Assets register regularly.

19/11/CORP6 HR REPORT FOR JULY 2019 TO SEPTEMBER 2019

Resolved (29 November 2019)

1. That the monthly HR report be noted.
2. That the statistics and monitoring movement on a monthly basis, be noted.

3. That departments monitor sick leave trends and utilize the Employee Wellness Programme (EWP) to pro-actively deal with underlying issues that may result in high absenteeism.
4. That department's pay attention to the high-risk areas and implement measures to reduce or eradicate the risks.
5. That service delivery departments monitor overtime claims over the 2019 Festive Season.

19/11/CORP7**JOB EVALUATION SYMPOSIUM AND STATUS OF JOB EVALUATION**

The Manager: Human Resources reported that approximately 233 Job Evaluations have been uploaded but only 92 have been evaluated by the Job Evaluation Unit.

Resolved (29 November 2019)

1. That the report and progress made in finalizing job descriptions and evaluations be noted.
2. That the imminent finalization of the Job Adjudication process be pro-actively dealt with, by allocating funds in the adjustments budget to affect the final outcomes

19/11/CORP8**PUBLIC PARTICIPATION PROGRESS****Resolved (29 November 2019)**

1. That the report on the progress of Public Participation, be noted.
2. That respective Departments action the issues raised at Ward Committee meetings.
3. That the item be tabled at Top Management for Departments to give feedback.

19/11/CORP9**SDBIP REPORT AS AT 30 SEPTEMBER 2019****Resolved (29 November 2019)**

1. That progress on the SDBIP as at 30 September 2019 be noted.

11.3 **INFRASTRUCTURE & ENGINEERING**

None

11.4 **COMMUNITY SERVICES**

19/11/CS1 MONTHLY REPORT COMMUNITY SERVICES: JULY-SEPTEMBER 2019

Resolved (29 November 2019)

1. That the quarterly report of Community Services Directorate for July -September 2019, be noted.

19/11/CS2 REPORT ON QUALITY OF DRINKING WATER AUGUST 2019

Resolved (29 November 2019)

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

19/11/CS3 REPORT ON THE QUALITY DRINKING WATER SEPTEMBER 2019

Resolved (29 November 2019)

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

19/11/CS4 FIRE ASSESSMENT REPORT CONDUCTED BY PHOENIX FIRE

Resolved (29 November 2019)

1. That Council note and approve the report.
2. That Council also approve the following recommendations as stipulated by the service provider:-
 - 2.1 The Kouga Fire and Rescue Control Room in Humansdorp should be provided with a suitable call and voice logger.
 - 2.2 The Kouga Municipality should consider making suitable wide fire breaks at strategic points where veld and bush interface with the urban areas with the installation of additional Fire Hydrants in the fire break areas. This is of special importance in St. Francis Bay in the thatched roof urban areas.

- 2.3 One area that has a specific high fire risk, is the residential areas surrounding the Cove. The residential areas surrounding the Cove are all the thatched roof structures. In the event of a south easterly as well as a westerly wind, the fire can/will spread to the nearby residential thatched structures. An effort needs to be made to control or eliminate open fires to prevent fires and damage to surrounding residential thatched roof structures.
- 2.4 The Kouga Fire Department should continue to guide the home owners to improve upon their own fire protection arrangements.
- 2.5 The Kouga Fire Department need to arrange continuous fire prevention training with all stake holders and effected communication where possible risks are present.
- 2.6 The Kouga Department need to put proper Risk Reduction Plans in place.
- 2.7 The Kouga Fire Department should put strategic fire plans in place and each stakeholder's role needs to be clearly identified.
- 2.8 The Kouga Fire Department should put basic firefighting courses in place for all volunteer groups and other relevant role players.
- 2.9 The Kouga Fire Department should investigate the possibility of appointing retainer firefighters on a stipend basis to supplement the professional firefighters of the Kouga Municipality.
- 2.10 The Kouga Fire Department should investigate an Operational Agreement with The Working Water Organization to carry out risk reduction activities such as clearing alien vegetation in the Kouga Municipalities area of jurisdiction.
- 2.11 The Kouga Fire Department should investigate an Operational Agreement with the Working on Fire Organization to assist in clearing of bush and creating and maintaining fire breaks in high risk areas.
- 2.12 The Kouga Fire Department should investigate a program to refurbish, replace and maintain the water reticulation system, especially the isolating valves so that it will be fully operational. The Kouga Fire Department can than close valves in order to direct increases.

19/11/CS6 PROGRESS REPORT ON EIA FOR CEMETERIES**Resolved (29 November 2019)**

1. That the progress report on the EIA on cemeteries be noted.

19/11/CS7 REPORT ON GREENEST MUNICIPALITY COMPETITION**Resolved (29 November 2019)**

1. That the report on the Greenest Municipality Competition be noted.
2. That the funds won for the Greenest Municipality Competition be used for Green initiatives and that a Business Plan be developed for the utilization thereof.

19/11/CS9 PROGRESS REPORT ON THE IMPLEMENTATION OF THE SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP) AS AT 30 SEPTEMBER 2019**Resolved (29 November 2019)**

1. That the progress report on the implementation of the SDBIP as at 30 September 2019 be noted.

19/11/CS10 REPORT ON THE FESTIVE SEASON READINESS PROGRAM: DIRECTORATE COMMUNITY SERVICES**Resolved (29 November 2019)**

1. That the content of the report in preparation of the festive season 2019/20, be noted.
2. That the overtime implications during the festive season to render an acceptable level of service, be noted.
3. That a shift system for Caravan Parks, Beaches and ablution facilities cleaning in Jeffreys Bay, and St Francis Bay units, be implemented.

e.g. 3 shifts	-05h00am to 13h00pm (8 hours)	-Casuals
	-07h30am to 16h15pm (8 hours)	-Permanents
	-14h00pm to 22h00pm (8 hours)	-Casuals
4. That it be noted that the shift system within Safety & Security section will be implemented as from 01 December 2019.

5. That the temporary closure of the Pellsrus and Paradise Lagoon areas for motor vehicles for the period: 30 December 2019 to 02 January 2020, be approved.
6. That the temporary conversion of the Diaz street to be a one-way street from the 15 December 2019 up to the 02 January 2020, be approved.
7. That the temporary road closure of following streets from the 01st December 2019 -02 January 2020, be approved:-

Duine Road between Da Gama Road, Tornyn Street
8. That a formal notice be published in the local newspapers and Council Notice boards of Councils intentions of the temporary closure of motor vehicle access to the Pellsrus and Paradise Lagoon picnic areas and the above street closures.

11.5 **PLANNING, DEVELOPMENT & TOURISM**

19/11/PDT1 TOWN PLANNING PROGRESS REPORT: 1 AUGUST 2019 TO 30 SEPTEMBER 2019

Resolved (29 November 2019)

1. That the content in the Town Planning progress report be noted.
2. That all land use planning applications and planning issues published for public participation, be circulated to all Councillors on a monthly basis.

19/11/PD2 REPORT ON ESTABLISHMENT OF HOUSING COMMITTEES

Resolved (29 November 2019)

1. That the report on the establishment of Housing Committee members, be noted.
2. That the names of the Housing Committee members, be approved.

19/11/PD3 INSTITUTIONAL PERFORMANCE REPORT: 2019/20 FINANCIAL YEAR: PERIOD 1 JULY 2019 TO 30 SEPTEMBER 2019

Resolved (29 November 2019)

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.

19/11/PD4 REVIEW OF THE 2015 KOUGA MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK: PROGRESS REPORT

Resolved (29 November 2019)

1. That the progress made on the review of the Spatial Development Framework, be noted.
2. That once the scheduled consultation process has been finalised with the Services Provider, such dates be made available.

19/11/PD5 MONTHLY PROGRESS REPORT ON HUMAN SETTLEMENTS GRANT FUNDED PIPELINE PROJECTS

Resolved (29 November 2019)

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

11.6 LOCAL ECONOMIC DEVELOPMENT & TOURISM

19/11/LED&T1 INSTITUTIONAL PERFORMANCE REPORT: 2019/20 FINANCIAL YEAR: PERIOD 1 JULY 2019 TO 30 SEPTEMBER 2019

Resolved (29 November 2019)

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.

19/11/LED&T2

DESIGN AND CONSTRUCTION OF KOUGA MINI FRESH FOOD AND CRAFT MARKET STALL IN HANKEY**Resolved (29 November 2019)**

1. That that the LED Capital Budget of R1 000 000.00 (One Million Rands only) be used for the construction costs of the Mini Fresh Produce and Craft Market Stalls, on Erf 2055 in Hankey. This is in addition to the allocated MIG funding of R1400 000.00 (One Million Four Hundred Thousand Rands Only), be supported.
2. That the LED & Tourism section be authorised to apply for further MIG funding for the construction of Jefferys Bay and other phases of the Site Development Plan in Hankey site, be supported.

19/11/LED&T3

EVENTS APPLICATIONS RECEIVED AND DISCUSSED FOR THE PERIOD 23 AUGUST 2019**Resolved (29 November 2019)**

1. That the report on the Events Planning Committee on 23 August 2019, be noted.

19/11/LED&T4

EVENTS APPLICATIONS RECEIVED AND DISCUSSED FOR THE PERIOD 27 SEPTEMBER 2019**Resolved (29 November 2019)**

1. That the events approved by the Events Planning Committee on 27 September 2019, be noted.

19/12/LED&T5

LOCAL ECONOMIC DEVELOPMENT FORUM MEETING**Resolved (29 November 2019)**

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

12. **CLOSURE**

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



H HENDRICKS
EXECUTIVE MAYOR

9 March 2020

DATE

**MINUTES OF A MAYORAL COMMITTEE MEETING OF THE KOUGA MUNICIPALITY HELD
IN THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON
MONDAY, 9 MARCH 2020 AT 11:10**

Present:

Councillors

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

Councillors

as Observers

H Bornman	(Speaker)
N Botha	
T Jantjes	
W Gertenbach	

Officials

C du Plessis	(Municipal Manager)
K Moodley	(Director: Corporate Services)
V Felton	(Director: Infrastructure & Eng.)
N Machelesi	(Director: Community Services)
S Abrahams	(Acting CFO)
F Mabusela	(Director: Planning, Dev & Tourism)
L Opperman	(Manager: Legal Services)
A Jonck	(Manager: Office of the Mayor)
D de Jager	(Manager: Human Resources)
M Rossouw	(Senior Auxiliary Officer)
J Schaap	(IT Technician)
N Zode	(Committee Services - Scribe)

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 Campher opened the proceedings with prayer.

3. **LEAVE OF ABSENCE**

Cllr B Williams

4. **PRESENTATIONS**

4.1 **PROFCIA IT: PROJECT TOOLS – MR. KWASI ASARE-BAAH**

Presentation attached as Annexure “A”.

QUESTIONS/CONCERNS/ANSWERS

- Does the system cater for a job card system and whether it caters for Supply Chain Management functions?
- Does the system cater for Payroll and Human Resource Management and is the system accredited for Mscoc?
- Is there a Municipality which is utilising the full package system? If yes where and how is it different from SAMRAS?
- Mr. Asare-baah said the system is fully customisable to suit the needs of the clients, should a client require a certain functionality/module or feature we can do that after three months when a client wants to procure.
- He further indicated that currently the system does not have a Supply Chain function, but the system is growing rapidly, we are adding more modules and functions to the system. He further stated that their system is not an ERP system, their system is an automating manual processor which can feed into an ERP system, they are not accredited for Mscoc. He also stated that they have not implemented the full package anywhere yet, but Buffalo City Municipality and Nelson Mandela Metro have bought some of the systems they need. He further stated that their fees include licences and training. He also indicated that their package deals do not have a financial system.

4.2 **KAYLA BUSINESS SOLUTIONS: NETWORK MONITORING SOLUTION – MS. NDAMASE**

Presentation

QUESTIONS/CONCERNS/ANSWERS

- Where are your offices based, is there a website for your business?
- Has this been launched in other Municipalities?
- What legislation governs the network monitoring solutions, and do you have access to meta data with this type of monitoring and what type of protection will the Municipality have in terms of the information that you will be accessing through the Municipal server?

- Ms. Ndamase stated that their office is in East London but they do work remotely to assist their customers, she further indicated that this project has been launched at Buffalo City Municipality.
- She further indicated that they will be using a router, they will run their software in order to access information on the Municipal server. On the legislation question she is not sure which legislation governs her field of work.

4.3 **FIRE KILLA – MR. GERALD BARTH**

Presentation in a form of a video.

QUESTIONS/CONCERNS/ANSWERS

- When does the powder expire?
- Why is it better than a normal fire extinguisher?
- Will the community be trained in using the fire killa and safety measures for kids?
- Mr. Barth stated that the powder can last for 2 years up to 5 years depending on whether it is kept in a dry place and not exposed to the sun.
- The product is for informal settlements fires, the fire killa unit is cheaper than a normal fire extinguisher and the unit is plastic compared to the metal base units which get stolen, after the first use the plastic container can be used again and clients will just need to purchase a refill at a very low cost. They further indicated that there will be safety training conducted in communities and schools and awareness programmes will be done.

4.4 **AFRICA UTILITY SOLUTIONS: WATER & SANITATION – MR. TONY MESTRE**

Presentation attached as Annexure "C".

QUESTIONS/CONCERNS/ANSWERS

- Can this system be used for bucket systems, suction tanks and septic tanks?
- The Municipal Manager stated that the Municipality is looking into using enzymes and requested the company to register on the Municipal data base.
- The Speaker advised that it might be good to test the product on one side of the Municipality since there are other products being tested by the Municipality.

- Mr. Mestre stated that their solution can be used on buckets, suction tankers and sceptic tanks.

4.5 **SANLAM: FINANCIAL WELLNESS – MR. MNCE WAMBI**

No presentation, he stated that he has done the same presentation to the Municipal Manager and Top Management, the presenter elaborated on the following headings;

- Sanlam provides financial wellness training/workshop to Municipal employees at no cost to the Municipality
- Financial wellness days and advice for employees
- Access to new and retiring personnel for pension advice
- How to get financially fit
- Budget and managing debt
- How to manage debt
- Retirement, planning and savings
- Youth day
- Woman's day
- Men's health

QUESTIONS/CONCERNS/ANSWERS

- The Executive Mayor thanked Sanlam for the constant support they give to Kouga Municipality, he further indicated that Kouga will support Sanlam with every platform they need.

5. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Condolence to: -

General worker who had 25 years' service with the Municipality at Infrastructure & Engineering Mr. Mncedisi Petros Mooi.

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 the Mayoral Committee dated 29 November 2019 were accepted.

Proposed: D Benson

Seconded: B Rheeder

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

The Executive Mayor stated that the scribe should not assist Portfolio heads and Directors by pasting their electronic signatures on items for them, all signatories should sign their items before submission to the scribe. He further instructed that the scribe should delete all copies of signatures.

The Executive Mayor further requested that for future in order to avoid confusion on action sheets, only resolutions for Mayoral should be reflected and be tabled at Mayoral Committee meetings.

20/03/MM1 MAYORAL RESOLUTIONS FOR 29 NOVEMBER 2019

Resolved (9 March 2020)

1. That the updated Action Sheets reflecting resolutions of the Mayoral Committee meeting for 29 November 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.
3. That the updated Action sheets reflecting resolutions just for Mayoral Committee items be tabled at Mayoral Committee Meetings.

20/03/MM2 CALL CENTRE REPORT ON SERVICE DELIVERY REQUESTS OCTOBER – DECEMBER 2019

Resolved (9 March 2020)

1. That the report on the Call Centre Service Delivery Requests October to December 2019 be noted.

20/03/MM3 REPORT ON THE PROGRESS OF THE WARD DEVELOPMENT FUND AS AT JANUARY 2019

Resolved (9 March 2020)

1. That the report on the Progress of the Ward Development Fund be noted.
2. That capital funds be transferred to operating budget with the Adjustment Budget, be noted.
3. That the remainder of the capital budget that is unspent as at 30 June 2020, be rolled over to the 20/21 budget.

11. REPORTS BY THE PORTFOLIO COMMITTEE CHAIRPERSONS

11.1 FINANCE

20/03/F1 REPORT ON BID COMMITTEE SITTINGS FOR THE MONTH OF OCTOBER, NOVEMBER AND DECEMBER 2019

Resolved (9 March 2020)

1. That the summary of the resolutions of the Bid Committees, for the month of October, November and December 2019 be noted.
2. That a comprehensive report indicating reasons why tender withdrawals occur be submitted to the next Finance Portfolio Meeting.
3. That the SCM Procurement Plan be distributed to all finance Portfolio Committee Members.

20/03/F2 SUPPLY CHAIN MANAGEMENT: S36 DEVIATIONS, MONTHLY TENDERS AND 7 DAY NOTICES FOR THE MONTHS OF OCTOBER 2019, NOVEMBER 2019 AND DECEMBER 2019

Resolved (9 March 2020)

1. That the report on the Section 36 Deviations, Tenders and 7 Day Notices for the months of October 2019, November 2019 and December 2019 be noted.
2. That the report be submitted to Council for approval as per the reporting requirements.

20/03/F3 REVENUE MANAGEMENT: MONTHLY DEBTORS REPORT – OCTOBER 2019

Resolved (9 March 2020)

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

20/03/F4 REVENUE MANAGEMENT: MONTHLY DEBTORS REPORT – NOVEMBER 2019

Resolved (9 March 2020)

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

20/03/F5 REVENUE REPORT: SUMMARY OF THE EQUITABLE SHARE ALLOCATIONS SERVICE AND WARD

Resolved (9 March 2020)

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

20/03/F6 REVENUE REPORT: SUMMARY OF THE EQUITABLE SHARE ALLOCATIONS SERVICE AND WARD

Resolved (9 March 2020)

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

20/03/F7 REVENUE MANAGEMENT AND CUSTOMER CARE REPORT FOR THE MONTH OF OCTOBER 2019

Resolved (9 March 2020)

1. That the Revenue Management and Customer Care Report for the month of October 2019 be noted.

20/03/F8 REVENUE MANAGEMENT AND CUSTOMER CARE REPORT FOR THE MONTH OF NOVEMBER 2019

The Executive Mayor proposed that an amnesty period for 30 days be put in place for Kouga areas and after that inspections and cut off be done after the amnesty period.

The Municipal Manager stated that an item for the amnesty period will be prepared by Infrastructure & Engineering directorate to serve at the next Portfolio Meeting.

Resolved (9 March 2020)

1. That the Revenue Management and Customer Care Report for the month of November 2019 be noted.

20/03/F9 ICT REPORT FOR THE MONTHS OF OCTOBER- NOVEMBER 2019

The Speaker enquired who is in charge of the website and what is the progress on the amending of the website to be more user friendly.

Director Moodley indicated that the front end of the website is under Medial Liaison and the technical support is under IT, however there was a website steering committee which was adhering to the challenges and possible solutions of the website and that needs to be revived by the leading department.

The Executive Mayor requested that a comprehensive report on the update of the website be tabled at the next Mayoral Committee Meeting.

Resolved (9 March 2020)

1. That the ICT report for the month October to November 2019 be noted.
2. That a comprehensive report on the update and way forward of the website be tabled at the next Mayoral Committee Meeting.

20/03/F10 PROGRESS REPORT: IMPLEMENTATION OF THE MUNICIPAL STANDARD CHART OF ACCOUNTS (mSCOA) FOR THE PERIOD OCTOBER – 30 NOVEMBER 2019

Resolved (9 March 2020)

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

20/03/F11 SHORT-TERM INSURANCE CLAIMS REPORT FOR THE MONTH OF OCTOBER 2019

Resolved (9 March 2020)

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

20/03/F12 SHORT-TERM INSURANCE CLAIMS REPORT FOR THE MONTH OF NOVEMBER 2019

Resolved (9 March 2020)

1. That the Short-term insurance claims report as at 30 November 2019, be noted.

20/03/F13 MONTHLY REPORT OF ALL COUNCIL PROPERTIES LEASES AS AT 31 NOVEMBER 2019

Alderman Rheeder indicated that annexure "A12" still reflects SFB Tennis club and he has corrected that name numerous times, he pleaded with the leading department to update the annexure accordingly.

Resolved (9 March 2020)

1. That the Operating Lease of Council properties as at 30 November 2019, be noted.
2. That Council note comments on each lease.
3. That the final report on the Asset Management System be finalised and be submitted to the next Finance Portfolio Committee Meeting.

20/03/F14 REPORT ON DEBT HANDED OVER FOR COLLECTION AS AT 31 OCTOBER 2019

Resolved (9 March 2020)

1. That the Revenue Management Report for the month of October 2019, be noted.

20/03/F15 REPORT ON DEBT HANDED OVER FOR COLLECTION AS AT 30 NOVEMBER 2019

Resolved (9 March 2020)

1. That the Revenue Management Report for the month of November 2019, be noted.

20/03/F16 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PERFORMANCE REPORT AS AT 31 DECEMBER 2019

Councillor Gertenbach requested that all directorates should highlight the updated information in the report in a different visible colour.

Resolved (9 March 2020)

1. That progress on the Service Delivery and Budget Implementation Performance as at 31 December 2019 be noted.
2. That the updated information on the SDBIP be highlighted in a different visible color.

11.2 CORPORATE SERVICES

20/03/CORP1 MONTHLY REPORT FOR THE CORPORATE SERVICES DIRECTORATE: ADMINISTRATION SECTION

The Executive Mayor enquired whether the building plans can also be stored electronically.

Director Mabusela indicated that town planning also has a system called ovio which also stores electronically building plans and it has other functions as well for town planning.

The Executive Mayor requested that compatibility between the two systems be investigated in order to ascertain where building plans will best be saved at.

Resolved (9 March 2020)

1. That the monthly report for October – December 2019 be noted.
2. That critical institutional records and information be sent to Records for capturing on the EDMRS.
3. That the current ovio system be investigated in order to ascertain compatibility with metro file in terms of storing electronically building plans.

20/03/CORP2**REPORT ON THE PROGRESS OF REPAIRS AND MAINTENANCE FOR MUNICIPAL ADMINISTRATION BUILDINGS AND WARD COUNCILLOR OFFICES****Resolved (9 March 2020)**

1. That the report on the progress of repairs and maintenance for Municipal Administration Buildings and Ward Councillor offices be noted.
2. That consideration be given to allocating additional funds in the adjustments budget.

20/03/CORP3**REPORT ON ADVERTISEMENTS FOR JULY 2019 – DECEMBER 2019****Resolved (9 March 2020)**

1. That the report on Advertisements for July 2019 – December 2019 be noted.

20/03/CORP4**HR REPORT FOR OCTOBER 2019 TO DECEMBER 2019****Resolved (9 March 2020)**

1. That the monthly HR report be noted.
2. That the statistics and monitoring movement, on a monthly basis, be noted.
3. That departments pay attention to the high-risk areas and implement measures to reduce or eradicate the risks.

20/03/CORP5 SDBIP REPORT AS AT 31 DECEMBER 2019

Resolved (9 March 2020)

1. That progress on the SDBIP as at 31 December 2019 be noted.

20/03/CORP6 PUBLIC PARTICIPATION PROGRESS

Resolved (9 March 2020)

1. That the report on the progress of Public Participation be noted.
2. That respective departments action the issues raised at Ward Committee meetings
3. That the item be tabled at Top Management for Departments to give feedback
4. That the Public Participation Officers give feedback on progress at the Ward Committee meetings

11.3 INFRASTRUCTURE & ENGINEERING

20/03/I&E1 ACTIVITIES FOR THE PERIOD 17 OCTOBER 2019 UP TO 17 JANUARY 2020

Resolved (9 March 2020)

1. That the Activities for The Period 17 October 2019 Up To 17 January 2020 report be noted.

20/03/I&E2 DROUGHT FUNDING: PROGRESS WITH BOREHOLE DEVELOPMENT AND WATER CONSERVATION AND DEMAND MANAGEMENT PROJECTS

The Executive Mayor enquired whether the directorate has mitigating plans in place as the water levels in the dams continue to drop significantly.

Director Felton indicated that they are busy putting up boreholes and to tighten water restrictions, there are plans in place.

Resolved (9 March 2020)

1. That the progress report on the implementation of drought relief funds be noted.
2. That mitigating plans be submitted by the leading department to the next Portfolio Committee Meeting.

20/03/I&E3 RE: PROGRESS ON GRANT FUNDING (MIG & EPWP)

The Executive Mayor enquired whether the amounts reflected under MIG in the item is the exact updated amount as of this month.

Director Felton indicated that the actual expenditure is at 51% which is more than what is reflected in the item.

The Executive Mayor requested that the figures in the item be updated accordingly.

Resolved (9 March 2020)

1. That the Grant Funding (MIG & EPWP) progress report be accepted.

20/03/I&E4 DAY TO DAY OPERATIONS OF THE FLEET SECTION DURING THE PERIOD OF OCTOBER 2019, NOVEMBER 2019 AND DECEMBER 2019

The Executive Mayor requested a summary of the fleet statistics to be listed with the following headings, total new, total good, total bad, total fair, to be auctioned.

Resolved (9 March 2020)

1. That the report on the Day to Day operations for the period of October 2019, November 2019 and December 2019 be noted.

20/03/I&E5 REPORT: 200 ELECTRIFICATION PROJECT: PROGRESS REPORT AND SPENDING UP TO DATE

The Executive Mayor requested that the item be amended to reflect donkerhoek, he further indicated that Director Felton needs to meet with Director Mabusela to discuss a plan of action to move the people to those erven urgently.

Resolved (9 March 2020)

1. That the report on the Kruisfontein 200 electrification project be noted.
2. That beneficiaries be moved onto their allocated property as a matter of urgency.

20/03/I&E6 REPORT ON THE ELECTRICAL MAINTENANCE**Resolved (9 March 2020)**

1. That the report electrical maintenance be noted.

20/03/I&E7 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: PROGRESS FOR THE QUARTER ENDED 31 DECEMBER 2019**Resolved (9 March 2020)**

1. That the SDBIP, for the quarter ended 31 December 2019, be noted.
2. That the Procurement Plan be included in the SDBIP to determine outstanding projects.
3. That the updated information on the SDBIP be highlighted in a different visible color.

11.4 COMMUNITY SERVICES**20/03/CS1 QUARTERLY REPORT COMMUNITY SERVICES: OCTOBER-DECEMBER 2019****Resolved (9 March 2020)**

1. That the quarterly report of Community Services Directorate for October- December 2019 be noted.

20/03/CS2 FESTIVE SEASON FEEDBACK REPORT: COMMUNITY SERVICES**Resolved (9 March 2020)**

1. That the festive season feedback report of Community Services Directorate for December 2019 to January 2020 be supported.

2. That any recommendations arising from the festive season feedback report of Community Services for December 2019 to January 2020 as stipulated in the table below be forwarded to the Mayoral Committee for consideration.

Community Services Directorate - Sections	Recommendation
Fire & Disaster Services	3 A final decision needs to be made on the fireworks or laser show displays for the "beginning of season and New Year countdown" events. 4 Communication and awareness regarding the events should start early and continue throughout the year. Public participation regarding the events will be key. - o Alternative fireworks display with less noise should be investigated. - o Clear by-laws regarding storing, selling and firework displays.
Life Saving	- Need to employ squad leaders at a notch higher than general life saving. - Additional 32 lifeguards to be trained during the year to have more lifeguards on the system. - Lifeguards to be provided with shelter. - Areas at the beaches with constant rip currents: placing of buoys in the water connected to ropes for people to swim towards
Safety and Security	• Da Gama Traffic light need to be looked at as it is too slow for festive season traffic • Training of reserves/Peace Officer to control traffic at intersections • Diaz road to be turned into one way permanently - multi department approach/inputs and public participation
Law Enforcement and Security	• Analyse the festive season stats regarding incidents that happened during the festive seasons and compare with the SAPS stats. • Obtain legal opinion on how to open cases when there is an eyewitness involved - look at alternatives to open cases • Safety forum to be established and safety summit to be organized • Prioritise installation of security cameras and investigate way to link into the business camera monitoring systems • Strengthen the relationship with Neighbourhood Watches

	• Warning signs on beaches to be clear • Erect a look out post on the dune at Piet se Gat
Security	➤ Inputs from all security companies to be considered during planning
Waste & Environment	• Additional skips placed on designated sites • Investigate the changing of bylaw for single use plastics • Informal Traders trading to be advertised in advance in consultation with LED section
Parks and Community Amenities	• Find solution for toilet paper in ablution facilities • Prioritising the installation of fencing at Pellsrus braai area and beach park • Information boards on beaches to be clear and visible • Need for additional ablution facilities at Pellsrus beach park • Improved alignment with Events Committee for all Main Beach events
General	• Kouga Municipality to drive safety and security in consultation with SAPS • Continue with Joint Planning Committee (JPC) through the year • Induction must be done for all Community Services seasonal employees and managers need to be involved • Opening of Season Roadshow campaign to include No Drinking & Driving (Zero tolerance), Keep Kouga Clean/ Green and Water saving tips • What's On - Info Brochure to cover all activities, events, tourist attractions and information regarding Kouga festive season • Create an APP What's on with Kouga information

20/03/CS3 DRINKING WATER QUALITY REPORT OCTOBER- DECEMBER 2019

Resolved (9 March 2020)

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

20/03/CS4 BLUE FLAG - MARINE WATER SAMPLES QUARTERLY REPORT**Resolved (9 March 2020)**

1. That the report on Marine Water Quality Testing for October-December 2019 be noted and supported.

20/03/CS5 TRADITIONAL CIRCUMCISSION REPORT DECEMBER 2019 / JANUARY 2020 SEASON**Resolved (9 March 2020)**

1. That the report on the traditional circumcision December 2019 / January 2020 season for Kouga Municipality be noted and accepted.
2. That the challenges experienced with the program, as stated above, be noted.

20/03/CS6 UPDATE REPORT ON OYSTER BAY DUNE REHABILITATION**Resolved (9 March 2020)**

1. That the report on Oyster Bay dune rehabilitation be noted.

20/03/CS7 EDUCATION & AWARENESS: SUSTAINABLE FISHING**Resolved (9 March 2020)**

1. That the Sustainable fishing event be noted by the Portfolio Committee.
2. That Community Services and Local Economic Development facilitate the follow-up event as issues of concern are about developing the fishing industry for small scale fisheries.

20/03/CS8 SAYM/CWP MOU ENDORSEMENT**Resolved (9 March 2020)**

1. That the signing of the MoU be supported by the Committee and recommended for approval by Council.

20/03/CS9 KOUGA FIRE HYDRANTS INSPECTION CAMPAIGN 2019/20

Resolved (9 March 2020)

1. That the progress report on the Kouga Fire Hydrants Inspection Campaign for 2019/20 financial year, be noted.
2. That the communities be educated to report to the call centre when there are faulty or damaged fire hydrants, at which the call centre is to alert the fire department and dispatch the water department.
3. That a contractor be appointed or a designated hydrant maintenance individual for the fire department for maintenance or urgent repairs to fire hydrants where and when required, this will aid repair time and even be cost effective over a long period.
4. That adequate quantities of new hydrant heads be kept at municipal stores to reduce procurement times.

20/03/CS10 PROGRESS REPORT ON THE FIRE RISK REDUCTION PROGRAMME IN ST FRANCIS BAY

Resolved (9 March 2020)

1. That all stakeholders from the Municipality be actively involved and committed to make this program a success.
2. That the program be rolled out to other areas in the Kouga jurisdiction.

20/03/CS11 REPORT OF CLIMATE CHANGE INTERNATIONAL WORKSHOP

Resolved (9 March 2020)

1. That the report on the Climate Change International Workshop from 09-11 October 2019 be noted.
2. That the outcome of the proposed funding applications will be tabled to Council once the responses have been received from the funding sources in Germany.

20/03/CS12 STATUS QUO KOUGA CEMETERIES: JULY – DECEMBER 2019**Resolved (9 March 2020)**

1. That council note that the EIA process is in progress.
2. That council considers appointing caretakers for all cemeteries to ensure proper management of the cemeteries.
3. That provision of fencing be approved on the new financial year.
4. That Line department ensures that clear daily cleaning and maintenance program is adhered to.

20/03/CS13 PROGRESS REPORT ON THE IMPLEMENTATION OF THE SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP) AS AT 31 DECEMBER 2019**Resolved (9 March 2020)**

1. That the progress report on the progress with regards to the on the implementation of the SDBIP as at 31 December 2019 be noted.
2. That the updated information on the SDBIP be highlighted in a different visible color.

11.5 PLANNING & DEVELOPMENT**20/03/PD1 MONTHLY PROGRESS REPORT ON HUMAN SETTLEMENTS GRANT FUNDED PIPELINE PROJECTS****Resolved (9 March 2020)**

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

20/03/PD2 REVISION OF DRAFT INTEGRATED LAND USE SCHEME: PROGRESS REPORT**Resolved (9 March 2020)**

1. That the report on the progress on the revision of the Integrated Land Use Scheme for Kouga Municipality be noted.

20/03/PD3 APPROVAL FOR THE COMMENCEMENT TO ESTABLISH “AESTHETICS AND HERITAGE BUILDING COMMITTEE” FOR THE ST FRANCIS BAY VILLAGE AND CANALS, SANTAREME, HARBOUR PRECINCT, CAPE ST FRANCIS, OYSTER BAY, SEA VISTA TOWN, ST FRANCIS BAY LIGHT INDUSTRIAL AREA IN THE KOUGA LOCAL MUNICIPALITY AREA.

Resolved (9 March 2020)

1. That the “Terms of Reference” of the “Aesthetics Committee” be supported.
2. That the Department: Planning & Development facilitate the process to establish such committee(s), be supported.

20/03/PD4 “GUIDELINES FOR BUILDINGS” APPROVAL FOR THE COMMENCEMENT TO DRAFT AN “AESTHETICS AND HERITAGE BUILDING BY-LAW” FOR THE ST FRANCIS BAY VILLAGE AND CANALS, SANTAREME, HARBOUR PRECINCT, CAPE ST FRANCIS, OYSTER BAY, SEA VISTA TOWN, ST FRANCIS BAY LIGHT INDUSTRIAL AREA IN THE KOUGA LOCAL MUNICIPALITY AREA IN TERMS OF SECTION 13 OF THE MSA,2000

Resolved (9 March 2020)

1. That the procedure to draft and adopt a “by-law” in terms of Section 12 &13 of the MSA,2000 be supported and to be approved by Council.
2. That the Department: Planning & Development facilitate the process to promulgate the “By-law”.
3. That the “Aesthetical Building Guidelines”, “Annexure A” first be published for public inputs and workshops be held for further inputs and comments.

20/03/PD5 TOWN PLANNING PROGRESS REPORT: 1 OCTOBER 2019 TO 31 DECEMBER 2019

Alderman Rheeder requested that Council should grant permission for the extension of amnesty period for one year as there are many outstanding issues to be dealt with.

Resolved (9 March 2020)

1. That the content in the Town Planning progress report: 1 October 2019 to 31 December 2019, be noted.

2. That Council grants permission for the amnesty period to be extended by one year.

20/03/PD6 REVIEW OF THE 2015 KOUGA MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK: PROGRESS REPORT

Resolved (9 March 2020)

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

20/03/PD7 INSTITUTIONAL PERFORMANCE REPORT: 2019/20 FINANCIAL YEAR: PERIOD 1 AUGUST 2019 TO 31 DECEMBER 2019

Resolved (9 March 2020)

1. That the content of the Quarter 2 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.
2. That the updated information on the SDBIP be highlighted in a different visible color.

20/03/PD8 ALLOCATION OF STREET NAMES: LOW-COST HOUSING PROJECTS: KRUISFONTEIN AND HANKEY AREAS:

The Executive Mayor stated that there is a policy that needs to be in place in order to guide the process before the proposal of street names. The item was therefore withdrawn from the agenda.

Item withdrawn

11.6 LOCAL ECONOMIC DEVELOPMENT & TOURISM

20/03/LED&T1 DEDEAT SMME WORKSHOP (LRED & ISIQALO YOUTH FUND)

Resolved (9 March 2020)

1. That the report on the Isiqalo Youth and LRED Fund Workshop, be supported.

20/03/LED&T2

DISTRICT SUPPORT TEAM MEETING (LED IGR)

Resolved (9 March 2020)

1. That the report on the District Support Team be noted.

20/03/LED&T3

HANDING OVER OF DELIVERABLES TO YOUTH IN AGRICULTURE DEVELOPMENT PROGRAMME BY THE OFFICE OF THE PREMIER

Director Mabusela stated that the item did not have sufficient information when it served at Portfolio Committee, clear information on what was requested by the department from the Municipality was not outlined when the item served at Portfolio Committee, the item was updated when it was tabled to Mayoral Committee.

Alderman Rheeder also indicated that he tried finding a Council resolution regarding the Municipality donating that land for the project and there was none, he also indicated that there is more than just zoning which needs to be addressed on the item, there needs to be planning and a Council resolution which authorises the department to use the land for the project.

The Executive Mayor proposed that the item be referred back to Portfolio Committee Meeting with all the relevant information.

Councillor Dhludhlu seconded the proposal.

Resolved (9 March 2020)

1. That the report on the handing over of deliverables to Siyavuma Piggery Project by the office of the premier be referred back to the Portfolio Committee Meeting.

20/03/LED&T4

TOURISM REPORT ON 2019 FESTIVE SEASON

The Executive Mayor indicated that the statistics which are reflected in the item are not feasible and they do not give any indication of where Kouga is going, he then withdrew the item and stated that he will meet with the leading department and the Tourism stakeholders.

Item withdrawn

20/03/LED&T5

**INSTITUTIONAL PERFORMANCE REPORT: 2019/20 FINANCIAL YEAR:
PERIOD 1 AUGUST 2019 TO 31 DECEMBER 2019****Resolved (9 March 2020)**

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.

20/03/LED&T6

**CONDONEMENT OF 3 YEAR MOA COMMITTING A DONATION OF R100
000.00 TO THE NELSON MANDELA BAY AQUATICS FROM 01 JULY 2017
TO 30 JUNE 2020****Resolved (9 March 2020)**

1. That Council notes the report herein and attached MOA.
2. That Council condones the signed MOA and payments made to Nelson Mandela Bay Aquatics for the SA National Open Swim.

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 May 2020

DATE

**CONFIRMATION
OF PREVIOUS
COUNCIL
MINUTES**

**MINUTES OF A SPECIAL COUNCIL MEETING OF THE KOUGA MUNICIPALITY HELD AT
THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON
FRIDAY, 21 FEBRUARY 2020 AT 09:00**

PRESENT: Councillors

H Hendricks	(Executive Mayor)
H Bornman	(Speaker)
F Baxter	
BF Rheeder	(Alderman)
B Dhludhlu	
Cllr B Williams	
D Benson	
Cllr F Campher	
N Botha	
Cllr W Gertenbach	
C August	
T Jantjes	
L Vorster	
R Jantjes	
W Coenraad	
M Biko	
M van Niekerk	
M Dayimani	
P Nkwalase	
M Peters	
C Makasi	
E Februarie	
V Vumazonke	
Cllr S Jujwana	
C Matroos	
Cllr S Mayoni	
P Oliphant	

**Officials &
Municipal Manager**

C du Plessis	(Municipal Manager)
N Machelesi	(Director: Community Services)
L Randall	(Media Liaison Officer)
L Opperman	(Manager: Legal Services)
B de Groot	(Senior Admin Officer: Committees)

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting and asked Cllr Dayimani to open the proceedings with prayer.

2. **OPENING AND WELCOME**

Cllr Oliphant expressed his dissatisfaction and felt perturbed by the attitude and treatment continuously endured by Cllr Gertenbach in that while the ANC caucus used the Council Chamber prior to a Council meeting, Cllr Gertenbach interrupted and raised his voice to enquire who gave permission to use the Council Chambers. The ANC component has always used the Council Chambers to caucus. Other Cllrs who had also entered, walked out respectfully. Currently no venue has been made available for the ANC caucus and therefore the Council Chamber is used. Co-operation between the ANC and DA Councillors with respect towards all Councillors should be applied.

Cllr Oliphant further stated that the attitude applied reminds him of the National debate which took place regarding FW de Klerk defining apartheid.

The Executive Mayor raised a Point of Order and stated that Councillors are venturing onto a different platform to raise political matters which are not supposed to take place in this Council. The Executive Mayor urged that Cllr Oliphant strike his comment regarding FW de Klerk in relation to Cllr Gertenbach.

The Speaker stated that firstly, he has not had the opportunity to formally welcome all present at the meeting and secondly has noted the point made by Cllr Oliphant and agreed that the National issue be withdrawn.

Cllr Februarie stated that Cllr Oliphant was not referring to Cllr Gertenbach vs FW de Klerk.

The Speaker advised that arrangements have been made for the ANC caucus to utilise the IT Boardroom for future deliberations prior to any meeting. Preparations of the Council Chambers need to be done prior to any meeting and when the Council Chambers not available, it causes delays in respect of setting up the venue.

Cllr Jujwana stated that Councillors are to exercise respect for each other and that differences are not to be addressed in Council and that personal differences are to be set aside.

Cllr Dayimani stated that any differences between the ruling party and opposition party should be addressed by the two Chief Whips in terms of how Councillors conduct themselves in Council however the issues regarding the conduct of Cllr Gertenbach will be taken up when the Chief Whips meet.

The Speaker stated that personal issues are not to be addressed in Council, only matters relevant to the agenda.

3. **ABSENT WITH APOLOGY**

Cllr A Mabukane - sick leave
 Cllr T Meleni - sick leave
 Director: Corporate Services
 Director: Planning, Development & Tourism
 Director: Infrastructure & Engineering
 Acting Chief Financial Officer

Cllr Februarie stated that Cllr Mabukane and Cllr Meleni are receiving treatment and that Council note that both Councillors will not be attending every Council meeting.

4. **ABSENT WITHOUT APOLOGY**

None

5. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Cllr Benson asked that Councillors on sick leave are to be kept in prayers for a speedy recovery.

6. **PRESENTATIONS**

None

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

None

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

The Executive Mayor stated that Councillors need to conduct themselves in a disciplined manner and requested that the Rules & Ethics Committee urgently schedule a meeting to revise the Disciplinary Rules in respect of Councillors for implementation in terms of fines issued when breaching the Rules of Order.

Cllr Dayimani raised a Point of Order regarding the statement made by the Executive Mayor in terms of giving an instruction to the Rules & Ethics Committee which was not seconded and also mentioned that the Executive Mayor was not recognised by the Speaker. Should a proposal be made it is to be seconded.

The Executive Mayor expressed his concern that the Speaker made a ruling that no Point of Order is to be raised on his statement but yet the Speaker is allowing such.

The Speaker stated that he had raised a Point of Order as everyone was speaking at the same time which caused a disruption in the meeting and he can therefore not raise his voice to draw the attention of Councillors. When a Point of Order is raised it must be done in an orderly manner by raising a hand.

The meeting is disrupted at this point.

The Speaker stated that the Executive Mayor has the delegated authority to make a statement and whatever the Executive Mayor choses to state, he may do so and therefore he cannot rule the Executive Mayor out of order for making a statement. The Executive Mayor did not make a policy but referred a matter to the Rules & Ethics Committee and is entitled to make such referral.

9. **DECLARATION OF INTEREST**

None

10. **STATUTORY MATTERS**

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

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

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

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

20/02/MM1 APPROVAL OF R150 000.00 DONATION FOR THE MIGHTY MEN CONFERENCE HOSTED IN JEFFERY'S BAY IN MARCH 2020

Cllr Dayimani pointed out that the item was previously approved in principal by Council and he requested clarity as to why the item was tabled before Council again.

The Speaker stated that the previously submitted item was withdrawn and that the relevant Directorate was requested to submit a revised report as the content was not correct.

According to the Donations Policy, the Municipality may make provision for funding in the annual budget for the purposes of donations with approval by Council. Special expenditure votes may be created for these purposes.

Resolved (21 February 2020)

1. That the Donation of **R150 000.00** (One Hundred and Fifty Thousand Rands Only) for the Mighty Men Conference to be hosted in Jefferys Bay in March 2020, be approved.

The meeting closed at 09:50

H BORNMAN
SPEAKER

DATE

**MINUTES OF AN ORDINARY COUNCIL MEETING OF THE KOUGA MUNICIPALITY HELD
AT THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON
FRIDAY, 28 FEBRUARY 2020 AT 10:00**

PRESENT: Councillors

H Bornman	(Speaker)
H Hendricks	(Executive Mayor)
D Benson	
F Baxter	
BF Rheeder	(Alderman)
B Dhludhlu	
B Williams	
L Vorster	
W Coenraad	
NS Botha	
R Jantjies	
T Jantjes	
WPD Gertenbach	
C August	
M Biko	
M van Niekerk	
M Dayimani	
E Februarie	
S Jujwana	(late arrival at 13:15)
V Vumazonke	
S Makasi	
M Peters	
P Oliphant	
P Nkwalase	
A Mabukane	
J Mayoni	(late arrival 10:15)

**Officials &
Municipal Manager**

C du Plessis	(Municipal Manager)
F Mabusela	(Director: Planning, Dev & Tourism)
S Abrahams	(Acting: CFO)
V Felton	(Director: Infrastructure & Eng)
K Moodley	(Director: Corporate Services)
N Machelesi	(Director: Community Services)
L Opperman	(Manager: Legal Services)
L Randall	(Media Liaison Officer)
M Jantjies	(Committee Services)
B de Groot	(Sen Admin Officer: Committees)

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting.

2. **OPENING AND WELCOME**

The Speaker welcomed everyone present and requested Cllr A Mabukane to open the proceedings with a prayer.

3. **WITH LEAVE OF ABSENCE**

Cllr T Meleni	-	Sick Leave
Cllr F Campher	-	Sick Leave
Cllr C Matroos	-	Sick Leave
Cllr J Mayoni	-	arrived at 10:15
S Jujwana	-	arrived at 13:15

4. **WITHOUT LEAVE OF ABSENCE**

None

5. **PRESENTATION**

None

6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Birthday wishes to Cllr B Dhludhlu

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

The Speaker advised that a Ward Councillors meeting has been scheduled during March 2020, but all Ward Councillors will be advised of a confirmed date for the meeting.

The Speaker requested Director: Corporate Services to ensure that suitable seating arrangements for all Councillors in the Council Chambers be attended to as currently the seating arrangement is insufficient.

The Speaker requested that all Councillors exercise discipline during Council meetings in terms of the Standing Rules of Order. The Speaker also advised that there are some technical issues in the Standing Rules of Order which will be addressed and urged that productive and positive open debates be engaged relevant to matters contained in the agenda.

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

The Executive Mayor welcomed all Councillors, Officials and public to the meeting.

The Executive Mayor tabled the Adjustments Budget – an Operational Budget of R922m and a Capital Budget of R194m totalling over a R1Billion.

On the Roads & Maintenance budget, the budget for fixing and upgrading roads has doubled for this financial year – from R12-million to R25-million. The R500-million backlog in road maintenance is also being dealt with which includes the upgrading of roads in the formal and informal settlements in Kouga and a portion of this allocation will go towards surfacing two gravel roads with effect from 1 July 2020 to expand this programme by paving roads in disadvantaged areas.

The Keep Kouga Clean campaign has been growing from strength to strength.

Outstanding debt to the Departments of Labour in the amount of R11m and Department of Transport in the amount of R17m has been settled. Currently the Nelson Mandela Metro debt of R1m is being dealt with. The Eskom account is also paid up to date, thereby allowing Kouga to negotiate and procure electricity directly from Independent Power Producers, on condition that the Municipality is in good standing with Eskom, which is regarded significant.

In conclusion, Kouga Municipality has been performing well over the past 3 years in focusing on service excellence, settling debt and remains a Municipality of performance.

During the Opening Statement by the Executive Mayor, Cllr Oliphant raised a Point of order. The Speaker advised Cllr Oliphant that in terms of Rule 38.5, he may only raise one Point of Order and enquired whether he was exercising his right to do so:-

“38.5 Any member will only be allowed to raise one point of order and one point of personal explanation during Council meeting. Only one point of order on the same matter will be allowed.”

Cllr Oliphant stated that he was raising a point for clarity purposes regarding the Executive Mayor's communication, as the Adjustments Budget was an item on the agenda and believed it should not be duplicated.

The Speaker advised that the communication by the Executive Mayor were only highlights relevant to the Adjustments Budget.

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**

The Speaker advised that before dealing with the Statutory Matters that item 20/02/MM6 be discussed directly after the Adjustments Budget.

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

- 14.1 The minutes of the Special Council meeting held on 30 January 2020 were confirmed and accepted.

Proposed: M van Niekerk

Seconded: B Rheeder

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).

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

16.1 **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

None

16.2 **KOUGA AUDIT COMMITTEE**

None

16.3 **RULES & ETHICS COMMITTEE**

None

17. **REPORTS BY THE EXECUTIVE MAYOR**

17.1 **REPORTS BY THE CHAIRPERSON: FINANCE**

20/02/F1 2019/20 ADJUSTMENTS BUDGET

Cllr Williams presented the Adjustments Budget and stated that the most positive aspects were highlighted in the Executive Mayor's statement.

Cllr Williams raised concern that R14m internal funds formed part of rollovers and urged Administration that funds allocated for projects are to be spent in respective financial year to avoid rollovers and requested the Municipal Manager to ensure Capital Expenditure of 95% as required by Council. Cllr Williams pointed out that a significant change has been made to move all MIG allocations from User Departments over to Infrastructure & Engineering and will now form part of the Performance Management Unit (PMU)

The allocation of R25m in the Adjustments Budget for roads is significant but only relates to 5% on the backlogs on road infrastructure. There is room for improvement in respect of road maintenance throughout Kouga.

Cllr Williams stated that an additional R3m allocation from internal funds on the Capital Budget towards wheelie bins rollout thereby ensuring that every household in Kouga is provided with a wheelie bin.

Cllr Williams referred to the recommendation as tabled and proposed a further recommendation due to the long outstanding court case between Kouga Municipality and Taurus Gardens. It was stated that the initial claim amounted to R56m but was eventually settled at R4m which is to be reflected in the Adjustments Budget. Cllr Williams recommended that the Operational Budget be amended to include expenditure of R4m which was utilised to settle the Taurus Gardens Claim as per the Court Order/Settlement Agreement.

Cllr Februarie requested a 5min caucus, which was granted.

On return, Cllr Februarie expressed appreciation to engage on the item of the Adjustments Budget and input by Cllr Williams. Concern was expressed in respect of the following:-

- R14m rollover of internal funds vs no bulk infrastructure in Thornhill and Loerie and that the lack of infrastructure in Ward 7 was not addressed or prioritised.

- The allocation of R3m towards the wheelie bin rollout was made instead on addressing the serious sewerage problem in Loerie.
- The allocation of R25m for road maintenance should be ward based as only R300 000 on the initial budget has been allocated for Ward 7 which is the biggest Ward and pointed out that the indigent component of the Adjustments Budget is only 20% of a total budget of R1Billion. No Ward based structure in the Adjustments Budget indicating allocations per Ward.
- Taurus Garden settlement claim – when was this settled in terms of the Court Order?
- Staff employment component – ratio of salaries. Settlement Agreement reached with SAMWU and general workers for the employment of 75 workers and yet appointments are made at Middle & Top Management level and without appointing the general workers, how is service delivery maintained?

Cllr Oliphant stated that the Adjustments Budget is a compliance item but the report tabled does not receive fundamental support and he further mentioned that it is not pro-poor and is misleading as it is not a ward based budget (Ward 1-15) especially in illustrating actual expenditure per Ward. Service delivery in Wards is not satisfactorily done and should an audit of needed infrastructure be undertaken; it will then identify which Wards are lacking in service delivery. The Executive Mayor stated that there is a drastic improvement, but it is not a true reflection and it must be captured as finances have decreased.

Cllr Botha stated that although he is not a Ward Councillor and cannot comment on allocated funds per Ward, he raised concern regarding the R14m rollover as this puts pressure on Council and the leading departments need to perform to avoid rollovers and to ensure that funds are spent within the particular financial year. Other than that, Cllr Botha commended the Executive Mayor on the Adjustments Budget.

Cllr Dayimani stated that when dealing the annual draft budget he firstly wants to apologise to the Executive Mayor and colleagues on the performance of Directors in terms of expenditure he would like to reiterate his previous opinion, which is not reflected in previous minutes, that when Directors are appointed permanently, it does not mean permanence as such appointment is made subject to certain conditions and reference is to be made to documents when dealing with issues of consequence management. Cllr Dayimani once again stated that the expenditure remains very low and the collection rate is supposed by at 96% but is currently only 92% as reflected in the document.

Cllr Dayimani stated that the document shows an increase in employee related matters to the amount of R13m which is attributed to a salary shortfall. He asked if the shortfall is due to the implementation of the Job Evaluation process? The Job Evaluation process undertaken by SBDM is

costly and by doing so, subsidising the District by R1m annually in order to assist Kouga Municipality can therefore not be attributed to this increase.

Cllr Dayimani stated that a communication will be addressed to the Municipal Manager requesting clarity on who has been appointed, to which position appointments have been made and remuneration packages associated with such positions. Although there is a settlement agreement reached, appointments are made without addressing the core appointments as per the settlement agreement with SAMWU.

Cllr Dayimani also raised concern regarding repairs and maintenance as not much has been spent which effects service delivery and when implementing the budget, only a minimum is spent in the poorer areas and not proper road maintenance is done in those areas but yet repairs and maintenance is increased in the more developed areas. There is room for improvement and that the leadership should monitor and play an oversight role in all areas in respect of repairs and maintenance.

Cllr Williams stated that the concerns raised by Ward Councillors have been noted and would like to increase expenditure in all Wards especially on the upgrading of gravel roads. Cllr Williams stated that currently there is R186m in the bank account and a cash coverage of R1,1m enabling payment commitments being done.

The Executive Mayor stated that the Adjustments Budget was workshopped affording all Councillors an opportunity to participate in discussions, but the workshop was not attended by the ANC component. All issues of concern were raised and discussed at the Adjustments Budget workshop. The Executive Mayor stated that the Adjustments Budget is most definitely pro-poor and also mentioned that the drought fund utilises a large portion of the budget. The collection rate is currently standing at 98% as at January 2020 and also advised that the salary shortfall is not just due to the Job Evaluations undertaken. The Repairs and Maintenance expenditure was only 1% under target in December 2019. The Executive Mayor further stated that based on the 1st 6 months, Repairs and Maintenance is on target in respect of resealing of roads which does not include slurry and there will be no discrimination in Wards.

The matter was put to a vote by show of hands:

In favour of the recommendations <i>(That the record show that Cllr F Campher was not present)</i>	-	16
Not in favour of the recommendations <i>(That the record show that the following Councillors were not present at the time of voting:</i>	-	7

Cllr P Nkwalase
 Cllr A Mabukane
 Cllr T Meleni
 Cllr C Matroos
 Cllr S Jujwana

Resolved (28 February 2020)

1. That Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approved the 2019/20 Adjustments Budget as set-out in the following tables:
 - Table B1 Adjustments Budget Summary;
 - Table B2 Adjustments Budget Financial Performance (revenue and expenditure by standard classification);
 - Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote);
 - Table B4 Adjustments Financial Performance (revenue and expenditure by type);
 - Table B5 Adjustments Budget Capital Expenditure by vote and standard classification and funding source;
 - Table B6 Adjustments Budget Financial Position;
 - Table B7 Adjustments Budget Cash Flows;
 - Table B8 Cash backed reserves/accumulated surplus reconciliation;
 - Table B9 Asset Management; and
 - Table B10 Basic service delivery measurement.
2. That the Operational Budget be amended to include expenditure of R4m which was utilised to settle the Taurus Gardens Claim as per the Court Order/Settlement Agreement.

Proposed: B Williams

Seconded: H Hendricks

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

20/02/MM1 COUNCIL RESOLUTIONS FOR 30 JANUARY 2020

Director: Corporate Services advised that the Action Sheets need to be updated and that a revised report will be circulated to all Councillors by 6 March 2020.

Alderman Rheeder proposed that as the revised Action Sheets with updated information will be distributed during next week, that the report not be discussion and therefore be withdrawn.

Resolved (28 February 2020)

1. That the Action Sheets reflecting Council resolutions be withdrawn and be updated by all Directorates for re-distribution by 6 March 2020 to all Councillors.

Proposed: B Rheeder

Seconded: E Februarie

20/02/MM2 MID-YEAR INSTITUTIONAL PERFORMANCE REPORT: 2019/20 FINANCIAL YEAR: PERIOD 1 JULY 2019 TO 31 DECEMBER 2019

Alderman Rheeder stated that the report is incomplete in terms of a true reflection of performance and pointed out that there are some areas not reflected or addressed.

The Municipal Manager mentioned that proof of evidence is submitted by Directors and the report is generated on the Performance Management System which is continuously updated on a monthly basis. It must be noted that the period January to May have tight timeframes which need to be met by Directors.

Resolved (28 February 2020)

1. That the content of the Mid-year Institutional Performance Report on the implementation of the 2019/20 Service Delivery and Budget Implementation Plan for the period 1 July 2019 to 31 December 2019 be noted.
2. That all areas of underperformance be discussed at the level of Portfolio Committees in order to agree on corrective actions so as to ensure that the required targets are achieved by the end of the financial year.

20/02/MM3 STATUS OF JOB EVALUATION

Cllr Februarie pointed out that a previous council resolution is in place between Kouga Municipality and SBDM and by rescinding the resolution taken in 2013, he enquired what the consequences would be of withdrawing from the agreement. He also enquired whether any communication or engagements with SBDM had taken place. Cllr Dayimani stated that the rescindment of the previous Council resolution should be affected prior to any further recommendations.

Director: Corporate Services advised that in 2013, Kouga became part of the Sarah Baartman District Municipality Job Evaluation Committee through Council Resolution 13/07/AME3 but has since lapsed. There is no binding Collective Agreement for Job Evaluations and the Municipality has

the option to complete the process on its own and can be completed by end April 2020.

It was also pointed out that consultation with SAMWU and IMATU had taken place. They are in support of withdrawing from the Sarah Baartman District Municipality and SALGA PAC job evaluation structures, A legal opinion in terms of the implementation of Job Evaluation system from a Senior Legal Counsel was obtained. She advised that not much progress with the approval of the Job Evaluation process has been made and by speeding up the process will create a more productive working environment.

Cllr Oliphant stated that he was not in agreement with the Director: Corporate Services and was of the opinion that a resolution was taken for SBDM to undertake the Job Evaluations and that due diligent processes are to be followed in respect of the Council resolution.

Cllr Dhludhlu mentioned that he had attended a symposium and pointed out the Kouga Municipality was not an isolated case and many other Municipalities were also experiencing the same problems with completion of Job Evaluations.

The Director: Corporate Services further stated that engagements with SBDM were held in 2019 and it was agreed at that stage to remain but the conditions and requirements since then have still not been met.

Resolved (28 February 2020)

1. That the Local Labour Forum recommendations be noted and accepted.
2. That it be noted that the Local Labour Forum is in support of the Kouga Local Municipality's withdrawal from the Sarah Baartman District Municipality Job Evaluation Committee, and subsequently the SALGA Provincial Audit Committee.
3. That the following Council Resolution be rescinded:

13/07/AME3 CDM DISTRICT MUNICIPALITY JOB EVALUATION REPORT – MEETING HELD ON 18 JUNE 2013

Resolved: (12 July 2013)

- i) That the report on the CDM Job Evaluation Process be noted.
- ii) That approval be given for Cacadu District Municipality to be the 'driver' of the Job Evaluation Process.

- iii) That the Job Evaluation Policy of the Cacadu District Municipality be accepted.
 - iv) That it be noted that there will be financial implication on the Job Evaluation Process ito. human resources, that will be addressed, taking in mind that the Kouga Municipality already purchased a licence in order to proceed with their Job Evaluation process, which could have a positive impact on the financial implications for the Council.
 - v) That all financial implications on the Job Evaluation Process be tabled to the Council for approval.
4. That the completion of the Job Evaluation process by utilizing Kouga Local Municipality's own service provider, be approved.
 5. That the terms of reference for the Job Evaluation Process going forward be formulated as soon as a service provider is appointed, and such terms of reference be consulted with Organized Labour.

Proposed: B Dhludhlu

Seconded: W Gertenbach

20/02/MM5 KOUGA MAYORS CUP TOURNAMENT: 2020

Cllr Februarie stated that Council resolved on the 30 October 2019, resolution 19/10/CS13, that a recognised Sporting Body is to be established. Cllr Benson advised that a legally recognised Sport Body has not been established at this stage and the Provincial Department has been approached for assistance but has not received a response yet.

Resolved (28 February 2020)

1. That payment be made to the said sporting bodies in accordance with Council resolution 19/04/MM6.

Eastern Province Kouga Rugby Union:	R40 000
Kouga Local Football Association:	R40 000
Kouga Netball:	R40 000
Kouga Golf:	R35 000
Kouga Chess:	R25 000
Kouga Cricket:	R20 000
Kouga Pool:	R20 000
Kouga Volleyball Union:	R20 000
Kouga Boxing	R20 000

Kouga Tennis	R20 000
Kouga Disabled Sport	R20 000

Total Amount R300 000

2. That the payment to the Mayors Cup Tournament be condoned based on receipt of a Business Plan from the Event Organizer.

Proposed: B Williams

Seconded: N Botha

20/02/MM6 APPROVAL OF R15 000.00 DONATION FOR THE IURIQUA TRADITIONAL !NAU BY THE LINKS ROYAL HOUSE FROM 28 TO 29 FEBRUARY 2020

Resolved (28 February 2020)

1. That the donation of R15 000.00 (Fifteen Thousand Rands Only) for the Traditional !Nau hosted in St Francis Bay from 28 February 2020 to 29 February 2020 be approved.
2. That the approval as stated in (1) is subject to availability of funds.

20/02/MM7 DRAFT POLICY ON STANDING RULES AND PROCEDURES WITH REGARD TO DISCIPLINARY MATTERS AGAINST COUNCILLORS

Alderman Rheeder presented the item as the Chairperson of the Rules & Ethics Committee and advised of the proposed amendments in respect of implementation of fines.

Proposal 1

"13. FINES BY SPEAKER IN COUNCIL MEETINGS

13.1 The Speaker may fine **at** his/her discretion any Councillor in attendance at a Council or Special Council, who, ,who is found to be in breach of the Standing Rules and Orders for the meetings of Council and all its Committees. A fine issued by the Speaker in terms of this clause 13, shall be subject **to a maximum fine of R350,00**, stipulated under clause 12.4 above."

Proposed: B Rheeder

Seconded: H Hendricks

Cllr Februarie raised concern in respect of the spot fine % as it was too high.

Cllr Oliphant also pointed out that the % of spot fines as proposed was not discussed at the workshop to obtain consensus and opposed the R350,00

spot fine. He also mentioned that the Rules of Order is to implement discipline at all times and not to be micro-managed at meetings.

The Speaker pointed out that the Standing Rules of Order was clear and all Councillors agreed to the content when discussed and approved in 2018 in respect of fines.

The Executive Mayor proposed that the matter, with amendments, be put to the vote by show of hands:-

In favour of the recommendation with amendments = 16
(Cllr F Campher was not present at the meeting)

Not in favour of the recommendation with amendments = 8
(Cllr T Meleni, Cllr C Matroos, Cllr A Mabukane were not present at the meeting & Cllr S Jujwana was not present at the time of voting)

Resolved (28 February 2020)

1. That the Policy on the Standing Rules and Procedures with regards to disciplinary matters against Councillors, be approved with amendments as discussed.

Proposed: B Rheeder

Seconded: H Hendricks

18.2 REPORTS BY THE CHAIRPERSON: CORPORATE SERVICES

20/02/CORP1 PORTFOLIO COMMITTEE STRUCTURE: COMMITTEE MEMBERS: 2019/2020

Cllr Dayimani requested clarity on why the re-shuffling of Portfolio Councillors had taken place.

The Executive Mayor advised that the change to the Portfolio Committee Structure had taken place as Cllr Campher had received treatment in respect of his health condition and needed to perform Council related duties in a sterile environment. Cllr Dhludhlu was in a position to accept the change-over from Corporate Services to Infrastructure & Engineering enabling Cllr Campher to be in a more sterile environment as the Portfolio Councillor for Corporate Services.

Resolved (28 February 2020)

1. That the proposed changes to the Committee Members of the Portfolio Committees be noted and accepted.

CORPORATE SERVICES PORTFOLIO COMMITTEE

Corporate Services Portfolio	Committee Members	Alternate Members	Functions
Chairperson	Freddy Campher		• Administration • Human Resources • Strategic Institutional Projects
	M van Niekerk	Danny Benson	
	M Biko	Robin Jantjies	
	Wilma Coenraad		
	Sibongile Jujwana	Cynthia Matroos	
	Phumza Nkwilase		
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	
	M van Niekerk		
	Zolani 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 COMMITTEE

Infrastructure and Engineering Portfolio	Committee Members	Alternate Members	Functions
Chairperson	Bryan Dhludhlu		- 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	M van Niekerk	
	Willem Gertenbach	Freddy Campher	
	Ludwig Vorster		
	Malibongwe Dayimani	Chico Februarie	
	Phumzile Oliphant		
Ex-Officio	Horatio Hendricks		

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

20/02/I&E1 **PURCHASE OF ERF 9951 (PORTION 147 A PORTION OF PORTION 63 OF THE FARM KLEIN ZEEKOEI RIVIER NO 335): JEFFREYS BAY**

The Municipal Manager advised that the land referred to needs to be secured for future strategic development and that once all negotiations have taken place, a full report will be submitted to Council for approval.

Resolved (28 February 2020)

1. That the Municipal Manager be empowered to:
 - (a) Negotiate with the owner of Erf 9951 Jeffreys Bay for the purchase thereof
 - (b) Negotiate the purchase price within the value range provided by Evergreen Valuers (PTY) Ltd to the estimated amount of R90 000.00 and DDP Valuers to the estimated amount of R360 000.00 and that a report on the negotiated purchase price be referred back to Council.
 - (c) Initiate all legal procedures to finalise the process of transferring the property, Erf 9951, to Kouga Municipality.

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

None

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

None

19.6 **REPORTS BY THE CHAIRPERSON: LOCAL ECONOMIC DEVELOPMENT & TOURISM**

20/02/LED&T1 **APPROVAL OF THE GRANT IN AID IN-YEAR APPLICATIONS FOR NATIONAL SEA RESCUE INSTITUTE IN FINANCIAL YEAR 19/20**

Cllr Peters enquired whether the NSRI was the responsibility of Province. Cllr Williams advised that the NSRI was not an organ of State and relied totally on donations received from the community.

Cllr Februarie stated that donations should also be forthcoming from entities who are assisted with rescue operations undertaken by the NSRI.

Cllr Dhludhlu advised that the NSRI forms part of JOC and are involved in such engagements and should therefore be supported.

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

In favour of the recommendation = 16
(Cllr F Campher was not present at the meeting)

Not in favour of the recommendation = 8
(Cllr T Meleni, Cllr C Matroos, S Jujwana & Cllr Mabukane were Not present at the meeting)

Resolved (28 February 2020)

1. That the minutes of the Grant-in-Aid Committee held on the 13 November 2019, be noted.
2. That the Grant-In-Aid allocation of **R 250 000.00 (Two Hundred and Fifty Thousand Rand only)** to the National Sea Rescue Institute as recommended by the Grant-in-Aid Committee, be approved.

20. **CLOSURE**

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

The meeting closed at 13:15 for In Committee discussions.

H BORNMAN
SPEAKER

DATE

**MINUTES OF A SPECIAL COUNCIL MEETING OF THE KOUGA MUNICIPALITY HELD AT
THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON
THURSDAY, 26 MARCH 2020 AT 10:00**

PRESENT: Councillors

H Hendricks	(Executive Mayor)
H Bornman	(Speaker)
B Williams	
F Baxter	
BF Rheeder	(Alderman)
B Dhludhlu	
Cllr F Campher	
D Benson	
N Botha	
W Gertenbach	
C August	
T Jantjes	
R Jantjies	
W Coenraad	
M Biko	
M Dayimani	(late arrival at 11:00)
P Nkwalase	
M Peters	
C Makasi	
E Februarie	
V Vumazonke	
C Matroos	
S Jujwana	
Z Mayoni	
P Oliphant	

**Officials &
Municipal Manager**

C du Plessis	(Municipal Manager)
S Abrahams	(Acting: Chief Financial Officer)
K Moodley	(Director: Corporate Services)
F Mabusela	(Director: Planning, Dev & Tourism)
V Felton	(Director: Infrastructure & Eng.)
L Randall	(Media Liaison Officer)
Z Gongqoba	(Acting Manager: Budget & Treasury)
N Zode	(Committee Officer)
M Jantjies	(Committee Clerk)
S Mtyhobile	(Committee Clerk)
B Klopper	(Senior Admin Officer: Committees)

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting and advised that due to the National lockdown declared by the President, a Special Council meeting was called for in order to table all compliance reports as prescribed by legislation. The Speaker also advised that the proceedings will still be recorded and that due to no provision being made in respect of microphones, the Speaker requested that Councillors speak distinctly and clearly for recording purposes.

2. **OPENING AND WELCOME**

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

3. **ABSENT WITH APOLOGY**

Cllr L Vorster
Cllr M van Niekerk
Cllr T Meleni
Cllr A Mabukane
N Machelesi (Director: Community Services)

Cllr Februarie advised that Cllr Meleni and Cllr Mabukane will be absent from Council meetings indefinitely due to health issues.

Cllr Februarie requested clarity on the Dress Code of Councillors attending Council meetings in terms of Rule 53 of the Standing Rules of Order as not all Councillors were wearing jackets. The Dress Code contained in the Standing Rules of Order need to be taken seriously.

The Speaker stated that he will address the matter in writing to those Councillors not adhering to the Dress Code.

Cllr Februarie stated that he fully understands the circumstances under which the Special Council meeting was called but places on record that the Council agenda was not received electronically nor were hardcopies delivered to those Councillors who had requested such in the past. Only one ANC Councillor (Cllr M Peters) received the agenda. Due to the agenda and supporting documents not being available, no oversight could be done and therefore the ANC component cannot provide input and participate in discussions.

Cllr Februarie stated that he was elected by the community to serve on the Ward Committee, but disregard is shown in respect of the envisaged projects and progress of projects in Wards, especially Ward 10. Cllr Februarie was of the opinion that the lack of consultation by the Executive Mayor with the respective Ward Councillors with regards to the status of projects is

unacceptable and shows disrespect. He also referred to meetings held with businesses in the Wards with no consultation with the Ward Councillors.

The Speaker advised that the issues being raised does not form part of the agenda and requested Cllr Februarie to lodge his grievances in writing and forward such to the Office of the Speaker.

The Speaker placed on record that all Kouga areas will be supplied with enough running water to respective communities during the National Lockdown period and jo-jo tanks will be filled for the community during this period of disaster.

Cllr Februarie referred to the delegation visiting Cape Town and whether proper health and safety measures were implemented to avoid being at risk of the COVID-19.

The Speaker advised that the Council notice and agenda were distributed electronically 48 hours prior to the meeting and due to health and safety measures (COVID-19), no hardcopies were delivered. Due to the National Lockdown, the Ordinary Council meeting could not take place therefore a Special Council meeting was called for. The Speaker also mentioned that with technology, a read report is generated to see who actually opened and read the agenda and an audit of previous meetings was done and it proved that agendas were only opened and read on the day of the meeting.

Cllr Jujwana stated that hardcopies of the agenda should have been made available to the ANC component for their caucus in the IT Boardroom prior to the meeting.

Cllr Oliphant stated that the items on the agenda are all compliance reports which needs Council's approval but requested to place on record that only the document he had received was the Oversight Report. Due to the non-receipt of the required documents, it did not allow for proper input and to preparation.

The Executive Mayor raised a point of order in terms of Rule 34 as the Speaker had addressed the matter sufficiently and Councillors are now responding to the Speaker's comment and by allowing such is resulting in a debate.

Cllr Oliphant stated that as a recipient of the agenda, which he did not receive nor Cllrs of the ANC Component, its was their right to voice dissatisfaction and it cannot be expected to participate in deliberations on matters. Cllr Oliphant further stated that should items be approved and be forwarded to Province for concurrence, a full motivation by the ANC Component will be submitted as to why they did not participate in the discussions.

The Speaker advised that a delivery and read receipt option is attached to all distributed agendas via email and no undelivered notifications were received in respect of the distribution list.

Cllr Februarie requested a caucus with the Chief Whip of the DA as it was being implied that the ANC Component was not being truthful by stating they did not receive the Council agenda and supporting documents.

The Speaker stated that not once did he imply that any Councillor was being untruthful but only submitted the proof in respect of the distribution of the agenda and supporting documents.

The Speaker granted a 10min break as requested by Cllr Februarie.

The meeting resumed at 10:44

Cllr Februarie advised that the Chief Whip of ANC had arrived and was part of the discussions held with the Chief Whip of the DA.

Cllr Februarie advised that an agreement was reached to request that an audit be undertaken regarding the electronic distribution of the agenda which will prove that most Councillors received the agenda but not the ANC component and that only the Oversight Report was received.

The Speaker stated that he respects the discussions held with the Chief Whip of the DA and suggested that a one-hour break can be taken to afford the ICT department to undertake the requested audit as no intention to disrespect or undermine any Councillor by not distributing the agenda had occurred.

The Speaker stated that due to the disaster/crisis currently being dealt with in terms of the National Lockdown effective as from midnight on 26 March 2020, that the meeting is to continue as Top Management needs to attend to issues for implementation.

The Speaker stated that the Director: Corporate Services was currently undertaking an audit in terms of the distribution of Council agenda and will be made available and should there be any disputes, this may be taken further. The Speaker reiterated that there is no intention to undermine/disadvantage any Councillor by the non-distribution of agendas and should there be any foul play and this is proved, the Speaker will implement serious consequence management.

Cllr Dayimani raised a Point of Order and stated that it is not the first time that the ANC component did not receive the Council agenda. Cllr Dayimani further stated that currently he does not have laptop therefore on what basis is the meeting to continue with no agenda. As guided by the Rules of Order, Councillors have an oversight role and with no agenda received, how do Councillors participate in discussions.

The Speaker stated that based on the fact that agendas were electronically distributed and successfully delivered, with proof, the Council meeting is therefore to continue.

Cllr Oliphant stated that the ANC Component were not going to allow being treated as outsiders and by not having received the agenda, they were disadvantaged and will therefore not participate in the meeting. The non-receipt of agendas must be seen in a serious light.

The Speaker stated that there are two options:-

1. To proceed with the Council meeting and address compliance matters;
2. Adjourn the Council meeting with the non-approval of the Draft Budget;

Alderman B Rheeder proposed that the Council meeting proceed.

Proposed: B Rheeder

Seconded: B Dhludhlu

Cllr Februarie stated that on behalf of the ANC component to afford the Chief Whip of the DA an opportunity to report on the caucus discussions held. Cllr Februarie further stated that the ANC component are disciplined and law abiding and should not be tested to become unruly.

The meeting was disrupted at this point.

The Speaker stated that due to the uncalled-for disruptions to the meeting, that the meeting is to adjourn and to continue at the Humansdorp Council Chambers.

Meeting adjourned at 11:10

The meeting reconvened at 12:00 in the Newton Hall, Jeffreys Bay.

The Speaker welcomed all Councillors back to the meeting and thanked both political components for agreeing to continue the meeting in a productive manner.

The Speaker stated the following:-

1. That the Municipal Manager and Director: Corporate Services request the ICT Department to undertake an audit of the distribution of agendas to Councillors and that such report be submitted to the next Council meeting.
2. That an investigation be done to determine who had instructed Law Enforcement and Traffic officials to be called to the Council meeting.

Cllr Oliphant stated that it was unacceptable that armed Law Enforcement Officers enter the House of Council and make threats. Cllr Oliphant urged that the matter be investigated by the Municipal Manager with possible suspension of such officials.

4. **ABSENT WITHOUT APOLOGY**

None

5. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

None

6. **PRESENTATIONS**

None

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

None

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

None

9. **DECLARATION OF INTEREST**

None

10. **STATUTORY MATTERS**

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

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

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

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

20/03/MM1 ANNUAL REPORT (2018/2019)

Resolved (26 March 2020)

1. That the 2018/19 Annual Report be approved without reservations in terms of the provisions of Section 129(1) of the Municipal Finance Management Act
2. That the Accounting Officer make the approved 2018/19 Annual Report public and submit the 2018/19 Annual report to:

The Auditor-General;
 The Provincial Treasury;
 The Provincial Department for Local Government;
 Other institutions as prescribed by legislation.

Proposed: B Williams

Seconded: E Februarie

20/03/MM2 2020/21 DRAFT IDP REVIEW OF THE 5 YEAR IDP (2017/2022)

Resolved (26 March 2020)

1. That the **Draft 2020/21 IDP** of the 2017/22 Integrated Development Plan be accepted in terms of the provisions of Section 25 of the Local Government Municipal Systems Act, 32 of 2000.
2. That the **Draft IDP** document be submitted to the MEC and relevant stakeholders within 10 days of acceptance by Council.
3. That the Draft 2020/21 IDP be published on the municipal website within 10 days of acceptance by the Council.

Proposed: H Hendricks

Seconded: B Dhludhlu

20/03/MM3 2018/19 ANNUAL REPORT: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE OVERSIGHT REPORT

After having fully considered the 2018/2019 Annual Report of the Kouga Municipality and representations thereon, the Oversight Report be adopted with the following recommendations to Council:

Resolved (26 March 2020)

1. That the highlights and commendable achievements of the Municipality as reported in the 2018/19 Annual Report be noted.
2. That more effort should be engaged during the Public Satisfaction survey, to get a fair and accurate indication of the satisfaction of residents.
3. That the Telkom Contract for the purchasing of cellular phones be referred back to MPAC for a recommendation to Council.
4. That the payment of R 990 000 for job grading to Sarah Baartman District Municipality be investigated as fruitless and wasteful expenditure.
5. That Council be alerted to the escalating personnel expansion and cost.

6. That a panel of Legal Service Providers be appointed as a matter of urgency.
7. That a program to reduce water losses and funds for the replacement of ageing infrastructure be implemented.
8. To replace the bucket system and upgrade conservancy tanks to a waterborne system where possible and to improve the efficiency of the sewer system and rising mains.
9. To negotiate with the Provincial Roads Department to devolve the maintenance of the roads that run through Kouga towns.
10. That the landfill sites be licenced, provision of wheelie bins be expedited, old refuse collection vehicles be replaced, and residents be educated to combat littering.
11. That internet services be provided at all our public facilities including Libraries.
12. That it be requested that both the CWP and WCP programmes be referred to COGTA for their attention.
13. That the Municipality executes the provisions and undertakings in the Vacant Land/Plot Cleaning Policy.
14. That new cemeteries be planned for Kouga and that the existing cemeteries be upgraded and fenced.
15. That the Municipality engage with the Department of Transport to solve the problem at the Licence Department.
16. That a marketing plan for Kouga Municipal Caravan Parks be drafted.
17. That the conditions as stipulated in the Grant-in-Aid Policy be applied, both in respect of financial reporting and interval of allocation.
18. That the process of acquiring land for new settlements be streamlined and that Kouga Municipality again be awarded Municipal Housing Accreditation.
19. That payment of market related rentals on Council properties be enhanced and that the register of Council properties be updated.
20. That a committee of Council and relevant senior staff members investigate the future functioning of the EMF with the aim to terminate it.

21. That the performance of Supply Chain Management be streamlined to expedite service delivery.
22. That the identified five risks of Kouga Municipality namely, a housing backlog, lack of bulk infrastructure, containment of water and electricity losses, natural disasters and lack of skilled work force be mitigated.

Proposed: H Hendricks

Seconded: C August

20/03/MM4 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN: 2019/20 FINANCIAL YEAR: AMMENDMENT OF SDBIP TARGETS FOLLOWING THE MID-YEAR PERFORMANCE ASSESSMENT

Resolved (26 March 2020)

1. That in terms of the provisions of Section 54(1)(c) of the MFMA, the proposed amendments to the non-financial targets of the 2019/20 Service Delivery and Budget Implementation Plan as set out in Annexure "A" be approved.
2. That in terms of the provisions of Section 54(1)(c) of the MFMA, the amendments to the financial targets of the 2019/20 Service Delivery and Budget Implementation Plan as set out in Annexure "B", that resulted from the adoption of the Adjustments Budget be noted.
3. That it be noted that at the time of the preparation of this report, the adjusted Procurement Plan was not available to incorporate any possible adjustments resulting from additional funding and/or the re-allocation of funding.
4. That a report be submitted by all Directorates at the next meeting of the Mayoral Committee indicating how the additional procurement resulting from the adjustments budget will be implemented.
5. That the Municipal Manager effects the required changes to the performance plans to ensure that the performance plans are aligned to the SDBIP targets for the 2019/20 year.

20/03/MM5 REQUEST FOR APPROVAL FOR THE ALIENATION OF NON-VIABLE IMMOVABLE PROPERTY DESCRIPTION: ERF 1289 SEA VISTA

Resolved (26 March 2020)

1. That the item be withdrawn and referred to the next Council meeting to be held in April 2020.

7.2 REPORTS BY THE CHAIRPERSON: FINANCE

20/03/F1 DRAFT MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) - BUDGET FOR 2020/21 TO 2022/23 FINANCIAL YEARS

The voting process by show of hands:-

In favour of recommendation = 15
(Cllrs M van Niekerk and Cllr L Vorster not present)

ANC Component present but abstained from voting = 10
(Cllr T Meleni and Cllr A Mabukane not present)

Resolved (26 March 2020)

1. That Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 16 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approve the 2020/21 – 2022/23 Draft Annual Budget, as set out in the following tables:

- a) Consolidated Budget Summary [Table A1]
- b) Budgeted Financial Performance (revenue and expenditure by standard classification); [Table A2]
- c) Budgeted Financial Performance (revenue and expenditure by municipal vote); [Table A3]
- d) Budgeted Financial Performance (revenue by source and expenditure by type); [Table A4]
- e) Multi-year and single year capital appropriations by municipal vote and standard classification and associated funding by source. [Table A5]

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

- a. Budgeted Financial Position; [Table A6]
- b. Budgeted Cash Flows; [Table A7]
- c. Cash backed reserves and accumulated surplus reconciliation; [Table A8]
- d. Asset management; [Table A9]
- e. Basic service delivery measurement. [Table A10]

3. That the tariffs be increased as follows, with effect from 1 July 2020:

Property rates	6.5%
Water	8.1%
Sanitation	7%
Refuse	7%

Electricity (average increase in electricity income)	8.1%
Environmental Management Fee	0%

a) Indicative tariffs for 2021/22 and 2022/23 will be increased as follows:

	<u>2021/22</u>	<u>2022/23</u>
Property rates	6.5%	6.5%
Water	8.1%	8.1%
Sanitation	8%	8%
Refuse	8%	8%
Electricity (average increase in electricity income)	5.2%	8.9%
Environmental Management Fee	0%	0%

4. That it be noted that the Draft Medium-Term Revenue and Expenditure Framework (MTREF) - Budget For 2020/21 to 2022/23 Financial Years will be workshopped to all Councillors after the National lockdown period.

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

Cllr Februarie stated that the agreement reached in caucus was that only compliance matters be dealt with.

The Speaker apologised for the oversight of the Delegated Authority item and advised that due to the National Lockdown declared, that Council resolve on the matter.

Cllr Dayimani urged fellow Councillors to accept the item due to the COVID-19 National Lockdown as there could be implications by not reviewing the item which could lead to consequences.

Cllr Oliphant advised that fellow Councillors adhere to the requested by Chief Whip of the ANC to address the item as it was critical and important but also stated that the Opposition component should have been advised thereof.

Cllr Dayimani enquired what further steps have been implemented in terms of the National Lockdown in respect of the delivery of services to all areas.

The Speaker advised that a strategic plan is in place in which all concerns raised are being addressed and are in place. This has been communicated to relevant parties.

20/03/CORP1

DELEGATED AUTHORITY: EXECUTIVE MAYOR

The item was unanimously accepted.

Resolved (26 March 2020)

1. That it be noted the President has declared a national lockdown due to COVID-19 from 26 March to 16 April 2020.
2. That the Executive Mayor be granted delegated authority to deal with all Council affairs during the lockdown period, subject to the following undermentioned conditions:
 - a) The Exercise of delegated authority shall exclude the passing of a by-law; approval of the budget; the imposition of rates and other taxes levies and duties; the raising of loans, the amendment of tariffs, the approval or amendment of the IDP;
 - b) That the parameters of the Procurement Policy be complied with.
3. That all matters dealt with by the Executive Mayor, which would conventionally have required a resolution of the Council be submitted to Council in report format for information or review at the first Ordinary Council Meeting after the National Lockdown;
4. That the Municipal Manager consults with the Executive Mayor on matters that are of a potentially sensitive nature prior to using the authority granted of paragraphs (1) and (2) above.

Proposed: F Campher

Seconded: B Rheeder

The meeting closed at 12:40

H BORNMAN
SPEAKER

DATE

**MINUTES OF A SPECIAL COUNCIL MEETING OF THE KOUGA MUNICIPALITY HELD
VIA ELECTRONIC EMAIL ON FRIDAY, 1 MAY 2020 AT 10:00**
PRESENT: Councillors

H Hendricks	(Executive Mayor)
H Bornman	(Speaker)
B Williams	
F Baxter	
BF Rheeder	(Alderman)
B Dhludhlu	
Cllr F Campher	
D Benson	
N Botha	
W Gertenbach	
C August	
T Jantjes	
R Jantjes	
W Coenraad	
M Biko	
M van Niekerk	
L Vorster	
M Dayimani	
P Nkwalase	
M Peters	
C Makasi	
E Februarie	
V Vumazonke	
C Matroos	
Cllr S Jujwana	
Cllr Z Mayoni	
P Oliphant	
A Mabukane	

Officials

C du Plessis	(Municipal Manager)
K Moodley	(Director: Corporate Services)
V Felton	(Director: Infrastructure & Eng.)
N Machelesi	(Director: Community Services)
F Mabusela	(Director: Planning, Dev & Tourism)
R Lorgat	(Chief Financial Officer)
B de Groot	(Sen Admin Officer: Committee Serv)

1. **NOTICE OF MEETING**

Electronic agenda

2. **OPENING**

Electronic meeting via Ballot Paper.

3. **LEAVE OF ABSENCE**

Cllr T Meleni – Sick Leave

4. **PRESENTATIONS**

None

5. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

None

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

None

7. **DECLARATION OF INTEREST**

None

8. **STATUTORY MATTERS**

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

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

10. **REPORTS BY THE EXECUTIVE MAYOR**

11. **REPORT BY THE PORTFOLIO CHAIRPERSON: CORPORATE SERVICES**

20/05/CORP1

**DETERMINATION OF THE UPPER LIMITS OF SALARIES, ALLOWANCES
AND BENEFITS OF DIFFERENT MEMBERS OF A MUNICIPAL COUNCIL FOR
2019/2020 FINANCIAL YEAR**

That it be noted that the process took place by a Round Robin vote via electronic Ballot.

Councillor N. Botha	-	In favour
Councillor B Dhludhlu	-	In favour
Councillor B. Williams	-	In favour
Councillor F. Baxter	-	In favour
Councillor D. Benson	-	In favour
Councillor H. Bornman	-	In favour
Councillor F. Campher	-	In favour
Councillor T Jantjes	-	In favour
Councillor W. Gertenbach	-	In favour
Councillor L. Vorster	-	In favour
Councillor C August	-	In favour
Councillor W Coenraad	-	In favour
Councillor M van Niekerk	-	In favour
Councillor M Biko	-	In favour
Alderman B. Rheeder	-	In favour
Councillor R Jantjes	-	In favour
Councillor H Hendricks	-	In favour
Councillor S. Jujwana	-	In favour
Councillor CS Makasi	-	In favour
Councillor P Nkwalase	-	In favour
Councillor M Peters	-	In favour
Councillor P Oliphant	-	In favour
Councillor M Dayimani	-	In favour
via WhatsApp		
Councillor C Matroos	-	In favour
Councillor J Mayoni	-	In favour
Councillor V Vumazonke	-	In favour
Councillor E Februarie	-	In favour
(Telephonically)		
Councillor A Mabukane	-	In favour

In favour of the recommendation	28
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Not in favour of the recommendation	0
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Councillor T Meleni was unavailable due to sick leave

Resolved (01 May 2020)

1. That the report on the Determination of the Upper Limits of Salaries, Allowances and Benefits of different members of the Municipal Council for 2019/20 financial year be noted.
2. That it be noted that the Round Robin approach has been adopted to consider and vote on the item via ballot.
3. That the implementation of the Upper limits based on Gazette 43246 dated 24 April 2020, be approved.
4. That such implementation be back dated with effect from 01 July 2019.
5. That the Municipal Manager prepares all the required information and documentation for submission to the MEC for concurrence.
6. That upon concurrence by the MEC, the upper limits be implemented retrospectively with effect from 01 July 2019.

12. **CLOSURE**

No official closure as the Special Council Meeting was in the form of a Round Robin vote via electronic Ballot.

H BORNMAN
SPEAKER

DATE

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

REPORTS BY
THE
KOUGA AUDIT
COMMITTEE
(KAC)

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****KOUGA AUDIT COMMITTEE****DATE: 29 MAY 2020****ITEM No: 20/05/KAC1****MINUTES OF THE KOUGA AUDIT COMMITTEE**1. Introduction

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

2. Background

Council is advised that the Kouga Audit Committee had a meeting on 3 December 2019, and the minutes of the meeting are attached for ease of reference.

3. Recommendation

- 3.1 That the minutes of the Kouga Audit Committee dated 3 December 2019 be noted.

Item Prepared by the Kouga Audit Chairperson

**MINUTES OF A KOUGA AUDIT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS,
(JEFFREYS BAY UNIT) ON THURSDAY, 3 DECEMBER 2019 AT 09:00.**

PRESENT	Mr J. Blignaut	(Chairperson)
	Mr R. Coetzer	(Committee Member)
COUNCILLORS	Cllr B. Williams	
	Cllr W. Gertenbach	
OFFICIALS	Mr C du Plessis	(Municipal Manager)
	Mr S. Thys	(CFO)
	Ms N. Machelesi	(Director: Community Services)
	Ms F. Mabusela	(Director: P, D & T)
	Ms K. Moodley	(Director: Corporate Services)
	Mr V. Felton	(Director: I&E)
	Mr A. Koegelenberg	(Manager: PMS)
	Mr F. Jamal	(Manager: Risk & Internal Audit)
	Ms M Jantjies	(Scribe)
STAKEHOLDERS	Mr L. Dokwana	(ECCOGTA)
	Ms L. Mostert	(MPAC)

1. OPENING AND WELCOME

The Chairperson read the notice convening the meeting and welcomed everyone to the meeting.

2. LEAVE OF ABSENCE

The Mayor
The Speaker
Mr Yimile
Ms L. Opperman: Manager - Legal

3. CONFIRMATION OF PREVIOUS MINUTES

3.1 MINUTES OF THE MEETING HELD ON 27 AUGUST 2019

Resolved: (3 December 2019)

1. That the Minutes of the Kouga Audit Committee meeting held on 27 August 2019 be accepted.

Proposed by: Mr R. Coetzer

Seconded by: Mr J. Blignaut

4. MATTERS FOR DISCUSSION

4.1 19/12/PAC1 INSTITUTIONAL PERFORMANCE REPORT: 2019/20 FINANCIAL YEAR: PERIOD 1 JULY 2019 TO 30 SEPTEMBER 2019

The Chairperson requested the Municipal Manager to provide highlights on the item. The Municipal Manager stated that in order to achieve a clean audit, all Irregular Expenditure must be cleared. He further stated that two items (MJM Consulting and Telkom Contract) are regarded as Irregular by the Auditor General, the items will be submitted to MPAC for condonement and then make a recommendation to Council.

Performance Reporting - paper trail must be created and submitted as proof. The Municipal Manager stated that this is high priority and the municipality have about 6 months to finalize the current Financial year's outstanding issues.

The Municipal Manager mentioned that the SDBIP are populated on a monthly basis, and after submission to himself the document are tabled at the Portfolio Committees. The Municipal Manager stated that all projects are on track, besides two capital projects (Upgrade of a Sports field and the Public Market) that are experiencing a few challenges.

The Municipal Manager explained that with the roll-over request for the R150 million the tenders could not be stopped. Technical Services department could not continue spending from the R150 million, so they put on hold on their Capital Project spending to be able to carry the cost. When confirmation of the approval of R150 million was received in October everything continued, hence a delay in a few projects.

The Municipal Manager explained that 40 % of the MIG Funding needed to be spent by end December, and that is achieved because spending is currently on 44%. The Kwanomzamo Waste-Water Treatment project is the only other project that could experience a few challenges, but the Technical Director is sorting it out.

The Municipal Manager stated that the Housing Projects is another area of concerns because the municipality does not have full control over the projects. Challenges was experienced at the Kruisfontein 399, the contractors responsible for the civil engineering was replaced because of underperformance. The contractor is appointed by the Province and the engineer is appointed by the municipality.

The Chairperson stated that the question marks in the comments section of the SDBIP looks like some of the performance targets was not achieved. He further mentioned that all targets must be achieved consistently and not just at the end of the year.

Cllr Gertenbach suggested that the question marks be removed, and an explanation be entered.

