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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

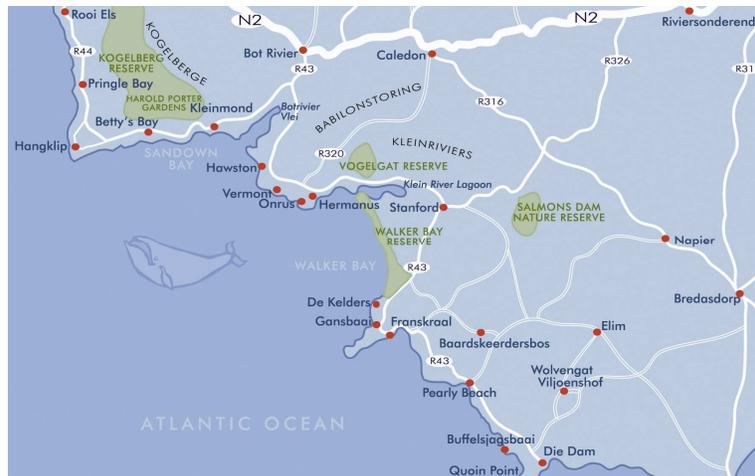
In compliance with Section 46 of the Local Government: Municipal Systems Act (Act 32 of 2000) (Systems Act) and Section 121 of the Local Government: Municipal Finance Management Act (Act 56 of 2003) (MFMA) a municipality must prepare an annual report for each financial year.

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

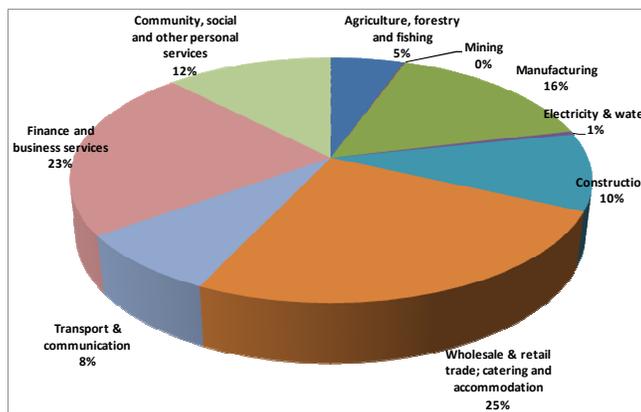
| | 2007 | 2007 share main sector | 2007 sub sector share | Avg growth 1995 - 2007 | Avg growth 2002 - 2007 |
|---|---------------|------------------------|-----------------------|------------------------|------------------------|
| Informal employment | 5 999 | 24.4 | | -0.7 | -3.0 |
| Formal employment 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.

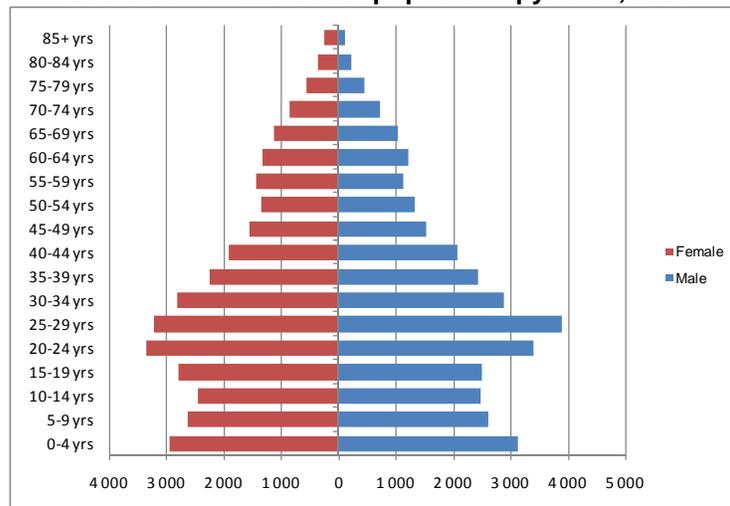
Of interest though is that the main sectors that show the strongest employment growth over the last five years include business services (10,8%); wholesale & retail trade (7,4%); community, social & other personal services (5,4%). Overall, formal employment growth stepped slowly at 2,8 per cent per annum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

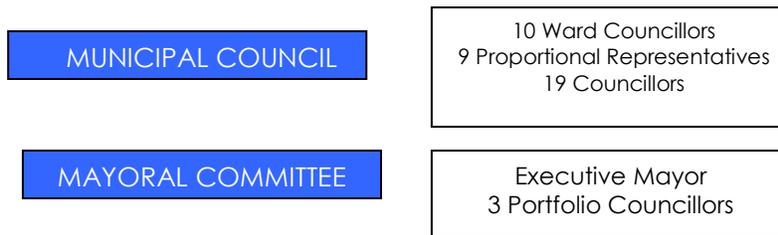
| Challenge | Actions to address |
|---|--|
| Provision of infrastructure and basic services on a sustainable basis | Refer to capital expenditure |
| Stimulating local economic development | <p>Drafting of sectoral plan for agriculture in the Strandveld area</p> <p>Aquaculture</p> <p>The establishment 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

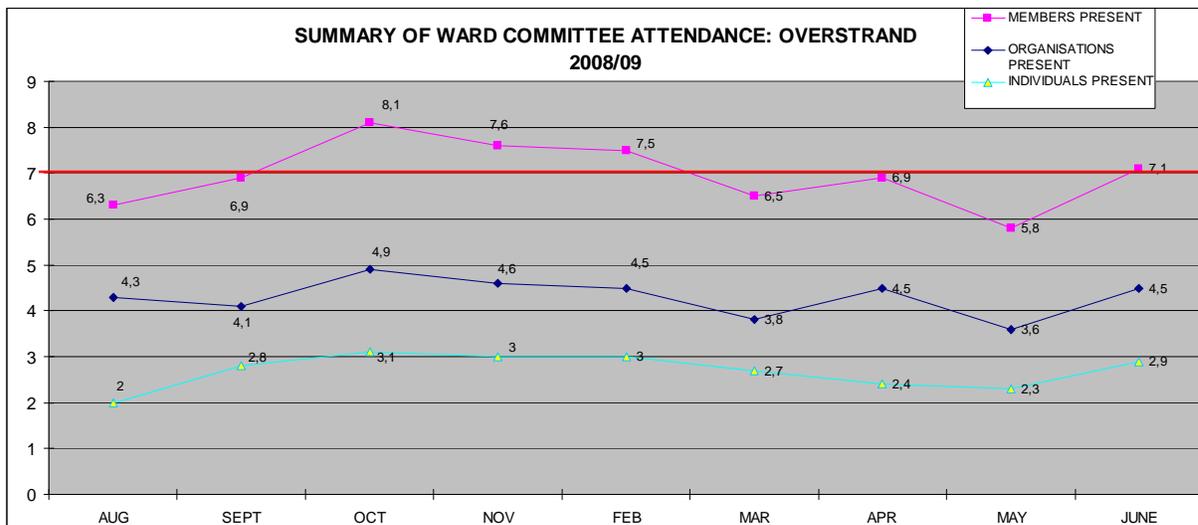
The Overstrand is governed by a DA controlled council consisting of 11 DA, 6 ANC, and 2 NPP councillors. The Municipality has an Executive Mayoral system which is combined with a Ward Participatory system as determined by the Western Cape Provincial Minister for Local Government. The Mayoral Committee 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 organisation 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 |
| | | 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 |

| | | | | | | | | | |
|--|---------------------------|--|---|--|--|--|---|--|--|
| | | | | 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 |

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| | | | | | | | 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 HumanResource 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. |

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| | 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 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 | 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 |

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| 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 |

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| | 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 |

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| | | 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 |

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| | | | | 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 |

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|----------------|----------------------|---|--|---|---|--|---|---|---|
| | 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 |

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| | | | | | | 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. |

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| | | | | | | 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 |

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|---|---|--|--|---|--------------------------------------|--|--|---|---|
| | | | | | | | 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 |

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|--|--|---|--|---|--------------|---|--|---|--|
| | | | | 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 is 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. |

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| | | | | | | | | 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 |

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| | | | | | | 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 |

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|-------------------------------|---|---|--|---|-------------------|--|---|---|--|
| 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 |

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|--|-----------------------|--|--|--|-----------|--|---|--|---|
| 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 |

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| | | | | 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 |

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| | | | | | | 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 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 | 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 WSPSP | 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 WSPSP | 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 | R131 900 value | Participation took place during January and will happen during Easter Weekend again Payments above 50% 1620 applications processed 736 applications processed | |
| | | | Strict application of drivers' and learners' licence testing | Daily process - ongoing | Monthly, QRs | 976 applications processed | R97 830 value | 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 | <i>Various projects and programmes - attached as Annexure 1 to the Scorecard of each director incl reference to grant / other funds received,</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 | 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. | | |

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|--|------------|---|--|---|--------------------------------------|---|---|---|
| | | 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 |

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|-------------------------------|-----------------------|---|--|--|--|---|---|---|---|
| 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 |

