



**Bitou Local Municipality  
Bitou Plaaslike Munisipaliteit  
Umasipala WeBitou**

# **SPECIAL MAYORAL COMMITTEE**

## **MEETING**

**Venue: Council Chambers, Municipal Offices,  
Sewell Street, Plettenberg Bay**

**DATE: 17 July 2017**

**Time: 14h00**

# **BITOU LOCAL MUNICIPALITY**

16 July 2017

**Members of the Mayoral Committee  
Municipal Manager and Heads of Department**

## **SPECIAL MAYORAL COMMITTEE MEETING: MONDAY 17 JULY 2017 AT 14H00**

**NOTICE** is hereby given that a Special Mayoral Committee Meeting will be held in the **Council Chamber, Municipal Offices, Sewell Street, Plettenberg Bay** on **MONDAY, 17 JULY 2017, at 14h00**, to consider the business set forth in the Agenda.

Yours faithfully



**M P LOBESE**  
**Executive Mayor**

**cc: Ward Councillors & PR Councillors**

# **Bitou Local Municipality**

## **Special Mayoral Committee Agenda**

**17 July 2017**

### **Order of Business**

**1. OPENING**

**2. ATTENDANCE**

The Attendance Registers of members of the Municipal Council, officials and public will be circulated for signature.

**3. APPLICATION FOR LEAVE OF ABSENCE**

Application for leave of absence, if necessary, will be considered.

**4. CONSIDERATION OF REPORTS (OPEN)**

**4.1 Section 1: Office of the Municipal Manager**

Schedule of Item attached

**4.2 Section 2: Department of Finance**

No Items for consideration

**4.3 Section 3: Department Corporate Services**

No Items for consideration

**4.4 Section 4: Department Community Services**

No Items for consideration

**4.5 Section 5: Department Engineering Services**

No Items for consideration

Order of Business: Special Mayoral Committee Meeting of 17 July 2017

**5.6 Section 6: Department Strategic Services**

No Items for consideration

**6. IN – COMMITTEE ITEMS**

None received

**7. CLOSURE**

<b>PORTFOLIO INDEX</b>			
<b>CONSIDERATION OF REPORTS: (OPEN)</b>			
<b>SPECIAL MAYORAL COMMITTEE AGENDA</b>			
<b>17 JULY 2017</b>			
<b>SECTION 1: OFFICE OF THE MUNICIPAL MANAGER</b>			
<b>ITEM NO</b>	<b>SUBJECT</b>	<b>FILE REF</b>	<b>PAGE NO</b>
C/1/35/07/17	BITOU MUNICIPALITY FIRST HUNDRED DAYS PROGRAMME JULY 2017	2/8/7	1 - 21
<b>SECTION 2: FINANCE</b>			
<b>ITEM NO</b>	<b>SUBJECT</b>	<b>FILE REF</b>	<b>PAGE NO</b>
	No items for consideration		
<b>SECTION 3: CORPORATE SERVICES</b>			
<b>ITEM NO</b>	<b>SUBJECT</b>	<b>FILE REF</b>	<b>PAGE NO</b>
	No items for consideration		
<b>SECTION 4: COMMUNITY SERVICES</b>			
<b>ITEM NO</b>	<b>SUBJECT</b>	<b>FILE REF</b>	<b>PAGE NO</b>
	No items for consideration		
<b>SECTION 5: ENGINEERING SERVICES</b>			
<b>ITEM NO</b>	<b>SUBJECT</b>	<b>FILE REF</b>	<b>PAGE NO</b>
	No items for consideration		
<b>SECTION 6: STRATEGIC SERVICES</b>			
<b>ITEM NO</b>	<b>SUBJECT</b>	<b>FILE REF</b>	<b>PAGE NO</b>
	No items for consideration		

## Section 1

# **Office of the Municipal Manager**

ITEM C/1/35/07/17

**Mayoral Committee Meeting for recommendation to Council**

**BITOU MUNICIPALITY FIRST HUNDRED DAYS PROGRAMME JULY 2017**

**Department:** Office of the Municipal Manager **Demarcation:** All Wards

**File Ref:** 2/8/7

**Attachments:** Annexure "A" – First Hundred Days Programme

**Report from:** Office of the Municipal Manager

**Author:** Manager: Office of the Speaker/ Deputy Executive Mayor

**Date:** 15 July 2017

**Purpose of the report**

This First Hundred Days Programme report, under the Theme: Fast tracking effective service delivery in Bitou through a people-centred and people driven developmental local state through visionary leadership; seeks to inform Council of the First Hundred Days Programme of the Governing Coalition, towards the adoption of the said programme by Council.