The CFO explained that there has been a significant improvement in the finances as well as the governance of the institution. The municipality received a clean bill of health on the quality of the Financial Statements as well as on the financial viability as an institution. Paying creditors within 30 days has also improved. He further stated that the Section 71 report will be tabled at the next meeting.

Resolved to recommend: (3 December 2019)

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

4.2 19/12/KAC1 INTERNAL AUDIT REPORT: KOUGA RISK REGISTER 2019/20

The Chairperson requested Mr Jamal to highlight the scope as well as the key findings on all the Internal Audit Reports.

Mr Jamal explained that a Strategic Risk Assessment was conducted with Top Management during July – August 2019.

Top ten Risks included:

1. Housing backlog,
2. Lack of Bulk Infrastructure,
3. Containment of non- revenue (Water & Electricity losses),
4. Natural disasters,
5. Lack of skilled work force,
6. Inefficient Performance Management System,

7. Aging Bulk and Internal Infrastructure
8. Water Security and Load shedding
9. Inadequate Disaster Management
10. Lack of Service Delivery

The Chairperson requested the Municipal Manager to explain whether all Directors are aware of the Action Plan. He further enquired about the status of the implementation of the proposed mitigating actions to further reduce the risks and whether it is accepted by the Directors.

The Municipal Manager explained that the Risk Register was distributed to all Directors and the Risk Register are being discussed at various platforms.

Cllr Williams enquired about the timelines for mitigation and whether the Risk Register will be linked to the SDBIP in order to measure the progress. The Municipal Manager explained that its difficult to set clear timelines, since most of the risk are ongoing but everything are constantly being monitored.

The Chairperson enquired whether a clear plan is in place to align the Risk Register into objectives in the SDBIP. The Municipal Manager explained that it is not possible to translate all the risks into KPI's. Some of the items are targets in the Directors performance contracts so it is being dealt with.

Resolved to recommend: (3 December 2019)

1. That the content of the Kouga Risk Register 2019/20 be noted.
2. That all risks be monitored and aligned with the SDBIP.

19/12/KAC2

PROGRESS VS IA PLAN

Mr Jamal explained that KAC3 (Internal Audit Plan) will be discussed under KAC 5 (Progress vs IA Plan). He further explained that the Internal Audit Plan is based on the Risk Register.

Mr Jamal stated that the general management of the Internal Audit function is ongoing and on track. Anti - Fraud and corruption to be

worked on. He further mentioned that a HR Review is in Draft report stage. A compliance review was conducted for Performance. Annual Financial Statements are completed. Contingent liabilities are moved to 2021/22.

The Chairperson enquired whether the risks are effectively being managed in order for Internal Audit to test the control measures of the risks. The Municipal Manager explained that most of the risks was identified by officials. The Municipal Manager further stated that there is a huge improvement in most of the risks and they are constantly being monitored.

The Chairperson enquired when the draft reports will be issued. Mr Jamal stated that the draft reports will be issued as soon as management provides comments and agrees with the findings, probably by end of January 2020.

The Chairperson stated that some of the priority 1 items needs to be "built into" the Audit Plan over time. The Chairperson commended Mr Jamal on excellent work done.

Resolved to recommend: (3 December 2019)

1. That the Progress vs IA Plan be noted.
2. That the controls be re-assessed and made more measurable.
3. That a "Status of Mitigation Action" column be added in the item.
4. That Internal Audit assist the different Directorates in designing and implementing effective controls on the strategic risks where controls appears to be weak.

19/12/KAC3

ASSET MANAGEMENT REVIEW & FOLLOW UP REVIEW ASSET MANAGEMENT 2019/20

Mr Jamal stated that the fixed assets for the financial year has been accurately recorded in the Asset Register and the fixed assets disposed has been removed from the Asset Register timeously. Mr Jamal further stated that all amendments done to the Asset Register was done in terms of the policy.

Cllr Williams enquired whether all the recent items that has been written off was removed from the Risk Register. Mr Jamal explained that it was not included in the scope of work of the current audit but will be noted in the next audit.

Resolved to recommend: (3 December 2019)

1. That the Asset Management Review & Follow up review Asset Management 2019/20 be noted.

19/12/KAC4

PERFORMANCE INFORMATION REVIEW: QUARTER 1 2019/20

Mr Jamal stated that no evidence was checked, they only checked whether the KPI's was smart and whether the Performance Agreements are linked to the Performance Indicators. The checking of evidence will be done at a later stage.

At the time of the review it was noted that some KPI's on the SDBIP were omitted from the Performance Agreements and some KPI's that are on the Performance Agreements are not on the SDBIP. Mr Jamal stated that the Municipal Manager and the PMS Manager has put relevant controls in place.

The Municipal Manager explained that not all KPI's will reflect on the SDBIP, he adds additional items to the Performance Agreements to ensure its being dealt with. The Municipal Manager stated that all relevant amendments will be done after the Adjustment Budget. The CFO stated that a correction must be affected stating that the Section 71 Report was submitted timeously.

Cllr Williams alluded to the fact that it was earlier mentioned that Performance Management as well as some Irregular Expenditure are preventing the municipality from obtaining a clean audit. Cllr Williams enquired how it will be factored in, since getting a clean audit in this financial year is crucial. The Municipal Manager stated that there are 6 months to deal with all legacy issues, and the Legal fees are the only Irregular Expenditure item that MPAC will deal with. He further stated that once the Legal fees item are condoned by council, and a panel get appointed by February 2020 it can be dealt with.

The Municipal Manager stated that Management will design reporting framework, creating paper trail to address the Performance issue. The Chairperson stated that Performance function was non - existent a few years ago, but huge improvement has been done.

Resolved to recommend: (3 December 2019)

1. That the Performance Information Review: Quarter 1 2019/20 be noted.

19/12/KAC5

INTERNAL AUDIT REPORT: DROUGHT RELIEF (MJM CONSULTANTS)

Mr Jamal stated that this item relates to the money received for the drought. Internal Audit had to determine whether it was an emergency. Based on the review of the document Internal Audit found that the use of Section 36 was valid, as it meets the description on an emergency.

The Chairperson enquired what the scope and cost of the project was, what procedures were followed with the appointment of MJM Consultants as well as why there was only one tenderer? Mr Jamal explained that Section 36 does not require 3 quotations. The Chairperson enquired whether a competitive and shortened procurement process was taken.

Mr Jamal confirmed that a competitive and shortened procurement process was not taken.

The Municipal Manager explained that Consulting Engineers operates differently, their fees are regulated by the industry. He further stated that there was not sufficient time for a competitive and shortened procurement process, but in consultation with the Technical Director other factors was considered hence MJM Consulting was appointed.

Cllr Williams proposed that going forward a panel of Consulting Engineers be appointed to avoid future deviations. Mr Felton explained that Cllr Williams's proposal is possible, and rates can always be negotiated.

The Chairperson proposed that in future the process of appointments should be properly documented to avoid confusion. Ms Moodley stated that from a risk perspective, a lot of challenges was experienced after the appointment of the specific engineer and the committee should make a recommendation on the appointment of consultants going forward.

The CFO stated that from an AG perspective the municipality must be able to demonstrate that a competitive bidding process was followed. And it must be properly documented, because a lot of times the deviations are not properly documented and motivated. The CFO stated that if deviations are not in line with the policy

framework it can also prevent the municipality from obtaining a clean audit.

Resolved to recommend: (3 December 2019)

1. That the Internal Audit Report: Drought Relief (MJM CONSULTANTS) be noted.
2. That the appointment of a panel of Consulting Engineers be considered.
3. That Kouga SCM policy be makes provision that in emergency situations at least three quotes should be obtained.
4. That Management ensure that sufficient documentation is maintained to record the process followed for the appointment of service providers

19/12/KAC6

INTERNAL AUDIT REPORT: RESEALING OF ROADS

Mr Jamal provided background on the item and confirmed that the municipality received value for money. The Chairperson stated that the only discrepancy picked up was that the contractors CIDB grading is lower than the contract value. The Municipal Manager explained that it was a technical issue but will keep it in mind going forward. Cllr Gertenbach stated that MPAC dealt with the item, and a submission was done to council.

Resolved to recommend: (3 December 2019)

1. That the Internal Audit Report: Resealing of roads be noted.
2. Additional controls in project management be implemented to address irregular expenditure from occurring.

5. DATE OF NEXT MEETINGS

25 March 2020 at 09:00

6. CLOSURE

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

The meeting adjourned at 11:00

A handwritten signature in dark ink, appearing to read 'J. Blignaut', written over a horizontal line.

MR. J. BLIGNAUT
CHAIRPERSON

DATE

REPORTS BY
THE
OFFICE OF THE
MUNICIPAL
MANAGER

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****OFFICE OF THE MUNICIPAL MANAGER****DATE: 29 MAY 2020****ITEM NO: 20/05/MM2****REQUEST FOR APPROVAL FOR THE ALIENATION OF NON-VIABLE IMMOVABLE PROPERTY****PROPERTY DESCRIPTION: ERF 1289 SEA VISTA****1. Introduction**

The purpose of this item is to request Council's approval for the alienation of erf 1294 Sea Vista. The said property is considered to be non-viable land, with no economic value to the municipality.

2. Background

The municipality has been requested by Albert Saunders Attorneys & Conveyancers, acting on behalf of the registered property owners of Erf 902 Sea Vista, to transfer erf 1294 Sea Vista to the property owners of erf 902 Sea Vista.

During the township development in the late 1970's, the canal in the vicinity of erf 902, 903 and 904 Sea Vista was made narrower than initially planned, with result that portions of land were created between the said erf 902, 903, 904 and Erf 722 (mother erf – canal). These portions were surveyed, and allocated erf numbers 1289, 1290 and 1291 respectively.

The then developer, being the then owner of erf 722 (mother erf – canal), and therefor also the owner of the newly created erven 1289, 1290 and 1291, applied for the subdivision of these erven from erf 722, and consolidation thereof with erven 902, 903 and 904, in order for these plots to keep the canal frontage they initially had.

When assessing the application, the Township Board directed that the portions so created not be subdivided from erf 722 and then consolidated, but that the changes be treated as a Minor Amendments of the General Plan, on condition that the said portions 1289, 1290 and 1291 be consolidated with 902, 903 and 904 respectively. The consolidated plots were allocated erf numbers 1294, 1293 and 1292 respectively.

Registration of the consolidation in the Deed Office in respect of erven 1293 and 1292 duly took place during 1980 and 1981, but for reasons unknown, the consolidation of erven 902 and 1289 Sea Vista, from erf 1294 Sea Vista, was never registered in the Deeds Office. No documentation could be found for this omission, and the only logical deduction is that there was an omission and/or failure to register the consolidation. The municipality was not aware of this omission

and /or failure, as it dealt with the property as if it was consolidated to erf 1294 (on all maps, building approvals, municipal valuations and rates accounts).

Erf 722 Sea Vista was transferred from the developer to the St Francis Bay Local Authority on 24/07/1980, and the Municipality is therefore currently the legal owner of the, still un-subdivided erf 1289 Sea Vista. Erf 1289 Sea Vista has an extent of 2690 square meters, and therefor is a non-viable portion of land, with no economic value to the municipality.

For purposes of consolidation the properties to be consolidated must be registered in the same owner's name.

Action Required:

- For erf 1289 Sea Vista to be sub-divided from Erf 722 Sea Vista
- To transfer the said erf 1289 Sea Vista to the property owner of erf 902, in order to affect the consolidation.

3. Applicable legislation

The current Policy and Procedures for the Disposal of Immovable Assets provides under section 5.11 that the municipality may transfer ownership or otherwise dispose of non-viable immovable property, as non-exempted immovable property which can be of no practical use to any other person, directly to adjoining property owner(s) only after the Municipal Council has in terms of section 14(2)(a) and (b) of the MFMA that same is not needed to the minimum level of basic municipal services and have considered the fair market value.

4. Financial Implications

There will be no financial implication for Council as the property owner of erf 902 Sea Vista will be responsible for all transfer and consolidation costs.

5. Recommendation

- 5.1 That Council confirm that Erf 1289 Sea Vista is not required for the minimum level of basic municipal services and confirmed that same is non-viable and of no economic value to Council.
- 5.2 That Council approves the disposal and alienation of Erf 1289 Sea Vista to the current registered owner of erf 902 Sea Vista.
- 5.3 That the Accounting Officer be authorised to sign the necessary transfer documentation for purposes of alienation and disposal of Erf 1289.

Item prepared by: Manager Legal Services

Item approved by: Municipal Manager





Land Parcel

24 Jan 2019 13:43

Erf 1289 of Sea Vista
Address
SG Number C03400140000128900000
Municipality Kouga
Township/Holding: Title Deed Sea Vista
Extent
Extent (SG)
Extent (Title Deed) DUMDUM
Centroid
Sectional Title No

Zoning: Financials
Zoning
Land Usage: Financials
Ward: Financials
Ward: Demarcation Board
Sources Deeds Office
Effective

Comment

Title Deed search from WinDeed requested by regardt.

Comments

Type

User Name

regardt

Date Made

5 Feb 2018 07:10

	SIDES Metres	ANGLES OF DIRECTION	CO-ORDINATES	
			Y System	X
AB	43,50	0.03.30		
BC	38,61	85.30.00		
CD	30,99	175.30.00		
DA	43,84	249.06.10		

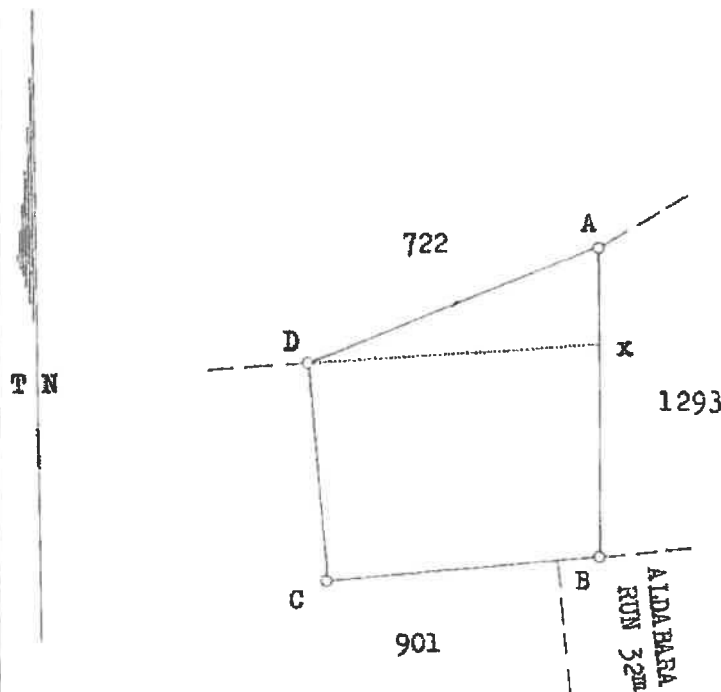
S.G. No.

0522/78

Approved

[Signature]
Surveyor-General
22-1-1979

All beacons are 20mm iron pegs.



Scale: 1/1000

The figure A B C D represents 1489 Square Metres of land being
ERF 1294 SEA VISTA

and comprises:

1. The figure AxD representing Erf 1289 Sea Vista;
vide Dgm. No. 8017/1978 D/T No.
2. The figure xBCD representing Erf 902 Sea Vista;
vide General Plan T.P. 9458 D/T No.

situate in Sea Vista Township Extension No. 7, in the
Local Area of Sea Vista,
Administrative District of Humansdorp,
PROVINCE OF THE CAPE OF GOOD HOPE.

Surveyed in April 1972 - November 1978, by me,

Land Surveyor.



This diagram is annexed to	The original diagrams are as quoted above.	File No. S/8715/7
No. dated	No. annexed to	S.R. No. E. 2103/78
i.f.o.	Transfer/Grant	Comp. AN-2DA/X41(6235)
	No.	G.P. T.P. 9458 (sht. 3)
Registrar of Deeds		

PROVINSIALE ADMINISTRASIE
VAN DIE KAAP DIE GOEIE HOOP

DEPARTEMENT VAN PLAASLIKE BESTUUR

PROVINSIALE GEBOU, WAALSTRAAT, KAAPSTAD
POSADRES: PRIVAATSAK X.9083, KAAPSTAD 8000



TELEGRAMADRES:
TELEGRAPHIC ADDRESS:
"PROVADMIN"

Messrs Rollo Hensley & Myrdal
P.O. Box 64
PORT ELIZABETH
6000



5/8715/7
PROVINCIAL ADMINISTRATION
OF THE CAPE OF GOOD HOPE

DEPARTMENT OF LOCAL GOVERNMENT

PROVINCIAL BUILDING, WALE STREET, CAPE TOWN
POSTAL ADDRESS: PRIVATE BAG X.9083, CAPE TOWN 8000

NAVRAE ENQUIRIES Mr Louw
TELEFOON TELEPHONE 45-0538
VERWYSING REFERENCE AF.68/1/48

14.9.78

Sir

SUBDIVISION OF ERF 722: SEA VISTA EXTENSION NO. 7

1. With reference to your minor subdivision applications dated 4 August 1978 I have to inform you that the Townships Board suggested that the matter be treated as an amendment of the General Plan. The Administrator has, therefore, in terms of section 26 of Ordinance 33 of 1934, section 5 of Ordinance 12 of 1938 and section 30(2) of the Land Survey Act No. 9 of 1927 granted approval to a minor amendment of General Plan TP.9458 by the indication on erf 722 Sea Vista Extension No. 7 of portions 1, 2 and 3 as shown on the attached plan.
2. It is a condition of this approval that the erven created above be consolidated with erven Nos. 902, 903 and 904 subject to the same conditions applicable to them.

3./...

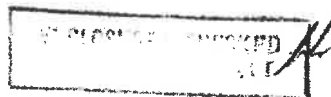
Endorsements

- (1) THE REGISTRAR OF DEEDS, PRIVATE BAG 9073, CAPE TOWN 8000
 - (2) THE SURVEYOR-GENERAL, PRIVATE BAG 9028, CAPE TOWN 8000
 - (3) THE SECRETARY, DIVISIONAL COUNCIL, P.O. BOX 53, HUMANSDORP 6300
- Your letter D.5/2/7 dated 14 August 1978 refers.

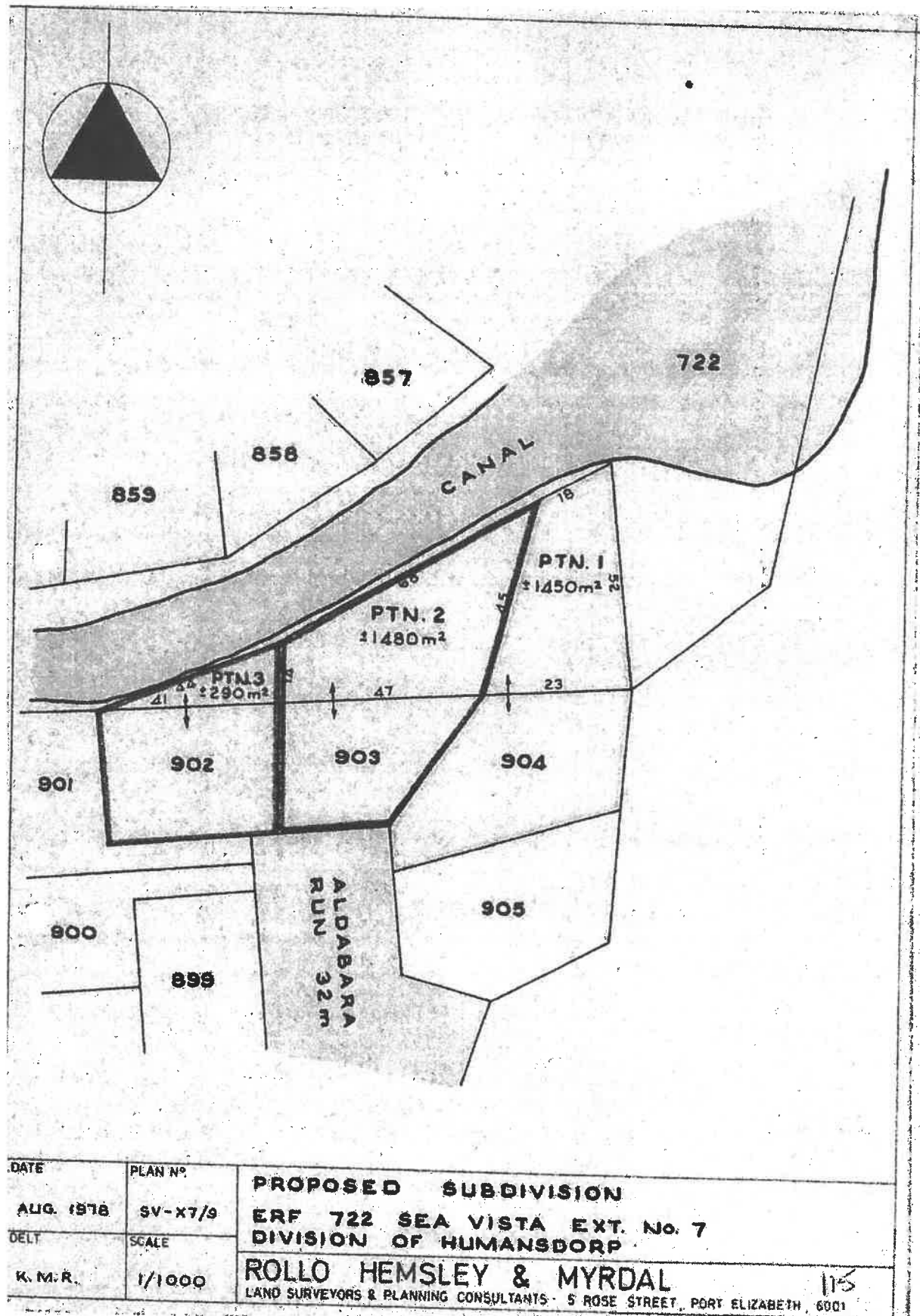
G. J. VAN TONDER

DIRECTOR OF LOCAL GOVERNMENT

File



117



KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****OFFICE OF THE MUNICIPAL MANAGER****DATE: 29 MAY 2020****ITEM:20/05/MM3****RE: REDIRECT MIG FUNDING 2019/2020 FINANCIAL YEAR****1. Introduction**

To solicit authorisation for an adjustment to the 2019/2020 capital budget for the reprioritization of funding of the Municipal Infrastructure Grant as a result of the Covid-19 pandemic.

2. Background

The national lockdown as a result of the Covid-19 pandemic had serious contractual implications on current infrastructure projects which affected progress and spending patterns of municipalities.

In order to assist with the pandemic and mitigate some of these implications Department of Co-Operative Government (DGoG) advised municipalities (as per attach letters) to reprioritize projects towards water and sanitation projects and to projects which can be accelerated.

In response the municipality submitted a revised project list to DCoG for consideration which was subject to approval of additional shortfall amount for the Patensie WWTW Phase 2.

The municipality received confirmation of approval (via email) of additional funding for the Patensie WWTW Phase 2 project on 30 April 2020. The actual approval letter must still be submitted to the municipality.

3. Financial implications

It is advised that the funding be redirected as follows:

Project Name	2019/2020 Approved Budget	2019/2020 Adjustments Budget	2020/2021 Proposed Budget	2020/2021 Revised Proposed Budget
Upgrading/Improvement of Sport Facilities within Kouga Region	R 6,399,288.50	R 2,651,344.51	R 4,499,865.00	R 6,535,031.59

Upgrading of the St Francis Bay Wastewater Treatment Works	R 14,962,913.50	R 12,074,485.91	R 0.00	R 0.00
Kruisfontein WWTW	R 0.00	R 3,332,524.79	R 0.00	R 0.00
Patensie Sewage Package Plant	R 6,497,950.73	R 15,103,564.11	R 7,509,706.88	R 0.00
Mini Fresh Food and Craft Markets in Jeffrey's Bay & Hankey	R 1,404,093.50	R 147,818.58	R 0.00	R 1,256,274.92
Upgrading of Hankey Sewage Infrastructure in Hankey	R 500,000.00	R 2,304,734.91	R 9,088,213.66	R 7,283,478.75
Upgrading of Gravel Roads in Kouga Humansdorp	R 418,203.77	R 418,203.77	R 9,074,088.16	R 9,074,088.16
Upgrading of Sport field in Kwanomzamo	R 6,225,000.00	R 374,773.42	R 0.00	R 5,850,226.58
Total	R 37,996,000.00	R 37,996,000.00	R 29,999,100.00	R 29,999,100.00

4. Recommendation

- 4.1 That the Executive Mayor recommends that the Council, by resolution taken by the majority of its full number, and in terms of Section 30(2) of the Local Government: Municipal Structures Act No. 117 of 1998 (as amended), read in conjunction with Section 28 of the Local Government: Municipal Finance Management Act, Act 56 of 2003, approves the following proposed amendments to the 2019/2020 Capital Budget

Project Name	2019/2020 Approved Budget	2019/2020 Adjustments Budget
Upgrading/Improvement of Sport Facilities within Kouga Region	R 6,399,288.50	R 2,651,344.51
Upgrading of the St Francis Bay Wastewater Treatment Works	R 14,962,913.50	R 12,074,485.91
Kruisfontein WWTW	R 0.00	R 3,332,524.79
Patensie Sewage Package Plant	R 6,497,950.73	R 15,103,564.11
Mini Fresh Food and Craft Markets in Jeffrey's Bay & Hankey	R 1,404,093.50	R 147,818.58
Upgrading of Hankey Sewage Infrastructure in Hankey	R 500,000.00	R 2,304,734.91
Upgrading of Gravel Roads in Kouga Humansdorp	R 418,203.77	R 418,203.77
Upgrading of Sportfield in Kwanomzamo	R 6,225,000.00	R 374,773.42
Total	R 37,996,000.00	R 37,996,000.00

4.2 That the 2020/2021 budget be adjusted as follows:

Project Name	2020/2021 Proposed Budget	2020/2021 Revised Proposed Budget
Upgrading/Improvement of Sport Facilities within Kouga Region	R 4,499,865.00	R 6,535,031.59
Patensie Sewage Package Plant	R 7,509,706.88	R 0.00
Mini Fresh Food and Craft Markets in Jeffrey's Bay & Hankey	R 0.00	R 1,256,274.92
Upgrading of Hankey Sewage Infrastructure in Hankey	R 9,088,213.66	R 7,283,478.75
Upgrading of Gravel Roads in Kouga Humansdorp	R 9,074,088.16	R 9,074,088.16
Upgrading of Sport field in Kwanomzamo	R 0.00	R 5,850,226.58
Total	R 29,999,100.00	R 29,999,100.00

Item prepared by: **Manager PMS**

Item approved by: **Director: I & E**

Item noted by: **Municipal Manager**




OFFICE OF HEAD OF THE DEPARTMENT

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The Municipal Managers
MIG Receiving Municipalities

**RE: EASTERN CAPE: REPRIORITISATION OF 2019/20 MUNICIPAL
INFRASTRUCTURE GRANT (MIG) FUNDING FOR THE PURPOSE OF DEALING
WITH WATER AND SANITATION ISSUES IN CURBING THE SPREAD OF
CONVID-19**

The communique from National Department of Cooperative Governance (DCOG) Acting Director General (DG), dated 31st March 2020, refers. **(See Attachment)**

The Eastern Cape Department of Cooperative Governance and Traditional Affairs (COGTA) herein seeks to provide guidance and outline the process to be followed in executing the directives stipulated in the above mentioned communique from national DCOG Acting DG. The process is outlined as follows:

1. Municipalities that have received additional MIG funding through DORA Section 20 Reallocation process, in terms of the 30th March 2020 Gazette No. 43180, should redirect the total received from additional funding to priority water and sanitation COVID-19 intervention projects. This will not be applicable to funds already contractually committed to projects, meaning a portion that is not currently contractually committed must be redirected to COVID-19 intervention projects.
2. In line with paragraph 4 (four) of the attached Acting DG's communique, EC-COGTA urges **all MIG receiving municipalities** to submit a revised 2019/20 MIG project list with realistic project cash flows (PCFs) to EC-COGTA. Municipalities with foreseeable underspending must immediately reprioritise and redirect these identified funds to COVID-19 intervention.

RE: EASTERN CAPE: REPRIORITISATION OF 2019/20 MUNICIPAL INFRASTRUCTURE GRANT (MIG) FUNDING FOR THE PURPOSE OF DEALING WITH WATER AND SANITATION ISSUES IN CURBING THE SPREAD OF COVID-19

To meet the 07th April 2020 deadline for submission of COVID-19 Intervention priority Project List the following must urgently ensue:

- a) The Local Municipalities that are not Water Services Authorities (WSA) must declare their 2019/20 additional funding in terms of 30th March 2020 Gazette No. 43180 and their foreseeable MIG underspending and submit to both to EC-COGTA and to their respective WSAs for scrutiny and simultaneous processing. The declared reprioritised MIG funds must reach WSAs and EC-COGTA **not later than Tuesday, 06th April 2020. See Annexure A Spreadsheet.**
- b) WSAs must also declare their realist CFP identifying foreseeable 2019/20 MIG underspending, and consolidate a district COVID-19 intervention priority project list for submission to EC-COGTA. The consolidated priority list must reach EC-COGTA **not later than Tuesday, 07th April 2020** for EC-COGTA to submit to both Provincial Treasury and National DCOG same day. **See Annexure B Spreadsheet.**
- c) **Note:** non-submission or submission of non-realistic Project Cash-Flow Projections (CFP) without substantiated reasons is discouraged. Whereas this approach is not enforceable, this should be done in the spirit of avoiding rollovers at the end of the financial year 2019/20 on grants spending. Therefore, as EC-COGTA and the government at large, we really count on your honest cooperation, for municipalities to immediately redirect foreseeable underspending to intervene in this deadly COVID-19 pandemic
- d) WSAs must adhere to paragraph 6 (six) of the Acting DCOG DG's communique, that stipulates the categories (types) of projects to be prioritised. As indicated, any other suggestion will be evaluated by the DAC on whether it could assist with immediate water and sanitation provision challenges.

RE: EASTERN CAPE: REPRIORITISATION OF 209/20 MUNICIPAL INFRASTRUCTURE GRANT (MIG) FUNDING FOR THE PURPOSE OF DEALING WITH WATER AND SANITATION ISSUES IN CURBING THE SPREAD OF CONVID-19

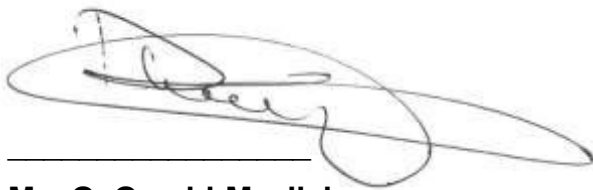
- e) COGTA encourages that municipalities that have declared their MIG funds for priority projects should be prioritised by the WSA's intervention projects and the WSAs must be transparent about the criteria used in line with afoot COVID-19 interventions. COGTA and DWS through EC-War-Room will be monitoring these allocations for the purpose of fairness and affording duplications.

Lastly, in line with the Acting DCOG DG's communique, EC-COGTA and its sector partners (PT, DWA, MISA and DCOG), from Tuesday 07 April 2020 will activate the District Appraisal Committee to start the evaluation of submitted MIG Project Registrations through MIG-MIS.

Subsequently, from next week the Provincial Treasury will provide assistance to WSAs with the procurement processes. Both departments, EC-COGTA and Provincial Treasury will release not later than Wednesday 08th April 2020 joint COVID-19 Priority Projects Implementation Guidelines.

For clarity you can contact Mr. F. T. Majavu at tshitsho.majavu@eccogta.gov.za or 082 495 3095.

Yours in Accelerated Service Delivery



Ms. G. Gumbi-Masilela

Head of the Department

Department of Cooperative Governance and Traditional Affairs

Date: 03 April 2020

Copy: Ms. P.N Roboji (DDG – Developmental Local Governance)

Ms. Bulelwa Nqadolo (DDG – Provincial Treasury)



cooperative governance

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

Private Bag X804, Pretoria, 0001 Tel: (012) 334 0600, Fax: (012) 334 0603
cnr Hamilton and Proes Street, Arcadia, Pretoria

Reference No. 1/1/2020

Dear Municipal Manager
MIG Receiving Municipality

REPRIORITISATION OF 2019/20 MUNICIPAL INFRASTRUCTURE GRANT (MIG) FUNDING FOR THE PURPOSES OF DEALING WITH WATER AND SANITATION ISSUES IN CURBING THE SPREAD OF COVID-19

The COVID-19 has had a negative impact on the construction industry, especially on the implementation of Governments' infrastructure delivery programmes to improve service delivery to poor households.

Critical to the efforts in curbing the outbreak of the COVID-19 has been initiatives associated with the consistent and reliable provision of water for hygiene purposes. Local government remains at the coalface of providing basic water and sanitation services to communities.

Although the last tranche of 2019/20 MIG funding has been transferred to your municipality, DCoG acknowledges that the outbreak of the COVID-19 and government's attempts to address the spread of the outbreak will subsequently have an impact on the planned project implementation and expenditure for 2019/20.

However, Section 20(6) of DoRA, 2019, allows for reprioritization of grant allocations to address disaster related matters, such as the COVID-19 pandemic. It is proposed that the MIG funding for 2019/20, should be reprioritized by your municipality (not limited to Water Service Authorities) to deal with immediate improvement of water and sanitation provision to communities.

The reprioritization implies that:

- (i) Municipalities must deal with existing commitments first - be able to pay invoices up to the end of June 2020, for work concluded.
- (ii) Envisaged underspending on MIG should be reprioritized towards short-term COVID-19 infrastructure projects, addressing water and sanitation provision challenges, taking into consideration the following:
 - Acceleration of existing water and sanitation projects by municipalities (Water Service Authorities) and amendments/variations facilitated through the MIG-MIS (Note the amendments variations will only be

REPRIORITISATION OF 2019/20 MUNICIPAL INFRASTRUCTURE GRANT (MIG) FUNDING FOR THE PURPOSES OF DEALING WITH WATER AND SANITATION ISSUES IN CURBING THE SPREAD OF COVID-19

allowed for the purposes of immediate improvement for water and sanitation provision).

- New projects must be registered on the MIG-MIS (SMIF- MIG1) by the municipality. Municipalities which are not Water Service Authorities have to coordinate with the relevant Water Service Authorities in the submission of water and sanitation projects to be implemented in their district or local space.
- Projects will be presented via the MIG-MIS to the Department of Water and Sanitation and Provincial CoGTAs for their consent in order to establish coordination with their initiatives.
- DCoG, led by the MISA Engineers will support municipalities with project identification, appraisal registration on the MIG-MIS.

Typical projects to immediately improve water and sanitation provision include:

- (i) Installation of key components within existing water and sanitation systems, such as:
 - Installation of water mains, pump stations, reservoirs and connector and supply pipes;
 - Refurbishment and upgrades of WTW and WWTW; or
 - Installation of sewer mains, pump stations, mechanical and electrical equipment.
- (ii) Drilling, equipping and refurbishment of boreholes to ensure water supply and appropriate water quality compliance (where geo-hydrological investigations have been commissioned).
- (iii) Any other suggestion will be evaluated on whether it could assist with immediate water and sanitation provision challenges.

The Department of Human Settlements, Water and Sanitation initiatives/ projects to improve immediate water and sanitation challenges need to dovetail with the project proposal put forward by the municipality and it would be required for projects proposals to be signed off by DWS as a measure to confirm the level of coordination before it is finally registered by DCoG.

**REPRIORITISATION OF 2019/20 MUNICIPAL INFRASTRUCTURE GRANT (MIG)
FUNDING FOR THE PURPOSES OF DEALING WITH WATER AND SANITATION
ISSUES IN CURBING THE SPREAD OF COVID-19**

Manual project appraisal processes that require the physical gathering of stakeholders will have to fall away and will be facilitated through the MIG-MIS. A further detailed communique in this regard will follow.

The MIG teams nationally and provincially, supported by MISA have been mobilized to assist with:

- (i) Identification of appropriate projects to immediately resolve water and sanitation challenges;
- (ii) Advising on procurement processes within the municipality dealing with disaster and emergency procurement; and
- (iii) Monitor the implementation of the projects.

Priority lists should be submitted on or before Tuesday, 07 April 2020.

Should you require more information on the issues contained in this letter, do not hesitate to contact the Provincial COGTA and national officials as reflected on the attached contact list.

Kind regards



**MR N VIMBA
ACTING DIRECTOR-GENERAL**

Date: 31/03/2020

Cc: Director General
Head of Department: COGTA/ Treasuries
Provincial SALGA

**REPRIORITISATION OF 2019/20 MUNICIPAL INFRASTRUCTURE GRANT (MIG)
FUNDING FOR THE PURPOSES OF DEALING WITH WATER AND SANITATION
ISSUES IN CURBING THE SPREAD OF COVID-19**

Annexure A

Name:	Designation	Contact Details	Email address
NATIONAL DCOG MIG ADMINISTRATION			
Vespa Mabitsi	Eastern Cape, Free State and North West	064 890 6536	VespaM@cogta.gov.za
Monthle Moatshe	Limpopo, Northern Cape and Western Cape	083 770 1300	MontheM@cogta.gov.za
Musa Ndimande	Gauteng, KwaZulu-Natal, Mpumalanga	066 486 4699	MusaM@cogta.gov.za
PROVINCIAL PROGRAMME MANAGER FOR THE MIG			
Tshitsho Majavu	Eastern Cape Province	082 495 3095	Tshitsho.Majavu@eccogta.gov.za
Piet Viljoen	Free State Province	066 487 4875	pietV@fscogta.gov.za
James Cattanach	Gauteng Province		james.cattanach@gauteng.gov.za
Siyabonga Manyanga	KwaZulu-Natal Province	082 780 3207	Siyabonga.manyanga@kzncogta.gov.za
Norman Mariba	Limpopo Province	066 484 0071	MaribaAN@coghsta.limpopo.gov.za
Jabulile Mahlangu	Mpumalanga Province	082 355 1716	jabulilem@mpg.gov.za
Mantifileng-Booyesen	Northern Cape Province	083 823 9116	mbooyesen@ncpg.gov.za
Tshepo Dontsa	North West Province	076 453 1723	tdontsa@nwpg.gov.za
Yusyf Abrahams	Western Cape	074 898 3610	yusuf.abrahams@westerncape.gov.za

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER

DATE: 29 MAY 2020

ITEM NO: 20/05/MM4

2019/20 ANNUAL REPORT: PUBLIC COMMENT

1. Introduction

With the submission of the 2018/19 Annual Report to Council on 26 March 2020, it was stated in the report that the 2018/19 Annual Report was published for public comment with the closing date for such comments set at 12 March 2020 and that no comments were received.

This has proven to be incorrect for reason that the attached submission made by Mr J. E. van Niekerk dated 12 March 2020 was submitted to the Office of the Municipal Manager.

It is the purpose of this report to now submit the submission by Mr J. E. van Niekerk to Council for consideration.

The comments by Mr J. E. van Niekerk on the 2nd Draft Annual Report 2018/19 is attached hereto.

2. Comment

Comment is provided on the submissions made by Mr J. E. van Niekerk immediately following the summary of the submission made.

Submissions and comment on administrative issues:

Submission – *“Discrepancy between January 2020 item for submission of 2nd Draft of the Annual Report where it was stated that Departmental information has been updated and the statement by the MPAC Chairperson that no feedback was received from relevant Directorates at the 30 January 2020 meeting of Council.”*

“To what extent has the 2nd Draft that was placed before Council, been updated?”

“At the 30 January 2020 meeting the situation of providing information was described as unacceptable and consequence management was called for, yet no resolution was taken on the matter”

Comment: It is correct that the Chairperson of MPAC, at the 30 January 2020 meeting of Council expressed disappointment in the lack and/or slow responses to requests for information by Directorates for inclusion in the Annual Report.

The Chairperson of MPAC would have been incorrect if it was stated that no feedback was received on requests for information since the August 2019 submission and the submission of the 2nd draft on 30 January 2020 for reason that a number of submissions has been made by Directorates which have been incorporated into the 2nd Draft of the Annual Report as submitted.

It is correct that not all requests for information for inclusion in the 2nd Draft of the Annual Report was adhered to which is evident from the fact that the 2nd Draft as submitted to Council on 30 January 2020 did not have all the information that was ultimately included in the final draft.

Changes to the 2nd Draft after submission to Council on 30 January 2020 was not tracked but included the following:

- Updating the index to correspond with the content.
- The matter of the Mayor's photo and signature of the Mayoral Foreword was finalized.
- Financial information was augmented with references to the Annual Financial Statements as required by the Chairperson of MPAC.
- Service Delivery achievements of the Directorate Planning, Development and Tourism was included.
- The AG Report was requested in word format to allow insertion of page number references.
- In several instances' corrections were made to matters reported such as for instance cemetery life span which appeared incorrect in the 30 January 2020 submission.

Submission - *"Only the 2nd Draft as submitted to Council on 30 January 2020 could have been used to invite public comment for reason that this is the only valid document. Where such document is incomplete as a result of a lack of feedback/input the Document is incomplete and the expectation to comment on an incomplete document is unacceptable and a waste of time."*

Comment: It is agreed that the 2nd Draft of the Annual Report as submitted to Council on 30 January 2020 should have been the document advertised for public comment. As at 30 January 2020 all information has not been submitted for insertion into the Annual Report.

It must however be noted that at the time of the publication of the notice inviting public comment, the 2ⁿ Draft Annual Report was updated with information received up to that time and this updated Annual Report was made available at the Libraries and on the Municipal Web Site.

Submission- *"As per S127 (5) of the MFMA the Accounting Officer must Immediately after the annual report was tabled to Council in terms of subsection (2) make public the annual report and invite public comment on the annual report. This was not done as the notice inviting comment was only published on 27 February 2020."*

Comment: It is correct that Section 127(5) of the MFMA provides that the Annual Report must be published immediately after it was submitted to Council and it is correct that the notice calling public comment on the 2019/20 Annual Report was not published immediately after the meeting of Council.

The Municipal Public Accounts Committee a few years ago commenced with public participation meetings as part of the process of completing the MPAC Oversight Report on the Annual Report. At such meetings members of the public are afforded the opportunity to comment on the Annual Report. The period afforded to stakeholders and the public to comment on the Annual Report has in the past coincided with the MPAC public consultations on the Annual Report.

These meetings are arranged in consultation with MPAC and is done as soon as practically possible after the Annual Report submission to Council. For the 2019/20 Annual Report the last MPAC Public meeting was held on 6 March 2020 and the closing date for submission of comments on the Annual Report was set at 12 March 2020.

In order to ensure compliance with the provisions of Section 127(5) of the MFMA, MPAC must ensure that public meetings on the Annual Report is held no later than 14 days after the submission of the Annual Report during January of each year.

Submission - *"The notice stated that copies of the annual report shall lie open for inspection at the Kouga Municipal Offices and Libraries which was not the case as it was not available on 27 February 2020."*

Comment: It is correct that copies of the Annual Report was not available at libraries on 27 February 2020. The documents were only available at the libraries and offices as from 2 March 2020.

Submission - *"The 27 February 2020 notice states that the annual report lies open for inspection as from 13 February 2020, which was not the case, but which would have allowed for 4 weeks for the public to comment on the annual report. The situation where the notice was only published on 27 February 2020 with a closing date of 12 March 2020 only allows two weeks to scrutinize the annual report for comment which is totally unacceptable."*

Comment: It is correct that the notice was incorrect in that it was stated in the notice that the Annual Report lies open for inspection as from 13 February 2020, this in contrast to the fact that the notice was only published on 27 February 2020 with a closing date for submission of comments of 12 March 2020 and the fact that the Annual Report was only made available at libraries and offices on 2 March 2020.

The 2 week period for public comment complies with the minimum notice period permissible.

Submission- *"Council Resolution dated 30 January 2020 provides that the 2018/19 Annual Report be noted in terms of the provisions of Section 127(1) of the MFMA. This is incorrect for reason that Section 127(1) refers to a municipal entity and the correct legislation is Section 127(2) of the MFMA."*

Comment- It is correct that Section 127(1) of the MFMA refers to a municipal entity and that the correct legislation is Section 127(2) of the MFMA.

Submission- *"Council Resolution dated 30 January 2020 provides that the 2018/19 Annual Report be made public in terms of the provisions of Section 127(5) of the MFMA. What has been omitted is the requirement that it be made public immediately after submission to Council as determined by legislation."*

Comment: It is correct that Section 127(5) of the MFMA provides that the Annual Report must be published immediately after it was submitted to Council and it is correct that the notice calling public comment on the 2019/20 Annual Report was not published immediately after the meeting of Council.

As stated in this report the notice calling public comment was scheduled to incorporate the MPAC consultative sessions within the comment period. MPAC consultative sessions concluded on 6 March 2020 and the closing date for the submission of comments was set at 12 March 2020.

Submission- *"Council Resolution dated 30 January 2020 provides that an Oversight Report on the 2018/19 Annual Report be prepared by the Municipal Public Accounts Committee in terms of Section 129 of the MFMA to be tabled to the Council at the end of March 2019. March 2019 being the incorrect date."*

Comment: The state date of March 2019 is incorrect and should read end March 2020.

Submission- *"As per Council Resolution 5 of 30 January 2020 the content of the Annual Report is required to be verified as truthful and accurate. It is questioned as to who should verify the content as truthful and accurate."*

Comment: It is correct that the Resolution of Council did not stipulate who should verify the content as truthful and accurate. Whereas the Annual Report is a consolidated report from all Directorates was the relevant sections submitted to Directors for verification on 31 January 2020 following the meeting of Council on 30 January 2020.

Submission- *"Why is there a need for the Annual Report content to be verified as truthful and accurate by after the January 2020 submission. The Annual Report is backward looking at a period ending 7 months earlier and there is no reason why it cannot be fully completed at the time of the January submission. This impacts on the ability of the public to comment on the document as the document may in all likelihood be incomplete when comment is made."*

Comment: It is agreed that the content of the Annual Report should at the time of the January submission be complete and correct. The fact of the matter in this instance is that not all submission was made in time for inclusion with the 2019/20 Annual Report at the January 2020 submission to Council.

Submissions on the content of the 2nd Draft Annual Report

Submission- *"Page numbers as per the index does not match the page numbers of the content itself."*

Comment: It is correct that the 2nd Draft 2019/20 Annual Report as submitted to Council on 30 January 2020 were incorrect in that some page numbers of the index did not correspond with the content in some instances.

Submission- *"In the Service Delivery Overview of the Directorate Infrastructure and Engineering, the first 9 bullets, in some way or another are a repetition of the previous year's annual report. There is no need repeat projects which as per the pervious annual report has been completed."*

Comment: It is agreed that projects completed during a pervious year need not be repeated.

Submission- *"The 2nd Draft of the Annual Report as submitted to Council in January 2020 does not contain the service delivery overview for the Directorate Planning and Development. Such overview was however included in the copy of the Annual Report that became available at a later stage which compounds the frustration of the public in attempting to comment meaningfully on the annual report."*

Comment: It is correct that the Service Delivery Overview of the Directorate Planning and Development was not included in the 2ⁿ Draft of the Annual Report as submitted to Council on 30 January 2020. The Service Delivery Overview of the Directorate Planning and Development was received after the submission and was included in the final version of the Annual Report.

Submission- *"With the 30 January 2020 submission of the 2nd draft of the Annual Report, the Annual Report indicates that the results of the customer care survey is being finalized and shall be included in the final Annual Report. In the copy made available at Libraries after 27 February 2020 it is stated in the Annual Report that 39 submissions were made during the customer satisfaction survey. It is unacceptable that a summary of 39 submissions could not have been made within 7 months of year end and consequence management is called for."*

Comment: It is correct that the results of the customer satisfaction survey was not included in the 2nd Draft of the Annual Report as submitted to Council on 30 January 2020. The results was submitted after the 30 January 2020 Council meeting and the result was included in the Final Annual Report.

Submission- *"Sparse information is given on SMME's (pp. 153 -154 and 269). Questioned how basic information was not provided at the time of the submission of the 2nd Draft in January 2020 and some information remains incomplete."*

Comment: It is agreed that the information on SMME's may be regarded as sparse and that some information may be seen as incomplete.

Submission- *"As per page 195 of the Annual Report several meetings of the BEC and BAC could not take place for reason of no quorum. This a grave concern and non-attendance without a good reason requires consequence management."*

Comment: The matter of non-attendance of any Supply Chain Management Committee and any possible consequence management that may result shall be dealt with administratively.

3. Recommendation

- 3.1 That the content of the report on comments and inputs received following the period for public comment on the 2019/20 Annual Report be noted.

Item prepared by : The Manager: Performance Management Systems 

Item approved : The Municipal Manager 

COMMENTS ON THE 2ND DRAFT ANNUAL REPORT 2018/2019

Notice 26/2020

Comments will be dealt with as follows:

1. Administrative issues
2. Content

1. ADMINISTRATIVE ISSUES

1.1 INCOMPLETE INFORMATION

1.1.1 Impact on Council

At a council meeting held on Thursday, the 30th of January 2020 ("the January Council Meeting"), the 2nd Draft Annual Report of the Kouga Local Municipality (KLM) was put before Council (Item no. 20/01/MM – "The Item").

In the Item it is, inter alia, stated that the "following documentation has been incorporated in the 2nd Draft 2018/19 Annual report", and "**Updated Departmental information**" is then listed as number i). [My emphasis]

The minutes of the January Council Meeting forms part of the Ordinary Council Meeting agenda held on 28 February 2020 (Item no. 20/01/MM2 on pp. 12-13 – "Minutes of the 30 January meeting on the 2nd Draft")

According to these Minutes, the MPAC Chairperson, Cllr W Gertenbach, stated the following:

[T]he members of MPAC have been scrutinizing the 2nd Draft Annual Report over the past 5 months at MPAC meetings and have pointed out areas of concern **with no feedback from the relevant Directorates**, which is unacceptable.

[My emphasis]

* Comments:

- There is thus a certain **discrepancy** between the statement in the Item that departmental information **has been updated**, and the comment by the MPAC chairperson that there **was no feedback** from the relevant Directorates.

The question arises: To what extent had the 2nd Draft that was placed before council, been updated?

- Apart from the MPAC Chairperson calling this situation “unacceptable”, it is also stated in the Minutes of the 30 January meeting on the 2nd Draft that the Executive Mayor and Cllr Februarie mentioned that **consequence management** should be implemented.

It should be noted that **no resolution** on this matter was taken during the meeting.

1.1.2 Impact on the public

The public is wholly dependent on the following for information:

- attendance of council meetings;
- the website of the KLM, and
- the written media.

A member of the public should therefore annually be able to consult a copy of the applicable 2nd Draft if:

- he/she attends the relevant council meeting (normally at the end of January);
- consults the KLM website, **OR**,
- if he/she is not computer literate, the compulsory notice in the *Kouga Express* that the Annual Report is open for inspection at the Kouga municipal offices and libraries, and consequently visits one of these places.

A member of the public who attended the January Council Meeting should therefore use the 2nd Draft Annual Report that was noted at that meeting, to comment on, if he/she wishes to do so. Anyone not able to attend the meeting, should use the copy placed on the website, or the copies distributed to municipal offices and libraries.

* **Comment:**

At the meeting, as recorded in the Minutes of the 30 January meeting on the 2nd Draft, the MPAC Chairperson said that there had not been feedback from relevant directors. It is therefore obvious that a person who attended the January Council Meeting (like I did), is thus in possession of an **incomplete document**. It cannot be expected of the public to comment on an **incomplete document**. It is totally unacceptable and a waste of the public's time.

Only the 2nd Draft as presented to Council on the 30th of January, and which is only indicated as “**noted**” in the **resolutions** of that meeting, is valid as a document on which the public can comment. All others are “pro non scripto” – as if never written.

1.2 Notice of 2nd Draft Annual report being open for inspection

As can be seen in the attached letter to the Municipal Manager, dated 27 February 2020 (marked A), the notice that the 2nd Draft Annual Report will lie open for inspection at the Kouga municipal offices and libraries, was NOT made available to the public **immediately** after the 2nd Draft Annual report was put before Council (see paragraph 1.3.2 in these comments of mine). According to the KLM website itself, this (obligatory) notice (Number 26/2020) was put on the website with, as start date, 24 February 2020 (more than 3 weeks after the Council meeting), and closing date 6 March 2020. It was placed in the *Kouga Express* of Thursday, 27 February 2020 – precisely 4 weeks after the Council meeting.

* Comment:

Periods of 3 weeks and 4 weeks respectively are not what one would describe as “immediately”.

To add insult to injury, it is stated in the notice that the “adopted ... 2018/19 Draft Annual Report will lie open for inspection ... from Thursday 13 February 2020” – respectively 11 and 14 days **before** notice was given on the website and in the *Kouga Express*. On Thursday, 27 February 2020 no copy was available in the Jeffreys Bay library. This notice creates the impression that the 2nd Draft had already been available at (at least) the Jeffreys Bay library since the 13th of February, whereas, in fact, it had NOT BEEN.

This attempt to mislead people to cover up negligence, can be perceived as disdain towards the public.

1.3 Incorrect or incomplete legislation

1.3.1 Incorrect legislation

In the Minutes of the 30 January 2020 council meeting during which the 2nd Draft Annual Report was tabled, the following is recorded as resolution 1:

That the 2nd Draft of the 2018/19 Annual Report be noted in terms of the provisions of Section 127(1) of the Municipal Finance Management Act (Act 56 of 2003 – the MFMA).

* Comment:

This is **incorrect**. Section 127(1) of the MFMA refers to a municipal entity, which the KLM is not. The **correct** legislation is Section 127(2) of the MFMA.

1.3.2 Omitted part of legislation

In the Minutes of the 30 January meeting on the 2nd Draft, the following is mentioned as part of resolution 2:

That the Accounting Officer in terms of Section 127(5) of the MFMA, and in accordance with Section 21 (A) of the Municipal Systems Act:

- a) Make public the Annual Report; and
- b) Invite the Local Community to submit inputs and comments on the 2nd Draft Annual Report.

* **Comment:**

One important word that is omitted from the legislation as represented in the Item, is "**immediately**". In the MFMA Section 127(5), the wording is as follows:

Immediately after an annual report is tabled in the council in terms of subsection (2) [not 1], the accounting officer of the municipality **must** —

(a) in accordance with section 21A of the Municipal Systems Act—

- (i) make public the annual report; and
- (ii) invite the local community to submit representations in connection with the annual report. [My emphasis]

Non-compliance enters the picture.

1.4 Incorrect date

In the Minutes of the 30 January meeting on the 2nd Draft the following resolution is mentioned as number 4:

That an Oversight Report on the 2nd Draft 2018/19 Annual Report be prepared by the Municipal Public Accounts Committee in terms of Section 129 of the MFMA to be tabled to the Council at the end of March **2019**.
[2019?]

[my emphasis]

1.5 Loophole

In the Minutes of the 30 January meeting on the 2nd Draft the following resolution is mentioned as number 5:

That it be noted that prior to the scheduled community public participation meetings for 3 March 2020 (Jeffreys Bay), 5 March 2020 (Humansdorp) and 6 March 2020 (Hankey) the content of the Annual Report be verified as **truthful and accurate**.

[My emphasis]

* Comments:

Two questions arise:

- **By whom** should the 2nd Draft be verified as truthful and accurate?
- Why does the Annual Report have to be verified “as truthful and accurate” “prior to the scheduled community participation meetings” at all?

It should be truthful and accurate in the first place when presented to council at the end of January!

This 5th resolution in the Minutes of the 30 January meeting on the 2nd Draft (p. 12), reflects the core of the problem: Council, and the public, is presented with a 2nd Draft Annual Report at the end of January which demonstrates, in certain cases, **incomplete staff work**.

With this resolution a loophole is created whereby additional information can be added to the 2nd Draft that was presented to, and officially noted by Council at the end of January, before the commencement of the scheduled public participation meetings at the beginning of March. It has the effect that the public can work on the official 2nd Draft, just to be confronted with “updated” information that was added to the 2nd Draft during February.

No! By the end of January the **complete, updated** 2nd Draft should be presented to Council. One should always bear in mind that the 2nd Draft Annual Report is a backward looking report on a financial year that ended **7 months** earlier. There is **no reason** why this 2nd Draft cannot be “finish en klaar” when presented to Council at the end of January! If it is incomplete, measures should be taken to identify administrative employees who cause the incompleteness and delay, and consequence management should commence.

Section 127(3) of the MFMA deals very specifically with this situation, and reads as follows:

If the mayor, for whatever reason, is unable to table in the council the annual report of the municipality ... within seven months after the end of the financial year to which the report relates, the mayor **must** –

- (a) **promptly** submit to the council a written explanation referred to in section 133(1)(a) setting out the reasons for the delay, together with **any components** of the annual report listed in section 121(3) ... that are ready; and
- (b) submit to the council the outstanding annual report **or the outstanding components** of the annual report as soon as may be possible.

[My emphasis]

Correctly so, in the fourth paragraph of the Minutes of the 30 January meeting on the 2nd Draft, the Executive Mayor stated that

... senior officials are not taking the content of the Annual Report seriously thus resulting and constituting maladministration therefore consequence management needs to be implemented.

2 CONTENT OF THE 2ND DRAFT

There are many positives to be taken from this 2nd Draft Annual Report. However, due to time constraints, hereby only a few comments, which may be helpful.

The page numbers of the 2nd Draft as placed before Council on the 30th of January 2020, will be used.

2.1 Table of contents (pp. 2-6)

Page numbers indicated in the table of content, do not match the page numbers of the content itself.

* **Comment:**

This is very frustrating for members of the public to scrutinise the 2nd Draft efficiently due to numeration problems.

2.2 Repetition of information

In the service delivery overview of the Directorate Infrastructure and Engineering, the first 9 bullets are, in some way or other, a repetition of the 9 bullet points in last year's Annual Report.

* **Comment:**

There are 25 bullet points in this year's 2nd Draft indicating many positive strides. There is no reason to repeat the information of last year, especially when projects have been referred to in last year's Annual Report as "replaced" and "completed". They were done and dusted and already referred to as such in the previous Annual Report.

2.3 Missing overview (should have been on p. 18)

There is no overview of the Directorate Planning, Development, LED and Tourism.

* **Comment:**

The copy that was delivered to the library in Jeffreys Bay at a late stage, has this information. This is an example of the frustration and confusion that is created when the 2nd Draft as noted by Council, is not a completed document, but an ever-evolving (living) document as late information is incorporated. A member of the public is supposed to work on the 2nd Draft that was presented to Council, and in that one, the abovementioned information is missing.

2.4 Public Satisfaction (pp. 27-28)

In the 2nd Draft presented to Council, heading 2.6 (p. 28), it is stated in the last paragraph that the results of the Customer Care Survey "are currently being finalized and will be included in the final Annual Report".

In the copy given to the Jeffreys Bay library after 27 February 2020, it is stated on pages 29 and 30 respectively that this survey was conducted "in the last quarter of the 2018/2019 financial year", and that **only 39 submissions** were received.

* **Comment:**

This is totally unacceptable! How come a survey on the 2018/2019 financial year cannot be completed 7 months after that financial year? And only 39 people took part in it! Consequence management is called for.

Keeping in mind the unsatisfactory low number of people that took part (during the 2018/2019 financial year and previous years), this survey might just as well be scrapped.

2.5 Sparse information on SMME's (pp. 153-154 and 269)

- The tables named "Other role players" (p. 153) and "Directorate Planning, Development and Tourism: Performance Achievements" (p. 154), are **incomplete** in the 2nd Draft that was placed before Council on the 30th of January 2020.
- In the Achievements table on page 154: In row 5 titled "Number of SMME's that have benefitted from an SMME Support Programme", column 4 titled "Achievement level during the year (absolute figure)", **NO** information is given **in contrast to previous years**.

Note: In the 6th column of the same row, the "Achievement during the 2019/2020 year" is given as 582.

* **Comments:**

- In the library copy, the "Other role players" table is completed.
How is it possible that such basic information was not submitted for the 2nd Draft that was put before Council? This is negligence that can be perceived as disdain towards any reader of this 2nd Draft.
- In contrast to comprehensive information in other parts of the Annual Report, the information regarding LED is very sparse.
- Why is no information given in row 5, column 4 ("Achievement level during the year – absolute figure"), **in contrast to previous years**? How is it possible that in row 5, column 6 ("Achievement during the 2019/2020 year") a specific number of 582 is given, without details of how it is arrived at (which should have been in the blank cell).

2.6 Quorums at Bid Committee meetings (p. 195)

Several meetings of the BEC and BAC could not take place due to "no quorum".

* **Comment:**

This is of grave concern. A meeting not taking place means service delivery being hampered and the lives of other people being negatively influenced.

Questions arise:

- Who are the people who should have attended, but did not?
- Did they have good reasons **NOT** to attend (illness, death in the family)?
- If they did not have good reasons, will they be brought to book? Service delivery cannot be stalled.

J.E VAN NIEKERK

12/3/2020



PO Box 164
JEFFREYS BAY
6330
27 February 2020

The Municipal Manager
Kouga Local Municipality
33 Da Gama Road
JEFFREYS BAY
6330

Dear Mr Du Plessis

KOUGA MUNICIPALITY (EC 108) NOTICE NO. 26/2020: 2018/19 2ND DRAFT ANNUAL REPORT

Abovementioned advertisement in the *Kouga Express* of today, 27 February 2020, states that the applicable Annual Report "will lie open for inspection at the Kouga Municipal Offices and Libraries (Jeffreys Bay, Humansdorp, St Francis Bay, Hankey and Patensie) during normal office hours from Thursday 13 February 2020".

I have just returned from the library in Jeffreys Bay where this Second Draft Annual Report WAS NOT available – thus definitely also not since the 13th of February. I requested that this fact be put in writing, but the employee said that she cannot provide me with such a note, ~~as~~ she will be summarily ~~be~~ disciplined.

This is not the first time that this has happened. I brought a similar situation to your attention previously, furnishing you with copies of notes stating that documents were not available at the libraries as advertised – written by two employees (one at the Jeffreys Bay library and one at the Humansdorp library.) Were they disciplined for telling the truth? Should it not be the person/people responsible for NOT supplying the libraries, that ought to be disciplined?

I strongly object to this unsavoury situation. It does not make any sense to say that the Second Draft Annual Report was available for inspection by the public as from Thursday the 13th of February 2020, whereas the advertisement only appears in the *Kouga Express* of this morning – two weeks later! This is a blatant lie: firstly because the document is not there,

and secondly because it tries to cover up non compliance with the relevant legislation regarding submission and tabling of annual reports – MFMA, Act 127(5):

Immediately after an annual report is tabled in the council in terms of subsection (2), the accounting officer of the municipality must—

(a) in accordance with section 21A of the Municipal Systems Act—

(i) make public the annual report; and

(ii) invite the local community to submit representations in connection with the annual report.

If the advertisement had indeed been placed in the *Kouga Express* of Thursday, 13 February, and the closing date for comments is stipulated as 12 March 2020, this would have given the public 4 weeks in which to make representations. But now, IF THE DRAFT DOCUMENT WAS INDEED AVAILABLE AT THE LIBRARY TODAY, the public would have only two weeks – and the document is not even available at the Jeffreys Bay library (I did not even try to check the other libraries).

This is a flagrant disregard of the public's right to have reasonable time to comment on a complex document such as we are dealing with now. They need at least 4 weeks, as it should have been. The closing date therefore should be extended to the 26th of March.

Please acknowledge receipt of this letter.

Kind regards

JE VAN NIEKERK

042 293 2456

KOUGA MUNICIPALITY (EC 108)
ORDINARY COUNCIL MEETING
OFFICE OF THE MUNICIPAL MANAGER

DATE: 29 MAY 2020

ITEM NO: 20/05/MM5

**QUARTER 3 INSTITUTIONAL PERFORMANCE REPORT: 2019/20 FINANCIAL YEAR: PERIOD 1
JULY 2019 TO 31 MARCH 2020**

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 2019 to 31 March 2020.

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 two quarters of the 2019/20 year. The report is attached hereto.

Green highlighting reflects targets achieved while orange highlighting reflects non-achievement of targets and where performance was not reported.

3. Comment

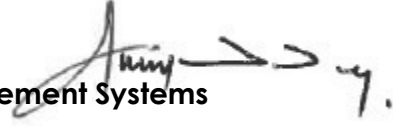
The amended procurement plan following the adjustments budget has not been submitted for inclusion in the amended SDBIP and as such is the procurement plan implementation report for Quarter 3 based on the previously approved procurement plan.

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

It is of utmost importance to take into consideration the effect of the National State of Disaster Lockdown as from 27 March 2020 on the ability of Directorates to report on performance (performance reporting only occurs on conclusion of the performance reporting period) and the effect of the Covid-19 on the 2019/20 Adjustments Budget and the amended Service Delivery and Budget implementation Plan.

4. Recommendation

- 4.1 That the content of the Quarter 3 Institutional Performance Report on the implementation of the 2019/20 Service Delivery and Budget Implementation an for the period 1 July 2019 to 31 March 2020 be noted.

Item prepared by : The Manager: Performance Management Systems 

Item approved by : The Municipal Manager 

2019/20: SDBIP FINANCIAL PERFORMANCE INFORMATION: QUARTERS 1,2 AND 3

2019/20 SDBIP PERFORMANCE REPORT: Q 1 AND Q2

OFFICE OF THE MUNICIPAL MANAGER

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
MUNICIPAL MANAGER'S OFFICE													
Travel Agency Services	MM	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		30%		30%		30%	
Q1	Tender evaluation report submitted to BEC Scribe 10 July 2019, Report served at BEC 5 September 2019					Item submitted to BSC	Leading Department Tender evaluation report submitted to SCM						
Q2	Tender awarded. Submission date target achieved.												
Q3	Tender awarded. Submission date target achieved.												
Q4						-		20/7/19		-		-	
Legal Services	MM	OP1	Operational	90%		% Budget expenditure		% Budget expenditure		% Budget expenditure		% Budget expenditure	
Comment and corrective actions						-		30%		30%		30%	
Q1	In July 2019 the, then, BEC Chairperson advised that the Panel for legal services tender is being referred to Provincial Treasury for advice. There has been no recommendation from BAC to the Municipal Manager for cancelation of the Tender, and subsequently to that the tender expired as the BEC and BAC could not provide a final recommendation to the Accounting Officer prior to the validity of the tender expired. New specifications were drafted and circulated to relevant officials for comment and input. With reference to budget expenditure the targets are met as there is expenditure on the Legal Costs: Legal Advice and Litigation Vote.					Item submitted to BSC	Leading Department Tender evaluation report submitted to SCM						
Q2	The specifications served at a Special Bid Specification Committee meeting held on 21 October 2019 where is was recommended that the functionality score sheet												

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
	be amended and item be referred back to BSC. The item is to serve at the BSC scheduled for 31 January 2020. With reference to budget expenditure the targets are met as there is expenditure on the Legal Costs: Legal Advice and Litigation Vote.													
Q3	Tender specifications approved and tender advertised.													
Q4						26/7/19		30/11/19		-		-		

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		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		
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1:1 To provide Office Management Services to the Municipal Manager	Number of Institutional Performance Reports submitted To Council	4	4	1	1	1	1	1	1	1		4	4
Comment and corrective actions	Q1	2018/19 Institutional Performance Report submitted to Council 29 August 2019														
	Q2	Q1 2019/20 Performance Report submitted to Council on 12 December 2019														
	Q3	Mid-Year Institutional Performance Report submitted to Council on 28 February 2020														
	Q4															

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		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		
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.2 To assess municipal risks and provide an independent appraisal of the adequacy and effectiveness of financial controls in the municipality	Number of Audit Committee Meetings	4	4	1	1	1	1	1	1	1		4	4
Comment and corrective actions	Q1	Audit Committee Meeting held 27 August 2019														
	Q2	Audit Committee Meeting held 3 December 2019														
	Q3	Audit Committee Meeting scheduled for 9 April 2020 but postponed due to National Covid-19 Lockdown. Meeting held 14 May 2020														
	Q4	Audit Committee Meeting scheduled for 25 June 2020														
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD1.2 To assess municipal risks and provide an independent appraisal of the adequacy and effectiveness of financial controls in the municipality	Number of Risk Management Meetings held	4	4	1	1	1	1	1	1	1		4	4
Comment and corrective actions	Q1	Risk Workshop was held on 27 May 2019 and Risk Management is a standing Item on Top Management Meetings Strategic Risk Register Finalized on 15 July 2019														
	Q2	Standing Item on Top Management Meetings. Follow-up on implementation of Risk Register done on 13 December 2019														
	Q3	Follow-up on implementation of Risk Register scheduled for 23 March 2020, progress on implementation meetings held with individual Directorates														
	Q4	Follow-up on implementation of Risk Register scheduled for 23 June 2020														

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		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		
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Develop a process plan for the IDP by 31 August	31/8/19	31/8/19	31/8/19	31/8/19	-		-		-		31/7/17	31/8/18
Comment and corrective actions	Q1	Process Plan approved by Council on 29 August 2019m														
	Q2	Process Plan approved by Council on 29 August 2019m														
	Q3	Process Plan approved by Council on 29 August 2019m														
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Table a draft IDP to Council by 31 March 2020	31/3/20	31/3/20	-	-	-	-	31/3/20	26/3/20	-		31/3/7	31/3/18
Comment and corrective actions	Q1	No target set for Q1														
	Q2	No target set for Q2														
	Q3	Draft IDP tabled to Council on 26 March 2020														
	Q4															

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		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		
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Number of final IDP's submitted to Council by 31 May 2020	1	1	-	-	-	-	-	-	1		1	1
Comment and corrective actions	Q1	No target set for Q1														
	Q2	No target set for Q2														
	Q3	No target set for Q3														
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Number of IDP Public meetings to determine ward priorities	15	15	-	-	-	-	-	-	15		15	15
Comment and corrective actions	Q1	No target set for Q1														
	Q2	No target set for Q2														
	Q3	No target set for Q3														
	Q4															

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		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		
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Number of IDP Rep Forum Meetings	2	2	-	-	1	1	-	-	1		2	2
Comment and corrective actions	Q1	No target set for Q1														
	Q2	IDP Rep Forum meeting held 28 November 2019														
	Q3	No target set for Q3														
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Number of Ward based IDP planning sessions with ward committees	1	1	-	-	-	-	1		-		1	1
Comment and corrective actions	Q1	No target set for Q1														
	Q2	No target set for Q2														
	Q3															
	Q4															

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		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		
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Number of strategic planning sessions for the review of the IDP	1	1	-	-	1	-	-	1	-		1	1
Comment and corrective actions	Q1	No target set for Q1														
	Q2	Scheduled for October 2019 but rescheduled to 25 February 2020														
	Q3	Strategic planning session held on 13 March 2020														
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD 1.3 To develop and coordinate a credible Integrated Development Plan that will address the developmental needs of the community	Number of IDP's uploaded to web site by 15 June 2020	1	1	-	-	-	-	-		1		1	1
Comment and corrective actions	Q1	No target set for Q1														
	Q2	No target set for Q2														
	Q3	No Target set for Q3														
	Q4															

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		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		
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of SDBIP's submitted to the Mayor within 14 days of adoption of budget	1	1	-	-	-	-	-	-	1	-	1	1
Comment and corrective actions	Q1	No target set for Q1														
	Q2	No target set for Q2														
	Q3	No Target set for Q3														
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of SDBIP's tabled to Council by 31 July 2019	1	1	1	1	-	-	-	-	-	-	1	1
Comment and corrective actions	Q1	SBIP submitted during July 2019, referred back by Council and resubmitted on 29 August 2019														
	Q2	No Target set for Q2: SBIP submitted during July 2019, referred back by Council and resubmitted on 29 August 2019														
	Q3	No Target set for Q3														
	Q4															
Municipal Manager	Municipal Manager	Good Governance	SOD 1.4 To develop, maintain and monitor the institutional performance	Number of SDBIP's uploaded	1	1	1	1	-	-	-	-	-	-	1	1

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		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			
		and Public Participation	management system/SDBIP in the municipality	to web site by 12 September 2019													
Comment and corrective actions	Q1	SDBIP Uploaded 10 September 2019 (SDBIP submitted July 2019, referred back by Council and only approved by Council on 29 August 2019)															
	Q2	SDBIP Uploaded 10 September 2019 (SDBIP submitted July 2019, referred back by Council and only approved by Council on 29 August 2019)															
	Q3	SDBIP Uploaded 10 September 2019 (SDBIP submitted July 2019, referred back by Council and only approved by Council on 29 August 2019)															
	Q4																
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of SDBIP implementation reports submitted to Council	4	4	1		1	1	1		1	1		4	4
Comment and corrective actions	Q1	2018/19 Q4 annual performance report submitted to Council on 29 August 2019 with the draft 2018/19 Annual Report															
	Q2	Q1 Performance Report submitted to Council 12 December 2019															
	Q3	Q2 Performance Report submitted to Council on 28 February 2020															
	Q4																
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of SDBIP implementation reports submitted to the Audit Committee	4	4	1		1	1	1		1	1		4	4

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		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	Submitted 18 September 2019														
	Q2	Submitted 3 December 2019														
	Q3	Submitted 14 May 2020 (March meeting postponed due to Covid-19 Lockdown)														
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of performance agreements submitted to Council by 31 August 2019	6	6	6	6	-	-	-	-	-		6	6
Comment and corrective actions	Q1	Performance Agreements submitted to Council on 29 August 2019														
	Q2	No Target set for Q2: Performance Agreements submitted to Council on 29 August 2019														
	Q3	No Target set for Q3: Performance Agreements submitted to Council on 29 August 2019														
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of performance agreements uploaded to web site within 5 days of approval	6	6	6	6	-	-	-	-	-		6	6
	Q1	Performance agreements uploaded to web site on 10 September 2019 (Only approved by Council on 29 August 2019)														

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		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	Performance agreements uploaded to web site on 10 September 2019 (Only approved by Council on 29 August 2019)														
	Q3	Performance agreements uploaded to web site on 10 September 2019 (Only approved by Council on 29 August 2019)														
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Number of Senior Management Performance Agreements Concluded before 31 July 2019	6	6	6	6	-	-	-	-	-		6	6
Comment and corrective actions	Q1	All Agreements concluded by 31 July 2019														
	Q2	All Agreements concluded by 31 July 2019														
	Q3	All Agreements concluded by 31 July 2019														
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SD: 1 Ensure Institutional Performance supports the achievement of IDP objectives	Number of Senior Managers subjected to Quarterly Performance review	6	6	6	-	6	6	6	6	6		6	6
Comment and	Q1	No Senior Manager was subjected to performance review during Q1 for reason that the Annual Performance information for the 2018/19 was subjected to audit by the AG. Date for annual performance review to be arranged														

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		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	As per the Performance Management Regulations, informal reviews for Q1 is permitted. Informal performance reviews were conducted for Q1														
	Q3	Performance reviews conducted for Q2 on 24 March 2020														
	Q4															
Municipal Manager	Municipal Manager	Institutional Development and Transformation	SD5.1 Ensure HR services supports the achievement of IDP objectives	Number of approved Budgeted Senior Management Positions filled	6	6	6	6	6	6	6	5	6		6	6
Comment and corrective actions	Q1	All 6 Senior Management positions have been filled														
	Q2	All 6 Senior Management positions have been filled														
	Q3	Position of CFO advertised, interviews held and appointment made, commencement date 1 May 2020														
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.5 To provide comprehensive communication and intergovernmental relations services	Number of Kouga News publications prepared and circulated	1	1	-	-	1	1	-	-	-		1	1
Comment and corrective actions	Q1	No target set for Q1														
	Q2	Kouga News prepared and circulated during October 2019														
	Q3	Kouga News prepared and circulated during October 2019														

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		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
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.4 To develop, maintain and monitor the institutional performance management system/SDBIP in the municipality	Phase 1 of overhauling the functionality of the web site to include payment portals for various functions like traffic fines completed by 30 June 2020	1	1	-	-	-	-	-	-	1		-	-
Comment and corrective actions	Q1	No Target set for Q1														
	Q2	No Target set for Q2														
	Q3	No Target set for Q3														
	Q4															
Municipal Manager	Municipal Manager	Infrastructure and Basic Service Delivery	SOD1.7 To coordinate and manage all special programs to address special needs in society	Establish Kouga Women's Forum by 30 June 2020	4	30/6/20	1	-	1	-	-	-	30/6/20		-	-
Comment and	Q1	No meetings held: Women's Forum became dysfunctional and needs to be revived.														
	Q2	No meetings held: Women's Forum became dysfunctional and needs to be revived.														

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		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	No Target set for Q3														
	Q4															
Municipal Manager	Municipal Manager	Infrastructure and Basic Service Delivery	SOD1.7 To coordinate and manage all special programs to address special needs in society	Establish Youth Forum by 30 June 2020	4	30/6/20	1	-	1	-	-	-	30/6/20		-	-
Comment and corrective actions	Q1	No meetings held: Youth Forum became dysfunctional and needs to be revived.														
	Q2	No meetings held: Youth Forum became dysfunctional and needs to be revived.														
	Q3	No target set for Q3														
	Q4															
Municipal Manager	Municipal Manager	Infrastructure and Basic Service Delivery	SOD1.7 To coordinate and manage all special programs to address special needs in society	Establish Kouga Vulnerable Groups Forum by 30 June 2020	4	30/6/20	1	-	1		-	-	30/6/20		-	-
Comment and corrective actions	Q1	No meetings held: Vulnerable Groups Forum needs to be established														
	Q2	No meetings held: Vulnerable Groups Forum needs to be established														
	Q3	No taget set for Q3														
	Q4															

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		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		
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.6 To provide professional, effective and efficient legal support to Council and Administration, to protect the municipality's interests and legal risks and ensure legal compliance	Number of Delegation Registers reviewed by 30 June 2020	1	1	-	-	-	-	-	-	1		1	1
Comment and corrective actions	Q1	No Target Set for Quarter 1														
	Q2	No Target Set for Quarter 2														
	Q3	No Target Set for Quarter 3														
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.6 To provide professional, effective and efficient legal support to Council and Administration, to protect the municipality's interests and legal risks and ensure legal compliance	Number of reports on legal risks submitted to Council	4	4	1	1	1	1	1	1	1		-	2
Comment and corrective actions	Q1	Legal Reports submitted to the Mayoral Committee Quarterly														
	Q2	Legal Reports submitted to the Mayoral Committee Quarterly														
	Q3	Legal Reports submitted to the Mayoral Committee Quarterly														

DIRECTORATE			OFFICE OF THE MUNICIPAL MANAGER		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
	Q4															
Municipal Manager	Municipal Manager	Good Governance and Public Participation	SOD 1.6 To provide professional, effective and efficient legal support to Council and Administration, to protect the municipality's interests and legal risks and ensure legal compliance	Audit and review By-Laws by 30 June 2020	30/6/20	30/6/20	-	-	-	-	-	-	30/6/20		-	-
Comment and corrective actions	Q1	No Target set for Quarter 1: Electrical Supply By-law under review														
	Q2	No Target set for Quarter 2: Standing Rules and Order of Council and all its Committees By-Law (under review) , Public Amenities By-law (under review), Taxi Rank By-law (new by-law being drafted)														
	Q3	No Target set for Quarter 3														
	Q4															

DIRECTORATE FINANCE: PROCUREMENT PLAN IMPLEMENTATION: CAPITAL PROJECTS

Capital Budget Item	Program Driver	Project Number	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	Item submitted to BSC 17/7/1914/08/19		Leading Department Tender evaluation report submitted to SCM 30/10/19					
Q1	Specifications served at BSC on 14 August 2019.									
Q2	Tender closed 30 Sept 2019									
Q3										
Q4										
Shelving (SCM)	CFO	CP54	-27/9/19		Item submitted to BSC 27/9/19		Leading Department Tender evaluation report submitted to SCM 29/11/19			
Q1										
Q2	Funds to be used for other assets									
Q3	Funds to be used for other assets									
Q4										
Containers (SCM)	CFO		Item submitted to BSC 23/07/2019		Item submitted to BSC 4/11/2019					
Q1	Specifications served at BSC on 6 September 2019.									
Q2	Tender closed 10 Oct 2019- advertised as RFQ									
Q3										
Q4										
WIFI Solution	CFO	PC019	Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q1										

Capital Budget Item		Program Driver	Project Number	2019/20 Targets							
				30/09/19		31/12/19		31/3/20		30/06/20	
				Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q2	Tender closes on 28 Oct 2019		30/08/19		5/12/2019						
Q3											
Q4											
End User Endpoint Software		CFO	CP075	Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q1	Tender closed 30 Sept 2019										
Q2											
Q3											
Q4			30/8/19		15/11/19						
Vehicle		CFO	CP21	Leading Department Tender evaluation report submitted to SCM							
Q1	Tender closed 1 July 2019										
Q2	To be awarded by end of Oct 2019										
Q3											
Q4			17/07/2019								

DIRECTORATE FINANCE: PROCUREMENT PLAN IMPLEMENTATION: OPERATIONAL

Operational Budget Item		Program Driver	Project Number	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	Item submitted to BSC. Leading Dept Report submitted to SCM							
Q1	Awarded at BAC on 19 Sept 2019 3year contract as and when required										
Q2	Awarded at BAC on 19 Sept 2019 3year contract as and when required										
Q3	Awarded at BAC on 19 Sept 2019 3year contract as and when required										
Q4				- 30/07/2019				-		-	
Air conditioners		CFO	OP1	Leading Department Tender evaluation report submitted to SCM							
Q1	Awarded at BAC on 26 July 2019 3year contract as and when required										
Q2	Awarded at BAC on 26 July 2019 3year contract as and when required										
Q3	Awarded at BAC on 26 July 2019 3year contract as and when required										
Q4				21/07/2019				-		-	
Polythene Refuse Bags		CFO	OP1			Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q1											
Q2											
Q3	To be advertised in 2020 due to closure of businesses										
Q4					1/11/2019		19/03/20		-		
Tyres and tubes		CFO	OP1			Item to be submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q1											
Q2	Tender will only be advertised in 2020 due to closure of businesses										
Q3	Tender will only be advertised in 2020 due to closure of businesses										
Q4					1/11/19		19/03/20		-		

Operational Budget Item		Program Driver	Project Number	2019/20 Targets							
				30/09/19		31/12/19		31/3/20		30/06/20	
				Target	Actual	Target	Actual	Target	Actual	Target	Actual
Protective Clothing 2P overalls		CFO	OP1			tem submitted to BSC		Leading Tender report submitted to SCM			
Q1	Awaiting feedback from Occupational Health Section										
Q2	Tender will only be advertised in 2020 due to closure of businesses										
Q3	Tender will only be advertised in 2020 due to closure of businesses										
Q4											
Valves and Pipes		CFO	OP1			tem submitted to BSC				Leading Tender report submitted to SCM	
Q1											
Q2	Tender will only be advertised in 2020 due to closure of businesses										
Q3	Tender will only be advertised in 2020 due to closure of businesses										
Q4											
Disinfectant Dip		CFO	OP1			tem submitted to BSC				Leading Tender report submitted to SCM	
Q1											
Q2	Tender will only be advertised in 2020 due to closure of businesses										
Q3	Tender will only be advertised in 2020 due to closure of businesses										
Q4											
Road Marking Paint		CFO	OP1			tem submitted to BSC				Leading Tender report submitted to SCM	
Q1											
Q2	Tender will only be advertised in 2020 due to closure of businesses										
Q3	Tender will only be advertised in 2020 due to closure of businesses										
Q4											
Stationary		CFO	OP1			tem submitted to BSC				Leading Tender evaluation	
Q1											
Q2	Tender will only be advertised in 2020 due to closure of businesses										

Operational Budget Item	Program Driver	Project Number				2019/20 Targets					
						30/09/19		31/12/19		31/3/20	
						Target	Actual	Target	Actual	Target	Actual
Q3	Tender will only be advertised in 2020 due to closure of businesses										report submitted to SCM
Q4					-			5/11/19			30/4/20
Water Meters	CFO	OP1						tem submitted to BSC			Leading Department Tender evaluation report submitted to SCM
Q1											
Q2	Tender will only be advertised in 2020 due to closure of businesses										
Q3	Tender will only be advertised in 2020 due to closure of businesses										
Q4					-			15/11/19			8/5/20
Consumables	CFO	OP1						tem submitted to BSC			Leading Department Tender evaluation report submitted to SCM
Q1											
Q2	Tender will only be advertised in 2020 due to closure of businesses										
Q3	Tender will only be advertised in 2020 due to closure of businesses										
Q4					-			15/11/19			8/5/20
Oil and grease	CFO	OP1						tem submitted to BSC			Leading Department Tender evaluation report submitted to SCM
Q1											
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										

Operational Budget Item	Program Driver	Project Number					2019/20 Targets							
							30/09/19		31/12/19		31/3/20		30/06/20	
							Target	Actual	Target	Actual	Target	Actual	Target	Actual
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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
Finance	CFO	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	% compliance with National Treasury reporting calendar	100%	100%	100%	100%	100%	100%	100%	100%	100%		100%	100%
Comment and corrective actions	Q1	100%														
	Q2	100%														
	Q3	100%														
	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
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	1
Comment and corrective actions	Q1	1 Submitted 30 August 2019														
	Q2	Submitted 30 August 2019														
	Q3	Submitted 30 August 2019														
	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	Number of draft budgets submitted by 31 March 2020	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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
			ensure legislative compliance													
Comment and corrective actions	Q1	No target for Q1														
	Q2	No target for Q2														
	Q3	Submitted 26 March 2020														
	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	1
Comment and corrective actions	Q1	No target for Q1														
	Q2	No target for Q2														
	Q3	No Target for 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
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	-	-	1		-		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2	Not reported														
	Q3	Not reported														
	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	10	2	0	3		3		2		-	-
Comment and corrective actions	Q1	No meetings held														
	Q2															
	Q3	Not reported														

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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
	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	Liquidity Ratio	1:1	1:1	1:1	2.47	1:1		1:1		1:1		-	1:1
	Q1	2.47														
	Q2															
	Q3	Not reported														
	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	-	-	1	1	-		-		Un-Qualified	Un-Qualified
Comment and corrective actions	Q1	No target for Q1														
	Q2	1 Unqualified opinion received														
	Q3	1 Unqualified opinion received														

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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
	Q4															
Finance	CFO	Financial Viability and Management	SOD 6.2 To administer the recording, authorization, executing and reporting of expenditure transactions	% of creditors paid within 30 Days of receipt of Invoice	100%	100%	100%	50%	100%		100%		100%			198%
Comment and corrective actions	Q1	50%														
	Q2															
	Q3	Not reported														
	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%	96%	85.12%	96%		96%		96%		94%	94%
Comment and corrective actions	Q1	85.12%														
	Q2															
	Q3	Not reported														
	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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of VAT Recovery service providers appointed by 30 September 2019	1	1	1	0	-		-		-		-	-
Comment and corrective actions	Q1	Not appointed														
	Q2															
	Q3	Not reported														
	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	-	-	1		-		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3	Not reported														
	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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of handovers to Debt Collector of debt exceeding 90 days	6	6	1	0	2		2		1		-	-
Comment and corrective actions	Q1	No handovers done														
	Q2															
	Q3	Not reported														
	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	4	1	12	1		1		1		-	-
Comment and corrective actions	Q1	12 meetings														
	Q2	12 meetings held in Q1														
	Q3	Not reported														
	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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
Finance	CFO	Financial Viability and Management	SOD 6.3 To implement and maintain revenue policies and credit control procedures to ensure sound revenue management practices and compliance	Number of Revenue Enhancement Strategy Meetings	6	6	1	1	2		2		1		-	-
Comment and corrective actions	Q1	1 meeting														
	Q2															
	Q3	Not reported														
	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	8	2	1	2		2		2		-	-
Comment and corrective actions	Q1	1 Meeting														
	Q2															
	Q3	Not reported														
	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
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%			100%	100%
Comment and corrective actions	Q1	100%														
	Q2	100%														
	Q3	100%														
	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	1	-	-	-	-	1		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2	No target for Q2														
	Q3	Not reported														
	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
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	4	1	1	1		1		1		-	-
Comment and corrective actions	Q1	1 Meeting														
	Q2															
	Q3	Not reported														
	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	1 st Phase implementation of ERP Solution project by 30 June 2020	1	1	-	-	-	-	-		1		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2	No target for Q2														
	Q3	No target for 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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
	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	-	-	1		-		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3	Not reported														
	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%		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
Comment and corrective actions	Q2															
	Q3	Not reported														
	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	6	1	3	2		2		1		2	4
Comment and corrective actions	Q1	3 Meetings held														
	Q2															
	Q3	Not reported														
	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	% of ICT Policies reviewed by 30 November 2019	100%	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		
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3	Not reported														
	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	6	1	3	2		2		1		6	6
Comment and corrective actions	Q1	3 ICT reports submitted														
	Q2															
	Q3	Not reported														
	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	Number of ICT Software application and cost reports submitted to the	6	6	1	3	2		2		1		-	-

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance Area	Objective	Performance Indicator	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June 2018	June 2019
			services in terms of the ICT Strategy and Policy	Finance Portfolio Committee												
Comment and corrective actions	Q1	3 Reports submitted														
	Q2															
	Q3	Not reported														
	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%	90%	27.7%	90%		90%		90%			90%
Comment and corrective actions	Q1	27.7% Compliance with procurement plan														
	Q2															
	Q3	Not reported														
	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
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%%	95%	5%	8.25%	25%		40%		30%		73%	90%
Comment and corrective actions	Q1	8.25% Capital budget expenditure														
	Q2															
	Q3	Not reported														
	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		5		-	-
Comment and corrective actions	Q1	5 Days for processing of requisitions														
	Q2															
	Q3	Not reported														

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
	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	7	3	7		7		7		-	-
Comment and corrective actions	Q1	3 days														
	Q2															
	Q3	Not reported														
	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 preparation of tender reports by leading departments from closing date of tender	30	30	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		
Comment and corrective actions	Q1	Done within 30 days														
	Q2	Leading Department Reports were completed and resubmitted within 30 days of SCM completing preliminary checks on tender documents submitted														
	Q3	Not reported														
	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	100	80	100	80	100		100		-	-
Comment and corrective actions	Q1	80 days for adjudication of tender from closing date														
	Q2	All bids adjudicated within 80 days from closing date of tender														
	Q3	Not reported														
	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 meetings on the implementation of the procurement plan	6	6	1	2	2	2	2		1		-	-

DIRECTORATE			FINANCE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance Area	Objective	Performance Indicator	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June 2018	June 2019
			acquisition, logistics and disposal management													
Comment and corrective actions	Q1	2 Meetings on implementation of procurement plan														
	Q2	The implementation of the procurement plan is discussed at Top Management Meetings. 2 Meetings														
	Q3	Not reported														
	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	1	0	-	-	-		-		1	-
Comment and corrective actions	Q1	No reports submitted														
	Q2	No Target set for Q2														
	Q3	Not reported														
	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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of Municipal land audits conducted by 31 December 2019	1	1	-	-	1		-		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3	Not reported														
	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	1	1	-		-		-	-
Comment and corrective actions	Q1	No target for Q1 but Land register completed														
	Q2	Land Register completed during Q1														
	Q3	Land Register completed during Q1														
	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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
Finance	CFO	Financial Viability and Management	SOD 6.7 To administer assets management and lease registers	Number of meetings of the Land Advisory Committee	6	6	2	1	1		2		1		-	-
Comment and corrective actions	Q1	1 Meeting of Land Advisory Committee														
	Q2															
	Q3	Not reported														
	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	-	-	1		-		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3	Not reported														
	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
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	6	1	0	2		2		1		-	-
Comment and corrective actions	Q1	No reports submitted														
	Q2															
	Q3	Not reported														
	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%	100%	80%	100%		100%		100%		-	-
Comment and corrective actions	Q1	80% claims finalized within 90 days														
	Q2															
	Q3	Not reported														
	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
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	-	-	1		-		-		-	-
Comment and corrective actions	Q1	No target for Q1														
	Q2															
	Q3	Not reported														
	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							Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM		
Q1	Purchasing Items on quotation basis												
Q2	Purchasing Items on quotation basis												
Q3	Specifications submitted 10 January 2020 and Tender Evaluation Report submitted to BEC on 20 March 2020.												
Q4					-		-		10/01/20	10/01/20	20/03/20	20/3/20	
Q4													
Vehicles	Dir I&E	CP21											
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	8xTLB delivered on 28 October 2019, Value of order R8 249 725												
Q3	45% expenditure (R2 600 000 budget)												
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	% Budget expenditure	% Budget expenditure	% Budget expenditure	
Comment and corrective actions						-		-	-	-	100%		
Q1	Tender advertised 14 August, closed 06 th September 2019. Evaluation stage currently.								Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM		
Q2	Purchase orders issued 14 December 2019, Delivery scheduled for February 2020, payment on delivery												
Q3					-		-		14/08/2019		17/10/19		

