



Notice is hereby given in terms of Section 29 of the Local Government: Municipal Structures Act, Act 117 of 1998, that a **SPECIAL COUNCIL MEETING** of the 2016/2021 term of the Garden Route District Municipality will be held in the **CA Robertson Council Chambers, 54 York Street, George, on TUESDAY, 30 OCTOBER 2018 at 11:00** to consider the items as set out in the agenda.

*Kennis geskied hiermee dat ingevolge Artikel 29 van die Wet op Plaaslike Regering: Munisipale Strukturewet, Wet 117 van 1998, 'n **SPESIALE RAADSVERGADERING** van die 2016/2021 termyn van die Tuinroete Distriksmunisipaliteit gehou sal word in die **C A Robertson Raadsaal, Yorkstraat 54, George op DINSDAG, 30 OKTOBER 2018 om 11:00** ten einde sake soos uiteengesit in die aangehegte agenda te oorweeg.*

Kukhutshwe isaziso ngokoMhlathi 29 woRhulumente Basekhaya: Umgaqo Wesimo soMasipala, uMgaqo 117 wango 1998, sokuba **INTLANGANISO EKHETHEKILEYO YEBHUNGA** ka 2016/2021 yoMasipala Wesithili se Garden Route izakubanjwa **kwiGumbi leBhunga I CA Robertson, 54 York Street, e George NGOLWESIBINI, 30 KWEYEDWARHA 2018 ngo 11:00** ukuqwalasela imiba ekwi agenda.


CLLR BHJ GROENEWALD
Acting Speaker
Wnde Speaker
iBambela Somlomo


MG STRATU
Municipal Manager
Munisipale Bestuurder
Mphathi Masipala

Date: 08 October 2018

AGENDA

1. OPENING AND WELCOMING / OPENING EN VERWELKOMING / UVULO NOLWAMKELO
- 1.1 INAUGURATION OF DA PRORPOTIONAL REPESANTATIVE COUNCILLOR: GARDEN ROUTE DISTRICT COUNCIL: CLLR JL HARTNICK / INHULDIGING VAN DA RAADSLID: RDL JL HARTNICK: TUINROETE DISTRIKSRAAD / UKUFUNGISWA KOCEBA OZAKUMELA I DA: IBHUNGA LESITHILI SE GARDEN ROUTE: UCEBA JL HARTNICK (682016)
Refer: Report (4/2/9) dated 15 October 2018 from the Municipal Manager (MG Stratu) (p 10 – 13)
2. SILENT PRAYER / STILLE GEBED / UMTHANDAZO OTHULEYO
3. ATTENDANCE OF MEMBERS / BYWONING VAN LEDE / AMALUNGU AKHOYO
 - 3.1 COUNCILLORS PRESENT / RAADSLEDE TEENWOORDIG / OCEBA ABAKHOYO
 - 3.2 COUNCILLORS WITH LEAVE / RAADSLEDE MET VERLOF / OCEBA ABAKWIKHEFU
 - a. COUNCILLORS WITHOUT LEAVE / RAADSLEDE SONDER VERLOF / OCEBA ABANGEKHO KWIKHEFU
4. NOTING THE PROVISIONS OF SCHEDULE 1 (CODE OF CONDUCT FOR COUNCILLORS) OF THE LOCAL GOVERNMENT MUNICIPAL SYSTEMS ACT, 2000 / KENNISNAME VAN DIE VOORSKRIFTE VAN SKEDULE 1 (GEDRAGSKODE VIR RAADSLEDE) VAN DIE PLAASLIKE REGERING MUNISIPALE STELSELSWET, 2000 / UQWALASELO LWEMITHETHO-NEMIMISELO YOLUHLU 1 (INDLELA YOKUZIPHATHA KOCEBA) LOMTHETHO WENKQUBO ZORHULUMENTE BASEKHAYA, 2000
5. DISCLOSURE OF INTERESTS BY COUNCILLORS AND OFFICIALS / VERKLARING VAN BELANGE DEUR RAADSLEDE EN AMPTENARE / UKUCHAZWA KOMDLA NGOOCEBA KUNYE NAMAGOSA

6	COMMUNICATIONS BY THE SPEAKER / MEDEDELINGS DEUR DIE SPEAKER / UNXIBELELWANO LUKASOMLOMO	
7	COMMUNICATIONS BY THE EXECUTIVE MAYOR / MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER / UNXIBELELWANO LUKA SODOLOPHU	
8	COMMUNICATIONS BY THE MUNICIPAL MANAGER / MEDEDELINGS DEUR DIE MUNISIPALE BESTUURDER / UNXIBELELWANO LOMPHATHI MASIPALA	
9	APPROVAL OF MINUTES OF COUNCIL MEETINGS / GOEDKEURING VAN NOTULES VAN RAADSVERGADERINGS / UKWAMKELWA KWEMIZUZU YENTLANGANO ZEBHUNGA	
	None / <i>Geen</i> / Azikho	
10	MINUTES OF MAYORAL COMMITTEE MEETINGS AND SECTION 79 COMMITTEES (FOR NOTIFICATION) / NOTULES VAN BURGEMEESTERSKOMITEEVERGADERINGS EN ARTIKEL 79 KOMITEES (VIR KENNISNAME) / IMIZUZU YEKOMITI KASODOLOPHU NEZINYE IKOMITI ZOMHLATHI 79 (ITHATHELWE INGQALELO)	
	None / <i>Geen</i> / Ayikho	
11	STANDING ITEMS / STAANDE ITEMS / IMIBA EMISIWEYO	
	None / <i>Geen</i> / Ayikho	

<p align="center">SECTION A</p> <p align="center">REPORTS FROM THE SPEAKER</p>		
	None / Geen / Ayikho	
<p align="center">SECTION B</p> <p align="center">REPORTS FROM THE EXECUTIVE MAYOR / <i>VERSLAE VANAF DIE UITVOERENDE BURGEMEESTER</i> / IMIBA EVELA KUSODOLOPHU</p>		
B.1	<p>SECTION 52 REPORT: RESPONSIBILITIES OF THE EXECUTIVE MAYOR / ARTIKEL 52 VERSLAG: VERANTWOORDELIKHEDE VAN DIE UITVOERENDE BURGEMEESTER / INGXELO YOMHLATHI 52: UXANDUVA LUKA SODOLOPHU (682747)</p> <p><i>Refer: Report (6/18/7) dated 12 October 2018 from the Executive Mayor (Cllr M Booyesen)</i></p>	14 – 56
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C.1	<p>ALIENATION OF PORTIONS 1 AND 2 OF FARM 303, THE CRAGGS AND FARM 258, VOORBRUG (OUTSPAN) / VERVREEMDING VAN GEDEELTES 1 EN 2 VAN PLAAS 303, THE CRAGGS EN PLAAS 258, VOORBRUG (OUTSPAN) / UKUTHENGISWA KWIZABELO 1 KUNYE 2 ZEFAMA 303, E CRAGGS NEFAMA 258, VOORBRUG (OUTSPAN)(682862)</p> <p><i>Refer: Report (8/3/1/17) dated 19 October 2018 from the Office of the Municipal Manager / Manager Legal Services (N Davids)</i></p>	57 – 61
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<p align="center">SECTION D</p> <p align="center">ITEMS FROM THE FINANCIAL SERVICES DEPARTMENT / <i>ITEMS VANAF DIE FINANSIËLE DIENSTE DEPARTEMENT</i> / IMIBA YESEBE LENKONZO ZEMALI</p>		
	None / Geen / Ayikho	

<p style="text-align: center;">SECTION E</p> <p style="text-align: center;">ITEMS FROM THE CORPORATE SERVICES DEPARTMENT / ITEMS VANAF DIE KORPORATIEWE DIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZOLAWULO</p>		
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	None / Geen / Ayikho	

<p align="center">SECTION H</p> <p align="center">ITEMS FROM THE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT / ITEMS VANAF DIE BEPLANNING EN EKONOMIESE DIENSTE DEPARTEMENT / IMIBA YESEBE LEZOCWANGCISO KUNYE NOPHUHLISO LOQOQOSHO</p>		
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	CLOSURE / SLUITING / UQUKUNJELO	

Rdl / Cllr CN Lichaba
Rdl / Cllr D Xego
Rdl / Cllr S De Vries
Rdl / Cllr NF Kamte
Rdl / Cllr MP Mapitiza
Rdl / Cllr SF May
Rdl / Cllr D Saayman
Rdl / Cllr BN Van Wyk
Rdl / Cllr RE Spies
Rdl / Cllr JL Hartnick
Rdl / Cllr M Booysen
Rdl / Cllr AJ Rossouw
Rdl / Cllr KS Lose
Rdl / Cllr T Fortuin
Rdl / Cllr JP Johnson
Rdl / Cllr IT Mangaliso
Rdl / Cllr SM Odendaal
Rdl / Cllr SS Mbandezi
Rdl / Cllr BHJ Groenewald
Rdl / Cllr E Meyer
Rdl / Cllr RH Ruiters
Rdl / Cllr I Stemela
Rdl / Cllr EH Stroebe
Rdl / Cllr RS Figland
Rdl / Cllr PJ Van der Hoven
Rdl / Cllr T Teyisi
Rdl / Cllr V Gericke
Rdl / Cllr K Windvogel
Rdl / Cllr JC Lambaatje
Rdl / Cllr RR Wildschut
Rdl / Cllr NC Jacob
Rdl / Cllr ASM Windvogel
Rdl / Cllr MS Willemse
Rdl / Cllr NA Tsengwa
Rdl / Cllr L Tyokolo

**INAUGURATION OF DA PRORPORTIONAL REPRESENTATIVE
COUNCILLOR: GARDEN ROUTE DISTRICT COUNCIL: CLLR JL
HARTNICK / INHULDIGING DA RAADSLID: RDL JL HARTNICK:
TUINROETE DISTRIKSRAAD / UKUFUNGISWA KOCEBA OZAKUMELA
I DA: IBHUNGA LESITHILI SE GARDEN ROUTE: UCEBA JL
HARTNICK (682016)**

(4/2/9)

12 October 2018

REPORT FROM THE MUNICIPAL MANAGER (MG STRATU)

PURPOSE OF THE REPORT

To inform Council of the replacement of Councillor T van Rensburg who ceased to hold office of councillor in the Garden Route District Council.

BACKGROUND

A vacancy occurred on Garden Route District Council as a result of the resignation of the DA Proportional Representative on Garden District Council, Cllr. T van Rensburg.

Attached hereto is a copy of Cllr Van Rensburg's resignation letter dated 17 September 2018 (*annexure A*).

Item 11(1)(a) of Schedule 2 of the Municipal Structures Act, 1998 Act 117 of 1998, the Electoral Commission determines as follows;

"11 Filling of vacancies

(1)(a) If a councillor elected from a party list ceases to hold office, the chief electoral officer, must subject to item 13, declare in writing the person whose name is on top of the applicable party list to be elected in the vacancy."

Item 13 of the said Act reads as follows;

"13 Filling of vacancies and changing the order

- (1) A party may supplement, change or increase its list at any time, provided that if a councillor elected according to a party list, ceases to hold office, the party concerned may supplement, change or increase its list by not later than 21 days after the councillor has ceased to hold office.*

The vacancy must be filled as soon as the party in question has supplemented, changed or increased its list, but not later than 14 days after expiry of the 21-day period."

The Provincial Independent Electoral Commission was informed of the vacancy as prescribed by item 11 of Schedule 2 of the Municipal Structures Act, 1998, Act 117 of 1998.

The IEC has advised Council that Cllr **JL Hartnick** (ID No 521016 0128 088) has been declared elected as the new Proportional Representative for the Democratic Alliance on Garden Route District Council with effect 02 October 2018. A copy of the notice received from the IEC is attached as **(annexure B)**.

RELEVANT LEGISLATION

Schedule 2 of the Local Government Municipal Structures Act, 1998 (Act 117 of 1998).

UITVOERENDE OPSOMMING

*'n Posisie het ontstaan as gevolg van die bedanking van Rdl T Van Rensburg as Raadslid van Tuinroete Distriksmunisipaliteit op 17 September 2018. Die Provinsiale Onafhanklike Verkiesingskommissie (OVK) het die Raad ingelig dat Rdl JL Hartnick Rdl Van Rensburg vervang. Skrywes aangeheg as **Aanhangsels A en B** onderskeidelik.*

RECOMMENDATION

1. That cognisance be taken of the memorandum from IEC dated 02 October 2018.
2. That Cllr JL Hartnick be inaugurated as Councillor of Garden Route District Council with effect from 02 October 2018.
3. That Cllr JL Hartnick be requested to take the Oath of Office, as required in terms the Local Government: Municipal Structures Act, Act 117 of 1998.

AANBEVELING

1. *Dat kennis geneem word van die korrespondensie ontvang vanaf die Verkiesings Kommissie (Wes-Kaap) gedateer 02 Oktober 2018.*
2. *Dat Rdl JL Hartnick as Raadslid van Tuinroete Distriksraad ingehuldig word vanaf 02 Oktober 2018.*
3. *Dat Rdl JL Hartnick versoek word om 'n Eed af te lê soos bepaal deur die Plaaslike Regering: Munisipale Strukturewet, Wet 117 van 1998.*

ISINDULULO

1. Sesokuba kuthathelwe ingqalelo imbalelwano evela kwi IEC yangomhla 02 kweyeDwarha 2018.
2. Sesokuba uCeba JL Hartnick afungiswe njengoCeba weBhunga Lesithili se Garden Route ukususela ngomhla 02 kweyeDwarha 2018.
3. Sesokuba uCeba JL Hartnick acelwe ukuba athathe isifungo, ngokwemiqathango Yomthetho Wesitho soMasipala, 1998.

APPENDIX



SOUTH AFRICA

Memorandum

To: The Municipal Manager: Garden Route District Municipality
From: B Heuvel
CC: G Abrahams; C Sampson; D Marco; B Mbeleni; K Simelane
Date: 02 October 2018
Re: **Replacement of Democratic Alliance (DA) PR Councillor Van Rensburg: DC4 – Garden Route District Council**

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Please be advised that as prescribed in item 11 of Schedule 2 of the Municipal Structures Act, 1998 (Act. No. 117 of 1998), that **Jennifer Lorraine Hartnick, ID No. 521016 0128 088**, being the candidate at the top of the party list for the **Democratic Alliance (DA)** has been declared elected to **Garden Route District Council**.

Councillor **Hartnick** replaces **Thersia Van Rensburg, ID No. 691220 0051 084**, who ceased to hold office of Councillor in the District Council.

Sincerely

B Heuvel
Manager: Voter Registration & Party Liaison

Electoral Commission

Ensuring Free and Fair Elections

Commissioners: Mr V.G. Mashini (Chairperson) | Mr I.T. Tselane (Vice-Chairperson) | Rev. B.B. Finca | Ms J.Y. Love
National Office: Election House, Riverside Office Park, 1303 Houwsluis Avenue, Centurion, 0157 | P/Bag X112, Centurion, 0046
info@elections.org.za | www.elections.org.za
Tel (+27) 12 622 5700 | Fax (+27) 622 5784

17 September 2018

RESIGNATION

Councillor Theresia van Rensburg

ID nr: 6912200051084

Herewith my resignation as councillor at the Garden Route District municipality with immediate effect.

Sincerely,



Theresia van Rensburg
6912200051084
Cell: 076 310 8079
17 September 2018

SPECIAL DISTRICT COUNCIL

30 OCTOBER 2018

MAYORAL COMMITTEE

29 OCTOBER 2018

**REPORT: SECTION 52 – RESPONSIBILITIES OF MAYOR / *VERSLAG: ARTIKEL 52 VERANTWOORDELIKHEDE VAN DIE BURGEMEESTER* /
INGXELO: UMHLATHI 52 - UXANDUVA LUKA SODOLOPHU (682747)**

(6/18/7)

12 October 2018

REPORT FROM THE EXECUTIVE MAYOR (M BOOYSEN)
PURPOSE OF THE REPORT

The report is tabled to Council in terms of Section 52(d) as required in terms of the Municipal Finance Management Act 56 of 2003

BACKGROUND

Section 52 of the Municipal Finance Management Act 2003 (No.56) (MFMA) requires the Mayor to report to council on the financial affairs of the municipality.

Section 52 (d)

“The mayor of a municipality –

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”

FINANCIAL IMPLICATIONS

None

RELEVANT LEGISLATION

Municipal Finance Management Act, No 56 of 2003, section 52
Municipal Budget and Reporting Regulations, 17 April 2009

UITVOERENDE OPSOMMING

Die burgemeester van die munisipaliteit moet binne 30 dae na die einde van die kwartaal ‘n verslag aan die raad voorlê oor die finansiële posisie van die munisipaliteit.

RECOMMENDATION

That Council notes the quarterly report on the implementation of the budget and the financial affairs of the municipality for the year to date and the period ending 30 September 2018.

AANBEVELING

Dat die Raad kennis neem van die kwartaallikse verslag rakende die implementering van die begroting en die finansiële posisie van die munisipaliteit vir die jaar tot op datum en die periode geëindig 30 September 2018.

ISINDULULO

Sesokuba umongo Wengxelo yolawulo lwemali nenikezelwe inyanga ephela 30 kweyeMsintsi 2018 uthathelwe ingqalelo.

APPENDIX

Section 52 report



GARDEN ROUTE DISTRICT MUNICIPALITY

FINANCIAL YEAR 2018 - 2019

QUARTERLY MAYORAL SECTION 52 REPORT

**YEAR TO DATE ENDING
30 SEPTEMBER 2018**

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Glossary

Annual Budget – Prescribed in section 16 of the MFMA - the formal means by which a Municipality approve official budget for the next three years.

Adjustment Budget – Prescribed in section 28 of the MFMA – the formal means by which a Municipality may revised its annual budget during the year.

Allocations (Transfers – see DORA) – Money received from Provincial or National Government.

Budget Related Policy(ies) – Policies of a Municipality affecting or affected by the budget, examples include Tariff Policy, Rates Policy, Credit Control and Debt Collection Policies.

Capital Expenditure - Spending on assets such as land, buildings and machinery. Any capital expenditure must be reflected as an asset on the Municipality's balance sheet and must be included in the asset register.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality. Payments do not always coincide with budgeted expenditure timings - for example, when an invoice is received by the Municipality it is shown as expenditure in the month it is received, even though it may not be paid in the same period.

DORA – Division of Revenue Act. Annual legislation that shows the total allocations made by national to provincial and local government (see Allocations / Transfers).

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to help with free basic services.

Fruitless and Wasteful Expenditure – Expenditure that was made in vain and would/should have been avoided had reasonable care been exercised.

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates like for like comparison between municipalities.

GRAP – Generally Recognised Accounting Practice. The new standard for municipal accounting.

IDP – Integrated Development Plan. The main strategic planning document of the Municipality

MBRR – Local Government: Municipal Finance Management Act (56/2003): Municipal Budget and Reporting Regulations dated April 2009.

MFMA – The Municipal Finance Management Act – Act No. 56 of 2003. The principle piece of legislation relating to municipal financial management.

MSCOA – Municipal Standard Chart of Accounts

MTREF – Medium Term Revenue and Expenditure Framework. A medium term financial plan, usually 3 years, based on a fixed first year and indicative further two years' budget allocations. Also includes details of the previous and current years' financial position.

Operating Expenditure – The day-to-day expenses of the Municipality such as salaries and wages.

Rates – Local Government tax based on the assessed value of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the Rand.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budgeted estimates.

Strategic Objectives – The main priorities of the Municipality as set out in the IDP. Budgeted spending must contribute towards the achievement of the strategic objectives.

Unauthorised Expenditure – Generally, spending without, or in excess of, an Approved Budget.

Virement – A transfer of funds.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided. In Eden District this means the different GFS classification the budget is divided.

Legislative Framework

This report has been prepared in terms of the following enabling legislation:

The Municipal Finance Management Act – Act No. 56 of 2003

Section 52: Quarterly budget statements

Local Government: Municipal Finance Management Act (56/2003): Municipal budget and reporting regulations

PART 1 – IN-YEAR REPORT

SECTION 1 – MAYORAL FOREWORD

Honourable Speaker, leaders of the opposition, honourable members of the Garden Route.

District Council on both sides of the house, The Municipal Manager and his Executive Management Team, the Members of the Media, interest groups and the citizens of the Garden Route District. I would like to express a hearty warm welcome to you all.

These figures are presented in terms of Section 52 of the MFMA. The information is presented for the 1st Quarter ending 30 September 2018.

On 24 August 2018, the Western Cape Minister of Local Government, Environmental Affairs and Development Planning, MEC Anton Bredell, officially approved the name change of Eden District Municipality to the Garden Route District Municipality. The announcement was made in terms of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), as per the Western Cape Government Provincial Gazette no: 7972 published on 24 August 2018. On 31 August 2018, the municipality successfully submitted the Annual Financial Statements for the financial year ended 30 June 2018 to the Auditor General, National and Provincial Treasury. The annual regulatory audit are currently taking place.

Since the first Garden Route Investment Conference was held on 7 and 8 March 2018, Garden Route District Municipality (GRDM), has been in various promising engagements with domestic and foreign investors. First of many negotiations has already secured an R1-billion investment in the Garden Route, accompanied by 3000 jobs over the next five years. This follows after the GRDM Council entered into a Memorandum of Understanding with Ikusasa Processing Engineering Consultants (Pty) Ltd on 28 August 2018. A report to the GRDM Council unpacked the conditions relating to a long-term lease of one of GRDM's properties next to PetroSA to Ikusasa who will erect a Chemical Plant that will support the timber, water and textile sectors. Currently, in its design phase, the project will be implemented after a few weeks. It is envisaged that the factory will be fully operational by the end of 2019.

Herewith an executive summary of the performance of the Council for the 1st Quarter ending 30 September 2018. The actual and budgeted figures reported, excludes the Roads Budget.

Revenue by source

The total revenue received by source for the 1st quarter amounts to **R74 393 000**, against an adjusted budget of **R251 002 000 (excluding Roads Agency)**. This represents **29.7%** recording of revenue.

The roads agency function is consolidated at year-end in the financial records.

Operating Expenditure by source

For the first quarter of the financial year the municipality records expenditure performance of **R46 032 000** against an adjusted budget of **R248 725 000 (excluding Roads Agency)**, representing **18.5%** of expenditure.

The salary expenditure for the first quarter was R27 983 000 to an adjusted budget of R132 798 000 (which includes contributions to post retirement benefits) representing 21% spending of budget for the quarter and year to date.

The councillor remuneration for the first quarter and year to date actual amounts to R2 559 000 to an annual budget of R11 572 000 representing 22% of budget.

Spending on contracted services was R4 633 000 in the first quarter representing 7% spending of an adjusted budget of R66 523 000 for the quarter and year to date. The increase in the adjusted budget is due to the roll-over application for the Energy Efficiency Demand Grant of R4 987 000 and the Integrated Transport Planning Grant of R900 000.

Spending on general expenses was R10 857 000 in the first quarter with an annual budget of R31 903 000 (excluding Roads Budget) representing 34% spending for the quarter and year to date actual expenses.

The roads agency function is consolidated at year-end in the financial records.

Capital Expenditure

The annual capital expenditure budget for the financial year amounts to **R9 303 378**. For the first quarter capital expenditure was R35 000 representing 0.37% of the budget.

SECTION 2 – RESOLUTIONS

Municipal Financial Management Act, 56 of 2003 - SECTION 52: General responsibilities of the Mayor

This is the resolution being presented to Council in the quarterly report on the implementation of the budget and the financial state of affairs of the municipality as required in terms of section 52 of the Municipal Finance Management Act 56 of 2003.

RECOMMENDATION:

That Council takes note of the quarterly report on the implementation of the budget and the financial affairs of the municipality for the year to date and the period ending 30 September 2018.

SECTION 3 – EXECUTIVE SUMMARY

3.1 Introduction

These figures are presented in terms of section 52(d) of the MFMA. The information is presented for the quarter ending 30 September 2018.

3.2 Consolidated performance

3.2.1 Against annual budget (original)

The actual and budgeted figures reported, excludes the Roads Budget.

Revenue by source

For the first quarter the municipality records revenue performance of **R74 393 000 (29.7%)** against a budget of **R251 002 000**.

Operating Expenditure by type

For the first quarter of the financial year the municipality records expenditure performance of **R46 032 000** against a budget of **R248 725 000**, representing **18.5%** of expenditure.

Capital Expenditure

The adjusted capital expenditure budget for the financial year amounts to **R9 303 378**. For the first quarter capital expenditure was **R35 000** representing **0.37%** of the budget.

3.3 Material variances from SDBIP

Attached to this report as Annexure is the SDBIP report for the 1st quarter ending 30 September 2018.

This report reflects information in terms of the implementation of the budget. All changes required to the SDBIP in terms of KPI's are managed via the Performance Management Unit situated in the Office of the Municipal Manager.

3.4 Remedial or corrective steps

Remedial actions and corrections will be instituted and changes recommended by the Performance Management Unit.

3.5 Conclusion

Detailed analysis of the municipal performance for the period ending 30 September 2018 will be presented under the different sections of the report. More information regarding the municipal performance and explanations will be provided below.

SECTION 4 – IN-YEAR BUDGET STATEMENT TABLES

4.1 Monthly budget statements

4.1.1 Table C1: s71 Monthly Budget Statement Summary

DC4 Eden - Table C1 Monthly Budget Statement Summary - Q1 First Quarter

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
<u>Financial Performance</u>									
Property rates	–	–	–	–	–	–	–		–
Service charges	–	–	–	–	–	–	–		–
Investment revenue	12 084	15 715	–	–	–	3 929	(3 929)	-100%	15 715
Transfers and subsidies	160 545	158 885	5 708	–	67 452	41 148	26 304	64%	164 593
Other own revenue	211 471	215 515	179	1 059	6 941	53 924	(46 983)	-87%	215 694
Total Revenue (excluding capital transfers and contributions)	384 100	390 115	5 887	1 059	74 393	99 001	(24 608)	-25%	396 002
Employee costs	128 751	133 669	(871)	9 644	27 983	33 200	(5 216)	-16%	132 798
Remuneration of Councillors	10 815	11 572	–	825	2 559	2 893	(334)	-12%	11 572
Depreciation & asset impairment	3 060	3 272	–	–	–	818	(818)	-100%	3 272
Finance charges	–	–	–	–	–	–	–		–
Materials and bulk purchases	–	185	–	–	–	46	(46)	-100%	185
Transfers and subsidies	–	–	–	–	–	–	–		–
Other expenditure	236 793	239 139	5 887	7 336	15 490	61 257	(45 767)	-75%	245 026
Total Expenditure	379 419	387 838	5 016	17 805	46 032	98 213	(52 181)	-53%	392 854
Surplus/(Deficit)	4 681	2 278	871	(16 746)	28 361	787	27 574	3503%	3 149
Transfers and subsidies - capital (monetary alloc	–	–	–	–	–	–	–		–
Contributions & Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	4 681	2 278	871	(16 746)	28 361	787	27 574	3503%	3 149
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	4 681	2 278	871	(16 746)	28 361	787	27 574	3503%	3 149
<u>Capital expenditure & funds sources</u>									
Capital expenditure	4 677	9 303	–	6	35	2 326	(2 291)	-99%	9 303
Capital transfers recognised	–	–	–	–	–	–	–		–
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	4 677	9 303	–	6	35	2 326	(2 291)	-99%	9 303
Total sources of capital funds	4 677	9 303	–	6	35	2 326	(2 291)	-99%	9 303
<u>Financial position</u>									
Total current assets	178 609	180 332	–		189 370				180 332
Total non current assets	293 385	301 107	–		289 923				301 107
Total current liabilities	72 878	75 705	(82)		58 568				75 623
Total non current liabilities	153 943	163 153	–		137 987				163 153
Community wealth/Equity	245 172	242 582	82		282 738				242 664
<u>Cash flows</u>									
Net cash from (used) operating	19 110	3 097	–	(16 746)	28 361	16 631	(11 730)	-71%	3 097
Net cash from (used) investing	(4 677)	(7 938)	–	(6)	(190 804)	(2 326)	188 478	-8104%	(7 938)
Net cash from (used) financing	–	–	–	–	–	–	–		–
Cash/cash equivalents at the month/year end	169 768	164 927	–	–	9 184	184 073	174 889	95%	166 786
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
<u>Debtors Age Analysis</u>									
Total By Income Source	609	1 235	809	17 842	–	–	–	–	20 494
<u>Creditors Age Analysis</u>									
Total Creditors	73	51	13	88	42	22	2	2	293

4.1.2 Table C2: Monthly Budget Statement - Financial Performance (standard classification)

DC4 Eden - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - Q1 First Quarter

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
Revenue - Functional										
<i>Governance and administration</i>		229 916	211 013	5 887	-	-	-	-		-
Executive and council		228 590	209 608	5 887	-	-	-	-		-
Finance and administration		1 326	1 405	-	-	-	-	-		-
Internal audit		-	-	-	-	-	-	-		-
<i>Community and public safety</i>		6 921	8 041	-	-	-	-	-		-
Community and social services		-	-	-	-	-	-	-		-
Sport and recreation		6 713	7 821	-	-	-	-	-		-
Public safety		-	-	-	-	-	-	-		-
Housing		-	-	-	-	-	-	-		-
Health		208	221	-	-	-	-	-		-
<i>Economic and environmental services</i>		145 314	145 333	-	-	-	-	-		-
Planning and development		-	-	-	-	-	-	-		-
Road transport		145 000	145 000	-	-	-	-	-		-
Environmental protection		314	333	-	-	-	-	-		-
<i>Trading services</i>		1 950	25 728	-	-	-	-	-		-
Energy sources		-	-	-	-	-	-	-		-
Water management		-	-	-	-	-	-	-		-
Waste water management		-	-	-	-	-	-	-		-
Waste management		1 950	25 728	-	-	-	-	-		-
<i>Other</i>	4	-	-	-	-	-	-	-		-
Total Revenue - Functional	2	384 100	390 115	5 887	-	-	-	-		-
Expenditure - Functional										
<i>Governance and administration</i>		114 375	121 256	-	-	-	-	-		-
Executive and council		44 720	49 677	-	-	-	-	-		-
Finance and administration		67 115	69 211	-	-	-	-	-		-
Internal audit		2 540	2 368	-	-	-	-	-		-
<i>Community and public safety</i>		81 927	78 374	4 987	-	-	-	-		-
Community and social services		11 727	8 596	-	-	-	-	-		-
Sport and recreation		12 640	13 677	-	-	-	-	-		-
Public safety		27 498	29 149	-	-	-	-	-		-
Housing		-	-	-	-	-	-	-		-
Health		30 062	26 953	4 987	-	-	-	-		-
<i>Economic and environmental services</i>		176 412	161 155	900	-	-	-	-		-
Planning and development		5 630	9 236	-	-	-	-	-		-
Road transport		168 320	148 325	900	-	-	-	-		-
Environmental protection		2 462	3 595	-	-	-	-	-		-
<i>Trading services</i>		3 839	25 738	-	-	-	-	-		-
Energy sources		18	18	-	-	-	-	-		-
Water management		3 821	25 720	-	-	-	-	-		-
Waste water management		-	-	-	-	-	-	-		-
Waste management		-	-	-	-	-	-	-		-
<i>Other</i>		2 866	1 314	-	-	-	-	-		-
Total Expenditure - Functional	3	379 419	387 838	5 887	-	-	-	-		-
Surplus/ (Deficit) for the year		4 681	2 278	-	-	-	-	-		-

This table reflects the operating budget (Financial Performance) in the standard classifications that is the Government Finance Statistics Functions and Sub-function. The main functions are Governance and Administration, Community and Public Safety, Economic and Environmental Services and Trading services. Table C3, Financial Performance is reported by municipal vote, Table C3.

Operating Revenue:

Table C2 reflects the financial performance per Standard Classification and shows that most of the municipal funds are received under the Executive and Council classification. This is because the municipality budgets most of its income under the Governance and administration function of the Government Financial Statistics (GFS) classification.

Operational performance for the revenue budget totals **R74 393 000** for the first quarter ending 30 September 2018. Based on an adjusted Garden Route budget of **R251 002 000** this represents **29.7%** of budgeted revenue. Most of the revenue which consist of the grants and mainly the Equitable share which were received in the July and August months.

Operating Expenditure

Operational performance for the expenditure budget totals **R46 032 000** for the first quarter ending 30 September 2018. Based on an adjusted Roads budget of **R248 725 000** this represents an **18.5%** of budgeted expenditure. Spending consists mostly of the municipal operational activities.

The spending of transactions related to provisions and contributions can only be processed at year-end with the compilation of the annual financial statements. All these cost items still need to be accounted for.

More details regarding the operational expenditures below.

4.1.3 Table C3: Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote)

DC4 Eden - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Q1 First Quarter

Vote Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue by Vote	1									
Vote 1 - Executive and Council		229 035	210 080	5 887	-	-	-	-		-
Vote 2 - Budget and Treasury Office		-	-	-	-	-	-	-		-
Vote 3 - Corporate Services		880	933	-	-	-	-	-		-
Vote 4 - Planning and Development		-	-	-	-	-	-	-		-
Vote 5 - Public Safety		-	-	-	-	-	-	-		-
Vote 6 - Health		208	221	-	-	-	-	-		-
Vote 7 - Community and Social Services		-	-	-	-	-	-	-		-
Vote 8 - Sport and Recreation		6 713	7 821	-	-	-	-	-		-
Vote 9 - Waste Management		1 950	25 728	-	-	-	-	-		-
Vote 10 - Roads Transport		-	-	-	-	-	-	-		-
Vote 11 - Waste Water Management		-	-	-	-	-	-	-		-
Vote 12 - Water		-	-	-	-	-	-	-		-
Vote 13 - Environment Protection		314	333	-	-	-	-	-		-
Vote 14 - Roads Agency Function		145 000	145 000	-	-	-	-	-		-
Vote 15 - Electricity		-	-	-	-	-	-	-		-
Total Revenue by Vote	2	384 100	390 115	5 887	-	-	-	-		-
Expenditure by Vote	1									
Vote 1 - Executive and Council		47 274	48 199	-	-	-	-	-		-
Vote 2 - Budget and Treasury Office		20 362	19 830	-	-	-	-	-		-
Vote 3 - Corporate Services		39 345	42 835	-	-	-	-	-		-
Vote 4 - Planning and Development		16 688	19 357	-	-	-	-	-		-
Vote 5 - Public Safety		35 010	34 829	-	-	-	-	-		-
Vote 6 - Health		33 479	31 454	4 987	-	-	-	-		-
Vote 7 - Community and Social Services		-	-	-	-	-	-	-		-
Vote 8 - Sport and Recreation		12 640	13 677	-	-	-	-	-		-
Vote 9 - Waste Management		3 821	25 720	-	-	-	-	-		-
Vote 10 - Roads Transport		3 320	3 325	900	-	-	-	-		-
Vote 11 - Waste Water Management		-	18	-	-	-	-	-		-
Vote 12 - Water		18	-	-	-	-	-	-		-
Vote 13 - Environment Protection		2 461	3 595	-	-	-	-	-		-
Vote 14 - Roads Agency Function		165 000	145 000	-	-	-	-	-		-
Vote 15 - Electricity		-	-	-	-	-	-	-		-
Total Expenditure by Vote	2	379 419	387 838	5 887	-	-	-	-		-
Surplus/ (Deficit) for the year	2	4 681	2 278	-	-	-	-	-		-

Revenue and expenditure reflects the operating performance per municipal vote. This is in accordance with the Government Financial Statistics (GFS) classification of the National Treasury.

Most of the municipal income is budgeted under the Executive and Council functions. Sport and Recreation (Resorts) is the other main municipal function where income budgeting is recorded.

Expenditure per municipal vote is distributed to ensure that the municipal expenditure reflects the functions where expenditure is allocated. This is done to ensure implementation of the Integrated Development Plan (IDP) and for Annual Reporting.

4.1.4 Table C4: Monthly Budget Statement - Financial Performance (revenue and expenditure)

DC4 Eden - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q1 First Quarter

DC4 Eden - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q1 First Quarter										
Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue By Source										
Property rates								-		
Service charges - electricity revenue								-		
Service charges - water revenue								-		
Service charges - sanitation revenue								-		
Service charges - refuse revenue								-		
Service charges - other								-		
Rental of facilities and equipment		3 507	2 718			-	680	(680)	-100%	2 718
Interest earned - external investments		12 084	15 715			-	3 929	(3 929)	-100%	15 715
Interest earned - outstanding debtors		846	897			-	224	(224)	-100%	897
Dividends received						-	-	-		-
Fines, penalties and forfeits						-	-	-		-
Licences and permits		314	333			-	83	(83)	-100%	333
Agency services		15 300	19 022			-	4 755	(4 755)	-100%	19 022
Transfers and subsidies		160 545	158 885	5 708	-	67 452	41 148	26 304	64%	164 593
Other revenue		191 504	189 390	179	1 059	6 941	47 392	(40 451)	-85%	189 569
Gains on disposal of PPE			3 156			-	789	(789)	-100%	3 156
Total Revenue (excluding capital transfers and contributions)		384 100	390 115	5 887	1 059	74 393	99 001	(24 608)	-25%	396 002
Expenditure By Type										
Employee related costs		128 751	133 669	(871)	9 644	27 983	33 200	(5 216)	-16%	132 798
Remuneration of councillors		10 815	11 572		825	2 559	2 893	(334)	-12%	11 572
Debt impairment		1 522	1 601			-	400	(400)	-100%	1 601
Depreciation & asset impairment		3 060	3 272			-	818	(818)	-100%	3 272
Finance charges						-	-	-		-
Bulk purchases		-	-			-	-	-		-
Other materials			185			-	46	(46)	-100%	185
Contracted services		23 330	60 636	5 887	4 633	4 633	16 631	(11 998)	-72%	66 523
Transfers and subsidies		-	-			-	-	-		-
Other expenditure		211 942	176 903		2 703	10 857	44 226	(33 369)	-75%	176 903
Loss on disposal of PPE			-			-	-	-		-
Total Expenditure		379 419	387 838	5 016	17 805	46 032	98 213	(52 181)	-53%	392 854
Surplus/(Deficit)		4 681	2 278	871	(16 746)	28 361	787	27 574	0	3 149
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)								-		
(National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)								-		
Transfers and subsidies - capital (in-kind - all)								-		
Surplus/(Deficit) after capital transfers & contributions		4 681	2 278	871	(16 746)	28 361	787			3 149
Taxation								-		
Surplus/(Deficit) after taxation		4 681	2 278	871	(16 746)	28 361	787			3 149
Attributable to minorities										
Surplus/(Deficit) attributable to municipality		4 681	2 278	871	(16 746)	28 361	787			3 149
Share of surplus/ (deficit) of associate										
Surplus/ (Deficit) for the year		4 681	2 278	871	(16 746)	28 361	787			3 149

Revenue by Source

Revenue by source explains the types of income budgeted for and the performance of these items individually.

Rental of facilities and equipment:

For the first quarter no income for rental of facilities can be recorded due to the system challenges experienced. Income per line item could not be updated and rental income was therefore included under 'Other income'.

Interest earned – External Investments:

Reflects the interest earned in respect of surplus funds not immediately needed in the operations of the municipality over the short-term period. No interest were received for the first quarter ending 30 September 2018 as investment were made only during September 2018.

Interest raised – Outstanding debtors

There was no interest on outstanding debtors for the first quarter ending 30 September 2018. There was a delay in the billing runs and the challenges experienced with the new financial system on the Income module concerning allocation of receipts, therefore interest was not raised on the outstanding accounts.

Agency services

The municipality performs an agency function on behalf of the Department of Transport – Roads department. Monthly agency fees are collected from the department. 12% Admin fee is received on the original allocation and 3% on the cost of additional reseal projects. No admin fee income were recorded for the first quarter ending 30 September 2018.

Transferred recognised – operational

The transfers recognised represents the allocations as promulgated in the National and Provincial Division of Revenues Act's respectively. The first instalment of R 63,015,000 for the Equitable Share was received during July 2018. An amount of R256,000 for EPWP Grant were received as first instalment during August, R1,483,000 were also received from Provincial Treasury for the Fire Service Capacity Building Grant, R1,698,000 as first instalment of the Rural Roads Asset Management Grant and R1,000,000 were received from National Treasury for the Finance Management Grant.

The municipality followed the application for roll-over process with regards to the unspent grant balances. The request was submitted to National and Provincial Treasury on 31 August 2018 and the balances applied for agreed with the pre-audited Annual Financial Statements for the year ended 30 June 2018.

Other revenue / Sundry income

Other revenue reflects an amount of R6 941 000 for the first quarter ending 30 September 2018. Other revenue consists of the following: Interest on current account, resorts income and rental of facilities and equipment.

Expenditure by Type

Expenditure by type reflects the operational budget per main type/category of expenditure.

Employee Related cost / Remuneration of councillors

Remuneration related expenditure for the first quarter ending 30 September 2018 amounted to R30 542 000 of an adjusted budgeted amount of R144 371 700 that represents 21.15% of the budgeted amount.

Debt Impairment / Depreciation and asset impairment

These items account for non-cash budgeted items and for the first quarter ending 30 September 2018 no depreciation was recorded. Journals will be prepared and processed in the second quarter.

Finance charges

The municipality have no outstanding loans and it is not envisioned that Council will take up any new loans.

Contracted services

Contracted services amounted to R4 633 000 for the first quarter ending 30 September 2018, representing 7% of the budget.

Other expenditure

Other expenditure reflects all other expenses not specifically mentioned and amounted to R10 857 000 for the first quarter ending 30 September 2018, representing 34% of the budget.

Most of the other expenditure is only accounted for at the end of the financial year. The other expenditure consists of the following:

- Repairs and Maintenance
- Operating Projects (own funds)
- General expenses
- Contributions to provisions
- Actuarial Loss

4.1.5 Table C5: Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding)

Variances explained in Supporting Table C5

DC4 Eden - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - Q1 First Quarter

Vote Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
Multi-Year expenditure appropriation	2									
Vote 1 - Executive and Council		421	30	-	-	-	7	(7)	-100%	30
Vote 2 - Budget and Treasury Office		-	42	-	-	-	11	(11)	-100%	42
Vote 3 - Corporate Services		1 633	1 368	-	-	29	342	(313)	-92%	1 368
Vote 4 - Planning and Development		64	-	-	-	-	-	-	-	-
Vote 5 - Public Safety		1 319	5 790	-	6	6	1 448	(1 442)	-100%	5 790
Vote 6 - Health		31	43	-	-	-	11	(11)	-100%	43
Vote 7 - Community and Social Services		-	-	-	-	-	-	-	-	-
Vote 8 - Sport and Recreation		1 100	2 000	-	-	-	500	(500)	-100%	2 000
Vote 9 - Waste Management		-	-	-	-	-	-	-	-	-
Vote 10 - Roads Transport		-	-	-	-	-	-	-	-	-
Vote 11 - Waste Water Management		-	-	-	-	-	-	-	-	-
Vote 12 - Water		-	-	-	-	-	-	-	-	-
Vote 13 - Environment Protection		109	30	-	-	-	8	(8)	-100%	30
Vote 14 - Roads Agency Function		-	-	-	-	-	-	-	-	-
Vote 15 - Electricity		-	-	-	-	-	-	-	-	-
Total Capital Multi-year expenditure	4,7	4 677	9 303	-	6	35	2 326	(2 291)	-99%	9 303
Single Year expenditure appropriation	2									
Vote 1 - Executive and Council		-	-	-	-	-	-	-	-	-
Vote 2 - Budget and Treasury Office		-	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		-	-	-	-	-	-	-	-	-
Vote 4 - Planning and Development		-	-	-	-	-	-	-	-	-
Vote 5 - Public Safety		-	-	-	-	-	-	-	-	-
Vote 6 - Health		-	-	-	-	-	-	-	-	-
Vote 7 - Community and Social Services		-	-	-	-	-	-	-	-	-
Vote 8 - Sport and Recreation		-	-	-	-	-	-	-	-	-
Vote 9 - Waste Management		-	-	-	-	-	-	-	-	-
Vote 10 - Roads Transport		-	-	-	-	-	-	-	-	-
Vote 11 - Waste Water Management		-	-	-	-	-	-	-	-	-
Vote 12 - Water		-	-	-	-	-	-	-	-	-
Vote 13 - Environment Protection		-	-	-	-	-	-	-	-	-
Vote 14 - Roads Agency Function		-	-	-	-	-	-	-	-	-
Vote 15 - Electricity		-	-	-	-	-	-	-	-	-
Total Capital single-year expenditure	4	-	-	-	-	-	-	-	-	-
Total Capital Expenditure		4 677	9 303	-	6	35	2 326	(2 291)	-99%	9 303

The original capital budget for the financial year amounts to **R 9,303,378**. For the first quarter ended 30 September 2018, capital expenditure amounted to **R35 000**, representing 0.37% of the budget.

Provincial treasury required the municipality to provide more information in terms of the commitments of capital items on the budget. Refer to Section 11 for more details regarding the progress of the spending of capital budget projects.

4.1.6 Table C6: Monthly Budget Statement - Financial Position

DC4 Eden - Table C6 Monthly Budget Statement - Financial Position - Q1 First Quarter

Description	Ref	2017/18	Budget Year 2018/19			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands	1					
<u>ASSETS</u>						
Current assets						
Cash		169 768	164 927		159 184	164 927
Call investment deposits		–	–			–
Consumer debtors		–	–			–
Other debtors		2 181	8 217		22 060	8 217
Current portion of long-term receivables		3 227	3 550		4 108	3 550
Inventory		3 433	3 639		4 018	3 639
Total current assets		178 609	180 332	–	189 370	180 332
Non current assets						
Long-term receivables		59 717	61 508		–	61 508
Investments		26	26		26	26
Investment property		85 712	84 677		85 421	84 677
Investments in Associate						–
Property, plant and equipment		146 146	152 178		145 380	152 178
Agricultural						–
Biological						–
Intangible		1 784	2 717		1 363	2 717
Other non-current assets					57 733	–
Total non current assets		293 385	301 107	–	289 923	301 107
TOTAL ASSETS		471 994	481 439	–	479 293	481 439
<u>LIABILITIES</u>						
Current liabilities						
Bank overdraft						
Borrowing					857	
Consumer deposits						
Trade and other payables		44 578	46 012	(82)	49 291	45 930
Provisions		28 300	29 692		8 420	29 692
Total current liabilities		72 878	75 705	(82)	58 568	75 623
Non current liabilities						
Borrowing		–	–		591	
Provisions		153 943	163 153		137 396	163 153
Total non current liabilities		153 943	163 153	–	137 987	163 153
TOTAL LIABILITIES		226 822	238 857	(82)	196 555	238 775
NET ASSETS	2	245 172	242 582	82	282 738	242 664
<u>COMMUNITY WEALTH/EQUITY</u>						
Accumulated Surplus/(Deficit)		216 826	218 064	82	251 033	218 146
Reserves		28 346	24 518		31 705	24 518
TOTAL COMMUNITY WEALTH/EQUITY	2	245 172	242 582	82	282 738	242 664

The financial position of Council is recorded at the end of the quarter 30 September 2018. This table excludes the figures for Roads department.

4.1.7 Table C7: Monthly Budget Statement - Cash Flow

DC4 Eden - Table C7 Monthly Budget Statement - Cash Flow - Q1 First Quarter

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts										
Property rates			–					–		
Service charges			–					–		
Other revenue		208 325	211 462		1 059	6 941	47 392	(40 451)	-85%	211 462
Government - operating		153 325	158 885	5 887	–	67 452	67 452	–		164 772
Government - capital		–	–					–		
Interest		12 930	15 715					–		15 715
Dividends			–					–		
Payments										
Suppliers and employees		(355 470)	(382 965)	(5 887)	(17 805)	(46 032)	(98 213)	(52 181)	53%	(388 852)
Finance charges								–		
Transfers and Grants								–		
NET CASH FROM/(USED) OPERATING ACTIVITIES		19 110	3 097	–	(16 746)	28 361	16 631	(11 730)	-71%	3 097
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE			3 156					–		3 156
Decrease (Increase) in non-current debtors			–					–		
Decrease (increase) other non-current receivables			(1 791)			(190 769)		(190 769)	#DIV/0!	(1 791)
Decrease (increase) in non-current investments			–					–		
Payments										
Capital assets		(4 677)	(9 303)		(6)	(35)	(2 326)	(2 291)	99%	(9 303)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(4 677)	(7 938)	–	(6)	(190 804)	(2 326)	188 478	-8104%	(7 938)
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans								–		
Borrowing long term/refinancing								–		
Increase (decrease) in consumer deposits								–		
Payments										
Repayment of borrowing								–		
NET CASH FROM/(USED) FINANCING ACTIVITIES		–	–	–	–	–	–	–		–
NET INCREASE/ (DECREASE) IN CASH HELD		14 434	(4 841)	–	(16 751)	(162 443)	14 305			(4 841)
Cash/cash equivalents at beginning:		155 334	169 768			171 627	169 768			171 627
Cash/cash equivalents at month/year end:		169 768	164 927	–		9 184	184 073			166 786

The municipal bank balance at 30 September 2018 totals R9 183 523.68

More detailed information regarding the cash position is tabled below that is giving a breakdown of the commitments against the cash of council.

REPORTING MONTH: 30 SEPTEMBER 2018		
Commitments against Cash & Cash Equivalents		
ITEM	Previous Month R'000	Current Month R'000
Bank balance as at 31 AUGUST 2018	171 627 277,87	9 183 523,68
Other Cash & Cash Equivalents: Short term deposits	-	150 000 000,00
LESS:	129 815 426,06	94 487 211,06
Unspent Conditional Grants	8 419 797,00	8 341 582,00
Provision for staff leave	10 425 847,00	10 425 847,00
Provision for staff shift allowance	270 505,06	270 505,06
Post Retirement Benefits	37 463 916,00	37 463 916,00
Current Portion: Alien Vegetation	-	-
Performance Bonus	432 599,00	432 599,00
Grant received in advance	31 507 500,00	15 753 750,00
Trade Payables	3 359 262,00	3 359 262,00
Unspent Capital budget 3 months	1 522 000,00	2 290 750,00
Unspent Operational budget 3 months	36 414 000	16 149 000,00
Sub total	41 811 851,81	64 696 312,62
PLUS:	317 038,00	317 038,00
VAT Receivable	317 038,00	317 038,00
Receivable Exchange		
	42 128 889,81	65 013 350,62
LESS OTHER MATTERS:		
Capital Replacement Reserve	31 704 865,00	31 704 865,00
Sub Total	10 424 024,81	33 308 485,62
LESS: CONTINGENT LIABILITIES	6 088 685,61	6 088 685,61
Theunis Barnard	38 231,00	38 231,00
I Gerber	21 840,00	21 840,00
A de Wet	614 675,00	614 675,00
Barry Louis Rae Trust	4 500 000,00	4 500 000,00
Laurington Sithemile Stone	43 271,61	43 271,61
Banger Car Hire	18 800,00	18 800,00
Combined summons between George Municipality, Garden Route DM and D Stoffels	20 836,00	20 836,00
Combined summons between G Brown and Garden Route DM	31 032,00	31 032,00
Labour disputes: V Blom & Roode	500 000,00	500 000,00
Labour disputes: L Janse van Rensburg & A Grobler	300 000,00	300 000,00
Recalculated available cash balance	4 335 339,20	27 219 800,01

PART 2 – SUPPORTING DOCUMENTATION

SECTION 5 – DEBTORS' ANALYSIS

Supporting Table SC3

DC4 Eden - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q1 First Quarter

Description	NT Code	Budget Year 2018/19										Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
		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	Total over 90 days		
R thousands													
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200									-	-		
Trade and Other Receivables from Exchange Transactions - Electricity	1300									-	-		
Receivables from Non-exchange Transactions - Property Rates	1400									-	-		
Receivables from Exchange Transactions - Waste Water Management	1500									-	-		
Receivables from Exchange Transactions - Waste Management	1600									-	-		
Receivables from Exchange Transactions - Property Rental Debtors	1700	69	163	13	714					960	714		
Interest on Arrear Debtor Accounts	1810									-	-		
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820									-	-		
Other	1900	539	1 071	796	17 128					19 534	17 128		
Total By Income Source	2000	609	1 235	809	17 842	-	-	-	-	20 494	17 842	-	-
2017/18 - totals only										-	-		
Debtors Age Analysis By Customer Group													
Organs of State	2200									-	-		
Commercial	2300									-	-		
Households	2400	69	163	13	714					960	714		
Other	2500	539	1 071	796	17 128					19 534	17 128		
Total By Customer Group	2600	609	1 235	809	17 842	-	-	-	-	20 494	17 842	-	-

SECTION 6 – CREDITORS' ANALYSIS

Supporting Table C4

DC4 Eden - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q1 First Quarter

Description	NT Code	Budget Year 2018/19									Prior year
		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	totals for chart (same period)
R thousands											
Creditors Age Analysis By Customer Type											
Bulk Electricity	0100									-	
Bulk Water	0200									-	
PAYE deductions	0300									-	
VAT (output less input)	0400									-	
Pensions / Retirement deductions	0500									-	
Loan repayments	0600									-	
Trade Creditors	0700	73	51	13	88	42	22	2	2	293	
Auditor General	0800									-	
Other	0900									-	
Total By Customer Type	1000	73	51	13	88	42	22	2	2	293	-

SECTION 7 – INVESTMENT PORTFOLIO ANALYSIS

7.1 Investment monitoring information

The municipality invest access funds on a 30 days' short-term investment period in order to maximise the interest received and to have cash readably available when needed and is done in line with the Cash Management and Investment Policy of council.

With implementation of mSCOA, departments must provide cash flow projections on spending to the finance department, which will enable the finance department to accurately perform cash flow projections.

This should be done in line with the Cash Management and Investment policy of council.

		Movements for the month					
	Balance as at 01 Sept 2018	Investments matured	Investments made	Interest capitalised	Balance as at 30 Sept 2018	Interest earned Month	Interest earned Year to date
Eden district municipality							
Interest Received YTD					-		
Standard Bank	-	-	-50 000 000,00		50 000 000,00	-	-
Investec Bank	-	-	-30 000 000,00		30 000 000,00	-	-
ABSA	-	-	-20 000 000,00		20 000 000,00	-	-
Nedbank	-	-	-50 000 000,00		50 000 000,00	-	-
Standard Bank - Bank Guarantee investment	152 956,52		-		153 722,98	766,46	2 287,93
BANK DEPOSITS	152 956,52	-	-150 000 000,00	-	150 153 722,98	766,46	2 287,93

SECTION 8 – ALLOCATION AND GRANT RECEIPTS AND EXPENDITURE

8.1 Supporting Table C6

DC4 Eden - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q1 First Quarter

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
RECEIPTS:	1,2									
Operating Transfers and Grants										
National Government:		151 805	157 166	4 987	–	67 452	40 538	23 959	59,1%	162 153
Local Government Equitable Share		146 055	151 237			63 015	37 809	25 206	66,7%	151 237
Finance Management		1 250	1 000			1 000	250			1 000
EPWP Incentive		1 280	1 021			256	255			1 021
NT - Rural Roads Asset Management Systems		2 420	2 425			1 698	606			2 425
Fire Service Capacity Building Grant		800	1 483			1 483	371			1 483
Energy Efficiency and Demand Management	3			4 987		–	1 247	(1 247)	-100,0%	4 987
								–		
								–		
								–		
								–		
Provincial Government:		3 520	1 540	900	–	–	610	(540)	-88,5%	2 440
Integrated Transport Planning		900	900	900		–	450	(450)	-100,0%	1 800
WC Support Grant -Finance Support Grant		620	280			–	70			280
Disaster Manangement Grant		2 000				–	–	–		–
WC Support Grant			–			–	–	–		–
WC Support Grant: HR Capacity Building:Bursary Programme			360			–	90	(90)	-100,0%	360
Other transfers and grants [insert description]							–	–		
District Municipality:		–	–	–	–	–	–	–		–
[insert description]								–		
Other grant providers:		–	–	–	–	–	–	–		–
[insert description]								–		
								–		
Total Operating Transfers and Grants	5	155 325	158 706	5 887	–	67 452	41 148	23 419	56,9%	164 593

Performance reporting on grants will be enhanced to ensure compliance with the Division of Revenue Act.

8.2 Supporting Table C7

DC4 Eden - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Q1 First Quarter

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
<u>EXPENDITURE</u>										
<u>Operating expenditure of Transfers and Grants</u>										
National Government:		151 805	157 166	4 987	59	718	40 538	(39 820)	-98,2%	162 153
Local Government Equitable Share		146 055	151 237		–	–	37 809	(37 809)	-100,0%	151 237
Finance Management		1 250	1 000		(75)	490	250	240	95,8%	1 000
EPWP Incentive		1 280	1 021		76	169	255	(86)	-33,6%	1 021
NT - Rural Roads Asset Management Systems		2 420	2 425		–	–	606	(606)	-100,0%	2 425
Fire Service Capacity Building Grant		800	1 483		59	59	371	(311)	-84,0%	1 483
Energy Efficiency and Demand Management				4 987			1 247	(1 247)	-100,0%	4 987
								–		
Provincial Government:		3 520	1 540	900	–	–	610	(610)	-100,0%	2 440
Integrated Transport Planning		900	900	900	–	–	450	(450)	-100,0%	1 800
Disaster Manangement Grant		2 000	–				–	–		–
WC Support Grant		620	280				70	(70)	-100,0%	280
WC Support Grant: HR Capacity Building:Bursary Programme			360			–	90	(90)	-100,0%	360
Other transfers and grants [insert description]								–		
District Municipality:		–	–	–	–	–	–	–		–
								–		
[insert description]								–		
Other grant providers:		–	–	–	–	–	–	–		–
								–		
[insert description]								–		
Total operating expenditure of Transfers and Grants:		155 325	158 706	5 887	59	718	41 148	(40 430)	-98,3%	164 593

Performance reporting on grants will be enhanced to ensure compliance with the Division of Revenue Act that stipulates reporting on all grant performance should be done from the receiving officer. RSC Equitable Share is an unconditional grant hence the day-to-day running of the business are dependent on it.

SECTION 9 – EXPENDITURE ON COUNCILLOR AND BOARD MEMBERS ALLOWANCES AND EMPLOYEE BENEFITS

Supporting Table C8

DC4 Eden - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - Q1 First Quarter

Summary of Employee and Councillor remuneration	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
	1	A	B	C						D
<u>Councillors (Political Office Bearers plus Other)</u>										
Basic Salaries and Wages		6 908	8 947		581	1 821	2 237	(416)	-19%	8 947
Pension and UIF Contributions		261	247		30	91	62	30	48%	247
Medical Aid Contributions		142	52		8	24	13	11	81%	52
Motor Vehicle Allowance		2 312	1 020		85	254	255	(1)	0%	1 020
Cellphone Allowance		325	664		70	218	166	52	31%	664
Housing Allowances		367	642		51	152	160	(9)	-6%	642
Other benefits and allowances		500					–	–		
Sub Total - Councillors		10 815	11 572	–	825	2 559	2 893	(334)	-12%	11 572
% increase	4		7,0%							7,0%
<u>Senior Managers of the Municipality</u>	3									
Basic Salaries and Wages		4 014	5 277		489	1 294	1 319	(25)	-2%	5 277
Pension and UIF Contributions		551	359		71	197	90	107	120%	359
Medical Aid Contributions		139	161		16	48	40	8	19%	161
Overtime		–					–	–		–
Performance Bonus		554	777				194	(194)	-100%	777
Motor Vehicle Allowance		628	772		64	193	193	0	0%	772
Cellphone Allowance		59	83		10	30	21	10	47%	83
Housing Allowances		90	285		22	66	71	(5)	-7%	285
Other benefits and allowances		–	100	(1)	3	9	25	(16)	-63%	99
Payments in lieu of leave		70	77	(77)			(0)	0	-100%	(0)
Long service awards							–	–		–
Post-retirement benefit obligations	2						–	–		–
Sub Total - Senior Managers of Municipality		6 104	7 890	(78)	676	1 838	1 953	(115)	-6%	7 812
% increase	4		29,3%	-101,3%						28,0%
<u>Other Municipal Staff</u>										
Basic Salaries and Wages		71 440	79 891	(1 685)	5 972	17 566	19 552	(1 985)	-10%	78 206
Pension and UIF Contributions		15 225	10 474	(3 279)	1 063	3 182	1 799	1 383	77%	7 195
Medical Aid Contributions		10 067	9 132	(228)	514	1 536	2 226	(690)	-31%	8 904
Overtime		2 590	2 985	(35)	240	440	738	(297)	-40%	2 950
Performance Bonus		–				–	–	–		–
Motor Vehicle Allowance		4 940	6 539	(902)	515	1 676	1 409	267	19%	5 637
Cellphone Allowance		115	174	(99)	8	22	19	4	19%	75
Housing Allowances		879	1 397	(268)	72	254	282	(29)	-10%	1 129
Other benefits and allowances		3 557	3 424	6 789	585	1 079	2 553	(1 474)	-58%	10 213
Payments in lieu of leave		5 265	6 064	(6 064)		33	0	32	64023%	0
Long service awards		525		–		17	–	17	#DIV/0!	–
Post-retirement benefit obligations	2	8 043	5 698	4 978		340	2 669	(2 329)	-87%	10 676
Sub Total - Other Municipal Staff		122 646	125 779	(793)	8 968	26 145	31 247	(5 101)	-16%	124 986
% increase	4		2,6%	-100,6%						1,9%
Total Parent Municipality		139 566	145 242	(871)	10 469	30 542	36 093	(5 550)	-15%	144 371

Remuneration related expenditure for the first quarter ending 30 September 2018 amounted to **R30 542 000** of an adjusted budgeted amount of **R144 371 000** that represents **21.15%** of the budgeted amount.

SECTION 10 – MATERIAL VARIANCES TO THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

The measurement of performance of the Municipality in terms of the implementation of the Service Delivery and Budget Implementation plan are dealt with separately.

SECTION 11 – CAPITAL PROGRAMME PERFORMANCE

The table below provides information on capital budget spending:

SCOA config	Nr.	Project description	Cost centre	Original Budget R'000	YTD Expenditure R'	Year to date Budget	Status of the project	At what stage is each project currently	Any challenges identified that is resulting in delays?	What measures are in place to remedy the existing challenges.
071201240006	1	Filing Cabinet (4 Drawers)	1302	R 3 500,00		875,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects. This report will be tabled to the Management committee and the Finance portfolio committee to ensure accountability is enforced.
071207230001	2	Upgrading of Roads Link	1207	R 25 000,00		6 250,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
071207390001	3	Risk Management System	1207	R 500 000,00		125 000,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
071207240001	4	Laptop	1207	R 163 200,00		40 800,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
072305220001	5	Water Tankers (CRR)	2305	R 1 550 000,00		387 500,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
071201240007	6	Portable Voice recorders	1302	R 7 000,00		1 750,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
071201240008	7	Steel Shelves	1308	R 33 000,00		8 250,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
071201240009	8	Franking Machine	1308	R 17 000,00		4 250,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
071203240001	9	Chairs	1203	R 15 000,00		3 750,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
071203240002	10	Chair	1203	R 5 000,00		1 250,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
071203240003	11	Visitors Chairs	1203	R 6 000,00		1 500,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
071203240004	12	Desk	1203	R 5 000,00		1 250,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
071203240005	13	Chair	1203	R 5 000,00		1 250,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
071203240006	14	Visitors Chairs	1203	R 6 000,00		1 500,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
071206240001	15	Office Chairs (Recruitment and Selection)	1305	R 10 000,00		2 500,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
071206240002	16	Evacuation Chair (OHS)	1305	R 30 000,00		7 500,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
071207230002	17	Replacing ICT Capital Equipment beyond economical repairs	1207	R 50 000,00		12 500,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
071207240002	18	Loan Laptop	1207	R -		-	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
072305230002	19	Two Way Radio Repeater	2305	R 50 000,00		12 500,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
072502240001	20	3x Notice Boards	1803	R 4 500,00		1 125,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.
072502240002	21	3 Drawer Desk	1805	R 4 300,00		1 075,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.t.o the progress on their projects.

SCOA config	Nr.	Project description	Cost centre	Original Budget R'000	YTD Expenditure R'	Year to date Budget	Status of the project	At what stage is each project currently	Any challenges identified that is resulting in delays?	What measures are in place to remedy the existing challenges.
072502240003	22	Desk shell lockable top drawer	1805	R 3 871,00		967,75	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071209240002	23	CANON BATTERIES	1311	R 3 000,00		750,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071209240003	24	CANON CAMERA Canon 6D	1311	R 17 000,00		4 250,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071209240004	25	LAMINATING MACHINE	1311	R 2 800,00		700,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
072109240001	26	Water Cooler/Dispensers	2109	R 5 000,00	R 4 086,96	1 250,00	Completed	Completed	None	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
072109230001	27	Conference Speaker / recording system with 12 mics	2109	R 80 000,00		20 000,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
072109240002	28	Chairs	2109	R 12 000,00		3 000,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
072109240003	29	Small fridge	2109	R 3 000,00	R 1 735,00	750,00	Completed	Completed	None	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
072109240004	30	Kettle	2109	R 200,00		50,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
072204300001	31	Upgrading of Council Buildings	2204	R 2 000 000,00		500 000,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
072305300001	32	New Fire Station/ Training Academy (CRR Funding)	2305	R 3 000 000,00		750 000,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071207240004	33	ICT Technicians	1207	R 3 000,00		750,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071207390002	34	MS Office	1207	R 124 000,00		31 000,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071207240005	35	Printer HP Black\White	1207	R 3 500,00		875,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071207240006	36	Printer HP 4 in One	1207	R 18 000,00		4 500,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071207240007	37	Printer HP Colour	1207	R 5 300,00		1 325,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071208240001	38	Chair	1208	R 5 000,00		1 250,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071209240001	39	CHAIRS	1311	R 7 000,00		1 750,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071207230003	40	Insurance claims	1207	R 20 000,00		5 000,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071207240003	41	Personal Computers	1207	R 142 500,00		35 625,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
072305220002	42	LDV - 1 x Skid Unit & 1 x Command Unit (CRR)	2305	R 550 000,00		137 500,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.

SCOA config	Nr.	Project description	Cost centre	Original Budget R'000	YTD Expenditure R'	Year to date Budget	Status of the project	At what stage is each project currently	Any challenges identified that is resulting in delays?	What measures are in place to remedy the existing challenges.
072305290001	43	Hazmat suits - Level A	2305	R 160 000,00		40 000,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
072305290002	44	Thermal Imaging Camera	2305	R 80 000,00		20 000,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
072305230001	45	Hazmat Rescue & Fire Equipment Equipment	2305	R 300 000,00		75 000,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
07110240001	46	Office Chair	1018	R 10 000,00		2 500,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
07110240002	47	Two Visitors chairs - PA of the Deputy Mayor	1003	R 10 000,00		2 500,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071201240001	48	Filing Cabinet	1301	R 3 500,00		875,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071201240002	49	Highback Chair Bonded Leather - Personal Assistant	1301	R 5 000,00		1 250,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071201240003	50	Desk	1302	R 3 000,00		750,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071201240004	51	Highback Chair Bonded Leather	1302	R 10 000,00		2 500,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071201240005	52	Visitor Chairs Leather	1302	R 5 000,00		1 250,00	In Process	In Process	No expected challenges anticipated	Finance Department was informed that the goods will be delivered by 30 June 2018 but due to mentioned challenges the furniture is not yet in our possession. The furniture that was
072502240004	53	Highback swivel chair	1805	R 944,00		236,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
072502240005	54	2 x Saver Arm chair	1805	R 1 183,00		295,75	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
072502240006	55	1 x Conference Table & 10 x Saver arm chair	1805	R 24 176,00		6 044,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
072502240007	56	3 High back office desk chairs	1804	R 4 104,00		1 026,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
073305230001	57	Spare cells for mobile analyzer	3602	R 30 000,00		7 500,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071307102401	58	Sound System (IDP)	1307	R 30 000,00	R 29 000,00	7 500,00	Completed	Completed	None	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071207240011	59	Portable Printer	1207	R 4 000,00		1 000,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071207240012	60	Wireless Access Points	1207	R 40 000,00		10 000,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071207240013	61	Voice Recorder	1207	R 2 800,00		700,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
073305230002	62	Aluminium Tables	1018	R 15 000,00		3 750,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071207240008	63	Projector	1207	R 10 000,00		2 500,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071207240009	64	Heavy Duty Printer	1207	R 20 000,00		5 000,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
071207240010	65	Scanners	1207	R 40 000,00		10 000,00	In Process	In Process	No expected challenges anticipated	Monthly all project managers will report to the BTO progress i.to the progress on their projects.
Totals				9 303 378,00	34 821,96	775 281,50				




Commitments against capital for the month September 2018				
071201240006	1	Filing Cabinet (4 Drawers)	1302	3 243,48
071207230001	2	Upgrading of Roads Link	1207	25 000,00
071203240001	9	Chairs	1203	10 050,00
071209240002	23	CANON BATTERIES	1311	1 940
071209240003	24	CANON CAMERA Canon 6D	1311	12 814
072109240002	28	Chairs	2109	7 800,00
072204300001	31	Upgrading of Council Buildings	2204	58 073,67
071208240001	38	Chair	1208	3 350,00
071110240001	46	Office Chair	1018	4 891,30
071110240002	47	Two Visitors chairs - PA of the Deputy Mayor	1003	5 286,96
071201240001	48	Filing Cabinet	1301	2 591,30
071201240002	49	Highback Chair Bonded Leather - Personal Assistant	1301	3 800,00
071201240003	50	Desk	1302	2 465,22
071201240004	51	Highback Chair Bonded Leather	1302	1 833,91
071201240005	52	Visitor Chairs Leather	1302	3 652,17
073305230002	62	Aluminium Tables	1018	9 600,00
		Total Commitments		156 391,92

SECTION 12 – OPERATIONAL PROJECTS PERFORMANCE

Refer to the table below which illustrates the progress on operational projects as at 30 June 2018:

Please note: Unfortunately, insufficient information from the financial system are available to allow for accurate reporting.