**Background /Discussion**

The First Hundred Days Programmes is aligned to the municipal IDP (integrated development plan) and the SDBIP (Budget and Service Delivery Implementation Plan). The plan seeks to define the course of action, define what must be the focus areas for the Bitou Municipality in the first 100 days of the new administration led by the coalition between the Active United Front and Democratic Alliance. The overall aim and objective of the programme is to identify quick fix, quick wins, the low hanging fruits, service delivery bottle-necks, ensure budget alignment, effective political oversight and ensure that, all projects identified for the first 100 days and beyond, are achievable, measurable, and time bound, with a clear impact to local demands and needs. The programme is a clarion call to all councillors, municipal officials, social partners, communities, civil society, labour, business and residents to work together, uniting behind the key milestones set out, ensuring that, through this programme, the municipality fast track effective service delivery.

## Section 1: Office of the Municipal Manager

The 100 days programme therefore calls for a sustainable and integrated development approach to service delivery amongst all departments and directorates.

The success of this programme will be measured by a total number of jobs created, social protection for the communities, working together with the police (SAPS) and communities to fight crime and all forms of violence, creation of opportunities for local SMME's (small, medium and micro enterprises), ensuring that the training academy start launching training programmes and delivery educational skills programmes for the benefit of both the municipal staff, Councillors, youth, SMME's (small, medium and micro enterprises) and communities.

### **Financial Implication**

All expenditure required for the implementation of the First Hundred Days Programme, will be defrayed against the relevant and applicable votes in the operational budgets of directorates/ departments, in accordance to relevant and applicable legal prescripts.

### **Executive Summary**

The First Hundred Days Programme requires alignment of municipal resources towards building the local economy and the creation of jobs, fighting poverty and unemployment.

The programme requires an effective political oversight, co-operation, unity of purpose and ensuring that priority is given to basic services to the communities that Bitou serves.

The programme is aligned to the IDP (integrated development plan), Top-layer Municipal Service Delivery Budget Implementation Plan (SDBIP) and other strategic projects, both catalytic projects.

### **Relevant Legislation**

Constitution of the Republic of South Africa, 1996

Local Government: Municipal Structures Act No. 117 of 1998

Local Government: Municipal Systems Act No. 32 of 2000

Disaster Management Act No. 57 of 2002

Local Government: Municipal Finance Management Act No. 56 of 2003

Spatial Planning and Land Use Management Act No. 16 of 2013



## Section 1: Office of the Municipal Manager

### **Recommended by the Municipal Manager**

1. That Council discuss and adopt the First Hundred Days Programme, in accordance and as per the details articulated under section 2 – 4 of the First Hundred Days Programme;
2. That any costs/ expenditure related to the implementation of the First Hundred Days programme be borne against the applicable votes within the operational budgets of directorates/ departments, in accordance to relevant and applicable legal prescripts.
3. That the Executive Mayor and the Municipal Manager will be respectively the project champion (custodian) and project leader for the successful implementation of the First Hundred Days programme;
4. That regular reports on the implementation of the First Hundred Days Programme be tabled at the Mayoral Committee, as well as Council.



## **BITOU MUNICIPALITY**

### **FIRST 100 DAYS PROGRAMME**

#### **THEME**

**Fast tracking effective service delivery in Bitou through a people-centred and people driven developmental local state through visionary leadership**

**July 2017**

## 1. PROJECT INTRODUCTION AND OVERVIEW

The first 100 days programmes is aligned to the municipal IDP, Budget and Service Delivery Implementation Plan. The plan seeks to define the course of action, define what must be the focus areas for the Bitou Municipality in the first 100 days of the new administration led by the coalition between the Active United Front and Democratic Alliance. The overall aim and objective of the programme is to identify quick fix , quick wins, the low hanging fruits , service delivery bottle-necks , ensure budget alignment , effective political oversight and ensure that , all projects identified for the first 100 days and beyond , are achievable , measurable , time bound with a clear impact to local demands and needs. The programme is a clarion call to all councillors , municipal officials , social partners , communities , civil society , labour , business and residents to work together , unite behind the key milestones set out , ensure that , through this programme , we fast track effective service delivery. The 100 days programme therefore calls for a sustainable and integrated development approach to service delivery amongst all departments and directorates. The success of this programme will be measured by a total number of jobs created , social protection for our communities , working together with the police and communities to fight crime and all forms of violence , creation of opportunities for local SMME's , ensuring that the training academy start launching training programmes and delivery educational skills programmes for the benefit of both the municipal staff , Councillors , youth , SMME's and communities