Capital Budget Item		Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
							30/09/19		31/12/19		31/3/20		30/06/20	
							Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q4														
New overhead lines 66kv overheadlines(Jbay to Melk		Dir I&E	PC1008											
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	Approval on specifications from ESKOM received January 2020, BSC 24 January 2020 and tender advertised 31 January 2020					25/10/19		-		-		-		
Q3	50% expenditure (R1 800 000 budget)													
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%	28%	25%	38%	30%	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	R10 565 526 payments certified for December 2019													
Q3	30% expenditure R15 859 937 budget)													
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	% Budget expenditure	% Budget expenditure	% Budget expenditure	
Q1	MIG Project Planning Phase only					Item submitted to BSC			Leading Department Tender evaluation report submitted to SCM					
Q2	Project submitted to COGTA for approval 13 November 2019													
Q3	Tender report submitted to BEC on 13 January 2020, 35% expenditure as at 31 March 2020													
Q4						3/09/19	-			13/01/20	13/01/20			
Patensie Sewage Package Plant		Dir I&E	PC011	4 429 441	90%		% Budget expenditure	% Budget expenditure	% Budget expenditure	% Budget expenditure	% Budget expenditure	% Budget expenditure	% Budget expenditure	
Comment and corrective actions						-		-		35%	45%	55%		
Q1	MIG Funded project					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM						
Q2														
Q3	35% expenditure (R4 429 441 budget)													
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	% Budget expenditure	% Budget expenditure	% Budget expenditure	
Q1	No Target set for Q1								Item submitted to BSC	Leading Department Tender evaluation report submitted to SCM				
Q2	No Target set for Q2 Planning phase only, consultant concluded prior years													
Q3	Specifications submitted 15 January 2020, tender evaluation report submitted 30 March 2020													
Q4						-	-	-	-	15/01/20	15/1/20	30/03/20	30/3/20	
LV Networks (Informal Areas, Electrification/illegal		Dir I&E		1 000 000	90%		% Budget expenditure	% Budget expenditure	% Budget expenditure	% Budget expenditure	% Budget expenditure	% Budget expenditure	% Budget expenditure	
Comment and corrective actions						-		10%	-	45%	45%	35%		
Q1	Tender advertised, closed 24/10/2019					Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM						
Q2	Tender served at BEC 31 January 2020, supply and delivery of materials													
Q3	45% expenditure (R1 000 000 budget)													

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
Q4						25/7/19		06/09/19					
Pump Station Capital	Dir I&E	CP37						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q1													
Q2													
Q3													
Q4								17/10/19		13/1/20	13/1/20		
Security Camera	Dir I&E	PCA002						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q1													
Q2													
Q3													
Q4						19/7/19		30/9/19					
Fencing of Jeffreys Bay and Kruisfontein Reservoir	Dir I&E	PC506								Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q1													
Q2													
Q3													
Q4						-	-	-		20/1/20		23/3/20	-
Roads Capital	Dir I&E							Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q1													
Q2													
Q3													
Q4						26/7/19		30/10/19					

Capital Budget Item	Program Driver	Project Number	Budget 2019/20	Annual expenditure target	Revised Target	2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Bucket Eradication Programme	Dir I&E	PC1015								Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
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.												
Q2	Order number 110911 for the supply and delivery of 20 mobile ablution facilities issued, value of order 2 140 150, awaiting delivery of units												
Q3	Supply and Delivery of Mobile Ablution Facilities awarded on 27 June 2019.												
Q4						-	-	-	-	6/3/20	-	29/5/20	
St Francis bulk main outfall sewer	Dir I&E	PC014						tem submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q1													
Q2	Liaise with Dept Environmental Affairs for authorization for new route as planned route runs through wetlands												
Q3	Liaise with Dept Environmental Affairs for authorization for new route as planned route runs through wetlands												
Q4						-		17/10/19	-	13/12/19	-	-	
Sewer REPLACE OLD PUMPS	Dir I&E	PC015				Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q1	Item to appoint professional service provider to be tabled at BAC. Tender for design, EIA etc.												
Q2	Appointment letter dated 30 October 2019, professional service provider appointed, inception meeting held 18 November 2019												
Q3	Appointment letter dated 30 October 2019, professional service provider appointed,					20/9/19	-	13/12/19	-	-		-	
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
Electrical replacement of old and dangerous switch gear Saffery Sub station Humansdorp		Dir I&E	PC004											
Q1	No Target set form 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	Tender cancelled due to complexity of specifications, professional service needed to compile document. Money transferred to cable installation in Humansdorp and vehicles													
Q3	Tender cancelled due to complexity of specifications, professional service needed to compile document. Money transferred to cable installation in Humansdorp and vehicles													
Q4						15/11/19	-	18/01/19						
Electrical Replacement of old mv cables to main substation Humansdorp		Dir I&E	PC005			Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM						
Q1	No Target set for Q1													
Q2	Document prepared for BEC meeting scheduled for 6 January 2020													
Q3	40% expenditure (R1 200 000 budget)													
Q4						08/10/2019	-	21/11/19	-					
Electrical supply of tri switches St francis Bay		Dir I&E	PC006			Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM						
Q1														
Q2	7 day notice procurement					16/8/19	-	18/10/19	-					
Q3	7 day notice procurement													
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
Electrical Supply auto recloser St Francis Bay	Dir I&E	PC007						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q1	No target set for Q1												
Q2	2/11/2019 BSC, to be advertised 3 February 2020												
Q3	2/11/2019 BSC, to be advertised 3 February 2020												
Q4						-	-	31/10/19	-	24/1 /20	6/1/20		
Electrical Mini sub station 22 000/11000/400 St Francis Bay	Dir I&E	PC008						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q1													
Q2	Completed 31/01/20												
Q3	Completed 31/01/20												
Q4						27/7/19		18/10/19		-	31/1/20	-	
Electrical 5 MV 22000/11000 transformer	Dir I&E	PC009											
Q1	Tender to be prepared for submission 29/11/2019							Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM			
Q2	Tender to be advertised on 31/1 202 for 14 days on urgent procurement					-	-	29/11/19	-	13/3/20		-	
Q3	Submission date of tender evaluation report not reported												
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
Electrical Oil circuit breakers replacement with vacuum or gas breakers		Dir I&E	PC0010			Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM						
Q1	Tender to be prepared for submission to BSC 2019													
Q2	Scheduled for submission to BSC on 7 February 2020													
Q3	Submission of tender report stated to be 24 January 2020 which precedes BSC submission													
Q4						01/11/19	-	19/12/19	-					
Purchase storage containers (3)		Dir I&E	CP096							Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM		
Q1														
Q2	Specifications prepared for submission to BSC on 7/1/20 7 day tender													
Q3	7 Day tender													
Q4						-	-	-		10/1/20	7/1/20	1/3/20		
KwaNomzamo Wastewater Treatment Works		Dir I&E	PC010			Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM						
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.													
Q2	Tender advertised under notice number 222/2019 on 1 November 2019. Compulsory clarification meeting held on 18 November 2019. Tender closed on 13 December 2019													
Q3	Tender report submitted to BEC 24 January 2020													
Q4						31/10/19		-		24/1/20		24/1/20		
Humansdorp, Kruisfontein and		Dir I&E	PC003											

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
Ocean View Electrification								Leading Department Tender evaluation report submitted to SCM					
Q1													
Q2	BEC no quorum on 17/10/2019, contractor appointed 28/10 2019, contractor to move on site 14 January 2020												
Q3	contractor appointed 28/10 2019												
Q4					16/08/19	-	1710/19	-					
High Mast Lights	Dir I&E	CP1999											
Q1	Tender currently advertised and closing 22/10/19				Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM						
Q2	Served at BEC on 30/1/20												
Q3	Served at BEC on 30/1/20												
Q4					20/09/19	-	05/11/19	30/1/20					

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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	% households in formal residential areas with Access to potable Water	100%	100%	100%	100%	100%	100%	100%	100%	100%		100%	100%
Comment and corrective actions	Q1	100%														
	Q2	100%														
	Q3	100%														
	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%	100%		100%	100%
Comment and corrective actions	Q1	100%														
	Q2	100%														
	Q3	100%														
	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
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%			100%	100%
Comment and corrective actions	Q1	100%														
	Q2	100%														
	Q3	100%														
	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 water	100%	100%	100%	100%	100%	100%	100%	100%			100%	100%
Comment and corrective actions	Q1	100%														
	Q2	100%														
	Q3	100%														
	Q4															

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance Area	Objective	Performance Indicator	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June 2018	June 2019
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SOD2.1 To manage the rendering of water services and to provide bulk and potable water and sanitation services to the community	Number of Water demand/ conservation management loss reduction programs completed by 31 October 2019	1	1	1	-	-	-	-	1	-		-	-
Comment and corrective actions	Q1	No Target set for Q1: Current WCDM being implemented under drought funded projects														
	Q2	No Target set for Q2: Current WCDM being implemented under drought funded projects														
	Q3	Water demand/ conservation management loss reduction programs completed by 31 October 2019														
	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	% water losses	35%	35%	36%	35%	36%		36%	36%	35%		35%	32%
Comment and corrective actions	Q1	35%														
	Q2															
	Q3	36%														
	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
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%	100%	5%	12.73%	25%	43.06%	40%	70%	30%		95%	100%
Comment and corrective actions	Q1	12.73%														
	Q2	43.06%														
	Q3	70/100%														
	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	% Expenditure of water supply infrastructure repairs and maintenance budget	100%	100%	5%	12.73%	25%	43.06%	40%	70%	30%			
Comment and corrective actions	Q1	12.73%														
	Q2	43.06%														
	Q3	70/100%														
	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	Number of Buckets sanitation converted from Bucket sanitation to a more acceptable level of sanitation (Stofwolk, Thornhill, Sea Vista, Ocean View, Kwanomzamo	1500	1500	-	-	250	-	1000	1250	250		0	1500
Comment and corrective actions	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 cleaned and maintained once erected on site.														
	Q2	20 Mobile ablution facilities ordered, awaiting delivery														
	Q3	1250/1000 buckets converted to a more suitable sanitation system														
	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%	100%		100%	100%
Comment and	Q1	100%														
	Q2	100%														

DIRECTORATE			INFRASTRUCTURE AND ENGINEERING		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance	Objective	Performance	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June	June
		Area		Indicator			Target	Actual	Target	Actual	Target	Actual	2018	2019		
corrective actions	Q3	100%														
	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%			100%	100%
Comment and corrective actions	Q1	100%														
	Q2	100%														
	Q3	100%														
	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%			100%	100%
Comment and corrective actions	Q1	100%														
	Q2	100%														
	Q3	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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
	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%	100%	5%	5.46%	25%	49.38%	40%	70%	30%		-	100%
Comment and corrective actions	Q1	5.46%														
	Q2	49.38%														
	Q3	70/100%														
	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	% expenditure of sanitation infrastructure repairs and maintenance budget	100%	100%	5%	16.52%	25%	60.88%	40%	70%	30%		-	100%
Comment and corrective actions	Q1	16.52%														
	Q2	60.88%														
	Q3	70/100%														
	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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% electricity losses	17%	17%	18%	-	18%	-	17%	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 prepaid vending tender. The tender to electrify illegal settlements went out to start with the electrification and to curb losses.														
	Q2	Meter inspections continued, prepaid monitoring system installed at technical department, prepaid meters replaced with split phase smart meters.														
	Q3	17%														
	Q4															
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%	100%		100%	100%
Comment and corrective actions	Q1	100% 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	100%														
	Q3	100%														
	Q4															

[illegible]

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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
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%	100%	0%	0%	30%	-	40%	70%	30%		95%	95%
	Q1	No Target set for Q1: R 9 million, internal funding on Capital projects.														
	Q2	Most projects are scheduled for completion in 3 rd quarter and spending will increase														
	Q3	70/100%														
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic Service Delivery	SD 2.2 To manage the provisioning of electrical services	% expenditure on DOE grant	100%	100%	5%	0%	25%	10%	40%	70%	30%		95%	100%
Comment and corrective actions	Q1	0% expenditure: Tender currently being evaluated, and appointment will be made end of October 2019.														
	Q2	Contractor on site, all material ordered, and expenditure will increase drastically in quarter 3, currently at 10%														
	Q3	70/100%														
	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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
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%	100%	5%	68%	25%	68% (Q1)	40%	70%	30%		95%	100%
Comment and corrective actions	Q1	Maintenance budget has already spent up to 68% due to repairs and vandalism at the ocean view substation and normal service delivery programs.														
	Q2	68% expenditure Q1														
	Q3	70/100%														
	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	Number of roads master plans developed by 30 June 2020	1	1	-	-	-	-	-	-	1		-	-
Comment and corrective actions	Q1	No Target set for Q1: RRAMS in place. We are in process of following procurement process for a Water Master Plan. Tender document completed.														
	Q2	No Target set for Q2														
	Q3	No Target set for Q2														
	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
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%	100%	5%	5.40%	25%	12.10%	40%	70%	30%		-	100%
Comment and corrective actions	Q1	5.40%														
	Q2	12.10%														
	Q3	70/100%														
	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%	100%	-	-	5%	-	60%	65%	35%		-	100%
Comment and corrective actions	Q1	No target set for Q1														
	Q2															
	Q3	65% completion of planned road construction														
	Q4															
Infrastructure & Engineering	Director I&E	Infrastructure and Basic	SOD 2.3 To Manage the construction, repair and	% of households within the urban Edge with access to	100%	100%	100%	100%	100%	100%	100%	100%	100%		New	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
		Service Delivery	maintenance of roads and storm water systems	gravel or graded roads												
Comment and corrective actions	Q1	100% of households within the urban have access to graded gravel roads.														
	Q2	100%														
	Q3	100%														
	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%	-	-	-	-	-	-	1%		New	1%
Comment and corrective actions	Q1	No target set for Q1														
	Q2	No Target set for Q2														
	Q3	No Target set for 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%	90%	15%	5.39%	40%	31.01%	30%	85%	15%		New	-

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
Comment and corrective actions	Q1	5.39%														
	Q2	31.01%														
	Q3	85/90%														
	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%	90%	15%	9.38%	40%	50.78%	30%	85%	15%		New	-
Comment and corrective actions	Q1	9.38%														
	Q2	50.78%														
	Q3	85/90%														
	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%	100%	5%	-	40%	-	30%	35%	25%		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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
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	An amount of R15 415 001 was certified for payment up to end December 2019														
	Q3	35/100% MIG Expenditure														
	Q4															

DIRECTORATE PLANNING, DEVELOPMENT AND TOURISM: PROCUREMENT PLAN IMPLEMENTATION: CAPITAL PROJECTS

Capital Budget Item		Program Driver	Project Number	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		Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM						
Q1	The Specifications approved at BSC. Tender advertised.											
Q2	Not reported											
Q3	The BAC awarded the Tender. Orders affected by the COVID-19 Lockdown. The expenditure will be made in Q4.											
Q4			16/7/19			30/9/19						
Mini Fresh Food and Craft Markets in Jeffrey's Bay & Hankey				Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM						
Q1	The target not met pending approval of designs.											
Q2	Not reported											

Capital Budget Item		Program Driver	Project Number	2019/20 Targets							
				30/09/19		31/12/19		31/3/20		30/06/20	
				Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q3	The project and allocated was moved to Project Management Unit in I&E Directorate in line with Adjustments budget.										
Q4			28/6/19		30/8/19						
LAND ACQUISITION: PURCHASE OF LAND FOR HUMAN SETTLEMENTS WARD 6 &7.				Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q1	50% expenditure on budget. Legal services liaising with transferring attorneys.										
Q2											
Q3	99.76% expenditure on the Budget allocated. Ward 6 land already registered. The process of transfer in final stages with Legal Services.										
Q4											

DIRECTORATE PLANNING, DEVELOPMENT AND TOURISM: PROCUREMENT PLAN IMPLEMENTATION: OPERATIONAL

Operational Budget Item		Program Driver	Project Number	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	Item submitted to BSC	Leading Department						
Q1	The Specifications drafted. The item did not serve at BSC in this quarter, item going to BSC on 25 October 2019.				Fender evaluation report submitted to SCM						

Operational Budget Item		Program Driver		Project Number		2019/20 Targets							
						30/09/19		31/12/19		31/3/20		30/06/20	
						Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q2	Specifications approved by BSC. Tender advertised under Notice 05/ 2020 and the tender closes on 17 February 2020.												
Q3	The tender has been Evaluated by BEC on 22 March 2020. Item tabled at BAC 28 April 2020. Progress affected by Covid-19 Lockdown.												
Q4													
Professional Service Panel		Dir PDT	OP207										
Q1	The item served at BSC on 20 September 2019.			Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM							
Q2	Specifications approved by BSC. Ready for advertisement.												
Q3	Adjusted Budget, no budget allocation for expenditure on this project. The appointment of the Panel will be finalized in Q4. Q3 deliverables affected by the Covid-19 Lockdown.												
Q4													
Land Audit		Dir PDT	OP1										
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	In process of finalizing the Specifications.												
Q3	Revised Specifications to be sent to the Bid Specification Committee on the 07 Jnauary2020. Specifications referred to Lead Department. The Budget for this project adjusted to R0 due to COVID-19. The project will be implemented in 20/21 FY.												
Q4													
ILUS (Land Use Scheme)		Dir PDT	PO705										
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	Tender was awarded to Urban Dynamics. Inception meeting with Service Provider and Project Steering Committee on 31 January 2020.												
Q3	The draft report submitted to the Municipality for comments. The project is 70% complete.												

Operational Budget Item		Program Driver	Project Number	2019/20 Targets							
				30/09/19		31/12/19		31/3/20		30/06/20	
				Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q4				16/7/19	27/9/19	19/9/19		-		-	
APPOINT SERVICE PROVIDER FOR REVIEW OF HUMAN SETTLEMENTS SECTOR PLAN BY 30 JUNE 2020.		Dir PDT	PO705								
Q1	Tender Notice 219/2019 closed 02 December 2020			Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Item at BEC considered the tender and made recommendations on 30 April 2020.										
Q3	Tender Notice 219/2019 closed 02 December 2020										
Q4				16/7/19	27/9/19	19/9/19		-		-	
REVIEW LED STRATEGY BY 30 JUNE 2020		Dir PDT	PO705								
Q1	No Quarterly target.			Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2											
Q3	Final Draft awaiting final comments. Will be tabled to Council for Adoption in Q4.v 88% budget expenditure										
Q4				16/7/19	27/9/19	19/9/19		-	88%	-	

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
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%			100%	100%
Comment and corrective actions	Q1	The target met. Compliant building plans approved within time.														
	Q2	100%														
	Q3	100%														
	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%

DIRECTORATE			PLANNING, DEVELOPMENT AND TOURISM		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance Area	Objective	Performance Indicator	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June 2018	June 2019
Comment and corrective actions	Q1	The target is met. The MPT convened on 31 August 2019 to approve compliant applications that cannot be approved by Authorized Official.														
	Q2															
	Q3	Not reported														
	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	-	-	-	-	-	-	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	No Target set for Q2. Stofwolk formalization in progress. NUSP Grant approved for upgrading of informal settlements..														
	Q3	No Target set for Q3. Stofwolk formalization in progress. NUSP Grant approved for upgrading of informal settlements..														
	Q4															

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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
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		-	1
Comment and corrective actions	Q1	No target for this Quarter.														
	Q2	No Target set for Q2														
	Q3	No Target set for 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	-	-	-	-	-	-	1		-	-
Comment and corrective actions	Q1	No target for this Quarter.														
	Q2	No Target set for Q2. Tender published (Notice No. 219/2019) and closed on 02/12/2019.														
	Q3	No Target set for Q3.														

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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
	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	-	-	-	-	-	-	1		0	1
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	No Target set for Q2. Draft LED Strategy Report in place. Stakeholder workshop will be held on the														
	Q3	No Target set for 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	4	1	1	1	1	1	-	1		4	4
Comment and corrective actions	Q1	The LED forum was held on 18 July 2019.														
	Q2	LED forum held on 05 October 2019														
	Q3	Not reported														
	Q4															

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
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%	100%	15%	19%	50%	36%	25%		10%			100%
Comment and corrective actions	Q1	19% expenditure on LED Budget.														
	Q2	36% expenditure on LED Budget														
	Q3	Not reported														
	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	550	50	-	400	50	50		50		736	
Comment and corrective actions	Q1															
	Q2	50 Jobs were created through Community Public Works Programme.														
	Q3	Not reported														
	Q4															

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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
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	20	-	75	5	33	10		1		New	20
Comment and corrective actions	Q1	No Target set for Q1 Approximately 334 job opportunities created through Winterfest. 25 Jobs through Calamari Festival.														
	Q2	33 Jobs through the Calamari Festival (Excluding stalls). 40 Jobs through Wine Tasting event														
	Q3	Not reported														
	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	4	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	Kouga Municipality (LED) co-hosted a workshop with DEDEAT on 28 November 2019 which is platform for SMME's to access funding through the ISIQALO YOUTH FUNDING initiative. The event benefited 66 SMME's from Kouga LM.														
	Q3	Not reported														
	Q4															

DIRECTORATE CORPORATE SERVICES: PROCUREMENT PLAN IMPLEMENTATION: CAPITAL PROJECTS

Capital Budget Item	Program Driver	Project Number	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		Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM.					
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 were approved by BSC									
Q2	- Report finalized 24 October 2019 - Requisition prepared 25 October 2019 for amount of R122 824.00 - As at 30 November 2019 order was given to bidder, cabinets will be fitted between January 2020 and February 2020									
Q3	As at 31 Jan 2020- Service Provider confirmed installation for 13 Feb 2020 As at 29 February 2020 installation in progress As at 31 March 2020, rectification on installation, (Bulk filer installed incorrectly) 44.08% expenditure as at 31 March 2020									
Q4										
Buildings	Dir Corp		Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM.		17.8%			
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									

Capital Budget Item	Program Driver	Project Number	2019/20 Targets							
			30/09/19		31/12/19		31/3/20		30/06/20	
			Target	Actual	Target	Actual	Target	Actual	Target	Actual
		. 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 Oct . Signage – Awaiting finalisation of design								
Q2		● Drafted tender have been put on hold, until the SCM Policy (With SMME/LED Policy) have been workshopped and approved. To allow geographical location for specific tenders. Tenders on hold: ○ Laminate Flooring ○ Tiling ○ Trelidoors ○ Blinds ○ Burglar proofing ○ Installation of carpets (Mayors Office) ○ Painting ○ Quotes will be obtained to procure above which is of high priority ● Ongoing R&M for Cllr Offices and Administration Buildings. As at 30 November 12019 the following has been completed: ○ Painting of main building ○ Tiling Ward 13 ○ Fitment of door Ward 6 ○ General plumbing work Patensie Main building and Cllr Office ○ Painting Ward 13 ○ Installation of burglar cage geyser at Patensie Main building								

Capital Budget Item		Program Driver	Project Number	2019/20 Targets							
				30/09/19		31/12/19		31/3/20		30/06/20	
				Target	Actual	Target	Actual	Target	Actual	Target	Actual
	○ Installation of sink and cupboard Patensie Main building ○ Fencing Ward 9 Office (Repairs) ● As at 31 December 2019 the following has been completed: ○ Wheelchair ramp installation Hankey Main building ○ Installation of blinds Wards 4, 5, 6 and 10 ● As at 31 December 2019 the following is in progress ○ Jeffreys Bay and Hankey Main Offices, Electrical work ○ Kitchen cupboards for HR kitchen ○ Plumbing Ward 7 ○ Laminate floors Ward 10 ○ St Francis Bay Main Office painting (exterior)										
Q3	As at 31 Jan 2020 - Drafted Tenders have been put on hold, until the SCM Policy (with SMME/LED Policy) has been workshopped and approved, to allow geographical location for specific tenders: Tenders on hold: ➤ Laminate Flooring ➤ Tiling ➤ Trellidor's ➤ Blinds ➤ Burglar proofing ➤ Installation of Carpets (Mayor office) ➤ Painting ➤ Quotes will be obtained to procure above which is of high priority <i>As at 31 January 2020 – The SCM Policy was referred back to the next Finance Portfolio meeting</i> Ongoing R&M for Cllr offices and Administration Buildings:	2/10/19		19/12/19							

Capital Budget Item	Program Driver	Project Number	2019/20 Targets							
			30/09/19		31/12/19		31/3/20		30/06/20	
			Target	Actual	Target	Actual	Target	Actual	Target	Actual
		As at 31 Jan 2020 – the following has been completed: ○ HR Kitchen cupboards completed ○ St Francis Bay House laminated flooring completed ○ St Francis Bay House beds delivered ○ Repairs to Brenda office (roof completed) As at 31 Jan 2020 – the following is in progress: ➤ St Francis Bay Main Office painting ➤ St Francis Bay Main Office Carport – Remove and install new carport ➤ St Francis Bay House – Awaiting quotes for painting ➤ St Francis Bay House – Awaiting quotes on material (windows) – Order for labour for installation has been received ➤ Aircon installations in progress for Administration ➤ Installation of Blinds for Ward 13 ➤ Ward 9 laminate flooring – order issued to SMME ➤ Ward 9 Blinds – Order issued to SMME ➤ Order received for barbwire for Ward 9 – Awaiting quotes for installation ➤ Laminate flooring for Archives section (strong room) – awaiting order ➤ Woltemade Partitioning – Entrance ➤ Trellidor – Installation St Francis and Humansdorp – Awaiting order As at 29 Feb 2020 – the following has been completed: ○ St Francis Bay Main Office painting ○ Aircon installations in progress for Administration ○ Ward 9 laminate flooring – Cllrs Office								

Capital Budget Item	Program Driver	Project Number	2019/20 Targets							
			30/09/19		31/12/19		31/3/20		30/06/20	
			Target	Actual	Target	Actual	Target	Actual	Target	Actual
		○ Installation of Blinds for Ward 13 ○ Ward 9 Blinds ○ Laminate flooring for Archives section (strong room) <u>As at 29 Feb 2020 – the following is in progress:</u> ➤ St Francis Bay Main Office Carport – Remove and install new carport ➤ St Francis Bay House – Awaiting quotes for painting ➤ St Francis Bay House – Awaiting order for material (windows) – Order for labour for installation has been received ➤ Order received for barbwire for Ward 9 – Awaiting quotes for installation ➤ Woltemade Partitioning – Entrance ➤ Trellidor – Installation St Francis and Humansdorp – Installation in progress ➤ Ward 4 and 5 (R&M – Laminate flooring, tiles, gutters, painting) ➤ Cllr Makasi Toilet Repairs ➤ Installation of burglar bars and gates Hankey Main Office ➤ Awaiting quotes for shopfront installation – HR ➤ Awaiting quotes on signage for main building ➤ Awaiting quotes on landscaping for main Building <u>As at 31 March 2020 – the following has been completed:</u> ○ St Francis Bay Main Office Carport – Remove and install new carport ○ Trellidor – Installation St Francis and Humansdorp – Installation in progress ○ Ward 5 laminate floors completed. <u>As at 31 March 2020 – the following is in progress:</u> ➤ St Francis Bay House – Awaiting quotes for painting								

Capital Budget Item		Program Driver	Project Number	2019/20 Targets							
				30/09/19		31/12/19		31/3/20		30/06/20	
				Target	Actual	Target	Actual	Target	Actual	Target	Actual
	➤ St Francis Bay House – Awaiting delivery for material (windows) – Order for labour for installation has been received ➤ Order received for barbwire for Ward 9 – Awaiting order for installation ➤ Ward 4 and 5 (R&M – Tiling, gutters, painting) – awaiting quotes ➤ Cllr Makasi Toilet Repairs – Awaiting start date from Plumber ➤ Installation of burglar bars and gates Hankey Main Office – Awaiting start date from Service Provider. ➤ Awaiting quotes for shopfront installation – HR ➤ Awaiting quotes on signage for main building ➤ Awaiting quotes on landscaping for main Building ➤ Blinds Ward 10 – Awaiting start date from Service Provider. ➤ Blinds for Ward 3 and 8 office– Awaiting start date from Service Provider. As at 31 March 2020 57.41 % has been spent. Target exceeded.										
Q4	•										
EDMS		Dir Corp		Item submitted to BSC							
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										

Capital Budget Item	Program Driver	Project Number	2019/20 Targets							
			30/09/19		31/12/19		31/3/20		30/06/20	
			Target	Actual	Target	Actual	Target	Actual	Target	Actual
		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.								
Q2		- As at 31 October 2019, no progress recorded - As at 30 November 2019 a deviation has been prepared to acquire the Metro File EDMS i.e. datastore software is needed to access the scanned documents which was scanned by Metrofile into their EDMS format - As at 31 December 2019 a deviation document has been prepared and signed by the MM to acquire the Metrofile EDMS system as Metrofile was appointed via tender to scan and store all Kouga documents and the documents are being scanned into their system that has a unique file format.								
Q3		- At 31 January - EDMS system was acquired via a sec 36 Deviation. Preparations for roll out will start in February 2020 - As at 29 Feb – Roll out has not started, meeting to be held with appointed service provider in March 2020 to discuss roll out and implementation As at 31 March – Roll could not commence due to Covid 19 Lockdown. Roll out discussions will resume the lockdown. No budget spent to date however, an amount of R799 000 will be paid after the lockdown. In short the target of 45% expenditure has not been due to aforesaid reasons								
Q4			26/7/19		31/10/19					
Biometric system	Dir Corp		Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM.					
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.								
Q2		- As at 21 October 2019, 14-day cooling period has ended. - Discussions are being held for information required to roll out biometric system.								

Capital Budget Item	Program Driver	Project Number	2019/20 Targets							
			30/09/19		31/12/19		31/3/20		30/06/20	
			Target	Actual	Target	Actual	Target	Actual	Target	Actual
		- As at 30 November 2019 Discussions are being held for information required to roll out biometric system. - As at 31 December 2019 the information for the roll out of the system has been collected and the implementation is scheduled for January-February 2020								
Q3		Roll out of the Biometric system will start in +/-February/March 2020 As at 31 March – Roll out could not commence due to the Lockdown. Roll out to start after the lockdown.								
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			Item submitted to BSC	Leading Department Tender evaluation report submitted to SCM.							
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.												
Q2	- As at 31 October 2019 Metrofile has finalized sorting documents in Patensie and Hankey. - As at 30 November 2019 the process is 40% completed - As at 31 December 2019 1 500 000 documents have been scanned and stored												
Q3	At 31 March 3 162 365 documents have been scanned and stored and 63.65 % of the budget has been spent. Target exceeded.												
Q4													
EAP	Dir Corp	OP206			Item submitted to BSC	Leading Department Tender evaluation report submitted to SCM							
Q1	- As at 31 July 2019 - Service Provider appointed. - As at 30 September 2019, Service Provider has conducted Roadshows												
Q2	- As at 31 October 2019 roadshows and awareness programmes are ongoing - As at 30 November 2019 roadshows and awareness programmes are ongoing - As at 31 December 2019 roadshows and awareness programmes are ongoing												
Q3	As at 31 January 2020 30 employees have utilised the EAP programme												

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
				- As at 29 February 2020 roadshows and awareness programmes ongoing. - As at 31 March EAP implemented an awareness on COVID-19- 94,4% of budget spent as opposed to 60% target. Target exceeded									
Q4						-		31/7/19	Service Provider appointed	-		-	
Medical Surveillance	Dir Corp	OP1				Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q1			- As at 31 July 2019, Item referred to BEC for recommendation to BAC - As at 31 August 2019, Service Provider appointed										
Q2			- As at 31 October 2019, The service provider is on site - As at 30 November 2019, 74 medicals have occurred - As at 31 December 2019, 198 medicals have occurred										
Q3			- As at 31 January 2020, 268 Medicals conducted, and 77,94% of budget has been utilised - As at 29 February, 293 Medicals were done, and 84,2% of budget has been utilised. As at 31 March 2020, 384 Medicals were done, and 100% of the budget has been spent. Target exceed before end of 4th quarter										
Q4						-		31/8/19	Service Provider appointed	-		-	

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
Cleaning Services	Dir Corp	OP1											
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	- As at 30 October 2019, 14 day cooling period still in progress and shall close on 8 November 2019 - As at November 2019, cleaning services put on hold As at 31 December 2019, cleaning services still on hold												
Q3	- As at 31 Jan 2020, cleaning services still on hold - As at 29 February, cleaning services has been appointed to complete specialized services As at 31 March 2020, R78 299.37 has been spent of the adjusted budget of R100 000 ie 78% expenditure. Target exceeded.												
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
Corporate Services	Dir Corp	Institutional Development and Transformation	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of Organogram reviews by 30 June 2020	1	1	-	-	-	-	-	-	1			
Comment and corrective actions	Q1	- No action required as at 31 August 2019 - Proposed amendments submitted by MAYCO														
	Q2	- Service provider appointed to conduct an Organizational Work-Study which includes a review of the Organizational Structure - Phase 1 of the Organizational Work study completed - Phase 2 of the Organizational Work study completed														
	Q3	- As at 31 January 2020, Phase 3 of the Organisational Work-study Completed. - As at 29 February 2020, awaiting final report and presentation. - As at 31 March, Organisational Work study rolled out to Community services and Municipal Manager's office, however, due to the National Lockdown, the consultant is not active on the Ground. Verification will resume after the lockdown. Still on target to table Organogram by 30 June 2020														
	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	Vacancy rate for approved Budgeted posts	2.7%	2.7%	2.7%	2%	2.7%	2.2%	2.7%	3.2%	2.7%			

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 municipality's human capital													
Comment and corrective actions	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														
	Q2	2.8% Vacancy rate as at 31 October 2019 2.1% Vacancy rate as at 30 November 2019 2.2% Vacancy rate as at 31 December 2019														
	Q3	2.1 Vacancy rate as at 31 January 2020 1.4% Vacancy rate as at 29 February 2020 3.2% Vacancy rate as at 31 March 2020														
	Q4															
Corporate Services	Dir Corp	Financial Viability and Management	SOD 6.1 To manage and control the implementation of budget policies, systems and procedures, statements and reporting processes to ensure legislative compliance	% Staff cost compared to Operational Budget	35%	35%	35%	7.49%	35%	12.75%	35%	No info	35%		35%	35%
	Q1	5.98% total budget expenditure as 31 July 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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
Comment and corrective actions		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	10.12% staff costs to Operational Budget as at 31 October 2019 12.75% staff costs to Operational Budget as at 30 November 2019 - No info available as Finance Directorate did not respond to the request for information														
	Q3	19.96% staff cost to ops budget as at 31 January 2020 - As at 29 Feb 2020 - No information received from the Finance department 29 February 2020 As at 31 March, No information received from the Finance department														
	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 new appointments as per Equity plan Employed in 3 highest categories of employment	AF 2 AM 2	AF2 AM 2	-	1 AM	2 AM	-	-	1IM	AF 2 AM 2		-	-
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	- No new appointments as at 31 October 2019 - No new appointments as at 30 November 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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
		No new appointments as at 31 December 2019														
	Q3	1 Indian Male appointed in January 2020 at Specialised level. 1 Coloured Female appointed in February 2020 at Middle Management level. 1 Indian Male appointed at Senior Management level in February 2020 No new appointments as at 31 March 2020														
	Q4															
Corporate Services	Dir Corp	Institutional Dev and Transformation	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of Employment Equity reports submitted to the Dept Labour by 15 February 2020	1	1	-	-	-	-	1	1	-		1	1
Comment and corrective actions	Q1	No action required for the Quarter														
	Q2	No action required for the Quarter														
	Q3	Report submitted														
	Q4															

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
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%	100%	5%	54%	40%	58.5%	50%	95.5%	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	54% expenditure on skills as at 31 October 2019 as opposed to target of 45% 54% expenditure on skills as at 30 November 2019 as opposed to target of 45% 58.5% expenditure on skills as at 31 December 2019 as opposed to target of 45%														
	Q3	86% expenditure on skills as at 31 January 2020. 95.5% expenditure on skills as at 29 February 2020. 95.5% committed expenditure on skills as at 31 March 2020														
	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	Number of Work Place Skills Plans submitted to LGSETA by 30 April 2020	1	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
			the municipality's human capital													
Comment and corrective actions	Q1	● No action required for the quarter														
	Q2	● No action required for the quarter														
	Q3	No action required for the Quarter. It must be noted t-hat due to the National Lockdown, the submission of the WSP has been extended to 30 May 2020														
	Q4															
Corporate Services	Dir Corp	Institutional Dev and Transformation	SOD 5/1 To render human resources management and support services to the municipality that will sustain the optimum utilization of the municipality's human capital	Number of OHS Forum meetings held	4	4	1	3	1	1	1	1	1		4	4
Comment and	Q1	● 2 meetings held on the 8 th of July 2019 and 21 August 2019. ● Meeting held on the 6 th of September 2019.														
	Q2	● Meeting held 12 December 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
corrective actions	Q3	1 meeting held on the 20th of February 2020.														
	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	-		-		1		-	-
Comment and corrective actions	Q1	As at 31 July 2019, 1 OHS risk assessment already completed. Target achieved														
	Q2	As at 31 July 2019, 1 OHS risk assessment already completed. Target achieved														
	Q3	As at 31 July 2019, 1 OHS risk assessment already completed. Target achieved														
	Q4	As at 31 July 2019, 1 OHS risk assessment already completed. Target achieved														
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%	10%	2%	-6.25%	2%	-3.64%	2%	+8%	4%		-	-
Comment and	Q1	- As at 30 Sept 2019 reduction of 51.23% decrease (yearly comparison) - As at 30 September 2019 6.25% decrease (Monthly comparison Aug 19 vs Sept 19)														

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 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
corrective actions	Q2	- As at 31 October 2019 57.83% decrease (Yearly comparison) - As at 31 October 2019 decrease of 9.34% (Monthly comparison Sept 2019 vs Oct 2019) - As at 30 November 2019 decrease of 7.43% (Monthly comparison Oct 19 vs Nov 19) - As at 31 December 2019 decrease of 3.64% (Monthly comparison Nov 19 vs Dec 19)														
	Q3	- As at 31 Jan 2020, decrease of 8,28% (Monthly comparison – Dec 19 vs. Jan 2020) - As at 29 Feb 2020, increase of 19.56% (Monthly comparison – Jan 2020 vs. Feb 2020) As at 31 March 2020, increase of 8.32% (Monthly comparison – Feb 2020 vs. March 2020)														
	Q4															
Corporate Services	Dir Corp	Good Governance public Participation	SOD 5.2 To provide professional, effective and efficient administrative support to Council and Administration	Number of documents imaged and stored off-site	250 000	250 000	-	-	-	1 500 000	100 000	3 162 365	150 000		-	-
Comment and corrective actions	Q1	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 processed.														
	Q2	As at 31 December 2019 1 500 000 documents were imaged and stored off-site														
	Q3	As at March 2020, 3 162 365 docs were imaged and stored														
	Q4															

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	Good Governance public Participation	SOD 5.2 To provide professional, effective and efficient administrative support to Council and Administration	% completion of library conversion	100%	100%	100%	0%	-	0%	-	44%	-		-	-
Comment and corrective actions	Q1	- As at 31 July 2019, Partitioning removed to create HR Archives. Specifications prepared for filing cabinets - 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 meet the requirements of the filing cabinets needed by HR - As at 30 Sept 2019, the specs served at BSC.														
	Q2	- Report finalized 24 October 2019 - Requisition drafted 25 October 2019 for an amount of R 122 824.00 - As at 30 November 2019 order given to bidder, bidder will fit cabinets between January and February 2020														
	Q3	- As at 31 Jan 2020 – The Service Provider has confirmed installation for the 13 February 2020 - As at 29 February 2020, installation is in progress As at 31 March 2020, rectification on installation. (Bulk Filer was installed incorrectly by the service provider) As at 31 March 2020 44.08 % has been spent.														
	Q4															

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
Corporate Services	Dir Corp	Good Governance public Participation	SOD 5.2 To provide professional, effective and efficient administrative support to Council and Administration	Amount reduction in Telkom Bill against budgeted amount	R60 000	R60 000	R5 000		R10 000		R15 000	f	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.														
	Q2	- Telkom bill for October 2019 Received credit of R13 505.82 Current balance of account is -R18 569.26 - Telkom bill for November 2019 R14 064.51, current balance of account -R4504.74 - Telkom bill for December 2019 R14 063.48, current balance R9 559.73 (Telkom bills are being investigated by Administration for inaccurate billing)														
	Q3	- Telkom Bill for January 2020 – R 14,210.52– No saving - As at 29 Feb 2020 – no Telkom bill – Awaiting response from Telkom regarding unauthorized charges for Trudon/ yellow pages - As at 31 March 2020 – Telkom bills received for December 2019 (R730,35), January 2020(R730,35) and February 2020 (R730,35) – Awaiting response from Telkom regarding unauthorized charges for Trudon/ yellow pages														
	Q4															

DIRECTORATE COMMUNITY SERVICES

Capital Budget Item	Program Driver	Project Number	2019/20 Targets							
			30/09/19		31/12/19		31/3/20		30/06/20	
			Target	Actual	Target	Actual	Target	Actual	Target	Actual
COMMUNITY SERVICES										
Vehicles (Traffic)	Dir Com Serv	CP23								
Q1	Procurement of Vehicles (Traffic- Law Enforcement) tender process completed - 3 year tender. Waiting for 4 bakkies and 3 sedans to be delivered.						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q2	4 bakkies and 4 vehicles (sedans) delivered.		-		-	-	7/10/20		30/04/20	
Q3	4 bakkies and 4 vehicles (sedans) delivered.									
Q4										
Vehicles (Lifesaving)	Dir Com Serv	CP23/ CP21								
Q1	Tender for lifesaving and Disaster Vehicles was advertised 19 June 2019 closed 22 July 2019. Notice 116/2019. Must serve at BEC.		Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Item served at BEC and BAC, where it was adjudicated, and two service providers were appointed Simunye Fleet Management & Masilelo Investments (11 Dec 2019)		2/7/19		30/09/19					
Q3	Vehicles have been delivered by the appointed service providers on 24 January 2020 and 7 February 2020. Service providers have been paid for the services rendered.									
Q4										
Vehicles Fire Dept	Dir Com Serv	CP23								

Capital Budget Item		Program Driver	Project Number	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 served at BSC on 20 September 2019 and was approved to be advertised. (see attached BSC minutes)						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM	
Q2		Item must serve at BEC on 22 January 2020.		-		-	-	7/01/20	20/09/19	10/04/20	
Q3		Item served at BEC and BAC, where it was adjudicated, and a service provider was appointed, Vexoscore. The order has been generated (Order No. 204218). Awaiting for delivery									
Q4											
Fencing - Hdorp		Dir Com Serv	CP32								
Q1	Kruisfontein Civic Centre + Kwanomzamo Hall fencing completed – order number 108839 = 381 800,00 + order number 108838 = 415 725,00		Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM						
Q2	Fencing at Hankey fire station completed – order number 97298 = R 196 667.25										
Q3	Fencing of the C-Place cemetery ablution block– order 202207 = R79 925.00										
Q4	Fencing at Vusumzi Landu hall, Patensie Hall, Pellsrus Gym, C-Place Cemetery completed. Thornhill hall fencing order:108838 = R415,725.00										
Q4			-		-		-		-		
Machinery and Equipment(Grass cutting)		Dir Com Serv	PC1003								
Q1	Tender advert for Supply and delivery of grass cutting closed on the 16th September 2019, BEC report to be Submitted to Supply Chain on 16 th October 2019.		Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM						
Q2	Report submitted to SCM and waiting for extra documents from Service Providers										
Q3	Tender approved on 27 th February 2020, busy with procurement. Order for Chipper (205090 , R 273 240), Side cutters x 38 (205089, R 215 004)										
Q4			2/07/19		30/09/19	16/10/19					
Machinery and Equipment (Lifesaving)		Dir Com Serv	PC1002								

Capital Budget Item		Program Driver	Project Number	2019/20 Targets							
				30/09/19		31/12/19		31/3/20		30/06/20	
				Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q1	Lifeguard uniform – seven-day notice serve at BSC and was approved on 20 September 2019. Medical equipment – order number. Information sign boards and flags Quade bike seven-day notice served at BSC on 20 September 2019 and was approved to be Advertised.			Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	The quad bike served at BEC on 11 December 2019 and was referred to the leading department. It is set to serve at BEC on 22 January 2020.										
Q3	Item served at BEC and BAC, where it was adjudicated, and a service provider was appointed, Bay Zen Trading. The order has been generated (Order No. 204124). The quadbike has been delivered. Completed										
Q4			2/07/19		30/09/19						
Furniture and Equipment (CCTV Cameras)		Dir Com Serv	PC1003								
Q1	Notice will serve on the Bid Specification Committee for a 7 day notice						Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM		
Q2	In process, waiting for new specification										
Q3	Currently busy with Service Level Agreement with GAP (the company that was awarded the Security Guarding tender										
Q4			-		-		10/01/20		25/03/20		
Life Guards Beach Tower		Dir Com Serv	PC1004								
Q1	lifeguard towers delivered (completed) order number 109846		Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM						
Q2	Completed										
Q3	Completed										
Q4			5/08/19		30/9/19						
Upgrading of Sports Facilities		Dir Com Serv	CP074								

Capital Budget Item		Program Driver	Project Number	2019/20 Targets							
				30/09/19		31/12/19		31/3/20		30/06/20	
				Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q1	Upgrade of Sea Vista Sports Field Tender advertised on 13 th September 2019.			Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Tender will be tabled in the BEC in January 2020										
Q3	Tender will be discussed in the BEC, Project Management Unit deals with this project MIG funding handed over to Infrastructure & Engineering Directorate as per the adjustment budget,										
Q4				26/08/19		2/12/19					
Upgrading of Kwanomzamo Sports Facility		Dir Com Serv	CP095								
Q1	Tender advert for Appointment of Consultant for design of Kwanomzamo Sport Filed closed on the 06th August 2019, BEC report submitted to Supply Chain will be discussed at next BEC meeting on 11 th October 2019.			Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Consultant appointed and will start with the designs in January 2020										
Q3	Project Management Unit deals with this project however the Consultant submitted designs to Project Management Unit for approval. MIG funding handed over to Infrastructure & Engineering Directorate as per the adjustment budget,										
Q4				26/08/19		2/12/19					
Upgrading of Pellsrus, Kabeljous, Cape St Francis Beach parks		Dir Com Serv	PCA001								
Q1	Kabeljous Ablution facility was repaired and renovated, works included Installation of security gate, painting, erection of aprons and bush clearing around the toilets, Fitting of lock and latches Works at Kabeljous park commenced, building of Braai Stands, board walk, planting of trees and landscaping in progress. Cape St Francis Ablution facility, works included changing of sewerage pipes, backwash paint, installation of a new toilet set			Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Kabeljous, Pellsrus and Cape St Francis Ablution facilities upgraded										
Q3	Procurement of waste bins for Kabeljous, Cape St Francis and Pellsrus Parks										

Capital Budget Item		Program Driver	Project Number	2019/20 Targets							
				30/09/19		31/12/19		31/3/20		30/06/20	
				Target	Actual	Target	Actual	Target	Actual	Target	Actual
	Pellsrus Park Ablution Facility was fenced to curb vandalism. Kabeljows Park: Building of the disability ramp,										
Q4			5/7/19		14/10/19						

Operational Budget Item	Program Driver	Project Number	2019/20 Targets							
			30/09/19		31/12/19		31/3/20		30/06/20	
			Target	Actual	Target	Actual	Target	Actual	Target	Actual
COMMUNITY SERVICES										
Security Guarding	Dir Com Serv	OP1								
Q1	Tender will serve on the BAC in October 2019		Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM					
Q2	Security Guarding Tender awarded to Smart Security Monitoring alarms tender awarded to GAP (December 2019)									
Q3	Awaiting for the Service Level Agreement and will commence on the 15 April 2020 To be completed in quarter 4									
Q4										
Hire Landfill compactors and waste trucks	Dir Com Serv	OP1								
Q1	Items submitted to BSC. Tender for landfill compactors will close on the 3 October 2019. Tender for waste trucks still to be advertised before end October 2019.		Item submitted to BSC		Leading Department Tender evaluation report submitted to SCM. Tender to be evaluated					
Q2	Landfill compactor tender at BEC. Due to budget constraints the tender for waste trucks could not be advertised. The funds that was allocated has been used to hire trucks for the department									

Operational Budget Item		Program Driver	Project Number	2019/20 Targets							
				30/09/19		31/12/19		31/3/20		30/06/20	
				Target	Actual	Target	Actual	Target	Actual	Target	Actual
Q3	The tender was cancelled due to affordability. Full budget was spent on hiring of plant										
Q4			5/7/19		11/12/19	20/1/20	-		-		

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

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance Area	Objective	Performance Indicator	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June 2018	June 2019
Comment and corrective actions	Q1	No Target set for Q1: The Service provider for the development of EIA has been appointed and is busy with the EIA process.														
	Q2	No Target set for Q2: The Service provider for the development of EIA has been appointed and is busy with the EIA process.														
	Q3	The Environmental authorization application has been lodged with DEDEAT. Awaiting approval from the DEDEAT Internal Layout plans on drafting stage														
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of cemetery EIA's implemented by 30 June 2020	1	1	-	-	-	-	-	-	1		-	1
Comment and corrective actions	Q1	No Target Set for Q1: The process for the basic assessment process is 18 months. The service provider has assessed the site for Critical Biodiversity, Terrestrial Ecosystem, Groundwater Impact, Archeology and heritage. The Public Participation has been advertised and the application has been lodged with DEDEAT.														
	Q2	No Target set for Q2: Public participation and specialist studies conducted														
	Q3	Waiting for response on the Environmental authorization application that has been lodged with DEDEAT. Awaiting approval from the DEDEAT														
	Q4															

DIRECTORATE			COMMUNITY SERVICE		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		
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of public ablution facilities upgraded (Pellsrus, Kabeljous, Cape St Francis)	3	3	-	-	3	3	-	3	-		-	
Comment and corrective actions	Q1	Kabeljous Ablution facility was repaired and renovated, works included Installation of security gate, painting, erection of aprons and bush clearing around the toilets, Fitting of lock and latches building of Braai Stands, board walk, planting of trees and landscaping in progress. Cape St Francis Ablution facility, works included changing of sewerage pipes, backwash paint, installation of a new toilet set														
	Q2	Kabeljous, Pellsrus and Cape St Francis Ablution facilities upgraded														
	Q3	Pellsrus Park Ablution Facility was fenced to curb vandalism. Procurement of waste bins for Kabeljous, Cape St Francis and Pellsrus Parks, Pellsrus Park Ablution Facility was fenced to curb vandalism Kabeljous Park: Building of the disability ramp,														
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public	Number of caravan parks upgraded (Yellow woods, Jeffreys Bay)	2	2	-	-	2	3	-	1	-		-	2

DIRECTORATE			COMMUNITY SERVICE		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		
		Delivery	ablution facilities and cemeteries to the community													
Comment and corrective actions	Q1	No Target set for Q1: Jeffreys Bay Caravan Park was renovated, works included, - Free State block: Renovation of the whole building (removing and installation of tiles, changing of gyser, painting - Old block: Plumbing, removing and installation of tiles, repairing of lights, fit new door handles and latches, back wash + painting (interior + exterior)														
	Q2	Pellsrus Caravan park was renovated, works included: - Tiling all Chalets and the hall, painting, repairing of the main gate excess, replacement of all electrical boxes, replacement of all curtain tracks , purchasing of new electrical appliances - New card machine and landline been restored for effective bookings Yellow woods Park - Cleaning of the facility - Erection of 3 flood lights - Order for installation of roof, doors 202216 and burglar doors 202214														
	Q3	Pellsrus Caravan Park was fenced to curb vandalism. Yellow Woods Play Park will be erected before end of June 2020 and the upgrading of the ablution facility will be finalised before the end of June 2020														
	Q4															

DIRECTORATE			COMMUNITY SERVICE		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		
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of community halls upgraded (Kruisfontein Civic, Newton Hall)	2	2	-	-	1	1	1	1	-		-	1
Comment and corrective actions	Q1	Renovations at Kwanomzamo Hall, works included: Repairing and painting burnt ceiling, Installation of doors and door frames, painting of hall and outside toilets, installation of galvanized burglar gates, removing of bees at the hall, installation of new toilet seats and Fencing. Work at the Newton hall will start in October 2019, however material for the renovations has been purchased														
	Q2	Works at the Newton Hall commenced														
	Q3	Newton Hall completely renovated works included tiling, installation of hall + stage curtains, blinds, vinyl tiles, painting in and out, repairing of the floor, procurement of a fridge, stove, microwave and kettle and installation of a trellidoor. Kruisfontein Civic Centre: Works started which included Fencing, backwash, installation of doors and changing of all toilet cisterns but could not be finalised due to Covid 19 pandemic and all works will be finalised before the end of June 2020														
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution	Number of chairs and tables procured for community halls	100-T 1000-C		100-T 1000-C	-	100-T 1000-C	-	-	-	-		-	-

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance Area	Objective	Performance Indicator	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June 2018	June 2019
		Delivery	facilities and cemeteries to the community													
Comment and corrective actions	Q1	Process to start in the 2nd quarter (October – December 2019)														
	Q2	Quotation sourced for tables														
	Q3	The procurement of tables and chairs could not be finalised in Q2 + Q3 due to price escalation by the Service provider however the approval was granted . Awaiting for Service Provider to deliver the chairs														
	Q4															
-	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of sports fields upgraded (Loerie and Thornhill Club Houses)	2	2	-	-	1	1	1	2	-		-	-
	Q1	Crowd fence at the Hankey Sportfield was installed														

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance	Objective	Performance	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June	June
		Area		Indicator											2018	2019
Comment and corrective actions	Q2	Phillipsville Club house renovated Tender to replace the roof at Thornhill Sportfield will serve at Bid Specifications														
	Q3	- The Loerie Sportfield club house is completely vandalised, it has to be rebuilt. - Loerie Sportfield material for the crowd control fences procured, awaiting for the Service Provider to install the sliding gate, then repair the wall Thornhill Club house upgrades commenced works include the installation of a new roof, replacing of all toilet cirstens, doors and tiling but could not be finalised due to Covid 19 pandemic														
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablation facilities and cemeteries to the community	Number of sports fields upgraded (Pellsrus, Sea Vista, Kwanomzamo)	3	3	-	-	1	-	1	-	1		-	1
	Q1	Specifications for Sea Vista Sports Fields served at BSC on the 26th August 2019.														

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance Area	Objective	Performance Indicator	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June 2018	June 2019
Comment and corrective actions		Tender advert for Appointment of Consultant for design of Kwanomzamo Sport Filed closed on the 06th August 2019, BEC report submitted to Supply Chain and it will be discussed at next meeting (11th October 2019).														
	Q2	Pellsrus Sports Fields upgrading in progress.														
	Q3	Consultant for Design Of Kwanomzamo Sports Field has been appointed and Documents are submitted to Project Management Unit for approval. Sea Vista item served at BEC and was referred back to Project Management Unit for rectification. MIG funding handed over to Infrastructure & Engineering Directorate as per the adjustment budget,, they will report for Q3 + Q4														
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	Number of Play Parks upgraded (Gill Marcus, Arcadia, Kwanomzamo, Kablejows)	4	4	1	-	1	-	1	4	1		-	-
	Q1	Works at Kabeljows park commenced, building of Braai Stands, board walk, planting of trees and landscaping in progress.														

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
Comment and corrective actions	Q2	Awaiting for the finalization of tender: 215/2019 SUPPLY AND DELIVERY OF (DIY) SELF-INSTALLATION WOODEN PLAYPARK APPARATUS (JUNGLE GYMS)														
	Q3	Tender for Play Parks has been approved, procurement processes commenced Awaiting for delivery of 11 x Play parks (Order 205094, R 235 620) which will be delivered in Q4														
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.3 To manage the provisioning and maintenance of caravan parks/ resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community	% budget expenditure on grass cutting and bush clearing equipment	100%	100%	-	-	25%	-	50%	-	25%		-	-
Comment and corrective actions	Q1	Tender advert for Supply and delivery of grass cutting closed on the 16th September 2019. BEC report to be Submitted to Supply Chain on 16 th October 2019.														
	Q2	Report submitted to SCM and waiting for extra documents from Service Providers														
	Q3	Tender approved on 27 th February 2020, procurement processes commenced. Awaiting for delivery of Chipper and side cutters: Order for Chipper (205090 , R 273 240), Side cutter (205089, R 215 004)														
	Q4															

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance	Objective	Performance	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June	June
		Area		Indicator											2018	2019
Community Services	Dir Com Serv	Infrastructure and Service Delivery	SOD 4.4 To provide effective and efficient fire and disaster management services	Number of disaster management plans reviewed by 30 June 2020	1	1	-	-	-	-	-	-	1		-	-
Comment and corrective actions	Q1	No target set for Q1: Disaster Management plan was sent out for public participation in May 2019. No written comments were received from the public. SBDM appointed a service provider to do a disaster management plan for Kouga municipality. The meeting with the service provider will commence on 15 October 2019 with SBDM Service provider. This meeting will include all officials of the M and thereafter the community involvement meeting will be conducted.														
	Q2	No Target set for Q2: The Service provider started with compilation of the draft risk Management plan which will be submitted to Sarah Baartman District Municipality														
	Q3	No target set for Q3: The department is still awaiting on the service provider with the draft Disaster Risk Management Plan.														
	Q4															
Community Services	Dir Com Serv	Infrastructure and Service Delivery	SOD 4.4 To provide effective and efficient fire and disaster management services	Number of meetings of the Disaster Risk Management Forum	4	4	1	-	1	1	1	4	1		-	-
Comment and corrective actions	Q1	None reported														
	Q2	One meetings of the Disaster Risk Management Forum took place on the 16 October 2019														
	Q3	The Disaster Risk Management Forum was postponed due to the COVID-19 pandemic, that was scheduled to be held on 19 March 2020, however internal Joint Operation Committee (JOC) meetings from 19 replaced all the Disaster Risk Management Forum														

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance	Objective	Performance	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June	June
		Area		Indicator			Target	Actual	Target	Actual	Target	Actual	2018	2019		
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.4 To provide effective and efficient fire and disaster management services	Number of vehicles and equipment procured for lifesaving and fire and disaster (3 vehicles 2 rescue equipment)	5	5	-	-	3	-	2	3	-		1	3
Comment and corrective actions	Q1	No Target set for Q1: Tender notice for the procurement of one disaster LDV and one lifeguard LDV The procurement of fire fighting vehicles served at the BSC on 20 September 2019 and was approved to be advertised Lifeguard surveillance chairs delivered – DONE Order number 109638 out on 12 September 2019 for the supply and delivery of Hydraulic equipment. Awaiting delivery. Notice number 155/2019 – supply and delivery of fire fighting equipment, advert closed 30 August 2019. Awaiting appointment service providers.														
	Q2	Waiting for delivery on the 2 4X4 LVD's vehicles (Life Saving and Disaster Management) Tender closed for the quad bike														
	Q3	Procurement of one Disaster LDV and one Lifesaving LDV has been completed. Vehicles have been delivered.														

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance	Objective	Performance	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June	June
		Area		Indicator											2018	2019
		Procurement of Hydraulic Equipment for Firefighting has been completed. Equipment has been delivered. Procurement of Firefighting Equipment such as Breathing Apparatus Sets, 2 Inline Inductors, 2 Foam Pourers, 10 Firefighting Hoses, 1 Slide-on Unit, 8 Hose Reel Nozzles. Equipment has been delivered. Procurement of Quadbike for Lifesaving has been completed. Quadbike has been delivered. Procurement of Lifesaving medical equipment and supplies has been completed. Equipment and supplies have been delivered. Procurement of has been completed. Order has been generated and awaiting service provider to deliver. (2 x Disaster vehicles procured, and 1 fire fighting vehicle to be delivered in Q4) + 4 x Fire and Rescue equipment Awaiting for delivery of Firefighting vehicles														
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.4 To provide effective and efficient fire and disaster management services	Number of lifeguards trained	15	15	-	-	15	25	-	-	-		-	-
Comment and corrective actions	Q1	Second quarter target.														
	Q2	25 lifeguards were trained from February 2019 – 07 September 2019 and 22 life guards were successful														
	Q3	Completed														
	Q4															

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance Area	Objective	Performance Indicator	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June 2018	June 2019
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.5 To provide effective and efficient safety and security services	Number of vehicles procured	3	3	-	-	3	4	-	-	-		-	2
Comment and corrective actions	Q1	No Target set for Q1: Procurement of Vehicles (Traffic- Law Enforcement) tender process completed - 3 year tender. Waiting for 4 bakkies and 3 sedans to be delivered.														
	Q2	4 bakkies and 4 sedans delivered.														
	Q3	Completed 4 bakkies and 4 sedans delivered.														
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.5 To provide effective and efficient safety and security services	Number of stray animals impounded	120	120	5	12	80	151	15	60	20		-	-
Comment and corrective actions	Q1	12 stray animals impounded														
	Q2	151 stray animals impounded														
	Q3	60 stray animals impounded														
	Q4															

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance	Objective	Performance	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June	June
		Area		Indicator											2018	2019
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.5 To provide effective and efficient safety and security services	% expenditure of budget on procurement of safety equipment	100%	100%	-	-	50%	100%	50%		-		-	-
Comment and corrective actions	Q1	No Target for Q1: Second quarter target however bullet proof vests were procured using the rollover budget of 2018/19														
	Q2	Completed														
	Q3	Not reported														
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	% completion of coastal management plan	50%	50%	-	-	-	50%	-	-	50%		-	-
Comment and corrective actions	Q1	No Target for Q1: A Provincial Coastal Management plan has been drafted and the draft was submitted to Council. The draft includes a portion related to KM. The Coastal Management Plan will be up for public comments. KM submitted to Provincial department areas, Oyster Bay, St Francis, Jeffreys Bay and Gamtoos where the documents will be placed for public viewing. The public participation process will start in the second quarter and will run parallel with Provincial public participation process														
	Q2	The Coastal Management Plan was published from 12 November 2019 until 13 December 2019 and the reports were placed at Jeffreys Bay Library, Oyster Bay, St Francis Bay and Gamtoos Mouth														
	Q3	The EC Coastal Management programme was adopted by the Minister of DEFF and will be workshopped with relevant stakeholders in Kouga Municipality in May 2020 for adoption by Council														

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance Area	Objective	Performance Indicator	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June 2018	June 2019
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	% completion in the development of a climate change strategy	25%	25%	-	-	-	-	5%	-	25%		-	-
Comment and corrective actions	Q1	Third quarter target.														
	Q2	Third quarter target														
	Q3	Draft Terms of Reference developed for appointed of Environmental Specialists to finalise a Climate Strategy has been put on hold due to the movement of funds for Covid 19														
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	Number of climate change projects implemented in collaboration with German Partners	1	1	-	1	-	-	-	-	1		-	-
	Q1	Tree planting as one of the identified programmes started in the first quarter. Pellsrus, 45 trees were planted in Wavecrest and St Francis (Sea Vista) and some were planted in Humansdorp														

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance	Objective	Performance	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June	June
		Area		Indicator											2018	2019
Comment and corrective actions	Q2	There are 20 trees Planted at the Jeffreys Bay Drop-off Zone and 100 trees that has been planted 5 December in Partnership with the Youth outreach programme by the Department of Sports and Recreation														
	Q3	There was a total of 130 trees planted in the 50 trees planted by schools during the Keep Kouga Green launch, and 80 trees planted by Hankey Schools during the Keep Kouga Clean event														
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	Number of environmental awareness campaigns conducted	4	4	1	1	1	2	1	4	1		-	-
Comment and corrective actions	Q1	A joint environmental campaign took place with Sarah Baartman district in Sea Vista on the 29 August 2019.														
	Q2	Awareness Education conducted on Ecosystems and Natural Habitats in October and Campaign on Sustainable Fishing in partnership with the Department of Economic Development, Environmental Affairs and Tourism 19 November 2019 at Pellsrus Community Hall. Forum to be established in 3 rd quarter														
	Q3	- Waste and Recycling awareness conducted at St Patricks, Mzingisi, Sea Vista, Sandwater, Pellsrus, Makukhanye, Jeffresy Bay, Hankey Primary Schools. Water Pollution control Makukhanye, Mzingisi, Weston Primary and St Patricks Primary Schools. - Public Education and Awareness campaigns were conducted due to Covid 19 regulatory requirements to ensure compliance and to ensure the prevention of the spread of the virus. The campaigns were conducted as follows: ✓ Door – to – door Education and awareness (7000 Kouga informal settlements) ✓ Issuing of educational pamphlets ((7000 pamphlets issued)														

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance	Objective	Performance	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June	June
		Area		Indicator			Target	Actual	Target	Actual	Target	Actual	2018	2019		
		Issuing of soaps to promote hygiene and handwashing (7000 soaps issued)														
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	Number of progress reports submitted to Portfolio Committee on rehabilitation of St Francis Spit and Oyster Bay dunes	4	4	1	3	1	3	1	3	1		-	-
Comment and corrective actions	Q1	Monthly reports regarding rehabilitation of St Francis Spit and Oyster Bay dunes are submitted to the Portfolio Committee														
	Q2	Monthly reports regarding rehabilitation of St Francis Spit and Oyster Bay dunes are submitted to the Portfolio Committee														
	Q3	Monthly reports regarding rehabilitation of St Francis Spit and Oyster Bay dunes are submitted to the Portfolio Committee														
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	Number of trees planted	200	200	-	45	50	120	50	130	100		-	-
	Q1	Tree planting started during Mandela day and World Environmental day. Areas where 45 trees were planted. Pellsrus, Wavecrest and St Francis (Sea Vista) and some were planted in Humansdorp														

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance	Objective	Performance	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June	June
		Area		Indicator									2018	2019		
Comment and corrective actions	Q2	There are 20 trees Planted at the Jeffreys Bay Drop-off Zone and 100 trees that has been planted 5 December in Partnership with the Youth outreach programme by the Department of Sports and Recreation														
	Q3	There was a total of 130 trees planted in the 3 rd quarter, 50 trees planted by schools during the Keep Kouga Green launch, and 80 trees planted by Hankey Schools during the Keep Kouga Clean event														
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.6 To ensure clean and safe environment that is well maintained and managed	Number of meetings of the Environmental Management Forum	4	4	1	-	1	-	1	-	1		-	-
Comment and corrective actions	Q1	An Environmental Management Forum needs to be resuscitated however an Environmental meetings did take place with the following forums: Conservation Outcomes, KROMME Enviro trust.														
	Q2	Awareness Education conducted on Ecosytems and Natural Habitats in October and Campaign on Sustainable Fishing in partnership with the Department of Economic Development, Environmental Affairs and Tourism 19 November 2019 at Pellsrus Community Hall														
	Q3	Environmental Management Forum has been initiated with all Environmental ward committee members and relevant Environmental Groups within Kouga. Meeting cancelled due to Covid 19														
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding solid waste management assigned to the municipality	Number of Integrated Waste Management	1	1	-	-	-	-	-	-	1		0	1

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance Area	Objective	Performance Indicator	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June 2018	June 2019
				Strategies reviewed by 30 June 2020												
Comment and corrective actions	Q1 4 th Quarter target															
	Q2 4 th Quarter target															
	Draft Provincial IWMP and EC Recycling Strategy to be work shopped with Council by GIBB and it will be submitted to the next Policy workshop which will take place in May 2020.															
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% capital budget expenditure on Waste Management projects	100%	100%	5%	-	25%	100%	40%		30%			100%
Comment and corrective actions	Q1	Three TLB's procured and waiting for delivery														
	Q2	Three TLB's delivered. Capital budget spent														
	Q3	Adjustment budget makes provision for the purchase of additional 8956 bins. The bins will be procured during 4th quarter														
	Q4															

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance	Objective	Performance	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June	June
		Area		Indicator												
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% expenditure of solid waste infrastructure repairs and maintenance budget	100%	100%	25%	25%	25%	25%	25%		25%			100%
Comment and corrective actions	Q1	Repairs and maintenance done to toilets in St Francis offices, Jeffreys Bay drop off site and Humansdorp Landfill														
	Q2	Repairs and maintenance done to Oyster Bay, Jeffreys Bay and St Francis drop off site and Humansdorp Landfill. More than 50% on repairs and maintenance budget was spent														
	Q3	Repairs and maintenance done to Jeffreys Bay drop off site due to vandalism and Humansdorp Landfill.														
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% of formal households within the urban edge provided with refuse removal services once a week	100%	100%	100%	100%	100%	100%	100%	100%	100%		100%	100%
Comment and corrective actions	Q1	All formal residential areas receive a once a week service. All compactor trucks have daily trip sheets and fitted with tracker monitoring devices and daily reports submitted on starting and finishing time														
	Q2	All formal residential areas receive a once a week service. All compactor trucks have daily trip sheets and fitted with tracker monitoring devices and daily reports submitted on starting and finishing time														
	Q3	All formal residential areas receive a once a week service. All compactor trucks have daily trip sheets and fitted with tracker monitoring devices and daily reports submitted on starting and finishing time														

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance Area	Objective	Performance Indicator	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June 2018	June 2019
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% increase in refuse removal coverage of informal areas	10%	10%	-	100%	5%	100%	5%	100%	-		0	0
Comment and corrective actions	Q1	No Target set for Q1: Survey undertaken to identify areas not receiving a service. All informal areas are either serviced by skip bins or weekly collection of bags														
	Q2	All recognised informal areas are either serviced by skip bins or weekly collection of bags														
	Q3	All recognised informal areas are either serviced by skip bins or weekly collection of bags														
	Q4															
Community Services	Dir Com Serv	Infrastructure And Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% of commercial Enterprises within the urban Edge provided with refuse removal services 3 times per week	100%	100%	100%	100%	100%	100%	100%	100%	100%		100%	100%
	Q1	All Commercial Enterprises required to have a 3 -day service is receiving the service. Mostly shopping centres, restaurants														
	Q2	All Commercial Enterprises required to have a 3 -day service is receiving the service. Mostly shopping centres, restaurants														

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/	Program	Key	IDP	Key	Annual	Revised	30/9/19		31/12/19		31/3/20		30/6/20		30	30
Directorate	Driver	Performance	Objective	Performance	Target	Target	Target	Actual	Target	Actual	Target	Actual	Target	Actual	June	June
		Area		Indicator									2018	2019		
Comment and corrective actions	Q3	All Commercial Enterprises required to have a 3 -day service is receiving the service. Mostly shopping centres, restaurants														
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	Number of wheelie bins provided to residents	4 240	4240	-	4 410	2 000	-	2 000	-	-		-	5 947
Comment and corrective actions	Q1	No Target set for Q1: 4410 Bins were rolled out to Humansdorp and surrounding areas during 1 st quarter														
	Q2	All 4410 240l bins procured were delivered in Quarter 1														
	Q3	Adjustment budget makes provision for the purchase of additional 8956 bin. The bins will be procured during 4th quarter														
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.1 To coordinate all functions/ powers regarding sold waste management assigned to the municipality	% of Clinics within the Urban edge provided with refuse removal services	100%	100%	100%	100%	100%	100%	100%	100%	100%		100%	100%
	Q1	100% of 10 Clinics within the Urban edge are provided with refuse removal services														

DIRECTORATE			COMMUNITY SERVICE		2019/2020 Targets										Baseline	
Department/ Directorate	Program Driver	Key Performance Area	IDP Objective	Key Performance Indicator	Annual Target	Revised Target	30/9/19 Target Actual		31/12/19 Target Actual		31/3/20 Target Actual		30/6/20 Target Actual		30 June 2018	30 June 2019
Comment and corrective actions	Q2	100% of Clinics within the Urban edge are provided with refuse removal services														
	Q3	100% of Clinics within the Urban edge are provided with refuse removal services														
	Q4															
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.2 To ensure that visitors and residents have a safe and healthy environment	Number of waters samples submitted for bacteriological and chemical analysis	420 B 140 C	420B 140C	105B 35C	105 35C	105B 35C	105 35C	105B 35C	130B 60C	105B 35C		420B 140C	420B 140C
Comment and corrective actions	Q1	July 2019 - 35 water samples collected for bacteriological analysis, August 2019 – 35 water samples collected for bacteriological analysis & 35 water samples collected for chemical analysis, September 2019 – 35 water samples collected for bacteriological analysis. Total for Q1 – 105 Bacteriological analysis & 35 Chemical analysis														
	Q2	105 waters samples submitted for bacteriological analysis and 35 water samples collected for Chemical analysis														
	Q3	105 water samples collected for bacteriological analysis and 35 water samples collected for chemical analysis. Due to covid 19 pandemic legislative requirements, A total of 75 additional samples had to be taken for both bacteriological and chemical analysis (25 samples per month (April, May & June) for each analysis														
	Q4															

DIRECTORATE			COMMUNITY SERVICE		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	30
							Target	Actual	Target	Actual	Target	Actual	Target	Actual	June 2018	June 2019
Community Services	Dir Com Serv	Infrastructure and Basic Service Delivery	SOD 4.2 To ensure that visitors and residents have a safe and healthy environment	Number of premises subjected to environmental health inspections	1960 (IDP 780)	1960 (IDP)	490	634	490	889	490	744	490			
Comment and corrective actions	Q1	July 2019 – 160 inspections, August 2019 – 213 inspections, September 2019 – 261 inspections Total for Q1 - 634														
	Q2	250 during October 2019, November 314 and December - 325 Premises and properties Inspected and investigated Total 889														
	Q3	January 2020 – 281 inspections, February 2020 – 213 inspections, March 2020 – 250 inspections. Total Q3 – 744														
	Q4															

REPORTS BY
THE
PORTFOLIO
CHAIRPERSON:
FINANCE

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****FINANCE****DATE: 29 MAY 2020****ITEM NO: 20/05/F1****MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2019 TO FEBRUARY 2020 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 29 FEBRUARY 2020 (2019/20 FINANCIAL YEAR)****1. Purpose**

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

2. Legislative Requirements

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

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

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

3. Executive Summary

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

An analysis of the financial position and performance was undertaken to determine the relative financial strength and liquidity of the Municipality. This was complemented by analysing the cash flow position, the investment portfolio, ratios, the operating and capital budget performance for the months of July 2019 to February 2020, 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 574,430 million, whilst operating expenditure amounted to R 552,253 million, resulting in an operating surplus of R 22,178 million.
- Capital expenditure constituted 63,69% of the 2019/20 Adjusted Capital Budget.
- Overdue consumer debts increased by R 6,546 million (4,49%) since June 2019.

- An amount of R 32,116 million is owing to creditors, of which R 28,963 million (90,18%) represents current creditors. Currently all outstanding creditors are not reflected on the creditors age analysis.
- The municipality's investment portfolio has decreased by R 50,031,556 (30,47%) since June 2019, from R 214,227,548 to R 164,195,992.

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 28 February 2019	Actuals as at 29 February 2020	Approved Budget 2019/20
Current Ratio	0.97:1	1.58:1	1.44:1	1.56:1	1.59:1	0.99:1
Liquidity Ratio	0.47:1	0.75:1	0.87:1	1.12:1	1.09:1	0.38:1
Cost Coverage (Excluding unspent conditional grants)	1.62 months	1.73 months	1.90 months	3 months	1.55 months	1.01 months
Debtors Collection Rate	95.81%	90.73%	97.62%	95.05%	98,19%	96%
Capital Expenditure	72.92%	72.98%	44.59%	17.69%	63.69%	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 29 February 2020:

Annexure "A1" – Operating Revenue and Expenditure Performance

Annexure "A2" - Capital Budget Performance

Annexure "A3"- Projected Cash Flow Statement

Annexure "A4" – Municipal Monthly Budget Tables

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

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

5. Recommendation

- 5.1 The Executive Mayor notes the Municipal Manager's report on the monthly budget statements, in accordance with Section 71(1) of the Municipal Finance Management Act.
- 5.2 The monthly budget statements be accordingly submitted to Provincial Treasury as stipulated in Section 71(1) of the MFMA.

Item prepared by  : **The Acting Manager Budget & Treasury**

Item approved by : **The Chief Financial Officer**

Item endorsed by : **The Municipal Manager**

Item noted by Portfolio Councillor



Annexure "A1"

**OVERVIEW OF OPERATING REVENUE AND EXPENDITURE PERFORMANCE FOR THE PERIOD
JULY TO 29 FEBRUARY 2020.**

Below is an analysis of the operating revenue and expenditure performance

	Approved Budget 2019/20	Actuals as at 29 February 2020	%
R thousands			
<u>Revenue By Source</u>			
Property rates	196 717	151 724	77,13%
Service charges - electricity revenue	277 068	162 730	58,73%
Service charges - water revenue	76 105	45 432	59,70%
Service charges - sanitation revenue	46 346	35 082	75,69%
Service charges - refuse revenue	53 732	35 429	65,94%
Rental of facilities and equipment	1 024	432	42,22%
Interest earned - external investments	10 375	10 241	98,71%
Interest earned - outstanding debtors	8 439	7 802	92,45%
Fines, penalties and forfeits	6 397	1 658	25,92%
Licences and permits	16 568	15 912	96,04%
Transfers and subsidies	133 112	100 961	75,85%
Other revenue	10 810	7 027	65,01%
Total Revenue (excluding capital transfers and contributions)	836 693	574 430	68,65%
<u>Expenditure By Type</u>			
Employee related costs	290 942	203 778	70,04%
Remuneration of councillors	13 063	8 321	63,70%
Debt impairment	26 336	–	0,00%
Depreciation & asset impairment	85 101	49 018	57,60%
Finance charges	2 201	1 567	71,20%
Bulk purchases	271 623	183 156	67,43%
Other materials	30 594	19 403	63,42%
Contracted services	77 757	29 623	38,10%
Transfers and subsidies	250	–	0,00%
Other expenditure	99 433	57 387	57,71%
Total Expenditure	897 301	552 253	61,55%
Surplus/(Deficit)	(60 608)	22 178	

The statement of financial performance indicates a surplus of R 22,178 million.

Below is a discussion of the significant revenue variations:

Revenue Variations

Property Rates

As at 29 February 2020, the Municipality has recognised 77,13% 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.

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.

Interest earned – external investments

This is influenced by the extent of the municipality's investment portfolio, amounting to R 164,196 million.

Interest earned – outstanding debtors

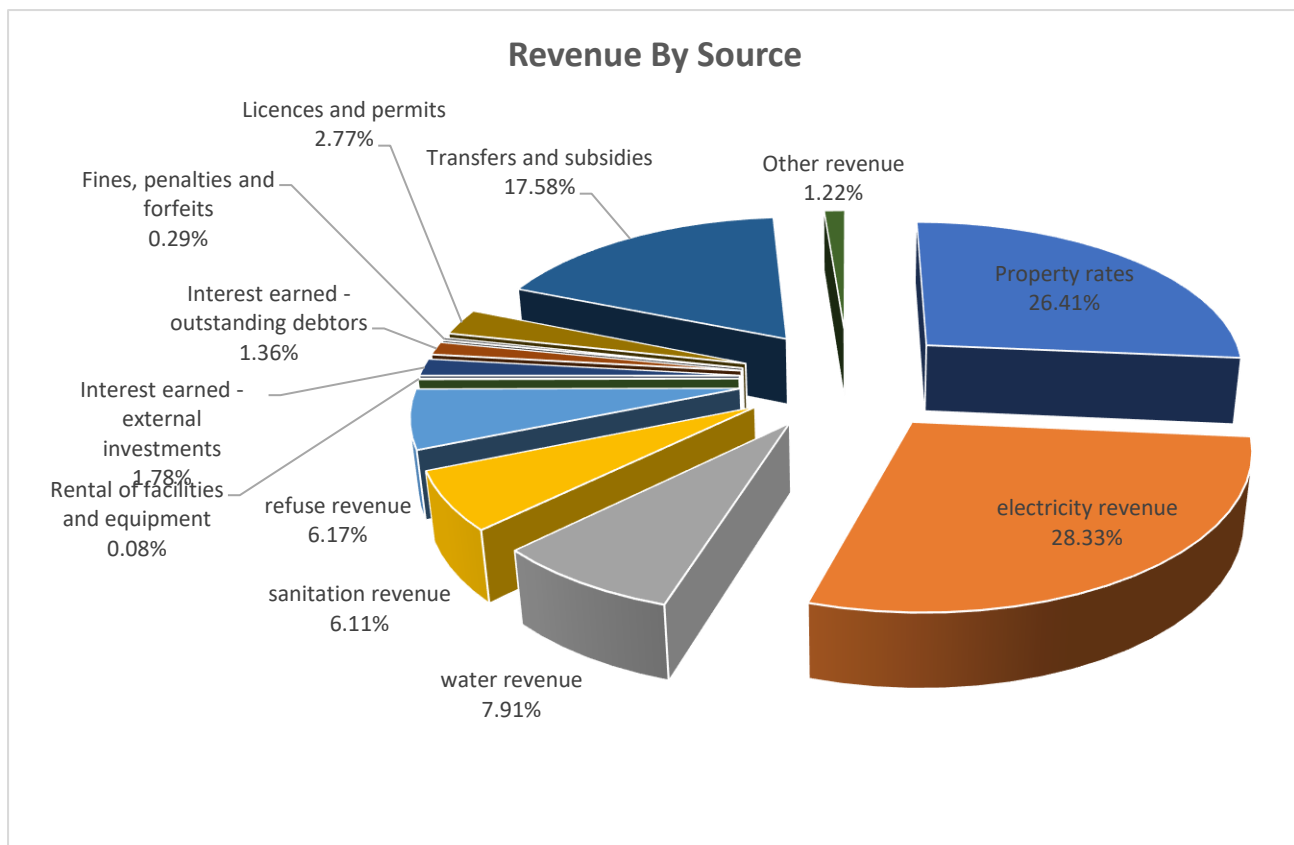
this is influenced by overdue debtors, amounting to R 152,429 million.

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.



Expenditure Variations

Bad Debts

Bad debts are written off upon Council approval.

Contracted Services

Contracted services mostly relate to outsourced work, in relation to the maintenance of municipal infrastructure assets and includes consultation fees.

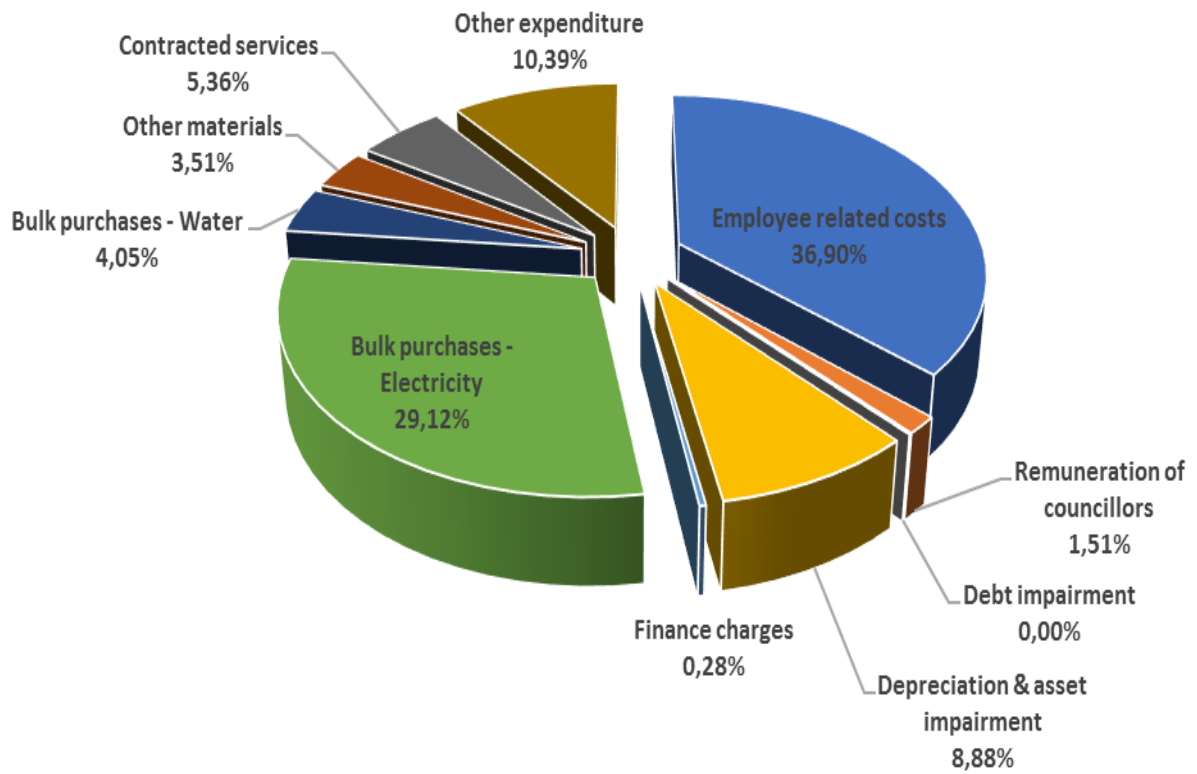
The contracted services are broken down as follows:

Item Description	Approved Budget 2019/20	Actuals as at 29 February 2020	%
Business and Advisory:Project Management	22 676 472,00	9 800 936,74	43,22%
Business and Advisory:Valuer	2 182 900,00	30 576,96	1,40%
Contractors:Maintenance of Buildings and Facilitie	5 393 503,00	3 513 834,76	65,15%
Contractors:Maintenance of Equipment	627 560,00	237 197,43	37,80%
Contractors:Maintenance of Unspecified Assets	23 287 380,00	9 854 872,74	42,32%
Laboratory Services:Water	672 161,00	292 276,06	43,48%
Outsourced Services:Burial Services	300 000,00	8 000,00	2,67%
Infrastructure and Planning:Ecological	1 315 600,00	174 354,81	13,25%
Outsourced Services:Cleaning Services	500 000,00	-	0,00%
Engineering:Structural	1 600 000,00	-	0,00%
Legal Cost:Legal Advice and Litigation	6 142 000,00	1 377 630,61	22,43%
Contractors:Event Promoters	42 080,00	-	0,00%
Outsourced Services:Catering Services	669 780,00	192 279,40	28,71%
Outsourced Services:Transport Services	599 380,00	51 812,17	8,64%
Contractors:Interior Decorator	31 560,00	-	0,00%
Outsourced Services:Professional Staff	710 460,00	19 689,76	2,77%
Laboratory Services:Agriculture	52 600,00	-	0,00%
Contractors:Artists and Performers	273 000,00	35 000,00	12,82%
Engineering:Electrical	300 000,00	19 028,70	6,34%
Outsourced Services:Animal Care	350 000,00	350 000,00	100,00%
Contractors:Pest Control and Fumigation	40 000,00	-	0,00%
Business and Advisory:Accounting and Auditing	589 120,00	180 091,78	30,57%
Business and Advisory:Actuaries	36 820,00	39 900,00	108,37%
Outsourced Services:Security Services	1 520 083,00	552 701,95	36,36%
Legal Cost:Collection	1 578 000,00	372 079,20	23,58%
Contractors:Auctioneers	30 508,00	-	0,00%
Outsourced Services:Internal Auditors	841 600,00	27 074,45	3,22%
Business and Advisory:Research and Advisory	1 610 400,00	113 342,56	7,04%
Business and Advisory:Qualification Verification	650 000,00	572 700,00	88,11%
Business and Advisory:Human Resources	420 000,00	343 156,14	81,70%
Outsourced Services:Fire Services	130 000,00	-	0,00%
Contractors:Catering Services	2 104,00	1 093,36	51,97%
Business and Advisory:Audit Committee	37 872,00	-	0,00%
Outsourced Services:Drivers Licence Cards	850 000,00	370 431,00	43,58%
Outsourced Services:Medical Services [Medical Heal	500 000,00	389 688,08	77,94%
Business and Advisory:Occupational Health and Safe	385 000,00	12 290,00	3,19%
Contractors:Employee Wellness	175 000,00	69 392,10	39,65%
Contractors:Medical Services	5 000,00	1 057,43	21,15%
Outsourced Services:Clearing and Grass Cutting Ser	-	348 220,00	
Infrastructure and Planning:Land and Quantity Surv	82 600,00	34 231,00	41,44%
Outsourced Services:Traffic Fines Management	1 578 000,00	75 045,07	4,76%
Outsourced Services:Illegal Dumping	100 000,00	-	0,00%
Outsourced Services:Litter Picking and Street Clea	340 000,00	53 200,00	15,65%
Outsourced Services:Refuse Removal	85 000,00	-	0,00%
Engineering:Civil	1 500 000,00	109 879,85	7,33%
	80 813 543,00	29 623 064,11	36,66%

It is to be noted that contracted services budget has been amended as follows:

Item Description	Approved Budget 2019/20	Virements	Adjusted Budget 2019/20	Actuals as at 29 February 2020	%
Contracted Services	80 813 543,00	-1 316 986,00	79 496 557,00	29 623 064,11	36,66%

Expenditure By Type



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 29 february 2020	% of Budget
Executive & Council			
Expenditure:Operational Cost:Advertising, Publicity and Marketing:Gifts and Promotional Items	50 000	23 955,00	47,91%
Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets	8 246	2 942	35,68%
Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities	210 400	127 362	60,53%
	268 646	154 259	57,42%
Corporate Services			
Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets	14 465	2 356	16%
Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities	600 000	249 661	41,61%
Expenditure:Inventory Consumed:Materials and Supplies	-	-	
	614 465	252 016	41,01%
Finance			
Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets	71 825	20 567	28,64%
Expenditure:Inventory Consumed:Materials and Supplies	196 435	2 981	1,52%
Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities	368 200	81 093	22,02%
	636 460	104 642	16,44%
Community Services			
Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities	3 356 521	1 774 365	52,86%
Expenditure:Contracted Services:Contractors:Maintenance of Equipment	150 000	-	0,00%
Expenditure:Operational Cost:Hire Charges	-	-	
Expenditure:Inventory Consumed:Materials and Supplies	1 516 430	834 305	55,02%
Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets	3 661 092	2 610 230	71,30%
Expenditure:Operational Cost:Uniform and Protective Clothing	-	-	
	8 684 043	5 218 900	60,10%
Planning, Development & Tourism			
Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets	19 999	13 930	69,65%
Expenditure:Inventory Consumed:Materials and Supplies	52 600	-	0,00%
	72 599	13 930	19,19%
Infrastructure & Engineering			
Expenditure:Operational Cost:Hire Charges	2 603 165	954 480	36,67%
Expenditure:Inventory Consumed:Materials and Supplies	12 440 964	7 000 803	56,27%
Expenditure:Contracted Services:Contractors:Maintenance of Buildings and Facilities	264 000	160 338	60,73%
Expenditure:Contracted Services:Contractors:Maintenance of Unspecified Assets	19 089 779	5 072 730	26,57%
Expenditure:Contracted Services:Contractors:Maintenance of Equipment	252 560	122 164	48,37%
Expenditure:Operational Cost:Advertising, Publicity and Marketing:Tenders	-	-	
	34 650 468	13 310 515	38,41%
Total	44 926 681	19 054 262	42,41%

It is to be noted that actual repairs and maintenance expenditure constituted 42.41% of the 2019/20 Approved Budget.

Annexure "A2"**CAPITAL BUDGET PERFORMANCE**

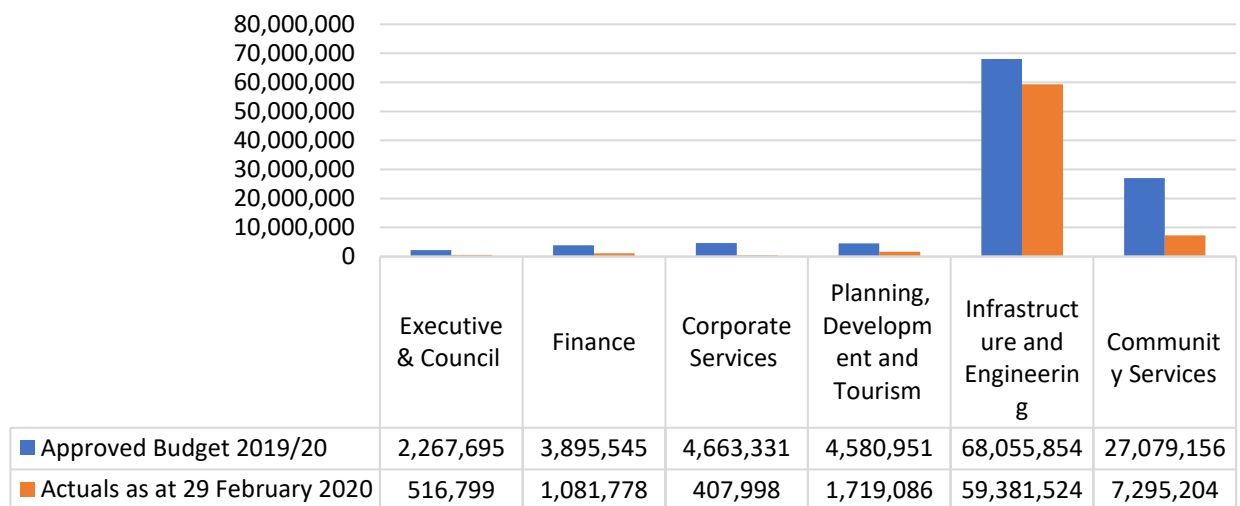
Below is an analysis of the capital expenditure compared to the 2019/20 Adjusted Capital Budget.