SECTION 13 – SECTION 11 WITHDRAWALS

 PROVINCIAL TREASURY Withdrawals from Municipal Bank Accounts In accordance with Section 11, Sub-section 1 (b) to (j) 																									
NAME OF MUNICIPALITY:	EDEN DISTRICT MUNICIPALITY																								
MUNICIPAL DEMARCATION CODE:	DC4																								
QUARTER ENDED:	30 SEPTEMBER 2018																								
MFMA section 11. (1) Only the <i>accounting officer</i> or the <i>chief financial officer</i> of a <i>municipality</i> , or any other senior financial <i>official</i> of the <i>municipality</i> acting on the written authority of the <i>accounting officer</i> may withdraw money or authorise the withdrawal of money from any of the <i>municipality's</i> bank accounts, and may do so only -	<table border="1"> <thead> <tr> <th>Amount</th> <th>Reason for withdrawal</th> </tr> </thead> <tbody> <tr> <td>(b) to defray expenditure authorised in terms of section 26(4);</td> <td>none</td> </tr> <tr> <td>(c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);</td> <td>none</td> </tr> <tr> <td>(d) in the case of a bank account opened in terms of section 12. to make payments from the account in accordance with subsection (4) of that section;</td> <td>none</td> </tr> <tr> <td>(e) to pay over to a person or organ of state money received by the <i>municipality</i> on behalf of that person or organ of state, including -</td> <td>none</td> </tr> <tr> <td>(i) money collected by the <i>municipality</i> on behalf of that person or organ of state by agreement; or</td> <td>none</td> </tr> <tr> <td>(ii) any insurance or other payments received by the <i>municipality</i> for that person or organ of state;</td> <td>none</td> </tr> <tr> <td>(f) to refund money incorrectly paid into a bank account;</td> <td>none</td> </tr> <tr> <td>(g) to refund guarantees, sureties and <i>security</i> deposits;</td> <td>none</td> </tr> <tr> <td>(h) for cash management and <i>investment</i> purposes in accordance with section 13;</td> <td>R 150 000 000,00 Investments made for the 1st Quarter</td> </tr> <tr> <td>(i) to defray increased expenditure in terms of section 31; or</td> <td>none</td> </tr> <tr> <td>(j) for such other purposes as may be <i>prescribed</i>.</td> <td>R 46 032 000,00 Quarter 1 expenditure</td> </tr> </tbody> </table>	Amount	Reason for withdrawal	(b) to defray expenditure authorised in terms of section 26(4);	none	(c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);	none	(d) in the case of a bank account opened in terms of section 12. to make payments from the account in accordance with subsection (4) of that section;	none	(e) to pay over to a person or organ of state money received by the <i>municipality</i> on behalf of that person or organ of state, including -	none	(i) money collected by the <i>municipality</i> on behalf of that person or organ of state by agreement; or	none	(ii) any insurance or other payments received by the <i>municipality</i> for that person or organ of state;	none	(f) to refund money incorrectly paid into a bank account;	none	(g) to refund guarantees, sureties and <i>security</i> deposits;	none	(h) for cash management and <i>investment</i> purposes in accordance with section 13;	R 150 000 000,00 Investments made for the 1st Quarter	(i) to defray increased expenditure in terms of section 31; or	none	(j) for such other purposes as may be <i>prescribed</i> .	R 46 032 000,00 Quarter 1 expenditure
Amount	Reason for withdrawal																								
(b) to defray expenditure authorised in terms of section 26(4);	none																								
(c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);	none																								
(d) in the case of a bank account opened in terms of section 12. to make payments from the account in accordance with subsection (4) of that section;	none																								
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(i) to defray increased expenditure in terms of section 31; or	none																								
(j) for such other purposes as may be <i>prescribed</i> .	R 46 032 000,00 Quarter 1 expenditure																								
(4) The <i>accounting officer</i> must within 30 days after the end of each <i>quarter</i> -	Name and Surname: M Stratu																								
(a) table in the <i>municipal council</i> a consolidated report of all withdrawals made in terms of subsection (1)(b) to (j) during that <i>quarter</i> ; and	Rank/Position: Municipal Manager																								
(b) submit a copy of the report to the relevant <i>provincial treasury</i> and the <i>Auditor-General</i> .	Signature: 																								
Tel number	Fax number																								
044 803 1340																									
Email Address																									
geraldine@edendm.co.za																									
The completed form must reach Mr Edwin Nkuna at the Provincial Treasury, Private Bag x 9165, 7 Wale Street, Cape Town, 8000, Tel: 021 483 8662, Fax 021 483 8623, Email: enkuna@pgwc.gov.za on or before the 15th of the month following the end of each quarter.																									

SECTION 14 – MUNICIPAL MANAGER’S QUALITY CERTIFICATE



OFFICE OF THE MUNICIPAL MANAGER MEMORANDUM

To:	National Treasury and Provincial Treasury	Reference:	6/18/7/2018-2019
Copies:	Records	Date:	11 October 2018
From:	Municipal Manager	Office:	George
Subject:	Quality Certificate		

QUALITY CERTIFICATE

I, MG STRATU, the accounting officer of **GARDEN ROUTE DISTRICT MUNICIPALITY (DC4)**, hereby certify that the—

(mark as appropriate)

- ☐ The monthly budget statement
- ☐ **Quarterly report on the implementation of the budget and financial state of affairs of the municipality**
- ☐ Mid- year budget and performance assessment
- ☐

for the quarter ended **30 SEPTEMBER 2018**, has been prepared in accordance with the Municipal Finance Management Act (Act 56 of 2003) and regulations made under the Act.

Disclaimer: Please note that the Section 71 Reporting is subject to changes due to the fact that the Municipality are experiencing challenges with the reporting of M03 September 2018 due to the lack of completeness and credibility of information on the financial system (Phoenix). The municipality populated the C-Schedule manually, and aligned the September 2018 figures to the actual year-to-date figures as reflected on the ledger in order to align with the data strings.

Print Name Clive Africa

Accounting Officer of **GARDEN ROUTE DISTRICT MUNICIPALITY (DC4)**.

Signature [Signature]

Date 2018:10:12

GARDEN ROUTE DISTRICT MUNICIPALITY
PO Box 12, George, 6530; 54 York Street, George, 6530
Tel: 044 803 1300 | Fax: 086 555 6303 | E-mail: info@gardendoute.gov.za
www.gardenroute.gov.za



**REPORT FROM PERFORMANCE MANAGEMENT:
QUARTER 1**

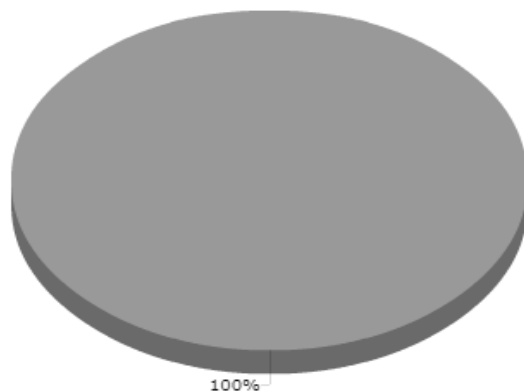
July 2018 – September 2018

CONTENTS	PAGE
<p>Key Performance Indicators as per Directorate</p> <ol style="list-style-type: none"> 1. Office of the Municipal Manager 2. Finance Department 3. Corporate 4. Planning and Economic Development 5. Community Services 6. Roads and Transport Planning 	<p>Pg. 3 - 9</p>

Office of the Municipal Manager

Report drawn on 11 September 2018 at 09:14
for the month of September 2018.

Office of the Municipal Manager



	Office of the Municipal Manager
KPI Not Yet Measured	3 (100%)
KPI Not Met	-
KPI Almost Met	-
KPI Met	-
KPI Well Met	-
KPI Extremely Well Met	-
Total:	3

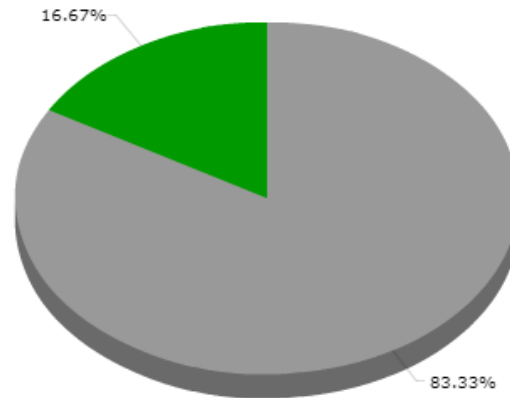
Office of the Municipal Manager

Ref	Directorate	KPI	Unit of Measurement	KPI Owner	September 2018		
					Target	Actual	R
TL1	Office of the Municipal Manager	Submit the Final Annual Report 2017/18 to Council by 31 March 2019	Final Annual Report for 2017/18 submitted to Council	Municipal Manager	0	0	N/A
TL2	Office of the Municipal Manager	Submit the District Municipal Communication Strategy to Council by 31 March 2019	District Municipal Communication Strategy submitted to Council by 31 March 2019	Municipal Manager	0	0	N/A
TL3	Office of the Municipal Manager	Submit the Top layer SDBIP for the 2019/20 financial year for approval by the Mayor within 14 days after the budget has been approved	Top Layer SDBIP for the 2019/20 budget submitted to the Mayor within 14 days after the budget has been approved	Municipal Manager	0	0	N/A

Finance Department

Report drawn on 12 October 2018 at 08:46
for the month of September 2018.

Financial Services



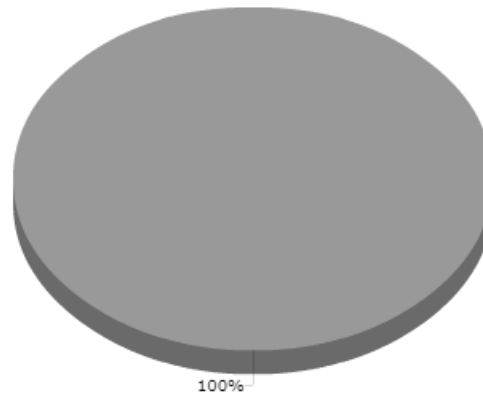
Financial Services	
KPI Not Yet Measured	5 (83.3%)
KPI Not Met	-
KPI Almost Met	-
KPI Met	1 (16.7%)
KPI Well Met	-
KPI Extremely Well Met	-
Total:	6

Ref	Directorate	KPI	Unit of Measurement	KPI Owner	September 2018		
					Target	Actual	R
TL4	Financial Services	Report on the percentage of the municipal capital budget spent on capital projects by 30 June 2019 (Actual amount spent on capital projects / Total amount budgeted for capital projects)	% of capital budget spent by 30 June 2019	CFO	0%	0%	N/A
TL5	Financial Services	Financial viability measured in terms of the municipality's ability to meet its service debt obligations by 30 June 2019 ((Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant)	% of debt coverage	CFO	0%	0%	N/A
TL6	Financial Services	Financial viability measured in terms of the available cash to cover fixed operating expenditure by 30 June 2019 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets))	Number of months that available cash is sufficient to cover the monthly operating expenditure	CFO	0	0	N/A
TL7	Financial Services	Submit the Annual Financial Statements of 2017/18 to the Auditor-General by 31 August 2018	Annual financial statements of 2017/18 submitted by 31 August 2018	CFO	1	1	G
TL8	Financial Services	Achieve a current ratio of 1 (Current assets : Current liabilities) by 30 June 2019	Number of times the municipality can pay back its short term-liabilities with its short-term assets	CFO	0	0	N/A
TL9	Financial Services	Submit a bi-annual report to Council on the sustainability of Eden District Municipality	Number of reports submitted to Council	CFO	0	0	N/A

Corporate Services

Report drawn on 11 September 2018 at 09:23
for the month of September 2018.

Corporate Services



	Corporate Services
KPI Not Yet Measured	9 (100%)
KPI Not Met	-
KPI Almost Met	-
KPI Met	-
KPI Well Met	-
KPI Extremely Well Met	-
Total:	9

Eden District Municipality

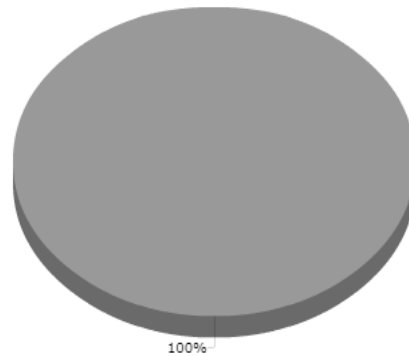
Corporate Services

Ref	Directorate	KPI	Unit of Measurement	KPI Owner	September 2018		
					Target	Actual	R
TL10	Corporate Services	The number of people from employment equity target groups appointed in the three highest levels of management during the 2018/19 financial year in compliance with the municipality's approved Employment Equity Plan	Number of people appointed in the three highest levels of management in compliance with a municipality's approved employment equity plan	Executive Manager: Corporate Services	0	0	N/A
TL11	Corporate Services	Spend 0.5% of the personnel budget on training by 30 June 2019 (Actual total training expenditure divided by total personnel budget)	% of the personnel budget spent on training	Executive Manager: Corporate Services	0%	0%	N/A
TL12	Corporate Services	Limit the vacancy rate to 15% of budgeted posts by 30 June 2019 (Number of funded posts vacant divided by number of budgeted funded posts)	% vacancy rate	Executive Manager: Corporate Services	0%	0%	N/A
TL13	Corporate Services	Review the Organisational Structure and submit to Council by 30 June 2019	Organisational structure reviewed and submitted to Council by 30 June 2019	Executive Manager: Corporate Services	0	0	N/A
TL14	Corporate Services	Award 2 external bursaries to qualifying candidates by 31 March 2019	Number of external bursaries awarded	Executive Manager: Corporate Services	0	0	N/A
TL15	Corporate Services	Develop a Corporate Plan for the Eden District Municipality and submit to Council by 30 June 2019	Number of plans submitted to Council	Executive Manager: Corporate Services	0	0	N/A
TL16	Corporate Services	Develop an ICT Strategic Plan for the Eden District Municipality and submit to the Management Committee (MANCOM) by 30 June 2019	Number of plans submitted to MANCOM	Executive Manager: Corporate Services	0	0	N/A
TL17	Corporate Services	Submit a report to Council on the development of a Council Resolution System by 31 January 2019	Number of reports submitted to Council	Executive Manager: Corporate Services	0	0	N/A
TL18	Corporate Services	Develop a Strategic Plan for the Centralisation of all records for the Municipality and submit to the Management Committee MANCOM by 31 January 2019	Number of plans submitted to MANCOM	Executive Manager: Corporate Services	0	0	N/A

Planning and Economic Development

Report drawn on 11 September 2018 at 09:26
for the month of September 2018.

Planning and Economic Development



	Planning and Economic Development
KPI Not Yet Measured	7 (100%)
KPI Not Met	-
KPI Almost Met	-
KPI Met	-
KPI Well Met	-
KPI Extremely Well Met	-
Total:	7

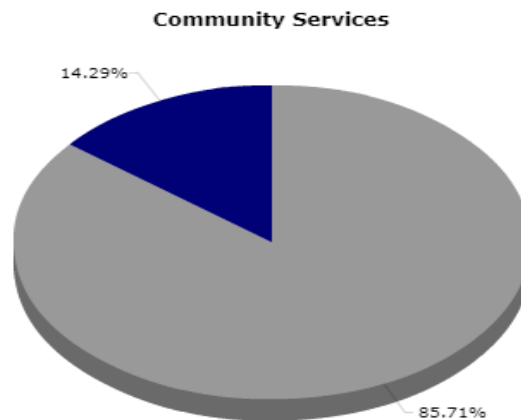
Eden District Municipality

Planning and Economic Development

Ref	Directorate	KPI	Unit of Measurement	KPI Owner	September 2018		
					Target	Actual	R
TL26	Planning and Economic Development	Develop a 5 year District Tourism Strategy and submit to Council by 31 March 2019	District Tourism Strategy submitted to Council	Executive Manager: Planning and Development	0	0	N/A
TL27	Planning and Economic Development	Submit the Expanded Public Works Programme (EPWP) business plan to the National Minister of Public Works for all internal projects by 30 June 2019	EPWP business plan submitted to the National Minister of Public Works	Executive Manager: Planning and Development	0	0	N/A
TL28	Planning and Economic Development	Create job opportunities through the Expanded Public Works Programme (EPWP) by 30 June 2019	Number of job opportunities created through the EPWP programme	Executive Manager: Planning and Development	0	0	N/A
TL29	Planning and Economic Development	Conduct work sessions with Small, Medium and Micro-Enterprises (SMME's) on development with special focus on export development	Number of work sessions conducted	Executive Manager: Planning and Development	0	0	N/A
TL30	Planning and Economic Development	Sign an agreement with the Western Cape Economic Development Partnership by 31 December 2018	Number of agreements signed	Executive Manager: Planning and Development	0	0	N/A
TL31	Planning and Economic Development	Appoint a service provider for the development of a Tourism Strategy for Kannaland Municipality by 31 March 2019	Number of service providers appointed	Executive Manager: Planning and Development	0	0	N/A
TL32	Planning and Economic Development	Submit the reviewed District Integrated Development Plan (IDP) to Council by 31 May 2019	Number of IDP's submitted	Executive Manager: Planning and Development	0	0	N/A

Community Services

Report drawn on 11 September 2018 at 09:29
for the month of September 2018.



	Community Services
KPI Not Yet Measured	6 (85.7%)
KPI Not Met	-
KPI Almost Met	-
KPI Met	-
KPI Well Met	-
KPI Extremely Well Met	1 (14.3%)
Total:	7

Eden District Municipality

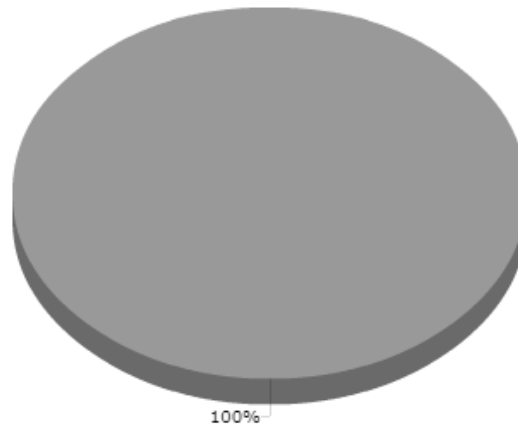
Community Services







Ref	Directorate	KPI	Unit of Measurement	KPI Owner	September 2018		
					Target	Actual	R
TL19	Community Services	Develop and submit a Climate Change Strategy to Council for approval by 30 June 2019	Number of Climate Change Strategies developed and submitted to Council	Executive Manager: Community Service	0	0	N/A
TL20	Community Services	Submit bi-annual progress reports to Council on the construction of the Regional Landfill Site in Mossel Bay	Number of progress reports submitted	Executive Manager: Community Service	0	1	B
TL21	Community Services	Install a Disaster Management System at Eden District Municipality by 31 March 2019	Number of systems installed	Executive Manager: Community Service	0	0	N/A
TL22	Community Services	Submit bi-annual reports to Council on the progress of Eden District Municipality becoming a Water Service Authority	Number of progress reports submitted	Executive Manager: Community Service	0	0	N/A
TL23	Community Services	Conduct training sessions on Public Health Awareness and Responsibilities to 50 school governing bodies in the Eden District Municipal area	Number of training sessions conducted	Executive Manager: Community Service	0	0	N/A
TL24	Community Services	Appoint a service provider for the construction of the Fire Station by 30 June 2019	Number of service providers appointed	Executive Manager: Community Service	0	0	N/A
TL25	Community Services	Submit the Eden Air Quality Management Plan to Council by 30 June 2019	Number of plans submitted	Executive Manager: Community Service	0	0	N/A

Roads and Transport Planning

Report drawn on 11 September 2018 at 09:34
for the month of September 2018.

Roads and Transport Planning Services



	Roads and Transport Planning Services
 KPI Not Yet Measured	6 (100%)
 KPI Not Met	-
 KPI Almost Met	-
 KPI Met	-
 KPI Well Met	-
 KPI Extremely Well Met	-
Total:	6

**ALIENATION OF PORTIONS 1 AND 2 OF FARM 303, THE CRAGGS
AND FARM 258, VOORBRUG (OUTSPAN) / *VERVREEMDING VAN
GEDEELTES 1 EN 2 VAN PLAAS 303, THE CRAGGS EN PLAAS 258,
VOORBRUG (OUTSPAN)* / UKUTHENGISWA KWIZABELO 1 KUNYE 2
ZEFAMA 303, E CRAGGS NEFAMA 258, VOORBRUG
(OUTSPAN)(682862)**

(8/3/1/1)

16 October 2018

**REPORT FROM THE OFFICE OF THE MUNICIPAL MANAGER (M STRATU):
MANAGER LEGAL SERVICES (N DAVIDS)**

PURPOSE OF THE REPORT

To inform Council of the two (2) properties sold (Farm 303 [the Craggs] and Farm 258, Outspan, Voorbrug).

BACKGROUND

An item relating to the status quo of Council's properties served at various Committees (Property Portfolio Committee, Mayco and Council) and approval was granted to dispose of certain of Council's properties.

Two of these properties related to erven 20, 21 and 22 Knysna as well as Farm 303, Knysna (the Craggs). These properties were advertised in *Die Burger*, *Cape Times* and *City Press*, with the closing date being 8 September 2017 to solicit the views of the public. Offers received for erven 20, 21 and 22 Belvidere amounted to R10 000,00; R20 000,00 and R10 000,00 respectively whereas the value in Council's Asset Register amounted to R460 000,00 per erf. Due to the fact that the offers received for the Belvidere properties were less than the market-value, Council resolved not to sell these properties.

Council received two (2) offers from Messrs Mokoape and Bruce for portions 1 and 2 of Farm 303, the Craggs. Mr Mokoape offered Council R10 000,00 per hectare for the two (2) portions and Mr Bruce offered Council R2 500 000,00 for both portions. Portion 1 measures approximately 1.7131 hectare and portion 2 measures approximately 8.5653 hectares. According to Council's Asset Register, portion 1 was valued at R350 000,00 and portion 2 was valued at R1 200 000,00 and the offer of Mr Bruce was accepted.

On 29 May 2017, an item also served at Council to obtain Council resolutions to develop strategies that will extract optimum financial value for alleviation of financial stresses of the municipality and to enhance the revenue base of the District Municipality. Council, per resolution DC 177/05/17 resolved as follows:

“1. That the Municipal Manager, assisted by Executive Management and monitored by the Executive Mayor ensures that various legislative processes are employed to facilitate decision-making to achieve the following :

- Leasing of certain properties on a long term basis;*
 - Alienation (out-right sale) of certain properties;*
 - Partnering with developers in certain properties;*
 - Exchange with B-Municipalities of certain properties for mutual benefit;*
 - Own development of certain properties to achieve certain development goals;*
 - Partnering with Provincial and National governments and entities to achieve certain development goals; and*
- 2. That a comprehensive turn-around strategy be compiled per property with the proposed way forward having due regards for legislative requirements. The turn-around strategy must be completed by 31 August 2017 and will be used as guideline for decision-making purposes.*
- 3. That Management engages in practical steps to encourage investors from public and private sectors to come up with sustainable investment packages. That a process towards the development and adoption of long-term Growth and Development Strategy is started forthwith.*
- 4. That progress reports are submitted to the Property Portfolio Committee and Mayoral Committee on a monthly basis and to Council on a regular basis.*
- 5. That necessary capacity from a technical point of view must be employed as and when a need arise.”*

In view of the abovementioned Council Resolution, Mr Barnard, who leased Farm 258, Outspan, Voorbrug (R10 172,00 per month) from the District Municipality, showed interest in purchasing the property at a site meeting. A written offer was subsequently received from Mr Barnard and before this offer was accepted, an inspection in loco took place between writer, Messrs Barnard, Pretorius, Stratu and the Executive Mayor. This property, according to Council's Asset Register, was valued at R1 700 000,00 (approximately 85.6448 hectares) and the market-related offer received from Mr Barnard was for the amount of R4 000 000,00.

To give effect to the abovementioned Council Resolution (*alienation [out-right sale] of certain properties*) approval was granted to alienate the property and the public participation process was followed (advertised as per the Municipal Asset Transfer Regulations).

After the public participation process was followed, an agreement was entered into between the two Parties and this property was lodged in the Deeds Office on 21 August 2018.

UITVOERENDE OPSOMMING

‘n Item met betrekking tot die status quo van die Raad se eiendomme het op verskeie komitees gediën (Eiendomme, Mayco and Raad) en goedkeuring was verkry om sekere raadseiendomme te vervreem.

Hierdie eiendomme sluit in erwe 20, 21 en 22 Belvidere sowel as Plaas 303, Knysna (the Craggs). Hierdie eiendomme was geadverteer in Die Burger, Cape Times en City Press, met die sluitingsdatum van 8 September 2017 om die kommentare van die publiek te verkry oor die voorgename verkope. Die Raad het versoeke ontvang vir erwe 20, 21 en 22 Belvidere ten bedrae van R10 000,00; R20 000,00 en R10 000,00 respektiewelik, maar die waarde van bovermelde erwe in die Raad se bateregister beloop R460 000,00 per erf. As gevolg van die feit dat die bedrae minder as die markverwante waarde is, het die Raad besluit om nie hierdie erwe te vervreem nie.

Die Raad het twee (2) versoeke ontvang vanaf menere Mokoape en Bruce vir gedeeltes 1 en 2 van Plaas 303, the Craggs. Mnr Mokoape het die Raad R10 000,00 per hektaar aangebied en mnr Bruce het die Raad R2 500 000,00 aangebied vir beide gedeeltes. Gedeelte 1 is ongeveer 1.7131 hektaar groot en gedeelte 2 is ongeveer 8.5653 hektaar groot. Volgens die Raad se bateregister, het gedeelte 1 R350 000,00 beloop en gedeelte 2 was ge-evalueer teen R1 200 000,00 en die versoek van mnr Bruce was aanvaar.

Op 29 Mei 2017 het ‘n verdere item voor die Raad gediën om goedkeuring te verkry om strategieë te ontwikkel om die inkomste van die Distriksmunisipaliteit te verhoog. Die Raad het, per resoluëie DC 177/05/17 as volg besluit:

“1. Dat die Munisipale Bestuurder, bygestaan deur die Uitvoerende Bestuur en deur die Uitvoerende Burgemeester gemonitor, verseker dat die onderskeie wetgewende prosesse gevolg word ten einde besluitneming vir die bereiking van die volgende, te bemiddel:

- Verhuring van sekere eiendom op ‘n langtermynbasis*
- Vervreemding van sekere eiendom*
- Aangaan van ontwikkelingsvennootskappe vir sekere eiendom*
- Uitrui van sekere eiendom met B-munisipaliteite wat tot gesamentlike voordeel sal strek*

- *Eie ontwikkeling van sekere eiendom ten einde ontwikkelingsdoelwitte te bereik;*
 - *Aangaan van Provinsiale- en Nasionale regeringsvennootskappe en instellings ten einde sekere ontwikkelingsdoelwitte te bereik*
2. *Dat binne die toelaatbare wetgewing, 'n omvattende omkeerstrategie vir elke eiendom opgestel word. Hierdie omkeerstrategie moet voor 31 Augustus 2017 afgehandel wees waarna dit as riglyn vir 'n besluitnemingsproses aangewend sal word.*
 3. *Dat Bestuur pragmaties optree om te verseker dat beleggers uit die publiek en privaatsektor volhoubare investeringsvoortelle indien. Dat 'n proses vir die ontwikkeling en aanvaarding van 'n langtermyn Groei- en Ontwikkelingstrategie as 'n saak van dringendheid aangepak word.*
 4. *Dat vorderingsverslae maandeliks aan die Eiendomsbestuur- en Ontwikkelingsportefeuljekomitee en Burgemeesterskomitee en op 'n gereelde basis aan die Raad voorgelê word.*
 5. *Dat die nodige kapasiteit vanuit 'n tegniese oogpunt bekom word soos en wanneer dit benodig mag word."*

Met bovermelde Raadsbesluit in ag genome, het mnr Barnard, wat Plaas 258, Outspan, Voorbrug (R10 172,00 per maand) by die Distriksmunisipaliteit huur, belangstelling getoon om die plaas te koop. 'n Skriftelike versoek was ontvang vanaf mnr Barnard en alvorens sy aanbod aanvaar was, het 'n terplaatsse inspeksie tussen menere Barnard, Pretorius, Stratu en die Uitvoerende Burgemeester plaasgevind. Die Plaas, in terme van die Raad se bateregister, was gewaardeer teen R1 700 000,00 (ongeveer 85.6448 hektaar groot) en die markverwante versoek ontvang vanaf mnr Barnard het R4 000 000,00 beloop.

Om effek te gee to bovermelde Raadsbesluit (vervreemding van sekere eiendomme) was goedkeuring verleen om die plaas aan mnr Barnard te verkoop en die publieke deelname proses was gevolg (voorgenome verkope was geadverteer soos deur die Munisipale Bate-oordragregulasies voorgeskryf). Na die publieke deelname proses het die Partye 'n verkoopsooreenkoms aangegaan en die plaas was op 21 Augustus 2018 in die Akteskantoor geregistreer.

RECOMMENDATION

That Council takes note, in execution of Council Resolution quoted above (alienation of out-right sale) of certain properties sold to Messrs Barnard and Bruce to the value of R6 500 000,00.

AANBEVELING

Dat die Raad kennis neem, met die uitvoering van bovermelde Raadsbesluit soos bo vermeld (vervreemding van raadseïendom) van sekere eiendomme aan menere Barnard en Bruce ter waarde van R6 500 000,00.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo, ekumiselweni kweSiggibo seBhunga nescatshulwe ngasentla (ukupheliswa ngokwentengiso) malunga nokuthengiswa kwemihlaba ithengiselwe Messrs Barnard and Bruce nexabisa R6 500 000.00.

[BACK TO AGENDA](#)

**RESTRUCTURING OF SECTION 79 AND 80 COMMITTEES /
HERSAMESTELLING VAN ARTIKEL 80 EN 79 KOMITEES /
ULUNGELELWANISO LWEKOMITI ZOMHLATHI 79 KUNYE 80 (684684)**

(4/1/2/4/12)

30 October 2018

**REPORT FROM THE MUNICIPAL MANAGER (M STRATU) / STRATEGIC MANAGER
(T LOLIWE)**

PURPOSE OF THE REPORT

To recommend the approval of restructuring of Committees in terms of Sections 79 and 80 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998).

BACKGROUND

Vacancies occurred on Section 80 Committees due one (1) Councillor who passed away and one (1) Councillor who resigned. In his email correspondence dated 05 October 2018 to the Acting Speaker, the Chief Whip of the ANC, Cllr P Van der Hoven provided the name of Cllr NA Tsengwa to serve on a Section 80 Committee with immediate effect. Email correspondence attached as **Annexure A**.

Two vacancies occurred on the Municipal Public Accounts Committee (MPAC) due to the resignation of a Councillor and one member who is currently the Acting Speaker, which affects negatively on the effectiveness of this Committee. MPAC is not able to reach a quorum due the current vacancies. This has furthermore resulted in the inability to make decisions and to fulfill the functions of MPAC as per the legislative framework.

MPAC is established in terms of Section 79 of the Municipal Structures Act, 117 of 1998, and is responsible to perform an oversight function on behalf of Council.

The list of Section 79 and 80 Committees is attached as **Annexure B**.

Section 79 of the Structures Act reads as follows:

- (1) *"A municipal council may –*
 - (a) *establish one or more committees necessary for the effective and efficient performance of any of its functions or the exercise of any of its powers;*
 - (b) *appoint the members of such a committee from among its members; and*

(c) dissolve a committee at any time.

(2) The municipal council –

(a) must determine the functions of a committee;

(b) may delegate duties and powers to it in terms of Section 32;

(c) must appoint the chairperson;

(d) may authorize a committee to co-opt advisory members who are not Lids of the council within the limits determined by the council;

(e) may remove a member of a committee at any time; and

(f) may determine a committee's procedure."

RELEVANT LEGISLATION

Section 41(1)(c) of the Constitution Act 108 of 1996 states that all spheres of government and all organs of state within each sphere must provide effective, transparent, accountable and coherent government for the Republic as a whole.

Sections 79 and 80 of the Local Government: Municipal Structures Act, 117 of 1998

Section 129 (1) of the Local Government: Municipal Finance Management Act, Act 56 of 2003.

FINANCIAL IMPLICATIONS

None

UITVOERENDE OPSOMMING

*Vakatures het op die Artikel 79- en 80 Komitees ontstaan as gevolg van die afsterwe van 'n raadslid en die bedanking van 'n raadslid. In 'n e-pos korrespondensie gedateer 05 Oktober 2018 aan die Waarnemende Speaker, het die Hoofswep van die ANC, Rdl PJ Van der Hoven die naam van Rdl NA Tsengwa voorgestel om op 'n Artikel 80 Komitee te dien. E-pos aangeheg as **Aanhangsel A**.*

Twee vakatures het ook ontstaan op die Munisipale Publieke Rekening Komitee (MPRK), as gevolg van die bedanking van 'n raadslid en een van die komiteelede wat tans die Waarnemende Speaker is gevolglik is daar geen kworum vir besluitneming en optimale funksionering van MPAK nie.

*Die lys van Artikel 79 en 80 Komitees is aangeheg as **Aanhangsel B**.*

RECOMMENDATION

1. That Council nominate Cllr NA Tsengwa as member of the Section 80 Committee: Planning and Economic Development Committee.
2. That Council nominate two Councillors to serve on the Municipal Public Accounts Committee (MPAC).

AANBEVEEL

1. *Dat die Raad Rdl NA Tsengwa nomineer as lid van die Artikel 80 Komitee: Beplanning en Ekonomiese Ontwikkelingskomitee.*
2. *Dat die Raad twee raadslede as lede van Munisipale Publieke Rekeninge Komitee (MPRK) nomineer.*

ISINDULULO

1. Sesokuba iBhunga lichonge uCebe NA Tsengwa njengelungu leKomiti Yezicwangciso kunye Nophuhliso loQoqosho.
2. Sesokuba iBhunga lichonge OoCeba ababini abazochopha kwiKomiti Yencwadi Zoluntu zoMasipala (MPAC).

APPENDIX

Daphne October

From: Barnie Groenewald <groenewaldbarnie@gmail.com>
Sent: Sunday, 07 October 2018 8:07 PM
To: Pieter vd Hoven
Cc: Trix Holtzhausen; Alvera Joseph; Daphne October; Erina de Villiers; Daleen D
Subject: Re: DEPLOYMENT TO SECTION 80 AND 79 COMMITTEES

Dear Councillor van der Hoven

Thank you for your email. I've forwarded it to our administration to execute. Your swift response is highly appreciated.

Warm regards

Barnie

On Fri, Oct 5, 2018 at 8:48 PM Pieter vd Hoven <pjhoven@gmail.com> wrote:
5 October 2018

The Speaker
Garden Route District Municipality

Dear Councillor Groenewald

Please be informed that newly ANC appointed Councillor, Aubrey Tsengwa, is to be deployed to the Economic Development and Tourism Section 80 at the Garden Route District Municipality with immediate effect.

Requesting that he is duly informed and provided with the relevant documentation including the agenda for the first upcoming meeting.

Yours faithfully

Piet van der Hoven

Barnie Groenewald

mobile: +27 83 6311 998

email:
groenewaldbarnie@gmail.com

address: PO Box 834,



ANNEXURE B

EDEN DISTRICT MUNICIPALITY – SECTION 79 & 80 COMMITTEES: AS AT 05 OCTOBER 2018

RESPONSIBLE COMMITTEE OFFICER, DAY & TIME OF MEETINGS	BONISILE	REHANA	REHANA	BONISILE	REHANA	TANDO	TANDO
	ROADS & TRANSPORT PLANNING SERVICES: MON @ 14:00	FINANCIAL SERVICES: TUES @ 10:00	PLANNING & ECONOMIC DEV TUES @ 14:00	COMMUNITY SERVICES: WED @ 10:00	PROPERTY /ASSET MANAGEMENT WED @ 14:00	CORPORATE SERVICES: THUR @ 10:00	STRATEGIC SERVICES: THUR @ 14:00
FUNCTIONS	Roads & Maintenance Integrated Transport Planning RRAMS	Income and Expenditure Supply Chain BTO Revenue Management Asset Management Stores Financial Statements / GRAP Statements	Regional Economic Development Tourism / Arts and Culture Youth (EPWP) Rural Development Job Creation	Fire and Rescue / Disaster Management / Municipal Health / Environmental Management (Waste Management/Air Quality) Call Centre Spacial Development & Planning	Property Planning & Maintenance Resorts Strategic / Investment Properties	HR Dev Committee Services Legal Services Auxilliary Services ICT Services Fleet Management	IGR Communications IDP Public Participation Information Shared Services Funding Mobilization Regional Bulk Infrastructure Planning Strategic Properties (for noting only)
CHAIRPERSON	RE Spies	JC Lambaatjeen	RH Ruiters	KS Lose	JP Johnson	I Stemela	E Meyer
DEPUTY CHAIR	JP Johnson	RE Spies	KS Lose	E Meyer	I Stemela	RH Ruiters	JC Lambaatjeen
EXE MANAGER	JC Ottervanger	L Hoek	L Menze	C Africa	L Menze	B Holtzhausen	L Menze
DA	SM Odendaal D Saayman BN Van Wyk	B Van Wyk RR Wildschut L Tyokolo	SF May EH Stroebel BHJ Groenewald	RR Wildschut L Tyokolo T Van Rensburg	SF May A Windvogel EH Stroebel	RGS Figland BHJ Groenewald AJ Rossouw	RGS Figland T Van Rensburg D Saayman
ANC	NF Kamte PJ Van der Hoven	IT Mangaliso D Xego	S De Vries A Tsengwa (as at 5 Oct 2018)	CN Lichaba K Windvogel	NF Kamte MP Mapiitiza	T Teyisi SS Mbandezi	NC Jacob MP Mapiitiza
ICOSA				T Fortuin		T Fortuin	T Fortuin
PBI		V Gericke	V Gericke		V Gericke		
TOTAL	7	8	8	8	8	8	8

EDEN DISTRICT MUNICIPALITY – SECTION 79 & 80 COMMITTEES: AS AT 05 OCTOBER 2018

	REHANA	MANAGER LEGAL	DAPHNE	DAPHNE	REHANA	TANDO	DAPHNE	LEGAL ADVISOR
	BUDGET STEERING	APPEALS COM	GOVERNANCE	MPAC	TRAINING & DEV	HEALTH & SAFETY	LOCAL LABOUR FORUM	DISCIPLINARY COMMITTEE
CHAIR	JC Lambaatjeen		HBJ Groenewald	CN Lichaba	S De Vries	V Gericke	Employer	
DA	RE Spies	E Meyer RH Ruiters T Van Rensburg	RE Spies	Vacant (Van Rensburg resigned) AJ Rossouw Vacant (Acting Speaker) BN Van Wyk	RE Spies RGS Figland	D Saayman	BHJ Groenewald D Saayman RE Spies as at 24 /4/2018	L Stroebel D Saayman S Odendaal
ANC	D Xego	PJ Van der Hoven	PJ Van der Hoven	IT Mangaliso		NF Kamte	T Teyisi PJ Van Hoven SS Mbandezi as at 24 /4/2018	MP Mapitiza CN Lichaba
ICOSA	T Fortuin		T Fortuin	T Fortuin				T Fortuin
PBI		V Gericke	V Gericke				V Gericke	
MANAGEMENT							Municipal Manager B Holtzhausen	
UNIONS					2 Imatu 2 Samwu	2 Imatu 2 Samwu	5 Samwu 3 Imatu	

EDEN DISTRICT MUNICIPALITY – SECTION 79 & 80 COMMITTEES: AS AT 05 OCTOBER 2018

	WORKPLACE & RESTRUCTURING	BASIC CONDITIONS OF SERVICES	HUMAN RESOURCE DEV COMMITTEE	AUDIT COMMITTEE
	DAPHNE	DAPHNE	DAPHNE	DAPHNE
CHAIR				Dr A Potgieter Adv D Block Mr G Stenekamp Ms N Bulabula
DA	D Saayman 2 Vacant	BHJ Groenewald E Meyer RH Ruiters	I Stemela 2 Vacant	
ANC	MP Mapitiza	S De Vries	IT Mangaliso	
ICOSA				
PBI				
SAMWU	B Desha N Nkasayi	NW Nkasayi N Sthunda	Vacant M April	
IMATU	H Herwels R Dyantyi	P Koopman	P Koopman	

OTHER COMMITTEES

	Public Transport Council representatives	Road Agency	District Assessment Committee (DAC)
	Chairperson of Infrastructure	Chairperson of Infrastructure	Chairperson of District Economic & Tourism Committee
DA	Vacant		RH Ruiters
ANC	NF Kamte	PJ Van der Hoven	S De Vries
ICOSA	T Fortuin		
PBI			

BACK TO AGENDA

**DELEGATIONS AND AUTHORIZATIONS DURING COUNCIL'S RECESS PERIOD /
DELEGASIES EN MAGTIGINGS GEDURENDE DIE RAAD SE RESESTYDPERK /
ABACHONGWA KUNYE NAMAGUNYA NGETHUBA OOCÉBA BETHATHE IKHEFU
(684002)**

(5/2/1)

19 October 2018

REPORT FROM THE EXECUTIVE MANAGER CORPORATE SERVICES (B HOLTZHAUSEN)

PURPOSE OF THE REPORT

To delegate powers and to authorise the Executive Mayor and the Municipal Manager or their authorized replacements to exercise certain powers during Council's term of recess from 05 December 2018 until 04 January 2019.

BACKGROUND

The Executive Mayor recommends to Council a recess period from 05 December 2018 to 04 January 2019 and interim arrangements to be put in place to ensure that Council's activities, such as management, services and administration continue.

In view of the aforementioned period of recess, the Executive Mayor, Cllr M Booysen and the Municipal Manager, Mr MG Stratu, or his successor in title, be delegated and authorized to perform all official Council duties, responsibilities and functions during the recess period with the exception of those powers and functions as set out Section 160 (2) of the Constitution of the Republic of South Africa, 1996 namely:

- a) the passing of by-laws
- b) the approval of budgets
- c) the imposition of rates and other taxes, levies and duties; and
- d) the raising of loans
- e) disposal of Council properties
- f) appointment and dismissal of the municipal manager and section 56 managers in terms Section 56 of the Systems Act, Municipal Systems Act 32 of 2000
- g) all functions which are according to legislation reserved for Council only

RELEVANT LEGISLATION

Section 162 of the Constitution of the Republic of South Africa, 1996
Local Government Municipal Systems Act, Act 32 of 2000
EDM Delegation System

FINANCIAL IMPLICATIONS

None

UITVOERENDE OPSOMMING

Aangesien die Uitvoerende Burgemeester van voornemens is om by die Raad aan te beveel dat die Raad in reses gaan vanaf 05 Desember 2018 tot 04 Januarie 2019, is dit noodsaaklik om te verseker dat werksaamhede en statutêre verpligtinge voortgesit word. Ten einde dit te reël is dit nodig dat die Uitvoerende Burgemeester en Munisipale Bestuurder vir genoemde tydperk daartoe gemagtig word.

RECOMMENDATION

1. That Council will be in recess for the period 05 December 2018 until 04 January 2019.
2. That the Executive Mayor, Cllr M Booyesen and the Municipal Manager, Mr MG Stratu, or his successor in title, be delegated and authorized to perform all official Council duties, responsibilities and functions during the recess period 05 December 2018 until 04 January 2019 with the exception of those powers and functions as set out Section 160 (2) of the Constitution namely:
 - a) the passing of by-laws
 - b) the approval of budgets
 - c) the imposition of rates and other taxes, levies and duties; and
 - d) the raising of loans
 - e) disposal of Council properties
 - f) appointment and dismissal of the municipal manager and section 56 managers in terms Section 56 of the Systems Act
 - g) all functions which are according to legislation reserved for Council only

AANBEVELING

1. *Dat die Raad in reses sal wees vir die periode 05 Desember 2018 tot 04 Januarie 2019.*
2. *Dat die Uitvoerende Burgemeester, Rdl M Booyesen en die Munisipale Bestuurder, Mnr MG Stratu, of sy opvolger in titel, gedelegeer en gemagtig word om die Raad se amptelike verpligtinge, verantwoordelikhede en funksies vir die reses periode van 05 Desember 2018 tot 04 Januarie 2019, uit te voer met die uitsondering van die ondergenoemdes soos in Artikel 160 (2) van die Grondwet vervat:*

- a) *die aanname van verordeninge;*
- b) *die goedkeuring van begrotings;*
- c) *die oplegging van eiendomsbelasting en ander belastings, heffings en regte en*
- d) *die verkryging van lenings.*
- e) *vervreemding van raadseiendom*
- f) *aanstelling en skorsing van die Munisipale Bestuurder en Artikel 56 bestuurders in terme van Artikel 56 van die Munisipale Stelselwet*
- g) *Alle funksies wat in terme van wetgewing slegs vir die Raad gereseveer is*

ISISINDULULO

1. Sokuba iBhunga lizooba sekhefini ukususela ngomhla we 05 kweyoMnga 2018 de kubengumhla we 04 kweyoMqungu 2019.
2. Sokuba uSodolophi, uCeba M Booyesen kunye noMphathi Masipala uMnu, MG Stratu,okanye lowo ungene endaweni yakhe, anikwe igunya nelungelo lokwenza yonke imicimbi esemthethweni yeBhunga,uxanduva kunye nemicimbi yonke ngethuba lekhefu eliqala ngomhla wesi 05 kweyoMnga 2018 de ibengumhla we 04 kweyeMqungu 2019 igunya elo alichaphazeli ezingongoma zibhalwe kwiSebe 160 (2) loMgaqo Siseko woMzantsi Afrika ka 1996, ezizezi:
 - a) uKuphunyezwa kwemithethwana yedolophi
 - b) uKuphunyezwa kohlahlo lwabiwo-mali
 - c) uKummisela irhafu yezakhiwo kwakunye naluphi na uhlobo lwerhafu
 - d) uKwenza iimali-mboleko (amatyala)
 - e) ukuthengisa imihlaba nezakhiwo zeBhunga, kunye no
 - f) kuqesha nokugxotha uMphathi Masipala kunye neemanejala eziqeshwe ngokweSebe 56 loMthetho, ngokweSebe 56 loMthetho I Municipal Systems Act
 - g) Lomiba ibekelwe kanye ibhunga lomasipala.

**PROPOSED CLOSURE OF OFFICES FOR DECEMBER 2018 AND JANUARY 2019 /
VOORGESTELDE SLUITING VAN KANTORE VIR DESEMBER 2018 TOT JANUARIE
2019 / ISIPHAKAMISO SOKUVALWA KWEE-OFISI KWEYOMNGA 2018 UKUYA
KWEYOMNQUNGU 2019 (683996)**

(5/9)

16 October 2018

REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (B HOLTZHAUSEN)

PURPOSE OF THE REPORT

To obtain Council's approval on the closure of all Eden's offices for the period December 2018 until January 2019.

BACKGROUND

Most of Garden Route's employees are taking their annual leave over the festive season. It is almost tradition by now that Garden Route's offices are closed between Christmas Day and New Year's Day. As with previous years, it is recommended to Council to consider the closing of Garden Route's offices over the festive season from December 2018 to January 2019, provided that responsible departments ensure arrangements for the rendering of essential and emergency services.

The Road Services Department also closes once per year during the festive season to coincide with the builders and school holidays as well as the restriction of heavy earth moving equipment as a result of the increase in traffic on the road network. In order to implement the annual programme effectively and efficiently, it requires that all staff members take leave over that period.

FINANCIAL IMPLICATIONS

Employees have to put in leave for this period. Essential services employees will be paid overtime when they have to work.

RELEVANT LEGISLATION

Collective Agreement in Building Industry Bargaining Council

Paragraph 5.1 of the Leave Policy

Main Collective Agreement

UITVOERENDE OPSOMMING

Die oorweldigende meerderheid van Tuinroete se personeel neem hul jaarlikse vakansieverlof oor die seisoen tydperk. Dit is so te sê al tradisie dat Tuinroete se kantore tussen Kersdag en Nuwejaarsdag gesluit is.

Soos met vorige jare, word die Raad versoek om oorweging aan die sluiting van Tuinroete se kantore te skenk oor die feesseisoen vanaf 18 Desember 2018 tot 04 Januarie 2019, met dien verstaande dat die betrokke departemente die lewering van essensiële en nooddienste verseker gedurende die genoemde tydperk.

Die Paaie Dienste Departement sluit ook elke jaar gedurende die feesseisoen ten einde saam te val met die bouers- en lang skool vakansies.

Hierdie word genoodsaak as gevolg van die toename in verkeer op die nasionale padnetwerk asook die beperking van vervoer van swaar grondverskuiwingsmasjienerie op openbare paaie. Ten einde die werksprogram effektief te implementeer word dit genoodsaak dat alle personeel gedurende hierdie tydperk verlof neem.

RECOMMENDATION TO COUNCIL

1. That Garden Route District Municipality's offices will close on Friday, 14 December 2018 at 12:00.
2. That the offices will re-open on Monday, 07 January 2019 at 07:30 for all other departments, except Roads & Transport Planning Services Department.
3. That the Roads & Transport Planning Services Department will re-open on Monday, 14 January 2019 at 07:30.
4. That no employees will be granted annual leave from 07 January 2019 until 28 February 2019.
5. That the relevant Council departments make the necessary arrangements in respect of the rendering of essential and emergency services over the period mentioned in three (3) above.
6. That the closure of Garden Route District Municipality's offices over the said period be advertised in newspapers circulating in the Garden Route District.

AANBEVELING AAN DIE RAAD

1. *Dat Tuinroete Distriksmunisipaliteit se kantore sal sluit op Vrydag, 14 Desember 2018 om 12:00.*
2. *Dat die kantore sal heropen op Maandag, 07 Januarie 2019 om 07:30 vir alle ander departemente, met die uitsondering van Paaie & Vervoerbeplanning Dienste Departement.*

3. *Dat die Paaie & Vervoerbeplanningsdienste Departement sal her-open op Maandag, 14 Januarie 2019 om 07:30.*
4. *Dat geen amptenaar verlof toegestaan sal word vir die periode 07 Januarie 2019 tot 28 Februarie 2019 nie.*
5. *Dat die betrokke raadsdepartemente geskikte reëlins sal tref met betrekking tot die lewering van essensiële en noodsaaklike dienste oor genoemde tydperk genoem in drie (3) hierbo.*
6. *Dat die sluit van Tuinroete Distriksmunisipaliteit se kantore oor genoemde periode in die nuusblaaie wat in die Tuinroete distrik adverteer word.*

ISINDULULO WKIBHUNGA

1. Sesokuba iiofisi zoMasipala Wesithili Route zizakuvalwa ngoLwesihlanu 14 kweyoMnga 2018 ngo 12:00.
2. Sesokuba iiofisi zizokuvulwa ngoMvulo umhla we 07 kweyoMqungu 2019 ngo 07:30 kwiiofisi zonke ngaphandle kweofisi yeZendlela kunye neZicwangciso kweZothutho.
3. Sesokuba iofisi yeZendlela kunye neZicwangciso kweZothutho izovulwa ngoMvulo umhla we 14 kweyoMqungu 2019 ngo 07:30.
4. Sesokuba akukho msebenzi uzakuvunyelwa ukuthatha ikhefu ukusukela ngomhla we 07 kweyoMqungu 2019 ukuya ngomhla we 28 kweyoMdumba 2019.
5. Sesokuba amasebe afanelekileyo eBhunga enze amalungiselelo afanelekileyo ngokuphathelene nenkonzo ezibalulekileyo nezika xakeka ngelixesha liphawulwe ngasentla kwisithathu (3).
6. Sesokuba ukuva kweofisi zoMasipala Wesithili se Garden Route ngelixesha lichaziweyo kupapashwe kumaphephandaba aphuma kwiSithili se Garden Route

BACK TO AGENDA

**REPORT ON THE PAYMENT OF SALARIES FOR DECEMBER 2018 / *VERSLAG
RAKENDE DIE BETALING VAN SALARISSE VIR DESEMBER 2018* / INGXELO
NGENTLAWULO ZEMIVUZO KWEYOMNGA 2018 (684000)**

(4/1/2)

19 October 2018

REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (B HOLTZHAUSEN)

PURPOSE OF THE REPORT

To obtain approval for the earlier payment of salaries in respect of December 2018.

BACKGROUND

Salaries are normally paid on the 25th of a month or the working day closest to the 25th of the month.

Garden Route District Municipality's records indicate clearly that most of the staff members are having their annual leave over festive seasons and go on holiday when schools close early in December.

RELEVANT LEGISLATION

Section 66 of the Municipal Finance Management Act, No 56 of 2003.

FINANCIAL IMPLICATIONS

As per approved salary budget.

UITVOERENDE OPSOMMING

Salarisse word gewoonlik betaal op die 25ste van elke maand of die werksdag die naaste aan die 25ste. Tuinroete Distriksmunisipaliteit se rekords toon dat meerderheid van die personeel hul jaarlikse verlof gedurende die feestyd neem wanneer skole vroeg in Desember sluit.

RECOMMENDATION TO COUNCIL

1. That it be recommended to Council that the December 2018 salary payment shall be on 14 December 2018.
2. That the abovementioned arrangement shall be seen as an exception to Council's standing resolution in respect of the 25th of each month, being the official payment date.

3. That the exception shall only be in respect of December 2018.

AANBEVELING AAN DIE RAAD

1. *Dat by Raad aanbeveel word dat die Desember 2018 salaris betaaldag, 14 Desember 2018 sal wees.*
2. *Dat bogenoemde reëling as 'n uitsondering teenoor die Raad se staande besluit ten opsigte van die 25ste van elke maand as amptelike betaaldag, beskou word.*
3. *Dat hierdie uitsondering slegs ten opsigte van Desember 2018 sal wees.*

ISINDULULO KWIBHUNGA

1. Sesokuba kundululwe kwi Bhunga ukuba imivuzo yoMnga 2018 izakuhlawulwa ngomhla 14 kweyoMnga 2018.
2. Sesokuba lamalungiselelo aphawulwe ngentla azakuthatyathwa njengakhethekileyo kwisigqibo esimileyo se Bhunga sokwamkela ngomhla 25 kwinyanga, njengomhla osemthethweni wokwamkela.
3. Sesokuba oku kuKhetheka kuzakuqhubeka kweyoMnga 2018.

**NAME CHANGE OF CENTRAL HEALTH AND SAFETY COMMITTEE TO
OCCUPATIONAL HEALTH AND SAFETY COMMITTEE/
NAAMSVERANDERING VAN DIE SENTRALE GESONDHEIDS- EN
VEILIGHEIDSKOMITEE NA DIE BEROEPSGESONDHEID-EN VEILIGHEIDSKOMITEE
/ UKUTSHINTSHA IKIMITI YEZEMPILO NOKHUSELEKA ESEMBINDINI- IBE
YIKOMITI YEZEMPILO NOKHUSELEKO KWINDAWO YEMPANGELO (681047)**

(9/10/4/4)

08 October 2018

**REPORT FROM EXECUTIVE MANAGER: CORPORATE SERVICES (B HOLTZHAUSEN) /
HUMAN RESOURCES MANAGER (N KLAAS**

PURPOSE OF THE REPORT

The purpose of this report is to change the name of Central Health and Safety Committee to Occupational Health and Safety Committee.

BACKGROUND

The report served before a Governance Committee meeting held on 04 September 2018. During the meeting it was resolved as follows:

“That Council approves the name change of the Central Health and Safety Committee to Occupational Health and Safety Committee.”

During the Central Health and Safety Committee meeting held on 20 March 2018, the Central Health and Safety Committee recommended changing the name of “*Central Health and Safety Committee*” to **Occupational Health and Safety Committee**.

The Executive Manager of Community Services proposed that the name change take place in view of similar functions performed by the Environmental Health section. The name change will resolve potential confusion regarding role and responsibilities of the OHS section.

The Central Health and Safety Committee was established according to Section 19 of the Occupational Health and Safety Act 85 of 1993, sub-section 4 stating that “***a health and safety committee shall hold meetings often as may be necessary, but at least once every three months, at a time and place determined by the Committee.***”

RELEVANT LEGISLATION

- Occupational Health and Safety Act No: 85 of 1993 and applicable regulations.
- Compensation for Occupational Injury and Diseases Act 130 of 1993 and regulations

COMMENTS: EXECUTIVE MANAGER FINANCIAL SERVICES

Content of report is noted.

COMMENTS: EXECUTIVE MANAGER COMMUNITY SERVICES

Noted.

COMMENTS: EXECUTIVE MANAGER ROADS & TRANSPORT PLANNING SERVICES

Report supported.

UITVOERENDE OPSOMMING

Die doel van hierdie verslag is om die Raad te versoek om oorweging te skenk aan die naamsverandering van Sentrale Gesondheids- en Veiligheidskomitee na die Beroepsgesondheids- en Veiligheidskomitee. Hierdie versoek was bespreek tydens die Sentrale Gesondheids – en Veiligheidskomitee vergadering gehou op 20 Maart 2018. Die Huisreëlskomitee het tydens 'n vergadering gehou op 04 September 2018, die versoek aanbeveel vir goedkeuring.

RECOMMENDATION

That Council approves the name change of the Central Health and Safety Committee to Occupational Health and Safety Committee.

AANBEVELING

Dat die Raad die naamsverandering van die Sentrale Gesondheid en Veiligheidskomitee na die Beroepsgesondheid en Veiligheidskomitee goedkeur.

ISINDULULO

Sesokuba iBhunga liphumeze ukuguqulwa kwegama leKomiti Esembindini Yezempilo kunye Nokhuseleko libe Yikomiti Yezempilo Nokhuseleko Kwindawo Yempangelo.

APPENDIX

None

BACK TO AGENDA

**QUARTERLY REPORT ON THE PERFORMANCE OF SERVICE PROVIDERS /
CONTRACTS FOR THE MONTHS (JULY 2018 – SEPTEMBER 2018) /
*KWARTAALVERSLAG RAKENDE DIE PRESTASIE VAN
DIENSVERSKAFFERS/KONTRAKTE VIR DIE MAANDE (JULIE 2018 TOT
SEPTEMBER 2018) / INGXELO YEKOTA NGOMSEBENZI
WABANCEDISI/ABEZIVUMELWANO KWIXESHA LEENYANGA(EYEKHALA 2018-
KWEYOMSINTSI 2018)(679699)***

(8/2/3)

01 October 2018

REPORT FROM THE EXECUTIVE MANAGER CORPORATE SERVICES (B HOLTZHAUSEN)

PURPOSE OF THE REPORT

The purpose of this report is to inform Council of the performance of all service providers / contracts providing a service to Garden Route District Municipality for the months (July 2018 until September 2018).

BACKGROUND

In terms of section 116(2)(d) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the Accounting Officer of a municipality must regularly report to the Council of the Municipality, on the management of the contract or agreement and the performance of the contractor. Please refer to Annexure "A".

FINANCIAL IMPLICATIONS

None

RELEVANT LEGISLATION

Section 116(2)(d) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).

COMMENTS: EXECUTIVE MANAGER FINANCIAL SERVICES

content of report is noted.

COMMENTS: EXECUTIVE MANAGER COMMUNITY SERVICES

Noted.

COMMENTS: EXECUTIVE MANAGER ROADS & TRANSPORT PLANNING SERVICES

Content of report is noted.

COMMENTS: LEGAL SERVICES

Noted.

UITVOERENDE OPSOMMING

*In terme van Artikel 116(2)(d) van die Plaaslike Owerheid: Munisipale Finansiële Bestuurswet, 2003 (Wet 56 van 2003), moet die Munisipale Bestuurder van 'n munisipaliteit gereeld aan die Raad rapporteer rakende die bestuur van kontrakte en die prestasie van die diensverskaffers. Sien asseblief **Aanhangsel A**.*

RECOMMENDATION

That Council takes note of the report.

AANBEVELING

Dat die Raad kennis neem van die verslag.

ISINDULULO

Sesokuba iBhunga lithathele ingqalelo lengxelo.

Annexure “A”

Supplier Performance Review Report

This report will display a list of all supplier ratings for the selected period July 2018 until September 2018

Ref Nr	Supplier Name	Price Total	Department	Rating	Review user	Performance Review Approval Outcome
Community Services						
676548	J & B AUTO SPARES	2599.00	Community Services	2 - Good Service	RONDGANGERC	Approved
675031	M SEC SECURITY SYSTEMS	1661.75	Community Services	2 - Good Service	LEWISD	Approved
674328	CASANDRA'S CATERING	3035.00	Community Services	2 - Good Service	RONDGANGERC	Approved
673961	BRIGHTER FUTURE T/A FLOWERS 4 U	250.00	Community Services	1 - Excellent	TAITL	Approved
673209	HOMEPLETT PROPERTIES	23937.63	Community Services	2 - Good Service	ISAACSY	Approved
673118	BIDVEST SERVICES	11355.65	Community Services	2 - Good Service	JOUBERTG	Approved
672615	LOCROSS (GEORGE)	5942.77	Community Services	2 - Good Service	RONDGANGERC	Approved
672223	GROUP EDITORS CO (PTY) LTD	3792.70	Community Services	2 - Good Service	RONDGANGERC	Approved
671585	HENRY TUINDIENSTE	4800.00	Community Services	2 - Good Service	LEWISD	Approved

671042	Nelson Mandela University	9040.01	Community Services	2 - Good Service	RONDGANGERC	Approved
669848	FLOWERS4 U	250.00	Community Services	1 - Excellent	TAITL	Approved
669647	TISO BLACK STAR	38870.00	Community Services	1 - Excellent	RONDGANGERC	Approved
669391	THE CUT N MOW SPECIALISTS	553.44	Community Services	2 - Good Service	RONDGANGERC	Approved
668328	AVIS	1359.07	Community Services	1 - Excellent	TAITL	Approved
668193	AVIS	1405.26	Community Services	2 - Good Service	TAITL	Approved
667866	SHORT'S NISSAN CC	16975.62	Community Services	2 - Good Service	RONDGANGERC	Approved
667813	SOUTHERN CAPE TYRES AND TREADS	1367.89	Community Services	2 - Good Service	RONDGANGERC	Approved
667801	GOLDEN DIVIDEND 536	11937.00	Community Services	2 - Good Service	RONDGANGERC	Approved
667770	SILENCER & CV JOINT SHOP	2788.00	Community Services	2 - Good Service	RONDGANGERC	Approved
667700	ALTECH NETSTAR	202.90	Community Services	2 - Good Service	RONDGANGERC	Approved
667689	KEMPSTON MOTOR GROUP TRUST	4675.96	Community Services	2 - Good Service	RONDGANGERC	Approved
667614	LOCROSS (GEORGE)	2125.34	Community Services	2 - Good Service	RONDGANGERC	Approved
667303	HALFWAY TOYOTA GEORGE	5484.54	Community Services	2 - Good Service	RONDGANGERC	Approved
667239	ALTECH NETSTAR	202.90	Community Services	2 - Good Service	RONDGANGERC	Approved
667237	SOUTHERN CAPE FIRE PROTECTION ASSOCIATION	2366.56	Community Services	2 - Good Service	RONDGANGERC	Approved
667228	OD'S AUTO ELECTRICAL SERVICES	1437.50	Community Services	2 - Good Service	RONDGANGERC	Approved
667225	OD`S ELECTRICAL SERVICES	4508.00	Community Services	1 - Excellent	RONDGANGERC	Approved

667218	MAN TRUCKS GEORGE CC	5746.86	Community Services	2 - Good Service	RONDGANGERC	Approved
667215	SOUTHERN CAPE FIRE PROTECTION ASSOCIATION	3211.76	Community Services	2 - Good Service	RONDGANGERC	Approved
667182	M AND H OFFICE EQUIPMENT	343.90	Community Services	2 - Good Service	ISAACSY	Approved
666977	P J W TERBLANCHE	63545.15	Community Services	2 - Good Service	RONDGANGERC	Approved
666965	SWIFT SILLIKER	3697.71	Community Services	2 - Good Service	VINNIESA	Approved
666937	INDEPENDENT NEWSPAPER	16100.00	Community Services	1 - Excellent	GOLOGOLOS	Approved
666861	SAVANNAH HELICOPTERS	247250.00	Community Services	1 - Excellent	JOHANBRAND	Approved
666857	SAVANNAH HELICOPTERS	247250.00	Community Services	1 - Excellent	JOHANBRAND	Approved
666827	CHM VUWANI COMPUTER SOLUTIONS	1226.26	Community Services	2 - Good Service	POWELLM	Approved
666733	BIDVEST SERVICES	10633.94	Community Services	2 - Good Service	JOUBERTG	Approved
666635	BRIGHTER FUTURE FLOWERS	250.00	Community Services	1 - Excellent	TAITL	Approved
666575	GLOMIX 124	610.65	Community Services	1 - Excellent	BOUWERT	Approved
665909	MANZICURE	337.37	Community Services	1 - Excellent	BOUWERT	Approved
665876	SHORT'S NISSAN	27863.21	Community Services	2 - Good Service	RONDGANGERC	Approved
665540	GLOMIX 124	18121.22	Community Services	1 - Excellent	BOUWERT	Approved
664535	MARGOT-SWISS INTERNATIONAL	377.09	Community Services	2 - Good Service	HENDRIKSZJ	Approved
664403	GREYSTONE TRADING 1602	4700.00	Community Services	1 - Excellent	BOUWERT	Approved
664399	KINGPIN SUPPLIERS	1995.25	Community Services	1 - Excellent	BOUWERT	Approved

664294	STAR TRUCK & CAR	6354.90	Community Services	1 - Excellent	RONDGANGERC	Approved
663508	CONTAINERS 4 LESS	9660.00	Community Services	2 - Good Service	LEWISD	Approved
663294	M SEC SECURITY SYSTEMS	427.72	Community Services	2 - Good Service	LEWISD	Approved
663265	GROUP EDITORS COMPANY	4685.10	Community Services	1 - Excellent	BOUWERT	Approved
663180	C EN M RAADGEWENDE INGENIEURS	6670.00	Community Services	2 - Good Service	VANNIEKERKJEN	Approved
663000	TESTO SOUTH AFRICA	3183.49	Community Services	2 - Good Service	VANNIEKERKJEN	Approved
662976	TIME FREIGHT	430.00	Community Services	2 - Good Service	VANNIEKERKJEN	Approved
662926	MAGRIETHA MARIA BARKHUIZEN	1225.00	Community Services	1 - Excellent	VANNIEKERKJEN	Approved
662789	WORLEYPARSONS RSA	373069.07	Community Services	2 - Good Service	HUBBEM	Approved
662468	ISM	17496.00	Community Services	2 - Good Service	ISAACSY	Approved
659998	AKKERS HARDWARE	153.30	Community Services	2 - Good Service	HENDRIKSZJ	Approved
659165	SWIFT SILLIKER	85088.18	Community Services	1 - Excellent	VINNIESA	Approved
659121	JUVINON SYSTEMS	12270.00	Community Services	1 - Excellent	STEVENSM	Approved
659116	JUVINON SYSTEMS	12270.00	Community Services	1 - Excellent	STEVENSM	Approved
658914	SWIFT SILLIKER	35682.10	Community Services	1 - Excellent	VINNIESA	Approved
657963	SOUTHERN CAPE TYRES AND TREADS	1331.59	Community Services	2 - Good Service	RONDGANGERC	Approved
657805	BIDVEST OFFICE	1049.36	Community Services	2 - Good Service	VINNIESA	Approved
657803	BIDVEST OFFICE	795.12	Community Services	2 - Good Service	VINNIESA	Approved

657245	HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA	1344.00	Community Services	2 - Good Service	VINNIESA	Approved
657084	SWIFT SILLIKER	30000.00	Community Services	2 - Good Service	VINNIESA	Approved
657041	BRIGHTER FUTURE FLOWERS	250.00	Community Services	1 - Excellent	TAITL	Approved
656905	LUDIFY SUPPLIERS	4500.00	Community Services	2 - Good Service	VINNIESA	Approved
656708	DTM George	5317.72	Community Services	2 - Good Service	RONDGANGERC	Approved
655287	CAW GEARBOX AND DIFF	39744.00	Community Services	2 - Good Service	RONDGANGERC	Approved
655273	BIDVEST OFFICE	3620.74	Community Services	2 - Good Service	VINNIESA	Approved
654809	BIDVEST OFFICE	7910.84	Community Services	2 - Good Service	VINNIESA	Approved
654498	TRANSAND	2072.10	Community Services	2 - Good Service	HUBBEM	Approved
653682	ARTHUR'S WORKSHOP AND TOWING	7075.00	Community Services	2 - Good Service	RONDGANGERC	Approved
653289	SOUTHERN CAPE BOLT	478.17	Community Services	1 - Excellent	JOHANBRAND	Approved
652287	LUDIFY SUPPLIERS (PTY) LTD	4500.00	Community Services	2 - Good Service	VINNIESA	Approved
652284	BIDVEST OFFICE	7910.84	Community Services	2 - Good Service	VINNIESA	Approved
652017	BIDVEST OFFICE	7910.84	Community Services	1 - Excellent	VINNIESA	Approved
651412	CAW MEUBILEERDERS	1599.00	Community Services	2 - Good Service	RONDGANGERC	Approved
651391	AUTOZONE HOLDINGS	718.75	Community Services	Order Cancelled	RONDGANGERC	
651273	STARLIGHT WHOLESALE ELECTRICAL SUPPLIERS	12558.00	Community Services	2 - Good Service	RONDGANGERC	Approved
637844	TRENTYRE (PTY) LTD	1897.50	Community Services	2 - Good Service	RONDGANGERC	Approved

637191	THE SANDWICH SHOP	587.50	Community Services	2 - Good Service	WAYNE ODENDAAL	Approved
635474	Billet Retail Consultants T/A National Auto Glass	180.44	Community Services	2 - Good Service	ESAUM	Approved
624834	Afrox	2012.10	Community Services	1 - Excellent	BOUWERT	Rejected
621585	SWIFT SILIKER	123977.97	Community Services	2 - Good Service	VINNIESA	Approved
621200	KONICA MINOLTA	7842.08	Community Services	2 - Good Service	VINNIESA	Approved
620998	M&H Office Equipment cc	358.00	Community Services	2 - Good Service	VINNIESA	Approved
617665	CASANDRAS CATERING	325.00	Community Services	2 - Good Service	VINNIESA	Approved
616869	JUVINON SYSTEMS	3186.00	Community Services	1 - Excellent	VINNIESA	Approved
616861	M&H Office Equipment cc	3774.95	Community Services	2 - Good Service	VINNIESA	Approved
616016	KONICA MINOLTA	6930.71	Community Services	1 - Excellent	VINNIESA	Approved
616012	KONICA MINOLTA	7842.08	Community Services	2 - Good Service	VINNIESA	Approved
615033	M & H OFFICE EQUIPMENT (3993)	2295.38	Community Services	1 - Excellent	VINNIESA	Approved
609893	KONICA MINOLTA (9480)	7842.08	Community Services	1 - Excellent	VINNIESA	Approved
608233	SWIFT SILLIKER	135544.33	Community Services	2 - Good Service	VINNIESA	Approved
604721	KONICA MINOLTA (9480)	7842.08	Community Services	1 - Excellent	VINNIESA	Approved
604712	KONICA MINOLTA (9480)	7543.83	Community Services	1 - Excellent	VINNIESA	Approved
600592	KONICA MINOLTA	2201.16	Community Services	1 - Excellent	VINNIESA	Approved
600579	KONICA MINOLTA	7842.08	Community Services	1 - Excellent	VINNIESA	Approved

587534	SWIFT SILLIKER	12781.11	Community Services	1 - Excellent	VINNIESA	Approved
587529	SWIFT SILLIKER	15996.97	Community Services	1 - Excellent	VINNIESA	Approved
587503	SWIFT SILLIKER	15058.28	Community Services	1 - Excellent	VINNIESA	Approved
587489	SWIFT SILLIKER	10033.03	Community Services	1 - Excellent	VINNIESA	Approved
587111	.	2830.39	Community Services	2 - Good Service	VINNIESA	Approved
586090	KONICA MINOLTA	7842.08	Community Services	2 - Good Service	VINNIESA	Approved
582867	SWIFT SILLIKER	60114.72	Community Services	2 - Good Service	VINNIESA	Approved
582785	SWIFT SILLIKER	5476.74	Community Services	2 - Good Service	VINNIESA	Approved
576409	MAGRIETHA MARIA BARKHUIZEN	400.00	Community Services	2 - Good Service	WAYNE ODENDAAL	Approved
572132	BIDVEST OFFICE	7910.84	Community Services	2 - Good Service	VINNIESA	Approved
569157	FRANSMANSHOEK BEWAREA	3124.00	Community Services	2 - Good Service	VINNIESA	Approved
515256	SWIFT SILLIKER	408.25	Community Services	2 - Good Service	VINNIESA	Approved
Corporate/Strategic Services						
677242	KHARAFI HOSPITALITY	9500.00	Corporate/Strategic Services	1 - Excellent	ABRAHAMSS	Approved
675990	BRIGHTER FUTURE T/A FLOWERS 4 U	250.00	Corporate/Strategic Services	1 - Excellent	ABRAHAMSS	Approved
675985	Town Lodge George	3200.00	Corporate/Strategic Services	1 - Excellent	ABRAHAMSS	Approved
673813	DMP 41 GENERAL TRADING	4500.00	Corporate/Strategic Services	2 - Good Service	ANGELA-ZIVALOUW	Approved
673103	BIDVEST SERVICES	7083.81	Corporate/Strategic Services	2 - Good Service	JOUBERTG	Approved

