



**RAYMOND  
MHLABA**  
MUNICIPALITY  
\*\*\*\*\*  
UMANYANO KUPHULISO

## ***AGENDA***

### ***CORPORATE SERVICES STANDING COMMITTEE MEETING***

**DATE: 01<sup>ST</sup> MARCH 2022**

**TIME: 14H00**

**VENUE: NEW COUNCIL CHAMBER, ALICE**

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**1. OPENING**

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**2. NOTICE OF THE MEETING**

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**3. CONSIDERATION OF APPLICATION FOR THE LEAVE OF ABSENCE**

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**4. ADOPTION OF THE AGENDA**

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**5. COMMUNICATION BY THE CHAIRPERSON**

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**6. CONFIRMATION OF PREVIOUS MINUTES**

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**7. REPORTS**

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**8. CLOSURE**

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**RAYMOND  
MHLABA**  
MUNICIPALITY  
\*\*\*\*\*  
UMANYANO KUPHUBLISO

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**NOTICE OF THE MEETING**

NOTICE IS HEREBY GIVEN THAT AN ORDINARY CORPORATE SERVICES STANDING COMMITTEE MEETING OF RAYMOND MHLABA LOCAL MUNICIPALITY WILL BE HELD ON TUESDAY, THE 01<sup>st</sup> MARCH 2022, AT 14H00, IN THE NEW COUNCIL CHAMBER, ALICE

CLLR B.S THYALI  
CHAIRPERSON: CORPORATE SERVICES  
STANDING COMMITTEE

DATE 2022-02-24

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RAYMOND MHLABA MUNICIPALITY**

**01<sup>ST</sup> MARCH 2022**

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## ITEM 01/2022

### **CONFIRMATION OF PREVIOUS MINUTES WHICH WAS HELD ON MONDAY, 13<sup>TH</sup> SEPTEMBER 2021**

#### **1. PURPOSE**

To table before the Standing Committee minutes of the meeting that was held on the 13<sup>th</sup> September 2021 to be confirmed as a true reflection of what was discussed.

#### **2. BACKGROUND**

The Standing Committee meetings sit monthly to discuss the items tabled in the agenda and recommend accordingly. Such meetings are recorded and the minutes are tabled in the next meeting of committee to be confirmed.

#### **3. LEGAL IMPLICATIONS**

Standing Rules of the Council  
Municipal Structures Act NO. 117 of 1998

#### **4. FINANCIAL IMPLICATIONS**

None

#### **5. RECOMMENDATIONS**

It is **RECOMMENDED** that:

- 1) The Standing 13<sup>th</sup> Monday 2021 and confirm them as the true reflection of what was discussed.

## MINUTES

### ORDINARY CORPORATE SERVICES STANDING COMMITTEE MEETING

Held on Monday, 13<sup>th</sup> September 2021 at 10h00 in the Director Corporate Service Office,  
(Virtual) Fort Beaufort

#### **PRESENT:**

Cllr X.C Badi - Chairperson  
Cllr Z Rasmeni  
Cllr Z. Papu  
Cllr X. Jezile  
Cllr K.Baliso  
Cllr Kilimani  
Cllr L. Penisi

#### **ALSO IN ATTENDANCE:**

Mr M Nini - Director: Corporate Service  
Mr E.D Britz - Manager: Administration  
Mr H. Leeuskieter - Manager: Fleet  
Mr M. Langa - Manager: Council Support  
Ms A Mzileni - Manager: Human Resources  
Ms N Nkonki - Acting Manager: Alice/Middledrift Unit  
MS Z Qengwa - Acting Manager: Bedford Unit  
Mr L. Mkosana - Acting Manager: Adelaide Unit  
Mr T.E. Maneli - Acting Manager: Seymour Unit

#### **1. OPENING**

A moment of silence prayer and meditation was observed.

#### **2. NOTICE OF THE MEETING**

The Director Corporate Services read the notice convening the meeting.

#### **3. CONSIDERATION OF APPLICATIONS FOR LEAVE OF ABSENCE**

##### 3.1 Absence with apology

Chief Zulu

##### 3.2 Absent without leave or apology

None

#### **4. ADOPTION OF THE AGENDA**

Cllr Jezile moved for adoption of the agenda, seconded by Cllr Rasmeni.

## **5. COMMUNICATION BY CHAIRPERSON**

Following his welcoming address, the Chairperson welcomed everyone present in the meeting. He thanked the corporation of the Councillors in the previous years. He emphasized that all the recommendation that are taken in the meetings will be taken into consideration and be implemented.

### **ITEM 25/2021**

#### **CONFIRMATION OF MINUTES OF THE MEETING WHICH WAS HELD ON MONDAY THE 13<sup>TH</sup> SEPTEMBER 2021**

The Standing Committee Resolved:

- 1) To confirm and adopt the minutes of the meeting held on 13<sup>TH</sup> September 2021 as the true reflection of what was discussed.

### **ITEM 26 /2021**

#### **STATUS OF INFORMATION COMMUNICATION TECHNOLOGY (INTERNET UPGRADE)**

The Chairperson elaborated on the report.

The Standing Committee Resolved to **RECOMMEND**

- 1) To note that Status of Information Communication Technology Upgrade progress.

### **ITEM 27 /2021**

#### **STATUS OF INFORMATION COMMUNICATION TECHNOLOGY (TELEPHONE SYSTEM UPGRADE)**

The Chairperson elaborated on the report.

The Standing Committee resolved to **RECOMMEND**

- 1) To note the Status report on Telephone System Upgrade.

**ITEM 28 /2021**

**STATUS OF INFORMATION COMMUNICATION TECHNOLOGY (MICROSOFT SOFTWARE SYSTEM UPGRADE)**

The Chairperson elaborated on the report.

The Standing Committee Resolved to **RECOMMEND**

- 1) To note the report on Progress Report in Microsoft Software System.

**ITEM 29 /2021**

**STATUS OF ADMIN UNITS**

The Chairperson elaborated on the report .

The Standing Committee Resolved to **RECOMMEND**

- 1) To note the report on Status Of Admin Units

**ITEM 30/2021**

**REPORT ON USAGE ON PETROL CARDS**

The Chairperson elaborated on the report

The Standing Committee Resolved to **RECOMMEND**

- 1) To not the report on Usage on Petrol Cards .

**ITEM 31 /2021**

**REPORT ON CONDITION OF VEHICLES**

The Chairperson elaborated on the report.

The Standing Committee Resolved to **RECOMMEND**

- 1) To note the report on Condition of Vehicles

**ITEM 32 //2021**

**EMPLOYEY ASSISTANCE PROGRAM**

The Chairperson elaborated on the report.

The Standing Committee Resolved to **RECOMMEND**

- 1) To note the report on Employee Assistance Program.

**ITEM 33 /2021**

**REPORT ON STAFF TURNOVER**

The Chairperson elaborated on the report.

The Standing Committee Resolved to **RECOMMEND**

- 1) To note the report on Staff Turnover.

**ITEM 34/2020**

**REPORT ON DISCIPLINARY MATTERS AND OTHER RELATED DISPUTES**

The Chairperson elaborated on the report .

The Standing Committee Resolved to **RECOMMEND**

- 1) To note the report on Disciplinary Matters and Other Related Disputes .

**CLOSURE**

The Chairperson thanked members for their attendance.

(The meeting adjourned at 12H00)

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**Clr X.C BADI**  
**CHAIRPERSON: CORPORATE SERVICES**  
**RAYMOND MHLABA MUNICIPALITY**

**DATE**

## ITEM 02/2022

### ICT REPORT – TELEPHONE SYSTEM UPGRADE

(Author: ICT, AT)

(Director: CPS Dir/MN)

MANAGEMENT (MARCH 2022)

STG COMMS: (MARCH 2022)

EXCO: (MARCH 2022)

COUNCIL: (MARCH 2022)

#### 1. PURPOSE

To report to the Standing Committee on the Telephone system upgrade progress for noting

#### 2. LEGAL FRAMEWORK

- Local Government Municipal Systems Act 32 of 2000 (As amended)
- Local Government Municipal Finance Management Act 56 of 2003
- Public Administration Management Act 11 of 2014
- Corporate Governance of ICT Policy Framework
- Approved ICT Policies

#### 3. AUTHORITY

Corporate Governance of ICT Policy Framework adopted by parliament in 2012 states that, the Council and Management of municipalities need to extend their governance functions to include the Corporate Governance of ICT. In the execution of the Corporate Governance of ICT, they should provide the necessary strategies, architectures, plans, frameworks, policies, structures, procedures, processes, mechanisms and controls, and culture which are in compliance with the best practise ICT Governance Frameworks.

#### 4. BACKGROUND

ICT Unit is responsible for ICT Management, provision of Technology for effective functioning of the municipality, the development and maintenance of the municipal website and also designing the ICT infrastructure

In the wake of the Covid-19 pandemic, the way in which the municipal operations were carried out was severely challenged. The value that investing in ICT brings to any

workplace became abundantly clear. The ICT unit swiftly responded in providing automated platforms to ensure that there is business continuity.

## **5. PROGRESS TO DATE**

### **5.1 TELEPHONE SYSTEM UPGRADE**

Subsequent to the environmental scan conducted by the ICT section, it was resolved that the municipality should have a single integrated telephone system installed in all offices. The need for an Internet upgrade is to also cater for the telephone service that will function on a single integrated network, with the latest technological features, which in turn will reduce the cost and improve the quality of communication both internally and externally.

The municipality entered into an agreement with Telkom for the provision of telephone services. The agreement was signed on 17 May 2021. Unfortunately, after all the requested information by the service provider from the municipality was submitted, there has never been any movement from the service provider. This led to the municipality cancelling the agreement.

A new process to appoint a suitable service provider has commenced. Specifications have been submitted to the Bid Specification committee for advertisement. In the meantime, calls to cellphones are being disabled on the existing telephone systems in Alice and Bedford. In Adelaide, the system cannot be disabled, however we have requested the service provider to set the limit to R1 for cellphone calls.

## **6. STRATEGIC IMPLICATIONS**

The automation of systems and investment on ICT services minimizes cost and improves service delivery

## **7. HUMAN RESOURCE IMPLICATIONS**

The ICT Services have a direct implication on employees as it increases productivity

## **8. FINANCIAL IMPLICATIONS**

Budgeted amount for telephone system upgrade (R960 000.00)

## **9. ANNEXURES**

None

## **10. RECOMMENDATIONS**

It is **RECOMMENDED** that:

- 1) The Standing Committee notes the report.

ITEM 03/2022

**ICT REPORT – INTERNET UPGRADE**

**(Author: ICT, AT)**

**(Director: CPS Dir/MN)**

**MANAGEMENT (MARCH 2022)**

**STG COMMS: (MARCH 2022)**

**EXCO: (MARCH 2022)**

**COUNCIL: (MARCH 2022)**

**1. PURPOSE**

To report to the Standing Committee on the Internet upgrade progress for noting

**2. LEGAL FRAMEWORK**

- Local Government Municipal Systems Act 32 of 2000 (As amended)
- Local Government Municipal Finance Management Act 56 of 2003
- Public Administration Management Act 11 of 2014
- Corporate Governance of ICT Policy Framework
- Approved ICT Policies

**3. AUTHORITY**

Corporate Governance of ICT Policy Framework adopted by parliament in 2012 states that, the Council and Management of municipalities need to extend their governance functions to include the Corporate Governance of ICT. In the execution of the Corporate Governance of ICT, they should provide the necessary strategies, architectures, plans, frameworks, policies, structures, procedures, processes, mechanisms and controls, and culture which are in compliance with the best practise ICT Governance Frameworks.

**4. BACKGROUND**

ICT Unit is responsible for ICT Management, provision of Technology for effective functioning of the municipality, the development and maintenance of the municipal website and also designing the ICT infrastructure

In the wake of the Covid-19 pandemic, the way in which the municipal operations were carried out was severely challenged. The value that investing in ICT brings to any

workplace became abundantly clear. The ICT unit swiftly responded in providing automated platforms to ensure that there is business continuity.

## 5. PROGRESS TO DATE

### 5.1 INTERNET UPGRADE

The project commenced with the Fort Beaufort site, which is connected on the Fibre Internet backbone and has been upgraded from a 10Mbps internet speed to a much more improved 50Mbps line. Along with the Fort Beaufort site, also the satellite offices required an upgrade in the Internet connectivity.

Below is the table indicating the progress to date on each site:

| SITE NAME                   | BANDWIDTH OF PRIMARY SERVICE | PRIMARY SERVICE E.G FIBRE, MICROWAVE, VSAT | SUPPLIER        | STATUS   |
|-----------------------------|------------------------------|--|-----------------|--|
| Fort Beaufort               | 50 Mbps                      | Fibre                                      | Telkom          | Completed  |
| Alice Council Chambers      | 10 Mbps                      | Microwave                                  | MTN             | Completed  |
| Middledrift                 | 10 Mbps                      | Fibre                                      | Telkom          | Installation completed, awaiting line activation   |
| Adelaide Council Chambers   | 10 Mbps                      | Microwave                                  | Vodacom         | Completed  |
| Bedford                     | 10 Mbps                      | Fibre                                      | Telkom          | Assessment is underway   |
| Seymour                     | 10 Mbps intended             | Microwave                                  | Not yet decided | SP still looking for alternatives, no Line of Sight (LOS)  |
| Hogsback Information Centre | 10 Mbps intended             | Microwave                                  | Herotel         | New agreement amendment request has been shared with the municipality for review and cost approval – Document sent back to the Service Provider (SP) |

## 6. STRATEGIC IMPLICATIONS

The automation of systems and investment on ICT services minimizes cost and improves service delivery

## **7. HUMAN RESOURCE IMPLICATIONS**

The ICT Services have a direct implication on employees as it increases productivity

## **8. FINANCIAL IMPLICATIONS**

R 8 231.00 monthly (50 Mbps Internet speed)

R 5058.00 monthly ( 10 Mbps Internet speed)

## **9. ANNEXURES**

None

## **10. RECOMMENDATIONS**

It is **RECOMMENDED** that:

- 1) The Standing Committee notes the report.

**ITEM 04/2022**

**STATUS REPORT OF REGISTRY/ARCHIVES**

**AUTHOR: Manager: CLSUPT/RECS/ ML**

**Dir: CPS/MN**

**MNGMNT: MARCH 2022**

**STG COMMS: MARCH 2022**

**EXCO: MARCH 2022**

**COUNCIL: MARCH 2022**

**1. PURPOSE**

To report to the Standing Committee on the status of the Registry for noting

**2. LEGAL FRAMEWORK**

- Constitution of the Republic of South Africa, Act No. 108 of 1996
- National Archives and Records Service Act of SA, No. 43 of 1996
- Provincial Archives and Records Service Act, No. 7 of 2003
- RMM Records Management policy
- Promotion of Access to Information Act, No. 2 of 2000
- Promotion of Administrative Justice Act, No. 3 of 2000
- Protection of Personal Information Act,

**3. AUTHORITY**

Section 13 of the National Archives and Records Services of South Africa Act, 1996 and Provincial Archives and Records Service Act no 7 of 2003 requires institutions to manage their records in a well-structured records keeping system, and to put the necessary policy and procedures in place to ensure that its records keeping and records management practices comply with the requirements of the Act.

#### **4. BACKGROUND**

A Registry is one of the components of the general office in the municipal office and is responsible for receipt and flow of documentation and files within the departments of the Municipality. It is also responsible for classification of records and exercise control, care, custody and disposal of those records. The Registry has been operating in line with the set pieces of legislation governing the record keeping of the Municipality.

#### **5. PROGRESS TO DATE**

The institutional file plan has since been submitted to the Provincial Archives for review and once reviewed a workshop for all relevant role players will be conducted thereon. The Provincial Archives office shall then communicate a date to the Municipality as to when they would be able to conduct such workshop.

#### **6. STRATEGIC IMPLICATIONS**

Registry/Archives render the Municipality transparent and accountable to the public and organs of state. Also, the public must be provided with accurate, timely and accessible information to ensure transparency and accountability enshrined in the Constitution.

#### **7. HUMAN RESOURCE IMPLICATIONS**

Keeping of files/information has a direct bearing on employees as their information is readily available and easily accessed when required. Same goes for the institution as future possible disputes with stakeholders are prevented or addressed.

#### **8. FINANCIAL IMPLICATIONS**

None

#### **9. ANNEXURES**

None

#### **10. RECOMMENDATIONS**

It is **RECOMMENDED** that:

- 1) The Standing Committee notes the report on the status of Registry/Archives for the second quarter of the 2021/22

## ITEM 05/2022

### **STATUS OF OFFICE SPACE IN ALL THE UNITS.**

**Author: MAN.: CPS:EDB**

**Management : MARCH 2022**

**Standing Committee MARCH 2022**

**EXCO: MARCH 2022**

**COUNCIL: MARCH 2022**

#### **1. PURPOSE**

To report to the Standing Committee on the status of office space for noting

#### **2. LEGAL FRAMEWORK**

- Local Government Municipal Systems Act 32 of 2000 (As amended)
- Local Government Municipal Finance Management Act 56 of 2003
- Public Administration Management Act 11 of 2014

#### **3. AUTHORITY**

The Raymond Mhlaba Municipality need to provide Office Space to all staff as stipulate in (Chapter 8 ) section 73 of the Municipal System Act .32 of 2000

#### **4. BACKGROUND AND DISCUSSIONS**

The Departmental Corporate Service Administration Section is tasked to provide all staff with an office. This task is hampering by the no maintenance of the Municipal Buildings. The offices are in bad state, and staffs are crowded in small offices. The disaster the hit the municipality on the 13 December 2021 made it more difficult to provide office space as some of the buildings was damage.

## **5. PROGRESS**

That Maintenance of the municipal building by Engineering Maintenance Team has been hampered by the Storm/ Hail on the 13 December 2021 . Massive damage was done by the hail and strong wind . The building that was damage is the Townhall in fort Beaufort, Municipal Manager office block, Corporate / engineering block , Speakers office , Committee section block , fleet section buildings , Electrical section block , housing offices and 6 municipal houses . In Alice the new office block building was damage. The insurance company appointed an assessor to inspect the damage buildings. The inspection was done on 9 February 2022. The repair of the buildings will be done by a private contractor .

## **6. HUMAN RESOURCES IMPLICATIONS**

Office space have a direct implication on employees as it increases productivity. A positive working environment is something that lightens the mood, helps people to concentrate better and provides a good working approach for both employees and the employer.

## **7. STRATEGIC IMPLICATIONS**

The executing of Corporate Service Goals and strategies. These processes aim to achieve long-term goals within the department This ensures that the culture, resources, officials , and Municipal systems follow the IDP Strategies for Raymond Mhlaba Municipality.

## **8. FINANCIAL IMPLICATIONS**

Engineering Budget ( buildings R 200 000.00 )

## **9. ANNEXURES**

None

## **10. RECOMMENDATIONS**

It is **RECOMMENDED** that:

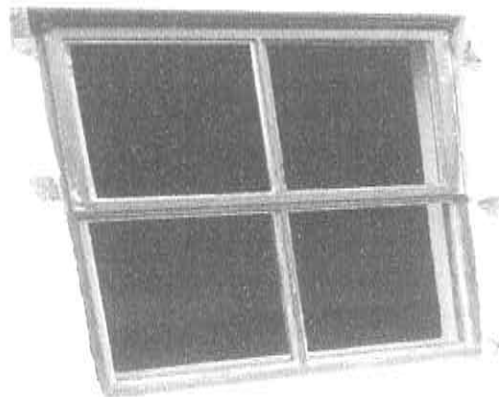
- 1) The standing Committee notes the report .

