



To be a centre of excellence for the community · Kukuba liziko elibalaseleyo eluntwini · Om vir die gemeenskap 'n sentrum van uitnemendheid te wees · To be a centre of excellence for the community · Kukuba liziko elibalaseleyo eluntwini · Om vir die gemeenskap 'n sentrum van uitnemendheid te wees · To be a centre of excellence for the community · Kukuba liziko elibalaseleyo eluntwini · Om vir die gemeenskap 'n sentrum van uitnemendheid te wees



Annual Report

2008-2009

In terms of Section 121 of the Municipal Finance Management Act
(MFMA – Act 56 of 2003)

TABLE OF CONTENTS

	Page
Foreword by the Executive Mayor	2
Executive Summary	3
Chapter 1 : Introduction & Overview	
1.1 Geographical Overview	4
1.1.1 Ward Overview	5
1.2 Demographic Profile	5
1.3 Socio Economic Profile	5
1.4 Challenges	7
1.5 Governance Structure	8
1.6 Administration	9
Chapter 2 : Performance Highlights	
2.1 Performance report of OLEDA	164
2.2 Water Services audit report	166
Chapter 3 : Human Resources & Organisational Management	
3.1 Introduction	207
3.2 Organisational Structure	208
3.3 Recruitment and Selection	209
3.4 Training and Development	210
3.5 Health and Safety	211
3.6 Labour Relations	211
3.7 Employment Equity	211
3.8 TASK Job Evaluation System	212
Chapter 4 : Functional Area Service Delivery Reporting & Highlights	
4.1 Office of the Municipal Manager	213
4.2 Directorate: Management Services	217
4.3 Directorate: Financial Services	223
4.4 Directorate: Infrastructure and Planning	228
4.5 Directorate: Community Services	239
4.6 Directorate: Protection Services	247
4.7 Directorate: Economic Development	252
Chapter 5 : Audited Statements and Related Financial Information	
5.1 Report of the Auditor-General on the financial and performance information	403
5.2 Report of the Auditor-General on the group financial and performance Information	414
5.3 Report by the Audit Committee	426
5.2 Report by the Accounting Officer	429

Foreword by the Executive Mayor



Due to a high level meeting with the office of the Accounting General on 26 January 2010 which may have an impact on the final report of the Auditor-General the following documents will, if available, be tabled separately at the meeting:

- (i) Foreword by the Mayor
- (ii) Report of the Accounting Officer
- (iii) Report of the Audit Committee
- (iv) Audit Report and the consolidated Audit report

EXECUTIVE SUMMARY

The Annual Report reflects on the performance of the Municipality during the 2008/09 financial year. The Report indicates the service delivery highlights, institutional issues, human resources and other relevant information as well as the financial statements of the Municipality. At the centre of service delivery of the Municipality, is our vision and mission. These commitments capture the culture of the Municipality.

Our Vision

To be a centre of excellence for the community

Our vision is built on the basic principles of service to our community.

Our Mission

To deliver optimal services in support of sustainable economic, social and environmental goals

Our Strategic Objectives

During the past financial year we re-committed ourselves to the following overall objectives:

Provision of democratic and accountable governance
Provision and maintenance of municipal services
Management and conservation of our natural environment
Creation and maintenance of a safe and healthy environment
Promotion of tourism, economic and rural development



Overstrand Council and Municipal Manager

CHAPTER 1

INTRODUCTION AND OVERVIEW

In compliance with Section 46 of the Local Government: Municipal Systems Act (Act 32 of 2000) (Systems Act) and Section 121 of the Local Government: Municipal Finance Management Act (Act 56 of 2003) (MFMA) a municipality must prepare an annual report for each financial year.

This document will provide an overview of the progress made in realising Overstrand's strategic objectives, the people who drove our efforts and the unique challenges and opportunities we faced during the financial year July 2008 – June 2009

1.1 GEOGRAPHICAL OVERVIEW

Overstrand is a dynamic entity combining great potential with a beautiful setting. Our task is to bring about growth and development to the benefit of all our people, in their different communities, whilst maintaining a balance with nature.

The Municipality covers a land area of approximately 2 125 km², with a population density of 35 people per square kilometre and covers the areas of Hangklip/Kleinmond, Greater Hermanus, Stanford and Greater Gansbaai. The municipal area has a coastline of approximately 200 km, stretching from Rooi Els in the west to Quinn Point in the east. The natural beauty of the area is an outstanding asset with South Africa's first biosphere reserve as well as the best land-based whale watching in the world.



At the Botrivier estuary we find the Arabella luxury resort with the international championship Arabella golf course, international award winning AltiraSPA health spa and six star hotels. The "Grootbos" Nature Reserve is situated just outside of Gansbaai. As a result of its commitment to excellence and diversity this Reserve has already received numerous national and international awards.

In addition to the endless, pristine beaches dotting the coastline, the Overstrand boasts 3 Blue Flag beaches.

Tourism is a major economic driver in the area and its popularity as a holiday destination results in a fourfold increase of its population over the holiday seasons. This influx places a great strain on the existing municipal services and roads infrastructure.

1.1.1 WARD OVERVIEW

The Municipality is currently structured in as follows in 10 wards:

Ward	AREAS
1	Kleinbaai, Franskraal, Blompark, Masekhane and a portion of Gansbaai Central
2	Gansbaai Central, De Kelders, Pearly Beach, Baardskeerdersbos, Viljoenshof & Withoogte
3	Stanford and Voëlklip
4	Hermanus and Mount Pleasant
5	Portion of Zwelihle
6	Rest of Zwelihle
7	Sandbaai, Onrus, Vermont & Ertjiesvlei
8	Hawston & Fisherhaven
9	Kleinmond, Proteadorp, Overhills & Honingklip
10	Palmiet, Betty's Bay, Mooiuitsig, Pringle Bay & Rooi Els

1.2 DEMOGRAPHIC PROFILE (2001 Census/Community Survey 2007)

The Overstrand municipal area has an estimated population of 74 546 people, with a gender distribution of 35 947 male and 38 599 female.

SOURCE	HOUSEHOLD DISTRIBUTION	BLACK	WHITE	COLOURED	ASIAN/INDIAN	TOTAL
2007 Community Survey	21 953	21 495	25 071	27 404	576	74 546
2001 Census	18 568	15 067	19 779	20 565	41	55 452

1.3 SOCIO ECONOMIC TRENDS

The figures and graphs below give an indication of the status of the Socio Economic Profile of the Overstrand.

Taking a sectoral view of employment performance, the table below shows that threequarters (75,6%) of all employment in Overstrand is in the formal sector, with informal employment comprising 24,4 per cent of total employment in the local area.

Disaggregated of formal employment by skill level shows that 90 per cent of Overstrand's formal employment is located at the skilled and semi/unskilled levels with only 10, 6 per cent of workers categorised as highly skilled. Low levels of growth in the highly skilled category (1,8% per year over the last 5 years) is a further constraint on improving knowledge-intensive activities that drive economic competitiveness over the medium-term.

Overstrand informal and formal employment (by skill level), 2007

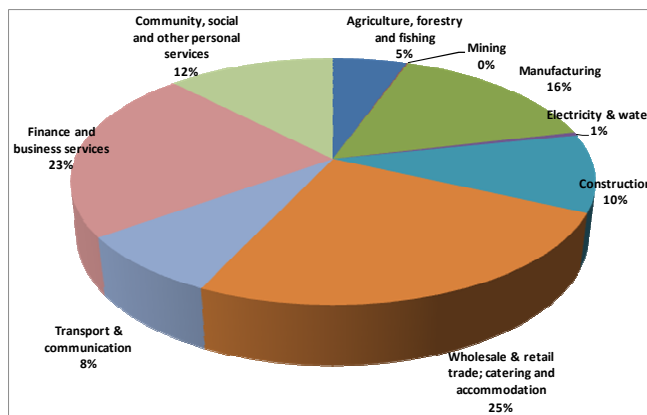
	2007	2007 share main sector	2007 sub sector share	Avg growth 1995 - 2007	Avg growth 2002 - 2007
Informal employment	5 999	24.4		-0.7	-3.0
Formal employment by skill	18 552	75.6		1.2	2.8
Highly skilled formal employment	1 973	8.0	10.6	0.7	1.8
Skilled formal employment	7 384	30.1	39.8	2.1	3.9
Semi- and unskilled formal employment	9 195	37.5	49.6	0.7	2.2
Total formal and informal employment	24 551	100.0		0.7	1.2

Source: Quantec Research, 2009; own calculations

Disaggregating formal employment by sector and sub-sector, table 6 below shows that the largest employment industries are wholesale & retail trade (16,7%); community, social & other personal services (16,5%); construction (13,7%), general government services (12,4%); agriculture (11,3%); and business services (9,8%). Manufacturing as a whole contributes 9 per cent to Overstrand's formal employment with the food, beverages & tobacco industry having the strongest presence.

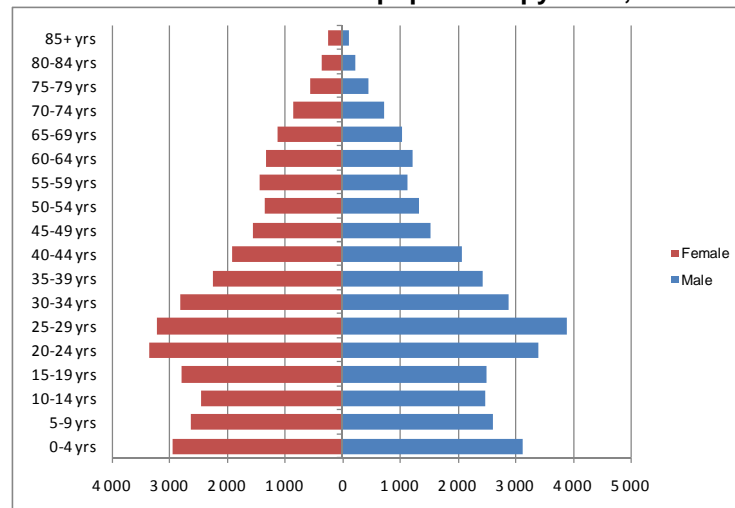
Of interest though is that the main sectors that show the strongest employment growth over the last five years include business services (10,8%); wholesale & retail trade (7,4%); community, social & other personal services (5,4%). Overall, formal employment growth stepped slowly at 2,8 per cent per annum over the last five years in comparison to the GDPR's healthier pace of 5,5 per cent per annum.

A sector view of Overstrand's local economy, GDPR, 2007



Source: Quantec Research, 2009; own calculations

Overstrand main towns' population pyramid, 2007



The most striking feature is the bulge in the young working ages of 15 to 34 years, representing 37,5 per cent of the total population of Overstrand's main towns, while the broader working age population (15-64 years) comprises 70 per cent of the population. The area as a whole has a reasonably high dependency rate of almost 50 per cent.

Overstrand formal employment by sector and sub-sector, 1995 – 2007

	2007	2007 main sector share	2007 sub sector share	Avg growth 1995 - 2007	Avg growth 2002 - 2007
Agriculture, forestry and fishing	2 093	11.3		-1.9	-3.5
Mining	48	0.3		-3.6	-2.3
Manufacturing	1 661	9.0		-0.4	0.7
<i>Food, beverages and tobacco</i>	543	2.9	32.7	1.6	1.8
<i>Textiles, clothing and leather goods</i>	35	0.2	2.1	-10.7	-17.9
<i>Wood and paper; publishing and printing</i>	68	0.4	4.1	-5.2	-9.3
<i>Petroleum products, chemicals, rubber and plastic</i>	80	0.4	4.8	-6.9	-9.8
<i>Other non-metal mineral products</i>	278	1.5	16.7	-1.1	3.2
<i>Metals, metal products, machinery and equipment</i>	290	1.6	17.5	4.4	8.5
<i>Electrical machinery and apparatus</i>	36	0.2	2.2	-3.7	-3.0
<i>Radio, TV, instruments, watches and clocks</i>	42	0.2	2.5	0.6	-0.9
<i>Transport equipment</i>	119	0.6	7.2	-2.4	-3.7
<i>Furniture and other manufacturing</i>	170	0.9	10.2	6.1	9.9
Electricity & water	50	0.3	100.0	0.3	1.7
Electricity	38	0.2	76.0	1.8	1.7
Water	12	0.1	24.0	-3.1	1.8
Construction	2 546	13.7		-1.5	1.5
Wholesale & retail trade; catering and accommodation	4 179	22.5		3.5	5.7
<i>Wholesale & retail trade</i>	3 107	16.7	74.3	5.7	7.4
<i>Catering and accommodation</i>	1 072	5.8	25.7	-0.6	1.5
Transport & communication	393	2.1	100.0	-0.2	2.7
<i>Transport</i>	328	1.8	83.5	0.1	3.4
<i>Communication</i>	65	0.4	16.5	-1.5	-0.6
Finance and business services	2 217	12.0	100.0	5.2	7.2
<i>Finance and insurance</i>	398	2.1	18.0	-1.4	-3.5
<i>Business services</i>	1 819	9.8	82.0	8.0	10.8
Community, social and other personal services	5 365	28.9	100.0	2.3	3.5
<i>Community, social and other personal services - other</i>	3 061	16.5	57.1	4.3	5.4
<i>General government services</i>	2 304	12.4	42.9	0.3	1.4
Total formal employment	18 552	100.0		1.2	2.8

Source: Quantec Research, 2009; own calculations

1.4 **C**HALLENGES

The Overstrand Municipality, not unlike all other local authorities countrywide, faces a series of challenges. These are:

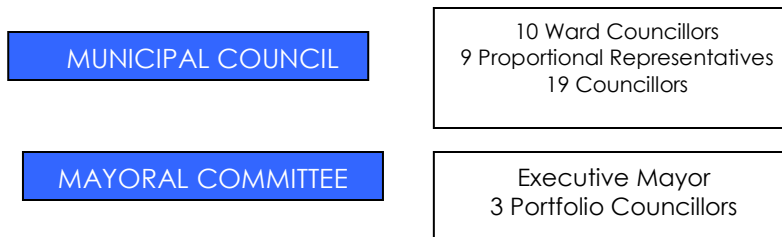
Challenge	Actions to address
Provision of infrastructure and basic services on a sustainable basis	Refer to capital expenditure
Stimulating local economic development	<p>Drafting of sectoral plan for agriculture in the Strandveld area</p> <p>Aquaculture</p> <p>The establishment of a Development Agency (OLEDA) to procure investment in the Overstrand to assist with the stimulation of local development.</p> <p>The development and adoption of an Informal Trading Policy to assist with employment and poverty reduction thus stimulating local economic development.</p> <p>The implementation of an emerging contractor development program to assist local economic development and create sustainable employment exit strategies and a tool to poverty alleviation.</p> <p>The development of the Emerging Service Provider Empowerment Programme to assist entrepreneurs to engage in the main stream economy of the area</p>
Provision of subsidised / low cost housing	Search for suitable land is underway
Growing population, unemployment and poverty	<p>Entrepreneurship is strongly encouraged</p> <p>The implementation of the NDPG in township areas to stimulate local development and create employment opportunities.</p> <p>The establishment of Youth Advisory Centres (YAC) in the Overstrand to assist with unemployment and poverty reduction strategies.</p>
Law Enforcement	<p>Stricter enforcement of municipal regulations</p> <p>Consolidation of by-laws and the approval of admission of guilt fines in conjunction with the Justice department will enhance effective enforcement</p>

1.5 GOVERNANCE STRUCTURES

EXECUTIVE AND COUNCIL STRUCTURE

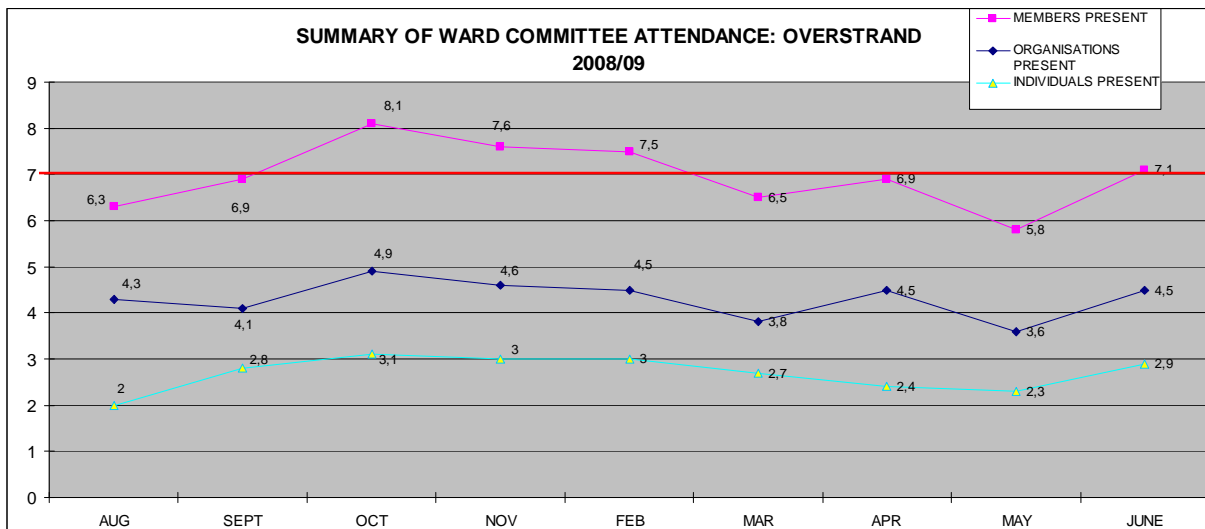
The Overstrand is governed by a DA controlled council consisting of 11 DA, 6 ANC, and 2 NPP councillors. The Municipality has an Executive Mayoral system which is combined with a Ward Participatory system as determined by the Western Cape Provincial Minister for Local Government. The Mayoral Committee consists of the Executive Mayor, Deputy Executive Mayor, plus 2 members who have been appointed by the Executive Mayor. During the year under review thirteen (13) council meetings were held – of which all were open to the public.

The Office of the Mayor and Council had an operating budget of R10 240 710



As a result of the delimitation of wards in the Overstrand, the Municipality also structured its public participation forums by establishing Ward Committees during April 2006 in all of its wards as well as setting up an Overstrand wide Municipal Advisory Forum (OMAF).

The table below gives an indication of the ward committee attendance for the financial year under review.



Note:

The average attendance for the financial year is 7 members per ward committee meeting (excluding ward councillors). The highest attendance is in October, in which month the IDP is discussed. The next two highest attendance figures are influenced by participation regarding the IDP and draft budget. The poor attendance is mainly due to individuals with an average of 3 members instead of 4 members per meeting. The fluctuation with organisations can be improved by attendance of nominated replacements for organisations.

1.6 ADMINISTRATION

The administrative component is aligned with the five National Key Performance Areas in the following way:

- Municipal Transformation, Institutional Development and Good Governance : *Office of the Municipal Manager;*
- Basic Service Delivery and Public Participation : *Director: Community Development and Director: Protection Services*
- Financial Viability and Financial Management : *Director: Finance;*
- Local Economic Development : *Director Economic Development; and*
- Infrastructure for Service Delivery : *Director Infrastructure and Planning*

OFFICE OF THE MUNICIPAL MANAGER

The Municipal Manager as head of the administration, is responsible and accountable for tasks and functions as provided for in Section 55 of the Systems Act, other functions/tasks as provided for in legislation, as well as functions delegated by the Executive Mayor and Council.

The office of the Municipal Manager consists of the Municipal Manager and Internal Audit Services.

Staff component – 2

Operating budget – R918 390

DIRECTORATE: MANAGEMENT SERVICES

The main function of this Directorate is to provide corporate support to the Council and Municipality and to ensure compliance with best practice municipal administration norms and standards. The Directorate consists of the Director and incorporates the departments of Communication Services, Human Resources, ITC Services, Strategic Services, Legal Services, Council Support Services and the units of Elections (the latter as a contractual arrangement with the Electoral Commission) and TASK (Tuned Assessment of Skills and Knowledge).

Staff component - 44

Operating budget – R5 997 402

DIRECTORATE: FINANCE

The core function of this Directorate is to ensure sound financial management.

This Directorate consists of the Chief Financial Officer as head of the directorate and with the sections Financial Services, Expenditure and Asset, Income, Supply Chain Management and Valuations.

Staff component - 92

Operating budget – R3 844 631

DIRECTORATE: COMMUNITY SERVICES

This Directorate was restructured with effect from the 1 December 2008, and a new Protection Services Directorate was formed.

The main function of this Directorate is to ensure that co-operative governance and public participation takes place in decentralised administrations and that service delivery happens.

This Directorate consists of the Director, four decentralised administrations (area and operational management), Corporate Projects & Vehicle Fleet and Housing Services.

Staff component - 641
Operating Budget R359 763 171

DIRECTORATE: PROTECTION SERVICES

This Directorate was formed during December 2008 after a restructuring process of the Directorate, Community Services. The operating budget of this Directorate was carried by the Directorate: Community Services.

This Directorate's main focus is to create a safe and secure environment for optimal functioning of all stakeholders within the Overstrand area. The Directorate consists of the Director and the functions Law Enforcement & Security Services, Traffic & Licensing Services and Fire & Disaster Management.

Staff component – 59 permanent staff and an additional 68 reservists
Operating Budget – The budget for this directorate is included under community services.

DIRECTORATE: ECONOMIC DEVELOPMENT

The main function of this Directorate is to promote economic development initiatives, tourism, sustainable job creation, poverty reduction and shared growth that integrates and connects the Municipality, its citizens and its natural resources.

The Directorate: Economic Development & Tourism consists of the Director and an envisaged Economic Development Management section. This Directorate works in close collaboration with the Overstrand Local Economic Development Agency, a municipal entity of which the Municipality is the sole shareholder, as well as the Destination Marketing Organisation.

Staff component - 4
Operating Budget - R2 610 320

DIRECTORATE: INFRASTRUCTURE AND PLANNING

This Directorate's focus is on the planning of infrastructure, development planning and control, property management, environmental management, building control and valuations.

This Directorate consists of the Director, Infrastructural Management, Environmental Services, Town Planning, Building Control, Waste Services and Electricity Services.

Staff component - 96
Operating budget - R17 646 456

CHAPTER 2

PERFORMANCE HIGHLIGHTS

2.1 INTRODUCTION

The Municipal Systems Act 32 of 2000 and the Local Government: Municipal Planning and Performance Management Regulations 2001, require municipalities to adopt a performance management system. After the approval of the IDP and the budget, the Municipality prepares its Service Delivery Budget Implementation Plan (SDBIP). The SDBIP indicates key performance indicators and quarterly performance- and financial performance targets. The SDBIP also served as the performance management tool of the Municipality. The Municipality assessed its performance on a quarterly basis and reported progress on performance against targets set to Council.

This chapter will focus on the Municipality's performance with regard to service delivery during the 2008-2009 financial year.

2.2 BASIC SERVICES DELIVERY

2.2.1 PROVISION OF FREE BASIC SERVICES

The free basic services with regard to electricity, water, sanitation and refuse removal for the year under review are reflected in the table below:

Electricity:

Indigent households			Non-indigent households		Households in Eskom areas
No of households	Unit per household (kwh)	Value R	No of households	Value R	No of households 7157 (Urban)
2375	1,397,550.00	636,373.75	19 331	127,796,340.62	

Water:

Indigent households			Non-indigent households	
No of households	Unit per household (kl)	Value R	No of households	Value R
2371	67860	452568	24128	71,998,467.18

Sanitation:

Indigent households			Non-indigent households		
No of households	Unit per household p/m	Value R	No of households	Unit per household p/m	Value R
2282	2282	107 254	30 383	30 383	56,46,605.90

Refuse removal

Indigent households			Non-indigent households		
No of households	Unit per household p/m	Value R	No of households	Unit per household p/m	Value R
2289	2289	222033	30508	30508	47,553,534.86

HIGHLIGHTS

HERMANUS CROWNED TOWN OF THE YEAR

Hermanus was crowned winner in the highly contested Kaap-Rapport Town-of-the-Year Competition. On 7 March 2009, the CEO of Cape Town Routes Unlimited, one of the co-sponsors, handed Mayor Theo Beyleveldt the trophy. At the time, the Mayor said he is of the opinion that the town can ascribe its success to the fact that no stone is left unturned to ensure that the community is satisfied. The Municipality's vision to be a centre of excellence for all whom it serves, is supported by some remarkable performers from within the community. In short, every effort is being made to create opportunities for all, particularly by way of bodies such as Whalecoast Marketing and the Overstrand Local Economic Development Agency (OLEDA), two organisations which jointly receive R5 million in Council supports for their efforts every year. In the national and provincial Vuna competition, our Local Authority's service delivery to civil society also earned great praise. In sum, on receiving the trophy, the Mayor may have hit the nail on the head when he stated, "Overstrand is the place to live and grow."

NEW WATER SOURCE SCIENTIFICALLY TESTED

Overstrand Municipality started using water from one of South Africa's highest yielding boreholes near Hermanus. Some 1.5 million m³/year of underground water has been added to the existing 2.8 million m³/year from the De Bos Dam, formerly the only water source for the Greater Hermanus area. This project, boasting cutting-edge technology, has cost some R5.5m, resulting in a price of R0.8/m³ for abstracted water. Developing from a holiday town with a large seasonal variation in water consumption into the economic and administrative hub of the Overberg, Hermanus faced a growing water shortage. Cape Town-based groundwater consultant, Umvoto, was appointed in 2002 to explore underground water resources to augment the municipal water supply. The company focused on the Gateway wellfield target area. Several boreholes were drilled deep into the Peninsula aquifer, a layer of water-bearing, permeable rock capable of providing significant amounts of water. One of these was found to be one of the highest yielding in SA – blowing out at more than 100 litres/second – and extraction infrastructure such as pumps, a pipeline and a pre-treatment plant (to ensure water quality) was constructed. The new system is noteworthy for the close monitoring of both the aquifer and the environment. Umvoto had installed a telemetry system (remote monitoring and controlling) which ensures that the project can be accessed by the municipal staff and from Umvoto's offices in Muizenberg. The Hermanus Magnetic Observatory (HMO), the Chief Directorate: Surveys and Mapping (CDSM), the Water Research Commission (WRC) and the Department of Earth and Atmospheric Sciences at Purdue University in Indiana, USA are also involved.

SOD TURNED FOR STANFORD HOUSING PROJECT

Overstrand Mayor Theo Beyleveldt turned the sod for a low-cost housing project of 88 houses in Stanford on Tuesday 14 April 2009. "It is wonderful to help people who have waited so long," he said. Originally an application was launched for a housing project of 400 houses and conditionally approved by Province in February 2006, but negotiations to find land for the project became bogged down. In November 2006 an additional application for 88 houses on sites within the current town limits was launched and final project approval was received from the Western Cape Provincial Government in March 2008. The allocation of the tender for the project, however, became controversial and landed in High Court. Judgement was given earlier this year, but taken on appeal. An agreement was reached between the different parties that the developer, M5, could continue with the Stanford, Kleinmond and Betty's Bay projects. Mr Rieger van Rooyen of M5 said the Stanford project will be finished by end of August 2009.

GANSBAAI SEWERAGE WORKS A WORLD FIRST

The technology employed at the recently upgraded sewerage purification plant in Gansbaai is attracting a lot of international attention. The Executive Mayor, Mr Theo Beyleveldt, commissioned the plant on 14 April 2009 during an event which, amongst others, was attended by the Consul-General for the Netherlands in Cape Town, Ms Catharina Verkerk. This is the first time the new "Nereda" technology, which was developed in the Netherlands, will be utilised to the full. Two post-graduate students, one from Stellenbosch and one from the Delft University of Technology, will continue to study the implementation of the system. The *Nereda* system offers great cost benefits for both the development of the infrastructure for and the operation of the plant. The decomposition process of the sewage is ten times faster than that of conventional systems and since the sludge that is left behind is thicker, a smaller area is required to treat it. Since there is some risk involved in utilising technology that has not yet been tested and utilised to its fullest capacity outside of Europe, Overstrand Municipality opted to harness a combination of the old and the new, said Mr Stephen Müller, the Municipality's Infrastructure and Planning Director, at the time of commissioning. The plant, therefore, consists of a conventional reactor that can treat 2Ml of sewage per day and a *Nereda* system that can dispose of 4,5Ml per day. With this increased capacity, it is envisaged that the plant will be sufficient to satisfy Gansbaai's needs till well after 2020. The purified water will be used to irrigate the nearby sports complex and a pipeline is soon to be constructed to service Gansbaai's golf course as well as the sports grounds in the Blompark residential area. The *Nereda* system is highly automated, and a programmable logic controller is connected via a modem to the parent company DHV in the Netherlands to ensure effective monitoring.

INTERNATIONAL NURSES' DAY CELEBRATED IN OVERSTRAND

On Tuesday 12 May 2009, International Nurses' Day was celebrated in style in the Overstrand when the Mayoress, Marianné Beyleveldt delivered bouquets of flowers to both Hermanus hospitals and spoiled the Overstrand clinic staff with something sweet and a coffee mug in recognition for the dedication they show whilst carrying out their duties. This profession rarely gets acknowledgement for the good service it renders to the community. She expressed her sincere gratitude and love toward all nursing staff and assured them that they are appreciated, even if it is not always visible.

WARD COMMITTEE SYSTEM AMENDED

Council approved amendments in its policy on ward committees to improve discipline in meetings and clarify the role and contribution of organisations, especially with regard to feedback to the constituencies they represent. The revised policy was only implemented on 1 September 2009 which gave organisations the opportunity to come in line with the new amendments. It is anticipated that the introduction of timeframes into the revised policy will help to keep meetings short and discourage repeated discussions and belabouring of issues that frustrated other members and led to absenteeism. Representatives of organisations must now prove their legitimacy by providing the organisation's constitution and proof that at least three meetings per annum are held with its constituency. A recent analysis revealed that of the 56 organisations in the ward committee structures only 40 had constitutions and only 36 held annual general meetings in 2007 and 2008. Of concern was that none of the seven organisations in the Zwelihle ward committees could provide a constitution. The Municipality will assist organisations to become compliant, by providing them with a model constitution and helping them finalise it, as well as capacity building in terms of compiling agendas and keeping minutes.

2009 MAYOR'S ENVIRONMENTAL AWARD: SCHOOL POSTER COMPETITION

Global warming/climate change is conceptually difficult to teach and for children to grasp fully. To support our Eco-School teachers, a workshop dealing with creative ways to teach this topic was held on 8 June 2009. An experienced educator from the Centre of Conservation Education presented the workshop and teachers received many resources. Parallel to this, a poster competition was run as part of the Mayor's Environmental Award programme to give learners an

opportunity to display their understanding of the global warming crisis. This competition has exceeded the expectations of the organisers and was good preparation for the 2010 international Eco-Schools poster competition with the same topic. The Mayor was gratefully acknowledged for initiating and funding the competition.

BLOMPARK GETS ITS OWN COMMUNITY HALL

The Blompark Community Hall in Gansbaai was opened with great enthusiasm in June 2009 and will in future fulfill an important role in the lives and development of people in the neighbourhood. The building, which was erected at a cost of R1,2 million, has been equipped with sound equipment, a stage, curtains and a projector that will be used to show films and conduct awareness campaigns for the audience. Any function or meeting can be hosted at very reasonable rentals. Construction commenced in the last week of January 2009, and at least 20 local artisans from Blompark and Masakhane worked on the project over a period of three months. This represents around 1 500 person days or 12 000 person hours. Nearly all material was procured locally. The project was managed departmentally by the Area Manager and Building Inspector of Gansbaai and completed within three months according to plan. The clinker-brick building is nearly 310 m² in size and the total building cost was estimated at R3 900/m², which is considerably lower than the standard building costs currently experienced in the industry. The building can accommodate approximately 200 people, and offices were provided for the Blompark Residents' Association and the Ikhamva Youth Society, where the latter will also be responsible for supervising and cleaning the hall and site on a daily basis.

NIGHT OF EXCELLENCE

Fourteen crowned for exceptional contributions

Overstrand Municipality is in the enviable position that some of the country's best talent resides in this area or have close ties with the region. As a result of their association with the area, they not only promote Overstrand's image but many of them voluntarily also plough back some of their time, money and energy into our community.

For this reason, Executive Mayor, Cllr Theo Beyleveldt, to accord recognition to exemplary residents in a fitting manner, hosted a Night of Excellence in the Overstrand Civic Centre in Hermanus on 31 March 2009 the first of which is hopefully to become one of this young Municipality's major traditions.

Fourteen recipients were honoured for their contributions to the field of service to the community, arts and culture, sports and recreation and/or trade and commerce.

SERVICE TO THE COMMUNITY:

- David Beattie, the man whose vision and organisational skills turned Hermanus' cliff paths into a pride and joy for the town and all who reside here while his Cliff-path Management Group now serves as a model for similar initiatives, both within and outside Overstrand;
- Tim Hamilton-Russell, architect of the wine industry in Overstrand who not only used his expertise and perseverance to open the doors to a whole new industry but also made a valuable contribution towards the preservation of Hermanus' heritage;
- Henri Kuipers, founder of the Enlighten Education Trust, who came to the realisation that, on the terrain of education, some extraordinary measures would be required if a real difference is to be made in the lives of our area's residents and who worked relentlessly and passionately on realising a dream;
- Theo de Wet, one of the mainstays of the Enlighten Education Trust and manager of the Junior Council whereby young leaders from within our area can be identified at an early age and equipped for their future task whilst operating under the motto "we learn while we lead";

- Nothobile Alam, community worker and stalwart of the Rainbow Trust who through perseverance and commitment ensures that people in Zwelihle who live with HIV/Aids are cared for on a daily basis;
- Theo de Meyer, a philanthropist, who through his compassionate nature and ongoing work amongst the poorest of the poor has become a father figure in the Zwelihle community;
- Estelle le Roux, whose passion for the protection of animals resulted in the phenomenal success of the Kleinmond Animal Welfare Society, not only as far as the development of excellent facilities is concerned, but also in terms of educating poor communities and making them aware of the plight of animals;
- Tommy Gelderblom, who as a community leader in Hawston is always willing to render assistance to others and as chairperson of the Overstrand Care Centre ensures that this organisation is managed according to the highest standards; and
- Michael Lutzeyer, a leader in the areas of both tourism and community development who recognised the unifying power of sports and relentlessly campaigned for the development of the ABSA Gansbaai Sports Centre with the aid of foreign funding and support.

SPORTS AND RECREATION:

- Captain Danie Rautenbach, founder of the Gansbaai Wrestling Club who, since 1998, delivered two junior Springboks, 20 SA champions and 65 provincial champions and who accompanied the national teams to Turkey (2006 and 2008), Scotland and the Commonwealth Games as coach;
- Gio Aplon, son of the Hawston fishing community who, despite several disappointments, persevered in developing his rugby talent right up to the point where he has earned his place in the Springbok Sevens team, the Stormers and WP team, and has even been crowned as Player of the Sevens Series in France and for the Best Try in the Currie Cup;
- Fanie van der Merwe, winner of two gold medals in the Paralympics in Beijing, who has suffered from cerebral palsy since birth and who through hard work and perseverance, came out tops; sweet-tempered by nature, he serves as a brilliant ambassador for South Africa; and
- Naomi Müller, South Africa's foremost long-distance jockey and the South African who holds the highest position on the International Jockey Federation's ranking list, resides on a farm in the Hemel-and-Aarde valley and is married to a municipal official; to date, she has represented South Africa on six occasions.

ARTS AND CULTURE:

- Esje du Toit, chronicler of Overberg's history—notably that of the people from Hermanus and Stanford—whose diligence, despite the restraints imposed by personal circumstances, will be a hard act to follow.

UNITED NATIONS INTERNATIONAL STRATEGY FOR DISASTER RISK REDUCTION

The Director: Infrastructure and Planning, Mr S Müller, was been invited to attend the 2nd Consultative Meeting on establishing a Local Government Alliance for Disaster Risk Reduction (LGA/DRR) in Shengdu, China, from 12 to 14 November 2008. He was also elected as a member of the Advisory Group for the LGA/DRR.

Overstrand Municipality's submission on Water Resource Management has been selected for publication as one of 14 global best practices.

WESTERN CAPE PROVINCIAL BULK REGIONAL INFRASTRUCTURE TASK TEAM (BRITT)

The Director: Infrastructure and Planning, Mr S Müller was nominated to represent category B municipalities on the BRITT at the Provincial MIG Management Meeting.

SOUTH AFRICAN WATER RESEARCH COUNCIL

The Director: Infrastructure and Planning has also been invited by the South African Water Research Council to serve on the Reference Groups of two of their research projects.

The following refers to the functional areas and focuses on the performance per KPI taking into account the targets set. With regard to paragraph 2 that speaks to the National Key Performance Area, Service Delivery, and specific 2.1, the attention is drawn to Annexure A pg 148 which addresses the capital spending pattern per capital project. Annexure B, pg 157 focuses on the performance per corporate key performance area as stipulated in the SDBIP.

**Performance information as per
Service Delivery Budget Implementation Plan
(SDBIP)
quarterly reporting for the 2008/2009 financial year**

FUNCTIONAL/SERVICE AREA: STRATEGIC PLANNING

DEFINITION OF FUNCTION: Co-ordination of the annual IDP Process and reporting requirements to Council

LINKAGE TO IDP: Provision of democratic and accountable governance

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	COMMENTS QR 4	COMMENTS QR 3	COMMENTS QR 2	COMMENTS QR 1
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and are committed to Batho Pele Principles	08-Aug	Offices are Batho Pele friendly. Posters are displayed in offices	Offices are Batho Pele friendly. Posters are displayed in offices	Offices are Batho Pele friendly. Posters are displayed in offices	Offices are Batho Pele friendly. Posters are displayed in offices
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Regular meetings with 2 staff members	Regular meetings with 2 staff members	2 weekly staff meetings	2 weekly staff meetings
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	Job descriptions completed - August 08	Job descriptions completed - August 08	Job descriptions completed - August 08	Job descriptions completed - August 08
	Training	Ongoing training of personnel essential including multi-skills to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WPSP	08-Sep	No training during time of reporting	Attended disciplinary process as well as speed reading training courses	Disciplinary process training to be attended during January 09	No training during time of reporting. Sessions with HR scheduled for November to identify new training needs
1.5 Skills Development	Needs Analysis	All directorates must identify the training needs of their staff and provide such to Management Services for inclusion on an annual basis in the WPSP submitted to the SETA and serving as the base document of course initiation	Directorates, Operational budget	Participation in training audit updates, using performance management as an identifying factor of training needs and making inputs as required into the WPSP		Training needs identified for new financial year	Training needs identified for new financial year	HR WPSP discussion is scheduled for January 09	HR sessions scheduled for November 08

	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests within 14 days	QRs	As per annexure A	As per annexure A	As per annexure A	As per annexure A
1.4 Employment Equity	Gender	Existing gender committee	Gender equity iro all programmes promoted	Where applicable, ensuring gender equity iro all municipal programmes, activities	Quarterly reports	Gender team supported the relay for wheels race by hosting a water point		Visit to all administrations on the 1st of December re HIV. Visited all 5 trauma rooms in the Overstrand and distributed 150 trauma packs for the season as part of 16 days of activism against woman and child abuse. Donation to the Hawston Aids Group i of an HIV Aids ribbon light	2 formal Gender committee meetings took place during time of reporting Support to woman's day activiteis Support to all trauma centres in our area
1.6 Integrated Development Plan (IDP)	Governance	Reviewed IDP	Reviewed IDP	Approved IDP/Budget process plan	08-Aug	Final IDP served before council in May 09	Draft IDP completed and served before council on 30 March	Strategic session held with councillors on 18th November 08	Plan approved 26 August 08
		Planning & process integration of IDP, PMS, SDBIP essential to reduce administrative load of reporting		OMAF Meetings	Quarterly reports	No meetings during time of reporting	Meeting to take place in May if necessary	OMAF meeting held on 26 November 2008	OMAF meeting scheduled for 26 November 08
				Ward Committee meetings	Quarterly reports	As per council cycle, also see Annexure A	As per council cycle, also see Annexure A	As per council cycle, also see Annexure A	As per council cycle, also see Annexure A
				Meetings with national and provincial sectoral departments	Quarterly reports	Attended 2 provincial meetings - task team in George and IGR in Cape Town	No meetings during time of reporting	Meeting with Prov Treasury in October as well as the LGMTEC on 3 December	1 Engagement with DPLG
				Meetings with ODM IDP Rep Forum	Quarterly reports	No meetings during time of reporting	1 Meeting in Swellendam to discuss district alignment	1 meeting to discuss the way forward happened in November	No meetings during time of reporting
				Aligned to the Budget Planning	Sept 2008 onwards, QR	As approved process plan	As approved process plan	As approved process plan	As per approved process plan

			IDP, PMS, Budget integration with focus on service delivery	Final draft IDP Approved IDP IDP KPIs & Targets incl in PMS & SDBIP	09-Mar 09-May 09-Jun	Draft IDP completed and served before Council on 30 March Final IDP served before Council in May 09 SDBIP approved by EM on 25 June 09	Draft IDP completed and served before council on 30 March N/A	N/A N/A N/A	N/A N/A N/A
1.7 Performance Management System - PMS	Governance Programme	Institutionalisation of PMS not done - institutionally or individually	Approved, implemented PMS compliant with MSA and Performance Regulations, 2006	Performance agreements of MM and Directors completed in line with regulations and signed	08-Jul	Completed and submitted to Province	Completed and submitted to Province	Completed and submitted to Province	Completed and submitted to Province
		Lack of community consultation	PMS devolved to middle management level	Municipal Scorecard adopted by Council	08-Jul	SDBIP approved by EM on 25 June 09	Process for new SDBIP started end March	Mayor approved SDBIP - 27 June 08	Mayor approved SDBIP - 27 June 08
		Performance Regulations, 2006 to be implemented	Integration of PMS with SDBIP	Reviewed Policy documents adopted by Council and necessary resolutions taken	08-Jul	Policy in place and discussions with HR are in place to address lower level staff as well	Policy in place and discussions with HR are in place to address lower level staff as well	Policy served before Council in November and will be implemented asap	Policy to serve before Council in November
		PMS to be cascaded to other staff levels	Community consultation completed	Community consultation completed	08-Aug	As per process plan	As per process plan	As per process plan	As per process plan
			Performance Audit Committee in place	Performance Audit Committee established / Audit Committee composition changed to fulfil dual role	08-Aug	PAC meeting during April	Meeting to take place in April	Meeting was held in November	First meeting to be held in October
				Municipal Scorecard and performance agreements submitted to the Performance Audit Committee	08-Aug	N/A for period of reporting		Submitted during August 08. Performance agreements to be submitted to PAC during November 2009	Submitted during August 08. Performance agreements to be submitted to PAC during November 2009
				Reporting on the Individual Scorecards	Sept & Dec 2008 Mar & June 2009	Reporting as per target	Reporting as per target	1st quarter report served before Council in November	1st quarter report to serve before Council in November
				Quarterly performance evaluations	Sept & Dec 2008 Mar & June 2010	As per target	As per target	Evaluation as per agreements	Evaluation as per agreements
				Institutional reporting processes followed	Sept & Dec 2008 Mar & June 2010	Quarterly reporting	Quarterly reporting	Quarterly reporting	Quarterly reporting

			PMS further cemented and devolved to middle management level	Institutional & Individual PMS aligned with IDP, SDBIP with inclusion of MM, directors and next level of management	09-Jun	SDBIP approved by EM on 25 June 09	N/A	N/A	N/A
			Performance appraisal process for financial year completed	Annual performance appraisal process	09-Jun	Appraisal of directors as scheduled	N/a	N/A	N/A
2. Service Delivery & Infrastructure Development									
2.14 Disaster Management	Social safety net	Humanitarian interventions needed in case of disaster/extreme human suffering, e.g. xenophobia	Successful interventions in times of disaster	Care services as and when necessary	Quarterly reports	No need during time of reporting	No need during time of reporting	No need required	No need during time of reporting
		Quarterly provincial questionnaire - municipal snapshot in Vuna format	Full participation in Prov. Mun. snapshot	Provincial questionnaires to be completed within prescribed time frame	Oct 2008, Jan 2009, April 2009, June 2009, QRs	Snapshot completed and submitted	Snapshot due in April 09	Snapshot submitted in November 08	To be submitted to Province - November 08
4. Municipal Financial Viability and Financial Management									
	Budget	Budget 2008/09 approved	On date completion of budgetary processes	Approved budget process plan incl. SDBIP	08-Aug	As per approved process plan	As per approved process plan	As per approved process plan	As per approved process plan
	SDBIP	SDBIP & PMS largely integrated for 2008/09	Totally integrated SDBIP & PMS for 2009/2010	Progressive integration of PMS & SDBIP and compilation of necessary reports - quarterly, mid-year and annual	Jul 2008 - May 2009, Quarterly Reports	As per requirement	As per requirement	As per requirement	As per requirement
				Refining the integration of SDBIP & PMS for 2009/10	09-Jun	SDBIP approved by EM on 25 June 09	N/A	N/A	N/A
	Annual Report	Preparation of Annual Report for 2007/08	Completed Annual Report for 2007/08	Annual Report (including AG Audit Report, AFS & Council reply) for 2007/08 tabled at Council	31-Jan-09	N/A	N/A	N/A	N/A
5. Good Governance, Public Participation Accountability and Transparency									
	Vuna Awards	Wish to repeat success of 2005/06	Participation in Vuna Awards	Collation and co-ordination of information for Vuna entry	Jul - Sept 2008	N/A	N/A	Application submitted 21 September 08	Application submitted 21 September 08
		Well functioning Overstrand Municipal Advisory Forum (OMAF) for strategic matters (also refer to IDP) with 4 reps per ward	Overstrand community participation maintaining the best practice status and effective consultation on IDP, budget and other strategic issues	Agendas for bi-annual OMAF meetings 14 days prior to meetings, with previous minutes	Ongoing, QR	N/A	N/A	N/A	N/A

	Special projects	Savings on Mayoral Special Projects budget	Completion of liaison, purchases, deliveries to target groups	Contact relevant organisations / institutions for needs proposal, i.e. focus on elderly, youth, disabled	15-May-09	Project completed - 62 institutions benefitted and 1400 kids affected	Process will commence during April	N/A	N/A
				Needs and wishes analysed, prioritised, funding allocated	30-May-09	Project completed - 62 institutions benefitted and 1400 kids affected	N/A	N/A	N/A
				Purchases, deliveries made	200906/30	Project completed - 62 institutions benefitted and 1400 kids affected	N/A	N/A	N/A

FUNCTIONAL/SERVICE AREA: LEGAL SERVICES

DEFINITION OF FUNCTION: *Assist Council in the drafting of legislation and the Municipal Manager in the rendering of a variety of legal services and matters incidental thereto*

LINKAGE TO

IDP:

Provision of democratic and accountable governance

Provision and maintenance of municipal services

Creation and maintenance of a safe and healthy environment

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	Comments 4th Quarter	Comments 3rd Quarter	Comments 2nd Quarter	Comments 1st Quarter
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and commit to Batho Pele Principles	08-Aug	BP principles used as reference for effective service delivery	BP principles used as reference for effective service delivery	BP principles used as reference for effective service delivery	BP principles used as reference for effective service delivery
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Regular feedback on needs as per management meetings	Regular feedback on needs as per management meetings	Regular feedback on needs as per management meetings	Regular feedback on needs as per management meetings

	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liase and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	Job descriptions completed	Job descriptions completed	Job descriptions completed	Job descriptions completed
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/ requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests with 14 days	QRs	Response to enquiries withing 48 hours	Respond to public enquiries within less than 48 hours.	Response to enquiries within 48 hours	Response to enquiries within 48 hours
1.5 Skills Development	Needs Analysis	All directorates must identify the training needs of their staff and provide such to Management Services for inclusion on an annual basis in the WPSP submitted to the SETA and serving as the base document of courses initiation	Participation in training audit updates, using performance management as an identifying factor of training needs and making inputs as required into the WPSP			Attendance of workshops regarding legal compliance in accordance with different statutes.	Regular attendance of highly effective inter municipal forum workshops co-ordinated by the City of Cape Town		
5. Good Governance, Public Participation Accountability and Transparency									
	Policies	Inadequate or lack of policies - some in draft form, others approved but not implemented, others still to be developed, e.g. health and safety policy, training & development policy, etc.	All policies developed, approved and implemented	Gap analysis - legislation vis-à-vis existing, in draft, in process policies to determine status quo of policy structure and needs	08-Jul	Assist in advisory capacity	Assist in advisory capacity	Assist in advisory capacity	Assist in advisory capacity
		Important policies to be reviewed.	Only direct employee related policies referred to LLF	Priority policies identified and timeframes determined, i.e. health & safety, EE, training and	08-Jul	Assist in advisory capacity	Assist in advisory capacity	Assist in advisory capacity	N/A

			Implementation of policies monitored in co-operation with the Performance Audit Committee	development Already approved policies implemented Electricity, tariff, credit control & debt collection policies approved & implemented	08-Jul 08-Aug	Assist in advisory capacity Assist in advisory capacity	Assist in advisory capacity Assist in advisory capacity	Assist in advisory capacity Assist in advisory capacity	N/A Assist in advisory capacity
				Stormwater, water services, signage policies approved and implemented 3 - 5 (depending on complexity) policies per quarter submitted to Council for approval	08-Sep Dec 2008 - June 2009, QRs	Assist in advisory capacity Assist in advisory capacity	Assist in advisory capacity Assist in advisory capacity	Assist in advisory capacity N/A	
				All prioritized policies adopted by Council and implemented All policies developed, approved, implemented Once approved, directors to report on how policies relevant to their directorates are implemented	08-Dec 09-Jun Ongoing quarterly reports	Assist in advisory capacity N/A N/A	Assist in advisory capacity N/A N/A	 N/A Assist in advisory capacity	
	By-laws	Number of outstanding by-laws	Implementation of gazetted by-laws	Implementation of by-laws already gazetted, i.e. property rates, dogs & cats, community fire safety		By-laws relating to Street Trading & Traffic and Parking identified	By-laws relating to Markets and Swimming Pools identified	All by-laws implemented after date of publication	All by-laws implemented after promulgation

		Consistent enforcement of by-laws	In process by-laws approved, gazetted, implemented New by-laws approved, gazetted, implemented	Gap analysis iro legislative obligations vis-à-vis by-laws Priority by-laws for development identified and timeframes determined	08-Jul	Regular interaction with Protection Services regarding the enforcement of by-laws By-laws relating to Water Management , Stormwater, Signage and Swimming Pools earmarked for 1st & 2nd quarters	Liaison with Protection Services By-laws relating to Market Places and Swimming Pools identified	Legal compliance enforced by way of by-laws Receive & invite suggestions from varous directorates in order to prioritise by-laws	Regular monitoring of compliance to legislation
				Electricity, tariff, credit control & debt by-laws	08-Aug	Electricity by-law promulgated in December 2008	Electricity by-law carried forward	Electricity by-law carried forward	Electricity by-law outstanding
				Stormwater, water services, signage by-laws Benchmarking of draft by-laws 2 By-laws in 2nd quarter	08-Sep Oct 2008 - QR 01-Dec-08	By-laws prepared and distributed internally for comments and workshops By-laws relating to Street Trading & Traffic and Parking identified Signage by-law under discussion and referred for a workshop due to its complexity	Carried forward due to logistical problems with workshops Tariff & Credit Control by-laws promulgated on 28 November 2008 Electricity by-law promulgated on 19 December 2008	Carried forward due to logistical problems with workshops Tariff & Credit Control by-laws promulgated on 28 November 2008 Electricity by-law promulgated on 19 December 2008	By-laws in workshop cycle via SCM Tariff & debt collection
				2 By-laws in 3rd quarter	01-Mar-09	By-law relating to Swimming Pools introduced for purposes of internal discussion and comments.	Draft By-law relating to Swimming Pools currently under discussion & earmarked for introduction into the June cycle. Additional information regarding the draft by-law relating to Market Places is currently under scrutiny before the formal processes can be resumed		

				2 By-laws in 4th quarter Once promulgated, directors to report on how by-laws relevant to their directorates are enforced	01-Jun-09 Ongoing quarterly reports	The Water Management by-law was workshopped in May 2009 and internally distributed for further comments. It will be advertised for public comments in August. Stormwater by-law finalised and prepared for the August cycle	Draft By-laws relating to Water & Sanitation Services ready to be workshopped by the Consultant in May 2009. Storm water by-law to be carried into next portfolio committee meeting		
	Legal Services	Need for a legal reference system Regular legal opinions	Expanding law library Legal knowledge and enforcement base	Expanding the law library and keeping an inventory of it Assistance to law enforcement officials	Ongoing QR Ongoing QR	Inventory updated after purchasing of various legal material Regular interaction with Protection Services regarding the enforcement of by-laws	Request separate office space for accommodation of law library Close liaison with Directorate: Protection Services by way of regular informal meetings	Office space needed to expand law library and to operate as a separate unit Close liaison with Directorate: Protection Services	Library updated with latest legal material
		Interpretation of contracts, by-laws, policies		Responses to legal enquiries	Ongoing QR	Legal advice rendered on a daily and timeous basis	Legal advice rendered on a daily and timeous basis	Legal advice rendered on a daily basis as timeous as possible	
	Legal Prosecutions	Law enforcement will be more effective if the municipality can prosecute offenders	Approval obtained from the NPA and prosecutions being done	Liaison with National Prosecuting Authority to obtain authority ito s22(8)(b) of the NPAAct, 32/1998	Ongoing	Regular interaction with the Departments of Justice and Public Prosecutions regarding the institution of a municipal court. Currently awaiting the new policy regarding municipal courts from the Department of Public Prosecution	A municipal Court to be instituted by the Department of Justice as a prerequisite for the appointment of the municipal prosecutor. No time frames can be provided because of the involvement of other state organisations	Enquiries regarding the status of the appointment made once a month.	Regular enquiries

FUNCTIONAL/SERVICE AREA:

COMMUNICATIONS / OFFICE OF THE MAYOR

DEFINITION OF FUNCTION:

To maintain/improve the public image of the Overstrand Municipality and to ensure the effective running of the office of the mayor and full-time councillors.

LINKAGE TO IDP:

Provision of Democratic and Accountable governance
 Promotion of Tourism and local economic development
 Provision and maintenance of municipal services of a Safe & Healthy Environment
 Promotion of Tourism, Rural and Local Economic Development

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/ Target	Date	COMMENTS QUARTER 4	COMMENTS QUARTER 3	COMMENTS QUARTER 2	COMMENTS QUARTER 1
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and commit to Batho Pele Principles	08-Aug	Ongoing awareness campaign	Ongoing awareness campaign		Staff attended workshop in May 08 Ongoing awareness
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Ongoing management	Ongoing management		Ongoing
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	Task still to be implemented	Will be completed end of 4th Quarter	Will be done as part of project for which a service provider was appointed. Target date 4th quarter	Assisted by HR
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/ enquiries within acceptable period	Daily recording of enquiries/ requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/ requests with 14 days	QRs	As per Annexure A	As per Annexure A	As per annexure A	As per KPI

5. Good Governance, Public Participation Accountability and Transparency

	Communication	Various external communication services in place and to be maintained	Effective management of external communication services	Monthly Overstrand Bulletin	Ongoing, QRs	Produced newsletters during the quarter for May, June and July, of which the last one was a four pager to explain the 2009/2010 Budget.	Produced newsletters for Feb, March and April during term	Bulletins produced Nov, Dec (4pager) and Jan	Produced Bulletins for August, September and October during term.
				Bi-annual update of website	July 2008 & Jan 2009, QRs	Upgraded website functional and continuously maintained and upgraded.	Upgraded website to be launched on 4 April.	Major revamping process underway. Target date for completion of first phase end Mar ch 09	Cost of project necessitated formal procurement procedure. Maxitec appointed on 1 November to redesign and update website. Excellent showcase took place as planned in the first week of October. Visited by about 800 schoolchildren and a large number of other visitors. Attended an Imbizo workshop on 11 and 12 September in Swellendam.
				Municipal showcase	6-10 Oct 2008, QR	Planning in process for Municipal Showcase 2010	Dates determined for 2009 Showcase: 5-9 Oct 2009		
				Council Imbizo	09-Apr	No new dates for national and provincial imbizo's received. Municipal imbizo's not envisaged because of well functioning ward committee system	April imbizo's cancelled because of national and provincial elections	N/A	
				Written report to Council and DPLG on results achieved through the Imbizo	Two weeks after Imbizo and QR	N/A	N/A	N/A	Not applicable at this stage
				Quarterly Media Liaison Report	July 08, Oct 08, Jan '09, April 09, QRs	QR for April to July 2009 compiled and distributed.	QR for January to March 2009 done and distributed	QR for October to December 2008 done and distributed	Completed reports for July and October
				Special projects i.e Kaleidoscope profile		Continued assistance to Moral Standards Initiative, Golden Games, Hermanus Transformation Association with Booklet on Community Organisations, sodturning of Stanford Housing Project, commissioning of Gansbaai WTW, visit of Frysian Water	Assisted with Ward Committee Video, Moral Standards Initiative, Big Blue Festival, Electricity Bylaw Flyer, Cansa Relay for Life, Cansa Shavathon, Earth Hour	Assisted with Project Grey Power, procurement of materials for DMO, Dorp van die Jaar Competition, special Christmas message on accounts, etc	Grey Power liaison with universities; Dorp van die Jaar assistance to DMO; Assisted DMO with purchasing of display stand;

						Council and Sneek Municipality, Impumelelo Awards (no entries) and Lotto Sports Grant Application			
		Council branding, corporate advertising and sponsorships ongoing	Effective management of council's branding, corporate advertising and sponsorship programme	Information Board Management Annual Corporate identity manual update	Monthly ongoing, QRs 2008/09/31	Continued provision of material for boards, such as posterised Bulletins and MSI posters. Assistant Hermanus Administration with design and order of new directional signs and nameboards, Gansbaai Environmental Services with signboard, etc.	Poster-sized Bulletins displayed boards Existing manual still sufficient. Ordered more CD's to assist printers. Assisted Kleinmond Caravan Parks and Protection services with designs of banners.	Preparation of postersized Bulletins to be placed on boards Existing manual still sufficient	Vandalised boards were repaired and new ones placed. Existing manual was found to be sufficient and no update deemed necessary
				Ongoing implementation of 2008/09 advertising plan	Ongoing, QRs	No requests for advertising in the 4th Quarter were approved.	Placed advertisements in Hermanus Times in support of Cansa Relay for Life and in Kaap-Rapport regarding Hermanus as Dorp van die Jaar.	Advertisements placed in local media re E-Natis move to Rates Hall, introduction of fees for controlled beach parking, general municipal information in Overberg News, Mayor's message to holiday visitors and Mayor's Christmas Message.	Corporate advertising done with regard to new telephone numbers, the relocation of E-natis in Hermanus, Municipal Showcase, and in the Interprovincial Golf Tournament brochure and Whale Festival programme.
				Ongoing implementation of 2008/09 sponsorship programme	Ongoing, QRs	Sponsorship involvement in the Golden Games (Gansbaai). Sport and recreation programmes of the Municipality were supported with branding	Sponsorship involvement in Big Blue Festival, Cansa Relay for Life and Kaap-Rapport Dorp van die Jaar Celebration in Hermanus.	Discussions held regarding exposure for Overstrand at the Big Blue Festival	Sponsorships now dealt with via the DMO
		Council has special projects implemented on an annual basis	Effective management of Council's special projects	Plan for Mayor's Achievers' Recognition Junior Council Inauguration	08-Oct 31-Jul-08	2009 Event successfully held. Planning for 2010 event not started yet. JC programme continued. Closer connection sought with Learner Representative Councils at School, which will lead to new programming in future.	Highly successful Night of Achievers held on 13 March 2009. Recognition given to fourteen citizens of Overstrand JC programme continued. Liaison with area managers took place regarding youth projects.	Special event planned for March 2009 under leadership of Cllr Louis van Heerden Done	Achievers' event to be held in March 2009 under Cllr Louis van Heerden's leadership Inauguration ceremony took place on 31 July.
				Junior Council Orientation Tour	01-Sep-08	Completed	Second part of tour conducted on 26 February. Included visits to Fernkloof, Whale	Second part of the tour postponed till first term	First leg to Stanford and Gansbaai completed on 16

							House, Waste Transfer Site, Palmiet Caravan Park, Harold Porter Gardens and Stony Point.		October. Second leg to Hermanus and Kleinmond postponed till January.
				Mayor's Environmental Award	05-Jun-09	Event and School Poster Competition held on 11 June and everything went well.	Planning done for event on 11 June 2009. Call for entries placed in local papers.	Planning for the 2009 event done	Due for 2009
		Internal communication processes essential	Effective management of internal communication processes	Internal newsletter	Ongoing, QRs	Produced newsletters during the quarter for May, June and July. Newsletter is well received.	Produced newsletters for Feb, Mar and Apr 2009 during term.	Produced newsletters for Nov, Dec and Jan.	First edition appeared in August and since then monthly.
				Internal communications team meetings Website, Bulletin boards	Aug & Nov 2008, Feb 2009, QRs	Next meeting scheduled for August.	Meeting held on 5 Mar	Meeting held in Nov	Meetings held according to schedule and minutes available
		Public opinion is important to the municipality	Effective monitoring of public opinion and news coverage	Daily monitoring of news media	Ongoing, QRs	Die Burger, Cape Times and Argus checked daily, Overstrand Herald, Hermanus Times and Gansbaai media weekly. Clippings are made and kept for future reference.	Die Burger, Cape Times and Argus checked daily, Overstrand Herald, Hermanus Times and Gansbaai media weekly. Clippings are made and kept for future reference.	Die Burger, Cape Times and Argus checked daily, Overstrand Herald, Hermanus Times and Gansbaai media weekly. Clippings are made and kept for future reference.	Die Burger, Cape Times and Cape Argus checked daily. Hermanus Times, Overstrand Herald, Gansbaai Courant and Gansbaai Herald monitored weekly. Clippings are being made and filed for reference.
		Relationship building is important in the execution of provincial and national programmes Ongoing need for administrative support to EM and fulltime councillors	Effective admin support to EM and full time councillors	Language policy approved and implemented	08-Oct	Investigated ABET as service provider for language training. Awaiting an offer from the ABET officer	Guidelines drafted for outsourcing of Language Policy Management, as there is a lack of capacity in section.	Policy approved in November. Xhosa courses currently investigated. Target date end March 09	Language policy referred back by Council for further discussions regarding costs
				Responding to media reports within 7 days Draft / final policy on IGR	Ongoing, QRs Nov 2008, Jan 2009	Attended to See Quarterly Report on Media Coverage Guidelines awaited.	Attended to See Quarterly Report on Media Coverage Still waiting for guidelines from Central Government	Attended to See Quarterly Report on Media Coverage Guidelines to be proclaimed by Central Government	Attended to Not due yet

FUNCTIONAL/SERVICE AREA: HUMAN RESOURCES

DEFINITION OF FUNCTION: To guide, advise and assist management to determine and acquire the right quantity of employees, and to ensure the optimal utilisation of employees through proper Human Resource Administration.

LINKAGE TO IDP: Provision of democratic and accountable governance
Provision and maintenance of Municipal Services
Promotion of a safe & healthy environment

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	COMMENTS QUARTER 4	COMMENTS QUARTER 3	COMMENTS QUARTER 2	COMMENTS QUARTER 1
1. Municipal Transformation and Institutional Development									
1.3 HUMAN RESOURCES	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	There are 1028 posts on the organogram of which 788 posts were evaluated by the Principal Job Evaluation Committee of the SALGBC. An additional 363 posts were benchmarked in-house by the PJEC and according to TASK principals and under the guidance of Mr A van Rooyen. Reasons for deviations are due to restructuring.	There are 1028 posts on the organogram of which 590 posts were evaluated by the Principal Job Evaluation Committee of the SALGBC. An additional 142 posts were benchmarked by TASK (Mr A van Rooyen) and the rest (296) were benchmarked in-house according to TASK principles and under guidance of Mr van Rooyen. Reason for deviations is due to restructuring	There are 1018 posts on the organogram of which 620 posts were evaluated by the Principal Job Evaluation Committee of the SALGBC. An additional 138 posts were benchmarked by TASK (Mr A van Rooyen) and the rest (260) were benchmarked in-house according to TASK principles and under guidance of Mr van Rooyen	Assist JE Committee to benchmark all outstanding job evaluations
	Training	Ongoing training of personnel essential including multi-skilling to fill in for absentees	Well trained staff, effective	Implement JE results Establish JE Unit Pay Day Post Module: Purpose & Function Related skills needs and courses identified and included in WPSP	Jan 09 Jan 09 Apr 09 Jun 09 Jun 09	The implementation of the TASK results were part of the salary negotiations proposal for 2009/2010. However due to the fact that no agreement was reached it was not possible to implement TASK with effect July 2009. The Project Manager: TASK is in the process of finalising the benchmark document for submission to the Audit Committee and JD's will be drawn up for unique or new posts.	PJEC's were abolished end of November 2008. Establishment of own JE unit if no agreement is reached by SALGA National by June 09. All posts were evaluated and benchmarked. Employees received non-pensionable allowance with effect 01 March 09. JD's for benchmarked JD's to be completed by 30 June 2009	The SALGBC extended the TASK Job Evaluation Collective Agreement to 30 June 2009. It is expected that during February 2009 the NEC will approve implementation with effect from 1 January 2009.	TASK JE System to be implemented 1/12/08
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests within 14 days	QRs	Attend to Collaborator and Groupwise on a regular basis. See report on Corporate KPA's	Attend to Collaborator and Groupwise on a regular basis. See report on Corporate KPA's	Attend to Collaborator documentation on a regular basis. See corporate KPA's	Attend to Collaborator on a regular basis.

	EAP	Focused Employee Assistance Programme	EAP Policy in place	Focused EAP Policy	Oct-08	R350 000 provided for on the budget. Proposal calls to be invited during the second quarter.	R350 000 provided for on draft budget. Proposal calls to be invited after approval of 2009/10 budget	Outstanding. Implementation planned for next financial year depending on budgetary provisions	Outstanding
	Recruitment and Selection	Systematic recruitment and selection process optimises staff utilisation	System in place for recruitment, selection and appointment processes	All vacancies on fixed establishment filled within 2 months of post becoming vacant	Quarterly reports	Collaborator Appointments module to be implemented 01 August 2009.	Implementation of Collaborator appointment process during 4th quarter	Outstanding. Implementation planned for next financial year.	New positions advertised by 30 Sept 2008
		Induction programme in place	Ongoing induction programme	Present continuous induction programmes to new staff	Quarterly reports	Induction is presented to all new employees on first working day of the month. Assess possibility of also including EE and Diversity awareness.	Induction is presented to all new employees on first working day of the month.	Induction is presented to all new employees on first working day of the month.	Ongoing. Format of Report to be considered
		Practical guidance to staff re. Conditions of employment	Practical explanation of provident, pension, medical aid, etc.	Ongoing practical guidance to each new staff member/groups of new employees	Quarterly reports	Considering the keeping of stats on number of queries (walk-ins and telephonic) to assess impact on workload.	Practical guidance provided during induction sessions and thereafter as and when required	Practical guidance provided during induction sessions.	
			Efficient and effective processing of new appointments	Irrespective of date, no. of new employees - all administrative processes, i.e. medical, pension, provident, etc. completed by 15th day of month	Quarterly reports	Administrative processes completed by the 15th day for each new employee.	Administrative processes completed by the 15th day for each new employee.	Administrative processes completed by the 15th day for each new employee.	As per KPI
	Personnel Administration	Administration of leave, pension, provident, medical etc., of all employees	All leave and other record-keeping up to date in best interest of Council and employees	Ongoing	Jul 2008 & Quarterly reports	On line collaborator Leave system to start on 01 August with Stanford as the first rollout.	The Capturing of leave on the Payday Leave system is done on a weekly basis. Shortage of Personnel Administration staff resulted in a back-log in filing.	The Capturing of leave on the Payday Leave system is done on a weekly basis. Shortage of Personnel Administration staff resulted in a backlog in filing.	Ongoing. Format of Report to be considered
		Collaborator leave module in operation	Correct and up to date implementation of all conditions of service	Ongoing	Quarterly reports	Collaborator Leave Module to be implemented 01 August 2009.	Implementation of Collaborator Leave System still outstanding. Await work plan from Vendor and Business Engineering of expected date of availability of interface	Shortage of Personnel Administration staff has a negative effect on up to date implementation of all conditions of service. Investigations to be undertaken in 3rd quarter	
			Daily administration of all personnel matters	Ongoing	Quarterly reports	Investigate assembling of stats on all admin matters to determine actual workload.	Shortage of Personnel Administration staff has a negative effect on daily administration of all personnel matters. Investigation completed. Staff shortage only to be addressed during 2010/11 budget	Shortage of Personnel Administration staff has a negative effect on daily administration of all personnel matters. Investigations to be undertaken in 3rd quarter	Ongoing. Format of Report to be considered
		Decentralised offices responsible for application of BCE ired own personnel	Daily management of leave, sick leave, training schedules, attendance at the decentralised offices	Ongoing :Information to central office for database capturing within 24 hours	Quarterly reports	Collaborator Leave Module to be implemented 01 August 2009.	Information is captured at the decentralised offices. Await proper leave control after implementation of Collaborator Leave Systems	Information is captured at the decentralised offices.	Collaborator Leave Module to be in operation soon
	HR Strategy	Lack of a human resource strategy and plan	An approved and implemented HR Strategy and Plan	Developed TOR for a HR Strategy and Plan	Jul-09	Due to change in HR Management, the TOR will be reviewed during 1st Quarter 2009/10.	Investigation completed. Results to be rolled out during 4th quarter and 1st quarter of 2009/10	Outstanding. Investigations to be undertaken in 3rd quarter	Outstanding

1.4 Employment Equity	Plan	EE Plan to be annually reviewed	A reviewed EE Plan encompassing of composition objectives, gender targets, identified intervention steps	Review of EE Plan with inclusion of possible interventions and applicable policy decisions, if need be, to achieve objectives and goals, e.g. career development, succession planning, coaching & mentoring programmes, retention of staff	Quarterly and Annual Reporting	Interim Plan and Report due for completion by end July 2009 and Final Plan and Report by end September 2009.	Revision in process for completion by end July 2009	EE Policy and Plan was approved by Council on 26 November 2008.	EE Policy, Plan and targets ready for consideration
				Revision of EE targets into accepted demographics	Quarterly and Annual Reporting	Included in interim reporting by end July 2009	Revision in process for completion by end July 2009	EE Plan with EE targets was approved by Council on 26 November 2008.	EE Policy, Plan and targets ready for consideration
	Policy	Interim policy on EE	Approved and implemented EE Policy	Approved EE Policy	Jul-09	Policy implemented. Plan for 2009 being updated.	EE Policy and Plan approved by Council on 26 November 2008.	EE Policy and Plan was approved by Council on 26 November 2008.	EE Policy, Plan and targets ready for consideration
	Interventions	Intervention strategies, policies and plans to ensure objectives achieved might be necessary	Progressive implementation of identified actions	Finalised and Council approved EE Report & Plan	Jul-09	Policy implemented. Plan for 2009 being updated.	EE Policy and Plan was approved by Council on 26 November 2008.	EE Policy and Plan was approved by Council on 26 November 2008.	EE Policy, Plan and targets ready for consideration
				Interventions approved and starting with implementation	Jul-09	Workshops to be scheduled during August to November 2009.	In house workshops intended for all employees during 4th quarter	Training interventions included in WSP for approval by Training Committee	
	Monitoring	EE Plan to be implemented and monitored		Submit EE Reports to DOL	Jul-09	Interim Report plan by end July 2009 and final by end Sept 2009 to DOL.	EE Report of 2008/2009 to be submitted to DOL by 1st October 2009	EE Report in respect of 2007/2008 was submitted September 2008.	EE Report submitted Sept 2008
1.5 Skills Development	WPSP	Need for an updated Workplace Skills Audit, e.g. to include all new staff	Finalised skills audit	Skills audit completed including all staff training needed iro new tasks, i.e. all gaps identified	Jul-09	All Training needs included in WSP.	Completed	Skills Audit started 15 November 2008 and will be completed by 31 March 2009	Task to be completed Feb 2009
		Workplace Skills Plan	Completed WPSP	WPSP completed with courses identified to address gaps incl. EE intervention training needs	Jul-09	Consider including EE Awareness as part of Induction course for new employees.	Submission of 2009/2010 WSP to be submitted on 19/06/09 to LGSETA.	2009/2010 WSP will be ready for submission on 1 June 2009	EE training needs identified for 2009/2010 WSP
		Local govt goals dictate a progressively multi-skills approach to training		WPSP submitted to SETA	Jul-09	WSP Report submitted to LGSETA as required.	Due date for submission is on 19/06/09	Due date for submission of 2009/2010 WSP is 1 June 2009	WSP for 2008/2009 submitted June 2008
		EE Plan requires focus on training linked to career planning, succession planning, etc.	SETA Funds accessed - mandatory and discretionary grants	SETA funds claimed	Jul-09	SETA funds claimed as may be applicable.	Training interventions included in WSP for approval by Training Committee on 14/04/09.	Training interventions included in WSP for approval by Training Committee	Monthly implementation reports
				Implementation of WPSP - at least 2 Seta funded courses presented per quarter, i.e. GIS training urgent	Quarterly reports	100% of training funds spent as planned.	100% of Training Funds will be spent on accredited training at the end of May 2009 and is reported monthly to LGSETA	52% of Training Funds already spent on accredited training and is reported monthly to LGSETA	Training Program in process

	Learnerships	Implementation of the NSF	Learnerships and learners identified	First group of learners identified and enrolled in courses	Jul-09	Database of learners and mentors established: 50 plus learners and 40 plus mentors on database. Business rules for appointments still to be finalised.	Recruitment of mentors and coaches for learnerships still outstanding. Lack of internal mentors and assessors are delaying the learnership process. It is perceived that Project Grey Power will solve this problem	Learners to be enrolled after approval of WSP and recruitment of mentors and coaches.	First Groups completed course
			Learners training and gaining practical experience	First group of learners training and placed in projects for practical experience	Jul-09	Database of learners and mentors established: 50plus learners and 40 plus mentors on database. Business rules for appointments still to be finalised.	Recruitment of mentors and coaches for learnerships still outstanding. Lack of internal mentors and assessors are delaying the learnership process. It is envisaged that Project Grey Power will probably solve this problem	Learners to be enrolled after approval of WSP and recruitment of mentors and coaches.	Learners apply theory in practice
				Monitoring of learnerships	Jan - June 2009 QR	Database of learners and mentors established: 50 plus learners and 40 plus mentors on database. Business rules for appointments still to be finalised.	Recruitment of mentors and coaches for learnerships still outstanding. Lack of internal mentors and assessors are delaying the learnership process. It is envisaged that Project Grey Power will probably solve this problem	Monitoring to follow after implementation of learnerships.	
	Mentoring	Broad skills base of Overstrand residents not utilised	Database of available skills in Community	Establishment of available skills base and continuous updating thereof	Oct 2008 & ongoing	Database of learners and mentors established: 50 plus learners and 40 plus mentors on database. Business rules for appointments still to be finalised.	Registration of Grey Power mentors and students invited by means of media advertisements in week of 6 April 2009. Outcome to be reported on in 4th quarter	Grey Power initiative in progress	In Process
				Identify mentoring possibilities and processes, link skills to opportunities and packaging thereof in a proper TOR	Nov 2008 & ongoing	Database of learners and mentors established: 50plus learners and 40 plus mentors on database. Business rules for appointments still to be finalised.	Registration of Grey Power mentors and students invited by means of media advertisements in week of 6 April 2009. Outcome to be reported on in 4th quarter	Grey Power initiative in progress	In Process
				Continuous monitoring and quarterly progress reports once a programme underway	Ongoing & Quarterly Reports	Database of learners and mentors established: 50plus learners and 40 plus mentors on database. Business rules for appointments still to be finalised.	Registration of Grey Power mentors and students invited by means of media advertisements in week of 6 April 2009. Outcome to be reported on in 4th quarter	Grey Power initiative in progress. HR being assisted by mentor for implementation	In Process
	Needs Analysis	All directorates must identify the training needs of their staff and provide such to Management Services for inclusion on an	Participation in training audit updates, using performance management as an identifying factor of training needs and making inputs as required into the WPSP			Completed and approved	Completed awaiting approval from Training Committee on 14/04/09.	Directors involved in preparing WSP	In Process

		annual basis in the WPSP submitted to the SETA and serving as the base document of courses' initiation							
1.10 Occupational Health and Safety	OHSA Committees & Staff	Established OHS committees OHS currently presenting a considerable risk to the Municipality	Ensuring the Municipality complies with all OHS requirements	Finalise schedule of H&S Officers. Responsibilities and training needs determined, included in WPSP and proceeded with	Aug 2008 & ongoing, Quarterly Reports	Training of H&S representatives completed as planned. Responsibility schedules finalised.	Newly appointed H&S Representatives still need to be trained due to legal requirements. Training to be dealt with before 30 June 2009	All H&S Officers reappointed and training arranged for March 2009 and for inclusion in 2009/2010 WSP.	Overhead OHS committee is functioning
				Health examinations of exposed personnel done and education on use of PPE completed	Sep-08	The Snr Professional Nurse is attending to this on an ongoing basis. Statistics available at Dir.: Management Services. Education on use of PPE in progress	The Snr Professional Nurse is attending to this on an ongoing basis. Statistics available at Dir.: Management Services	The Snr Professional Nurse is attending to this on an ongoing basis.	In Process
				Health and Safety Policy in place	Oct-08	Draft Policy to be discussed at the LLF	No success with recruitment of Safety Officer. Permanent staff member identified for this position. He has successfully completed two NOSA courses and will attend an International course during September 2009. As a result of this it is envisaged that a policy will be in place at the end of the 2nd quarter of the 2009/10 financial year	Outstanding. Will be attended to after appointment of Safety Officer.	In Process
	OHSA Audit and Plan	Lack of updated H&S audit of municipal facilities, offices, etc. and lack of recorded H&S Plan compliant with legal requirements	Legally compliant H&S Audit and Plan completed	H&S Audit of all municipal buildings, facilities, PPE of staff completed by an inspection authority as per OHSA and in synergy with existing risk profiles	Jul - Nov 2008 - Quarterly Report	Audit completed. Recommendations are currently implemented.	Audit completed. Recommendations are currently implemented	Audit completed. Recommendations are currently implemented.	Outstanding
			Immediate risks satisfactorily addressed	Report on immediate risks including cost analysis thereof to Council	Jul-09	Immediate risks were reported. Cost implications still needs to be finalise	In process. Responsible Managers are dealing with the report by Safenet in order of priority. Report will be ready for submission to the OH&S Committee on 30 June 2009	Overhead Safety Committee busy with cost analysis. Report will follow.	H&S was executed. Corrective measures are now being implemented

				Implementation of report	Nov 2008 onwards, QR	In process. Responsible Managers are dealing with the report by Safenet in order of priority	In process. Responsible Managers are dealing with the report by Safenet in order of priority	Overhead Safety Committee busy with cost analysis. Report will follow.	In Process
				H&S Plan completed & inspection sheets implemented Updated risk profile of all directorates in line with H&S Audit and Plan	Jul-09	H&S Plan still outstanding. Inspection sheets already in use Still outstanding due to incumbent employed as OHS officer as well as Labour Relations Officer. Assistant appointed to assist with additional workload.	H&S Plan still outstanding. Inspection sheets already in use No success with recruitment of Safety Officer. Permanent staff member identified for this position. He has successfully completed two NOSA courses and will attend an International course during September 2009. As a result of this it is envisaged that a policy will be in place at the end of the 2nd quarter of the 2009/10 financial year	Outstanding. Will be attended to after appointment of Safety Officer. The project will be outsourced should appointment not materialise Outstanding. Will be attended to after appointment of Safety Officer.	In Process
1.11 Labour Relations	LLF	LLF attended regularly by EM, Councillors and functioning well	LLF consulted re all personnel related matters, e.g. PMS, EE, Task, Training & Development, etc.	Regular LLF meetings and minutes kept	Ongoing, QRs	Ongoing.	LLF meetings are held monthly and minutes are kept.	LLF meetings are held monthly and minutes are kept.	Regular LLF meetings are held and minutes kept
1.12 HIV / Aids	National key priority	<i>Mainstreaming of HIV&AIDS by all the directorates</i>	Each directorate to indicate how the HIV&AIDS is mainstreamed.	Workshop on mainstreaming.	Jul-09	All directorates involved; Regional visitations rotated on a monthly basis; bi-weekly pre-natal lectures given to people in local community; Open door policy for walk in candidates.	Second Draft Policy circulated for comments	Directorates already involved.	Outstanding
		<i>Lack of an HIV/Aid Policy</i>	HIV/Aids Policy in operation	HIV/Aids Policy developed and adopted To have HIV&AIDS logo and message in appropriate documents	Sep-08 Dec-08	Policy submitted for final approval. Done on an as- and-when- needed basis depending on the event type.	Second Draft Policy circulated for comments Second Draft Policy circulated for comments	Policy in draft already Process started 1 February 2009	In process
				To strengthen communication strategy of HIV & AIDS through ICT and Communication	Mar-09	All directorates involved; Regional visitations rotated on a monthly basis; Bi-weekly pre-natal lectures given to people in local	Second Draft Policy circulated for comments	Process started 1 February 2009	Outstanding

						community; Open door policy for walk in candidates.			
	HIV/Aids Day	<i>Observation of HIV&AIDS day</i>	Effective involvement of all stakeholders and public support by municipality	Monitoring and evaluation To conduct a municipal display of support for World AIDS day.	Ongoing, QRs Dec-08	Monthly stats will be maintained and reported in the HR Monthly report. World AIDS day to be included in HR Business Calendar as an annual event.	Monthly visits to administrations by HIV specialists for voluntary counselling and testing All employees were involved and received information, logo and a gift on World AIDS Day	Monthly visits to administrations by HIV specialists for voluntary counselling and testing All employees were involved and received information, logo and a gift on World AIDS Day	Ongoing N/A

FUNCTIONAL/SERVICE AREA: INFORMATION TECHNOLOGY**RESPONSIBLE MANAGER: J WALKER**

DEFINITION OF

The provision of professional IT service to Management and council

FUNCTION:

LINKAGE TO IDP:

*Provision of democratic and accountable governance**Provision and maintenance of municipal services*

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	Comments Quarter 4	Comments Quarter 3	Comments Quarter 2	Comments Quarter 1
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and commit to Batho Pele Principles	08-Aug			Staff attended workshop in May 08	Staff are sensitised re Batho Pele principles
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs			Ongoing with necessary staff meetings	Ongoing with necessary staff meetings
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR			Completed	Submitted to HR
	Training	Ongoing training of personnel essential including multi-skills to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WPSP	08-Sep			Sessions with HR scheduled for Nov 08	

	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests within 14 days	QRs			As per Annexure A	
1.8 ICT	IT	Existing IT strategy	Updated IT strategy to manage the needs of the Municipality in synergy with available technology	Ongoing updating of IT Strategy	Perf. Target has been met. Now Ongoing	IT Strategy implemented and is being followed. Only minor updating is taking place.	IT Strategy implemented and is being followed. Only minor updating is taking place.	IT Strategy implemented and is being followed. Only minor updating is taking place.	Ongoing updating of IT Strategy
		Existing IT risk assessment, risk register, risk information system in place and risk mitigating measures identified some of which are in process of implementation	Effective IT risk management	IT risk assessment, register and information system continuously updated	Perf. Target has been met. Now Ongoing	Risk Nos. 1 & 5 has been resolved. Risk Nos. 14, 15, 16 & 17 can only be resolved with System Administrators for our major Systems. Risk Nos. 20 & 22 are resolved with management software. 21 remains an issue for discussion.	Risk Nos. 1 & 5 has been resolved. Risk Nos. 14, 15, 16 & 17 can only be resolved with System Administrators for our major Systems. Risk Nos. 20 & 22 are currently being addresses with management software. 21 remains an issue	Risk Nos. 1 & 5 has been resolved. Risk Nos. 14, 15, 16 & 17 can only be resolved with System Administrators for our major Systems. Risk Nos. 20, 21 & 22 are work in progress.	IT risk assessment, register and information system continuously updated
			Implementation of risk mitigating measures insofar as funding and capacity allow	Stabilization & upgrading of the IT network and IT service through implementation of risk mitigating actions	Perf. Target has been met. Now Ongoing	Risk No.4 (Failure of our ICT Infra.) has been resolved. Risks 11,12 & 13 are now resolved & Risk 10 is being dealt with. Risks 18 & 19 are resolved.	Risk No.4 (Failure of our ICT Infrastructure) has been resolved. Further enhancements in progress to resolve Risks 10,11,12 & 13. Risks 18 & 19 resolved.	Risk No.4 (Failure of our ICT Infrastructure) has been largely resolved. Additional enhancements in progress.	Stabilization & upgrading of the IT network and IT service taking place through implementation of risk mitigating actions
				Implementation of the IT Disaster Recovery Plan through implementation of the relevant risk mitigating actions and operation of all DRP servers	Incomplete in this Financial Year. Carry in to next year.	The IT issues in Risks 2, 3, 6, 7, 8 & 9 are resolved (DRP Servers & Backup Elec. in place) but Dis. Recovery/Bus Continuity plans are required by Sys Administrators to	Risks 2, 3, 6, 7, 8 & 9 are partly dealt with as DRP Servers & backup electricity are in place but Dis. Recovery & Bus. Continuity plans are required by Sys Administrators to resolve these & Risks 14,15,16&17 as well	Risk Nos. 2,3,6,7,8 & 9 are partly resolved with DRP Servers in place but Risk Nos. 14, 15, 16 & 17 have to be resolved by System Administrators	Implementation of the IT Disaster Recovery Plans through implementation of the relevant risk mitigating actions and operation of all DRP servers for App. Systems

						resolve these & Risks 14,15,16&17 as well			
		Entrenchment of municipal rules of use for users of the municipal IT infrastructure	Controlled use of municipal IT infrastructure in terms of the Rules of use signed by all users	Daily control and monitoring	Perf. Target has been met. Ongoing	Implementation of the IT Rules of Use of the IT Infrastructure is complete. Additional Monitoring/ control Software is being de- ployed to enhance security of Municipal Data Additional Backup equipment, management and process being installed to fix IT aspect of Risk 17. Full time onsite Monitoring of ICT infrastructure in place. Risk 4 is resolved.	Implementation of the IT Rules of Use of the IT Infrastructure is complete. Additional Monitoring/control Software is being de- ployed to enhance security of Municipal Data. Additional Backup management and process being installed to fix IT aspect of Risk 17. Full time onsite Monitoring of ICT infra. is being enhanced (Risk 4 fixed)	Implementation of the IT Rules of Use of the IT Infrastructure is complete. Monitoring/ Man. Software is in place & full time onsite Monitoring/managem ent of the ICT infrastructure by our N/work main. Contractors are in place. (Risk 4 resolved)	Regular inspection and monitoring. Control Software in process of installation.
		Existing IT PC Inventory	Updated IT PC Inventory	Regular inspection and monitoring	Perf. Target has been met. Ongoing	Daily control and monitoring using S/ware & updating of Inventory is taking place.	Daily control and monitoring using S/ware & updating of Inventory is taking place.	Daily control and monitoring software & update is in place.	Daily control and monitoring of IT Inventory being implemented.
		Radio frequency network in process to replace existing 512k digitnet line network. Latest software installed	Overstrand RF Network with voice over IP implemented and functional	Phase one and two Infrastructure completed	Perf. Target has been met. Now Ongoing	Access to High Site Masts resolved. Only compliance issues to high sites remain for the completion of Phases 1 and 2 of RF N/work. Voip telephones successful & being further deployed	Access to High Site Masts resolved. Only compliance issues to high sites remain for the completion of Phases 1 and 2 of the RF N/work. Voip telephones in limited use .	Access to High Sites Masts remains the only obstacle to the completion of Phases 1 and 2 of the RF Network	Phase one and two Infrastructure awaiting required switches for completion.
				ICASA approval obtained and RFN operational	Perf. Target has been met. Ongoing	Phase one & two switches installed. All RF equipment for phases I & II now installed. Additional new sites are also coming into existence and, of	Phase one & two switches installed. Only the RF equipment for some phase II sites remains to be installed. Additional new sites are also coming into existence and are being included in the	Phase one and two switches installed. Only access to High Site masts is required for completion.	ICASA approval obtained and RFN phase 1 operational.

						necessity, are being included in the RF Network as well.	Network as well.		
		Upgrade all telephone PABX's and systems	Upgraded telephone systems and services	Phases 1,2 & 3, voip and hand held integrated communication and data network system	Incomplete in this Financial Year. Carry in to next year.	New PABX's installed and operational. VOIP for short codes operational. Call recording/ messaging/ management is WIP.	New PABX's installed and operational. VOIP for short codes operational. Call recording/ messaging/ management is WIP.	Installation of new PABX's and Telephone System in all areas complete. (3 after 1&2.)	Phase one and two telephone system upgrades in progress.
		Implementation of IT Help desk	Secondary systems for IT Help desk implemented	Implementation of secondary systems securing establishment and full operation of IT Help desk	Perf. Target has been met. Ongoing	ICT Help Desk implementation complete & operational with secondary system. Better Help Desk Software for better reporting for Help Desk management is now installed and operational.	ICT Help Desk implementation complete & operational with secondary system. Installation of better Help Desk Software for better reporting for Help Desk management is nearing completion.	ICT Help Desk implementation complete & operational with secondary system. Better Help Desk Software being installed for better reporting for Help Desk management.	Implementation of Secondary System for operation and management of IT Help Desk in progress.
		IT Training Facility established with secondary actions in process	IT Training Facility fully operative	Second phase of training facility in progress – determination of user training requirements by HR and appointment of service provider by IT.	Incomplete in this Financial Year. Carry in to next year.	Training Facilities complete. All IT Training requirements being determined by HR with the assistance of SITA. Arrangements with IT Training Service provider through SITA will result. The IT Facility is being used for all other training as well.	Training facilities complete. All IT Training requirements being determined with assistance of SITA. Arrangements with IT Training Service provider will result. The IT Facility is being used for all other training as well.	Training facilities complete. Training requirements determined. Final negotiations for IT Training Service provider in progress. Facility used for all other training also	Second Phase of IT Training Facility in progress.
		IT Steering Committee meetings not taking place.	Regular ITSC meetings	Re-institutionalisation of ITSC meetings on a monthly basis	Perf. Target has been met. Now Ongoing	ICT Steering Committee now meeting on a regular basis.	ICT Steering Committee now meeting on a regular basis.	ICT Steering Committee now meeting on a regular basis.	Setup of ICT Steering Committee meetings by ICT.

FUNCTIONAL/SERVICE AREA: INTERNAL AUDIT

DEFINITION OF

FUNCTION: *To provide an internal audit service to the Municipality in line with the statutory requirements contained within the Municipal Finance Management Act (MFMA), 2003*

LINKAGE TO IDP: *Provision of democratic and accountable governance*

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	Comments Quarter 4	Comments Quarter 3	Comments Quarter 2	Comments Quarter 1
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and commit to Batho Pele Principles	08-Aug	Ongoing	Ongoing	Ongoing	Ongoing
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Ongoing	Ongoing	Ongoing	Ongoing
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	TASK has not yet been implemented and therefore the Asst Internal Auditor post has not been evaluated.	New post of Asst Internal Auditor not evaluated yet. JD will be completed before 30 June 2009 for evaluation.	Completed	Completed
	Training	Ongoing training of personnel essential including multi-skilling to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WPSP	08-Sep	Attended GRAP- implementation training and Health and Safety Act Training. Training on Collaborator Contract Management- 1st Phase.	The Assistant Internal Auditor attended a Performance Auditing training course. He is also undergoing in-house training and has completed training in the Income, Expenditure, Fleet Management and	The Asst Internal Auditor has been appointed wef 1 Dec 2008. The training requirements have been determined and given to HR.	The Asst Internal Auditor will be appointed wef 1 Dec 2008. The training requirements will be determined after commencement of duty

							Working for Water Depts.		
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests within 14 days	QRs	Comply with standard.	Comply with standard.	Comply with standard - 2 items not completed.	Comply with standard – 2 items not completed.
1.5 Skills Development	Needs Analysis	All directorates must identify the training needs of their staff and provide such to Management Services for inclusion on an annual basis in the WPSP submitted to the SETA and serving as the base document of courses initiation	Participation in training audit updates, using performance management as an identifying factor of training needs and making inputs as required into the WPSP			Training Requirements already identified.	Training Requirements already identified.	The Asst Internal Auditor was appointed wef 1 Dec 2008. The training requirements have been determined and given to HR.	The Asst Internal Auditor will be appointed wef 1 Dec 2008. The training requirements will be determined after commencement of duty
5. Good Governance, Public Participation Accountability and Transparency									
	Internal Audit & risk management	Internal Audit unit and Audit Committee functional and acting in compliance with legislation Audit plan to be continuously reviewed	Management of IA Unit Audit plan reviewed and communicated to AC and management	Adding value and improving processes and operations Risk assessment workshops with Directorates	July 2008 ongoing, QRs 08-Oct	Internal Audit is involved in many facets of the administration and on a daily basis provides advice and assistance to other departments. Risk Assessment workshops held with each Directorate in February 2009	Internal Audit is involved in many facets of the administration and on a daily basis provides advice and assistance to other departments. The Risk Assessment workshops with all the Directorates were conducted and the risk register handed to each Director	The follow up Risk Analysis will be conducted in Jan 2009	The follow up Risk Analysis will be conducted in Jan 2009
				Risk based audit plan revised based on results of risk	08-Nov	The 2008/09 risk based audit plan was revised in March 2009.	The Risk Assessment workshops with all	The follow up Risk Analysis will be conducted in Jan	The follow up Risk Analysis will be conducted in Jan 2009

				assessments and in synergy with PMS & SDBIP			the Directorates were conducted and the risk register handed to each Director	2009	
				Risk assessment results and revised audit plan communicated to Directorates for implementation	08-Dec	The final Risk Register was handed to each Director with copies thereof for each Manager	The Risk Assessment workshops with all the Directorates were conducted and the risk register handed to each Director	The follow up Risk Analysis will be conducted in Jan 2009	The follow up Risk Analysis will be conducted in Jan 2009
		Audit resources currently insufficient	Audit resources appropriate, sufficient and effectively deployed	Approved staff appointed	08-Oct	The Assistant Internal Auditor was appointed on 1 December 2008	The Assistant Internal Auditor was appointed on 1 December 2008		
				Internal audit contractors appointed	08-Aug	Three Internal Audit firms were appointed to perform identified audit assignments. The audits were completed by 30 June 2009, and the final reports will be available in July 2009.	Internal Audit contractors appointed to perform the Risk Assessment in Jan 2009. Quotations were called for other internal audit services in March 09. Appointment will be made early in Apr 09.	The first IA contractors were appointed in Nov 08 to do the Municipality's risk analysis. Due to the unavailability of senior staff and holiday season, the workshops will commence in Jan 09	The first IA contractors will be appointed in Nov 08
		Ethics and values are at the core of risk management	A municipality with high regard for ethics and values	Daily communication and discussion sessions with staff from all directorates	Ongoing, QRs	The IA Unit does regular walkabouts during which staff are encouraged to maintain a high level of ethical behaviour.	The IA Unit does regular walkabouts during which staff are encouraged to maintain a high level of ethical behaviour.	The IA Unit does regular walkabouts during which staff are encouraged to maintain a high level of ethical behaviour.	The IA Unit does regular walkabouts during which staff are encouraged to maintain a high level of ethical behaviour.
		Risk identification and evaluation an ongoing process	New risks identified and evaluated	Evaluation of incidents reported to or detected by IA Unit to establish risk exposure and conduct relevant audits	Ongoing, QRs	Internal Audit is busy drafting the necessary documentation for the implementation of Public Sector Risk Management Framework. The first draft of the documents has been prepared.	The Risk Based Audit Plan was revised and approved by the Audit Committee in March 09.	A follow-up audit was performed in respect of staff leave of which the final report is close to completion. The audits done in respect of the collection of bulk services levies and Staff housing has been completed and reported to the Director, MM and Audit Committee.	The audits performed in respect of collection of bulk services levies LLPP and Staff housing is still in its final stages. Minor audits were also carried out.

								Minor audits were also carried out	
		Risk management to be continuously monitored and evaluated	Updated risk progress register	Monitoring and evaluation of risk system and keeping an updated risk progress register	Oct 2008, Ongoing, QRs	An updated risk register was handed to each Director with copies for each manager in May 09.	Subsequent to the Risk Assessment Workshops, the Risk Register was drawn up and handed to each Director	The follow up Risk Analysis will be conducted in Jan 2009	The follow up Risk Analysis will be conducted in Jan 2009
						Internal Audit is busy drafting the necessary documentation for the implementation of Public Sector Risk Management Framework. The first draft of the documents has been prepared.			
		Measures to be in place for management of fraud and corruption	Fraud and corruption hotline implemented	Fraud and corruption hotline implemented	08-Sep	Fraud hotline published in monthly newsletter with billing accounts.	The National Fraud Hotline has been accepted for the Overstrand. Notification will appear in the Mar 09 Bulletin.	The implementation of a fraud hotline is currently being investigated	The implementation of a fraud hotline is currently being investigated
		Management of risk dependent on adequate processes	Internal audit and AC processes to ensure effectiveness of IAU and AC	Scheduling of AC meetings - at least one every second month and written minutes kept	July 2008 ongoing, QRs	Due to various unforeseen circumstances, the Audit Committee did not meet this quarter. Their next meeting will be held as soon as possible after 30 June 09.	Audit Committee has met twice in this quarter. The Performance Audit Committee has their next meeting in April 2009	Audit Committee has met once in this quarter.	Audit Committee has met twice in this quarter
				Follow up on issues raised by Audit Committee	July 2008 ongoing, QRs	Issues raised by Audit Committee are responded to / followed up.	Various issues raised by the Audit Committee regarding the AFS as well as the audit process were dealt with	No serious issues raised by Audit Committee yet	No serious issues raised by Audit Committee yet
				Submission of relevant financial and administrative information to AC	July 2008 ongoing, QRs	Important Policies and Financial Reports are submitted to Audit Committee	Important Policies and Financial Reports are submitted to Audit Committee	Important Policies and Financial Reports are submitted to Audit Committee	Important Policies and Financial Reports are submitted to Audit Committee
				Audit reports submitted to AC	Quarterly, QRs	All the internal audit reports for audits carried out till June 09 will be tabled to the Municipal Manager and Audit Committee as soon as possible after 30 June 09.	Three progress reports on Internal Audit were presented to the Audit Committee.	Seven completed Internal Audit reports were submitted to the Audit Committee	Ten completed Internal Audit reports were submitted to the Audit Committee
				MM to take necessary actions as per submitted IAU reports/audits	Ongoing, QR	Agreed actions as per internal audit reports are in the process of being implemented, failing which they will be reported to the Municipal Manager	Agreed actions as per internal audit reports are in the process of being implemented, failing which they will be reported to the Municipal Manager	Statement is correct	Statement is correct

FUNCTIONAL/SERVICE AREA: RECORDS

LINKAGE TO IDP: *Provision of democratic and accountable governance*

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	Comments Quarter 4	Comments Quarter 3	Comments Quarter 2	Comments Quarter 1
1. Municipal Transformation and Institutional Development									
1.2 Administration	Contracts Management	Central management of contracts is essential	A database and filing system of all contracts including employment contracts, maintained	Obtain copies of all contracts from Directorates	08-Sep	Property Administration and Supply Chain contracts second phase to be implemented first quarter 2009/10.	Survey completed. Presentations made by Collaborator and SAMRAS. Implementation with all property related contracts to commence during April 2009. See above	A survey with regard to contract management will be implemented as from 1 January 2009. See above	Restructuring will take effect on 1 November 2008. Collaborator Electronic System needs to be developed. Completion date 30 June 2009. See above
				Continuous updating of the database	Ongoing & Quarterly reports	See above			
	Record Management	Collaborator programme/module in place, helpdesk & control room memo's generated linked into the system	Daily recording of incoming mail/requests on EDMS & EMIS	Incoming mail at decentralised offices delivered to centralised registry office within 24 hours	Ongoing & Quarterly reports	Incoming mail is being couriered by two contracted internal couriers (permanent staff), between the three decentralized offices on a daily basis.	Incoming mail is being couriered by two contracted internal couriers (permanent staff), between the three decentralized offices on a daily basis. The function with regard to control room and help desk was transferred to the Area Manager Hermanus as from 1 October 2008.	Incoming mail is being couriered by two contracted internal couriers (permanent staff), between the three decentralized offices on a daily basis.	Incoming mail is being couriered by two contracted internal couriers (permanent staff), between the three decentralized offices on a daily basis.
			Effective mail/registration and reprographical service	Incoming mail at centralised office electronically or manually distributed to all administrations, directorates, divisions, officials within 24 hours of receipt .	Ongoing & Quarterly reports	Annexure A of the report.	Annexure A of the report.	Annexure A of the report.	Annexure A of the report
			Effective monitoring of land line telephone accounts on a monthly basis	All incoming mail on centralised record system and lodged with right person to deal with it within 48 hours, irrespective of whether received, or having to be dealt with, at central or decentralised offices	Ongoing & Quarterly reports	All incoming mail on centralised record system and lodged with right person to deal with it within 48 hours, irrespective of whether received, or having to be dealt with at central or	All incoming mail on centralised record system and lodged with right person to deal with it within 48 hours, irrespective of whether received, or having to be dealt with, at central or	All incoming mail on centralised record system and lodged with right person to deal with it within 48 hours, irrespective of whether received, or having to be dealt with at central or	All incoming mail on centralised record system and lodged with right person to deal with it within 48 hours, irrespective of whether received, or having to be dealt with at central or

						decentralised offices.	decentralised offices.	with at central or decentralised offices.	decentralised offices.
				Ongoing monitoring by centralised and decentralised management	Ongoing & Quarterly reports	Annexure A of the report.	Annexure A of the report.	Annexure A of the report.	Annexure A of the report
		Directorates managing records and IT to work together to ensure any system faults are detected and addressed	Reliable record management system	Annual audit to ensure integrity of the system	09-Jun	Continuous liaison with Business Engineering if any faults are detected	Continuous liaison with Business Engineering if any faults are detected	Continuous liaison with Business Engineering if any faults are detected	Continuous liaison with Business Engineering if any faults are detected
	Archives & Filing Plan	Archives in place	An established archive system	Ongoing management of archives, filing system	Ongoing, QRs	National Archive to submit dates for inspection/audit	Continuous monitoring as prescribed by legislation. National archives audit to take place during 4th quarter	Continuous monitoring as prescribed by legislation. National archives audit to take place during 3rd/4th quarter	Continuous monitoring as prescribed by legislation
		An approved file plan	Continued updating of file plan/system	Archives moving to new premises	08-Nov	Amendment and additions to file plan submitted to Provincial Archivist - April 2009	Continuous updating of approved fileplan as prescribed by legislation.	Continuous updating of approved fileplan as prescribed by legislation.	
		Collaborator accredited by National Archives	3 yrs electronic record system completed.	Back scanning of information into Collaborator	Aug 2008 - Mar 2009, QRs	Target back scanning January 2006. 35% completed. Target date for completion of back scanning December 2009.	Clerk Gr II : Council Support Services appointed - 1 March 2009. Target back scanning January 2006. 20% completed. Target date for completion of back scanning December 2009.	Clerk Gr II : Council Support Services will be advertised - February 2009	In progress with back scanning of housing waiting lists.
	Information Access	Promotion of Access to Information Act, 2/2000 responsibilities to be adhered to	Updating of PAIA Manual and all relevant information as required by the PAIA on the website	Gap analysis to establish if all requirements to PAIA are met and a SOW or PEP to address the gaps Updated PAIA Manual	08-Aug 08-Sep	Completed Completed	Completed Completed	Date to be revised - March 2009 Date to be revised - March 2009	Restructuring will take effect on 1 November 2008. Date to be revised - March 2009 Restructuring will take effect on 1 November 2008. Date to be revised - March 2009
				Updated website with information required by PAIA, e.g. all by-laws, etc, and not yet adhered to.	Jul 2008, ongoing, QRs	Completed	To be placed on the website during April 2009.	Date to be revised - March 2009	Restructuring will take effect on 1 November 2008. Date to be revised - March 2009

1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and commit to Batho Pele Principles	08-Aug	Offices equipped with Batho Pele posters.	Offices equipped with Batho Pele posters.	Offices to be equipped with Batho Pele posters by end January 2009	All staff attended session - May 2008
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Controls with regard to leave, etc in place	Controls with regard to leave, etc in place	Controls with regard to leave, etc in place	Controls with regard to leave, etc in place
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR				Completed - Sept 08
	Training Customer Care	Ongoing training of personnel essential including multi-skill to fill in for absentees Responsive to residents' queries, requests	Well trained staff. Response to all citizen complaints/enquiries within acceptable period	Related skills needs and courses identified and included in WPSP Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests within 14 days	08-Sep QRs	Continuous internal training provided. Staff capable of multi-tasking. Annexure A of the report.	Continuous internal training provided. Staff is capable of multi-tasking. Annexure A of the report.	Continuous internal training provided. Staff is capable of multi-tasking. Annexure A of the report.	Continuous internal training provided. Annexure A of the report.
1.5 Skills Development	Needs Analysis	Directorates must identify the training needs of their staff and provide such to Management Services for inclusion on an annual basis in the WPSP submitted to the SETA and serving as the base document of courses' initiation	Participation in training audit updates, using performance management as an identifying factor of training needs and making inputs as required into the WPSP			Needs will be included in the WPSP for 2009/10.	Needs will be included in the WPSP for 2009/10.	Needs identified and submitted to Human Resources during December 2008	Restructuring will take effect on 1 November 2008. Training needs will be provided to Human Resources by January 2009.