671249	Independent Newspapers	2252.25	Corporate/Strategic Services	2 - Good Service	PIETERSEJ	Approved
670909	ACTEBIS 123	2450.00	Corporate/Strategic Services	2 - Good Service	POWELLM	Approved
670893	RIAAN NOTHNAGEL	1140.00	Corporate/Strategic Services	1 - Excellent	ABRAHAMSS	Approved
670892	RIAAN NOTHNAGEL	1140.00	Corporate/Strategic Services	1 - Excellent	ABRAHAMSS	Approved
670571	BRIGHTER FUTURE FLOWERS	250.00	Corporate/Strategic Services	2 - Good Service	VANVUGHTE	Approved
669625	ZESTIROX	350.00	Corporate/Strategic Services	2 - Good Service	STEVENSM	Approved
669493	JARRISON SYSTEMS	21365.85	Corporate/Strategic Services	2 - Good Service	GROBLERA	Approved
669136	INSTITUTE OF MUNICIPAL PEOPLE PRACTITIONERS OF S A	4850.00	Corporate/Strategic Services	2 - Good Service	SAMBOKWEN	Approved
669127	INSTITUTE OF MUNICIPAL PEOPLE PRACTITIONERS OF S A	4050.00	Corporate/Strategic Services	2 - Good Service	JANSEVANRENSBURGL	Approved
669067	INDEPENDENT NEWSPAPER	24840.00	Corporate/Strategic Services	1 - Excellent	NQOLOS	Approved
668868	AE LIFE MANAGEMENT SERVICES (PTY) LTD	1800.00	Corporate/Strategic Services	1 - Excellent	ABRAHAMSS	Approved
668732	VICTORIA DRIVING SCHOOL (PTY) LTD	157050.00	Corporate/Strategic Services	1 - Excellent	SALMONSR	Approved
668670	ZESTIROX	488.00	Corporate/Strategic Services	2 - Good Service	STEVENSM	Approved
668537	ZESTIROX	235.30	Corporate/Strategic Services	2 - Good Service	PIETERSEJ	Approved
668448	MEDIA24	2760.00	Corporate/Strategic Services	1 - Excellent	GOVINDSAMIR	Approved
668380	SOUTH AFRICAN BROADCASTING CORPORATION	1060.00	Corporate/Strategic Services	2 - Good Service	JOUBERTG	Approved

668358	Let's Twist	2750.00	Corporate/Strategic Services	1 - Excellent	VANWYNGAARDTC	Approved
668113	OHSCARE	652.57	Corporate/Strategic Services	1 - Excellent	LOYISO SHOTO	Approved
668096	OHSCARE	55619.24	Corporate/Strategic Services	1 - Excellent	LOYISO SHOTO	Approved
667789	MASSBUILD	89.00	Corporate/Strategic Services	1 - Excellent	HATCHESE	Approved
667538	PALMERTON CARTRIDGES	3588.00	Corporate/Strategic Services	2 - Good Service	WINDWAAIV	Approved
667522	M&H Office Equipment cc	701.64	Corporate/Strategic Services	2 - Good Service	WINDWAAIV	Approved
667223	HERMINA JOHANNA CONRADIE	5000.00	Corporate/Strategic Services	1 - Excellent	ABRAHAMSS	Approved
666734	BIDVEST SERVICES	7083.81	Corporate/Strategic Services	2 - Good Service	JOUBERTG	Approved
666724	BIDVEST SERVICES	7083.81	Corporate/Strategic Services	2 - Good Service	JOUBERTG	Approved
666547	INDEPENDENT NEWSPAPERS	12880.00	Corporate/Strategic Services	1 - Excellent	SALMONSR	Approved
666150	CANDIDAS EVENT MANAGEMENT	2562.40	Corporate/Strategic Services	1 - Excellent	ANGELA-ZIVALOUW	Approved
666055	JUVINON SYSTEM (PTY) LTD T/A ISM	520.00	Corporate/Strategic Services	2 - Good Service	STEVENSM	Approved
665991	Let's Twist	9275.00	Corporate/Strategic Services	1 - Excellent	ANGELA-ZIVALOUW	Approved
665953	PALMERTON CARTRIDGES	4830.00	Corporate/Strategic Services	2 - Good Service	GROBLERA	Approved

665950	M AND H OFFICE EQUIPMENT	1285.90	Corporate/Strategic Services	2 - Good Service	GROBLERA	Approved
665894	CHM VUWANI COMPUTER SOLUTIONS (NATIONAL)	1226.26	Corporate/Strategic Services	2 - Good Service	POWELLM	Approved
665889	BIDVEST SERVICES	11355.65	Corporate/Strategic Services	2 - Good Service	JOUBERTG	Approved
665887	NADIA SARIFA SAMAAI	15575.00	Corporate/Strategic Services	1 - Excellent	ANGELA-ZIVALOUW	Approved
665886	ZESTIROX	1870.20	Corporate/Strategic Services	2 - Good Service	PIETERSEJ	Approved
665798	UMTHOMBO WOBOMI TRADING (PTY) LTD	1350.00	Corporate/Strategic Services	3 - Satisfactory Service	VANWYNGAARDTC	Approved
665718	Group Editors	19110.24	Corporate/Strategic Services	1 - Excellent	VANRYNB	Approved
665644	M AND H OFFICE EQUIPMENT	1150.70	Corporate/Strategic Services	2 - Good Service	GROBLERA	Approved
665603	M&H Office Equipment cc	3198.00	Corporate/Strategic Services	2 - Good Service	GROBLERA	Approved
664914	ZESTIROX	1870.20	Corporate/Strategic Services	2 - Good Service	PIETERSEJ	Approved
664755	OHSCARE	637.74	Corporate/Strategic Services	2 - Good Service	LINDOORM	Approved
664697	Palmerton Cartridges	12420.00	Corporate/Strategic Services	2 - Good Service	ANGELA-ZIVALOUW	Approved
664650	CANDIDA'S EVENT MANAGEMENT	6406.00	Corporate/Strategic Services	1 - Excellent	SALMONSR	Approved
664541	CIRCULAR TECHNOLOGIES CC	759.00	Corporate/Strategic Services	2 - Good Service	STEVENSM	Approved
664500	ZESTIROX	350.00	Corporate/Strategic Services	2 - Good Service	STEVENSM	Approved
664463	BIDVEST OFFICE	3945.67	Corporate/Strategic Services	2 - Good Service	PIETERSEJ	Approved
664451	ZESTIROX	119.90	Corporate/Strategic Services	2 - Good Service	PIETERSEJ	Approved

664206	AE LIFE MANAGEMENT SERVICES (PTY) LTD	1800.00	Corporate/Strategic Services	1 - Excellent	ABRAHAMSS	Approved
664198	AE LIFE MANAGEMENT SERVICES (PTY) LTD	1800.00	Corporate/Strategic Services	1 - Excellent	ABRAHAMSS	Approved
664192	AE LIFE MANAGEMENT SERVICES (PTY) LTD	1800.00	Corporate/Strategic Services	1 - Excellent	ABRAHAMSS	Approved
664186	Hermina Conradie	1800.00	Corporate/Strategic Services	1 - Excellent	ABRAHAMSS	Approved
664173	VESTA TECHNICAL SERVICES	26627.79	Corporate/Strategic Services	2 - Good Service	POWELLM	Approved
664151	VESTA TECHNICAL SERVICES	36467.20	Corporate/Strategic Services	2 - Good Service	POWELLM	Approved
664147	VESTA TECHNICAL SERVICES	1241737.72	Corporate/Strategic Services	3 - Satisfactory Service	POWELLM	Approved
664136	Hermina Conradie	1800.00	Corporate/Strategic Services	1 - Excellent	ABRAHAMSS	Approved
664042	CANDIDAS EVENT MANAGEMENT	1050.00	Corporate/Strategic Services	1 - Excellent	ABRAHAMSS	Approved
663996	ZESTIROX	350.00	Corporate/Strategic Services	2 - Good Service	STEVENSM	Approved
663936	BIDVEST OFFICE	89272.92	Corporate/Strategic Services	2 - Good Service	PIETERSEJ	Approved
663913	WISPERNET	28750.00	Corporate/Strategic Services	2 - Good Service	ALBERTSR	Approved
663611	Loerie Bakkery	3023.00	Corporate/Strategic Services	1 - Excellent	ABRAHAMSS	Approved
663539	BRIGHTER FUTURE FLOWERS	250.00	Corporate/Strategic Services	2 - Good Service	KELEMA	Approved
663360	PAY-DAY SOFTWARE SYSTEMS	140263.20	Corporate/Strategic Services	2 - Good Service	STEVENSM	Approved
663134	PAY-DAY SOFTWARE SYSTEMS	268465.20	Corporate/Strategic Services	2 - Good Service	ALBERTSR	Approved
663110	EOH MTHOMBO	27292.60	Corporate/Strategic Services	2 - Good Service	STEVENSM	Approved
663087	MAGRIETHA MARIA BARKHUIZEN	11200.00	Corporate/Strategic Services	1 - Excellent	ABRAHAMSS	Approved

663071	BUSINESS ENGINEERING	623594.40	Corporate/Strategic Services	2 - Good Service	STEVENSM	Approved
662979	BUSINESS ENGINEERING	247250.00	Corporate/Strategic Services	2 - Good Service	ALBERTSR	Approved
662912	UBER TECHNOLOGIES	155794.74	Corporate/Strategic Services	1 - Excellent	ALBERTSR	Approved
662878	WISPERNET	264690.00	Corporate/Strategic Services	2 - Good Service	ALBERTSR	Approved
662616	NADIA SARIFA SAMAAI	2750.00	Corporate/Strategic Services	1 - Excellent	ANGELA-ZIVALOUW	Approved
661219	ALBERTUS STEFANUS VAN JAARSVELDT	2090.00	Corporate/Strategic Services	3 - Satisfactory Service	JANSEVANRENSBURGL	Approved
660836	MAGRIETHA MARIA BARKHUIZEN	2475.00	Corporate/Strategic Services	1 - Excellent	VANWYNGAARDTC	Approved
659102	JUVINON SYSTEMS	12270.00	Corporate/Strategic Services	1 - Excellent	STEVENSM	Approved
659092	JUVINON SYSTEMS	24540.00	Corporate/Strategic Services	1 - Excellent	STEVENSM	Approved
659084	JUVINON SYSTEMS	49080.00	Corporate/Strategic Services	1 - Excellent	STEVENSM	Approved
659064	JUVINON SYSTEMS	73620.00	Corporate/Strategic Services	1 - Excellent	STEVENSM	Approved
653885	DOOLING IT SOLUTIONS	3543.75	Corporate/Strategic Services	2 - Good Service	POWELLM	Approved
648274	PALMERTON CARTRIDGES CC	2530.00	Corporate/Strategic Services	2 - Good Service	GROBLERA	Approved
646531	BIDVEST SERVICES	2012.50	Corporate/Strategic Services	2 - Good Service	BRINKHUYSS	Approved
646135	CARPET CLEANING SERVICES	2790.00	Corporate/Strategic Services	2 - Good Service	HATCHESE	Approved
643646	M & H OFFICE EQUIPMENT	952.10	Corporate/Strategic Services	2 - Good Service	GROBLERA	Approved

637657	LEXISNEXIS	56615.00	Corporate/Strategic Services	2 - Good Service	LOUWMK	Approved
605123	Sandwich Shop (MAAA0468115) (8970)	910.00	Corporate/Strategic Services	1 - Excellent	MXUTUA	
Financial Services						
676450	DYLANDI DISTRIBUTORS CC	1589.30	Financial Services	1 - Excellent	PETERSENG	Approved
676236	TOTAL SOUTH AFRICA	239846.20	Financial Services	1 - Excellent	PETERSENG	Approved
675669	TOTAL SOUTH AFRICA	154578.60	Financial Services	1 - Excellent	KELLIESM	Approved
675426	O P J BRAKE AND CLUTCH	4830.00	Financial Services	1 - Excellent	KELLIESM	
675421	LOCROSS (GEORGE)	464.09	Financial Services	1 - Excellent	KELLIESM	
675409	DIESEL ELECTRIC CAPE (PTY) LTD	6565.22	Financial Services	1 - Excellent	KELLIESM	Approved
675176	DIESEL-ELECTRIC (CAPE)	733.79	Financial Services	1 - Excellent	KELLIESM	
675168	JP SPARES	3159.05	Financial Services	1 - Excellent	KELLIESM	Approved
674446	AUTOZONE HOLDINGS	2560.20	Financial Services	1 - Excellent	KELLIESM	Approved
674317	CANDIDAS EVENT MANAGEMENT	250.00	Financial Services	2 - Good Service	PA.CFO	Approved
674143	DYLANDI DISTRIBUTORS CC	4842.85	Financial Services	1 - Excellent	KELLIESM	Approved
674054	PISTON POWER CHEMICALS	9259.44	Financial Services	1 - Excellent	KELLIESM	Approved
674011	PISTON POWER CHEMICALS	41470.62	Financial Services	1 - Excellent	KELLIESM	Approved
673527	AUTOZONE HOLDINGS	1445.47	Financial Services	1 - Excellent	KELLIESM	Approved
673438	SOUTHERN CAPE TYRES AND TREADS	8041.92	Financial Services	1 - Excellent	PETERSENG	Approved
673436	AUTOZONE HOLDINGS	206.36	Financial Services	1 - Excellent	PETERSENG	Approved
673419	AUTOZONE HOLDINGS	723.57	Financial Services	1 - Excellent	PETERSENG	Approved
673217	SOUTHERN CAPE TYRES AND TREADS	21232.64	Financial Services	1 - Excellent	KELLIESM	Approved
672949	DYLANDI DISTRIBUTORS	2208.00	Financial Services	1 - Excellent	KELLIESM	Approved
672935	JEC MARKETING	833.75	Financial Services	1 - Excellent	KELLIESM	Approved

672931	MARGOT-SWISS INTERNATIONAL	1109.75	Financial Services	1 - Excellent	KELLIESM	Approved
672928	M AND H OFFICE EQUIPMENT	1949.25	Financial Services	1 - Excellent	KELLIESM	Approved
672922	LAS SHELF 01	29400.00	Financial Services	1 - Excellent	KELLIESM	Approved
671784	MARGOT-SWISS INTERNATIONAL	1584.70	Financial Services	1 - Excellent	PETERSENG	Approved
671732	TOTAL SOUTH AFRICA	604.24	Financial Services	1 - Excellent	KELLIESM	Approved
671666	WURTH SOUTH AFRICA CO	1394.22	Financial Services	2 - Good Service	ABRAHAMSW	Approved
671612	DIESEL-ELECTRIC (CAPE)	50.46	Financial Services	1 - Excellent	PETERSENG	Approved
671608	MALAS	3964.65	Financial Services	1 - Excellent	PETERSENG	Approved
671603	SOUTHERN CAPE TYRES AND TREADS	8041.92	Financial Services	1 - Excellent	PETERSENG	Approved
671594	DYLANDI DISTRIBUTORS	2625.25	Financial Services	1 - Excellent	PETERSENG	Approved
671467	LIFE MATTERS TRADING	9880.00	Financial Services	1 - Excellent	KELLIESM	Approved
671247	TOTAL SOUTH AFRICA	338.32	Financial Services	1 - Excellent	KELLIESM	Approved
671222	TOTAL SOUTH AFRICA	618.29	Financial Services	1 - Excellent	KELLIESM	Approved
671140	TOTAL SOUTH AFRICA	533.98	Financial Services	1 - Excellent	KELLIESM	Approved
671014	DYLANDI DISTRIBUTORS	12995.40	Financial Services	1 - Excellent	KELLIESM	Approved
670897	UNIVERSAL EQUIPMENT	1265.00	Financial Services	1 - Excellent	PETERSENG	Approved
670896	PISTON POWER CHEMICALS	48875.00	Financial Services	2 - Good Service	ABRAHAMSW	Approved
670776	UNIVERSAL EQUIPMENT	60710.65	Financial Services	1 - Excellent	PETERSENG	Approved
670708	MOORE STEPHENS MO	572067.50	Financial Services	2 - Good Service	PA.CFO	Approved
670655	TOTAL SOUTH AFRICA	197216.00	Financial Services	1 - Excellent	KELLIESM	
670648	PISTON POWER CHEMICALS	21996.29	Financial Services	1 - Excellent	PETERSENG	Approved
670490	DYLANDI DISTRIBUTORS CC	11045.95	Financial Services	1 - Excellent	KELLIESM	Approved
670279	TOTAL SOUTH AFRICA	196729.40	Financial Services	1 - Excellent	KELLIESM	Approved
670180	SOUTHERN CAPE TYRES AND TREADS	7245.00	Financial Services	1 - Excellent	KELLIESM	Approved
670002	UNIVERSAL EQUIPMENT	1256.04	Financial Services	1 - Excellent	PETERSENG	Approved

669272	UNIVERSAL EQUIPMENT	182122.42	Financial Services		KELLIESM	Approved
668854	UNIVERSAL EQUIPMENT	93974.40	Financial Services		KELLIESM	Approved
668847	SOUTHERN CAPE TYRES AND TREADS	395.44	Financial Services	1 - Excellent	KELLIESM	Approved
668156	LIFE MATTERS TRADING	41747.00	Financial Services	1 - Excellent	KELLIESM	Approved
667956	KAPANG TRUCK AND CRANE HIRE	1500.00	Financial Services	2 - Good Service	RONDGANGERC	Approved
667941	SOUTHERN CAPE TYRES AND TREADS	75236.18	Financial Services	1 - Excellent	KELLIESM	Approved
667889	MARGOT-SWISS INTERNATIONAL	6120.59	Financial Services	1 - Excellent	KELLIESM	Approved
667827	TOTAL SOUTH AFRICA	141.09	Financial Services	1 - Excellent	PETERSENG	Approved
667733	SOUTHERN CAPE TYRES AND TREADS	20183.50	Financial Services	1 - Excellent	PETERSENG	Approved
667719	XERACOTE CC T/A OLYMPIA INTERNATIONAL PAINTS AND COATINGS	3067.05	Financial Services	1 - Excellent	PETERSENG	Approved
667703	BUILDERS WAREHOUSE BUILDERS TRADE DEPOT	883.00	Financial Services	1 - Excellent	PETERSENG	Approved
667685	MARGOT SWISS INTERNATIONAL (PTY) LTD	805.00	Financial Services	1 - Excellent	PETERSENG	Approved
667679	MARGOT SWISS INTERNATIONAL (PTY) LTD	603.75	Financial Services	1 - Excellent	PETERSENG	Approved
667670	BABCOCK AFRICA SERVICES	3191.07	Financial Services	1 - Excellent	PETERSENG	Approved
667045	SOUTHERN CAPE TYRES AND TREADS	11175.11	Financial Services	1 - Excellent	KELLIESM	Approved
666637	STARTUNE	15087.52	Financial Services	1 - Excellent	KELLIESM	Approved
666444	TOTAL SOUTH AFRICA	140521.00	Financial Services	1 - Excellent	KELLIESM	Approved
666390	WEAR CHECK	9878.50	Financial Services	2 - Good Service	ABRAHAMSW	Approved
666389	LIFE MATTERS TRADING	3500.00	Financial Services	2 - Good Service	ABRAHAMSW	Approved
666386	KLEIN KAROO AGRI	1435.00	Financial Services	2 - Good Service	ABRAHAMSW	Approved

666385	DIESEL ELECTRIC CAPE (PTY) LTD	323.12	Financial Services	2 - Good Service	ABRAHAMSW	Approved
666384	WURTH SOUTH AFRICA CO	153.30	Financial Services	2 - Good Service	ABRAHAMSW	Approved
666383	DYLANDI DISTRIBUTORS	1324.80	Financial Services	2 - Good Service	MEYERA	Approved
666381	CASHBUILD (PTY) LTD	13162.51	Financial Services	2 - Good Service	ABRAHAMSW	Approved
666308	AUTOZONE HOLDINGS	1076.14	Financial Services	2 - Good Service	ABRAHAMSW	Approved
666170	DYLANDI DISTRIBUTORS	1069.50	Financial Services	1 - Excellent	KELLIESM	Approved
665957	TOTAL SOUTH AFRICA	126468.90	Financial Services	1 - Excellent	KELLIESM	Approved
665452	AUTOZONE HOLDINGS	404.48	Financial Services	1 - Excellent	KELLIESM	Approved
665421	AUTOZONE GEORGE	1412.59	Financial Services	1 - Excellent	KELLIESM	Approved
665356	MARGOT SWISS INTERNATIONAL (PTY) LTD	5520.00	Financial Services	1 - Excellent	KELLIESM	Approved
664815	JUVINON SYSTEM (PTY) LTD T/A ISM	5415.00	Financial Services	1 - Excellent	VOIGHTC	Approved
664699	BARLOWORLD SOUTH AFRICA	128.89	Financial Services	1 - Excellent	PETERSENG	Approved
664696	TOTAL SOUTH AFRICA	198524.16	Financial Services	1 - Excellent	KELLIESM	Approved
664638	PALMERTON CARTRIDGES CC	1953.85	Financial Services	2 - Good Service	PA.CFO	Approved
664539	Palmerton Cartridges	6532.00	Financial Services	2 - Good Service	PA.CFO	Approved
664529	TOTAL SOUTH AFRICA	119923.10	Financial Services	1 - Excellent	PETERSENG	Approved
664507	Palmerton Cartridges	11155.00	Financial Services	2 - Good Service	LUNGAM	Approved
664467	PALMERTON CARTRIDGES	8567.50	Financial Services	1 - Excellent	ABRAHAMSM	Approved
664420	M AND H OFFICE EQUIPMENT	590.40	Financial Services	1 - Excellent	GOLOGOLOS	Approved
664407	TOTAL SOUTH AFRICA	197207.00	Financial Services	1 - Excellent	KELLIESM	Approved
664333	M AND H OFFICE EQUIPMENT	495.35	Financial Services	1 - Excellent	ABRAHAMSM	Approved
664295	DYLANDI DISTRIBUTORS	3125.00	Financial Services	1 - Excellent	KELLIESM	Approved
664190	MAGRIETHA MARIA BARKHUIZEN	200.00	Financial Services	3 - Satisfactory Service	PA.CFO	Approved
663145	TOTAL SOUTH AFRICA	197296.40	Financial Services	1 - Excellent	KELLIESM	Approved

663126	TOTAL SOUTH AFRICA	197268.21	Financial Services	1 - Excellent	KELLIESM	Approved
663045	TOTAL SOUTH AFRICA	198623.58	Financial Services	1 - Excellent	KELLIESM	Approved
662887	TOTAL SOUTH AFRICA	113612.80	Financial Services	2 - Good Service	ABRAHAMSW	Approved
662883	TOTAL SOUTH AFRICA	113188.80	Financial Services	2 - Good Service	ABRAHAMSW	Approved
662876	TOTAL SOUTH AFRICA	199250.60	Financial Services	2 - Good Service	ABRAHAMSW	Approved
662845	TOTAL SOUTH AFRICA	113188.80	Financial Services	1 - Excellent	PETERSENG	Approved
662842	TOTAL SOUTH AFRICA	142011.13	Financial Services	1 - Excellent	KELLIESM	Approved
662841	MARGOT-SWISS INTERNATIONAL	17596.15	Financial Services	1 - Excellent	KELLIESM	Approved
662840	TOTAL SOUTH AFRICA	112040.80	Financial Services	1 - Excellent	KELLIESM	Approved
662839	TOTAL SOUTH AFRICA	127011.98	Financial Services	1 - Excellent	KELLIESM	Approved
662838	TOTAL SOUTH AFRICA	197620.53	Financial Services	1 - Excellent	KELLIESM	Approved
662472	JP SPARES	776.25	Financial Services	2 - Good Service	MEYERA	Approved
662285	LIFE MATTERS TRADING	1740.00	Financial Services	2 - Good Service	MEYERA	Approved
661729	AUTOZONE HOLDINGS	1997.36	Financial Services	1 - Excellent	KELLIESM	Approved
661524	KLEIN KAROO AGRI	6300.00	Financial Services	1 - Excellent	KELLIESM	Approved
661521	COMPACTION AND INDUSTRIAL EQUIPMENT SALES AND SERVICE	22652.70	Financial Services	1 - Excellent	KELLIESM	Approved
661519	MARGOT-SWISS INTERNATIONAL	2691.00	Financial Services	1 - Excellent	KELLIESM	Approved
661514	IDEAL WAYS 188	2478.60	Financial Services	1 - Excellent	KELLIESM	Approved
661411	MUSTRADE NINETEEN	2277.59	Financial Services	1 - Excellent	KELLIESM	Approved
661407	TORRE ANALYTICAL SERVICES	15815.95	Financial Services	1 - Excellent	KELLIESM	Approved
661307	DYLANDI DISTRIBUTORS	15251.10	Financial Services	1 - Excellent	KELLIESM	Approved
661171	DYLANDI DISTRIBUTORS CC	3125.00	Financial Services	1 - Excellent	KELLIESM	Approved
661090	MARGOT-SWISS INTERNATIONAL	9696.11	Financial Services	1 - Excellent	KELLIESM	Approved
661045	SOUTHERN CAPE TYRES AND TREADS	12040.64	Financial Services	2 - Good Service	MEYERA	Approved
661042	WURTH SOUTH AFRICA CO	3924.56	Financial Services	2 - Good Service	MEYERA	Approved

661030	STARTUNE	12135.60	Financial Services	2 - Good Service	ABRAHAMSW	Approved
661014	TOTAL SOUTH AFRICA	133476.95	Financial Services	1 - Excellent	PETERSENG	Approved
660983	PISTON POWER CHEMICALS	48866.00	Financial Services	2 - Good Service	MEYERA	Approved
660973	AUTOZONE HOLDINGS	5823.10	Financial Services	1 - Excellent	KELLIESM	Approved
660972	SAFETYMATE GEORGE	1318.38	Financial Services	Order Cancelled	MEYERA	
660971	MARGOT-SWISS INTERNATIONAL	332.93	Financial Services	2 - Good Service	ABRAHAMSW	Approved
660970	LIFE MATTERS TRADING H/A SUPA QUICK OUDTSHOORN	6325.00	Financial Services	2 - Good Service	ABRAHAMSW	Approved
660964	OLYMPIA PAINTS	807.30	Financial Services	2 - Good Service	ABRAHAMSW	Approved
660962	RODMILE MOTORS	8381.14	Financial Services	2 - Good Service	ABRAHAMSW	Approved
660956	AUTOZONE HOLDINGS	1076.14	Financial Services	Order Cancelled	ABRAHAMSW	
660909	BABCOCK AFRICA SERVICES	6578.48	Financial Services	1 - Excellent	KELLIESM	Approved
660904	MARGOT SWISS INTERNATIONAL (PTY) LTD	1054.26	Financial Services	1 - Excellent	KELLIESM	Approved
660898	WURTH SOUTH AFRICA CO	620.40	Financial Services	1 - Excellent	KELLIESM	Approved
660890	MARGOT-SWISS INTERNATIONAL	1547.90	Financial Services	1 - Excellent	KELLIESM	Approved
660877	AUTOZONE HOLDINGS	6970.70	Financial Services	2 - Good Service	MEYERA	Approved
660862	SOUTHERN CAPE TYRES AND TREADS	17990.00	Financial Services	2 - Good Service	ABRAHAMSW	Approved
660859	LIFE MATTERS TRADING H/A SUPA QUICK OUDTSHOORN	2725.00	Financial Services	2 - Good Service	ABRAHAMSW	Approved
660852	DYLANDI DISTRIBUTORS CC	28731.70	Financial Services	1 - Excellent	ABRAHAMSW	Approved
660839	DYLANDI DISTRIBUTORS	5169.25	Financial Services	2 - Good Service	ABRAHAMSW	Approved
660838	MARGOT-SWISS INTERNATIONAL	2751.38	Financial Services	1 - Excellent	KELLIESM	Approved
660837	DYLANDI DISTRIBUTORS CC	1467.40	Financial Services	1 - Excellent	ABRAHAMSW	Approved

660835	DIESEL ELECTRIC CAPE (PTY) LTD	2395.56	Financial Services	2 - Good Service	ABRAHAMSW	Approved
660834	UNIVERSAL EQUIPMENT	2237.26	Financial Services	2 - Good Service	ABRAHAMSW	Approved
660833	M&H Office Equipment cc	15701.40	Financial Services	1 - Excellent	KELLIESM	Approved
660832	DYLANDI DISTRIBUTORS	2789.75	Financial Services	1 - Excellent	PETERSENG	Approved
660831	UNIVERSAL EQUIPMENT	1552.04	Financial Services	2 - Good Service	ABRAHAMSW	Approved
660830	LAS SHELF 01 CC T/A DISKONTO	29400.00	Financial Services	1 - Excellent	KELLIESM	Approved
660824	OUTENIQUA PLASTICS	569.25	Financial Services	1 - Excellent	PETERSENG	Approved
660823	UNIVERSAL EQUIPMENT	43741.80	Financial Services	Order Cancelled	ABRAHAMSW	
660822	DYLANDI DISTRIBUTORS	276.00	Financial Services	1 - Excellent	PETERSENG	Approved
660821	AUTOZONE HOLDINGS	759.83	Financial Services	2 - Good Service	ABRAHAMSW	Approved
660820	BARLOWORLD SOUTH AFRICA	1710.30	Financial Services	Order Cancelled	ABRAHAMSW	
660818	TORRE ANALYTICAL SERVICES	8622.70	Financial Services	1 - Excellent	PETERSENG	Approved
660813	UNIVERSAL EQUIPMENT	4620.70	Financial Services	1 - Excellent	PETERSENG	Approved
660808	AUTOZONE HOLDINGS	1149.31	Financial Services	2 - Good Service	MEYERA	Approved
660804	SOUTHERN CAPE BOLT	2.59	Financial Services	1 - Excellent	PETERSENG	Approved
660796	ANOTHER NEWS AGENCY	1125.00	Financial Services	1 - Excellent	PETERSENG	Approved
660794	SOUTHERN CAPE TYRES AND TREADS	10027.18	Financial Services	1 - Excellent	PETERSENG	Approved
660792	SOUTHERN CAPE TYRES AND TREADS	1505.08	Financial Services	1 - Excellent	PETERSENG	Approved
660789	MARGOT SWISS INTERNATIONAL (PTY) LTD	920.00	Financial Services	1 - Excellent	PETERSENG	Approved
660783	SENTRAAL-SUID KOÖPERASIE BEPERK	1500.55	Financial Services	Order Cancelled	PETERSENG	
660726	GAS ELEKTRIK	252.00	Financial Services	1 - Excellent	PETERSENG	Approved
660716	SOUTHERN CAPE TYRES AND TREADS	152924.74	Financial Services	1 - Excellent	KELLIESM	Approved
660675	AUTOZONE HOLDINGS	417.94	Financial Services	1 - Excellent	PETERSENG	Approved

660670	WURTH SOUTH AFRICA CO	585.43	Financial Services	1 - Excellent	PETERSENG	Approved
660669	BARLOWORLD SOUTH AFRICA	121.03	Financial Services	Order Cancelled	PETERSENG	
660668	AUTOZONE HOLDINGS	1682.50	Financial Services	1 - Excellent	PETERSENG	Approved
660667	ELB EQUIPMENT HOLDINGS	858.89	Financial Services	1 - Excellent	PETERSENG	Approved
660665	PISTON POWER CHEMICALS	21996.29	Financial Services	1 - Excellent	PETERSENG	Approved
660637	DYLANDI DISTRIBUTORS	2209.15	Financial Services	1 - Excellent	PETERSENG	Approved
660633	MARGOT SWISS INTERNATIONAL (PTY) LTD	2095.76	Financial Services	1 - Excellent	PETERSENG	Approved
660623	DIESEL-ELECTRIC (CAPE)	1531.32	Financial Services	1 - Excellent	PETERSENG	Approved
660616	WURTH SOUTH AFRICA CO	211.86	Financial Services	1 - Excellent	PETERSENG	Approved
660612	AUTOZONE HOLDINGS	1148.92	Financial Services	1 - Excellent	PETERSENG	Approved
660606	PISTON POWER CHEMICALS	55988.88	Financial Services	1 - Excellent	KELLIESM	Approved
660290	MUBESKO AFRICA	118657.00	Financial Services	2 - Good Service	PA.CFO	Approved
660289	MUBESKO AFRICA	35328.00	Financial Services	2 - Good Service	PA.CFO	Approved
660287	MOORE STEPHENS MO	14269.20	Financial Services	2 - Good Service	PA.CFO	Approved
659555	AUTOZONE RETAIL AND DISTRIBUTION (PTY) LTD	3730.57	Financial Services	2 - Good Service	MEYERA	Approved
Office of the Municipal Manager						
678451	SWD LAERSKOLE RUGBY UNIE	2000.00	Office of the Municipal Manager	2 - Good Service	UITHALERL	Approved
677067	GARDEN ROUTE STRETCH TENT CC	29556.00	Office of the Municipal Manager	1 - Excellent	PA.MAYOR	Approved
675244	RAUBENHEIMERS	853.30	Office of the Municipal Manager	2 - Good Service	LOUWMK	Approved
672624	NGAPHAYA Y2K10 TRADING	6250.00	Office of the Municipal Manager	2 - Good Service	UITHALERL	Approved

671576	AVIS	1616.09	Office of the Municipal Manager	1 - Excellent	KELEMA	Approved
671458	Telkom_Mobile	219867.39	Office of the Municipal Manager	1 - Excellent	ABRAHAMSM	Approved
670913	JABEZ REMOVALS	450.00	Office of the Municipal Manager	2 - Good Service	UITHALERL	Approved
670634	DMP 41 GENERAL TRADING	27980.00	Office of the Municipal Manager	2 - Good Service	UITHALERL	Approved
669741	UNITRANS AUTOMOTIVE	1728.56	Office of the Municipal Manager	1 - Excellent	NTANGOL	Approved
669417	TOTAL SPORTS	1299.00	Office of the Municipal Manager	2 - Good Service	UITHALERL	Approved
669223	Blitsdruk	3756.00	Office of the Municipal Manager	1 - Excellent	PIETERSH	Approved
669189	DIGIFUSION SIGNS	3302.80	Office of the Municipal Manager	1 - Excellent	PIETERSH	Approved
668617	ANOTHER NEWS AGENCY	11705.00	Office of the Municipal Manager	2 - Good Service	UITHALERL	Approved
668133	CANDIDAS EVENT MANAGEMENT	4983.00	Office of the Municipal Manager	2 - Good Service	UITHALERL	Approved
667932	COUNTERPOINT TRADING	1995.00	Office of the Municipal Manager	2 - Good Service	KELEMA	Approved
667867	FORTNA 102	14615.00	Office of the Municipal Manager	1 - Excellent	JOSEPHSA	Approved

666786	LADUMA SPORTS	5750.00	Office of the Municipal Manager	1 - Excellent	PIETERSH	Approved
666777	SIGN IT MOSSEL BAY	5580.00	Office of the Municipal Manager	1 - Excellent	PIETERSH	Approved
666312	DMP 41 GENERAL TRADING	3499.00	Office of the Municipal Manager	1 - Excellent	KELEMA	Approved
666307	CLASSICA SKRYFBEHOEFTE	636.93	Office of the Municipal Manager	2 - Good Service	LOUWMK	Approved
666292	PALMERTON CARTRIDGES CC	3220.00	Office of the Municipal Manager	2 - Good Service	LOUWMK	Approved
666269	STADLER EN SWART	16905.00	Office of the Municipal Manager	2 - Good Service	LOUWMK	Approved
665393	CANDIDA`S EVENTS	250.00	Office of the Municipal Manager	1 - Excellent	KELEMA	Approved
664332	MOSSELBAAI DRUKKERS BK H/A DRUKKOR PRINTING	163.30	Office of the Municipal Manager	2 - Good Service	LOUWMK	Approved
664320	MOSSELBAAI DRUKKERS BK H/A DRUKKOR PRINTING	163.30	Office of the Municipal Manager	2 - Good Service	LOUWMK	Approved
664258	VREDEBEST OUDTSHOORN (KAPANG TRUCK AND CRANE HIRE)	8050.00	Office of the Municipal Manager	2 - Good Service	UITHALERL	Approved
663889	BOER ARRIES AND ASSOCIATES	32322.00	Office of the Municipal Manager	2 - Good Service	LOUWMK	Approved
663819	RAUBENHEIMERS	17824.78	Office of the Municipal Manager	2 - Good Service	LOUWMK	Approved

663786	MILLERS	368.00	Office of the Municipal Manager	2 - Good Service	LOUWMK	Approved
663774	DIGIFUSION SINGNS	2817.50	Office of the Municipal Manager	1 - Excellent	PIETERSH	Approved
659549	M SEC SECURITY SYSTEMS	427.72	Office of the Municipal Manager	2 - Good Service	LEWISD	Approved
659108	JUVINON SYSTEMS	12270.00	Office of the Municipal Manager	1 - Excellent	STEVENSM	Approved
658472	BATHOPELE TRADERS	670800.00	Office of the Municipal Manager	2 - Good Service	VANVUGHTE	Approved
658471	BATHOPELE TRADERS	2875.00	Office of the Municipal Manager	2 - Good Service	VANVUGHTE	Approved
655052	Palmerton Cartridges	15525.00	Office of the Municipal Manager	2 - Good Service	NQUMSEM	
654402	M & H OFFICE EQUIPMENT	1174.49	Office of the Municipal Manager	2 - Good Service	MULLERM	Approved
650587	Vredebest Packaging	854.40	Office of the Municipal Manager	1 - Excellent	PA.MAYOR	Approved
648323	Another News Agency	29850.00	Office of the Municipal Manager	2 - Good Service	KELEMA	Approved
641192	CAW SIGNS & NUMBER PLATES	315.00	Office of the Municipal Manager	1 - Excellent	PIETERSH	Approved
640544	DIGIFUSION	2932.50	Office of the Municipal Manager	1 - Excellent	PIETERSH	Approved

640290	U PRINT	189.00	Office of the Municipal Manager	2 - Good Service	JOSEPHSA	Approved
Office of the Political Staff						
654132	SWD LAERSKOLE RUGBY UNIE	994.00	Office of the Political Staff	2 - Good Service	LOUWMK	Approved
Planning and Economic Development Services						
676348	WESWAS	7305.20	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved
676331	SOUTH AFRICAN PRIVATE SECURITY SERVICES	19344.00	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved
673789	WESWAS	3411.60	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved
673770	INDEPENDENT NEWSPAPERS	16100.00	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved
673551	BRIGHT IDEA PROJECTS 1518	27889.80	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved
673546	BRIGHT IDEA PROJECTS 1518	22655.00	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved
672668	BRIGHT IDEA PROJECTS 1518	29440.00	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved
672663	BRIGHT IDEA PROJECTS 1518	19895.00	Planning and Economic	2 - Good Service	HENRYS	Approved

			Development Services			
672658	BRIGHT IDEA PROJECTS 1518	29969.00	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved
670499	CONTAINERS 4 LESS	10235.00	Planning and Economic Development Services	2 - Good Service	VANNIEKERKJEN	Approved
669975	WORLD FOCUS 404	10432.80	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved
669892	SOUTH AFRICAN PRIVATE SECURITY SERVICES	19344.00	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved
669843	UNITRANS AUTOMOTIVE	48.72	Planning and Economic Development Services	2 - Good Service	TAITL	Approved
669513	Dan's Tours	23520.00	Planning and Economic Development Services	1 - Excellent	FESTUSH	Approved
669510	ORBIT BUSINESS ENTERPRISE	3810.00	Planning and Economic Development Services	1 - Excellent	FESTUSH	Approved
669508	ORBIT BUSINESS ENTERPRISE	21870.00	Planning and Economic Development Services	1 - Excellent	FESTUSH	Approved
668666	OTIS	2597.97	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved

668338	CANDIDA'S EVENT MANAGEMENT	2750.00	Planning and Economic Development Services	2 - Good Service	JAMESM	Approved
667358	SUURKRAG	1014.30	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved
667030	BRIGHT IDEA PROJECTS 1518	22758.50	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved
666315	THE SANDWICH SHOP	680.00	Planning and Economic Development Services	2 - Good Service	PHUMZAV	Approved
666185	WESWAS	5293.10	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved
666182	Weswas	3411.60	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved
666175	WESWAS	3968.50	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved
665900	GRASSNYER EN KETTINGSAAG SENTRUM	6755.95	Planning and Economic Development Services	1 - Excellent	FESTUSH	
664846	KINGPIN SUPPLIERS	4140.00	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved
664462	TISO BLACK STAR	43235.40	Planning and Economic	1 - Excellent	ROMANL	Approved

			Development Services			
664433	M&H Office Equipment cc	5016.89	Planning and Economic Development Services	2 - Good Service	PHUMZAV	Approved
664422	BRIGHT IDEA PROJECTS 1518	21827.00	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved
664418	BRIGHT IDEA PROJECTS 1518	20010.00	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved
664415	BRIGHT IDEA PROJECTS 1518	19377.50	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved
664406	BRIGHT IDEA PROJECTS 1518	12592.50	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved
664395	BRIGHT IDEA PROJECTS 1518	28623.50	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved
664307	GROUP EDITORS COMPANY	17643.00	Planning and Economic Development Services	1 - Excellent	FESTUSH	Approved
664293	SANITECH (WACO AFRICA)	3316.60	Planning and Economic Development Services	1 - Excellent	FESTUSH	
664286	BRIGHT IDEA PROJECTS 1518	17562.80	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved

664176	MAGRIETHA MARIA BARKHUIZEN	1050.00	Planning and Economic Development Services	2 - Good Service	PA.CFO	Approved
664117	WORLD FOCUS 404	10432.80	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved
663814	MAGRIETHA MARIA BARKHUIZEN	900.00	Planning and Economic Development Services	1 - Excellent	MBALOB	Approved
663810	BRIGHTER FUTURE FLOWERS	250.00	Planning and Economic Development Services	1 - Excellent	ABRAHAMSS	Approved
663652	DMP 41 GENERAL TRADING PTY LTD	3998.00	Planning and Economic Development Services	1 - Excellent	MBALOB	Approved
663616	DMP 41 GENERAL TRADING	17000.00	Planning and Economic Development Services	1 - Excellent	MBALOB	Approved
663601	ENIGMA PUBLISHING SOLUTIONS	7091.82	Planning and Economic Development Services	1 - Excellent	JAMESM	Approved
660087	GROUP EDITORS CO (PTY) LTD	3820.40	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved
657822	NO FEAR SYSTEMS	533306.13	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved

657664	SEMPER EASTERN & WESTERN CAPE	2012.50	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved
654866	JP MOTOR SPARES	370.54	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved
654174	ADE EQUIPMENT TRADING	1500.00	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved
652374	PALMERTON CARTRIDGES CC	6026.00	Planning and Economic Development Services	1 - Excellent	NTANGOL	Approved
652074	GLOMIX 124	2259.98	Planning and Economic Development Services	3 - Satisfactory Service	JOHNSOND	
651130	IMPI WIRE	3496.00	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved
650075	LAS SHELF 01	900.00	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved
650001	OUDTSHOORN GRASSNYERS	1039.52	Planning and Economic Development Services	4. Bad Service (Supply Comment and attach related correspondence)	ESAUM	Approved
649375	SEMPER EASTERN AND WESTERN CAPE	2012.50	Planning and Economic Development Services	2 - Good Service	ESAUM	Approved

649137	INSTITUTE OF LOCAL GOVERNMENT MANAGEMENT	700.00	Planning and Economic Development Services	1 - Excellent	NTANGOL	Approved
645864	BRIGHT IDEA PROJECTS 1518	28692.50	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved
645851	BRIGHT IDEA PROJECTS 1518	29152.50	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved
645668	BRIGHT IDEA PROJECTS 1518	27071.00	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved
645657	BRIGHT IDEA PROJECTS 1518	26197.00	Planning and Economic Development Services	2 - Good Service	HENRYS	Approved
Roads Services						
678345	INDEPENDENT NEWSPAPERS	16100.00	Roads Services	1 - Excellent	GOLOGOLOS	Approved
677122	BARLOWORLD SOUTH AFRICA (PTY) LTD	9030.31	Roads Services	1 - Excellent	KROHND	Approved
677106	Telkom_Mobile	11228.71	Roads Services	1 - Excellent	ABRAHAMSM	Approved
676979	LIFE MATTERS TRADING	75.00	Roads Services	1 - Excellent	KROHND	Approved
676398	GERT REYNIER JOHANNES VAN JAARVELD	550.00	Roads Services	1 - Excellent	KROHND	Approved
675920	STRUISIE MOTORS	3029.55	Roads Services	1 - Excellent	KROHND	Approved
675910	LOCROSS GEORGE	843.95	Roads Services	2 - Good Service	KROHND	Approved
675841	THE BUSINESS ZONE 1681	720.00	Roads Services	2 - Good Service	BENCEM	Approved
675833	OUDTSHOORN SWEISWERKE	28934.00	Roads Services	2 - Good Service	BENCEM	Approved

675575	AUTOZONE HOLDINGS	601.89	Roads Services	1 - Excellent	KROHND	Approved
675429	UNIVERSAL EQUIPMENT	1719.00	Roads Services	2 - Good Service	KROHND	Approved
675231	AIR LIQUIDE	2165.24	Roads Services	1 - Excellent	KROHND	Approved
675192	AUTOZONE HOLDINGS	846.46	Roads Services	1 - Excellent	KROHND	Approved
674998	LIFE MATTERS TRADING	320.00	Roads Services	1 - Excellent	KROHND	Approved
674810	ANOTHER NEWS AGENCY	590.00	Roads Services	2 - Good Service	PYLERR	Approved
674619	BARLOWORLD SOUTH AFRICA	3023.83	Roads Services	2 - Good Service	KROHND	Approved
674488	ORBIT BUSINESS ENTERPRISE	1500.00	Roads Services	2 - Good Service	PYLERR	Approved
674479	PALMERTON CARTRIDGES	9487.50	Roads Services	1 - Excellent	PETERSEND	Approved
674442	DIVINE INSPIRATION TRADING 352	2406.08	Roads Services	1 - Excellent	KROHND	Approved
674139	Pienaar Bros	668.20	Roads Services	2 - Good Service	CAINEM	Approved
674042	DIVINE INSPIRATION TRADING 352	2406.08	Roads Services	1 - Excellent	KROHND	Approved
674019	LIFE MATTERS TRADING	500.00	Roads Services	1 - Excellent	KROHND	Approved
673984	SHORT'S NISSAN	4979.86	Roads Services	1 - Excellent	KROHND	Approved
673816	BRIGHTER FUTURE FLOWERS	250.00	Roads Services	1 - Excellent	MAXIMV	Approved
673809	KLEIN KAROO AGRI	4542.00	Roads Services	1 - Excellent	KROHND	Approved
673747	PROWORX	25308.00	Roads Services	2 - Good Service	BENCEM	Approved
673736	UNIVERSAL EQUIPMENT	4108.88	Roads Services	1 - Excellent	KROHND	Approved
673723	PENNYWORTH TRADING	1146.09	Roads Services	2 - Good Service	KROHND	Approved

673513	FULL CIRCLE RADIATORS	3691.50	Roads Services	2 - Good Service	KROHND	Approved
673510	RODMILE MOTORS	618.08	Roads Services	2 - Good Service	KROHND	Approved
673507	PIT STOP	1904.23	Roads Services	1 - Excellent	KROHND	Approved
673247	LETCA VERVOER	11022.89	Roads Services	2 - Good Service	PYLERR	Approved
673222	BUILDERS WAREHOUSE BUILDERS TRADE DEPOT	61.00	Roads Services	2 - Good Service	CAINEM	Approved
673179	KRIESS HYDRAULICS	773.80	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
673160	SOUTH BAY TYRES PASSENGERS DIVISION	111.78	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
673135	DEJAY CONSTRUCTION AND FACILITY MANAGEMENT	23841.00	Roads Services	2 - Good Service	PYLERR	Approved
673134	SOUTHERN CAPE BOLT	868.78	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
673106	BIDVEST SERVICES	2754.54	Roads Services	2 - Good Service	JOUBERTG	Approved
673019	CAW MEUBILEERDERS	1197.00	Roads Services	2 - Good Service	JACOBSZM	Approved
673003	TOSAS	2091.04	Roads Services	2 - Good Service	PYLERR	Approved
672915	RFZ FIRE SERVICES	590.00	Roads Services	2 - Good Service	LINDOORM	Approved
672900	GOLDEN DIVIDEND 536	4161.74	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
672838	PHAKEME CONSTRUCTION	29571.00	Roads Services	2 - Good Service	PYLERR	Approved
672819	LETCA VERVOER	25435.00	Roads Services	2 - Good Service	PYLERR	Approved
672815	LETCA VERVOER	20895.50	Roads Services	2 - Good Service	PYLERR	Approved

672763	MUSTRADE NINETEEN	3319.36	Roads Services	2 - Good Service	STOFFELSK	Approved
672680	FILCO ENGINEERING SUPPLIES CC	477.56	Roads Services	1 - Excellent	KROHND	Approved
672678	SOUTH CAPE PLANT HIRE AND CIVIL CONTRACTORS	69143.50	Roads Services	2 - Good Service	PYLERR	Approved
672584	BITOU CIVILS	28461.00	Roads Services	2 - Good Service	PYLERR	Approved
672582	SOUTH CAPE PLANT HIRE AND CIVIL CONTRACTORS	77973.00	Roads Services	2 - Good Service	PYLERR	Approved
672578	PHAKEME CONSTRUCTION	2306.30	Roads Services	2 - Good Service	PYLERR	Approved
672376	BILLET RETAIL CONSULTANTS	931.50	Roads Services	2 - Good Service	STOFFELSK	Approved
672358	SWANS HARDEWARE	306.60	Roads Services	2 - Good Service	STOFFELSK	Approved
672331	GERT REYNIER JOHANNES VAN JAARVELD	650.00	Roads Services	1 - Excellent	KROHND	Approved
672301	WS FORESTRY EQUIPMENT REPAIRS	287.95	Roads Services	1 - Excellent	KROHND	Approved
672294	KRIESS HYDRAULICS	169.65	Roads Services	1 - Excellent	KROHND	Approved
672292	LIFE MATTERS TRADING	450.00	Roads Services	1 - Excellent	KROHND	Approved
672156	SOUTH CAPE PLANT HIRE AND CIVIL CONTRACTORS	82147.00	Roads Services	2 - Good Service	PYLERR	Approved
672096	SHORT'S NISSAN CC	1449.00	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
671946	TRADEPOST 163	160.31	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
671865	LIFE MATTERS TRADING	160.00	Roads Services	1 - Excellent	KROHND	Approved
671743	RODMILE MOTORS	5038.11	Roads Services	1 - Excellent	KROHND	Approved
671720	J P SPARES (GEORGE)	599.72	Roads Services	1 - Excellent	KROHND	Approved

671714	HYDRA TECH HYDRAULICS	202.92	Roads Services	1 - Excellent	KROHND	Approved
671698	PENNYWORTH TRADING	3080.23	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
671597	DIESEL-ELECTRIC (CAPE)	1112.64	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
671595	JEC MARKETING	3381.00	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
671586	JEC Marketing	3381.00	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
671580	WS FORESTRY EQUIPMENT REPAIRS	486.17	Roads Services	1 - Excellent	KROHND	Approved
671572	DIESEL ELECTRIC CAPE (PTY) LTD	1474.89	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
671558	DIESEL-ELECTRIC (CAPE)	1474.89	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
671548	George Lawnmowers & Chainsaws	1536.63	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
671484	TISO BLACKSTAR GROUP	24943.50	Roads Services	1 - Excellent	ROMANL	Approved
671405	PIT STOP	454.02	Roads Services	2 - Good Service	KROHND	Approved
671315	JEC MARKETING CC	166.75	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
671258	KEMPSTON MOTOR GROUP	2787.95	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
671254	JEC MARKETING	189.75	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
671244	KRIESS HYDRAULICS	575.00	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
671201	JEC MARKETING	458.85	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
671143	JAFFIE TRANSPORT	1500.00	Roads Services	2 - Good Service	PYLERR	Approved
671139	TRENTYRE	2490.00	Roads Services	2 - Good Service	WORKSHOPCAW	Approved

671131	OUDTSHOORN GRASSNYERS	505.00	Roads Services	1 - Excellent	KROHND	Approved
671127	CECIL FRANKLIN WESSOU	4000.00	Roads Services	2 - Good Service	PYLERR	Approved
671118	CECIL FRANKLIN WESSOU	1800.00	Roads Services	2 - Good Service	PYLERR	Approved
671113	H W JONES TRAVEL AND TOURS	2600.00	Roads Services	2 - Good Service	PYLERR	Approved
670948	JAFFIE TRANSPORT	2000.00	Roads Services	2 - Good Service	PYLERR	Approved
670938	HINO GEORGE	2832.82	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
670894	M BRIERS LANDBOUDIENSTE	945.20	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
670890	Q BOLT	792.60	Roads Services	2 - Good Service	KROHND	Approved
670869	GERT REYNIER JOHANNES VAN JAARVELD	2850.00	Roads Services	2 - Good Service	BENCEM	Approved
670838	KLEIN KAROO AGRI	2863.20	Roads Services	2 - Good Service	KROHND	Approved
670804	THE BUSINESS ZONE 1681	1020.00	Roads Services	2 - Good Service	BENCEM	Approved
670798	DEJAY CONSTRUCTION AND FACILITY MANAGEMENT	63000.00	Roads Services	2 - Good Service	PYLERR	Approved
670502	MCCHOGANS FITMENT CENTRE	1000.00	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
670486	VSV PLANT HIRE	71066.91	Roads Services	2 - Good Service	PYLERR	Approved
670294	JEC MARKETING	434.70	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
670248	OUDTSHOORN SWEISWERKE	7624.50	Roads Services	2 - Good Service	KROHND	Approved
670074	CAW MEUBILEERDERS	7500.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
669889	LOJ ENTERPRISES	18492.00	Roads Services	2 - Good Service	BENCEM	Approved

669881	VSV PLANT HIRE	55182.54	Roads Services	2 - Good Service	PYLERR	Approved
669846	TIPPETON PLANT HIRE	50061.60	Roads Services	2 - Good Service	PYLERR	Approved
669841	PIENAAR BROTHERS	486.27	Roads Services	2 - Good Service	PYLERR	Approved
669757	DIESEL-ELECTRIC (CAPE)	3256.80	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
669749	AUTOZONE HOLDINGS	802.85	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
669629	OUDTSHOORN SWEISWERKE	2070.00	Roads Services	2 - Good Service	BENCEM	Approved
669596	KLEIN KAROO AGRI	1508.01	Roads Services	2 - Good Service	KROHND	Approved
669580	LIFE MATTERS TRADING	101280.72	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
669575	PENNYWORTH TRADING	12077.97	Roads Services	2 - Good Service	WORKSHOPCAW	Approved
669541	ADE EQUIPMENT TRADING	6350.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
669512	JP MOTOR SPARES	1697.40	Roads Services	2 - Good Service	KROHND	Approved
669443	TOSAS	23476.03	Roads Services	2 - Good Service	PYLERR	Approved
669356	Rubberman	759.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
669218	PIENAAR BROTHERS	295.96	Roads Services	2 - Good Service	STOFFELSK	Approved
669205	TISO BLACKSTAR GROUP	53212.80	Roads Services	1 - Excellent	ROMANL	Approved
669163	JUVINON SYSTEMS	11504.00	Roads Services	3 - Satisfactory Service	GROBBELAARJH	Approved
669147	SHORT`S NISSAN	2499.13	Roads Services	2 - Good Service	SINKFONTEING	Approved
668954	Q BOLT	4830.00	Roads Services	2 - Good Service	KROHND	Approved

668941	Q BOLT	4347.00	Roads Services	2 - Good Service	KROHND	Approved
668803	MAGRIETHA MARIA BARKHUIZEN	630.00	Roads Services	1 - Excellent	SALMONSR	Approved
668794	DENSE SEAL	49537.50	Roads Services	2 - Good Service	PYLERR	Approved
668781	Nadia's Enterprises	5400.00	Roads Services	1 - Excellent	SALMONSR	Approved
668780	JP Motor Spares	4973.75	Roads Services	2 - Good Service	CAINEM	Approved
668701	LETCA VERVOER	16140.40	Roads Services	2 - Good Service	PYLERR	Approved
668672	PHAKEME CONSTRUCTION	111659.50	Roads Services	2 - Good Service	PYLERR	Approved
668633	Gallie Sweis	1564.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
668632	KLEIN KAROO AGRI	1600.00	Roads Services	2 - Good Service	PYLERR	Approved
668614	METRIC INDUSTRIAL SUPPLIES	32518.50	Roads Services	2 - Good Service	PYLERR	Approved
668570	Billet Retail Consultants T/A National Auto Glass	383.87	Roads Services	2 - Good Service	CAINEM	Approved
668560	M AND H OFFICE EQUIPMENT	17425.91	Roads Services	3 - Satisfactory Service	MAXIMV	Approved
668539	Q BOLT	3392.50	Roads Services	2 - Good Service	KROHND	Approved
668532	GALLIE SWEIS	339.25	Roads Services	2 - Good Service	SINKFONTEING	Approved
668515	SEASONS FIND 982 CC	6500.00	Roads Services	2 - Good Service	PYLERR	Approved
668444	FOWKES BROS	655.94	Roads Services	2 - Good Service	KROHND	Approved
668385	DIVINE INSPIRATION TRADING T/A DTM GEORGE	1025.48	Roads Services	2 - Good Service	SINKFONTEING	Approved
668364	SIGNARAMA	1738.92	Roads Services	2 - Good Service	SINKFONTEING	Approved

668351	SOUTHERN CAPE TYRES AND TREADS	576.01	Roads Services	2 - Good Service	SINKFONTEING	Approved
668347	GEORGE INDUSTRIAL SUPPLIES	166.52	Roads Services	2 - Good Service	SINKFONTEING	Approved
668286	SOUTH AFRICAN ROAD FEDERATION	33635.00	Roads Services	1 - Excellent	NORTJESINGHT	Approved
668217	KRIESS HYDRAULICS	1113.80	Roads Services	1 - Excellent	KROHND	Approved
668185	STANMAR MOTORS PTY LTD	2094.04	Roads Services	2 - Good Service	KROHND	Approved
668179	SPECIALIZED AIR BRAKES	230.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
668174	O P J BRAKE AND CLUTCH	3570.75	Roads Services	2 - Good Service	SINKFONTEING	Approved
668109	BARLOWORLD SOUTH AFRICA (PTY) LTD	3431.95	Roads Services	2 - Good Service	KROHND	Approved
668038	PIT STOP	901.46	Roads Services	1 - Excellent	KROHND	Approved
668021	AUTOZONE HOLDINGS	1192.53	Roads Services	2 - Good Service	KROHND	Approved
668015	Q BOLT	139.00	Roads Services	1 - Excellent	KROHND	Approved
667958	CAW CABLES	120.00	Roads Services	1 - Excellent	KROHND	Approved
667957	SOUTHERN CAPE TYRES AND TREADS	2925.44	Roads Services	2 - Good Service	KROHND	Approved
667931	SOUTHERN CAPE TYRES AND TREADS	1039.04	Roads Services	1 - Excellent	KROHND	Approved
667902	DIESEL-ELECTRIC (CAPE)	1335.15	Roads Services	2 - Good Service	SINKFONTEING	Approved
667857	BELL EQUIPMENT SALES SA LTD	10579.31	Roads Services	2 - Good Service	SINKFONTEING	Approved
667814	TOSAS	4618.50	Roads Services	2 - Good Service	PYLERR	Approved

667779	J P SPARES (GEORGE)	1553.54	Roads Services	1 - Excellent	KROHND	Approved
667768	M AND H OFFICE EQUIPMENT	505.45	Roads Services	2 - Good Service	ABRAHAMSW	Approved
667755	EB AND S	2185.00	Roads Services	2 - Good Service	KROHND	Approved
667714	HUSQY WORLD T/A TOPSAW FOREST & GARDEN	1278.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
667708	CANDIDA'S EVENT MANAGEMENT	20492.00	Roads Services	1 - Excellent	NAIDOOA	Approved
667693	RODMILE MOTORS (PTY) LTD T/A CP NEL OUDTSHOORN	4036.17	Roads Services	2 - Good Service	KROHND	Approved
667687	AIR LIQUIDE (PTY) LTD T/A FIRST WELD DISTRIBUTORS	717.46	Roads Services	2 - Good Service	SINKFONTEING	Approved
667686	CANDIDAS EVENT MANAGEMENT	24500.00	Roads Services	1 - Excellent	NAIDOOA	Approved
667680	VSV PLANT HIRE	67181.94	Roads Services	2 - Good Service	PYLERR	Approved
667671	VSV PLANT HIRE	57759.67	Roads Services	2 - Good Service	PYLERR	Approved
667631	MASSBUILD (Pty) Ltd	430.00	Roads Services	2 - Good Service	JACOBSZM	Approved
667504	FLUID AIR HYDRAULICS	624.38	Roads Services	1 - Excellent	KROHND	Approved
667450	IMPERIAL GROUP	1075.02	Roads Services	2 - Good Service	SINKFONTEING	Approved
667421	SHABBY 2 CHIC	2000.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
667412	UNIVERSAL EQUIPMENT	517.82	Roads Services	2 - Good Service	KROHND	Approved
667408	ISM	17500.00	Roads Services	2 - Good Service	STOFFELSK	Approved
667403	TOSAS	24344.05	Roads Services	2 - Good Service	PYLERR	Approved

667401	SHORT'S NISSAN CC	2173.12	Roads Services	1 - Excellent	KROHND	Approved
667361	JIRAH CONSTRUCTION	3550.00	Roads Services	2 - Good Service	STOFFELSK	Approved
667344	KAREN FROST	39679.60	Roads Services	2 - Good Service	STOFFELSK	Approved
667307	KAREN FROST	19874.50	Roads Services	2 - Good Service	STOFFELSK	Approved
667284	KLEIN KAROO AGRI	11745.44	Roads Services	3 - Satisfactory Service	KROHND	Approved
667247	JFH HOLDING	57528.00	Roads Services	2 - Good Service	PYLERR	Approved
667235	JFH HOLDING	57528.00	Roads Services	2 - Good Service	PYLERR	Approved
667219	TOSAS	10036.86	Roads Services	2 - Good Service	PYLERR	Approved
667216	JP SPARES	414.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
667192	HUSQY WORLD	803.29	Roads Services	2 - Good Service	KROHND	Approved
667059	HENNA'S CATERING	8450.00	Roads Services	1 - Excellent	NAIDOOA	Approved
667029	PHAKEME CONSTRUCTION	36478.95	Roads Services	2 - Good Service	PYLERR	Approved
667023	TAVCOR MOTOR GROUP	499.10	Roads Services	1 - Excellent	KROHND	Approved
667010	Q BOLT	3289.60	Roads Services	2 - Good Service	KROHND	Approved
666984	PHAKEME CONSTRUCTION	40015.20	Roads Services	2 - Good Service	PYLERR	Approved
666954	Q BOLT	797.70	Roads Services	1 - Excellent	KROHND	Approved
666905	AGRICO	1001.62	Roads Services	2 - Good Service	KROHND	Approved
666886	OUDTSHOORN SWEISWERKE	27082.50	Roads Services	2 - Good Service	BENCEM	Approved
666852	JFH HOLDING	15432.62	Roads Services	2 - Good Service	PYLERR	Approved
666838	JFH HOLDINGS	15432.62	Roads Services	2 - Good Service	PYLERR	Approved

666755	KEMPSTON MOTOR GROUP	9657.10	Roads Services	2 - Good Service	PYLERR	Approved
666748	CJ Auto Electrical	14122.49	Roads Services	2 - Good Service	PYLERR	Approved
666745	BIDVEST SERVICES	4145.67	Roads Services	1 - Excellent	JOUBERTG	Approved
666739	SOUTHERN CAPE BOLT	605.48	Roads Services	2 - Good Service	PYLERR	Approved
666735	WS FORESTRY EQUIPMENT REPAIRS	15240.26	Roads Services	2 - Good Service	PYLERR	Approved
666732	WS FORESTRY EQUIPMENT REPAIRS/ FLUID AIR HYDRAULICS	4906.50	Roads Services	2 - Good Service	PYLERR	Approved
666727	BIDVEST SERVICES	3423.96	Roads Services	2 - Good Service	JOUBERTG	Approved
666719	CAW GEARBOX AND DIFF	2225.25	Roads Services	2 - Good Service	PYLERR	Approved
666711	HINO GEORGE	3389.51	Roads Services	2 - Good Service	SINKFONTEING	Approved
666606	OUDTSHOORN SWEISWERKE	2093.00	Roads Services	1 - Excellent	KROHND	Approved
666588	OHSCARE	637.74	Roads Services	2 - Good Service	LINDOORM	Approved
666587	AIR LIQUIDE	717.46	Roads Services	1 - Excellent	KROHND	Approved
666548	LIFE MATTERS TRADING	500.00	Roads Services	1 - Excellent	KROHND	Approved
666535	DIESEL-ELECTRIC (CAPE)	1432.19	Roads Services	1 - Excellent	KROHND	Approved
666509	LTM BUILDING SOLUTIONS	128000.00	Roads Services	1 - Excellent	NAIDOOA	Approved
666503	SHORT'S NISSAN	16884.82	Roads Services	1 - Excellent	KROHND	Approved
666500	LTM BUILDING SOLUTIONS	180000.00	Roads Services	1 - Excellent	NAIDOOA	Approved

666497	SHORT'S NISSAN CC	1721.40	Roads Services	1 - Excellent	KROHND	Approved
666471	SOUTHERN CAPE TYRES AND TREADS	5432.24	Roads Services	2 - Good Service	SINKFONTEING	Approved
666428	BELL EQUIPMENT SALES SA LTD	3668.57	Roads Services	2 - Good Service	PYLERR	Approved
666427	BELL EQUIPMENT SALES SA LTD	5045.40	Roads Services	2 - Good Service	PYLERR	Approved
666424	WS FORESTRY EQUIPMENT	141.57	Roads Services	2 - Good Service	PYLERR	Approved
666423	PENNYWORTH TRADING	7413.49	Roads Services	2 - Good Service	PYLERR	Approved
666422	AZURAPROX CC T/A TYRES AND TREADS (OUDTSHOORN)	980.00	Roads Services	2 - Good Service	PYLERR	Approved
666421	OUDTSHOORN SWEISWERKE	4729.11	Roads Services	2 - Good Service	PYLERR	Approved
666419	OUDTSHOORN SWEISWERKE	2314.95	Roads Services	2 - Good Service	PYLERR	Approved
666418	SOUTHERN CAPE TESTING T/A SAFE DRIVE GEORGE	385.00	Roads Services	2 - Good Service	PYLERR	Approved
666417	SOUTHERN CAPE TESTING T/A SAFE DRIVE GEORGE	385.00	Roads Services	2 - Good Service	PYLERR	Approved
666415	TOSAS	217660.79	Roads Services	2 - Good Service	PYLERR	Approved
666410	SOUTH CAPE PLANT HIRE AND CIVIL CONTRACTORS	140159.40	Roads Services	2 - Good Service	PYLERR	Approved
666409	PHAKEME CONSTRUCTION	135754.00	Roads Services	2 - Good Service	PYLERR	Approved
666408	PHAKEME CONSTRUCTION	135754.00	Roads Services	2 - Good Service	PYLERR	Approved
666395	DENSE SEAL	57885.00	Roads Services	2 - Good Service	PYLERR	Approved
666393	VSV PLANT HIRE	175003.20	Roads Services	2 - Good Service	PYLERR	Approved
666392	VSV PLANT HIRE	81814.80	Roads Services	2 - Good Service	PYLERR	Approved
666379	VSV PLANT HIRE	93719.50	Roads Services	2 - Good Service	PYLERR	Approved
666342	STANMAR MOTORS	2904.06	Roads Services	2 - Good Service	SINKFONTEING	Approved

666340	EB AND S	1552.50	Roads Services	2 - Good Service	SINKFONTEING	Approved
666332	BELL EQUIPMENT	1371.38	Roads Services	2 - Good Service	SINKFONTEING	Approved
666324	BABCOCK	1848.58	Roads Services	2 - Good Service	SINKFONTEING	Approved
666148	LIFE MATTERS TRADING	500.00	Roads Services	1 - Excellent	KROHND	Approved
666145	Barlows	3023.83	Roads Services	2 - Good Service	SINKFONTEING	Approved
666138	Barlows	1931.98	Roads Services	2 - Good Service	SINKFONTEING	Approved
666113	THE CUT N MOW SPECIALISTS	2014.63	Roads Services	2 - Good Service	KROHND	Approved
666088	RONALD JOHN LIND	460.00	Roads Services	1 - Excellent	KROHND	Approved
666078	LIFE MATTERS TRADING	1104.00	Roads Services	2 - Good Service	KROHND	Approved
666075	SOUTHERN CAPE TYRES AND TREADS	5971.92	Roads Services	2 - Good Service	SINKFONTEING	Approved
666036	SOUTHERN CAPE TESTING	385.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
666023	SOUTHERN CAPE TESTING	385.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
666022	SOUTHERN CAPE TESTING	385.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
666014	SOUTHERN CAPE TESTING	365.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
665967	STEEL PIPES FOR AFRICA (GEORGE)	1349.36	Roads Services	2 - Good Service	SINKFONTEING	Approved
665954	Pienaar Bros	707.25	Roads Services	2 - Good Service	LINDOORM	Approved
665897	VSV PLANT HIRE	264340.80	Roads Services	2 - Good Service	PYLERR	Approved
665891	VSV PLANT HIRE	53186.16	Roads Services	2 - Good Service	PYLERR	Approved

665890	Q BOLT	414.00	Roads Services	2 - Good Service	KROHND	Approved
665869	KLEIN KAROO AGRI	1275.00	Roads Services	2 - Good Service	KROHND	Approved
665868	THE CUT N MOW SPECIALISTS	1082.04	Roads Services	2 - Good Service	SINKFONTEING	Approved
665854	BARLOWORLD SOUTH AFRICA (PTY) LTD	854.89	Roads Services	1 - Excellent	KROHND	Approved
665852	Hino George	1580.48	Roads Services	2 - Good Service	SINKFONTEING	Approved
665850	HUSQY WORLD	803.29	Roads Services	2 - Good Service	SINKFONTEING	Approved
665839	KRIESS HYDRAULICS CC	455.40	Roads Services	2 - Good Service	SINKFONTEING	Approved
665834	KRIESS HYDRAULICS	1360.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
665830	KRIESS HYDRAULICS CC	278.60	Roads Services	2 - Good Service	SINKFONTEING	Approved
665828	MAGRIETHA MARIA BARKHUIZEN	1020.00	Roads Services	1 - Excellent	NORTJESINGHT	Approved
665825	LIFE MATTERS TRADING	500.00	Roads Services	1 - Excellent	KROHND	Approved
665820	SHORT`S NISSAN	905.72	Roads Services	2 - Good Service	SINKFONTEING	Approved
665805	Smal Elektries & Toebehore	1590.00	Roads Services	1 - Excellent	KROHND	Approved
665708	SOUTHERN CAPE TYRES AND TREADS	8776.32	Roads Services	2 - Good Service	KROHND	Approved
665688	RUBBERMAN	3808.80	Roads Services	2 - Good Service	KROHND	Approved
665673	SHORT'S NISSAN	1526.13	Roads Services	2 - Good Service	SINKFONTEING	Approved
665657	BRIGHTER FUTURE T/A FLOWERS 4 U	250.00	Roads Services	1 - Excellent	NORTJESINGHT	Approved