ANNEXURE

REPORT: MIDDLEDRIFT AND ALICE

| NUMBER | ITEM                                 | PROGRESS  |
|--------|--------------------------------------|---|
| 1.     | Condition of municipal facilities    | <p>Municipal town hall renovations are still in progress, Behind Schedule.</p> <p>Intern Placed at the cashier to assist the office since it has come to light that there's a need for cashier assistant.</p> <p>The municipal House in Adelaide is deteriorating on a daily basis; needs urgent attention people are vandalizing it. Bugler proof in the windows was removed and window glasses were broken. The homeless have turned the house into their home.</p> |
| 2.     | Security services                    | <p>Security officers are always on-site to safe guard the municipal assets and monitors the daily in and outgoing of municipal employees and residents. Security officers are based in the Council Chambers, library, Depo ,BTO</p> <p>Request has been submitted to Community Services for Uniform, Torch, Batons, there's a need for patrol vehicle and means of communication.</p>   |
| 4.     | Provision of services to communities | <p>Refuse removal is collected 3 times a week Monday is business, Tuesday Adelaide town, Wednesday and Thursday locations Friday a business again street sweepers are always cleaning Adelaide town every day of the week and public holiday as well.</p> <p>Storm water drainages were maintained in different areas both in town and location(challenge is the</p>  |

|    |                                      |  |
|----|--------------------------------------|--|
|    |                                      | <p>monitors the daily in and outgoing of municipal employees and residents. Security officers are based in the Council Chambers, library, workshop and Milner Ntsangani, no personnel in the old municipal building.</p> <p>Request has been submitted to Community Services for alarm system be inserted at Milner Ntsangani and in the process of being procured.</p>  |
| 4. | Provision of services to communities | <p>Refuse removal is collected once a week in formal households, it is not collected in Ntselamanzi and collected in Happy Rest and golf course and daily in businesses. Street sweeping and paper clearing is done by community services staff on a daily basis.</p> <p>Storm water drainages were maintained in different areas both in town and location<br/>Distribution of proof residents is done daily<br/>Payments of accounts and account queries are being attended to on a daily basis.<br/>On a daily basis housing and land queries are attended.</p> |



|   |     |   |
|---|-----|---|
| 5 | ICT | <p>collection of rubbish no bukkie)<br/> Distribution of proof residents is done daily<br/> Payments of accounts and account queries are being attended to on a daily basis.<br/> On a daily basis housing and land queries are attended.</p> <p>Physical Installation of new equipment has been done, Internet and intranet is now upgraded working effectively.</p> |
|---|-----|---|

**Interventions required:**

1. Fencing of cemeteries and proper system to be employed, park needs to be beautified and restructured and appointment of a designated person as a caretaker, halls need renovations and proper fencing, fencing of Adelaide town hall to minimize vandalisms.
2. Have a municipal security allocated in the parks, Bezuidenhoutville hall library needs urgent attention (windows doors, gate roof is in no good conditions)
3. Purchasing of electrical material and fixing of street lights
4. Installation of air conditioners in Council Chamber, and a sever room
5. TLB for rubbish removal, ward 21 and ward 22 are affected by the illegal dumping sites, also need there's a need for the No dumping signs in those affected areas

#### Interventions required:

1. Close permanently entrances in the park, close municipal building with corrugated iron and have access control in 2 gates.
2. Have a municipal security allocated in the park.
3. Lights be inserted outside tourism, museum and old municipal building.
4. Purchasing of electrical material for lights in the Council Chambers
5. Proof of residence be moved to Victoria Hall
6. Install internal plugs in Council Chambers, Caucus room and Mayors boardroom
7. 2x10 000 litres of Automated water tanks

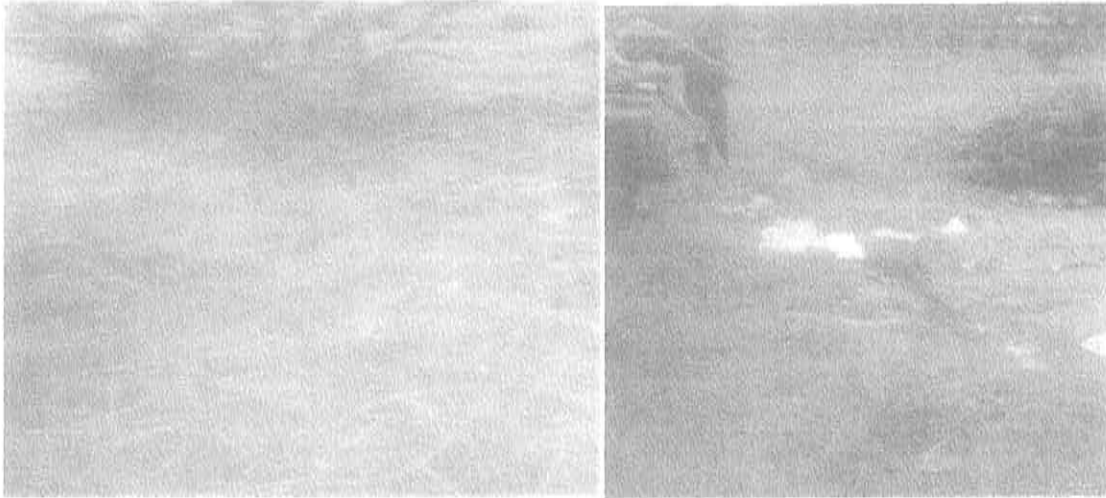
#### REPORT: BEDFORD

| NUMBER | ITEM                                 | PROGRESS  |
|--------|--------------------------------------|---|
| 1.     | Cleaning of municipal offices        | The offices are cleaned on daily basis and decontaminated monthly.<br>Grass cutting for municipal town hall, town park and library was done by civil works employees  |
| 2.     | Security services                    | Security officers are always on-site to safe guard municipal buildings (Main Building and Msobomvu Hall) and monitors the daily in and outgoing of municipal employees and residents.<br>No cases of theft were reported till to date.  |
| 3.     | Provision of services to communities | Refuse removal is collected twice a week in households and daily in businesses.<br>Street sweeping and paper clearing is done by community services staff on a daily basis.<br>Storm water drainages were maintained in different areas both in town and location<br>Pothole patching was done town and location.<br>Electricity faults were attended.<br>Distribution of proof of residents is done daily.<br>Payments of accounts and account queries are being attended to on a daily basis. |

|    |               |  |
|----|---------------|--|
| 3. | Cemeteries    | Bush clearing was done for town and location cemeteries.   |
| 4. | Customer care | <p>The following complaints were received during festive season till to-date and attended to;</p> <ol style="list-style-type: none"> <li>1. Stray animals in town – dispatched rangers to attend the roaming pigs and cattles.</li> <li>2. Electricity faults- street lights, faulty meter boxes and highmast lights.</li> </ol> |

Through the assistance of EPWP personnel , the municipality has started with process of clearing illegal dumping sites;





**Challenges and interventions made;**

1. **Management and space for cemeteries:** Cleared bushes to create more space in both town and location.
2. **Water scarcity:** Made temporary arrangement to install the existing water tanks and with the assistance of Engineering Services the water tank is filled weekly. Water tanks have been procured for the municipal main offices, library and Msobomvu Hall however they have not yet been installed or delivered.
3. **Management of waste disposal site :** Rehabilitate the disposal site quarterly

**Interventions required;**

1. Renovation of the pound facility this will assist to reduce complaints received in relation to roaming animals and accidents on weekends.
2. Renovation of municipal town hall .
3. Installation of 10 000 litres automated water tanks.
4. Appointment/secondment of an administrator.

# ELECTRICITY

- Seymour have two four high masts light two are functioning and three are on the process of lighting.
- One is installed at Cathcart vale and two at Balfour and not connected yet.
- Street-Lights that to be installed in Town as is the only dark area at present.
- Some in the location need maintenance.
- The are some areas that have new extensions with no electricity.
- Hogsback have a contractor on site that is busy with installing electricity on the extensions.

## CORPORATE SERVICES

- Need office equipment.
- Office place is needed for unit manager.
- IT officials are busy installing Wi-Fi.
- Lack of computer system
- No electricity purchased in the office for past six months.

## Building Maintenance

- A team led by Mpumie and Chuma is assisting renovating Koloman Community Hall and Seymour Library.
- The main building need light renovation and painting of the exterior.

# HOUSING

- Seymour have 1059 RDP houses
- Some have been demolish by co-owners
- Some are illegally sold, others are converted to spazah shops e.g. Nigerians ,Somalians and Zimbambians.
- Seymour is in need of HOUSING Officer that will do housing administration.
- There is a vacant land next to R67 opposite Joe Slovo that community need be survey for middle class residential.
- That will assist in revenue collection and developing Seymour.

## FINANCE DEPARTMENT

- Seymour has one cashier using manual system.
- Revenue is collected from hiring of Town Hall.
- Render Free Basic Services of electricity for all villages on 21 villages mostly electricity.
- Few are using paraffin in villages.

## SEYMOUR AND HOGSBACK ADMIN UNIT REPORT:

- Hogsback Admin Unit
  - Hogsback town and location are currently utilizing service a provider that is collecting refuse on Tuesday and Thursday also a Municipal Skip Truck wrapping skip beams on the weekends.
  - Only one permanent worker that is supervising the ten contract workers of which some are doing street sweeping and offloading cars that bring waste on site and loading truck to Alice on the specified days.
  - Three or two security personnel are needed; as there is none on the site.
  - Fence is needed as a matter of agency at Hogsback office , local people leave alcohol bottles during the night and weekend.

SEYMOUR AND HOGSBACK ADMIN UNIT REPORT: CONT...

- We are sharing the tractor with storm water; sometimes end up not getting for two more days; which result to none rendering of refuse collection services and resulting to illegal dumping.
- The advert for seeking a service provides was issued out for refuse collection and we support the initiative by Municipality to hire service provider and utilizing our own personnel.

## **SEYMOUR AND HOGSBACK ADMIN UNIT REPORT:**

- **COMMUNITY SERVICES:**
- **Seymour Admin Unit:**
  - We render service to five locations at Seymour namely Old Location 132, Phakamisa Location 150; Joe Slovo Location 361, Zinyoka Location 415 and Town of Seymour 40.
  - The total number of households for refuse collection is 1101 at present and utilizing a tractor.
  - Seymour has three permanent employees and 12 casual employees on EPWP three months contract

## ITEM 06/2022

**MUNICIPAL RISK INSURANCE : RAYMOND MHLABA MUNICIPAL.**

**AUTHOR: MAN.: CPS:EDB**

**MANAGEMENT : MARCH 022**

**STANDING COMMITTEE MARCH 2022**

**EXCO: MARCH 2022**

**COUNCIL: MARCH: 2022**

### **1. PURPOSE**

To report to the Standing Committee on the Municipal Risk Insurance for noting

### **2. LEGAL FRAMEWORK**

The MFMA (56 OF 2003) section 63(1) ( a)

Systems Act 32 of 2000

Asset policy

Insurance policy

### **3. AUTHORITY**

Asset and liability management

63. (1) The accounting officer of a municipality is responsible for the management of—

(a) the assets of the municipality, including the safeguarding and the maintenance of those assets; and

(b) the liabilities of the municipality.

(2) The accounting officer must for the purposes of subsection (1) take all reasonable steps to ensure—

(a) that the municipality has and maintains a management, accounting and information system that accounts for the assets and liabilities of the municipality;

(b) that the municipality's assets and liabilities are valued in accordance with standards of generally recognised accounting practice; and

(c) that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

#### **4. BACKGROUND AND DISCUSSIONS**

The Raymond Mhlaba Local Municipality requires professional services for the provision of short-term insurance portfolio. It is the municipality duty to insure all movable and non-movable assets against any damage or lost as stipulated in section 63(1) ( a ) of the MFMA Act 56 of 2003 . In October 2020 council appoint a municipal risk insurer.

#### **5. PROGRESS**

On the 13 December 2021 Fort Beaufort and Alice was hit by a storm/ hail disaster , many of the buildings of the municipality was damage in this storm . The insurance of the buildings and movable asset was covered by the insurance

Changes in Asset values either through the purchasing of new assets, disposal of current assets or values realised from the fixed asset register will have variations of escalations of the premiums.

#### **6. HUMAN RESOURCES IMPLICATIONS**

Take the safe office space away and it have a direct implication on employees as it decreases productivity.

#### **7. STRATEGIC IMPLICATIONS**

The disaster effect on municipal infrastructure and buildings will effect the outcome of the goals set in the IDP / BUDGET .

#### **8. FINANCIAL IMPLICATIONS**

R 1 754 571.00

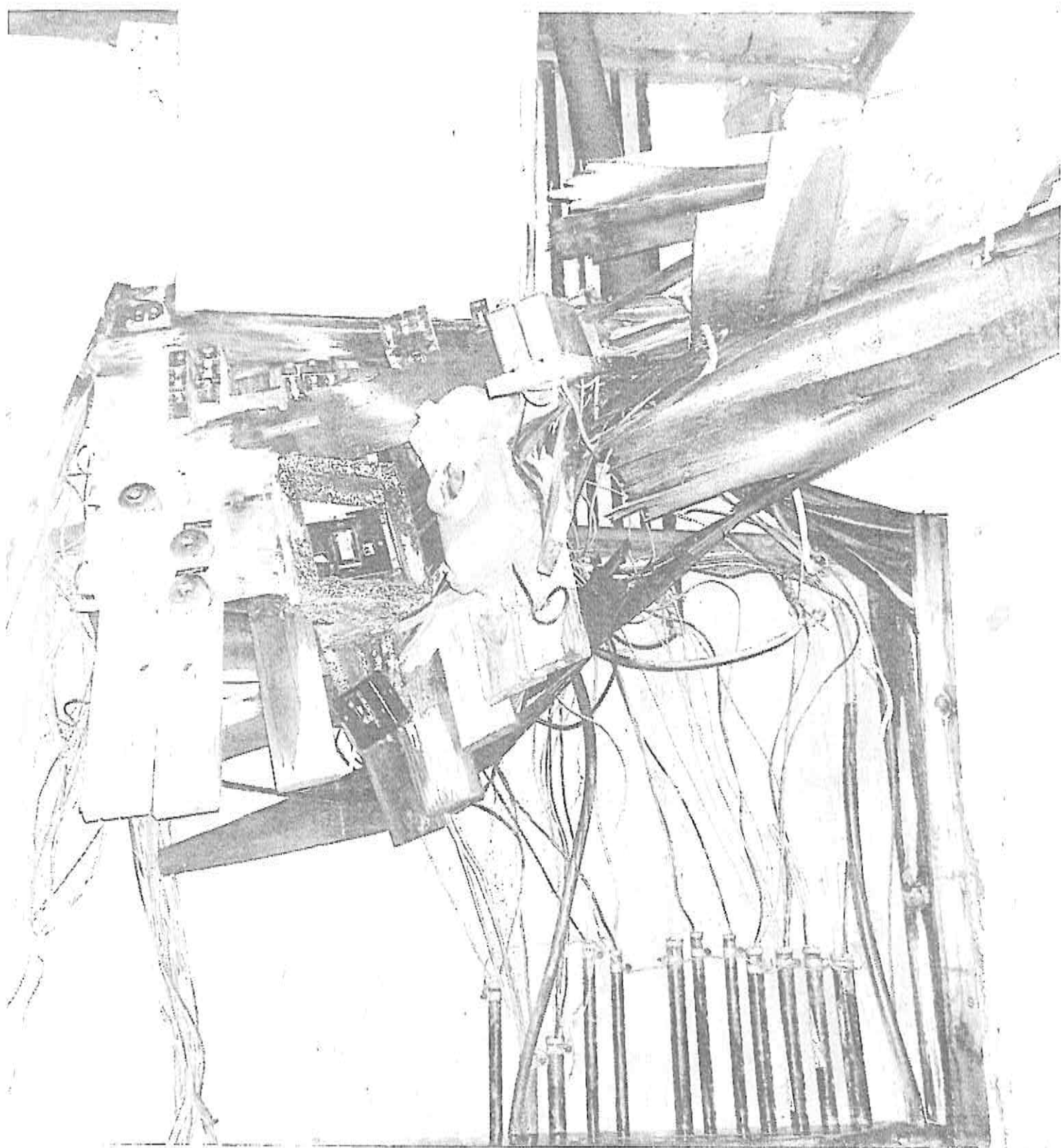
#### **9. NNEXURES**

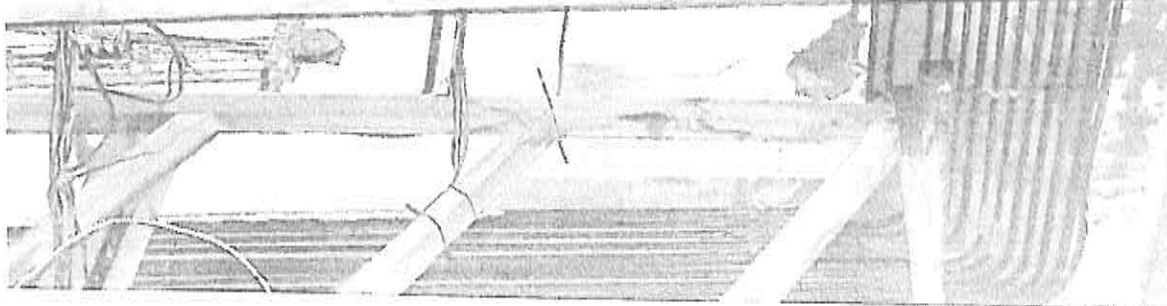
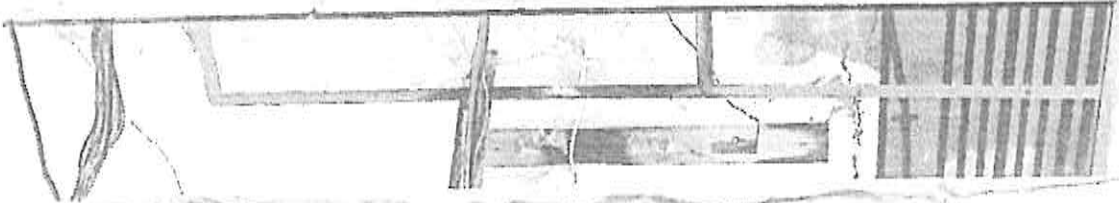
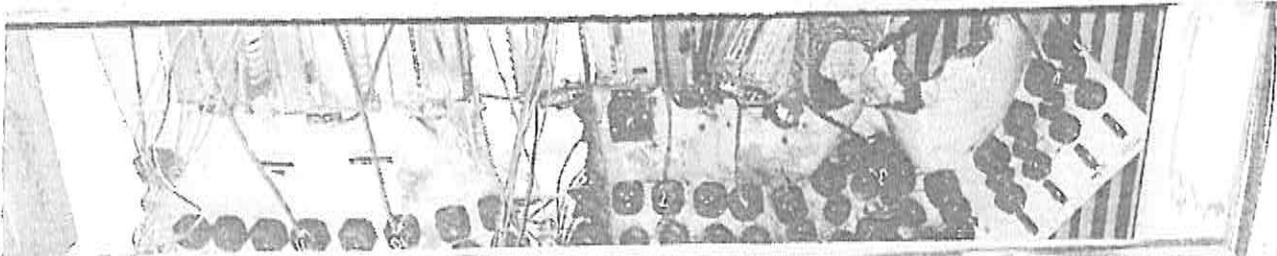
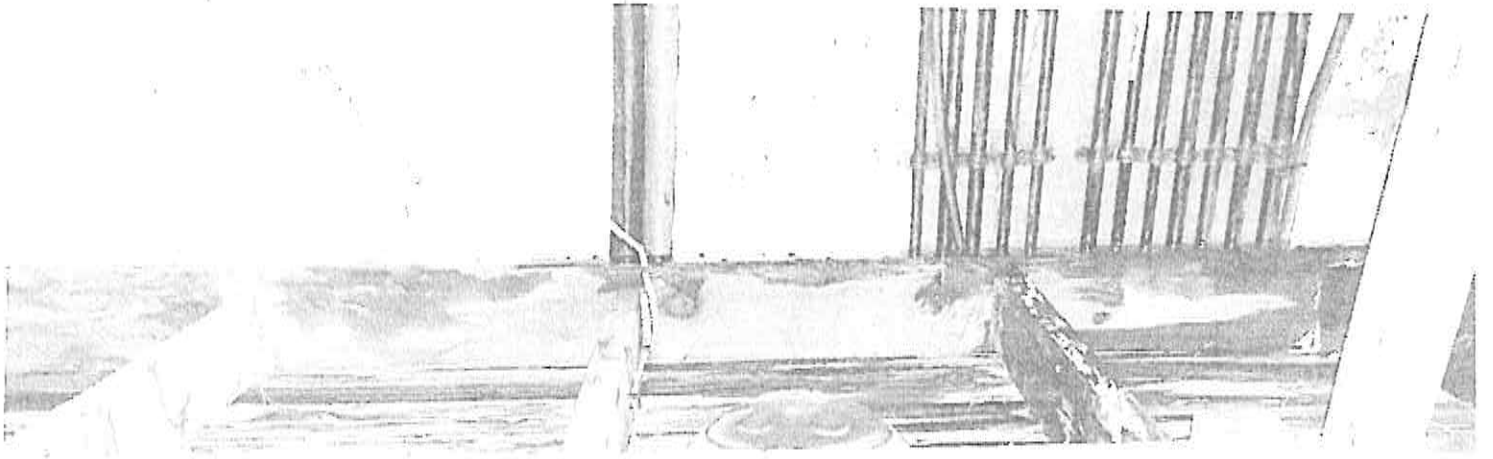
**None**