Projects	Funding	Approved Budget 2019/20	Adjustments	Amended Budget 2019/20	Actuals as at 29 February 2020	% of Budget
EXECUTIVE & COUNCIL						
Computer Equipment	Internal	130 000	60 001	190 001	21 358	11,24%
Furniture and Equipment	Internal	260 000	- 1	259 999	132 055	50,79%
Ward Councilors Capital (Markets)	Internal	750 000	1 067 695	1 817 695	363 387	19,99%
Security Camera	Internal	60 000	- 60 000			
		1 200 000	1 067 695	2 267 695	516 799	22,79%
CORPORATE SERVICES						
Biometric system	Internal	130 000	120 000	250 000	-	0,00%
Buildings	Internal	1 000 000	20 489	1 020 489	172 425	16,90%
Computer Equipment	Internal	198 000	140 582	338 582	1 606	0,47%
Computer Software and Applications	Internal	-	-	-	-	
EDMS	Internal	540 506	670 494	1 211 000	-	0,00%
Fencing of main building	Internal	-	120 000	120 000	-	0,00%
Furniture and Equipment	Internal	550 000	166 571	716 571	202 053	28,20%
Library upgrade û Corporate Services	Internal	100 000	356 689	456 689	31 914	6,99%
Software upgrade	Internal	300 000	-	300 000	-	0,00%
Vehicle	Internal	250 000	-	250 000	-	0,00%
		3 068 506	1 594 825	4 663 331	407 998	8,75%
FINANCE						
Cibex Software	Internal	600 000	-	600 000	-	0,00%
Computer Equipment	Internal	300 000	-	300 000	73 317	24,44%
Container (Assets)	Internal	50 000	- 25 000	25 000	-	0,00%
Containers (SCM)	Internal	100 000	56 465	156 465	-	0,00%
Disaster Recovery Server	Internal	-	644 106	644 106	-	0,00%
DOT MATRIX PRINTER	Internal	-	197 489	197 489	156 024	79,00%
Fencing (Stores)	Internal	150 000	- 150 000	-	-	
Filing system (SCM)	Internal	350 000	-	350 000	-	0,00%
Furniture and Equipment	Internal	300 000	64 820	364 820	84 924	23,28%
Office upgrade ICT	Internal	-	70 130	70 130	70 130	100,00%
Shelving (SCM)	Internal	200 000	- 60 000	140 000	53 967	38,55%
Vehicle	Internal	300 000	344 000	644 000	643 416	99,91%
WIFI Solution	Internal	250 000	-	250 000	-	0,00%
Machinery and Equipment	Internal	-	153 535	153 535	-	0,00%
		2 600 000	1 295 545	3 895 545	1 081 778	27,77%
PLANNING,DEVELOPMENT & TOURISM						
Arts and Creative Industries	DISTRICT	100 000	-	100 000	-	0,00%
Computer Equipment	Internal	60 000	73 300	133 300	67 623	50,73%
Computer Software and Applications	Internal	300 000	- 73 300	226 700	92 919	40,99%
Furniture and equipment	Internal	200 000	-	200 000	-	0,00%
Land acquisition housing projects	Internal	1 700 000	-	1 700 000	1 558 543	91,68%
LED Capital Projects	Internal	1 000 000	-	1 000 000	-	0,00%
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	1 719 086	37,53%
COMMUNITY SERVICES						
Fencing - Hdorp	Internal	1 300 000	342 064	1 642 064	558 000	33,98%
Machinery and Equipment	Internal	1 400 000	383 637	1 783 637	535 177	30,00%
Vehicle	Internal	2 300 000	3 043 846	5 343 846	3 751 803	70,21%
Furniture and Equipment	Internal	350 000	78 100	428 100	138 140	32,27%
Bins _with_wheels	Internal	2 000 000	- 2 000 000	-	-	
Life Gaurds Beach Tower	Internal	100 000	- 3 788	96 212	96 212	100,00%
Upgrading of Sports Facilities	MIG	5 564 599	-	5 564 599	385 163	6,92%
Upgrading of Kwanomzamo Sports Facility	MIG	5 413 043	-	5 413 043	-	0,00%
Computer Equipment	Internal	300 000	- 1	299 999	242 521	80,84%
Fencing Fire Station Hankey	Internal	300 000	- 174 000	126 000	69 980	55,54%
Weston Library Upgrade	Internal	-	11 901	11 901	11 800	99,15%
Vehicle	DISTRICT	1 965 100	1 700 000	3 665 100	-	0,00%
Upgrading of Yellow Woods	Internal	150 000	170 623	320 623	14 189	4,43%
Upgrading of play parks	Internal	200 000	-	200 000	28 650	14,33%
Upgrading of Pellrsrus, Kabeljous, Cape St Francis Beach parks	Internal	450 000	-	450 000	245 490	54,55%
Vehicles	Internal	1 150 000	- 220 623	929 377	929 377	100,00%
Upgrading of sport & recreation facilities	Internal	500 000	-	500 000	-	0,00%
HYDRAULICS RESCUE EQUIPMENT	Internal	-	304 655	304 655	288 703	94,76%
		23 442 742	3 636 414	27 079 156	7 295 204	26,94%

Projects	Funding	Approved Budget 2019/20	Adjustments	Amended Budget 2019/20	Actuals as at 29 February 2020	% of Budget
INFRASTRUCTURE & ENGINEERING						
Furniture and Equipment	Internal	10 000	-	10 000	-	0,00%
Computer Equipment	Internal	25 000	-	25 000	20 594	82,38%
Machinery and equipment	Internal	330 000	-	330 000	301 664	91,41%
Vehicles	Internal	2 600 000	5 085 469	7 685 469	6 541 584	85,12%
Energy and Demand Side Management	energy	-	3 478 262	3 478 262	1 810 921	52,06%
Energy and Demand Side Management	INEP	3 478 261	- 3 478 261	-	-	-
New overheadlines 66kv overheadlines(lbay to Melk	Internal	1 800 000	-	1 800 000	56 914	3,16%
Outfall Sewers Capital	Internal	-	882 620	882 620	347 617	39,38%
Upgrading of the Ses Vista Wastewater Treatment Wo	MIG	13 011 229	-	13 011 229	9 409 014	72,31%
Upgrading of Gravel Roads in Jeffreys Bay	MIG	363 655	-	363 655	-	0,00%
Patensie Sewage Package Plant	MIG	5 650 392	-	5 650 392	821 350	14,54%
Upgrade Sanitation System Old Hankey	MIG	434 783	- 1	434 782	236 491	54,39%
LV Networks (Informal Areas, Electrification/illeg	Internal	1 000 000	-	1 000 000	-	0,00%
Pump Station Capital	Internal	750 000	-	750 000	-	0,00%
Security Camera	Internal	200 000	-	200 000	-	0,00%
Fencing of Jeffreys Bay and Kruisfontein Reservoir	Internal	1 500 000	-	1 500 000	1 407 260	93,82%
Roads Capital	Internal	1 500 000	-	1 500 000	111 698	7,45%
Bucket Eradication Programme	Internal	2 300 000	2 131 523	4 431 523	1 145 442	25,85%
St Francis bulk main outfall sewer	Internal	500 000	-	500 000	-	0,00%
Sewer REPLACE OLD PUMPS	Internal	750 000	-	750 000	108 409	14,45%
Electrcial replacement of old and dangerous swith gear Saffery Sub station Humansdorp	Internal	2 000 000	-	2 000 000	-	0,00%
Electrcial Replacement of old mv cables to main sub staion Humansdorp	Internal	1 200 000	-	1 200 000	-	0,00%
Electrcial supply of tri switches St francis Bay	Internal	200 000	-	200 000	-	0,00%
Electrcial Supply auto recloser St Francis Bay	Internal	400 000	-	400 000	-	0,00%
Electrcial Mini sub station 22 000/11000/400 St Francis Bay	Internal	700 000	-	700 000	-	0,00%
Electrcial 5 MV 22000/11000 transformer	Internal	1 400 000	-	1 400 000	-	0,00%
Electrcial Oil circuit breakers replacement with vacuum or gas breakers	Internal	800 000	-	800 000	-	0,00%
Purchase storage containers (3)	Internal	200 000	-	200 000	-	0,00%
KwaNomzamo Wastewater Treatment Works	WSIG_NT	8 695 652	1	8 695 653	449 971	5,17%
Humansdorp, Kruisfontein and Osean View Electrification	INEP	5 219 130	-	5 219 130	575 427	11,03%
High Mast Lights	Internal	1 200 000	-	1 200 000	-	0,00%
CONCRETE POLES	Internal	-	197 246	197 246	171 518	86,96%
SOLAR LIGHTS	Internal	-	753 449	753 449	360 773	47,88%
conversion from conventional meter to pre paid meter and moving of meter to boundary wall	Internal	-	195 887	195 887	170 337	86,96%
purchase of mini sub station 11000/400,22000/400	Internal	-	591 557	591 557	508 597	85,98%
RETICULATION REPLACE PIPELINES (PATENSIE)	WSIG_NT	-	-	-	1 652 097	-
RETICULATION REPLACE PIPELINES (HANKEY)	WSIG_NT	-	-	-	382 375	-
CAPE ST FRANCIS WATER SUPPLY	WSIG_DWS	-	-	-	779 692	-
DEVELOP NATURAL SPRINGS AND CONVEYANCE	WSIG_NT	-	-	-	6 615 342	-
HANKEY WATER SUPPLY	WSIG_DWS	-	-	-	9 213 348	-
HUMANSDORP WATER SUPPLY	WSIG_DWS	-	-	-	89 219	-
REFURBISH AND UPGRADE WATER TREATMENT WORKS	WSIG_NT	-	-	-	14 520 056	-
PATENSIE WATER SUPPLY	WSIG_DWS	-	-	-	303 603	-
JEFFREYS BAY WATER SUPPLY	WSIG_DWS	-	-	-	1 037 752	-
WATER CONSERVATION AND DEMAND MANAGEMENT	WSIG_NT	-	-	-	232 457	-
		58 218 102	9 837 752	68 055 854	59 381 524	87,25%
		93 110 301	17 432 231	110 542 532	70 402 389	63,69%
Internally generated funds		41 993 506,00	15 732 230,00	57 725 736,00	21 528 298	37,29%
Transfers recognised - capital		51 116 795	1700001	52 816 796	48 874 092	92,54%
Total		93 110 301	17 432 231	110 542 532	70 402 389	63,69%

It is to be noted that capital expenditure as at 29 February 2020 amounted to 63,69%, compared to the adjusted capital budget of R 110,542,532.

Capital Expenditure



Annexure "A3"

PROJECTED CASH FLOW STATEMENT FOR THE 2019/20 FINANCIAL YEAR

Projected Cash Flow Statement as at 29 February 2020

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 – M08 February 2020

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		13 054	147 639	110 162	37 477	34%	188 848	
Service charges			435 121		32 249	275 077	253 820	21 257	8%	435 121	
Other revenue			34 799		4 631	54 774	20 300	34 474	170%	34 799	
Government - operating			133 112		955	100 488	77 648	22 840	29%	133 112	
Government - capital			58 063		–	20 768	33 870	(13 102)	-39%	58 063	
Interest			18 476		1 707	19 504	10 778	8 726	81%	18 476	
Dividends			–		–	–	–	–		–	
Payments											
Suppliers and employees			(783 499)		(64 940)	(578 505)	(457 041)	121 464	-27%	(783 499)	
Finance charges			(2 201)		(159)	(1 555)	(1 284)	271	-21%	(2 201)	
Transfers and Grants			–		–	–	–	–		–	
NET CASH FROM/(USED) OPERATING ACTIVITIES			–	82 720	–	(12 504)	38 192	48 253	10 062	21%	82 720
CASH FLOWS FROM INVESTING ACTIVITIES											
Receipts											
Proceeds on disposal of PPE			–		–	–	–	–		–	
Decrease (Increase) in non-current debtors			–		–	–	–	–		–	
Decrease (increase) other non-current receiv ables			–		–	–	–	–		–	
Decrease (increase) in non-current investments			–		–	–	–	–		–	
Payments											
Capital assets			(93 110)		(9 471)	(82 963)	(54 314)	28 648	-53%	(93 110)	
NET CASH FROM/(USED) INVESTING ACTIVITIES			–	(93 110)	–	(9 471)	(82 963)	(54 314)	28 648	-53%	(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)		(691)	(5 260)	(4 666)	594	-13%	(7 999)	
NET CASH FROM/(USED) FINANCING ACTIVITIES			–	(7 999)	–	(691)	(5 260)	(4 666)	594	-13%	(7 999)
NET INCREASE/ (DECREASE) IN CASH HELD			–	(18 389)	–	(22 666)	(50 032)	(10 727)		(18 389)	
Cash/cash equivalents at beginning:			84 707			214 228	84 707			214 228	
Cash/cash equivalents at month/year end:			66 318	–		164 196	73 980			195 838	

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 February 2020 and are to be noted. Each table is accompanied by explanatory notes.

Table C1 Monthly Budget Statement Summary – M08 February 2020

Description	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									
Financial Performance									
Property rates	–	196 717	196 717	11 783	151 724	131 145	20 580	16%	196 717
Service charges	–	453 251	453 251	39 472	278 673	302 167	(23 494)	-8%	453 251
Investment revenue	–	10 375	10 375	830	10 241	6 917	3 324	48%	10 375
Transfers and subsidies	–	133 112	133 112	927	100 961	88 741	12 219	14%	133 112
Other own revenue	–	43 238	43 238	3 888	32 832	28 826	4 006	14%	43 238
Total Revenue (excluding capital transfers and contributions)	–	836 693	836 693	56 901	574 430	557 795	16 635	3%	836 693
Employee costs	–	290 942	290 942	24 684	203 778	193 961	9 817	5%	290 942
Remuneration of Councillors	–	13 063	13 063	1 049	8 321	8 709	(388)	-4%	13 063
Depreciation & asset impairment	–	85 101	85 101	6 127	49 018	56 734	(7 716)	-14%	85 101
Finance charges	–	2 201	2 201	159	1 567	1 467	100	7%	2 201
Materials and bulk purchases	–	301 244	302 218	24 112	202 559	201 478	1 081	1%	302 218
Transfers and subsidies	–	–	250	–	–	167	(167)	-100%	250
Other expenditure	–	204 586	203 527	10 422	87 010	135 685	(48 674)	-36%	203 527
Total Expenditure	–	897 137	897 301	66 554	552 253	598 201	(45 948)	-8%	897 301
Surplus/(Deficit)	–	(60 444)	(60 608)	(9 653)	22 178	(40 406)	62 583	-155%	(60 608)
Transfers and subsidies - capital (monetary alloc	–	58 063	58 063	4 297	33 662	38 709	(5 046)	-13%	58 063
Contributions & Contributed assets	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions	–	(2 381)	(2 545)	(5 356)	55 840	(1 697)	57 537	-3391%	(2 545)
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–	–	–
Surplus/ (Deficit) for the year	–	(2 381)	(2 545)	(5 356)	55 840	(1 697)	57 537	-3391%	(2 545)
Capital expenditure & funds sources									
Capital expenditure	–	93 110	110 543	8 236	70 402	73 695	(3 293)	-4%	110 543
Capital transfers recognised	–	51 117	52 817	7 044	48 514	35 211	13 303	38%	52 817
Borrowing	–	–	–	–	–	–	–	–	–
Internally generated funds	–	41 994	57 726	1 192	21 888	38 484	(16 596)	-43%	57 726
Total sources of capital funds	–	93 110	110 543	8 236	70 402	73 695	(3 293)	-4%	110 543
Financial position									
Total current assets	–	173 204	–	–	240 223				173 204
Total non current assets	–	2 317 635	–	–	2 261 606				2 317 635
Total current liabilities	–	175 225	–	–	150 972				175 225
Total non current liabilities	–	184 979	–	–	179 799				184 979
Community wealth/Equity	–	2 130 635	–	–	2 171 057				2 130 635
Cash flows									
Net cash from (used) operating	–	82 720	–	(12 504)	38 192	48 253	10 062	21%	82 720
Net cash from (used) investing	–	(93 110)	–	(9 471)	(82 963)	(54 314)	28 648	-53%	(93 110)
Net cash from (used) financing	–	(7 999)	–	(691)	(5 260)	(4 666)	594	-13%	(7 999)
Cash/cash equivalents at the month/year end	–	66 318	–	–	164 196	73 980	(90 216)	-122%	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	38 355	6 746	5 362	5 080	4 391	3 974	29 809	97 067	190 784
Creditors Age Analysis									
Total Creditors	28 963	864	571	1 568	2	34	225	(110)	32 116

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)
– M08 February 2020

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										
<i>Governance and administration</i>		–	339 475	339 475	13 055	261 803	226 317	35 486	16%	339 475
Executive and council		–	27	27	–	4	18	(14)	-80%	27
Finance and administration		–	339 448	339 448	13 055	261 800	226 299	35 501	16%	339 448
Internal audit		–	–	–	–	–	–	–		–
<i>Community and public safety</i>		–	14 266	14 266	847	8 448	9 511	(1 062)	-11%	14 266
Community and social services		–	2 479	2 479	22	2 003	1 653	351	21%	2 479
Sport and recreation		–	7 867	7 867	248	5 011	5 245	(234)	-4%	7 867
Public safety		–	1 984	1 984	1	15	1 323	(1 308)	-99%	1 984
Housing		–	–	–	–	–	–	–		–
Health		–	1 936	1 936	577	1 419	1 290	129	10%	1 936
<i>Economic and environmental services</i>		–	19 616	19 616	2 802	19 308	13 077	6 231	48%	19 616
Planning and development		–	6 667	6 667	394	5 673	4 445	1 228	28%	6 667
Road transport		–	11 844	11 844	2 371	12 619	7 896	4 723	60%	11 844
Environmental protection		–	1 105	1 105	36	1 017	736	280	38%	1 105
<i>Trading services</i>		–	521 398	521 398	44 493	318 533	347 599	(29 066)	-8%	521 398
Energy sources		–	293 789	293 789	23 028	163 518	195 859	(32 342)	-17%	293 789
Water management		–	87 929	87 929	12 384	71 869	58 619	13 250	23%	87 929
Waste water management		–	83 574	83 574	4 661	45 670	55 716	(10 046)	-18%	83 574
Waste management		–	56 106	56 106	4 421	37 476	37 404	72	0%	56 106
<i>Other</i>	4	–	–	–	–	–	–	–		–
Total Revenue - Functional	2	–	894 756	894 756	61 198	608 093	596 504	11 589	2%	894 756
Expenditure - Functional										
<i>Governance and administration</i>		–	222 961	222 875	13 505	118 524	148 583	(30 059)	-20%	222 875
Executive and council		–	45 089	45 108	3 695	27 924	30 072	(2 147)	-7%	45 108
Finance and administration		–	177 872	177 748	9 805	90 595	118 498	(27 903)	-24%	177 748
Internal audit		–	–	20	5	5	13	(8)	-63%	20
<i>Community and public safety</i>		–	85 190	87 040	7 976	59 289	58 027	1 262	2%	87 040
Community and social services		–	10 612	10 612	789	5 749	7 075	(1 325)	-19%	10 612
Sport and recreation		–	44 086	44 836	4 454	31 057	29 891	1 166	4%	44 836
Public safety		–	22 264	22 264	2 010	16 370	14 843	1 527	10%	22 264
Housing		–	3 228	4 328	357	2 741	2 886	(145)	-5%	4 328
Health		–	4 999	4 999	367	3 372	3 333	39	1%	4 999
<i>Economic and environmental services</i>		–	116 851	116 936	9 089	67 388	77 958	(10 570)	-14%	116 936
Planning and development		–	34 459	34 444	2 166	18 262	22 963	(4 700)	-20%	34 444
Road transport		–	80 642	80 642	6 773	48 169	53 761	(5 593)	-10%	80 642
Environmental protection		–	1 751	1 851	149	957	1 234	(277)	-22%	1 851
<i>Trading services</i>		–	467 649	467 049	35 972	305 276	311 366	(6 090)	-2%	467 049
Energy sources		–	285 024	285 024	20 287	184 408	190 016	(5 608)	-3%	285 024
Water management		–	80 898	78 888	7 856	50 167	52 592	(2 425)	-5%	78 888
Waste water management		–	51 081	52 591	3 971	38 931	35 061	3 870	11%	52 591
Waste management		–	50 646	50 546	3 858	31 770	33 697	(1 927)	-6%	50 546
<i>Other</i>		–	4 486	3 401	12	1 776	2 267	(492)	-22%	3 401
Total Expenditure - Functional	3	–	897 137	897 301	66 554	552 253	598 201	(45 948)	-8%	897 301
Surplus/ (Deficit) for the year		–	(2 381)	(2 545)	(5 356)	55 840	(1 697)	57 537	-3391%	(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 – M08 February 2020

Vote Description	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								%	
Revenue by Vote									
Vote 1 - EXECUTIVE COUNCIL	-	-	-	-	-	-	-		-
Vote 2 - FINANCIAL SERVICES	-	333 857	333 857	12 947	259 982	222 571	37 410	16,8%	333 857
Vote 3 - CORPORATE SERVICES	-	27	27	-	411	18	393	2177,8%	27
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	-	4 052	4 052	345	2 444	2 701	(258)	-9,5%	4 052
Vote 5 - INFRASTRUCTURE AND ENGINEERING	-	468 908	468 908	40 421	285 286	312 605	(27 319)	-8,7%	468 908
Vote 6 - COMMUNITY SERVICES	-	20 256	20 256	2 775	16 901	13 504	3 397	25,2%	20 256
Vote 7 - COMMUNITY SERVICES (CONTINUED)	-	67 656	67 656	4 708	43 069	45 104	(2 035)	-4,5%	67 656
Total Revenue by Vote	-	894 756	894 756	61 198	608 093	596 504	11 589	1,9%	894 756
Expenditure by Vote									
Vote 1 - EXECUTIVE COUNCIL	-	43 826	43 076	2 865	24 249	28 718	(4 469)	-15,6%	43 076
Vote 2 - FINANCIAL SERVICES	-	93 059	93 059	4 117	42 341	62 039	(19 698)	-31,8%	93 059
Vote 3 - CORPORATE SERVICES	-	51 140	51 140	2 886	27 680	34 093	(6 413)	-18,8%	51 140
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	-	22 412	22 412	1 390	13 464	14 941	(1 478)	-9,9%	22 412
Vote 5 - INFRASTRUCTURE AND ENGINEERING	-	515 897	515 897	40 284	329 755	343 932	(14 176)	-4,1%	515 897
Vote 6 - COMMUNITY SERVICES	-	54 604	54 604	4 631	36 005	36 403	(398)	-1,1%	54 604
Vote 7 - COMMUNITY SERVICES (CONTINUED)	-	116 198	117 113	10 380	78 760	78 075	685	0,9%	117 113
Total Expenditure by Vote	-	897 137	897 301	66 554	552 253	598 201	(45 948)	-7,7%	897 301
Surplus/ (Deficit) for the year	-	(2 381)	(2 545)	(5 356)	55 840	(1 697)	57 537	-3391,0%	(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 segments 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) – M08 February 2020

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										
Revenue By Source										
Property rates			196 717	196 717	11 783	151 724	131 145	20 580	16%	196 717
Service charges - electricity revenue			277 068	277 068	22 947	162 730	184 712	(21 982)	-12%	277 068
Service charges - water revenue			76 105	76 105	7 890	45 432	50 737	(5 305)	-10%	76 105
Service charges - sanitation revenue			46 346	46 346	4 448	35 082	30 897	4 184	14%	46 346
Service charges - refuse revenue			53 732	53 732	4 188	35 429	35 821	(392)	-1%	53 732
Rental of facilities and equipment			4 037	1 024	49	432	683	(250)	-37%	1 024
Interest earned - external investments			10 375	10 375	830	10 241	6 917	3 324	48%	10 375
Interest earned - outstanding debtors			8 439	8 439	880	7 802	5 626	2 176	39%	8 439
Dividends received			–	–	–	–	–	–	–	–
Fines, penalties and forfeits			6 397	6 397	143	1 658	4 265	(2 607)	-61%	6 397
Licences and permits			16 568	16 568	2 256	15 912	11 046	4 867	44%	16 568
Agency services			–	–	–	–	–	–	–	–
Transfers and subsidies			133 112	133 112	927	100 961	88 741	12 219	14%	133 112
Other revenue			7 797	10 810	560	7 027	7 207	(179)	-2%	10 810
Gains on disposal of PPE			–	–	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contributions)		–	836 693	836 693	56 901	574 430	557 795	16 635	3%	836 693
Expenditure By Type										
Employee related costs			290 942	290 942	24 684	203 778	193 961	9 817	5%	290 942
Remuneration of councillors			13 063	13 063	1 049	8 321	8 709	(388)	-4%	13 063
Debt impairment			26 336	26 336	–	–	17 558	(17 558)	-100%	26 336
Depreciation & asset impairment			85 101	85 101	6 127	49 018	56 734	(7 716)	-14%	85 101
Finance charges			2 201	2 201	159	1 567	1 467	100	7%	2 201
Bulk purchases			271 623	271 623	21 301	183 156	181 082	2 074	1%	271 623
Other materials			29 621	30 594	2 811	19 403	20 396	(993)	-5%	30 594
Contracted services			80 814	77 757	3 488	29 623	51 838	(22 215)	-43%	77 757
Transfers and subsidies			–	250	–	–	167	(167)	-100%	250
Other expenditure			97 436	99 433	6 934	57 387	66 289	(8 902)	-13%	99 433
Loss on disposal of PPE			–	–	–	–	–	–	–	–
Total Expenditure		–	897 137	897 301	66 554	552 253	598 201	(45 948)	-8%	897 301
Surplus/(Deficit)										
Transfers and subsidies - capital (municipal allocations)		–	(60 444)	(60 608)	(9 653)	22 178	(40 406)	62 583	(0)	(60 608)
(National / Provincial and District)			58 063	58 063	4 297	33 662	38 709	(5 046)	(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)	(5 356)	55 840	(1 697)			(2 545)
Taxation					–		–	–		
Surplus/(Deficit) after taxation		–	(2 381)	(2 545)	(5 356)	55 840	(1 697)			(2 545)
Attributable to minorities					–		–			
Surplus/(Deficit) attributable to municipality		–	(2 381)	(2 545)	(5 356)	55 840	(1 697)			(2 545)
Share of surplus/ (deficit) of associate					–		–			
Surplus/ (Deficit) for the year		–	(2 381)	(2 545)	(5 356)	55 840	(1 697)			(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) – M08 February 2020

Vote Description	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								%	
<u>Single Year expenditure appropriation</u>									
Vote 1 - EXECUTIVE COUNCIL	–	1 200	2 268	69	517	1 512	(995)	-66%	2 268
Vote 2 - FINANCIAL SERVICES	–	2 600	3 896	78	1 082	2 597	(1 515)	-58%	3 896
Vote 3 - CORPORATE SERVICES	–	3 069	4 663	47	408	3 109	(2 701)	-87%	4 663
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	–	4 581	4 581	23	1 719	3 054	(1 335)	-44%	4 581
Vote 5 - INFRASTRUCTURE AND ENGINEERING	–	59 846	68 056	7 410	59 382	45 371	14 011	31%	68 056
Vote 6 - COMMUNITY SERVICES	–	5 915	7 906	106	1 752	5 270	(3 519)	-67%	7 906
Vote 7 - COMMUNITY SERVICES (CONTINUED)	–	15 900	19 174	504	5 543	12 782	(7 239)	-57%	19 174
Total Capital single-year expenditure	–	93 110	110 543	8 236	70 402	73 695	(3 293)	-4%	110 543
Total Capital Expenditure	–	93 110	110 543	8 236	70 402	73 695	(3 293)	-4%	110 543
<u>Capital Expenditure - Functional Classification</u>									
<i>Governance and administration</i>	–	8 169	13 210	194	3 949	8 807	(4 858)	-55%	13 210
Executive and council		1 065	2 223	69	512	1 482	(970)	-65%	2 223
Finance and administration		6 969	10 913	125	3 434	7 275	(3 841)	-53%	10 913
Internal audit		135	75	–	4	50	(46)	-92%	75
<i>Community and public safety</i>	–	20 215	24 395	606	4 911	16 264	(11 352)	-70%	24 395
Community and social services		950	1 100	44	724	733	(9)	-1%	1 100
Sport and recreation		13 600	15 546	513	1 957	10 364	(8 407)	-81%	15 546
Public safety		3 965	6 049	52	672	4 033	(3 361)	-83%	6 049
Housing		1 700	1 700	(4)	1 559	1 133	425	38%	1 700
Health		–	–	–	–	–	–	–	–
<i>Economic and environmental services</i>	–	5 325	5 325	26	447	3 550	(3 103)	-87%	5 325
Planning and development		3 331	3 331	26	206	2 221	(2 015)	-91%	3 331
Road transport		1 994	1 994	–	241	1 329	(1 088)	-82%	1 994
Environmental protection		–	–	–	–	–	–	–	–
<i>Trading services</i>	–	59 402	67 612	7 410	61 095	45 075	16 020	36%	67 612
Energy sources		19 432	21 171	2 328	3 675	14 114	(10 439)	-74%	21 171
Water management		11 446	12 231	3 816	37 644	8 154	29 490	362%	12 231
Waste water management		26 524	32 211	1 265	17 776	21 474	(3 698)	-17%	32 211
Waste management		2 000	2 000	–	2 000	1 333	667	50%	2 000
<i>Other</i>		–	–	–	–	–	–	–	–
Total Capital Expenditure - Functional Classification	–	93 110	110 543	8 236	70 402	73 695	(3 293)	-4%	110 543
<u>Funded by:</u>									
National Government		49 052	49 052	7 044	48 514	32 701	15 813	48%	49 052
Provincial Government		–	–	–	–	–	–	–	–
District Municipality		2 065	3 765	–	–	2 510	(2 510)	-100%	3 765
Other transfers and grants		–	–	–	–	–	–	–	–
Transfers recognised - capital	–	51 117	52 817	7 044	48 514	35 211	13 303	38%	52 817
Borrowing			–			–	–	–	–
Internally generated funds		41 994	57 726	1 192	21 888	38 484	(16 596)	-43%	57 726
Total Capital Funding	–	93 110	110 543	8 236	70 402	73 695	(3 293)	-4%	110 543

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 – M08 February 2020

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		10 665	6 632
Call investment deposits			59 686		153 531	59 686
Consumer debtors			67 067		52 557	67 067
Other debtors			33 150		14 217	33 150
Current portion of long-term receivables			3		3	3
Inventory			6 666		9 249	6 666
Total current assets		–	173 204	–	240 223	173 204
Non current assets						
Long-term receivables			16		13	16
Investments					–	
Investment property			354 389		242 552	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	–	2 261 606	2 317 635
TOTAL ASSETS		–	2 490 839	–	2 501 829	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		94 879	127 481
Provisions			24 505		29 649	24 505
Total current liabilities		–	175 225	–	150 972	175 225
Non current liabilities						
Borrowing			15 602		111 162	15 602
Provisions			169 378		68 637	169 378
Total non current liabilities		–	184 979	–	179 799	184 979
TOTAL LIABILITIES		–	360 204	–	330 771	360 204
NET ASSETS	2	–	2 130 635	–	2 171 057	2 130 635
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)			2 130 635		2 171 057	2 130 635
Reserves						–
TOTAL COMMUNITY WEALTH/EQUITY	2	–	2 130 635	–	2 171 057	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 – M08 February 2020

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		13 054	147 639	110 162	37 477	34%	188 848
Service charges			435 121		32 249	275 077	253 820	21 257	8%	435 121
Other revenue			34 799		4 631	54 774	20 300	34 474	170%	34 799
Government - operating			133 112		955	100 488	77 648	22 840	29%	133 112
Government - capital			58 063		-	20 768	33 870	(13 102)	-39%	58 063
Interest			18 476		1 707	19 504	10 778	8 726	81%	18 476
Dividends			-		-	-	-	-		-
Payments										
Suppliers and employees			(783 499)		(64 940)	(578 505)	(457 041)	121 464	-27%	(783 499)
Finance charges			(2 201)		(159)	(1 555)	(1 284)	271	-21%	(2 201)
Transfers and Grants			-		-	-	-	-		-
NET CASH FROM/(USED) OPERATING ACTIVITIES		-	82 720	-	(12 504)	38 192	48 253	10 062	21%	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)		(9 471)	(82 963)	(54 314)	28 648	-53%	(93 110)
NET CASH FROM/(USED) INVESTING ACTIVITIES		-	(93 110)	-	(9 471)	(82 963)	(54 314)	28 648	-53%	(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)		(691)	(5 260)	(4 666)	594	-13%	(7 999)
NET CASH FROM/(USED) FINANCING ACTIVITIES		-	(7 999)	-	(691)	(5 260)	(4 666)	594	-13%	(7 999)
NET INCREASE/ (DECREASE) IN CASH HELD		-	(18 389)	-	(22 666)	(50 032)	(10 727)			(18 389)
Cash/cash equivalents at beginning:			84 707			214 228	84 707			214 228
Cash/cash equivalents at month/year end:		-	66 318	-		164 196	73 980			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 29 February 2020.

Debtors' Age Analysis (Inclusive of VAT) as at 30 June 2019

Description	Budget Year 2018/19							
	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr
R thousands								
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
Trade and Other Receivables from Exchange Transactions - Electricity	15 574	1 126	646	474	465	291	1 941	5 553
Receivables from Non-ex change Transactions - Property Rates	7 749	672	489	399	332	292	6 910	16 661
Receivables from Exchange Transactions - Waste Water Management	4 548	915	665	654	604	538	3 205	9 498
Receivables from Exchange Transactions - Waste Management	4 044	968	864	820	789	768	4 178	13 431
Receivables from Exchange Transactions - Property Rental Debtors	-	-	-	-	-	-	-	-
Interest on Arrear Debtor Accounts	62	121	96	125	143	150	1 692	19 388
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	-	-	-	-	-	-	-	-
Other	(11 847)	487	418	318	405	308	2 686	8 364
Total By Income Source	28 208	6 174	4 585	4 254	4 123	3 503	27 855	95 390
2017/18 - totals only								-
Debtors Age Analysis By Customer Group								
Organs of State	857	397	360	202	240	84	1 885	1 921
Commercial	5 199	340	176	125	140	81	588	2 630
Households	22 153	5 437	4 049	3 927	3 743	3 338	25 383	90 839
Other	-	-	-	-	-	-	-	-
Total By Customer Group	28 208	6 174	4 585	4 254	4 123	3 503	27 855	95 390

Debtors' Age Analysis (Inclusive of VAT) as at 29 February 2020

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	10 811	2 096	1 717	1 776	1 442	1 384	7 601	23 210	50 036
Trade and Other Receivables from Exchange Transactions - Electricity	21 220	1 218	863	667	384	319	2 508	6 563	33 742
Receivables from Non-exchange Transactions - Property Rates	10 757	912	614	527	473	381	7 819	19 138	40 620
Receivables from Exchange Transactions - Waste Water Management	5 662	996	804	741	693	626	3 487	9 798	22 807
Receivables from Exchange Transactions - Waste Management	4 301	1 042	954	896	873	828	4 265	13 443	26 602
Receivables from Exchange Transactions - Property Rental Debtors	-	-	-	-	-	-	-	-	-
Interest on Arrear Debtor Accounts	73	90	109	139	177	173	1 796	16 051	18 609
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	-	-	-	-	-	-	-	-	-
Other	(14 469)	392	301	334	349	264	2 332	8 864	(1 633)
Total By Income Source	38 355	6 746	5 362	5 080	4 391	3 974	29 809	97 067	190 784
2018/19 - totals only									-
Debtors Age Analysis By Customer Group									
Organs of State	1 108	446	474	375	203	98	729	2 464	5 898
Commercial	7 496	256	178	116	96	92	637	3 012	11 883
Households	29 751	6 044	4 710	4 589	4 091	3 784	28 443	91 591	173 002
Other	-	-	-	-	-	-	-	-	-
Total By Customer Group	38 355	6 746	5 362	5 080	4 391	3 974	29 809	97 067	190 784

The aforementioned analysis indicates that from 30 June 2019 to 29 February 2020, the overdue debts have increased from R 145,884 million to R 152,429 million, as follows:

R thousands	OVERDUE AMOUNTS AS AT		
Debtors Age Analysis By Income Source	30-Jun-19	29-Feb-20	DIFFERENCE
Trade and Other Receivables from Exchange Transactions - Water	37 037	39 226	2 189
Trade and Other Receivables from Exchange Transactions - Electricity	10 495	12 522	2 026
Receivables from Non-exchange Transactions - Property Rates	25 755	29 864	4 108
Receivables from Exchange Transactions - Waste Water Management	16 078	17 146	1 068
Receivables from Exchange Transactions - Waste Management	21 817	22 300	483
Receivables from Exchange Transactions - Property Rental Debtors	-	-	-
Interest on Arrear Debtor Accounts	21 714	18 536	(3 178)
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	-	-	-
Other	12 987	12 837	(150)
Total By Income Source	145 884	152 429	6 546
Debtors Age Analysis By Customer Group			-
Organs of State	5 088	4 790	(298)
Commercial	4 080	4 387	308
Households	136 716	143 252	6 536
Other	-	-	-
Total By Customer Group	145 884	152 429	6 546

2. Overview of Creditors position

Below is an analysis of the status of the major creditors

Description	Budget Year 2019/20								
	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
R thousands									
Creditors Age Analysis By Customer Type									
Bulk Electricity	19 473	-	-	-	-	-	-	-	19 473
Bulk Water	1 310	15	-	2	2	2	10	(174)	1 167
PAYE deductions									-
VAT (output less input)									-
Pensions / Retirement deductions									-
Loan repayments									-
Trade Creditors	8 179	849	571	1 565	-	32	216	64	11 476
Auditor General									-
Other									-
Total By Customer Type	28 963	864	571	1 568	2	34	225	(110)	32 116

The above amounts represent invoices still to be paid. The major creditors as at 29 February 2020 are as follows:

Eskom	R 19,473 million
NMBM	R 1,167 million
Other Creditors	<u>R 11,476 million</u>
TOTAL	<u>R32,2116 million</u>

It is to be noted that the Eskom amount of R 19,473 million, represents the current account for February 2020, which will be fully paid on 25 March 2020.

3. Investment Portfolio

Below is an analysis of the Investment Portfolio as at 29 February 2020.

	Balance as at 30 June 2019	Invested	Interest	Withdrawals	Adjustments	Balance as at 29 February 2020
Standard Bank	19 896 645	-	850 096	-		20 746 742
ABSA	27 519 504	-	1 172 941	-		28 692 446
Nedbank	20 827 601	-	896 861	-		21 724 461
RMB	110 820 349	25 409 415	4 222 136	80 594 350		59 857 550
INVESTEC	21 562 503	-	947 361	-		22 509 864
						-
Total	200 626 602	25 409 415	8 089 396	80 594 350	-	153 531 063
	Balance as at 30 June 2019	Invested	Interest	Withdrawals	Adjustments	Balance as at 29 February 2020
General Account	90 965 278	3 639 415	4 028 329	-	-	98 633 022
Conditional Grants	109 654 154	21 770 000	4 060 768	80 594 350	-	54 890 572
Housing Funds	7 170	-	299	-	-	7 469
						-
Total	200 626 602	25 409 415	8 089 396	80 594 350	-	153 531 063
Cheque Accounts FNB	13 600 946	(2 936 017)				10 664 929
TOTAL Investments & Bank	214 227 548	22 473 398	8 089 396	80 594 350	-	164 195 992

The decrease in the investment portfolio since 30 June 2019 amounts to R 50,031,556. The following analysis indicates the extent to which the investments are committed:

Cash backed Reserves

Bank Balances and Cash	R 10,664,929
Short-term Investment Deposits	R 153,531,063
	<u>R 164,195,992</u>

Application of Cash

Unspent Conditional Grants	62,762,497
Internally Generated Funds	36,197,438
Outstanding Creditors Liability	32,116,268
	<u>131,076,203</u>

Reserves in excess of Commitments

R 33,119,789

The cash backed reserves exceed the commitments at this stage by an amount of R 33,119,789. It should be noted that the excess of reserves over commitments as at 29 February 2020, is mainly due to an amount of R 41,646 million in respect of the Equitable share allocation received on 02 December 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 – M08 February 2020

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands							%	
RECEIPTS:								
Operating Transfers and Grants								
National Government:	129 297	129 297	300	97 234	86 198	10 412	12,1%	129 297
Operational Revenue:General Revenue:Equitable Share	124 938	124 938	–	93 704	83 292	10 412	12,5%	124 938
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]	1 000	1 000	300	1 000	667			1 000
Local Government Financial Management Grant [Schedule 5B]	1 770	1 770	–	1 770	1 180			1 770
Municipal Infrastructure Grant [Schedule 5B]	1 589	1 589	–	760	1 059			1 589
Provincial Government:	2 050	2 050	–	2 050	1 367	683	50,0%	2 050
Sport and Recreation	2 050	2 050	–	2 050	1 367	683	50,0%	2 050
District Municipality:	1 765	1 765	655	1 964	1 177	788	66,9%	1 765
Environment Health Subsidy	1 765	1 765	655	1 964	1 177	788	66,9%	1 765
Other grant providers:	–	–	–	407	–	407	#DIV/0!	–
Skills Development Grant		–		407	–	407	#DIV/0!	–
Total Operating Transfers and Grants	133 112	133 112	955	101 655	88 741	12 290	13,8%	133 112
Capital Transfers and Grants								
National Government:	56 098	56 098	–	19 938	37 399	(17 461)	-46,7%	56 098
Municipal Infrastructure Grant (MIG)	36 096	36 096	–	14 438	24 064	(9 626)	-40,0%	36 096
Integrated National Electrification Programme	6 002	6 002	–	1 500	4 001	(2 501)	-62,5%	6 002
Water Service Infrastructure Grant	10 000	10 000	–	2 000	6 667	(4 667)	-70,0%	10 000
Energy Efficiency and Demand Side Management Grant	4 000	4 000	–	2 000	2 667	(667)	-25,0%	4 000
Provincial Government:	–	–	–	321	–	321	#DIV/0!	–
Human Settlement				321	–	321	#DIV/0!	–
District Municipality:	1 965	1 965	–	–	1 310	(1 310)	-100,0%	1 965
Fire Subsidy	1 965	1 965	–		1 310	(1 310)	-100,0%	1 965
Total Capital Transfers and Grants	58 063	58 063	–	20 259	38 709	(18 450)	-47,7%	58 063
TOTAL RECEIPTS OF TRANSFERS & GRANTS	191 175	191 175	955	121 914	127 450	(6 160)	-4,8%	191 175

Below is an analysis of the spending associated with the grants as at 29 February 2020:

Supporting Table SC7 Monthly Budget Statement – transfers and grants expenditure – M08 February 2020

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	129 297	4 668	41 580	75 423	(33 843)	-44,9%	129 297
Operational Revenue:General Revenue:Equitable Share	124 938	124 938	4 445	38 566	72 880	(34 315)	-47,1%	124 938
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]	1 000	1 000		1 000	583	417	71,4%	1 000
Local Government Financial Management Grant [Schedule 5B]	1 770	1 770	60	722	1 033	(311)	-30,1%	1 770
Municipal Infrastructure Grant [Schedule 5B]	1 589	1 589	162	1 292	927	366	39,4%	1 589
Provincial Government:	2 050	2 050	-	-	1 196	(1 196)	-100,0%	2 050
Sport and Recreation	2 050	2 050			1 196	(1 196)	-100,0%	2 050
District Municipality:	1 765	1 765	-	-	1 030	(1 030)	-100,0%	1 765
Environment Health Subsidy	1 765	1 765			1 030	(1 030)	-100,0%	1 765
Total operating expenditure of Transfers and Grants:	133 112	133 112	4 668	41 580	77 648	(36 068)	-46,5%	133 112
Capital expenditure of Transfers and Grants								
National Government:	48 781	48 781	3 885	15 742	28 456	(12 714)	-44,7%	48 781
Municipal Infrastructure Grant (MIG)	31 388	31 388	1 157	12 480	18 310	(5 830)	-31,8%	31 388
Integrated National Electrification Programme	5 219	5 219	494	662	3 044	(2 383)	-78,3%	5 219
Water Service Infrastructure Grant	8 696	8 696	173	517	5 072	(4 555)	-89,8%	8 696
Energy Efficiency and Demand Side Management Grant	3 478	3 478	2 061	2 083	2 029	54	2,6%	3 478
District Municipality:	1 965	1 965	-	-	1 146	(1 146)	-100,0%	1 965
Fire Subsidy	1 965	1 965			1 146	(1 146)	-100,0%	1 965
Total capital expenditure of Transfers and Grants	50 746	50 746	3 885	15 742	29 602	(13 860)	-46,8%	50 746
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	183 858	183 858	8 553	57 322	107 250	(49 929)	-46,6%	183 858

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 721,820
Unspent as at 29 February 2020:	R 1,048,180

The spending of the grant amounted to 40,78% as at 29 February 2020, 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 1,000,000
Expenditure to date:	R 1 000 000
Overspent as at 29 February 2020:	R 0

The spending of the grant amounted to 100% as at 29 February 2020, 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 13,771,979
Unspent as at 29 February 2020:	R 1,426,021

The spending of the grant amounted to 90,62% as at 31 January 2020, 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 661,741
Unspent as at 29 February 2020:	R 838,259

The spending of the grant amounted to 44,12% as at 29 February 2020, 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 2,000,000
Expenditure to date:	R 2,082,559
Overspent as at 29 February 2020:	R -82 559

Water Services Infrastructure Grant (Kwanomzamo Wastewater Treatment Works)

The purpose of this grant is to upgrade and refurbish the existing Kwanomzamo Wastewater Treatment Works located in Humansdorp. Decommissioning and dismantling of disused equipment; emptying and cleaning of out structures; site measurements; design.

DORA Allocation:	R 10,000,000
Amount of Grant Received:	R 2,000,000
Expenditure to date:	<u>R 517,467</u>
Unspent as at 29 February 2020:	R 1,482,533

The spending of the grant amounted to 25.87% as at 29 February 2020, compared to the amount of the grant received.

Water Services Infrastructure Grant (Drought Funding)

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.

Unspent Grant as at 30 June 2019	R 98,017,338
Expenditure to date:	<u>R 40,049,834</u>
Unspent as at 29 February 2020:	R 57,967,504

The spending of the grant amounted to 40.86% as at 29 February 2020, compared to the amount of the grant received.

5. Councillor and employee benefits

Below is an analysis of Councillor and employee benefits:

Table SC8 Monthly Budget Statement – Councillor and staff benefits – M08 February 2020

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							%	
<u>Councillors (Political Office Bearers plus Other)</u>								
Basic Salaries and Wages	8 800	8 800	700	5 578	5 867	(289)	-5%	8 800
Medical Aid Contributions	–	–	8	27	–	27	#DIV/0!	–
Motor Vehicle Allowance	2 889	2 889	233	1 861	1 926	(65)	-3%	2 889
Cellphone Allowance	1 374	1 374	107	854	916	(62)	-7%	1 374
Sub Total - Councillors	13 063	13 063	1 049	8 321	8 709	(388)	-4%	13 063
<u>Senior Managers of the Municipality</u>								
Basic Salaries and Wages	4 923	7 445	362	3 631	4 963	(1 332)	-27%	7 445
Pension and UIF Contributions		23	5	11	15	(4)	-28%	23
Medical Aid Contributions		–	2	2	–	2	#DIV/0!	–
Performance Bonus		169	–	413	112	301	267%	169
Motor Vehicle Allowance		804	46	426	536	(110)	-21%	804
Cellphone Allowance		7	–	3	5	(2)	-36%	7
Other benefits and allowances	3 282	51	2	29	34	(5)	-15%	51
Payments in lieu of leave		1 762	–	4	1 174	(1 170)	-100%	1 762
Sub Total - Senior Managers of Municipality	8 204	10 260	418	4 519	6 840	(2 321)	-34%	10 260
<u>Other Municipal Staff</u>								
Basic Salaries and Wages	173 244	171 169	15 280	119 572	114 113	5 459	5%	171 169
Pension and UIF Contributions	29 339	29 339	2 563	20 190	19 559	631	3%	29 339
Medical Aid Contributions	15 119	15 119	1 367	10 238	10 080	159	2%	15 119
Overtime	27 259	27 259	3 217	21 297	18 173	3 125	17%	27 259
Performance Bonus	12 972	–	–	–	–	–	–	–
Motor Vehicle Allowance	7 551	7 551	740	5 856	5 034	822	16%	7 551
Cellphone Allowance	1	1	–	–	0	(0)	-100%	1
Housing Allowances	992	992	71	545	662	(117)	-18%	992
Other benefits and allowances	14 858	27 830	823	19 687	18 553	1 134	6%	27 830
Payments in lieu of leave	–	18	187	937	12	925	7649%	18
Long service awards	1 403	1 403	17	937	935	1	0%	1 403
Sub Total - Other Municipal Staff	282 737	280 681	24 266	199 259	187 121	12 138	6%	280 681
Total Parent Municipality	304 004	304 005	25 733	212 098	202 670	9 429	5%	304 005
TOTAL SALARY, ALLOWANCES & BENEFITS	304 004	304 005	25 733	212 098	202 670	9 429	5%	304 005
TOTAL MANAGERS AND STAFF	290 942	290 942	24 684	203 778	193 961	9 817	5%	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 29 February 2020
Capital Charges to Operating Expenditure	Interest & principal paid/Total Operating Expenditure	3.67%	2.51%	1.78%	1.29%	1.14%	1.23%
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	0.01	0.01	0.01
Liquidity							
Current Ratio	Current assets / current liabilities	0.85	0.97	1.58	1.44	0.99	1.59
Liquidity Ratio	Monetary assets / current liabilities	0.40	0.47	0.75	0.87	0.38	1.09
Revenue Management							
Annual Debtors Collection Rate	Billed Revenue / Receipted Revenue	97.60%	95.81%	90.73%	97,62%	96%	98.19%

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 29 February 2020
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	1.73	1.90	1.01	1.55
Employee Costs	Employee Costs / Total Operating Expenditure	35.62%	33.39%	33.21%	33.39%	32.42%	36.90%
Capital Expenditure	Capital Expenditure / Capital Budget	81.97%	72.92%	72.98%	44.59%	95%	63.69%
Repairs and Maintenance as % of Total Operating Expenditure	Repairs and Maintenance / Total Operating Expenditure	4.61%	4.94%	3.82%	5.63%	4.87%	3.45%
Repairs and Maintenance as % of PPE (Book Value)	Repairs and Maintenance / Net PPE	1.17%	1.65%	1.41%	2.29%	2.23%	0.94%
Own Revenue Sources / Total Operating Revenue (Including operating grants)	Own Revenue Sources / Total Operating Revenue (Including Conditional Grants)	74.74%	78.69%	80.22%	75.36%	84.09%	82.42%

The above table is discussed in detail below.

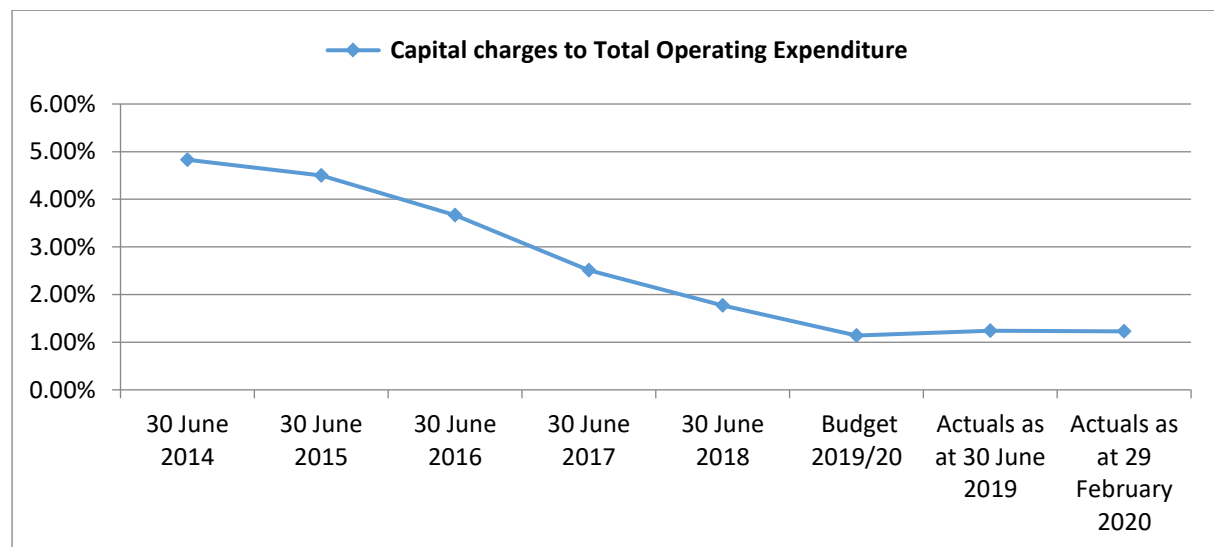
5.1. Borrowing Management

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 1.23% of the Total Operating Expenditure was utilised for capital charges as at 29 February 2020, 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.

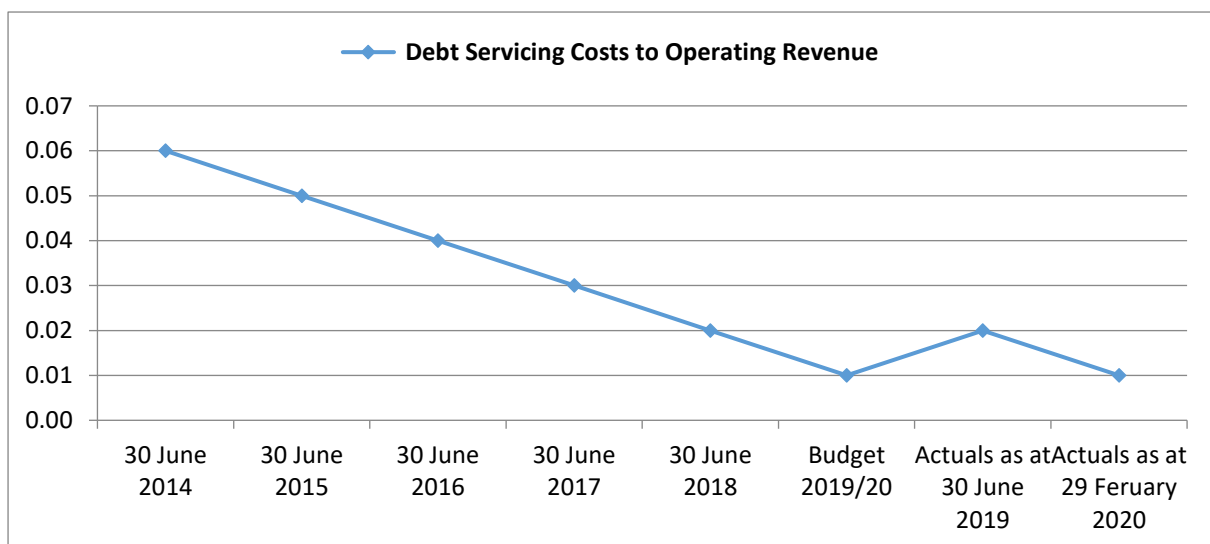
5.1.3. Debt Servicing Costs to Operating Revenue Ratio

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 29 February 2020, 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:

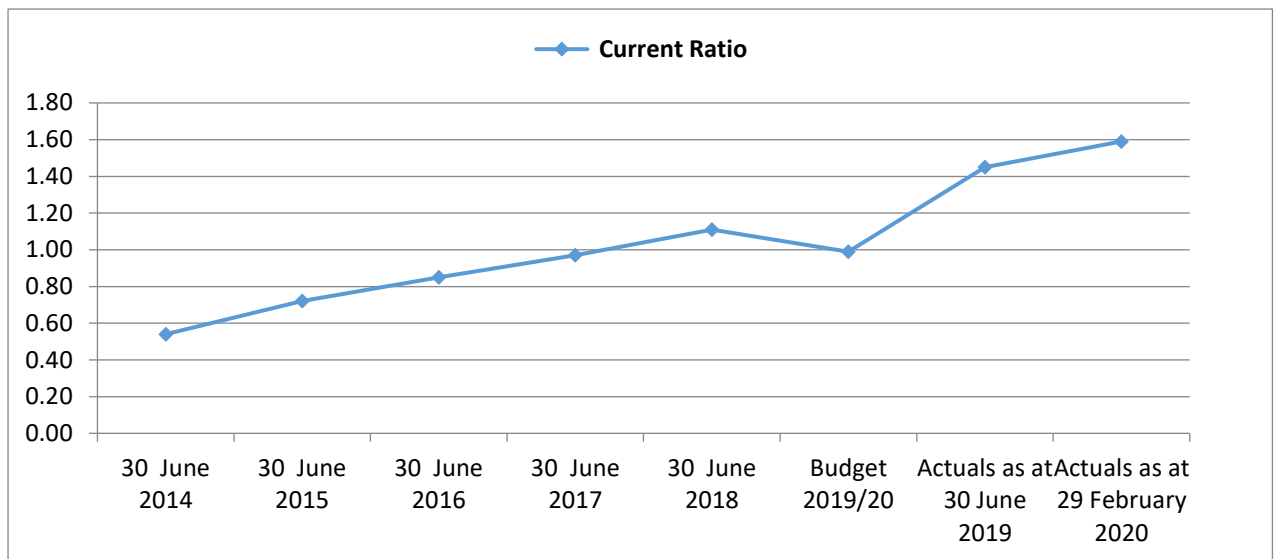
Current assets/Current liabilities

The ratio as at 29 February 2020 was 1.59:1, 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

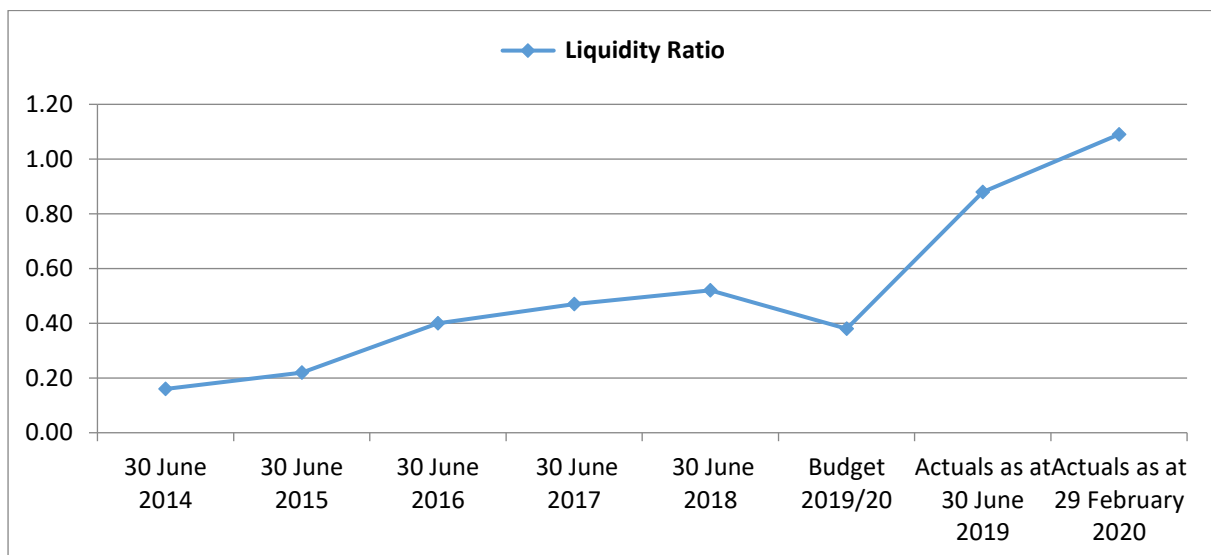
The liquidity ratio assesses a Municipality's ability to meet its short-term commitments from Monetary Assets.

The ratio is determined as follows:

$$\text{Monetary assets} / \text{Current liabilities}$$

A favourable ratio would ensure that the Municipality is able to settle its short-term commitments from monetary assets. The liquidity ratio as at 29 February 2020 was 1.09:1, 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

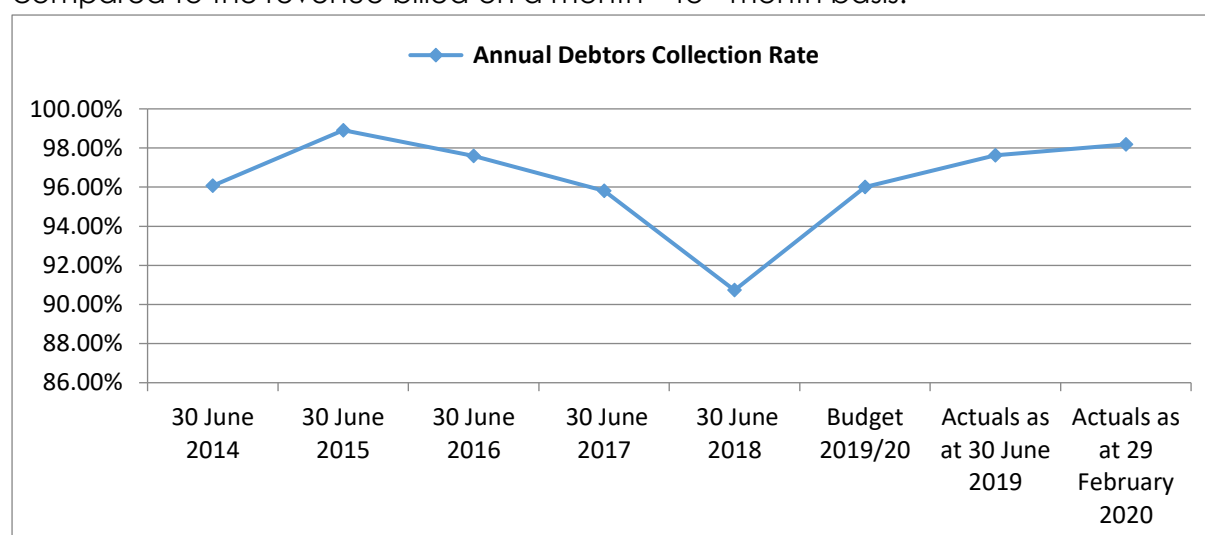
This ratio assesses the actual cash collected, compared to the monetary value of the municipal accounts rendered for municipal rates and services.

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. accountholders are given one calendar month to pay their current accounts).

The average collection rate as at 29 February 2020 was 98.19%, compared to the budgeted collection rate of 96%. The collection rate of 98.19% as at 29 February 2020 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.

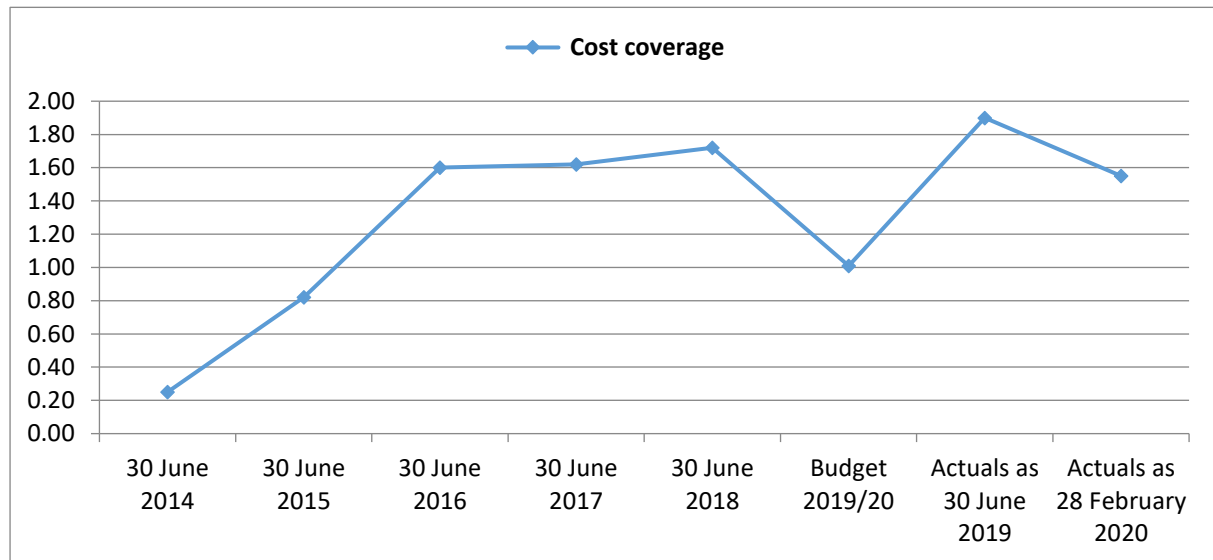
The Ratio is adjusted for Unspent Conditional Grants as the cash is not available for normal day-to-day operational expenditure, but rather reserved for Grant related expenditure.

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 29 February 2020, the Ratio was 1.55 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



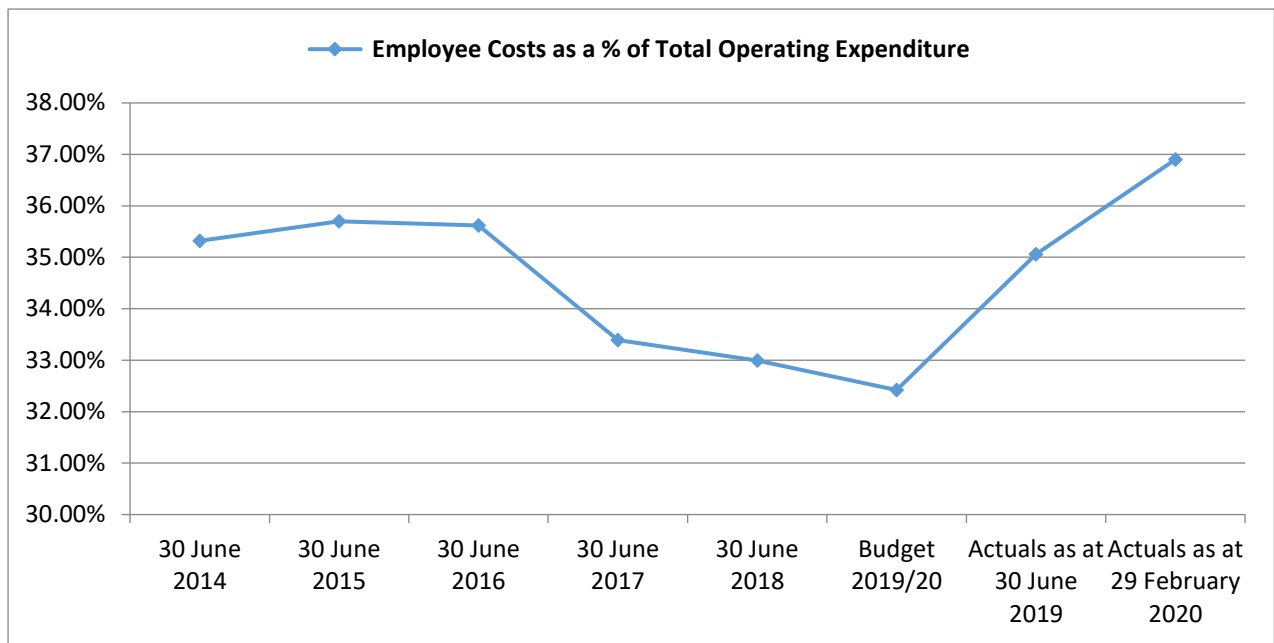
5.4.2. Employee costs as a % of Total Operating Expenditure

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 29 February 2020, Employee Related Costs constituted 36.90% of the Total Operating Expenditure, compared to the budgeted ratio of 32.42%.



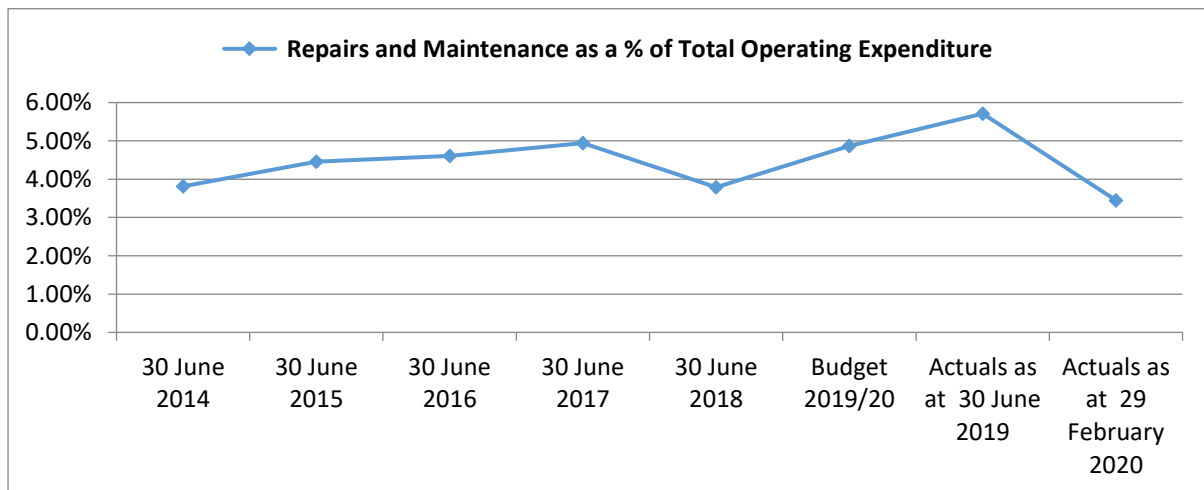
5.4.3. Repairs and Maintenance as a % of Total Operating Expenditure

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 29 February 2020, the ratio was 3.45%, 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)

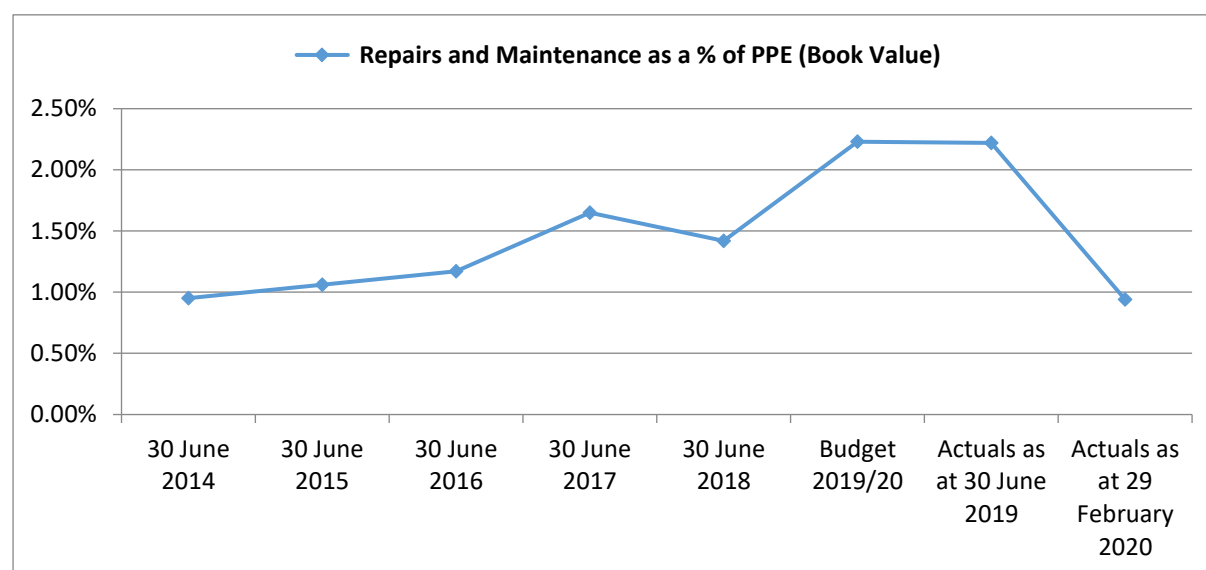
The Ratio measures the level of repairs and maintenance to ensure adequate maintenance to minimise breakdowns and interruptions in service delivery.

The ratio is determined as follows:

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

As at 29 February 2020, repairs and maintenance expenditure constituted 0.94% 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%.



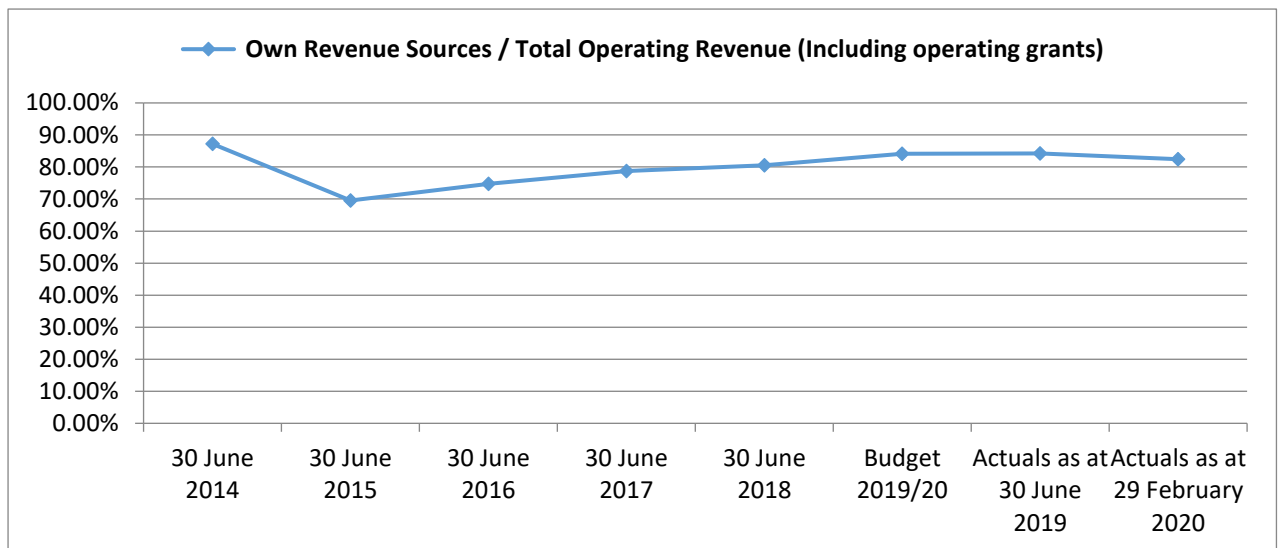
5.4.5. Own Revenue Generation

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 29 February 2020, the Municipality's own revenue sources constituted 82.42% of its total Operating Income, compared to the budgeted ratio of 84.09%.



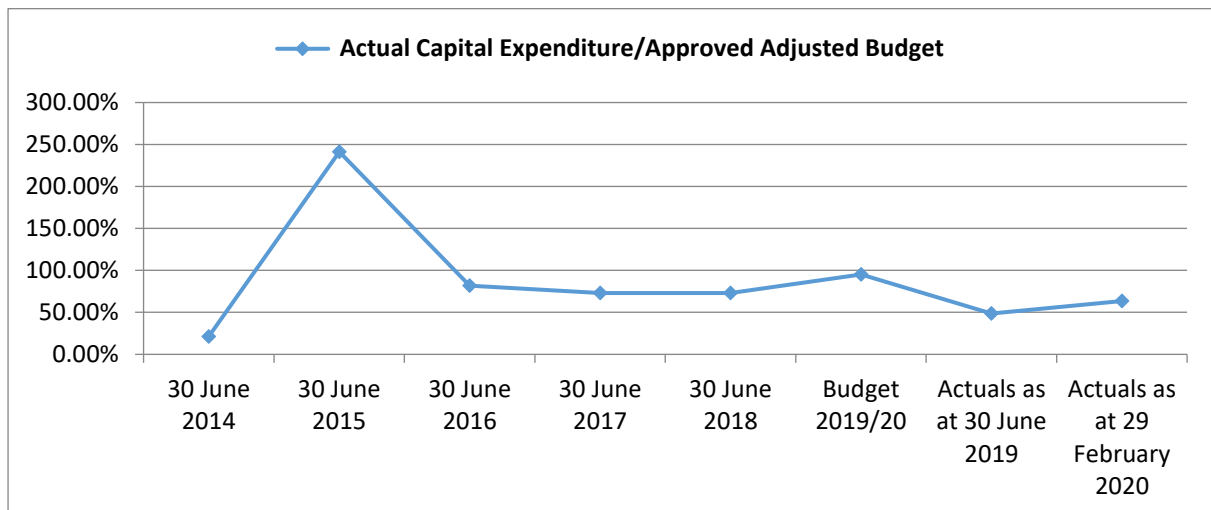
5.4.6. Capital Budget Spending

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 February 2020 amounted to 63.69% compared to the budgeted ratio of 95%.



KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****FINANCE****DATE: 29 MAY 2020****ITEM NO: 20/05/FI8****MONTHLY BUDGET STATEMENTS FOR THE PERIOD JULY 2019 TO MARCH 2020 AND FINANCIAL STATE OF AFFAIRS OF THE MUNICIPALITY AS AT 31 MARCH 2020 (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 March 2020, 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 661,380 million, whilst operating expenditure amounted to R 625,569 million, resulting in an operating surplus of R 35,811 million.
- Capital expenditure constituted 39,53% of the 2019/20 Adjusted Capital Budget.
- Overdue consumer debts increased by R 6,968 million (4,78%) since June 2019.
- An amount of R 28,165 million is owing to creditors, of which R 26,279 million (93,30%) represents current creditors. Currently all outstanding creditors are not reflected on the creditors age analysis.
- The municipality's investment portfolio has decreased by R 11,051,468 (-5,44%) since June 2019, from R 214,227,548 to R 203,176,080.

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 31 March 2019	Actuals as at 31 March 2020	Adjusted Budget 2019/20
Current Ratio	0.97:1	1.58:1	1.44:1	1.22:1	1.66:1	0.95:1
Liquidity Ratio	0.47:1	0.75:1	0.87:1	0.98:1	1.17:1	0.40:1
Cost Coverage (Excluding unspent conditional grants)	1.62 months	1.73 months	1.90 months	2.60 months	1.78 months	1.10 months
Debtors Collection Rate	95.81%	90.73%	97.62%	97.14%	98.26%	96%
Capital Expenditure	72.92%	72.98%	44.59%	22.27%	39.53%	95%

4. Detailed Reports

In order to comply with Schedule C of the Municipal Budget and Reporting Regulations, the following detailed schedules are attached for the period, ending 31 March 2020:

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

- vii. Overview of Outstanding Consumer Debtors
- viii. Overview of Creditors position
- ix. Investment portfolio
- x. Grants receipts and Expenditure
- xi. Councillors & Employee benefits
- xii. Key performance Indicators

5. Recommendation

- 5.1 That the Executive Mayor notes the Municipal Manager's report on the monthly budget statements, in accordance with Section 71(1) of the Municipal Finance Management Act.
- 5.2 That the Executive Mayor's report on the implementation of the budget and the financial state of affairs of the municipality, in accordance with Section 52(d) of the MFMA, be noted.
- 5.3 That the monthly budget statements accordingly be submitted to Provincial Treasury as stipulated in Section 71(1) of the MFMA.

Item prepared by  : **The Acting Manager Budget & Treasury**

Item approved by : **The Chief Financial Officer**

Item endorsed by : **The Municipal Manager**

Item noted by Portfolio Councillor




Annexure "A1"

OVERVIEW OF OPERATING REVENUE AND EXPENDITURE PERFORMANCE FOR THE PERIOD JULY TO 31 MARCH 2020.

Below is an analysis of the operating revenue and expenditure performance

Description	Adjusted Budget 2019/20	Actuals as at 31 March 2020	%
R thousands			
Revenue By Source			
Property rates	197 221	163 191	82.74%
Service charges - electricity revenue	274 470	184 862	67.35%
Service charges - water revenue	75 713	51 791	68.40%
Service charges - sanitation revenue	50 051	39 481	78.88%
Service charges - refuse revenue	52 072	39 607	76.06%
Rental of facilities and equipment	4 037	536	13.27%
Interest earned - external investments	15 375	11 076	72.04%
Interest earned - outstanding debtors	10 892	8 615	79.09%
Fines, penalties and forfeits	6 397	1 805	28.21%
Licences and permits	19 822	17 380	87.68%
Transfers and subsidies	133 112	132 540	99.57%
Other revenue	7 088	10 497	148.08%
Total Revenue (excluding capital transfers and contributions)	846 251	661 380	78.15%
Expenditure By Type			
Employee related costs	305 137	227 392	74.52%
Remuneration of councillors	13 063	9 370	71.73%
Debt impairment	26 420	–	0.00%
Depreciation & asset impairment	85 101	55 145	64.80%
Finance charges	2 201	1 768	80.34%
Bulk purchases	271 623	201 006	74.00%
Other materials	32 416	21 737	67.06%
Contracted services	82 913	42 903	51.74%
Transfers and subsidies	250	250	100.00%
Other expenditure	106 322	65 998	62.07%
Total Expenditure	925 445	625 569	67.60%
Surplus/(Deficit)	(79 194)	35 811	

The statement of financial performance indicates a surplus of R 35,811 million.

Below is a discussion of the significant revenue variations:

Revenue Variations

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

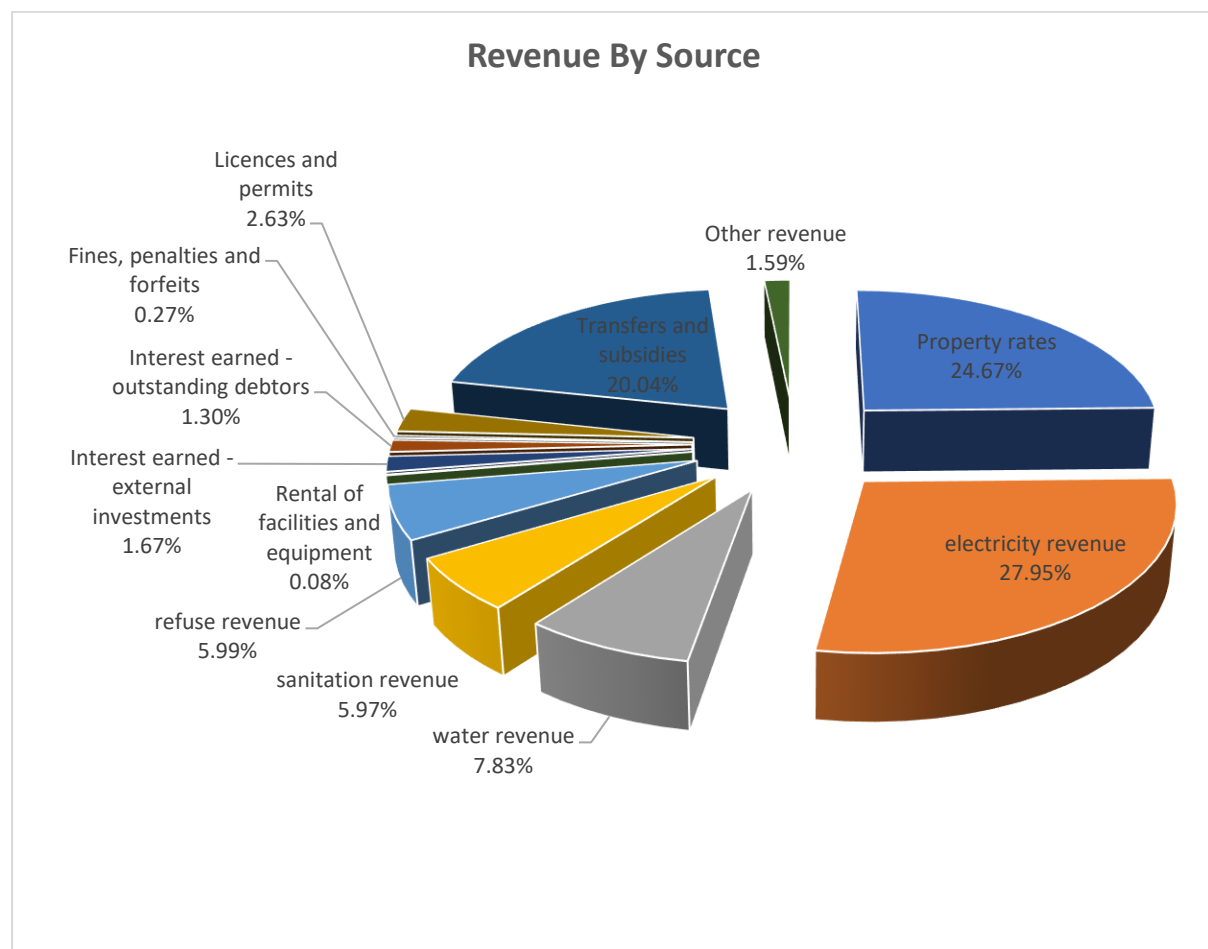
This is largely influenced by the extent of vehicle registrations.

Transfers and Subsidies

Transfers and subsidies received mainly represents the Equitable Share Allocation in the amount of R 124,938 million.

Other revenue

Other revenue is largely influenced by building plan related fees.



Expenditure Variations

Bad Debts

Bad debts are written off upon Council approval.

Contracted Services

Contracted services mostly relate to outsourced work, in relation to the maintenance of municipal infrastructure assets and includes consultation fees.

The contracted services are broken down as follows:

Item Description	Adjusted Budget 2019/20	Actuals as at 31 March 2020	%
Roads Maintenance	17 400 000	4 870 022	27.99%
Specia Rating Area	7 387 701	5 344 375	72.34%
Maintenance of Vehicles	7 278 596	5 494 415	75.49%
Legal Advice and Litigation	6 352 083	5 660 712	89.12%
Project Management	11 248 531	7 116 684	63.27%
Maintenance of Buildings and Facilities	7 150 327	4 290 434	60.00%
Security Services	2 020 083	593 848	29.40%
Qualification Verification	1 895 000	1 050 550	55.44%
Business and Advisory:Valuer	1 951 875	30 577	1.57%
Dune Stabilisation	1 631 200	1 223 678	75.02%
Engineering:Structural	1 600 000	-	0.00%
Clean up Operation	1 775 000	53 200	3.00%
Legal Cost:Collection	1 578 000	416 018	26.36%
Maintenance of Electrical Infrastrcture	2 907 580	1 470 730	50.58%
Drivers Licence Cards	850 000	370 431	43.58%
Clearing and Grass Cutting Services	700 000	349 208	49.89%
Medical Health Services & Support	500 000	389 688	77.94%
Outsourced Services:Internal Auditors	477 600	27 074	5.67%
Animal Care	350 000	350 000	100.00%
Occupational Health and Safety	315 000	12 290	3.90%
Land Audit	300 000	30 720	10.24%
Laboratory Services:Water	392 161	292 276	74.53%
Maintenance of Sanitation Infrastructure	1 624 000	1 371 316	84.44%
Other	2 845 446	883 119	31.04%
Maintenance of Machinery and Equipment	632 560	291 405	46.07%
Burial Services	250 000	36 212	14.48%
Transportation	200 000	-	0.00%
Maintenance of Water Infrastrcture	1 300 300	883 666	67.96%
Total	82 913 043	42 902 648	51.74%

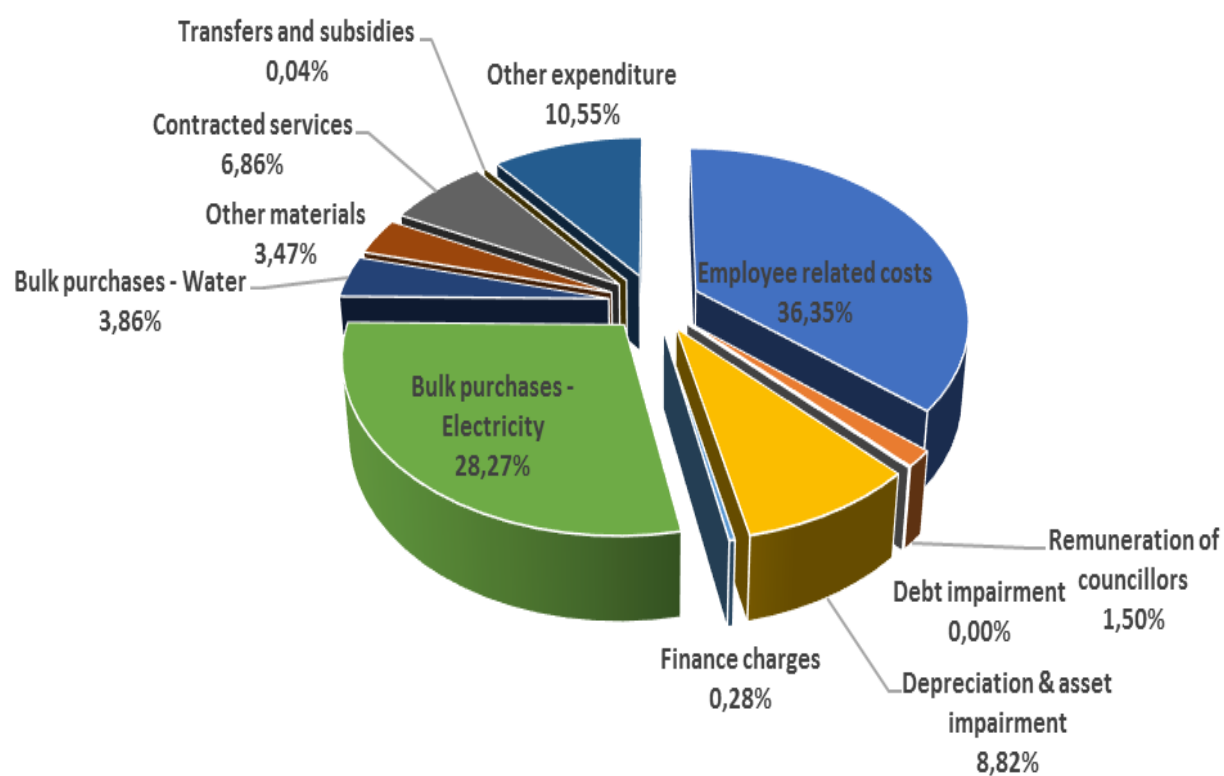
Other expenditure

Other expenditure relates to various general expenses, relating to the running costs of the municipality, such as printing and stationery, telephone accounts, etc.

The other expenditure is broken down as follows:

Item Description	Adjusted Budget 2019/20	Actuals as at 31 March 2020	%
Hire Charges	25 106 523	17 327 864	69.02%
Municipal Services	10 974 549	8 625 593	78.60%
Operating Leases:Furniture and Office Equipment	5 893 745	3 356 462	56.95%
Commission:Third Party Vendors	5 374 126	3 283 170	61.09%
Management Fee	4 532 915	3 324 943	73.35%
External Audit Fees	4 508 000	4 470 826	99.18%
External Computer Service:Internet Charge	4 104 024	3 041 457	74.11%
Operating Leases:Other Assets	4 062 693	3 344 154	82.31%
External Computer Service:Software Licences	3 595 520	1 583 112	44.03%
Remuneration to Ward Committees	3 278 744	1 978 298	60.34%
Bargaining Council	2 909 416	34 080	1.17%
Uniform and Protective Clothing	2 621 035	1 799 661	68.66%
Training	2 603 698	1 686 250	64.76%
Insurance Underwriting:Premiums	2 600 248	1 101 014	42.34%
Storage of Files (Archiving)	1 900 000	1 061 506	55.87%
Communication:Postage/Stamps/Frinking Machines	1 750 485	945 863	54.03%
Skills Development Fund Levy	1 695 046	1 465 574	86.46%
Communication:Cellular Contract (Subscriptions)	1 651 453	1 004 376	60.82%
Achievements and Awards	1 600 000	622 453	38.90%
Printing, Publications and Books	1 580 261	604 228	38.24%
Workmen's Compensation Fund	1 525 915	761 853	49.93%
Registration Fees:Professional and Regulatory Bodies	1 047 408	358 363	34.21%
Domestic:Accommodation	1 008 546	382 072	37.88%
Advertising, Publicity and Marketing:Tenders	978 219	566 308	57.89%
Advertising, Publicity and Marketing:Corporate and Municipal Activities	876 923	246 686	28.13%
Transport without Operator:Own Transport	853 836	432 109	50.61%
Licences:Motor Vehicle Licence and Registrations	729 719	512 102	70.18%
Bank Charges, Facility and Card Fees:Bank Accounts	669 072	790 336	118.12%
External Computer Service:Specialised Computer Services	662 191	-	0.00%
Public Transport:Air Transport	644 351	146 011	22.66%
Signage	630 100	225 874	35.85%
Vehicle Tracking	590 952	475 727	80.50%
Travel and Subsistence:Non-employees	560 504	139 418	24.87%
Advertising, Publicity and Marketing:Gifts and Promotions	485 756	167 761	34.54%
Other	2 716 287	132 151	4.87%
Total	106 322 260	65 997 655	62.07%

Expenditure By Type



Repairs and Maintenance

Below is an analysis of actual repairs and maintenance expenditure by Directorate, compared to the 2019/20 Approved Budget.

Item Description	Adjusted Budget 2019/20	Actuals as at 31 March 2020	%
Corporate Services			
Maintenance of Vehicles	14 465	2 356	16.28%
Maintenance of Buildings and Properties	1 348 064	378 729	28.09%
	1 362 529	381 085	27.97%
Executive & Council			
Maintenance of Solid Waste Disposal	50 000	23 955	47.91%
Maintenance of Vehicles	8 246	2 942	35.68%
Maintenance of Buildings and Properties	390 350	235 295	60.28%
	448 596	262 192	58.45%
Finance			
Maintenance of Vehicles	99 414	36 964	37.18%
Maintenance of Buildings and Properties	537 046	102 677	19.12%
	636 460	139 641	21.94%
Infrastructure & Engineering			
Maintenance of Electrical Infrastructure	6 369 031	3 803 764	59.72%
Maintenance of Buildings and Properties	765 200	363 726	47.53%
Maintenance of Water Supply Infrastructure	3 963 800	2 311 071	58.30%
Maintenance of Storm water Infrastructure	908 000	666 260	73.38%
Maintenance of Roads Infrastructure	24 984 060	9 867 517	39.50%
Maintenance of Vehicles	3 201 839	2 237 458	69.88%
Maintenance of Machinery and Equipment	252 560	141 588	56.06%
Maintenance of Sanitation Infrastructure	3 535 865	2 561 733	72.45%
	43 980 355	21 953 116	49.92%
Planning, Development and Tourism			
Maintenance of Vehicles	19 999	14 180	70.90%
Maintenance of Buildings and Properties	52 600	-	0.00%
	72 599	14 180	19.53%
Community Services			
Maintenance of Buildings and Properties	4 528 465	3 471 092	76.65%
Maintenance of Solid Waste Disposal	50 000	-	0.00%
Maintenance of Machinery and Equipment	192 000	95 588	49.79%
Maintenance of Vehicles	4 233 578	3 377 587	79.78%
Maintenance of Community Facilities	270 000	103 521	38.34%
Maintenance of Sanitation Infrastructure	100 000	99 574	99.57%
	9 374 043	7 147 362	76.25%
Total	55 874 582	29 897 576	53.51%

It is to be noted that actual repairs and maintenance expenditure constituted 53,51% of the 2019/20 Adjusted Budget.