## 2. KEY AIMS AND OBJECTIVES

The following are key objectives of this first 100 days programmes , both short , medium and long term , namely;

- (i) To identify quick fix, quick wins, some low hanging fruits for the benefit of local communities. The overall aim is to address service Delivery. On a short term , the programme seeks to address the recent fire disaster by proposing an integrated disaster recovery plan, rehabilitation activities , attend to urgent service delivery challenges such as water , skills , education , infrastructure , tourism , Environmental management, catalytic projects with a long term impact for economic growth and job creation.
- (ii) To turn a tide against poverty, unemployment rate by ensuring that there is an integrated approach where our social partners work together with the municipality in addressing all the social ills and challenges.

(iii) To ensure that by end of September 2017, the following milestones, targets are implemented, namely;

- About 180 Disaster linked new EPWP intakes are recruited, trained, employed and aligned to the disaster recovery and rehabilitation agenda.
- That the municipality host an investment summit by the 28-29 August 2017 which will attract investment, growth and add value in our Developmental agenda.
- To ensure that, by end of September 2017 a significant number of unemployed youth and SMME's are recruited, trained, supported in order ensure their readiness for the N2 By Pass Sanral Project.
- To ensure that, the main four catalytic projects, such as, Coming Together Project, N2 By Pass, Robberg Cultural Bridge / Palaeontology Route Project and Bitou Training Academy Project are implemented; produce results that are measurable and achievable.
- A significant progress by end of September should be made towards addressing and resolving water problems and removal of invasive plants, which have a high water intake.
- By end of September 2017, municipal policy review and alignment must be completed.
- By end of September, a municipal organogram review and development process must be completed.
- By end of September 2017, a process plan for the development of a long term (2055) vision for the Bitou must be concluded and presented to Council.
- By end of September 2017, an integrated Fire Disaster Strategy informed by both Eden and provincial government plans to ensure that, we prepare for future disaster.
- By end of September, an integrated crime prevention strategy informed by South African Police Service Plans and other social partners must be produced, including establishment of anti-crime street committees.
- By end of September 2017, Ward Committees and CDW's must be trained, receive certificates along with EPWP Beneficiaries.

### 3. KEY PROGRAMMES AND STRATEGIC AREAS OF FOCUS FOR THE FIRST 100 DAYS PROGRAMMES

The following are key programmes for the first 100 days programmes , namely;

Training Academy Establishment, focusing on education, skills training and delivery of capacity building and Short Learning Programmes. Immediately focusing on urgent skills training such as the following, Rehabilitation Skills Programmes linked to the disaster, Basic Civil Engineering , Road Upgrading and General Construction Management , Beautification , Clean up and illegal dumping awareness campaign, specialised training for the fencing of both the Airport and National Road to prevent Stray Animals.

<b>3.1.SPECIFIC PROJECTS</b>	Bitou Municipality 100 Days Programme
<b>3.2 Responsible Department:</b>	Office of the Municipal Manager
<b>3.3 Project Champion</b>	Executive Mayor
<b>3.3 Project Leader:</b>	Municipal Manager
<b>3.4 Aims and Objectives:</b>	<ul style="list-style-type: none"> <li>▪ To foster integrated development approach amongst departments,</li> <li>▪ To create jobs and expand employment opportunities for the people of Bitou,</li> <li>▪ To provide social protection for the most vulnerable,</li> <li>▪ To fight against crime and corruption,</li> <li>▪ To promote SMME's and Entrepreneurial Development</li> </ul>
<b>3.5 Project Benefits:</b>	<ul style="list-style-type: none"> <li>▪ Improved service delivery</li> <li>▪ Improved community engagement and participation</li> <li>▪ Improved partnerships with stakeholders</li> <li>▪ Improved planning</li> <li>▪ Improved interface between Political and Administration Leadership of the municipality</li> </ul>
<b>3.6 Strategic impact:</b>	<ul style="list-style-type: none"> <li>▪ To improve the living conditions of the people of Bitou,</li> <li>▪ To set the Bitou on a higher and sustainable growth path by leveraging on the new growth opportunities,</li> </ul>
<b>3.7 Budget:</b>	<b>Total Budget: TBA</b>