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|--|----------------------|--|---|--|---|---|--|--|---|
| | 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 Council approval of tariff structure | 08-Sep 09-May | Approved tariff structure is in use. Approved new tariff structure for 2009/10, 27/05/09. Approval from NERSA on 30/06/09 | Approved tariff structure is in use. Draft tariff structure for 2009/10 was presented to council on 30 March 2009 | Approved tariff structure is in use. Busy with the structure of tariffs for 2009/10 | New tariff structure for 2008/09 was implemented on 01/07/2008 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 |
| | 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 |
| 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 Payment of goods and services for the Municipality | Workshop for management iro MFMA 90% (queries excl) invoices paid within 30 days, 100% contractor payments within 30 days of payment certification | 08-Jul Quarterly reports | GRAP Workshop held Done monthly |
| | | Acting allowances in all directorates within budgetary provisions | 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 |

| | | | | | | | | | |
|--|-----------------|--|---|--|--|---|--|---|---|
| | | | 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 |

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|---|---|--|---|--|----------------|---|--|---|---|
| 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. |

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|--|--|---|---|---|--------|--|--|--|--|
| | | 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 |
| | | | | Monitoring of successful claims against the Municipality | QRs | 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. |
| | | | | Monthly, provision of statistics to Stats SA | QRs | 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. |

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| | | 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 | 100% achieved, except on Contract SC 257/2008 where new contractor had to be appointed, resulting in delays and additional costs. | 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 |

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| | 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. |

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| | | | | Approx 1000 sonsumer 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. | |

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|---|---|---|---|---|----------------------------|--|---|--|---|
| | | | | 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 |

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|--|-------------------------|---|--|---------|-----|--|--|---|--|
| | 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 |

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|--|------------------------|--|--|---|---|---|---|---|--|
| | 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:

LINKAGE TO IDP:

Waste Management Planning function

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. |
| | 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 |
|--|--|--|--|---|--------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|

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 |

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. |

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|---|---|---|---|-------------------|---|---|---|---|
| | 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. |
| 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. |

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|-----------------|--|---|--|--|--|---|---|---|
| | | | 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: |

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|---|--|--|--|--|-------------------|--------------------------------|-------------------------|--------------------------------|-----------------------|--------------------------------|---|--------------------------------|---|------------------------|------------------|
| | <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 | | |

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|--------------------|---|---|--|---|--|--|--|---|---|-------------------------------|--|---|-----------|
| | <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 | | | |

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|-----------------|----------------------|--|---|---|---------------|--|--|---|--|---|--|---|--|--|
| | | | | 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): neat | | | Graveyards are | |
| 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 | |

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| | | | 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 | | | | | |

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|--------------------------------|--|--|--|--|------------------------|--|---|--|---|--|---|------------------------------------|-------------------------------------|---|----------------|----------------|
| | | | | 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 | No. of bookings: 6 - Blompark Sport | | 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 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. | | | | | | |

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| 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. |
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3. Local (incl Rural) Economic Development

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| 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

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|--|--|--|---|-----------|---|--|---|--|---|--|---|--|
| 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% |
|--|--|--|---|-----------|---|--|---|--|---|--|---|--|

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| | | 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 | <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: 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 | <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 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 | <i>Removal services</i> | | 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 |
| | <i>Cleansing</i> | 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: 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: 330 | Total number of members: 13270 | Num of books circulated: 105692 | Number of new members: 290 | Total number of members: 12940 | Num of books circulated: 96313 | Number of new members: -88 | Total number of members: 12650 | Num of books circulated: 93369 | Members: 364 | Total number of members: 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: | Comment(s) on safety: | | | Comment(s) on safety: | | | Comment(s) on safety: | |
| | | | | | | Number of Meetings: 0 | Names of bodies: | Number of Meetings: 0 | Names of bodies: | Number of Meetings: 0 | Names of bodies: | 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 |

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|---------------------------|--|---|---|---|------------------------|--|---|---------------------------------|---|--|--|--|--|
| | | | | 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 | |

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|---|---|--|--|---|-------------|--|---|------------------------------------|---|---|---|-------------------------------------|-----------------|
| | | | | 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 | 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): | 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 | |

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|--|--|--|---|--|-------------|---|-----------------|--------------------|--|--|-----------------|---------------------|-------------------------------------|-------------------|---|-----------------|--------------------|
| | | | 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 |

| | | | | | | | | | | | | | | | | | |
|---|---|---|--|--|-------------------|---|--|---------------------------|---|---|---|---|----------------------------------|---------------------------|-----------------------------------|-----------------------------|--------------------|
| | 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: | Budgeted amount: | % Spend: | 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: | % 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: | % 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: | % 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: |

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|---------------------------|--|---|---|--|-------------------|---|--|---|---|---|--|---|--|---|---|---|--|--|--|---|--|--|--|-------------------------------|--|---------------------------------|--|---------------------------------|--|
| | | | | 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: | | | | | | | | | | | | | | |

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|---------------------------------------|--|---|---|--|------------------------|--|--|---|--|--|--|---|--|---|--|---|--|--|--|---|--|--|--|--|--|
| | | | | 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 | |
| | | | | 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 | | deposit repayments: Town hall: 73 | | 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 : Town hall: 2 | | Number of deposit repayments Mooiuitsig hall: 0 | | Number of deposit repayments: | | 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: | Comment(s): |
| | | | | 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 Chamer -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% |

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|---|--|--|--|--|-------------------|---------------------------|--------------|------------------|-----------|---------------------------|-----------------|---------------------------|---------------|
| | <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: |

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|---------------------------|-------------------------|--|---|--|-------------------|--|--|--|--|--|--|--|--|
| | | | | 75% spending in line with 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 in line with 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 from 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 |

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|------------------------|----------------------|---|---|---|---------------|--|---|---|---|--|---|---|---|-------------------------------|
| | 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 | Number of new members: 32 | Total number of members: 1820 | Number of new members: 18 | Total number of members: 1787 | 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 | | |

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|---------------------------------------|--|--|---|--|------------------------|--|--|---|--|--|---|--|--|
| | | | | 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 | |

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|---|------------------------------|---|---|---|------------------------|---|--|--|---|--|---|--------------------|--------------------|
| | | | | 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> |

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|--|--|--|--|---|-------------|--------------------|-------------|--------------------|-------------|--------------------|---------------|---|---|
| | | | | 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 | Comment(s): | No. of projects: 0 | Comment(s): | No. of projects: 0 | Comment(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 |
| | 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 icro 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</u> <u>scheduled site</u> <u>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 | 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: | 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: | % Spending : | 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 | |

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|------------------------------------|----------------------------|---|--|--|--------------------|-------------------------------------|------------------|-----------------------------------|------------------|-----------------------------------|------------------|--|------------------|
| | 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 - |
| | | 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 | - | - | - | - |

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|--|-------------------------|--|---|---|--------------|--|---|---------------------------|--|--|---------------------------|--|--|---------------------------|--|---|---------------------------|
| | 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

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|-----------------------------|---|---|--|---|-------------------|--------------------|------------------|--------------------|------------------|---------------------------|---|-----------------------------|---|
| 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: |

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|--------------------------|--------------------------|---|---|---|-------------------|---|---|---|---|---|---|---|---|
| | | | | 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% |

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|--|---------------------------------|---|--|--|----------------------|---|------------------------------|---|----------------------------|---|----------------------------|---|----------------------------|
| 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 & 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: 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: |

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|-------------------------|---------|-------------------------------|--|---|--------------------|--------------------------------------|---------------------|--------------------------------------|---------------------|--------------------------------------|---------------------|--------------------------------------|----------------------|
| | | | | Bi-annual maintenance of all catch pits and open storm water system | Nov 2008, May 2009 | 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 | |
| | | | | During season blue flag compliance per checklist | Dec - Jan 2009 | Comment(s): Comply with standards | |
| | | | | Maintain swimming beach facilities | Nov 2008, Mar 2009 | 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 |

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|--|------------------------------|--|--|---|------------------------------|--|---|----------------------------|--|-----------------------------------|--|--|--|---------------------------|--|-----------------------------------|---------------------------|--|--|
| | 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

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|--------------------------|---|--|--|--|-------------------|--|---|---|--|---|--|---|--|
| 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: | | |
| | | | | | 3rd Quarter - QRs | % Spending: | Comments: | % 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% |

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|---|---|---|--|---|-------------------|-----------------------------|--|--------------------------------|---|--------------------------------|--|-----------------------------|--|
| | 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: | % Spending : | Comments: | % Spending : | Comments: | % Spending : | 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: | % Spending : | Comments: | % Spending : | Comments: All capital projects are on track. | % 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: | % 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: |
| 2.2 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 | % Completed: 99.88% | No. received: 813 | % Completed: 100% | No. received: 990 | % Completed: 97% | No. received: 911 | % Completed: 96% |

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|--|---------------------------------|---|--|--|------------------------------------|---|------------------------------|---|-----------------------------|---|-----------------------------|--|----------------------------|
| 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% |

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|------------------------------------|----------------------------|---|--|--|----------------------|--|-----------------------------|--|-----------------------------|---|----------------------------|---|----------------------------|
| | | 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 | | | | | | | | | |

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|--------------------------------|-------------------------|--|--|---|-------------------|-------------------------------|------------------------|-----------------|-------------------------------|------------------------|-----------------|-------------------------------|------------------------|------------------|----------|--|--|
| | | | | 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: | 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: | |

| | | | | | | | | | | | | | | |
|-------------|--------------------------|---|--|---|-------------------|-----------------|--|---------------------------------|---|-------------|-----------|-------------|---|--|
| | | 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): 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 |