FUNCTIONAL / SERVICE AREA: VALUATIONS

LINKAGE TO IDP:

Democratic and accountable governance

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	Comments 4th Quarter	Comments 3rd Quarter	Comments 2nd Quarter	Comments 1st Quarter
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and commit to Batho Pele Principles	25/10/2009	Information brochure regarding the valuation process to be compiled for distribution.	The municipal website will be further improved to develop an improved rapport between the Municipality and the public. Information regarding the valuation process will be located on the website and information brochures regarding the valuation process will be dispatched to all the property owners in the Municipality's area of jurisdiction.	Extended use of website, advertisements and newsletters to enhance public participation in the valuation processes.	Standard rule
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Adequate	Special efforts will be made to improve the liaison between this and other departments to enhance the output of the valuation department.	The relation with other departments in the Municipality and the functioning of the valuations department is up to standard.	Adequate
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	Submitted.	Submitted.	Submitted	Submitted
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests within 14 days	QRs	Adequate	As prescribed by the Property Rates Act and other departmental prescripts.	Enquiries/requests from the public are duly recorded and the response time on average is three days. Enquiries are followed up where possible to guarantee total satisfaction - especially in the case of senior citizens.	Integrated part of valuation management

1.5 Skills Development	Needs Analysis	All directorates must identify the training needs of their staff and provide such to Management Services for inclusion on an annual basis in the WPSP submitted to the SETA and serving as the base document of courses initiation	Participation in training audit updates, using performance management as an identifying factor of training needs and making inputs as required into the WPSP			Adequate	Adequate	Adequate	Adequate
4. MUNICIPAL FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT									
	Valuations	Property rates policy, register and by-law in place	Annual revision of the property rates policy	Current, updated valuation roll operational and financial systems in place	15-Jul-09	A revised rates policy was approved by Council on 27 May 2009 and posted on the website.	The additional valuation roll for the financial year 2008/2009 was completed on 18 March 2009. The roll was posted on the website and a notice served on every owner of property listed in the valuation roll. The due date for objections is 21 April 2009 but the process can not be finalised before 31 July 2009.	A revised rates policy will be submitted to Council and for public participation. The updated valuation roll and revised policy will take effect on 01/07/2009	Rates policy to be revised by 15 Jan 2009
		Prepared to deal with the legal processes of appeals, etc.		Finalisation of objections by valuers	30-Jun-09	Objection process completed in respect of the first additional valuation roll.	Finalisation of objections by valuers		Completed 31 May 2008
		Valuers appointed and monitored		Dealing with and finalisation of appeals	27-Jul-09	Appeals process to be completed in respect of the first additional valuation roll..	Appeals process to be completed.	A monitoring plan is in place to measure the performance of the Municipal Valuer. All the administrative procedures are in place to deal with the appeals process.	Completed 29 Sept 2008
				Provision of supplementary valuation roll to valuers	06-May-09	Completed as scheduled.	Information to be furnished to valuers for a second additional valuation roll for the financial year 2008/2009.	Information and documentation was provided to the Municipal Valuer on 30/10/2008.	Part A provided 30 Oct 2008

				Inclusion of records audit results in the supplementary roll	30-Sep-09	Information to be furnished to valuers for the additional valuation roll for the financial year 2009/2010.	Information to be furnished to valuers for the first of two additional valuation rolls for the financial year 2009/2010.	Included in the documentation that was provided to the Municipal Valuer on 30/10/2008.	Part B above 30 Nov 2008
				Finalisation of supplementary valuation roll by valuers	24/07/2009	The second supplementary valuation roll will be handed to the Municipal Manager,	The first supplementary valuation roll will be handed to the Municipal Manager,	The supplementary valuation roll will be handed to the Municipal Manager on 31/03/2009.	Remains the target date
				Finalisation of appeals process iro supplementary roll	31/12/2009	Nineteen appeals have been received iro the first additional valuation roll. The Valuation Appeal Board will meet on 27 July 2009 to consider these appeals. A second meeting was scheduled for 29 September 2009 for appeals in iro the second additional valuation roll.	Finalisation of appeals process iro the first supplementary valuation roll.	Because of the size of the additional valuation roll, the appeals process will not be finalised before 25/07/2009.	Remains the target date
			Annual updating of Parts A & B of the properties register, valuation roll in compliance with all relevant sections of the PRA and linked to GIS	Policy and register updated and open to the public	31/08/2009	As soon as the zoning and usage of property have been clarified, a revised part B will be published as prescribed by the Rates Act.	Revised parts A and B to be published on the website as prescribed in the Property Rates Act.	Provisional additional valuation roll will be open for public inspection in the offices of the Municipality and on the website.	Remains the target date
			Appointment and monitoring of valuers iro all legal compliance matters, liaison, maintaining the integrity of methods followed, data used, confidentiality where necessary and copyright of data	Ongoing monitoring, liaison and other legally required actions concerning the municipal valuers	QRs	The valuation records are being compared to those on SAMRAS. Problems regarding the zoning and approved usage of property are highlighted as a	Monitoring mechanisms have been revised to protect the Municipality's interests and to ensure that the valuation process complies with the Act and international valuation standards.	Ongoing monitoring mechanisms are in place to protect the Municipality's interests and to ensure that the valuation process complies with the Act and international valuation standards.	Regular monitoring of date and systems

						risk area.			
		Communication requirements iro the PRA adhered to	Required notices to residents, maintaining and updating of the website, handling of queries effectively and within stipulated time frames.	Annual notices to residents, re. rebates, website updating and maintenance for subscribers, queries dealt with, within 7 days and other communication, liaison matters as required	QRs	Website updated to reflect most recent policy documents and valuation rolls.	Website redesigned and updated in April 2009 to provide easy access for the public to the general and updated valuation roll.	Website redesigned and updated on 10/02/2009 to provide easy access for the public to the valuation roll and other relative documents.	Website updated 06 Nov 08
		Strict scrutiny of valuation processes by the auditors & AG Office	Strict adherence to all legal prescriptions	Assistance to the auditors and the AG office	Aug - Nov 2009	Preparing relevant information and documentation for audit purposes	Completed	Completed	Completed

FUNCTIONAL/SERVICE AREA: PROTECTION SERVICES: LAW ENFORCEMENT, TRAFFIC

DEFINITION OF FUNCTION: *Planning and execution of a sustainable programme of Road Traffic and By-Law Enforcement*

LINKAGE TO IDP: *Creation and maintenance of a safe and healthy environment*

Democratic and accountable governance

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	COMMENTS Q4	COMMENTS Q3		
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and committed to Batho Pele Principles	Jul-08		Batho Pele principles introduced in different sections		
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR		All JD's finalised and incorporated in TASK		
		Decentralised offices reponsible for application of BCE iro own personnel	Daily management of leave, sick leave, training schedules, attendance at the decentralised offices	Ongoing. Information to central office for database capturing within 24 hours	Quarterly Reports	Information forwarded to HR office on a daily basis	Information forwarded to HR office on a daily basis		
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs		Total number of positions 49	Number of Vacancies 4	

		good relations amongst staff							
	Training	Ongoing training of personnel essential including multi-skills to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WSP	Sep-08	2 staff members attending GENE LOUW College for K53 training 2 staff members doing basic training at GENE LOUW College		No of staff attended 11	
		Training for protection services staff is essential	Appropriately trained staff	Related skills needs and courses identified and included in WSP	Sep-08				
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests within 14 days	QRs	Refer to annexure A		Refer to annexure A	
1.9 Municipal Buildings	Security	Access control completed at main building, Kleinmond admin buildings as well as Stanford and Gansbaai	Access control completed	Prioritisation of remaining buildings iro access control	Jul-08	Completed		Completed	
			Access control services a/h at main building where a/h control room located	Access control completed at remaining buildings - one building per quarter	Quarterly Reports	Completed / turn style		Access point at Hermanus Administration (Rates hall) completed	
		High premium placed on all facets of security at centralised and decentralised buildings, service contracts of 3yrs with SPs	Management and monitoring of various service providers rendering security services at municipal buildings	Bi-annual meetings replaced by quarterly meetings with service providers	Quarterly Reports	3 meetings attended	ADT, Safe, Hermanus Protection	3 meetings	Meetings held with ADT, SAFE & HPP
				Ongoing monitoring of adherence to contract conditions by the service providers	Ongoing, QRs	Continuous liaison with service providers		Continuous liaison with service providers	
				Law enforcement support for cash in transit	Ongoing, QRs	As per request		As per request	
2. SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT									
2.1 Capital Projects	Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning	Effective project management of capital projects, including contract management of service providers, ensuring realisation of projected spending per quarter	12% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs			% Spending	Comments

	/ other funds received, project planning, projected cash flow management, scheduled site meetings	Responsibility of MM to ensure capital spending is in line with the capital budget and the SDBIP. Current spending 91% of capital budget by June 2008	Monthly and quarterly monitoring of targets as set	40% spending iro capital budget with full quality, cost, time and health and safety control exercised 75% spending iro capital budget with full quality, cost, time and health and safety control exercised 98% spending iro capital budget with full quality, cost, time and health and safety control exercised	2nd Quarter - QRs 3rd Quarter - QRs 4th Quarter - QRs			% Spending % Spending % Spending	Comments Comments Comments
2.13 Protection Services: Law enforcement and traffic	Database	Recordkeeping in place	Effective management of traffic and law enforcement, e.g.through knowledge of trends	Daily recording of incoming traffic and law enforcement related incidents/requests on EDMS, EMIS and reports	Monthly, QRs	2007 cases reported		5814 cases reported	
	Awareness	Schools programme followed annually	Maximise no of school visits	Visit at least 8 schools per annum - 2 per quarter	Monthly, QRs	1 visit	Montessori School	No visits during term of reporting	Programme commence during May 09
	Revenue Licensing and Roadworthy processes	National key priority Current level of payment set at above 50% Processes are effective and legally compliant	Full participation in NAAP Increased level of payments for fines and licenses Effective card licence process Effective management of licensing and registration of vehicles Roadworthy testing of vehicles as per legislation and SABS Codes	Participate in annual National Arrive Alive Programme Maintain payments of fines and licenses above 60% Weekly processing of licence applications Daily process - ongoing Daily process - ongoing	Monthly, QRs Monthly, QRs Monthly, QRs Monthly, QRs	Participation took place during April, May and June as well as weekends 1319 applications 976 applications processed	R131 900 value R97 830 value	Participation took place during January and will happen during Easter Weekend again Payments above 50% 1620 applications processed 736 applications processed 1446 applications processed	
			Strict application of drivers' and learners' licence testing	Daily process - ongoing	Monthly, QRs	1519 applications processed	R118 560 value		1578 applications
	Law enforcement	Responses within the set limit	Strict enforcement of applicable legislation and by-laws	Respond to at least 90% of queries/complaints / requests within 14 days	Monthly, QRs	1054 cases responded to			2741 cases responded to

				Involvement in other relevant stakeholder meetings, e.g. SAPS forums	QRs	24 meetings		24 meetings attended
	Records	Collaborator modules in place and working well	Full compliance with record management system requirements	Daily compliance to registry requirements and response on own queries within 14 days	Monthly, QRs	See annexure A		See annexure A
	MIS	Statistics and reports form basis of EMIS	Building a management information system	Monthly traffic and law enforcement reports	Monthly, QRs	Addressed in 1054 figure		Addressed in 2741 figure
	Planning & Budgeting	All projects to flow from IDP	Planning and budgeting to optimise service delivery	Inclusion of traffic projects in draft IDP based on master plan	Mar-09			Draft budget approved and included
				Inclusion of traffic projects in final approved IDP	May-09	No capital projects		N/A
				IDP KPIs & Targets incl in PMS & SDBIP	Jun-09	Included in SDBIP approved by EM 25 June 09		N/A
	Equipment	Equipment well maintained	Maintenance of equipment	Bi-annual testing, calibration of equipment	Sept, Feb, QRs	No machines for period of reporting		1 Speed machine calibrated once
2.2 Maintenance of Projects	O & M Information System	All maintenance projects and routine maintenance linked to EMIS	All requests, complaints, etc. daily captured on EMIS and EMIS used to measure performance and trends	Daily capturing	Ongoing, QRs	Still under investigation with service provider		System do be developed to address need - under investigation with service provider
2.9 Housing	HPP Concept	Facilitate expansion of HPP concept as already in Hermanus CBD/Voelklip	Hermanus Public Protection rolled out to one more ward	HPP concept implemented in one more ward	Mar 2009, QRs	Expansion to other wards still under investigation		Expansion to ward still under investigation
	Informal Settlements	Illegal squatting to be managed through daily monitoring and community consultation	Effective management of informal settlements	Monitoring and contract management of the service provider managing the informal settlements	Monthly, QRs	Ongoing process as requested by housing department		Regular operational support is given to the contractor

FUNCTIONAL/SERVICE AREA: PROTECTION SERVICES: FIRE MANAGEMENTDEFINITION OF FUNCTION: *The provision and planning of a workable Disaster Management Plan*LINKAGE TO IDP: *Creation and maintenance of a safe and healthy environment**Democratic and accountable governance*

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	Comments Q4	Comments Q3	Comments Q2				
1. Municipal Transformation and Institutional Development												
1.3 Human Resources	<i>Training</i>	Ongoing training of personnel essential including multi-skills to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WPSP	Sep-08	Weekly Station drills Rescue and exercise drills	National Building regulations (2 days) Weekly Station drills Rescue and exercise drills	4	Basic fire-fighters Drills (4 Hours per month)			
	<i>Batho Pele Principles</i>	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and committed to Batho Pele Principles	Jul-08	Ongoing implemented to service	Batho Pele principles introduced in different sections	B P Principles workshopped with staff				
	<i>TASK Job Descriptions</i>	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee Follow up with the SALGBC and the JE Committee to have these job descriptions approved	Sept 2008 QR March 2008 Quarterly reports		All JD's finalised and incorporated in TASK Completed					
	<i>Staff Management</i>	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Existing staff appointed in new structure	Total number of positions 6	Number of Vacancies 1	% Employed	Total number of positions 6	Number of Vacancies 1	% Employed 83%
2. Service Delivery & Infrastructure												
2.1 Capital Projects	Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant / other funds received,	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning	Effective project management of capital projects, including contract management of service providers, ensuring realisation of	12% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs	Refer to Annexure B		% Spending		Comments		

			projected spending per quarter							
	project planning, projected cash flow management, scheduled site meetings	Responsibility of MM to ensure capital spending is in line with the capital budget and the SDBIP. Current spending 91% of capital budget by June 2008	Monthly and quarterly monitoring of targets as set	40% spending iro capital budget with full quality, cost, time and health and safety control exercised	2nd Quarter - QRs	Refer to Annexure B			% Spending 75%	Comments
				75% spending iro capital budget with full quality, cost, time and health and safety control exercised 98% spending iro capital budget with full quality, cost, time and health and safety control exercised	3rd Quarter - QRs 4th Quarter - QRs	All projects completed	Refer to Annexure B 99% Spending	100% N/A	% Spending % Spending	Comments Comments
2.14 Disaster Management	Fire Management	In Overstrand it is essential that the public has a workable knowledge of fire prevention and handling	Scheduled education and information sessions for public	24 visits to institutions per annum for public	Quarterly reports	Awareness campaign conducted during April through a rescue exercise in co-op with the NSRI and district	Awareness campaign conducted during January through a rescue exercise in co-op with the NSRI and district	Target of number of visits will be reach. Majority will be done after fire season.		
		Fleet and equipment in accordance with SANS Code 10090 and NFPA codes	Continued compliance of fleet and equipment with codes and full spending of budget capacity	Legal and financial spending obligations adhered to	Quarterly reports	Vehicles maintained to be effective with minimum downtime. Equipment maintained for maximum effectiveness	No additions to current fleet	Vehicles and equipment are maintained in full readiness condition. New major pumper commissioned.		
		Fire management not linked to EMIS: must link to Province's system	Link into Province's information system	Link up with Province's information system	QRs	Province plans to upgrade or replace Gems 3 due to shortcomings in existing software. Not effective to use this system untill upgrading completed.	Gems 3 system in progress of upgrading, linkage can only be done after Province has completed the process of upgrading by end June 09.	Gems 3 system in progress of upgrading, linkage can only be done afterwards.		
		Adequate, ongoing training of permanent personnel and	Training courses accessed, completed with SETA monies	Assess the legal implications of using volunteers to ensure	Jul-08	Minimum of 4 hour monthly standard fire-fighting drills done	4 hour monthly drills training done in fire-fighting skills.	4 hour monthly drills training done in fire-fighting skills.		

		volunteers essential		Council does not encounter unwanted liabilities				
				Training courses for fire-fighters identified and further pursued through the WPSP Ongoing improvement of fire-fighting procedures	Sep-08 QRs	First of identified courses will comment during July 2009 Skills training and implementing of standard operating procedures.	Courses identified and forwarded to HR for inclusion in WPSP Skills training and implementing of standard operating procedures.	Courses identified and costing done. Refer to HR for funding. Skills training and implementing of standard operating procedures.
	DMP	Existing Disaster Management Plan High level of preparedness and quick mobilisation essential. Knowledge base of legislation and codes necessary	Fully updated DMP Discipline heads with command directives appointed Interactive, holistic thinking and pro-active planning Effective reporting	When necessary updating of the DMP and annual review Discipline heads appointed as and when necessary Ongoing liaison with PAWC and ODM to ensure synergy of DMPs and quick mobility if need be Quarterly reports on disasters	QRs QRs QRs QRs	Disaster Management official appointed to assist with updating of existing plans No serious incidents whereby Discipline heads' support was needed Continuous process Disasters No Fire / Rescue No	Continuous process No serious incidents whereby Discipline heads' support was needed Continuous process Number Comments: No 243 Fire disasters incidents attended to	
						No disasters 148		

FUNCTIONAL / SERVICE AREA: ACCOUNTING SERVICES

The provision of professional financial services to the management, Council, and various external bodies in respect of year-end and in-year financial reporting, financial management, the operational and capital budget, and the implementation of the Municipal Finance Management Act (MFMA)

DEFINITION OF FUNCTION:

Act (MFMA)

LINKAGE TO IDP:

Provision and maintenance of municipal services

Provision of democratic and accountable governance

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	Comments 4th Quarter	Comments 3rd Quarter	Comments 2nd Quarter	Comments 1st Quarter
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and committed to Batho Pele Principles	08-Jul	Included as part of in-house departmental training	Included as part of in-house departmental training	To be included as part of in-house departmental training	To be included as part of in-house departmental training
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	New appointees commenced work on 1 March 2009. New post of Senior Accountant: Financial Statements advertised with closing date on 4 April 2009	New post of Senior Accountant: Financial Statements advertised with closing date on 4 April 2009. No suitable candidates applied. Process of head hunting and/or re-advertise	Vacant posts (2) : Interviews completed and new appointees to commence on 1 March 2009	Vacant posts (2) advertised
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	All JE's for in service staff completed. JE for new post of Manager: Budget control to be finalised.	All JE's for in service staff completed. JE for new post of Manager: Budget Control to be finalised for incumbent assuming duty on 1 May 2009	JE's of approved posts completed	JE's of approved posts completed
	Training	Ongoing training of personnel essential including multi-skilling to fill in for absentees	Well trained staff, effective service delivery	Related skills needs and courses identified and included in WPSP	08-Sep	1 Staff member busy with external studies and in-house DB4 training given to new appointees	3 Staff members busy with external studies and arrangement of DB4 training for new appointees	Staff attending DB4 training and 3 staff members busy with external studies	Staff attending DB4 training and 3 staff members busy with external studies
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests within 14 days	QRs	Collaborator correspondence attended to	All outstanding Collaborator correspondence attended to	Outstanding Collaborator correspondence attended to.	Motivation for additional post in progress to assist in this regard

1.5 Skills Development	Needs Analysis	All directorates must identify the training needs of their staff and provide such to Management Services for inclusion on an annual basis in the WPSP submitted to the SETA and serving as the base document of courses' initiation	Participation in training audit updates, using performance management as an identifying factor of training needs and making inputs as required into the WPSP			As required by HR	As required by HR	As required by HR	As required by HR
	Budget	Budget 2008/09 approved	On date completion of budgetary processes	Approved budget process plan incl. SDBIP Internal budgetary processes	08-Aug From Aug 2008, QR in Dec 08	Completed Completed for draft budget	Completed Completed for draft budget	Completed	Completed
				Adoption of Adjustments Budget Adoption of Draft MTEF Budget by Council Adoption of Final MTEF Budget by Council	Jan-09 Mar-09 May-09	Adopted 28 January 2009, completed Draft budget for 2009/2010 noted by Council on 30 March 2009 Final budget for 2009/2010 approved by Council on 27 May 2009	Adopted 28 January 2009, completed Draft budget for 2009/2010 noted by Council on 30 March 2009 Due date 26 May 2009		
	AFS	AFS is GAMAP/GRAP compliant	Completed financial statements - S71 & 72 compliant Completion of audit process with AG Office	Financial statements submitted including performance information to AG Assistance to AG Office with audit process Management letter received from AG Municipality's response to above	31-Aug-08 Aug - Oct 2008 Approx. 15/11/2008 25-Nov-08	Audit finalised. Completed and incorporated in Annual Report Audit has been completed Received December Responded December	Audit finalised. Completed and incorporated in Annual Report Audit has been completed Received December Responded December	Submitted on 12 September, delay due to DB4 system program changes Audit has been completed Received December Responded December	Submitted on 12 September, delay due to DB4 system program changes In progress Middle November Waiting for Management Letter

	SDBIP	SDBIP & PMS largely integrated for 2008/09	Totally integrated SDBIP & PMS for 2009/2010	Progressive integration of PMS & SDBIP and compilation of necessary reports - quarterly, mid-year and annual	Jul 2008 - May 2009, Quarterly Reports	SDBIP integration into council items relating to budget changes. Reports submitted quarterly to Strategic Services	SDBIP integration into council items relating to budget changes. Reports submitted quarterly to Strategic Services	SDBIP integration into council items relating to budget changes	SDBIP integration into council items relating to budget changes
	Investments	Existing investment policy	Revised policy in line with Local Government Laws Amendment Bill when enacted	Revised investment policy approved by Council	Quarterly reports	Quarterly reports submitted. Policy approved by Council on 27 May 2009	Quarterly reports submitted. Policy workshop completed. Policy review with budget related policies in draft budget	Quarterly reports submitted. Workshop for amended policy in February	Submitted in September
			Effective management of funds	Weekly monitoring of surplus funds and appropriate weekly investments	Quarterly reports	Undertaken daily/weekly	Undertaken daily/weekly	Undertaken weekly	Undertaken weekly
	Borrowing	Borrowing plan in place	Updated borrowing plan	Borrowing plan updated	Quarterly reports	Completed	December submitted	December submitted	Submitted in September
		Municipality to borrow R82m	Money borrowed at best rate	Advertisement	08-Jul	Completed	Completed	Oct	Oct
				Public participation Tenders out Tender awarded	08-Jul 08-Aug Sept 2008, Quarterly Report	Completed Completed Completed	Completed Completed Completed	Oct Aug Awarded Nov	Oct Aug Awarded Nov
	Bank services	Compulsory tender for every 5 year term as per MFMA not strictly complied with	Banking services for the following five years secured	Tender out	Mid July 2008	Workshop with other finance sections completed. Finalising work shopped specifications. Re-scheduling specifications meeting.	Specifications discussion with SCM. Workshop with other finance sections scheduled and 60 day advertisement period	Specifications completed - Specifications to SCM during Feb.	Tender out by end Nov
				Adjudication process completed	Mid Aug 2008	Re-scheduled adjudication October 2009	Delay for public participation process due to 5 year contract period	Target end April	Target end Jan
				Service provider appointed	30-Sep-08	After adjudication	Delay for public participation process due to 5 year contract period	Target end May	Target end Feb

	Reporting	Prescribed reporting on a monthly, quarterly and half yearly basis in to S71 of MFMA	Monthly, quarterly and half yearly financial reports submitted as required	Monthly monitoring report to NT & PT Monthly report to EM, PFC, MC, Council iro budget performance	30-Sep-08 Monthly, QR	All monthly reports submitted to NT & PT for April to June 2009. Reports submitted for Apr & May. Reports for Jun to serve during July/August cycle	Reports submitted for Jan & Feb. Reports for March due by 16 April 2009 Reports submitted for Jan & Feb. Reports for March to serve during April cycle	Reports submitted for Oct, Nov, Dec. Reports submitted for Oct, Nov, Dec.	Reports submitted for Jul, Aug, Sep Reports submitted for Jul, Aug, Sep
--	------------------	--	--	---	------------------------------	--	---	--	--

FUNCTIONAL / SERVICE AREA: INCOMEDEFINITION OF FUNCTION: *The levying of service charges and rates and the collection of all income owing to the Municipality.*LINKAGE TO IDP: *Provision and maintenance of municipal services**Provision of democratic and accountable governance*

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	Comments 4th Quarter	Comments 3rd Quarter	Comments 2nd Quarter	Comments 1st Quarter
1. Municipal Transformation and Institutional Development									
	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and commit to Batho Pele Principles	08-Aug	Queries received from unsatisfied customers varied from payments not allocated, water queries, meter readings, etc. The problems were addressed.	Queries received from unsatisfied customers varied from high water consumption, change in tariffs from residential to business rate, collection fee, etc. The problems were addressed	5 Queries followed up of unsatisfied clients on client services. The problems were addressed	Written Principles issued and explain to each staff member
1.3 Human Resources	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Monitoring of staff performance on regularly basis. Timeous follow-up of queries from customers and team members.	Monitoring of staff performance on regularly basis. Timeous follow-up of queries from customers and team members.	Monitoring of staff performance on regularly basis. Timeous follow-up of queries from customers	Monitoring of staff performance on regularly basis. Timeous follow-up of queries from customers
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	We await the outcome of TASK	We await the outcome of TASK	We await the outcome of TASK	Task forms handed in on time for evaluation
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests within 14 days	QRs	No recording of enquiries due to high cost factor. Response to customers queries within 14 days - 98%;	No recording of enquiries due to high cost factor. Response to customers queries within 14 days -	No recording of enquiries due to high cost factor. Response to customers queries within 14 days - 95%	Investigate the daily recording of enquiries on EDMS/EIMS.

						Planned to use workorder system to monitor enquiries	98%		
1.5 Skills Development	Needs Analysis	All directorates must identify the training needs of their staff and provide such to Management Services for inclusion on an annual basis in the WPSP submitted to the SETA and serving as the base document of courses initiation	Participation in training audit updates, using performance management as an identifying factor of training needs and making inputs as required into the WPSP			Training Needs were identified and the report was handed over to HR	Training Needs were identified and the report was handed over to HR	Training Needs were identified and the report was handed over to HR	Identified the training needs of the team.
4. MUNICIPAL FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT									
		Cash in transit must be secured	Safe daily cash in transit arrangements	Daily handling of cash in transit	Ongoing, QRs	Banking is done every working day	Banking is done every working day	Banking is done every working day	Cashiers balanced daily
	Revenue	Meter reading contracted out - 1/09/06 - 31/08/09	Effective meter reading, variance management, verification, corrections	100% meter reading by 25th, billing by 30th, annual bills 30/07 - ongoing monitoring	Quarterly reports	Meter readings on time	Meter readings on time	Meter readings on time	Meter readings on time
		No contract management	Contract monitoring & management implemented	Implementation of specific contract monitoring principles based on legal compliance	Sept 2008, Quarterly Reports	In process - Debtpack	In process - Debtpack	Not yet implemented	Not yet implemented
	Indigents	Indigent register in place	Continuously updated indigent register	Evaluation and auditing of indigent households and updating of indigent register	Ongoing, QR	Application forms and consumption monitored monthly. 2589 registered indigent households	Application forms and consumption monitored monthly. 2527 registered indigent households	Application forms and consumption monitored monthly. 2579 registered indigent households	Application forms and consumption monitored monthly. 2560 registered indigent households
	Credit control & debt collection	Debt collection contracted out - 1/10/07 - 30/09/10 Contract monitoring in place	Max. debt collection Irrecoverable debt based on indigency written off	Monthly contract monitoring reports to PFC and Council Irrecoverable debt written off Data cleansing of debtors information	Ongoing, QR Apr 2009 and QRs Ongoing, QR	Collection Rate 90days - 92.96% 60days - 89.76% 30days - 76.03% Write off R2 684 052.71 May 2009 Reports run regularly to ensure correctness	Collection Rate 90days - 92.44% 60days - 89.35% 30days - 75.34% Population of the write-off list of first time indigent debt and irrecoverable "old" debt Reports run regularly to ensure correctness	Collection Rate 90days - 93.81% 60days - 89.75% 30days - 75.90% Write off R1 023 237.25 November 2008 Reports run regularly to ensure the correctness	Collection Rate 90days - 90.00% 60days - 89.17% 30days - 79.56% Population of the write-off list of first time indigent debt Regular test of pureness of data

	Parking	Parking meter system not effective	Reviewed & refined parking meter system	Parking meter system reviewed and report	08-Oct	The correctness of the payments cannot be verified. No reports received for Apr, May and June.	The correctness of the payments cannot be verified. After consultation with Buyambo the monthly reports (not verified) were received	The correctness of the payments cannot be verified.	Await the external investigation report
	Tariffs	Tariff structure to be market related	Affordable but market related tariff structure	Annual review of tariff structure	08-Sep	Approved tariff structure is in use.	Approved tariff structure is in use.	Approved tariff structure is in use.	New tariff structure for 2008/09 was implemented on 01/07/2008
				Council approval of tariff structure	09-May	Approved new tariff structure for 2009/10, 27/05/09. Approval from NERSA on 30/06/09	Draft tariff structure for 2009/10 was presented to council on 30 March 2009	Busy with the structure of tariffs for 2009/10	Not applicable at this stage

FUNCTIONAL / SERVICE AREA: EXPENDITURE AND ASSET MANAGEMENT

DEFINITION OF FUNCTION: *The provision of professional financial services to management and Council in respect of the salary budget process, salary & wage administration, creditor administration and asset management.*

LINKAGE TO IDP: *Provision and maintenance of municipal services
Provision of democratic and accountable governance*

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	Comments 4 th Quarter	Comments 3 rd Quarter	Comments 2 nd Quarter	Comments 1 st Quarter
1. MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT									
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and commit to Batho Pele Principles	08-Aug	Part of continuous in-house departmental training	Part of continuous in-house departmental training	To be included as part of in-house departmental training	To be included as part of in-house departmental training
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Vacancy 1 - to be advertised	Full staff	Full staff	Vacancies 3 - Staff appointed - started 1 Sept
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	JE's of approved posts completed	JE's of approved posts completed	JE's of approved posts completed	Ongoing, JE Committee to be done during October 2008

1.5 Skills Development	Needs Analysis	All directorates must identify the training needs of their staff and provide such to Management Services for inclusion on an annual basis in the WSPSP submitted to the SETA and serving as the base document of courses' initiation	Participation in training audit updates, using performance management as an identifying factor of training needs and making inputs as required into the WSPSP			As required by HR	As required by HR	As required by HR	As required by HR
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests within 14 days	QRs	Correspondence attended to daily	Correspondence attended to daily	Correspondence attended to daily	Correspondence attended to daily
3. MUNICIPAL FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT									
	Expenditure Management	Management has a satisfactory knowledge of MFMA	Management has adequate knowledge to act in compliance with MFMA	Workshop for management iro MFMA	08-Jul	GRAP Workshop held	GRAP Workshop held	GRAP Workshop held	GRAP Workshop held
		Acting allowances in all directorates within budgetary provisions	Payment of goods and services for the Municipality	90% (queries excl) invoices paid within 30 days, 100% contractor payments within 30 days of payment certification	Quarterly reports	Done monthly	Done monthly	Done monthly	Done monthly
		Full adherence to legal parameters and budget provisions		Monthly report		Done monthly	Done monthly	Done monthly	Done monthly
		Overtime exceeding BCEA stipulations & negative AG comments thereon		Acting on monthly report with progressive compliance with BCEA and budget, 25% less overtime & 25% more within budget limits iro acting allowances by Sept, 50% of said by Dec 2008, 75% of said by Mar 2009 and 100% compliance by June 2009		Monthly report submitted to CFO and MM to reflect on overtime exceeding 10hrs/week and 50% of monthly basic salary	Monthly report submitted to CFO and MM to reflect on overtime exceeding 10hrs/week and 50% of monthly basic salary	Monthly report submitted to CFO and MM to reflect on overtime exceeding 10hrs/week and 50% of monthly basic salary	Monthly report submitted to CFO and MM to reflect on overtime on exceeding 10hrs/week and 50% of monthly basic salary
	Asset Management	Asset register completely compliant with MFMA regulations and AG comments. Inventories up to date	Two asset clerks appointed to update register	Progressive updating of asset descriptions including photos where appropriate	Quarterly reports	Information gathered on daily basis	Information gathered on daily basis	Information gathered on daily basis	Information gathered on daily basis

			Totally compliant asset register	Asset register complete and regularly updated	Jun 2009, QR	Consultant appointed	Consultant appointed	Tender process ongoing to appoint Service Provider. Workshop regarding GRAP requirements to be held	Tender process ongoing to appoint Service Provider.
		Asset Management Policy in final stage	Implemented Asset Management Policy inter alia to govern the disposal of municipal assets	Asset Management Policy completed	08-Jul	Asset Management Policy completed and approved by Council - June 2009	Done - to be reviewed	Done - to be reviewed	Done - to be reviewed
	Salaries	Salary budget and payment processes in place	Salary budget in line with legal prescriptions and laid down time frames Salaries paid as per conditions of employment	All salaries and related payments done as per conditions of employment and payment of 3rd parties strictly as stipulated 100% (queries excl) wages & salaries paid on payday(s), 100% third party payment by 7th of following month Revised salary budget process & time table Draft salary budget Final salary budget	Quarterly reports Quarterly reports 09-Feb 09-Mar 09-May	Done monthly Done monthly Done Done Done	Done monthly Done monthly Done Done	Done monthly Done monthly	Done monthly Done monthly

FUNCTIONAL / SERVICE AREA: SUPPLY CHAIN MANAGEMENT

DEFINITION OF FUNCTION:

The provision of professional financial services to management and Council in respect of the supply chain management process and procurement.

LINKAGE TO IDP:

*Provision and maintenance of municipal services
Provision of democratic and accountable governance*

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	Comments 4 th Quarter	Comments 3 rd Quarter	Comments 2 nd Quarter	Comments 1 st Quarter
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and commit to Batho Pele Principles	08-Aug	Staff understand and commit to Batho Pele Principles	Staff understand and commit to Batho Pele Principles	Batho Pele Principles work shopped with staff.	Batho Pele Principles work shopped with staff.
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Weekly staff meetings are held to promote optimum functioning and motivation of staff and to promote good relationships amongst staff.	Weekly staff meetings are held to promote optimum functioning and motivation of staff and to promote good relationships amongst staff	Weekly staff meetings are held: (a) to promote optimum functioning and motivation of staff,- (b) to promote good relationships amongst staff, to do planning and scheduling of work program	Weekly staff meetings are held to promote optimum functioning and motivation of staff, and to promote good relationships amongst staff
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	Job descriptions finalised. In process of compiling job descriptions for new appointees	Job descriptions finalised. In process of compiling job descriptions for new appointees	Job description finalised.	Job description finalised
1.5 Skills Development	Needs Analysis	All directorates must identify the training needs of their staff and provide such to Management Services for inclusion on an annual basis in the WPSP submitted to the SETA and serving as the base document of courses initiation	Participation in training audit updates, using performance management as an identifying factor of training needs and making inputs as required into the WPSP				Training Needs were identified and submitted to Human Resources.	Training Needs were identified and the report was handed over to Human Resources	Training Needs were identified and the report was handed over to Human Resources

	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/ enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests within 14 days	QRs	Responded to citizen complaints and enquiries within a reasonable time frame.	Responded to citizen complaints and enquiries within a reasonable time frame.	All inquiries attended to as and when required.	All inquiries attended to as and when required. All inquiries resolved within a reasonable time frame.
4. MUNICIPAL FINANCIAL VIABILITY AND FINANCIAL MANAGEMENT									
	Supply Chain Management	SCM Policy being drafted	SCM Policy approved and implemented Annual revision of SCM policy	SCM Policy implemented Revised policy	08-Jul 09-Jun	 Policy revised	Implemented 1 July 2008 and recently revised.	Implemented 1 July 2008	Implemented 1 July 2008
		Creditors' database not complete/adequate	Completed creditors' database in use	Creditors' database completed	Ongoing, QR	Creditors data base operational and being updated on a continuous basis.		Completed	Completed
		Supplier database lacking	Supplier database completed and operational	Supplier database completed	Ongoing, QR	Supplier database operational and being updated on a continuous basis.		Population of database updated on a continuous basis.	Software installed population of databasis in process
		SCM Process - good practice to ensure optimal functionality	Reviewed SCM process for 2008/09 and time table in place	Review SCM Process to ensure optimally functional, possible problem areas addressed		Processes reviewed on a regular basis.	Processes reviewed on a regular basis.	Processes reviewed on a regular basis.	Processes reviewed on a regular basis.
			SCM policy and processes effectively communicated and implemented	Training of internal management and officials to ensure all on-board with policy and processes		Attend National and Provincial Treasury workshops, Supply Chain Forum Meetings from time to time. Internal Processes also work-shopped with staff from other departments.	Attend National and Provincial Treasury workshops, Supply Chain Forum Meetings from time to time. Internal Processes also work-shopped with staff from other departments.	National & Provincial Treasury workshops. Internal processes also work shopped with staff from other departments.	National & Provincial Treasury workshops
				Consideration of tenders within 14 days after receipt of report from requesting Directorate	Ongoing, QR	Full compliance	Full compliance	Full compliance.	

				100% finalisation of contracts within 45 days incl. 10 working days objection period	Ongoing, QR	Full compliance. Reports submitted to Council during period under review.	Full compliance. Reports submitted to Council during period under review.	90 x Tenders awarded to the amount of R15 471 408.00	61 x Tenders awarded to the amount of R23 527 56,42
				Monthly reporting to MM and Council re tenders awarded	Ongoing, QR	Full compliance, report submitted to Council during period under review	Full compliance, report submitted to Council during period under review	Full compliance, report submitted to Council during period under review	Full compliance, report submitted to Council during period under review
	Contract Management	Lack of sound contract management structures/processes to take over from SCM	Collaborator operation module for contract management of a certain category of contracts	Module operational	08-Jul	Collaborator operation module for contract management in process of implementation	Collaborator operation module for contract management in process of implementation	Not in operation yet	Not in operation yet
				Monitoring of functionality of module	Jul - Aug 2008	Contract management in process of implementation	Contract management in process of implementation		
				All contracts on the system	08-Sep	Contract management in process of implementation	Contract management in process of implementation		
				Workshop for management re implementation of generic contract monitoring matrix	08-Aug	Contract management in process of implementation.	Contract management in process of implementation.		
				Generic and contract-specific monitoring iro all projects implemented by all directorates	08-Sep	Contract management in process of implementation.	Contract management in process of implementation.		
				Performance review of all contracts submitted by directorates to MM	08-Dec	Contract management in process of implementation	Contract management in process of implementation.		
				Consolidation of performance reviews for inclusion in annual report	09-Jan	Contract management in process of implementation.	Contract management in process of implementation.		
	Stores	Service delivery level of Stores must meet demands of Municipality	Optimal level of service delivery of all Stores	Review service delivery levels of Stores for optimal functionality	Ongoing, QR	Monitoring and adjustment of service delivery levels if necessary	Monitoring and adjustment of service delivery levels if necessary	Monitoring and adjustment of service delivery levels if necessary	Monitoring and adjustment of service delivery levels if necessary

FUNCTIONAL / SERVICE AREA: BUILDING SERVICE

DEFINITION OF FUNCTION: *Control of all building works in the Overstrand*
 LINKAGE TO IDP: *Promotion of Tourism and Economic development*
Creation and maintenance of a safe and healthy environment
Provision of democratic and accountable governance

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	Comment 4th Quarter	Comment 3rd Quarter	Comment 2nd Quarter	Comment 1st Quarter
1. Municipal Transformation and Institutional Development									
1.3 Human Resources Batho Pele Principles		Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and committed to Batho Pele Principles	08-Aug	Batho Pele Principle discussed with staff.	Discussed with staff in all areas. Follow-up mail sent to all	Discussed with different departments	Distributed to departments.
Staff Management		Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Weekly meetings with staff.	Weekly meetings with staff.	Weekly meetings with staff.	Weekly meetings with staff
TASK Job Descriptions		Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	All job descriptions completed and submitted.	All job descriptions completed and submitted.	All job descriptions completed and submitted.	90% completed.
Training		Ongoing training of personnel essential including multi-skilling to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WSPS	08-Sep	Changes to computerised building control management programme done regularly and training of staff in all areas being attended to.	Changes to computerised building control management programme done. Hermanus staff trained and to be rolled over to Gansbaai, Stanford & Kleinmond in May 09.	Health & Safety meeting was held with 9 members' of staff from different areas. Better understanding of Health and Safety issues including building sites.	Health & Safety training to be done on 31 October 2008
Customer Care		Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests within 14 days	QRs	EDMS/EIMS not applicable. Monitoring KPI's for building inspector inspections. Monitoring plan approval. Comply to other indicators, statistics available from Collaborator	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator

1.5 Skills Development Needs Analysis		All directorates must identify the training needs of their staff and provide such to Management Services for inclusion on an annual basis in the WSPSP submitted to the SETA and serving as the base document of courses' initiation	Participation in training audit updates, using performance management as an identifying factor of training needs and making inputs as required into the WSPSP			Information submitted to HR department. Awaiting feedback. Building plan training course held. Health & Safety course and also anti-corruption seminar	Information submitted to HR department. Awaiting feedback	Information submitted to HR department.	Information submitted to HR department.
2. Service Delivery & Infrastructure									
2.1 Capital Projects	<i>Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant / other funds received, project planning, projected cash flow management, scheduled site meetings</i>	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning	Effective project management of capital projects, including contract management of service providers, ensuring realisation of projected spending per quarter	95% spending iro capital budget with full quality, cost, time and health and safety control exercised	4th Quarter	Only one capital project for the year, Sandbaai Hall. Project completed	Building completed. Landscaping still in progress (under D Van Vuuren)	Sandbaai Hall project completed	Only one capital project - Sandbaai Hall. Project on tract
2.11 Building Services	Civic buildings	Manage capital and building maintenance projects obo the Municipality, i.e. civic buildings	Manage municipal projects from start to finish up to 100% completion thereof	Daily management of capital projects, weekly meetings with Dir I&P, 3 monthly budget review meetings with Dir I&P and EM	QRs	Weekly meeting with Director	Weekly meeting with Director	Weekly meeting with Director	Weekly meeting with Director
	Building plans	200 building plan applications received per annum on average	Effective processes of consideration, decision-making, communication with applicants	All building plans except a few with major non-compliance problems not rectified by applicant processed within 21 days of receipt	QRs	95% Compliant with approval report	95% Compliant with approval report	This indicator not measured, see next indicator.	This indicator not measured, see next indicator
	Building control	Building inspections per application approx. 3 x for normal residential and more as complexity increases	Effective building inspection processes to ensure compliance and std of construction not compromised	Weekly building plan meetings with relevant staff in all 4 areas, i.e. 4 meetings per week - 16 per month Inspect buildings within 48 hours of request through lifespan of construction	QRs QRs	Weekly meetings held in Hermanus and Gansbaai and bi-weekly meetings held in Kleinmond. Formal monitoring system in place and being tested. First report to be submitted following quarter	Weekly meetings held in Hermanus and Gansbaai and bi-weekly meetings held in Kleinmond. Formal monitoring system in place and being tested.	Weekly meetings held in Hermanus and Gansbaai and bi-weekly meetings held in Kleinmond. Comply but no formal monitoring. A process has been initiated to modify the computer system to monitor this indicator.	Weekly meetings held in Hermanus and Gansbaai and bi-weekly meetings held in Kleinmond. Comply but no formal monitoring.

		Claims against the Municipality to be dealt with - less than 1/1000 plans	Management of and dealing with claims against the Municipality in the most effective and cost-efficient manner possible	Management of legal claims against the Municipality and legal processes in respect thereof	QRs	No claims for this quarter	No claims for this quarter	No claims for this quarter	No claims for this quarter
				Monitoring of successful claims against the Municipality	QRs	No successful claims for this quarter.	No successful claims for this quarter.	No successful claims for this quarter.	No successful claims for this quarter.
	Conservation areas & heritage resources	To protect conservation areas and buildings of 60+ yrs	Effective control over building projects affecting the heritage of Overstrand	Screening of new applications weekly and monthly meetings of Heritage Committee	QRs	Plans checked weekly and referred to the monthly Heritage Committee meeting if required.	Plans checked weekly and referred to the monthly Heritage Committee meeting if required.	Plans checked weekly and referred to the monthly Heritage Committee meeting if required.	Plans checked weekly and referred to the monthly Heritage Committee meeting if required.
				If building projects concern or impact on heritage buildings strict application of conditions and monitoring compliance with it	QRs	Heritage Survey completed and public participation in process.	Heritage building now listed	Comply	Comply
	Training	Training for building services staff	Appropriately trained staff	Related skills needs and courses identified and included in WSPS	08-Sep	The staff is being trained as changes are made to the building programme	Training staff - the new addition to building programme in May 09	Supplied input to HR Department.	Supplied input to HR Department.
	Complaints/Enquiries	Citizen inclusiveness adhered to	Response to all citizen complaints/enquiries within acceptable period	Response to consumer/public enquiries/complaints within 14 days	QRs	All queries and complaints attended to within 14 days. Statistics available from Collaborator.	All queries and complaints attended to within 14 days. Statistics available from Collaborator.	All queries and complaints attended to within 14 days. Statistics available from Collaborator.	All queries and complaints attended to within 14 days. Statistics available from Collaborator.
	Statistics & reporting	An updated database of all building services	Monthly consolidated electronic report of activities	Daily, weekly, monthly monitoring and updating of statistics iro of all building services	QRs	Report submitted monthly to the Director.	Report submitted monthly to the Director.	Report submitted monthly to the Director.	Report submitted monthly to the Director.
				Monthly, provision of statistics to Stats SA	QRs	Report submitted monthly to Statistics SA	Report submitted monthly to Statistics SA	Report submitted monthly to Statistics SA	Report submitted monthly to Statistics SA

FUNCTIONAL / SERVICE AREA: WATER SERVICES, TRANSPORTATION SERVICES, PROJECT MANAGEMENT AND DEVELOPMENT CONTROL

LINKAGE TO IDP:

*Provision and maintenance of municipal services**Creation and maintenance of a safe and healthy environment**Provision of democratic and accountable governance*

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	Comments 4th Quarter	Comments 3rd Quarter	Comments 2nd Quarter	Comments 1st Quarter
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and commit to Batho Pele Principles	08-Aug	Batho Pele Principles discussed with staff	Batho Pele Principles discussed with staff	Batho Pele Principles discussed with staff	Batho Principles distributed to staff
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	A total of five staff members working closely together	A total of five staff members working closely together	A total of five staff members working closely together	A total of five staff members working closely together
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	All job description completed and submitted.	All job descriptions completed and submitted.	All job descriptions completed and submitted.	All job descriptions completed and submitted.
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests within 14 days	QRs	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator
1.5 Skills Development	Needs Analysis	All directorates must identify the training needs of their staff and provide such to Management Services for inclusion on an annual basis in the WPSP submitted to the SETA and serving as the	Participation in training audit updates, using performance management as an identifying factor of training needs and making inputs as required into the WPSP			Information submitted to HR department.	Information submitted to HR department.	Information submitted to HR department.	Information submitted to HR department.

		base document of courses initiation							
2. SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT									
2.1 Capital Projects	<i>Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant / other funds received, project planning, projected cash flow management, scheduled site meetings</i>	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning	Effective project management of capital projects, including contract management of service providers, ensuring realisation of projected spending per quarter	12% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs				14% achieved
		Responsibility of MM to ensure capital spending is in line with the capital budget and the SDBIP. Current spending 91% of capital budget by June 2008	Monthly and quarterly monitoring of targets as set	40% spending iro capital budget with full quality, cost, time and health and safety control exercised	2nd Quarter - QRs			41% actual spending. Additional 21% committed (shadow)	
				75% spending iro capital budget with full quality, cost, time and health and safety control exercised 98% spending iro capital budget with full quality, cost, time and health and safety control exercised	3rd Quarter - QRs 4th Quarter - QRs		56% actual spending. Additional 16% committed (shadow).		
2.4 Water Services	WSA-WSP	Division of the WSA-WSP roles to be clearly defined in organisational structure	Clear differentiation between WSA & WSP obligations and roles	Role definition in line with amended organisational structure	08-Sep	WSA Business Plan completed; Quotation received for WSP Business Plan (Community Services).	Development of business plan in process	Business plans for the WSA and WSP will be developed during 2009.	Functions for the Water Services Authority and the Water Services Provider were separated

	Licenses	4 WTW & 5 WWTW of which the licenses are in various stages of non-compliance, i.e. some already expired and others about to expire	Licenses of all the WTW and WWTW revised its current volumes treated and renewed	Liaise with DWAF to revise volumes and renew licenses	Ongoing, QRs	Investigation and report completed; meeting arranged with DWEA to upgrade authorisations.	Report delayed until April 2009 due to problem in obtaining data from DWAF	DWAF Masibambani funding in place, service provider appointed, status quo investigation in progress, report expected end of February 2009.	Liaison with DWAF took place. Awaiting report on gaps to be filled and actions to be taken.
	WSDP	WSDP in process	Approved WSDP	1st draft Final draft	08-Dec 09-Feb	Received Dec 2008 Draft noted by Council 30 Mar 2009	Received Dec 2008 Draft noted by Council 30 Mar 2009	Received Dec 2008 Expected Feb 2009	1st Draft completed in Dec. 2008. Final draft to be completed by end of February 2009.
	Free Basic Services	FBW & FBS are provided	Free basic services provided in line with indigent policy and basic services component of equitable share correctly allocated	WSDP approved Legal compliance - access to water, standard of living of poor improved	09-May QRs	Council approval 27 May 2009 No backlogs	Expected May 2009 No backlogs	Expected May 2009 No backlogs	No backlogs
	Masterplan	Water and sanitation masterplan in place Authority regulation	Updated water and sanitation master plan Monitoring of water quality compliance	Ongoing updating of water and sanitation master plan Ongoing monitoring of laboratory results	Ongoing, QRs Ongoing, QRs	Started updating of master plans for densification study. Laboratory contract continuing	All plans up to date Laboratory contract awarded 30 Jan. 2009.	All plans up to date. New contract for laboratory ready to be awarded in Jan. 2009.	All plans up to date. Ongoing. New laboratory tender closed in Dec. 2008; to be awarded in Jan. 2009.
	Water Demand & Water Conservation - Loss Management	Authority regulation Introduce water conservation, demand, management, loss management and awareness programmes	Monitoring of effluent quality compliance Various programmes to enable water demand and loss management	Review of water quality sampling regime Ongoing monitoring of laboratory results Review of effluent quality sampling regime Consumer meter replacement programme - focus areas identified and work scheduled	08-Oct Ongoing, QRs 08-Nov 08-Aug	Completed Laboratory contract continuing Completed Ongoing (Operations), as available funds permit	Completed and included in new lab contract Laboratory contract awarded 30 Jan. 2009. Completed and included in new lab contract Ongoing (Operations), as available funds permit	Completed and included in new lab tender. New contract for laboratory ready to be awarded in Jan. 2009. Completed and included in new lab tender. Focus areas identified and work scheduled (Operations)	Completed and included in new laboratory tender. Ongoing. New laboratory tender closed in Dec. 2008; to be awarded in Jan. 2009. Completed and included in new laboratory tender. Focus areas were identified and scheduled.

				Approx 1000 consumer meters replaced in 2008/09	Sept - June 2009, QRs	Ongoing (Operations) as available funds permit	Ongoing (Operations) as available funds permit	Approx 100 meters replaced with available funds.	Ongoing, but funds will not permit 1000 replacements.
	Faulty bulk and zone meters to be tested and replaced	10 of 30 faulty meters replaced in 2008/09	Identify worst bulk and zone meters of the approx 30 in existence	08-Aug	Preekstoel bulk meter replacement completed	Contractor appointed for replacement of 2 x Preekstoel bulk meters	Quotations for Preekstoel meters advertised.	Identified Preekstoel Water Treatment Works meters as highest priority.	
	Water losses on average not excessively high but substantial difference in water losses from town to town	Reduce water losses to 20% through pipe replacement, pipeline maintenance and leak detection programme on which pressure management will follow	Progressive replacement of meters and installation of telemetry	08-Oct	Telemetry Master Plan completed. Phased implementation from 2009/10. Submitted as and when required	Telemetry Master Plan in progress (to be completed June 2009)	Telemetry audit to commence in Feb 2009.	Comprehensive telemetry audit to be done.	
	Customer wastage must be addressed	Various programmes to be implemented, i.e. high, low, zero consumption follow-up, large users, high consumption and leaks in poor areas, awareness programme, schools programme, retrofitting, debt management	Red flag management and replacement of meters where identified, education on waterwise gardening, pamphlets, education at schools, etc.	Ongoing, QRs	Submitted as and when required	Submitted as and when required	Submitted monthly	Submitted monthly	
			Contractor on site - monitoring of project	July 2008 - June 2009, QRs	Pipe replacement projects completed. Leak repair project in Zwellihle completed.	Contractors for pipe replacement in progress (Operations)	Contractors for pipe replacement on site (Operations)	Operational Managers busy with capital projects for pipe replacement.	
			Monitoring of municipal usage - parks and buildings	July 2008 - June 2009, QRs	Leak repair project in Zwellihle completed.	Leak repair project in Zwellihle contractor appointed during March 2009. Pilot project to be completed by June 2009.	Approx 100 meters replaced with available funds.	Started with replacement of consumer meters in identified areas.	
			Monitoring of municipal usage - parks and buildings	July 2008 - June 2009, QRs	Planned for 2009/10	Planned for 2009/10	Planned for 2009.	Planned for 2009.	
	Promotion of use of treated effluent water	Treated effluent recycling and marketing of usage							
	Golf club and high school already linked	4 Sport clubs to become treated effluent water consumers	Technical/construction work nearly finished	08-Jul	Telemetry to be completed; O&M manual and hand-over to Municipality outstanding. Chlorination possibly to be relocated.	Telemetry to be completed; O&M manual and hand-over to Municipality outstanding. Chlorination possibly to be relocated.		Some telemetry controls still to be completed. Hermanus Golf Course, Cricket Club and High School using treated effluent.	

				Adding one new consumer, i.e. 1 sport club per quarter	QRs	Gansbaai S4S implemented.	Gansbaai S4S continued	Gansbaai Spaces 4 Sport added as user of treated effluent.	
	Sustainable Water	Water catchment agency established Water resources development essential	Full participation in water catchment area management Planning for sustainable water resource development and management	Ongoing involvement Ongoing preliminary feasibility studies	QRs QRs	All Water Users Association meetings attended Long term testing and monitoring in progress	All Water Users Association meetings attended Long term testing and monitoring in progress	All Water Users Association meetings attended Long term testing and monitoring in progress	All Water Users Association meetings attended Studies continuing with long term testing and monitoring and further exploration where required. Additional boreholes drilled in Hermanus, Baardskeedersbos and Buffelsjagsbaai.
2.7 Transport, Roads & Storm Water	Roles & Responsibilities	Division of the planning & infrastructure vis-à-vis operational and maintenance obligations & roles to be clearly defined in organisational structure	Clear differentiation between I&P vis-à-vis Community Services role iro roads and storm water services delivery	Role definition in line with amended organisational structure	08-Sep	Completed	Completed	Completed	Completed
	Provincial Roads	Two roads are urgent, i.e. R43 Hermanus Relief Road and Gansbaai/Elim Road	Lobbying of provincial dept	Monthly lobbying of provincial dept	Ongoing, QRs	Relief road tenders closed.	Relief Road appeals dismissed by Minister of DEA&DP. Detail design underway. Tenders received for the first 8km of the Gansbaai/Elim Road. Construction started in February 2009.	Relief Road appeals with Minister of DEA&DP. Tenders received for the first 8km of the Gansbaai/Elim Road.	Relief Road Environmental Authorization received in August. Four appeals received against the Environmental Authorization.
	Storm water Masterplan Transportation Plan	Partly in place with updating taking place Hermanus Transportation Plan	Storm water masterplan updated by adding Pringle Bay and further consolidated Updated TP	Updating with Pringle Bay being added during financial year Service provider appointed	Ongoing, QRs 08-Aug	Storm water master plan for parts of Gansbaai completed. Overberg District in progress with all local transport plans	Storm water Master Plan for parts of Gansbaai commissioned. Plan expected April 2009. Overberg District in progress with all local transport plans	Storm water Master Plan for Gansbaai commissioned. Plan expected April 2009	Project cancelled due to excessive costs.
				Monitoring of service provider	QRs				As above
				Finalised update of TP	09-Mar				As above

	Traffic Planning	Congestion of traffic in and around Hermanus especially during holidays	Innovative solutions to current traffic problems	Ongoing	QRs	Planning for the doubling of the Provincial Road between Sandbaai and Gateway continues. Planning of the Hermanus Parallel Route and Hermanus Bypass continue.	Planning for the doubling of the Provincial Road between Sandbaai and Gateway continues. Planning of the Hermanus Parallel Route and Hermanus Bypass continue.	Planning for the doubling of the Provincial Road between Sandbaai and Gateway continues. Planning of the Hermanus Parallel Route and Hermanus Bypass initiated.	Planning for the doubling of the provincial Road between Sandbaai and Gateway continues.
--	-------------------------	---	--	---------	-----	--	--	---	--

FUNCTIONAL / SERVICE AREA: TOWN PLANNING, SPATIAL DEVELOPMENT & PROPERTY ADMIN

DEFINITION OF FUNCTION: *Ensure a safe, healthy and sustainable environment for inhabitants of Overstrand through proper town planning*

LINKAGE TO IDP: *Provision of democratic and accountable governance
Promotion of Tourism and Economic development
Creation and maintenance of a safe and healthy environment
Management and conservation of the natural environment
Provision and maintenance of municipal services*

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	Comments 4th Quarter	Comments 3rd Quarter	Comments 2nd Quarter	Comments 1st Quarter
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and commit to Batho Pele Principles	08-Aug	Batho Pele Principles discussed with staff	Batho Pele Principles discussed with staff	Batho Pele Principles discussed with staff	Batho Principles distributed to staff
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Weekly meeting with staff	Weekly meetings with staff	Weekly meetings with staff	Weekly meetings with staff.
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	André van Rooyen busy with revision	Start revision April 2009	All job description completed and submitted.	All job description completed and submitted.
	Training	Ongoing training of personnel essential including multi-skills to fill in for	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WPSP	08-Sep	To be scheduled by Human Resources	Training needs communicated to Human Resources Department	Training needs communicated to Human Resources Department	Training needs communicated to Human Resources Department

		absentees							
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests with 14 days	QRs	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator.	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator.	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator.	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator.
1.5 Skills Development	Needs Analysis	All directorates must identify the training needs of their staff and provide such to Management Services for inclusion on an annual basis in the WPSP submitted to the SETA and serving as the base document of courses' initiation	Participation in training audit updates, using performance management as an identifying factor of training needs and making inputs as required into the WPSP			Information submitted to Human Resources department.	Information submitted to Human Resources department	Information submitted to Human Resources department	Information submitted to Human Resources department

2. SERVICE DELIVERY & INFRASTRUCTURE DEVELOPMENT

2.1 Capital Projects	<i>Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant / other funds received, project planning, projected cash flow management, scheduled site meetings</i>	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning	Effective project management of capital projects, including contract management of service providers, ensuring realisation of projected spending per quarter	12% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs	No capital Projects.	No capital Projects.	No capital Projects.	No capital Projects.
		Responsibility of MM to ensure capital spending is in line with the capital budget and the SDBIP. Current spending 91% of capital budget by June 2008	Monthly and quarterly monitoring of targets as set	40% spending iro capital budget with full quality, cost, time and health and safety control exercised	2nd Quarter - QRs	No capital Projects.	No capital Projects.	No capital Projects.	No capital Projects.
				75% spending iro capital budget with full quality, cost, time and health and safety control exercised	3rd Quarter - QRs	No capital Projects.	No capital Projects.	No capital Projects.	No capital Projects.
				98% spending iro capital budget with full quality, cost, time and health and safety control exercised	4th Quarter - QRs	No capital Projects.	No capital Projects.	No capital Projects.	No capital Projects.

2.10 Town Planning	TP Application process	247 backlog from 2007/08, 421 applications outstanding with an average of 35 new handed in per month	Approximately 49 applications dealt with on a monthly basis at PFC and on average 2-3 land transactions to Council - monthly statistics kept	Applications assessed within 14 days	QRs	77 applications completed during the quarter. No backlog at the end of this quarter. All time frames complied with.	89 applications completed during the quarter. No backlog at the end of this quarter. All time frames complied with.	74 applications completed during the quarter. Backlog totally eliminated during the quarter. All time frames complied with.	68 applications completed during the quarter. Backlog down from 100 at the beginning of the quarter to 40 at the end of the quarter. All time frames complied with.
			Finalisation of amnesty applications - monthly statistics kept	Within 14 days advertisement of compliant applications, notification of I&A parties, external and internal comments - 30 day period provided for finalisation of commenting	QRs				
				Submission of application reports to PFC with delegated powers and Council on a monthly basis Notification to applicants / I&A parties of Council decision within 14 days	QRs QRs				
	Tracking & monitoring processes	Proper tracking system needed to ensure service delivery targets are met	Tracking system implemented and operational	Tracking system operational	08-Jul	Fully operative from 1 July 2009	Kleinmond / Gansbaai On line	Kleinmond to come on line Nov 08	Kleinmond to come on line Nov 08
			Web-based progress report	Progress report developed and linked to internet	08-Oct	This phase to follow after the tracking system	This phase to follow after the tracking system	This phase to follow after the tracking system	This phase to follow after the tracking system
	Complaints /Enquiries	Citizen inclusion adhered to	Response to all citizen complaints/ enquiries within acceptable period	Response to consumer/public enquiries/ complaints with 14 days	QRs	Comply, statistics available from Collaborator.	Comply, statistics available from Collaborator.	Comply, statistics available from Collaborator.	Comply, statistics available from Collaborator.
	SDF	Completed SDF - annual revision	Revised SDF	Various SDF Projects taken to completion	QRs	Finalising the work plans during August 2009	Provincial BESP program commenced.	Densification study commenced in December 2008.	Participated in Kleinrivier Estuary Environmental Management Plan.
	Scheme Regulations	Towns still have own Scheme Regulations	Consolidated scheme regulations	Final public comments	30-Apr	An additional final round of public participation included that ended during April 2009.		Public comments integrated into scheme. Final public participation advertised December 2008.	Public comments received
	Tariffs	Annual revision of tariffs	Completion of annual tariff related process	Internal workshop Consolidated Scheme Regulations operational Annual tariff revision completed	08-Sep 09-Mar	To be submitted to Council in Sept 2009 Completed	Completed	Due March 2009	Internal workshop held Due March 2009

	Law enforcement	Currently in response to complaints	Systematic approach to ensure compliance	Database of records to enable more systematic law enforcement Schedule of legal compliance inspections as per database	25% per quarter with 100% database June 2009, QRs QRs	Appointment of Law Enforcement Personnel expected during July 2009. To be fully operational Sept 2009	Discussion with Director: Protection Services scheduled for May 2009.	Two additional law enforcement officers appointed in November 2008. Inspections still done mostly in response to complaints.	No progress. No progress.
	Land use management	Land Use Management Bill in consultation process - will require land use policy guidelines, land use management plan, land reform settlement plan. Incremental implementation when passed.	Monitoring the legislative process to ensure preparedness for implementation	Quarterly monitoring item	QRs	Land Use Management Bill on hold.	Land Use Management Bill on hold.	Land Use Management Bill not yet passed.	Land Use Management Bill not yet passed.

FUNCTIONAL / SERVICE AREA: WASTE SERVICES

DEFINITION OF

FUNCTION:

Waste Management Planning function

LINKAGE TO IDP:

Provision and maintenance of municipal services

Creation and maintenance of a safe and healthy environment

Provision of democratic and accountable governance

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	Comments 4th Quarter	Comments 3rd Quarter	Comments 2nd Quarter	Comments 1st Quarter
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and committed to Batho Pele Principles		Batho Pele Principles discussed with staff	Batho Pele Principles discussed with staff	Batho Pele Principles discussed with staff	Batho Principles distributed to staff
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Meet with Director every 4 weeks	Meet with Director every 2 weeks.	Meet with Director every 2 weeks.	Meet with Director every 2 weeks.
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	Job description to be reviewed and submitted	All job description completed and submitted.	All job description completed and submitted.	All job description completed and submitted.

	Training	Ongoing training of personnel essential including multi-skills to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WPSP	Sep-08	Training needs communicated to Human Resources Department.	Training needs communicated to Human Resources Department.	Training needs communicated to Human Resources Department.	Training needs communicated to Human Resources Department.
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests with 14 days	QRs	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator.	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator.	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator.	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator.
1.5 Skills Development	Needs Analysis	All directorates must identify the training needs of their staff and provide such to Management Services for inclusion on an annual basis in the WPSP submitted to the SETA and serving as the base document of courses initiation	Participation in training audit updates, using performance management as an identifying factor of training needs and making inputs as required into the WPSP			Information submitted to HR department.	Information submitted to Human Resources department.	Information submitted to Human Resources department.	Information submitted to Human Resources department.
2. Service Delivery & Infrastructure									
2.1 Capital Projects	Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant / other funds received, project planning, projected cash flow management, scheduled site meetings	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning	Effective project management of capital projects, including contract management of service providers, ensuring realisation of projected spending per quarter	12% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs				0% Consultant emigrated and 4 months were lost appointing a new consultant
		Responsibility of MM to ensure capital spending is in line with the	Monthly and quarterly monitoring of targets as set	40% spending iro capital budget with full quality, cost, time and health and safety	2nd Quarter - QRs			2% actual spending. Additional 4% committed (shadow). New consultant appointed	

		capital budget and the SDBIP. Current spending 91% of capital budget by June 2008		control exercised				in November 2008. Capital programme back on track. Should achieve at least 95% expenditure by year end	
				75% spending iro capital budget with full quality, cost, time and health and safety control exercised	3rd Quarter - QRs		8% actual spending. Additional 14% committed (shadow). Three contracts awarded in March. Should achieve at least 95% expenditure by year end.		
				98% spending iro capital budget with full quality, cost, time and health and safety control exercised	4th Quarter - QRs	80% spent. The rest of the funds were roled over for completion in 2009/2010 book year.			
2.6 Waste Services	Roles & Responsibilities	Division of the waste services planning & infrastructure vis-à-vis operational and maintenance obligations & roles to be clearly defined in organisational structure	Clear differentiation between I&P vis-à-vis Community Services role iro waste services delivery	Role definition in line with amended organisational structure	Sep-08	Completed	Completed	Completed	Due September 2008
	IWMP & Related strategies	IWMP developed and comments received from DEADP	Completed, approved IWMP	Completed IWMP approved by Council	May-09	Draft IWMP tabled at the Council meeting of 28 April 2009. The final document will be submitted to Council for aproval in August 2009.			
			Strategies developed based on current best practices and in accordance with the IWMP	Innovative waste removal strategies developed at businesses in Kleinmond, Gansbaai and Stanford following the practices in Hermanus	To follow after IWMP	To follow after IWMP	To follow after IWMP	To follow after IWMP	To follow after IWMP
				Waste minimisation strategies, i.e. recycling at source and awareness programs developed in accordance with IWMP and extended to Gansbaai and Stanford	To follow after IWMP	To follow after IWMP	To follow after IWMP	To follow after IWMP	To follow after IWMP

FUNCTIONAL / SERVICE AREA: ELECTRICITY DISTRIBUTION & STREETLIGHTING

DEFINITION OF

FUNCTION: *To supply reliable, affordable and cost-effective electricity*LINKAGE TO IDP: *Provision and maintenance of municipal services**Creation and maintenance of a safe and healthy environment**Provision of democratic and accountable governance*

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	Comments 4th Q	Comments 3rd Quarter	Comments 2nd Quarter	Comments 1st Quarter
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	Training	Ongoing training of personnel essential including multi-skilling to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WPSP	08-Sep	Training in process. One employee passed trade test as electrician and MO6 student was appointed as special workman. Further training scheduled for 2009.	Training in process, three students busy with modular training. All passed up to MO6 course. Further training scheduled for 2009.	Training in process, two students busy with modular training, further training scheduled for 2009.	Training in process, two students busy with modular training.
	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and commit to Batho Pele Principles	08-Aug	Communicate to staff on a regular basis	Communicate to staff on a regular basis.	Communicate to staff on a regular basis.	Communicate to staff on a regular basis.
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	All Electrical TASK forms have been completed	All Electrical TASK forms have been completed.	All Electrical TASK forms have been completed.	All Electrical TASK forms have been completed.
				Follow up with the SALGBC and the JE Committee to have these job descriptions approved	March 2008 Quarterly Reports	HR Function.	HR Function.	HR Function.	HR Function.
		Decentralised offices responsible for application of BCE iro own personnel	Daily management of leave, sick leave, training schedules, attendance at the decentralised offices	Ongoing, information to central office for database capturing within 24 hours	Quarterly Reports	Forms are submitted as received.	Forms are submitted as received.	Forms are submitted as received.	Forms are submitted as received.
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Monthly meetings with staff.	Monthly meetings with staff.	Monthly meetings with staff.	Monthly meetings with staff.

2. Service Delivery & Infrastructure Development									
2.1 Capital Projects	<i>Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant / other funds received, project planning, projected cash flow management, scheduled site meetings</i>	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning	Effective project management of capital projects, including contract management of service providers, ensuring realisation of projected spending per quarter	12% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs			15% achieved.	15% achieved.
		Responsibility of MM to ensure capital spending is in line with the capital budget and the SDBIP. Current spending 91% of capital budget by June 2008	Monthly and quarterly monitoring of targets as set	40% spending iro capital budget with full quality, cost, time and health and safety control exercised	2nd Quarter - QRs			50% achieved.	
				75% spending iro capital budget with full quality, cost, time and health and safety control exercised	3rd Quarter - QRs		43% actual expenditure 42% committed (shadow)		
				98% spending iro capital budget with full quality, cost, time and health and safety control exercised	4th Quarter - QRs	99% achieved. The EIA study for the new 66 kVA Substation will be completed in January 2010. All other capital projects were 100% completed.			
				Inclusion of electricity projects in final approved IDP IDP KPIs & Targets incl in PMS & SDBIP	09-May 09-Jun	Completed Completed			
		Informal settlements without electricity but investigations done and projects identified	All identified projects completed	Projects completed	08-Jul	313 informal structures connected during the financial year.			313 informal structures connected

	Installations	Installation of monitoring equipment	Completion of installation of monitoring and new equipment up to spending of at least 90% of budgeted amount	Ongoing as per capital programme	QRs	Installation of monitoring equipment completed.	Busy with installing remote communication system on monitoring equipment.	Installation of monitoring equipment completed.	Installation of monitoring equipment completed.
			Compliance with specific service levels set by NRS 048	Submission of Annual Report to NER	01-Jun-09	Comply with most NRS 048 standards.	Comply with most NRS 048 standards.		
	Maintenance & Repairs	Maintenance of existing infrastructure	Completion of annual maintenance plan with 100% spending of budget on inspection and repair of equipment	90% completion of work orders (incl routine maintenance) within 30 days	Monthly, QRs	Only emergency maintenance is done due to the lack of qualified electrician shortages. 90% of work orders completed	Only emergency maintenance is done due to the lack of qualified electrician shortages. 90% of work orders completed	Only emergency maintenance is done due to the lack of qualified electrician shortages. 90% of work orders completed	Only emergency maintenance is done due to the lack of qualified electrician shortages. 90% of work orders completed
			Effective maintenance practices in compliance with time indicators set by NRS 047			Only emergency maintenance is done due to the lack of qualified electricians and a proper maintenance plan shortage.	Only emergency maintenance is done due to the lack of qualified electricians and a proper maintenance plan shortage.	Only emergency maintenance is done due to the lack of qualified electricians and a proper maintenance plan shortage.	Only emergency maintenance is done due to the lack of qualified electricians and a proper maintenance plan shortage.
	Unaccounted for Electricity	Illegal connections and network losses	Action plan to reduce losses to less than 10% in process	Ongoing audit of illegal connections Provision of accurate data from financial system Effective measurement of losses TOR for minimisation action plan	Monthly, QRs Aug 2008, QRs 01-Sep-08 01-Oct-08	Total of 7,469 audits completed. Started with removing illegal/ unsafe wiring. Handled 64 tamper investigations. Marked 555 service connection circuit breakers in V oelklip. Financial function. Financial function.	4,689 audits completed. Financial function. Financial function.	Audit started on 15 December 2008. Financial function. Financial function.	New audit planned for December 2008. Financial function. Financial function.
				Implementation of fundable actions	Oct 2008 - June 2009	Replace faulty meters identified in previous audit and old meters where replaced during upgradings.	Replace faulty meters identified in previous audit and old meters where replaced during upgradings.	Replace faulty meters identified in previous audit and old meters where replaced during upgradings.	Replace faulty meters identified in previous audit and old meters where replaced during upgradings.
	Customer Care	Respond timeously to residents' queries, complaints re service disruptions	Response to all citizen complaints/enquiries within acceptable period	Daily capturing of enquiries/complaints on EDMS/EIMS, incoming mail within 24 hours to central registry	Monthly, QRs	Log 100% of the calls and capture 90% of all complaints on EMIS system	Log 100% of the calls and capture 90% of all complaints on EMIS system	Log 100% of the calls and capture 90% of all complaints on EMIS system	Log 100% of the calls and capture 90% of all complaints on EMIS system

				Timeous response to consumer/public enquiries/complaints, i.e. within 2 hours, repaired within 6 hours in crisis situation and within 12 hours in other cases	Monthly, QRs	Normal response within 1 hour	Normal response within 1 hour	Normal response within 1 hour	Normal response within 1 hour
--	--	--	--	---	--------------	-------------------------------	-------------------------------	-------------------------------	-------------------------------

FUNCTIONAL / SERVICE AREA: ELECTRICITY DISTRIBUTION & STREETLIGHTING
RESPONSIBLE MANAGERS: D MAREE

DEFINITION OF FUNCTION: *To supply reliable, affordable and cost-effective electricity*
LINKAGE TO IDP: *Provision and maintenance of municipal services*
Creation and maintenance of a safe and healthy environment
Provision of democratic and accountable governance

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	Comments 4th Q	Comments 3rd Quarter	Comments 2nd Quarter	Comments 1st Quarter
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	Training	Ongoing training of personnel essential including multi-skilling to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WSP	08-Sep	Training in process, two students complete modular M2 TO M6 training, further training scheduled for 2009.	Training in process, two students completed modular M2 TO M6 training, further training scheduled for 2009.	Training in process, two students busy with modular training, further training scheduled for 2009.	Training in process, two students busy with modular training.
	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and commit to Batho Pele Principles	08-Aug	Communicate to staff on a regular basis	Communicate to staff on a regular basis.	Communicate to staff on a regular basis.	Communicate to staff on a regular basis.
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee Follow up with the SALGBC and the JE Committee to have these job descriptions approved	Sept 2008 QR March 2008 Quarterly reports	All Electrical TASK forms have been completed. HR Function.	All Electrical TASK forms have been completed. HR Function.	All Electrical TASK forms have been completed. HR Function.	All Electrical TASK forms have been completed. HR Function.
		Decentralised offices responsible for application of BCE iro own personnel	Daily management of leave, sick leave, training schedules, attendance at the decentralised offices	Ongoing, information to central office for database capturing within 24 hours	Quarterly reports	Forms are submitted as received.	Forms are submitted as received.	Forms are submitted as received.	Forms are submitted as received.
	Staff Management	Directors responsible for	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Monthly staff & safety meetings.	Monthly staff & safety meetings.	Monthly meetings with staff.	Monthly meetings with staff.

		optimum functioning of staff, motivation of staff and promoting good relations amongst staff							
2. Service Delivery & Infrastructure									
2.1 Capital Projects	Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant / other funds received, project planning, projected cash flow management, scheduled site meetings	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning	Effective project management of capital projects, including contract management of service providers, ensuring realisation of projected spending per quarter	12% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs				15% achieved.
		Responsibility of MM to ensure capital spending is in line with the capital budget and the SDBIP. Current spending 91% of capital budget by June 2008	Monthly and quarterly monitoring of targets as set	40% spending iro capital budget with full quality, cost, time and health and safety control exercised	2nd Quarter - QRs			50% achieved.	
				75% spending iro capital budget with full quality, cost, time and health and safety control exercised	3rd Quarter - QRs		72% actual expenditure 28% committed (shadow)		
				98% spending iro capital budget with full quality, cost, time and health and safety control exercised	4th Quarter - QRs	100% achieved			
				Inclusion of electricity projects in final approved IDP IDP KPIs & Targets incl in PMS & SDBIP	09-May 09-Jun	Completed Completed	Completed		

		Informal settlements without electricity but investigations done and projects identified	All identified projects completed	Projects completed	08-Jul	All formalised informal dwellings in Masakhane and Beverly Hills electrified			313 informal structures connected
	Installations	Installation of monitoring equipment	Completion of installation of monitoring and new equipment up to spending of at least 90% of budgeted amount	Ongoing as per capital programme	QRs	Installation of monitoring equipment completed.	Installation of monitoring equipment completed.	Installation of monitoring equipment completed.	Installation of monitoring equipment completed.
	Maintenance & Repairs	Maintenance of existing infrastructure	Compliance with specific service levels set by NRS 048 Completion of annual maintenance plan with 100% spending of budget on inspection and repair of equipment	Submission of annual report to NER 90% completion of work orders (incl routine maintenance) within 30 days	01-Jun-09 Monthly, QRs	Comply with most NRS 048 standards Started with preventive maintenance, 7 % completed. To be completed in March 2011.	Comply with most NRS 048 standards Started with preventive maintenance, 3 % completed. To be completed in March 2011.	Only emergency maintenance is done due to the lack of qualified electrician shortages. 90 % of works orders completed	Only emergency maintenance is done due to the lack of qualified electrician shortages. 90 % of works orders completed
			Effective maintenance practices in compliance with time indicators set by NRS 047			Started with preventive maintenance, 7 % completed. To be completed in March 2011.	Started with preventive maintenance, 3% completed. To be completed in March 2011.	Only emergency maintenance is done due to the lack of qualified electricians and a proper maintenance plan shortage.	Only emergency maintenance is done due to the lack of qualified electricians and a proper maintenance plan shortage.
	Unaccounted for Electricity	Illegal connections and network losses	Action plan to reduce losses to less than 10% in process	Ongoing audit of illegal connections Provision of accurate data from financial system	Monthly, QRs Aug 2008, QRs	591 Meter Audits 311 Meter Replacements Removal of 20 illegal connections Waiting for Finance to supply stats as per Eskom account	127 Audits completed Waiting for stats from finance	Audit started on 15 December 2008. Financial function.	New audit planned for December 2008. Financial function.
				Effective measurement of losses TOR for minimisation action plan Implementation of fundable actions	01-Sep-08 01-Oct-08 Oct 2008 - June 2009	Waiting for Finance to supply stats as per Eskom account Replace faulty meters identified in previous audit and old meters where replaced during upgradings.	Financial function. Replace faulty meters identified in previous audit and old meters where replaced during upgradings.	Financial function. Replace faulty meters identified in previous audit and old meters where replaced during upgradings.	Financial function. Replace faulty meters identified in previous audit and old meters where replaced during upgradings.

	Customer Care	Respond timeously to residents' queries, complaints re service disruptions	Response to all citizen complaints/enquiries within acceptable period	Daily capturing of enquiries/complaints on EDMS/EIMS, incoming mail within 24 hours to central registry	Monthly, QRs	Log 100% of the calls and capture 95% of all complaints on EMIS system	Log 100% of the calls and capture 90% of all complaints on EMIS system	Log 100% of the calls and capture 90% of all complaints on EMIS system	Log 100% of the calls and capture 90% of all complaints on EMIS system
				Timeous response to consumer/public enquiries/complaints, i.e. within 2 hours, repaired within 6 hours in crisis situation and within 12 hours in other cases	Monthly, QRs	Normal response within 1 hour	Normal response within 1 hour	Normal response within 1 hour	Normal response within 1 hour

FUNCTIONAL / SERVICE AREA: GIS

DEFINITION OF FUNCTION:

Corporate GIS and Spatial Data Management

LINKAGE TO IDP:

*Provision and maintenance of municipal services**Creation and maintenance of a safe and healthy environment**Provision of democratic and accountable governance*

Key Performance Area	Related Goal/Program	Baseline	Perf. Indicator/Target	Date	Comments 4th Quarter	Comments 3rd Quarter	Comments 2nd Quarter	Comments 1st Quarter
1. Municipal Transformation and Institutional Development								
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Each manager to ensure staff understand and committed to Batho Pele Principles	Jul-08	Batho Pele Principles discussed with staff	Batho Pele Principles discussed with staff	Batho Pele Principles discussed with staff	Batho Principles distributed to staff
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Ongoing management of staff	Monthly, QRs	Meet with Director monthly.	Meet with Director monthly.	Meet with Director every 2 weeks.	Meet with Director every 2 weeks.
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	All job description completed and submitted.	All job description completed and submitted.	All job description completed and submitted.	All job descriptions completed and submitted.
	Training	Ongoing training of personnel essential including multi-skilling to fill in for absentees	Related skills needs and courses identified and included in WPSP	Sep-08	Training needs communicated to Human Resources Department.	Training needs communicated to Human Resources Department.	Training needs communicated to Human Resources Department.	Training needs communicated to Human Resources Department.

	Customer Care	Responsive to residents' queries, requests	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests within 14 days	QRs	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator.	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator.	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator.	EDMS/EIMS not applicable. Comply to other indicators, statistics available from Collaborator.
1.5 Skills Development	Needs Analysis	All directorates must identify the training needs of their staff and provide such to Management Services for inclusion on an annual basis in the WPSP submitted to the SETA and serving as the base document of courses' initiation			Information submitted to Human Resources department.	Information submitted to Human Resources department.	Information submitted to Human Resources department.	Information submitted to Human Resources department.
2. Service Delivery & Infrastructure								
2.1 Capital Projects	Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant / other funds received, project planning, projected cash flow management, scheduled site meetings	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning	12% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs	No capital Projects.	No capital Projects.	No capital Projects.	No capital Projects.
		Responsibility of MM to ensure capital spending is in line with the capital budget and the SDBIP. Current spending 91% of capital budget by June 2008	40% spending iro capital budget with full quality, cost, time and health and safety control exercised	2nd Quarter - QRs	No capital Projects.	No capital Projects.	No capital Projects.	No capital Projects.
			75% spending iro capital budget with full quality, cost, time and health and safety control exercised	3rd Quarter - QRs	No capital Projects.	No capital Projects.	No capital Projects.	No capital Projects.

			98% spending iro capital budget with full quality, cost, time and health and safety control exercised	4th Quarter - QRs	No capital Projects.	No capital Projects.	No capital Projects.	No capital Projects.
2.12 GIS	Management Information Resource	Hard and software and resources in place but latter not trained	Changing of the cadastral maps to populate GIS with current water, sanitation and storm water data - cadastral database 100% clean and functional	Jul-08	Basic water and sanitation data loaded, sent additional information to IMQS for processing, with completion we will pull in the shape files as updated data. The GIS Server was installed and running via the intranet. Basic projects were created and running.	Additional water infrastructure data loaded including treatment works, reservoirs, pump stations, etc.	SG and Deeds Data cleaned and corrected. Basic water, sewer and roads data loaded.	SG and Deeds Data obtained. Cleaning of data started.
		Cadastral database 80% in place Data structure in place	Obtain data of police, schools, etc from Province Photos in process Satellite images forming part of soil monitoring also to be used	Sep-08 Ongoing, QRs Ongoing, QRs	Roads centreline data is being fixed (Data received from IMQS was not accurate enough). Layers have been obtained e.g. Wards map, Urban Edge map and a suburb map have been created etc. Heritage data was received and loaded on the GIS Server. New aerial photographs not yet available. 2004 and 2005 SPOT 4 images used as benchmarks for remote sensing for the Hermanus Gateway Well Field Ecological Monitoring.	Community facilities data loaded including schools, police stations, clinics, etc. New aerial photographs not yet available. 2004 and 2005 SPOT 4 images used as benchmarks for remote sensing for the Hermanus Gateway Well Field Ecological Monitoring.	Provincial data obtained and loaded. New aerial photographs not yet available. 2004 and 2005 SPOT 4 images used as benchmarks for remote sensing for the Hermanus Gateway Well Field Ecological Monitoring.	Due September 2008. Investigating acquisition of new aerial photographs from DWAF. 2004 and 2005 SPOT 4 images used as benchmarks for remote sensing for the Hermanus Gateway Well Field Ecological Monitoring.
			GIS related skills needs and courses identified and included in WPSP	Sep-08	No suitable courses found. Decided to train in-house using the Manager to train the GIS Operator	No suitable courses found. Decided to train in-house using the Manager to train the GIS Operator	No suitable courses found. Decided to train in-house using the Manager to train the GIS Operator	Skills needs identified. Busy identifying suitable training courses.
			Training completed	June 2009, QRs	No external training took place due to course limitations.	Due June 2009.	Due June 2009.	Due June 2009.

**FUNCTIONAL / SERVICE AREA: AREA MANAGEMENT
GANSBAAI**

Ensuring the provision of democratic and accountable governance in respect of the various towns/communities in the Overstrand area, and to ensure the provision of services to these communities in an integrated sustainable manner.

DEFINITION OF FUNCTION:

LINKAGE TO IDP:

- Provision of democratic and accountable governance*
- Promotion of Tourism and Economic development*
- Creation and maintenance of a safe and healthy environment*
- Management and conservation of the natural environment*
- Provision and maintenance of municipal services*

Key Performance Area	Related Goal/ Program	Baseline	Outputs	Perf. Indicator/Target	Date	Comments Quarter 4	Comments Quarter 3	Comments Quarter 2	Comments Quarter 1			
1. Municipal Transformation and Institutional Development												
1.3 Human Resources	<i>Batho Pele Principles</i>	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and committed to Batho Pele Principles	Jul-08	Comply - Ongoing action	Comply - Ongoing action	Comply - Ongoing action	Comply - Ongoing action			
No of courses:	<i>Training</i>	Ongoing training of personnel essential including multi-skills to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WPSP	Sep-08	No of courses: 4	Names of Courses: -Grass Management -Risk Management -Occupational Health and Safety -Report Writing	No of courses: 2	Names of Courses: -Chairperson & Prosecutor -FSOPM	No of courses:	Names of Courses:	Names of Courses:

	<i>Staff Management</i>	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Well functioning staff establishment	Monthly, QRs	Total number of positions: 14	Number of Vacancies : 0	% Employed: 100%		Total number of positions: 14	Number of Vacancies: 0	% Employed: 100%	Total number of positions: 14	Number of Vacancies: 0	% Employed: 100%
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	Complied	Complied			Complied			Complied		
1.9 Municipal Buildings	<i>Maintenance</i>	Ongoing maintenance of municipal buildings	Effective maintenance to keep municipal buildings in a good condition	Ongoing maintenance and renovations as budgeted for the financial year	Ongoing, QRs	Budgeted amount: R86000	% Spent: 99%	Budgeted amount: R86000	% Spent: 97,5%	Budgeted amount: R86000	% Spent: 49.55%	Budgeted amount: R86000	% Spent: 25%		
2. Service Delivery & Infrastructure															
2.1 Capital Projects	<i>Various projects and programs attached as Annexure 1 to the Scorecard of each</i>	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning	Effective project management of capital projects, including contract management of service providers, ensuring realisation of projected spending per quarter	12% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending: 75%	Comments: Baardskeedersbosch Community Centre tender awarded - project in progress	% Spending: 1%	Comments: Blompark Community Centre tender received - insufficient funds available		

	<i>director incl reference to grant / other funds received, project planning, projected cash flow Management, scheduled site meetings</i>	Responsibility of MM to ensure capital spending is in line with the capital budget and the SDBIP. Current spending 91% of capital budget by June 2008	Monthly and quarterly monitoring of targets as set	40% spending iro capital budget with full quality, cost, time and health and safety control exercised	2nd Quarter - QRs	% Spending:	Comments:	% Spend ing:	Comments:	% Spending:	Comments:	% Spending:	Comments:
				75% spending iro capital budget with full quality, cost, time and health and safety control exercised	3rd Quarter - QRs	% Spending	Comments	% Spend ing	Comments	% Spending:	Comments:	% Spending:	Comments:
				98% spending iro capital budget with full quality, cost, time and health and safety control exercised	4th Quarter - QRs	% Spending 100%	Comments Baardskeerdersb os community hall: commisioned in March 2009 -Blompard community hall; commisioned in June 2009	% Spend ing	Comments	% Spending:	Comments:	% Spending:	Comments:
2.6 Waste Services	Removal services	s.120 exemption ito MFMA obtained	Appointment of 6 SMMEs to do waste removal in 6 neighbourhoods	Jul-08	Target for area 1. Masakhane 2. Beverley Hills 3. Eluxolweni	Number appointed: 1 Constructor 4 Workers 1 Constructure 4 Wokers 1 Constructure 2 Worker	Target for area 1. Masakhan e 2. Beverley Hills 3. Eluxolwen i	Number appointed: 1 Constructor 4 Workers 1 Constructure 4 Wokers 1 Constructure 2 Worker	Target for area 6	Number appointed: 6	Target for area 1. Masakhane 2. Beverley Hills 3. Eluxolweni	Number appointed: 1 Constructor 4 Workers 1 Constructure 4 Wokers 1 Constructure 2 Worker	
					Comment(s): Masakhane contractor performed to standards	Comment(s): Contractors performing satisfactory 1 x Penalty of R2400 (Beverley Hills contractor)	Comment(s): Contractors performing satisfactory	Comment(s): Contractors performing satisfactory					
	Clean sing	Clean up operations	Clean residential areas	Appointment of contractors through strict compliance with SCM	QRs	Comment(s): Beverly Hills contractor performed to standards	Comment(s) : Complied	Comment (s) : Yes	Comment(s): performing satisfactory	Contractors			

				Weekly evaluation of contractor performance & corrective action if need be	QRs	Comment(s): Eluxolweni contractor performed to standards		Comment(s) : Complied		Comment (s): Contractors performing satisfactory	Comment(s): performing satisfactory			Contractors
2.9 Housing	Applications	Handle administration and verification of applications	Effective administration of applications and operational verification processes	Daily recording of applications and verification of waiting list applicants annually by Sept	QRs	Number of applicants for area before verification: 1967	Number of applicants for area after verification: Verification in progress	Number of applicants for area before verification: 1967	Number of applicants for area after verification: Verification in progress	Number of applicants for area before verification: 1967	Number of applicants for area after verification: Verification in progress	Number of applicants for area before verification: Verification in progress	Number of applicants for area after verification: Verification in progress	
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests with 14 days	QRs	Number of incoming mail received in administration: 102	% Incoming mail completed in administration: 94%	Number of incoming mail received in administration: 133	% Incoming mail completed in administration: 100%	Number of incoming mail received in administration: 151	% Incoming mail completed in administration: 65%	Number of incoming mail received in administration: 228	% Incoming mail completed in administration: 75%	
2.15 Cemeteries		Cemeteries are in a good condition - linked to EMIS	Effective management of the cemeteries	Accurate information iro grave sites and wall of remembrance spaces	Monthly & QRs	Number of new burials: 11	Number of grave sites available: 120 (to be confirmed)	Number of new burials: 14	Number of grave sites available: 131 (to be verified)	Number of new burials: 19	Number of grave sites available: 145	Number of new burials: 14	Number of grave sites available: 164	
				Daily accurate record-keeping of graveyard registers		Monthly & QRs	Number of new wall of remembrance issues: Not administered by the municipality	Number of wall of remembrance sites available:	Number of new wall of remembrance issues: 0	Number of wall of remembrance sites available: 0	Number of new wall of remembrance issues: 0	Number of wall of remembrance sites available: 0	Number of new wall of remembrance issues: 0	Number of wall of remembrance sites available: 0
				General cleanliness of graveyards maintained	Monthly & QRs	Comment(s):		Comment(s): Graveyards are neat	Comment(s): Graveyards are neat	Comment(s): Graveyards are neat				
2.16 Libraries		SLA with Province for the 7 libraries	Effective management of the libraries and reliable service delivery	Contract personnel for one year	Jul-08	Target for area: 4	Number appointed: 4	Target for area:	Number appointed:	Target for area: 2	Number appointed: 2	Target for area: 4	Number appointed: 4	

			Daily services to communities except Betty's Bay and Stanford)	Electronic and manual updating of database - book circulation and membership	QRs	Number of new members: 25	Total number of members : 3131	N u m b e r o f b o o k s c i r c u l a t e d: 3 2 9 9 7	Number of new members: 22 (new) 22 (left)	Total number of members: 3106	Num of books circulated: 32732	Number of new members: 22	Total number of members: 3106	Num of books circulated : 32545	Number of new members: 24	Total number of members: 3084	N u m b e r o f b o o k s c i r c u l a t e d: 3 4 4 2 8
				Annual stock taking in co-operation with province and report to Council	Jun-09	Comment(s): Annual stock take completed. Awaiting the report			Comment(s): Annual stock take done. Awaiting the report.	Comment(s): Future date		Comment(s): 192 Video's circulated					
				Literacy campaigns during library week and once per quarter in one of the towns	QRs	Comment(s): Regular meetings with reading club, 20x school programmes. Support to Baardskeerdersbos Community Development Programme. Home visits to old age homes.			Comment(s): Regular meetings with reading club, 5x school programmes. Support to Baardskeerdersbos Community Development Programme. Home visits to old age homes.	Comment(s): Library week later in the financial year.		Comment(s):					
2.17 Caravan Parks		4 caravan parks under municipal ownership	Effective management and maintenance of the caravan parks	Daily management and monitoring of bookings, maintenance, contracts, financial matters	Monthly, QRs	Number of bookings per caravan park: 767 nights. Bookings mainly by contractors.			Number of bookings per caravan park: 234	Number of bookings per caravan park: 59		Number of bookings per caravan park: 0					
						Comment(s): Occupancy rate = 20%			Comment(s): Occupancy rate = 20%	Comment(s): Occupancy rate = 95%		Comment(s): Bookings only open October 2008					

				Bi-annual inspection and evaluation of service standards and based thereon scheduled maintenance	Oct 2008 & April 2009	Comment(s): Storm water damage in June 2009. Weekly clean up operations by Pen Viro. Facilities in good shape.	Comment(s): Camp facilities in good shape. Power supply connection replaced	Comment(s): Complied			Comment(s): Future date					
2.18 Boat Launching Facilities		Number of boat launching facilities under control of municipality	Effective management and monitoring of the launching facilities	Financial management and monitoring of safe use	Monthl y. QRs	Number of launches: 1112	Income Earned: R70,120.00	Number of launches: 1495	Income Earned: R71,870.00	Number of launches not applicable: 1668	Income Earned not applicable: R79,480.00	Number of launches: 1188	Income Earned: R77,540.00			
						Comment(s) on safety: Daily monitoring		Comment(s) on safety: Daily monitoring	Comment(s) on safety: No incidents reported		Comment(s) on safety: No incidents reported					
				Quarterly meetings with governing bodies	QRs	Number of Meetings: 4	Names of bodies: -Kleinbaai Ratepayers -Kleinbaai Slipway Management	Number of Meetings: 1	Names of bodies: Kleinbaai Slipway Management Committee	Number of Meetings: 2	Names of bodies: Kleinbaai Slipway Management Committee		Number of Meetings: 2	Names of bodies: Kleinbaai Slipway Management Committee		
2.19 Community Facilities		Administration of community halls, auditorium, banquet hall, Thusong SC (MPCC)	Effective management of bookings, usage of halls	Bookings for facilities handled by area of locality through an integrated electronic booking system by helpdesk, admin personnel	July 2008 ongoing. QRs	No. of bookings: -Blompark Sport = 20 -Blompark community hall = 0 -Buffeljachts = 2 -Eluxolweni = 2 -Masakhane = 57 -Baardkeedersbos = 0		No. of bookings: -Blompark Sport = 1 -Buffeljachts = 3 -Eluxolweni = 1 -Masakhane = 94		3 - Buffeljachts	5 - Eluxolweni	92 - Masakhane	25 - Blompark Sport	3 - Buffeljachts	3 - Eluxolweni	25 - Masakhane
						Number of deposit repayments: 27		Number of deposit repayments: 0								
				Strict application of deposit deadline and repayment thereof within 7 days after usage of hall	July 2008 ongoing. QRs											
			Effective hiring and booking system iro auditorium and banquet hall	Hiring and booking system for auditorium and banquet hall	July 2008 ongoing. QRs	Comment(s): Deposits were refunded by end of financial year.	Comment(s): Deposits to be repayed by May 2009.	Comment(s): Arrangement in respect of repayment of deposits to be revised.		Comment(s): Arrangement in respect of repayment of deposits to be revised.						
		Maintenance of facilities	Cost-effective, reliable maintenance of municipal halls, public ablutions, sportsgrounds	Bi-annual inspections of halls, public ablutions, taxi ranks, sportsgrounds and scheduled maintenance based thereon	Sept 2008, Mar 2009	Comment(s): Regular inspections took place and repairs done. Storm water damage repaired in June 2009.	Comment(s): Regular inspections took place and repairs done.	Comment(s): Regular inspections took place and repairs done.		Comment(s): Regular inspections took place and repairs done.						

2.21 Customer Care		Customer care services via help desks linked to EDMS and EMIS at municipal offices in all towns	Community satisfying, 24/7 customer care services decentralised during working hours and centralised a/h emergency services linked to radio communication	Immediate response of Comm Serv and work scheduled	Ongoing, QRs	Comment(s): Problems successfully attended to via work order system.	Comment(s): Problems successfully attended to via work order system.	Comment(s): Problems successfully attended to via works order system.	Comment(s): Problems successfully attended to via works order system.
--------------------------	--	---	---	--	--------------	--	--	---	---

3. Local (incl Rural) Economic Development

	Community Development	Community development to be promoted through social upliftment, tourism, LED, youth and sport development	Facilitation of community development	Ongoing liaison with relevant bodies, youth forums, e.g. junior council, sport bodies	Ongoing, QR	No. of meetings: 6	Comment(s): Regular meetings with sport bodies /community . Health and Social workers	No. of meetings: 4	Comment(s): Regular meetings with sport bodies	No. of meetings: 4	Comment(s): Regular meetings with sport bodies	No. of meetings: 6	Comment(s): Regular meetings with sport bodies
				Support of and participation in social upliftment programs as required	Ongoing, QR	Comment(s): -Support of Maifundise Youth Project -Support of Pen Viro	Comment(s):	Comment(s):	Comment(s):				
				Involvement in LLPP through identification and monitoring of projects	Ongoing, QR	No. of projects: 0	% Progress:	No. of projects: 1	% Progress: 100%	No. of projects: 1	% Progress: 98%	No. of projects: 1	% Progress: 40%
				Involvement in the operationalisation of corporate projects, e.g. identify and manage people iro job creation projects	Ongoing, QR	No. of projects: 1	Comment (s): -Training of unemployed women in sewing	No. of projects: 0	Comment(s):	No. of projects: 0	Comment(s):	No. of projects: 0	Comment(s):

5. Good Governance, Public Participation Accountability and Transparency

	Community Consultation & Participation	Existing policy & schedule for 10 established ward committees - the latter ties in with PFC and Council meetings	Compliance with legally required community participation	Scheduling of monthly ward committee meetings in synergy with PFC and Council meetings, agendas for WC meetings 7 days prior to meetings with previous minutes, quarterly advertising of meetings ito s.21 of MSA	01-Jul-08	No. of meetings (wards in area): 2 (Joint meeting Ward 1 & 2)	Comment (s): Average attendance by ward members for the two (2) = 100%	No. of meetings (wards in area): 2 (Joint meeting Ward 1 & 2)	Comment(s): Average attendance by ward members - 80%	No. of meetings (wards in area): 2 (Joint meeting Ward 1 & 2)	Comment(s): Average attendance by ward members - 80%	No. of meetings (wards in area): 2 (Joint meeting Ward 1 & 2)	Comment(s): Average attendance by ward members - 80%
--	--	--	--	---	-----------	---	--	---	--	---	--	---	--

		Well functioning Overstrand Municipal Advisory Forum (OMAF) for strategic matters (also refer to IDP) with 4 reps per ward	Overstrand community participation maintaining the best practice status and effective consultation on IDP, budget and other strategic issues	Agendas for bi-annual OMAF meetings 14 days prior to meetings, with previous minutes	Ongoing, QR	Not applicable	Not applicable	Agendas received from Manager: Strategic Services, were delivered to ward representatives within 24 hours of the receipt.	Agendas received from Manager: Strategic Services, were delivered to ward representatives within 24 hours of the receipt.				
		Ward Councillors, area Directors and, where necessary other officials, full involvement with ward committees	Fully functioning and empowering ward committees	Visual presentations to WC meetings iro municipal services and other relevant matters	Ongoing, QR	Comment(s):	Comment(s): Project Grey Power	Comment(s): None	Comment(s): None				
			Ward committee policy evaluated and refined	Evaluation of ward committee policy	01-Aug-08	Completed	In progress	In Progress	In Progress				
			Communities fully up to date with Council decisions and reasons thereof	Regular feedback to WC meetings re decisions taken by Council	Ongoing, QR	Comment(s): Yes all applicable resolutions were included in ward committee agendas	Comment(s): Yes - all applicable resolutions were included in Ward Committee agendas	Comment(s): Yes - all applicable resolutions were included in Ward Committee agendas	Comment(s): Yes - all applicable resolutions were included in Ward Committee agendas				
				Execution of attainable WC request within 30 days	Ongoing, QR	No of requests: 3	No complete: 3	No outstanding: 0	No of requests: 3	No complete: 3	No outstanding: 0		
			Effective liaison with bodies representing community matters other than WCs	Liaison with and attendance of meetings of CPF and other NGOs and community organisations representing the communities	Ongoing, QR	No. of meetings: 6	Comment(s): -Gansbaai Tourism -Animal Control (BARK) -Health and Welfare	No. of meetings: 2	Comment(s): Gansbaai Tourism	No. of meetings: 2	Comment(s): Gansbaai Tourism	No. of meetings: 2	Comment(s): Gansbaai Tourism

FUNCTIONAL / SERVICE AREA: AREA MANAGEMENT - HERMANUS

Responsible Official: D van Vuuren

DEFINITION OF FUNCTION:

Ensuring the provision of democratic and accountable governance in respect of the various towns/communities in the Overstrand area, and to ensure the provision of services to these communities in an integrated sustainable manner.

LINKAGE TO IDP:

*Provision of democratic and accountable governance
 Promotion of Tourism and Economic development
 Creation and maintenance of a safe and healthy environment
 Management and conservation of the natural environment
 Provision and maintenance of municipal services*

Key Performance Area	Related Goal/ Program	Baseline	Outputs	Perf. Indicator/ Target	Date	COMMENTS QUARTER 4	COMMENTS QUARTER 3		COMMENTS QUARTER 2		COMMENTS QUARTER 1						
1. Municipal Transformation and Institutional Development																	
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and committed to Batho Pele Principles	Jul-08	Comply - Ongoing action		Comply - Ongoing action		Comply - Ongoing action		Comply - Ongoing action					
	Training	Ongoing training of personnel essential including multi-skilling to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WPSP	Sep-08	No of courses: 2	Names of Courses: -Report Writing -Occupational Health and Safety	No of courses: 4	Names of Courses: -UNISA Prosecutor -ABET -Chairperson & -FSOPM	No of courses:	Names of Courses:	No of courses:	Names of Courses:				
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Well functioning staff establishment	Monthly, QRs	Total number of positions: 43	Number of Vacancies: 2	% Employed: 98%	Total number of positions: 43	Number of Vacancies: 3	% Employed: 90%	Total number of positions: 43	Number of Vacancies: 5	% Employed: 90%	Total number of positions: 40	Number of Vacancies: 4	% Employed: 90%
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	Complied		Complied		Complied		Complied					

1.9 Municipal Buildings	Maintenance	Ongoing maintenance of municipal buildings	Effective maintenance to keep municipal buildings in a good condition	Ongoing maintenance and renovations as budgeted for the financial year	Ongoing, QRs	Budgeted amount: R900,000.00	% Spending: 99%	Budgeted amount: R900,000	% Spending: 99%	Budgeted amount: 1,100,000	% Spending: 37.6	Budgeted amount: 1,000,000	% Spending: 25.2
2. Service Delivery & Infrastructure & Planning													
2.1 Capital Projects	Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant / other funds received, project planning, projected cash flow management, scheduled site meetings	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning Responsibility of MM to ensure capital spending is in line with the capital budget and the SDBIP. Current spending 91% of capital budget by June 2008	Effective project management of capital projects, including contract management of service providers, ensuring realisation of projected spending per quarter Monthly and quarterly monitoring of targets as set	12% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:
				40% spending iro capital budget with full quality, cost, time and health and safety control exercised	2nd Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:		
				75% spending iro capital budget with full quality, cost, time and health and safety control exercised	3rd Quarter - QRs	% Spending:	Comments:	% Spending: 54.5%	Comments:	% Spending:	Comments:		
				98% spending iro capital budget with full quality, cost, time and health and safety control exercised	4th Quarter - QRs	% Spending: 98%	Comments:	% Spending:	Comments:	% Spending:	Comments:		
2.6 Waste Services	Removal services		S.120 exemption iro MFMA obtained	Appointment of 6 SMMEs to do waste removal in 6 neighbourhoods	Jul-08	Target for area: 6	Number appointed: 6	Target for area: 6	Number appointed: 6	Target for area: 6	Number appointed: 6	Target for area: 6	Number appointed: 6
	Cleansing	Clean up operations	Clean residential areas	Appointment of contractors through strict compliance with SCM Weekly evaluation of contractor performance & corrective action if need be	QRs QRs	Comment(s) :	Comment(s) :	Comment(s) : Yes	Comment(s): Complied				
						Comment(s) : Meetings with contractors. Sharpened their performance.	Comment(s) : 2 Contractors not performing satisfactory. They will be replace.	Comment(s): Contractors performing satisfactory	Comment(s): Contractors penalised				2

2.9 Housing	Applications	Handle administration and verification of applications	Effective administration of applications and operational verification processes	Daily recording of applications and verification of waiting list applicants annually by Sept	QRs	Number of applicants for area before verification: 5271	Number of applicants for area after verification: Verification in process	Number of applicants for area before verification: 5271	Number of applicants for area after verification: Verification in process	Number of applicants for area before verification: 5271	Number of applicants for area after verification: Verification in progress	Number of applicants for area before verification: Verification in progress	Number of applicants for area after verification: Verification in progress		
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests with 14 days	QRs	Number of incoming mail received in administration: 71	% Incoming mail completed in administration: 90%	Number of incoming mail received in administration: 105 (Office of Area manager)	% Incoming mail completed in administration: 100%	Number of incoming mail received in administration: 168	% Incoming mail completed in administration: 33%	Number of incoming mail received in administration: 242	% Incoming mail completed in administration:		
2.15 Cemeteries		Cemeteries are in a good condition - linked to EMIS	Effective management of the cemeteries	Accurate information re grave sites and wall of remembrance spaces	Monthly & QRs	Number of new burials: 38	Number of grave sites available: -Hermanus = 323 -Mount Pleasant = 562 -Onrus = 707 -Hawston = 552	Number of new burials: 31	Number of grave sites available: To be determine	Number of new burials: 26	Number of grave sites available: To be determined	Number of new burials: 47	Number of grave sites available: To be determined		
				Daily accurate record-keeping of graveyard registers	Monthly & QRs	Number of new wall of remembrance issues: 1	Number of wall of remembrance sites available: 228	Number of new wall of remembrance issues: 4	Number of wall of remembrance sites available: 266	Number of new wall of remembrance issues: 0	Number of wall of remembrance sites available: 270	Number of new wall of remembrance issues: 0	Number of wall of remembrance sites available: 270		
				General cleanliness of graveyards maintained	Monthly & QRs	Comment(s): Complied, duties performed by 3 workers.	Comment(s): Complied, duties performed by 3 workers.	Comment(s): Complied		Comment(s): No, staff problems					
2.16 Libraries		SLA with province for the 7 libraries	Effective management of the libraries and reliable service delivery	Contract personnel for one year	Jul-08	Target for area: 1	Number appointed: 1	Target for area: 1	Number appointed: 1	Target for area: 2	Number appointed: 2	Target for area: 1	Number appointed:		
		Daily services to communities except Betty's Bay and Stanford)	Electronic and manual updating of database - book circulation and membership		QRs	Number of new members: 330	Total number of members: 13270	Number of new members: 290	Total number of members: 12940	Number of new members: -88	Total number of members: 12650	Number of books circulated: 93369	Members: 364	Total number of books: 12738	Books: 108968

				Annual stock taking in co-operation with province and report to Council	Jun-09	Comment(s): Every 3 years. Previous stock taking in November 2007.	Comment(s): Every 3 years. Previous stock taking in 2007.			Comment(s):			Comment(s):	
				Literacy campaigns during library week and once per quarter in one of the towns	QRs	Comment(s): Literacy campaigns was successful during library week during May/June 2009.	Comment(s): Library week during May/June 2009.			Comment(s): Campaigns during Oct, Nov, Dec, Library week later in the financial year.			Comment(s): Campaigns during Jul, Aug & Sep	
2.17 Caravan Parks		4 caravan parks under municipal ownership	Effective management and maintenance of the caravan parks	Daily management and monitoring of bookings, maintenance, contracts, financial matters	Monthly, QRs	Number of bookings per caravan park: 538	Number of bookings per caravan park: 1340			Number of bookings per caravan park: 999 bookings			Number of bookings per caravan park: 277 bookings - 654 people	
				Bi-annual inspection and evaluation of service standards and based thereon scheduled maintenance	Oct 2008 & April 2009	Comment(s): Complied	Comment(s): Tourism grading Council of South Africa: Inspection 13 March 2009. Awaiting report.			Comment(s): Complied			Comment(s): Monthly meetings with committee	
2.18 Boat Launching Facilities		Number of boat launching facilities under control of municipality	Effective management and monitoring of the launching facilities	Financial management and monitoring of safe use	Monthly, QRs	Number of launches not applicable	Income Earned not applicable	Number of launches not applicable		Income Earned not applicable	Number of launches not applicable	Income Earned not applicable	Number of launches:	Income Earned:
				Quarterly meetings with governing bodies	QRs	Comment(s) on safety: Number of Meetings: 0		Comment(s) on safety: Names of bodies: Number of Meetings: 0		Comment(s) on safety: Number of Meetings: 0			Comment(s) on safety: Number of Meetings:	Names of bodies:
2.19 Community Facilities		Administration of community halls, auditorium, banquet hall, Thusong SC (MPCC)	Effective management of bookings, usage of halls	Bookings for facilities handled by area of locality through an integrated electronic booking system by helpdesk, admin personnel	July 2008 ongoing, QRs	No. of bookings: Hawston Thusong Centre: 7	No. of bookings: Name: Auditorium & Banqueting Hall: 89	No. of bookings: Hawston Thusong Centre: 22		No. of bookings: Name: Auditorium & Banqueting Hall: 77	No. of bookings: Hawston Thusong Centre: 23	No. of bookings: Name: Auditorium & Banqueting Hall: 65	No. of bookings: Hawston Thusong Centre:	No. of bookings: Auditorium & Banqueting Hall

				Strict application of deposit deadline and repayment thereof within 7 days after usage of hall	July 2008 ongoing, QRs	Number of deposit repayments: 7	Number of deposit repayments: 17	Number of deposit repayments: 8	Number of deposit repayments: 19	Number of deposit repayments: Hawston Thusong Centre: 11	Number of deposit repayments: Auditorium & Banqueting Hall: 19	Number of deposit repayments: Multi Purpose Centre	Number of deposit repayments: Auditorium & Banqueting Hall
			Effective hiring and booking system for auditorium and banquet hall	Hiring and booking system for auditorium and banquet hall	July 2008 ongoing, QRs	Comment(s): 89 bookings	Comment(s): 99 bookings		Comment(s): 65 bookings			Comment Not applicable	
		Maintenance of facilities	Cost-effective, reliable maintenance of municipal halls, public ablutions, sportsgrounds	Bi-annual inspections of halls, public ablutions, taxi ranks, sportsgrounds and scheduled maintenance based thereon	Sept 2008, Mar 2009	Comment(s): Complied	Comment(s): Complied		Comment(s): Complied			Comment 20% of budget spent	
2.21 Customer Care		Customer care services via help desks linked to EDMS and EMIS at municipal offices in all towns	Community satisfying, 24/7 customer care services decentralised during working hours and centralised a/h emergency services linked to radio communication	Immediate response of Comm Serv and work scheduled	Ongoing, QRs	Comment(s): Problem successfully attend to via work order system.	Comment(s): Problem successfully attend to via works order system.		Comment(s): Problem successfully attend to via works order system.			Comment (s)	

3. Local (incl Rural) Economic Development

	<i>Community Development</i>	Community development to be promoted through social upliftment, tourism, LED, youth and sport development	Facilitation of community development	Ongoing liaison with relevant bodies, youth forums, e.g. junior council, sport bodies	Ongoing, QR	No. of meetings: 21	Comment(s): -Mount Pleasant Sport Forum=2 -Hermanus Rolbal=1 -Youth bodies=1 -Overberg District Municipality=2 -Sofca=1 - RDP=1 -Market square=8 - People's forum=1 -Enlighten Trust=1 -Cleaning contractors=3	No. of meetings: 5	Comment(s): Youth Forum Junior Town Council	No. of meetings: 2	Comment(s): Youth forum, sport body	No. of meetings: 1	Comment(s):
				Support of and participation in social upliftment programs as required	Ongoing, QR	Comment(s): Donation of wheelchairs to old age home.		Comment(s): Tour with Junior Town Council.		Comment(s): Yes - opening of Hermanus swimming pool		Comment(s): HIV light - Hawston	

				Involvement in LLPP through identification and monitoring of projects	Ongoing, QR	No. of projects: 12	% Progress: 10 Projects 100% completed and 2 projects 95%.	No. of projects: 6	% Progress: 60%	No. of projects: 6	% Progress: 49.9%	No. of projects: 6	% Progress: 54%
				Involvement in the operationalisation of corporate projects, e.g. identify and manage people iro job creation projects	Ongoing, QR	No. of projects: 6	Comment(s): Ongoing cleaning projects	No. of projects: 2	Comment(s): Zwelihle: cleaning toilets and stromwater drains	No. of projects: 0	Comment(s):	No. of projects: 0	Comment(s):
5. Good Governance, Public Participation Accountability and Transparency													-
	Community Consultation & Participation	Existing policy & schedule for 10 established ward committees - the latter ties in with PFC and Council meetings	Compliance with legally required community participation	Scheduling of monthly ward committee meetings in synergy with PFC and Council meetings, agendas for WC meetings 7 days prior to meetings with previous minutes, quarterly advertising of meetings ito s.21 of MSA	01-Jul-08	No. of meetings (wards in area): Ward 4= 3 Ward 5= 2 Ward 6= 2 Ward 7= 3 Ward 8= 3	Comment(s): Average attendance by ward members for the four (4) wards = 70%	No. of meetings (wards in area): 9	Comments: 5 Ward committee and 4 Public meetings	No. of meetings (wards in area): 10	Comments: 5 WC's meetings and 5 public Ward Committee meetings.	No. of meetings (wards in area): 11	Comment(s):
		Well functioning Overstrand Municipal Advisory Forum (OMAF) for strategic matters (also refer to IDP) with 4 reps per ward	Overstrand community participation maintaining the best practice status and effective consultation on IDP, budget and other strategic issues	Agendas for bi-annual OMAF meetings 14 days prior to meetings, with previous minutes	Ongoing, QR	none	none	Agendas received from Manager: Strategic Services, were delivered to ward representatives within 24 hours of the receipt.	Agendas received from Manager: Strategic Services, were delivered to ward representatives within 24 hours of the receipt.				
		Ward Councillors, area Directors and, where necessary other officials, full involvement with ward committees	Fully functioning and empowering ward committees	Visual presentations to WC meetings iro municipal services and other relevant matters	Ongoing, QR	Comment(s): Yes-Powerpoint	Comment(s): Yes-Powerpoint	Comment(s):	Comment(s): Yes				
			Ward committee policy evaluated and refined	Evaluation of ward committee policy	01-Aug-08	Completed	Busy at present	In Progress	In Progress				

			Communities fully up to date with Council decisions and reasons thereof	Regular feedback to WC meetings re decisions taken by Council	Ongoing, QR	Per month: 5x committees			Per month: 5x committees			Per Public meetings			Comment(s): Portfolio items are discussed		
				Execution of attainable WC request within 30 days	Ongoing, QR	No of requests: 49	No complete: 33	No outstanding: 16	No of requests:	No complete:	No outstanding:	No of requests: 31	No complete: 25	No outstanding: 6	No of requests: 55	No complete: 36	No outstanding: 19
			Effective liaison with bodies representing community matters other than WCs	Liaison with and attendance of meetings of CPF and other NGOs and community organisations representing the communities	Ongoing, QR	No. of meetings : Community Police Forum: 3 Sport bodies: 2	Comment(s):		No. of meetings: Community Police Forum: 2 Sport bodies: 3	Comment(s): AGM and first meeting (planning)		No. of meetings: 3	Comment(s): Youth forum, sport body		No. of meetings: 2	Comment(s):	

FUNCTIONAL / SERVICE AREA: AREA MANAGEMENT - HANKLIP/KLEINMOND

DEFINITION OF FUNCTION:

Ensuring the provision of democratic and accountable governance in respect of the various towns/communities in the Overstrand area, and to ensure the provision of services to these communities in an integrated sustainable manner.

LINKAGE TO IDP:

- Provision of democratic and accountable governance*
- Promotion of Tourism and Economic development*
- Creation and maintenance of a safe and healthy environment*
- Management and conservation of the natural environment*
- Provision and maintenance of municipal services*

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	COMMENTS QUARTER 4	COMMENTS QUARTER 3	COMMENTS QUARTER 2	COMMENTS QUARTER 1
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and committed to Batho Pele Principles	Jul-08	Comply - Ongoing action	Comply - Ongoing action	Comply - Ongoing action	Comply - Ongoing action

	Training	Ongoing training of personnel essential including multi-skilling to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WPSP	Sep-08	No of courses: 2	Names of Courses: -Report Writing -Occupational Health and Safety		No of courses: 2	Names of Courses: -Chairperson & Prosecutor -FSOPM		No of courses:	Names of Courses:		No of courses:	Names of Courses:	
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Well functioning staff establishment	Monthly, QRs	Total number of positions: 25	Number of Vacancies: 1	% Employed: 96%	Total number of positions: 25	Number of Vacancies: 24	% Employed: 96%	Total number of positions: 25	Number of Vacancies: 0	% Employed: 100	Total number of positions:	Number of Vacancies:	% Employed:
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	Complied		Complied		Complied		Complied		Complied		Complied	
1.9 Municipal Buildings	Maintenance	Ongoing maintenance of municipal buildings	Effective maintenance to keep municipal buildings in a good condition	Ongoing maintenance and renovations as budgeted for the financial year	Ongoing, QRs	Budgeted amount: R94 270	% Spend: 94%	Budgeted amount:	% Spend:	Budgeted amount: R94 270	% Spend: 91%	Budgeted amount:	% Spend:				
2. Service Delivery & Infrastructure																	
2.1 Capital Projects	Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant / other funds received, project planning, projected cash flow management, scheduled site meetings	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning	Effective project management of capital projects, including contract management of service providers, ensuring realisation of projected spending per quarter	12% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:				
		Responsibility of MM to ensure capital spending is in line with the capital budget and the SDBIP. Current spending 91% of capital budget by June 2008	Monthly and quarterly monitoring of targets as set	40% spending iro capital budget with full quality, cost, time and health and safety control exercised	2nd Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:				
				75% spending iro capital budget with full quality, cost, time and health and safety control exercised	3rd Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending: 54%	Comments: Upgrade of town hall completed. Extension traffic offices tender be awarded on 16/2/2009. Class room Jana School and Pre-school building Mooiuitsig (LLPP) progress on building - roof height.	% Spending:	Comments:				

				98% spending iro capital budget with full quality, cost, time and health and safety control exercised	4th Quarter - QRs	% Spending	Comments	% Spending	Comments	% Spending:	Comments:	% Spending:	Comments:
2.6 Waste Services	Removal services		s.120 exemption iro MFMA obtained	Appointment of 6 SMMEs to do waste removal in 6 neighbourhoods	Jul-08	Target for area: 2	Number appointed: 2	Target for area: 2	Number appointed: 2	Target for area: 2	Number appointed: 2	Target for area: 2	Number appointed: 2
	Cleansing	Clean up operations	Clean residential areas	Appointment of contractors through strict compliance with SCM	QRs	Comment(s) : Appointment of 2 SMME contractors in 2 neighbourhoods (Proteadorp & Overhills)		Comment(s) : Appointment of 2 SMME contractors in 2 neighbourhoods(Proteadorp & Overhills)		Comment(s) : Yes		Comment(s):	
				Weekly evaluation of contractor performance & corrective action if need be	QRs	Comment(s) : Weekly inspections, photo's taken as proof of performance. Ongoing communication with contractors i.e. additional cleaning-up where necessary.		Comment(s) : Weekly inspections, photo's taken as proof of performance. Ongoing communication with contractors i.e. additional cleaning-up where necessary.		Comment(s): Inspections, photos taken as proof of performance - satisfactory.		Comment(s): 2	
2.9 Housing	Applications	Handle administration and verification of applications	Effective administration of applications and operational verification processes	Daily recording of applications and verification of waiting list applicants annually by Sept	QRs	Number of applicants for area before verification: 973	Number of applicants for area after verification: Verification in progress	Number of applicants for area before verification: 973	Number of applicants for area after verification: Verification in progress	Number of applicants for area before verification: 973	Number of applicants for area after verification: Verification in progress	Number of applicants for area before verification: Verification in progress	Number of applicants for area after verification: Verification in progress
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests with 14 days	QRs	Number of incoming mail received in administration: 153	% Incoming mail completed in administration: 100%	Number of incoming mail received in administration: 231	% Incoming mail completed in administration: 97%	Number of incoming mail received in administration: 151	% Incoming mail completed in administration: 100%	Number of incoming mail received in administration:	% Incoming mail completed in administration:
2.15 Cemeteries		Cemeteries are in a good condition - linked to EMIS	Effective management of the cemeteries	Accurate information iro grave sites and wall of remembrance spaces	Monthly & QRs	Number of new burials: 9	Number of grave sites available: 20	Number of new burials: 10	Number of grave sites available: 3	Number of new burials: 13	Number of grave sites available: To be determined	Number of new burials:	Number of grave sites available:

				Daily accurate record-keeping of graveyard registers	Monthly & QRs	Number of new wall of remembrance issues: Not applicable		Number of wall of remembrance sites available: Not applicable		Number of new wall of remembrance issues: Wall was funded and erected by Kleinmond Rotary as a community project. Applications for niches handled by Rotary		Number of wall of remembrance sites available: Not applicable		Number of new wall of remembrance issues: Wall was funded and erected by Kleinmond Rotary as a community project. Applications for niches handled by Rotary		Number of wall of remembrance sites available: Not applicable		Number of new wall of remembrance issues:		Number of wall of remembrance sites available:									
				General cleanliness of graveyards maintained	Monthly & QRs	Comment(s): Proposed application for Environmental Authorisation, Amendment of Kleinmond Spatial Development Framework, Closing of Public Open space and Rezoning of Erf 3936 Kleinmond was published in local press. Interested and affected parties are given until Monday 3 August 2009 to deliver written comments or objections.			Comment(s): Commenced with process to extend existing cemetery.			Comment(s): Cleaning teams execute thorough maintenance on a bi-weekly basis. Rotary Club assist from time to time - community project.			Comment(s):														
2.16 Libraries		SLA with province for the 7 libraries	Effective management of the libraries and reliable service delivery	Contract personnel for one year	Jul-08	Target for area: 0		Number appointed: 0		Target for area: 0		Number appointed: 0		Target for area: 0		Number appointed: 0		Target for area:		Number appointed:									
			Daily services to communities except Betty's Bay and Stanford)	Electronic and manual updating of database - book circulation and membership	QRs	Number of new members: 98		Total number of members: 3855		Num of books circulated: 33634		Number of new members: 87		Total number of members: 4833		Num of books circulated: 35724		Number of new members: 40		Total number of members: 4783		Num of books circulated: 35747		Number of new members:		Total number of members:		Num of books circulated:	
				Annual stock taking in co-operation with province and report to Council Literacy campaigns during library week and once per quarter in one of the towns	Jun-09 QRs	Comment(s): 28 July until 01 August 2009			Comment(s):			Comment(s):			Comment(s):														
						Comment(s): Grade 3 class visited during the month of June. Friends of Hangklip had a Italian morning.			Comment(s): Library week May/June 2009			Comment(s): Libraries prepared new books for the shelves. Members actively visited the libraries during season.			Comment(s):														
2.17 Caravan Parks		4 caravan parks under municipal ownership	Effective management and maintenance of the caravan parks	Daily management and monitoring of bookings, maintenance, contracts, financial matters	Monthly, QRs	Number of bookings per caravan park: Kleinmond Caravan Park = 140, Palmiet Caravan Park = 263			Number of bookings per caravan park: 637			Number of bookings per caravan park: Kleinmond Caravan Park = 181, Palmiet Caravan Park = 390			Number of bookings per caravan park:														

				Bi-annual inspection and evaluation of service standards and based thereon scheduled maintenance	Oct 2008 & April 2009	Comment(s): Upgrading of Palmiet Carvan Park successfully identified as project to be done by OLEDA.			Comment(s): Once again complimented on neatness. Directorate Protection Services assisted with security services. Only 1 theft incident.			Comment(s): Visitors complimented on neatness of caravan parks. 2 Incidents of theft (1 KM, 1 Palmiet) Security contractor rendered unsatisfactory service.				Comment(s):	
2.18 Boat Launching Facilities		Number of boat launching facilities under control of municipality	Effective management and monitoring of the launching facilities	Financial management and monitoring of safe use	Monthly, QRs	Number of launches not applicable		Income Earned not applicable		Number of launches not applicable		Income Earned not applicable		Number of launches Not applicable		Income Earned Not applicable	
				Quarterly meetings with governing bodies	QRs	Number of Meetings : 0		Names of bodies:		Number of Meetings : 0		Names of bodies:		Number of Meetings : 0		Names of bodies:	
2.19 Community Facilities		Administration of community halls, auditorium, banquet hall, Thusong SC (MPCC)	Effective management of bookings, usage of halls	Bookings for facilities handled by area of locality through an integrated electronic booking system by helpdesk, admin personnel	July 2008 ongoing, QRs	No. of bookings: Community hall, Proteadorp : 55	No. of bookings: Town Hall: 73	No. of bookings: Mooiuitsig Hall: 79	No. of bookings: Community hall, Proteadorp: 45	No. of bookings: Town Hall: 61	No. of bookings: Mooiuitsig Hall: 92	No. of bookings: Crassul a Hall - rental agreement	No. of bookings: Town Hall 61	No. of bookings: Mooiuitsig Hall 89	No. of bookings: Crassul a Hall - rental agreement	No. of bookings:	
				Strict application of deposit deadline and repayment thereof within 7 days after usage of hall	July 2008 ongoing, QRs	Number of deposit repayments: Community hall: 55		Number of deposit repayments: Mooiuitsig hall: 79		Number of deposit repayments: Community hall: 2		Number of deposit repayments: Town hall: 1		Number of deposit repayments: Mooiuitsig hall: 0		Number of deposit repayments:	
		Maintenance of facilities	Cost-effective, reliable maintenance of municipal halls, public ablutions, sportsgrounds	Bi-annual inspections of halls, public ablutions, taxi ranks, sportsgrounds and scheduled maintenance based thereon	Sept 2008, Mar 2009	Comment(s): Halls and public ablutions were inspected monthly. Halls were in excellent condition. Mooiuitsig Hall was utilized as a crèche; needs upgrading (paint), repairs to ceiling, door ect.			Comment(s): Halls and public ablutions were inspected monthly. Halls were in excellent condition			Comment(s): Halls and public ablutions were inspected before commencement of holiday season. Halls were in excellent condition - contractor painted public toilets - KM main beach, Palmiet beach, and Fairy Glen picnic site. Next inspection due March 2009				Comment(s):	
2.21 Customer Care		Customer care services via help desks linked to EDMS and EMIS at municipal offices in all towns	Community satisfying, 24/7 customer care services decentralised during working hours and centralised a/h emergency services linked to radio communication	Immediate response of Comm Serv and work scheduled	Ongoing, QRs	Comment(s): Comply			Comment(s): Comply			Comment(s): Customer complaints were referred to call centre and/or relevant department in Hangklip-Kleinmond Administration within 24 hours. 67 complaints relating to dog; plot clearing, municipal services, parking permits (harbour).				Comment(s):	

3. Local (incl Rural) Economic Development													
	Community Development	Community development to be promoted through social upliftment, tourism, LED, youth and sport development	Facilitation of community development	Ongoing liaison with relevant bodies, youth forums, e.g. junior council, sport bodies	Ongoing, QR	No. of meetings: 7	Comment(s): -Rugby club = 2 -Tourism= 3 -Youth= 2	No. of meetings: 5	Comment(s): -Junior Council -Rugby Club - Tourism	No. of meetings: 4	Comment(s): Attended meetings regarding youth facility and sports facilities	No. of meetings: 4	Comment(s): Attended meetings regarding youth facility and sports facilities
				Support of and participation in social upliftment programs as required	Ongoing, QR	Comment(s): Attended community meeting on job creation which was held by the community upliftment homeless people.		Comment(s):		Comment(s): Attended community workshops - housing education		Comment(s):	
				Involvement in LLPP through identification and monitoring of projects	Ongoing, QR	No. of projects: -Jana School -Traffic office	% Progress: 100% 95%	No. of projects: 1	% Progress: 98%	No. of projects: 1	% Progress: 33%	No. of projects:	% Progress:
				Involvement in the operationalisation of corporate projects, e.g. identify and manage people iro job creation projects	Ongoing, QR	No. of projects:	Comment(s):	No. of projects: 0	Comment(s):	No. of projects: 0	Comment(s):	No. of projects:	Comment(s):
4. Good Governance, Public Participation Accountability and Transparency													
	Community Consultation & Participation	Existing policy & schedule for 10 established ward committees - the latter ties in with PFC and Council meetings	Compliance with legally required community participation	Scheduling of monthly ward committee meetings in synergy with PFC and Council meetings, agendas for WC meetings 7 days prior to meetings with previous minutes, quarterly advertising of meetings ito s.21 of MSA	01-Jul-08	No. of meetings (wards in area): Ward 9 = 3 Ward 10= 3	Comment(s): Average attendance by ward members for the two (2) wards = 80%	No. of meetings (wards in area): 4	Comment(s):	No. of meetings (wards in area): Ward 9 - 2 monthly meetings and Ward 10 - 2 monthly meetings	Comment(s): Agendas were delivered within 7 calender days before date of meeting - electronically in cases where members have access to internet facility, hand collection by members in other cases. Comments by ward committees were submitted to ward councillors to be carried into relevant portfolio committee meetings. 1 Ward committee member election were held - Ward 9. filling of 3 vacancies	No. of meetings (wards in area):	Comment(s):

		Well functioning Overstrand Municipal Advisory Forum (OMAF) for strategic matters (also refer to IDP) with 4 reps per ward	Overstrand community participation maintaining the best practice status and effective consultation on IDP, budget and other strategic issues	Agendas for bi-annual OMAF meetings 14 days prior to meetings, with previous minutes	Ongoing, QR	Not applicable			No OMAF in quarter			Agendas received from Manager: Strategic Services, were delivered to ward representatives within 24 hours of the receipt.			Agendas received from Manager: Strategic Services, were delivered to ward representatives within 24 hours of the receipt.						
		Ward Councillors, area Directors and, where necessary other officials, full involvement with ward committees	Fully functioning and empowering ward committees Ward committee policy evaluated and refined	Visual presentations to WC meetings iro municipal services and other relevant matters Evaluation of ward committee policy	Ongoing, QR	Comment(s): None			Comment(s): none			Comment(s):			Comment(s):						
					01-Aug-08	Completed			In Progress			In Progress			In Progress						
		Communities fully up to date with Council decisions and reasons thereof	Regular feedback to WC meetings re decisions taken by Council Execution of attainable WC request within 30 days	Regular feedback to WC meetings re decisions taken by Council	Ongoing, QR	Comment(s): Regular feedback by means of standing item on monthly ward committee agenda. Feedback by ward councillor			Comment(s):			Comment(s):			Comment(s):						
					Ongoing, QR	No of requests : 52	No complete: 52	No outstanding: 0	No of requests: 0	No complete:	No outstanding:	No of requests: 31	No complete: 25	No outstanding: 6	No of requests:	No complete:	No outstanding:				
			Effective liaison with bodies representing community matters other than WCs	Liaison with and attendance of meetings of CPF and other NGOs and community organisations representing the communities	Ongoing, QR	No. of meetings: 6	Comment(s): - Tourism -Police Forum -Business Chamber -Pringle Bay Chamber of Commerce -FIREWISE			No. of meetings: 0	Comment(s):			No. of meetings: 3	Comment(s): Youth forum, sport body			No. of meetings:	Comment(s):		

FUNCTIONAL / SERVICE AREA: AREA MANAGEMENT

STANFORD

Ensuring the provision of democratic and accountable governance in respect of the various towns/communities in the Overstrand area, and to ensure the provision of services to these communities in an integrated sustainable manner.

