



**BUFFALO CITY METROPOLITAN  
MUNICIPALITY**

**MANUAL**

**2019**

Prepared in accordance with the provisions of  
Section 14 of the Promotion of Access to  
Information Act No. 2 of 2000

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1. **INTRODUCTION**

Section 7 (1) (2) and (3) of Constitution of the Republic of South Africa, 1996 provides as follows:-

1. *“This Bill of Rights is a cornerstone of democracy in South Africa. It enshrines the rights of all people in our country and affirms the democratic values of human dignity, equality and freedom.*
2. *The state must respect, protect promote and fulfil the rights in the Bill of Rights.*
3. *The rights in the Bill of Rights are subject to the limitations contained or referred to in section 36, or elsewhere in the Bill.”*

The Promotion of Access to Information Act, No 2 of 2000 was enacted on February 2000, giving effect to the Constitutional right of access to any information held by the State and any information that is held by another person and that are required for the exercise or protection of any rights. Where a request is made in terms of the Act, Buffalo City Metropolitan Municipality is obliged to release the information, except where the Act expressly provides that the information may or must not be released. The Act sets out the requisite procedural issues attached to such request.

2. **PURPOSE OF THE SECTION 14 MANUAL OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000**

This manual is intended to foster a culture of transparency and accountability within the Buffalo City Metropolitan Municipality as a whole, by giving effect to the right to information that is required for the exercise or protection of any right and to actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect their rights.

In order to promote effective governance of public bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the Act in order for them to exercise their rights in relation to public and private bodies.

Section 9 of the Act however recognizes that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including but not limited to :-

- Limitation aimed at reasonable protection of privacy
- Commercial confidentiality and
- Effective, efficiency and good governance

and in a manner, which balances that right with any other right, including such right contained in the Bill of Rights in the Constitution.

This manual provides guidance to deal with the requests in a conforming manner, which will enable the requesters to obtain the records which they are entitled to in a quick, easy and accessible manner. This manual may be adapted by the individual role players in the municipality to specifically meet their needs. The manual has been drafted in accordance with the generic manual of the Human Rights Commission.

### **3. DEFINITIONS AND INTERPRETATION**

In this Manual, unless the context otherwise indicates:-

**“Access Fee”** means a fee proscribed for the purpose of Section 22(6) or 54(6) of the Promotion of Access to Information Act 2000, as the case may be;

**“Application”** means an application to a court in terms of Section 78;

**“Constitution”** means the Constitution of the Republic of South Africa, 1996 (Act 10 No 108 of 1996)

**“Court”** means :—

- a) the Constitutional Court acting in terms of Section 167(6)(a) of the Constitution; or
- b)
  - (i) a High Court or another court of similar status, or
  - (ii) a Magistrate’s Court, either generally or in respect of a specified class of decision in terms of this Act, designated by the Minister, by notice in the Gazette and presided over by a magistrate designated in writing by the Minister after consultation with the Magistrate Commission.

**“Human Rights Commission”** means the South African Human Rights Commission referred to in Section 181(1)(b) of the Constitution.

**“Information Officer”** of, or in relation to, a public body in the case of the municipality, means the municipal manager appointed in terms of Section 82 of the Local Government, Municipal Structures Act, 1998 (Act No 117 of 1998) or the person who is acting as such.

**“Internal Appeal”** means an internal appeal to the relevant authority in terms of Section 74.

**“Minister”** means the cabinet member responsible for the administration of justice.

**“Notice”** means notice in writing, and **“notify”** and notified have corresponding meanings.

**“Personal Requester”** means a requester seeking access to a record containing personal information about the requester.

**“Record”** of or in relation to, a public or private body, means any recorded information ;—

- (a) regardless of form of medium
- (b) in the possession or under the control of that public or private body respectively; and
- (c) whether or not it was created by that public or private body respectively

**“Request for Access”** in relation to: -

a public body, means a request for access to a record of a public body in terms of Section 11

**“Third Party”** in relation to a request for access to: -

a record of a public body, means any person (including, but not limited to the government of a foreign state, and international organization or an organ of the government or organization) other than: -

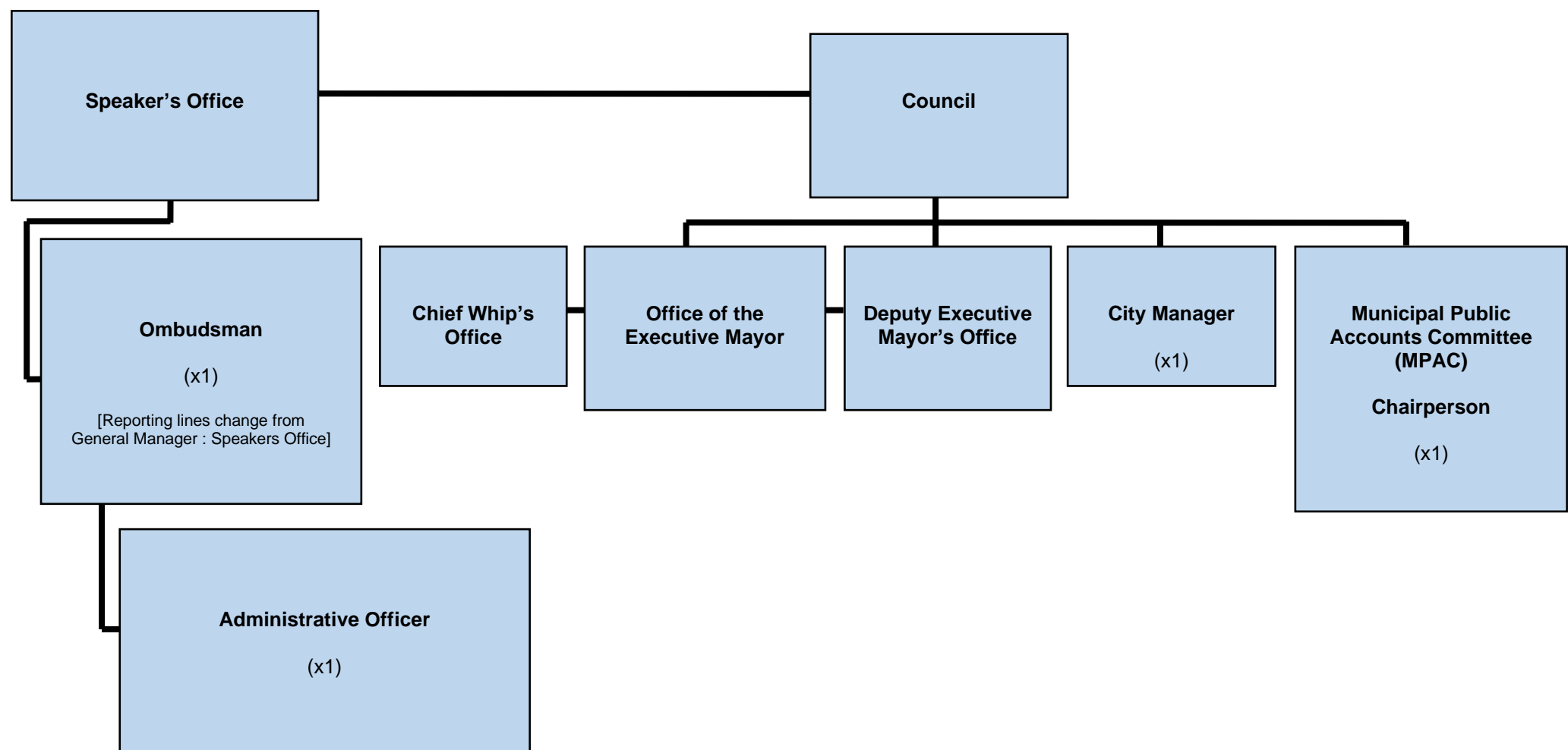
- (i) the requester concerned; and
- (ii) a public body

**A Schematic Diagram of the Organisational  
Structure of Buffalo City Metropolitan Municipality**

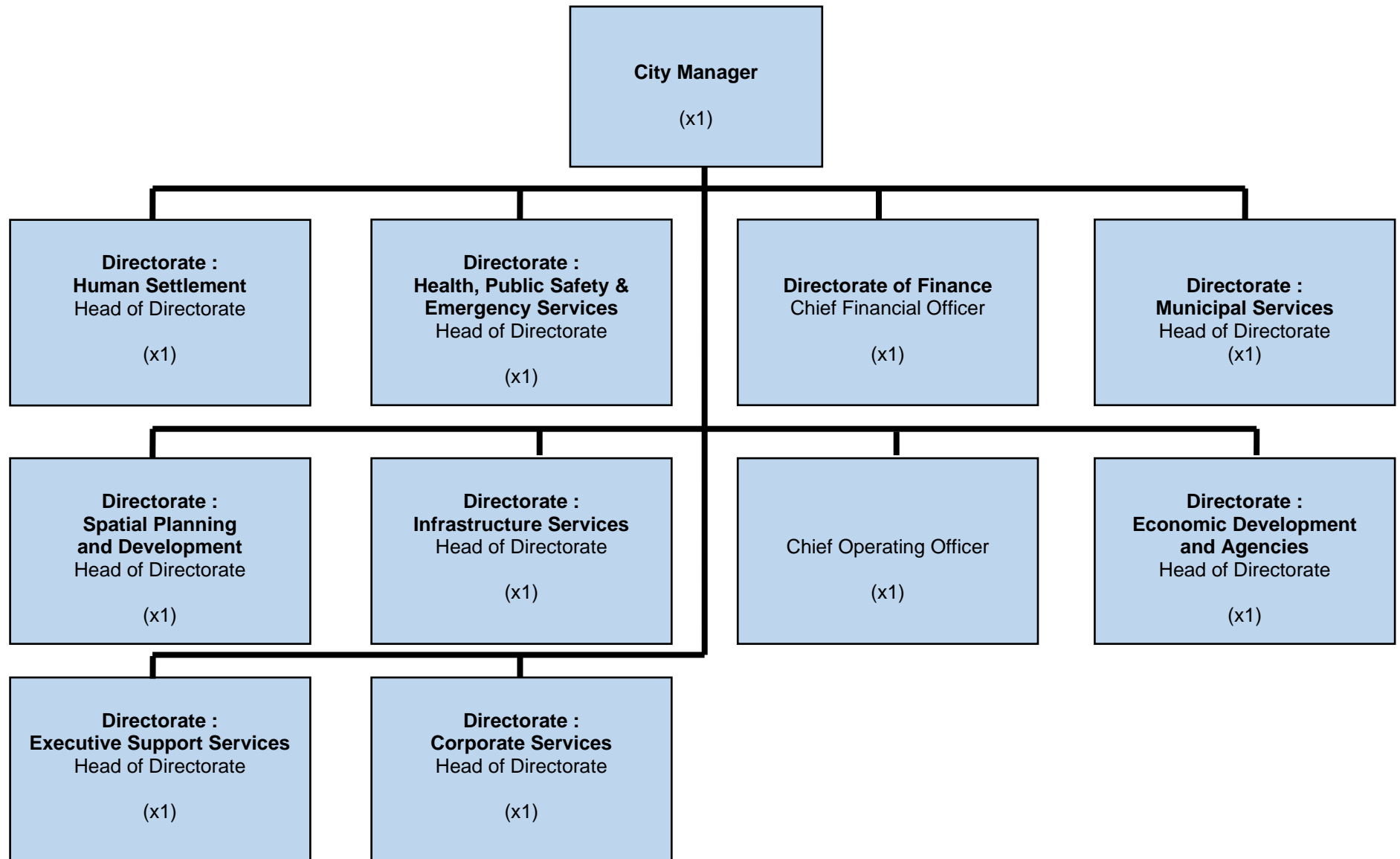
**BUFFALO CITY METROPOLITAN MUNICIPALITY  
MACRO ORGANISATIONAL STRUCTURE  
ADOPTED BY COUNCIL ON 29 JUNE 2016  
*VIDE* MINUTE NO. BCMC 413/16**



**BUFFALO CITY METROPOLITAN MUNICIPALITY**  
**ORGANISATIONAL STRUCTURE**



**BUFFALO CITY METROPOLITAN MUNICIPALITY**  
**ORGANISATIONAL STRUCTURE**



#### **4. BUFFALO CITY MUNICIPALITY'S ORGANISATIONAL STRUCTURE**

In terms section 8 (g) of the Local Government Municipal Structures Act (Act 117 of 1998), Buffalo City Metropolitan Municipality has an executive mayoral system combined with a ward participatory system. Ten Councillors make up the Mayoral Committee, with a Council chaired by the Speaker and 99 elected Councillors. Fifty of these Councillors represent wards. The total number of Councillors in hundred (100).

##### **4.1 TRADITIONAL LEADERS**

In compliance with the provisions of establishment, recognition of Traditional Leaders, Kingship, Queenship as well as the fostering good working relations between the Royals and Elected Councillors, Buffalo City Metropolitan Council on 17 November 2011 held a Traditional Leaders swearing in ceremony.

Some of the responsibilities of Traditional Leaders is to promote Service Delivery in rural communities. Also of great importance is for Traditional Leaders to foster unity in Councils and work hand in hand with Councillors.

##### **4.2 WARD COMMITTEES**

The Constitution of the Republic of South Africa, 1996 section 152 objects local government to provide democratic and accountable government for local communities. The Municipal Structures Act, (Act 117 of 1998) section 73 (1) stipulates that a Metro Council must formally resolve to establish Ward Committees for every ward in the Municipality. The Municipal Systems Act, 32 of 2000 further places a responsibility on the municipality to develop a culture of municipal governance that complements formal representative government with a system of participatory governance.

Ward Committees are chaired by ward Councillors.

Each ward committee is composed of ten ward committee members.

The members are paid a monthly stipend.

Reports on the functioning of Ward Committees are submitted to Council on a quarterly basis.

### **METROPOLITAN MAYORAL COMMITTEE MEMBERS**

The Council consists of ten (10) Metropolitan **Mayoral Committee members** and the following **Portfolio Committees** are chaired by the Councillors appointed to serve on Mayoral Committee.

- ❖ Finance Portfolio Committee
- ❖ Corporate Services Portfolio Committee
- ❖ Economic Development and Agencies Portfolio Committee
- ❖ Human Settlement Portfolio Committee
- ❖ Infrastructure and Services Portfolio Committee
- ❖ IDP and Organisational Performance Management
- ❖ Institutional Operations and Civic Relations
- ❖ Health and Public Safety and Emergences Portfolio Committee
- ❖ Municipal Services Portfolio Committee
- ❖ Spatial Planning and Development Portfolio Committee

Each of the abovementioned committees is chaired by one member of the Mayoral Committee. The Executive Mayor chairs the Metropolitan Mayoral Committee.

The abovementioned Committees operate within terms of references approved by the Council.

In addition to the Portfolio Committees the Council has the following Standing Committees :-

- ❖ Rules Committee
- ❖ Ethics Disciplinary Committee
- ❖ Municipal Public Accounts Committee (MPAC)
- ❖ Remuneration Committee
- ❖ Social Facilitation Committee
- ❖ Woman's Caucus Committee

In addition to the Portfolio Committees the Council has the following Steering Committees :-

- ❖ Employment & Equity Steering Committee
- ❖ Grants-in-Aid Steering Committee

#### **4.4 TOP MANAGEMENT COMMITTEE**

Along side with these committees detailed above is the Top Management team, which consist of the following: -

City Manager **Mr A. A. Sihlahla**, Head of Directorate : Corporate Services **Mr A.S. Naidoo**; Head of Directorate : Health and Public Safety and Emergency Services **Mr V. Lwana**; Head of Directorate: Spatial Planning and Development **Ms N. Mbali-Majeng**; Acting Head of Directorate : Municipal Services **Mr H. Sikweza**; Chief Financial Officer **Mr N. Sigcau**; Head of Directorate : Executive Support Services **Ms N. Sidukwana** and Head of Directorate : Infrastructure Service **Mr N.Ncunyana**, Head of Directorate : Human Settlement **Mr L. Mbula** and Head of Directorate : Economic Development and Agencies **Ms N. Ncokazi**

The City Manager is the head of the administration and is designated **Information Officer** in terms of the Promotion of Access to Information Act No 2 of 2000. The **Head of Directorates** are designated as **Deputy Information Officers**. This means that decision to release information pertaining to their directorates rest with them in consultation with the City Manager should clarity be required.

The Top management strategises, plans, organises, leads and controls all aspects pertaining to the general administration of public issues. They investigate and report to council all public issues and are also accountable to council and the public.

## **5. AREA OF OPERATION**

Buffalo City Metropolitan Municipality covers a large area of over 2,515 square kilometres. The area is geographically and environmentally diverse with a range of ecosystems, from coastal to forested areas in the hinterland. Many of these areas are conservation worthy; subtropical thicket; wetlands; river systems; cultural sites; rare and endangered species; and of particular importance, economically and biophysically, is the 70 kilometres of coastline. Pressures on the biophysical environment impact on the state and quality of the natural environment and consequently the health, well – being and opportunities of present and future generations.

The operation area for the Buffalo City Metropolitan Municipality covers all areas designated by the Municipal Demarcation Board for Buffalo City. The areas are as follows: -

- (a) The former King William's Town area which consisted of King William's Town, Bisho, Breidbach, Dimbaza, Ginsberg, Ilitha, Phakamisa, Schornville and Zwelitsha.

- (b) The former East London TLC area consisted of Beacon Bay, Gonubie, Mdantsane, Postdam, Berlin, East London and Duncan Village.
- (c) Certain of the former Amatole District Council areas consisting mainly of rural areas with villages in former Ciskei areas, small coastal villages and commercial farming districts in and around the former East London TLC and KWT TLC areas.
- (d) The former Kei Mouth Transitional Local Council areas consisted of Chintsa East, Chintsa, Cwili, Haga Haga, Kei Mouth, Qumrha, Kwelerha Point, Kwelerha, Mooiplaas, Morgans Bay, Ocean View and Qumrha.

**6. CONTACT DETAILS [SECTION 14(1)(b)]**  
**INFORMATION OFFICER**

City Manager - Mr A. A. Sihlahla

**DEPUTY INFORMATION OFFICERS**

Mr N. Sigcau	-	Chief Financial Officer
Mr A.S. Naidoo	-	Head of Directorate : Corporate Services
Ms N Mbali-Majeng	-	Head of Directorate: Spatial Planning and Development
Mr N. Ncunyana	-	Head of Directorate : Infrastructure Planning & Services
Ms N. Sidukwana	-	Head of Directorate: Executive Support Services
Mr V. Lwana	-	Head of Directorate : Health & Public Safety
Mr H. Sikweza	-	Acting Head of Directorate : Municipal Services
Mr L. Mbula	-	Head of Directorate : Human Settlement
Ms N. Ncokazi	-	Head of Directorate : Economic Development and Agencies

## **GENERAL INFORMATION**

**PHYSICAL ADDRESS:** Buffalo City Metropolitan Municipality  
Corner of Oxford & North Street  
Trust Centre  
**EAST LONDON**  
5200

**POSTAL ADDRESS:** P.O. Box 134  
**EAST LONDON**  
5200

**TELEPHONE:** 043 705 1901

**FAX:** 043 7226126

**WEBSITE:** [www.buffalocity.gov.za](http://www.buffalocity.gov.za)

**E-MAIL:** [citymanager@buffalocity.gov.za](mailto:citymanager@buffalocity.gov.za)

### **7. SECTION 10 GUIDES ON HOW TO USE THE ACT : {SECTION 14(1)©}**

Section 51 (1)(b) of the Act calls for a description of the guide referred to in Section 10 of the Act, if available, and how to obtain access to it. The guide referred to in Section 10 is a guide that must be compiled by Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act.

The guide is available from the Chief Executive Officer of the South African Human Rights Commission :-



Address: 43 Hoofde Street  
Braampark Forum No. 3  
**BRAAMFONTEIN**  
2001

Postal Address: PAIA Unit  
The Research and Documentation

Development: Private Bag X2700  
**HOUGHTON**  
2041

Telephone: +27 11 877 3600/3803

Fax: +27 11 403 0625

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

Email: [section51paia@sahrc.org.za](mailto:section51paia@sahrc.org.za)

## **HOW TO USE THE MANUAL**

### **Read Through This Manual**

For any clarification required when reading this manual, please contact the Information Officer or any of the Deputy Information Officers at the numbers or addresses listed above.

8. **ACCESS TO THE RECORDS HELD BY BUFFALO CITY METROPOLITAN MUNICIPALITY**

8.1 **Automatic Disclosure (Section 14(1)(e))**

Section 14 (1) (e) of the PAIA provides as follows:-

***“Manual on functions of and index of records held by public body – (1) Within six months after the commencement of this section or the coming into existence of a public body, the information officer of the public body concerned must compile in at least three official languages a manual containing –***

***(e) The latest notice, in terms of Section 15 (2), if any, regarding the categories of records of the body which are available without a person having to request access in terms of this Act.”***

8.2 **The following records are available without request forms :-**

- (i) Non-confidential reports of Council
- (ii) Legislation (this includes By-Laws)
- (iii) Festival and Social Matters
- (iv) Essential Services
- (v) Community Services
- (vi) Routine Enquiries

- 8.3 Section 14(1) of the Promotion of Access to Information Act reads as follows :-

***“Manual on functions of and index of records held by public body – (1) Within six months after the commencement of this section or the coming into existence of a public body, the information officer of the public body concerned must compile in at least three official languages a manual containing –***

**(d) Records that are not automatically available which need to be requested as provided in Section 14(1)(d) reads as follows:-**

*“(d) insufficient detail to facilitate a request for access to a record of the body, a description of the subjects on which the body holds records and the categories of records held on each subject;”*

Listed below are records that are not automatically available :-

1. Organisation and Control Internal Policies
2. Council and Council Matters
3. Staff
4. Finance
5. Domestic Supplies and Services
6. Building and Grounds
7. Tenders, Quotations and Contracts
8. Reports and Returns
9. Publicity and Information
10. Composition and Meeting of Bodies and other Gatherings
11. Legal Matters
12. Licence and Permits
13. Town Planning

14. **Confidential and Non-Confidential including Top Secret**  
Minutes of Council meetings, Metropolitan Mayoral Committee, Sub-Committees, Bid Committees, Task Teams, Portfolio Committees and Standing Committees as well Councils.

#### 8.4 **HOW REQUEST FOR ACCESS TO RECORDS ARE RECEIVED**

The request for access to a record is submitted to the City Manager via Records and Decision Tracking Section. When Records and Decision Tracking receive the request it forwards it to the City Manager as well as to the relevant Head of Directorate. When a request for access to a record on a contract/tender is received, the request is sent to the Accounting Officer as well to the Chief Financial Officer and relevant Head of Directorate, clarity can always be sought from the Accounting Officer should the need to do so arise.

#### 8.5 **RECORDS AND DECISION TRACKING SECTION AS A CUSTODIAN OF INFORMATION**

Records and Decision Tracking Section is a custodian of records of Buffalo City Metropolitan Municipality (BCMM) and as such on behalf of directorates. Records and Decision Tracking Section staff do not have authority to decide whether or not to release the records listed under 8.3 hereof as it is the Directorates who in most cases are aware if there are any litigations received with regard to the requested record. Records and Decision Tracking Section could release the records mentioned under 8.3 when authorised by the Information Officer or Deputy Information Officer. Records and Decision Tracking Section can automatically release records detailed under 8.2 hereof.

## 8.6 **LAW ENFORCEMENT AGENTS REQUESTS FOR INFORMATION**

Law Enforcement officials may also request information from the Municipality in accordance with the different prescripts governing investigations, amongst others the Criminal Procedure Act and the South African Police Services Act. The information will be furnished to these agencies in line with these prescripts and the relevant exceptions applicable thereof.

It should be noted that the request for information should not necessarily be requested through a Court Order or warrants as there are exceptions to these rules which will be taken into account when the information is requested.

## 8.7 **INTERNAL PROCEDURE TO BE FOLLOWED BY OFFICIALS WHEN REQUESTING ACCESS TO A CONFIDENTIAL RECORD**

The minutes and reports requested from records by officials within Buffalo City Metropolitan Municipality (BCMM) are sometimes confidential e.g Bid Specification, Bid Evaluation and Bid Adjudication, Confidential Minutes and Reports.

On numerous occasions the Records and Decision Tracking Section is requested by an official not serving on the abovementioned committees. This presents a challenge as distribution of such confidential records is limited. The following internal procedure therefore needs compliance with :-

- A Request for Access to a Confidential Record must be submitted by the relevant Head of Directorate to the Head of Directorate : Corporate Services.

- The Head of Directorate : Corporate Services will instruct/indicate in writing to Records Section on whether or not the record should be released.
- Electronic Document Management System (EDMS) Access to Confidential Records e.g. Minutes and Reports can only be viewed when permission rights are issued to the user.

#### 8.8 **FORM OF REQUESTS : (PROCEDURES) TO BE FOLLOWED WHEN REQUESTING ACCESS TO A RECORD**

The Promotion of Access to Information Act 2 of 2000 requires that a request for the access to records and information must be made by completing the prescribed form reference is made to Section 14(1)(d) of the Promotion of Access to Information Act 2 of 2000.

The form is completed only for request for access to an archive or to records listed under paragraph 5.5.3. Attached to this manual is a prescribed **Form A**, which is a Request for Access to Records of Public Body. (Additional copies of this form are obtained at the contact addresses referred to under Section B above). A copy of the form is attached as **Schedule “2”** hereto

On approval by the Council, the copies of the manual will be made available to the City Manager, Heads of Directorates, Human Rights Commission, Ward Committees, Community Development Workers, the manual will also be placed at Libraries and Buffalo City Metropolitan Municipality Rent Offices, it will also be placed on Buffalo City Metropolitan Municipality website.

## 8.9 **REQUEST FEE AND ACCESS FEE**

- ❖ The requester must fill in all the fields in the request form or re-write the details in an e-mail.
- ❖ The requester must send the request to the City Manager to the fax number or e-mail listed provided above.
- ❖ The requester must provide sufficient detail in the request form to enable the Information Officer or Deputy Information Officer to easily identify the following: -
  - The required record
  - Which form of access is required
  - The right that is sought to be exercise or to be protected
  - How information should be narrated.
- ❖ The requester must provide on explanation of why the requested record is required for the exercise or protection of that right.
- ❖ The requester should also indicate if any other manner is to be used to inform him/her or convey the record requested to the requester.
- ❖ If a request is made on behalf of another person, the requester must submit proof of the capacity in-which he/she is making the request in order to satisfy the Information Officer or Deputy Information Officer.

The Information Officer or Deputy Information Officer will reply **within 30 days** of the date of receiving the request as to whether the Information is accessible and how and where it may be collected.

#### 8.10 **FEES**

Section 22 of the Promotion of Access to Information Act of 2000 makes provision for two types of fees that is required, namely;

The Act requires the Information Officer in certain circumstances to notify the requester to pay the prescribed request fee before further processing the request. Schedule 2 of this manual reflects the prescribed fee.

- ❖ The Information Officer will notify the requester (other than a personal requester) by notice of the fees to be paid (if any) before further processing the request.
- ❖ The prescribed request fee is payable by public. The requester may lodge an internal appeal where appropriate, or an application to Court against the tender or payment of the request fee.
- ❖ After the Information Officer has made a decision on the request the requester must be notified of such decision in the way in which the requester wanted to be notified in.
- ❖ If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.



9. **FILE PLAN/FILING INDEX**

\*\*\* The **Reviewed Section 14 Manual** is attached hereto as ***Annexure “A”***.

The **File Plan** is also attached hereto as ***Schedule “1”*** and it contains general instructions, the list of main series, numerical classification, etc.

\*\*\* Attached hereto is ***Schedule “2”***, which reflects the **Prescribed Fees for Public Bodies**

\*\*\* Also Attached hereto is ***Schedule “3”*** which reflects the **Prescribed Forms for Access to a Record of a Public Body**.

10. **SERVICE AVAILABLE {SECTION 14 (1)(f)}**

The under mentioned are key functions of Buffalo City Metropolitan Municipality which are organised according to the number of Directorates and the departments that are all under supervision, co-ordination and control of the City Manager.

11. **NATURE OF SERVICE**

**Directorate : Executive Support Services**

➤ **Office of the Head of Directorate**

- Administration Support.

➤ **Communications, Marketing, International & Intergovernmental Relations:**

- International and Intergovernmental Relations, and
- Communications and Marketing.

➤ **IDP, Budget Integration, PMS, GIS and IEMP and Sustainable Development:**

- Metro Development Strategic Management;
- IDP & Budget Integration;
- Geographic Information System (GIS);
- Institutional Performance Management, and
- IEMP and Sustainable Development.

➤ **Sports Services & Special Programmes:**

- Special Programmes, and
- Sports Services.

➤ **Political Office Administration:**  
**Office of the Executive Mayor and Deputy Executive Mayor**

- Office of the Executive Mayor, and
- Office of the Deputy Executive Mayor.

➤ **Political Office Administration:**  
**Office of the Speaker and Chief Whip**

- Office of the Speaker and Chief Whip, and

- Public Participation, Traditional Leaders and Ward Committees:-
  - Public Participation – Midland
  - Public Participation – Coastal
  - Public Participation – Inland

**Directorate: Corporate Services:**

The proposed structure for the Directorate Corporate Services has the following Departments and Divisions, namely:-

➤ **Human Resource Management:**

- Employee Relations;
- Recruitment and Selection;
- Remuneration and Benefits; and
- Organizational Development and Job Evaluation.

➤ **HR Performance & Development:**

- Employee Performance Management and Development;
- Education, Training Development and Career Management, and
- Employee Wellbeing.

➤ **Corporate Support Services:**

- Records and Decision Tracking;
- Telecommunications;
- Administrative and Council Support, and;
- Auxiliary Services.
- Travel Management Services

## **Directorate of Finance:**

The proposed structure for the Directorate of Finance has the following Departments and Divisions, namely:-

### ➤ **Revenue Management:**

- Accounts Management & Revenue Control;
- Coastal Revenue Management;
- Midland Revenue Management;
- Inland Revenue Management;
- Customer Relations Management (Call Centre), and;
- Rates & Valuations.

### ➤ **Strategy & Operations:**

- Finance Operations;
- Governance & MFMA Reporting;
- Governance & Financial Modeling, and;
- ICT Support.

### ➤ **Supply Chain Management:**

- Demand Management & Supplier Development;
- Logistics, Warehousing & Disposal;
- SCM Risk & Governance;
- Contracts & Performance Management, and;
- Acquisitions Management.

➤ **Budget & Treasury Management:**

- Budget Planning, Monitoring & Reporting;
- Treasury, Bank Control & Cash Management;
- Grant Administration & Budget Policy Review & Development, and;
- Cost & Management.

➤ **Corporate Asset Management:**

- Asset Management Data & Process;
- Asset Management Planning, and;
- Asset Financial Management.

➤ **Financial Reporting:**

- Asset Reporting & Insurance;
- Financial Management;
- Financial Reporting, and
- Grant Administration.

➤ **Expenditure & Payments Management:**

- Vat, Leases & Payments;
- Creditors, and;
- Payroll & Benefits.

### **Directorate: Economic Development & Agencies:**

The proposed structure for the Directorate: Economic Development & Agencies has the following Departments and Divisions, namely:-

#### ➤ **Fresh Produce Market:**

- Finance and Administration;
- Business Operations;
- Contracts and Stakeholder Relations, and
- Market Facility.

#### ➤ **Trade, Industry and Sector Development:**

- Enterprise Development;
- Investment and Trade Promotion;
- Trade and Industry Development;
- Sector Development;
- Business Retention and Expansion.

#### ➤ **Tourism, Arts, Culture and Heritage:**

- Public Relations, Events and Partnership;
- Heritage;
- Tourism Research, Planning and Development;
- Marketing and Information Services, and
- Arts and Culture.

➤ **Agriculture and Rural Development:**

- Agricultural Development, and;
- Rural Development.

**Directorate: Spatial Planning & Development**

The proposed structure for the Directorate: Spatial Planning and Development has the following Departments and Divisions, namely:-

➤ **Spatial Planning**

- City & Regional Planning;
- Geomatics;
- Architecture, and;
- Spatial Norms & Standards Enforcement.

➤ **Property Management:**

- Estate Management;
- Building Maintenance;
- Property Invasion Management, and;
- Building Aesthetics Enforcement.

➤ **Urban & Rural Regeneration:**

- CBD Regeneration;
- Township Regeneration;
- Rural Regeneration, and;
- Integration Zones.

➤ **Transport Planning & Operations:**

- Strategic Transport Planning;
- Integrated Public Transport Network Implementation;
- Integrated Public Transport Network Operations;
- Traffic Management & Safety;
- Project Management, and;
- BRT Specialist.

**Directorate: Infrastructure Services:**

The proposed structure for the Directorate: Infrastructure Services has the following Departments and Divisions, namely:-

➤ **Water, Wastewater & Scientific Services:**

- Water Services;
- Sanitation;
- Water Services Authority, and;
- Scientific Services.

➤ **Electrical & Energy Services:**

- Electrical Distribution;
- Electrical Development, Contracts & Assets;
- Customer Services & Revenue Protection, and;
- Electrical Licensing & Training.



➤ **Workshop, Plant & Fleet Services:**

- Fleet Services & Plant (EL & KWT), and;
- Workshop (EL & KWT).

➤ **Roads, PIU & Construction:**

- Roads;
- Project Implementation Unit, and;
- Construction.

**Office of the City Manager:**

- a) The proposed structure for the Office of the City Manager has the following Departments and Divisions, namely:-

➤ **Administrative Support:**

- Information; Knowledge Management; Research & Policy.

➤ **Information, Technology & Support:**

- IT Services;
- IT Operations;
- Modernisation, and;
- Infrastructure & Information Risk.

➤ **Risk Management**

➤ **Strategy and Transformation**

- **Legal Services and Municipal Court**
  - Contract Management and Litigation;
  - Legal Compliance;
  - Municipal Courts, and;
  - Governance and Administration.
- **Regional Services : Midland**
- **Enterprise Project Management Unit**
  - Quality Assurance;
  - Development and Investment;
  - Municipal Infrastructure, and;
  - Programme Management Projects.
- **Information, Knowledge Management Research & Policy**
- **Knowledge Management and Innovation**
- **Expanded Public Works Programme**
- **Governance and Internal Auditing**
- **Regional Services : Inland**
- **Compliance**

**Directorate: Municipal Health, Public Safety & Emergency Services:**

- (a) The proposed structure for the Directorate: Health, Public Safety and Emergency Services has the following Departments and Divisions, namely:-

➤ **Municipal Health Services:**

- Environmental Health Support Programmes;
- Integrated Environmental Strategic Management;
- Municipal Health Services Operations: Coastal;
- Municipal Health Services Operations: Inland, and
- Municipal Health Services Operations: Midland.

➤ **Public Safety and Protection Services:**

- Traffic Services, and
- Law Enforcement Services.

➤ **Emergency Services:**

- Fire and Rescue, and
- Disaster Management.

- b) **The establishment of the Metropolitan Police Service function:**

Council has approved the establishment of the Metro Police Service function as per the Council resolution dated 31 October 2011 (BCMC 190/11), as follows:-

- *“That the Council approves the establishment of the Metropolitan Police Service in terms of the approved IDP of the Municipality.*
- *That all legal processes in terms of establishing the Metropolitan Police Service be followed.”*

In order to give effect to this resolution and in compliance with discussions at the Organisational Structure Workshop, a proposed Metropolitan Police Service Structure, as a working document was presented.

#### **Directorate: Municipal Services:**

The proposed structure for the Directorate: Municipal Services has the following Departments and Divisions, namely:-

##### ➤ **Community Amenities:**

- Sports Facilities;
- Recreation Facilities.
- Libraries, Halls and Resorts, and
- Marine & Zoological Services.

##### ➤ **Parks, Cemeteries and Crematoria:**

- Parks: Inland;
- Parks: Coastal;
- Parks: Midland;
- Vegetation Control, and
- Cemeteries and Crematoria.

➤ **Solid Waste Management:**

- Landfills and Transfer Sites Operations;
- Waste Minimisation, Planning and Education;
- Cleansing and Refuse Collection: Coastal;
- Cleansing and Refuse Collection: Midland, and
- Cleansing and Refuse Collection: Inland.

**Directorate: Human Settlements:**

➤ **Housing Planning and Strategy:**

- Strategic Planning & Financial Support;
- Informal Settlement Upgrading, and
- Housing Administration.

➤ **Housing Delivery and Implementation:**

- Technical and Implementation;
- Housing Contracts, and
- Housing Infrastructure Projects.

➤ **Human Settlement Special Projects:**

- Flagship Projects;
- Built Environment, and
- Social Economics.

12. **HOW TO GAIN ACCESS TO THESE SERVICES**

The abovementioned services are available through the various departments. Services such as water, electricity, refuse and sanitation must be applied for by person residing within the Buffalo City Metropolitan Municipality.