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|--|-----------------------------|--|---|---|--------------|--|--|--------------------------|--|------------------------------|--------------------------|--|------------------------------|--------------------------|--|-----------------------------|--------------------------|
| | | | | 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: |
| | | | | 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 | | | 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. | 1% | Funds to be utilised to upgrade current municipal stores. | 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 | 1% | Building plan compiled and approved. Tender documents in progress. |
| KM | BETTY'S BAY | UPGRADE CRUSULA HALL | C JONKHEID | 164 789 | 164 789 | 151 981 | 723 | 152 703 | 93% | 85% | Completed | 61% | LLPP completed with exception of internal shutters. | 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 | 1% | Tender not awarded. Project was scaled down. Building plan compiled and approved. |

| | | | | | | | | | | | | | | | | | |
|-------------------------------|----------------|---|--------------|-------------------|------------------|-------------------|-------------------|------------------|-------------------|-------------|---|--|---|--------------------------------|---|------------|---|
| 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 | SANDBA AI - 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 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&WATER | 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 | TELEMETRY 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 | 2 100 000 | 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 UPGRADE 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 UPGRADE 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% | | | 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% | | 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% | |

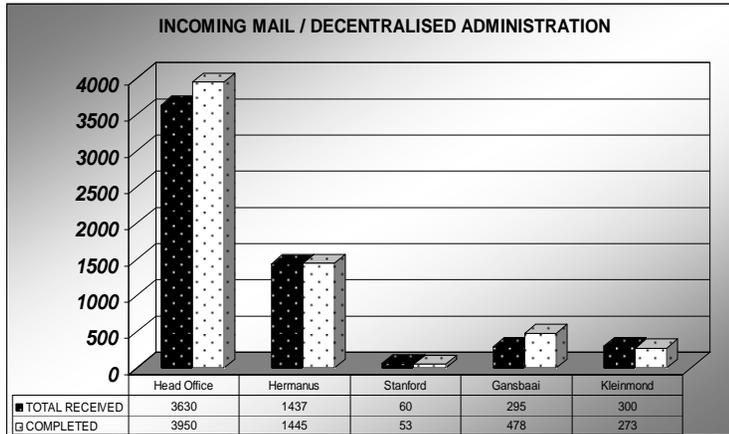
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|----|-------------|--|----------------|---------|---------|---------|--------|---------|------|-----------|------|---|------|--|----|-----------|
| OS | OVERSTRAND | | S REYNEKE | 19 100 | 19 100 | 19 071 | 0 | 19 071 | 100% | Completed | 100% | Completed | 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% |
| 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% |
| 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% |
| 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% |
| 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% |
| 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% | |