DEFINITION OF FUNCTION:

LINKAGE TO IDP:

- Provision of democratic and accountable governance*
- Promotion of Tourism and Economic development*
- Creation and maintenance of a safe and healthy environment*
- Management and conservation of the natural environment*
- Provision and maintenance of municipal services*

Key Performance Area	Related Goal/ Program	Baseline	Outputs	Perf. Indicator/ Target	Date	COMMENTS QUARTER 4			COMMENTS QUARTER 3			COMMENTS QUARTER 2			COMMENTS QUARTER 1		
1. Municipal Transformation and Institutional Development																	
1.3 Human Resources	<i>Batho Pele Principles</i>	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and committ to Batho Pele Principles	Jul-08	Comply - Ongoing action			Comply - Ongoing action			Comply - Ongoing action			Comply - Ongoing action		
	<i>Training</i>	Ongoing training of personnel essential including multi-skilling to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WPSP	Sep-08	No of courses: 2	Names of Courses: -Report Writing -Occupational Health and Safety		No of courses: 2	Names of Courses: -Chairperson & Prosecutor -FSOPM		No of courses:	Names of Courses:		No of courses:	Names of Courses:	
	<i>Staff Management</i>	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Well functioning staff establishment	Monthly, QRs	Total number of positions: 5	Number of Vacancies: 0	% Employed: 100%	Total number of positions: 5	Number of Vacancies: 0	% Employed:	Total number of positions: 5	Number of Vacancies: 5	% Employed: 100%	Total number of positions: 5	Number of Vacancies: 5	% Employed: 100%

	<i>TASK Job Descriptions</i>	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR	Complied		Complied		Complied		Complied	
1.9 Municipal Buildings	<i>Maintenance</i>	Ongoing maintenance of municipal buildings	Effective maintenance to keep municipal buildings in a good condition	Ongoing maintenance and renovations as budgeted for the financial year	Ongoing, QRs	Budgeted amount: R272 987	% Spend: 92%	Budgeted amount:	% Spend:	Budgeted amount: R272 987	% Spend: 53.38%	Budgeted amount: R272 987	% Spend: 25,2

2. Service Delivery & Infrastructure

2.1 Capital Projects	<i>Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant / other funds received, project planning, projected cash flow management, scheduled site meetings</i>	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning	Effective project management of capital projects, including contract management of service providers, ensuring realisation of projected spending per quarter	12% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:
		Responsibility of IMM to ensure capital spending is in line with the capital budget and the SDBIP. Current spending 91% of capital budget by June 2008	Monthly and quarterly monitoring of targets as set	40% spending iro capital budget with full quality, cost, time and health and safety control exercised	2nd Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:

				75% spending into capital budget with full quality, cost, time and health and safety control exercised	3rd Quarter - QRs	% Spending	Comments	% Spending	Comments	% Spending:	Comments:	% Spending:	Comments:
				98% spending into capital budget with full quality, cost, time and health and safety control exercised	4th Quarter - QRs	% Spending	Comments	% Spending	Comments	% Spending:	Comments:	% Spending:	Comments:
2.6 Waste Services	Removal services		s.120 exemption into MFMA obtained	Appointment of 6 SMMEs to do waste removal in 6 neighbourhoods	Jul-08	Target for area: 1	Number appointed: 1	Target for area: 1	Number appointed: 1	Target for area: 1	Number appointed: 1	Target for area: 1	Number appointed: 1
						Comment(s): No problems with the contractor. Perform duties thoroughly.		Comment(s): No problems with the contractor. Perform duties thoroughly.		Comment(s): Very dedicated team and very good working relationship with them, always willing to help out if requested		Comment(s): Very dedicated team and very good working relationship with them, always willing to help out if requested	
	Cleansing	Clean up operations	Clean residential areas	Appointment of contractors through strict compliance with SCM	QRs	Comment(s) : No tenders this quarter.		Comment(s) : No tenders this quarter.		Comment(s) : Complied		Comment(s): Complied	
				Weekly evaluation of contractor performance & corrective action if need be	QRs	Comment(s) : Performing satisfactory.		Comment(s) : Performing satisfactory.		Comment(s): Contractors performing satisfactory		Comment(s): Contractors performing satisfactory	
2.9 Housing	Applications	Handle administration and verification of applications	Effective administration of applications and operational verification processes	Daily recording of applications and verification of waiting list applicants annually by Sept	QRs	Number of applicants for area before verification: 1010	Number of applicants for area after verification: Verification in progress	Number of applicants for area before verification: 1010	Number of applicants for area after verification: Verification in progress	Number of applicants for area before verification: 1010	Number of applicants for area after verification: Verification in progress	Number of applicants for area before verification: Verification in progress	Number of applicants for area after verification: Verification in progress

	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests with 14 days	QRs	Number of incoming mail received in administration: 33	% Incoming mail completed in administration: 85%	Number of incoming mail received in administration:	% Incoming mail completed in administration:	Number of incoming mail received in administration: 34	% Incoming mail completed in administration: 114%	Number of incoming mail received in administration: 32	% Incoming mail completed in administration: 53%				
2.15 Cemeteries		Cemeteries are in a good condition - linked to EMIS	Effective management of the cemeteries	Accurate information re grave sites and wall of remembrance spaces	Monthly & QRs	Number of new burials: 12	Number of grave sites available: 635	Number of new burials: 3	Number of grave sites available: 647	Number of new burials: 9	Number of grave sites available: 650	Number of new burials: 11	Number of grave sites available: 659				
				Daily accurate record-keeping of graveyard registers	Monthly & QRs	Number of new wall of remembrance issues: 0	Number of wall of remembrance sites available: 39	Number of new wall of remembrance issues: 0	Number of wall of remembrance sites available: 39	Number of new wall of remembrance issues: 0	Number of wall of remembrance sites available: 39	Number of new wall of remembrance issues: 0	Number of wall of remembrance sites available: 39				
				General cleanliness of graveyards maintained	Monthly & QRs	Comment(s): Complied		Comment(s): Complied		Comment(s): Complied		Comment(s): No, staff problems					
2.16 Libraries		SLA with province for the 7 libraries	Effective management of the libraries and reliable service delivery	Contract personnel for one year	Jul-08	Target for area: 1	Number appointed: 1	Target for area: 1	Number appointed: 1	Target for area: 1	Number appointed: 1	Target for area: 1	Number appointed: 1				
			Daily services to communities except Betty's Bay and Stanford)	Electronic and manual updating of database - book circulation and membership	QRs	Number of new members: 60	Total number of members: 1880	Num of books circulated: 6086	Number of new members: 32	Total number of members: 1820	Num of books circulated: 4574	Number of new members: 18	Total number of members: 1787	Num of books circulated: 4632	Number of new members: 16	Total number of members: 1769	Num of books circulated: 4782
				Annual stock taking in co-operation with province and report to Council	Jun-09	Comment(s): No results yet		Comment(s): No results yet		Comment(s): Awaiting outcome		Comment(s): Done during May 2008, results not known yet					

				Literacy campaigns during library week and once per quarter in one of the towns	QRs	Comment(s): Weekly reading sessions. Special cooking and baking exhibition		Comment(s): Weekly sessions. Special valentines day book awareness programme.		Comment(s): Weekly book reading sessions for children in Afrikaans, English and Xhosa, Library week later in financial year.		Comment(s): Weekly book reading sessions for children in Afrikaans, English and Xhosa.	
2.17 Caravan Parks		4 caravan parks under municipal ownership	Effective management and maintenance of the caravan parks	Daily management and monitoring of bookings, maintenance, contracts, financial matters	Monthly, QRs	Number of bookings per caravan park: not applicable		Number of bookings per caravan park: n/a		Number of bookings per caravan park: Not applicable		Number of bookings per caravan park: Not applicable	
				Bi-annual inspection and evaluation of service standards and based thereon scheduled maintenance	Oct 2008 & April 2009	Comment(s): not applicable		Comment(s): n/a		Comment(s): Not applicable		Comment(s): Not applicable	
2.18 Boat Launching Facilities		Number of boat launching facilities under control of municipality	Effective management and monitoring of the launching facilities	Financial management and monitoring of safe use	Monthly, QRs	Number of launches not applicable	Income Earned not applicable	Number of launches not applicable	Income Earned not applicable	Number of launches not applicable:	Income Earned not applicable:	Number of launches:	Income Earned: The money goes to KRAB (Klein River Boating Association) for access control
						Comment(s) on safety:		Comment(s) on safety:		Comment(s) on safety:		Comment(s) on safety:	
				Quarterly meetings with governing bodies	QRs	Number of Meetings: 2	Names of bodies: Kleinrivier Boating Association	Number of Meetings: 1	Names of bodies: Kleinrivier Boating Association	Number of Meetings: 0	Names of bodies: KRAB (Klein River Boating Association)	Number of Meetings:	Names of bodies: KRAB (Klein River Boating Association)
2.19 Community Facilities		Administration of community halls, auditorium, banquet hall, Thusong SC (MPCC)	Effective management of bookings, usage of halls	Bookings for facilities handled by area of locality through an integrated electronic booking system by helpdesk, admin personnel	July 2008 ongoing, QRs	No. of bookings: Community Hall: 7		No. of bookings: Community Hall: 15		No. of bookings: Community Hall: 21		No. of bookings: Community Hall: 19	

				Strict application of deposit deadline and repayment thereof within 7 days after usage of hall	July 2008 ongoing, QRs	Number of deposit repayments: 4		Number of deposit repayments: 9		Number of deposit repayments: Mainly used on a weekly basis by the same organisations.	Number of deposit repayments: 7		
			Effective hiring and booking system iro auditorium and banquet hall	Hiring and booking system for auditorium and banquet hall	July 2008 ongoing, QRs	Comment(s): not applicable		Comment(s): not applicable		Comment(s): Not applicable	Comment(s): Not applicable		
		Maintenance of facilities	Cost-effective, reliable maintenance of municipal halls, public ablutions, sportsgrounds	Bi-annual inspections of halls, public ablutions, taxi ranks, sportsgrounds and scheduled maintenance based thereon	Sept 2008, Mar 2009	Comment(s): The level of neatness is in good order.		Comment(s): Cleaned and locked by cleaning contractor. Thembelihle's vandalised. Will be fixed by end of April 2009.		Comment(s): Public ablutions cleaned and unlocked daily by cleaning contractor.	Comment(s): Meetings held with sport, LED, Tourism and Junior Town Council		
2.21 Customer Care		Customer care services via help desks linked to EDMS and EMIS at municipal offices in all towns	Community satisfying, 24/7 customer care services decentralised during working hours and centralised a/h emergency services linked to radio communication	Immediate response of Comm Serv and work scheduled	Ongoing, QRs	Comment(s): Problems successfully attended to via works order system.		Comment(s): Problems successfully attended to via works order system.		Comment(s): Problem successfully attend to via works order system.	Comment(s): Problem successfully attend to via works order system.		
3. Local (incl Rural) Economic Development													
	Community Development	Community development to be promoted through social upliftment, tourism, LED, youth and sport development	Facilitation of community development	Ongoing liaison with relevant bodies, youth forums, e.g. junior council, sport bodies	Ongoing, QR	No. of meetings: 8	Comment(s): -Neighbourhood watch -Social compact -Die Kop residents -Stanford Ratepayers	No. of meetings: 4	Comment(s): Universals Rugby and Junior Town Council	No. of meetings: 3	Comment(s): Meetings were with Die Kop residents, sport, Rotary (budget)	No. of meetings: 5	<u>Comment(s):</u>

				Support of and participation in social upliftment programs as required	Ongoing, QR	Comment(s):		Comment(s):		Comment(s):		Comment(s): Suurvytjieproject for disabled persons.	
				Involvement in LLPP through identification and monitoring of projects	Ongoing, QR	No. of projects: 0	% Progress:	No. of projects: 0	% Progress:	No. of projects: 0	% Progress: 0	No. of projects: 0	% Progress: 0
				Involvement in the operationalisation of corporate projects, e.g. identify and manage people into job creation projects	Ongoing, QR	No. of projects: 0	Comments(s):	No. of projects: 0	Comments(s):	No. of projects: 0	Comments(s):	No. of projects: 0	Comment(s): Agendas out 7 days before meeting, minutes out 14 days after meeting to allow WC members to put in their items according to last minutes.

5. Good Governance, Public Participation Accountability and Transparency

	Community Consultation & Participation	Existing policy & schedule for 10 established ward committees - the latter ties in with PFC and Council meetings	Compliance with legally required community participation	Scheduling of monthly ward committee meetings in synergy with PFC and Council meetings, agendas for WC meetings 7 days prior to meetings with previous minutes, quarterly advertising of meetings into s.21 of MSA	01-Jul-08	No. of meetings (wards in area): 3	Comment(s): Average attendance by ward members = 80%	No. of meetings (wards in area): 2	Comments: Agendas & minutes out 7 days prior to meetings	No. of meetings (wards in area): 2	Comment(s): Agendas out 7 days prior to meetings, minutes 14 days after meeting, except for November.	No. of meetings (wards in area): 2	Comment(s):
		Well functioning Overstrand Municipal Advisory Forum (OMAF) for strategic matters (also refer to IDP) with 4 reps	Overstrand community participation maintaining the best practice status and effective consultation	Agendas for bi-annual OMAF meetings 14 days prior to meetings, with previous minutes	Ongoing, QR					Agendas received from Manager: Strategic Services, were delivered to ward representatives within 24 hours of the receipt.	Agendas received from Manager: Strategic Services, were delivered to ward representatives within 24 hours of the receipt.		

		per ward	on IDP, budget and other strategic issues														
		Ward Councillors, area Directors and, where necessary other officials, full involvement with ward committees	Fully functioning and empowering ward committees	Visual presentations to WC meetings iro municipal services and other relevant matters	Ongoing, QR	Comment(s): Overstrand Local Economic Development Agency			Comment(s): Project Grey Power			Comment(s):			Comment(s): Yes		
			Ward committee policy evaluated and refined	Evaluation of ward committee policy	01-Aug-08	Completed			Not yet finalised			In Progress			In Progress		
			Communities fully up to date with Council decisions and reasons thereof	Regular feedback to WC meetings re decisions taken by Council	Ongoing, QR	Comment(s): Per Public meetings			Comment(s): Per Public meetings			Comment(s): Per Public meetings			Comment(s): Portfolio items are discussed		
				Execution of attainable WC request within 30 days	Ongoing, QR	No of requests:	No complete :	No outstanding:	No of requests:	No complete :	No outstanding:	No of requests: 0	No complete : 0	No outstanding	No of requests: 0	No complete: 0	No outstanding
			Effective liaison with bodies representing community matters other than WCs	Liaison with and attendance of meetings of CPF and other NGOs and community organisations representing the communities	Ongoing, QR	No. of meetings: 8	Comment(s): -Neighbourhood watch -Social compact -Die Kop residents -Stanford Ratepayers		No. of meetings: 2	Comment(s): Die Kop residents, Thembelihle's, Community Leaders		No. of meetings: 2	Comment(s): Meeting with Die Kop representatives. Meeting with relevant parties about noise from community hall and picnic area.		No. of meetings:	Comment (s):	

FUNCTIONAL / SERVICE AREA: MAINTENANCE OF MUNICIPAL SERVICES/OPERATIONAL MANAGEMENT

RESPONSIBLE MANAGER: HANGKLIP/KLEINMOND
ROADS, STORMWATER
SANITATION, PARKS
SPORT GROUNDS, BEACHES

DEFINITION OF FUNCTION: *Extension, upgrading and maintenance of infrastructure*

LINKAGE TO IDP: *Provision and maintenance of Municipal services*
Provision of democratic and accountable governance
Promotion of Safe and Healthy environment

Key Performance Area	Related Goal /Program	Baseline	Outputs	Perf. Indicator/ Target	Date	COMMENTS QUARTER 4	COMMENTS QUARTER 3	COMMENTS QUARTER 2	COMMENTS QUARTER 1
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and committed to Batho Pele Principles	Jul-08	Comply - Ongoing action	Comply - Ongoing action	Comply - Ongoing action	Comply - Ongoing action
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR				
				Follow up with the SALGBC and the JE Committee to have these job descriptions approved	March 2008 Quarterly reports				
		Decentralised offices responsible for application of BCE iro own personnel	Daily management of leave, sick leave, training schedules, attendance at the decentralised offices	Ongoing, information to central office for database capturing within 24 hours	Quarterly reports				

	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Total number of positions: 123	Number of Vacancies: 13	% Employed: 90%	Total number of positions: 123	Number of Vacancies: 12	% Employed: 92%	Total number of positions: 123	Number of Vacancies: 12	% Employed: 92%	Total number of positions: 123	Number of Vacancies: 10	% Employed: 95%
	Training	Ongoing training of personnel essential including multi-skilling to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WPSP	Sep-08	No of courses: 3	Names of Courses: -Water and Waste Water Management -Occupational Health and Safety -Grass Management	No of courses: 5	Names of Courses: -Chairperson & Prosecutor -UNISA -Waste Water course -FSOPM workshop -ABET	No of courses: 32	Names of Courses: - Driving Fitness Assessment - Hazardous chem substantced - Labour Relations Management	No of courses: 139	Names of Courses: -ABET -LGNET -DRUG & ALCOHOL ABUSE -Recruitment & Selection -Computer training -Occupational Health and Safety				
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests with 14 days	QRs	No. received: 29	% Completed: 97%	No. received: 42	% Completed: 100%	No. received: 33	% Completed: 87%	No. received: 33	% Completed: 88%				

2. Service Delivery & Infrastructure

2.1 Capital Projects	<u>Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant / other funds received, project planning, projected cash</u>	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning	Effective project management of capital projects, including contract management of service providers, ensuring realisation of projected spending per quarter	12% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs	% Spending :	Comments:	% Spending :	Comments:	% Spending:	Comments:	% Spending :	Comments:
-----------------------------	--	---	--	---	-------------------	--------------	-----------	--------------	-----------	-------------	-----------	--------------	-----------

	<u>flow management, scheduled site meetings</u>	Responsibility of MM to ensure capital spending is in line with the capital budget and the SDBIP. Current spending 91% of capital budget by June 2008	Monthly and quarterly monitoring of targets as set	40% spending iro capital budget with full quality, cost, time and health and safety control exercised 75% spending iro capital budget with full quality, cost, time and health and safety control exercised 98% spending iro capital budget with full quality, cost, time and health and safety control exercised	2nd Quarter - QRs 3rd Quarter - QRs 4th Quarter - QRs	% Spending : % Spending : % Spending :	Comments: Comments: Comments:	% Spending : % Spending : % Spending :	Comments: Comments: Comments:	% Spending: % Spending: % Spending:	Comments: Comments: Comments:	% Spending : % Spending : % Spending :	Comments: Comments: Comments:
2.2 Maintenance Projects	O & M Information System	All maintenance projects and routine maintenance linked to EMIS	All requests, complaints, etc. daily captured on EMIS and EMIS used to measure performance and trends	Daily capturing	Ongoing, QRs	No. received: 3963 % Completed: 98%		No. received: 4218 % Completed: 99%		No. received: 3861 % Completed: 95%		No. received: 4011	% Completed:
2.3 Water Services	Water Quality	Clean potable water provided	Water quality compliant with SANS 241	Water quality sampling regime maintained and laboratory results reported on	Ongoing, QRs	Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s):	
	Effluent Quality	Permit conditions to be adhered to	Effluent quality compliant with permit conditions and Govt Notice No. 9225 (18/05/1984)	Effluent quality sampling regime maintained and laboratory results reported on	Ongoing, QRs	Comment(s): Effluent complies with the relevant standards		Comment(s): Effluent complies with the relevant standards		Comment(s): Effluent complies with the relevant standards		Comment(s): disinfection	
	Water Supply Provision	Limited services interruption	Water interruptions minimised	Prolonged (12 hours) water supply interruptions fewer than 3 times per annum.	Ongoing, QRs	Number : 0		Number: 0	Comments:	Number : none	Comments:	Number: none	Comments:

	Sanitation Services	Minimum interruptions due to sewer blockages and related problems	Sewerage blockages and other interruptions minimised	At least 90% of works orders completed within 21 days of receipt (including routine maintenance)	Ongoing, QRs	No. received: 3478	% Completed: 99.5%	No. received: 3740	% Completed: 100%	No. received: 3498	% Completed: 95%	No. received: 3705	% Completed: 100%
2.4 Waste Services	Removal services	Waste removal services in all formal towns but lack of services in certain neighbourhoods	Effective waste removal services & monthly record keeping thereof	Ongoing removal services, monthly monitored and database kept updated. 90% of works orders (including routine maintenance) completed in 21 days. 5% re-scheduling of waste removal times	Monthly, QRs	No. received: 81	% Completed: 100%	No. received: 48	% Completed: 100%	No. received: 33	% Completed: 100%	No. received: 0	% Completed: 0
	Adherence to legislation	Refuse removal services at parks, open spaces	Effective services in place of municipal ownership	Routine removal once per week and municipal grounds at least once per quarter	Quarterly, QRs	Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards	
		Solid waste by-laws in place	By-laws iro solid waste enforced	By-laws iro solid waste enforced specifically wrt usage of baboon proof bins in affected areas	Ongoing, QRs	Comment(s): Majority of residents in Bettys Bay and Pringle Bay do not comply with bylaw		Comment(s): Majority of residents in Bettys Bay and Pringle Bay do not comply with bylaw		Comment(s): Majority of residents in Bettys Bay and Pringle Bay do not comply with bylaw		Comment(s): Majority of residents in Bettys Bay and Pringle Bay do not comply with baboon bylaw	
2.7 Transport, Roads & Stromwater	Road Maintenance	Road repair services in all formal towns	Effective road repair services & monthly record keeping thereof	Ongoing road repair services, monthly monitored and database kept updated. 90% of works orders (including routine maintenance) completed in 21 days.	Monthly, QRs	No. received: 292	% Completed: 81.8%	No. received: 287	% Completed: 92%	No. received: 212	% Completed: 91%	No. received: 219	% Completed: 67%
		Roads for maintenance identified		Bi-annual grading of all unpaved main roads	Oct 2008, March 2009	Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards	
		Service provider appointed		Reseal programme for roads as per the Pavement Management System and approved work schedule	Ongoing, QRs	Comment(s): Completed		Comment(s): Completed		Comment(s): Contractor scheduled to start in Jan 09		Comment(s): Contractor scheduled to start in Jan 09	

	Storm water Network	Storm water network to be well maintained	Effective storm water maintenance & monthly record keeping thereof	Ongoing maintenance services, monthly monitored and database kept updated. 90% of works orders (including routine maintenance) completed in 21 days.	Monthly, QRs	No. received: Part of roads	% Completed:	No. received: Part of roads	% Completed:	No. received: Part of roads	% Completed:	No. received: Part of roads statistics	% Completed:
				Bi-annual maintenance of all catch pits and open storm water system	Nov 2008, May 2009	Comment(s): In Progress (June/July)		Comment(s): In Progress		Comment(s): Comply with standards		Comment(s): Comply with standards	
2.20 Sport & Recreation	Beaches	Beaches to be well maintained	Effective beach maintenance programme & monthly record keeping thereof	Ongoing, monthly monitored and database kept updated. 90% of works orders (including routine maintenance) completed in 21 days.	Monthly, QRs	No. received: 112	% Completed: 91%	No. received: 143	% Completed: 94%	No. received: 118	% Completed: 98%	No. received: 61	% Completed: 98%
				Compliance with blue flag stds and status	Nov-08	Comment(s): Not applicable		Comment(s): Not applicable		Comment(s): Comply with standards		Comment(s): Comply with standards	
				During season blue flag compliance per checklist	Dec - Jan 2009	Comment(s): Not applicable		Comment(s): Not applicable		Comment(s): Comply with standards		Comment(s): Comply with standards	
				Maintain swimming beach facilities	Nov 2008, Mar 2009	Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards	

FUNCTIONAL / SERVICE AREA: MAINTENANCE OF MUNICIPAL SERVICES/OPERATIONAL MANAGEMENT

RESPONSIBLE MANAGER: HANGKLIP/KLEINMOND

ROADS, STORMWATER

SANITATION, PARKS

SPORTS GROUNDS, BEACHES

DEFINITION OF FUNCTION: *Extension, upgrading and maintenance of infrastructure*

LINKAGE TO IDP: *Provision and maintenance of Municipal services
Provision of democratic and accountable governance
Promotion of Safe and Healthy environment*

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	COMMENTS QUARTER 4	COMMENTS QUARTER 3	COMMENTS QUARTER 2	COMMENTS QUARTER 1
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	<i>Batho Pele Principles</i> <i>TASK Job Descriptions</i>	Ongoing buy-in to Batho Pele Principles Job descriptions 95% finalised - new appointees outstanding	Unpacking of BP Principles Finalised job descriptions submitted to the Job Evaluation Committee	Each manager to ensure staff understand and committed to Batho Pele Principles Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee Follow up with the SALGBC and the JE Committee to have these job descriptions approved	Jul-08 Sept 2008 QR March 2008 Quarterly reports	Comply - Ongoing action -	Comply - Ongoing action -	Comply - Ongoing action -	Comply - Ongoing action -
		Decentralised offices responsible for application of BCE iro own personnel	Daily management of leave, sick leave, training schedules, attendance at the decentralised offices	Ongoing, information to central office for database capturing within 24 hours	Quarterly reports	-	-	-	-

	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Total number of positions: 261	Number of Vacancies: 7	% Employed: 97%	Total number of positions: 262	Number of Vacancies: 24	% Employed: 91%	Total number of positions: 263	Number of Vacancies: 24	% Employed: 91%	Total number of positions: 264	Number of Vacancies: 20	% Employed: 93%
	Training	Ongoing training of personnel essential including multi-skilling to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WPSIP	Sep-08	No of courses: 3	Names of Courses: -Grass Management -Report Writing -Occupational Health and Safety		No of courses: 5	Names of Courses: -ABET -Water Treatment -Chairperson & Prosecutor -FSOP -Driving & Fitness Assessment		No of courses: 39	Names of Courses: - Driving Fitness Assessment - Harzardous Chem Substanced - Peace officers		No of courses: 26	Names of Courses: -ABET -DRUG & ALCOHOL ABUSE -Recruitment & Selection -Occupational Health and Safety	
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests with 14 days	QRs	No. received: 72	% Completed: 100%		No. received: 77	% Completed: 100%		No. received: 55	% Completed: 78%		No. received: 0	% Completed: 0	

2. Service Delivery & Infrastructure

2.1 Capital Projects	<u>Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant / other funds received, project planning, projected cash flow management, scheduled site meetings</u>	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning	Effective project management of capital projects, including contract management of service providers, ensuring realisation of projected spending per quarter	12% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:	% Spending: 9.09%	Comments: Purchased trees and plant it.
		Responsibility of MM to ensure capital spending is in line with the capital budget and the SDBIP. Current spending 91% of capital budget by June 2008	Monthly and quarterly monitoring of targets as set	40% spending iro capital budget with full quality, cost, time and health and safety control exercised	2nd Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending: 54%	Comments: Speedbumps and the entrance of Fisherhaven project to commence in January 2009.	% Spending:	Comments:

				75% spending iro capital budget with full quality, cost, time and health and safety control exercised	3rd Quarter - QRs	% Spending: 70%	Comments: Entrance to Fisherhaven and busy with speedbumps.	% Spending: 70%	Comments: Entrance to Fisherhaven and busy with speedbumps.	% Spending: 70%	Comments: Entrance to Fisherhaven and busy with speedbumps.	% Spending: 70%	Comments: Entrance to Fisherhaven and busy with speedbumps.
				98% spending iro capital budget with full quality, cost, time and health and safety control exercised	4th Quarter - QRs	% Spending: 98%	Comments: Speedbumps and trees in Vermont. Fisherhaven entrance complete.	% Spending: 98%	Comments: Speedbumps and trees in Vermont. Fisherhaven entrance complete.	% Spending: 98%	Comments: Speedbumps and trees in Vermont. Fisherhaven entrance complete.	% Spending: 98%	Comments: Speedbumps and trees in Vermont. Fisherhaven entrance complete.
2.2 Maintenance Projects	O & M Information System	All maintenance projects and routine maintenance linked to EMIS	All requests, complaints, etc. daily captured on EMIS and EMIS used to measure performance and trends	Daily capturing	Ongoing, QRs	No. received: 2984	% Completed: 98%	No. received: 3009	% Completed: 97%	No. received: 3474	% Completed: 94%	No. received: 3219	% Completed: 84%
2.3 Water Services	Water Quality	Clean potable water provided	Water quality compliant with SANS 241	Water quality sampling regime maintained and laboratory results reported on	Ongoing, QRs	Comment(s):		Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards	
	Effluent Quality	Permit conditions to be adhered to	Effluent quality compliant with permit conditions and Govt Notice No. 9225 (18/05/1984)	Effluent quality sampling regime maintained and laboratory results reported on	Ongoing, QRs	Comment(s): Effluent complies with the relevant standards		Comment(s): Effluent complies with the relevant standards		Comment(s): Effluent complies with the relevant standards		Comment(s): Effluent complies with the relevant standards	
	Water Supply Provision	Limited services interruption	Water interruptions minimised	Prolonged (12 hours) water supply interruptions fewer than 3 times per annum.	Ongoing, QRs	Number: None	Comments: No interruption longer than 12 hrs during 4th quarter	Number: none	Comments: No interruption longer than 12 hrs during 3rd quarter	Number: none	Comments: No interruption longer than 12 hrs during 2nd quarter	Number: none	Comments: No interruption longer than 12 hrs during 1st quarter
	Sanitation Services	Minimum interruptions due to sewer blockages and related problems	Sewerage blockages and other interruptions minimised	At least 90% of works orders completed within 21 days of receipt (including routine maintenance)	Ongoing, QRs	No. received: 1485	% Completed: 99.7%	No. received: 1530	% Completed: 98%	No. received: 2111	% Completed: 98%	No. received: 1629	% Completed: 93%

2.4 Waste Services	Removal services	Waste removal services in all formal towns but lack of services in certain neighbourhoods	Effective waste removal services & monthly record keeping thereof	Ongoing removal services, monthly monitored and database kept updated. 90% of works orders (including routine maintenance) completed in 21 days. 5% re-scheduling of waste removal times	Monthly, QRs	No. received: 616	% Completed: 91%	No. received: 686	% Completed: 98%	No. received: 511	% Completed: 83%	No. received: 469	% Completed: 99%
	Adherence to legislation	Refuse removal services at parks, open spaces	Effective services in place of municipal ownership	Routine removal once per week and municipal grounds at least once per quarter	Quarterly, QRs	Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards	
		Solid waste by-laws in place	By-laws iro solid waste enforced	By-laws iro solid waste enforced specifically wrt usage of baboon proof bins in affected areas	Ongoing, QRs	Comment(s): Not all consumers are in possession of baboonproof bins		Comment(s): Not all consumers are in possession of baboonproof bins		Comment(s): Not all consumers are in possession of baboonproof bins		Comment(s): Not all consumers are in possession of baboonproof bins	
2.7 Transport, Roads & Stormwater	Road Maintenance	Road repair services in all formal towns	Effective road repair services & monthly record keeping thereof	Ongoing road repair services, monthly monitored and database kept updated. 90% of works orders (including routine maintenance) completed in 21 days.	Monthly, QRs	No. received: 502	% Completed: 97.6%	No. received: 451	% Completed: 91%	No. received: 525	% Completed: 95%	No. received: 722	% Completed: 66%
		Roads for maintenance identified		Bi-annual grading of all unpaved main roads	Oct 2008, March 2009	Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards	
		Service provider appointed		Reseal programme for roads as per the Pavement Management System and approved work schedule	Ongoing, QRs	Comment(s): Contractor is 99% completed.		Comment(s): Contractor in process.		Comment(s): Contractor appointed. Resealing has commenced		Comment(s): Tender for resealing advertised	
	Storm water Network	Storm water network to be well maintained	Effective storm water maintenance & monthly record keeping thereof	Ongoing maintenance services, monthly monitored and database kept updated. 90% of works orders (including routine maintenance) completed in 21 days.	Monthly, QRs	No. received: Part of roads	% Completed:	No. received: Part of roads	% Completed:	No. received: Part of roads	% Completed:	No. received: Part of roads statistics	% Completed:

				Bi-annual maintenance of all catch pits and open storm water system	Nov 2008, May 2009	Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards	
2.20 Sport & Recreation	Beaches	Beaches to be well maintained	Effective beach maintenance programme & monthly record keeping thereof	Ongoing, monthly monitored and database kept updated. 90% of works orders (including routine maintenance) completed in 21 days.	Monthly, QRs	No. received: 242	% Completed: 98%	No. received: 342	% Completed: 98%	No. received: 327	% Completed: 86%	No. received: 291	% Completed: 100%
				Compliance with blue flag stds and status	Nov-08	Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards	
				During season blue flag compliance per checklist	Dec - Jan 2009	Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards	
				Maintain swimming beach facilities	Nov 2008, Mar 2009	Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards	

FUNCTIONAL / SERVICE AREA: MAINTENANCE OF MUNICIPAL SERVICES/OPERATIONAL MANAGEMENT

**RESPONSIBLE MANAGER: GANSBAAI
ROADS, STORMWATER
SANITATION, PARKS
SPORT GROUNDS, BEACHES**

DEFINITION OF FUNCTION: *Extension, upgrading and maintenance of infrastructure*

LINKAGE TO IDP: *Provision and maintenance of Municipal services
Provision of democratic and accountable governance
Promotion of Safe and Healthy environment*

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	COMMENTS QUARTER 4	COMMENTS QUARTER 3	COMMENTS QUARTER 2	COMMENTS QUARTER 1
1. Municipal Transformation and Institutional Development									
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and committed to Batho Pele Principles	Jul-08	Comply - Ongoing action	Comply - Ongoing action	Comply - Ongoing action	Comply - Ongoing action

	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR														
				Follow up with the SALGBC and the JE Committee to have these job descriptions approved	March 2008 Quarterly reports														
		Decentralised offices responsible for application of BCE to own personnel	Daily management of leave, sick leave, training schedules, attendance at the decentralised offices	Ongoing, information to central office for database capturing within 24 hours	Quarterly reports														
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Total number of positions: 153	Number of Vacancies: 15	% Employed: 90%	Total number of positions: 153	Number of Vacancies: 15	% Employed: 91%	Total number of positions: 153	Number of Vacancies: 20	% Employed: 87%	Total number of positions: 152	Number of Vacancies: 17	% Employed: 90%		
	Training	Ongoing training of personnel essential including multi-skilling to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WPSP	Sep-08	No of courses: 4	Names of Courses: -Grass Management -Risk Management -Report Writing -Occupational Health and Safety		No of courses: 3	Names of Courses: -Chairperson & Prosecutor -Motor Mechanic -General Metering course		No of courses: 10	Names of Courses: - Driving Fitness Assessment		No of courses: 102	Names of Courses: -DRUG & ALCOHOL ABUSE -Occupational Health and Safety			
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests with 14 days	QRs	No. received: 41	% Completed: 100%	No. received: 55	% Completed: 96%	No. received: 27	% Completed: 100%	No. received: 0	% Completed: 0						

2. Service Delivery & Infrastructure

2.1 Capital Projects	<u>Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant / other funds received, project planning, projected cash flow management, scheduled site meetings</u>	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning Responsibility of MM to ensure capital spending is in line with the capital budget and the SDBIP. Current spending 91% of capital budget by June 2008	Effective project management of capital projects, including contract management of service providers, ensuring realisation of projected spending per quarter Monthly and quarterly monitoring of targets as set	12% spending iro capital budget with full quality, cost, time and health and safety control exercised 40% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:
					2nd Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments: Tender for tarring of streets in process.	% Spending:	Comments:
					3rd Quarter - QRs	% Spending:	Comments:	% Spending:	Comments: Contractor on programme, work progressing well.	% Spending:	Comments:	% Spending:	Comments:
				75% spending iro capital budget with full quality, cost, time and health and safety control exercised 98% spending iro capital budget with full quality, cost, time and health and safety control exercised	4th Quarter - QRs	% Spending:	Comments: Work in progress. Contract complete	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:
2.2 Maintenance Projects	<u>O & M Information System</u>	All maintenance projects and routine maintenance linked to EMIS	All requests, complaints, etc. daily captured on EMIS and EMIS used to measure performance and trends	Daily capturing	Ongoing, QRs	No. received: 2282	% Completed : 99.9%	No. received: 2509	% Completed: 99%	No. received: 3405	% Completed: 99%	No. received: 2970	% Completed: 99%
2.3 Water Services	<u>Water Quality</u>	Clean potable water provided	Water quality compliant with SANS 241	Water quality sampling regime maintained and laboratory results reported on	Ongoing, QRs	Comment(s): New plant is put in commissioning		Comment(s): Metals in water do not conform to SANS, old plant not capable of removal because plant is operating at 160% of capacity.		Comment(s): Old waterworks at Franskraal giving problems, high aluminium level some months a problem		Comment(s): Old waterworks at Franskraal giving problems, high aluminium level some months a problem	
	<u>Effluent Quality</u>	Permit conditions to be adhered to	Effluent quality compliant with permit conditions and Govt Notice No. 9225 (18/05/1984)	Effluent quality sampling regime maintained and laboratory results reported on	Ongoing, QRs	Comment(s): The final effluent complied with the general limit. Plant operating well.		Comment(s): New plant doin well, conforms to nearly all parameters, process being fine tuned.		Comment(s): Final Effluent does not conform to standard. New plant operational by December		Comment(s): Final Effluent does not conform to standard. New plant operational by December	
	<u>Water Supply Provision</u>	Limited services interruption	Water interruptions minimised	Prolonged (12 hours) water supply interruptions fewer than 3 times per annum.	Ongoing, QRs	Number: 3	Comments:	Number: none	Comments: Able to repair all breaks within 24 hrs without prolonged interruptions	Number: none	Comments: Able to repair all breaks within 24 hrs without prolonged interruptions	Number: none	Comments: Able to repair all breaks within 24 hrs without prolonged interruptions

	Sanitation Services	Minimum interruptions due to sewer blockages and related problems	Sewerage blockages and other interruptions minimised	At least 90% of works orders completed within 21 days of receipt (including routine maintenance)	Ongoing, QRs	No. received: 1571	% Completed : 100%	No. received: 1606	% Completed: 100%	No. received: 2241	% Completed: 100%	No. received: 1773	% Completed: 99.7%
2.4 Waste Services	Removal services	Waste removal services in all formal towns but lack of services in certain neighbourhoods	Effective waste removal services & monthly record keeping thereof	Ongoing removal services, monthly monitored and database kept updated. 90% of works orders (including routine maintenance) completed in 21 days. 5% re-scheduling of waste removal times	Monthly, QRs	No. received: 49	% Completed : 100%	No. received: 47	% Completed: 96%	No. received: 21	% Completed: 100%	No. received: 0	% Completed: 0
		Refuse removal services at parks, open spaces	Effective services in place of municipal ownership	Routine removal once per week and municipal grounds at least once per quarter	Quarterly, QRs	Comment(s): Comply with standards		Comment(s): Comply with standard. Increase in illegal dumping, 60 truck loads removed at Blompark.		Comment(s): Comply with standards		Comment(s): Comply with standards	
	Adherence to legislation	Solid waste by-laws in place	By-laws iro solid waste enforced	By-laws iro solid waste enforced specifically wrt usage of baboon proof bins in affected areas	Ongoing, QRs	Comment(s): No problems		Comment(s): Increase in scavenging out of bins by vagrants, additional clean ups necessary.		Comment(s): No problems with baboons, seabirds and dogs cause complaints		Comment(s): No problems with baboons, seabirds and dogs cause complaints	
2.7 Transport, Roads & Stromwater	Road Maintenance	Road repair services in all formal towns	Effective road repair services & monthly record keeping thereof	Ongoing road repair services, monthly monitored and database kept updated. 90% of works orders (including routine maintenance) completed in 21 days.	Monthly, QRs	No. received: 346	% Completed : 99.4%	No. received: 452	% Completed: 98%	No. received: 616	% Completed: 98%	No. received: 707	% Completed: 97%
		Roads for maintenance identified		Bi-annual grading of all unpaved main roads	Oct 2008, March 2009	Comment(s): Extra work has been done.		Comment(s): Additional funding was received to carry out maintenance.		Comment(s): Permit approved for gravel mining, cost high to mine and transport.		Comment(s): Permit approved for gravel mining, cost high to mine and transport.	
		Service provider appointed		Reseal programme for roads as per the Pavement Management System and approved work schedule	Ongoing, QRs	Comment(s): Completed		Comment(s): Contractor scheduled to do roads in Gansbaai area from April 2009		Comment(s): Waiting for programme		Comment(s): Waiting for programme	

	Storm water Network	Storm water network to be well maintained	Effective storm water maintenance & monthly record keeping thereof	Ongoing maintenance services, monthly monitored and database kept updated. 90% of works orders (including routine maintenance) completed in 21 days.	Monthly, QRs	No. received: Part of roads	% Completed :	No. received: Part of roads	% Completed:	No. received: Part of roads	% Completed:	No. received: Part of roads statistics	% Completed:
				Bi-annual maintenance of all catch pits and open storm water system	Nov 2008, May 2009	Comment(s): 80% of maintenance has been done.		Comment(s): Private contractors to be involved in maintenance if necessary.		Comment(s): General maintenance done, not all systems serviced		Comment(s): General maintenance done, not all systems serviced	
2.20 Sport & Recreation	Beaches	Beaches to be well maintained	Effective beach maintenance programme & monthly record keeping thereof	Ongoing, monthly monitored and database kept updated. 90% of works orders (including routine maintenance) completed in 21 days.	Monthly, QRs	No. received: 316	% Completed : 100%	No. received: 404 (incl Parks)	% Completed: 95%	No. received: 527	% Completed: 98%	No. received: 290	% Completed: 97%
				Compliance with blue flag stds and status	Nov-08	Comment(s): Not applicable to Gansbaai		Comment(s): Not applicable to Gansbaai		Comment(s): Not applicable to Gansbaai		Comment(s): Not applicable to Gansbaai	
				During season blue flag compliance per checklist	Dec - Jan 2009	Comment(s): Not applicable to Gansbaai		Comment(s): Not applicable to Gansbaai		Comment(s): Not applicable to Gansbaai		Comment(s): Not applicable to Gansbaai	
				Maintain swimming beach facilities	Nov 2008, Mar 2009	Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): No specific swimming beach infrastructure, Stanfordsbaai maintained as picnic area, other areas have public toilets	

FUNCTIONAL / SERVICE AREA: MAINTENANCE OF MUNICIPAL SERVICES/OPERATIONAL MANAGEMENT

RESPONSIBLE MANAGER: STANFORD

**ROADS, STORMWATER
SANITATION, PARKS
SPORT GROUNDS, BEACHES**

DEFINITION OF FUNCTION: *Extension, upgrading and maintenance of infrastructure*

LINKAGE TO IDP: *Provision and maintenance of Municipal services
Provision of democratic and accountable governance
Promotion of Safe and Healthy environment*

Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator/Target	Date	COMMENTS QUARTER 4			COMMENTS QUARTER 3			COMMENTS QUARTER 2			COMMENTS QUARTER 1		
1. Municipal Transformation and Institutional Development																	
1.3 Human Resources	Batho Pele Principles	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and commit to Batho Pele Principles	Jul-08	Comply - Ongoing action			Comply - Ongoing action			Comply - Ongoing action			Comply - Ongoing action		
	TASK Job Descriptions	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR												
				Follow up with the SALGBC and the JE Committee to have these job descriptions approved	March 2008 Quarterly reports												
		Decentralised offices responsible for application of BCE iro own personnel	Daily management of leave, sick leave, training schedules, attendance at the decentralised offices	Ongoing, information to central office for database capturing within 24 hours	Quarterly reports												
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Total number of positions : 32	Number of Vacancies: 11	% Employed: 74%	Total number of positions: 32	Number of Vacancies: 9	% Employed: 84%	Total number of positions: 32	Number of Vacancies: 5	% Employed: 84%	Total number of positions: 32	Number of Vacancies: 3	% Employed: 92%

	Training	Ongoing training of personnel essential including multi-skilling to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WPSP	Sep-08	No of courses: 4	Names of Courses: -Water and Waste Water Management -Grass Management -Report Writing -Occupational Health and Safety	No of courses : 4	Names of Courses: -Chairperson & Prosecutor -FSOPM -Waste water course -ABET	No of courses : 0	Names of Courses:	No of courses: 26	Names of Courses: -DRUG & ALCOHOL ABUSE -Occupational Health and Safety
	Customer Care	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests with 14 days	QRs	No. received: 10	% Completed: 100%	No. received: 7	% Completed: 100%	No. received: 5	% Completed: 100%	No. received: 0	% Completed: 0%
2. Service Delivery & Infrastructure													
2.1 Capital Projects	Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant / other funds received, project planning, projected cash flow management, scheduled site meetings	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning	Effective project management of capital projects, including contract management of service providers, ensuring realisation of projected spending per quarter	12% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs	% Spending :	Comments:	% Spendi ng:	Comments:	% Spendi ng:	Comments:	% Spend ing:	Comments: Most of the projects started off well in terms of specified time frames.
		Responsibility of MM to ensure capital spending is in line with the capital budget and the SDBIP. Current spending 91% of capital budget by June 2008	Monthly and quarterly monitoring of targets as set	40% spending iro capital budget with full quality, cost, time and health and safety control exercised	2nd Quarter - QRs	% Spending :	Comments:	% Spendi ng:	Comments:	% Spendi ng:	Comments: All capital projects are on track.	% Spend ing: :	Comments:
				75% spending iro capital budget with full quality, cost, time and health and safety control exercised	3rd Quarter - QRs	% Spending :	Comments:	% Spendi ng:	Comments:	% Spendi ng:	Comments:	% Spend ing: :	Comments:
				98% spending iro capital budget with full quality, cost, time and health and safety control exercised	4th Quarter - QRs	% Spending :	Comments:	% Spendi ng:	Comments:	% Spendi ng:	Comments:	% Spend ing: :	Comments:
2.2 Maintenance Projects	O & M Information System	All maintenance projects and routine maintenance linked to EMIS	All requests, complaints, etc. daily captured on EMIS and EMIS used to measure performance and trends	Daily capturing	Ongoing, QRs	No. received: 858	% Comple ted: 99.88%	No. received: 813	% Comple ted: 100%	No. received: 990	% Comple ted: 97%	No. received: 911	% Completed: 96%

2.3 Water Services	Water Quality	Clean potable water provided	Water quality compliant with SANS 241	Water quality sampling regime maintained and laboratory results reported on	Ongoing, QRs	Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards	
	Effluent Quality	Permit conditions to be adhered to	Effluent quality compliant with permit conditions and Govt Notice No. 9225 (18/05/1984)	Effluent quality sampling regime maintained and laboratory results reported on	Ongoing, QRs	Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards		Comment(s): Comply with standards	
	Water Supply Provision	Limited services interruption	Water interruptions minimised	Prolonged (12 hours) water supply interruptions fewer than 3 times per annum.	Ongoing, QRs	Number: None	Comments:	Number: :	Comments:	Number: none	Comments:	Number: none	Comments:
	Sanitation Services	Minimum interruptions due to sewer blockages and related problems	Sewerage blockages and other interruptions minimised	At least 90% of works orders completed within 21 days of receipt (including routine maintenance)	Ongoing, QRs	No. received: 812	% Completed: 100%	No. received: 781	% Completed: 100%	No. received: 965	% Completed: 98%	No. received: 893	% Completed: 97%
2.4 Waste Services	Removal services	Waste removal services in all formal towns but lack of services in certain neighbourhoods	Effective waste removal services & monthly record keeping thereof	Ongoing removal services, monthly monitored and database kept updated. 90% of works orders (including routine maintenance) completed in 21 days. 5% re-scheduling of waste removal times	Monthly, QRs	No. received: 2	% Completed: 100%	No. received: 1	% Completed: 100%	No. received: 1	% Completed: 100%	No. received: 0	% Completed: 0
	Adherence to legislation	Refuse removal services at parks, open spaces Solid waste by-laws in place	Effective services in place of municipal ownership By-laws iro solid waste enforced	Routine removal once per week and municipal grounds at least once per quarter By-laws iro solid waste enforced specifically wrt usage of baboon proof bins in affected areas	Quarterly, QRs Ongoing, QRs	Comment(s): Illegal dumping managed on a weekly basis until transfer station completed.		Comment(s): Illegal dumping managed on a weekly basis until transfer station completed.		Comment(s): Problems experienced with illegal dumping of refuse along the road up to the refuse dump. Law Enforcement was requested to attend to the problem. Comment(s): This is taken care of by Law Enforcement when required		Comment(s): Periodic unauthorized dumping of refuse takes place from time to time. Comment(s): This is taken care of by Law Enforcement when required	
2.7 Transport, Roads & Stromwater	Road Maintenance	Road repair services in all formal towns	Effective road repair services & monthly record keeping thereof	Ongoing road repair services, monthly monitored and database kept updated. 90% of works orders (including routine maintenance) completed in 21 days.	Monthly, QRs	No. received: 33	% Completed: 96.9%	No. received: 20	% Completed: 100%	No. received: 10	% Completed: 90%	No. received: 9	% Completed: 44%

		Roads for maintenance identified		Bi-annual grading of all unpaved main roads	Oct 2008, March 2009	Comment(s): Completed in June.		Comment(s): Can only be done after completion of stormwater & sewerage capital projects.		Comment(s): Due to the difficulty in obtaining a grader roads could only be graded early December 08.		Comment(s): Problems was experienced with the availability of a grader.	
		Service provider appointed		Reseal programme for roads as per the Pavement Management System and approved work schedule	Ongoing, QRs	Comment(s): Completed		Comment(s): Contractor held up in other towns. Will be done during 4th quarter.		Comment(s): The contractor will start in Stanford during the third quarter.		Comment(s): The contractor will start working in Stanford during the third quarter.	
	Storm water Network	Storm water network to be well maintained	Effective storm water maintenance & monthly record keeping thereof	Ongoing maintenance services, monthly monitored and database kept updated. 90% of works orders (including routine maintenance) completed in 21 days.	Monthly, QRs	No. received: Part of roads	% Completed:	No. received: Part of roads	% Completed:	No. received: Part of roads	% Completed:	No. received: Part of roads statistics	% Completed:
				Bi-annual maintenance of all catch pits and open storm water system	Nov 2008, May 2009	Comment(s): Cleaned during May/June.		Comment(s): Cleaned during March/April		Comment(s): Comply with standards		Comment(s): Comply with standards	
2.20 Sport & Recreation	Beaches	Beaches to be well maintained	Effective beach maintenance programme & monthly record keeping thereof	Ongoing, monthly monitored and database kept updated. 90% of works orders (including routine maintenance) completed in 21 days.	Monthly, QRs	No. received: 11	% Completed: 100%	No. received: 11	% Completed: 100%	No. received: 14	% Completed: 93%	No. received: 9	% Completed: 67%
				Compliance with blue flag standards and status	Nov-08	Comment(s): N/A		Comment(s): N/A		Comment(s): Not applicable		Comment(s): Not applicable	
				During season blue flag compliance per checklist	Dec - Jan 2009	Comment(s): N/A		Comment(s): N/A		Comment(s): Not applicable		Comment(s): Not applicable	
				Maintain swimming beach facilities	Nov 2008, Mar 2009	Comment(s): N/A		Comment(s): N/A		Comment(s): Not applicable		Comment(s): Not applicable	

FUNCTIONAL / SERVICE AREA: HOUSING AND SOCIAL UPLIFTMENT RESPONSIBLE MANAGER: B VON DURING														
DEFINITION OF FUNCTION: <i>To facilitate and maintain sustainable low cost housing development in the Overstrand and do develop and enabling environment for social housing opportunities within our IDP</i>														
LINKAGE TO IDP: <i>Promotion of tourism and economic development</i>														
<i>Provision of democratic and accountable governance</i>														
Key Performance Area	Related Goal/Program	Baseline	Outputs	Perf. Indicator /Target	Date	COMMENTS QUARTER 4		COMMENTS QUARTER 3		COMMENTS QUARTER 2		COMMENTS QUARTER 1		
1. Municipal Transformation and Institutional Development														
1.3 Human Resources	<i>Training</i>	Ongoing training of personnel essential including multi-skilling to fill in for absentees	Well trained staff, effective waste services delivery	Related skills needs and courses identified and included in WPSP	Sep-08	No of courses: 2	Names of Courses: -Project Management		No of courses: 3	Names of Courses: -FSOPM -GRAP training -Chairperson & Prosecutor		No of courses:	Names of Courses:	
	<i>Customer Care</i>	Responsive to residents' queries, requests	Response to all citizen complaints/enquiries within acceptable period	Daily recording of enquiries/requests on EDMS/EIMS, incoming mail within 24 hours to central registry & response to consumer/public enquiries/requests with 14 days	QRs	No. received: 0	% Completed: %	No. received: 28	% Completed: 100%	No. received:	% Completed:	No. received: 39	% Completed: 105%	
	<i>Batho Pele Principles</i>	Ongoing buy-in to Batho Pele Principles	Unpacking of BP Principles	Each manager to ensure staff understand and committed to Batho Pele Principles	Jul-08	Comply - Ongoing action		Comply - Ongoing action		Comply - Ongoing action		Comply - Ongoing action		
	<i>TASK Job Descriptions</i>	Job descriptions 95% finalised - new appointees outstanding	Finalised job descriptions submitted to the Job Evaluation Committee	Liaise and work with Directors to finalise and submit outstanding job descriptions to the JE Committee	Sept 2008 QR									
				Follow up with the SALGBC and the JE Committee to	March 2008 Quarterly									

				have these job descriptions approved	reports												
		Decentralised offices responsible for application of BCE iro own personnel	Daily management of leave, sick leave, training schedules, attendance at the decentralised offices	Ongoing, information to central office for database capturing within 24 hours	Quarterly reports												
	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly, QRs	Total number of positions: 10	Number of Vacancies: 4	% Employed: 60%	Total number of positions: 10	Number of Vacancies: 2	% Employed: 82%	Total number of positions: 10	Number of Vacancies: 2	% Employed: 80%			
1.9 Municipal Buildings	Maintenance	Ongoing maintenance of municipal buildings	Effective maintenance to keep municipal buildings in a good condition	Ongoing maintenance and renovations as budgeted for the financial year	Ongoing, QRs	Budgeted amount: R9000,00.00		% Spend: 98%	Budgeted amount: R9000,00.00		% Spend: 25%	Budgeted amount:	% Spend:	Budgeted amount:	% Spend:		

2. Service Delivery & Infrastructure

2.1 Capital Projects	<u>Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant / other funds received, project planning, projected cash flow management, scheduled site meetings</u>	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning	Effective project management of capital projects, including contract management of service providers, ensuring realisation of projected spending per quarter	12% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:	Awaiting outcome of court case
		Responsibility of MM to ensure capital spending is in line with the capital budget and the SDBIP. Current spending	Monthly and quarterly monitoring of targets as set	40% spending iro capital budget with full quality, cost, time and health and safety control exercised	2nd Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:	

		91% of capital budget by June 2008												
				75% spending iro capital budget with full quality, cost, time and health and safety control exercised	3rd Quarter - QRs	% Spending:	Comments:	% Spending: 29%	Comments: Contract with implementing agent to be signed.	% Spending:	Comments:	% Spending:	Comments:	
				98% spending iro capital budget with full quality, cost, time and health and safety control exercised	4th Quarter - QRs	% Spending: 98%	Comments:	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:	
2.9 Housing	Housing plan	Housing sector plan to form part of the IDP, inclusive of all needs and financial projections	Housing plan as part of the reviewed IDP incl. reference to innovative thinking around cost and environmentally friendly alternatives.	Secure assistance from DLGH	Aug-08		Being done in partnership with Province as one of 6 Municipalitie's in Western Cape best project. Included in the Spatial Development Framework.		Being done in partnership with Province as one of 6 Municipalitie's in Western Cape best project.				5year Housing Plan submitted with IDP	
				Housing sector plan as part of final draft IDP	Mar-09		In corporation with Province.						Future date	
				Housing sector plan as part of approved IDP and linked to budget	May-09		In corporation with Province.						Future date	
	Accreditation	Municipality not accredited to perform housing function	Accreditation to Dept of Housing applied for	Housing KPIs & Targets incl in PMS & SDBIP	Jun-09		Comment(s): Complied	Comment(s):	Comment(s):	Comment(s):	Comment(s):	Comment(s):	Future date	
				Regular reporting on progress	QRs		Application pending at province	Application pending at province					Application with Province	
	New housing developments	Administration, public participation and liaison processes iro new developments	Successful handling of new projects iro all legal processes from application to completion	Bi-annual submission of project applications to provincial dept	QRs		Ongoing, with DORA approval.	Ongoing					Projects supported by Council submitted for approval.	
				Social compact per project within 30 days of request.	QRs	18 meetings	9 = Stanford 9 = Kleinmond	4 meetings	3 = Stanford 1 = Kleinmond				4 meetings	Social Compact for Betty's Bay project

				monthly meetings incl agendas and minutes until completion													
	Applications	Handle administration and verification of applications	Effective administration of applications and operational verification processes	Daily recording of applications and verification of waiting list applicants annually by Sept	QRs	Ongoing			Ongoing						To be verified and signed off by Area Managers		
	Further Development	Upon request from nat/prov govt, assistance with initiatives to stimulate further development	Effective participation in and/or completion of campaigns, surveys, etc.	Handling of campaigns, surveys, programmes, compilation of business plans as requested and within affordable limits or funding provided	QRs	HCE Training PROJECT: SURVEY: BACK YARD DWELLERS IN OVERSTRAND			HCE Training						Housing consumer education in progress.		
	Informal Settlements	Illegal squatting to be managed through daily monitoring and community consultation	Effective management of informal settlements	Monitoring and contract management of the service provider managing the informal settlements	Monthly, QRs										Daily basis		
				Monthly consultation with committees of the 8 informal settlements	Monthly, QRs	6 meetings	2 = Tsepe-Tsepe 2 = Overhills 2 = Spunzana								5 meetings	As need arise	
				Up to date record-keeping of residents and structures	Monthly, QRs	No of informal unit (beginning of financial year:	Movement in quarter :	Cumulative Total:	No of informal unit (beginning of financial year:	Movement in quarter :	Cumulative Total:	No of informal unit (beginning of financial year:	Movement in quarter :	Cumulative Total:	No of informal unit (beginning of financial year:	Movement in quarter:	Cumulative Total:
						2834	2	2836	2834	0	2834				2834	0	2834
	Rental Stock	The deadline for transfer of stock must be extended given the problems experienced, e.g. ±200 houses of which costs exceed the subsidy	Effective management of rental stock and transfer process completed by Dec 2008	Introduce an incentive for tenants to take over ownership and to mitigate the loss of rates and taxes	Aug-08				Part of phasing out programme. Waiting for rate clearance.						Property in Hawston still to be transferred by Province. Deed of sales completed and documentation with Attorneys.		

	Staff Management	Directors responsible for optimum functioning of staff, motivation of staff and promoting good relations amongst staff	Well functioning staff establishment	Ongoing management of staff	Monthly , QRs	Total number of positions: 19	Number of Vacancies: 0	% Employed : 100%	Total number of positions : 19	Number of Vacancies: 2	% Employed : 90%	Total number of positions : 20	Number of Vacancies: 2	% Employed: 90%	Total number of positions: 20	Number of Vacancies: 7	% Employed: 65%
1.5 Skills Development	Needs Analysis	All directorates must identify the training needs of their staff and provide such to Management Services to include on an annual basis in the WPSP submitted to the SETA and serving as the base document of courses' initiation	Participation in training audit updates, using performance management as an identifying factor of training needs and making inputs as required into the WPSP			Comment(s): On job training		Comment(s):		Comment(s):		Comment(s): -Recruitment and Selection -Occupational Health -GRAP					
				Annual audit to ensure integrity of the system	Jun-09	Comment(s): Complied		Comment(s):		Comment(s):		Comment(s): Comply					
1.8 ICT		All directorates handling complaints/queries/request regarding services linked to EMIS have the responsibility to capture the data required on a daily basis and report monthly thereon	Daily and monthly inputs into the system and reporting thereon to identify performance, non-performance, trends and other essential management information	Daily inputs and monthly reporting ongoing	Monthly, QRs	Comment(s): 99% Work orders completed.		Comment(s):		Comment(s):		Comment(s): Comply					
				Daily updating of database	Ongoing	Comment(s): -Addressed the backlog in the system.		Comment(s):		Comment(s):		Comment(s): Comply					
				Daily monitoring of performance	Monthly , QRs	No. received: 14583	% Completed 98.75%	No. received:	% Completed :	No. received:	% Completed :	No. received:	% Completed:				

2. Service Delivery & Infrastructure													
2.1 Capital Project s	<u>Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant/ other funds received. project planning, projected cash flow management scheduled site meetings</u>	Overstrand has a large number of capital projects mostly iro community services and infrastructure and planning Responsibility of MM to ensure capital spending is in line with the capital budget and the SDBIP. Current spending 91% of capital budget by June 2008	Effective project management of capital projects, including contract management of service providers, ensuring realisation of projected spending per quarter Monthly and quarterly monitoring of targets as set	12% spending iro capital budget with full quality, cost, time and health and safety control exercised	1st Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:
				40% spending iro capital budget with full quality, cost, time and health and safety control exercised	2nd Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:		
				75% spending iro capital budget with full quality, cost, time and health and safety control exercised	3rd Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:		
				98% spending iro capital budget with full quality, cost, time and health and safety control exercised	4th Quarter - QRs	% Spending:	Comments:	% Spending:	Comments:	% Spending:	Comments:		
2.22 Local Labour Promotion Project s	LLPP	Local Labour Promotion Project concept in place for delivery of projects	List of identified projects	Identification projects from capital/operational budget	May-09	Number : 6	Comments:	Number:	Comments:	Number: 7	Comments:	Number: 15	Comments: 30% complete. These project were roll-over projects and therefore it was prioritise to be completed first.

CAPITAL BUDGET 2008/2009**ANNEXURE A**

Admin Area	Local Area	Project	Project Manager	COUNCIL FUNDED	AD-HOC (EXTERNAL)	TOTAL	EXPENDITURE 20090331			4th Q	COMMENTS: 4TH QUARTER APRIL-JUNE 09	3rd Q	COMMENTS: QUARTER MARCH 09	3RD JAN-	2nd Q	COMMENTS: QUARTER 08	2ND OCT-DEC	1st Q	COMMENTS: QUARTER Sept. 08	1ST JULY-				
							ACTUAL	SHADOW	TOTAL												%	%	%	%
PROPERTY SERVICES				3 163 000	0	3 163 000	1 664 943	1 110 362	2 775 305	88%		19%		7%			3%							
OS	OVERST RAND	UPGRADE CONTROL ROOM - ENLARGE OFFICE	K ARENDSE	50 000		50 000	46 285	0	46 285	93%	Completed	93%	Completed	90%	100% COMPLETED	0%	90% Budget Spent							
OS	OVERST RAND	INSTALLATION - KITCHEN & TOILET	K ARENDSE	50 000		50 000	28 908	0	28 908	58%	Completed	58%	Completed	41%	100% COMPLETED	0%	Budget has been re-allocated to control room							
OS	OVERST RAND	STEEL SHELVES : ARCHIVE STORAGE	H VAN TONDER	0		0	0	0	0	0%		0%	Money transferred to savings	1%	Money transferred to savings	1%								
OS	OVERST RAND	TRUCK PORTS (X7)	P BURGER	178 000		178 000	177 800	0	177 800	100%	Completed	100%	Completed	91%	Completed	0%	Tender awarded.							
ST	STANFORD	RELOCATION OF MUNICIPAL STORE	F BRAND	350 000		350 000	127 575	0	127 575	36%	Used for acquiring of new municipal stores	1%	Will commence after Elections.	0%	Funds will be used to build new community hall	0%	Awaiting breakdown of quote from Siteform to see how money can be spent.							
HM	HERMANUS	UPGRADE OFFICES	M HENDRIKS	295 000		295 000	274 188	12 477	286 665	97%		84%	Upgrading in process	87%	90% Complete	87%	M. Hendricks work in progress							
GB	BUFFEL SJACHTS	SECURITY FENCING - COMMUNITY HALL	D CRAFFORD	80 000		80 000	79 973	0	79 973	100%	Completed	100%	Completed	98%	Project completed	19%	Project in process							
HM	HERMANUS	MARKET SQUARE - UPGRADE FACILITIES	S MULLER	2 000 000		2 000 000	902 758	1 097 285	2 000 043	100%	Completed	1%	Construction to start in May 2009	0%	Final layout expected 01/09, detail design 02/09, tender 03/09, construction 04/09 to 09/09.	0%	Beginning stages of project							
HM	HERMANUS	STORES: HERMANUS	H KLEINLOOG	0		0	0	0	0	0%		0%	Funds transferred to operational budget	0%										
HM	HERMANUS	ELEVATOR - AUDITORIUM	D VAN VUUREN	130 000		130 000	1 579	600	2 179	2%	Project terminated	0%	Re-advertise	0%										
HM	FISHERHAVEN	SLIPWAY - FISHERHAVEN	D VAN VUUREN	0		0	0	0	0	0%	Money re-allocated	0%	Money re-allocated	0%	AWAITING PLAN FROM CAPE NATURE	0%	Awaiting plans							
KM	KLEINMOND	BUILDING NEXT TO CRASULA FOR FIRE EQUIPMENT	R JACOBS	30 000		30 000	25 877		25 877	86%	Completed	0%	Quotations process completed											
HM	HERMANUS	STORE FOR REFUSE PERSONNEL	P BURGER	0		0	0		0			0%	TENDERS OPENED: R140000-MEMO TO MAYOR	0%	ADVERTISING WEEK 26/1/09									
INFORMATION & COMMUNICATIONS TECHNOLOGY				2 962 715	0	2 962 715	1 209 680	950 808	2 160 489	73%		31%		27%			2%							
OS	OVERST RAND	UPGRADE PHONE SYSTEM	K ARENDSE	87 715		87 715	0	87 715	87 715	100%	Completed	0%	Quotations have been obtained. Orders will be made out before 30 May 2009	0%	WILL BE COMPLETED DURING MARCH 09	0%	Will attend demonstration soon							
OS	OVERST RAND	UPGRADE CCTV SYSTEM	K ARENDSE	0		0	0	0	0			0%	Quotations have been obtained. Orders will be made out before 30 May 2010	0%	WILL BE COMPLETED DURING MARCH 09	0%	Will attend demonstration soon							
OS	OVERST RAND	FIRE SAFE, AIR CON'S & ACCESS CONTROL AREA SERVER ROOMS	E MULLER	375 000		375 000	173 248	14 232	187 480	50%		50%	In process	50%	Awaiting quotations	0%	Quotations received.							
ST	STANFORD	STANFORD SERVER ROOM	E MULLER	100 000		100 000			0	0%		0%	In process	95%										
OS	OVERST RAND	REPLACE OUTDATED IT INFRASTRUCTURE EQUIPM.	E MULLER	610 000		610 000	308 995	248 878	557 874	91%	Completed	91%	Completed	0%	100% Complete	13%	Procurement in progress							
GB	GANSBAAI	ICT CONTAINER - RADIO EQUIPMENT	E MULLER	90 000		90 000		0	0	0%		0%	In process											
OS	OVERST RAND	STABILISATION OF ELECTRICITY	E MULLER	1 700 000		1 700 000	727 437	599 983	1 327 420	78%		13%	Contractor appointed. Will be completed.	0%	Tender to be awarded 30/01/2009. 12 Weeks completion.	0%	Included in Infra. Dev. Tender							
LOCAL ECONOMIC DEVELOPMENT				0	0	0	0	0	0	0%		0%		0%			0%							
HM	HAWSTON	DEVELOPMENT OF HAWSTON BUSINESS INDUSTRIAL SITES	S MADIKANE	0		0	0	0	0	0%		0%	To be incorporated with NDPG Grant	0%	PLANNING ,TECHNICAL & ARCHITECTURAL DRAWING IN PROGRESS	0%								

COMMUNITY BUILDINGS		8 161 197	694 435	8 855 632	7 182 630	161 870	7 344 500	83%	65%	35%	10%						
GB	BLOMPARK	COMMUNITY CENTRE	F MYBURGH	1 120 000	1 120 000	1 111 424	0	1 111 424	99%	100%	Project is 80% completed	1%	Tender awarded. Budget was increased.	1%	Tender received - insufficient funds		
GB	GANSBAAI	BEEHIVE FACILITY	S MADIKANE	0	0	0	0	0	0%	0%	Consultant appointed	0%	Tender awarded. Budget was increased.	0%	PLANNING ,TECHNICAL & ARCHITECTURAL DRAWING IN PROGRESS		
GB	BAARDSKEERDERSBOS	COMMUNITY CENTRE	F MYBURGH	310 000	310 000	309 177	0	309 177	100%	100%	Project is 100% completed.	81%	In progress-Project will be completed by end February 2009	3%	Tender awarded - project in process		
ST	STANFORD	COMMUNITY CENTRE	P FERREIRA	1 681 300	1 681 300	35 290	0	35 290	2%	1%	Funds utilised to buy new premises for municipal stores	1%	Busy with extension of existing tender.	0%	Plans drawn up		
ST	STANFORD	TAXI RANK & ECONOMIC ENTERPRISE CENTRE	S MADIKANE	0	0	0	0	0	0%	0%	Consultant appointed	0%		0%	PLANNING ,TECHNICAL & ARCHITECTURAL DRAWING IN PROGRESS		
HM	MOUNT PLEASANT	TOILETS AT GRAVEYARD	D VAN VUUREN	207 754	207 754	200 576	7 177	207 753	100%	89%	Completed	100%	100% Completed	91%	100% COMPLETED	8%	Will be completed end November 2008
HM	MOUNT PLEASANT	CHANGING ROOMS AT SPORTS GROUNDS	K ARENDSE	178 075	178 075	177 091	171	177 262	100%	99%	Completed	100%	Completed	100%	COMPLETED	100%	Will be completed mid December 2008
HM	MOUNT PLEASANT	MOUNT PLEASANT SELFBOU STORE	K ARENDSE	98 200	98 200	97 110	0	97 110	99%	99%	Completed	99%	Completed	99%	100% COMPLETED	96%	Completed
HM	ZWELIHLIHLI	YOUTH CENTRE	D VAN VUUREN	132 114	132 114	132 113	0	132 113	100%	26%	Application for Lotto funds.	0%	Plans completed and accepted by Ward committees and youth	0%	APPOINTING ARCHITECTS	0%	Youth Involvement
HM	ZWELIHLIHLI	YOUTH CENTRE	D VAN VUUREN	0	0	0	0	0	0%	0%	Application for Lotto funds.	0%	Plans completed and accepted by Ward committees and youth	0%	APPOINTING ARCHITECTS	0%	Youth Involvement
HM	ZWELIHLIHLI	ZWELIHLI BEEHIVE	S MADIKANE	120 000	120 000	467 365	0	467 365	389%	248%		389%	To be completed in alignment with NDPG	1%	PLANNING ,TECHNICAL & ARCHITECTURAL DRAWING IN PROGRESS		
HM	ZWELIHLIHLI	ABLUTION BLOCKS -TRANSIT CAMP	D VAN VUUREN	400 000	400 000	384 883	5 688	390 571	98%	44%	Completed	44%	Transit Ablution blocks will be completed by 30 May 2009. 60% Complete				
HM	SANDBAAI	SANDBAAI Hall	J SIMSON	600 000	600 000	579 756	15 705	595 460	99%	91%	Busy with landscaping	88%	Making the chimney higher and busy with landscaping	48%	Work in progress		
HM	ONRUS	ONRUS CARAVANPARK -ABLUTIONS	K ARENDSE	403 600	403 600	399 394	0	399 394	99%	98%	100% Completed	98%	100% Completed	93%	98% COMPLETED	31%	Will be completed mid December 2008
HM	HAWSTON	HAWSTON MULTI PURPOSE CENTRE	K ARENDSE	47 865	694 435	742 300	494 770	127 286	622 055	84%	40%	Amphitheatre will be completed by 30 April 2009	23%	AMPHI THEATRE 70% COMPLETED. COMMENCE WITH COFFE SHOP/OFFICES.	1%	Project commenced Sept 08	
KM	KLEINMOND	PUBLIC TOILETS - HARBOUR	C JONKHEID	168 000	168 000	162 936	0	162 936	97%	55%	Project fully completed. R82 000 transferred to Comm Hall Pringle Bay.	33%	Project fully completed. R82 000 transferred to Comm Hall Pringle Bay.	11%	Building plan -compiled by archaeological and heritage architects approved.		
KM	BETTY'S BAY	PUBLIC TOILETS - BEACH BOULEVARD	C JONKHEID	13 200	13 200	13 200	0	13 200	100%	100%	Project fully completed.	0%	Upgrading not possible. Facility within 100m of high water mark. Contractor appointed to demolish buildings after consultation with Ward Councillor				
KM	KLEINMOND	CLASS ROOM - JANA SCHOOL	C JONKHEID	90 000	90 000	88 786	0	88 786	99%	98%	Completed	82%	LLPP: Building work completed. Busy with internal work, ceilings, paint work, and finishing off work.	0%	To be exercised as LLPP		
KM	KLEINMOND	UPGRADE TOWN HALL - FLOOR & VERANDAH PARTITIONS	C JONKHEID	120 000	120 000	119 900	90	119 990	100%	100%	Completed	99%	Completed	74%	Project underway - satisfactory progress		
KM	KLEINMOND	EXTENSION OF MUNICIPAL TRAFFIC OFFICES	C JONKHEID	500 000	500 000	467 043	5 030	472 073	94%	73%	Completed	2%	Project 75% completed. Upgrading existing building to commence 04/09	1%	Tender awarded. Appeal period expires 2/2/09		
KM	BETTY'S BAY	UPGRADE CRUSULA HALL	C JONKHEID	164 789	164 789	151 981	723	152 703	93%	85%	Completed	61%	LLPP: External stoep. Laying of floor tiles in progress. Internal tiles in kitchen is underway. Security gates, window shutters to be fixed	94%	LLPP project - Finishing off work underway		
KM	PRINGLE BAY	COMMUNITY HALL	C JONKHEID	1 556 300	1 556 300	1 540 585	0	1 540 585	99%	100%	Completed	2%	Project 25% completed. Foundation, floor and wall completed. Construction on roof commenced on 14 April 2009	1%	Tender at invitations closing date 30/1/09		

KM	MOOIUIT SIG	PRE SCHOOL BUILDING	M BARTMAN	250 000		250 000	249 250	0	249 250	100%	Completed	94%	99% Completed	50%	LLPP: Under construction. 60% Completed	0%	Start date 12/11/2008. Will be completed end January 2009
HOUSING				0	7 223 472	7 223 472	1 654 929	78 879	1 733 808	24%		1%		0%		0%	
OS	OVERSTRAND	OVERSTRAND HOUSING	B VON DURING	0	0	0			0	0%		0%	Implementing agent appointed for specific projects, envisaged to start by 4 May 09	0%	Awaiting outcome of court case	0%	Court case in process, awaiting judgement.
KM	KLEINMOND	KLEINMOND PROVINCIAL GRANT	B VON DURING	5 650 560	5 650 560	160 896	0	160 896	3%		2%	Implementing agent appointed for specific projects, envisaged to start by 4 May 09	0%		0%		
KM	KLEINMOND	KLEINMOND HOUSING (CSIR GRANT)	B VON DURING	0	0			0	#DIV/0!		0%	Implementing agent appointed for specific projects, envisaged to start by 4 May 09	0%	Awaiting outcome of court case	0%		
ST	STANFORD	STANFORD PROVINCIAL GRANT	B VON DURING	1 572 912	1 572 912	1 494 033	78 879	1 572 912	100%		0%	Implementing agent appointed for specific projects, envisaged to start by 4 May 09	0%		0%		
SPORT & RECREATION				1 485 031	844 000	2 329 031	2 258 562	53 960	2 312 522	99%		92%		85%		89%	
HM	MOUNT PLEASANT	MOUNT PLEASANT SWIMMING POOL	D HENDRIKS	84 500	844 000	928 500	932 676	0	932 676	100%	Completed	89%	First phase will be completed by 30 May 2009. Second phase of construction will commence as soon as the plans have been finalised by the 15 May 2009.	73%	Under construction. LLPP to start with the building of the boundary walls and the 2nd phase of building on 9 February 2008.	19%	Under construction
HM	ONRUS	ONRUS CARAVAN PARK - Manager's house	D VAN VUUREN	476 000		476 000	475 088	0	475 088	100%	Completed	86%	Tenders received for wall	83%	TO BUILD WALL	86%	90% Completed
KM	KLEINMOND	RETAINING WALL (PALMIET LAGUNE)	M BARTMAN	750 000		750 000	740 743	0	740 743	99%	Completed	100%	Completed	100%	Completed	98%	Under construction
KM	KLEINMOND	IRRIGATION RUGBY FIELD	M BARTMAN	50 000		50 000	43 860	0	43 860	88%	Completed	88%	Completed	88%	Completed	88%	Under construction
HM	MOUNT PLEASANT		K ARENDSE	124 531		124 531	66 195	53 960	120 155	96%							
WASTE MANAGEMENT				7 552 000	0	7 552 000	2 456 319	5 137 176	7 593 495	101%		22%		6%		22%	
GB	GANSBAAI	RECYCLING SHED AT LANDFILL SITE	J VAN TAAK	1 900 000		1 900 000	360 207	1 539 793	1 900 000	100%		7%	Tenders evaluated. Adjudication 9.04.2009	0%	Tender process to start in February	0%	Consultant busy with design
GB	GANSBAAI	GANSBAAI WASTE MANAGEMENT	J VAN TAAK	2 000 000		2 000 000	1 033 534	776 041	1 809 575	90%		57%	Landscaping Tenders evaluated. Adjudication 9.04.2009 Weighbridge office to be completed end of April	20%	Building of weighbridge started 20.01.2008	84%	Weighbridge office and landscaping to start in Jan 09
ST	STANFORD	TRANSFER STATION	J VAN TAAK	1 500 000		1 500 000	479 433	1 264 738	1 744 171	116%		8%	Tenderer appointed. Busy with appeal period.	2%	Tender process to start in February	0%	Busy with EIA
HM	VOELKLIP	RECYCLING DROP OFF FACILITY	J VAN TAAK	0		0			0	0%		0%	Project cancelled for this financial year	0%	Project cancelled for this financial year.	0%	Waiting for town planning for development plan
HM	HERMANUS	PAVEMENT BINS	P BURGER	50 000		50 000	49 200	0	49 200	98%		98%	Orders placed				
HM	ZWELIHLIE	RECYCLING SHED	J VAN TAAK	2 000 000		2 000 000	443 396	1 556 604	2 000 000	100%		8%	Tenders evaluated. Judication 9.04.2009	0%	Tender process to start in February	0%	Consultant busy with design
HM	ZWELIHLIE	RECYCLING DROP OFF FACILITY	J VAN TAAK	102 000		102 000	90 549	0	90 549	89%		20%	Identification of sites for additional drop offs has been identified.	5%	Project will commence 1.02.2008	5%	Building of mini disposal sites to start soon
HM	HAWSTON	RECYCLING BUILDING	J VAN TAAK	0		0			0	0%	Project cancelled for this financial year	0%	Project cancelled for this financial year	0%	Project cancelled for this financial year.	0%	Still under consideration
SEWERAGE				18 447 300	0	18 447 300	13 868 957	4 347 876	18 216 833	99%		83%		67%		57%	
OS	OVERSTRAND	RISK REDUCTION AT PUMPSTATIONS	H BLIGNAUT	1 500 000		1 500 000	1 179 677	140 554	1 320 231	88%	Completed	28%	Tenders awarded. Generators ordered. Will be completed by June 2009	15%	Tender to be awarded on 30/01/2009. 12 Weeks completion.	15%	Busy with tender documents
GB	GANSBAAI	RETICULATION PHASE 3	D HENDRIKS	2 544 000		2 544 000	2 656 743	0	2 656 743	104%	Completed	100%	Completed	81%	Works still under construction, will be completed by 06/2009	79%	Under Construction
GB	GANSBAAI	WWTW- UPGRADE EXISTING WORKS	D HENDRIKS	1 797 400		1 797 400	169 412	1 635 058	1 804 470	100%	Completed	100%	Completed	65%	Works still under construction, will be completed by 06/2009	0%	Under Construction
ST	STANFORD	RETICULATION PHASE 2	F BRAND	3 000 000		3 000 000	2 886 621	100 442	2 987 063	100%	Completed	86%	Busy with snaglist	99%	Project is 80% completed	98%	Project 70% completed
ST	STANFORD	UPGRADE WWTW PHASE 2	F BRAND	2 345 900		2 345 900	1 079 039	1 252 461	2 331 500	99%	Completed	91%	Will be completed by 30 June 2009	16%	Project is 45% completed	6%	07/08 Balance rolled over
HM	HERMANUS	MAGNETIC OBSERVATORY	D VAN VUUREN	1 500 000		1 500 000	1 509 341	22 540	1 531 881	102%	Completed	102%	Completed	102%	Finished	97%	Finished
HM	HAWSTON	HW SEWERAGE TREATMENT PLANT - SLUDGE BEDS	D VAN VUUREN	0		0			0		Funds re-allocated	0%	Quotations too high	0%	Awaiting Plans	0%	Awaiting plans

KM	KLEINMOND	SEWERAGE RETICULATION PHASE 2 COMPLETION	M BARTMAN	3 400 000	3 400 000	3 206 789	193 211	3 400 000	100%	Completed	100%	Completed	100%	Completed	100%	95% Complete
KM	KLEINMOND	REPAIR RISING MAIN (NATURE RESERVE)	M BARTMAN	345 000	345 000	218 623	103 031	321 654	93%	Completed	44%	Completed	45%	45% completed	9%	Under Construction
KM	KLEINMOND	CHLORINATION SEWERAGE EFFLUENT	M BARTMAN	815 000	815 000	711 934	0	711 934	87%	Completed	81%	Completed	100%	Completed	100%	Under Construction
KM	BETTY'S BAY	SEWERAGE DISPOSAL PLAN IMPLEMENTATION	M BARTMAN	1 200 000	1 200 000	250 778	900 579	1 151 357	96%	95 completed	23%	Project has been postponed.	0%	Feasibility investigation and public participation completed. Construction to start in 04/09. Budget reduced to R1.2m.	0%	Busy with planning
STORMWATER				14 187 886	0	14 187 886	9 085 918	4 761 906	13 847 824	98%		66%		55%		3%
GB	GANSBAAI	STORMWATER	D CRAFFORD	500 000	500 000	499 824	256	500 080	100%	Completed	100%	Completed	100%	Completed	9%	In progress
ST	STANFORD	STORMWATER	F BRAND	900 000	900 000	899 675	325	900 000	100%	Completed	100%	Busy with snaglist	100%	Project is 60% completed	9%	Contractor already started
HM	MOUNT PLEASANT	MT PLEASANT OUTFALL TRENCH - 900 DIA	D VAN VUUREN	1 100 000	1 100 000	1 100 612	440	1 101 052	100%	Completed	100%	Completed	100%	Completed	9%	96% Complete
HM	HERMANUS	FLAT STREET - STORMWATER	D VAN VUUREN	600 000	600 000	599 703	297	600 000	100%	Completed	100%	Completed	100%	Completed	9%	Start 1/11/2008
HM	HERMANUS	STORMWATER NEW JEWISH SYNAGOGUE	D VAN VUUREN	180 000	180 000	179 911	90	180 001	100%	Completed	100%	Completed	100%		0%	Contractor Appointed
HM	ZWELIHLE	ZWELIHLE STORMWATER	D VAN VUUREN	3 867 886	3 867 886	2 979 725	880 540	3 860 265	100%	Completed. Extend R850,000	100%	75% Completed	0%		0%	Contractor Appointed
HM	ZWELIHLE	UPGRADE STORMWATER SYSTEM	P BURGER	0	0			0	0%		0%				0%	Contractor appointed
HM	ONRUS	ONRUS - STORMVOGEL RE-ROUTE	D VAN VUUREN	300 000	300 000	294 152	5 848	300 000	100%	Completed	100%	Completed	100%	Completed	9%	100% Complete
HM	HAWSTON	STORM WATER - PADDAVLEI	D HENDRIKS	4 500 000	4 500 000	1 229 963	2 937 996	4 167 959	93%		31%	Tenders to be awarded by 24 April 2009. Anticipated completion date for phase 1 will be mid September 2009.	0%	Waiting for environmental authorisation, expected in Feb 09, Tenders will be invited in February 2009.	0%	Work commence Nov 08
HM	FISHERHAVEN	FISHERHAVEN - STORMWATER	D VAN VUUREN	470 000	470 000	468 574	1 426	470 000	100%	Completed	100%	Completed	100%	Completed	9%	Work commence Nov 08
HM	HAWSTON	HAWSTON MPC - STORMWATER AND ENTRY ROAD	D VAN VUUREN	270 000	270 000	256 356	12 110	268 466	99%	Completed	91%	Completed	100%	START FEB 2009	10%	Contractor Appointed
HM	HAWSTON	HAWSTON STORMWATER - RETENTION DAM	D VAN VUUREN	100 000	100 000	88 305	11 696	100 001	100%	Completed	100%	Start May 2009	0%			
KM	SPRINGLE BAY	STORM WATER CBD	M BARTMAN	900 000	900 000	144 614	755 386	900 000	100%	Completed	4%	Contract awarded, construction to start 28 April 09	0%	Tenders advertised 16 Jan 09		
KM	BETTY'S BAY	STORMWATER PLAN IMPLEMENTATION PHASE 2	M BARTMAN	500 000	500 000	344 504	155 496	500 000	100%	Completed	0%	Contract awarded, construction to start 28 April 09	0%	Tenders advertised 16 Jan 09		
ROADS & SIDEWALKS				20 865 000	0	20 865 000	17 525 568	2 916 348	20 441 916	98%		66%		58%		11%
OS	OVERSTRAND	HERMANUS SSK VERBYPAD	S MULLER	6 500 000	6 500 000	5 642 314	803 963	6 446 277	99%		23%	Tender went out on 17 April 2008	100%	Environmental Authorisation received 09/08. Four appeals lodged with MEC.	0%	Busy with appeal against ROD
GB	GANSBAAI	TARRING OF STREETS	D CRAFFORD	1 250 000	1 250 000	1 249 720	0	1 249 720	100%		80%	Contractor on programme	94%	Contractor busy with project	0%	Contractor appointed
ST	STANFORD	TARRING OF STREETS	F BRAND	800 000	800 000	701 765	14 511	716 276	90%	Completed	91%	Contractor busy with snaglist	17%	Project is 45% completed	0%	Project awarded 10/10/08
ST	STANFORD	SIDEWALKS	F BRAND	300 000	300 000	267 346	32 503	299 849	100%	Completed	102%	Contractor busy with snaglist	100%	Project is 50% completed	0%	Project awarded 10/10/08
HM	MOUNT PLEASANT	MP - STREET TARRING - PREVENTATIVE SIDE WALKS	D VAN VUUREN	400 000	400 000	379 456	18 245	397 701	99%	Completed	93%	Completed	100%	Completed	9%	Contractor appointed
HM	MOUNT PLEASANT	MP - RELIEF ROAD SCHULPHOEK TO SWARTDAM RD.	D VAN VUUREN	950 000	950 000	327 104	612 107	939 211	99%	Completed	93%	Cables to be moved	100%	START JAN 2009	9%	Contractor appointed
HM	MOUNT PLEASANT	MOUNT PLEASANT (LOWER) - SIDEWALKS	D VAN VUUREN	200 000	200 000	189 675	9 120	198 795	99%	Completed	93%	Completed	100%	Completed	9%	Contractor appointed
HM	MOUNT PLEASANT	MP - SIDEWALK - ANGELIER STR PEDESTRIAN SAFETY	D VAN VUUREN	180 000	180 000	170 702	8 208	178 910	99%	Completed	100%	Completed	100%	Completed	9%	Contractor appointed

HM	HERMANUS	HERMANUS SIDEWALKS	D VAN VUUREN	400 000	400 000	379 492	18 247	397 739	99%	Completed	76%	Completed	100%	90% Completed	9%	Contractor appointed	
HM	WESTDE NE	SIDEWALKS - INDUSTRIA ROAD	D VAN VUUREN	290 000	290 000	275 105	13 228	288 333	99%	Completed	55%	Completed	100%	Balance of contract price on shadow account	9%	Contractor appointed	
HM	WESTDE NE	KERBS & EDINGS - INTERNAL ROADS	D VAN VUUREN	70 000	70 000	66 386	3 192	69 578	99%	Completed	79%	Completed	100%	Balance of contract price on shadow account	9%	Contractor appointed	
HM	ZWELIHL E	TARRING OF ROADS - KWASA-KWASA	D VAN VUUREN	1 500 000	1 500 000	1 327 221	168 042	1 495 263	100%	Completed	77%	25% complete	100%		0%	Contractor appointed	
HM	ZWELIHL E	MANDELA SQUARE - BUILDING ROADS (GRAVEL)	D VAN VUUREN	300 000	300 000	40 249	255 333	295 582	99%	Completed	92%	Survey done	100%	Start Jan 2009	9%	Contractor appointed	
HM	ZWELIHL E	STREET NAMES	D VAN VUUREN	100 000	100 000	108 218	0	108 218	108%	Completed	108%	Completed	93%	In Progress	9%	Contractor appointed	
HM	SANDBA AI	SANDBAAI - TARRING OF 3 KM STREETS	D VAN VUUREN	3 800 000	3 800 000	2 907 499	893 522	3 801 021	100%	Completed	95%	40% Completed	100%	Start March 2009	0%	Contractor appointed	
HM	SANDBA AI	TARRING OF STREETS - DE VILLIERS ST	D VAN VUUREN	150 000	150 000	150 000	0	150 000	100%	Completed	100%	Completed	100%	Finished	10%	Contractor appointed	
HM	ONRUS FISHERH AVEN	ONRUS - HOOFWEG SYPAADJIE FISHERHAVEN - BROADWAY SHARPIE STREET	D VAN VUUREN	320 000	320 000	303 675	14 481	318 156	99%	Completed	17%	Completed	100%	Start Feb 2009	100%	Complete	
HM	FISHERH AVEN	FISHERHAVEN - BROADWAY SHARPIE STREET	D VAN VUUREN	480 000	480 000	455 373	21 739	477 112	99%	Completed	71%	60% Completed	100%	Start Feb 2009	9%	Contractor appointed	
HM	HAWSTON	HAWSTON - CIRCLES	D VAN VUUREN	500 000	500 000	210 469	29 907	240 376	48%	Completed	17%	Will commence 20 April 2009. Will be completed in June 2009.	0%	Lipp	9%	Contractor appointed	
KM	ROOIEL S	NEW ROAD SURFACES	M BARTMAN	450 000	450 000	450 000	0	450 000	100%	Completed	100%	Completed	100%	95% Completed	0%	LLPP	
KM	BETTY'S BAY	TARRING ROADS	M BARTMAN	565 000	565 000	563 799	0	563 799	100%	Completed	100%	Completed					
KM	BETTY'S BAY	BETTY'S BAY ROADS	M BARTMAN	500 000	500 000	500 000	0	500 000	100%	Completed	100%	Completed					
KM	PRINGLE BAY	TARRING OF ROADS	M BARTMAN	860 000	860 000	860 000	0	860 000	100%	Completed	100%	Completed	100%	95% Completed	100%	Under construction	
WATER				47 989 711	13 152 000	61 141 711	43 932 349	15 760 307	59 692 656	98%		72%			48%		
OS	OVERST RAND	WATER SOURCE DEVELOPMENT	D HENDRIKS	3 500 000	3 500 000	3 079 772	432 302	3 512 074	100%	Completed	100%	Work in progress. Work will be completed by June 2009	100%	Works in progress, will be completed by June 2009	66%	In progress	
OS	OVERST RAND	WATER LOSS MANAGEMENT	D VAN VUUREN	445 000	445 000	88 753	328 468	417 221	94%	Completed	49%	Awaiting report	14%	IN PROGRESS	8%	Awaiting quotations	
GB	GANSBA AI	NETWORK UPGRADING	D HENDRIKS	5 028 411	5 028 411	3 368 689	871 553	4 240 242	84%	Delays with invoking of guarantee of 1st contractor resulted in need for roll-over of balance, for completion of project by 31 August 2009	100%	Appointed contractor's contract was terminated due to poor performance. New contractor was appointed. Anticipated completion date for the remaining works will be end of June 2009	95%	Works in progress, will be completed by June 2009	95%	Under construction	
GB	PEARLY BEACH	NETWORK UPGRADING - PEARLY BEACH	D HENDRIKS	2 800 000	2 800 000	2 457 490	342 510	2 800 000	100%		80%	Work in progress. Work will be completed by May 2009	73%	Work in progress, will be completed by June 2009	73%	Under construction	
GB	GANSBA AI	FRANSKRAAL TREATMENT WORKS (PHASE 2) + (MIG)	D HENDRIKS	17 850 700	13 152 000	31 002 700	23 315 754	7 686 946	31 002 700	100%		81%	Work in progress, will be completed by June 2009.	71%	Work in progress, will be completed by June 2009	51%	Under construction
GB	GANSBA AI	OUTFALL IMPLEMENTATION	D HENDRIKS	0	0	0	0	0	0%	Completed	0%	Project is completed	0%	Work in progress. Budget is part of the Sewer Reticulation Phase 3, Gansbaai	0%	Under construction	
GB	BAARDS KEERDE RSBOS	WATER SUPPLY	H BLIGNAUT	500 000	500 000		232 432	232 432	46%	Completed; R 260 000 transferred to Franskraal pipeline (Council 27 May 2009)	0%	Busy with quotations for equipment. To be completed by June 2009	0%	Busy with design work for filters, chlorination, storage	0%	Consultant busy with design	
GB	PEARLY BEACH	REPLACE SANDFILTER, VALVES & PIPEWORK	D HENDRIKS	3 200 000	3 200 000	178 074	2 935 089	3 113 163	97%		0%	Work is in progress, further awaiting addendum to the services agreement for the Pearly Beach Caravan Park to be signed by the Developer and the Municipality for the construction of the water works which will be finalised by 1st week of May 2009	0%		0%	Consultant busy with design	
GB	BAARDS KEERDE RSBOS	TELEMETRY OUTSTATION	D CRAFFORD	28 000	28 000		28 000	28 000	100%		0%	Quotations to tender adjudication 17/04/09. To be completed by June 2009	0%	Busy with design of telemetry outstation	0%	Waiting for Infrastructure Project	
GB	BUFFEL	TELEMETRY OUTSTATION	D CRAFFORD	28 000	28 000		28 000	28 000	100%		0%	Quotations to tender adjudication	0%	Busy with design of telemetry	0%	Waiting for Infrastructure	

	SJACHT S												17/04/09. To be completed by June 2009		outstation		Project
ST	STANFORD	ST HOUSING SCHEME RESERVOIR & PIPELINE	D HENDRIKS	2 425 600	2 425 600	865 921	1 462 577	2 328 498	96%			60%	Site handover to contractor t took place on the 2nd of April 2009.	4%	Tender has been awarded, received an appeal.	0%	Under construction
HM	VOELKLIP	VOELKLIP WATER	D VAN VUUREN	1 600 000	1 600 000	634 165	1 034 624	1 668 789	104%	Completed		5%	20% Complete	84%	IN PROGRESS	3%	Contractor appointed
HM	HERMANUS	FERNKLOOF RESERVOIR	D HENDRIKS	5 200 000	5 200 000	5 181 188	0	5 181 188	100%			100%	Under construction	93%		43%	Under construction
HM	HERMANUS	NORTHCLIFF VERVANG WATERPYPE	D VAN VUUREN	600 000	600 000	454 476	109 885	564 361	94%	Completed		13%	60%Complete	0%	IN PROGRESS	3%	Contractor appointed
HM	MOUNT PLEASANT	MOUNT PLEASANT -WATER&SWATER	D HENDRIKS	0	0	0	0	0	0%	Completed		0%	Completed	0%	Project is finished	0%	Under construction
HM	MOUNT PLEASANT	21 PLOTS DEVELOPMENT (SERVICES)	D HENDRIKS	54 000	54 000	40 201	0	40 201	74%			74%	Works in progress, will be completed by June 2009.	74%	Works in progress, will be completed by June 2009	0%	Under construction
HM	ONRUS FISHERH AVEN	ONRUS - REPLACE WATER LINES WATER NETWORK	D VAN VUUREN	600 000	600 000	499 618	32 779	532 397	89%	Completed		13%	80%Complete	93%	IN PROGRESS	3%	Contractor appointed
HM	FISHERH AVEN	WATER NETWORK	D VAN VUUREN	600 000	600 000	545 125	37 642	582 767	97%	Completed		71%	Completed	96%	IN PROGRESS	3%	Contractor appointed
KM	KLEINMOND	UPGRADE WATER TREATMENT WORKS PHASE 2	H BLIGNAUT	500 000	500 000	270 900	197 500	468 400	94%			59%	To be completed by June 2009	0%	Busy with prelim design	0%	Consultant busy with design
KM	KLEINMOND	TELEMTRY FOR WATER WORKS	M BARTMAN	50 000	50 000	43 860	0	43 860	88%	Completed		88%	Completed	88%	Completed	88%	Under construction
KM	BETTY'S BAY	BB WATER NETWORKS UPGRADE PHASE 3	M BARTMAN	2 100 000	2 100 000	2 100 000	0	2 100 000	100%	Completed		85%	90% Completed	100%	30% completed. Balance of contract price on shadow account	16%	Under construction
KM	PRINGLE BAY	PB WATER NETWORKS UPGRADE PHASE 2	M BARTMAN	880 000	880 000	808 362	0	808 362	92%	Completed		95%	90% Completed	100%	5% completed	16%	Under construction
ELECTRICITY				34 722 586	486 294	35 208 880	28 008 209	4 506 150	32 514 359	92%		91%		90%		40%	
GB	MASAKHANE	ELEC TO ORGANISE INFORMAL 350 HOUSES PHASE 2	D MAREE	2 100 000	294 294	2 394 294	2 364 837	44 902	2 409 739	101%	Project completed	101%	Completed by 30 June 2009	99%	50 houses still to be connected	61%	Re-allocation Vuna Funds
GB	MASAKHANE	NEW STREET LIGHTS INFORMAL HOUSING MASAKHANE	D MAREE	192 000	192 000	171 560	20 440	192 000	100%	Project completed		100%	Project completed	100%	Project completed	100%	Received only R192000 MIG funds
GB	GANSBAAI ALL	GB UPGRADING OF MAIN SUPPLY	D MAREE	16 287	16 287	11 842	4 246	16 088	99%	Project completed		99%	Will be completed by 30 Jun.09	100%	Will be completed by 30 Jun.09	100%	Completed by 30 June 2008
GB	DE KELDERS	DK UPGRADING OF INTERNAL MV NETWORK	D MAREE	1 424 846	1 424 846	872 047	552 799	1 424 846	100%	Project completed		100%	Will be completed by 30 Jun.09	100%	Will be completed by 30 Jun.09	100%	Completed by 30 June 2008
GB	DE KELDERS	DK UPGRADING OF LV NETWORK - CLIFF STR VYFER	D MAREE	1 582 529	1 582 529	1 181 883	400 646	1 582 529	100%	Project completed		100%	Will be completed by 30 Jun.09	100%	Will be completed by 30 Jun.09	100%	Completed by 30 June 2008
GB	GANSBAAI	GB UPGRADING OF LOW VOLTAGE NETWORK	D MAREE	2 601 835	2 601 835	2 172 123	435 005	2 607 128	100%	Project completed		100%	Will be completed by 30 Jun.09	100%	Will be completed by 30 Jun.09	100%	Completed by 30 June 2008
GB	DE KELDERS	DK UPGRADING EXTERNAL MV NETWORK	D MAREE	2 781 394	2 781 394	2 148 797	632 597	2 781 394	100%	Project completed		100%	Will be completed by 30 Jun.09	100%	Will be completed by 30 Jun.09	100%	Completed by 30 June 2008
ST	STANFORD	ST UPGRADING OF LOW VOLTAGE NETWORK PHASE 5	D MAREE	1 897 895	1 897 895	1 456 510	441 385	1 897 895	100%	Project completed		100%	Will be completed by 30 Jun.09	100%	Will be completed by 30 Jun.09	100%	Completed by 30 June 2008
HM	HERMANUS	REPLACEMENT OF OLD JKS SWITCHGEAR X 7	K DU PLESSIS	700 000	700 000	497 172	163 505	660 677	94%	Project completed		100%	ALL MATERIAL ON SITE.PROJECT 60 % COMPLETED.PROJECT ON SCHEDULE.	100%	MATERIAL ORDERED NOV2008.0 PAYMENTS DONE.CONTRACTORS RE-OPEN 19/01/09.	10%	TENDER APPROVED 31/10/08
HM	HERMANUS	NEW HARBOUR 11 KV OVERHEAD LINE REPLACEMENT	K DU PLESSIS	1 176 000	1 176 000	964 708	126 051	1 090 759	93%	Project completed		99%	80% OF MATERIAL RECEIVED.TRENCHING 80% COMPLETED.PROJECT ON SCHEDULE.	99%	MATERIAL ORDERED NOV2008.1 PAYMENT DONE.CONTRACTORS RE-OPEN 19/01/09.	10%	TENDER TO ADJ.COM ON 31/10/08
HM	HERMANUS	NEW 66 KV INTAKE POINT	K DU PLESSIS	500 000	500 000	0	0	0	0%	Order was made out in June 09.Study should be finished by end Jan 2010.This project was rolled over.		4%	STILL BUSY WITH TENDER PROCEDURE.	2%	BUSY WITH TENDER DOCUMENT FOR EIA.SHOULD GO OUT ON TENDER AT END OF FEB 2009.	0%	IN PROCESS TO ARRANGE EIA STUDY
HM	HERMANUS	LV NETWORK UPGRADES/REPLACEMENTS	K DU PLESSIS	3 000 000	3 000 000	2 263 791	555 119	2 818 910	94%	Project completed		100%	ALL MATERIAL ON SITE.PROJECT 60 % COMPLETED.PROJECT ON SCHEDULE.	100%	MATERIAL ORDERED IN NOV 2008.1 PAYMENT DONE.CONTRACTOR RE-OPEN ON 19/01/09.	9%	TENDER APPROVED 31/10/08

HM	HERMANUS	HERMANUS CBD MV UPGRADE	K DU PLESSIS	8 400 000	8 400 000	7 734 750	200 399	7 935 149	94%	Project completed	92%	PROJECT 99 % COMPLETED.FINAL HANDOVER ON 23 April 2009	92%	75% OF WORK COMPLETED.ON SCHEDULE WITH PROJECT.	10%	AWAITING BULK MATERIAL DEC 2008
HM	HERMANUS	PROTECTION ALL	K DU PLESSIS	595 300	595 300	218 497	113 720	332 217	56%	Project completed	37%	PROJECT 90 % COMPLETED.FINAL SETTINGS WILL BE DONE ON 04 MAY 2009.	37%	60% COMPLETED.AWAIT NEW SUBS TATIONS (CBD&ROYAL) TO BE COMPLETED TO DO SETTINGS.	37%	RUNS WITH CBD UPGRADE PROJECT.
HM	HERMANUS	INDUSTRIAL AREA ESKOM PLAN	K DU PLESSIS	1 100 000	1 100 000	464 417		464 417	42%	Awaiting 85% accurate quotation from Eskom after Council made payment.	0%	RECEIVED FINAL DECISION.BUSY WITH CORRESPONDENCE WITH ESKOM.	0%	RECEIVED QUOTE FROM ESKOM.AWAIT COUNCIL DECISION.	0%	RECEIVED QUOTES 23/10/08
HM	ZWELIHL E	ELEC ZWELIHL E TRANSIT CAMP	K DU PLESSIS	0	0			0	0%	100% COMPLETED.	0%	100% COMPLETED.	0%	COMPLETED	0%	COMPLETED
HM	ZWELIHL E	11 KV OVERHEAD BUNDLE REPLACEMENT	K DU PLESSIS	1 000 000	1 000 000	762 626	198 393	961 019	96%	Project completed	99%	ALL MATERIAL ON SITE.PROJECT 60 % COMPLETED.PROJECT ON SCHEDULE.	99%	MATERIAL ORDERED NOV 2008.0 PAYMENTS. CONTRACTORS RE- OPEN ON 19/01/09	10%	TENDER APPROVED 24/10/08
HM	ONRUS	ELEC DEPOT-ENLARGE WORKERS REST ROOM	K DU PLESSIS	50 000	50 000	46 159	1 783	47 942	96%	Project completed	0%	RECEIVED BUILDING PLANS.AWAIT QUOTATIONS.	0%	25% COMPLETED.AWAITING APPROVED BUILDING PLANS.	0%	AWAITING QUOTES - BUILDING PLANS
HM	HAWSTON	RE-ROUTE CABLE - MULTI PURPOSE CENTRE	K DU PLESSIS	180 000	180 000	178 266	315	178 581	99%	Project completed	99%	ALL MATERIAL ON SITE.ALL CABLES LAID.PROJECT 99% COMPLETED AND ON SCHEDULE.	99%	MATERIAL ORDERED NOV 2008.0 PAYMENTS. CONTRACTORS RE- OPEN ON 19/01/09	10%	TENDER APPROVED 24/10/08
KM	KLEINMOND	HIGH PRESSURE CLEANER AND COMPRESSOR	K DU PLESSIS	13 000	13 000	13 007	0	13 007	100%	Project completed	100%	100% COMPLETED.	87%	100% COMPLETED.	87%	COMPLETED
KM	KLEINMOND	185 mm2 11KV CABLE RMU 9 TO MSUB 15 TO MSUB 14	K DU PLESSIS	2 583 000	2 583 000	2 105 557	310 860	2 416 417	94%	Project completed	92%	ALL MATERIAL ON SITE.TOTAL % COMPLETED =79%.PROJECT ON SCHEDULE.	94%	MATERIAL ORDERED NOV 2008.PROJECT 5% COMPLETED CONTRACTORS RE- OPEN 19/01/09.	11%	TENDER APPROVED 17/10/08
KM	KLEINMOND	REPLACE MINISUBS (5 IN TOTAL)	K DU PLESSIS	2 320 500	2 320 500	1 879 250	300 932	2 180 182	94%	Project completed	90%	ALL MATERIAL ON SITE.TOTAL % COMPLETED = 53%.PROJECT ON SCHEDULE.	94%	MATERIAL ORDERED IN NOV 2008. PROJECT 5% COMPLETED. CONTRAVTORS RE- OPEN 19/01/09.	11%	TENDER APPROVED 17/10/08
HM	MOUNT PLEASANT		K DU PLESSIS	700 000	700 000	500 411	3 053	503 464	72%	Project completed	79%	ALL MATERIAL ON SITE.ALL CABLES LAID.PROJECT 80% COMPLETED AND ON SCHEDULE.	79%	30 % OF PROJECT COMPLETED.MATERIAL ORDERED NOV 2008.CONTRACTORS RE- OPEN 19/01/09.	0%	TENDER CLOSED 31/10/08
VEHICLES BUDGET 2008-2009 - APPROVED TENDER LIST				11 569 856	0	11 569 856	11 569 856	0	11 569 856	100%	93%		83%		0%	
OS	OVERSTRAND	VEHICLES	K ARENDSE	9 845 640	9 845 640	9 845 640		9 845 640	100%		100%	4 Vehicles outstanding. Tender awarded, appeal period ends 16 April 2009. Orders will be made out 17 April 2009.	83%	83% Spent. 4 LDV half ton Ford Bantam 1300 cancelled due to vehicles not being available anymore.	0%	Tenders closed, awaiting appeals
OS	OVERSTRAND	MERCEDES BENZ 1328 (4x4) FIRE	R JACOBS	1 724 216	1 724 216	1 724 216	0	1 724 216	100%	Completed	100%	Completed	63%	Vehicle received	0%	Being manufactured, will arrive in Dec 08
CAPITAL CONTINGENCY				58 335	0	58 335										
OS	OVERSTRAND			58 335	58 335				0%		0%		0%			
INVENTORY				3 088 500	0	3 088 500	2 622 824	87 847	2 710 671	88%	70%		72%		41%	
OS	OVERSTRAND	INVENTORY	MANAGERS					0	0%		0%					
OS	OVERSTRAND		F KRIGE	2 200		1 871	0	1 871	85%							
OS	OVERSTRAND	INV-MUNICIPAL MANAGER	W ZYBRANDS	10 000	10 000	8 093	0	8 093	81%		81%	On target. Unspent balance needed for last 3 months.	81%	On target. Unspent balance needed for last 6 months.	20%	
OS	OVERSTRAND	INV-LEGAL&COUNCIL SUPPORT SERV	C GROENEWALD	2 500	2 500	1 855	0	1 855	74%		74%		74%			
OS	OVERSTRAND		H KLEINLOOG	2 040	2 040	1 869	0	1 869	92%	Completed	92%	Completed	98%			
OS	OVERSTRAND	INV-ACCOUNTING SERVICES	B KING	11 154	11 154	11 053	0	11 053	99%	Completed	100%	Completed	52%		16%	

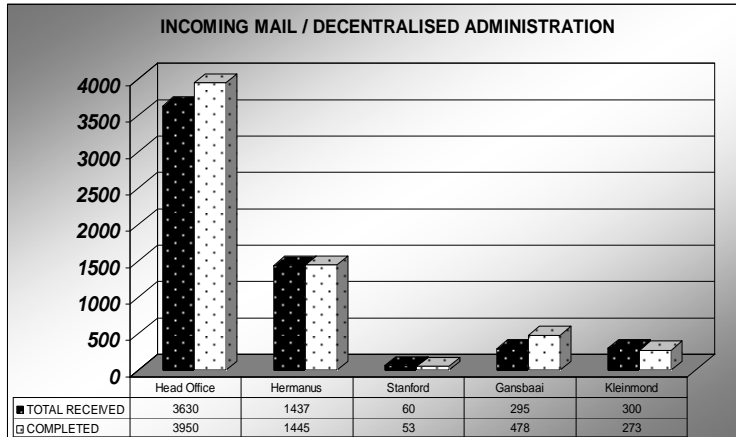
OS	OVERSTRAND		S REYNEKE	19 100	19 100	19 071	0	19 071	100%	Completed	100%	Completed	100%	Completed		Completed
OS	OVERST RAND	INV-INCOME	E HOONEBERG	156 610	156 610	143 604	10 208	153 812	28%	Completed	100%	Completed	100%	Completed	51%	Completed
OS	OVERSTRAND		R LA COCK	500	500	140		140								
OS	OVERST RAND	INV-STORES:KM	R LA COCK	4 500	4 500	2 126	0	2 126	47%	Completed	47%	Completed	47%	Completed	0%	
OS	OVERST RAND	INV-STORE:HM	R LA COCK	9 200	9 200	4 374	0	4 374	48%		43%	Awaiting completion of surrounding wall, fencing will be completed by end May 2009.	13%	Quotations received for desk R2500, the fencing will be done in April 09	7%	
OS	OVERST RAND	INV-STORE:GB	R LA COCK	4 500	4 500	3 991	0	3 991	89%	Completed	89%	Completed	89%	Completed	0%	
OS	OVERST RAND	INV-INTERNAL AUDIT	D KEARNEY	5 700	5 700	4 316	0	4 316	76%	Completed	76%	Will be spent by 31 May 2009	76%	Budget reduced from R38 000. Will spend balance by 31 May 2009	0%	
OS	OVERST RAND	INV-DIRECTOR:CORPORATE SERV	R WILLIAMS	0	0		0	0	0%		0%				0%	
OS	OVERST RAND	INV-AREA MANAGER : KM	C JONKHEID	29 452	29 452	29 191	0	29 191	99%		94%	Expended	101%	Expended	84%	
OS	OVERST RAND	INV-AREA MANAGER:HM	D VAN VUUREN	11 098	11 098	11 097	0	11 097	100%	Completed	100%	Completed	111%	Completed	50%	
OS	OVERST RAND	INV-AREA MANAGER:STANFORD	P FERREIRA	20 000	20 000	18 974	0	18 974	95%	Completed	95%	Completed	95%	Completed	87%	
OS	OVERST RAND	INV-AREA MANAGER :GANSBAAI	F MYBURGH	25 000	25 000	24 747	0	24 747	99%	Completed	99%	Completed	99%	Completed	87%	In process
OS	OVERST RAND	INV-MANAGER : COUNCIL SUPPORT SERVICES	H VAN TONDER	24 000	24 000	22 852	0	22 852	95%		90%	On target.	82%	On target.		
OS	OVERST RAND	INV-MANAGER:CORPORATE PROJECTS	K ARENDSE	1 000	1 000	849	0	849	85%	Completed	85%	Completed	0%		0%	
OS	OVERST RAND	INV-MANAGER HUMAN RESOURCES	R RUST	19 000	19 000	14 007	0	14 007	74%		66%	Order has been placed.	37%	Order has been placed.	33%	
OS	OVERST RAND	INV-MANAGER: IT&COM TECHNOLOGY	E MULLER	893 735	893 735	853 354	0	853 354	95%		82%	Orders has been placed	74%		77%	
OS	OVERST RAND	INV-TRAFFIC	ACTING MANAGER	140 000	140 000	138 212	2 939	141 151	101%		26%	Formal Quotations process running	100%	Complete	0%	
OS	OVERST RAND	INV-LAW ENFORCEMENT	M HENDRIKS	25 000	25 000	24 739	0	24 739	99%	Completed	99%	Completed	99%	Complete	28%	
OS	OVERST RAND	INV-LICENSING & TESTING	ACTING MANAGER	5 000	5 000	4 684	0	4 684	94%		49%	Completed by end of April	0%	In progress	0%	
OS	OVERST RAND	INV-FIRE BRIGADE	R JACOBS	175 600	175 600	148 375	23 980	172 355	98%		83%	Completed by end of April	78%	Request for additional funding	0%	
OS	OVERSTRAND		N MICHAELS	9 000	9 000	8 019	0	8 019	89%		83%	Completed by end of April	0%			
OS	OVERST RAND	INV-STRATEGIC SERVICES	D ARRISON	7 300	7 300	6 844	0	6 844	94%		94%	On target.	94%		0%	
OS	OVERSTRAND		D VAN VUUREN	28 000	28 000	24 412	0	24 412	87%	Completed						
OS	OVERST RAND	INV-LIBRARY:HAWSTON	D VAN VUUREN	6 823	6 823	4 322	2 485	6 807	100%	Completed	100%	Completed	108%	Completed	0%	
OS	OVERST RAND	INV-LIBRARY:MOUNT PLEASANT	D VAN VUUREN	3 300	3 300	3 253	0	3 253	99%	Completed	51%	Completed	93%	Completed	93%	
OS	OVERST RAND	INV-LIBRARY:ZWELIHLE	D VAN VUUREN	1 800	1 800	1 800	0	1 800	100%	Completed	90%	Completed	90%	Completed	90%	
OS	OVERSTRAND		D VAN VUUREN	20 000	20 000	17 600	1 723	19 323	97%	Completed						
OS	OVERST RAND	INV-LIBRARY : GANSBAAI	F MYBURGH	30 380	30 380	29 626	0	29 626	98%	Completed	98%	Completed	0%	Completed	0%	Discrepancy on budget allocation
OS	OVERST RAND	INV-LOCAL ECONOMIC DEVELOPMENT	S MADIKANE	19 000	19 000	12 881	1 667	14 548	77%		54%	Money will be spent by end May 2009	0%	To be produced by end Jan 2009	0%	
OS	OVERST RAND	INV-OPERATIONAL MANAGER:KM	M BARTMAN	0	0		0	0	0%	Completed	0%	Completed	0%		0%	
OS	OVERST RAND	INV-STREETS:KM	M BARTMAN	4 000	4 000	3 180	0	3 180	80%	Completed	80%	Completed	80%		0%	Completed
OS	OVERST RAND	INV-STREETS:HM	D VAN VUUREN	9 210	9 210	8 501	0	8 501	92%	Completed	92%	Completed	71%	Completed	71%	
OS	OVERSTRAND		D VAN VUUREN	34 600	34 600	33 934	0	33 934	98%	Completed	98%	Completed	100%	Completed		
OS	OVERST RAND	INV-PARKS&TOWNLANDS(KM)	M BARTMAN	30 000	30 000	29 703	0	29 703	99%	Completed	99%	Completed	99%		99%	Completed
OS	OVERST RAND	INV-PARKS&TOWNLANDS(HM)	P.BURGER	165 000	165 000	144 366	964	145 330	88%		0%	Orders placed on 15 April 09				