13. **ARRANGEMENTS ALLOWING FOR PUBLIC PARTICIPATION IN THE FORMULATION OF POLICY AND EXERCISING OF POWERS OF BUFFALO CITY METROPOLITAN MUNICIPALITY**

Buffalo City Metropolitan Municipality has established various *fora* in order to address certain critical issues in its interaction with the members of the public, these include the following: -

(a) **COMMUNICATION**

The Council has an IDP/PMS/Budget representative forum which consists of external stakeholders that make input in the IDP/Budgeting process.

(b) **MAYORAL IMBIZO**

The Executive Mayor holds Mayoral Imbizo once a year in October this being another public participation mechanism.

(c) **COUNCIL OPEN DAY**

The Council open day is held once a year to ensure that Buffalo City Metropolitan Municipality's Integrated Development Plan, Performance Management System and Budget contents of final document have been consulted with the Community.

(d) **BUSINESS FORUM**

A forum has been established between Council and the business people to ensure that business and Tourism in and around Buffalo City is properly marketed. This forum ensures that business community needs that pertain to municipal services are attended to.

(e) **POLICE FORUM**

The police forum consists of the Council members, Police, business and Community Members and has been established to ensure that the public is protected against crime and lawlessness is prohibited.

(f) **INTEGRATED DEVELOPMENT PLAN (IDP) HEARINGS.**

The Integrated Development Plan Hearings is an approach to planning that involves the entire Municipality and its communities in finding the best solutions to achieve good long-term development. Existing conditions and problems and resources available for development are taken into account.

(g) **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE HEARINGS.**

The Municipal Public Accounts Committee (MPAC) is established in terms of Section 79 of the Municipal Structures Act as a Committee of Council for the efficient and effective performance of its functions.

MPAC will assist Council to hold the Executive and Municipal agencies to account as well as ensure the efficient and effective use of public finance.

14. **THE REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH: SECTION 14 (1)(H)**

Part 4 of the Act makes provision for the right of internal appeal to relevant authority. The requester who is dissatisfied with the decision of the Information Officer may use the provisions of PART 4 of the Act and lodge an internal appeal to the Mayor, the Speaker or any other person designated in writing by the council. Once the internal appeal procedure has been exhausted the requester may appeal to the courts for relief.

15. **MISCELLANEOUS :-**

**OTHER INFORMATION AS PRESCRIBED IN TERMS OF THE ACT {SECTION 14 (i)(ii)}**

Section 14 (i)(ii) read in conjunction with Section 92 of the Act refers to other information, which the Minister may by notice in the Gazette, make regulations.

There is currently no information available from the Minister of Justice and Constitutional Development in terms of Section 92 to be included in this document.

16. **UPDATING OF THE MANUAL (SECTION 14 (2))**

The manual will be updated annually.

17. **AVAILABILITY OF THE MANUAL**

The manual will be available at the following places: -

- i) Office of the City Manager – Information Officer
- ii) Office of the Head of Directorates – Deputy Information Officers



- iii) Buffalo City Municipality Records/Archives Officer
  - iv) The South African Human Rights Commission
  - v) The Buffalo City Municipality website.
  - vi) The Manual will also be made available to Ward Committees; copies thereof will also be placed at the Libraries and Rent Offices. A copy will also be made available to Provincial Archivist.
18. **REQUEST TO THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT FOR THE COMPILATION OF ONE MANUAL {SECTION 14(4)(A) AND SECTION 14(4)(B)}**

Buffalo City Metropolitan Municipality is only one body and need not apply in terms of Section 14(4)(a) & (b).

19. **EXEMPTION BY THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT FROM ANY PROVISION OF THIS SECTION FOR A DETERMINED PERIOD {SECTION 14 (5)}**

“For security, administrative or financial reasons, the Minister may, on request or of his or her own accord by notice in the Gazette, exempt any public body or category of public bodies from any provision of this section for such period as the Minister thinks fits”.

No application has been made by Buffalo City Municipality in terms of the abovementioned section.

## **GENERAL INSTRUCTIONS TO FILING SYSTEM**

### **NAME OF OFFICE**

This filing system is only for the use of Buffalo City Metropolitan Municipality, and it may not be applied to any other office without the prior permission of the State Archives Service.

## **REPORTING**

All amendments and additions (the omission or insertion of an underlining is an amendment as well) should be submitted regularly to the State Archives Service for notification and formal approval. In cases where the amendments/additions are circulated by means of circular minutes, it will suffice if a copy thereof is forwarded to the State Archives Service. For easy reference and effective control the notifications should be numbered each year starting at number one, e.g. 1/ .....,2/...etc. It is advisable that in cases where major amendments and/or additions are required, the prior approval of the State Archives Service be obtained before any new files are opened. (For unclassified correspondence see par. 15 of these instructions.)

## **CONTROL OF SYSTEM**

Control of filing system is assigned to the Records/Archives Manager. No amendments and/or additions to the official system may be made without the approval of this official. Further duties of this official comprise **inter alia** the following : -

- (a) He/she must scrutinize the office daily file regularly to ensure that all correspondence is dealt with on the correct files.
- (b) He/she must ensure that instructions are strictly adhered to by scrutinizing the relevant files regularly to ensure that they are used correctly.
- (c) He/she must keep the Master Copy up to date. (See also par. 8)
- (d) The efficiency of the system should be examined regularly to ensure that the necessary amendments are provided. When new functions are acquired, new files should be created and where necessary, existing files should be broken up or combined as the case may be.

Parent files (i.e. heading which are subdivided but also used as files) should be examined regularly to prevent them from becoming general files and where necessary further sub-files should be created.

**NB** *such changes must be reported in terms of par. 2 of these instructions.*

- (e) Particular attention should be paid to cases where correspondence is started on one file and where the emphasis then shifts to another aspect in order to ensure that the matter is dealt with on the appropriate file.
- (f) For duties in respect of the descriptions on file covers and unclassified correspondence, see paragraph 12 and 15 below. (These duties should be included on the official's duty sheet).

### **ACCURATE FILING OF CORRESPONDENCE**

All officials conducting correspondence should be supplied with a copy of the filing system. Officials must ensure that they are conversant with the series with which they work and should ensure that all correspondence is dealt with on the correct file. Incorrect filing should be rectified immediately to ensure the permanently valuable documents are not destroyed and to prevent the retention of ephemeral documents.

### **POLICY FILES**

Provision has been made for policy files. These files are identified by the symbol "P" as the last component of the reference number, e.g. 1/P, 1/1/P, etc. All matters concerning policy, rulings, instructions, procedures and directives should be dealt with on these files to ensure easier reference. It must be noted that the term "instructions," as used above, indicates instructions regarding the work of a section and not instructions to officials.

If a case arises before disposal authority has been issued on the filing system where a policy matter is decided on a subject file, the Records Manager should decide whether copies of the correspondence as a whole, or a copy of the final decision only, should be placed on the relevant policy file. Once disposal authority has been issued, a copy of a policy decision taken on an A.20 file should be placed on the policy file with a cross-reference to the file on which the case was finalized. If a policy decision is taken on a D-file, copies of all relevant documents should be placed on the relevant policy file. Where a bulky document, e.g. a report contains a policy decision or ruling, only an extract of the relevant section of the report should be placed on the policy file. Correspondence dealt with on policy files should be limited to that relating to the formulation and/or revision of policy.

**THE FOLLOWING CORRESPONDENCE SHOULD NOT BE PLACED ON POLICY FILES :-**

- (i) Enquiries regarding policy that do not result in the formulation of new policy or the amended interpretation of existing policy.
- (ii) Dealings with individual cases which do not result in the formulation of new policy or amendments to existing policy.
- (iii) Cases concerning a main or sub-series as a whole, but which are not policy matters, as well as individual aspects of the particular subject for which no file exists. **IN SUCH CASES SUITABLE FILES SHOULD BE OPENED.**

**ROUTINE ENQUIRIES**

At appropriate places in the filing system files for routine enquiries have been provided. These files are for enquiries of a routine nature that requires no further action subsequent to the reply. Under no circumstances may matters other than the routine supply of information be dealt with on these files.

## **REPORTS AND RETURNS**

In the main series for **REPORTS AND RETURNS** provision has been made only for those reports and returns which cannot be dealt with under the other main series. Where files for reports and returns have been provided in the other main series they are to be used only where the relevant report or return cannot be placed on a subject file under that main series.

## **MASTER COPY**

The Master Copy is that copy of the filing system which contains all approved subject and which indicates how files are to be opened and stored. No file may be opened unless the file description has already been recorded in the Master Copy and approval of the Official in charge has been obtained. Individual case files which are opened according to notes in the system are not recorded in the Master Copy. They should be recorded in a Register of Files Opened (see par. 9). The Official in charge must ensure that all amendments and/or additions are recorded in the Master Copy immediately.

## **REGISTER OF FILES OPENED**

The purpose of this register is to keep a complete record of **ALL** files opened. A loose-leaf binder is recommended as it facilitates the insertion of extra pages which are usually required for case files which form part of the numerical classification. The register is maintained in the same form as the system and files are entered in the same consecutive order. An extra column should be provided opposite the file description in which to note the date of opening (date of first document) next to the file title. The first page of the register should indicate the name of the office to which the system is applicable as well as the date of implementation (for secret files see par 21.)

## **REGISTER OF FILES DESTRUCTION**

A register of closed D-files should be drawn up as soon as disposal authority has been obtained. This register is divided into years, e.g. 2007, 2008, 2009, etc. When a file volume is closed its reference number should be entered under the year in which it will be destroyed. A volume which is closed in 2007 and for which the disposal instruction is D., therefore, will be entered under the year 2010. The register thus indicates which volumes are to be destroyed in any particular year. The use of a loose-leaf binder is recommended as it is not possible to determine the number pages needed per year beforehand. (For disposal see par. 17 further on).

## **IMPLEMENTATION OF THE NEW SYSTEM**

In the event of a new file system no correspondence may be dealt with on the files of the previous system. Permission can be obtained from the Provincial Archives and Records Management Services to incorporate case files from the previous system into the new system. All file from the previous system should be closed on the day prior to date of implementation.

## **OPENING OF FILES AND DESCRIPTION OF FILE COVERS**

Files should be opened only when required. Care should be taken that the numbering and descriptions of the files, as indicated in the system, are strictly adhered to.

In cases where file descriptions are too lengthy, certain components which so not form an essential part of the description may be omitted, the title of the MAIN SERIES must always be given and the description must be sufficiently comprehensive to describe the contents of the file. In order to assist the registry staff, the Records Manager should indicate which components may be omitted in such cases. Titles should be printed in indelible ink.

The dates of first and last correspondence as well as applicable disposal instructions when available should be indicated on the file cover. Worn covers should be replaced regularly.

### **UNDERLINED DESCRIPTIONS**

All underlined descriptions indicate subject headings. Subdivisions must be made under these subject descriptions but **NO FILE MAY BE OPENED FOR ANY UNDERLINED DESCRIPTION.**

### **EXPLANATION IN BRACKETS**

The explanations in brackets under the subject headings or file descriptions are intended as a guide and should not be entered on file covers.

### **UNCLASSIFIED CORRESPONDENCE : PROCEDURE**

When correspondence is received for which no file is provided, the Official in Charge of the system should be approached immediately to indicate on which existing file the correspondence should be placed, or which new file should be opened.

### **ANNEXURE FILE COVERS**

An additional cover must be opened where necessary for storing bulk documentation which if filed would result in inordinate increase in the volume of a file. No correspondence, however, may be filled in such a cover.

The cover should be marked clearly with the correspondence file reference number and “**Annexure File**” written on the outside cover. Every document contained in the annexure file should bear a cross-reference to the correspondence on which it was received.

## **DISPOSAL OF FILES**

Once disposal authority has been issued disposal instructions are recorded opposite each file in the disposal column provided in the system. The disposal symbols indicate the following :-

**A.30** = Keep for transfer to the appropriate archives depot not more than thirty after closure.

**D.** = Destroy after the lapse of number of years which is indicated by number following the letter D.

The destruction of files qualifying for destruction should be done regularly, but at least once a year. The prescribe destruction certificate should be submitted to the State Archival Service. In the case of file volumes not closed, but contained correspondence which may be destroyed, such correspondence may be removed and destroyed. The date on the file cover denoting the date of the first document of the file should be amended accordingly.

## **THICKNESS OF FILES**

Files should not exceed 3cm in thickness. On reaching this thickness a file must be closed and a new cover, marked "Volume 2", should be opened. A sheet paper with the wording "Closed, see volume...." Should be filed as the last item on the closed volume. "**Volume 1**" should be indicated on the first volume only when "**Volume 2**" is opened.

(a) Separate arrangements for safekeeping of secret files must be made and should not be incorporated as a part of these instructions.

(b) The disposal instructions for all secret files are A.30 and they should be dealt with accordingly.



**BUFFALO CITY METROPOLITAN MUNICIPALITY FILE PLAN**

**LIST OF MAIN SERVICES**

1. LEGISLATION
2. ORGANISATION AND CONTROL
3. OWN COUNCIL AND COUNCIL MATTERS
4. STAFF
5. FINANCE
6. DOMESTIC SUPPLIES AND SERVICES
7. BUILDINGS AND GROUNDS
8. TENDERS, QUOTATIONS AND CONTRACTS
9. REPORTS AND RETURNS
10. PUBLICITY AND INFORMATION
11. FESTIVALS AND SOCIAL MATTERS
12. COMPOSITION AND MEETINGS OF BODIES AND OTHER GATHERINGS
13. LEGAL MATTERS
14. LICENCES & PERMITS
15. TOWN PLANNING AND CONTROL
16. ESSENTIAL SERVICES
17. COMMUNITY SERVICES

## 1. LEGISLATION

(Acts, regulations, ordinances, etc., must be kept outside the system)

1/P	Policy
1/R	Routine
1/1	<u>Parliamentary legislation and regulations</u>
1/1/1	<u>Drafting and amending</u> (Open a file for each act and / or regulation and number consecutively)
1/1/1/1	Machinery and Occupational Safety Act
1/1/1/2	Customs and Excise Act
1/1/1/3	Criminal Procedure Act
1/1/1/4	National Monuments Act
1/1/1/5	Architects Act
1/1/1/6	Estates Agents Act
1/1/1/7	Measuring Units and National Measuring Standards act
1/1/1/8	Road transport Act
1/1/1/9	Sea-shore Act
1/1/1/10	Abattoir Act
1/1/1/11	Tourism Development Corporation Act
1/1/1/12	Urban Transport Act
1/1/1/13	Health Act
1/1/1/14	Containers Act
1/1/1/15	Civil Defence Act
1/1/1/16	Removal of Restrictions Act
1/1/1/17	Housing Act
1/1/1/18	Slums Act
1/1/1/19	Registration of Vendors Act
1/1/1/20	Sales Tax Act
1/1/1/21	Sundays and Public Holidays Act
1/1/1/22	Manpower Training Act
1/1/1/23	Workmen's Compensation Amendment Act
1/1/1/24	Municipal Treasurers and Accountants Act
1/1/1/25	Fire Services Act
1/1/1/26	Markets Amendments Act
1/1/1/27	Local Government Training Act
1/1/1/28	Municipal Accountant's Act
1/1/1/29	Auditor-General's Act
1/1/1/30	Promotion of Local Government Affairs Act
1/1/1/31	Less Formal Township Establishment Act
1/1/1/32	Physical Planning Act
1/1/1/33	The Aliens Control Act
1/1/1/34	Administration of Estates Act

1/1/1/35	Constitution of the Republic of S.A. Act
1/1/1/36	Regional Industrial Development Act
1/1/1/37	Municipal Electoral Act
1/1/1/38	Development Facilitation Act
1/1/1/39	Labour Relations Act
1/1/1/40	Restitution of Land Rights Act
1/1/1/41	Consumer Affairs Act
1/1/1/42	Promotion of Youth Affairs Act
1/1/1/43	Gender Equality and Status of Woman Act
1/1/1/44	Conversion of Certain Rights to Leasehold or Ownership Act
1/1/1/45	National Archives of S.A. Act
1/1/1/46	Regulation of Gatherings Act
1/1/1/47	Basic Conditions of Employment Act
1/1/1/48	Gambling and Betting Act
1/1/1/49	(R293)Transfer of Staff to Municipalities Act
1/1/1/50	Skills Development Act
1/1/1/51	Social Welfare Act
1/1/1/52	Employment Equity Act
1/1/1/53	Intergovernmental Fiscal Relations Act
1/1/1/54	Local Authorities Loans Fund Repeal Act
1/1/1/55	Independent Commission for the Remuneration of Public Office Bearers Act
1/1/1/56	Municipal Demarcation Act
1/1/1/57	Prevention of Illegal Evictions from and Unlawful Occupation of Land Act
1/1/1/58	Development in Rural Areas Act
1/1/1/58	Eastern Cape Rural Development Corporation Amendment Bill, 2010
1/1/1/59	Marine Living Resources Act
1/1/1/60	Local Government Municipal Structures Act
1/1/1/61	Competition Act
1/1/1/62	Municipal Police Act
1/1/1/63	Division of Revenue Act
1/1/1/64	Treasure Control Act
1/1/1/65	Housing Rental Act
1/1/1/66	S A Qualifications Authority Act
1/1/1/67	S A Sport Commission Act
1/1/1/68	Municipal Systems Act (Establishment BCM)
1/1/1/69	Administrative Adjudication of Road Traffic Offences Act
1/1/1/70	World Heritage Convention Act
1/1/1/71	Road Traffic Management Corporation Act
1/1/1/72	Executive Members Ethics Act
1/1/1/73	Arms and Ammunition Act
1/1/1/74	Public Finance Management Amendment Act
1/1/1/75	Promotion of Access to Information Act
1/1/1/76	Planning Professions Bill

1/1/1/77	Unemployment Insurance Act
1/1/1/78	Property Rates Bill/Act
1/1/1/79	Promotion of Administrative Justice Act
1/1/1/80	Protected Disclosure Act
1/1/1/81	Amendment Act on Cheques
1/1/1/82	Medical Scheme Act
1/1/1/83	Land use Management Act
1/1/1/84	Animal Health Bill
1/1/1/85	Livestock Improvement Act
1/1/1/86	Meat Safety Bill
1/1/1/87	Animal Identification Act/Improvement Act
1/1/1/88	Draft Petroleum Products Amendment Act
1/1/1/89	Eastern Cape Roads Act
1/1/1/90	Pension Funds Act
1/1/1/91	Municipal Integrated Development Planning Regulations
1/1/1/92	Municipal Performance Management Regulations
1/1/1/93	Atmospheric Pollution Prevention Act
1/1/1/94	National Land Transport Transition Amendment Act
1/1/1/95	Flying of the National Flag of the Republic of S A
1/1/1/96	Telecommunications Act
1/1/1/97	Municipal Finance Management Bill/Act
1/1/1/98	State Property Management Company Act
1/1/1/99	Engineering Profession Act
1/1/1/100	Prevention of Corruption Act
1/1/1/101	Property Valuers Profession Act
1/1/1/102	Application of Health Standards in Traditional Circumcision Act
1/1/1/103	Medicines and Related Substances Amendment Act
1/1/1/104	Fundraising Act
1/1/1/105	Electronic Communication and Transaction Bill
1/1/1/106	Eastern Cape Municipal Development Corp. Bill
1/1/1/107	National Environmental Management Protected Areas Bill
1/1/1/108	Promotion of equality and prevention of unfair Discrimination Amendment Act
1/1/1/109	Agricultural Development Act, 1999
1/1/1/110	Traditional Health Practitioners of S.A Bill
1/1/1/111	Electricity Regulation Bill, 2002
1/1/1/112	Adult Basic Education and Training Act (52/2000)
1/1/1/113	Local Government Laws Amendment Act, 2002
1/1/1/114	State information technology agency Amendment Act,2002

1/1/1/115	Debt Collectors Act, 1998
1/1/1/116	Liquor Bill, 2002 (Act 2003)
1/1/1/117	Security of Tenure Act, 1997
1/1/1/118	Local Government Transitional Act
1/1/1/119	The foodstuffs, cosmetics and disinfectants Act
1/1/1/120	Public Protector Act, 1994
1/1/1/121	Sectional Title Amendment Act, 2003
1/1/1/122	Construction Industry Development Board Act (38/2000)
1/1/1/123	Income Tax Act, 1962
1/1/1/124	Housing Consumers Protection Measures Amendment Bill, 2003
1/1/1/125	Agricultural Produce Agents : Amendment Act, 47/2003
1/1/1/126	Spatial Data Infrastructure Act, 54/2003
1/1/1/127	Libraries & Information Services Act No 6 of 2003 (E.C.)
1/1/1/128	Traditional Leadership and Governance Framework Act 2003 (Act No 41 of 2003)
1/1/1/129	National Small Business : Amendment, 2003
1/1/1/130	Rules Relating to Good Pharmacy Practice (Pharmacy Act 53 of 1974)
1/1/1/131	Explosives Act No 15 of 2003
1/1/1/132	Broad-based Black Economic Empowerment Act No 53 of 2003
1/1/1/133	Nursing Act No 50 of 1978
1/1/1/134	Tourism Act No 8 of 2003 (E C)
1/1/1/135	Deeds Registries Act (Act No 47 of 1937)
1/1/1/136	Firearms Control Act (Act No 43 of 2003)
1/1/1/137	State Tender Board Act (Act 86 of 1968)
1/1/1/138	Conservation of Agricultural Resources Act (Act No. 43 of 1983)
1/1/1/139	Preferential Procurement Policy : Framework Act No. 5 of 2000
1/1/1/140	Intergovernmental Relations Framework Bill: 2004
1/1/1/141	National Environmental Management Biodiversity Act 2004 (Act No 10 of 2004)
1/1/1/142	Disaster Management Act : Act No 57 of 2002
1/1/1/143	National Water Act 1998 : Act No 36 of 1998
1/1/1/144	Museums Act 2004
1/1/1/145	Public Investment Corporation Act 2004
1/1/1/146	Project & Construction Management Profession Act (Act No 48 of 2000)
1/1/1/147	Sea Birds & Seals Protection Act 46 of 1973
1/1/1/148	Company Law 2004
1/1/1/149	National Nuclear Regulator Act (Act No 47 of 1999)

1/1/1/150	Financial Intelligence Centre Act (38/2001)
1/1/1/151	Establishment of Collecting Societies
1/1/1/152	Marketing Agricultural Products Act, 1996 (Acts No. 47 of 1996)
1/1/1/153	National Energy Regulator Act 2004 (REDs)
1/1/1/154	Auditing Profession Bill 2005
1/1/1/155	Cross-Boundary Municipalities Act 2005
1/1/1/156	National Railway Safety Regulator Act (16/2002)
1/1/1/157	National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998)
1/1/1/158	Municipal Fiscal Powers and Functions Bill/Act
1/1/1/159	Revision of The White Paper on Local Government and Formulation of a White Paper on Provincial Government
1/1/1/160	National Ports Act No. 12 of 2005
1/1/1/161	Merchant Shipping National Small Vessel Safety Reg. 2007
1/1/1/163	Aviation Act, 1962 (Act No. 74 of 1962)
1/1/1/164	Public Administration Management Bill
1/1/1/165	National Credit Regulations 2006
1/1/1/166	Judicial Matters Amendment Bill 2008
1/1/1/167	Broadcasting Act Amendment Bill 2008
1/1/1/168	National Land Transport Bill and the National Road Traffic Amendment Bill/Traffic Road Act
1/1/1/169	Long Term Insurance Act 1998
1/1/1/170	Financial Advisory and Intermediary Services Act 2002 (Act No. 37 of 2002)
1/1/1/171	Provincial Notice 80 dated 27/09/00 issued in terms of Section 12 of the Local Government: Municipal Structure's Act (Act No. 117 of 1998) Establishment: BCM
1/1/1/172	Government Gazette – Commencement of the mandating procedure of Provinces Act 2008 (Act No. 52 of 08)
1/1/1/173	National Environmental Management Waste Act (59/2008) National Domestic Waste Collection and Free Basic Refuse Removal
1/1/1/174	South Africa's Integrated Coastal Management Act : Act No. 24 of 2008
1/1/1/175	Safety at Sport and Recreational Events Act (2/2010)
1/1/2	Legal opinions (For legal opinions related to the contravention of legislation, see 13/1)

1/2	<u>Provincial legislation and regulations</u>
1/2/1	<u>Drafting and amending</u> (Open a file for each act or ordinance and number consecutively)
1/2/1/1	Municipal ordinance
1/2/1/2	Road traffic ordinance
1/2/1/3	Shop hours ordinance
1/2/1/4	Registration and licensing of business ordinance
1/2/1/5	Nature conservation ordinance
1/2/1/6	Town planning ordinance
1/2/1/7	Valuation ordinance
1/2/1/8	Roads ordinance
1/2/1/9	Fire Brigade ordinance
1/2/1/10	Local authorities (Audit) ordinance
1/2/1/11	Crematorium ordinance
1/2/2	Legal opinions (For legal opinions related to the contravention of legislation, see 13/1)
1/3	<u>Council by-laws</u>
1/3/P	Policy
1/3/R	Routine enquiries
1/3/1	<u>General, Standard and Compulsary</u>
1/3/1/1	<u>Drafting, amendment, tabling</u> (Open a file for each by-law and number consecutively)
1/3/1/1/1	Waste Management By-law
1/3/1/1/2	Disposal of Human remains by-law
1/3/1/1/3	Noise By-law
1/3/1/1/4	Municipal Library Service
1/3/1/1/5	Street Trading By-law
1/3/1/1/6	By-law : Regulation of the Taxi Industry
1/3/1/1/7	Electricity Supply By-Law
1/3/1/1/8	Environmental Health By-law
1/3/1/1/9	Credit Control and Debt Collection By-law
1/3/1/1/10	By-Law Relating to Stormwater Management
1/3/1/1/11	By-Law Relating to Advertising Signs and the Disfigurement of the Front or Frontage of Streets
1/3/1/1/12	Water Services By-Laws
1/3/1/1/13	By-Law relating to Standing Rules and Orders for Council
1/3/1/1/14	Liquor Trading Hours By-Law
1/3/1/1/15	By-law relating to Roads and Streets
1/3/1/1/16	Municipal Property Rates By-Law
1/3/1/1/17	Transport By-laws and Traffic Engineering Guidelines

- 1/3/1/1/19 Promulgation of Parking By-law BCMM
- 1/3/1/1/20 Draft By-law on Informal Trading
- 1/3/1/1/21 Draft By-law relating to Dilapidated Buildings and Unsightly Neglected Structures and Property
- 1/3/1/2 Advertising, objections, publication  
(Open a file for each by-law and number consecutively)
- 1/3/1/3 Submission for approval by premier  
(Open a file for each by-law and number consecutively)



## 2. ORGANISATION AND CONTROL

- 2/P Policy
- 2/R Routine enquiries
- 2/1 Functions/Powers (Support for BCM)/Delegation
- 2/2 Survey to ascertain extension demands and systems investigation (Support for BCM)
- 2/3 Establishment of new sections/offices  
(For posts control see 4/1)
- 2/4 Work planning and procedures (Strategic) (Support for BCM)  
(Turnaround plan)
  
- 2/5 Delegation of authority
- 2/5/1 Temporary
- 2/5/1/1 Delegation of functions and powers to Executive Mayor
- 2/5/1/2 Delegation of powers and functions to officials
- 2/5/2 Permanent
- 2/5/2/1 From Council to Committees
- 2/5/2/2 From Committees to sub-committees
- 2/5/2/3 From Council to City Manager
- 2/5/2/4 From Council to Departmental Heads
  
- 2/6 Office instructions
- 2/6/1 From City Manager to Directors
- 2/6/2 From City Manager or Directors to General Managers and Heads of Department
  
- 2/7 Record control
- 2/7 Securities : Records Control Securities  
INCA – 5/8/R (2005)  
DBSA 5/8/R (2005)  
DBSA/IFC – 5/8/R (2005)  
DBSA – Account Statements (Jan 2006) 5/8/R  
INCA (Ring fencing guide 2004) (5/8/R)  
Unihold Business Solutions (Securities File) 2/7 (Securities)  
DBSA - Computerised Info Management System 5/8/28  
INCA Loan Agreement – March 2006 (5/8/R)  
DBSA – Loan Agreement E.L.T.L.C. (Securities File 2/7)  
Agreement Re : Assumption of Functions : ELTLC/Mdantsane (2/7 Securities)
  
- 2/7/1 Filing system
- 2/7/1/1 Compilation and amendment
- 2/7/2 Disposal of records
- 2/7/2/1 Obtaining of disposal authority
- 2/7/2/2 Transfer
- 2/7/2/3 Destruction

2/7/3	Microfilming (Disposal authority should be obtained on 2/7/2/1)
2/7/4	Data processing (Disposal authority should be obtained on 2/7/2/1)
2/7/5	Inspections
2/7/6	Returns (See par. 7 of the general instructions).
2/7/7	Computerisation/Document management
2/8	Privatisation
2/9	Grading of Local Authority/Metro Status
2/10	Co-operation between all Municipalities
2/11	<u>Meetings of Heads</u>
2/11/1	Arrangements/Schedule of meetings
2/11/2	Agendas
2/11/3	Minutes
2/12	Municipal Transformation Monitoring Programme (Messrs Aloe Cap (Pty))
2/13	City Development Strategy

### 3. OWN COUNCIL AND COUNCIL MATTERS

3/P	Policy
3/R	Routine enquiries
3/1	<u>Election</u>
3/1/1	<u>Council</u>
3/1/1/1	Determination of wards
3/1/1/2	Voter's roll
3/1/1/3	Nominations/Appointments/Expelled Councillors
3/1/1/4	Polling booths
3/1/1/5	Presiding officer and polling officer : appointment
3/1/1/6	Petitions
3/1/1/7	<u>Revision court</u>
3/1/1/7/1	Appointment of members
3/1/1/7/2	Agenda and minutes
3/1/1/8	Municipal Elections
3/1/1/9	Municipal By-elections
3/1/2	<u>Council committees</u>
3/1/2/1	Mayoral Committee and Terms of Reference of Section 80 Committees
3/1/2/2	Community Services
3/1/2/3	Finance Standing Committee
3/1/2/4	Development Planning Standing Committee
3/1/2/5	Economic Development and Tourism Standing Committee
3/1/2/6	Engineering and Infrastructure Development Standing Committee
3/1/2/7	IDP, Budget and Performance Management Standing Committee
3/1/2/8	Corporate Services Standing Committee
3/1/2/9	Special Programs Standing Committee
3/1/2/10	Sustainable Development and Integrated Environment Management Standing Committee
3/1/2/11	Aesthetics Sub-committee
3/1/2/12	Asset Register sub-committee
3/1/2/13	Audit Committee
3/1/2/14	Budget Committee
3/1/2/15	Clean City Campaign Sub-committee
3/1/2/16	Demarcation Board Committee
3/1/2/17	Employment Equity Steering Committee
3/1/2/18	Executive Mayor's Business Forum
3/1/2/19	Finance Task Team Mayors Capital Spending Evaluation
3/1/2/20	Free Basic Services Sub-committee
3/1/2/21	GIS Task Team

3/1/2/22	Grant-in-aid Sub-committee
3/1/2/23	Housing Committee
3/1/2/24	Mdantsane Urban Renewal Sub-committee
3/1/2/25	Multi-party sub-committee
3/1/2/26	Name Change sub-committee
3/1/2/27	Pre-payment Electricity Vending System sub-committee
3/1/2/28	Promotion of Access to Information Act sub-committee
3/1/2/29	Reeston sub-committee
3/1/2/30	Restructuring Grant sub-committee
3/1/2/31	RDP Committee
3/1/2/32	Senior Management strategic committee
3/1/2/33	SIDA committee
3/1/2/34	Special cases sub-committee
3/1/2/35	Taxi sub-committee
3/1/2/36	Waste Management Sub-committee
3/1/2/37	Credit Control sub-committee
3/1/2/38	Leiden Platform committee
3/1/2/39	BID Committee (Tender)
3/1/2/39/1	Bid Specification
3/1/2/39/1/1	Bid Specification Committee 1
3/1/2/39/2	Bid Evaluation
3/1/2/39/2/2	Bid Evaluation Committee 2
3/1/2/39/2/3	Bid Evaluation Committee 3
3/1/2/39/2/1	Bid Evaluation Committee 1
3/1/2/39/3	Bid Adjudication
3/1/2/40	Remuneration sub-committee
3/1/2/41	Project Management team : Water services authority
3/1/2/42	Fleet Operations Committee
3/1/2/43	General Manager's Forum/Staff up to level 5
3/1/2/44	Rules and Ethics Committee
3/1/2/45	Bisho/King William's Town Integration Task Team
3/1/2/46	Oversight Committee Ad hoc
3/1/2/47	Events Steering Committee
3/1/2/48	Duncan Village Redevelopment Initiative: BCM Project Steering Committee
3/1/2/49	Absenteeism Management Committee
3/1/2/50	ICT Steering Committee
3/1/2/51	Council Committees Public Safety, Health and Disaster Management
3/1/2/52	Metro Readiness Process:- Political Steering Committee
3/1/2/53	Social Facilitation Committee
3/1/2/54	Economic Advisory Committee
3/1/2/55	MPACS
3/1/2/56	Petitions Management Committee
3/1/2/57	Committee to Investigate Fruitless and Wasteful Expenditure

3/1/2/58 Mayor's Capital Spending Committee  
 3/1/2/59 Ethics Committee  
 3/1/2/60 Rapid Response Task Team Sub-committee  
 3/1/2/61 Sport Sponsorship Sub-committee  
 3/1/2/62 Bricks Local Organising Committee :- Close Out Report  
 3/1/2/63 Risk Management Committee

3/1/3 Office bearers  
 3/1/3/1 Election of Executive Mayor and Deputy  
 Executive Mayor  
 3/1/3/2 Election of Speaker  
 3/1/3/3 Full-time Whip  
 3/1/3/4 Office Bearers : Standing Comm Mayor's Comm/  
 Portfolio Holders and Terms of Reference  
 3/1/3/5 Traditional Leaders  
 3/1/4 Election of Council representatives on  
 outside bodies  
 3/1/4/1 Election of Councillors to Amatola District  
 Council

3/2 Meetings  
 3/2/1 Main files  
 3/2/1/P Policy  
 3/2/1/1 Motions  
 3/2/1/2 Questions by members  
 3/2/1/3 Outstanding resolutions/items withdrawn/deferred  
 3/2/1/4 Leave of absence  
 3/2/1/5 Caucus meetings  
 3/2/1/6 Standing orders  
 3/2/1/7 Municipal prayer before meeting  
 3/2/1/8 Terms of reference  
 3/2/1/9 Control of order at meetings/Rules of order

3/2/2 Council  
 3/2/2/1 Arrangements (Simon vs Others)  
 3/2/2/2 Agendas – Distribution (Confidential)  
 3/2/2/3 Minutes  
 3/2/2/4 Establishment of Buffalo City Metropolitan Municipality

3/2/3 Committees  
 3/2/3/1 Arrangements  
 3/2/3/2 Agendas  
 3/2/3/3 Minutes

3/3 Matters concerning councillors

	(Only matters which cannot be placed elsewhere – financial matters are eg. Placed on 5/12 and qualification for Election on 3/1/1/3)
3/3/1	Trade with councillors (declaration of interests/benefits)
3/3/2	Awards and testimonials to Councillors
3/3/3	Councillors resignations.
3/3/4	Code of conduct
3/3/5	Training courses/workshops/seminars
3/4	Junior Council
3/5	<u>Council regalia</u>
3/5/1	Mayoral regalia
3/5/2	Councillors robes/Badges/Photographs
3/6	<u>Ward committees</u>
3/6/P	Policy
3/6/R	Routine enquiries
3/6/1	<u>Election of</u>
3/6/1/1	Ward 1
3/6/1/2	Ward 2
3/6/1/3	Ward 3
3/6/1/4	Ward 4
3/6/1/5	Ward 5
3/6/1/6	Ward 6
3/6/1/7	Ward 7
3/6/1/8	Ward 8
3/6/1/9	Ward 9
3/6/1/10	Ward 10
3/6/1/11	Ward 11
3/6/1/12	Ward 12
3/6/1/13	Ward 13
3/6/1/14	Ward 14
3/6/1/15	Ward 15
3/6/1/16	Ward 16
3/6/1/17	Ward 17
3/6/1/18	Ward 18
3/6/1/19	Ward 19
3/6/1/20	Ward 20
3/6/1/21	Ward 21
3/6/1/22	Ward 22
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3/6/1/26	Ward 26

