KOUGA
local municipality
Good Governance through Service Excellence

ORDINARY COUNCIL MEETING

SUPPLEMENTARY AGENDA

Date	:	28 AUGUST 2020
Time	:	10:00
Venue	:	Virtual Meeting

KOUGA MUNICIPALITY (EC108)	UMASIPALA I-KOUGA (EC108)	MUNISIPALITEIT KOUGA (OK108)
NOTICE CONVENING A MEETING	**ISAZISO NGENTLANGANISO**	**KENNISGEWING VAN VERGADERING**
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	**OKU KUKWAZISA** malunga neZikhokelo eziLungisiweyo ekuSebenzeni koMasipala kunye noLawulo ngokweMigaqqo yeCandelo lama 27(2) loMthetho woLawulo lweNtlekele ka 2002, ukuba kubanjwe intlanganiso ebonakalayo yesigqeba Ye khansile	**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
DATE: 28 August 2020	**UMHLA: 28 EyeThupha 2020**	**DATUM: 28 Augustus 2020**
TIME: 10:00	**IXESHA: 10:00**	**TYD: 10:00**
H. BORNMAN **SPEAKER**	**H. BORNMAN** **USOMLOMO**	**H. BORNMAN** **SPEAKER**

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. **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).

2. **REPORTS BY THE EXECUTIVE MAYOR**

2.1 **REPORTS BY THE CHAIRPERSON: FINANCE**

20/08/F4 Virement Policy

Pages 6-14

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

20/08/CORP3 Review Of Overtime Policy

Pages 16-25

3. **CLOSURE**

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

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

REPORTS BY THE PORTFOLIO CHAIRPERSON: FINANCE

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

FINANCE

DATE: 28 AUGUST 2020 **ITEM 20/08/F4**

VIREMENT POLICY

1. Purpose

This policy is submitted to allow flexibility in the use of budgeted funds to enable management to act on occasions such as disasters, unforeseen expenditure or savings, etc. as they arise to accelerate service delivery in a financially responsible manner.

2. Legislative Requirements

Strict budgetary control must be maintained throughout the financial year in order that potential overspends and / or income under-recovery within individual vote departments is identified at the earliest possible opportunity. (Section 69 MFMA)

The Accounting Officer has a statutory duty to ensure that adequate policies and procedures are in place to ensure an effective system of financial control. The budget virement process is one of these controls. (Section 27(4) MFMA)

It is the responsibility of each manager or head of a department or activity to which funds are allotted, to plan and conduct assigned operations so as not to expend more funds than budgeted. In addition, they have the responsibility to identify and report any irregular or fruitless and wasteful expenditure in terms of the MFMA section 78.

3. Discussion

This policy was workshopped on 18 August 2020 with Councillors and officials and was resolved to be tabled to Council.

4. Recommendation

4.1 That the Virement Policy be approved and effective from 1 September 2020.

Drafted by : **Manager Budget & Treasury**

Approved by : **The Chief Financial Officer**

Endorsed by : **Municipal Manager**

Noted by Portfolio Chairperson

ANNEXURE A – TRANSFER OF FUNDS FORM

KOUGA local municipality

Good Governance through Service Excellence

Authorization of Transfer of Funds

REQUEST

****** This form must be accompanied by a Memo and Printscreens of the Votes*****

REQUEST FOR TRANSFER OF FUNDS

FROM COST CODE: **TO COST CODE:**

AMOUNT TO BE TRANSFERRED

MOTIVATION

....

....

....

....

REQUESTED BY

DEPARTMENT: ....

NAME: .... **Date :** ....

MANAGER: .... **Date :** ....

DIRECTOR: .... **Date :** ....

AUTHORIZATION- BUDGET AND TREASURY

RESPONSIBLE PERSON .... **Date :** ....

MONEY AVAILABLE? YES NO

COMMENTS: ....

AUTHORIZATION

CHIEF FINANCIAL OFFICER: .... **Date :** ....

MUNICIPAL MANAGER: **Date :** ....

CAPTURED

NAME: .... **Date :** ....