#### 4. PROJECT DETAILS:

##### 4.1 Desired outputs:

##### Priority outputs:

- Costing of Disaster immediately,
- Mop up and Cleaning Campaign of rubbles linked to job creation and skills development for youth of Bitou,
- Launch of Fire Fighter Community Awareness Education Programmes,
- Launch of Fighting Crime, child abuse, gender violence,
- Campaign with our social partners and the police,
- Launch of Township Revitalisation Programmes,
- Launch of Social Cohesion Programmes to integrate foreign nationals and working together campaign for Ubuntu,
- Launch of Environmental Community Education to fight illegal Dumping,
- Implementation of the EPWP Programme,
- Focus on Municipal Policy Review,
- Launch a Contractor and SMME Development Programmes,
- Focus on Climate Change , Water Challenge and Community involvement,
- Focus on Land Audit, identify strategic land parcels for development (both) for residential development, Social housing, Development Mix, Duplexes High rise or gap housing, social infrastructure, commercial development, office park, cemetery and cater for future development,
- Support home stays,
- Community and Township Bed and Breakfast and other tourism attraction through township tours
- Promote after school programmes and Learner Support to ensure by end of the 2017, BITOU become a top performing district and to improve results,
- Promote E-Learning and ABET,
- Promote OHS and Wellness programme,
- Quarterly Staff Meetings and monthly meetings

4.2 Project Activities:					
Project Focus Areas	Project Main Activities	Sub-activities	Target date	Person Responsible	Proposed Budget
Fire Disaster Response	<ul style="list-style-type: none"> <li>▪ Development of an integrated Fire Disaster Response Plan</li> <li>▪ Development and commence implementation of a Mop-up Plan</li> <li>▪ Establishment of the Fire Disaster Response Task Teams</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submit the Integrated Fire Disaster Response Plan to Council for approval by the August 2017</li> <li>▪ Finalise Mop-up Plan by 17<sup>th</sup> July 2017</li> <li>▪ Submit business plan to Province for the funding of 180 EPWP workers by 17<sup>th</sup> July 2017 as part of the Mop-up operations</li> </ul>	<ul style="list-style-type: none"> <li>▪ End Aug 2017</li> </ul>	HoD Community Services Manager Public Safety	None

4.2 Project Activities:					
Project Focus Areas	Project Main Activities	Sub-activities	Target date	Person Responsible	Proposed Budget
Social Crime Prevention & Traffic Safety	<ul style="list-style-type: none"> <li>▪ Develop and commence implementation of roll out plan for a cameras system in the townships</li> <li>▪ Convene a Crime Indaba</li> <li>▪ Review and improve deployment and use of law enforcement officers in the townships</li> <li>▪ Develop and implement a programme to encourage the public to report crime</li> <li>▪ Facilitate establishment or revival of community policing forums</li> <li>▪ Construct pedestrian crossing next to schools and clinic</li> <li>▪ Construct speed-humps in the townships</li> <li>▪ Install streets lights (high-mast lights) in identified Wards</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conduct an assessment to quantify the extent of the need for the cameras and the associated costs by end July 2017</li> <li>▪ Submit a business plan to Province for the funding of the roll out of the camera system by end July 2017</li> <li>▪ Initiate procurement process and appoint service provider by end Sept 2017</li> <li>▪ Establish an event coordinating coming for the Crime Indaba by 21<sup>st</sup> July 2017</li> <li>▪ Determine the date for the Crime Indaba</li> <li>▪ Conduct assessment to quantify the extent of the need for pedestrian crossings, speed-humps and the associated costs by end July 2017</li> <li>▪ Commence construction of speed-humps by end Sept 2017</li> </ul>	<ul style="list-style-type: none"> <li>▪ End Oct 2017</li> </ul>	<ul style="list-style-type: none"> <li>HoD</li> <li>Community Services</li> <li>Manager Public Safety</li> </ul>	TBA (not in 2017/18 FY budget)