3/6/1/27	Ward 27
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3/6/1/29	Ward 29
3/6/1/30	Ward 30
3/6/1/31	Ward 31
3/6/1/32	Ward 32
3/6/1/33	Ward 33
3/6/1/34	Ward 34
3/6/1/35	Ward 35
3/6/1/36	Ward 36
3/6/1/37	Ward 37
3/6/1/38	Ward 38
3/6/1/39	Ward 39
3/6/1/40	Ward 40
3/6/1/41	Ward 41
3/6/1/42	Ward 42
3/6/1/43	Ward 43
3/6/1/44	Ward 44
3/6/1/45	Ward 45
3/6/1/46	Ward 46
3/6/1/47	Ward 47
3/6/1/48	Ward 48
3/6/1/49	Ward 49
3/6/1/50	Ward 50
3/6/2	Code of Conduct/Terms of reference
3/6/3	Ward Committees : Functions/delimitation
3/6/4	BCMM Public Participation Strategy

#### 4. STAFF

(Files under this main series should be used for general staff matters only. Correspondence in connection with a particular person is placed on the Personal files which do not form a part of this filing system. ) (See Lists of Separate case files)

- 4/1 Posts control
  - 17. For surveys to ascertain extension demands, system investigations, establishment of new sections/offices, see main series 2.
  - 17. Posts control has only to do with posts structure and not with the staff filling the posts, i.e.
    - a. Estimates
    - b. Designation and classification of posts
    - c. Creation and conversion of posts.)
- 4/1/1 Main Files
- 4/1/1P Policy
- 4/1/1R Routine enquiries
- 4/1/1/1 Furnishing of Information
- 4/1/1/1/1 To other bodies
- 4/1/1/1/2 By other bodies
- 4/1/1/2 Duty sheets
- 4/1/1/3 Evaluation of posts/Benchmarking
- 4/1/1/4 Job descriptions
- 4/1/1/5 Advertisement of vacancies/vacant posts
- 4/1/2 Departments : Buffalo City Organisational Structure
- 4/1/2/1 City Manager
- 4/1/2/1/1 Integrated Development Planning
- 4/1/2/2 Director : Development Planning
- 4/1/2/3 Director : Social Services
- 4/1/2/4 Director : Engineering Services
- 4/1/2/5 Chief Financial Officer
- 4/1/2/6 Mayor's Office
- 4/1/2/7 Director : Corporate Services
- 4/1/2/7/1 Strategic Support
- 4/1/2/7/2 Human Resources
- 4/1/2/7/3 Organisational Support
- 4/1/2/7/4 Director : Public Safety, Health and Disaster Management
- 4/1/2/7/5 Chief Operating Officer
- 4/1/3 METRO : Organisational Structure



4/2	<u>Determination of conditions of service</u>
	17. For grants, payments and deductions see 4/5 sub-series.
	2. For negotiations with trade unions see 4/10/1)
4/2/1	Salary scales
4/2/2	Leave
4/2/3	Official hours of attendance
4/2/4	Conditions of Service
4/3	<u>Vacancies and appointments</u>
4/3P	Policy/Staff Provisioning
4/3/R	Routine enquiries (critical vacant posts)
4/3/1	Temporary/Part time appointments
4/3/1/1	Holiday work/Casual employees
4/3/1/1/1	Internship : Students
4/3/2	<u>Permanent employees</u>
	(As soon as a person is appointed, his/her personal documents are removed from the files hereunder and transferred to his/her personal file. See list of series of separate case files.)
4/3/2/1	Section City Manager
4/3/2/2	Section Director Development Planning
4/3/2/3	Section Director Community Services
4/3/2/4	Section Director Engineering Services
4/3/2/5	Section Chief Financial Officer
4/3/2/6	Section Mayor's Office
4/3/2/7	Section Directorate Corporate Services
4/3/2/7/1	Section Strategic Support, Director, Executive Mayor
4/3/2/7/2	Section Human Resources
4/3/2/7/3	Section Organisational Support
4/3/2/7/4	Section: Policy and Research
4/3/2/7/5	Section Director Public Safety, Health and Disaster Management
4/3/2/7/6	Chief Operating Officer
4/3/2/7/7	Extension of Appointment : Project Specialist Department of Economic Development Agencies
4/3/3	Affirmative Action
4/3/4	Permanent Employees Talent/Skills Retention
4/3/5	Human Resources Strategy
4/3/6	BCM Knowledge Management Framework and Strategy
4/4	<u>Training and qualifications</u>
4/4/P	Policy
4/4/R	Routine enquiries
4/4/1	Scholarships
4/4/2	Training Program/Staff Development

4/4/2/1	Local Government Training
4/4/2/2	Workshops and seminars
4/5	<u>Financial</u>
17.	Aspects regarding Conditions of Service are To be dealt with under 4/2.
2.	All deductions should be dealt with on the 4/5/3 sub-division)
4/5/P	Policy
4/5/1	Salaries and overtime/Appreciation tokens/Bonuses
4/5/2	<u>Payment of allowances</u> (For Councillors see 5/12)
4/5/2/1	Subsistence and transport
4/5/2/2	Leave
4/5/2/3	Housing
4/5/2/4	Removal expenses
4/5/2/5	Acting allowances
4/5/2/6	Essential user/Transport/Locomotion
4/5/2/7	Danger/Standby
4/5/2/8	Long service awards
4/5/2/9	Cashier shortage allowance
4/5/3	<u>Deductions</u>
4/5/3/1	Income Tax
4/5/3/2	Pension
4/5/3/3	Insurance/Group Life
4/5/3/4	Medical Aid
4/5/3/5	Bursary to staff
4/5/3/6	Emolument orders
4/5/3/7	Unemployment and Insurance
4/5/4	<u>Loans</u>
4/5/4/1	Housing
4/5/4/1/1	Collateral security
4/5/4/2	Study
4/5/4/3	Purchase of Motor vehicle
4/5/4/4	Computer loans
4/5/5	<u>Pension Fund</u>
4/5/5/1	Application for membership
4/5/6	<u>Insurance</u>
4/5/6/1	Medical benefit

4/5/6/2	Accident insurance (Compensation)
4/5/7	Provident fund
4/6	<u>Termination of service</u>
4/6/1	Testimonials and service certificates/ID Cards
4/6/2	Retirement/Demise/Medical Boarding
4/6/3	Retrenchment
4/6/4	Dismissal
4/6/5	Termination of Service Suspension
4/7	<u>Staff control</u>
4/7P	Staff Control
4/7/1	Code of conduct
4/7/2	Office hours
4/7/3	Leave and relief arrangements
4/7/4	Complaints against staff
4/7/5	Clothing
4/7/5/1	Uniforms (For purchasing see sub-series 6/1/2/3)
4/7/6	<u>Municipal vehicles</u>
4/7/6/P	Policy
4/7/6/1	Use of Municipal vehicles
4/7/6/2	Abuse of Municipal vehicles
4/7/6/3	Maintenance and hire of
4/7/6/4	Fleet Management
4/7/7	Disciplinary Code (fraud policy) (declaration of interests/benefits) (Fraud and Corruption)
4/7/8	Permission to undertake private work
4/8	<u>Staff evaluation and grading</u> (For posts evaluation and grading see 4/1)
4/8/1	Merit assessment
4/8/1/1	Performance appraisal/Audit skills/Competency
4/8/1/2	Performance Management System/Municipal mentoring
4/8/1/2/1	VUNA Awards : Municipal Performance Excellence awards
4/8/1/2/2	Performance Awards
4/9	<u>Staff returns and Statistics</u> (See par.7 of the general instructions)
4/9/1	Accidents at work

4/9/2	General staff statistics
4/9/3	Safety occupational health
4/9/3	Staff Health and Safety
4/10	<u>Labour relations</u>
4/10/1	Negotiations with trade unions and staff associations
4/10/1/1	Independent Municipal and Allied Trade Union IMATU
4/10/1/2	South African Municipal Workers Union S.A.M.W.U
4/10/1/3	National Education and Health Allies Workers Union
4/10/1/4	Democratic Municipal and Allied Workers Union of South Africa (DEMAWUSA)
	NEHAWU and FOCSSWU
4/10/2	Labour disputes/Grievances
4/11	<u>Productivity</u>
4/11/P	Policy
4/11/R	Routine enquiries
4/11/1	Communications strategy and action/Customer care/Mayoral Imbizo
4/11/1/1	Metro Communicators Forum (MCF)
4/11/2	Brand : Buffalo City

5. FINANCE

(For staff finance see 4/5 sub-series)

5/1 Budget

5/1/P Policy

5/1/1 Annual Estimates – Compilation of

5/1/1/1 Capital

(Open a file cover for each year eg. 5/1/1/1  
- 2002/03; 5/1/1/1 – 2002/2004)

5/1/1/1/2006/2007 New Capital Project for 2006/2007

Financial year – Meter Reading System

5/1/1/1/06/07 Capital Budget

5/1/1/1/08/09 Management and Implementation of Capital Project/  
Budget 2008/2009

5/1/1/1/09/10 Management and Implementation of Capital Project Budget 2009/2010

5/1/1/1/10/11 Finance Capital Project/Budget 2010/2011

5/1/1/1(11/12) Acknowledgement of Receipt : Draft Budget and Budget Related  
Documents 2011/12

5/1/1/1(12/13) Capital Budget

5/1/1/1(13/14) Capital Budget 2013/2014

5/1/1/1(14/15) Budget Steering Committee and Capital Budget Expenditure

5/1/1/1(16/17) Implemented Virement Requests

5/1/1/1(17/18) Mid-year Adjustment Budget

5/1/1/1(18/19) IDP, MTREF and BEPP Plan Review

5/1/1/2 Revenue (Operating budget)

(Open a file cover for each year eg. 5/1/1/2  
- 2002/03; 5/1/1/2 – 2003/2004)

5/1/1/2(06/07) Revenue (Operating Budget)

5/1/1/2(07/08) Revenue (Operating Budget)

5/1/1/2(08/09) 2008/2009 Draft Medium Term Revenue and Expenditure (MTREF)  
Budget

5/1/1/2(09/10) Revenue and Expenditure Budget 2009/2010

5/1/1/2(10/11) Revenue and Expenditure Budget

5/1/1/2(12/13) Revenue Budget

5/1/1/2(14/15) Infrastructure Services – Budget Expenditure

5/1/1/2(15/16) Low Expenditure

5/1/1/2(16/17) 2016/17 First (Roll-over) Adjustment Budget Report

5/1/1/2(17/18) 2017/18 First (Roll-over) Adjustments Budget

5/1/1/3	Adjustments to Annual Estimates
5/1/1/4	Integrated Development plan (IDP)
5/1/1/5	Three Year Budget Plan
5/1/2	Financial Statements
5/1/2/1	Cash flow
5/1/3	<u>Budgetary control</u>
5/1/3/1	Corporate Services
5/1/3/2	City Manager
5/1/3/3	Chief Financial Officer
5/1/3/4	Property Manager
5/1/3/5	Budget Control, Directors Executive, Mayors Office
5/1/12(16/17)	Municipal Budget Circular 2016/17:- MTREF – Municipal Finance Management Act (MFMA) Circular 78
5/1/13(15/16)	First Roll-over Adjustment Budget
5/2	<u>Evaluations</u>
5/2/P	Policy
5/2/R	Routine enquiries
5/2/1	Interim valuation
5/2/2	General valuation
5/2/3	Appointment of appraiser
5/2/4	Valuation roll
5/2/5	Valuation Court
5/2/5/1	Appointment of appeal board
5/2/6	Valuation certificates
5/2/7	Objections against valuations
5/3	<u>Taxes/Rates</u>
5/3/1	<u>Land and property tax</u> (For collection see 5/13/5)
5/3/1/P	Policy
5/3/1R	Routine enquiries
5/3/1/1	Determination of Rates
5/3/1/2	Rates clearance certificate (Eg. when property is transferred)
5/3/1/3	Exemptions
5/3/1/4	Differential rating
5/3/1/5	Rate rebate scheme
5/3/1/6	Assessment on Government Property
5/3/1/7	Rates – monthly payments
5/3/1/8	Business Tax

5/4	<u>Loans</u> (For staff loans see 4/5/4 and for loans to the public see 5/16/1/3)
5/4/P	Policy
5/4/R	Routine enquiries
5/4/1	<u>Borrowing powers</u>
5/4/1/1	Applications and approvals
5/4/1/2	Credit (CA) Ratings
5/4/2	<u>External loans</u>
5/4/2/1	Short term loans
5/4/2/2	<u>Long term loans</u>
5/4/2/2/1	Development Bank of South Africa- Umzoniana Purification works
5/4/2/2/2	Development Bank of South Africa – Scenery Park Electrification
5/4/2/2/3	Development Bank of South Africa – Mdantsane Electrification
5/4/2/2/4	DBSA – Airport Phase 2A Housing Project
5/4/2/2/5	DBSA – West Bank Waste water project
5/4/2/2/6	West Bank Restitution Project (West Restitution Association West Section 21 Company)
5/4/2/2/7	DBSA/International Finance Corporation (I.F.C)
5/4/2/2/8	D.B.S.A. : Capital Development Programme Facility Phase iv
5/4/3	<u>Internal loans</u>
5/4/3/1	Endowment Fund
5/4/3/2	Capital development fund
5/4/3/3	Consolidated Loans Fund
5/5	<u>Rates/Tariff</u>
5/5P	Policy
5/5R	Routine enquiries
5/5/1	<u>Determination of Tariffs</u>
5/5/1/1	Water
5/5/1/2	Electricity
5/5/1/3	Bus
5/5/1/4	Fire levy
5/5/1/5	Availability charges
5/5/1/6	Refuse removal – bin charges
5/5/1/7	Dog tax
5/5/1/8	Queens Park – entrance fee
5/5/1/9	Parking fees
5/5/1/10	Aquarium – Admission fee
5/5/1/11	Plan scrutiny fee

5/5/1/12	Parks/Halls charges
5/5/1/13	Conservancy charges
5/5/1/14	Trade effluent charges/Wastewater
5/5/1/15	Swimming baths
5/6	<u>Subsidies received</u>
5/6P	Policy
5/6/1	<u>Individual subsidies</u>
5/6/1/1	Roads
5/6/1/2	Library
5/6/1/3	Health
5/6/1/4	Fire Brigade
5/6/1/5	National/Provincial Treasury (Metro Fuel Levy)
5/7	<u>Deposits</u>
5/7P	Policy
5/7/1	Water and electricity
5/7/1/1	Collateral security
5/7/2	Street frontage
5/7/3	Contracts
5/8	<u>Funds and levies</u>
5/8/P	Policy
5/8/R	Routine enquiries
5/8/1	Capital development fund
5/8/2	Reserve fund
5/8/3	Parking areas development fund
5/8/4	National Housing fund
5/8/5	Sewerage Tariff stabilisation fund
5/8/6	National Training Board levy/Seta
5/8/7	Independent Development Trust Fund
5/8/9	Metropolitan Transport Fund
5/8/10	Strategic Oil Reserve Fund
5/8/11	Mayor's Relief Fund for the Homeless/Disaster Relief Fund
5/8/12	Self-insurance Fund
5/8/13	Urbanisation Fund
5/8/13/1	Masakhane Campaign
5/8/13/2	Listening Campaign/Pay 'n Save campaign/ Customer Incentive Policy
5/8/14	Fund to upgrade Water and Sewerage Reticulation Mdantsane Zone 1 – 17
5/8/15	Fund re Inter Governmental Grant/Pilot Projects
5/8/16	Fund re Bulk and connector Infrastructure Grant (BCIG)/ /Equitable shares
5/8/17	U S Aid funding
5/8/18	Local Government Restructuring grant



5/8/19	Municipal Systems Improvement grant
5/8/20	Local Government Financial Management Fund/Grant
5/8/21	Local Economic Development Fund
5/8/22	Tourism Fund
5/8/23	National Lottery Distribution Trust Fund
5/8/24	Fund for Planning, Survey and Valuations Costs
5/8/25	National Electricity Regulator Electrification funding
5/8/26	CMIP – Consolidated Municipal Infrastructure Program fund
5/8/27	Mdantsane Urban Renewal Fund
5/8/28	DBSA Development Fund/Grant funding
5/8/29	RDP – Reconstruction and Development Fund
5/8/30	Community partnership grant
5/8/31	DWAF Grant funding : Sewage treatment works take over
5/8/32	Fund for economic development projects in Wards 9 and 11
5/8/33	Local Government Transition Fund
5/8/34	Disaster Management Grant
5/8/35	Municipal Infrastructure Investment Grant (MIG) Grant funding (Expanded Works Programme)
5/8/36	German funding
5/8/37	European project funding in Mdantsane (CBD)
5/8/38	The Neighbourhood Development Partnership Grant (NDPG) from Development Planning
5/8/39	Department of Sport Recreation Arts and Culture : 2010 Stadium Grant
5/8/40	Urban Settlement Development Grant (USDG)

5/9	<u>Investments</u>
5/9/P	Policy
5/9/R	Routine enquiries
5/9/1	Long term investments
5/9/2	Short term investments
5/9/3	Investors - Stock certificates

5/10	<u>Claims</u> (For claims against the Council See 13/3/2)
5/10/1	Salaries
5/10/2	Accidents
5/10/3	Compensation

5/11	<u>Settlement of accounts</u>
5/11/R	Routine enquiries
5/11/1	Sundry Debtors
5/11/2	Telephone
5/11/3	Railage
5/11/4	Overhead rates – departments
5/11/5	Stores on cost charges

5/11/6 Gompo Hawker's Association : Payment of containers  
 5/11/7 Government Departments  
 5/11/8 Value Added tax

5/12 Grants (Allowances) and Pension Fund Councillors  
 (For staff see 4/5/2)

5/12/1 Payment of grants (allowances)

5/12/1/1 Executive Mayor  
 5/12/1/2 Executive Deputy Mayor  
 5/12/1/3 Councillors (ANC Levies)  
 5/12/2 Pension fund matters

5/12/2/1 Housing Loans : Councillors Pension Fund members  
 5/12/3 Medical Aid  
 5/12/4 Travel and subsistence allowances  
 5/12/5 Compassionate Grant : Councillors Funeral cost  
 5/12/6 Motor vehicle scheme  
 5/12/7 Cell phone use  
 5/12/8 PAYE matters  
 5/12/9 Insurance for Councillors' Properties

5/13 Collection of money

5/13/1 Water and electricity  
 (Open a file for each area and number consecutively)

5/13/1/1 East London  
 5/13/1/2 Mdantsane  
 5/13/1/3 Gonubie  
 5/13/1/4 Beacon Bay  
 5/13/1/5 King William's Town, Bisho  
 5/13/1/6 Berlin  
 5/13/1/7 Rural areas  
 5/13/1/8 Coastal areas

5/13/2 Fire Brigade  
 5/13/3 Traffic fines  
 5/13/4 Vending machines (Pre-payment meter)

5/13/5 Taxes (Rates)  
 (Open a file for each area and number consecutively)

5/13/5/1 East London  
 5/13/5/2 Mdantsane  
 5/13/5/3 Gonubie  
 5/13/5/4 Beacon Bay  
 5/13/5/5 King William's Town, Bisho

5/13/5/6 Berlin  
 5/13/5/7 Rural areas  
 5/13/5/8 Coastal areas

5/13/6 Credit Control  
 5/13/6/P Policy  
 5/13/6/R Routine enquiries  
 5/13/6/1 Debt collection  
 5/13/6/2 Administration Orders  
 5/13/6/3 Service Guarantees

5/14 Insurance  
 5/14/R Routine enquiries  
 5/14/1 Appointment of brokers

5/14/2 Cases  
 5/14/2/1 All Risk  
 5/14/2/2 Fire  
 5/14/2/3 Third Party  
 5/14/2/4 Money and cash in transit  
 5/14/2/5 Machinery breakdown insurance  
 5/14/2/6 Vehicle  
 5/14/2/7 Stated benefits and common law liability insurance

5/15 Accounting responsibility  
 5/15/1 Audit  
 5/15/1/1 Provincial audit (TAP – Turnaround Plan)  
 (Open a file cover for each year eg. 5/15/1/1  
 (2002/2003); 5/15/1/1 (2003/2004)  
 5/15/1/1/2 Informal audit queries  
 5/15/1/1/3 Performance audit  
 5/15/1/1/4 Forensic audits  
 5/15/1/1/05/06 Provincial Audit Accounting Responsibility  
 5/15/1/1/07/08 Provincial Audit Accounting Responsibility  
 5/15/1/1/08/09 Provincial Audit Accounting Responsibility  
 5/15/1/1/09/10 Operation Clean Audit in the Province of the Eastern Cape  
 5/15/1/1/10/11 Accounting Responsibility Provincial Audit  
 5/15/1/1/12/13 Accounting Responsibility (Audit)  
 5/15/1/1/16/17 2016/17 Midyear Budget and Performance Assessment Report

5/15/1/2 Internal audit  
 5/15/1/2/R Routine enquiries  
 5/15/1/2/1 Monthly reports  
 5/15/1/2/2 Risk assessment/management  
 5/15/1/2/3 Forensic investigations

5/15/1/2/4	Administrative Law (Mr Kirkland)
5/15/1/3	Stocktaking
5/15/1/4	Asset Management
5/15/1/4/1	Asset Management - Immovable
5/15/1/5	Value for money auditing
5/15/1/6	Petty cash
5/15/1/7	Cashier's float
5/15/1/8	Walk thru audit
5/15/1/9	Customer Accounts Database
5/16	<u>Financial assistance</u>
5/16/1	<u>By council to the public</u>
5/16/1/P	Policy
5/16/1/1	Donations
5/16/1/1/1	Financial assistance : Projects
5/16/1/2	<u>Bursaries</u>
5/16/1/2R	Routine enquiries
5/16/1/3	Loans
5/16/1/4	Grants-in-aid
5/16/1/4/1	Organisations classified eligible for grants
5/16/1/4/2	Grants-in-aid : Rates
5/16/1/5	<u>Through Mayor's funds</u>
5/16/1/5/1	Mayor's relief fund/Social responsibility fund
5/16/1/5/2	Mayor's benevolent fund
5/16/1/6	Free Basic services/Customer incentives/Pay and win
5/16/1/7	Indigent Policy
5/17	<u>Losses</u>
5/17/1	Bad debts
5/17/2	Theft, Loss, Damage of municipal property
5/17/2/1	Cash shortage
5/17/3	Capital assets written off
5/18	<u>Banking account</u>
5/18/P	Policy
5/18/R	Routine enquiries
5/18/1	Signing authority
5/18/2	Control over issuing of cheques/Bank cards
5/18/3	Bank commission payable
5/18/4	Electronic banking/Easy pay
5/18/5	Appointment of Banker
5/18/6	Bank Safe Custody

5/19	<u>Reports and returns</u> (See par.7 of the general instructions)
5/19/1	Bank reports
5/19/2	Statistics
5/19/3	Press report on City finance
5/19/4	Ratepayers Association
5/20	Donations to Council
5/21	<u>Rewards</u>
5/21P	Policy
5/21/1	Vandalism : Reward system

6. DOMESTIC SUPPLIES AND SERVICES

(1. For tenders, quotations and contracts see main series 8.

(2 .Domestic supplies and services related to buildings, structures and grounds designed specifically for the benefit of the community are dealt with under the main series for essential and community services.)

6/1 Domestic supplies

6/1P Policy

6/1/2 Acquisition and Maintenance

6/1/2/1 Furniture and office equipment

6/1/2/1/1 City Manager's office

6/1/2/1/2 Chief Financial Office

6/1/2/1/3 Directorate : Development Planning

6/1/2/1/4 Directorate : Engineering Services

6/1/2/1/5 Directorate : Social Services

6/1/2/1/6 Directorate : Corporate Services

6/1/2/1/6/1 Strategic Support

6/1/2/1/6/2 Human Resources

6/1/2/1/6/3 Organisational Support

6/1/2/1/7 Mayor's Office

6/1/2/2 Stationery

(Including the printing of forms)

6/1/2/3 Uniforms

6/1/2/4 Office Machinery

6/1/2/4/1 Photostat machines

6/1/2/4/2 Fax machines

6/1/2/4/3 Franking machines

6/1/2/4/7 Office Accommodation

6/1/3 Disposal of surplus and obsolete supplies

6/2 Domestic services

6/2/P Policy

6/2/1 Transport

6/2/1/1 Applications and approvals

6/2/1/2 Accident reports

6/2/1/3 Writing off and disposal of obsolete  
and scrap vehicles and plant

6/2/2 Communication

(Excluding transport)

6/2/2/1 Postal services

6/2/2/2	Telephone service
6/2/2/2/1	Cellular telephones
6/2/2/2/2	P.A.B.X.
6/2/2/2/3	3G Cards
6/2/2/3	Telefax
6/2/2/4	Intercom
6/2/2/5	E-mail
6/2/2/6	Television
6/2/2/7	Radio
6/2/2/8	Internet
6/2/2/9	Intranet
6/2/3	Translation service
6/2/4	<u>Security services</u>
6/2/4/R	Routine enquiries
6/2/4/1	Fire arms
6/2/4/2	Burglar alarms
6/2/4/3	Appointment of private security guards
6/2/5	<u>Computer services</u>
6/2/5/P	Policy
6/2/5/R	Routine enquiries
6/2/5/1	All data capturing equipment( including digital orthophotography mapping/GIS)
6/2/5/2	Buffalo City computer system (application and allocation of computers)
6/2/5/3	Data network (including radio data network)
6/2/5/4	Development of a website
6/2/6	<u>Electronic equipment</u>
6/2/6/1	Integrated municipal voice technology system/Microphones

7. BUILDINGS AND GROUNDS

(All council buildings, structures and grounds designed specifically for the benefit of the community are dealt with under the main series for essential and community services)

7/1 Buildings

7/1P Policy

7/1R Routine enquiries

7/1/R Buildings : Routine : Enquiries  
Replacement Volume I

7/1/1 Acquisition

7/1/1/1 Purchase

(Open a case file for each property under the applicant's name and number consecutively)

7/1/1/1/1 Old Mutual Building, Oxford street, E.L.

7/1/1/2 Erection

7/1/1/2/1 New Civic Centre

7/1/1/3 Hire

(Open a case file for each property under the applicant's name and number consecutively)

7/1/1/3/1 East Coast Valuation Centre CC : Shop 2 and 3 Phalo House,  
North Bisho : Community Service Refuse and Cleansing  
Staff

7/1/1/3/2 T.Berndt : Greenfields Library : Reitz Avenue, Greenfields

7/1/1/3/3 Dimbaza Printers premises : E.C.D.C : Waste Management  
Services Depot

7/1/2 Allocation

7/1/3 Maintenance

7/1/4 Alienation

7/1/4/1 Letting/Lease

(Open a case file for each property under the applicant's name and number consecutively)

7/1/4/1/R Routine enquiries

7/1/4/1/P Policy

7/1/4/1/1 Farm house : Erf 48246 : Egoli

7/1/4/1/2 M. Ncikana : Site 84 : Mdantsane North : Block yard



7/1/4/1/3	S.A. Football Ass., 4 Beacons Field Road, East London
7/1/4/1/4	New Adventure Investments 142 (Pty.) Ltd., Taxi Rank, Mdantsane Erf 3772 Nu 12 (Portion Of erf 351 Potsdam)
7/1/4/1/5	Andre Art Studio (Andre Grobler) : Land adjacent to Orient Theatre, Orient Beach
7/1/4/1/6	Songezo Yeye : Ex Cecil Lloyd Clinic
7/1/4/1/7	Border Inflatable Boat Club : Storage facility under Lifesavers Promenade and vacant building known as Light House Café : Orient Beach
7/1/4/1/8	Border Technikon : Flat numbers 11 and 12; 15 and 16 : Fleet Street Fire Station
7/1/4/1/9	Leisure Homes for Senior Citizens : Erf 1473 : Kennersley Park, Beacon Bay
7/1/4/1/10	Public Tender : Nahoon Tea Room
7/1/4/1/11	Public tender : Erf : 63 Buffalo Street, East London
7/1/4/1/12	Transtel : Portion 36 of erf 18870 : East London : Container housing radio equipment
7/1/4/1/13	Alliance Property Group (Scarlet Ribbon 73 (Prop) Ltd. : Erf 60023 : Braelynn Ext 2
7/1/4/1/14	Basil Kenyon Stadium/Border Rugby
7/1/4/1/15	Mr Mvomvo : Erf 32491 : Jabavu Street, Gompo
7/1/4/1/16	Telkom S.A. Ltd. : Various Municipal Sites : Public pay telephones
7/1/4/1/17	KWT Pirates Sport Club : Portion Erf 1 : King William's Town : Tharratts Field
7/1/4/1/18	Albert Sport Club : Portion of Erf 2222 : KWT : Victoria Sports Grounds
7/1/4/1/19	Caretaker's Flat : Old Mutual Building
7/1/4/1/20	Lease of Portion of Erf 18879, East London for Parking Purposes : UNITRANS
7/1/4/1/21	Butterfield Bakery
7/1/4/1/22	Galaxy Jewellers (Mr Price)
7/1/4/1/23	Daks (F I International)
7/1/4/1/24	Miloe
7/1/4/1/25	Vacant
7/1/4/1/26	Pollocks Prophoto
7/1/4/1/27	African Look Hair Salon
7/1/4/1/28	Sunbird Brokers
7/1/4/1/29	E.L. Savings & Credit Co-op
7/1/4/1/30	Old Mutual Group Schemes
7/1/4/1/31	Nehawu
7/1/4/1/32	Public Allied Workers Union
7/1/4/1/33	Limakhozu Development Agency
7/1/4/1/34	Lease : Portion of Erf 5152, E.L. : Two Rivers

Drive : Hemingways Casino for parking purposes  
Erf 5413 Oceanview

7/1/4/1/35 Victoria Grounds : Gymnasium, KWT

7/1/4/1/36 Ciskei Police Rifle Range, KWT

7/1/4/1/37 Study Library, KWT

7/1/4/1/38 Kings Garden : Mrs C. Randall, KWT

7/1/4/1/39 King Confections (Pty) Ltd : Erf 2225, KWT

7/1/4/1/40 Joseph Estruis – May Street, KWT

7/1/4/1/41 Golf Club KWT : Portion Erf 5218, KWT

7/1/4/1/42 Acre of Land at Rooikrantz Dam, KWT

7/1/4/1/43 Portion of Commonage Camp G2, KWT

7/1/4/1/44 Portion Erf 800 – Downing & Market Square, KWT

7/1/4/1/45 Grinaker Construction : Commonage Camp G, KWT

7/1/4/1/46 S.P.C.A. KWT

7/1/4/1/47 Gordon Phillips : Portion Erf 2060, KWT

7/1/4/1/48 A. July : Camp La, KWT

7/1/4/1/49 Forbes Grant Secondary School, KWT

7/1/4/1/50 O. Weyer, KWT, Whites Farm B&C

7/1/4/1/51 Blasting Excavating (Pty) Ltd : Municipal Refuse Tip

7/1/4/1/52 Border Club Ptn Camilla Square : Erf 3010 KWT

7/1/4/1/53 O. Weyer : Grazing Camp L : Erf 359 KWT

7/1/4/1/54 O. Weyer : Grazing Camp I, KWT

7/1/4/1/55 Datamast Communications

7/1/4/1/56 Dairy Sites 9 & 10 AC & BC Donian

7/1/4/1/57 Balassi Dairy Site : Mrs Wilson, KWT

7/1/4/1/58 Motor Cross Cycle Club, KWT

7/1/4/1/59 S.L. Contractors : Erf 2060, KWT

7/1/4/1/60 S A Embassy : Ptn Prince Alfred Square, KWT

7/1/4/1/61 S. Dusterhoft : Ptn Camp G2, KWT

7/1/4/1/62 Borough Bond, KWT

7/1/4/1/63 Present Blasting Camp G, Poultry Farm KWT

7/1/4/1/64 KAMADS Toc H Room at Town Hall KWT

7/1/4/1/65 Kupygani Toc H Room at Town Hall KWT

7/1/4/1/66 Lease Basement Room at Town Hall, Standard Bank KWT

7/1/4/1/67 Full Gospel Church : Ptn Ground at Buffalo River and Old Peddie Road, KWT

7/1/4/1/68 S.L. Contractors – Municipal Commonage, KWT

7/1/4/1/69 Dale College : 2274 and 2275 and Fleet KWT

7/1/4/1/70 Voortrekkers Ptn of Erf 1 : Commonage KWT

7/1/4/1/71 W F Kieck (Pty) Ltd : Wally's Bottle Store KWT

7/1/4/1/72 Pirie Trout Hatcheries : Director of Works KWT

7/1/4/1/73 Ptn of 2134, Municipality, KWT

7/1/4/1/74 Albert Rugby Football Club : Ptn Grand Victoria

	Grounds KWT
7/1/4/1/75	Bidli Farm House : H N Free : KWT
7/1/4/1/76	KWT Riding Club : Old Abattoir Site, KWT
7/1/4/1/77	Lease of Huts at Pirie Maiden Dam, KWT
7/1/4/1/78	Giese Motors – Shell SA : Erf 2996, Ptn Reserve Road, KWT
7/1/4/1/79	48 Market Street – E Kietzman, KWT
7/1/4/1/80	29 Henry Street : Erf 2475, KWT
7/1/4/1/81	Erf 3197, Tate Ass Pipe, KWT
7/1/4/1/82	Quarry Sales (Border) (Pty) Ltd : Ptn Erf 359, KWT
7/1/4/1/83	Paging Radio Services
7/1/4/1/84	S A Defence Force, KWT Rifle Range, KWT
7/1/4/1/85	King Tanning Co, KWT
7/1/4/1/86	Indwe Driving School, KWT
7/1/4/1/87	F W Schreiber : Camps K1, K2, M1, M2, N1, N2, KWT
7/1/4/1/88	Commercial & Industrial Division : Erf 2235, Bisho Transport, KWT
7/1/4/1/89	Peter Boyly Construction, KWT
7/1/4/1/90	L.T.A. Building : N Reabow : Camp Grahamstown Road, KWT
7/1/4/1/91	Quarry Sales – Ready Mix, KWT
7/1/4/1/92	Erf 2179, Datnis Motors, KWT
7/1/4/1/93	Erf 2469, F W Schreiber, KWT
7/1/4/1/94	Market Square Shopping Centre, KWT
7/1/4/1/95	Staff Housing : Alice Street, KWT
7/1/4/1/96	Grazing Camp J – Jan Linde, KWT
7/1/4/1/97	Post Office Construction : Camp Sweetwaters KWT
7/1/4/1/98	Flying Site : Aircraft Camp J : KWT
7/1/4/1/99	Gardening Purposes : Erf 2554, KWT
7/1/4/1/100	BMX Club, KWT
7/1/4/1/101	Municipal Quarry : Blue Quarry : Balassi Road, KWT
7/1/4/1/102	Peter Hooper Investments : Ptn Erf 1299, KWT
7/1/4/1/103	Methodist Church Room at Town Hall, KWT
7/1/4/1/104	E A Birkholtz, Camp E, KWT
7/1/4/1/105	S S Boucher, Camp D, KWT
7/1/4/1/106	Sales House : Room in Town Hall, KWT
7/1/4/1/107	KWT & Districts Child Welfare Society : Ptn Erven 93 & 96 Schornville, KWT
7/1/4/1/108	KWT Homing Society : Ptn Erf 3010, Camilla Square, KWT
7/1/4/1/109	KWT Cage Bird Society, KWT
7/1/4/1/110	Dutch Reformed Church : Storage Bidli Farm, KWT

7/1/4/1/111	Mr C Sandow : Grazing Camp Q, KWT
7/1/4/1/112	Messrs Boucher Bros : Grazing Camp R, KWT
7/1/4/1/113	W C Wanckel : Market Building
7/1/4/1/114	Erf 784, KWT : Soup Kitchen, KWT
7/1/4/1/115	St Patricks School : Ptn Erf 1, Ginsberg , KWT
7/1/4/1/116	Botanical Gardens Offices : Erf 2180, KWT
7/1/4/1/117	B.E.S.L. House SA Legion : Erf 2242, KWT
7/1/4/1/118	Office Ablution – Taxi Forum, KWT
7/1/4/1/119	Dept of Transport : Ptn of Old Elec Dept, KWT Civic Centre
7/1/4/1/120	Dept of Education : Ginsberg Township : KWT Offices
7/1/4/1/121	MTN – Lease of Breidbach Water Tower, KWT
7/1/4/1/122	Methodist Church : Erven 9012 – 9015, KWT
7/1/4/1/123	Phalo House Erven 245 & 295, Bisho, KWT
7/1/4/1/124	Indwe House : Erf 310, Bisho, KWT
7/1/4/1/125	Pick ‘n Pay Shopping Centre : Erf 2995, Bisho, KWT
7/1/4/1/126	Vodacom Tower between Erven 286 & 287 Ginsberg, KWT
7/1/4/1/127	Ginsberg Comm Choir : Erf 1439, KWT
7/1/4/1/128	Erf 1839 : F E Bixi : Ginsberg Shopping Premises, KWT
7/1/4/1/129	Block Making Plant : Erf 311, Bisho : S. Hewitt, KWT
7/1/4/1/130	All Saints Educational Trust : Erven 1281 – 1285, KWT
7/1/4/1/131	Dimbaza Computer Centre, KWT
7/1/4/1/132	Lease of Public Open Space : Erven 2356, 2370, 197 and 2357, Gonubie : Seaspray Home Owners Association CC
7/1/4/1/133	Lease of Site 531, Zone 16, Mdantsane : Hand Car Wash : M. Dingindawo
7/1/4/1/134	Lease of Portion of Fleet Street, KWT : Paynigh Property Investment CC
7/1/4/1/135	Lease of Portion of Site 1677, Zone 6, Unit 5, Mdantsane : Vegetable Nursery : Department of Agriculture CANCEL
7/1/4/1/137	Ms M. Mhlana Lease of Shop No. 5 : Mutual Building, Terminus Street
7/1/4/1/138	M.G. Technologies Business Trust Lease of Remainder of Farm 32, Berlin
7/1/4/1/139	Lease of Portion of Erf 31778 EL Vesuvius Rd, Braelyn Heights : Installation of a