SAMRAS REFERENCE:

ANNEXURE B – VIREMENT REPORTS TEMPLATE

VIREMENTS

PROCESSED DURING PERIOD (JULY 2020 - SEPTEMBER 2020)

VIREMENT #	DPT CODE	SECTION	FROM UKEY	FROM DESCRIPTION	FROM AMOUNT	TO UKEY	TO DESCRIPTION	TO AMOUNT	REASON
VIR21/001									
VIR21/002									

SUMMARY PER DEPARTMENT

VOTE #	DEPARTMENT	TOTAL BUDGET	TOTAL VIREMENT AMOUNT	VIREMENT %	DEPARTMENT CODE
Vote 1	EXECUTIVE AND COUNCIL			#DIV/0!	**E&C**
Vote 2	FINANCIAL SERVICES			#DIV/0!	**FS**
Vote 3	CORPORATE SERVICES			#DIV/0!	**CS**
Vote 4	PLANNING, DEV & TOURISM			#DIV/0!	**PDT**
Vote 5	INFRASTRUCTURE AND ENGINEERING			#DIV/0!	**I&E**
Vote 6	COMMUNITY SERVICES			#DIV/0!	**COM**

KOUGA MUNICIPALITY

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VIREMENT POLICY

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1. Definitions

"Accounting officer" The municipal manager of a municipality is the accounting officer of the municipality in terms of section 60 of the MFMA

"Approved budget" means an annual budget approved by a municipal council

"Budget-related policy" means a policy of a municipality affecting or affected by the annual budget of the municipality

"Chief financial officer" means a person designated in terms of the MFMA who performs such budgeting, and other duties as may in terms of section 79 of the MFMA be delegated by the accounting officer to the chief financial officer

"Capital budget" this is the estimated amount for capital items in a given fiscal period. Capital items are fixed assets such as facilities and equipment, the cost of which is normally written off over a number of fiscal periods

"Council" means the council of a municipality referred to in section 18 of the Municipal Structures Act

"Financial year" means a 12- month year ending on 30 June

"Line item" an appropriation that is itemized on a separate line in a budget adopted with the idea of greater control over expenditures

"Operating budget" the town's financial plan, which outlines proposed expenditures for the coming financial year and estimates that revenues used to finance them

"Ring fenced" an exclusive combination of line items grouped for specific purposes for instance salaries and wages

"Service delivery and budget implementation plan" means a detailed plan approved by the mayor of a municipality in terms of section 53(1) (*c*) (ii) for implementing the municipality's delivery of municipal services and its annual budget

"Virement" is the process of transferring an approved budget allocation from one operating line item or capital project to another, with the approval of the relevant Manager. To enable budget managers to amend budgets in the light of experience or to reflect anticipated changes

"Vote" means of the main segments into which a budget of a municipality id divided for the appropriation of funds for the different departments or functional areas of the municipality; and which specifies the total amount that is appropriated for the purpose of the department or functional area concerned.

2. Abbreviations

CFO- Chief Financial Officer
IDP- Integrated Development Plan
MFMA- Municipal Finance Management Act
SDBIP- Service Delivery and budget implementation plan
CM- Council Minute/'s

3. Objective

To allow flexibility in the use of budgeted funds to enable management to act on occasions such as disasters, unforeseen expenditure or savings, etc. as they arise to accelerate service delivery in a financially responsible manner.

4. Virement Clarification

Virement is the process of transferring budgeted funds from one line item number to another, with the approval of the relevant Manager and CFO, to enable budget managers to amend budgets in the light of experience or to reflect anticipated changes. (Section 28 (2) (c) MFMA)

5. Financial Responsibilities

Strict budgetary control must be maintained throughout the financial year in order that potential overspends and / or income under-recovery within individual vote departments is identified at the earliest possible opportunity. (Section 69 MFMA)

The Accounting Officer has a statutory duty to ensure that adequate policies and procedures are in place to ensure an effective system of financial control. The budget virement process is one of these controls. (Section 27(4) MFMA)

It is the responsibility of each manager or head of a department or activity to which funds are allotted, to plan and conduct assigned operations so as not to expend more funds than budgeted. In addition, they have the responsibility to identify and report any irregular or fruitless and wasteful expenditure in terms of the MFMA section 78.