665645	STANMAR MOTORS	5883.78	Roads Services	1 - Excellent	KROHND	Approved
665622	ROUXRAND PROPERTIES	1663.52	Roads Services	1 - Excellent	KROHND	Approved
665620	MOREKI DISTRIBUTORS	7469.25	Roads Services	2 - Good Service	PYLERR	Approved
665612	JEC MARKETING CC	225.86	Roads Services	2 - Good Service	KROHND	Approved
665610	T AND T CONCRETE	199333.56	Roads Services	2 - Good Service	PYLERR	Approved
665605	AZURAPROX	3059.99	Roads Services	2 - Good Service	KROHND	Approved
665591	LIFE MATTERS TRADING H/A SUPA QUICK OUDTSHOORN	330.00	Roads Services	1 - Excellent	KROHND	Approved
665527	PFM BRIERS	583.61	Roads Services	2 - Good Service	SINKFONTEING	Approved
665525	SHORT`S NISSAN	6865.75	Roads Services	2 - Good Service	SINKFONTEING	Approved
665487	RFZ FIRE SERVICES	255.00	Roads Services	2 - Good Service	LINDOORM	Approved
665461	THE CUT N MOW SPECIALISTS	4046.58	Roads Services	2 - Good Service	SINKFONTEING	Approved
665451	LEZMIN 2021 (PTY) LTD	335520.00	Roads Services	1 - Excellent	PYLERR	Approved
665417	ROCLA	81004.40	Roads Services	2 - Good Service	PYLERR	Approved
665379	OUDTSHOORN ENGINEERING	1311.00	Roads Services	1 - Excellent	KROHND	Approved
665354	BITOU CIVILS	57402.00	Roads Services	2 - Good Service	PYLERR	Approved
665335	SOUTH CAPE PLANT HIRE AND CIVIL CONTRACTORS	55026.80	Roads Services	2 - Good Service	PYLERR	Approved
665327	JUVINON SYSTEMS	4442.00	Roads Services	1 - Excellent	PETERSENG	Approved
665280	SOUTH CAPE PLANT HIRE AND CIVIL CONTRACTORS	78453.00	Roads Services	2 - Good Service	PYLERR	Approved

665270	KRIESS HYDRAULICS CC	235.20	Roads Services	1 - Excellent	KROHND	Approved
665265	PHAKEME CONSTRUCTION	59621.00	Roads Services	2 - Good Service	PYLERR	Approved
665263	DIESEL-ELECTRIC (CAPE)	851.30	Roads Services	2 - Good Service	KROHND	Approved
665251	PHAKEME CONSTRUCTION	61519.00	Roads Services	2 - Good Service	PYLERR	Approved
665245	STANMAR MOTORS	2248.23	Roads Services	2 - Good Service	KROHND	Approved
665200	BITOU CIVILS	130944.00	Roads Services	2 - Good Service	PYLERR	Approved
665191	JUVINON SYSTEM (PTY) LTD T/A ISM	10228.20	Roads Services	2 - Good Service	CAINEM	Approved
665182	LETCA VERVOER	49430.00	Roads Services	2 - Good Service	PYLERR	Approved
665094	PALMERTON CARTRIDGES	42163.60	Roads Services	1 - Excellent	PETERSEND	Approved
665088	LETCA VERVOER	40351.00	Roads Services	2 - Good Service	PYLERR	Approved
665075	SOUTH CAPE PLANT HIRE AND CIVIL CONTRACTORS	165254.00	Roads Services	2 - Good Service	PYLERR	Approved
665068	ELECTRICAL PRO WHOLESALEERS	3854.40	Roads Services	1 - Excellent	BENCEM	Approved
665041	SOUTH CAPE PLANT HIRE AND CIVIL CONTRACTORS	138287.00	Roads Services	2 - Good Service	PYLERR	Approved
665039	SOUTH CAPE PLANT HIRE AND CIVIL CONTRACTORS	78453.00	Roads Services	2 - Good Service	PYLERR	Approved
665038	SOUTH CAPE PLANT HIRE AND CIVIL CONTRACTORS	63146.40	Roads Services	2 - Good Service	PYLERR	Approved

665035	SOUTH CAPE PLANT HIRE AND CIVIL CONTRACTORS	78453.00	Roads Services	2 - Good Service	PYLERR	Approved
664989	LEZMIN 2021 (PTY) LTD	176471.39	Roads Services	1 - Excellent	PYLERR	Approved
664972	VSV PLANT HIRE	56773.20	Roads Services	2 - Good Service	PYLERR	Approved
664959	JEC MARKETING CC	1048.80	Roads Services	1 - Excellent	KROHND	Approved
664956	SOUTHERN CAPE TYRES AND TREADS	3516.00	Roads Services	2 - Good Service	KROHND	Approved
664948	SHORT'S NISSAN	873.14	Roads Services	1 - Excellent	KROHND	Approved
664938	KOMATSU	3030.40	Roads Services	2 - Good Service	KROHND	Approved
664934	COPY X BUSINESS SOLUTIONS	2298.02	Roads Services	2 - Good Service	HOFSTAV	Approved
664932	BELL EQUIPMENT SALES SOUTH AFRICA	5185.47	Roads Services	1 - Excellent	KROHND	Approved
664931	UNIVERSAL EQUIPMENT (PTY) LTD	462.36	Roads Services	1 - Excellent	KROHND	Approved
664928	HINO	11754.84	Roads Services	2 - Good Service	KROHND	Approved
664911	KRIESS HYDRAULICS	2480.30	Roads Services	2 - Good Service	SINKFONTEING	Approved
664882	GERT REYNIER JOHANNES VAN JAARVELD	1450.00	Roads Services	1 - Excellent	KROHND	Approved
664877	HIGH POWER EQUIPMENT AFRICA	12288.88	Roads Services	2 - Good Service	SINKFONTEING	Approved
664870	LETCA VERVOER	74002.00	Roads Services	2 - Good Service	PYLERR	Approved
664813	CONTAINERS 4 LESS	17250.00	Roads Services	2 - Good Service	PYLERR	Approved
664810	WISPERNET	94365.00	Roads Services	3 - Satisfactory Service	ALBERTSR	Approved
664808	BARLOWS	6019.93	Roads Services	1 - Excellent	KROHND	Approved

664802	STANMAR MOTORS PTY LTD	875.16	Roads Services	2 - Good Service	KROHND	Approved
664800	Q BOLT	1206.80	Roads Services	1 - Excellent	KROHND	Approved
664778	OHSCARE	637.74	Roads Services	2 - Good Service	LINDOORM	Approved
664770	OHSCARE	2550.96	Roads Services	2 - Good Service	LINDOORM	Approved
664768	UNIVERSAL EQUIPMENT	12627.21	Roads Services	1 - Excellent	KROHND	Approved
664756	SHORT'S NISSAN CC	8942.20	Roads Services	1 - Excellent	KROHND	Approved
664747	PENNYWORTH TRADING	5175.56	Roads Services	1 - Excellent	KROHND	Approved
664722	ALVANS PLANT HIRE	119600.00	Roads Services	1 - Excellent	SALMONSR	Approved
664712	PROPSHAFT ENGINEERING	5674.10	Roads Services	1 - Excellent	KROHND	Approved
664709	STANMAR MOTORS PTY LTD	6538.79	Roads Services	1 - Excellent	KROHND	Approved
664705	OUDTSHOORN ENGINEERING	3795.00	Roads Services	1 - Excellent	KROHND	Approved
664690	M AND H OFFICE EQUIPMENT	2640.32	Roads Services	2 - Good Service	OUKAMPD	Approved
664660	NADIA'S ENTERPRISES	11350.00	Roads Services	1 - Excellent	SALMONSR	Approved
664647	STANMAR MOTORS PTY LTD	14000.16	Roads Services	2 - Good Service	KROHND	Approved
664643	B SMART GENERAL SUPPLIES	4718.28	Roads Services	1 - Excellent	MAXIMV	Approved
664641	SHORT'S NISSAN	3039.83	Roads Services	2 - Good Service	SINKFONTEING	Approved
664628	SHORT'S NISSAN	9017.75	Roads Services	2 - Good Service	SINKFONTEING	Approved
664623	BRIGHTER FUTURE FLOWERS	250.00	Roads Services	1 - Excellent	NORTJESINGHT	Approved

664609	UMBUSO TRAINING SERVICES	60717.20	Roads Services	1 - Excellent	SALMONSR	Approved
664602	DMP 41 GENERAL TRADING	9400.00	Roads Services	1 - Excellent	SALMONSR	Approved
664592	MAGRIETHA MARIA BARKHUIZEN	2400.00	Roads Services	1 - Excellent	SALMONSR	Approved
664585	CANDIDAS EVENT MANAGEMENT	28080.00	Roads Services	1 - Excellent	SALMONSR	Approved
664438	Palmerton Cartridges	5957.00	Roads Services	1 - Excellent	MAXIMV	Approved
664246	SJ POGGENPOEL BOERDERY	9920.00	Roads Services	2 - Good Service	PRINSLOOB	Approved
664242	DB JOUBERT	31310.00	Roads Services	2 - Good Service	PRINSLOOB	Approved
664229	PJ CRONJE	34968.00	Roads Services	2 - Good Service	PRINSLOOB	Approved
664211	Mossel Bay - WC Local Municipality	322.00	Roads Services	2 - Good Service	PRINSLOOB	Approved
663046	PAULINA HARTNICK	7150.00	Roads Services	1 - Excellent	NAIDOOA	Approved
662345	VSV PLANT HIRE	102645.00	Roads Services	2 - Good Service	PYLERR	Approved
662276	VSV PLANT HIRE	130465.80	Roads Services	2 - Good Service	PYLERR	Approved
662253	TOSAS	159690.97	Roads Services	2 - Good Service	PYLERR	Approved
662220	IDEAL WAYS 188	14980.50	Roads Services	2 - Good Service	PYLERR	Approved
662116	DENSE SEAL	57885.00	Roads Services	2 - Good Service	PYLERR	Approved
661895	HERBCON SERVICES	51405.00	Roads Services	2 - Good Service	PYLERR	Approved
661893	IMPI WIRE	65220.40	Roads Services	2 - Good Service	PYLERR	Approved
661892	W.H VAN SCHALKWYK VERVOER BK	3036.00	Roads Services	2 - Good Service	PYLERR	Approved
661889	DENSE SEAL	17652.50	Roads Services	2 - Good Service	PYLERR	Approved
660974	Andre van Greunen Oudtshoorn Building Materials	17174.00	Roads Services	2 - Good Service	PYLERR	Approved
660659	BIDVEST OFFICE	466.44	Roads Services	1 - Excellent	KELLIESM	Approved

660651	Independent Newspapers	24840.00	Roads Services	1 - Excellent	ROMANL	Approved
659253	BRIGHTER FUTURE FLOWERS	250.00	Roads Services	1 - Excellent	NORTJESINGHT	Approved
658145	NADIA SARIFA SAMAAI	6250.00	Roads Services	1 - Excellent	NAIDOOA	Approved
658142	NADIA SARIFA SAMAAI	12215.00	Roads Services	1 - Excellent	NAIDOOA	Approved
656591	THE CUT N MOW SPECIALISTS	3469.05	Roads Services	2 - Good Service	SINKFONTEING	Approved
656526	George Lawnmowers & Chainsaws	2553.23	Roads Services	2 - Good Service	SINKFONTEING	Approved
656372	DEAK RUBBER TREAD	520.00	Roads Services	3 - Satisfactory Service	CAINEM	Approved
656123	JEC MARKETING CC	874.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
655955	DEJAY CONSTRUCTION AND FACILITY MANAGEMENT	47475.00	Roads Services	1 - Excellent	PYLERR	Approved
655929	T AND T CONCRETE	125289.18	Roads Services	2 - Good Service	PYLERR	Approved
655846	LETCA VERVOER	3066.64	Roads Services	2 - Good Service	PYLERR	Approved
655638	T AND T CONCRETE	13921.02	Roads Services	2 - Good Service	PYLERR	Approved
655456	AUTO ELECTRICAL AND TRUCK CENTRE T/A AUTOLEK	13236.50	Roads Services	2 - Good Service	SINKFONTEING	Approved
655370	STANMAR MOTORS	1628.08	Roads Services	2 - Good Service	SINKFONTEING	Approved
655054	PENNYWORTH TRADING	2267.64	Roads Services	2 - Good Service	SINKFONTEING	Approved
655031	GAS ELEKTRIK	6250.00	Roads Services	2 - Good Service	PYLERR	Approved
654931	VSV PLANT HIRE	19736.00	Roads Services	Order Cancelled	BENCEM	
654481	WH VAN SCHALKWYK VERVOER	21210.00	Roads Services	2 - Good Service	PYLERR	Approved

654189	BUCO GEORGE	27606.61	Roads Services	1 - Excellent	PRINSK	Approved
654163	2 HIRE T/A IDEAL WAYS 162 CC	13455.00	Roads Services	2 - Good Service	BENCEM	Approved
653954	TIPPETON PLANT HIRE	116953.60	Roads Services	2 - Good Service	BENCEM	Approved
653939	UNIVERSAL EQUIPMENT	2700.09	Roads Services	2 - Good Service	SINKFONTEING	Approved
653673	SOUTHERN CAPE TYRES & TREADS CC	21940.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
653568	ELB EQUIPMENT HOLDINGS	12826.04	Roads Services	2 - Good Service	SINKFONTEING	Approved
653013	HUSQY WORLD	3488.36	Roads Services	2 - Good Service	SINKFONTEING	Approved
652975	WH VAN SCHALKWYK VERVOER	135632.25	Roads Services	2 - Good Service	PYLERR	Approved
652714	VSV PLANT HIRE	95518.35	Roads Services	2 - Good Service	PYLERR	Approved
652363	TRF Sport	20839.38	Roads Services	3 - Satisfactory Service	SINKFONTEING	Approved
652227	VSV PLANT HIRE	86247.00	Roads Services	2 - Good Service	PYLERR	Approved
651757	VSV PLANT HIRE	115584.00	Roads Services	2 - Good Service	PYLERR	Approved
651622	VSV PLANT HIRE	114694.50	Roads Services	2 - Good Service	PYLERR	Approved
651408	DIVINE INSPIRATION TRADING 352	1513.76	Roads Services	2 - Good Service	SINKFONTEING	Approved
650594	KOHLER SIGNS	25375.27	Roads Services	1 - Excellent	PYLERR	Approved
650396	IDEAL LIGHTING & ELECTRICAL	2952.75	Roads Services	2 - Good Service	SINKFONTEING	Approved
650152	ANOTHER NEWS AGENCY	20010.00	Roads Services	2 - Good Service	HOFSTAV	Approved
649790	OHSCARE	637.74	Roads Services	2 - Good Service	LINDOORM	Approved
649270	VSV PLANT HIRE	63940.00	Roads Services	1 - Excellent	PRINSK	Approved
649236	VSV PLANT HIRE	15435.00	Roads Services	2 - Good Service	PRINSK	Approved

649208	VSV PLANT HIRE	33012.00	Roads Services	2 - Good Service	PRINSK	Approved
649207	ACME TOOL HIRE	5520.00	Roads Services	2 - Good Service	BENCEM	Approved
649195	VSV PLANT HIRE	39600.00	Roads Services	2 - Good Service	PRINSK	Approved
649174	WH VAN SCHALKWYK VERVOER	89280.00	Roads Services	1 - Excellent	PRINSK	Approved
648907	T R SUPPLY	15979.20	Roads Services	2 - Good Service	PRINSK	Approved
648906	KEMPSTON MOTOR GROUP	4210.43	Roads Services	2 - Good Service	SINKFONTEING	Approved
648884	T R SUPPLY	17754.40	Roads Services	2 - Good Service	PRINSK	Approved
648881	T R SUPPLY	3195.84	Roads Services	2 - Good Service	PRINSK	Approved
648736	KEMPSTON MOTORS	4210.43	Roads Services	2 - Good Service	SINKFONTEING	Approved
648605	T R SUPPLY	11806.76	Roads Services	3 - Satisfactory Service	CUPIDOA	Approved
648185	BUFFELSDRIFT CLAY MINE	145263.00	Roads Services	Order Cancelled	BENCEM	
647548	TRF Sport	19529.42	Roads Services	2 - Good Service	BENCEM	Approved
647506	TRF Sport	15535.20	Roads Services	2 - Good Service	BENCEM	Approved
647388	SOUTHERN CAPE TESTING	360.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
647386	SOUTHERN CAPE TESTING	360.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
647385	SOUTHERN CAPE TESTING	360.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
647195	KAREN FROST	38098.83	Roads Services	2 - Good Service	PRINSK	Approved
647178	STARTUNE	20486.70	Roads Services	2 - Good Service	PRINSK	Approved
645327	T R SUPPLY	3550.88	Roads Services	2 - Good Service	PRINSK	Approved
643976	T AND T CONCRETE	139921.20	Roads Services	Order Cancelled	BENCEM	

643887	SES	20815.00	Roads Services	2 - Good Service	SHANDRE LAVEN	Approved
629452	UNIVERSAL EQUIPMENT (PTY) LTD	1403.80	Roads Services	2 - Good Service	SINKFONTEING	Approved
623510	UNIVERSAL EQUIPMENT (9976)	130739.47	Roads Services	2 - Good Service	SINKFONTEING	Approved
621182	ELB EQUIPMENT	2018.63	Roads Services	2 - Good Service	SINKFONTEING	Approved
621157	KEMPSTON MOTORS	2848.71	Roads Services	2 - Good Service	SINKFONTEING	Approved
621149	Short's (MAAA0238807)	809.40	Roads Services	2 - Good Service	SINKFONTEING	Approved
621071	WS FORESTRY EQUIPMENT REPAIRS	241.20	Roads Services	2 - Good Service	SINKFONTEING	Approved
619300	SOUTHERN CAPE TYRES & TREADS CC	500.00	Roads Services	2 - Good Service	SINKFONTEING	Approved
619053	BEARING & ALLIED SERVICES	131.10	Roads Services	2 - Good Service	SINKFONTEING	Approved
618373	Kempston Motors (MAAA0101973)	4414.99	Roads Services	2 - Good Service	SINKFONTEING	Approved

[BACK TO AGENDA](#)

**PROGRESS REPORT REGARDING THE IMPLEMENTATION OF THE MUNICIPAL
STANDARD CHART OF ACCOUNTS (mSCOA) & SYSTEM DEVELOPMENT /
VORDERINGSVERSLAG RAKENDE DIE IMPLEMENTERING VAN DIE MUNISIPALE
STANDAARD “CHART OF ACCOUNTS” (MSCOA) / INGXELO NGOMSEBENZI
OWENZIWE NGOKUMISELWA KOLUHLU LWENCWADI ZOMASIPALA
EZIFANELEKILEYO (Mcsoa) NEKQUBO YOPHUHLISO (678960)**

(7/2/2/6)

28 September 2018

**REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (B HOLTZHAUSEN) /
MSCOA PROJECT TEAM LEADER (R ALBERTS)**

PURPOSE OF THE REPORT

The purpose of this report is to inform council regarding the progress on the implementation of the Municipal Standard Chart of Accounts (mSCOA) on the Vesta Technical Services (Pty) Ltd financial system (Phoenix).

BACKGROUND / DISCUSSION

The Municipal Regulations on a Standard Chart of Accounts, 2014 (mSCOA), requires a significant change in municipal business processes. Consequently, mSCOA implementation involves system conversion and/ or re-implementation with all the typical risks associated with any system conversion or implementation.

Implementing mSCOA therefore requires organisational change across the municipality since not only financial and budget orientated practitioners are involved. A common misconception amongst municipalities and other stakeholders relates to the fact that mSCOA Regulations are perceived to be a finance reform only, is an extremely dangerous assumption.

LEGISLATIVE MANDATE:

Section 216 of the Constitution of the Republic of South Africa (Act 108 of 1996, substituted by section 1(1) of Act 5 of 2005) deals with treasury control and determines that national legislation must establish a national treasury and prescribe measures to ensure both transparency and expenditure control in each sphere of government, by introducing generally recognised accounting practices, uniform expenditure classifications and uniform treasury norms and standards.

Section 168 (1) of the MFMA, determines that the Minister, acting with the concurrence of the Cabinet member responsible for local government, may make regulations or guidelines applicable to municipalities and municipal entities, regarding any matter that may be prescribed in terms of the Act. In this context “the Minister” means the Cabinet minister responsible for finance.

Progress and challenges to date:

Annual Financial Statements and Fixed Asset Register

Management decided to complete the AFS outside the Phoenix financial system. The Caseware module that is needed for the AFS generation could not be configured in the correct manner. The same problem was experienced with the Market Demand FAR module. The FAR can to this date not complete a system generated month- or year end. It is envisaged to configure and use the Caseware module going forward.

The AFS was successfully completed and timeously uploaded to National treasury with the assistance of another service provider.

Changing of mSCOA Chart

The mSCOA chart was changed by National Treasury from v6.1 to v6.2 as from 01 July 2018. These changes caused massive interruptions in the system procedure. One of the main problems was that history, age analysis and system data integrations could not be completed without major changes to not only the Phoenix system but also to the data.

The National Treasury is in the process of changing the chart to V6.3 at the moment.

Internal Auditor Investigation

Internal Audit performed a review on all expenditure booked in the ledger of Garden Route DM in the 2017/18 financial year to ensure that the expenditure was allocated to the correct/most appropriate vote according to the mSCOA chart. The results of this review, together with other observations/matters for improvement, were reported to the CFO in May 2018.

This report was then workshopped with the full Finance Department to ensure the necessary corrections were made for the 2017/18 annual financial statements, as well as actions/processes are put in place to prevent re-occurrence of errors highlighted in the report.

Due diligence and Project sign-off.

Provincial Treasury convened a meeting for all the Phoenix financial system users on 10/11 September 2018 at the Nekkies resort in Worcester. The meeting was treated as a ICT Due Diligence exercise where the relevant mSCOA requirements in terms of the RT25/2016 tender specifications were tested against the live data of a municipality.

The representatives on the meeting was as per attached attendance register **ANNEXURE A.**

It is the view of the municipalities that the ICT Due diligence forms an integral part of the Phoenix System final UAT as per the RT25 Functional Compliance Requirements Specifications and therefore the mSCOA Project Implementation Closure Report cannot be duly signed off by the mSCOA Steering Committee and presented to council without this ICT Due Diligence being performed successfully and to warrant that mSCOA compliance has been achieved successfully.

The report on the outcome of this meeting was drafted by Provincial Treasury and is attached as **ANNEXURE B**.

The following information needs to be highlighted from this report.

Purpose of the report:

The purpose of this report is to articulate the results of the Phoenix ICT Due Diligence workshop held on 10 and 11 September 2018.

This report is jointly authored by the municipalities that were represented at the workshop and the vendor was given the opportunity to interrogate and respond to its contents. Their comments are also included with the findings of the represented municipalities.

Findings:

Having reviewed the system functionality in conjunction with the users and the vendor it seems that the system is largely functional based on the Legislative and mSCOA Regulatory requirements. This does not necessarily mean that the system is fully functional as there seem to be some issues that still need to be resolved by the Vendor. Some of the issues may be resolved with the next release of the software which is scheduled for end September 2018.

Considering that some of the Best Practice requirements may also be needed, given the time constraints, we were not able to consider these requirements. Municipalities should review these functional requirements and provide a view on its availability in system.

Our findings are based on the ICT Due Diligence requirements that relates to the prescribed 15 Business processes and its sub-processes for category B3 and C2 municipalities respectively. The responses below only highlight those processes where certain issues were highlighted based on our findings.

The review did not include the following:

- Items that were an Optional or Best Practice requirement
- The HR and Payroll functionality was not reviewed as it relates to a 3rd Party System Vendor (PayDay) although some questions were answered by the municipalities in attendance.
- Project Accounting is not a requirement for a B3 and C2 municipality
- Real Estate and Resources Management is not a requirement for a B3 and C2 municipality

- The Land Use Building Control functionality was not reviewed as it relates to a 3rd Party System Vendor (MetGovis).

This report therefore does not provide an opinion on the above exclusions but should be read in conjunction with the ICT Due Diligence document that accompanies this report.

During the engagement, the vendor indicated that a number issues experienced by municipalities would be resolved with the new release of Phoenix that will be rolled out by 30 September 2018. The most notable is the enhanced Bank Reconciliation functionality that has been a contentious issue over the last year.

It is important to note that this ICT Due Diligence workshop must not be construed to be an end-to-end user acceptance testing (UAT) process. The municipality is therefore responsible for its own UAT before they sign off on their mSCOA enabling systems. This is a critical step to ensure that the implementation is complete and that business-as-usual processes has started.

The findings presented in this report are therefore based on what was presented, demonstrated and answers to questions provided by the vendor and municipalities in attendance.

As part of engagement it was noted that there are still a number issues relating to the smaller 3rd Party systems where the integration into the core financial system has not been completed. It was noted that this has been elevated to National Treasury and that further guidance are awaited.

National User Group

The 3rd national Phoenix user group will take place on 11/12 October 2018 at the Birchwood Hotel & OR Tambo Conference Centre in Johannesburg. The Garden Route District Municipality will be presented by Louise Hoek (CFO), Johan Stander (Finance), Jan-Willem de Jager (Internal Audit), Rhyn Alberts (ICT and mSCOA coordinator) and Margaret Powell (Phoenix administrator).

The minutes of the last National user group that was held in George on 19/20 April 2018 attached as **ANNEXURE C**.

FINANCIAL IMPLICATIONS

Current budget is adequate.

Project Implementation Costs to date:

SUMMARY SHEET - ONSITE VESTA	TOTAL IN ZAR (inclusive of VAT)	TOTAL Expenditure (inclusive of VAT)	Budget Balance (inclusive of VAT)
Hardware requirement	90,000	90,000	0
Once off License fee	592,895	592,895	0

Annual maintenance fee - Year 1	456,596	456,596	0
Annual maintenance fee - Year 2	596,617		596,617
Annual maintenance fee - Year 3	641,202		641,202
Annual service fee - Year 1	310,926		310,926
Annual service fee - Year 2	334,257		334,257
Annual service fee - Year 3	363,384		363,384
After implementation - Year 1	280,878	97,154	183,724
After implementation - Year 2	300,066		300,066
After implementation - Year 3	320,371		320,371
Status assessment cost	66,141	66,141	0
Change management cost	345,498	345,498	0
Requirement assessment	55,693	55,693	0
Customise and setup	413,720	413,720	0
Testing	74,268	74,268	0
Training	795,222	795,222	0
Hand-holding	647,348	647,348	0
CATEGORY C1 - ONSITE	6,685,082	3,634,535	3,523,042

SUMMARY SHEET - ONSITE VESTA Subsistence and Travel	TOTAL IN ZAR (inclusive of VAT)	TOTAL Expenditure (inclusive of VAT)	Budget Balance (inclusive of VAT)
2016/17 Financial Year	150,000	150,000	0
2017/18 Financial Year	150,000	402,376	(252,376)
CATEGORY C1 - ONSITE	300,000	552,376	(252,376)

SUMMARY SHEET - ONSITE PAYDAY Integration (Not included in RT25)	TOTAL IN ZAR (inclusive of VAT)	TOTAL IN ZAR (inclusive of VAT)	TOTAL IN ZAR (inclusive of VAT)
Technology Upgrade	66,537	66,537	0
1st Consultation	33,972	33,972	0
2nd Consultation	33,972	33,972	0
3rd Consultation	33,972	33,972	0
CATEGORY C1 - ONSITE	168,453	168,453	0

Total Expenditure to date: R 4 355 364.00
Total Project Cost: R 7 153 535.00

RELEVAN LEGISLATION

Municipal Finance Management Act 56 of 2003
Municipal Standard Chart of Account Regulations
Section 216 of the Constitution of RSA, Act 108 of 1996

UITVOERENDE OPSOMMING

Tuinroete Distriksmunisipaliteit het Vesta Technical Services (Pty) Ltd aangestel om die huidige finansiële stelsel te vervang om mSCOA regulasies na te kom. Tuinroete Distriksmunisipaliteit ondervind ernstige uitdagings met die implementerings proses asook in die stelsel.

RECOMMENDATION

That the content of the report be noted.

AANBEVELING

Dat kennis geneem word van die inhoud van die verslag.

ISINDULOLO

Sesokuba umongo wengxelo uthathele ingqalelo.

Electronic Attendance Register

Vesta ICT Due Diligence - 10 to 11 September 2018 - Nekkies, Worcester

Order Number	Ticket Number	Ticket Barcode	First name	Surname	Organisation	Cellphone	Email	Day 1	Day2	Checked In Date
2717654	7331452	97394556	Christopher	Turner	Bergrivier Municipality	0832344802	turnerc@bergmun.org.za	Yes	Yes	10/09/2018 09:28:58
2710759	7316783	86365836	Israel	Saunders	Bergrivier Municipality	0825565528	saundersi@telkomsa.net	Yes	Yes	11/09/2018 09:04:57
2710491	7316158	85467257	Nelmarie	Bothma	Bergrivier Municipality	0832723608	bothman@bergmun.org.za	Yes	Yes	10/09/2018 08:42:04
2710316	7315722	47268559	Hannes	van Biljon	Cape Agulhas Municipality	0828067887	hannesv@capeagulhas.gov.za	Yes	Yes	10/09/2018 08:43:07
2718505	7333239	81670332	Nico	Smit	Cederberg Municipality	0828898200	nicos@cederbergraad.co.za	Yes	No	10/09/2018 09:00:29
2718505	7333238	59949369	Reandro	Meyers	Cederberg Municipality	0837703240	reandrom@cederbergraad.co.za	Yes	Yes	10/09/2018 09:00:26
2710731	7316728	29854044	Jan-Willem	De Jager	Garden Route District Municipality	0725041169	jan-willem@edendm.gov.za	Yes	Yes	10/09/2018 09:01:52
2712958	7321420	69559767	Rhyn	Alberts	Garden Route District Municipality	0828029070	rhyn@gardenroute.org.za	Yes	Yes	10/09/2018 09:01:45
2717958	7332118	80951152	Cornelius	Botes	Market Demand	0713541953	c.botes@m-demand.co.za	Yes	No	10/09/2018 08:44:08
2710249	7315532	39900718	Gustav	Goosen	Market Demand	0824911238	gustav@dmbh.co.za	Yes	No	10/09/2018 08:44:13
2710249	7315531	47043914	Johan	Linde	Market Demand	0832904261	j.linde@m-demand.co.za	Yes	No	10/09/2018 08:44:16
2717567	7331225	56804346	Heleen	Meyer	Matzikama Municipality	0833128254	peter@matzikamamun.co.za	Yes	Yes	10/09/2018 10:37:44
2717567	7331226	61270635	Liefie	Van wyk	Matzikama Municipality	0828964661	lvanwyk@matzikamamun.co.za	Yes	Yes	10/09/2018 10:37:47
2717567	7331227	51790679	Peter	Lof	Matzikama Municipality	0748373002	peter@matzikamamun.co.za	Yes	Yes	10/09/2018 10:37:54
2709794	7314416	73727298	Ronald	Page	National Treasury	0837936511	ronald@mfip.gov.za	Yes	Yes	10/09/2018 08:41:51
2710425	7315928	97651620	Jannie	Neethling	Prince Albert Municipality	0723002336	jneethling@pamun.gov.za	Yes	Yes	10/09/2018 08:43:55
2710425	7315927	42260891	PW	Erasmus	Prince Albert Municipality	0723002336	pwerasmus@pamun.gov.za	Yes	Yes	10/09/2018 08:42:41
2718665	7333609	22873894	Annielle	Martin	Theewaterskloof Municipality	0792845750	dalebe@twk.org.za	Yes	Yes	10/09/2018 08:45:59
2717618	7331354	58062090	Christoline	Theunissen	Theewaterskloof Municipality	0737912987	christolineth@twk.org.za	Yes	Yes	10/09/2018 08:46:22
2718878	7334134	47767167	Jacky	Smith	Theewaterskloof Municipality	0846040166	carishajo@twk.org.za	Yes	Yes	10/09/2018 08:46:08
2717631	7331413	95974155	Janine	van Niekerk	Theewaterskloof Municipality	0823333045	janineva@twk.org.za	Yes	Yes	10/09/2018 08:46:25
2718192	7332597	13228269	Lenotre	Sauls	Theewaterskloof Municipality	0721136633	lenotresa@twk.org.za	Yes	Yes	10/09/2018 08:46:03
2710249	7315540	61060440	Annelie	Van Heerden	Vesta Technical Services	0834414649	AnnelievH@phoenixerp.co.za	Yes	Yes	10/09/2018 08:41:33
2710249	7315533	34320391	Cornel	Ebersohn	Vesta Technical Services	0832981580	CornelE@phoenixerp.co.za	Yes	Yes	10/09/2018 08:41:43
2710249	7315534	14260371	Danie	Du Plessis	Vesta Technical Services	0788004310	DanieDP@phoenixerp.co.za	Yes	Yes	10/09/2018 08:41:41
2710249	7315536	29399359	Dewald	Pretorius	Vesta Technical Services	0832507821	dewald@dmbh.co.za	Yes	Yes	10/09/2018 08:41:35
2710249	7315535	98267205	Gerrie	Nel	Vesta Technical Services	0823012393	GerrieN@phoenixerp.co.za	Yes	Yes	10/09/2018 08:41:37
2718782	7333853	34012452	Stephen	Versfeld	Vesta Technical Services	0832876710	StephenV@phoenixerp.co.za	Yes	Yes	10/09/2018 09:02:18
2710249	7315539	13701724	Steven	Van Niekerk	Vesta Technical Services	0825080321	StevenVN@phoenixerp.co.za	Yes	Yes	10/09/2018 08:41:30
2710249	7315537	21034849	Thabo	Mokgatle	Vesta Technical Services	0829050146	ThaboM@phoenixerp.co.za	Yes	Yes	10/09/2018 08:41:54
2710249	7315538	18390034	Wickus	Van Niekerk	Vesta Technical Services	0834603744	WickusVN@phoenixerp.co.za	Yes	Yes	10/09/2018 08:41:45
2709681	7314150	70661853	Donovan	Stuurman	WC Provincial Treasury	0834145855	donovan.stuurman@westerncape.gov.za	Yes	Yes	10/09/2018 08:47:38
2718160	7332538	38643364	Micheline	Fortuin	WC Provincial Treasury	0847145712	micheline.fortuin@westerncape.gov.za	No	Yes	11/09/2018 08:40:21
2718319	7332867	44549610	Samkelo	Matayi	WC Provincial Treasury	0732888664	samkelo.matayio@westerncape.gov.za	Yes	No	10/09/2018 08:47:23



MINUTES OF RT25-16 USER GROUP MEETING

DATE:	19 April 2018
TIME:	08:00 – 17:00
VENUE:	PROTEA KING GEORGE HOTEL, GEORGE, WESTERN CAPE
MEETING CALLED BY:	VESTA TECHNICAL SERVICES (PTY) LTD. – referred to as VTS
TYPE OF MEETING:	RT25-16 USER GROUP MEETING
NOTE TAKER:	Amanda Theron
ATTENDEES:	Attendees from various municipalities – attendance list attached
ATTACHMENTS:	Annexure A – Attendance List Annexure B – MetGovis Presentation Annexure C – Caseware Presentation Annexure D – Registered Communications Presentation Annexure E – Release Management Presentation

AGENDA TOPICS:

1. OPENING AND WELCOME

The CEO from VTS, Mr Thabo Mokgatle, opened the 1st day of the 2nd User Group Meeting and thanks all for taking time to attend this important event.

Mr Monde Stratu, Municipal Manager from Eden, welcomed all present. He confirmed that the purpose of this User Group is to have the opportunity to come up with solutions in order to resolve current issues on the Phoenix system.

Zeus Maboho and Thabo Moloi are chairing the meeting for the duration of this meeting.

2. ATTENDANCE REGISTER AND APOLOGIES

The attendees sign the attendance register. A copy will be attached to the minutes as Annexure A.

3. APPROVAL OF PREVIOUS MINUTES

The Minutes of the previous meeting held on 30 November and 1 December 2017 have been presented and approved without any changes. Zeus Maboho declared the meeting officially open.

4. VESTA PARTNER'S DISCUSSION

DISCUSSION	The following partners were given the opportunity to give feedback:		
	<u>Pay Day:</u> Magda Britz gave feedback on pilot sites and explained some problems and developments.		
	<u>MetGovis:</u> Janet Channing was introduced and did a presentation on MetGovis. Presentation attached as Annexure B.		
	<u>Caseware:</u> A presentation was done by Stephan vd Merwe – attached as Annexure C.		
	<u>Collaborator:</u> Charmaine du Plessis from Business Engineering gave some background on Collaborator.		
	<u>Registered Communications:</u> A presentation was done by Norman Colling – attached as Annexure D.		
	<u>Market Demand:</u> Michael van Zyl stated that he and Gustav Goosen will be available during the 2 days to have interactions with the various clients and to attend to any technical questions on the Asset Management System.		
CONCLUSIONS	No issues or comments were raised.		
ACTION ITEMS		PERSON/S RESPONSIBLE	DEADLINE
None			

5. MUNICIPAL PROGRESS REPORT

DISCUSSION	This point will be discussed on the 2nd day of the User Group.		
CONCLUSIONS			
ACTION ITEMS	PERSON/S RESPONSIBLE	DEADLINE	
N/A			

6. CHANGE MANAGEMENT AND RELEASE PROTOCOL

DISCUSSION	<p>a. <u>Change Management:</u></p> <p>Stephen Versfeld explained his role in the development team i.e.: internal processes and integration points with partners.</p> <p>b. <u>System Release Schedule:</u></p> <p>The presentation done on system releases indicated an overview of some of the items that have been delivered and it is attached as Annexure E. The importance of signing the change releases and returning it ASAP has again be emphasized.</p> <p>c. <u>Nominees for UAT Testing:</u></p> <p>The process of the UAT testing was explained and nominations were requested to assist with UAT testing. The following nominees were received and adopted:</p> <ul style="list-style-type: none"> • Emalahleni • Capricorn • uMlalazi • Newcastle • JB Marks • Cape Agulhas <p>d. <u>Integration overview:</u></p> <p>A review on different integration statuses regarding all the partners, have been discussed.</p>
CONCLUSIONS	None
ACTION ITEMS	PERSON/S RESPONSIBLE DEADLINE
N/A	

7. DISCUSSIONS ON REVENUE

DISCUSSION	<p>Open discussions took place on Revenue. The following issues have been logged:</p> <p><u>Cashier processes:</u></p> <ul style="list-style-type: none"> • Report for cashier supervisor – this has been explained to requester; • Portal and EasyPay payment file issue – amounts not reflecting on accounts – (Newcastle); • Absa account not able to upload on system (Victor Khanye); • Blank audit reports (Emalahleni) – Gerrie to discuss individually after meeting; • Total at the bottom on audit report includes the cancelled receipts (Matzikama) – request to be changed to exclude them.
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- Deposits show as a payment instead of going off on a holding account (Gamagara) – Steven van Niekerk explained during meeting and resolved the problem.
- When a customer pay, it does not show exact date of payment (Gamagara) – Steven explained during meeting and the issue has been addressed.
- Old deposits not showing on new system (Gamagara) – Gerrie will discuss with Gamagara individually.
- Consolidation of accounts – Allocation number, function not working (Emalahleni) – This is working on other sites, Steven to look at this.
- PRECEIPTS reports not working (Emalahleni) – Gerrie to investigate. All receipt reports will be tested.
- Rebates – indigent property rates not calculating correctly (Emalahleni) – this issue as not been attended to.
- Start and end dates are requested to see all receipts (Bergrivier) – this will be dealt with in the new release (5.2).
- Portal payments not reflecting on debtor accounts (uMlalazi), problems with EasyPay. Municipalities that have this issue are requested to engage with EasyPay so that they can configure it to the same format as what the Phoenix system requires.
- Job card reports are requested in order to see which receipts didn't go through – this needs to be developed.
- Cannot upload file from Absa account (Victor Khanye) – site specific issue, to be looked at separately.
- Online reconciliation of daily cashier receipts, comparing of values (Gamagara) - Gerrie took note that they will need such a screen.
- When debtor pay multiple accounts – account details have to be re-entered for every account that needs to be allocated – Steven resolved problem during meeting.
- Correction of mistakes on bank statements – issue was discussed and resolved.
- Import/upload bank statements (Bergrivier) – cannot remove association – Steven explained how to resolve the issue (to clear date or number fields it should be filled with 10 x 9's).
- Automatic allocation – programming setup – discussed and resolved.
- Debit orders ignoring credits (Matzikama) – Site specific issue, to be investigated.
- Post Office file, the system doesn't see corrections (Cape Agulhas). Elrine to send Steven an example in order for him to resolve the problem.

Journal processes:

Steven discussed the different journals and the function thereof.

- Levy journals – Corrections on the units. System doesn't take a negative unit – Steven to correct this. This specific screen will be on the menu and a short training session should be done before end of User Group.
- External journals replacing the sundries where allocation codes are used – Explained and resolved.
- Stop updating sundries – resolved.
- Re-capture not allowed on sundry – this bug has been fixed. Not allowed to do changes on sundries, should do a new transaction.
- Invoices on sundries (Matzikama) – Steven confirmed that the system do have such a functionality. Discussed and resolved.

- Interim Journal, levy flat rate (Emalahleni) – Request to be logged: Levied a fixed levy for a period and then have a meter to start metering and want to reverse the transactions that has been done on the fixed levy.
- Reports on journal listing (Emalahleni) – explained and resolved.
- General journal – this journal has been taken off the Revenue side, it caused too many issues.
- Cancellation of sundry invoice – This should be resolved in Release 5.2.

Meter Reading Processes:

- Readings that are manually captured are over written by the meter reader's upload file (Emalahleni) – Gerrie presented a solution.
- KVA's cannot be billed (Emalahleni) – Gerrie confirmed that the system has this functionality and demonstrated the process.
- Availability of a report that shows meters per book is requested (Victor Khanye) – a demonstration of all the reports pertaining to this were done.
- Factor reading – does the system cater for fall in reading for demand meter – Martin explained how he has resolved this issue at Bergrivier.
- Gerrie confirmed that he has an outstanding issue list but due to some of the municipalities' that has already left, it will be discussed on the 2nd day of the User Group.

Property transfer to new owner:

- Clearance Certificate is not working (Emalahleni) – this will be addressed in the new release.
- When owner transfers property to another owner, the services must be transferred as well – to be investigated.
- Change of ownership – The system must automatically calculate all the outstanding levies from date of registration of the new owner – a possible development to be looked at.
- Annual vs monthly rate payers – Possible or suggested development change.
- Clearance figures – calculation must occur on each account linked to the stand in question. Resolved - the system is already dealing with this.
- Select date of registration of property – discussed and resolved.
- Accounts on arrangement – when calculating clearance figures, the arrangement amount is omitted and not taken into account. – To be investigated.
- Transferring information from old to new system. Property rates are billed on old owner account instead of new owner. This is a data issue and site specific (Gamagara) – To be investigated.

Services:

- Refuse: Levy instructions marked on the 'levy instruction' screen (Bergrivier). Cornel clarified this issue and advised on how it should be rectified.
- Bulk Refuse collection: The system was unable to levy correction and they opted to do it manually (Emalahleni) - To be investigated.
- Multi-purpose rating (stands) – to determine basic charges for this type of stand (residential refuse, business electricity and other services on the same stand) - This is on the current issue log. Will be investigated.
- Refunds – Gerrie demonstrated the 'Credit Refund' menu.

CONCLUSIONS

IMPORTANT - Municipalities are advised to request refresher training if and where needed.

ACTION ITEMS	PERSON/S RESPONSIBLE	DEADLINE
As indicated above.		

8. CLOSURE

Zeus Maboho closed the 1st day of the VTS User Group meeting.

SPECIAL NOTES	None
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Approved and accepted:

CHAIR PERSON 1
 THABO MOLOI

CHAIR PERSON 2
 ZEUS MABOHO

 DATE



MINUTES OF

RT25-16 USER GROUP MEETING

DATE:	20 April 2018
TIME:	08:00 – 12:00
VENUE:	PROTEA KING GEORGE HOTEL, GEORGE, WESTERN CAPE
MEETING CALLED BY:	VESTA TECHNICAL SERVICES (PTY) LTD. – referred to as VTS
TYPE OF MEETING:	RT25-16 USER GROUP MEETING
NOTE TAKER:	Amanda Theron
ATTENDEES:	Attendees from various municipalities
ATTACHMENTS:	Annexure A – Development List

AGENDA TOPICS:

1. OPENING AND WELCOME

Mr Zeus Maboho welcomed everyone present at the 2nd day of the User Group Meeting.

2. ATTENDANCE REGISTER AND APOLOGIES

The attendees signed the attendance register. Unfortunately the attendance list was misplaced and cannot be distributed.

3. CONFIRMATION OF AGENDA

All attendees agreed to the items on the proposed agenda.
Additional points that were added to the agenda:

- Development List
- Item No.4 on Day 1's agenda – Municipal Progress Reports – this point was not discussed in full during yesterday's session.

4. REVIEW ON PREVIOUS DAY'S DISCUSSIONS

DISCUSSION	Opportunity was given to the meeting to raise issues or comments on day 1's discussions.
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CONCLUSIONS	No issues or comments were raised.		
ACTION ITEMS	PERSON/S RESPONSIBLE	DEADLINE	
None			

5. DEVELOPMENT LIST

DISCUSSION	Cornel Ebersohn presented the Development List and discussed all the issues – copy attached as Annexure A.
CONCLUSIONS	<p><u>Cape Agulhas:</u></p> <ul style="list-style-type: none"> Report with incorrect vote numbers – Client need a validation report to see that all linkages are set up correctly. Also take note of the new release, # 6.2 – a new validation will be built in as supplied by NT – effective from 1 July'18. A template will be forwarded to all. Allocation codes – the importance of allocation codes (Revenue) are again emphasized. Sundry information – display issues – Stephen Versfeld to take action. Stand master 'add note' field – number of characters to be increased. Journal description – currently there are limited space for characters, characters to be increased. Debtor search – system must show additional information. Search for a date – export in excel and do a search. Special characters – careful consideration should be taken when certain special characters are used. The system do not allow the use of some characters – it will give an error. Invoice changes – pre-population of invoice data from order information. High priority will be assigned to this - Annelie van Heerden. Cancelled receipts – has been dealt with yesterday. ACB limit – there should be 7 characters - exclude seven 9's. EFT payment ref no for search and enquiry facility – external no was added, should not be a problem in future. Only 1 vote number can be used on council parameters – request to be changed. Multi-purpose – addressed and resolved. Previous evaluation on stand record – addressed and resolved. ACB run – statement amount be casted in the ACB run and vice versa. Requisition captured – Item to be separated from store - this is a display issue - to be changed. Final account meter reading – want to see previous meter reading. <p><u>Capricorn:</u></p> <ul style="list-style-type: none"> Work orders view on screen - Option to export into a report. Revenue and payroll reporting; wizard not working – site specific - resolved. Proof of payment from 3rd party, ref in EFT file space is limited - try to upload after trial test. Phoenix payroll and expenditure – changed to PayDay, not relevant anymore. Month end closing done manually – latest release will deal with this. Investment register needs to be activated for Eden and Cape Agulhas. Grant register (TWK) – Annelie van Heerden will write and distribute a formal document on how the functionality should be used.

The following delegates will draft the scoping and design of the Grant Register functionality. This to be send to Annelie van Heerden not later than the 2nd week of May'18:

Jacky Smith (TWK), Smangaliso Mahlang (Emalahleni), Hannes van Biljon (Cape Agulhas), Lizaan King (Matzikama), PW Erasmus (Prins Albert) and Sibongile Hlatshwayo (Newcastle)

- System generated journal number – To be developed.

Cederberg:

- Multi rating/tariffs – under development.

Emalahleni:

- Duplication on columns – addressed and resolved.
- Screen for accounts per stand – Clearance figures to be generated on all the debtors on each stand.
- Test levy calculation – This was switched off, it created too much problems. Can only be used on training environment not on UAT.
- Stock report must indicate stock code and description – still outstanding.
- Year to date expenditure showing on excel download on financial – Annelie van Heerden explained in short how to do this.

Gamagara:

- Clearance certificate all amounts for all accounts – outstanding.
- System duplicate arrangement numbers when loading – deployment in process.

Matzikama: - resolved.

Newcastle:

- Debtor Master – characters to be increased.

Rustenburg: – resolved.

TWK:

- Easypay issues – resolved.
- Jacky (TWK) to send the issue list to Cornel that was not done through Helpdesk.
- Files (bank statement, EasyPay and Pay@ files) uploaded twice – urgent development.

Eden:

- External payment reference to be included in General Ledger – Done.
- Reject banking details – outstanding.
- Store requisition ref number – Done.
- Slow moving stock report – under development.
- Stock re-order in excel format – under development.
- GRN allowed against a cancelled order to be corrected – to be investigated.
- Automated population of the GRN
- Order no to payment report – in process.
- External payment ref number on Gen Leg – space problems – done partially.
- Donations in gwit ?? – (Jan Willem). Cornel to get clarity from NT and give feedback.

	<ul style="list-style-type: none">• IT requirement for Auditor – user specific report - Rhyn to give a layout on the information that is needed.• Invoicing before GRN is done – TWK has a similar issue – Jacky to send information from their Supply Chain and send this to Rhyn.• Helpdesk issue – need to log and monitor a ticket. A new helpdesk application is currently being implemented, as the current one is not very interactive. <p><u>General:</u></p> <ul style="list-style-type: none">• Thabo Moloi to submit a report list with descriptions to Amanda on Thursday for formal communication to clients.• Summarised development list will be distributed for verification.	
ACTION ITEMS	PERSON/S RESPONSIBLE	DEADLINE

6. MUNICIPAL PROGRESS REPORTS

DISCUSSION	<ul style="list-style-type: none">• Danie du Plessis reiterated that he did not prepare a formal presentation on the Municipal Progress Reports but focused more on sharing challenges and experiences on the entire mSCOA implementation project across all Vesta’s clients.• He conveyed his appreciation, commitment and cooperation to all clients during this difficult time of implementation.• The highlight of his discussion revolved around the good relation that Vesta has with its clients which is something significant in building a sustainable relationship.		
CONCLUSIONS	No issues or comments were raised.		
ACTION ITEMS	PERSON/S RESPONSIBLE	DEADLINE	
None			

7. DISCUSSION ON EXPENDITURE

DISCUSSION	<p><u>Vendor Master Date:</u></p> <ul style="list-style-type: none"> uMlalazi has an issue on the time the system takes on the daily updates. Steven Versfeld from the development team explained how these updates works and confirmed that this delay is from the CSD and not from the Phoenix system. Forcing manual updates are in process. Newcastle to give more information to Annelie on the bank details issue in order to assist. Annelie will investigate after information has been received. Reporting from the SCM – Collaborator have the functionality to assist with this issue. Document plan – need the system to do the document plan. Danie du Plessis confirmed that this function is accessible from Phoenix. <p><u>Order processes:</u></p> <ul style="list-style-type: none"> Done - discussed previously.
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	<u>Payment process:</u> <ul style="list-style-type: none"> • Zero cheques - Bergrivier is requested to contact Annelie when this problem happens; she will try to assist via TeamViewer. • Capturing of items – system does not allow decimals. Clients are requesting to speak to the consultant on site as this is a parameter setting. • Orders to be issued at 14% and invoices capturing at 15%. There is time until 21 April to change the invoice. • Report that shows transaction listing for each mSOA config – This report is available on the system. A list of all available reports, together with descriptions and examples, will be distributed in due course as discussed earlier in the meeting. 		
ACTION ITEMS		PERSON/S RESPONSIBLE	DEADLINE
As noted above.			

8. DATE OF NEXT USER GROUP

DISCUSSION	<p>The date of the next User Group was supposed to take place on 23 and 24 August but due to requests from several municipalities it has been moved to: Date: 5-7 September 2018 Area: North West Region – Venue to be confirmed.</p>
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9. CLOSURE

The CEO, Mr Thabo Mokgatle, closed the 2nd day of the VTS User Group meeting and thanks all attendees for their engagement during these two days and also for their valuable time.

SPECIAL NOTES	<p>The following should be taken in consideration when planning future User Group sessions:</p> <ol style="list-style-type: none"> 1. Discussions with 3rd parties should be shortened and more focus should be on the discussions between the users. 2. The clients were requested to log issues 3 weeks (on the HelpDesk) before the next User Group in order to have a useful and fruitful session. This arrangement was agreed by all.
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Approved and accepted:

CHAIR PERSON 1
THABO MOLOI

CHAIR PERSON 2
ZEUS MABOHO

DATE

ICT Due Diligence Review

Vendor: Vesta

System: Phoenix

CONFIDENTIALITY

The content of this report is highly confidential and should only be used for its intended purpose as articulated in the document. This document should only be distributed within the participating municipalities as per the distribution list.

DISCLAIMER

Although the Provincial Treasury facilitated the Phoenix workshop, it is important to note that the views expressed in this report are not the views of the Provincial Treasury, but those of the municipalities represented at this session.

DOCUMENT SIGNATORIES

The signatories below confirm that they actively participated in the ICT Due Diligence Review of the Phoenix System and that the contents of this document accurately reflect the findings of the workshop held in Worcester on 10 and 11 September 2018.

Name	Organisation	Signature	Date
Christopher Turner	Bergrivier Municipality		
Israel Saunders	Bergrivier Municipality		
Nelmarie Bothma	Bergrivier Municipality		
Hannes van Biljon	Cape Agulhas Municipality		
Nico Smit	Cederberg Municipality		
Reandro Meyers	Cederberg Municipality		
Jan-Willem De Jager	Garden Route District Municipality		
Rhyn Alberts	Garden Route District Municipality		
Heleen Meyer	Matzikama Municipality		
Liefie Van wyk	Matzikama Municipality		
Peter Lof	Matzikama Municipality		
Ronald Page	National Treasury		
Jannie Neethling	Prince Albert Municipality		
PW Erasmus	Prince Albert Municipality		
Annielle Martin	Theewaterskloof Municipality		
Christoline Theunissen	Theewaterskloof Municipality		
Jacky Smith	Theewaterskloof Municipality		
Janine van Niekerk	Theewaterskloof Municipality		

DISTRIBUTION LIST

This document is distributed to those listed above and to the following individuals:

Name	Organisation	Email Address
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3. Danie Du Plessis	Vesta Technical Services	DanieDP@phoenixerp.co.za
4. Dewald Pretorius	Vesta Technical Services	dewald@dmbh.co.za
5. Gerrie Nel	Vesta Technical Services	GerrieN@phoenixerp.co.za
6. Stephen Versfeld	Vesta Technical Services	StephenV@phoenixerp.co.za
7. Steven Van Niekerk	Vesta Technical Services	StevenVN@phoenixerp.co.za
8. Thabo Mokgatle	Vesta Technical Services	ThaboM@phoenixerp.co.za
9. Wickus Van Niekerk	Vesta Technical Services	WickusVN@phoenixerp.co.za
10. Donovan Stuurman	WC Provincial Treasury	donovan.stuurman@westerncape.gov.za
11. Micheline Fortuin	WC Provincial Treasury	micheline.fortuin@westerncape.gov.za
12. Samkelo Matayi	WC Provincial Treasury	samkelo.matayio@westerncape.gov.za

1. INTRODUCTION

The purpose of this ICT Due Diligence exercise was to ensure that there is a common understanding between municipalities of what functionality is available and operational in the Vesta Phoenix system.

A number of complaints from municipalities have been received regarding the system functionality and as a result, the Provincial Treasury resolved to provide assistance to the municipalities to facilitate this ICT Due Diligence Review.

The Provincial Treasury then engaged with the vendor and municipal representatives to facilitate a two-day ICT Due Diligence Review workshop.

2. PURPOSE OF THE REPORT

The purpose of this report is to articulate the results of the Phoenix ICT Due Diligence workshop held on 10 and 11 September 2018.

This report is jointly authored by the municipalities that were represented at the workshop and the vendor was given the opportunity to interrogate and respond to its contents. Their comments are also included with the findings of the represented municipalities.

3. THE AUTHORS

Although the Provincial Treasury facilitated the ICT Due Diligence workshop, it should be noted that this report reflects the views of the represented municipalities who therefore acknowledge that they are the authors of this document.

The following officials attended the workshop:

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The WC Provincial Treasury was represented as follows:

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4. WORKSHOP AGENDA

The agenda for the workshop was as follows:

ITEM	Facilitator
1. Welcome and Opening Remarks	Provincial Treasury
2. ICT Due Diligence System Expectations	Provincial Treasury
3. High Level System Overview	Vesta
4. System Functionality Questionnaire	Provincial Treasury
5. System Review - Complete business cycle from the IDP to SDBIP	Vesta
6. Transaction Process Flow - Billing	Vesta
7. Asset Management & Integration	Market Demand
1. Bank Reconciliation Process	Vesta
2. Reporting, AFS Procedures and Dashboards (Including Debtors Aged Analysis)	Vesta/ Caseware
3. Audit Trails	Vesta
4. Reporting, AFS Procedures and Dashboards (Including Debtors Aged Analysis)	Vesta
8. Audit Trails	Vesta
5. Review ICT Due Diligence Requirements	All
6. RT25 Pricing Discussion	Provincial Treasury
9. Way Forward and Closure	Provincial Treasury

5. ICT DUE DILIGENCE REVIEW OUTCOME

The ICT Due Diligence Review outcome articulated in this section only relates to Category B3 and C2 municipalities. The scores allocated for the system are as follows and focused mostly on the Phoenix system functionality where there was Legislation and mSCOA Regulation requirement:

5.1 Outcome for a B3 Municipality

Business Processes Required by Legislation and mSCOA Regulation	Yes	No	TBC	Comments
1. Corporate Governance	78%	9%	13%	
2. Costing and Reporting	50%	50%	0%	
3. Customer Care, Credit Control and Debt Collection	100%	0%	0%	
4. Financial Accounting	89%	7%	4%	
5. Full Asset Life Cycle Management	50%	25%	25%	
6. Grant Management	33%	33%	33%	
7. Human Resource and Payroll Management	7%	4%	89%	3 rd Party System not tested

Business Processes Required by Legislation and mSCOA Regulation	Yes	No	TBC	Comments
8. Land Use Building Control	0%	0%	100%	3 rd Party System not tested
9. Municipal Budgeting, Planning and Financial Modelling	100%	0%	0%	
10. Procurement Cycle	94%	6%	0%	
11. Project Accounting	N/A	N/A	N/A	
12. Real Estate and Resources Management	N/A	N/A	N/A	
13. Revenue Cycle Billing	89%	11%	0%	
14. Treasury and Cash Management	86%	7%	7%	
15. Valuation Roll Management	0%	0%	100%	3 rd Party System not tested

5.2 Outcome for a C2 Municipality

Business Processes Required by Legislation and mSCOA Regulation	Yes	No	TBC	Comments
1. Corporate Governance	78%	9%	13%	
2. Costing and Reporting	50%	50%	0%	
3. Customer Care, Credit Control and Debt Collection	100%	0%	0%	
4. Financial Accounting	89%	7%	4%	
5. Full Asset Life Cycle Management	50%	25%	25%	
6. Grant Management	33%	33%	33%	
7. Human Resource and Payroll Management	7%	4%	89%	3 rd Party System not tested
8. Land Use Building Control	N/A	N/A	N/A	
9. Municipal Budgeting, Planning and Financial Modelling	100%	0%	0%	
10. Procurement Cycle	94%	6%	0%	
11. Project Accounting	N/A	N/A	N/A	
12. Real Estate and Resources Management	N/A	N/A	N/A	
13. Revenue Cycle Billing	89%	11%	0%	
14. Treasury and Cash Management	86%	7%	7%	
15. Valuation Roll Management	0%	0%	100%	3 rd Party System not tested

Further details of our findings are articulated further in Section 6 of this document.

6. FINDINGS

Having reviewed the system functionality in conjunction with the users and the vendor it seems that the system is largely functional based on the Legislative and mSCOA Regulatory requirements. This does not necessarily mean that the system is fully functional as there seem to be some issues that still need to be resolved by the Vendor. Some of the issues may be resolved with the next release of the software which is scheduled for end September 2018.

Considering that some of the Best Practice requirements may also be needed, given the time constraints, we were not able to consider these requirements. Municipalities should review these functional requirements and provide a view on its availability in system.

Our findings are based on the ICT Due Diligence requirements that relates to the prescribed 15 Business processes and its sub-processes for category B3 and C2 municipalities respectively. The responses below only highlight those processes where certain issues were highlighted based on our findings.

The review did not include the following:

- Items that were an Optional or Best Practice requirement
- The HR and Payroll functionality was not reviewed as it relates to a 3rd Party System Vendor (PayDay) although some questions were answered by the municipalities in attendance.
- Project Accounting is not a requirement for a B3 and C2 municipality
- Real Estate and Resources Management is not a requirement for a B3 and C2 municipality
- The Land Use Building Control functionality was not reviewed as it relates to a 3rd Party System Vendor (MetGovis).

This report therefore does not provide an opinion on the above exclusions but should be read in conjunction with the ICT Due Diligence document that accompanies this report.

During the engagement, the vendor indicated that a number issues experienced by municipalities would be resolved with the new release of Phoenix that will be rolled out by 30 September 2018. The most notable is the enhanced Bank Reconciliation functionality that has been a contentious issue over the last year.

It is important to note that this ICT Due Diligence workshop must not be construed to be an end-to-end user acceptance testing (UAT) process. The municipality is therefore responsible for its own UAT before they sign off on their mSCOA enabling systems. This is a critical step to ensure that the implementation is complete and that business-as-usual processes has started.

The findings presented in this report are therefore based on what was presented, demonstrated and answers to questions provided by the vendor and municipalities in attendance.

As part of engagement it was noted that there are still a number issues relating to the smaller 3rd Party systems where the integration into the core financial system has not been completed. It was noted that this has been elevated to National Treasury and that further guidance are awaited.

6.1 System Functionality Questionnaire

This questionnaire, developed by West Coast DM, asks questions that relate to system capability that may not be very clear when working through the ICT Due Diligence document and was used to determine whether the Phoenix system have the requisite setup capability for mSCOA enablement.

This questionnaire was discussed with the vendor and the municipalities in attendance. The questionnaire and answers recorded are attached to this document marked **Annexure A**. Municipalities were requested to provide their own version of this questionnaire, but at the time of this report, none of these reports were received.

6.2 Pricing

A high-level explanation on the structure of the pricing schedules were shared with municipalities to ensure that municipalities would be able to review this and compare against the quote received from the vendor and to ensure that they are billed in line with these documents.

It was also clarified that if municipalities required additional functionality, they would have to pay additional costs relating to the functionality as long as it is in line with the agreed RT25 pricing.

6.3 Findings and comments relating to the 15 prescribed business processes

Attached to this document is a summary of the ICT Due diligence requirements marked as **Annexure B**.

Our findings and comments are annexed (**Annexure C**) hereto and specifically relate to sub-processes relating to a B3 and C2 Municipality where we found issues with the functionality or where we did not agree with the vendor's own assessment as articulated in the ICT Due Diligence for the particular functionality.

6.4 Vendor Comments

~~The vendor was given an opportunity to review this report and had no additional comments.~~

ANNEXURE A – SYSTEM FUNCTIONALITY QUESTIONNAIRE

FUNCTIONALITY REQUIRED	Available Y/N	Core/ 3rd Party	Comments
FINANCIAL SYSTEM			
WEB ENABLED	Y	Core	
INTERNAL LINKS	Y	Core	
SYSTEM SECURITY	Y	Core	
USER PASSWORDS	Y	Core	
SYSTEM DELEGATIONS: STAFF	Y	Core	
FINANCIAL PERIODS (15)	Y	Core	
FINANCIAL SYSTEM - SETUP			
STRUCTURE VOTE OR OTHER DRIVEN (For Balance Sheet only) - GUID/Unique or Short Code	Y	Core	
SETUP OF MSCOA CHART OF ACCOUNTS			
PROJECT	Y	Core	
FUNCTION	Y	Core	
REGION	Y	Core	
FUNDING	Y	Core	
ITEM	Y	Core	
COSTING	Y	Core	
MUNICIPAL STANDARD CLASSIFICATION - OLD CHART	Y	Core	
FINANCIAL SYSTEM MODULES AVAILABLE			
IDP	Y	Core	
BUDGET	Y	Core	
HUMAN RESOURCE MANAGEMENT (Financial Management)	Y	3 rd Party	
PAYROLL	Y	3 rd Party	
SCM	Y	Core	
DOCUMENT MANAGEMENT	Y	3 rd Party	
BILLING	Y	Core	
RECEIPTING	Y	Core	
JOB COSTING	N/A	Core	
VEHICLE COSTING	Y	Core	
ASSETS	Y	3 rd Party	
FINANCIAL MANAGEMENT	Y	Core	
BANK RECONCILIATION	Y	Core	Most municipalities not using. New version to be rolled out by 30-Sep-18
ANNUAL FINANCIAL STATEMENTS	Y	3 rd Party	Caseware being used
SDBIP	Y	Core & 3 rd Party	
REPORTING	Y		
DASHBOARDS	N	Core	NT Dashboard workgroup currently working on requirements
AUDIT TRIALS	Y	Core	
IDP TO BUDGET: OPERATIONAL & CAPITAL			
STRUCTURE OF CREATION: NATIONAL KPI	Y	Core	
STRUCTURE OF CREATION: PROVINCIAL KPI	N	Core	
STRUCTURE OF CREATION: DISTRICT KPI	N	Core	
STRUCTURE OF CREATION: MUNICIPAL KPI	Y	Core	
STRUCTURE OF CREATION: OBJECTIVE	Y	Core	
STRUCTURE OF CREATION: DEMARCATION CODE	Y	Core	
STRUCTURE OF CREATION: NUMBERING	Y	Core	
CREATE PROJECTS TO BE USED	Y	Core	
BUDGET			
SYSTEM PARAMETERS	Y	Core	
IDENTIFY FUNCTION REQUIRED	Y	Core	
IDENTIFY REGION REQUIRED	Y	Core	
IDENTIFY FUNDING REQUIRED	Y	Core	
IDENTIFY COSTING REQUIRED	Y	Core	
IDENTIFY ITEM REQUIRED	Y	Core	
BUDGET ASSUMPTIONS BUILD IN	Y	Core	
BUDGET ADJUSTMENTS	Y	Core	
BUDGET VIREMENTS	Y	Core	
HUMAN RESOURCE MANAGEMENT			
ORGANOGRAM: ORGANIZATION	Y	3 rd Party	
EMPLOYEE RECORD	Y	3 rd Party	
LEAVE MANAGEMENT	Y	3 rd Party	
FUNDED & NON FUNDED POSITIONS	Y	3 rd Party	
RECRUITMENT & SELECTION	Y	3 rd Party	
TIME & ATTENDANCE	N/A	3 rd Party	Currently being used by Cape Agulhas & Garden Route DM
SUPPLY CHAIN MANAGEMENT			
SYSTEM PARAMETERS			
PROCESS FLOW: VARIOUS CATEGORIES			
PETTY CASH PURCHASES	Y	Core	Not in use by most municipalities
VERBAL QUOTATIONS	Y	3 rd Party	Collaborator
WRITTEN QUOTATIONS	Y	Core & 3 rd Party	
SUPPLIER ROTATION	Y	Core & 3 rd Party	
TENDERS	Y	Core & 3 rd Party	
SYSTEM DELEGATIONS (Delegated Authorization Levels)	Y	Core & 3 rd Party	
CREDITOR MANAGEMENT	Y	Core	
CENTRAL SUPPLIER DATABASE INTEGRATION	Y	Core & 3 rd Party	
DOCUMENT MANAGEMENT	Y	3 rd Party	
INVENTORY MANAGEMENT - STORES	Y	Core	
SCM INTERGRATION	Y	Core	
TRANSACTIONAL PROCESSING	Y	Core	
AUDIT TRIALS			
TRACK RECORD OF ALL CHANGES	Y	Core	

FUNCTIONALITY REQUIRED	Available Y/N	Core/ 3rd Party	Comments
PAYROLL			
SYSTEM PARAMETERS	Y	3 rd Party	
BUDGET TOOL FOR PAYROLL	Y	3 rd Party	
PAYROLL TO IDP & BUDGET IMPORT	Y	3 rd Party	
CURRENT AND OUTER YEAR ASSUMPTIONS: INCREASES	TBC	3 rd Party	
BILLING			
SYSTEM PARAMETERS	Y	Core	
REGIONS	Y	Core	
REVENUE ITEM CATEGORIES	Y	Core	
DEBTOR CONTROL ACCOUNTS - MULTIPLE	Y	Core	
BILLING INTEGRATIONS			
VALUATION ROLL	Y	3 rd Party	
METER READINGS	Y	3 rd Party	Mostly done manually
DEBT MANAGEMENT	Y	Core	
RECEIPTING			
SYSTEM PARAMETERS	Y	Core	
SHORT CODES	Y	Core	
STRUCTURE VOTE OR OTHER DRIVEN	Y	Core	
RECEIPTING INTEGRATION	Y	Core	
JOB COSTING			
SYSTEM PARAMETERS	N/A	Core	Available but N/A for municipalities
PURPOSE	N/A	Core	Available but N/A for municipalities
STRUCTURE	N/A	Core	Available but N/A for municipalities
SUB-LEDGER INTERGRATION	N/A	Core	Available but N/A for municipalities
VEHICLE COSTING			
SYSTEM PARAMETERS	Y	Core	
PURPOSE	Y	Core	
STRUCTURE	Y	Core	
SUB-LEDGER INTERGRATION	Y	Core	
ASSETS			
SYSTEM PARAMETERS	Y	3 rd Party	TBC
ASSET REGISTER SETUP	Y	3 rd Party	
ASSET CLASSES SCOA	Y	3 rd Party	
MULTIPLE CONTROL ACCOUNTS	N	3 rd Party	
MULTIPLE DEPRECIATION METHODS	N	3 rd Party	
RESTATEMENTS	Y	3 rd Party	
IMPAIRMENT	Y	3 rd Party	
ASSET INTERGRATION	Y	3 rd Party	
DEPRECIATION INTERGRATION	Y	3 rd Party	
VERIFICATION PROCESS	Y	3 rd Party	
FINANCIAL MANAGEMENT			
JOURNAL STRUCTURE	Y	Core	
INVESTMENT MANAGEMENT	N/A	Core	Data strings done manually
LOAN MANAGEMENT	N/A	Core	Data strings done manually
LEASE MANAGEMENT	N/A	Core	Data strings done manually
SYSTEM CLOSURE	Y	Core	
BANK RECONCILIATION			
SYSTEM PARAMETERS	Y	Core	New version to be rolled out by 30-Sep-18
SETUP	Y	Core	
BANK IMPORTS - EXTERNAL	Y	Core	
BANK CODES ALLOCATION	Y	Core	
MANUAL OR ELECTRONIC RECONCILING	Y	Core	
CASH EQUIVALENTS INTERGRATIONS	TBC		Vendor to confirm
VAT RECONCILIATIONS	TBC		Vendor to confirm
ANNUAL FINANCIAL STATEMENTS			
SYSTEM PARAMETERS			
SETUP	Y	3 rd Party	Caseware
SYSTEM	Y	3 rd Party	Caseware
AVAILABILITY	Y	3 rd Party	Caseware
SOBIP			
LINKED TO IDP KPA			
FINANCIAL	Y	Core & 3 rd Party	
NON-FINANCIAL	Y	3 rd Party	Ignite
INTEGRATION	N	Core & 3 rd Party	
REPORTING			
NT PORTAL	Y		
BUDGET REPORTS		3 rd Party	Caseware
DEPARTMENT REPORTS STANDARD	Y	Core	
DEPARTMENT REPORTS WRITTEN	Y	Core	New Functionality to be rolled out with next version by 30-Sep-19
AUDIT PACK REPORTING	N		Vendor to confirm
DASHBOARDS			
DETAILS	N	Core	NT Dashboard work group currently working on requirements
DASHBOARDS DRILLDOWNS	N	Core	NT Dashboard work group currently working on requirements
SYSTEM REPORTING IF NOT IN BALANCE	Y	Core	System controls in place to prevent

7. ANNEXURE B

7.1 Business Processes for a B3 Municipality

The following table is a summary of the findings of the municipalities of the ICT Due Diligence requirements for a category B3 municipality.

