

**LIMPOPO PROVINCE
MUNICIPAL BACK TO BASICS ACTION PLAN**

2022/2023

BLOUBERG MUNICIPALITY

B&B
BACK TO BASICS
SERVING OUR COMMUNITIES BETTER

Back to Basics
Serving Our Communities Better!

- Budgeting process: first and foremost, enabling with Johannesburg
- Developing basic services
- Sound financial management
- Supplying capital assets

Documentation on the Back to Basics can be found here: <http://www.zingta.gov.za/summer2014/>

A collage of four small images showing community members and municipal staff.

NO	Key focus area	Baseline/ Status	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
					Quarter 1	Quarter 2	Quarter 3	Quarter 4		
1	PUTTING PEOPLE FIRST									
1.1	Public Participation/ community engagement	04 Public Participation meetings held	Number of public participation/feed back meetings held	4 public participation meetings held (one per quarter)	01 Public Participation meeting held	01 Public Participation meeting held	01 Public Participation meeting held	01 Public Participation meeting held	Quarterly	Corporate Services
		100% issues resolved	Number of issued raised & resolved during public participation meetings	100% issues resolved	100% issues resolved	100% issues resolved	100% issues resolved	100% issues resolved	Quarterly	Corporate Services
1.2	Communication	One strategy reviewed	Communication strategy in place	Communication strategy reviewed and implemented	N/A	N/A	N/A	Review Communication strategy	30 June 2023	Municipal Manager's Office
			Number of communication events held (press release/conference, media statements, radio interviews)	4 communication events held (one per quarter)	01 Communication event held	01 Communication event held	01 Communication event held	01 Communication event held	Quarterly	Municipal Manager's Office
1.3	Strengthening community representatives	88 Ward Committee meetings held	Number of ward committees that are functional	88 ward committees meetings held	22 Ward Committee meetings held	22 Ward Committee meetings held	22 Ward Committee meetings held	22 Ward Committee meetings held	Quarterly	Corporate Services
1.4	Batho Pele Service Standards Framework for Local Government	01 Batho Pele Committee in Place	Established Batho Pele committee in place and functional	Batho Pele committee established	N/A	N/A	N/A	Establish batho Pele Committee	30 June 2023	Corporate Services

NO	Key focus area	Baseline Status	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility	
					Quarter 1	Quarter 2	Quarter 3	Quarter 4			
1.5	Customer Care	Batho Pele service standards developed and approved	Batho Pele service standards approved by council	Review Batho Pele service standards	N/A	N/A	N/A	Review Batho Pele service standards	30 June 2023	Corporate services	
		Customer Care register	Number of Batho Pele events held	1 Batho Pele event held	N/A	Batho Pele Event Held	N/A	N/A	30 June 2023	Corporate services	
			Complaint management system in place	Complaint management system developed	N/A	N/A	N/A	Complaint management system developed	30 June 2023	Corporate services	
1.6	Community protest	05 Community Protests	% of official complaints responded to through the municipal complaint management system	100% complaints received	100% received complaints received and resolved	100% received complaints received and resolved	100% received complaints received and resolved	100% received complaints received and resolved	Quarterly	Corporate services	
				Number of community protests against the municipality	4 Reports compiled on community protests experienced	1 Reports compiled on community protests experienced	1 Reports compiled on community protests experienced	1 Reports compiled on community protests experienced	1 Reports compiled on community protests experienced	Quarterly	Corporate services
				% of issues resolved form community protest	100% Issues raised during protests resolved	100% issues resolved	100% issues resolved	100% issues resolved	100% issues resolved	100% issues resolved	Quarterly
1.7	Community protest	05 Community Protests	Areas where the protest has taken place and the nature of protest	4 Report on areas (hotspots) where the	4 Report on areas (hotspots) where the protests	1 Report on areas (hotspots) where the protests	1 Report on areas (hotspots) where the protests	1 Report on areas (hotspots) where the protests has taken place	Quarterly	Corporate services	