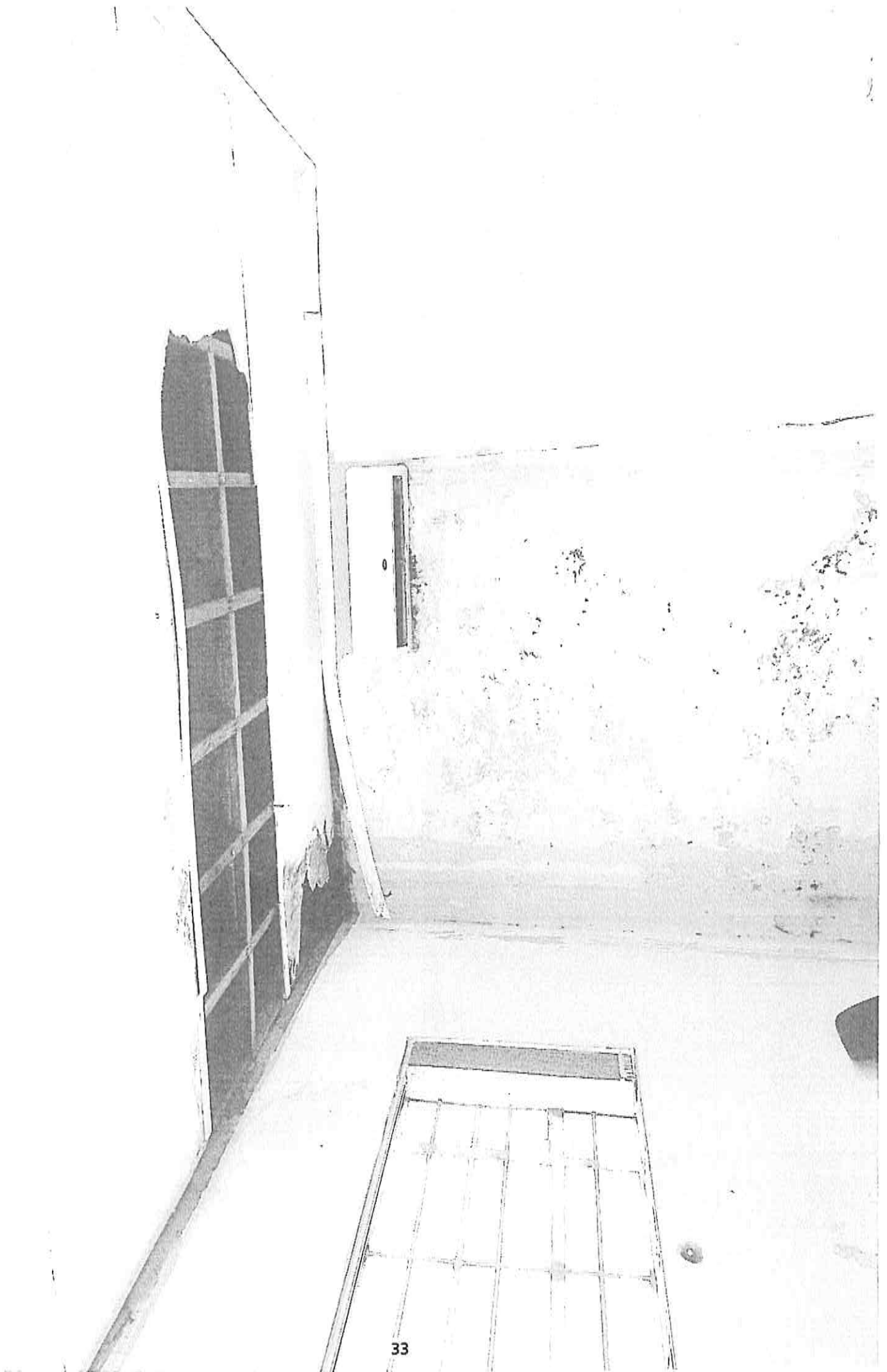
#### **10. RECOMMENDATIONS**

It is **RECOMMENDED** that:

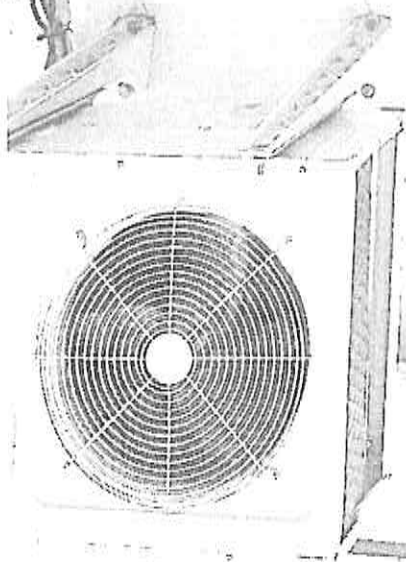
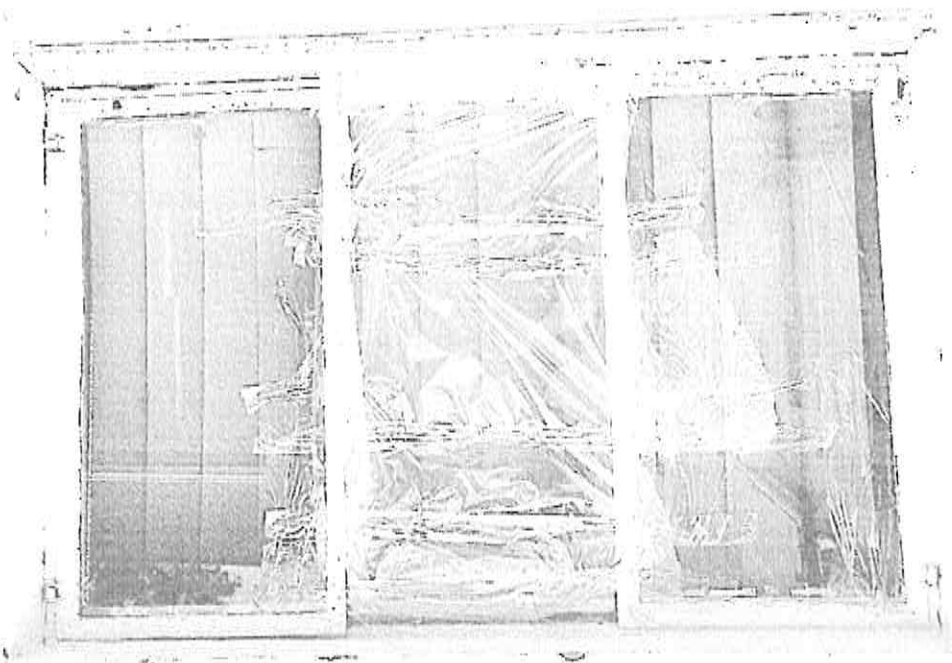
- 1) The Standing Committee notes the report





















## ITEM 07/2022

### REPORT ON USAGE OF PETROL CARDS FOR OCTOBER TO DECEMBER 2021

**AUTHOR: CORPORATE SERVICES DIR.  
M. NINI  
STG COMMS: MARCH 2022  
EXCO: MARCH 2022  
COUNCIL: MARCH 2022**

#### **1. PURPOSE**

To report to the Standing Committee on the total usage of petrol during the months of Oct to December 2021 for Municipal vehicles for noting

#### **2. LEGAL FRAMEWORK**

- Municipal Finance Management Act (MFMA) 56 2003 Section 96
- Fleet Management policy

#### **3. AUTHORITY**

The MFMA integrates with other legislation to ensure a logical and considered range of tools are available for the council to regularly monitor performance of officials. These include the requirement to provide monthly projections for revenue and expenditure and quarterly projections for service delivery targets as part of the “service delivery and budget implementation plan, which must be monitored and reported back to council by officials

#### **4. BACKGROUND**

The Draft Fleet Management Policy states clearly that all fuel cards must be controlled by the Transport officer and kept in a fire proof safe.

The current procedure and controls is inadequate and needs attention urgently. The fuel card report reflects the total usage for the vehicle that was fuelled during these months. Please note that the card for the Bowser (FNN958EC) is used to fill the all the yellow plant and the generator at the new Council Chamber.

Attached as Annexure 32 is the list of vehicles that was fuelled.

**5. PROGRESS TO DATE**

Vehicles are fuelled in terms of limits set per vehicle per month  
We have attached a Comparison Report.

**6. HUMAN RESOURCES IMPLICATION**

The availability of vehicles boosts the morale of the staff.

**7. STRATEGIC IMPLICATIONS**

Raymond Mhlaba Municipality is for Service Delivery and therefore the availability of vehicles contributes to the service delivery.

**8. FINANCIAL IMPLICATIONS**

Oct – R252 550,18

Nov –R232 178,56

Dec – R224 649,87

**9. RECOMMENDATIONS**

It is **RECOMMENDED** that:

- 1) The Standing Committee notes the report on Usage of Petrol Cards for October to December 2021

| <b>FUEL REPORT - DEC 2021</b> |             |           |             |               |           |         |          |            |           |
|-------------------------------|-------------|-----------|-------------|---------------|-----------|---------|----------|------------|-----------|
| REG NO                        | Cost Centre | TRNN DT   | TRNN NBR    | Service Point | Cost Item | ODO RDG | Unit Qty | Amount     | Fuel Type |
| <b>COLT BAKKIE</b>            |             |           |             |               |           |         |          |            |           |
| 'DGW763EC                     | NKONKOBEN   | '20211210 | '4422281701 | MODERN SERV   | OIL       | 251287  | 1.00     | R40,00     | P         |
| 'DGW763EC                     | NKONKOBEN   | '20211210 | '4422281700 | MODERN SERV   | FUEL      | 251287  | 58.22    | R1 155,08  | P         |
| <b>BOWZER</b>                 |             |           |             |               |           |         |          |            |           |
| 'FNN958EC                     | NKONKOBEN   | '20211203 | '4413619552 | AVOCET INVE   | FUEL      | 406236  | 322.98   | R5 784,60  | D         |
| 'FNN958EC                     | NKONKOBEN   | '20211206 | '4413637166 | AVOCET INVE   | FUEL      | 40541   | 300.58   | R5 608,90  | D         |
| 'FNN958EC                     | NKONKOBEN   | '20211207 | '4413642856 | AVOCET INVE   | FUEL      | 406941  | 400.00   | R7 464,00  | D         |
| 'FNN958EC                     | NKONKOBEN   | '20211208 | '4413649022 | AVOCET INVE   | FUEL      | 407241  | 300.00   | R5 598,00  | D         |
| 'FNN958EC                     | NKONKOBEN   | '20211209 | '4413655162 | AVOCET INVE   | FUEL      | 407491  | 260.69   | R4 864,55  | D         |
| 'FNN958EC                     | NKONKOBEN   | '20211213 | '4413673469 | AVOCET INVE   | OIL       | 407791  | 1.00     | R346,80    | D         |
| 'FNN958EC                     | NKONKOBEN   | '20211213 | '4413673468 | AVOCET INVE   | FUEL      | 407791  | 300.00   | R5 631,00  | D         |
| 'FNN958EC                     | NKONKOBEN   | '20211214 | '4413687859 | AVOCET INVE   | FUEL      | 408286  | 142.92   | R2 667,00  | D         |
| 'FNN958EC                     | NKONKOBEN   | '20211214 | '4422287718 | CALTEX ALICE  | FUEL      | 408143  | 298.78   | R5 922,00  | D         |
| 'FNN958EC                     | NKONKOBEN   | '20211217 | '4413694989 | AVOCET INVE   | FUEL      | 408596  | 444.45   | R8 293,60  | D         |
| 'FNN958EC                     | NKONKOBEN   | '20211220 | '4413705390 | AVOCET INVE   | FUEL      | 409216  | 505.73   | R9 436,95  | D         |
| 'FNN958EC                     | NKONKOBEN   | '20211221 | '4413707606 | TOTAL FORT B  | FUEL      | 90403   | 118.17   | R2 325,64  | D         |
| 'FNN958EC                     | NKONKOBEN   | '20211223 | '4413719575 | AVOCET INVE   | FUEL      | 409628  | 144.23   | R2 691,40  | D         |
| 'FNN958EC                     | NKONKOBEN   | '20211224 | '4413727032 | AVOCET INVE   | FUEL      | 409878  | 214.36   | R4 000,00  | D         |
| 'FNN958EC                     | NKONKOBEN   | '20211229 | '4413737118 | DEWING SERV   | FUEL      | 410178  | 300.00   | R5 730,00  | D         |
| 'FNN958EC                     | NKONKOBEN   | '20211229 | '4413736629 | AVOCET INVE   | FUEL      | 410478  | 407.18   | R7 598,00  | D         |
| 'FNN958EC                     | NKONKOBEN   | '20211230 | '4413740168 | AVOCET INVE   | FUEL      | 410678  | 143.78   | R2 683,00  | D         |
| <b>FUSO SKIP TRUCK</b>        |             |           |             |               |           |         |          |            |           |
| 'FPN998EC                     | NKONKOBEN   | '20211202 | '4413619553 | AVOCET INVE   | FUEL      | 181071  | 239.76   | R4 500,30  | D         |
| 'FPN998EC                     | NKONKOBEN   | '20211210 | '4413661432 | AVOCET INVE   | FUEL      | 181731  | 251.50   | R4 693,00  | D         |
| 'FPN998EC                     | NKONKOBEN   | '20211220 | '4422292063 | CALTEX ALICE  | FUEL      | 182406  | 254.20   | R5 038,34  | D         |
|                               |             |           |             |               |           |         |          | R86 645,44 |           |
|                               |             |           |             |               |           |         |          | R14 231,64 |           |

|                                 |           |           |             |              |      |        |        |  |  |  |           |   |
|---------------------------------|-----------|-----------|-------------|--------------|------|--------|--------|--|--|--|-----------|---|
| <b>UD40 CHERRY PICKER</b>       |           |           |             |              |      |        |        |  |  |  |           |   |
| 'FTK512EC                       | NKONKOBEN | '20211215 | '4413719574 | AVOCET INVE  | FUEL | 132020 | 73.63  |  |  |  | R1 382,20 | D |
|                                 |           |           |             |              |      |        |        |  |  |  | R1 382,20 |   |
| <b>M/F TRACTOR</b>              |           |           |             |              |      |        |        |  |  |  |           |   |
| 'FTX251EC                       | NKONKOBEN | '20211220 | '4413705391 | AVOCET INVE  | FUEL | 21100  | 53.38  |  |  |  | R1 001,95 | D |
|                                 |           |           |             |              |      |        |        |  |  |  | R1 001,95 |   |
| <b>MAN TIPPER TRUCK</b>         |           |           |             |              |      |        |        |  |  |  |           |   |
| 'FXH482EC                       | NKONKOBEN | '20211202 | '4413619550 | AVOCET INVE  | FUEL | 117174 | 241.73 |  |  |  | R4 329,40 | D |
| 'FXH482EC                       | NKONKOBEN | '20211207 | '4413642855 | AVOCET INVE  | OIL  | 117331 | 1.00   |  |  |  | R693,60   | D |
| 'FXH482EC                       | NKONKOBEN | '20211210 | '4413661430 | AVOCET INVE  | FUEL | 117585 | 203.76 |  |  |  | R3 802,30 | D |
|                                 |           |           |             |              |      |        |        |  |  |  | R8 825,30 |   |
| <b>TOYOTA COROLLA - TRAFFIC</b> |           |           |             |              |      |        |        |  |  |  |           |   |
| 'HPR343EC                       | NKONKOBEN | '20211210 | '4413661433 | AVOCET INVE  | FUEL | 243718 | 38.21  |  |  |  | R758,10   | P |
| 'HPR343EC                       | NKONKOBEN | '20211217 | '4413694992 | AVOCET INVE  | FUEL | 244280 | 47.54  |  |  |  | R946,15   | P |
| 'HPR343EC                       | NKONKOBEN | '20211224 | '4413727033 | AVOCET INVE  | FUEL | 244772 | 40.98  |  |  |  | R813,05   | P |
| 'HPR343EC                       | NKONKOBEN | '20211231 | '4413746005 | AVOCET INVE  | FUEL | 245257 | 44.65  |  |  |  | R886,05   | P |
|                                 |           |           |             |              |      |        |        |  |  |  | R3 403,35 |   |
| <b>TOYOTA FORTUNER</b>          |           |           |             |              |      |        |        |  |  |  |           |   |
| 'HVK166EC                       | NKONKOBEN | '20211202 | '4413619551 | AVOCET INVE  | FUEL | 177014 | 60.02  |  |  |  | R1 126,60 | D |
| 'HVK166EC                       | NKONKOBEN | '20211209 | '4413629814 | LOUKIES AUT  | FUEL | 177590 | 57.97  |  |  |  | R1 129,85 | D |
| 'HVK166EC                       | NKONKOBEN | '20211207 | '4413650154 | TOTAL KING   | FUEL | 178283 | 61.53  |  |  |  | R1 190,00 | D |
| 'HVK166EC                       | NKONKOBEN | '20211210 | '4413661435 | AVOCET INVE  | FUEL | 179025 | 68.36  |  |  |  | R1 283,30 | D |
| 'HVK166EC                       | NKONKOBEN | '20211213 | '4422284844 | CALTEX ALICE | FUEL | 179568 | 50.70  |  |  |  | R1 005,06 | D |
| 'HVK166EC                       | NKONKOBEN | '20211215 | '4413685482 | LOUKIES AUT  | FUEL | 180728 | 63.72  |  |  |  | R1 241,90 | D |
| 'HVK166EC                       | NKONKOBEN | '20211223 | '4422295475 | CALTEX ALICE | FUEL | 181435 | 68.00  |  |  |  | R1 347,95 | D |
| 'HVK166EC                       | NKONKOBEN | '20211228 | '4413732989 | AVOCET INVE  | FUEL | 182174 | 17.27  |  |  |  | R324,25   | D |
|                                 |           |           |             |              |      |        |        |  |  |  | R8 648,91 |   |
| <b>TOYOTA RAV4 GRAY</b>         |           |           |             |              |      |        |        |  |  |  |           |   |
| 'HWW742EC                       | NKONKOBEN | '20211207 | '4422271566 | CALTEX ALICE | FUEL | 240176 | 43.04  |  |  |  | R853,25   | D |
| 'HWW742EC                       | NKONKOBEN | '20211208 | '4413649799 | MAVUSO MOT   | FUEL | 240693 | 46.49  |  |  |  | R917,71   | D |
|                                 |           |           |             |              |      |        |        |  |  |  | R1 770,96 |   |