<b>4.2 Project Activities:</b>					
<b>Project Focus Areas</b>	<b>Project Main Activities</b>	<b>Sub-activities</b>	<b>Target date</b>	<b>Person Responsible</b>	<b>Proposed Budget</b>
Waste and Environmental Management	<ul style="list-style-type: none"> <li>▪ Develop and commence implementation of a ward-based illegal dumping eradication plan</li> <li>▪ Develop and commence implementation of a waste minimisation plan</li> <li>▪ Develop a biodiversity management plan</li> <li>▪ Develop and commence implementation of a heritage sites management plan</li> <li>▪ Create internal environmental management capacity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify illegal dumping hotspots by end July 2017</li> <li>▪ Submit waste minimisation plan to Council for approval by end August 2017</li> <li>▪ Commence implementation of waste minimisation plan by end Sept 2017</li> <li>▪ Conduct assessment of heritage sites and compile costed requirements for each site by end July 2017</li> <li>▪ Submit a business plan to Province for funding of the heritage sites management initiative</li> <li>▪ Create environmental management capacity in the new organisational structure by end Oct 2017</li> </ul>	<ul style="list-style-type: none"> <li>▪ End Oct 2017</li> </ul>	<p>HoD Community Services Manager Waste Management</p>	TBA

4.2 Project Activities:					
Project Focus Areas	Project Main Activities	Sub-activities	Target date	Person Responsible	Proposed Budget
Policy development and review	<ul style="list-style-type: none"> <li>▪ Develop a policy development and review framework</li> <li>▪ Develop a municipal policy register</li> <li>▪ Commence with the development of identified new policies</li> <li>▪ Commence with the review of identified existing policies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submit the policy development and review framework to Council for approval by end Aug 2017</li> <li>▪ Conduct assessment of status of existing policies and identify policy gaps by end Aug 2017.</li> <li>▪ Develop a schedule / action plan for the development of identified new policies by end Aug 2017</li> <li>▪ Develop a schedule / action plan for the review of identified existing policies by end Aug 2017</li> </ul>	<ul style="list-style-type: none"> <li>▪ End Aug 2017</li> <li>▪ End Aug 2017</li> <li>▪ End Sep 2017</li> <li>▪ End Sep 2017</li> </ul>	MM HoDs	None

<b>4.2 Project Activities:</b>					
<b>Project Focus Areas</b>	<b>Project Main Activities</b>	<b>Sub-activities</b>	<b>Target date</b>	<b>Person Responsible</b>	<b>Proposed Budget</b>
Local Economic Development	<ul style="list-style-type: none"> <li>▪ Develop data base of all local service providers</li> <li>▪ Establish LED Forum/Steering Committee</li> <li>▪ Implementation a contractor development programme</li> <li>▪ Commence implementation of a local entrepreneurs mentoring programme</li> <li>▪ Facilitate for local contractors to obtain bridging finance</li> <li>▪ Commence conducting of a comprehensive land audit and identify land that could be used for socio-economic development</li> <li>▪ Establish Community Centres in Qolweni/Bossiesgif</li> <li>▪ Coming Together Project initiatives</li> </ul>	<ul style="list-style-type: none"> <li>▪ Place an advert in local newspapers for local service providers to register in the national/municipal database by end July 2017</li> <li>▪ Contractor Development Plan is currently being implemented</li> <li>▪ Hold mentoring workshops by Aug 2017</li> <li>▪ Facilitate linking of local entrepreneurs with local successful business people and companies by end Sept 2017</li> <li>▪ Compile terms of reference for the comprehensive land audit for approval by MM by the end July 2017</li> <li>▪ Submit a business plan to Province for the funding of Community Centres in Qolweni / Bossiesgif</li> <li>▪ Budget has been secured for 2017/18 financial year.</li> <li>▪ Qolweni Art and Craft Centre Project is being rolled out</li> <li>▪ Finalise concept documents for Coming Together Project initiatives by end Oct 2017</li> </ul>	<ul style="list-style-type: none"> <li>▪ End Oct 2017</li> </ul>	HoD Strategic Services Manager LED	TBA