	Cellular Base Station Mobile Telephone Network MTN
7/1/4/1/140	Lease a Portion of Erf 56437 behind Erf 14867 Oxford Str E.L. for Parking Purpose : Wood Property Trust Broubart Cleaning
7/1/4/1/141	Lease of Portions of Erf 6466 East London Union Avenue for Landscaping Purposes Blue Pump Park (Pty) Ltd
7/1/4/1/142	Lease a Portion of Pavement along Union Street to Erect an Access Ramp for the Disabled First National Bank
7/1/4/1/143	Lease of Portion of Remained Site 2125 Zone 3 Mdantsane for a Golf Driving Range
7/1/4/1/144	Lease Remainder of Erf 1536 Zone 10 Unit 6 Mdantsane NU 10 Sportsfield Swallow Rugby Football Club
7/1/4/1/145	Lease of The Market Tearoom at the Fresh Produce Market in Wilsonia E.L.
7/1/4/1/146	Lease of Kiosk at Joan Harrison Pool East London
7/1/4/1/147	Lease of Erf 4185 Beacon Bay : Taylor and Associates Trust on Behalf of Major Square (PTY) Ltd
7/1/4/1/148	Lease a Portion of Erf 11767 (Rd Reserve, East London to Improve The Entrance to E.L. Golf Club
7/1/4/1/149	Lease of Buildings on Portion 7 of Erf 10337, East London (Playwaters) Nahoon : Border Canoe Club
7/1/4/1/150	Lease of Kiosk at Joan Harrison Pool, East London
7/1/4/1/151	Application to Lease Portion of Road Reserve, Riemer Str Berlin : G Fourie of Gama Property Trust
7/1/4/1/152	Lease of Farmhouse on Portion 27, Farm 807, Mzamomhle by Hlalumi Development Agency for the Purpose of Establishment of a Victim Support Centre
7/1/4/1/153	Lease of the Supertube Facility at Orient Beach Erf 34409, East London
7/1/4/1/154	Renewal of the Trust Centre Lease
7/1/4/1/155	Lease Erf 44113 Sunnyridge, Westbank East London for Sportsfield : Ocean Attackers Football Club
7/1/4/1/156	Lease of 11 Duvcor School Units in Duncan Village Buyelwa Training Centre Erf 29349
7/1/4/1/157	Berea Gardens Retirement Foundation Lease of

	Erf 29355
7/1/4/1/158	Lease Erven 1 and 9 Berlin for the Purpose of Agricultural and Stock Farming
7/1/4/1/159	Lease : Former Cinema Munifin Building : University of Fort Hare
7/1/4/1/160	Lease Portion of Erf Remainder/24437 Buffalo Flats East London E. Williams
7/1/4/1/161	Lease of Portion of Ilitha Water Reservoir situated of Farm 224 KWT for The Installation of a Vodacom Cellular Mast
7/1/4/1/162	New Lease Agreement : VVM Collections (Pty) Ltd. Munifin Centre
7/1/4/1/163	Lease of Portion of Erf 20049, West Bank, East London to the West Bank Heritage Tourism Development Trust for the Development of a Tourism and Interpretation Centre
7/1/4/1/164	Lease of Portion of Erf 20049 West Bank East London to the West Bank Heritage Tourism Development Trust for the Development of a Tourism and Interpretation Centre
7/1/4/1/164	Lease Erven 289 and 897 Bhisho for Parking Purposes Department of Public Works (EC)
7/1/4/1/165	Application to Lease Superslide Facility and Kiosk : Portion of Erf 1650, Bonza Bay, East London for Recreation Purposes
7/1/4/1/166	Lease a Portion of Erf 24315 Buffalo Flats, East London for Gardening Purposes. C. Davids
7/1/4/1/167	Lease Portion of Erf 14959 and Portion of Erf 15527, East London for the Upgrading/Development of the Taxi Rank Gillwell Road East London
7/1/4/1/168	Purchase Erf 1442 Needs Camp E.L. for Institutional (Church) Purposes
7/1/4/1/169	Lease and Establishment of a MTN Base Transceiver Station, 20 Meter Tree Type Mast : Bunkers Hill T. 4296
7/1/4/1/170	Cession and Assignment of Agreement of Lease Blue Danube CC (Ernst Steidl) to Coleman's Lane Trading CC
7/1/4/1/171	Lease to the Border Combat Club : Portion of Erf 5152 (Old Snows Quarry)
7/1/4/1/172	Lease : Empilisweni HIV/AIDS Orphan-Care Centre – Erven 5111 and 5112 Ndevana
7/1/4/1/173	Application to Lease the Old Clinic Building situated on Erf 8665 Sweetwaters, King William's Town for the SAPS : South African Police

7/1/4/1/174	Lease: Erven 253 and 666 Bisho for Institutional Purposes (Parking)
7/1/4/1/175	Lease portion of Erf 2928 Bisho for Institutional Purposes (Storage of Construction material)
7/1/4/1/176	Lease: Erf 628 Beacon Bay South African Police
7/1/4/1/177	Lease Erf 46346 Gompo, East London for Institutional Day Care Centre and Sewing Project Purposes
7/1/4/1/178	Lease : Portion of Water Reservoir situated on Erf 56896 Nompumelelo, East London for Business Purposes (Installation of equipment to facilitate wireless infrastructure)
7/1/4/1/179	Lease : Portion of Erf 1 Berlin for Business Purposes (Erection of a wind farm : Test Towers)
7/1/4/1/180	Lease of a Portion of Erf 3160 Dimbaza Taxi Rank for the placement of two containers by the Department of Roads and Transport for the Phambili Bangani Project for people with disability
7/1/4/1/181	Lease of Portion of Erf 12230 Nahoon Reef, East London for Institutional Purposes (Communications Tower)
7/1/4/1/182	Lease of Portion of Erf 112 Kaysers Beach for Recreational Kaysers Beach Community
7/1/4/1/183	Kinvest (Pty) Ltd ta Servistar : Lease : Portion of Erf 16193 : EL
7/1/4/1/184	Lease : Remainder of Erf 9231 (Clifton Hall), Chamberlain Road, Berea E.L. for institutional (health/fitness centre) purposes
7/1/4/1/185	Lease : Portion of the remainder of Erf 63 Willow Park, E.L. for a Garden Project
7/1/4/1/186	Lease of Portion 11578 Bunker's Hill, East London, known as the Phillip Kahts Softball Stadium
7/1/4/1/187	Lease of Portion of Erf 11103 (Oxford Striders) Beach Road. Nahoon
7/1/4/1/188	Lease : Portion of Erf 16226 Marine Road, Quigney, E.L. for business purposes (parking)
7/1/4/1/189	Lease : BCM and EDCON Prop. Ltd/Edgars Old Market Building
7/1/4/1/190	Shoprite – Checkers : Oxford Street
7/1/4/1/191	Lease – Portion of erf 10348 East London situated in Nahoon Beach for Recreational Purposes (surf lifesaving club) : East London
7/1/4/1/192	Lease of Portion of Erf 112 Kayser's Beach to the Kayser's Beach Community : Bowling Green
7/1/4/1/193	Lease of Kiosk : Ruth Belonsky Pool : Portion 71

	of Erf 2419 Parkside, E.L.
7/1/4/1/194	Lease : Portion of erf remainder 648 and portions of erf 644 Amalinda E.L. (old Amalinda showground)
	<b>BORDER STOCK CARS</b>
7/1/4/1/195	Lease : Portion of the Remainder of Erf 5381 Morris Road. Abbotsford E.L. Abbotsford Sports Club
7/1/4/1/196	Lease : Portion of the Remaining Extent of Farm 1404 (Adjacent to Erf 4161 Mdantsane Unit 2) : Soup Kitchen Facility
7/1/4/1/197	Lease : Portion of Remainder of Erf 6642 East London for Parking Purposes
7/1/4/1/198	Lease : Portion of Erf 19606 Leaches Bay, E.L. for Business Registration of a Servitude over Erven 19606 and 59989 Leaches Bay E.L. Construction of a Pump Station Industrial Development Zone (Pty) Ltd (ELIDZ)
7/1/4/1/199	Lease : Erf 155 Zone 17, Mdantsane for the Institutional Purposes (Day Care Centre)
7/1/4/1/200	Lease : Portion 5 of Erf 6466, E.L. for recreational purposes : Comrades Bowling Club
7/1/4/1/201	MTN – Palm Place - Beacon
7/1/4/1/202	Lease for Premises at Gonubie Industria : Vodacom
7/1/4/1/203	Lease : MTN Buffalo Flats W/Tower T5756
7/1/4/1/204	Lease : Portion of Erf 1, Portion of Erven 1875 and 1877 Berlin Energy Park : Tshani Consulting CC (ELIDZ)
7/1/4/1/205	Lease of Erf 57746, Nompumelelo, East London for Institutional Purposes (Day Care Centre)
7/1/4/1/206	Lease of Portion Erf 30470 Duncan Village, East London for Institutional Purposes, Day Care Centre (Hostel B Complex)
7/1/4/1/207	Lease of Portion 1 Berlin for Business Purposes (Race Club and Multi Purpose Complex)
7/1/4/1/208	Lease of Erf 27990, East London Parkside for Institutional Purposes (Pre-primary and Day Care Centre)
7/1/4/1/209	Lease : Erf 50732, East London Airport Phase 2 for Institutional Purposes (Church)



7/1/4/1/210	Lease : Erf 30470 (Unregistered Erf 32496, Jabavu Street, Duncan Village, for Business Purposes (Post Office)
7/1/4/1/211	Lease : Portion of Erf 32, Berlin for Business Purposes
7/1/4/1/212	Portion of the Remainder of Erf 2267 King William's Town for Institutional Purposes
7/1/4/1/213	Portion of Erf 10015 Mdantsane Unit 2 for Business Purposes (Manual Car Wash)
7/1/4/1/214	Portion of Erf 16150 East London to the East London Bowling Club for Recreational Purposes (Bowling Club Facility)
7/1/4/1/215	Shop 3 Old Mutual Building, Corner Oxford and Terminus Streets, Portion of Erf 15490 East London for Business Purposes (General Outfitters)
7/1/4/1/216	Lease : Erf 14890 East London – Stephenson Street, Central Business District (C.B.D.) for Business
7/1/4/1/217	Portion of Erf 3324 Zone 7, Unit 5, Mdantsane for Block Making Purposes
7/1/4/1/218	Lease : Erf 40929 Buffalo Flats, East London for Institutional Purposes (Church)
7/1/4/1/219	Lease : Portion of Erf 758 Unit S, Mdantsane for Business Purposes (Car Wash)
7/1/4/1/220	Lease : Erf 7247 Potsdam : Institutional Purposes (Church)
7/1/4/1/221	Lease : Nahoon Mouth Bowling Club situated on Portion 1 of Erf 10427 and Portion 5 of Erf 10348 Nahoon, East London, for Recreational Purposes
7/1/4/1/222	Lease : Erf 302 Bhisho for Institutional Purposes (Parking)
7/1/4/1/223	Lease : Portion of Erf 3890, East London for Recreational Purposes (Athletic Club)

7/1/4/1/224	Lease : Portion 22 of Erf 5152 Highgate, East London
7/1/4/1/225	Lease : Erven 56437, 69986, 39689 and 39690 E.L. CBD for business (Multi-Purpose Development)
7/1/4/1/226	Lease of a portion of the remainder of Erf 11578, Epsom Road, Stirling, E.L. for recreational purposes (netball)
7/1/4/1/227	Lease : Building on Farm 1404, adjacent Erf 10433, Mdantsane, Zone 3 Unit 2 for business
7/1/4/1/228	Lease : Portion of Erf 2235, King William's Town for business purposes (car wash)
7/1/4/1/229	Lease : Portion of the remainder of Erf 11578, James Pearce Park, Stirling, E.L. for recreational purposes (dog club)
7/1/4/1/230	Lease : Portion of Erf 1432 Zone 10 Unit 6 Mdantsane for Institutional Day Care Centre
7/1/4/1/231	Lease : East London Grand Prix Racing Track : Erf 18870 Westbank for Motorsport Purposes
7/1/4/1/232	Lease : Building Mdantsane Zone 3, Unit 2, Highway Taxi Rank Taxi Management Office
7/1/4/2	<u>Sale</u> (Open a case file for each property under the applicant's name and number consecutively)
7/1/4/2/1	
7/2	<u>Grounds</u>
7/2P	Policy
7/2/R	Routine enquiries
7/2/1	<u>Acquisition</u>
7/2/1/1	<u>Purchase</u> (Open a case file for each property under the applicant's name and number consecutively)

- 7/2/1/1/1 Eastern Cape Development Corporation :  
Donation from : Portions of farm 832 :  
Donation to of portion of farm 1404 and  
Leasing out of portion of 832/6
- 7/2/1/1/2 Buildings and Grounds Donation : Province of the E C  
to BCM Erven 3233 and 3234 E L
- 7/2/1/1/3 Transfer Farm 290, Ptn 6 – EL and Farm 28 Ptn 19 – KWT  
to Buffalo City Municipality
- 7/2/1/1/4 Purchase Property Sleeper Site from Propnet Erven 15437, 15838/Transnet  
16250, 16252, 15889
- 7/2/1/1/5 Acquisition of Portion 8 of the Farm 1282 and Portion 7 of the Farm 204 all of  
East London : Informal Settlement : S.A. National Roads Agency (SANRAC)
- 7/2/1/1/6 Acquisition of Erf 542 Dawn, East London for authority purposes Zone 1  
(Electrical Switch House)
- 7/2/1/1/7 Acquisition of a portion of farm no. 922, East London, for the construction of  
a reservoir : West Bank Restitution Project
- 7/2/1/1/8 Donation of Land from Amathole District Municipality and offer for  
the Purchase of Land from the S A National Roads Agency Limited
- 7/2/1/1/9 Acquisition : Portion 3 of Farm 1952, King William's Town to BCMM
- 
- 7/2/1/2 Expropriation  
(Open a case file for each property under the  
applicant's name and number consecutively)
- 
- 7/2/1/2/R Routine enquiries
- 
- 7/2/1/2/1
- 
- 7/2/1/3 Hire  
(Open a case file for each property under the  
applicant's name and number consecutively)
- 
- 7/2/1/3/1
- 
- 7/2/2 Maintenance
- 
- 7/2/3 Alienation  
7/2/3/1 Letting/Lease  
(Open a case file for each property under the  
applicant's name and number consecutively)
- 
- 7/2/3/1/1 Cambridge Junior School : Erven 5602, 5603,  
5604 and 5607
- 7/2/3/1/2 East London : Vehicle Clearance Unit : Accommodation for SA Police  
Service
- 7/2/3/1/3 Erf 44719 E.L. : Disposal of Land at Amalinda Nature Reserve for  
the Proposed Armed Struggle Living Museum

7/2/3/2	<u>Sale</u> (Open a case file for each property under the applicant's name and number consecutively)
7/2/3/2/1	Apostolic Nazareth Church in Zion: Site 1146, Zone 6, Unit 5: Mdantsane
7/2/3/2/2	International Assembly of Christ : Portion of Farm 1404 : Zone 3 : Mdantsane
7/2/3/2/3	N.P. Yani : Site 436 : Zone 1 : Unit 1 : Mdantsane
7/2/3/2/4	Public Tender : Erf 109 : Morley Road, Summerpride
7/2/3/2/5	V. Bekwa : Rem. Site 9606 : Zone 6 : Unit 5 : Mdantsane
7/2/3/2/6	Sale by public tender : Erf 53706 : Logan Drive, Nahoon
7/2/3/2/7	M.M. Njajula : Erf 253 : Voortrekker Road, Summerpride
7/2/3/2/8	P. Elliot : Farm 937 : Rockliffe Farms
7/2/3/2/9	Apostolic Faith Mission of S A : Site 2465 : Zone 11 : Unit 6 : Mdantsane
7/2/3/2/10	F B Naku : Land and improvements : Erf 788, Bisho
7/2/3/2/11	Cancelled - see 8/4/1/1025
7/2/3/2/12	M. Myemane : Portion of site 859 : Zone 17 : Unit 5 : Mdantsane
7/2/3/2/13	Seventh day Adventist Church : Site 1535 : Zone 17 : Unit 5 Mdantsane
7/2/3/2/14	Public Competition : Public Open Space : Erf 37724 : Scenery Park
7/2/3/2/15	Holy Church of Jesus Christ : Site 9974 : Zone 2 : Unit 2 : Mdantsane
7/2/3/2/16	L.C. Dry : Portion of Public Open Space : Erf 1394 : Hillcrest Drive, Beacon Bay
7/2/3/2/17	Witness Apostolic Church of God in Zion of S.A. : Sites 1853 and 1854 : Zone 7 : Unit 5 : Mdantsane
7/2/3/2/18	Complete Life in Christ Ministries Church : Site 3412 : Zone 2 : Mdantsane
7/2/3/2/19	N.D. Yawa : Portion of Farm 1404 : Adjoining Site 4603 : Zone 8 : Unit 5 : Mdantsane
7/2/3/2/20	A.J. Doyle : Erf 39744 : Alphen Road, Buffalo Flats
7/2/3/2/21	Sale by Public tender : Erf 5543 : Swift Crescent, Beacon Bay
7/2/3/2/22	Sale by Public tender : Erf 5537 : Lark Crescent, Beacon Bay

- 7/2/3/2/23 Sale by Public tender : Erf 5538 : Lark Crescent,  
Beacon Bay
- 7/2/3/2/24 Sale by Public tender : Erf 5539 : Lark Crescent,  
Beacon Bay
- 7/2/3/2/25 Sale by Public tender : Erf 5540 : Swift Crescent,  
Beacon Bay
- 7/2/3/2/26 Sale by Public tender : Erf 5541 : Swift Crescent,  
Beacon Bay
- 7/2/3/2/27 Sale by Public tender : Erf 5542 : Swift Crescent,  
Beacon Bay
- 7/2/3/2/28 Sale by Public tender : Erf 5555 : Kestrel Stret,  
Beacon Bay
- 7/2/3/2/29 Sale by Public tender : Erf 5556 : Kestrel Street,  
Beacon Bay
- 7/2/3/2/30 Sale by Public tender : Erf 5565 : Lark Crescent,  
Beacon Bay
- 7/2/3/2/31 Sale by Public tender : Erf 5566 : Lark Crescent,  
Beacon Bay
- 7/2/3/2/32 Sale by Public Tender : Erf 47460 : Garcia Street,  
Cambridge
- 7/2/3/2/33 Sale by Public Tender : Erf 6427 : Garcia Street,  
Cambridge
- 7/2/3/2/34 Sale by Public Tender : Erf 48067 : Medefindt  
Crescent, Baysville
- 7/2/3/2/35 Sale by Public Tender : Erf 15244 : Elfin Glen,  
Nahoon Valley
- 7/2/3/2/36 Sale by Public Tender : Erf 56849 : Nimrod Street,  
Amalinda
- 7/2/3/2/37 Sale by Public Tender : Erf 56850 : Nimrod Street,  
Amalinda
- 7/2/3/2/38 Sale by Public Tender : Erf 9838 : Jasmay Place,  
Nahoon Valley
- 7/2/3/2/39 Sale by Public Tender : Erf 49569 : Chellodene Road,  
Nahoon Mouth
- 7/2/3/2/40 Own Haven Housing Association : Erf 49849 and  
portions of Erf 49719
- 7/2/3/2/41 Mr X.N. Mema : Erf 48225 : Milkwood Road, Braelynn
- 7/2/3/2/42 Mrs Z. Mtati : Site 1259 : Zone 15 : Mdantsane
- 7/2/3/2/43 E.L. Abattoir : Portion of Erf 56465 and portion of  
Umhlebe Road, Cambridge
- 7/2/3/2/44 Cornerstone of Christ Church : Site 1762 : Zone 13 :  
Unit N : Mdantsane
- 7/2/3/2/45 Public Competition : Site 875 : Portion 1 : Zone 15 :  
Mdantsane
- 7/2/3/2/46 B. Mbuti : Site 1441 : (Portion A) : Zone 9 : Unit 4 :

	Mdantsane
7/2/3/2/47	S. Ngqeza : Site 1441 : (Portion B) Zone 9 : Unit 4 : Mdantsane
7/2/3/2/48	B.E Nameka : Site 1441 : (Portion C) : Zone 9 : Unit 4 : Mdantsane
7/2/3/2/49	St John's Apostolic Faith Mission: Sites 1728, 1733 and 1734 : Unit 5 : Zone 17 : Mdantsane
7/2/3/2/50	Presbyterian Church of Africa : Site 2193 : Zone 11 : Unit 6 : Mdantsane
7/2/3/2/51	A. Ngqoshwana: Erf 48888 : Amalinda Forest
7/2/3/2/52	L. Ndubela : Erf 48889 : Amalinda Forest
7/2/3/2/53	M. Mama : Erf 48869 : Amalinda Forest
7/2/3/2/54	S. Malinga : Erf 48887 : Amalinda Forest
7/2/3/2/55	St Peters Apostolic Faith Mission : Site 141 Zone 18 : Unit CC : Mdantsane
7/2/3/2/56	J.C. Snyman : Portion of erf 1394 : Public Open Space : Rocklands Road, Beacon Bay
7/2/3/2/57	N.P. Ngesi : Site 509 Zone 13 : Unit N: Mdantsane
7/2/3/2/58	Van Niekerk family Trust : Erf 2593 : Loerie Crescent, Gonubie [12/4/4/492 also refers]
7/2/3/2/59	E L Bremner : Erf 2422 : 4 Brixton Place, Buffalo Flats
7/2/3/2/60	Berlin Pre-primary school : Portion of erf 138 : Berlin
7/2/3/2/61	R W Prince : Portion of Unmade roadway for Consolidation with remainder of erf 362, Gonubie
7/2/3/2/62	National Baptist Church of SA : Site 921 : Zone 9 : Unit 4 : Mdantsane
7/2/3/2/63	P J Motsepe : Erf 5517 Beacon Bay
7/2/3/2/64	J S Ismail : Erf 5518 Beacon Bay
7/2/3/2/65	W B Ghanda : Erf 5545 Beacon Bay
7/2/3/2/66	S Amri : Erf 5546 Beacon Bay
7/2/3/2/67	D Anvari : Erf 5547 Beacon Bay
7/2/3/2/68	V Anvari : Erf 5548 Beacon Bay
7/2/3/2/69	B P Ledger : Erf 5549 Beacon Bay
7/2/3/2/70	Y Jaykaran : Erf 5550 Beacon Bay
7/2/3/2/71	D A Ball : Erf 5551, Beacon Bay
7/2/3/2/72	A Rajh : Erf 5552 Beacon Bay
7/2/3/2/73	A Ramkissoo : Erf 5553 Beacon Bay
7/2/3/2/74	E M Wade : Erf 47874 Nahoon Valley
7/2/3/2/75	V L Schenk : Erf 47875 Nahoon Valley
7/2/3/2/76	B Weyer : Erf 47887 Nahoon Valley
7/2/3/2/77	L Husted : Erf 47888 Nahoon Valley
7/2/3/2/78	N Makuleni : Erf 47889 Nahoon Valley
7/2/3/2/79	M M Nobuhle : Erf 50878 Nahoon Valley
7/2/3/2/80	M N Mpumlwana : Erf 23143 Nahoon Valley

7/2/3/2/81 X N Ntamo : Erf 1754 Amalinda  
 7/2/3/2/82 N Ntyinkala : Erf 44707 Amalinda  
 7/2/3/2/83 C Blumenthal : Ptn Erf 10032, 10033 (Public Place) and Pts Erven 9946 & 9888 (Road Reserve) T E Water Avenue, Bonnie Doon, East London  
 7/2/3/2/84 City Lodge Hotels Ltd Portions Erven 6455, 6551, 6450 and 6849, Clarendon Gardens, East London  
 7/2/3/2/85 Nontyantyambo Metro Community Health Centre: Portion of Pawane Road, Adjoining Site 9855, Zone 3, Mdantsane  
 7/2/3/2/86 Site 879, Zone 15, Mdantsane : M.A. Nkqayi  
 7/2/3/2/87 Sale : Erf 9775 : Sweetwaters Jehovah's Witnesses  
 7/2/3/2/88 Sale : Erf 4983 Phakamisa Elishama Christian Centre  
 7/2/3/2/89 Sale : Portion of Catherine Street, King William's Town : Business Purposes : Pick 'n Pay Hypermarket  
  
 7/2/3/2/90 Sale : Erf 3692, King William's Town : D. Mlungisi Kula : Residential Purposes  
 7/2/3/2/91 Sale : Remainder Erf 1334, Bhisho : Unathi Properties CC  
 7/2/3/2/92 Sale : Portion of Erf 44814, E.L. : P. Alexander : Residential Purposes  
 7/2/3/2/93 Sale : Portion of Erf 15892 : Bowls Road, E.L.  
 7/2/3/2/94 Sale of Portion of Erf 2419 Pefferville, E.L. Buffalo Flats Community Development Trust  
 7/2/3/2/95 Sale Portions of Erven 16225, 16226 and 16253 Quigney, East London : Ocean Terrace Office Park  
 7/2/3/2/96 Sale of Portion Erf 16226, East London (Public Place) and Portion of Seaview Terrace (Road Reserve) for Consolidation with Erf 16527, Esplanade, Quigney, East London  
 7/2/3/2/97 Sale of Sites 1420 and 1758, Zone 13, Mdantsane : St Andrews Anglican Church  
 7/2/3/2/98 Sale of Site 10012, Zone 3, Unit 2, Mdantsane  
 7/2/3/2/99 Sale of Portions of Erven 6455, 6450, 6451 and 6849 : Cnr Cheltenham Road and Union Avenue, East London  
 7/2/3/2/100 Sale of Site 4448, Zone 2, Mdantsane : Bantu Church of Christ  
 7/2/3/2/101 Sale of Erf 9869, Zone 3, Unit 2, Mdantsane  
 7/2/3/2/102 Sale & Lease of Portion of Erf 18870/23 East London : Seven Eleven Trust : Kentucky Fried Chicken  
 7/2/3/2/103 Purchase Erf 5011 East London C.S. Zita

- 7/2/3/2/104 Purchase Erf 8264 East London John Radloff and Associates
- 7/2/3/2/105 Sale of Erf 11578/and Rezoning to Institutional Zone 1 Purpose and the Consolidation of 11578 with Erf 30487 : Baysville Secondary School
- 7/2/3/2/106 Sale of a Portion of Substation Site : Erf 1700 Clover Crescent Beacon Bay S.J. Landolt
- 7/2/3/2/107 Sale of Portion of 5<sup>th</sup> Avenue for Consolidation with the Consolidated Erven 6955-6960 East London
- 7/2/3/2/108 Purchase a Portion of Erf 15612 E.L. Panmure Y.A. Goder
- 7/2/3/2/109 Purchase Erf 452 and a Portion of Public Place : Erf 460 Kaysers Beach
- 7/2/3/2/110 Purchase Erf 9812, Nahoon Valley, E.L. D. Tabort
- 7/2/3/2/111 Sale of Portion of the Remainder of Site 2125, Zone 9, Mdantsane
- 7/2/3/2/112 Sale : Erven 40967 & 40968 Airport Phase 1 : Uniting Reformed Church of Southern Africa
- 7/2/3/2/113 Purchase Portion of Public Open Space Erf 29167 Gompo : M. Mbovane
- 7/2/3/2/114 Purchase Erf 5798, Dimbaza for Institutional (Church) Purposes
- 7/2/3/2/115 Purchase Portion of Erf 2833, Beacon Bay : T.O. Nzuzo
- 7/2/3/2/116 Purchase Portion of Erf 20995, East London : D. McMenamin
- 7/2/3/2/117 Sale of Erf 59992, Summerpride Amalinda for Institutional (Church) Purposes
- 7/2/3/2/118 Purchase a Portion of Erf 2833 Beacon Bay T.O. Nzuzo
- 7/2/3/2/119 Transfer Erf 25691, Elba Crescent East London : SV & F. Flanagan
- 7/2/3/2/120 Purchase Erf 2263 East London N. Mpakati
- 7/2/3/2/121 Purchase a Portion of Erf 197 Gonubie Hendow (Pty) Ltd E.L.
- 7/2/3/2/122 Purchase Erf 5356 Abbotsford E.L. A.J. Oosthuizen
- 7/2/3/2/123 Sale of Erven 17 : Quenera Drive Beacon Bay EL
- 7/2/3/2/124 Sale of Erven 65 Vincent Height East London
- 7/2/3/2/125 Sale of Erven 18 : Nahoon Mouth East London
- 7/2/3/2/126 Purchase Erf 5212 East London H. Marais
- 7/2/3/2/127 Purchase Erven 18289 and 17979 East London P.N. Xundu
- 7/2/3/2/128 Purchase Erf 19366 East London N.B. Shukla
- 7/2/3/2/129 Purchase of a Portion of Erf 4785 Bhisho for Development of offices for The House of Traditional Leaders Department of Housing. Local



- Government and Traditional Affairs
- 7/2/3/2/130 Sale of Public Open Space Erf 4082 Sandpiper Road Beacon Bay
- 7/2/3/2/131 Purchase of Erf 3827, 3828, 3829, 3830 and 3831 Residential Land in Riegerton Park, Gonubie
- 7/2/3/2/132 Purchase of Erf 49550, Nahoon Mouth, East London : B.G. Beckerman
- 7/2/3/2/133 Purchase of Erf 49551, Nahoon Mouth, East London : G. Roberts
- 7/2/3/2/134 Purchase of Erf 49552, Nahoon Mouth, East London : K.E. Jekwa
- 7/2/3/2/135 Sale of Erven 134, 135 and 136 Summerpride for Institutional (Church) Purposes
- 7/2/3/2/136 Sale of Erf 57640 Nompumelelo Beacon Bay for Commercial Purposes
- 7/2/3/2/137 Sale of Portion of Erf 118, Winterstrand for Institutional (Church) Purposes
- 7/2/3/2/138 Sale of Erf 5519 Beacon Bay : A. Lagardien
- 7/2/3/2/139 Sale of Erf 5520 Beacon Bay : J.P. Goliath
- 7/2/3/2/140 Sale of Erf 5523 Beacon Bay : S. Tshazibana
- 7/2/3/2/141 Sale of Erf 5524 Beacon Bay : C. Gray
- 7/2/3/2/142 Sale of Erf 5529 Beacon Bay : D. Tyekana
- 7/2/3/2/143 Sale of Erf 5530 Beacon Bay : Break Even CC 1304
- 7/2/3/2/144 Sale of Erf 5535 Beacon Bay : A.J. Stent
- 7/2/3/2/145 Sale of Erf 5536 Beacon Bay : A. Meyer
- 7/2/3/2/146 Sale of Erf 5557 Beacon Bay : P.J. Yewana
- 7/2/3/2/147 Sale of Erf 5558 Beacon Bay : J.M.M. Grove
- 7/2/3/2/148 Sale of Erf 5559 Beacon Bay : D.S. Odendaal
- 7/2/3/2/149 Erf 40914 Buffalo Flats Mr K.D. Bushe
- 7/2/3/2/150 Purchase a Portion of Erf 197, Gonubie : L.I. Burchell
- 7/2/3/2/151 Purchase of Portions of Erven 1071 and 2928, Bhisho : Provincial Government (Department of Education)
- 7/2/3/2/152 Sale of Erf 19025 East London Industrial Purposes : ARB Electrical Wholesalers (Pty) Ltd
- 7/2/3/2/153 Purchase Portion of Roadway, Sandpiper Road Sunrise on Sea, and Consolidate with Erf 43, Sandpiper Road : M. Perrings
- 7/2/3/2/154 Purchase Portion of Erf 2073, Beacon Bay : Hawkes Head Drive : S.R. Barbour
- 7/2/3/2/155 Purchase Erven 653, 654, 655 and 656, Bhisho : Dijalo Property Services (Pty) Ltd
- 7/2/3/2/156 Purchase Erven 18458 and 19296 East London : A. Gentle
- 7/2/3/2/157 Acquisition of a Portion of Erf 53560

- East London (Sinebhongo Village) for The Development of a Clinic
- 7/2/3/2/158 Exchange of Land between Buffalo City Municipality and Quantum Leap Investments 56 (PTY) Ltd Erven 551 and 3675 KWT/Erven 3474, 4413 & 4416 KWT
- 7/2/3/2/159 Proposed Sale of Unserviced Residential Land at Vincent Heights, E.L. by Public Tenders
- 7/2/3/2/160 Sale of Remainder of Erf 1405 Beacon Bay, for Business Zone 4 (Office) Purposes
- 7/2/3/2/161 Sale of Erven 2190, 2289 and 2144, Berlin for Business Purposes
- 7/2/3/2/162 Sale of Portion of Erf 14961 East London and an access over Erf 14959 East London
- 7/2/3/2/163 Purchase Erf 9668 Zone 4, Unit 3, Kakaza Road, Mdantsane
- 7/2/3/2/164 Purchase an abutting Portion of Road Reserve for Consolidation with Erf 4939 Gonubie
- 7/2/3/2/165 Purchase of Portion of Erf 23978 Parkway Road, Braelyn, East London, for Consolidation with Erf 23977, East London
- 7/2/3/2/166 Sale of a Portion of Roadway, Jasmine Place, Cambridge, East London
- 7/2/3/2/167 Sale of Erf 25844 Buffalo Flats East London
- 7/2/3/2/168 Sale of Municipal Dwellings by Public Sector Erf 1279 Berlin Mr V Zote
- 7/2/3/2/169 Sale of Municipal Dwellings Mr V.R. Lwana Erf 1242 Berlin
- 7/2/3/2/170 Sale of Municipal Dwellings to Ms L.D. de Villiers Erf 285 Gonubie
- 7/2/3/2/171 Sale of Municipal Dwelling by Public Sector Erf 3354 Amalinda Mr M. Daniso
- 7/2/3/2/172 Sale of Municipal Dwelling by Public Sector Erf 3353 Amalinda
- 7/2/3/2/173 Purchase Erf 271 Zone 18 Mdantsane for Institutional (Church) Purpose  
African Apostolic Faith Mission in Africa
- 7/2/3/2/174 Purchase Portion of Erf 1394 Zone 9, Mdantsane :  
N. Sikolo
- 7/2/3/2/175 Purchase Erf 34922 North End, E.L. for Business Purposes
- 7/2/3/2/176 Purchase a Portion of Erf 20216 Haven Hills, E.L. for Institutional (Church) Purposes
- 7/2/3/2/177 Purchase a Portion of Erf 255 Collondale E.L., for Consolidation with Erf 263 E.L. R.P. Bezuidenhout
- 7/2/3/2/178 Purchase Portion of Erf 16193, Arcadia E.L. for Consolidation with Erf 16213 East London for