Business Process	Sub-Process	Requirement	BP	LC	TP	N/A	Grand Total	
Corporate Governance	External Audit	Best Practice				1	1	
		Best Practice				2	2	
		Legislation			3		3	
		Legislation	4				4	
		mSCOA Regulation	5	3	1		9	
	System Configurations	Optional	1				1	
		Best Practice				12	12	
		Legislation	4				4	
		mSCOA Regulation	11				11	
		Optional				1	1	
Corporate Governance Total			25	3	4	16	48	
Costing and Reporting	Cost Planning	mSCOA Regulation	1	1				
			1	1			2	
Costing and Reporting Total								
Customer Care, Credit Control and Debt Collection	Credit Control	Best Practice				22	22	
		Legislation	2				2	
		mSCOA Regulation	3				3	
			5			22	27	
Financial Accounting	Accounts Payable	Best Practice				6	6	
		mSCOA Regulation	11	2	1		14	
		Optional	1				1	
						2	2	
		Best Practice				1	1	
	Accounts Receivable	Legislation	1				1	
		mSCOA Regulation	5				5	
		Optional				10	10	
		General Ledger (Core Financials)	mSCOA Regulation	7				7
Financial Accounting Total			25	2	1	19	47	
Full Asset Life Cycle Management	Asset Management	Best Practice		1	2		3	
		Legislation	3	1			4	
		mSCOA Regulation	1				1	
			4	2	2		8	
Full Asset Life Cycle Management Total								
Grant Management	Subsidies	Best Practice				2	2	
		mSCOA Regulation	1	1	1		3	
Grant Management Total			1	1	1	2	5	
Human Resource and Payroll Management	Human Resources (HR)	Best Practice				6	6	
		Legislation	1	1	12		14	
		mSCOA Regulation	1		9		10	
		Optional				1	1	
		Legislation				2	2	
	Payroll	mSCOA Regulation				1	1	
Human Resource and Payroll Management Total			2	1	24	7	34	
Land Use Building Control	Building Control	Best Practice				2	2	
		Legislation				5	5	
		Best Practice					3	3
Land Use Building Control Total						5	10	
Municipal Budgeting, Planning and Financial Modelling	Budget Management	Best Practice				3	3	
		Best Practice				2	2	
		mSCOA Regulation	4				4	
		Legislation	2				2	
		mSCOA Regulation	9				9	
	Human Resources (HR) / Payroll	Optional					5	5
Municipal Budgeting, Planning and Financial Modelling Total			15			10	25	
Procurement Cycle	Inventory	Legislation	1				1	
		mSCOA Regulation	4				4	
Supply Chain Management (SCM)	Best Practice					23	23	
	Legislation	8	1			9		
	mSCOA Regulation	3				3		
Procurement Cycle Total			16	1		23	40	
Revenue Cycle Billing	Billing	Best Practice	2			56	58	
		Legislation	6				6	
		mSCOA Regulation	16	3			19	
			24	3		56	83	
Treasury and Cash Management	Cash Management	Best Practice	4	1			5	
		mSCOA Regulation	7			1	8	
		Optional	1				1	
			12	1	1		14	
Valuation Roll Management	Customers	Best Practice				5	5	
		Legislation				6	6	
		mSCOA Regulation				1	1	
Valuation Roll Management Total						7	12	
Grand Total			130	15	45	165	355	

7.2 Business Processes for a C2 Municipality

The following table is a summary of the findings of the municipalities of the ICT Due Diligence requirements for a category C2 municipality.

Business Process	Sub-Process	Required by	Yes	No	TBC	N/A	Grand Total
Corporate Governance	External Audit	Best Practice				1	1
	Internal Audit	Best Practice				2	2
	Municipal Web Site	Legislation			3		3
	Reporting mechanisms	Legislation	4				4
		mSCOA Regulation	5	3	1		9
		Optional	1				1
	System Configurations	Best Practice				12	12
		Legislation	4				4
		mSCOA Regulation	11				11
		Optional				1	1
Corporate Governance Total			25	3	4	16	48
Costing and Reporting	Cost Planning	mSCOA Regulation	1	1			2
Costing and Reporting Total			1	1			2
Customer Care, Credit Control and Debt Collection	Credit Control	Best Practice				22	22
		Legislation	2				2
		mSCOA Regulation	3				3
Customer Care, Credit Control and Debt Collection Total			5			22	27
Financial Accounting	Accounts Payable	Best Practice				6	6
		Legislation	11	2	1		14
		mSCOA Regulation	1				1
		Optional				2	2
	Accounts Receivable	Best Practice				1	1
		Legislation	1				1
		mSCOA Regulation	5				5
		Optional				10	10
	General Ledger (Core Financials)	mSCOA Regulation	7				7
Financial Accounting Total			25	2	1	19	47
Full Asset Life Cycle Management	Asset Management	Best Practice		1	2		3
		Legislation	3	1			4
		mSCOA Regulation	1				1
Full Asset Life Cycle Management Total			4	2	2		8
Grant Management	Subsidies	Best Practice				2	2
		mSCOA Regulation	1	1	1		3
Grant Management Total			1	1	1	2	5
Human Resource and Payroll Management	Human Resources (HR)	Best Practice				6	6
		Legislation	1	1	12		14
		mSCOA Regulation	1		9		10
		Optional				1	1
	Payroll	Legislation			2		2
		mSCOA Regulation			1		1
Human Resource and Payroll Management Total			2	1	24	7	34
Municipal Budgeting, Planning and Financial Modelling	Assets	Best Practice				9	9
	Budget Management	Best Practice				3	3
	Human Resources (HR) / Payroll	Best Practice				2	2
		mSCOA Regulation	4				4
	Main Budget	Legislation	2				2
		mSCOA Regulation	9				9
		Optional				5	5
Municipal Budgeting, Planning and Financial Modelling Total			15			19	34
Procurement Cycle	Inventory	Legislation	1				1
		mSCOA Regulation	4				4
	Supply Chain Management (SCM)	Best Practice				26	26
		Legislation	8	1			9
		mSCOA Regulation	3				3
Procurement Cycle Total			16	1		26	43
Project Accounting	Project Creation & Planning	Best Practice				6	6
	Project Management	Best Practice				8	8
Project Accounting Total						14	14
Revenue Cycle Billing	Billing	Best Practice	2			56	58
		Legislation	6				6
		mSCOA Regulation	16	3			19
Revenue Cycle Billing Total			24	3		56	83
Treasury and Cash Management	Cash Management	Best Practice	4	1			5
		mSCOA Regulation	7		1		8
		Optional	1				1
Treasury and Cash Management Total			12	1	1		14
Valuation Roll Management	Customers	Legislation			2		2
Valuation Roll Management Total					2		2
Grand Total			130	15	35	181	361

8. ANNEXURE C

8.1 ICT Due Diligence Review Findings – B3 and C2 Municipalities

Our findings below specifically relate to sub-processes for category B3 and C2 Municipalities where it was agreed that the system does not provide the required functionality. This should therefore be read in conjunction with the ICT Due Diligence document used.

Findings relating to functionality required by “Legislation” and “mSCOA Regulation”

Process/ Sub-Process	System / Applications minimum functionality	B3	C2	Required by	Comply (Yes/No)	Findings
1. Corporate Governance						
System Configurations	Online approval and authorisation with electronic signature capabilities of transactions via integrated security systems and segregated functionality. This should be provided through application of appropriate security policies and internal service level agreements between various units.	B3	C2	Legislation	Yes	Phoenix has the capability to do electronic signatures. This is not currently used by Municipalities
System Configurations	Balancing of the sub-system with control accounts must be a condition of any period closure.	B3	C2	mSCOA Regulation	Yes	Will be included with next release by 30-Sep-18
System Configurations	Finalisation and submission of annual financial statements (AFS) period 13 results in <i>opening balance transactional transfer</i> of only the transactions of period 13.	B3	C2	mSCOA Regulation	Yes	Not used yet. This is currently a concern as all municipalities should have by now submitted their PAUD mSCOA data strings
System Configurations	Audit periods with allowed audit approved journals occur in period 14 and result in <i>opening balance transactional transfer</i> of only the transactions of period 14.	B3	C2	mSCOA Regulation	Yes	Not used yet. Due once the audit has been finalised
System Configurations	Accommodate a period 15 for prior period errors (GRAP 3).	B3	C2	mSCOA Regulation	Yes	Not used yet. Due 31-Aug-19
System Configurations	Integration and automation of the annual financial statements (AFS) as well as monthly MFMA section 71 reports (financial management statements).	B3	C2	mSCOA Regulation	Yes	3 rd Party system functionality - Caseware not fully implemented in municipalities yet
Municipal Web Site	The legislative framework lists the minimum information that should be placed on the municipality's website: <ul style="list-style-type: none"> Integrate from the core financial budget module; The annual and adjustments budgets and all budget-related documents; 	B3	C2	Legislation	TBC	NT to Clarify

Process/ Sub-Process	System / Applications minimum functionality	B3	C2	Required by	Comply (Yes/No)	Findings
	<ul style="list-style-type: none"> • All budget-related policies; • Annual financial statements (AFS) and Annual reporting tools BI modules; • The annual report; • Performance management, supply chain and asset management modules; • Section 57(1) of the Municipal Systems Act, 2000; • All quarterly reports tabled in the council in terms of MFMA section 52(d). 					
Municipal Web Site	All performance agreements required in terms of: <ul style="list-style-type: none"> • All service delivery agreements; • All long-term borrowing contracts; • All supply chain management contracts above a prescribed value; • An information statement containing a list of assets over a prescribed value that have been disposed of in terms of MFMA section 14(2) or (4) during the previous quarter; • Contracts to which MFMA section 33(1) apply, subject to section 33(3) of that section; • Public-private partnership agreements envisaged in MFMA section 120; and • Municipal Budget and Reporting Regulations (MBRR) and mSCOA Regulations reporting templates as generated by the Core Financial system. 	B3	C2	Legislation	TBC	NT to Clarify
Municipal Web Site	Billing module in addition to integrate: <ul style="list-style-type: none"> • The A&B valuation roll publication as required by the Municipal Property Rates Act, 2004; and • The customer portal; and should as a minimum (if not hosted on the municipality's web site) be accessible or redirected from the website of the municipality. 	B3	C2	Legislation	TBC	Municipalities to confirm
Reporting mechanisms	An effective, flexible report-writing facility with access to the database dictionary is required;	B3	C2	mSCOA Regulation	Yes	To be rolled out with next release on 30-Sep-18
Reporting mechanisms	mSCOA data extraction and upload to portal submissions with a dashboard configuration to allow the Municipal Manager (accounting officer) to verify the mSCOA data extracts before submitting them:					
Reporting mechanisms	<ul style="list-style-type: none"> • The annual procurement plan - actual versus budget; 	B3	C2	mSCOA Regulation	No	Available but not being used yet as actuals to be completed by Vesta. NT to clarify what must be submitted

Process/ Sub-Process	System / Applications minimum functionality	B3	C2	Required by	Comply (Yes/No)	Findings
Reporting mechanisms	<ul style="list-style-type: none"> The asset maintenance plan - actual versus budget; 	B3	C2	mSCOA Regulation	No	Asset Maintenance Plans are an optional requirement for a B3 on the Full Asset Life Cycle Management business process. Actuals not included. To be discussed with NT. NT to clarify what must be submitted
Reporting mechanisms	<ul style="list-style-type: none"> Annual Financial Statements (AFS); 	B3	C2	mSCOA Regulation	Yes	3 rd Party system functionality - Caseware not fully implemented in municipalities yet
Reporting mechanisms	<ul style="list-style-type: none"> Annual report; 	B3	C2	mSCOA Regulation	TBC	NT to clarify requirements
Reporting mechanisms	<ul style="list-style-type: none"> National Energy Regulator SA (NERSA) and Department of Water Affairs and Sanitation (DWS) reports; 	B3	C2	mSCOA Regulation	No	Development in progress

2. Municipal Budgeting, Planning and Financial Modelling

Human Resources (HR) /Payroll	Allow the municipality to budget for its full organogram (organisational structure).	B3	C2	mSCOA Regulation	Yes	3 rd Party system functionality - Payday
Human Resources (HR) /Payroll	Incorporate the ability to apply costing allocation to projects and percentage (%) based allocation of administration costs to trading service departments (if not allocated) using direct calculation methods.	B3	C2	mSCOA Regulation	Yes	3 rd Party system functionality - Payday
Human Resources (HR) /Payroll	Ensure that the planned positions is budgeted for pro-rata to when the expected appointment can be done.	B3	C2	mSCOA Regulation	Yes	3 rd Party system functionality - Payday
Human Resources (HR) /Payroll	Supply the general ledger's main budget module with counts of the actual and planned positions (organogram) budgets for the full mSCOA segments as a budget line. The functionality should be able to provide this for both expenditure and balance sheet items.	B3	C2	mSCOA Regulation	Yes	3 rd Party system functionality - Payday

3. Financial Accounting

General Ledger (Core Financials)	Drill down to transactions from the general ledger (GL) to the sub-ledger or 3 rd party systems for an audit trail.	B3	C2	mSCOA Regulation	Yes	Drill down functionality not available for 3 rd Party Systems. Not possible unless all transactions are fed into the main system
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Process/ Sub-Process	System / Applications minimum functionality	B3	C2	Required by	Comply (Yes/No)	Findings
Accounts Payable	Make payments and part payments. Allow for future and scheduled payments.	B3	C2	Legislation	Yes	No future dated and scheduled payments available in the system as the vendor sees this as a risk. Noted that the system should allow for this, but that the payments should be scheduled to start a payments process to follow security protocols. Risk to be discussed with NT
Accounts Payable	Account Payable must include, at a bare minimum but not limited to:					
Accounts Payable	<ul style="list-style-type: none"> Sundry payments generated from payroll, billing or manual S&T transactions; 	B3	C2	Legislation	Yes	Payday issue to be resolved for Cape Agulhas
Accounts Payable	<ul style="list-style-type: none"> Re-occurring and scheduled payment such as lease amounts or quarterly loan repayments 	B3	C2	Legislation	No	No future dated and scheduled payments available in the system as the vendor sees this as a risk. Noted that the system should allow for this, but that the payments should be scheduled to start a payments process to follow security protocols. Risk to be discussed with NT
Accounts Payable	Interface to SARS eFiling for automated reconciliations and submissions of disclosures.	B3	C2	Legislation	No	The system is capable of generating the required files but no interface to SARS eFiling exist
Accounts Payable	Trace all financial asset transactions to the asset level.	B3	C2	Legislation	TBC	Not tested. NT to clarify requirements

4. Costing and Reporting

Cost Planning	A full costing module aligned to the mSCOA costing segment to assist in calculation of tariffs and real costs. Charges must have a direct effect on tariffs. Therefore, it will be necessary to ensure direct link to Provisioning and payroll modules exist etc. through the application of internal billing departmental charges or activity based recoveries.	B3	C2	mSCOA Regulation	Yes	Municipalities are not using all the functionality. There are some concerns about the full functionality and requirements to be clarified by NT.
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Process/ Sub-Process	System / Applications minimum functionality	B3	C2	Required by	Comply (Yes/No)	Findings
Cost Planning	Management reporting on all charges should be available for reports as well as dashboard information.	B3	C2	mSCOA Regulation	No	NT Dashboard workgroup currently busy developing requirements for standard dashboard
5. Project Accounting						
No findings to be discussed						
6. Treasury and Cash Management						
Cash Management	Interest Received and interest expense reconciliation.	B3	C2	mSCOA Regulation	TBC	To be clarified by NT
7. Procurement Cycle						
Supply Chain Management (SCM)	<i>The supply chain module should as a minimum have the following functionality:</i>					
Supply Chain Management (SCM)	<ul style="list-style-type: none"> Ensure that all payments are made within 30 days of receipt of an invoice therefore; and 	B3	C2	Legislation	No	The vendor indicated that this is a process issue
Supply Chain Management (SCM)	Contract management through workflow and audit trail.	B3	C2	Legislation	Yes	3 rd Party System Functionality - Collaborator
Supply Chain Management (SCM)	Project based requisition forms.	B3	C2	mSCOA Regulation	Yes	3 rd Party System Functionality - Collaborator
Supply Chain Management (SCM)	mSCOA segmented capturing.	B3	C2	mSCOA Regulation	Yes	3 rd Party System Functionality - Collaborator
Inventory	Where a full stores module is operational, high value items should annually be measured to establish whether any of these items should be capitalised as 'assets'.	B3	C2	Legislation	Yes	The vendor indicated that this is a process issue

Process/ Sub-Process	System / Applications minimum functionality	B3	C2	Required by	Comply (Yes/No)	Findings
8. Grant Management						
Subsidies	Provide for a grant register linked to ledger accounts.	B3	C2	mSCOA Regulation	No	This functionality was working in v6.1, but is not currently fully functional due to changes in v6.2. Further development is required. Not implemented at municipalities yet
Subsidies	Provide for reporting in accordance with the mSCOA Regulation and internal control.	B3	C2	mSCOA Regulation	TBC	NT to Clarify
9. Full Asset Life Cycle Management						
Asset Management	<p>An asset and liabilities subsystem that gives effect to MFMA section 63:</p> <p>Assets classes with its associated asset types to manage the accounting policy statements in the financial statements as well as give overall control of all assets within asset classes with its associated useful lives and its associated SCOA reporting framework.</p> <p>It should also include the NERSA Regulatory Reporting Manual (RAM) classification as well as the Department of Water Affairs (DWA) in order for the municipality to comply with NERSA and DWA requirements.</p> <p>All asset transaction types must be accommodated in a flexible manner to accommodate future expansion within the SCOA framework.</p> <p>An audit Trail, with an enquiry facility into the audit trail, of all movement within these files is a requirement.</p> <p>The 'asset management system' module should:</p> <ul style="list-style-type: none"> Host the insurance register and constantly update the portfolio as new assets are purchased or if there is progress on the value of work-in-progress (WIP) 					
Asset Management	<ul style="list-style-type: none"> Host the insurance register and constantly update the portfolio as new assets are purchased or if there is progress on the value of work-in-progress (WIP) 	B3	C2	Legislation	No	Functionality not available
10. Real Estate and Resources Management						
No findings to be discussed						
11. Human Resource and Payroll Management						
Human Resources (HR)	3 rd Party System Functionality – PayDay. Not tested as Payday was not in attendance. Municipalities to ensure functionality required exist within the PayDay system					

Process/ Sub-Process	System / Applications minimum functionality	B3	C2	Required by	Comply (Yes/No)	Findings
Payroll	3 rd Party System Functionality – PayDay. Not tested as Payday was not in attendance. Municipalities to ensure functionality required exist within the PayDay system					

12. Customer Care, Credit Control and Debt Collection

Credit Control	If the module is a 3 rd party solution – it must as a minimum integrate the fees as well as the action history to the billing sub-ledger. This integration must be seamless.	B3	C2	mSCOA Regulation	Yes	Vendor indicated that the functionality exists within Phoenix, but is not being used in the WC
Credit Control	Irrecoverable Debt Write Off process;	B3	C2	mSCOA Regulation	Yes	Vendor indicated that the functionality exists within Phoenix, but is not being used in the WC

13. Valuation Roll Management

Customers	3 rd Party System Functionality – MetGovis. Not tested as Payday was not in attendance. Municipalities to ensure functionality required exist within the MetGovis system					
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14. Land Use Building Control

Land use	3 rd Party System Functionality – MetGovis. Not tested as Payday was not in attendance. Municipalities to ensure functionality required exist within the MetGovis system					
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15. Revenue Cycle Billing

Billing	<i>The standard minimum functionality in the MFMA the billing system must:</i>					
Billing	<ul style="list-style-type: none"> Calculate and account monthly for the provision of bad debt; 	B3	C2	mSCOA Regulation	No	Will be available in new release - 30-Sep-18
Billing	<ul style="list-style-type: none"> Integration of Prepaid at a minimum of a 'debtor per tariff' - code per region, monthly bill the consolidation sales amount and daily receipt the sales 	B3	C2	mSCOA Regulation	Yes	Vendor confirmed that functionality is available, but municipalities are not using it yet as this is affected by the 3 rd Party systems
Billing	Must have report writing capabilities for standard & Ad hoc reporting (daily, monthly & annual).	B3	C2	mSCOA Regulation	Yes	New report writer will be released by 30-Sep-18
Billing	Provides the facility to charge interest on arrears amount subject to certain user defined provisions and according to user maintainable rates.	B3	C2	mSCOA Regulation	No	Partially working on consolidated account only

Process/ Sub-Process	System / Applications minimum functionality	B3	C2	Required by	Comply (Yes/No)	Findings
Billing	It is important to note that in all areas of revenue calculation, rebates and/ or exemptions may be applied based on a single or on multiple criteria which may be applied to the Debtor account in an 'and/ or' context. The Solution must provide the required level of flexibility to cater for these variations.	B3	C2	Legislation	Yes	Not working for TWK & Cederberg. Vendor to resolve directly with these municipalities
Billing	Prepaid electricity meters:				N/A	
Billing	<ul style="list-style-type: none"> Functionality that is an integral part of the Billing interface to its prepaid vendor 	B3	C2	mSCOA Regulation	No	Integration between 3 rd Party and Core system in progress
Billing	Water inventory managing.	B3	C2	mSCOA Regulation	Yes	The vendor indicated that the functionality is available, but that it is not being used in the WC yet

**REPORT ON THE MUNICIPAL HEALTH SERVICES BY-LAWS FOR THE GARDEN
ROUTE DISTRICT MUNICIPALITY / *VERSLAG RAKENDE DIE MUNISIPALE
GESONDHEID VERORDENINGE VIR TUINROETE DISTRIK MUNISIPALITEIT* /
INGXELO NGOMTHETHWANA WEDOLOPHI KWIINKONZO ZEZEMPILO
KUMASIPALA WESITHILI SE (675554)**

(1/1/3/17)

08 October 2018

**REPORT FROM THE EXECUTIVE MANAGER: (C AFRICA) / COMMUNITY SERVICES
MANAGER) / SENIOR MANAGER MUNICIPAL HEALTH AND ENVIRONMENTAL SERVICES (J
COMPION)**

PURPOSE OF THE REPORT

To inform Council of the current status of the Municipal Health Services By-Laws prior to promulgation in the Government Gazette.

BACKGROUND

The current draft Municipal Health Services By-Laws has been adopted and approved by Council during its meeting held on 28 November 2017 has reference.

Since adoption by Council, the Municipal Health Services Section has embarked on a public participation campaign within the district.

Public participation sessions were undertaken within each of the local Municipal areas at identified local community venues, within Garden Route District municipal area during February 2018.

The public awareness sessions were published and promoted within each region by means of an advertisement in the local newspaper, as well as posting copies of the By-Laws within each Municipal Health Office and public library in the respective towns.

During these meetings, all communities within the applicable Municipal jurisdiction were invited to attend these sessions and raise any relevant comments relating to the By-Laws.

All relevant comments that were received during this session were incorporated into the current draft By-Laws.

The last step of the participation was the hosting of a work- shop with all the Garden Route Councillors, enabling them to empower themselves with the content of the updated draft By-Laws for Municipal Health and exposing them to the scope of practice of the Municipal Health Services.

The newly developed draft Municipal Health By-Laws will replace the existing Municipal Health By-Laws that was adopted by Council and promulgated in October 2008.

FINANCIAL IMPLICATIONS

The development of the 2nd generation draft Municipal By-Laws were undertaken by Garden route officials and applicable funding was procured from our own internal Operational Budget.

The anticipated amount budgeted for the publication in the Government Gazette will be approximately R40 000.00.

RELEVANT LEGISLATION

Constitution of the Republic of South Africa (Act 108 of 1997). (Sections 24 and Section 152 (1) (D)

National Health Act: 2003 (Act 61 of 2003) Section 1

Municipal Health By-Laws, 6566 17 October 2008

Section 84(1) (I) of the Municipal Structures Act, (Act. 117 of 1998).

Municipal Systems Act, (Act 32 of 2000)

COMMENTS: EXECUTIVE MANAGER CORPORATE SERVICES

Content of report is noted.

COMMENTS: EXECUTIVE MANAGER FINANCIAL SERVICES

Content of report is noted.

COMMENTS: EXECUTIVE MANAGER PLANNING & ECONOMIC DEVELOPMENT SERVICES

Content of report is noted.

COMMENTS: EXECUTIVE MANAGER ROADS & TRANSPORT PLANNING SERVICES

Content of report is noted.

COMMENTS: MANAGER LEGAL SERVICES

Content of report is noted.

UITVOERENDE OPSOMMING

Die Munisipale Gesondheidsdienste het gepoog om deur middel van 'n omvattende publieke deelname die proses binne die hele streek te loots, ten einde die breë publiek binne elke munisipale jurisdiksie in te lig in sake die nuwe wetgwing.

Die pas afgelope publieke deelname proses afgehandel is en dat die kommentaar wat tydens die proses ontvang was vanuit die gemeenskap, ingesluit is in die konsep verordeninge vir afkondiging in die Staatskoerant.

Die nuwe konsep van die verordeninge vervang die huidige wetgewing wat deur die Raad goedgekeur was tydens November 2017.

RECOMMENDATION

1. That Council approves the attached By-Laws.
2. That once approved, the By-Laws be promulgated in the Government Gazette as a matter of urgency.

AANBEVELING

1. Dat die Raad die aangehegde Verordeninge goedkeur.
2. Dat die goedgekeurde Verordeninge so spoedig moontlik in die Staatskoerant afgekondig word.

ISINDULULO

1. Sesokuba iBhunga liphumeze uMthetho-Lawulo ofakelweyo.
2. Sesokuba uMthetho-Lawulo uqulunqwe kwiNcwadi Karhulumente ngokukhawulezileyo.

APPENDIX

Appendix A – Draft 2 May 2018 Garden Route District Municipality (Municipal Health Services By-Laws)



DRAFT

AUGUST 2018

GARDEN ROUTE DISTRICT MUNICIPALITY MUNICIPAL HEALTH SERVICES BY-LAWS

GARDEN ROUTE DISTRICT MUNICIPALITY by virtue of the powers vested in Section 156(2) of the Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996), read with Section 13(a) of the Local Government Municipal Systems Act, 2000 (Act No. 32 of 2000), as amended, has made the Municipal Health By-law in the Schedule below –

SCHEDULE

BY LAW NO. 0000; MUNICIPAL HEALTH BY LAW

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CHAPTER 1:

Section:

1. Definitions
2. Application of this By law
3. Purpose
4. Scope of Applicability

5. Principles

1. Definitions:

- 1) In this By law unless the context otherwise indicates: –
- 2) "Accommodation establishment" means a place in which accommodation is provided for gain, with or without meals;
- 3) "Act" means the National Health Act, 2003 (Act No. 61 of 2003);
- 4) "Agent" means a person specifically or generally appointed to attend to the affairs of another;
- 5) "Animal" means any equine, bovine, sheep, goat, pig, poultry, camel, dog, cat, or other domestic animal or any wild animal or reptile which is in captivity or under the control of a person;
- 6) "Animal disease" means an impairment or disturbance of the normal function of any organ or the body of any animal that is caused by an organism or substance;
- 7) "Animal waste" means the faeces, manure, droppings, shed hair, feathers, bones, horns, blood, skins and entrails or any other waste of an animal, reptile, bird or poultry and any marine or aquatic organism;
- 8) "Approved" means approved by the municipality, regarding the environmental health requirements of the particular case;
- 9) "Approved building plan" refers to a building plan approved by the local authority or approved by the review board on appeal to the review board in terms of the National Building Standards Act, 1977 (Act No. 103 of 1977);
- 10) "Baby" means a child under the age of two years;
- 11) "Aquatic fauna" means any aquatic living organism from aquatic resources, including any aquatic plant, whether piscine or not, and any mollusc, crustacean, reptile, aquatic mammal and bird and include their eggs, larvae and all juvenile stages;
- 12) "Salon" means a place where any one or more of the services or activities contemplated in the definition of barber, hairdresser, beautician, body piercer or tattooist are normally carried on;
- 13) "Beauty salon" means a premises where a person who carries on the business of barber, hairdresser, beautician, body piercer or tattooist in a salon or any other place as approved by the municipality, which business comprises any one or more, or a combination thereof, of the aforementioned which are applied to the male or female human body;
- 14) "Biodegradable industrial wastewater" means wastewater that contains predominantly organic waste arising from industrial activities and premises including, but not limited to –
 - (a) Milk processing;
 - (b) Processing of fruit and vegetable products;
 - (c) Sugar mills;
 - (d) Manufacture and bottling of soft drinks;
 - (e) Water bottling;
 - (f) Production of alcohol and alcoholic beverages in breweries, wineries or malt houses;
 - (g) Manufacture of animal feed from plant or animal products;
 - (h) Manufacture of gelatine and glue from hides, skin and bones;
 - (i) Abattoirs;
 - (j) Fish processing;
 - (k) Feedlots;
 - (l) Tannery;

- (m) Cheese making and processing;
- (n) Composting plant; and
- (o) bio-diesel processing plant
- 15) "Carcass" means the remains of any animal or poultry;
- 16) "Cattery" means any establishment where cats are bred or boarded;
- 17) "Cemetery" means any land containing one or more graves;
- 18) "Child" means any person under the age of 18 years and "children" has a corresponding meaning;
- 19) "child care facility or institution" means any undertaking or institution, whether for profit or otherwise, involving the custody, care or tuition or any combination of these functions, during the whole or part of the day on all or any of the days of the week of children, or the building or the premises maintained or used for conducting such undertaking or institution thereon as the case may be;
- 20) "communicable disease" means an illness due to a specific infectious agent or its toxic products which arises through transmission of the agent or its products from an infected person, animal or inanimate reservoir to a susceptible host, either directly or indirectly through an intermediate plant or animal host, vector or inanimate environment;
- 21) "Council" means the Garden Route Municipal Council;
- 22) "Crematorium" means a place used for cremating a corpse and includes every part of such premises;
- 23) "Domestic wastewater" means wastewater arising from domestic and commercial activities and premises, and may contain any form of sewage;
- 24) "Dog kennel" means an accommodation establishment which caters for the accommodation of dogs;
- 25) "Dry-cleaning or laundry business" means any business in which clothes or other fabrics are cleaned with water or other solvents, or clothes or fabrics are ironed;
- 26) "dry-cleaning or laundry receiving depot" means a premises used for the receipt, storage and dispatch of clothes or other fabrics in connection with a dry cleaning or laundry business;
- 27) "Effluent" means waste water generated because of an activity;
- 28) "Environment" means the surroundings within which humans exist made up of –
 - (a) The land, water and atmosphere of the earth;
 - (b) micro-organisms, plant and animal life;
 - (c) Any part or combination of (a) and (b) and the interrelationships among and between Them; and
- (29) The physical, chemical, aesthetic and cultural properties and conditions of the Foregoing that influence human health and well-being;
- (30) "Environmental health practitioner" means the person appointed by the Mayor under Section 80 (1) (c) of the National Health Act, 2003 (Act No. 61 of 2003);
- (31) "free space" means the space in a room which is not occupied by fixed furniture or other appliances;
- (32) "Hazard" means an intrinsic potential or ability of an agent, equipment, material, activity or process to cause harm;
- (33) "hazardous substances" means any substance which may cause injury, ill-health to or death of human beings due to their toxic, corrosive, irritant, strongly sensitizing or flammable nature or the generation of pressure thereby in certain circumstances during importation, manufacture, sale, use, operation, application, modification, disposal or dumping. Includes hazardous chemical substances and substances such as solid, liquid, gas, aerosol or combination thereof, but excludes hazardous electronic products and radioactive substances;

- (34) "Hazardous waste" means hazardous waste as defined in the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008);
- (35) "Health certificate" means a health certificate issued in terms of these By-laws;
- (36) "Health care risk waste" refers to healthcare risk waste as defined in the SANS 10248, Management of Health Care Waste;
- (37) "Health care facility" means a health establishment as defined in the Act;
- (38) "health nuisance" means any activity, condition, premises or thing which, on account of effluent, vapours, chemical effluvia, odours, noise, vibration, radiation, refuse, waste products, dirt, chemical or biochemical material, microbial infection, vermin, vegetation, overcrowding, lack of proper general hygiene, ventilation, lighting, design, situation or on account of any other cause or practice whatsoever, is/are in the opinion of the Municipal Manager or a duly authorised council employee potentially unhealthy or which is/are offensive, including, without affecting the generality of the foregoing, any facility for the storage, distribution or handling of water that is likely to be used by man for domestic purposes or consumption, including such water itself, which is contaminated or polluted;
- (39) "Home for the aged" means an institution or other place of residence maintained mainly for the accommodation and care of aged or debilitated persons;
- (40) "irrigation" means the application of water to any land or grounds for any purpose and includes waste water or water containing waste generated through any activity;
- (41) "Kennel" means any establishment that has as its business the breeding, training or boarding of dogs and includes pounds whether operated by the State or otherwise;
- (42) "Landfill site" means a waste disposal facility as defined in the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008);
- (43) "local municipality" means a Category B municipality envisaged in Section 155(1)(b) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996);
- (44) "Marine fauna" means any marine living resources from the sea and the seashore, including any aquatic plant, whether piscine or not, and any mollusc, crustacean, coral, sponge, holothurian or other echinoderm, reptile, marine mammal and seabird and include their eggs, larvae and all juvenile stages;
- (45) "Municipality" means the Eden District Municipality established in terms of Section 12 of the Municipal Structures Act, 1998 (Act No. 117 of 1998) Provincial Notice 492 dated 22 September 2000 and includes any political structure, political office bearer, Councillor duly authorized 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;
- (46) "Objectionable material" means garden litter, rubbish, waste material, rubble, scrap metal, article or thing, disused machinery, motor cars or other vehicles, as well as the disused parts thereof, refuse from any building operations, or any refuse capable of being deposited on any land or premises, including new or used building materials not necessarily required in connection with bona fide building operations actually in progress on any land, and includes any, solid liquid or gas which is or may become a nuisance or which materially interferes with the ordinary comfort or convenience of the public;
- (47) "Occupier" means any person who occupies any premises or part thereof without regard to the title under which he or she occupies, and includes –
- (a) Any person in actual occupation of those premises;
- (b) Any person legally entitled to occupy those premises;
- (48) in the case of those premises being subdivided and let to lodgers or various tenants, the person receiving the rent payable by such lodgers or tenants whether on the

- person's own account or as agent for any person entitled thereto or interested therein;
- (49) Any person having the charge or management of those premises, and includes the agent of any such person when the person is absent from the Republic of South Africa or his or her whereabouts are unknown; and
- (50) The owner of those premises; "Owner", in relation to –
- (a) Animals or things, conveyances and other movable property, means the person in whom Ownership is vested and includes a person who is responsible for the control or Management thereof or a person who has such animal or thing, conveyance or movable Property in his or her possession, but in the case of game or animals that are not branded in terms of the Animal Identification Act, 2002 (Act No 6 of 2002), or of which the ownership cannot readily be established, the user of the land on which such game or animals are present is deemed to be the owner; and
- (b) Land – Means the person in whose name that land is registered;
- (c) That has been purchased by a person but has not yet been registered in his or her name, means such purchaser;
- (d) that is subject to a usufruct, means the usufructuary; (e) of which the owner or Purchaser is a minor, mentally disabled person, insolvent or is otherwise incompetent in Law to administer his or her estate, or is deceased, or is a body corporate under judicial Management or liquidation, means the agent or legal representative
- (f) of such Owner or purchaser or another person authorized by law to administer his or her affairs or, in the case of a body corporate, the judicial manager or liquidator concerned; and
- (g) A category B municipality which is in control of land by virtue of the powers and functions Allocated to it in terms of Schedules 4B and 5B of the Constitution;
- (51) "Permit" means the written permission granted by the local municipality;
- (52) "Person" includes any sphere of government; natural and juristic person includes any Sphere of government; natural and juristic person;
- (53) "Pest" means any animal, which includes insects and rodents that may transmit disease;
- (54) "Pest control program" means a written program that outlines activities to be Conducted for the control of pests in premises;
- (55) "Pesticide" refers to any substance or mixture of substances of chemical or biological Ingredients, intended for repelling, destroying or controlling any pest;
- (56) "Pet parlour" means an establishment where pets are groomed;
- (57) "Pet shop" means an establishment where pets are kept for trading purposes;
- (58) "Places of care" means a premises where a person or institution who carries on the business of an Early Childhood Development Centre, Old Age Home, Nursing Home, Maternity Home, or which business comprises any one or more, or a combination thereof, as approved by the local municipality;
- (59) "Pollution" means any change in the environment caused by –
- (a) Substances;
- (b) Radioactive or other waves; or
- (c) Noise, odours, dust or heat,
- (d) emitted from any activity, including the storage or treatment of waste or substances, Construction and the provision of services, whether engaged in by any person or an Organ of state, where that change has an adverse effect on human health or wellbeing or on the composition, resilience and productivity of natural or managed ecosystems, or on materials useful to people, or will have such an effect in the future;
- (60) "potable water" means water that complies with SANS 241;
- (61) "Poultry" means any fowl, goose, ostrich, duck, pigeon, dove, turkey, Muscovy,

- Guinea-fowl, peacock and/or peahen or bird whether domesticated or wild;
- (62) "Premises" means any building, tent or any other structure, together with the land on which the same is situated and the adjoining land used in connection therewith and any land without buildings or tents, and includes any vehicle, conveyance, ship or Boat;
- (63) "Public place" means –
- (a) any public land, square, public swimming bath, public resort, public recreation site, zoological, botanical or other public garden, park or hiking trail, including any portion thereof and any facility or apparatus therein or thereon, as well as any public open space, public road, road reserve, reserve street, lake, dam, or river;
 - (b) any public building, structure, hall, room or office including any part thereof and any facility or apparatus therein, which is the property of, or possessed, controlled or leased by the Municipality and to which the public has access, whether on payment of admission fees or not;
- (64) Any nature conservation area including –
- (a) Nature reserves;
 - (b) Protected natural areas;
 - (c) Nature conservation worthy areas;
 - (d) Natural open spaces;
- (65) "Public gathering places" refers to public places, such as shopping malls, airports, Cinemas, sport fields, stadia, public events, halls, including government owned or Occupied premises;
- (66) "Publish" in respect of the provisions means –
- (a) To publish a notice in the Provincial Gazette and a local newspaper; and
 - (b) To display the notice so published on the notice boards of the municipality;
- (67) "Recreational water" refers to public and private swimming pools, spa baths, Oceans, estuaries, rivers and dams;
- (68) "Responsible authority" means the authority or municipality responsible for the execution of waste disposal functions within the area of jurisdiction of Eden District Municipality;
- (69) "structure" means any stable, shed, pigsty, kraal, aviary, paddock, covering structure, poultry house, enclosure, run, loft or building used for the keeping, Housing or enclosing of animals and poultry;
- (70) "Swimming pool" means a swimming pool, spa bath, including a Jacuzzi that is Accessible to the public and includes swimming pools at schools or other tertiary Institutions;
- (71) "User", in relation to land, means –
- (a) Any person who has a personal or real right in respect of land in his or her capacity as fiduciary, commissary, servitude holder, possessor, lessee or occupier, irrespective of whether he or she resides thereon or not; and
 - (b) Any other person who is generally recognised as having a right of tenure on the land concerned;
- (72) "Waste" means waste as defined in the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008);
- (73) "Wastewater" means water containing waste or water that has been in contact With waste material and may include biodegradable industrial wastewater and Domestic wastewater.
- (74) "Water resource" means a source as defined in Section 1 of the National Water Act, 1998 (Act 36 of 1998);

2. Application of this By-Law

- 2.1 The Municipality, aware of the constitutional right of every person to an environment that is not harmful to his or her health or well-being, and the principles that underlie the National Health Act, 2003 (Act No. 61 of 2003) adopts this By-law with the aim of protecting and promoting the health and well-being of all people in the Eden District Municipality's area by providing, in conjunction with applicable laws, a legal and administrative framework within which the municipality can develop, manage and promote its municipal health obligations.
- 2.2 The provisions of this By-law take precedence over the provisions of any other By-law or zoning scheme applicable in the district, insofar as such other By-law or zoning scheme regulates any aspect of Municipal Health Services as defined in the Act.
- 2.3 This By-Law binds any organ of state.

3. Purpose

- 1) The purpose of these Municipal Health Services By-laws is to enable the Municipality to protect and promote the long-term health and well-being of people in the municipal area by –
- 3.1.1 Providing, in conjunction with any other applicable law, an effective legal and administrative framework within which the Municipality can –
- 3.1.1.1 Manage and regulate activities that have the potential to impact adversely on public health; and
- 3.1.1.2 Require premises to be properly maintained and managed; and
- 3.1.1.3 Define the rights and obligations of the Municipality and the public in relation to this purpose.

4. Scope of Applicability

- 4.1 This By law will be applicable to the municipal level where municipal health services are rendered.

5. Principles

- 5.1 The overarching principles of this By law are those principles as contained in Chapter 2 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996).

CHAPTER 2

GENERAL PROVISIONS RELATING TO HEALTH NUISANCES

Section:

6. Behaviour and Conduct
7. Prohibition on creation, existence or occurrence of a health nuisance
8. Duty to eliminate or reduce a Health Nuisance

6. Behaviour and Conduct

1. A health nuisance exists or occurs if any of the following occurs on any land or premises –
- (a) a swimming pool, water pool, ditch, gutter, dung pit or heap is so foul or in such a state or so situated or constructed to be detrimental to health;
- (b) An accumulation of waste or other matter which is dangerous to health occurs;
2. when engaging in a controlled activity as contemplated in the National Water Act, 1998 (Act No. 36 of 1998), Section 37(1)(a), irrigation of any land with waste water or water containing waste generated through any industrial activity or by a water work and such activity –
- (a) does not comply with regulation 2 of the General Authorizations, promulgated in terms of Section 63 of the National Water Act, 1998 (Act No. 36 of 1998), as amended; or,

- (b) where the general authorization does not apply, does not comply to any condition of the license authorizing such water use in terms of Section 22 of the National Water Act, 1998 (Act No. 36 of 1998); or,
 - (c) Does not comply to any limitation, restriction or prohibition in terms of the National Water Act, 1998 (Act No. 36 of 1998) or any other applicable law; or
 - (d) Does not comply with the "Guide: Permissible utilization and disposal of treated sewage effluent", 1978. Department of National Health and Population Development Report No. 11/2/5/3, as amended from time to time (obtainable from the Department of Health).
3. Where waste water or water containing waste is discharged into a water source and such activity does not –

- (a) comply with regulation 3 of the General Authorizations, promulgated in terms of Section 63 of the National Water Act, 1998 (Act No. 36 of 1998), as amended; or,
 - (b) where the general authorization does not apply, comply to any condition of the license authorizing such water use in terms of Section 22 of the National Water Act, 1998 (Act No. 36 of 1998); or,
 - (c) Comply to any limitation, restriction or prohibition in terms of the National Water Act, 1998 (Act No. 36 of 1998) or any other applicable law.
 - (d) where sewage sludge is disposed of or utilized in a manner that does not comply with the guidelines for the utilization and disposal of waste water sludge as published by the Department of Water and Sanitation and the Department of Environmental Affairs, as revised by the department from time to time.
4. A building, structure and or adjacent land is –
- (a) So constructed, situated, used or kept as to be dangerous to health;
 - (b) Kept or permitted to remain in a state as to be dangerous to health; or
 - (c) Infested with pests or vermin or in a state that is conducive to the breeding of pests or vermin;
 - (d) a building, structure or enclosure is constructed without first removing or decontaminating in an approved manner, any faecal, animal or vegetable waste disposed of on the land or premises; or
 - (e) A building or structure is demolished without first eradicating all vermin;
 - (f) A dwelling or any other premises is occupied for which no proper and sufficient supply of potable water is available as prescribed in the Regulations relating to compulsory national standards and measures to conserve water, promulgated in terms of the Water Services Act, 1997 (Act No. 108 of 1997);
 - (g) A dwelling or building is occupied for which no proper toilet facilities, as required in terms of the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977), is available;
 - (h) A dwelling or building is occupied which is not properly ventilated in accordance with the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977); or
 - (i) A dwelling that is not ventilated to destroy or render harmless any gases, vapours, dust or other impurities generated which are detrimental to health;
 - (j) A dwelling that is as overcrowded illuminated or ventilated as to be dangerous to the health of those occupants or employed therein or thereon; or cause or give rise to smells or effluvia and or any other condition which is dangerous to health.
 - (k) Conditions exist that are conducive and contributively to the spread of a contagious and communicable disease;
 - (l) organic matter or animal waste are being used or kept in a manner that attracts vermin or pests such as, but not limited to rats, mice, flies and mosquitoes;
 - (m) Unhygienic conditions that may be dangerous to health are present on any part of the land or premises;

(n) A carcass or the remains of an animal, poultry, bird or marine- or aquatic fauna, or any animal waste remains unburied or is not suitably disposed of for more than 24 hours after death.

5. A health nuisance exists if –

(a) Any other activity, condition or thing declared to be a health nuisance under any legislation exists or occurs on or emanates from land or premises.

7. Prohibition on creation, existence or occurrence of a Health Nuisance

1. No person may –

(a) Create a health nuisance;

(b) Perform any act which may cause a health nuisance;

(c) organise, allow or permit an activity, event or function in or on land or premises, or use, cause, allow or permit to be used land or premises for a purpose which by its nature or otherwise or due to its consequences creates or is likely to create a health nuisance;

2. Unless he or she is authorised or permitted by law to do so or does so with the written permission of the municipality and in accordance with any conditions imposed by the municipality –

(a) In a public place activate, handle or use any material, object or thing which is likely to cause a health nuisance;

(b) Introduce into or handle in a public place any material, object or thing or any liquid or solid substance which by its nature or because of the manner of its introduction or handling creates a health nuisance;

(c) carry, convey, or cause or permit to be carried or conveyed through or in any street or public place, any objectionable material or thing, liquid or solid, which is or may become dangerous or detrimental to health, unless such objectionable material or thing is contained and covered with a suitable material to prevent the creation of any health nuisance;

(d) By an action directly or indirectly or by negligence allow that a health nuisance be created or continued;

(e) A person who contravenes a provision of subsections (1) commits an offence.

8. Duty to eliminate or reduce a Health Nuisance

1. The owner, occupier or user of land or premises must –

(a) Ensure that a health nuisance does not exist or occur on his or her land or premises; and

2. Within 24 hours of becoming aware of the existence of a health nuisance on the land or premises, eliminate the health nuisance, or if he or she is unable to eliminate the health nuisance –

(a) Take steps to the satisfaction of the municipality to reduce the risk to municipal health; and

(b) Report the existence of the health nuisance to the municipality.

(c) The owner of land or premises must ensure that a health nuisance as defined in Section 5(1) (k), (l) and (m) does not occur on his land or premises and within 24 hours of becoming aware of the existence of a health nuisance on the land or premises report the existence of the health nuisance to the municipality and eliminate the health nuisance.

3. For the purposes of subsection (1)(a), the owner, occupier or user of land or premises must, for the purpose of eliminating or reducing the quantity of –

(a) Flies use best practice methods;

(b) Mosquitoes –

(c) Drain accumulated water at least once every seven days;

(d) By making use of best practice methods to control mosquitoes and their larvae

(e) In the case of wells, provide a mosquito-proof cover and a pump;

(f) fit tanks, barrels and similar containers in which mosquitoes may breed with mosquito-proof covers or mosquito wire gauze screens in a manner that prevents mosquitoes gaining access to water contained in them; and

(g) Regularly clear clogged or sagging gutters and down pipes so that stagnant water cannot accumulate in them; and

(h) Vermin, use mouse traps or vermin poison or any other best practice methods.

(i) The owner, occupier or user of land or premises must ensure that every well, hole, pit, reservoir, pond or excavation thereon is not filled in a way, or with any material, that may cause an adjacent water source to be polluted or contaminated.

- (j) The occupier must cause all waste to be placed in suitable refuse receptacles.
- (k) The owner, occupier or user of land or premises must dispose of any hazardous material or substance in such a way that it will not cause a health nuisance or pollute a water source.
- (l) The owner, occupier or user of land or premises who contravenes a provision of subsection (1), (2) and (4) or the occupier who contravenes a provision of subsection (3) commits an offence.

CHAPTER 3: STANDARDS APPLICABLE TO PREMISES

Section:

- 9. Standards applicable to Premises
- 10. Health Certification
- 11. Non-compliance

9. Standards applicable to Premises

- (a) All premises indicated in this Chapter are subject to Municipal Health Legislature requirements and the monitoring standards, as defined in Annexure A of this By-Law, or in terms of an approved Council policy.

10. Health Certification

- 1. The premises indicated in the table below may not be operated without a Health Certificate and must comply with the applicable sections within this By-Law.

TABLE A: 1

Type of Premises	Validity Period of Health Certificate (From date of issue)	Comply with the Section within this By-Law
Child Care Centre & Early Childhood Development Centre	One Calendar year	Annex A:1
Nursing Homes	One Calendar year	Annex A:2
Maternity Homes	One Calendar year	Annex A:3
Old Age Homes	One Calendar year	Annex A:4
School Premises	One Calendar year	Annex A:5
Accommodation Establishments	One Calendar year	Annex A:6
Beauty Salons	One Calendar year	Annex A:7
Funeral Undertakers	One calendar year	Annex A:8
Offensive trades	One calendar year	Annex A :9

- 2. An owner or person who carries on a business indicated in Table 1 must apply for a health certificate from the municipality and such health certificate must be issued by an Environmental Health Practitioner subject to such conditions as he deems fit.
- 3. A Health Certificate issued to a premise must include the following:
 - (a) The details of the Health Certificate holder, owner/person in charge of the premises;
 - (b) The physical address of the premises;
 - (c) The identity number of the certificate holder;
 - (d) A certificate number;
 - (e) If a Child Care Centre the number of children and the minimum age groups permitted on the premises.
 - (f) If a Nursing Home/Old Age Home/Maternity Home, the number of beds/patients that can accommodated on the premises.
 - (g) Services provided/offered on the premises and services prohibited;
 - (h) Date of issue; and the validity period.
- 4. The Health Certificates must be displayed in a conspicuous manner on the premises, to be clearly visible to everyone entering the premises.

5. A Health Certificate shall not be transferable from one owner to another, or from one premises to another.

6. Health Certificates must be renewed by an Environmental Health Practitioner employed by the Eden District Municipality;

(a) Annually in case of change of ownership;

(b) In case of renovations/additions to the existing premises; and

(c) If the services move from one premises to another.

7. A Health Certificate may be withdrawn by an Environmental Health Practitioner where conditions of the premises are such that they pose a health hazard or health risk to the service users.

Table 2 below indicates the premises that do not need a Health Certificate.

TABLE 2:

Type of Premises	Comply with the Section within this By-Law
Children's Homes	Annex B : 1
Dry Cleaning & Laundry Establishments	Annex B : 2
Health Establishments	Annex B : 3
Construction Sites and Industrial premises	Annex B : 4
Public Gathering Places	Annex B : 5
Premises for Keeping of Animals	Annex B : 6
Keeping and slaughtering of animals for religious purposes	Annex B : 7
Pet Shops and Pet Parlours	Annex B : 8
Prisons and Police Station Holding Cells	Annex B : 9
Vacant Land	Annex B : 10
Office Accommodation	Annex B : 11

11. Non-compliance

1. Should an owner or person in charge of a premises listed in Table 1 and 2 fail to comply with the provisions or any conditions or requirements imposed in terms of this By-Law the municipality may act in terms of Section 21 of this By-Law.

12. Compliance requirements relating to surveillance of Premises

1. The municipality, taking cognizance of the provisions of the under mentioned sections within the By-Law, within Table 3, adopts the provisions in this Chapter.

2. Within the powers conferred upon the municipality by the National Health Act, 2003 (Act No. 61 of 2003), the municipality may act in terms of Section 21 of this By law where the non-compliance with any of the provisions of the Act and Regulations contemplated in sub-section (1) constitutes a Health Nuisance.

CHAPTER 4:
WATER AND SANITATION:
Section:

13. Applicable legislation and enforcement

1. The Municipality, taking cognisance of the provisions of the National Water Act, 1998 (Act 36 of 1998), adopts the provisions in this Chapter.
2. The Municipality, taking cognisance of the provisions of the Water Services Act, 1977 (Act No. 108 of 1997) and of the Regulations relating to Compulsory National Standards and Measures to Conserve Water published under GN R509 dated 8 June 2001, adopts the provisions in this Chapter.
3. Within the powers conferred upon the municipality by the National Health Act, 2003 (Act No. 61 of 2003), the Municipality may act within any of the provisions of the Act and Regulations which may constitute a health nuisance.

14. Duties and prohibitions

1. An owner, occupier or user of land or premises must –
 - (a) Keep every water passage open and free of obstruction from matter which may impede the flow of water or effluent to prevent the creation of a health nuisance.
 - (b) construct a bund wall around a tank, or group of tanks, that contain a substance that can create a health nuisance, of a size that contains the volume of the largest tank in the event of any unlawful or accidental discharge from the tank or group of tanks;
 - (c) Clean any industrial surface area to prevent the pollution of storm water which may result in adverse impacts on the quality of any surface and ground water; and
 - (d) Ensure that a dam, conduit or channel that is used for the containment of waste water has a free board of at least 0.5 meters above the highest level of precipitation which could be expected within a period of 24 hours with an average frequency of recurrence of once in 100 years.
2. An owner or occupier of land or premises may not –
 - (a) Locate any waste disposal site within the one-hundred-year flood line of any water resource; or
 - (b) Use coal, coal discard, carbonaceous material or any other material for the construction of any slurry, evaporation or catchments dam, or any embankment, road or railway in a way likely to create a health nuisance.
- (c) A person who contravenes a provision of subsection (1) or (2) commits an offence.

CHAPTER 5:
ENFORCEMENT:

Section:

15. Notice of compliance and representations
16. Prohibition Notice
17. Withdrawal of prohibition notice
18. Municipal remedial work
19. Costs Recovery
20. Policies and Guidelines

15. Notice of compliance and representations:

1. Where an Environmental Health Practitioner has reasonable grounds to believe that a person fails to comply with a requirement relating to premises, he or she may serve a notice of compliance on the person, which notice must state –
 - (a) The name and residential or postal address of the person;
 - (b) The requirement which has not been complied with or the provision which has been contravened;
 - (c) That the person must within a specified period take measures to comply with the notice and to complete the measures before a specified date; and
 - (d) That the person may within 14 days make written representations in the form of a sworn statement or affirmation to the municipality at a specified place.

2. The Municipality, when considering any measure or period envisaged in subsection (1) (c) or (d), must have regard to the principles and objectives of this By-law, the nature of the non-compliance, and other relevant factors.
3. Where a person does not make representations in terms of subsection (1)(d), and the person fails to take the measures before the date contemplated in subsection (1)(c), he or she commits an offence, and the Municipality may, irrespective of any fines which may be imposed under Section 23, act in terms of subsection (5).
4. Representations not lodged within the time contemplated in subsection (1)(d) will not be considered, except where the person has shown good cause and the Municipality condones the late lodging of the representations.
5. The Municipality must consider the timely representations and any response there to by the Environmental Health Practitioner.
6. The Municipality may, on its own volition, conduct any further investigations to verify the facts if necessary, and the results of the investigation must be made available to the person making a submission, who must be given an opportunity of making a further response if he or she so wishes, and the Municipality must also consider the further response.
7. The Municipality must, after consideration of the representations and any response and further response make an order in writing and serve a copy of it on the person, which order must confirm, in whole or in part, alter, or set aside the notice of compliance, and where the notice of compliance is confirmed, in whole or in part, or altered, the Municipality must inform the person that he or she must, within the period specified in the order, discharge the obligations set out in the order and that failure to do so constitutes an offence.
8. Where a person fails to discharge, the obligations contemplated in subsection (4) (d) the Municipality may, irrespective of any fines which may be imposed under Section 23, act in terms of subsection (5).
9. The Municipality may, if non-conformances still prevail, exercise any remedial measures to remove the nuisance and recover the costs thereof from the polluter, person in charge or owner of the premises.

16. Prohibition notice:

1. An Environmental Health Practitioner may, after inspecting premises, serve a prohibition notice prohibiting the premises from being used for specified purposes and require measures to be taken to ensure that the prohibition notice is complied with, on one or more of the following persons:
 - (a) The owner or occupier of the premises if the Municipality reasonably believes that the premises are being used for a purpose or in a manner that is causing a health nuisance;
 - (b) Any person who is carrying on an activity or using a premises for a purpose or in a manner that the Municipality reasonably believes is causing a health nuisance; or
 - (c) A person on whom a compliance notice was served if the Municipality reasonably believes that that person has not complied with the compliance notice.
2. The Municipality must give the person, on whom he or she intends serving a prohibition notice, a reasonable opportunity to make representations before serving the notice, unless the Municipality reasonably believes that the delay in doing so would significantly compromise environmental health, in which case the person on whom a prohibition notice is served must be given reasonable opportunity to make representations why it should be withdrawn.
3. A prohibition notice must state –
 - (a) The reasons for serving the notice;
 - (b) Whether the Municipality will withdraw the notice if certain measures are taken, and if so, the measures that must be taken;
 - (c) The possible consequences of failing to comply with the notice; and
 - (d) How to appeal against the notice.
4. Unless a prohibition notice provides otherwise, it comes into effect when it is served under subsection (1) and remains in force until it is withdrawn.

5. The Environmental Health Practitioner must as soon as possible affix a copy of the notice in a conspicuous position on the premises.
6. It is in the defence of anyone charged with failing to comply with a prohibition notice if he or she can prove that –
 - (a) He or she did not know of the existence of the prohibition notice and could not reasonably be expected to have known of its existence; and
 - (b) He or she had complied with the prohibition notice within 48 hours of the time that the notice was affixed to the premises in terms of subsection (5).

17. Withdrawal of prohibition notice:

1. The Municipality must, within 48 hours of receiving a written request for the withdrawal of a prohibition contained in a prohibition notice, carry out an investigation of the land or premises.
2. After completing the investigation, the Municipality must inform, in writing, the person on whom the prohibition notice was served or that person's agent whether the prohibition has been removed or the prohibition order has been withdrawn.
3. The Municipality may charge the owner or occupier of the land or premises where an investigation is carried out in terms of subsection (1), a prescribed fee for undertaking the investigation.

18. Municipal remedial work:

1. The Municipality may enter and conduct inspections at any premises, in accordance with the National Health Act, 2003 (Act No. 61 of 2003) and do anything on the premises that the Municipality reasonably considers necessary –
 - (a) To ensure compliance with this By-law or with a compliance notice or prohibition notice;
 - (b) To eliminate or reduce a health nuisance.
2. The Municipality may conduct inspections of premises –
 - (a) On a routine basis where the Environmental Health Practitioner reasonably believes that the premises are being used for a purpose contemplated in this By-law, and the purpose of the inspection is to determine whether the use complies with the provisions of this By-law;
 - (b) Where a compliance notice, relating to the premises, has been issued in terms of Section 15 and the purpose of the inspection is to determine whether the notice has been complied with;
 - (c) where the owner or occupier of the premises fails to comply with a compliance notice that was issued in terms of Section 15, or a prohibition notice that was issued in terms of Section 15 directing that relevant measures be taken; or
 - (d) Where the Environmental Health Practitioner has reasonable grounds to believe that a health nuisance, which is likely to endanger health, exists on the premises.
3. Before inspecting any premises or commencing any work in terms of this section, persons undertaking the inspection or commencing the work must identify themselves and explain their authority to the person apparently in control of the premises or the person who gave them permission to enter.
4. Any inspection undertaken or work commenced in terms of this section must be carried out at a reasonable time, considering the circumstances of the specific situation.
5. Any inspection conducted or work undertaken in terms of this section must be conducted with strict regard to decency and order, including –
 - (a) A person's right to, respect for and protection of his or her dignity;
 - (b) The right of a person to freedom and security; and
 - (c) The right of a person to his or her personal privacy.

19. Cost recovery:

1. The Garden Route District Municipality may recover any costs reasonably incurred by it in taking measures contemplated in section 18 from any person who was under a legal Obligation to take those measures , including –
 - (a) a person on whom a compliance notice referred to in section 18 that required those steps to be taken , was served
 - (b) The owner or occupier of the premises concerned; or any person responsible for creation a public health hazard or a public health nuisance.
3. The Garden Route District Municipality may enter into a Memorandum of Agreement with the relevant Local Municipality in terms of cost recovery as mentioned in section 24 (1)(b)

20. Policies and guidelines:

1. The Municipality may determine and publish policies and guidelines which describe appropriate measures that can be taken to eliminate the risk of any health nuisance occurring, continuing or recurring, or to reduce that risk to an acceptable level.
2. The policies and guidelines contemplated in sub-section (1) may differentiate between communities, geographical areas and different kinds of premises.
3. Any person who fails to comply with any of the policies and guidelines contemplated in subsection (1) or any conditions imposed in terms thereof, commits an offence.

CHAPTER 6:**GENERAL PROVISIONS****Section:**

20. Presumptions
21. Authentication and service of notices and other documents
22. Appeal
23. Offences and Penalties
24. Co-operation between municipalities and application
25. Exemptions
26. Repeal of By-Laws
27. Short title and commencement

21. Presumptions:

1. When an employee of a person, during his or her employment, performs any act or is guilty of an omission which constitutes an offence under this By-law, the employer is deemed to have performed the act or to be guilty of the omission and the employer is liable on conviction to the penalties referred to in Section 23, unless the employer proves to the satisfaction of the Court that –
 - (a) In performing the act or being guilty of the omission, the employee was acting without the employer's knowledge or permission;
 - (b) All reasonable steps were taken by the employer to prevent the act or omission in question; and
 - (c) It was not within the scope of the authority or the course of the employment of the employee to perform an act of the kind in question.
2. The fact that an employer issued instructions forbidding any act or omission of the kind referred to in subsection (1) is not in itself sufficient proof that he or she took all steps referred to in subsection (1)(b).
3. When an employer is by the provisions of subsection (1) liable for any act or omission of his or her employee, an employee shall also be liable to prosecution for the offence.
4. In any prosecution for an offence under this By law, an allegation in the charge concerned that any place was situated in a street or public place or within a particular area or was a place of a specified kind, shall be presumed to be correct unless the contrary is proved.

22. Authentication and serving of notices and other documents:

1. A notice issued by the Municipality in terms of this By-law is deemed to be duly issued if it is signed by the Environmental Health Practitioner.
2. Any notice or other document that is served on a person in terms of this By-law is regarded as having been duly 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 specified by subsection (a), (b) or (c);
 - (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 land or business premises to which it relates;
 - (f) In the event of a body corporate, when it has been delivered at the registered office of the business premises of the body corporate; or
 - (g) When it has been delivered, at the request of that person, to his or her e-mail address.
3. Serving of a copy is deemed to be serving of the original.
4. When any notice or other document is 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.

23. Appeal

1. A person whose rights are affected by a decision of the Municipality in terms of this By-law may appeal against that decision by giving written notice of the appeal and reasons, in terms of Section 62 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), within 21 days of the date of the notification of the decision to the Municipal Manager.

24. Offences and Penalties

1. Any person who contravenes or fails to comply with a provision of this By-law, a notice issued in terms of this By law or a condition imposed under this By law, irrespective of whether such contravention or failure has been declared as an offence elsewhere in this By law, is guilty of an offence and liable upon conviction to –
 - (a) A fine or imprisonment, or both such fine and such imprisonment;
 - (b) In the case of a continuing offence, an additional fine or an additional period of imprisonment or 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 a court to have been incurred by the Municipality as result of such contravention.
2. All fees and fines recovered under this By law shall accrue to the Council and shall be used expressly for the implementation and application of this By law.

25. Co-operation between municipalities and application

1. To achieve optimal service delivery in terms of this By law, the Municipality may enter into Memorandums of Agreement with local municipalities within its area of jurisdiction in respect of the following –
 - (a) The practical arrangements regarding the execution of the provisions of this By-law;
 - (b) Recovery of costs and expenses related to any action in terms of this By-law;
 - (c) Subject to the provisions of Section 86 of the Municipal Structures Act, 1998 (Act No. 117 of 1998), mechanisms for the settlement of disputes regarding the execution of powers or the matters on which there have been agreements;

(d) Any other matter regarded necessary by the district and local municipalities to achieve optimal service delivery in terms of this By-law.

26. Exemptions

1. Any person may by means of a written application, in which the reasons are given in full, apply to the municipality for exemption from any provision of this By-law.
2. The Municipality may —
 - (a) Grant an exemption in writing and the conditions in terms of which, if any, and the period for which such exemption is granted must be stipulated therein;
 - (b) Alter or cancel any exemption or condition in an exemption; or
 - (c) Refuse to grant an exemption.
3. To consider an application in terms of subsection (1), the Municipality may obtain the input or comments of the owners or occupants of surrounding premises.
4. An exemption does not take effect before the applicant has undertaken in writing to comply with all conditions imposed by the Municipality under subsection (2), however, if an activity is commenced before such undertaking has been submitted to the municipality, the exemption lapses.
5. If any condition of an exemption is not complied with, the exemption lapses immediately.
6. The Environmental Health Practitioners in the service of the Municipality, who is generally authorized by the Municipality to perform any function in terms of these By-laws, shall not be liable for anything done in good faith under these By-laws.
7. The provisions and / or requirements contained in this By-law may be amended and / or relaxed with a written notice from the Municipality if the relevant authority considers such relaxation and / or amendment not to or give rise to the emergence of a health nuisance
8. Such authorization and / or exemption may or can immediately be revoked with a written notice from the authority concerned, or within a period as determined by the authority, should circumstances deemed it necessary.
9. This Regulation places the responsibility for the compliance of the stipulated requirements on the person and institution applicable and thus exempts the Municipality from any condition, conduct or negligence that may give rise to any claims regarding the application of this By-law by the Municipality.

27. Repeal of By-laws

1. This By-law repeals any By-law previously promulgated by the Municipality or any of the disestablished municipalities now incorporated into the Municipality, in so far as it relates to any matter provided for in this By-law.
2. Any By-law previously promulgated by the local municipalities within the jurisdictional area of Eden District Municipality, or any of the dis-established municipalities now incorporated into the said municipalities, in so far as it has been made applicable to Eden District Municipality by the authorization for the execution of powers and functions in terms of Section 84(3) of the Municipal Structures Act, 1998 (Act No. 117 of 1998).

28. Short title and commencement

1. This By law may be cited as the Garden Route Municipal Health By law and shall come into operation on the date of publication thereof in the Provincial Gazette.

29. STANDARDS APPLICABLE TO PREMISES:

29.1. Premises must comply with the following standards:

29.1.1 Structural facilities

- (a) The building structure of the premises must comply with the requirements of the National Building Regulations and the Building Standards Act, 1977 (Act No. 103 of 1977) with regards to lighting and ventilation.

29.2. Water supply:

- a) Adequate supply of potable water must be available on the premises for all uses.
- b) The quality of water supply supplied on the premises complies with the specifications of the SANS 241 for drinking water, with regards to microbiological, chemical and physical quality.
- c) Stored drinking water must always be protected from contamination and cold water is stored at temperatures below 20oC.
- d) No cross-connection between a system providing potable water and a system providing non-potable water is allowed.
- e) For premises without running water available, drinking water must be adequately stored and protected against contamination. Water storage containers must always be kept clean.
- f) If temporary water storage tanks must be provided for drinking water, the water must be from an approved source.

29.3. Drainage systems:

- a) Suitable and effective means of drainage and sewage disposal shall be provided on all premises, in compliance to the relevant By Laws of a specific local authority.
- b) Drainage systems must be kept clean and maintained to prevent any blockages or any health nuisance.

29.4. Waste Management:

- a) Approved methods of solid waste collection, storage, and disposal shall be adopted, and in compliance with the relevant By laws of the Local Authority concerned.
- b) Refuse bins and/or a designated refuse storage area must be available on the premises for the storage of all refuse.

29.5 Health care risk waste management

- 1. Where health care risk waste is generated:
 - a) An approved method of waste collection, storage, transportation and disposal must be adopted on the premises.
 - b) A designated waste storage area must be provided for the storage of health care risk waste pending removal by an approved service provider.
 - c) The health care risk waste storage area must be separate from any food preparation area or any area where patients are cared for.
 - d) An adequate number of purpose-manufactured, leak-proof, sealable containers must be available for the storage of health care risk waste. Containers used for the storage of health care risk waste must be clearly labelled in large, legible lettering.
 - e) Accurate and up to date records must be kept of all health care risk waste generated by the facility.
 - f) Laundry must be done at approved facilities or with a registered service provider.

29.6 Food preparation facilities

- 1. If meals are served on the premises:
 - a) All facilities used in connection with the handling, preparation, storage and serving of foodstuffs must comply with the relevant Regulations, published in terms of the Foodstuffs, Cosmetic and Disinfectants Act 1972, (Act No. 54 of 1972), as amended.

29.7 Pest and rodent control:

- a) A rodent/pest control programme must be in place to minimize the risk of rodents and pests on the premises.
- b) Rodent proofing must be maintained in good order or repair to be impervious to rodents.
- c) To prevent the spreading of rodents or pests, rodents must be eliminated before demolition of any building or structure likely to be infested with rodents.
- d) The premises yard must be kept clean from any condition that may result in the breeding of flies or mosquitoes, and other vermin.

PREMISES THAT MUST BE IN POSSESSION OF A HEALTH CERTIFICATE:

Annexure A: 1

30.1.1. STANDARDS FOR CHILD CARE CENTRES / ECDS

- 1. Child care centres must comply with the following standards:
 - a) Location and design
 - i. The premises used for or in connection with child-care services should be located, designed, constructed, finished, and equipped and in such a condition that children.
 - (aa) Can be cared for hygienically;
 - (bb) and can be adequately protected against any possible public health hazard, health risk and/or public health nuisance.

30.1.2 Issue of a Health Certificate for operation of a child care centre

- 1. The premises must be operated under a valid Health Certificate issued by an Environmental Health Practitioner, to the effect that the premises comply with Environmental Health standards.
- 2. A health certificate shall indicate the following information:
 - a) The details of the health certificate holder, owner/person in charge of the child care centre;
 - b) The physical address of the premises;
 - c) The number of children and the minimum age groups permitted on the premises;
 - d) Prohibitions placed on the premises;
 - e) A certificate number;
 - f) Date of issue; and
 - g) The validity period (one calendar year from the date of issue).
- 3. The health certificate is displayed in a conspicuous manner on the premises, to be clearly visible to everyone entering the premises.
- 4. A health certificate shall not be transferable from one owner to another, or from one premises to another.
- 5. Health certificates must be renewed by an Environmental Health Practitioner of the Municipality:
 - a. Annually
 - i. In case of change of ownership;
 - ii. In the case of renovations/additions to the existing premises; and
 - iii. If the services move from one premises to another.

30.1.3 Indoor play area

- a) An indoor play area for playing, eating and for sleeping purposes is provided.
- b) An indoor play area with a minimum of 1.5m² free unobstructed floor space must be available for each child.
- c) If no outdoor play area is provided on the premises, an indoor play area with a free unobstructed floor space of 3m² per child must be provided.
- d) The play area should not pose a health nuisance as defined.
- e) Linen used for sleeping purposes must be laundered frequently to the satisfaction of the Environmental Health Practitioner, especially for children under the age of 3 (three) years.
- f) The area must be kept clean.