4.2 Project Activities:						
Project Focus Areas	Project Main Activities	Sub-activities	Target date	Person Responsible	Proposed Budget	
Education	<ul style="list-style-type: none"> <li>▪ Launch the Bitou Training Academy</li> <li>▪ Implement Internship and Learnership Programmes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Convene an urgent project steering committee meeting by end July 2017</li> <li>▪ Identify Learnership opportunities within and outside the municipality through partnerships, including with SETAs by end Aug 2017</li> </ul>	<ul style="list-style-type: none"> <li>▪ End Oct 2017</li> </ul>	HoD Corporate Services Senior Manager HR	TBA	
Infrastructure development	<ul style="list-style-type: none"> <li>▪ N2 Bypass project</li> </ul>	<ul style="list-style-type: none"> <li>▪ Finalise the planning process</li> </ul>	<ul style="list-style-type: none"> <li>▪ End Sep 2017</li> </ul>	HoD Engineering Services Senior Manager Roads and Stormwater	R 450mil	
Human Resource Management	<ul style="list-style-type: none"> <li>▪ Review acting arrangements</li> </ul>	<ul style="list-style-type: none"> <li>▪ HR monitors all acting as governed per collective agreement section 8.</li> <li>▪ Acting is a delegation of the Municipal Manager, and sub delegated to HoD's for acting in their respective sections.</li> <li>▪ No long terms acting at this point in time except for one post where the previous incumbent is in arbitration.</li> <li>▪ Acting only allowed when employees is on leave.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ongoing</li> </ul>	HoD Corporate Services Senior Manager HR		

4.2 Project Activities:					
Project Focus Areas	Project Main Activities	Sub-activities	Target date	Person Responsible	Proposed Budget
	<ul style="list-style-type: none"> <li>▪ Develop a Personal Protective Clothing (PPE) SOP and speed up procurement of PPE</li> </ul>	<ul style="list-style-type: none"> <li>▪ Draft SOP finalised</li> <li>▪ SOP to be circulated to stakeholders</li> <li>▪ Due date for inputs</li> <li>▪ Final draft SOP's</li> <li>• Draft Specifications for all PPE as per Job Specifications per department</li> <li>• Advertise tender for PPE</li> <li>• Finalise SCM processes on procurement of PPE</li> <li>• New PPE to be Issued to all Staff as per SOP</li> </ul>	<ul style="list-style-type: none"> <li>▪ 18 Jul 2017</li> <li>▪ 21 Jul 2017</li> <li>▪ 28 Jul 2017</li> <li>▪ 5 Aug 2017</li> <li>▪ 20 Aug 2017</li> <li>▪ 24 Aug 2017</li> <li>▪ 29 Sep 2017</li> <li>▪ 2 – 6 Oct 2017</li> </ul>	<p>HoD Corporate Services Senior Manager HR OHS Officer</p>	R 1 396 220.00

**4.2 Project Activities:**

<b>Project Focus Areas</b>	<b>Project Main Activities</b>	<b>Sub-activities</b>	<b>Target date</b>	<b>Person Responsible</b>	<b>Proposed Budget</b>
	<ul style="list-style-type: none"> <li>▪ Fast track completion of the Work Study and Organisational Design Project</li> </ul>	<ul style="list-style-type: none"> <li>▪ Draft Organizational Structure to be workshopped with EMT</li> <li>▪ Consultation Sessions with Councillors</li> <li>▪ Consultation Session with Organised Labour and Staff to be finalised by</li> <li>▪ Finale draft to be tabled at Council for approval</li> </ul>	<ul style="list-style-type: none"> <li>▪ 21 Jul 2017</li> <li>▪ 26 Jul 2017</li> <li>▪ 31 Jul 2017 – 18 Aug 2017</li> <li>▪ 30 Aug 2017</li> </ul>	<p>HOD Corporate Services Senior Manager HR</p>	
	<ul style="list-style-type: none"> <li>▪ Refurbishment of staff of rooms</li> </ul>	<ul style="list-style-type: none"> <li>▪ Draft the scope of work to be done</li> <li>▪ Source funding from savings in the departmental budget</li> <li>▪ Appoint a service provider</li> </ul>	<ul style="list-style-type: none"> <li>▪ End Oct 2017</li> </ul>	<p>HoD Engineering Services HoD Community Services</p>	TBA