NO	Key focus area	Baseline Status	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
					Quarter 1	Quarter 2	Quarter 3	Quarter 4		
				protests has taken place	has taken place protests took place	protests has taken place protests took place	has taken place protests took place			
2	BASIC SERVICE DELIVERY									
2.1	MIG Expenditure	MIG projects Implemented	% MIG expenditure reported.	100% of MIG expenditure	25% Expenditure on MIG	50% Expenditure on MIG	75% Expenditure on MIG	100% Expenditure on MIG	30 June 2023	Technical Services
		04 Projects	Number of MIG projects Implemented/completed.	6 MIG projects implemented and progress	1 Report on MIG Projects implementation compiled	1 Report on MIG Projects implementation compiled	1 Report on MIG Projects implementation compiled	1 Report on MIG Projects implementation compiled	30 June 2023	Technical Services
	INEP	No INEP allocation	% INEP expenditure reported.	100% of INEP expenditure	25% Expenditure on INEP	50% Expenditure on INEP	75% Expenditure on INEP	100% Expenditure on INEP	30 June 2023	Technical Services
		No INEP projects	Number of INEP projects completed.	4 INEP projects implemented and progress	Progress report	Progress report	Progress report	4 INEP projects implemented and progress	30 June 2023	Technical Services
2.3	Maintenance of Infrastructure	100% C Operation and maintenance budget spent	Percentage Budget on Maintenance and operations spent	100% operational and maintenance budget spent	25% spending on Maintenance and operations	25% spending on Maintenance and operations	25% spending on Maintenance and operations	25% spending on Maintenance and operations	30 June 2023	Technical Services
2.4	Electricity	No new connections	Number of households with new electricity connections	704 households with access to electricity	Progress report	Progress report	Progress report	704 households with access to electricity		Technical Services
		187 street lights maintained	Number of illegal connection identified	4 Meter audits conducted	Conduct 01 Meter Audit	Conduct 01 Meter Audit	Conduct 01 Meter Audit	Conduct 01 Meter Audit	Quarterly	Technical Services

NO	Key focus area	Baseline/ Status	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility	
					Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2.5	Free basics services	187 street lights maintained	Number of street lights maintained	187 street lights maintained	187 street lights maintained	187 street lights maintained	187 street lights maintained	187 street lights maintained	Quarterly	Technical Services	
		0% Reduction of electricity losses	Percentage of electricity losses	Reduction of electricity losses by 3%	03% Reduction of electricity losses	03% Reduction of electricity losses	03% Reduction of electricity losses	03% Reduction of electricity losses	03% Reduction of electricity losses	Quarterly	Technical Services
		100% of electricity interruptions reported	% of electricity interruptions reported and attended	100% Reduction of electricity interruptions	Report on electricity interruptions	Report on electricity interruptions	Report on electricity interruptions	Report on electricity interruptions	Report on electricity interruptions	Quarterly	Technical Services
		Approved Indigent register	Updated indigent register in place	Updated indigent register in place	N/A	N/A	N/A	N/A	Update indigent register	Ongoing	Budget and Treasury
		4834 HH provided with FBE	Number of beneficiaries registered to receive Free Basics services	4834 HH provided with FBE	4834 HH provided with FBE	4834 HH provided with FBE	4834 HH provided with FBE	4834 HH provided with FBE	4834 HH provided with FBE	Ongoing	Community Services
		1799hh provided with FBW	Number of beneficiaries received Free Basic electricity	1799 HH provided with FBW	1799 HH provided with FBW	1799 HH provided with FBW	1799 HH provided with FBW	1799 HH provided with FBW	1799 HH provided with FBW	Ongoing	Community Services
		1799 hh provided with FBS	Number of beneficiaries received Free Basic water	1799 hh provided with FBS	1799 hh provided with FBS	1799 hh provided with FBS	1799 hh provided with FBS	1799 hh provided with FBS	1799 hh provided with FBS	Ongoing	Technical Services
		4834 hh provided with FBWR	Number of beneficiaries received Free Basic sanitation	4834 hh Provided with FBWR	4834 hh Provided with FBWR	4834 hh Provided with FBWR	4834 hh Provided with FBWR	4834 hh Provided with FBWR	4834 hh Provided with FBWR	Ongoing	Community Services