OS	RAND OVERST RAND	INV-MULTI-PURPOSE CENTRE(HW)	R WILLIAMS	55 000	70 000	43 152	0	43 152	78%	Completed	78%	Completed	78%	In progress	77%	
OS	OVERST RAND	INV-COMM BUILDINGS-HM	D VAN VUUREN	89 900	89 900	89 899	0	89 899	100%	Completed	100%	Completed	102%	Completed	24%	Awaiting quotes Banquet Hall
OS	OVERST RAND	INV-AUDITORIUM&BANQUETING HALL	D VAN VUUREN	10 000	10 000	7 154	0	7 154	72%	Completed	68%	Completed	68%	Buy TABLES & cutlery. Feb/Mrch 2009	60%	
OS	OVERST RAND	INV-OFFICE BUILDINGS-HM	D VAN VUUREN	8 000	8 000	7 125	0	7 125	89%	Completed	90%	Completed	0%	Vacuum cleaner & filing cabinets Feb/Mar 2009	0%	
OS	OVERSTRAND		D VAN VUUREN	70 000	70 000	64 036	0	64 036	91%	Completed	55%	In progress	0%	Transfer to Auditorium		
OS	OVERST RAND	INV-STONY POINT (BETTY'S BAY)	C JONKHEID	6 170	6 170	5 987	0	5 987	97%	Completed	97%	Furnished purchased Delivery of "Back-order" desk is awaited.	78%			
OS	OVERSTRAND		D HENDRIKS	200 000	200 000	26 228	0	26 228	13%		0%	Awaiting quotations from consultants.				
OS	OVERST RAND	INV-TOWN PLANNING	R KUCHAR	65 000	65 000	35 863	25 767	61 630	95%		78%	Money Spent.	32%	Money Spent.	91%	
OS	OVERST RAND	INV-ASS. DIRECTOR -WATER&TRANS	H BLIGNAUT	15 000	15 000	14 476	0	14 476	97%	Completed	97%	Completed	85%		0%	
OS	OVERST RAND	INV-BUILDIND SERVICES	J SIMSON	12 768	12 768	7 071	2 667	9 738	76%		35%	Awaiting quotations.	35%	Furniture for new appointments taking place	27%	
OS	OVERST RAND	INV-NATURE CONSERVATION	L STEYN	20 000	20 000	17 994	0	17 994	90%		50%		50%		50%	
OS	OVERST RAND	INV-CAMPING SITE : HAWSTON	D VAN VUUREN	0	0	0	0	0			0%	Savings	0%		0%	
OS	OVERST RAND	INV-CAMPING SITE : ONRUS	D VAN VUUREN	63 000	63 000	38 600	0	38 600	61%		90%	Buy diesel tank	34%	Purchase of braais.	97%	
OS	OVERST RAND	INV- FLEET MANAGEMENT	K ARENDESE	40 000	40 000	39 162	302	39 464	99%		63%	In process. awaiting quotations for compressor.	0%		0%	
OS	OVERST RAND	INV- HOUSING	B VON DURING	9 000	9 000	2 240	0	2 240	25%		25%	Will be spent by 31 May 2009	22%		22%	
OS	OVERST RAND	INV-REFUSE REMOVAL: KM	J VAN TAAK	19 878	19 878	19 878	0	19 878	100%	Completed	100%	Completed	66%	Completed	0%	Completed
OS	OVERST RAND	INV-SOLID WASTE DISP: ST	J VAN TAAK	0	0	0	0	0	0%		0%		0%		0%	
OS	OVERST RAND	INV-SEWERAGE (DIST) - HM	D VAN VUUREN	500	500	221	0	221	44%		44%	Savings	0%			
OS	OVERST RAND	INV-ELECTRICITY(ADMIN) HM&KM	K DU PLESSIS	12 550	12 550	11 366	902	12 268	98%		76%		59%		52%	
OS	OVERST RAND	INV-ELECTRICITY(DIST) ST	D MAREE	15 500	15 500	14 896	0	14 896	96%		87%	Will be spent by end May 09	87%		0%	
OS	OVERST RAND	INV-ELECTRICTY(DIST) GB	D MAREE	35 000	35 000	35 375	0	35 375	101%		90%	Will be spent by end May 09	90%		0%	
OS	OVERST RAND	INV-WATER(DIST) KM	M BARTMAN	27 500	27 500	17 653	0	17 653	64%	Completed	64%	Completed	64%	Completed	61%	Completed
OS	OVERST RAND	INV-NEW PERSONNEL - T LOUBSER	T LOUBSER	270 000	270 000	269 325	0	269 325	100%	Completed	100%	Completed	100%	Completed	100%	Completed
OS	OVERSTRAND		J SIMSON	0	0	0	0	0			0%	Office furniture	0%			
OS	OVERSTRAND		F MYBURGH	0	0	0	0	0	0%		0%		0%			
OS	OVERST RAND	INV-MANAGER-IT&COM TECHNOLOGY - CONTINGENCY	E MULLER	0	0	0	0	0	0%		0%		0%		0%	
OS	OVERSTRAND		D VAN VUUREN	10 105	10 105	0	0	0	0%		0%	Buy TABLES & etc. Feb/Mrch 2009	0%	Buy TABLES & etc. Feb/Mrch 2009		
OS	OVERSTRAND		C JONKHEID	68 327	68 327	33 235	14 244	47 479	69%							
		GRAND TOTAL		174 253 117	22 400 201	196 653 318	143 040 763	39 868 210	182 908 973	93%		68%		57%	27%	

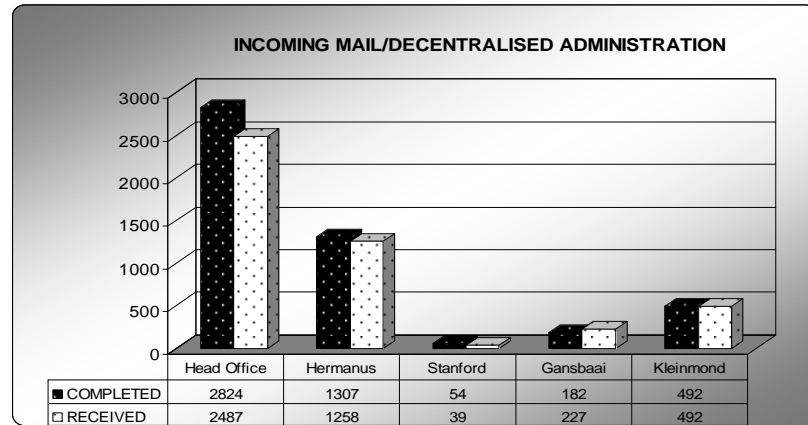
CORPORATE KEY PERFORMANCE AREAS

ANNEXURE B

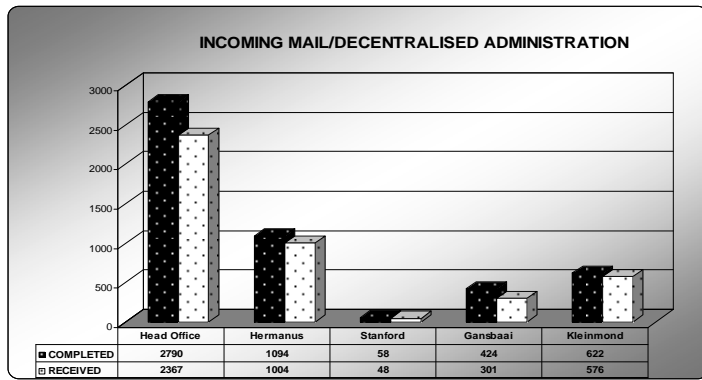
1st Quarter July-Sept 08



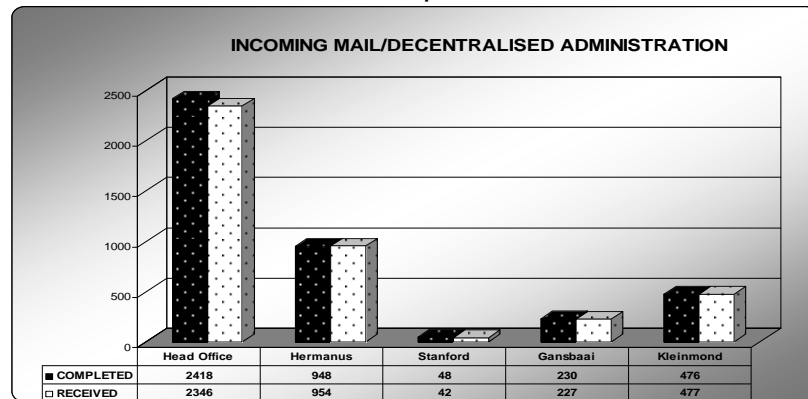
2Nd Quarter Oct-Dec 08



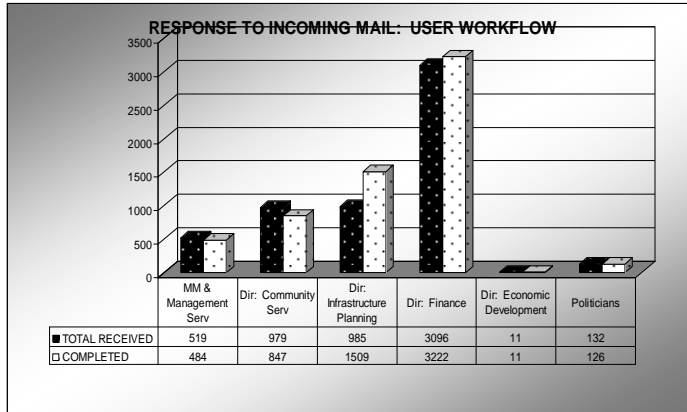
3rd Quarter Jan-March 09



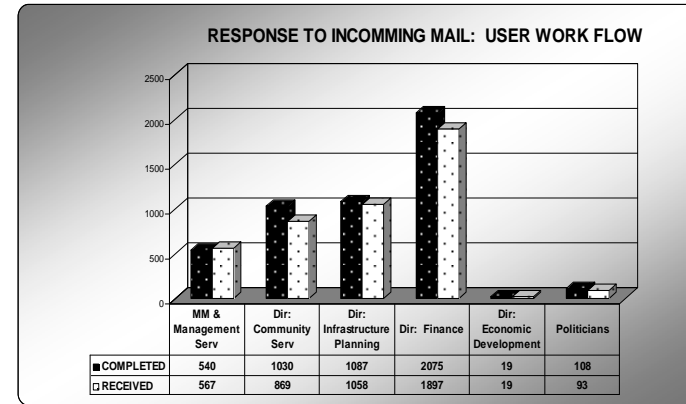
4th Quarter April-June 09



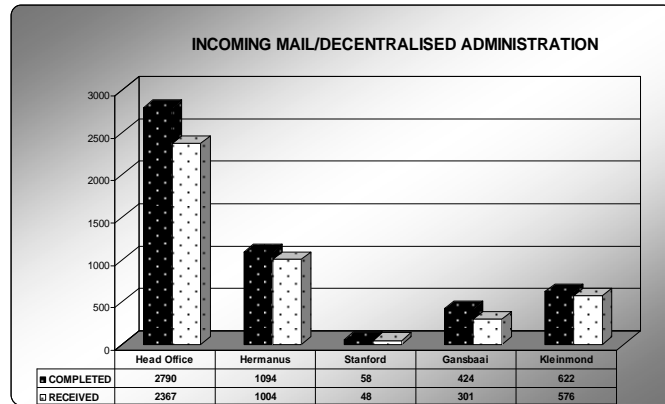
1st Quarter July-Sept 08



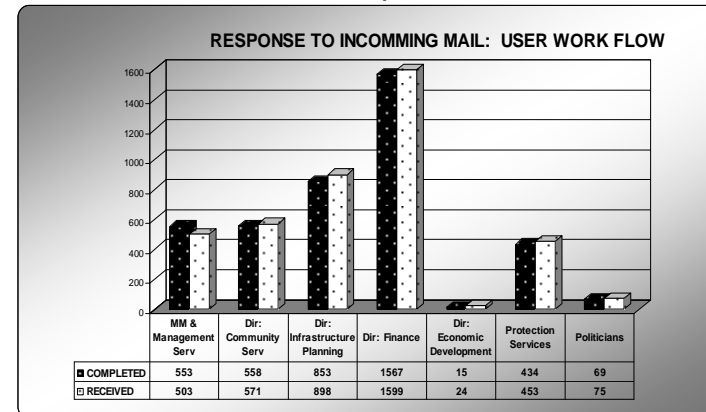
2nd Quarter Oct-Dec 08



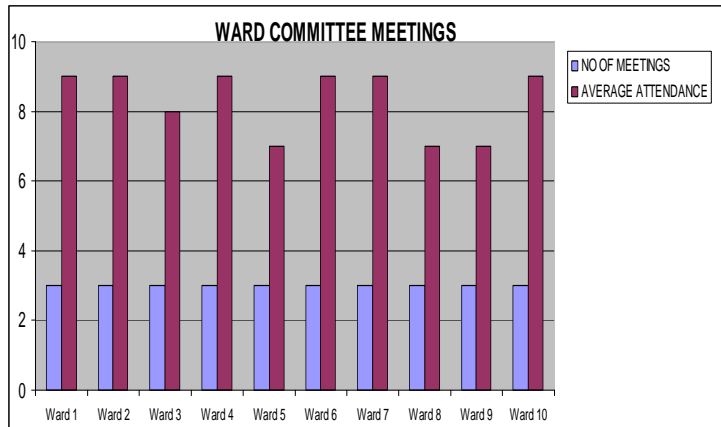
3rd Quarter Jan-March 09



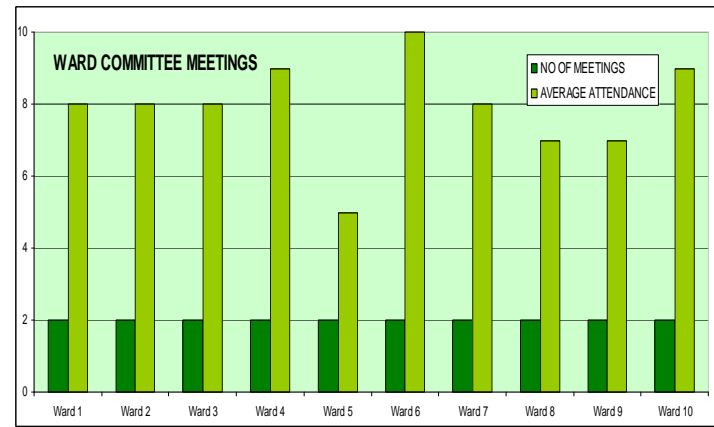
4th Quarter April-June 09



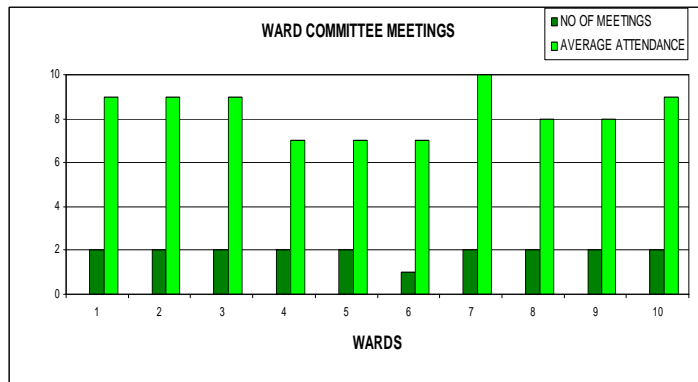
1st Quarter July-Sept 08



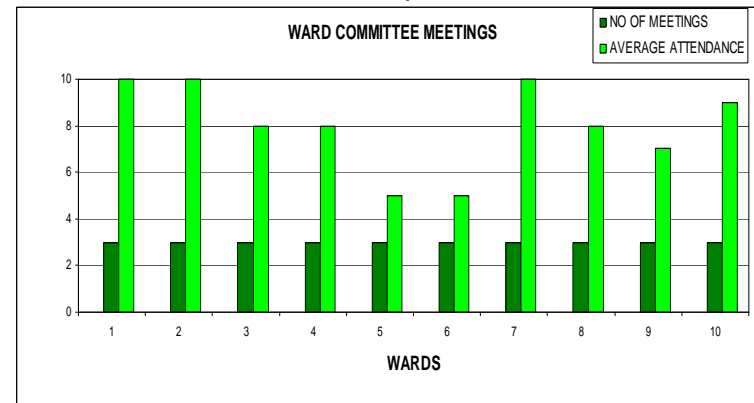
2nd Quarter Oct-Dec 08



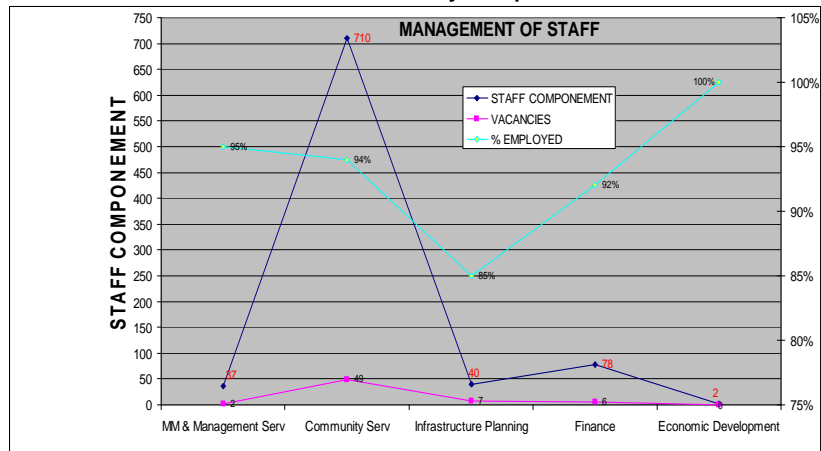
3rd Quarter Jan-March 09



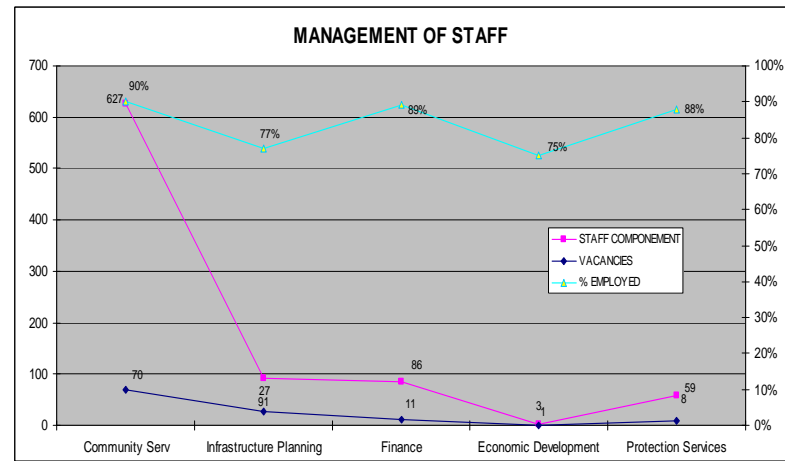
4th Quarter April-June 09



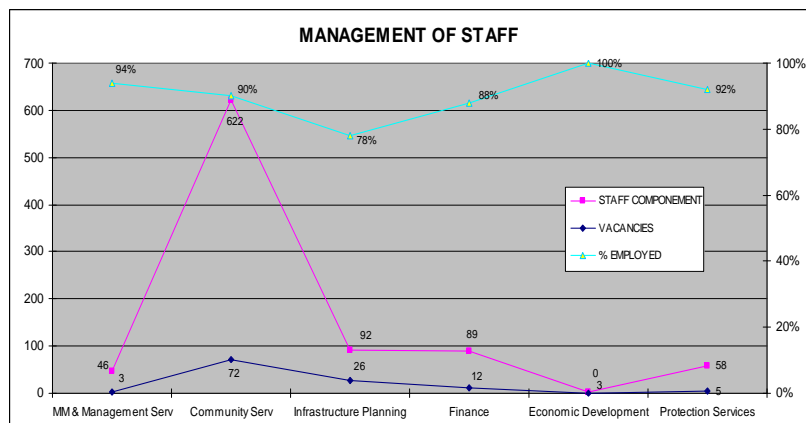
1st Quarter July-Sept 08



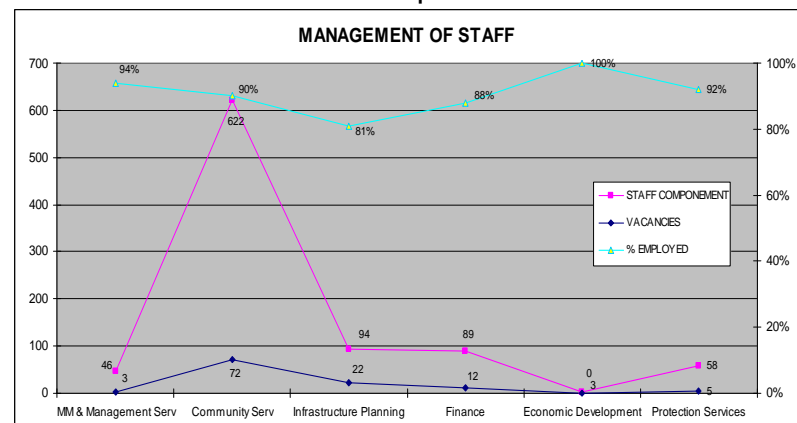
2nd Quarter Oct-Dec 08



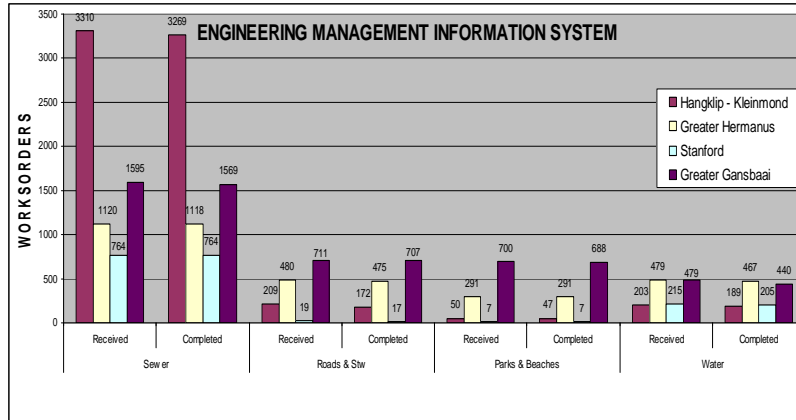
3rd Quarter Jan-March 09



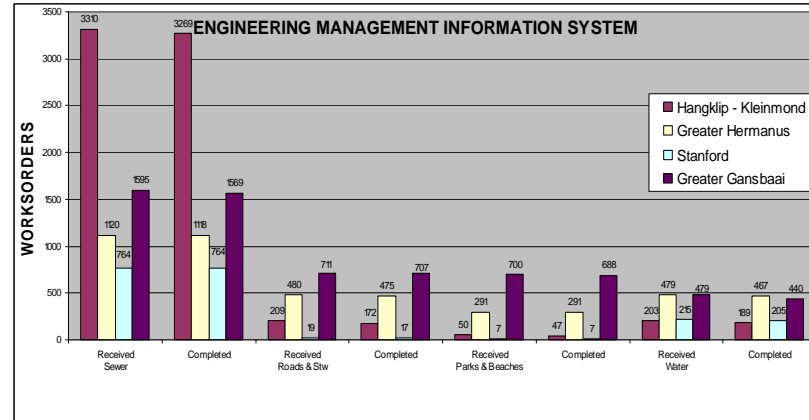
4th Quarter April-June 09



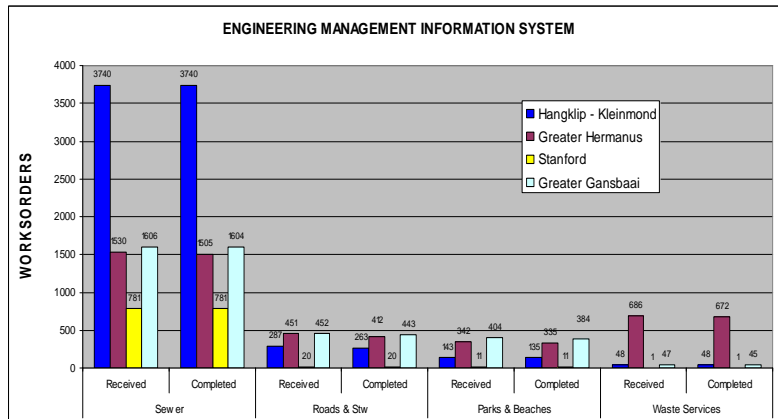
1st Quarter July-Sept 08



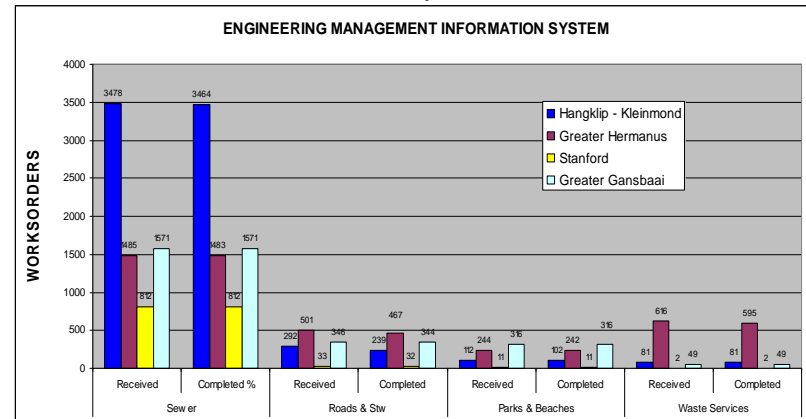
2nd Quarter Oct-Dec 08



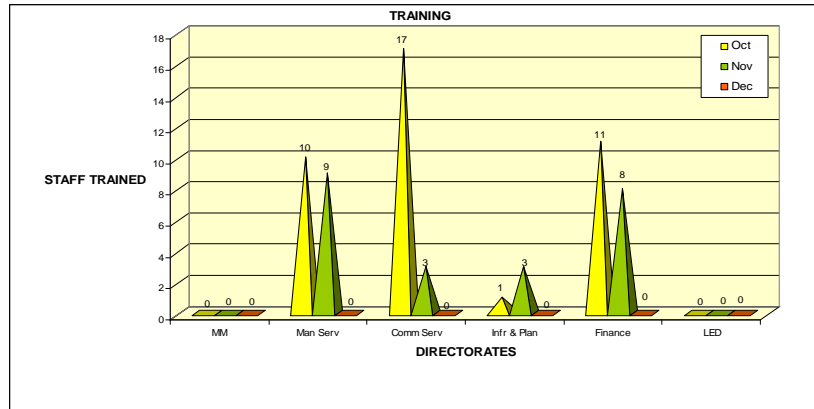
3rd Quarter Jan-March 09



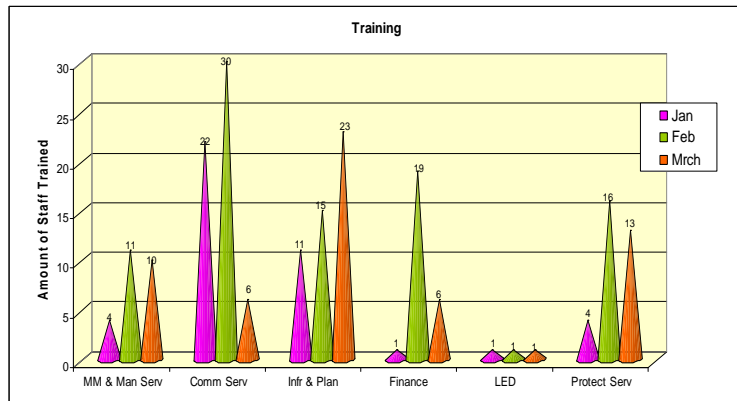
4th Quarter April-June 09



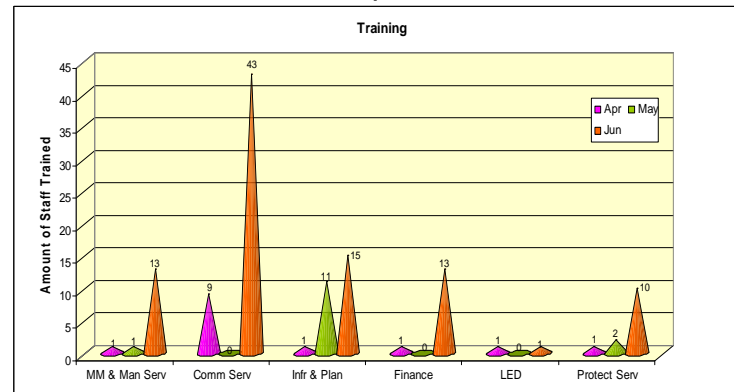
2nd Quarter Oct-Dec 2008



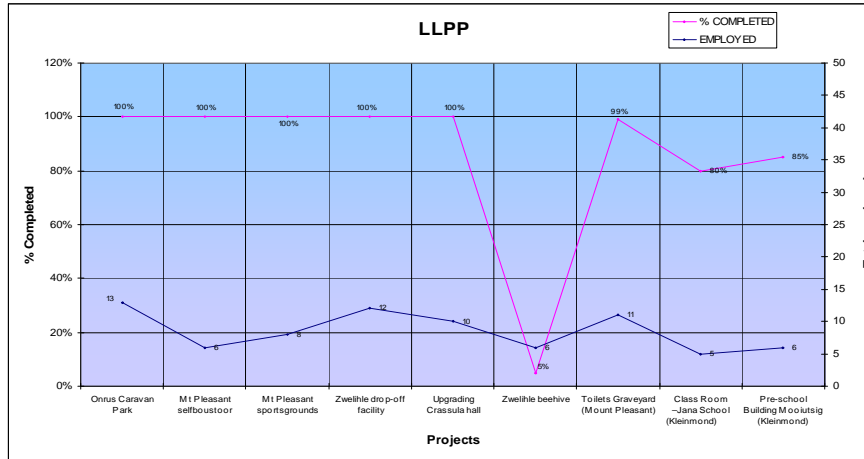
3rd Quarter Jan-March 2009



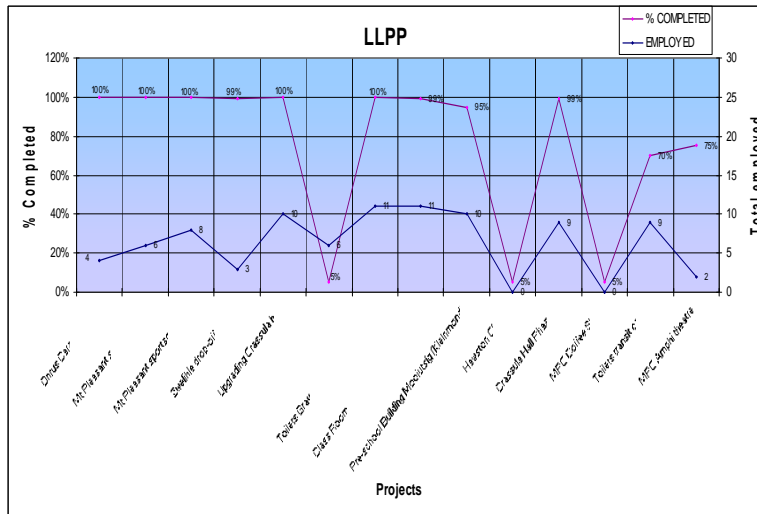
4th Quarter April-June 2009



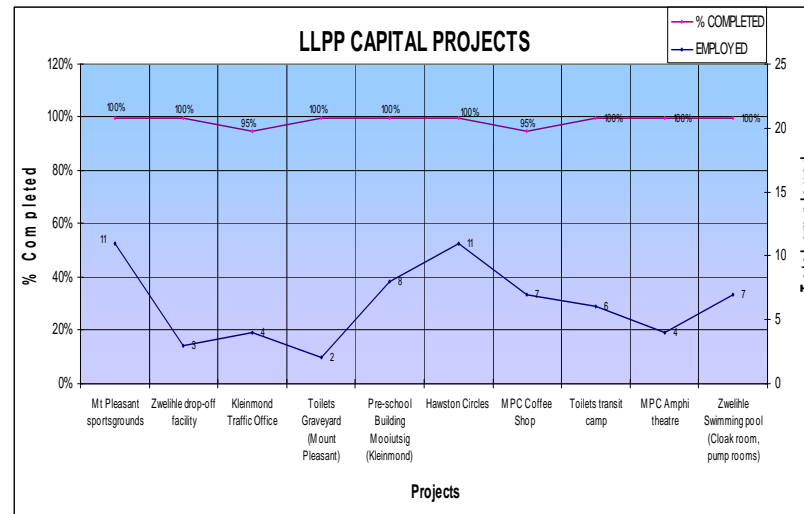
2nd Quarter Oct-Dec 2008



3rd Quarter Jan-March 2009



4th Quarter April-June 09



PERFORMANCE REPORT OF OLEDA

PURPOSE

The aim of this report is to give feedback on the performance of the Overstrand Local Economic Development Agency (Pty) Ltd in terms of the milestones set for the pre-establishment phase 2008/09.

BACKGROUND

Overstrand Local Economic Development Agency (Pty) Ltd (OLEDA) is a private company owned by the Overstrand Municipality.

The Overstrand Local Municipality is classified as a Category B municipality and was founded in 2000. It is responsible for basic service provision to the demarcated municipal area that includes the towns of Hermanus, Gansbaai, Stanford, Hangklip/Kleinmond, Pearly Beach and rural areas like Buffeljags and Baardskeerderbos.

According to recent demographic trends, the Overstrand has a population of 73 031 people, which accounts for approximately 30,7% of the District's population in 2007. It is expected that the population will increase to 82 773 by 2012. These growth rates are faster than the District's average of 1,8%. Consequently it is expected that the Overstrand will become the most populace municipality within the Overberg in due course.

The Overstrand Local Economic Development Agency (Pty) Ltd (OLEDA) was established after a resolution was taken in 2003 by the Overstrand Municipal Council that a legal entity be created, (separate- but- wholly owned by the Municipality), which would focus on the achievement of selected goals and objectives set out by Council.

The Overstrand Municipal Council, on 31 October 2007, reaffirmed the establishment of the Development Agency and also approved proposed projects as critical undertakings to be facilitated by the Development Agency.

All approved projects / precincts are incorporated in the Integrated Development Plan (IDP) of the Overstrand Municipality and are aligned with Local Economic Development strategies as strategic thrusts for local economic development in the area. OLEDA was established in terms of the Municipal Systems Act, 2000 (Act No 32 of 2000), the Municipal Finance Management Act, 2003 (Act No 56 of 2003) and the Companies Act, 1973 (Act No 61 of 1973).

The core business of OLEDA is entrenched in Section 152 of the Constitution under the *objects of local government*, specifically in Section 152(1) (c) *to promote social and economic development*.

3. PHASES OF THE AGENCY

The process of establishing the Development Agency evolved since 2003 from a vision of the Municipal Council to the formation of the legal entity and appointment of the board of directors as part of the **Pre-establishment phase**.

This phase further involved the compilation of project potential analysis on all projects and the compilation of pre-feasibility studies on identified primary key projects.

The position of Chief Executive Officer was advertised, 75 applications received and interviews were conducted with four of the applicants. The Board of Directors, resolved on 29 August 2008 to appoint Dr Marius Venter with effect 1 November 2008. The Board of Directors further authorised the rental of office space for the agency from 1 November 2008. The Agency is now in a position to proceed to Phase Two, the **Establishment phase during which** bankable projects will be packaged and agency systems and working procedures will be implemented.

The grant funding of R 2,5 million required for the **Establishment phase** has been received from the IDC.

MILESTONES ACHIEVED IN PRE-ESTABLISHMENT PHASE

MILESTONE	COMPLETED / NOT COMPLETED
Appointment of part time driver Appointment of Chief Executive Officer	Completed
Service Delivery Agreement 2009/11 Business Plan 2009/11 Budget	Completed/ Approved
Fixed asset register Assets insured	Operational
Formulate job descriptions for CEO and support staff, drafted and finalized detailing key deliverables, responsibilities and time frames	Completed
Public / private financial and other resources / contributions addressed and formalized – letter from Mayor/ Municipal Manager stating that these have been transferred	Completed
Formulate set of operational policies and procedures for development agency	In process
Communication plan and implementation	Completed
Draft staff contracts based on job descriptions and key performance areas	Completed
Facilitate purchase of operational assets	Completed
Supply chain policy	Completed
Identify public assets and resources that may be transferred to the agency to be managed/ used for leverage etc.	Completed
Co-ordinate and integrate work already conducted by the Municipality and other structures into single framework document (consolidation of intelligence information)	Completed
Audit Report 2008/9 Financial Statements	Awaiting Completed
Facilitate the formation of a legal entity and appointment of appropriate management structure (board), implementation of activities outlined in the concept document	Completed
Preparation of establishment business plan and budget (noting key milestones achieved during pre-establishment, deliverables for establishment and time frames, projects status)	Completed
Submit establishment phase business plan to the governing authority for endorsement	Completed
Submit business plan to ADS for consideration (R2,5 million)	Completed

OVERSTRAND MUNICIPALITY WATER SERVICES AUDIT REPORT FOR 2008/2009



**FINAL DOCUMENT
4 DECEMBER 2009**

OVERSTRAND MUNICIPALITY



Ref 238660KS0

P O Box 20
Hermanus
7200
Tel: +27(28) 313 8000
Fax: +27(28) 3131111

PO Box 398
BELLVILLE
7535
Tel: +27 (0)21 912 3000
Fax: +27(0)21 912 3222



KWEZI V3 ENGINEERS

OVERSTRAND MUNICIPALITY
WATER SERVICES AUDIT FOR 2008/2009

ITEM	DESCRIPTION
	LIST OF TABLES
	ABBREVIATIONS AND DEFINITIONS
	KEY TERMS
	EXECUTIVE SUMMARY
1.	BACKGROUND
1.1	APPOINTMENT
1.2	PURPOSE
1.3	METHODOLOGY FOLLOWED
2.	LEGISLATION
3.	ANNUAL REPORT
3.1	PERFORMANCE MANAGEMENT SYSTEM
3.2	Performance Highlights
3.3	National Water Services Regulation Strategy
4	SOCIO ECONOMIC PROFILE
5	SERVICE LEVELS
6	WATER RESOURCES
7	WATER CONSERVATION AND DEMAND MANAGEMENT
8	WATER SERVICES INFRASTRUCTURE
9	WATER BALANCE
10.	WATER SERVICES INSTITUTIONAL ARRANGEMENTS
11.	CUSTOMER SERVICES
12.	FINANCE
13.	PROJECTS COMPLETED
	REFERENCES

ABBREVIATIONS AND DEFINITIONS

CAFES	Conserving, Adequate, Fair, Enforceable, Simple
CBOs	Community Based Organisations
CES	Community Engineering Services
CESA	Consulting Engineers South Africa
CPP	CAFES cost and pricing strategy
DWA	Department of Water Affairs
DWQ	Drinking Water Quality
GIS	Geographical Information System
IBR	Increased Block Rate
IDP	Integrated Development Plan
KPI	Key Performance Indicator
LED	Local Economic Development
LMP	Leakage Management Programme
MI/a	Mega litre per year
NGOs	Non Governmental Organisations
PRV	Pressure Reducing Valve
RM	Rand Million
RWW	Re-use of Waste Water
SAICE	South African Institute of Civil Engineers
SANS	South African National Standard
SDBIP	Service Delivery and Budget Implementation Plan
SPP	Socio - Political Programme
SSI	Stewart Scott International
WC/WDM	Water Conservation / Water Demand Management
WCP	Water Conservation Products
WDM	Water Demand Management
WSA	Water Services Authority
WSDP	Water Services Development Plan
WSPs	Water Services Providers
WSI	Water Services Institution
WTWs	Water Treatment Works
WWTWs	Waste Water Treatment Works

TERM	INTERPRETATION
Integrated Development Plan	A municipal plan as defined in the Municipal Systems Act.
Strategic Framework for Water Services	The Strategic Framework provides a comprehensive summary of policy with respect to the water services sector in South Africa and sets out a strategic framework for its implementation over the next ten years.
Water Services Authority	A water services authority is any municipality that has the executive authority to provide water services within its area of jurisdiction in terms of the Municipal Structures Act 117 of 1998 or the ministerial authorisations made in terms of this Act. There can only be one water services authority in any specific area. Water services authority area boundaries cannot overlap. Water services authorities are metropolitan municipalities, district municipalities and authorised local municipalities.
Water Services Development Plan	A plan for water and sanitation services in terms of the Water Services Act.
Water Conservation	The minimisation of loss or waste, the care and protection of water resources and the efficient and effective use of water.
Water Demand Management	The adaptation and implementation of a strategy by a water institution or consumer to influence the water demand and usage of water in order to meet any of the following objectives: economic efficiency, social development, social equity, environmental protection, sustainability of water supply and services, and political acceptability.

OVERSTRAND MUNICIPALITY
WATER SERVICES AUDIT FOR 2008/2009
EXECUTIVE SUMMARY

Section 62 of the Water Services Act requires the Minister to monitor every WSI in order to ensure compliance with the prescribed national standards. This regulation requires a WSA to complete and submit a water services audit every year.

The water services audit is designed to monitor the compliance of the WSA and other WSIs with these regulations. It allows the water services audit to be used as a tool to compare actual performance of the WSA against the targets and indicators set in their WSDP. It also assists local communities and DWA to assess how well WSAs are performing relative to their stated intentions and their capacity.

The Water Services Audit Report will give an overview of the implementation of the previous WSDP of Overstrand Municipality and can be seen as an annexure to Overstrand Municipality's Annual Report. The Annual Report is compiled as required by the Local Government: Municipal Systems Act, Act no 32 of 2000 (Section 46) and the Local Government: Municipal Finance Management Act, Act no 56 of 2003 (Section 121).

Methodology followed: The Service Delivery Budget Implementation Plan (SDBIP) for 2008/2009 was used to report on the KPIs for water and sewerage services. The 2009/2010 WSDP was further used as basis to compile the report. The latest water usage figures up to June 2009 were obtained from Overstrand Municipality, analysed and included under the various sections of the Audit Report.

The Water Services Audit Report contains the following detail information:

- The KPIs performance for 2008/2009, for water and sewerage services, as included in the SDBIP of Overstrand Municipality.
- Overstrand Municipality's performance with regard to the KPIs as included in the Strategic Framework for Water Services, DWA's Water Services Regulation Strategy and DWA's Regulatory Performance Management System.
- Information to be included in a Water Services Audit as stipulated in regulations under section 9 of the Water Services Act, "Guidelines for Compulsory National Standards".
- Information on the implementation of various activities under the ten WSDP Business Elements, as included in the DWA's WSDP guidelines (Revision 10).

Overstrand Municipality's SDBIP is the process plan and performance indicator / evaluation for the execution of the budget and forms the basis for the monthly, quarterly, mid-year and the annual assessment report and performance assessments of the Municipal Manager and Directors. The following water and sanitation related investigations were successfully completed during the last financial year.

- The Water Services Development Plan was updated for the 2009/2010 financial year and approved by the Portfolio Committee on 19 May 2009 and the Executive Mayoral Committee and full Council on 27 May 2009.
- The internal water network of the Greater Hermanus Area was investigated and the condition and status of the existing reticulation network were determined.
- A bulk metering and telemetry investigation was carried out for the Greater Hermanus Area to determine any possible shortcomings in the present network and to present recommendations regarding possible improvements.

- The Gateway Wellfield Monitoring Programme was implemented after the completion of the drilling and testing programme in the Gateway Wellfield. The purpose of the monitoring programme was to establish baseline information on the aquifer system and the groundwater component in relation to the hydrological cycle. Groundwater exploration commenced in the Hemel-en-Aarde Valley and at Buffeljags Bay.
- The registered and authorised water uses for the Overstrand Municipality were assessed and non compliance regarding the legal water use for the Municipality' as described in the National Water Act, was identified.
- Comprehensive Drinking Water Quality and Effluent Quality Sampling Programmes were developed and implemented.
- Leaks at domestic properties in poor areas with consumption above 15 kl/month were investigated and repaired (Hermanus – Zwelihle).
- Asset Registers were compiled for all water and sanitation infrastructure components.
- Draft Water Services By-laws were compiled.

The following awards were also received by the Municipality:

- SAICE Western Cape Regional Project Awards for the Gansbaai WWTWs, 1st Place in the category "Technical Excellence, with SSI on 20 May 2009.
- CESA certificate of commendation for Gansbaai WWTWs, Engineering Excellence Awards in the category of projects of a value between R10M and 100M, Runner up (Seven projects were evaluated).

Socio Economic Profile

The 2001 Census recorded the population in the Overstrand Municipality's Management Area at 55 770 (19 082 Households) and the 2007 Community Survey recorded the 2007 population at 74 574. The projected population for 2008 is estimated at 78 980 persons (27 183 Households) in the WSDP.

The following key projects and initiatives are implemented by Overstrand Municipality as part of the Municipality's strategy to address poverty, ensure social upliftment and promote LED.

- Plays a key role in the early childhood development of the children through various projects.
- Support projects and capacity building initiatives of various NGOs and CBOs, with regard to the youth (Junior Council and Youth Advisory Centre).
- Support projects initiated in support of the aged by different NGOs and CBOs (Annual Golden Games).
- Local Labour Promotion Project was initiated to reduce outstanding municipal debt and provides income opportunities to communities with high unemployment and poverty levels.
- Working for Water Programme
- Local Economic Development partnership programmes and LED Strategy

Service Levels

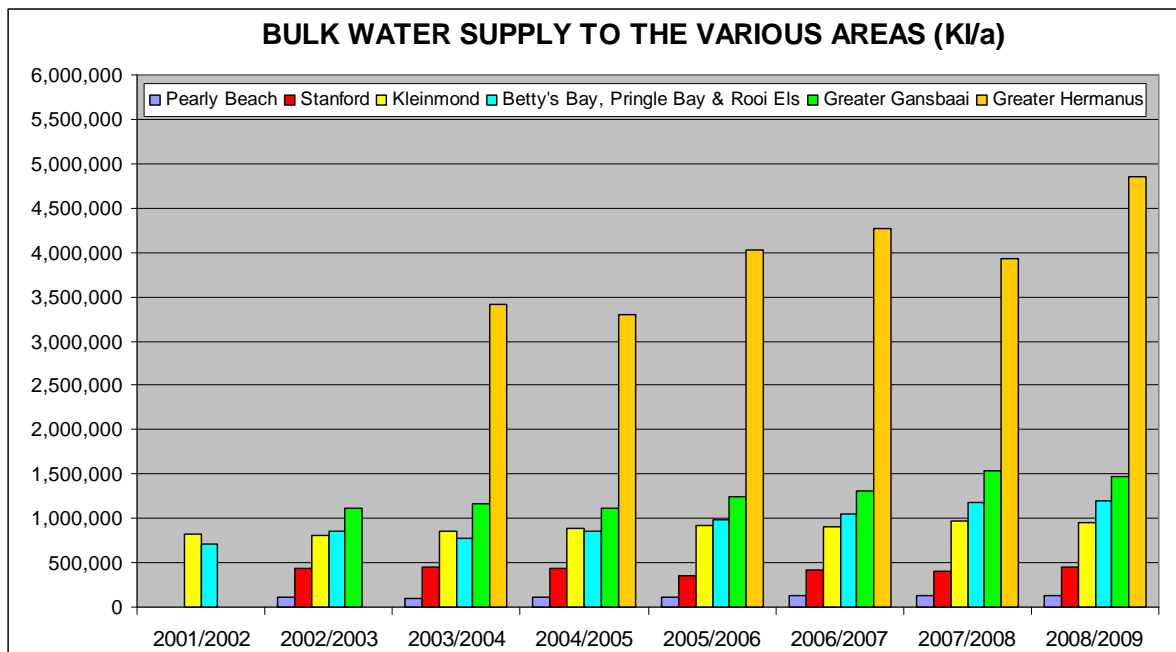
Overstrand Municipality's challenges with regard to the provision of basic water and sanitation services are as follows:

- To provide basic water and sanitation services in the informal areas to new citizens moving into the informal areas and to ensure that health and hygiene awareness and education is part of the process of providing basic services.
- To identify suitable land for the relocation of the people from informal areas, with existing communal services, to formal houses with a higher level of water and sanitation service (Services inside the house).
- To identify adequate funding for the rehabilitation, maintenance, replacement and upgrading of the existing bulk and reticulation infrastructure in order to support the sustainability of the water and sanitation services.
- To monitor the provision of basic water and sanitation on privately owned land.
- To develop additional water sources to serve all communities sustainably for the future.

All formal households in the urban areas as well as all new households are supplied with individual water connections inside the houses and a flush toilet system. Informal areas are supplied with shared services as an intermediary measure. Overstrand Municipality is committed to ensure that at least basic water and sanitation services are provided to those households in the rural areas with existing services below RDP standard.

Water Resources

Water Resources: Overstrand Municipality receives no bulk water from any WSP or other WSA. The graph and table below gives a summary of the total water demand of the various towns within Overstrand Municipality's Management Area (Ml/Year).



Water Quality: Overstrand Municipality monitors the water quality in the distribution networks of all the towns within the Municipal Management Area. No serious water quality problems were experienced during the year.

Overstrand Municipality actively implement their Drinking Water Quality Sampling Programme in order to promptly identify water quality failures and to react accordingly. The water quality results are loaded onto DWA's Drinking Water Quality Management System via the internet. The lab service

provider informs the Water Services Managers immediately of any problems in terms of SANS:241 compliance once test results are available.

Up to present it was not necessary to take any steps to inform the consumers of any health risk regarding the potable water supplied by Overstrand Municipality. The Municipality however got a system in place, to inform its consumers about any potential health risks regarding the water quality, should it become necessary.

The DWA initiated the Blue Drop Certification Programme on 11 September 2008. The blue drop performance of Overstrand Municipality is summarised as follows in the DWA's 2009 Blue Drop Report:

AVERAGE BLUE DROP SCORE	42.5%	AVERAGE DWQ COMPLIANCE	98.2%		
REGULATORY IMPRESSION: WHILE OVERSTRAND MUNICIPALITY IS DISPLAYING AN ABILITY TO PROVIDE TAP WATER WHICH COMPLIES WITH THE HEALTH PARAMETERS OF THE NATIONAL STANDARD, IMPROVEMENT IS REQUIRED IN DWQ MANAGEMENT IN ITS ENTIRETY TO ENSURE THAT THE SUPPLY OF SAFE TAP WATER BE SUSTAINED. THE WATER SERVICES AUTHORITY CAN TAKE ENCOURAGEMENT OUT OF THE GOOD PERFORMANCE OF HERMANUS.					
BLUE DROP REPORT CARD					
CRITERIA	FRANSKR AAL	STANFO RD	BUFFELSRIVI ER	KLEINMON D	HERMANUS
PROCESS CONTROLLING	E	A	E	B	E
DWQ MONITORING PROGRAMME EFFICIENCY	B	B	B	B	B
CREDIBILITY OF SAMPLE ANALYSIS	A	A	A	D	A
REGULAR SUBMISSION OF DWQ DATA TO DWA	A	G	G	G	A
DWQ COMPLIANCE	E	E	E	E	A
RESPONSE TO FAILURES	G	G	G	G	G
BLUE DROP SCORE	41%	38%	31%	33.5%	69%
ACTUAL DWQ COMPLIANCE WITH HEALTH PARAMETERS OF THE NATIONAL STANDARD	96.6%	99%	INFORMATI ON NOT AVAILABLE	INSUFFICIE NT DATA	99%

The percentage compliance of the water quality samples taken over the last twelve months (July 2008 to June 2009) is as follows.

- * *E.Coli (Health)*, Sample Count 94, Compliance 90.4% (Western Cape 98.6%).
 - * *Total Coliforms (Operational)*, Sample Count 94, Compliance 81.9% (Western Cape 95%).
 - pH (Aesthetic / Operational), Sample Count 91, Compliance 89% (Western Cape 97.9%).
 - Turbidity (Aesthetic / Operational / Indirect Health), Sample Count 90, Compliance 75.6% (Western Cape 80.4%).
 - Electrical Conductivity (Aesthetic), Sample Count 91, Compliance 96.7% (Western Cape 99.5%).
 - Aluminium (Health), Sample Count 85, Compliance 64.7% (Western Cape 83.7%).
- * Some raw water results were loaded onto the DWA DWQM as treated water, leading to a relatively low compliance for *E.Coli* and *Total Coliforms*. The actual compliance of treated water in terms of *E.Coli* and *Total Coliforms* is 100%.

Water Conservation and Demand Management

Overstrand Municipality has made significant progress in implementing specific water conservation and demand management interventions over the last financial year. The most notable of these is the Municipality's WDM Strategic Implementation Plan and the following detail studies which were completed during the last financial year as part of the implementation of the Plan.

- Leaks at domestic properties in poor areas with consumption above 15 kl/month were investigated and repaired.
- A bulk metering and telemetry investigation was carried out for the Greater Hermanus Area.

- The internal water network of the Greater Hermanus Area was investigated and the condition and status of the existing reticulation network were determined.
- Irrigation with final treated effluent from the Hermanus and Gansbaai WWTWs was commenced on a large scale to various sports fields.
- Pipe replacement projects continued in the Greater Kleinmond and Greater Hermanus areas.

The table below gives a summary of the non revenue water for the various distribution systems in Overstrand Municipality Management Area.

Description	Non Revenue Water	08/09	Record : Prior (Ml/a)				
			07/08	06/07	05/06	04/05	03/04
Buffels River	Treatment & Network	722.257	715.850	615.698	594.893	509.444	407.551
		60.7%	60.9%	58.3%	59.9%	59.7%	52.7%
Kleinmond	Treatment & Network	249.438	296.338	229.620	270.590	264.262	147.534
		26.2%	30.7%	25.4%	29.3%	29.9%	17.2%
Greater Hermanus	Network	1 083.315	311.620	734.043	829.864	539.296	
		22.4%	7.9%	17.2%	20.6%	16.4%	
Stanford	Network	163.496	123.058	140.626	100.437	200.304	
		36.4%	30.9%	34.1%	28.6%	46.6%	
Greater Gansbaai	Treatment & Network	482.014	482.079	194.253	301.124	266.998	
		32.7%	31.3%	14.8%	24.1%	24.0%	
Pearly Beach	Treatment & Network	27.326	34.163	24.281	15.536	24.952	
		21.6%	25.7%	19.7%	13.2%	23.4%	
Baardskeedersbos	Treatment & Network		2.869	6.692	0.831		
			31.3%	52.3%	17.9%		
Buffeljags Bay	Treatment & Network		0.361	0.453	1.864		
			12.3%	11.8%	87.0%		
TOTAL OVERSTRAND		2 727.846	1 966.338	1 945.666	2 115.138	1 805.256	
		30.1%	24.1%	24.0%	27.6%	27.0%	

Water Services Infrastructure

The following key capital projects were completed during the 2008/2009 financial year:

- Installation of sewer reticulation networks in Gansbaai (Phase 3), Stanford (Phase 2) and Kleinmond (Phase 2).
- Upgrading of the Franskraal WWTs.
- Upgrading of the water reticulation networks in Gansbaai, Betty's Bay (Phase 3), Pringle Bay (Phase 2), Northcliff, Onrus and Fisherhaven.
- Construction of the Fernkloof reservoir.
- Augmentation of the Greater Hermanus water sources. Development of the Gateway well-field and exploration in the Hemel-en-Aarde Valley (Camphill well-field).
- Completion of Phase 1 of the upgrading of the bulk water supply from the Franskraal WWTs to Kleinbaai / Gansbaai.
- Completion of the new Gansbaai WWTs.

The key challenges for Overstrand Municipality with regard to the provision of infrastructure and ensuring the sustainability of the existing water services are as follows:

- To identify adequate funds for the rehabilitation and maintenance of the existing infrastructure. Allocating adequate funding for the active implementation of an Asset Management Plan is critical to ensure the sustainability of the services that are provided by the Municipality.
- To identify adequate funds for the provision of bulk infrastructure and development of additional sources to keep up with the high demand for services.

Water Balance

Detail water balance models are available for each of the distribution systems (towns). Graphs of the water usage per sector for the various systems are also included as part of the water balance models in Annexure A. The inflow to all the WWTWs in Overstrand Municipality's Management Area is metered and the monthly flows and rainfall figures at the various WWTWs are also included in Annexure A.

Water Services Institutional Arrangements

Overstrand Municipality is the official WSA for the entire Municipal Management Area and act as the WSP for the whole area. The WSDP was updated for the 2009/2010 financial year and was approved by the Mayoral Committee and the Full Council on 27 May 2009. The Municipality also compiled a draft set of water services by-laws, which will be promulgated by the Council in the nearby future.

At a technical, operations and management level, municipal staff is continuously exposed to training opportunities, skills development and capacity building in an effort to create a more efficient overall service to the users.

Overstrand Municipality is currently effectively managing its water and sanitation services. Urgent attention is however required to address the remaining backlogs in bulk infrastructure, as well as the backlog in infrastructure maintenance and rehabilitation. Forward planning for water and sanitation services should be guided by the Water and Sewer Master Plans.

Customer Services

OM developed help-desks at all municipal administrations with the objective to assist customers. Disabled people are supported to do business from the help-desks. Requests by the illiterate are being captured and forwarded to the relevant official / section. All municipal buildings are accessible and wheel-chair friendly.

After hour emergency requests are being dealt with by the control room on a twenty four hour basis. Requests are furthermore captured on an electronic mail or works-order system to ensure execution thereof. All help desks were equipped with Batho Pele picture signage. The Municipality has maintained a high and a very consistent level of service to its urban water consumers.

Finance

Overstrand Municipality's Tariff Structures for water and sanitation services are summarised under Section 12 of the Report. The table below gives a summary of the operational budget for water and sanitation services for the last three years.

Service		Actual 08/09	Audited 07/08	Audited 06/07
Water	Expenditure	R48 040 492-36	R30 485 238-87	R30 702 360-91
	Income	R66 998 742-40	R43 820 070-79	R41 210 879-97
	Difference	-R18 958 250-04	-R13 334 831-92	-R10 508 519-06
Sanitation	Expenditure	R25 170 345-76	R25 091 607-04	R23 032 344-36
	Income	R32 056 044-09	R20 710 387-65	R25 415 443-81
	Difference	-R6 885 698-33	R4 381 219-39	-R2 383 099-45

Projects completed

The list of water and sanitation capital projects completed during the 2008/2009 financial year is included under Section 13 of the Report.

OVERSTRAND MUNICIPALITY
WATER SERVICES AUDIT FOR 2008/2009

1. BACKGROUND

- **Appointment**

KV3 Engineers was appointed by Overstrand Municipality to assist them with the putting together of their Water Services Audit Report, which forms part of their annual report for the 2008/2009 financial year. The purpose of the Water Services Audit Report is to report on the implementation of Overstrand Municipality's previous WSDP.

- **Purpose**

Section 62 of the Water Services Act requires the Minister to monitor every WSI in order to ensure compliance with the prescribed national standards. This regulation requires a WSA to complete and submit a water services audit every year. The audit is designed to monitor the compliance of the WSA and other WSIs with these regulations. It allows the audit to be used as a tool to compare actual performance of the WSA against the targets and indicators set in their WSDP. The purpose of the water services audit is as follows:

- To monitor compliance with the Act and these regulations;
- To compare actual performance against targets contained in the WSDPs.
- To identify possibilities for improving water conservation and water demand management.

The Water Services Audit Report will give an overview of the implementation of the previous years' WSDP of Overstrand Municipality and can be seen as an annexure to Overstrand Municipality's Annual Report. The Annual Report is compiled as required by the Local Government: Municipal Systems Act, Act no 32 of 2000 (Section 46) and the Local Government: Municipal Finance Management Act, Act no 56 of 2003 (Section 121). The Water Services Audit Report contains the following detail information:

- The KPIs performance for 2008/2009, for water and sewerage services, as included in the SDBIP of Overstrand Municipality.
- Overstrand Municipality's performance with regard to the KPIs as included in the Strategic Framework for Water Services and DWA's Water Services Regulation Strategy.
- Information to be included in a Water Services Audit as stipulated in regulations under section 9 of the Water Services Act, "Guidelines for Compulsory National Standards".
- Information on the implementation of the various WSDP activities, as included under the ten WSDP Business Elements in the DWA's WSDP guidelines (Revision 10).

- **Methodology followed**

The SDBIP of Overstrand Municipality for 2008/2009 was used to report on the KPIs for water and sewerage services. The 2009/2010 WSDP was further used as basis to compile the report.

The latest water usage figures up to June 2009 were obtained from Overstrand Municipality, analysed and included under the various sections of the Audit Report.

2. LEGISLATION

Water Services Act:

Section 18 of the Water Services Act stipulates the following with regard to the water services audit on the implementation of the WSDP.

- (1) A water services authority must report on the implementation of its development plan during each financial year,
- (2) The report-
 - a) must be made available within four months after the end of each financial year; and
 - b) must be given to the Minister, the Minister for Provincial and Local Government, the Member of the Executive Council responsible for local government in the relevant province and all the organisations representing municipalities having jurisdiction in the area of the water services authority.
- (3) The water services authority must publicise a summary of its report.
- (4) A copy of the report and of its summary must be-
 - a) Available for inspection at the offices of the water services authority; and
 - b) Obtainable against payment of a nominal fee.

Regulations under Section 9 of the Water Services Act, which include the water services audit as Section 10 of the Guidelines for Compulsory National Standards stipulates the following:

- (10) (2) A water services audit must contain details for the previous financial year and, if available, comparative figures for the preceding two financial years of-
 - (a) the quantity of water services provided, including at least –
 - (i) the quantity of water used by each sector;
 - (ii) the quantity of water provided to the water services institution by another water services institution;
 - (iii) the quantity of effluent received at sewage treatment plants; and
 - (iv) the quantity of effluent not discharged to sewage treatment plants and approved for use by the water services institution;
 - (b) the levels of services rendered, including at least –
 - (i) the number of user connections in each user sector;
 - (ii) the number of households provided with water through communal water services works;
 - (iii) the number of consumers connected to a water reticulation system where pressures rise above 900 kPa at the consumer connection;
 - (iv) the number of households provided with sanitation services through consumer installations connected to the sewerage system;
 - (v) the number of households with access to basic sanitation services;
 - (vi) the number of new water supply connections made; and
 - (vii) the number of new sanitation connections made;
 - (c) the numbers provided in compliance with paragraph (b) expressed as a percentage of the total number of connections or households;

- (d) cost recovery, including at least –
- (i) the tariff structures for each user sector;
 - (ii) the income collected expressed as a percentage of total costs for water services provided; and
 - (iii) un-recovered charges expressed as a percentage of total costs for water services provided;
- (e) meter installation and meter testing, including at least –
- (i) the number of new meters installed at consumer installations; and
 - (ii) the number of meters tested and the number of meters replaced expressed as a percentage of the total number of meters installed at consumer connections;
- (f) the water quality sampling programme contemplated in regulation 5(1), the results of the comparison set out in regulation 5(3) and any occurrence reported in compliance with regulation 5(4);
- (g) water conservation and demand management, including at least –
- (i) the results of the water balance as set out in regulation 11;
 - (ii) the total quantity of water unaccounted for;
 - (iii) the demand management activities undertaken; and
 - (iv) the progress made in the installation of water efficient devices.

Strategic Framework for Water Services (September 2003):

"A WSA must report annually and in a public way on progress in implementing the plan." The requirement that WSAs regularly update their plans and report annually on progress against their plans will assist local communities and DWAF to assess how well WSAs are performing relative to their stated intentions and their capacity.

3. ANNUAL REPORT

- **Performance Management System**

Overstrand Municipality's SDBIP is the process plan and performance indicator / evaluation for the execution of the budget. The SDBIP is being used as a management, implementation and monitoring tool that assists and guide the Executive Mayor, Councillors, Municipal Manager, Senior Managers and the community. The plan serves as an input to the performance agreements of the Municipal Manager and Directors. It also forms the basis for the monthly, quarterly, mid-year and the annual assessment report and performance assessments of the Municipal Manager and Directors. The performance evaluation of the water and sanitation indicators / targets, as included in the SDBIP and completed by the end of June 2009, is as follows:

TABLE 3.1: Performance Evaluation of the water and sanitation indicators / targets (SDBIP)

Related Goal / Programme	Baseline	Outputs	Performance Indicator / Target	Comment 4 th Quarter
WSA - WSP	Division of the WSA-WSP roles to be clearly defined in organizational structure	Clear differentiation between WSA and SWP obligations and roles	Role definition in line with amended organizational structure	WSA Business Plan completed; Quotation received for WSP Business Plan (Community Services)
Licenses	4 WTW and 5 WWTW of which the licenses are in various stages of non-compliance, i.e.	Licenses of all the WTW and WWTW revised its current volumes treated and renewed	Liaise with DWA to revise volumes and renew licenses	Investigation and report completed; meeting arranged with DWA to upgrade authorisations

Related Goal / Programme	Baseline	Outputs	Performance Indicator / Target	Comment 4 th Quarter
	some already expired and other about to expire			
WSDP	WSDP in process	Approved WSDP	WSDP Approved	Council approval 27 May 2009
Free Basic Services	FBW and FBS are provided	Free basic services provided in line with indigent policy and basic services component of equitable share correctly allocated	Legal compliance – access to water, standard of living op poor improved	No Backlogs
Master Plan	Water and Sanitation Master Plan in place	Updated water and sanitation master plan	Ongoing updating of water and sanitation master plan	Started updating of master plans for densification study
Authority regulation	Authority regulation	Monitoring of water quality compliance	Ongoing monitoring of laboratory results	Laboratory contract continuing
			Review of water quality sampling regime	Completed
		Monitoring of effluent quality compliance	Ongoing monitoring of laboratory results	Laboratory contract continuing
			Review of water quality sampling regime	Completed
Water Demand and Water Conservation – Loss Management	Introduce water conservation, demand management, loss management and awareness programmes	Various programmes to enable water demand and loss management	Consumer meter replacement programme – focus areas identified and work scheduled Approx 1000 consumer meters replaced in 2008/09	Ongoing (Operations), as available funds permit
	Faulty bulk and zone meters to be tested and replaced	10 of 30 faulty meters replaced in 2008/2009	Identify worst bulk and zone meters of the approx 30 in existence	Preekstoel bulk meter replacement completed
			Progressive replacement of meters and installation of telemetry	Telemetry Master Plan completed. Phased implementation from 2009/10.
			Statistics and reports to DWA	Submitted as and when required
	Water losses on average not excessively high but substantial difference in water losses from town to town	Reduce water losses to 20% through pipe replacement, pipeline maintenance and leak detection programme on which pressure management will follow	Contractor on site – monitoring of project	Pipe replacement projects completed. Leak repair project in Zwelihle completed.
	Customer wastage must be addressed	Various programmes to be implemented, i.e. high, low, zero consumption follow up, large users, high consumption and leaks in poor areas, awareness programme, schools programme, retrofitting, debt management	Red flag management and replacement of meters where identified, education of waterwise gardening, pamphlets, education at schools, etc.	Leak repair project in Zwelihle completed
			Monitoring of municipal usage – parks and buildings	Planned for 2009/10
	Promotion of use of treated effluent water	Treated effluent recycling and marketing of usage		
	Golf club and high school already linked	Four sport clubs to become treated effluent water consumers	Technical / construction work nearly finished	Telemetry to be completed. O&M manual and hand-over to municipality outstanding. Chlorination possibly to be relocated.
			Adding one new consumer, ie. 1 Sport Club per quarter	Gansbaai S4S implemented
Sustainable Water	Water catchment agency established	Full participation in water catchment area management	Ongoing involvement	All Water User Association Meetings attended
	Water resources development essential	Planning of sustainable water resource development and management	Ongoing preliminary feasibility studies	Long term testing and monitoring in progress

3.2. Performance highlights

The following water and sanitation related investigations were successfully completed during the last financial year.

- The Water Services Development Plan was updated for the 2009/2010 financial year and approved by the Portfolio Committee on 19 May 2009 and the Executive Mayoral Committee and full Council on 27 May 2009. Water losses were determined for each of

the distribution schemes and future water demand projection models were developed for each of the towns.

- The internal water network of the Greater Hermanus Area was investigated and the condition and status of the existing reticulation network were determined.
- A bulk metering and telemetry investigation was carried out for the Greater Hermanus Area to determine any possible shortcomings in the present network and to present recommendations regarding possible improvements.
- The Gateway Wellfield Monitoring Programme was implemented after the completion of the drilling and testing programme in the Gateway Wellfield. The purpose of the monitoring programme was to establish baseline information on the aquifer system and the groundwater component in relation to the hydrological cycle. Groundwater exploration commenced in the Hemel-en-Aarde Valley and at Buffeljags Bay.
- The registered and authorised water uses for the Overstrand Municipality were assessed and non compliance regarding the legal water use for the Municipality' as described in the National Water Act, was identified.
- Comprehensive Drinking Water Quality and Effluent Quality Sampling Programmes were developed and implemented.
- Leaks at domestic properties in poor areas with consumption above 15 kl/month were investigated and repaired (Hermanus – Zwelihle).
- Asset Registers were compiled for all water and sanitation infrastructure components.
- Draft Water Services By-laws were compiled.

The following awards were also received by the Municipality:

- SAICE Western Cape Regional Project Awards for the Gansbaai WWTWs, 1st Place in the category "Technical Excellence, with SSI on 20 May 2009.
- CESA certificate of commendation for Gansbaai WWTWs, Engineering Excellence Awards in the category of projects of a value between R10M and 100M, Runner up (Seven projects were evaluated).

3.3 National Water Services Regulation Strategy

The KPIs on which Overstrand Municipality needs to report annually to the DWA, in terms of the Strategic Framework for Water Services and DWA's National Water Services Regulation Strategy, are included in Annexure B.

4. SOCIO ECONOMIC PROFILE

The 2001 Census recorded the population in the Overstrand Municipality's Management Area at 55 770 (19 082 Households) and the 2007 Community Survey recorded the 2007 population at 74 574. The projected population for 2008 is estimated at 78 980 persons (27 183 Households) in the WSDP.

Overstrand Municipality plays a key role in the early childhood development of the children through various projects. During the last financial year contributions were made towards the upgrading of various crèches and the distribution of educational equipment to the crèches who identified their needs. Through this project the lives of 1436 children between the ages 3 months to 6 years were affected.

The Municipality also acknowledges its role in the lives of the youth, by supporting projects and capacity building initiatives of various Non Governmental Organisations (NGO's) and Community Based Organisations (CBO's).

The Enlighten Education Trust, an Overstrand based non-governmental organization, is facilitating the Junior Council as an educational project on behalf of the Overstrand Municipality. These learners are also exposed to leadership camps where leadership qualities are strengthened.

The municipality has entered into a partnership with the Umsobomvu Youth Fund to establish a Youth Advisory Centre (YAC) to assist young people to gain access to resources including entrepreneurial opportunities. Through this programme the youth will be well prepared to take advantage of services and resources available to them to improve their livelihoods.

The Municipality's social responsibility is demonstrated through the appointment of a Social Development Officer as well as in the annual contributions and support given to the National Sea Rescue Institute, Overstrand Conservation Foundation and several institutions working with skills development, adult education, the elderly, HIV/Aids victims, job creation, animal welfare, etc.

The Municipality acknowledges the challenges with regard to the aged and in the last financial year made various contributions towards equipment and upgrading of the different frail care centres and old age homes in the Overstrand. A project was also launched to address the need for en-suite toilet/bathrooms to be constructed in homes where women have been living for 20 years and longer in Zwelihle and had to use outside toilets during this time. More than 20 of these en-suite toilets/bathrooms have been constructed in partnership with private contributors.

The Municipality also supports projects initiated in support of the aged by different NGO's and CBO's eg. The Annual Golden Games for the elderly.

The Local Labour Promotion Project (LLPP) of the Overstrand Municipality was initiated with the view to reduce outstanding municipal debt and provides income opportunities to communities with high unemployment and poverty levels. This is achieved by allowing the unemployed, those who are in service payment arrears and other needy groups within the communities to be part of the delivery of municipal services and the construction of new public facilities.

This project was devised as a means of effecting socio-economic upliftment, as part of the local authority's strategy to bring about poverty alleviation through job creation whilst enhancing the prospects of reducing outstanding municipal consumer debt. This concept embarked on an initiative in terms of which debtors, particularly those who were unemployed, were targeted for participation in a local capital project aimed at addressing a communal back log in terms of facilities. Participants would earn a weekly wage whilst contributing financially towards the reduction of their outstanding municipal debts. 416 Job opportunities were created, with a total debt recovered of R366 619.36 (2007/2008). The municipality also repairs water leakages on the users side to prevent high water accounts and to ensure that the waste of the water resource be limited.

The Working for Water Programme, which is funded by the DWA in conjunction with the Municipality, is an empowerment initiative whereby members of the local community who have been assisted to obtain the necessary expertise and equipment, successfully compete in providing an alien vegetation clearing service through a tender process. This project has seen the creation of 450 sustainable job opportunities with a budget allocation of R3.7 million during the 2008/2009 financial years. The allocation for 2009/2010 would be R2.9 million with 220 estimated job opportunities.

The proposed goals of Overstrand Municipality's economic development strategy are as follows:

- Increase economic growth to 6% per annum by 2014.
- Sustain the natural resource base for future generations
- Broaden participation in the economy.
- Halve official unemployment and poverty by 2014.
- Build the human capital of the residents of Overstrand, especially the poor, in line with the changing needs of the economy.

The LED Strategy comprises of the following eight strategic interventions:

- Facilitate the development of the priority economic sectors in Overstrand, by utilizing all resources at its disposal including sector development interventions being driven by other spheres of Government to grow the priority sectors identified as tourism, creative industries, fishing and agriculture.
- Facilitate connectivity between different types of communities, different interests and the various towns in the Overstrand with a focus on public transport.
- Develop the infrastructural capacity of the Overstrand and ensure an enabling spatial framework by utilising inter alia municipality assets.
- Develop "and deploy" a marketing strategy for the Overstrand. The Destination Marketing Organisation (DMO) was established during February 2008.
- Create an enabling environment for business development and growth with a focus on SMME support.
- Manage the natural resources and state assets with the assistance of other spheres of government in a manner that ensures the long-term transformation and sustainability of the economy.
- Promote the development of the economies of the poor through job creation programmes.
- Assist with developing the human resource and skills base of the people of Overstrand with the creation of training capacity.

The proposed interventions to propel Local Economic Development include the following (The interventions are comprehensively discussed in Overstrand Municipality's IDP):

- Tourism sector support
- Creative industries sector support
- Fishing industry sector support
- Agriculture
- Connectivity (Bridging the divisions between places and people)
- Infrastructure development
- Marketing
- Enabling business environment
- Resource and asset management
- Economies of the poor
- Human resource development

OM also identified partnership programmes with high potential impact on provision of job opportunities, small enterprise development and skills development, which include the following Special projects:

- The Cape Film Commission
- Umthimkhulu Village (Kleinmond)
- The Neighbourhood Development Programme Grant (NDPG)
- Destination Marketing
- The Development Agency known as the Overstrand Local Economic Development Agency (OLEDA)
- Youth Advisory Centre (YAC)
- LED Projects
- Broad Based Black Economic Empowerment

5. SERVICE LEVELS

Every WSA has a duty to ensure that at least a basic water supply and sanitation service is provided to every household within its area of jurisdiction. The definition of basic water supply and sanitation services are summarised in the table below:

Table 5.1: Definitions of water supply and sanitation services

Basic water supply facility	The infrastructure necessary to supply 25 litres of potable water per person per day supplied within 200 metres of a household and with a minimum flow of 10 litres per minute (in the case of communal water points) or 6 000 litres of potable water supplied per formal connection per month (in the case of yard or house connections).
Basic water supply service	The provision of a basic water supply facility, the sustainable operation of the facility (available for at least 350 days per year and not interrupted for more than 48 consecutive hours per incident) and the communication of good water-use, hygiene and related practices.
Basic sanitation facility	The infrastructure necessary to provide a sanitation facility which is safe, reliable, private, protected from the weather and ventilated, keeps smells to the minimum, is easy to keep clean, minimises the risk of the spread of sanitation-related diseases by facilitating the appropriate control of disease carrying flies and pests, and enables safe and appropriate treatment and/or removal of human waste and wastewater in an environmentally sound manner.
Basic sanitation service	The provision of a basic sanitation facility which is easily accessible to a household, the sustainable operation of the facility, including the safe removal of human waste and wastewater from the premises where this is appropriate and necessary, and the communication of good sanitation, hygiene and related practices.

The table below gives an overview of the estimated number of user connections in each user sector.

Table 5.2: Number of user connections in each user sector

Distribution System	Projected Res. Households for 2008 (Permanent)	No of Serviced Stands (Treasury)	Residential (Permanent & Holiday)	Commercial (Estimated)	No of Dry Industrial Consumer Units (Estimated)	No of Wet Industrial Consumer Units (Estimated)	No. Other Units (Estimated)
Buffels River	1 307	2 156	2 058	93	0	0	5
Kleinmond	3 481	2 268	2 139	119	0	0	10
Greater Hermanus	13 726	14 850	14 164	650	5	1	30
Stanford	1 411	980	880	89	0	1	10
Greater Gansbaai	5 112	5 360	4 951	388	0	1	20
Pearly Beach	420	420	378	40	0	0	2
Farms	1 726	-	1 726	0	0	0	0
TOTALS	27 183	26 034	26 296	1 379	5	3	77

Number of households connected to water system and number of households with access to basic water services:

The existing water service levels in Overstrand Municipality's Management Area are estimated as follows (2008/2009):

Table 5.3: Existing water service levels

Distribution System	1. None or inadequate	2. Communal water supply	3. Controlled volume supply	4. Uncontrolled volume supply: yard tap or house connection	5. Total served (2+3+4)	6. Total (1+5)
Buffels River	0	0	0	2 058	2 058	2 058
Kleinmond	0	350	0	2 139	2 489	2 489
Greater Hermanus	0	0	0	14 164	14 164	14 164
Stanford	0	100	0	880	980	980
Greater Gansbaai	0	1 008	0	4 951	5 959	5 959
Pearly Beach	0	100	0	378	478	478
Farms	203	145	0	1 378	1 523	1 726
Total	203	1 703	0	25 948	27 651	27 854

Number of households provided with water through communal water services:

The informal settlements in Overstrand Municipality's Management Area are provided with communal standpipes. Current communal services include the informal areas in Kleinmond, Stanford, Pearly Beach and in the Greater Gansbaai area. The number of households serviced through communal standpipes are summarised in the previous table.

Number of households connected to sewerage system and number of households with access to basic sanitation services:

The existing sanitation service levels in Overstrand Municipality's Management Area are estimated as follows (2008/2009):

Table 5.4: Existing sanitation service levels

Distribution System	1. None or inadequate : below RDP : Pit	2. None or inadequate : below RDP : Bucket	3. Consumer installation : On site (Ablution Blocks)	4. Consumer installations: Wet (Septic tanks, digester or tanker desludge, etc.)	5. Discharge to water treatment works (intermediate or full waterborne)	6. Total served (3+4+5)	7. Total (1+2+6)
Buffels River	0	0	0	2 058	0	2 058	2 058
Kleinmond	0	0	350	1 020	1 119	2 489	2 489
Greater Hermanus	0	0	0	1 774	12 390	14 164	14 164
Stanford	0	0	100	611	269	980	980
Greater Gansbaai	0	0	1 008	4 027	924	5 959	5 959
Pearly Beach	0	0	100	378	0	478	478
Farms	255	127	90	1 254	0	1 344	1 726
Total	255	127	1 648	11 122	14 702	27 472	27 854

Number of new water and sanitation connections made:

The number of new water and sewer connections installed during the 2008/2009 financial year is not known, but Overstrand Municipality is committed to record the information from the next financial year.

Overstrand Municipality's challenges with regard to the provision of basic water and sanitation services are as follows:

- To provide basic water and sanitation services in the informal areas to new citizens moving into the informal areas and to ensure that health and hygiene awareness and education is part of the process of providing basic services.
- To identify suitable land for the relocation of the people from informal areas, with existing communal services, to formal houses with a higher level of water and sanitation service (Services inside the house).
- To identify adequate funding for the rehabilitation, maintenance, replacement and upgrading of the existing bulk and reticulation infrastructure in order to support the sustainability of the water and sanitation services.
- To monitor the provision of basic water and sanitation on privately owned land.
- To develop additional water sources to serve all communities sustainably for the future.

All formal households in the urban areas as well as all new households are supplied with individual water connections inside the houses and a flush toilet system. Informal areas are supplied with shared services as an intermediary measure. Overstrand Municipality is committed to ensure that at least basic water and sanitation services are provided to those households in the rural areas with existing services below RDP standard.

The industrial effluent discharge into the sanitation system of Overstrand Municipality is not yet metered. Draft By-laws with regard to the discharge of industrial effluent into the sanitation system of Overstrand Municipality and for all the industrial consumers to formally apply for the discharge of industrial effluent into the sanitation system is in place. Sampling of the quality of industrial effluent discharged into the sanitation system is however not yet taking place.

6. WATER RESOURCES

Water balance models were developed for each of the distribution systems within Overstrand Municipality's Management Area and are included in Annexure A. Graphs of the total water demand (bulk water supply and water sold), peak month factors, annual water losses per town and water usage per sector are included in Annexure A. The table below gives an overview of the years in which the annual water demand will exceed the sustainable yield from the various resources:

Table 6.1: Years in which the annual water demand will exceed the sustainable yield

Distribution System	Total sustainable Yield (x 10 ⁶ m ³ /a)	4% Annual Growth on 2007 Demand	6% Annual Growth on 2007 Demand	WSDP Projection Model
Buffels River	1.617	2015	2012	2019
Kleinmond	2.589	2032	2024	2032
Greater Hermanus	7.06	2021	2016	2024
Stanford	0.396	2008	2008	2009
Greater Gansbaai	2.931	2025	2019	2019
Pearly Beach	0.212	2019	2015	2016
Baardskeedersbos	0.090	2033	2033	2033
Buffeljags Bay	0.013	2033	2029	2033

Note: Buffeljags Bay and Viljoenshof (Wolvengat) will be addressed as part of the Groundwater Study with which OM is currently busy.

Quantity of water provided to the WSA by another WSA:

Overstrand Municipality receives no bulk water from any WSP or other WSA. The graph and table below gives a summary of the total water demand of the various towns within Overstrand Municipality's Management Area (MI/Year).

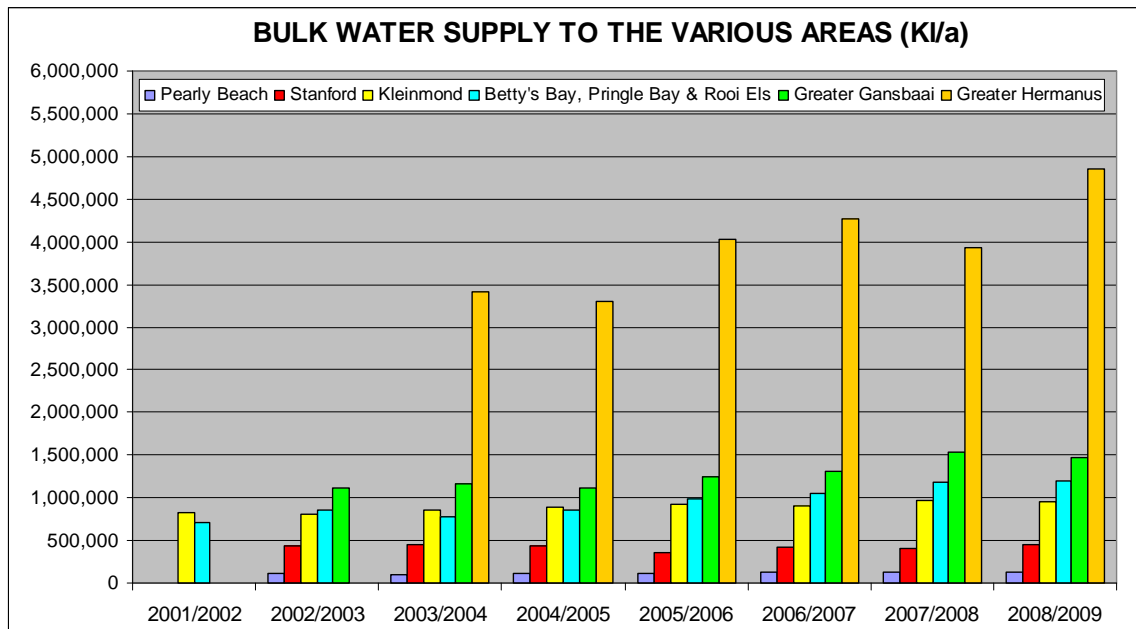


Table 6.2: Historical water demands

Distribution System	Sources	08/09	Record : Prior				
			07/08	06/07	05/06	04/05	03/04
Buffels River	Buffels River Dam & Disakloof	1189.339	1175.136	1055.810	993.071	853.805	772.740
Kleinmond	Palmiet River, Kleinmond borehole & Dorpsfontein spring	953.661	964.719	905.664	922.882	882.443	856.727
Greater Hermanus	De Bos Dam & Groundwater	4846.278	3936.711	4268.983	4018.963	3292.465	3415.748
Stanford	Stanford spring	448.820	398.800	412.552	350.630	430.203	453.580
Greater Gansbaai	Kraaibosch and Franskraal Dam, Klipfontein borehole, Klilpgat, De Kelders Grotte, Stanfords Bay & Perlemoen Bay	1475.743	1540.652	1308.292	1250.689	1112.828	1160.549
Pearly Beach	Pearly Beach Springs	126.760	133.059	122.981	117.653	106.451	99.201
Baardskeerdersbos	Boskloof Stream	12.489	9.173	12.795	4.642		
Buffeljags Bay	Borehole	2.572	2.933	3.841	2.142		
Overstrand Total		9055.662	8161.183	8090.918	7660.672	6678.195	6758.545

Water Quality: Overstrand Municipality monitors the water quality in the distribution networks of all the towns within the Municipal Management Area. No serious water quality problems were experienced during the year.

Overstrand Municipality actively implement their Drinking Water Quality Sampling Programme in order to promptly identify water quality failures and to react accordingly. The water quality results are loaded onto DWA's Drinking Water Quality Management System via the internet. The lab service provider informs the Water Services Managers immediately of any problems in terms of SANS:241 compliance once test results are available.

Up until now it was not necessary to take any steps to inform the consumers of any health risk regarding the potable water supplied by Overstrand Municipality. The Municipality however has a system in place, to inform its consumers about any potential health risks regarding the water quality, should it become necessary.

The DWAs initiated the Blue Drop Certification Programme on 11 September 2008 with the objective of:

- Introducing incentive-based regulation of the drinking water quality management function;

- Introducing key requirements for effective and efficient management of drinking water quality by water services institutions;
- Initiating transparency on the actual drinking water quality management performance of water services institutions;
- Provide information to the public on DWQ performance per water supply system (to prevent generalization), and;
- Facilitating closer working relationships between WSAs and Water Services Providers (where relevant).

It is a legislative requirement that water services institutions have adequate monitoring programmes in place, and this would include compliance monitoring. The drinking water quality regulation programme identified a significant limitation in an approach which entirely depends upon compliance monitoring only, since ensuring the safety of tap water requires proactive preventative management. The introduction of the certification programme ensures that the South African water services sector adopts the required preventative approach towards the management and regulation of drinking water. Compliance monitoring remains an integral part of DWQ management though, but with the key purpose of gauging the efficacy of the manner in which the quality of tap water is being managed. The blue drop performance of Overstrand Municipality is summarised as follows in the DWA's 2009 Blue Drop Report:

Table 6.3: Blue Drop performance of Overstrand Municipality

AVERAGE BLUE DROP SCORE	42.5%	AVERAGE DWQ COMPLIANCE	98.2%		
REGULATORY IMPRESSION: WHILE OVERSTRAND MUNICIPALITY IS DISPLAYING AN ABILITY TO PROVIDE TAP WATER WHICH COMPLIES WITH THE HEALTH PARAMETERS OF THE NATIONAL STANDARD, IMPROVEMENT IS REQUIRED IN DWQ MANAGEMENT IN ITS ENTIRETY TO ENSURE THAT THE SUPPLY OF SAFE TAP WATER BE SUSTAINED. THE WATER SERVICES AUTHORITY CAN TAKE ENCOURAGEMENT OUT OF THE GOOD PERFORMANCE OF HERMANUS.					
BLUE DROP REPORT CARD					
CRITERIA	FRANSKR AAL	STANFO RD	BUFFELSRIVI ER	KLEINMON D	HERMANUS
PROCESS CONTROLLING	E	A	E	B	E
DWQ MONITORING PROGRAMME EFFICIENCY	B	B	B	B	B
CREDIBILITY OF SAMPLE ANALYSIS	A	A	A	D	A
REGULAR SUBMISSION OF DWQ DATA TO DWA	A	G	G	G	A
DWQ COMPLIANCE	E	E	E	E	A
RESPONSE TO FAILURES	G	G	G	G	G
BLUE DROP SCORE	41%	38%	31%	33.5%	69%
ACTUAL DWQ COMPLIANCE WITH HEALTH PARAMETERS OF THE NATIONAL STANDARD	96.6%	99%	INFORMATI ON NOT AVAILABLE	INSUFFICIE NT DATA	99%

The percentage compliance of the water quality samples taken over the last twelve months (July 2008 to June 2009) is as follows.

- *E.Coli (Health), Sample Count 94, Compliance 90.4% (Western Cape 98.6%).
- *Total Coliforms (Operational), Sample Count 94, Compliance 81.9% (Western Cape 95%).
- pH (Aesthetic / Operational), Sample Count 91, Compliance 89% (Western Cape 97.9%).
- Turbidity (Aesthetic / Operational / Indirect Health), Sample Count 90, Compliance 75.6% (Western Cape 80.4%).
- Electrical Conductivity (Aesthetic), Sample Count 91, Compliance 96.7% (Western Cape 99.5%).
- Aluminium (Health), Sample Count 85, Compliance 64.7% (Western Cape 83.7%).

- * *Some raw water results were loaded onto the DWA DWQM as treated water, leading to a relatively low compliance for E.Coli and Total Coliforms. The actual compliance of treated water in terms of E.Coli and Total Coliforms is 100%.*

The results of the water quality samples taken over the period July 2008 to June 2009, as loaded onto DWA's DWQM System, are as follows:

Table 6.4: Results of water quality samples taken over the period July 2008 to June 2009

Water Quality (July 2008 to June 2009)																					
Town	Microbiological Safety				Microbiological Operational		Physical						Chemical								
	Faecal Coliforms (Health)		E.Coli (Health)		Total Coliforms		pH (aesthetic / operational)			Turbidity (aesthetic / operational / indirect health)			Electrical Conductivity (aesthetic)			Aluminium (health)			Iron (aesthetic / operational)		
	Samples	Compliance	Samples	Compliance	Samples	Compliance	Samples	Median (pH units)	Compliance	Samples	Mean (NTU)	Compliance	Samples	Median (mS/m)	Compliance	Samples	Median (mg/L as Al)	Compliance	Samples	Median (mg/L as Fe)	Compliance
Western Cape			10068	98.6	11309	95.0	9642	8.3	97.9	9624	0.9	80.4	9002	14.0	99.5	2001		83.7			
Overstrand Municipality			94	90.4	94	81.9	91	8.7	89.0	90	0.7	75.6	91	33.0	96.7	85		64.7			
Betty's Bay			3	100.0	3	100.0	3	7.8	66.7	3	0.6	66.7	3	25.3	100.0	3		66.7			
Gans Bay			42	92.9	42	76.2	41	7.9	90.2	41	0.7	85.4	41	96.8	92.7	39		66.7			
Hawston			5	80.0	5	80.0	4	8.6	100.0	4	0.6	100.0	4	32.6	100.0	4		50.0			
Hermanus			30	96.7	30	96.7	29	8.9	86.2	29	1.7	48.3	29	33.4	100.0	29		51.7			
Kleinmond			7	57.1	7	57.1	7	8.1	85.7	6	0.4	100.0	7	23.7	100.0	4		100.0			
Stanford			7	85.7	7	71.4	7	7.3	100.0	7	0.3	100.0	7	76.6	100.0	6		100.0			

Applicable Standards

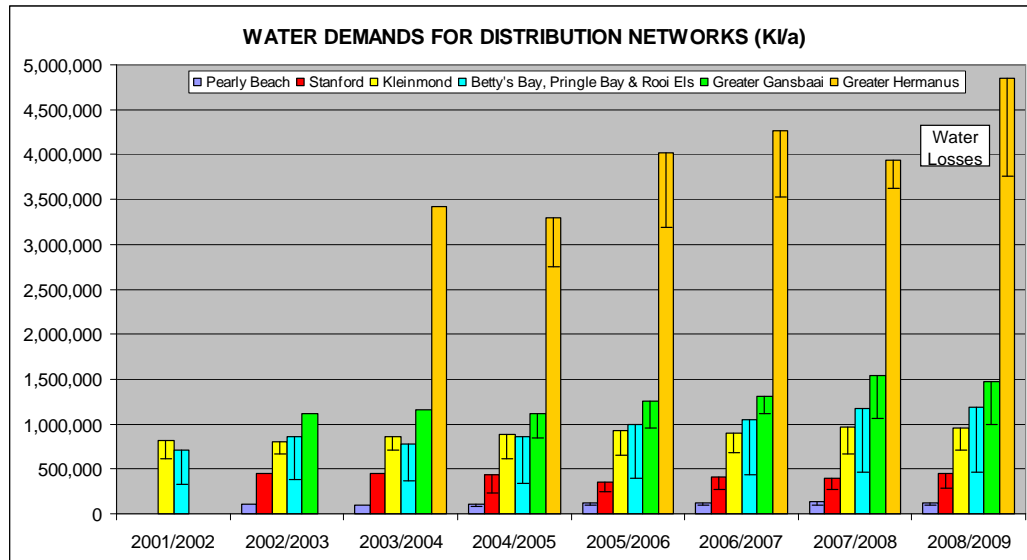
The values displayed are based on all samples collected in the particular area. The samples are compared to SANS 241 and colour coded accordingly. Based on samples taken during the last 12 months July 2008 to June 2009

Microbiological Safety	Microbiological Operational	Physical	Chemical
SANS: Microbiological Safety: Column 3	The percentage compliance displayed is the percentage of all samples collected falling within SANS: Operational Limits: Acceptable Level	SANS: Physical, Organoleptic, Chemical: Class I	SANS: Physical, Organoleptic, Chemical: Class I
SANS: Microbiological Safety: Column 4		SANS: Physical, Organoleptic, Chemical: Class II	SANS: Physical, Organoleptic, Chemical: Class II
SANS: Microbiological Safety: Column 5		SANS: Failure Phys-Organo-Chem: Class II (Aesth/Operat)	SANS: Failure Phys-Organo-Chem: Class II (Aesth/Operat)
SANS: Failure Microbiological Safety: Column 5		SANS: Failure Phys-Organo-Chem: Class II (Health)	SANS: Failure Phys-Organo-Chem: Class II (Health)
Percentage compliance displayed is the percentage of all samples collected falling within SANS: Microbiological Safety: Column 5		The percentage compliance displayed is the percentage of all samples collected in the area falling within SANS: Physical, Organoleptic, Chemical: Class I.	The percentage compliance displayed is the percentage of all samples collected in the area falling within SANS: Physical, Organoleptic, Chemical: Class I.

Some of the raw water results were loaded onto the DWA's DWQM System as treated water, therefore the low percentage compliance w.r.t. E Coli. It is estimated that the compliance percentage for treated water w.r.t. E Coli is 100%.

7. WATER CONSERVATION AND DEMAND MANAGEMENT

Overstrand Municipality has made significant progress in implementing specific water conservation and demand management interventions over the last financial year. The Municipality compiled a detailed WDM Strategic Implementation Plan at the beginning of 2008, which was implemented during the 2008/2009 financial year. Water losses were also calculated for each of the distribution systems as part of the WSDP process. The graph below gives a summary of the total bulk water supply and water losses for the various distribution systems in Overstrand Municipality's Management Area.



Quantity of water unaccounted for (MI/Year):

The table below gives a summary of the non revenue water for the various distribution systems in Overstrand Municipality Management Area.

Table 7.1: Non revenue water for the various distribution systems

Description	Non Revenue Water	08/09	Record : Prior (MI/a)				
			07/08	06/07	05/06	04/05	03/04
Buffels River	Treatment & Network	722.257	715.850	615.698	594.893	509.444	407.551
		60.7%	60.9%	58.3%	59.9%	59.7%	52.7%
Kleinmond	Treatment & Network	249.438	296.338	229.620	270.590	264.262	147.534
		26.2%	30.7%	25.4%	29.3%	29.9%	17.2%
Greater Hermanus	Network	1 083.315	311.620	734.043	829.864	539.296	
		22.4%	7.9%	17.2%	20.6%	16.4%	
Stanford	Network	163.496	123.058	140.626	100.437	200.304	
		36.4%	30.9%	34.1%	28.6%	46.6%	
Greater Gansbaai	Treatment & Network	482.014	482.079	194.253	301.124	266.998	
		32.7%	31.3%	14.8%	24.1%	24.0%	
Pearly Beach	Treatment & Network	27.326	34.163	24.281	15.536	24.952	
		21.6%	25.7%	19.7%	13.2%	23.4%	
Baardskeedersbos	Treatment & Network		2.869	6.692	0.831		
			31.3%	52.3%	17.9%		
Buffeljags Bay	Treatment & Network		0.361	0.453	1.864		
			12.3%	11.8%	87.0%		
TOTAL OVERSTRAND		2 727.846	1 966.338	1 945.666	2 115.138	1 805.256	
		30.1%	24.1%	24.0%	27.6%	27.0%	

Number of consumers connected to a water reticulation system where pressures rise above 900 kPa at the consumer connection are as follows:

The towns in Overstrand Municipality's Management Area, as identified in the proposed WDM Strategy developed by CES, that should consider pressure management as a measure of water demand management (where the % potential saving > 3% of the total water demand) are as follows:

Table 7.2: Towns that should consider pressure management

Distribution System	Saving Potential	Number of consumer connections where pressure rise above 900 kPa (Static)	Comment
Kleinmond	5%	0	Was investigated by Overstrand Municipality, but was found to be financially non viable.
Buffels River (Betty's Bay & Pringle Bay)	4%	0	The cost benefit of pressure management for these systems will be calculated by Overstrand Municipality in the future. The impact of the other WDM mechanisms will first be evaluated.
Buffels River (Rooi Els)	3%	0	
Greater Hermanus	3%	0	
Stanford	< 3%	0	
Greater Gansbaai	< 3%	64 (Stanfords Bay)	Non viable
Pearly Beach	< 3%	0	

Demand management activities undertaken:

The WDM Strategic Implementation Plan of Overstrand Municipality is summarised in the table below:

Table 7.3: WDM Strategic Implementation Plan

Mechanism	Driver	Actions	
Tariffs	Finance	Number of steps can be reduced in line with the CES WDM report.	
Awareness Campaign	Environmental Management	Media: Overstrand Conservation Forum Newsletter, Hermanus Times (Weekly), Overstrand Bulletin (With the monthly bills), Customer Relations Desk (Pamphlets etc. available)	
Network Water Loss Management			
Enablers	Bulk meter consumption	Infrastructure	Status of bulk meters to be investigated
	Zoning and zone meters	Infrastructure	There is currently projects to upgrade the meters and the telemetry system. Further zoning needs to be investigated.
	Low & zero Consumptions	Finance	Generate a list of low and zero consumption regularly. Identify those that have been low or zero for more than 6 months. Check usual usage pattern on IMQS. Replace meters at those properties outside the normal usage pattern and monitor.
	Properties without meters	Finance	Compare financial system with GIS and properties with electricity meters but no water meters and identify all properties that do not have meters.
	Meter replacement programme	Operation	Identify all meters older than 10 years and start replacement program from the oldest to the youngest. Test meters for accuracy as they are removed to obtain information on accuracy versus age. Meters that are removed should be re-furbished, tested and re-used.
	Monthly water balance	Infrastructure	Get monthly water balances in place for all the distribution systems.
	Identify areas	Infrastructure	Prioritize areas and ensure that they have operating meters and loggers.
	Analysis of minimum night	Infrastructure	Analyze the night flows and determine the potential for pressure management. Prioritize areas of high night flow and ease of installation of pressure management. Log the pressures at supply and

Mechanism		Driver	Actions
	flows		critical points and determine savings that can be achieved.
Water loss reduction	Pressure management	Infrastructure	Identify where PRVs can be installed and size them. Determine cost/benefit, budget, put out to tender and install.
	Network leak detection & repair	Operation	Once areas for pressure management installation have been identified and there is a process in place to ensure that they will be installed, prioritize areas for leak detection and repair. Where there are areas of known poor network conditions and high losses but no or inadequate meters these areas can be prioritized.
Customer Water Wastage Management			
Enablers	Report on large users	CES WDM Report	List in CES WDM report
	High consumption list	Finance	Report generated from Financial system
	Indigent high consumption list	Finance	Report generated from Financial system
	Schools consumption	Finance	Report generated from Financial system
Wastage reduction	Team to visit large users	Infrastructure	Follow up, raise awareness and take appropriate action on Large Water Users. The customers would need to be visited and encouraged to do water audits and look at ways to reduce their consumption.
	Team to visit high consumption properties	Infrastructure, Debtpack	Follow up, raise awareness and take appropriate action on high domestic consumption. The customers would need to be visited and encouraged to look at ways to reduce their consumption. Where there are leaks the customer would be instructed to fix them immediately.
	Leak repair project	Infrastructure	Follow up, raise awareness, repair water leaks and institute mechanism to prevent future wastage at poor/indigent properties with consumption > 15Kl/month.
	Schools program	Infrastructure	Schools must be encouraged to do water audits and look for ways of reducing consumption.
	Customer care and debt management	Finance	Effective customer care and debt management will lead to a reduction in water demand as those that pay their bills become more aware of what they are using.
Treated Effluent and Grey Water Recycling			
Enablers	Identify potential consumers	CES WDM Report	List in CES WDM report
	Visit potential consumers	Infrastructure	Potential customers need to be visited to see if they are interested in recycling water. Municipality should lead by example.
Increase re-cycling	Extend pipelines and effluent recycling plant	Infrastructure, Consultant & Contractor	An existing scheme feeds the golf course and schools and sports fields on-route. There is currently a process to get the schools and sports fields to use the water. Identify other potential users and prioritize those closest to the existing pipeline first.
	New connections	Operation	Provide new connection as and when new infrastructure is in place.
Removal of Alien Vegetation		DWA	The Municipality currently manages the alien vegetation removal project funded by DWA.

The following detail studies were completed during the 2008/2009 financial year as part of the implementation of the above WDM Strategic Implementation Plan.

Leaks at domestic properties in poor areas with consumption above 15 kl/month were investigated and repaired.

Table 7.4: Objectives, results and recommendations of leaks at domestic properties project

Objectives
<ul style="list-style-type: none"> • Reduce water leaks and minimum night flow in Zwelihle; • Reduce the consumptions of households with consumptions greater than 15 kl/month; • Enable households who satisfy the income criteria for "Indigent" status to also satisfy the monthly maximum water consumption criteria for "Indigent" status; • Ensure that residents repair their water leaks themselves in the future; • Reduce the growth in bad debt.
Results
<ul style="list-style-type: none"> • 276 Properties were visited, of which 264 or 96% had leaks. • Of the properties that had leaks, 256 or 97% had leaks associated with the toilet cistern and 70 or 27% had leaks at taps.
Recommendations
<ul style="list-style-type: none"> • Further funding be secured to enable the repair of all household water leaks in Zwelihle and at indigent households in other areas of the Municipality; • The consumptions of the repaired properties need to be monitored so that rapid action can be taken should leaks re-occur; • Further efforts should be made to ensure that those who qualify as "Indigent" on an income basis will also qualify on a water consumption basis; • The total water demand trend in the area must be monitored to enable pro-active action to be taken.

A bulk metering and telemetry investigation was carried out for the Greater Hermanus Area.

Table 7.5: Objectives, results and recommendations of bulk metering and telemetry investigation

Objectives
<ul style="list-style-type: none"> • To present an up-to-date audit regarding quantity and position of all telemetry system components; • The functional status of all telemetry outstations; • The physical condition of all telemetry outstations; • The comms integrity of the network, including the Preekstoel master station. • The condition of measuring transducers, as best as could be determined. • To determine any possible shortcomings in the present network and to present recommendations regarding possible improvements.
Results
<ul style="list-style-type: none"> • All telemetry stations in the Greater Hermanus Area have been visited for auditing purposes. The stations are in varying condition of serviceability. • A high percentage of stations require physical refurbishment and attention, due to corrosion and other problems. • A far too high portion of the outstations exhibit poor, or no communications with the Preekstoel Master station. This situation should be rectified as soon as possible, as part of a general refurbishment. • The system still relies on analogue radios. It was shown that analogue radios place an unnecessary constraint on the system. This constraint will cause problems with the inclusion of new stations and particularly, the Gansbaai- and Hangklip / Kleinmond areas.
Recommendations
<ul style="list-style-type: none"> • It should be considered to equip the stations without telemetry, incorporating them into the system. • It is strongly recommended that the entire network be upgraded to digital radios. • The Olifantsberg repeater continues to be the best site to serve the Greater Hermanus Area, but the Hawston area is blocked off from the Olifantsberg repeater by Onrus Mountain. The MTN Onrusberg site is an ideal repeater site to cover the Hawston- and other areas further west. It is recommended that those sites be routed through Onrusberg. A new repeater will be required for Onrusberg. • As it stands, a high volume of data is being relayed through the Olifantsberg repeater site to the Preekstoel WTW, from outstations. This link should be upgraded to a high speed microwave link. Such a link would increase reliability, as well as being necessary for future incorporation of the Gansbaai and Hangklip / Kleinmond. • A preliminary investigation was done on how to extend this link to the Gansbaai and Hangklip/Kleinmond areas. This investigation should be refined when more site specific details about those two sub-areas are available and must be regarded as tentative at this stage. • The Preekstoel adroit SCADA package must be upgraded to the latest Adroit V7, with enough capacity to include possible extensions to the network. It is necessary that the present configuration and reporting functionality be checked, expanded and all I/O verified. • All outstation transducers need to be checked and where possible, calibrated. • A general refurbishment and check is recommended for all outstations. This should be carried out at the same time as the digital radio and comms upgrades. • Re-establishing comms from all outstations, should clearly be a first priority, followed by a general refurbishment.

The internal water network of the Greater Hermanus Area was investigated and the condition and status of the existing reticulation network were determined.

Table 7.6: Objectives, results and recommendations of internal water network investigation

Objectives
<ul style="list-style-type: none"> • Liaison with all relevant parties; • Investigate the quality of the water; • Investigate residual strength of pipes in terms of water pressure; • Investigate reduction in internal diameter of test pipes; • Determine priority areas for pipe replacement.
Recommendations
<ul style="list-style-type: none"> • An investigation must be made into the condition of couplings in the reticulation network that may be corroded. • The pH value of the water in the system must be monitored to prevent high pH values as observed in Rocklands- Industria Str. and Robin Avenue in Northcliff. • Additional water sample testing must occur in order to determine the reasons for the water colour in the network. • Durability pressure testing could be performed in the future to ascertain the remaining working lifetime of existing pipes during pipe investigations. • A fire flow analysis must be undertaken for the entire Greater Hermanus reticulation network. • Existing bedding materials in Hermanus must be analyzed in order to determine PI values of the bedding. • Accurate information recording method must be implemented to record the precise locations- and diameters of pipe breakages in Hermanus over an extended period to aid in the identification of priority pipe replacement areas in the future.
Recommendations
<ul style="list-style-type: none"> • Continual replacement of pipelines must occur as part of a viable asset management programme that will replace approximately 2 % of the entire reticulation network yearly. • Priority replacement of pipes must occur in Flying Dutchman Way in Fisherhaven, McFlariene- and Green Str. in Onrus, Harbour Road in Northcliff and 4th and 6th Str. in Voëlklip as soon as possible. • To allow for the systematic upgrading of the priority areas, the municipality should budget an amount of R10M for the 2009/2010 financial year, and thereafter provisionally R4M per annum until a further detailed study is completed.

A WDM Strategy was also drafted for Overstrand Municipality in 2007 by CES. The purpose of the Strategy is to further conserve and protect available resources and to ensure the effective utilization of the available water resources. The WDM Strategy includes the following four main components:

- Leakage management programme
- CAFES-pricing policy programme
- Socio-political programme
- Water conservation products
- Reuse of wastewater

Table 7.7 Overview of the proposed WDM Strategy

COMPONENT	CHRONOLOGICAL STEPWISE APPROACH
CAFES cost and pricing strategy (CPP)	<ol style="list-style-type: none"> 1) Clean billing data, update SWIFT, verify / address metering and non-payment 2) Introduce IBR structure to all residential consumers, but limit price change 3) Set IBR structure = 6 blocks, min / max steps for 6 kl / month / 100 kl / month 4) Set price of water in max block (above 100 kl/month) to at least R15 / kl 5) Introduce informative billing
Leakage management programme (LMP)	<ol style="list-style-type: none"> 1) Measure water volume that is lost <ol style="list-style-type: none"> 1a) Raw water supply and treatment 1b) Distribution system 1c) End user meter problems 2) Identify and quantify losses <ol style="list-style-type: none"> 2a) Raw water supply and treatment 2b) Distribution system 2c) End user meter problems 3) Conduct operational and network audit <ol style="list-style-type: none"> 3a) Raw water supply and treatment 3b) Distribution system 3c) End user meter problems

COMPONENT	CHRONOLOGICAL STEPWISE APPROACH
	4) Improve performance: upgrade network, design action plans 5) Sustain performance with good staffing / organisation structures
Socio-political programme (SPP)	1) Schools WDM programme 2) Public awareness programme 3) Non-payment issues 4) Encourage users to implement WCP at their own expense
Water conservation products (WCP)	1) Repair on-site (plumbing) leaks 2) Reduced toilet flush volume 3) Xeriscaping garden areas (water wise gardening) 4) Other methods to reduce consumption by changing human habits
Reuse of waste water (RWW)	1) Identify large water consumers 2) Communicate advantages / incentives of reuse practice to large consumers 3) Information gathering on current status of reuse measures 4) Installation of reuse practice 5) Monitor future water consumption

Overstrand Municipality's status with regard to the implementation of the proposed WDM Strategy and the future phases are summarised in the table below:

Table 7.8: Implementation programme of the proposed WDM Strategy

Implementation Programme of the Proposed WDM Strategy as summarised on the previous page			
IN PLACE	FIRST PHASE	SECOND PHASE	LATER
CPP1, CPP2, CPP3, CPP4	CPP5	-	-
LMP1, LMP2, LMP3	LMP4	LMP5	-
-	SPP1	SPP2	SPP3, SPP4
WCP1	WCP2	WCP3	WCP4
RWW1	RWW2, RWW3	RWW4	RWW5

Progress made with the installation of water efficient devices:

All automatically flushing urinals in the Municipal buildings were already replaced with manually operated push button systems. The toilet cisterns were also replaced with modern cisterns having a 6 litre flush volume, or with 6 / 4.5 dual flush mechanisms.

8. WATER SERVICES INFRASTRUCTURE

The following key capital projects were completed during the 2008/2009 financial year by Overstrand Municipality:

- Installation of sewer reticulation networks in Gansbaai (Phase 3), Stanford (Phase 2) and Kleinmond (Phase 2).
- Upgrading of the Franskraal WTWs.
- Upgrading of the water reticulation networks in Gansbaai, Betty's Bay (Phase 3), Pringle Bay (Phase 2), Northcliff, Onrus and Fisherhaven.
- Construction of the Fernkloof reservoir.
- Augmentation of the Greater Hermanus water sources. Development of the Gateway well-field and exploration in the Hemel-en-Aarde Valley (Camphill well-field).
- Completion of Phase 1 of the upgrading of the bulk water supply from the Franskraal WTWs to Kleinbaai / Gansbaai.
- Completion of the new Gansbaai WWTWs.

The key challenges for Overstrand Municipality with regard to the provision of infrastructure and ensuring the sustainability of the existing water services are as follows:

- To identify adequate funds for the rehabilitation and maintenance of the existing infrastructure. Allocating adequate funding for the active implementation of an Asset Management Plan is critical to ensure the sustainability of the services that are provided by the Municipality.
- To identify adequate funds for the provision of bulk infrastructure and development of additional sources to keep up with the high demand for services.

9. WATER BALANCE

Quantity of water used by each user sector for the last three years:

Graphs of the water usage per sector for the various distribution systems within Overstrand Municipality's Management Area are included as part of the water balance models in Annexure A. The table below gives a summary of the information.

Table 9.1: Quantity of water used by each user sector

DISTRIBUTION SYSTEM	YEAR	08/09	RECORD PRIOR: (ML/A)			
			07/08	06/07	05/06	04/05
BUFFELS RIVER	RESIDENTIAL, BUSINESS & INDUSTRIAL	436.055	428.777	411.963	374.763	319.709
	OTHER	31.027	30.509	28.149	23.415	24.652
	NON REVENUE WATER	722.257	715.850	615.698	594.893	509.444
KLEINMOND	RESIDENTIAL, BUSINESS & INDUSTRIAL	655.615	622.247	637.853	619.761	571.781
	OTHER	48.608	46.134	38.191	32.531	46.400
	NON REVENUE WATER	249.438	296.338	229.620	270.590	264.262
GREATER HERMANUS	RESIDENTIAL, BUSINESS & INDUSTRIAL	3 583.204	3 451.918	3 370.714	3 074.016	2 216.152
	OTHER	179.759	173.173	164.226	115.083	537.017
	NON REVENUE WATER	1 083.315	311.620	734.043	829.864	539.296
STANFORD	RESIDENTIAL, BUSINESS & INDUSTRIAL	260.776	252.018	249.193	231.420	229.899
	OTHER	24.548	23.724	22.733	18.773	0
	NON REVENUE WATER	163.496	123.058	140.626	100.437	200.304
GREATER GANSBAAI	RESIDENTIAL, BUSINESS & INDUSTRIAL	779.360	830.216	865.005	832.929	737.333
	OTHER	214.369	228.357	249.033	116.636	108.497
	NON REVENUE WATER	482.014	482.079	194.253	301.124	266.998
PEARLY BEACH	RESIDENTIAL, BUSINESS & INDUSTRIAL	99.434	98.896	98.675	99.870	80.627
	OTHER	0	0	0.025	2.247	0.872
	NON REVENUE WATER	27.326	34.163	24.281	15.536	24.952
BAARDSKEER DERSBOS	RESIDENTIAL, BUSINESS & INDUSTRIAL		6.304			
	OTHER		0			
	NON REVENUE WATER		2.869	6.692	0.831	
BUFFELJAGS BAY	RESIDENTIAL, BUSINESS & INDUSTRIAL		2.573			
	OTHER		0			
	NON REVENUE WATER		0.361	0.453	1.864	
TOTAL	RESIDENTIAL, BUSINESS & INDUSTRIAL		5 692.949	5 633.403	5 232.759	4 155.501
	OTHER		501.897	502.357	308.685	717.438
	NON REVENUE WATER		1 966.338	1 945.666	2 115.138	1 805.256

Note: 2008/2009 Water Usage per Sector was split proportionally according to 2007/2008 water usage.