|                    |           |           |            |             |      |        |       |           |   |  |
|--------------------|-----------|-----------|------------|-------------|------|--------|-------|-----------|---|--|
| <b>FORD RANGER</b> |           |           |            |             |      |        |       |           |   |  |
| 'JFD261EC          | NKONKOBEN | '20211202 | 4413619549 | AVOCET INVE | FUEL | 215521 | 59.60 | R1 118,70 | D |  |
| 'JFD261EC          | NKONKOBEN | '20211206 | 4413637164 | AVOCET INVE | FUEL | 218243 | 68.22 | R1 273,00 | D |  |
| 'JFD261EC          | NKONKOBEN | '20211207 | 4413642853 | AVOCET INVE | FUEL | 216226 | 70.30 | R1 319,70 | D |  |
| 'JFD261EC          | NKONKOBEN | '20211210 | 4413661437 | AVOCET INVE | FUEL | 216921 | 69.92 | R1 312,40 | D |  |
| 'JFD261EC          | NKONKOBEN | '20211213 | 4413673467 | AVOCET INVE | FUEL | 217615 | 71.64 | R1 344,70 | D |  |
| 'JFD261EC          | NKONKOBEN | '20211220 | 4413705392 | AVOCET INVE | FUEL | 218205 | 57.00 | R1 069,90 | D |  |
| 'JFD261EC          | NKONKOBEN | '20211222 | 4413714832 | AVOCET INVE | OIL  | 219399 | 1.00  | R267,40   | D |  |
| 'JFD261EC          | NKONKOBEN | '20211222 | 4413714831 | AVOCET INVE | FUEL | 219399 | 57.86 | R1 086,05 | D |  |
| 'JFD261EC          | NKONKOBEN | '20211229 | 4413736627 | AVOCET INVE | FUEL | 220854 | 53.59 | R1 000,00 | D |  |
|                    |           |           |            |             |      |        |       | R9 791,85 |   |  |
| <b>FORD RANGER</b> |           |           |            |             |      |        |       |           |   |  |
| 'JFD265EC          | NKONKOBEN | '20211202 | 4413619548 | AVOCET INVE | FUEL | 154732 | 71.33 | R1 339,05 | D |  |
| 'JFD265EC          | NKONKOBEN | '20211207 | 4413642854 | AVOCET INVE | FUEL | 155425 | 66.36 | R1 238,30 | D |  |
| 'JFD265EC          | NKONKOBEN | '20211211 | 4413667493 | AVOCET INVE | FUEL | 156207 | 26.63 | R500,00   | D |  |
|                    |           |           |            |             |      |        |       | R3 077,35 |   |  |
| <b>FORD RANGER</b> |           |           |            |             |      |        |       |           |   |  |
| 'JFD268EC          | NKONKOBEN | '20211207 | 4413614349 | DEWING SERV | FUEL | 137031 | 72.14 | R1 378,00 | D |  |
| 'JFD268EC          | NKONKOBEN | '20211210 | 4413668272 | DEWING SERV | FUEL | 187605 | 68.74 | R1 313,05 | D |  |
| 'JFD268EC          | NKONKOBEN | '20211214 | 4413689255 | DEWING SERV | FUEL | 138203 | 67.68 | R1 292,85 | D |  |
| 'JFD268EC          | NKONKOBEN | '20211222 | 4413715532 | DEWING SERV | FUEL | 138737 | 59.92 | R1 144,50 | D |  |
| 'JFD268EC          | NKONKOBEN | '20211228 | 4413733493 | DEWING SERV | FUEL | 139296 | 63.68 | R1 216,30 | D |  |
|                    |           |           |            |             |      |        |       | R6 344,70 |   |  |
| <b>FORD RANGER</b> |           |           |            |             |      |        |       |           |   |  |
| 'JFD271EC          | NKONKOBEN | '20211201 | 4413613522 | AVOCET INVE | FUEL | 88508  | 73.40 | R1 377,90 | D |  |
| 'JFD271EC          | NKONKOBEN | '20211208 | 4413649021 | AVOCET INVE | FUEL | 89149  | 68.93 | R1 294,00 | D |  |
|                    |           |           |            |             |      |        |       | R2 671,90 |   |  |
| <b>FORD RANGER</b> |           |           |            |             |      |        |       |           |   |  |
| 'JFD272EC          | NKONKOBEN | '20211208 | 4413649020 | AVOCET INVE | FUEL | 218873 | 64.63 | R1 206,00 | D |  |
| 'JFD272EC          | NKONKOBEN | '20211209 | 4413655163 | AVOCET INVE | FUEL | 219243 | 36.21 | R675,70   | D |  |
| 'JFD272EC          | NKONKOBEN | '20211222 | 4413715531 | DEWING SERV | FUEL | 220744 | 76.73 | R1 465,70 | D |  |
| 'JFD272EC          | NKONKOBEN | '20211229 | 4413737117 | DEWING SERV | FUEL | 221567 | 61.26 | R1 170,10 | D |  |
|                    |           |           |            |             |      |        |       | R4 517,50 |   |  |

|                            |           |           |            |  |              |      |  |        |        |           |   |
|----------------------------|-----------|-----------|------------|--|--------------|------|--|--------|--------|-----------|---|
| <b>FORD RANGER</b>         |           |           |            |  |              |      |  |        |        |           |   |
| 'JFD275EC                  | NKONKOBEN | '20211206 | 4422275944 |  | MODERN SERV  | FUEL |  | 114638 | 75.88  | R1 481,94 | D |
| 'JFD275EC                  | NKONKOBEN | '20211231 | 4413746993 |  | DEWING SERV  | FUEL |  | 115330 | 77.00  | R1 470,70 | D |
|                            |           |           |            |  |              |      |  |        |        | R2 952,64 |   |
| <b>TOYOTA ETIOS</b>        |           |           |            |  |              |      |  |        |        |           |   |
| 'JFJ387EC                  | NKONKOBEN | '20211201 | 4413613523 |  | AVOCET INVES | FUEL |  | 127628 | 28.06  | R558,40   | P |
| 'JFJ387EC                  | NKONKOBEN | '20211207 | 4413642852 |  | AVOCET INVES | FUEL |  | 128102 | 33.27  | R662,25   | P |
| 'JFJ387EC                  | NKONKOBEN | '20211209 | 4413655164 |  | AVOCET INVES | FUEL |  | 128343 | 15.60  | R309,70   | P |
| 'JFJ387EC                  | NKONKOBEN | '20211222 | 4413714833 |  | AVOCET INVES | FUEL |  | 129304 | 41.77  | R828,90   | P |
| 'JFJ387EC                  | NKONKOBEN | '20211229 | 4413736628 |  | AVOCET INVES | FUEL |  | 129876 | 44.48  | R882,50   | P |
|                            |           |           |            |  |              |      |  |        |        | R3 241,75 |   |
| <b>TOYOTA ETIOS</b>        |           |           |            |  |              |      |  |        |        |           |   |
| 'JFJ389EC                  | NKONKOBEN | '20211201 | 4413613521 |  | AVOCET INVES | FUEL |  | 135136 | 34.45  | R685,75   | P |
| 'JFJ389EC                  | NKONKOBEN | '20211209 | 4413655165 |  | AVOCET INVES | FUEL |  | 135617 | 27.11  | R538,05   | P |
| 'JFJ389EC                  | NKONKOBEN | '20211222 | 4413714834 |  | AVOCET INVES | FUEL |  | 136505 | 33.39  | R662,65   | P |
| 'JFJ389EC                  | NKONKOBEN | '20211231 | 4413746003 |  | AVOCET INVES | FUEL |  | 136984 | 30.61  | R607,50   | P |
|                            |           |           |            |  |              |      |  |        |        | R2 493,95 |   |
| <b>ISUZU COMPACTOR</b>     |           |           |            |  |              |      |  |        |        |           |   |
| 'JGK669EC                  | NKONKOBEN | '20211210 | 4413661431 |  | AVOCET INVES | FUEL |  | 63947  | 23.79  | R444,10   | D |
| 'JGK669EC                  | NKONKOBEN | '20211210 | 4413661434 |  | AVOCET INVES | FUEL |  | 63917  | 310.00 | R5 784,60 | D |
| 'JGK669EC                  | NKONKOBEN | '20211221 | 4413710064 |  | AVOCET INVES | FUEL |  | 64708  | 198.28 | R3 700,00 | D |
|                            |           |           |            |  |              |      |  |        |        | R9 928,70 |   |
| <b>ISUZU CHERRY PICKER</b> |           |           |            |  |              |      |  |        |        |           |   |
| 'JGK673EC                  | NKONKOBEN | '20211202 | 4422272380 |  | MODERN SERV  | FUEL |  | 38512  | 61.44  | R1 200,04 | D |
| 'JGK673EC                  | NKONKOBEN | '20211203 | 4422273666 |  | MODERN SERV  | FUEL |  | 38822  | 76.97  | R1 503,26 | D |
| 'JGK673EC                  | NKONKOBEN | '20211207 | 4413645014 |  | MODERN SERV  | FUEL |  | 39143  | 87.19  | R1 395,07 | D |
| 'JGK673EC                  | NKONKOBEN | '20211207 | 4413645015 |  | MODERN SERV  | OIL  |  | 39143  | 1.00   | R400,00   | D |
| 'JGK673EC                  | NKONKOBEN | '20211211 | 4422283031 |  | MODERN SERV  | FUEL |  | 39501  | 79.40  | R1 550,72 | D |
| 'JGK673EC                  | NKONKOBEN | '20211213 | 4413673756 |  | SASOL ABBOT  | FUEL |  | 39766  | 36.08  | R700,00   | D |
| 'JGK673EC                  | NKONKOBEN | '20211217 | 4413694988 |  | AVOCET INVES | FUEL |  | 40265  | 81.29  | R1 517,05 | D |
|                            |           |           |            |  |              |      |  |        |        | R8 266,14 |   |

|                                   |           |           |            |  |              |      |       |        |  |             |   |
|-----------------------------------|-----------|-----------|------------|--|--------------|------|-------|--------|--|-------------|---|
| <b>ISUZU COMPACTOR</b>            |           |           |            |  |              |      |       |        |  |             |   |
| 'JGK674EC                         | NKONKOBEN | '20211201 | 4422271567 |  | CALTEX ALICE | FUEL | 73328 | 255.46 |  | R5 063,36   | D |
| 'JGK674EC                         | NKONKOBEN | '20211217 | 4413694990 |  | AVOCET INVES | FUEL | 74070 | 267.96 |  | R5 000,15   | D |
| 'JGK674EC                         | NKONKOBEN | '20211231 | 4413746004 |  | AVOCET INVES | FUEL | 74718 | 241.15 |  | R4 500,00   | D |
|                                   |           |           |            |  |              |      |       |        |  | R14 563,51  |   |
| <b>ISUZU COMPACTOR</b>            |           |           |            |  |              |      |       |        |  |             |   |
| 'JGP124EC                         | NKONKOBEN | '20211201 | 4422271568 |  | CALTEX ALICE | FUEL | 58457 | 287.28 |  | R5 694,00   | D |
|                                   |           |           |            |  |              |      |       |        |  | R5 694,00   |   |
| <b>ISUZU COMPACTOR</b>            |           |           |            |  |              |      |       |        |  |             |   |
| 'JGP127EC                         | NKONKOBEN | '20211201 | 4413614351 |  | DEWING SERV  | FUEL | 71816 | 261.78 |  | R5 000,00   | D |
| 'JGP127EC                         | NKONKOBEN | '20211215 | 4413689254 |  | DEWING SERV  | FUEL | 72583 | 157.06 |  | R3 000,00   | D |
| 'JGP127EC                         | NKONKOBEN | '20211221 | 4413715530 |  | DEWING SERV  | FUEL | 72921 | 104.71 |  | R2 000,00   | D |
|                                   |           |           |            |  |              |      |       |        |  | R10 000,00  |   |
| <b>TOYOTA LAND CRUIZER - FIRE</b> |           |           |            |  |              |      |       |        |  |             |   |
| 'JLW632EC                         | NKONKOBEN | '20211206 | 4413637165 |  | AVOCET INVES | FUEL | 23340 | 51.52  |  | R967,20     | D |
| 'JLW632EC                         | NKONKOBEN | '20211210 | 4413661436 |  | AVOCET INVES | FUEL | 23572 | 42.18  |  | R787,10     | D |
| 'JLW632EC                         | NKONKOBEN | '20211215 | 4413687860 |  | AVOCET INVES | FUEL | 23954 | 87.46  |  | R1 632,15   | D |
| 'JLW632EC                         | NKONKOBEN | '20211217 | 4413694993 |  | AVOCET INVES | FUEL | 24375 | 107.18 |  | R2 000,05   | D |
| 'JLW632EC                         | NKONKOBEN | '20211221 | 4413710065 |  | AVOCET INVES | FUEL | 24781 | 73.72  |  | R1 467,05   | D |
| 'JLW632EC                         | NKONKOBEN | '20211224 | 4413727034 |  | AVOCET INVES | FUEL | 25169 | 70.73  |  | R1 320,00   | D |
|                                   |           |           |            |  |              |      |       |        |  | R8 173,55   |   |
| <b>UD CRONER - FIRE</b>           |           |           |            |  |              |      |       |        |  |             |   |
| 'JRJ037EC                         | NKONKOBEN | '20211210 | 4413661429 |  | AVOCET INVES | FUEL | 16051 | 94.39  |  | R1 761,50   | D |
| 'JRJ037EC                         | NKONKOBEN | '20211217 | 4413694991 |  | AVOCET INVES | FUEL | 16327 | 164.75 |  | R3 074,25   | D |
| 'JRJ037EC                         | NKONKOBEN | '20211220 | 4413705389 |  | AVOCET INVES | FUEL | 16585 | 115.91 |  | R2 175,65   | D |
| 'JRJ037EC                         | NKONKOBEN | '20211223 | 4413719576 |  | AVOCET INVES | FUEL | 16741 | 102.88 |  | R1 919,80   | D |
| 'JRJ037EC                         | NKONKOBEN | '20211224 | 4413727031 |  | AVOCET INVES | FUEL | 17005 | 138.81 |  | R2 590,30   | D |
|                                   |           |           |            |  |              |      |       |        |  | R11 521,50  |   |
|                                   |           |           |            |  |              |      |       |        |  | R224 649,87 |   |

| FUEL REPORT - NOV 2021           |                  |          |           |                   |                |             |        |          |            |           |
|----------------------------------|------------------|----------|-----------|-------------------|----------------|-------------|--------|----------|------------|-----------|
| REG NO                           | Cost Centre Name | TRNN DTE | Service   | Service Point Nam | Service        | Cost lter   | ODO RD | Unit Qty | Amount     | Fuel Type |
| <b>COLT</b>                      |                  |          |           |                   |                |             |        |          |            |           |
| 'DGW763EC                        | NKONKOB          | MUN      | '20211109 | '708283           | MODERN SERVIC  | CALTEX FUEL | 249833 | 58.27    | R1 112.41  | P         |
| 'DGW763EC                        | NKONKOB          | MUN      | '20211109 | '708283           | MODERN SERVIC  | CALTEX OIL  | 249833 | 1.00     | R68.00     | P         |
| 'DGW763EC                        | NKONKOB          | MUN      | '20211117 | '708283           | MODERN SERVIC  | CALTEX FUEL | 250358 | 63.77    | R1 217.37  | P         |
| 'DGW763EC                        | NKONKOB          | MUN      | '20211117 | '708283           | MODERN SERVIC  | CALTEX OIL  | 250358 | 1.00     | R80.00     | P         |
| 'DGW763EC                        | NKONKOB          | MUN      | '20211130 | '708283           | MODERN SERVIC  | CALTEX FUEL | 250810 | 56.41    | R1 077.00  | P         |
| 'DGW763EC                        | NKONKOB          | MUN      | '20211130 | '708283           | MODERN SERVIC  | CALTEX OIL  | 250810 | 1.00     | R80.00     | P         |
| <b>BOWSER</b>                    |                  |          |           |                   |                |             |        |          |            |           |
| 'FNN958EC                        | NKONKOB          | MUN      | '20211102 | '708283           | AVOCET INVESTM | OTHER//FUEL | 401510 | 956.9    | R15 723.05 | D         |
| 'FNN958EC                        | NKONKOB          | MUN      | '20211108 | '708283           | AVOCET INVESTM | OTHER//FUEL | 401810 | 368.5    | R6 600.00  | D         |
| 'FNN958EC                        | NKONKOB          | MUN      | '20211110 | '708283           | AVOCET INVESTM | OTHER//FUEL | 402264 | 454.4    | R8 140.05  | D         |
| 'FNN958EC                        | NKONKOB          | MUN      | '20211115 | '708283           | AVOCET INVESTM | OTHER//FUEL | 402714 | 451.6    | R8 089.05  | D         |
| 'FNN958EC                        | NKONKOB          | MUN      | '20211117 | '708283           | CALTEX ALICE   | CALTEX FUEL | 403014 | 300.0    | R5 694.00  | D         |
| 'FNN958EC                        | NKONKOB          | MUN      | '20211117 | '708283           | AVOCET INVESTM | OTHER//FUEL | 403314 | 300.0    | R5 373.00  | D         |
| 'FNN958EC                        | NKONKOB          | MUN      | '20211119 | '708283           | AVOCET INVESTM | OTHER//FUEL | 403714 | 419.8    | R7 519.55  | D         |
| 'FNN958EC                        | NKONKOB          | MUN      | '20211122 | '708283           | AVOCET INVESTM | OTHER//FUEL | 404014 | 300.0    | R5 373.00  | D         |
| 'FNN958EC                        | NKONKOB          | MUN      | '20211123 | '708283           | DEWING SERVICE | CALTEX FUEL | 404114 | 129.8    | R2 381.75  | D         |
| 'FNN958EC                        | NKONKOB          | MUN      | '20211123 | '708283           | AVOCET INVESTM | OTHER//FUEL | 404285 | 171.4    | R3 071.05  | D         |
| 'FNN958EC                        | NKONKOB          | MUN      | '20211125 | '708283           | AVOCET INVESTM | OTHER//FUEL | 404685 | 380.2    | R6 811.05  | D         |
| 'FNN958EC                        | NKONKOB          | MUN      | '20211128 | '708283           | AVOCET INVESTM | OTHER//FUEL | 404935 | 261.3    | R4 709.90  | D         |
| 'FNN958EC                        | NKONKOB          | MUN      | '20211129 | '708283           | AVOCET INVESTM | OTHER//FUEL | 405335 | 400.0    | R7 164.00  | D         |
| 'FNN958EC                        | NKONKOB          | MUN      | '20211129 | '708283           | AVOCET INVESTM | OTHER//FUEL | 405472 | 138.2    | R2 476.85  | D         |
| 'FNN958EC                        | NKONKOB          | MUN      | '20211130 | '708283           | AVOCET INVESTM | OTHER//FUEL | 405926 | 464.2    | R8 314.75  | D         |
| <b>FUSO SKIP</b>                 |                  |          |           |                   |                |             |        |          |            |           |
| 'FPN998EC                        | NKONKOB          | MUN      | '20211121 | '708283           | AVOCET INVESTM | OTHER//FUEL | 180432 | 244.8    | R4 412.00  | D         |
| <b>UD 40 CHERRY PICKER TRUCK</b> |                  |          |           |                   |                |             |        |          |            |           |
| 'FTK512EC                        | NKONKOB          | MUN      | '20211102 | '708283           | AVOCET INVESTM | OTHER//FUEL | 131722 | 56.52    | R934.85    | D         |
| <b>R934.85</b>                   |                  |          |           |                   |                |             |        |          |            |           |