NO	Key focus area	Baseline Status	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
					Quarter 1	Quarter 2	Quarter 3	Quarter 4		
2.6	Roads and Storm water		Basic waste removal		with FBWR					
		2.4 km tarred	Km of roads upgraded from gravel to tar	5,2km of roads tarred	0kms tarred	0kms tarred	2kms tarred	3,2kms tarred	30 June 2023	Technical Services
		1000 kms road bladed	KM of gravel road maintained	550KM of gravel roads maintained	100km road maintained	150km road maintained	150km road maintained	150km road maintained	30 June 2023	Technical Services
2.7	Waste Management	7% Theft of infrastructure reported and resolved	100% of infrastructure Theft reported and resolved	Reduction of Theft of infrastructure	100% theft on infrastructure reported and resolved	100% theft on infrastructure reported and resolved	100% theft on infrastructure reported and resolved	100% theft on infrastructure reported and resolved	Ongoing	Technical Services
		95% weekly waste collection extended in urban areas(township)	Number of household with access to once a week waste collection against the total number of households	Two towns received weekly waste collection	1 Quarterly report on household waste collection	1 Quarterly report on household waste collection	1 Quarterly report on household waste collection	1 Quarterly report on household waste collection	1 Quarterly report on household waste collection	Quarterly
		75% weekly waste collection extended in rural areas	Number of households with extended waste collection in rural areas against total households	13(villages) received weekly extended rural Waste collection	Report on rural waste collection	Report on rural waste collection	Report on rural waste collection	Report on rural waste collection	Quarterly	Community Services

NO	Key focus area	Baseline/ Status	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
					Quarter 1	Quarter 2	Quarter 3	Quarter 4		
		02 Landfill sites operated in line with waste management act	Number of licensed land fill site	02 Licenced landfill sites operated in line with waste management act	Develop a report on landfill sites operating in line with waste management act	Develop a report on landfill sites operating in line with waste management act	Develop a report on landfill sites operating in line with waste management act	Develop a report on landfill sites operating in line with waste management act	30 June 2023	Community Services
2.8	Water Services management	Construction of 56 culverts complete with 16 wing walls	Number of Households with access to basic water	Households with access to water	Construct on of culverts in needy areas	N/A	N/A	N/A	Quarterly	Technical Services
3	SOUND FINANCIAL MANAGEMENT									
3.1	Audit Outcome	Unqualified Audit Opinion 2020/21 AFS and APR compiled	AG opinion	Unqualified AG audit opinion	N/A	N/A	N/A	N/A	30 November 2022	Municipal Manager's Office
		100% AGSA action plan developed	Submission of AFS and APR to the AG within the legislated time frame	Compile and submit AFS and APR within the legislated time frame	Compile AFS and APR 2021-22 within the legislated time frame	N/A	N/A	N/A	31 August 2022	Municipal Manager's Office
			Number of AG findings resolved	AG action plan developed and implemented.	N/A	Develop AG Action Plan 2021-22	N/A	N/A	30 January 2022	Municipal Manager's Office

NO	Key focus area	Baseline/Status	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
					Quarter 1	Quarter 2	Quarter 3	Quarter 4		
3.2	Irregular Expenditure	100% compliance with regulations in MFMA section 32	Section 32 expenditure amount reported.	Compliance with management of MFMA section 32	100% compliance with management of MFMA	100% compliance with management of MFMA	100% compliance with management of MFMA	100% compliance with management of MFMA	Quarterly	Budget and Treasury
3.3	Spending on capital budget	100% Spending on Capital Budget	% of own capital budget spent(Excluding grants)	100% spending on capital budget	25% Spending on Capital Budget	50% Spending on Capital Budget	75% Spending on Capital Budget	100% Spending on Capital Budget	30 June 2023	Budget and Treasury
3.4	Personnel budget	100% Spending on personnel budget	Percentage of budget spent on personnel	100% spending of budget spent on personnel	100% spent in personnel budget	100% spent in personnel budget	100% spent in personnel budget	100% spent in personnel budget	30 June 2023	Budget and Treasury
3.5	Revenue collection	75% collection on revenue	% of own revenue collected against the billing	100% of own revenue collected against the billing	25% of own revenue collected	50% of own revenue collected	75% of own revenue collected	100% own revenue collected	Quarterly	Budget and Treasury
3.6	Payment of creditors	100% Payment of creditors on all invoices within 30 days	% of creditors paid within 30 days against all invoices	100% payment of creditors on all invoices within 30 days	100% Payment of creditors on invoices	100% Payment of creditors on invoices	100% Payment of creditors on invoices	100% Payment of creditors on invoices	Monthly	Budget and Treasury
3.7	The extent to which debt is serviced.	100% of debt serviced	% of debt serviced	100% of debt serviced	100% debts serviced	100% debts serviced	100% debts serviced	100% debts serviced	Ongoing	Budget and Treasury
3.8	Payment of debts by Government Dept	100% payment received from government departments	% of debt owed by Government Dept	100% payment of Government debt paid	25% payment received from government	50% payment received from government departments	75% payment received from government	100% payment received from government departments	Ongoing	Budget and Treasury