- Business Purposes
- 7/2/3/2/179 Purchase Erf 87, Zone 16, Mdantsane Q, for Institutional (Creche) Purposes
- 7/2/3/2/180 Purchase Erf 2035 Berlin for Business Purposes S Xhamntwana
- 7/2/3/2/181 Sale of Portion 1 of Erf 2987 (Erf 8885) KWT for Residential Purposes (N.C. Ulana)
- 7/2/3/2/182 Purchase a Portion of Erf 23984 Braelyn, East London for Consolidation with Erf 23972, East London for Residential Purposes D. Ravgee
- 7/2/3/2/183 Purchase Erf 517 Zone 16 Mdantsane, E.L. Nosipho Sebe
- 7/2/3/2/184 Purchase Erf 1878, Berlin, for Business Purposes Mzukisi Simakuhle
- 7/2/3/2/185 Erf 3353 Amalinda Ms. TM Tumana
- 7/2/3/2/186 Sale of Municipal Dwelling by Public Tender Erf 1574 Gonubie Real Net Property Group
- 7/2/3/2/187 Sale of Erf 1844 : Rowntree Crescent Haven Hills, East London Institutional Zone 2 Purposes : Methodist Church
- 7/2/3/2/188 Sale of Portion 2 of Erf 2987 KWT for Residential Purposes
- 7/2/3/2/189 Sale of Portion 3 of Erf 2987 KWT for Residential Purposes
- 7/2/3/2/190 Purchase Erf 1226 Berlin for Residential Purposes
- 7/2/3/2/191 Sale of Erven 26176 and 33201 Establishment of a Truck Shop Settlersway EL
- 7/2/3/2/192 Purchase Erf 1626 Amalinda East London for Residential Purposes
- 7/2/3/2/193 Purchase a Portion of Erf 15892 consolidate with Erf 47464 Atlas Road E.L. for Business Purposes
- 7/2/3/2/194 Purchase Erf 994 Morningside EL, for Institutional (Church) Purposes
- 7/2/3/2/195 Purchase of Erf 7158, Dimbaza, for Institutional Purposes
- 7/2/3/2/196 Purchase Erf 614 Dawn, EL for Residential Zone 3A Purposes
- 7/2/3/2/197 Purchase Erven 10034 & 10039 Nahoon Valley EL
- 7/2/3/2/198 Purchase the Remainder of Erf 12222 Baysville EL for Residential Purposes
- 7/2/3/2/199 Sale of Erven 1426 and 1427 Ginsberg and a Portion of Erf 1425 for (Church) Institutional Purposes
- 7/2/3/2/200 Sale of Erf 6466 : Portions 14, 15, 16, 17, 18 and The Site on the Corner of Lukin & Oxford Street for Institutional Purposes
- 7/2/3/2/201 Sale of Portion 30 of Erf 16226 EL Esplanade

	Wimpy Restaurant Site, Beachfront EL J.H. Vorstenbos
7/2/3/2/202	Purchase Erf 608 Dawn EL for Residential Purposes
7/2/3/2/203	Purchase of Erf 1868 Breidbach V. Elders
7/2/3/2/204	Purchase of Erf 1579 Breidbach S. Snyer
7/2/3/2/205	Purchase Erf 8716 Vincent, E L for Parking Purposes
7/2/3/2/206	Acquisition of Erf 13640 E L (Synagogue) for Accommodating The Employee Wellness Centre
7/2/3/2/207	Purchase Erf 712 Mdantsane R for Institutional Purposes
7/2/3/2/208	Purchase Erf 1072 Mdantsane R Zone 14 Mdantsane
7/2/3/2/209	Purchase Erf 609 Dawn, East London for Residential Purposes
7/2/3/2/210	Sale of Land Erf 5738 Dimbaza Township for Institutional Purposes
7/2/3/2/211	Sale of 45 Erven from 5609 to 5653 King William's Town Panorama Drive
7/2/3/2/212	Purchase of a Portion of Erf 351 Zone 15 Mdantsane to be consolidated with Erf 5293 for Business Purposes
7/2/3/2/213	Purchase Erven 1364-1366, 1368-1378 and Portion of Erf 1385 Bisho for State Security
7/2/3/2/214	Purchase Erf 26669, Braelyn E.L. for Business Purposes
7/2/3/2/215	Purchase Erf 610, Dawn E.L. for Residential Purposes
7/2/3/2/216	Purchase Erf 611 Dawn E.L. for Residential Purposes
7/2/3/2/217	Acquisition of a Portion of Erf 2774, Beacon Bay for Roadway Purposes
7/2/3/2/218	Purchase Land Adjacent to Erf 3538 Gonubie E.L. for Residential Purposes
7/2/3/2/219	Acquisition of a Portion of Portion 36 of Farm No. 807 Gonubie Main Road Upgrade
7/2/3/2/220	Sale of Marina Glen "A" and Seaview Terrace Sites NEPAD Dev. A Portion of Erven 16225, 16226 and 27304 Seaview Terrace Site A Portion of Erven 16226 E.L. of Cadwallon Road and Court Crescent, A Portion of Erven 16226 and 16331 E.L.
7/2/3/2/221	Purchase a Portion of Erf 10427 Nahoon, East London for Residential Purposes
7/2/3/2/222	Purchase Remainder of Erf 356 Bhisho for Business Purposes
7/2/3/2/223	Purchase Erf 2660, Dimbaza for Residential

- Purposes
- 7/2/3/2/224 Purchase Erf 3782 Zone 10, Mdantsane for Residential Purposes
  - 7/2/3/2/225 Purchase Erven 7145, 7146 and 7147 and Portion of Erf 5410 top of Western Avenue, E.L. for Commercial Purposes
  - 7/2/3/2/226 Purchase Erf 28860, Wilsonia E.L. for Business Purposes
  - 7/2/3/2/227 Purchase a Portion of Erf 1687 Phakamisa for Business Zone V Purposes
  - 7/2/3/2/228 Purchase a Portion of Erf 1385, Ginsberg for Institutional Purposes
  - 7/2/3/2/229 Purchase Erf 4980 (Portion 131) Phakamisa for Institutional (Church) Purposes
  - 7/2/3/2/230 Sanitation Resources Centre on Portion Erf 1 Berlin
  - 7/2/3/2/231 NU Properties Pty (Ltd) Imonti Hotel and Convention Centre Erf 39719 Regent Hotel Site
  - 7/2/3/2/232 Application from South African Broadcasting Corporation (SABC) to Acquisition of Erf 1343 Bisho
  - 7/2/3/2/233 Purchase Erf 34930 North End East London for Business Purposes
  - 7/2/3/2/234 Application to Purchase Erven 671, 1409, 1410, 1411, 1427, 1428 and 1430, Berlin for Industrial Purposes
  - 7/2/3/2/235 Purchase Portions of Remainders of Erven 6849, 6450, 6551 and 6466 Union Avenue, East London for Business (Motor Dealership) Purposes
  - 7/2/3/2/236 Sale of Erf 8887 Portion (iii) of 2987, Bev Radue Place King William's Town for Residential Zone 1 Purposes
  - 7/2/3/2/237 Sale of Erf 432, Dawn for Special Residential Purposes
  - 7/2/3/2/238 Sale of Erf 5000 Bhisho Business Zone 4 (Offices) Purposes
  - 7/2/3/2/239 Purchase Erf 351 Ginsberg for Residential Zone 1 Purpose
  - 7/2/3/2/240 Purchase a Portion of Erf 10427 Nahoon East London for Consolidation with Erf 49552 East London Residential Purposes
  - 7/2/3/2/241 Application to Purchase Erf 2669 Bhisho for Residential Purposes
  - 7/2/3/2/242 Application to Purchase Erf 3729, Cambridge, East London for Residential Purposes
  - 7/2/3/2/243 Application to Purchase Erf 1487, Breidbach for Residential Purposes
  - 7/2/3/2/244 Purchase Erven 1945 & 1946 Portions 1 & 2 of Erf

- 1422 Breidbach for Industrial Purposes
- 7/2/3/2/245 Purchase Erven 54924 & 54925 Reeston for Creche and Church Purposes
- 7/2/3/2/246 Purchase of Erf 1718, Breidbach for Institutional (Church) Purposes
- 7/2/3/2/247 Purchase Erf 133 Summerpride East London for Institutional (Church) Purposes
- 7/2/3/2/248 Purchase Erf 1467 Breidbach for Residential Purposes
- 7/2/3/2/249 Purchase Erf 1069 Zone R Mdantsane for Residential Purpose
- 7/2/3/2/250 Purchase a Portion of Norwood Avenue to be Consolidated with Erf 23454 East London for Residential Purposes
- 7/2/3/2/251 Erf 6801 Beacon Bay – Portion 120 – A Portion of Portion 101 of Farm No. 817
- 7/2/3/2/252 Portion 105 of Farm No. 817
- 7/2/3/2/253 Erf 6816 – A Portion of Erf 6145 Beacon Bay
- 7/2/3/2/254 Erven 6187 and 6803 Portion of Erf 6009 Beacon Bay
- 7/2/3/2/255 Erf 6815 Beacon Bay Portion 126 – A Portion of Portion 32 of Farm No. 817
- 7/2/3/2/256 Erf 6814 Beacon Bay Portion 126 Portion of Portion 154 of Farm 817
- 7/2/3/2/257 Remainder of Portion 51 of Farm No. 817
- 7/2/3/2/258 Remainder of Erf 6760 Beacon Bay
- 7/2/3/2/259 Portion of Portion 55 Farm No. 817
- 7/2/3/2/260 Erf 6806 – A Portion of Erf 3948 – Beacon Bay
- 7/2/3/2/261 Erf 6807 (Beacon Bay) Portion 122 a Portion of Portion 53 of Farm No. 817
- 7/2/3/2/262 Erf 6804 – A Portion of Erf 6425 – Beacon Bay
- 7/2/3/2/263 Erf 6805 – A Portion of 6434 Beacon Bay
- 7/2/3/2/264 Erf 6808 – A Portion of Erf 5712 Beacon Bay
- 7/2/3/2/265 Portion of Erf 6762 Beacon Bay
- 7/2/3/2/266 Remainder of Erf 6351 Beacon Bay
- 7/2/3/2/267 Purchase a Portion of Erf 1010 Wilsonia East London for Industrial Purposes
- 7/2/3/2/268 Purchase a Portion of Erf 707 Zone 15 Mdantsane for Consolidation with Erf 1417 for Residential Purposes
- 7/2/3/2/269 Purchase Erf 244 Bhisho for Parking Purposes
- 7/2/3/2/270 Purchase Erf 963 Zone 17 Mdantsane for Residential Purposes
- 7/2/3/2/271 Purchase Erf 2308 Berlin for Institutional Purpose
- 7/2/3/2/272 Purchase Erf 6178 Potsdam East London for Institutional Purposes
- 7/2/3/2/273 Purchase Erf 1423 Breidbach for Institutional

- (Church) Purposes
- 7/2/3/2/274 Purchase Erf 6768 Potsdam East London for Church Purposes
- 7/2/3/2/275 Purchase Erf 440, Wilsonia East London, for Business Purposes
- 7/2/3/2/276 Purchase Erf 7425 Dimbaza for Institutional (Church) Purposes
- 7/2/3/2/277 Purchase Portion of 4982 Phakamisa for Institutional (Church) Purposes
- 7/2/3/2/278 Widening of the Gonubie Main Road Portion 71 (Portion 35) of Farm No. 807 East London Golden Bay Properties 125 cc (Pty) Ltd
- 7/2/3/2/279 Purchase Erf 10500, Mdantsane and the Remainder of Erf 10133, NU 2 Mdantsane for Business (Fitness Centre) Purpose
- 7/2/3/2/280 Purchase a Portion of Erf 40713, Amalinda for Consolidation with Erf 60073 Amalinda for Residential Purposes
- 7/2/3/2/281 Purchase Erf 7021, Unit P, Potsdam, for Institutional (Church) Purposes
- 7/2/3/2/282 Purchase Erf 2611 Bhisho for Residential Purposes
- 7/2/3/2/283 Purchase Erf 1721, Zone 17 Mdantsane for Residential Purposes
- 7/2/3/2/284 Purchase of a Portion of Erf 20103 West Bank for Residential Purposes
- 7/2/3/2/285 Purchase A Portion of Erf 28244 for Consolidation with Erf 46978 Winchester Gardens for Residential Purposes
- 7/2/3/2/286 Purchase of a Portion of Erf 28244 for Consolidation with Erf 46978 Winchester Gardens for Residential Purposes
- 7/2/3/2/287 Sale of Portion of Erf 5152 East London for Business Purposes : Hemingways Shopping Complex (Pty) Ltd
- 7/2/3/2/288 Purchase : Portion of the remaining portion of Erf 357 for consolidation with Erf 376 Gonubie for parking purposes
- 7/2/3/2/289 Sale of Portion A of Erf 3403, Unit 5 Mdantsane
- 7/2/3/2/290 Sale & Consolidation of a Portion of the Remainder of Erf 2125 Zone 9 Mdantsane, for Business Purposes
- 7/2/3/2/291 Sale of Portion of Erf 4653 Zone 8, Mdantsane
- 7/2/3/2/292 Sale : Portion of Public Road Adjoining Erf 10503, Zone 3, Mdantsane
- 7/2/3/2/293 Sale : Portion of Erf 1989 (New Erf No. 3802) Zone 11, Mdantsane
- 7/2/3/2/294 Sale : Erf 10503 remainder of Portion 4 of Farm

- 1404 Unit 2, Mdantsane
- 7/2/3/2/295 Sale of Portion of Erf 3177 (New Erf No. 3800) Unit 6, Mdantsane
- 7/2/3/2/296 Sale of Erf 47876 (Portion of Erf 11578), East London, John Bailie Road, Bunkers Hill : Mr O. Sanders
- 7/2/3/2/297 Purchase of Erf 978, Zone 1, Mdantsane for Institutional Purposes (Old Age Home)
- 7/2/3/2/298 Purchase of Erf 5294 (Portion of Erf 351) Public Open Space adjoining Zone 15, Mdantsane for Institutional Purposes (Church)
- 7/2/3/2/299 S.W. Humphries : Erf 420 Sunrise on Sea
- 7/2/3/2/300 Sale of Erven 15892/1 and 16151, Arcadia, East London
- 7/2/3/2/301 Sale of a Portion of the Remainder of Portion 4 of Farm 1404 Zone 3 Mdantsane – N.M. Nomtshongwana
- 7/2/3/2/302 Sale of Erf 4653 Zone 8 Mdantsane : New Church in Southern Africa
- 7/2/3/2/303 Sale of a Portion of Erf 2115 (New Erf 2265) Zone 9, Mdantsane
- 7/2/3/2/304 Sale of a Portion of the Remainder of Portion 4 of Farm 1404 Zone 3, Mdantsane
- 7/2/3/2/305 Sale of Portion 17 of Erf 6466, East London
- 7/2/3/2/306 Purchase of Portion of Shingler Road, Amalinda, East London Erf 69929 for Social Housing Purposes : Emerald Sky Trading 609 (Pty) Ltd
- 7/2/3/2/307 Sale of Erf 3221 Zone 12, Mdantsane (Residential Purposes)
- 7/2/3/2/308 Sale of Portion H – Erf 432 Unit I, Mdantsane (New Erf No. 11315) for Residential Purposes
- 7/2/3/2/309 Contract No. 3120 : Sale of Erven 1790 Zone 9, 2591 and 1662 Zone 11, 42 Zone 10, 722 Zone 5, 982 Zone 2, 1844 and 1803 Zone 14, 298 and 728 Zone 16, 1 Zone 17, 1188 Zone 15, 322 Zone 13 Mdantsane
- 7/2/3/2/310 Contract No. 3121 : Sale of Erf 34930 North End. East London
- 7/2/3/3 Sale enquiry re specific erf  
(Open a file for each area and number consecutively)
- 7/2/3/3/1 East London
- 7/2/3/3/2 Mdantsane
- 7/2/3/3/3 Gonubie



7/2/3/3/4	Beacon Bay
7/2/3/3/5	King William's Town, Bisho
7/2/3/3/6	Berlin
7/2/3/3/7	Rural areas
7/2/3/3/8	Coastal areas
7/2/4	<u>Land reform and settlement plan</u>
7/2/4/1	Land claims
7/3	<u>Office accommodation</u>
7/3/P	Policy
7/3/R	Routine enquiries
7/3/1	Director : Executive Mayor's Office
7/3/2	City Manager's office
7/3/3	Development Planning Directorate
7/3/4	Social Services Directorate
7/3/5	Engineering Services Directorate
7/3/6	Chief Financial Officer's Directorate
7/3/7	Corporate Services Directorate
7/3/8	Public Safety/Disaster Management and Health
7/3/9	Chief Operating Officer

8. TENDERS, QUOTATIONS AND CONTRACTS  
(Agreements should not be placed on files in this main series,  
They should be placed on the appropriate subject files  
elsewhere in the system).

8/1	<u>Main files</u>
8/1/P	Policy
8/1/R	Routine enquiries
8/1/1	Opening of tenders
8/1/1/1	Irregularities and fraud
8/1/1/2	Municipal Supply Chain Management System
8/1/1/3	List of Tenders
8/2	<u>Specific tenders and quotation</u>
8/2/1	<u>Annual tenders</u> (Open a file for each contract and number consecutively)
8/2/1/1	Contract enquiry No. 2
8/2/1/2	Contract enquiry No. 4, 7, 47, 54, 57,
8/2/1/3	Contract enquiry No. 5, 9, 12,
8/2/1/4	Contract enquiry No. 6, 10, 18, 43,
8/2/1/5	Contract enquiry No. 8,
8/2/1/6	Contract enquiry No. 13, Hire of Vehicles
8/2/1/7	Contract enquiry No. 14,
8/2/1/8	Contract enquiry No. 15, 16, 22, 33, 34, 36, 37, 40, 50,
8/2/1/9	Contract enquiry No. 17, 23,
8/2/1/10	Contract enquiry No. 19, 21, 27, 28,
8/2/1/11	Contract enquiry No. 20,
8/2/1/12	Contract enquiry No. 24,
8/2/1/13	Contract enquiry No. 25,
8/2/1/14	Contract enquiry No. 26, 63
8/2/1/15	Contract enquiry No. 29,
8/2/1/16	Contract enquiry No. 31, 58
8/2/1/17	Contract enquiry No. 32, 39, 35, 38, 44, 45
8/2/1/18	Contract enquiry No. 46 (Security)
8/2/1/19	Contract enquiry No. 41 and 42
8/2/1/20	Contract enquiry No 51
8/2/1/21	Contract enquiry No 30 and 62
8/2/1/22	Contract enquiry No 11, 55, 61, 64, 65, 66, 67 and 68
8/2/1/23	Annual Contract No. 1 Guidance Signs
8/2/1/24	Annual Contract Enquiry No. 53, 52, 56 Installation of Pre-payment Electricity Dispensers (conversion from Credit to Pre-payment Meters)
8/2/1/25	Annual Contract No. 48 Garden Maintenance of Sewerage Treatment Works
8/2/1/26	Contract 49 : Design Layout and Placement of Advertisement

8/2/1/27	Contract Enquiry No. 70 : Maintenance, Repairs and Construction of 11KV, 400V and Street Light Overhead Mains in Buffalo City Municipality
8/2/1/28	Contract No. 72 : Tender for the Supply and Delivery of Ferric Chloride (43%) Commercial Strength to Zwelitsha Waste Water Treatment Works for Period September 2008 to June 2010
8/2/1/29	Contract No. 73 : Inspection, Reporting and Removal of Illegal Services in Buffalo City Municipality Area of Supply in Investigation into a Vital Equipment Theft
8/2/1/30	Contract No. 76 Lease and Maintenance of a Multifunction Copies/Printers
8/2/1/31	Contract No. 71 Supply and Delivery of 11000/420-242 volt miniature substations for a period of three years
8/2/1/32	Contract No. 77: Testing and Maintenance of the Electrical Protection Scheme within BCM for a period of three years
8/2/1/33	Contract No. 80: Supply and Delivery of 11000/420-242 volt power distribution transformer in BCM
8/2/1/34	Contract No. 81: Supply and Delivery of 11kv-350MVA indoor switch gear – metal enclosed ring man units BCM for a three year period
8/2/1/35	Contract No. 82: Supply and Delivery of metal doors for switch houses, switch chambers, substations and meter rooms in BCM for a three year period
8/2/1/36	Contract No. 79: Pharmaceuticals and Surgical Sundries Annual Tender
8/2/1/37	Contract No. 78: Grass Cutting and Cleaning of Yards
8/2/1/38	Contract No. 83 : Supply and Delivery of 11KV-350MVA Indoor Switchgear
8/2/1/39	Contract No. 84 Installation of Palisade Fencing for a Three Year Period
8/2/1/40	Contract 85 : Request for support and maintenance contract service desk and asset portfolio management
8/2/1/41	Refurbish, design, supply, erection maintenance removal of existing and new decorative/festive lights for the summer seasons for a three year period Contract No. 86
8/2/1/42	Contract No. 87 Procurement of a Panel of Debt Collection Agents
8/2/1/43	Contract No. 88 : Supply and Delivery of Fuel for a Period of One Year
8/2/1/44	Labour Intensive Trench Excavation, Laying and Backfill for Pipes, Meter Installation, Leak Repairs and Construction of Manholes Contract No. 3
8/2/1/45	Contract No. 89 : Supply, erection and maintenance of six types of outdoor advertising mediums
8/2/1/46	Contract No. 90:- New insulating Mineral Oil and the Disposal and/or Regeneration of Used Insulating Mineral Oil
8/2/1/47	Contract No. 93 :- Siemens PABX IP Telephone Management System for a period of Three (3) Years
8/2/1/48	Contract No. 96 : BCM Banking Services : CE 113 (Electrification RDP Houses Prepayment dispensers
8/2/1/49	Contract No. 91 Alarm Systems for Electrical Substations
8/2/1/50	Contract No. 92 : Webmaster and Site Maintenance – BCM
8/2/1/51	Contract No. 98 : GIS (WEB) Internet Site and Support Contract
8/2/1/52	Contract No. 103 : Sole Right for the Supply, Erection and Maintenance of a Giant Advertising Screen TV at the Mdantsane

	Highway Taxi Rank for a Period of Three Years CE 117
8/2/1/53	Contract 102 : Implementation of an Integrated Property Information Management System and Business Processes Contract
8/2/1/54	Contract No: [CE 112] (CE 99) Appointment of Private Vendors to sell Prepaid Electricity on behalf of the Municipality
8/2/1/55	Contract No. 111 : Appointment of Cash in Transit Company
8/2/1/56	Contract No. CE 100 : Supply of SABS 1547 Compliant Traffic Controllers for a Three Year Period
8/2/1/57	(Re-ad) Contract No. CE 97 : Procurement of Service Provider to provide Technical Support to Buffalo City Metropolitan Municipality (BCMM) in respect of Accounting Reforms Including Generally Recognised Accounting Practice (GRAP) Standards
8/2/1/58	Contract Enquiry No. 107 : Maintenance of Municipal Railway Sidings
8/2/1/59	Contract No. CE 108 : Office Accommodation for the Director of Finance and Support Services (Debt Management Division)
8/2/1/60	Contract No. 94 : Support, Maintenance and Licensing Electronic Document Management System (EDMS)
8/2/1/61	Contract No. 110 : Unified Emailed Management “in the Cloud”
8/2/1/62	Contract No. 116 : Inspection of Electrical Services/Meters
8/2/1/63	<del>Contract No. 114</del> : Contract CE 139 Administration of Short Term Insurance Portfolio for Buffalo City Metropolitan Municipality
8/2/1/64	Contract No. CE 115 : Credit Ratings Institution
8/2/1/65	Contract No. CE 104 : Presentation of a Municipal Finance Management Training Programme
8/2/1/66	Contract No. CE 106 : Electrical Engineering NQF Learnership
8/2/1/67	Contract 117 : Outdoor Advertising Mdantsane Highway Taxi Rank
8/2/1/68	Contract 119 : Intenda Solution System / Ablution Facilities
8/2/1/69	Contract No. CE 107 : Procurement of the Meter Reading Devices with the Management Software and a Two Year Maintenance and Support Contract
8/2/1/70	Contract No. CE 121 : Supply of GIS Software Enterprise License Agreement and Support Contract (CE 123) Travel Contract
8/2/1/71	Contract No. 120 : Invitation to Register as Accredited Service Providers for Provision of Legal Services to the Buffalo City Metropolitan Municipality Contract No. 122 (Internal Audit)
8/2/1/72	Contract No. CE 118 : Service Charges Bill Payments/Receipting on behalf of Buffalo City Metropolitan Municipality for a Period of Three Years
8/2/1/73	Contract No. CE 127 : Two (2) Year Maintenance and Support for Total Client Services (TCS) for Traffic Department Vendors : Prepaid Electricity
8/2/1/74	Contract No. CE 128 : Installation, Support and Maintenance of IP Telephony Infrastructure
8/2/1/75	Contract No. CE 101 : Supply of Light Emitting Diode (LED) Traffic Signal Heads and LED Kits for a Period of Three Years
8/2/1/76	Contract No. CE 125 : Repairs to Distribution Transformers and Miniature Substations

8/2/1/77	Contract No. 129 : Activity Based Costing System and the Predictive Forecasting Budgeting Model
8/2/1/78	Contract No. 130 : Prepayment Electricity Vending System
8/2/1/79	Contract No. 124 : 3G Sim Card and Modems
8/2/1/80	Contract No. 109 : Supply, Install and Maintain an Anti-virus Solution
8/2/1/81	Contract No. 132 : Human Resource/Payroll – Time Management System
8/2/1/82	Contract No. 133 : Supply, Installation and Support of a Computer Assisted Mass Appraisal (CAMA) System for BCMM
8/2/1/83	Contract No. 134 : Computers and Printers
8/2/1/84	Contract No. 135 : Debt Management System
8/2/1/85	Contract No. 136 : Electronic Procurement System
8/2/1/86	Contract No.137 : Three (3) Year Supply, Installation, Maintenance and Support of Integrated Electronic Fuel and Management for BCMM
8/2/1/87	Contract No. CE 126 : Total Client Services (TCS) for Traffic Department
8/2/1/88	Contract No. 138 : Supply and Installation of Fibre for BCMM
8/2/1/89	Contract No. CE 105 : Water Reticulation NQF 2 Learnership Programme
8/2/1/90	Contract No. 136 : Electronic Procurement System
8/2/1/91	Contract No. 140 : Prepaid Airtime
8/2/1/92	Contract No. 141/142 : Bus Shelter Advertising Signs
8/2/1/93	Contract No. 119A : Fencing Services for Infrastructure
8/2/1/94	Contract No. 147 : Biometric Time Attendance and Access Control System for BCMM
8/2/1/95	Contract No. CE 145 : Office Space Accommodation : Enterprise Management Office
8/2/1/96	Contract No. 148 : Office Accommodation for the Internal Audit Unit
8/2/1/97	Contract No. 150 : Traffic Signal Equipment for a Three Year Period
8/2/1/98	Contract No. 149 : Traffic Calming Measures/Electronic Library Info
8/2/1/99	Contract No. 154 : Database for a panel of property valuers
8/2/1/100	Contract No. 144 : Fencing Services for a Three Year Period
8/2/1/101	Contract No. 143 : Design IDP Review Report 2013/14 ; 2014/15 ; 2015/16. Budget, Tariff, MTREF and Staff Key Books 2013/14 ; 2014/15 ; 2015/16 (Three Year Contract)
8/2/1/102	Contract No. 156:- Removal of Illegal connections with BCMM for a Three Year Period
8/2/1/103	Contract No. CE 158:- Water Awareness Programmes
8/2/1/104	Contract No. CE 159:- Office Accommodation – Dept. of Local Economic Development and Tourism

8/2/1/105	Contract No. 163:- Supply and Delivery of Motor and Tractor Spares and Miscellaneous Plant
8/2/1/106	Contract No. CE 164 : Accredited Service Providers for Legal Services – BCMM
8/2/1/107	Contract No. 151 :- Supply, Delivery and Set up of Tents, Chairs and Toilets for Summer Season Events for the Three Year Period – BCMM
8/2/1/108	Contract No. CE 152 :- Provision of Sound Stage and Lighting for the BCMM Summer Season Events for a Three Year Period
8/2/1/109	Contract No. CE 161 :- Annual Contract for Emptying Pit Toilets – Midlands, Inland and Coastal – BCMM
8/2/1/110	Contract No. 166 : Annual Contract for the Construction of Low Cost Housing Units
8/2/1/111	Contract No. 173 : Firearm (Refresher Course)
8/2/1/112	Contract No. 95 : Supply and Delivery of Insulating Oil and Disposal/Regeneration of Used Insulating Mineral Oil
8/2/1/113	Contract No. CE 169 : Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities
8/2/1/114	Contract No. CE 170 : Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities
8/2/1/115	Contract No. CE 171 : Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities
8/2/1/116	Contract No. CE 175 : Supply and Delivery of Bulk Liquefied Petroleum Gas to Cambridge Crematorium
8/2/1/117	Contract No. CE 176 : Provision of Permitted Site for Three Years
8/2/1/118	Contract No. CE 167 : Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities
8/2/1/119	Contract No. 168 : Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities
8/2/1/120	Contract No. 178 : Annual Professional Team for Project Management Services : Housing Units : BCMM
8/2/1/121	Contract No. 179 : Development of UBuhlanti Recreational Area
8/2/1/122	Contract No. 181 : Governance Processes
8/2/1/123	Contract No. 182 : BCMM, Phase 2 Website Development
8/2/1/124	Contract No. 183 : Security Management
8/2/1/125	Contract No. 184 : Supply, Installation and Maintenance of Optic Fibre Infrastructure in BCMM
8/2/1/126	Contract No. 185 : Supply, Installation Configuration and Maintenance of Biometric Access Control Devices
8/2/1/127	Contract No. 186 : Supply, Delivery, Configuration and Support of Computers in BCMM on Rental Basis
8/2/1/128	Contract No. CE 165 : Supply and Support of a Comprehensive Integrated Mobile Communication Solution
8/2/1/129	Contract 172 : Professional Services of Immovable Asset Management Related Built Environment and Financial Data and Planning Support for Three Years
8/2/1/130	Contract No. 174 : Resuscitation and Maintenance of Current

	(IVR) Integrated Voice Response System
8/2/1/131	Contract No. ED 179 : Supply and Delivery of Pesticides for BCMM
8/2/1/132	Contract No. 187 : Supply, Installation and Configuration of IT Desktop Backup Management Tool
8/2/1/133	Contract No. 188 : Network Consolidated Managed Services – BCMM
8/2/1/134	Contract No. 189 : Supply, Installation and Configuration of Hard Disk Drives and Support of Storage Area Network
8/2/1/135	Contract No. 190 : Supply and Delivery of Various Oil Vehicle Spares for a Period of Three Years
8/2/1/136	Contract No. 191 : Office Accommodation for BCMM
8/2/1/137	Contract No. 192 : Office Accommodation for Internal Audit Department
8/2/1/138	Contract No. 194 : Standard Chart of Accounts (SCOA) and Associated Process
8/2/1/139	Contract No. ED 197 : Appointment of Credit Rating for a Three Year Period
8/2/1/140	Contract No. CE 200 : Supply and Delivery of Diaries and Calendars for a Period of Three Years
8/2/1/141	Contract No. 193 : Withdrawal Tender for Lease of Erven – 56437, 39690 and 39689 CBD East London
8/2/1/142	Contract No. 204 in Annual Tender for Repairs, Maintenance and of Municipal Electrical Equipment on Various Water and Sanitation Facilities for Three Years
8/2/1/143	Contract No. 205 : Body Shop of Training Service Providers
8/2/1/144	Contract No. 206 : Supply, Installation and Management of a Prepayment Electricity Vending System for BCMM for Three Years
8/2/1/145	Contract CE 198 : Back Scanning of Vital Documents – BCMM
8/2/1/146	Contract CE 222 : Supply, Delivery of Cleaning Material for 3 years
8/2/1/147	Contract CE 231 : Design, Layout and Printing of IDP Plan (2016/17), IDP Views (2017/18) and Budget Tariff and MTREF Books (2016/17) and (2018/19) for a 3 year period
8/2/1/148	Contract CE 234 : GV 2017 and One Supplementary Valuation Roll
8/2/1/149	Contract CE 223 : Supply and Delivery of Printed Digital Electronic Library Information Sources in Library Editions and Formats
8/2/1/150	Contract CE 235 : Beneficiary Verification
8/2/1/151	Contract No. CE 217:- Three Year Co-sourcing Management for ITC
8/2/1/152	Contract No. 218:- Establishing the BCMM Enterprise Architecture With the Business Process Management Tool
8/2/1/153	Contract No. 221:- Risk Management and Short Term Insurance Intermediary
8/2/1/154	Contract No. 224:- Disconnections, Reconnections and Inspections of Electrical Services/Meters for BCMM for 3 year Period
8/2/1/155	Contract No. 225:- Office Accommodation
8/2/1/156	Contract No. 226:- Lease of Portion 3324 Mdantsane from BCMM
8/2/1/157	Contract No. CE 228 Refurbishment, Repair, Maintenance of Municipal

	Buildings and Facilities (Aircons)
8/2/1/158	Contract No. CE 230:- Supply and Delivery of Bituminous Products and Asphalt Fillers (Three Year Period)
8/2/1/159	Contract No. 195:- Provision of Consulting Engineering Services for Stormwater and Roads (3 year period)
8/2/1/160	Contract No. 220:- Supply and Delivery of Electrical Dispensers
8/2/1/161	Contract No. CE 236 : Interments and Cremation for Deceased Pauper and Unclaimed Bodies for a 3 Year Period
8/2/1/162	Contract No. CE 237 : Supply and Distribution of Bulk LPG at Cambridge Crematorium
8/2/1/163	Contract No. 251 : Supply and Delivery of Disaster Relief Blankets for 3 Year Contract
8/2/1/164	Contract No. CE 254 : Service on Spillages or Hazardous Incidents
8/2/1/165	Contract No. 255 : Purchase and Maintenance of Fire Equipment
8/2/1/166	Contract No. 256 : Supply and Delivery of Roadmarking Paint - Traffic Services
8/2/1/167	Contract No. CE 257 : Printing, Supply and Delivery of Traffic Prosecution Documents
8/2/1/168	Contract No. 258 : Supply Delivery of Disaster Relief Food 3 Year Contract
8/2/1/169	Contract No. ED 384 : Supply and Delivery and Installation of Energy Efficient (LED) Midhinge/Scissor Type High-mast Lights within BCMM – 3 Year Period
8/2/1/170	Contract No. CE 214 : Removal of Illegal Signage in BCMM 3 Year Period
8/2/1/171	Contract No. 227 : Supply and Delivery of Various Chemicals
8/2/1/172	Contract No. 229 : Provision of Catering Services – 3 Year Period
8/2/1/173	Contract No. CE 232 : Provision of Office Accommodation - BCMM
8/2/1/174	Contract No. CE 233 : Provision of Office Accommodation - BCMM
8/2/1/175	Contract No. CE 238 : Appointment of Three Service Providers on Rotational Basis to Set-up, Maintain, Removal of Tent, Tent Lights, Flooring, Couched Tables and Chairs in all Events hosted by BCMM – 3 Year Period
8/2/1/176	Contract No. CE 239 : Appointment of Three Service Providers on Rotational Basis to Provide, Maintaining and Remove Flushing Toilets for all BCMM Events
8/2/1/177	Contract No. CE 240 : Appointment of Three Qualified Registered and Reputable Service Providers on Rotational Basis : Private Security Services during BCMM Events – 3 Year Period
8/2/1/178	Contract No. CE 241 : Appointment of Three Service Providers to Provide Professional Stage Set-up, Lighting, Screens, Generator and Breakdown for Three Years BCMM Indoor and Outdoor Events
8/2/1/179	Contract No. CE 242 : Establishment of Pre-approved Service Provider : ICT Related Products – 3 Year Period
8/2/1/180	Contract No. 259 : Appointment of Professional Project Manager (PPM) : Debt Collection BCMM 3 Year Period
8/2/1/181	Contract No. 261 : Provision of Office Accommodation and Trust Centre Building



8/2/1/182	<del>Contract No. ED 390 : MV/LV Reticulation and 500 House Connections— Reeston Phase 3</del>
8/2/1/183	Contract No. 249 : Provision of Office Accommodation : LED and Tourism Department
8/2/1/184	Contract No. CE 250 : Appointment of Service Providers to Supply and Deliver inputs for Cropping Maize Production 3 Year Period
8/2/1/185	Contract No. 260 : Provision of Office Accommodation : Enterprise Project Management Office (EPMO)
8/2/1/186	Contract No. 232 : Provision for Office Accommodation for Buffalo City Development Agency
8/2/1/187	Extension of Contract CE 139 : Appointment of Risk Management and Short Term Insurance Intermediary for BCMM Short Term Insurance Portfolio further 12 months
8/2/1/189	Contract No. 201 : Office Accommodation Revenue Management Services
8/2/1/190	Contract No. CE 210 : Invitation for Submission of Proposal to Register as Accredited Services to BCMM – 3 Year Period
8/2/1/191	Contract No. CE 211 : Proposal for Registration as Accredited Service Provider – Legal Services – BCMM
8/2/1/192	Annual Tenders : Contract No. 199 Provision of Office Accommodation for BCMM
8/2/1/193	Contract CE 302 BCMM/DES/WW/1486/2018:- Appointment of Technical Staff for Upgrade and Maintenance of Surfaced Roads in BCMM for 3 year period:-
8/2/1/194	Contract CE 277 : Appointment of BEC Technical Support Team for Technical Assessment
8/2/1/195	Contract No. 233:- Office Accommodation – Trust Centre Staff (BCMM)
8/2/1/196	Contract No. CE 244 :- Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities (Electrical – Major Works)
8/2/1/197	Contract No. CE 245 :- Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities (Plumbing Works – Major)
8/2/1/198	Contract No. CE 246 :- Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities (Flooring – Major Works)
8/2/1/199	Contract No. CE 247 :- Repairs Maintenance and refurbishment of Municipal Buildings and Facilities (Welding and Miscellaneous Major Works)
8/2/1/200	Contract No. CE 248 :- Repairs, Maintenance and refurbishment of Municipal Buildings and Facilities (Aircons – Major Works)
8/2/1/201	Contract No. 262 :- Stormwater Construction and Maintenance
8/2/1/202	Contract No. 265 :- Period Contract for Specialist Service Providers to Repair, Service and Supply Consumables for Air Quality Monitoring Instruments
8/2/1/203	Contract No. ED 396 :- Renewable Energy Projects Strategy for BCMM
8/2/1/204	Contract No. ED 400 Street Lights and High Mast Maintenance
8/2/1/205	Contract No. CE 267 :-