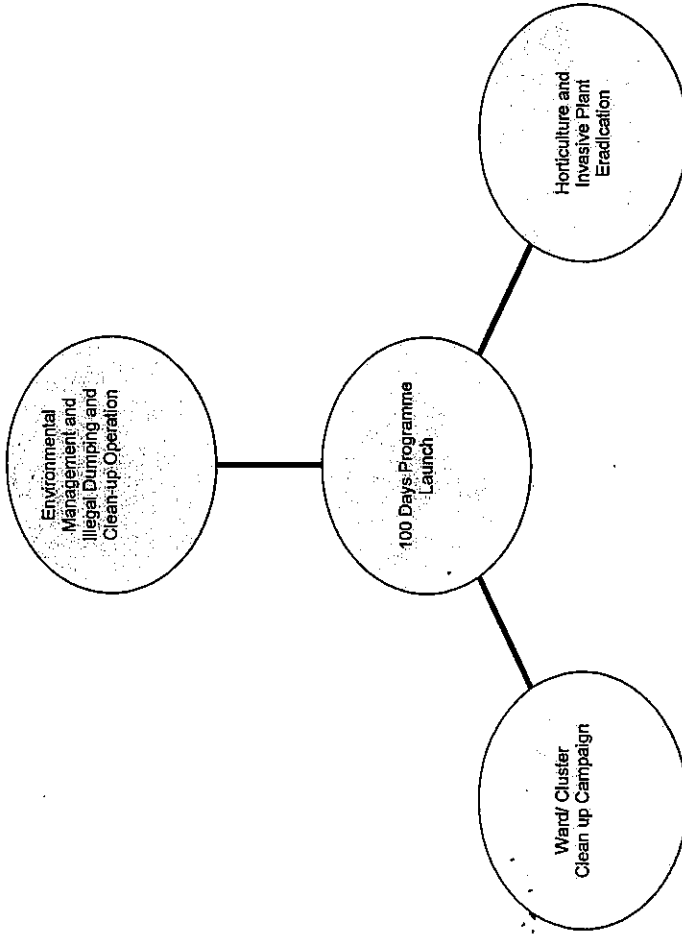
4.2 Project Activities:					
Project Focus Areas	Project Main Activities	Sub-activities	Target date	Person Responsible	Proposed Budget
	<ul style="list-style-type: none"> <li>▪ Hold quarterly departmental staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ First Quarterly Staff Meeting</li> <li>▪ Second Quarter Staff Meeting</li> <li>▪ Third Quarter Staff Meeting</li> <li>▪ Final Staff Meeting</li> </ul>	<ul style="list-style-type: none"> <li>▪ 29 Sept 2017</li> <li>▪ 15 Dec 2017</li> <li>▪ 23 Mar 2018</li> <li>▪ 29 Jun 2018</li> </ul>	<ul style="list-style-type: none"> <li>MM</li> <li>HoDs</li> </ul>	None
	<ul style="list-style-type: none"> <li>▪ Implement Training and RPL programmes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implementation of training interventions as per Workplace Skills Plan for 2017/2018</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>HoD Corporate Services</li> <li>Senior Manager</li> <li>HR</li> </ul>	R 891 440.00
	<ul style="list-style-type: none"> <li>▪ Finalise the provision of staff transport</li> </ul>	<ul style="list-style-type: none"> <li>▪ Discussions at LLF level</li> <li>▪ Meeting with Taxi fraternity</li> <li>▪ Cost Implication Analysis</li> <li>▪ Feedback Report to LLF and Council</li> <li>▪ Project Implementation based on budget availability</li> </ul>	<ul style="list-style-type: none"> <li>▪ 20 Jul 2017</li> <li>▪ 21 Jul 2017</li> <li>▪ 31 Jul 2017</li> <li>▪ End Aug 2017</li> <li>▪ End Feb 2018</li> </ul>	<ul style="list-style-type: none"> <li>HoD Corporate Services</li> <li>Senior Manager</li> <li>HR</li> <li>Staff Transport Committee</li> </ul>	R 1 400 000.00