Annexure "A2"

CAPITAL BUDET PERFORMANCE

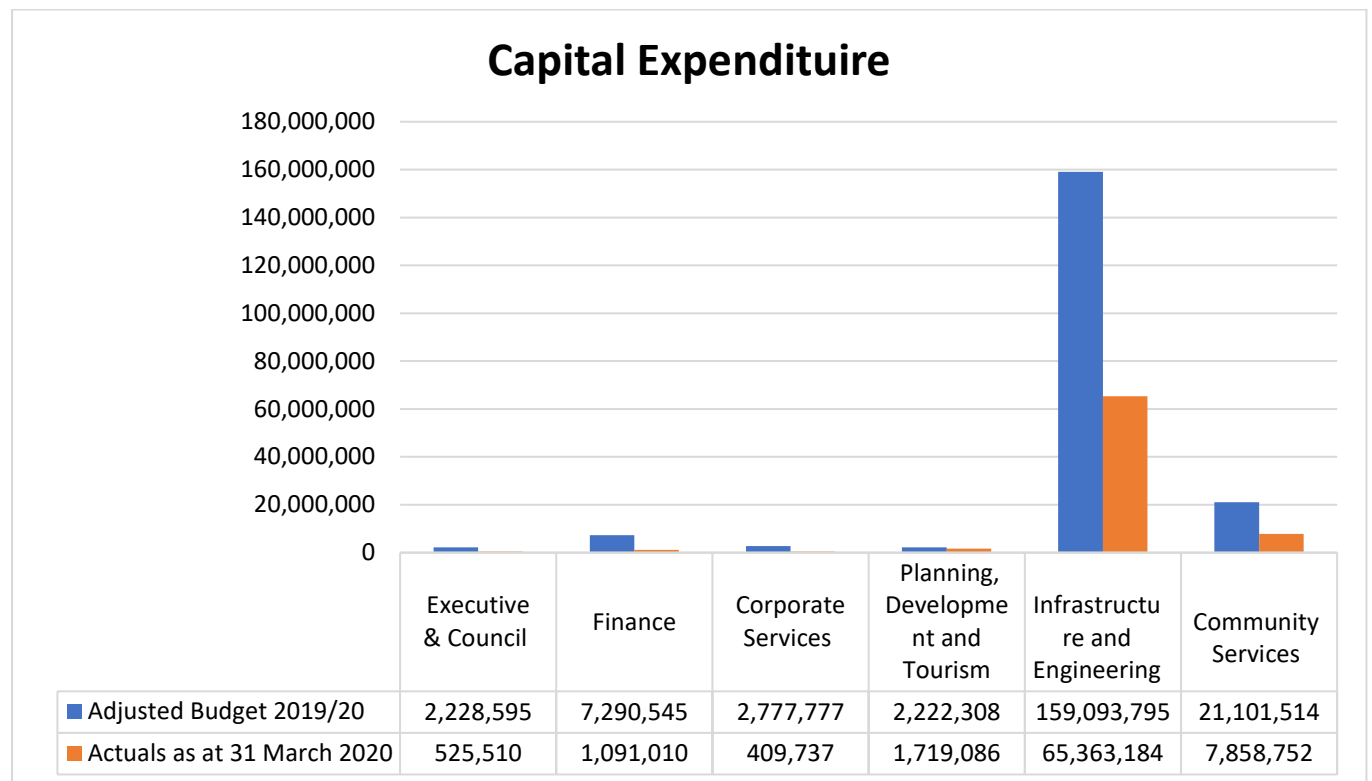
Below is an analysis of the capital expenditure compared to the 2019/20 Adjusted Capital Budget.

Project Description	Funding	Adjusted Budget 2019/20	Actuals as at 31 March 2020	%
Executive & Council				
Furniture and Equipment	Internal	200 899	152 802	76.06%
Computer Equipment	Internal	190 001	34 071	17.93%
Ward Councilors Capital Programme	Internal	1 817 695	338 637	18.63%
Computer Software	Internal	20 000	-	0.00%
		2 228 595	525 510	23.58%
Corporate Services				
EDMS	Internal	861 000	-	0.00%
Old Library Upgrade	Internal	276 738	31 914	11.53%
Computer Software and Applications	Internal	184 000	-	0.00%
Biometric Systems	Internal	600 000	-	0.00%
Fencing of Main Building	Internal	172 425	172 425	100.00%
Furniture and Equipment	Internal	666 571	203 792	30.57%
Computer Equipment	Internal	17 043	1 606	9.42%
		2 777 777	409 737	14.75%
Finance				
Vehicles	Internal	643 416	643 416	100.00%
Furniture and Equipment	Internal	728 066	142 865	19.62%
Cibex Software	Internal	600 000	-	0.00%
Computer Equipment	Internal	421 673	78 575	18.63%
Machinery and Equipment	Internal	181 465	-	0.00%
WIFI Solution	Internal	250 000	-	0.00%
DOT MATRIX PRINTER	Internal	156 024	156 024	100.00%
DISASTER RECOVERY SERVER	Internal	644 106	-	0.00%
Office upgrade ICT	Internal	153 950	70 130	45.55%
Network Upgrade	Internal	3 350 000	-	0.00%
Cracking & Shelving: Stores	Internal	161 845	-	0.00%
		7 290 545	1 091 010	14.96%
Planning, Development & Tourism				
Computer Software and Applications	Internal	226 700	92 919	40.99%
Furniture and equipment	Internal	300 000	-	0.00%
Computer Equipment	Internal	133 300	67 623	50.73%
Land acquisition housing projects	Internal	1 562 308	1 558 543	99.76%
		2 222 308	1 719 086	77.36%

Project Description	Funding	Adjusted Budget 2019/20	Actuals as at 31 March 2020	%
Community Services				
Vehicles	Internal	6 273 223	4 681 180	74.62%
Vehicles	District	3 665 100	-	0.00%
Machinery and Equipment	Internal	1 727 637	685 808	39.70%
Upgrading of Sports Facilities	Internal	560 000	67 986	12.14%
Wheelie Bins	Internal	5 000 000	-	0.00%
Life Gaurds Beach Tower	Internal	96 212	96 212	100.00%
Furniture and equipment	Internal	568 100	172 547	30.37%
Upgrading of Sports Facilities	MIG	-	385 163	
Computer Equipment	Internal	300 000	242 521	80.84%
Fencing Fire Station Hankey	Internal	182 000	171 015	93.96%
Fencing	Internal	1 642 064	790 700	48.15%
Upgrading of Pellsrus, Kabeljous, Cape St Francis	Internal	450 000	250 928	55.76%
Fencing	Internal	320 623	14 189	4.43%
HYDRAULICS RESCUE EQUIPMENT	Internal	304 655	288 703	94.76%
Weston Library Upgrade	Internal	11 900	11 800	99.16%
		21 101 514	7 858 752	37.24%
Infrastructure & Engineering				
Vehicles	Internal	3 535 469	6 541 584	185.03%
New overheadlines 66kv overheadlines(Jbay to Melk	Internal	1 800 000	56 914	3.16%
Electrical supply of tri switches St francis Bay	Internal	200 000	-	0.00%
Electrcial Replacement of old mv cables to main switch	Internal	2 100 000	-	0.00%
Electrical Mini sub station 22 000/11000/400 St Francis	Internal	485 935	-	0.00%
High Mast Lights	Internal	1 300 000	-	0.00%
Humansdorp, Kruisfontein and Osean View Electrification	INEP	5 219 130	1 321 282	25.32%
Electrical Oil circuit breakers replacement	Internal	800 000	-	0.00%
Electrical Supply auto recloser St Francis Bay	Internal	400 000	-	0.00%
Electrical 5 MV 22000/11000 transformer	Internal	1 400 000	-	0.00%
Sewer REPLACE OLD PUMPS	Internal	67 892	108 409	159.68%
Patensie Sewage Package Plant	MIG	5 650 392	1 279 373	22.64%
Fencing of Jeffreys Bay and Kruisfontein Reservoir	Internal	1 407 260	1 407 260	100.00%
Upgrade Sanitation System Old Hankey	MIG	434 782	236 491	54.39%
KwaNomzamo Wastewater Treatment Works	WSIG	8 695 652	449 971	5.17%
St Francis bulk main outfall sewer	Internal	200 000	-	0.00%
Bucket Eradication Programme	Internal	2 075 942	1 145 442	55.18%
Machinery and Equipment	Internal	330 000	301 664	91.41%
Upgrading of Gravel Roads in Jeffreys Bay	MIG	363 655	-	0.00%
Purchase storage containers	Internal	200 000	0	0.00%

Project Description	Funding	Adjusted Budget 2019/20	Actuals as at 31 March 2020	%
Infrastructure & Engineering				
Mini Fresh Food and Craft Markets	MIG	1 220 951	128 538	10.53%
Furniture and Equipment	Internal	35 551	1 080	3.04%
Upgrading of the Sea Vista Wastewater Treatment Works	MIG	13 011 229	12 775 778	98.19%
OYSTER BAY WATER SUPPLY	WSIG	541 350	-	0.00%
CAPE ST FRANCIS WATER SUPPLY	WSIG	4 217 504	779 692	18.49%
JEFFREYS BAY WATER SUPPLY	WSIG	1 194 093	1 105 370	92.57%
HUMANSDORP WATER SUPPLY	WSIG	1 456 415	89 219	6.13%
PATENSIE WATER SUPPLY	WSIG	2 862 732	303 603	10.61%
HANKEY WATER SUPPLY	WSIG	19 115 490	9 213 348	48.20%
WATER CONSERVATION AND DEMAND MANAGEMENT	WSIG	1 620 416	232 457	14.35%
RETICULATION REPLACE PIPELINES (PATENSIE)	WSIG	7 634 103	1 652 097	21.64%
RETICULATION REPLACE PIPELINES (HANKEY)	WSIG	2 168 698	382 375	17.63%
RETICULATION REPLACE PIPELINES (OYSTER BAY)	WSIG	13 882	-	0.00%
DEVELOP NATURAL SPRINGS AND CONVEYANCE (HUMANSDORP)	WSIG	15 772 674	6 696 366	42.46%
REFURBISH AND UPGRADE WATER TREATMENT WORKS (JEFFREYS BAY)	WSIG	28 635 111	14 520 056	50.71%
Computer Equipment	Internal	25 000	20 594	82.38%
Roads Capital	Internal	2 500 000	111 698	4.47%
Security Camera	Internal	300 000	-	0.00%
LV Networks (Informal Areas, Electrification/illegal connections)	Internal	1 000 000	-	0.00%
Purchase of mini sub station 11000/400,22000/400	Internal	508 597	508 597	100.00%
conversion from conventional meter to pre paid meters	Internal	170 336	170 337	100.00%
CONCRETE POLES	Internal	171 518	171 518	100.00%
SOLAR LIGHTS	Internal	360 773	360 773	100.00%
Pre Planning - Waterline Replacement - St Francis	Internal	260 000	-	0.00%
Pre Planning - Waterline Replacement - Mimosa Stre	Internal	250 000	-	0.00%
Pre Planning - Water Tower - Paradise	Internal	300 000	-	0.00%
(Pre Planning) Investigation Bypass Rising Main -	Internal	300 000	-	0.00%
(Pre Planning) Investigation for the Upgrade of Se	Internal	300 000	-	0.00%
Fencing of Kruisfontein WWTW	Internal	1 642 740	-	0.00%
Upgrading of Kwanomzamo Sports Facility	MIG	5 413 043	-	0.00%
Upgrading of Sports Facilities	MIG	5 564 599	3 800	0.07%
Energy and Demand Side Management	Energy	3 478 262	2 939 881	84.52%
Outfall Sewers Capital	Internal	382 619	347 617	90.85%
		159 093 795	65 363 184	41.08%
Total		194 714 534	76 967 278	39.53%
Internally generated funds		56 765 271	22 472 417	39.59%
Transfers recognised - capital		137 949 263	54 494 862	39.50%
Total		194 714 534	76 967 278	39.53%

It is to be noted that capital expenditure as at 31 March 2020 amounted to 39,53%, compared to the adjusted capital budget of R 194,714,534.



Annexure "A3"

PROJECTED CASH FLOW STATEMENT FOR THE 2019/20 FINANCIAL YEAR

Projected Cash Flow Statement as at 31 March 2020

The purpose of the cash flow statement is to compare the cash inflows (receipts) with the cash outflows (payments), so as to ascertain the adequacy of the cash inflows to cover the cash outflows.

Table C7 Monthly Budget Statement – Cash Flow – M09 March 2020

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	189 400	11 674	159 313	141 636	17 676	12%	189 400	
Service charges			435 121	434 214	39 192	314 269	326 341	(12 071)	-4%	434 214	
Other revenue			34 799	37 344	13 051	67 825	26 100	41 726	160%	37 344	
Government - operating			133 112	133 112	32 676	133 165	99 834	33 331	33%	133 112	
Government - capital			58 063	58 063	34 074	54 842	43 547	11 295	26%	58 063	
Interest			18 476	25 832	1 797	21 301	13 857	7 444	54%	25 832	
Dividends			-		-	-	-	-			
Payments											
Suppliers and employees			(783 499)	(811 506)	(84 808)	(663 313)	(587 624)	75 689	-13%	(811 506)	
Finance charges			(2 201)	(2 201)	(201)	(1 756)	(1 651)	105	-6%	(2 201)	
Transfers and Grants			-	(250)	(250)	(250)	-	250	#DIV/0!	(250)	
NET CASH FROM/(USED) OPERATING ACTIVITIES			-	82 720	64 009	47 205	85 396	62 040	(23 356)	-38%	64 009
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)	(194 715)	(7 550)	(90 512)	(69 833)	20 680	-30%	(194 715)	
NET CASH FROM/(USED) INVESTING ACTIVITIES			-	(93 110)	(194 715)	(7 550)	(90 512)	(69 833)	20 680	-30%	(194 715)
CASH FLOWS FROM FINANCING ACTIVITIES											
Receipts											
Short term loans			-		-	-	-	-		-	
Borrowing long term/refinancing			-		-	-	-	-		-	
Increase (decrease) in consumer deposits			-		-	-	-	-		-	
Payments											
Repayment of borrowing			(7 999)	(9 067)	(675)	(5 935)	(5 999)	(64)	1%	(9 067)	
NET CASH FROM/(USED) FINANCING ACTIVITIES			-	(7 999)	(9 067)	(675)	(5 935)	(5 999)	(64)	1%	(9 067)
NET INCREASE/ (DECREASE) IN CASH HELD											
			-	(18 389)	(139 773)	38 980	(11 051)	(13 792)			(139 773)
Cash/cash equivalents at beginning:				84 707	214 228		214 228	214 228			214 228
Cash/cash equivalents at month/year end:			-	66 318	74 455		203 176	200 436			74 455

MUNICIPAL MONTHLY BUDGET TABLES**2. 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 March 2020 and are to be noted. Each table is accompanied by explanatory notes.

Table C1 Monthly Budget Statement Summary – M09 March 2020

Description	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									
Financial Performance									
Property rates	–	196 717	197 221	11 467	163 191	131 481	31 710	24%	197 221
Service charges	–	453 251	452 307	37 068	315 741	301 538	14 203	5%	452 307
Investment revenue	–	10 375	15 375	835	11 076	10 250	826	8%	15 375
Transfers and subsidies	–	133 112	133 112	31 580	132 540	88 741	43 799	49%	133 112
Other own revenue	–	43 238	48 236	5 997	38 832	32 157	6 674	21%	48 236
Total Revenue (excluding capital transfers and contributions)	–	836 693	846 251	86 947	661 380	564 167	97 212	17%	846 251
Employee costs	–	290 942	305 137	23 614	227 392	203 425	23 967	12%	305 137
Remuneration of Councillors	–	13 063	13 063	1 049	9 370	8 709	661	8%	13 063
Depreciation & asset impairment	–	85 101	85 101	6 127	55 145	56 734	(1 589)	-3%	85 101
Finance charges	–	2 201	2 201	201	1 768	1 467	301	21%	2 201
Materials and bulk purchases	–	301 244	304 039	20 184	222 743	202 692	20 051	10%	304 039
Transfers and subsidies	–	–	250	250	250	167	83	50%	250
Other expenditure	–	204 586	215 655	21 890	108 900	143 770	(34 870)	-24%	215 655
Total Expenditure	–	897 137	925 445	73 316	625 569	616 964	8 605	1%	925 445
Surplus/(Deficit)	–	(60 444)	(79 194)	13 631	35 811	(52 796)	88 607	-168%	(79 194)
Transfers and subsidies - capital (monetary allocation)	–	58 063	58 063	1 136	34 798	38 709	(3 911)	-10%	58 063
Contributions & Contributed assets	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions	–	(2 381)	(21 131)	14 767	70 609	(14 087)	84 697	-601%	(21 131)
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–	–	–
Surplus/ (Deficit) for the year	–	(2 381)	(21 131)	14 767	70 609	(14 087)	84 697	-601%	(21 131)
Capital expenditure & funds sources									
Capital expenditure	–	93 110	194 715	6 565	76 967	146 036	(69 069)	-47%	194 715
Capital transfers recognised	–	51 117	137 949	5 981	54 495	103 462	(48 967)	-47%	137 949
Borrowing	–	–	–	–	–	–	–	–	–
Internally generated funds	–	41 994	56 765	584	22 472	42 574	(20 102)	-47%	56 765
Total sources of capital funds	–	93 110	194 715	6 565	76 967	146 036	(69 069)	-47%	194 715
Financial position									
Total current assets	–	173 204	178 224		288 882				178 224
Total non current assets	–	2 317 635	2 371 220		2 261 606				2 371 220
Total current liabilities	–	175 225	188 504		174 346				188 504
Total non current liabilities	–	184 979	182 000		179 799				182 000
Community wealth/Equity	–	2 130 635	2 178 939		2 196 342				2 178 939
Cash flows									
Net cash from (used) operating	–	82 720	64 009	47 205	85 396	62 040	(23 356)	-38%	64 009
Net cash from (used) investing	–	(93 110)	(194 715)	(7 550)	(90 512)	(69 833)	20 680	-30%	(194 715)
Net cash from (used) financing	–	(7 999)	(9 067)	(675)	(5 935)	(5 999)	(64)	1%	(9 067)
Cash/cash equivalents at the month/year end	–	66 318	74 455	–	203 176	200 436	(2 740)	-1%	74 455
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	33 969	6 964	5 387	4 602	4 509	4 055	29 011	98 324	186 821
Creditors Age Analysis									
Total Creditors	26 279	1 169	228	3	500	–	158	(172)	28 165

Explanatory notes to Table C 1 – Monthly Budget Summary

The aim of the Budget Summary is to provide a concise overview of the actual budget performance from all of the major financial perspective (operating expenditure, capital expenditure, financial position, cash flow, and MFMA funding compliance). The table provides an overview of the actual amounts spent compared to the monthly budget projections within the context of operating performance, resources utilised for capital expenditure, financial position, cash and funding compliance.

Table C2 Monthly Budget Statement – Financial Performance (standard classification) – M09 March 2020

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										
<i>Governance and administration</i>		–	339 475	345 087	44 427	306 230	258 815	47 415	18%	345 087
Executive and council		–	27	27	–	4	20	(17)	-82%	27
Finance and administration		–	339 448	345 060	44 427	306 227	258 795	47 432	18%	345 060
Internal audit		–	–	–	–	–	–	–		–
<i>Community and public safety</i>		–	14 266	14 354	179	8 628	10 766	(2 138)	-20%	14 354
Community and social services		–	2 479	2 479	24	2 028	1 859	169	9%	2 479
Sport and recreation		–	7 867	7 867	149	5 160	5 900	(740)	-13%	7 867
Public safety		–	1 984	1 984	1	16	1 488	(1 473)	-99%	1 984
Housing		–	–	–	–	–	–	–		–
Health		–	1 936	2 024	5	1 424	1 518	(94)	-6%	2 024
<i>Economic and environmental services</i>		–	19 616	22 582	5 073	24 384	16 937	7 447	44%	22 582
Planning and development		–	6 667	6 667	3 702	9 378	5 001	4 377	88%	6 667
Road transport		–	11 844	14 586	1 364	13 983	10 940	3 043	28%	14 586
Environmental protection		–	1 105	1 329	7	1 023	997	27	3%	1 329
<i>Trading services</i>		–	521 398	522 291	38 403	356 936	391 718	(34 782)	-9%	522 291
Energy sources		–	293 789	290 575	21 736	185 254	217 931	(32 677)	-15%	290 575
Water management		–	87 929	89 113	6 713	78 582	66 835	11 747	18%	89 113
Waste water management		–	83 574	87 728	5 562	51 232	65 796	(14 564)	-22%	87 728
Waste management		–	56 106	54 875	4 393	41 869	41 156	713	2%	54 875
<i>Other</i>	4	–	–	–	–	–	–	–		–
Total Revenue - Functional	2	–	894 756	904 314	88 082	696 178	678 236	17 942	3%	904 314
Expenditure - Functional										
<i>Governance and administration</i>		–	222 961	220 334	17 952	136 476	165 251	(28 775)	-17%	220 334
Executive and council		–	45 089	42 506	3 206	31 131	31 879	(749)	-2%	42 506
Finance and administration		–	177 872	177 809	14 743	105 338	133 357	(28 018)	-21%	177 809
Internal audit		–	–	20	2	7	15	(8)	-53%	20
<i>Community and public safety</i>		–	85 190	86 854	7 051	66 341	65 141	1 200	2%	86 854
Community and social services		–	10 612	10 929	725	6 474	8 197	(1 723)	-21%	10 929
Sport and recreation		–	44 086	45 356	3 782	34 839	34 017	822	2%	45 356
Public safety		–	22 264	22 341	1 811	18 181	16 756	1 425	9%	22 341
Housing		–	3 228	3 228	350	3 090	2 421	669	28%	3 228
Health		–	4 999	4 999	384	3 756	3 749	7	0%	4 999
<i>Economic and environmental services</i>		–	116 851	132 776	13 287	80 675	99 582	(18 908)	-19%	132 776
Planning and development		–	34 459	35 232	2 174	20 437	26 424	(5 988)	-23%	35 232
Road transport		–	80 642	95 724	10 917	59 086	71 793	(12 707)	-18%	95 724
Environmental protection		–	1 751	1 821	196	1 153	1 365	(213)	-16%	1 821
<i>Trading services</i>		–	467 649	481 979	34 923	340 199	361 484	(21 286)	-6%	481 979
Energy sources		–	285 024	285 627	19 139	203 547	214 220	(10 673)	-5%	285 627
Water management		–	80 898	78 491	5 223	55 390	58 868	(3 478)	-6%	78 491
Waste water management		–	51 081	56 706	4 159	43 089	42 529	560	1%	56 706
Waste management		–	50 646	61 155	6 403	38 172	45 867	(7 694)	-17%	61 155
<i>Other</i>		–	4 486	3 501	103	1 878	2 626	(747)	-28%	3 501
Total Expenditure - Functional	3	–	897 137	925 445	73 316	625 569	694 084	(68 515)	-10%	925 445
Surplus/ (Deficit) for the year		–	(2 381)	(21 131)	14 767	70 609	(15 848)	86 458	-546%	(21 131)

Explanatory notes to Table C2 – Budgeted Financial Performance (revenue and expenditure by standard classification)

The standard classification refers to a modified Government Finance Statistics (GFS) reporting structure. The aim of the standard classification approach is to ensure that all municipalities report their operations in one common format, to facilitate comparison across all municipalities.

Table C3 Monthly Budget Statement – Financial Performance (revenue and expenditure by municipal vote – M09 March 2020

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	339 202	43 832	303 813	254 402	49 411	19,4%	339 202
Vote 3 - CORPORATE SERVICES	27	293	–	411	220	191	86,7%	293
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	4 052	4 052	3 334	5 780	3 039	2 741	90,2%	4 052
Vote 5 - INFRASTRUCTURE AND ENGINEERING	468 908	471 031	34 853	320 139	353 273	(33 135)	-9,4%	471 031
Vote 6 - COMMUNITY SERVICES	20 256	23 086	1 446	18 348	17 315	1 033	6,0%	23 086
Vote 7 - COMMUNITY SERVICES (CONTINUED)	67 656	66 649	4 618	47 688	49 987	(2 299)	-4,6%	66 649
Total Revenue by Vote	894 756	904 314	88 082	696 178	678 236	17 942	2,6%	904 314
Expenditure by Vote								
Vote 1 - EXECUTIVE COUNCIL	43 826	45 728	7 181	31 430	34 296	(2 866)	-8,4%	45 728
Vote 2 - FINANCIAL SERVICES	93 059	88 840	4 896	47 238	66 630	(19 392)	-29,1%	88 840
Vote 3 - CORPORATE SERVICES	51 140	55 943	3 531	31 211	41 957	(10 746)	-25,6%	55 943
Vote 4 - PLANNING, DEVELOPMENT & TOURISM	22 412	22 400	1 486	14 949	16 800	(1 851)	-11,0%	22 400
Vote 5 - INFRASTRUCTURE AND ENGINEERING	515 897	531 550	40 075	369 830	398 662	(28 833)	-7,2%	531 550
Vote 6 - COMMUNITY SERVICES	54 604	54 994	4 240	40 244	41 246	(1 001)	-2,4%	54 994
Vote 7 - COMMUNITY SERVICES (CONTINUED)	116 198	125 990	11 908	90 666	94 492	(3 826)	-4,0%	125 990
Total Expenditure by Vote	897 137	925 445	73 316	625 569	694 084	(68 515)	-9,9%	925 445
Surplus/ (Deficit) for the year	(2 381)	(21 131)	14 767	70 609	(15 848)	86 458	-545,5%	(21 131)

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 segments into which a budget of a municipality is divided into, for the appropriation of funds.

Table C4 Monthly Budget Statement – Financial Performance (revenue and expenditure) – M09 March 2020

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										
Revenue By Source										
Property rates			196 717	197 221	11 467	163 191	131 481	31 710	24%	197 221
Service charges - electricity revenue			277 068	274 470	22 132	184 862	182 980	1 882	1%	274 470
Service charges - water revenue			76 105	75 713	6 359	51 791	50 476	1 316	3%	75 713
Service charges - sanitation revenue			46 346	50 051	4 399	39 481	33 368	6 113	18%	50 051
Service charges - refuse revenue			53 732	52 072	4 178	39 607	34 715	4 892	14%	52 072
Rental of facilities and equipment			4 037	4 037	103	536	2 691	(2 155)	-80%	4 037
Interest earned - external investments			10 375	15 375	835	11 076	10 250	826	8%	15 375
Interest earned - outstanding debtors			8 439	10 892	813	8 615	7 261	1 353	19%	10 892
Dividends received			–	–	–	–	–	–	–	–
Fines, penalties and forfeits			6 397	6 397	147	1 805	4 265	(2 460)	-58%	6 397
Licences and permits			16 568	19 822	1 468	17 380	13 215	4 166	32%	19 822
Agency services			–	–	–	–	–	–	–	–
Transfers and subsidies			133 112	133 112	31 580	132 540	88 741	43 799	49%	133 112
Other revenue			7 797	7 088	3 467	10 497	4 726	5 771	122%	7 088
Gains on disposal of PPE			–	–	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contributions)		–	836 693	846 251	86 947	661 380	564 167	97 212	17%	846 251
Expenditure By Type										
Employee related costs			290 942	305 137	23 614	227 392	203 425	23 967	12%	305 137
Remuneration of councillors			13 063	13 063	1 049	9 370	8 709	661	8%	13 063
Debt impairment			26 336	26 420	–	–	17 613	(17 613)	-100%	26 420
Depreciation & asset impairment			85 101	85 101	6 127	55 145	56 734	(1 589)	-3%	85 101
Finance charges			2 201	2 201	201	1 768	1 467	301	21%	2 201
Bulk purchases			271 623	271 623	17 851	201 006	181 082	19 924	11%	271 623
Other materials			29 621	32 416	2 333	21 737	21 610	126	1%	32 416
Contracted services			80 814	82 913	13 281	42 903	55 275	(12 373)	-22%	82 913
Transfers and subsidies			–	250	250	250	167	83	50%	250
Other expenditure			97 436	106 322	8 609	65 998	70 882	(4 884)	-7%	106 322
Loss on disposal of PPE			–	–	–	–	–	–	–	–
Total Expenditure		–	897 137	925 445	73 316	625 569	616 964	8 605	1%	925 445
Surplus/(Deficit)		–	(60 444)	(79 194)	13 631	35 811	(52 796)	88 607	(0)	(79 194)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)			58 063	58 063	1 136	34 798	38 709	(3 911)	(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)	(21 131)	14 767	70 609	(14 087)			(21 131)
Taxation			–	–	–	–	–	–	–	–
Surplus/(Deficit) after taxation		–	(2 381)	(21 131)	14 767	70 609	(14 087)			(21 131)
Attributable to minorities			–	–	–	–	–			–
Surplus/(Deficit) attributable to municipality		–	(2 381)	(21 131)	14 767	70 609	(14 087)			(21 131)
Share of surplus/ (deficit) of associate			–	–	–	–	–			–
Surplus/ (Deficit) for the year		–	(2 381)	(21 131)	14 767	70 609	(14 087)			(21 131)

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

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

Table C5 Monthly Budget Statement – Capital Expenditure (municipal vote, standard classification and funding) – M09 March 2020

Vote 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									
Multi-Year expenditure appropriation	2									
Vote 1 - EXECUTIVE COUNCIL		-	-	-	-	-	-	-	-	-
Vote 2 - FINANCIAL SERVICES		-	-	-	-	-	-	-	-	-
Vote 3 - CORPORATE SERVICES		-	-	-	-	-	-	-	-	-
Vote 4 - PLANNING, DEVELOPMENT & TOURISM		-	-	-	-	-	-	-	-	-
Vote 5 - INFRASTRUCTURE AND ENGINEERING		-	-	-	-	-	-	-	-	-
Vote 6 - COMMUNITY SERVICES		-	-	-	-	-	-	-	-	-
Vote 7 - COMMUNITY SERVICES (CONTINUED)		-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Capital Multi-year expenditure	4,7	-	-	-	-	-	-	-		-
Single Year expenditure appropriation	2									
Vote 1 - EXECUTIVE COUNCIL		-	1 200	2 229	9	526	1 671	(1 146)	-69%	2 229
Vote 2 - FINANCIAL SERVICES		-	2 600	7 291	9	1 091	5 468	(4 377)	-80%	7 291
Vote 3 - CORPORATE SERVICES		-	3 069	2 778	2	410	2 083	(1 674)	-80%	2 778
Vote 4 - PLANNING, DEVELOPMENT & TOURISM		-	4 581	2 222	-	1 719	1 667	52	3%	2 222
Vote 5 - INFRASTRUCTURE AND ENGINEERING		-	58 218	159 094	5 982	65 363	119 320	(53 957)	-45%	159 094
Vote 6 - COMMUNITY SERVICES		-	5 915	8 134	80	1 832	6 100	(4 268)	-70%	8 134
Vote 7 - COMMUNITY SERVICES (CONTINUED)		-	17 528	12 968	483	6 027	9 726	(3 699)	-38%	12 968
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-		-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-		-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-		-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-		-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-		-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-		-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-		-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-		-
Total Capital single-year expenditure	4	-	93 110	194 715	6 565	76 967	146 036	(69 069)	-47%	194 715
Total Capital Expenditure		-	93 110	194 715	6 565	76 967	146 036	(69 069)	-47%	194 715
Capital Expenditure - Functional Classification										
Governance and administration		-	8 169	14 715	34	3 979	11 036	(7 057)	-64%	14 715
Executive and council			1 065	2 243	20	532	1 682	(1 150)	-68%	2 243
Finance and administration			6 969	12 472	13	3 447	9 354	(5 907)	-63%	12 472
Internal audit			135	-	-	-	-	-		-
Community and public safety		-	20 215	24 208	553	5 465	18 156	(12 691)	-70%	24 208
Community and social services			950	876	21	745	657	88	13%	876
Sport and recreation			13 600	15 738	479	2 435	11 804	(9 368)	-79%	15 738
Public safety			3 965	6 031	54	726	4 524	(3 798)	-84%	6 031
Housing			1 700	1 562	-	1 559	1 172	387	33%	1 562
Health			-	-	-	-	-	-		-
Economic and environmental services		-	5 325	5 425	129	576	4 068	(3 493)	-86%	5 425
Planning and development			3 331	2 431	129	334	1 823	(1 489)	-82%	2 431
Road transport			1 994	2 994	-	241	2 245	(2 004)	-89%	2 994
Environmental protection			-	-	-	-	-	-		-
Trading services		-	59 402	150 367	5 849	66 948	112 776	(45 827)	-41%	150 367
Energy sources			19 432	19 455	1 876	5 551	14 591	(9 040)	-62%	19 455
Water management			11 446	98 439	149	37 797	73 830	(36 033)	-49%	98 439
Waste water management			26 524	25 473	3 825	21 600	19 105	2 496	13%	25 473
Waste management			2 000	7 000		2 000	5 250	(3 250)	-62%	7 000
Other			-	-		-	-	-		-
Total Capital Expenditure - Functional Classification	3	-	93 110	194 715	6 565	76 967	146 036	(69 069)	-47%	194 715
Funded by:										
National Government			49 052	134 284	5 981	54 495	100 713	(46 218)	-46%	134 284
Provincial Government			-	-	-	-	-	-		-
District Municipality			2 065	3 665			2 749	(2 749)	-100%	3 665
Other transfers and grants			-	-	-	-	-	-		-
Transfers recognised - capital		-	51 117	137 949	5 981	54 495	103 462	(48 967)	-47%	137 949
Borrowing	6			-	-	-	-			
Internally generated funds			41 994	56 765	584	22 472	42 574	(20 102)	-47%	56 765
Total Capital Funding		-	93 110	194 715	6 565	76 967	146 036	(69 069)	-47%	194 715

Explanatory notes to Table C5 – Budgeted Capital Expenditure by vote, standard classification and funding

Table C5 is a breakdown of the capital programme in relation to capital expenditure by municipal vote; capital expenditure by standard classification; and the funding necessary to fund the capital budget, including information on capital transfers from national and provincial departments

Table C6 Monthly Budget Statement – Financial Position – M09 March 2020

Description	Ref	2018/19	Budget Year 2019/20			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands	1					
<u>ASSETS</u>						
Current assets						
Cash			6 632	5 051	32 507	5 051
Call investment deposits			59 686	69 457	170 669	69 457
Consumer debtors			67 067	60 578	51 393	60 578
Other debtors			33 150	33 885	25 061	33 885
Current portion of long-term receivables			3	3	3	3
Inventory			6 666	9 249	9 249	9 249
Total current assets		–	173 204	178 224	288 882	178 224
Non current assets						
Long-term receivables			16	13	13	13
Investments					–	
Investment property			354 389	242 552	242 552	242 552
Investments in Associate					–	
Property, plant and equipment			1 961 428	2 126 227	2 018 797	2 126 227
Biological					–	
Intangible			1 802	2 428	244	2 428
Other non-current assets					–	
Total non current assets		–	2 317 635	2 371 220	2 261 606	2 371 220
TOTAL ASSETS		–	2 490 839	2 549 443	2 550 488	2 549 443
<u>LIABILITIES</u>						
Current liabilities						
Bank overdraft					–	
Borrowing			7 999	9 067	9 067	9 067
Consumer deposits			15 241	17 378	17 378	17 378
Trade and other payables			127 481	132 411	118 253	132 411
Provisions			24 505	29 649	29 649	29 649
Total current liabilities		–	175 225	188 504	174 346	188 504
Non current liabilities						
Borrowing			15 602	18 556	111 162	18 556
Provisions			169 378	163 445	68 637	163 445
Total non current liabilities		–	184 979	182 000	179 799	182 000
TOTAL LIABILITIES		–	360 204	370 505	354 146	370 505
NET ASSETS	2	–	2 130 635	2 178 939	2 196 342	2 178 939
<u>COMMUNITY WEALTH/EQUITY</u>						
Accumulated Surplus/(Deficit)			2 130 635	2 178 939	2 196 342	2 178 939
Reserves						–
TOTAL COMMUNITY WEALTH/EQUITY	2	–	2 130 635	2 178 939	2 196 342	2 178 939

Explanatory notes to Table C6 – Budgeted Financial Position

- iii. 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.

- iv. Any movement on the Budgeted Financial Performance or the Capital Budget will invariably impact on the Budgeted Financial Position. For example, the collection rate assumption will impact on the cash position of the municipality and consequently inform the level of cash and cash equivalents at year end. Similarly, the collection rate assumption informs the budget provision for bad debts. These budget and planning assumptions form a critical link in determining the applicability and relevance of the budget as well as compliance assessment is directly informed by forecasting the statement of financial position.

Table C7 Monthly Budget Statement – Cash Flow – M09 March 2020

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	189 400	11 674	159 313	141 636	17 676	12%	189 400
Service charges			435 121	434 214	39 192	314 269	326 341	(12 071)	-4%	434 214
Other revenue			34 799	37 344	13 051	67 825	26 100	41 726	160%	37 344
Government - operating			133 112	133 112	32 676	133 165	99 834	33 331	33%	133 112
Government - capital			58 063	58 063	34 074	54 842	43 547	11 295	26%	58 063
Interest			18 476	25 832	1 797	21 301	13 857	7 444	54%	25 832
Dividends			-		-	-	-	-		
Payments										
Suppliers and employees			(783 499)	(811 506)	(84 808)	(663 313)	(587 624)	75 689	-13%	(811 506)
Finance charges			(2 201)	(2 201)	(201)	(1 756)	(1 651)	105	-6%	(2 201)
Transfers and Grants			-	(250)	(250)	(250)	-	250	#DIV/0!	(250)
NET CASH FROM/(USED) OPERATING ACTIVITIES		-	82 720	64 009	47 205	85 396	62 040	(23 356)	-38%	64 009
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)	(194 715)	(7 550)	(90 512)	(69 833)	20 680	-30%	(194 715)
NET CASH FROM/(USED) INVESTING ACTIVITIES		-	(93 110)	(194 715)	(7 550)	(90 512)	(69 833)	20 680	-30%	(194 715)
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans			-		-	-	-	-		-
Borrowing long term/refinancing			-		-	-	-	-		-
Increase (decrease) in consumer deposits			-		-	-	-	-		-
Payments										
Repayment of borrowing			(7 999)	(9 067)	(675)	(5 935)	(5 999)	(64)	1%	(9 067)
NET CASH FROM/(USED) FINANCING ACTIVITIES		-	(7 999)	(9 067)	(675)	(5 935)	(5 999)	(64)	1%	(9 067)
NET INCREASE/ (DECREASE) IN CASH HELD		-	(18 389)	(139 773)	38 980	(11 051)	(13 792)			(139 773)
Cash/cash equivalents at beginning:			84 707	214 228		214 228	214 228			214 228
Cash/cash equivalents at month/year end:		-	66 318	74 455		203 176	200 436			74 455

Explanatory notes to Table C7 – Budgeted Cash Flow Statement

- iii. The budgeted cash flow statement represents the first measurement in determining whether the budget is funded.
- iv. 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.

6. 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 31 March 2020.

Debtors' Age Analysis (Inclusive of VAT) as at 30 June 2019

Description	Budget Year 2018/19								
	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
R thousands									
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 31 March 2020

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	9 560	2 169	1 759	1 553	1 653	1 338	7 462	23 710	49 204
Trade and Other Receivables from Exchange Transactions - Electricity	18 659	1 371	809	566	443	319	2 459	6 605	31 231
Receivables from Non-exchange Transactions - Property Rates	10 552	917	641	479	451	422	7 428	19 095	39 984
Receivables from Exchange Transactions - Waste Water Management	5 393	1 054	798	728	665	638	3 436	9 957	22 669
Receivables from Exchange Transactions - Waste Management	4 233	1 034	928	879	834	821	4 213	13 701	26 644
Receivables from Exchange Transactions - Property Rental Debtors	-	-	-	-	-	-	-	-	-
Interest on Arrear Debtor Accounts	72	88	106	125	156	191	1 779	16 342	18 860
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	-	-	-	-	-	-	-	-	-
Other	(14 499)	331	346	273	307	326	2 233	8 914	(1 771)
Total By Income Source	33 969	6 964	5 387	4 602	4 509	4 055	29 011	98 324	186 821
									-
Debtors Age Analysis By Customer Group									
Organs of State	1 182	495	445	246	164	129	754	2 483	5 899
Commercial	6 812	305	161	149	109	92	617	3 073	11 318
Households	25 975	6 164	4 781	4 207	4 236	3 834	27 640	92 768	169 604
Other	-	-	-	-	-	-	-	-	-
Total By Customer Group	33 969	6 964	5 387	4 602	4 509	4 055	29 011	98 324	186 821

The aforementioned analysis indicates that from 30 June 2019 to 31 March 2020, the overdue debts have increased from R 145,884 million to R 152,852 million, as follows:

R thousands	OVERDUE AMOUNTS AS AT		
Debtors Age Analysis By Income Source	30-Jun-19	31-Mar-20	DIFFERENCE
Trade and Other Receivables from Exchange Transactions - Water	37 037	39 644	2 607
Trade and Other Receivables from Exchange Transactions - Electricity	10 495	12 573	2 077
Receivables from Non-exchange Transactions - Property Rates	25 755	29 432	3 676
Receivables from Exchange Transactions - Waste Water Management	16 078	17 276	1 199
Receivables from Exchange Transactions - Waste Management	21 817	22 410	593
Receivables from Exchange Transactions - Property Rental Debtors	-	-	-
Interest on Arrear Debtor Accounts	21 714	18 788	(2 926)
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	-	-	-
Other	12 987	12 729	(258)
Total By Income Source	145 884	152 852	6 968
Debtors Age Analysis By Customer Group			-
Organs of State	5 088	4 717	(371)
Commercial	4 080	4 506	426
Households	136 716	143 629	6 913
Other	-	-	-
Total By Customer Group	145 884	152 852	6 968

7. Overview of Creditors position

Below is an analysis of the status of the major creditors

Description	Budget Year 2019/20								
	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
R thousands									
Creditors Age Analysis By Customer Type									
Bulk Electricity	18 066	-	-	-	-	-	-	-	18 066
Bulk Water	1	-	1	-	5	-	10	(172)	(156)
PAYE deductions									-
VAT (output less input)									-
Pensions / Retirement deductions									-
Loan repayments									-
Trade Creditors	8 213	1 169	227	3	495	-	149	-	10 256
Auditor General									-
Other									-
Total By Customer Type	26 279	1 169	228	3	500	-	158	(172)	28 165

The above amounts represent invoices still to be paid. The major creditors as at 31 March 2020 are as follows:

Eskom	R 18,066 million
NMBM	R - 0,156 million
Other Creditors	<u>R 10,256 million</u>
TOTAL	<u>R 28,165 million</u>

It is to be noted that the Eskom amount of R 18,066 million, represents the current account for March 2020, which will be fully paid on 21 April 2020.

8. Investment Portfolio

Below is an analysis of the Investment Portfolio as at 31 March 2020.

	Balance as at 30 June 2019	Invested	Interest	Withdrawals	Adjustments	Balance as at 31 March 2020
Standard Bank	19 896 645	-	946 787	-		20 843 433
ABSA	27 519 504	-	1 311 539	-		28 831 043
Nedbank	20 827 601	-	1 002 269	-		21 829 869
RMB	110 820 349	52 207 142	4 506 267	90 990 350		76 543 408
INVESTEC	21 562 503	-	1 058 473	-		22 620 976
						-
Total	200 626 602	52 207 142	8 825 335	90 990 350	-	170 668 729
	Balance as at 30 June 2019	Invested	Interest	Withdrawals	Adjustments	Balance as at 31 March 2020
General Account	90 965 278	3 609 073	4 509 124	-	-	99 083 475
Conditional Grants	109 654 154	48 598 069	4 315 877	90 990 350	-	71 577 750
Housing Funds	7 170	-	334	-	-	7 504
						-
Total	200 626 602	52 207 142	8 825 335	90 990 350	-	170 668 729
Cheque Accounts FNB	13 600 946	18 906 405				32 507 351
TOTAL Investments & Bank	214 227 548	71 113 547	8 825 335	90 990 350	-	203 176 080

The decrease in the investment portfolio since 30 June 2019 amounts to R 11,051,468.

The following analysis indicates the extent to which the investments are committed:

Cash backed Reserves

Bank Balances and Cash	R 32,507,351
Short-term Investment Deposits	<u>R 170,668,729</u>
	<u>R 203,176,080</u>

Application of Cash

Unspent Conditional Grants	90,087,631
Internally Generated Funds	34,292,854
Outstanding Creditors Liability	28,165,329
	<u>152,545,814</u>

Reserves in excess of commitments **50,630,266**

The cash backed reserves exceed the commitments at this stage by an amount of R 50,630,266. It should be noted that the excess of reserves over commitments as at 31 March 2020, is mainly due to an amount of R 31,234 million in respect of the Equitable share allocation received on 16 March 2020, but not yet fully spent.

These funds are already committed towards spending in the 2019/20 Operating budget.

9. Allocation and Grants receipts and expenditure for the 2019/2020 financial year

Supporting Table SC6 Monthly Budget Statement – transfers and grant receipts – M09 March 2020

Description	Budget Year 2019/20							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands							%	
RECEIPTS:								
Operating Transfers and Grants								
National Government:	129 297	129 297	32 374	129 608	96 972	31 235	32,2%	129 297
Operational Revenue:General Revenue:Equitable Share	124 938	124 938	31 234	124 938	93 703	31 235	33,3%	124 938
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]	1 000	1 000	–	1 000	750			1 000
Local Government Financial Management Grant [Schedule 5B]	1 770	1 770	–	1 770	1 328			1 770
Municipal Infrastructure Grant [Schedule 5B]	1 589	1 589	1 140	1 900	1 191			1 589
Provincial Government:	2 050	2 050	–	2 050	1 538	513	33,3%	2 050
Sport and Recreation	2 050	2 050	–	2 050	1 538	513	33,3%	2 050
District Municipality:	1 765	1 765	–	1 964	1 324	641	48,4%	1 765
Environment Health Subsidy	1 765	1 765	–	1 964	1 324	641	48,4%	1 765
Other grant providers:	–	–	302	710	–	710	#DIV/0!	–
Skills Development Grant		–	–	407	–	407	#DIV/0!	–
Greenest Municipality Award			302	302	–			–
Total Operating Transfers and Grants	133 112	133 112	32 676	134 332	99 834	33 097	33,2%	133 112
Capital Transfers and Grants								
National Government:	56 098	56 098	33 360	53 298	42 074	11 225	26,7%	56 098
Municipal Infrastructure Grant (MIG)	36 096	36 096	21 658	36 096	27 072	9 024	33,3%	36 096
Integrated National Electrification Programme	6 002	6 002	1 702	3 202	4 502	(1 300)	-28,9%	6 002
Water Service Infrastructure Grant	10 000	10 000	8 000	10 000	7 500	2 500	33,3%	10 000
Energy Efficiency and Demand Side Management Grant	4 000	4 000	2 000	4 000	3 000	1 000	33,3%	4 000
Provincial Government:	–	–	–	321	–	321	#DIV/0!	–
Human Settlement				321	–	321	#DIV/0!	–
District Municipality:	1 965	1 965	714	714	1 474	(760)	-51,6%	1 965
Fire Subsidy	1 965	1 965	714	714	1 474	(760)	-51,6%	1 965
Total Capital Transfers and Grants	58 063	58 063	34 074	54 333	43 547	10 785	24,8%	58 063
TOTAL RECEIPTS OF TRANSFERS & GRANTS	191 175	191 175	66 750	188 664	143 381	43 882	30,6%	191 175

Below is an analysis of the spending associated with the grants as at 31 March 2020:

Supporting Table SC7 Monthly Budget Statement – transfers and grants expenditure – M09 March 2020

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	129 297	4 567	46 146	96 972	(50 826)	-52,4%	129 297
Operational Revenue:General Revenue:Equitable Share	124 938	124 938	4 357	42 923	93 703	(50 781)	-54,2%	124 938
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]	1 000	1 000		1 000	750	250	33,3%	1 000
Local Government Financial Management Grant [Schedule 5B]	1 770	1 770	52	774	1 328	(554)	-41,7%	1 770
Municipal Infrastructure Grant [Schedule 5B]	1 589	1 589	158	1 450	1 191	259	21,7%	1 589
Provincial Government:	2 050	2 050	–	–	1 538	(1 538)	-100,0%	2 050
Sport and Recreation	2 050	2 050	–	–	1 538	(1 538)	-100,0%	2 050
District Municipality:	1 765	1 765	–	–	1 324	(1 324)	-100,0%	1 765
Environment Health Subsidy	1 765	1 765	–	–	1 324	(1 324)	-100,0%	1 765
Total operating expenditure of Transfers and Grants:	133 112	133 112	4 567	46 146	99 834	(53 687)	-53,8%	133 112
Capital expenditure of Transfers and Grants								
National Government:	56 098	56 098	6 707	22 448	42 074	(19 625)	-46,6%	56 098
Municipal Infrastructure Grant (MIG)	36 096	36 096	4 551	17 031	27 072	(10 042)	-37,1%	36 096
Integrated National Electrification Programme	6 002	6 002	858	1 519	4 502	(2 982)	-66,2%	6 002
Water Service Infrastructure Grant	10 000	10 000	–	517	7 500	(6 983)	-93,1%	10 000
Energy Efficiency and Demand Side Management Grant	4 000	4 000	1 298	3 381	3 000	381	12,7%	4 000
District Municipality:	1 965	1 965	–	–	1 474	(1 474)	-100,0%	1 965
Fire Subsidy	1 965	1 965	–	–	1 474	(1 474)	-100,0%	1 965
Total capital expenditure of Transfers and Grants	58 063	58 063	6 707	22 448	43 547	(21 099)	-48,5%	58 063
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	191 175	191 175	11 274	68 595	143 381	(74 786)	-52,2%	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 773,678
Unspent as at 31 March 2020:	R 996,322

The spending of the grant amounted to 43,71% as at 31 March 2020, 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 1,000,000
Expenditure to date:	R 1,000,000
Unspent as at 31 March 2020:	R 0

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 37,996,000
Expenditure to date:	R 18,485,138
Unspent as at 31 March 2020:	R 19,510,862

The spending of the grant amounted to 48,65% as at 31 March 2020, 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 3,202,000
Expenditure to date:	R 1,519,475
Unspent as at 31 March 2020:	R 1,682,525

The spending of the grant amounted to 47,45% as at 31 March 2020, 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 4,000,000
Expenditure to date:	R 3,380,863
Unspent as at 31 March 2020:	R 619,137

The spending of the grant amounted to 84,52% as at 31 March 2020, compared to the amount of the grant received.

Water Services Infrastructure Grant (Kwanomzamo Wastewater Treatment Works)

The purpose of this grant is to upgrade and refurbish the existing Kwanomzamo Wastewater Treatment Works located in Humansdorp. Decommissioning and dismantling of disused equipment; emptying and cleaning of out structures; site measurements; design.

DORA Allocation:	R 10,000,000
Amount of Grant Received:	R 10,000,000
Expenditure to date:	R 517,467
Unspent as at 31 March 2020:	R 9,482,533

The spending of the grant amounted to 5,17% as at 31 March 2020, compared to the amount of the grant received.

Water Services Infrastructure Grant (Drought Funding)

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.

Unspent Grant as at 30 June 2019	R 98,017,338
Expenditure to date:	R 40,220,771
Unspent as at 31 March 2020:	R 57,796,567

The spending of the grant amounted to 41,03% as at 31 March 2020, compared to the amount of the grant received.

10. Councillor and employee benefits

Below is an analysis of Councillor and employee benefits:

Table SC8 Monthly Budget Statement – Councillor and staff benefits – M09 March 2020

Summary of Employee and Councillor remuneration	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									%	
Councillors (Political Office Bearers plus Other)										
Basic Salaries and Wages			8 800	8 247	700	6 114	6 186	(71)	-1%	8 247
Motor Vehicle Allowance			2 889	2 708	233	2 038	2 031	7	0%	2 708
Cellphone Allowance			1 374	1 288	107	964	966	(1)	0%	1 288
Sub Total - Councillors		-	13 063	12 243	1 041	9 117	9 182	(65)	-1%	12 243
Senior Managers of the Municipality	3									
Basic Salaries and Wages			4 923	6 975	458	3 960	5 231	(1 272)	-24%	6 975
Pension and UIF Contributions				9	1	6	7	(1)	-8%	9
Performance Bonus				158	-	-	119	(119)	-100%	158
Motor Vehicle Allowance				757	55	493	568	(75)	-13%	757
Cellphone Allowance				7	1	6	5	0	5%	7
Other benefits and allowances			3 282	39	6	33	29	4	14%	39
Payments in lieu of leave				3	-	1	2	(2)	-75%	3
Sub Total - Senior Managers of Municipality		-	8 204	7 948	520	4 498	5 961	(1 463)	-25%	7 948
Other Municipal Staff										
Basic Salaries and Wages			173 244	162 556	13 138	119 025	121 917	(2 892)	-2%	162 556
Pension and UIF Contributions			29 339	28 152	2 292	20 602	21 114	(512)	-2%	28 152
Medical Aid Contributions			15 119	14 279	1 226	10 758	10 710	49	0%	14 279
Overtime			27 259	27 829	2 181	21 355	20 872	483	2%	27 829
Performance Bonus			12 972	-	-	-	-	-	-	-
Motor Vehicle Allowance			7 551	8 085	615	5 442	6 064	(622)	-10%	8 085
Cellphone Allowance			1	1	-	1	0	0	33%	1
Housing Allowances			992	930	55	762	698	64	9%	930
Other benefits and allowances			14 858	20 711	730	18 474	15 533	2 940	19%	20 711
Payments in lieu of leave			-	1 481	254	1 257	1 111	146	13%	1 481
Long service awards			1 403	1 571	87	748	1 178	(431)	-37%	1 571
Sub Total - Other Municipal Staff		-	282 737	265 596	20 578	198 422	199 197	(775)	0%	265 596
Total Parent Municipality		-	304 004	285 787	22 139	212 037	214 340	(2 303)	-1%	285 787
TOTAL SALARY, ALLOWANCES & BENEFITS		-	304 004	285 787	22 139	212 037	214 340	(2 303)	-1%	285 787
TOTAL MANAGERS AND STAFF		-	290 942	273 544	21 098	202 921	205 158	(2 237)	-1%	273 544

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	Adjusted Budget 2019/20	Actuals as at 31 March 2020
Capital Charges to Operating Expenditure	Interest & principal paid/Total Operating Expenditure	3.67%	2.51%	1.78%	1.29%	1.22%	1.23%
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	0.01	0.01	0.01
Liquidity							
Current Ratio	Current assets / current liabilities	0.85	0.97	1.58	1.44	0.95	1.66
Liquidity Ratio	Monetary assets / current liabilities	0.40	0.47	0.75	0.87	0.40	1.17
Revenue Management							
Annual Debtors Collection Rate	Billed Revenue / Receipted Revenue	97.60%	95.81%	90.73%	97,62%	96%	98.26%

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	Adjusted Budget 2019/20	Actuals as at 31 March 2020
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	1.73	1.90	1.10	1.78
Employee Costs	Employee Costs / Total Operating Expenditure	35.62%	33.39%	33.21%	33.39%	32.97%	36.35%
Capital Expenditure	Capital Expenditure / Capital Budget	81.97%	72.92%	72.98%	44.59%	95%	39.53%
Repairs and Maintenance as % of Total Operating Expenditure	Repairs and Maintenance / Total Operating Expenditure	4.61%	4.94%	3.82%	5.63%	6.04%	4.78%
Repairs and Maintenance as % of PPE (Book Value)	Repairs and Maintenance / Net PPE	1.17%	1.65%	1.41%	2.29%	2.63%	1.48%
Own Revenue Sources / Total Operating Revenue (Including operating grants)	Own Revenue Sources / Total Operating Revenue (Including Conditional Grants)	74.74%	78.69%	80.22%	75.36%	84.27%	79.96%

The above table is discussed in detail below.

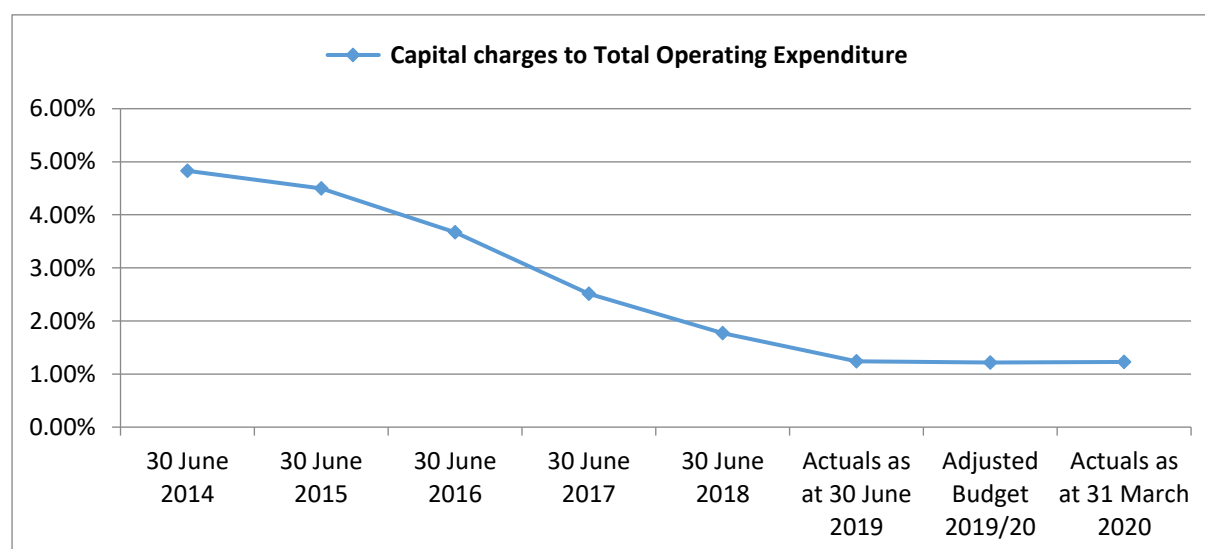
10.1. Borrowing Management

10.1.1. 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 1.23% of the Total Operating Expenditure was utilised for capital charges as at 31 March 2020, compared to the adjusted budget ratio of 1,22%.



10.1.2. 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.

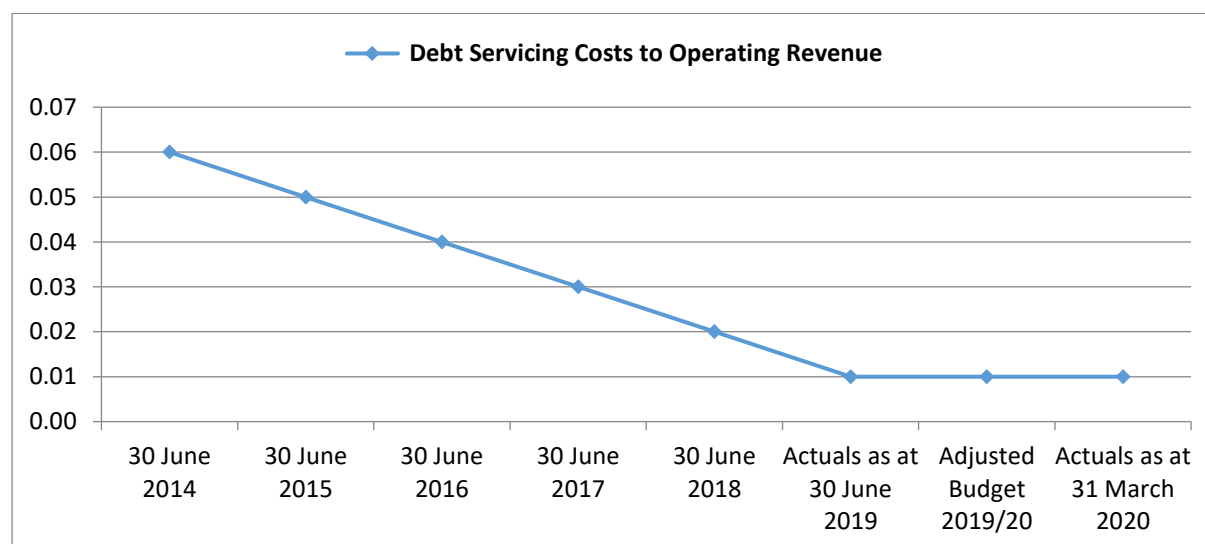
10.1.3. Debt Servicing Costs to Operating Revenue Ratio

This ratio indicates the proportion of debt servicing costs (interest and principal paid on borrowing) to actual operating revenue to date.

The ratio is determined as follows:

Debt Servicing Costs/Operating Revenue

As at 31 March 2020, the ratio was 0.01:1, compared to the adjusted budget ratio of 0.01:1.



10.2. Liquidity

10.2.1. Current ratio

The Ratio assesses the Municipality's ability to meet its Short-term Liabilities (Debt and Payables) with its Short-term Assets (Cash, Inventory, Receivables etc.).

The ratio is determined as follows:

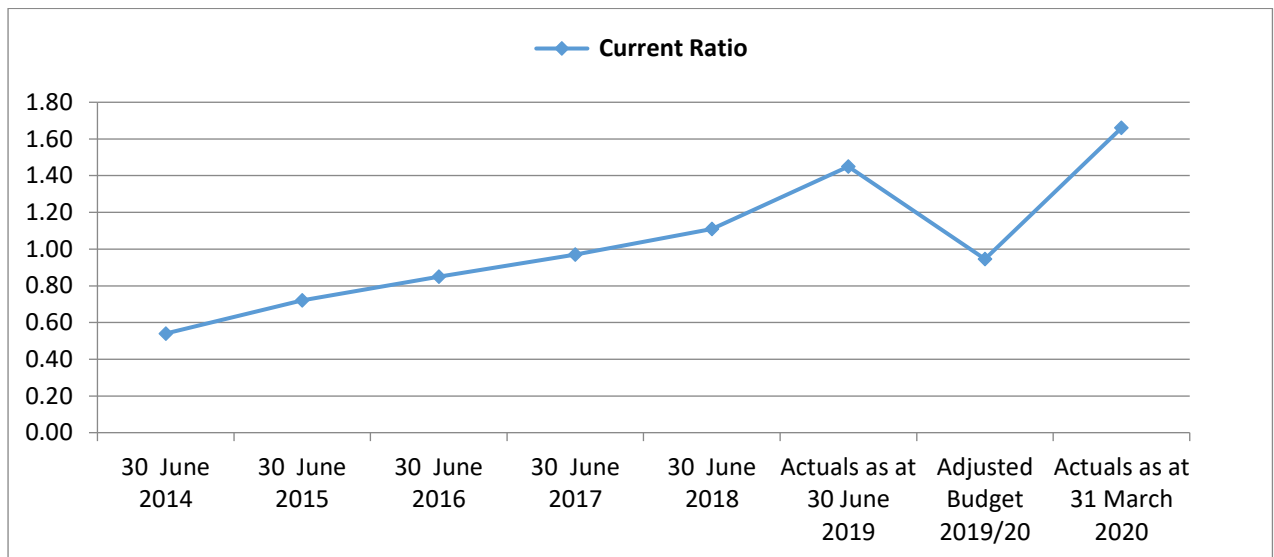
Current assets/Current liabilities

The ratio as at 31 March 2020 was 1.66:1, compared to the adjusted budget ratio of 0.95:1.

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.



10.2.2. Liquidity Ratio

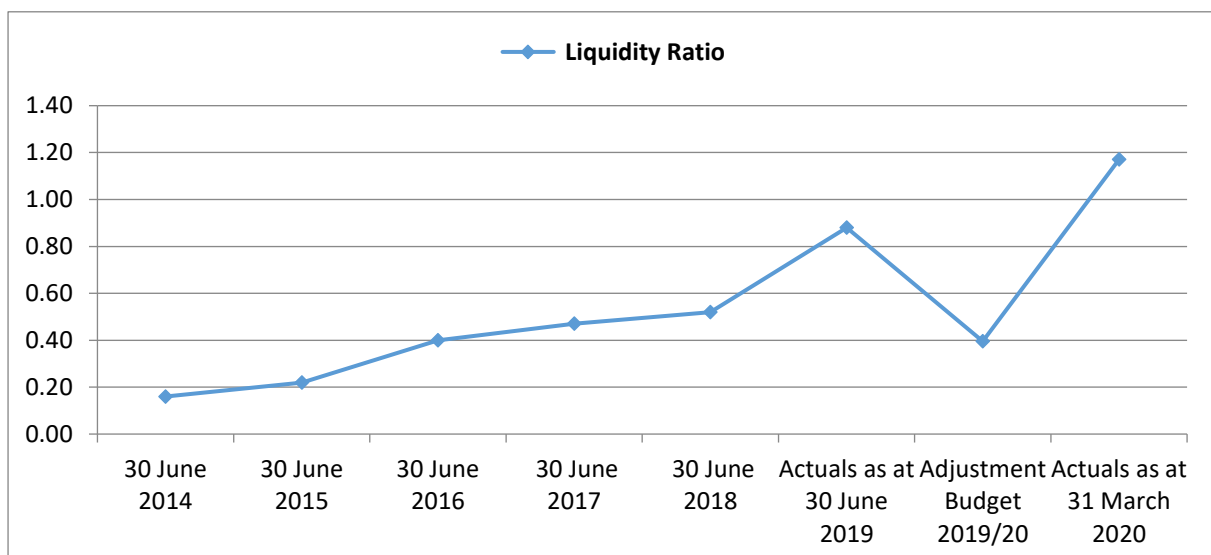
The liquidity ratio assesses a Municipality's ability to meet its short-term commitments from Monetary Assets.

The ratio is determined as follows:

$$\text{Monetary assets} / \text{Current liabilities}$$

A favourable ratio would ensure that the Municipality is able to settle its short-term commitments from monetary assets. The liquidity ratio as at 31 March 2020 was 1.17:1, compared to the budgeted ratio of 0.40:1.

The liquidity ratio is of the utmost importance to measure the financial liquidity and sustainability of the municipality.



10.3. Revenue Management

10.3.1. Annual Debtors Collection Rate

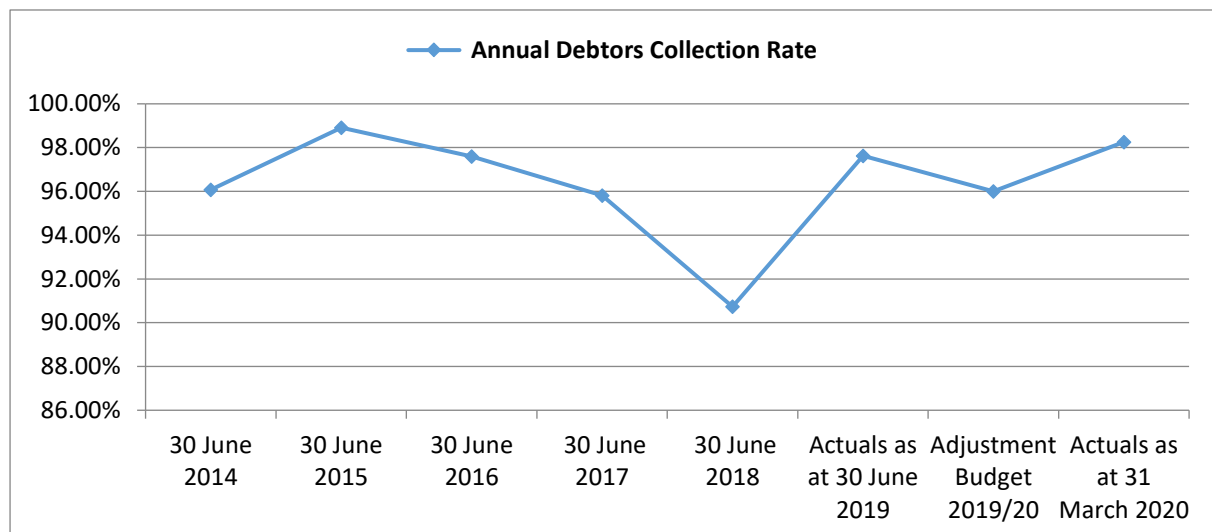
This ratio assesses the actual cash collected, compared to the monetary value of the municipal accounts rendered for municipal rates and services.

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. accountholders are given one calendar month to pay their current accounts).

The average collection rate as at 31 March 2020 was 98.26%, compared to the adjusted budget collection rate of 96%. The collection rates have been calculated, based on the revenue receipted, compared to the revenue billed on a month – to – month basis.



10.4. Other indicators

10.4.1. Cost coverage

The Ratio indicates the Municipality's ability to meet at least its monthly fixed operating commitments from cash and short-term investments, without collecting any additional revenue, during that particular month.

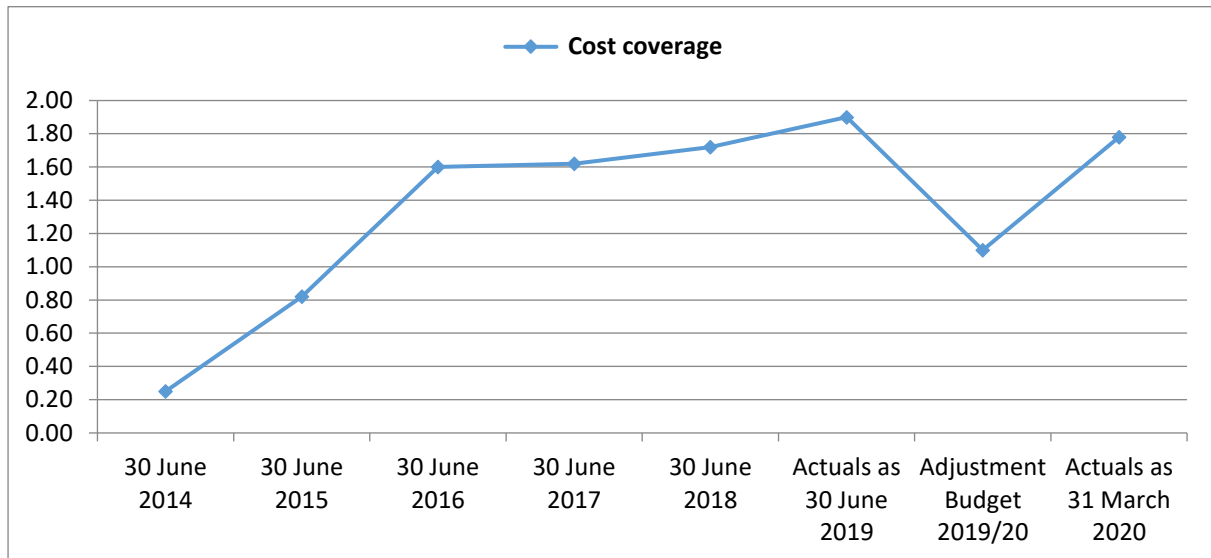
The Ratio is adjusted for Unspent Conditional Grants as the cash is not available for normal day-to-day operational expenditure, but rather reserved for Grant related expenditure.

The ratio is determined as follows:

Cash and cash equivalents – unspent conditional grants – overdraft + short-term investments/ monthly fixed operational expenditure excluding (depreciation, amortisation, provisions for bad debts, impairment and loss on the disposal of assets)

As at 31 March 2020, the Ratio was 1.78 months, compared to the adjusted budget ratio of 1.10 months.

In terms of MFMA Circular No. 71, the norm is 1 month to 3 months



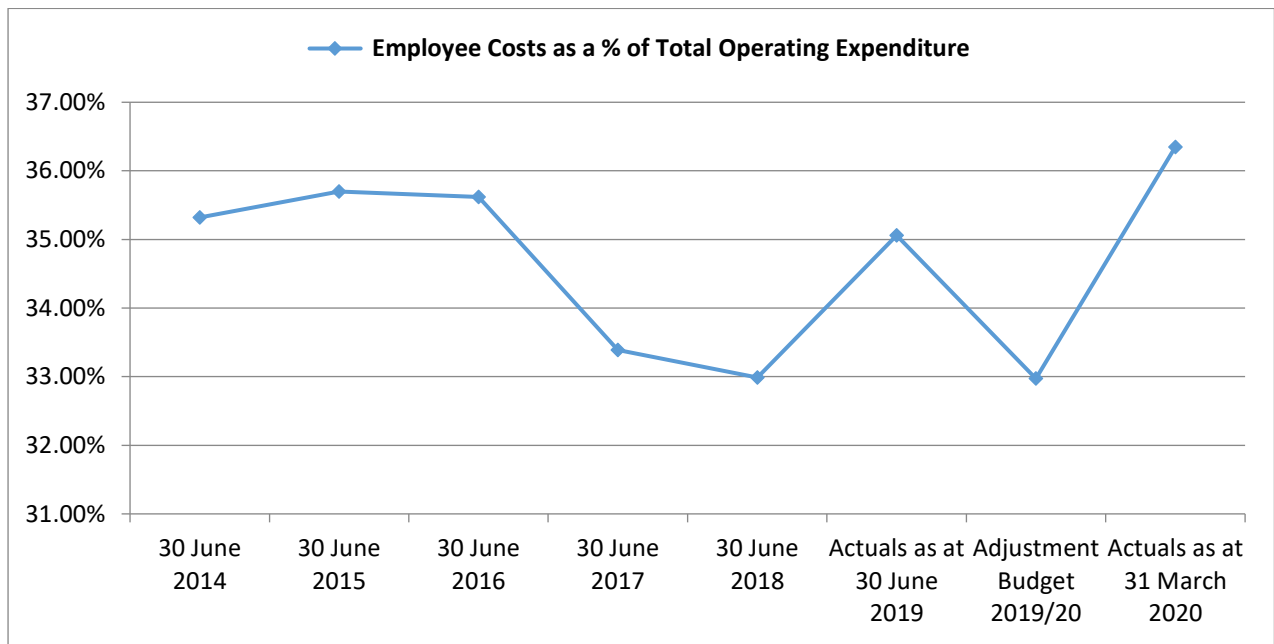
10.4.2. Employee costs as a % of Total Operating Expenditure

This ratio assesses the extent to which the Municipality's Total Operating Expenditure is consumed by costs associated with the employment of human resources.

The ratio is determined as follows:

Employee Costs to date/Total Operating Expenditure to Date

As at 31 March 2020, Employee Related Costs constituted 36,35% of the Total Operating Expenditure, compared to the adjusted budget ratio 32,97%.



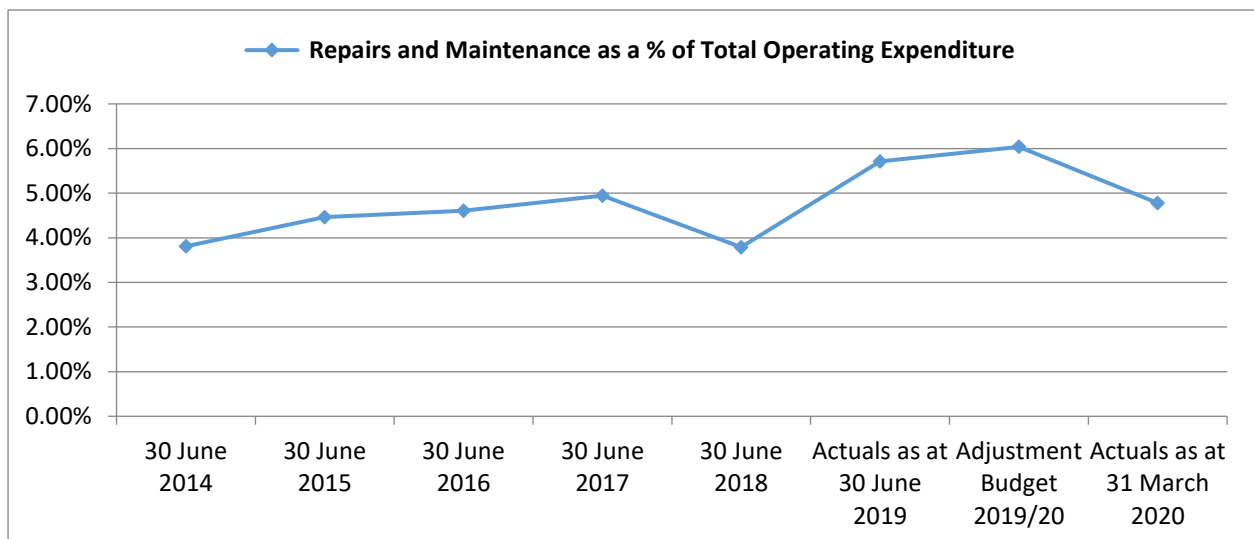
10.4.3. Repairs and Maintenance as a % of Total Operating Expenditure

This ratio assesses the extent to which the Municipality's Total Operating Expenditure is consumed by costs associated with the repairs and maintenance of its assets.

The ratio is determined as follows:

Repairs and maintenance expenditure to date / Total Operating Expenditure to date

As at 31 March 2020, the ratio was 4.78%, compared to the adjusted budget ratio of 6.04%.



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

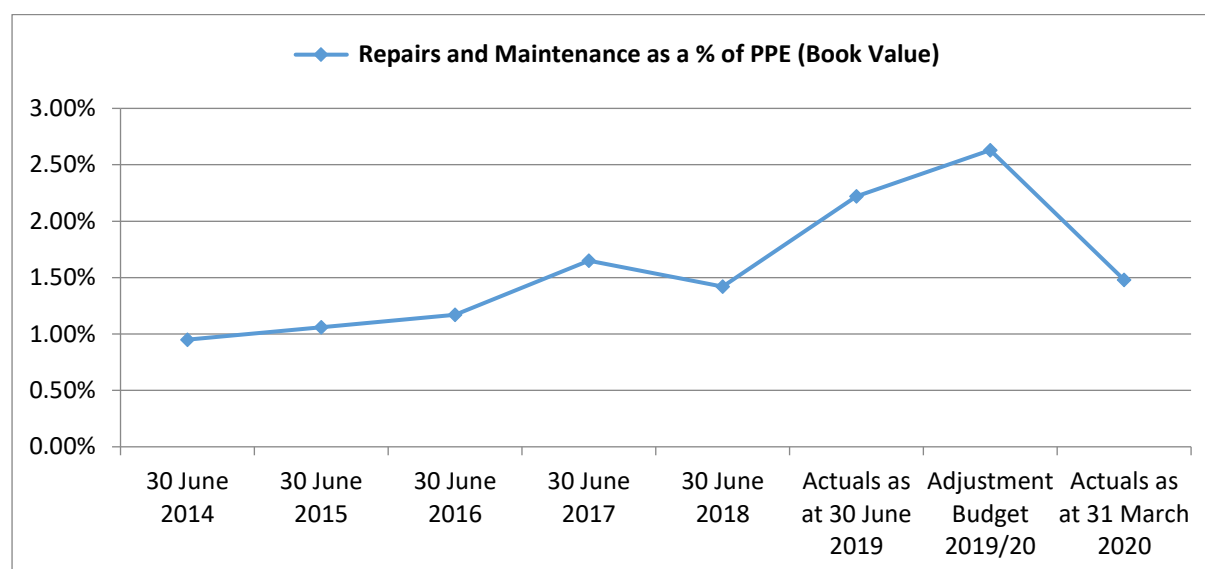
The Ratio measures the level of repairs and maintenance to ensure adequate maintenance to minimise breakdowns and interruptions in service delivery.

The ratio is determined as follows:

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

As at 31 March 2020, repairs and maintenance expenditure constituted 1.48% of the book value of PPE, compared to the budgeted ratio of 2.63%.

In terms of the MFMA Circular No.71, the norm is 8%.



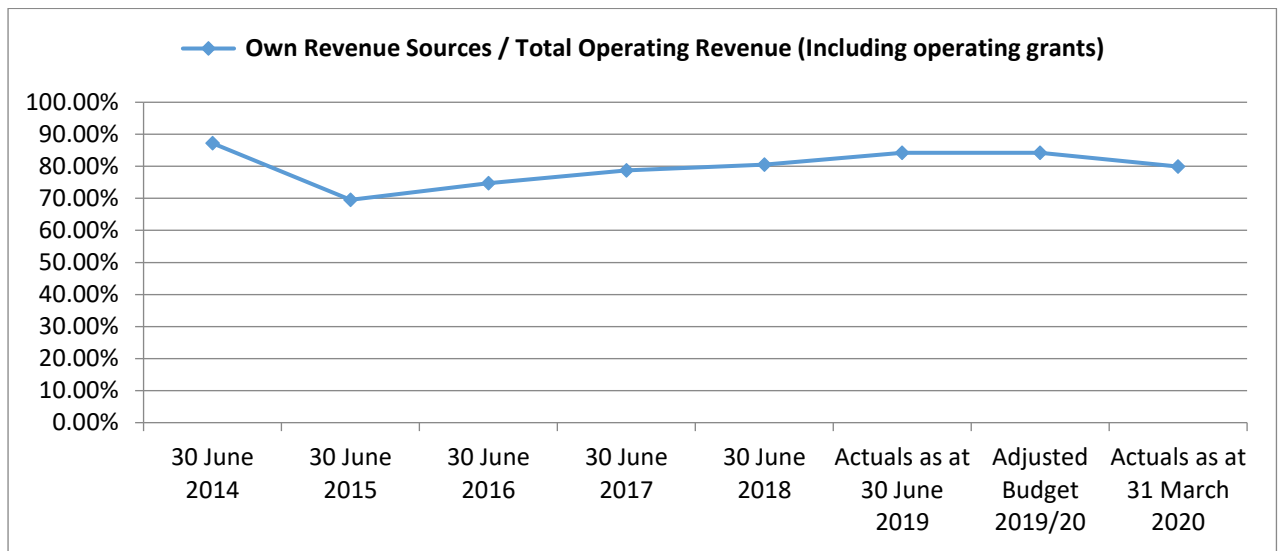
10.4.5. Own Revenue Generation

This ratio measures the extent to which the Municipality has control over its revenue sources, i.e. what percentage of its revenue is generated locally. The higher the ratio, the less reliant a Municipality is on Provincial and National Government to support its operations.

The ratio is determined as follows:

Own Revenue Sources / Total Operating Income (includes operating grants)

As at 31 March 2020, the Municipality's own revenue sources constituted 79.96% of its total Operating Income, compared to the adjusted budget ratio of 84.27%.



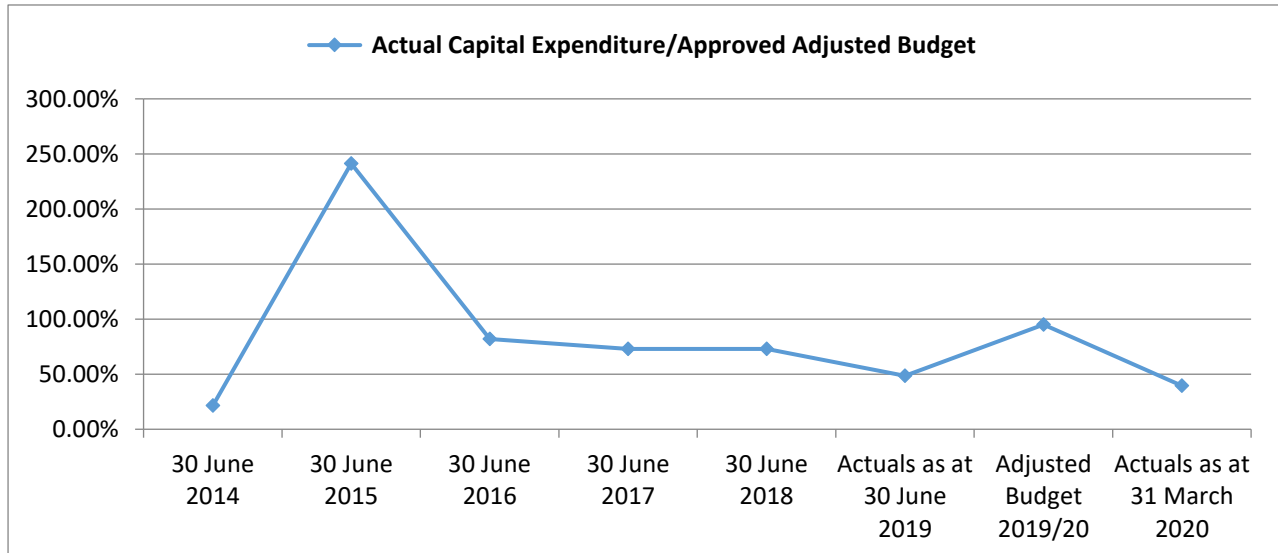
10.4.6. Capital Budget Spending

This ratio assesses the level of actual capital spending, compared to the budgeted capital expenditure.

The ratio is determined as follows:

Actual Capital spending / Approved Capital Budget

The actual spending as at the end of March 2020 amounted to 39.53 % compared to the adjusted budget ratio of 95%.



REPORTS BY
THE
PORTFOLIO
CHAIRPERSON:
CORPORATE
SERVICES

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****CORPORATE SERVICES****DATE: 29 MAY 2020****ITEM NO: 20/05/CORP1****REPORT ON WARD COMMITTEE POLICY**1. Introduction

The purpose of the report is to request Council to approve the Ward Committee Policy.

2. Background

The Ward Committee Policy was submitted to Council for approval. A Special Council meeting was held on 23 March 2018, under item 18/03/CORP3. The Ward Committee Policy was referred back.

It was requested that a Workshop be arranged with Ward Councillors and that the revised policy be re-submitted to Council for adoption.

See resolution of item 18/03/CORP3 below:

"18/03/CORP3**APPROVAL OF COUNCIL POLICIES – REVISED IN NOVEMBER & DECEMBER 2017*****Resolved (23 March 2018)***

1. *That the following policies be deferred and that the Leading Departments be requested to re-submit the policies for adoption confirming correctness of the policies in terms of grammatical errors:-*

- *Standing Rules of Order*
- *SOP for Pauper Burials*

2. *That a Workshop be arranged with Ward Councillors to discuss the following policies and that the revised policies be re-submitted to Council for adoption.*

- *Ward Committee Policy*
- *Ward Development Fund Policy"*

Due to the current Covid-19 pandemic, the Policy Workshop has been cancelled twice and the Ward Committee Policy could not be submitted. The Municipal Manager, has referred all urgent policies, with amendments to Council for discussion and approval.

4. Comments by Directorates:

Director: Corporate Services

The policy is noted

4. Recommendation

4.1 That the Ward Committee Policy be approved.

4.2 That the Ward Committee Policy be published on the Kouga Website.

Item prepared by: The Acting Administration Manager



Item approved by: Director: Corporate Services



Item noted by the Portfolio Chairperson



WARD COMMITTEE POLICY

Document Control

Policy Title:	Ward Committee Policy
Reference Number:	17/06/AME&SP14
Previously Approved:	Yes 29 June 2017, Item no 17/06/AME&SP14
Directorate Responsible:	Corporate Services
Version:	2
Status of the Document:	Draft
Review Date:	23 March 2018, Item no 18/03/CORP3
Contact Details:	Manager Administration

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WARD COMMITTEE POLICY

1. DEFINITIONS

In this by-law, unless the context otherwise indicates, the words/phrases below have been assigned the following meaning:

CBO:	a community-based organization
Chairperson:	A Ward Councillor of the Municipality appointed to chair the Ward Committee meetings in terms of Section 73 (2) (a) of the Municipal Structures Act
Chief Whip:	A Municipal Councillor who is appointed to this position by the Council in terms of Section 12 of the Municipal Structures Act
Community:	residents of a ward, i.e. the ward community
Council:	the municipality's body of elected Ward Councillors and proportionally representative Councillors (comprising of the local government) as established in terms of the Municipal Structures Act
Electoral Committee:	a committee established by the Speaker and MEO to conduct the election of members of the Ward Committee
Election Officer:	a person appointed by the Electoral Committee to assist with the election of Ward Committee members
IDP:	the integrated development plan of the Municipality as adopted by the Council in terms of the Municipal Systems Act
IEC:	Independent Electoral Commission
Interest group/sector:	an organized formation that takes an active interest in the affairs of a ward
Member:	a person elected or co-opted into a Ward Committee
MEO:	Municipal Election Office
Municipality:	the Kouga Local Municipality, established in terms of Section 12 of the Municipal Structures Act

Municipal Manager: the head of the administration and accounting officer of the Municipality and appointed by the Council in terms of Section 82 of the Municipal Structures Act

Municipal Structures Act: The Local Government: Municipal Structures Act, No. 117 of 1998, as amended

Municipal Systems Act: The Local Government: Municipal Systems Act, No. 32 of 2000

NGO: a non-governmental organization

PR Councillor: a proportionally representative Municipal Councillor appointed in terms of Section 22 (1)(a) of the Municipal Structures Act, by a political party to represent that party in the Council

Speaker: The Chairperson of the Council and a Municipal Councillor elected to this position by the Council in terms of Section 36 of the Municipal Structures Act

Unorganized Sector: any sector that is not structurally organized at the level of a ward

Ward Committee (WC): a committee of a municipal ward, established in terms of Part 4 of the Municipal Structures Act

Ward Coordinator: a member appointed by the Ward Councillor to assist him/her in ensuring the smooth running of the Ward Committee and the community's affairs

Ward Councillor: A Municipal Councillor elected in terms of Section 22 (1)(b) of the Municipal Structures Act, to represent a demarcated council ward

2. **ESTABLISHMENT OF WARD COMMITTEE SYSTEM**

- 2.1 Ward Committees for all 15 (fifteen) wards of the municipality are hereby established in terms of the Municipal Structures Act.
- 2.2 The Ward Committees so established must come into effect once committee members have been elected, as set out below.

3. **COMPOSITION OF WARD COMMITTEES**

- 3.1 Each Ward Committee must comprise of the Ward Councillor, as Chairperson, and 10 (ten) elected community members.
- 3.2 The Ward Committee members must be residents of the ward to whose Ward Committee they have been elected.
- 3.3 Notwithstanding the provisions of clause 3.2, any person who is not a resident of that ward, may become a Ward Committee member provided that the person represents an interest group/sector stationed in the ward, or owns a business property in the ward.
- 3.4 No person may be a member of more than 1 (one) Ward Committee at the same time.
- 3.5 The composition of the Ward Committee must reflect the following factors:
 - 3.5.1 equitable representation of women
 - 3.5.2 geographic representation
 - 3.5.3 population diversity and interests
- 3.6 The Ward Committee members so elected must assume office upon election.
- 3.7 PR Councillors appointed to serve in the municipality must be *ex officio* and non-voting members of the Ward Committee of the ward they reside in, or any other Ward Committee assigned to them by the Chief Whip in consultation with the Speaker.
- 3.8 In the course of the term of office of the Ward Committee, any person deemed to be necessary for the success of the committee, or who could add value to the Ward Committee system, can be co-opted by the committee in consultation with the Ward Councillor to serve as *ex officio* in an advisory capacity on that Ward Committee without the rights to vote.
- 3.9. Each ward must have not more than ten (10) members choosing from the following portfolio:
 - (a) Youth
 - (b) Women
 - (c) Religious
 - (d) Sports and culture
 - (e) Health and Welfare
 - (f) Business
 - (g) Environment
 - (h) Education
 - (i) Elderly
 - (j) Community Safety & Security

- (k) Ratepayers / Civic Association
- (l) Informal Traders Association
- (m) Agricultural
- (n) Informal Traders
- (o) People living with disabilities
- (p) Farmworkers
- (q) Employment
- (r) Tourism
- (s) Unions, and
- (t) Geographical areas

- 3.10. Unless a Ward Councillor, or municipality, wishes to appoint a secretary, the Municipality must appoint a secretary and assistant secretary from its membership to fulfill the relevant duties of the Ward Committee.
- 3.11. A Ward Councillor may delegate in writing the chairing of a meeting in his/her absence to a Proportional Representation (PR) Councillor or any member of the Ward Committee.
- 3.12. Each portfolio leader may nominate five (5) members more broadly from that particular ward to increase the performance and functionality of the portfolio.

4. **POLITICAL AFFILIATION IN WARD COMMITTEES**

- 4.1 Ward Committee members must not be elected to represent political parties, or for the unofficial benefit of any political party.
- 4.2 Canvassing for the election of Ward Committee members must not be motivated by political concerns.

5. **ROLES AND FUNCTIONS OF THE ELECTORAL COMMITTEE**

5.1 Establishment of an Electoral Committee

The Office of the Speaker, must in collaboration with the MEO, form the election body and appoint the Electoral Committee.

The Electoral Committee will conduct and oversee the election of members of the Ward Committee.

5.2 Appointment of presiding officers, election officers and counting officers

The Electoral Committee will appoint a presiding officer, one or more election officers and counting officers for each of the 10 wards to manage and administer the Ward Committee elections in their respective wards.

5.3 General provisions concerning the appointment of officers

A person may not be appointed as an officer in a Ward Committee election if that person:

- 5.3.1 is a Ward Committee member contesting the election;
- 5.3.2 holds political or executive office in a political party.