6. Virement Restrictions

a. No funds may be viremented between Directorates.

b. Accumulated virements may not exceed a maximum 10% of the total approved operating expenditure of that Directorate budget.

c. A virement may not create new policy, significantly vary current policy, or alter the approved outcomes / outputs as approved in the IDP for the current or subsequent years. (Section 19 and 21 MFMA)

d. No Virements may be made to a budget that is included in the approved SDBIP. These budget allocations can only be adjusted through an adjustment budget approved by Council. (MFMA Circular 13-page 13 paragraph 3)

e. No virement may commit the Municipality to increase recurrent expenditure, which commits the Council's recourses in the following financial year.

f. No virement may be made where it would result in over expenditure. (Section 32 MFMA)

g. No virement shall add to the establishment of the Municipality or increase personnel expenditure.

h. Virements may not be made in respect to ring-fenced allocations.

i. Budget may not be transferred from Interdepartmental cost, Capital Financing, Depreciation, Impairment, Interest charges, Contributions, Conditional Grants (except where specified in the relevant conditional grant framework), Bulk Purchases, Insurance, VAT or Income Forgone.

j. Funds may only be transferred between personnel expenditure budgets within the same vote if approved by the CFO.

k. In terms of Section 17 of the MFMA, a municipality's budget is divided into an operational and capital budget and consequently no virements are permitted between the operational and capital budgets.

l. Virements are not permitted for capital budget allocations. The capital budget can only be adjusted through an Adjustment budget approved by Council.

m. No virements are permitted in the final two months of the financial year without the express agreement of the CFO.

n. No virement proposal shall affect amounts to be paid to another Department without the agreement of the Manager of that Department, as recorded on the signed virement form. (Section 15 MFMA)

o. Virement amounts may not be rolled over to subsequent years, or create expectations on following budgets. (Section 30 MFMA)

p. An approved virement does not give expenditure authority and all expenditure resulting from approved virements must still be subject to the procurement / supply chain management policy of Council as periodically reviewed.

q. Virements may not be made between Expenditure and Income.

7. Virement Procedure

a. All virement proposals must be completed on the Transfer of Funds Form (attached as Annexure A) and forwarded to the relevant Finance Officer for checking and implementation.

b. All virements must be signed by the Vote holder (per department) and the Manager within which the vote is allocated. (Section 79 MFMA)

c. Virements less than R 10,000 require the approval of the Manager in Budget and Treasury office.

d. Virements in excess of R10,000 require the approval of the CFO and the Municipal Manager. (Section 79 MFMA)

e. All documentation must be in order and approved before any expenditure can be committed or incurred. (Section 79 MFMA)

f. All virement forms must be allocated a sequential number by the Budget and Treasury office.

g. The Municipal Manager will report to the Finance Portfolio Committee on a quarterly basis on all virements approved during that quarter on the Virement Reports Template (attached as Annexure B).

REPORTS BY THE PORTFOLIO CHAIRPERSON: CORPORATE SERVICES

KOUGA MUNICIPALITY (EC108)

ORDINARY COUNCIL MEETING

CORPORATE SERVICES

DATE: 28 AUGUST 2020 **ITEM NO: 20/08/CORP3**

REVIEW OF OVERTIME POLICY

1. Introduction

The purpose of this item is to present to Council the reviewed Overtime Policy.

2. Background

The Overtime Policy was approved by Council on 30 October 2018. Since the approval of the policy, management identified a number of controls that need to be included in the policy to curb excessive expenditure on overtime.

Internal Audit and HR were required to review the policy with the aim of introducing more effective control measures. The policy was reviewed and presented at the Policy Workshop held on 18 August 2020 at which, Councillors gave further input.

The attached reviewed policy is therefore presented to Council for approval.