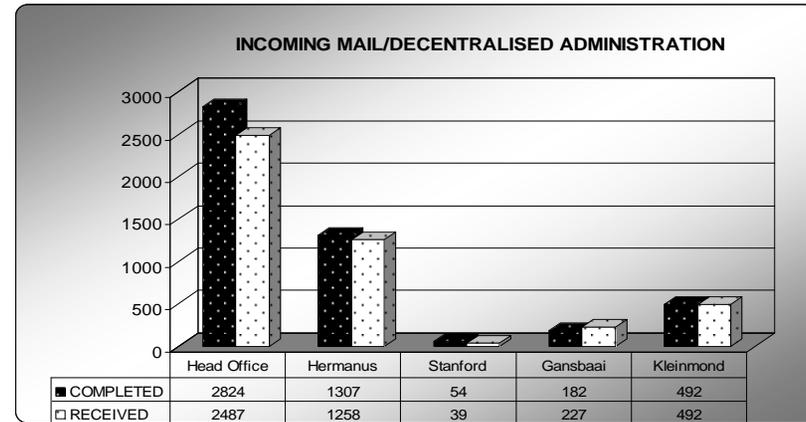
CORPORATE KEY PERFORMANCE AREAS

ANNEXURE B

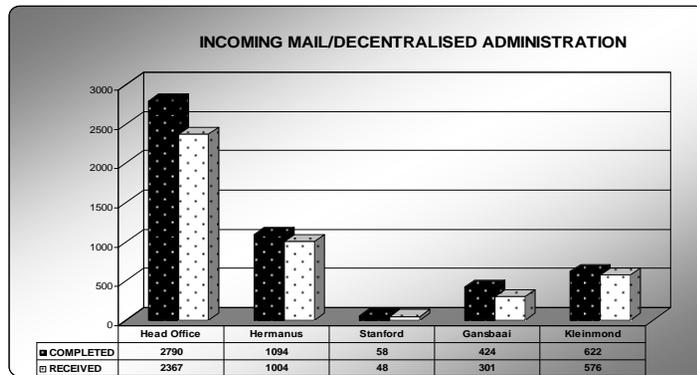
1st Quarter July-Sept 08



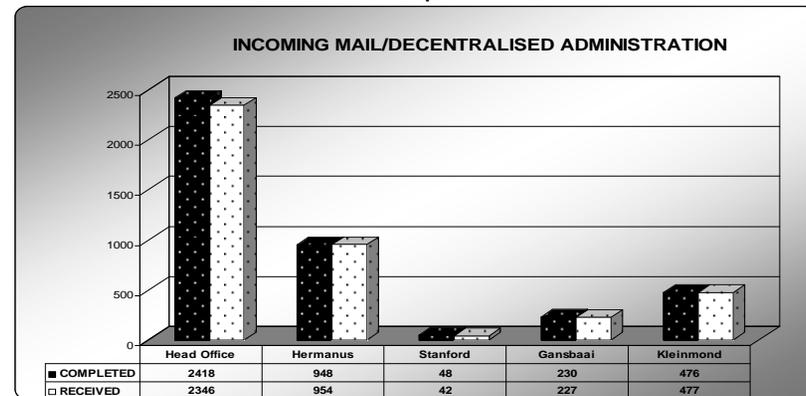
2nd Quarter Oct-Dec 08



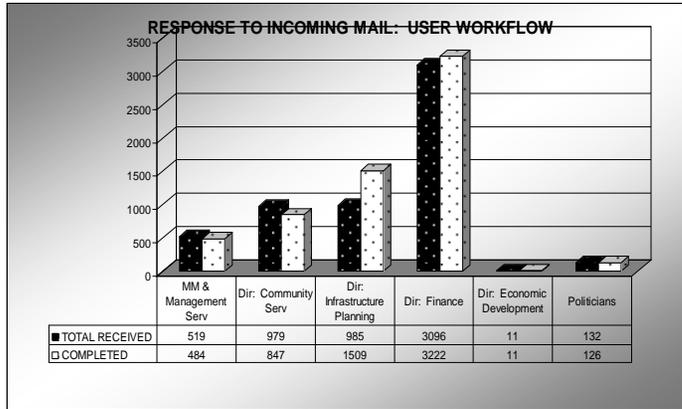
3rd Quarter Jan-March 09



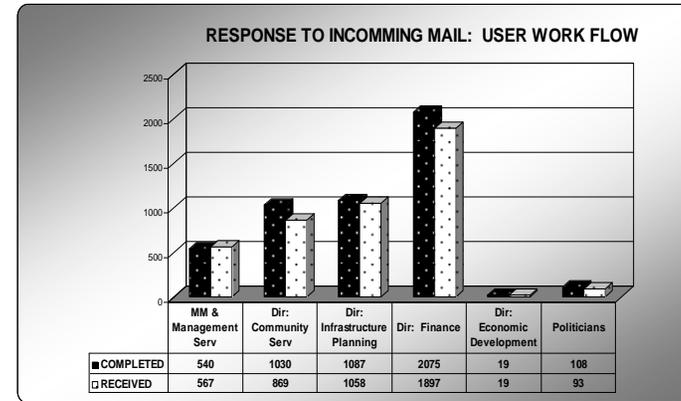
4th Quarter April-June 09



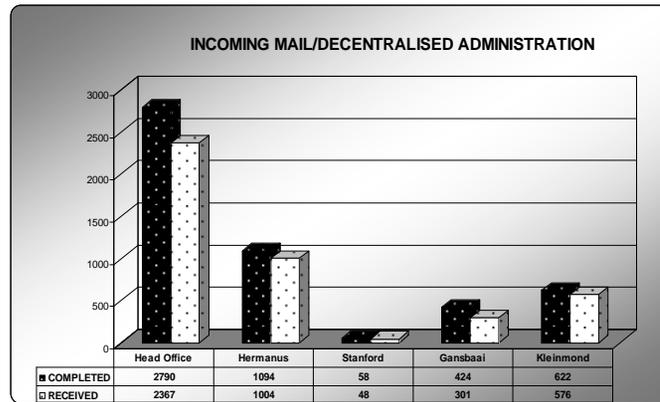
1st Quarter July-Sept 08



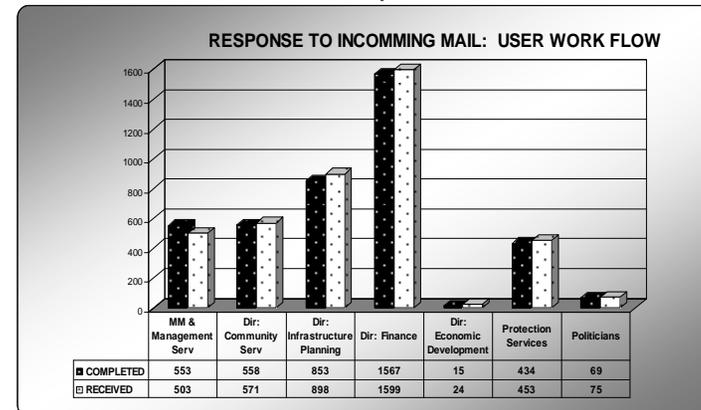
2nd Quarter Oct-Dec 08



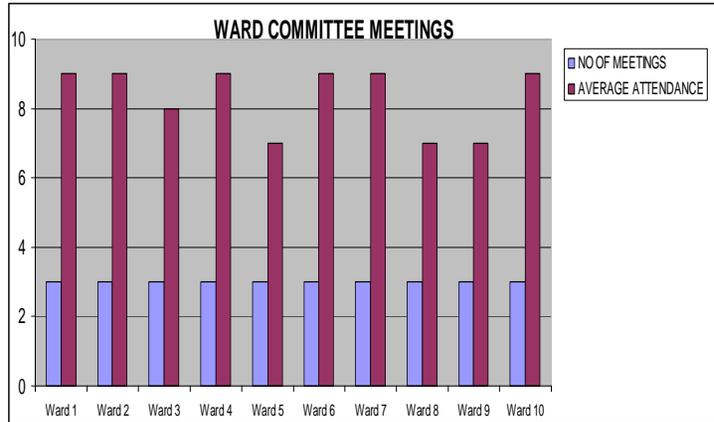
3rd Quarter Jan-March 09



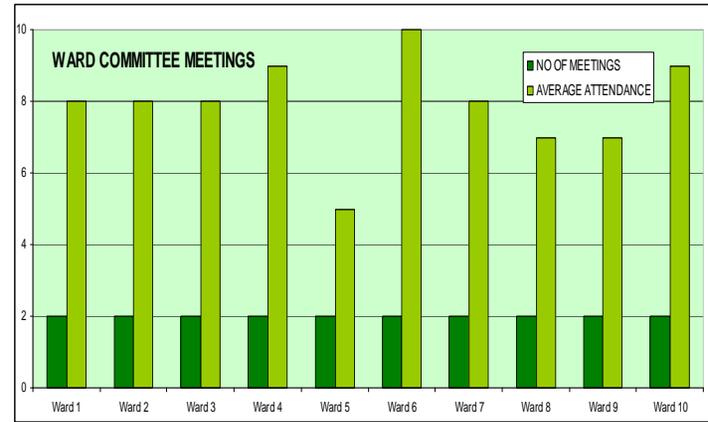
4th Quarter April-June 09



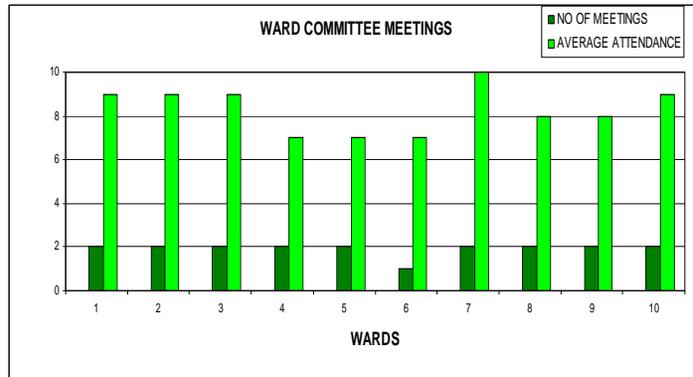
1st Quarter July-Sept 08



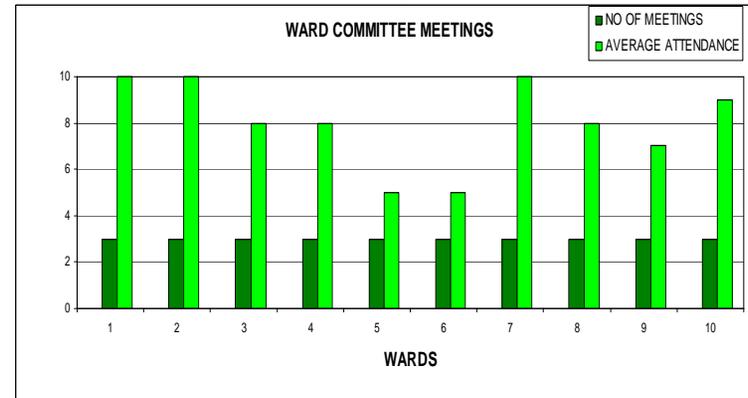
2nd Quarter Oct-Dec 08



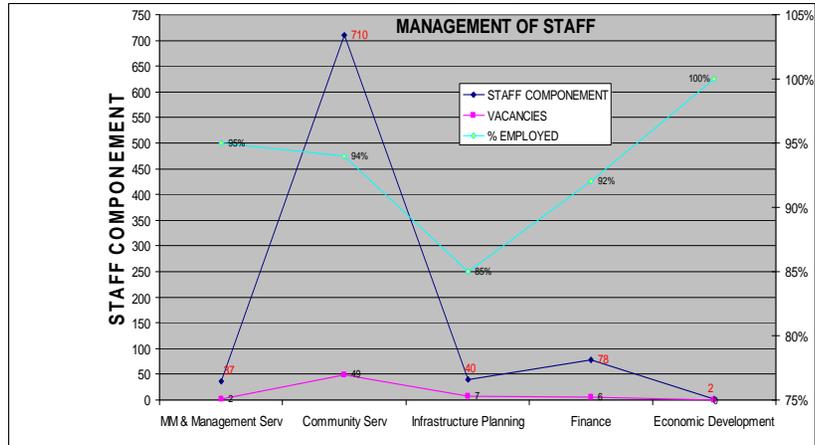
3rd Quarter Jan-March 09



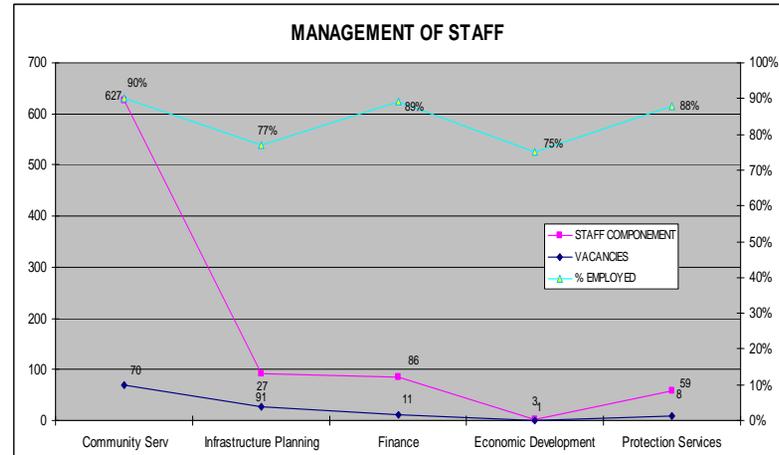
4th Quarter April-June 09