Quantity of effluent received at WWTWs (MI/a):

The inflow to all the WWTWs in Overstrand Municipality's Management Area is metered. The monthly flows and rainfall at the various WWTWs are also summarised in Annexure A.

Table 9.2: Quantity of effluent received at the WWTWs

WWTWs	08/09	Record Prior: (MI/a)				
		07/08	06/07	05/06	04/05	03/04
Kleinmond	349.592	299.403	267.100	254.571	240.044	226.837
Hawston	130.079	124.100	107.158	77.924	41.607	
Hermanus	1 939.738	1 900.755	1 754.481	2 347.906	3 044.089	
Stanford	269.292	239.280	247.531	210.378	258.121	272.148
Gansbaai	196.000	204.692	180.882	114.513	42.633	

Note: The flows for the Stanford WWTWs were calculated from the annual water usage figures (60%) – Flow Meter to be replaced.

Quantity of effluent not discharged to WWTWs and approved for use by the WSI:

The quantity of effluent treated by industrial consumers on their own premises and re-used by them is not known at this stage.

All effluent discharged into the Municipal sewer system is however treated at the existing WWTWs and the current effluent re-used practices are as follows:

Table 9.3: Current effluent re-used practices

WWTWs	Current effluent re-used practices
Hermanus	Irrigation of the Hermanus golf course, sport field at the High School, the Cricket Club and Mount Pleasant
Gansbaai	Irrigation of the sport fields in Gansbaai.

10. WATER SERVICES INSTITUTIONAL ARRANGEMENTS

Overstrand Municipality is the official WSA for the entire Municipal Management Area and act as the WSP for the whole area.

The DWA has developed the WSA Checklist as a tool to establish base line information regarding relative legislative compliance of Municipalities in terms of their water services authority functions. The second edition of the WSA Checklist was completed with Overstrand Municipality on 22 November 2007 and the relative level of compliance for the various key functional areas is as follows:

- Policies and by-laws: 100%
- Planning: 100%
- Infrastructure 100%
- Reporting 86%
- Finance 75%
- Health and Environment 100%
- Water Services Regulation 80%
- Water Use 89%
- Overall Performance 90%

The WSDP was updated for the 2009/2010 financial year and was approved by the Mayoral Committee and the Full Council on 27 May 2009. The Municipality also compiled a draft set of water services by-laws, which will be promulgated by the Council in the nearby future.

At a technical, operations and management level, municipal staff is continuously exposed to training opportunities, skills development and capacity building in an effort to create a more efficient overall service to the users.

Overstrand Municipality is currently effectively managing its water and sanitation services. Urgent attention is however required to address the remaining backlogs in bulk infrastructure, as well as the backlog in infrastructure maintenance and rehabilitation. Forward planning for water and sanitation services should be guided by the Water and Sewer Master Plans.

The number of staff members involved in water and sanitation services provision within Overstrand Municipality's Management Area is 68 and 58. The number of vacant positions within water and sanitation services is currently 3 and 4. The recruitment and retaining of suitably qualified and experienced process controllers at the various treatment plants remains a challenge.

11. CUSTOMER SERVICES

OM developed help-desks at all municipal administrations with the objective to assist customers. Disabled people are supported to do business from the help-desks. Requests by the illiterate are being captured and forwarded to the relevant official / section. All municipal buildings are accessible and wheel-chair friendly.

After hour emergency requests are being dealt with by the control room on a twenty four hour basis. Requests are furthermore captured on an electronic mail or works-order system to ensure execution thereof. All help desks were equipped with Batho Pele picture signage. The Municipality has maintained a high and a very consistent level of service to its urban water consumers.

The table below gives a summary of the records that are kept by Overstrand Municipality and the maintenance work that was carried out over the last financial year (08/09).

Table 11.1: Customer services records

Service	Definition	Gansbaai	Hermanus	Kleinmond	Stanford	Total
Sewerage connection	Provision of connection or inspection of existing connections	13	124	2	2	141
Sewer blockages	Repair blockages on main sewer pipelines up to connection points	46	1249	74	25	1394
Investigate sewer reticulation network	Investigate network	2	10	0	0	12
Manholes sewer reticulation	Inspection and installation of manholes	0	0	0	0	0
Other sewer reticulation	Any other sewer reticulation inspections	0	0	0	0	0
PDA toilets repairs	Previously disadvantaged toilets repaired	Community members were appointed to carry out the repairs				
Pipeline sewer	Installation of sewer pipelines or repair of pipelines	0	0	0	0	0
Investigate sewer reticulation pump stations	Work carried out at sewer pump stations	0	21	11	0	32
Test water meter	Testing of water meter for accuracy	Not previously captured, but was recently put on the system				
Disconnect water connection	Disconnect supply	Managed Externally (Debt Pack)				
Install drip system	Installation and inspection of drip systems	Managed Externally (Debt Pack)				
Inspect water connections	Inspect connections	659	467	323	112	1 561
Other water connections	Inspections and work carried	69	167	35	93	364

Service	Definition	Gansbaai	Hermanus	Kleinmond	Stanford	Total
	out at water connections					
Pipelines water	Installation or repair of water pipelines	1	11	1	1	14
Pressure	Complaints with regard to pressure in the system	26	80	15	5	126
Water Pump Stations	Inspections and work carried out at water pump stations.	0	21	11	0	32
Repair pipe bursts	Repair of burst water pipelines	60	243	49	14	366
Reservoirs	Inspection of reservoirs and work carried out at reservoirs	2	47	5	2	56
Water Routine Inspections	Any water related inspections	1	5	2	10	18
Water Valves	Inspection of valves and work carried out on valves	2	21	12	2	37

12. FINANCE

Tariff structures for each user sector:

The water tariff structures for Overstrand Municipality for the 2008/2009 financial year and the previous two financial years are summarised in the table below (Subject to 14% VAT):

Table 12.1: Water Tariffs

Consumer/Description	Tariff Code	Category	08/09	07/08	06/07
Basic Charge	W1A1	RUE	R64-04	R60-35	R57-46
Consumption	W1B1	1 – 6 kl per kl	R0-00	R0-00	R0-00
	W1B2	7 – 10 kl per kl	R2-00	R1-28	R1-22
		11 – 15 kl per kl		R1-70	R1-62
	W1B3	16 – 20 kl per kl	R5-00	R2-54	R2-42
		21 – 25 kl per kl		R3-36	R3-20
		26 – 30 kl per kl		R4-19	R3-99
	W1B4	31 – 40 kl per kl	R8-00	R5-63	R5-36
		41 – 45 kl per kl		R6-89	R6-56
	W1B5	46 – 60 kl per kl	R11-00		
	W1B6	61 – 80 kl per kl	R15-00	R8-21	R7-82
		81 – 100 kl per kl		R10-26	R9-77
		101 > kl per kl		R13-72	R13-07
Other Consumers	W1C1	Departmental per kl	R2-46	R2-30	R2-19
	W1C2	Small Holdings Basic		R34-22	R32-59
	W1C3	Small Holdings 0 – 6 kl per kl		R0-00	R0-00
	W1C4	Small Holdings 7 – 70 kl per kl		R3-42	R3-26
	W1C5	Small Holdings > 70 kl per kl		R10-97	R10-45
	W1C6	Fire Hoses: Basic per month	R87-11	R82-15	R78-24
	W1C7	Uilenkraalsmond (SA) per kl		R1-49	R1-49
	W1C8	Bulk usage (Unconnected) per kl	R6-23	R5-85	R5-57
	W1C9	Kidbrooke (Van Cauter 0 – 8000 kl /a)	R0-07	R0-07	R0-07
	W1C10	Onrus Kleinhoewe Tariff 2 (Van Cauter)	R0-07	R0-07	R0-07
	W1C11	Onrus Kleinhoewe Tariff 4 (Agreement)	R0-92	R0-90	R0-90
Availability (Not connected to network but can be connected)	W2A1	Per registered erf per annum	R64-04	R60-38	R57-50
	W2A3	Proteadorp: Single quarters and prefabricated buildings per annum		R135-96	R129-48
Irrigation Water (Leiwater) & Raw Water	W3A1	Use and pump water (80-90min) per annum	R143-86	R135-72	R129-21
	W3A2	Pearly Beach Small Holdings: Basic	R24-56	R23-21	R22-10
	W3A3	Pearly Beach Small Holdings: Consumption 0 – 70 kl per kl	R1-62	R1-52	R1-45
	W3A4	Pearly Beach Small Holdings: Consumption > 70 kl per kl	R4-12	R3-86	R3-68

Consumer/Description	Tariff Code	Category	08/09	07/08	06/07
	W3A5	Others	R1-32		
Sundry Charges	W4A1	Testing of a meter (Call-out fee incl.)	R350-88	R330-70	R315-00
	W4A2	Testing of a meter (Ind / Bulk Meter)	Cost + 15%		
	W4A3	Disconnection	R87-72	R82-90	R78-95
	W4A4	Reconnection	R87-72	R82-90	R78-95
	W4A5	Reconnection after normal working hrs	R232-46	R218-42	R207-89
	W4A6	Verification of a meter reading	R87-72	R82-90	R78-95
	W4A7	Final and special readings	R87-72	R82-90	R78-95
	W4A8	Call-out fee – Normal working hrs	R87-72	R82-90	R78-95
	W4A9	Call-out fee – After hrs	R232-46	R218-42	R207-89
	W4A10	Registration of Borehole	R83-33	R77-19	R73-51
	W4A11	Repositioning of Meter (Excl. pipe)	R307-02		
Remedial Action Fee (Tampering)	W5A1	1 st Offence	R1 300-00	R1 102-50	R1 050-00
	W5A2	2 nd Offence	R1 950-00	R1 659-00	R1 580-00
	W5A3	3 rd Offence	Total disconnection / Removal of connection		
Connection Fee	W6A1	20mm Connection	R1 942-98	R1 832-46	R1 745-00
	W6A2	Other Connections	R2 368-42	Cost + 15%	Cost + 15%
	W6A3	Connections (Erf Boundary – by Dev.)	R671-05	R632-46	R602-02
Bulk Service Dev. Fees	W7	Bulk services development fees	Development Contributions will be determined as set out in the Annexure in respect of Dev. Contribution Policy		

The sewerage tariff structures for Overstrand Municipality for the 2008/2009 financial year and the previous two financial years are summarised in the table below (Subject to 14% VAT):

Table 12.2: Sewerage Tariffs

Consumer / Description	Tariff Code	Category	08/09	07/08	06/07
Sewerage Network	Sew1B	Household – Conventional Sewer (R/month)	R156-14	R135-40	R128-95
	Sew1B1	Small-bore (Where applicable, small-bore tanks are generally pumped free of charge, provided that the norm is applied for consumption) (R/month)	R140-35	R134-00	
	Sew1B2	Indigent Household – Conventional Sewer (R/month)	R156-14	R135-40	
	Sew1B3	Indigent Household – Small bore Sewer (R/month)	R140-35		
	Sew1C	Hotels, Hostels, Hospitals, Old Age Homes and Group Housing (R/month): x No. of units	R105-26	R99-30	R94-56
	Sew1D	Guesthouses (Only where average monthly water consumption for the previous book year was more than 50 kl per month). The consumer may apply for the normal household tariff to be implemented (R/month)	R146-49 + (R23-68 x No. of rooms)	R135-10 + (R21-93 x No. of approved rentable rooms more than three)	R128-95+ (R21-05 x No. of approved rentable rooms more than three)
	Sew1E	Shops / Offices / Churches (R/month) per toilet	R35-97	R33-16	R31-58
	Sew1F	Low cost housing residence (R/month)	R41-23	R38-22	R36-40
	Sew1G	Semi-Permanent Caravan Sites per site (R/month)	R71-93	R66-13	R62-98
	Sew1H	Availability Fee (Conventional & small-bore sewerage) Erven which are not connected to the network (R/month): Hermanus, Gansbaai & Hangklip - Kleinmond	R135-09	R131-25	R109-65
		Availability Fee (Conventional & small-bore sewerage) Erven which are not connected to the network (R/month): Stanford			R60-89
	Sew1I	Schools (R/month)	R99-12	R93-24	R88-86
	Sew1J	Caravan Parks with communal ablution facilities (per bath, shower or toilet) (R/month)	R7-02	R5-85	R5-57
Sew1K	Departmental (Municipality) per toilet	R35-97	R5-85	R5-57	

Consumer / Description	Tariff Code	Category	08/09	07/08	06/07
	Sew1L	Sewerage network connection Small bore	R1 315-79	R1 315-79	R1 315-79
	Sew1M	Restaurants, butcheries, supermarkets with their own food processing section, other food processing industries per unit	R146-49	R135-40	R128-95
Conservancy Tanks & Septic Tanks	Sew2A	Erven not yet connected to a sewerage network / unable to (R/Month)	R20-00	R13-97	R13-30
	Sew2B1	Consumers who have a conservancy tank larger than 6 kl, who are not connected to a sewerage network, and who are unable to connect to a sewerage network (R/Month): Which includes a maximum of 2 vacuum tank removals pm	R146-49	R135-40	R128-95
	Sew2B2	Consumers who have a conservancy tank smaller than 6 kl, who are not connected to a sewerage network, and who are unable to connect to sewerage network (R/Month). Which includes a maximum of 4 vacuum tank removals pm	R146-49	R135-40	R128-95
	Sew2B3	Hotels, Restaurants & Guesthouses with a conservancy tank who are not connected to a sewerage network and who are unable to connect to a sewerage network, up to 100 pumps per annum.	R497-37	R460-53	R438-60
	Sew2B4	Hotels, Restaurants & Guesthouses with a conservancy tank who are not connected to a sewerage network and who are unable to connect to a sewerage network, more than 201 to 300 pumps per annum.	R1 492-11	R1 381-58	R1 461-99
	Sew2B5	Hotels, Restaurants & Guesthouses with a conservancy tank who are not connected to a sewerage network and who are unable to connect to a sewerage network, more than 101 to 200 pumps per annum.	R994-74	R921-05	
	Sew2B6	Hotels, Restaurants & Guesthouses with a conservancy tank who are not connected to a sewerage network and who are unable to connect to a sewerage network, more than 300 pumps per annum.	R1 657-90	R1 535-09	
	Sew2B7	Indigent consumers who have a conservancy tank, who are not connected to a sewerage network, and who are unable to connect to sewerage network (R/Month). This tariff includes a maximum of 2 vacuum tank removals pm for tanks bigger than 6 kl and 4 removals per month for tanks smaller than 6 kl.	R146-49	R135-40	
	Sew2C	Conservancy tank service per request (10 kl tanker): Hermanus, Gansbaai & Stanford	R175-44	R161-67	R153-95
		Conservancy tank service per request (10 kl tanker): Hangklip - Kleinmond			R81-58
	Sew2D	Conservancy tank service per request (20 kl tanker): Hermanus, Gansbaai & Stanford			R307-90
		Conservancy tank service per request (20 kl tanker): Hangklip - Kleinmond			R163-16
	Sew2E	Conservancy tank service per request (5.5 kl tanker)			R84-82
	Sew2F	Conservancy tank service per request (6 kl tanker or 5 kl tanker)	R105-26	R96-93	R92-37
	Sew2G	Conservancy tank service per request (12 kl tanker)			R184-82
	Sew2H	After hrs 5 & 6 kl per request	2 x Normal Tariff		
	Sew2H1	After hrs businesses with public toilets per removal	Normal Applicable Tariff		
	Sew2I	Additional outside of proclaimed town areas / hour	R150-00 plus R5 / kl	R138-86	R132-28
	Sew2J	Proteadorp (Single quarters) (R/Month)	R42-98	R39-24	R37-37
	Sew2K	Call out fee for Tank Service request but no service due to another defect	R91-23	R84-03	R80-00
Sew2L	Testing of the septic and conservancy tanks	R701-75	R701-75	R701-75	

Consumer / Description	Tariff Code	Category	08/09	07/08	06/07
Bulk Services Development Fees	Sew3	Bulk services development fees	Development Contributions will be determined as set out in the Annexure in respect of Development Contribution Policy		
	Sew4	More than 3 pipes an additional fee per pipe	R15-79	R14-39	R13-68

Overstrand Municipality's Operational Budget for water services for the last three years are summarised in the table below:

Table 12.3: Operational Budget for Water Services

Description			Actual 08/09	Record : Prior	
Category	Department	Vote		Actual 07/08	Actual 06/07
EXPENDITURE					
Salaries	Admin & Demand Management	450, 451	R0	R0	R0
	Treatment	456, 459, 462	R3 744 985-84	R3 260 423-96	R2 320 104-63
	Distribution	480, 481, 482, 483, 484	R3 716 588-21	R3 576 283-18	R4 012 333-37
	Connections	490, 491, 492, 493	R281 085-31	R311 425-31	R50 354-21
	Raw Dam	497	R0	R0	R0
	Sub-Total			R7 742 659-36	R7 148 132-45
General	Admin & Demand Management	450, 451	R1 929 830-00	R1 330 860-00	R4 913 843-66
	Treatment	456, 459, 462	R19 760 613-18	R7 643 507-95	R6 530 086-10
	Distribution	480, 481, 482, 483, 484	R8 518 062-13	R6 218 109-82	R4 525 261-52
	Connections	490, 491, 492, 493	R848 664-07	R509 525-48	R522 524-73
	Raw Dam	497	R318 650-00	R157 130-00	R149 500-00
	Sub-Total			R31 375 819-38	R15 859 133-25
Repairs	Admin & Demand Management	450, 451	R0	R0	R0
	Treatment	456, 459, 462	R850 133-42	R689 340-26	R541 808-75
	Distribution	480, 481, 482, 483, 484	R1 362 070-93	R1 322 826-96	R1 169 599-31
	Connections	490, 491, 492, 493	R32 132-89	R23 564-28	R569-30
	Raw Dam	497	R33 069-39	R17 490-56	R17 158-42
	Sub-Total			R2 277 406-63	R2 053 222-06
Capital	Admin & Demand Management	450, 451	R0	R0	R0
	Treatment	456, 459, 462	R1 588 446-89	R1 513 653-91	R1 619 342-33
	Distribution	480, 481, 482, 483, 484	R4 730 204-94	R3 582 578-56	R3 979 618-40
	Connections	490, 491, 492, 493	R8 666-67	R12 000-00	R15 940-00
	Raw Dam	497	R317 288-49	R316 518-64	R334 316-18
	Sub-Total			R6 644 606-99	R5 424 751-11
Total Expenditure			R48 040 492-36	R30 485 238-87	R30 702 360-91
INCOME					
Water Treatment		456, 459, 462	R13 152 000-00	R0	R0
Water Distribution		480, 481, 482, 483, 484	R0	R422-93	R40 487 907-81
Water Income		489	R53 419 194-44	R43 255 184-45	R0
Water Connections		490, 491, 492, 493	R427 547-96	R564 463-41	R722 972-16
Total Income			R66 998 742-40	R43 820 070-79	R41 210 879-97
TOTAL			-R18 958 250-04	-R13 334 831-92	-R10 508 519-06

Overstrand Municipality's Operational Budget for sanitation services for the last three years are summarised in the table below:

Table 12.4: Operational Budget for Sanitation Services

Description			Actual 08/09	Record : Prior	
Category	Department	Vote		Actual 07/08	Actual 06/07
EXPENDITURE					
Salaries	Administration	370	R0	R0	R0
	Distribution	375, 376, 377, 378	R1 308 873-10	R1 263 943-01	R1 289 777-45
	Connections	386, 387, 388	R0	R0	R0

Description			Actual 08/09	Record : Prior	
Category	Department	Vote		Actual 07/08	Actual 06/07
	Sewerage Tankers	395, 396, 397, 398	R3 734 476-19	R2 755 758-85	R1 356 925-71
	Treatment	405, 406, 407, 408, 409	R2 078 901-63	R1 855 391-02	R1 493 889-64
	Sub-Total		R7 122 250-92	R5 875 092-88	R4 140 592-80
General	Administration	370	R0	R725 270-00	R2 285 176-94
	Distribution	375, 376, 377, 378	R3 807 592-06	R5 653 694-62	R4 155 824-10
	Connections	386, 387, 388	R159 262-27	R329 795-51	R204 870-91
	Sewerage Tankers	395, 396, 397, 398	R3 149 786-22	R2 391 250-69	R2 701 059-05
	Treatment	405, 406, 407, 408, 409	R1 754 880-25	R1 756 163-93	R1 462 766-94
	Sub-Total		R8 871 520-80	R10 856 174-75	R10 809 697-94
Repairs	Administration	370	R0	R0	R0
	Distribution	375, 376, 377, 378	R1 435 468-04	R1 278 656-10	R687 984-27
	Connections	386, 387, 388	R0	R0	R0
	Sewerage Tankers	395, 396, 397, 398	R936 636-51	R719 590-50	R2 962-63
	Treatment	405, 406, 407, 408, 409	R1 125 338-01	R590 265-93	R504 014-88
	Sub-Total		R3 497 442-56	R2 588 512-53	R1 194 961-78
Capital	Administration	370	R0	R0	R0
	Distribution	375, 376, 377, 378	R4 654 543-68	R4 472 859-37	R5 242 886-65
	Connections	386, 387, 388	R103 828-48	R103 828-48	R137 960-00
	Sewerage Tankers	395, 396, 397, 398	R348 381-12	R634 525-01	R753 752-87
	Treatment	405, 406, 407, 408, 409	R572 378-20	R560 614-02	R752 492-32
	Sub-Total		R5 679 131-48	R5 771 826-88	R6 887 091-84
Total Expenditure			R25 170 345-76	R25 091 607-04	R23 032 344-36
INCOME					
Distribution		375, 376, 377, 378	R0	R0	R19 744 705-72
Connections		386, 387, 388	R131 063-16	R141 303-25	R243 677-83
Sewerage Tankers		395, 396, 397, 398	R0	R0	R5 427 060-26
Sewerage Income		410	R31 924 980-93	R20 569 084-40	R0
Total Income			R32 056 044-09	R20 710 387-65	R25 415 443-81
TOTAL			-R6 885 698-33	R4 381 219-39	-R2 383 099-45

Income collected for water and sanitation services expressed as a % of total costs for water and sanitation services are as follows (Water and Sanitation Operational Budgets):

Table 12.5: Income collected for water and sanitation services expressed as a % of total costs for water and sanitation services

Service	Actual 08/09	Actual 07/08	Actual 06/07
Water	139.46%	143.74%	134.23%
Sanitation	127.36%	82.54%	110.35%
Water and Sanitation	135.30%	116.11%	123.99%

Un-recovered charges expressed as a % of total costs for water services provided:

The current percentage collection efficiency for water services for Overstrand Municipality is 99.88% (June 2009, 90 days).

Number of new meters installed at consumer installations:

The number of new water meters installed during the last financial year is not known, but Overstrand Municipality is committed to record this information during the new financial year.

Number of meters tested and the number of meters replaced expressed as a percentage of the total number of meters installed at consumer connections:

- Number of meters tested: Information is not known for the last financial year, but will be recorded in the future.

- Number of meters replaced: Approximately 1000 water meters were replaced during the last financial year, 3.8% of total number of meters installed at consumer connections (1 000 / 26 034 x 100).

13. PROJECTS COMPLETED

Overstrand Municipality completed the following water and sanitation capital projects during the 2008/2009 financial year (Expenditure as on 24 July 2009).

Table 13.1: Capital Projects completed during the last financial year

Project Description	Area	Budget	Expenditure	Percentage
Overstrand water source development	Overstrand	R3 500 000	R3 455 144	99%
Water loss management	Overstrand	R445 000	R417 221	94%
Water network upgrading	Gansbaai	R3 869 803	R3 869 803	100%
Water network upgrading	Pearly Beach	R2 800 000	R2 800 000	100%
Franskraal Treatment Works (Phase 2)	Gansbaai	R29 593 239	R29 131 107	98%
Water supply	Baardskeerdersbos	R500 000	R185 175	37%
Replace sandfilter, valves and pipework	Pearly Beach	R1 660 236	R1 514 153	91%
Telemetry outstation	Baardskeerdersbos	R28 000	R28 000	100%
Telemetry outstation	Buffeljagsbaai	R28 000	R28 000	100%
Reservoir and pipeline for Stanford housing	Stanford	R1 405 633	R1 405 633	100%
Voëlklip water	Hermanus	R1 600 000	R1 668 187	104%
Fernkloof reservoir	Hermanus	R5 200 000	R5 181 188	100%
Northcliff replace water pipelines	Hermanus	R600 000	R563 759	94%
Services for 21 Plots	Mount Pleasant	R54 000	R40 201	74%
Replace water pipelines	Onrus	R600 000	R531 795	89%
Water network	Fisherhaven	R600 000	R582 165	97%
Upgrade water treatment works (Phase 2)	Kleinmond	R500 000	R463 800	93%
Telemetry for water works	Kleinmond	R50 000	R43 860	88%
Water network upgrade (Phase 3)	Betty's Bay	R2 100 000	R2 100 000	100%
Water network upgrade (Phase 2)	Pringle Bay	R880 000	R808 362	92%
Risk reduction at sewer pump stations	Overstrand	R1 500 000	R1 233 023	82%
Sewer reticulation (Phase 3)	Gansbaai	R2 544 000	R2 656 743	104%
Upgrade existing WWTWs	Gansbaai	R1 797 400	R1 797 400	100%
Sewer reticulation (Phase 2)	Stanford	R3 000 000	R2 987 063	100%
Upgrade WWTWs (Phase 2)	Stanford	R2 345 900	R2 331 500	99%
Magnetic Observatory	Hermanus	R1 500 000	R1 509 341	101%
Sewerage Reticulation Phase 2 Completion	Kleinmond	R3 400 000	R3 400 000	100%
Repair Rising Main (Nature Reserve)	Kleinmond	R345 000	R320 099	93%
Chlorination Sewerage Effluent	Kleinmond	R815 000	R711 934	87%
Sewerage Disposal Plan Implementation	Betty's Bay	R1 200 000	R1 095 707	91%

REFERENCES

- Overstrand Municipality's Water Services Development Plan for 2009/2010,
- Overstrand Municipality Water Master Plan, March 2006, CES
- Water Demand Management Strategy for Overstrand Municipality, Draft Report, March 2008.
- Overstrand Municipality's Operational and Capital Budgets and Tariffs.
- Strategic Framework for Water Services, September 2003.
- Water Services Act, Act 108 of 1997. Regulations under Section 9 of the Water Services Act, which include the water services audit as Section 10 of the Guidelines for Compulsory National Standards.
- DWA's Drinking Water Quality Management System web-site.

DWA's Blue Drop Report 2009, Version 1, South African Drinking Water Quality Management

CHAPTER 3

HUMAN RESOURCES AND ORGANISATIONAL MANAGEMENT

In order to deliver an effective human resource management function to its workforce, the municipality has developed and adopted the following policies:

POLICY	DATE APPROVED
Employment Equity Policy	26 November 2008
Employment Equity Plan	To be approved 23 September 2009
HIV / AIDS Workplace Policy	To be approved 1 September 2009
Incapacity: Ill Health / Injury Policy	26 November 2008
Performance Management System Implementation	26 November 2008
Retirement Planning	26 November 2008
Recruitment and Selection	To be approved on 23 September 2009
Substance Abuse: Alcohol and Drugs	26 November 2008
Sexual Harassment	26 November 2008
Smoking Control	26 November 2008
Scarce Skills	24 February 2009
Travelling and Subsistence Allowance	10 December 2004
Uniform / Protective Clothing	26 November 2008
Unauthorised Absence	26 November 2008
Work Outside the Municipality's Service	26 November 2008
Rewards and Incentives	26 November 2008

3.1. Introduction

The main objectives of the Human Resources Department are:

- To guide, advise and assist Management to determine and acquire the right quantity and quality of employees;
- To ensure optimal development and utilisation of all its employees.

The service delivery strategies of the Human Resources Department are directly linked to the following IDP strategic priorities/objectives of the Overstrand Municipality:

- Provision of democratic and accountable governance.
- Provision and maintenance of municipal services.
- Promotion of a safe and healthy environment.

To ensure that the service delivery of the Human Resources Department continues to add value and a best practice approach is followed at all times when dealing with the overall well-being of the Overstrand Municipality and all its employees, a specific initiative was launched during January 2009 to review and assess all the current key functions as well as the management structure in the Human Resources Department. This resulted in the appointment of a new Human Resources Manager in June 2009 and the internal restructuring of the key functional areas – the latter being to enable a more flexible and manageable Human Resources Department when dealing with employment matters impacting on the operational efficiency of the Overstrand Municipality.

The following key functional objectives are incorporated in the Municipality's SDBIP to ensure effective service delivery on an ongoing basis. It is therefore also imbedded in the Human Resources Departmental organisational structure:

- Recruitment and Selection
- Personnel Administration Services
- Employment Equity
- HIV/AIDS

- Skills Development and Training
- Employee Assistance Programme
- Occupational Health and Safety
- Labour Relations
- TASK Job Evaluation System

The ever increasing demand from Management, employees, labour unions and regulatory bodies to deliver/provide services and management with correct and timeous information necessitated the Human Resources Department to review and assess the current status of all its information technology support systems. During 2009 and to date, much progress has been made to enhance the functionalities of all its IT support systems.

Specific focus areas include:

- Automated time and attendance system to manage the productivity and absenteeism of employees more effectively;
- Workflow system to manage the leave of all employees more effectively;
- Workflow system to improve the recruitment and appointments process for all new employees;
- Enhancements in the Employee Database System to improve the quality and correctness of Employment Equity reporting.
- All HR related documentation is stored on the Municipality's Document Management system and the local Intranet for easy access by Management and employees with connectivity to the municipal computer network.

It is also a strategy of the Overstrand Human Resources Department to ensure compliance with all applicable legislative and regulatory requirements. All applicable policies and practices deployed in the Overstrand Municipality are reviewed, assessed and updated continuously to ensure overall compliance as required.

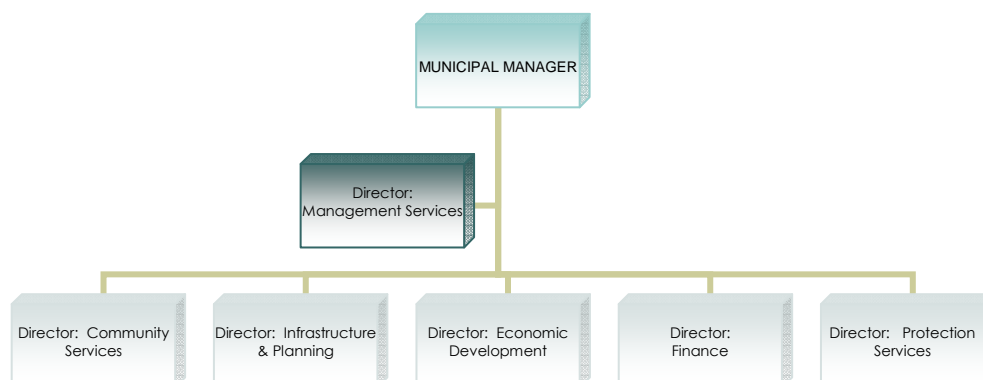
The achievements and deliverables for each of the above key functional areas in Human Resources are described in more detail in the relevant paragraphs in this report.

3.2. Organisational Structure

In its ongoing endeavour to continuously improve its service delivery and operational efficiency to the communities, the following changes have been effected during 2009 in senior management in the Overstrand Municipality.

- Protection Services – Mr Neville Michaels was appointed with effect from the 1 December 2008 as the new Director for this most important position in our senior management structure.
- Various other structural changes at senior management level were also approved by the Municipal Manager during 2009 to ensure ongoing operational efficiency across all the Directorates in the Overstrand Municipality.

Macro Organisational Structure as at 30 June 2009:



The staff complement as at end June 2009 was as follows:

Positions filled	933
Vacancies	108
Total permanent positions	1041
Temporary staff	20
Disabled Employees (Included above)	4

A detailed breakdown of the employee profile per Occupation level and per Culture/Gender group is presented in this report in paragraph 3.6 – Employment Equity.

The Municipal Manager and Directors are appointed on a fixed term contract period and the positions of these appointees were as follows:

POSITION	NAME OF EMPLOYEE	EMPLOYMENT CONTRACT IN PLACE	PERFORMANCE AGREEMENT IN PLACE
Municipal Manager	Adv W Zybrands	Yes	Yes
Management Services	Mr C Groenewald	Yes	Yes
Financial Services	Mr H Kleinloog	Yes	Yes
Community Services	Mr R Williams	Yes	Yes
Protection Services	Mr N Michaels	Yes	Yes
Infrastructure & Planning	Mr S Muller	Yes	Yes
Economic Development	Mr S Madikane	Yes	Yes

3.3. Recruitment and Selection

From July 2008 to June 2009, 64 new appointments were made.

During the same period 98 employees were promoted to a higher job level.

The Overstrand Municipality is experiencing a shortage of suitably qualified skills especially in the technical fields, finance, information technology and legal administration. These shortages of skills can be ascribed to a whole range of factors, including the high cost of living and the low salary structure in the Overstrand area.

In an attempt to alleviate this shortage of skills the Overstrand Municipal Manager has launched an initiative "Project Grey Power" to match the business acumen of suitably qualified "grey power" (retired) residents in the Overstrand region with the intellect of young students and graduates from the local communities to work together under the umbrella of mentorship programmes. To date there are 64 mentors and 67 students registered on our database. A Policy is currently being developed to provide guidance with the contracting of students and mentors to ensure that all contracting is in compliance with all applicable regulatory and legislative requirements, and also does not negatively impact on contracting with business professionals registered on the municipal database.

3.4. Training and Development

At the Training Committee Meeting held in November 2008 a more strategic approach was introduced to enable Management to make a sustainable contribution towards the development and career growth of its employees. Specific management training interventions were identified to directly link training and development programmes to coaching, mentorship and performance appraisal. The following management training interventions were approved by the Training Committee:

- Focused training and development programmes to encourage and train line managers to take full responsibility for the development and coaching of their staff;
- Performance related training of management to address deficiencies in work performance;
- Competency based approach to job descriptions – Train managers to evaluate posts to identify essential competencies required for job design and person specifications. This will then enable Management to identify specific training needs for its employees to improve their job performance;
- Employee Potential – Train managers to assist employees and supervisors in the formulation of Personal Development Plans (PDPs)
- Accelerated training and development – Train Management to identify candidates for Accelerated Development Programme (ADP) and formulation of programmes;
- Mentoring and Coaching - Train Management and supervisors as mentors and coaches;
- Training Resources – Train Management in the budgeting aspects of the Work Skills Plan (WSP);
- Evaluation of training effectiveness – To create a learning culture amongst Management by equipping them with organisational development skills;

The following training interventions were noted:

Courses	Total Employees	Comm Services	Finance	Infrastructure	LED	Management Services	Protect Services	Training Events
July 2008	52	15	8	10	1	12	6	17
August 2008	291	204	1	35	0	38	3	31
September 2008	2	2	0	0	0	0	0	2
October 2008	1	0	0	0	0	1	0	1
November 2008	0	0	0	0	0	0	0	
December 2008	0	0	0	0	0	0	0	0
January 2009	43	22	1	11	1	4	4	5
February 2009	82	30	19	15	1	11	6	10
March 2009	47	6	6	23	1	10	1	11
April 2009	14	9	1	1	1	1	1	3
May 2009	14	0	0	11	0	1	2	4
June 2009	95	43	13	15	1	13	10	5
Totals	623	331	49	111	6	91	33	89

Since January 2009 to date the following student enrolments were noted:

Student Enrolments	Monthly Total	Comm Services	Finance	Infrastructure	LED	Management Services	Protection Services
January	13	2	4	4	1	1	1
February	10	7	1	1			1
March	30	14	14	2			
April	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0
July	18	6	7	2	1	2	0
August	8	2	1			1	4
September	2		1			1	
Total YTD	79	31	27	9	2	4	6

3.5. Health and Safety

A qualified Occupational Health and Safety Officer could not be recruited successfully and an internal appointment will be made in October 2009. The incumbent has successfully completed two NOSA courses and attended an International Course. As a result of this it is envisaged that an OHS policy will be in place at the end of the 2nd quarter of the 2009/10 financial year

As required by the OHS Act (No 85 of 1993) health and safety officers should be appointed and trained, and a Safety Committee should be established. All these initiatives have now been completed.

A risk audit was also conducted across all regional offices and implementation is currently in progress.

The HIV/AIDS Policy was also drafted and submitted to the Portfolio Committee for approval by Council and implemented with effect from 1st October 2009.

3.6. Labour Relations

In terms of the Organisational Rights Agreement (2003) the Local Labour Forum has been established and meets on a monthly basis to discuss local labour matters as required by the relevant regulatory bodies.

3.7. Employment Equity (EE)

During the first half of 2009, the following initiatives were started to promote the awareness of Employment Equity and Diversity in the workplace and in our communities:

- A reference workbook has been developed to be used in Employment Equity and Diversity workshops to be scheduled with all employees.
- A survey has been conducted amongst employees to assess the status of specific barriers as identified in the EE plan for 2008/2009.
- It is also planned to introduce Employment Equity and Diversity awareness as part of the induction programme for all new employees.

The Workforce profile for the Overstrand Municipality as at end June 2009 was as follows:

Section B : Workforce Profile Occupational Levels	Workforce Profile as at 30 June 2009								Total
	Male				Female				
Number of employees including employees with disabilities.	A	C	I	W	A	C	I	W	
Top Management	1	2	0	4	0	0	0	0	7
Senior Management	0	5	0	18	0	1	0	6	30
Professionally qualified	0	3	0	9	1	2	0	6	21
Skilled technical	4	24	0	43	3	11	0	10	95
Semi-skilled	57	129	0	30	20	65	0	60	361
Unskilled	201	176	0	8	12	21	0	1	419
Total Permanent	262	339	0	113	36	100	0	83	933
Total non-permanent	2	6	0	8	0	2	0	2	20
Final total	264	345	0	121	36	102	0	85	953

3.8. TASK Job Evaluation System

To expedite the process of the TASK job evaluation for the Overstrand Municipality, the assistance of Andre van Rooyen, the Job Evaluation Manager (seconded) for TASK was contracted on a temporary basis to assist with this process.

As at the end of June 2009, 590 posts were evaluated by the Principal Job Evaluation Committee of the SALGBC. An additional 142 posts were benchmarked by TASK (Mr A van Rooyen) and the rest were benchmarked in-house according to TASK principles and under guidance of Mr Van Rooyen. Due to the fact that the Wage Curve agreement is still outstanding and in a negotiation phase it is not possible to implement TASK. The date for finalising the Wage Curve, according to the SALGBC, is 30 November 2009.

CHAPTER 4

FUNCTIONAL AREA SERVICE DELIVERY REPORTING

This chapter deals with how services were delivered during the financial year under review and indicates the performance within the different functional areas with highlights per area. The chapter should also be read in conjunction with chapter 2 where a breakdown per KPA, KPIS and target dates are addressed.

4.1 OFFICE OF THE MUNICIPAL MANAGER

RESTRUCTURING

Two significant restructures were successfully developed and implemented, namely the establishment of the Directorate of Protection Services and secondly the Directorate of Management Services.

Minor restructuring also took place, e.g. the HR division, various sections within the Directorate: Finance and the Community Services Directorate. In all these instances there was full buy-in from the trade unions and staff.

SERVICE DELIVERY (BATHO PELE)

A strong focus was placed on improved service delivery with a drastically improved response to correspondence from the public and implementing a system of target dates for the execution of Council resolutions.

GREY POWER PROJECT

This project is gaining momentum and has already led to a sponsorship from ABSA, INCA and hopefully soon Umsobomvu Youth Fund. Various reports on the successful use of grey power, especially in regard to trainees were obtained.

PERFORMANCE MANAGEMENT

A key outcome of this process was the acceptance by the Executive Mayor of the Service Delivery and Budget Implementation Plan (SDBIP) for 2008/2009 in terms of the MFMA in June 2008. This plan encompasses a functional business plan for each management unit as well as a capital budget implementation plan where applicable. The Municipality is in the process of developing and implementing a new performance management system that will cascade the performance system to lower levels within the organisation.

The SDBIP remains the foundation document for determining the performance agreements and plans of the Municipal Manager and senior managers.

OS1 projects identified and sent to Directors								X					
Update on ad-hoc capital project proposals sent to Directors								X					
Directors submit round two capital project proposals forms Budget Office (including OS1 and ad-hoc capital projects) along with priorities								X	X				
Ward committees revisit capital priorities (OS3)									X				
Area Managers to submit ward committees final priorities to Budget Office									X				
Last opportunity for Directors to submit any changes needed to Operational Budget									X				
Review panel meet to discuss the draft OPEX and CAPEX budget									X				
Workshop for Councillors and Managers on the capital and operational budget proposals										X			
Executive Management Team meets to agree draft budget position and draft Budget Report										X			
Draft IDP/Budget tabled at Council (via Finance Portfolio Committee and Mayoral Committee)										X			
Publication and submission of Annual Budget and IDP for representations MFMA s 22; MSA s 44											X		
Compilation of new IDP: Planning and public participation processes MSA s 25	X	X	X	X	X	X	X	X	X	X			
IDP submitted to MEC for Local Government (MSA 32)											X		
IDP/ Budget made public MSA s 25											X		
OMAF to discuss final IDP/Budget and representation												X	
Final IDP/Budget approved												X	
Final IDP to Dept of Local Government and Housing													X
Approved Annual Budget submitted to National and Provincial Treasuries MFMA s 24													X
Preparation of Annual Report MSA s 46; MFMA 121						X	X	X					
Preparation and submission of annual financial statements MFMA s 126		X											
Service Delivery Budget Implementation Plan (SDBIP) compiled											X	X	X
SDBIP approved by Executive Mayor													X

IMPROVEMENTS OF CONTRACTS

Most typical contracts had to undergo major improvements. This relates, to, inter alia, lease agreements, purchase and/or sale agreements, employment agreements and agreements with sponsoring institutions.

THE DESTINATION MARKETING ORGANISATION (DMO)

A lot of time was spent on facilitating a memorandum of understanding with the DMO. In the process various legal documents had to be prepared and an innovative solution regarding the raising of funds for the DMO was developed and implemented. As a result, problems experienced with the implementation of the Municipality's policy regarding the taxation of erven and the levying of tariffs for accommodation establishments had to be resolved. Various meetings were held with the respective Information Bureau and members affiliated thereto. A mutually satisfactory arrangement was eventually developed and implemented.

ESTABLISHING A SCOPA

An oversight committee complying with all legal directives was successfully implemented. A Fraud and Corruption Committee was also established.

POLICY DEVELOPMENT

A large number of policies were developed during the year. Obviously most of these were developed by the Directors involved, but ultimately it required a top management input.

BY-LAWS

Numerous by-laws were developed (mainly by the legal advisor), but once again a lot of time was spent on fine tuning these by-laws.

INTERNAL AUDIT SERVICES

- *Main priority:*
 - Continuous internal auditing according to a risk based audit plan, internal audit program and ad hoc priority audits.
- *Constraints:*
 - The perception that internal audit is a disciplinary function

When issues are referred to Internal Audit, Directors and Managers are continuously coached to understand the difference between management functions and the internal audit function.

 - Resistance to the use of internal audit as a management tool

This resistance has largely fallen away as the internal audit section is inundated with requests for input, assistance, advice and direction with policies, problem cases, processes and procedures to ensure good governance etc
- *Functional strategies:*
 - Promoting appropriate ethics and values within the organization
 - Evaluate controls to ensure the implementation and maintenance of effective controls
 - Communicate with management on risk assessment and risk management
 - Ensure that internal audit resources are appropriate, sufficient and effectively deployed to execute the approved plan and to add value to the governance of the organisation
 - Report process to the Audit Committee

The Internal Audit Unit started the year with only one staff member, ie The Manager: Internal Audit. It is pleasing to report that an additional post, Assistant Internal Auditor, was approved but could only be filled from 1 December 2008 due to office accommodation constraints.

The incumbent was immediately put through a rigorous in-house training programme in the following departments: Income, Expenditure, LLPP, Working for Water, Fleet Management, He also received training in the utilisation of the Municipality's Financial System and the Internal Audit software for electronic working papers.

The Internal Audit staff underwent various professional training sessions. These training sessions are extremely valuable to the Unit due to the many new developments and focus areas in local government and the Internal Audit profession.

A total of 15 audit reviews were conducted and reported to the Municipal Manager and Audit Committee. Three thereof were performed by private audit firms. Flowing forth from the review of bulk services contribution levies, the Internal Audit Unit collected R3,5m which would otherwise have been forgone. The Unit was also frequently engaged in consultative activities, which is evidence that there is confidence in the knowledge and integrity of the Unit.

The Unit was actively involved in most policy and by-law drafting workshops. Council agenda items are also studied as part of a risk identification process.

In April 2009, the second enterprise risk assessment was performed. The workshops were well attended and managers and directors provided active participation. The Risk Analysis was presented to Council and the Audit Committee, after which a risk based audit plan was compiled and approved by the Audit Committee.

4.2 DIRECTORATE: MANAGEMENT SERVICES

INTRODUCTION

The Directorate: Management Services was established on 1 November 2008. The directorate consist of the following departments:

- Strategic Services
- Communication
- ITC
- Records and Council support
- Legal Services and
- Human Resources

MANAGEMENT OF STAFF

Partial restructuring of Human Resources Department took place through appointment of new Human Resources Manager. In order to address smooth running of the department, minor adjustments of the staff establishment within the current HR budget were discussed with the Municipal Manager and will be completed towards the second quarter in 2009.

STRATEGIC SERVICES

The Manager: Strategic Services serves on a Provincial Task Team for Public Participation (representing the Overberg Region) which Task Team has as its terms of reference the gathering of information and documenting "Best Practices" – of which the Overstrand Model for Ward Committees is regarded as one. The Overstrand team was responsible for organising a very successful Regional Ward Committee Summit during which a CD, the content of which was compiled locally, was made available to the 120 attendees.

SOCIAL UPLIFTMENT

The social upliftment section of this department is involved in various initiatives in our organisation e.g.

- Participated in Drafting the ECD Plan for the Overberg District. The Plan was drafted during a three day workshop hosted by the Overberg Department of Social Development and Early Years Services (EYS) the service provider contracted by Social Development to facilitate and draft an ECD plan for the district. The Overstrand Municipality was the only municipality in the district (including the District Municipality) that participated in the workshop.
- The Overstrand Municipality participated in the drawing up the Gender Action Plan for Councils in the Western Cape during a three day workshop at the SALGA offices in Durbanville.
- The IDP Department through the Social Upliftment Officer and in collaboration with the Department of Housing and Child Welfare (South Africa) Hermanus, was instrumental in securing a pilot project for the Overstrand Municipality from the Department of Local Government of Housing in terms of their new *Provincial Policy to Support Group Accommodation for People with Special Needs*. Accordingly three foster care homes for children with special needs will be built in Hermanus. The project in Hermanus is one of three in the Western Cape earmarked to pilot the new Policy.
- The IDP department was instrumental in the establishment of the HIV/AIDS committee in the Overstrand Municipality as well as facilitating and leading the way in drafting the HIV/AIDS policy for the municipality.
- During the 2008 campaign for 16 Days of Activism for No Violence against Women and Children, the Municipality distributed white ribbons with an information pamphlet to all municipal office staff to be worn during the entire campaign. The Municipality also contributed financially towards some community events during the campaign.
- Desktop research has been conducted into the various forms and approaches to address the needs of homeless people. Plans are in place to establish a night shelter and related services.
- The Social Upliftment Officer is also responsible for the Housing Consumer Education Programme (HCE) in the district. The incumbent was elected by the Overberg District Committee as the District Representative. The HCE programme is aimed at educating housing consumers about their rights, housing related government and municipal policies amongst other things.
- We recently participated in the Disability audit by PriceWaterhouseCooper and the Department of Local Government and Housing. The audit will give us guidelines on our achievements and where we can improve.
- Active members of the Collaborative Integrated Early Childhood Development Forum / Initiative from Social Development to bring together ECD role players in the Overberg District. Overstrand is the only municipality in the district on the forum.

COMMUNICATION

- *Main priority:*
 - Improve the public image of the Overstrand Municipality
- *Constraints:*
 - Negative perception of the Municipality amongst some residents.
- *Functional strategies:*
 - Empowerment of staff through training, motivation and improved internal communication systems.
 - Facilitate and maintain formal and informal communication processes
 - Formation of partnerships with stakeholders
 - Maintaining effective communication strategies and developing new ones where necessary.

An organisation's employees play a vital role in establishing a positive image for the organisation, not only with their direct dealings but also with indirect activities and the influence they have at home and in the community. Therefore a lot of emphasis was placed on equipping staff members to carry out a positive image. This was firstly done by establishing an internal communication committee during the report year. This committee, which is representative of all departments, administrations and levels of workers, meets quarterly to discuss communication needs and strategies. Flowing from this the internal newsletter, Phambili, was reactivated and is now used as an important tool for sharing news, informing staff about policies and to encourage discussion. Furthermore, a lot of emphasis was placed on the use of internal bulletin boards as a communication tool. All of these boards are now managed by dedicated people and inspections are held regularly to help them to improve the system. Another important aspect in building team spirit is the use of special events, such as Casual Day and the Municipal Showcase. One can safely say that the Overstrand municipal family is much closer and better informed than in previous years.

If the formal communication processes are well maintained, the informal communication processes will benefit from that. Opinion leaders are better equipped to dispel rumours and address real problems. Therefore healthy relationships with all media are maintained, especially the local newspapers, magazines and community radio station. More and more the internet is becoming an important tool, especially for business people and opinion leaders. Therefore the external website was upgraded to make it more attractive and user friendly. The frequency of the municipal newsletter was increased from quarterly to monthly and poster-size versions of the newsletter is placed on community information boards to keep those that do not receive municipal accounts informed. The annual Municipal Showcase is used to educate learners, who in turn will share their knowledge with their parents and siblings. The standard of the exhibition was upped and therefore it is attracting more and more members of the general public. With its branding, advertising and sponsorship of events the Council is also making inroads into different interest groups and slowly but surely establishing positive relationships with people involved in sport and culture.

In order to achieve more with limited resources, partnerships are needed. The most successful ones are with Enlighten Education Trust for the running of the Junior Town Council as a youth leadership development project, the Overstrand Conservation Foundation for running the annual Mayor's Environment Trophy competition and the Kalfiefee's Organising committee for Council's cultural outreach. A promising new partner is the Hermanus Transformation Association with which Council is doing two projects: the Moral Standards Initiative and the Community Guide to Community Service Organisations.

Apart from the abovementioned, this department is also closely monitoring trends regarding its public image through the daily and weekly newspapers which may have an impact on strategies. It was also involved with the development of a language policy and is the custodian of the municipality's corporate identity.

LEGAL AND COUNCIL SUPPORT SERVICES

The main function of this service is to render a comprehensive administrative and legal support service to the political structures which include the committees of Council, the Executive Mayor as well as the corporate structure.

The main priorities of this service include:

- Rendering a comprehensive secretarial service to the Portfolio Committees, Mayoral Committee and Council
- Handling appeals in terms of Section 62 of the Systems Act
- Rendering a legal service to the municipality

BYLAWS

The Legal Services Department drafted 5 by-laws which have been adopted and promulgated by Council, to wit the by-laws relating to Property Rates, Community Fire Safety, Solid Waste, Dogs and Cats and Amendment to the Establishment of Improvement Districts by-law.

ENFORCEMENT OF BY-LAWS AND OTHER RELEVANT LEGISLATION

In order to ensure strict adherence to municipal by-laws and other legislation & regulations, application has been made to the Provincial Prosecutions Authorities in order to appoint the Legal Advisor as a municipal prosecutor. This application is running concurrent with an application to the Justice Department to have a municipal court instituted in the Overstrand municipal area. If the application is successful, more money in lieu of fines will flow into Council's coffers and more law-abiding citizens will be created.

SECTION 62 APPEALS

At least 21 appeal applications have been argued and disposed of in terms of Section 62 of the Systems Act. The appeals primarily concern town planning issues.

INFORMATION COMMUNICATIONS TECHNOLOGY

- *Main priority:*
 - Establishment of proper ICT management, upgrade of the ICT network and communications infrastructures and entrenchment of ICT disciplines and training
- *Constraints:*
 - Historical insufficient investment in ICT
 - Inadequate and partially obsolete ICT infrastructure
 - Inadequate network and communications infrastructure
 - Historical lack of effective management of ICT resulting in serious risks and backlogs

- *Functional strategies:*
 - Stabilization, upgrade, development and management of ICT, network and communications infrastructures
 - Establishment of proper backup, disaster recovery and business continuity procedures
 - Establishment of full corporate management of ICT by implementation of an ICT steering committee, monitoring of usage of ICT facilities, measurement of IT service delivery and full corporate participation in the development and integration of ICT systems and infrastructure
 - Provision of the ICT solutions and service delivery required by the business at best cost

The ICT Department was established during 2005 and quite a lot of dedicated and hard work has resulted in the successful operation of this highly technical department. Apart from a comprehensive Risk Register it is also important to note the contents of a presentation by an ICT Service Provider especially regarding security attacks on our ICT infrastructure, what has been done/implemented to minimise our risks and our envisaged Additional Improvement Roadmap. (copies of documents are available.) We need to continuously upgrade the ICT network through the implementation of risk mitigating actions. ICASA approval was obtained for our Radio Frequency Network and we have completed phase 2. Phase 3 is to commence once approval has been obtained to access certain high masts in the Hermanus area.

A Help Desk and ICT Rules are in place as well as an ICT Steering Committee which meets as and when necessary. Our training facility is completed and operational. In order to cut back on costs and still to be in a position to replace outdated ICT equipment economically, it was resolved to lease rather than to buy ICT equipment as from 1 July 2009.

Reference must also be made to various cost saving activities that are being undertaken/introduced by ICT:

- Saving of R1 203 754,75 during 2008/09 as a result of rationalising our photocopy equipment;
- Installation of a central telephone management system (Microsoft SQL data basis) which necessitates the use of a secret pin code to make telephone calls;
- Saving of approximately R240 000 per annum as a result of "internal" telephone calls between the corporate head office and the administrations via the RF network in stead of TELKOM lines;
- Saving of R158 565 per annum as a result of an in-house audit on TELKOM lines and the discontinuation of 31 redundant TELKOM connections.

A telephone policy is to be introduced to Council for approval during the first quarter of 2009/10 wherein it is recommended that the Municipality cancels all cell phone contracts, pays cell phone allowances only to the Councillors, Municipal Manager, Directors, Managers and but a few other officials and that, for operational purposes, all other applicable staff be issued with Push-to-talk instruments – the latter still to be sourced via proposal calls. This in itself will result in massive savings for the Municipality.

A matter of grave concern however is the financial consequences of the provisions of the Electronic Communications Security (Pty) Ltd Act, 2002 (Act 68 of 2002) and the Comsec Security Audit Regulations (GN 2277 of 20 October 2004) which are now applicable to local government and which provides for the establishment of a company that will provide electronic communications security products and services to organs of state.

RECORDS

The main function of this service is to render a comprehensive administrative support service to the corporate structure of the municipality.

The main priorities of this service include:

- Ensuring compliance with national archives requirements through the management of an effective electronic mail registration system
- Provision of an electronic mail registration service
- Dealing with applications submitted in terms of the Promotion of Access to Information Act (PAIA)

"Resolution Module" of Collaborator was obtained during November 2008 and introduced as the official means of communication with roleplayers in controlling and follow-up of the execution of Council and Executive Mayor resolutions. Reports on the execution of resolutions are currently being developed for purposes of reporting to decision makers on a quarterly basis.

"Contract Management Module" of Collaborator is systematically put into operation in order to comply with legislative provisions regarding monitoring of contracts.

Ongoing monitoring via Collaborator of age analysis of all incoming mail – as reported in SDBIP.

Cognisance should also be taken of the following:

- Updated PAIA manual
- New Registration Procedure Manual
- New Records Management Policy
- New extensive Policy Bundle

Interface between Collaborator and SAMRAS for purposes of Supply Chain Management is an outstanding issue and needs to be addressed as soon as possible.

HUMAN RESOURCES

There are 1028 posts on the organogram of which 590 posts were evaluated by the Principal Job Evaluation Committee. An additional 142 posts were benchmarked by TASK and the rest (296) were benchmarked in house according to TASK principles and under guidance of the Project Manager: TASK.

A huge step forward and major achievement was the creation of a TASK Unit within the directorate with Mr. André van Rooyen, a well known TASK specialist, as Project Manager, who will, in the absence of a Bargaining Council Agreement on TASK, be in a position to fulfil all TASK related duties through our own TASK Unit.

TASK Unit is currently scrutinising the Municipality's organogram with the view to address all anomalies. As from 1 July 2009, all requests for the advertising of vacancies must be accompanied by JD forms - the latter to be scrutinised and corrected by the said Project Manager.

The implementation of the results of TASK by means of a non-pensionable grant was, as far as could be established, a first for South Africa but most definitely a first in the Western Cape.

There were, on 30 June 2009, 78 vacancies on the Municipality's approved establishment. Vacancies were in different stages of the recruitment process but, for purposes of cashflow management, filling of vacancies were frozen.

4.3 DIRECTORATE: FINANCIAL SERVICES

The Directorate: Financial Services consists of the following departments:

- Expenditure and Assets
- Income
- Supply Chain Management
- Accounting Services

MANAGEMENT OF STAFF

Restructuring took place within the Directorate: Finance. In all these instances there was full buy-in from the trade unions and staff.

An Internal Audit and Risk Management workshop was held in February 2009 and risk assessment results were received and adequate action was taken.

EXPENDITURE AND ASSETS

The main purpose of this service area is the provision of professional financial services to Management and Council in respect of the salary budget process, payroll, creditors administration and financial administration of council's capital assets, capital assets register, insurance policy and external borrowing.

• *Main priorities:*

- Co-ordination of the annual salary budget process
- Staff payroll administration
- Creditors payment administration
- Capital assets administration
- Capital assets register
- Council's insurance policy
- External borrowing
- Financial management support and control

• *Functional strategies:*

- To ensure effective co-ordinating creditors and payroll management processes.
- Strive to ensure compliance and consistency with all applicable regulations, policies and other legislation.
- Effective capital asset administration.
- Proper insurance risk management.
- External borrowing levels.
- To produce regular information relating to payroll and creditors.

• *Managerial priorities:*

- Capacity building of functional staff.
- Improvement of internal control measures and systems.

- Promote work ethics.
- Review and implementation of workflow processes.
- Review and implement effective policies and by-laws.

• *Constraints*

- Time lost in process to have documentation signed by senior officials.
- Lack of supply chain management policy.
- Lack of trained staff

ASSET MANAGEMENT

The Asset Register has been unbundled and is fully GRAP compliant and is updated on a regular basis. The Asset Management Policy was revised and approved in May 2009. The barcoding system has been implemented and is 100% functional.

SALARIES

The salary budget was approved in May 2009 and all salaries and related payments are done as per conditions of employment. Payment of 3rd parties is done strictly as stipulated.

CREDITORS

96% (90% KPA) creditors were paid within 30 days during the last quarter of 2008/2009.

INSURANCE

Insurance information is updated on a regular basis. A tender went out in February 2009 and was awarded to AON.

ACCOUNTING SERVICES

• *Main priorities:*

- To provide sustainable professional financial services to Council, Management and various external bodies in respect of year-end and in-year financial reporting, financial management, the operational and capital budget, and the implementation of the Municipal Finance Management Act (MFMA), GRAP/GAMAP and international accounting standards. Management of cash flow and investments

• *Functional strategies:*

- Proper co-coordinating of annual budget process.
- Ensure timeous annual closedown of accounts and preparation and completion of annual financial statements, attend to auditors during annual audit and financial aspects of annual report (including response to Auditor-General report).
- To produce regular financial reports as required by Council, National and Provincial treasuries, in accordance with applicable legislation.
- Implement and maintain GRAP/GAMAP, and international accounting standards and chart of accounts.
- Effective cash flow management.
- Introduce and update applicable policies.

• *Managerial priorities:*

- Capacity building of functional staff.
- Review and improvement of internal control measures and systems.
- Promote work ethics.
- Review and implementation of workflow processes and manuals.
- Review and implement effective policies and by-laws.

- *Constraints:*

- Lack of trained staff due to a loss of skilled personnel.
- Inexperienced functional staff throughout the department attending to critical issues which places arduous burden on management staff.
- Recruitment of suitably qualified staff to fill vacancies.

FINANCIAL STATEMENTS

The financial statements were completed on time and are fully GRAP compliant.

BUDGET

The budget process was completed in good time. All budget related policies were revised and approved in May 2009

SDBIP

Regular Cashflow reports were submitted.

INVESTMENTS

An Investment Policy was approved by Council in May 2009. No current investments.

BORROWING

An external loan of R82m was raised and taken up with ABSA bank during January 2009. Professional services of Mr. Johan Kruger, at no cost to the municipality, were obtained, as well as the use of a risk profile model in respect of future loans.

BANK SERVICES

The tender documentation is being reviewed by the Specification Committee. Tender should go out by the end of November 2009 and should be awarded by January 2010.

REPORTING

In Year Monitoring reports are sent to National and Provincial Treasury, as well as the Council, on a monthly basis.

INCOME SERVICES

- *Main priorities:*

- To ensure the levying of service charges and property rates and the collection of all income owing to the Municipality.

- *Functional strategies:*

- To provide and maintain an effective customer focused service to deal with client queries.
- To ensure a sustainable implementation of the Municipality's indigent policy.
- To ensure proper administration with regards to the annual review and calculation of property rates and tariffs.
- To effectively administrate and maintain debt management including the writing off, of irrecoverable debts.
- To produce regular management performance information relating to income collection.
- To compile and revise tariff policies and structures.

- To ensure the monthly reading of electricity and water meters.
 - To timeously send out accurate and understandable service charges and rates bills.
 - To commission the valuation of properties for the purpose of property rates assessments.
 - To maintain the data input of debtors accounts.
- *Managerial priorities:*
 - Capacity building of functional staff.
 - Improvement of internal control measures and systems.
 - Promote work ethics.
 - Review and implementation of work flow processes and manuals.
 - To review and implement effective policies and by-laws.
- *Constraints*
 - Lack of trained staff and skilled personnel.
 - Reliability of data.
 - Absence of by-laws that can be enforced in the entire area for example in the case of tampering.
 - Low levels of law enforcing.
 - Inadequate information received for services such as sundries, sewerage pumps, etc. rendered.

REVENUE

Except for the delayed accounts due to public holidays during December 2008 and April 2009, no delay in meter reading or accounts distribution occurred.

Indigent

The Indigent policy was reviewed and approved by Council in May 2009. A register is kept and all clients on the register are evaluated on a continuous basis.

Free Basic Water – Total Beneficiaries June 2009 – 24 680

Unaccounted For Electricity

Electricity Losses	–	2008/2009	-	10.21%
--------------------	---	-----------	---	--------

CREDIT CONTROL & DEBT COLLECTION

94% of debts are recovered within 90 days.

Parking Meter System

Directorate: Finance just collects the income and is not in control of this project. LED has handed the project over to Protection Services and improved measures are currently being investigated.

Expenditure Management

MFMA – George Ducharme presented GRAP workshops in August 2008, February and March 2009. All the staff in need of MFMA management training, attended. The goals, as set out by management, were achieved.

Overtime – The trend, although an improvement on previous years, is still not satisfactory. New measures have been introduced to restrict overtime to acceptable levels. Consideration must, however, be given to the fact that various permanent, funded posts were never filled. Some of these posts will remain vacant for cashflow purposes and this will impact negatively on the overtime trend.

SUPPLY CHAIN MANAGEMENT

- *Main priorities:*
 - To ensure the provision of a supply chain management system which is transparent, efficient, equitable, competitive, ensures best value for money for the Municipality, applies the highest possible ethical standards and promotes local economic development.
 - To ensure professional and legal financial services to manage the supply chain / procurement administration process.
- *Functional strategies:*
 - To ensure effective co-ordinating supply chain management processes.
 - To ensure compliance and consistency with all applicable regulations, policies and other legislation.
 - To ensure proper control and management of the municipal stores function.
 - To develop and establish a database and skills list of existing and prospective suppliers/tenderers.
- *Managerial priorities:*
 - Capacity building of functional staff.
 - Improvement of internal control measures and systems.
 - To promote work ethics.
 - Review and implementation of workflow processes and manuals.
 - To review and implement effective policies and by-laws.
- *Constraints:*
 - Lack of proper trained and skilled staff.
 - Lack of skilled non-financial managers who are involved in the process.

A Supply Chain Management Policy was implemented on 1 July 2008 and updated and approved in May 2009. The Creditors Database as well as the Suppliers Database is updated on a daily basis and contracts are timeously finalised. All necessary reports to Council and National & Provincial Treasury are sent out on time and the Supply Chain process is constantly reviewed to ensure optimal functioning and to address problem areas within the process.

STORES

The Deputy Director: Finance reviewed the procedures of the Stores Department during April 2009 and made certain recommendations which have subsequently been implemented. Full audits were done in November 2008 and again in June 2009.

4.4 INFRASTRUCTURE AND PLANNING

The Directorate of Infrastructure and Planning consists of the following departments:

- Engineering Services
- Town Planning and Property Administration
- Building Control
- Environmental Services

MANAGEMENT OF STAFF

The staff complement of the Directorate has grown from 31 in 2007 to 125 in 2009. The current employment level in the Directorate is 93% (9 vacancies out of a total staff compliment of 125). A formal management meeting is held every 2 weeks with managers. At these meetings, managers report on progress for the past week and indicate priorities for the next week. In this way their performance is monitored and evaluated by the Director and the other managers and co-ordination and co-operation is encouraged. This forum is also used to mentor the more inexperienced managers. The format of the meetings is informal and brief, and everyone is encouraged to participate.

Individual meetings are held every 2 weeks with managers to discuss details regarding their sections.

ENGINEERING SERVICES

This Section is responsible for the following:

- Master planning of engineering infrastructure (water, sewerage, roads, storm water and electricity)
- Procurement of consulting and contracting services for infrastructure projects,
- Project management of infrastructure projects
- Management of grant funding i.e. MIG, EPWP, USAID, Lotto, etc
- Engineering comments on town planning applications
- Approval of engineering services designs and standards for new developments,
- Compilation of services agreements for new developments
- Liaison with consultants, developers and contractors
- In-house design and support for LLP projects
- Special studies for example desalination and groundwater

TOWN PLANNING AND PROPERTY ADMINISTRATION

This Section is responsible for the following:

- Receiving and processing town planning applications
- Undertake planning projects i.e. development of the SDF and sectoral plans
- Administer the Municipality's property portfolio
- Develop and maintain the Municipal GIS

BUILDING CONTROL

This Section is responsible for the following:

- Approval of building plans

- Building control
- Compiling statistics on building activities in our area
- Project management of Municipal building projects

ENVIRONMENTAL SERVICES

This Section is responsible for the following:

- Management of municipal Nature Conservation Areas
- Management of Environmental Projects
- Liaison and networking with the public, donors and other conservation related Government Departments and NGO's
- Advise Council and officials on environmental matters.

WATER AND TRANSPORTATION SERVICES

- *Main priorities:*
 - Potable water treatment and distribution
- *Constraints:*
 - Treatment and distribution systems inadequate
 - Backlog in rural areas
- *Functional strategies:*
 - Development and management of resources and licensing
 - WSDP updating
 - Bulk service planning / distribution masterplanning
 - Water project implementation
 - Monitoring of quality and compliance
 - Demand and loss management programmes
 - Major achievements
 - Compilation and approval of a new Water Services Development Plan.
 - Updating the Water and Sewerage Master Plans.
 - Good progress made with the establishment of new water sources in Hermanus, Stanford, Baardskeerdersbos and Pearly Beach.
 - Franskraal Water Treatment Works successfully upgraded (R46m project).
 - Upgrade of the Gansbaai Waste Water Treatment Works successfully completed (R25m project).
 - New standardized Drinking Water Quality testing system implemented for the whole municipal area.
 - Masibambani Grant Funding: 100% expenditure (DWAF) – R1.04m.
 - Hermanus Relief Road - EIA successfully completed, appeal process completed and tender process initiated.
 - Gansbaai/Elim, R320, Sandbaai/Gateway, Hermanus bypass, Hermanus parallel road - refer to annexure E for progress on other major road projects
 - Expenditure of Capital Budget:

Project Manager	Budget	Expenditure	% Expenditure
D HENDRIKS	56,674,152	55,996,619.5	99%
D MAREE	12,941,580	12,940,581.6	100%
K DU PLESSIS	22,159,456	19,438,893.8	88%
S MULLER	8,500,000	7,868,392.6	93%
J VAN TAAK	5,859,659	5,803,906.4	99%
H BLIGNAUT	2,515,000	1,896,473.3	75%
J SIMSON	612,768	605,197.8	99%
L STEYN	20,000	17,993.8	90%
R KUCHAR	65,000	61,630.1	95%
Infrastructure and Planning Total	109,347,615	104,629,688.9	96%
Other Departments Total	76,952,236	69,579,223.4	90%
Overstrand Municipality Total	186,299,851	174,208,912	94%

- o New Infrastructure Asset register compiled:

Service	CRC Jun09	DRC Jun09
Water Supply	1,156,421,766	299,005,794
Sanitation	609,313,647	333,393,143
Road Transport	1,627,478,551	920,123,416
Stormwater	179,709,749	48,682,808
Parks	98,989,680	74,224,133
Solid Waste	26,729,110	22,393,794
Electricity	901,262,767	559,637,325
Total	4,599,905,270	2,257,460,413

Constraints

- o Human Resources capacity

This section consists of one engineer. At least two additional engineering technicians are required for this section to operate at the required level. Certain required functions are not provided such as many of the Water Services Authority functions, public awareness functions and water demand management.

TOWN PLANNING AND PROPERTY ADMINISTRATION

- *Main priorities:*
 - *Compliance with all relevant legislation*
 - *Ensure a safe, healthy and sustainable environment for inhabitants of Overstrand through proper town planning*
 - *Ensure proper administration of council owned property*
 - *Ensure compliance with Council's Asset Management Policy and Municipal Finance Act.*
- *Constraints:*
 - *Compatibility with the Provincial spatial development framework*
 - *Different town planning schemes*
 - *Low levels of law enforcement*
 - *Sensitive environment*
 - *Urban sprawl*
 - *Lack of planning in rural areas*
 - *Unbalanced urban fabric*
 - *Lack of proper database on council owned property*

- **Functional strategies:**
 - To effectively address reasonable social needs and expectations of the community
 - To develop and sustain an environment which supports tourism and LED of the Overstrand region as a whole
 - To promote a safe and efficient transport infrastructure network
 - Ensure compliance to all relevant legislation

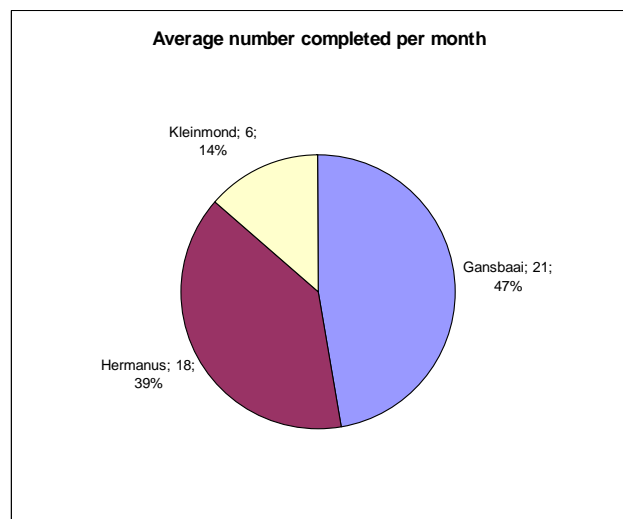
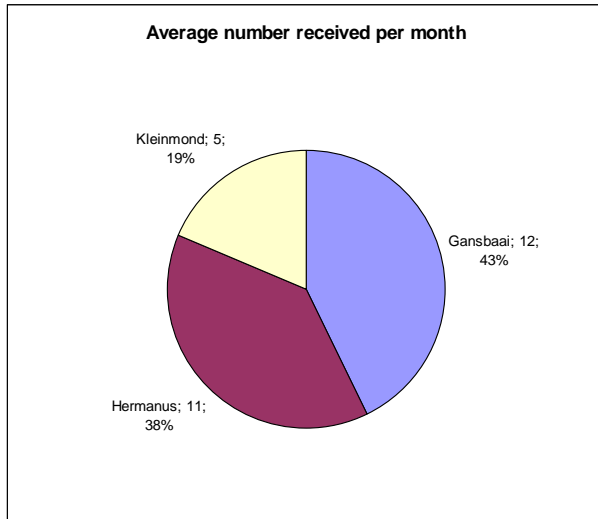
▪ **Major achievements**

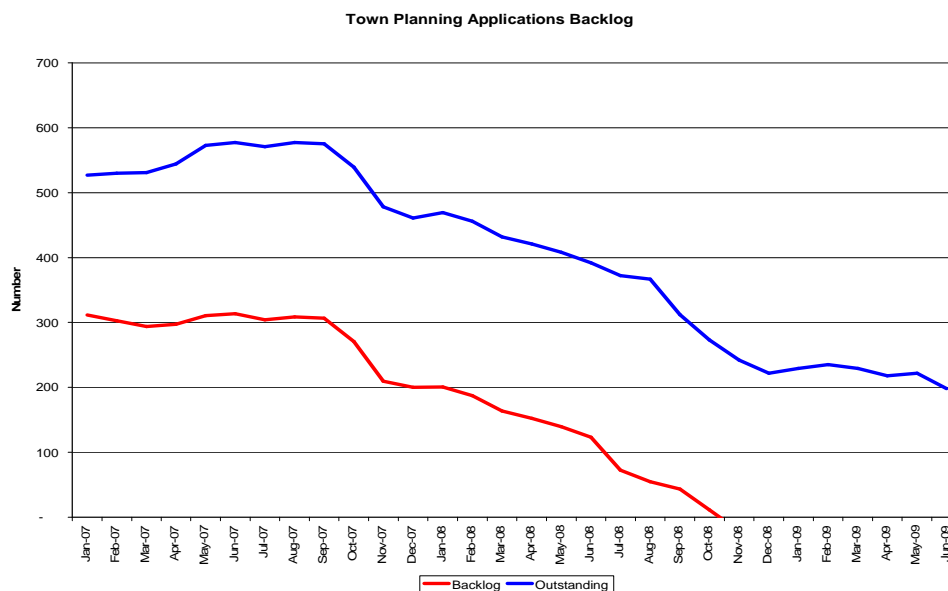
- The backlog of town planning applications has been worked away (refer to annexure below:

Statistics for the 12 month period July 2008 to June 2009

Town	Start	Avg Received per month	Avg Completed per month	End	WIP	Backlog
Gansbaai	235	12	21	127	127	0
Hermanus	111	11	18	106	106	0
Kleinmond	46	5	6	37	37	0
Total	389	30	43	198	198	0

0,0





Major achievements

- o Scheme regulations – good progress made with completion expected in September 2009.
- o Agricultural Sector Plan – compiled and waiting for comments from relevant government departments.
- o Estuary Management Plan (Kleinrivier) – compiled and waiting for comments from relevant government departments.
- o Growth Management Study – Initiated and due for completion in January 2010.
- o Hermanus Sports Village – conceptual planning completed.
- o Prawn Flats to Maanskygbaai – conceptual planning completed.

Progress has been made with **land transactions** identified by the Executive Management Team:

- o Relocation of the municipal store in Kleinmond – rezoning completed and land sold by tender.
- o Development of the area between Berghof and Chanteclair – rezoning completed and tender process followed but no award made due to low offers.
- o Sandbaai Commonage – rezoning completed and tender awarded.
- o Long term lease of the Kleinmond Beach front – tender awarded.

PROJECT MANAGEMENT AND DEVELOPMENT CONTROL

Major achievements

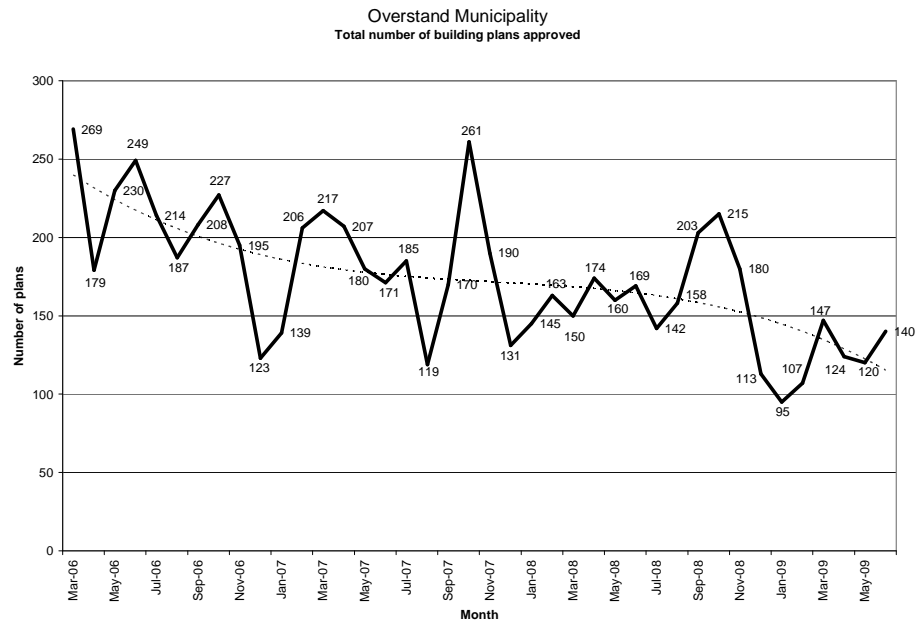
- o Municipal Infrastructure Grant (MIG): 100% expenditure – R7.829m.
- o Franskraal Water Treatment Works successfully upgraded (R46m project).
- o Upgrade of the Gansbaai Waste Water Treatment Works successfully completed (R25m project).
- o Paddavlei Stormwater Management Project - EIA successfully completed and construction started.
- o Zwelihle/Mount Pleasant swimming pool completed.

- o Expenditure of Capital Budget (52% of directorate capital budget and 30% of municipal capital budget):

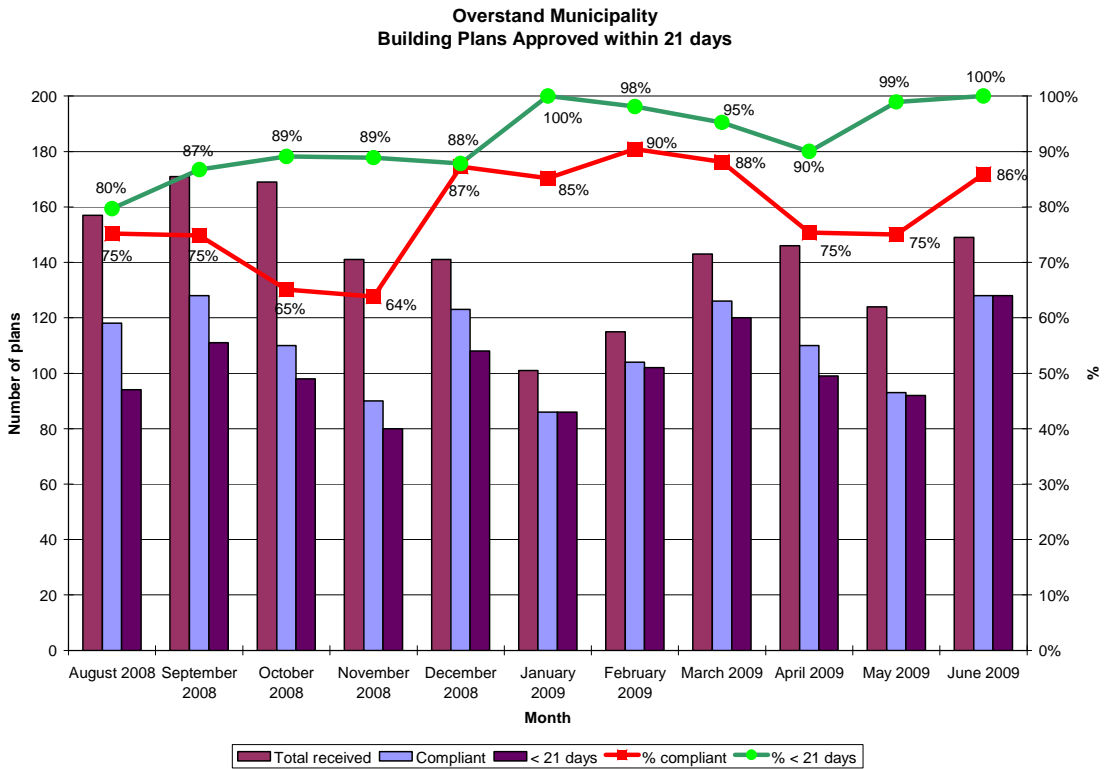
Project Manager	Budget	Expenditure	% Expenditure
D HENDRIKS	56,674,152	55,996,619.5	99%
D MAREE	12,941,580	12,940,581.6	100%
K DU PLESSIS	22,159,456	19,438,893.8	88%
S MULLER	8,500,000	7,868,392.6	93%
J VAN TAAK	5,859,659	5,803,906.4	99%
H BLIGNAUT	2,515,000	1,896,473.3	75%
J SIMSON	612,768	605,197.8	99%
L STEYN	20,000	17,993.8	90%
R KUCHAR	65,000	61,630.1	95%
Infrastructure and Planning Total	109,347,615	104,629,688.9	96%
Other Departments Total	76,952,236	69,579,223.4	90%
Overstrand Municipality Total	186,299,851	174,208,912	94%

BUILDING SERVICES

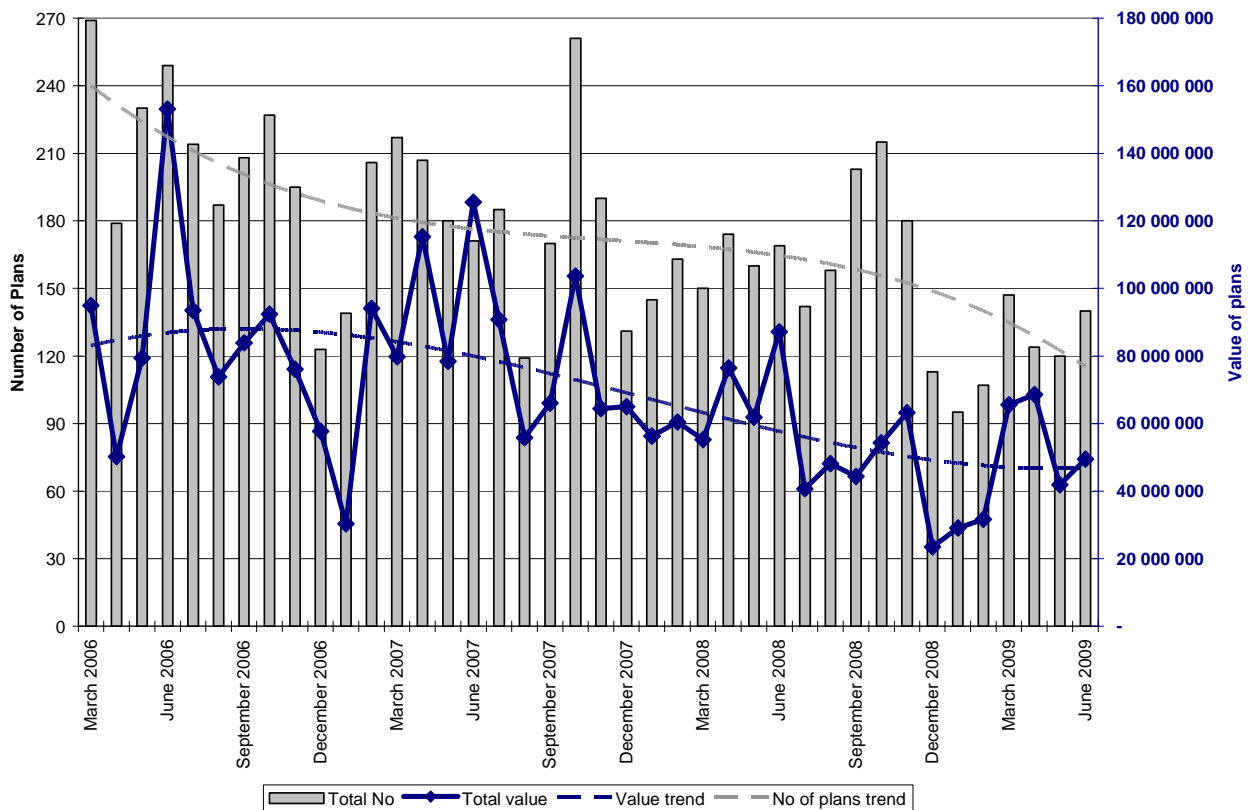
- *Main priority:*
 - Control of all building works in the Overstrand
- *Constraints*
 - No dedicated staff – capital projects.
 - Large influx into informal areas. (Law enforcement officer needed).
 - Limited office accommodation facilities for staff / and office equipment
 - Limited inspection capacity
- *Functional Strategies:*
 - To evaluate all building plans
 - To provide information relating to submission of building plans
 - To provide reliable building statistics
 - To inspect all building works
 - To provide building control
 - To project manage civic buildings, capital projects and large building maintenance projects



- o Good improvement in percentage of plans approved within 21 days:



Overstrand Municipality Building Plans Approved



o Expenditure of Capital Budget:

Project Manager	Budget	Expenditure	% Expenditure
D HENDRIKS	56,674,152	55,996,619.5	99%
D MAREE	12,941,580	12,940,581.6	100%
K DU PLESSIS	22,159,456	19,438,893.8	88%
S MULLER	8,500,000	7,868,392.6	93%
J VAN TAAK	5,859,659	5,803,906.4	99%
H BLIGNAUT	2,515,000	1,896,473.3	75%
J SIMSON	612,768	605,197.8	99%
L STEYN	20,000	17,993.8	90%
R KUCHAR	65,000	61,630.1	95%
Infrastructure and Planning Total	109,347,615	104,629,688.9	96%
Other Departments Total	76,952,236	69,579,223.4	90%
Overstrand Municipality Total	186,299,851	174,208,912	94%

ELECTRICAL SERVICES

- *Main priority:*
 - To supply reliable, affordable and cost-effective electricity
- *Constraints:*
 - Backlog in provision and maintenance of infrastructure
 - Deterioration of networks in coastal areas

- Risk of non compliance with distribution license conditions
 - Rapid development placing enormous strain on existing infrastructure
 - Uncertainty of REDS
 - ESKOM power shortage: Nationally
- *Functional strategies:*
 - Measurement of provision of services
 - Installation of monitoring equipment
 - Inspection and repair of equipment
 - Compilation and execution of electrical master plan
 - Installation of new equipment
- Major achievements
 - New Health and Safety system started based on the NOSA 5* system.
 - Meter audit conducted - 8,060 meters audited, 311 meters replaced, 84 illegal connections/tampers removed.
 - Good progress with removal of illegal connections in informal areas, more than 90% removed.
 - Staff vacancies reduced from 19 to 8.
 - Good response to requests/complaints from the public:

Month	Start	Received	Completed	Carried forward
Jul-08	0	1006	1005	1
Aug-08	1	566	564	3
Sep-08	3	571	567	7
Oct-08	7	579	577	9
Nov-08	9	812	809	12
Dec-08	12	535	535	12
Jan-09	12	492	492	12
Feb-09	12	462	459	15
Mar-09	15	768	759	24
Apr-09	24	553	553	24
May-09	24	548	532	40
Jun-09	40	609	564	85
Total		7,501	7,416	
Average		625	618	
% completed			99%	

- Expenditure of Capital Budget:

Total capital budget	=	R35,101,036
Total expenditure	=	R32,379,475
% expenditure	=	92%

Project Manager	Budget	Expenditure	% Expenditure
D HENDRIKS	56,674,152	55,996,619.5	99%
D MAREE	12,941,580	12,940,581.6	100%
K DU PLESSIS	22,159,456	19,438,893.8	88%
S MULLER	8,500,000	7,868,392.6	93%
J VAN TAAK	5,859,659	5,803,906.4	99%
H BLIGNAUT	2,515,000	1,896,473.3	75%
J SIMSON	612,768	605,197.8	99%
L STEYN	20,000	17,993.8	90%
R KUCHAR	65,000	61,630.1	95%
Infrastructure and Planning Total	109,347,615	104,629,688.9	96%
Other Departments Total	76,952,236	69,579,223.4	90%
Overstrand Municipality Total	186,299,851	174,208,912	94%

- Constraints
 - Human Resources capacity
The 8 vacancies in this department include the Deputy Director Electricity.

ENVIROMENTAL MANAGEMENT SERVICES

- *Main Priority*
 - Management of all human activities that impact on ecological processes and biodiversity.
- *Constraints*
 - Lack of document management system.
 - Lack of information systems.
 - Lack of operational requirements such as vehicles and equipment.
- *Functional Strategies*
 - Promotion of a sustainable environment in collaboration with other sections
 - Identify environmental issues and communicate information amongst a wide range of stakeholders;
 - Plan, implement, monitor, audit and report within the scope of the integrated environmental management plan.
 - Promote compliance with National Legislation, Standards and other environmental management requirements;
 - Promotion of shared responsibility with regard to sustainable development;
 - Promote public participation, education and empowerment of communities.
 - Commission projects to rehabilitate degraded ecosystems
 - Promote optimal management of municipal reserves and protected spaces;
 - Promote effective control of invasive alien species threatening natural biodiversity.
- Major achievements
 - The staff complement has been strengthened with the appointment of a Reserve Manager for the Fernkloof Nature Reserve and a Field Ranger for the Greater Gansbaai Area.
 - Hermanus Baboon Management Project one of the best in the country.
 - Draft Environmental Policy developed in preparation for the Environmental Management System.
 - Draft Integrated Environmental Management Plan developed.
 - Environmental Operational Plan developed for each area.

- o Good relations maintained with stakeholders (refer to appendix F).

GEOGRAPHIC INFORMATION SYSTEM - GIS

- Major achievements
 - o ArcGIS Server (including SDE and IMS) installed.
 - o Software for general users upgraded to ArcGIS 9.3.1 and for the GIS operator to ArcEDIT.
 - o Cadastral data acquired from the Surveyor General and the Deeds Office and cleaned.
 - o Started to capture Engineering Infrastructure and Community Facilities data on the GIS.
 - o 2004 and 2005 SPOT 4 satellite images used as benchmarks for remote sensing for the Hermanus Gateway Well Field Ecological Monitoring
- Constraints
 - o Human Resources capacity

This section consists of a part time manager (1 day per week) and one Senior GIS Operator. At least one more GIS operator is required to provide a reasonable service.

WASTE MANAGEMENT PLANNING

- *Main priorities:*
 - Refuse removal, recycling and disposal on landfill site
- *Constraints:*
 - Gansbaai and Stanford disposal facilities inadequate
- *Functional strategies:*
 - Develop Integrated Waste Management Strategy
 - Implement bulk service planning
 - Solid Waste project implementation
 - Ensure permit compliance
 - Ensure Waste minimisation
 - Development of alternative mechanisms/conventional methods
 - Development of rehabilitation sites
- Major achievements
 - o Compilation of an Integrated Waste Management Plan.
 - o Appointment of a new Waste Management consultant.
 - o Initiation of the section 78 process for the Gansbaai Landfill site.
 - o Expenditure of Capital Budget:

RECYCLING FIGURES PER TON FOR 2008/2009

PAPER	GLASS	CARTON	TINS	PLASTIC
228,499	321,100	78,345	36,163	162,281

Project Manager	Budget	Expenditure	% Expenditure
D HENDRIKS	56,674,152	55,996,619.5	99%
D MAREE	12,941,580	12,940,581.6	100%
K DU PLESSIS	22,159,456	19,438,893.8	88%
S MULLER	8,500,000	7,868,392.6	93%
J VAN TAAK	5,859,659	5,803,906.4	99%
H BLIGNAUT	2,515,000	1,896,473.3	75%
J SIMSON	612,768	605,197.8	99%
L STEYN	20,000	17,993.8	90%
R KUCHAR	65,000	61,630.1	95%
Infrastructure and Planning Total	109,347,615	104,629,688.9	96%
Other Departments Total	76,952,236	69,579,223.4	90%
Overstrand Municipality Total	186,299,851	174,208,912	94%

EVALUATION OF SERVICE PROVIDERS

Formal project management procedures have been implemented in all capital projects. These procedures include monthly reporting on physical progress, quality, expenditure, health and safety management, environmental management and adherence to an agreed program. By actively managing capital projects, consultants and contractors perform better and Council receives better value for money. Each Infrastructure consultant is also formally evaluated annually. The results of their evaluation are communicated to them by letter.

4.5 COMMUNITY SERVICES

The Directorate of Community Services consists of the following departments:

- Area Management in the four decentralised administrations
- Operational Management in the four decentralised administrations
- Housing and Community Development
- Corporate Projects

MANAGEMENT OF STAFF

The level of employment in the directorate (consisting of 694 positions) by 30 June stood at 92%. The employment level was mainly influenced by the temporary with holding of permanent appointments during the fourth quarter, however temporary staff were utilised to effectively attend to the workload

COMMUNICATION / INTERACTION

9 Meetings were held with the management team of the directorate. The purpose of these meetings is mainly to collectively resolve service delivery challenges, promote execution of responsibilities in a uniform manner within decentralised administration areas, communicate new strategies and programmes and give necessary reportbacks, and to evaluate various tasks.

DISCIPLINARY ACTION

The following disciplinary action was taken against employees within the directorate, namely:

SANCTION	QUARTER 4	QUARTER 3	QUARTER 2	QUARTER 1	TOTAL
Warnings	2	12	0	5	19
Demotions	0	1	0	2	3
Suspensions	0	1	2	0	3
Dismissals	2	8	2	4	16

OVERTIME MANAGEMENT

The project was started to reduce and manage overtime in the directorate. A workshop was also held by the Director: Community Services with management (including middle management) in the directorate to discuss the matter. The project also included the registering of overtime-data for all scheduled and non-scheduled overtime in the EMIS system. The Service Provider and the System Administrator attended to technical problems. Law Enforcement will also be involved in monitoring the after-hour misuse of municipal vehicles. The overtime information in EMIS will also be used as official source information for compensation of any operational overtime. We envisage to start with the last mentioned for Kleinmond Administration by August 2009.

AREA MANAGEMENT responsible for -

- Community Consultation & Participation
- Libraries
- Caravan Parks
- Boat Launch facilities
- Area administration
- Venue management
- Cemeteries

The main function of this service area is to ensure the provision of services to the various towns and communities in the Overstrand area in an integrated sustainable manner. Another key focus area is to promote democratic and accountable governance via the functioning of the ward committees.

The functional strategies of this service include:

- Ensuring administrative support services on a decentralised basis
- Ensuring a customer care in decentralised areas
- Facilitating the public participation process
- Provision of library services
- Provision of cemetery services
- Ensuring the extension, upgrading and maintenance of infrastructure
- Management of caravan parks
- Management of incoming mail in decentralized areas
- Management of sport infrastructure
- Facilitation of community development by promoting social upliftment, tourism and local economic development
- Management of staff and utilisation of operational budgets

Constrains:

- Shortage in available land for cemetery space
- Continuous vandalism of community facilities

- Upkeeping/maintenance of common playing surfaces for various sporting activities and provision of specialised playing infrastructure/equipment

COMMUNITY CONSULTATION & PARTICIPATION

A number of 9 ward committee (WC) meetings were scheduled per ward committee per Council's monthly meeting cycle on the annual roster, with timeous distribution of agendas. Only 4 meetings of the 90 meetings scheduled for the year were not held. The average attendance during the financial year was 7 members per committee. Quarterly reports on attendance were also compiled for the Speaker. The revised policy for ward committees in Overstrand was approved by Council during 27 May 2009. Execution of attainable Ward Committee requests were dealt with as part of work orders generated through the electronic work order system. We also started with a project to develop an electronic decision register for ward committees as discussed under 9.1 below.

The electronic decision-register for ward committees was set up within the Collaborator system by March 2009. A process was started with Business Engineering in order to develop the required register. The mentioned Service Provider agreed to develop the register free of charge, because they were developing a similar decision register for Stellenbosch Municipality. Decisions/ requests for meetings since August 2008 were captured on the system by 31 March 2009.

Ward Committees: Status of organisations

An investigation was done, upon the request of the Executive Management Team, to determine the legitimacy of organisations participating in Ward Committees in Overstrand. The exercise was completed by December 2008 with the assistance of the Area Managers. Since the exercise work was done to assist organisations to adopt their own constitutions in instances where no documents existed. The summary of the outcome is contained in the following table:

DATE	TOTAL NUMBER OF INDIVIDUALS	TOTAL NUMBER OF ORGANISATIONS	CONSTITUTIONS/ STATUTORY STRUCTURE
9 December 2008	33	67	43
30 June 2009	39	59	45

Ward Committees: MSIG Grant

An amount of R50, 000,00 was made available to the Directorate by the Finance Directorate, for the purpose of ward committee capacity building. A business plan was compiled for the spending of the funding in question. It included the development of a DVD on the Overstrand Ward Committee system and improvement of administrative support to ward committees. The amount of R49, 885.40 was spent by April 2009.

CEMETERIES

Accurate information in respect of grave sites and wall of remembrance spaces is recorded in electronic system. General cleanliness of graveyards is also maintained.

LIBRARIES

Five temporary personnel members were appointed on one year contracts by July 2008 (Gansbaai = 2, Stanford = 1, Hermanus = 1, Zwelihle = 1). One person resigned at Gansbaai and was replaced during the third quarter. Literacy campaigns mainly occurred during library week in the months of

May and June 2009. The library grant for the 2008/09 financial year to the amount R505, 000.00 was 100% on employment of contract personnel, maintenance work on buildings, equipment and literacy programmes. A business plan for the 2009/10 Government grant to the amount of R556,000,00 was submitted by 24 February 2009 as per request by the Provincial Department.

CARAVAN PARKS

Daily management and monitoring of bookings, maintenance, contracts and financial matters fall within the responsibility of the Area Managers. Overall good performances at caravan parks were received per reports from Area Managers.

BOAT LAUNCH FACILITIES

Effective management and monitoring of the launching facilities, facilitation of safety, revenue base, financial management and monitoring of safe use. Performance according to KPI at Kleinbaai. A number of 6568 boats were launched with an income in the amount of R376,790,00. No incidents occurred.

CORPORATE PROJECTS responsible for –

- Local Labour Promotion Project
- Vehicle Fleet
- Control Room
- Sport and Recreation

CONTROL ROOM

A summary of the performance regarding the daily capturing of all attainable requests/complaints from public on EMIS and execution at a rate of at least 90% generated work (except disasters) within 24 hours, is listed in the table below. Regarding 100% effective communication with disaster management and standby personnel, individual incidents occurred and were dealt with. Regarding the daily monitoring of municipal vehicles with tracking devices and reporting on irregularities, a number of 29 incidents reported to managers for investigation and possible disciplinary action. A number of 11 incidents where municipal vehicles broke down or required maintenance were reported to the mechanical workshop for attention. Only 1 incident was captured by CCTV system / reported by staff.

CONTROL ROOM STATISTICS: FINANCIAL YEAR 2008/2009

ENGINEERING MANAGEMENT SERVICES

	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	TOTAL
RECEIVED	1490	3940	2548	1598	9576
COMPLETE	1351	3795	2548	1580	9274
% COMPLETE	91	96	100	99	97
TOTAL					

FLEET MANAGEMENT

Verification of individual drivers' licences take place upon the issuing of Petrocards of each vehicle. A driver of a refuse compactor (Hermanus) was temporarily demoted due to negligence with regard to renewal of professional drivers' permit. Inspections of 278 vehicles (the motorised fleet consisted of 356 vehicles) took place during the third quarter after appointment of an additional staff member in the section. 394 Drivers attended workshops on the new fleet management policy between 11 & 21 July 2008. A number of 196 Netstar tracking systems were installed by November 2008. A possible number of 200 systems were due to be installed, but other vehicles were not

considered due to possible withdrawal from fleet. New vehicles for 2008/09 budget not included in total. Last mentioned vehicles are bought with fitted tracking systems. Spending of the operational budgets is specified in table below:

AREA	BUDGET		TOTAL	% EXPENDITURE		
	MAINTENANCE	FUEL		%MAIN	%FUEL	%TOTAL
GANSBAAI	2153062.00	2080221.00	4233283.00	88.94%	77.70%	83.42%
HERMANUS	3483002.00	2703527.00	6186529.00	89.78%	72.46%	82.21%
KLEINMOND	1637419.00	1798096.00	3435515.00	89.44%	79.50%	84.24%
STANFORD	285257.00	266266.00	551523.00	88.84%	75.00%	82.16%
TOTAL	7558740.00	6848110.00	14406850.00	89.43%	76.00%	83.05%

LOCAL LABOUR PROMOTION PROJECTS (LLPP)

PRINCIPLES

The LLPP was developed to improve the socio-economic position of local residents through the recovery of outstanding municipal debt by the provision of job opportunities on municipal projects mainly for the holders of arrear municipal services accounts or their agents. LLPP as a job creation/ labour intensive programme strives to develop infrastructure of quality through good workmanship and cost effectiveness. The labour capacity will primarily be sourced from the database of municipal services account holders. The mentioned municipal account holders must make a contribution towards the recovery of their debt from income earned by means of the employment opportunity.

The programme will furthermore strive to provide skills training/development of participants to support / sustain the future employment of participants in the broader labour force.

Two Project Leaders were appointed in July 2008 and the Project Manager was appointed on 4 September 2008. The identification of workers per project & reduction in outstanding municipal services debt is reflected in table below:

NO OF PROJECTS	ACTUAL SPENDING	CONTRIBUTION TO DEBTOR'S ACCOUNTS	NUMBER OF EMPLOYMENT OPPORTUNITIES
23	R3,052,740,09	R147,989,00	246

Through a report it was proven that in terms of LLPP, the mentioned projects were executed at least R1,000,000,00 cheaper in comparison to the private sector. The revised policy for LLPP was also approved by Council in June 2009

SPORT & RECREATION

The main purpose for the sport and recreation department is to promote sport and recreation to contribute towards the reconciliation and development of the Overstrand community through the provision of equitable, accessible and affordable facilities, programs and services.

Producing of sports policies that are accommodative and suitable for the community of Overstrand and the promotion of a healthy lifestyle and to develop sport programs by ensuring participation and development of talent and proper administration of sport.

Our main focus currently is:

- Education and Training
- Establishment of Sports Structures
- Holiday programs
- Facility maintenance

- Establishment of policies
- Building relationships between the 3 spheres of government

Capacity building forms a great part of education and training in sports. In order for the community to address all the issues mentioned above, they need to be educated. We have provided a lot of skill specific based trainings in sports to for the youth of Overstrand. Learn to swim program where volunteers were trained within the Overstrand to become lifeguards.

These lifeguards have been utilizing the newly built Hermanus swimming pool that is situated between Zwelihle and Mount Pleasant. The official opening of the swimming pool also took place.

We also provided training for municipal employees in Turf and Grass management and this training took place at the Cape Peninsula University of Technology. Employees from the Gansbaai, Stanford, Hermanus and Kleinmond administration went for training.

Coaching course for High School learners interested in becoming qualified level 1 soccer coaches. Youngsters within the Hermanus and Kleinmond were nominated by their respectful teams. A practical session was then conducted in a form of a tournament where they showcase all the skills that they learned in the clinic which was done as celebration of a youth day June 16.

Appointment of a facility manager for Spaces for Gansbaai Communal Sports Centre Manager and coaches made a great contribution to the community of Ovestrand specially Gansbaai. We can now facilitate training program for our communities, do fitness testing and do all sports science activities that we never had before within the Overstrand Municipal areas.

Gansbaai received a mobile gym from the National Department of Sports and Recreation. All 3 coaches together with the facility manager attended training in Pretoria on how to run the gym and they were also taught the different training skills and basic fitness programs.

Spaces for Sports Holiday Program in Gansbaai that is facilitated by Football foundation together with the sport coaches appointed by the Municipality. These holiday activities are conducted on during the school holiday period.

Human Rights Day sport event in Hawston, sport festival sponsored by the department of Cultural Affairs and Sport which also forms part of our Holiday programs and also part of our initiatives for building relationships between the 3 spheres of Government. This also includes attending the Western Cape Sports Indaba where you get to listen to all the different problems that our fellow sports Administrators have within the Western Cape Province.

Increasing participation by assisting the Department of Cultural Affairs and Sports to facilitate the Indigenous games tournament that took place in Zwelihle together with the December Holiday program that we assisted to facilitate for the Provincial Government. Also working closely with the department of Social development to facilitate the Golden Games that took place in at the Gansbaai communal Sports Centre.

The swimming pool by-law was also completed and to be implemented in this current financial year together with the rules and regulations that the community should follow on when making use of the swimming pool.

Providing guidance on to the various sport organizations on how to affiliate within the sports structures in the Boland region and the type of documentation they need to have at hand and the registration procedures with the mother bodies

Sourcing of funding from outside organizations to assist with funding for the maintenance and the upgrading of our sports facilities. Conflict resolutions between sports organizations and structures due to utilization of facilities and the Visiting the different areas within Overstrand and finding out

from the different communities what their major sporting needs are and trying to include them in the Lotto Application for additional funding to assist the municipality with the upgrading and maintenance of sports facilities.

No blue flag status was lost regarding Grotto and Hawston swimming beaches. Swimming beach facilities were successfully maintained. Responsibilities regarding blue flag beaches and caretaking duties of other beaches facilities were included in operational plan for the holiday season.

WORKING FOR WATER PROJECT

Historic administrative problems (since 2003) between the Municipality and Department of Water and Forestry (DWAF) caused a dramatic decrease in the issuing of new contracts by DWAF and in event poor spending of the allocated budget (45% for 2007/08). The project was transferred to the Directorate from 1 March 2008. Only 8 contracts were issued by the Department for 2008/09 by July 2008. A rescue initiative regarding the future of the project in Overstrand was undertaken. DWAF accepted the rescue plan and reduced the allocated budget from R5,711,470,00 to an amount of R3,470,104,89. The reduced budget with was 70,38 % spend by 31 March 2009 with an outstanding claims to be paid by DWAF the amount of +/- R 315,000,00. The last mentioned claims were for in-field work on "training blocks" (practical work performed by contractors in training) and assistance by DWAF is also required to prepare the particular claims.

OPERATIONAL MANAGEMENT responsible for –

- Engineering Management Information System (EMIS)
- Water Services
- Solid Waste
- Roads and Stormwater

ENGINEERING MANAGEMENT INFORMATION SYSTEM (EMIS)

Requests and response to reported disruption, maintenance (including routine work) are recorded in the mentioned system. In terms of the SDBIP the key performance indicators for dealing with work orders in the mentioned electronic system are that *at least 90% completion of works orders (including routine maintenance) within 30 days*. The information in table below is for the following services rendered by Community Services, namely, sewer & tankers, roads, solid waste, parks and buildings. All administrations exceeded 90% performance. The excellent performance is also contributed to the appointment of a System Administrator who monitors the capturing of data and also provides assistance on a daily basis.

QUARTER 4		CUMULATIVE	
WORK ORDERS	%COMPLETE	WORK ORDERS	%COMPLETE
10087	99	43548	99.5

WATER SERVICES

Only one long interruption regarding water supply (longer than 12 hours) occurred at Kleinbaai. Role definition in line with amended organisational structure between the Water Services Authority (Infrastructure and Planning Directorate) and the water services provider (Community Services Directorate) was finalised by September 2008.

SOLID WASTE SERVICES

Twelve contractors were appointed during July and September 2008 to clean road reserves, public open spaces and storm water trenches mainly in previously disadvantaged communities. Due to

non compliance by certain tenderers and budget constraints all the contactors could not be appointed during July 2008. The performance of the two contractors in Zwelihle is not satisfactory and the Area Manager was requested to take corrective action where necessary. A number of 7 informal drop-off facilities were also built in Zwelihle.

Role definition in line with amended organisational structure between the Infrastructure and Planning Directorate and Community Services Directorate was finalised by September 2008.

ROADS AND STORM WATER

The increased budget to the amount R13,5 million for the reseal programme for roads, as per the Pavement Management System and approved work schedule was 100% spent. Bi-annual grading of all unpaved main roads took place in Kleinmond, Hermanus and Gansbaai. Stanford completed their grading in June 2009, after the completion of the storm water and sewer capital projects.

HOUSING AND SOCIAL UPLIFTMENT SERVICES

- *Main priority:*
 - To facilitate and maintain sustainable low cost and affordable housing development in the Overstrand and to develop an enabling environment for social housing opportunities.
 - Promote the provision of certain basic social/community amenities and economic facilities within existing and new housing areas as well as within informal settlements.
- *Constraints:*
 - Growing backlog of housing units
 - Growing informal settlements
 - Limited basic services in informal settlements
 - Limited availability of suitable land for housing and cost thereof
 - Cost of infrastructure
- *Functional strategies:*
 - Development of an integrated plan and housing policy
 - Management of informal settlements via an electronic data base
 - Management of housing capital projects
 - Management of approved 5 year housing plan (See Annexure B)
 - Applications to Province for housing projects in view of completed land audit
 - Facilitate the establishment of comprehensive amenities
 - Management of rental stock
 - Management of housing administration
 - Accreditation of Municipality

A draft housing plan for the Overstrand was presented to the Provincial Department of Local Government and Housing on 17 September 2008 for approval. No report-back from the Provincial Housing Department was received. Three housing projects were negotiated to continue between parties to the court case, namely: Stanford (88 units), Kleinmond (410 units) and Bettys Bay (13 units). The appointed developer started in May 2009 with the project at Stanford. Meetings are held on an ongoing basis with social compact members of the mentioned projects. The administration is also in progress to scan the forms and capture the data of all applicants onto the newly developed electronic waiting list. The process is at least 40% completed.

To introduce an incentive for tenants to take over ownership and to mitigate the loss of rates and taxes. An attorney was given an instruction to continue with transfer of ownership of housing units without the collection of outstanding municipal services charges upon the approval of rates

clearance. The purchasers of the respective houses will remain liable for the mentioned debt. The action is in line with the amended section 118 of the Local Government: Municipal Systems Act 32 of 2000. The total number of housing units to be transferred is 954 (old and new housing dispensations). The progress will be driven by a conveyance clerk to be appointed as a matter of urgency.

The development of a priority rating system for potential beneficiaries of low cost housing units.

It has become of utmost importance for the municipality to have a mechanism in place to prioritise the applicants on the waiting list in order to insure that those applicants with the biggest needs are being assisted first. The formula to rate potential beneficiaries from the highest to the lowest for possible housing opportunity consist of weights allocated categories that mainly constitute the socio-economic position an applicant. The categories include years of residence in municipal area, number of dependants, age of applicant, income, marital status, type of dwelling, application date. The mentioned formula is included in the newly developed electronic housing waiting list database with minimise/ possible tempering/ manipulation of data. Council approved the new priority rating formula in May 2009.

Survey on backyard dwellers.

The door-to-door survey by field workers commenced on 18 May 2009 and was completed by 19 June 2009. The initiative was conducted with grant funding allocated to the CDW programme. A number of 4909 families participated in the exercise. The information will be used to embark on programmes to take control over illegal back yard dwellings.

FINANCIAL MANAGEMENT

A summary on the report for the operational spending of the Directorate appears in the table below. The management information for the Directorate, regarding progress spending on the operational budget was developed in conjunction with the Finance Directorate.

OPERATIONAL BUDGET 2008/2009					
BUDGETED AMOUNT (ORIGINAL)	BUDGETED AMOUNT (REVISED)	QUARTER 4 CUMULATIVE %	QUARTER 3 CUMULATIVE %	QUARTER 2 CUMULATIVE %	QUARTER 1 CUMULATIVE %
R 100,979,482.00	R 99,329,226.00	114	68	51	27

4.6 PROTECTION SERVICES

This Directorate was established on 1 December 2008. Prior to this date the functions of the Directorate fell under the Directorate Community Services.

The Directorate of Protection Services consists of the following departments:

- Traffic Services responsible for - Enforcement of road traffic legislation
- Law Enforcement and Security Services responsible for - Enforcement of by-laws, regulations and other relevant legislation
- Fire and Disaster Management responsible for - Enforcement of fire and emergency legislation

MANAGEMENT OF STAFF

The staff establishment of this Directorate comprises 59 members of which 12 perform functions of an administrative nature. The above figure includes qualified uniform members from the various line disciplines.

Transformation in particular and service delivery in general, needed serious remedial interventions. This was partly addressed with the approval of a new structure by the Municipal Manager (and considering inputs from the LLF on 9 March 2009) and filling of critical vacancies. 13 Command and control positions will be filled from 1 July 2009. In addition to this four administrative positions were identified in order to render an effective and efficient administrative service. These positions, as well as other positions that became vacant, will be advertised and filled in September 2009.

TRAINING

Effective execution of the responsibilities and functions within this Directorate lead to constant training and skills transfers.

Currently 4 members are attending the Gene Louw Traffic College: 2 for K53 training and 2 more for Basic Traffic Training. 60 fire reservists completed 24 hours of Basic Fire Fighter Drills. 11 Temporary Law Enforcement Officers were trained in-house to perform point duties at various schools and pedestrian crossings. 9 Members attended Disciplinary Workshops in Stanford.

TRAFFIC

- *Main priority:*
 - To plan and execute a sustainable programme of road traffic and by-law enforcement.
- *Constraints:*
 - Disregard for road traffic legislation and municipal by-laws and regulations
Implementation of stricter law-enforcement – speed metering
- *Functional strategies:*
 - Enforcement of relevant legislation and municipal regulations
 - Improve public awareness of road safety
 - Ensure high payment levels of penalties
 - Management of Traffic and Law Enforcement resources
 - Provision of effective card license process
 - Management of fire services (oversee Fire Chief)
 - Update and formalize by-laws
 - Investigate an integrated law-enforcement system
 - Implementation of security services at strategic points

Along with the Provincial Road Traffic Authorities we exercise joint responsibility for law enforcement and road safety initiatives in our area and the level of co-operation amongst the staff is excellent. During the period 1 July 2008 – 30 June 2009 the following statistics were recorded:

	2008/09
TRAFFIC MATTERS	
Roadworthy applications	2942
Roadworthy certificates issued	2668
Learner's Licence applications	2816
Learner's Licence issued	1528
Driver's Licences applications	1480
Driver's Licence converted and issued	6193
Professional Driver's Permits issued	745
TOTAL	18372

LAW ENFORCEMENT

A zero tolerance crusade, in order to address petty crimes in the diminishment of crime in Overstrand and to make the streets safer was introduced. The following statistics reflect the improvement in by-law enforcement activities:

COMPLAINTS	ATTENDED
Warrants of Arrest	403
Scheme Regulations	304
Buildings	212
Baboon Related	306
Traffic Related Offence	47
Internal Investigations	14
Special Investigations	22
Library Books	15
Business Licenses	74
Illegal Structure	106
Other Complaints	2 252
TOTAL	3755

A new fine book system was introduced and authorised by the Hermanus Magistrate as well as the Magistrate of the Bredasdorp Court. Awaiting authority from the Caledon Court. A Fortnightly by-law enforcement court was introduced on a Friday in the Hermanus Court.

A survey was done to determine the security needs at various municipal premises during August 2008. The results of this survey will be addressed by providing either physical service or an electronic service.

Appointment of a local service provider for implementation of Council's new Dogs and Cats Policy.

Processes were followed in conjunction with the Municipal Manager that led to: -

- the appointment of Hermanus Animal Welfare Society to render various services, in terms of the new by-law. The contract period is three years and commenced on 1 September 2008.

- the collection of dog tax from residents. Documentation was distributed to create opportunity for voluntary payment, application for exemptions and registration of number of animals.

An amount of **R90,137,70** as dog tax, was collected up to 30 June 2009. A total figure of **1248 forms** was received back to register animals, of which **91 applicants** (included in total) applied for exemption from the payment of dog tax.