|                         |         |     |           |         |                |         |      |        |        |            |   |
|-------------------------|---------|-----|-----------|---------|----------------|---------|------|--------|--------|------------|---|
| <b>MAN TIPPER TRUCK</b> |         |     |           |         |                |         |      |        |        |            |   |
| 'FXH482EC               | NKONKOB | MUN | '20211102 | '708283 | AVOCET INVESTM | OTHER// | FUEL | 114338 | 190.50 | R3 130,05  | D |
| 'FXH482EC               | NKONKOB | MUN | '20211111 | '708283 | AVOCET INVESTM | OTHER// | FUEL | 114846 | 230.8  | R4 133,95  | D |
| 'FXH482EC               | NKONKOB | MUN | '20211116 | '708283 | AVOCET INVESTM | OTHER// | FUEL | 115156 | 228.9  | R4 100,05  | D |
| 'FXH482EC               | NKONKOB | MUN | '20211126 | '708283 | AVOCET INVESTM | OTHER// | FUEL | 116164 | 198.0  | R3 546,65  | D |
|                         |         |     |           |         |                |         |      |        |        | R14 910,70 |   |
| <b>MAN WATER CART</b>   |         |     |           |         |                |         |      |        |        |            |   |
| 'HJL142EC               | NKONKOB | MUN | '20211102 | '708283 | AVOCET INVESTM | OTHER// | FUEL | 968968 | 200.00 | R3 286,00  | D |
|                         |         |     |           |         |                |         |      |        |        | R3 286,00  |   |
| <b>TOYOTA COROLLA</b>   |         |     |           |         |                |         |      |        |        |            |   |
| 'HPR343EC               | NKONKOB | MUN | '20211110 | '708283 | AVOCET INVESTM | OTHER// | FUEL | 241919 | 50.11  | R956,60    | P |
| 'HPR343EC               | NKONKOB | MUN | '20211115 | '708283 | AVOCET INVESTM | OTHER// | FUEL | 242300 | 37.44  | R714,90    | P |
| 'HPR343EC               | NKONKOB | MUN | '20211123 | '708283 | AVOCET INVESTM | OTHER// | FUEL | 242760 | 45.19  | R862,70    | P |
| 'HPR343EC               | NKONKOB | MUN | '20211126 | '708283 | AVOCET INVESTM | OTHER// | FUEL | 243273 | 45.50  | R868,60    | P |
|                         |         |     |           |         |                |         |      |        |        | R3 402,80  |   |
| <b>NISSAN QASQAI</b>    |         |     |           |         |                |         |      |        |        |            |   |
| 'HST235EC               | NKONKOB | MUN | '20211104 | '708283 | AVOCET INVESTM | OTHER// | OIL  | 269712 | 1.00   | R90,00     | P |
| 'HST235EC               | NKONKOB | MUN | '20211108 | '708283 | AVOCET INVESTM | OTHER// | FUEL | 269977 | 62.98  | R1 126,10  | P |
| 'HST235EC               | NKONKOB | MUN | '20211111 | '708283 | AVOCET INVESTM | OTHER// | OIL  | 270470 | 1.00   | R45,00     | P |
| 'HST235EC               | NKONKOB | MUN | '20211111 | '708283 | AVOCET INVESTM | OTHER// | FUEL | 270470 | 20.95  | R400,00    | P |
| 'HST235EC               | NKONKOB | MUN | '20211115 | '708283 | AVOCET INVESTM | OTHER// | FUEL | 270719 | 48.26  | R921,30    | P |
|                         |         |     |           |         |                |         |      |        |        | R2 582,40  |   |
| <b>TOYOTA FORTUNER</b>  |         |     |           |         |                |         |      |        |        |            |   |
| 'HVK166EC               | NKONKOB | MUN | '20211125 | '708283 | CALTEX ALICE   | CALTEX  | FUEL | 175215 | 65.10  | R1 235,64  | D |
| 'HVK166EC               | NKONKOB | MUN | '20211126 | '708283 | TOTAL KING     | TOTAL   | FUEL | 175915 | 67.21  | R1 249,45  | D |
| 'HVK166EC               | NKONKOB | MUN | '20211129 | '708283 | AVOCET INVESTM | OTHER// | FUEL | 176356 | 39.27  | R707,65    | D |
|                         |         |     |           |         |                |         |      |        |        | R3 192,74  |   |
| <b>TOYOTA RAV4</b>      |         |     |           |         |                |         |      |        |        |            |   |
| 'HWW742EC               | NKONKOB | MUN | '20211102 | '708283 | AVOCET INVESTM | OTHER// | FUEL | 237475 | 43.83  | R724,95    | D |
| 'HWW742EC               | NKONKOB | MUN | '20211103 | '708283 | AVOCET INVESTM | OTHER// | FUEL | 237972 | 37.26  | R671,60    | D |
| 'HWW742EC               | NKONKOB | MUN | '20211105 | '708283 | TOTAL KING     | TOTAL   | FUEL | 238535 | 43.47  | R808,10    | D |
| 'HWW742EC               | NKONKOB | MUN | '20211109 | '708283 | TOTAL KING     | TOTAL   | FUEL | 239124 | 45.50  | R845,85    | D |
| 'HWW742EC               | NKONKOB | MUN | '20211125 | '708283 | CALTEX ALICE   | CALTEX  | FUEL | 239652 | 42.82  | R812,91    | D |
|                         |         |     |           |         |                |         |      |        |        | R3 863,41  |   |

|                    |             |           |         |                |        |      |  |        |       |  |           |   |
|--------------------|-------------|-----------|---------|----------------|--------|------|--|--------|-------|--|-----------|---|
| <b>FORD RANGER</b> |             |           |         |                |        |      |  |        |       |  |           |   |
| 'JFD261EC          | NKONKOBEMUN | '20211103 | '708283 | DEWING SERVICE | CALTEX | FUEL |  | 211480 | 66.73 |  | R1 224,00 | D |
| 'JFD261EC          | NKONKOBEMUN | '20211109 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 212100 | 56.78 |  | R1 023,20 | D |
| 'JFD261EC          | NKONKOBEMUN | '20211111 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 212702 | 58.07 |  | R1 040,20 | D |
| 'JFD261EC          | NKONKOBEMUN | '20211115 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 213584 | 73.04 |  | R1 316,35 | D |
| 'JFD261EC          | NKONKOBEMUN | '20211125 | '708283 | CALTEX ALICE   | CALTEX | FUEL |  | 214903 | 49.43 |  | R938,28   | D |
|                    |             |           |         |                |        |      |  |        |       |  | R5 542,03 |   |
| <b>FORD RANGER</b> |             |           |         |                |        |      |  |        |       |  |           |   |
| 'JFD265EC          | NKONKOBEMUN | '20211102 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 150916 | 75.81 |  | R1 245,70 | D |
| 'JFD265EC          | NKONKOBEMUN | '20211109 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 151585 | 70.00 |  | R1 253,70 | D |
| 'JFD265EC          | NKONKOBEMUN | '20211115 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 152229 | 65.27 |  | R1 169,00 | D |
| 'JFD265EC          | NKONKOBEMUN | '20211125 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 153554 | 44.67 |  | R800,05   | D |
|                    |             |           |         |                |        |      |  |        |       |  | R4 468,45 |   |
| <b>FORD RANGER</b> |             |           |         |                |        |      |  |        |       |  |           |   |
| 'JFD268EC          | NKONKOBEMUN | '20211102 | '708283 | DEWING SERVICE | CALTEX | FUEL |  | 134681 | 70.56 |  | R1 189,05 | D |
| 'JFD268EC          | NKONKOBEMUN | '20211110 | '708283 | DEWING SERVICE | CALTEX | FUEL |  | 135218 | 57.16 |  | R1 048,40 | D |
| 'JFD268EC          | NKONKOBEMUN | '20211116 | '708283 | DEWING SERVICE | CALTEX | FUEL |  | 135800 | 62.55 |  | R1 147,30 | D |
| 'JFD268EC          | NKONKOBEMUN | '20211130 | '708283 | DEWING SERVICE | CALTEX | FUEL |  | 136352 | 59.37 |  | R1 089,00 | D |
|                    |             |           |         |                |        |      |  |        |       |  | R4 473,75 |   |
| <b>FORD RANGER</b> |             |           |         |                |        |      |  |        |       |  |           |   |
| 'JFD271EC          | NKONKOBEMUN | '20211102 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 85840  | 37.26 |  | R616,30   | D |
| 'JFD271EC          | NKONKOBEMUN | '20211109 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 86472  | 68.79 |  | R1 239,60 | D |
| 'JFD271EC          | NKONKOBEMUN | '20211116 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 87122  | 72.15 |  | R1 300,15 | D |
| 'JFD271EC          | NKONKOBEMUN | '20211126 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 87845  | 74.70 |  | R1 346,10 | D |
|                    |             |           |         |                |        |      |  |        |       |  | R4 502,15 |   |
| <b>FORD RANGER</b> |             |           |         |                |        |      |  |        |       |  |           |   |
| 'JFD272EC          | NKONKOBEMUN | '20211101 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 211351 | 74.44 |  | R1 231,40 | D |
| 'JFD272EC          | NKONKOBEMUN | '20211101 | '708283 | AVOCET INVESTM | OTHER  | OIL  |  | 211351 | 1.00  |  | R346,80   | D |
| 'JFD272EC          | NKONKOBEMUN | '20211103 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 211917 | 64.53 |  | R1 155,90 | D |
| 'JFD272EC          | NKONKOBEMUN | '20211104 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 212457 | 60.00 |  | R1 074,60 | D |
| 'JFD272EC          | NKONKOBEMUN | '20211108 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 213227 | 72.33 |  | R1 303,40 | D |
| 'JFD272EC          | NKONKOBEMUN | '20211112 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 214119 | 68.84 |  | R1 233,10 | D |
| 'JFD272EC          | NKONKOBEMUN | '20211113 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 214225 | 45.01 |  | R811,10   | D |
| 'JFD272EC          | NKONKOBEMUN | '20211121 | '708283 | AVOCET INVESTM | OTHER  | FUEL |  | 214959 | 68.62 |  | R1 236,70 | D |



|                              |             |           |         |               |             |        |        |  |           |   |  |  |
|------------------------------|-------------|-----------|---------|---------------|-------------|--------|--------|--|-----------|---|--|--|
| <b>TOYOTA ETIOS</b>          |             |           |         |               |             |        |        |  |           |   |  |  |
| 'JFJ387EC                    | NKONKOBEMUN | '20211102 | '708283 | AVOCETINVESTM | OTHER//FUEL | 125377 | 38.81  |  | R694,10   | P |  |  |
| 'JFJ387EC                    | NKONKOBEMUN | '20211108 | '708283 | AVOCETINVESTM | OTHER//FUEL | 125971 | 39.30  |  | R750,25   | P |  |  |
| 'JFJ387EC                    | NKONKOBEMUN | '20211112 | '708283 | AVOCETINVESTM | OTHER//FUEL | 126373 | 32.06  |  | R612,20   | P |  |  |
|                              |             |           |         |               |             |        |        |  | R2 056,55 |   |  |  |
| <b>TOYOTA ETIOS</b>          |             |           |         |               |             |        |        |  |           |   |  |  |
| 'JFJ389EC                    | NKONKOBEMUN | '20211103 | '708283 | AVOCETINVESTM | OTHER//FUEL | 132520 | 37.23  |  | R710,90   | P |  |  |
| 'JFJ389EC                    | NKONKOBEMUN | '20211109 | '708283 | AVOCETINVESTM | OTHER//FUEL | 133113 | 36.05  |  | R688,20   | P |  |  |
| 'JFJ389EC                    | NKONKOBEMUN | '20211112 | '708283 | AVOCETINVESTM | OTHER//FUEL | 133579 | 28.30  |  | R540,25   | P |  |  |
| 'JFJ389EC                    | NKONKOBEMUN | '20211119 | '708283 | AVOCETINVESTM | OTHER//FUEL | 134184 | 40.85  |  | R780,00   | P |  |  |
| 'JFJ389EC                    | NKONKOBEMUN | '20211125 | '708283 | AVOCETINVESTM | OTHER//FUEL | 134609 | 28.20  |  | R538,35   | P |  |  |
|                              |             |           |         |               |             |        |        |  | R3 257,70 |   |  |  |
| <b>TOYOTA QUANTUM</b>        |             |           |         |               |             |        |        |  |           |   |  |  |
| 'JFJ390EC                    | NKONKOBEMUN | '20211129 | '708283 | AVOCETINVESTM | OTHER//FUEL | 11046  | 61.13  |  | R1 167,15 | P |  |  |
| 'JFJ390EC                    | NKONKOBEMUN | '20211130 | '708283 | AVOCETINVESTM | OTHER//FUEL | 11446  | 50.15  |  | R957,55   | P |  |  |
|                              |             |           |         |               |             |        |        |  | R2 124,70 |   |  |  |
| <b>ISUZU COMPACTOR TRUCK</b> |             |           |         |               |             |        |        |  |           |   |  |  |
| 'JGK669EC                    | NKONKOBEMUN | '20211102 | '708283 | AVOCETINVESTM | OTHER//FUEL | 61268  | 270.34 |  | R4 441,80 | D |  |  |
| 'JGK669EC                    | NKONKOBEMUN | '20211111 | '708283 | AVOCETINVESTM | OTHER//FUEL | 62120  | 287.38 |  | R5 147,00 | D |  |  |
| 'JGK669EC                    | NKONKOBEMUN | '20211126 | '708283 | AVOCETINVESTM | OTHER//FUEL | 63016  | 22.33  |  | R400,00   | D |  |  |
|                              |             |           |         |               |             |        |        |  | R9 988,80 |   |  |  |

|                                   |         |     |           |         |                |        |      |       |        |             |   |
|-----------------------------------|---------|-----|-----------|---------|----------------|--------|------|-------|--------|-------------|---|
| <b>ISUZU CHERRY PICKER TRUCK</b>  |         |     |           |         |                |        |      |       |        |             |   |
| 'JGK673EC                         | NKONKOB | MUN | '20211102 | '708283 | MODERN SERVIC  | CALTEX | FUEL | 36399 | 49.63  | R858,60     | D |
| 'JGK673EC                         | NKONKOB | MUN | '20211108 | '708283 | MODERN SERVIC  | CALTEX | FUEL | 36764 | 82.53  | R1 550,01   | D |
| 'JGK673EC                         | NKONKOB | MUN | '20211109 | '708283 | MODERN SERVIC  | CALTEX | FUEL | 37039 | 70.90  | R1 331,60   | D |
| 'JGK673EC                         | NKONKOB | MUN | '20211111 | '708283 | MODERN SERVIC  | CALTEX | FUEL | 37396 | 75.40  | R1 416,05   | D |
| 'JGK673EC                         | NKONKOB | MUN | '20211117 | '708283 | MODERN SERVIC  | CALTEX | FUEL | 37650 | 61.48  | R1 154,88   | D |
|                                   |         |     |           |         |                |        |      |       |        | R6 311,14   |   |
| <b>ISUZU COMPACTOR TRUCK</b>      |         |     |           |         |                |        |      |       |        |             |   |
| 'JGK674EC                         | NKONKOB | MUN | '20211102 | '708283 | TOTAL FORT BEA | TOTAL  | FUEL | 71467 | 218.9  | R3 799,13   | D |
| 'JGK674EC                         | NKONKOB | MUN | '20211116 | '708283 | DEWING SERVICE | CALTEX | FUEL | 72152 | 254.04 | R4 660,05   | D |
| 'JGK674EC                         | NKONKOB | MUN | '20211125 | '708283 | AVOCET INVESTM | OTHER  | FUEL | 72920 | 223.34 | R4 000,00   | D |
|                                   |         |     |           |         |                |        |      |       |        | R12 459,18  |   |
| <b>ISUZU COMPACTOR TRUCK</b>      |         |     |           |         |                |        |      |       |        |             |   |
| 'JGP124EC                         | NKONKOB | MUN | '20211102 | '708283 | CALTEX ALICE   | CALTEX | FUEL | 57537 | 284.04 | R4 928,41   | D |
| 'JGP124EC                         | NKONKOB | MUN | '20211117 | '708283 | CALTEX ALICE   | CALTEX | FUEL | 57969 | 259.44 | R4 924,27   | D |
|                                   |         |     |           |         |                |        |      |       |        | R9 852,68   |   |
| <b>ISUZU COMPACTOR TRUCK</b>      |         |     |           |         |                |        |      |       |        |             |   |
| 'JGP127EC                         | NKONKOB | MUN | '20211102 | '708283 | DEWING SERVICE | CALTEX | FUEL | 69918 | 255.19 | R4 300,05   | D |
| 'JGP127EC                         | NKONKOB | MUN | '20211116 | '708283 | DEWING SERVICE | CALTEX | FUEL | 70911 | 283.54 | R5 200,05   | D |
|                                   |         |     |           |         |                |        |      |       |        | R9 500,10   |   |
| <b>TOYOTA LAND CRUIZER - FIRE</b> |         |     |           |         |                |        |      |       |        |             |   |
| 'JLW632EC                         | NKONKOB | MUN | '20211109 | '708283 | AVOCET INVESTM | OTHER  | FUEL | 22451 | 73.45  | R1 315,50   | D |
| 'JLW632EC                         | NKONKOB | MUN | '20211122 | '708283 | AVOCET INVESTM | OTHER  | FUEL | 22842 | 66.09  | R1 191,10   | D |
| 'JLW632EC                         | NKONKOB | MUN | '20211126 | '708283 | AVOCET INVESTM | OTHER  | FUEL | 23074 | 81.13  | R1 453,05   | D |
|                                   |         |     |           |         |                |        |      |       |        | R3 959,65   |   |
| <b>UD CRONER - FIRE TRUCK</b>     |         |     |           |         |                |        |      |       |        |             |   |
| 'JRJ037EC                         | NKONKOB | MUN | '20211102 | '708283 | AVOCET INVESTM | OTHER  | FUEL | 15351 | 124.7  | R2 050,05   | D |
| 'JRJ037EC                         | NKONKOB | MUN | '20211112 | '708283 | AVOCET INVESTM | OTHER  | FUEL | 15446 | 101.24 | R1 813,20   | D |
| 'JRJ037EC                         | NKONKOB | MUN | '20211119 | '708283 | AVOCET INVESTM | OTHER  | FUEL | 15641 | 101.24 | R1 813,60   | D |
| 'JRJ037EC                         | NKONKOB | MUN | '20211126 | '708283 | AVOCET INVESTM | OTHER  | FUEL | 15873 | 108.94 | R1 951,10   | D |
|                                   |         |     |           |         |                |        |      |       |        | R7 627,95   |   |
|                                   |         |     |           |         |                |        |      |       |        | R232 178,56 |   |