3. Recommended

3.1 That the reviewed Overtime Policy be approved by Council

3.2 That the Overtime Policy approved by Council on 30 October 2018, be replaced with this reviewed version

Item prepared by : **Director: Corporate Services**

Item Endorsed by the Portfolio Chairperson

REVIEWED: 18.08.2020
REVIEWED BY LOCAL LABOUR FORUM: 26.08.2020
APPROVED BY COUNCIL: 28.08.2020
ITEM NO: 20/08/CORP3

OVERTIME POLICY

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KOUGA local municipality
Good Governance through Service Excellence

REVIEWED: 18.08.2020
REVIEWED BY LOCAL LABOUR FORUM: 26.08.2020
APPROVED BY COUNCIL: 28.08.2020
ITEM NO: 20/08/CORP3

1. Purpose

1.1. To provide a framework for the compensation of employees for additional duties, which they performed in specific circumstances in excess of their prescribed hours of work as authorized by the municipal manager or his/her delegated assignee.

1.2. The purpose of this policy is to ensure there is a zero-tolerance approach to corruption in overtime management.

2. Scope of application

2.1. This policy applies to all the employees who: -

2.1.1. are employed by Kouga Local Municipality

2.1.2. Fall within the registered scope of South African Local Government Bargaining Council.

2.1.3. Employees who are employed on the basis of an Internship Programme.

2.1.4. Employees earning more than the income earnings threshold from Task Grades 1 – 11 serving in emergency positions.

2.2. This Policy shall not apply to the following personnel: -

2.2.1. Employees working less than 24 hours per month.

2.2.2. EPWP workers.

2.2.3. Senior Managers as defined by section 56 and 57 of the Municipal Systems Act as amended

2.2.4. Employees from Task Grade 12 and above;

3. Definitions

3.1. Basic Salary – means the actual salary notch of the employee.

3.2. Day – Working day (as per normal working hours 8 hours per day, or 12 hours per day as per shift system)

3.3. Overtime – means the time an employee works in excess of the hours of work per day or week or month that an employee has contracted to perform.

3.4. Public Holiday – means any day that is a public holiday in terms of Public Holidays Act 36 of 1994

3.5. Emergency work – refers to work that must be done without delay because of circumstances for which the employer could not reasonably have been expected to make provision and which cannot be performed by employees during their ordinary hours of work.

3.6. Emergency work excludes the performance of routine maintenance work outside working hours.

3.7. Emergency positions refers to water, electricity and protection services, i.e. essential services between Task Grades 1 and 11.

3.8. Structured/Planned overtime – is defined as Programme/planned overtime which the employer has control over such as meetings, and other official Council business of which minutes have been kept, that continue or take place after normal working hours.

3.9. Senior Managerial employees – means an employee who has the authority to hire, discipline and dismiss employees and to represent the employer internally or externally.

4. Conditions for granting overtime

4.1. An employee may for operational reasons, be required to work overtime not longer than 10 hours in a week, 3 hours in any day, except in cases of work-related emergencies (refer to definition of emergency work).

4.2. The prior approval to work overtime vests with the Directors of different Departments, Municipal Manager or any other competent person appointed by the Municipality to do so and no overtime may be worked without such written approval being obtained except in cases of work related to emergencies. In the event of emergency overtime, the Municipal Manager, relevant Director or the appointed competent person may give verbal approval to the working of such overtime provided that such approval shall be followed-up with a written confirmation.

4.3. The accountable Director must ensure that there is adequate provision for overtime on his/her budget. In the event of the respective overtime budget being depleted, no further funds shall be provided for overtime payments unless such payment can be justified for approval by the Municipal Manager.

4.4. The accountable Director must implement proper planning procedures to ensure that overtime needs are assessed and the evaluation of alternative methods other than overtime, is considered to complete defined tasks.

4.5. Support the judicious use of overtime to meet unusual or non-recurring workloads that cannot be managed within normal working hours.

4.6. The accountable Director must reject routine practice of overtime and consider it only under exceptional circumstances.

5. Procedure

5.1. A fully completed application on the prescribed form must be submitted timeously for approval by the responsible manager before employees can work remunerated overtime.