NO	Key focus area	Baseline/ Status	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
					Quarter 1	Quarter 2	Quarter 3	Quarter 4		
3.9	Efficiency and functionality of supply chain management and political interference	03 Functional supply chain committees established	Number of functional supply chain committees	Establish functional supply chain committees	03 Functional Supply chain committee established	N/A	N/A	N/A	Quarterly	Budget and Treasury
		100% awarding bids within 90 days (Except quotation threshold)	Number of bids above quotation threshold awarded within 90 days	Award bids within 90 days (Except quotation threshold)	100% awarding of bids within 90 days	100% awarding of bids within 90 days	100% awarding of bids within 90 days	100% awarding of bids within 90 days	Quarterly	Budget and Treasury
4 GOOD GOVERNANCE										
4.1	Council Stability	04 Ordinary Council sittings	Number of ordinary council meetings held	4 Ordinary council meetings held in accordance with the legislation	01 Ordinary Council sitting conducted	01 Ordinary Council sitting conducted	01 Ordinary Council sitting conducted	01 Ordinary Council sitting conducted	Quarterly	Corporate Services
		02 Special Council meetings conducted	Number of special council meetings held	02 special council meetings held	N/A	N/A	01 Special Council meeting held	01 Special Council meeting held	Quarterly	Corporate Services
4.2	Audit/ Performance Audit Committee	Audit Performance Committee appointed	Appointed Audit and Performance Audit committee in place	Appoint Audit/ Performance Audit	N/A	N/A	N/A	N/A	Ongoing	Municipal Manager's Officer
		04 Audit Committee meetings held	Number of ordinary audit and Performance	Audit/Performance Audit committee meetings held	01 Audit Committee meeting held	01 Audit Committee meeting held	01 Audit Committee meeting held	01 Audit Committee meeting held	Quarterly	Municipal Manager's Office

NO	Key focus area	Baseline/ Status	KPIs for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
					Quarter 1	Quarter 2	Quarter 3	Quarter 4		
			committee meetings held							
		02 Special Audit Committee meetings held	Number of special audit and Performance audit committee meetings held	Two special Audit/Performance committee meetings held	01 Meeting held	N/A	N/A	01 Meeting held	Ongoing	Municipal Manager's Office
4.3	MPAC	04 MPAC meeting held	Number of MPAC meetings held	04 MPAC meetings held	01 MPAC meeting held	01 MPAC meeting held	01 MPAC meeting held	01 MPAC meeting held	Quarterly	Corporate Services
		04 MPAC reports compiled	Number of MPAC reports compiled	Compile 4 MPAC reports per quarter	01 Quarterly report compiled	01 Quarterly report compiled	01 Quarterly report compiled	01 Quarterly report compiled	Quarterly	Corporate Services
4.4	Anti-Fraud and Corruption policies and committee	100% Cases of fraud and corruption dealt with on quarterly basis	Number of fraud and corruption cases reported	100 % Cases of fraud and corruption dealt with on quarterly basis	100% cases of fraud and corruption dealt with in quarterly basis	100% cases of fraud and corruption dealt with in quarterly basis	100% cases of fraud and corruption dealt with in quarterly basis	100% cases of fraud and corruption dealt with in quarterly basis	Quarterly	Municipal Manager's Office
4.5	Forensic Investigations	0% of forensic investigations conducted	Percentage forensic investigations conducted	100 % Implementation of forensic investigations	100% of forensic investigations conducted	100% of forensic investigations conducted	100% of forensic investigations conducted	100% of forensic investigations conducted	Quarterly	Municipal Office
4.6	Disciplinary Cases	No Disciplinary cases reported	Number of disciplinary cases instituted and resolved	4 Reports on all cases instituted and resolved	1 Reports on all cases instituted and resolved	1 Reports on all cases instituted and resolved	1 Reports on all cases instituted and resolved	1 Reports on all cases instituted and resolved	Quarterly	Municipal Office