30.1.4. Outdoor play area

- a) An outdoor play area of a minimum of at least 2m² must be provided for each child.
- b) Separate outdoor play areas should be provided for different age groups.
- c) The play equipment should be kept clean.
- d) The outdoor play area must be kept clean.

30.1.5. The use of artificial/synthetic grass surfaces

- 1. Where artificial grass surfaces are used in indoor and outdoor play areas, the following measures must be put in place:
 - a) The surfaces should be cleaned regularly with suitable cleaning material to prevent the offensive odours and the occurrence of other health nuisances.

30.1.6. Toilets / ablution and nappy changing facilities

- 1. For centres catering for toddler's junior type toilets and washbasins should be provided where appropriate. Toilet and hand washing facilities must be accessible to the children.
- 2. For children 0-2 years:
 - a) At least 1 (one) toilet is provided for every 20 children;
Where there are no sewerage systems in place, potties are provided;
 - b) At least 1 (one) potty is provided for every 5 (five) toddlers;
Human excreta from potties to be disposed of hygienically in a toilet as not to create a municipal health nuisance;
 - c) Potties are cleaned after every use and disinfected in a properly demarcated area;
 - d) A clearly demarcated nappy changing area equipped with an easily cleanable surface and water-proof mattress is provided, and this area is located away from any food preparation area;
 - e) Proper hygiene practices are employed during diaper changing, to prevent the faecal contamination of the immediate environment in the changing area, as well as to prevent transmission of faecal oral infections, these hygiene practices include the following:
 - f) Disposal of faeces or urine in a toilet;
 - g) Safe disposal of the nappy and placing it in the allocated refuse bin with a closed lid;
 - h) Disinfection of the changing area;
 - i) Wiping of babies' hands; and the caregivers should wash their hands with soap and water.

3. For children 3-6 years:

- a) At least 1 (one) toilet and at least 1 (one) hand wash basin must be provided for every 20 children on the premises.
- b) A supply of cold and hot running potable water must be available at every hand wash basin.
- c) Where none waterborne toilets are available, an approved sanitation facility must be provided.
- d) The toilet facility must be available.
- e) All toilets must be maintained in good order and cleaned regularly.
- f) Toilet facilities must be properly illuminated and ventilated.
- g) Separate toilets and hand wash facilities should be provided for staff members on the premises.
- h) An adequate amount of toilet paper, soap and hand drying material should always be available in the toilet facilities.

30.1.7. Water supply requirements:

- 1. Where no running water is available, a minimum of 10-25 litres per person per day must be made available and stored hygienically on the premises for all uses.

30.1.8. Designated milk preparation areas for children under 2(two) years

- a) An adequate supply of potable cold and hot water is available for washing of bottles and teats.
- b) Cooling facilities are provided for the hygienic storage of prepared milk bottles.
- c) Proper storage facilities are available for storage of milk and other foods.
- d) All bottles used for feeding of children must be sterilized before use.
- e) Before sterilizing, used bottles, teats and caps must be thoroughly washed and cleaned.
- f) Refrigeration/Cooling facilities are provided for the hygienic storage of milk bottles that are prepared and stored before use. The temperature of the refrigerator is not higher than 5°C and is monitored daily.

30.1.9. Storage facilities

- 1. To minimize infections from viruses, bacteria and parasites and the risk of disease transmission, the following measures must be applied:
 - a) Provide adequate storage space and separate storage space for food and none food to be provided:
 - b) Store cleaning material which may be toxic, dangerous or hazardous to children in an inaccessible area

30.1.10 Sick bay facilities

- 1. A sickbay area for the treatment and care of a child who falls ill, who is injured during day care or who may be suffering from an illness that is suspected to be infectious must be provided on the premises
 - a) General hygiene requirements
 - i. Play rooms are regularly cleaned to minimize dust and moulds.
 - ii. Solid waste is removed from playrooms daily.
 - iii. Waste water is disposed of safely.
 - iv. Appropriate vector control measures must be in place

- v. Personal Cleansing material must be available and used hygienically.
- vi. The floor must be free from dirt, dampness or any liquid substances.
- vii. Individual sheets and covers are provided for each child.
- viii. Contact toys, for children under the age of 2 years, must be kept clean.
- ix. Waste is always kept out of reach of children.

30.1.11. Sand Pits

- 1) The sand pit must be kept in a hygienic and clean state; and –
 - a) Covered at night to prevent contamination by animals, and other pests;
 - b) Covered when not in use;
 - c) Disinfected when obviously dirty and contaminated;
 - d) Disinfected by raking salt through the sand;
 - e) The sand must be changed at least annually.
 - f) If the sand is contaminated by animal or human faeces, blood or other body fluids, children must be removed from the sand pit and:
 - g) Use a watering can filled with mild detergent or household disinfectant diluted in water, over the sand to kill germs; or,
 - h) Disinfect by raking salt through the sand; or,
- The sand must be completely replaced if contaminated extensively.

30.1.12. After school facilities

- 1. If after-school care services are provided for children of school-going age on the same premises as the child-care services, the following must be provided:
 - a) An indoor care area of at least 1.5m² for each child;
 - b) At least 1 (one) toilet facility and 1 (one) hand-wash basin must be provided for every twenty (20) children or part thereof.

Annexure: A 2

30.2.1. REQUIREMENTS FOR NURSING HOMES

(a) Nursing home must comply with the following Standards:

- i) Registration and Issue of Health Certificate for operation of a nursing home
 - ii) The premises are operated under a valid Health Certificate issued by an Environmental Health Practitioner, A health certificate issued by an Environmental Health Practitioner to the effect that the premises comply with Environmental Health requirements shall indicate the following:
 - (aa) The details of the health certificate holder, owner/person in charge of the child care centre;
 - (bb) The physical address of the premises;
 - (cc) A certificate number;
 - (dd) Number of beds/patients that can be accommodated on the premises;
 - (ee) Services offered on the premises;
 - (ff) Prohibitions applicable;
 - (gg) Date of issue; and
 - (hh) The validity period (one calendar year from the date of issue).
 - i. The health certificate is to be displayed in a conspicuous manner on the premises, to be clearly visible to everyone entering the premises.
 - ii. A health certificate shall not be transferable from one owner to another, or from one premises to another.

- iii. Health certificates to be renewed by an Environmental Health Practitioner of the relevant local authority, on the following conditions:
 - (aa). Annually;
 - (bb). In case of change of ownership;
 - (cc) In the case of renovations/additions to the existing premises; and
 - (dd) If the services move from one premises to another.
- iv. A health certificate may be withdrawn by an Environmental Health Practitioner where conditions of the premises are such that they pose a hazard or risk to the service users.

30.2.2. Ablution and wash up facilities

- (a) Adequate and accessible toilet, bathing and washing facilities must be provided to meet the needs of patients.
- (b) At least one toilet and at least 1 (one) bath must be provided for at least every 12 (twelve) patients (ratio 1:12) on the premises.
- (c) Every toilet facility should be equipped with an adequate flushing system and must be maintained in proper working condition.
- (d) Adequate and sufficient sluice-rooms are available in each ward.
- (e) Approved storage shelves should be provided in the sluice-room for the storage of bed-pans or other sanitary utensils.
- (f) At least 1 (One) toilet, bath/shower should be available for every 20 members of staff, (ratio 1:20)
- (g) And designated by gender;

30.2.3. Storage facilities

- (a) Separate storage facilities must be provided for storage of hazardous chemicals.
- (b) All storerooms and store facilities must always be kept clean.

30.2.4. General requirements

- (a) A rodent/pest control programme must be place on the premises to prevent any infestations of rodents/pests, and is in line with the requirements as set out in Chapter 3 of this document.

Annexure A: 3

30.3.1 REQUIREMENTS FOR MATERNITY HOMES

- 1) Maternity homes must comply with the following Standards:
 - a) Registration and issue of Health Certificate for maternity home
 - i. The premises must promote the health and safety of patients;
 - ii. The premises must be operated under a valid Health Certificate issued by an Environmental Health Practitioner, A health certificate issued by an Environmental Health Practitioner to the effect that the premises comply with Environmental Health requirements. Shall be issued and must indicate the following:
 - (aa) The details of the health certificate holder, owner/person in charge of the child care centre;
 - (bb) The physical address of the premises;
 - (cc) The identity number of the certificate holder;
 - (dd) A certificate number;
 - (ee) Number of beds/patients that can be accommodated on the premises;
 - (ff) Services offered on the premises;

- (gg) Applicable prohibitions;
- (hh) Date of issue; and
- (ii) The validity period (one calendar year from the date of issue).
- (iii). The health certificate must be displayed in a conspicuous manner on the premises, to be clearly visible to everyone entering the premises;
- (iv) A health certificate shall not be transferable from one owner to another, or from one premises to another;
- v. Health certificates must be renewed by an Environmental Health Practitioner:
 - (aa). Annually;
 - (bb).In case of change of ownership;
 - (cc).In the case of renovations/additions to the existing premises; and
 - (dd).If the services move from one premises to another.
- vi) A health certificate may be withdrawn by an Environmental Health Practitioner where conditions of the premises are such that they pose an environmental health nuisance to the service users.

30.3.2 Structural requirements

- (a)Must comply to the National Building regulations
- (b) Walls should be constructed of easy-washable, non-penetrable surfaces
- (c) Except where glazed or glass bricks, glazed tiles or other similar material with a hard and smooth surface have been used, the internal walls of operating theatres, sterilizing rooms, wards, labour wards, wash up rooms, dressing rooms, duty-rooms, kitchens, sculleries, food store rooms, bathrooms, toilets and mortuaries must be:
 - (i) Plastered and brought to a smooth finish; and
 - (ii) Covered with a light coloured paint, adequate plastic finish or other approved material.
- (aa) Floors must be constructed of concrete, hardwood or other durable material and brought to a smooth finish.
- (bb) The angles formed between each floor and wall, and between two walls, in operating units, wards, labour wards, sluice rooms, milk rooms, bathrooms, toilets and kitchens should be rounded angles.
- (cc) Floors of operating theatres, sterilizing rooms, wards, labour wards, wash up rooms, dressing rooms, duty-rooms, kitchens, sculleries, food store rooms, bathrooms, toilets and mortuaries should be made of cement, concrete or other impervious material and brought to a smooth finish.
- (dd) Ceilings should be constructed so as not to attract dust and in the case of operating theatres, labour wards, sterilizing rooms and wash up rooms, the ceiling must have a hard, smooth and washable surface. Wards/ rooms should be individually and naturally ventilated with windows.
- (ee) All windows in the rooms must be adequately protected or guarded to ensure the safety of service users.
 - (ee) Rooms should be adequately lighted and emergency lighting must be provided throughout the premises.
- (gg) Heating facilities that are likely to emit offensive and harmful gases, fumes and odours are not allowed.

30.3.4. Ward requirements

- (a) Adequate and suitable ward facilities must be provided on the premises.

(b) Separate areas must be provided for:

- (i) A nursery;
- (ii) A labour ward;
- (iii) A delivery ward; and
- (iv) A milk room.

(c) Every delivery room must be equipped with a scrubbing-up basin, provided with a constant supply of cold and hot running potable water,

(d) A minimum of not less than 2m² floor space must be provided in every nursery for the accommodation of baby's cribs. One (1) separate crib must be provided for each baby.

(e) Every milk room must be equipped with:

(i) A sink and a hand wash basin with a supply of cold and hot running potable water for washing of milk bottles;

(ii) A refrigerator for the storage of milk and milk bottles;

(iii) Tables with impervious and easily cleanable surfaces;

(iv) Adequate equipment for sterilizing utensils used in the handling of milk; and

(v) In case of maternity home, the sluice-rooms must have adequate apparatus for sterilizing bed-pans by steam or boiling water and in the case of a nursing home carrying on a general practice, adequate apparatus for cleaning of bed-pans

30.3.5. Operating theatres

(a) All procedures undertaken within this facility must adhere to strict hygienic protocols.

(b) All surfaces and equipment must be subjected to a strict cleaning programme.

30.3.6. Toilet and ablution facilities

(a) Adequate toilet and shower/bath facilities that meet the needs of patients and staff members must be provided.

(b) All bathrooms must be fitted with baths with a constant supply of cold and hot running potable water.

(c) At least 1 (one) bath should be provided for at least every 12 (twelve) patients on the premises (ratio 1:12).

(d) At least 1 (one) toilet should be provided for at least every 12 (twelve) patients on the premises (ratio 1:12);

(e) At least 1 (one) toilet and bath/shower must be provided for at least every 20 (twenty) nursing staff, domestic staff and other employees on the premises (ratio 1:20).

(f) Every toilet facility must be equipped with an adequate flushing system and all toilets, bathrooms or showers are maintained in good working order and have running water provided.

(g) All toilets and ablution facilities must always be kept clean; floors scrubbed and bowls cleaned and disinfected daily.

(h) Separate bathrooms and toilets must be provided for domestic and residential staff. The bathrooms should be fitted with porcelain enamel or cast-iron enamel baths with a supply of hot and cold running water.

(i) At least 1 (one) toilet must be provided for every 20 members of staff (ratio 1:20)

(j) At least 1 (one) bathroom or shower must be provided for every 12 members of staff, (ratio 1:12).

- (k) Every toilet facility must be equipped with an adequate flushing system maintained in proper working condition.
- (l) The bathrooms and toilets must be designated for each gender.

30.3.7 Water Supply

- a) Water storage facilities, the reservoirs, borehole and tanks must be adequately protected from contamination.
- b) Water in reservoirs and storage tanks must be regularly tested for suitability for consumption.
- c) Hot water temperatures must be kept above 50°C and cold water below 20°C.
- d) The water supply system that includes the sources (if applicable), pumps, purification plant, storage facilities and the distribution network linked to health facilities must be maintained in good working order.

30.3.8 Sluice-rooms

- a) Sluice-rooms must be provided in every ward.
- b) Adequate apparatus must be provided for the cleaning and sterilizing of bed-pans.
- c) Receptacles equipped with a tight-fitting lid should be available for the storage of soiled dressings.
- d) All sluice rooms must always be kept clean.

30.3.9 Storage facilities

- a) Adequate storage facilities must be available for storage on the premises.
- b) Additional storage facilities should be provided for the storage of poisons, habit-forming drugs and potentially dangerous drugs.
- c) All storerooms and store facilities must always be kept clean and cleaned routinely at least once every week.
- d) Adequate storage facilities for any other articles that are reasonable necessary to store on the premises for the day to day running of the nursing home must be provided.

30.3.10 General Requirements

- a) Adequate facilities must be provided for the sterilization of instruments where required.
- b) Laundry facilities must be provided on the premises, for laundering of soiled linen and other items requiring laundering.
- c) A separate linen room, containing adequate cupboards or shelves for the storage of linen must be provided.
- d) A pest/vector control program must be in place on the premises in line with specifications set out in Chapter 3.

Annexure A: 4

30.3.7 STANDARDS FOR OLD AGE HOMES

1. Old aged homes must comply with the following Standards:
 - a) Registration and Issue of Health Certificate for Old Age Homes
 - b) The premises must be operated under a valid Health Certificate issued by an Environmental Health Practitioner.

- c) The premises must promote the health of residents or older persons;
- 2. A health certificate issued by an EHP to the effect that the premises comply with Environmental Health requirements shall be issued and indicate the following:
 - a) The details of the health certificate holder, owner/person in charge of the child care centre;
 - b) The physical address of the premises;
 - c) A certificate number;
 - d) Number of beds/patients that can be accommodated on the premises;
 - e) Services offered on the premises;
 - f) Prohibitions applicable;
 - g) Date of issue; and the validity period (one calendar year from the date of issue).
- 3. The health certificate must be displayed in a conspicuous manner on the premises, to be clearly visible to everyone entering the premises.
- 4. A health certificate shall not be transferable from one owner to another, or from one premises to another.
- 5. Health certificates must be renewed by an Environmental Health Practitioner:
 - a) Annually;
 - b) In case of change of ownership;
 - c) In the case of renovations/additions to the existing premises; and
 - d) If the services move from one premises to another.

30.3.8 Structural and physical facilities

- a. Floors and walls should be constructed of a non-penetrable, easy washable material.
- b. Ceilings must be constructed so as not to attract dust and in the case of operating theatres, labour wards, sterilizing rooms and wash up rooms, the ceiling must have a hard, smooth and washable surface.
- c. Rooms should be adequately and individually ventilated and illuminated.
- d. All windows in the rooms should be adequately protected or guarded to ensure the safety of service users.

30.3.9 Accommodation requirements

- a) The rooms and/wards must be cleaned daily and kept hygienic and free from offensive odours.
- b) Toilet and ablution facilities
- c) Adequate and accessible toilet, bathing and washing facilities must be provided to
- d) At least 1 (one) toilet and one bath should be provided for at least every 8 (eight) service users on the premises (ratio 1:8). Where suitably adapted en-suite toilet and bathing/shower are provided in the user's rooms, these rooms can be excluded from the calculation. The toilet facilities should be designed for use by one person at a time.
- e) Each service user must have access to toilet facility within proximity of his/her private accommodation or where they are cared for.
- f) Additional toilet facilities must be provided, accessible and clearly marked next to the lounge and dining areas for use by service users.
- g) Every toilet should be equipped with an adequate flushing system and all toilets, bathrooms or showers should be maintained in good working order.
- h) All toilets must always be kept clean; floors scrubbed and bowl cleaned and disinfected daily.

- i) Adequate and accessible toilet, wash-up and bath facilities should be provided for staff members employed on the premises.
- j) All bathrooms must be fitted with porcelain, enamel or cast iron enamel baths with a constant supply of cold and hot running potable water.
- k) Walls of the toilet facilities should be constructed of a smooth surface and be light coloured.
- l) Toilet facilities must be adequately illuminated and ventilated.
- m) Every toilet facility must be equipped with an adequate flushing system and should be maintained in proper working condition.
- n) Bathrooms and toilets must all be designated for each gender.
- o) The toilet areas should be adequately illuminated and ventilated.
- p) The bathroom complex must be painted with a light coloured durable, washable paint.
- q) Floors should be covered with a non-penetrable, easy washable surface.

30.3.10 Examination rooms

- a) A hand wash basin with a supply of cold and hot running water should be available in all examination rooms.
- b) Floors and walls must be constructed of a non-penetrable, easy washable surface
- c) Walls must be painted with a washable paint.

30.3.11 Sluice rooms

- a) The sluice room must be well ventilated and illuminated.
- b) The rooms must be equipped with impervious shelves.
- c) The rooms must be equipped with hand wash basin for washing of hands by staff and hot and cold running water
- d) Floors must be constructed of an easy cleanable surface

30.3.11 Storage facilities

- a) Adequate storage facilities must be provided

30.3.12 General Requirements

- a) Measures should be taken for infection control and to prevent spread of infection and communicable diseases.
- b) A vector control program must be in place on the premises
- c) Laundry area should be available for laundering of linen or other soiled articles on the premises and
- d) A separate linen room, containing adequate cupboards or shelves for the storage of linen must be provided on the premises.
- e) If an outside contractor is utilized for laundry purposes, it must be done in an approved laundry

Annexure A: 5

30.5.1 STANDARDS FOR SCHOOL PREMISES

- a) School premises must comply with the following:
 - i. Issue of a Health Certificate
 - ii. The premises must be operated under a valid Health Certificate issued by an Environmental Health Practitioner.
 - iii. The premises should promote the health and safety of students/children.

- b) A valid health certificate must be issued by an Environmental Health Practitioner certifying that the premises comply with Environmental Health requirements. The certificate must indicate the following information:
 - i. The name of the school;
 - ii. The physical address of the premises;
 - iii. Number of children to be accommodated at the school;
 - iv. Date of issue; and
 - v. The validity period (one calendar year from the date of issue).
- c) The health certificate must be displayed in a conspicuous manner on the premises, to be clearly visible to everyone entering the school premise.
- d) A health certificate is not transferable from one owner to another, or from one school premises to another;
- e) Health certificates must be renewed by an Environmental Health Practitioner:
 - i. Every one year
 - ii. In case of change of ownership;
 - iii. In the case of renovations/additions to the existing premises; and
 - iv. If the school moves from one premises to another.

30.5.2 Structural facilities

- a) Must comply to the National Building regulations
- b) Floors and walls must be constructed of a non-penetrable, easy-washable surface
- c) The ceiling must have a hard, smooth and washable surface.
- d) Classrooms must be adequately ventilated and illuminated in compliance to the National Building Regulations and the Building Standards Act, 1977 (Act No. 103 of 1977).
- e) The school premises should be enclosed with an approved means of enclosure.
- f) An outdoor play area/yard should be available for outdoor activities on the school premises.

30.5.3 Toilet and ablution facilities

- a) Adequate toilet and wash up facilities that meet the needs of pupils and staff members on should be available on the school the premises.
- b) At least 1 (one) toilet facility should be available for every 25 children (ratio 1:25), and in addition at least 1 (one) urinal is available for every 50 boys' ratio 1:50.
- c) The school toilet facilities should be equipped with an adequate flushing system and running water.
- d) At least 1 (one) hand wash basin should be available for every 25 (twenty) children (ratio 1:25) on the school premises, equipped with a constant supply of running water.
- e) Hand wash basins should be in or immediately adjacent to the toilets.
- f) If non-waterborne toilets are utilized, Ventilated Improved Toilets are recommended.
- g) If pit toilets are used, the design of the pit toilets should be constructed in such a manner as not to cause an environmental health nuisance.
- h) Pit toilets should be so structured as to be able to be used by small children (reduced pots size and height), and doors should be open-able on the outside.
- i) The pit toilets should be maintained in good order and cleaned regularly to prevent smells and flies going in and out of the toilet facilities.
- j) Children must be educated on hand washing after visiting the toilet.
- k) Separate toilets and hand wash facilities must be provided for staff members on the premises. Toilet and washing facilities for staff may also open for use by visitors. At least 1 (one) toilet facility and at least 1 (one) hand wash basin should be provided for every twenty staff members on the premises (ratio 1:20).

- l) Staff toilets should be separated by gender.
- m) Toilet facilities must be properly illuminated and ventilated in compliance with the National Building Regulations and the Building Standards Act, 1977 (Act No. 103 of 1977).
- n) Toilets should be easily accessible to all.
- o) Toilets must be cleaned daily.
- p) A cleaning and maintenance plan should be in place for cleaning and maintenance of all toilets.
- q) An adequate supply of soap and toilet paper should always be maintained in the toilet facilities.

30.5.4 Water supply

- a) Safe potable water, with soap or a suitable alternative, must be available at all the critical points within the school, particularly in toilets and kitchens.
- b) Safe potable water access points should always be accessible.
- c) If no piped potable water is available on the premises, a minimum of 5 litres per person per day for non- residential children and staff must be kept and stored hygienically on the premises for all purposes (drinking, personal hygiene/hand washing and cleaning). For boarding schools, a minimum of 20 litres per person per day for all residential school children and staff must be available on the premises for drinking, washing up, cleaning and food preparation purposes.;

30.5.5 Accommodation for pupils and staff members at boarding schools

- (a) Adequate sleeping, living and accommodation facilities must be provided for boarders and should comply with the requirements of the National Building Regulations and the Building Standards Act, 1977 (Act No. 103 of 1977), with regards to ventilation and lighting.
- (b) Separate sleeping accommodation must be provided for residential male and female pupils.
- (c) Separate sleeping and living accommodation should be provided for staff on the premises.
- (d) For dormitories, a floor space of not less than 4.2 m² must be provided for each pupil with a distance of at least 0.9 m maintained between each bed.
- (e) For cubicles, a cubicle for a single pupil with its own window and a minimum floor area of 5.0 m²; must be provided.
- (f) Single bed bedroom for a single pupil must have a minimum floor area of 6.0 m².
- (g) Sleeping accommodation must be kept clean. A floor space of not less than 2.3 m² should be available in all living accommodation for each pupil and staff on the premises.

30.5.6 Sick Bay facilities

- a) A sick room must be provided for isolation of sick pupils on the premises
- b) The area must be provided/ equipped with a hand wash basin with a supply of running water.
- c) An approved, lockable and adequately equipped first aid kit should be made available in the sick bay area for treatment of minor injuries or illnesses.

30.5.7 Medical care for pupils and students

- a) Immediately notify relevant health practitioner in an event of the illness being suspected of being a communicable disease.
- b) Pupils suspected of suffering from a communicable disease must be excluded from attending preschool if in the opinion of relevant health professional; the person poses a health risk to other pupils and can transmit the disease.
- c) Adequate provision should be made for disposable gloves and disinfectants to protect staff and children and to disinfect contaminated areas and surfaces when dealing with blood related illnesses and injuries; all health care risk waste must be handled and disposed of safely.

- d) All areas and surfaces where treatment of a child or caregiver for an illness or injury has taken place must be disinfected immediately;

30.5.8 General requirements

- a) Medicines, detergents, pesticides and other harmful substances should be stored in lockable places and access be given to employees responsible for utilizing such materials only.
- b) The school premises must always be kept clean.
- c) Waste water disposal systems should be in place on the premises, in compliance to the relevant By-Laws of the Local Authority concerned.

Annexure A : 6

30.6.1 STANDARDS FOR ACCOMMODATION ESTABLISHMENTS

- 1) Accommodation establishments must comply with the following:

30.6.2 Issue of a Health Certificate

- a) The premises operated under a valid Health Certificate issued by an Environmental Health Practitioner.
- b) The certificate must indicate the following:
 - i. The business name of the accommodation establishment;
 - ii. The physical address of the premises;
 - iii. Name of the owner or person in charge;
 - iv. No of beds that the premises can accommodate;
 - v. Date of issue; and the validity period (one calendar year from the date of issue).
- c) The health certificate must be displayed in a conspicuous manner on the premises, to be clearly visible to everyone entering the premises.
- d) A health certificate is not transferable from one owner to another, or from one premises to another.
- e) Health certificates must be renewed by an Environmental Health Practitioner:
 - i) Annually;
 - ii) In case of change of ownership;
 - iii) In the case of renovations/additions to the existing premises; and
 - iv) If the services move from one premises to another.

30.6.3 Structural facilities and accommodation requirements

- a) Ceilings and walls of rooms must be constructed of a dust-free material.
- b) Walls must be brought to a smooth finish.
- c) Floors surfaces of kitchens, scullery, laundry, bathrooms, showers, ablution rooms, and toilets, should be constructed of non-penetrable easy washable material.
- d) All rooms, passages, staircases, bathrooms, kitchen and other areas should be adequately ventilated and illuminated as per the provisions of the National Building regulations and the Building Standards Act.
- e) Each room must have artificial or natural ventilation
- f) Disabled facilities must be provided on the premises, such as ramps to enable people with disabilities to move in and around the premises with ease.
- g) Accommodation rooms must be kept clean

- h) Residential employees must be provided with separate sleeping facilities on the premises.

30.6.4 Toilet and ablution facilities

- a) Toilet facilities and hand wash basins should be equipped with a flushing system and an adequate supply of running potable water.
- b) Bath and or showers should be provided
- c) Suitable and effective means of drainage and sewage disposal connected to an approved disposal system must be in place and approved by the Local Authority concerned.
- d) A waterborne sewage system connected to the municipal sewer, a septic tank or other approved disposal system must be utilized for sewage disposal, in compliant with the local authority's relevant By-Laws.
- e) Drainages and sewage disposal systems or private sewage disposal systems should be maintained in proper operating condition
- f) Sufficient toilet paper, soap and towels must be supplied in the ablution facilities
- g) All sanitary, ablution and water supply fittings must be kept clean
- h) Staff on the premises should be provided with separate and adequate toilet and wash-up facilities. At least 1 (one) toilet and hand wash basin, bath/shower is provided for every 12 (twelve) employees on the premises (ratio 1:12).

30.6.5 Swimming pools and hot tubs

- a) If hot tubs/swimming pool facilities are provided on the premises for use by the guests:
 - i. Management must ensure the sampling of bath tub/pool is conducted regularly and provide sample results at request of the Environmental Health Practitioner
 - ii. The facilities must be kept clean and maintained in good working order.

30.6.6 General hygiene requirements

- a. The premises and all equipment used during the operation of the facility must always be maintained in a clean and sanitary good condition.
- b. A rodent/pest control program must be in place on the premises so that it does not constitute a health nuisance

Annexure A: 7

30.7.1 STANDARDS FOR BEAUTY SALONS

- a. Beauty salons must comply with the following requirements:

30.7.2 Issue of a Health Certificate

- a) The premises must be operated under a health certificate issued by an Environmental Health Practitioner. A valid health certificate must be issued by an Environmental Health Practitioner certifying that the premises comply with environmental health requirements. The certificate must indicate the following:
 - i. The business name of the beauty salons;
 - ii. The physical address of the premises;
 - iii. Name of the owner or person in charge;
 - iv. Service provided on the premises and services prohibited;
 - v. Date of issue; and

30.7.3 The validity period

- (a) The health certificate must be displayed in a conspicuous manner on the premises, to be clearly visible to everyone entering the premises.
- (b) A health certificate is not transferable from one owner to another, or from one premises to another;
- (c) Health certificates must be renewed by an Environmental Health Practitioner:
 - i. Bi-annually;
 - ii. In case of change of ownership;
 - iii. In the case of renovations/additions to the existing premises; and
 - iv. If the services move from one premises to another.

30.7.4 Structural facilities

- (a) Internal walls must be constructed of an easily cleanable material and painted with a light coloured paint.
- (b) Floors should be constructed of an easily cleanable material brought to a smooth finish.
- (c) The ceiling must be constructed of a dust proof material.
- (d) The premises should be adequately ventilated and illuminated.
- (e) The clients and employees should be provided with toilet and ablution facilities on the premises. At least 1 (one) toilet and hand wash basin should be provided for every twenty employees ratio 1:20 and at least one toilet and hand wash basin should be provided for every twenty clients on the premises (ratio 1:20), and should be equipped with a constant supply of running water. The toilet facilities must be equipped with a flushing system.
- (f) All toilet facilities
- (g) Adequate wash up facilities with a constant supply of hot and cold running potable water must be available on the premises for washing of hair.
- (h) An approved system for the disposal of waste water should be in place on the premises.
- (i) The change rooms provided should contain an individual locker for every employee and a hand wash basin provided with a supply of hot and cold running potable water and an adequate supply of soap and disposable towel.
- (j) All refuse must be disposed of in an environmentally acceptable manner and in line with relevant By-laws of the local authority concerned.
- (k) A central refuse storage area must be provided on the premises for the storage of waste pending removal for disposal.
- (l) Adequate number of refuse bags and/ or bins should be provided for the collection of waste the premises. The refuse bags must therefore be transferred to the central storage area.
- (m) The salon premises may not be used for food preparation or for sleeping, unless separate food preparation area is provided for such different purpose.
- (n) The premises and all equipment used in connection should always be maintained in good conditions and clean and sanitary.
- (o) Animals are not permitted on the premises, unless in the case of a guide dog.
- (p) Instruments used in the salon should be kept clean and disinfected after each use.
- (q) All instruments that come into contact with blood must be sterilized after each use.
- (r) Adequate numbers of towels should be provided for various uses associated with the running of the business and must be kept clean.
- (s) Laundry facilities for the washing of all linen and towels should be provided.
- (t) If beverages are provided on the premises, a separate area should be provided equipped with a facility for cleaning crockery and utensils for that purpose.

30.7.5 Waste management

- (a) All sharp instruments, bloodied instruments are regarded as infectious waste and must be disposed of accordingly, including razors, blades, needles and other sharp instruments. Approved methods of waste collection, storage, transportation and disposal should be adopted for the management of health care risk waste and must be in line with applicable health legislation
- (b) Containers used for the storage of health care risk waste should be clearly labelled in large, legible lettering.
- (c) Employees should be adequately trained in the identification, separation, handling and storing of health care risk waste.
- (d) Health care risk waste may only be removed/collected, transported, treated and disposed by a registered service provider from the premises.
- (e) Accurate and up to date records of all health care risk waste generated by the facility must be kept.

30.7.6 The use of dyes, pigments and stencils and tattoo procedures

- (a) In preparing dyes or pigments, non-toxic materials should be used.
- (b) Single-use, sterile, individual containers for dyes or pigments must be used for each patron.
- (c) The stencil, unless composed of acetate, should be used for a single tattoo procedure only. Acetate stencils may be disinfected and re-used.
- (d) Tattooing must be conducted in such a manner to prevent the transmission of communicable diseases from client to client and from artist to client. The following minimum standards are maintained:
 - i. A tattoo artist must always wear water proof and clean aprons during tattooing. Tattoo artists must always wash hands with soap and running water before working on each client.
 - ii. Equipment used for tattooing, body piercing, clippers etc. must be sterilised accordingly utilising approved sterilizers; and
 - iii. Good sanitary and hygiene practices must always be adopted.

Annexure A: 8

30.8.1 STANDARDS FOR FUNERAL UNDERTAKERS', MORTUARIES, CREMATORIUM PREMISES

- (a) Mortuaries, funeral undertaker's premises and crematorium premises must comply with requirements of the Regulations relating to the Management of Human Remains, R363 of 22 May 2013 published in terms of the National Health Act, 2003 (Act No. 61 of 2003).

Annexure A: 9

30.8.2 STANDARDS FOR OFFENSIVE TRADES

- 1. For the purpose of this document, Offensive Trades refers to any trade in which the substances dealt with are, or are likely to be hazardous or dangerous to health and likely to pose a human health hazard and or risk. These include but are not limited to the following trades:
 - a) Panel beating and spray painting
 - b) Operating of a hazardous waste recycling plant;
 - c) Oil and petroleum product recycling;
 - d) Scrap yard or scrap metal dealing; blood boiling, bone boiling, tallow, melting or fat extracting, soap boiling, tripe boiling or cleaning, skin storing, hide boiling, sin curing, blood drying, leather dressing, tanning or glue making;

- e) Brick burning, lime burning; manure making and storing or compost making;
- f) Cement works, coke-ovens or slat glazing works; Viscose works; Ore or mineral smelting, tempering, hardening;
- g) Slaughtering of animals;
- h) Fish mongering and fish frying;
- i) Animal bristle, hair or storing and sterilising;
- j) Storage of raga;
- k) Wood saw-dust;
- l) Works to produce carbon bisulphite, cellulose lacquer, cyan or its compounds, hot pitch or bitumen, pulverized fuel, pyridine, liquid or gaseous sulphur dioxide or sulphur chlorides;
- m) Works to produce amyl acetate, aromatic ethers, butyric acid, caramel, enamelled wire, glass, hexamine, lampblack, B-naphthol, resin products, salicylic acid, sulphated organic compounds, sulphurous paints, ultramarine, zinc chloride or zinc oxide;
- n) Food-processing factories; bacon factories and meat-processing factories; chemical works; Dye works; Breweries and distilleries;
- o) Malt and yeast manufacturing works; Sugar mills and sugar refineries;
- p) Works or premises used for the storing or mixing of manure, super phosphate or fertilizers;
- q) Fat-melting or tallow-melting works and any similar works or establishments for dealing with meat, bones, blood or offal, or with other organic matter derived from animals or poultry;
- r) Works or premises used for the manufacture, storage or mixing of meal derived from fish, crustacean, poultry, meat offal from animals or poultry, or other organic matter derived from animals or poultry;
- s) works or premises used for storing, drying, preserving, or otherwise processing bones, horns, hoofs or other waste matter or excretions from animals or poultry;
- t) Premises used for storing, sorting or dealing with hides and skins, or for fellmongery; and
- u) Tanning and leather-dressing works; and any other activity deemed to be an offensive trade by a specific Local Authority.

30.8.3 Premises used for offensive trades must comply with the following

- a) The premises must be operated under a Valid Health Certificate issued by an Environmental Health Practitioner, to the effect that the premises comply with Environmental Health requirements.
- b) Premises must comply with the requirements of the National Water Act, 1998 (Act No. 36 of 1998), with regards to prevention of pollution of water resources.
- c) The release of any effluent into a water course must comply with Section 7 of the Water Services Act, 1997 (Act No. 108 of 1997).

30.8.4 General requirements

- a) The premises must always be maintained in a clean, hygienic and good condition.
- b) All machinery, plant, apparatus, furniture, fittings, tools, implements, vessels, containers, receptacles and vehicles should always be maintained in a clean, hygienic and good condition.
- c) Waste accumulating should be prevented on the premises.

a. PREMISES THAT DO NOT NEED A HEALTH CERTIFICATE:

Annexure: B 1

31.1.1 REQUIREMENTS FOR CHILDREN'S HOMES

1. Children's homes must comply with the following standards:

a) Enclosure of the premises:

- i. The building structure used complies with the requirements of the National Building Regulations and the Building Standards Act, 1977 (Act No. 103 of 1977) and any activity on the premises should not constitute a health nuisance.

31.1.2 Indoor living areas:

- a) An indoor play space with sleeping accommodation of at least 2m² per child for children aged between 2-6 years, and 4m² for children between 7-13 years and children above 13 years is provided on the premises;
- b) For children under the age of 2 (two) years, separate indoor activity area of 1.5m² per child should be provided;
- c) Linen used for sleeping purposes must be provided for children and laundered at least weekly if possible, especially for children under the age of 2 years.
- d) For children on nappies, a nappy changing area, equipped with a nappy changing table, with a water-proof mattress must be provided.
- e) Proper diaper changing procedures should be followed to prevent the transmission of faecal-oral infections.

31.1.3 Outdoor areas:

- a) An outdoor play area with a minimum of 2m² per child should be provided for use by the children on the premises.

31.1.4 Toilets and bathing facilities:

- a) An adequate toilet and wash up facilities should be provided on the premises for use by the children.
- b) 1 (one) toilet facility should be provided for at least every 20 (twenty) children on the premises (ratio 1:20) and an adequate supply of toilet paper must always be supplied in the toilet facilities.
- c) 1 (one) hand wash basin should be provided for at least every 20 (twenty) children on the premises (ratio 1:20).
- d) The hand wash basin should be in or immediately adjacent to the toilets.
- e) A supply of cold and hot running potable water should be made available at every wash-hand basin, or if no running water is available, a minimum of 25 litres of potable water per child per day, stored hygienically in a closed container must always be available on the premises for drinking, cooking, personal hygiene and laundry.
- f) An adequate supply of soap and a clean towel should always be maintained;
- g) For children under the age of 2 (two) years on potty training, 1(one) chamber pot should be provided for at least every 5 children (ratio 1:5).
- h) The pots must be emptied properly after passing of every stool and urine, and always properly cleaned to prevent any other environmental health nuisance.

- i) Pit toilets used by children should be designed for use by children (reduced pots size and height), doors open-able on the outside.
- j) The pit toilets must be maintained in good order and cleaned regularly.
- k) For children under the age of 2 (two) years, still on nappies, a separate changing area must be provided on the premises, equipped with adequate storage facilities for soiled nappies and hand wash facilities to clean the children.
- l) Separate toilets and hand wash facilities should be provided for staff members on the premises, and an adequate amount of toilet paper, soap and towel must always be available in the staff toilet and hand wash facilities.
- m) All toilet facilities on the premises should always be properly illuminated, ventilated, maintained in good repair, and kept clean.
- n) Individual face cloths should be provided for each child and marked as such.

30.1.5 Cleaning, sterilization of feeding equipment and preparation of infant formula

- a) All equipment used to feed and prepare feeds for infants (cups, bottles, teats, lids, spoons) should be thoroughly cleaned and sterilized before use to remove harmful bacteria that could grow in the feed and make children ill.
- b) Before sterilizing, used bottles, teats and caps must be thoroughly washed with clean soapy water to remove all traces of milk, and rinsed in safe water.
- c) Hands must be washed with soap and water, and dry well before handling sterilized equipment.
- d) The use of sterilized forceps for handling sterilized equipment is recommended.

30.1.6 Storage facilities

- a) Adequate storage space and facilities must be provided on the premises for storage of Unsafe, toxic, dangerous or hazardous materials or substances must be separated from other materials and equipment.

Annexure B : 2

31.2.1 STANDARDS FOR DRY CLEANING AND LAUNDRY ESTABLISHMENTS

- 1) Dry cleaning and laundry establishments must comply with the following Environmental Health standards:

31.2.2 Structural facilities

- a) The layout of the laundry and plant in health facilities for controlling of infection; and avoiding contamination.
- b) Drainage for laundry from health facilities should be and not connected to storm water drainage.

31.2.3 Water supply and sanitation facilities

- a) Toilet facilities should be equipped with a flushing system and a constant supply of toilet running water, and provided with toilet paper, soap and disposable paper towel.
- b) A supply of soap and disposable towels at every hand wash basin.
- c) Drainage and sewage disposal should be in place on the premises, approved by the local authority concerned.

Annexure B: 3

31.3.1 STANDARDS FOR HEALTH ESTABLISHMENTS

1) Health establishments must comply with the following:

a) Drinking water quality

- i. Water must be continuously tested for fitness of consumption. Where on-site water storage facilities are utilized, the storage capacity should be sufficient for 24 hours.
- ii. Water storage facilities e.g. reservoirs and tanks should be adequately protected from contamination.
- iii. The water in the storage facilities must be tested for compliance and fitness for consumption.
- iv. Water source e.g. borehole, should be effectively protected from contamination.
- v. If non-compliance is identified when testing of the water, the possible source of contamination must be traced. The possible source of contamination must then be monitored as part of a risk management approach to ensure effectiveness of interventions.
- vi. To prevent organisms that grow in temperatures between 25°C and 50°C (e.g. Legionella species), hot water temperatures especially must be kept above 50°C and cold water below 20°C.
- vii. Taps and pipes containing water not fit for human consumption are clearly marked as such.
- viii. Designated staff must be available for regular monitoring of the water system in the health facility. Water quality monitoring records must be kept and made available to an Environmental Health Practitioner on request.
- ix. If water is stored in a temporary water storage tank on the premises, must comply with SANS 241

b) Toilet and ablution facilities:

- i. Adequate toilet and wash up facilities should be provided for patients and staff on the premises. At least 1 (one) toilet is provided for every 12 (twelve) in-patients, and 1 (one) hand wash basin, and 1 (one) bath or shower is provided for every 12 (twelve) in-patients.
- ii. Separate toilet and hand washing facilities must be provided for staff on the premises.
- iii. Floors of walls of the toilet facilities must be constructed of a non-penetrable, easy washable surface.
- iv. All toilet facilities on the premises must always be kept clean and in good repair.
- v. All hand wash facilities should be supplied with a constant supply of potable running water.
- vi. An adequate and constant supply of soap, toilet paper and towel must always be maintained in all toilet and hand wash facilities.

c) Storage facilities:

- i. Additional storage facilities should be provided for the storage of cleaning equipment, pesticides and other potentially dangerous hazardous substances.
- ii. All storerooms and store facilities must always be kept clean and cleaned routinely at least once every week.
- iii. Hazardous substances must be stored and disposed of in a safe manner, separate from other non-hazardous materials.
- iv. Food and non-food items should be stored separately from any other items; refrigerators used for storage of medicines are not at any time used for storage of any foodstuffs.
- v. Separate storage facilities for dirty and clean linen and equipment, including sluice facilities for cleaning of soiled linen and equipment should be provided.

- vi. Refrigeration facilities used for storage of hazardous waste or infectious material must be marked as such, and should be used to store any other item except for the designed purpose.

d) Reception of dead bodies on the premises:

- i. All facilities used about the handling, preparation, storage and transportation of dead bodies on the premises and the requirements with regards to the operation of premises for the management of Human Remains must comply with the requirements of the Regulations relating to the Management of Human Remains, R363 of 22 May 2013 published in terms of the National Health Act, 2003 (Act No. 61 of 2003), as amended.
- ii. Suitable trained staff should be available and responsible for duties in the mortuary and ensure that the Hygiene Standards are adhered to.
- iii. A cleaning program for the mortuary should be in place. A register and records must be kept and maintained of the information regarding the handling of corpses; including the record of refrigeration facilities and temperatures must be taken daily. The infection control staff member should regularly monitor whether the policy regarding the handling of corpses is followed and whether the mortuary is operated in an acceptable manner and in consideration of the Norms and Standards document.
- iv. Adequate protective clothing (comprising of waterproof aprons, light coloured overalls and protective gloves) should be provided and utilized for employees working in the mortuary.
- v. Approved methods of waste collection, storage, transportation and disposal should be adopted for the handling of infectious waste in the mortuary, in compliance to the SANS 10248.

e) Laundry facilities:

- i. The health establishment facility must have access to a well manage laundry facilities for the effective laundering of linen, for controlling of infection; and avoiding contamination on the premises.
- ii. Internal walls, floors and ceiling must be constructed of a non- penetrable, easy washable surface
- iii. The laundry facility must be properly ventilated by cross ventilation and adequately illuminated.
- iv. Drainage systems should be available and not connected to storm water drainage.
- v. Areas receiving soiled linen must be separated from areas handling clean linen.
- vi. Adequate ablution and toilet facilities must be provided.
- vii. Suitable and hazard-free storage facilities for storage of chemicals should be provided.
- viii. Vehicles, containers, trolleys or other manually operated equipment for the transporting of linen must conform to requirements to ensure contamination free conditions.
- ix. All dirty linen and hospital clothes regarded as infectious waste and must be stored only in the designated storage area and removed from wards, passages or any other place where patients are treated.

31.3.2 Operational requirements:

- a) A policy for the management of linen in a facility must be in place.
 - i. Work instructions and procedures;
 - ii. Process control procedures;
 - iii. Quality control procedures; and
 - iv. Control of linen (clean/soiled) procedures.
- b) A procedure specifically for infection/contamination control must be made available to staff handling linen. The procedure should include control measures through differentiation between categories of soiled linen, i.e. of high-risk to normal soiled linen: containers must be colour coded in accordance with SANS 1024-1 (as amended):

- i. Category A (red bag) = high risk infection for immediate incineration;
 - ii. Category B (yellow bag) = sealed alginate bags of high-risk (blood/body fluids contaminated or sluiced) for direct loading into washing machines;
 - iii. Category C (yellow bag/hazard label) = sealed hazardous material (chemical, anti-neoplastic drugs or radio-isotopes) for direct loading into washing machines; and
 - iv. Category D (white bag) = normal linen of no risk during handling.
- c) A person designated as the laundry controller must ensure that the requirements regarding pollution, occupational and environmental hygiene are complied with, including appropriate action in respect of any risks associated with infection or other hazards.
- d) Procedures for the use of protective clothing and personal hygiene where staff is in contact with high-risk areas or linen should be documented to include precautionary measures.
- i. carrying out their functions effectively;
 - ii. handling hazardous goods in the laundry service;
 - iii. following procedures (including first aid) about the prevention and control of infection;
 - iv. using protective clothing and follow procedures for decontamination; and Operating laundry machines to ensure optimum results including general safety procedures.

31.3.3 General hygiene requirements:

- a) The premises must always be maintained clean, free from offensive odours, unsightly accumulation of debris, litter and miscellaneous waste.
- b) Cleaning staff should be trained and competent on cleaning techniques and processes to be utilized for various areas in the health facility.
- c) Cleaning material and detergent required to ensure a hygienic environment in the health facility must always be available and properly stored.
- d) A cleaning schedule should be kept and maintained for cleaning of all areas in the facility.
- e) Appropriate cleaning material and equipment should be available on the premises.

Annexure B : 4

31.4.1 STANDARDS FOR CONSTRUCTION SITES AND INDUSTRIAL PREMISES

- 1) Construction sites must comply with the following standards:

31.4.2 Water supply and sanitation facilities:

- a) Adequate toilet facilities should be provided for use by construction workers. At least 1 (one) toilet and one hand wash basin is provided for every 20 employees on the premises (ratio 1:20). In addition at least one urinal should be provided for every 40 males on site (ratio 1:40). If more than 200 employees are employed on the site, at least 1 (one) toilet and 1 (one) urinal must be provided for at least every 50 workers (ratio 1:50);
- b) Wash-up facilities equipped with potable water should be provided for employees, especially employees engaged in the application of paints, coating, pesticides etc.
- c) Toilet and washing facilities should always be maintained in a sanitary condition.

31.4.3 Physical facilities:

- a) Whenever food is prepared and served on the premises, the facilities used for the preparation, handling, storage and serving of foodstuffs must comply with the requirements of the Regulations Governing General Hygiene Requirements and the Transport of Food, R962 of 21 November 2012.

31.4.4 Waste management and waste water:

- (a) Private sewage disposal works or refuse (landfill) disposal sites managed must be operated effectively in accordance with prescribed legislation and permit conditions for operation of landfills and sewage works.
- (b) Evaluations/monitoring must be included in the waste/pollution management plans and must be implemented per plans.
- (c) Final effluent or sludge emanating from the sewage disposal works should be utilized in accordance with prescribed national guidelines to prevent soil and water pollution.
- (d) The sewage drainage system must be maintained effectively to prevent blockages and spills that could give rise to environmental pollution.
- (e) Staff responsible for the operation of boilers and waste disposal works or facilities should be well trained to operate the facilities effectively and pollution free.
- (f) All necessary information concerning boiler and incinerator operations, as required by permit conditions and legislation should be recorded.
- (g) Results of final sewage effluent of a sewage disposal sites should be recorded.
- (h) Waste material and debris should be removed to a disposal area and re -usable material should be sorted and moved to a storage area at least once daily to prevent a hazardous condition arising.
- (i) Waste generated should be disposed of at an approved landfill site and in accordance with the relevant by-laws of a Local Authority concerned.
- (j) Rubbish, debris and other waste material from the demolition or construction of projects should be temporarily disposed of in a designated area on site and access to the area should be strictly controlled and disposed of at an approved waste facility.

Annexure B: 5

31.5.1 STANDARDS FOR PUBLIC GATHERING PLACES

- 1) Public gathering places must comply with the following Environmental Health Standards:

a) Waste management:

- i. The management of waste on the premises should comply with the relevant by-laws of a specific Local Authority. and regulated by the local authority
- ii. Refuse bins should be provided at strategic points throughout the premises for collection of litter.
- iii. On-site management of waste should be available on the premises during events, for management of spillages and littering, to prevent a nuisance from occurring.
- iv. Arrangements should be in place between the event manager and the Local Authority, with regards to waste management during and after an event.

b) Drinking water supply:

- i. In the case of events, water points should be available at strategic points throughout the premises.
- ii. If water tankers are used during events, must comply with SANS 241

c) Sanitation facilities:

- a) Adequate toilet and hand washing facilities should be provided for staff and for the public at the ratios depicted in Table 1 below:

(b) **Table of sanitary facilities to be provided for a population of up to:**

	Males			Females	
	WC Pans	Urinals	Washbasins	W C pans	Washbasins
50	1	1	1	2	1
100	1	2	1	3	2
150	1	3	1	5	3
250	2	4	2	7	4
500	3	7	3	12	6
1000	3	12	4	16	7
1500	4	15	5	20	8

- i. For a population, more than 1500 add 2 WC pans for every 500 persons or portion thereof
- ii. For a population, more than 1500 add 1 Urinal for every 500 persons or portion thereof
- iii. For a population, more than 1500 add 1 washbasin for every 500 persons or portion thereof
- iv. For a population, more than 1500 add 1 WC pans for every 150 persons or portion thereof
- v. For a population, more than 1500 add 1 washbasin for every 500 persons or portion thereof
- vi. National Building Regulations and the Building Standards Act, 1977 (Act No. 103 of 1977)
- vii. Suitable, effective drainage and sewage disposal system should be in place on the premises

a) **For short term events:**

- i. If chemical closet toilets are used, an on-site maintenance team should be available on the premises for the duration of the event to ensure the prevention of blockages and leakages from creating a nuisance and health hazard from occurring; and
- ii. A site plan detailing the location and type of sanitary facilities to be used during events should be submitted to the Environmental Health Practitioner

Annexure B: 6

31.6.1 STANDARDS FOR KEEPING OF ANIMALS ON PREMISES

1) Premises used for the keeping of animals must comply with the following:

- (a) The premises must not constitute a health nuisance.

Annexure B : 7

31.7.1 Keeping of and slaughtering of animals for religious, ceremonial and own consumption purposes

- a) **No person may:**
 - i. Slaughter any animal at any place other than at an abattoir;
 - ii. Permit the slaughter of any animal at any place under his or her control unless the place is an abattoir: or
 - iii. Sell-or provide meat for human and animal consumption unless it has been slaughtered at an abattoir.
- b) Paragraph (a) does not apply to a slaughter for own consumption or for cultural or religious purposes.
- c) No meat or animal product obtained from an animal slaughtered as contemplated in paragraph (a) may be sold to any person.
- d) In the case of religious or traditional slaughtering, the local authority must be notified
- e) The meat from the slaughtered animal may only be used for the religious or ceremonial feast and may not be sold to any person.
- f) The meat must always be handled in a hygienic manner.
- g) Blood and other waste products from the carcass must be disposed of in a manner which will not become a public health hazard or public health nuisance.
- h) Measures should be taken to ensure that no health nuisance is created or exist on the premises because of the slaughtering.
- i) The services of person deemed as a meat inspector, in terms of the Meat Safety Act may be requested for conducting a post-mortem examination of the slaughtered animal

Annexure B: 8

31.8.1 Pet shops and pet parlours

- a) The following are the structural and physical facilities requirements of pet shops and pet parlours:
 - i. The premises may not have a direct internal access with any room or place used for human habitation, where clothing is stored or sold, or where food is prepared, stored or sold for human consumption.
 - ii. The cages should be movable for the cleaning of the shop.
 - iii. The distance from any cage to the nearest wall should be a minimum of 150 mm.
 - iv. The cages must be kept at a minimum of 450 mm above floor level, and the space below every cage must be unobstructed.
 - v. Rodent-proof receptacles, of an impervious material and with close fitting lids, for the storage of all loose pet food in the storage facilities should be provided.
 - vi. Adequate refrigeration facilities to store all perishable pet food should be provided on the premises.
 - vii. In any room in which the pets are kept 50% of the floor space should be unobstructed, and the cages should be placed at a minimum distance of 800 mm from one another.
 - viii. Suitable means should be provided for the removal of animal faeces from the premises.
 - ix. An approved trapped waste pipe system discharging via a hair trap to an outside gully must be provided to receive waste water from animal washing facilities.
 - x. Adequate measures and precautions should be taken to prevent the discharge of animal hair into the atmosphere

31.8.2 General hygiene standards for pet shops or pet parlours:

- a) The cages must be cleaned on a regular basis to prevent accumulation of manure.
- b) The premises and every cage, tray, container, receptacle, basket and all apparatus, equipment or appliances used at the pet shop or pet parlour should be maintained in a clean and sanitary condition, free from pests and in good repair.
- c) An adequate supply of potable water should be maintained for drinking and cleaning purposes.

31.8.3 Removal of dead animals on all premises where animals are being kept:

- a) All dead animals must be removed from the premises within 24 hours of its death, or determined by the health authority
- b) Disposal of dead animals should be conducted in an acceptable manner and in compliance to the relevant by-laws of the Local Authority concerned.

Annexure B: 9

31.9.1 STANDARDS FOR PRISONS, INCLUDING POLICE STATION HOLDING CELLS

- 1) Prisons, including police station holding cells must comply with the following standards:

a) Structural facilities

- i. Holding cells should always be kept clean, free from debris, litter and other miscellaneous rubbish and be maintained in good repair.

b) Toilet and ablution facilities

- i. Adequate toilet, hand washing and shower facilities should be provided on the premises for use by service users/inmates.
- ii. Toilet facilities must always be kept clean.

Annexure B: 10

31.10.1 STANDARDS FOR VACANT LAND

- 1) Vacant land must comply with the following standards:

a) Physical environment:

- i. Vacant land must comply with the relevant by-laws of a specific Local Authority.
- ii. The Environmental Health Practitioner of Eden District Municipality must address any environmental health nuisance that might occur on any property within its jurisdiction.

Annexure B: 11

31.11 STANDARDS FOR OFFICE ACCOMMODATION

1) Office building and accommodation should not constitute a health nuisance.

a) Toilet and ablution facilities:

- i. Adequate toilet and hand washing facilities must be available on the premises for use by employees, in line with the National Building Regulations and the Building Standards Act, 1977 (Act No. 103 of 1977).
- ii. At least 1 (one) toilet facility and 1 (one) hand wash basin should be provided for every 20 employees on the premises. 1(one) urinal should be provided for every 20 employees on the premises (ratio 1:20).
- iii. Potable running water should be provided at every hand wash basin.
- iv. Toilets facilities should be designated by gender.
- v. Floors of the toilet facilities should be constructed of a smooth and easily cleanable surface.
- vi. Walls must be constructed of a smooth finish and painted with a light coloured washable paint.
- vii. Toilet facilities must be properly illuminated and ventilated and kept clean always.
- viii. An adequate supply of toilet paper, soap and drying towels should be maintained in all toilet facilities.
- ix. Toilet facilities must always be cleaned daily and maintained in good working order and in good repair.

ANNEXURE B:

32) All Health Certificates must comply with APPENDIX 3 – THE GUIDELINE TEMPLATES FOR HEALTH CERTIFICATES FOR PREMISES, as defined in the Norms and Standards.
APPENDIX 3

GUIDELINE TEMPLATE FOR APPLICATION FORMS FOR A HEALTH CERTIFICATES FOR A PREMISES

GUIDELINE TEMPLATE FOR HEALTH CERTIFICATES PREMISES

Issuing authority.....

HEALTH CERTIFICATE SCHOOL

CERTIFICATE NUMBER.....

VALIDITY PERIOD:

NAME OF SCHOOL.....

PHYSICAL ADDRESS

.....

NAME OF OWNER/PERSON IN CHARGE..... **ID**

NUMBER..... **RESIDENTIAL**

ADDRESS.....

It is hereby certified that the above-mentioned premises adhere to the prescribed environmental health standards for school premises.

INDOOR SPACE / CLASSES FOR LEARNERS

Number of learners permitted per class.....

Maximum number of learners to be accommodated on the premises.....

Total number of girls: Total number of boys: Total

staff: Total number of learners residing on the

premises/boarders:

SANITATION AND ABLUTION FACILITIES**GIRLS**

No. water closets.....

No. wash hand basins.....
basins.....

No. showers/baths...

BOYS

No. water closets.....

No. Wash hand basins.....

No. Urinals.....

No. showers/baths...

STAFF

No. water closets.....

No. wash hand

No. showers/baths.....

WATER SUPPLY

Piped running potable water available: Yes/No

Storage tank supply: Yes/No

FOOD HANDLING FACILITIES

Certificate of acceptance issued: Yes/No/ Not applicable

This certificate is not transferable from one premises to another

Name of issuing person (manager for MHS) _____ Signature: __**Date of issue: _____****GUIDELINE TEMPLATE FOR HEALTH
CERTIFICATES CHILD CARE CENTRE (B)**

CERTIFICATE NUMBER.....

VALIDITY PERIOD.....

NAME OF INSTITUTION.....**PHYSICAL ADDRESS**

.....

.....

**NAME OF OWNER/PERSON IN
CHARGE..... ID****NUMBER.....****RESIDENTIAL ADDRESS.....**

It is hereby certified that the above-mentioned premises adhere to the prescribed environmental health standards for child care centre premises.

INDOOR PLAY AREA

Total number of children to be accommodated on the premises in terms of floor space..... Age groups of children permitted.....

Operation hours: Full day care/half day care

No of care givers.....

SANITATION AND ABLUTION FACILITIES

GIRLS

No. water closets.....
No. wash hand
basins.....

BOYS

No. water
closets..... No.
Wash hand basins.....

STAFF

No. water closets.....
No. wash hand
basins..... No.

WATER SUPPLY

Piped running potable water available: Yes/No Storage tank supply: Yes/No
Other: Specify.....

FOOD HANDLING FACILITIES

Certificate of acceptance issued: Yes/No/ Not applicable

This certificate is not transferable from one premise to another

**Name of issuing ENVIRONMENTAL HEALTH
PRACTITIONER**_____

Signature: _____ Date of issue: _____

**GUIDELINE TEMPLATE FOR HEALTH
CERTIFICATES NURSING/MATERNITY
HOME/HEALTH ESTABLISHMENTS/OLD AGE HOME (C)**

CERTIFICATE NUMBER.....

VALIDITY PERIOD.....

NAME OF INSTITUTION.....

PHYSICAL ADDRESS

.....
.....

**NAME OF OWNER/PERSON IN
CHARGE**..... **ID**
NUMBER.....
RESIDENTIAL ADDRESS.....

It is hereby certified that the above-mentioned premises adhere to the prescribed environmental health standards for premises.

NUMBER OF BEDS PERMITTED ON THE FACILITY

Total number of beds permitted on the facility.....

SERVICES RENDERED ON THE PREMISES:

List services permitted to conduct on the premises

.....
.....

FOOD HANDLING FACILITIES

Certificate of Acceptability issued: Yes/Not applicable
COA number.....

MORTUARY FACILITIES

Certificate of competence issued to the
premises. COC number:

This certificate is not transferable from one premise to another

**Name of issuing ENVIRONMENTAL HEALTH
PRACTITIONER**

Signature: _____

Date of issue: _____

**GUIDELINE TEMPLATE FOR HEALTH
CERTIFICATES PREMISES**

OTHER PREMISES (E)

CERTIFICATE NUMBER.....

VALIDITY PERIOD.....

NAME OF INSTITUTION.....

TYPE OF BUSINESS (Salon/offensive trade/tattoo parlour/accommodation establishment/).....

PHYSICAL ADDRESS

.....

.....

**NAME OF OWNER/PERSON IN
CHARGE**..... **ID**

NUMBER.....

RESIDENTIAL ADDRESS

It is hereby certified that the above-mentioned premises adhere to the prescribed environmental health standards for premises.

THE PREMISES IS SUITABLE FOR THE FOLLOWING SERVICE

Name service..... e.g. hairdresser/tattoo parlour etc.

FOOD HANDLING FACILITIES

Certificate of Acceptability issued: Yes/Not applicable COA number.....

This certificate is not transferable from one premise to another

Name of issuing ENVIRONMENTAL HEALTH PRACTITIONER_____ Signature: __Date of issue:

BACK TO AGENDA

SUMMARY OF THE RECOMMENDATIONS OUTLINED IN THE SITUATIONAL ANALYSIS OF THE 2017 KNYSNA FIRES: LESSONS LEARNED REPORT BY VULCAN WILDFIRE MANAGEMENT / OPSOMMING VAN DIE AANBEVELING SOOS UITEENGESIT IN DIE ANALITIESE VULCAN VUUR BESTUUR VERSLAG VAN DIE 2017 KNYSNA VURE / USHWANKATHELO LWEZINDULULO EZIDANDALAZISISIWEYO KUHLOLO LWESIMO SEMILO YASE KNYSNA YANGO 2017: OKUYE KWAFUNDWA NGOKWENGXELO YABAKWA VULCAN WILDFIRE MANAGEMENT (664435)

(18/2/2)

01 August 2018

REPORT FROM THE EXECUTIVE MANAGER COMMUNITY SERVICES: (CLIVE AFRICA) DISASTER MANAGEMENT CENTRE (G OTTO) / FIRE CHIEF (F THAVER)

PURPOSE OF THE REPORT

To provide Council with a summary of the proposed recommendations outlined in the situational analysis of the 2017 Knysna fires.

BACKGROUND

After the 2017 Knysna wildfire the Premier of the Western Cape, Me. Helen Zille, called for a formal assessment of the fires. The intention of the assessment and analysis had to be to focus on the 'lessons learned' and to provide a constructive record of information which could be useful to all local authorities, district municipalities, municipal fire services, the Western Cape Disaster Management (WCDMC) and Fire Rescue Services (FRS) as well as the Garden Route Disaster Management Centre (DMC). In addition, the assessment had to provide a framework for partners in the wildfire prevention and response sector to collaborate on common service delivery activities.

Both the Disaster Management Act, Act 57 of 2002, as revised, and the National Veld and Forest Fire Act No 101 of 1998 calls for a formal assessment to be done after a major disaster such as the Knysna wildfire. Vulcan Wildfire Management was appointed by the Western Cape Government (WCG) to conduct an official assessment and analysis of the June 2017 wildfire disaster that devastated areas in Knysna and Plettenberg Bay.

Immediately following a wildfire, post-wildfire assessment teams need to quickly evaluate large and often diverse areas in order to effectively allocate resources and apply the most effective interventions. The post-incident assessment called for by the WCG had to analyze the Western Cape Government (or the Provincial) support to stakeholders, emergency services, and influence on community evacuations during the wildfire and its aftermath. In order to do a rapid assessment of the immediate emergency phase, it would have been necessary for the assessment team to determine the area of origin of the fire as well as the cause and chain of events. In order to do this, the area of origin had to be examined, fire patterns and all evidence items in place had to be photographed and analyzed. This included impingement of flame, char and soot patterns on natural and man-made objects. These assessments had to be conducted as a matter of urgency before these areas were cleared or contaminated resulting in the inability to accurately assess and analyze the evidence. Therefore, in order to effectively conduct this assessment and analysis, consultation and dialogue were held by the investigators with the various role players involved in the disaster.

KNYSNA FIRES

The EDM Fire and Rescue Services have 42 members and response vehicles in service and are distributed across the district as follows:

George	1 x Chief Fire Officer 1 x Deputy Chief Fire Officer 2 x Station Officer 4 x Platoon Officer 20 x Firefighter 1 x Admin Assistant	4 x Water Tankers 4 x Skid Units 1 x Hazmat Unit 1 x Minibus
Riversdale	1 x Platoon Officer 6 x Firefighter	1 x Water Tanker 1 x Skid Unit
Ladismith	6 x Firefighter	1 x Water Tanker 1 x Skid Unit 1 x Rescue Unit

The GRDM has a Memorandum of Understanding with the Knysna Municipality whereby assistance during emergencies and cost implications are addressed. For any emergency incidents in the Knysna and Bitou areas calls for assistance are received which initiates a response. The majority of calls are received from the local fire services whereby the response from the George station is activated. In rare occasions when the George crews are committed, a response is initiated from the other stations to the Knysna, George and Bitou areas.

On 07 June 2018, the GRDM Fire Services were at incidents in Harold and Uniondale when the fires in Knysna started to get out of control. Two off-duty members (D. Stoffels and E. Conrad) of the service made themselves available at the Joint Operations Centre (JOC) whereby they were dispatched to the Rheenedal area for fires in the region. They were later joined by the Deputy Fire Chief (D. Van Wyk) and together evacuated residents and fought fires in the Belvedere region. After the first day, GRDM Fire Services reported to the established JOC in Knysna from where they were dispatched to different regions of fire activity.

EDEN DM INTERVENTION

Since the fires of June 2017, the GRDM Fire and Rescue Services have appointed 5 Platoon Commanders and 1 Station Commander. These appointments will ensure that there is a suitably qualified person to take charge of the incident at the incipient stage and make strategic decisions much sooner than was previously made. It is anticipated that the appointed Station Officer will be more involved with pro-active functions.

A Memorandum of Agreement has been entered into with Savannah Helicopters for the provision of aerial firefighting which will ensure that there is aerial firefighting capability throughout the year.

A joint venture is being conducted within the Expanded Public Works Programme (EPWP) whereby alien vegetation is being cleared off the property belonging to the GRDM. The participants in the programme will be dual qualified to serve as ground team members during active firefighting operations. This will ensure that there is proactive as well as a reactive capability within the GRDM Fire and Rescue Services.

A budget provision in this financial year has been approved for a new Incident Command Vehicle (ICV) with associated equipment as well as for the purchase of 2 new water tanker firefighting vehicles. The ICV will ensure that we are able to establish a command post earlier with the necessary equipment. We have a budget provision for a mobile repeater which will ensure better communications as well as for the purchase of an infra-red drone which will identify hot spots much earlier.

Budgetary provision has been made for a new fire station and training academy. The training academy will seek accreditation to present wildfire firefighting training encompassing a variety of training interventions.

DISCUSSION

The Knysna Wildfire Disaster, which occurred from the 6th to 11th June 2017 destroyed large tracts of veld and forest, resulting in loss of human lives, the destruction of property and the loss of income. The South African Insurance Association estimated the Knysna wildfire to be the costliest insured natural disaster in the South African history. The scale and destructive nature of these wildfires is almost inconceivable and will be recorded as one of the most destructive wildfires in the South African history.

The initial Knysna council survey of fire damage area revealed that more than 25% of houses that were destroyed were not insured. At least 846 houses were gutted and another 307 damaged. Of the 846 houses destroyed, 150 were informal structures, and the rest formal dwellings. The suburb hit hardest was Knysna Heights, where nearly 22% of houses burnt down. Over 1000 firefighters struggled to contain the massive wildfire that had torched more than 800 homes, forced thousands of residents to flee and killed at least 7 people.

Wildfires are seasonal, but the Knysna wildfire was catastrophic due to several reasons. Experts predict that the number of natural disasters such as wildfires and extreme weather events are increasing as a direct result of global climate change. This is an indicator or representative of what's to come for the kind of wildfires we're going to have in the future, they're going to be difficult to control, burning larger areas, making it very difficult for firefighters.

Whenever a system is tested against extreme conditions, an opportunity exists to capture what worked well and what could be improved for future events. To continuously enhance the Eden District public safety system, it is of the utmost importance to conduct a formal post-incident analysis.

The objectives of the post-incident analysis included the following:

- To develop a system of shared wildfire understanding and responsibility;
- To create synergy among those affected by or involved with wild fires;
- To establish and develop wildfire resilient communities;

The work required to achieve this objective included the following:

- Developing people and optimising systems within the wildfire context;
- Successful wildfire resilience lies in preparation and risk reduction;
- No single entity or organisation can solve the wildfire problem in isolation and working together to create wildfire resilience are the only way to succeed;
- Wildfire specific capacity and capabilities need to be established and supported by all role players affected by wildfire, if real change is to occur;
- Innovation and co-operation are required to overcome financial roadblocks; (Financial constraints can be overcome when there is greater understanding of wildfire risk and good synergy amongst all role-players);
- Landowners and homeowners in the Eden District need to share more responsibility for wildfires. However, they require more information and support from the authorities and wildfire experts if they are to do so;

FINDINGS AND RECOMMENDATIONS ON THE WAY FORWARD

ADMINISTRATION

FIRE AND RESCUE SERVICES

General Findings:

- Standard Operating Procedure (SOP) needs to be implemented for when dealing with lightning fires;
- Standard Operating Procedure (SOP) needs to be standardized for smoldering fires;

ACTIONS REQUIRED BY EACH SECTOR OF GOVERNMENT

The Western Cape Directorate Disaster Management and Fire & Rescue Services (PDMC)

- The PDMC needs to establish and have oversight of a centralized database of wildfire ignitions.

Note: The Garden Route District Fire Services would then have the responsibility to ensure that the details of wildfires are captured for all wildfires within the district. Landowners would need to be encouraged to report this information to the Garden Route District Fire Services for smaller wildfires that do not require a formal response. It is essential that the wildfire industry becomes better at recording specific details of wildfire ignitions for analysis and intelligence purposes. Some organizations do this well but the information is not shared or centralized. This information will assist in determining ignition-reduction strategies as well as strategic planning for the initial response to ignitions that do occur.

- Mutual Aid Agreements need to be established across all districts.
- Certain Districts do have databases containing details of trained and qualified Incident Management team members.

Note: This should also be done for the Garden Route District Fire Service.

- Processes and SOPs to manage food and monetary donations needs to be developed.
 - Current donation management works fine with dry rations but a problem comes in with wet ration management. With wet rations you need someone to cook these as they would perish. People also wanted to make financial donations to the firefighting effort but no role-players wanted to take responsibility for receiving these funds;
- There is a need to develop and write up Base Camp SOPs at a Provincial level, do's and don'ts etc. The whole logistics team should sit at base camp and you should have one representative who sits at the ICP.
- The PDMC should establish a wildfire 'lessons learned' database containing all firefighter fatalities as well as serious injuries. This is an essential training resource which would enable analysis of what occurred by other fire line- going personal and possibly prevent future fatalities and injuries. Two firefighter's deaths occurred during the Knysna Fires. Any firefighter death should be treated with the utmost respect by the industry (especially Fire Services) and this type of database and lessons learned approach will go some way to remember and honor the fallen.
- The PDMC should look into a system which can be used by all District Fire Services which requires leadership roles on the incident to submit a written 'after action review' before being stood down from the incident.