| FUEL REPORT - OCTOBER 2021      |                  |           |     |                     |               |           |        |     |          |            |           |
|---------------------------------|------------------|-----------|-----|---------------------|---------------|-----------|--------|-----|----------|------------|-----------|
| REG NO                          | Cost Centre Name | TRNN      | DTE | Service Point Name  | Service Point | Cost Iter | ODO    | RDC | Unit Qty | Amount     | Fuel Type |
| COLT                            |                  |           |     |                     |               |           |        |     |          |            |           |
| 'D'GW763EC                      | NKONKOBEMUNIC    | '20211012 |     | MODERN SERVICE GM   | CALTEX        | OIL       | 248823 |     | 1.00     | R40,00     | P         |
| 'D'GW763EC                      | NKONKOBEMUNIC    | '20211012 |     | MODERN SERVICE GM   | CALTEX        | FUEL      | 248823 |     | 58.29    | R1 042,31  | P         |
| 'D'GW763EC                      | NKONKOBEMUNIC    | '20211027 |     | MODERN SERVICE GM   | CALTEX        | OIL       | 249344 |     | 1.00     | R40,00     | P         |
| 'D'GW763EC                      | NKONKOBEMUNIC    | '20211027 |     | MODERN SERVICE GM   | CALTEX        | FUEL      | 249344 |     | 55.92    | R999,94    | P         |
|                                 |                  |           |     |                     |               |           |        |     |          | R2 122,25  |           |
| <b>MAZDA DRIFTER</b>            |                  |           |     |                     |               |           |        |     |          |            |           |
| 'D'PF001EC                      | NKONKOBEMUNIC    | '20211001 |     | AVOCET INVESTMENTS  | OTHER/ANDEI   | FUEL      | 219305 |     | 64.01    | R1 145,15  | P         |
| 'D'PF001EC                      | NKONKOBEMUNIC    | '20211012 |     | AVOCET INVESTMENTS  | OTHER/ANDEI   | FUEL      | 219305 |     | 50.86    | R909,40    | P         |
| 'D'PF001EC                      | NKONKOBEMUNIC    | '20211020 |     | AVOCET INVESTMENTS  | OTHER/ANDEI   | FUEL      | 219305 |     | 59.61    | R1 066,00  | P         |
|                                 |                  |           |     |                     |               |           |        |     |          | R3 120,55  |           |
| <b>FUSO TIPPER TRUCK</b>        |                  |           |     |                     |               |           |        |     |          |            |           |
| 'F'LD262EC                      | NKONKOBEMUNIC    | '20211008 |     | AVOCET INVESTMENTS  | OTHER/ANDEI   | FUEL      | 188690 |     | 245.21   | R4 029,05  | D         |
| 'F'LD262EC                      | NKONKOBEMUNIC    | '20211012 |     | AVOCET INVESTMENTS  | OTHER/ANDEI   | FUEL      | 189267 |     | 246.11   | R4 043,85  | D         |
|                                 |                  |           |     |                     |               |           |        |     |          | R8 072,90  |           |
| <b>BOWSER</b>                   |                  |           |     |                     |               |           |        |     |          |            |           |
| 'F'NN958EC                      | NKONKOBEMUNIC    | '20211005 |     | AVOCET INVESTMENTS  | OTHER/ANDEI   | FUEL      | 316400 |     | 171.3    | R2 775,30  | D         |
| 'F'NN958EC                      | NKONKOBEMUNIC    | '20211006 |     | AVOCET INVESTMENTS  | OTHER/ANDEI   | FUEL      | 316571 |     | 300.0    | R4 929,00  | D         |
| 'F'NN958EC                      | NKONKOBEMUNIC    | '20211011 |     | AVOCET INVESTMENTS  | OTHER/ANDEI   | FUEL      | 316871 |     | 413.9    | R6 801,80  | D         |
| 'F'NN958EC                      | NKONKOBEMUNIC    | '20211012 |     | AVOCET INVESTMENTS  | OTHER/ANDEI   | FUEL      | 317284 |     | 722.3    | R11 868,20 | D         |
| 'F'NN958EC                      | NKONKOBEMUNIC    | '20211013 |     | CALTEX ALICE        | CALTEX        | FUEL      | 318308 |     | 303.9    | R5 274,04  | D         |
| 'F'NN958EC                      | NKONKOBEMUNIC    | '20211014 |     | AVOCET INVESTMENTS  | OTHER/ANDEI   | FUEL      | 31608  |     | 300.0    | R4 929,00  | D         |
| 'F'NN958EC                      | NKONKOBEMUNIC    | '20211015 |     | CALTEX ALICE        | CALTEX        | FUEL      | 398195 |     | 354.6    | R6 153,00  | D         |
| 'F'NN958EC                      | NKONKOBEMUNIC    | '20211018 |     | AVOCET INVESTMENTS  | OTHER/ANDEI   | FUEL      | 398455 |     | 317.3    | R5 214,80  | D         |
| 'F'NN958EC                      | NKONKOBEMUNIC    | '20211020 |     | AVOCET INVESTMENTS  | OTHER/ANDEI   | FUEL      | 398755 |     | 329.5    | R5 414,70  | D         |
| 'F'NN958EC                      | NKONKOBEMUNIC    | '20211021 |     | AVOCET INVESTMENTS  | OTHER/ANDEI   | FUEL      | 399055 |     | 478.2    | R7 857,70  | D         |
| 'F'NN958EC                      | NKONKOBEMUNIC    | '20211025 |     | AVOCET INVESTMENTS  | OTHER/ANDEI   | FUEL      | 399855 |     | 803.4    | R13 201,10 | D         |
| 'F'NN958EC                      | NKONKOBEMUNIC    | '20211027 |     | AVOCET INVESTMENTS  | OTHER/ANDEI   | FUEL      | 400255 |     | 461.3    | R7 580,55  | D         |
| 'F'NN958EC                      | NKONKOBEMUNIC    | '20211029 |     | AVOCET INVESTMENTS  | OTHER/ANDEI   | FUEL      | 400560 |     | 349.9    | R5 749,50  | D         |
|                                 |                  |           |     |                     |               |           |        |     |          | R87 748,69 |           |
| <b>UD40 CHERRY PICKER TRUCK</b> |                  |           |     |                     |               |           |        |     |          |            |           |
| 'F'TK512EC                      | NKONKOBEMUNIC    | '20211014 |     | DEWING SERVICE STAT | CALTEX        | OIL       | 131183 |     | 1.00     | R1 020,00  | D         |
| 'F'TK512EC                      | NKONKOBEMUNIC    | '20211014 |     | TOTAL FORT BEAUFORT | TOTAL         | FUEL      | 131147 |     | 82.14    | R1 425,22  | D         |
| 'F'TK512EC                      | NKONKOBEMUNIC    | '20211027 |     | AVOCET INVESTMENTS  | OTHER/ANDEI   | FUEL      | 131429 |     | 65.42    | R1 082,20  | D         |
|                                 |                  |           |     |                     |               |           |        |     |          | R3 527,42  |           |

|                               |         |       |           |                    |            |      |         |       |            |   |
|-------------------------------|---------|-------|-----------|--------------------|------------|------|---------|-------|------------|---|
| <b>MAN TIPPER TRUCK</b>       |         |       |           |                    |            |      |         |       |            |   |
| 'FXH482EC                     | NKONKOB | MUNIK | '20211011 | TOTAL FORT BEAUFOR | TOTAL      | OIL  | 1125901 | 1.00  | R469,80    | D |
| 'FXH482EC                     | NKONKOB | MUNIK | '20211011 | TOTAL FORT BEAUFOR | TOTAL      | FUEL | 1125901 | 240.0 | R4 164,03  | D |
| 'FXH482EC                     | NKONKOB | MUNIK | '20211013 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 112764  | 117.0 | R1 922,75  | D |
| 'FXH482EC                     | NKONKOB | MUNIK | '20211015 | TOTAL FORT BEAUFOR | TOTAL      | FUEL | 113220  | 202.2 | R3 508,64  | D |
| 'FXH482EC                     | NKONKOB | MUNIK | '20211015 | TOTAL FORT BEAUFOR | TOTAL      | OIL  | 113220  | 6.00  | R469,80    | D |
| 'FXH482EC                     | NKONKOB | MUNIK | '20211020 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 113704  | 239.7 | R3 938,35  | D |
| 'FXH482EC                     | NKONKOB | MUNIK | '20211026 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 113991  | 146.0 | R2 400,00  | D |
|                               |         |       |           |                    |            |      |         |       | R16 873,37 |   |
| <b>MAN WATER CART</b>         |         |       |           |                    |            |      |         |       |            |   |
| 'HJL142EC                     | NKONKOB | MUNIK | '20211006 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 948032  | 233.2 | R3 832,95  | D |
| 'HJL142EC                     | NKONKOB | MUNIK | '20211015 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 953982  | 150.0 | R2 464,50  | D |
| 'HJL142EC                     | NKONKOB | MUNIK | '20211019 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 958666  | 130.0 | R2 135,90  | D |
| 'HJL142EC                     | NKONKOB | MUNIK | '20211025 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 963966  | 91.29 | R1 500,00  | D |
|                               |         |       |           |                    |            |      |         |       | R9 933,35  |   |
| <b>TOYOTA COROLLA TRAFFIC</b> |         |       |           |                    |            |      |         |       |            |   |
| 'HPR343EC                     | NKONKOB | MUNIK | '20211001 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 239109  | 40.05 | R716,65    | P |
| 'HPR343EC                     | NKONKOB | MUNIK | '20211007 | TOTAL FORT BEAUFOR | TOTAL      | FUEL | 239586  | 41.33 | R739,11    | P |
| 'HPR343EC                     | NKONKOB | MUNIK | '20211012 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 240135  | 47.10 | R842,15    | P |
| 'HPR343EC                     | NKONKOB | MUNIK | '20211015 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 240512  | 38.19 | R683,00    | P |
| 'HPR343EC                     | NKONKOB | MUNIK | '20211022 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 240956  | 41.09 | R734,85    | P |
| 'HPR343EC                     | NKONKOB | MUNIK | '20211027 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 241423  | 45.00 | R804,60    | P |
|                               |         |       |           |                    |            |      |         |       | R4 520,36  |   |
| <b>TOYOTA FORTUNER</b>        |         |       |           |                    |            |      |         |       |            |   |
| 'HVK166EC                     | NKONKOB | MUNIK | '20211007 | MAVUSO MOTORS      | ENGEN      | FUEL | 173287  | 69.11 | R1 210,81  | D |
| 'HVK166EC                     | NKONKOB | MUNIK | '20211018 | MAVUSO MOTORS      | ENGEN      | FUEL | 173895  | 58.76 | R1 029,48  | D |
| 'HVK166EC                     | NKONKOB | MUNIK | '20211028 | TOTAL FORT BEAUFOR | TOTAL      | FUEL | 174535  | 70.84 | R1 229,16  | D |
|                               |         |       |           |                    |            |      |         |       | R3 469,45  |   |
| <b>TOYOTA RAV4</b>            |         |       |           |                    |            |      |         |       |            |   |
| 'HWW742EC                     | NKONKOB | MUNIK | '20211001 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 230585  | 39.87 | R650,30    | D |
| 'HWW742EC                     | NKONKOB | MUNIK | '20211004 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 231246  | 49.91 | R808,70    | D |
| 'HWW742EC                     | NKONKOB | MUNIK | '20211006 | CALTEX ALICE       | CALTEX     | FUEL | 231914  | 49.68 | R861,95    | D |
| 'HWW742EC                     | NKONKOB | MUNIK | '20211012 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 232460  | 40.28 | R666,25    | D |
| 'HWW742EC                     | NKONKOB | MUNIK | '20211014 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 233104  | 46.00 | R760,85    | D |
| 'HWW742EC                     | NKONKOB | MUNIK | '20211018 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 233722  | 44.05 | R728,75    | D |
| 'HWW742EC                     | NKONKOB | MUNIK | '20211018 | AVOCET INVESTMENTS | OTHER/ANDE | OIL  | 233722  | 1.00  | R99,00     | D |
| 'HWW742EC                     | NKONKOB | MUNIK | '20211019 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 234163  | 38.05 | R629,50    | D |
| 'HWW742EC                     | NKONKOB | MUNIK | '20211020 | TOTAL BEACON BAY   | TOTAL      | FUEL | 234706  | 43.81 | R759,40    | D |
| 'HWW742EC                     | NKONKOB | MUNIK | '20211022 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 235196  | 35.22 | R582,55    | D |
| 'HWW742EC                     | NKONKOB | MUNIK | '20211025 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 235780  | 47.27 | R781,85    | D |
|                               |         |       |           |                    |            |      |         |       | R7 329,10  |   |

|                    |         |       |           |                     |            |      |        |       |           |   |
|--------------------|---------|-------|-----------|---------------------|------------|------|--------|-------|-----------|---|
| <b>FORD RANGER</b> |         |       |           |                     |            |      |        |       |           |   |
| 'JFD261EC          | NKONKOB | MUNIK | '20211001 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 206942 | 59.00 | R962,45   | D |
| 'JFD261EC          | NKONKOB | MUNIK | '20211014 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 207381 | 41.51 | R686,60   | D |
| 'JFD261EC          | NKONKOB | MUNIK | '20211019 | CALTEX ALICE        | CALTEX     | FUEL | 208097 | 69.20 | R1 200,66 | D |
| 'JFD261EC          | NKONKOB | MUNIK | '20211021 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 208834 | 73.04 | R1 200,05 | D |
| 'JFD261EC          | NKONKOB | MUNIK | '20211025 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 209580 | 75.94 | R1 256,20 | D |
| 'JFD261EC          | NKONKOB | MUNIK | '20211030 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 210827 | 64.48 | R1 066,50 | D |
|                    |         |       |           |                     |            |      |        |       | R6 372,46 |   |
| <b>FORD RANGER</b> |         |       |           |                     |            |      |        |       |           |   |
| 'JFD266EC          | NKONKOB | MUNIK | '20211001 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 147320 | 76.91 | R1 254,55 | D |
| 'JFD266EC          | NKONKOB | MUNIK | '20211011 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 148110 | 73.21 | R1 210,90 | D |
| 'JFD266EC          | NKONKOB | MUNIK | '20211015 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 148876 | 71.85 | R1 188,40 | D |
| 'JFD266EC          | NKONKOB | MUNIK | '20211025 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 149500 | 48.36 | R800,00   | D |
| 'JFD266EC          | NKONKOB | MUNIK | '20211030 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 150520 | 30.22 | R500,00   | D |
|                    |         |       |           |                     |            |      |        |       | R4 953,85 |   |
| <b>FORD RANGER</b> |         |       |           |                     |            |      |        |       |           |   |
| 'JFD268EC          | NKONKOB | MUNIK | '20211004 | DEWING SERVICE STAT | CALTEX     | FUEL | 132121 | 70.65 | R1 174,35 | D |
| 'JFD268EC          | NKONKOB | MUNIK | '20211011 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 132766 | 69.24 | R1 145,25 | D |
| 'JFD268EC          | NKONKOB | MUNIK | '20211021 | DEWING SERVICE STAT | CALTEX     | FUEL | 133497 | 73.13 | R1 232,40 | D |
| 'JFD268EC          | NKONKOB | MUNIK | '20211027 | DEWING SERVICE STAT | CALTEX     | FUEL | 134082 | 64.03 | R1 079,00 | D |
|                    |         |       |           |                     |            |      |        |       | R4 631,00 |   |
| <b>FORD RANGER</b> |         |       |           |                     |            |      |        |       |           |   |
| 'JFD271EC          | NKONKOB | MUNIK | '20211007 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 83582  | 74.12 | R1 226,10 | D |
| 'JFD271EC          | NKONKOB | MUNIK | '20211018 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 84216  | 71.98 | R1 190,70 | D |
| 'JFD271EC          | NKONKOB | MUNIK | '20211024 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 84876  | 77.30 | R1 278,55 | D |
| 'JFD271EC          | NKONKOB | MUNIK | '20211028 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 85498  | 66.30 | R1 096,75 | D |
|                    |         |       |           |                     |            |      |        |       | R4 792,10 |   |
| <b>FORD RANGER</b> |         |       |           |                     |            |      |        |       |           |   |
| 'JFD272EC          | NKONKOB | MUNIK | '20211001 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 204413 | 68.51 | R1 117,55 | D |
| 'JFD272EC          | NKONKOB | MUNIK | '20211004 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 205124 | 70.95 | R1 157,20 | D |
| 'JFD272EC          | NKONKOB | MUNIK | '20211006 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 205887 | 76.19 | R1 260,20 | D |
| 'JFD272EC          | NKONKOB | MUNIK | '20211009 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 206505 | 64.71 | R1 070,45 | D |
| 'JFD272EC          | NKONKOB | MUNIK | '20211012 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 207248 | 74.68 | R1 227,00 | D |
| 'JFD272EC          | NKONKOB | MUNIK | '20211015 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 207897 | 73.01 | R1 207,75 | D |
| 'JFD272EC          | NKONKOB | MUNIK | '20211018 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 208592 | 71.53 | R1 183,25 | D |
| 'JFD272EC          | NKONKOB | MUNIK | '20211020 | AVOCET INVESTMENTS  | OTHER/ANDE | FUEL | 209256 | 72.19 | R1 186,10 | D |
|                    |         |       |           |                     |            |      |        |       | R9 409,50 |   |
| <b>FORD RANGER</b> |         |       |           |                     |            |      |        |       |           |   |
| 'JFD275EC          | NKONKOB | MUNIK | '20211002 | MODERN SERVICE GM   | CALTEX     | FUEL | 112921 | 76.89 | R1 312,63 | D |
| 'JFD275EC          | NKONKOB | MUNIK | '20211009 | MODERN SERVICE GM   | CALTEX     | FUEL | 113462 | 69.21 | R1 197,37 | D |
| 'JFD275EC          | NKONKOB | MUNIK | '20211015 | MODERN SERVICE GM   | CALTEX     | FUEL | 114101 | 69.68 | R1 205,46 | D |
|                    |         |       |           |                     |            |      |        |       | R3 715,46 |   |

|                                  |         |       |           |                     |             |      |        |        |            |   |
|----------------------------------|---------|-------|-----------|---------------------|-------------|------|--------|--------|------------|---|
| <b>TOYOTA ETIOS</b>              |         |       |           |                     |             |      |        |        |            |   |
| JFJ387EC                         | NKONKOB | MUNIK | '20211001 | AVOCET INVESTMENTS  | OTHER/ANDEI | FUEL | 122104 | 28.56  | R510,95    | P |
| JFJ387EC                         | NKONKOB | MUNIK | '20211004 | AVOCET INVESTMENTS  | OTHER/ANDEI | FUEL | 122384 | 22.80  | R408,05    | P |
| JFJ387EC                         | NKONKOB | MUNIK | '20211006 | AVOCET INVESTMENTS  | OTHER/ANDEI | FUEL | 122852 | 31.66  | R566,25    | P |
| JFJ387EC                         | NKONKOB | MUNIK | '20211012 | AVOCET INVESTMENTS  | OTHER/ANDEI | FUEL | 123438 | 40.46  | R723,60    | P |
| JFJ387EC                         | NKONKOB | MUNIK | '20211014 | AVOCET INVESTMENTS  | OTHER/ANDEI | FUEL | 123692 | 19.39  | R346,70    | P |
| JFJ387EC                         | NKONKOB | MUNIK | '20211018 | AVOCET INVESTMENTS  | OTHER/ANDEI | FUEL | 124031 | 29.00  | R518,65    | P |
| JFJ387EC                         | NKONKOB | MUNIK | '20211022 | AVOCET INVESTMENTS  | OTHER/ANDEI | FUEL | 124432 | 26.85  | R480,10    | P |
| JFJ387EC                         | NKONKOB | MUNIK | '20211028 | TOTAL FORT BEAUFORT | TOTAL       | FUEL | 124887 | 34.50  | R616,86    | P |
|                                  |         |       |           |                     |             |      |        |        | R4 171,16  |   |
| <b>TOYOTA ETIOS</b>              |         |       |           |                     |             |      |        |        |            |   |
| JFJ389EC                         | NKONKOB | MUNIK | '20211001 | AVOCET INVESTMENTS  | OTHER/ANDEI | FUEL | 129077 | 33.35  | R596,80    | P |
| JFJ389EC                         | NKONKOB | MUNIK | '20211006 | AVOCET INVESTMENTS  | OTHER/ANDEI | FUEL | 129647 | 36.02  | R644,20    | P |
| JFJ389EC                         | NKONKOB | MUNIK | '20211008 | AVOCET INVESTMENTS  | OTHER/ANDEI | FUEL | 129986 | 25.10  | R448,80    | P |
| JFJ389EC                         | NKONKOB | MUNIK | '20211013 | AVOCET INVESTMENTS  | OTHER/ANDEI | FUEL | 130422 | 30.55  | R546,25    | P |
| JFJ389EC                         | NKONKOB | MUNIK | '20211018 | AVOCET INVESTMENTS  | OTHER/ANDEI | FUEL | 130936 | 34.54  | R617,60    | P |
| JFJ389EC                         | NKONKOB | MUNIK | '20211021 | AVOCET INVESTMENTS  | OTHER/ANDEI | FUEL | 131431 | 32.11  | R574,15    | P |
| JFJ389EC                         | NKONKOB | MUNIK | '20211026 | AVOCET INVESTMENTS  | OTHER/ANDEI | FUEL | 131920 | 31.47  | R562,85    | P |
|                                  |         |       |           |                     |             |      |        |        | R3 990,65  |   |
| <b>ISUZU COMPACTOR</b>           |         |       |           |                     |             |      |        |        |            |   |
| JGK669EC                         | NKONKOB | MUNIK | '20211001 | AVOCET INVESTMENTS  | OTHER/ANDEI | FUEL | 58877  | 310.04 | R5 022,00  | D |
| JGK669EC                         | NKONKOB | MUNIK | '20211012 | AVOCET INVESTMENTS  | OTHER/ANDEI | FUEL | 59640  | 300.04 | R4 929,00  | D |
|                                  |         |       |           |                     |             |      |        |        | R9 951,00  |   |
| <b>ISUZU CHERRY PICKER TRUCK</b> |         |       |           |                     |             |      |        |        |            |   |
| JGK673EC                         | NKONKOB | MUNIK | '20211004 | MODERN SERVICE GM   | CALTEX      | OIL  | 34256  | 1.00   | R400,00    | D |
| JGK673EC                         | NKONKOB | MUNIK | '20211004 | MODERN SERVICE GM   | CALTEX      | FUEL | 34256  | 75.31  | R1 285,66  | D |
| JGK673EC                         | NKONKOB | MUNIK | '20211012 | MODERN SERVICE GM   | CALTEX      | FUEL | 34582  | 78.37  | R1 355,84  | D |
| JGK673EC                         | NKONKOB | MUNIK | '20211019 | MODERN SERVICE GM   | CALTEX      | FUEL | 34907  | 57.24  | R990,34    | D |
| JGK673EC                         | NKONKOB | MUNIK | '20211021 | DEWING SERVICE STAT | CALTEX      | FUEL | 35139  | 77.37  | R1 303,70  | D |
| JGK673EC                         | NKONKOB | MUNIK | '20211023 | DEWING SERVICE STAT | CALTEX      | FUEL | 35481  | 80.04  | R1 348,70  | D |
| JGK673EC                         | NKONKOB | MUNIK | '20211026 | MODERN SERVICE GM   | CALTEX      | FUEL | 35850  | 82.98  | R1 435,64  | D |
| JGK673EC                         | NKONKOB | MUNIK | '20211031 | DEWING SERVICE STAT | CALTEX      | FUEL | 36175  | 76.89  | R1 295,75  | D |
|                                  |         |       |           |                     |             |      |        |        | R9 415,63  |   |
| <b>ISUZU COMPACTOR</b>           |         |       |           |                     |             |      |        |        |            |   |
| JGK674EC                         | NKONKOB | MUNIK | '20211011 | CALTEX ALICE        | CALTEX      | FUEL | 70111  | 280.84 | R4 871,98  | D |
| JGK674EC                         | NKONKOB | MUNIK | '20211026 | TOTAL FORT BEAUFORT | TOTAL       | FUEL | 70968  | 300.04 | R5 205,00  | D |
|                                  |         |       |           |                     |             |      |        |        | R10 076,98 |   |
| <b>ISUZU COMPACTOR</b>           |         |       |           |                     |             |      |        |        |            |   |
| JGP124EC                         | NKONKOB | MUNIK | '20211011 | CALTEX ALICE        | CALTEX      | FUEL | 56475  | 304.51 | R5 283,53  | D |
| JGP124EC                         | NKONKOB | MUNIK | '20211020 | CALTEX ALICE        | CALTEX      | FUEL | 57023  | 235.2  | R4 082,02  | D |
|                                  |         |       |           |                     |             |      |        |        | R9 365,55  |   |
| <b>ISUZU COMPACTOR</b>           |         |       |           |                     |             |      |        |        |            |   |
| JGP127EC                         | NKONKOB | MUNIK | '20211006 | DEWING SERVICE STAT | CALTEX      | FUEL | 68195  | 240.61 | R4 000,00  | D |
| JGP127EC                         | NKONKOB | MUNIK | '20211015 | DEWING SERVICE STAT | CALTEX      | FUEL | 68910  | 237.34 | R4 000,00  | D |
| JGP127EC                         | NKONKOB | MUNIK | '20211028 | DEWING SERVICE STAT | CALTEX      | FUEL | 69660  | 118.64 | R2 000,00  | D |
|                                  |         |       |           |                     |             |      |        |        | R10 000,00 |   |