5.2. The reason for overtime work must be clearly motivated on the prescribed form.

5.3. The hours of overtime indicated and approved on the application form are the actual overtime hours that can be claimed but excludes the travelling time except for standby staff.

5.4. A full day's work (normal working hours and a lunch break of at- least 30 mins) must first be worked before such employee is eligible for overtime. For example, if an employee was granted half a day's leave or time-off, but on a subsequent day worked additional hours, which he or she now wants to claim overtime, he or she will not be eligible for overtime.

5.5. No overtime will be paid for attendance of functions/prize giving etc.

5.6. Overtime worked must be reflected on the employee's attendance register. Line Managers and/or supervisors are responsible to monitor and sign off the attendance register on a weekly basis. The absence of an attendance register will result in claim being rejected. Should the Manager approve the claim in the absence of an attendance register, the claim will be rejected by the relevant Director and the payroll section.

6. Payment of overtime for Employees below the Threshold

6.1. The municipality shall pay an employee at least one and one-half times the employee's wage for overtime worked or double the employee's wage depending on the prescripts of the Basic Conditions of Employment Act.

6.2 Despite clause 6.1, by agreement between the parties, the Municipality may allow an employee paid time off for overtime worked instead of paying the employee. The employee will then be entitled to 90 minutes paid time off for every 60 minutes overtime worked.

6.2. Paid time off must be granted within one month from entitlement.

6.3. The Municipal Manager or his/her immediate delegates may use their discretion to grant 'free' occasional leave to employees who are not paid overtime, in recognition of long hours or weekend work.

7. Payment of overtime for Employees above the Threshold

7.1. Employees earning more than the income threshold, up to Task Grade 11, who are serving in emergency positions shall be remunerated in terms of the prescripts of the BCEA as amended.

7.2. The Municipal Manager or his/her authorised assignee may use their discretion to grant 'free' occasional leave to employees who are not paid overtime, in recognition of long hours or weekend work.

8. Time off in lieu of overtime

8.1. Time off in lieu of overtime shall be as per agreement between the parties.

8.2. Application for time off in lieu of overtime must be done on prescribed application form.

8.3. Time off in lieu of overtime cannot be encashed except on termination of service.

8.4. Time off in lieu of overtime will be forfeited if it is not taken within 2 months of the employee having become entitled to it.

9. Pay for work on Sundays

9.1. An employee who works on a Sunday shall be paid at double the rate for each hour worked, unless the employee ordinarily works on a Sunday, in which case the employer shall pay an employee at one and one-half times the employee's rate of pay for each hour worked.

9.2. The municipality may grant an employee who works on a Sunday, paid time off equivalent to the overtime payment he/she would have received.

9.3. If a shift worked by an employee on a Sunday and another day, the whole shift is deemed to have been worked on a Sunday, unless the greater portion of the shift was worked on the other day, in which case the whole shift is deemed to have been worked on the other day.

10. Pay for work on Public holiday

10.1. A Public holiday shall only be worked in accordance with an agreement.

10.2. If an employee works on a Public holiday, on which the employee would not ordinarily work, an employee shall be paid at double the rate for each hour worked.

11. Administrative measures for monitoring, managing and control of overtime

11.1. In order to exercise proper control of overtime, it is the responsibility of the Head of Department to ensure that: -

11.1.1. There is always adequate supervision and control measures during the performance of overtime.

11.1.2. The hours of overtime scheduled does not exceed 10 hours in a week as prescribed in Section 10 of Basic Conditions of Employment Act 75 of 1997 as amended, except in the cases of emergency.

11.1.3. It is the responsibility of the Head of the Department to ensure that all overtime forms signed by the employee, him/herself and the Municipal Manager, are submitted to the Payroll office by the 10th day of the month. Overtime claims received after the cut-off date will be processed the following month.

11.1.4. All overtime forms must be submitted together with the attendance register reflecting the overtime worked.

11.1.5. A monthly report on all overtime worked plus overtime expenditure, shall be compiled by the Manager Expenditure and be tabled at the first monthly meeting of the Top Management for scrutiny and corrective measures.