During busy fire seasons it may not be possible to debrief all wildfires in a timely manner.

However, these brief, written after-action reviews could be used to compile a log of information which is then referenced when a seasonal debrief is conducted. Garden Route District Fire Services, on smaller initial attack incidents, are recommended to develop a culture of conducting after-action reviews with all crews involved, including supporting resources and volunteer crews. This process needs to be written in to memorandums of understanding with supporting resource organizations.

- The Western Cape Directorate Disaster Management and Fire & Rescue Services, together with District Fire Services, need to establish a centralized and updated database of available resources that can be used in all hazard incidents. Each resource in the database needs to be 'typed' based on their level of training, expertise, equipment, vehicles, etc. Other important data fields include availability, cost, contact person and rating of the resource. This database should be available to all Incident Management Teams so they can call on resources as and when they are required.
- The Western Cape Directorate Disaster Management and Fire & Rescue Services needs to look into the long-term strategic planning for how the Fire Services are structured (between District and B Municipality). The divisions of function between Eden B Municipalities and Garden Route District Fire Services as well as other contributing factors have negatively affected relationships and have created operational concerns in the Garden Route District.

Garden Route District Fire Services, B Municipalities and Eden Disaster Management:

- needs to develop standard operating procedures for Incident Command Posts – specifically around clearly defined stations for the different Sections as well as restricted-access control to prevent disruption/distraction;
- needs to develop standard operating procedures for the setting up of Base Camps for incident responders (even local crews). Travelling after shifts is a safety hazard for tired crews and the time taken to travel and find food and accommodation adds to crew fatigue. The Western Cape Directorate Disaster Management and Fire & Rescue Services could be requested to take the lead in developing Base Camp standards and standard operating procedures.
- should establish demobilization standard operating procedures. Although this seems to be a less-important function of the incident, the IMT should ensure that this process receives due attention. Firefighting crews should also be rested in base camps before being allowed to travel home – in some cases, on the Knysna Incident, these involve long journeys directly after extended shifts.
- must become better at enforcement, as well as creating bylaws aligned with the National Veld and Forest Fire Act No.101 of 1998. There is a major challenge with non-compliant landowners who are not Fire Protection Association members. Action must be taken against landowners who are putting other landowners at risk. This includes State-owned land where there is also non-compliance.

It is recommended that the B Municipalities consult with the Southern Cape Fire Protection Association when drafting these bylaws, as there are aspects that the Act might not cover, e.g. prescribed burning, taking into account the ecological requirements of the system (i.e. required fire-return intervals).

- should establish a logistics system as well as policy/guidelines to manage the influx of donations during future incidents. During the Knysna Fires (and other large-scale incidents in the Western Cape) there was a tremendous amount of support from the general public in the form of donations for incident responders and those affected by the incident. The donations function should fall under the Logistics Section in the IMT so that guidance can be provided on what items are required to aid the incident. There should also be a link to the Public Information Officer and Liaison Officer so that priority items can be requested. Financial donations provide a greater challenge in terms of management, accountability and transparency. Managing financial donations requires a strategic plan.

Note: The Garden Route District Disaster Management Centre are currently developing a disaster relief plan to be activated during disasters. This relief plan covers donation management.

FIRE AND LIFE SAFETY / AWARENESS

- Garden Route District Fire Services, together with B Municipalities and the Western Cape Directorate Disaster Management and Fire & Rescue Services, should initiate a targeted awareness-and-education campaign focused on:

Target	Purpose	Action
Reducing ignitions	Intervention is required to reduce anthropogenic ignitions whether accidental or malicious	By capturing wildfire information in a centralized database (as suggested above), it is possible to determine hotspot areas, high-risk activities and specific audiences at which these campaigns need to be targeted. As an example, it is known that children sometimes ignite fires around Eden for entertainment purposes (frequency increases during school holidays). A communication campaign could be established to provide exciting nature appreciation activities and encourage children to become ambassadors and protectors of their natural environment
Targeting the WUI homeowners in Eden	The aim should be awareness, education and actionable safety and tactical interventions.	National Veld and Forest Fire Act No. 101 of 1998 is geared towards landowners who receive support from the Fire Protection Association. If you consider the wildfire challenge and loss experienced by homeowners in the Knysna and Plettenberg Bay WUI, a strategy must be developed to guide and support these types of homeowners
To change the public's perception of	Segments of the public believe that if they do not see aerial resources	An awareness campaign should highlight the roles of engine crews, ground crews and aerial resources in different types of firefighting environments.

aerial resources	that no fire suppression operations are taking place.	
Strategic approach to drive wildfire-risk awareness as a matter of priority	The impact by harnessing awareness around wildfires post June 2017 can be maximized.	This strategy needs to incorporate wildfire responsibility awareness, tactical advice for different homeowners and landowners, advice on Fire Danger Index warnings, the roles of the different Fire Services, etc. They must liaise with the Western Cape Directorate Disaster Management and Fire & Rescue Services to seek guidance on standardized content and approaches.

The communication campaign should consider:

The comprehension of risk, creation of defensible space, the favorable positioning of homes on terrain and ways to lower risk if homes are already built in unfavourable positions. Building homes out of ignition-resistant materials and good maintenance/ retrofitting of those already built, as well as wildfire-ready landscaping i.e.

- maintaining fuels on and around the home (e.g. clearing gutters, removing leaf litter from under decks, etc.);
- home-defense measures (e.g. water tanks, hoses, removal of outside furniture, wetting down areas, stay-and-defend tactics, etc.)
- evacuation procedures, and
- instruction for homeowners' high-risk fire days.

INCENTIVISE REDUCING RISK

- B Municipalities in the Garden Route District must develop a strategy to provide incentives as well as enforcement of risk reduction in the WUI. Awareness is a major problem. However, there is also a segment of homeowners who lack the motivation to take proactive measures in safeguarding themselves from wildfires (this puts other homeowners at risk). A strategic and multifaceted approach to both incentivize and enforce behavioral change is therefore required. Other role-players (e.g. Fire Protection Associations, insurers) could also be factored in to the strategies developed by B Municipalities to encourage behavior change. The focus needs to encompass and target entire risk areas and not sporadic, isolated areas.
- The concept of giving incentive-driven rate rebates has been thought about by the Knysna Municipality. In various discussions with homeowners and landowners they feel this is a good strategy as opposed to fines and penalties. Incentives can be a good motivator versus enforcement. However, the incentive needs to be real, offering tangible benefits.

WUI PLANNING

- Housing estates in the WUI environment should require architects and developers to submit signed plans to the Municipality detailing wildfire risk reduction planning for; evacuations, fuel hazard management, defensible spaces, access paths and roads that Fire Services could use, etc.
- Furthermore, there should be procedures to compel builders and homeowners to acknowledge and sign that they are aware of the wildfire risks and mitigation measures in place once they become involved in the process.
- Specific hazard-reduction measures must be considered (e.g. a building code requiring wooden decks in the WUI to be constructed from fire-resistant materials and metal braces placed underneath the decking and all wooden structures to not be directly connected to the main structure).
- Wildfire specialists as well as representatives of the role-players should be consulted in this strategic phase.
- A wildfire-compliance certificate should be initiated, requiring homeowners and landowners to become compliant with current legislation within a set timeframe.
- Set the example in and around the WUI in terms of how they maintain and lower risk on municipal land. Garde Route WUI community groups, B Municipalities and Fire services need to have detailed and well-established evacuation plans. Part of this process is creating designated Community Safety Zones.

The benefit of local evacuation points is significant:

- Evacuation is more orderly as everyone knows where to go before an Incident;
- Multiple Community Safety Zones reduce the accumulation of too many people in one spot;
- A central location allows communication of incident information and updates to be shared at these locations;
- Support and outside aid have known places to interact with affected community members;
- Community Safety Zones can be chosen at places where there are facilities to support people's basic needs such as water and toilets; Alternatively, a plan should be in place to provide these during an Incident;
- Being in close proximity to their homes, those who are willing and able can then go back to check on their home after the fire front has hit and it is safe to do so, to prevent any small ignitions taking hold on structures (if the community has done wildfire-ready planning);
- An annual audit of the Community Safety Zones must be done by the B Municipal Fire Services and must be signed off by the Chief Fire Officer;

- Garden Route District Fire Services and B Municipalities need to develop predetermined evacuation strategies, processes and standard operating procedures. Planning for evacuations needs to incorporate strategies for different sets of circumstances and possible challenges and complications. It is advisable that community consultation is included in the process to ensure plans are understood and supported by the community. The plans must include:
 - Early warning detection systems with a system of alerts.
 - Predefined communication methods and channels that can be used to reach all segments of the community. Plans must include contingencies for no phone signal and power-outage situations.
 - Defined trigger points for when evacuations should occur must be established. These trigger points need to be determined based on local factors and conditions.

Examples of trigger points could include:

- when a wildfire reaches a specific geographic location;
- before the smoke from the wildfire starts to affect a community;
- at the outbreak of any fires in close proximity to people and homes, and
- when the FDI is red, and a wildfire starts;
- Different stages of evacuation, or waves, should be considered to prevent everyone evacuating at the last minute which can create panic and cause congestion.

Strategies to consider include:

- early voluntary evacuation of high-risk areas and the most vulnerable people;
- secondary voluntary evacuation (in wildfire-resilient communities, some residents leave and some stay to defend homes), and
- mandatory evacuations – where conditions are so extreme that no one should remain in the area despite preparation and defensive measures
- evacuation routes must be part of the plan, with this information included in the evacuation orders.
- Alternative strategies may be needed where vegetation loads are hazardous along roadways or access/ egress is only via one road.
- Transport options must be considered. Knowing what modes of transport will be used and will be required is vitally important.
- Locations and facilities to support the evacuees need to be determined.
- Safety and security considerations for the evacuated area.

Note: there was a lot of looting reported during and after the Knysna Fires.

- Rally Points and Community Safety Zones for evacuations need to be established;
- Strategies for residents to check on their properties after the main fire has spread through the area need to be considered. Some structures burn slowly or ignite only after the main wildfire front has passed and homes can potentially be saved if action is taken to prevent the fire taking hold in the structure. It may be safe for homeowners to return and check on their homes at a certain point;
- Planning for medical support and first aid during the evacuation process and at Community Safety Zones is essential;
- Planning for animals, pets and livestock. There will need to be suitable facilities and support for people and their animals;
- Once all the evacuation planning has been done, the greater community must then be made aware of what their part is in the plan;
- Garden Route District Fire Services and B Municipalities need to determine strategies for when evacuations are not necessary and under what circumstances (or which communities) remaining is better than evacuating. Evacuation of everybody is not always the safest or most practical solution.
- Garden Route District Fire Services and B-Municipalities, with consultation with the Southern Cape FPA, need to encourage and assist communities and suburbs to take steps towards becoming wildfire resilient. An area such as Brenton-on-Lake in Knysna is an example of a suburb that is easily cut off and isolated by wildfire but also has great potential to become a wildfire resilient community if more work is done to make the area safe. This could mean that some people might plan to evacuate early but others will stay and defend their properties. Garden Route District Fire Services and B-Municipalities must work to try and understand this dynamic and devise plans for different circumstances as this can save lives and, potentially, more homes if done correctly. It also frees up first responders to focus on other areas requiring resources.
- Introduce a wildfire risk rating for properties and homes. Display all compliant homes on an online map. This will allow neighbors to find out who is compliant and who is not – creating social pressure to comply: -
- Create a system to allow for compliance certificates for homes and landowners.
- Municipalities should set the example to the rest of the community for wildfire risk management practices by conducting local fire-prevention and preparedness programs on their land.

Motivate homeowners and landowners:

- Provide access to programs and information that highlight risks and responsibility.
- Provide access to wildfire education and training that helps with understanding roles and responsibility.
- Recognition for good work done by landowners could be provided by means of a simple letter of recognition.
- Community members and residents who choose to stay and defend their property:
 - Must carry out risk-reduction measures and lower the ignition probability of structures. Proactive planning and work around homes as well as wildfire-ready principles must be applied, such as creating defensible space, removing excess fuels, building with fire-resistant materials, having water capabilities and sprinklers, etc. There must be personal protective equipment for every person remaining in the area.
 - Must seek out guidance and advice from their FPA. Must openly communicate with Fire Services to seek out support and approval for their plans and ensure there is a plan of action to communicate with one another during an incident.
 - Must understand and prepare for the risk and they must also be physically fit to do so.
 - Must still be prepared to leave under extreme fire conditions, despite preparation.

COMMUNITY SAFETY ZONES

- Official and approved Community Safety Zones can have significant benefits and should be encouraged. Garden Route District Fire Services and B Municipalities, in collaboration with communities, must devise a strategy where Community Safety Zones are viable.

The benefits include:

- Multiple Community Safety Zones reduce the accumulation of too many people in one spot.
- Evacuation is more orderly as a central location allows community members to pre-plan and rehearse what actions they need to take before an incident.
- Support and outside aid have known geographic locations to interact with the affected community members.
- Community Safety Zones can be selectively chosen where there are facilities to support people's basic needs (e.g. water and toilets) or a plan should be in place to provide these.
- Being in close proximity to their homes, those who are willing and able can then go back to check on their homes after the fire front has passed (if safe to do so). This can possibly help prevent small ignitions taking hold on structures.

- An annual audit of the Community Safety Zones must be done by Garden Route District Fire Services and B Municipalities and must be signed off by the Chief Fire Officer of Garden Route District and the respective Municipality.
- The relationship status between role-players should form part of an annual performance review in order to identify possible problem areas and revise documented relationships agreements. It should also serve as a reminder that relationships, no matter what kind, need to be constantly developed.

USE OF BY-LAWS TO PROMOTE GOOD WILDFIRE RISK-REDUCTION PRACTICES

- The B-Municipalities, together the Garden Route District Fire Services, need to investigate how they can create and use bylaws to promote good wildfire risk-reduction practices as well as have a means to enforce regulations. Aspects to consider include:
 - To create consistency and strengthen the effect of the bylaws, the B Municipalities should endeavor to create the same bylaws across all B-Municipalities in the Garden Route District. This will ensure consistency and a better understanding among residents and landowners.

There should be a communication plan to launch the new By-Laws. Communication must offer advice and guidance on the By-Laws to enhance adoption and support of the regulations.

FIRE OPERATIONS

Where ignitions cannot be prevented, the Garden Route District Fire Services, together with B-Municipalities, must develop new intervention strategies to reduce the number of ignitions as well as to limit the spread of wildfire from possible ignition hotspots. High-danger areas should be prioritized. A holistic fuel management strategy for limiting fire spread in these areas must be considered and could comprise activities such as:

- enlarging fuel-reduction zones alongside traditional community firebreaks with reduced continuity of horizontal and vertical fuels;
- reducing pine needles and pine slash under pine trees in plantations adjacent to hotspot areas, and
- conducting regular prescribed burns in areas adjacent to communities, which would prevent fire spread both into and out of the community.
- It was recommended in the report that the Western Cape Directorate Disaster Management and Fire & Rescue services, in conjunction with Garden Route District Fire Services, lead a strategic initiative to improve and optimize reaction, monitoring and suppression for remote area ignitions (especially for difficult to access areas). Having Provincial involvement could assist with similar strategies being adopted or adapted by other districts in the province. Fire Protection Associations and Specialist Wildfire Consultants should be engaged to offer insight and possible solutions in the development of these strategies.

The lack of standard operating procedures and capacity required for the appropriate response to smoldering fires is concerning and needs to be addressed with the utmost urgency. The strategic plan for smoldering fires needs to include:

- A detection and monitoring system. Near real-time lightning-strike and satellite remote-sensing data are tools that should be used to detect smoldering fires. Active smoldering fires are normally visually confirmed by observing smoke issuing from an area. These systems should be adopted by Fire Services and further developed in order to enhance successful detection and remote monitoring of all smoldering fires.
- A risk rating system. Due to financial, resource and logistical constraints in the Garden Route District, it would be unrealistic to expect the suppression of all smoldering fires to occur. Therefore, smoldering fires that present the highest risk should be prioritized. Low-risk smoldering fires may not even require a response. Factors that need to be considered in the risk rating system include: potential for fire spread (weather, fuel, topography), and threat to life, property and infrastructure. The risk rating of a smoldering fire will change with time due to external factors (e.g. forecast weather changes). Therefore, the risk rating needs to be constantly evaluated.

It is highly recommended that the detection, monitoring and risk-rating systems be automated.

- Actions required based on risk rating. The appropriate response and action required for a smoldering fire should be guided by its associated risk rating (trigger points for action need to be developed). Actions would include: remote monitoring, on-site monitoring, and immediate suppression response. The action required for a particular smoldering fire needs to be continually reassessed as the risk rating of that smoldering fire changes.
- Appropriate allocation of resources when a response is required. If a suppression response is triggered, appropriate resources need to be allocated to the suppression operation. There is a common misconception that aerial resources are the best or only resources that can have an effect on remote-area wildfires. This misconception needs to be addressed as aerial resources are incredibly expensive to operate and are often very ineffective when working in isolation.

Currently most other types of resources in the Garden Route District lack the skill, training and equipment to provide an effective remote-area response. Vulcan Wildfire Management therefore advocates the development of specialist Remote Area Firefighting Teams.

- The Garden Route District Fire Services and the B-Municipal Fire Services, with oversight from The Western Cape Directorate Disaster Management and Fire & Rescue Services, need to collectively predetermine plans for structure protection and evacuation for WUI areas. Both these resources will be working alongside each other as the wildfire transitions from the rural area into the WUI. Fire moves through the WUI extremely fast, so there is no time to develop effective initial attack plans during an incident.

The predetermined initial attack plans could be standardized with slight adaptations to meet the unique aspects of different areas. Furthermore, fighting wildfires in the WUI requires specialist skills, training, equipment and leadership, and this needs to be further developed.

- All Incident Action Plan information needs to be on the same forms as opposed to different types or styles of forms, which were being used. Some forms were also not being completed correctly.
- Garden Route District Fire Service, B-Municipalities and Garden Route Disaster Management need to develop plans to ensure local knowledge intelligence can feed into the Incident Management planning and operational assignments. Local knowledge of areas, firefighting methods (e.g. when and where to back burn) and best practice is an important tool or resource, especially in the Operations Section. This local knowledge should not be neglected. The Liaison Officer role also needs to become more instrumental in the IMT's Command Staff, particularly for engaging with community and neighborhood leaders.

The IMT needs to have plans (and personnel) in place to reassure, guide and advise communities. In some Knysna suburbs, residents did not see any officials for days (and sometimes weeks) during and after the incident.

- Garden Route District Fire Services, B-Municipalities and Garden Route Disaster Management must develop enhanced systems, checks and balances to ensure all resources on an incident are accounted for and a formal 'Check In' procedure is adhered to. There was a large contingent of landowner resources operating in isolation of the formal Incident Command. As a suggestion Division Supervisors should be made aware that they need to:
 - determine what landowner resources are in their respective areas;
 - ensure they are checked into the Incident Command and have been assigned to that Division under the command of the Division Supervisor, and establish a communication link with the landowner resources;
- It is recommended that the Southern Cape Fire Protection Association, together with their FMUs, perform wildfire-risk analyses of their areas and share this information with other landowners as well as Garden Route District Fire Services and B-Municipalities. This bottom-up, localized information is essential to keep Fire Services up to date with local risk factors.

Before doing so, the Garden Route District Fire Services and B-Municipalities and the Southern Cape Fire Protection Association should determine the risk assessment criteria, methods of assessment and put together a template so information can be focused and standardized. This should then form part of the FMU annual planning process. Tied to the risk analysis must be a tactical intervention plan covering all aspects of integrated fire management taking place in the community.

- Garden Route District Fire Services and B Municipalities need to engage with Garden Route WUI communities and take the lead on proactive interventions. Before an incident occurs, they must:
 - have strategic and tactical response plans for WUI areas. These plans must be shared with neighbourhood groups and leaders. The plans must detail actions that homeowners can take or maintain to enhance the operations.
 - have evacuation plans for all WUI areas.
- Garden Route B-Municipality and Garden Route District Fire Services must develop predetermined wildfire response plans which cover a variety of possible scenarios. For example:
 - What is the plan when there are multiple ignitions and there aren't sufficient resources available?
 - What is the plan during drought and severe weather situations?
 - What is the plan if a firefighting resource gets injured or if there is a fatality?
- These predetermined plans would help optimise responses, especially initial attack operations. All role-players must also anticipate future wildfire incidents that will inevitably affect rural and WUI environments.
- It is essential that Garden Route District Fire Services and B-Municipalities develop WUI-specific resource deployment and readiness plans. If the damage caused from ignitions (e.g. embers, direct flame and radiant heat) could be contained/limited before spreading to the rest of the structure, total structure loss and structure-to-structure ignitions can be limited or prevented. Preplanning must include the following types of action:
 - Predetermine Response Plan for Wildland Urban Interface Incidents. (Include an analysis of rural and urban interface areas and how the strategy and tactics will be implemented.)
 - Predetermine Mutual Aid Plan and Resource Activation Plan to support small-town resources.
 - Development of Structure Protection Units/Crews. These are specialist units trained to perform optimally in protecting homes and communities from wildfire in the WUI.
 - Provide further WUI-specific Structure Protection training to existing resources. (Fire Services, Southern Cape Fire Protection Association, volunteers, wildfire contract crews, etc.)
 - Educating homeowners/landowners that they also have a responsibility to create environments in which Fire Services can safely and effectively defend properties.
 - Guide urban planners and engineers in the planning of communities from a wildfire suppression perspective (e.g. location of homes, fire-resistant building materials, access roads, hydrants, turnaround points for vehicles etc.).

Garden Route B-Municipalities need to ensure that wildfire preparation and risk reduction work, wildfire training, and wildfire response is represented in the Municipality IDP.

Garden Route District Fire Services together with B-Municipalities must develop a predetermined plan, procedure and system to allow for the inclusion of organizations that want to volunteer during an incident. A list of required roles (and their associated skill requirements) should be established so that volunteers can be allocated to appropriate support and logistics functions. Individual volunteers or informal groups of volunteers should not be accepted as fire line going personnel but should rather be assigned elsewhere. The added risk of having unknown entities on the fire line combined with the additional administrative and logistical work to manage this process does not justify the benefit. There are many supporting roles away from the fire line where they are needed and could assist.

Note: The relief plan currently being developed by the Disaster Management makes recommendations as to how best deal with volunteers.

Garden Route District Municipality needs to strategize and plan with their B Municipalities as to how each of them will motivate for financial support of the efforts required to get town planners, developers, builders, architects and landscapers to adopt wildfire risk-reduction measures. The municipalities must find a way, perhaps within Community Safety, Disaster Management or some other framework of the Integrated Development Plan (IDP), to motivate for finance that can be allocated to community wildfire risk-mitigation strategies.

EXTERNAL BODIES (FIRE PROTECTION ASSOCIATION'S / VOLUNTEERS / HOME OWNERS)

Role-players within the Garden Route District (homeowners, landowners, municipality, Fire Services, Fire Protection Association, etc.) need to develop a coordinated, strategic wildfire plan for responding to wildfires under different sets of circumstances (e.g. type of fire, type of vegetation, weather conditions, accessibility). Garden Route District Fire Services should take charge of this process as they have the professional mandate for the suppression of veld fires in the District. The strategic plan needs to be shared (in a relevant and appropriate format) and accepted by all role-players so that they understand their responsibility and designated required actions.

Examples of elements to be included in the strategic plan are:

- standard operating and response procedures for different wildfire circumstances;
- wildfire-readiness planning and wildfire ignition/spread interventions;
- evacuation plans, and wildfire monitoring;

The Western Cape Directorate Disaster Management and Fire & Rescue Services, should take the lead in the development strategy for specialist Remote Area Firefighting Teams in conjunction with the Garden Route District Fire Services as well as the other District Fire Services in the Western Cape. Consultation with proven specialists in ground crew operations will also assist in the process in order to develop the appropriate standard operating procedures, tactics, specialist skills, training and equipment required. Innovative funding models will be required. However, this resource needs to be considered at the same level as other specialist resources, such as helicopters.

The Garden Route District Fire Services in collaboration with the Southern Cape Fire Protection Association need to prioritize the development of a comprehensive policy to promote a holistic fuel-management strategy (e.g. creation of firebreaks, prescribed burning and other fuel-reduction strategies) in the District. Landowners are currently facing a number of challenges with regard to prescribed burning:

- Landowners are being road-blocked by red tape when attempting to conduct prescribed-burning operations (as discussed in detail in the Landowners' Responsibilities section of this report) in Knysna. The system of obtaining burn permits and permission needs to be straightforward and the person or institution making the decision must have the appropriate wildfire experience, understanding and knowledge.
- The number of suitable burning days is decreasing with climate variability and this is becoming very problematic. Solutions need to be explored.
- The threat of liability often dissuades landowners from conducting prescribed burning. This leads to an even more dangerous state. The insurance industry needs to be engaged with to provide an affordable short-term insurance option for landowners, provided they meet the required operational and safety conditions. Perhaps the premium could be partially subsidised to promote a culture of risk reduction.
- A well-managed strategic burning policy at a District level will greatly reduce the fuel-load risk and also aid with biodiversity in these fire driven ecosystems. When prescribed burning is done at a strategic level you can start creating fuel buffer zones between plantations and communities and between nature reserves and WUI environments. Large areas acting as buffers to fire spread are a far more effective strategy than having a 20m-wide firebreak.

Southern Cape Fire Protection Association, Garden Route District FMUs, Garden Route District Fire Services and B-Municipalities need to source alternative water sources as part of strategic planning for operations, especially in WUI areas.

Examples of preparing alternative water sources include:

- Strategically engaging with homeowners for their assistance. Homeowners could fit the correct hose attachments so Fire Services can quickly access and use the water from their water storage tanks. Or perhaps the homeowner has a pump and hose that they could use to resupply a firefighting vehicle from their swimming pool.
- Setting up rainwater storage tanks at key infrastructure points (e.g. cellular masts and communication towers).
- Garden Route District B-Municipalities should investigate power supply back-up options for water pump stations serving critical areas and hydrants.

Garden Route large landowners, who have permanent firefighting resources, need to make a concerted effort to develop career paths and positions (as well as the people to fill them) within their organizations. There needs to be recognition that wildfire management is a complex and a specialist field.

It should be regarded as its own profession. It is noted that there are already some suitably qualified and dedicated wildfire professionals within these organizations but the focus on wildfire-specific roles (their main focus is on wildfire management) needs to be developed. Emphasis also needs to take place on succession planning and the transfer of skills, knowledge and experience. Relevant education-and-training programmes need to be established to support the wildfire profession career path in large-landowner organizations.

Garden Route landowners who are not large enough to support the employment of wildfire professionals still need to be proactive in accessing wildfire information and expertise to help them prepare and respond to wildfires. They should seek assistance from the Southern Cape Fire Protection Association in receiving education and training relevant to landowners in order to develop basic knowledge and skills. For concerns needing more advanced knowledge and skill, the landowner should again approach the Southern Cape Fire Protection Association or Wildfire Specialist Services and Garden Route District Fire Service for guidance or assistance.

All Garden Route landowners should conduct an annual audit/assessment of their property. They need to actively imagine what would survive and what would not if a fire burned through their property. The landowner must put plans and measures in place to safeguard what they can. By placing a value on what can be lost, including life, there is increased incentive and understanding of the need to take action.

The Southern Cape Fire Protection Association, together with Garden Route District Fire Services and relevant FMUs and B-Municipalities, should devise a strategy to assist communities in developing a community protection plan for wildfires. Fuel reduction, firebreaks and resource sharing can all be done at a community level. Community plans can also reduce the overall cost of actions taken and allow for shared knowledge in the collaborative process of working with one another is essential. An essential component of the community plan is the identification and maintenance of a community safe zone.

Garden Route B-Municipalities should assist landowners and communities in developing a plan for a community safe zone. This is a predetermined space clear of vegetation and survivable in a worst-case wildfire situation. Community members would gather at the community safe zone when the exit route out of the area is too dangerous. The space must be carefully considered and must be large enough for the number of people planning on using it. The area must be checked annually – before each fire season – and any improvements should be made, based on the same principles (but on a much larger scale) as you would use for building defensible space around a home. The relevant Garden Route B-Municipalities fire chief must be consulted in assessing the suitability of the chosen area.

Garden Route District Fire Services and B-Municipalities must work with landowners to find a solution to the current, identified prescribed-burning challenges. Landowners should have a simple and convenient process whereby they can obtain permission to conduct a prescribed burn provided that the conditions are right and the appropriate measures have been put in place. Further to providing permission for burns, Garden Route District Fire Services should actively provide supporting crews and resources wherever possible to build relationships with landowners and incentivize good fuel-load management practices (which would also help maintain wildfire readiness for their crews).

Garden Route landowners, together with the Southern Cape Fire Protection Association need to devise a strategy to ensure landowners are incorporated and considered by Incident Management on all incidents. It is essential that landowners assisting with wildfire suppression operations be overseen by the formal Incident Command structure. The challenge is that there is currently no predetermined way to manage this process, especially with smaller landowners. Established protocols must be identified.

It is highly recommended that the Southern Cape Fire Protection Association (supported by Garden Route District Fire Services and B-Municipalities through their FMUs), encourage every community to hold an annual Wildfire Awareness Day followed by a Wildfire Preparedness Month. There are many benefits to doing this but perhaps the most beneficial is building and reinforcing localized relationships. All role-players from the area should be involved, including landowners, Fire Services, Southern Cape Fire Protection Association, security companies, schools, animal shelters, contract fire crews from the area, volunteers, NGOs, businesses, the public, etc.

The Garden Route District FMUs need to be proactive in building institutionalized relationships with their local Municipal Fire Services as well as the Garden Route District Fire Services. Efforts in this regard need to be facilitated by the Southern Cape Fire Protection Association with a concerted effort from landowner FMUs, Municipal and District Fire Services to get this process going in 2018. Garden Route District Fire Services need to recognize the importance of the FMU volunteers' support role. Both formalized and informal relationships and channels of communication are vital.

The Southern Cape Fire Protection Association must facilitate a process where Garden Route District Fire Services and Municipal Fire Services can play a supporting role in developing the capability and capacity of their local FMU volunteers and landowners.

If landowners are supported, they can make a considerable combined contribution to supporting incidents. Accordingly, it makes sense for the Municipalities to offer advice, guidance and assistance in terms of:

- what type of equipment to purchase (and ensure compatibility of equipment)?
- providing training opportunities wherever possible, even if it is in-house training
- providing mentoring and oversight of development, and
- reinforce 'good behaviour' and guide them in areas where they can improve.

Homeowners in Garden Route WUI areas need to put pressure on building engineers, architects, town planners, developers and builders, home material manufacturers, etc. to ensure attention is focused on wildfire risk and how each of these role-players can play a part in reducing these risks.

Garden Route District Fire Services as well as B-Municipalities and the Southern Cape Fire Protection Association need to collaborate in order to enhance their relationships with landowners. Cooperation is essential in tackling the wildfire problem and landowners can provide a valuable firefighting support service if they are well organized and supported. It is proposed that the role-players in Garden Route District help to develop a more formal Rural Wildfire Support Service. The FMU volunteer fire crews offer a platform from which to start, but require the strategic support of Fire Services and the Southern Cape Fire Protection Association.

The suggested principles would be as follows:

- The crews are landowner volunteers who would normally fight fires on their own and neighbouring land, but now benefit from being part of a more formal rural firefighting force.
- The crews receive training, support and equipment assistance.
- Accident insurance cover and worker's compensation is provided for these crews when providing operational support.
- The Rural Wildfire Support Service remains independent of Fire Services but has well defined Memorandums of Understanding in place.
- Southern Cape Fire Protection Association works to gain funding and support from large insurance companies (insurance risk to the area is reduced).
- The Rural Wildfire Support Service can also conduct fuel-reduction burning operations with the assistance and support of Garden Route Fire Services, especially for landowners or communities that cannot afford it. This collaboration would build relationships in the community and reduce the overall wildfire risk.

Garden Route District Fire Services together with B-Municipalities must develop a District database of resources where formalized, organized volunteer firefighting crews and resources are included.

This must be updated annually and shared with relevant role-players as well as the Western Cape Directorate Disaster Management and Fire & Rescue Services (to be added to the Provincial resource database as recommended in the Incident Management section of this report).

This means all volunteer resources can be requested to respond with a predetermined understanding of their training, leadership, resource capabilities, etc. It is further recommended that if any landowner or Fire Service requests a response from a volunteer firefighting unit, they should have a Memorandum of Understanding including:

- details and provision of firefighter insurance
- who will cover what costs, and
- call-out, check-out and demobilisation procedures

The Western Cape Directorate Disaster Management and Fire & Rescue Services needs to establish a basic set of policies, guidelines and standards for all volunteer firefighting units in the Garden Route and the Western Cape. This is to ensure their safety and operational effectiveness. To do this, the Western Cape Directorate Disaster Management and Fire & Rescue Services should engage with well-organized volunteer organizations such as the Volunteer Wildfire Services (the VWS has strict operational, training and governing policies which could be used as a template) as well as the less-formalized FMUs such as the Bitou FMUs (who require policies and structures that are conducive for them). The Knysna and Plettenberg Bay Wildfires of 2017 also highlighted the need for oversight of wildfire volunteer groups. An oversight body could be the Provincial Disaster Management Centre or a specific sub-workgroup of the Western Cape Provincial Fire Workgroup.

Garden Route District Fire Services together with B-Municipalities should play more of a role in setting up agreements with and providing support to volunteer firefighting units. Volunteer firefighting units need to be recognized for the value that they add (at a fraction of the cost).

Garden Route Fire Services should begin by building relationships with these groups, conducting shared training exercises, or even inviting volunteers to do standby duties at fire stations (so crews can interact and get to know each other). The wildfire industry has a very limited resource base.

Therefore, every resource serves an important role and we need to develop better cohesion and synergy. It need not require additional finances to achieve this – it is all about attitude and approach.

The current Fire Danger Index (FDI) and warning system needs to undergo changes to be more accurate and applicable for different audiences.

The following are recommendations which need to be looked into:

- The Western Cape has many different microclimates which are not considered in the general ratings and alerts issued by South African Weather Service. More localised FDI ratings and alerts are required.
- An additional index category is highly recommended to be added to the current ratings. A Catastrophic Warning Index, which demands more definitive actions, needs to be added.
- FDI warning messages need to be customised for different audiences and there needs to be a communication strategy and system in place to issue and deliver warnings. This needs to be a multimedia strategy and take into account the different audience profiles.

Garden Route District Fire Services together with assistance and guidance from the Western Cape Directorate Disaster Management and Fire & Rescue Services need to engage with fire engineers. Projects could include:

- determining how to best safeguard the types of buildings, infrastructure and assets found in the Garden Route District from the threat of wildfires, radiant heat and embers
- determining how to build new buildings and infrastructure with this in mind, and
- determining how to increase the survivability of a burn-over in a vehicle for Fire Services and the public.

The Western Cape Directorate Disaster Management and Fire & Rescue Services need to engage with relevant scientists to develop and enhance the current Fire Danger Index (FDI) and introduce a new catastrophic category. Suitable detection/warning systems (and established actions for role-players to take based on these) are essential.

DAFF needs to look at financial support to help build capability and capacity in the Southern Cape FPA (and all FPAs in the Western Cape). According to the National Veld and Forest Fire Act No. 101 of 1998 DAFF can provide this financial support for FPAs.

The Western Cape Umbrella Fire Protection Association, together with the B- Municipalities of the Western Cape, should investigate the viability of a wildfire levy as well as a system of fines which can be issued against noncompliant landowners. The finance generated from this would need to be ring-fenced for FPAs. There is international precedent for such an initiative.

However, tied into this system must be an incentive-based system for landowners (e.g. an incentive to landowners who invest in fuel-load management):

- To conduct this work there can be considerable costs to landowners.
- Property value is likely to increase if there are no alien plants and fuels have been reduced.
- If property value increases the landowner will pay higher rates and, on top of this, they would have had the expense of clearing their land.
- An incentive could be offered to freeze rates based on the property value pre-fuel load removal. The landowner will therefore invest money to clear their land, but 'receive it back' in their increased property value, without the 'penalty' of increased rates and taxes.
- There are possibly other innovative ways in which this can be done, and this topic must be explored further.

DAFF and the Western Cape Directorate Disaster Management and Fire & Rescue Services, as custodians of the National Veld and Forest Fire Act No. 101 of 1998, need to look at ways in which the WUI areas can be looked after, in a manner similar to the way an FPA needs to 'look after' a landowner. This needs to happen in 2018 – as a matter of priority – as the WUI environments are under significant threat, especially given current climatic conditions.

COMMUNICATIONS / MEDIA / INFORMATION TECHNOLOGY

Knysna Municipality and Knysna Fire Services need to immediately address the Sedgefield Fire Station communication link with the public. If a staffed control room is not always going to be available, phone calls need to be rerouted to the Knysna Fire Department or another suitable switchboard that can deal with calls.

Knysna and Bitou Fire Services (or other firefighting resources) in small towns or remote areas need to establish a trigger (as part of the standard operating procedures) for leadership to withdraw for direct operations, based on the size and/or complexity of the wildfire. Strategic oversight is essential for effective and efficient operations and there needs to be a more structured approach to ensure this happens, despite the limitations of low crew numbers.

The Western Cape Directorate Disaster Management and Fire & Rescue Services need to prioritize the development of an early wildfire warning system and a permanent, targeted approach to communicating these warnings to all public demographics affected by wildfires. The early wildfire warning system should be linked to an improved Fire Danger Index with a new catastrophic index (discussed in more detail in other sections of this report).

The Garden Route FMUs need to create detailed and functional maps of their areas containing essential information for firefighting operations (e.g. road networks, access points, water points, firebreaks, landowner contact details, etc.). All Garden Route FMUs should have printed versions of these maps, which can be handed out to resources arriving in the area. All the maps from the different FMUs should be sent to the Southern Cape Fire Protection Association which can then distribute the maps to the various Fire Services or provide them to an Incident Command Post.

These maps could also be considered from a broader emergency response context and could be provided to other emergency services (e.g. ambulances, police, etc.).

Firefighting resources should make full use of technological navigation aids such as GPS systems and cell phones but shouldn't become overly reliant on them. Basic map work and navigation skills should be included in all emergency responder training courses. These skills require ongoing training to maintain proficiency.

It is recommended that the Western Cape Directorate Disaster Management and Fire & Rescue Services set up a process whereby a more detailed and focused study is initiated, looking into operational success stories as well as challenges experienced on large and challenging wildfire incidents. This future analysis should begin during and immediately after an incident – so this needs to be pre-planned. The study would aim to provide intelligence for a resource development strategy that can be used within Garden Route District or possibly across the Province.

Communications were an issue especially with regards to radios available or organized for communications between the Incident Management Teams and vital operational elements such as Division Supervisors (as well as Division Supervisors being able to speak to one another). WhatsApp groups were created and used instead.

There was no Incident Action Plan or printed map given out to resources when briefing them.

There was not a lot of public information going out. There was no Public Information Officer on the Incident Management Team in place. All forms of communication available these days should be used to feed the correct information to the public.

Incident Management Teams in Garden Route District and across the Western Cape Province need supporting logistics and equipment to function optimally. The Western Cape Directorate Disaster Management and Fire & Rescue Services as well as the District Municipalities are urged to create a strategic network of equipment caches. Such caches need to include, among other things:

- Communication equipment (interagency communication devices) – a high priority. If all arriving resources can be assigned a communication device allowing for interagency communication, this would alleviate a massive communication problem prevalent throughout the Western Cape.
- Laptops loaded with standardised ICS forms and apps that assist with incident management systems and information.
- IT support (personnel) and related equipment.
- Base Camp facilities (tents, stretcher beds etc.).
- Generators.
- Identification, uniforms, bibs, tags.

The Western Cape Directorate Disaster Management and Fire & Rescue Services as well as the Garden Route District and B-Municipalities need to develop a standardized strategy for communication to the media and public (this would benefit all Districts and B-Municipalities).

There needs to be a standardized and optimized communication plan and strategy for wildfires given the communication challenges experienced during incidents. Incident Management Teams need to have a communications team under the command of a Public Information Officer and use numerous media channels and platforms to establish reliable sources of communication very early on in an incident timeline. This is a specialist role and requires skill and experience.

The larger the incident, the bigger the support team required for this function. Predetermined and permanent incident communication channels should be established so the media and public know where to find the latest, reliable incident information.

On the back of the Knysna Fires, the Southern Cape Fire Protection Association needs to adopt a strategic communication campaign targeting landowners, focusing on:

- risk awareness
- complacency and apathy, and
- responsibility.

It must be noted that finances and the capacity to achieve this goal are restricting factors. It is therefore recommended that DAFF should support this endeavor on a Provincial scale so that all Fire Protection Associations can work on a communication campaign dealing with the highlighted issues.

This cannot be a 'one size fits all' communication solution. It is vital to understand the different landowner market segments and what type of communication will 'speak to them'. It is hoped that DAFF will support the growth of Fire Protection Associations in this communication campaign as well as with growth and the development of capacity in other areas.

Garden Route District Fire Services and B-Municipalities, Southern Cape Fire Protection Association and well as Eden District Disaster Management need to look into computer modeling of fire spread.

This should be used to investigate "what if" scenarios for ignitions – especially high-risk areas such as Wilderness and The Craggs areas. This would provide an understanding of the possible and probable fire spread (and potential damage) so that it can be prepared for and mitigated. These scenario outcomes could also help motivate and prioritize the proactive actions required by homeowners and landowners.

Garden Route District Fire Services and B-Municipalities Fire Services need to work closely with their communications departments to develop communication strategies for warnings, evacuations, incident information and updates.

Garden Route District Municipality should develop a system to help all the B-Municipalities to have an interlinked system of wildfire intelligence sharing, including risk-reduction and strategic planning information sharing on an ongoing basis.

The Western Cape Directorate Disaster Management and Fire & Rescue Services need to set up communication standard operating procedures for all District and Municipal Fire Services in order to manage first responder and Incident Management Team (when established) communication. Included in these operating procedures must be instructions on how communication to the public and media should be handled. Having a consistent, standardized approach is advantageous in developing trusted and popular communication channels. Media and public will also be more receptive and understanding if the same approach is used on all incidents. Included in these protocols must be communication campaigns that occur before incidents. These campaigns, which will develop and enhance the communication channels, should focus on risk reduction.

This is a high priority and it is advisable to seek partners from the wildfire, public relations and private industry (e.g. insurance) in developing these.

Garden Route District Fire Services, Garden Route Disaster Management and B-Municipalities should establish contingencies if traditional communication warnings and alerts for the public are no longer possible due to power loss, cellular networks being down and infrastructure being damaged or destroyed by wildfires. These contingencies could include sirens, loud hailer, local radio announcements, community door-to-door personnel, notice boards, or a combination of these.

The Western Cape Directorate Disaster Management and Fire & Rescue Services needs to investigate the feasibility of implementing an alert system similar to that which is used in the USA. “Wireless Emergency Alerts” allow officials to send messages that appear on cell phones as text messages. The alerts have a unique sound and vibration, as well as information contained in a text message. More information can be found at www.ready.gov/alerts.

Community WhatsApp Groups were extremely useful to the Incident Management Team as well as the affected communities during all stages of the Elandsdraal and Kruisfontein wildfires. However, there were challenges experienced on community groups and, based on these, it is recommended that any group administrator defines simple and clear rules to manage what gets posted and by whom.

Garden Route District Fire Services, with the help of the B-Municipalities, needs to prioritize the creation of a strategy for:

- The establishment of official, recognised and trusted communication channels across all media platforms, including social media.
- Developing procedures for using all media platforms, on all incidents, to disseminate information in order to build a following. Developing a reputation as a reliable and up-to-date source of incident information is essential to this process.
- Identifying communication ‘influencers’. i.e. members of the community with large numbers of followers who can share information and reach greater audiences, thereby boosting the Municipality’s media platforms.
- Building trust with the media and public over time.
- Determining protocols to ensure that, from the time a wildfire and its location have been confirmed, communication must be released to ensure that the Municipality guides the flow of correct information.
- Determining an official wildfire name and hashtag.

Before establishing these strategies, it is recommended that Garden Route District Fire Services together with the B-Municipalities consult communication professionals who specialize in emergency communication. Advice is needed on whether or not there will be a centralized Garden Route District strategy or if each B-Municipality will have its own communication network. There are pros and cons for each, which must be considered by the various role-players.

Large landowners in the E Garden Route District should be encouraged by Garden Route District Fire Services and the B-Municipalities to feed information into the same communication system strategies. This will ensure there is synergy in the way wildfire incident communication is handled.

Garden Route District Fire Services and Disaster Management must source communication technical specialists who can be contracted to assist Incident Management Teams on large and complex incidents. If in-house experts are available, they will most likely need additional help with these specialist skills.

An IT technical expert should be considered a standard position on any Incident Management Team that is in command of an incident going into extended attack.

Garden Route District and B-Municipalities must investigate and embrace innovations and technology to assist with their current systems, communication and incident support infrastructure. It's vital that the IT department is supported by the municipality to purchase equipment and systems to help create a municipality that is more resilient to disasters.

FIRE TRAINING

Garden Route District Fire Services and B-Municipalities need to focus on training and development to enhance the 'size-up' and the situational awareness process as well as the tactical decision-making skills of their crews. This can be implemented through mentorship programmes, annual simulation training exercises, table-top discussions and studying industry trends. It can be very easy to fall into a routine over years, especially when conditions are stable. As conditions evolve (such as in times of drought) the 'usual way of doing things' is no longer effective and that is why ongoing training for different conditions is vital.

The Western Cape Directorate Disaster Management and Fire & Rescue Services need to urgently determine ways in which they can assist with the training and development of leadership roles in the Garden Route District, particularly within the Operations Sections of wildland incidents (i.e. Operations Section Chief, Branch Director, Division Supervisor, Task Force Leaders, Strike Team Leaders, Crew Leaders, etc.).

The development and training of these roles and capabilities needs to take place throughout the province and should be prioritized on a Provincial level, particularly the Division Supervisor role. With great leadership running incidents, it is equally important to have great operational leaders in place to convert objectives and strategic plans into tactical actions. The middle-to-lower ranks of leadership in Garden Route District require development. They must have the ability to adapt tactics based on current fire behavior and communicate changes to superiors. Furthermore, these leadership roles (initial responders) need to have the experience and ability to quickly identify a rapidly escalating wildfire that they are unable to contain so that additional resources and further leadership can be requested.

Trained Incident Management Teams need to be formed and become accustomed to working together nationally. As an example, from the Knysna incident, people tended to use people they knew in ICS positions as opposed to appointing people who are more qualified or better suited to certain roles. If teams were predetermined this would eliminate this bias.

Roles and positions need to be thoroughly understood and simulation training for Incident Management Teams is essential. The creation of complete Incident Action Plans as well as completion of the whole planning process, planning "P" should be part of this. The correct terminology and typing needs to be used as well.

Trained, qualified, signed-off nationally recognized IMTs are needed. You should not have a Section Chief who does not know what their role is and it highlights the need for different levels of training. You cannot just do a single training course and then implement the system the way you feel like doing it. It must be done correctly so that all organizations are on the same page.

While ICS is growing and developing in South Africa, ICS mentors or professionals who can assist with keeping the system in check are required.

The system of Task Books needs to be developed for a South African context, so they are practical. It importantly needs to be decided who signs them off on an incident.

There should be an annual 'international standard' for showing qualifications and ensuring proficiency. This needs to be an interagency standard as opposed to a single organization card system.

It's important that ICS leadership, especially Incident Commanders, are trained and understand how ICS works. There needs to be oversight and control over who is training ICS. Course facilitators must be qualified in ICS roles to be able to train.

It would be beneficial to introduce a 'membership' system for South African Incident Command System (SAICS) trained members so that one can keep track of those qualified and have a database of qualified people that can be called on, or possibly register the SAICS as a NGO to access funding and keep all ICS work in one stream.

Garden Route District Fire Service, B-Municipalities and Garden Route Disaster Management must build greater capacity through ICS training outside of the emergency services. This is especially the case in B Municipalities and areas that demand all or most operational personnel to be in the field.

Areas where additional capacity could be found include Municipal office staff, NGO volunteers and civil society volunteers. This would allow the firefighters to focus on operations while non-fire line staff could fill the other positions requiring management skills and not firefighting skills. These staff can therefore make up the initial Incident Management Team that will support and guide the Operations function from early on in the incident. The first Incident Management Team as well as an Incident Command Post must be established as soon as possible. As an incident evolves in complexity, a more experienced Incident Management Team can take over command from the first team by way of an effective transition.

In the Garden Route District, it is recommended that each B-Municipality establishes a Type 3 Incident Management Team, Garden Route District establishes a Type 2 or Type 3 Incident Management Team (and Provincial Disaster Management establishes a Type 2 Incident Management Team that can help or rotate with District IMTs on larger and more complex incidents). The other Districts and Municipalities within the Western Cape, if they haven't already done so, could adopt a similar strategy. Ideally the Garden Route District IMT members should be permanently assigned personnel dedicated to specific roles. These assigned team members should also be developing and mentoring aspiring individuals and local IMTs at smaller incidents. If establishing permanently assigned teams is not viable, a standby roster system of those willing, skilled and trained to perform various ICS roles should be established. Advanced ICS training and some form of remuneration would still be needed.

Annual scenario planning and preparedness training must be conducted at Garden Route B-Municipality and District levels. The initial response and incident management of rapidly escalating, large-scale incidents can be extremely complex and challenging, as demonstrated by the Knysna Fires. Scenario training will help maintain readiness and fine tune processes.

In the Garden Route District (and across the Western Cape) there is a need to prioritize the ICS training and development of Division/Group Supervisors, Unit Leaders and Technical Specialists (provide expertise in specialist areas such as meteorology, WUI operations, evacuations, etc.). It is recommended that all wildfire role-players invest in developing capacity in these positions. The Western Cape Directorate Disaster Management and Fire & Rescue Services should oversee and assist (where possible) with this process.

Interagency cooperation and coordination across the Western Cape in general needs to be enhanced and developed. The Western Cape Directorate Disaster Management and Fire & Rescue Services are urged to provide oversight in ensuring that annual interagency training scenarios occur and are even made mandatory. These occasions will provide a helpful environment for relationship building and they will enhance how organizations work together. It is here where challenges and possible conflict can be identified and resolved so that the process is made smoother during actual incidents. The interagency training should involve all levels of crew and supervisor roles in order to simulate real conditions as best as possible. Mutual-aid agreements and deployment standard operating procedures must be developed before an incident to allow for effective resource deployment and tracking.

Garden Route B-Municipalities and E Garden Route District Fire Services need to reform their training requirements to include more wildfire knowledge, skills and expertise. The Western Cape Directorate Disaster Management and Fire & Rescue Services, which has oversight of Fire Services, should consult with educators, Fire Services, Fire Protection Associations and Wildfire Specialists to determine where gaps exist and implement a long-term programme to improve wildfire understanding and knowledge. Current gaps that exist in Eden include:

- wildfire, WUI and education for officers and higher ranks
- wildfire, WUI strategy and tactics training for all crew members
- Incident Command System training for all crew leadership positions
- ongoing skill development (e.g. incorporating new trends and skills, advancing skills, and refresher training) for all crew members
- annual scenario training for all crews, focusing on preparedness for different types of incident, interagency cooperation and command
- strategic planning skills for officers and higher ranks, and
- leadership development training.

Garden Route B-Municipalities and Garden Route District Fire Services should look into the viability of skills and training exchange programmes with Cape Town Fire & Rescue Services (CTFRS) which has a good training center and culture of training. CTFRS can send some of their firefighters to Eden Fire Services to impart skills as well as gain more rural experience. In return, crew members of Municipal and District Fire Services could spend time at the CTFRS training academy and do shifts with crews in the Metro for skills transfer to take place.

Incident Command System training for Garden Route B-Municipal and Garden Route District Fire Services needs to be enhanced by conducting frequent interagency incident simulations including personnel at all levels/ranks.

This simulation and wildfire-readiness training needs to involve wildland firefighting personnel and experts from other organizations including the FPA, contractors and large landowners, etc. This will assist in sharing knowledge and building mutual respect.

Garden Route District Fire Services and B-Municipalities must conduct evacuation-scenario training exercises as part of annual preparedness training. Where possible these scenarios should include active involvement from community leaders and even residents where practical. These scenarios will test leadership of fire crews and emergency resources and help support decision-making during the intensity and pressure of a real incident.

The fitness of firefighters was also a concern – for all ages.

The Garden Route District wildfire industry, specifically Garden Route District Fire Service and B-Municipality Fire Services, require:

- increased focus on wildfire training in specialist areas
- the training and education prerequisites for important wildfire positions, especially those which have a mandates and responsibility for wildfire prevention and reaction, need to be improved, and
- vital leadership positions, in charge of wildfire prevention and reaction, must have requirements for wildfire experience, knowledge and education, specifically focused on the specialist field of wildfire.

Garden Route District Fire Services need to develop, or provide to plan for, an accredited training facility for all the Fire Services in the Garden Route District. This training facility should focus on basic training as well as the areas of specialist wildfire training which have been highlighted. If Garden Route District Fire Services are unable to develop this training academy themselves then they must appoint a service provider to do so.

FIRE CONTROL CENTRE

The Incident Management Teams were not using the provincially produced ICS Toolkit and were still using personalized and organization-specific Excel versions of forms. In the interest of evolving ICS within South Africa it would have been great to see the latest documentation being used.

The Incident Commander role is central to the successful outcome of an incident and the person filling this role needs to be carefully identified once an incident begins escalating in complexity. The Incident Commander is ultimately responsible for all aspects of the incident and factors such as stress, fatigue, potential bias and experience should therefore be considered. It is advised that annual strategic planning of who can fulfil this role in the Garden Route District should be considered and documented, especially for large ongoing incidents.

The Western Cape Directorate Disaster Management and Fire & Rescue Services need to set up incident support equipment in the form of caches based at strategic locations within each of the Western Cape Districts to be used for interagency incidents where resources have incompatible radios: -

- radios, batteries, chargers, signal repeaters, etc. for interagency operations need to be included in the caches as a matter of priority to assist with the current interagency communication challenges;
- material should be stored in easy-to transport crates located at strategic locations;
- specs and functionality of the radios must be discussed with all the Western Cape District Fire Services in order to find a radio solution to solve the identified problem;
- all leadership positions from crew leader up to incident commander must be catered for;
- the radios must enable all resources to speak with one another but also allow for specific private channels;

Note: Over recent years there has been investigation into having all emergency services using the same type of radio system. By all accounts this would be extremely expensive and complicated and no viable solutions have been determined.

Garden Route District Fire Services, Garden Route Disaster Management and B-Municipalities need to look at systems they can implement to scale up their ability to respond to a higher volume of emergency calls received at local levels, such as at Knysna Fire Station. This system needs to be integrated to allow for the local dispatch of emergency resources.

Garden Route District Fire Services and B-Municipalities need to plan for Incident Command Post locations and facilities for future incidents. The state of readiness of these facilities must then form part of annual preparedness plans. The chosen locations must have systems that are protected and contingencies must be planned for.

Note: The Garden Route Disaster Management Centre is currently busy with the procurement of a disaster management information management system with the capability to be used as fire dispatch platform as well.

AUDIT / INVESTIGATION REQUESTS

It is recommended that Garden Route District and B-Municipalities conduct an audit of ICS personnel capacity and capabilities. It is simply not enough to do one ICS position-specific course. There are many practical areas where the implementation of ICS theory is failing (e.g. briefings and transfer of command) and these can only be developed through practice and experience. Based on the outcomes of the audit, all members of Incident Management Teams must then have a clear, focused and ongoing development program aimed at developing skills and maintaining readiness.

The Western Cape Directorate Disaster Management and Fire & Rescue Services needs to conduct an audit of wildfire capabilities in the Eden District Fire Services and the Fire Services of the B-Municipalities (within the Eden District), looking at:

- wildfire-specific leadership ability, level of training and education among all ranks
- risk-reduction work that has been carried out over the past five years

- relationships with supporting resources
- relationships with Southern Cape Fire Protection Association (and landowners)
- levels of wildfire strategic and tactical planning
- Incident Management capabilities
- financial constraints, and
- resources availability

This process will provide more clarity on the areas requiring improvement. This wildfire capability audit would establish priority areas for improved wildfire training, equipment and support structures. The same process could also be used in other Western Cape Districts as a comparative study to establish what is and what isn't working well.

Bitou Municipality Fire Services have an aging fire station in Plettenberg Bay. Their equipment, minimal training and large operational area (as well as an airport) are inadequate or, at the very least, outdated. The fire hydrant at Plettenberg Bay Fire Station is barely functional. All Fire Services should be provided with at least the basic support required to keep their services functional and The Western Cape Directorate Disaster Management and Fire & Rescue Services is requested to take a look into this.

The Western Cape Directorate Disaster Management and Fire & Rescue Services should conduct a comprehensive cost-benefit analysis of aerial resources, vehicle based, and ground crew resources in Garden Route as well as around the Western Cape to guide strategic deployment and possible development strategies for resources.

Knysna Municipality, as a priority, must develop a strategy and implementation plan for business continuity using insights gained from the June 2017 incident. In order to enhance this process, consultation with Western Cape Disaster Management, Garden Route District Disaster Management as well as hazard-specific (i.e. wildfire, storm, weather etc.) professionals is recommended. This process would be beneficial to other municipalities in similar situations. Once the process is completed, it is recommended that a case study be distributed.

PROPOSED MEETINGS / WORKSHOPS / DEBRIEFINGS / SYMPOSIUM

Garden Route District Fire Services, B-Municipalities and Garden Route Disaster Management must look into improving assignment instructions as well as debriefs. Both should be addressed through training and ongoing performance or after-action reviews following incidents. Briefings from supervisors need to be detailed and thorough and cover topics such as: Situation, Mission, Communications, Resources/Support, Safety and Risk Mitigation.

DAFF as well as Provincial, District and Municipal government must hold a meeting in 2018 to devise strategies to strengthen the ability of Fire Protection Associations across the Western Cape. They must empower them to deliver the support and services landowners need to manage their responsibility for wildfires. It is essential that the Fire Protection Associations are also involved in this process.

Landowners, in the Garden Route District, are experiencing challenges with the current systems for prescribed burning. It is recommended that Garden Route District Fire Services and B Municipalities, which should be encouraging landowner-prescribed burning, hold a strategic meeting in 2018 to put together a plan for an optimized system for burn permits, burn approval days and assistance with burning. The Southern Cape Fire Protection Association should represent the landowners in this strategic planning.

Southern Cape Fire Protection Association and Eden B Municipalities need to have a strategic meeting to see if the Southern Cape Fire Protection Association could possibly provide some support to Eden WUI communities. The Fire Protection Association would need to receive support from the local B Municipalities in order to sustain this increased service and responsibility. Just as there are FMUs for landowners in rural areas, WUI community FMUs could possibly be developed.

A recommendation is that the Western Cape Directorate Disaster Management and Fire & Rescue Services establish a Provincial WUI Task Force which has a mix of scientists, wildfire specialists, videographers, photographers, investigators and researchers. Further comprehensive documenting and analysis of Western Cape WUI incidents is required during an incident or as soon after as possible. If such a Task Force is established, it can be activated to the next significant incident in the very early stages. The analyses and footage obtained can be used to drive ongoing improvements in WUI strategy and tactics in the Western Cape.

Garden Route District Municipality along with all the B-Municipalities must hold a symposium focusing on the ignition-resistance strategies for homes, structures, assets and infrastructure in both rural and urban environments with the focus on how town planners, developers, builders, architects and landscapers can implement risk reduction. This strategy needs to consider:

- How ignitions occur: that is ember attack, heat exposure and structure-to-structure ignitions.
- What influences ignitions and spread of fire: aspect, placement on slope, fuels, proximity of homes to one another, prevailing wind directions, etc.
- What mitigation measures can be applied: Fire-resistant building materials, road access, hydrants, urban hazard reduction, defensible space, etc.

Further to this, it is recommended that the audience include other municipalities, organisations and role-players as this strategic meeting will be of interest and offer insights that can be implemented across the Western Cape. Local, and if possible international, wildfire experts as well as organisations such as the National Home Builders Registration Council (NHBC) should be involved.

Garden Route District Fire Services need to be mandated to conduct debriefs with all role-players involved in extended attack wildfires within a reasonable time frame of incidents occurring. This should especially be the case where loss of life and/or property occurred. The process should be built into standard operating procedures and the lessons learned should be formally documented.

The Western Cape Directorate Disaster Management and Fire & Rescue Services needs to hold a training symposium with representatives from all major wildfire industry role-players, training and education providers and, if possible, include international wildfire training experts from countries who have a holistic approach to wildfire, to:

- determine what training is required to cover the current shortfalls

- determine a strategy to bridge the shortfalls
- gain support from all wildfire role-players to help develop and support this strategy.

The symposium will need to look into strategies to address the problem with the availability of quality wildfire-focused training in the Western Cape. The current courses available through the SETAs, for example, are outdated and new training options need to be looked at. These include:

- Education and Training in Fire Management Practices
- Wildland Firefighting for Ground Crews and Engine Crews
- Advanced Wildland Firefighting Strategy and Tactics
- Advanced Remote Area Strategy and Tactics
- Wildfire Behaviour, Strategy and Tactics
- Fireline Safety for Leadership
- Fireline Safety for Line-going Personnel
- Initial Attack Incident Command
- Division Group Supervisor integrating Wildfire Behaviour, Strategy and Tactics
- WUI Incident Preparation, Operations and Leadership
- WUI Incident Wildfire Behaviour, Advanced Strategy and Tactics
- Structure Protection Group, Strategy and Tactics
- Leadership for Wildland Supervisors, and
- Further ICS Training in identified areas

It is highly recommended that Garden Route District Fire Services hold a symposium in 2018 involving all wildfire role-players in the Garden Route District (especially landowners), to seek solutions to the current challenges. The National Veld and Forest Fire Act No. 101 of 1998 places responsibility on landowners to prevent wildfire spread but also sets out the responsibilities of the State (local government) to create a conducive environment for this to occur. The existing framework for this to happen exists. However, it is not always clear, and there are issues in the system which are hindering matters further.

- This symposium would encourage and facilitate a more collaborative environment for dealing with wildfire risk.
- Fire Services from around the Western Cape, especially the District Fire Services, should be invited to help guide solutions and offer insights into ways of overcoming challenges.
- Landowners must be represented as they are the ones experiencing problems on the ground. If the symposium purely involves FPA Managers, Fire Services, DAFF, etc. then it will lack the insight that could be gathered from those who sit with the actual problems.

Before the symposium, it is recommended that Garden Route District Fire Services, together with the B-Municipalities and the Southern Cape Fire Protection Association, hold a strategic meeting or series of meetings to work on strengthening their own relationships.

They should also work out ways in which they can assist in building the capabilities of large and small landowners. Aspects they need to look into include:

Ensuring that there is a system for sharing advice and information with landowners. There should be a database, which is accessible on different media platforms, on which information topics such as fuel management, preparation, defensible space, fire-resistant building materials, planning, warnings, protective actions, evacuation, defending your home and last resort survival are discussed. It is essential that this information is customised to target different audiences.

- How to apply strategic wildfire risk-based land management and planning and make this information publicly available so it can be taken down to the local Fire Protection Association level of planning.
- Create organisational and institutionalised partnerships to help build landowner and community capability and capacity.
- Play a supportive function to individuals, landowners and communities when they are actively taking steps to improve, but may need outside help. For example, Garden Route District Fire Services may assist a landowner with a prescribed burn or conduct training with landowner resources to help them advance their skill set.
- Play a supportive function in helping communities to recover from wildfires.
- Ensure an effective, well-coordinated response to wildfires that incorporates formal interagency response agreements and planning.
- A system to provide incident information feedback to a community during a wildfire.
- Document wildfire incident information and lessons learned in order to help learn from wildfires and create a central database open to the public.
- Have an operational wing which ensures wildfire compliance, as well as an incentive based system for landowners. For example, fines, increased taxes for noncompliance or tax rebates for investment in risk reduction.
- Set the example on State-owned land. If private landowners are required to be 'wildfire compliant' State land, reserves and suburbs should lead the way in showing what wildfire resilience is all about.
- Undertake wildfire risk-reduction projects for informal settlements and vulnerable communities that cannot conduct the work themselves.

Garden Route District Fire Services, together with the B-Municipalities and the Southern Cape Fire Protection Association, need to hold a strategic meeting to discuss systems that can be used to help homeowners and landowners adopt good wildfire risk reduction behaviors that:

- motivate them
- apply the right amount of pressure, and
- create an environment for success.

HUMAN RESOURCES / CAREER OPPORTUNITIES

Garden Route District Fire Services together with assistance and guidance from the Western Cape Directorate Disaster Management and Fire & Rescue Services need to develop enhanced wildfire crew specialist roles and crews:

- Full time Wildfire Specialist Ground Crews
- WUI Specialist Crews and Leadership
- Remote Area Crews (Lightning-strike specialists), and
- Incident Management Teams.

SUPPORT & ASSIST

The Western Cape Directorate Disaster Management and Fire & Rescue Services needs to urgently prioritize (in 2018) guidance and assistance to Garden Route District Fire Services on how to create organizational and institutionalized partnerships between the Garden Route District Municipality and the B-Municipalities and the Southern Cape Fire Protection Association. This will help set the environment for improved working relationships and better cooperation. A further recommendation would be to look to other District Fire Services in the Western Cape that have managed to develop good institutional relationships.

General

An amount of R750, 000 has been budgeted for an electronic Disaster and Fire Management System. The initial estimate of an electronic system of R12 million was based on the statutory functions of a B-Municipality. At the last ICT Steering committee it was decided that our IT Department will co-ordinate this initiative. Request for further financial support has been submitted to Province and they have indicated that we can use the system that they use and in interaction with the developers of the system they have indicated that the additional components used by us will have to be developed and will be at a cost. The system researched by the Fire and Rescue Services and Disaster Management makes it possible to roll it out to the local municipalities.

It is planned that after the workshop by Vulcan, action plans and SOP'S will be developed. The training required for the use of this system will be included in the WSP.

FINANCIAL IMPLICATIONS

In terms of the Disaster Management Information Management system council has committed R750 000-00 p.a. for the next three financial years. The rest of the disaster management related activities will be done as part of the normal DMC's operational budget.

RELEVANT LEGISLATION

Legal framework for wildlands fire management

The two key Acts governing the administration of fires in wildlands in South Africa are the National Veld and Forest Fire Act (NVFFA) 101 of 1998 and the Fire Brigade Services Act (FBSA) 99 of 1987.

The National Veld and Forest Fire Act aims to facilitate an integrated approach to the management of veld, forest and mountain fires. It links natural resource management by property owners, collectively or individually, to the integrated fire management system (i.e. ecological fire management, fire prevention- fire preparedness and fire response).

The act is primarily a piece of environmental management legislation and not an emergency services law.

Chapter 2 of the act provides for the establishment of voluntary Fire Protection Associations (FPAs) between local owners of land (including communal land) for the purpose of collective wildland fire management, and their empowerment through registration and the recognition of their Fire Protection Officers (FPOs). It sets out the duties and responsibilities of FPA's and links them to municipal fire services through the requirement that the officer in the municipality empowered by the FBSA should be the FPO for the FPA.

Chapter 3 of the act introduces the national Fire Danger Rating System (FDRS), an early warning system and fire-control support system for the country as a whole.

Chapter 4 sets mandatory requirements for boundary firebreaks in areas of veld fire risk, and

Chapter 5 sets minimum standards for readiness for fires, and for firefighting.

The Fire Brigade Services Act (FBSA) provides for the establishment, coordination and standardisation of fire brigade services. Local and District Municipalities are required in terms of the act to establish and maintain a fire brigade service for *inter alia*: preventing the outbreak or spread of a fire; fighting or extinguishing a fire; and the protection of life or property against a fire.

Section 2 of the act provides for the establishment of a Fire Brigade Board, responsible for the regulation of the Fire (and Rescue) Service.

The act prescribes that each fire brigade service must only be employed inside the area of jurisdiction of the local authority concerned, unless the local authority is requested or (in terms of a co-operation agreement) has agreed to perform those services outside its area.

The powers of members of a fire brigade service, set out in section 8 of the Act, are typically emergency management powers that may be exercised when a fire has occurred. The act enables local authorities (municipalities) to make by-laws or regulations for its area of jurisdiction regarding any matter which that local authority deems necessary or expedient to the effective employment of its service.

A third Act, the *Disaster Management Act, 57 (DMA)* of 2002, as amended, and its associated *National Disaster Management Framework* (2005), are also important to fire management in wildlands. The act provides for the establishment of a National Disaster Management Centre. The National Disaster Management Centre (NDMC) has the objective of promoting an integrated and coordinated system of disaster management, with a special emphasis on prevention and mitigation.

Each national organ of state, province and municipality are required to prepare a disaster management plan and coordinate and align the implementation of its plan with other role players.

The disaster management plan must *inter alia* provide for: preventing or reducing the risks of disasters in the area of jurisdiction; mitigating the severity of consequence of disasters; facilitating emergency preparedness; developing a rapid and effective response to disasters; and undertaking post-disaster recovery and rehabilitation.

COMMENTS: EXECUTIVE MANAGER CORPORATE SERVICES

GRDM needs to coordinate the Management of Disaster Management across the Garden Route District. This item needs to be elevated to the DCF and MMF for discussion. The comprehensive Communication strategy regarding Disaster Management across the Garden Route District needs urgent attention.

COMMENTS: EXECUTIVE MANAGER FINANCIAL SERVICES

Content of the report are noted.

COMMENTS: EXECUTIVE MANAGER PLANNING & ECONOMIC DEVELOPMENT SERVICES

Contents of the report are noted. The recommendations as advanced by the department are supported.

COMMENTS: EXECUTIVE MANAGER ROADS & TRANSPORT PLANNING SERVICES

The content of the report is noted. The comments of the Exec Man: Corporate Services is supported.

COMMENTS: MANAGER LEGAL SERVICES

Contents of the report are noted.

UITVOERENDE OPSOMMING

Na afloop van die Junie 2017 rampspoedige vure in beide Knysna sowel as Bitou plaaslike munisipale areas, het die Premier van die Wes-Kaap, Me. Helen Zille, versoek dat daar 'n volledige ondersoek insake die lesse geleer gedurende hierdie brande geloodts moes word.

Die Provinsiale Rampbestuur Sentrum het die firma Vulcan Wildfire Management aangestel om hierdie ondersoek te doen.