5.4 Exercise of control over officers

An officer exercises the powers and performs the duties conferred on or assigned to that officer subject to the directions, control and disciplinary authority of the Electoral Committee.

5.5 Remuneration and conditions of appointment of the officer

The Electoral Committee must determine in writing the terms and conditions of appointment of an officer, including remuneration payable to that officer.

5.6 Duties of presiding, election and counting officers

The presiding, election and counting officers:

- 5.6.1 Must manage, co-ordinate and supervise the voting process at the voting station concerned;
- 5.6.2 Must take all reasonable steps to ensure orderly conduct at the voting station;
- 5.6.3 May order a member of security services (SAPS) to assist in ensuring orderly conduct of the voting station;
- 5.6.4 May order any person within the boundary of the voting station whose conduct is not conducive to a free and fair election at that voting station, to leave the premises;
- 5.6.5 Must count and announce the votes received for each nominee from the ward community members present at the voting station;
- 5.6.6 Must secure the number of votes received by each nominee in writing on the relevant nomination form;
- 5.6.7 Must declare the voting process open and closed;
- 5.6.8 Must submit the election results and the report to the election committee for submission to the Office of the Speaker;
- 5.6.9 If a person refuses to comply with an order of a presiding, election or counting officers presiding, in Ward Committee election or counting; officers in charge may order members of security (SAPS) to forcefully remove the person or declare the voting process closed and submit a report to the election committee.

6. **NOMINATION AND ELECTION PROCESS**

6.1 Nominations

6.1.1 *Sectoral, geographical and individual representation*

The Office of the Speaker must invite all CBO's and NGO's in every ward to nominate individuals as their representatives on the Ward Committee. Only persons 18 years and older, and representing an interest group/sector stationed in the ward, or owning a business or property in the ward may be nominated.

6.1.2 *Notice of nominations to the Ward Committee's*

The Electoral Committee must give public notice of the time, venues and mode whereby nominations for Ward Committee members must be accepted. This notice must be published in at least 1 (one) newspaper of general circulation at least 30 (thirty) calendar days before each Ward Committee Election.

6.1.3 *Nominee's*

Only persons 18 years and older, and who represent an interest group/sector stationed in the ward, or own a business or property in the ward will have the right to nominate candidates for the Ward Committee of that ward.

6.1.4 *Nomination Forms*

Nomination forms must be available to the Ward Committees at the Office of the Speaker or any other municipal office. After completion of each nomination form, it must be handed to the Electoral Committee, who will designate offices for this purpose and formally acknowledge receipt of each nomination.

6.1.5 *Safekeeping of nominations*

The Electoral Committee must keep a register of the nominations received as well as keep the completed nomination forms in a safe place until the day of the Ward Committee election when they will be handed over to the presiding officer at the voting station.

6.2 Elections

6.2.1 *Elections*

The Electoral Committee must, in consultation with the Speaker and the Ward Councillor, give the ward community written notice of the date, time

and venue of the election of Ward Committee members in each ward at least 30 (thirty) calendar days before the election. This notice must be published in at least 1 (one) newspaper of general circulation at least 30 (thirty) calendar days before each Ward Committee election.

6.2.2 *Postponement of elections*

If an election should be postponed for any reason, a written public notice of the time and venue of the postponed election must be published in at least 1 (one) newspaper of the general circulation at least 30 (thirty) calendar days before the new date of the Ward Committee election.

6.2.3 *Election procedures*

The election must be conducted following the Council approved policy in this regard.

6.2.4 *Voting Rights*

Only persons 18 years and older who are residents or owners of businesses and/or property in each ward have the right to vote.

6.2.5 *Representation*

The election procedure must ensure that at least 3 (three) of the 10 (ten) community members elected onto the Ward Committee are women. Should no women be elected, the first 7 (seven) elected male members will qualify to serve on the Ward Committee and the remaining 3 (three) positions must be reserved for women, to be appointed later by the Electoral Committee after consultation with the Ward Councillor.

6.3 Keeping of records

The Electoral Committee must keep the records of nominations and the ballot papers in a safe place for 1 (one) year after the election.

6.4 Term of Office

6.4.1 The members of Ward Committee are elected for a term determined by the municipal council.

6.4.2. The term of office of the Ward Committee members are elected for a political term or coincidental with a political term.

6.4.3. Elected members may stand for election for a second term.

6.5 Chairpersonship

The Ward Councillor must be the Chairperson of the Ward Committee.

6.6 Role and function of a ward co-coordinator

- 6.6.1 The Ward Councillor must appoint a ward coordinator from among the elected Ward Committee members.
- 6.6.2 The ward coordinator will be responsible for the administration of the committee and ensure that the committee is functioning properly.
- 6.6.3 The ward coordinator will oversee the minute taking of the committee and the record-keeping of the minutes.

7. **VACATION OF OFFICE BY A WARD COMMITTEE MEMBER**

- 7.1 In the following events, the Ward Committee members must vacate his/her office:

If a member:

- 7.1.1 Is absent from 3 (three) consecutive meetings without an apology.
- 7.1.2 Is absent in an *ad hoc* fashion from 6 (six) consecutive meetings with an apology.
- 7.1.3 Is proven to be actively involved in campaigns for the removal of the Ward Councillor without having raised grievances against the Ward Councillor in the Ward Committee Meeting.
- 7.1.4 Acts in a manner that undermines the authority of the Ward Councillor, the Council and/or the Ward Committee.
- 7.1.5 Commits a crime that results in a conviction without the option of a fine.
- 7.1.6 Consistently exhibits violent, abusive and intimidating behaviour towards other committee members and/or the community.
- 7.1.7 Attends a meeting under the influence of alcohol and/or illegal drugs.
- 7.1.8 Is proven to have accepted a bribe from any party that has an interest in a development project for that particular ward.
- 7.1.9 Is proven to have used his/her membership of the Ward Committee to extract, or attempt to extract, favours of any kind.
- 7.1.10 Is elected as a Councillor in the municipality.

7.1.11 Is appointed as a staff member of the municipality.

7.1.12 Without good cause, acts against the decision(s) of the Ward Committee.

7.1.13 Is involved in party political canvassing or similar activity during Ward Committee meetings.

7.1.14 Resigns

7.1.15 Dies.

7.1.16 Is guilty of an infringement of this by-law.

7.1.17 If, after being found guilty of an infringement of this by-law, is ordered by the Speaker to vacate his/her office.

7.1.18 Is ordered to vacate the office by an order of the High Court of South Africa.

7.2 The Speaker will appoint a disciplinary committee to deal with matters of discipline.

8. **FILLING OF VACANCIES**

8.1 Vacancies of a Ward Committee will be filled as follows:

8.1.1 When a vacancy occurs as a result of the departure of a sectoral representative, the affected sector must be requested to nominate their sectoral replacement. The sectoral nominee will then be part of the Ward Committee.

8.1.2 When a vacancy occurs as a result of the departure of an unorganized sector representative, the Ward Councillor must nominate 2 (two) people from the affected group, which nomination will be put before the Ward Committee for a decision. The Ward Committee must, after deliberations, appoint 1 (one) person who will be part of the Ward Committee.

8.1.3 The Ward Committee must fill vacancies only if they do not exceed the majority of elected members. In the event of 50% (fifty percent) plus 1 (one) of elected members ceasing to be Ward Committee members, the Ward Councillor must notify the Speaker to arrange for the election of a new Ward Committee.

8.2 It is the responsibility of the Ward Committee, together with the Ward Councillor, to fill vacancies on the Ward Committee.

9. **POWERS, FUNCTIONS, DUTIES AND OBLIGATIONS OF WARD COMMITTEES**

9.1 A Ward Committee has the following powers, functions, duties and obligations:

- 9.1.1 giving inputs towards the preparation, implementation and review of the Integrated Development Plan (IDP);
- 9.1.2 participating in the establishment, implementation and review of the municipality's management system;
- 9.1.3 monitoring and reviewing the municipality's performance, including the outcomes and impact of such performance;
- 9.1.4 participating in the drafting of the municipality's budget;
- 9.1.5 giving inputs on strategic decisions relating to the provisions of municipal services;
- 9.1.6 supplying inputs in the form of recommendations to the municipality through the Ward Councillor;
- 9.1.7 making recommendations on matters affecting their ward through the Ward Councillor;
- 9.1.8 acting in an advisory capacity to the Ward Councillor;
- 9.1.9 acting as a consultative body for the municipality and its departments and provincial and national government, and canvassing community opinion on the matter;
- 9.1.10 exercising any power and authority delegated in writing by the Council to the Ward Committee;
- 9.1.11 acting as a consultative agent for NGO's and CBO's, without incurring any liability for the municipality, unless the consultation is part of a specific official municipal project;
- 9.1.12 co-opting members to the Ward Committee in the event of vacancies;
- 9.1.13 co-opting non-voting members with specialist skills to the Ward Committee.
- 9.1.14. receive queries and complaints from residents concerning municipal service delivery, communicate it to council and provide feedback to the community on the council's resource.
- 9.1.15. ensure constructive and harmonious interaction between the municipality and community through the use and co-ordination of ward resident's meetings and other community developments forum.

9.1.16. interact with other forums and organizations on matters affecting the ward.

9.1. 17. A Ward Committee may assist the municipality by ensuring that community members participate in the satisfaction survey.

10. **WARD COMMITTEE MEETINGS**

10.1 The Ward Councillor must convene meetings of the Ward Committee at least once a month, and a list of the meeting dates must be supplied to the Office of the Speaker for inclusion in the official municipal calendar not later than 31 January of the following year following the election of Ward Committees.

10.2 The Ward Councillor must decide on the place, dates and times of Ward Committee meetings in consultation with members of the Ward Committee and the Office of the Speaker.

10.3 Notice of the time and place of every meeting of the Ward Committee must be served on every member at least 7 (seven) days before the meeting.

10.4 The validity of a meeting is not affected if the notice of the meeting is accidentally not served on a member.

10.5 Every member attending a meeting must sign his or her name in the attendance register kept for this purpose.

10.6 Quorum

10.6.1 A quorum of the Ward Committee must be 50% plus 1 (one) member of the Ward Committee.

10.6.2 If a quorum is not formed within 10 minutes after the time appointed for a meeting, the meeting will not be held unless it is decided by the Chairperson that a further ten minutes should be allowed to enable a quorum to be formed.

10.6.3 If a quorum is still not present after the extended time contemplated in subsection 10.6.2, the Chairperson may rule to adjourn the meeting until another time or date.

10.6.4 Notice of an adjourned meeting must be given in accordance with clause 10.3 and 10.4 above.

10.7 Decision making of Ward Committees

10.7.1 A Ward Committee must strive to reach decisions through consensus;

10.7.2 If a matter remains unresolved after thorough discussion, the matter will be decided by a vote;

10.7.3 If the votes are equal, the Chairperson will have the deciding vote.

10.8 Appointment of Acting Chairperson

10.8.1 If the Ward Councillor is unable to attend a Ward Committee meeting, he/she must appoint a Ward Committee member to chair the meeting.

10.8.2 If the Ward Councillor is unable to appoint a substitute Chairperson, the Ward Committee must do so at the start of the meeting.

10.9 Ward Committee Meetings are open to interested parties in an observer capacity.

10.10 Public/Constituency Meetings

10.10.1 Public meetings are mainly held in order; -

(a) to register the concerns and inputs of the community concerning service delivery, the general development of the community, disaster management, and any other municipal concern the community may have; and

(b) to report back to the public on issues that affect it.

10.10.2 Ward or public meetings must be chaired by the Ward Councillor. A Ward Councillor may delegate in writing the chairing of the meeting in his /her absence to a proportional representative(PR) Councillor or any member of the ward member.

10.10.3 If the committee decides to hold a public meeting, it may publish a notice in a newspaper circulating in the area concerned, stating time, date and place of the meeting or each meeting and inviting the public to attend the meeting in a well-known place, which is easily accessible and large enough to accommodate everyone.

10.10.4 At a public meeting, a representative of the committee must explain the meeting procedure, such as the adoption of the agenda and time allowed for questions.

10.10.5 Explain issues the committee has to consider, including any options open to the committee.

10.10.6 Give feedback on previous issues, including reasons if there is a lack of Progress.

- 10.10.7 Public meetings are not political platforms and Ward Committee members and the public should refrain from making party political statements, campaigning and canvassing.

10.11. Work Programmes

- 10.11.1 The Ward Committee must submit a programme with specific outputs for one year to the office of the Speaker in July of each year,
- 10.11.2 Must perform the functions as set out to be achieve and indicated in the work programme as own initiatives, on request by the Ward Councillor, the Speaker or in accordance with priorities.

11. **DISSOLUTION OF WARD COMMITTEES**

- 11.1 The Council may dissolve a Ward Committee based on the recommendation of the Speaker. Instances that might lead to such a recommendation include, but are not limited to, the failure to fulfill its objectives as set out in legislation, non-adherence to this by-law, or resignation of more than 50% (fifty percent) of the members of a Ward Committee.

11.2 Procedure for dissolution of a Ward Committee

- 11.2.1 The Speaker must investigate the circumstances surrounding the actions of the Ward Committee and report his/her findings and recommendations to the Council.
- 11.2.2 After the Council has resolved to dissolve the Ward Committee, a notice of the dissolution of the Ward Committee will be given to the Ward Councillor and the Ward Committee, at which time the Ward Committee will cease to exist.
- 11.2.3 Notice of the reconstitution of the Ward Committee will be given in terms of section 6 of this by-law.
- 11.2.4 With the exception of the Ward Councillor, members of the Ward Committee that has been dissolved may be, with the concurrence of the Speaker, be eligible for re-election to the Ward Committee, except where it was established that Ward Committee Members failed to fulfill their objectives as set out in legislation and non-adherence to the relevant bylaw.

12. **SUB-COMMITTEES OF WARD COMMITTEES**

Each Ward Committee must form sub-committees to advise the Ward Committee on special issues, handle sectoral matters or form working groups to research any matter that needs special attention in the ward.

13. **ROLE OF COUNCIL OFFICIALS ON WARD COMMITTEES**

- 13.1 No municipal official may stand for election on the Ward Committee.
- 13.2 Should a municipal official wish to stand for election as a Ward Committee member, she/he must first resign her/his position as a municipal official.
- 13.3 Ward Committee's must invite municipal officials within their scope of work and other people with specialized knowledge to advise them on matters affecting their wards when deemed necessary.
- 13.4 When the need arises for municipal officials or their departments to consult with the ward communities, they must arrange these consultations with the Office of the Speaker at least (three) weeks in advance.

14. **ADMINISTRATIVE ARRANGEMENTS, FUNDING AND REIMBURSEMENT**

- 14.1 The municipality must make administrative arrangements to enable Ward Committees to perform their functions and exercise their powers effectively. In doing so the municipality must use its resources and allocate funds in its budget to the Office of the Speaker to further the objectives of Ward Committees.
- 14.2 All administrative back-up to enable effective functioning of the Ward Committees must be located in the Office of the Speaker.
- 14.3 The municipality must, through the Office of the Speaker, reimburse Ward Committee members for traveling and out-of-pocket costs incurred as a result of attendance of Ward Committee meetings. The reimbursement will be done following the approved policy of the municipality.
- 14.4 Membership and duties of the Ward Committee members must be regarded as voluntary service for the benefit of the community.
- 14.5 The ward coordinator appointed by the Ward Councillor should, as part of the voluntary service to the community, be able and willing to assist in the administration of the ward.

15. **BUDGET**

- 15.1. No remuneration is to be paid to Ward Committee members.
- 15.2. A municipality may annually budget for:
 - 15.2.1. Out of pocket expenses of members of Ward Committee in respect of their participation in Ward Committee. (See paragraph 15.2.5 hereunder).

15.2.2. A municipal council must determine the criteria for, and calculation of, the out of pocket expenses referred to in paragraph 15.2.1.

15.2.3. The proposed out of pocket expenses that may be paid as a monthly allowance is **R1200** per ward committee member excluding the Ward Councillor. (See paragraph 15.2.6 hereunder).

15.2.4. This amount may be adjusted to the extent that a particular municipality covers some of these costs itself upfront by arranging transport and refreshments for Ward Committees taking into account the following, **as determined by a council resolution annually:**

- **Transport**
- **Telephone / mobile phone**
- **Refreshments/meals**

15.2.5 The following item was tabled at a Council Meeting held on 28 August 2014, whereby the following resolution was taken (**14/08/AME17 PAYMENT OF AN ALLOWANCE TO MEMBERS OF WARD COMMITTEES**)

'i) That no out of pocket allowance be paid to any member of a Ward Committee where a member of a Ward Committee:

- a) Fails to attend a scheduled meeting of the Ward Committee without the submission of a medical certificate declaring the member unfit for work;*
- b) Where a Ward Committee fails to hold a Ward Committee meeting for any month, provided that 2 Ward Committee Meetings during any month shall not substitute any month during which no meetings were held, provided that Ward Committee Meetings are not compulsory over the month of December;*
- c) Where no Minutes of a Ward Committee Meeting have been submitted to the Speaker, save for the provisions as set out in paragraph (b) above'.*

15.2.6. The following item was tabled at a Special Council Meeting held on 15 August 2019, whereby the following resolution was taken (**19/08/CORP2 STIPEND INCREASE – WARD COMMITTEE MEMBERS**):

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

15.2.7. Over and above own revenue sources (service charges, rates, etc.) municipalities must prioritize funding for community participation including effective support to Ward Committees from two (2) important sources:

(a) Local Government Equitable Share (LGES) – municipalities receive allocations from the local government equitable share on an annual basis. Therefore, municipalities should use a portion of this allocation for supporting Ward Committees, which is critical in speeding up and facilitating better service delivery.

(b) Municipal Systems Improvement Grant (MSIG) – the purpose is to assist in building in-house capacity to perform their functions and stabilize institutional and governance systems as required in the Municipal Systems Act. One of the key measurable outputs for this grant is the number of municipalities with strengthened administrative systems for effective implementation of the ward participatory system.

15.2.8. Capacity building and training programmes for committee members

15.2.9. The payment of the out-pocket expenses must be linked to the Ward Committee's functionality, taking into account the following functionality indicators:

- (i) The number of Ward Committee management meetings held and percentage of attendance by members.
- (ii) The number of community meetings organized by the Ward Committee and percentage attendance by the ward community.
- (iii) Submission and tabling of ward reports and plans to the Council covering needs and priorities for the ward, feedback on the performance of the Council's various lines/service functions and their impact on the ward.
- (iv) The number of door-to-door campaigns and/or interactions with substructures including street committees.
- (v) Number of complaints, queries, and requests registered from the community and attended to (*checklist of needs met against registered needs and turn-around-times*).
- (vi) Distributed publications (information brochures, flyers, newsletters, SMS, and others) over a period of time.
- (vii) Management and updating of ward profiles and database of indigent households.
- (viii) Participation in plans and programmes of municipalities and other spheres of government impacting on the ward development and monitoring thereof.

16. **DISPUTE RESOLUTION MECHANISMS FOR WARD COMMITTEES**

The following dispute-resolution mechanisms must be applied:

- 16.1 Every effort must be made to deal with disputes internally if they do not involve the Ward Councillor.
- 16.2 When a dispute arises, the Ward Councillor should appoint a person or persons to try and resolve the dispute through mediation.
- 16.3 If the attempt at mediation fails, the Ward Councillor must arbitrate.
- 16.4 If one of the parties is still aggrieved, the matter must be referred to the Speaker.
- 16.5 If the matter involves the Ward Councillor, it should be referred to the Office of the Speaker, where the Speaker will be the arbitrator.
- 16.6 The Speaker must appoint a disciplinary committee and an appeal committee to deal with matters of discipline.

17. **VACATION OF OFFICE BY THE WARD COUNCILLOR**

- 17.1 When the Ward Councillor is no longer in office, the Ward Committee will continue to function for the rest of its term as determined by the Council.
- 17.2 A temporary Chairperson must be appointed by the political party of the original Councillor. If the Councillor was an independent candidate, the Chief Whip must appoint an interim Chairperson from the PR Councillors assigned to the ward.
- 17.3 The new or interim Councillor must re-appoint a coordinator for the ward.

18. **ROLE OF PROPORTIONAL REPRESENTATIVE COUNCILLORS IN WARD COMMITTEES**

- 18.1 The Chief Whip must, in consultation with the Speaker, deploy a PR Councillor to specific Ward Committees.
- 18.2 Ward Councillors must allow PR Councillors allocated to their Ward Committees the right to freely participate in the activities of the Ward Committee.

19. **DECLARATION OF INTERESTS BY WARD COMMITTEE MEMBERS**

- 19.1 A member must declare his/her interest to the Ward Committee in those matters that are before the Ward Committee.
- 19.2 The Ward Councillor is responsible for the maintenance of the register of declared interests of members of the Ward Committee.

20. **CODE OF CONDUCT FOR WARD COMMITTEE MEMBERS**

Ward Committee members are elected to represent the communities in their respective wards, to ensure that wards have mechanisms of accountability to local communities, and to meet the priority needs of the community on ward matters, including the performance of the municipality in terms of established indicators. To ensure that Ward Committee members fulfill their obligations to their communities, the following Code of Conduct is established:

20.1 **Definition**

In this schedule “**partner**” means a person who permanently lives with another person in a manner as if married.

20.2 **General conduct of members**

A member must:

- (a) perform the functions of the office in good faith, honestly and in a transparent manner; and
- (b) at all times act in the best interest of the Ward Committee and in such a way that the credibility and integrity of the Ward Committee is not compromised.

20.3 **Attendance of meetings**

A member must attend each meeting of the ward except when –

- (a) an apology is rendered before or at the meeting;
- (b) leave of absence is granted by the Chairperson of the ward committee;
- (c) a member is required in terms of this Code to withdraw from the meeting.

20.4 **Disclosure of interests**

A member must:

- (a) disclose to the Ward Committee, or to any sub-committee of which that member is a member, any direct or indirect personal or private business interest that the member, or any spouse, partner or business associate of that member may have in any matter before the Ward Committee; and
- (b) withdraw from the proceedings of the Ward Committee when the matter is considered by the Ward Committee.

20.5 **Personal gain**

- (1) a member may not use the position or privileges of a ward member, or confidential information as a member, for private gain or to improperly benefit another person.
- (2) Except with the prior consent of the Office of the Speaker, a member may not:
 - (a) be a party to or beneficiary under a contract for:
 - (i) the provision of goods and services to the ward; or
 - (ii) the performance of any work done in the ward.
 - (b) obtain a financial interest in any business of the Ward Committee.
- (3) If more than one-quarter of the members object to consent being given to a member in terms of subitem (2), such consent may only be given to the member with the written approval of the Speaker of the Council.

20.6 **Rewards, Gifts and Favours**

1. A member may not request, solicit, or accept any reward, gift, or favour in return for:
 - (a) voting or not voting in a particular manner on any matter before the Ward Committee;
 - (b) persuading the Ward Committee concerning the exercise of any power, function or duty; and
 - (c) disclosing privileged or confidential information.

20.7 **Unauthorized Disclosure of Information**

- (1) A member may not without the permission of the Ward Councillor or a Committee of the Council disclose any privileged or confidential information of the ward or Ward Committee to any unauthorized person.
- (2) For the purpose of this item, "privileged or confidential information" includes any information:
 - (a) declared by the Council or Ward Committee to be privileged or confidential;

- (b) that would violate a person's right to privacy; or
 - (c) declared to be privileged, confidential, or secret in terms of the law.
- (3) This item does not derogate from any person's right of access to information in terms of national legislation.

20.8 **Municipal Property**

A member may not use, take, require, or benefit from any property or assets owned, controlled, or managed by the municipality to which he has no right.

20.9 **Duty of Chairpersons of Ward Committees**

- (1) If the Chairperson of a Ward Committee, on reasonable suspicion, is of the opinion that a provision of this Code has been breached, the Chairperson must:
- (a) authorize an investigation of the facts and circumstances of the alleged breach;
 - (b) give the member a reasonable opportunity to reply in writing regarding the alleged breach; and
 - (c) report the matter to a meeting of the Ward Committee after the provisions of paragraphs (a) and (b) have been complied with.
- (2) A report in terms of subitem (1) (c) is open to the public.
- (3) The Chairperson must ensure that each member, when taking office, is given a copy of this Code and that a copy is available in every room or place where the Ward Committee meets.

20.10 **Breaches of Code**

- (1) The Speaker may:
- (a) investigate and make a finding on any alleged breach of a provision of this Code;
 - (b) establish a special committee or appoint a person:
 - (i) to investigate and make a finding on any alleged breach of this Code and to make appropriate recommendations to the Speaker.
 - (ii) to make appropriate recommendations to the Speaker.

- (2) If the special committee finds that a member has breached a provision of this Code, the special committee may:
- (a) issue a formal warning to the member;
 - (b) reprimand the member;
 - (c) request the Speaker to suspend the member for a period; or
 - (d) request the Speaker to remove the member from the Ward Committee.
- (3) If the Speaker is of the opinion that the member has breached a provision of this Code and that such contravention warrants a suspension or removal from office, the Speaker may:
- (a) suspend the member for a period and on conditions determined by the Speaker; or
 - (b) remove the member from office.
- (4) Any member who has been warned or reprimanded in terms of paragraph (2) may, within 14 days of having been notified of the decision of the Speaker, appeal to the Speaker in writing, setting out the reasons on which the appeal is based. The Speaker will then convene an appeal committee to finalize the matter.
- (a) a copy of the appeal must be provided to the Speaker.
-

Approved on **29 June 2017**

Council Resolution No **17/06/AME&SP14**

Workshopped on

Approved on

Council Resolution:

REPORTS BY
THE
PORTFOLIO
CHAIRPERSON:
INFRASTRUCTURE
AND
ENGINEERING

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****INFRASTRUCTURE & ENGINEERING****DATE: 29 MAY 2020****ITEM: 20/05/I&E3****RE: PROGRESS ON GRANT FUNDING (MIG & EPWP)**1. Purpose

The purpose of this report is to inform the members of the Committee on the progress on Grant Funding Programmes that was approved by Council during the 2019/2020 budget.

2. Background

As per the Division of Revenue Act of 2019 (DoRA) the following amounts were allocated to our municipality for the current financial year 2019/2020.

Grant	Amount	Amount Transferred to date	Expenditure as at 30 February 2020	Invoices at hand but not yet paid
Municipal Infrastructure Grant (MIG)	R 37,996,000.00	R 15,899,000.00	R 17,203,026.26	R 634,538.83
Expanded Public Works Programme (EPWP)	R 1,000,000.00	R 1,000,000.00	R 928,527.00	R 0.00

MIG – the above expenditure includes the MIG Admin Fee and the retention money paid.

It should be noted that our expenditure is currently at 108% of the transferred amount and 45% of the total MIG allocation.

When compared to the initial drawdown schedule we have R 4,430,935.10 less expenditure than what we anticipated in June 2019.

Despite numerous discussions with CoGTA with regards to their non-transfer of funds and the implications thereof, it remains a risk to the municipality to continuously funding the projects.

3. Comments by the relevant Director

Below table depicts the progress on projects to date.

MIG Projects

Local Area	Jeffrey's Bay
Ward	2
Project Description	Upgrading/Improvement of Sport Facilities in Kouga – Pellsrus
Original Budget	R4,158,434.21
2019/20 FY Budget ('000)	R1,630,000.00
Adjust Budget	R 0
Current Year Expenditure	R 434,357.92
Total Spending to Date	R 2,951,974.67
Project Status	Contractor completed. Busy attending to snag list
Project Stage	Practical Completion
Challenges	None
Measure to remedy Challenges	None

Local Area	St Francis Bay
Ward	1
Project Description	Upgrading/Improvement of Sport Facilities in Kouga – Sea Vista
Original Budget ('000)	R4,769,000.00
Adjust Budget	R 0
YTD Expenditure	R 4 370.00 (Not yet paid)
Project Status	Tender Closed on 14 October 2019. Awaiting appointment of contractor
Project Stage	Tender
Challenges	Encroachment of informal houses on sport facility property. Evaluation process took longer than expected due to clarities that had to be obtained from bidders' submissions in order to do a full analysis of their offers submitted.
Measure to remedy Challenges	Ward Councillor to have a meeting with affected parties.

Local Area	
Ward	6 & 15
Project Description	Upgrading/Improvement of Sport Facilities in Kouga – Kwanomzamo
Original Budget ('000)	R 6,225,000.00
Adjust Budget	R 0

YTD Expenditure	R 101 867.00 (Not yet paid)
Project Status	Professional service provider appointed. Draft tender documents completed. Will be submitted to BSC for approval.
Project Stage	Tender
Challenges	None
Measure to remedy Challenges	None

Local Area	Jeffrey's Bay & Hankey
Ward	11 & 9
Project Description	Mini Fresh Food and Craft Markets in Jeffrey's Bay & Hankey
Original Budget ('000)	R 1,380,000.00
Adjust Budget	R 0
YTD Expenditure	R 147 818.58 (Not yet paid)
Project Status	Consultant appointed. Social Facilitation completed. Prelim designs completed.
Project Stage	Designs
Challenges	Slow implementation process by lead department and service provider.
Measure to remedy Challenges	Should the contract not be awarded before the builder's shutdown which means the tender should be advertised at least by 25 October 2019, it will be advisable to redirect the funding to projects that are under construction or where procurement is at an advanced stage.

Local Area	St Francis Bay
Ward	1 & 12
Project Description	Upgrading of the St Francis Bay Wastewater Treatment Works
Original Budget ('000)	R 14,963,000.00
Adjust Budget ('000)	R0
YTD Expenditure ('000)	R 10,979,136.23
Project Status	Project handed over on 26 February 2020
Project Stage	Completion
Challenges	None
Measure to remedy Challenges	None

Local Area	Patensie
Ward	10 & 13
Project Description	Upgrading of the Patensie Wastewater Treatment Works – Phase 2
Original Budget ('000)	R 6,498,000.00
Adjust Budget ('000)	R 0

YTD Expenditure ('000)	R 929,983.11
Project Status	Contractor on site. Demolishing of old existing structures completed. Concrete work on new structures commenced.
Project Stage	Construction
Challenges	None
Measure to remedy Challenges	None

Local Area	Hankey
Ward	9 & 13
Project Description	Upgrading of the Sanitation System in Old Hankey
Original Budget ('000)	R 500,000.00
Adjust Budget ('000)	R 0
YTD Expenditure ('000)	R 271,964.91
Project Status	Preliminary Designs
Project Stage	Planning
Challenges	None
Measure to remedy Challenges	None

Local Area	Jeffreys Bay
Ward	2 & 14
Project Description	Upgrading of Gravel Roads
Original Budget ('000)	R 418,000.00
Adjust Budget ('000)	R 0
YTD Expenditure ('000)	R 0
Project Status	Revision of business plan as per CoGTA request. Await next CoGTA project appraisal committee meetings for approval of project. Meeting scheduled for 01 April 2020. Tender advertised for professional service provider. Tender close on 30 March 2020
Project Stage	Project Registration and planning
Challenges	None
Measure to remedy Challenges	None

4. Comment: Chief Financial Officer

No changes to approved budget, therefore no comment required.

5. Comment: Municipal Manager

Report accepted.

6. Financial Implications

None

7. Legal implications

None

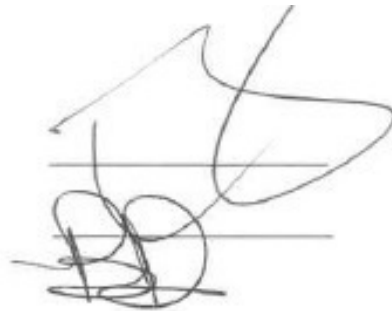
8. Recommendation

- 8.1 That the progress report be accepted.
- 8.2 That it be noted that the demolishing of old existing structures has been completed and work on the Anaerobic Digesters, Sludge drying Beds, road and bulk earthworks has commenced with.
- 8.3 That it be noted that the Contractor is to re-establish the site mid-May 2020 pending approval of the revised OHS plan for Covid-19.

Item prepared by the Manager: PMU

Item approved by the Director I & E:

Item noted by the Portfolio Councillor:

A handwritten signature in black ink, consisting of a large, stylized 'S' or 'G' shape with a horizontal line through it, and a smaller, more complex scribble below it.

KOUGA MUNICIPALITY (EC108)
ORDINARY COUNCIL MEETING
INFRASTRUCTURE AND ENGINEERING

DATE: 29 MAY 2020

ITEM NO: 20/05/I&E7

REPORT: KOUGA MUNICIPALITY ELECTRICITY & SSEG BY LAW

1. Introduction

The item follows the introduction of the reviewed Draft Electricity By-law at the Policy workshop held 17 January 2020. The purpose of this item is to introduce to Council the reviewed Draft Electricity By-law for consideration and authorisation to conduct a public participation process whereby public comment on the draft by-law is called for. **The Draft Electricity & SSEG By-law is attached for ease of reference.**

2. Background and Discussion

Council acknowledged the need to amend its Electricity Supply By-law and therefor commenced with the review of, and amendments to the current Electricity Supply By-law as published in the Government Gazette on 28 February 2007.

Council is advised that a by-law must be made by a decision taken by a municipal council with a supporting vote of a majority of its members. Section 12 (3)(b) of the Local Government: Municipal Systems Act 32 of 2000 (hereinafter referred to as the Act), provides that no by-law may be passed by a municipal Council unless the proposed by-law has been published for public comment in a manner that allows the public an opportunity to make representations with regard to the proposed by-law.

3. Comment: Relevant Directorate

The amendment of section B to the electrical by-law is new in the industry and municipalities around the country adopt such a by-law to safeguard them against illegal connection in the network and to guarantee their staff safety.

4. Comment: Municipal Manager

The Municipal Manager is in support of the proposed amendment to the existing Electricity Supply By-law.

5. Other implications:

If the generation units are not properly managed and police from the authority side, it will escalate to uncontrollable levels and will result in financial losses toward the municipality.

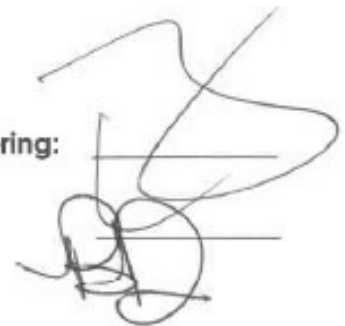
6. Recommendation

- 6.1 That Council supports the reviewed and amended Electricity By-Law, and
- 6.2 That the Draft Electricity By-law be published, for public comment in a manner that allows the public an opportunity to make representations with regard to the proposed by-law.
- 6.3 That the Draft Electricity-by law be referred back to the Municipal Council following the implementation and finalization of the public participation process referred to in 3.2 above.

Item prepared by: Manager Electrical services

Item approved by the Acting Director Infrastructure and Engineering:

Noted by the Portfolio Councillor:

Handwritten signatures and initials in black ink. The top signature is a large, stylized loop. Below it are several horizontal lines, some of which are crossed out or have initials written over them.

KOUGA MUNICIPALITY

KOUGA Municipality, by virtue of the powers vested in it by section 156(2) of the Constitution of the Republic, of South Africa as amended, read with section 13 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) as amended, has made the By-Law set out in the schedule below:

SECTION A

BY-LAW NO. : ELECTRICITY SUPPLY

Purpose of by-Law

- To provide for the supply of electricity to the residents within the municipality's area of jurisdiction.
- To provide for procedures, methods and practices to regulate such provision of electricity.

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3. Headings and titles

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2. Definitions

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4. Institutional mandate and electricity services
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6. Approval of connection
7. Connection of electrical generation equipment
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13. Norms, standards and guidelines
14. Right to disconnect embedded generation system
15. Unauthorised connections

GENERAL

1. In this by-law, words used in the masculine gender include the feminine; the singular includes the plural and vice versa; the Afrikaans text shall prevail in the event of an inconsistency between the different texts; and, unless the context otherwise indicates:—

"accredited person" means a person registered in terms of the Regulations as an electrical tester for single phase, an installation electrician or a master installation electrician, as the case may be;

"applicable standard specification" means the standard specifications as listed in Schedule 1 attached to this by-law;

"certificate of compliance" means a certificate issued in terms of the Regulations in respect of an electrical installation or part of an electrical installation by an accredited person;

"consumer" in relation to premises means:

(i) any occupier thereof or any other person with whom the Municipality has contracted to supply or is actually supplying electricity thereat; or

(ii) if such premises are not occupied, any person who has a valid existing agreement with the Municipality for the supply of electricity to such premises; or

- (iii) if there is no such person or occupier, the owner of the premises;

"conventional meter" means a meter where an account is issued subsequent to the consumption of electricity;

"electrical contractor" means an electrical contractor as defined in the Regulations;

"electrical installation" means an electrical installation as defined in the Regulations;

"high voltage" means the set of nominal voltage levels that are used in power systems for bulk transmission of electricity in the range of $44\text{kV} < U_n \leq 220\text{ kV}$. [SABS 1019];

"low voltage" means the set of nominal voltage levels that are used for the distribution of electricity and whose upper limit is generally accepted to be an a.c. voltage of 1000V (or a d.c. voltage of 1500 V). [SABS 1019]

"the law" means any applicable law, proclamation, ordinance, act of parliament or enactment having force of law;

"medium voltage" means the set of nominal voltage levels that lie above low voltage and below high voltage in the range of $1\text{ kV} < U_n \leq 44\text{ kV}$. [SABS 1019]

"meter" means a device which records the demand and/or the electrical energy consumed and includes conventional and prepayment meters;

"motor load, total connected" means the sum total of the kW input ratings of all the individual motors connected to an installation;

"motor rating" means the maximum continuous kW output of a motor as stated on the maker's rating plate;

"motor starting current" in relation to alternating current motors means the root mean square value of the symmetrical current taken by a motor when energised at its rated voltage with its starter in the starting position and the rotor locked;

"municipality" means the municipality of Kouga established in terms of Section 12 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), Provincial Notice 488 dated 22 September 2000, and includes any political structure, political office bearer, councillor, duly authorised agent thereof or any employee thereof acting in connection with this by-law by virtue of a power vested in the municipality and delegated or sub-delegated to such political structure, political office bearer, councillor, agent or employee;

"occupier" in relation to any premises means –

- (a) any person in actual occupation of such premises;
- (b) any person legally entitled to occupy such premises;
- (c) in the case of such premises being subdivided and let to lodgers or various tenants, the person receiving the rent payable by such lodgers or tenants, whether on his own account or as agent for any person entitled thereto or interested therein, or

- (d) any person in control of such premises or responsible for the management thereof, and includes the agent of any such person when he is absent from the Republic of South Africa or his whereabouts are unknown;

"owner" in relation to premises means the person in whom is vested the legal title thereto; provided that –

- (a) in the case of immovable property:
 - (i) leased for a period of not less than 50 years, whether the lease is registered or not, the lessee thereof, or
 - (ii) beneficially occupied under a servitude or right analogous thereto, the occupier thereof;
- (b) if the owner as hereinbefore defined-
 - (i) is deceased or insolvent, has assigned his estate for the benefit of his creditors, has been placed under curatorship by order of court or is a company being wound up or under judicial management, the person in whom the administration of such property is vested as executor, administrator, trustee, assignee, curator, liquidator or judicial manager, as the case may be, or
 - (ii) is absent from the Republic of South Africa, or if his address is unknown to the municipality, any person who as agent or otherwise receives or is entitled to receive the rent in respect of such property, and
 - (iii) if the municipality is unable to determine who such person is, the person who is entitled to the beneficial use of such property, shall be deemed to be the owner thereof to the exclusion of the person in whom is vested the legal title thereto;

"point of consumption" means a point of consumption as defined in the Regulations;

"point of metering" means the point at which the consumer's consumption of electricity is metered and which may be at the point of supply or at any other point on the distribution system of the municipality or the electrical installation of the consumer, as specified by the municipality; provided that it shall meter all of, and only, the consumer's consumption of electricity;

"point of supply" means the point determined by the municipality at which electricity is supplied to any premises by the municipality;

"premises" means any land or any building or structure above or below ground level and includes any vehicle, aircraft or vessel;

"prepayment meter" means a meter that can be programmed to allow the flow of repurchased amounts of energy in an electrical circuit;

"Regulations" means Regulations made in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended;

"safety standard" means the Code of Practice for the Wiring of Premises SABS 0142 incorporated in the Regulations;

"service connection" means all cables and equipment required to connect the supply mains to the electrical installation of the consumer at the point of supply;

"service protective device" means any fuse or circuit breaker installed for the purpose of protecting the municipality's equipment from overloads or faults occurring on the installation or on the internal service connection;

"standby supply" means an alternative electricity supply not normally used by the consumer;

"supply mains" means any part of the municipality's electricity network;

"tariff" means the municipality's tariff of charges for the supply of electricity;

"token" means the essential element of a prepayment metering system used to transfer information from a point of sale for electricity credit to a prepayment meter and *vice versa*;

"voltage" means the root-mean-square value of electrical potential between two conductors.

Other terms

2. All other terms used in this by-law shall, unless the context otherwise indicates, have the meaning assigned thereto in the Electricity Act, 1987 (Act 41 of 1987), as amended, or the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended.

Headings and titles

3. The headings and titles in this by-law shall not affect the construction thereof.

GENERAL CONDITIONS OF SUPPLY

Provision of Electricity Services

4. Only the municipality shall supply or contract for the supply of electricity within its area of jurisdiction with the exception of those areas where electricity is supplied by Eskom.

Supply by agreement

5. No person shall use or be entitled to use an electricity supply from the municipality unless or until such person shall have entered into an agreement in writing with the municipality for such supply, and such agreement together with the provisions of this by-law shall in all respects govern such supply. If a person uses an electricity supply without entering into an agreement, he shall be liable for the cost of electricity used as stated in section 44 of this bylaw.

Service of notice

6. (1) Any notice or other document that is served on any person in terms of this by-law is regarded as having been served –
- (a) when it has been delivered to that person personally;
 - (b) when it has been left at that person's place of residence or business in the Republic with a person apparently over the age of sixteen years;
 - (c) when it has been posted by registered or certified mail to that person's last known residential or business address in the Republic and an acknowledgement of the posting thereof from the postal service is obtained;
 - (d) if that person's address in the Republic is unknown, when it has been served on that person's agent or representative in the Republic in the manner provided by paragraphs (a), (b) or (c); or
 - (e) if that person's address and agent or representative in the Republic is unknown, when it has been posted in a conspicuous place on the property or premises, if any, to which it relates.
- (2) When any notice or other document must be authorised or served on the owner, occupier or holder of any property or right in any property, it is sufficient if that person is described in the notice or other document as the owner, occupier or holder of the property or right in question, and it is not necessary to name that person.

Compliance with notices

7. Any person on whom a notice duly issued or given under this by-law is served shall, within the time specified in such notice, comply with its terms.

Application for supply

8. (1) Application for the supply of electricity shall be made in writing by the prospective consumer on the prescribed form obtainable at the office of the municipality, and the estimated load, in kVA, of the installation, shall be stated therein. Such application shall be made as early as possible before the supply of electricity is required in order to facilitate the work of the municipality.
- (2) An application for an electricity supply for a period of less than one year shall be regarded as an application for a temporary supply of electricity and shall be considered at the discretion of the municipality, which may specify any special conditions to be satisfied in such case.

Processing of requests for supply

9. Applications for the supply of electricity will be processed and the supply made available within the periods stipulated in NRS 047.

Way leaves

10. (1) The municipality may refuse to lay or erect a service connection above or below ground on any thoroughfare or land not vested in the municipality or on any private property, unless and until the prospective consumer shall have obtained and deposited with the municipality written permission granted by the owner of the said private property or by the person in whom is vested the legal title to the land or thoroughfare as aforesaid exists, as the case may be, authorising the laying or erection of a service connection thereon.

- (2) If such permission is withdrawn at any time or if the aforesaid private property or thoroughfare changes ownership and the new owner refuses to grant or continue such permission, the cost of any alteration required to be made to a service connection in order that the supply of electricity may be continued, and of any removal thereof which may become necessary in the circumstances, shall be borne by the consumer to whose premises the supply of electricity is required to be continued.

Statutory Servitude

11. (1) Subject to the provisions of subsection (3) the municipality may within its municipal area –
- (a) provide, establish and maintain electricity services;
 - (b) acquire, construct, lay, extend, enlarge, divert, maintain, repair, discontinue the use of, close up and destroy electricity supply mains;
 - (c) construct, erect or lay any electricity supply main on, across, though, over or under any street or immovable property and the ownership of any such main shall vest in the municipality;
 - (d) do any other thing necessary or desirable for or incidental, supplementary or ancillary to any matter contemplated by paragraphs (a) to (c).
- (2) If the municipality constructs, erects or lays any electricity supply main on, across, though, over or under any street or immovable property not owned by the municipality or under the control of or management of the municipality it shall pay to the owner of such street or property compensation in an amount agreed upon by such owner and the municipality or, in the absence of agreement, be determined either by arbitration or a court of law.
- (3) The municipality shall, before commencing any work other than repairs or maintenance on or in connection with any electricity supply main on immovable property not owned by the municipality or under the control or management of the municipality, give the owner or occupier of such property reasonable notice of the proposed work and the date on which it proposes to commence such work.

Right of admittance to inspect, test and/or do maintenance work

12. (1) The municipality shall, through its employees, contractors and their assistants and advisers, have access to or over any property for the purposes of –
- (a) doing anything authorised or required to be done by the municipality under this by-law or any other law;
 - (b) inspecting and examining any service mains and anything connected therewith;
 - (c) enquiring into and investigating any possible source of electricity supply or the suitability of immovable property for any work, scheme or

undertaking of the municipality and making any necessary survey in connection therewith;

(d) ascertaining whether there is or has been a contravention of the provisions of this by-law *or any other law*, and

(e) enforcing compliance with the provisions of this by-law *or any other law*,

(2) The municipality shall pay to any person suffering damage as a result of the exercise of the right of access contemplated by subsection (1), except where the municipality is authorised to execute on the property concerned any work at the cost of such person or some other person or to execute on such property any work and recover the cost thereof from such person or some other person, compensation in such amount as may be agreed upon by the municipality and such person or, in the absence of agreement, as may be determined by arbitration or court of law.

(3) The municipality may, by notice in writing served on the owner or occupier of any property, require such owner or occupier to provide, on the day and at the hour specified in such notice, to allow access to such property to a person and for a purpose referred to in subsection (1).

(4) The municipality may gain access to or over any property without notice and may take whatever action as may, in its opinion, be necessary or desirable in consequence of the existence of a state of war or the occurrence of any calamity, emergency, disaster or power failure.

Refusal or failure to give information

13. No person shall refuse or fail to give such information as may be reasonably required of him by the municipality or render any false information to any such official regarding any electrical installation work completed or contemplated.

Refusal of admittance

14. No person shall willfully hinder, obstruct, interfere with or refuse admittance to any duly authorised official of the municipality in the performance of his duty under this by-law or of any duty connected therewith or relating thereto.

Improper use

15. If the consumer uses the electricity for any purpose or deals with the electricity in any manner which the municipality has reasonable grounds for believing interferes in an improper or unsafe manner or is calculated to interfere in an improper or unsafe manner with the efficient supply of electricity to any other consumer, the municipality may, with or without notice, disconnect the electricity supply but such supply shall be restored as soon as the cause for the disconnection has been permanently remedied or removed. The fee as prescribed by the municipality for the disconnection and reconnection shall be paid by the consumer before the electricity supply is restored, unless it can be shown that the consumer does not use or deal with the electricity in an improper or unsafe manner.

Electricity tariffs and fees

16. Copies of charges and fees may be obtained free of charge at the offices of the municipality.

Deposits

17. The municipality reserves the right to require the consumer to deposit a sum of money as security in payment of any charges which are due or may become due to the municipality. The amount of the deposit in respect of each electricity installation shall be determined by the municipality, and each such deposit may be increased if the municipality deems the deposit held to be inadequate. Such deposit shall not be regarded as being in payment or part payment of any accounts due for the supply of electricity for the purpose of obtaining any discount provided for in the electricity tariff referred to in this by-law. On cessation of the supply of electricity, the amount of such deposit, free of any interest, less any payments due to the municipality shall be refunded to the consumer.

Payment of charges

18. (1) The consumer shall be liable for all charges listed in the prescribed tariff for the electricity service as approved by the municipality a copy of which is obtainable free of charge from the municipality.
- (2) All accounts shall be deemed to be payable when issued by the municipality and each account shall, on its face, reflect the due date and a warning indicating that the supply of electricity may be disconnected should the charges in respect of such supply remain unpaid after the due date.
- (3) Where a duly authorised official of the municipality has visited the premises for the purpose of disconnecting the supply of electricity in terms of subsection (2) and he is obstructed or prevented from effecting such disconnection, the prescribed fee shall become payable for each visit necessary for the purpose of such disconnection.
- (4) After disconnection for non-payment of an account, the prescribed fees and any amounts due for electricity consumed shall be paid before the electricity supply is re-connected.

Interest on overdue accounts

19. The Municipality may charge interest on accounts which are not paid by the due date appearing on the account, at an interest rate as approved by the municipality from time to time.

Resale of electricity

20. Unless otherwise authorised by the municipality, no person shall sell or supply electricity, supplied to his premises under an agreement with the Municipality, to any other person or persons for use on any other premises, or permit or suffer such resale or supply to take place. If electricity is resold for use upon the same premises, such resale shall be subject to the conditions laid down in the Electricity Act, 1987

(Act 41 of 1987), provided that the reseller shall be permitted to recover his actual electricity cost, provided further that he must substantiate these costs if called upon to do so.

Right to disconnect supply

21. (1) The municipality shall have the right to disconnect the supply of electricity to any premises if the person liable to pay for such supply fails to pay any charge due to the municipality in connection with any supply of electricity which he may at any time have received from the municipality in respect of such premises, or, where any of the provisions of this by-law and/or the Regulations are being contravened, provided the municipality has given the person 14 (fourteen) days' notice to remedy such contravention and the person has failed to remedy such contravention after notice has been given, or, in the case of a grave risk to person or property, or as envisaged in terms of Section 26 of this by-law, without notice. After disconnection for non-payment of accounts or the improper or unsafe use of electricity, the fee as prescribed by the municipality shall be paid.
- (2) In the case where an installation has been illegally reconnected on a consumer's premises after having been previously legally disconnected by the municipality, or in the case where the municipality's electrical equipment has been tampered with to prevent the full registration of consumption by the meter, the electricity supply may be physically removed from those premises.

Non-liability of the municipality

22. The municipality shall not be liable for any loss or damage, direct or consequential, suffered or sustained by a consumer as a result of or arising from the cessation, interruption or any other abnormality of the supply of electricity, unless caused by negligence on the part of the municipality.

Leakage of electricity

23. Under no circumstances shall any rebate be allowed on the account for electricity supplied and metered in respect of electricity wasted owing to leakage or any other fault in the electrical installation.

Failure of supply

24. The municipality does not undertake to attend to a failure of supply of electricity due to a fault in the electrical installation of the consumer, except when such failure is due to the operation of the service protective device of the municipality. When any failure of supply of electricity is found to be due to a fault in the electrical installation of the consumer or to the faulty operation of apparatus used in connection therewith, the municipality shall have the right to charge the consumer the fee as prescribed by the municipality for each restoration of the supply of electricity in addition to the cost of making good or repairing any damage which may have been done to the service main and meter by such fault or faulty operation as aforesaid.

Seals of the municipality

25. The meter, service protective devices and all apparatus belonging to the municipality shall be sealed or locked by the municipality, and no person who is not an

authorised official of the municipality shall in any manner or for any reason whatsoever remove, break, deface, or tamper or interfere with such seals or locks.

Tampering with service connection or supply mains

26. (1) No person shall in any manner or for any reason whatsoever tamper or interfere with any meter or metering equipment or service connection or service protective device or supply mains or any other equipment of the municipality. The breaking of metering seals is seen as tempering with an electrical meter already as only the municipality have the authority to break any meter seals.
- (2) Where prima facie evidence exists of a consumer and/or any person having contravened subsection (1), the municipality shall have the right to disconnect the supply of electricity immediately and without prior notice to the consumer. The person shall be liable for all fees and charges levied by the municipality for such disconnection.
- (3) Where a consumer and/or any person has contravened subsection (1) and such contravention has resulted in the meter recording less than the true consumption, the municipality shall have the right to recover from the consumer the full cost of his estimated consumption.
- (4) To restore electricity on any premise guilty of subsection (1) a temper fee needs to be paid and all expenses incurred by the municipality can be recoup, this charge must be guided by the tariffs for the specific financial year.
- (5) The tempering fee will discriminate on the type of consumer eg. Single phase, three phase and bulk consumers and in terms of first second and third offence. The third offence will be a permanent disconnection. If the owner wants electrical supply at the property he/ she need to apply to be considered for new connection.

Protection of municipality's supply mains

27. (1) No person shall, except with the consent of the municipality and subject to such conditions as may be imposed –
- (a) construct, erect or lay, or permit the construction, erection or laying of any building, structure or other object, or plant trees or vegetation over or in such a position or in such a manner as to interfere with or endanger the supply mains;
 - (b) excavate, open up or remove the ground above, next to, under or near any part of the supply mains;
 - (c) damage, endanger, remove or destroy, or do any act likely to damage, endanger or destroy any part of the supply mains;
 - (d) make any unauthorised connection to any part of the supply mains or divert or cause to be diverted any electricity there from. Any such unauthorised connection or diversion shall be removed by the municipality and the costs thereof be recovered from the owner or

occupier of the premises on which the unauthorised connection was made or from which electricity was diverted;

- (e) The owner or occupier shall limit the height of trees or length of projecting branches in the proximity of overhead lines or provide a means of protection which in the opinion of the municipality will adequately prevent the tree from interfering with the conductors should the tree or branch fall or be cut down. Should the owner fail to observe this provision the municipality shall have the right, after prior written notification, or at any time in an emergency, to cut or trim the trees or other vegetation in such a manner as to comply with this provision and shall be entitled to enter the property for this purpose and to recover the costs for work done from the owner.

(2) The municipality may, subject to written notice of at least 14 days, demolish, alter or otherwise deal with any building, structure or other object constructed, erected or laid in contravention with this by-law.

(3) The municipality may in the case of a power failure, emergency or disaster remove anything damaging, obstructing or endangering or likely to damage, obstruct, endanger or destroy any part of the electrical distribution system.

Prevention of tampering with service connection or supply mains

- 28. If the municipality decides that it is necessary or desirable to take special precautions in order to prevent tampering with any portion of the supply mains, service connection or service protective device or meter or metering equipment, the consumer shall either supply and install the necessary protection or pay the costs involved where such protection is supplied by the municipality.

Unauthorised connections

- 29. No person other than a person specifically authorised thereto by the municipality in writing shall directly or indirectly connect, attempt to connect or cause or permit to be connected any electrical installation or part thereof to the supply mains or service connection.

Unauthorised reconnections

- 30. (1) No person other than a person specifically authorised thereto by the municipality in writing shall reconnect, attempt to reconnect or cause or permit to be reconnected to the supply mains or service connection any electrical installation or installations which has or have been disconnected by the municipality.
- (2) Where the supply of electricity that has previously been disconnected is found to have been reconnected, the consumer using the supply of electricity shall be liable for all charges for electricity consumed between the date of disconnection and the date the electricity supply was found to be reconnected and any other charges raised in this regard. Furthermore, the municipality reserves the right to remove part or all of the supply equipment until such time as payment has been received in full. In addition, the consumer will be responsible for all the costs associated with the reinstatement of such supply equipment.

Temporary disconnection and reconnection

31. (1) The municipality shall, at the request of the consumer, temporarily disconnect and reconnect the supply of electricity to the consumer's electrical installation upon payment of the fee as prescribed by the municipality for each such disconnection and subsequent reconnection.
- (2) In the event of the necessity arising for the municipality to effect a temporary disconnection and reconnection of the supply of electricity to a consumer's electrical installation and the consumer is in no way responsible for bringing about this necessity, the municipality shall waive payment of the fee hereinbefore referred to.
- (3) The municipality may only under exceptional circumstances temporarily disconnect the supply of electricity to any premises without notice, for the purpose of effecting repairs or carrying out tests or for any other legitimate purpose. In all other instances adequate notice shall be given.

Temporary supplies

32. It shall be a condition of the giving of any temporary supply of electricity, as defined in this by-law, that, if such supply is found to interfere with the efficient and economical supply of electricity to other consumers, the municipality shall have the right, with notice, or under exceptional circumstances without notice, to terminate such temporary supply at any time and, the municipality shall not be liable for any loss or damage occasioned by the consumer by such termination.

Temporary work

33. Electrical installations requiring a temporary supply of electricity shall not be connected directly or indirectly to the supply mains except with the special permission in writing of the municipality. Full information as to the reasons for and nature of such temporary work shall accompany the application for the aforesaid permission, and the municipality may refuse such permission or may grant the same upon such terms and conditions as it may appear desirable and necessary.

Load reduction

34. (1) At times of peak load, or in an emergency, or when, in the opinion of the municipality, it is necessary for any reason to reduce the load on the electricity supply system of the municipality, the municipality may without notice interrupt and, for such period as the municipality may deem necessary, discontinue the electricity supply to any consumer's electrically operated thermal storage water heater or any specific appliance or the whole installation. The municipality shall not be liable for any loss or damage directly or consequentially due to or arising from such interruption and discontinuance of the electricity supply.
- (2) The municipality may install upon the premises of the consumer such apparatus and equipment as may be necessary to give effect to the provisions of subsection (1), and the municipality may at any reasonable time enter any premises for the purpose of installing, inspecting, testing adjusting and/or changing such apparatus and equipment.

- (3) Notwithstanding the provisions of subsection (2), the consumer or the owner, as the case may be, shall, when installing an electrically operated water storage heater, provide such necessary accommodation and wiring as the municipality may decide to facilitate the later installation of the apparatus and equipment referred to in subsection (2).

Medium and low voltage switchgear and equipment

- 35. (1) In cases where a supply of electricity is given at either medium or low voltage, the supply and installation of the switchgear, cables and equipment forming part of the service connection shall, unless otherwise approved by the municipality, be paid for by the consumer.
- (2) In the case of a medium voltage supply of electricity, all such equipment shall be approved and installed by municipality.
- (3) No person shall operate medium voltage switchgear without the written authority of the municipality.
- (4) All earthing and testing of medium voltage equipment linked to the municipality's network shall be conducted by or under the supervision of municipality
- (5) In the case of a low voltage supply of electricity, the consumer shall provide and install a low voltage main switch and/or any other equipment required by the municipality.

Substation accommodation

- 36. The municipality may, on such conditions as it may be deemed fit, require the owner to provide and maintain accommodation which shall constitute a substation and which shall consist of a separate room or rooms to be used exclusively for the purpose of housing medium voltage cables and switchgear, transformers, low voltage cables and switchgear and other equipment necessary for the supply of electricity requested by the applicant. The accommodation shall be situated at a point to which free, adequate and unrestricted access is available at all times for purposes connected with the operation and maintenance of the equipment.

The municipality reserves the right to supply its own networks from its own equipment installed in such accommodation, and if additional accommodation is required by the municipality, such additional accommodation shall be provided by the applicant at the cost of the municipality.

Wiring diagram and specification

- 37. (1) When more than one electrical installation or electricity supply from a common main or more than one distribution board or meter is required for any building or block of buildings, the wiring diagram of the circuits starting from the main switch and a specification shall on request be supplied to the municipality in duplicate for approval before the work commences.
- (2) Where an electrical installation is to be supplied from a substation on the same premises on which the current is transformed from high voltage, or from one of the substations of the municipality through mains separate from

the general distribution system, a complete specification and drawings for plant to be installed by the consumer shall, if so required, be forwarded to the municipality for approval before any material in connection therewith is ordered.

Standby supply

38. No person shall be entitled to a standby supply of electricity from the municipality for any premises having a separate source of electricity supply except with the written consent of the municipality and subject to such terms and conditions as may be laid down by the municipality.

Consumer's emergency standby supply equipment

39. (1) No emergency standby equipment provided by a consumer in terms of any Regulations or for his own operational requirements shall be connected to any installation without the prior written approval of the municipality. Application for such approval shall be made in writing and shall include a full specification of the equipment and a wiring diagram. The standby equipment shall be so designed and installed that it is impossible for the municipality's supply mains to be energized by means of a back-feed from such equipment.

The consumer shall be responsible for providing and installing all such protective equipment. Where by special agreement with the municipality, the consumer's standby generating equipment is permitted to be electrically coupled to, and run in parallel with the municipality's supply mains, the consumer shall be responsible for providing, installing and maintaining all the necessary synchronizing and protective equipment required for such safe parallel operation, to the satisfaction of the municipality.

Circular letters

40. The municipality may from time to time issue circulars detailing the requirements regarding matters not specifically covered in the Regulations or this by-law but which are necessary for the safe, efficient operation and management of the supply of electricity.

RESPONSIBILITIES OF CONSUMERS

Consumer to erect and maintain electrical installation

41. Any electrical installation connected or to be connected to the supply mains, and any additions or alterations thereto which may be made from time to time, shall be provided and erected and maintained and kept in good order by the consumer at his own expense and in accordance with this by-law and the Regulations.

Fault in electrical installation

42. (1) If any fault develops in the electrical installation, which constitutes a hazard to persons, livestock or property, the consumer shall immediately disconnect the electricity supply. The consumer shall without delay give notice thereof to the municipality and shall immediately take steps to remedy the fault.
- (2) The municipality may require the consumer to reimburse it for any expense to which it may be put in connection with a fault in the electrical installation.

Discontinuance of use of supply

43. In the event of a consumer desiring to discontinue using the electricity supply, he shall give at least two full working days' notice in writing of such intended discontinuance to the municipality, failing which he shall remain liable for all payments due in terms of the tariff for the supply of electricity until the expiration of two full working days after such notice has been given.

Change of occupier

44. (1) A consumer vacating any premises shall give the municipality not less than two full working days' notice in writing of his intention to discontinue using the electricity supply, failing which he shall remain liable for such supply.
- (2) If the person taking over occupation of the premises desires to continue using the electricity supply, he shall make application in accordance with the provisions of section 5 of this by-law, and if he fails to make application for an electricity supply within ten working days of taking occupation of the premises, the supply of electricity shall be disconnected, and he shall be liable to the municipality for the electricity supply from the date of occupation till such time as the supply is so disconnected.
- (3) Where premises are fitted with pre-payment meters any person occupying the premises at that time shall be deemed to be the consumer. Until such time as an application is made by this person for a supply of electricity, in terms of section 5 of this by-law, he shall be liable for all charges and fees owed to the municipality for that metering point as well as any outstanding charges and fees whether accrued by that person or not.

Service apparatus

45. (1) The consumer shall be liable for all costs to the municipality arising from damage to or loss of any metering equipment, service protective device, service connection or other apparatus on the premises, unless such damage or loss is shown to have been occasioned by an act of God or an act or omission of an employee of the municipality or caused by an abnormality in the supply of electricity to the premises.
- If, during a period of disconnection of an installation from the supply mains, the service main, metering equipment or any other service apparatus, being the property of the municipality and having been previously used, have been removed without its permission or have been damaged so as to render reconnection dangerous, the owner or occupier of the premises, as the case may be, during such period shall bear the cost of overhauling and/or replacing such equipment.
- (3) Where there is a common metering position, the liability detailed in subsection (1) shall devolve on the owner of the premises.
- (4) The amount due in terms of subsection (1) shall be evidenced by a certificate from the municipality which shall be final and binding.

SPECIFIC CONDITIONS OF SUPPLY

Service connection

46. (1) The consumer shall bear the cost of the service connection, as approved by the municipality.
- (2) Notwithstanding the fact that the consumer bears the cost of the service connection, ownership of the service connection laid or erected by the municipality shall vest in the municipality, and the municipality shall be responsible for the maintenance of such service connection up to the point of supply. The consumer shall not be entitled to any compensation from the municipality in respect of such service connection.
- (3) The work to be carried out by the municipality at the cost of the consumer for a service connection to the consumer's premises shall be determined by the municipality.
- (4) A service connection shall be laid underground, whether the supply mains are laid underground or erected overhead, unless an overhead service connection is specifically required by the municipality.
- (5) The consumer shall provide, fix and/or maintain on his premises such ducts, wire ways, trenches and fastenings as may be required by the municipality for the installation of the service connection.
- (6) The conductor used for the service connection shall have a cross-sectional area according to the size of the electrical supply but shall not be less than 10 mm² (copper or copper equivalent), and all conductors shall have the same cross sectional area, unless otherwise approved by the municipality.
- (7) Unless otherwise approved, the municipality shall only provide one service connection to each registered erf. In respect of two or more premises belonging to one owner and situated on adjacent erven, a single bulk supply of electricity may be made available provided the erven are consolidated or notarial tied.
- (8) Any covers of a wire way carrying the supply circuit from the point of supply to the metering equipment shall be made to accept the seals of the municipality.
- (9) Within the meter box, the service conductor or cable, as the case may be, shall terminate in an unobscured position and the conductors shall be visible throughout their length when cover plates, if present, are removed.
- (10) In the case of blocks of buildings occupied by a number of individual consumers, separate wire ways and conductors or cables shall be laid from the common metering room or rooms to each individual consumer in the blocks of buildings. Alternatively, if trunking is used, the conductors of the individual circuits shall be clearly identified (tied together every 1,5 m) throughout their length.

Metering accommodation

47. (1) The consumer shall, if required by the municipality, provide accommodation in an approved position, the meter board and adequate conductors for the municipality's metering equipment, service apparatus and protective devices.

Such accommodation and protection shall be provided and maintained, to the satisfaction of the municipality, at the cost of the consumer or the owner, as the circumstances may demand, and shall be situated, in the case of conventional meters, at a point to which free and unrestricted access shall be had at all reasonable hours for the reading of meters but at all times for purposes connected with the operation and maintenance of the service equipment. Access at all reasonable hours shall be afforded for the inspection of prepayment meters.

- (2) Where submetering equipment is installed, accommodation separate from the municipality's metering equipment shall be provided.
- (3) The consumer or, in the case of a common meter position, the owner of the premises shall provide adequate electric lighting in the space set aside for accommodating the metering equipment and service apparatus.
- (4) Where in the opinion of the municipality the position of the meter, service connection, protective devices or main distribution board is no longer readily accessible or becomes a course of danger to life or property or in any way becomes unsuitable, the consumer shall remove it to a new position, and the cost of such removal, which shall be carried out with reasonable dispatch, shall be borne by the consumer.
- (5) The accommodation for the municipality's metering equipment and protective devices may, if approved, include the consumer's main switch and main protective devices. No apparatus other than that used in connection with the supply of electricity and use of electricity shall be installed or stored in such accommodation unless approved.

SYSTEMS OF SUPPLY

Load requirements

48. Alternating current supplies shall be given as prescribed by the Electricity Act, 1987 (Act 41 of 1987), and in the absence of a quality of supply agreement, as set out in applicable standard specification.

Load limitations

49. (1) Where the estimated load, calculated in terms of the safety standard, does not exceed 15 kVA, the electrical installation shall be arranged for a two-wire single phase supply of electricity, unless otherwise approved by the municipality.
- (2) Where a three-phase four-wire supply of electricity is provided, the load shall be approximately balanced over the three phases, but the maximum out-of-balance load shall not exceed 15kVA, unless otherwise approved by the municipality.

- (3) No current-consuming appliance, inherently single phase in character, with a rating which exceeds 15kVA shall be connected to the electrical installation without the prior approval of the municipality.

Interference with other persons' electrical equipment

- 50. (1) No person shall operate electrical equipment having load characteristics which, singly or collectively, give rise to voltage variations, harmonic currents or voltages, or unbalanced phase currents which fall outside the applicable standard specification.
- (2) The assessment of interference with other persons' electrical equipment shall be carried out by means of measurements taken at the point of common coupling.
- (3) Should it be established that undue interference is in fact occurring, the consumer shall, at his own cost, install the necessary equipment to filter out the interference and prevent it reaching the supply mains.

Supplies to motors

- 51. Unless otherwise approved by the municipality the rating of motors shall be limited as follows:
 - (1) Limited size for low voltage motors –
The rating of a low voltage single-phase motor shall be limited to 2kW and/or the starting current shall not exceed 70A. All motors exceeding these limits shall be wound for three phases at low voltage or such higher voltage as may be required.
 - (2) Maximum starting and accelerating currents of three-phase alternating current motors –

The starting current of three-phase low voltage motors permitted shall be related to the capacity of the consumer's service connection, as follows:

Insulated service cable, size in mm ² , copper equivalent mm ²	Maximum permissible starting current A	Maximum motor rating in kW		
		Direct on line (6x full-load current)	Star/Delta (2,5 x full-load current)	Other means (1,5 x full-load current)
		kW	kW	kW
16	72	6	13,5	23
25	95	7,5	18	30
35	115	9	22	36,5
50	135	10	25	45
70	165	13	31	55
95	200	16	38	67
120	230	18	46	77
150	260	20	52	87

(3) Consumers supplied at medium voltage –

In an installation supplied at medium voltage the starting current of a low voltage motor shall be limited to 1,5 times the rated full-load current of the transformer supplying such a motor. The starting arrangement for medium voltage motors shall be subject to the approval of the municipality.

Power factor

52. (1) If required by the municipality, the power factor of any load shall be maintained within the limits 0,85 lagging and 0,9 leading.
- (2) Where, for the purpose of complying with subsection (1), it is necessary to install power factor corrective devices, such corrective devices shall be connected to the individual appliance terminals unless the correction of the power factor is automatically controlled.
- (3) The consumer shall, at his own cost, install such corrective devices.

Protection

53. Electrical protective devices for motors shall be of such a design as effectively to prevent sustained over current and single phasing, where applicable.

MEASUREMENT OF ELECTRICITY

Metering

54. (1) The municipality shall, at the consumer's cost in the form of a direct charge or prescribed fee, provide, install and maintain appropriately rated metering equipment at the point of metering for measuring the electricity supplied.
- (2) Except in the case of prepayment meters, the electricity used by a consumer during any metering period shall be ascertained by the reading of the appropriate meter or meters supplied and installed by the municipality and read at the end of such period except where the metering equipment is found to be defective, or the municipality invokes the provisions of section 58(2) of this by-law, in which case the consumption for the period shall be estimated.
- (3) Where the electricity used by a consumer is charged at different tariff rates, the consumption shall be metered separately for each rate.
- (4) The municipality reserves the right to meter the supply to blocks of shops and flats, tenement-houses and similar buildings for the buildings as a whole, or for individual units, or for groups of units.
- (5) No alterations, repairs or additions or electrical connections of any description shall be made on the supply side of the point of metering unless specifically approved in writing by the municipality.

Accuracy of metering

55. (1) A meter shall be conclusively presumed to be registering accurately if its error, when tested in the manner prescribed in subsection (5) hereof, is found to be within the limits of error as provided for in the applicable standard specifications.
- (2) The municipality shall have the right to test its metering equipment. If it is established by test or otherwise that such metering equipment is defective, the municipality shall –

in the case of a conventional meter, adjust the account rendered.

- (1) in the case of prepayment meters, (a) render an account where the meter has been under-registering, or (b) issue a free token where the meter has been over-registering; in accordance with the provisions of subsection (6).
- (2) The consumer shall be entitled to have the metering equipment tested by the municipality on payment of the prescribed fee. If the metering equipment is found not to comply with the system accuracy requirements as provided for in the applicable standard specifications, an adjustment in accordance with the provisions of subsections (2) and (6) shall be made and the aforesaid fee shall be refunded.
- (3) In case of a dispute, the consumer shall have the right at his own cost to have the metering equipment under dispute tested by an approved independent testing authority, and the result of such test shall be final and binding on both parties.

- (4) Meters shall be tested in the manner as provided for in the applicable standard specifications.
- (5) When an adjustment is made to the electricity consumption registered on a meter in terms of subsection (2) or (3), such adjustment shall either be based on the percentage error of the meter as determined by the test referred to in subsection (5) or upon a calculation by the municipality from consumption data in its possession. Where applicable, due allowance shall be made, where possible, for seasonal or other variations which may affect the consumption of electricity.
- (6) When an adjustment is made as contemplated in subsection (6), the adjustment may not exceed a period of six months preceding the date on which the metering equipment was found to be inaccurate. The application of this section does not bar a consumer from claiming back overpayment for any longer period where the consumer is able to prove the claim in the normal legal process.
- (7) Where the actual load of a consumer differs from the initial estimated load provided for under section 8(1) to the extent that the municipality deems it necessary to alter or replace its metering equipment to match the load, the costs of such alteration or replacement shall be borne by the consumer.
- (8) (a) Prior to the municipality making any upward adjustment to an account in terms of subsection (6), the municipality shall –
 - (i) notify the consumer in writing of the monetary value of the adjustment to be made and the reasons therefore;
 - (ii) in such notification provide sufficient particulars to enable the consumer to submit representations thereon; and
 - (iii) call upon the consumer in such notice to provide it with reasons in writing, if any, within 21 days or such longer period as the municipality may permit why his account should not be adjusted as notified.
- (a) Should the consumer fail to make any representations during the period referred to in subsection 9(a)(iii) the municipality shall be entitled to adjust the account as notified in subsection 9(a)(i).
- (b) The municipality shall consider any reasons provided by the consumer in terms of subsection (9)(a) and shall, if satisfied that a case has been made out therefor, adjust the account appropriately.
- (c) If the municipality decides after having considered the representation made by the consumer that such representations do not establish a case warranting an amendment to the monetary value established in terms of subsection (6), the municipality shall be entitled to adjust the account as notified in terms of subsection 9(a)(i), subject to the consumer's right to appeal the decision of the municipality in terms of section 62 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

Reading of conventional meters

56. (1) Unless otherwise prescribed, conventional meters shall normally be read at intervals of one month.
- (2) If for any reason the conventional meter cannot be read, the municipality render an estimated account. The electrical energy consumed shall be adjusted in a subsequent account in accordance with the electrical energy actually consumed.
- (3) When a consumer vacates a property and a final reading of the meter is not possible, an estimation of the consumption may be made, and the final account rendered accordingly.
- (4) If a special reading of the meter is desired by a consumer, this may be obtained upon payment of the prescribed fee.
- (5) If any calculating, reading or metering error is discovered in respect of any account rendered to a consumer, the error shall be corrected in subsequent accounts. Any such correction shall only apply in respect of accounts for a period of 6 months preceding the date on which the error in the accounts was discovered and shall be based on the actual tariffs applicable during the period. The application of this section does not prevent a consumer from claiming back overpayment for any longer period where the consumer is able to prove the claim in the normal legal process.

Prepayment metering

57. (1) No refund of the amount tendered for the purchase of electricity credit shall be given at the point of sale after initiation of the process by which the prepayment meter token is produced.
- (2) Copies of previously issued tokens for the transfer of credit to the prepayment meter may be issued at the request of the consumer.
- (3) When a consumer vacates any premises where a prepayment meter is installed, no refund for the credit remaining in the meter shall be made to the consumer by the municipality.
- (4) The municipality shall not be liable for the reinstatement of credit in a prepayment meter lost due to tampering with, or the incorrect use or the abuse of, prepayment meters and/or tokens.
- (5) Where a consumer is indebted to the municipality for electricity consumed or to the municipality for any other service (including rates) or for any charges previously raised against him in connection with any service rendered, the municipality may deduct a percentage from the amount tendered to offset the amount owing, as set out in the section 5 agreement for the supply of electricity.
- (6) The municipality may, at its discretion, appoint vendors for the sale of credit for prepayment meters and shall not guarantee the continued operation of any vendor.

ELECTRICAL CONTRACTORS

58. In addition to the requirements of the Regulations the following requirements shall apply-

- (1) Where an application for a new or increased supply of electricity has been made to the municipality, the municipality may at its discretion accept notification of the completion of any part of an electrical installation, the circuit arrangements of which permit the electrical installation to be divided up into well-defined separate portions, and such part of the electrical installation may, at the discretion of the municipality, be inspected, tested and connected to the supply mains as though it were a complete installation.
- (2) The examination, test and inspection that may be carried out at the discretion of the municipality in no way relieves the electrical contractor/accredited person or the user or lessor, as the case may be, from his responsibility for any defect in the installation. Such examination, test and inspection shall not be taken under any circumstances (even where the electrical installation has been connected to the supply mains) as indicating or guaranteeing in any way that the electrical installation has been carried out efficiently with the most suitable materials for the purpose or that it is in accordance with this by-law or the safety standard, and the municipality shall not be held responsible for any defect or fault in such electrical installation.
- (3) The municipality shall not be held responsible for the work done by the electrical contractor/accredited person on a consumer's premises and shall not in any way be responsible for any loss or damage which may be occasioned by fire or by any accident arising from the state of the wiring on the premises.

COST OF WORK

59. The municipality may repair and make good any damage done in contravention of this by-law or resulting from a contravention of this by-law. The cost of any such work carried out by the municipality which was necessary due to the contravention of this bylaw, shall be to the account of the person who acted in contravention of this by-law.

PENALTIES

60. (1) Any person who contravenes any of the provisions of sections 5, 7, 13, 14, 20, 25, 26, 27, 29 and 30 of this by-law shall be guilty of an offence and upon conviction be liable to –
- (a) a fine or imprisonment, or either such fine or imprisonment or to both such fine and such imprisonment.
 - (b) in the case of a continuing offence, to an additional fine or an additional period of imprisonment or to such additional imprisonment without the option of a fine or to both such additional fine and imprisonment for each day on which such offence is continued; and

- (c) a further amount equal to any costs and expenses found by the court to have been incurred by the municipality as result of such contravention or failure.

Repeal of by-laws

61. The by-laws listed in Schedule 2 hereto are hereby repealed to the extent indicated in the third column thereof.

Short title and commencement

62. This by-law shall be known as the By-law Relating to Electricity Supply and shall come into operation on the date of publication thereof in the Provincial Gazette.

SCHEDULE 1

“applicable standard specification” means –

SABS 1607 Electromechanical watt-hour meters,
 SABS 1524 Parts 0,1 & 2 - Electricity dispensing systems,
 SABS IEC 60211 Maximum demand indicators, Class 1.0,
 SABS IEC 60521 Alternating current electromechanical watt-hour meter (Classes 0.5,1 & 2),
 SABS 0142 Code of practice for the wiring of premises.
 NRS 047 National Rationalised Specification for the Electricity Supply - Quality of Service
 NRS 048 National Rationalised Specification for the Electricity Supply - Quality of Supply,
 and
 NRS 057 Electricity Metering: Minimum Requirements

SECTION B

SMALL SCALE EMBEDDED GENERATION

1. Purpose of by-Law

- To provide for the supply of electricity to the residents within the municipality's area of jurisdiction.
- To provide for procedures, methods and practices to regulate such provision of electricity.

GUIDE TO CONNECTION OF SMALL-SCALE EMBEDDED GENERATION TO A MUNICIPAL DISTRIBUTION SYSTEM: ELECTRICITY SUPPLY BY-LAW AND POLICY REQUIREMENTS

Acknowledgement: The by-law text in this document draws extensively on the Green Cape by-law guidelines document.

INTRODUCTION

The purpose of this document is to serve as a guide for municipalities to effectively administer the connection of embedded generation systems to the municipal distribution system.

DISCLAIMER

The information contained in this document is for information purposes only. The opinions expressed are in good faith and while every care has been taken in preparing this document, the authors make no representations and give no warranties of whatever nature in respect of these documents, including but not limited to the accuracy or completeness of any information, facts and/or opinions contained therein. The authors, its subsidiaries, the directors, employees and agents cannot be held liable for the use of and reliance on the opinions, estimates, forecasts and findings in these documents. It is recommended that legal advice is sought in respect of any drafting of by-laws and policies.

APPLICATION OF THE GUIDE

This guide applies to municipalities that have the executive authority to administer the reticulation of electricity in their area of jurisdiction. District municipalities have inherent executive constitutional authority¹ over the reticulation of electricity and associated services within its jurisdiction unless a local municipality has been authorised by the Minister of Energy pursuant to a notice issued in the Government Gazette.

2. DEFINITIONS

For purposes of this manual, the following definitions shall apply (and cognate expressions shall have similar meanings) —

Embedded generation systems	electrical power generation units connected directly to the distribution system or connected to the distribution system on the customer side of the meter
ERA	Electricity Regulation Act, No 4 of 2006
Municipality	a municipality that has executive authority to perform electrical reticulation services in its area of jurisdiction
NERSA	the National Energy Regulator of South Africa
Reticulation	The trading or distribution of electricity and includes services associated therewith
SSEG	power generation of less than 100kVA (1MVA)

SHOULD A MUNICIPALITY HAVE BOTH A BY-LAW AND A POLICY?

Municipalities have a duty to make by-laws and policies to effectively administer their electricity reticulation function². The electricity reticulation function extends to providing open and non-discriminatory access to the municipal distribution system and to permit the connection of embedded generation systems.

It is recommended that municipalities adopt a by-law and a guideline policy to effectively administer the connection of embedded generation to the municipal distribution system requirements and application process for connecting all forms of embedded generation.

¹ Section 83 of the Municipal Structures Act, No. 117 of 1998 read together with sections 156 and 229 of the Constitution of the Republic of South Africa, 1996

² Municipal Structures Act, No. 117 of 1998

The purpose of the policy is to provide guidelines to be followed by customers in making application to the municipality for connection of an embedded generation system to the municipal distribution system. However, the policy itself cannot impose the same legal obligations on the customers as created by by-laws. Therefore, the policy should be regulated and enforced through a by-law, being the instrument used by mandated municipalities to exercise their legislative authority over electricity services.

POLICY GUIDELINES FOR CONNECTION OF EMBEDDED GENERATION SYSTEMS

Municipalities should develop policies relating to the connection of embedded generation systems to the distribution system, which policy should provide the application procedure and information requirements of the municipality from the customer to affect an appropriate connection.

This policy is likely to cover the connection of SSEG and would not be applicable to any embedded generation above 1MVA or any connection to the distribution system owned and operated by Eskom Holdings SOC Limited.

It is recommended that the application process and minimum requirements are included in the policy as opposed to the by-law as this allows the municipality greater flexibility to amend its administrative application process from time to time.

The following minimum requirements should be set out in the policy -

- **Connection Application Process.** The process to be followed when applying for connection as well as related timeframes which follow the application. The customer must submit a completed and signed application form for connection. Upon receipt of the application for connection to the distribution system, the municipality must advise whether the applicant can be connected to the existing system and/or what technical improvements are required to enable the new connection.³ The application form process should specify a timeframe for advising the applicant so as to avoid unnecessary administrative delays by either party.
- **Technical Data Provided.** Information requirements of the municipality from the customer to affect an appropriate connection i.e. customer details; capacity, location and technology of the embedded generation system.
- **Compliance with Law.** Requirements on the customer to either (a) hold a generation licence or (b) provide proof that the customer has registered the embedded generation system with NERSA (when this system is in place) and is exempt from having to hold a generation licence in terms of Schedule 2 to the ERA.
- **Contractual Agreement.** A connection agreement entered into between the licensed distributor and the customer as required in terms of the Distribution Code⁴. The technical information provided as part of the application for connection should be included as annexures to the connection agreement. It is possible for a connection agreement to be drafted as standard terms and conditions attached to the application form. The customer can accept the terms and conditions upon submission of the application and/or payment of the connection fee.

³ Distribution Code as published by NERSA from time to time

⁴ Distribution Code as published by NERSA from time to time

- **Application/Connection Fee.** Payment of the connection fee following which the customer shall be deemed to have accepted the terms and conditions governing the connection of the embedded generation system to the municipal distribution system.
- **Technical Standards.** The policy should require compliance with the technical and safety standards set out in the South African Grid Code and the Distribution Codes published by NERSA and any other legislation or regulations and any technical requirements which are particular to the distribution system of the municipality.
- **Certificate of Compliance.** The customer must submit a certificate of compliance in terms of the Electrical Installation Regulations issued by a registered person in terms of the Regulations made in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) certifying that the installation and all the installed equipment comply with the national and international regulations and legislation. SANS10142-1 will apply until such time as the SANS10142-1-2 is issued. This is required in terms of law.

For further information and detail on what requirements should be included in the policy governing the connection of embedded generation to the municipal distribution system, please refer to the document entitled *"Requirements for Small-Scale Embedded Generation: Conditions and application process to become a solar PV embedded generator in the Municipality of [insert]"*, the latest version of which is part of the AMEU SSEG Resource Pack and available at and www.sseg.org.za

ELECTRICITY SUPPLY BY-LAWS

3. Overview

A municipality's policy on the connection of embedded generation systems to the municipal distribution system must be regulated and enforced through a by-law. The existing electricity supply by-law adopted by a municipality should be amended to make provision for, at a minimum, the following to ensure effective administration and enforcement by the municipality –

- **Institutional Mandate.** The functions administered by the municipality pursuant to the by-law, namely electricity reticulation services which must include regulating the connection of an embedded generation system to the distribution system.
- **Appropriate Delegation.** The delegation of powers and duties and state that the municipality may delegate any power or duty that has been conferred on the municipality to consider and approve or reject applications for connection to the municipality's distribution system in terms of the by-law to a suitably qualified official, agent or service providers of the municipality.
- **Compliance with Policy.** Compliance by any customer with any policy issued by the municipality pursuant to the municipal by-law relating to the connection and installation of embedded generation systems.
- **Approval.** The embedded generation system cannot be connected to any installation or the distribution system without the prior written approval of the municipality.
- **Electrical Interconnection Requirements.** The embedded generation system must comply with technical standards.
- **Legal Sanctions.** The legal recourse in the event that the customer fails to comply with the by-laws and requirements to connect the embedded generation system to the distribution system.

- **Compliance with national and provincial legislation.** The by-law must comply with national and provincial legislation and enforce and licensing or registration requirements for the generation and supply of electricity pursuant to the terms of the ERA.

Where a municipality has appointed a service provider to perform reticulation services on its behalf⁵, including any municipal entity, another municipality, another government entity or a private company⁶ the by-laws serve as the conditions for the provision of the electricity services by the service provider and must be referred to in the service level agreement entered into between the municipality and the services provider.

Set out below are examples of provisions recommended to be included in the electricity supply by-laws to regulate the connection of embedded generation systems to the municipal distribution system. Regard must be had to the terminology contained in the relevant electricity supply by-law and adapted accordingly.

4. Institutional Mandate and Electricity Services

The by-law should establish the functions administered by the municipality pursuant to the by-law, namely electricity reticulation services which also includes the regulation of the connection of an embedded generation system to the municipality's distribution system.

5. Provision of electricity services

1. *Subject to subsection 2 below, only the Municipality may supply or contract for the supply of bulk electricity within its jurisdictional area.*
2. *The Municipality may permit the bulk supply or retail wheeling of electricity through its electrical grid by another electricity supplier which is licensed to supply electricity in terms of the Electricity Regulation Act.*
3. *The Municipality may permit the connection of an embedded generation system to its electrical grid in accordance with the requirements of this by-law and subject to:*
 - 3.1 *Compliance with the relevant requirements of the Municipality pertaining to the generation of electricity and the safety thereof contained in any guideline or policy issued by the Municipality in respect thereof.*

Registration with the Municipality of all fixed electrical installations where electricity is generated and compliance with the Municipality's safety and quality requirements contained in any guideline or policy issued by the Municipality in respect thereof.

6. Approval for Connection

The by-law should regulate the connection of embedded generation systems to the municipal distribution system and enforce the licensing or registration of any and all embedded generation systems within the municipal boundary in accordance with the requirements of the ERA.

7. Connection of electrical generation equipment

1. *No person shall directly or indirectly connect, attempt to connect or cause or permit to be connected any electrical installation or part thereof to the Municipality's supply mains or service connection except with written permission of the [Director].*

⁵ Section 12 of the Municipal Structures Act, No. 117 of 1998

⁶ Section 76(b) of the Municipal Structures Act, No. 117 of 1998

2. *No alternate electrical generation equipment provided by a customer for his own operational requirements or for the generation of electricity may be connected to any installations without the prior written consent of the Municipality.*
3. *Application for such consent in terms of subsections (1) and (2) above must be made in writing and must include a full specification of the electrical generation equipment and a wiring diagram, as may be further detailed in any guideline or policy issued by the Municipality in respect thereof.*
4. *The electrical generation equipment must be so designed and installed that it is impossible for the Municipality's supply mains to be energised by means of a back feed from such electrical generation equipment when the Municipality's supply has been de-energised.*
5. *The customer shall be responsible for providing and installing all such protective equipment and for obtaining a certificate of compliance issued in terms of the Regulations made in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).*
6. *The Municipality shall not be held responsible for any work done by the electrical contractor/registered person on a customer's premises and shall not in any way be responsible for any loss or damage which may be occasioned by fire or by any accident arising from the state of the wiring on the premises or the connection of the electrical generation equipment.*
7. *Where the customer's alternate electrical generation equipment is permitted to be electrically coupled to, and run in parallel with the Municipality's supply mains, the customer shall be responsible for providing, installing and maintaining all the necessary synchronising and protective equipment, to the satisfaction of the [Director].*
8. *Before making any alteration or addition to any electrical generation equipment installed within the area of the supply that requires an increase in electricity supply capacity, or an alteration to the service, the customer shall give notice of his intentions in accordance with the Regulations made in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).*

Any electrical generation equipment connected or to be connected to the supply mains, and any additions or alterations thereto which may be made from time to time, shall be provided and erected and maintained and kept in good order by the customer at his own expense and in accordance with this by-law and the Regulations made in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

8. Wheeling

In terms of the ERA, generators are entitled to wheel electricity generated by an embedded generation system through the municipal distribution system. The by-law should regulate the wheeling⁷ of the electricity generated by an embedded generation system within the municipal electrical grid.

⁷ The transportation of electric power over transmission lines from where it is generated to where it is consumed.

Wheeling of electricity-

No person may generate electricity by way of a fixed electrical installation and feed into the municipal electricity distribution network unless an agreement has been concluded with the Municipality, and such agreement together with the provisions of this by-law, as well as any other legislation governing the licensing of generators, shall govern such generation of electricity.

9. Principles for the resale of electricity

The embedded generation system may be installed on commercial buildings and the electricity generated by the embedded generation system could be resold to other persons occupying the premises. The by-law should establish principles for the resale of electricity in line with the provisions of the ERA.

- 1. Unless authorised by the Director I&E or his delegated official, no person may sell or supply electricity supplied to his or her premises or generated by him or her under an agreement with the Municipality, to any other person or persons for use on any other premises or permit or allow such resale or supply to take place.*
- 2. If electricity is resold for use on the same premises, the provisions of the Electricity Regulation Act, No. 4 of 2006 shall apply, as specified in Schedule 2 to the Electricity Regulation Act, No. 4 of 2006.*
- 3. If electricity is resold for use upon the same premises, the electricity resold shall be measured by a submeter of a type which has been approved by the South African Bureau of Standards and supplied, installed and programmed in accordance with the standards of the Service Provider.*
- 4. The tariff, rates and charges at which and the conditions of sale under which electricity is thus resold shall not be less favourable to the purchaser than those that would have been payable and applicable had the purchaser been supplied directly with electricity by the Service Provider.*

Every reseller shall furnish the purchaser with monthly accounts that are at least as detailed as the relevant billing information details provided by the Service Provider to its electricity consumers.

10. Standby Supply

The by-law should regulate the obligation of the municipality to ensure standby supply of electricity in the event that the embedded generation system is unable to supply electricity to the customer. In this instance, an amendment to the existing electricity supply agreement entered into between the customer and the municipality will be required to be entered into.

11. Standby Supply

- 1. Standby supply of electricity for any premises having a separate source of electricity supply may only be supplied with the written consent of the Municipality.*
- 2. Upon interruption of the electricity supply the Municipality may supply standby electricity in any manner as necessary.*

12. Metering

The by-law should regulate the metering of the embedded generation system connected to the municipal distribution system.

The Municipality shall, at the customer's cost in the form of a direct charge or prescribed tariff, provide, install and maintain appropriately rated metering equipment at the point of metering for measuring the electricity supplied.

13. Norms, standards and guidelines

The by-law should empower the municipality to determine and publish norms, standards and guidelines relevant to embedded generation within the municipal boundaries.

1. *The Municipality may from time to time issue Technical Standards detailing the requirements of the Municipality regarding matters not specifically covered in this by-law but which are necessary for the safe, efficient operation and management of the electrical generation equipment.*
2. *The Municipality may determine and publish norms, standards and guidelines which prescribe appropriate measures to save energy or to reduce the use of electricity and such norms standards and guidelines must be kept in the form of an operational manual.*

The norms, standards and guidelines contemplated in subsection (1) may differentiate between communities, geographical areas and different kinds of premises.

14. Right to disconnect embedded generation system

In terms of the ERA, a licensed distributor is required to to disconnect any embedded generation system that that does not comply with the law. In compliance with national legislation and in addition to provisions governing the right of the municipality to disconnect the supply of electricity to a customer, the by-law should also permit the municipality to disconnect the embedded generation system to the extent that the customer has not complied with the by-law and/or conditions of connection (either before or after their electricity meter).