12. Identification

12.1. Heads of Departments are expected to manage workload and identify situations in which the use of overtime is appropriate and unavoidable.

13. Justification

13.1. The reasons behind the performance of overtime must be clearly stated. Heads of Departments must ensure that only work that cannot be performed during normal office hours are scheduled for overtime.

14. Evidence Supporting Overtime Claims

14.1 Overtime claims will not be considered by Managers and the respective Directors if they are not accompanied by the following relevant evidence:

14.1.1 Attendance register

14.1.2 Tracker record where municipal vehicles were used in the performance of overtime work

14.1.3 Vehicle Logbook where municipal vehicles were used in the performance of overtime work

14.1.4 Biometric Access records for office bound staff

14.1.5 OB number where overtime work was dispatched by the Call Centre

14.1.6 Close-out report by call centre where work was dispatched by the call centre
14.1.7 Photographic evidence of work being performed and/or before and after pictures
14.1.8 Relevant WhatsApp and/or WhatsApp group communication
14.1.9 Any other GPS tracking system or electronic system records where available

15. Analysis

15.1. Heads of Departments should analyze the reasons for performing overtime. Overtime must not become a recurrent/routine exercise every year. Factors leading to the need for employees to work additional number of hours must be identified and analyzed.

16. Documentation of exceptional cases

16.1. Proper justifications should be given where overtime work has not been performed after having obtained approval and authorization.

17. Monitoring and supervision of overtime work

17.1. The work performed during overtime must be closely monitored by the immediate Supervisors/Heads of Departments to ensure that employees who were allocated overtime work are physically present and records of attendance are kept.

18. Additional Controls to Manage Overtime

18.1. The Planning of overtime work is a core activity and consists mainly of an analysis of overtime needs, considering among others, evaluation of alternative methods other than overtime work and the preparation of an overtime budget.

18.2. An annual cap be placed on overtime worked for employees.

18.3. Regular reports must be generated and reviewed by Heads of Departments in relation to overtime work to enhance control on the overtime system. Examples of reports for review include:

18.3.1. Total Expenditure per month per department.
18.3.2. Total Expenditure to date per department year on year.
18.3.3. Highest overtime earners.
18.3.4. Overtime per employee and per activity.
18.3.5. Employee time of in lieu of overtime.
18.3.6. Strategies developed to limit overtime.

18.4. Management should review and question the validity and necessity of overtime worked by certain employees, especially the most frequent users.

18.5. All personnel involved with the management of overtime should be provided with training and management should be specifically provided with guidance on their responsibilities in respect of the management of overtime.

18.6. Strategies to limit the performance of remunerated overtime should be developed.

18.7. Internal audit to perform random verification of onsite work performed.

18.8. Internal Audit to perform a Quarterly audit of the highest users per department against evidence and report quarterly to Mayoral Committee.

18.9. Managers should assess based on their knowledge of the work to determine whether specific tasks performed during overtime takes as long as specified by their subordinates.

18.10. Managers must confirm on a day to day basis that the overtime indicated by officials on the overtime registers has been performed. Provision should be made in this regard on the overtime register.

18.11. Managers should understand that they will be held accountable for any fraudulent practices relating to remunerated overtime in their area of control.

18.12. Overtime forms should include the following fields:

18.12.1. Vote number
18.12.2. Rand Value of vote
18.12.3. Availability of funds in vote for overtime – Yes /No
18.12.4. Why is overtime necessary?
18.12.5. What duties will be performed?
18.12.6. Why work cannot be carried out during work hours?

19. Contravention of the Policy

19.1 Any contravention of the overtime policy will be dealt within the framework of the Disciplinary Code Collective Agreement and Municipal Code of Conduct.

REVIEWED: 18.08.2020
REVIEWED BY LOCAL LABOUR FORUM: 26.08.2020
APPROVED BY COUNCIL: 28.08.2020
ITEM NO: 20/08/CORP3

C DU PLESSIS
MUNICIPAL MANAGER

DATE