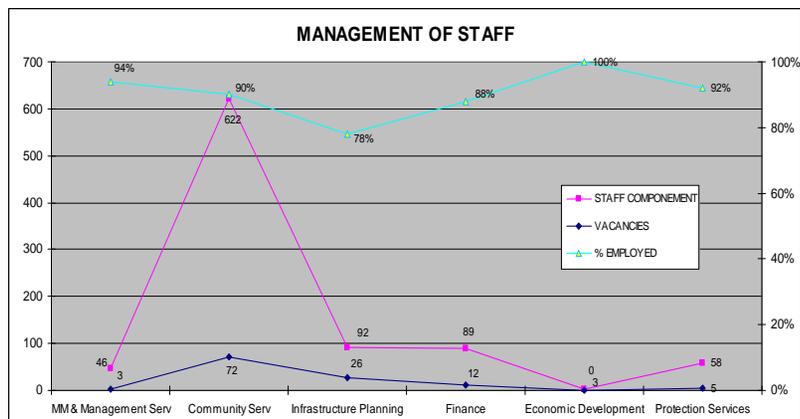
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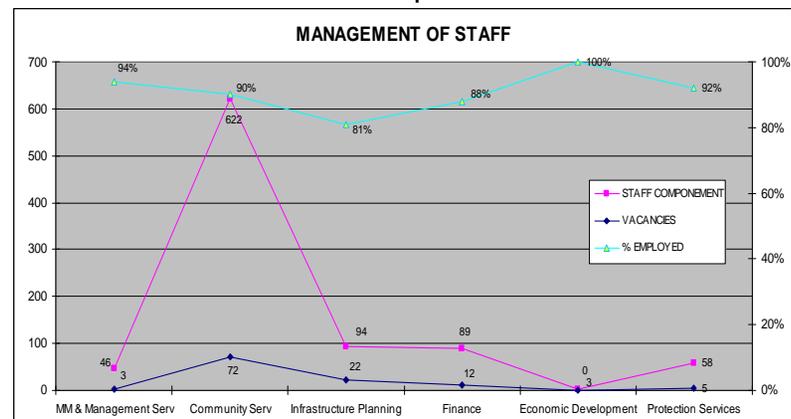
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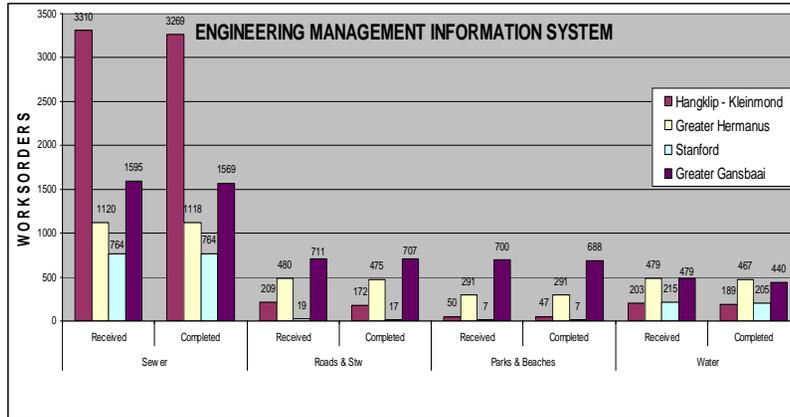
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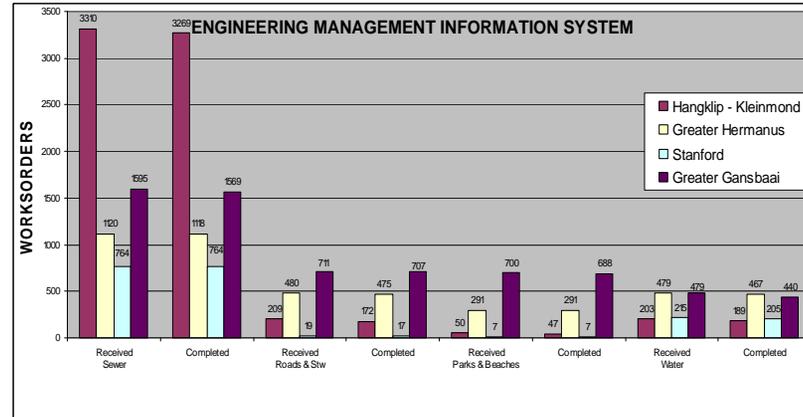
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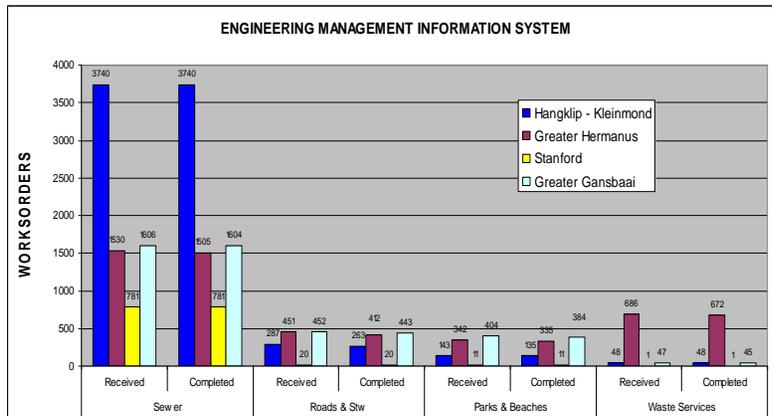
1st Quarter July-Sept 08



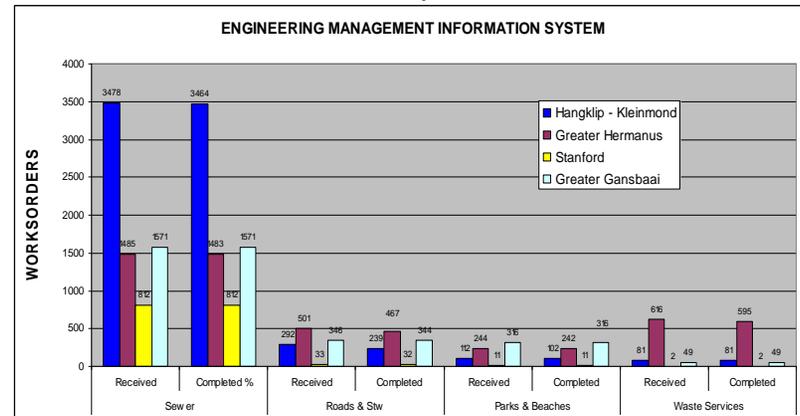
2nd Quarter Oct-Dec 08



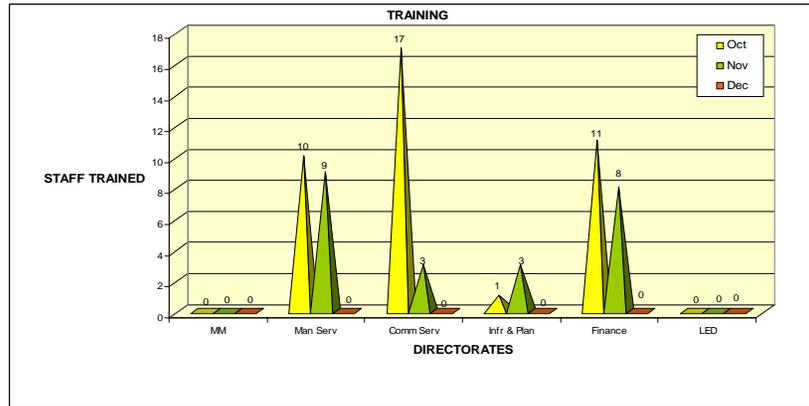
3rd Quarter Jan-March 09



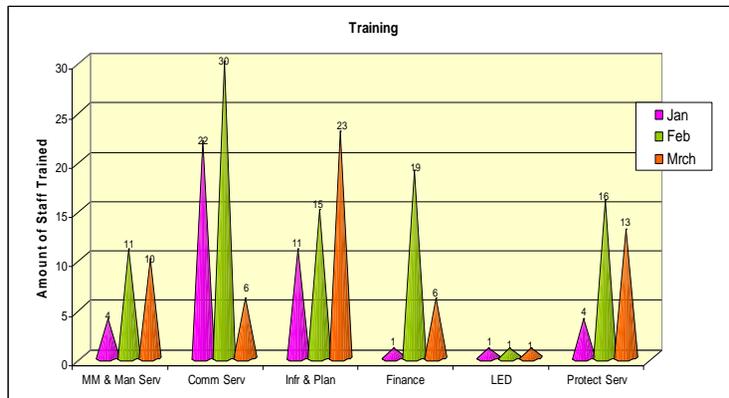
4th Quarter April-June 09



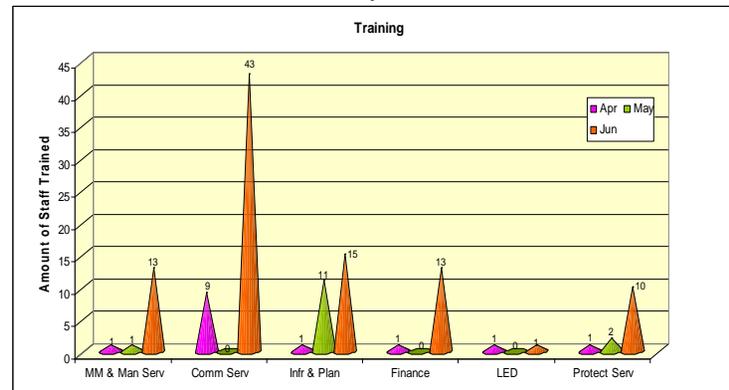
2nd Quarter Oct-Dec 2008



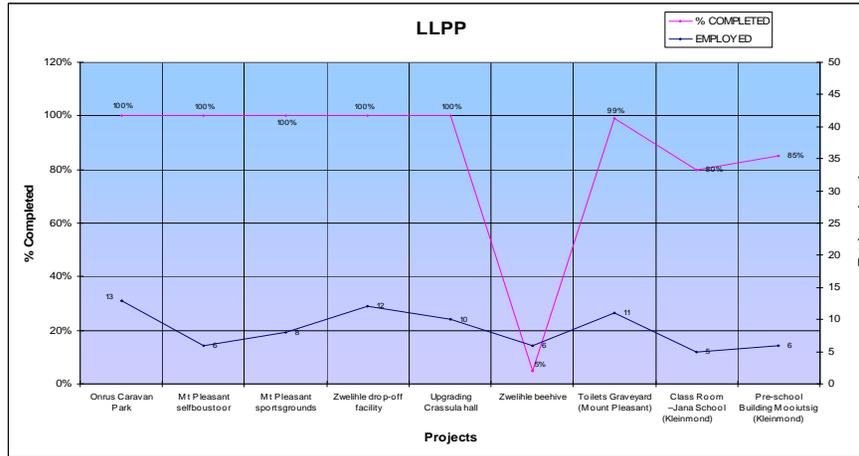
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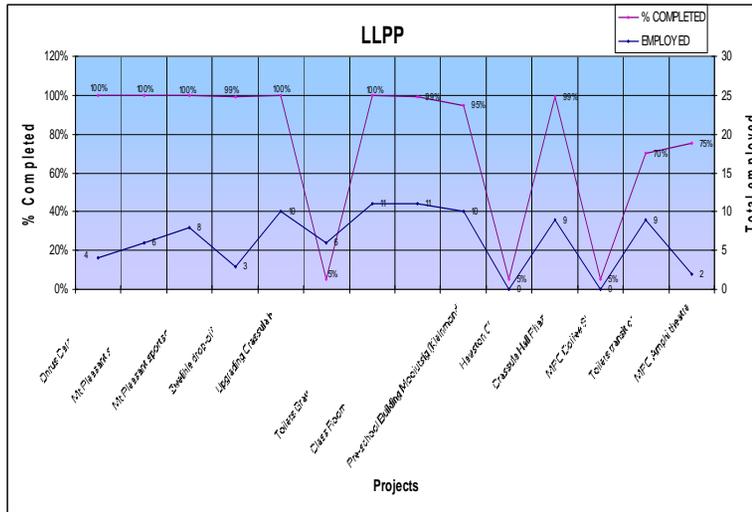
4th Quarter April-June 2009