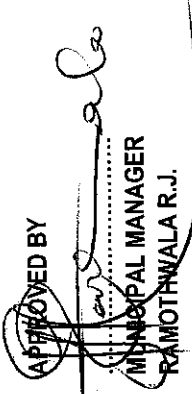
NO	Key focus area	Baseline/ Status	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
					Quarter 1	Quarter 2	Quarter 3	Quarter 4		
4.7	Litigations	Litigation cases on land invasion dealt with	Number of litigation cases instituted against the municipality	4 Report on all litigation against the municipality	01 Quarterly report on litigation against the municipality compiled	01 Quarterly report on litigation against the municipality compiled	01 Quarterly report on litigation against the municipality compiled	01 Quarterly report on litigation against the municipality compiled	Quarterly	Municipal Office
4.8	IGR structures		Number of IGR meetings held	4 Convene IGR meetings per quarter	01 IGR meeting held	01 IGR meeting held	01 IGR meeting held	01 IGR meeting held	Quarterly	Municipal Office
4.9	Traditional Council	01 Traditional Leader participating in council activities per quarter	Number of traditional leaders participated in council activities in accordance with the legislation	01 Traditional leaders participating in council activities per quarter	01 Traditional leader attending council activities per quarter	01 Traditional leader attending council activities per quarter	01 Traditional leader attending council activities per quarter	01 Traditional leader attending council activities per quarter	Quarterly	Corporate Services
4.10	Annual report	01 Draft Annual Report compiled and tabled before council	Number of draft annual report tabled before council in accordance with the legislation	1 draft annual report tabled before council	N/A	N/A	01 Draft Annual Report compiled and tabled to council	N/A	31 January 2023	Municipal Manager's Office
4.11	MPAC oversight report	01 Oversight report compiled, adopted and submitted within the timeframe	Number of oversight report compiled, adopted and submitted within the timeframe	1 oversight report compiled, adopted and submitted within the timeframe	N/A	N/A	01 Oversight report compiled	N/A	31 March 2023	Corporate Services

NO	Key focus area	Baseline/Status	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
					Quarter 1	Quarter 2	Quarter 3	Quarter 4		
No	Key focus Area	Baseline/Status	KPI for reporting	Annual Target						
5.1	Vacancies	Number of funded vacancies	Number of funded posts filled against the organogram	67 funded posts filled on the organogram	N/A	N/A	N/A	67 funded posts filled on the organogram	30 June 2023	
		Report on the appointment of the Municipal Manager developed	Number of section 57(MM) Manager post filled/vacant	Filling of section 57(MM) post in accordance with the regulations	Filling of MM's Post	N/A	N/A	N/A	Quarterly	Corporate Services
5.2	Technical Capacity	29 Personnel with Technical Skills appointed. E.g engineers and technicians	Number of section 57 (Directors) Manager posts filled	Filling of section 57 (Directors) posts in accordance with the regulations	Filling of Dir Corporate Services and ED & Planning	N/A	N/A	N/A	Quarterly	Corporate Services
		29 Personnel with Technical Skills appointed. E.g engineers and technicians	Number of Senior Managers performance assessment conducted	All appointed Senior managers assesses	01 Annual Assessment session conducted	N/A	N/A	N/A	Midyear and Annually	Corporate Services
5.2	Technical Capacity	29 Personnel with Technical Skills appointed. E.g engineers and technicians	Number of employees in the technical department with technical skills e.g. engineers, town planners and technicians	Filling of posts in the technical department by personnel with technical skills appointed e.g. engineers, and technicians	35 Personnel with technical skills appointed. i.e engineers	N/A	N/A	N/A	Quarterly	Corporate Services