FIRE AND DISASTER MANAGEMENT

- *Main priority:*
 - Provision of an adequate Fire Protection Service, Two-way radio communications system and Disaster Management System
- *Constraints:*
 - Primarily based on a volunteer system.
 - Limited availability of administration staff for this service
 - Basic training levels
- *Functional strategies: Fire Services*
 - Intergrated risk profile and fire management plan of area of jurisdiction.
 - Improving of weight and speed of response
 - Improve of call receipt and processing requirements
 - Provision of vehicle and equipment availability and maintenance programe (Replacement and upgrading)
 - Improving of incident management procedures (Internal and external roll players)
 - Expand pre-fire planning and risk visits
 - Expand fire safety functions
 - Expand full-time staffing levels
 - Improvement of staff training levels

Functional strategies: Disaster Management

- Integrated risk profile and disaster management plan of area of jurisdiction.
- Effective and efficient disaster response mechanism
- Management of a disaster
- Contingency Planning

The department renders an extremely essential service to prevent or limit loss of life and damage to property. This service entails protection against fires, dangerous substances, other hazardous incidents and disaster management. Without intensive training it would be impossible to render service of a high standard. The following statistics reflect the incidents responded to: -

	2008/09	2007/08	2006/07
INCIDENTS			
VELD AND BUSH FIRES	146	157	177
RESIDENTIAL FIRES	30	28	26
INFORMAL DWELLINGS	44	40	49
COMMERCIAL FIRES	3	7	6
VEHICLE FIRES	6	10	6
REFUSE & GRASS FIRES	59	62	10
MVA	74	76	63
RESCUES	8	4	8
OTHER FIRES	36	2	5
VELD FIRES LARGE	37	0	5
SPECIAL SERVICES	112	116	40
LIQUID AND GAS FIRES	0	0	0
HAZMAT	0	0	4
TOTAL	555	503	399

The following initiatives were launched during the year under review:

- Awareness campaign conducted during January and April through a rescue exercise in co-operation with the NSRI and District.
- Vehicles maintained to be effective with minimum downtime. Equipment maintained for maximum effectiveness
- Provincial plan to upgrade or replace Gems 3 due to shortcomings in existing software effective to use this system until upgrading completed
- Minimum of 4 hour monthly standard fire-fighting drills done
- Skills training and implementing of standard operating procedures
- Ongoing liaison with PAWC and ODM to ensure synergy of DMP'S and quick mobility, if need be. No disasters were recorded for this period.

PLOT CLEARING

Plots remain a challenge and new strategies are constantly looked at in order to improve this service in conjunction with the area administration offices. Statistics below are for the period December 2008 – July 2009

Inspections done	718
Notices issued	1247

OTHER INITIATIVES / ACTIONS

Facilitation to resolve taxi conflict and survey on demand for taxis

The Municipality became involved in the process to resolve the ongoing (more than a year) conflict between Hermanus Hawston United Taxi Association and members of UNEDO Taxi Association (resident in Zwelihle) through requests to the Office of the Executive Mayor to seek solutions.

Continued interaction/negotiations with the parties and the Provincial Department of Transport ensured that no violence erupted for the period ending 31 December 2008.

It furthermore became important and inevitable considering the taxi conflict in the Overstrand that the demand for minibus and metered taxis are determined. A survey will ensure that the Municipality and the affected associations have a clear indication regarding the demand for minibus taxis in the Overstrand over a period of at least two years.

The survey commenced on 10 September 2008 and was completed by Friday 10 October 2008. The cost of the survey amounted to R80 000,00.

4.7 LOCAL ECONOMIC DEVELOPMENT

This directorate is for

- Economic development,
- Rural development and,
- Tourism

Management of Staff

This Directorate was restructured with effect from 1 December 2008 with the appointment of a Manager: LED, as well as a LED Officer.

ECONOMIC DEVELOPMENT

OLEDA IN PERSPECTIVE

The establishment of OLEDA was not meant to replace the Municipality role in facilitating LED but as Private Company that can enter into business deals, conduct viability and feasibility studies and present BANKABLE PROJECTS.

- OLEDA is a private company registered with CIPRO and run by a Board of Directors for profit making. OLEDA is not another municipality and therefore does not replace or cause duplication of functions and roles,
- It has a clear mandate with specific focus on marketing the potential of the area to attract investment, investor procurement, liason and management and act as a developer of projects within the identified precincts,
- OLEDA, as a municipal entity operates within the legislative framework as defined in the MFMA and the Municipal Systems Act,

RECORDING NEW JOBS CREATED

Interestingly LED runs across many Directorates as it is part of service delivery and deals directly with concerns and aspirations that drive the way people live. Therefore not only in this Directorate you will find job creation but right across. This type of question is asked consistently by various Government departments as a municipal KPI on Local Economic Development and a database is collated through the following sources;

- The Municipal Infrastructure Grant which implements Extended Public Works approach and is facilitated by the Directorate Infrastructure – they report monthly on job opportunities;
- The Building Department provides an estimate of jobs to be created by evaluating approved building plans for that period;
- Tenderers are requested at all times to provide a register of employees, skills area to assess the number of local people employed at what capacity; Note that local service provider support goes with commitment to employing local people;

- The LLPP project through identified capital projects and this include local contractors who might not have an opportunity to compete with well established businesses;
- Area Managers job creation through cleaning projects and other creative projects,
- Database of economic enterprises including informal businesses, art and craft that caters for indirect placements.

LED PROJECTS FACILITATED OVER THE PERIOD

Now let us examine the Directorates approach to its function towards enabling a conducive environment for LED. From the beginning we were quite clear that we cannot operate in a vacuum but we need a model, therefore our approach is embedded on a strategy called Emerging Service Provider Enterprise Programme (ESPEP). This for us reiterates the fact that LED is not about a set of projects but an integrated approach which seeks to encompass all aspects.

Demystifying the pillars

REGISTRATION / DATABASES

- Assist enterprises to register on available supplier database including other compliance registrations such as CIDB for quality standards and capacity building purposes;
- Database to identify capacity needs, level of development and fostering of sub-contracting and procurement of services. This also assists as a referral for other opportunities for access to markets and business to business support.

PROJECTS / INTERVENTIONS

- Ongoing registration and recruitment of enterprises / service providers on database:
- Assisting enterprises with compliance, tax certificates and registration, grading and referral, in order to prepare them to comply when submitting a tender for municipal services,
- Affirmation of local service providers for procurement opportunities – this resulted in about **60% of local enterprises benefiting**:
- Unemployment and skills audit database,

SMME SUPPORT PROGRAMME

- Focus on strengthening SMME competitiveness:
- Alignment of SMME's with existing markets and support:
- Linking with business coaching and mentoring :
- Improve product offering and quality:

PROJECTS / INTERVENTIONS

- Involve on a practical and large scale other partners such as NGO's, Government departments, Red Door and Financial support institutions for support:
- The annual LED Conference allows an opportunity to have first hand to local interactions and future development plans,
- Informal business support – renovate Selfbou Store to act as incubator for SMME's, many others to follow from projects to be undertaken, Informal trading. As a matter of fact; through a house to house survey in Zwelihle, that there are 62 informal businesses, this does not take into account service orientated business but only those that are physically selling products. In Stanford there are 31 of these type of businesses,
- The Directorate entertained and evaluated a number of proposals, ideas and suggestions. Advice is provided and directed to appropriate and relevant channels for further support or way forward,

- Tourism enterprise support, partnership with TEP to provide training in hospitality, existence of tourism help desk agents. The establishment of the Destination Marketing Organisation.
- Tendering: A complete tendering workshop was organized and attended by over 80 people. The presentations were done by the Department of Public Works, the Construction Industry Development Board (CIDB) and the Overstrand Municipality,
- Skills development, job placement (Plastering, tiling, bricklaying and carpentry – 54 trained, 49 finished the courses and 28 were placed in jobs, 2 self-employed and learnerships
- Support infrastructural capacity efforts within the Municipality i.e. Market Square development, by-pass road and all infrastructure aimed at facilitating the local economy,

RESOURCE MOBILISATION AND FUNDING CYCLES

- Identify Government, private and NGO funding opportunities,
- Alignment of enterprises with Government and other incentives,

PROJECTS / INTERVENTIONS

- National Youth Service a programme funded by Deat aimed at building capacity of young people, and build capacity for future growth. R8 million;
- Stony Point Development, project aimed at increasing job opportunities for the community of Mooi Uitsig through tourism, funding of R3m;
- Youth Development Programme a partnership with Umsobomvu to assist youth with access to livelihood, profiling and skills, R500K
- Township development and renewal project aimed at increasing investment potential of townships and providing facilities for enterprise support, R15 million (Zwelihle R6m, Hawston R3m, Stanford R3m and Gansbaai (Masakhane) R3m. Johan de Villiers engaged as the consultant to provide technical support.

Overall the project will aim to achieve:

- a total of about 50-80 economic enterprises and entrepreneurs;
- good and improved environment/aesthetics of the townships;
- facilitation of transport and movement of communities linking to main economic centres;
- development of emerging contractors and skills transfer;
- impact on unemployment and poverty alleviation in the area;
- a development plan for each township to guide future developments.

LINKAGES / PARTNERSHIPS

- Establish local market linkages and technical support,
- Assist in establishing co-operatives,
- Facilitate access to resources, support and business linkages,

The Directorate views the contribution and support of other stakeholders as paramount to giving back to the community and allowing participation in the economy. There is never enough with regard to this matter but a collection of best practices needs to be compiled to direct corporate investment initiatives.

An example of best practices:

Madron Farms situated in the Hemel- en- Aarde Valley, produces and supplies the likes of Pick n Pay and Woolworths with an assortment of herbs and vegetables. They are engaged in a plan with the Municipality to assist a project in Zwelihle to produce quality products and open opportunities to existing markets.

Sharklady in Gansbaai, supported a project manufacturing locally produced garments under a label called Cagey Gear. All manufactured products were sold through their establishment in Kleinbaai aimed at shark diving clients.

There are obviously many more of these examples which can be shared by both the public and private sector; please forward to us such initiatives to recognise efforts aimed at changing people's lives.

The following table illustrates some capacity building initiatives linked to businesses and institutions:

Capacity Building	Type	Business/Institutions	Service Providers
Construction Skills	Bricklaying and Roofing	• Overstrand Municipality LLPP	NHBRC
Learnership	New Venture Creation	• OTI • Mthumkulu • NYS • Umzobee	Dept. Transport and Public Works
Skills Development and Work placement Opportunities	<ul style="list-style-type: none"> • Electrical Engineering • Plant Operator • Road Construction • Carpentry • Masonry • Automotive Repair • Welding 	<ul style="list-style-type: none"> • Overstrand Municipality • Walker Bay Decking • Lentralco Readymix • Peter Starke Civils • Goozi Handles • DisaNET • Henri Lerm • Madron Farms • Hamilton Russell Vineyards 	Dept. Transport and Public Works
Learnership	<ul style="list-style-type: none"> • Plant and Animal Production 	<ul style="list-style-type: none"> • OTI • Mthumkulu • NYS • Madron Farms • Hamilton Russell Vineyards • Herm. Child Welfare 	Department Agriculture
Workshop	<ul style="list-style-type: none"> • Co-op establishment 	• Nolwandle	RED DOOR
BEE Compliance	<ul style="list-style-type: none"> • Free Rating BEE Service 	<ul style="list-style-type: none"> • Walker Bay Decking • Lentralco Readymix • Peter Starke Civils • Goozi Handles • DisaNET • Henri Lerm • Madron Farms • Hamilton Russell Vineyards • Sharklady 	RED DOOR EMPOWERMENT UNIT

The following section deals with community based initiatives as a means to addressing poverty and providing the necessary skills for survival. Many of these projects do require high level inputs, support and mentoring from the private sector. Also in many instances private sector do initiate and support initiatives and these should be compiled so as to avoid duplication and stagnation of projects.

POVERTY ALLEVIATION PROJECTS

HERMANUS:

a) Zizamele Sewing Place

- Challenge is to find new business premises with security.
- Alterations and sewing project,
- Conceptualising a designer label

b) Mount Pleasant Self-Bou Store:

The facility was upgraded to make it attractive for conducting business; it will act as an incubator in capacitating local businesses to grow. There are presently 10 occupants who receive support (technical and financial) from Government departments like the Red Door and Social Services.

c) Hawston: Masizame "Kom Ons Probeer":

- The Project Manager secured business premises from Social Welfare Office.
- Received financial support from DMO and bought 3 industrial machines
- More financial support is needed to buy a cutter, material and fix 3 sewing machines.
- To secure market outlets for products.

INPUT:

- Has applied for 2009/2010 funding from the Dept. of Cultural Affairs & Sport.

d) Sandbaai: Ginny's Car Wash:

- Provides a mobile car wash and has one employee.
- Operates his mobile car wash business in Sandbaai, Onrus, Vermont, Hemel en Aarde and nearby areas,

e) HERMANUS - CBD:

- LED's aim is to give the project a professional image; and also create better job opportunities for them and sustainable income,
- Create a better relationship with trust and act as information providers including provision of a safe environment,
- Members to be trained in grade 1 security officers extending their offering as a voluntary service depending on tips or gratitude of service users. This can not be a force payment activity.

f) Rise & Shine Car Wash:

The Rise and Shine project seeks to demystify the fact that these car washers are a nuisance to both locals and visitors. It provides peace of mind to shoppers whilst their car is cleaned and thus contributes to changing lives. Some car washers have set clients and the service can be provided wherever you are. Mobile machines were sponsored by the Municipality and training provided to improve the service.

g) Car Guard Project:

- Three Project Supervisors: Zolile Shweni, Mbeko Ngqunya and Mkhululi Falitenjwa. The idea is to make informal carguards ambassadors and improve their appearance

and relationship with visitors in town. Training will be provided on security and they will be encouraged to join Literacy classes;

- Car guard database consists of 22 men with ID cards.
- 14 Parking areas: Bientang's Cave, Fibos, Mr Price, Woolworths, Rossis, KFC, Cattle Barron, Clicks, Main Road/FNB, Gearings Point, Marine Square, Market Stalls, Barneys and adjacent to High Court.

2. **GANSBAAI:**

a) **Nolwandle Craft Project:**

This project has been in existence for a few years with support and input from the shark industry, off construction training for the road built between Bredasdorp and Elim including the municipality. It has great support from the local community and produces impressive memorabilia

INPUT:

- Registration of business as a cooperative is in progress with the assistance of the Red Door.

b) **Car-Wash Project:**

A similar project for the area is planned and will involve about 2 people.

INPUT:

- LED allocated 2 mobile valet machines to Gansbaai

c) **Umzobee:**

- All members are expected to participate in marketing the business.
- To register as a Co-operative with the assistance of the Red Door.
- The group has achieved a lot in terms of product quality and linkages with the shark industry. This includes further training from a reputable trainer, fully accredited to upskill the group in producing quality products.

INPUT:

- Members have gained sewing and business skills from Clotex.
- Follow-up visits are conducted to maintain the spirit of the group and advise on registration requirements.

3. **KLEINMOND:**

Vukuzenzele Community Nursery:

- It is made up of 4 members (1 man & 3 women)
- Products range from growing & selling of medicinal plants; compost bins; arts & craft etc.
- LED with Agribusiness:
- Agribusiness provided informal training on SIMFINI financial record keeping (forms on income and expenditure).
- Marketing and funding: members were to fill-in forms and submit to relevant Organisations.
 - ✓ Registration with the Construction Industry Development Board (CIDB)
 - ✓ Supplier database registration forms with Overberg District, Cape Agulhas & Overstrand Municipalities.
 - ✓ A Co-operative's Incentive Scheme (CIS) application form for funding.

CHAPTER 5

AAUDITED STATEMENTS AND RELATED FINANCIAL INFORMATION



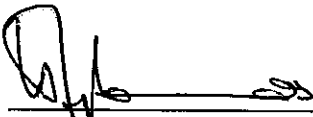
OVERSTRAND MUNICIPALITY
Financial statements
for the year ended June 30, 2009

OVERSTRAND MUNICIPALITY
ANNUAL FINANCIAL STATEMENTS
for the year ended 30 June 2009.

APPROVAL OF ANNUAL FINANCIAL STATEMENTS

I am responsible for the preparation of these annual financial statements, which are set out on pages 261 to 329 in terms of Section 126(1) of the Municipal Finance Management Act and which I have signed on behalf of the Municipality.

I certify that the salaries, allowances and benefits of Councillors, loans made to Councillors, if any, and payments made to Councillors for loss of office, if any, as disclosed in the notes of these annual financial statements are within the upper limits of the framework envisaged in Section 210 of the Constitution, read with the Remuneration of Public Office Bearers Act and the Minister of Provincial and Local Government's determination in accordance with this Act.



Municipal Manager

30 November 2009

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Index

Index	Page
Statement of Financial Position	262
Statement of Financial Performance	263
Statement of Changes in Net Assets	264
Cash Flow Statement	265
Accounting Policies	266 - 280
Notes to the Financial Statements	281 - 321
Appendixes:	
Appendix A: Schedule of External loans	322
Appendix B: Analysis of Property, Plant and Equipment	323 - 324
Appendix C: Segmental analysis of Property, Plant and Equipment	325
Appendix D: Segmental Statement of Financial Performance	326
Appendix E(1): Actual versus Budget (Revenue and Expenditure)	327
Appendix E(2): Actual versus Budget (Acquisition of Property, Plant and Equipment)	328
Appendix F: Disclosure of Grants and Subsidies in terms of the Municipal Finance Management Act	329

Accounting Officer

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Statement of Financial Position

Figures in Rand	Notes	2009	Restated 2008
Assets			
Current Assets			
Inventories	3	4,537,951	4,851,682
Other financial assets	4	-	50,000,000
Operating lease asset	5	1,150,927	1,208,594
Trade and other receivables from exchange transactions	6	39,799,049	22,057,248
Other receivables from non-exchange transactions, including taxes and transfers	7	18,532,823	13,273,863
Consumer debtors	8	37,391,968	26,608,447
Long term receivables	9	110,099	365,417
Cash and cash equivalents	10	11,859,898	20,461,282
		113,382,715	138,826,533
Non-Current Assets			
Investment property	11	47,481,200	-
Property, plant and equipment	12	2,766,951,519	501,028,362
Intangible assets	13	2,360,000	2,360,000
Other financial assets	4	14,051,614	12,525,864
Long term receivables	9	314,207	429,622
		2,831,158,540	516,343,848
Non-current assets held for sale	14	18,851,000	-
Total Assets		2,963,392,255	655,170,381
Liabilities			
Current Liabilities			
Other financial liabilities	15	23,092,373	7,591,851
Trade and other payables from exchange transactions	16	100,796,976	82,636,415
Consumer deposits	17	11,379,540	10,220,922
Retirement benefit obligation	18	1,064,897	999,903
Unspent conditional grants and receipts	19	21,330,104	17,072,666
Provisions	20	1,952,424	5,676,176
		159,616,314	124,197,933
Non-Current Liabilities			
Other financial liabilities	15	103,153,984	43,731,392
Retirement benefit obligation	18	52,453,742	46,582,736
Provisions	20	24,134,221	14,594,938
		179,741,947	104,909,066
Total Liabilities		339,358,261	229,106,999
Net Assets		2,624,033,994	426,063,382
Net Assets			
Reserves			
Revaluation reserve		265,574,077	-
Housing development fund	51	3,328,676	3,317,403
Accumulated surplus		2,355,131,241	422,745,979
Total Net Assets		2,624,033,994	426,063,382

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Statement of Financial Performance

Figures in Rand	Notes	2009	Restated 2008
Revenue			
Property rates	21	116,200,501	81,624,568
Service charges	22	230,199,470	188,705,120
Property rates - penalties imposed and collection		836,157	804,773
Rental Income		5,005,281	5,601,148
Public contributions, Donated and contributed property, plant and equipment		1,624,455	12,061,619
Fines		3,497,518	3,634,458
Licences and permits		1,600,346	1,660,420
Government grants	23	44,098,257	29,335,921
Other income	24	12,089,690	13,481,179
Profit on the sale of shares		-	197,124
Interest received	25	7,426,095	22,040,424
Total Revenue		422,577,770	359,146,754
Expenditure			
Employee related costs	26	(123,590,068)	(104,485,017)
Remuneration of councillors	27	(4,270,779)	(3,873,991)
Depreciation and amortisation	28	(34,145,423)	(25,182,442)
Finance costs	29	(7,535,489)	(6,154,084)
Debt impairment	30	(4,964,544)	(1,953,648)
Repairs and maintenance		(43,868,368)	(34,428,612)
Bulk purchases	31	(59,353,373)	(42,831,232)
Contracted services	32	(11,745,950)	(9,597,929)
Grants and subsidies paid	33	(9,308,485)	(10,313,934)
General Expenses	34	(100,657,251)	(62,555,423)
Total Expenditure		(399,439,730)	(301,376,312)
Gain / (Loss) on disposal of assets		(331,290)	17,458,509
Surplus for the year		22,806,750	75,228,951

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Statement of Changes in Net Assets

	Internal Funds and Reserves	Revaluation reserve	Housing development fund	Total reserves	Accumulated surplus	Total net assets
Figures in Rand						
Opening balance as previously reported	210,735,180	-	3,305,463	3,305,463	144,795,854	358,836,497
Adjustments						
Change in accounting policy	(210,735,180)	-	-	-	217,524,665	6,789,485
Prior year adjustments	-	-	-	-	(2,134,144)	(2,134,144)
Balance at 01 July 2007	-	-	3,305,463	3,305,463	360,186,375	363,491,838
Changes in net assets						
Surplus for the year	-	-	-	-	75,228,951	75,228,951
Post Retirement Benefits Adjustments	-	-	-	-	(6,518,481)	(6,518,481)
Landfill sites Rehabilitation Adjustment	-	-	-	-	(5,713,531)	(5,713,531)
Alien Clearing Adjustment	-	-	-	-	(350,000)	(350,000)
Electricity Stock Take-on	-	-	-	-	2,652,271	2,652,271
Transfer to Housing Development Fund	-	-	11,940	11,940	(11,940)	-
Changes in accounting policy and prior period adjustments	-	-	-	-	(2,727,666)	(2,727,666)
Total changes	-	-	11,940	11,940	62,559,604	62,571,544
Balance at July 1, 2008	-	-	3,317,403	3,317,403	422,745,979	426,063,382
Changes in net assets						
Surplus for the year	-	-	-	-	22,806,750	22,806,750
Prior period error - Unbundling of PPE	-	-	-	-	1,860,300,536	1,860,300,536
Change in Accounting Policy - Reconition of Investment Property	-	-	-	-	47,481,200	47,481,200
Change in Accounting Policy - Recognition of Non-current Assets Held for Sale	-	-	-	-	18,851,000	18,851,000
Landfill sites Rehabilitation Adjustment	-	-	-	-	(11,515,780)	(11,515,780)
Post Retirement Benefits adjustments	-	-	-	-	(7,366,234)	(7,366,234)
Cleaning up illegal dumping adjustments	-	-	-	-	1,915,999	1,915,999
Transfer to Housing Development Fund	-	-	11,273	11,273	(11,273)	-
Accounting errors	-	-	-	-	1,529	1,529
Revaluation and Recognition of land	-	265,574,077	-	265,574,077	-	265,574,077
Movement in self insurance fund	-	-	-	-	(78,465)	(78,465)
Total changes	-	265,574,077	11,273	265,585,350	1,932,385,262	2,197,970,612
Balance at June 30, 2009	-	265,574,077	3,328,676	268,902,753	2,355,131,241	2,624,033,994

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Cash Flow Statement

Figures in Rand	Notes	2009	2008
Cash flows from operating activities			
Receipts			
- Taxation		116,200,501	81,624,568
- Sales of goods and services		219,415,949	187,617,925
- Grants		48,355,695	21,556,102
- Other receipts		1,710,353	66,853,800
Payments			
- Employee costs		(124,764,980)	(110,886,510)
- Suppliers		(59,353,373)	(42,831,232)
- Other payments		(160,125,335)	(143,282,299)
Cash generated from operations	35	41,438,810	60,652,355
Interest income		7,426,095	22,040,424
Finance costs		(7,535,489)	(6,154,084)
Transfers to self insurance fund		(78,466)	-
Prior period adjustments		1,528	4,834,623
Net cash from operating activities		41,252,478	81,373,318
Cash flows from investing activities			
Purchase of property, plant and equipment	12	(127,304,912)	(107,027,825)
Construction of property, plant and equipment	12	(46,889,057)	(52,625,193)
Sale of property, plant and equipment	12	(331,290)	17,458,509
Movement in financial assets		48,474,250	625,913
Movement in long term receivables		115,415	474,244
Net cash from investing activities		(125,935,594)	(141,094,352)
Cash flows from financing activities			
Movement in other financial liabilities		74,923,114	(6,221,183)
Movement in Consumer deposits		1,158,618	1,359,320
Net cash from financing activities		76,081,732	(4,861,863)
Total cash movement for the year		(8,601,384)	(64,582,897)
Cash at the beginning of the year		20,461,282	85,044,179
Net increase / (decrease) in cash and cash equivalents	10	11,859,898	20,461,282

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Accounting Policies

1. Presentation of Financial Statements

The annual financial statements have been prepared on an accrual basis of accounting and are in accordance with historical cost convention.

These annual financial statements have been prepared in accordance with Generally Recognised Accounting Practice (GRAP), issued by the Accounting Standards Board in accordance with Section 122(3) of the Municipal Finance Management Act, (Act No 56 of 2003). The standards and pronouncements that form the GRAP Reporting Framework for the 2008/09 financial period is set out in Directive 5 Issued by the Accounting Standards Board (ASB) on 11 March 2009.

The applicable standards are summarised as follows:

GRAP 1	Presentation of Financial Statements
GRAP 2	Cash Flow Statements
GRAP 3	Accounting Policies, Changes in Accounting Estimates and Errors
GRAP 5	Borrowing Costs
GRAP 6	Consolidated financial statements and accounting for controlled entities
GRAP 9	Revenue
GRAP 12	Inventories
GRAP 13	Leases
GRAP 14	Events After the Reporting Date
GRAP 16	Investment Property
GRAP 17	Property, Plant and Equipment
GRAP 19	Provisions, Contingent Liabilities and Contingent Assets
GRAP 100	Non-current Assets Held for Sale and Discontinued Operations
GRAP 102	Intangible Assets
IGRAP 1	Applying the Probability Test on Initial Recognition of Exchange Revenue

GRAP 6 has been complied with to the extent that the requirements in these standards relate to the municipality's separate financial statements.

GAMAP 9.29 - 9.35 and 9.39 - 9.54 has been applied relating to certain revenue.

Accounting policies for material transactions, events or conditions not covered by the above GRAP Standards have been developed in accordance with paragraphs 7, 11 and 12 of GRAP 3.

These accounting policies and the applicable disclosures have been based on the International Public Sector Accounting Standards (IPSAS) and the South African Statements of Generally Accepted Accounting Practices (SA GAAP) including any interpretations of such Statements issued by the Accounting Practices Board.

IPSAS 20	Related Party Disclosures
IPSAS 21	Impairment of Non Cash-Generating Assets
IFRS 7	Financial Instruments: Disclosures
IAS 19	Employee Benefits
IAS 32	Financial Instruments: Presentation
IAS 36	Impairment of Assets
IAS 39	Financial Instruments: Recognition and Measurement
IFRIC 4	Determining whether an arrangement contains a lease

IFRIC 14 IAS 19 - The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction

SIC 27 Disclosure – Service Concession Arrangements

The accounting policies applied are consistent with those used to present the previous year's financial statements, unless explicitly stated. The details of any changes in accounting policies are explained in the relevant policy.

A summary of the significant accounting policies, which have been consistently applied, are disclosed below.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Accounting Policies

1.2 Significant judgements and sources of estimation uncertainty

The following are the critical judgements that the management have made in the process of applying the municipality's Accounting Policies and that have the most significant effect on the amounts recognised in the Annual Financial Statements:

1.2.1 Revenue recognition

Accounting Policy 12.1 on Revenue from Exchange Transactions and Accounting Policy 12.2 on Revenue from Non-exchange Transactions describes the conditions under which revenue will be recorded by the management of the municipality.

In making their judgement, the management considered the detailed criteria for the recognition of revenue as set out in GRAP 9: Revenue from Exchange Transactions and, in particular, whether the municipality, when goods are sold, had transferred to the buyer the significant risks and rewards of ownership of the goods and when services is rendered, whether the service has been rendered. The management of the municipality is satisfied that recognition of the revenue in the current year is appropriate.

1.2.2 Financial assets and liabilities

The classification of financial assets and liabilities is based on judgement by management.

1.2.3 Provisions and contingent liabilities

Management judgement is required when recognising and measuring provisions and when measuring contingent liabilities as set out in notes, 20 and 37 respectively. Provisions are discounted where the effect of discounting is material using actuarial valuations.

1.3 Sources of estimation uncertainty

The following are the key assumptions concerning the future, and other key sources of estimation uncertainty at the reporting date, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year:

1.3.1 Impairment of Financial Assets

Accounting Policy 10.1.5 on Impairment of Financial Assets describes the process followed to determine the value with which financial assets should be impaired. In making the estimation of the impairment, the management of the municipality considered the detailed criteria of impairment of financial assets as set out in IAS 39: Financial Instruments - Recognition and Measurement. The management of the municipality is satisfied that impairment of financial assets recorded during the year is appropriate. Details of the impairment loss calculation are provided in Notes 20 and 21 to the Annual Financial Statements.

1.3.2 Useful lives of Property, Plant and Equipment

As described in Accounting Policy 6.2, the municipality depreciates its property, plant and equipment, investment property and intangible assets over the estimated useful lives of the assets, taking into account the residual values of the assets at the end of their useful lives, which is determined when the assets are brought into use. The useful life and residual values of the assets are based on industry knowledge.

1.3.3 Defined Benefit Plan Liabilities

As described in Accounting Policy 15, the municipality obtains actuarial valuations of its defined benefit plan liabilities. The defined benefit obligations of the municipality that were identified are Post-retirement Health Benefit Obligations and Long-service Awards. The estimated liabilities are recorded in accordance with the requirements of IAS 19. Details of the liabilities and the key assumptions made by the actuaries in estimating the liabilities are provided in Note 18 to the Annual Financial Statements.

2. PRESENTATION CURRENCY

The annual financial statements are presented in South African Rand, which is the functional currency of the municipality, and amounts are rounded off to the nearest R1.

3. GOING CONCERN ASSUMPTION

The annual financial statements have been prepared on the assumption that the municipality is a going concern and will continue in operation for the foreseeable future.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Accounting Policies

4. OFFSETTING

Assets, liabilities, revenues and expenses have not been offset except when offsetting is required or permitted by a Standard of GRAP.

5. ACCUMULATED SURPLUS

Included in the accumulated surplus of the municipality, are the following reserves that are maintained in terms of specific requirements:

5.1 *Housing Development Fund*

The Housing Development Fund was established in terms of the Housing Act, (Act No. 107 of 1997). Loans from national and provincial government used to finance housing selling schemes undertaken by the Municipality were extinguished on 1 April 1998 and transferred to a Housing Development Fund. Housing selling schemes, both complete and in progress as at 1 April 1998, were also transferred to the Housing Development Fund. In terms of the Housing Act, all proceeds from housing developments, which include rental income and sales of houses, must be paid into the Housing Development Fund. Monies standing to the credit of the Housing Development Fund can be used only to finance housing developments within the municipal area subject to the approval of the Provincial MEC responsible for housing.

5.2 *Capital Replacement Reserve (CRR)*

In order to finance the provision of infrastructure and other items of property, plant and equipment from internal sources, amounts are transferred from the accumulated surplus/ (deficit) to the CRR in terms of the Annual Budget. The cash in the CRR Account can only be utilised to finance items of property, plant and equipment. The CRR is reduced and the accumulated surplus/ (deficit) is credited by a corresponding amount when the amounts in the CRR are utilised.

The amount transferred to the CRR is based on the municipality's need to finance future capital projects included in the Integrated Development Plan.

5.3 *Capitalisation Reserve*

On the implementation of GAMAP/GRAP, the balance on certain funds, created in terms of the various Provincial Ordinances applicable at the time, that had historically been utilised for the acquisition of items of property, plant and equipment have been transferred to a Capitalisation Reserve instead of the accumulated surplus/ (deficit) in terms of a directive (budget circular) issued by National Treasury. The purpose of this Reserve is to promote consumer equity by ensuring that the future depreciation expenses that will be incurred over the useful lives of these items of property, plant and equipment are offset by transfers from this reserve to the accumulated surplus/(deficit).

The balance on the Capitalisation Reserve equals the carrying value of the items of property, plant and equipment financed from the former legislated funds. When items of property, plant and equipment are depreciated, a transfer is made from the Capitalisation Reserve to the accumulated surplus/ (deficit).

When an item of property, plant and equipment is disposed, the balance in the Capitalisation Reserve relating to such item is transferred to the accumulated surplus/ (deficit).

5.4 *Government Grant Reserve*

When items of property, plant and equipment are financed from government grants, a transfer is made from the accumulated surplus/(deficit) to the Government Grants Reserve equal to the Government Grant recorded as revenue in the Statement of Financial Performance in accordance with a directive (budget circular) issued by National Treasury. When such items of property, plant and equipment are depreciated, a transfer is made from the Government Grant Reserve to the accumulated surplus/ (deficit). The purpose of this policy is to promote community equity by ensuring that the future depreciation expenses that will be incurred over the useful lives of government grant funded items of property, plant and equipment are offset by transfers from this reserve to the accumulated surplus/ (deficit).

When an item of property, plant and equipment financed from government grants is disposed, the balance in the Government Grant Reserve relating to such item is transferred to the accumulated surplus/ (deficit).

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Accounting Policies

5.5 Donations and Public Contributions Reserve

When items of property, plant and equipment are financed from public contributions and donations, a transfer is made from the accumulated surplus/(deficit) to the Donations and Public Contributions Reserve equal to the donations and public contributions recorded as revenue in the Statement of Financial Performance in accordance with a directive (budget circular) issued by National Treasury. When such items of property, plant and equipment are depreciated, a transfer is made from the Donations and Public Contributions Reserve to the accumulated surplus/ (deficit). The purpose of this policy is to promote community equity and facilitate budgetary control by ensuring that sufficient funds are set aside to offset the future depreciation charges that will be incurred over the estimated useful life of the item of property, plant and equipment financed from donations and public contributions.

When an item of property, plant and equipment financed from government grants is disposed, the balance in the Donations and Public Contributions Reserve relating to such item is transferred to the accumulated surplus/ (deficit).

5.6 Self-Insurance Reserve

The Municipality has a Self-Insurance Reserve to set aside amounts to offset potential losses or claims that cannot be insured externally. The balance of the self-insurance fund is invested in short-term investments.

Claims are settled by transferring a corresponding amount from the self-insurance reserve to the accumulated surplus.

5.7 Revaluation Reserve

The surplus arising from the revaluation of land and buildings is credited to a non-distributable reserve. The revaluation surplus is realised as revalued buildings are depreciated, through a transfer from the revaluation reserve to the accumulated surplus/ (deficit). On disposal, the net revaluation surplus is transferred to the accumulated surplus/ (deficit) while gains or losses on disposal, based on revalued amounts, are credited or charged to the Statement of Financial Performance.

6. PROPERTY, PLANT AND EQUIPMENT

6.1 Measurement

Property, plant and equipment are initially recorded at cost. The cost of an item of property, plant and equipment is the purchase price and other costs attributable to bring the asset to the location and condition necessary for it to be capable of operating in the manner intended by the municipality. Trade discounts and rebates are deducted in arriving at the cost. The cost also includes the necessary costs of dismantling and removing the asset and restoring the site on which it is located.

Subsequent to initial recognition, items of property, plant and equipment is stated at cost, less accumulated depreciation and accumulated impairment losses, where applicable. Infrastructure assets are stated at the depreciated replacement cost.

Subsequent to initial recognition, land and buildings are carried at a revalued amount based on municipal valuations, less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Revaluations are performed by external independent valuers with sufficient regularity such that the carrying amount does not differ materially from that which would be determined using fair value at the Statement of Financial Position date. Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset, and the net amount is restated to the revalued amount of the asset. Previously, land and buildings were carried at cost less accumulated depreciation and impairment losses. These changes are recorded as a change in accounting policy in the Statement of Financial Performance.

An increase in the carrying amount of land and buildings as a result of a revaluation is credited directly to a revaluation surplus reserve, except to the extent that it reverses a revaluation decrease of the same asset previously recognised in surplus or deficit.

A decrease in the carrying amount of an asset as a result of a revaluation is recognised in surplus or deficit, except to the extent of any credit balance existing in the revaluation surplus in respect of that asset.

Where items of property, plant and equipment have been impaired, the carrying value is adjusted by the impairment loss, which is recognised as an expense in the period that the impairment is identified except where the impairment reverses a previous revaluation.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Accounting Policies

The cost of an item of property, plant and equipment acquired in exchange for a non-monetary asset or monetary assets, or a combination of monetary and non-monetary assets was measured at its fair value. If the acquired item could not be measured at its fair value, its cost was measured at the carrying amount of the asset given up.

Subsequent expenditure relating to property, plant and equipment is capitalised if it is probable that future economic benefits or potential service delivery of the asset are enhanced in excess of the originally assessed standard of performance. If expenditure only restores the original best estimate of the expected useful life of the asset, then it is regarded as repairs and maintenance and is expensed. The enhancement of an existing asset so that its use is expanded or the further development of an asset so that its original useful life is extended is examples of subsequent expenditure which should be capitalised.

6.2 Depreciation

Depreciation is calculated on cost, using the straight line method, to allocate their cost to their residual values over the estimated useful lives of the assets. Components of assets that are significant in relation to the whole asset and that have different useful lives are depreciated separately. The depreciation rates are based on the estimated useful lives as at 30 June 2009:

	Years		Years
Infrastructure		Other	
Roads and Paving	30	Buildings	30
Pedestrian Malls	30	Specialist vehicles	10
Electricity	20-30	Other vehicles	5
Water	15-20	Office equipment	1-7
Sewerage	15-20	Furniture and fittings	1-10
Housing	30	Watercraft	15
		Bins and containers	5
Community		Specialized plant and	
Improvements	30	Equipment	10-15
Recreational Facilities	20-30	Other plant and	
Security	5	Equipment	2-5
		Intangible assets	2-5

The residual value, the useful life of an asset and the depreciation method is reviewed annually and any changes are recognised as a change in accounting estimate.

During the prior period the municipality had utilized the exemption granted by the Minister of Finance in terms of General Notice 522 of 2007, regarding compliance with requirements of GAMAP 17: Property, Plant and Equipment regarding the review of the useful life and assessment of the depreciation method of recognised assets.

The estimated useful lives and depreciation methods have been reviewed for the year ended 30 June 2009 (and retrospectively where practicable), and any changes therein have been implemented in accordance with the requirements of GRAP 17, GRAP 3 and ASB Directive 3.

6.2.1 Heritage assets

These are assets that are defined as culturally significant resources which are not depreciated owing to the uncertainty regarding their estimated useful lives.

6.2.2 Land

Land is not depreciated as it is deemed to have an indefinite useful life.

6.2.3 Incomplete construction work

Incomplete construction work is stated at historical cost. Depreciation only commences when the asset is commissioned into use.

6.3 Landfill sites

The Municipality has an obligation to rehabilitate its landfill sites in terms of its licence stipulations. Provision is made for this obligation in accordance with the Municipality's accounting policy on non-current provisions – see Accounting Policy 14 on Provisions.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Accounting Policies

6.4 Disposal of property, plant and equipment

The book values of assets are written off on disposal. The difference between the net book value of assets (cost less accumulated depreciation and accumulated impairment losses) and the sales proceeds is included in the Statement of Financial Performance as a gain or loss on disposal of property, plant and equipment.

6.5 Impairment

Where the carrying amount of an item of property, plant and equipment is greater than the estimated recoverable amount, it is written down immediately to its recoverable amount and an impairment loss is charged to the Statement of Financial Performance.

The municipality did not perform impairment testing on its cash generating assets in the previous financial year as required by IAS 36/AC128, as this requirement has been exempted in terms of General Notice 522 of 2007. The testing for impairment of cash generating assets has been performed for the year ended 30 June 2009 (and retrospectively, where practicable) in accordance with the requirements of IAS 36/AC128 and GRAP 3.

The municipality did not perform impairment testing on its non-cash generating assets in the previous financial year as required by IAS 36/AC128, as this requirement has been exempted in terms of General Notice 522 of 2007. The testing for impairment of non-cash generating assets has been performed for the year ended 30 June 2009 (and not retrospectively) in accordance with the requirements of IPSAS 21.

6.6 Derecognition

Items of Property, plant and equipment are derecognised when the asset is disposed of or when there are no further economic benefits or service potential expected from the use of the asset. The gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying value and is recognised in the Statement of Financial Performance.

7. INTANGIBLE ASSETS

Identifiable non-monetary assets without physical substance held for use in the production or supply of goods or services, for rental to others, or for administrative purposes are classified and recognised as intangible assets.

Internally generated intangible assets are subject to strict recognition criteria before they are capitalised. Research expenditure is never capitalised and are charged against income as incurred, while development expenditure is only capitalised to the extent that:

- the municipality intends to complete the intangible asset for use or sale;
- it is technically feasible to complete the intangible asset;
- the municipality has the resources to complete the project; and
- it is probable that the municipality will receive future economic benefits or service potential.

Intangible assets are carried at cost less any accumulated amortisation and accumulated impairment losses, where applicable.

In terms of GRAP 102, intangible assets are distinguished between internally generated intangible assets and other intangible assets. It is further distinguished between indefinite or finite useful lives. Intangible assets with finite useful lives are amortised over its useful life. Where intangible assets are deemed to have an indefinite useful life, such intangible assets are not amortised but is subject to an annual impairment test.

Intangible assets are annually tested for impairment.

Where items of intangible assets have been impaired, the carrying value is adjusted by the impairment loss, which is recognised as an expense in the period that the impairment is identified except where the impairment reverses a previous revaluation. The impairment loss is the difference between the carrying amount and the recoverable amount

The estimated useful life and amortisation method are reviewed annually at the end of the financial year. Any adjustments arising from the annual review are applied prospectively.

During the prior period the municipality had utilised the exemption granted by the Minister of Finance in terms of General Notice 522 of 2007, i.e, the entire standard except for the recognition, measurement and disclosure of computer software equipment and website costs (SIC 32/AC 432) and all other costs are expensed

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Accounting Policies

8. INVESTMENT PROPERTY

Investment property is property held to earn rental revenue or for capital appreciation or both.

Investment Property is carried at fair value, representing open market value determined annually. The valuations are not performed by external valuers. Fair value is based on active market prices, adjusted, if necessary, for any difference in the nature, location or condition of the specific asset. Changes in fair values are recorded in the Statement of Financial Performance as part of other income. The recognition of Investment Property is recorded as a change in accounting policy, as Investment Property was previously classified as Property, Plant and Equipment and carried at cost less accumulated depreciation and accumulated impairment losses.

Where the classification of an investment property is based on management's judgement, the following criteria have been applied to distinguish investment properties from owner-occupied property or property held for resale:

- All properties held to earn market-related rentals or for capital appreciation or both and that are not used for administrative purposes and that will not be sold within the next 12 months are classified as Investment Properties.
- land held for a currently undetermined future use.
- a building owned and leased out under one or more operating leases.
- leased properties that are held to provide a social (community) service or that are necessary for employees to perform their job functions, but which also generates rental revenue are not seen as investment properties. The rental revenue generated is incidental to the purposes for which the property is held.
- a building that is vacant but is held to be leased out under one or more operating leases.

The gain or loss arising on the disposal of an investment property is determined as the difference between the sales proceeds and the carrying value and is recognised in the Statement of Financial Performance.

9. NON-CURRENT ASSETS HELD FOR SALE

Non-current Assets and Disposal Groups are classified as held-for-sale if their carrying amount will be recovered principally through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset (or disposal group) is available for immediate sale in its present condition. Management must be committed to the sale, which should be expected to qualify for recognition as a completed sale within one year from the date of classification. Non-current Assets (and Disposal Groups) classified as held-for-sale are measured at the lower of their previous carrying amount and fair value less costs to sell.

The gain or loss on the eventual sale of non-current assets held for sale is included in the Statement of Financial Performance as gain or loss on sale of assets. The gain or loss on the eventual sale of non-current assets held for sale, is calculated on the difference between the net disposal proceeds and the carrying amount of the individual asset or the disposal group.

During the prior period the municipality had utilized the exemption granted by the Minister of Finance in terms of General Notice 522 of 2007, regarding compliance with requirements of IFRS 5: Non-current Assets Held-for-Sale and Discontinued Operations. GRAP 100 on Non-current Assets Held-for-Sale and Discontinued Operations was implemented during the current financial period and any reclassification will be recorded as a change in accounting policy.

10. FINANCIAL INSTRUMENTS

Financial instruments are initially measured at fair value plus, in the case of a financial asset or liability not at fair value through the statement of financial performance, transaction costs that are directly attributable to the acquisition or issue of the financial asset or liability. The subsequent measurement of financial instruments is dealt with as follows:

10.1 Financial Assets

A financial asset is any asset that is a cash or contractual right to receive cash. The municipality classifies its investments in the following categories:

- Financial assets at fair value through profit or loss.
- Loans and Receivables,
- Held to maturity investments and
- Financial assets available for sale.

The classification is dependent on the purpose for which the financial asset is acquired and is as follows:

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Accounting Policies

10.1.1 Financial assets at fair value through profit or loss

Financial assets at fair value through profit or loss are financial assets that meet either of the following conditions:

- they are classified as held for trading; or
- upon initial recognition they are designated as at fair value through the Statement of Financial Performance.

They are subsequently measured at fair value at the statement of financial position date with the profit or loss being recognised in the Statement of Financial Performance.

10.1.2 Loans and Receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They arise when the municipality provides money, goods or services directly to a debtor without any intention of trading such debtors. Loans and debtors are included in the trade and other receivables in the statement of financial position and are subsequently measured at amortised cost using the effective interest rate method.

10.1.3 Held-to-maturity Investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable dates of maturity which the municipality intend and are able to keep to maturity. They are included under non-current and current assets in the statement of financial position and are subsequently measured at amortised cost using the effective interest rate method.

10.1.4 Available-for-sale Financial Assets

Available-for-sale financial assets are non-derivative financial assets that are designated as available-for-sale and comprises of cash and equity instruments held in shares. They are included under current assets in the statement of financial position and are initially and subsequently measured at fair value at the statement of financial position date, except for investments in equity instruments that do not have quoted market price in an active market and whose fair value cannot be reliably measured, which are measured at cost.

10.1.5 Impairment of financial assets

An assessment is performed at each Statement of Financial Position date to determine whether objective evidence exist that a financial asset is impaired, such as the probability of insolvency or significant financial difficulties of the debtor. If there is such evidence the recoverable amount is estimated and an impairment loss is recognised in surplus or deficit.

Initially Accounts Receivable are valued at fair value and subsequently carried at amortised cost using the effective interest rate method. An estimate is made for doubtful debt based on past default experience of all outstanding amounts at year-end. Bad debts are written off the year in which they are identified as irrecoverable. Amounts receivable within 12 months from the date of reporting are classified as current.

A provision for impairment of trade receivables is established when there is objective evidence that the municipality will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the original effective interest rate.

Consumer Debtors are stated at cost less a provision for bad debts. The provision is made so that the recoverability of Consumer Debtors is assessed individually and then collectively after grouping the assets in financial assets with similar credit risk characteristics. Government accounts are not provided for as such accounts are regarded as receivable.

The carrying amount of the financial asset is reduced by the impairment loss directly for all financial assets with the exception of trade receivables, where the carrying amount is reduced through the use of an allowance account. When a trade receivable is considered uncollectible, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against the allowance account. Changes in the carrying amount of the allowance account are recognised in the Statement of Financial Performance.

With the exception of Available-for-Sale equity instruments, if, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed through the Statement of Financial Performance to the extent that the carrying amount of the investment, at the date the impairment is reversed, does not exceed what the amortised cost would have been had the impairment not been recognised.

In respect of Available-for-Sale equity securities, impairment losses previously recognised through profit or loss are not reversed through the Statement of Financial performance. Any increase in fair value subsequent to an impairment loss is recognised directly in equity.

On disposal of an investment, the difference between the net disposal proceeds and the carrying amount is charged or credited to the Statement of Financial Performance.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Accounting Policies

10.2 *Financial Liabilities*

A financial liability is a contractual obligation to deliver cash or another financial asset to another entity. There are two main categories of Financial Liabilities, the classification determining how they are measured. Financial liabilities may be measured at:

- Fair value through profit or loss; or
- Other financial liabilities at amortised cost

All financial liabilities including trade and other payables, are measured at amortised cost using the effective interest rate method. Financial liabilities include borrowings, other non-current liabilities (excluding provisions) and trade and other payables (excluding provisions). Interest-bearing external loans and bank overdrafts are recorded net of direct issue costs. Finance charges, including premiums payable, are accounted for on an accrual basis.

Trade Payables and Other

Trade payables and other are initially measured at fair value and are subsequently measured at amortised cost, using the effective interest rate method.

10.3 *Derecognition of financial assets and liabilities*

The municipality derecognises Financial Assets only when the contractual rights to the cash flows from the asset expire or it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity, except when Council approves the write-off of Financial Assets due to non recoverability.

If the municipality neither transfers nor retains substantially all the risks and rewards of ownership and continues to control the transferred asset, the municipality recognises its retained interest in the asset and an associated liability for amounts it may have to pay. If the municipality retains substantially all the risks and rewards of ownership of a transferred financial asset, the municipality continues to recognise the financial asset and also recognises a collateralised borrowing for the proceeds received.

The municipality derecognises Financial Liabilities when, and only when, the municipality's obligations are discharged, cancelled or they expire.

11. *INVENTORIES*

Consumable stores, raw materials, work-in-progress and finished goods are valued at the lower of cost and net realisable value. In general, the basis of determining cost is the weighted average cost of commodities. If inventories are to be distributed at no charge or for a nominal charge they are valued at the lower of cost and current replacement cost.

Water and purified effluent are valued at purified cost insofar as it is stored and controlled in reservoirs at year-end.

Unsold properties are valued at the lower of cost and net realisable value on a weighted average cost basis. Direct costs are accumulated for each separately identifiable development. Costs also include a proportion of overhead costs.

During the prior period the municipality had utilized the exemption granted by the Minister of Finance in terms of General Notice 522 of 2007, regarding compliance with requirements of GAMAP 12: Inventories. Unsold properties that met the definition of Inventory were not re-classified or recorded as inventories as this requirement was exempted. GRAP 12 on Inventories was implemented during the current financial period and any reclassification will be recorded as a change in accounting policy.

Cost of inventory comprises all costs of purchase, cost of conversion and other cost incurred in bringing the inventory to its present location and condition. Where inventory is manufactured, constructed or produced, the cost includes the cost of labour, materials and overheads used during the manufacturing process.

When inventories are sold, the carrying amount of those inventories is recognised as an expense in the period in which the related income is recognised. Redundant and slow-moving inventories are identified and written down from cost to net realisable value with regard to their estimated economic or realisable values. Net realisable value is the estimated selling price in the ordinary course of business, less applicable variable selling expenses. Differences arising on the valuation of inventory are recognised in the Statement of Financial Performance in the year in which they arose. The amount of any reversal of any write-down of inventories arising from an increase in net realisable value or current replacement cost is recognised as a reduction in the amount of inventories recognised as an expense in the period in which the reversal occurs.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Accounting Policies

12. REVENUE RECOGNITION

Revenue comprises the fair value of the remuneration received or receivable for the sale of services or goods in the ordinary course of the municipality's activities. Revenue is shown net of value-added tax, returns, rebates and discounts.

The municipality recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to the municipality and when specific criteria have been met for each of the municipalities' activities as described below. The amount of revenue is not considered to be reliably measurable until all contingencies relating to the sale have been resolved. The municipality bases its estimates on historical results, taking into consideration the type of customer, the type of transaction and the specifics of each arrangement.

Revenue is recognised as follows:

12.1 Revenue from Exchange Transactions

12.1.1 Service Charges

Service charges relating to electricity and water are based on consumption. Meters are read on a monthly basis and are recognised as revenue when invoiced. Provisional estimates of consumption, based on the consumption history, are made monthly when meter readings have not been performed. The provisional estimates of consumption are recognised as revenue when invoiced, except at year-end when estimates of consumption up to year-end are recorded as revenue without being invoiced. Adjustments to provisional estimates of consumption are made in the invoicing period in which meters have been read. These adjustments are recognised as revenue in the invoicing period. In respect of estimates of consumption between the last reading date and the reporting date, an accrual is made based on the average monthly consumption of consumers.

Service charges relating to refuse removal are recognised on a monthly basis in arrears by applying the approved tariff to each property that has a water connection. Tariffs are determined per category of property usage, and are levied monthly based on the number of refuse containers on each property, regardless of whether or not all containers are emptied during the month.

Service charges from sewerage and sanitation are charged on both vacant and developed property using the tariffs approved from Council and are levied monthly.

12.1.2 Pre-paid electricity

Revenue received from pre-paid electricity sales are deferred and recognised as revenue on the consumption basis, commencing on the date of purchase. The consumption of pre-paid electricity is measured by using a trend analysis and other historical data about electricity usage, including how often an electricity card is purchased or additional units of electricity loaded onto a pre-paid card.

12.1.3 Interest earned

Interest earned on investments is recognised in the Statement of Financial Performance on the time proportionate basis that takes into account the effective yield on the investment.

12.1.4 Dividends

Dividends are recognised on the date that the Municipality becomes entitled to receive the dividend in accordance with the substance of the relevant agreement, where applicable.

12.1.5 Royalties

Royalties are recognised on an accrual basis in accordance with the substance of the relevant agreement. Royalties determined on a time basis are recognised on a straight-line basis over the period of the agreement. Royalty arrangements that are based on production, sales and other measures are recognised by reference to the underlying arrangement.

12.1.6 Charges

Revenue arising from the application of the approved tariff of charges is recognised when the service is rendered by applying the relevant approved tariff. This includes the issuing of licences and permits.

12.1.7 Housing rental and instalments

Finance income from the sale of housing by way of instalment sales agreements or finance leases is recognised on a time proportion basis.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Accounting Policies

12.1.8 *Sale of goods*

Revenue from the sale of goods is recognised when all the following conditions have been satisfied:

- The municipality has transferred to the buyer the significant risks and rewards of ownership of the goods.
- The municipality retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold.
- The amount of revenue can be measured reliably.
- It is probable that the economic benefits or service potential associated with the transaction will flow to the municipality.
- The costs incurred or to be incurred in respect of the transaction can be measured reliably.

12.1.9 *Public contributions*

Revenue from public contributions is recognised when all conditions associated with the contribution have been met or where the contribution is to finance property, plant and equipment, when such items of property, plant and equipment is brought into use. Where public contributions have been received but the municipality has not met the condition, a liability is recognised.

12.2 *Revenue from non-exchange transactions*

Revenue from non-exchange transactions refers to transactions where the municipality received revenue from another entity without directly giving approximately equal value in exchange. Revenue from non-exchange transactions is generally recognised to the extent that the related receipt or receivable qualifies for recognition as an asset and there is no liability to repay the amount.

12.2.1 *Rates and taxes*

Revenue from property rates is recognised when the legal entitlement to this revenue arises. Collection charges are recognised when such amounts are legally enforceable. Penalty interest on unpaid rates is recognised on a time proportion basis with reference to the principal amount receivable and effective interest rate applicable.

12.2.2 *Fines*

Fines constitute both spot fines and summonses. Revenue from spot fines and summonses is recognised when payment is received. An estimate of fines and summonses that may be received is not included as a reliable estimate cannot be made. GAMAP 9.41

12.2.3 *Donations and Contributions*

Donations are recognised on a cash receipt basis or where the donation is in the form of property, plant and equipment, when such items of property, plant and equipment are brought into use.

Contributed property, plant and equipment are recognised when such items of property, plant and equipment are brought into use.

12.2.4 *Revenue from recovery of unauthorised, irregular, fruitless and wasteful expenditure*

Revenue from the recovery of unauthorised, irregular, fruitless and wasteful expenditure is based on legislated procedures, including those set out in the Municipal Finance Management Act (Act No.56 of 2003) and is recognised when the recovery thereof from the responsible councillors or officials is virtually certain.

13. **CONDITIONAL GRANTS AND RECEIPTS**

Revenue received from conditional grants, donations and funding are recognised as revenue to the extent that the municipality has complied with any of the criteria, conditions or obligations embodied in the agreement. To the extent that the criteria, conditions or obligations have not been met a liability is recognised. Government grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the municipality with no future related costs are recognised in the Statement of Financial Performance in the period in which they become receivable.

Government grants and conditional receipts are recognised as revenue when:

- (a) it is probable that the economic benefits or service potential associated with the transaction will flow to the entity,
- (b) the amount of the revenue can be measured reliably, and
- (c) to the extent that there has been compliance with any restrictions associated with the grant.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Accounting Policies

14. PROVISIONS

Provisions are recognised when the municipality has a present or constructive obligation as a result of past events, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate of the provision can be made. Provisions are reviewed at reporting date and the amount of a provision is the present value of the expenditure expected to be required to settle the obligation. When the effect of discounting is material, provisions are determined by discounting the expected future cash flows that reflect current market assessments of the time value of money. The impact of the periodic unwinding of the discount is recognised in the Statement of Financial Performance as a finance cost as it occurs.

15. POST RETIREMENT BENEFITS

15.1 *Short-term Employee Benefits*

The costs of all short-term employee benefits such as leave pay, are recognised during the period in which the employee renders the related service. The liability for leave pay is based on the total accrued leave days at year end and is shown as a payable in the Statement of Financial Position. The municipality recognises the expected cost of performance bonuses only when the municipality has a present legal or constructive obligation to make such payment and a reliable estimate can be made.

15.2 *Defined Contribution Plans*

A defined contribution plan is a plan under which the municipality pays fixed contributions into a separate entity. The municipality has no legal or constructive obligation to pay further contributions if the fund does not hold sufficient assets to pay all employees the benefits relating to service in the current or prior periods.

The municipality's contributions to the defined contribution funds are established in terms of the rules governing those plans. Contributions are recognised in the Statement of Financial Performance in the period in which the service is rendered by the relevant employees. The municipality has no further payment obligations once the contributions have been paid.

15.3 *Defined Benefit Plans*

A defined benefit plan is a post-employment benefit plan other than a defined contribution plan.

The Municipality provides retirement benefits for its employees and councillors.

15.3.1 *Medical Aid: Continued Members*

The municipality has an obligation to provide Post-retirement Health Care Benefits to certain of its retirees. According to the rules of the Medical Aid Funds, with which the municipality is associated, a member (who is on the current Conditions of Service), on retirement, is entitled to remain a continued member of the Medical Aid Fund, in which case the municipality is liable for a certain portion of the medical aid membership fee.

The defined benefit liability is the aggregate of the present value of the defined benefit obligation and unrecognised actuarial gains and losses, reduced by unrecognised past service costs. The plan is unfunded. The present value of the defined benefit obligation is calculated using the projected unit credit method, incorporating actuarial assumptions and a discount rate based on the government bond rate.

Past-service costs are recognised immediately in income, unless the changes to the plan are conditional on the employees remaining in service for a specified period of time (the vesting period). In this case, the past-service costs are amortised on a straight-line basis over the vesting period.

15.3.2 *Actuarial Gains and Losses*

The municipality recognises actuarial gains and losses in full in the period in which they occur. Actuarial valuations are performed tri-annually.

15.3.3 *Long-service Allowance*

The municipality has an obligation to provide Long-service Allowance Benefits to all of its employees. According to the rules of the Long-service Allowance Scheme, which the municipality instituted and operates, an employee (who is on the current Conditions of Service), is entitled to a cash allowance, calculated in terms of the rules of the scheme, after 10, 15, 20, 25 and 30 years of continued service. The municipality's liability is based on an actuarial valuation. The projected unit credit method has been used to value the liabilities. Actuarial gains and losses on the long-term incentives are accounted for through the statement of financial performance.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Accounting Policies

15.3.4 Provincially-administered Defined Benefit Plans

The municipality contributes to various National- and Provincial-administered Defined Benefit Plans on behalf of its qualifying employees. These funds are multi-employer funds (refer to Note 26 of the Annual Financial Statements for details). The contributions to fund obligations for the payment of retirement benefits are charged against revenue in the year they become payable. These defined benefit funds are actuarially valued triennially on the Projected Unit Credit Method basis. Deficits are recovered through lump sum payments or increased future contributions on a proportional basis from all participating municipalities.

16. LEASES

The Municipality as Lessee

Leases are classified as finance leases where substantially all the risks and rewards associated with ownership of an asset are transferred to the municipality. Property, plant and equipment subject to finance lease agreements are capitalised at amounts equal to the fair value of the leased property or, if lower, the present value of the minimum lease payments, each determined at the inception of the lease. The corresponding liabilities are raised as Finance Lease Obligations. The cost of the item of property, plant and equipment is depreciated at appropriate rates on the straight-line basis over its estimated useful life. Lease payments are allocated between the lease finance cost and the capital repayment using the effective interest rate method. Lease finance costs are expensed when incurred.

Operating leases are those leases that do not fall within the scope of the above definition. Operating lease rentals are recognised as an expense on a straight-line basis over the term of the relevant lease. The difference between the amounts recognised as an expense and the contractual payments are recognised as an operating lease asset. Previously operating expenses were expensed as they became due. This is recorded as a change in accounting policy in terms of GRAP 3.

The Municipality as Lessor

Amounts due from lessees under finance leases or instalment sale agreements are recorded as receivables at the amount of the Municipality's net investment in the leases. Finance lease or instalment sale income is allocated to accounting periods so as to reflect a constant periodic rate of return on the Municipality's net investment outstanding in respect of the leases or instalment sale agreements.

Rental income from operating leases is recognised and recorded on a straight-line basis over the term of the relevant lease.

During the prior period the municipality had utilized the exemption granted by the Minister of Finance in terms of General Notice 522 of 2007, regarding compliance with requirements of IAS 17: Leases. Rental income from operating leases were therefore previously recognised and recorded in the accounting period when the amount became due and payable. GRAP 13 on Leases was implemented during the current financial period and any adjustments will be recorded as a change in accounting policy in terms of GRAP 3.

17. BORROWING COSTS

The municipality capitalise borrowing costs that are directly attributable to the acquisition, construction or production of a qualifying asset as part of the cost of that asset. Other borrowing costs are recognised as an expense in the Statement of Financial Performance. Previously, all borrowing costs were recognised as an expense in the Statement of Financial Performance.

18. CASH AND CASH EQUIVALENTS

Cash includes cash on hand and cash with banks. Cash equivalents are short-term highly liquid investments that are held with registered banking institutions with maturities of three months or less and are subject to an insignificant risk of change in value. Cash and cash equivalents are carried in the balance sheet at fair value.

For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand and cash with bank, net of bank overdrafts.

Bank overdrafts are recorded based on the facility utilised. Finance charges on bank overdrafts are expensed as incurred.

19. VALUE ADDED TAX

The Municipality accounts for Value Added Tax on the cash basis.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Accounting Policies

20. CONTINGENT ASSETS AND CONTINGENT LIABILITIES

The municipality does not recognise a contingent liability or contingent asset. A contingent liability is disclosed unless the possibility of an outflow of resources embodying economic benefits is remote. A contingent asset is disclosed where an inflow of economic benefits is probable.

21. GRANTS-IN-AID

The municipality transfers money to individuals, organisations and other sectors of government from time to time. When making these transfers, the municipality does not:

- receive any goods or services directly in return, as would be expected in a purchase or sale transaction;
- expect to be repaid in future; or
- expect a financial return, as would be expected from an investment.

These transfers are recognised in the Statement of Financial Performance as expenses in the period that the events giving rise to the transfer occurred.

22. UNAUTHORISED EXPENDITURE

Unauthorised expenditure is expenditure that has not been budgeted, expenditure that is not in terms of the conditions of an allocation received from another sphere of government, municipality or organ of state and expenditure in the form of a grant that is not permitted in terms of the Municipal Finance Management Act (Act No.56 of 2003). Unauthorised expenditure is accounted for as an expense in the Statement of Financial Performance in the year that the expense was incurred and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

23. IRREGULAR EXPENDITURE

Irregular expenditure is expenditure that is contrary to the Municipal Finance Management Act (Act No.56 of 2003), the Municipal Systems Act (Act No.32 of 2000), and the Public Office Bearers Act (Act No. 20 of 1998) or is in contravention of the Municipality's or Municipal Entities' supply chain management policies. Irregular expenditure excludes unauthorised expenditure. Irregular expenditure is accounted for as expenditure in the Statement of Financial Performance and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

24. FRUITLESS AND WASTEFUL EXPENDITURE

Fruitless and wasteful expenditure is expenditure that was made in vain and would have been avoided had reasonable care been exercised. Fruitless and wasteful expenditure is accounted for as expenditure in the Statement of Financial Performance in the year that the expenditure was recorded and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

25. FOREIGN CURRENCIES

Transactions in foreign currencies are initially recorded at the prevailing exchange rate on the dates of the transactions. Monetary assets and liabilities denominated in such foreign currencies are retranslated at the rates prevailing at the reporting date. Exchange differences are included in the Statement of Financial Performance.

26. COMPARATIVE INFORMATION

26.1 *Current year comparatives:*

Budgeted amounts have, in accordance with GRAP 1, been provided in an annexure to these financial statements and forms part of the audited annual financial statements.

26.2 *Prior year comparatives:*

When the presentation or classification of items in the annual financial statements is amended, prior period comparative amounts are restated except to the extent that it is impracticable to determine either the period-specific effects or the cumulative effect of the amendment. The nature and reason for the restatement is disclosed.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Accounting Policies

27. CHANGES IN ACCOUNTING POLICIES, ESTIMATES AND ERRORS

Changes in accounting policies that are effected by management have been applied retrospectively in accordance with GRAP 3 requirements, except to the extent that it is impracticable to determine the period-specific effects or the cumulative effect of the change in policy. In such cases the municipality shall restate the opening balances of assets, liabilities and net assets for the earliest period for which retrospective restatement is practicable. Refer to note 2 for details of changes in accounting policies.

Changes in accounting estimates are applied prospectively in accordance with GRAP 3 requirements. Details of changes in estimates are disclosed in the notes to the annual financial statements where applicable.

Correction of Errors is applied retrospectively in the period in which the error has occurred in accordance with GRAP 3 requirements, except to the extent that it is impracticable to determine the period-specific effects or the cumulative effect of the error. In such cases the municipality shall restate the opening balances of assets, liabilities and net assets for the earliest period for which retrospective restatement is practicable. Refer to Note 2 to the Annual Financial Statements for details of corrections of errors recorded during the period under review.

28. RELATED PARTIES

Individuals as well as their close family members, and/or entities are related parties if one party has the ability, directly or indirectly, to control or jointly control the other party or exercise significant influence over the other party in making financial and/or operating decisions. Key management personnel is defined as the Municipal Manager, Chief Financial Officer and all other managers reporting directly to the Municipal Manager or as designated by the Municipal Manager.

29. EVENTS AFTER THE REPORTING DATE

Events after the reporting date that are classified as adjusting events have been accounted for in the Annual Financial Statements. The events after the reporting date that are classified as non-adjusting events after the reporting date have been disclosed in the notes to the Annual Financial Statements.

30. STANDARDS, AMENDMENTS TO STANDARDS AND INTERPRETATIONS ISSUED BUT NOT YET EFFECTIVE

The following GRAP standards have been issued but are not yet effective and have not been early adopted by the municipality:

GRAP 18	Segment Reporting - issued March 2005
GRAP 23	Revenue from Non-Exchange Transactions (Taxes and Transfers) - issued February 2008
GRAP 24	Presentation of Budget Information in Financial Statements - issued November 2007
GRAP 103	Heritage Assets - issued July 2008

Application of all of the above GRAP standards will be effective from a date to be announced by the Minister of Finance. This date is not currently available.

Management has considered all the GRAP standards issued but not yet effective and anticipates that the adoption of these standards will not have a significant impact on the financial position, financial performance or cash flows of the municipality.

The following standards, amendments to standards and interpretations have been issued but are not yet effective and have not been early adopted by the municipality:

IAS 19	Employee Benefits - effective 1 January 2009
IFRIC 17	Distribution of Non-cash Assets to Owners - effective 1 July 2009

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand 2009 2008

2. Changes in accounting policy and prior period errors

The municipality adopted the exempted portions of the following prescribed basis of accounting for the first time during the financial year 2008/2009 in order to comply with the basis of preparation of the Annual Financial Statements as disclosed in Accounting Policy 1. These have been implemented as at 30 June 2009 and, where practicable, have been applied retrospectively.

- GRAP 03 Accounting Policies, Changes in Accounting Estimates and Errors
- GRAP 09 Revenue from Exchange Transactions
- GRAP 12 Inventories
- GRAP 13 Leases
- GRAP 16 Investment Property
- GRAP 17 Property, Plant and Equipment
- GRAP 100 Non-current Assets Held-for-Sale and Discontinued Operations
- GRAP 102 Intangible Assets
- IFRS 7 Financial Instruments: Disclosures
- IAS 36 Impairment of Assets
- IAS 39 Financial Instruments: Recognition and Measurement

Various Accounting Errors

A number of errors in the prior period's appropriations and transactions was discovered during the current financial period. These errors include faulty meter readings and levies in respect of service charges as well as the writing back of stale cheques.

The effect of these changes are as follows:

	Restated 2008
Movement in the Financial Performance Statement:	
(Increase) / Decrease in Income	
Other income - other income	(336,314)
Interest received	(626,864)
Agency service income	3,095,545
Increase / (Decrease) in Expenses	
General expenses	(2,135,514)
- Other expenses	(3,005,211)
- Solid waste dumping fees	340,736
- Debt collection	288
- Repairs and maintenance	528,673
Finance costs	(941)
Amortisation	(118,000)
Debt impairment	(2,880,435)
- Movement 2007 year	(1,584,689)
- Movement 2008 year	(1,295,749)
Opening balance of Accumulated Surplus at 01 July 2007	2,134,144
	(868,379)
Movement in the Financial Position Statement:	
(Increase) / Decrease in Accumulated Surplus	2,727,666
(Increase) / Decrease in Current Liabilities	
Trade and other payables	1,814,995
- Retention fees	517,709
- Other payables	(26,358)
- Trade payables	1,323,644

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
2. Changes in accounting policy and prior period errors (continued)		
Unspent grants and receipts	2,285,724	
Increase / (Decrease) in Non-current Asset		
Long term receivables		
- Study loans	(15,653)	
Intangible assets	708,000	
Increase / (Decrease) in Current Asset		
Inventory	(304,873)	
- Water inventory	(302,873)	
- Stores, materials and fuels	(2,000)	
Trade and other receivables	(6,349,651)	
- Trade debtors	(272,753)	
- Control account - sundry	(6,076,898)	
Operating lease asset	2,171	
	<u>868,379</u>	

GRAP 12: Inventory

The Accounting Standard for Inventory has been recognised in the Annual Financial Statements of the municipality as at 30 June 2009. The municipality included the value of water stock that was not purchased, during the current financial year. Own water stock was not included in the previous financial years. The change in accounting policy has been applied retrospectively.

The effect of the change in accounting policy is as follows:

Restatement of inventory

The prior year figures of inventory have been restated to account for the change in policy as follows:

	Inventory R	Accumulated Surplus R
Balance as stated at 30 June 2007	1,899,515	
Recognition of water stock	<u>107,561</u>	107,561
Restated balance at 30 June 2007	2,007,075	
Transactions incurred during the year 2007/2008		
Movement in stores and materials stock	2,821,116	
Movement in recognition of water stock	<u>23,490</u>	23,490
Restated balance at 30 June 2008	<u>4,851,681</u>	

GRAP 13: Leases

The Accounting Standard for Leases has been recognised in the Annual Financial Statements of the municipality as at 30 June 2009 in terms of GRAP 13. The full operating lease asset and liability have been recognised retrospectively in the Annual Financial Statements.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand 2009 2008

2. Changes in accounting policy and prior period errors (continued)

The effect of the change in accounting policy is as follows:

Restatement of Operating Lease Liability

	Operating Lease Asset / Liability R	Accumulated Surplus R
Balance as previously stated at 30 June 2007	-	
Recognition of operating lease liability	33,473	(33,473)
Restated balance at 30 June 2007	33,473	
Transactions incurred during the year 2007/2008		
Actual Lease Expenditure Reversed	(191,667)	191,667
Recorded Lease Expenditure (Straight-lining)	159,279	(159,279)
Restated balance at 30 June 2008	1,085	
Balance as previously stated at 30 June 2007	-	
Recognition of operating lease asset	1,235,571	1,235,571
Restated balance at 30 June 2007	1,235,571	
Transactions incurred during the year 2007/2008		
Actual Lease Revenue Reversed	333,878	(333,878)
Recorded Lease Revenue (Straight-lining)	(361,940)	361,940
Restated balance at 30 June 2008	1,207,508	

GRAP 16: Investment Property

The Accounting Standard for investment property has been recognised in the Annual Financial Statements of the municipality as at 30 June 2009. Land and buildings meeting the definition and recognition criteria of investment property are recognised and subsequently measured in accordance with the fair value model. Assets meeting the definition and recognition criteria of Investment property are reclassified and measured in accordance with GRAP 16 requirements. Retrospective application is however impracticable as a result of the unbundling and valuation of assets (where applicable) being performed as at 30 June 2009.

GRAP 17: Property, Plant and Equipment

During the 2008/09 financial period the municipality corrected errors on its asset register (AR) relating to assets under the control of the municipality which were either not previously recorded on its AR, or assets that were initially recorded at global amounts and descriptions, therefore not measured and recorded as separate assets or in the significant components which make up the assets.

- all infrastructure assets are now recorded at fair value (Depreciated Replacement Cost) at 30 June 2009,
- all properties (land and buildings) are now recorded at fair value (Market related) and will be carried at revalued amounts from 30 June 2009,
- all other assets are carried at cost less accumulated depreciation and accumulated impairment losses (if applicable) where these amounts were available. Where historical data relating to initial cost prices could not be obtained, the current replacement cost was obtained for calculation of the fair value (Depreciated Replacement Cost) at 30 June 2009.

This initial 'unbundling' of infrastructure assets is considered to be the correction of a prior period error. Retrospective application is however impracticable as a result of the unbundling and valuation (where applicable) being performed as at 30 June 2009. The process followed was done in order to correct the initial measurement of the assets as is allowed in terms of GRAP 17.24.

Assets were inspected for indications of impairment, the depreciation method was reviewed, and the remaining useful lives of assets have also been adjusted from the prior periods, where applicable, as part of the unbundling process. As sufficient historical data on assets relating to initial cost prices was not always available to the municipality, the effect of the change in accounting policy could however not be applied retrospectively.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand 2009 2008

2. Changes in accounting policy and prior period errors (continued)

Reclassification of PPE classes

In order to correct errors as described above, assets were first reviewed and reclassified according to new classes where appropriate. This reclassification did not affect the total PPE balance, but balances of prior year classes of PPE were restated as follows.

	Property, Plant and equipment R	Intangible assets R
Balance as at 30 June 2007	364,143,706	-
Land	-	-
Buildings	57,417,707	-
Infrastructure	8,241,079	-
Community	(16,151,715)	-
Heritage	-	-
Other	(51,277,071)	-
Total movement in PPE balance	(1,770,000)	1,770,000

Residual values of Property, Plant and Equipment

During the year, the municipality reviewed the residual values of vehicles included in Property, Plant and Equipment for the first time. No residual values were calculated for other items included in PPE as trends in the past indicate that only vehicles are sold before the end of their economic lives. Other assets are utilised for the full extension of their economic lives. This error has been corrected retrospectively.

The effect of the correction of error is as follows:

	Property, Plant and equipment R	Accumulated Surplus R
Decrease in accumulated depreciation at 30 June 2007	(4 184 083)	4 184 083
Decrease in depreciation for 2007/2008	(1 067 726)	1 067 726

GRAP 1: Presentation of Financial Statements

Reclassification of Reserves and Accumulated Surplus

The prior year figures of Accumulated Surplus have been restated since fund accounting is not allowed in terms of GRAP / GAAP. The municipality's internal funds and reserves should form part of the Accumulated Surplus and should not be disclosed, as in 2008, as separate reserves on the face of the Statement of Financial Position and Statement of Changes in Net Assets.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
-----------------	------	------

2. Changes in accounting policy and prior period errors (continued)

The effect of the Change in Accounting Policy is as follows:

	Reserves	Accumulated Surplus
	R	R
Balances as published at 30 June 2007	210,735,180	145,318,232
Reclassify Capital replacement reserve	(66,436,547)	66,436,547
Reclassify Capitalisation reserve	(92,875,447)	92,875,447
Reclassify Government grant reserve	(45,541,023)	45,541,023
Reclassify Donations and public contribution reserves	(5,855,084)	5,855,084
Reclassify Self-Insurance reserve	<u>(27,080)</u>	27,080
Restated balance	<u>-</u>	
Transactions incurred during the year 2007/2008		
Contribution to Capital Replacement Reserve	(54,363,509)	54,363,509
Assets obtained from Reserves	91,821,898	(91,821,898)
Contribution to Government Grant Reserve	(11,551,011)	11,551,011
Contribution to Donations and Public Contribution Reserve	(11,183,363)	11,183,363
Contribution to Self-insurance Reserve	(5,802)	5,802
Insurance claims processed	52,353	(52,353)
Transfers to offset Depreciation - Capitalisation reserve	7,343,248	(7,343,248)
Transfers to offset Depreciation - Government grant reserve	2,887,905	(2,887,905)
Transfers to offset Depreciation - Donations and public contribution reserves	278,560	(278,560)
Transfer of Transactions to Accumulated Surplus	<u>(25,280,279)</u>	25,280,279
Restated balance as at 30 June 2008	<u>-</u>	

GRAP 102: Intangible Assets

The Accounting Standard for Intangible assets has been recognised in the Annual Financial Statements of the municipality as at 30 June 2009. The municipality capitalised qualifying intangible assets and are carried at cost less any accumulated amortisation and accumulated impairment losses. During the previous years, the cost of intangible assets except for computer software and website costs were expensed.

The effect of the change in accounting policy is as follows:

Restatement of Intangible Assets

	Intangible Assets	Property, Plant and Equipment
	R	Accumulated surplus R
Balance as previously stated at 30 June 2007	-	-
Reclassification of intangible assets	1,770,000	(1,770,000)
Write back of accumulated amortisation	<u>590,000</u>	590,000
Restated balance at 30 June 2007	2,360,000	
Transactions incurred during the year 2007/2008		
Change in accumulated depreciation/amortisation	<u>-</u>	
Restated balance at 30 June 2008	<u>2,360,000</u>	

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand 2009 2008

2. Changes in accounting policy and prior period errors (continued)

GRAP 100: Non-current Assets Held for Sale

During the 2008/09 financial period the Accounting Standard for Non-current assets held for sale has been recognised in the Annual Financial Statements of the municipality as at 30 June 2009. Assets meeting the definition and recognition criteria of non-current assets held for sale are reclassified and measured in accordance with GRAP 100 requirements.

IAS 19: Employee Benefits

Post-retirement medical aid benefits obligation

The Accounting Standard for Employee cost regarding post-retirement medical aid benefits has been implemented as at 30 June 2009. To appropriately present and disclose this liability, the amount, movement for the year and other required information regarding this liability is now presented and disclosed separate from Provisions, as was previously the case. The amounts presented have however not been affected by this change in accounting policy.

IAS 39: Financial Instruments - Recognition and Measurement

Provision for impairment of receivables

The municipality changed the calculation method for the provision for impairment of receivables (doubtful debts) during the year to adhere to the requirements of IAS 39. Refer to accounting policy note 10.1.5. This correction of error has been applied retrospectively.

The effect of the change in accounting policy is as follows:

	Trade Receivables R	Accumulated Surplus R
Balance as previously stated at 30 June 2007	25,521,252	
Decrease/(increase) in provision for doubtful debts	<u>(1,584,689)</u>	(1,584,689)
Restated balance at 30 June 2007	<u>23,936,563</u>	
Balance as previously stated at 30 June 2008	25,312,701	
Decrease/(increase) in provision for doubtful debts	<u>1,295,746</u>	1,295,746
Restated balance at 30 June 2008	<u>26,608,447</u>	

Reconciliation of adjustments due to changes in accounting policies and prior period errors

	Previously reported 2008	Amount of correction	Restated 2008
Increase in Accumulated Surplus 1 July 2007	144,795,854	215,390,522	360,186,376
Reclassification of internal funds and reserves		210,735,180	
Recognition of water inventory		107,561	
Review of vehicles residual values		4,184,083	
Review of debtors impairment		1,295,744	
Operating leases straightlining		<u>1,202,098</u>	
Change in accounting policy		217,524,666	

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008	
2. Changes in accounting policy and prior period errors (continued)			
Write off study loans	(15,653)		
Write back stale cheques	1,934,190		
Write off retention money	517,709		
Clean-up salary account	(60,860)		
Correction VAT - maxprofit	4,619,972		
Clean-up bulk water meter control	257,457		
Correction equity share suspense account	44,146		
DBSA - repay loan Kleinmond (habour project)	(606,431)		
Transfer CID suspense account to surplus	(11,655,446)		
Write back intangible asset's amortisation	590,000		
Provision of interest paid	(27,299)		
Correction of unspent grants and receipts	<u>2,268,071</u>		
Prior year adjustments	(2,134,144)		
Decrease in 2007/08 transfers between Internal funds and Reserves	25,280,279	(25,280,279)	-
Increase in surplus for the year 30 June 2008	70,828,015	4,400,936	75,228,951
Net Assets and Liabilities as at 30 June 2008	Previously reported 2008	Amount of correction 2008	Restated
Net assets	419,734,770	6,328,611	426,063,381
Housing Development Fund	3,317,403	-	3,317,403
Capital replacement reserve	28,978,157	(28,978,157)	-
Capitalisation reserve	85,532,199	(85,532,199)	-
Government grant reserve	54,204,129	(54,204,129)	-
Donations and public contribution reserves	16,759,886	(16,759,886)	-
Self-Insurance reserve	(19,471)	19,471	-
Accumulated Surplus/(Deficit)	<u>230,962,467</u>	<u>191,783,511</u>	<u>422,745,978</u>
Non-current liabilities	104,909,066	-	104,909,066
Long-term liabilities	43,731,392	-	43,731,392
Post-retirement medical aid benefits obligation	46,582,736	-	46,582,736
Other non-current provisions	<u>14,594,938</u>	<u>-</u>	<u>14,594,938</u>
Current liabilities	128,298,650	(4,100,716)	124,197,934
Consumer deposits	10,220,922	-	10,220,922
Provisions	5,676,176	-	5,676,176
Trade and other payables	84,451,408	(1,814,992)	82,636,416
Unspent conditional grants and receipts	19,358,390	(2,285,724)	17,072,666
Operating lease liability	-	-	-
Current portion of Post-retirement medical aid benefits obligation	999,903	-	999,903
Current portion of long-term liabilities	<u>7,591,851</u>	<u>-</u>	<u>7,591,851</u>
Total Net Assets and Liabilities	652,942,486	2,227,895	655,170,381
ASSETS			
Non-current assets	510,399,694	5,944,154	516,343,848
Property, plant and equipment	497,428,555	3,599,807	501,028,362
Intangible Assets	-	2,360,000	2,360,000
Investment property	-	-	-
Investments	12,525,864	-	12,525,864
Long-term receivables	<u>445,275</u>	<u>(15,653)</u>	<u>429,622</u>

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
-----------------	------	------

2. Changes in accounting policy and prior period errors (continued)

Current assets	142,542,792	(3,716,259)	138,826,533
Inventory	4,722,631	129,051	4,851,682
Trade Receivables	25,312,701	1,295,746	26,608,447
Other Receivables	28,406,898	(6,349,650)	22,057,248
Operating lease receivable	-	1,208,594	1,208,594
Current portion of long-term receivables	365,417	-	365,417
VAT	13,273,863	-	13,273,863
Short term investments	50,000,000	-	50,000,000
Cash and cash equivalents	20,461,282	-	20,461,282
Total Assets	652,942,486	2,227,895	655,170,381
Surplus/(Deficit) for the year	70,828,015	4,400,936	75,228,951

3. Inventories

Water	115,959	131,051
Stores and materials	4,421,992	4,720,631
	<u>4,537,951</u>	<u>4,851,682</u>

Comparative figures are restated due to a change in Accounting Policy, refer to note 2 for more detail.

4. Other financial assets**At fair value through profit or loss - designated**

New Republic bank	2,567,209	3,332,454
The bank is under receivership. Interest only accrued till 31 December 2007. There is no guarantee that the municipality will receive the full value of the investment. During the year, a dividend of R0.45 on the original capital still outstanding has been received. This brings the total payout to 89% of the original investment.		
Rand Merchant Bank (Momentum Policy Backed Loan Structure)	11,419,246	9,132,915
Eskom	65,159	60,495
Long term investments in lieu of consumer deposits	<u>14,051,614</u>	<u>12,525,864</u>

Held to maturity

Other deposits	-	50,000,000
The investment was redeemed during the year		
Total other financial assets	<u>14,051,614</u>	<u>62,525,864</u>

Non-current assets

At fair value through profit or loss - designated	<u>14,051,614</u>	<u>12,525,864</u>
---	-------------------	-------------------

Current assets

Held to maturity	-	50,000,000
	<u>14,051,614</u>	<u>62,525,864</u>

The fair values of the financial assets were determined as follows:

- The fair values of listed or quoted investments are based on the quoted market price.
- The fair values on investments not listed or quoted are estimated using the discounted cash flow analysis.

Fair values are determined annually at statement of financial position date.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
4. Other financial assets (continued)		
For debt securities classified as at fair value through surplus or deficit, the maximum exposure to credit risk at the reporting date is the carrying amount.		
In determining the recoverability of other financial assets, the Overstrand Municipality considers any change in the credit quality of the other financial assets from the date the credit was initially granted up to the reporting date.		
5. Operating lease asset / (accrual)		
Current assets	1,150,927	1,208,594
	<u>1,150,927</u>	<u>1,208,594</u>
6. Trade and other receivables from exchange transactions		
Trade debtors	16,254,473	7,353,678
Deposits	107,022	101,122
Control accounts - sundry	23,437,554	14,602,448
	<u>39,799,049</u>	<u>22,057,248</u>
In determining the recoverability of trade and other receivables, the Overstrand Municipality considers any change in the credit quality of the trade and other receivable from the date the credit was initially granted up to the reporting date.		
7. Other receivables from non-exchange transactions, including taxes and transfers		
VAT	18,532,823	13,273,863
In determining the recoverability of other receivables, the Overstrand Municipality considers any change in the credit quality of the other receivable from the date the credit was initially granted up to the reporting date.		
8. Consumer debtors		
Gross balances		
Government	1,915,027	1,140,027
Business	6,348,528	6,007,991
Individual	45,062,857	33,967,913
	<u>53,326,412</u>	<u>41,115,931</u>
Less: Provision for bad debts		
Government	-	-
Business	(738,992)	(752,464)
Individual	(15,195,452)	(13,755,020)
	<u>(15,934,444)</u>	<u>(14,507,484)</u>
Net balance		
Government	1,915,027	1,140,027
Business	5,609,536	5,255,527
Individual	29,867,405	20,212,893
	<u>37,391,968</u>	<u>26,608,447</u>

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
8. Consumer debtors (continued)		
Government		
Current (0 -30 days)	170,709	334,911
31 - 60 days	52,294	50,048
61 - 90 days	29,621	28,105
91 - 120 days	38,220	17,168
+ 120 Days	1,624,183	709,795
	1,915,027	1,140,027
Business		
Current (0 -30 days)	3,609,871	3,593,358
31 - 60 days	503,744	535,524
61 - 90 days	184,907	98,397
91 - 120 days	109,563	86,994
+ 120 Days	1,201,451	941,254
	5,609,536	5,255,527
Individual		
Current (0 -30 days)	16,613,419	11,394,148
31 - 60 days	3,269,901	1,446,112
61 - 90 days	1,130,356	681,541
91 - 120 days	793,568	456,307
+ 120 Days	8,060,161	6,234,785
	29,867,405	20,212,893
Reconciliation of bad debt provision		
Balance at beginning of the year	14,507,484	13,223,711
Contributions to provision	4,964,545	1,953,648
Bad debts written off against provision	(3,537,585)	(669,876)
	15,934,444	14,507,484

In determining the recoverability of consumer debtors, the Overstrand Municipality considers any change in the credit quality of the consumer debtor from the date the credit was initially granted up to the reporting date. The concentration of credit risk is limited due to the customer base being large and unrelated. Accordingly, management believes no further credit provisions are required in excess of the present allowance for doubtful debts.

9. Long term receivables**Non - Current Portion**

Land sales	22,276	29,748
Officials: Car loans	-	129,684
Officials: Study loans	5,300	(15,653)
Officials: Bursary Fund	806	-
Housing selling scheme loans	47,982	47,998
Sport clubs	237,843	237,845
	314,207	429,622

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
9. Long term receivables (continued)		
Current Portion		
Land sales	-	-
Officials: Car loans	110,099	253,842
Officials: Study loans	-	21,808
Officials: Bursary Fund	-	4,206
Housing selling scheme loans	-	901
Sport clubs	-	84,660
	110,099	365,417
Total		
Long term receivables- Non-current portion	314,207	429,622
Long term receivables - Current portion	110,099	365,417
	424,306	795,039

In determining the recoverability of long term receivables, the Overstrand Municipality considers any change in the credit quality of the long term receivables from the date the credit was initially granted up to the reporting date.

10. Cash and cash equivalents

Cash and cash equivalents consist of:

Cash on hand	15,420	9,920
Bank balances	11,844,478	20,451,362
	11,859,898	20,461,282

The municipality had the following bank accounts

Account number / description	Bank statement balances			Cash book balances		
	June 30, 2009	June 30, 2008	June 30, 2007	June 30, 2009	June 30, 2008	June 30, 2007
ABSA BANK Account Type - 322 000 035 (Hermanus Primary Bank Account)	10,435,754	48,300,352	103,879,545	11,714,681	166,616,889	140,340,482
ABSA BANK Account Type - 322 017 0240 (Gansbaai)	39,155	8,043	1,145,293	(239,397)	(28,888,283)	(18,649,801)
ABSA BANK Account Type - 405 835 6861 (Hangklip-Kleinmond)	4,851	26,969	1,089,905	13,185	(41,388,278)	(29,400,193)
ABSA BANK Account Type - 405 589 9787 (Onrus Caravan Park)	5,250	6,006	13,237	(8,358)	(292,395)	(253,046)
ABSA BANK Account Type - 405 642 0921 (Traffic Department)	52,521	163,206	399,224	(180,645)	(309,084)	(111,828)
ABSA BANK Account Type - 406 657 8021 (Debtors Accounts)	524,177	172,219	1,606,441	262,239	(75,287,487)	(6,891,354)
ABSA BANK Account Type - 407 298 3157 (GB Sport Centre)	282,774	-	-	282,774	-	-
Cash on hand in floats	-	-	-	15,420	9,920	9,920
Total	11,344,482	48,676,795	108,133,645	11,859,899	20,461,282	85,044,180

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand

11. Investment property

	2009			2008		
	Cost / Valuation	Accumulated depreciation	Carrying value	Cost / Valuation	Accumulated depreciation	Carrying value
Investment property	47,481,200	-	47,481,200	-	-	-

Reconciliation of investment property - 2009

	Opening Balance	Transfers	Total
Investment property	-	47,481,200	47,481,200

A register containing the information required by section 63 of the Municipal Finance Management Act is available for inspection at the registered office of the municipality.

Revenue earned on investment properties for the 2008/09 financial year was R100,896 (2007/08: R76,391).

All transfers to Investment Property was from owner-occupied property.

12. Property, plant and equipment

	2009			2008		
	Cost / Valuation	Accumulated depreciation	Carrying value	Cost / Valuation	Accumulated depreciation	Carrying value
Buildings	94,511,300	-	94,511,300	87,839,929	(20,879,393)	66,960,536
Community	93,257,930	(21,621,314)	71,636,616	18,749,739	(4,636,532)	14,113,207
Heritage	73,111,309	-	73,111,309	1,088,522	-	1,088,522
Infrastructure	4,506,647,340	(2,320,823,544)	2,185,823,796	460,406,014	(107,979,719)	352,426,295
Land	300,469,400	-	300,469,400	34,895,323	-	34,895,323
Other Assets	55,300,509	(13,901,411)	41,399,098	54,587,467	(23,042,988)	31,544,479
Total	5,123,297,788	(2,356,346,269)	2,766,951,519	657,566,994	(156,538,632)	501,028,362

Reconciliation of property, plant and equipment - 2009

	Opening Balance	Additions	Under Construction	Revaluations	Depreciation	Total
Buildings	66,960,536	7,881,394	616,419	22,095,963	(3,043,012)	94,511,300
Community	14,113,207	932,676	-	57,292,850	(702,117)	71,636,616
Heritage	1,088,522	-	-	72,022,787	-	73,111,309
Infrastructure	352,426,295	103,566,811	46,099,390	1,708,623,149	(24,891,849)	2,185,823,796
Land	34,895,323	-	-	265,574,077	-	300,469,400
Other Assets	31,544,479	14,924,031	173,248	265,787	(5,508,447)	41,399,098
Total	501,028,362	127,304,912	46,889,057	2,125,874,613	(34,145,425)	2,766,951,519

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand 2009 2008

12. Property, plant and equipment (continued)

Reconciliation of property, plant and equipment - 2008

	Restated Opening Balance	Additions	Under Construction	Depreciation	Total
Buildings	57,417,707	9,558,414	2,407,448	(2,423,033)	66,960,536
Community	8,444,185	3,302,580	2,936,850	(570,408)	14,113,207
Heritage	1,088,522	-	-	-	1,088,522
Infrastructure	242,503,261	81,379,163	47,126,237	(18,582,366)	352,426,295
Land	34,895,323	-	-	-	34,895,323
Other Assets	22,208,789	12,787,668	154,658	(3,606,636)	31,544,479
	366,557,787	107,027,825	52,625,193	(25,182,443)	501,028,362

Revaluations

The effective date of the revaluations was Tuesday, June 30, 2009. Revaluations were performed by independent valuers, Boland Valuers, who are not connected to the municipality.

Land and buildings are re-valued independently every 4 years.

These assumptions were based on current market conditions.

A register containing the information required by section 63 of the Municipal Finance Management Act is available for inspection at the registered office of the municipality.

13. Intangible assets

	2009			2008		
	Cost / Valuation	Accumulated amortisation	Carrying value	Cost / Valuation	Accumulated amortisation	Carrying value
Computer software, other	465,030	(465,030)	-	465,030	(465,030)	-
Water Rights	2,360,000	-	2,360,000	2,360,000	-	2,360,000
Total	2,825,030	(465,030)	2,360,000	2,825,030	(465,030)	2,360,000

Reconciliation of intangible assets - 2009

	Opening Balance	Total
Water Rights	2,360,000	2,360,000

Reconciliation of intangible assets - 2008

	Opening Balance	Total
Water Rights	2,360,000	2,360,000

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand

	2009	2008
--	------	------

14. Non-current assets held for sale

Assets meeting the definition and recognition criteria of non-current assets held for sale are reclassified and measured in accordance with GRAP 100 requirements.

ERF NO.774 - Station Site

Council approved the rezoning of erf 774 to General business zone. It was sold to Shoprite Checkers (PTY) LTD for R17 000 000 for further development. Transfer is expected during 2010.

ERF NO. 6408 - Kleinmond Service Yard

Council decided to sell this property as it was under-utilised and ideal location for the extension for the central business are of Kleinmond. It was sold to Danmarest (PTY) LTD for R4 617 000 and transfer is expected during April 2010.

ERF NO. 6830 - Hermanus

Council decided to sell this property for the purposes of consolidating it with an adjacent erf. It was sold to HN De Villiers for R5 000 and transfer is expected during 2010.

Non-current assets held for sale comprises the following:

Erf no. 774 - Station Site	16,800,000	-
Erf no. 6408 - Kleinmond Service Yard	2,050,000	-
Erf no. 6830 - Hermanus	1,000	-
	18,851,000	-

15. Other financial liabilities

Held at amortised cost

Annuity loans	126,246,357	51,323,243

Non-current liabilities

At amortised cost	103,153,984	43,731,392

Current liabilities

At amortised cost	23,092,373	7,591,851
	126,246,357	51,323,243

The fair values of the financial liabilities were determined as follows:

a) The management of the municipality is of the opinion that the carrying value of Financial Assets and Financial Liabilities recorded at amortised cost in the Annual Financial Statements approximate their fair values. The fair value of Financial Assets and Financial Liabilities were determined after considering the standard terms and conditions of agreements entered into between the municipality and other parties as well as the the current payment ratio's of the municipality's debtors.

b) At the reporting date there are no significant concentrations of credit risk for Loans and Receivables at Fair Value. The carrying amount reflected above represents the municipality's maximum exposure to credit risk for such loans and receivables.

Refer to page 321 for maturity analysis of financial liabilities.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
16. Trade and other payables from exchange transactions		
Trade payables	64,668,964	47,717,485
Payments received in advance	3,396,747	5,568,212
Deferred income	243,215	211,293
Accrued leave pay	5,680,119	4,920,100
Deposits received	387,978	195,299
Other payables	2,189,252	2,107,280
Control account - salaries	48,362	29,621
Control account - sundry	8,704,173	6,736,299
Retention money	8,555,588	7,341,710
Deposits - Builders	6,083,093	6,073,174
Insurance claims	(49,491)	65,783
Prepaid vending	888,976	1,670,159
	100,796,976	82,636,415
17. Consumer deposits		
Electricity and water	11,379,540	10,220,922
18. Retirement benefits		
Defined benefit plan		
<p>The municipality provides certain post-retirement health care benefits by funding the medical aid contributions of qualifying retired members of the municipality. According to the rules of the Medical Aid Funds, with which the municipality is associated, a member (who is on the current Conditions of Service) is entitled to remain a continued member of such medical aid fund on retirement, in which case the municipality is liable for a certain portion of the medical aid membership fee. The municipality operates an unfunded defined benefit plan for these qualifying employees. No other post-retirement benefits are provided to these employees.</p>		
<p>The municipality makes monthly contributions for health care arrangements to the following medical aid schemes:</p> <ul style="list-style-type: none"> - Bonitas; - LA Health; - Prosano; - Samwumed; and - Keyhealth. 		
<p>The most recent actuarial valuations of plan assets and the present value of the defined benefit obligation were carried out at 30 June 2007 by Mr C Weiss, Fellow of the Actuarial Society of South Africa, including projections for the 2008 and 2009 financial periods. The present value of the defined benefit obligation, and the related current service cost and past service cost, were measured using the Projected Unit Credit Method.</p>		
<p>The members of the Post-employment Health Care Benefit Plan are made up as follows:</p>		
In-service Members (Employees)	298	
Continuation Members (Retirees, widowers and orphans)	45	
Total Members	344	
Carrying value		
Present value of the defined benefit obligation-wholly unfunded	(53,518,639)	(47,582,639)
Non-current liabilities	(52,453,742)	(46,582,736)
Current liabilities	(1,064,897)	(999,903)
	(53,518,639)	(47,582,639)

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
18. Retirement benefits (continued)		
Movements for the year		
Opening balance	47,582,639	42,244,466
Net expense recognised in the statement of financial performance	5,936,000	5,338,173
	53,518,639	47,582,639
Net expense recognised in the statement of financial performance		
Current service cost	3,129,292	2,897,492
Interest cost	3,806,611	3,379,557
Benefits paid	(999,903)	(938,876)
Actuarial gain/(loss)	-	-
	5,936,000	5,338,173
Contributions expected to be paid:		
Contributions paid	1,560,129	1,346,800
Key assumptions used		
Assumptions used on last valuation on Saturday, June 30, 2007.		
Discount rates used	8.00 %	8.00 %
Health care cost inflation rate	6.50 %	6.50 %
Net effective discounted rate	1.41 %	1.41 %
Management assessed the assumptions used and found it to be adequate.		
The effect of an increase of 1% in the assumed medical cost trend rates:		
Aggregate current service and interest costs	7,000,621	6,303,878
Accumulated post-employment benefit obligation	53,583,357	47,609,468
The effect of an decrease of 1% in the assumed medical cost trend rates:		
Aggregate current service and interest costs	6,871,185	6,218,487
Accumulated post-employment benefit obligation	53,453,921	47,524,077
Amounts for the current and previous 4 years of the present value of the defined benefit obligation:		
2009	53,518,638	
2008	47,582,639	
2007	42,244,466	
2006	37,623,678	
2005	31,930,678	
Defined contribution plan		
It is the policy of the municipality to provide retirement benefits to all its employees. A number of defined contribution provident funds, all of which are subject to the Pensions Fund Act exist for this purpose.		
The municipality is under no obligation to cover any unfunded benefits.		

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
19. Unspent conditional grants and receipts		
Government grants:		
PAWC - GRANTS	7,037	702,247
FINANCIAL MANAGEMENT GRANT	820,157	1,204,688
NT-MUN SYS IMPROVEMENT GRANT	2,902	-
PROV-HOUSING CONSUMER EDUCATION	185,433	88,400
PROV-MPC (HAWSTON)	78,016	694,435
DWAF-MASIBAMBANE III PROGRAM	-	297,000
	1,093,545	2,986,770
Conditional receipts:		
HAWSTON HOUSING CONTRIBUTION	116,534	114,055
CLEANEST TOWN COMPETITION	56,576	-
VUNA AWARDS COMPETITION	594,089	1,163,283
ABSA MENTORSHIP (GREY POWER)	30,000	-
SPACES FOR SPORT	247,768	-
INFRA CONTRIBUTION-ELECTRICITY	3,674,052	2,539,139
INFRA CONTRIBUTION-WATER	6,822,033	4,333,770
INFRA CONTRIBUTION-SEWERAGE	4,525,822	2,799,900
INFRA CONTRIBUTION-ROADS	1,107,289	381,371
INFRA CONTRIBUTION-STORM WATER	24,612	24,612
INFRA CONTRIBUTION-S/B ERF	731,245	731,245
INFRA CONTRIBUTION-PARKING	2,306,539	1,881,021
DBSA-OVERSTRAND LED	-	117,501
	20,236,559	14,085,897
Movement during the year		
Balance at the beginning of the year	17,072,666	22,584,416
Additions during the year	29,781,120	16,240,985
Income recognition during the year	(24,828,472)	(21,752,735)
Transfer to debtors	(695,210)	-
	21,330,104	17,072,666

The nature and extent of government grants recognised in the financial statements and an indication of other forms of government assistance from which the entity has directly benefited; and

Unfulfilled conditions and other contingencies attaching to government assistance that has been recognised.

20. Provisions**Reconciliation of provisions - 2009**

	Opening Balance	Movements	Utilised during the year	Total
Rehabilitation of tip sites	11,031,931	11,515,779	(522,212)	22,025,498
Clearing out of alien vegetation	4,380,000	-	(994,467)	3,385,533
Cleaning up of illegal dumping	4,267,000	(1,915,999)	(2,351,001)	-
Long Service Provision	592,183	83,431	-	675,614
	20,271,114	9,683,211	(3,867,680)	26,086,645

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand 2009 2008

20. Provisions (continued)

Reconciliation of provisions - 2008

	Opening Balance	Additions	Utilised during the year	Total
Rehabilitation of tip sites	4,432,000	6,599,931	-	11,031,931
Clearing out of alien vegetation	6,100,000	-	(1,720,000)	4,380,000
Cleaning up of illegal dumping	4,282,000	-	(15,000)	4,267,000
Long Service Provision	517,305	74,878	-	592,183
	15,331,305	6,674,809	(1,735,000)	20,271,114
Non-current liabilities			24,134,221	14,594,938
Current liabilities			1,952,424	5,676,176
			26,086,645	20,271,114

Rehabilitation of tip sites:

The costs to rehabilitate all identified sites in the Overstrand is estimated at R22,025,498. Provision for R945,000 has been made for this program in the 2009/2010 operating budget.

Clearing out of alien vegetation:

Approx. 20% of a total area of 26 154ha must be cleared during the next four years and the estimated cost amounts to R4,03m of which an amount of R1m has been provided for in the 2009/2010 operating budget.

Cleaning up of illegal dumping:

This program has been completed. Any instantsis that may occure during the year will be funded from the operational budget.

Long service provision:

Post retirement benefits relating to long service bonuses have been provided for. An actuarial valuation has been carried out by a professional actuary as at 30 June 2007. The provision has been adjusted with the projection from the 2007 report.

Comparative figures are restated due to a change in Accounting Policy, refer to note 2 for more detail.

21. Property Rates

Rates received

Residential and Business	116,200,501	81,624,568
--------------------------	-------------	------------

22. Service charges

Sale of electricity	112,779,434	89,194,284
Sale of water	53,851,617	43,810,733
Sewerage and sanitation charges	32,056,044	29,106,096
Refuse removal	31,512,375	26,594,007
	230,199,470	188,705,120

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
23. Government grants and subsidies		
National Equitable share	20,894,239	15,446,463
National FMG grant	884,531	467,959
Municipal Systems Improvement grant (MSIG)	397,098	150,000
Provincial Library	505,419	304,919
Provincial Proclaimed Roads Maintenance	16,000	707,000
Provincial Town Planning Subsidy	-	400,000
Provincial Other	-	124,969
Provincial Housing Consumer Education	52,967	111,600
National DME - INEP	-	3,352,000
Provincial MIG funds	14,188,000	4,060,000
Provincial Gansbaai Spaces for Sport	-	1,500,000
Provincial Social Housing Projects	5,416,114	2,239,011
Provincial Multipurpose Centre	616,419	400,000
DWAF Masibimbane project	1,031,470	-
Provincial Community Development Workers	96,000	72,000
	44,098,257	29,335,921

Unconditional grants: National - Equitable share

In terms of the constitution, this grant is used to subsidise the provision of basic services to indigent community members. All registered indigents receive a monthly subsidy based on the basic service charges for water, electricity, sewerage, refuse and 6kl free basic water and 50kw unit of electricity (2008: same principal applied), which is funded from this grant.

Conditional grants: National - FMG grant

Balance unspent at beginning of year	1,204,688	1,172,647
Current year receipts	500,000	500,000
Conditions met - transferred to revenue	(884,531)	(467,959)
Conditions still to be met - transferred to liabilities (see note 19)	820,157	1,204,688

Conditions have been met and the money has been committed. The unspent portion will be spent during the 2009/2010 year.

Conditional grants: National - MSIG

Current year receipts	400,000	150,000
Conditions met - transferred to revenue	(397,098)	(150,000)
Conditions still to be met - transferred to liabilities (see note 19)	2,902	-

Conditional grants: Provincial - Library

Current year receipts	505,419	304,919
Conditions met - transferred to revenue	(505,419)	(304,919)
Conditions still to be met - transferred to liabilities (see note 19)	-	-

Conditional grants: Provincial - Main road subsidy

Current year receipts	16,000	707,000
Conditions met - transferred to revenue	(16,000)	(707,000)
Conditions still to be met - transferred to liabilities (see note 19)	-	-

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
23. Government grants and subsidies (continued)		
Conditional receipts: Provincial - Town planning subsidy		
Current year receipts	-	400,000
Conditions met - transferred to revenue	-	(400,000)
Conditions still to be met - transferred to liabilities (see note 19)	-	-
Conditional receipts: PAWC: Other grants		
Balance unspent at beginning of year	702,247	702,247
Current year receipts	-	124,969
Conditions met - transferred to revenue	-	(124,969)
Transferred to debtors	(695,210)	-
Conditions still to be met - transferred to liabilities (see note 19)	7,037	702,247
Conditions have been met and the money has been committed. The unspent portion will be spent during the 2009/2010 year.		
Conditional receipts: PAWC: Housing consumer education		
Balance unspent at beginning of year	88,400	-
Current year receipts	150,000	200,000
Conditions met - transferred to revenue	(52,967)	(111,600)
Conditions still to be met - transferred to liabilities (see note 19)	185,433	88,400
Conditions have been met and the money has been committed. The unspent portion will be spent during the 2009/2010 year.		
Conditional grants: National - DME - INEP		
Current year receipts	-	3,352,000
Conditions met - transferred to revenue	-	(3,352,000)
Conditions still to be met - transferred to liabilities (see note 19)	-	-
Conditional grants: Provincial - MIG funds 2008/09 allocation		
Balance unspent at beginning of year	-	1,457,049
Current year receipts	14,188,000	2,602,951
Conditions met - transferred to revenue	(14,188,000)	(4,060,000)
Conditions still to be met - transferred to liabilities (see note 19)	-	-
Conditional grants: Provincial - Gansbaai spaces for sport		
Balance unspent at beginning of year	-	1,500,000
Conditions met - transferred to revenue	-	(1,500,000)
Conditions still to be met - transferred to liabilities (see note 19)	-	-
Conditional grants: Provincial - Social housing		
Current year receipts	5,416,114	2,239,011
Conditions met - transferred to revenue	(5,416,114)	(2,239,011)
Conditions still to be met - transferred to liabilities (see note 19)	-	-

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
23. Government grants and subsidies (continued)		
Conditional grants: Provincial - Multipurpose centre		
Balance unspent at beginning of year	694,435	694,435
Current year receipts	-	400,000
Conditions met - transferred to revenue	(616,419)	(400,000)
Conditions still to be met - transferred to liabilities (see note 19)	78,016	694,435
Conditions have been met and the money has been committed. The unspent portion will be spent during the 2009/2010 year.		
Conditional receipts: DWAF: Masibimbane project		
Balance unspent at beginning of year	297,000	-
Current year receipts	734,470	297,000
Conditions met - transferred to revenue	(1,031,470)	-
Conditions still to be met - transferred to liabilities (see note 19)	-	297,000
Conditional receipts: Community development workers		
Current year receipts	96,000	72,000
Conditions met - transferred to revenue	(96,000)	(72,000)
Conditions still to be met - transferred to liabilities (see note 19)	-	-
24. Other Income		
Administration charges	221,335	203,635
Admission fees received	416,873	415,838
Boat launching permits	49,260	-
Building plan fees	2,366,403	4,045,928
Cemetery fees	144,459	136,546
Commission received	52,894	57,965
Contribution from provisions	-	1,249,619
Debtback charges	1,686,895	1,182,248
Library fees received	72,388	64,209
Other income	3,523,851	3,499,179
Parking fees received	114,875	76,782
Plot clearing charges	527,848	246,756
Post office agency	43,150	129,162
Pound fees received	12,935	15,268
Private telephone calls	301,353	249,326
Reconnection fees	133,639	122,743
Remedial action fee	114,622	-
Roadworthy Certificates	424,560	421,900
SETA claims	513,531	314,485
Swimming pool fees received	29,811	21,607
Town planning fees received	702,294	660,049
Valuation and clearance certificates	281,422	178,446
Vehicle permits	196,080	37,810
Vehicle registration fees	159,212	151,678
	12,089,690	13,481,179

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
25. Investment revenue		
Interest revenue		
Investments and loans	4,934,016	19,849,884
Consumer debtors	2,492,079	2,190,540
	7,426,095	22,040,424
26. Employee related costs		
Basic	77,525,282	64,002,193
Bonus	5,517,511	4,629,783
Medical aid - company contributions	5,244,675	4,263,695
UIF	853,702	721,600
Other payroll levies	37,755	32,550
Leave pay provision charge	1,176,282	785,499
Post-employment benefits - Pension - Defined contribution plan	12,392,972	11,356,881
Overtime payments	10,913,565	10,194,286
Long-service bonuses	565,954	350,746
Acting allowances	578,258	519,406
Car allowance	5,240,830	4,320,436
Housing benefits and allowances	1,237,876	980,716
Group life - company contributions	653,459	848,792
Full time union representative	-	58,987
Standby allowances	1,277,739	1,076,269
Sundry allowances	374,208	343,178
	123,590,068	104,485,017
Remuneration of Municipal Manager		
Annual Remuneration	776,168	338,461
Car Allowance	60,000	67,051
Computer Allowance	-	3,800
Contributions to UIF, Medical and Pension Funds	169,617	1,451,118
Performance Bonuses	-	35,654
	1,005,785	1,896,084
Remuneration of director: Finance		
Annual Remuneration	594,318	199,830
Car Allowance	33,403	32,141
Contributions to UIF, Medical and Pension Funds	120,669	39,607
Performance Bonuses	30,078	-
	778,468	271,578
Remuneration of director: Community Services		
Annual Remuneration	434,022	360,013
Car Allowance	132,978	132,978
Computer Allowance	3,908	3,908
Contributions to UIF, Medical and Pension Funds	109,033	88,652
Performance Bonuses	16,414	16,414
	696,355	601,965

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
26. Employee related costs (continued)		
Remuneration of director: Local Economic Development		
Annual Remuneration	389,223	323,352
Car Allowance	120,000	131,134
Computer Allowance	-	13,809
Contributions to UIF, Medical and Pension Funds	88,574	71,074
Performance Bonuses	19,020	-
	616,817	539,369
Remuneration of director: Infrastructure & Planning		
Annual Remuneration	513,844	437,508
Car Allowance	129,530	129,530
Computer Allowance	6,513	6,513
Contributions to UIF, Medical and Pension Funds	127,134	108,922
Performance Bonuses	22,500	22,500
	799,521	704,973
Remuneration of director: Protection Services		
Annual Remuneration	233,998	-
Car Allowance	70,000	-
Contributions to UIF, Medical and Pension Funds	60,004	-
	364,002	-
Remuneration of director: Management Services		
Annual Remuneration	284,483	-
Car Allowance	80,000	-
Contributions to UIF, Medical and Pension Funds	79,237	-
	443,720	-
27. Remuneration of councillors		
Executive Major	518,697	470,369
Deputy Executive Mayor	414,958	373,473
Mayoral Committee Members	769,591	701,942
Speaker	414,958	374,335
Councillors	2,152,575	1,953,872
	4,270,779	3,873,991
28. Depreciation and amortisation		
Property, plant and equipment	34,145,423	25,182,442
29. Finance costs		
Current borrowings	7,535,489	6,154,084
30. Debt impairment		
Contributions to bad-debt provision	4,964,544	1,953,648

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
31. Bulk purchases		
Electricity	<u>59,353,373</u>	<u>42,831,232</u>
32. Contracted Services		
Specialist Services	6,231,971	5,150,598
Other Contractors	5,513,979	4,447,331
	<u>11,745,950</u>	<u>9,597,929</u>
33. Grants and subsidies paid		
Other subsidies		
Low house-hold subsidies	9,308,485	9,350,079
Grant to tourism associations	-	963,855
	<u>9,308,485</u>	<u>10,313,934</u>

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
34. General expenses		
Advertising	1,159,447	1,161,418
Auditors remuneration	2,266,910	1,645,709
Bank charges	842,591	740,137
Billing charges	6,047,441	5,400,592
Chemicals	6,575,886	3,790,064
Commission paid	1,215,633	948,679
Conditional receipts expenses	7,266,310	1,457,814
Consulting and professional fees	1,460,381	2,120,585
Consumables	1,364,539	1,212,890
Debt collection	1,633,892	918,377
Deeds office cost	66,334	91,882
Delegate expenses	122,350	65,512
Electricity	1,312,395	985,343
Fuel and oil	6,696,119	6,123,436
Hire	447,203	-
Municipal entity contribution	750,000	-
Insurance	3,523,799	2,952,372
Lease rentals on operating lease	214,365	2,468,628
Managment of informal settlements	1,795,222	1,632,157
Municipal charges	4,497,151	3,050,046
Occupational health and safety	115,239	64,762
Other expenses	3,312,484	4,263,556
Improvement rebates	16,533,199	14,718
Rates income foregone	1,949,666	-
Hermanus public protection	2,736,244	-
Postage and courier	1,042,965	690,982
Printing and stationery	1,371,273	920,080
Property valuation charges	1,774,027	2,814,823
Radio license fees	35,484	23,475
Reference library	238,410	205,774
Refuse/ recycle bags	211,130	178,257
Security services	1,795,415	1,308,291
Solid waste chipping	1,258,443	1,216,516
Solid waste dumping fees	2,735,331	2,786,658
Solid waste haulage	1,645,097	1,226,978
Special projects	643,065	1,676,017
Staff welfare	20,368	263,756
Subscriptions and membership fees	591,963	450,241
Subsistance and transport	610,437	358,385
Sundry expenses	341,571	133,679
Telephone and fax	5,988,249	3,060,256
Tourism development	2,937,198	1,417,309
Training	950,717	999,915
Uniforms and protective clothing	900,602	719,917
Venue expenses	216,452	231,653
Veterinary department	548,193	260,383
Water levies	896,061	503,401
	100,657,251	62,555,423

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
35. Cash generated from operations		
Surplus before taxation	22,806,750	75,228,951
Adjustments for:		
Depreciation and amortisation	34,145,423	25,182,442
Deficit / (surplus) on sale of assets	331,290	(17,458,509)
Interest received	(7,426,095)	(22,040,424)
Finance costs	7,535,489	6,154,084
Movements in operating lease assets and accruals	57,667	(1,208,593)
Movements in retirement benefit assets and liabilities	(1,430,230)	(6,518,481)
Movements in provisions	5,815,531	4,939,809
Landfill Sites	(11,515,779)	(5,713,530)
Alien Clearing Provision	-	(350,000)
Clearing illegal dumping	1,915,999	-
Changes in working capital:		
Inventories	313,731	(3,149,479)
Trade and other receivables from exchange transactions	(17,741,801)	38,955,785
Consumer debtors	(10,783,521)	(1,087,195)
Long term receivables	255,318	116,988
Trade and other payables from exchange transactions	18,160,560	(16,285,561)
VAT	(5,258,960)	(8,334,113)
Unspent conditional grants and receipts	4,257,438	(7,779,819)
	41,438,810	60,652,355

36. Commitments

Authorised capital expenditure

Already contracted for but not provided for

• Property, plant and equipment	15,782,868	-
Not yet contracted for and authorised by accounting officer	157,445,124	167,127,961

This committed expenditure relates to Property, plant and equipment and will be financed by available bank facilities, retained surpluses, existing cash resources, funds internally generated, etc.