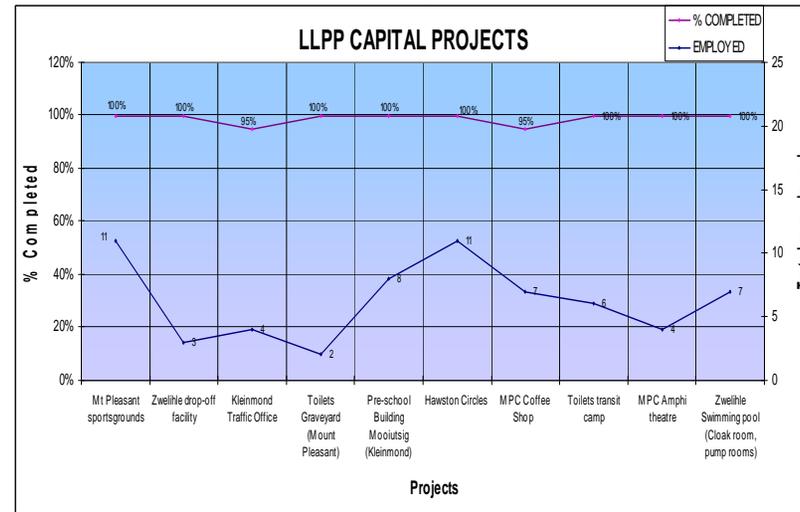
2nd Quarter Oct-Dec 2008



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



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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

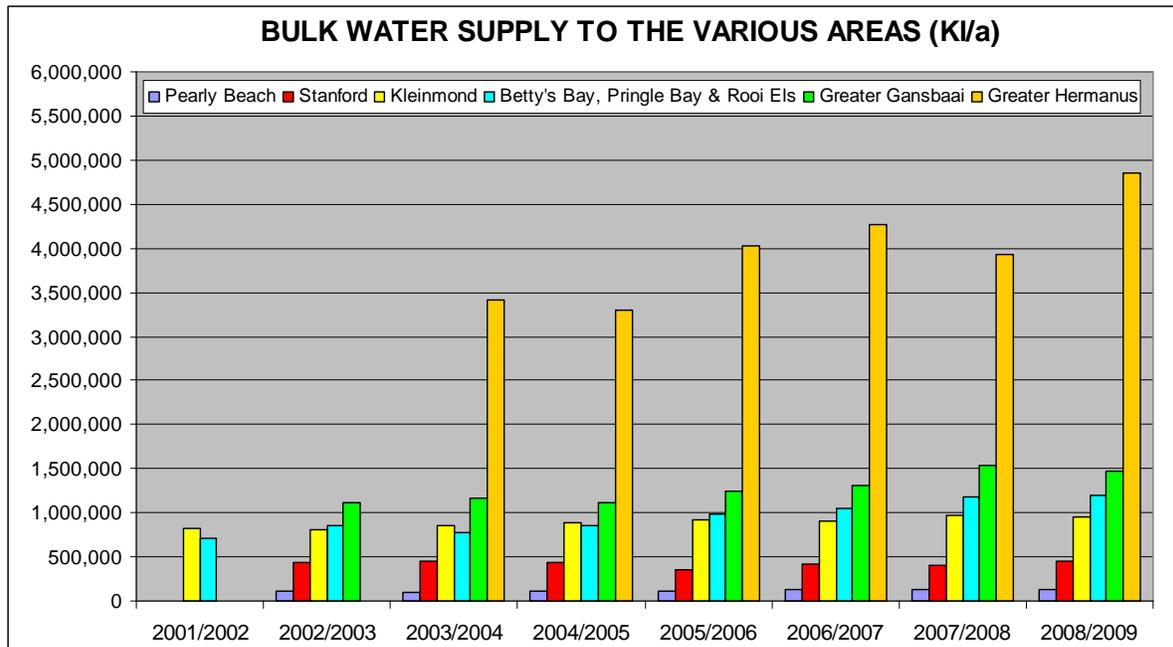
Overstrand Municipality's challenges with regard to the provision of basic water and sanitation services are as follows:

- 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).

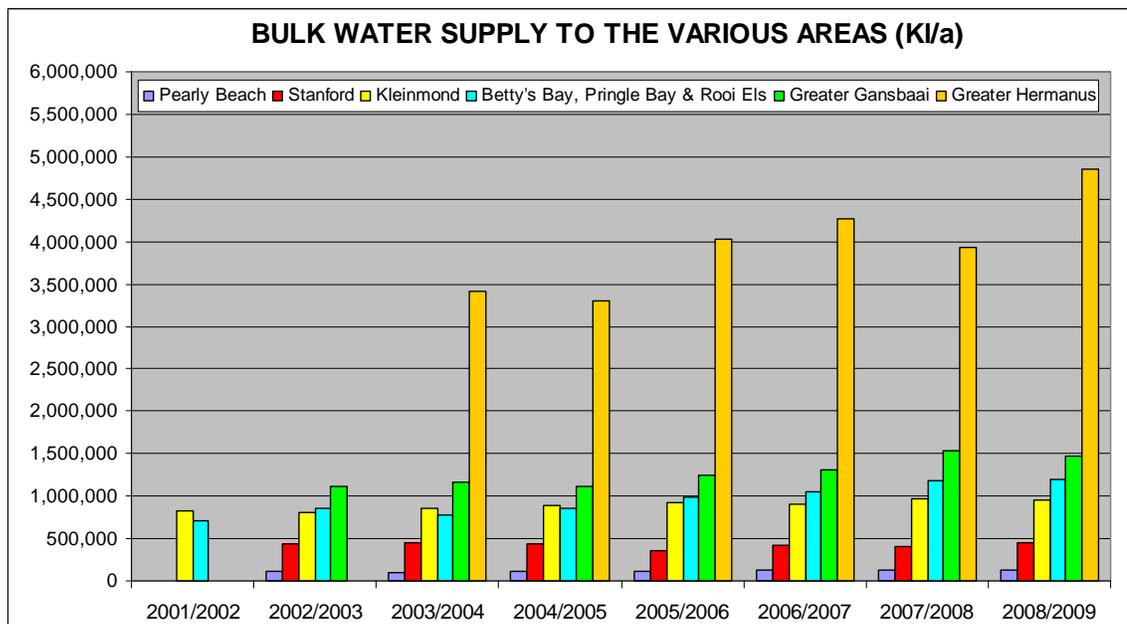


Table 6.2: Historical water demands

| 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 |
| Baardskeedersbos | 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

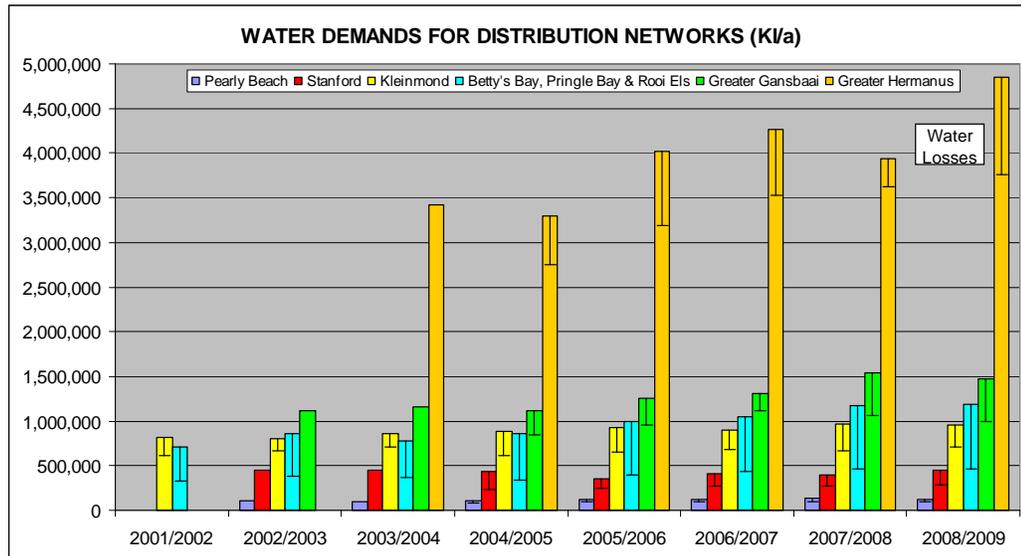
The values displayed are based on all samples collected in the particular area. The samples are compared to SANS 241 and colour coded accordingly. Based on samples taken during the last 12 months July 2008 to June 2009

| 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-Organ-Chem: Class II (Aesth/Operat) | SANS: Failure Phys-Organ-Chem: Class II (Aesth/Operat) |
| SANS: Failure Microbiological Safety: Column 5 | | SANS: Failure Phys-Organ-Chem: Class II (Health) | SANS: Failure Phys-Organ-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 | Non viable |
| Greater Gansbaai | < 3% | 64 (Stanfords Bay) | |
| 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, McFlarlane- 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.