NO	Key focus area	Baseline/ Status	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
					Quarter 1	Quarter 2	Quarter 3	Quarter 4		
		10 Municipal officials trained in line with WSP	Number of municipal officials trained in line with WSP	24vMunicipal officials trained in line with WSP	6 Officials trained in line with WSP	06 officials Trained in line with WSP	06 officials Trained in line with WSP	06 officials Trained in line with WSP	Quarterly	Corporate Services
		44 Municipal councillors trained in accordance with WSP	Number of councillors trained in accordance with WSP	Municipal councillors trained in accordance with WSP	11 Councillors trained in line with WSP	11 Councillors trained in line with WSP	11 Councillors trained in line with WSP	11 Councillors trained in line with WSP	30 June 2023	Corporate Services
		01 Report Submitted	Number of training reports submitted to LGSETA	1 annual report submitted.	N/A	N/A	01 Report submitted	N/A	30 June 2023	Corporate Services
5.3	Local Labour Forum (LLF)	02 LLF meetings held	Number of LLF meeting held	04LLF meetings convened	01 LLF meeting held	01 LLF meeting held	01 LLF meeting held	01 LLF meeting held	Quarterly	Corporate Services
5.4	Realistic and affordable municipal organograms	Organisational structure developed and approved by council	Organizational structure approved by council aligned with IDP/Budget	Develop Organizational structure for approval by council	N/A	N/A	N/A	Organisational structure developed and approved by Council	31 May 2023	Corporate Services
6.1	LED strategy	LED strategy reviewed and approved by council	LED strategy approved by Council	Develop/Review LED strategy	N/A	N/A	N/A	Reviewed and approved LED strategy	31 May 2023	ED & Planning

NO	Key focus area	Baseline/ Status	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
					Quarter 1	Quarter 2	Quarter 3	Quarter 4		
6.2	LED strategy	15 Job opportunities created through LED strategy	Number of job opportunities created through LED initiatives	15 Job opportunities created through LED initiatives	N/A	N/A	N/A	N/A	Quarterly	ED & Planning
6.3	EPWP	230 Jobs created through EPWP initiatives	Number of job opportunities created through EPWP initiatives	250 Job opportunities created through EPWP initiatives	N/A	N/A	N/A	N/A	Quarterly	ED & Planning
6.4	CWP	1115 Job opportunities created through CWP initiatives	Number of job opportunities created through CWP initiatives	Job opportunities created through CWP initiatives	N/A	N/A	N/A	N/A	Quarterly	ED & Planning
7										
7	Key focus area	Baseline/ Status	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
					Quarter 1	Quarter 2	Quarter 3	Quarter 4		
7.1	SPLUMA		Established Municipal Tribunal in accordance with the legislation	Establish municipal tribunal	N/A	N/A	N/A	N/A	N/A	ED & Planning
7.2	SPLUMA		Number of tribunal sittings held	Convene municipal tribunal meetings	N/A	N/A	N/A	N/A	N/A	ED & Planning
7.3	SPLUMA	04 land development reports adjudicated by tribunal	02 Number of land development applications adjudicated by the tribunal	04 Land development application adjudicated by the tribunal	01 report on land adjudication developed	01 report on land adjudication developed	01 report on land adjudication developed	01 report on land adjudication developed	30 June 2023	ED & Planning

NO	Key focus area	Baseline/ Status	KPI for reporting	Annual Target	Quarterly Targets				Timeframes	Responsibility
					Quarter 1	Quarter 2	Quarter 3	Quarter 4		
7.4	SPLUMA		03 Number of SPLUMA By-laws approved by council	SPLUMA By-laws approved by council	N/A	N/A	N/A	N/A	N/A	ED & Planning
7.5	SPLUMA	SPLUMA by-law gazetted	Number of SPLUMA By-laws gazetted	SPLUMA By-laws gazetted	N/A	N/A	N/A	N/A	N/A	ED & Planning

APPROVED BY

 MUNICIPAL MANAGER
 RAMOTHWALA R.J.