15. Unauthorised connections

1. *No person other than a person whom the Municipality specifically authorises in writing to do so may directly or indirectly connect, attempt to connect or cause or permit the connection of a new electrical installation or part of a new electrical installation to the supply mains or service connection.*
2. *In the case where an electrical installation has been illegally connected on a customer's premises in contravention of this by-law, any policy or guideline issued by the Municipality and/or the Regulations, the Municipality may disconnect the connection of the electrical installation to the municipal distribution network.*
3. *The Municipality must give a person referred to in subsection (3) and any person residing in the premises notice of —*
 - a) *the intention to disconnect the electrical installation of such person;*
 - b) *a reasonable opportunity for such person to make representations in respect of the intended disconnection; and*
 - c) *all the relevant information including reasons for the intended disconnection and the notice period on or after which the disconnection will be affected.*

4. *For circumstances other than listed in sub-section (5), where any of the provisions of this by-law or the Regulations are being contravened, the Municipality shall give the person concerned fourteen days' notice to remedy his or her default prior to disconnection.*
5. *The Municipality may disconnect the supply of electricity to any premises or the connection of any electrical installation without notice under the following circumstances;*
 - a) *where there is a case of grave risk to any person or property; or*
 - b) *for reasons of community safety or the safety of emergency personnel.*
6. *After the disconnection contemplated in subsection (1), the fee as prescribed by the Municipality for such disconnection or the reconnection of the service shall be paid by the person concerned.*

In the case where an installation has been illegally reconnected on a customer's premises after having been previously legally disconnected by the Municipality, or in the case where the Municipality's electrical equipment has been tampered with to prevent the full registration of consumption by the meter, the electricity supply may be physically removed from those premises.

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****INFRASTRUCTURE AND ENGINEERING****DATE: 29 MAY 2020****ITEM NO: 20/05/I&E8****REPORT: KOUGA MUNICIPALITY SMALL SCALE EMBEDDED GENERATION (SSEG) POLICY**1. Introduction

The item follows the introduction of the Draft Small-Scale Embedded Generation policy at the Policy workshop held 17 January 2020. The purpose of this item is to introduce to Council the first Draft Small Scale Embedded Generation policy at the Policy for consideration and authorisation to conduct a public participation process whereby public comment on the draft policy is called for. The Draft Electricity Small Scale Embedded Generation policy at the Policy is attached for ease of reference.

2. Background and Discussion

Council acknowledged the need to adopt a Small-Scale Embedded Generation policy and therefor commenced with the adoption of, and amendments to the first Small Scale Embedded Generation policy as published in the Government Gazette on 28 February 2007.

3. Comment: Relevant Directorate

The policy is new in the electrical industry and constantly amended as the environment and national regulations change. We made an informed decision to draft a smaller policy document that would become the standard policy if adopted. Read together with a requirement document also attached to the item, this document will become a working document that will be amended as national regulations which drive the policy are amended. The requirement document set out the rules, standards and regulations to the consumer and the installer.

4. Comment: Municipal Manager

The Municipal Manager is in support of the Policy.

5. Other implications:

The SSEG installations must be properly managed and police from the authority (municipal) side, it will escalate to uncontrollable levels and will result in financial losses toward the municipality.

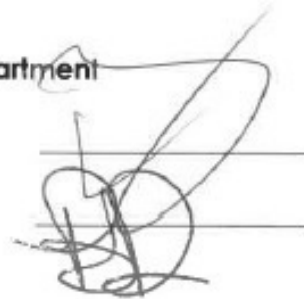
6. Recommendation

- 6.1 That Council supports the process and adopt the SSEG policy.
- 6.2 That the Draft SSEG policy be published, for public comment in a manner that allows the public an opportunity to make representations with regard to the proposed policy.
- 6.3 That the Draft SSEG policy be referred back to the Municipal Council following the implementation and finalization of the public participation process referred to in 6.2 above.

Item prepared by the Manager: Electrical Department

Item approved by the Director I & E:

Item noted by the Portfolio Councillor:

Handwritten signature and initials in black ink, consisting of a large, stylized 'S' and 'E' with various loops and strokes, positioned over the signature lines.

SMALL-SCALE EMBEDDED GENERATION POLICY

SMALL-SCALE EMBEDDED GENERATION POLICY

1. OBJECTIVES

This policy facilitates inclusion of Small-Scale Embedded Generation (SSEG) onto the electricity distribution network of Kouga Local Municipality, so that safety, power quality, grid operation and municipality revenue issues are adequately addressed, and that the local renewable energy industry and green economy is promoted at the same time, supporting job creation.

Background

Steep increases in the price of electricity elevated environmental awareness, rapidly decreasing costs of photovoltaic (PV) in electricity distributors around the country receiving numerous requests to allow electricity consumers to connect PV and other Small-Scale Embedded Generators (SSEGs) to the electricity grid. Such SSEGs are intended to be connected to the wiring on the consumer's premises which is in turn intended to be connected to the wiring on the consumer's premises which in turn connected to, and supplied by the Municipality's electricity network. Such generators are hence considered to be "embedded in the local municipality electricity grid.

The parallel (or embedded) connection of any generator to the electrical grid, however powered, has numerous implications for the local electricity utility. The most significant implications are the safety of the utility staff, the public and the user of the generator. Further implications include the impact on the quality of the local electrical supply, and metering and billing issues. In terms of the Municipal Structures Act, No. 117 of 1998, municipalities are therefore obliged to regulate the installation of SSEGs to uphold responsible management of distribution network, as well as for the general benefit and protection of citizens.

Although the electricity distribution industry is highly regulated, SSEG's have not yet been adequately covered in national policy or legislation. The AMEU has developed standardized approaches and documentation to support municipalities in this regard, aligned with national policies and regulation, and this Policy is consistent with the AMEU approach and recommendations.

2. SCOPE OF THE POLICY

- 2.1 This policy document provides a framework for the approval and registration of Small Scale Embedded Generators of electricity as well as the regulation thereof relative to the requirements of the Municipality and all other Policies, By-Laws and Legislation applicable thereto.
- 2.2 The policy applicable to all customers wishing to install systems categorised as Small Scale Embedded Generators.

2.3 Policy Covers:

- The conditions under which SSEG will be accepted onto the Municipal distribution network
- The Application and Commissioning processes
- Contractual arrangements between the SSEG customer and the Municipality
- Metering and tariffs for SSEG

2.4 The policy covers all prospective SSEG customers in the municipal distribution area connected to the municipal distribution network.

3. CONSTITUTIONAL, REGULATORY AND POLICY CONTEXT

Section 156 (l) and Schedules 4B and 5B of the Constitution assign municipalities authority and administration over "Electricity and gas reticulation". The municipality has legislative and executive authority in this area, and thus must develop a regulatory environment which ensures the safe and proper functioning of their electricity grid in terms of the Municipal Structures Act, No. 177 of 1998. This environment must not contradict the national regulatory framework. Since embedded generators are connected to, and impact on the local distribution grid, municipalities must develop an appropriate regulatory framework for such generators. The electricity reticulation function extends to providing open and non-discriminatory access to the municipal distribution system and to permit the connection of embedded generation systems¹.

Section 74 of the Municipal Systems Act requires the municipality to set appropriate tariffs for municipal services. The use of the municipal distribution grid by embedded generators therefore requires that the municipality sets a suitable tariff for such generators.

The National Energy Regulatory of South Africa issues electricity generation licensed in terms of the Electricity Regulation Act. Schedule 2 of this act specifies that only systems over 1MW capacity require licensing. This also applies to embedded generators.

Technical specifications and standards have been developed to guide the implementation of embedded generation such that safety, power quality, and grid operational parameters are not negatively impacted, centring around the NRS097-2 series of specifications, and the SANS 10142-1 -2: The wiring of premises; Specific requirements for embedded generation installations connected to the low voltage distribution Network in South Africa.

Local government is given a key role in implementation within the following documents:

- The White Paper on Energy Policy (1998)
- The National Climate Change Response White Paper (2011)
- In addition, the Integrated Resources Plan directing electricity supply in the country increasingly recognizes the role of local government and of embedded generation.
- In addition to the above obligations, local government should align with:

Paragraph 4 of the Distribution Code sets out the responsibilities of distributors and stipulates in paragraph 4 (l) that the distributor shall make capacity available on its networks and provide open and non-discriminatory access for the use of this capacity to all customers including embedded generators.

- White Paper on the Promotion of Renewable Energy and Clean Development (2003)
- The transition to a green economy of National carbon mitigation intentions

AMEU/SALGA Standard Documentation

The Association of Municipal Electricity Utilities and SALGA have developed a set of Standard documents which provide a sound approach for engaging with SSEG by municipalities. The documents have been reviewed by a municipal SSEG Working Group, and provide a framework to facilitate the establishment of systems to process and integrate SSEG into municipal operations. This Policy is in accord with this SALGA / AMEU framework.

4. DEFINITIONS:

"Bi-directional meter" A meter that separately measures electricity flow both directions (import and export). Such a meter displays the balance of the imported and exported electrical flow energy in a single register meter (net metering) or displays both imported and exported electrical flow energy in separate registers.

"Consumer" In the context of this document, consumers who also generate will be referred to as "consumers" although in actual fact they are "consumer/generators".

"Embedded Generators" An entity that operates one or more generation sources that include energy conversion device (s), static power converter(s), if applicable and the control and protection gear within a customer's network that operates in synchronism with the utility's network.

"Export tariff" A payment for every kilowatt-hour (kWh) of surplus electricity a customer system exports to the electricity grid.

"Import tariff" A payment for every kilowatt —hour (kWh) of electricity imported to a customer from the electricity grid.

"Municipality" Kouga Local Municipality

"Reverse power flow" The flow of energy from the consumer electricity installation onto the Utility grid as a result of the instantaneous generation exceeding the instantaneous consumption at the generation site in question.

"SSEG" Small Scale Embedded Generation. For the purpose of this policy; an embedded generator with a generation capacity of up to 1000kVA (1 MVA) definition further elaborated below).

"Tariff" A combination of charging parameters applied to recover quantities such as consumption and capacity costs as well as service costs.

5. ACRONYMS AND ABBREVIATION:

EG: Embedded Generation

ESD: Electrical Services Department

IRP: Integrated Resource Plan

kVA: kilo-Volt Ampere (unit of electrical apparent)

kW: kilo-Watt (unit of electrical real power)

kWp: kilo-Watt peak (the rated peak output of solar PV panels)

MVA: Mega-Volt Amperes (1000kVA)

MW: Mega-Watts (1 000kW)

NERSA: National Energy Regulator of South Africa

PV: Photovoltaic

SSEG: Small Scale Embedded Generation/Generator

6. SMALL SCALE EMBEDDED GENERATION DEFINITION

- 6.1 Small-scale embedded generation (SSEG) refers to power generation up to 1 MVA/MW peak output capacity, such as PV systems or small wind turbines which are located on residential, commercial or industrial sites where electricity is also consumed. SSEG is in contrast to large-scale wind farms and solar parks that generate large amounts of power typically in the multi-MW range. Most of the electricity generated by an SSEG is consumed by an SSEG is consumed directly at the site but times arise when generation exceeds consumption and a limited amount of power is allowed to flow in reverse — from the consumer onto the utility grid.
- 6.2 An SSEG therefore generates electricity that is "embedded" in the local electricity distribution network in that it is connected to the consumer wiring, typically behind the consumers meter, which is in turn connected to the distribution network.

7. POLICY PRINCIPLES

- 7.1 Consumers are not allowed to connect SSEG to the municipal grid without the written consent of the Municipality. Consumers found to have illegal connection SSEG to the grid (either before or after their electricity meter) will be instructed to have installation disconnected from the grid, the Electricity department reserves the right to disconnect the electricity supply as stipulated within the Electricity By-Laws.
- 7.2 The document "REQUIREMENTS FRO SMALL-SCALE EMBEDDED GENERATION:
Conditions and application process to become an embedded generator in Kouga Local Municipality (hereinafter "REQUIREMENTS document") specifies details technical, procedural and other conditions and parameters

that must be adhered to. The latest version of this "REQUIREMENTS" document must be consulted, and adherence to the provisions herein complied with.

- 7.3 Consumers who wish to connect SSEG to the municipal grid are required to follow the application procedure and detailed in the REQUIREMENTS document.
- 7.4 Any existing SSEG systems or applications submitted prior to the adoption of this Policy will have to demonstrate compliance with this Policy through following the application procedure specified herein.
- 7.5 Existing legislation requires that systems up to 1 MVA do not need a NERSA license. The Municipality will process applications for SSEG system up to 1 MVA without evidence of a generating license. Anyone wanting to connect greater than 1MVA must produce a generating license or exemption letter from NERSA with their application. Should the licensing regulations change, SSEG customers will be required to comply with the new regulations at their own cost.

8. MUNICIPAL MANAGER AS RESPONSIBLE AND ACCOUNTABLE OFFICER

- 8.1 The Municipal Manager is responsible and accountable for the implementation and enforcement of the provisions of this Policy and must take the necessary steps to do so.
- 8.2 The Municipal Manager shall from time to time report to the Executive Mayor on matter relating to this Policy, the efficacy of the tariffs set by the Council in terms hereof, the administrative mechanisms, resources, processes and procedures related to its implementation and the extent to which the Policy is achieving the objectives of the Council.
- 8.3 All the necessary power and authority is hereby delegated to the Municipal Manager to enable him/her to fulfil his/her functions, responsibilities and obligations in terms hereof, including appropriate revision of the REQUIREMENTS document to keep up to date with this fast-changing field, with full authority for further delegate any specific responsibility.

9. IMPLEMENTATION

9.1 Application process

The Municipality requires that all prospective SSEG customers fill in the Municipality's SSEG application form and submit it to the relevant office for assessment. The Municipality will evaluate the application according to criteria in the NRS097-2-3 and other criteria as noted in the REQUIREMENTS document, and inform the applicant of the success or otherwise of the application. Should the application not be successful, the Municipality will advise the applicant regarding necessary measures to enable compliance with the criteria and SSEG connection. Further information or technical studies may be requested by the Municipality before a conclusion can be reached.

9.2 Commissioning

Approved SSEG systems, once installed, must be commissioned and signed off by suitable personnel as specified in the REQUIREMENTS document. A Commissioning Report must be provided to the Municipality on the prescribed form.

9.3 Metering

All SSEG systems must have approved bi-directional meter installed, as clarified in the REQUIREMENTS document.

9.4 Contractual agreements

All new SSEG customers must agree to the Municipality's GENERAL TERMS AND CONDITIONS: CONTRACT FOR CONNECTION OF AN EMBEDDED GENERATOR before generation may commence. This contract clarifies the legal responsibilities of both the customer and the Municipality.

9.5 SSEG Tariffs

The Municipality aims to implement SSEG tariffs which both cover municipal costs (fixed and variable) in different tariffs categories and will also be cognizant of a reasonable return-on-investment for the SSEG customer. The tariff will be implemented only once NERSA has approved such a tariff. Prior to such tariff implementation, reverse feed-in- to the Municipal grid will be permitted, but no financial compensation will be given.

9.6 Standards

All SSEGs are to comply with the following standards:

1. NRS 097-2-1 : Grid interconnection of embedded generation: Part 2 Small Scale Embedded Generation, Section I: Utility interface
2. NRS 097-2-3: Grid interconnection of embedded generation: Part 2 Small Scale Embedded Generation, Section 3: Simplifies utility connection criteria for low voltage connected generators

In addition, SSEG installations are to comply with the following standards, legislation and regulations:

1. South African Renewable Power Plant Grid Code (although the NRS 097-2 series cover most issues relevant to SSEG)
2. NRS 048: electricity Supply — Quality of Supply
3. SANS 10142-1, including SANS 10142-1-2: The wiring of premises (as amended and published)
4. SANS 474/NRS 057: Code of Practice for Electricity Metering.
5. Municipality Electricity Supply by-law

The REQUIREMENTS document has specific information regarding compliance with the above standards or specifications.

10. EFFECTIVE DATE OF POLICY

This policy will become effective from the date of approval by the Municipal Council. Tariffs contemplated within this Policy will be formulated as part of the annual budget approval process, and will become effective pursuant to the date stipulated therein. Tariffs are subject to NERSA approval.

ANNEX:

REQUIREMENTS FOR SMALL-SCALE EMBEDDED GENERATION: Conditions and application process to become an embedded generator in Kouga Local Municipality



REQUIREMENTS FOR SMALL-SCALE EMBEDDED GENERATION

Conditions and application process to become an embedded generator in Kouga Local Municipality

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Disclaimer and Indemnity

The information contained in this document is for information purposes only and to guide stakeholders regarding the requirements and application process of Kouga Local Municipality in connecting embedded generation to the municipal electricity network. The opinions expressed are in good faith and while every care has been taken in preparing this document, and the authors make no representations and give no warranties of whatever nature in respect of these documents, including but not limited to the accuracy or completeness of any information, facts and/or opinions contained therein.

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i. Information on this document

Purpose of the document The purpose of this document is to guide stakeholders regarding the requirements and application process of the Municipality in connecting all forms of embedded generation to the municipal electricity network.

The need for this document The parallel connection of any generator to the municipal electrical network, however powered, has numerous implications for the local Municipality. It shall therefore be regulated and managed. This document serves to:

- Ensure the safety of the municipal staff, the public and the user of the SSEG installation.
- Uphold the power quality of the municipal electricity network
- Clarify metering and billing requirements and options
- Balance municipal revenue impact to enable continued operation of all municipal functions

In addition, municipalities are faced with low carbon development imperatives and economic growth challenges. SSEG can play a role in both of these areas, and the document therefore also serves to:

- Promote the development of the SSEG industry by creating a conducive environment for growth.

Scope

This document covers:

- The connection SSEG installations to the municipal electrical network
- Installations up to 1MVA (although different conditions apply above or below 350kVA – see later)
- Installations connected to low voltage networks
- installations where customers remain net consumers (consume more electricity from the grid than they generate on average)

This document does not cover:

- Systems with a generation capacity above 1MVA (anyone wanting to connect a SSEG system greater than 1MVA should engage with the municipality to determine their requirements before commencing with any application).
- Wheeling regulations
- The connection of SSEG to the Eskom electrical grid.
- Systems connecting to MV and HV networks (although the NRS 097-1 standards covering MV and HV connections are not complete, such systems may be approved by the Municipality, but are likely to require grid impact studies and should be discussed separately with the municipality)
- Installations where customers are net generators (generate more than they consume on average)

**Defining small
scale embedded
generation**

Small-scale embedded generation (SSEG) refers to power generation installations less than or equal to 1MVA/1000kVA which are located on residential, commercial or industrial sites. SSEG is in contrast to large-scale generation units that generate large amounts of power, typically in the multi-Megawatt range.

A SSEG customer generates electricity on the customer's side of the municipal electricity meter, where the generation equipment is connected to, and synchronised with, the municipal electricity network (i.e. 'embedded').

**Who this
document is for**

This document will assist all relevant stakeholders involved in the commissioning, installation, management and ownership of a SSEG system, with generation capacity less than or equal to 1 MVA (1000 kVA), to the municipal electrical network. It is intended to provide guidance in this regard to:

- SSEG project developers
- Residential and commercial property owners
- SSEG installers
- Energy consultants commissioned to design SSEG systems
- Municipal officials involved in SSEG generation
- Registered technical personnel who are involved in SSEG commissioning

ii. Glossary & Definitions

Alternating current	The flow of electrical energy that follows a sine wave and changes direction at a fixed frequency (i.e. it 'alternates'). Most residential and commercial uses of electricity require alternating current.
Direct current	The flow of electrical energy in one constant direction. Direct current is typically converted to alternating current for practical purposes as most modern uses of electricity require alternating current.
Anti-Islanding	The ability of an SSEG installation to instantly and automatically disconnect the SSEG installation from the municipal electrical network whenever there is a power outage

	in the municipal electrical network, thus preventing the export of electricity to the municipal electrical network from the SSEG installation. This is done primarily to protect municipal electrical network workers who may be working on the electrical network and who may be unaware that the electrical network is still being energized by the SSEG.
Bi-directional meter	A meter that separately measures electricity flow in both directions (import and export)
Customer	In the context of this document, customers who also generate shall be referred to as “customers”, although in effect they are generators.
Generating capacity	The maximum amount of electricity, measured in kilovolt Amperes (kVA), which can flow out of the generation equipment into the customer’s alternating current wiring system. This is therefore the maximum alternating current power flow which can be generated by the system in its current configuration.
Grid-tied	An SSEG installation that is connected to the municipal electrical network either directly or through a customer’s internal wiring is said to be “grid-tied”. The export of energy onto the municipal electrical network is possible when generation exceeds consumption at any point in time.
Inverter	A power device that converts direct current to alternating current at a voltage and frequency which enables the SSEG installation to be connected to the municipal electrical network.
Isolated	A section of an municipal electrical network which is disconnected from all other possible sources of electrical potential is said to be isolated
Load profile	The profile or curve showing the variation of the customer’s rate of electricity consumption (or demand) over time.
Low-voltage	Voltage levels up to and including 1 kV (1kV= 1000 Volts)
Medium-voltage	Voltage levels greater than 1 kV up to and including 35 kV.
Pr Eng or Pr Tech Eng or Pr Techni Eng	This refers to a professional engineer, professional technologist or professional engineering technician who is registered with the Engineering Council of South Africa (ECSA).
Reverse power flow	The flow of energy from the customer electricity installation onto the municipal electrical network (i.e. export) as a result of the instantaneous generation exceeding the instantaneous consumption at the generation site in question.
SSEG Connection Contract	The terms and conditions governing the connection of the SSEG installation to the municipal electrical network accepted by the customer
Small Scale embedded generator or SSEG	A small-scale embedded generator for the purposes of these guidelines is an embedded generator with a generation capacity of less than or equal to 1000 kVA (1MVA).
Stand-alone generator/off-grid generator	A generator that is not in any way connected to the municipal electrical network. Export of energy onto the municipal electrical network by the generator is therefore not possible.

iii. Abbreviations

AC	Alternating current
AMI	Advanced Metering Infrastructure
DC	Direct current

ECSA	Engineering Council of South Africa
EG	Embedded Generation/Generator
HV	High Voltage
kVA	kilo-Volt Ampere (unit of apparent electrical power, often similar in magnitude to kW)
kW	kilo-Watt (unit of electrical power)
kWp	kilo-Watt peak (the rated peak output of solar PV panels)
LV	Low Voltage
MV	Medium Voltage
MVA	Mega-Volt Amperes (1000 kVA)
MW	Mega-Watt (1000 kW)
NERSA	National Energy Regulator of South Africa
NMD	Notified Maximum Demand
PV	Photovoltaic
SSEG	Small Scale Embedded Generation/Generator
VAT	Value Added Tax

1. Introduction

Due to increases in the price of electricity from the national grid and a steady decline in the price of decentralised generation options such as solar PV small-scale embedded generation (i.e. 'rooftop' type systems), decentralised generation sources such as SSEGs are becoming financially more attractive in South Africa. Increasingly such systems are being installed by businesses and residences. It is therefore important that approval procedures are established and standards are adhered to by municipal distributors to regularise this fast changing situation.

Municipal distributors are obliged to ensure that distribution grid power quality and safety standards are upheld to protect municipal staff working on the municipal electrical network, to protect the public in general, and to protect municipal infrastructure. Also, the potential revenue impact of accelerating SSEG installations needs to be managed. This requires changes to current tariff structures, in particular residential tariffs.

The above needs to be balanced with municipal obligations to embrace low-carbon energy and green economic growth opportunities, so a user-friendly framework around installation application and approval is important to promote the growth of this sector. Such a framework will also minimise systems being installed without going through official channels, thereby potentially not meeting required safety and quality standards.

Municipalities play a vital role in facilitating the necessary regulatory environment to enable the establishment and growth of the SSEG market. This document outlines the municipal requirements and processes for prospective SSEG installations to connect to the municipal electrical network such that the above factors are balanced.

2. Indemnity, Legal Requirements & Curtailment

2.1. Legal and Illegal Connections to the municipal electrical network

Customers wishing to connect SSEGs legally to the municipal electrical network shall be required to follow the normal application procedure as detailed in this document and comply with the regulations and standards listed herein.

The Municipality's Electricity Supply By-Law (as promulgated) and national regulations state that no electrical generation equipment may be connected to the municipal electrical network without the express consent of the Municipal Electricity Distributor.

Failure to obtain this consent constitutes an offence which could lead to a fine and/or imprisonment.

Furthermore, the installation may also be in contravention of the Occupational Health and Safety Act (1993), for which punitive sanctions also apply.

Customers found to have illegally connected an SSEG installation to the municipal electrical network (either before or after their electricity meter) shall be instructed to have the installation disconnected

from the municipal electrical network. Should the customer fail to have the SSEG disconnected from the municipal electrical network, the Municipality shall disconnect the electricity supply to the property.

In cases where unauthorised reverse feed-in takes place which results in the meter reversing to the benefit of the customer, the municipality may institute action to recover lost revenue and relevant punitive fines will be applicable.

No exemption from any of the Municipality's requirements shall be granted for "retrospective applications".

2.2. Generation Curtailment

In the event of operating conditions resulting in municipal electrical network parameters not meeting statutory minimum quality-of-supply standards it may become necessary to impose peak generation limits on embedded generator installations. It is expected that these limitations would be of a temporary nature, applied only during abnormal system conditions or low load periods.

2.3. Right to adapt rules & regulations

In the event of provincial or national legislative changes to the regulatory environment, or other technical developments, it may become necessary to implement changes to the municipal requirements which SSEGs are to comply with. The Municipality will take into account the implications for existing customers of such changes, and will require these only where grid safety or other important criteria are potentially compromised. All SSEGs, new and existing, will be obliged to comply with such changes, and will do so at their own cost.

2.4. Right to deny access

Customers wishing to install an SSEG system, regardless of generation capacity, must complete the relevant sections of the application process in full, and written approval to commence must be received from the Municipality before installation of the SSEG commences. The Municipality needs to ensure that, amongst other considerations, the SSEG installation can be accommodated on the municipal electrical network and that the total SSEG capacity of the municipal electrical network has not been exceeded, considering parameters in the NRS097-2-3 and other applicable standards. Equipment should not be purchased prior to obtaining written approval from the Municipality to commence, as approval of the SSEG as proposed by the applicant is not guaranteed and the Municipality shall not be held liable for equipment expenses in such cases.

Where proposed SSEG systems are not approved by the Municipality, the Municipality will provide information to the customer on amendments to the proposed system required, and/or advise on conditions to be met, for it to be acceptable to the Municipality.

2.5. Contract with the municipality

All SSEG customers are required to enter into an SSEG contract with the municipality. The document *General Terms and Conditions: Contract for Connection of an Embedded Generator* is available on the municipal website or from municipal electricity department offices. In signing the SSEG Application Form, the customer agrees to be bound by the terms and conditions in this document.

2.6. Transfer/change of ownership

If a transfer of the property and/or change of ownership of the electricity accountholder takes place, the new owner needs to sign the declaration in Annex 12, which must be submitted to the electricity department.

Alternatively the SSEG installation shall be decommissioned as set out in paragraph 3.11.

3. General Guidelines - Small Scale Embedded Generators

This section covers important considerations in terms of the Municipality's SSEG rules and regulations that apply to all customers, including residential, commercial and industrial customers, who wish to connect a SSEG system, with a generation capacity no greater than 1 MVA (1000 kVA), to the municipal electrical network.

Anyone wanting to connect systems over 1 MVA shall not be able to connect under the conditions in this document and should approach the municipality directly to discuss the way forward. It is likely that grid impact studies will be necessary in these circumstances, amongst other work. In addition a generating licence issued by NERSA shall be required before connection of systems over 1MVA are considered.

3.1. Registration or Generation licence

In terms of the Electricity Regulation Act (2006), any person that owns or operates a generation facility is required to obtain a generation licence to be issued by NERSA unless otherwise exempt as per Schedule 2 in the Act. In the event that the owner or operator is exempt from the obligation to obtain a generation licence, the person must still register the generation facility according to NERSA requirements (as published).

If a generation licence is required in terms of the Electricity Regulation Act (2006) then it is the customer's responsibility to interact with NERSA to obtain such. The Municipality is obliged to report to NERSA on a regular basis regarding all municipal electrical network connected generation and it is also obliged to disconnect generators that are not adhering to regulations.

3.2. All SSEGs shall be net consumers

NET CUSTOMER:

All SSEG installations shall consume more energy than they produce over a consecutive 12-month period.

3.3. Applicable technical standards

Most of the technical requirements that SSEGs are required to comply with are covered in the following standards:

- 3. NRS 097-2 series: Grid interconnection of embedded generation: Part 2 Small Scale Embedded Generators, in particular:
 - 3.1 NRS097-2-1: Utility interface
 - 3.2 NRS097-2-3: Simplified utility connection criteria for low-voltage connected generators.

In addition, SSEG installations are to comply with the following standards, legislation and regulations:

- 1. South African Renewable Power Plant Grid Code (although the NRS 097-2 series cover most issues relevant to SSEG)
- 2. NRS 048: Electricity Supply – Quality of Supply
- 3. SANS 10142-1 and 10142-1-2: The wiring of premises (as amended and published)
- 4. SANS 474 / NRS 057 : Code of Practice for Electricity Metering
- 5. Municipal Electricity Supply by-law

3.4. Testing of Inverters

Until such time as a SABS mark is issued for inverters, the Municipality shall require proof in the form of test certificates, of type tests having been successfully carried out by a third party testing authority certifying compliance of the inverters with NRS097-2-1 (and NRS097-2-2 when published). The use of inverters without such certification is not permitted, both in new and existing installations. The installation of reverse feed blocking does not exempt the customer from providing the NRS097-2-1 certification.

In general, the test certificate must be for the current version of NRS097-2-1. The municipality reserves the right not to accept test certificates for old versions of NRS097-2-1.

The certification body must be SANAS accredited or be recognised by the International Laboratory Accreditation Co-operation (ILAC) or the International Accreditation Forum (IAF) in terms of ISO/IEC 17025:2005 for photovoltaic systems. The accreditation bodies must provide accreditation documentation for the specific test location.

The customer should require the inverter suppliers to provide the necessary certification before the equipment is purchased.

3.5. Islanding / Anti-Islanding installations

All SSEG installations are required to have an anti-islanding function (immediate disconnection when there is a general power outage) as stipulated in the NRS 097-2-1. Certification to this effect is required of inverters (see 3.4 **Testing of Inverters**).

Should the inverter or SSEG installation have the facility to both comply with the NRS 097-2-1 requirements for grid-connected systems (including anti-islanding requirements) AND operate in "islanded mode" where the SSEG installation supplies power to a portion of the customer's electrical grid during a general power outage, the islanded system shall be effectively isolated from the municipal electrical network during islanded mode operation.

If the SSEG installation is to be configured as a standby supply after isolating from the municipal electrical network (in which case it becomes an 'alternative supply', not an embedded generator any longer) using a break-before-make changeover switch, a registered person in terms of the Electrical Installation Regulations (2009) shall issue a Certificate of Compliance to the owner if the generator is to be connected to the existing internal wiring of the property. Requirements of SANS 10142-1 apply.

3.6. Battery or other Storage

Battery or other storage may be included in the SSEG configuration. Where it is connected in standby power supply mode (i.e. it is not configured to provide power in parallel to the SSEG but only to operate in islanded mode) the provisions for 'island mode' generators in Section 3.5 **Islanding / Anti-Islanding installations** apply.

Where storage is connected such that it can provide power onto the network, for example through a storage/battery inverter (even only to feed into the customers wiring which is in turn connected to the municipal network), the storage/battery inverter shall be NRS097-2-1 certified, and such a certificate of compliance provided to the municipality.

3.7. Fire safety and emergency shut-off switch

Emergency disconnection switching shall be in accordance with NRS 097-2-1.

3.8. Dead Grid safety Lock

Dead Grid Safety Lock shall be in accordance with SANS10142-1-2 (as published).

3.9. Qualified installers

The municipality requires customers installing solar PV SSEG to use industry accredited installers under a third party quality assurance such as PV Green Card: A SAPVIA (South African Photovoltaic Association) endorsed programme to ensure the quality and safety of PV installations. www.pvgreencard.co.za.

3.10. SSEG Sign-off on Commissioning

Until SANS 10142-1-2 '*The wiring of premises; Specific requirements for embedded generation installations connected to the low voltage distribution Network in South Africa*' is published, upon commissioning, all SSEGs shall be signed off as follows:

Up to 30kVA -

(for PV) Industry Accredited Installer* signoff

OR

ECSA registered Pr Eng or Pr Tech Eng

Over 30kVA –

ECSA registered Pr Eng or Pr Tech Eng

* - such as PV Green Card

Upon the publishing and implementation of the SANS10142-1-2, a registered person in terms of the Electrical Installation Regulations (1993) (acceptable to the Municipality) will be adequate to sign-off all SSEGs.

3.11. Decommission of SSEG system

The Municipality requires notice of any SSEG installation which has been decommissioned. The SSEG installation must, at the owners' cost, be disconnected from the municipal electrical network by the removal of the wiring that connects the SSEG with the municipal electrical network and a decommissioning report filed (on the prescribed form) – including the provision of a Certificate of Compliance to confirm disconnection.

3.12. Eskom grid connection

Customers residing within the municipal boundaries, but located in Eskom's area of supply, need to apply to Eskom for consent to connect the SSEG installation to the Eskom electrical grid. The municipality will not be involved in this process.

3.13. SSEG applications from sub-tenants or other non-municipal customers

The municipality will only engage with applications from their existing or new customers. Where an SSEG installation is intended but the person purchases electricity from a re-seller (e.g. landlord/lady), for example, not directly from the municipality, the application will need to come from the re-seller who is a municipal electricity customer.

3.14. Off-grid system

Stand-alone generators (not connected to the municipal electrical network in anyway) do not need permission from the Municipal Electricity authority. However, approvals from other Departments may

still be necessary (e.g. Building), and it is the responsibility of the owner to comply with any such requirements.

3.15. Load profile management to maximise benefit to the customer

Customers will generally find it most financially beneficial to ensure that they utilise as much of the generated electricity as they can and avoid or minimise reverse power flow. With solar PV SSEG, for example, with a residential SSEG installation, loads such as geysers and pool pumps could be shifted to the middle of the day when solar generation is typically at its highest – between mid-morning and mid-afternoon.

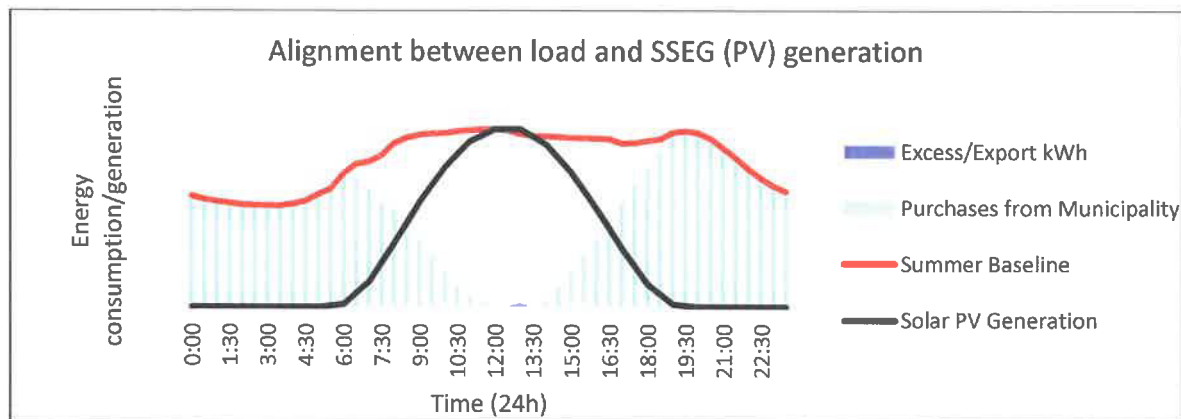


Figure 1: Load profile management - alignment between load profile (red line) and SSEG (PV) generation (grey line).

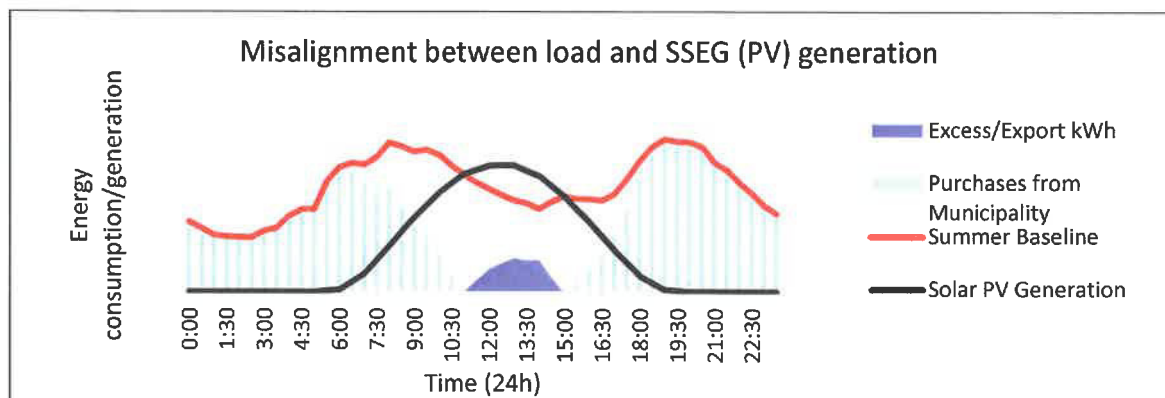


Figure 2: Load profile management - misalignment between load profile (red line) and SSEG (PV) generation (grey line).

4. Metering

Customers installing SSEG shall have a bi-directional SSEG meter which is approved by the municipality. Customers should enquire with the municipality regarding suitable meters before purchasing them. The meter will be procured and paid for by the customer.

Until the municipality has a specific SSEG tariff in place which is approved by NERSA, reversed feed will be allowed but will not be compensated for (note that this is a temporary situation pending the operationalising of SSEG tariffs). Conventional credit or prepayment meters are not allowed to run backwards.

In the case where an installation has been illegally reconnected on a customer's premises after having been previously legally disconnected by the Municipality, or in the case where the Municipality's electrical equipment has been tampered with to prevent the full registration of consumption by the meter, the electricity supply may be physically removed from those premises

4.1. Adaption of electrical metering installation

The Municipality reserves the right to require customers moving onto an SSEG tariff to adapt their electrical installations in such a way that the metering is located in a kiosk in the road reserve. The municipality will inform prospective SSEG customers accordingly should this be required.

- Consumers wanting to connect SSEG to the grid but not be compensated for reverse power flow will be required to install reverse power flow blocking protection to prevent reverse power flow onto the electricity grid. The consumers may then, subject to the ruling policies for tariffs and metering, keep their existing meter and remain on the relevant electricity consumption tariff. In other words, for this option conventional credit or prepayment meters are NOT allowed to run backwards
- The residential consumer is responsible for all the costs involved in the supply and installation of meters.
- The consumer will be responsible for the cost of any specialist grid studies (although such studies are unlikely in the case of residential SSEG installations).
- The consumer will be responsible for any changes required to the utility network upstream of the connection point as a result of the SSEG installation (although the need for such changes is unlikely).
- The consumer will be responsible for all the costs associated with specialist tests that need to be carried out, e.g. Inverter testing, as well as for obtaining the required certification of the design and installation.

4.2. Refunds of electricity already pre-purchased

Where applicants currently have prepayment meters, these will need to be replaced with meters appropriate for SSEG systems and tariffs. Refund of Prepayment meter (PPM) units when a customer changes to the SSEG tariff and has an appropriate meter installed will not be given. The customer should therefore delay the installation of an SSEG-appropriate meter until the units purchased are used. Otherwise units purchased on the PPM will be forfeited.

5. SSEG connection criteria

Simplified SSEG connection criteria are specified in the NRS 097-2-3, and applications for systems that fall within these parameters are likely to be easily processed by the Municipality, and only in rare cases will require grid impact studies in their assessment. Such parameters include:

- Systems not larger than 350kVA
- Connecting to a LV network

Applications to connect SSEG installations which exceed the parameters of the NRS097-2-3 but do not exceed 1MVA will also be accepted by the Municipality, but may require specialist grid-impact studies in their assessment. The Municipality will advise the customer of such needs after the application form is received.

There are different criteria for simplified connection in shared and dedicated LV feeders, as described below (for details see the relevant sections of the NRS097-2-3):

Note that the below is a summary of parts of the NRS097-2-3 (2014), and is provided for information purposes. The parameters and criteria in the latest version of the NRS097-2-3 may differ from the below and, where this is the case, they supersede the below information. It is therefore important to consult the latest version of the NRS097-2-3 as the criteria therein will be used to assess the SSEG application.

5.1. Shared LV feeders

The NRS 097-2-3 specifies that the maximum individual generation limit in a shared LV feeder (which applies to most small commercial and residential situations) shall not exceed 25% of the consumer's NMD, and be up to a maximum of 20kVA. The following SSEG size limitations are derived from NRS 097-2-3 for Shared LV connections.

Table 1: SSEG size limitations - NRS 097-2-3 for Shared LV connections

Service connection		
No. of Phases	Service Circuit Breaker Size (A) per phase	Maximum Total Generation Capacity of SSEG (kVA)
1	40	2.3 (10A)
1	60	3.5 (15A)
1	80	4.6 (20A)
3	40	6.9 (30A)
3	60	10.4 (45A)
3	80	13.8 (60A)
3	100	17.3 (75A)

Notes to table:

- To determine if you have a single-phase or three-phase connection, check the main circuit-breaker on the distribution board. A single-phase supply will generally have a single main circuit-breaker, and a three-phase a triple main circuit-breaker. If in doubt consult an electrician.
- 'Maximum total generation capacity' refers to the total output capacity of the generator. For PV systems in particular, this refers to the maximum output of the inverter. Due to system losses this is typically 10 to 20% lower than the maximum output of the PV panels, which is specified in DC kilo-Watt-peak (kWp). The system designer/installer will provide guidance here.

If SSEG generation capacity is 4.6 kVA or less, a single-phase inverter can be installed even if the customer has a three-phase connection. Systems above 4.6 kVA are required to be balanced across the phases.

5.2. Dedicated LV feeders

On dedicated LV feeders the maximum generator size is limited to 75% of the NMD.

5.3. Cumulative SSEG capacity and impact on LV and MV networks

Should the cumulative installed capacity of an SSEG installation be such that it may impact negatively on local LV or MV network functioning, as per the stipulations of NRS097-2-3, the municipality will not allow further SSEG connections until they can be demonstrated to be undertaken without such negative impact. Increasing the SSEG carrying capacity on feeders may require network hardware upgrades. Specialist grid impact studies may be requested of the new SSEG applicant to demonstrate this, even if the system size falls within the NRS097-2-3 parameters.

5.4. Grid impact studies

Should the SSEG being applied for exceed the parameters in the NRS097-2-3 (Simplified Connection Criteria), a Grid Impact Study is likely to be requested by the municipality before the application can be assessed. Content and coverage of such a study may vary depending on the circumstance.⁸

⁸ Note that studies undertaken in the City of Tshwane indicate that there is considerable capacity on the network for PV SSEG penetration beyond NRS097-2-3 levels without adverse impact, and future

Should such impact studies be required by the municipality, details of method, data and payment requirements should be discussed with the municipality. Responsibilities of the municipality (who has the network data) and the customer in completing the study will also need to be clarified. Even in the case of SSEG with no reverse feed, scenarios such as Load Rejection may still need to be assessed in the study.

A grid impact study will be required from a close development where KLM supply bulk in accordance with NRS097-2-3. This grid study will be to the consumers cost.

Further information on Grid Impact Studies is given in Annex A, and more detailed guidelines can be found in *Recommended practice for assessing the connection of small generators based on renewable energy sources to low-voltage and medium-voltage municipal grids* (Moeller & Poeller Engineering, May 2018 – Final Draft).

6. SSEG Tariffs

The Municipal SSEG tariffs, once approved by NERSA, will be available on the municipal website or from the electricity department offices on request. Tariffs are updated annually. Where SSEG tariffs have not yet been approved by NERSA, reverse feed will be accepted but will not be compensated for.

General information on SSEG tariffs is given below:

6.1. Residential SSEG Tariff

The Residential SSEG tariff comprises 3 parts:

Fixed charge: This comprises (1) a Network charge, which ensures that fixed costs associated with maintaining and operating the municipal electrical network are recovered through appropriate charges, and (2) a Service charge that covers the fixed costs associated with providing a retail service network (metering, billing, customer call centre) are recovered through appropriate service charges.

Energy charge (c/kWh): The variable cost associated with the volume of energy consumed is recovered through appropriate charges. This is billed on a per kWh basis and may be simple (Flat or Inclining Block tariff) or complex (Time of Use or other tariff).

Export (Feed-in) rate (c/kWh): The customer should be compensated for energy provided back onto the network through an export tariff.

6.2. Commercial and Industrial SSEG Tariff

Commercial and industrial customers that are on tariffs which already have a fixed service charge and network demand charge will retain this tariff structure, and an export (feed-in) generation tariff component will be added for reimbursement for energy exported onto the municipal electrical network. Customers on a tariff that does not include fixed service/network charge and demand charge will be changed to an appropriate tariff.

Commercial and Industrial customers should note that the demand charge component of the tariff is unlikely to change after the installation of the SSEG because the monthly maximum demand is unlikely to reduce due to the regular occurrence of cloudy weather.

revisions of the NRS097-2-3 may extend the scope for PV penetration without impact studies as more information emerges.

6.3. Billing Period

The daily service charge along with charges for consumption and credits for feed-in shall be billed monthly (as is done for other Municipal services e.g. water and rates). Any credits from excess SSEG generation in a particular month will be rolled over to the following month. Credits will not be paid out to the customer.

6.4. Connection Costs

The Municipality may stipulate a connection cost to be paid by SSEG customers prior to system generation approval. This will be reflected in the currently applicable tariff schedule.

6.5. Increased Costs

The Municipality bears no responsibility should the customer's electricity bill increase due to changes in the applicable tariff. It is up to the customer to ensure that they understand the financial implications of having an SSEG installation installed and the applicable tariffs.

6.6. Time-of-Use Tariffs

Time of Use tariffs are considered best practice for both consumption and export (feed-in) tariffs, and municipalities may increasingly move to such tariffs over time.

7. Approvals required from other municipal departments

Approvals required of other municipal departments are to be obtained prior to submission of the SSEG application form, and reflected on the form.

7.1. Buildings/Planning department

No building plans are required to be submitted provided the SSEG installation does not project more than 1.5 m, measured perpendicularly, above the roof and/or not more than 600mm above the highest point of the roof. If the above parameters are exceeded then full building plans, including an engineer's endorsement, are required. A relaxation in terms of the Zoning Scheme Regulations may also be required under either one or both of the above circumstances.

Ground-mounted systems: no building plans are required to be submitted provided the panel(s) in its installed position does not project more than 2.1 metres above the natural/finished ground level. Full building plans are required where any part of the installation projects more than 2.1 metres above the ground level.

7.2. Other Approvals

SSEG installations covered by this document do not require Environmental Impact Assessments⁹.

For generators that produce noise or air pollutants (e.g. diesel generators), approval from Municipal departments is required (e.g. health, environment).

⁹ Large-scale embedded generation installations would require environmental authorisation (EA) in terms of the NEMA 2010 EIA Regulations if they generate > 10 MW electricity. In addition the electrical transmission infrastructure that may be associated with a large scale embedded generation system would also require EA if it has a capacity of 275 kV or more within an urban area, or more than 33kV outside urban areas.

8. Who pays for what?

The customer is responsible to pay for the following:

- The supply and installation of meters (in accordance with the Municipality's metering policy)
- Connection charges (if applicable)
- Specialist municipal electrical network impact studies - if required (details of payment amounts are to be discussed with the municipality)
- Any changes required to the municipal electrical network upstream of the connection point as a result of the SSEG installation.
- Specialist test that are required, e.g. Inverter testing
- Any other costs associated with obtaining approval for the SSEG connection to the municipal grid

9. SSEG application process

The *Application for the Connection of Embedded Generation* form shall be completed for all applications to connect an SSEG installation to the municipal electrical network. The forms are available on the Municipality's website or from the electricity department offices.

Step 1: Obtain the Application Form

Visit the Municipality's website and download the relevant application form/s or request the forms from the electricity department offices.

Step 2: Complete application form for the connection of SSEG

The Municipality requires that the application form/s be signed by the current electricity customer/account holder.

Details of the proposed installer shall also be provided.

The applicant may need support from the proposed installer or registered personnel in completing the application form.

By signing the application form the customer agrees to the *General Terms and Conditions: Contract for Connection of an Embedded Generator* (this document is available on the municipal website or on request from the electricity department offices).

Step 3: Obtain permission from other Municipality departments

The electricity department requires prior approval of the proposed SSEG installation from other departments as stipulated in the form (e.g. buildings department). All such approvals must be reflected in or submitted with the application form.

Step 4: Submit completed application form/s and attachments

Form/s shall be submitted to the relevant contacts at the electricity department.

Attachments to the application include an initial design circuit diagram (for >100kVA systems) and the inverter certification of compliance with NRS 097-2-1.

Step 5: Installation commencement upon approval from the municipality

After due consideration of the application, the applicant will be informed in writing whether the application has been successful or not.

If further information or grid studies are required by the municipality, the applicant will be notified thereof.

Once notified of a successful application, the applicant may commence installation (it is advised that the applicant does not pay for any equipment until municipal approval to install is granted in writing, as such approval is not guaranteed).

Step 6: Commissioning and documentation to be submitted to the electricity department.

Commissioning of the SSEG installation shall be undertaken by a competent person, who shall complete and sign off the *SSEG Installation Commissioning Report*.

In addition to the *SEG Installation Commissioning Report*, there is a list of other documentation specified on the Commissioning Report for submission with the Report, including:

Final as-built circuit diagram

Inverter type test certificate according to NRS 097-2-1.

An electrical installation Certificate of Compliance as per SANS 10142-1 (and SANS 10142-1-2 when published).

All completed documentation shall be submitted to the relevant electricity department office.

Step 7: Inspection of installation if necessary

The Municipality shall inspect the SSEG installation if they deem it necessary, although this is unlikely in the case of a residential application.

Step 8: Approval granted to connect to the municipal electrical network and generation commences

If all of the above is satisfactory, the Municipality shall install the necessary meter, or check that such is installed.

Approval to connect the SSEG installation to the municipal electrical network shall be provided by the electricity department to the customer, in writing, together with any operation and other requirements deemed necessary.

Once this is done, the change to the SSEG tariff shall be implemented if applicable.

10. Changes to existing approved systems

SSEG installations that have previously been approved by the municipality but where changes to the SSEG are planned, will require the following:

A new application shall be completed when the following is intended:

An expansion in the SSEG capacity

A change in the SSEG configuration (e.g adding storage with synchronisation capabilities in parallel to the existing EG)

A new commissioning process needs to be undertaken, and a new Commissioning Report completed, when the following changes are made:

Significant components are replaced (i.e. inverter, anti-island device, dead grid safety lock, other protection equipment) but system capacity is not increased

A system is moved but no changes to capacity or significant components are made (i.e. inverter, anti-island device, dead grid safety lock, other protection equipment)

11. ANNEX A: Grid Impact Study Overview

In cases where an SSEG application falls outside the simplified connection criteria in NRS097-2-3, it may be necessary to conduct grid impact studies. These studies will assess whether the grid or

electrical network remains within prescribed technical limits¹⁰ after the connection of the SSEG. The municipality will provide specific requirements in this regard. Some general information is below.

- **General grid impact studies**

For most SSEG systems connecting to LV networks grid impact studies can be relatively simply undertaken – often with only hand calculations - and do not require detailed grid simulation. They can thus be undertaken by municipalities without such power system simulation software. More detailed guidelines on assessing such impacts can be found in *Recommended practice for assessing the connection of small generators based on renewable energy sources to low-voltage and medium-voltage municipal grids* (Moeller & Poeller Engineering, May 2018 – Final Draft).

- **Requirements for more complex Grid Impact Studies**

Where more complicated grid impact studies are required, power system simulation may need to be undertaken using appropriate software.

The SSEG application should indicate the generator¹¹ technology, rating (size) and proposed connection point.

The municipality will be required to utilise their geographic and operational knowledge of the network to determine the areas that could potentially be affected by the SSEG. In order to conduct the studies the municipality will need to have a representative model of the network affected in the format required by the simulation software tool.

As a minimum, the model should contain the following data for the affected network:

- Line and cable parameters (resistance, reactance and capacitance) for the affected network
- Transformer impedances and tap settings for all affected transformers
- Accurate load data for the affected network
- Accurate representation of the impedance and fault contribution of surrounding network(s)
- Parameters of any other equipment installed in the affected network e.g. capacitors and reactors
- Parameters of any other SSEG installed in the affected network
- Any approved planned network changes / upgrades in the affected network

- **Studies to conduct**

The studies as summarised in Table 2 are normally conducted to assess the impact of SSEG connection. In some cases, more detailed studies may be required (e.g. if it is a voltage constrained network, voltage stability studies may be required); however, those are not addressed in this document.

Table 2: Grid impact studies to be conducted

Type of study	Parameters to check
▪ Load flow	▪ Equipment thermal loading within limits ▪ Steady state voltages within limits ▪ Note any significant changes in power flow direction

¹⁰ As a minimum these limits should be in line with the South African Grid Code (SAGC), Distribution Code and the SAGC Requirements for Renewable Power Plants

¹¹ A Grid Code Compliant generator should be assumed for purposes of the grid impact studies

▪ Fault level assessment	▪ Ensure that circuit breaker and other protective equipment ratings are not exceeded
▪ Protection co-ordination	▪ Ensure all protection settings are relevant
▪ Power assessment quality	▪ Magnitude of voltage variations due to intermittent generation ▪ Harmonics ▪ Flicker

It is important to conduct these studies for a number of plausible boundary conditions and ensure that for all scenarios, the network remains within technical limits. As a minimum, these boundary conditions are:-

- Peak load, maximum generation
- Light load¹², maximum generation
- Peak load, minimum generation
- Light load, minimum generation

The **accuracy** of the load assumptions is critical in obtaining credible results.

- **Study outcomes**

If the studies show that the SSEG will not have a negative impact on the network, the applicant can be given the go-ahead to connect.

If the studies show that the SSEG could potentially have a negative impact on the network, further studies will be required to determine the scope of the network infrastructure changes / upgrades required to maintain network integrity.

- **Cumulative impact of SSEG**

As penetration levels of SSEG increase, their impact will no longer just be localised.

It is important to take stock every “x” kW or every “y” months to check the cumulative impact of embedded generation in MV and LV networks.

A database of all approved and commissioned connections, as well as the related MV/LV transformer from which they are supplied is key to such a study. A study would then be conducted to assess the overall network integrity with all the SSEG operational under various load and generation scenarios.

- **Further Information**

More detailed guidelines can be found in *Recommended practice for assessing the connection of small generators based on renewable energy sources to low-voltage and medium-voltage municipal grids* (Moeller & Poeller Engineering, May 2018 – Final Draft).

¹² If the SSEG is PV, the minimum daytime load will be required – not the absolute minimum

12. ANNEX B: New Owner/Account Holder Declaration

In the event of transfer of property and/or ownership, the below Declaration is to be signed by new owner / account holder:

Declaration regarding the SSEG system located at:		
Property Erf number:		
Physical address:		
Township / Suburb / Farm:		Post code:
Site GPS coordinates:	Latitude (dd mm ss)	S ° ' "
	Longitude (dd mm ss)	E ° ' "
Name of owner/account holder:		
Electricity Account Number:		
Telephone Number:	Land:	Mobile:
Email Address:		
Acceptance of Terms and Conditions <i>I, the Customer (Account Holder) acknowledge that I have read and understood the General Terms and Conditions: Contract for Connection of Embedded Generator and that by signing this application form, I agree to be bound by the General Terms and Conditions: Contract for Connection of Embedded Generator, should approval for the Embedded Generator be granted by the municipality. A copy of the General Terms and Conditions: Contract for Connection of Embedded Generator can be found on the Municipal website or is obtainable from the electricity department offices on request. Any amended terms and conditions found on the aforementioned website will form part of the terms and conditions of the General Terms and Conditions: Contract for Connection of Embedded Generator, to which terms I, the Customer, agree to be bound. The information provided in the SSEG Application Form accepted by the Municipality also forms part of the General Terms and Conditions: Contract for Connection of Embedded Generator.</i>		
Customer (Account Holder) Signoff: Name Date Signature		

REPORTS BY
THE
PORTFOLIO
CHAIRPERSON:
COMMUNITY
SERVICES

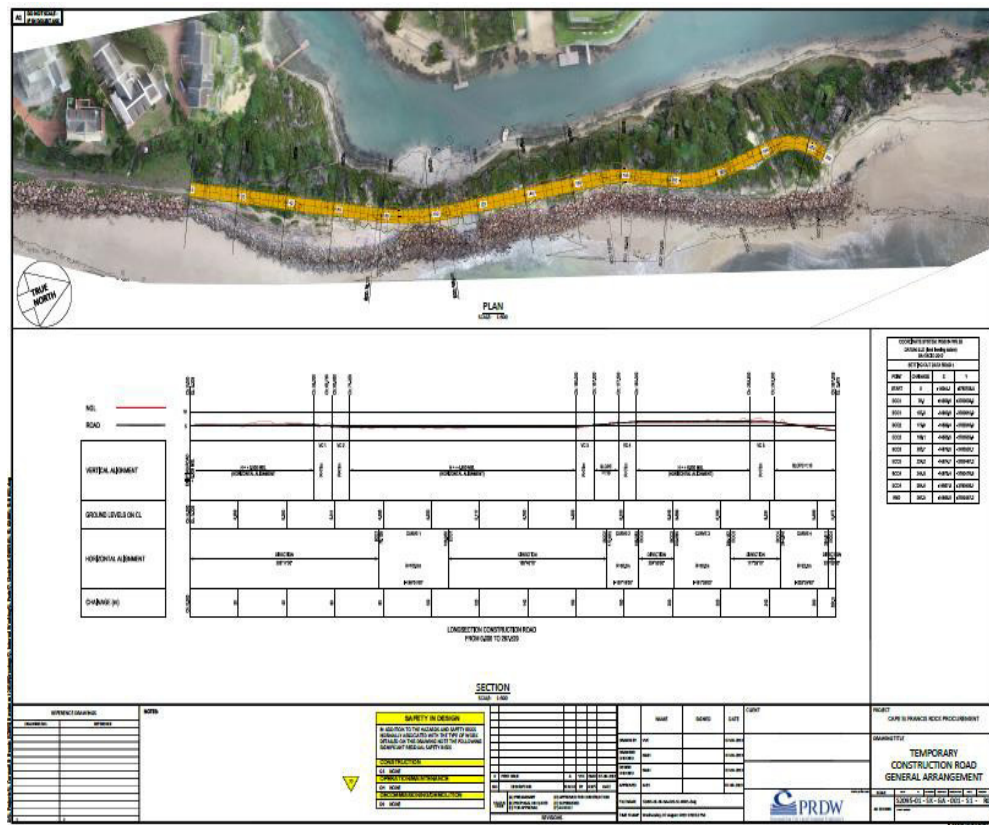
KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****COMMUNITY SERVICES****DATE: 29 MAY 2020****ITEM NO: 20/05/CS5****CONSTRUCTION OF ACCESS ROAD ST. FRANCIS BAY SPIT****1. Purpose**

The purpose of this report is to provide an update to the Council meeting on the construction of the access road and repairs of failed revetments at St Francis Bay Spit.

2. Introduction

A spit or sandpit 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 long shore drift and long shore 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. A drone survey of the Spit area was carried out by Allen Nicholson. (Figure 1)

Figure 1: Drone survey of Spit

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.

3. Comments

In January 2020 the construction of 280 meters access road and repairs of failed revetments from Aldabara Run to the Spit commenced in St Francis Bay. During construction of the access road it was also important that the road be protected against storm surges and that the failed revetments be repaired.

The very high tides experienced recently eroded the spit to such an extent that one severe storm event is expected to cause a breach of the spit. KM believes that the consequences of such a breach may be severe. Due to the threat KM needs to formulate an emergency risk management plan to ensure that it can deal with the imminent emergency appropriately.

PRDW Consulting Port and Coastal Engineers was requested to submit a proposal to prepare a report that will assist the Municipality to do a risk assessment of the Spit and formulating an emergency risk management plan and to source funding for the execution of the plan. The Figures below provide photos of the work done on the access road and Spit revetment.

Figure 2: Wind Blown to area



Figure 3: Access road



Figure 4: Steepness of the embankments



4. Financial Implication

UKEY VOTE:

Amount Budgeted:

20180704062939

R 1 000 000.00

5. Recommendation

- 5.1 That the report on the construction of the access Road to St Francis Bay Spit be noted.

Item prepared by : Director Community Services

Item noted by : Portfolio Head

[Handwritten signature]

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****COMMUNITY SERVICES****DATE: 29 MAY 2020****ITEM NO: 20/05/CS8****ADOPTION OF COASTAL MANAGEMENT PROGRAM**1. Purpose

The purpose of this report is to submit the Coastal Management Program for recommendation to Council.

2. Introduction

Department of Environmental Affairs (DEA) and Sarah Baartman District Municipality through the EIP: Working for the Coast program funded the development of an Integrated Coastal Management Programs/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.

In September 2019 the plan was submitted to the Portfolio Committee to support the plan for public participation and for Kouga Municipality to adopt the plan once the MEC approves the program.

3. Comments

The Coastal Management Program was published by the MEC for public comments from 12 November 2019 until 13 December 2019. Only two comments were received from the Kouga Municipality Area (Paradise Beach & St Francis Bay). All comments were addressed by the Environmental Practitioner and the comments were taken into consideration in the final program.

The MEC has approved and given the go-ahead for municipalities to adopt the Coastal Management Program. The Sarah Baartman District Municipality Council adopted the plan on 29 January 2020. (Annexure 1)

Kouga Municipality has arranged for the Environmental Practitioner of CEN to provide a workshop during April 2020 with relevant stakeholders before the program goes to Council. (Detail to be communicated at a later date).

The workshop will cover:

- Background to what the Program is and why municipalities have to develop and implement
- Demonstrate importance and relevance of coastal management issues

- What is the municipality/Council's responsibility?
- Highlight values/positive aspects of Kouga Municipality Coastal Zone
- Key Risks & Treats that needs to be managed
- Key Recommendation/implementation Strategies
- Where can budget be sourced
- What support is available for municipalities

4. Recommendation

- 4.1 That the workshop be supported, and all Councillors be available to attend (date to be finalised).
- 4.2 That the Coastal Management Program be submitted to Council for adoption.

Item prepared by : Director Community Services

Item noted by : Portfolio Head




Annexure 1: Council Resolution Sarah Baartman DM

COUNCIL – 29 JANUARY 2020

FILING

14.1.2.3 Final Coastal Management Programme for the Sarah Baartman District Municipality

Cr Sodladla proposed for the adoption of the recommendations.

Cr Seyisi seconded the proposal.

It was thereafter

RESOLVED

that the final SBDM Coastal Management Programme be adopted.

CERTIFIED A TRUE COPY OF THE EXTRACT FROM THE MINUTES OF THE
COUNCIL MEETING HELD ON 29 JANUARY 2020.

11/02/2020
DATE


MUNICIPAL MANAGER

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 29 MAY 2020

ITEM NO: 20/05/CS11

THE SEEKOEI RIVER ESTUARY ARTIFICIAL BREACH

1. Introduction

The purpose of this report is to provide an update to Council regarding the Seekoei River Estuary artificial breach for submission to DEDEAT.

2. Background

Due to climate change conditions (low rainfall & increased evaporation) and illegal instream dams up stream of both Seekoei River and Swart River the conditions of the Seekoei River Estuary had deteriorated, and fish were dying. Kouga Municipality applied for an emergency breach of the Seekoei River and a **Directive in terms of Section 30(A) 2 of NEMA (dated 06 March 2020)**, in respect of the above was granted by the DEDEA. (Annexure 1) The condition of the approval to commence was that Professor Tris Wooldridge should supervise the works.

The artificially opening of the mouth started on 6 March 2020. The sand had built up to a level of 3.5m above mean sea level. The operation included the skimming of the berm to the estuary water level to allow sea water to enter the estuary and reduce the salinity levels in the estuary and allow the fish to escape to the sea. KM used a combination of own resources (3 TLB's) and 3rd party loaders.

3. Comments

By Wed 11 March the water level in the lagoon increased by 11 – 12 cm the salinity above the causeway reduced from 84 to 75 but it was still a problem regarding water mixing above the causeway. Salinity below the causeway reduced from 80 to 40 – 45 – very successful. Lots of fish moving out of the estuary at night when connected to the sea (about 3 hours around each high tide). Similarly, lots of fish moving into the estuary. All the dead fish were removed and properly disposed. Many fish (thousands) moving from above the causeway to the lower section where salinity is lower (understandable). Surprisingly, there are still big fish in the estuary.

The final opening of the mouth will take place on Monday 23 March 2020 before 12:00 due to Spring/high tide. This is the equinox tide and will be higher than normal

4. Recommendation

- 4.1 That the Seekoei Estuary progress report be noted by Council.
- 4.2 A close out report be submitted to DEDEAT for the NEMA Section 30A application.

Item prepared by : Director Community Services 

Item noted by : Portfolio Head 

ANNEXURE 1: BEFORE/DURING AND PROGRESS

KOUGA MUNICIPALITY(EC108)**ORDINARY COUNCIL MEETING****COMMUNITY SERVICES****DATE: 29 MAY 2020****ITEM NO: 20/05/CS16****PROGRESS REPORT ON REPAIRS AND MAINTENANCE ON KOUGA FACILITIES**1. Introduction

The purpose of this report is to inform Council of the progress on repairs and maintenance / upgrades completed from July 2019 till March 2020 on all Kouga facilities.

2. Background

As per the annual targets of the Kouga's IDP, it is the department's responsibility to manage the provisioning and maintenance of caravan parks / resorts, play parks, sports fields, community halls, beaches, public ablution facilities and cemeteries to the community hence the following upgrades took place to ensure that public facilities are in an acceptable standard, clean and safe to residents and visitors:

2.1 Repairs and maintenance / Upgrades

Priority	Ward	Repairs	Budget	Outstanding works
Fencing	2, 4, 6,7,9, 10, 11	Fencing at the Pellsrus Gym Park, Kruisfontein Civic Centre, Kwanomzamo Hall, Vusumzi Landu Hall and Patensie Hall and C-Place Cemetery completed,	Fencing: R 1,282,064.00 Used: 1,200,622.60	The Katriena Felix Hall will be fenced after the tree felling project has been completed
Chairs for Community Halls	2,4, 6, 7,9,11,14,	Procurement of 1000 Chairs for Community Halls.	R 340 000,00 Used: 193,440.00	Waiting for the Service provider to deliver the chairs
Upgrading of community halls	4, 6, 9, 11	Kruisfontein Civic Centre: Currently busy with ablutions upgrading, installation of burglar windows, changing of all doors, hall back wash, Tiling, painting, carpentry work will be finalised end of March 2020 Works completed at the Newton Hall include tiling, painting of the hall (inside and outside) + hall floor, installation of a new stage and hall window curtains and kitchen blinds, repairing of plumbing work.	OP: R2,230,000.00 (2,091,110.94) Sportsfields included	Sourcing quotations for stage curtains

Priority	Ward	Repairs	Budget	Outstanding works
		Procurement of kitchen appliances (Fridge, stove and microwave), installation a trellidor. Kwanomzamo Hall has been fully upgraded after it was burnt by the Community members 2018. Vusumzi Landu Hall: Currently busy with the upgrading of ablution facilities, beautification of the exterior + interior (repairing of the ceiling, painting and backwash). Installation of a Jojo tank		• Replacing of all doors as they were stolen by the community members • Paving, waiting for Material • Installation of burglar windows
Upgrading of Sportsfields	7, 9, 10, 14	The Loerie Sportfield club house is completely vandalised, it has to be rebuilt. Currently busy with the Repairing of the boundary wall, installation of a crowd control fence, installation of the main gate Thornhill Club house upgrading commenced: Upgrading of the ablution facilities (Installation of new toilet sets + hand basin). Replacing of the roof + Ceiling, Painting (in & out), tiling, carpentry work will be finalised before the end of June 2020. Patensie, Phillipsville and Kruisfontein clubhouses renovated Installation of a barbed wire + procurement of ablution facilities material finalised at Tokyo Sportfield. Tokyo Sexwale and Kruisfontein Sportfields material for the crowd control fences procured	R500 000 (132,598.85)	Sourcing quotes of the barbed wire. • Sourcing quotes for the repairing burglars • Facility Back wash • Patensie Sportfield club house was vandalized after it was renovated, works will begin again in the new financial year • Installation of the fence, painting and carpentry work

Priority	Ward	Repairs	Budget	Outstanding works
Upgrading of caravan parks in the Kouga area	2, 3, 9	The Jeffreys Bay and Pellsrus Caravan Parks have been upgraded, The ablution block and the braai stands at the Gamtoos Mouth Caravan Park were repaired Works at Yellowwoods started, works included repairing of the small toilets and the guard house, installation of the play park but has not yet been completed	R 620 000 Used: R539,164.15 Fencing 320,623.00 360,000.00	Waiting for the fencing to be finalised on both the Jeffreys Bay and Pellsrus Caravan Park Additional funding needed to complete the works at the Yellowwoods and is prioritized for the 20/21 projects
Upgrade and maintain public ablution facilities to an acceptable standard	2, 3, 12	Works at the Pellsrus, Kabeljauws and Cape St Francis ablution facilities has been completed. Works included plumbing, tiling, changing of all toilets curtain sets and hand basins, painting, Fencing of the Pellsrus Ablution facility	R450 000 Used: 337,989.76	
	1, 2, 3, 9, 10, 14	All other ablution facilities in St Francis Bay, Jeffreys Bay, Hankey and Patensie were upgraded in preparation for the Festive Season	R 700,000.00 Used: R652,705.12	
Upgrading of parks	8,10	Installation of a disable ramp at the Kabeljouw's Lagoon Park. Upgrading of the Patensie Park		
Upgrading of Cemeteries	7, 11	Loerie and C-place cemetery's ablution blocks were renovated	R 96,521.00 Used: R77,828.09	

3. Financial Implications

The budget for the repairs and maintenance / upgrades of all Kouga facilities was made available on the Capital and Operational budget.

4. Legal Implications

None

5. Other Implications

None

6. Recommendations

- 6.1 That the progress on repairs and maintenance / upgrades completed from July 2019 till March 2020 on all Kouga facilities be noted.

Item prepared by : Director Community Services 

Item noted by : Portfolio Head 

ANNEXURE A

FENCING:

Palisade Fencing erected to the Kwanomzamo Hall, Kruisfontein Civic Centre, Centerton Hall, Patensie Hall, Pellsrus Gym Park, Pellsrus Ablution Facility, C-Place Cemetery

- **Kwanomzamo Hall,**



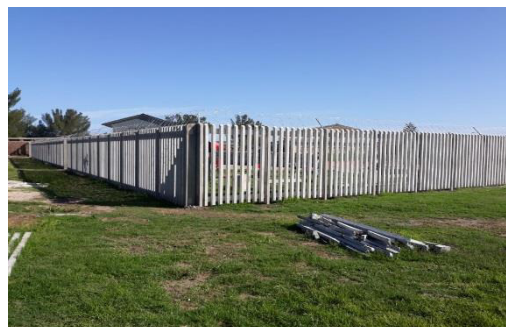
- **Kruisfontein Civic Centre**



- **Centerton Hall**



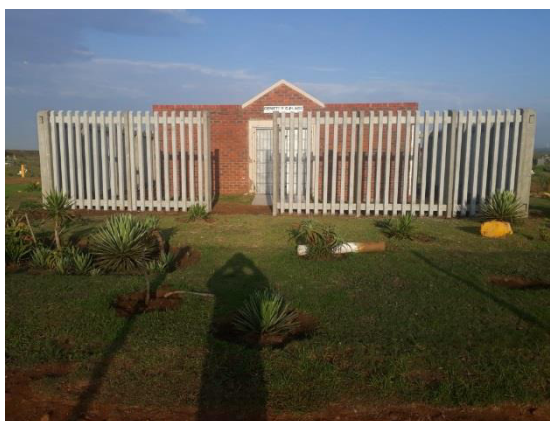
- **Pellsrus Gym**



- **Pellsrus Park**



- **C-Place Cemetery**



- **Patensie Hall**



COMMUNITY HALLS

Kwanomzamo Hall:

- Painting (interior), repair of stage, repairing of windows, installation of burglars, roof painting, backwash, installation of ceiling at the toilets, building of kitchen cupboards



**Newton Hall:**

- Painting (interior), repair of stage, repairing of windows, installation of burglars, roof painting, backwash, installation of ceiling at the toilets, building of kitchen cupboards



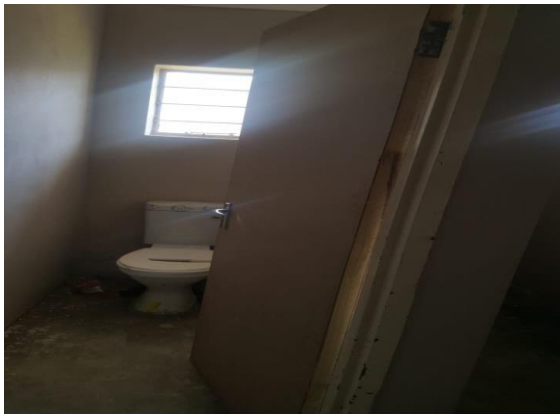


SPORTSFIELDS

Phillipsville Sportfield:

- Upgrading of the whole club house, installation of a crowd control fence





ABLUTION FACILITIES

- The following facilities in these units were upgraded (Jeffreys Bay, STF Bay, Gamtoos Valley)

Jeffreys Bay Unit:

- Kabeljous 1 & 2, Tacoma, Pagoda, Checkers, Supertubes, Main beach, Friendly, Pellsrus, Aston Bay, Paradise Lagoon, Dawn View

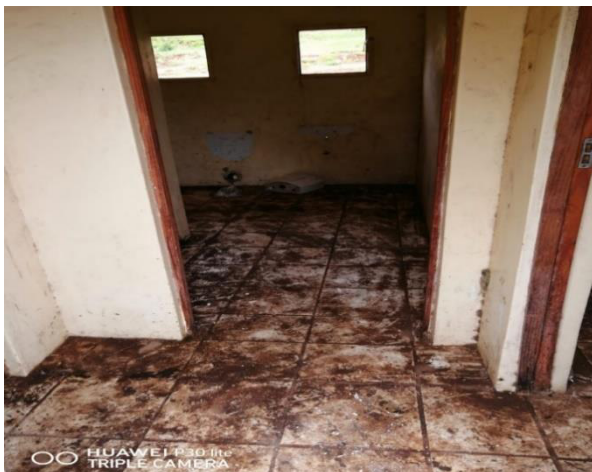
Dawn view toilets**Checkers Toilets**

Gamtoos Valley:

- Patensie town



- Hankey town



St Francis Bay:

- Shore road 1, Aldabara, Shearwater drive, granny's toilet, main beach, Seal point, CSF main beach.

Cape St Francis Main Beach ablution



PARKS

Kabeljouw's Park:

- Upgrading of the Ablution facility, installation of benches, erecting of a ramp, installation of waste containers, installation and painting of poles, erection of braai stands

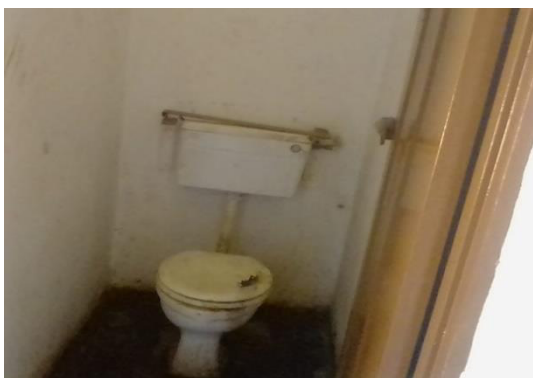




Patensie Park

- Upgrading of the ablution facility, repairing of braai stands, fencing of the park.







CARAVAN PARKS AND CAMPING

Jeffreys Bay Caravan Park

- Upgrading of all ablution blocks (tiling, plumbing, electrical maintenance, painting), replacing of all signboards, erecting fence and barbed wire on the seaside, Installation of 2 electronic gates and erecting 4 extra braai stands









Loerie Cemetery:

- Upgrading of the guard house + toilets

**C-Place Cemetery:**

- Upgrading of the ablution facility





KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

COMMUNITY SERVICES

DATE: 29 MAY 2020

ITEM: 20/05/CS17

ONE MILLION RAND DONATIONS FROM SANTAM TO ASSIST WITH THE FIRE RISK REDUCTION IN ST FRANCIS BAY

1. Purpose

The purpose of this report is to inform Council about the donation from Santam for fire risk reduction in St Francis Bay.

2. Background

St Francis Bay area has been ravaged by uncontrollable vegetation fires, which resulted in residential structures being destroyed. Emanating from the establishment of a fire risk reduction committee various initiatives were implemented which includes bush-clearing.

A collaborative effort between the Municipality and Santam in sharing the objective to mitigate fire risk by clearing of alien vegetation was agreed upon.

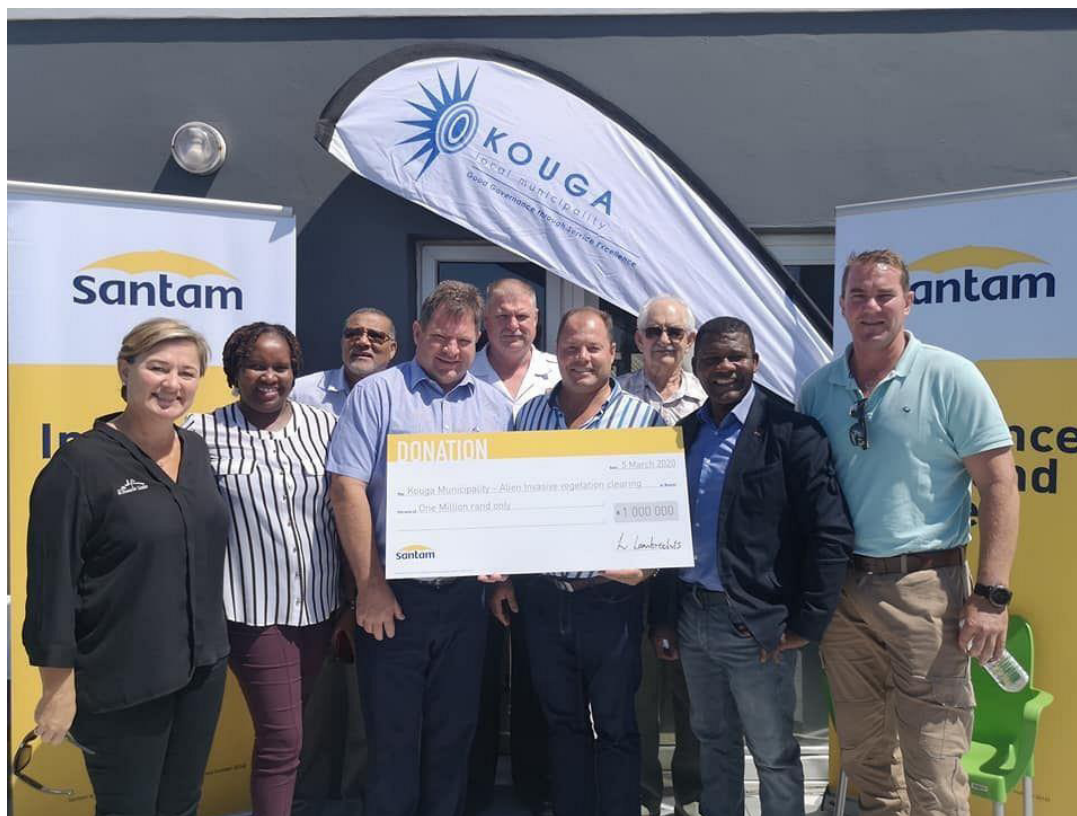
SANTAM, one of South Africa's biggest financial insurance groups, has donated R1 million to Kouga Municipality to assist with the fire risk reduction program.

The cheque was presented to Kouga by Mr. J. Lomborg, Santam's Head of Market Development on 5 March 2020. The funds will be allocated towards the clearing of alien vegetation in areas deemed a high fire risk.

Mr. J. Lomborg stressed how important it is for business to work with Municipalities to help ensure the safety of communities: "Mitigating fire risk is everyone's business. Municipalities cannot do it alone."

The donation forms part of Santam and the Department of Cooperative Governance's Partnership for Risk and Resilience (P4RR). This assists Municipalities to build capacity in combatting the risks of fire and flooding within vulnerable communities. It does so through the donation of resources and sustained Disaster Management training.

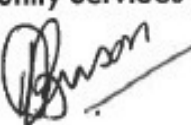
The municipality was greatly appreciative of the donation. This donation will help the Municipality to accelerate the bush-clearing programme and keep St Francis Bay community safe.



3. Recommendation

- 3.1 That the report on the R1 million donation from Santam to assist with fire risk reduction in St Francis Bay, be noted.

Item prepared by : Director Community Services 

Item noted by : Portfolio Head 

KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****COMMUNITY SERVICES****DATE: 29 MAY 2020****ITEM NO: 120/05/CS19****SAYM/CWP MOU ENDORSEMENT**1. Introduction

The purpose of this report is to get approval from the Community Services Portfolio Committee to enter into a Memorandum of Understanding (MoU) with the South African Youth Movement (SAYM) who manages the Community Works Programme (CWP) on behalf of Government.

2. Purpose

The Memorandum of Understanding (MoU) is meant to formalise working relationships between Kouga Local Municipality and the Southern African Youth Movement (SAYM) within the jurisdiction of Kouga Local Municipality. The MoU is intended to define the roles and responsibilities of the signatories in their endeavour to strengthen each other's capacities in implementing community development projects.

The aim of this MoU is to provide for cooperation between the two Parties in order to strengthen mutual understanding, foster cooperation and promote sustainable and productive collaboration. Further, the aim is to encourage, maintain and exchange information within respective areas of responsibility and mandate, pertinent to development of communities within vicinity/proximity of the Kouga Local Municipality.

The objectives of this MoU are:

- To formalize collaboration between SAYM and the Kouga Local Municipality in community development in general. The implementation of programmes for youth, displaced children and drug abuse community members, infrastructure programme and other related initiatives;
- To stimulate arts and culture activities and celebrations across the municipality;
- To mobilise financial resources to implement the envisaged programmes; and
- To support each other in the fulfilment of each Party's respective mandates.

3. Comments

The purpose of the CWP programme is to provide an employment safety net for the unemployed. The CWP recognises that sustainable employment solutions will take time, particularly in reaching marginal economic areas. It helps contribute to the development of public assets and services in poor communities, while strengthening community development approaches.

It assists municipalities to improve the quality of life for people in marginalised economic areas by providing work experience, enhancing dignity and promoting social and economic inclusion.

4. Recommendation

- 4.1 That the signing of the MoU be supported by the Committee and recommended for approval by Council.

Item prepared by : Director Community Services

Item noted by : Portfolio Head





**MEMORANDUM OF UNDERSTANDING
BETWEEN**

**SOUTHERN AFRICAN YOUTH MOVEMENT
AND**

**KOUGA LOCAL MUNICIPALITY
EASTERN CAPE PROVINCE**

State's responsibility to non-profit organisations

"Within the limits prescribed by law, every organ of state must determine and co-ordinate the implementation of its policies and measures in a manner designed to Promote, support and enhance the capacity of non-profit organisations to perform their functions". – NPO Act 71, 1996

The necessary legal framework is in place to support cooperation between municipalities and civil society: The Constitution of the Republic of South Africa (1996) and the Municipal Systems Act (32 of 2000, Chapter 4) make provision for public participation in the affairs of local government. This, by implication, includes NGOs and other civil society structures. The Municipal Systems Act makes specific mention of NGOs as optional municipal services delivery mechanisms. Similarly, DWAF's Strategic Framework for Water Services of 2003 recognises the role of civil society organisations in developmental affairs of local government

MEMORANDUM OF UNDERSTANDING

Partnership Agreement with regard to the cooperation in the Kouga local Municipal jurisdiction and provincial programme levels

Made and entered into by and between

SOUTHERN AFRICAN YOUTH MOVEMENT

a non-profit organization and a regional network of different youth formations in Southern Africa whose main aim is youth issues as a regional agenda, herein represented by Mr Muzwakhe Alfred Sigudhla, in his capacity as Executive Director and duly authorised

(Hereinafter referred to as "SAYM")

And

Kouga Local Municipality

Executive Mayor/Municipal Manager in his capacity as duly authorised

(Hereinafter referred to as "Kouga Local Municipality")

(Individually referred to as "Party" and collectively as "Parties")

1. Preamble

This Memorandum of Understanding (MoU) is meant to formalise working relationships between Kouga Local Municipality and the Southern African Youth Movement (SAYM) within the jurisdictions of Kouga Local Municipality. The MoU is meant to lay down the roles and responsibilities of the signatories in their endeavour to strengthen each other's capacities in implementing community development projects.

2. Aim and Objectives of the Memorandum of Understanding

2.1 Broadly, the aim of this MoU is to provide for cooperation between the two Parties in order to strengthen mutual understanding, foster cooperation and promote sustainable and productive collaboration. Further, the aim is to encourage, maintain and exchange information within respective areas of responsibility and mandate, pertinent to development of communities within vicinity/proximity of the Kouga Local Municipality.

2.2 Specifically, the objectives of this MoU are:

2.1.1 To formalize collaboration between SAYM and the Kouga Local Municipality in community development in general. The implementation of programmes for youth, displaced children and drug abuse community members, infrastructure programme and other related initiatives;

2.1.2 To stimulate arts and culture activities and celebrations across the municipality;

2.1.3 To mobilise financial resources to implement the envisaged programmes; and

2.1.4 To support each other in the fulfilment of each Party's respective mandates.

3. Scope of the Memorandum of Understanding

- 3.1 The Parties agree that the primary aim of this MoU is to engage on the below areas of collaboration.

4. Possible Areas of Collaboration

- 4.1 Possible areas of collaboration between SAYM and the Kouga Local Municipality. The scope of this partnership includes:

- 4.1.1 Partnership in the conceptualization and implementation of Youth Development/Empowerment Initiatives within the Kouga Local Municipality;
- 4.1.2 Community Work Programme (CWP) implementation;
- 4.1.3 Partnership in the implementation of the Integrated Drug and Substance Abuse initiatives;
- 4.1.4 Joint implementation of Youth Agricultural Initiatives/programmes;
- 4.1.5 Training and development as well as skills transfer initiatives in various sectors for mutual benefit;
- 4.1.6 Professional mentoring and coaching young and vulnerable members of community;
- 4.1.7 Promotion and implementation of Arts and Culture programmes;
- 4.1.8 Roll-out of Water and Sanitation programmes/projects;
- 4.1.9 Implementation of Waste Management initiatives;
- 4.1.10 Resource mobilization and implementation of mutual projects;

- 4.1.11 Partnership on the planning and coordination of interventions aimed at social relief within the municipality;
- 4.1.12 Community infrastructure programmes (potholes, speed humps, studs and road markings); and
- 4.1.13 Development of strategies and joint programmes on child protection, specifically focusing on raising awareness of alcohol, substance and drug abuse.

5. Programmes and Projects

- 5.1 Specific Programmes and Projects in line with Clause 4 of this MoU shall be subjected to a separate Service Level Agreement, business cases, feasibility studies, environmental impact assessments, project plans and associated budgets, among other things;
- 5.2 ***Such Programmes and Projects, and the respective terms associated to them shall be discussed and mutually agreed upon in writing, prior to their commencement;***

6. Kouga Local Municipality's Roles and Responsibilities

- 6.1 In accordance with Clauses 4 and 5, and subject to Clause 8 of this MoU, the Kouga Local Municipality undertakes to:
 - 6.1.1 Provide a list of unfunded labour intensive projects requiring less capital outlays;
 - 6.1.2 Assist in the mobilisation of resources for projects of mutual interest;
 - 6.1.3 Draft a Service Level Agreement on any and all municipal funding, granted to SAYM, to implement programmes;

- 6.1.4 To jointly with SAYM develop proposals and solicit funding at various levels (local, provincial and national) and from different state and non-state entities for projects that will benefit the Kouga communities;
- 6.1.5 Set up a Task-Team led by a Political Appointee for the conceptualization, development and implementation of priority interventional and strategic projects within the Kouga Local Municipality's jurisdiction; and
- 6.1.6 Include SAYM in its planning and implementation of selected relevant programmes, projects and activities, related to youth development, capacity building, awareness, skills training, integrated housing programmes and community roads and infrastructure development projects.

7. SAYM's Roles and Responsibilities

- 7.1 In accordance with Clauses 4 and 5, and subject to Clause 8 of this MoU, SAYM undertakes to:
 - 7.1.1 Avail operational assistance to the Kouga Local Municipality in its offices in both Eastern Cape Province and Pretoria, Gauteng and to provide strategic and technical assistance to conduct the day to day business of the joint programmes/projects for the duration of the partnership;
 - 7.1.2 Actively and constructively participate in Youth Development initiatives;
 - 7.1.3 Make available all relevant SAYM policies, guidelines and administrative support to the Kouga Local Municipality
 - 7.1.4 SAYM will delegate its key personnel to act as a representative/ coordinator of the MoU in partnership with the officials of the Kouga Local Municipality for purposes of accountability and administrative prudence;
 - 7.1.5 Assist in the mobilisation of resources for the implementation of programmes of mutual interest;
 - 7.1.6 Identify and allocate the necessary capacity for the successful implementation of projects, initiatives and activities specific to the targeted young people;

- 7.1.7 Create a working relationship with youth structures at regional, national, provincial, district, local level and other stakeholders, international donors and private sector companies with the aim of leveraging on existing and future resources for the partnership; and
- 7.1.8 Conceptualize and provide the Municipalities with proposals aimed at transformation, development and progressive agenda and IDP objectives of the municipality.

8. Funding and other Resources

- 8.1 This MoU does not constitute any financial obligation on either Party. It provides for an overall intent to collaborate and work together on those areas identified in Clauses 4, 6 and 7;
- 8.2 SAYM commits to partner and collaborate with Kouga Local Municipality for the period of 3 years effective from 01st August 2018 until 31st July 2021 at the following Addresses:
- | | |
|------------------|-----------------|
| Stand 228 | 33 Da Gama Road |
| 66 Glenwood Road | Jeffreys Bay |
| Lynwood Glen | 6330 |
| Pretoria | |
| 0126 | |
- 8.3 In accordance with Clause 5, specific projects to be implemented under this MoU will be determined and agreed to jointly on a case by case basis. Each project that the Parties embark on will have a specific, costed, business plan and will be subjected to a separate Service Level Agreement;
- 8.4 Each Party will follow its internal rules and procedures to approve any funding for such specific projects and programmes. The Parties may also look to external funding;

- 8.5 The final approval of any project to be implemented under this Partnership is subject to the availability of necessary funding and resources;
- 8.6 The Parties understand that they are proceeding at their own risk and they understand that neither Party will be liable to the other for any costs, expenses, risks or liabilities arising out of the other Party's efforts in connection with this MoU;
- 8.7 SAYM will provide capacity building to the Kouga Local Municipality.

9. Duration of the Memorandum of Understanding

- 9.1 Upon approval by each Party, this MoU will remain in effect for a period of three (3) years (01st August 2018 to 31st March 2021) unless terminated earlier by either Party. Such termination by one Party will be effected by giving the other Party at least ninety (90) days' advance written notice of its intention to terminate. Termination will be without penalty. If this MoU is terminated, neither the Kouga Local Municipality nor SAYM will be liable to the other for any monetary or other losses which may result;
- 9.2 Notwithstanding 9.1 (above), the period of this MoU will, if necessary, be extended with consent in writing from the Parties;
- 9.3 Any amendment to and/or modification of the MoU will require the written approval from both Parties;
- 9.4 The MoU shall be reviewed three months prior to the end of its duration, where after the Parties may agree to renew it by signing a new Agreement; and
- 9.5 In the event of termination of this MoU, the implementation of ongoing projects established and agreed to prior to such termination shall be reviewed on a case by case basis.

10. General considerations

- 10.1 This MoU is not a contract. It serves only as a statement of the general intention of the Parties and is not intended to be legally binding. No oral agreement or conduct of the Parties (including partial performance) in respect of matters stated in this MoU shall be deemed to impose any obligation or liability on either Party;
- 10.2 This MoU is not intended to constitute, create, give effect to, or otherwise form a joint venture, or other business entity of any kind. Neither Party shall act as an agent for the other Party. There are neither any rights nor obligations of the Parties established under this MoU;
- 10.3 The relationship between the Parties is non-exclusive, and the Parties shall have the ability to form similar or different business or other relationships with other organisations or entities of their choice;
- 10.4 This MoU will be identified as the parent document of any programme or project agreement executed between the Parties. No modification, alteration or amendment of this MoU will be effective unless in writing and signed by the Parties;
- 10.5 Further agreements concerning any programme or project will provide details regarding the specific commitments made by each Party and will not become effective until they have been put down in writing and executed by the duly authorized representatives of the Parties. The scope of the activities under this MoU will be determined by the availability of funds at both Parties for the types of collaboration undertaken and by financial assistance as may be obtained by either Party;
- 10.6 Both Parties will conscientiously endeavour to expose the other Party to its network of contacts, in order to promote the objectives, set in this MoU and each other's respective mandates;
- 10.7 Specified marketing and branding approaches that will emphasize the involvement of Parties, funders and any other party that may be part of a particular project will

be implemented. These will include, but not be limited to, joint marketing and events hosting platforms and co-branding on joint projects; and

- 10.8 The Parties agree to negotiate amendments to this MoU as needed to meet the evolving requirements.