|                                  |               |           |                    |            |      |       |        |             |   |
|----------------------------------|---------------|-----------|--------------------|------------|------|-------|--------|-------------|---|
| <b>TOYOTA LANDCRUIZER - FIRE</b> |               |           |                    |            |      |       |        |             |   |
| JLW632EC                         | NKONKUBE MUNI | '20211020 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 21044 | 47.27  | R781,85     | D |
| JLW632EC                         | NKONKUBE MUNI | '20211022 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 21517 | 109.94 | R1 806,80   | D |
| JLW632EC                         | NKONKUBE MUNI | '20211027 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 21833 | 63.25  | R1 039,20   | D |
| JLW632EC                         | NKONKUBE MUNI | '20211029 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 22174 | 61.78  | R1 015,05   | D |
| <b>UD CRONER - FIRE</b>          |               |           |                    |            |      |       |        |             |   |
| JRJ037EC                         | NKONKUBE MUNI | '20211001 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 14102 | 116.34 | R1 884,85   | D |
| JRJ037EC                         | NKONKUBE MUNI | '20211008 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 14203 | 67.55  | R1 110,00   | D |
| JRJ037EC                         | NKONKUBE MUNI | '20211013 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 14518 | 147.04 | R2 416,85   | D |
| JRJ037EC                         | NKONKUBE MUNI | '20211018 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 14770 | 78.08  | R1 283,00   | D |
| JRJ037EC                         | NKONKUBE MUNI | '20211020 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 14948 | 115.64 | R1 900,15   | D |
| JRJ037EC                         | NKONKUBE MUNI | '20211025 | AVOCET INVESTMENTS | OTHER/ANDE | FUEL | 15126 | 106.44 | R1 749,65   | D |
|                                  |               |           |                    |            |      |       |        | R4 642,90   |   |
|                                  |               |           |                    |            |      |       |        | R10 344,50  |   |
|                                  |               |           |                    |            |      |       |        | R252 550,18 |   |

ITEM 08 / 2022

**VEHICLE CONDITION AND PROGRESS REPORT**

**AUTHOR: FLEET MANAGER: HL)**  
**Director CPS : MN**  
**MANAGEMENT: MARCH 2022)**  
**STG COMMS: (MARCH 2022)**  
**EXCO: (MARCH 2022)**  
**COUNCIL: (MARCH 2022)**

**1. PURPOSE**

To report to the Standing committee on the conditions of the Municipal vehicles for the 2<sup>nd</sup> quarter 2021/2022, for noting

**2. LEGAL FRAMEWORK**

- Local Government: Municipal Finance Management Act 56 2003 Section 96
- Fleet Management policy

**3. AUTHORITY**

The Municipal Finance Management Act, act 56 of 2003 refers to Sec 96.;

( I ) The accounting officer of a municipal entity is responsible for the management of-

*a) the assets of the entity, including the safeguarding and maintenance of those assets and;*

*(b) the liabilities of the entity.*

**4. BACKGROUND**

Fleet Management Unit presently manages the council fleet excluding the Yellow Plant. The Introduction of an efficient fleet management system ensures the equitable distribution of vehicles across the Municipality's Departments. The Fleet Management Policy states clearly that each quarter the Fleet Manager must submit a report to management and then to council on the status of the vehicles. This is done in order for the municipality to stay informed and be advised of any mal practice that may lead to fruitless and wasteful expenditure and also to dispose of redundant vehicles.

Attached as Annexure is the list of vehicles and condition report

**5. PROGRESS TO DATE**

This is reflected on the attachment for each vehicle

**6. HUMAN RESOURCES IMPLICATIO**

The availability of vehicles boosts the morale of the staff.

**7. STRATEGIC IMPLICATIONS**

Raymond Mhlaba Municipality is for Service Delivery and therefore the availability of vehicles is crucial as it contributes to the service delivery.

**8. FINANCIAL IMPLICATIONS**

**None**

**9. RECOMMENDATIONS**

It is **RECOMMENDED** that:

- 1) The Standing Committee notes the report on Condition of the Vehicle.

## VEHICLE CONDITION AND PROGRESS REPORT

| License plate          | Name                                  | Department  | Year/Model | Condition as at 31 Dec 2021 | First date reported        | Progress to date   | Petrol Card Y/N |
|------------------------|---------------------------------------|-------------|------------|-----------------------------|----------------------------|--|-----------------|
| <b>MOVING VEHICLES</b> |                                       |             |            |                             |                            |  |                 |
| HST 235 EC             | NISSAN QASHQAI                        | FLEET       | 2016       | Good condition              | 13 Dec 2021                | Left door damaged in accident. Also hail damage. Tyres was replace                         | Y               |
| HPR 343 EC             | TOYOTA COROLLA                        | TRAFFIC     | 2015       | Good condition              |                            |  | Y               |
| HVK 166 EC             | TOYOTA FORTUNER                       | MAYOR       | 2016       | Good condition              |                            |  | Y               |
| HWW 742 EC             | TOYOTA RAV4                           | SPEAKER     | 2016       | Good condition              |                            |  | Y               |
| FKW 938 EC             | NISSAN NP300                          | COMM SERV   | 2010       | Working condition           | 13 Dec 2021                | Engine timing belt broken  | Y               |
| FTK 512 EC             | NISSAN UD40 TRUCK ELECT CHERRY PICKER | Electrical  | 2010       | Working condition           | 13 Dec 21                  | Boom need repairs  | Y               |
| FPB 934 EC             | Nissan LDV NP300                      | Engineering | 2011       | Working condition           |                            | Clutch needs to be replaced and new tyres. Order with SCM                                  | Y               |
| JLW 632 EC             | Toyota land cruiser                   | FIRE        | 2019       | NEW                         |                            |  | Y               |
| HBV 210 EC             | Toyota Rav 4                          | FLEET       | 2013       | Working condition           | May 2021                   | Need Tyres and suspension repairs<br>Windscreen claim sent to the insurance<br>Hail damage | Y               |
| DPF 001 EC             | MAZDA DRIFTER                         | ENG         | 2006       | Fair working condition      | 13 Dec 2021<br>1 July 2021 | Needs tyres<br>Hail damage.  | Y               |
| JRJ 037 EC             | UD CRONER                             | COMMU       | 2020       | NEW                         |                            |  | N               |
|                        |                                       |             |            |                             |                            |  |                 |
|                        |                                       |             |            |                             |                            |  |                 |
|                        |                                       |             |            |                             |                            |  |                 |
|                        |                                       |             |            |                             |                            |  |                 |

| License plate               | Name                 | Department         | Year/Model | Condition as at 31 Dec 2021    | First date reported     | Progress to date   | Petrol Card Y/N |
|-----------------------------|----------------------|--------------------|------------|--------------------------------|-------------------------|--|-----------------|
| <b>VEHICLES NOT WORKING</b> |                      |                    |            |                                |                         |  |                 |
| DVN 042 EC                  | NISSAN TIIDA         | FLEET              | 2007       | Not working                    | Nov 2019                | Suspension needs to be repaired  | Y               |
| HRC 221 EC                  | MAHINDRA BAKKIE      | ENGINEERING        | 2015       | Working condition              | 5 Mar 2021              | Requires tyres and suspension need repairs                             | Y               |
| FKW 961 EC                  | NISSAN LDV NP300     | COMMITTEES         | 2010       | Not working                    | Nov 2019                | Suspension broken (For disposal)                                       | Y               |
| FRY 572 EC                  | MAN REFUSE COMPACTOR | Community Services | 2011       | Not working                    | Nov 2019                | Fuel injector pipes leaking. Part ordered from Peugeot                 | Y               |
| FJY 934 EC                  | BMW X3               | Fleet              | 2010       | Not working                    | Dec 2019                | Engine is faulty Part requested from Yokei.                            | Y               |
| HCW 700 EC                  | MAZDA DRIFTER        | ENG                | 2006       | Not working                    |                         | Gear box, clutch and suspension faulty. (Recommend for disposal )      | Y               |
| FKW 956 EC                  | Nissan Livina        | FLEET              | 2010       | Not working.                   | Feb 2020<br>13 Dec 2021 | Engine is over heating<br>Hail Damage                                  | Y               |
| FKW 948 EC                  | NISSAN D CAB NP300   | Fleet              | 2010       | Not working                    | Nov 2019                | Turbo needs to be replaced   | Y               |
| FDY 706 EC                  | ISUZU KB 240 LE      | Fire               | 2009       | Not working                    | Nov 2020                | Engine is stripped to be repaired. Top and block is sent to engineers. | Y               |
| DBT 800 EC                  | NISSAN HARDBODY      | CIVIL              | 2005       | Not condition                  | Nov 2019                | Drive shaft, control arm broken and clutch kit                         | Y               |
| DJF 954 EC                  | NISSAN ALMERA        | FLEET              | 2003       | Not Condition                  | May 2018                | Gear box and wind screen needs to be replace (For disposal)            | Y               |
| FBJ 052 EC                  | VW GOLF TENACITI     | TRAFFIC            | 2007       | Working condition              | Mar 2020                | Vehicle needs to be service  | Y               |
| FFR 346 EC                  | NISSAN NP 200        | FLEET              | 2013       | Fair condition but not working | Feb 2018                | Engine is overheating and top is faulty (for disposal)                 | Y               |

|            |                     |             |      |                 |             |                |   |
|------------|---------------------|-------------|------|-----------------|-------------|----------------|---|
| JFD 272 EC | FORD RANGER 2.2     | CLR SUPPORT | 2018 | Good condition  |             |                | Y |
| JFD 275 EC | FORD RANGER 2.2     | ELECTRICITY | 2018 | Good condition  |             |                | Y |
| JFD 271 EC | FORD RANGER 2.2     | ELECTRICITY | 2018 | Good condition  | 13 Dec 2021 | Hail damage    | Y |
| JFD 261 EC | FORD RANGER 2.2     | PMU         | 2018 | Good condition. | 13 Dec 2021 | Hail damage    | Y |
| JFD 268 EC | FORD RANGER 2.2     | FLEET       | 2018 | Good condition  |             |                | Y |
| JFD 265 EC | FORD RANGER 2.2     | COMMUNITY   | 2018 | Good condition  | 13 Dec 2021 | Hail damage    | Y |
| JGK 673 EC | ISUZU CHERRY PICKER | ELECTRICITY | 2018 | Good condition  | 13 Dec 2021 |                | Y |
| JGP 127 EC | ISUZU COMPACTOR     | COMMUNITY   | 2018 | Good condition  |             | Good condition | Y |
| JGP 124 EC | ISUZU COMPACTOR     | COMMUNITY   | 2018 | Good condition  | 13 Dec 2021 | Hail damage    | Y |
| JGK 669 EC | ISUZU COMPACTOR     | COMMUNITY   | 2018 | Good condition  |             | Good condition | Y |
| JGK 674 EC | ISUZU COMPACTOR     | COMMUNITY   | 2018 | Good condition  | 13 Dec 2021 | Hail damage    | Y |

**SUMMARY OF ALL VEHICLES**

| <b>TYPE OF VEHICLE</b>     | <b>TOTAL</b> |
|----------------------------|--------------|
| SEDAN                      | 9            |
| MINIBUS                    | 1            |
| TRUCKS                     | 19           |
| MPV'S                      | 2            |
| TRACTORS                   | 5            |
| SUV'S                      | 5            |
| TRAILORS                   | 7            |
| GRADERS                    | 4            |
| TLB'S                      | 3            |
| ESCAVATOR'S                | 2            |
| DOZER                      | 1            |
| FIRE FIGHTING              | 5            |
| LDV'S                      | 28           |
| LANDFILL COMPACTOR         | 1            |
| ROLLER'S                   | 2            |
| TOW TRACTOR                | 1            |
| <b>TOTAL</b>               | <b>95</b>    |
| <b>To be<br/>auctioned</b> | <b>25</b>    |
|                            | <b>70</b>    |

ITEM 09/2022

**REVIEW OF THE ORGANISATIONAL STRUCTURE**

**AUTHOR: Dir. CPS/MN**

**STANDING COM: MARCH 2022**

**EXCO: MARCH 2022**

**COUNCIL: MARCH 2022**

**1. PURPOSE**

To report to the Standing Committee on Organisational Structure Review for noting

**2. LEGISLATIVE FRAMEWORK**

Local Government Municipal Systems Act No. 32 of 2000 as amended

Regulation 4(3)(a) of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers

**3. AUTHORITY**

1. Section 51(d) of the Municipal Systems Act No. 32 of 2000 as amended

2. Regulation 4(3)(a) of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers states that the Municipal Manager must review the municipality's staff establishment within 12 months following the election of a new Municipal Council.

**4. BACKGROUND**

The municipality is required to review its organizational structure at list yearly. The process begins with inputs from Departments, then to Strategic Planning Sessions of the institution where inputs of Councillors are presented. The proposed structures will the end up in Council for noting, which will be followed by a workshop and consultation with Labour before it goes back to Council for approval.

**5. PROGRESS TO DATE**

A Technical Strategic Planning session took place in February 2022 where changes to the Structure were proposed. This will be followed by an Institutional Strategic Planning Session, which should endorse the proposals. A workshop will be held for both Councilor's and Unions in May 2022.

**6. STRATEGIC IMPLICATIONS**

The Organogram paves the way for achievement on National and Institutional vision through improved productivity

**7. HUMAN RESOURCES IMPLICATIONS**

This will provide clear role clarification and motivation.

**8. FINANCIAL IMPLICATIONS**

As per personnel budget

**9. ANNEXURES**

Summary of Proposed Changes

**10. RECOMMENDATIONS**

It is **RECOMMENDED** that:

- 1) The Standing Committee notes the report

## ITEM 10/2022

### **EMPLOYEE ASSISTANCE PROGRAM**

**Author : Dir CPS/MN)**

**Management: MARCH 2022)**

**(Standing Committee: March 2022 )**

**(EXCO: March 2022 )**

**(Council: March 2022 )**

#### **1. PURPOSE**

To report to update the Standing Committee on the Employee Wellness Programs for noting.

#### **2. LEGAL FRAMEWORK**

Municipal Systems Act No. 32 of 2000

Labour Relations Act No. 66 of 1995

SALGBC Main Collective Agreement on Conditions of Service

Occupational Health and Safety Act

#### **3. AUTHORITY**

Section 67(1)(a) of the MSA contends that a Municipality, in accordance with applicable law and subject to any applicable collective agreement, must develop and adopt appropriate systems and procedures, consistency with uniform standards prescribed in terms of section 72(1)(c), to ensure fair, efficient, effective and transparent personnel administration, including wellness of staff members.

#### **4. BACKGROUND**

Employee Assistance Programme is established as a wellness intervention to reduce personal and work problems that might have an adverse impact on the work performance, health and general well-being of all employees. Thus Wellness is defined as the promotion of the physical, mental, spiritual and social well-being in all occupations, prevention of illnesses caused by working conditions, protection of employees from risks resulting from factors adverse to health, placement

and maintenance of employees in an occupational environment that is adaptable to physiological and psychological capabilities and the adaptation of work to the employee to his / her job.

## 5. PROGRESS MADE

### Wellness intervention /activities

The Employee Assistance Practitioner provides short term counselling, referral to professional bodies, re – integration, aftercare and follow -up services to all employees.

#### 5.1 Reflection on cases

| Activity   | Number                 | Comments   |
|--|------------------------|--|
| New cases( Substance abuse)                              | 2                      | on-going therapeutic services rendered   |
| Reopened cases ( Substance abuse and Depression)         | 2                      | Relapses noted and the case has to be reviewed   |
| Active cases( Bereavement , Substance abuse, Depression) | 2                      | under EAP intervention stage   |
| Vaccination program is in full swing in all satellite    | All affected employees | All services rendered  |
| Physical activities soccer and netball- played 2 games   | 1                      | Team building and health lifestyle program   |
| Awareness programs                                       | All satellite          | Covid -19 awareness programme on Vaccination registration has been conducted in a very professional manner and 60% of employees and councillors who falls in that ambit has vaccinated already |
| Prevention strategies                                    | -                      | Hygiene Control Measures were distributed and displayed in various satellite offices with the aim of advocacy around COVID-19 in the form of   |

|                 |                |   |
|-----------------|----------------|---|
|                 |                | <p>posters, emails and institutional menus. Department of Health worked hand in hand with the Municipality to prevent the spread of Corona virus within the institution.</p> <p>Temperature guns were procured to monitor temperature of employees, clients and community members.</p> <p>Monthly decontamination programme has been stopped and its high risk to stop this program</p> |
| SHEQ management | All satellites | <p>Currently busy with workplace inspections on institutional buildings and Monthly Fumigation programs has been stopped and is a high risk, Procurement and refilling of fire extinguishers' in process</p>  |

## 5.2 Presented problems

| <u>Problem</u>  | <u>Number</u>         | <u>Type of referral</u> |
|-----------------|-----------------------|-------------------------|
| Substance abuse | 2                     | Supervisor referral     |
| Finance         | 0                     | Self-referral           |
| Work related    | 0                     | Self-referral           |
| ill- health     | 2                     | Self-referral           |
| Bereavement     | 1                     | Supervisor referral     |
| I.O.D           | 0                     | Supervisor referral     |
| COVID-19        | 2 case of fourth wave | Self -referral          |

## 6. STRATEGIC IMPLICATIONS

This report is in line with National Human Resource Strategy.

## 7. HUMAN RESOURCE IMPLICATIONS

This provides for the wellness of the staff for improved productivity

## 8. INANCIAL IMPLICATIONS

Budget for EAP and COVID-19. Procurement ( Finance will report for actual amounts)t

## 9. ANNEXURE

NONE

## 10. RECOMMENDATIONS

It is **RECOMMENDED** that:

- 1) The Standing Committee notes the report

## ITEM 11/2022

### STATUS OF JOB EVALUATION

[Author; Dir: CPS;MN]

[Management: MARCH 2022]

[Standing Committee: MARCH 2022]

[EXCO: MARCH 2022]

[COUNCIL: MARCH 2022]

#### 1. PURPOSE

To report to the Standing Committee Corporate Services the progress on Job Evaluation for noting.