	Supply Implementation Support of an Integrated Full Asset Life Cycle Management System – 3 Year Period
8/2/1/206	Contract No. CE 338 : Appointment of Service Provider for Data Logging and Leak Detection in Bulk Mains and Distribution Mains in the BCMM for a Period of Three Years
8/2/1/207	Contract No. CE 268 : Supply and Delivery of Hawker Stalls
8/2/1/208	Contract No. CE 286 : Construction of Cattle Dip Tank
8/2/1/209	Contract No. CE 279 : Provision of Electrification Projects (Formal and Informal Dwellings) in BCMM for Three Years
8/2/1/210	Contract No. CE 282 : Submission of Accredited Service Providers for Provision of Legal Services for BCMM
8/2/1/211	Contract No. CE 292 :- Bulk Printing and Distribution of Monthly Municipal Accounts, Notices and Letters for a Period of 3 Years
8/2/1/212	Contract No. CE 283 :- Appointment of Seven (7) Service Providers on Rotational Basis for Bush and Noxious Weed Clearing/Control for a 3 Year Period
8/2/1/213	Contract No. CE 284 :- Manufacture, Supply, Install and Certification of Playground Equipment for 3 Year Period
8/2/1/214	Contract No. CE 263 A, B, C :- Contracts for Stabilisation of BCMM Access Roads using Polymer Products and Associated Services 3 Year Period
8/2/1/215	Contract No. CE 287 :- Panel of Specialists Service Providers to Supply, install and Commission Air Quality Monitoring Station Equipment for a 2 Year Period
8/2/1/216	Contract No. CE 275 :- Water Conversation and Demand Management Strategy
8/2/1/217	Contract No. CE 280 :- Supply, Delivery of New Insulating Mineral Oil and Disposal or Regeneration of Used Insulating Mineral Oil (3 Years)
8/2/1/218	Contract No. ED 402 :- Provision of Logistics Function in Mdantsane for a Three Year Period
8/2/1/219	Contract No. 230 :- Supply and Delivery of Bituminous Products and Asphalt Fillers
8/2/1/220	Contract No. CE 243 :- Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities (General Wet Works – Major Works)
8/2/1/221	Contract No. ED 403 :- Operation and Maintenance of Overhead Electrical Network in Mdantsane for Three Year Period
8/2/1/222	Contract No. 303 :- Maintenance and Installation of Road Furniture in BCMM for 3 Year Period
8/2/1/223	Contract No. Provision of Professional Services :- Master Plan for Future Development of Cemeteries in BCMM – 3 Year Period
8/2/1/224	Contract No. 300 :- Rehabilitation and Maintenance of Bridges and Culverts in BCMM for 3 Year Period
8/2/2	<u>Formal/Informal tenders</u> (Open a file for each directorate and number consecutively)
8/2/2/1	City Manager's Office
8/2/2/2	Chief Financial Officer

8/2/2/3	Directorate : Development Planning
8/2/2/4	Directorate : Engineering Services
8/2/2/5	Directorate : Corporate Services
8/2/2/6	Directorate : Community Services
8/2/2/7	Mayor's office
8/2/2/8	Director : Public Safety, Health and Disaster Management
8/2/2/9	Directorate : Chief Operating Officer [COO]
8/2/2/10	HOD : LED
8/2/2/10	Formal and Informal Tenders : Directorate of Economic Development and Agencies
8/3	<u>Specific contracts</u> (Open a file for each contract and number consecutively)
8/3/1	BCC/DDP/BMS/826/03 : King Williams Town: Reroofing and repairs
8/3/2	Contract for development, implement, maintain and operate a Pavement Management System
8/3/3	BCC/DDP/BMS/825/03 : Sisa Dukashe Stadium: Painting and repairs : Canopy
8/3/4	BCC/DDP/BMS/824/02/03 : Rehabilitation of side walks Various erven
8/3/5	Contract BCC/DDP/BCMETS/805/02: Improvements to pedestrian, hawker and taxi facilities at Taxi City Rank, King William's Town
8/3/6	BCC/DES/WW/800/02 : Outspan Pump Station : Commissioning of a 1500 kVA Standby operator
8/3/7	BCC/DCES/819/03 : BCM Regional Waste Disposal Site : Installation of flashlight at level crossing
8/3/8	BCC/DPED/B/816/03 : Erection of pre cast informal trading units, King William's Town
8/3/9	BCC/DDP/B/818/03 : Alterations to offices, Trust Centre
8/3/10	BCC/DES/WW/774/02 : Water supply to Potsdam : Potsdam Phase 2
8/3/11	BCC/DES/WW/813/03 : Upgrading of Umzoniana Water Treatment plant
8/3/12	BCC/DDP/House/823/03 : Construction of house foundation platforms in the Airport Phase 2 and 2A East London
8/3/13	CC/DES/RDS/764/02 : Sweetwater housing Development - Phase III Provision of Civil Engineering Services
8/3/14	Nompumelelo Rapid land release : Construction of internal services
8/3/15	BCC/DES/814/03 : Pre cast concrete palisade fencing : Reservoirs in King William's Town
8/3/16	BCC/DES/WW/794/03 : King William's Town Water Loss Management Program

8/3/17 BCC/DES/RDS/831/03 : Resealing of bituminised roads :  
Mpongo Park road

8/3/18 BCC/DES/RDS/832/03 : Resealing of bituminised roads :  
King William's Town Area

8/3/19 BCC/DES/RDS/833/03 : Resealing of bituminised roads :  
East London area

8/3/20 BCC/DES/WW/798/02: Unit P: Mdantsane : Bulk water supply:  
New bulk rising main from Outspan to Cutting Reservoir

8/3/21 BCC/DES/RW/811/03 : Construction of Dimbaza East Access  
Road

8/3/22 BCC/DES/SEW/828/03 : Pirie Trust Collector Sewer Phase 2

8/3/23 BCC/DES/HYD/451/03 : Labour intensive trench excavation and  
pipe laying

8/3/24 BCC/DDP/DES/830/03 : Frere Hospital Traffic Road Safety measures

8/3/25 ELCC/DES/SEW/642F/98 : Mvubukazi interceptor

8/3/26 BCC/DES/HOUS/763/02: Sewer Reticulation Network for  
residential area of Tyu-Tyu : Phase 2

8/3/27 BCC/DES/834/03 : Provision of security fencing at Mdantsane  
Reservoirs and pump stations

8/3/28 BCC/DES/WW/785/02 : Ginsberg water supply

8/3/29 BCC/DES/HOUS/841/03 : Airport Phase 2A : Construction  
of internal services

8/3/30 BCC/DES/CMIP/812/03 : Unit P : Mdantsane Bulk  
Sewer : Phase 1 and 2

8/3/31 ED 272 L LV Reticulation : Potsdam Village : Phase 3 :  
650 connections

8/3/32 ED 273 : Electrification : 302 Houses : Chris Hani :  
Zone 12 : Mdantsane

8/3/33 ED 274 : Electrification : Amalinda Co-Op : 217 Houses

8/3/34 ED 275 : LV Reticulation : Reeston : 500 Houses

8/3/35 BCC/DES/RDS/843/03 : Rehabilitation of Cathcart Street,  
King William's Town Phase I

8/3/36 BCC/DES/RDS/840/03 : Supply and delivery of vehicles

8/3/37 BCC/DES/HYD/842/03 : Reeston Phase 3 : Provision of  
Bulk water and sewer mains

8/3/38 BCC/DDP/HM/858/03 : Construction of approximately 317  
low cost houses : Ilitha South

8/3/39 BCC/DDP/Trans/830/03 : Traffic Road Safety Remedial measures  
Pilot projects

8/3/40 BCC/DPP/HM/859/03 : Construction of 1216 Low cost housing  
in Nompumelelo

8/3/41 BCC/DES/WW/860/03 : Augmenting gravity raw water  
mains Phase I

8/3/42 BCC/DCES/836/03 (ELCC/DCS/DES/745/01)  
Regional Waste Disposal site

8/3/43	BCC/DES/RDS/773/02 : Resealing of bitumised roads
8/3/44	BCC/DDP/HM/862/04 : West bank Airport Phase 2 : Construction of 195 low cost units
8/3/45	ED 276 : Mdantsane Street lighting : Labour only
8/3/46	BCC/DPED/B/822/04 : Erection of new clinic, Sweetwaters
8/3/47	ED277 : Dismantle and re-build 66 kv Overhead Line (Fort Jackson – Buffalo SS)
8/3/48	BCM/DES/SEW/642G1/04: West Bank Screening Stations and Sundry Works
8/3/49	BCM/DES/SEW/642G2/04: West Bank Sundry Works : Mechanical Sub-contract
8/3/50	BCM/DES/SEW/642G3/04: West Bank Sundry Works : Electrical and Electronic Sub-contract
8/3/51	BCC/DES/864/04 : West Bank Land Restitution : Bulk infrastructure
8/3/52	BCC/DDP/HM/867/2004 Dimbaza Phase I & 2: Completion of Incomplete Low Cost Housing Units and Construction of New Units
8/3/53	BCC/DDP/HOUS/815/2002 : Reeston 1 & 2 : Construction of Approximately 2264 Low Cost Housing Units
8/3/54	BCC/DDP/HM/868/2004 : Potsdam Unit P : Construction of Top Structures : 2503 Erven
8/3/55	BCC/DDP/HM/861/2003 : Potsdam Unit P : Construction of Internal Services : 2503 Erven
8/3/56	Development, Implementation and Operation of a Bridge Management System for the Buffalo City Municipality for a Five Year Period
8/3/57	BCC/DES/RW/511/2003 : Supply and Installation of Mechanical and Electrical Equipment for Proposed New Clear Water Pumpstation at Ginsberg
8/3/58	Contract BCC/DES/839/2003 : Second Creek Pump Station : Spill Alleviation
8/3/59	Contract No BCC/DDP/BCMETS/804/2002 : Repairs to Pavement and Improvements to Pedestrian, Hawkers and Taxi Facilities at Highway Taxi Rank, Mdantsane
8/3/60	BCC/DDP/HM/872/2004 Completion of Construction of 255 Houses : Chris Hani Housing Project Mdantsane
8/3/61	BCC/DDP/BMS/876/2004 : Painting of the Exterior of Beaconsfield Main Building
8/3/62	BCC/DDP/BMS/877/2004: Re-Roofing of the

	Beaconsfield Main Building
8/3/63	Contract No E.D.278 : Electrification of Mdantsane Schools : Sinikiwe High; Nkululeko Senior Primary, Dumisa Primary and Fikile Bhengu Senior Primary
8/3/64	Contract No. E.D. 279 : Electrification of Mdantsane Schools : Phambili Primary, Khanyisa Junior Primary, Sakhile Senior Primary and Nobotwe Junior Primary
8/3/65	BCC/DDP/HM/874/2004 : The Construction of Top Structures to Sweetwaters Phase 3 – 550 Units
8/3/66	BCC/DDP/HM/875/2004 : The Construction of Top Structures to Tyutyu Phase 2 – 497 Units
8/3/67	BCC/DCES/836/2004 : Regional Waste Disposal Site : Construction of Clay Liner to Cell 1
8/3/68	BCC/DCES/835/2004 : Regional Solid Waste Disposal Site, Supply and Installation of 1.5mm Geomembrane Liner to Cell I
8/3/69	E.D. 280 : Electrification of Mdantsane Schools : Mfundo Senior Primary, Lunga Junior Primary, Chuma Junior Primary and Zamani Junior Primary
8/3/70	E.D. 281 : Electrification of Mdantsane Schools : W.S. Bashe Senior Primary, Nontombe Matte Junior Primary, Shadrack Mtsemela Senior Primary and Zanokukhanya Junior Primary
8/3/71	E.D. 282 : Electrification of Reeston Phase 1
8/3/72	E.D. 283 : Electrification of Airport Township
8/3/73	BCC/DES/RDS/873/2004 : Rehabilitation of Sidewalks in Various Areas
8/3/74	BCC/DDP/B/881/2004 : Erection of Public Ablutions at John Dube Cemetery
8/3/75	BCC/DDP/BMS/882/2004 : The Palasade Fencing of N.U. 1 Cemetery
8/3/76	BCC/DDP/BMS/883/2004 : The Palasade Fencing of Section I of the Amalinda Cycle Track
8/3/77	BCC/DDP/BMS/884/2004 : The Palasade Fencing of Section 2 of the Amalinda Cycle Track
8/3/78	Contract No: E.D.284 : Electrification of Mdantsane Schools : Lwandisa Junior Primary, Zqelihle Junior Primary, Phumelelani Senior Primary and Thandulwazi Junior Primary
8/3/79	Contract E.D.285 : Electrification of Nompumelelo Township in Beacon Bay, East London
8/3/80	Contract E.D.286 : Electrification of Phakamisa South C100 Connections
8/3/81	BCC/DDP/B/885/2004 : New Ablutions Marina Glen Caravan Park

8/3/82 BCC/DDP/HM/887/2004 : Reeston Phases 1 & 2 –  
Stage 1C – Construction of Top Structures – 2264  
Units

8/3/83 Contract No BCC/DES/888/2004 : Reeston  
Phase 3: Internal Engineering Services for  
800 Erven

8/3/84 Contract No BCC/DES/864/2004 : West Bank  
Land Restitution Project, East London : Bulk  
Electricity Services : Phase A

8/3/85 Contract No bcc/des/886/2004 : Refurbishment of  
Mdantsane Sewer Pipe Bridges : Phase 2

8/3/86 BCC/DDP/HM/889/2004 : Construction of Top  
Structures to Airport Phase 2A – 615 Units

8/3/87 Contract No BCC/DES/890/2004 : Reeston Phase 1  
& 2 : Upgrading of Access Roads

8/3/88 ED287 Re-instatement of Protection System and  
Commissioning of Arcadia No 1, 33/11KV  
Transformer

8/3/89 BCC/DDP/893/2005 Office and Ablutions, Haven  
Hills Cemetery

8/3/90 BCC/DDP/B/894/2005: Public Ablution  
Cambridge Cemetery

8/3/91 BCC/DES/RDS/808/2002/2003: rehabilitation of  
Sidewalks: Mdantsane

8/3/92 BCC/DES/891/2005: Ducats Waste Disposal Site –  
Closure and Rehabilitation

8/3/93 ED288 Maintenance of The Pambroke S/S to  
Kemba S/S 66KV Overhead Line

8/3/94 Contract No BCC/DES/WW/799/2002:  
Refurbishment of Rising Main Tunnel

8/3/95 BCC/DDP/B/896/2005  
Additions to Cambridge Cemetery Office

8/3/96 BCC/DDP/B/895/2005  
Conversion of Flats to Offices for Buffalo City  
Municipality Disaster Management

8/3/97 BCC/DDP/HM/879/2004  
Construction of Top Structures for Potsdam Unit  
P:500 Units

8/3/98 BCC/DDP/BMS/897/2005  
Precast Fencing and Gates at the EL SPCA

8/3/99 BCC/DDP/BMS/898/2005  
Replacement of Palisade Fencing around Marine  
Glen & Little Mauritius Areas

8/3/100 ED 289 : Installation of Street Lighting in Duncan  
Village

8/3/101 Contract No. BCC/DES/900/2005 Reconstruction  
of Mpuntsha Street Bridge Duncan Village

8/3/102	Contract No. BCC/DES/899/2005 Amalinda Simanyene 93 Units Housing Project – Construction of Internal Services
8/3/103	Contract No. BCC/DES/PIU/901/2005 Jan Smuts High Mast Lighting Electrical installation East London
8/3/104	Contract No. ED 290 Selection of Eskom approved Energy Services Company (ESCO)
8/3/105	ED 296 Proposal for Power Quality Management System
8/3/106	ED 295 Electrification of Mdantsane School Sikhulule High Qhesana High
8/3/107	ED 294 Electrification of Mdantsane School Mdantsane J.P. Encotsheni H.P. Ebotive J.P. Elitheni and Equleni J.P.
8/3/108	ED 292 Electrification of Mdantsane Schools Zukisa J.P. Bulumko H.P. Vulumzi J.P. Nontsikelelo J.P. and W.M. Mtyeko L.P.
8/3/109	ED 291 Electrification of Mdantsane Schools Isibane J.P. Buzile J.P. Thembeke J.P. : F.B. Gaushe J.P. and Sophakama J.P.
8/3/110	ED 293 Electrification of Mdantsane Schools L.M. Yako J.P. Luzuko H.P. Londolozani J.P. Nowonga J.P. and Zimasa J.P.
8/3/111	Contract BCC/DSS/MIG/902/2005 Construction of Plastic Board walks Nahoon Estuary Nature Reserve and Nahoon Point Nature Reserve
8/3/112	Contract No. BCC/DDP/Trans/903/2005 Upgrading of Dimbaza Taxi Rank Facility
8/3/113	Contract No. BCC/DES/HOUS/PIU/904/2005 - Construction of Engineering Services for Z. Soga Housing Project
8/3/114	ED 297 Manufacture and Installation of One 20 MVA 33/11 KV Transformer for Arcadia Substation
8/3/115	BCC/DDP/HM/911/2005 Construction of Top Structures to Reeston Phase 3 800 Units
8/3/116	BCC/DDP/HM/910/2005 Construction of Top Structures to Reeston Phase 1 and 2 500 Units
8/3/117	BCC/DDP/HM/908/2005 Construction of Top Structures to Airport Phase 2A - 626 Units
8/3/118	BCC/DDP/HM/912/2005 The Construction of Top Structures to Z-Soga Phase 1 - 171 Units
8/3/119	Contract No BCC/DES/892/2005 Nxamkwana Sanitation Project BCM Ward 18
8/3/120	Contract BCC/DES/837/2004 ELRWDS –



	construction of Workshop Offices and Ancillary Works
8/3/121	BCC/DDP/HM/909/2005 Construction of Top Structures to Amalinda Simanyene – 93 Units
8/3/122	BCC/DDP/HM/906/2005 Construction of Top Structures to Sweetwaters Phase 3 – 550 Units
8/3/123	BCC/DDP/HM/907/2005 Construction of Top Structures to Tyutyu Phase 2 – 373 Units
8/3/124	BCC/DES/MIG/917/2005 Upgrading of Mdantsane Gravel Roads Phase 1
8/3/125	Contract No. BCC/DES/MIG/916/2005 Upgrading of Parkside and Buffalo Flats Sportsfields
8/3/126	Contracts No. BCC/DES/MIG/918/2005 : Refurbishment of Mdantsane Sewer Pipe Bridge – Phase 3
8/3/127	Contracts No. BCC/DES/MIG/919/2005 Mdantsane Zone 10 Pumpstation
8/3/128	Contract No. BCC/DES/MIG/920/2005 Rural Gravel Roads Rehabilitation
8/3/129	Contract No. BCC/DES/MIG/921/2005 Reeston Phase 3 : Internal Engineering Services for 800 Erven
8/3/130	ED 298 Electrification of Reeston and Nompumelelo
8/3/131	ED 299 Electrification of Kwa Tsatshu
8/3/132	Contract No. BCC/DSS/924/2005 Elrwd's Construction of Cell 2
8/3/133	Contract No. BCC/DES/PIU/922/2005 Fencing of Phakamisa Sportsfields
8/3/134	BCC/DES/PIU/928/2005 Renovations and Upgrading of Zwelitsha Sportsfield Phase 2
8/3/135	BCC/DES/PIU/914/2005 Refurbishment of Central Waste Water Treatment Works
8/3/136	BCC/DES/MIG/915/2005 Mdantsane Bulk Water Supply to Buffer Strip/Needs Camp/Ncera : Phase 1
8/3/137	BCC/DES/PIU/926/2005 Relining of Existing Raw Water Tunnel to the Umzoniana Dam
8/3/138	BCC/DES/PIU/927/2005 Construction of 600 kl Elevated Tank at Homeleigh Pumpstation
8/3/139	BCC/DDP/B/923/2005 Refurbishment of Indigent Offices, Munifin Centre
8/3/140	ED 300 Electrification Buffalo City Schools
8/3/141	ED 301 Electrification Buffalo City Schools
8/3/142	Contract No. BCC/DES/MIG/930/2005 Mdantsane Bufferstrip Collector
8/3/143	Contracts No. BCC/DES/MIG/913/2005 The

	Construction of a Rugby Field in Mntlabati Village for Moonlight Rugby Club
8/3/144	Contracts No. BCC/DES/MIG/932/2005 Mdantsane Additional Storage Reservoirs
8/3/145	Contract No. BCC/MIG/866/2005 Construction of Mdantsane Zone 7 & 8 Interceptor Sewer
8/3/146	Tender for Contract ED 302 Dismantle & Rebuild 66 KV line – Pembroke Sub to Fort Jackson Tee
8/3/147	Contract No. BCC/DES/MIG/933/2006 Upgrading of Sisa Dukashe Stadium
8/3/148	Contract No. BCC/DES/PIU/936/2005 Master Plan for East London Zoo
8/3/149	Contract BCC/DDP/B/925/2005 Renovations and Refurbishment of East London Central Library
8/3/150	Contract No. ED 304 : Buffalo City Ring Fencing and MFMA Section 84 Assessment
8/3/151	Contract BCC/DDP/BMS/937/2006 External Painting of Garcia Flats Blocks A&B
8/3/152	Contract No. ED 303 – Provision of an Asset Register for Municipal Electricity Dept
8/3/153	BCC/DDP/B/938/2005 New Changeroom to Waste Management Depot KWT
8/3/154	BCC/DES/PIU/934/2006 : Upgrading Gonubie Main Road Phase I (Cycle Track)
8/3/156	BCC/DDP/B/929/2005 Auditorium and Alterations to The Fleet Street Fire Station E.L. Phase 1
8/3/157	Contract No. BCC/DDP/HM/935/2006 Construction of 180 New Houses and Completion of 472 Incomplete Top Structures for The Reeston Phase 1 and 2 Stage 1A Housing Project
8/3/158	Contract No. ED 305 Construction of MV of Street Lighting Overhead Reticulation and Installation of Street Luminaries between Zone 15 and Potsdam South
8/3/159	Contract No. BCC/DDP/B/943/2006 New Changeroom Elec Depot KWT
8/3/160	Contract No. BCC/DES/RDS/944/2006 Annual Roads Maintenance Contract
8/3/161	Contract No. BCC/DES/MIG/942/2006 Quenera Waste Water Treatment Works Upgrading The Bulk Electricity Supply
8/3/162	Contract No. BCC/CM/DST/946/2006 Energy Policy and Strategy for BCM
8/3/163	Contract No. BCC/DES/MIG/940/2006 : Stabilisation of Mdantsane Waste Water Treatment

	Works
8/3/164	Contract No. BCC/DES/IN HOUSE/03/06 Joan Harrison Complex : Repairs to Diving Pool
8/3/165	Contract No. BCC/DES/PIU/948/2006 Construction of Quenera Drive Phase I
8/3/166	Contract BCC/DDP/B/950/2006 Alterations and Additions Moore Street Clinic E.L.
8/3/167	Contract No. BCC/DES/RDS/957/2006 Development and Implementation of a Storm Water Management Plan for BCM for a Period of Five Years
8/3/168	Contract No. BCC/DES/PIU/956/2006 King Williams Town Public Swimming Pool Repairs to Swimming Pool and New Filtration Plant
8/3/169	ED 306 – Supply, Installation, Testing and Commissioning of Bulk Electricity Supply Infrastructure New Reeston 66/11 KV Substation
8/3/170	ED 307 – Supply, Installation and Commissioning of 66KV Line Reeston Substation
8/3/171	ED 308 Electrification of Low Income houses within BCM
8/3/172	Contract No. BCC/DES/MIG/949/2006 Buffalo City Bucket Eradication Project
8/3/173	ED 309, Proposals for the Services of a Safety Officer
8/3/174	Contract BCC/DES/PIU/958/2006 Construction of the Mdantsane Boxing Gymnasium Mdantsane
8/3/175	Contract No. BCC/DDP/B/951/2006 Additions to Petros Jobane Clinic : Cambridge Township
8/3/176	BCC/DDP/B/952/2006 Community Support Centre Duncan Village Community Halls Site, Erf 46406 Douglas Smith Highway, Duncan Village
8/3/177	ED 310 Electrification of Buffalo City Schools
8/3/178	BCC/DDP/B/962/2006 Alterations and Additions to Cambridge Clinic (Sprigg Street)
8/3/179	Contract BCC/DES/PIU/961/2006 Upgrading of the Cambridge Crematorium
8/3/180	Contract No. BCC/DES/MIG/960/2006 Mdantsane Buffer Strip Collection Sewers Phase 1B
8/3/181	Contract BCC/DES/PIU/959/2006 Remedial Work to the Dimbaza Community Hall (Moses Twebe Great Hall)
8/3/182	BCC/DDP/B/954/2006 Mdantsane Community Support Centre Erf 9797, Mdantsane

8/3/183	BCC/DDP/B/953/2006 Conversion of Building for Community Support Centre, Erf 9240, Taylor Street King Williams Town
8/3/184	BCC/DDP/HM/963/2006 Mekeni Road Pilot Project Construction of Top Structures – 46 Units
8/3/185	ED 311 Installation of Street Lighting Reticulation and Street Lighting Luminaries in Mdantsane Zone 13 and 17 Units
8/3/186	Contract No. BCC/DES/PIU/971/2007 Fencing of Cuttings Reservoir
8/3/187	ED 312 - Electrification of Buffalo City Schools
8/3/188	Contract No BCC/DES/RDS/966/2007 : Resealing of Bituminised Roads
8/3/189	Contract No BCC/DES/PIU/955/2006 : Mdantsane Bulk Water Supply and Buffer Strip/Needs Camp/Ncera Phase 2
8/3/190	Contract No BCC/DES/MIG/949/2006 : Buffalo City Municipality Bucket Eradication Project
8/3/191	Contract No BCC/DES/MIG/965/2007 : Upgrading Quenera Wastewater Treatment Works Phase 1
8/3/192	ED 313 - Priced Proposal for the Testing and Maintenance of the Protection Schemes within Buffalo City's Electrical Network
8/3/193	ED 314 - Removal and Construction of Street Lighting reticulation on Settlers Highway
8/3/194	Contract BCC/DES/967/2007 Part A Construction of Buy-Back Centre Part A Roadworks and Boundary Wall
8/3/195	Contract BCC/DES/968/2007 – Part A Construction of Buy-Back Centre Part B Utility Building
8/3/196	ED 316 Manufacture and Installation of Replacement 11KV Switchpanel and Rehabilitation of 33KV Equipment at Chiselhurst Substation
8/3/197	Contract BCC/DDP/B/973/2007 Phase one Alterations and Additions Municipal Stores – Phillip Frame Road E L
8/3/198	Contract BCC/DDP/B/974 Rehabilitation of Rates Hall Munifin Centre Caxton Street East London
8/3/199	Contract No BCC/DES/PIU/972/6/2007 Mdantsane sidewalks upgrade
8/3/200	Contract No BCC/DDP/B977/2007 Supply and Erection of Duncan Village Massacre Memorial
8/3/201	ED 317 : Establishment and Operations of an Electricity Control Centre and an Engineering Customer Call Centre within BCM

8/3/202	Construction of Quenera Drive – Phase 1 Tender No BCC/DES/PIU/948/2006
8/3/203	Contract No. 318 Electrification of 500 houses in Potsdam East London
8/3/204	ED 319 Design Supply and Build Electrical Network for the Supply of Electricity to 614 Low Income Houses in Airport Phase 2A
8/3/205	Contract BCC/DES/MIG/979/07 Second Creek Landfill Site Construction of Palisade Fence
8/3/206	Contract No. ED 320 Removal of Existing and Design and Installation of New Street Lighting on the Esplanade
8/3/207	Contract BCC/DDP/B/981/2007 Erection of Sinebhongo Clinic Sinebhongo Village – Road of Good Hope E.L.
8/3/208	ED 321 Mdantsane Electrical Network Maintenance Project Co-Ordinator
8/3/209	Contract No. ED 322 Design Supply and Build Electrical Network for The Supply of Electricity to 300 Reeston Phase 3 and 93 Amalinda Simunyene Low Income Houses in BCM
8/3/210	Contract No. 323 Call for a Priced Proposal for the Establishment and Operation of a Customer Call Centre in BCM
8/3/211	Electricity Distribution System in Mdantsane Areas
8/3/212	Contract BCC/DDP/B/978/2007 Proposed New Duncan Village Business Support Centre Duncan Village, E.L.
8/3/213	Contract BCC/DES/PIU/983/2007 : Augmentation of the Buffalo River Raw Water Abstraction System (Phase)
8/3/214	ED 328 Construction of Hydraulically Operated High Masts Lighting
8/3/215	Contract No. BCC/DES/MIG/988/2007 – Mdantsane Buffer Strip Collector Sewage
8/3/216	Contract No. BCC/DES/MIG/987/2007 : Upgrading of the Quinera Wastewater Treatment Works
8/3/217	Contract No. BCC/DES/MIG/941/2006 Mdantsane School Pedestrian Facilities
8/3/218	Contract No. BCC/DDP/B/985/2007 Erection of Sanitation Resource Centre Berlin E.L.
8/3/219	Contract BCC/COO/HM/989/08 : Tender Notice for Meken Haven Hills South Pilot Project
8/3/220	Contract BCC/DDP/B/990/2008 : Conversion of Synagogue into New Employee Wellness Centre
8/3/221	Contract No. ED 330 : Substation Maintenance :

	Maintenance of Transformers and all Auxilliary Equipment, e.g. Breakers, Bus Zones, CTs and VT's
8/3/222	Contract No. ED 331 : Promulgation of Municipal by-laws: (i) electricity supply by-law (ii) standard by-law relating to Roads and Streets
8/3/223	Contract No. BCC/DDP/TIAN/99/2008 Upgrading Gonubie Main Road Phase 1A (Cycle Track)
8/3/224	Contract No. BCC/DDP/B/8/3/224/993/2008 : Extension of Eastern Beach Lookout East London
8/3/225	Contract No. BCC/DES/DCS/995/2008 : Leachate Drain, Leachate Pumps and Rising Main : Second Creek Landfill Site
8/3/226	Contract No. BCC/DES/DCS/996/2008 : Relocation of Landfill Waste and Earthworks for Shaping and Cover of NU 2 Landfill Site
8/3/227	Contract No. BCC/DES/PIU/994/2008 : Potsdam Unit P Internal Engineering Services for 200 Erven
8/3/228	Contract No. BCC/DES/PIU/997/2008 : Extension to Cold Storage Facility at Wilsonia Fresh Produce Market : Tender Notice
8/3/229	Contract No. BCC/COO/HM/998/08 – Potsdam Unit P Stage 2 – Provision of Top Structures – 2003 Site 5
8/3/230	Contract No. BCC/DES/PIU/999/08 Reeston 3B : Internal Engineering Services 2500 Erven
8/3/231	Contract No. BCC/COO/HM/1001/08 : Reeston Phase 3 – Stage 2 : Provision of Top Structures – 2500 Sites
8/3/232	Contract No. ED 324 : Provision of Logistics Function in Mdantsane
8/3/233	Contract No. ED 325 : Operation and Maintenance of the Overhead Electrical Network in Mdantsane
8/3/234	Contract No. ED 326 : Operation Maintenance of Electrical Substations and Switch Houses in Mdantsane
8/3/235	Contract No. ED 327 : Establishment and Operation of an Electrical Control Centre and a Customer Care Centre in Mdantsane
8/3/236	Contract No. BCC/COO/HM/992/08 Reeston Phase 1 & 2 Stage 1B : Construction of 606 Low Cost Housing Units

8/3/237	Contract No. BCC/DES/DCS/1000/08 Duncan Village : Construction of Drop Off Points
8/3/238	Contract No. ED 333 - Supply and Installation of 11KV Feeder Lines for Reeston Substation Phase 2
8/3/239	Contract No. ED 332 – Supply and Installation of 11KV Feeder Lines for Reeston Phase 1
8/3/240	Contract BCC/DES/SEW/772/2002 Operation of Dimbaza, Zwelitsha, Mdantsane and Potsdam Sewerage Treatment Plants Termination of Contracts
8/3/241	Contract No. ED 329 Supply Installation, Testing and Commissioning of Bulk Electricity Supply Infrastructure to New Queenspark 132/11KV 40 MVA Substation
8/3/242	ED 335 : Substation Maintenance i.e. Auxilliary Equipment e.g. Breakers Bus-Zones, CT's & VT's
8/3/243	ED 336 : Substation Maintenance i.e. Maintenance to Substation Transformers
8/3/244	Contract BCC/DDP/B/1002/2008 Phase 2 Alterations and Additions Municipal Stores – Phillip Frame Road E.L.
8/3/245	BCC/COO/HM/04/08 DVRI High Density Low Cost Housing Units in the following areas : Mkeni Road (46 units), Haven Hills South (48 units) and Duncan Village competition size (131 units)
8/3/246	Contract BCC/DDP/B/1978/2008 Proposed New Duncan Village Business Support Centre Duncan Village East London
8/3/247	Contract 2730 : Supply and Installation of Steel Palisade Fencing
8/3/248	Contract No. BCC/DES/MIG/987/1 Upgrading of the Quinera Waste Water Treatment Works : Subcontract for the Electrical and Electronic Works : Tender Notice
8/3/249	Contract No. ED 338 MV/LV Reticulation and House Service Connection for Reeston 1228 Connections
8/3/250	Contract ED 337 : Removal of Existing Street Lighting and Network (including services connections) on the Qumza Highway Mdantsane
8/3/251	BCC/DES/PMU/1006/08/2 Provision of Civil Engineering Services : Construction of Rural Roads : Southern Route Alice Road
8/3/252	BCC/DES/PMU/1006/08/01 Provision of Civil Engineering Services : Construction of Rural Roads : Northern Route Alice Road
8/3/253	BCC/COO/HM/1004/08 Provision of Civil

- 8/3/254 Engineering Service : Construction of Services to Transitional Relocation Areas at Duncan Village  
Contract No. 72 : Supply and Delivery of Ferric Chloride (43°) Commercial Strength to Zwelitsha
- 8/3/255 Waste Water Treatment Works  
BCC/DES/RDS/1009/A/08 and  
BCC/DES/RDS/1009/B/08 Provision of Civil Engineering Services : Rehabilitation and Upgrading of Mdantsane Roads
- 8/3/256 BCC/DES/RDS/1008/A/08 and  
BCC/DES/RDS/1008/B/08 Provision of Civil Engineering Services and Rehabilitation - Upgrading of Duncan Village Roads
- 8/3/257 BCC/DES/RDS/1009/C/08 and  
BCC/DES/RDS/1009/D/08 Provision of Civil Engineering Services : Rehabilitation and Upgrading of Mdantsane Roads
- 8/3/258 ED 323 : Development of Electricity Master Plan for Buffalo City
- 8/3/259 BCC/DES/PMU1012/08
- 8/3/260 Contract BCC/DDP/B1013/2008 Extensions to Stores Department Phase 3 : Administration Block
- 8/3/261 Contract No. BCC/DES/MIG/1033 2008 Buffalo City Agricultural and Rural Development Infrastructure [Pirie Trust Sanitation : Eradication Project]
- 8/3/262 Contract No. BCC/DES/LED/MIG 1024/08 – Proposal : Consulting Engineers are invited to submit Proposals regarding Buffalo City Agricultural and Rural Development Infrastructure Programme Location
- 8/3/263 Contract No. BCC/DES/MIG/1032 2008 : Zinyoka Sanitation Backlog Eradication Project [Zinyoka]
- 8/3/264 Contract No : CE 73 – Inspection reporting and removal of Illegal Services in Buffalo City Municipality Area of Supply and Investigating into Vital Equipment Theft during the Twelve Months commencing 1<sup>st</sup> January 2009
- 8/3/265 Tender No. 2771 – Tender for the provision of Project Management and Planning Design facilitation, Documentation and Construction, Supervision Services by bwtt – Environment Professionals and other related services providers for the Period : 1 February 2009 to 31 January 2012
- 8/3/266 Contract No. BCC/DES/MIG/1011/2008  
Upgrading of the Nord Avenue Sewer Pump