Operating leases – as lessee (expense)

Minimum lease payments due

- within one year	794,654	653,064
- in second to fifth year inclusive	934,905	1,729,559
	1,729,559	2,382,623

Operating lease payments represent rentals payable by the municipality for certain of its office equipment. Leases are negotiated for an average term of seven years and rentals are fixed for an average of three years. No contingent rent is payable.

Operating leases – as lessor (income)

Minimum lease payments due

- within one year	315,508	270,979
- in second to fifth year inclusive	1,494,989	1,438,256
- later than five years	133,450	505,692
	1,943,947	2,214,927

Certain of the municipality's properties is held to generate rental income. Lease agreements are non-cancellable and have terms from 3 to 99 years.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
-----------------	------	------

37. Contingent liabilities

M5/ASLA:

The matter arose when M5 sought an order in the Western Cape High Court setting aside a decision of the then Acting Municipal Manager (the undersigned) reversing, on appeal, the allocation of a municipal tender to M5 and instead awarding the tender to ASLA. On 12 February 2009 Mr Justice Le Grange reviewed and set aside the then Acting Municipal Manager's decision. Leave for appeal was granted on 7 May 2009 as reasonable prospects of success existed that another Court may come to a different conclusion given the fact that some of the findings of the Judge are novel with regard to the provisions of the Local Government: Municipal Systems Act, 2000, (Act 32 of 2000).

SALA Pension Fund

SALA unilaterally decided to increase the employer's contribution to the said fund from 18,75 to 20,78% in 2003. A claim was instituted by the South African Local Authorities Pension Fund (SALA) in the Magistrate's Court for the district of Hermanus for the non-payment of increased contributions from July 2003 amounting to R70 649.71 plus interest @ 15.5% p.a. from the date of demand.

38. Comparative figures

Certain comparative figures have been restated, see note 2 for detail information regarding these changes.

39. Risk management

Capital risk management

The municipality's objectives when managing capital are to safeguard the municipality's ability to continue as a going concern in order to provide returns for member and benefits for other stakeholders and to maintain an optimal capital structure to reduce the cost of capital.

The capital structure of the municipality consists of debt, which includes the borrowings (excluding derivative financial liabilities) disclosed in note 15, cash and cash equivalents disclosed in note 10, and equity as disclosed in the statement of financial position.

Financial risk management

Due to the largely non-trading nature of activities and the way in which they are financed, municipalities are not exposed to the degree of financial risk faced by business entities. Financial Instruments play a much more limited role in creating or changing risks that would be typical of listed companies to which the IAS's mainly apply. Generally, Financial Assets and Liabilities are generated by day-to-day operational activities and are not held to manage the risks facing the municipality in undertaking its activities.

The Directorate: Financial Services monitors and manages the financial risks relating to the operations through internal policies and procedures. These risks include interest rate risk, credit risk and liquidity risk. Compliance with policies and procedures is reviewed by the internal auditors on a continuous basis, and annually by external auditors. The municipality does not enter into or trade financial instruments for speculative purposes.

Internal audit, responsible for initiating a control framework and monitoring and responding to potential risk, reports periodically to the municipality's audit committee, an independent body that monitors the effectiveness of the internal audit function.

Liquidity risk

The municipality's risk to liquidity is a result of the funds available to cover future commitments. The municipality manages liquidity risk through an ongoing review of future commitments and credit facilities.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
-----------------	------	------

39. Risk management (continued)

Interest rate risk

Interest Rate Risk is defined as the risk that the fair value or future cash flows associated with a financial instrument will fluctuate in amount as a result of market interest changes.

Potential concentrations of interest rate risk consist mainly of variable rate deposit investments, long-term receivables, consumer debtors, other debtors, bank and cash balances.

The municipality limits its counterparty exposures from its money market investment operations by only dealing with well-established financial institutions of high credit standing. No investment with a tenure exceeding twelve months shall be made without consultation with the councillor responsible for financial matters.

Consumer debtors comprise of a large number of ratepayers, dispersed across different industries and geographical areas. Ongoing credit evaluations are performed on the financial condition of these debtors. Consumer debtors are presented net of a provision for impairment.

In the case of debtors whose accounts become in arrears, it is endeavoured to collect such accounts by "levying of penalty charges", "demand for payment", "restriction of services" and, as a last resort, "handed over for collection", whichever procedure is applicable in terms of Council's Credit Control and Debt Collection Policy.

Long-term Receivables and Other Debtors are individually evaluated annually at balance Sheet date for impairment or discounting. A report on the various categories of debtors is drafted to substantiate such evaluation and subsequent impairment / discounting, where applicable.

The municipality is not exposed to interest rate risk as the municipality borrows funds at fixed interest rates.

The municipality's exposures to interest rates on Financial Assets and Financial Liabilities are detailed in the Credit Risk Management section of this note.

Credit risk

Credit risk consists mainly of cash deposits, cash equivalents, derivative financial instruments and trade debtors. The municipality only deposits cash with major banks with high quality credit standing and limits exposure to any one counterparty.

Trade receivables comprise a widespread customer base. Management evaluated credit risk relating to customers on an ongoing basis. If customers are independently rated, these ratings are used. Otherwise, if there is no independent rating, risk control assesses the credit quality of the customer, taking into account its financial position, past experience and other factors. Individual risk limits are set based on internal or external ratings in accordance with limits set by the board. The utilisation of credit limits is regularly monitored. Sales to retail customers are settled in cash or using major credit cards. Credit guarantee insurance is purchased when deemed appropriate.

Credit quality of financial assets

Counter parties with external credit rating (Fitch's)

Other financial assets

F 1	14,051,614	62,525,864
Counter parties without external credit rating		
Trade and other receivables from exchange transactions		
Group 2	23,544,576	14,703,570
Group 3	16,254,473	7,353,678
	<u>39,799,049</u>	<u>22,057,248</u>

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
39. Risk management (continued)		
Consumer debtors		
Group 1	28,409,829	21,033,843
Group 2	2,486,940	730,131
Group 3	4,515,929	2,094,188
Group 4	17,913,714	17,257,768
	<u>53,326,412</u>	<u>41,115,930</u>
Long term receivables		
Group 3	<u>424,306</u>	<u>795,039</u>

F1 = Highest credit quality. Indicates the strongest capacity for timely payment of financial commitments.

F2 = Good credit quality. A satisfactory capacity for timely payment of financial commitments.

F3 = Fair credit quality. The capacity for timely payment of financial commitments is adequate.

B = Speculative. Minimal capacity for timely payment of financial commitments, plus vulnerability to near term adverse changes in the financial and economic conditions.

Group 1 = Highest credit quality. Indicates the strongest capacity for timely payment of financial commitments.

Group 2 = Good credit quality. A satisfactory capacity for timely payment of financial commitments.

Group 3 = Fair credit quality. The capacity for timely payment of financial commitments is adequate.

Group 4 = Speculative. Minimal capacity for timely payment of financial commitments, plus vulnerability to near term adverse changes in the financial and economic conditions.

40. Additional disclosure in terms of Municipal Finance Management Act**VAT**

VAT receivable	<u>18,532,823</u>	<u>13,273,863</u>
----------------	-------------------	-------------------

All VAT returns have been submitted by the due date throughout the year.

Councillors' arrear consumer accounts

The following Councillors had arrear accounts outstanding for more than 90 days at June 30, 2009:-

June 30, 2009	Outstanding less than 90 days R	Outstanding more than 90 days R	Total R
Berry AG	1,731	-	1,731
Herbert VR	2,698	-	2,698
	<u>4,429</u>	<u>-</u>	<u>4,429</u>

41. Actual operating expenditure versus budgeted operating expenditure

Refer to Appendix E(1) for the comparison of actual operating expenditure versus budgeted expenditure.

42. Actual capital expenditure versus budgeted capital expenditure

Refer to Appendix E(2) for the comparison of actual capital expenditure versus budgeted expenditure.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand

2009

2008

43. Financial liabilities by category

The accounting policies for financial instruments have been applied to the line items below:

2009

	Financial liabilities at amortised cost	Fair value through surplus or deficit - held for trading	Fair value through surplus or deficit - designated	Total
Other financial liabilities	126,246,357	-	-	126,246,357
Trade and other payables	100,796,976	-	-	100,796,976
Consumer deposits	11,379,540	-	-	11,379,540
Unspent conditional grants and receipts	21,330,104	-	-	21,330,104
	259,752,977	-	-	259,752,977

2008

	Financial liabilities at amortised cost	Fair value through surplus or deficit - held for trading	Fair value through surplus or deficit - designated	Total
Other financial liabilities	51,323,243	-	-	51,323,243
Trade and other payables	82,636,415	-	-	82,636,415
Consumer deposits	10,220,922	-	-	10,220,922
Unspent conditional grants and receipts	17,072,666	-	-	17,072,666
	161,253,246	-	-	161,253,246

Fair Value

The Fair Values of Financial Assets and Financial Liabilities are determined as follows:

- the Fair Value of Financial Assets and Financial Liabilities with standard terms and conditions and traded on active liquid markets is determined with reference to quoted market prices;

The management of the municipality is of the opinion that the carrying value of Financial Assets and Financial Liabilities recorded at amortised cost in the Annual Financial Statements approximate their fair values. The fair value of Financial Assets and Financial Liabilities were determined after considering the standard terms and conditions of agreements entered into between the municipality and other parties as well as the the current payment ratio's of the municipality's debtors.

44. Other income

Administration and management fees received - third party	12,089,690	13,481,179
Other income	-	197,124
	12,089,690	13,678,303

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
45. Operating surplus		
Operating surplus for the year is stated after accounting for the following:		
Operating lease charges		
Premises		
• Contractual amounts	36,000	166,308
Equipment		
• Contractual amounts	178,365	2,302,320
	<u>214,365</u>	<u>2,468,628</u>
(Deficit) / surplus on sale of property, plant and equipment	<u>(331,290)</u>	<u>17,458,509</u>
Depreciation on property, plant and equipment	<u>34,145,423</u>	<u>25,182,442</u>
Employee costs	<u>127,860,847</u>	<u>108,359,008</u>
46. Auditors' remuneration		
Fees	<u>2,266,910</u>	<u>1,645,709</u>

47. Related parties

Relationships

Control entity of the municipality

Overstrand Local Economic Development Agency (Pty) Ltd (OLEDA) is a 100% wholly owned entity controlled by Overstrand Municipality.

Related party balances

Related party transactions

Subsidies paid to

Overstrand Local Economic Development Agency (Pty) Ltd (OLEDA)	750,000	-
--	---------	---

A grant was paid to OLEDA in order to perform its functions with regard to the promotion of local economic development in the Overstrand in accordance with Overstrand Municipality's Integrated Development Plan.

Expenses paid on behalf of entity

Overstrand Local Economic Development Agency (Pty) Ltd (OLEDA)	-	138,341
--	---	---------

Pre incorporation cost was paid on behalf of OLEDA.

48. Deviation from supply chain management regulations

Paragraph 12(1)(d)(i) of Government gazette No. 27636 issued on 30 May 2005 states that a supply chain management policy must provide for the procurement of goods and services by way of a competitive bidding process.

Paragraph 36 of the same gazette states that the accounting officer may dispense with the official procurement process in certain circumstances, provided that he records the reasons for any deviations and reports them to the next meeting of the accounting officer and includes a additional schedule to this note to the financial statements.

Refer to page 313 for the supply chain management deviations.

OVERSTRAND MUNICIPALITY

Financial Statements for the year ended June 30, 2009

Notes to the Financial Statements

Figures in Rand	2009	2008
49. Irregular expenditure		
Legal costs	1,460,381	-
Management of informal settlements	1,795,222	-
	3,255,603	-

Expenditure was not incurred in accordance with the supply chain management policy.

50. Fruitless and wasteful expenditure**Reconciliation**

Opening balance	5,863	-
Fruitless and wasteful expenditure	5,718	5,863
Approved by council	(5,863)	-
	5,718	5,863

IncidentDisciplinary steps/criminal proceedings

Payment to fraudulent bank account

Referred to HR for investigation

51. Housing development fund

The housing development fund was established according to the Housing Act, 1997.

The balance consists solely of extinguished loans received from the national housing board in accordance with the Housing Act, 1997.

Opening balance	3,317,403	3,305,463
Transfer to fund	11,273	11,940
	3,328,676	3,317,403

OVERSTRAND MUNICIPALITY
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

NOTE 48: DEVIATIONS FROM SUPPLY CHAIN MANAGEMENT REGULATIONS (CONTINUED from pg.311)

TENDERS AND QUOTATIONS DEVIATIONS FOR THE PERIOD 1 JULY 2008 TO JUNE 2009

TENDER NO	Adjudicated	Deviations	Description	Area	Awarded to	Unit Price	Operational	Capital
SC213a/2007	13/06/2008	SCM Reg 32(1)(a)-(d)	Stanford Sewer Reticulation	Stanford	Shar Civils			474,974.00
SC344/2008	28/05/2008	SCM Reg 36(1)(a) (v)	Purchase Bitumen from Tosas	Hermanus	Tosas		25,680.00	
SC345/2008	28/05/2008	SCM Reg 36(1)(a) (v)	Language Policy for Overstrand Municipality	Overstrand	Frans Boot		21,000.00	
SC346/2008	29/05/2008	SCM Reg 36(1)(a) (v)	New Municipal Offices	Hermanus	Site Form Framing			699,508.77
SC346a/2008	17/06/2008	SCM Reg 36(1)(a) (v)	Electricity New Municipal Offices	Hermanus	Atlas Cables Supplies Cape			26,700.00
SC346b/2008	17/06/2008	SCM Reg 36(1)(a) (v)	Computer Network New Municipal Offices	Hermanus	Cable's Cabling			49,386.00
SC347/2008	30/05/2008	SCM Reg 36(1)(a) (v)	Repairs to Digger Loader	Hermanus	Masakhanye Motor Repairs		7,908.00	
SC349/2008	03/06/2008	SCM Reg 36(1)(a) (ii)	Wireless Vantage Pro2 Weather station	Overstrand	C.W. Price & Co (pty) Ltd		12,750.00	
SC350/2008	03/06/2008	SCM Reg 36(1)(a) (v)	Land survey Erf 3430 Gansbaai	Gansbaai	Spronk Associates Inc		13,660.00	
SC351/2008	03/06/2008	SCM Reg 36(1)(a) (v)	Radio Repeater Grootbos- Fir Brigade Services	Gansbaai	Benlikor Communications		19104,00	
SC352/2008	03/06/2008	SCM Reg 36(1)(a) (v)	Purchase of Electrical Cable	Overstrand	Atlas Cable Supply		38,000.00	
SC354/2008	06/06/2008	SCM Reg 36(1)(a) (v)	Service Heil 4000 Compactor & Fit 3 top doors CEM 17013	Hermanus	Transtech		5,449.60	
SC355/2008	06/06/2008	SCM Reg 36(1)(a) (v)	Repairs on Caterpillar 930 CAM 13541	Kleinmond	Masakhanye Motor Repairs		14,040.00	
SC361/2008	10/06/2008	SCM Reg 36(1)(a) (v)	Accomodation Traffic Officers	Overstrand	Silver Protea Accommodation		58,921.05	
SC362/2008	19/06/2008	SCM Reg 36(1)(a)(ii)	Electrical Equipment CT Lab	Hermanus	CT LAB (Pty) Ltd			34,100.00
SC363/2008	17/06/2008	SCM Reg 36(1)(a) (v)	Analysis of Water samples (AL Abbott)	Overstrand	AL Abbott & Assoc (Pty)Ltd		51,035.00	

TENDER NO	Adjudicated	Deviations	Description	Area	Awarded to	Unit Price	Operational	Capital
SC364/2008	18/06/2008	SCM Reg 36(1)(a)(ii)	Interlock Pavers Rooiels	Rooiels	Concrete Quality		39,078.94	
SC366/2008	19/06/2008	SCM Reg 36(1)(a)(i)	Repairs Zwelihle Sewerline	Zwelihle	Requad Construction		15,000.00	
SC367/2008	24/06/2008	SCM Reg 36(1)(a)(v)	Telephone Cabling Gansbaai Offices	Gansbaai	Gijima Ast		46,580.00	
SC368/2008	24/06/2008	SCM Reg 36(1)(a)(v)	Educational Equipment Creches	Overstrand	Plastics for Africa		24,699.66	
SC369/2008	24/06/2008	SCM Reg 36(1)(a)(v)	Educational Equipment Creches	Overstrand	Grassroots Pre-School Shop		32,271.05	
SC160f/2008	27/06/2008	SCM Reg 36(1)(a)(v)	Construct Gravel Road Mnt Pleasant	Mnt Pleasant	Peter Starke Civils			273,722.37
SC166a/2007	27/06/2008	SCM Reg 36(1)(a)(v)	Construction Roads Prigle Bay Rooiels	Pringle Bay Rooiels	Cape Asphalt			1,035,584.00
SC376/2008	15/07/2008	SCM Reg 32(1)(a)-(e)	Updating & Maintenance of GIS Data	Overstrand	Valdata Pty Ltd		175,000.00	
SC388/2008	18/07/2008	SCM Reg 36(1)(a)(v)	Cleaning of Toilets Zwelihle	Hermanus	Aubrey Sondezi	R900 p.w.	10,000.00	
SC389/2008	18/07/2008	SCM Reg 36(1)(a)(v)	Garden Services Head Office	Hermanus	Earth Alive	R7500 p.m	15,000.00	
SC390/2008	18/07/2008	SCM Reg 36(1)(a)(v)	Repairs Digger Loader CEM 4022	Kleinmond	Masakhanye Motors		6,344.00	
SC391/2008	18/07/2008	SCM Reg 36(1)(a)(v)	Chemicals for Gansbaai Sewer Plant	Gansbaai	Avantu	R15,665.60	46,996.80	
SC392/2008	18/07/2008	SCM Reg 36(1)(a)(v)	Chemicals for Stanford Sewer Plant	Stanford	Avantu	R1,940.64	11,643.84	
SC400/2008	22/07/2008	SCM Reg 36(1)(a)(v)	Upgrade SCADA Telemetry System	Kleinmond	Spectrum Com			71,811.00
SC401/2008	22/07/2008	SCM Reg 36(1)(a)(v)	Alterations to Ablution Facilities Old Harbour	Kleinmond	Meyer & Voster		25,000.00	
SC407/2008	01/08/2008	SCM Reg 36(1)(a)(v)	Repair Engine CAM 9879	Kleinmond	Rola Motors		28,157.00	
SC410/2008	01/08/2008	SCM Reg 36(1)(a)(v)	Water Quality Analysis July - Dec 2008	Overstrand	National Health Laboratory Services		120,000.00	
SC414/2008	08/08/2008	SCM Reg 36(1)(a)(v)	Recon Fuel pump CAM13541	Kleinmond	Worcester Diesel Diens		10,584.61	
SC246c/2008	09/10/2008	SCM Reg 36(1)(a)(v)	Hermanus Checkers Impact Study	Hermanus	Urban-Econ		26,000.00	
SC385a/2008	16/10/2008	SCM Reg 36(1)(a)(v)	Repairs to coastal paths Onrus Sandbaai	Hermanus	RPJ's Garden & Home		35,614.04	
SC415a/2008	21/10/2008	SCM Reg 36(1)(a)(v)	Stormwater Infrastructure De Villiers	Sandbaai	Allan Bailey Civils			13,490.00

TENDER NO	Adjudicated	Deviations	Description	Area	Awarded to	Unit Price	Operational	Capital
SC424/2008	29/08/2008	SCM Reg 36(1)(a)(ii)	Dogs and Cats Control HAWS	Hermanus	Hermanus Animal Welfare Society		200,000.00	
SC430/2008	01/09/2009	SCM Reg 36(1)(a)(ii)	Repairs URSUS Trekker CEM 2352	Hermanus	Ursus SA		11,307.93	
SC437/2008	02/09/2008	SCM Reg 36(1)(a)(ii)	EE Policy & EE Plan	Overstrand	PAMS		29,640.00	
SC438/2008	02/09/2008	SCM Reg 36(1)(a)(ii)	Occupational Health & Safety Act	Overstrand	A du Plessis Occupational Safety Consultance		10,000.00	
SC439/2008	02/09/2008	SCM Reg 36(1)(a)(ii)	HIV Intervention	Overstrand	African Centre for HIV Management		65,100.00	
SC440/2008	02/09/2008	SCM Reg 36(1)(a)(ii)	Liquid Aluminium Sulphate Preekste	Hermanus	Kemanzi		54,771.93	
SC442/2008	02/09/2008	SCM Reg 36(1)(a)(ii)	Repairs to Foot-Bridge	Kleinmond	Kleinmond Bouhandel		15,000.00	
SC445/2008	03/09/2008	SCM Reg 36(1)(a)(ii)	Blue flag beach registration fees	Overstrand	Wild Life & Environmental Soc		30,000.00	
SC446/2008	03/09/2008	SCM Reg 36(1)(a)(ii)	Drawings of plans for alterations and additions to auditorium	Hermanus	Andrew Greef Architects		22,860.00	
SC448/2008	04/09/2008	SCM Reg 36(1)(a)(v)	Garden Services Head Office	Hermanus	Glen Pearson		15,900.00	
SC449/2008	04/09/2008	SCM Reg 36(1)(a)(v)	Security Services Caravan Park On	Onrus	Safe Guarding Division		17,456.26	
SC455/2008	09/09/2008	SCM Reg 36(1)(a)(v)	Promoting community based initiati	Overstrand	Overstrand Conservation Foundation		43,859.65	
SC456/2008	11/09/2008	SCM Reg 36(1)(a)(ii,v)	Mechlift ML150 Lifter CEM11377	Hermanus	Transtech		38,000.00	
SC457/2008	11/09/2008	SCM Reg 36(1)(a)(v)	Repair Digger loader CEM5251	Hermanus	Worcester Enjin Sentrum		23,771.80	
SC469/2008	15/09/2008	SCM Reg 36(1)(a)(v)	Liquid Aluminium Sulphate Preekste	Hermanus	Kemanzi		54,771.93	
SC470/2008	23/09/2008	SCM Reg 36(1)(a)(ii)	Herbicide for Working for Water	Overstrand	Ecoguard		27,500.00	
SC474/2008	23/09/2009	SCM Reg 36(1)(a)(v)	Repair Caterpillar 120H CEM 16700	Kleinmond	Barloworld Equipment		14,413.41	
SC475/2008	23/09/2008	SCM Reg 36(1)(a)(v)	Forensic Investigation Kleinmond Harbour Development	Kleinmond	E Pretorius SC		19,316.00	
SC494/2008	27/10/2008	SCM Reg 36(1)(a)(i)	Fire Disaster Kleinmond Overhills	Kleinmond	Built IT		35,318.20	
SC173a/2007	18/12/2008	SCM Reg 36(1)(a)(v)	Design Guidelines of Heritage Resources	Overstrand	Nicolas Bauman		160,000.00	
SC357a/2008	21/11/2008	SCM Reg 36(1)(a)(v)	Upgrading Streets & Sidewalks- Her	Hermanus	Allan Bailey Civils		45,620.44	
SC357a/2008	21/11/2008	SCM Reg 36(1)(a)(v)	Upgrading Streets & Sidewalks- Her	Hermanus	AVDM Consulting		4,379.56	
SC423a/2008	24/12/2008	SCM Reg 36(1)(a)(v)	Additional Security Services Hermanus & Hawston Swimming pools	Hermanus & Hawston Swimming pools	Robert & Good Security	R155.40 per shift	11,965.80	
SC497/2008	31/10/2008	SCM Reg 36(1)(a)(v)	Rebristle main broom Duvelo Streetsweeper	Hermanus	Uni-Cape Equipment (Pty) Ltd		9,550.00	
SC498/2008	31/10/2008	SCM Reg 36(1)(a)(v)	Repair Transmission CEM 16128	Hermanus	Vaal Cape Treansmission		13,727.53	
SC500/2008	03/11/2008	SCM Reg 36(1)(a) (v)	P MAXX Electrical metering Reading Software	Overstrand	PJ Technologies		16,342.00	

TENDER NO	Adjudicated	Deviations	Description	Area	Awarded to	Unit Price	Operational	Capital
SC501/2008	03/11/2008	SCM Reg 36(1)(a) (v)	Repairs to 11KV Cables & Terminations	Hermanus	Giles Supertention Jointing cc		15,087.55	
SC503/2008	05/11/2008	SCM Reg 36(1)(a) (v)	Repairs to Sewer Pumpstations	Kleinmond	Tricom Africa		29,980.00	
SC504/2008	07/11/2008	SCM Reg 36(1)(a) (v)	Storm damage repairs at Bittou parking area Vermont	Vermont	JAMBI Project Management CC		15,350.88	
SC505/2008	07/11/2008	SCM Reg 36(1)(a)(v)	Recondition engine complete CEM 71	Hermanus	Worcester Enjinsentrum		46,661.40	
SC506/2008	10/11/2008	SCM Reg 36(1)(a)(ii)	Maintenance & repairs to telemetry-Benliekor Communications	Hermanus	Benliekor Communications		8,655.00	
SC507/2008	10/11/2008	SCM Reg 36(1)(a)(v)	Repairs Caterpillar 930 CAM 13541	Overstrand	Masakhanye Motors		13,178.00	
SC508/2008	10/11/2008	SCM Reg 36(1)(a)(v)	Locks changed Bongo's office and glass doors at Administration Building	Hermanus	Prag Key & Heel Bar		3,560.53	
SC510/2008	11/11/2008	SCM Reg 36(1)(a)(v)	Liquid Aluminium Sulphate Preekste	Hermanus	Kemanzi		54,771.93	
SC511/2008	14/11/2008	SCM Reg 36(1)(a)(v)	Repair Hydraulic pump and transmis	Hermanus	Ursus S.A. Edms Bpk		10,941.79	
SC513/2008	19/11/2008	SCM Reg 36(1)(a)(v)	Shelves Registration Department	Hermanus	Waltons		14,450.00	
SC515/2008	19/11/2008	SCM Reg 36(1)(a)(v)	Repair Engine CEM 2746	Hermanus	Worcester Enjin Sentrum		47,809.61	
SC516/2008	20/11/2008	SCM Reg 36(1)(a)(v)	Repair Sewerage Pump - Tricom Af	Kleinmond	Tricom Africa		17,849.00	
SC517/2008	20/11/2008	SCM Reg 36(1)(a)(v)	Arcgis 9.3 - Fire Brigade/Disaster	Overstrand	GIMS		18,715.00	
SC521/2008	24/11/2008	SCM Reg 36(1)(a)(v)	Recondition engine Ursus 2812 CEI	Hermanus	Worcester Enjin Sentrum		19,850.00	
SC522/2008		SCM Reg 36(1)(a)(v)	Detect a leak Sunny Seas Reservoir	Kleinmond	Detect-a-Leak		10,000.00	
SC523/2008	26/11/2008	SCM Reg 36(1)(a)(v)	Purchase of Pro-Audit Advisor softw	Overstrand	CQS Technology Holdings (Pty) Ltd		87,330.00	
SC524/2008	26/11/2008	SCM Reg 36(1)(a)(v)	Registration of Municipal Property	Overstrand	Adriaan Louw Attorneys		19,230.00	
SC525/2008	26/11/2008	SCM Reg 36(1)(a)(i)	Stormwater Repairs 8 th Street Voë	Hermanus	ABC Civils		38,150.00	
SC527/2008	26/11/2008	SCM Reg 36(1)(a)(v)	Premixed Asphalt - Much Asphalt	Hermanus	Much Asphalt		12,789.47	
SC532/2008	01/12/2008	SCM Reg 36(1)(a)(ii)	Traffic - 7500 Prepaid Envelopes	Overstrand	SA Poskantoor		14,506.60	
SC533/2008	01/12/2008	SCM Reg 36(1)(a)(v)	DLX Port Card - PABX Hermanus	Overstrand	GijimaAst		15,959.00	
SC534/2008	03/12/2008	SCM Reg 36(1)(a)(v)	Repairs to Sewer Pumpstations	Hermanus	HSM (Pty) Ltd		56,800.00	
SC535/2008	04/12/2008	SCM Reg 36(1)(a)(ii)	Electrical instruments C.T.Lab	Hermanus	C.T. Lab (Pty) Ltd		104,600.00	
SC536/2008	08/12/2008	SCM Reg 36(1)(a)(v)	Repairs to Catterpillar CEM 25824	Hermanus	Barloworld Equipment		18,752.91	
SC537/2008	08/12/2008	SCM Reg 36(1)(a)(v)	Remove & refit Cylinder head CEM	Kleinmond	Masakhanye Motors		14,190.09	
SC538/2008	08/12/2008	SCM Reg 36(1)(a)(v)	Circuit Breaker ABB Power Product	Gansbaai	ABB Power Products		33,500.00	
SC539/2008	12/12/2008	SCM Reg 36(1)(a)(ii)	Training in Verotest Equipment (Ele	Hermanus	Verotest		10,500.00	
SC541/2008	12/12/2008	SCM Reg 36(1)(a)(v)	Support Services EMIS Jul, Aug, Se	Overstrand	Water Management Services CC		90,450.00	
SC542/2008	18/12/2008	SCM Reg 36(1)(a)(v)	Repairs to Nissan UD90 CEM 2334	Gansbaai	Transtech		9,600.00	

TENDER NO	Adjudicated	Deviations	Description	Area	Awarded to	Unit Price	Operational	Capital
SC543/2008	19/12/2008	SCM Reg 36(1)(a)(v)	Data changes on Payday salary mo	Overstrand	Payday Software Systems (Cape)		14,100.00	
SC544/2008	19/12/2008	SCM Reg 36(1)(a)(v)	Repair pumps at Hawston Sewer PI	Hermanus	Vettie's Maintenance & Cleaning		22,000.00	
SC423b/2008	16/01/2009	SCM Reg 36(1)(a)(v)	Additional Security Services Onrus Caravan Park	Onrus Caravan Park	Andy's Low Profile	R200 per s	18,000.00	
SC506a/2008	12/03/2009	SCM Reg 36(1)(a)(ii)	Repairs to radios Benliekor Communications	Hermanus	Benliekor Communications		10,651.75	
SC545/2008	09/01/2009	SCM Reg 36(1)(a)(v)	Fire Detection system IT Rooms	Kleinmond & Gansbaai	Atlas Fire Security (Pty) Ltd			176,480.00
SC550/2009	09/01/2009	SCM Reg 36(1)(a)(v)	Repairs to Onrus Main Sewage Pun	Hermanus	HSM (Pty) Ltd		41,806.00	
SC551/2009	09/01/2009	SCM Reg 36(1)(a)(v)	Research on Hoy's Koppie Dr Hrom	Hermanus	Dr C A Hromnik		25,000.00	
SC552/2009	16/01/2009	SCM Reg 36(1)(a)(v)	Updating of Water & Sewer Master	Overstrand	GLS Consulting (Pty) Ltd		447,683.00	
SC555/2009	19/01/2009	SCM Reg 36(1)(a)(v)	Socio-Economic data licence	Overstrand	Quantec Research Pty Ltd		17,544.45	
SC556/2009	19/01/2009	SCM Reg 36(1)(a)(ii)	Traffic fines - books & forms	Overstrand	Forms Media Independent		26,620.00	
SC557/2009	19/01/2009	SCM Reg 36(1)(a)(v)	Business speed reading & Informati	Overstrand	CBM Training		38,925.00	
SC558/2009	19/01/2009	SCM Reg 36(1)(a)(v)	Proposal for the REAF application	Overstrand	Agribusiness Development Corporation		10,000.00	
SC559/2009	19/01/2009	SCM Reg 36(1)(a)(v)	Rezoning of erf 569 & 572	Hermanus	Spronk & Associates		13,763.50	
SC562/2009	23/01/2009	SCM Reg 36(1)(a)(v)	Repair Sewer- and waterpumps	Kleinmond	Tricom Africa		39,477.25	
SC563/2008	26/01/2008	SCM Reg 36(1)(a)(v)	GIS Upgrades - GIMS (Pty) Ltd	Overstrand	GIMS (Pty) Ltd		65,700.00	
SC568/2009	29/01/2009	SCM Reg 36(1)(a)(i)	Removal of perched rock at Bientar	Hermanus	Sea & Shore Products		30,075.00	
SC569/2009	30/01/2009	SCM Reg 36(1)(a)(v)	Repair storm damage at parking area Gearings Point	Hermanus	Vula Environmental Services			27,424.45
SC570/2009	30/01/2009	SCM Reg 36(1)(a)(v)	Windows Terminal Server Licenses	Overstrand	Lateral Dynamics (Pty) Ltd		56,160.00	
SC571/2009	30/01/2009	SCM Reg 36(1)(a)(v)	Integrated Announcement Server C	Gansbaai & Kleinmond	GijimaAst		26,460.00	
SC575/2009	09/02/2009	SCM Reg 36(1)(a)(v)	Benchmarking Market-related Renumeration M.M. & Section 56 Managers	Overstrand	Work Dynamics (Pty) Ltd		11,000.00	
SC579/2009	18/02/2009	SCM Reg 32(1)(a-d)	Values & I.D. of Infrastructure Asse	Overstrand	Africon Engineering International (Pty) Ltd			624,140.35
SC580/2009	17/02/2009	SCM Reg 36(1)(a)(v)	T-Shirts for Ward Committee Summ	Overstrand	Action Signs & Promotions		25,519.00	
SC581/2009	17/02/2009	SCM Reg 36(1)(a)(v)	Venue for Ward Committee Summi	Overstrand	The Caledon Hotel & Spa		34,210.00	
SC582/2009	17/02/2009	SCM Reg 36(1)(a)(v)	Monthly Service fee Price Waterhou	Overstrand	Price Waterhouse Coopers		25,900.00	
SC584/2009	17/02/2009	SCM Reg 36(1)(a)(v)	Novell Storage Manager One year N	Overstrand	Lateral Dynamics		58,660.00	

TENDER NO	Adjudicated	Deviations	Description	Area	Awarded to	Unit Price	Operational	Capital
SC588/2009	18/02/2009	SCM Reg 36(1)(a)(v)	Repair Pump at Borehole Gateway	Hermanus	Masisibenze Water Systems (Pty)Ltd		16,817.55	
SC589/2009	18/02/2009	SCM Reg 36(1)(a)(v)	DVD Capacity Building Workshop V	Overstrand	Ivory Multimedia Productions cc		17,436.00	
SC590/2009	18/02/2009	SCM Reg 36(1)(a)(v)	Purchase of herbicides for Working	Overstrand	Ecoguard		41,520.00	
SC590a/2009	25/02/2009	SCM Reg 36(1)(a)(v)	Purchase of herbicides for Working	Overstrand	Ecoguard		55,862.50	
SC591/2009	18/02/2009	SCM Reg 36(1)(a)(v)	Repairs to Refuse Compactor CAM	Kleinmond	Transtech		125,414.03	
SC592/2009	23/02/2009	SCM Reg 36(1)(a)(v)	Water Purification Chemicals	Kleinmond	Ikusasa		26,448.00	
SC596/2009	24/02/2009	SCM Reg 36(1)(a)(ii)	Transfer of Properties Provincial Government to Overstrand Municipality	Hawston	Leon Breytenbach Prop.		10,000.00	
SC597/2009	25/02/2009	SCM Reg 36(1)(a)(i)	Building Material Fire Disaster Than	Zwelihle	Built IT		89,970.77	
SC598/2009	26/02/2009	SCM Reg 36(1)(a)(ii)	Equipment E Natis	Overstrand	Tasima			109,847.16
SC599/2009	26/02/2009	SCM Reg 36(1)(a)(i)	Building Material Relocation of Squatters- Gansbaai Refuse Dump	Gansbaai	Built IT		35,475.35	
SC603/2009	27/02/2009	SCM Reg 36(1)(a)(ii)	Monittring Equipment Zwelihle Bulk Water Meters	Zwelihle	Flowtron Technology cc		25,000.00	
SC604/2009	02/03/2009	SCM Reg 36(1)(a)(v)	Fiberglass basket on crane CEM 11744	Gansbaai	600 CT Manufacturing		16,492.00	
SC605/2009	03/03/2009	SCM Reg 36(1)(a)(v)	Recon Engine CEM 14827	Overstrand	Worcester Enjin Sentrum		36,700.00	
SC609/2009	05/03/2009	SCM Reg 36(1)(a)(v)	Road Stone 13.2mm and 6.7mm	Hermanus	Afrimat Aggegates : Prima Klipbrekers		21,078.00	
SC611/2009	13/03/2009	SCM Reg 36(1)(a)(ii),(v)	Repairs to various Sewer pumpstations	Hermanus	HSM (Pty) Ltd		51,090.30	
SC612/2009	16/03/2009	SCM Reg 36(1)(a)(ii)	Replace pump exchange unit CY 77621	Overstrand	Fire Raiders Cape		19,114.00	
SC618/2009	19/03/2009	SCM Reg 36(1)(a)(v)	Contract Management Module (Collaborator)	Overstrand	Business Engineering		86,965.00	
SC541a/2009	25/05/2009	SCM Reg 36(1)(a)(v)	Support Services EMIS Nov Dec 08 Jan Feb Mrt Apr May 09	Overstrand	Water Management Services cc		70,890.00	
SC620/2009	20/03/2009	SCM Reg 36(1)(a)(v)	Electricity Monitoring System (six units)	Overstrand	ONLAB		27,450.00	
SC622a/2009	27/05/2009	SCM Reg 36(1)(a)(ii)	Stanby services at sewer pumpstations for Escom Power Outage	Hermanus	HSM (Pty) Ltd		86,900.00	
SC624/2009	30/03/2009	SCM Reg 36(1)(a)(ii)	20 x Round Tables Banqueting Hall	Hermanus	Telfa Furniture			25,997.40

TENDER NO	Adjudicated	Deviations	Description	Area	Awarded to	Unit Price	Operational	Capital
SC625/2009	30/03/2009	SCM Reg 36(1)(a)(v)	Test & Commission faulty relays & cables Sandbaai switching stations	Hermanus	ONLAB		18,870.00	
SC626/2009	30/03/2009	SCM Reg 36(1)(a)(ii)	Annual maintenance of PMAXX software & Training	Hermanus	PJ Technologies (Cape) cc		25,517.00	
SC627/2009	06/04/2009	SCM Reg 36(1)(a)(v)	Repair Engine CEM 26264	Hermanus	Worcester Enjin Sentrum		26,880.00	
SC633/2009	20/04/2009	SCM Reg 36(1)(a)(ii)en(v)	Repairs to faulty pumpstations	Hermanus	HSM (Pty) Ltd		104,685.10	
SC634/2009	09/04/2009	SCM Reg 36(1)(a)(v)	Repair & recondition fire-arms of Traffic Department	Overstrand	Pat du Toit Wapensmit		16,364.00	
SC635/2009	09/04/2009	SCM Reg 36(1)(a)(v)	Statutes of SA online	Overstrand	Lexis Nexis		29,951.05	
SC636/2009	09/04/2009	SCM Reg 36(1)(a)(v)	Supply & Install Six Digital Telephones	Overstrand	GijimaAst		17,250.00	
SC637/2009	14/04/2009	SCM Reg 36(1)(a)(v)	Repair Sewerage Pump - Tricom Af	Kleinmond	Tricom Africa		18,739.00	
SC638/2009	17/04/2009	SCM Reg 36(1)(a)(ii)en(v)	Expansion of telemetry system	Gansbaai	Spectrum Communications (Pty)Ltd		58,432.00	
SC640/2009	27/05/2009	SCM Reg 36(1)(a)(v)	GIS Upgrades - GIMS (Pty) Ltd	Overstrand	GIMS (Pty) Ltd		72,200.00	
SC641/2009	20/04/2009	SCM Reg 36(1)(a)(v)	Network Software Licensing	Overstrand	Lateral Dynamics (Pty) Ltd		53,720.00	
SC643/2009	23/04/2009	SCM Reg 36(1)(a)(v)	Lifeguard Services	Kleinmond	Viking See Lewensredder Klub		18,900.00	
SC645/2009	29/04/2009	SCM Reg 36(1)(a)(v)	Booking of flights CPT to Durban INDABA May 2009	Hermanus	Harvey World Travel		21,220.00	
SC647/2009	29/04/2009	SCM Reg 36(1)(a)(ii)	Purchase of herbicides for Working for Water Project	Overstrand	Ecoguard		26,300.00	
SC648/2009	29/04/2009	SCM Reg 36(1)(a)(ii)	Purchase of herbicides for Working for Water Project	Overstrand	Ecoguard		26,300.00	
SC649/2009	29/04/2009	SCM Reg 36(1)(a)(ii)	Purchasing of SMS credits	Overstrand	Supervision (PTY) Ltd		24,000.00	
SC651/2009	05/05/2009	SCM Reg 36(1)(a)(v)	Rehabilitation of Stanford Disposal	Stanford	L.T. de Jager		62,400.00	
SC652/2009	06/05/2009	SCM Reg 36(1)(a)(v)	SABS Wearing Course Speedbump	Hermanus	Much Asphalt		18,299.88	
SC654/2009	08/05/2009	SCM Reg 36(1)(a)(ii)	Audit and repairs to Enermax meter	Hermanus	PJ Technologies (Cape) cc		15,880.00	
SC655/2009	11/05/2009	SCM Reg 36(1)(a)(v)	Upgrades EMIS System Electrical I	Overstrand	Water Management Services cc		292,575.00	
SC656/2009	14/05/2009	SCM Reg 36(1)(a)(v)	Leave Management Module Collab	Overstrand	Business Engineering		60,000.00	
SC658/2009	15/05/2009	SCM Reg 36(1)(a)(ii)	Drager alcohol & drug test systems	Overstrand	Drager		43,000.00	
SC659/2009	15/05/2009	SCM Reg 36(1)(a)(v)	Repair leaks on hydraulic system C	Kleinmond	Masakhane Motor repairs		15,660.00	
SC660/2009	18/05/2009	SCM Reg 36(1)(a)(v)	EMIS Support & updates Jul 08 - Ma	Overstrand	Water Management Services cc		41,005.00	
SC661/2009	18/05/2009	SCM Reg 36(1)(a)(i) (v)	Leak detection water network Betty'	Betty's Bay	Detect-a-Leak		26,000.00	
SC662/2009	18/05/2009	SCM Reg 36(1)(a)(i) (v)	Transfer of Property De Kock to Mu	Hermanus	Vorster & Steyn		20,964.00	

TENDER NO	Adjudicated	Deviations	Description	Area	Awarded to	Unit Price	Operational	Capital
SC664/2009	18/05/2009	SCM Reg 36(1)(a)(i) (v)	Repairs to CEM 6932 Nissan Refu	Hermanus	Transtech		104,771.55	
SC665/2009	18/05/2009	SCM Reg 36(1)(a)(i) (v)	Repairs to CEM 11377 Nissan Refu	Hermanus	Transtech		99,507.59	
SC670/2009	20/05/2009	SCM Reg 36(1)(a)(ii)	Training material	Overstrand	Skillstrain Distribution		19 226.00	
SC673/2009	25/05/2009	SCM Reg 36(1)(a)(v)	Repair Hydraulic Platform CEM 217	Hermanus	Barloworld Equipment		46,637.88	
SC675/2009	01/06/2009	SCM Reg 36(1)(a)(v)	Survey of Modder River Outspan N	Stanford	Spronk & Associates Inc		24,719.42	
SC683/2009	09/06/2009	SCM Reg 36(1)(a)(v)	Repairs to Pumps: River Pumpstation	Kleinmond	Pump Service Centre		38,203.98	
SC688/2009	19/06/2009	SCM Reg 36(1)(a)(v)	Repairs to Mosselriver Bridge	Hermanus	Jambi Project Management cc		16,184.00	
SC689/2009	20/06/2009	SCM Reg 36(1)(a)(v)	Bulletproof Vests	Overstrand	Imperial Armour		38,262.82	
SC691/2009	25/06/2009	SCM Reg 36(1)(a)(v)	Training Disciplinary action	Overstrand	SA Employment Law Services cc		80,532.60	
SC692/2009	25/06/2009	SCM Reg 36(1)(a)(v)	Stationery, Toys, Equipment Mayoral Special Projects	Overstrand	Plastics Etc		38,300.39	
SC693/2009	25/06/2009	SCM Reg 36(1)(a)(v)	Stationery, Toys, Equipment Mayoral Special Projects	Overstrand	Grassroots Educational Trust		31,577.82	
SC694/2009	26/06/2009	SCM Reg 36(1)(a)(v)	Repair Gormann Rupp Pump	Kleinmond	Vetties Maintenance & Cleaning cc		34,274.00	
SC695/2009	30/06/2009	SCM Reg 36(1)(a)(v)	Repairs & Maintenance to Pumpsta	Hermanus	HSM (Pty) Ltd		92,556.84	
DEVIATIONS FOR THE PERIOD 1 JULY 2008 TO 30 JUNE 2009							6,480,724.16	3,643,165.50

SCM Reg 36(1)(a)(i)	An emergency (An emergency is an unforeseeable and sudden event with harmful or potentially harmful consequences for the municipality which requires urgent action to address.)
SCM Reg 36(1)(a)(ii)	Goods or services are produced or available from a single provider only
SCM Reg 36(1)(a)(iii)	The acquisition of special works of art or historical objects where specifications are difficult to compile
SCM Reg 36(1)(a)(iv)	Acquisition of animals for zoos and/or nature and game reserves
SCM Reg 36(1)(a)(v)	Exceptional case where it was impractical or impossible to follow the official procurement processesE

OVERSTRAND MUNICIPALITY
APPENDIX A
SCHEDULE OF EXTERNAL LOANS AS AT 30 JUNE 2009

	Loan Number	Redeemable	Balance at 30/06/2008 R	Received during the period R	Redeemed/ written off during period R	Balance at 30/06/2009 R	Other costs in accordance with MFMA R
ANNUITY LOANS							
ABSA @ 10.440%	4073054262	2024	0	40,000,000	0	40,000,000	
ABSA @ 10.82%	4073923493	2024	0	42,000,000	0	42,000,000	
DBSA @ 9.171%	13535/102	2020	3,769,168		314,096	3,455,071	
DBSA @ 9.171%	13543/101	2019	3,283,377		273,614	3,009,762	
DBSA @ 9.171%	13761/101	2020	3,259,302		260,744	2,998,558	
DBSA @ 12.00%	10450/102	2017	893,546		50,233	843,312	
DBSA @ 8,42%	102169/1	2022	16,469,058		585,134	15,883,924	
RAND MERCHANT @ 10.219%		2008	11,500,379		3,447,383	8,052,995	
INCA @ 12.82%		2012	12,148,410		2,145,679	10,002,732	
Total annuity loans			51,323,240	82,000,000	7,076,883	126,246,354	0
TOTAL EXTERNAL LOANS			51,323,240	82,000,000	7,076,883	126,246,354	0

OVERSTRAND MUNICIPALITY
APPENDIX B
ANALYSIS OF PROPERTY PLANT AND EQUIPMENT
30 JUNE 2009

	Cost / Revaluation							Accumulated Depreciation						Carrying Value R'000
	Restated Opening Balance R'000	Additions R'000	Disposals R'000	Under Construction R'000	Balance before unbundling R'000	Unbundling/ Valuation of assets R'000	Closing Balance R'000	Opening Balance R'000	Depreciation R'000	Disposals R'000	Balance before unbundling R'000	Unbundling/ Valuation of assets R'000	Closing Balance R'000	
Land														
Land	34,895,323	-	-	-	34,895,323	265,574,077	300,469,400	-	-	-	-	-	-	300,469,400
	34,895,323	-	-	-	34,895,323	265,574,077	300,469,400	-	-	-	-	-	-	300,469,400
Buildings														
Operational Buildings	39,898,447	1,636,820	-	-	41,535,267	(13,707,311)	27,827,956	15,209,981	1,381,057	-	16,591,038	(16,591,038)	-	27,827,956
Community Buildings	47,941,482	6,244,573	8,937,394	616,419	63,739,868	2,943,477	66,683,344	5,669,412	1,661,954	-	7,331,366	(7,331,366)	-	66,683,344
	87,839,929	7,881,393	8,937,394	616,419	105,275,135	(10,763,835)	94,511,300	20,879,393	3,043,012	-	23,922,404	(23,922,404)	-	94,511,300
Infrastructure														
Roads	81,100,805	16,055,597	-	-	97,156,402	1,530,322,148	1,627,478,551	20,480,281	6,693,733	-	27,174,014	680,181,120	707,355,134	920,123,416
Sewerage	102,799,576	18,042,810	-	-	120,842,387	486,055,261	606,897,647	32,137,544	4,083,667	-	36,221,211	238,588,627	274,809,838	332,087,810
Electricity	118,653,995	32,304,832	-	1,298,873	152,257,699	749,005,068	901,262,767	21,305,693	5,712,060	-	27,017,753	314,607,690	341,625,442	559,637,325
Water	95,115,417	20,595,646	-	35,920,697	151,631,760	1,000,679,006	1,152,310,766	24,063,883	4,533,123	-	28,597,006	826,297,355	854,894,361	297,416,404
Stormwater Drains	40,045,701	16,228,470	-	3,186,341	59,460,513	120,249,237	179,709,749	5,189,116	2,125,929	-	7,315,044	123,711,897	131,026,941	48,682,808
Solid Waste Disposal	16,654,580	139,749	-	5,693,479	22,487,809	2,886,301	25,374,110	2,107,121	445,386	-	2,552,507	1,402,809	3,955,316	21,418,794
Security measures	6,035,939	199,708	-	-	6,235,647	7,378,103	13,613,750	2,696,082	1,297,950	-	3,994,032	3,162,478	7,156,510	6,457,240
	460,406,014	103,566,812	-	46,099,390	610,072,216	3,896,575,124	4,506,647,340	107,979,719	24,891,849	-	132,871,568	2,187,951,975	2,320,823,542	2,185,823,797
Community Assets														
Recreational facilities	13,158,580	932,676	-	-	14,091,256	79,166,674	93,257,930	2,206,756	515,117	-	2,721,873	18,899,441	21,621,314	71,636,616
Other community assets	5,591,159	-	-	-	5,591,159	(5,591,159)	-	2,429,776	187,000	-	2,616,777	(2,616,777)	-	-
	18,749,739	932,676	-	-	19,682,415	73,575,515	93,257,930	4,636,532	702,117	-	5,338,649	16,282,665	21,621,314	71,636,616
Heritage Assets														
Heritage Assets	1,088,522	-	-	-	1,088,522	72,022,787	73,111,309	-	-	-	-	-	-	73,111,309
	1,088,522	-	-	-	1,088,522	72,022,787	73,111,309	-	-	-	-	-	-	73,111,309
Total carried forward	602,979,528	112,380,881	8,937,394	46,715,809	771,013,612	4,296,983,668	5,067,997,279	133,495,644	28,636,978	-	162,132,621	2,180,312,235	2,342,444,857	2,725,552,423

OVERSTRAND MUNICIPALITY
APPENDIX B
ANALYSIS OF PROPERTY PLANT AND EQUIPMENT
30 JUNE 2009

	Cost / Revaluation							Accumulated Depreciation						Carrying Value
	Restated Opening Balance	Additions	Disposals	Under Construction	Balance before unbundling	Unbundling/ Valuation of assets	Closing Balance	Opening Balance	Depreciation	Disposals	Balance before unbundling	Unbundling/ Valuation of assets	Closing Balance	
	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000
Total brought forward	602,979,528	112,380,881	8,937,394	46,715,809	771,013,612	4,296,983,668	5,067,997,279	133,495,644	28,636,978	-	162,132,621	2,180,312,235	2,342,444,857	2,725,552,423
Other Assets														
Furniture	5,292,516	-	-	-	5,292,516	(3,655,721)	1,636,794	3,056,095	449,073	-	3,505,167	(2,967,159)	538,009	1,098,786
Equipment	17,100,445	1,059,697	-	173,248	18,333,391	(10,378,760)	7,954,631	8,657,392	1,855,381	-	10,512,773	(7,233,003)	3,279,770	4,674,860
Vehicles	32,194,505	11,169,535	-	-	43,364,041	2,370,788	45,734,829	11,329,502	3,204,371	-	14,533,873	(4,424,496)	10,109,377	35,625,452
Inventory	-	2,709,742	-	-	2,709,742	(2,709,742)	-	-	-	-	-	-	-	-
	54,587,467	14,938,974	-	173,248	69,699,689	(14,373,435)	55,326,254	23,042,988	5,508,825	-	28,551,813	(14,624,657)	13,927,156	41,399,098
Total	657,566,994	127,319,855	8,937,394	46,889,057	840,713,300	4,282,610,233	5,123,323,533	156,538,632	34,145,803	-	190,684,435	2,165,687,578	2,356,372,013	2,766,951,520

ANALYSIS OF INTANGIBLE ASSETS
30 JUNE 2009

	Cost / Revaluation							Accumulated Amortisation						Carrying Value
	Restated Opening Balance	Additions	Disposals	Under Construction	Balance before unbundling	Unbundling/ Valuation of assets	Closing Balance	Opening Balance	Depreciation	Disposals	Balance before unbundling	Unbundling/ Valuation of assets	Closing Balance	
	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000
Intangible assets														
Water rights	2,360,000	-	-	-	2,360,000	-	2,360,000	708,000	118,000	-	826,000	-	826,000	1,534,000
Software and programmes	465,030	-	-	-	465,030	-	465,030	465,030	-	-	465,030	-	465,030	-
	2,825,030	-	-	-	2,825,030	-	2,825,030	1,173,030	118,000	-	1,291,030	-	1,291,030	1,534,000
Total	660,392,024	127,319,855	8,937,394	46,889,057	843,538,330	4,282,610,233	5,126,148,563	157,711,662	34,263,803	-	191,975,465	2,165,687,578	2,357,663,042	2,768,485,520

APPENDIX C
OVERSTRAND MUNICIPALITY: SEGMENTAL ANALYSIS OF PROPERTY, PLANT AND EQUIPMENT AS AT 30 JUNE 2009

	Cost				Accumulated Depreciation				Carrying Value R	
	Opening Balance R	Additions R	Transfer	Restatement R	Closing Balance R	Opening Balance R	Transfer	Restatement R		Closing Balance R
Executive & Council	470,649		-470,649		0	457,041	-457,041		0	0
Finance & Admin	48,060,426	23,609,735	91,081,801	287,529,246	450,281,208	13,182,377	15,722,831	-15,003,793	13,901,415	436,379,793
Planning & Development	52,006,252		-52,006,252		0	385,875	-385,875		0	0
Health	567,522		-567,522		0	394,873	-394,873		0	0
Community & Social Services	22,649,690			70,608,240	93,257,930	5,225,765		16,395,550	21,621,314	71,636,616
Housing	30,725,916		-30,725,916		0	11,738,173	-11,738,173		0	0
Public Safety	7,111,754	199,708	-7,311,462		0	2,746,869	-2,746,869		0	0
Sport & Recreation	26,349,561	932,676		-21,550,487	5,731,750	7,925,500		-4,781,267	3,144,233	2,587,517
Environmental Protection	1,881,224			71,230,086	73,111,311	741,284		-741,284	0	73,111,310
Waste Management	142,048,932	43,291,149		630,412,426	815,752,507	45,605,258		365,677,503	411,282,761	404,469,746
Road Transport	82,260,822	16,055,597		1,529,162,131	1,627,478,550	21,962,245		685,392,888	707,355,133	920,123,417
Water	120,127,048	56,516,343		979,778,374	1,156,421,765	27,391,459		830,024,513	857,415,972	299,005,793
Electricity	125,667,198	33,603,704		741,991,865	901,262,767	24,741,724		316,883,717	341,625,441	559,637,326
Total	659,926,995	174,208,912	0	4,289,161,881	5,123,297,788	162,498,441	0	2,193,847,828	2,356,346,269	2,766,951,519

APPENDIX D
OVERSTRAND MUNICIPALITY: SEGMENTAL STATEMENT OF FINANCIAL
PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2009

2008 Actual Income R	2008 Actual Expenditure R	2008 Surplus/ (Deficit) R		2,009 Actual Income R	2,009 Actual Expenditure R	2,009 Surplus/ (Deficit) R
15,709,275	15,644,482	64,794	Executive & Council	21,224,879	11,765,290	9,459,589
155,674,571	84,492,409	71,182,162	Finance & Admin	131,079,530	52,800,660	79,963,212
4,781,890	11,946,495	-7,164,605	Planning & Development	4,626,022	18,834,346	-14,208,324
416,394	10,043,069	-9,626,675	Community & Social Services	1,479,849	27,915,437	-26,435,588
305,918	6,698,844	-6,392,926	Housing	6,669,363	12,069,735	-5,400,372
7,410,351	17,488,989	-10,078,638	Public Safety	7,714,877	27,131,402	-19,416,525
5,544,148	21,328,150	-15,784,002	Sport & Recreation	5,532,525	14,504,910	-8,972,385
160,047	3,523,885	-3,363,838	Environmental Protection	134,290	4,388,489	-4,254,199
26,694,094	25,432,374	1,261,720	Solid Waste Management	31,651,252	32,140,090	-488,838
29,106,097	29,693,713	-587,616	Waste Management	32,056,044	34,655,902	-2,599,858
891	27,188,468	-27,187,577	Road Transport	43,987	48,866,091	-48,822,104
43,810,499	29,220,928	14,589,571	Water	67,000,042	68,264,022	-1,263,980
89,151,516	74,241,772	14,909,744	Electricity	113,210,672	116,436,206	-3,225,534
378,765,692	356,943,578	21,822,114	Sub-Total	422,423,332	469,772,580	-45,664,906
0	-49,005,900	49,005,900	Less: Inter-departmental Charges		-70,001,560	70,001,560
378,765,692	307,937,678	70,828,014	Total	422,423,332	399,771,020	24,336,654

UNAUDITED: APPENDIX E(1)				
OVERSTRAND MUNICIPALITY: ACTUAL VS. BUDGET (REVENUE AND EXPENDITURE) FOR THE YEAR ENDED				
30 JUNE 2009				
	2009 Actual R	2009 Budget R	2009 Variance R	2009 Variance %
REVENUE				
Property rates	116,200,501	102,823,958	13,376,543	13
Service charges	230,052,353	232,693,578	-2,641,225	-1
Property rates - penalties imposed and collection charges	836,157	1,000,000	-163,843	-16
Rental Income	5,005,281	6,010,000	-1,004,719	-17
Income from agency services	-	-	-	-
Public contributions, donated and contributed	1,624,455	-	-	-
Fines	3,497,518	4,730,480	-1,232,962	-26
Licences and permits	1,600,346	1,568,500	31,846	2
Government grants	44,098,257	42,400,463	1,697,794	4
Other income	12,082,369	27,145,161	-15,062,792	-55
Profit on sale of shares	-	-	-	-
Interest received- investment	7,426,095	16,888,562	-9,462,467	-56
Total Revenue	422,423,332	435,260,702	-14,461,825	-3
EXPENDITURE				
Employee related costs	123,590,068	127,390,600	3,800,532	3
Remuneration of Councillors	4,270,779	4,296,260	25,481	1
Depreciation and amortisation	34,145,423	27,140,230	-7,005,193	-26
Finance Costs	7,535,489	8,075,780	540,291	7
Debt impairment	4,964,544	500,000	-4,464,544	-893
Repairs and maintenance	43,868,368	51,565,262	7,696,894	15
Bulk purchases	59,353,373	59,417,094	63,721	0
Contracted services	11,745,950	14,595,788	2,849,838	20
Grants and subsidies paid	9,308,485	9,269,930	-38,555	-0
General expenses - other (including abnormal expenses)	100,657,251	109,522,303	8,865,052	8
Total Expenditure	399,439,730	411,773,247	12,333,517	3
Gain on disposal of assets	-331,290	-31,070,000	-30,738,710	99
NET SURPLUS/(DEFICIT) FOR THE YEAR	22,652,312	54,557,455	31,905,143	

UNAUDITED: APPENDIX E(2)					
OVERSTRAND MUNICIPALITY: ACTUAL VS. BUDGET (ACQUISITION OF PROPERTY, PLANT AND EQUIPMENT) FOR THE YEAR ENDED 30 JUNE 2009					
	2009 Actual	2009 Budget	2009 Variance	2009 Variance	Explanation of Significant Variances Greater than 5% versus Budget
	R	R	R	%	
Land					
Land	0	0	0	0	
Buildings					
Operational Buildings	1,636,820	3,163,000	-1,526,180	-93%	Reprioritisation of capital budget
Community Buildings	6,860,992	7,634,616	-773,624	-11%	Reprioritisation of capital budget
	8,497,812	10,797,616	-2,299,804	-27%	
Infrastructure					
Roads	16,055,597	20,865,000	-4,809,403	-30%	Reprioritisation of capital budget
Sewerage	18,042,810	18,447,300	-404,490	-2%	
Electricity	33,603,704	35,037,986	-1,434,282	-4%	
Water	56,516,343	56,013,911	502,432	1%	
Stormwater drains	19,414,811	19,956,326	-541,515	-3%	Reprioritisation of capital budget
Solid Waste Disposal	5,833,228	5,889,781	-56,553	-1%	
Security measures	199,708	199,708	0	0%	
	149,666,202	156,410,012	-6,743,810	-5%	
Community Assets					
Recreational facilities	932,676	2,329,031	-1,396,355	-150%	Reprioritisation of capital budget
Other community assets					
	932,676	2,329,031	-1,396,355	-150%	
Heritage Assets					
Heritage Assets					
	0	0	0	0%	
Other Assets					
Furniture					
Equipment	1,232,946	2,169,836	-936,890	-76%	Reprioritisation of capital budget
Vehicles	11,169,535	11,569,856	-400,321	-4%	
Inventory	2,709,742	3,023,500	-313,758	-12%	Reprioritisation of capital budget
	15,112,223	16,763,192	-1,650,969	-11%	
Total	174,208,912	186,299,851	-12,090,939	-7%	

APPENDIX F

OVERSTRAND MUNICIPALITY: DISCLOSURE OF GRANTS AND SUBSIDIES IN TERMS OF SECTION 123 OF MFMA, 56 OF 2003

Grant and Subsidies Received

Name of Grants	Name of organ of state or municipal entity	Quarterly Receipts				Quarterly Expenditure				Grants and Subsidies delayed / withheld					Reason for delay withholding of funds	Did your municipality comply with the grant conditions in terms of grant framework in the latest Division of Revenue Act	Reason for non-compliance	
		June	Sept	Dec	March	June	June	Sept	Dec	March	June	Sept	Dec	March				June
FMG	Nat Treasury	1,204,688				500,000	467,959				884,531						Y	
MSIG	Nat Treasury	150,000				400,000	150,000				397,098							
Masimbimbane Project	DWAF	297,000				297,000					1,031,470							
MIG Projects	PAWC	0				10,058,000	4,060,000				14,188,000						Y	
Library	PAWC	304,919				505,419	304,919				505,419						Y	
Prov Road Subsidy	PAWC	707,000				16,000	707,000				16,000						Y	
Social Housing	PAWC					2,176,726	2,239,011				6,132,042						Y	
Multi Purpose Centre	PAWC	694,435					400,000				616,419						Y	
Community Dev. Workers	PAWC	72,000				96,000	72,000				96,000							
Housing Consumer Education	PAWC	88,400				150,000	111,600				52,967							
		10,576,131	0	0	0	12,464,450	8,916,801	0	0	0	13,889,458	0	0	0	0			



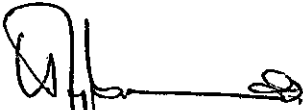
OVERSTRAND MUNICIPALITY
Annual Consolidated Financial Statements
for the year ended June 30, 2009

Overstrand Municipality
ANNUAL CONSOLIDATED FINANCIAL STATEMENTS
for the year ended 30 June 2009

Approval of annual consolidated financial statements

I am responsible for the preparation of these annual consolidated financial statements, which are set out on pages 332 to 402 in terms of Section 126(1) of the Municipal Finance Management Act and which I have signed on behalf of the Municipality.

I certify that the salaries, allowances and benefits of Councillors, loans made to Councillors, if any, and payments made to Councillors for loss of office, if any, as disclosed in the notes of these annual financial statements are within the upper limits of the framework envisaged in Section 219 of the Constitution, read with the Remuneration of Public Officer Bearers Act and the Minister of Provincial and Local Government's determination in accordance with this Act.



Municipal Manager:

08 December 2009

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Index

Index	Page
Statement of Financial Position	333
Statement of Financial Performance	334
Statement of Changes in Net Assets	335
Cash Flow Statement	336
Accounting Policies	337 - 352
Notes to the Annual Consolidated Financial Statements	353 - 394
Appendixes:	
Appendix A: Schedule of External loans	395
Appendix B: Analysis of Property, Plant and Equipment	396 - 397
Appendix C: Segmental analysis of Property, Plant and Equipment	398
Appendix D: Segmental Statement of Financial Performance	399
Appendix E(1): Actual versus Budget (Revenue and Expenditure)	400
Appendix E(2): Actual versus Budget (Acquisition of Property, Plant and Equipment)	401
Appendix F: Disclosure of Grants and Subsidies in terms of the Municipal Finance Management Act	402

Accounting Officer

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Statement of Financial Position

Figures in Rand	Notes	2009	Restated 2008
Assets			
Current Assets			
Inventories	3	4,537,951	4,851,682
Other financial assets	4	-	50,000,000
Operating lease asset	5	1,150,927	1,208,594
Trade and other receivables from exchange transactions	6	39,834,640	22,057,248
Other receivables from non-exchange transactions, including taxes and transfers	7	18,532,823	13,273,863
Consumer debtors	8	37,391,968	26,608,447
Long term receivables	9	110,099	365,417
Cash and cash equivalents	10	14,558,288	20,461,282
		116,116,696	138,826,533
Non-Current Assets			
Investment property	11	47,481,200	-
Property, plant and equipment	12	2,767,063,748	501,028,362
Intangible assets	13	2,363,581	2,360,000
Other financial assets	4	14,051,614	12,525,864
Long term receivables	9	314,207	429,622
		2,831,274,350	516,343,848
Non-current assets held for sale	14	18,851,000	-
Total Assets		2,966,242,046	655,170,381
Liabilities			
Current Liabilities			
Other financial liabilities	15	23,092,373	7,591,851
Trade and other payables from exchange transactions	16	100,839,006	82,636,415
Consumer deposits	17	11,379,540	10,220,922
Retirement benefit obligation	18	1,064,897	999,903
Unspent conditional grants and receipts	19	23,830,104	17,072,666
Provisions	20	1,952,424	5,676,176
Deferred lease liability		1,838	-
		162,160,182	124,197,933
Non-Current Liabilities			
Other financial liabilities	15	103,153,984	43,731,392
Retirement benefit obligation	18	52,453,742	46,582,736
Provisions	20	24,134,221	14,594,938
		179,741,947	104,909,066
Total Liabilities		341,902,129	229,106,999
Net Assets		2,624,339,917	426,063,382
Net Assets			
Reserves			
Revaluation reserve		265,574,077	-
Housing development fund	51	3,328,676	3,317,403
Accumulated surplus		2,355,437,164	422,745,979
Total Net Assets		2,624,339,917	426,063,382

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Statement of Financial Performance

Figures in Rand	Notes	2009	Restated 2008
Revenue			
Property rates	21	116,200,501	81,624,568
Service charges	22	230,199,470	188,705,120
Property rates - penalties imposed and collection		836,157	804,773
Rental Income		5,005,281	5,601,148
Public contributions, Donated and contributed property, plant and equipment		1,624,455	12,061,619
Fines		3,497,518	3,634,458
Licences and permits		1,600,346	1,660,420
Government grants	23	44,768,757	29,335,921
Other income	24	12,094,610	13,481,179
Profit on the sale of shares		-	197,124
Interest received	25	7,580,458	22,040,424
Total Revenue		423,407,553	359,146,754
Expenditure			
Employee related costs	26	(124,190,790)	(104,485,017)
Remuneration of councillors	27	(4,270,779)	(3,873,991)
Depreciation and amortisation	28	(34,157,862)	(25,182,442)
Finance costs	29	(7,535,489)	(6,154,084)
Debt impairment	30	(4,964,544)	(1,953,648)
Repairs and maintenance		(43,868,894)	(34,428,612)
Bulk purchases	31	(59,353,373)	(42,831,232)
Contracted services	32	(11,745,950)	(9,597,929)
Grants and subsidies paid	33	(9,308,485)	(10,313,934)
General Expenses	34	(100,567,544)	(62,555,423)
Total Expenditure		(399,963,710)	(301,376,312)
Gain / (Loss) on disposal of assets		(331,290)	17,458,509
Surplus for the year		23,112,553	75,228,951

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Statement of Changes in Net Assets

	Internal Funds and Reserves	Revaluation reserve	Housing development fund	Total reserves	Accumulated surplus	Total net assets
Figures in Rand						
Opening balance as previously reported	210,735,180	-	3,305,463	3,305,463	144,795,854	358,836,497
Adjustments						
Change in accounting policy	(210,735,180)	-	-	-	217,524,665	6,789,485
Prior year adjustments	-	-	-	-	(2,134,144)	(2,134,144)
Balance at 01 July 2007	-	-	3,305,463	3,305,463	360,186,375	363,491,838
Changes in net assets						
Surplus for the year	-	-	-	-	75,228,951	75,228,951
Post Retirement Benefits Adjustments	-	-	-	-	(6,518,481)	(6,518,481)
Landfill sites Rehabilitation Adjustment	-	-	-	-	(5,713,531)	(5,713,531)
Alien Clearing Adjustment	-	-	-	-	(350,000)	(350,000)
Electricity Stock Take-on	-	-	-	-	2,652,271	2,652,271
Transfer to Housing Development Fund	-	-	11,940	11,940	(11,940)	-
Changes in accounting policy and prior period adjustments	-	-	-	-	(2,727,666)	(2,727,666)
Total changes	-	-	11,940	11,940	62,559,604	62,571,544
Balance at July 1, 2008	-	-	3,317,403	3,317,403	422,745,979	426,063,382
Changes in net assets						
Surplus for the year	-	-	-	-	23,112,553	23,112,553
Prior period error - Unbundling of PPE	-	-	-	-	1,860,300,536	1,860,300,536
Change in Accounting Policy - Reconition of Investment Property	-	-	-	-	47,481,200	47,481,200
Change in Accounting Policy - Recognition of Non-current Assets Held for Sale	-	-	-	-	18,851,000	18,851,000
Landfill sites Rehabilitation Adjustment	-	-	-	-	(11,515,780)	(11,515,780)
Post Retirement Benefits adjustments	-	-	-	-	(7,366,234)	(7,366,234)
Cleaning up illegal dumping adjustments	-	-	-	-	1,915,999	1,915,999
Transfer to Housing Development Fund	-	-	11,273	11,273	(11,273)	-
Accounting errors	-	-	-	-	1,649	1,649
Revaluation and Recognition of land	-	265,574,077	-	265,574,077	-	265,574,077
Movement in self insurance fund	-	-	-	-	(78,465)	(78,465)
Total changes	-	265,574,077	11,273	265,585,350	1,932,691,185	2,198,276,535
Balance at June 30, 2009	-	265,574,077	3,328,676	268,902,753	2,355,437,164	2,624,339,917

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Cash Flow Statement

Figures in Rand	Notes	2009	2008
Cash flows from operating activities			
Receipts			
- Taxation		116,200,501	81,624,568
- Sales of goods and services		219,415,949	187,617,925
- Grants		51,526,195	21,556,102
- Other receipts		1,679,682	66,853,800
Payments			
- Employee costs		(125,365,702)	(110,886,510)
- Suppliers		(59,353,373)	(42,831,232)
- Other payments		(159,994,123)	(143,282,299)
Cash generated from operations	35	44,109,130	60,652,355
Interest income		7,580,458	22,040,424
Finance costs		(7,535,489)	(6,154,084)
Transfers to self insurance fund		(78,466)	-
Prior period adjustments		1,647	4,834,623
Net cash from operating activities		44,077,280	81,373,318
Cash flows from investing activities			
Purchase of property, plant and equipment	12	(127,429,004)	(107,027,825)
Construction of property, plant and equipment	12	(46,889,057)	(52,625,193)
Sale of property, plant and equipment	12	(331,290)	17,458,509
Purchase of other intangible assets	13	(4,158)	-
Movement in financial assets		48,474,250	625,913
Movement in long term receivables		115,415	474,244
Net cash from investing activities		(126,063,844)	(141,094,352)
Cash flows from financing activities			
Movement in other financial liabilities		74,923,114	(6,221,183)
Movement in deferred lease liability		1,838	-
Movement in Consumer deposits		1,158,618	1,359,320
Net cash from financing activities		76,083,570	(4,861,863)
Total cash movement for the year		(5,902,994)	(64,582,897)
Cash at the beginning of the year		20,461,282	85,044,179
Net increase / (decrease) in cash and cash equivalents	10	14,558,288	20,461,282

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Accounting Policies

1. Presentation of Annual Consolidated Financial Statements

The annual financial statements have been prepared on an accrual basis of accounting and are in accordance with historical cost convention.

These annual financial statements have been prepared in accordance with Generally Recognised Accounting Practice (GRAP), issued by the Accounting Standards Board in accordance with Section 122(3) of the Municipal Finance Management Act, (Act No 56 of 2003). The standards and pronouncements that form the GRAP Reporting Framework for the 2008/09 financial period is set out in Directive 5 Issued by the Accounting Standards Board (ASB) on 11 March 2009.

The applicable standards are summarised as follows:

GRAP 1	Presentation of Financial Statements
GRAP 2	Cash Flow Statements
GRAP 3	Accounting Policies, Changes in Accounting Estimates and Errors
GRAP 5	Borrowing Costs
GRAP 6	Consolidated financial statements and accounting for controlled entities
GRAP 9	Revenue
GRAP 12	Inventories
GRAP 13	Leases
GRAP 14	Events After the Reporting Date
GRAP 16	Investment Property
GRAP 17	Property, Plant and Equipment
GRAP 19	Provisions, Contingent Liabilities and Contingent Assets
GRAP 100	Non-current Assets Held for Sale and Discontinued Operations
GRAP 102	Intangible Assets
IGRAP 1	Applying the Probability Test on Initial Recognition of Exchange Revenue

GRAP 6 has been complied with to the extent that the requirements in these standards relate to the Economic Entity's consolidated financial statements.

GAMAP 9.29 - 9.35 and 9.39 - 9.54 has been applied relating to certain revenue.

Accounting policies for material transactions, events or conditions not covered by the above GRAP Standards have been developed in accordance with paragraphs 7, 11 and 12 of GRAP 3.

These accounting policies and the applicable disclosures have been based on the International Public Sector Accounting Standards (IPSAS) and the South African Statements of Generally Accepted Accounting Practices (SA GAAP) including any interpretations of such Statements issued by the Accounting Practices Board.

IPSAS 20	Related Party Disclosures
IPSAS 21	Impairment of Non Cash-Generating Assets
IFRS 7	Financial Instruments: Disclosures
IAS 19	Employee Benefits
IAS 32	Financial Instruments: Presentation
IAS 36	Impairment of Assets
IAS 39	Financial Instruments: Recognition and Measurement
IFRIC 4	Determining whether an arrangement contains a lease

IFRIC 14 IAS 19 - The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction

SIC 27 Disclosure – Service Concession Arrangements

The accounting policies applied are consistent with those used to present the previous year's financial statements, unless explicitly stated. The details of any changes in accounting policies are explained in the relevant policy.

A summary of the significant accounting policies, which have been consistently applied, are disclosed below.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Accounting Policies

1.2 Significant judgements and sources of estimation uncertainty

The following are the critical judgements that the management have made in the process of applying the Economic Entity's Accounting Policies and that have the most significant effect on the amounts recognised in the Annual Financial Statements:

1.2.1 Revenue recognition

Accounting Policy 12.1 on Revenue from Exchange Transactions and Accounting Policy 12.2 on Revenue from Non-exchange Transactions describes the conditions under which revenue will be recorded by the management of the Economic Entity.

In making their judgement, the management considered the detailed criteria for the recognition of revenue as set out in GRAP 9: Revenue from Exchange Transactions and, in particular, whether the Economic Entity, when goods are sold, had transferred to the buyer the significant risks and rewards of ownership of the goods and when services is rendered, whether the service has been rendered. The management of the Economic Entity is satisfied that recognition of the revenue in the current year is appropriate.

1.2.2 Financial assets and liabilities

The classification of financial assets and liabilities is based on judgement by management.

1.2.3 Provisions and contingent liabilities

Management judgement is required when recognising and measuring provisions and when measuring contingent liabilities as set out in notes, 20 and 37 respectively. Provisions are discounted where the effect of discounting is material using actuarial valuations.

1.3 Sources of estimation uncertainty

The following are the key assumptions concerning the future, and other key sources of estimation uncertainty at the reporting date, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year:

1.3.1 Impairment of Financial Assets

Accounting Policy 10.1.5 on Impairment of Financial Assets describes the process followed to determine the value with which financial assets should be impaired. In making the estimation of the impairment, the management of the Economic Entity considered the detailed criteria of impairment of financial assets as set out in IAS 39: Financial Instruments - Recognition and Measurement. The management of the Economic Entity is satisfied that impairment of financial assets recorded during the year is appropriate. Details of the impairment loss calculation are provided in Notes 20 and 21 to the Annual Consolidated Financial Statements.

1.3.2 Useful lives of Property, Plant and Equipment

As described in Accounting Policy 6.2, the Economic Entity depreciates its property, plant and equipment, investment property and intangible assets over the estimated useful lives of the assets, taking into account the residual values of the assets at the end of their useful lives, which is determined when the assets are brought into use. The useful life and residual values of the assets are based on industry knowledge.

1.3.3 Defined Benefit Plan Liabilities

As described in Accounting Policy 15, the Economic Entity obtains actuarial valuations of its defined benefit plan liabilities. The defined benefit obligations of the Economic Entity that were identified are Post-retirement Health Benefit Obligations and Long-service Awards. The estimated liabilities are recorded in accordance with the requirements of IAS 19. Details of the liabilities and the key assumptions made by the actuaries in estimating the liabilities are provided in Note 18 to the Annual Consolidated Financial Statements.

2. PRESENTATION CURRENCY

The Annual Consolidated Financial Statements are presented in South African Rand, which is the functional currency of the Economic Entity, and amounts are rounded off to the nearest R1.

3. GOING CONCERN ASSUMPTION

The Annual Consolidated Financial Statements have been prepared on the assumption that the Economic Entity is a going concern and will continue in operation for the foreseeable future.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Accounting Policies

4. OFFSETTING

Assets, liabilities, revenues and expenses have not been offset except when offsetting is required or permitted by a Standard of GRAP.

5. ACCUMULATED SURPLUS

Included in the accumulated surplus of the Economic Entity, are the following reserves that are maintained in terms of specific requirements:

5.1 *Housing Development Fund*

The Housing Development Fund was established in terms of the Housing Act, (Act No. 107 of 1997). Loans from national and provincial government used to finance housing selling schemes undertaken by the Municipality were extinguished on 1 April 1998 and transferred to a Housing Development Fund. Housing selling schemes, both complete and in progress as at 1 April 1998, were also transferred to the Housing Development Fund. In terms of the Housing Act, all proceeds from housing developments, which include rental income and sales of houses, must be paid into the Housing Development Fund. Monies standing to the credit of the Housing Development Fund can be used only to finance housing developments within the municipal area subject to the approval of the Provincial MEC responsible for housing.

5.2 *Capital Replacement Reserve (CRR)*

In order to finance the provision of infrastructure and other items of property, plant and equipment from internal sources, amounts are transferred from the accumulated surplus/ (deficit) to the CRR in terms of the Annual Budget. The cash in the CRR Account can only be utilised to finance items of property, plant and equipment. The CRR is reduced and the accumulated surplus/ (deficit) is credited by a corresponding amount when the amounts in the CRR are utilised.

The amount transferred to the CRR is based on the Economic Entity's need to finance future capital projects included in the Integrated Development Plan.

5.3 *Capitalisation Reserve*

On the implementation of GAMAP/GRAP, the balance on certain funds, created in terms of the various Provincial Ordinances applicable at the time, that had historically been utilised for the acquisition of items of property, plant and equipment have been transferred to a Capitalisation Reserve instead of the accumulated surplus/ (deficit) in terms of a directive (budget circular) issued by National Treasury. The purpose of this Reserve is to promote consumer equity by ensuring that the future depreciation expenses that will be incurred over the useful lives of these items of property, plant and equipment are offset by transfers from this reserve to the accumulated surplus/(deficit).

The balance on the Capitalisation Reserve equals the carrying value of the items of property, plant and equipment financed from the former legislated funds. When items of property, plant and equipment are depreciated, a transfer is made from the Capitalisation Reserve to the accumulated surplus/ (deficit).

When an item of property, plant and equipment is disposed, the balance in the Capitalisation Reserve relating to such item is transferred to the accumulated surplus/ (deficit).

5.4 *Government Grant Reserve*

When items of property, plant and equipment are financed from government grants, a transfer is made from the accumulated surplus/(deficit) to the Government Grants Reserve equal to the Government Grant recorded as revenue in the Statement of Financial Performance in accordance with a directive (budget circular) issued by National Treasury. When such items of property, plant and equipment are depreciated, a transfer is made from the Government Grant Reserve to the accumulated surplus/ (deficit). The purpose of this policy is to promote community equity by ensuring that the future depreciation expenses that will be incurred over the useful lives of government grant funded items of property, plant and equipment are offset by transfers from this reserve to the accumulated surplus/ (deficit).

When an item of property, plant and equipment financed from government grants is disposed, the balance in the Government Grant Reserve relating to such item is transferred to the accumulated surplus/ (deficit).

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Accounting Policies

5.5 *Donations and Public Contributions Reserve*

When items of property, plant and equipment are financed from public contributions and donations, a transfer is made from the accumulated surplus/(deficit) to the Donations and Public Contributions Reserve equal to the donations and public contributions recorded as revenue in the Statement of Financial Performance in accordance with a directive (budget circular) issued by National Treasury. When such items of property, plant and equipment are depreciated, a transfer is made from the Donations and Public Contributions Reserve to the accumulated surplus/ (deficit). The purpose of this policy is to promote community equity and facilitate budgetary control by ensuring that sufficient funds are set aside to offset the future depreciation charges that will be incurred over the estimated useful life of the item of property, plant and equipment financed from donations and public contributions.

When an item of property, plant and equipment financed from government grants is disposed, the balance in the Donations and Public Contributions Reserve relating to such item is transferred to the accumulated surplus/ (deficit).

5.6 *Self-Insurance Reserve*

The Economic Entity has a Self-Insurance Reserve to set aside amounts to offset potential losses or claims that cannot be insured externally. The balance of the self-insurance fund is invested in short-term investments.

Claims are settled by transferring a corresponding amount from the self-insurance reserve to the accumulated surplus.

5.7 *Revaluation Reserve*

The surplus arising from the revaluation of land and buildings is credited to a non-distributable reserve. The revaluation surplus is realised as revalued buildings are depreciated, through a transfer from the revaluation reserve to the accumulated surplus/ (deficit). On disposal, the net revaluation surplus is transferred to the accumulated surplus/ (deficit) while gains or losses on disposal, based on revalued amounts, are credited or charged to the Statement of Financial Performance.

6. PROPERTY, PLANT AND EQUIPMENT

6.1 *Measurement*

Property, plant and equipment are initially recorded at cost. The cost of an item of property, plant and equipment is the purchase price and other costs attributable to bring the asset to the location and condition necessary for it to be capable of operating in the manner intended by the Economic Entity. Trade discounts and rebates are deducted in arriving at the cost. The cost also includes the necessary costs of dismantling and removing the asset and restoring the site on which it is located.

Subsequent to initial recognition, items of property, plant and equipment is stated at cost, less accumulated depreciation and accumulated impairment losses, where applicable. Infrastructure assets are stated at the depreciated replacement cost.

Subsequent to initial recognition, land and buildings are carried at a revalued amount based on municipal valuations, less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Revaluations are performed by external independent valuers with sufficient regularity such that the carrying amount does not differ materially from that which would be determined using fair value at the Statement of Financial Position date. Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset, and the net amount is restated to the revalued amount of the asset. Previously, land and buildings were carried at cost less accumulated depreciation and impairment losses. These changes are recorded as a change in accounting policy in the Statement of Financial Performance.

An increase in the carrying amount of land and buildings as a result of a revaluation is credited directly to a revaluation surplus reserve, except to the extent that it reverses a revaluation decrease of the same asset previously recognised in surplus or deficit.

A decrease in the carrying amount of an asset as a result of a revaluation is recognised in surplus or deficit, except to the extent of any credit balance existing in the revaluation surplus in respect of that asset.

Where items of property, plant and equipment have been impaired, the carrying value is adjusted by the impairment loss, which is recognised as an expense in the period that the impairment is identified except where the impairment reverses a previous revaluation.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Accounting Policies

The cost of an item of property, plant and equipment acquired in exchange for a non-monetary asset or monetary assets, or a combination of monetary and non-monetary assets was measured at its fair value. If the acquired item could not be measured at its fair value, its cost was measured at the carrying amount of the asset given up.

Subsequent expenditure relating to property, plant and equipment is capitalised if it is probable that future economic benefits or potential service delivery of the asset are enhanced in excess of the originally assessed standard of performance. If expenditure only restores the original best estimate of the expected useful life of the asset, then it is regarded as repairs and maintenance and is expensed. The enhancement of an existing asset so that its use is expanded or the further development of an asset so that its original useful life is extended is examples of subsequent expenditure which should be capitalised.

6.2 Depreciation

Depreciation is calculated on cost, using the straight line method, to allocate their cost to their residual values over the estimated useful lives of the assets. Components of assets that are significant in relation to the whole asset and that have different useful lives are depreciated separately. The depreciation rates are based on the estimated useful lives as at 30 June 2009:

	Years		Years
Infrastructure		Other	
Roads and Paving	30	Buildings	30
Pedestrian Malls	30	Specialist vehicles	10
Electricity	20-30	Other vehicles	5
Water	15-20	Office equipment	1-7
Sewerage	15-20	Furniture and fittings	1-10
Housing	30	Watercraft	15
		Bins and containers	5
Community		Specialized plant and	
Improvements	30	Equipment	10-15
Recreational Facilities	20-30	Other plant and	
Security	5	Equipment	2-5
		Intangible assets	2-5

The residual value, the useful life of an asset and the depreciation method is reviewed annually and any changes are recognised as a change in accounting estimate.

During the prior period the Economic Entity had utilized the exemption granted by the Minister of Finance in terms of General Notice 522 of 2007, regarding compliance with requirements of GAMAP 17: Property, Plant and Equipment regarding the review of the useful life and assessment of the depreciation method of recognised assets.

The estimated useful lives and depreciation methods have been reviewed for the year ended 30 June 2009 (and retrospectively where practicable), and any changes therein have been implemented in accordance with the requirements of GRAP 17, GRAP 3 and ASB Directive 3.

6.2.1 Heritage assets

These are assets that are defined as culturally significant resources which are not depreciated owing to the uncertainty regarding their estimated useful lives.

6.2.2 Land

Land is not depreciated as it is deemed to have an indefinite useful life.

6.2.3 Incomplete construction work

Incomplete construction work is stated at historical cost. Depreciation only commences when the asset is commissioned into use.

6.3 Landfill sites

The Economic Entity has an obligation to rehabilitate its landfill sites in terms of its licence stipulations. Provision is made for this obligation in accordance with the Economic Entity's accounting policy on non-current provisions – see Accounting Policy 14 on Provisions.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Accounting Policies

6.4 Disposal of property, plant and equipment

The book values of assets are written off on disposal. The difference between the net book value of assets (cost less accumulated depreciation and accumulated impairment losses) and the sales proceeds is included in the Statement of Financial Performance as a gain or loss on disposal of property, plant and equipment.

6.5 Impairment

Where the carrying amount of an item of property, plant and equipment is greater than the estimated recoverable amount, it is written down immediately to its recoverable amount and an impairment loss is charged to the Statement of Financial Performance.

The Economic Entity did not perform impairment testing on its cash generating assets in the previous financial year as required by IAS 36/AC128, as this requirement has been exempted in terms of General Notice 522 of 2007. The testing for impairment of cash generating assets has been performed for the year ended 30 June 2009 (and retrospectively, where practicable) in accordance with the requirements of IAS 36/AC128 and GRAP 3.

The Economic Entity did not perform impairment testing on its non-cash generating assets in the previous financial year as required by IAS 36/AC128, as this requirement has been exempted in terms of General Notice 522 of 2007. The testing for impairment of non-cash generating assets has been performed for the year ended 30 June 2009 (and not retrospectively) in accordance with the requirements of IPSAS 21.

6.6 Derecognition

Items of Property, plant and equipment are derecognised when the asset is disposed of or when there are no further economic benefits or service potential expected from the use of the asset. The gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying value and is recognised in the Statement of Financial Performance.

7. INTANGIBLE ASSETS

Identifiable non-monetary assets without physical substance held for use in the production or supply of goods or services, for rental to others, or for administrative purposes are classified and recognised as intangible assets.

Internally generated intangible assets are subject to strict recognition criteria before they are capitalised. Research expenditure is never capitalised and are charged against income as incurred, while development expenditure is only capitalised to the extent that:

- the Economic Entity intends to complete the intangible asset for use or sale;
- it is technically feasible to complete the intangible asset;
- the Economic Entity has the resources to complete the project; and
- it is probable that the Economic Entity will receive future economic benefits or service potential.

Intangible assets are carried at cost less any accumulated amortisation and accumulated impairment losses, where applicable.

In terms of GRAP 102, intangible assets are distinguished between internally generated intangible assets and other intangible assets. It is further distinguished between indefinite or finite useful lives. Intangible assets with finite useful lives are amortised over its useful life. Where intangible assets are deemed to have an indefinite useful life, such intangible assets are not amortised but is subject to an annual impairment test.

Intangible assets are annually tested for impairment.

Where items of intangible assets have been impaired, the carrying value is adjusted by the impairment loss, which is recognised as an expense in the period that the impairment is identified except where the impairment reverses a previous revaluation. The impairment loss is the difference between the carrying amount and the recoverable amount

The estimated useful life and amortisation method are reviewed annually at the end of the financial year. Any adjustments arising from the annual review are applied prospectively.

During the prior period the Economic Entity had utilised the exemption granted by the Minister of Finance in terms of General Notice 522 of 2007, i.e, the entire standard except for the recognition, measurement and disclosure of computer software equipment and website costs (SIC 32/AC 432) and all other costs are expensed

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Accounting Policies

8. INVESTMENT PROPERTY

Investment property is property held to earn rental revenue or for capital appreciation or both.

Investment Property is carried at fair value, representing open market value determined annually. The valuations are not performed by external valuers. Fair value is based on active market prices, adjusted, if necessary, for any difference in the nature, location or condition of the specific asset. Changes in fair values are recorded in the Statement of Financial Performance as part of other income. The recognition of Investment Property is recorded as a change in accounting policy, as Investment Property was previously classified as Property, Plant and Equipment and carried at cost less accumulated depreciation and accumulated impairment losses.

Where the classification of an investment property is based on management's judgement, the following criteria have been applied to distinguish investment properties from owner-occupied property or property held for resale:

- All properties held to earn market-related rentals or for capital appreciation or both and that are not used for administrative purposes and that will not be sold within the next 12 months are classified as Investment Properties.
- land held for a currently undetermined future use.
- a building owned and leased out under one or more operating leases.
- leased properties that are held to provide a social (community) service or that are necessary for employees to perform their job functions, but which also generates rental revenue are not seen as investment properties. The rental revenue generated is incidental to the purposes for which the property is held.
- a building that is vacant but is held to be leased out under one or more operating leases.

The gain or loss arising on the disposal of an investment property is determined as the difference between the sales proceeds and the carrying value and is recognised in the Statement of Financial Performance.

9. NON-CURRENT ASSETS HELD FOR SALE

Non-current Assets and Disposal Groups are classified as held-for-sale if their carrying amount will be recovered principally through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset (or disposal group) is available for immediate sale in its present condition. Management must be committed to the sale, which should be expected to qualify for recognition as a completed sale within one year from the date of classification. Non-current Assets (and Disposal Groups) classified as held-for-sale are measured at the lower of their previous carrying amount and fair value less costs to sell.

The gain or loss on the eventual sale of non-current assets held for sale is included in the Statement of Financial Performance as gain or loss on sale of assets. The gain or loss on the eventual sale of non-current assets held for sale, is calculated on the difference between the net disposal proceeds and the carrying amount of the individual asset or the disposal group.

During the prior period the Economic Entity had utilized the exemption granted by the Minister of Finance in terms of General Notice 522 of 2007, regarding compliance with requirements of IFRS 5: Non-current Assets Held-for-Sale and Discontinued Operations. GRAP 100 on Non-current Assets Held-for-Sale and Discontinued Operations was implemented during the current financial period and any reclassification will be recorded as a change in accounting policy.

10. FINANCIAL INSTRUMENTS

Financial instruments are initially measured at fair value plus, in the case of a financial asset or liability not at fair value through the statement of financial performance, transaction costs that are directly attributable to the acquisition or issue of the financial asset or liability. The subsequent measurement of financial instruments is dealt with as follows:

10.1 Financial Assets

A financial asset is any asset that is a cash or contractual right to receive cash. The Economic Entity classifies its investments in the following categories:

- Financial assets at fair value through profit or loss.
- Loans and Receivables,
- Held to maturity investments and
- Financial assets available for sale.

The classification is dependent on the purpose for which the financial asset is acquired and is as follows:

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Accounting Policies

10.1.1 Financial assets at fair value through profit or loss

Financial assets at fair value through profit or loss are financial assets that meet either of the following conditions:

- they are classified as held for trading; or
- upon initial recognition they are designated as at fair value through the Statement of Financial Performance.

They are subsequently measured at fair value at the statement of financial position date with the profit or loss being recognised in the Statement of Financial Performance.

10.1.2 Loans and Receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They arise when the Economic Entity provides money, goods or services directly to a debtor without any intention of trading such debtors. Loans and debtors are included in the trade and other receivables in the statement of financial position and are subsequently measured at amortised cost using the effective interest rate method.

10.1.3 Held-to-maturity Investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable dates of maturity which the Economic Entity intend and are able to keep to maturity. They are included under non-current and current assets in the statement of financial position and are subsequently measured at amortised cost using the effective interest rate method.

10.1.4 Available-for-sale Financial Assets

Available-for-sale financial assets are non-derivative financial assets that are designated as available-for-sale and comprises of cash and equity instruments held in shares. They are included under current assets in the statement of financial position and are initially and subsequently measured at fair value at the statement of financial position date, except for investments in equity instruments that do not have quoted market price in an active market and whose fair value cannot be reliably measured, which are measured at cost.

10.1.5 Impairment of financial assets

An assessment is performed at each Statement of Financial Position date to determine whether objective evidence exist that a financial asset is impaired, such as the probability of insolvency or significant financial difficulties of the debtor. If there is such evidence the recoverable amount is estimated and an impairment loss is recognised in surplus or deficit.

Initially Accounts Receivable are valued at fair value and subsequently carried at amortised cost using the effective interest rate method. An estimate is made for doubtful debt based on past default experience of all outstanding amounts at year-end. Bad debts are written off the year in which they are identified as irrecoverable. Amounts receivable within 12 months from the date of reporting are classified as current.

A provision for impairment of trade receivables is established when there is objective evidence that the municipality will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the original effective interest rate.

Consumer Debtors are stated at cost less a provision for bad debts. The provision is made so that the recoverability of Consumer Debtors is assessed individually and then collectively after grouping the assets in financial assets with similar credit risk characteristics. Government accounts are not provided for as such accounts are regarded as receivable.

The carrying amount of the financial asset is reduced by the impairment loss directly for all financial assets with the exception of trade receivables, where the carrying amount is reduced through the use of an allowance account. When a trade receivable is considered uncollectible, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against the allowance account. Changes in the carrying amount of the allowance account are recognised in the Statement of Financial Performance.

With the exception of Available-for-Sale equity instruments, if, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed through the Statement of Financial Performance to the extent that the carrying amount of the investment, at the date the impairment is reversed, does not exceed what the amortised cost would have been had the impairment not been recognised.

In respect of Available-for-Sale equity securities, impairment losses previously recognised through profit or loss are not reversed through the Statement of Financial performance. Any increase in fair value subsequent to an impairment loss is recognised directly in equity.

On disposal of an investment, the difference between the net disposal proceeds and the carrying amount is charged or credited to the Statement of Financial Performance.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Accounting Policies

10.2 *Financial Liabilities*

A financial liability is a contractual obligation to deliver cash or another financial asset to another entity. There are two main categories of Financial Liabilities, the classification determining how they are measured. Financial liabilities may be measured at:

- Fair value through profit or loss; or
- Other financial liabilities at amortised cost

All financial liabilities including trade and other payables, are measured at amortised cost using the effective interest rate method. Financial liabilities include borrowings, other non-current liabilities (excluding provisions) and trade and other payables (excluding provisions). Interest-bearing external loans and bank overdrafts are recorded net of direct issue costs. Finance charges, including premiums payable, are accounted for on an accrual basis.

Trade Payables and Other

Trade payables and other are initially measured at fair value and are subsequently measured at amortised cost, using the effective interest rate method.

10.3 *Derecognition of financial assets and liabilities*

The Economic Entity derecognises Financial Assets only when the contractual rights to the cash flows from the asset expire or it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity, except when Council approves the write-off of Financial Assets due to non recoverability.

If the Economic Entity neither transfers nor retains substantially all the risks and rewards of ownership and continues to control the transferred asset, the Economic Entity recognises its retained interest in the asset and an associated liability for amounts it may have to pay. If the Economic Entity retains substantially all the risks and rewards of ownership of a transferred financial asset, the Economic Entity continues to recognise the financial asset and also recognises a collateralised borrowing for the proceeds received.

The Economic Entity derecognises Financial Liabilities when, and only when, the Economic Entity's obligations are discharged, cancelled or they expire.

11. *INVENTORIES*

Consumable stores, raw materials, work-in-progress and finished goods are valued at the lower of cost and net realisable value. In general, the basis of determining cost is the weighted average cost of commodities. If inventories are to be distributed at no charge or for a nominal charge they are valued at the lower of cost and current replacement cost.

Water and purified effluent are valued at purified cost insofar as it is stored and controlled in reservoirs at year-end.

Unsold properties are valued at the lower of cost and net realisable value on a weighted average cost basis. Direct costs are accumulated for each separately identifiable development. Costs also include a proportion of overhead costs.

During the prior period the Economic Entity had utilized the exemption granted by the Minister of Finance in terms of General Notice 522 of 2007, regarding compliance with requirements of GAMAP 12: Inventories. Unsold properties that met the definition of Inventory were not re-classified or recorded as inventories as this requirement was exempted. GRAP 12 on Inventories was implemented during the current financial period and any reclassification will be recorded as a change in accounting policy.

Cost of inventory comprises all costs of purchase, cost of conversion and other cost incurred in bringing the inventory to its present location and condition. Where inventory is manufactured, constructed or produced, the cost includes the cost of labour, materials and overheads used during the manufacturing process.

When inventories are sold, the carrying amount of those inventories is recognised as an expense in the period in which the related income is recognised. Redundant and slow-moving inventories are identified and written down from cost to net realisable value with regard to their estimated economic or realisable values. Net realisable value is the estimated selling price in the ordinary course of business, less applicable variable selling expenses. Differences arising on the valuation of inventory are recognised in the Statement of Financial Performance in the year in which they arose. The amount of any reversal of any write-down of inventories arising from an increase in net realisable value or current replacement cost is recognised as a reduction in the amount of inventories recognised as an expense in the period in which the reversal occurs.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Accounting Policies

12. REVENUE RECOGNITION

Revenue comprises the fair value of the remuneration received or receivable for the sale of services or goods in the ordinary course of the Economic Entity's activities. Revenue is shown net of value-added tax, returns, rebates and discounts.

The Economic Entity recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to the Economic Entity and when specific criteria have been met for each of the Economic Entities' activities as described below. The amount of revenue is not considered to be reliably measurable until all contingencies relating to the sale have been resolved. The Economic Entity bases its estimates on historical results, taking into consideration the type of customer, the type of transaction and the specifics of each arrangement.

Revenue is recognised as follows:

12.1 Revenue from Exchange Transactions

12.1.1 Service Charges

Service charges relating to electricity and water are based on consumption. Meters are read on a monthly basis and are recognised as revenue when invoiced. Provisional estimates of consumption, based on the consumption history, are made monthly when meter readings have not been performed. The provisional estimates of consumption are recognised as revenue when invoiced, except at year-end when estimates of consumption up to year-end are recorded as revenue without being invoiced. Adjustments to provisional estimates of consumption are made in the invoicing period in which meters have been read. These adjustments are recognised as revenue in the invoicing period. In respect of estimates of consumption between the last reading date and the reporting date, an accrual is made based on the average monthly consumption of consumers.

Service charges relating to refuse removal are recognised on a monthly basis in arrears by applying the approved tariff to each property that has a water connection. Tariffs are determined per category of property usage, and are levied monthly based on the number of refuse containers on each property, regardless of whether or not all containers are emptied during the month.

Service charges from sewerage and sanitation are charged on both vacant and developed property using the tariffs approved from Council and are levied monthly.

12.1.2 Pre-paid electricity

Revenue received from pre-paid electricity sales are deferred and recognised as revenue on the consumption basis, commencing on the date of purchase. The consumption of pre-paid electricity is measured by using a trend analysis and other historical data about electricity usage, including how often an electricity card is purchased or additional units of electricity loaded onto a pre-paid card.

12.1.3 Interest earned

Interest earned on investments is recognised in the Statement of Financial Performance on the time proportionate basis that takes into account the effective yield on the investment.

12.1.4 Dividends

Dividends are recognised on the date that the Economic Entity becomes entitled to receive the dividend in accordance with the substance of the relevant agreement, where applicable.

12.1.5 Royalties

Royalties are recognised on an accrual basis in accordance with the substance of the relevant agreement. Royalties determined on a time basis are recognised on a straight-line basis over the period of the agreement. Royalty arrangements that are based on production, sales and other measures are recognised by reference to the underlying arrangement.

12.1.6 Charges

Revenue arising from the application of the approved tariff of charges is recognised when the service is rendered by applying the relevant approved tariff. This includes the issuing of licences and permits.

12.1.7 Housing rental and instalments

Finance income from the sale of housing by way of instalment sales agreements or finance leases is recognised on a time proportion basis.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Accounting Policies

12.1.8 Sale of goods

Revenue from the sale of goods is recognised when all the following conditions have been satisfied:

- The Economic Entity has transferred to the buyer the significant risks and rewards of ownership of the goods.
- The Economic Entity retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold.
- The amount of revenue can be measured reliably.
- It is probable that the economic benefits or service potential associated with the transaction will flow to the municipality.
- The costs incurred or to be incurred in respect of the transaction can be measured reliably.

12.1.9 Public contributions

Revenue from public contributions is recognised when all conditions associated with the contribution have been met or where the contribution is to finance property, plant and equipment, when such items of property, plant and equipment is brought into use. Where public contributions have been received but the Economic Entity has not met the condition, a liability is recognised.

12.2 Revenue from non-exchange transactions

Revenue from non-exchange transactions refers to transactions where the Economic Entity received revenue from another entity without directly giving approximately equal value in exchange. Revenue from non-exchange transactions is generally recognised to the extent that the related receipt or receivable qualifies for recognition as an asset and there is no liability to repay the amount.

12.2.1 Rates and taxes

Revenue from property rates is recognised when the legal entitlement to this revenue arises. Collection charges are recognised when such amounts are legally enforceable. Penalty interest on unpaid rates is recognised on a time proportion basis with reference to the principal amount receivable and effective interest rate applicable.

12.2.2 Fines

Fines constitute both spot fines and summonses. Revenue from spot fines and summonses is recognised when payment is received. An estimate of fines and summonses that may be received is not included as a reliable estimate cannot be made. GAMAP 9.41

12.2.3 Donations and Contributions

Donations are recognised on a cash receipt basis or where the donation is in the form of property, plant and equipment, when such items of property, plant and equipment are brought into use.

Contributed property, plant and equipment are recognised when such items of property, plant and equipment are brought into use.

12.2.4 Revenue from recovery of unauthorised, irregular, fruitless and wasteful expenditure

Revenue from the recovery of unauthorised, irregular, fruitless and wasteful expenditure is based on legislated procedures, including those set out in the Municipal Finance Management Act (Act No.56 of 2003) and is recognised when the recovery thereof from the responsible councillors or officials is virtually certain.

13. CONDITIONAL GRANTS AND RECEIPTS

Revenue received from conditional grants, donations and funding are recognised as revenue to the extent that the Economic Entity has complied with any of the criteria, conditions or obligations embodied in the agreement. To the extent that the criteria, conditions or obligations have not been met a liability is recognised. Government grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the Economic Entity with no future related costs are recognised in the Statement of Financial Performance in the period in which they become receivable.

Government grants and conditional receipts are recognised as revenue when:

- (a) it is probable that the economic benefits or service potential associated with the transaction will flow to the entity,
- (b) the amount of the revenue can be measured reliably, and
- (c) to the extent that there has been compliance with any restrictions associated with the grant.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Accounting Policies

14. PROVISIONS

Provisions are recognised when the Economic Entity has a present or constructive obligation as a result of past events, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate of the provision can be made. Provisions are reviewed at reporting date and the amount of a provision is the present value of the expenditure expected to be required to settle the obligation. When the effect of discounting is material, provisions are determined by discounting the expected future cash flows that reflect current market assessments of the time value of money. The impact of the periodic unwinding of the discount is recognised in the Statement of Financial Performance as a finance cost as it occurs.

15. POST RETIREMENT BENEFITS

15.1 Short-term Employee Benefits

The costs of all short-term employee benefits such as leave pay, are recognised during the period in which the employee renders the related service. The liability for leave pay is based on the total accrued leave days at year end and is shown as a payable in the Statement of Financial Position. The Economic Entity recognises the expected cost of performance bonuses only when the Economic Entity has a present legal or constructive obligation to make such payment and a reliable estimate can be made.

15.2 Defined Contribution Plans

A defined contribution plan is a plan under which the Economic Entity pays fixed contributions into a separate entity. The Economic Entity has no legal or constructive obligation to pay further contributions if the fund does not hold sufficient assets to pay all employees the benefits relating to service in the current or prior periods.

The Economic Entity's contributions to the defined contribution funds are established in terms of the rules governing those plans. Contributions are recognised in the Statement of Financial Performance in the period in which the service is rendered by the relevant employees. The Economic Entity has no further payment obligations once the contributions have been paid.

15.3 Defined Benefit Plans

A defined benefit plan is a post-employment benefit plan other than a defined contribution plan.

The Economic Entity provides retirement benefits for its employees and councillors.

15.3.1 Medical Aid: Continued Members

The Economic Entity has an obligation to provide Post-retirement Health Care Benefits to certain of its retirees. According to the rules of the Medical Aid Funds, with which the Economic Entity is associated, a member (who is on the current Conditions of Service), on retirement, is entitled to remain a continued member of the Medical Aid Fund, in which case the Economic Entity is liable for a certain portion of the medical aid membership fee.

The defined benefit liability is the aggregate of the present value of the defined benefit obligation and unrecognised actuarial gains and losses, reduced by unrecognised past service costs. The plan is unfunded. The present value of the defined benefit obligation is calculated using the projected unit credit method, incorporating actuarial assumptions and a discount rate based on the government bond rate.

Past-service costs are recognised immediately in income, unless the changes to the plan are conditional on the employees remaining in service for a specified period of time (the vesting period). In this case, the past-service costs are amortised on a straight-line basis over the vesting period.

15.3.2 Actuarial Gains and Losses

The Economic Entity recognises actuarial gains and losses in full in the period in which they occur. Actuarial valuations are performed tri-annually.

15.3.3 Long-service Allowance

The Economic Entity has an obligation to provide Long-service Allowance Benefits to all of its employees. According to the rules of the Long-service Allowance Scheme, which the Economic Entity instituted and operates, an employee (who is on the current Conditions of Service), is entitled to a cash allowance, calculated in terms of the rules of the scheme, after 10, 15, 20, 25 and 30 years of continued service. The Economic Entity's liability is based on an actuarial valuation. The projected unit credit method has been used to value the liabilities. Actuarial gains and losses on the long-term incentives are accounted for through the statement of financial performance.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Accounting Policies

15.3.4 *Provincially-administered Defined Benefit Plans*

The Economic Entity contributes to various National- and Provincial-administered Defined Benefit Plans on behalf of its qualifying employees. These funds are multi-employer funds (refer to Note 26 of the Annual Consolidated Financial Statements for details). The contributions to fund obligations for the payment of retirement benefits are charged against revenue in the year they become payable. These defined benefit funds are actuarially valued triennially on the Projected Unit Credit Method basis. Deficits are recovered through lump sum payments or increased future contributions on a proportional basis from all participating Economic Entities.

16. LEASES

The Economic Entity as Lessee

Leases are classified as finance leases where substantially all the risks and rewards associated with ownership of an asset are transferred to the Economic Entity. Property, plant and equipment subject to finance lease agreements are capitalised at amounts equal to the fair value of the leased property or, if lower, the present value of the minimum lease payments, each determined at the inception of the lease. The corresponding liabilities are raised as Finance Lease Obligations. The cost of the item of property, plant and equipment is depreciated at appropriate rates on the straight-line basis over its estimated useful life. Lease payments are allocated between the lease finance cost and the capital repayment using the effective interest rate method. Lease finance costs are expensed when incurred.

Operating leases are those leases that do not fall within the scope of the above definition. Operating lease rentals are recognised as an expense on a straight-line basis over the term of the relevant lease. The difference between the amounts recognised as an expense and the contractual payments are recognised as an operating lease asset. Previously operating expenses were expensed as they became due. This is recorded as a change in accounting policy in terms of GRAP 3.

The Economic Entity as Lessor

Amounts due from lessees under finance leases or instalment sale agreements are recorded as receivables at the amount of the Economic Entity's net investment in the leases. Finance lease or instalment sale income is allocated to accounting periods so as to reflect a constant periodic rate of return on the Economic Entity's net investment outstanding in respect of the leases or instalment sale agreements.

Rental income from operating leases is recognised and recorded on a straight-line basis over the term of the relevant lease.

During the prior period the Economic Entity had utilized the exemption granted by the Minister of Finance in terms of General Notice 522 of 2007, regarding compliance with requirements of IAS 17: Leases. Rental income from operating leases were therefore previously recognised and recorded in the accounting period when the amount became due and payable. GRAP 13 on Leases was implemented during the current financial period and any adjustments will be recorded as a change in accounting policy in terms of GRAP 3.

17. BORROWING COSTS

The Economic Entity capitalise borrowing costs that are directly attributable to the acquisition, construction or production of a qualifying asset as part of the cost of that asset. Other borrowing costs are recognised as an expense in the Statement of Financial Performance. Previously, all borrowing costs were recognised as an expense in the Statement of Financial Performance.

18. CASH AND CASH EQUIVALENTS

Cash includes cash on hand and cash with banks. Cash equivalents are short-term highly liquid investments that are held with registered banking institutions with maturities of three months or less and are subject to an insignificant risk of change in value. Cash and cash equivalents are carried in the balance sheet at fair value.

For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand and cash with bank, net of bank overdrafts.

Bank overdrafts are recorded based on the facility utilised. Finance charges on bank overdrafts are expensed as incurred.

19. VALUE ADDED TAX

The Economic Entity accounts for Value Added Tax on the cash basis.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Accounting Policies

20. CONTINGENT ASSETS AND CONTINGENT LIABILITIES

The Economic Entity does not recognise a contingent liability or contingent asset. A contingent liability is disclosed unless the possibility of an outflow of resources embodying economic benefits is remote. A contingent asset is disclosed where an inflow of economic benefits is probable.

21. GRANTS-IN-AID

The Economic Entity transfers money to individuals, organisations and other sectors of government from time to time. When making these transfers, the Economic Entity does not:

- receive any goods or services directly in return, as would be expected in a purchase or sale transaction;
- expect to be repaid in future; or
- expect a financial return, as would be expected from an investment.

These transfers are recognised in the Statement of Financial Performance as expenses in the period that the events giving rise to the transfer occurred.

22. UNAUTHORISED EXPENDITURE

Unauthorised expenditure is expenditure that has not been budgeted, expenditure that is not in terms of the conditions of an allocation received from another sphere of government, Economic Entity or organ of state and expenditure in the form of a grant that is not permitted in terms of the Municipal Finance Management Act (Act No.56 of 2003). Unauthorised expenditure is accounted for as an expense in the Statement of Financial Performance in the year that the expense was incurred and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

23. IRREGULAR EXPENDITURE

Irregular expenditure is expenditure that is contrary to the Municipal Finance Management Act (Act No.56 of 2003), the Municipal Systems Act (Act No.32 of 2000), and the Public Office Bearers Act (Act No. 20 of 1998) or is in contravention of the Economic Entity's supply chain management policies. Irregular expenditure excludes unauthorised expenditure. Irregular expenditure is accounted for as expenditure in the Statement of Financial Performance and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

24. FRUITLESS AND WASTEFUL EXPENDITURE

Fruitless and wasteful expenditure is expenditure that was made in vain and would have been avoided had reasonable care been exercised. Fruitless and wasteful expenditure is accounted for as expenditure in the Statement of Financial Performance in the year that the expenditure was recorded and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance.

25. FOREIGN CURRENCIES

Transactions in foreign currencies are initially recorded at the prevailing exchange rate on the dates of the transactions. Monetary assets and liabilities denominated in such foreign currencies are retranslated at the rates prevailing at the reporting date. Exchange differences are included in the Statement of Financial Performance.

26. COMPARATIVE INFORMATION

26.1 *Current year comparatives:*

Budgeted amounts have, in accordance with GRAP 1, been provided in an annexure to these financial statements and forms part of the audited Annual Consolidated Financial Statements.

26.2 *Prior year comparatives:*

When the presentation or classification of items in the Annual Consolidated Financial Statements is amended, prior period comparative amounts are restated except to the extent that it is impracticable to determine either the period-specific effects or the cumulative effect of the amendment. The nature and reason for the restatement is disclosed.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Accounting Policies

27. CHANGES IN ACCOUNTING POLICIES, ESTIMATES AND ERRORS

Changes in accounting policies that are effected by management have been applied retrospectively in accordance with GRAP 3 requirements, except to the extent that it is impracticable to determine the period-specific effects or the cumulative effect of the change in policy. In such cases the Economic Entity shall restate the opening balances of assets, liabilities and net assets for the earliest period for which retrospective restatement is practicable. Refer to note 2 for details of changes in accounting policies.

Changes in accounting estimates are applied prospectively in accordance with GRAP 3 requirements. Details of changes in estimates are disclosed in the notes to the Annual Consolidated Financial Statements where applicable.

Correction of Errors is applied retrospectively in the period in which the error has occurred in accordance with GRAP 3 requirements, except to the extent that it is impracticable to determine the period-specific effects or the cumulative effect of the error. In such cases the Economic Entity shall restate the opening balances of assets, liabilities and net assets for the earliest period for which retrospective restatement is practicable. Refer to Note 2 to the Annual Consolidated Financial Statements for details of corrections of errors recorded during the period under review.

28. RELATED PARTIES

Individuals as well as their close family members, and/or entities are related parties if one party has the ability, directly or indirectly, to control or jointly control the other party or exercise significant influence over the other party in making financial and/or operating decisions. Key management personnel is defined as the Municipal Manager, Chief Financial Officer and all other managers reporting directly to the Municipal Manager or as designated by the Municipal Manager.

29. EVENTS AFTER THE REPORTING DATE

Events after the reporting date that are classified as adjusting events have been accounted for in the Annual Consolidated Financial Statements. The events after the reporting date that are classified as non-adjusting events after the reporting date have been disclosed in the notes to the Annual Consolidated Financial Statements.

30. CONSOLIDATED FINANCIAL STATEMENTS

30.1 Controlled Entities

Controlled Entities are entities (including special purpose entities) over which the Municipality has the power to govern the financial and operating policies generally accompanying a shareholding of more than one half of the voting rights. The existence and effect of potential voting rights that are currently exercisable or convertible are considered when assessing whether the Municipality controls another entity. Subsidiaries are fully consolidated from the date on which control is transferred to the Municipality. They are de-consolidated from the date on which control ceases. Controlled entities are identified after evaluation of power and benefit indicators as described in GRAP 6.

The purchase method of accounting is used to account for the acquisition of subsidiaries by the Municipality. The cost of an acquisition is measured as the fair value of the assets given, equity instruments issued and liabilities incurred or assumed at the date of exchange, plus costs directly attributable to the acquisition. The excess of the cost of acquisition over the fair value of the Municipality's share of the identifiable net assets acquired is recorded as goodwill. If the cost of acquisition is less than the fair value of the Municipality's share of the net assets of the subsidiary acquired, the difference is recognised directly in the Statement of Financial Performance.

Inter-Entity transactions, balances and unrealised gains on transactions between Municipality and the subsidiary are eliminated.

Unrealised losses are also eliminated unless the transaction provides evidence of an impairment of the asset transferred.

Subsidiaries' accounting policies have been changed where necessary to ensure consistency with the policies adopted by the Municipality.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Accounting Policies

31. STANDARDS, AMENDMENTS TO STANDARDS AND INTERPRETATIONS ISSUED BUT NOT YET EFFECTIVE

The following GRAP standards have been issued but are not yet effective and have not been early adopted by the Economic Entity:

GRAP 18	Segment Reporting - issued March 2005
GRAP 23	Revenue from Non-Exchange Transactions (Taxes and Transfers) - issued February 2008
GRAP 24	Presentation of Budget Information in Financial Statements - issued November 2007
GRAP 103	Heritage Assets - issued July 2008

Application of all of the above GRAP standards will be effective from a date to be announced by the Minister of Finance. This date is not currently available.