#### 2. LEGAL FRAMEWORK

- Constitution of the Republic of South Africa, Act No. 108 of 1996
- Labour Relations Act Labour Relations Act, No. 66 of 1995
- Occupational Health and Safety Act, No. 85 of 1993 (Sections 9-12)
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
- Basic Conditions of Employment Act, No. 75 of 1997 (Sections 22 and 23, 78 and 79)
- Employment Equity Act, No. 55 of 1998 (Chapter 2)
- Main Collective Agreement
- Building Regulations and Standards Act 1977
- Skills Development Act 1998
- Skills Development Levies Act 1999
- NSDS 111
- ICT Governance Framework

## **1. AUTHORITY**

Local Government Municipal Systems Act instructs the Municipal Manager to develop an administration that will be able to deliver the functions of the municipality. In doing that the Municipal Manager has to develop Job Descriptions that will assist in the regulation of behaviour of employees.

## **4. BACKGROUND AND DISCUSSIONS**

The Municipality amalgamated in August 2016. Officials were placed in July 2019 and Adoption of Organogram was done in 2019 by the Council, Job Descriptions were completed for the Amalgamated officials on positions in the structure. Internal Job Evaluation Committee was established in Jan 2020. It Comprises of the Director Corporate Services as the Chairperson and Managers reporting to the Directors and unions. The workshop was conducted by the Director in February 2020. HR has been assisting in Job Description writing. In 2021 SALGA conducted a workshop on Job Descriptions writing virtually. The ADM JEC was established to conduct the actual JE. As the Municipality we are participating in the Job Evaluation Committee of the District.

## **5. PROGRESS TO DATE**

The Municipality have thirty (30) Job Descriptions which are signed and will be sent to the District Job Evaluation Committee for Quality Assurance. Twenty-two (22) Job Descriptions are waiting for the Internal Job Description Committee to do Quality Assurance. After the exercise Job Descriptions will be loaded into ADM Job Evaluation Committee for Evaluation, which will be sent SALGA Provincial Audit by the DJEC. JD will then be sent to Council for final Adoption. The Departments are finalising the development of JD the remaining Job Descriptions for their officials. The District Job Evaluation Committee conducted a session on JD in Calgary on the 14-18 February 2022 to assist the Municipalities with Quality Assurance as JE has been suspended for two months. See attachment for the status

## **6. HUMAN RESOURCE IMPLICATIONS**

These Job Descriptions will assist in the segregation of duties and less conflict about who/what must an employee do for the day/ week, month and year.

## **7. STRATEGIC IMPLICATIONS**

Job Descriptions by nature are an enabler for the environment that employees found themselves in. They assist with regulating that environment and thus preventing future disputes that may lead in bad blood between parties

**8. FINANCIAL IMPLICATIONS**

None

**9. ANNEXURES**

Status of Job Description per Department

**10. RECOMMENDATION**

It is **RECOMMENDED** that:

- 1) The Standing Committee notes the report on Status of Job Description

## STATUS OF JOB DESCRIPTIONS

| DEPARTMENT         | JOB TITLE  | STATUS OF JOB DESCRIPTION   |
|--------------------|--|---|
| Municipal Manager  | IGR Coordinator<br><br>Manager Internal Audit<br><br>Internal Auditor X 3  | <ul style="list-style-type: none"> <li>• Signed</li> <li>• Waiting for Quality Assurance</li> <li>• Signed</li> </ul>   |
| Corporate Services | HR Manager X 1<br><br>HR Officers X 5<br><br>CPS Secretary<br><br>Payroll Officers X2<br><br>Payroll Clerk X 1<br><br>Wellness Officer X 1<br><br>Skills Development Officer<br><br>OHS Officer<br><br>Labour Relations<br><br>Unit Managers X 3<br><br>ICT Manager<br><br>ICT Technician X 3<br><br>ICT Systems Administrator | <ul style="list-style-type: none"> <li>• Waiting for Quality Assurance</li> <li>• Signed</li> <li>• Signed</li> <li>• Waiting for Quality assurance</li> <li>• Waiting for Quality Assurance</li> <li>• Signed</li> <li>• Signed</li> <li>• Signed</li> <li>• Signed</li> <li>• Signed</li> <li>• Signed</li> <li>• Signed</li> <li>• Signed</li> </ul> |

|                    |  |   |
|--------------------|--|---|
| BTO                | <p>Secretary to the Director</p> <p>Senior Accountant Credit Control X 1</p> <p>Cash Management Officer X 1</p> <p>Cashiers X 7</p> <p>FBS Co-ordinator X 1</p> <p>FBS Data Capturer X 3</p> <p>Billing Accountants X 2</p> <p>Billing Clerks X 2</p> <p>Financial Records Management X 1</p> <p>Metre Readers X 7</p> <p>Credit Control Clerk X 1</p> | <ul style="list-style-type: none"> <li>• Signed</li> <li>• Signed</li> <li>• Signed</li> <li>• Signed</li> <li>• Signed</li> <li>• Signed</li> <li>• Signed</li> <li>• Signed</li> <li>• Signed</li> <li>• Signed</li> <li>• Signed</li> </ul>  |
| Community Services | <p>Secretary to the Director</p> <p>Manager Law Enforcement</p> <p>Law Enforcement Chief Traffic Officer</p> <p>Senior Traffic Officer</p> <p>Manager: Waste Management</p> <p>Traffic Officers Grade II X 11</p> <p>Security Officer</p> <p>E-Natis Clerk</p> <p>Examiner Vehicle</p> <p>Senior Security Officer</p>                                  | <ul style="list-style-type: none"> <li>• Signed</li> <li>• Waiting for Quality assurance</li> <li>• Waiting for Quality assurance</li> <li>• Waiting for Quality assurance</li> <li>• Waiting for Quality assurance</li> <li>• Waiting for Quality assurance</li> <li>• Waiting for Quality assurance</li> <li>• Waiting for Quality Assurance</li> <li>• Waiting for Quality Assurance</li> <li>• Waiting for Quality Assurance</li> </ul> |

|                          |   |   |
|--------------------------|---|---|
|                          |   | <p>Assurance</p> <ul style="list-style-type: none"> <li>• Waiting for quality Assurance</li> </ul>  |
| Engineering              | <p>Secretary to the Director</p> <p>Housing Manager</p> <p>Housing Officer X 4</p> <p>Electricity Manager</p> <p>ISD Officer</p>  | <ul style="list-style-type: none"> <li>• Signed</li> <li>• Waiting for Quality Assurance</li> <li>• Waiting for Quality Assurance</li> <li>• Signed</li> </ul>  |
| Strategic Planning & LED | <p>Secretary to the Director</p> <p>IDP/PMS Manager</p> <p>IDP Coordinators X2</p> <p>IDP Clerk X 1</p> <p>LED Manager X 1</p> <p>LED Assistant X 1</p> <p>Community Development</p> <p>Practitioners X 4</p> <p>Sports Development Officer X 3</p> <p>Tourism &amp; Heritage Assistant</p> <p>Special Programmes Coordinator</p> | <ul style="list-style-type: none"> <li>• Signed</li> <li>• Signed</li> <li>• Signed</li> <li>• Signed</li> <li>• Waiting for Quality Assurance</li> <li>• Waiting for Quality Assurance</li> <li>• Waiting for Quality Assurance</li> <li>• Waiting for Quality Assurance</li> <li>• Waiting for Quality Assurance</li> <li>• Waiting for Quality Assurance</li> <li>• Waiting for the Quality Assurance</li> </ul> |

## ITEM 12/2022

### PROPOSED NEW AND REVIEWED POLICIES

[Author; Dir: CPS; MN]

[Management: MARCH 2022]

[Standing Committee: MARCH 2022]

[EXCO: March 2022]

[COUNCIL: March 202]

#### 1. PURPOSE

To report to the Standing Committee on the Policy Review and New Policies for noting.

#### 2. LEGAL FRAMEWORK

- Constitution of the Republic of South Africa, Act No. 108 of 1996
- Labour Relations Act Labour Relations Act, No. 66 of 1995
- Occupational Health and Safety Act, No. 85 of 1993 (Sections 9-12)
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
- Basic Conditions of Employment Act, No. 75 of 1997 (Sections 22 and 23, 78 and 79)
- Employment Equity Act, No. 55 of 1998 (Chapter 2)
- Main Collective Agreement
- Building Regulations and Standards Act 1977
- Skills Development Act 1998
- Skills Development Levies Act 1999
- NSDS 111
- ICT Governance Framework

#### 3. AUTHORITY

Local Government Municipal Systems Act instructs the Municipal Manager to develop an administration that will be able to deliver the functions of the municipality. In doing that the Municipal Manager has to develop policies that will assist in the regulation of behaviour of employees.

#### 4. BACKGROUND AND DISCUSSIONS

The issue of policies development is the responsibility of every employer. Policies are a vehicle that should be driven to normalise and standardise operations in a workplace. South Africa, as a constitutional state, has developed Legislation that set the basics and regulates how each workplace should relate to its employees. It becomes the responsibility of employers to develop policies that seek to implement legislation. In this regard, the municipality has developed a plethora of policies that seek to standardise operations. These policies have to be reviewed on a yearly basis or when necessary. From time to time the municipality, either informed by environmental situations or by change in legislation or other human behaviours, has to develop new policies. These policies have to go through a process of consultation at different structures within the municipality as they have a direct bearing on the employees. This process started in 2019 when these policies were adopted by Council as Draft pending a workshop for Councillors and for consultation with Labour. Another set of policies was again adopted as drafts pending a workshop and consultation in March 2021 Council meeting The following are the proposed policies:

|  |                                      |                     |
|--|--------------------------------------|---------------------|
| Corporate Services                         | Strategic Planning and LED           | BTO                 |
| S&T Policy (Review)                        | PMS Policy (Review)                  | SCM Policy (Review) |
| Recruitment Policy (Review)                | Public Participation Policy (Review) |                     |
| Fleet Management Policy (Review)           | IGR Policy (New)                     |                     |
| Cell phone Policy (Review)                 | Tourism Master Plan (New)            |                     |
| Dress Code Policy (Review)                 | Sports Development Plan (New)        |                     |
| ICT Policies (Review)                      | Risk Management Policy (Review)      |                     |
| Job Evaluation Policy (Review)             |                                      |                     |
| Employment Equity Policy (Review)          |                                      |                     |
| Workplace HIV & AIDS (Review)              |                                      |                     |
| Imprisoned Employees Policy (Review)       |                                      |                     |
| Abcondment Policy (Review)                 |                                      |                     |
| Attendance and Punctuality Policy (Review) |                                      |                     |

|   |  |  |
|---|--|--|
| OHS Policy (Review)                         |  |  |
| EAP Policy (New)                            |  |  |
| Sexual Harassment Policy (Review)           |  |  |
| Insurance Policy (Review)                   |  |  |
| Exit Management Policy (Review)             |  |  |
| Danger Allowance Policy (Review)            |  |  |
| Internship Policy (Review)                  |  |  |
| Whistle Blowing Policy (New)                |  |  |
| Anti Fraud and Corruption Policy            |  |  |
| Internal Sports and Recreation Policy (New) |  |  |
| Housing Rental Policy for Staff (New)       |  |  |
| Records Management Policy (New)             |  |  |

#### 5. HUMAN RESOURCE IMPLICATIONS

These policies have a direct bearing to the employees as they guide and control their functioning. Policies by nature are an enabler for the environment that employees found themselves in.

#### 6. STRATEGIC IMPLICATIONS

Policies guide and pre

#### 7. FINANCIAL IMPLICATIONS

No budget needed for the formulation of policies

#### 8. ANNEXURES

None as the leadership are already in possession of them

#### 9. RECOMMENDATION

It is **RECOMMENDED** that:

- 1) The Local Labour Forum makes inputs on the policies.

**ITEM 13/2022**

**STAFF TURNOVER**

( Director CPS Diir/MN)

[MANAGEMENT: MARCH 2022 ]

[Standing Committee: MARCH 2022]

[EXCO: MARCH 2022]

[COUNCIL: MARCH 2022 ]

**1. PURPOSE**

To report to the Standing Committee on the Staff Turnover for the second quarter 2021/2022 for Noting

**2. LEGAL FRAMEWORK**

- Municipal Systems Act No.32 of 2000
- Labour Relations Act No.66 of 1995
- SALGBC Main Collective Agreement on Condition of Service
- Basic Conditions of Employment Act,75 of 1997

**3. AUTHORITY**

Section 55(1) of the MSA contends that the Municipal Manager is responsible and accountable for the information and development of an economical, effective, efficient and accountable administration through the following:

- Appointment of Staff, other than those referred to I Section 56(a)
- The Management, effective, utilization and training of staff.

**4. BACKGROUND AND DISCUSSIONS**

The Municipality employs employees for a period of time. The marriage between the Municipality and its staff may end in different ways, e.g Death, Abscondment, Dismissal, Expiry of Contract, Retirement, Retrenchment, Medical Boarding and Resignation.

**PROGRESS TO DATE**

| NAME & SURNAME | EMPLOYEE CATEGORY | DEPARTMENT | REASON |
|----------------|-------------------|------------|--------|
| THOBEKA        | G/A CLEANER       | CORPORATE  | DEATH  |

|                   |                     |             |                        |
|-------------------|---------------------|-------------|------------------------|
| THENGELA          |                     | SERVICES    |                        |
| ASANDA MASO       | GENERAL WORKER      | ENGINEERING | ABSCONDMENT            |
| LUTHANDO BESMAN   | ELECTRICIAN         | ENGINEERING | ABSCONDMENT            |
| FUNGIWE DANDALA   | ELECRTICAL ENGINEER | ENGINEERING | FIXED CONTRACT EXPIRED |
| JOSEPH NGQUNGWANA | MECHANIC            | ENGINEERING | CONTRACT EXPIRED       |

**5. HUMAN RESOURCES IMPLICATIONS**

To fill vacancies for continuous service delivery.

**6. TRATEGIC IMPLICATIONS**

High turn over will make it difficult for the Municipality to fulfil its mandate

**7. FINANCIAL IMPLICATIONS**

R 120 403.40 in leave pay out

**8. RECOMMENDATIONS**

It is **RECOMMENDED** that:

- 1) The Standing Committee notes the report for Quarter 2 of the 2021/22 financial year

## ITEM 14/2022

### STATUS OF LABOUR RELATED AND CIVIL LITIGATIONS CASES

**AUTHOR: DIR; CPS/MN**

**MANAGEMENT: MARCH 2022**

**STANDING COMMITTEE: MARCH 2022**

**EXCO: MARCH 2022**

**COUNCIL: MARCH 2022**

#### **1. PURPOSE**

To report to the Standing Committee on the status of Labour Related and Civil Litigation Cases for noting

#### **2. LEGISLATIVE FRAMEWORK**

Labour Relations Act

Basic Conditions of Employment Act

Main Collective Agreement

RSA Constitution

Promotion of Administrative Justice act

#### **3. AUTHORITY**

Main Collective Agreement stipulates how labour relations should be conducted. PAJA provides for legal recourse by the society against any actions and non-action by government institution.

#### **4. BACKGROUND AND DISCUSSIONS**

Municipality as employer is a juristic person, who can sue and be sued. The fact that there are employees in the institution that translates to inherent contradictions as there are different interests between the employer and the employee. Sometimes these differences can be adverse and turned to the misconduct. The Municipality has to ensure that it maintains discipline in the workplace to improve productivity.

In the Local Government Sector, there is a Code of Conduct which has to be enforced and a Disciplinary Code is used to address transgressions internally. SALGBS can be approached by both parties if the internal issues has not been finalised, through Conciliation or Arbitration. Labour court can only be approached by any party who seeks to review award for Arbitration.

There are cases which are active internally and others in the Local Government Bargaining Council and in the Labour Court.

#### **5. PROGRESS TO DATE**

Litigation register is in place

Cases are continuous

We have twelve (13) cases, Five (5) cases have been finalised and files are closed, Two (2) case has been sent to Labour court for Review, Six cases (6) are still in progress. Cases are reported to Council on Quarterly basis.

#### **6. HUMAN RESOURCE IMPLICATIONS**

He resolution of disputes eliminates unnecessary tensions in the workplace

#### **7. STRATEGIC IMPLICATIONS**

This contributes to Strategic Human Resource Management and improve service delivery

#### **8. FINANCIAL IMPLICATIONS**

Litigation Budget

## 9. ANNEXURES

Labour Related Cases  
Civil Litigations

## 10. RECOMMENDATIONS

It is **RECOMMENDED** that:

- 1) The Standing Committee notes the report

## REPORT ON DISCIPLINARY MATTERS AND OTHER RELATED DISPUTES

### 1. PURPOSE

To inform the Standing Committee about progress on the cases listed below.

| <u>Name of Employee</u>  | <u>Brief Description</u>  | <u>Date of Hearing</u> | <u>Status of the Case</u>  | <u>Date of Set Down</u>                                     | <u>Financial Implications</u> |
|--|---|------------------------|--|---|-------------------------------|
| Raymond Mhlaba Municipality vs Nozuko Nomnqa                         | The employee is a Payroll Clerk and was suspended on 23 Feb 2018 and subsequently charged and dismissed for insubordination and failure to facilitate the payment of salaries for EPWP workers.                                 | 02 September 2021      | An unfair dismissal dispute was referred to SALGBC Conciliation and arbitration but remained unresolved in 2018. The case set on the 2nd of September 2021 Virtually. <b>the case is continuing</b>                            | Case is sitting on the 4 <sup>th</sup> of February 2022     |                               |
| Raymond Mhlaba Municipality vs Kelebone Khoaelane                    | The employee was a Chief Security Officer and was charged for contravening the Public Gathering Act by leading an IMATU protest and assault of fellow employee.   | 6- 7 May 2021          | The dispute was arbitrated And the employer lost. An award directing re-instatement and compensation has been issued in favour of MR.Khoalane. the Municipality has filed for the review of the Arbitrator to the Labour Court | Date to be communicated                                     | None yet                      |
| Ms Yandiswa Maqungu<br><br>Versus<br><br>Raymond Mhlaba Municipality | The employee was employed as a EPWP Co-ordinator in a three year contract starting from 1 August 2015 ending 31 July 2018 and continued to receive salary beyond the term of the contract. The contract was later terminated on | 04 July 2018           | The matter was heard on 30-31 March 2021 and the employer lost and she was reinstated but the employer is taking the award on review   | The Review Application has been filed with the Labour Court | <u>None yet</u>               |

### CIVIL LITIGATIONS IN THE MUNICIPALITY

| LITIGANT  | NATURE OF THE CLAIM   | DATE OF INVOICE  | AMOUNT CLAIMED | DATE OF RECEIPT  | STATUS OF THE CLAIM   |
|---|---|------------------|----------------|--|---|
| BATE CHUBB & ASSOCIATES                               | Professional services obo Eyabantu Professional ServicesCC// RMLM   | 25 November 2020 | R10433.72      | 04 February 2021   | Outstanding as verification is underway   |
| Alice Business Development Forum And Lionel Trichardt | Professional Fees   | 19 July 2020     | R78 410.28     | 24 March 2021  | Is being processed  |
| Amathole Forestry Company                             | Claim for service rendered in extinguishing farm fire in Hogsback   | 13 July 2020     | R253 950.22    | 4 April 2021   | Outstanding as it is being verified through lawyers                             |
| Vena and Others                                       | Claim for reinstatement   | 20 November 2020 | R1 400 000     | 21 May 2021<br>Stay of execution granted by Labour Court | Matter being challenged in Labour Court   |
| Coega Packing vs Raymond Mhlaba Local Municipality    | They were granted an order against the municipality to pay for an encroachment at the New Town cemetery by the community. The cited the RMLM as respondent number 1, ADM as | July 2021        | R4 000 000     | July 2021  | The matter has been challenged by the municipality at High Court for recession. |

|                         |  |             |                 |  |                                   |
|-------------------------|--|-------------|-----------------|--|-----------------------------------|
|                         | respondent number 2 and Department of Land Affairs as respondent number 3  |             |                 |  |                                   |
| Inzalo vs RMLM          | Inzalo bided for provision of MsCOA systems and was not a preferred service provider. They are challenging the award | August 2021 | Not yet stated  | August 2021                                    | Awaiting date of the High CourtQ2 |
| 27 Years Robben vs RMLM | They are claiming that they provided paving and they were not paid since 2014  | Since 2014  | R3 million plus | The case is being defended by the municipality | Awaiting court date-              |
|                         |  |             |                 |  |                                   |