	Station : Tender Notice
8/3/267	Construction of the Bhisho King William's Town and Zwelitsha Bulk Regional Sewerage Scheme – Phase I BCC/DES/PIU/1034/2008
8/3/268	Contract No. : C2756 : Valuation Review of Specified Agricultural Properties in Buffalo City Municipality
8/3/269	Contract No. : BCC/DES/MIG/1021/08 Ngxwalane Sanitation Backlog Eradication Project
8/3/270	Contract No. : BCC/DES/DCS/MIG 1015/08 – Provisioning of Architectural, Civil Structural Quantity Surveying Services Location : Phakamisa
8/3/271	Contract No. : BCC/DES/ESS/1026/2008 – 2010 Legacy Project : Upgrading of Zwelitsha Sportsfield Infrastructure Location : Zwelitsha
8/3/272	Contract No. : BCC/DES/MIG/1022/2008 Kwalini Sanitation Backlog Eradication Project
8/3/273	Contract No. : C2757 : Valuation Review of Specified Non Residential Properties in Buffalo City Municipality
8/3/274	Gravel Roads Rehabilitation in Buffalo City Municipality Rural Areas
8/3/275	Contracts BCC/DES/COO/HM/1042/2008 Housing Projects and Buffer Strip – Manyano and Tembelihle
8/3/276	Contract No. BCC/DES/COO/HM/1043/08 Mdantsane Zone 18cc Housing Project Location : Mdantsane
8/3/277	BCC/DES/MIG/1035/2008 West Bank Restitution Project : Roads Infrastructure
8/3/278	Contract No. BCC/DES/PIU/970/2007 Mdantsane Bulk Water Supply to Buffer Strip/Needs Camp/Ncera Phase 3
8/3/279	BCC/DDP/B/1044/2008 Proposed New Staff Ablutions Mdantsane Roads Maintenance
8/3/280	BCC/DDP/B/1049/2009 Design, Supply and Install New, Cold Room Water Tower – E L Municipal Market
8/3/281	Contract No. : BCC/DDP/B/1020/2008 Alterations and Additions to Berlin Clinic
8/3/282	2010 Legacy Projects Upgrading of Amalinda Sportsfield Infrastructure Contract No. BCC/DES/ESS/1025/2008
8/3/283	Contract No. CE 75 Electrification of Infill House in the Buffalo City Municipality Area for the Period of One Year definite Contract and Optional and Optional Two/One Year Extensions

- 8/3/284 Contract No. 2772 Proposed Sale of Erf 20216 –  
Haven Hills East London
- 8/3/285 BCC/DES/ESS/DSRAC/1028/2008 Proposal :  
2010 Legacy Projects Upgrading of ABSA Stadium
- 8/3/286 Contract No. ED 340 Construction and Building  
Extensions of Electrical Substations and Switch  
Houses in Buffalo City
- 8/3/287 Contract No. BCC/DES/ESS/DSRAC/1029/08  
Upgrading of Bhisho, Dimbaza, Peelton and  
Madramini Sports Fields
- 8/3/288 BCC/DES/ESS/DSRA/1030/Upgrading of  
Tsholomnqa North End Needs Camp and Parkside
- 8/3/289 BCC/DES/ESS/DSRAC/1031/2008 Upgrading of  
Sisa Dukashe Newlands Ndevana and Gompo
- 8/3/290 Contract No. BCC/DCS/MIG/1016/08 Construction  
of Scenery Park Community Hall : Appointment of  
Consultants (BCC/DCS/MIG/1070/09)
- 8/3/291 Contract No. BCC/DCS/MIG/1017/08 Construction  
of Ndevana Community Hall : Appointment of  
Consultants
- 8/3/292 Contract No. BCC/DCS/MIG/1018/08  
Refurbishment of Airport and St. Mary's  
Community Hall : Appointment of Consultants  
BCC/DCS/MIG/1069/09
- 8/3/293 Contract No. BCC/DES/MIG/1036/2008 :  
Rehabilitation of Gravel Road in the Village of  
Balasi Buffalo City Municipality Rural Area :  
Inland King William's Town
- 8/3/294 Contract No. BCC/DES/MIG/1037/2008 :  
Rehabilitation Gravel Road in the Village of Cliff  
Buffalo City Municipality Rural Area Inland King  
William's Town
- 8/3/295 Contract No. BCC/DES/MIG/1039/2008 :  
Rehabilitation of Gravel Road in the Village of  
Newlands Buffalo City Municipality Rural Area  
Midland Mdantsane Rural
- 8/3/296 Contract No. BCC/COO/HM/1050/2009 :  
Professionals Service for Provision of 2003 Top  
Structures for Potsdam Unit P Stage 2
- 8/3/297 Contract No. BCC/COO/HM/1051/2009 :  
Professional Services for Provision of 2500 Top  
Structures for Reeston Phase 3 Stage 2
- 8/3/298 Contract No. BCC/DCS/PMU/CONT/1054/2009  
Refurbishment of King William's Town Hall
- 8/3/299 Contract No. BCC/DCS/PMU/CONT/1057/2009  
Refurbishment of Cambridge Town Hall

- 8/3/300 Contract No. BCC/COO/HM/1060/2009  
Construction of Internal Service and Housing Units  
for the Proposed High Density Pilot Project,  
Mekeni 44 Housing Units Haven Hills South of 148  
Housing Units and the Competition Site of 131  
High Density Housing Units for Duncan Village  
Redevelopment Initiative (DVRI)
- 8/3/301 BCC/DES/PMU/1058/09 – North Route  
Rehabilitation of District Roads Northern Route –  
Alice Road King William’s Town (TR05703)  
DR07316 to DR07323
- 8/3/302 Refurbishment of Hall and Construction of Civil  
Works (Parking Area) N.U. 2 Mdantsane  
Community Hall BCC/DCS/CRR/1062/2009
- 8/3/303 Refurbishment of Hall and Construction of Civil  
Works (Parking Area) N.U. 10 Mdantsane  
Community Hall BCC/DCS/CRR/1063/2009
- 8/3/304 Refurbishment of Hall and Construction of Civil  
Works (Parking Area) N.U. 12 Mdantsane  
Community Hall BCC/DCS/CRR/1064/2009
- 8/3/305 Refurbishment of Hall and Construction of Civil  
Works (Parking Area) N.U. 15 Mdantsane  
BCC/DCS/CRR/1065/2009
- 8/3/307 Contract No. BCC/DES/ESS/DSRAC/1066/2008  
Upgrading of ABSA Stadium
- 8/3/308 Contract No. BCC/DES/MIG/1041/2008  
Rehabilitation of Gravel Road Tyutyu
- 8/3/309 Contract No. BCC/DES/MIG/1038/2008  
Rehabilitation of Gravel Rd in the Village of  
Hanover in BCM
- 8/3/310 Contract No. BCC/ESS/AGRIC/1059/2009  
Construction of Dipping Water Tank at  
Ekuphumleni Village
- 8/3/311 ED 339 Construction of Hydraulically Operated  
High Masts Lighting
- 8/3/312 Contract No. ED 341 ABSA Stadium Floodlighting  
Upgrade 2010 Legacy Project
- 8/3/313 Contract No. BCC/DES/MIG/1040/2008  
Rehabilitation of Gravels Rds : Potsdam North :  
Mdantsane
- 8/3/314 Contract No. BCC/DES/PMU/CONT/1053/2009  
Construction on Zwelitsha/Bonke Pedestrian  
Bridge
- 8/3/315 Contract No. BCC/DES/ESS/DSRAC/1067/2009:  
2010 Legacy projects: Upgrading of ABSA  
Stadium pitch renovation of turf and drainage and

- drainage extension
- 8/3/316 Contract No. BCC/DCS/CRR/1061/2009:  
Mdantsane Community Hall (N.U. 1) Civil Works
- 8/3/317 Contract No: BCC/DES/COO/HM/1068/2009:  
Second Creek Development
- 8/3/318 Contract No: BCC/DDP/B/1074/2009: Upgrading  
of Pharmacy Store Room, Beaconsfield
- 8/3/319 Contract No: ED 342: Street Lighting and  
Maintenance on main roads, highways and  
residential areas in BCM a period of three yrs (3)
- 8/3/320 BCC/DES/MIG/1072/2009 Construction of  
Phakamisa Hall
- 8/3/321 BCC/DES/MIG/1073/2009: Construction of  
Ndevana Hall
- 8/3/322 Contract No. BCC/DES/PMU/1067/09:  
Construction of rural roads: Southern Route –  
Alice Road
- 8/3/323 Contract No. ED 344: Construction of  
Hydraulically operated high masts lighting
- 8/3/324 Contract No. BCC/DES/PIU/CONT/1052/2009:  
Mdantsane Bufferstrip Collector Sewer Phase 2
- 8/3/325 Contract No. BCC/DES/RDS/1075/2009:  
Rehabilitation and Upgrading of Duncan Village  
Roads
- 8/3/326 Contract No. BCC/DES/MIG/1079/2009:  
Appointment of Service Providers: Mnqesha  
Sanitation Backlog Eradication Project
- 8/3/327 Contract No. BCC/DES/MIG/1080/2009:  
Appointment of Service Providers – Dilton  
Sanitation Backlog Eradication Project
- 8/3/328 Contract No. BCC/DES/MIG/1082/2009:  
Appointment of Service Providers: Masingatha  
Sanitation Backlog Eradication Project
- 8/3/329 Contract No. BCC/DES/MIG/1083/2009:  
Appointment of Service Providers: Hanover and  
Balasi Sanitation Backlog Eradication Project
- 8/3/330 Contract No. BCC/DDP/TPO/1081/2009:  
Proposed bridge linking Potsdam/Needs Camp over  
the Buffalo River (BCC/DDP/TPO/1137/10)
- 8/3/331 Contract No. BCC/DES/MIG/1087/2009: Ducats  
Sanitation eradication assessment project
- 8/3/332 Contract No. BCC/DDP/TPO/1095/2009: Annual  
Tender-Light Emitting Diode (LED) Traffic Signal  
Heads and LED kits
- 8/3/333 Contract No. BCC/DES/MIG/1093/2009:  
Provision of Professional Services to Implement  
construction of King William's Town Fire Station

- 8/3/334 Contract No. BCC/COO/HM/1088/2009: DVRI High Density Housing Project
- 8/3/335 Contract No. BCC/DDP/B/1101/2009 – Extension to Cold Room facility East London Municipal Market
- 8/3/336 Contract No. BCC/DES/MIG/1086/2009: Cliff/Bongweni Sanitation Backlog Eradication Project
- 8/3/337 Transport Policy and By-laws Contract No. BCC/DDP/TPO/1119/2010/BCC/DFP/TPO/1187/11
- 8/3/338 Contract No. BCC/DES/MIG/1078/2009: Upgrading of the Quinera Waste Water Treatmentworks 1A and 1B
- 8/3/339 Contract No. ED 346: Operation and Maintenance Electrical Substations: Mdantsane
- 8/3/340 Contract No. BCC/DCS/MIG/1069/2009 : Specification : Construction of Yellowwoods Bridge
- 8/3/341 Contract No. ED 345 : MV/LV Reticulation and House Service connection for Reeston – 500 Connections
- 8/3/342 Contract No. BCC/DDP/TPO/1099/2009 : Construction of Yellowwoods River Bridge, Breidbach
- 8/3/343 Contract No. BCC/DES/SCI/1104/2009 : Removal of damp and the repair and preparation of interior and exterior surfaces at the Municipal Laboratory for repainting/revarnishing
- 8/3/344 Contract No. BCC/DDP/TPO/1092/2009 : Buffalo City Municipality rural non-motorised transport plan
- 8/3/345 Contract No. BCC/DDP/TRNS/1089/2009 : Provision of professional engineering services for the development and upgrading of public transport in Mzamomhle and Nompumelelo
- 8/3/346 Contract No. BCC/DES/COO/HM/1110/2010 : Civil Engineering Services for Mdantsane Zone 18cc
- 8/3/347 Contract No. BCC/COO/HM/1085/2009 : Professional Services for Provision of 2003 Top Structure for Potsdam Unit P, Stage 2
- 8/3/348 Contract BCC/DDP/TPO/1117/1107/2010 Provision of Professional Surveying Services for the Proposed BRT Routes
- 8/3/349 Ndevana/Phakamisa pedestrian bridge : Contract BCC/DDP/TPO/1103/2009
- 8/3/350 Contract No. BCC/DDP/TPO/1118/2010 : Phase 1 :

- Supply, Installation and Commissioning of aDigital Macro Surveillance system at Highway Taxi Rank in Mdantsane
- 8/3/351 Upgrading and extending the Mdantsane Zone 3 payment hall BCC/DDP/B/1120/2010
- 8/3/352 Refurbishment of Law Enforcement Offices in Braelyn, East London Contract No. BCC/DDP/B/1108/2010
- 8/3/353 Contract No. BCC/DES/MIG/1105/2009 : Provision of Civil Engineering Services for the upgrading of Mdantsane Roads (Region 1 and 2)
- 8/3/354 Contract No. BCC/DES/MIG/1121/2010 : Sanitation backlog in Ncera
- 8/3/355 Contract No. BCC/DES/MIG/1100/2009 : Bulk Water Supply to Coastal Areas : Phase 1A, B and C
- 8/3/356 Contract No. BCC/DES/MIG/1094/2009 Civil Engineering Service for the Design of Additional Storage Reservoir, Rising Main and Upgrading of the Pump Station for the Amahleka Water Supply Scheme
- 8/3/357 Outdoor Advertising Contract No:- [BCC/DDP/B/1111/2010] BCC/DDP/B/1123/10
- 8/3/358 Contract No: BCC/DES/PIN/HOUS/1122/2010 :- Bid for Reeston Phase 3B – Internal Engineering Services for 2500 Erven
- 8/3/359 ED 348 : MV/LV Reticulation and 1000 House Service connections for Reeston
- 8/3/360 Contract No: BCC/DDP/B/1124/2010:- Construction of Pack Shed at NU 18 for the Hydroponics Projects
- 8/3/361 ED 352 : MV/LV Reticulation and 236 House Service Connections
- 8/3/362 Operation of an Electrical Network Control Centre and Customer Centre ED 350
- 8/3/363 ED 349 Mdantsane Electrical Network Maintenance Project co-ordinator
- 8/3/364 Contract No: ED 351 : MV/LV Reticulation and 350 House Service connections for Kwakilifu
- 8/3/365 Contract No: BCC/DDP/B/1129/2010 : Additions and Alterations to Extension 10, Braelyn Clinic, East London
- 8/3/366 Contract No: 343 : Provision of Professional Services : Electrification of Informal/Formal Houses & Backyard Shacks
- 8/3/367 Township Establishment : Duncan Village C-Section (DVRI) Contract BCC/DDP/CP/1134/2010
- 8/3/368 Establishment : Mzamomhle Informal Settlement,

8/3/369	Phase III Contract BCC/DDP/CP/1135/2010 Roads and Stormwater Branch Pavement and Bridge Management Systems Contract BCC/DES/RDS/1102/2009
8/3/370	Contract No. BCC/DES/COO/HM/1109/2010 : Mdantsane Bufferstrip Housing Project : Manyano and Tembelihle
8/3/371	BCC/DES/WW/1126/2010 : Bulk Water Supply : Potsdam/Ikhwezi Phase 3
8/3/372	Bridge Linking Potsdam and Needs Camp Contract : BCC/DDP/TPO/1137/2010
8/3/373	Contract No. BCC/DDP/B/1142/2011 : Alteration and Additions to Ginsberg Clinic
8/3/374	BCC/DES/PIU/1141/2011 : Provision of Engineering Services in Buffalo City Regional Waste Disposal Site – Development of Cell 3
8/3/375	Contract No. BCC/DES/PMU/1056/2009 : Extension to Reeston Wastewater Treatment Works Mechanical and Instrumentation Vols 1(A) & 1(B)
8/3/376	BCC/DES/PMU/1045/2009 : Extension to Reeston Wastewater Treatment Works : Civils
8/3/377	Contract No. BCC/DDP/B/1143/2011 : Professional Architectural Consultancy Services : Upgrading and Extending the King William's Town Civic Centre Payment Hall
8/3/378	Contract No : BCC/DDP/TPO/1145/2011 : Feasibility Study, Concept Design, Detailed Design and Tender Document preparation for Ndevana Bridge
8/3/379	Contract No : BCC/DDP/TB/1146/2011 : Update and Review of the 2008-2013 Integrated Transport Plan
8/3/380	Contract No : BCC/DES/WW/1125/2010 : Bulk Water Supply Pipeline to the Winterstrand
8/3/381	Contract No. BCC/DES/MIG/1147/2011 Construction of New Fire Station Erf 3010 King William's Town
8/3/382	Contract No : BCC/DDP/B/1148/2011 Upgrading : Zoo/Gately House
8/3/383	Contract No : BCC/COO/HM/1140/2010 : Reconstruction of 988 Storm Damaged Houses in 66 Villages
8/3/384	Contract No. BCC/DES/SCI/1144/2011 : Proposed Laboratory Interior Fittings to Scientific Services Laboratory
8/3/385	Contract No. BCC/DDP/TPO/1153/2011 : Bus Rapid Transit System

8/3/386	Contract No. ED 354 : Electricity Pricing Study
8/3/387	Contract No. ED 353 : Renewable Energy Projects
8/3/388	Contract No. ED 356 : Hydraulically Operated High Masts Lighting
8/3/389	Contract No. ED 358 : Logistical Functions at Mdantsane
8/3/390	Contract No. BCC/DDP/B/1154/2011 : Egerton Memorial
8/3/391	Contract No. BCC/DDP/B/1155/2011 : Extension of Market Sales Hall, Phase 2
8/3/392	Contract No. ED 359 : Electrical Network Mdantsane
8/3/393	Contract No. BCMM/DES/WW/1166/2011 : Bulk Water and Distribution Water Mains in Bulembu Villages
8/3/394	Contract No. BCMM/DDP/TPO/1163/2011 : Freight Transport Plan
8/3/395	Contract No. BCMM/DES/WW/1167/2011 : Bulk Water and Distribution Water Mains in Kwalini and Bonke Villages
8/3/396	Contract No. BCMM/DES/WW/1168/2011 : Upgrading of Bulk Water and Distribution Mains in Ndevana Villages
8/3/397	Contract No. BCMM/DES/WW/1169/2011 : Bulk Water and Distribution Mains in Newlands Villages
8/3/398	Contract No. BCMM/DFP/TPO/1170/2011 : Public Transport Facilities in King William's Town (BCC/DFO/TPO/1218/12)
8/3/399	Contract No. ED 357 : 125 House Service Connections for Cambridge Phase 2
8/3/400	Contract No. ED 360 : 200 House Service Connections for Reeston Phase 4
8/3/401	Contract No. ED 361 : 900 House Service Connections for Potsdam Unit P
8/3/402	BCMM/DDP/CP/1172/2011 Rural Settlement Development Plan



Phase 01

- 8/3/403 Contract No. BCC/DES/MIG/1156/2011 : East London Sewer Diversion : Central WWTW to Reeston WWTW Wilsonia to Reeston
- 8/3/404 Contract No. BCMM/DES/WW/1180/2011 : Provision of Bulk Water Supply Infrastructure – Mdantsane Housing Development
- 8/3/405 Contract No. BCC/DDP/SR/1149 : Cadastral Survey of an Approved Layout – Transfer of Individual Erven to Beneficiaries : Hanover Settlement : Yellowwoods – Kei Road
- 8/3/406 Contract No. BCC/DDP/SR/1150/2011 : Cadastral Survey of an Approved Layout – Transfer of Individual Erven to Beneficiaries : Mdange Settlement : Yellowwoods – Kei Road
- 8/3/407 Contract No. BCC/DDP/SR/1151/2011 : Cadastral Survey of an Approved Layout – Transfer of Individual Erven to Beneficiaries : Skobeni Settlement : Yellowwoods – Kei Road
- 8/3/408 Contract No. BCC/DDP/SR/1159/2011 : Cadastral Survey to obtain a General Plan from Approved Layout. Transfer of Individual Erven to Beneficiaries : Ndancama Phase I Township
- 8/3/409 Contract No. BCC/DDP/SR/1160/2011 : Cadastral Survey to obtain a General Plan from an Approved Layout – to Facilitate Transfer of Individual Erven to Beneficiaries – Fynbos Informal Settlement
- 8/3/410 Contract No. BCC/DDP/SR/1161/2011 : Cadastral Survey to obtain a General Plan from an Approved Layout – to facilitate Transfer of Individual Erven to Beneficiaries – Fynbos Phase I Informal Settlement
- 8/3/411 Contract No. BCMM/DES/WW/1177/2011 : Provision of Professional Engineering Services for the Upgrading of Amahleke Bulk Water Supply Infrastructure
- 8/3/412 Contract No. BCMM/DDP/CP/1173/2011 : Buffalo

City Metro Municipal Spatial Development  
Framework (BCMM-SDF) Comprehensive Review  
and Update

- 8/3/413 Contract No. BCMM/DDP/B/1182/2011 – Storage  
Shed at Newlands
- 8/3/414 Contract No. BCMM/DDP/B/1174 : Construction  
of Greenfields Clinic
- 8/3/415 Contract No. BCMM/DPM/CP/1183/2011 –  
Township Establishment for Haven Hills, South  
Former N2 Road Reserve
- 8/3/416 Contract No. BCMM/DPM/CP/1184/2011-  
Township Establishment for Cambridge West I &  
II
- 8/3/417 Contract No. BCMM/DPM/CP/1185/2011 :  
Township Establishment Duncan Village – Ford  
Msimango I & II
- 8/3/418 Contract No. BCMM/DES/HM/1164/2011 :  
Professional Team required for Planning, Design  
and Project Management of Mdantsane  
(Masibulele – 161 Units, Masibambane – 156  
Units, Ilinge – 561 Units, Velwano – 420 Units,  
Dacawa – 161 Units) Housing Projects – Total of  
1459 Units
- 8/3/419 Contract No. BCMM/DES/HM/1165/2011 –  
Professional Team required for Planning, Design  
and Project Management of Mdantsane (Chris  
Hani – 105 Units, Winnie Mandela – 300 Units,  
Gwentshe – 25 Units, Matemba Vuso – 75 Units,  
Daluxolo Village – 88 Units, Sisulu Village – 154  
Units, Frances Mei – 34 Units, Mahlangu Village –  
91 Units) Total of 872 Units
- 8/3/420 Contract No. BCMM/DES/HM/1171/2011 –  
Professional required for Planning, Design and  
Project Management of Sunny South Housing  
Project
- 8/3/421 Contract No. BCMM/DES/HM/1175/2011 –  
Professional Team required for Planning, Designs  
and Project Management of Reeston Phase 3 Stage

3 : Housing Project : 1137 Units/11

- 8/3/422 Contract No. BCMM/DES/HM/1176/2011 – Planning, Design and Project Management of Fynbos 1 & 2 and Ndancama Housing Project : 1775 Units/11
- 8/3/423 Contract No. BCC/DES/HM/1178/2011 – Professional Team required for Planning, Design and Project Management of Ilitha Wooden Houses, Housing Project : 950 Units
- 8/3/424 Contract No. BCMM/DFP/TPO/1187/2011 – Drafting of Policy and By-law for Buffalo City Metropolitan Municipality
- 8/3/425 Contract No. BCC/DDP/B/1152/2011 : Extension and Upgrading of Aspiranza Clinic, Buffalo Flats
- 8/3/426 Contract No. BCMM/DPM/CP/1186/2011 : Township Establishment for Haven Hills South, former N2 Road Reserve, Ford Msimango I & II and Cambridge West I & II
- 8/3/427 Contract No. BCMM/DFP/TPO/1211/2011 : Buffalo City Metropolitan Municipality Bus Rapid Transit System
- 8/3/428 Contract No. BCC/COO/HM/1004/08/02 : Duncan Village Tra-Roads, Stormwater, Water and Sewer Reticulation, Communal Ablution Facilities
- 8/3/429 Contract No. BCMM/DCOMM/AM/07/2011 : Appointment of Service Providers to Upgrade Various Sportsfields
- 8/3/430 Contract No. BCMM/DMS/PIU/RDS/1212/2011 : Provision of Engineering Services for the Upgrading of Mdantsane Roads, Cluster 1
- 8/3/431 Contract No. BCMM/DMS/PIU/RDS/1213/2011 : Provision of Engineering Services for the Upgrading of Mdantsane Roads, Cluster 2
- 8/3/432 Contract No. BCMM/DMS/PIU/RDS/1214/2011 : Provision of Engineering Services for the Upgrading of Mdantsane Roads, Cluster 3

- 8/3/433      Contract No. BCMM/DMS/PMU/1199/2011  
(1199-1205)  
BCMM/DMS/PMU/1200/2011 Ward 33-B  
BCMM/DMS/PMU/1201/2011 Ward 33-C  
BCMM/DMS/PMU/1202/2011 Ward 31-D  
BCMM/DMS/PMU/1203/2011 Ward 31-E  
BCMM/DMS/PMU/1204/2011 Ward 32-F  
BCMM/DMS/PMU/1205/2011 Ward 27-G  
Sanitation Backlog Eradication Projects (Wards 27,  
31, 32 and 33)
- 8/3/434      Contract No. BCC/DES/MIG/1162/2011 : East  
London Sewer Diversion Rotary Drilling Contract  
(290m)
- 8/3/435      Contract No. BCMM/DMS/PMU/1207/2011 (Ward  
24)-A  
BCMM/DMS/PMU/1208/2011 (Ward 26)-B  
BCMM/DMS/PMU/1209/2011 (Ward 26)-C  
BCMM/DMS/PMU/1210/2011 (Ward 26)-D  
Sanitation Backlog Eradication Projects (Wards 24  
and 26) (1207-1210) 1254/12
- 8/3/436      Contract No's BCMM/DMS/PMU/1188/2011-A  
BCMM/DMS/PMU/1189/2011-B  
BCMM/DMS/PMU/1190/2011-C  
BCMM/DMS/PMU/1191/2011-D  
BCMM/DMS/PMU/1192/2011-E  
BCMM/DMS/PMU/1193/2011-F  
BCMM/DMS/PMU/1194/2011-G  
BCMM/DMS/PMU/1195/2011-H  
BCMM/DMS/PMU/1196/2011-I  
Sanitation Backlog Eradication Projects (Wards 36,  
38, 43 and 45) [1189-1196]
- 8/3/437      Contract No. BCMM/DCOMM/AM/06/2011 :  
Construction of Sportsfields at Needs Camp
- 8/3/438      Contract No. ED 362  
Construction of Hydraulically Operated Highmast  
Lighting
- 8/3/439      Contract No. ED 363 MV/LV  
Reticulation and 350 House Service Connections  
for Kwaklifu

- 8/3/440 Contract No. BCMM/DES/HM/1216/2011 :  
Damaged Low Cost Housing Units in 66 Villages
- 8/3/441 Contract No. BCMM/DMS/PMU/1219/2012 :-  
Supply, Delivery and Installation of Fence – Garcia  
Flats, Cambridge
- 8/3/442 Contract No. BCMM/DPM/B/ARCH/1223/2011 :  
New Learner Licence Centre Phase 1, NU 6,  
Mdantsane
- 8/3/443 Digital Macro Surveillance System for Public  
Transport Facilities in King Williams Town  
Contract No. BCMM/DFP/TPO/1221/12
- 8/3/444 Contract No. BCMM/DPM/ARCH/1215/2011 :  
Extensions of the Market Sales Hall – Phase 2 :  
Provision of Vehicular Access and Cold Rooms
- 8/3/445 Contract No. EC 115 : Appointment of Credit  
Rating Institution for a Period of 3 Years
- 8/3/446 Contract No. BCMM/DES/USDG/1217/2012 :  
Provision of Bulk Water Services to the West Bank  
Restitution Project : Water Infrastructure
- 8/3/447 Contract No. BCMM/DMS/SEW/1226/2012 :  
Supply and Delivery of Low Voltage Switchgear
- 8/3/448 Contract No. BCMM/DMS/SEW/1227/2012 :  
Supply and Delivery of 1250 KVA generator
- 8/3/449 BCMM/DFP/TPO/1230/2012 : Upgrading of  
Public Transport Facilities – Buffalo City  
Metropolitan Municipality
- 8/3/450 Contract No. BCMM/DMS/WW/1228/2012 :  
Dimbaza Water Loss Investigations
- 8/3/451 Contract No. BCMM/DMS/WW/1229/2012 :  
Reeston Water Loss Investigations
- 8/3/452 Contract No. BCMM/DES/WW/1232/2012 :  
Appointment of a Professional Service Provider for  
Provision of Civil Engineering Services for the  
Design of Additional Storage Reservoir for  
Breidbach

- 8/3/453 Contract No. BCMM/DMS/WW/1233/2012 :  
Appointment of a Professional Engineering Service  
for the Upgrading of Umzonyana Water Treatment  
Works
- 8/3/454 Contract No. BCMM/DMS/WW/1234/2012 :  
Design for Komashini Bulk Water Supply  
Infrastructure
- 8/3/455 Contract No. ED 364 : Provision of Engineering  
Services for Low Cost Electrification Projects in  
Buffalo City Metropolitan Municipality Area :  
Three Year Period (Formal) Informal Dwellings  
and Informal Settlements
- 8/3/456 Contract No. ED 365 : Replacement of Damaged  
Electrical Boundary Boxes in the Buffalo ?
- 8/3/457 Contract No. ED 366 : MV/LV Reticulation and  
500 House Service Connections for Sweetwaters
- 8/3/458 Contract No. ED 367 : Clearing of Servitude for the  
200 Substation 132 KV Line
- 8/3/459 Contract No. ED 368 : MV/LV Reticulation and  
200 House Service Connections for Reeston Phase  
5
- 8/3/460 Contract No. BCMM/DPM/ARCH/1220/2012 :  
Provision of Professional Consultancy Services –  
Renovation Work to the City Hall Roof and  
Rainwater System (Freight Transport)
- 8/3/461 Contract No. BCMM/DMS/WSA/1236/2012 :  
BCMM Kei Road Water Treatment Works and  
Conveyance Works
- 8/3/462 Contract No. BCMM/DPM/CP/1238/2012 : East  
Bank Restitution Township Establishment
- 8/3/463 Contract No. BCMM/DPM/CP/1239/2012 : Land  
Identification Study for Partial and Full Relocation  
of informal Settlements located in BCMM
- 8/3/464 Contract No. BCMM/DPM/CP/1240/2012 :  
Township Establishment for the Mzamomhle

### Informal Settlement Phase III

- 8/3/465 Contract No. BCMM/DPM/CP/1241/2012 :  
Vincent Berea Local Spatial Development  
Framework
- 8/3/466 Contract No. BCMM/DPM/CP/1242/2012 : Holm  
Hills Feasibility Study
- 8/3/467 Contract No. ED 369 : Electrical Services/Prepaid  
Meters
- 8/3/468 Contract No. BCMM/DPM/SR/1246/2012 : Digital  
Aerial Oblique Imagery Orthophoto Mapping and  
Lidar derived Contours
- 8/3/469 Contract No. BCMM/DPM/SR/1247/2012 :  
Cadastral Survey, BCMM owned properties
- 8/3/470 Contract No. BCMM/DMS/PIU/1249/2012 :  
Bhisho, King William's Town and Zwelitsha Bulk  
Regional Sewerage Scheme Phase 2
- 8/3/471 Contract No. BCMM/DCOMM/AM/01/2012 :  
Mdantsane NU 2 Swimming Pool and the  
Upgrading of the Waterworld
- 8/3/472 Contract No. BCMM/DMS/1244/2012 :  
Engineering Services : Rehabilitation of Roads and  
Stormwater
- 8/3/473 Contract No. BCMM/DMS/RDS/1248/2012 :  
Reconstruction and Rehabilitation of Fleet Street  
from Fitzpatrick Road to Pontoon Road
- 8/3/474 Contract No. BCMM/DMS/RDS/1250/2012 :  
Consulting Engineering Services : Roads, Transport  
and Stormwater Master Plan
- 8/3/475 Contract No. BCMM/DMS/SEW/1245/2012 :  
Sludge Management
- 8/3/476 Contract No. BCMM/DMS/RDS/1222/2012 :  
Upgrade of Gonubie Main Road
- 8/3/477 Contract No. BCMM/DHPS/LE/1243/2012 :  
Digital Macro Surveillance System : Eastern

Beach. EL

- 8/3/478 Contract No. BCMM/DES/PMU/1254/2012 :  
Sanitation Backlog Ward 40 Section 1
- 8/3/479 Contract No. BCMM/DDP/ARCH/1255/2012 :  
Cooling System Fresh Produce Market
- 8/3/480 Contract No. BCMM/DMS/SEW/1248/2012 : Civil  
Engineering Services for DUCATS
- 8/3/481 Project No. 2550 : BCMM/COO/HM/1258/2012 :  
Reeston Phase 3 Stage 2 – Housing Project
- 8/3/482 Contract No. BCC/DES/PIU/1090/2009 :  
Mdantsane Buffer Strip Phase 3 Chlorination Dam  
Rehabilitation
- 8/3/483 Contract No. BCMM/COO/HM/1262/2012 : Roads  
Services and Top Structures in Sunny South – 540  
Units
- 8/3/484 Contract No. BCMM/COO/HM/1263/2012 : 110  
Top Structures in Dimbaza South, King William’s  
Town
- 8/3/485 Contract No. BCMM/COO/HM/1264/2012 : 100  
Top Structures in Tyutyu Village, Bhisho
- 8/3/486 Contract No. BCMM/DMS/PIU/1251/2012 in  
Construction of Bisho, King William’s Town,  
Zwelitsha Bulk Regional Sewerage Scheme Phase  
2 (Mechanical)
- 8/3/487 Contract BCMM/DES/SCI/1267/2012  
Drinking Water Laboratory
- 8/3/488 Contract No. BCMM/COO/HM/1268/2012 :  
Demolition of 322 and Construction of 359 New  
Units on the Old Vacant Sites
- 8/3/489 Contract BCMM/DCOMMS/AM/02/2012/13  
Upgrading of Sports Facilities
- 8/3/490 Contract BCMM/DDP/LED/1270/2013  
Provision of Traffic Engineering Transport  
Planning Investigation Assessments Feasibility  
Study Concept, Design, Tender Contract



Administration for upgrading of facilities on the E.L. esplanade and surroundings in the BCMM area

- 8/3/491      Contract No. BCMM/DPM/CP/1274/2013 : Township Establishment for East Bank Claimants located in Haven Hills
- 8/3/492      Developable Land Parcels for the Purpose of Full and Partial Relocation of Informal Settlements located in BCMM
- 8/3/493      Contract No. BCMM/DPM/CP/1276/2013 : Township Establishment for Informal Settlement located on land surrounding the formal Township of Mzamomhle
- 8/3/494      Contract No. BCMM/DPM/CP/1277/2013 : Reviewal and Update of the existing Vincent Berea local spatial development framework
- 8/3/495      Contract ED 370 : Switch Houses : Mdantsane
- 8/3/496      Contract No. BCMM/DES/SEW/1278/2013 : Waterborne Sewerage to Berlin CBD
- 8/3/497      Contract No. ED 371 : Street Lighting High Mast Maintenance
- 8/3/498      Contract No. BCMM/DDP/TPO/1253/2012 : Construction of Ndevana Stream Crossing
- 8/3/499      Contract No. BCMM/DPM/ARCH/1273/2013 : Learner Licence Centre, NU 6 Mdantsane
- 8/3/500      Contract No. BCMM/1282/2013 : Re-roofing of the East London City Hall
- 8/3/501      Contract BCMM/DES/WW/1280/2013 : Augmentation of Buffalo River Raw Water Abstraction System Phase 2 – Construction of Electrical Switch Room
- 8/3/502      Contract No. BCMM/DES/PMU/1269/2012 : Civil Engineering Services
- 8/3/503      BCMM/DCOMM/AM/02/2012/13 : Upgrading of Aquarium/Gonubie Resort