11. Code of Good Practice

This MoU is governed by the following Code of Good Practice:

- 11.1 Promote and sustain an enabling environment in which communities can effectively participate in development issues that affect their lives;
- 11.2 Be accountable for their actions and decisions, not only to donors and governments but also to project beneficiaries and staff;
- 11.3 Be transparent in their fundraising practices to all stakeholders;
- 11.4 Involve communities in all activities/fundraising being done on their behalf or in their names;
- 11.5 Improve communication with staff, project beneficiaries and other stakeholders as a strategy of ensuring that everyone has the right information on projects and other activities; and
- 11.6 Ensure that projects the Parties initiate are sustainable and economically viable. In particular, such projects will be:
 - (a) Responsive to community needs and aspirations and contribute to their overall development directly or indirectly;
 - (b) Not detrimental to the well-being of the communities;
 - (c) Promote and support effective community participation by empowering communities to take responsibility and ownership; and

- (d) Parties shall provide enough political and social space for communities to determine the modes of implementation and project management relevant to them.

12. Memorandum of Understanding Task Team

- 12.1 The Task team led by the delegated MMC will convene regular operational meetings at agreed intervals;
- 12.2 Quarterly meetings with the Executive Mayor will be coordinated by SAYM for reporting, refinement and accountability purposes;
- 12.3 A dedicated Management Team will be established, which will be tasked with meeting regularly during the course of the MoU for the purpose of documenting reports and monitoring progress in terms of the deliverables;
- 12.4 In order to ensure that the purposes and objectives of the MoU, as well as individual projects, are accomplished, the Parties shall periodically exchange views and furnish information as may be reasonably requested, regarding progress, performance of their respective obligations and other related matters; and
- 12.5 All Parties undertake to use their best endeavours to assist and make available expertise, information or access to other enabling factors as is within each Party's power to influence and as agreed upon for individual projects. The activities under the Agreement will be undertaken by specific appointees from each Party.

13. Confidentiality

- 13.1 The Parties agree that this MoU and the contents and any information generated through the activated projects under this MoU remain confidential between them.

Such contents and information shall not be divulged to any person without the other Party's prior written consent; and

- 13.2 The Parties agree that this clause will survive the termination of the MoU for whatever reason.

14. Dispute Resolution

- 14.1 Should any dispute arise at any time between the Parties concerning this MoU, the Parties must make every effort to amicably settle such dispute, within (14) days;
- 14.2 If the Parties cannot settle such dispute, any Party to the dispute may refer the dispute for resolution to an accredited dispute resolution institution for settlement; and
- 14.3 The decision of the arbitrator shall be final and binding on the Parties.

15. Indemnity

- 15.1 Each Party hereby indemnifies and holds harmless the other Party and its respective staff from any and all losses arising from, or in connection with any claim or action arising from that Party's breach of any obligation connected with this MoU.

16. Communication

- 16.1 It is important to keep the channels of communication open between the two Parties at all times.
- 16.2 The primary points of contact, to ensure full co-ordination and communication for the two parties are as follows:

The Southern African Youth Movement

Mr Muzwakhe Alfred Sigudla

Executive Director

Office Tel : +27 12 348 1214 /

: +27 43 721 1360

Mobile : +27 83 266 4125

Fax : +27 86 691 5083

Email : info@saym.co.za / sigudla2000@yahoo.com

Kouga Local Municipality

Mr Charl du Plessis

Municipal Manager

+27 42 200 2200

jreed@kouga.gov.za

17. Domicilium Citandi Et Executandi

17.1 The Parties choose as their Domicilium Citandi et Executandi for all purposes under this MoU, whether in respect of notices or other documents or communication of whatsoever, the following addresses:

Southern African Youth Movement

Attention Mr MA Sigudla

EASTERN CAPE	MPUMALANGA	GAUTENG (Head Office)
Office 24 The New Colonnade, 33 Devereux Avenue, Vincent Park, East London Tel: +27 43 721 1360	Farm 195 Rhenosterkop, Uitkyk Nelspruit 1200	Stand 228, 66 Glenwood Road Lynnwood Glen 0126 Tel: 012 348 1214

THUS DONE AND SIGNED AT _____ ON THE ____ OF JULY 2018

SOUTHERN AFRICA YOUTH MOVEMENT
SIGUDHLA M.A.: EXECUTIVE DIRECTOR

THUS DONE AND SIGNED AT _____ ON THE ____ OF JULY 2018

EXECUTIVE MAYOR
KOUGA MUNICIPALITY
HORATIO HENDRICKS

As witness:

1. _____

1. _____

2. _____

2. _____

REPORTS BY
THE
PORTFOLIO
CHAIRPERSON:
PLANNING
AND
DEVELOPMENT

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING & DEVELOPMENT

DATE: 29 MAY 2020

ITEM NO: 20/05/PD2

REPORT ON THE PROGRESS AND STATUS OF THE SOCIAL HOUSING PARTNETSHIP FOR THE DEVELOPMENT OF A SOCIAL AND (FLISP) HOUSING PROJECT ON ERF 335, JEFFERYS BAY

1. Introduction

The National Housing Code 2009 sets the underlying policy principles, guidelines and norms and standards which apply to Government's various housing assistance programmes introduced since 1994.

The Municipality must coordinate the planning and delivery of different housing typologies and programs in line with the National and Provincial Policy.

2. Purpose

This report is to apprise the Mayoral Committee of progress and the status of the approved FLISP and Social Housing Project on Erf 335 Jeffreys Bay.

3. Background

On 12th December 2019, Own Haven presented to Council their credentials and experience, the development approach to be adopted, and housing typologies for the envisaged project.

Council resolved: ***"that further engagements with the relevant Directorate and service provider be held and that a detailed report in respect of the development program for Kouga Municipality be submitted to the planning and development committee."***

The "Smart Partnership" approach adopted by Council to realize sustainable housing for those in need of housing was acknowledged. In terms of the Smart Partnership, Council will partner with Own Haven Housing Association NPC to act as the delivery agent of an integrated housing development.

This reciprocal relationship is grounded in The Social Housing Act with each party having specific roles and responsibilities. The Act mandates Council to fulfill an enabling and supportive role to facilitate the programme, noting that the provision of affordable housing falls within the mandate of the Municipality.

Several incentive and rebate considerations were tabled during the Council presentation, some of which may have policy implications.

A project coordinating meeting was held on 4 March 2020 between Own Haven and the Municipality to consider social housing best practice and experiences of other municipalities to ensure that ultimately a sustainable project is realized. The outcomes of the working session will inform a Development and Services Agreement that must be concluded and supported by Council.

Topics that were discussed included:

- ✓ Land disposal price
- ✓ Waiver of Development Contributions
- ✓ Appropriate utility charges
- ✓ Plan scrutiny / approval fees
- ✓ Rates Rebate for Social Housing
- ✓ Reducing the parking requirement to 0,5 bays per unit for the rental stock

REQUESTS/MOTIVATIONS FROM OWN HAVEN HOUSING ASSOCIATION

- While a fair market valuation of R 7,2m has been determined, Council favourably considers making the site available at a nominal price in line with its facilitatory and enabling role as described in the Social Housing Act
- Releasing of land for social housing at 80c per square meter and 10% of market value respectively
- That a social housing project should not be burdened with a standard Development Contribution levy (DC's)
- That the developer funds all connector infrastructure requirements to link the development to the existing municipal services networks
- That there be no charges for appropriate utility charges as several primary beneficiaries would qualify for indigent grant consideration
- That the plan scrutiny and approval fees be dealt with on the same basis as BNG/RDP housing projects
- That consideration be given to granting a rebate for Rates payable on social housing developments that are implemented by SHRA-accredited institution that is registered as an NPO and/or NPC

4. Comments by the Directors

4.1 Comment by Director: Planning & Development

Some of the recommendations are supported, however, in consideration that this is not RDP / BNG project there are some relaxations requested above that are not supported. It is supported that:

1. A social housing project should not be burdened with a standard Development Contribution levy (DC's)- waiver of augmentation fees
2. The plan scrutiny and approval fees be dealt with on the same basis as BNG/RDP housing projects

3. While a fair market valuation of R 7,2m has been determined, Council favourably considers making the site available at a nominal price in line with its facilitatory and enabling role as described in the Social Housing Act. It be noted the Council determines the Land release price. 10% of fair market value is too low, 30% of fair market value.
4. The developer is liable for costs of all connector infrastructure requirements to link the development to the existing municipal services networks.
5. The proposal that there be no charges for appropriate utility charges as several primary beneficiaries would qualify for indigent grant consideration **is not approved.**

4.2 Chief Financial Officer

None

4.3 Director: I&E

None

4.4 Manager: Legal Services

Clause 19.1 of the Augmentation Policy, as approved by Council, provides that no rebate or discount in respect of services accounts shall be allowed unless so agreed to in the Service Agreement.

Clause 19.2 of said Policy, provides that owners/developers will be required to pay the full augmentation contribution fee even if the owner installed the services infrastructure for the proposed new development.

Aside from the augmentation fees (electrical and civil and solid waste) additional fees for which the owner/developer shall be liable are the connection costs and once off admin fee – which cannot be excluded under the augmentation fee.

The said Policy further provides that the Municipality may request the owner/developer to provide the bulk infrastructure in lieu of payment of augmentation contribution fees, but only if same is agreed to in terms of a Service Agreement.

Clause 13.3 of said Policy provides that new township establishments that are government funded initiatives will be excluded from this policy as the provision for bulk infrastructure is usually funded through a government grant.

5. Recommendations

- 5.1 That Development Contribution or Augmentation fees be waived for the Social housing project.
- 5.2 That the plans scrutiny and approval fees be dealt with on the same basis as BNG/RDP housing projects.
- 5.3 While a fair market valuation of R 7,2m has been determined, Council favourably considers making the site available at a nominal price in line with its facilitatory and enabling role as described in the Social Housing Act. That Council determines the Land release price at 30% of the fair market value.
- 5.4 That the developer is liable for costs of all connector infrastructure requirements to link the development to the existing municipal services networks.
- 5.5 That charges be levied for all appropriate utility charges.
- 5.6 That it be noted that Clause 13.3 of the Augmentation Policy provides that new township establishments that are government funded initiatives will be excluded from this policy as the provision for bulk infrastructure is funded through a government grant.

Item drafted by : Manager – Dept. of Human Settlements

Approved by : The Director: Planning, Development and Tourism

Endorsed by : Municipal Manager

Item noted by the Portfolio Councillor Planning & Development





KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****PLANNING & DEVELOPMENT****DATE: 29 MAY 2020****ITEM NO: 20/05/PD3****DONATION AND TRANSFER OF KOUGA MUNICIPAL PROPERTIES FROM KOUGA MUNICIPALITY TO PUBLIC WORKS****1. Background**

An application was received from the Department Public Works for the transfer of the following Municipal properties to the Department by means of "Deed of Donation":

Erf 1325 Kwanomzamo (Primary School)
 Erf 560 Pellsrus (Makukhanye Primary School)
 Erf 347 Patensie (Public Open Space)

Erf 1325, Humansdorp is currently zoned "Institutional" and erf 560 Pellsrus is zoned Residential 1. Both sites are currently developed and occupied as schools, with the exception of Erf 347 currently zoned as Public Open Space 2, and which erf will have to be rezoned should the department wish to develop on same.

2. Purpose

The purpose of this item is to obtain Council approval for donation and transfer of erf 1325, KwaNomzamo and erf 560, Pellsrus from Kouga Municipality to the Department of Public Works.

3. Financial Implications:

The value of the properties for donation according to the latest valuation roll are as follows:

Erf 1325 Kwanomzamo – R6,100,000.00
 Erf 560 Pellsrus – R2,500,000.00

The transfer of these properties to DPW will enable the Municipality to collect revenue from the owner (i.e. Dept. of Public Works) that it currently is unable to since the landowner is currently the Municipality. There is no lease agreement, or any other agreement in place by which the municipality can generate any kind of revenue for the use of the said land parcels.

4. Comments: Legal Manager

The Policy and Procedures for the Disposal of Immovable Assets (25/04/2018) provides that in disposing of property, the Municipality shall seek to address the undoing of negative legacies, correct socio-economic deficiencies, adequately maintain the value of its resources and address the social economic problems that have been handed down from the past.

The Municipal Finance Management Act prohibits the transfer of ownership of municipal immovable property needed for the provision of the minimum level of basic services, save where the transfer is to another organ of state (section 14(6) of the MFMA, read with regulation 24 of Chapter 3 of the MATR) and same complies to the provisions of Regulation 20 of the Municipal Asset Transfer Regulation.

In this instance the intended transfer does not comply to the said Regulation 20 provisions and therefor Council will have to consider and confirm that the land parcels herein are not required for the provision of the minimum level of basic services.

Sections 14(1) to (5) of the MFMA and Chapter 2 of the MATR must be applied if the municipality transfers immovable property to an organ of state where none of the circumstances mentioned in Regulation 20 of the MATR apply.

5. Comments: Relevant Director

The item is supported.

6. Recommendation

- 6.1 That Council confirms that, on reasonable grounds, Erf 1325 Kwanomzamo and Erf 560 Pellsrus, are not required for the provision of the minimum level of basic services as contemplated in Section 14 of the Municipal Finance Management Act, and has considered the fair market value of the assets and the economic and community value to be received in exchange for the assets herein.
- 6.2 That Council approves to the donation and transfer of the following properties to the Department of Public Works:

Erf 1325 Kwanomzamo
Erf 560 Pellsrus
- 6.3 That erf 560 be rezoned in terms of SPLUMA from Residential 1 to Institutional in accordance to existing land use.
- 6.4 That the request for the donation and transfer of Erf 347, Patensie be held in abeyance pending further investigations on future needs for Municipal Services and applicable closure of POS process.

- 6.5 That Council mandates the Municipal Manager to sign the Deeds of Donation for the properties listed in paragraph 2 above.
- 6.6 That all related and incidental legal costs incurred in this transaction, including transfer costs be a liability of the Department of Public Works.

Item prepared by : **Administration Officer: Land Administration**

Approved by : **Director: Planning, Development and Tourism**

Endorsed by : **Municipal Manager**

Endorsed by the Portfolio Councillor Planning & Development

ANNEXURES:

ERF 1325 KWANOMZAMO – MZINGISI PRIMARY SCHOOL**Land Parcel**

8 Apr 2019 09:00

Erf	1325 of Humansdorp	Zoning: Financials	INST		
Address	349 Nanto Street	Zoning	Act 4 Zoning Scheme - Institutional 1		
SG Number	C03400050000132500000	Land Usage: Financials			
Municipality	Kouga	Ward: Financials	Kouga 15		
Township/Holding: Title Deed	Humansdorp	Ward: Demarcation Board	Kouga 6		
Suburb: Financials	Kwanomzamo (30002)	Sources	Surveyor General, Financials		
Extent	2.0678Ha	Effective			
Extent (SG)	2.0678Ha				
Extent (Title Deed)					
Centroid	34.035787438506404S 24.77658743962072E				
Sectional Title	No				
Comments					
Comment	Type	User Name	Date Made		
Box File	Files	binadenem	12 Feb 2014 10:57		
KWANONZAMO: Erf 1325 NOT REGISTERED. STATE PROPERTY. REMAINDER ERF 1097 MUNICIPAL PROPERTY.	Valuations	marinda	23 Sep 2014 14:39		
Financial Accounts					
Account	Debtor	ID Number	Debtor Type	Owner Tenant	
003001325008	Mzingisi Primary School		State (S)	Owner	
003001325101	Mzingisi Primary		State (S)		
Current Municipal Information					
Valuation Date	Valuation Category	Land Value	Improvements Value	Land Area	Improvements Area
		0	6100000	20669	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	651,000.00	
2008 GV (from TruVal data)	Sect 8(2)(g) - State Owned (As Per MPRA)	KWA	Valued	1,649,000.00	
SV 3 (2013 - 2018) 2015/01	2g-02 (State Owned-Provincial Government) (Kouga)	Unknown	Valued	5,800,000.00	
2018 General Valuation	PUBLIC SERVICE PURPOSES (GV2018)	Unknown	Valued	6,100,000.00	
Building Applications					
Plan/Quote	Description	Status			
J1011-00151	Additions (School / Creche/ University / Technikon / Library) - Additions	Payment Received			
J1011-00368	Additions (School / Creche/ University / Technikon / Library) - Additions	Occ Cert Issued			
J1213-00300	Additions (School / Creche/ University / Technikon / Library) - Additions	Occ Cert Issued			



Erf	560 of Pellsrus	Zoning: Financials	SRESB
Address	Solomon Mahlangu Road	Zoning	Act 4 Zoning Scheme - Residential 1
SG Number	C03400130000056000000	Land Usage: Financials	
Municipality	Kouga	Ward: Financials	Kouga 14
Township/Holding: Title Deed	Pellsrus	Ward: Demarcation Board	Kouga 2
Suburb: Financials	Tokyo Sexwale (40019)	Sources	Deeds Office, Surveyor General, Financials
Extent	3657sqm	Effective	
Extent (SG)	3654sqm		
Extent (Title Deed)	3657 SQM		
Centroid	34.059254071885086S 24.915259887547368E		
Sectional Title	No		

Title Deeds						
Owner	Title Deed	Share	Purchased	Registered	Price	New No
Mun Kouga	T64860/2008	0.0000		8 Oct 2008	R	

Financial Accounts				
Account	Debtor	ID Number	Debtor Type	Owner Tenant
004000560014	Kouga Municipality		Departmental (DEPAR)	Owner
004000560100	Makukanye Primary		State (S)	

Current Municipal Information					
Valuation Date	Valuation Category	Land Value	Improvements Value	Land Area	Improvements Area
		300000	2200000	3657	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	470,000.00
Interim Valuation 2009-02	Unknown (As Per MPRA)	Unknown	Valued	1,906,000.00
2008 GV (from TruVal data)	Sect 8(2)(g) - State Owned (As Per MPRA)	OLD RDP	Valued	1,638,000.00
2013 - 2018, DDP Valuation Roll as Printed	2h-02 (Municipal-Vacant Land) (Kouga)	Unknown	Valued	2,400,000.00
2018 General Valuation	MUNICIPAL PROPERTIES (GV2018)	Unknown	Valued	550,000.00
SV1 (2018-2023)	MUNICIPAL PROPERTIES (GV2018)	Unknown	Valued	2,500,000.00



ERF 347 PATENSIE



Land Parcel

8 Apr 2019 08:58

Erf	347 of Patensie	Zoning: Financials	PUBOS
Address	House	Zoning	LUPO (Section 8) Zoning Scheme - Open Space 2
SG Number	C03400120000034700000	Land Usage: Financials	
Municipality	Kouga	Ward: Financials	Kouga 10
Township/Holding: Title Deed	Patensie	Ward: Demarcation Board	Kouga 10
Suburb: Financials	Ramaphosa Village (60002)	Sources	Deeds Office, Surveyor General, Financials
Extent	1.3407Ha	Effective	
Extent (SG)	1.3404Ha		
Extent (Title Deed)	1,3407HA		
Centroid	33.74280054606112S 24.79796254585187E		
Sectional Title	No		

Title Deeds						
Owner	Title Deed	Share	Purchased	Registered	Price	New No
Mun Kouga	T16432/1974	0.0000		7 Jun 1974	T/T *	
Mun Patensie	T16432/1974	0.0000			T/T	T18225/2002

Financial Accounts				
Account	Debtor	ID Number	Debtor Type	Owner Tenant
006000347006	Kouga Munisipaliteit		Departmental (DEPAR)	Owner

Current Municipal Information					
Valuation Date	Valuation Category	Land Value	Improvements Value	Land Area	Improvements Area
		270000	250000	13404	0

Valuations and Surveys				
Project	Category / Usage	H Area	Status	Current Value
2008 GV (from TruVal data)	Sect 8(2)(h) - Municipal (As Per MPRA)	PAT RDP 40	Valued	406,000.00
2013 - 2018 DDP Valuation Roll as Printed	2h-02 (Municipal-Vacant Land) (Kouga)	Unknown	Valued	496,000.00
2018 General Valuation	MUNICIPAL PROPERTIES (GV2018)	Unknown	Valued	520,000.00



LETTER RECEIVED FROM DEPARTMENT PUBLIC WORKS



Immovable Asset Management
 Department of Public Works • Ford House • Port Elizabeth • Eastern Cape
 Private Bag 30304 • Port Elizabeth • 6000 • REPUBLIC OF SOUTH AFRICA
 Tel: +27 (0)41 300 9185 • Email: Yolanda.Bontshela@dpcw.ecape.gov.za • website: www.ecdpw.gov.za



Date: 06 March 2019
Reference: 11/5/21/308 (37)
Enquiries: Yolanda Bontshela

Municipal Manager
Kouga Municipality
P.O. Box 21
JEFFREY'S BAY
6330

Dear Sir/Madam

ACQUISITION OF ERVEN 1325, KWANOMZAMO; 2253, HANKEY; 560, PELLSRUS & 347, PATENSIE

The acquisition of the above mentioned properties to the Provincial Government of the Eastern Cape was approved by the Member of Executive Council, Ms. P. Majodina, on the 28th of January 2019.

You are hereby requested to sign the attached original Deed of Donation. Please initial next to any changes made on the document.

It would be appreciated if the Deed of Donation could be signed by the Accounting Officer/Delegated Official and witnesses and thereafter returned to this department. On receipt of the signed document the Department of Public Works will instruct the State Attorney, Cape Town, to arrange for the registration of the transfer of the properties at the Deeds Office.

Your co-operation regarding the above is appreciated.

Yours faithfully


 REGIONAL DIRECTOR
 MR L.W. MANQELE



KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING AND DEVELOPMENT

DATE: 29 MAY 2020

ITEM NO.: 20/05/PDT5

APPROVAL FOR THE COMMENCEMENT TO ESTABLISH "AESTHETICS AND HERITAGE BUILDING COMMITTEE" FOR THE ST FRANCIS BAY VILLAGE AND CANALS, SANTAREME, HARBOUR PRECINCT, CAPE ST FRANCIS, OYSTER BAY, SEA VISTA TOWN, ST FRANCIS BAY LIGHT INDUSTRIAL AREA IN THE KOUGA LOCAL MUNICIPALITY AREA.

1. Introduction

The purpose is to present "Terms of Reference for the Establishment of an Aesthetics Committee for the following areas:-

- o St Francis Bay Village & Canals, Santareme , St Francis Bay Harbour; Cape St Francis; Oyster bay; St Francis Bay Light Industrial Area, Sea Vista Township;

2. Background

The Department: Planning & Development envisages to establish an "Aesthetics Committee" for the area as described above in Kouga Local Municipality, to assist the Department: Planning & Development to make recommendations to the Approving Officer for final Building Plan approval. The following Aesthetic and Conservation Committees will be established in terms of the powers of the Council as laid down in Section 155 of the Constitution of the Republic of South Africa, (Act 108 of 1996)

The purpose of the Committees is to act as watchdog for and to advise on, the aesthetic and cultural conservation of buildings, public areas and places, as defined in the National Heritage Resources Act, 1999 (Act No. 25 of 1999). This intent necessitates that members of committees must have the appropriate skills, competencies and knowledge to offer proper advice.

The Committees shall be independent and uncommitted, without predisposition or prejudices. A committee member shall be excused from the proceedings of a committee when a matter is discussed in which he or she has any direct or indirect interest.

The South African Bill of Rights ensures that ... "everyone has the right to have the environment protected, for the benefit of present and future generations." The National Heritage Resources Act, 1999, (Act no 25 of 1999) was introduced to conserve, protect and manage the cultural landscape of South Africa. As with the Municipal Systems Act, 2000 (Act No 32 of 2000) responsible community involvement is encouraged by the Act which aims to enable and encourage communities to nurture and conserve their legacy so that it may be bequeathed for future generations. The Act makes provision for local authorities

to take responsibility for managing its local heritage resources, but community involvement features prominently in this process.

3. Financial implications

Advertising cost for nominations.

4. Legal implications

The "Committee" will function as a legal entity of Council and may then exercise its powers and functions as delegated by Council and as per "Terms of Reference for Establishment of the Aesthetical Committee" (Annexure A)

5. Other implications

None.

6. Recommendation

6.1 That the "Terms of Reference" of the "Aesthetics Committee" be approved.

6.2 That the Department: Planning & Development facilitate the process to establish such committee(s), be approved.

Item prepared by : **Manager: Planning & Development**

Item approved by : **The Director: Planning, Development & Tourism**

Item noted by the Portfolio Chairperson






KOUGA

local municipality

Good Governance through Service Excellence

DEPARTMENT: PLANNING & DEVELOPMENT:
TERMS OF REFERENCE FOR PLANNING
AESTHETICAL COMMITTEE(S)

CONTENT:

- 1.INTRODUCTION
- 2.BACKGROUND
- 3.INTERGRATED ZONING SCHEME REGULASIES
- 4.DEMARCTION OF AESTHETICAL AREA
- 5.ESTABLISHMENT OF AESTHETICAL AREA
6. MEMBERSHIP
- 7.FUNCTIONS
- 8.CONSTITUTION
- 9.PROCEDURES
- 10.REIMBURSMENT OF MEMBERS
- 11.PROCEDURAL MATTERS
- 12.GENERAL (ANNEXURES ECT.)

TERMS OF REFERENCE FOR PLANNING AESTHETICAL COMMITTEE(S)

1. INTRODUCTION:

The following Aesthetic and Conservation Committees will be established in terms of the powers of the Council as laid down in Section 155 of the Constitution of the Republic of South Africa, (Act 108 of 1996)

The purpose of the Committees is to act as watchdog for and to advise on, the aesthetic and cultural conservation of buildings, public areas and places, as defined in the National Heritage Resources Act, 1999 (Act No. 25 of 1999). This intent necessitates that members of committees must have the appropriate skills, competencies and knowledge to offer proper advice.

The Committees shall be independent and uncommitted, without predisposition or prejudices. A committee member shall be excused from the proceedings of a committee when a matter is discussed in which he or she has any direct or indirect interest.

The South African Bill of Rights ensures that ... “everyone has the right to have the environment protected, for the benefit of present and future generations.” The National Heritage Resources Act, 1999, (Act no 25 of 1999) was introduced to conserve, protect and manage the cultural landscape of South Africa. As with the Municipal Systems Act, 2000 (Act No 32 of 2000) responsible community involvement is encouraged by the Act which aims to enable and encourage communities to nurture and conserve their legacy so that it may be bequeathed for future generations. The Act makes provision for local authorities to take responsibility for managing its local heritage resources, but community involvement features prominently in this process.

2. BACKGROUND

It is well documented that very little or no sympathy was expressed and shown to the preservation of important and historical buildings and places in various South African towns resulting in the unfortunate loss of important buildings and history and unwanted building designs and construction in residential areas.

The previous St Francis Bay town council established an “advisory committee for the control of urban aesthetics” which function as the “St Francis Bay Aesthetical Committee”. The committee was responsible to advise the Department: Planning & Development, on the aesthetical, functional, architectural and historical aspects of all proposed developments in the St Francis Bay area and comment on all building plans submitted for approval.

The statutory grounds for the committees were the inclusion of specific sections in the respective zoning scheme regulations for St Francis Bay Town, that made provision for the establishment of advisory committee as well as in other area of the Kouga Municipal area. It also included specially identified and demarcated areas deemed of urban design importance in the zoning schemes that became the focus area for the committee. This focus contributed largely to the current state of conservation in both towns. Different land uses parameters were made applicable for the special areas over and above the normal land use parameters with a few of preserving the character of these areas.

3. INTEGRATED ZONING SCHEME REGULATIONS

The Kouga Town Planning Department is currently revising the existing zoning scheme regulations and compiling a single integrated zoning scheme for the Kouga Local Municipal area. In recognizing the importance and its responsibility to manage and preserve the cultural landscape it became apparent that the existing committees should be reconstituted.

The “Aesthetical Committee” should have clear mandate, specific goals and must function well in order to deliver a good service to the community at large. Furthermore, the purpose and functioning of the committee must be aligned with that of South African Heritage Resources Agency (SAHRA) in order to adhere to the National Heritage Resources Act and to deliver an effective co-ordinated service towards heritage/ aesthetical management.

4. DEMARCATION OF AESTHETICAL AREAS

Council may, in terms of the zoning scheme regulations, declare specific demarcated areas within the Kouga Local Municipal Area, as Aesthetical Control Areas. For example, the purposes of this policy, all declared areas should be existing township areas with specific design and building parameters, historical areas, nature conservation areas, P.O.S. and any other area as determined by Council as “Aesthetical Control Areas”.

5. ESTABLISHMENT OF AN AESTHICAL COMMITTEE:

Council may, should it require so for purposes of preserving the aesthetical character of certain urban landscapes and involvement of the local community, allow for the institution of more than one Aesthetical Committee. An Aesthetical Committee can be established for individual Aesthetical Control Areas on condition that there is substantial support for such a committee from the local community, available interested and competent people to serve on such a committee, and adequate capacity in the municipality to manage the affairs of the committees.

6. MEMBERSHIP

Sound advice on all matters dealing with “Aesthetical” preservation in the Kouga Local Municipal can come from a range of different professions and organizations not It may be extremely useful if membership of the committee/s can be extended by providing for the right to co-opt additional members to the committee/s on a temporary basis should a development issue be dealt with that will have a direct on a particular geographic area and a person or persons with sound knowledge of that particular area exist.

For purposes of intergovernmental cooperation and to ensure continuity, SHARA should also have representation by invitation.

7. FUNCTIONS OF THE AESTHICAL COMMITTEE

The goal of the Aesthetical Committee is to advise Council on various aspects in leu of the preservation and furthering the cultural landscape, build environment and the natural environment of the Kouga Local Municipal Area. The committee therefore has the following functions:

- a) To advise /make recommendations on the aesthetical, functional, architectural, cultural and historical aspects of any new development or contemplated development and with respect to any proposed alterations or additions to existing buildings, structures and elements of the built environment within any and all declared “Aesthetical Control Areas”;
- b) To advise/ make recommendations on the aesthetical, functional, architectural, cultural and historical aspects with respect to any proposed alterations or additions to existing buildings or structures that is specified in terms of Section 34 of the National Heritage Resources Act (older than 60 years);

- c) To advise/ make recommendations on any application received for the demolition or partial demolition of any building or structure within any declared Heritage Area or to any structure that is specified in terms of Section 34 of the National Heritage Resources Act (older than 60 years);
- d) In the event that Council is assessed by SHARA to be a competent authority in terms of Section 26 read together with section 8 of the Heritage Resource Act, the Heritage Committee is to advise Council on the identification and management of Grade III heritage resources;
- e) To assist /make recommendations to the Department: Planning & Development grading of all heritage resources;
- f) To assist/ make recommendations to the Department: Planning & Development with the approval of advertising signage as per the approved Outdoor Advertising Signage Policy;
- g) To assist/make recommendations to the Department: Planning & Development with policy formation and planning with respect to the preservation of the cultural landscape and natural environment;
- h) To assist/make recommendations to the Department: Planning & development with the development of specific development strategies, guidelines, regulations and procedures pertaining to the preservation and appropriate development of individual declared Heritage Areas and Aesthetical Control Areas;
- i) To comment / make recommendations on applications that requires approval by SHARA in terms of Section 34 of the National Heritage Resources Act.

8. ESTABLISHMENT AND CONSTITUTION OF THE AESTHETICAL COMMITTEE

The Aesthetical Committee will serve in an advisory capacity to the Department: Planning & Development and will be under the management of the Director: Planning, Development and Tourism, or his/her nominee. The proposed Committee will consist of:

- (a) at **least six (6) members** but not more than twelve (12) members appointed by Council in the prescribed manner, made up by the following disciplines or members of the community with a proven expertise:
 - i. Director: Planning, Development & Tourism, or his/her nominee (1)
 - ii. Secretariat (PDT staff member)
 - iii. Town planner (1 -official)
 - iv. Urban designer (1- private sector / official)
 - v. Architects (3-5)(Max 2 per area)
 - vi. Archaeologist (1)(If needed)
 - vii. SHARA (1)(by invitation)
 - viii. Kouga Business Forum (1)
 - ix. Landscape Architect/Botanist (1- if needed)
 - x. Local Conservation Bodies(x 1) or Environmentalist from Kouga Department of Community Services (x 1)
 - xi. Knowledgeable community members (max. 1 persons per area)
 - xii. Ward Councilor (**Observer- no voting status**)
- (b) The members of the Aesthetical Committee shall be appointed in accordance with the principles of transparency and representivity and their appointment must consider that the members must have amongst them qualifications or special experience or interest in the fields relevant for the efficient functioning of the Committee;
- (c) A member of the Committee must vacate the office if a member –
 - i. Resigns in writing; or

ii. Has been absent from three (3) consecutive meetings of the Committee without leave of absence.

(d) The Council (Municipal Manager/Council), after consultation with the Director: Planning, Development and Tourism, may remove a member from office if in the opinion of the Council there is sound reasons for doing so after hearing the member on those reasons;

(e) A Member holds office for a period not exceeding five years (5), and may be re-appointed;

(f) If a member resigns or dies or vacates the office before the expiration of the period for which he or she has been appointed as member of the Committee, another person may be appointed to fill the vacancy for the expired portion of the period for which the member was appointed.

9. THE FOLLOWING PROCEDURE SHALL BE FOLLOWED FOR THE NOMINATION AND APPOINTMENT OF PUBLIC REPRESENTATIVES ON COMMITTEES:

1. A public advertisement is published in local newspapers inviting the nomination of competent public representatives for committees, within 21 days. All nominations must be accompanied by detailed curriculum vitae of the nominee stating their training and/or skills and/or competencies to serve on the committees.

2. The nominations received will be considered for appointment by the Municipal Council based on the training and/or skills and/or competencies of the nominees.

3. If enough nominations are not received for appointment of all representatives on a committee, competent representatives shall be nominated by the Municipal Council to fill the vacancies on a committee. Reasons for the nomination of a specific individual for appointment by the Municipal Council must be provided, and candidates must comply with the criteria for skills, training and competencies.

4. After the appointment of a committee the names of the members thereof shall be published for public information, and in recognition of their commitment to public service and participation.

10. REIMBURSEMENT OF EXPENSES INCURRED BY MEMBERS OF THE AESTHETICAL COMMITTEE(S)

a) The Council may determine the reimbursement of expenses incurred by members of the Aesthetical Committee(s) who are not in the full-employ of the municipality subject thereto that such expenses can be proven.

b) Furthermore, the Council may determine, from time to time, an ET a “fee” for members that do attend meetings.

11. PROCEDURAL MATTERS

The Committee may allow to compile its own procedures for meetings or follow standard procedural code for meetings.

Procedures must be drafted and approved within one (1) month of the first meeting of the Aesthetical Committee.

The procedures must, however, include the following arrangements:

i. The Committee must meet at regular intervals to discuss applications (to be determined by the Director :PDT)

ii. The Committee will be chaired by the Director: Planning, Development & Tourism or his/her nominee. Should neither be available, the committee can elect an acting chairman for the specific meeting;

- iii. The secretariat will be provided by the Department: PDT and all meetings must be duly minute;
- iv. Applicants must be encouraged to attend meetings in order to present their building plans or schemes to the committee'
- v. A proper agenda must be available before meetings and all information as to the nature and extend of the application must be readily available;
- vi. A Quorum will consist of 50% of the official members plus 1;
 - vii. Officials

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

PLANNING AND DEVELOPMENT

DATE: 29 MAY 2020

ITEM NO.: 20/05/PD6

“GUIDELINES FOR BUILDINGS” APPROVAL FOR THE COMMENCEMENT TO DRAFT AN “AESTHETICS AND HERITAGE BUILDING BY-LAW” FOR THE ST FRANCIS BAY VILLAGE AND CANALS, SANTAREME, HARBOUR PRECINCT, CAPE ST FRANCIS, OYSTER BAY, SEA VISTA TOWN, ST FRANCIS BAY LIGHT INDUSTRIAL AREA IN THE KOUGA LOCAL MUNICIPALITY AREA IN TERMS OF SECTION 13 OF THE MSA,2000:

1. Introduction

The purpose is to present an Item for consideration and for Council, to approve the procedure, in terms of Section 12 &13 of the Municipal Systems Act, 2000, to pass a “By-law” in this regard, for the area as follows:-

- o St Francis Bay Village & Canals, Santareme , St Francis Bay Harbour; Cape St Francis; Oyster bay; St Francis Bay Light Industrial Area, Sea Vista Township;

2. Background

The Department: Planning & Development envisage to establish an “Aesthetical Guidelines” for the area as described above in Kouga Local Municipality, to assist the “Aesthetical Committee” to make recommendations to the Approving Officer for final Building Plan approval.

The current “Aesthetical guidelines” for the areas as mentioned above, has never been promulgated into a “By-Law” or been incorporated into the town planning scheme clauses applicable to the area.

The “Guidelines” need to comply to the with current legislation e.g. National Building and Standards Regulations,1977, as amended. It also needs to comply with the existing “Township Establishment Conditions” which is mostly capture in the “title deed” of properties.

The “Guidelines” cannot overrule any legal requirements e.g. “conditions of title” which specifies in certain area building practices for example roofing, finishes of buildings, building materials to be used etc. The “guidelines” need to comply with all relevant legislation and must also be aligned to current practices and trends in the building environment.

The Build Environment practices has changed a lot over the last decade and the view-point of the general public must be consider in drafting or revise “guidelines” from time to time.

The Department: Planning & Development hereby table the proposed "Aesthetical Guidelines".

3. Financial implications

Advertising cost and public workshops to be held.

4. Legal implications

In terms of the Municipal Systems Act, 2000, Section 12 &13, Council must consent to the approval of the process to draft a "By-Law" and to publish such draft for public inputs and comments and representations.

The current "Aesthetical Building Guideline "for above mentioned areas has never been promulgated into a "By-law" or incorporated into a "Town Planning Scheme".

The "Guidelines" need to meet all legal requirements in terms of MSA to be promulgated.

5. Other implications

None.

6. Recommendation

- 6.1 That the procedure to draft and adopt a "by-law" in terms of Section 12 &13 of the MSA,2000 be approved.
- 6.2 That the Department: Planning & Development facilitate the process to promulgate the "By-law", be approved.
- 6.2 That the "Aesthetical Building Guidelines", be published for public inputs and workshops be held for further inputs and comments, be approved.

Item Prepared By : **Manager: Planning & Development**

Item Approved By : **The Director: Planning & Development**

Item Noted by the Portfolio Chairperson




GENERAL ARCHITECTURAL GUIDELINES

St Francis Bay, Santareme, Cape St Francis, Oyster Bay

1. Introduction
2. Architectural Guidelines- St Francis Bay Village and Canals
 - 2.1 Building Requirements
 - 2.2 Roofing
 - 2.3 External Walls
 - 2.4 Windows & Doors
 - 2.5 Outbuildings
 - 2.6 Boundary walls
3. Architectural Guidelines – Santareme and Harbour Precinct
 - 3.1 Building requirements
 - 3.2 Roofing
 - 3.3 External walls
 - 3.4 Windows & Doors
 - 3.5 Outbuildings
 - 3.6 Boundary Walls
4. Architectural Guidelines – Cape St Francis & Oyster Bay
 - 4.1 Building requirements
 - 4.2 Boundary walls
5. Architectural guidelines – Sea Vista
6. Architectural guidelines – St Francis Bay Light Industrial Area
 - 6.1 Building Requirements
 - 6.2 Roofing
 - 6.3 External walls
 - 6.4 Boundary walls
7. General Definitions

1. INTRODUCTION.

The following document is specific to St Francis Bay, Santareme, Cape St Francis and Oyster Bay and outlines aesthetic considerations.

All submissions will be considered on merit and approval will be at the absolute discretion of the St Francis Bay Aesthetics Committee. (SFBAC)

Precedent cannot be used as motivation

It is to be noted that whilst a proposal may comply with the Architectural and Town Planning Controls as set out in this document, it must also capture the intended Architectural 'ethos' of the Area. The SFBAC reserves the right to refer submissions that it deems to have failed in this respect.

2. ARCHITECTURAL GUIDELINES – ST FRANCIS BAY VILLAGE & CANALS

- The following is intended as a guideline in achieving the intended architectural language. All submissions will be considered on their merit and approval will be at the absolute discretion of the SFBAC.
- No person shall develop any vacant property in St Francis Bay Village and Canals, nor extend or alter any existing development in a manner or style inconsistent with the general prevailing St Francis style.
- Buildings must conform to the levels and natural contours of the site and symmetrical roof lines and shapes are encouraged. Long forms, articulated to avoid over scaling, with low horizontal aspects shall be deemed appropriate.

2.1 BUILDING REQUIREMENTS

- 2.1.1 STREET BUILDING LINE – 5m in from property boundary
- 2.1.2 SIDE BUILDING LINE – 4.5m for thatch, 2m for all other roof types
- 2.1.3 REAR BUILDING LINE – 4.5m for thatch, 3m for all other roof types
- 2.1.4 COVERAGE- All erven a maximum of 50% which includes garage, covered patios, verandahs and balconies
- 2.1.5 HEIGHT RESTRICTION – 8.5m measured from Natural Ground level
- 2.1.6 SEWER SYSTEM -Conservancy tanks or water borne sewerage connections must conform to the specification of Council and be installed or connected to the council's satisfaction. Where waterborne sewer is available, properties must connect to it. All conservancy tanks must be a minimum of 6.5m³ below the inlet. Suction point to be installed within 1m from the boundary on the road verge.
Septic Tanks with soak-away is not permitted

2.2 ROOFING

2.2.1 PRIMARY ROOF ELEMENTS- SPECIFIC INCLUSION:

- Double Pitched, at a pitch not less than 45° with roof trusses not exceeding 8.0m wide

measured from the outside walls at wall plate height.

- Concrete dormers to be linearly restricted to 50% of applicable elevation and to not exceed a 2250mm net opening height
- Hipped roof only permitted with a thatch and thatch to shingle conversion
- Norfolk Gables permitted only on thatch and thatch to shingle conversion
- Flat roofs as connecting elements only (Max 20% of roof area). Flat roofs, exposed to exterior elevation are to incorporate parapets
- Flat roofs that are likely to be visible from adjoining property to be covered in stone.
- Roof lights and flat roof windows that fall within the plane of the roof
- Double Pitched dormer windows
- Solar Panels
- Roof Glazing will be permitted at the discretion of the Aesthetics commit, and providing it falls within the relevant colour specifications

2.2.2 PRIMARY ROOF ELEMENTS - SPECIFIC EXCLUSION:

Any roof forms other than those listed above

Pyramid, vault or bubble type roof lights or roof windows that fall within the plane of the roof.

2.2.3 PRIMARY ROOF MATERIALS- SPECIFIC INCLUSION:

- Dekrit thatch capped with mortar and painted white
- Bitumen shingle (colour Estate Grey)
- Natural Black Slate
- Concrete roof tile flat profile (eg Coverland Elite, Marley Modern) colour charcoal
- Rheinzink double standing seam- prePATINA graphite grey
- 0.80mm Aluminium 3003-4 Alloy or EZCLAD Alloy prepainted Color-Tech G4"Charcoal Grey" C1S (Colour one side.
- PROFILES: Corrugated S10 Rib profile roof sheets and accessories
- Kliploc 406 or 700 concealed fix double standing seam roof sheeting and accessories

2.2.4 PRIMARY ROOF MATERIALS- SPECIFIC EXCLUSION

- IBR type profiles
- Harvey tile
- Metro Tile
- Aluzinc & galvanized sheeting
- Any other roof covering materials not listed under specific inclusions

2.2.5 SECONDARY ROOF ELEMENTS - SPECIFIC INCLUSIONS

- Max 20% of roof area
- Mono pitched at max 5°
- Flat concrete roof

2.2.6 SECONDARY ROOF ELEMENTS - SPECIFIC EXCLUSIONS

- Any roof forms other than those listed under specific inclusions.

2.2.7 SECONDARY ROOF MATERIALS- SPECIFIC INCLUSIONS:

- 0.80mm Aluminum 3003-4 Alloy or EZCLAD Alloy pre painted Color-Tech G4"Charcoal Grey" C1S (Colour one side).
- Concrete
- Glass
- Polycarbonate sheeting

2.2.8 SECONDARY ROOF MATERIALS- SPECIFIC EXCLUSIONS:

- Any other materials not listed under specific inclusions

2.3 EXTERNAL WALLS

2.3.1 EXTERNAL WALLS – SPECIFIC INCLUSIONS

- Clay brick smooth plastered or bag washed
- Concrete bricks smooth plastered
- Painted white
- 5% of elevation can be natural timber or natural stone cladding at discretion of SFBAC
- Face brick or stone plinths not to exceed the ground floor level at discretion of SFBAC

2.3.2 EXTERNAL WALLS – SPECIFIC EXCLUSIONS

- Face Brick walls above ground floor level
- Log Cabin or timber construction
- Any other wall materials not listed under specific inclusions

2.4 WINDOWS & DOORS

- Materials: Powder coated Aluminum, Timber, PVC
- Colours: White, Charcoal, Grey, Bronze

2.5 OUTBUILDINGS

- The finish to outbuildings to match the main building in all respects

2.6 BOUNDARY WALLS

2.6.1 BOUNDARY WALLS – SPECIFIC INCLUSIONS

STREET BOUNDARY

- Solid brickwork smooth plastered and painted white
- Brickwork columns plastered and painted white with timber, wrought iron, aluminum infill panels. ClearVu infill panels at the discretion of the SFBAC

OTHER BOUNDARIES

- Solid brickwork smooth plastered and painted white
- Timber slatted horizontally or vertically
- Wrought iron,
- ClearVu
- Wire mesh fencing

2.6.2 BOUNDARY WALLS – SPECIFIC EXCLUSIONS

- Precast walling
- Industrial type palisade fencing
- Razor Wire
- Any other type of fencing not listed in specific inclusions

3. ARCHITECTURAL GUIDELINES – SANTAREME & HARBOUR PRECINCT

- No person shall develop any vacant property in Santareme, or extend, alter any existing development in a manner or style inconsistent with the general prevailing Mediterranean / Sardinian style
- The architectural character shall be Mediterranean / Sardinian in style. Broken, articulated and fragmented building forms of a small scale with low pitched roofs must form the dominant feature and be a characteristic element of buildings.
- Masonry plastered walls where possible should be used to link buildings and so provide a cohesive townscape.
- Buildings must conform to the levels and natural contours of the site. Buildings to a maximum of two storeys, the first floor may not exceed 50% of the ground floor area, however, the 50% may be exceeded providing it does not exceed 20% of the erf size.
- Wall space should be dominant and a rigorous standard of fenestration should be avoided.
- The color scheme for painting work must be submitted for approval.

3.1 BUILDING REQUIREMENTS

3.1.1 STREET BUILDING LINE – 5m in from property boundary

3.1.2 SIDE BUILDING LINE – 2m in from property boundary

3.1.3 REAR BUILDING LINE – 3m in from property boundary

3.1.4 COVERAGE- All erven a maximum of 50% which includes garage, covered patios, verandahs and balconies.

3.1.5 HEIGHT RESTRICTION – Maximum of two storeys, where the first storey may not exceed 50% of the ground floor area. However the 50% may be exceeded providing that it does not exceed 20% of the erf size. Maximum height 8.0m measured from Natural Ground level

3.1.6 SEWER SYSTEM -Conservancy tanks or water borne sewerage connections must conform to the specification of Council and be installed or connected to the council's satisfaction. Where waterborne sewer is available, properties must connect to it. All conservancy tanks must be a minimum of 6.5m³ below the inlet. Suction point to be installed within 1m from the boundary on the road verge.
Septic Tanks with soak-away is not permitted

3.2 ROOFING

3.2.1 ROOF – SPECIFIC INCLUSIONS

- The roof line shall be broken and where possible asymmetrical
- The roof pitch shall not be less than 18° or more than 25°
- Roof tiles to be deep profile concrete or earthenware tiles, colour Terracotta
- No overhangs or bargeboards shall be allowed on gable ends. Roof end walls should be finished off with low gable wall or tile capping.

3.2.1 ROOF – SPECIFIC EXCLUSIONS

- No roof tile other than mentioned in specific inclusions

3.3 EXTERNAL WALLS

3.3.1 WALLS -SPECIFIC INCLUSIONS

- Clay brick smooth plastered or bag washed
- Concrete bricks smooth plastered
- Painted muted earth tones
- 5% of elevation can be natural timber or natural stone cladding at discretion of SFBAC
- Face brick or stone plinths not to exceed the ground floor level at discretion of SFBAC

3.3.2 EXTERNAL WALLS – SPECIFIC EXCLUSIONS

- Face Brick walls above ground floor level
- Log Cabin or timber construction
- Any other wall materials not listed under specific inclusions

3.4 WINDOWS & DOORS

- Materials: Powder coated Aluminum, Timber, PVC
- Colours: White, Charcoal, Grey, Bronze

3.5 OUTBUILDINGS

- The finish to outbuildings to match the main building in all respects

3.6 BOUNDARY WALLS

3.6.1 BOUNDARY WALLS – SPECIFIC INCLUSIONS

STREET BOUNDARY

- Solid brickwork smooth plastered and painted to match the dwelling
- Brickwork columns plastered and painted to match the dwelling with timber, wrought iron, or aluminum infill panels
- ClearVu infill panels at the discretion of the SFBAC

OTHER BOUNDARIES

- Solid brickwork smooth plastered and painted to match the dwelling
- Timber slatted horizontally or vertically
- Wrought iron,
- ClearVu
- Wire mesh fencing

3.6.2 BOUNDARY WALLS – SPECIFIC EXCLUSIONS

- Pre cast walls
- Industrial type palisade fencing
- Razor Wire
- Any other type of fencing not listed in specific inclusions

4. ARCHITECTURAL GUIDELINES – CAPE ST FRANCIS & OYSTER BAY

- Part of the appeal of Cape St Francis and Oyster Bay is the varied shape, size and design of it's houses which have evolved over the years.
- Whilst no limitations or restrictions are contemplated, nevertheless, for the benefit of all, it is necessary from time to time, to review development and progress and update requirements to maintain a steady rise in value of both land and property in this village

4.1 BUILDING REQUIREMENTS

4.1.1 MINIMUM SIZE- The minimum size of house or the first phase of a house shall be 80m²

4.1.2 STREET BUILDING LINE – 5m in from property boundary

4.1.3 SIDE BUILDING LINE – 4.5m for thatch, 2m for all other roof types

4.1.4 REAR BUILDING LINE – 4.5m for thatch, 3m for all other roof types

4.1.5 COVERAGE- All erven a maximum of 50% which includes garage, covered patios, verandahs and balconies

4.1.6 HEIGHT RESTRICTION – Maximum 8.5m measured from Natural Ground level

4.1.7 DRAINAGE- All drainage above 1m must be in serviceable ducts

4.1.8 OUTBUILDINGS - The outbuildings must match the main building an all respects.

4.1.9 SEWER SYSTEM - **Excluding Oyster Bay**- Conservancy tanks must conform to the specification of Council and be installed or connected to the council's satisfaction. All conservancy tanks must be a minimum of 6.5m³ below the inlet. Suction point to be installed within 1m from the boundary on the road verge. Septic Tanks with soak-away is permitted subject to percolation test.

4.2 BOUNDARY WALLS

4.2.1 BOUNDARY WALLS – SPECIFIC INCLUSIONS

STREET BOUNDARY

- Solid brickwork smooth plastered and painted to match the dwelling
- Brickwork columns plastered and painted to match the dwelling with timber, wrought iron, or aluminum infill panels
- ClearVu infill panels at the discretion of the SFBAC

OTHER BOUNDARIES

- Solid brickwork smooth plastered and painted to match the dwelling
- Timber slatted horizontally or vertically
- Wrought iron,
- ClearVu
- Wire Mesh fencing

4.2.2 BOUNDARY WALLS – SPECIFIC EXCLUSIONS

- Pre Cast walling
- Industrial type palisade fencing

- Razor Wire
- Any other type of fencing not listed in specific inclusions

5. ARCHITECTURAL GUIDELINES – SEA VISTA

- Sea Vista consists of formal and non-formal residential areas.
- For the benefit of all it is necessary from time to time to review development and progress and update requirements to maintain the steady rise in value of both land and property in this village
- Other than the National Building Regulations there are no restrictions to the building style except for the finishes mentioned below
- Only white paint on external plastered walls is allowed
- All roofs must be black in colour

6. ARCHITECTURAL GUIDELINES – ST FRANCIS BAY LIGHT INDUSTRIAL AREA

6.1 BUILDING REQUIREMENTS

- All National Building Regulations to be observed.
- Maximum permitted coverage is 75%
- Only single storey permitted with 25% mezzanine floor allowed
- Only Natural colour security lights to be allowed

6.1.1 STREET BUILDING LINE - 5m or as per setback line

6.1.2 SIDE & REAR BUILDING LINES – zero except as required by NBR and or Fire

6.2 ROOFING

6.2.1 PRIMARY ROOF MATERIALS- SPECIFIC INCLUSION:

- Roof pitch may not be less than 12°
- Concrete roof tile colour charcoal
- ALUMINIUM, ALUZINC or ZINC ALUM – pre painted Colour Charcoal
- PROFILES: Corrugated S10 Rib profile roof sheets and accessories
- Kliploc 406 or 700 concealed fix double standing seam roof sheeting and accessories
- IBR

6.3 EXTERNAL WALLS

6.3.1 EXTERNAL WALLS - SPECIFIC INCLUSION

- All external walls to be plastered and painted either white or grey

6.4 BOUNDARY WALLS

6.4.1 BOUNDARY WALLS – SPECIFIC INCLUSIONS

STREET BOUNDARY

- Solid brickwork smooth plastered and painted
- Brickwork columns plastered and painted with timber, palisade, ClearVu, or aluminum infill panels

OTHER BOUNDARIES

- Solid brickwork smooth plastered and painted
- Timber slatted horizontally or vertically
- Wrought iron,
- ClearVu
- Wire mesh fencing

6.4.2 BOUNDARY WALLS – SPECIFIC EXCLUSIONS

- Precast walling

7 GENERAL DEFINITIONS In this code of practice unless inconsistent with the context:

- **Aesthetics Committee** means a sub-committee of the Ward Committee under the chairmanship of the Ward Councillor tasked with ensuring that all buildings and structures are consistent with these regulations. Its membership shall consist of the ward councillor, the building inspector, nominees of the residents associations for the area, between two and four individuals appointed by the ward committee for their technical ability, and such other individuals as may be appointed by the ward committee from time to time.
- **Balcony** means an outside balustraded platform at an upper floor level with access directly from a habitable room.
- **Basement** means that portion of a building, the finished floor level of which is at least 2m below, or the ceiling of which is at most 1m above, a level halfway between the highest and lowest natural levels of the ground immediately contiguous to the building.
- **Building** means in addition to the meaning assigned thereto in the Municipal Ordinance No. 20 of 1974 (paragraphs (a) (A) and (b), of Section 2 (ix), any structure whatsoever, irrespective of its nature or size.
- **Carport** means a roofed structure permanently open on one side without any doors.
- **Deck** means a flat surface capable of supporting weight, similar to a floor, but typically constructed outdoors, often elevated from the ground, (restricted to 1m above natural ground height) and usually connected to a building.
- **Dormer means** a gabled extension built out from a sloping roof to accommodate a vertical window or door. The dormer should be in the same roof material as the main roof and should not exceed 50% of the roof elevation. Thatch dormers should spring from the ridge and should not be less than 30 deg. Flat roof concrete dormers are permitted in tile roof houses, but may not project beyond the dominant vertical wall of the elevation
- **Dwelling unit** means a self-contained inter leading group of rooms with not more than one kitchen, used only for the living accommodation and housing of a single family, together with such outbuildings as are ordinarily used therewith.
Gazebo means a roofed structure with a view.
Light industrial area means that portion of St. Francis Bay Municipal area zoned for such purposes.
- **Outbuildings** means a smaller ancillary building detached from the main building, **can be additional dwelling units**, for which written application must be made (forms available at office including fees).
- **Patio** shall mean a roofless area adjacent to the house.
- **Santareme** means that portion of St Francis Bay municipal area to the south of Harbour Road and bounded by St. Francis Drive and Indian Ocean.
- **Sea Vista** means the less formal residential area.
- **A conservancy tank** means a leak-proof holding tank being 6.5 cube meters below the inlet for sewerage.
- **Septic tank** means a holding tank with an overflow into a soak-away.
- **St Francis Bay Village** means that portion of St Francis Bay Municipal area westward in a straight line corresponding to the southern boundary of Harbour road from the Indian Ocean to Main Road R330 (road to Cape St Francis), thence northwards along Main Road R330 to the Kromme River.
- **Storey** means any single level of a building, excluding a basement, which does not exceed a height of 4m, measured from finished floor level to floor level in the case of a multi storey building, or to the ceiling in the case of the top storey or a single storey building.

- **Structural element** means any portion of a building or structure which of necessity needs to be designed by a professional engineer or competent person i.e. roof structure, concrete slabs and retaining walls.
- **Veranda** means a roofed area along the outside of the main building, may be partly enclosed on one side.

REPORTS BY
THE
PORTFOLIO
CHAIRPERSON:
LOCAL ECONOMIC
DEVELOPMENT
&
TOURISM

KOUGA MUNICIPALITY (EC108)**ORDINARY COUNCIL MEETING****LOCAL ECONOMIC DEVELOPMENT & TOURISM****DATE: 29 MAY 2020****ITEM NO: 20/05/LED&T1****GRANT IN AID ALLOCATION WINTERFEST FOR 2019/2020 FINANCIAL YEAR****1. Purpose**

The purpose of the item is to report to the Kouga Municipal Council on the 2019/2020 Grant in Aid application process and on the recommendations made by the Grant In Aid Committee to the Council in respect of applications received in order for the council make informed decisions 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.

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. Discussion

Kouga Local Tourism Office received grant-in- Aid allocation of R 1 437 550.00 (One Million Four Hundred and Thirty- Seven Thousand Five Hundred and Fifty Rands only), Winterfest excluded from allocation granted. The grant in aid committee convened to consider application for funding of Winterfest 2020 and resolved to allocate the amount R1 500 000.00 (One Million Five Hundred Thousand Rands only).

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
KOUGA LOCAL TOURISM ORGANISATION	R 1 500 000.00 (One Million Five Hundred Thousand Rands Only)	Planning, Dev & Tourism

6. Recommendation

- 6.1 That recommendations of the Grant- in- aid Committee to allocate funds for the Winterfest event as follows, be noted:

ORGANISATION	GRANT ALLOCATION AS PER GRANT IN AID COMMITTEE RECOMMENDATION	FUNDING DEPARTMENT
KOUGA LOCAL TOURISM ORGANISATION	R 1 500 000.00 (One Million Five Hundred Thousand Rands Only)	Planning, Dev & Tourism

- 6.2 That in view of the COVID-19 pandemic, the standing recommendation of the Grant in Aid Committee as mentioned in 6.1 above, not be supported.
- 6.3 That the R1 500 000.00 (One Million Five Hundred Thousand Rands Only) proposed for Winterfest event in (6.1) above be reprioritized and allocated to Disaster Management Fund for COVID-19 response, be supported.

Item prepared by : The Director: Planning, Development and Tourism

Endorsed by : The Municipal Manager

Item noted by the Portfolio Councillor





KOUGA MUNICIPALITY (EC 108)**ORDINARY COUNCIL MEETING****LOCAL ECONOMIC DEVELOPMENT & TOURISM****DATE: 29 MAY 2020****ITEM NO: 20/05/LED&T3****CONDONEMENT OF 3 YEAR MOA COMMITTING A DONATION OF R100 000.00 TO THE NELSON MANDELA BAY AQUATICS FROM 01 JULY 2017 TO 30 JUNE 2020****1. Background**

During the 2017/18 Adjustment discussions, provision was made for the sponsorship/donation of the R100 000.00 to the Nelson Mandela Bay Aquatics (NMBA) for the Open Swim event held in the Kouga Municipality. At this time, the municipality did not have Donations Policy approved.

On the 7 May 2018, the Accounting Officer concluded a Memorandum of Agreement between the NMBA and the Municipality committing to a R100 000.00 payment per year over 3 years, commencing 01 July 2017 until 30 June 2020. This agreement was concluded in terms of Section 67 of Municipal Finance Management Act.

2. Purpose

The item is for Council to note and condone the MOA concluded and the payments made in respect of the agreement.

3. Comments by the relevant Director

Council should have authorized through a Council resolution in the absence of a policy for the donations. The Council is advised to consider the signed MOA and resolve as per recommendations.

4. Comments by Municipal Manager

Item supported

5. Financial implications

The 2017/2018; 2018/2019 and 19/20 budget provision was made through the Tourism development vote number 20170702071090.

7. Legal implications

Section 67 of the MFMA reads as follows:

Funds transferred to organisations and bodies outside government

67. (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.

In the absence of the Donations Policy, at the time of concluding the MOA, providing the necessary guidelines for the implementation of the abovementioned section was implemented and authorized the Accounting Officer to affect such donation.

Since the approval of the Donations Policy, all applications received for donations are processed in line with the guidelines provided by the said Policy.

8. Other implications

None

9. Recommendation

- 9.1 That Council notes the report herein and attached MOA.
- 9.2 That Council endorses the signed MOA and payments made to Nelson Mandela Bay Aquatics for the SA National Open Swim.

Item prepared by : **The Director: Planning, Development and Tourism**

Endorsed by : **The Municipal Manager**



Item noted by the Portfolio Councillor





KOUGA

local municipality

Good Governance through Service Excellence

**MEMORANDUM OF AGREEMENT
KOUGA MUNICIPALITY / NELSON MANDELA BAY AQUATICS
2018**

MEMORANDUM OF AGREEMENT

Entered into by and between

KOUGA MUNICIPALITY (EC108)

A municipality as contemplated in Section 2 of the Local Government: Municipal Systems Act No.32 of 2000, and herein duly represented by the Municipal Manager, and who is duly authorised thereto;

Mr. Charl Du Plessis

Identity number: 6710155014085 ?

(hereinafter referred to as the "Municipality")

and

NELSON MANDELA BAY AQUATICS

Registration number: 055-180-NPO

and herein represented by, and who is duly authorized thereto:

Name: ANTON STOTTELAAR

Identity number: 5309065110082

Capacity: PRESIDENT

(hereinafter referred to as the "Beneficiary")

Handwritten signature/initials

Whereas Section 67(1) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 (MFMA) provides that before transferring funds of the municipality to an organization or body outside any sphere of government, otherwise than in compliance with a commercial or other order of business transaction, the accounting officer must be satisfied that the organization 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

Whereas the Beneficiary approached the Municipality in a request for funding in support of the South African National Open Water Championships, hosted by the Nelson Mandela Bay Aquatics; and

Whereas the Municipality, are desirous to make a monetary donation to the Beneficiary, solely in respect South African National Open Water Championships event; and

Whereas the Municipality agrees to the monetary donation being made to the Beneficiary, subject to the terms and conditions set out in this agreement; and

Whereas the Municipality has agreed to make available **R100 000** (One hundred Thousand Rand) only as a contribution to the said event.

Whereas the Beneficiary confirms that it is a Non-Government and Non-Profit organization.

Ed
[Signature]

NOW THEREFORE THE PARTIES AGREES AS FOLLOWS:

1. Transfer of funds

- 1.1. The Municipality hereby undertakes to transfer an all-inclusive amount of **R100 000** (One hundred thousand Rand), annually and for a period of 3 (three) years, as a donation to the Beneficiary.
- 1.2. Bank Account details: the Parties agree that the Municipality will transfer the money directly into the bank account of the Beneficiary, as per the banking details provided by the Beneficiary and attached hereto as **Annexure 1**.
- 1.3. The Parties agree that the funds shall be made available to the Beneficiary on an annual basis, and the submission of a written request to that effect from the Beneficiary to the Municipality, and subject to clause 6.3 below.

2. Beneficiary's Obligations

- 2.1 The Beneficiary must acknowledge in writing to the Accounting Officer (Municipal Manager) that the amount was received in its bank account.
- 2.2 The Beneficiary hereby certifies that the money will be utilized in accordance with the role of the organization, to the benefit of the community and directly in respect of the South African National Open Water Championships, more specifically in respect of national television coverage and other media agencies.
- 2.3 The Beneficiary undertakes to report on an annual basis to the Municipal Manager regarding the activities conducted and actual expenditure against such transferred funds.
- 2.4 The Beneficiary further undertakes to submit an audited financial statement for its financial year to the Municipality by no later than the 30th of June of the financial year in which the funds were transferred.

3. Specific Conditions

3.1 The Beneficiary warrants that:-

- 3.1.1 it will comply to this Agreement; and
- 3.1.2 it will comply with all reporting, financial management and auditing requirements as stipulated in this Agreement; and
- 3.1.3 it will submit its audited financial statements for the financial year, in which the transferred funds were received and the financial year in which it was spent.

- 3.2 In the event that the Beneficiary is no longer able, for whatsoever reason, to host the event for which the funds are transferred, the Beneficiary shall repay, to the Municipality, any unspent portion of such funds transferred under this Agreement.

4. Declaration of interest

The Beneficiary declares that the following municipal employees and /or councilors have a vested interest in the business. However, they do not benefit directly from this donation.

N/A

5. Duration of agreement

The Parties agree that this Agreement shall be for a period of 3 (three) years, from 1 July 2017 until 30 June 2020, notwithstanding the date of signature hereof.

6. Municipality' Rights

- 6.1 The Municipality shall be entitled, from time to time, to verify the existence and to inspect the activities of the Beneficiary, having regard to the right to privacy as entrenched in terms of the Constitution of the Republic of South Africa.
- 6.2 The Municipality shall further be entitled to peruse the budgets and any progress reports related to the project as per this agreement.
- 6.3 The Municipality shall have the right to, at any time during the period of the Agreement, due to budgetary constraints, or any other reason whatsoever, decide not to make such funds available, and in which instance the Beneficiary hereby indemnifies and will hold harmless the Municipality against any claims that may result in law as a result thereof, and in respect of its successors in title.

7. Failure to comply

- 7.1 Should the Beneficiary fail to comply with the obligations as set out in paragraph 2 of this Agreement, the Municipality shall be entitled to cancel this Agreement, in which case the Municipality may demand that the Beneficiary pay back the any unspent funds as per the Agreement. The Municipality may, depending on the circumstances leading to non-compliance by the Beneficiary, demand that the Beneficiary pay back the full amount paid to the Beneficiary.

8. Indemnification

- 8.1 The Beneficiary hereby acknowledges that it receives the donation voluntarily and shall keep the Municipality indemnified at all times against any loss, cost, damage, injury or liability suffered by the Municipality resulting from any action, proceeding or claim made by any person, including themselves, against the Municipality caused directly or indirectly by the use or spending of the donation.

9. Dispute Resolution

- 9.1 Any dispute arising from this Agreement shall be mediated between the Parties by a mutually agreed upon and suitable skilled mediator. Should the mediator be unsuccessful and the Parties fail to reach an agreement, the dispute may be referred, by the aggrieved Party, to arbitration by a single arbitrator, to be agreed upon between the Parties, or failing agreement, to be nominated on application of any Party, by the President for the time being of the South African Association of Arbitrators. The decision of the single arbitrator shall be final and binding on the Parties.
- 9.2 Notwithstanding the above, the Municipality shall be entitled to refer the matter to any court with competent jurisdiction should the Beneficiary be in breach of any of the terms of this Agreement.
- 9.3 If the Municipality incur any legal costs as a result of the Beneficiary's breach of this Agreement, such costs shall be based on an attorney-client scale.

10. Notices and domicilia

- 10.1 The Parties choose as their *domicilia citandi et executandi* their respective addresses as set out in this clause for all purposes and matters arising out of or in connection with the agreement at which addresses all processes and notices arising out of or in connection with this agreement, its breach or termination, may validly be served upon or delivered to the Parties.

- 10.2 For purposes of this Agreement the Parties' respective addresses shall be:

10.2.1 The Municipality: 33 Da Gama Road, Jeffreys Bay, 6330

10.2.2 The Beneficiary:

~~PO Box 7244, Newton Park, Port Elizabeth, 6001~~

email address:

president@nmb-aquatics.co.za

- 10.2.3 or at any such other address of which the Party concerned may notify the other Party in writing, provided that no street address mentioned in the sub-clause shall be changed to a post box or post restante.

- 10.3 Any notice given in terms of this Agreement shall be in writing and shall –

10.3.1 if delivered by hand be deemed to have been duly received by the addressee on the date of delivery;

10.3.2 if posted by prepaid registered post be deemed to have been received by the addressee on the 8th day following the date of such posting, unless the post is returned to sender as undelivered;

10.3.3 if transmitted by email be deemed to have been received by the addressee on the day following the date of dispatch;

10.4 Notwithstanding anything to the contrary contained or implied in this Agreement, a written notice or communication actually received by one of the Parties from the other, including by way of email, shall be adequate written notice or communication to such Party.

11. Signatories

The signatories to this Agreement, warrants that they are duly authorized to enter into this Agreement, on behalf of the Parties to this Agreement.

12. Entire Agreement

This Agreement including any annexures hereto, shall constitute the entire Agreement between the Parties and no variation, amendment or addendum shall be of any force and effect between the Parties unless contained in writing, agreed upon and signed by both Parties.

13. Variation

No addition to, variation or consensual cancellation of any provision in this Agreement, shall be of any force or effect unless reduced to writing and signed by or on behalf of both parties.

14. Indulgence

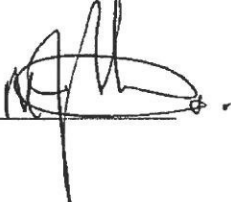
No relaxation which the Lessor may give in respect of the performance of any of the Lessee's obligations in terms of this Agreement shall prejudice any of the Lessor's rights hereunder or be regarded as a waiver of such rights or against the enforcement thereof.



Signed at PORT ELIZABETH on 3rd day of MAY 2018.

Witnesses:

Name: Michael Carter

Signature: 

Name: A. STOTTENAR

Signature: 

FOR BENEFICIARY

Signed at JEFFREYS BAY on 7 day of MAY 2018.

Witnesses:

Name: JOEY REED

Signature: 

Name: CHARI DU PLESSIS

Signature: 

FOR MUNICIPALITY

KOUGA MUNICIPALITY (EC 108)

ORDINARY COUNCIL MEETING

LOCAL ECONOMIC DEVELOPMENT AND TOURISM

DATE: 29 MAY 2020

ITEM NO: 20/05/LED&T4

CONCEPT DOCUMENT FOR LOCAL BUSINESS SUPPORT PARTNERSHIP PROGRAMME FOR BUSINESSES AFFECTED BY COVID-19 PANDEMIC

1. Purpose

The item seeks Council's endorsement of the concept aimed at creating support structure for the local businesses likely to be in distress as a result of the lockdown imposed in response to covid-19 pandemic.

2. Background

The COVID-19 pandemic has created profound disruptions to our economy and society. Many South African industries are experiencing an adverse impact from the pandemic, which is consistent with other countries fighting the disease. In its response to the crisis, the South African government has (from 27 March 2020) placed the country under a national lockdown to reduce the spread of the virus, resulting in the closure of many businesses.

The businesses affected by the national lockdown are mainly those that are not regarded as providing essential services and thus have been non-operational since the country was placed on lockdown. The adverse impact is likely to be a greater scale for Tourism related business and other smaller businesses.

3. Discussion

The Constitution of South Africa envisages a robust local government system, which can provide democratic and accountable government for local communities; ensure the provision of services to communities in a sustainable manner; **promote social and economic development**; promote a safe and healthy living environment; and encourage the involvement of communities and community organizations in the matters of local government.

In fulfilling this developmental role, Kouga Municipality like all Local Government authorities have the challenge of acting as enablers for survival of local economies during and post lockdown.

It is important to assess where and how the additional proposed measures announced by Government may assist in the continuing viability of businesses. These may include, inter alia: — National Treasury and SARS relief initiatives; — National Disaster Benefit Fund; — Temporary Employee Relief Scheme; — Department of Small Business Development funding for to distressed SMEs;

It is further important for the Municipality to mobilize key role-players in both private and public sector to ensure that strategies are adopted to ensure maximum leverage on the platforms mentioned above.

5. Financial Implications

Appointment of the consultant to champion the programme.

6. Legal Implications

None

7. Recommendation

7.1 That the concept of Local Business Support Partnership programme as outlined in the concept document, be approved.

7.2 That budget provision be allocated as priority for appointment of a consultant under the Disaster Management Regulations for COVID-19.

Item prepared by : **The Director: Planning, Development & Tourism**



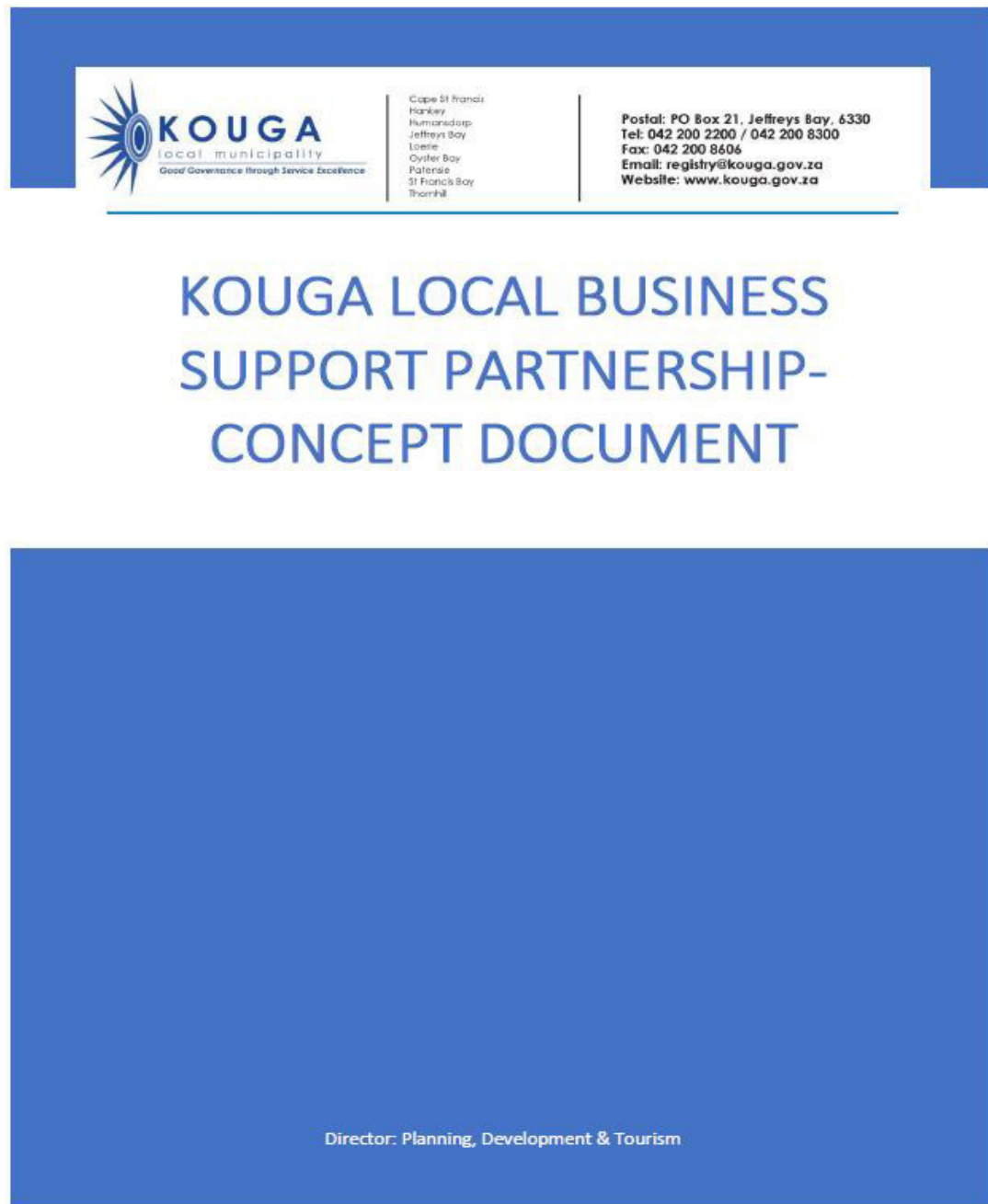
Item endorsed by : **Municipal Manager:**



Noted by the Portfolio Councillor



Annexure A: Local Business Support Partnership Programme



Preamble

The COVID-19 pandemic has created profound disruptions to our economy and society. Many South African industries are experiencing an adverse impact from the pandemic, which is consistent with other countries fighting the disease. In its response to the crisis, the South African government has (from 27

March 2020) placed the country under a national lockdown to reduce the spread of the virus, resulting in the closure of many businesses.

The businesses affected by the national lockdown are mainly those that are not regarded as providing essential services and thus have been non-operational since the country was placed on lockdown. The adverse impact is likely to be a greater scale for Tourism related business and other smaller businesses.

Problem Statement:

The outbreak of COVID-19 and the impact on the wider economy is placing unprecedented pressures on businesses. A recently conducted survey by Centre for development & enterprise on impact of covid19 on small businesses in SA indicates that:

- ✚ 87% of them could not run their businesses from home, the same percentage could not support themselves through the lockdown,
- ✚ 86 percent did not know where to access emergency relief funding,
- ✚ 95 percent could not afford to pay their employees.
- ✚ 50% of businesses did not believe their businesses would survive the lockdown.
- ✚ Ninety-three percent do not have any other income sources and 85 percent do not receive any grants.

Additional to the national outlook as stated above, from a local point of view the problem facing businesses are also relates to the following local factors:

- ✚ KLM is a tourism region with most local businesses supported by Tourism activities which are now non-operational.
- ✚ Most of our local businesses were listed non-essential and therefore prohibited from working.
- ✚ The impact of covid19 on workforce resulting in further closure of some businesses in future is a threat
- ✚ Accessibility to relief packages for some businesses remains a challenge.

Response of the Kouga Municipality:

The Constitution of South Africa envisages a robust local government system, which can provide democratic and accountable government for local

communities; ensure the provision of services to communities in a sustainable manner; **promote social and economic development**; promote a safe and healthy living environment; and encourage the involvement of communities and community organizations in the matters of local government.

In fulfilling this developmental role, Kouga Municipality like all Local Government authorities have the challenge of acting as enablers for survival of local economies during and post lockdown.

It is important to assess where and how the additional proposed measures announced by Government may assist in the continuing viability of businesses. These may include, inter alia: — National Treasury and SARS relief initiatives; — National Disaster Benefit Fund; — Temporary Employee Relief Scheme; — Department of Small Business Development funding for to distressed SMEs;

It is further important for the Municipality to mobilize key role-players in both private and public sector to ensure that strategies are adopted to ensure maximum leverage on the platforms mentioned above.

Additionally, to this, the Municipality must facilitate for partnership approach between local businesses as a way ensuring retention and survival of as many businesses as possible in the Municipal area to avoid loss of jobs and revenue. This includes identification of businesses in distress in need of intervention.

The Project:

In this regard the Kouga Municipality needs to establish **a Local Business Support Partnership Working Group**.

The working group shall work as follows:

Members:

- Local Business Forums/ Chamber
- Local "Big" business
- Financial/ Banking Institution
- Municipal Rep
- Small Business Dept. Rep
- DTI rep.
- Independent expert (consultant for facilitation)

Focus/ Mandate:

- Discuss and develop strategies to sustain local businesses
- Implement interventions for building capacity of distressed businesses
- Make recommendations on rescue strategy for distressed businesses
- Facilitate groundwork for partnership development

The Municipality needs to appoint a consultant as a project manager of this project.

It needs to be emphasized that the Municipality's role is mainly to create an enabling environment and should not be directly involved in the agreements signed between the businesses and benefactors or funding institutions.

It will also be important to put in place mechanisms to protect small business from unsolicited take over or buy outs from bigger companies. In this regard, the working group should facilitate, to a greater extent, strategies that will strengthen the position of smaller or distressed businesses.

REPORTS FOR INFORMATION

17. **MATTERS FOR INFORMATION**

(refer to complete items with annexures of the Mayoral Committee meeting held on 7 May 2020)

17.1 **OFFICE OF THE MUNICIPAL MANAGER**

20/05/MM1 CALL CENTRE REPORT ON SERVICE DELIVERY REQUESTS JANUARY – FEBRUARY 2020

Resolved (7 May 2020)

1. That the report on the Call Centre Service Delivery Requests January – February 2020 be noted.
2. That the resubmitted requests be attended to as a matter of urgency by service delivery departments.
3. That the March 2020 report be submitted to the next Portfolio Committee meeting.

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

20/05/F2 PROGRESS REPORT: IMPLEMENTATION OF THE MUNICIPAL STANDARD CHART OF ACCOUNTS (MSCOA) FOR THE PERIOD DECEMBER 2019 – 29 FEBRUARY 2020

Resolved (7 May 2020)

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

20/05/F3 REVENUE MANAGEMENT: MONTHLY DEBTORS REPORT – FEBRUARY 2020

Resolved (7 May 2020)

1. That the Debtors Report for the month of February 2020, be noted.

20/05/F4 REVENUE MANAGEMENT: MONTHLY DEBTORS REPORT – MARCH 2020

Resolved (7 May 2020)

1. That the Debtors Report for the month of March 2020, be noted.

20/05/F5 REVENUE MANAGEMENT AND CUSTOMER CARE REPORT FOR THE MONTH OF FEBRUARY 2020

Resolved (7 May 2020)

1. That the Revenue Management and Customer Care Report for the month of February 2020 be noted.

20/05/F5 REVENUE MANAGEMENT AND CUSTOMER CARE REPORT FOR THE MONTH OF FEBRUARY 2020

Resolved (7 May 2020)

1. That the Revenue Management and Customer Care Report for the month of March 2020 be noted.

20/05/F6 REVENUE MANAGEMENT AND CUSTOMER CARE REPORT FOR THE MONTH OF MARCH 2020

Resolved (7 May 2020)

1. That the Revenue Management and Customer Care Report for the month of March 2020 be noted.

20/05/F7 REPORT ON DEBT HANDED OVER FOR COLLECTION AS AT 29 FEBRUARY 2020

Resolved (7 May 2020)

1. That the Handover Report for the month of February 2020, be noted.

20/05/F8 REPORT ON DEBT HANDED OVER FOR COLLECTION AS AT 31 MARCH 2020

Resolved (7 May 2020)

1. That the Handover Report for the month of March 2020, be noted

20/05/F9 MONTHLY REPORT OF ALL COUNCIL PROPERTY LEASES FOR FEBRUARY AND MARCH 2020

Resolved (7 May 2020)

1. That the Operating Lease of Council properties as at 29 February 2020, be noted.
2. That Committee note comments on each operating lease.
3. That recommendations report of A2A Kopano to be noted.
4. That the Action plan be developed in order to implement the recommendations.

20/05/F10 SHORT-TERM INSURANCE CLAIMS REPORT FOR THE MONTH OF DECEMBER 2019

Resolved (7 May 2020)

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

20/05/F11 SHORT-TERM INSURANCE CLAIMS REPORT FOR THE MONTH OF JANUARY 2020

Resolved (7 May 2020)

1. That the Short-term insurance claims report as at 31st January 2020, be noted.

20/05/F12 SHORT-TERM INSURANCE CLAIMS REPORT FOR THE MONTH OF FEBRUARY 2020

Resolved (7 May 2020)

1. That the Short-term insurance claims report as at 29 February 2020, be noted.

20/05/F13 SHORT-TERM INSURANCE CLAIMS REPORT FOR THE MONTH OF MARCH 2020

Resolved (7 May 2020)

1. That the Short-term insurance claims report as at 31 March 2020, be noted.

20/05/F14 ICT REPORT FOR THE MONTH OF DECEMBER 2019**Resolved (7 May 2020)**

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

20/05/F15 ICT REPORT FOR THE MONTH OF JANUARY 2020**Resolved (7 May 2020)**

1. That the ICT report for the month of January 2020 be noted.

20/05/F16 ICT REPORT FOR THE MONTH OF FEBRUARY 2020**Resolved (7 May 2020)**

1. That the ICT report for the month of February 2020 be noted.

20/05/F17 ICT REPORT FOR THE MONTH OF MARCH 2020**Resolved (7 May 2020)**

1. That the ICT report for the month of March 2020 be noted.

17.3 REPORTS BY THE PORTFOLIO CHAIRPERSON: CORPORATE SERVICES**20/05/CORP2 REPORT ON THE PROGRESS OF REPAIRS AND MAINTENANCE FOR MUNICIPAL ADMINISTRATION BUILDINGS AND WARD COUNCILLOR OFFICES****Resolved (7 May 2020)**

1. That the report on the progress of repairs and maintenance for Municipal Administration Buildings and Ward Councillor offices be noted.
2. That it be noted that the 21-day lockdown will result in substantial delays in completion of maintenance and repair work
3. That the March 2020 report be submitted to the next Portfolio Committee meeting.

20/05/CORP3**REPORT ON PRINTING FOR JANUARY – FEBRUARY 2020****Resolved (7 May 2020)**

1. That the report on printing for January – February 2020 be noted with concern
2. That Directorates made a concerted effort to reduce printing and use electronic platforms for transmission of information
3. That Directorates identify the possibility of personal printing and bill staff accordingly
4. That it be noted that the March 2020 report will be submitted to the next Portfolio Committee meeting.

20/05/CORP4**PUBLIC PARTICIPATION PROGRESS****Resolved (7 May 2020)**

1. That the report on the progress of Public Participation be noted
2. That respective department's action the issues raised at Ward Committee meetings
3. That the Public Participation Officers give feedback on progress at the Ward Committee meetings
4. That it be noted that the March 2020 report will be submitted to the next Portfolio Committee meeting.

20/02/CORP5**HR REPORT FOR JANUARY 2020 TO FEBRUARY 2020****Resolved (7 May 2020)**

1. That the monthly HR report be noted.
2. That the Committee notes the stats and monitor movement on a monthly basis.
3. That departments pay attention to the high-risk areas and implement measures to reduce or eradicate the risks.
4. That the filling of attrition positions be considered after recommendation by the work study consultant with due consideration to integration of positions. The aforesaid being a strategy to curb and reduce the wage bill.

5. That it be noted that the Occupational Health & Safety section monitors progress on the implementation of the risk mitigation by communicating on an ongoing basis with respective Directorates.
6. That the March 2020 report be submitted to the next Portfolio Committee meeting.

20/05/CORP6

**MONTHLY REPORT FOR THE CORPORATE SERVICES DIRECTORATE:
ADMINISTRATION SECTION**

Resolved (7 May 2020)

1. That the monthly report for the Corporate Services Directorate: Administration Section be noted.
2. That departments monitor printing costs and continue the drive towards a paperless environment.
3. That the March 2020 report be submitted to the next Portfolio Committee meeting.

20/05/CORP7

REPORT ON ADVERTISEMENTS FOR JANUARY– FEBRUARY 2020

Resolved (7 May 2020)

1. That the report on Advertisements for January – February 2020 be noted.
2. That the March 2020 report be submitted to the next Portfolio Committee meeting.

20/05/CORP8

REPORT ON ADVERTISEMENTS FOR JANUARY– FEBRUARY 2020

Resolved (7 May 2020)

1. That the report on Advertisements for January – February 2020 be noted.
2. That the March 2020 report be submitted to the next Portfolio Committee meeting.

20/05/CORP9 REPORT ON CELLPHONE CLAIMS SUBMITTED FOR AUGUST 2018 - FEBRUARY 2020

Resolved (7 May 2020)

1. That the report on cellphone claims submitted during August 2018 – February 2020 be noted with concern.
2. That it be noted the current cellphone contract with Telkom terminates 12 July 2020
3. That in the light of the exorbitant costs of claims, user behaviour and the associated administrative burden associated with the provision of this tool of trade, management consider alternate approaches to providing cell phones.
4. That the March 2020 report be submitted to the next Portfolio Committee meeting.

20/05/CORP10 SDBIP REPORT AS AT 29 FEBRUARY 2020

Resolved (7 May 2020)

1. That progress on the SDBIP as at 29 February 2020 be noted.

17.4 REPORTS BY THE PORTFOLIO CHAIRPERSON: INFRASTRUCTURE & ENGINEERING

20/05/I&E1 DROUGHT FUNDING: PROGRESS WITH BOREHOLE DEVELOPMENT AND WATER CONSERVATION AND DEMAND MANAGEMENT PROJECTS

Resolved (7 May 2020)

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

20/05/I&E2 ACTIVITIES FOR THE PERIOD 18 JANUARY 2020 UP TO 17 MARCH 2020

Resolved (7 May 2020)

1. That the report be noted.

20/05/I&E4 REPORT: 200 ELECTRIFICATION PROJECT: PROGRESS REPORT AND SPENDING TO DATE

Resolved (7 May 2020)

1. That the report on the Kruisfontein 200 electrification project be noted.

20/05/I&E5 AUDIT ON METERS CONNECTED TO THE NETWORK

Resolved (7 May 2020)

1. That the report on the meters connected to the network be noted by the committee.
2. That the March 2020 report be submitted to the next Portfolio Committee meeting.

20/05/I&E6 PROGRESS ON ELECTRICAL MAINTENANCE FOR THE PERIOD OF JANUARY 2020 TO FEBRUARY 2020

Resolved (7 May 2020)

1. That the electrical maintenance reports for the period of January 2020 to February 2020, be noted.
2. That the March 2020 report be submitted to the next Portfolio Committee meeting.

20/05/I&E9 DAY TO DAY OPERATIONS OF THE FLEET SECTION DURING THE PERIOD OF JANUARY 2020 TO FEBRUARY 2020

Resolved (7 May 2020)

1. That the report on the Day to Day operations during the period of August and September 2019 be noted.
2. That the March 2020 report be submitted to the next Portfolio Committee meeting.

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

20/05/CS1 QUARTERLY REPORT COMMUNITY SERVICES: JANUARY-MARCH 2020

Resolved (7 May 2020)

1. That the monthly report of Community Services Directorate for January-March 2020 be noted.

20/05/CS2 DRINKING WATER QUALITY REPORT JANUARY- MARCH 2020

Resolved (7 May 2020)

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

20/05/CS3 BLUE FLAG - MARINE WATER SAMPLES REPORT

Resolved (7 May 2020)

1. That the report on Marine Water Quality Testing for January and February 2020 be noted and supported.
2. That it be that the March 2020 report will be submitted to the next Portfolio Committee meeting.

20/05/CS4 RAW MILK QUALITY REPORT FEBRUARY 2020

Resolved (7 May 2020)

1. That the report on the raw milk quality for four dairy farms within Kouga Municipality be noted.

20/05/CS6 KEEP KOUGA GREEN CAMPAIGN

Resolved (7 May 2020)

1. That the Keep Kouga Green campaign be noted.
2. That the School Greening Project be supported.

20/05/CS7 KEEP KOUGA CLEAN CAMPAIGN

Resolved (7 May 2020)

1. That the Keep Kouga Clean report be noted.

20/05/CS9 EDUCATION & AWARENESS WASTE RECYCLING PROGRAM**Resolved (7 May 2020)**

1. That the awareness program be noted.

20/05/CS10 REPORT ON GREENEST MUNICIPALITY COMPETITION**Resolved (7 May 2020)**

1. That the report be noted.

20/05/CS11 THE SEEKOEI RIVER ESTUARY ARTIFICIAL BREACH**Resolved (7 May 2020)**

1. That the Seekoei Estuary progress report be noted.
2. That a close out report be submitted to DEDEAT for the NEMA Section 30A application

20/05/CS12 FIRE RISK AND ENVIRONMENTAL NUISANCE REDUCTION - PLOT AND BUSH CLEARING**Resolved (7 May 2020)**

1. That the plot and bush clearing progress report be noted.
2. That it be noted Aston Bay and Paradise plot clearing is scheduled for phase 2 and that a list of plots in both areas has been compiled but the programme has been put on hold due to the lockdown.

20/05/CS13 TRAFFIC FINE REVENUE INCOME PERIOD JANUARY – FEBRUARY 2020**Resolved (7 May 2020)**

1. That the revenue income from traffic fines, and the challenges to recover outstanding revenue due to lengthy procedures and processes, be noted.
2. That it be noted that the income for March 2020 will be submitted to the next Portfolio Committee meeting.

20/05/CS14 ILLEGAL TAXI'S**Resolved (7 May 2020)**

1. That the report on illegal taxis be noted.

20/05/CS18 PROGRESS REPORT ON THE IMPLEMENTATION OF THE SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP) AS AT 31 MARCH 2020**Resolved (7 May 2020)**

1. That the progress report on the progress with regards to the on the implementation of the SDBIP as at 31 March 2020 be noted.

17.6 REPORTS BY THE PORTFOLIO CHAIRPERSON: PLANNING & DEVELOPMENT**20/5/PD4 TOWN PLANNING PROGRESS REPORT: JANUARY 2020 TO FEBRUARY 2020****Resolved (7 May 2020)**

1. That the content in the Town Planning progress report be noted.
2. That the March 2020 Town Planning Progress Report will be submitted to the next Portfolio Committee meeting.

17.7 REPORTS BY THE PORTFOLIO CHAIRPERSON: LOCAL ECONOMIC DEVELOPMENT & TOURISM**20/05/LED&T2 LED STRATEGY STEERING COMMITTEE MEETING****Resolved (7 May 2020)**

1. That the report on the LED strategy Steering Committee be noted.