Management has considered all the GRAP standards issued but not yet effective and anticipates that the adoption of these standards will not have a significant impact on the financial position, financial performance or cash flows of the Economic Entity.

The following standards, amendments to standards and interpretations have been issued but are not yet effective and have not been early adopted by the Economic Entity:

IAS 19	Employee Benefits - effective 1 January 2009
IFRIC 17	Distribution of Non-cash Assets to Owners - effective 1 July 2009

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand 2009 2008

2. Changes in accounting policy and prior period errors

The Economic Entity adopted the exempted portions of the following prescribed basis of accounting for the first time during the financial year 2008/2009 in order to comply with the basis of preparation of the Annual Consolidated Financial Statements as disclosed in Accounting Policy 1. These have been implemented as at 30 June 2009 and, where practicable, have been applied retrospectively.

- GRAP 03 Accounting Policies, Changes in Accounting Estimates and Errors
- GRAP 09 Revenue from Exchange Transactions
- GRAP 12 Inventories
- GRAP 13 Leases
- GRAP 16 Investment Property
- GRAP 17 Property, Plant and Equipment
- GRAP 100 Non-current Assets Held-for-Sale and Discontinued Operations
- GRAP 102 Intangible Assets
- IFRS 7 Financial Instruments: Disclosures
- IAS 36 Impairment of Assets
- IAS 39 Financial Instruments: Recognition and Measurement

Various Accounting Errors

A number of errors in the prior period's appropriations and transactions was discovered during the current financial period. These errors include faulty meter readings and levies in respect of service charges as well as the writing back of stale cheques.

The effect of these changes are as follows:

	Restated 2008
Movement in the Financial Performance Statement:	
(Increase) / Decrease in Income	
Other income - other income	(336,314)
Interest received	(626,864)
Agency service income	3,095,545
Increase / (Decrease) in Expenses	
General expenses	(2,135,514)
- Other expenses	(3,005,211)
- Solid waste dumping fees	340,736
- Debt collection	288
- Repairs and maintenance	528,673
Finance costs	(941)
Amortisation	(118,000)
Debt impairment	(2,880,435)
- Movement 2007 year	(1,584,689)
- Movement 2008 year	(1,295,749)
Opening balance of Accumulated Surplus at 01 July 2007	2,134,144
	(868,379)
Movement in the Financial Position Statement:	
(Increase) / Decrease in Accumulated Surplus	2,727,666
(Increase) / Decrease in Current Liabilities	
Trade and other payables	1,814,995
- Retention fees	517,709
- Other payables	(26,358)
- Trade payables	1,323,644

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
2. Changes in accounting policy and prior period errors (continued)		
Unspent grants and receipts	2,285,724	
Increase / (Decrease) in Non-current Asset		
Long term receivables		
- Study loans	(15,653)	
Intangible assets	708,000	
Increase / (Decrease) in Current Asset		
Inventory	(304,873)	
- Water inventory	(302,873)	
- Stores, materials and fuels	(2,000)	
Trade and other receivables	(6,349,651)	
- Trade debtors	(272,753)	
- Control account - sundry	(6,076,898)	
Operating lease asset	2,171	
	<u>868,379</u>	

GRAP 12: Inventory

The Accounting Standard for Inventory has been recognised in the Annual Consolidated Financial Statements of the Economic Entity as at 30 June 2009. The Economic Entity included the value of water stock that was not purchased, during the current financial year. Own water stock was not included in the previous financial years. The change in accounting policy has been applied retrospectively.

The effect of the change in accounting policy is as follows:

Restatement of inventory

The prior year figures of inventory have been restated to account for the change in policy as follows:

	Inventory	Accumulated
	R	Surplus
		R
Balance as stated at 30 June 2007	1,899,515	
Recognition of water stock	<u>107,561</u>	107,561
Restated balance at 30 June 2007	2,007,075	
Transactions incurred during the year 2007/2008		
Movement in stores and materials stock	2,821,116	
Movement in recognition of water stock	<u>23,490</u>	23,490
Restated balance at 30 June 2008	<u>4,851,681</u>	

GRAP 13: Leases

The Accounting Standard for Leases has been recognised in the Annual Consolidated Financial Statements of the Economic Entity as at 30 June 2009 in terms of GRAP 13. The full operating lease asset and liability have been recognised retrospectively in the Annual Consolidated Financial Statements.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand

2009

2008

2. Changes in accounting policy and prior period errors (continued)

The effect of the change in accounting policy is as follows:

Restatement of Operating Lease Liability

	Operating Lease Asset / Liability R	Accumulated Surplus R
Balance as previously stated at 30 June 2007	-	
Recognition of operating lease liability	33,473	(33,473)
Restated balance at 30 June 2007	33,473	
Transactions incurred during the year 2007/2008		
Actual Lease Expenditure Reversed	(191,667)	191,667
Recorded Lease Expenditure (Straight-lining)	159,279	(159,279)
Restated balance at 30 June 2008	1,085	
Balance as previously stated at 30 June 2007	-	
Recognition of operating lease asset	1,235,571	1,235,571
Restated balance at 30 June 2007	1,235,571	
Transactions incurred during the year 2007/2008		
Actual Lease Revenue Reversed	333,878	(333,878)
Recorded Lease Revenue (Straight-lining)	(361,940)	361,940
Restated balance at 30 June 2008	1,207,508	

GRAP 16: Investment Property

The Accounting Standard for investment property has been recognised in the Annual Consolidated Financial Statements of the Economic Entity as at 30 June 2009. Land and buildings meeting the definition and recognition criteria of investment property are recognised and subsequently measured in accordance with the fair value model. Assets meeting the definition and recognition criteria of Investment property are reclassified and measured in accordance with GRAP 16 requirements. Retrospective application is however impracticable as a result of the unbundling and valuation of assets (where applicable) being performed as at 30 June 2009.

GRAP 17: Property, Plant and Equipment

During the 2008/09 financial period the Economic Entity corrected errors on its asset register (AR) relating to assets under the control of the Economic Entity which were either not previously recorded on its AR, or assets that were initially recorded at global amounts and descriptions, therefore not measured and recorded as separate assets or in the significant components which make up the assets.

- all infrastructure assets are now recorded at fair value (Depreciated Replacement Cost) at 30 June 2009,
- all properties (land and buildings) are now recorded at fair value (Market related) and will be carried at revalued amounts from 30 June 2009,
- all other assets are carried at cost less accumulated depreciation and accumulated impairment losses (if applicable) where these amounts were available. Where historical data relating to initial cost prices could not be obtained, the current replacement cost was obtained for calculation of the fair value (Depreciated Replacement Cost) at 30 June 2009.

This initial 'unbundling' of infrastructure assets is considered to be the correction of a prior period error. Retrospective application is however impracticable as a result of the unbundling and valuation (where applicable) being performed as at 30 June 2009. The process followed was done in order to correct the initial measurement of the assets as is allowed in terms of GRAP 17.24.

Assets were inspected for indications of impairment, the depreciation method was reviewed, and the remaining useful lives of assets have also been adjusted from the prior periods, where applicable, as part of the unbundling process. As sufficient historical data on assets relating to initial cost prices was not always available to the Economic Entity, the effect of the change in accounting policy could however not be applied retrospectively.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand 2009 2008

2. Changes in accounting policy and prior period errors (continued)

Reclassification of PPE classes

In order to correct errors as described above, assets were first reviewed and reclassified according to new classes where appropriate. This reclassification did not affect the total PPE balance, but balances of prior year classes of PPE were restated as follows.

	Property, Plant and equipment R	Intangible assets R
Balance as at 30 June 2007	364,143,706	-
Land	-	-
Buildings	57,417,707	-
Infrastructure	8,241,079	-
Community	(16,151,715)	-
Heritage	-	-
Other	(51,277,071)	-
Total movement in PPE balance	(1,770,000)	1,770,000

Residual values of Property, Plant and Equipment

During the year, the Economic Entity reviewed the residual values of vehicles included in Property, Plant and Equipment for the first time. No residual values were calculated for other items included in PPE as trends in the past indicate that only vehicles are sold before the end of their economic lives. Other assets are utilised for the full extension of their economic lives. This error has been corrected retrospectively.

The effect of the correction of error is as follows:

	Property, Plant and equipment R	Accumulated Surplus R
Decrease in accumulated depreciation at 30 June 2007	(4 184 083)	4 184 083
Decrease in depreciation for 2007/2008	(1 067 726)	1 067 726

GRAP 1: Presentation of Financial Statements

Reclassification of Reserves and Accumulated Surplus

The prior year figures of Accumulated Surplus have been restated since fund accounting is not allowed in terms of GRAP / GAAP. The Economic Entity's internal funds and reserves should form part of the Accumulated Surplus and should not be disclosed, as in 2008, as separate reserves on the face of the Statement of Financial Position and Statement of Changes in Net Assets.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
-----------------	------	------

2. Changes in accounting policy and prior period errors (continued)

The effect of the Change in Accounting Policy is as follows:

	Reserves	Accumulated Surplus
	R	R
Balances as published at 30 June 2007	210,735,180	145,318,232
Reclassify Capital replacement reserve	(66,436,547)	66,436,547
Reclassify Capitalisation reserve	(92,875,447)	92,875,447
Reclassify Government grant reserve	(45,541,023)	45,541,023
Reclassify Donations and public contribution reserves	(5,855,084)	5,855,084
Reclassify Self-Insurance reserve	(27,080)	27,080
Restated balance	-	
Transactions incurred during the year 2007/2008		
Contribution to Capital Replacement Reserve	(54,363,509)	54,363,509
Assets obtained from Reserves	91,821,898	(91,821,898)
Contribution to Government Grant Reserve	(11,551,011)	11,551,011
Contribution to Donations and Public Contribution Reserve	(11,183,363)	11,183,363
Contribution to Self-insurance Reserve	(5,802)	5,802
Insurance claims processed	52,353	(52,353)
Transfers to offset Depreciation - Capitalisation reserve	7,343,248	(7,343,248)
Transfers to offset Depreciation - Government grant reserve	2,887,905	(2,887,905)
Transfers to offset Depreciation - Donations and public contribution reserves	278,560	(278,560)
Transfer of Transactions to Accumulated Surplus	(25,280,279)	25,280,279
Restated balance as at 30 June 2008	-	

GRAP 102: Intangible Assets

The Accounting Standard for Intangible assets has been recognised in the Annual Consolidated Financial Statements of the Economic Entity as at 30 June 2009. The Economic Entity capitalised qualifying intangible assets and are carried at cost less any accumulated amortisation and accumulated impairment losses. During the previous years, the cost of intangible assets except for computer software and website costs were expensed.

The effect of the change in accounting policy is as follows:

Restatement of Intangible Assets

	Intangible Assets	Property, Plant and Equipment
	R	Accumulated surplus R
Balance as previously stated at 30 June 2007	-	-
Reclassification of intangible assets	1,770,000	(1,770,000)
Write back of accumulated amortisation	590,000	590,000
Restated balance at 30 June 2007	2,360,000	
Transactions incurred during the year 2007/2008		
Change in accumulated depreciation/amortisation	-	
Restated balance at 30 June 2008	2,360,000	

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand 2009 2008

2. Changes in accounting policy and prior period errors (continued)

GRAP 100: Non-current Assets Held for Sale

During the 2008/09 financial period the Accounting Standard for Non-current assets held for sale has been recognised in the Annual consolidated Financial Statements of the Economic Entity as at 30 June 2009. Assets meeting the definition and recognition criteria of non-current assets held for sale are reclassified and measured in accordance with GRAP 100 requirements.

IAS 19: Employee Benefits

Post-retirement medical aid benefits obligation

The Accounting Standard for Employee cost regarding post-retirement medical aid benefits has been implemented as at 30 June 2009. To appropriately present and disclose this liability, the amount, movement for the year and other required information regarding this liability is now presented and disclosed separate from Provisions, as was previously the case. The amounts presented have however not been affected by this change in accounting policy.

IAS 39: Financial Instruments - Recognition and Measurement

Provision for impairment of receivables

The Economic Entity changed the calculation method for the provision for impairment of receivables (doubtful debts) during the year to adhere to the requirements of IAS 39. Refer to accounting policy note 10.1.5. This correction of error has been applied retrospectively.

The effect of the change in accounting policy is as follows:

	Trade Receivables R	Accumulated Surplus R
Balance as previously stated at 30 June 2007	25,521,252	
Decrease/(increase) in provision for doubtful debts	<u>(1,584,689)</u>	(1,584,689)
Restated balance at 30 June 2007	<u>23,936,563</u>	
Balance as previously stated at 30 June 2008	25,312,701	
Decrease/(increase) in provision for doubtful debts	<u>1,295,746</u>	1,295,746
Restated balance at 30 June 2008	<u>26,608,447</u>	

Reconciliation of adjustments due to changes in accounting policies and prior period errors

	Previously reported 2008	Amount of correction	Restated 2008
Increase in Accumulated Surplus 1 July 2007	144,795,854	215,390,522	360,186,376
Reclassification of internal funds and reserves		210,735,180	
Recognition of water inventory		107,561	
Review of vehicles residual values		4,184,083	
Review of debtors impairment		1,295,744	
Operating leases straightlining		<u>1,202,098</u>	
Change in accounting policy		217,524,666	

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008	
2. Changes in accounting policy and prior period errors (continued)			
Write off study loans	(15,653)		
Write back stale cheques	1,934,190		
Write off retention money	517,709		
Clean-up salary account	(60,860)		
Correction VAT - maxprofit	4,619,972		
Clean-up bulk water meter control	257,457		
Correction equity share suspense account	44,146		
DBSA - repay loan Kleinmond (habour project)	(606,431)		
Transfer CID suspense account to surplus	(11,655,446)		
Write back intangible asset's amortisation	590,000		
Provision of interest paid	(27,299)		
Correction of unspent grants and receipts	<u>2,268,071</u>		
Prior year adjustments	(2,134,144)		
Decrease in 2007/08 transfers between Internal funds and Reserves	25,280,279	(25,280,279)	
Increase in surplus for the year 30 June 2008	70,828,015	4,400,936	
		75,228,951	
Net Assets and Liabilities as at 30 June 2008	Previously reported 2008	Amount of correction 2008	Restated
Net assets	419,734,770	6,328,611	426,063,381
Housing Development Fund	3,317,403	-	3,317,403
Capital replacement reserve	28,978,157	(28,978,157)	-
Capitalisation reserve	85,532,199	(85,532,199)	-
Government grant reserve	54,204,129	(54,204,129)	-
Donations and public contribution reserves	16,759,886	(16,759,886)	-
Self-Insurance reserve	(19,471)	19,471	-
Accumulated Surplus/(Deficit)	<u>230,962,467</u>	<u>191,783,511</u>	<u>422,745,978</u>
Non-current liabilities	104,909,066	-	104,909,066
Long-term liabilities	43,731,392	-	43,731,392
Post-retirement medical aid benefits obligation	46,582,736	-	46,582,736
Other non-current provisions	<u>14,594,938</u>	<u>-</u>	<u>14,594,938</u>
Current liabilities	128,298,650	(4,100,716)	124,197,934
Consumer deposits	10,220,922	-	10,220,922
Provisions	5,676,176	-	5,676,176
Trade and other payables	84,451,408	(1,814,992)	82,636,416
Unspent conditional grants and receipts	19,358,390	(2,285,724)	17,072,666
Operating lease liability	-	-	-
Current portion of Post-retirement medical aid benefits obligation	999,903	-	999,903
Current portion of long-term liabilities	<u>7,591,851</u>	<u>-</u>	<u>7,591,851</u>
Total Net Assets and Liabilities	652,942,486	2,227,895	655,170,381
ASSETS			
Non-current assets	510,399,694	5,944,154	516,343,848
Property, plant and equipment	497,428,555	3,599,807	501,028,362
Intangible Assets	-	2,360,000	2,360,000
Investment property	-	-	-
Investments	12,525,864	-	12,525,864
Long-term receivables	<u>445,275</u>	<u>(15,653)</u>	<u>429,622</u>

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand 2009 2008

2. Changes in accounting policy and prior period errors (continued)

Current assets	142,542,792	(3,716,259)	138,826,533
Inventory	4,722,631	129,051	4,851,682
Trade Receivables	25,312,701	1,295,746	26,608,447
Other Receivables	28,406,898	(6,349,650)	22,057,248
Operating lease receivable	-	1,208,594	1,208,594
Current portion of long-term receivables	365,417	-	365,417
VAT	13,273,863	-	13,273,863
Short term investments	50,000,000	-	50,000,000
Cash and cash equivalents	20,461,282	-	20,461,282
Total Assets	652,942,486	2,227,895	655,170,381
Surplus/(Deficit) for the year	70,828,015	4,400,936	75,228,951

3. Inventories

Water	115,959	131,051
Stores and materials	4,421,992	4,720,631
	4,537,951	4,851,682

Comparative figures are restated due to a change in Accounting Policy, refer to note 2 for more detail.

4. Other financial assets

At fair value through profit or loss - designated

New Republic bank The bank is under receivership. Interest only accrued till 31 December 2007. There is no guarantee that the Economic Entity will receive the full value of the investment. During the year, a dividend of R0.45 on the original capital still outstanding has been received. This brings the total payout to 89% of the original investment.	2,567,209	3,332,454
Rand Merchant Bank (Momentum Policy Backed Loan Structure)	11,419,246	9,132,915
Eskom Long term investments in lieu of consumer deposits	65,159	60,495
	14,051,614	12,525,864

Held to maturity

Other deposits The investment was redeemed during the year	-	50,000,000
Total other financial assets	14,051,614	62,525,864

Non-current assets

At fair value through profit or loss - designated	14,051,614	12,525,864
---	------------	------------

Current assets

Held to maturity	-	50,000,000
	14,051,614	62,525,864

The fair values of the financial assets were determined as follows:

- The fair values of listed or quoted investments are based on the quoted market price.
- The fair values on investments not listed or quoted are estimated using the discounted cash flow analysis.

Fair values are determined annually at statement of financial position date.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
4. Other financial assets (continued)		
For debt securities classified as at fair value through surplus or deficit, the maximum exposure to credit risk at the reporting date is the carrying amount.		
In determining the recoverability of other financial assets, the Economic Entity considers any change in the credit quality of the other financial assets from the date the credit was initially granted up to the reporting date.		
5. Operating lease asset / (accrual)		
Current assets	1,150,927	1,208,594
	<u>1,150,927</u>	<u>1,208,594</u>
6. Trade and other receivables from exchange transactions		
Trade debtors	16,255,553	7,353,678
Staff prepayments	749	-
Rental paid in advance	22,982	-
Deposits	117,802	101,122
Control accounts - sundry	23,437,554	14,602,448
	<u>39,834,640</u>	<u>22,057,248</u>
In determining the recoverability of trade and other receivables, the Economic Entity considers any change in the credit quality of the trade and other receivable from the date the credit was initially granted up to the reporting date.		
7. Other receivables from non-exchange transactions, including taxes and transfers		
VAT	18,532,823	13,273,863
	<u>18,532,823</u>	<u>13,273,863</u>
In determining the recoverability of other receivables, the Economic Entity considers any change in the credit quality of the other receivable from the date the credit was initially granted up to the reporting date.		
8. Consumer debtors		
Gross balances		
Government	1,915,027	1,140,027
Business	6,348,528	6,007,991
Individual	45,062,857	33,967,913
	<u>53,326,412</u>	<u>41,115,931</u>
Less: Provision for bad debts		
Government	-	-
Business	(738,992)	(752,464)
Individual	(15,195,452)	(13,755,020)
	<u>(15,934,444)</u>	<u>(14,507,484)</u>
Net balance		
Government	1,915,027	1,140,027
Business	5,609,536	5,255,527
Individual	29,867,405	20,212,893
	<u>37,391,968</u>	<u>26,608,447</u>

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
8. Consumer debtors (continued)		
Government		
Current (0 -30 days)	170,709	334,911
31 - 60 days	52,294	50,048
61 - 90 days	29,621	28,105
91 - 120 days	38,220	17,168
+ 120 Days	1,624,183	709,795
	1,915,027	1,140,027
Business		
Current (0 -30 days)	3,609,871	3,593,358
31 - 60 days	503,744	535,524
61 - 90 days	184,907	98,397
91 - 120 days	109,563	86,994
+ 120 Days	1,201,451	941,254
	5,609,536	5,255,527
Individual		
Current (0 -30 days)	16,613,419	11,394,148
31 - 60 days	3,269,901	1,446,112
61 - 90 days	1,130,356	681,541
91 - 120 days	793,568	456,307
+ 120 Days	8,060,161	6,234,785
	29,867,405	20,212,893
Reconciliation of bad debt provision		
Balance at beginning of the year	14,507,484	13,223,711
Contributions to provision	4,964,545	1,953,648
Bad debts written off against provision	(3,537,585)	(669,876)
	15,934,444	14,507,484
<p>In determining the recoverability of consumer debtors, the Economic Entity considers any change in the credit quality of the consumer debtor from the date the credit was initially granted up to the reporting date. The concentration of credit risk is limited due to the customer base being large and unrelated. Accordingly, management believes no further credit provisions are required in excess of the present allowance for doubtful debts.</p>		
9. Long term receivables		
Non - Current Portion		
Land sales	22,276	29,748
Officials: Car loans	-	129,684
Officials: Study loans	5,300	(15,653)
Officials: Bursary Fund	806	-
Housing selling scheme loans	47,982	47,998
Sport clubs	237,843	237,845
	314,207	429,622
Current Portion		
Land sales	-	-
Officials: Car loans	110,099	253,842
Officials: Study loans	-	21,808
Officials: Bursary Fund	-	4,206
Housing selling scheme loans	-	901
Sport clubs	-	84,660
	110,099	365,417

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
9. Long term receivables (continued)		
Total		
Long term receivables- Non-current portion	314,207	429,622
Long term receivables - Current portion	110,099	365,417
	424,306	795,039

In determining the recoverability of long term receivables, the Economic Entity considers any change in the credit quality of the long term receivables from the date the credit was initially granted up to the reporting date.

10. Cash and cash equivalents

Cash and cash equivalents consist of:

Cash on hand	15,932	9,920
Bank balances	14,542,356	20,451,362
	14,558,288	20,461,282

The municipality had the following bank accounts

Account number / description	Bank statement balances			Cash book balances		
	June 30, 2009	June 30, 2008	June 30, 2007	June 30, 2009	June 30, 2008	June 30, 2007
ABSA BANK Account Type - 322 000 035 (Hermanus Primary Bank Account)	10,435,754	48,300,352	103,879,545	11,714,681	166,616,889	140,340,482
ABSA BANK Account Type - 322 017 0240 (Gansbaai)	39,155	8,043	1,145,293	(239,397)	(28,888,283)	(18,649,801)
ABSA BANK Account Type - 405 835 6861 (Hangklip-Kleinmond)	4,851	26,969	1,089,905	13,185	(41,388,278)	(29,400,193)
ABSA BANK Account Type - 405 589 9787 (Onrus Caravan Park)	5,250	6,006	13,237	(8,358)	(292,395)	(253,046)
ABSA BANK Account Type - 405 642 0921 (Traffic Department)	52,521	163,206	399,224	(180,645)	(309,084)	(111,828)
ABSA BANK Account Type - 406 657 8021 (Debtors Accounts)	524,177	172,219	1,606,441	262,239	(75,287,487)	(6,891,354)
ABSA BANK Account Type - 407 298 3157 (GB Sport Centre)	282,774	-	-	282,774	-	-
Cash on hand in floats Account Type - 407 182 5530 (Overstrand Local Economic Development Agency (Pty) Ltd)	-	-	-	15,420	9,920	9,920
	2,886,884	-	-	2,697,878	-	-
Total	14,231,366	48,676,795	108,133,645	14,557,777	20,461,282	85,044,180

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand

11. Investment property

	2009			2008		
	Cost / Valuation	Accumulated depreciation	Carrying value	Cost / Valuation	Accumulated depreciation	Carrying value
Investment property	47,481,200	-	47,481,200	-	-	-

Reconciliation of investment property - 2009

	Opening Balance	Transfers	Total
Investment property	-	47,481,200	47,481,200

A register containing the information required by section 63 of the Municipal Finance Management Act is available for inspection at the registered office of the municipality.

Revenue earned on investment properties for the 2008/09 financial year was R100,896 (2007/08: R76,391).

All transfers to Investment Property was from owner-occupied property.

12. Property, plant and equipment

	2009			2008		
	Cost / Valuation	Accumulated depreciation	Carrying value	Cost / Valuation	Accumulated depreciation	Carrying value
Buildings	94,511,300	-	94,511,300	87,839,929	(20,879,393)	66,960,536
Community	93,257,930	(21,621,314)	71,636,616	18,749,739	(4,636,532)	14,113,207
Heritage	73,111,309	-	73,111,309	1,088,522	-	1,088,522
Infrastructure	4,506,647,340	(2,320,823,544)	2,185,823,796	460,406,014	(107,979,719)	352,426,295
Land	300,469,400	-	300,469,400	34,895,323	-	34,895,323
Other Assets	55,424,600	(13,913,273)	41,511,327	54,587,467	(23,042,988)	31,544,479
Total	5,123,421,879	(2,356,358,131)	2,767,063,748	657,566,994	(156,538,632)	501,028,362

Reconciliation of property, plant and equipment - 2009

	Opening Balance	Additions	Under Construction	Revaluations	Depreciation	Total
Buildings	66,960,536	7,881,394	616,419	22,095,963	(3,043,012)	94,511,300
Community	14,113,207	932,676	-	57,292,850	(702,117)	71,636,616
Heritage	1,088,522	-	-	72,022,787	-	73,111,309
Infrastructure	352,426,295	103,566,811	46,099,390	1,708,623,149	(24,891,849)	2,185,823,796
Land	34,895,323	-	-	265,574,077	-	300,469,400
Other Assets	31,544,479	15,048,123	173,248	265,787	(5,520,310)	41,511,327
Total	501,028,362	127,429,004	46,889,057	2,125,874,613	(34,157,288)	2,767,063,748

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand 2009 2008

12. Property, plant and equipment (continued)

Reconciliation of property, plant and equipment - 2008

	Restated Opening Balance	Additions	Under Construction	Depreciation	Total
Buildings	57,417,707	9,558,414	2,407,448	(2,423,033)	66,960,536
Community	8,444,185	3,302,580	2,936,850	(570,408)	14,113,207
Heritage	1,088,522	-	-	-	1,088,522
Infrastructure	242,503,261	81,379,163	47,126,237	(18,582,366)	352,426,295
Land	34,895,323	-	-	-	34,895,323
Other Assets	22,208,789	12,787,668	154,658	(3,606,636)	31,544,479
	366,557,787	107,027,825	52,625,193	(25,182,443)	501,028,362

Revaluations

The effective date of the revaluations was Tuesday, June 30, 2009. Revaluations were performed by independent valuers, Boland Valuers, who are not connected to the Economic Entity.

Land and buildings are re-valued independently every 4 years.

These assumptions were based on current market conditions.

A register containing the information required by section 63 of the Municipal Finance Management Act is available for inspection at the registered office of the Economic Entity.

13. Intangible assets

	2009			2008		
	Cost / Valuation	Accumulated amortisation	Carrying value	Cost / Valuation	Accumulated amortisation	Carrying value
Computer software, other	469,188	(465,607)	3,581	465,030	(465,030)	-
Water Rights	2,360,000	-	2,360,000	2,360,000	-	2,360,000
Total	2,829,188	(465,607)	2,363,581	2,825,030	(465,030)	2,360,000

Reconciliation of intangible assets - 2009

	Opening Balance	Additions	Amortisation	Total
Computer software	-	4,158	(577)	3,581
Water Rights	2,360,000	-	-	2,360,000
	2,360,000	4,158	(577)	2,363,581

Reconciliation of intangible assets - 2008

	Opening Balance	Total
Water Rights	2,360,000	2,360,000

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand

	2009	2008
--	------	------

14. Non-current assets held for sale

Assets meeting the definition and recognition criteria of non-current assets held for sale are reclassified and measured in accordance with GRAP 100 requirements.

ERF NO.774 - Station Site

Council approved the rezoning of erf 774 to General business zone. It was sold to Shoprite Checkers (PTY) LTD for R17 000 000 for further development. Transfer is expected during 2010.

ERF NO. 6408 - Kleinmond Service Yard

Council decided to sell this property as it was under-utilised and ideal location for the extension for the central business are of Kleinmond. It was sold to Danmarest (PTY) LTD for R4 617 000 and transfer is expected during April 2010.

ERF NO. 6830 - Hermanus

Council decided to sell this property for the purposes of consolidating it with an adjacent erf. It was sold to HN De Villiers for R5 000 and transfer is expected during 2010.

Non-current assets held for sale comprises the following:

Erf no. 774 - Station Site	16,800,000	-
Erf no. 6408 - Kleinmond Service Yard	2,050,000	-
Erf no. 6830 - Hermanus	1,000	-
	18,851,000	-

15. Other financial liabilities

Held at amortised cost

Annuity loans	126,246,357	51,323,243

Non-current liabilities

At amortised cost	103,153,984	43,731,392

Current liabilities

At amortised cost	23,092,373	7,591,851
	126,246,357	51,323,243

The fair values of the financial liabilities were determined as follows:

a) The management of the municipality is of the opinion that the carrying value of Financial Assets and Financial Liabilities recorded at amortised cost in the Annual Consolidated Financial Statements approximate their fair values. The fair value of Financial Assets and Financial Liabilities were determined after considering the standard terms and conditions of agreements entered into between the municipality and other parties as well as the the current payment ratio's of the Economic Entity's debtors.

b) At the reporting date there are no significant concentrations of credit risk for Loans and Receivables at Fair Value. The carrying amount reflected above represents the Economic Entity's maximum exposure to credit risk for such loans and receivables.

Refer to page 394 for maturity analysis of financial liabilities.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
16. Trade and other payables from exchange transactions		
Trade payables	64,670,986	47,717,485
Payments received in advance	3,398,847	5,568,212
Deferred income	243,215	211,293
Accrued leave pay	5,718,027	4,920,100
Deposits received	387,978	195,299
Other payables	2,189,252	2,107,280
Control account - salaries	48,362	29,621
Control account - sundry	8,704,173	6,736,299
Retention money	8,555,588	7,341,710
Deposits - Builders	6,083,093	6,073,174
Insurance claims	(49,491)	65,783
Prepaid vending	888,976	1,670,159
	100,839,006	82,636,415
17. Consumer deposits		
Electricity and water	11,379,540	10,220,922
18. Retirement benefits		
Defined benefit plan		
<p>The Economic Entity provides certain post-retirement health care benefits by funding the medical aid contributions of qualifying retired members of the Economic Entity. According to the rules of the Medical Aid Funds, with which the Economic Entity is associated, a member (who is on the current Conditions of Service) is entitled to remain a continued member of such medical aid fund on retirement, in which case the Economic Entity is liable for a certain portion of the medical aid membership fee. The Economic Entity operates an unfunded defined benefit plan for these qualifying employees. No other post-retirement benefits are provided to these employees.</p>		
<p>The Economic Entity makes monthly contributions for health care arrangements to the following medical aid schemes:</p> <ul style="list-style-type: none"> - Bonitas; - LA Health; - Prosano; - Samwumed; and - Keyhealth. 		
<p>The most recent actuarial valuations of plan assets and the present value of the defined benefit obligation were carried out at 30 June 2007 by Mr C Weiss, Fellow of the Actuarial Society of South Africa, including projections for the 2008 and 2009 financial periods. The present value of the defined benefit obligation, and the related current service cost and past service cost, were measured using the Projected Unit Credit Method.</p>		
<p>The members of the Post-employment Health Care Benefit Plan are made up as follows:</p>		
In-service Members (Employees)	298	
Continuation Members (Retirees, widowers and orphans)	45	
Total Members	344	
Carrying value		
Present value of the defined benefit obligation-wholly unfunded	(53,518,639)	(47,582,639)
Non-current liabilities	(52,453,742)	(46,582,736)
Current liabilities	(1,064,897)	(999,903)
	(53,518,639)	(47,582,639)

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
18. Retirement benefits (continued)		
Movements for the year		
Opening balance	47,582,639	42,244,466
Net expense recognised in the statement of financial performance	5,936,000	5,338,173
	53,518,639	47,582,639
Net expense recognised in the statement of financial performance		
Current service cost	3,129,292	2,897,492
Interest cost	3,806,611	3,379,557
Benefits paid	(999,903)	(938,876)
Actuarial gain/(loss)	-	-
	5,936,000	5,338,173
Contributions expected to be paid:		
Contributions paid	1,560,129	1,346,800
Key assumptions used		
Assumptions used on last valuation on Saturday, June 30, 2007.		
Discount rates used	8.00 %	8.00 %
Health care cost inflation rate	6.50 %	6.50 %
Net effective discounted rate	1.41 %	1.41 %
Management assessed the assumptions used and found it to be adequate.		
The effect of an increase of 1% in the assumed medical cost trend rates:		
Aggregate current service and interest costs	7,000,621	6,303,878
Accumulated post-employment benefit obligation	53,583,357	47,609,468
The effect of a decrease of 1% in the assumed medical cost trend rates:		
Aggregate current service and interest costs	6,871,185	6,218,487
Accumulated post-employment benefit obligation	53,453,921	47,524,077
Amounts for the current and previous 4 years of the present value of the defined benefit obligation:		
2009	53,518,638	
2008	47,582,639	
2007	42,244,466	
2006	37,623,678	
2005	31,930,678	
Defined contribution plan		
It is the policy of the Economic Entity to provide retirement benefits to all its employees. A number of defined contribution provident funds, all of which are subject to the Pensions Fund Act exist for this purpose.		
The Economic Entity is under no obligation to cover any unfunded benefits.		

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
19. Unspent conditional grants and receipts		
Government grants:		
PAWC - GRANTS	7,037	702,247
FINANCIAL MANAGEMENT GRANT	820,157	1,204,688
NT-MUN SYS IMPROVEMENT GRANT	2,902	-
PROV-HOUSING CONSUMER EDUCATION	185,433	88,400
PROV-MPC (HAWSTON)	78,016	694,435
DWAF-MASIBAMBANE III PROGRAM	-	297,000
INDUSTRIAL DEVELOPMENT CORPORATION (IDC) GRANT (OVERSTRAND)	2,500,000	-
LOCAL ECONOMIC DEVELOPMENT AGENCY (PTY) LTD)		
	3,593,545	2,986,770
Conditional receipts:		
HAWSTON HOUSING CONTRIBUTION	116,534	114,055
CLEANEST TOWN COMPETITION	56,576	-
VUNA AWARDS COMPETITION	594,089	1,163,283
ABSA MENTORSHIP (GREY POWER)	30,000	-
SPACES FOR SPORT	247,768	-
INFRA CONTRIBUTION-ELECTRICITY	3,674,052	2,539,139
INFRA CONTRIBUTION-WATER	6,822,033	4,333,770
INFRA CONTRIBUTION-SEWERAGE	4,525,822	2,799,900
INFRA CONTRIBUTION-ROADS	1,107,289	381,371
INFRA CONTRIBUTION-STORM WATER	24,612	24,612
INFRA CONTRIBUTION-S/B ERF	731,245	731,245
INFRA CONTRIBUTION-PARKING	2,306,539	1,881,021
DBSA-OVERSTRAND LED	-	117,501
	20,236,559	14,085,897
Movement during the year		
Balance at the beginning of the year	17,072,666	22,584,416
Additions during the year	32,281,120	16,240,985
Income recognition during the year	(24,828,472)	(21,752,735)
Transfer to debtors	(695,210)	-
	23,830,104	17,072,666

The nature and extent of government grants recognised in the annual consolidated financial statements and an indication of other forms of government assistance from which the entity has directly benefited; and

Unfulfilled conditions and other contingencies attaching to government assistance that has been recognised.

20. Provisions

Reconciliation of provisions - 2009

	Opening Balance	Movements	Utilised during the year	Total
Rehabilitation of tip sites	11,031,931	11,515,779	(522,212)	22,025,498
Clearing out of alien vegetation	4,380,000	-	(994,467)	3,385,533
Cleaning up of illegal dumping	4,267,000	(1,915,999)	(2,351,001)	-
Long Service Provision	592,183	83,431	-	675,614
	20,271,114	9,683,211	(3,867,680)	26,086,645

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand

20. Provisions (continued)

Reconciliation of provisions - 2008

	Opening Balance	Additions	Utilised during the year	Total
Rehabilitation of tip sites	4,432,000	6,599,931	-	11,031,931
Clearing out of alien vegetation	6,100,000	-	(1,720,000)	4,380,000
Cleaning up of illegal dumping	4,282,000	-	(15,000)	4,267,000
Long Service Provision	517,305	74,878	-	592,183
	15,331,305	6,674,809	(1,735,000)	20,271,114
Non-current liabilities			24,134,221	14,594,938
Current liabilities			1,952,424	5,676,176
			26,086,645	20,271,114

Rehabilitation of tip sites:

The costs to rehabilitate all identified sites in the Overstrand is estimated at R22,025,498. Provision for R945,000 has been made for this program in the 2009/2010 operating budget.

Clearing out of alien vegetation:

Approx. 20% of a total area of 26 154ha must be cleared during the next four years and the estimated cost amounts to R4,03m of which an amount of R1m has been provided for in the 2009/2010 operating budget.

Cleaning up of illegal dumping:

This program has been completed. Any instantsis that may occure during the year will be funded from the operational budget.

Long service provision:

Post retirement benefits relating to long service bonuses have been provided for. An actuarial valuation has been carried out by a professional actuary as at 30 June 2007. The provision has been adjusted with the projection from the 2007 report.

Comparative figures are restated due to a change in Accounting Policy, refer to note 2 for more detail.

21. Property Rates

Rates received

Residential and Business	116,200,501	81,624,568
--------------------------	-------------	------------

22. Service charges

Sale of electricity	112,779,434	89,194,284
Sale of water	53,851,617	43,810,733
Sewerage and sanitation charges	32,056,044	29,106,096
Refuse removal	31,512,375	26,594,007
	230,199,470	188,705,120

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
23. Government grants and subsidies		
National Equitable share	20,894,239	15,446,463
National FMG grant	884,531	467,959
Municipal Systems Improvement grant (MSIG)	397,098	150,000
Provincial Library	505,419	304,919
Provincial Proclaimed Roads Maintenance	16,000	707,000
Provincial Town Planning Subsidy	-	400,000
Provincial Other	-	124,969
Provincial Housing Consumer Education	52,967	111,600
National DME - INEP	-	3,352,000
Provincial MIG funds	14,188,000	4,060,000
Provincial Gansbaai Spaces for Sport	-	1,500,000
Provincial Social Housing Projects	5,416,114	2,239,011
Provincial Multipurpose Centre	616,419	400,000
DAWF Masibimbane project	1,031,470	-
Provincial Community Development Workers	96,000	72,000
Industrial Development Corporation grant (Overstrand Local Economic Development Agency (Pty) Ltd)	667,000	-
Standard Bank netball clinic (Overstrand Local Economic Development Agency (Pty) Ltd)	3,500	-
	44,768,757	29,335,921

Unconditional grants: National - Equitable share

In terms of the constitution, this grant is used to subsidise the provision of basic services to indigent community members. All registered indigents receive a monthly subsidy based on the basic service charges for water, electricity, sewerage, refuse and 6kl free basic water and 50kw unit of electricity (2008: same principal applied), which is funded from this grant.

Conditional grants: National - FMG grant

Balance unspent at beginning of year	1,204,688	1,172,647
Current year receipts	500,000	500,000
Conditions met - transferred to revenue	(884,531)	(467,959)
Conditions still to be met - transferred to liabilities (see note 19)	820,157	1,204,688

Conditions have been met and the money has been committed. The unspent portion will be spend during the 2009/2010 year.

Conditional grants: National - MSIG

Current year receipts	400,000	150,000
Conditions met - transferred to revenue	(397,098)	(150,000)
Conditions still to be met - transferred to liabilities (see note 19)	2,902	-

Conditional grants: Provincial - Library

Current year receipts	505,419	304,919
Conditions met - transferred to revenue	(505,419)	(304,919)
Conditions still to be met - transferred to liabilities (see note 19)	-	-

Conditional grants: Provincial - Main road subsidy

Current year receipts	16,000	707,000
Conditions met - transferred to revenue	(16,000)	(707,000)
Conditions still to be met - transferred to liabilities (see note 19)	-	-

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
23. Government grants and subsidies (continued)		
Conditional receipts: Provincial - Town planning subsidy		
Current year receipts	-	400,000
Conditions met - transferred to revenue	-	(400,000)
Conditions still to be met - transferred to liabilities (see note 19)	-	-
Conditional receipts: PAWC: Other grants		
Balance unspent at beginning of year	702,247	702,247
Current year receipts	-	124,969
Conditions met - transferred to revenue	-	(124,969)
Transferred to debtors	(695,210)	-
Conditions still to be met - transferred to liabilities (see note 19)	7,037	702,247
Conditions have been met and the money has been committed. The unspent portion will be spend during the 2009/2010 year.		
Conditional receipts: PAWC: Housing consumer education		
Balance unspent at beginning of year	88,400	-
Current year receipts	150,000	200,000
Conditions met - transferred to revenue	(52,967)	(111,600)
Conditions still to be met - transferred to liabilities (see note 19)	185,433	88,400
Conditions have been met and the money has been committed. The unspent portion will be spend during the 2009/2010 year.		
Conditional grants: National - DME - INEP		
Current year receipts	-	3,352,000
Conditions met - transferred to revenue	-	(3,352,000)
Conditions still to be met - transferred to liabilities (see note 19)	-	-
Conditional grants: Provincial - MIG funds 2008/09 allocation		
Balance unspent at beginning of year	-	1,457,049
Current year receipts	14,188,000	2,602,951
Conditions met - transferred to revenue	(14,188,000)	(4,060,000)
Conditions still to be met - transferred to liabilities (see note 19)	-	-
Conditional grants: Provincial - Gansbaai spaces for sport		
Balance unspent at beginning of year	-	1,500,000
Conditions met - transferred to revenue	-	(1,500,000)
Conditions still to be met - transferred to liabilities (see note 19)	-	-
Conditional grants: Provincial - Social housing		
Current year receipts	5,416,114	2,239,011
Conditions met - transferred to revenue	(5,416,114)	(2,239,011)
Conditions still to be met - transferred to liabilities (see note 19)	-	-

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand

23. Government grants and subsidies (continued)

Conditional grants: Provincial - Multipurpose centre

	2009	2008
Balance unspent at beginning of year	694,435	694,435
Current year receipts	-	400,000
Conditions met - transferred to revenue	(616,419)	(400,000)
Conditions still to be met - transferred to liabilities (see note 19)	<u>78,016</u>	<u>694,435</u>

Conditions have been met and the money has been committed. The unspent portion will be spend during the 2009/2010 year.

Conditional receipts: DAWF: Masibimbane project

Balance unspent at beginning of year	297,000	-
Current year receipts	734,470	297,000
Conditions met - transferred to revenue	(1,031,470)	-
Conditions still to be met - transferred to liabilities (see note 19)	<u>-</u>	<u>297,000</u>

Conditional receipts: Community development workers

Current year receipts	96,000	72,000
Conditions met - transferred to revenue	(96,000)	(72,000)
Conditions still to be met - transferred to liabilities (see note 19)	<u>-</u>	<u>-</u>

Conditional grants: Industrial Development Corporation (IDC)

Current year receipts	3,167,000	-
Conditions met - transferred to revenue	(667,000)	-
Conditions still to be met - transferred to liabilities (see note 19)	<u>2,500,000</u>	<u>-</u>

Conditions have been met and the money has been committed. The unspent portion will be spend during the 2009/2010 year.

Conditional receipts: Standard Bank netball clinic

Current year receipts	3,500	-
Conditions met - transferred to revenue	(3,500)	-
Conditions still to be met - transferred to liabilities (see note 19)	<u>-</u>	<u>-</u>

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
24. Other Income		
Administration charges	221,335	203,635
Admission fees received	416,873	415,838
Boat launching permits	49,260	-
Building plan fees	2,366,403	4,045,928
Cemetery fees	144,459	136,546
Commission received	52,894	57,965
Contribution from provisions	-	1,249,619
Debtback charges	1,686,895	1,182,248
Library fees received	72,388	64,209
Other income	3,528,771	3,499,179
Parking fees received	114,875	76,782
Plot clearing charges	527,848	246,756
Post office agency	43,150	129,162
Pound fees received	12,935	15,268
Private telephone calls	301,353	249,326
Reconnection fees	133,639	122,743
Remedial action fee	114,622	-
Roadworthy Certificates	424,560	421,900
SETA claims	513,531	314,485
Swimming pool fees received	29,811	21,607
Town planning fees received	702,294	660,049
Valuation and clearance certificates	281,422	178,446
Vehicle permits	196,080	37,810
Vehicle registration fees	159,212	151,678
	12,094,610	13,481,179
25. Investment revenue		
Interest revenue		
Investments and loans	5,088,379	19,849,884
Consumer debtors	2,492,079	2,190,540
	7,580,458	22,040,424
26. Employee related costs		
Basic	78,125,175	64,002,193
Bonus	5,517,511	4,629,783
Medical aid - company contributions	5,244,675	4,263,695
UIF	854,531	721,600
Other payroll levies	37,755	32,550
Leave pay provision charge	1,176,282	785,499
Post-employment benefits - Pension - Defined contribution plan	12,392,972	11,356,881
Overtime payments	10,913,565	10,194,286
Long-service bonuses	565,954	350,746
Acting allowances	578,258	519,406
Car allowance	5,240,830	4,320,436
Housing benefits and allowances	1,237,876	980,716
Group life - company contributions	653,459	848,792
Full time union representative	-	58,987
Standby allowances	1,277,739	1,076,269
Sundry allowances	374,208	343,178
	124,190,790	104,485,017

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
26. Employee related costs (continued)		
Overstrand Municipality		
Remuneration of municipal manager		
Annual Remuneration	776,168	338,461
Car Allowance	60,000	67,051
Computer Allowance	-	3,800
Contributions to UIF, Medical and Pension Funds	169,617	1,451,118
Performance Bonuses	-	35,654
	1,005,785	1,896,084
Remuneration of director: Finance		
Annual Remuneration	594,318	199,830
Car Allowance	33,403	32,141
Contributions to UIF, Medical and Pension Funds	120,669	39,607
Performance Bonuses	30,078	-
	778,468	271,578
Remuneration of director: Community Services		
Annual Remuneration	434,022	360,013
Car Allowance	132,978	132,978
Computer Allowance	3,908	3,908
Contributions to UIF, Medical and Pension Funds	109,033	88,652
Performance Bonuses	16,414	16,414
	696,355	601,965
Remuneration of director: Local Economic Development		
Annual Remuneration	389,223	323,352
Car Allowance	120,000	131,134
Computer Allowance	-	13,809
Contributions to UIF, Medical and Pension Funds	88,574	71,074
Performance Bonuses	19,020	-
	616,817	539,369
Remuneration of director: Infrastructure & Planning		
Annual Remuneration	513,844	437,508
Car Allowance	129,530	129,530
Computer Allowance	6,513	6,513
Contributions to UIF, Medical and Pension Funds	127,134	108,922
Performance Bonuses	22,500	22,500
	799,521	704,973
Remuneration of director: Protection Services		
Annual Remuneration	233,998	-
Car Allowance	70,000	-
Contributions to UIF, Medical and Pension Funds	60,004	-
	364,002	-

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
26. Employee related costs (continued)		
Remuneration of director: Management Services		
Annual Remuneration	284,483	-
Car Allowance	80,000	-
Contributions to UIF, Medical and Pension Funds	79,237	-
	443,720	-
Overstrand Local Economic Development Agency (Pty) Ltd		
Remuneration of the chief executive officer		
Annual remuneration	286,666	-
Travel, motor, accommodation, subsistence and other allowances	118,592	-
Cost to company - Contributions to Pension Fund	27,500	-
Cost to company - 1% UIF contributions	998	-
	433,756	-
Remuneration of the directors		
	Emoluments	Subsistence allowance
Rev. E Arrison	18,000	720
Prof. D Brink	10,500	-
Prof. A Nieuwoudt	12,000	-
Mr. N Nomkhila	18,000	720
Mr. PH Pieters	15,000	720
Ms. NE Pike	13,500	-
Mr. DK Smith	16,500	1,731
	103,500	3,891
27. Remuneration of councillors		
Executive Major	518,697	470,369
Deputy Executive Mayor	414,958	373,473
Mayoral Committee Members	769,591	701,942
Speaker	414,958	374,335
Councillors	2,152,575	1,953,872
	4,270,779	3,873,991
28. Depreciation and amortisation		
Property, plant and equipment	34,157,285	25,182,442
Intangible assets	577	-
	34,157,862	25,182,442
29. Finance costs		
Current borrowings	7,535,489	6,154,084
30. Debt impairment		
Contributions to bad-debt provision	4,964,544	1,953,648

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
31. Bulk purchases		
Electricity	59,353,373	42,831,232
32. Contracted Services		
Specialist Services	6,231,971	5,150,598
Other Contractors	5,513,979	4,447,331
	11,745,950	9,597,929
33. Grants and subsidies paid		
Other subsidies		
Low house-hold subsidies	9,308,485	9,350,079
Grant to tourism associations	-	963,855
	9,308,485	10,313,934

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
34. General expenses		
Accounting fees	17,393	-
Advertising	1,159,682	1,161,418
Auditors remuneration	2,266,910	1,645,709
Bank charges	848,104	740,137
Billing charges	6,047,441	5,400,592
Chemicals	6,575,886	3,790,064
Cleaning	1,518	-
Commission paid	1,215,633	948,679
Computer expenses	1,080	-
Conditional receipts expenses	7,266,310	1,457,814
Consulting and professional fees	1,830,585	2,120,585
Consumables	1,364,539	1,212,890
Debt collection	1,633,892	918,377
Deeds office cost	66,334	91,882
Delegate expenses	122,350	65,512
Electricity	1,313,433	985,343
Fuel and oil	6,696,119	6,123,436
Hire	447,203	-
Insurance	3,523,799	2,952,372
Lease rentals on operating lease	273,368	2,468,628
Management of informal settlements	1,795,222	1,632,157
Municipal charges	4,497,151	3,050,046
Occupational health and safety	115,239	64,762
Other expenses	3,367,392	4,263,556
Improvement rebates	16,533,199	14,718
Rates income foregone	1,949,666	-
Hermanus public protection	2,736,244	-
Postage and courier	1,042,965	690,982
Printing and stationery	1,382,451	920,080
Property valuation charges	1,774,027	2,814,823
Radio license fees	35,484	23,475
Reference library	238,410	205,774
Refuse/ recycle bags	218,629	178,257
Security services	1,796,251	1,308,291
Solid waste chipping	1,261,826	1,216,516
Solid waste dumping fees	2,786,875	2,786,658
Solid waste haulage	1,651,073	1,226,978
Special projects	643,065	1,676,017
Staff welfare	21,320	263,756
Subscriptions and membership fees	591,963	450,241
Subsistence and transport	664,185	358,385
Sundry expenses	341,815	133,679
Telephone and fax	5,997,925	3,060,256
Tourism development	2,937,198	1,417,309
Training	955,082	999,915
Uniforms and protective clothing	900,602	719,917
Venue expenses	216,452	231,653
Veterinary department	548,193	260,383
Water levies	896,061	503,401
	100,567,544	62,555,423

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
35. Cash generated from operations		
Surplus before taxation	23,112,553	75,228,951
Adjustments for:		
Depreciation and amortisation	34,157,862	25,182,442
Deficit / (surplus) on sale of assets	331,290	(17,458,509)
Interest received	(7,580,458)	(22,040,424)
Finance costs	7,535,489	6,154,084
Movements in operating lease assets and accruals	57,667	(1,208,593)
Movements in retirement benefit assets and liabilities	(1,430,230)	(6,518,481)
Movements in provisions	5,815,531	4,939,809
Landfill Sites	(11,515,779)	(5,713,530)
Alien Clearing Provision	-	(350,000)
Clearing illegal dumping	1,915,999	-
Changes in working capital:		
Inventories	313,731	(3,149,479)
Trade and other receivables from exchange transactions	(17,777,392)	38,955,785
Consumer debtors	(10,783,521)	(1,087,195)
Long term receivables	255,318	116,988
Trade and other payables from exchange transactions	18,202,592	(16,285,561)
VAT	(5,258,960)	(8,334,113)
Unspent conditional grants and receipts	6,757,438	(7,779,819)
	44,109,130	60,652,355

36. Commitments**Authorised capital expenditure****Already contracted for but not provided for**

• Property, plant and equipment	15,782,868	-
Not yet contracted for and authorised by accounting officer	157,445,124	167,127,961

This committed expenditure relates to Property, plant and equipment and will be financed by available bank facilities, retained surpluses, existing cash resources, funds internally generated, etc.

Operating leases – as lessee (expense)**Minimum lease payments due**

- within one year	858,360	653,064
- in second to fifth year inclusive	956,678	1,729,559
	1,815,038	2,382,623

Operating lease payments represent rentals payable by the Economic Entity and its entity, for certain of its office equipment. Leases are negotiated for an average term of seven years and rentals are fixed for an average of three years. No contingent rent is payable.

Operating leases – as lessor (income)**Minimum lease payments due**

- within one year	315,508	270,979
- in second to fifth year inclusive	1,494,989	1,438,256
- later than five years	133,450	505,692
	1,943,947	2,214,927

Certain of the Economic Entity's properties is held to generate rental income. Lease agreements are non-cancellable and have terms from 3 to 99 years.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
-----------------	------	------

37. Contingent liabilities

M5/ASLA:

The matter arose when M5 sought an order in the Western Cape High Court setting aside a decision of the then Acting Municipal Manager (the undersigned) reversing, on appeal, the allocation of a municipal tender to M5 and instead awarding the tender to ASLA. On 12 February 2009 Mr Justice Le Grange reviewed and set aside the then Acting Municipal Manager's decision. Leave for appeal was granted on 7 May 2009 as reasonable prospects of success existed that another Court may come to a different conclusion given the fact that some of the findings of the Judge are novel with regard to the provisions of the Local Government: Municipal Systems Act, 2000, (Act 32 of 2000).

SALA Pension Fund

SALA unilaterally decided to increase the employer's contribution to the said fund from 18,75 to 20,78% in 2003. A claim was instituted by the South African Local Authorities Pension Fund (SALA) in the Magistrate's Court for the district of Hermanus for the non-payment of increased contributions from July 2003 amounting to R70 649.71 plus interest @ 15.5% p.a. from the date of demand.

38. Comparative figures

Certain comparative figures have been restated, see note 2 for detail information regarding these changes.

39. Risk management

Capital risk management

The Economic Entity's objectives when managing capital are to safeguard the Economic Entity's ability to continue as a going concern in order to provide returns for member and benefits for other stakeholders and to maintain an optimal capital structure to reduce the cost of capital.

The capital structure of the Economic Entity consists of debt, which includes the borrowings (excluding derivative financial liabilities) disclosed in note 15, cash and cash equivalents disclosed in note 10, and equity as disclosed in the statement of financial position.

Financial risk management

Due to the largely non-trading nature of activities and the way in which they are financed, Economic Entities are not exposed to the degree of financial risk faced by business entities. Financial Instruments play a much more limited role in creating or changing risks that would be typical of listed companies to which the IAS's mainly apply. Generally, Financial Assets and Liabilities are generated by day-to-day operational activities and are not held to manage the risks facing the Economic Entity in undertaking its activities.

The Directorate: Financial Services monitors and manages the financial risks relating to the operations through internal policies and procedures. These risks include interest rate risk, credit risk and liquidity risk. Compliance with policies and procedures is reviewed by the internal auditors on a continuous basis, and annually by external auditors. The Economic Entity does not enter into or trade financial instruments for speculative purposes.

Internal audit, responsible for initiating a control framework and monitoring and responding to potential risk, reports periodically to the Economic Entity's audit committee, an independent body that monitors the effectiveness of the internal audit function.

Liquidity risk

The Economic Entity's risk to liquidity is a result of the funds available to cover future commitments. The Economic Entity manages liquidity risk through an ongoing review of future commitments and credit facilities.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
-----------------	------	------

39. Risk management (continued)

Interest rate risk

Interest Rate Risk is defined as the risk that the fair value or future cash flows associated with a financial instrument will fluctuate in amount as a result of market interest changes.

Potential concentrations of interest rate risk consist mainly of variable rate deposit investments, long-term receivables, consumer debtors, other debtors, bank and cash balances.

The Economic Entity limits its counterparty exposures from its money market investment operations by only dealing with well-established financial institutions of high credit standing. No investment with a tenure exceeding twelve months shall be made without consultation with the councillor responsible for financial matters.

Consumer debtors comprise of a large number of ratepayers, dispersed across different industries and geographical areas. Ongoing credit evaluations are performed on the financial condition of these debtors. Consumer debtors are presented net of a provision for impairment.

In the case of debtors whose accounts become in arrears, it is endeavoured to collect such accounts by "levying of penalty charges", "demand for payment", "restriction of services" and, as a last resort, "handed over for collection", whichever procedure is applicable in terms of Council's Credit Control and Debt Collection Policy.

Long-term Receivables and Other Debtors are individually evaluated annually at balance Sheet date for impairment or discounting. A report on the various categories of debtors is drafted to substantiate such evaluation and subsequent impairment / discounting, where applicable.

The Economic Entity is not exposed to interest rate risk as the Economic Entity borrows funds at fixed interest rates.

The Economic Entity's exposures to interest rates on Financial Assets and Financial Liabilities are detailed in the Credit Risk Management section of this note.

Credit risk

Credit risk consists mainly of cash deposits, cash equivalents, derivative financial instruments and trade debtors. The Economic Entity only deposits cash with major banks with high quality credit standing and limits exposure to any one counter-party.

Trade receivables comprise a widespread customer base. Management evaluated credit risk relating to customers on an ongoing basis. If customers are independently rated, these ratings are used. Otherwise, if there is no independent rating, risk control assesses the credit quality of the customer, taking into account its financial position, past experience and other factors. Individual risk limits are set based on internal or external ratings in accordance with limits set by the board. The utilisation of credit limits is regularly monitored. Sales to retail customers are settled in cash or using major credit cards. Credit guarantee insurance is purchased when deemed appropriate.

Credit quality of financial assets

Counter parties with external credit rating (Fitch's)

Other financial assets

F 1	14,051,614	62,525,864
Counter parties without external credit rating		
Trade and other receivables from exchange transactions		
Group 2	23,556,105	14,703,570
Group 3	16,255,553	7,353,678
	<u>39,811,658</u>	<u>22,057,248</u>

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
39. Risk management (continued)		
Consumer debtors		
Group 1	28,409,829	21,033,843
Group 2	2,486,940	730,131
Group 3	4,515,929	2,094,188
Group 4	17,913,714	17,257,768
	53,326,412	41,115,930
Long term receivables		
Group 3	424,306	795,039
	424,306	795,039

F1 = Highest credit quality. Indicates the strongest capacity for timely payment of financial commitments.

F2 = Good credit quality. A satisfactory capacity for timely payment of financial commitments.

F3 = Fair credit quality. The capacity for timely payment of financial commitments is adequate.

B = Speculative. Minimal capacity for timely payment of financial commitments, plus vulnerability to near term adverse changes in the financial and economic conditions.

Group 1 = Highest credit quality. Indicates the strongest capacity for timely payment of financial commitments.

Group 2 = Good credit quality. A satisfactory capacity for timely payment of financial commitments.

Group 3 = Fair credit quality. The capacity for timely payment of financial commitments is adequate.

Group 4 = Speculative. Minimal capacity for timely payment of financial commitments, plus vulnerability to near term adverse changes in the financial and economic conditions.

40. Additional disclosure in terms of Municipal Finance Management Act

VAT

VAT receivable	18,532,823	13,273,863
----------------	------------	------------

All VAT returns have been submitted by the due date throughout the year.

Councillors' arrear consumer accounts

The following Councillors had arrear accounts outstanding for more than 90 days at June 30, 2009:-

June 30, 2009	Outstanding less than 90 days R	Outstanding more than 90 days R	Total R
Berry AG	1,731	-	1,731
Herbert VR	2,698	-	2,698
	4,429	-	4,429

41. Actual operating expenditure versus budgeted operating expenditure

Refer to Appendix E(1) for the comparison of actual operating expenditure versus budgeted expenditure.

42. Actual capital expenditure versus budgeted capital expenditure

Refer to Appendix E(2) for the comparison of actual capital expenditure versus budgeted expenditure.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
-----------------	------	------

43. Financial liabilities by category

The accounting policies for financial instruments have been applied to the line items below:

2009

	Financial liabilities at amortised cost	Fair value through surplus or deficit - held for trading	Fair value through surplus or deficit - designated	Total
Other financial liabilities	126,246,357	-	-	126,246,357
Trade and other payables	100,839,007	-	-	100,839,007
Consumer deposits	11,379,540	-	-	11,379,540
Unspent conditional grants and receipts	23,830,104	-	-	23,830,104
Deferred lease liability	1,838	-	-	1,838
	262,296,846	-	-	262,296,846

2008

	Financial liabilities at amortised cost	Fair value through surplus or deficit - held for trading	Fair value through surplus or deficit - designated	Total
Other financial liabilities	51,323,243	-	-	51,323,243
Trade and other payables	82,636,415	-	-	82,636,415
Consumer deposits	10,220,922	-	-	10,220,922
Unspent conditional grants and receipts	17,072,666	-	-	17,072,666
	161,253,246	-	-	161,253,246

Fair Value

The Fair Values of Financial Assets and Financial Liabilities are determined as follows:

- the Fair Value of Financial Assets and Financial Liabilities with standard terms and conditions and traded on active liquid markets is determined with reference to quoted market prices;

The management of the Economic Entity is of the opinion that the carrying value of Financial Assets and Financial Liabilities recorded at amortised cost in the Annual Consolidated Financial Statements approximate their fair values. The fair value of Financial Assets and Financial Liabilities were determined after considering the standard terms and conditions of agreements entered into between the Economic Entity and other parties as well as the the current payment ratio's of the Economic Entity's debtors.

44. Other income

Administration and management fees received - third party	12,094,610	13,481,179
Other income	-	197,124
	12,094,610	13,678,303

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
45. Operating surplus		
Operating surplus for the year is stated after accounting for the following:		
Operating lease charges		
Premises		
• Contractual amounts	95,003	166,308
Equipment		
• Contractual amounts	178,365	2,302,320
	273,368	2,468,628
(Deficit) / surplus on sale of property, plant and equipment	(331,290)	17,458,509
Amortisation on intangible assets	577	-
Depreciation on property, plant and equipment	34,157,285	25,182,442
Employee costs	128,461,569	108,359,008
46. Auditors' remuneration		
Fees	2,266,910	1,645,709

47. Related parties

Relationships

Control entity of the municipality

Overstrand Local Economic Development Agency (Pty) Ltd (OLEDA) is a 100% wholly owned entity controlled by Overstrand Municipality.

Related party balances

Related party transactions

Subsidies paid to

Overstrand Local Economic Development Agency (Pty) Ltd (OLEDA)	750,000	-
--	---------	---

A grant was paid to OLEDA in order to perform its functions with regard to the promotion of local economic development in the Overstrand in accordance with Overstrand Municipality's Integrated Development Plan.

Expenses paid on behalf of entity

Overstrand Local Economic Development Agency (Pty) Ltd (OLEDA)	-	138,341
--	---	---------

Pre incorporation cost was paid on behalf of OLEDA.

48. Deviation from supply chain management regulations

Paragraph 12(1)(d)(i) of Government gazette No. 27636 issued on 30 May 2005 states that a supply chain management policy must provide for the procurement of goods and services by way of a competitive bidding process.

Paragraph 36 of the same gazette states that the accounting officer may dispense with the official procurement process in certain circumstances, provided that he records the reasons for any deviations and reports them to the next meeting of the accounting officer and includes an additional schedule to this note to the annual consolidated financial statements.

Refer to page 386 for the supply chain management deviations.

OVERSTRAND MUNICIPALITY

Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

Figures in Rand	2009	2008
49. Irregular expenditure		
Legal costs	1,460,381	-
Management of informal settlements	1,795,222	-
	3,255,603	-

Expenditure was not incurred in accordance with the supply chain management policy.

50. Fruitless and wasteful expenditure**Reconciliation**

Opening balance	5,863	-
Fruitless and wasteful expenditure	5,718	5,863
Approved by council	(5,863)	-
	5,718	5,863

IncidentDisciplinary steps/criminal proceedings

Payment to fraudulent bank account

Referred to HR for investigation

51. Housing development fund

The housing development fund was established according to the Housing Act, 1997.

The balance consists solely of extinguished loans received from the national housing board in accordance with the Housing Act, 1997.

Opening balance	3,317,403	3,305,463
Transfer to fund	11,273	11,940
	3,328,676	3,317,403

ECONOMIC ENTITY
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

NOTE 48: DEVIATIONS FROM SUPPLY CHAIN MANAGEMENT REGULATIONS (CONTINUED from pg.384)

TENDERS AND QUOTATIONS DEVIATIONS FOR THE PERIOD 1 JULY 2008 TO JUNE 2009

TENDER NO	Adjudicated	Deviations	Description	Area	Awarded to	Unit Price	Operational	Capital
SC213a/2007	13/06/2008	SCM Reg 32(1)(a)-(d)	Stanford Sewer Reticulation	Stanford	Shar Civils			474,974.00
SC344/2008	28/05/2008	SCM Reg 36(1)(a) (v)	Purchase Bitumen from Tosas	Hermanus	Tosas		25,680.00	
SC345/2008	28/05/2008	SCM Reg 36(1)(a) (v)	Language Policy for Overstrand Municipality	Overstrand	Frans Boot		21,000.00	
SC346/2008	29/05/2008	SCM Reg 36(1)(a) (v)	New Municipal Offices	Hermanus	Site Form Framing			699,508.77
SC346a/2008	17/06/2008	SCM Reg 36(1)(a) (v)	Electricity New Municipal Offices	Hermanus	Atlas Cables Supplies Cape			26,700.00
SC346b/2008	17/06/2008	SCM Reg 36(1)(a) (v)	Computer Network New Municipal Offices	Hermanus	Cable's Cabling			49,386.00
SC347/2008	30/05/2008	SCM Reg 36(1)(a) (v)	Repairs to Digger Loader	Hermanus	Masakhanye Motor Repairs		7,908.00	
SC349/2008	03/06/2008	SCM Reg 36(1)(a) (ii)	Wireless Vantage Pro2 Weather station	Overstrand	C.W. Price & Co (pty) Ltd		12,750.00	
SC350/2008	03/06/2008	SCM Reg 36(1)(a) (v)	Land survey Erf 3430 Gansbaai	Gansbaai	Spronk Associates Inc		13,660.00	
SC351/2008	03/06/2008	SCM Reg 36(1)(a) (v)	Radio Repeater Grootbos- Fir Brigade Services	Gansbaai	Benlikor Communications		19104.00	
SC352/2008	03/06/2008	SCM Reg 36(1)(a) (v)	Purchase of Electrical Cable	Overstrand	Atlas Cable Supply		38,000.00	
SC354/2008	06/06/2008	SCM Reg 36(1)(a) (v)	Service Heil 4000 Compactor & Fit 3 top doors CEM 17013	Hermanus	Transtech		5,449.60	
SC355/2008	06/06/2008	SCM Reg 36(1)(a) (v)	Repairs on Caterpillar 930 CAM 13541	Kleinmond	Masakhanye Motor Repairs		14,040.00	
SC361/2008	10/06/2008	SCM Reg 36(1)(a) (v)	Accomodation Traffic Officers	Overstrand	Silver Protea Accommodation		58,921.05	
SC362/2008	19/06/2008	SCM Reg 36(1)(a)(ii)	Electrical Equipment CT Lab	Hermanus	CT LAB (Pty) Ltd			34,100.00
SC363/2008	17/06/2008	SCM Reg 36(1)(a) (v)	Analysis of Water samples (AL Abbott)	Overstrand	AL Abbott & Assoc (Pty)Ltd		51,035.00	

TENDER NO	Adjudicated	Deviations	Description	Area	Awarded to	Unit Price	Operational	Capital
SC364/2008	18/06/2008	SCM Reg 36(1)(a)(ii)	Interlock Pavers Rooiels	Rooiels	Concrete Quality		39,078.94	
SC366/2008	19/06/2008	SCM Reg 36(1)(a)(i)	Repairs Zwelihle Sewerline	Zwelihle	Requad Construction		15,000.00	
SC367/2008	24/06/2008	SCM Reg 36(1)(a)(v)	Telephone Cabling Gansbaai Offices	Gansbaai	Gijima Ast		46,580.00	
SC368/2008	24/06/2008	SCM Reg 36(1)(a)(v)	Educational Equipment Creches	Overstrand	Plastics for Africa		24,699.66	
SC369/2008	24/06/2008	SCM Reg 36(1)(a)(v)	Educational Equipment Creches	Overstrand	Grassroots Pre-School Shop		32,271.05	
SC160f/2008	27/06/2008	SCM Reg 36(1)(a)(v)	Construct Gravel Road Mnt Pleasant	Mnt Pleasant	Peter Starke Civils			273,722.37
SC166a/2007	27/06/2008	SCM Reg 36(1)(a)(v)	Construction Roads Prigle Bay Rooiels	Pringle Bay Rooiels	Cape Asphalt			1,035,584.00
SC376/2008	15/07/2008	SCM Reg 32(1)(a)-(e)	Updating & Maintenance of GIS Data	Overstrand	Valdata Pty Ltd		175,000.00	
SC388/2008	18/07/2008	SCM Reg 36(1)(a)(v)	Cleaning of Toilets Zwelihle	Hermanus	Aubrey Sondezi	R900 p.w.	10,000.00	
SC389/2008	18/07/2008	SCM Reg 36(1)(a)(v)	Garden Services Head Office	Hermanus	Earth Alive	R7500 p.m	15,000.00	
SC390/2008	18/07/2008	SCM Reg 36(1)(a)(v)	Repairs Digger Loader CEM 4022	Kleinmond	Masakhanye Motors		6,344.00	
SC391/2008	18/07/2008	SCM Reg 36(1)(a)(v)	Chemicals for Gansbaai Sewer Plant	Gansbaai	Avantu	R15,665.60	46,996.80	
SC392/2008	18/07/2008	SCM Reg 36(1)(a)(v)	Chemicals for Stanford Sewer Plant	Stanford	Avantu	R1,940.64	11,643.84	
SC400/2008	22/07/2008	SCM Reg 36(1)(a)(v)	Upgrade SCADA Telemetry System	Kleinmond	Spectrum Com			71,811.00
SC401/2008	22/07/2008	SCM Reg 36(1)(a)(v)	Alterations to Ablution Facilities Old Harbour	Kleinmond	Meyer & Voster		25,000.00	
SC407/2008	01/08/2008	SCM Reg 36(1)(a)(v)	Repair Engine CAM 9879	Kleinmond	Rola Motors		28,157.00	
SC410/2008	01/08/2008	SCM Reg 36(1)(a)(v)	Water Quality Analysis July - Dec 2008	Overstrand	National Health Laboratory Services		120,000.00	
SC414/2008	08/08/2008	SCM Reg 36(1)(a)(v)	Recon Fulepump CAM13541	Kleinmond	Worcester Diesel Diens		10,584.61	
SC246c/2008	09/10/2008	SCM Reg 36(1)(a)(v)	Hermanus Checkers Impact Study	Hermanus	Urban-Econ		26,000.00	
SC385a/2008	16/10/2008	SCM Reg 36(1)(a)(v)	Repairs to coastal paths Onrus Sandbaai	Hermanus	RPJ's Garden & Home		35,614.04	
SC415a/2008	21/10/2008	SCM Reg 36(1)(a)(v)	Stormwater Infrastructure De Villiers	Sandbaai	Allan Bailey Civils			13,490.00

TENDER NO	Adjudicated	Deviations	Description	Area	Awarded to	Unit Price	Operational	Capital
SC424/2008	29/08/2008	SCM Reg 36(1)(a)(ii)	Dogs and Cats Control HAWS	Hermanus	Hermanus Animal Welfare Society		200,000.00	
SC430/2008	01/09/2009	SCM Reg 36(1)(a)(ii)	Repairs URSUS Trekker CEM 2352	Hermanus	Ursus SA		11,307.93	
SC437/2008	02/09/2008	SCM Reg 36(1)(a)(ii)	EE Policy & EE Plan	Overstrand	PAMS		29,640.00	
SC438/2008	02/09/2008	SCM Reg 36(1)(a)(ii)	Occupational Health & Safety Act	Overstrand	A du Plessis Occupational Safety Consultance		10,000.00	
SC439/2008	02/09/2008	SCM Reg 36(1)(a)(ii)	HIV Intervention	Overstrand	African Centre for HIV Management		65,100.00	
SC440/2008	02/09/2008	SCM Reg 36(1)(a)(ii)	Liquid Aluminium Sulphate Preekste	Hermanus	Kemanzi		54,771.93	
SC442/2008	02/09/2008	SCM Reg 36(1)(a)(ii)	Repairs to Foot-Bridge	Kleinmond	Kleinmond Bouhandel		15,000.00	
SC445/2008	03/09/2008	SCM Reg 36(1)(a)(ii)	Blue flag beach registration fees	Overstrand	Wild Life & Environmental Soc		30,000.00	
SC446/2008	03/09/2008	SCM Reg 36(1)(a)(ii)	Drawings of plans for alterations and additions to auditorium	Hermanus	Andrew Greef Architects		22,860.00	
SC448/2008	04/09/2008	SCM Reg 36(1)(a)(v)	Garden Services Head Office	Hermanus	Glen Pearson		15,900.00	
SC449/2008	04/09/2008	SCM Reg 36(1)(a)(v)	Security Services Caravan Park On	Onrus	Safe Guarding Division		17,456.26	
SC455/2008	09/09/2008	SCM Reg 36(1)(a)(v)	Promoting community based initiati	Overstrand	Overstrand Conservation Foundation		43,859.65	
SC456/2008	11/09/2008	SCM Reg 36(1)(a)(ii,v)	Mechlift ML150 Lifter CEM11377	Hermanus	Transtech		38,000.00	
SC457/2008	11/09/2008	SCM Reg 36(1)(a)(v)	Repair Digger loader CEM5251	Hermanus	Worcester Enjin Sentrum		23,771.80	
SC469/2008	15/09/2008	SCM Reg 36(1)(a)(v)	Liquid Aluminium Sulphate Preekste	Hermanus	Kemanzi		54,771.93	
SC470/2008	23/09/2008	SCM Reg 36(1)(a)(ii)	Herbicide for Working for Water	Overstrand	Ecoguard		27,500.00	
SC474/2008	23/09/2009	SCM Reg 36(1)(a)(v)	Repair Caterpillar 120H CEM 16700	Kleinmond	Barloworld Equipment		14,413.41	
SC475/2008	23/09/2008	SCM Reg 36(1)(a)(v)	Forensic Investigation Kleinmond Harbour Development	Kleinmond	E Pretorius SC		19,316.00	
SC494/2008	27/10/2008	SCM Reg 36(1)(a)(i)	Fire Disaster Kleinmond Overhills	Kleinmond	Built IT		35,318.20	
SC173a/2007	18/12/2008	SCM Reg 36(1)(a)(v)	Design Guidelines of Heritage Resources	Overstrand	Nicolas Bauman		160,000.00	
SC357a/2008	21/11/2008	SCM Reg 36(1)(a)(v)	Upgrading Streets & Sidewalks- Her	Hermanus	Allan Bailey Civils		45,620.44	
SC357a/2008	21/11/2008	SCM Reg 36(1)(a)(v)	Upgrading Streets & Sidewalks- Her	Hermanus	AVDM Consulting		4,379.56	
SC423a/2008	24/12/2008	SCM Reg 36(1)(a)(v)	Additional Security Services Hermanus & Hawston Swimming pools	Hermanus & Hawston Swimming pools	Robert & Good Security	R155.40 per shift	11,965.80	
SC497/2008	31/10/2008	SCM Reg 36(1)(a)(v)	Rebristle main broom Duvelo Streetsweeper	Hermanus	Uni-Cape Equipment (Pty) Ltd		9,550.00	
SC498/2008	31/10/2008	SCM Reg 36(1)(a)(v)	Repair Transmission CEM 16128	Hermanus	Vaal Cape Treansmission		13,727.53	
SC500/2008	03/11/2008	SCM Reg 36(1)(a) (v)	P MAXX Electrical metering Reading Software	Overstrand	PJ Technologies		16,342.00	

TENDER NO	Adjudicated	Deviations	Description	Area	Awarded to	Unit Price	Operational	Capital
SC501/2008	03/11/2008	SCM Reg 36(1)(a) (v)	Repairs to 11KV Cables & Terminations	Hermanus	Giles Supertention Jointing cc		15,087.55	
SC503/2008	05/11/2008	SCM Reg 36(1)(a) (v)	Repairs to Sewer Pumpstations	Kleinmond	Tricom Africa		29,980.00	
SC504/2008	07/11/2008	SCM Reg 36(1)(a) (v)	Storm damage repairs at Biltou parking area Vermont	Vermont	JAMBI Project Management CC		15,350.88	
SC505/2008	07/11/2008	SCM Reg 36(1)(a)(v)	Recondition engine complete CEM 71	Hermanus	Worcester Enjinsentrum		46,661.40	
SC506/2008	10/11/2008	SCM Reg 36(1)(a)(ii)	Maintenance & repairs to telemetry-Benliekor Communications	Hermanus	Benliekor Communications		8,655.00	
SC507/2008	10/11/2008	SCM Reg 36(1)(a)(v)	Repairs Caterpillar 930 CAM 13541	Overstrand	Masakhanye Motors		13,178.00	
SC508/2008	10/11/2008	SCM Reg 36(1)(a)(v)	Locks changed Bongo's office and glass doors at Administration Building	Hermanus	Prag Key & Heel Bar		3,560.53	
SC510/2008	11/11/2008	SCM Reg 36(1)(a)(v)	Liquid Aluminium Sulphate Preekste	Hermanus	Kemanzi		54,771.93	
SC511/2008	14/11/2008	SCM Reg 36(1)(a)(v)	Repair Hydraulic pump and transmis	Hermanus	Ursus S.A. Edms Bpk		10,941.79	
SC513/2008	19/11/2008	SCM Reg 36(1)(a)(v)	Shelves Registration Department	Hermanus	Waltons		14,450.00	
SC515/2008	19/11/2008	SCM Reg 36(1)(a)(v)	Repair Engine CEM 2746	Hermanus	Worcester Enjin Sentrum		47,809.61	
SC516/2008	20/11/2008	SCM Reg 36(1)(a)(v)	Repair Sewerage Pump - Tricom Af	Kleinmond	Tricom Africa		17,849.00	
SC517/2008	20/11/2008	SCM Reg 36(1)(a)(v)	Arcgis 9.3 - Fire Brigade/Disaster	Overstrand	GIMS		18,715.00	
SC521/2008	24/11/2008	SCM Reg 36(1)(a)(v)	Recondition engine Ursus 2812 CE	Hermanus	Worcester Enjin Sentrum		19,850.00	
SC522/2008		SCM Reg 36(1)(a)(v)	Detect a leak Sunny Seas Reservoir	Kleinmond	Detect-a-Leak		10,000.00	
SC523/2008	26/11/2008	SCM Reg 36(1)(a)(v)	Purchase of Pro-Audit Advisor softw	Overstrand	CQS Technology Holdings (Pty) Ltd		87,330.00	
SC524/2008	26/11/2008	SCM Reg 36(1)(a)(v)	Registration of Municipal Property	Overstrand	Adriaan Louw Attorneys		19,230.00	
SC525/2008	26/11/2008	SCM Reg 36(1)(a)(i)	Stormwater Repairs 8 th Street Voë	Hermanus	ABC Civils		38,150.00	
SC527/2008	26/11/2008	SCM Reg 36(1)(a)(v)	Premixed Asphalt - Much Asphalt	Hermanus	Much Asphalt		12,789.47	
SC532/2008	01/12/2008	SCM Reg 36(1)(a)(ii)	Traffic - 7500 Prepaid Envelopes	Overstrand	SA Poskantoor		14,506.60	
SC533/2008	01/12/2008	SCM Reg 36(1)(a)(v)	DLX Port Card - PABX Hermanus	Overstrand	GijimaAst		15,959.00	
SC534/2008	03/12/2008	SCM Reg 36(1)(a)(v)	Repairs to Sewer Pumpstations	Hermanus	HSM (Pty) Ltd		56,800.00	
SC535/2008	04/12/2008	SCM Reg 36(1)(a)(ii)	Electrical instruments C.T.Lab	Hermanus	C.T. Lab (Pty) Ltd		104,600.00	
SC536/2008	08/12/2008	SCM Reg 36(1)(a)(v)	Repairs to Catterpillar CEM 25824	Hermanus	Barloworld Equipment		18,752.91	
SC537/2008	08/12/2008	SCM Reg 36(1)(a)(v)	Remove & refit Cylinder head CEM	Kleinmond	Masakhanye Motors		14,190.09	
SC538/2008	08/12/2008	SCM Reg 36(1)(a)(v)	Circuit Breaker ABB Power Product	Gansbaai	ABB Power Products		33,500.00	
SC539/2008	12/12/2008	SCM Reg 36(1)(a)(ii)	Training in Verotest Equipment (Ele	Hermanus	Verotest		10,500.00	
SC541/2008	12/12/2008	SCM Reg 36(1)(a)(v)	Support Services EMIS Jul, Aug, Se	Overstrand	Water Management Services CC		90,450.00	
SC542/2008	18/12/2008	SCM Reg 36(1)(a)(v)	Repairs to Nissan UD90 CEM 2334	Gansbaai	Transtech		9,600.00	

TENDER NO	Adjudicated	Deviations	Description	Area	Awarded to	Unit Price	Operational	Capital
SC543/2008	19/12/2008	SCM Reg 36(1)(a)(v)	Data changes on Payday salary mo	Overstrand	Payday Software Systems (Cape)		14,100.00	
SC544/2008	19/12/2008	SCM Reg 36(1)(a)(v)	Repair pumps at Hawston Sewer Pl	Hermanus	Vettie's Maintenance & Cleaning		22,000.00	
SC423b/2008	16/01/2009	SCM Reg 36(1)(a)(v)	Additional Security Services Onrus Caravan Park	Onrus Caravan Park	Andy's Low Profile	R200 per s	18,000.00	
SC506a/2008	12/03/2009	SCM Reg 36(1)(a)(ii)	Reapairs to radios Benliekor Communications	Hermanus	Benliekor Communications		10,651.75	
SC545/2008	09/01/2009	SCM Reg 36(1)(a)(v)	Fire Detection system IT Rooms	Kleinmond & Gansbaai	Atlas Fire Security (Pty) Ltd			176,480.00
SC550/2009	09/01/2009	SCM Reg 36(1)(a)(v)	Repairs to Onrus Main Sewage Pun	Hermanus	HSM (Pty) Ltd		41,806.00	
SC551/2009	09/01/2009	SCM Reg 36(1)(a)(v)	Research on Hoy's Koppie Dr Hrom	Hermanus	Dr C A Hromnik		25,000.00	
SC552/2009	16/01/2009	SCM Reg 36(1)(a)(v)	Updating of Water & Sewer Master	Overstrand	GLS Consulting (Pty) Ltd		447,683.00	
SC555/2009	19/01/2009	SCM Reg 36(1)(a)(v)	Socio-Economic data licence	Overstrand	Quantec Research Pty Ltd		17,544.45	
SC556/2009	19/01/2009	SCM Reg 36(1)(a)(ii)	Traffic fines - books & forms	Overstrand	Forms Media Independent		26,620.00	
SC557/2009	19/01/2009	SCM Reg 36(1)(a)(v)	Business speed reading & Informati	Overstrand	CBM Training		38,925.00	
SC558/2009	19/01/2009	SCM Reg 36(1)(a)(v)	Proposal for the REAF application	Overstrand	Agribusiness Development Corporation		10,000.00	
SC559/2009	19/01/2009	SCM Reg 36(1)(a)(v)	Rezoning of erf 569 & 572	Hermanus	Spronk & Associates		13,763.50	
SC562/2009	23/01/2009	SCM Reg 36(1)(a)(v)	Repair Sewer- and waterpumps	Kleinmond	Tricom Africa		39,477.25	
SC563/2008	26/01/2008	SCM Reg 36(1)(a)(v)	GIS Upgrades - GIMS (Pty) Ltd	Overstrand	GIMS (Pty) Ltd		65,700.00	
SC568/2009	29/01/2009	SCM Reg 36(1)(a)(i)	Removal of perched rock at Bientar	Hermanus	Sea & Shore Products		30,075.00	
SC569/2009	30/01/2009	SCM Reg 36(1)(a)(v)	Repair storm damage at parking area Gearings Point	Hermanus	Vula Environmental Services			27,424.45
SC570/2009	30/01/2009	SCM Reg 36(1)(a)(v)	Windows Terminal Server Licenses	Overstrand	Lateral Dynamics (Pty) Ltd		56,160.00	
SC571/2009	30/01/2009	SCM Reg 36(1)(a)(v)	Integrated Announcement Server C	Gansbaai & Kleinmond	GijimaAst		26,460.00	
SC575/2009	09/02/2009	SCM Reg 36(1)(a)(v)	Benchmarking Market-related Renumeration M.M. & Section 56 Managers	Overstrand	Work Dynamics (Pty) Ltd		11,000.00	
SC579/2009	18/02/2009	SCM Reg 32(1)(a-d)	Values & I.D. of Infrastructure Asse	Overstrand	Africon Engineering International (Pty) Ltd			624,140.35
SC580/2009	17/02/2009	SCM Reg 36(1)(a)(v)	T-Shirts for Ward Committee Summ	Overstrand	Action Signs & Promotions		25,519.00	
SC581/2009	17/02/2009	SCM Reg 36(1)(a)(v)	Venue for Ward Committee Summi	Overstrand	The Caledon Hotel & Spa		34,210.00	
SC582/2009	17/02/2009	SCM Reg 36(1)(a)(v)	Monthly Service fee Price Waterhou	Overstrand	Price Waterhouse Coopers		25,900.00	
SC584/2009	17/02/2009	SCM Reg 36(1)(a)(v)	Novell Storage Manager One year N	Overstrand	Lateral Dynamics		58,660.00	

TENDER NO	Adjudicated	Deviations	Description	Area	Awarded to	Unit Price	Operational	Capital
SC588/2009	18/02/2009	SCM Reg 36(1)(a)(v)	Repair Pump at Borehole Gateway	Hermanus	Masisibenze Water Systems (Pty)Ltd		16,817.55	
SC589/2009	18/02/2009	SCM Reg 36(1)(a)(v)	DVD Capacity Building Workshop V	Overstrand	Ivory Multimedia Productions cc		17,436.00	
SC590/2009	18/02/2009	SCM Reg 36(1)(a)(v)	Purchase of herbicides for Working	Overstrand	Ecoguard		41,520.00	
SC590a/2009	25/02/2009	SCM Reg 36(1)(a)(v)	Purchase of herbicides for Working	Overstrand	Ecoguard		55,862.50	
SC591/2009	18/02/2009	SCM Reg 36(1)(a)(v)	Repairs to Refuse Compactor CAM	Kleinmond	Transtech		125,414.03	
SC592/2009	23/02/2009	SCM Reg 36(1)(a)(v)	Water Purification Chemicals	Kleinmond	Ikusasa		26,448.00	
SC596/2009	24/02/2009	SCM Reg 36(1)(a)(ii)	Transfer of Properties Provincial Government to Overstrand Municipality	Hawston	Leon Breytenbach Prop.		10,000.00	
SC597/2009	25/02/2009	SCM Reg 36(1)(a)(i)	Building Material Fire Disaster Thar	Zwelihle	Built IT		89,970.77	
SC598/2009	26/02/2009	SCM Reg 36(1)(a)(ii)	Equipment E Natis	Overstrand	Tasima			109,847.16
SC599/2009	26/02/2009	SCM Reg 36(1)(a)(i)	Building Material Relocation of Squatters- Gansbaai Refuse Dump	Gansbaai	Built IT		35,475.35	
SC603/2009	27/02/2009	SCM Reg 36(1)(a)(ii)	Monitoring Equipment Zwelihle Bulk Water Meters	Zwelihle	Flowtron Technology cc		25,000.00	
SC604/2009	02/03/2009	SCM Reg 36(1)(a)(v)	Fiberglass basket on crane CEM 11744	Gansbaai	600 CT Manufacturing		16,492.00	
SC605/2009	03/03/2009	SCM Reg 36(1)(a)(v)	Recon Engine CEM 14827	Overstrand	Worcester Enjin Sentrum		36,700.00	
SC609/2009	05/03/2009	SCM Reg 36(1)(a)(v)	Road Stone 13.2mm and 6.7mm	Hermanus	Afrimat Aggegates : Prima Klipbrekers		21,078.00	
SC611/2009	13/03/2009	SCM Reg 36(1)(a)(ii),(v)	Repairs to various Sewer pumpstations	Hermanus	HSM (Pty) Ltd		51,090.30	
SC612/2009	16/03/2009	SCM Reg 36(1)(a)(ii)	Replace pump exchange unit CY 77621	Overstrand	Fire Raiders Cape		19,114.00	
SC618/2009	19/03/2009	SCM Reg 36(1)(a)(v)	Contract Management Module (Collaborator)	Overstrand	Business Engineering		86,965.00	
SC541a/2009	25/05/2009	SCM Reg 36(1)(a)(v)	Support Services EMIS Nov Dec 08 Jan Feb Mrt Apr May 09	Overstrand	Water Management Services cc		70,890.00	
SC620/2009	20/03/2009	SCM Reg 36(1)(a)(v)	Electricity Monitoring System (six units)	Overstrand	ONLAB		27,450.00	
SC622a/2009	27/05/2009	SCM Reg 36(1)(a)(ii)	Stanby services at sewer pumpstations for Escom Power Outage	Hermanus	HSM (Pty) Ltd		86,900.00	
SC624/2009	30/03/2009	SCM Reg 36(1)(a)(ii)	20 x Round Tables Banqueting Hall	Hermanus	Telfa Furniture			25,997.40

TENDER NO	Adjudicated	Deviations	Description	Area	Awarded to	Unit Price	Operational	Capital
SC625/2009	30/03/2009	SCM Reg 36(1)(a)(v)	Test & Commission faulty relays & cables Sandbaai switching stations	Hermanus	ONLAB		18,870.00	
SC626/2009	30/03/2009	SCM Reg 36(1)(a)(ii)	Annual maintenance of PMAXX software & Training	Hermanus	PJ Technologies (Cape) cc		25,517.00	
SC627/2009	06/04/2009	SCM Reg 36(1)(a)(v)	Repair Engine CEM 26264	Hermanus	Worcester Enjin Sentrum		26,880.00	
SC633/2009	20/04/2009	SCM Reg 36(1)(a)(ii)en(v)	Repairs to faulty pumpstations	Hermanus	HSM (Pty) Ltd		104,685.10	
SC634/2009	09/04/2009	SCM Reg 36(1)(a)(v)	Repair & recondition fire-arms of Traffic Department	Overstrand	Pat du Toit Wapensmit		16,364.00	
SC635/2009	09/04/2009	SCM Reg 36(1)(a)(v)	Statutes of SA online	Overstrand	Lexis Nexis		29,951.05	
SC636/2009	09/04/2009	SCM Reg 36(1)(a)(v)	Supply & Install Six Digital Telephones	Overstrand	GijimaAst		17,250.00	
SC637/2009	14/04/2009	SCM Reg 36(1)(a)(v)	Repair Sewerage Pump - Tricom Af	Kleinmond	Tricom Africa		18,739.00	
SC638/2009	17/04/2009	SCM Reg 36(1)(a)(ii)en(v)	Expansion of telemetry system	Gansbaai	Spectrum Communications (Pty)Ltd		58,432.00	
SC640/2009	27/05/2009	SCM Reg 36(1)(a)(v)	GIS Upgrades - GIMS (Pty) Ltd	Overstrand	GIMS (Pty) Ltd		72,200.00	
SC641/2009	20/04/2009	SCM Reg 36(1)(a)(v)	Network Software Licensing	Overstrand	Lateral Dynamics (Pty) Ltd		53,720.00	
SC643/2009	23/04/2009	SCM Reg 36(1)(a)(v)	Lifeguard Services	Kleinmond	Viking See Lewensredder Klub		18,900.00	
SC645/2009	29/04/2009	SCM Reg 36(1)(a)(v)	Booking of flights CPT to Durban INDABA May 2009	Hermanus	Harvey World Travel		21,220.00	
SC647/2009	29/04/2009	SCM Reg 36(1)(a)(ii)	Purchase of herbicides for Working for Water Project	Overstrand	Ecoguard		26,300.00	
SC648/2009	29/04/2009	SCM Reg 36(1)(a)(ii)	Purchase of herbicides for Working for Water Project	Overstrand	Ecoguard		26,300.00	
SC649/2009	29/04/2009	SCM Reg 36(1)(a)(ii)	Purchasing of SMS credits	Overstrand	Supervision (PTY) Ltd		24,000.00	
SC651/2009	05/05/2009	SCM Reg 36(1)(a)(v)	Rehabilitation of Stanford Disposal	Stanford	L.T. de Jager		62,400.00	
SC652/2009	06/05/2009	SCM Reg 36(1)(a)(v)	SABS Wearing Course Speedbump	Hermanus	Much Asphalt		18,299.88	
SC654/2009	08/05/2009	SCM Reg 36(1)(a)(ii)	Audit and repairs to Enermax meter	Hermanus	PJ Technologies (Cape) cc		15,880.00	
SC655/2009	11/05/2009	SCM Reg 36(1)(a)(v)	Upgrades EMIS System Electrical	Overstrand	Water Management Services cc		292,575.00	
SC656/2009	14/05/2009	SCM Reg 36(1)(a)(v)	Leave Management Module Collab	Overstrand	Business Engineering		60,000.00	
SC658/2009	15/05/2009	SCM Reg 36(1)(a)(ii)	Drager alcohol & drug test systems	Overstrand	Drager		43,000.00	
SC659/2009	15/05/2009	SCM Reg 36(1)(a)(v)	Repair leaks on hydraulic system C	Kleinmond	Masakhane Motor repairs		15,660.00	
SC660/2009	18/05/2009	SCM Reg 36(1)(a)(v)	EMIS Support & updates Jul 08 - Ma	Overstrand	Water Management Services cc		41,005.00	
SC661/2009	18/05/2009	SCM Reg 36(1)(a)(i) (v)	Leak detection water network Betty's	Betty's Bay	Detect-a-Leak		26,000.00	
SC662/2009	18/05/2009	SCM Reg 36(1)(a)(i) (v)	Transfer of Property De Kock to Mu	Hermanus	Vorster & Steyn		20,964.00	

TENDER NO	Adjudicated	Deviations	Description	Area	Awarded to	Unit Price	Operational	Capital	
SC664/2009	18/05/2009	SCM Reg 36(1)(a)(i) (v)	Repairs to CEM 6932 Nissan Refus	Hermanus	Transtech		104,771.55		
SC665/2009	18/05/2009	SCM Reg 36(1)(a)(i) (v)	Repairs to CEM 11377 Nissan Refu	Hermanus	Transtech		99,507.59		
SC670/2009	20/05/2009	SCM Reg 36(1)(a)(ii)	Training material	Overstrand	Skillstrain Distribution		19 226.00		
SC673/2009	25/05/2009	SCM Reg 36(1)(a)(v)	Repair Hydraulic Platform CEM 217	Hermanus	Barloworld Equipment		46,637.88		
SC675/2009	01/06/2009	SCM Reg 36(1)(a)(v)	Survey of Modder River Outspan N	Stanford	Spronk & Associates Inc		24,719.42		
SC683/2009	09/06/2009	SCM Reg 36(1)(a)(v)	Repairs to Pumps: River Pumpstation	Kleinmond	Pump Service Centre Jambi Project Management cc		38,203.98		
SC688/2009	19/06/2009	SCM Reg 36(1)(a)(v)	Repairs to Mosselriver Bridge	Hermanus			16,184.00		
SC689/2009	20/06/2009	SCM Reg 36(1)(a)(v)	Bulletproof Vests	Overstrand	Imperial Armour		38,262.82		
SC691/2009	25/06/2009	SCM Reg 36(1)(a)(v)	Training Disciplinary action	Overstrand	SA Employment Law Services cc		80,532.60		
SC692/2009	25/06/2009	SCM Reg 36(1)(a)(v)	Stationery, Toys, Equipment Mayoral Special Projects	Overstrand	Plastics Etc		38,300.39		
SC693/2009	25/06/2009	SCM Reg 36(1)(a)(v)	Stationery, Toys, Equipment Mayoral Special Projects	Overstrand	Grassroots Educational Trust		31,577.82		
SC694/2009	26/06/2009	SCM Reg 36(1)(a)(v)	Repair Gormann Rupp Pump	Kleinmond	Vetties Maintenance & Cleaning cc		34,274.00		
SC695/2009	30/06/2009	SCM Reg 36(1)(a)(v)	Repairs & Maintenance to Pumpsta	Hermanus	HSM (Pty) Ltd		92,556.84		
DEVIATIONS FOR THE PERIOD 1 JULY 2008 TO 30 JUNE 2009								6,480,724.16	3,643,165.50

SCM Reg 36(1)(a)(i)	An emergency (An emergency is an unforeseeable and sudden event with harmful or potentially harmful consequences for the municipality which requires urgent action to address.)
SCM Reg 36(1)(a)(ii)	Goods or services are produced or available from a single provider only
SCM Reg 36(1)(a)(iii)	The acquisition of special works of art or historical objects where specifications are difficult to compile
SCM Reg 36(1)(a)(iv)	Acquisition of animals for zoos and/or nature and game reserves
SCM Reg 36(1)(a)(v)	Exceptional case where it was impractical or impossible to follow the official procurement processesE

APPENDIX A
ECONOMIC ENTITY: SCHEDULE OF EXTERNAL LOANS AS AT 30 JUNE 2009

	Loan Number	Redeemable	Balance at 30/06/2008 R	Received during the period R	Redeemed/ written off during period R	Balance at 30/06/2009 R	Other costs in accordance with MFMA R
ANNUITY LOANS							
ABSA @ 10.440%	4073054262	2024	0	40,000,000	0	40,000,000	
ABSA @ 10.82%	4073923493	2024	0	42,000,000	0	42,000,000	
DBSA @ 9.171%	13535/102	2020	3,769,168		314,096	3,455,071	
DBSA @ 9.171%	13543/101	2019	3,283,377		273,614	3,009,762	
DBSA @ 9.171%	13761/101	2020	3,259,302		260,744	2,998,558	
DBSA @ 12.00%	10450/102	2017	893,546		50,233	843,312	
DBSA @ 8,42%	102169/1	2022	16,469,058		585,134	15,883,924	
RAND MERCHANT @ 10.219%		2008	11,500,379		3,447,383	8,052,995	
INCA @ 12.82%		2012	12,148,410		2,145,679	10,002,732	
Total annuity loans			51,323,240	82,000,000	7,076,883	126,246,354	0
TOTAL EXTERNAL LOANS			51,323,240	82,000,000	7,076,883	126,246,354	0

APPENDIX B
ECONOMIC ENTITY: ANALYSIS OF PROPERTY PLANT AND EQUIPMENT
30 JUNE 2009

	Cost / Revaluation							Accumulated Depreciation						Carrying Value
	Restated Opening Balance	Additions	Disposals	Under Construction	Balance before unbundling	Unbundling/ Valuation of assets	Closing Balance	Opening Balance	Depreciation	Disposals	Balance before unbundling	Unbundling/ Valuation of assets	Closing Balance	
	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	
Land														
Land	34,895,323	-	-	-	34,895,323	265,574,077	300,469,400	-	-	-	-	-	-	300,469,400
	34,895,323	-	-	-	34,895,323	265,574,077	300,469,400	-	-	-	-	-	-	300,469,400
Buildings														
Operational Buildings	39,898,447	1,636,820	-	-	41,535,267	(13,707,311)	27,827,956	15,209,981	1,381,057	-	16,591,038	(16,591,038)	-	27,827,956
Community Buildings	47,941,482	6,244,573	8,937,394	616,419	63,739,868	2,943,477	66,683,344	5,669,412	1,661,954	-	7,331,366	(7,331,366)	-	66,683,344
	87,839,929	7,881,393	8,937,394	616,419	105,275,135	(10,763,835)	94,511,300	20,879,393	3,043,012	-	23,922,404	(23,922,404)	-	94,511,300
Infrastructure														
Roads	81,100,805	16,055,597	-	-	97,156,402	1,530,322,148	1,627,478,551	20,480,281	6,693,733	-	27,174,014	680,181,120	707,355,134	920,123,416
Sewerage	102,799,576	18,042,810	-	-	120,842,387	486,055,261	606,897,647	32,137,544	4,083,667	-	36,221,211	238,588,627	274,809,838	332,087,810
Electricity	118,653,995	32,304,832	-	1,298,873	152,257,699	749,005,068	901,262,767	21,305,693	5,712,060	-	27,017,753	314,607,690	341,625,442	559,637,325
Water	95,115,417	20,595,646	-	35,920,697	151,631,760	1,000,679,006	1,152,310,766	24,063,883	4,533,123	-	28,597,006	826,297,355	854,894,361	297,416,404
Stormwater Drains	40,045,701	16,228,470	-	3,186,341	59,460,513	120,249,237	179,709,749	5,189,116	2,125,929	-	7,315,044	123,711,897	131,026,941	48,682,808
Solid Waste Disposal	16,654,580	139,749	-	5,693,479	22,487,809	2,886,301	25,374,110	2,107,121	445,386	-	2,552,507	1,402,809	3,955,316	21,418,794
Security measures	6,035,939	201,758	-	-	6,237,697	7,378,103	13,615,800	2,696,082	1,298,155	-	3,994,237	3,162,478	7,156,715	6,459,085
	460,406,014	103,568,862	-	46,099,390	610,074,266	3,896,575,124	4,506,649,390	107,979,719	24,892,054	-	132,871,773	2,187,951,975	2,320,823,747	2,185,825,642
Community Assets														
Recreational facilities	13,158,580	932,676	-	-	14,091,256	79,166,674	93,257,930	2,206,756	515,117	-	2,721,873	18,899,441	21,621,314	71,636,616
Other community assets	5,591,159	-	-	-	5,591,159	(5,591,159)	-	2,429,776	187,000	-	2,616,777	(2,616,777)	-	-
	18,749,739	932,676	-	-	19,682,415	73,575,515	93,257,930	4,636,532	702,117	-	5,338,649	16,282,665	21,621,314	71,636,616
Heritage Assets														
Heritage Assets	1,088,522	-	-	-	1,088,522	72,022,787	73,111,309	-	-	-	-	-	-	73,111,309
	1,088,522	-	-	-	1,088,522	72,022,787	73,111,309	-	-	-	-	-	-	73,111,309
Total carried forward	602,979,528	112,382,931	8,937,394	46,715,809	771,015,662	4,296,983,668	5,067,999,329	133,495,644	28,637,183	-	162,132,826	2,180,312,235	2,342,445,062	2,725,554,268

APPENDIX B
ECONOMIC ENTITY: ANALYSIS OF PROPERTY PLANT AND EQUIPMENT
30 JUNE 2009

	Cost / Revaluation							Accumulated Depreciation						Carrying Value
	Restated Opening Balance	Additions	Disposals	Under Construction	Balance before unbundling	Unbundling/ Valuation of assets	Closing Balance	Opening Balance	Depreciation	Disposals	Balance before unbundling	Unbundling/ Valuation of assets	Closing Balance	
	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000
Total brought forward	602,979,528	112,382,931	8,937,394	46,715,809	771,015,662	4,296,983,668	5,067,999,329	133,495,644	28,637,183	-	162,132,826	2,180,312,235	2,342,445,062	2,725,554,268
Other Assets														
Furniture	5,292,516	68,801	-	-	5,361,317	(3,655,721)	1,705,595	3,056,095	457,046	-	3,513,140	(2,967,159)	545,982	1,159,614
Equipment	17,100,445	1,112,938	-	173,248	18,386,632	(10,378,760)	8,007,872	8,657,392	1,859,065	-	10,516,457	(7,233,003)	3,283,454	4,724,417
Vehicles	32,194,505	11,169,535	-	-	43,364,041	2,370,788	45,734,829	11,329,502	3,204,371	-	14,533,873	(4,424,496)	10,109,377	35,625,452
Inventory	-	2,709,742	-	-	2,709,742	(2,709,742)	-	-	-	-	-	-	-	-
	54,587,467	15,061,016	-	173,248	69,821,731	(14,373,435)	55,448,296	23,042,988	5,520,482	-	28,563,470	(14,624,657)	13,938,813	41,509,483
Total	657,566,994	127,443,947	8,937,394	46,889,057	840,837,392	4,282,610,233	5,123,447,625	156,538,632	34,157,665	-	190,696,297	2,165,687,578	2,356,383,875	2,767,063,750

ECONOMIC ENTITY: ANALYSIS OF INTANGIBLE ASSETS
30 JUNE 2009

	Cost / Revaluation							Accumulated Amortisation						Carrying Value
	Restated Opening Balance	Additions	Disposals	Under Construction	Balance before unbundling	Unbundling/ Valuation of assets	Closing Balance	Opening Balance	Depreciation	Disposals	Balance before unbundling	Unbundling/ Valuation of assets	Closing Balance	
	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000
Intangible assets														
Water rights	2,360,000	-	-	-	2,360,000	-	2,360,000	-	-	-	-	-	-	2,360,000
Software and programmes	465,030	4,158	-	-	469,188	-	469,188	465,030	577	-	465,607	-	465,607	3,581
	2,825,030	4,158	-	-	2,829,188	-	2,829,188	465,030	577	-	465,607	-	465,607	2,363,581
Total	660,392,024	127,448,105	8,937,394	46,889,057	843,666,580	4,282,610,233	5,126,276,813	157,003,662	34,158,242	-	191,161,904	2,165,687,578	2,356,849,481	2,769,427,331

APPENDIX C
ECONOMIC ENTITY: SEGMENTAL ANALYSIS OF PROPERTY, PLANT AND EQUIPMENT AS AT 30 JUNE 2009

	Cost					Accumulated Depreciation				Carrying Value R
	Opening Balance R	Additions R	Transfer	Restatement R	Closing Balance R	Opening Balance R	Transfer	Restatement R	Closing Balance R	
Executive & Council	470,649		-470,649		0	457,041	-457,041		0	0
Finance & Admin	48,060,426	23,609,735	91,081,801	287,529,246	450,281,208	13,182,377	15,710,969	-14,991,931	13,901,415	436,379,793
Planning & Development	52,006,252	124,092	-52,006,252		124,092	385,875	-374,013		11,862	112,230
Health	567,522		-567,522		0	394,873	-394,873		0	0
Community & Social Services	22,649,690			70,608,240	93,257,930	5,225,765		16,395,550	21,621,314	71,636,616
Housing	30,725,916		-30,725,916		0	11,738,173	-11,738,173		0	0
Public Safety	7,111,754	199,708	-7,311,462		0	2,746,869	-2,746,869		0	0
Sport & Recreation	26,349,561	932,676		-21,550,487	5,731,750	7,925,500		-4,781,267	3,144,233	2,587,517
Environmental Protection	1,881,224			71,230,086	73,111,311	741,284		-741,284	0	73,111,310
Waste Management	142,048,932	43,291,149		630,412,426	815,752,507	45,605,258		365,677,503	411,282,761	404,469,746
Road Transport	82,260,822	16,055,597		1,529,162,131	1,627,478,550	21,962,245		685,392,888	707,355,133	920,123,417
Water	120,127,048	56,516,343		979,778,374	1,156,421,765	27,391,459		830,024,513	857,415,972	299,005,793
Electricity	125,667,198	33,603,704		741,991,865	901,262,767	24,741,724		316,883,717	341,625,441	559,637,326
Total	659,926,995	174,333,004	0	4,289,161,881	5,123,421,880	162,498,441	0	2,193,859,690	2,356,358,131	2,767,063,749

APPENDIX D
ECONOMIC ENTITY: SEGMENTAL STATEMENT OF FINANCIAL
PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2009

2008 Actual Income R	2008 Actual Expenditure R	2008 Surplus/ (Deficit) R		2009 Actual Income R	2009 Actual Expenditure R	2009 Surplus/ (Deficit) R
15,709,275	15,644,482	64,794	Executive & Council	21,224,879	11,765,290	9,459,589
155,674,571	84,492,409	71,182,162	Finance & Admin	131,086,268	52,800,660	79,963,212
4,781,890	11,946,495	-7,164,605	Planning & Development	5,455,805	19,358,329	-14,208,324
416,394	10,043,069	-9,626,675	Community & Social Services	1,479,849	27,915,437	-26,435,588
305,918	6,698,844	-6,392,926	Housing	6,669,363	12,069,735	-5,400,372
7,410,351	17,488,989	-10,078,638	Public Safety	7,714,877	27,131,402	-19,416,525
5,544,148	21,328,150	-15,784,002	Sport & Recreation	5,532,525	14,504,910	-8,972,385
160,047	3,523,885	-3,363,838	Environmental Protection	134,290	4,388,489	-4,254,199
26,694,094	25,432,374	1,261,720	Solid Waste Management	31,651,252	32,140,090	-488,838
29,106,097	29,693,713	-587,616	Waste Management	32,056,044	34,655,902	-2,599,858
891	27,188,468	-27,187,577	Road Transport	43,987	48,866,091	-48,822,104
43,810,499	29,220,928	14,589,571	Water	67,000,042	68,264,022	-1,263,980
89,151,516	74,241,772	14,909,744	Electricity	113,358,372	116,436,206	-3,225,534
378,765,692	356,943,578	21,822,114	Sub-Total	423,407,553	470,296,563	-45,664,906
0	-49,005,900	49,005,900	Less: Inter-departmental Charges		-70,001,560	70,001,560
378,765,692	307,937,678	70,828,014	Total	423,407,553	400,295,003	24,336,654

APPENDIX E(1)				
ECONOMIC ENTITY: ACTUAL VS. BUDGET (REVENUE AND EXPENDITURE) FOR THE YEAR ENDED 30 JUNE 2009				
	2009 Actual R	2009 Budget R	2009 Variance R	2009 Variance %
REVENUE				
Property rates	116,200,501	102,823,958	13,376,543	13
Service charges	230,199,470	232,693,578	-2,494,108	-1
Property rates - penalties imposed and collection charges	836,157	1,000,000	-163,843	-16
Rental Income	5,005,281	6,010,000	-1,004,719	-17
Income from agency services	-	-	-	-
Public contributions, donated and contributed	1,624,455	250,000	-	-
Fines	3,497,518	4,730,480	-1,232,962	-26
Licences and permits	1,600,346	1,568,500	31,846	2
Government grants	44,768,757	42,400,463	2,368,294	6
Other income	12,094,610	27,145,161	-15,050,551	-55
Profit on sale of shares	-	-	-	-
Interest received - Investment	7,580,458	16,888,562	-9,308,104	-55
Total Revenue	423,407,553	435,510,702	-13,477,604	-3
EXPENDITURE				
Employee related costs	124,190,790	127,830,600	3,639,810	3
Remuneration of Councillors	4,270,779	4,296,260	25,481	1
Depreciation and amortisation	34,157,862	27,140,230	-7,017,632	-26
Finance Costs	7,535,489	8,075,780	540,291	7
Debt impairment	4,964,544	500,000	-4,464,544	-893
Repairs and maintenance	43,868,894	51,565,262	7,696,368	15
Bulk purchases	59,353,373	59,417,094	63,721	0
Contracted services	11,745,950	14,595,788	2,849,838	20
Grants and subsidies paid	8,558,485	9,269,930	711,445	8
General expenses - other (including abnormal expenses)	101,317,547	110,042,303	8,724,756	8
Total Expenditure	399,963,713	412,733,247	12,769,534	3
Gain on disposal of assets	-331,290	-31,070,000	-30,738,710	99
NET SURPLUS/(DEFICIT) FOR THE YEAR	23,112,550	53,847,455	30,734,905	

APPENDIX E(2)					
ECONOMIC ENTITY: ACTUAL VS. BUDGET (ACQUISITION OF PROPERTY, PLANT AND EQUIPMENT) FOR THE YEAR ENDED 30 JUNE 2009					
	2009 Actual	2009 Budget	2009 Variance	2009 Variance	Explanation of Significant Variances Greater than 5% versus Budget
	R	R	R	%	
Land					
Land	0	0	0	0	
Buildings					
Operational Buildings	1,636,820	3,163,000	-1,526,180	-93%	Reprioritisation of capital budget
Community Buildings	6,860,992	7,634,616	-773,624	-11%	Reprioritisation of capital budget
	8,497,812	10,797,616	-2,299,804	-27%	
Infrastructure					
Roads	16,055,597	20,865,000	-4,809,403	-30%	Reprioritisation of capital budget
Sewerage	18,042,810	18,447,300	-404,490	-2%	
Electricity	33,603,704	35,037,986	-1,434,282	-4%	
Water	56,516,343	56,013,911	502,432	1%	
Stormwater drains	19,414,811	19,956,326	-541,515	-3%	Reprioritisation of capital budget
Solid Waste Disposal	5,833,228	5,889,781	-56,553	-1%	
Security measures	201,758	199,708	2,050	1%	
	149,668,252	156,410,012	-6,741,760	-5%	
Community Assets					
Recreational facilities	932,676	2,329,031	-1,396,355	-150%	Reprioritisation of capital budget
Other community assets					
	932,676	2,329,031	-1,396,355	-150%	
Heritage Assets					
Heritage Assets					
	0	0	0	0%	
Other Assets					
Furniture	68,801		68,801		
Equipment	1,286,187	2,169,836	-883,649	-69%	Reprioritisation of capital budget
Vehicles	11,169,535	11,569,856	-400,321	-4%	
Inventory	2,709,742	3,023,500	-313,758	-12%	Reprioritisation of capital budget
	15,234,265	16,763,192	-1,528,927	-10%	
Total	174,333,004	186,299,851	-11,966,847	-7%	

APPENDIX F

ECONOMIC ENTITY: DISCLOSURE OF GRANTS AND SUBSIDIES IN TERMS OF SECTION 123 OF MFMA, 56 OF 2003

Grant and Subsidies Received

Name of Grants	Name of organ of state or municipal entity	Quarterly Receipts				Quarterly Expenditure				Grants and Subsidies delayed / withheld				Reason for delay withholding of funds	Did your municipality comply with the grant conditions in terms of framework in the latest Division of Revenue Act	Reason for non-compliance	
		June	Sept	Dec	March	June	June	Sept	Dec	March	June	Sept	Dec				March
FMG	Nat Treasury	1,204,688				500,000	467,959				884,531					Y	
MSIG	Nat Treasury	150,000				400,000	150,000				397,098					Y	
Masimbimbane Project	DWAF	297,000				297,000					1,031,470					Y	
MIG Projects	PAWC	0				10,058,000	4,060,000				14,188,000					Y	
Library	PAWC	304,919				505,419	304,919				505,419					Y	
Prov Road Subsidy	PAWC	707,000				16,000	707,000				16,000					Y	
Social Housing	PAWC					2,176,726	2,239,011				6,132,042					Y	
Multi Purpose Centre	PAWC	694,435					400,000				616,419					Y	
Community Dev. Workers	PAWC	72,000				96,000	72,000				96,000					Y	
Housing Consumer Education	PAWC	88,400				150,000	111,600				52,967					Y	
		10,576,131	0	0	0	12,464,450	8,916,801	0	0	0	13,889,458	0	0	0	0		

5.1 Report of the Auditor-General on the Financial Statements and Performance information for the 2008/09 financial year

Due to a high level meeting with the office of the Accounting General on 26 January 2010 which may have an impact on the final report of the Auditor-General the following documents will, if available, be tabled separately at the meeting:

- (v) Foreword by the Mayor
- (vi) Audit Report pg 403 - 413
- (vii) Consolidated Audit report
- (viii) Report of the Audit Committee
- (ix) Report of the Accounting Officer

5.2 Report of the Auditor-General of the Group Financial Statements and Performance information for the 2008/09 financial year

Due to a high level meeting with the office of the Accounting General on 26 January 2010 which may have an impact on the final report of the Auditor-General the following documents will, if available, be tabled separately at the meeting:

- (x) Foreword by the Mayor
- (xi) Audit Report
- (xii) Consolidated Audit report pg 414 - 425
- (xiii) Report of the Audit Committee
- (xiv) Report of the Accounting Officer

5.3 Report by the Audit Committee

Due to a high level meeting with the office of the Accounting General on 26 January 2010 which may have an impact on the final report of the Auditor-General the following documents will, if available, be tabled separately at the meeting:

- (xv) Foreword by the Mayor
- (xvi) Audit Report and
- (xvii) the consolidated Audit report
- (xviii) Report of the Audit Committee pg 226 - 228
- (xix) Report of the Accounting Officer

5.4 Report of the Accounting Officer (Municipal Manager) in terms of Section 121 of the Local Government: Municipal Finance Management Act No 56 of 2003 (the MFMA).

Due to a high level meeting with the office of the Accounting General on 26 January 2010 which may have an impact on the final report of the Auditor-General the following documents will, if available, be tabled separately at the meeting:

- (xx) Foreword by the Mayor
- (xxi) Audit Report and
- (xxii) the consolidated Audit report
- (xxiii) Report of the Audit Committee pg 226 - 228
- (xxiv) Report of the Accounting Officer