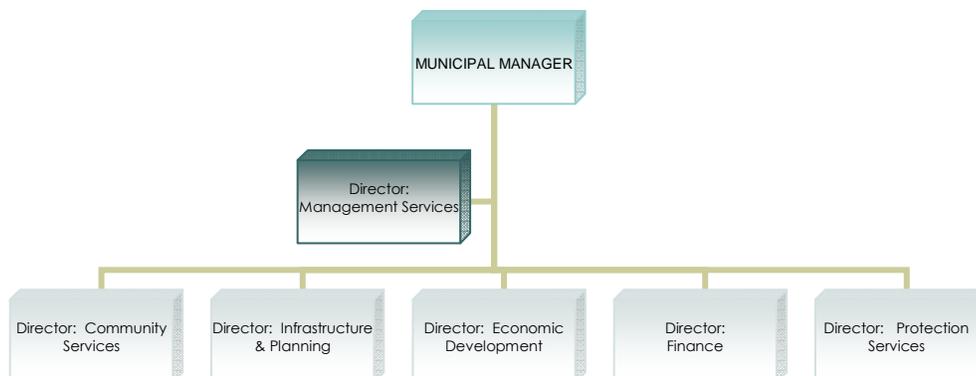
The achievements and deliverables for each of the above key functional areas in Human Resources are described in more detail in the relevant paragraphs in this report.

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:

- Focussed 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.

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

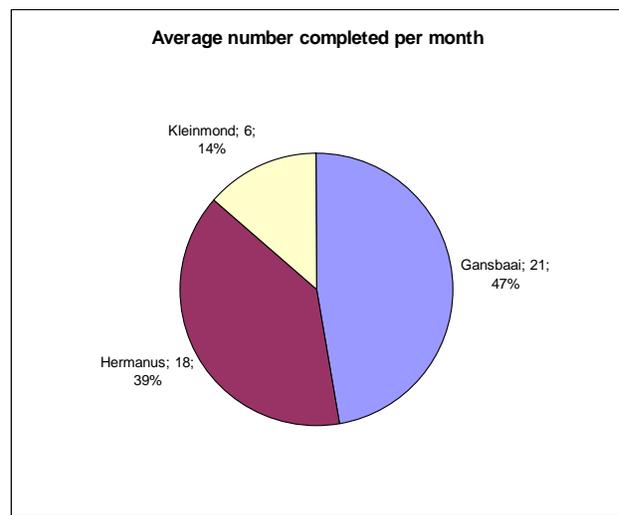
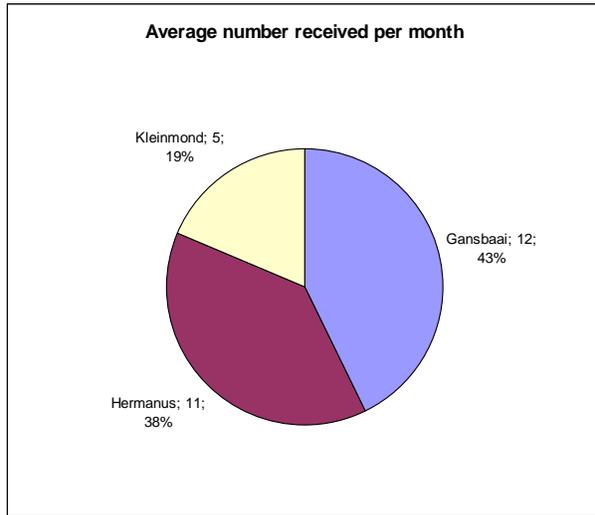
▪ **Major achievements**

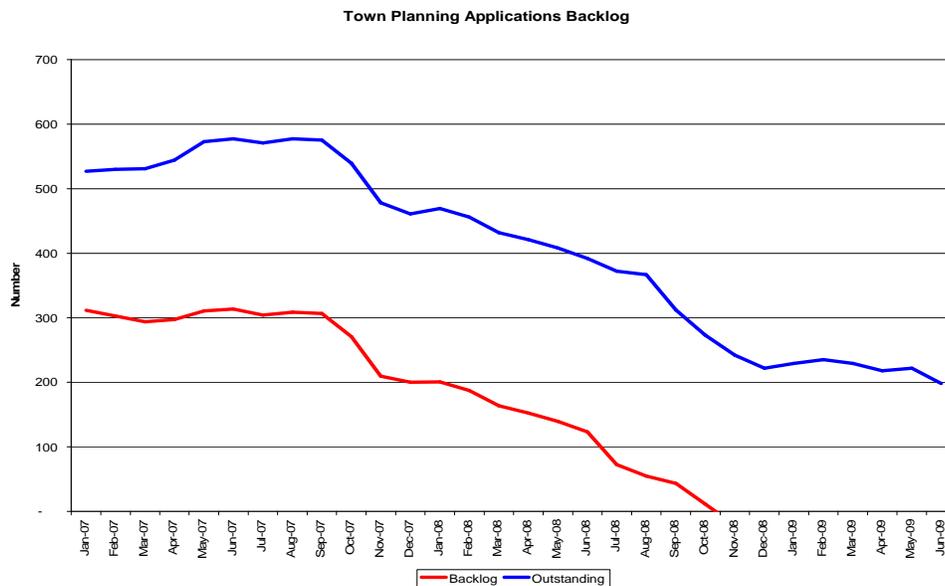
- The backlog of town planning applications has been worked away (refer to annexure below:

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

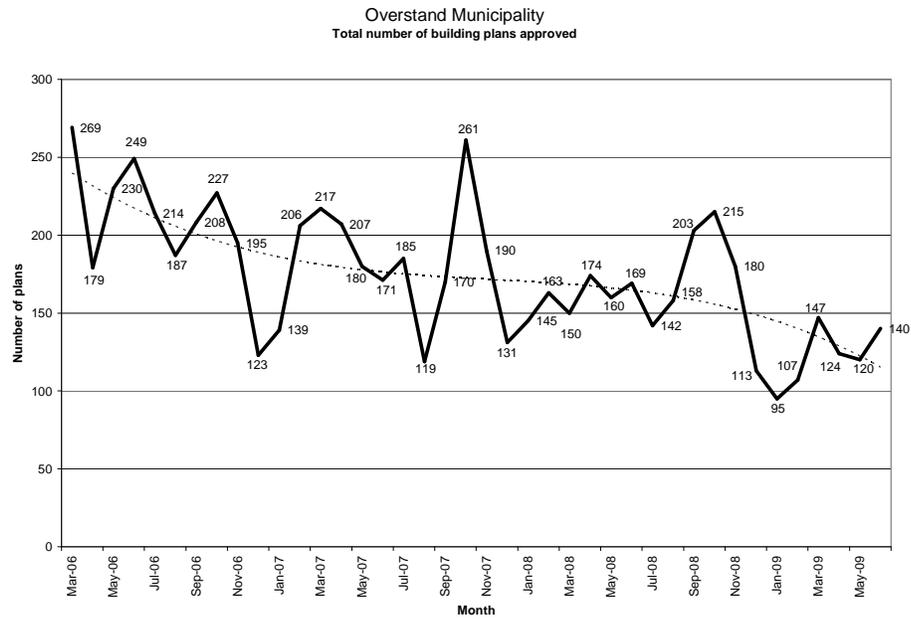
- o Municipal Infrastructure Grant (MIG): 100% expenditure – R7.829m.
- o Franskraal Water Treatment Works successfully upgraded (R46m project).
- o Upgrade of the Gansbaai Waste Water Treatment Works successfully completed (R25m project).
- o Paddavlei Stormwater Management Project - EIA successfully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

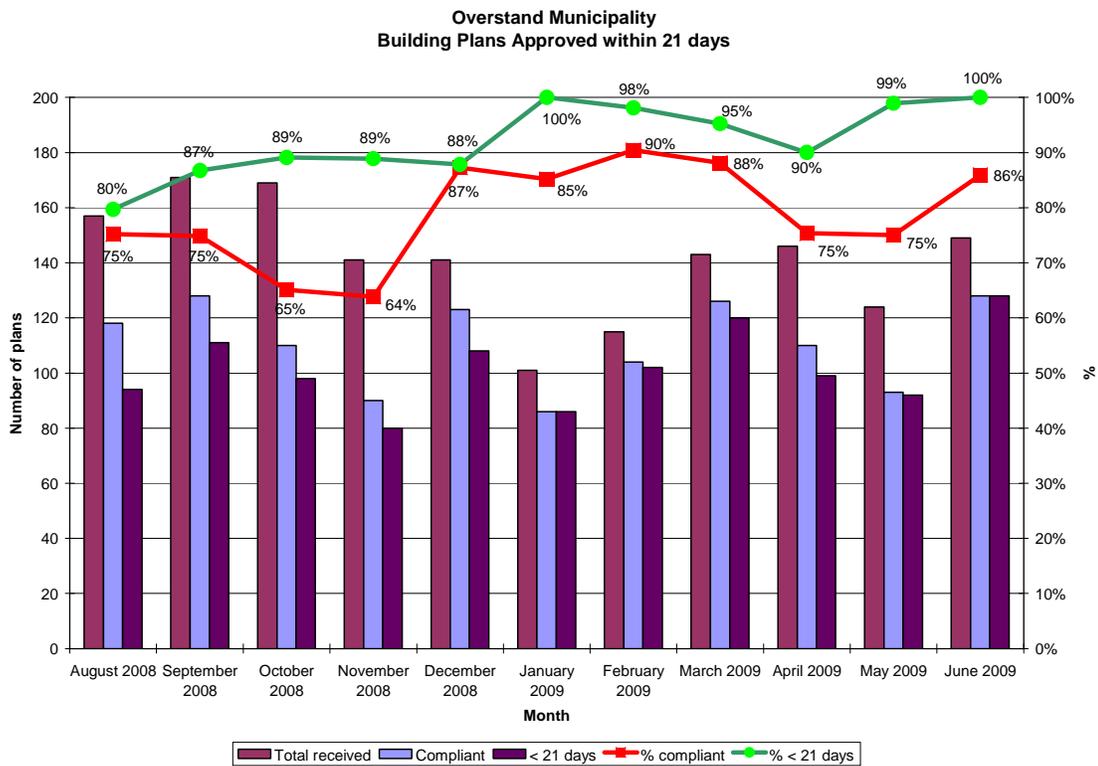
| Project Manager | Budget | Expenditure | % Expenditure |
|--|--------------------|----------------------|---------------|
| D HENDRIKS | 56,674,152 | 55,996,619.5 | 99% |
| D MAREE | 12,941,580 | 12,940,581.6 | 100% |
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| R KUCHAR | 65,000 | 61,630.1 | 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