Hul ondersoek is in Junie 2018 amptelik aan alle rolspelers bekend gemaak en vervat 'n aantal aanbevelings wat die volgende insluit:

- *Dit is van kardinale belang dat daar 'n spesiale brandbestrydingsprotokol vir die bestuur van brande in die bos en veld stedelike koppelvlak areas opgestel word.*
- *Die Tuinroete DM Brand en reddingsdiens en die plaaslike owerhede in die distrik se Brandweerhoofde moet poog om deur middel van bywette en insentiewe die gedrag van grondeienaars te verander om te verseker dat voorkomende stappe wat insluit die maak van brandbane en die aansluit by brand beskermings verenigings verseker.*

- *Dat die Tuinroete DM Brand en Reddingsdiens 'n brand simposium aanbied wat daarop sal fokus om te verseker dat daar 'n stelsel saamgestel word vir die deel van advies en inligting met grondeienaars. Hierdie stelsel moet 'n databasis insluit wat op verskillende media platforms toeganklik is en wat brandstofbestuur, brandweerbaarheid voorbereiding, die skep van 'n verdedigbare ruimte rondom strukture, die gebruik van brandbestande boumateriaal, vroeë waarskuwings, pro-aktiewe beskermingsaksies, ontruiming van gevaar areas, en die beskerming van jou huis aanspreek.*
- *Die skep van organisatoriese en geïntitutionaliseerde vennootskappe om te help om beide die grondeienaar en die gemeenskapsvermoë en kapasiteit te bou.*
- *Die aanbied van opleiding en die uitgee van advies aan grondeienaars om hulle vaardigheidsvlak ten opsigte van bos en veldbrand voorkoming en bestuur uit te bou.*
- *Die opstel van hulpverlenings ooreenkomste met alle brandbestrydings rolspelers.*
- *Die daarstel van 'n stelsel wat daarop gemik is om voorvalinligting terug te gee aan gemeenskappe tydens 'n veldbrand.*
- *Die daarstel van 'n sentrale databasis waar alle bos- en veldbrand insidente gedokumenteer word met spesifieke verwysing na lesse geleer en remiderieënde stappe geneem na afloop van elke vuur.*
- *Die daarstel van 'n operasionele vleuel wat die afdwing van brandriskiko vermindering bywette toepas sowel as 'n aansporingsgebaseerde stelsel vir grondeienaars. Byvoorbeeld, boetes, verhoogde belasting vir nie-nakoming of belastingkortings vir belegging in risikobeperking.*
- *Dat veldbrand risikobeperkings projekte vir informele nedersettings en kwesbare gemeenskappe wat nie self die werk kan uitvoer nie deur die plaaslike owerhede uitgevoer word;*

RECOMMENDATION

1. That Council takes note of the recommendations as depicted in the recent Vulcan report.
2. That the authors of the Vulcan report and the Provincial Disaster Management Centre - Fire Service section be invited to attend a one day workshop with all the fire related services in the Garden Route District including but not limited to representatives from all the local municipalities, Garden Route District Councillors, Cape Pine, PG Bison, SANParks, Cape Nature and the South Cape Fire Protection Agency. (The purpose of this workshop should be to develop action plans to ensure the rapid implementation of the recommendations contained in this report.)
3. That Council be provided with a progress report within three months in terms of the action plans developed in this regard after this workshop.

AANBEVELING

1. *Dat die Raad kennis neem van die aanbevelings soos vervat in die Vulcan verslag.*
2. *Dat die ouditeurs van die Vulcan verslag asook die brand dienste afdeling van die Provinsiale Rampbestuur Sentrum genooi word na 'n eendag werkswinkel met alle brand rolspeleers in die Tuinroete DM wie onder andere insluit 'n verteenwoordiger van alle plaaslike owerhede, Tuinroete DM Raadslede, Cape Pine, PG Bison, San Parke, Kaase Natuurbewaring asook die Suid Kaap Brandbeskermings Vereniging. Die doel van hierdie werkswinkel moet wees om aksieplanne saam te stel wat sal bydra tot die implementering van die aanbevelings soos vervat in die Vulcan verslag.*
3. *Dat daar binne drie maande 'n vorderingsverslag aan die Raad voorgelê word na afloop van hierdie werkswinkel.*

ISINDULULO

1. Sesokuba iBhunga lithathele ingqalelo isindulula neziphawulwe yingxelo yekutsha nje ye Vulva.
2. Sesokuba ababhali bengxelo yabakwa Vulcan kunye Neziko Lezolawulo Lwentlekele Kwiphondo-Icandelo Lenkonzo Yezomlilo bamenywe ukuba bazimase I workshop yosuku lwazo zonke inkonzo ezayamaniswa nezomlilo kuMasipala Wesithili se Garden Route kuquka bonke abamalei ngokungenamkhethe bomasipala basekuhlaleni, oOceba boMasipala Wesithili se Garden Route Pine, PO Bison, SANParks, Cape Nature kunye ne Arhente Yezokhuseleko Lomlilo yoMzantsi Akapa. (Injongo yale workshop kufuneka imisele indlela yokuthabatha amanyathelo okuqinisekisa ukumiselwa ngokukhawulela kwezindululo ezikwingxelo).
3. Sesokuba kwisithuba senyanga ezintathu iBhunga linikezelwe ngengxelo entsha ngokwemiqathango yamanyatheo ezicwangciso eziye zenziwa malunga noku, emveni kwe workshop.

APPENDIX

Annexure A: Vulcan Report

ACRONYMS

AAR - After Action Review
DAFF - Department of Agriculture, Forestry and Fisheries
DMC – Eden Disaster Management Centre
FDI - Fire Danger Index
FMU - Fire Management Unit
FPA - Fire Protection Association
FPO - Fire Protection Officer
IAP - Incident Action Plan
ICP - Incident Command Post
ICS - Incident Command System
IC - Incident Commander
IMT - Incident Management Team
IT - Information Technology
IDP - Integrated Development Plan
IPCC - Intergovernmental Panel on Climate Change
JOC - Joint Operations Centre
MTO - Mountains to Oceans Forestry
NSRI - National Sea Rescue Institute
NGO - Non-Governmental Organization
PPE - Personal Protective Equipment
PDMC - Provincial Disaster Management Centre
PIO - Public Information Officer
ROS - Rate of Spread
SAICS - South African Incident Command System
SANParks - South African National Parks
SCFPA - Southern Cape Fire Protection Association
SOP - Standard Operating Procedure
VWS - Volunteer Wildfire Services
WUI - Wildland Urban Interface
WoF - Working on Fire

[BACK TO AGENDA](#)

**EXTENSION OF SERVICE LEVEL AGREEMENT OF WORLEYPARSONS PUBLIC,
PRIVATE PARTNERSHIP FOR THE ESTABLISHMENT OF A REGIONAL LANDFILL
FACILITY FOR THE GARDEN ROUTE DISTRICT MUNICIPALITY / VERLENGING
VAN DIENSLEWERINGSOOREENKOMS VAN WORLEYPARSONS, PUBLIEKE,
PRIVATE VENNOOTSKAP VIR DIE VESTIGING VAN DIE STREEK LANDVUL
FASILITEIT VIR DIE TUINROETE DISTRIKSMUNISIPALITEIT / UKWANDISWA
KWESIVUMELWANO SEBAKALA LENKONZO SABAKWA WORLEYPARSON
SOLUNTU, UBAMBISANO LWABUCALA NGOKUMISELWA KWEBALA
LENKUNKUMA LENGINGQO LOMASIPALA WESITHILI SE GARDEN ROUTE
(682570)**

(17/5/1/1)

15 October 2018

**REPORT FROM THE EXECUTIVE MANAGER: COMMUNITY SERVICES
(C AFRICA) / MANAGER DISTRICT WASTE MANAGEMENT (ME HUBBE)**

PURPOSE OF THE REPORT

To request Council approval to extend the Service Level Agreement of the Transactional Advisors, WorleyParsons, without any additional cost to Council.

BACKGROUND / DISCUSSION

Due to the fact that Council does not have the necessary funds to construct the Regional Landfill Facility, the decision was taken to investigate the possibility to secure a Private, Public Partnership (PPP) to build and operate the facility over a ten (10) year contract period.

An agreement was entered into between WorleyParsons and Garden Route District Municipality that will expire on 30 November 2018 (addendum attached as Annexure 01).

The project was delayed due to the timeframe of the approval processes of the Development Bank of Southern Africa in order to finalise and approve the Terms Sheet and Financial Model. At this stage it is envisaged that the abovementioned approvals will be concluded by end of October 2018 after which the Treasury Views and Recommendations III (TVR III) and the Municipal Finance Management Act Section 33 processes will commence. The TVR III (30 days process) and Section 33 (60 days process) processes will run concurrently.

The abovementioned unforeseen approval process delays will subsequently result in the contract for the Public Private Partnership for the establishment of a regional landfill facility for the Garden Route District Municipality including alternative waste treatment technology options not being finalised by the contract expiry date of 30 November 2018.

Taking the abovementioned delays as well as the December festive season into consideration, the contract will need to be extended to 28 February 2019 in order to finalise and approve the PPP Agreement. The extension will not have any additional cost implication to Council.

The intention to extend the Memorandum of Agreement will be advertised in the local newspaper for comments from the public according to Section 116 of the Municipal Finance Management Act No. 56 of 2003.

COMMENTS: EXECUTIVE MANAGER FINANCIAL SERVICES

The content of report is noted.

COMMENTS: EXECUTIVE MANAGER CORPORATE SERVICES

The content of report is noted.

COMMENTS: EXECUTIVE MANAGER PLANNING & ECONOMIC DEVELOPMENT SERVICES

Content of the report are noted.

COMMENTS: MANAGER LEGAL SERVICES

The content of the report is noted.

FINANCIAL IMPLICATIONS

Existing contract cost – outstanding amount of R517 233.00 incl. VAT.

1. Invoice 8 - R255 139.00 incl. VAT (End October 2018).
2. Invoice 9 - R262 094.00 incl. VAT (On conclusion of contract).

RELEVANT LEGISLATION

National Environmental Management: Waste Act, No. 59 of 2008

Municipal Finance Management Act, No. 56 of 2003

Municipal Systems Act, No. 32 of 2000

Municipal Systems Amendment Act, No. 44 of 2003

Municipal Structures Act, No. 117 of 1998

Local Government: Municipal Public Private Partnership Regulations (01 April 2005)

UITVOERENDE OPSOMMING

Die bestaande Memorandum van Ooreenkoms met WorleyParsons sal op 30 November 2018 verval.

Die projek is vertraag deur die tydraamwerk van die goedkeuringsprosesse van die Ontwikkelingsbank van Suid-Afrika om die Terme Blad en Finansiële Model te finaliseer.

Die bogenoemde onvoorsiene vertragings sal veroorsaak dat die kontrak vir die vestiging van 'n streek landvul fasiliteit vir die Tuinroete Distriksmunisipaliteit insluitend alternatiewe afval behandeling opsies nie teen 30 November 2018 gefinaliseer sal word nie.

Die kontrak sal van 30 November 2018 tot 28 Februarie 2019 verleng moet word om die finalisering en goedkeuring van die PPP Ooreenkoms te verseker. Die verlenging van die kontrak sal geen addisionele kostes vir die Raad inhou nie.

Die voorneme om die Memorandum van Ooreenkoms te verleng sal vir publieke kommentaar in die plaaslike koerant geadverteer word ingevolge Artikel 116 van die Munisipale Finansiële Bestuurswet, Wet 56 van 2003.

RECOMMENDATION

1. That Council approves the extension of the Memorandum of Agreement between Garden Route District Municipality and WorleyParsons from 30 November 2018 to 28 February 2019.
2. That approval is granted with no additional cost to Council.

AANBEVELING

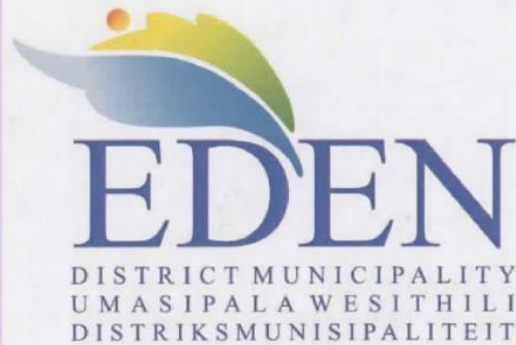
1. *Dat die Raad die verlenging van die Memorandum van Ooreenkoms tussen Tuinroete Distriksmunisipaliteit en WorleyParsons vanaf 30 November 2018 tot 28 Februarie 2019 goedkeur.*
2. *Dat goedkeuring verleen word sonder enige addisionele koste vir die Raad.*

ISINDULULO

1. Sesokuba iBhunga liphumeze ukwandiswa Kwesivumelwano Sokuqondana phakathi koMasipala Wesithili se Garden kunye nabakwa WorleyParson ukususela 30 kweyeNkanga 2018 ukuya 28 kweyoMdumba 2019.
2. Sesokuba ukuphunyezwa kunikezwe ngaphandle kwendleko kwiBhunga.

APPENDIX

Annexure 01: Addendum to Memorandum of Agreement expiring on 30 September 2018.



**ADDENDUM TO MEMORANDUM OF AGREEMENT ENTERED
INTO BY AND BETWEEN**

Eden District Municipality

a municipality duly established in terms of the Local Government :

Municipal Structures Act 117 of 1998

herein represented by **MONDE GIVEN STRATU** in his capacity as

Municipal Manager duly authorised thereto

(hereinafter referred to as "**the District Municipality**")

and

WorleyParsons RSA (Pty) Ltd

a company duly registered in terms of the Companies Act, 2008 (as amended)

Registration number 1989/002048/07

herein represented by **JOLENE ANNE KRUGER**, in her capacity as **Legal Advisor**

duly authorised thereto

(hereinafter referred to as "**the Service Provider**")

PREAMBLE:

WHEREAS the Parties concluded a Service Level Agreement dated 14 March 2014, hereinafter referred to as the Principle Agreement;

AND WHEREAS Council granted approval for the extension from 30 September 2018 to 30 November 2018, with no additional costs to the District Municipality

NOW THEREFORE the Parties agree to amend certain clauses to the Principle Agreement as follows:

1. Ad Clause 4.1

Notwithstanding the date of signature, this Addendum shall commence on 30 September 2018 and terminate upon completion of the services described herein, which shall not exceed 30 November 2018, unless the provisions of clause 6.4 (performance of service) are invoked, save for the provisions of clauses 10 and 11.

2. General

This Addendum, together with the remainder of the Principle Agreement, constitutes the whole agreement between the Parties as to the subject matter hereof and no agreement, representations or warranties between the Parties other than those set out herein, are binding on the Parties.



BACK TO AGENDA

**REPORT ON THE TRANSFER OF COUNCIL PROPERTIES TO MOSSELBAY
MUNICIPALITY / *VERSLAG RAKENDE DIE OORDRAG VAN RAADSEIENDOMME
NA MOSSELBAAI MUNISIPALITEIT* / INGXELO NGOKUNIKEZELWA
KWEMIHALABA YEBHUNGA KUMASIPALA WASE MOSSEL BAY (683019)**

(7/4/3/1)

10 October 2018

**REPORT FROM THE EXECUTIVE MANAGER PLANNING & ECONOMIC DEVELOPMENT (L
MENZE) / ACTING MANAGER PROPERTIES (M APPELS)**

PURPOSE OF THE REPORT

To obtain approval from Council for the transfer properties from Garden Route District Municipality to Mosselbay Municipality.

BACKGROUND/DISCUSSION

Council will recall that the Municipal Manager and management were empowered, by means of a Council resolution, taken in 2017, to look into viable ways of turning around the municipality's property portfolio. This included properties that were laying fallow, such as farms, and properties which were not adding any desired value to the district municipality and thus becoming liabilities instead of being assets. Part of that resolution, was to ask the Municipal Manager and Management to find an effective way of turning around the properties of the municipality and thereby constantly appraising Council on decisions to be made and progress thereof. The management intention with regards to this matter was:

- To resolve dispute with B-municipalities, wherein there was perceived dispute even those properties that were under dispute belonged to Garden District Municipality;
- To consider Public Private Partnership as way of turning the properties around, or any possible solution that will generate high returns to Council;
- To consider long term lease agreements with prospective individuals or companies as a way of maximising on income;
- To alienate on market value on assets that are of no value to Council; and
- To possibly consider exchanging with B-municipalities on assets or properties with B-Municipalities with properties that will have economic value/

The first phase of this process was undertaken with Mossel Municipality, strategically so to resolve the protracted impasse on erf 271 and 274 (Reebok). Both these properties have been on what is coined as Inter-Governmental Relations (IGR) dispute lodged by Mossel Bay Municipality with Provincial Government of the Western Cape.

Various discussions took place with officials from Mossel Bay Municipality, including their Municipal Manager and officials from the Garden Route District Municipality. Consensus was reached on the following properties to be transferred to Mossel Bay Municipality, subject to Council approval, Item 174-08/2018 as follows:

1. Erf 118 Herbertsdale (old Post Office currently operating as a bakery) – to be transferred to Mossel Bay Municipality
2. Erf 488 Tergniet (Parking area, municipal ablution block and waster transfer station) – to be transferred to Mossel Bay Municipality;
3. Erven 76, 77 and 78 Little Brak River (Mid-Brak cemetery and community Hall) to be transferred to Mossel Bay Municipality;
4. Erf 238 Little Brak River (Public Street) – to be transferred to Mosel Bay Municipality;
5. Erf 99 Glentana (Parking area, municipal ablution block and picnic/braai area) – to be transferred to Mossel Bay Municipality;
6. Erf 1040 Little Brak River (Municipal Reservoir) – to be transferred to Mossel Bay Municipality;
7. Portion 2 of the farm Hoogekraal No 238 is to be subdivided and the southern portion in which the municipal reservoir is situated be transferred to Mossel Bay Municipality

All these transfers can only be effective by a means of a Council Resolution, hence this item is brought to Council for consideration. Enclosed herewith is the resolution from Mossel Bay Municipality with regards to these properties and their Council's consent on the negotiation properties.

Based on the properties and the agreements reached thereof, it was unanimously agreed in that meeting that Mossel Bay Municipality will in turn consider the following;

1. Erf 12406 Mossel Bay (Garden Route Municipal Health Services Offices) transfer those offices to Garden Route District Municipality.
2. Erf 3803 Mossel Bay (Fire Station), on this property the building belongs to Mossel Bay Municipality, and the land belongs to Garden Route District municipality, and it was then resolved that separate negotiations be considered with Mossel Bay advised to place an offer to purchase of that property. Further to the above, the property will need to be subdivided to accommodate the Roads Department's vehicles and machinery in Mossel Bay with the greater portion for the Fire Station.

Based on the issues raised and the flexibility of the negotiations between the municipalities, it was indicated in the meeting that these concessions will in a way annul the already cited IGR dispute on Erf 264 and Erf 271.

FINANCIAL IMPLICATIONS

At this stage none, however, there will costs borne by Garden Route District Municipalities on properties to be transferred to us, by Mossel Bay Municipality.

RELEVANT LEGISLATION

- Local Government : Municipal Finance Management Act 56 of 2003
- Constitution of the Republic of South Africa 1996
- Local Government: Municipal Structures Act 117 of 1998
- Local Government: Municipal Systems Act 32 of 2000
- Local Government: Municipal Finance Management Act 56 of 2003
- Local Government: Municipal Property Valuations Act 6 of 2004
- Eden District Municipality Immovable Property Management Policy, June 2012
- Municipal Asset Transfer Regulations GNR 878 dated 22 August 2008

UITVOERENDE OPSOMMING

Dat die Raad kennis neem van Mosselbaai Munisipaliteit se versoek aangaande eiendomme.

RECOMMENDATION

It is recommended:

1. That Council takes note of the report and discussions that ensued between the two municipalities.
2. That approval be granted for the transfer of Erf 118, Herbertsdale (542 m²); Erf 488 Tergniet (5 499 m²); Erf 76 (2 230 m²); Erf 77 (2 230 m²); Erf 78, Little Brak River (1,4211 ha); Erf 238 Little Brak River (1 5026 ha); Erf 99 Glentana (4 7057 ha); Erf 1040 Little Brak River (6 500 m²) and a portion of Portion 2 of the Farm Hoogekraal No 238 (±4,8 ha) from Garden Route District Municipality to Mossel Bay as it is utilised for Municipal purposes.
3. That Mossel Bay Municipality will be responsible for all costs related to the transfer of the abovementioned properties, including the subdivision costs of the southern Portion of Portion 2 of the Farm Hoogekraal No 238, and rezoning costs if any.
4. That approval be granted for the transfer of Erf 12406, Mossel Bay (±1 188 m²) from Mossel Bay Municipality to Garden Route District Municipality as it is utilised by Garden Route District Municipality Health Services as offices.
5. That Garden Route District Municipality will be responsible for all costs related to the transfer of Erf 12406, Mossel Bay.
6. That a transfer agreement be entered into between the parties and no rights and/or obligations will vest herein, before the transfer agreement is signed by both parties.

7. That approval and delegated powers be granted to the Municipal Manager and such relevant officials as he deems necessary to enter into negotiations with Garden Route District Municipality regarding the transfer of the Fire Station (Erf 3803, Mossel Bay) to the Municipality and that a full report be referred back to Council regarding the terms and conditions agreed upon."
8. The approved recommendations be implemented within applicable legislative provisions

AANBEVELING

1. *Dat die Raad kennis neem van die verslag en die bespreking wat plaasgevind het tussen die twee munisipaliteite*
2. *Dat goedkeuring verleen word vir die oordrag van Erf 118, Herbertsdale (542 m²); Erf 488 Tergniet (5 499 m²); Erf 76 (2 230 m²); Erf 77 (2 230 m²); Erf 78, Klein Brak Rivier (1,4211 ha); Erf 238 Klein Brak River (1 5026 ha); Erf 99 Glentana (4 7057 ha); Erf 1040 Klein Brak Rivier (6 500 m²) en 'n gedeelte van die Hoogekraal No 238 (±4,8 ha) van Tuinroete Distriksmunisipaliteit na Mosselbaai aangesien dit gebruik word vir munisipale doeleindes.*
3. *Dat Mosselbaai Munisipaliteit verantwoordelik sal wees vir alle kostes rakende die oordrag van die bogenoemde eiendomme insluitende die kostes vir die subdivisies van die suidelike gedeelte van gedeelte 2 van die Plaas Hoogekraal No 238 en hersoneringskoste as enige.*
4. *Dat goedkeuring verleen word vir die oordrag van Erf 12406, Mosselbaai (±1 188 m²) van Mosselbaai Munisipaliteit na Tuinroete Distriksmunisipaliteit aangesien dit gebruik word as kantore deur Garden Route Distriksmunisipaliteit Gesondheidsdienste.*
5. *Dat Tuinroete Distriksmunisipaliteit verantwoordelik sal wees vir alle koste wat verwant hou met die oordrag van Erf 12406, Mosselbaai.*
6. *Dat 'n oordragsooreenkoms aangegaan word tussen die twee partye en dat geen regte en/of verpligtinge geldig sal wees alvorens die oordragsooreenkoms deur beide partye geteken is.*
7. *Dat goedkeuring en delegasies toegestaan word aan die Munisipale Bestuurder en toepaslike amptenare soos hy dink is nodig om te onderhandel met Tuinroete Distriksmunisipaliteit rakende die oordrag van die Brandweer stasie (Erf 3803, Mosselbaai) na die munisipaliteit en dat 'n volledige verslag terug verwys word aan die Raad rakende die terme en voorwaardes wat ooreengekom is.*
8. *Die goedgekeurde aanbevelings geïmplementeer word binne die toepaslike wetgewing.*

ISINDULULO

Kundulululwe ukuba:

1. IBunga lithathele ingqalelo ingxelo kwaye kubekho ingxoxo phakathi kwabamasipala babini.
2. Sesokuba kunikwe imvume yokunikezelwa ngo Erf 118, Herbertsdale (542 m²); Erf 488 Tergniet (5 499 m²); Erf 76 (2 230 m²); Erf 77 (2 230 m²); Erf 78, Little Brak River (1,4211 ha); Erf 238 Little Brak River (1 5026 ha); Erf 99 Glentana (4 7057 ha); Erf 1040 Little Brak River (6 500 m²) and a portion of Portion 2 of the Farm Hoogekraal No 238 (\pm 4,8 ha) usuka kuMasipala Wesithili se Garden Route ukuya kuMasipala wase Mossel Bay njengoko usetyenziselwa imfuno zoMasipala.
3. Sesokuba uMasipala Wase Mossel Bay uzakubanoxanduva lazo zonke ingxelo ezayamaniswa nokunikezelwa kwalemihlaba iphawulwe ngasentla, kuquka nengxeko zezahlulelo zomhlatyana okumazantsi kumhlatyana 2 kwi Fama Hoogekraal No 238, kunye nendleko zokumiselwa ngokutsha ukubangaba zikhona.
4. Sesokuba kunikwe imvume yokunikezelwa ko Erf 12406, e Mossel Bay(\pm 1 188 m²) ukusuka kuMasipala wase Mossel Bay unikezelwa kuMasipala Wase Garden Route njengoko usetyenziswa Licandelo Lezempilo Zomasipala we Garden Route njenge ofisi.
5. Sesokuba uMasipala Wesithili se Garden Route uzakubanoxanduva lazo zonke indleko ezayamniswa nokunikezelwa ko erf 12406, e Mossel Bay.
6. Sesokuba kungenelelwe kwisivumelwano kwaye akukho makunya okanye zinyanzeliso ezizakubandakanywa phambi kokutyikitywa kwesivumelwano.
7. Sesokuba amagunya okuphumeza nolawulo anikezwe uMphathi Masipala namagosa athile afanelekileyo nalapho abona kufanelekile ukuba angenelele kwingxoxo kunye noMasipala Wesithili se Garden route malunga nokunikezelwa kweSikhululo Sezomlilo(Erf 3803,e Mossel Bay) kuMasipala kwaye ingxelo ephieleleyo ibuyiselwe kwiBhunga malunga nemithetho nemigqaliselo ekuvunyelwene ngayo.
8. Izindululo eziphunyeziweyo zimiselwe nemithetho efanelekileyo ethe yamiselwa.

APPENDIX

NAVRAE:
ENQUIRIES: L Menze

KONTAKNR
CONTACT NO 044 803 1498

VERW:
REF: 8/3/1/1

KANTOOR:
OFFICES: George

DATUM
DATE 18 June 2018



*Kantoor van die Munisipale Bestuurder
Office of the Municipal Manager*

The Municipal Manager
Mossel bay Municipality
101 Marsh Street
MOSSSEL BAY
6500
ATTENTION: Adv Thys Giliomee

Sir,

TRANSFER OF PROPERTIES TO MOSSSEL BAY MUNICIPALITY

The contents of your letter addressed to the Executive Manager: Planning and Economic Development Services (Mr. Lusanda Menze), on May 29, 2018, refers. Firstly, I wish to thank Mossel Bay on the constructive meeting we had on May 28, 2018, wherein both Eden District Municipality and Mossel Bay Municipality, in principle agreed on a number of issues, regarding our properties within your jurisdiction. Based on the meeting held as enunciated above, we wish to agree on the following that, Eden District Municipality, in principle agrees on the following:

1. Erf 118 Herbertsdale (old Post Office currently operating as a bakery) – to be transferred to Mossel Bay Municipality.
2. Erf 488 Tergniet (Parking area, municipal ablution block and waste transfer station) – to be transferred to Mossel Bay Municipality.

3. Erven 76, 77 and 78 Little Brak River (Mid-Brak cemetery and community Hall) – to be transferred to Mossel Bay Municipality
4. Erf 238 Little Brak River (Public Street) – to be transferred to Mossel Bay Municipality – site visit has been done.
5. Erf 99 Glentana (Parking area, municipal ablution block and picnic/braai area) - to be transferred to Mossel Bay Municipality.
6. Erf 1040 Little Brak River (Municipal Reservoir) – to be transferred to Mossel Bay Municipality – site visit has been done.
7. Portion 2 of the farm Hoogekraal No. 238 is to be subdivided and the southern portion in which the municipal reservoir is situated be transferred to Mossel Bay Municipality.

It was unanimously agreed in that meeting that based on the above 1-6, Mossel Bay Municipality will in turn consider the following:

1. Erf 12406 Mossel Bay (Eden Health Services) – to be transferred to Eden District Municipality.
2. Erf 3803 Mossel Bay (Fire Station) separate negotiations be considered, with the Mossel Bay being encouraged to place an offer to Purchase.

It is hoped that after this positive agreement between the two municipalities, such concessions can be used to nullify the already existing dispute on Erf 264 and Erf 271 in Reebok, which subject for protracted dispute.

Yours sincerely,


MONDE STRATU
MUNICIPAL MANAGER



**MOSSEL BAY MUNICIPALITY
MOSSELBAAI MUNISIPALITEIT
UMASIPALA MOSSEL BAYI**

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Fax, ifeksi: +27 (44) 606 5062
e-mail: admin@mosselbay.gov.za
web: www.mosselbay.gov.za

In antwoord verwys na nommer
In reply quote number
Xa Uphendula chaza Le Nombolo

8/3/1/1/D. Steyn
C 4712533 (in)

11 July 2018

The Municipal Manager
Eden District Municipality
P.O. Box 12
GEORGE
6530

By e-mail: admin@edendm.gov.za

Attention: Mr. M. Stratu

Sir

TRANSFER OF PROPERTIES TO MOSSEL BAY MUNICIPALITY

Your letter dated 18 June 2018 refers.

The contents will be submitted to Council for final approval, after which you will be informed of the outcome.

Your assistance herein is appreciated.

Yours faithfully


NIEL PRINS
MANAGER: LEGAL SERVICES

/al



**MOSSEL BAY MUNICIPALITY
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In antwoord verwys na nommer 15/4/36/9;15/4/40/9;15/4/38/9;15/4/34/9/A Lichaba
In reply quote number C 4787490 (memo)
Xa Uphendula chaza Le Nombolo

7 September 2018

The Municipal Manager
Garden Route District Municipality
P.O. Box 12
GEORGE
6530

Sir

**TRANSFER OF PROPERTIES FROM GARDEN ROUTE DISTRICT MUNICIPALITY
TO MOSSEL BAY MUNICIPALITY**

With reference to the abovementioned it was resolved at a meeting, Item E174-08/2018, as follows:

- "1. That approval be granted for the transfer of Erf 118, Herbertsdale (542m²), Erf 488, Tergniet (5 499m²), Erf 76 (2 230m²), Erf 77 (2 230m²) and Erf 78, Little Brak River (1,4211ha), Erf 238, Little Brak River (1,5026ha), Erf 99, Glentana (4,7057ha), Erf 1040, Little Brak River (6 500m²) and a portion of Portion 2 of the Farm Hoogekraal No 238 (±4,8ha), from Garden Route District Municipality to Mossel Bay Municipality as it is utilised for municipal purposes.
2. That Mossel Bay Municipality will be responsible for all costs related to the transfer of the abovementioned properties, including the subdivision costs of the southern portion of Portion 2 of the Farm Hoogekraal No 238, and rezoning costs if any.
3. That approval be granted for the transfer of Erf 12406, Mossel Bay (±1 188m²) from Mossel Bay Municipality to Garden Route District Municipality as it is utilised by Garden Route District Municipality Health Services as offices.
4. That Garden Route District Municipality will be responsible for all costs related to the transfer of Erf 12406, Mossel Bay.
5. That a transfer agreement be entered into between the parties and no rights and/or obligations will vest herein before the transfer agreement is signed by both parties.
6. That approval and delegated powers be granted to the Municipal Manager and such relevant officials as he deems necessary to enter into negotiations with Garden Route District Municipality regarding the transfer of the Fire Station (Erf 3803, Mossel Bay) to the Municipality and that a full report be referred back to Council regarding the terms and conditions agreed upon."

It is trusted that you will find the above in order.

Yours faithfully


MANAGER: LEGAL SERVICES

/al

b- garden route district Mun (transfer of properties) 07-09-2018

[BACK TO AGENDA](#)

REPORT ON APPLICATION FOR LEASE OF COUNCIL PROPERTY: MOUMAKOE ENERGY AND GEZA MINERALS TRADING AS MOUMAKOE-GEZA JOINT VENTURE / *VERSLAG RAKENDE 'N AANSOEK OM HUUR VAN RAADSEIENDOM: MOUMAKOE ENERGIE EN GEZA MINERALE WAT HANDEL AS MOUMAKOE-GEZA VENNOOTSKAP* / INGXELO NGESICELO SOKUQESHISA UMHLABA WEBHUNGA: MOUMAKOE ENERGY AND GEZA MINERALS TRADING NJENGE PHULO LOBAMBISWANO LE MOUMAKOE-GEZA (684671)

(8/3/6/1)

19 October 2018

REPORT FROM THE EXECUTIVE MANAGER PLANNING AND ECONOMIC DEVELOPMENT SERVICES (L MENZE)

PURPOSE OF THE REPORT

To request Council to consider request from Moumakoe Energy and Geza Minerals trading as as Moumakoe-Geza Joint Venture on their investment proposition in the Garden Route District Municipality and request for leasing of Municipal Property in Mossel Bay.

BACKGROUND / DISCUSSION

Council will recall that the municipality on March 07 - 08, 2018, hosted an inaugural Garden Route Investment Conference, held at Oubaai Hotel Golf and Spa. This conference the municipality's vision of responding to a constitutional mandate as enunciated in the objects of local government that of, *promoting social and economic development*. Furthermore, this conference was the way in which the district municipality can exert its function thereby unlocking economic opportunities within the district with the aim of ensnaring domestic and foreign direct investment within the region. The conference was also given impetus by Councils quest of positioning the region as another viable region wherein Industry multilateral industries can descend to invest and thereby position the region as another investment option apart from Cape Town. During the Garden Route Investment Conference, Council will vividly recall that B-Municipalities, represented by Executive Mayors and [by] Senior Officials were granted platform to outline their packaged investment opportunities to prospective investors.

The overarching objective of the conference was to attract national and international investors to the Garden Route region and to showcase the investment potential and opportunities that exist within the area that included:

- providing an overview of the National, Provincial and Regional economic development trajectories to investors
- showcasing investment/business success stories as case studies
- pursuing business development and fostering relations with prospective investors.
- facilitating investment by pre-identifying and providing customized information packages to prospective investors regarding opportunities
- providing one-on-one sessions between municipalities/businesses and potential investors
- ensuring that measures are in place for a smooth and efficient planning process that can help generate investment outcomes (ease of doing business, investment readiness, etc.).
- providing a platform where incentives can be shared with investors.

The Executive Mayor during this august conference, in his opening remarks invited prospective businesses indicating to them that the Garden Route as a region was open for investment. It is in this conference where the District Municipality tabled its property portfolio and thereby availing its properties for prospective investment opportunities. This in a way was to optimally make use and leverage on the municipal assets to attract investment and grow the district economy.

Based on the Executive Mayors call, Garden Route District Municipality received an investment proposition from Moumakoe- Geza JV, with both companies currently participating in the Energy and Minerals sector. Moumakoe-Geza JC is a 100% Black Owned South African Company, it is a joint venture between Moumakoe Energy PTY (LTD) and Geza Minerals with both companies being B-BBEE Level 1 companies based in Mossel Bay. As it is now, Moumakoe is currently licensed to import, export and wholesale petroleum since 2015.

Moumakoe-Geza JV have identified a piece of land within the municipality's property in Mossel Bay, their particular interest is 10 hectares adjacent to PetroSA for the Construction of Lubricant Oil or Lube Oil Blending Plant, with a capacity of 20 800 000 liters of blended products per annum. This proposed project as documented in their proposal is to be built in the Mossel Bay, next to PetroSA, pending approval of land application. Furthermore, studies have revealed that South Africa has a lubricant demand of 2million barrels/per annum. Therefore, this compelled a project of this nature in the Southern Cape. The Petroleum Storage Tanks for Diesel 10pp, 50pp, 500pp, Jet Fuel, LPG, 95 Petrol, Paraffin, bio Fuel and crude oil.

The proposed plant, as envisaged, will be designed to produce 400,000 liters of lubricants per week, focusing on the following end products

- automotive oil lubricants
- industrial lubricants
- metal working fluids and specialty lubricants

It is also envisaged that the project is estimated to generate approximately 2000 direct jobs during the construction phase, which is estimated to be ± 12 months. The costs of the project is estimated around $\pm R500\ 000$ million.

This investment will not only benefit the region but the province as a whole as it will continue to position the Region as an Oil and Gas region within the province of the Western Cape.

To initiate this project, Moumakoe-Geza JV, requires land on which it could establish the Project and they have thus identified a property belonging to Garden District Municipality adjacent to the PetroSA refinery in Mossel Bay. The company's interest on this property is 10 hectares which according to their specification should be closer to the PetroSA refinery and also closer to the railway line. This is the land which was bought the municipality and consolidated into one erven, and zoned for industrial purposes for construction of the Regional Landfill Site. However, the operation of the Landfill Site will not cover the whole property, therefore there is surplus land that will not necessarily be utilized, and it is that land that is requested by Moumakoe-Geza JV.

It is against this background that this item is tabled to Council to grant the Municipal Manager to enter into a long term lease agreement with Moumakoe-Geza JV, guided Garden Route District Municipality Immovable Property Management Policy, dated June 2012 and Municipal Asset Transfer Regulations GNR 878 dated 22 August 2008. This lease will have positive spin-offs to the region, to Council, a market related rental will be in the municipal coffers and a number of employment opportunities will be created within the region.

FINANCIAL IMPLICATIONS

There are no financial implications to be incurred by the municipality. Upon granting the long term lease agreement, Council will benefit on the market rental that will be due to the municipality from prospective lessee (**MOUMAKOE-GEZA JV**) in renting the municipality's property.

RELEVANT LEGISLATION

Constitution of the Republic of South Africa 1996
Local Government: Municipal Structures Act 117 of 1998
Local Government: Municipal Systems Act 32 of 2000
Local Government: Municipal Finance Management Act 56 of 2003
Local Government: Municipal Property Valuations Act 6 of 2004
Eden District Municipality Immovable Property Management Policy, June 2012
Municipal Asset Transfer Regulations GNR 878 dated 22 August 2008

UITVOERENDE OPSOMMING

Die Tuinroete DM Uitvoerende Burgemeester het tydens die geskiedkundige beleggingskonferensie soos gehou op 07 en Maart 2018, te Oubaai, George, as deel van sy openings opmerkings, voornemende besighede uitgenooi en aangedui dat die Tuinroete as 'n streek oop is vir beleggings. Dit was tydens hierdie konferensie, waar die Distriksmunisipaliteit die geleentheid gegun is om sy eiendoms portefeulje, soos al die ander munisipaliteite in die streek, voorgelê het en hiermee die Raad se eiendomme beskikbaar gestel het vir voorgenome beleggingsgeleenthede. Dit is 'n manier om optimaal die eiendomme van die Raad te benut om beleggings aan te trek en die ekonomie te laat groei.

Gebaseer op die Uitvoerende Burgemeester se oproep, het Tuinroete DM 'n beleggingsvoorstel ontvang vanaf Moumakoe- Geza JV, met beide maatskappye tans in die energie en minerale sektore. Moumakoe- Geza JV is 'n 100% Swart Eienaarskap Suid-Afrikaanse maatskappy en dit is 'n gesamentlike vennootskap tussen "Moumakoe Energy PTY (LTD)" en "Geza Minerals". Beide maatskappye is B-BBEE Vlak 1 maatskappye gebaseer in Mosselbaai. Moumakoe is tans gelisensieërd om in-en uitvoer en groothandel te dryf in petroleum sedert 2015.

Moumakoe-Geza JV het Raadsgrond geïdentifiseer in die Mosselbaai munisipale area; hulle spesifieke belangstelling is 10 hektaar langs Petro SA vir die konstruksie van 'n lubrikant/smeermiddel olie en smeeroliemengsel vervaardigingsaanleg, met 'n kapasiteit van 20 800 000 liters vermengde produkte per jaar.

Die voorgestelde projek soos gedokumenteer in hulle voorstel, is om dit op te rig te Mosselbaai, reg langs Petro SA, afhangende van die goedkeuring van die grond aansoek. Verder het studies aangedui dat Suid-Afrika 'n smeermiddel aanvraag het van 2 miljoen vate per jaar.

Die voorgestelde projek soos vervat, sal ontwerp word om 400,000 liters smeerolie per week te vervaardig, met die fokus op die volgende eindprodukte:

- motor olie smeermiddels
- industriële smeermiddels
- metaalwerke vloeistowwe en spesiale smeermiddels.

Dit word ook verwag dat die projek ongeveer 2000 direkte werksgeleenthede sal skep gedurende die konstruksie fase, wat beraam word op ongeveer 12 maande.

Die koste van die projek is 'n beraamde R500 000 miljoen. Die belegging sal nie net die streek bevoordeel nie, maar die Wes-Kaap Provinsie as 'n geheel soos dit sal voortgaan om die streek as 'n Olie- en Gas streek te posisioneer.

Die maatskappy se belangstelling is vir 10 hektaar grond, wat gegrond is op hul spesifikasie dat dit nader aan die Petro SA rafinadery en ook nader aan die spoorlyn moet wees. Dit is die grond wat deur die Tuinroete DM aangekoop was en gekonsolideer is tot een erf en gesoneer is vir industriële doeleindes vir die konstruksie van die Streekstortingsterrein.

Daar is egter voldoende grond beskikbaar wat nie noodwendig deur die bedrywe van die Streekstortingsterrein opgeneem sal word nie en dit is daardie gedeelte wat versoek word deur Moumakoe-Geza JV.

Dit is teen hierdie agtergrond dat hierdie item voorgelê word aan die Raad om 'n langtermyn huurooreenkoms met Moumakoe-Geza JV aan te gaan, gelei deur die Tuinroete Distriksmunisipaliteit se "Immovable Property Management Policy", gedateer June 2012 en die "Municipal Asset Transfer Regulations GNR 878" gedateer 22 August 2008.

Hierdie huurooreenkoms sal positiewe uitvloeisels ('spin-offs') vir die streek het en 'n markverwante huur sal gegenereer word met 'n hele aantal werksgeleenthede wat geskep sal word in die streek.

RECOMMENDATION

1. That Council grants the Municipal Manager permission to enter into a long-term lease agreement with Moumakoe-Geza JV.
2. That Moumakoe-Geza JV project does not impede with the construction and operations of the Regional Landfill Site facility.
3. That the costs of sub-dividing the erven will be borne by the application, or any additional cost in relation to the subdivision.

AANBEVELING

1. *Dat die Raad aan die Munisipale Bestuurder toestemming verleen om 'n langtermyn huurooreenkoms met Moumakoe-Geza JV aan te gaan.*
2. *Dat die Moumakoe-Geza JV projek nie die konstruksie en die operasionele bedrywe van die Streekstortingsterreing belemmer nie.*
3. *Dat die koste vir onderverdeling van die erf deur die aansoeker gedra word, of enige addisionele kostes verwant aan die onderverdeling.*

ISINDULULO

1. Sesokuba iBhunga linikeze uMphathi Masipala igunya lokumvumela ukuba angenelele kwisivumelwano sexesha lide lokuqeshisela abakwa Moumakoe-Geza JV.
2. Sesokuba abakwa Moumakoe-Geza JV bangaphazamisani nenkqubo nobuxhakaxhaka yokwakhiwa kweBala Lenkunkuma.
3. Sesokuba ingxelo zenxalenye yomhlaba zizakuthwesiswa bona, okanye naziphi na iindleko ezayamaniswa nenxalenye yalomhlaba.



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Good Day

ATT: Mr. Monde Stratu – Municipal Manager

Moumakoe Geza JV project of building Petroleum products storage tanks in Mossel Bay is estimated to generate approximate to 2000 direct jobs during the construction phase, which is estimated to be ± 12 months. In addition to individuals employed, the local service providers will also benefit from various required on services mentioned below.

The company is also busy drafting contracts agreements to be advertised for supply of essential services mentioned in Section below.

The cost of the projected is estimated around \pm R500 000 000 (Five Hundred Million Rand).

Breakdown of requirements

1. Rental of

- Storage Containers
- Office Cabins and Furniture
- Ablution / Toilet Facilities
- High Power Tools
- Cranes

To source all of the items from the local service providers within the Garden Route District.

2. Purchase of

- Protective Personnel Clothing (Overalls, Boots, Hard Hats, Goggles, Ear Plugs, etc)
- Stationary Items
- Refreshments

To source all of the items from the local service providers within the Garden Route District.

3. Contracts for

- Supply of personnel – Welders / Boiler Makers
 - o Welders / Boiler Makers
 - o Mechanical Artisans

- Electrical and Instruments Technician
- Human Resource Personnel
- General Labour

Preference will be given to the local communities for the Semi-skilled and Unskilled labour.

- Security personnel (for guarding of facilities and check in control)
- Civils Contractor for
 - Ground Preparation
 - Water and Sanitation
 - Drainage systems

To source all of the items from the local service providers within the Garden Route District.

- Logistics Service for
 - Moving of heavy machinery
 - Heavy components

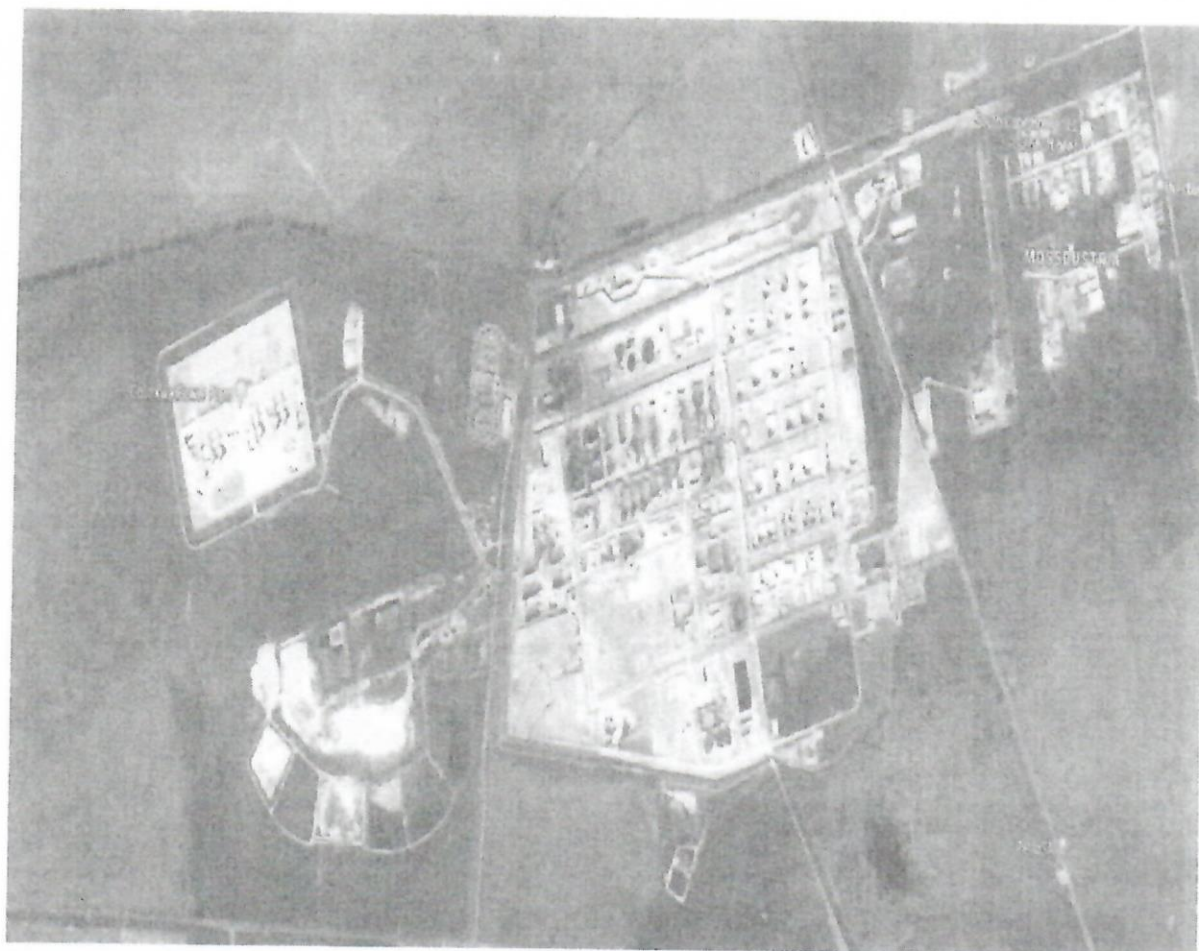
To source all of the items from the local service providers within the Garden Route District.

- Catering Services to run a Canteen for the personnel on site.
- Scaffolding activities

Once construction phase is completed, the company will then reduce the numbers to about 300 direct employment, and additional employment on the services mentioned below

1. Direct Employment of locals to operate and maintain our facilities (300)
2. Indirect Employment due to increased demands to Local Businesses
3. Direct Business opportunities in the form of Service providers, Logistics companies, Purchases, etc
4. Indirect Business Opportunities that will provide shared services, Security, etc
5. Development Opportunities in the form of Training as well as Study Assistance programs for the University students in the form of Bursaries

The piece of land that we are applying for is to the west of PetroSA plant shown in figure 1 below



122 Landgoed, Hartenbos & 10 Tolbos Single Heiderand Mossel Bay
Western cape 6508
Executives: Ludwe Geza, Tshepo Moutmakoe, Tebogo Moutmakoe

MOUMAKOE GEZA, INDUSTRIAL ENGINEERING REQUIREMENTS SCOPE OF WORK

INTRODUCTION

Moumakoe Geza depot (Storage Tank farm) will hold ULP 95, Diesel 500ppm, 50ppm, Crude Oil, LPG, Paraffin and Jet Fuel. The depot will receive products mainly from Overseas (Traders & Refineries) by rail, Pipes from TNPA EM buoy. This Storage tank farm (depot) is constrained in terms of tankage capacity.

In order to accommodate Commercial Fuels and Retail future growth aspirations for the next thirty (30) years, Moumakoe Geza would like to explore the opportunity of Building tankage as well as improve the robustness and the competitiveness of the supply chain, reducing supply chain costs while maintaining service levels in the market.

Therefore Moumakoe Energy would like to explore the design and build of seven (7) additional tanks to facilitate this opportunity. The proposed tanks are as follows:

- 5 -10mln tank for 500ppm Diesel
- 5-10mln tank for 50ppm Diesel
- 4.5 10mln tank for ULP95
- 5-10mln tank for Jet Fuel
- 5-10mln tank for Crude Oil
- 2.5mln tank for Paraffin
- 5-10mln tank for LPG including a blending area

In addition, it is envisaged that these tanks will be integrated into the existing system (Pipes) that is being used by PetroSA and TNPA to allow receipt of product by rail. Pipes and product dispatched through the existing pump system by rail, pipes and road to supply local market.

SCOPE OF WORK

The engineering scope for this phase of the project is as follows:

1. Compile locality maps - **Done**
2. High level process information covering tank volumes, products being stored, product properties (MSDS), proposed tank dimensions – **Done**
3. Quotation from Engineering Companies received - **Done**
4. Preliminary site layouts taking into account proposed area for the new tanks and their proximity to the existing infrastructure and any impacts on the existing fire system. – **(Awaiting land approval)**

5. Discussion with IDC at advance stages
6. Initial investigations of capacity of existing infrastructure and proposals on optimal functionality.- **Done**
7. Compile the basis of design - **Awaiting Approval of Land**

APPLICABLE CODES AND STANDARDS

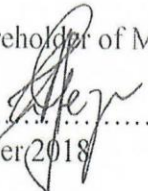
At a high level, the engineering phase should incorporate (but not be limited to) the following codes/standards:

- SANS 10089 Part 1 - Storage and distribution of petroleum products in above-ground bulk installations
- SANS 10089 Part 2 - Part 2: Electrical installations in the distribution and marketing sector.
- API 650 – Welded Steel Tanks for Oil Storage
- ASME B31.3 – Design of piping systems – Process Piping
- NFPA 11 – Standard for Foam systems
- NFPA 13 – Standard for the Installation of a Sprinkler System

Kind Regards

Mr. Ludwe Geza

Executive Shareholder of Moumakoe Geza JV

Signature.....

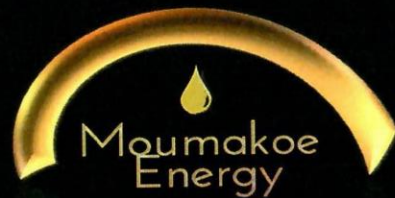
Date: 15 October 2018

Mr. Tebogo Moumakoe

Executive Shareholder of Moumakoe Geza JV

Signature.....

Date: 15 October 2018



Moumakoe-Geza JV

Eden District Presentation
July 2018

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- INTRODUCTION OF MOUMAKOE ENERGY & PROSPECTIVE PARTNERS
- PROJECT SCOPE
- PROJECT SITE
- PROJECT PROCESS DESCRIPTION
- PROJECT SIZE
- PROJECT JUSTIFICATION
- PROJECT COMPLIANCE
- THE CURRENT STATUS AND NEXT STEPS



Introductions

- Moumakoe Geza JV is a 100% Black Owned South African Company, it is a Joint Venture between Moumakoe Energy Pty Ltd and GEZA Minerals both companies are B-BBEE Level I companies based in Mosselbay.
- Joint Venture was established in 2018.
- Moumakoe Energy is licensed to import, export and wholesale petroleum products since 2015 *(Petrol, Diesel, Crude Oil)*
- Moumakoe Energy PTY Ltd has partnered with Geza Minerals PTY Ltd to enter the South African market and expand to SADEC countries.



The Project Scope

- The JV was formulated in order to build and operate 2 projects
- **Lubricant oil or lube oil blending plant**, with a capacity of 20 800 000 litres of blended products per annum
 - The proposed project is to be built in the Mossel Bay, next to PetroSA, pending approval of land application, which is zone for the type of business this project falls under.
 - South Africa has a lubricant demand of 2 million barrels/annum
 - This is 20% of African consumption and only 1% of the Global Consumption
 - South Africa is a net importer of Lubricant Base Oil to feed the two manufacturing plants SAMCO and SAFOR
 - There is also a global trend to look for cleaner and more environmentally friendly products
 - Shell has introduced a new premium product Shell Ultra Plus – Lubricant Base Oil from GTL-Process. (High Margin product targeted for the most new high performance engines)



Project Scope (continue)

- **Petroleum Storage Tanks** for Diesel 10pp, 50pp, 500pp, Jet fuel, LPG, 95 Petrol, Paraffin, bio Fuel and crude oil.
 - The proposed storage tanks farm will be used as an intermediate storage facilities between the imported and exported products activities.
 - The tank farm will have 7 storage tanks, with a capacity of more than 300 000 liters of storage space
 - Diesel
 - Petrol
 - LPG
 - Bio Fuels
 - Jet Fuels

The Project Site

- The proposed site for both the Lube oil blending plant and Storage tank farm will be located in the plot that we have submitted application for, see attach picture
- The identified plot for this blending plant and storage tanks will require the following facilities
 - a) water supply
 - b) domestic waste sewage
 - c) electricity supply
 - d) road access
 - e) telecommunications
- The proposed project is ideal for the Mossel Bay area, which boast a petroleum products manufacturing plant (PetroSA) and a petroleum distribution Depot (Shell) as well as the Port Infrastructure which enables bringing of petroleum products by sea tankers



2015/138712/07

Project Process Description

- Lubricant oil or Lube oil Blending, involves mixing and blending of base minerals oil with additives to produce blended lubricating oil such as engine oil and gear oil. A typical lubricating oil product essential contains 90% - 97% base oil and 3 – 10% additives.
- Blending is a batch process which is carried out at atmospheric pressure where heating is applied, when required, to increase the miscibility of the base oil, normally around 60° C.
- Incoming base oil for blending is stored in bulk storage tanks, transferred via piping to mixing kettles within the plant, after blending, the products are filled in pail, drums and bottles.
- The lube oil blending process is thus considered to be a light – industrial activity, it moreover does not involve the utilization of water for its process and it does not generate industrial waste water as well.

Project Size

- The proposed plant will be designed to produce 400,000 litres of lubricants per week, focusing on the following end products
 - Automotive Oil Lubricants
 - Industrial Lubricants
 - Metal Working Fluids & Speciality Lubricants
- Notwithstanding the above, depending on the actual demand for the products, either locally or overseas, the total numbers may be increased
- The proposed storage tanks farm will be used as an intermediate storage facilities between the imported and exported products activities.
- The tank farm will have 7 storage tanks, with a capacity of more than 300 000 liters of storage space
 - Diesel
 - Petrol
 - LPG
 - Bio Fuels
 - Jet Fuels



Project Justification

- Together as partners (Moumakoe Geza & Investors) can develop a Lubricant Manufacturing Plant and storage tank farm to be active players in the Oil & Gas industry and set a Moumakoe Geza footprint
- With the proposed lube blending oil plant and storage tank farm, Moumakoe Geza intends to build in Mossel Bay with the aim of participating in the South African Market and to open and accessing the SADEC market
- Most importantly, Moumakoe Geza is intending to have a portion of the profit being given back to the Mossel Bay and Eden District Communities, working in hand with the Mossel Bay Municipality,
- Public Private Partnership opportunity that can leverage on the Black Industrialist Program are also welcomed
- Being a private entity Moumakoe Geza will be more agile to adapt to a highly volatile business environment rather than public enterprise



Project Compliance

- Moumakoe Energy holds both Imports and Export Licences for the petroleum products that we propose to operate with.
- Moumakoe Geza will apply for all the required statutory licences and clearance from the different Organization and Institutions prior to start of operations at the lube oil blending plant

The Current Status and Next Steps

- The company is still in contact with the lube oil plant and storage tanks designers in Germany, discussion are at advances stages, the funding can be summarised once initial quotations are received (Est. figures pending finalisation, Lube Plant ± R150 000 000 and Storage Tanks ± R250 000 000)
 - EDL Anlaggenbau Gesellschaft mbH for Engineering Design
 - Engicon N.V (Geldof) and SJR Tank Constructions for Engineering Design and Construction, respectively
- A Co-operation agreement to be entered into between Investors, Mossel bay municipality, Eden Municipality and Moumakoe Geza.
- Agreement is for developing a detailed business case between both parties.
- No parties can pursue this opportunity with other players without the consent of the original idea founders for at least 5 years after initiation.

The Current Status and Next Steps (cont.)

- Moumakoe Geza is currently in contact with Industrial Development Corporation for funding
- Moumakoe Geza is in contact with TNPA and PetroSA, for the utilization and or extension of the existing infrastructure, viz,
 - Rail track facility and
 - Underground piping from the bay



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Tebogo Moumakoe
Ludwe Geza
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+27 79 9009811
Fax: +27 86 587 9455
Email: info@moumakoe-energy.co.za
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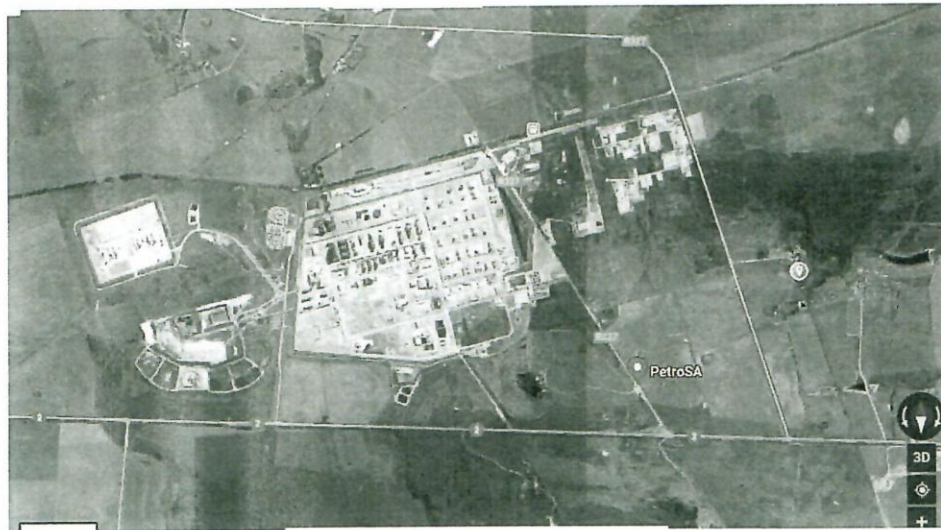
Good Day

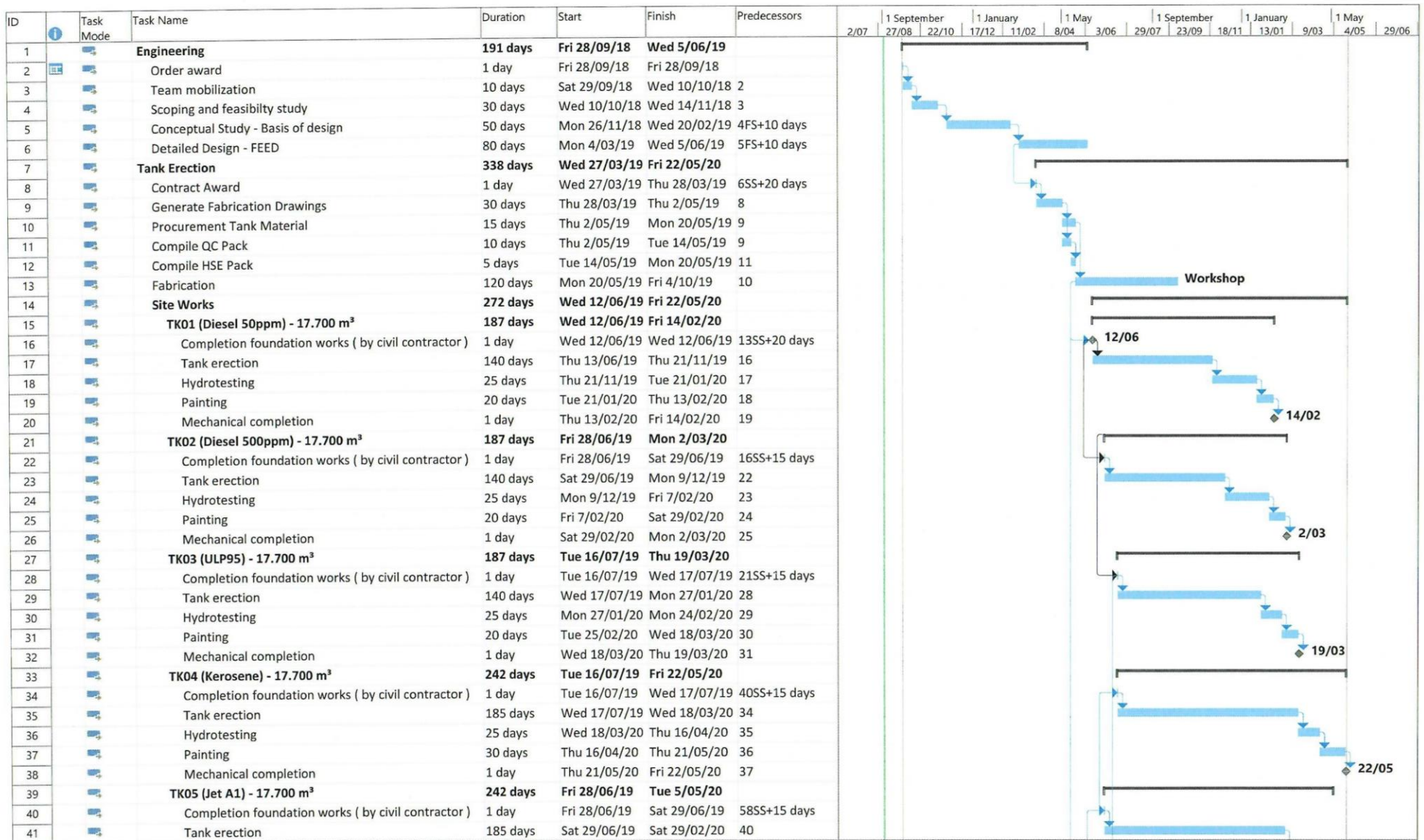
ATT: Honorable Mayor Memory Booysen and Mr. Simphiwe Dladla

Moumakoe Geza JV would like to apply for a lease of EDEN District Municipal Land, to build an Oil Lubricant Plant and a Storage Tank Plant for Petroleum Products, the identified land is close to the PetroSA Refinery in Mossel Bay.

Moumakoe Geza if granted the land that they require, would as part of their CSI responsibility, share a percentage of their business with EDEN District Municipality in the form of community projects or directly to the Municipality invest back in EDEN District area. The lease period, is estimated at 30 years.

The piece of land that we are applying for is to the west of PteroSA plant shown in figure 1 below





ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	2/07	1 September 27/08	22/10	1 January 17/12	11/02	1 May 8/04	3/06	1 September 29/07	23/09	18/11	1 January 13/01	9/03	1 May 4/05	29/06
42		Hydrotesting	25 days	Sat 29/02/20	Mon 30/03/20	41														
43		Painting	30 days	Mon 30/03/20	Mon 4/05/20	42														
44		Mechanical completion	1 day	Mon 4/05/20	Tue 5/05/20	43														
45		TK06 (LPG) - 715 m³	162 days	Fri 2/08/19	Sat 7/03/20															
46		Completion foundation works (by civil contractor)	1 day	Fri 2/08/19	Sat 3/08/19	28SS+15 days														
47		Tank erection	145 days	Sat 3/08/19	Wed 19/02/20	46														
48		Hydrotesting	5 days	Wed 19/02/20	Mon 24/02/20	47														
49		Painting	10 days	Tue 25/02/20	Fri 6/03/20	48														
50		Mechanical completion	1 day	Fri 6/03/20	Sat 7/03/20	49														
51		TK07 (Fire Water) - 500 m³	141 days	Fri 2/08/19	Thu 13/02/20															
52		Completion foundation works (by civil contractor)	1 day	Fri 2/08/19	Sat 3/08/19	34SS+15 days														
53		Tank erection	124 days	Sat 3/08/19	Sat 25/01/20	52														
54		Hydrotesting	5 days	Sat 25/01/20	Fri 31/01/20	53														
55		Painting	10 days	Fri 31/01/20	Wed 12/02/20	54														
56		Mechanical completion	1 day	Wed 12/02/20	Thu 13/02/20	55														
57		TK08 (Crude Oil) - 17.700 m³	232 days	Wed 12/06/19	Mon 6/04/20															
58		Completion foundation works (by civil contractor)	1 day	Wed 12/06/19	Wed 12/06/19	13SS+20 days														
59		Tank erection	185 days	Thu 13/06/19	Thu 13/02/20	58														
60		Hydrotesting	25 days	Thu 13/02/20	Thu 12/03/20	59														
61		Painting	20 days	Thu 12/03/20	Sat 4/04/20	60														
62		Mechanical completion	1 day	Sat 4/04/20	Mon 6/04/20	61														
63		Site De-establishment	5 days	Thu 13/02/20	Wed 19/02/20	56														

Project: 32679 - Mosselbay Ter
Date: Mon 3/09/18

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			



Engicon nv

Ref. L_32679_pdc

TO WHOM IT MAY CONCERN

Harelbeke, September 24th, 20108.

This Letter is to confirm that discussions are taking place between Moumakoe Energy Ltd. and Engicon N.V. (Geldof) for the Moumakoe – Geza Joint Venture in Mossel Bay, South Africa.

The purpose is to define the scope of the design, engineering, procurement, pre-fabrication, shipping, field-erection, installation, testing and commissioning of all disciplines needed to build a fully operational Oil Terminal with a combined storage capacity of approximately 110.000 m³.

Disciplines include Civil, Mechanical, E&I, Automation, Static & Rotating Equipment.

Discussions are done taking into account the compliance to SANAS B-BBEE development plan and the CIDB Construction Industry Development Regulations.

More information about Engicon N.V. (Geldof) can be found on our website:
www.geldof.be

Should you have any questions, you may contact me at:

+32 / 478 92 38 20 or +32 / 56 73 21 18

Respectfully yours,

Paul Declercq
Supply Chain Director,
Engicon N.V.

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BTW/VAT BE 0421 949 505
RPR Gent, afd Kortrijk
Reg nr 421 949 505 052303
Erk aann nr 15628

TO WHOM IT MAY CONCERN

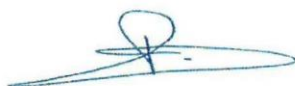
Rotterdam, July 4th, 2018

This Letter is to confirm that discussions are taking place between Moumakoe Energy PTY Ltd. and SJR Tank Construction B.V. and Engicon N.V. (Geldof) for the design, engineering, materials supply, pre-fabrication, shipping, field-erection, installation and testing of seven (7) storage tanks with a combined storage capacity of approximately 110,000m³ for the Moumakoe - Geza Joint Venture in Mossel Bay, South Africa.

More information about SJR Tank Construction B.V. and Engicon N.V. (Geldof) can be found on our websites: www.sjr.nl | www.geldof.be.

Should you have any questions, you may contact me at +31 10 - 248 35 00.

Sincerely,



R.M. Slood
Chief Executive Officer
SJR Tank Construction B.V.

BACK TO AGENDA

NOTICE OF MOTION TO ELECT A PERMANENT SPEAKER: CLLR PJ VAN DER HOVEN / *KENNISGEWING VAN MOSIE OM 'N PERMANENTE SPEAKER TE VERKIES: RDL P VAN DER HOVEN* / ISAZISO SOKONYULWA KOSOMLOMO OSISIGXINA: UCEBA P VAN DER HOVEN (683445)

(4/2/8)

17 October 2018

REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES (B HOLTZHAUSEN)

PURPOSE OF THE REPORT

To submit a notice of motion dated 17 October 2018 received from Cllr PJ Van der Hoven to Council.

BACKGROUND

The attached letter dated 17 October 2018 contains a notice of a motion which will be put by Cllr P van der Hoven. It is confirmed that the notice complies fully to the requirements as set out in Section 35 (2) Rules of Order Regulating the Conduct of Meetings as promulgated in Provincial Gazette No. 6469, dated Friday, 28 September 2007, and Interpretation Act 33 of 1957, namely that it is:

- (i) in writing, signed and dated by Cllr P van der Hoven;
- (ii) fully specified and
- (iii) was delivered on 17 October 2018 to the Municipal Manager which was six clear days prior to the Special Council meeting of 30 October 2018.

RELEVANT LEGISLATION

- (i) Section 35 (2) Rules of Order Regulating the Conduct of Meetings as promulgated in Provincial Gazette No. 6469, dated Friday, 28 September 2007
- (ii) Interpretation Act 33 of 1957

FINANCIAL IMPLICATIONS

None

UITVOERENDE OPSOMMING

Die aangehegte kennisgewing van 'n mosie is vanaf Rdl P van der Hoven ontvang. Die kennisgewing voldoen in alle opsigte aan die vereistes soos uiteengesit in die Reëls van Prosedures vir die Hou van Vergaderings soos afgekondig in Provinsiale Koerantnommer 6469, gedateer 28 September 2007.

RECOMMENDATION

That Cllr P van der Hoven be given the opportunity to put his motion as set out in the agenda.

AANBEVELING

Dat Rdl P Van der Hoven die geleentheid gebied word om sy mosie soos in die agenda uiteengesit, te stel.

ISINDULULO

Sokokuba Uceba P van der Hoven anikwe ithuba lokubuza umbuzo ngokuqulathwe kwi agenda.

APPENDIX

Municipal Manager
Garden Route District Municipality
54 York Street
GEORGE
6530

17 October 2018

NOTICE OF MOTION TO ELECT A PERMANENT SPEAKER

I, Pieter J van der Hoven, hereby in terms of the Rules of Order Regulating the Conduct of Meetings as approved by the Garden Route District Council, give notice of my intention to introduce the following motion at the forthcoming Council meeting scheduled for 30 October 2018.

That Council proceeds with the election of a permanent Speaker with immediate effect in terms of the section 36 of the Local Government: Municipal Structures Act 117 of 1998.

MOTIVATION

The current set-up where a Councillor is now acting for more than 4 months as Speaker does not only result in uncertainty and instability but effects negatively on service delivery in the District.

In the interest of Good Governance it is vital to proceed with the election of a Speaker.

This notice of motion, duly signed and dated by myself and seconded by Councillor Tobeka Teyisi, is hereby delivered to the Municipal Manager in writing.

Proposer: 

Date: 17/10/18


Seconded: 

Date: 17/10/18

Acknowledgement of receipt by the Municipal Manager

Name: Erina de Villiers

Date: 17/10/2018

Yours faithfully 

PJ van der Hoven

APPROVED


MUNICIPAL MANAGER

DATE: 17/10/2018

BACK TO AGENDA