4.2 Project Activities:					
Project Focus Areas	Project Main Activities	Sub-activities	Target date	Person Responsible	Proposed Budget
	<ul style="list-style-type: none"> <li>▪ Review of pending disciplinary cases</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submit disciplinary cases review report to Council</li> </ul>	<ul style="list-style-type: none"> <li>▪ End Sept 2017</li> </ul>	HoD Corporate Services Senior Manager HR	None
	<ul style="list-style-type: none"> <li>▪ End overtime for senior managers and supervisors,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Overtime is dealt with according to the Basic Conditions Employment Act and the Collective Agreement on the Conditions of Services for the Western Cape as well as an Overtime Policy.</li> <li>▪ HR monitor compliance of all overtime work.</li> <li>▪ Current HR Policies are under review.</li> <li>▪ SOP and control mechanisms to be develop</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ongoing</li> </ul>	MM HODs HR Finance	None
	<ul style="list-style-type: none"> <li>▪ Reduce outsourcing of services</li> </ul>	<ul style="list-style-type: none"> <li>▪ Undertake assessment of services to be insured and determine the extent of insourcing.</li> <li>▪ Submit insourcing report to Council for approval.</li> </ul>	<ul style="list-style-type: none"> <li>▪ End Oct 2017</li> </ul>	MM HODs	None
	<ul style="list-style-type: none"> <li>▪ Amnesty for electricity dismiss workers,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tender process for appointment of legal co.</li> <li>▪ Independent Legal opinion to be obtained</li> <li>▪ Tabling of opinion to TROIKA</li> </ul>	<ul style="list-style-type: none"> <li>▪ End Aug 2017</li> <li>▪ End Sep 2017</li> <li>▪ 15 Oct 2017</li> </ul>	MM HODs	R 200 000



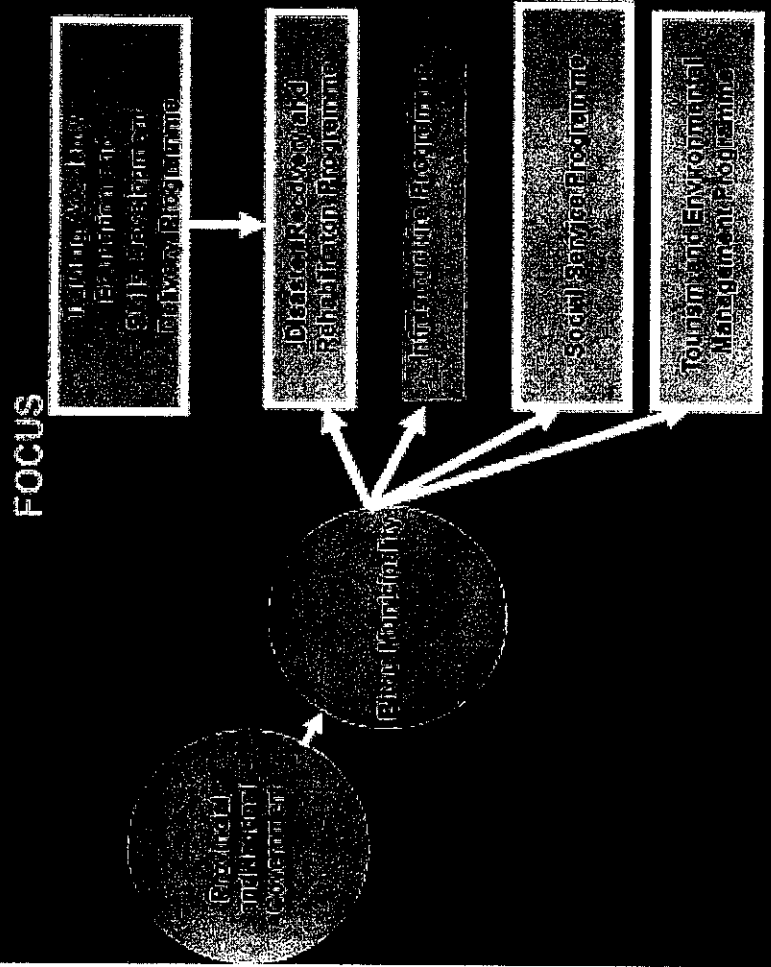
**PROGRAMME LAUNCH AND MANDELA BIRTHDAY CELEBRATION**

The 100 days programme will be launched on the 18 July 2017, at KwaNokuthula Community Hall,



**FIRST 100 DAYS PROGRAMME STRATEGIC AREAS OF FOCUS**

# 8 100 DAYS PROGRAMME STRATEGIC AREAS OF FOCUS



## 7. CONCLUSION

The first 100 days programme requires alignment of municipal resources towards building local economy and creation of jobs, fight poverty and unemployment.

The programme requires an effective political oversight, co-operation, unity of purpose and ensuring that we give priority to basic services to our people.

The programme is aligned to IDP, Municipal Service Delivery Implementation Plan and other strategic projects, both catalytic projects.