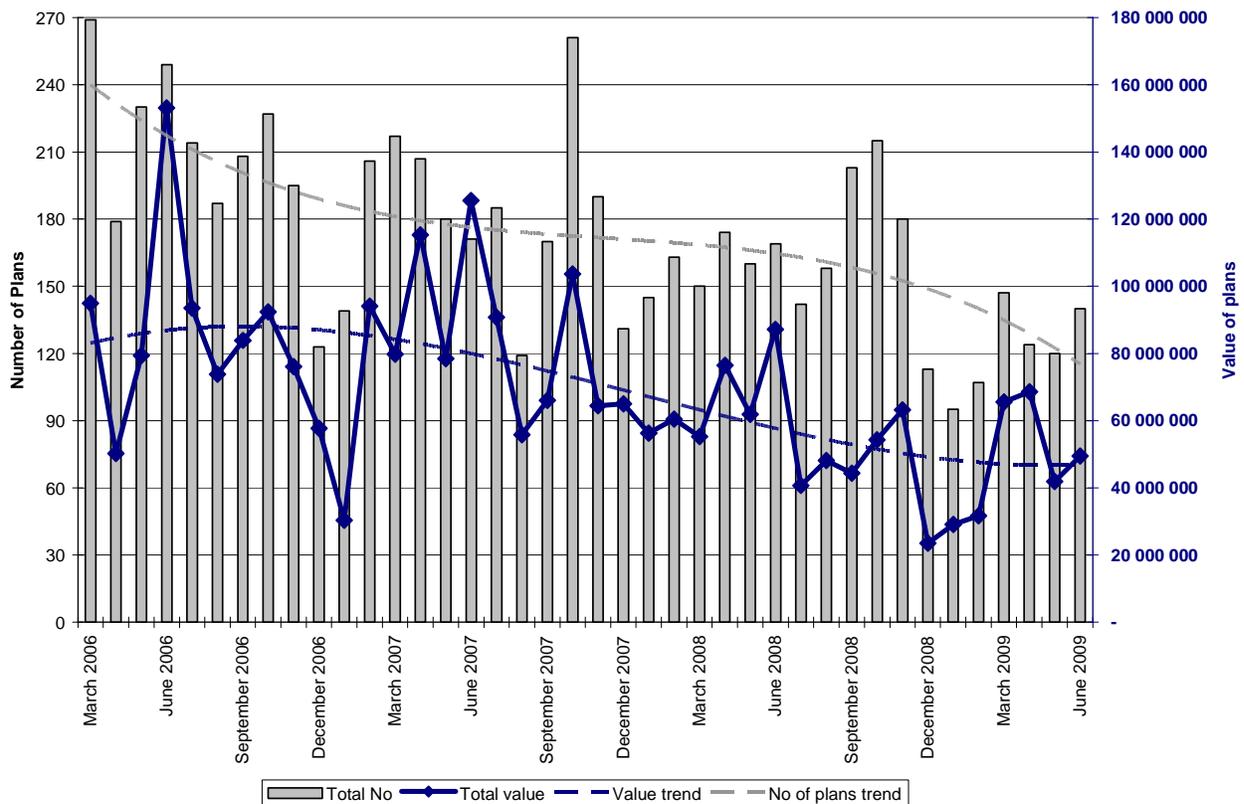
- *Main priority:*
 - Control of all building works in the Overstrand
- *Constraints*
 - No dedicated staff – capital projects.
 - Large influx into informal areas. (Law enforcement officer needed).
 - Limited office accommodation facilities for staff / and office equipment
 - Limited inspection capacity
- *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% |
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| 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% |
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| 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.

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

GEOGRAPHIC INFORMATION SYSTEM - GIS

- Major achievements
 - ArcGIS Server (including SDE and IMS) installed.
 - Software for general users upgraded to ArcGIS 9.3.1 and for the GIS operator to ArcEDIT.
 - Cadastral data acquired from the Surveyor General and the Deeds Office and cleaned.
 - Started to capture Engineering Infrastructure and Community Facilities data on the GIS.
 - 2004 and 2005 SPOT 4 satellite images used as benchmarks for remote sensing for the Hermanus Gateway Well Field Ecological Monitoring
- Constraints
 - 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
 - Compilation of an Integrated Waste Management Plan.
 - Appointment of a new Waste Management consultant.
 - Initiation of the section 78 process for the Gansbaai Landfill site.
 - 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% |
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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



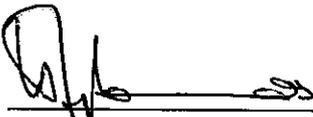
OVERSTRAND MUNICIPALITY
Financial statements
for the year ended June 30, 2009

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

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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

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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:

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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 | <u>33,473</u> | (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) | <u>159,279</u> | (159,279) |
| Restated balance at 30 June 2008 | 1,085 | |
| Balance as previously stated at 30 June 2007 | | |
| Recognition of operating lease asset | <u>1,235,571</u> | 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) | <u>(361,940)</u> | 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

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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 R | Accumulated Surplus 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 | <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 | (25,280,279) | 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 R | Property, Plant and Equipment 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 | <u>2,360,000</u> | |
| 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 |
| | 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 | 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 | 14,051,614 | 12,525,864 |

Held to maturity

| | | |
|---|-------------------|-------------------|
| Other deposits | - | 50,000,000 |
| The investment was redeemed during the year | | |
| 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

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

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| | 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 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 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 | 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

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 |
| | 214,365 | 2,468,628 |
| (Deficit) / surplus on sale of property, plant and equipment | (331,290) | 17,458,509 |
| Depreciation on property, plant and equipment | 34,145,423 | 25,182,442 |
| Employee costs | 127,860,847 | 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 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 Fuelpump 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) | 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 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 |
| 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

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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.

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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.

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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

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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:

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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.

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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.

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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.

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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.

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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.

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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

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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

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|--|----------------|------|
| 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 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 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.

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Annual Consolidated Financial Statements for the year ended June 30, 2009

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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.

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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.

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2. Changes in accounting policy and prior period errors (continued)

The effect of the Change in Accounting Policy is as follows:

| | Reserves R | Accumulated Surplus 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 | <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 | (25,280,279) | 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 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 R | Property, Plant and Equipment 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 | <u>2,360,000</u> | |
| 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

Annual Consolidated Financial Statements for the year ended June 30, 2009

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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> |

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Annual Consolidated Financial Statements for the year ended June 30, 2009

Notes to the Annual Consolidated Financial Statements

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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.

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| 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 |
| | 1,150,927 | 1,208,594 |
| 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 |
| | 39,834,640 | 22,057,248 |
| 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 |
| | 18,532,823 | 13,273,863 |
| 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 |
| | 53,326,412 | 41,115,931 |
| Less: Provision for bad debts | | |
| Government | - | - |
| Business | (738,992) | (752,464) |
| Individual | (15,195,452) | (13,755,020) |
| | (15,934,444) | (14,507,484) |
| Net balance | | |
| Government | 1,915,027 | 1,140,027 |
| Business | 5,609,536 | 5,255,527 |
| Individual | 29,867,405 | 20,212,893 |
| | 37,391,968 | 26,608,447 |

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|--|-------------------|-------------------|
| 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 |

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|---|----------------|----------------|
| 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 |

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Annual Consolidated Financial Statements for the year ended June 30, 2009

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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

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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 |

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|--|------|------|
|--|------|------|

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.

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|--|---------------------|---------------------|
| 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) |

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|--|-------------------|-------------------|
| 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. | | |

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|---|-------------------|-------------------|
| 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 |

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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

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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) | - | - |

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| 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) | - | - |

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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) | 78,016 | 694,435 |

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) | - | 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) | - | - |

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) | 2,500,000 | - |

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) | - | - |

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|--|--------------------|--------------------|
| 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 |

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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 | - |

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Annual Consolidated Financial Statements for the year ended June 30, 2009

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|--|-------------------|------------------------------|
| 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 |

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|--------------------------------------|--------------------------|--------------------------|
| 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 | <u>5,513,979</u> | <u>4,447,331</u> |
| | <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> |

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|------------------------------------|--------------------|-------------------|
| 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 |

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|--|-------------------|-------------------|
| 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.

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|-----------------|------|------|
|-----------------|------|------|

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.

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|-----------------|------|------|

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) | Accommodation 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 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) | 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 | 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 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 |
| 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