- 8/3/504 Contract Nos BCMM/DMS/PIU/RDS 1281/1213  
Clusters 1, 2 and 3 Mdantsane Road Clusters 1, 2  
and 3
- 8/3/505 Contract No. BCMM/DES/WW/1181/2011 : Water  
Infrastructure Asset Management Plan
- 8/3/506 Contract No. ED 373 : New Queenspark Bulk  
Station
- 8/3/507 BCMM/COMS/SW/3000/2013 : Weigh Bridge  
System Landfill Site : King William's Town
- 8/3/508 BCMM/COO/HM/1261/2012 : Braelyn  
Extension – 10 Housing Projects 1056 Units
- 8/3/509 BCMM/COO/HM/1285/2013 : Amalinda Co-op  
Housing Project 100 Units
- 8/3/510 BCMM/COO/HM/1295/2013 : Housing for  
Ikhwezi Block 1 Rural Housing Project – 689 Units
- 8/3/511 BCMM/COO/HM/1297/2013 : Housing for  
Potsdam North – Kanana Rural Housing Project  
928 Units
- 8/3/512 BCMM/COO/HM/1302/2013 : Housing for  
Mdantsane Zone 18cc Phase 2A Project 1000
- 8/3/513 BCMM/COO/HM/1301/2013 : Housing for  
Drayini, Esxekweni, Majali, Kwa Train,  
Nkqonkqweni and Mdange Rural Housing Project  
2174 Units
- 8/3/514 BCMM/DPM/CP/1305/2013 : Rehabilitation and  
Construction of Bridges and Culverts in BCMM
- 8/3/515 BCMM/DPM/CP/1303/2013 : Completion of  
Quinera Drive Phase 1 Construction
- 8/3/516 Contract No. BCMM/DCOMM/AM/03/2013/14 :  
Upgrading of Zwelitsha and Dimbaza Stadiums
- 8/3/517 Contract No. BCMM/DCOMMS/AM/06/2013/14 :  
Upgrading of NU 1 Sportsfield

- 8/3/518 Contract No. BCMM/DCOMMS/AM/07/2013/14 :  
Supply and Delivery of Sports Equipment
- 8/3/519 Contract No. BCMM/DHPS/LE/1272/2012 :  
Surveillance System Master Plan for BCMM Area
- 8/3/520 Contract No. BCMM/COO/HM/1296/2013 :  
Project Management Services for Ikhwezi Block 2  
Housing Project 842 Units
- 8/3/521 Contract No. BCMM/COO/HM/1298/2013 :  
Project Management Services for Potsdam Rural  
Housing Project, 800 Units
- 8/3/522 Contract No. BCMM/COO/HM/1300/2013 : Top  
Structure – Mdantsane Cluster 1, Ilinge, Velwano,  
Masibulele, Masibambane and Dacawa – 1459  
Housing Units
- 8/3/523 Contract No. BCMM/DES/WW/1279/2013 :  
Buffalo River Raw Water Abstraction System  
Phase 2(B) Construction of Suction Manifold
- 8/3/524 Contract No. BCMM/DES/PMU/RDS/1286/2013 :  
Upgrading of Gravel RDP to Surface Standards  
RDP Settlement Cluster 1, 2 and 3
- 8/3/525 Contract No. BCMM/DES/PMU/1294/2013 :  
Provision of Internal Engineering Services for  
Reeston Phase 3 Stage 2, Erven 1579
- 8/3/526 Contract No. BCMM/DDP/TPO/1313/2013 : Needs  
Camp/Potsdam Bridge
- 8/3/527 Contract No. BCMM/COO/HM/1299/2013 :  
Internal Services and the Construction of Top  
Structures – Reeston Phase 2 Stage 3 – 1137  
Housing Units
- 8/3/528 Contract No. BCMM/DCOMMS/AM/01/2013/14  
Upgrading of Needs Camp Sportsfield
- 8/3/529 Contract No. BCMM/DCOMMS/AM/03/2013/14  
Upgrading of Zwelitsha and Dimbaza Stadiums  
Provision of Professional Consultancy Services

- 8/3/530 Contract No. BCMM/DCOMMS/AM/05/2013/14  
Upgrading of Social Amenities : Supply, Deliver  
and Install Equipment at Gonubie Resorts
- 8/3/531 Contract No. BCMM/DCOMMS/AM/04/2013/14  
Sportsfield Floodlights
- 8/3/532 Contract No. BCMM/SCI/1318/2013  
Upgrading of Trade Effluent Laboratory at  
Scientific Services, BCMM
- 8/3/533 Contract No. BCMM/DCOMMS/AM/09/2013/14  
Section 78 for the BCMM Aquarium Resorts and  
Zoo
- 8/3/534 Contract No. BCM/DCOMMS/AM/10/2013/14 :  
Upgrading of Mdantsane NU 2 Swimming Pools  
and Waterworld
- 8/3/535 Contract No. ED 375 : Mdantsane Electrical  
Network Maintenance Projects Co-ordinator (Three  
Year Contract)
- 8/3/536 Contract No. ED 377 : Supply and Installation of  
Midhinge Scissor Type High-Mast Lights – BCMM  
(Three Year Period)
- 8/3/537 Contract No. BCMM/DPM/CM/275/2013 : Land  
Identification – Relocation of Informal  
Settlements – BCMM
- 8/3/538 Contract No. BCMM/DHM/FIRE/2993/2013 :  
Supply and Delivery of Urban Rescue Vehicles –  
BCMM
- 8/3/539 Contract No. BCMM/DDP/ARCH/1293/2013 :  
Vacation KWT Fire Station – Traffic Dept
- 8/3/540 Contract No. BCMM/DES/SEW/1306/2013 :  
Feasibility Study – Sludge Management
- 8/3/541 Contract No. BCMM/DPM/CP/1307/2013 :  
BCMM Zoning Scheme : Land Use Enforcement  
Policy
- 8/3/542 Contract No. BCMM/DPM/CP/1308/2013 :  
Newlands Local Spatial Development Framework :

Socio Economic Research

- 8/3/543 Contract No. ED 372 : Substation 132KV Refurbishment
- 8/3/544 Contract No. BCMM/COO/HM/1319/2013 : Housing Needs - Duncan Village
- 8/3/545 Contract No. BCMM/DPM/CP/1307/2013 : Changes to BCMM Zoning Scheme – Land Use Enforcement Policy
- 8/3/546 Contract No. BCMM/DPM/CP/1308/2013 : Newlands Local Spatial Development Framework : Socio-Economic Research Study Component
- 8/3/547 Contract No. ED 314 : Electrical Control Centre and Customer Call Centre in Buffalo City Metropolitan Municipality
- 8/3/548 Contract No. BCMM/DES/SCI/1324/2013 Specification for the Supply, Delivery, Installation and Commissioning of 3 Fully Functional Fume Cupboards with Support for the Chemistry Laboratory at Scientific Services
- 8/3/549 Contract No. BCMM/DCOMMS/AM/08/2013/14 Upgrading of Social Amenities : Zwelitsha Sports Fields Facilities
- 8/3/550 Upgrading of Social Amenities : Upgrading of Dimbaza Sportsfield Facilities
- 8/3/551 Contract No. BCMM/COO/HM/1316/2013 : Sikobeni and Hanover Rural Housing
- 8/3/552 Contract No. BCMM/DES/HM/1315/2013:- Construction of Top Structure for Fynbos Phase 1 and Phase 2 Ndancama
- 8/3/553 Contract No. BCMM/COO/1328/2012:- Construction of Internal Services and 872 New Housing Units
- 8/3/554 Contract No. BCMM/DDP/TPO/1333/2013 : Kwatshatshu Pedestrian Bridge
- 8/3/555 Contract No. BCMM/DDP/TPO/1334/2013:-

Florandale Road Pedestrian Bridges and Sidewalk

- 8/3/556 Contract No. BCMM/DES/PIU/1326/2013:-  
Bhisho, King William's Town and Zwelitsha Bulk  
Regional Sewerage Scheme – Phase 3A
- 8/3/557 Contract No. BCMM/DDP/ARCH/1329/2013:-  
Ventilation and Insulation Installation – E L Market  
Hall
- 8/3/558 Contract No. BCMM/DDP/ARCH/1331/2013:-  
Upgrading and extending King Williams Town  
Payment Hall
- 8/3/559 Contract No. 380 :- Electricity Tariff Restructuring  
for BCMM
- 8/3/560 Contract No. 374 :- Operational Electrical  
Consumer Call Centre Control in BCMM – Period  
of Three Years
- 8/3/561 Contract No. ED 376 :- Renewable Energy Projects  
for BCMM
- 8/3/562 Contract No. ED 378  
Electricity Master Plan for BCMM
- 8/3/563 Contract No. BCMM/DDP/ARCH/1271/2013 :  
Consultancy Services – Thusong Services Centre –  
Reeston
- 8/3/564 Contract No. BCMM/COO/HM/1302/2013 :-  
Design and Project Management Services for Zone  
18cc Phase 2A 1000 Units Mdantsane Housing  
Projects
- 8/3/565 Contract No. BCMM/DES/WW/1321/2013 :-  
Komashini Water Supply
- 8/3/566 Contract No. BCMM/COO/HM/1327/2013 :-  
Construction of 260 Storm Damaged Low-Cost  
Housing Units – BCMM
- 8/3/567 Contract No. BCMM/COO/HM/1330/2013 :-  
Design and Project Management Team – DVRI  
Pilot Project

- 8/3/568 Contract No. BCMM/DES/WW/1336/2013 :-  
Engineering Management Information System
- 8/3/569 Contract No. BCMM/COO/HM/1337/2014 :-  
Construction of 550 Top Structures – Phase 3 Stage  
2 – Reeston
- 8/3/570 Contract No. ED 381 : Supply, Delivery and  
Installation of Energy Efficient (LED)  
Midhinge/Scissor Type High-mast Lights in  
BCMM (three year period)
- 8/3/571 Contract No. BCMM/DES/WW/1304/2014 :  
Design and Implementation – Regional Storage  
Reservoir : Amahleke Water Supply
- 8/3/572 Contract No. BCMM/DES/WW/1335/2013 :  
Bulkwater Supply to Coastal Areas Phase 2C
- 8/3/573 Contract No. BCMM/DDP/TPO/1311/2013 :  
BCMM Arterial Road Development Plan
- 8/3/574 Contract No. BCMM/DPM/CP/1322/2014 :  
Newlands Spatial Development Framework
- 8/3/575 Contract No. BCMM/DES/SCI/1325/2013 :  
Scientific Upgrade of Sanitation Laboratory –  
BCMM
- 8/3/576 Contract No. BCMM/COO/HM/1338/2014 :  
Tsholomnqa Disaster Houses – 150 Units
- 8/3/577 Contract No. BCMM/DES/WW/1346/2013 :  
Augmentation of Umzonyana Filters
- 8/3/578 Contract No. BCMM/DES/WW/1349/2014 :  
Feasibility Study for Water Supply in BCMM  
Rural Villages
- 8/3/579 Contract No. BCMM/DES/SEW/1360/2014 :  
Berlin, Lingelitsha Sewer Extension
- 8/3/580 Contract No. BCMM/DCOMMS/AM/11/2014/15 :  
Swimming Pool
- 8/3/581 Contract No. BCMM/DDP/ARCH/1366/2014 :

## Extensions to Employee Wellness Centre

- 8/3/582 Contract No. BCMM/DCOMMS/AM/08/2014/15 :  
Upgrading of Zwelitsha Sportsfields Facilities
- 8/3/583 Contract No. ED 3056 : Mdantsane Urban Hub and  
Neighbourhood Development Partnership Grant in  
BCMM
- 8/3/584 Contract No. BCMM/DMS/WW/1225/2012 :  
Supply and Delivery of Leak Detection Equipment
- 8/3/585 Contract No. BCMM/DES/PIU/1260/2012 : East  
London Sewer Diversion : Central WWTW to  
Reeston WWTW
- 8/3/586 Contract No. BCMM/DES/PIU/1283/13 : Bulk  
Water and Sanitation : Gqozo Village Phase 2,  
Mdantsane
- 8/3/587 Contract No. BCMM/DPM/SR/1309/2013 :  
Cadastral Survey of Duncan Village C Section,  
Cambridge West, Ford and Msimango
- 8/3/588 Contract No. BCMM/DES/SEW/1310/2013 :  
Eastern Beach Sewer Upgrade – Blind River to  
City Pump Station
- 8/3/589 Contract No. BCMM/DPM/SR/1341/2013 :  
Cadastral Survey of Unit V. Potsdam
- 8/3/590 Contract No. BCMM/DES/WW/1345/2014 :  
Umzonyana WTW Electrical Upgrade : Mdantsane  
Pump Set No. 3
- 8/3/591 Contract No. ED 382 : Service Provider for  
Alternative Energy Solution for BCMM Civic  
Centre – Beacon Bay
- 8/3/592 Contract No. ED 379 : Construction and Extension  
to Substations and Switch House Buildings
- 8/3/593 Contract No. ED 383 : MV/LV Reticulation and  
500 House Service Connections for Potsdam Unit P
- 8/3/594 Contract No. BCMM/COO/HM/1375 :



Construction of 598 New Cost Housing Units at  
Kwa-Train in BCMM Area

- 8/3/595 Contract No. ED 386 : Operations and Maintenance  
of the Overhead Network – Mdantsane
- 8/3/596 Contract No. BCMM/DCOMMS/AM/13/2014 :  
Upgrade of Zoo Facilities
- 8/3/597 Contract No. BCMM/DCOMMS/AM/14/2014/15 :  
Refurbishment of Swimming Pools
- 8/3/598 Contract No. 1371 : Water Demand Management  
and Water Conversation
- 8/3/599 Contract No. BCMM/DES/WW/1351/2014 :  
Supply and Delivery of Leak
- 8/3/600 Contract No. BCMM/DES/WW/1368/2014 : Bulk  
Water Supply Upgrade
- 8/3/601 Contract No. BCMM/DES/WW/1369/2014 :  
BCMM Water Services Management Policy
- 8/3/602 Contract No. BCMM/HM/1376/2014 : Potsdam  
Village Housing Construction of 400 Units
- 8/3/603 Contract No. BCMM/DES/1379/2014 :  
Reconstruction and Rehabilitation of Fleet Street,  
Currie to Pontoon Roads
- 8/3/604 Contract 3069 : Supply and Delivery of Vehicles
- 8/3/605 Contract No. CE 191 and 192 : Provision of Office  
Accommodation for BCMM
- 8/3/606 Contract No. BCMM/DES/WW/1344/2015:-  
Construction – Amahleke Water Supply Regional  
Storage Reservoir
- 8/3/607 Contract No. BCMM/DDP/ARCH/1383/2015:-  
Replacement of Lifts
- 8/3/608 Contract No. BCMM/DPM/CP/1388/2015:- Bonza  
Bay Local Spatial Development Framework
- 8/3/609 Contract No. BCMM/DDP/TPO/1411/2015:-

## Construction of Kwatshatshu Pedestrian Bridge

- 8/3/610 Contract No. BCMM/DDP/TPO/1412/2015:-  
Construction of a River Bridge/Access Road  
between Needs Camp – Potsdam Village over  
Buffalo River
- 8/3/611 Contract No. ED 393:- Provisioning of  
Engineering Services for Low Cost Electrification  
Projects (formal dwelling informal and formal  
settlement in BCMM (3 year period)
- 8/3/612 Contract No. BCMM/DES/RDS/1387/2015:-  
Supply and Delivery of Small Plant to Roads and  
Stormwater Branch
- 8/3/613 Contract No. BCMM/DES/RDS/1394/2015:-  
Construction of Beacon Bay and Gonubie Link  
Road Phase 2
- 8/3/614 Contract No. BCMM/DMS/RDS/1395/2015:-  
Engineering Services for Compilation of Roads,  
Transport and Stormwater Masterplan
- 8/3/615 Contract No. BCMM/DES/WW/1396/2015:-  
Augmentation of Raw Water Abstraction System  
Phase (B) Construction
- 8/3/616 Contract No. BCMM/DES/RDS/1398/2015:-  
Upgrading of BCMM Roads and Stormwater  
Branch Pavement of Bridge Management System
- 8/3/617 Contract No. BCMM/DES/PIU/1365/2015:-  
Upgrading of Market Square Bus/Taxi Terminus
- 8/3/618 Contract No. BCMM/DES/RDS/1399/2015:-  
Supply and Delivery of Pedestrian Rollers and  
Roller Trailers to the Road and Stormwater Branch
- 8/3/619 Contract No. BCMM/DDP/TPO/1408/2016:-  
Consulting Services for Compilation of BCMM  
Transport Register
- 8/3/620 Contract No. BCMM/DES/PIU/1389/2015 :  
Upgrading of Existing Inland Works and Existing  
Primary and Secondary Settling Tanks and  
Biofilters : Mdantsane WWTW

- 8/3/621 Contract No. BCMM/DES/WW/1391/2015 :  
Upgrade of Umzonyane Water Treatment Works  
Phase 1
- 8/3/622 Contract No. BCMM/DDP/ARCH/1393/2015 :  
Construction of Supply Chain Management Depot  
Warehouse
- 8/3/623 Contract No. BCMM/DES/PIU/1404/2015 : West  
Bank Restitution Project Bulk Water Infrastructure  
7.5ml Reservoir
- 8/3/624 Contract No. BCMM/DES/WW/1417/2016 :  
Supply and Delivery of Commissioning of GNSS  
Handheld Receivers and Software Solution
- 8/3/625 Contract No. BCMM/DCOMM/AM/01/2016/17 :  
Development, Upgrade, Refurbishment and  
Maintenance of Various Community Amenities
- 8/3/626 Contract No. ED 394 : Operation and Maintenance  
of Electrical Substations and Switch House in  
Mdantsane – 3 Year Period
- 8/3/627 Contract No. ED 395 : Mdantsane Network  
Maintenance Project Co-ordinator – 3 Year Period
- 8/3/628 Contract No. BCMM/COO/HM/1385/2015 :  
Amalinda Co-operative Housing – 100 Units
- 8/3/629 Contract No. BCMM/DDP/ARCH/1392/2015 :  
Extension and Upgrade to King William's Town  
Payment Hall
- 8/3/630 Contract No. ED 390 : MV/LV Reticulation and  
500 House Connections – Reeston Phase 3
- 8/3/631 Contract No. BCMM/DDP/ARCH/1409/2015 :  
Construction of King William's Town Traffic  
Department Building
- 8/3/632 Contract No. BCMM/DDP ARCH/1414/2016  
Relocation and Upgrading of Cash Cubicles at  
Wilsonia Market
- 8/3/633 Contract No. BCMM/DDP/TPO/1460/2016  
Provision of Engineering Services for Business and

Operational Plans : BCMM Integrated Rapid Public Transport Network System

- 8/3/634      Contract No. BCMM/DDP/TPO/1418/2016  
Upgrading of Qumza Highway – Phase 7 - Phase 1
  
- 8/3/635      Contract No. BCMM/DES/PIU/1406/2015 :  
Construction of a 7,5 mi Reinforced Concrete  
Storage Reservoir
  
- 8/3/636      Contract No. BCMM/DES/WW/1410/2015 :  
Augmentation of Water Treatment Capacity and  
Rising of the Upper Weir
  
- 8/3/637      Contract No. BCMM/DDP/SR/1419/2016 :  
Cadastral Survey East Bank Restitution
  
- 8/3/638      Contract No. BCMM/DDP/CP/1421/2016 :  
Informal Township Establishment Xhwithinja  
South Industrial Area – Dimbaza
- 8/3/639      Contract No. BCMM/DDP/ARCH/1422/2016 :  
Demolition and Construction of New Gonubie  
Resort Dining Hall and Guard House
  
- 8/3/640      BCMM/DCOMMS/AM/2015/2016 : Removal of  
Old Heating System and Supply, Deliver Install,  
Maintain and Commission into use of New Heating  
System at Joan Harrison Swimming Pool
  
- 8/3/641      Contract ED 387 : Provision for Logistic Functions  
in BCMM – 3 year period
  
- 8/3/642      Contract ED 389 : MV/LV Reticulation and 300  
House Service Connections Mzamomhle – Gonubie
  
- 8/3/643      Contract ED 391 : MV/LV Reticulation and 700  
House Service Connections – Mdantsane, Linge,  
Dacawa, Velwano and Masibambane
  
- 8/3/644      Contract ED 392 : MV/LV Reticulation and 168  
House Service Connections for Mdantsane – Mount  
Ruth
  
- 8/3/645      Contract No. BCMM/DDP/TPO/1381/2015 :  
Feasibility Studies and Concept Designs – Bridges  
and Pedestrian Bridges BCMM – Phase 1

- 8/3/646 Contract BCMM/ARCH/1409/2015 : Construction of King William's Town Traffic Department Building
- 8/3/647 Appointment of BEC Technical Support Team:- Technical Assessment of Contract BCMM/DES/WW/1486/2018
- 8/3/648 Contract No. BCMM/DCOMMS/AM/01/2016/17 :- Laundry Services at Gonubie Resort
- 8/3/649 Contract No. BCMM/DES/SC/1325/2015:- Upgrade of Trade Effluent Sanitation and Microbiology Labo at Scientific Services
- 8/3/650 Contract No. BCMM/DES/WW/1441/2017 :- Appointment of Service Provider for Catholic Protection and Ac Mitigation Design for Border Post (Kei Road) Water Treatment Work
- 8/3/651 Contract No. BCMM/DDP/SR/1438/2017 Survey Equipment
- 8/3/652 Contract No. BCMM/FPM/01/2016/17 :- Provision of Professional Services : Conditional and Feasibility Assessment Study for Wilsonia Fresh Produce Market, East London
- 8/3/653 Contract No. BCMM/DCOMMS/AQ/14/2017 :- Relocation of East London Aquarium
- 8/3/654 Contract No. SF/01/2016/17 :- Development, Upgrading and Refurbishment of Sports Fields and Stadiums in BCMM until 2020
- 8/3/655 Contract No. BCMM/DCOMMS/RES/13/2017/18 :- Supply and Delivery of Disaster Relief Blankets.
- 8/3/656 Contract No. BCMM/FPM/02/2017/18 :- Provision of Floor Coating for BCMM Market Hall - Wilsonia

#### 8/4 MEMORANDUMS OF UNDERSTANDING [MOU]

- 8/4/1 Memorandum of Understanding [MOU]  
TRANSNET NATIONAL PORTS AUTHORITY [TNPA]/BCM
- 8/4/2 Memorandum of Agreement  
BCM/EDEN KRIEL [SEAWATER FOR ABALONE FISHING]
- 8/4/3 BCM/MOU WITH DEPARTMENT OF CORRECTIONAL SERVICES :  
PRISONER'S CLEANING SA POLICE SERVICES (SAPS)
- 8/4/4 Mov : SA Breweries Ltd/BCM
- 8/4/5 MOU : Dept of Transport/Cattle Truck
- 8/4/6 MOU : EDCOHS and District Municipalities Transfer of Temporal Structures
- 8/4/7 MOU : Buffalo City Metropolitan Municipality/University of Fort Hare
- 8/4/8 Memorandum of Agreement between BCMM and the Steve Biko Foundation
- 8/4/9 Memorandum of Agreement in respect of the Routine Maintenance of Provincial Roads within the Buffalo City Metropolitan Municipality
- 8/4/10 MOU on Objectives of the Community Development Worker Programme/Dept. Local Govt. and Traditional Affairs (COGTA)
- 8/4/11 MOU between BCMM and Medical Research Council
- 8/4/12 MOU between Leiden and BCMM (Duncan Village Isibindi/Safe Park Projects
- 8/4/13 Memorandum of Understanding between BCMM and SAIMSA
- 8/4/14 Service Level Agreement between Government Printing Works and BCMM

- 8/4/15 MOU between Surfing SA, Mercedes Benz SA and BCMM
- 8/4/16 Memorandum of Understanding between Export Development-Eastern Cape and BCMM
- 8/4/17 Memorandum of Understanding between BCMM and Chippa United Football Club (CUFC)
- 8/4/18 Memorandum of Understanding between AFESIS-CORPLAN and BCMM
- 8/4/19 Agreement between Amathole District Municipality and BCMM for Donation and Transfer of Land : Part of Gonubie Main Road
- 8/4/20 MOU – Proposed Service Level Agreement :- BCMM Zoo and National Zoological Gardens of SA
- 8/4/21 MOU – Proposed Service Agreement :- BCMM Zoo and Safari 44

9. REPORTS AND RETURNS

(This main series should only be used for annual, quarterly, monthly and other reports and returns which cannot be placed under another main series. See also par. 7 of the general instructions).

- |           |  |
|-----------|--|
| 9P        | Policy                                 |
| 9/1R      | Routine enquiries                      |
| 9/1       | <u>Reports</u>                         |
| 9/1/1     | Annual report of the Council           |
| 9/1/1/1   | Mayor's minute                         |
| 9/1/2     | <u>Annual reports of the Directors</u> |
| 9/1/2/1   | City Manager                           |
| 9/1/2/2   | Director : Development Planning        |
| 9/1/2/3   | Director : Engineering Services        |
| 9/1/2/4   | Director : Social Services             |
| 9/1/2/5   | Director : Corporate Services          |
| 9/1/2/6   | Chief Financial Officer                |
| 9/2       | <u>Returns</u>                         |
| 9/2/1     | <u>Monthly</u>                         |
| 9/2/1/1   | City Manager                           |
| 9/2/1/2   | Director : Development Planning        |
| 9/2/1/3   | Director : Engineering Services        |
| 9/2/1/4   | Director : Community Services          |
| 9/2/1/5   | Director : Corporate Services          |
| 9/2/1/6   | Chief Financial Officer                |
| 9/2/1/7   | Director : Health and Public Safety    |
| 9/2/1/6/1 | Salaries and wages                     |
| 9/2/1/6/2 | Customer care                          |
| 9/2/1/6/3 | Markets                                |
| 9/2/1/6/4 | Stores/Stock turn over                 |
| 9/2/1/6/5 | Valuation and rates                    |
| 9/2/1/6/6 | Subsidies report                       |

9/2/1/6/7      Licensing

9/2/2      Statistical returns and questionnaires/research

## 10. PUBLICITY AND INFORMATION

10/1	<u>Own Publicity and information</u>
10/1/P	Policy
10/1/R	Routine enquiries
10/1/1	Press and radio reports/TV
10/1/1/1	Mayor's Press conference
10/1/2	Brochures and municipal newsletters
10/1/2/1	S.A. Local Government Official Year book/Braby's
10/1/3	<u>Enquiries</u> [Only enquiries concerning subjects not pertaining to any other main series are to be dealt with hereunder]
10/1/3/1	History of the town
10/1/3/2	Sights
10/1/4	Exhibitions and shows
10/1/4/1	Industrial exhibitions
10/1/5	<u>Emblems of the council</u>
10/1/5/P	Policy
10/1/5/1	Adoption, alteration and interpretation
10/1/5/2	<u>Enquiries and permission to use</u>
10/1/5/2/1	Coat of Arms
10/1/5/2/2	Flag
10/1/5/2/3	Chain of office
10/1/5/3	Corporate gifts
10/1/6	<u>Adverts in Magazines and press</u>
10/1/6/1	Touristic
10/1/6/2	Industrial
10/1/7	Buffalo City Tourism Association
10/1/7/1	Community Tourism
10/1/7/2	Local Tourism Organisation (LTO)
10/1/7/3	Cruise Liner : Tourism
10/1/8	Local Government TV channel
10/2	<u>Publicity by other bodies : control</u> (Only control over publicity which cannot be



placed under any other main series)

10/2/P	Policy
10/2/R	Routine enquiries
10/2/1	<u>Advertising media</u>
10/2/1/1	Advertising boards / bill boards
10/2/1/2	Banners
10/2/1/3	Buses
10/2/1/4	Bus shelters
10/2/1/5	Litter bins
10/2/1/6	Parking meters
10/2/1/7	Electric poles
10/2/1/8	Pavements
10/2/1/9	Trailers
10/2/1/10	Illuminated directional street name signs
10/2/1/11	Benches and planters
10/2/1/12	Lifeguard towers and beachmarkers
10/2/1/13	Windssocks
10/2/1/14	Taxi rank – Oriental Plaza
10/2/1/15	Advertising boards : Jan Smuts stadium
10/2/1/16	Rail over road bridges
10/2/1/17	Municipal buildings : Oriental Plaza
10/2/1/18	Mdantsane bus and taxi ranks
10/2/1/19	Sub-station buildings
10/2/1/20	Posters
10/2/2	<u>Directional signs</u>
10/2/2/1	Industrial firms
10/2/2/2	Private and commercial
10/3	<u>Information : Other bodies</u>
10/3/1	Central government
10/3/2	Provincial
10/3/3	Other local authorities
10/3/4	Brochures, Newsletters, presentations and publications
10/3/5	Research

## 11. FESTIVALS AND SOCIAL MATTERS

11/1 Main files

11/1/P Policy

11/1/1 Speeches

(Copies of all speeches should be filed here)

11/1/2 Protocol and list of addresses

11/2 Festivals

17. Correspondence re exhibits is placed on  
10/1/4 and speeches on 11/1/1.)

11/2/P Policy

11/2/R Routine enquiries

11/2/1 Individual Festivals

(Open a file for each festival and number consecutively)

11/2/1/1 Christmas/Easter festivities

11/2/2 Major sport events

11/2/2/1 S A Games – 2004/2010

11/2/2/2 Dart sailing World Cup- 2005

11/3 Social matters

11/3/1 Own receptions and functions

11/3/1/1 Mayoral receptions

11/3/1/1/1 Catering/Accommodation

11/3/1/2 Mayoral Sunday

11/3/1/3 Mayoress' Tea Party

11/3/2 Other receptions and functions

11/3/2/1 Invitations

11/3/3 Letters of thanks, congratulations and  
condolences

11/3/4 Awards to the public

11/3/4/R Routine enquiries

11/3/4/1 Mayor's Award (Recognition for community  
action) Achiever

11/3/4/2 Citizen's Citations

11/3/5 Visits and educational tours of Buffalo City

11/4 Ceremonial

11/4/1 Civic Sunday (Remembrance service)

11/4/2	Freedom of the City
11/4/3	Mandela Day
11/4/4	Services to the Public
11/5	<u>Twinning agreements</u> (Municipal International relations)
11/5/P	Policy
11/5/R	Routine enquiries
11/5/1	Camden
11/5/2	Netherlands
11/5/3	Montreuil
11/5/4	Tasmania
11/5/5	Cleveland, Ohio
11/5/6	Botswana
11/5/7	China
11/5/8	Pasadena
11/5/9	New Orleans
11/5/10	Sweden
11/5/11	Germany (GTZ)
11/5/12	New Zealand
11/5/13	City of Glasgow Tripartite Partnership ADM/BCM
11/5/14	Milwaukee Country (USA) Partnership sister cities International
11/5/15	Cooperative Agreement between ADM and BCM regarding Glasgow Partnership
11/5/16	South African – Tuscan : Italy Network (Netsafrica)
11/6	<u>Flying of flags</u>
11/6/1	Buffalo City Civic Flag
11/6/2	National flag
11/6/3	Foreign flags

12. COMPOSITION AND MEETINGS OF BODIES  
AND OTHER GATHERINGS

- (1. For own council and committee meetings, see main series 3.  
17. For meetings of heads, see main series 2.)

12/P Policy

12/R Routine

- 12/1 Routine correspondence  
(1. Routine enquiries, arrangements, membership matters, notices, etc.  
17. Notices concerning policy should be dealt with under 12/2.  
18. Open a file for each body or gathering if Necessary and number consecutively).

12/2 Minutes, reports and policy decisions

12/2/1 National and provincial  
(Where national or provincial organisations have regional or local offices, the latter's documentation should be provided for under 12/2/2 or 12/2/3)

- 12/2/1/1 Institute for Local Government Management of S.A. (ILGMSA)  
12/2/1/2 Institute of Parks and Recreation Administration  
12/2/1/3 Institute of Municipal Engineers of S.A.  
12/2/1/4 Association of Municipal Electricity Undertakings of S.A.  
12/2/1/5 Institute of Traffic Officers of S A.  
12/2/1/6 S.A. Institute of Housing Management  
12/2/1/7 Institute of Municipal Treasurers and Accountants (Finance Officers)  
12/2/1/8 South African Fire Services Institute/Emergency Services (SAESI)  
12/2/1/9 Institute of Market Masters of South Africa  
12/2/1/10 S.A. Institute of Civil Engineers  
12/2/1/11 S.A. Local Government Association (SALGA) (Mayoral Handbook)  
12/2/1/12 Institute of Municipal Appraisers  
12/2/1/13 Civil Defence Association of S.A. (Disaster Management)  
12/2/1/14 Community Health Association of S.A. (CHASA)  
12/2/1/15 International Institute of Municipal Clerks  
12/2/1/16 Institute of Internal Auditors of S.A.  
12/2/1/17 International Council for Local Environmental initiatives (ICLEI)  
12/2/1/18 Institute of Municipal Administration of

12/2/1/19	S.A (IMASA)/Municipal Management S.A. Local Government Bargaining Council (SALGBC)
12/2/1/20	Institute of Municipal Personnel Practitioners of S.A. (IMPSA)
12/2/1/21	Institute of Municipal Public Relations Officers (IMPRO)
12/2/1/22	South African Cities Network
12/2/1/23	S A Property Owners Association
12/2/1/24	Urban Renewal Forum/Urban Renewal tax incentives
12/2/1/25	District Mayor's Forum (DIMAFO)
12/2/1/26	Kagiso Trust : National Rural Dev. Education Programme (NARDEP)
12/2/1/27	S.A Institute of Electrical Engineers
12/2/1/28	Independent Electoral Commission (IEC)
12/2/1/29	Institute of Waste Management
12/2/1/30	Imbizo – Municipal Services
12/2/1/31	Munimec
12/2/1/32	District Administration Manager's Forum (DAMAF)
12/2/1/33	S.A. Revenue Protection Association
12/2/1/34	S.A Excellence Foundation
12/2/1/35	Eastern Cape Provincial Council of Churches
12/2/1/36	Institute of Municipal Law Enforcement IMLE
12/2/1/37	New Partnership of Africa's Dev (NEPAD) (NAFCOC)
12/2/1/38	Composition and Meetings of Bodies and Other Gatherings – LETCOM
12/2/1/39	African Presidential Centre
12/2/2	<u>Regional</u>
12/2/2/1	East Cape Local Government Association ECLGA
12/2/3	<u>Local</u>
12/2/3/1	Border Chamber of Business
12/2/3/2	Amatola District Council
12/2/3/3	Amatola Water Board (DWAF)
12/2/3/4	Project Administration Services (PAS) : Social Development of Mdantsane
12/2/3/5	Joint Justice Meeting (SAPS/IJS)
12/2/3/6	Traffic Meetings (Prov. Roads etc.)
12/2/3/7	Municipal Public Accounts Committee (MPACS)
12/2/3/8	Buffalo City Metropolitan Municipality District Roads Forum

### 13. LEGAL MATTERS

This main series does not deal with the provision of legislation, but concerns matters which result from the contravention thereof. For Acts ordinances, regulations and by-laws, see main series 1.)

13/P	Policy
13/R	Routine enquiries
13/1	Legal opinions and Court cases
13/1/1	Legal Matters : Evictions
13/2	Appointment/payment of Attorneys
13/2/1	Municipal Courts/Officials and Councillors
13/2/1/1	Public Protector against BCMM
13/3	<u>Claims</u>
13/3/1	<u>By the Council</u>
13/3/1/1	Damage to Property
13/3/2	<u>Against the Council</u>
13/3/2/1	Damage to property
13/3/2/2	Damage to vehicle
13/3/2/3	Personal injuries
13/4	<u>Prosecutions</u>
13/4/1	Serving of lawsuit documents (Where applicable to a specific case, file on relevant case file hereunder).
13/4/1/1	Evacuation of Skyways : Erf 12850 : 58 – 60 St Georges Road, East London
13/4/1/2	Collectall Plastics
13/4/1/3	Chiselhurst Industrial Park(Pty) Ltd
13/4/1/4	W.F. Osner Investments (Pty.) Ltd
13/4/1/5	Santam Insurers (Pick and Pay)
13/4/1/6	Morris Bukhosi Xati/E.L. Transitional Council/ Minister of Safety
13/4/1/7	Leader Packaging
13/4/2	<u>Contraventions : cases</u>
13/4/2/1	<u>Contravening a ByLaw</u>
13/4/2/1/1	

#### 14. LICENCES AND PERMITS

14/P	Policy
14/R	Routine enquiries
14/1	<u>Licences</u>
14/1/1	<u>Application and issue</u>
14/1/1/1	Trading (Business licences)
14/1/1/2	Mobile shop licences
14/1/1/3	Dog licences
14/1/1/4	Liquor licences
14/1/1/5	Driver's licences
14/1/1/6	Motor vehicle licences
14/1/1/6/1	Motor vehicle registration queries
14/1/1/7	Gambling Licence
14/2	<u>Permits</u>
14/2P	Policy
14/2R	Routine enquiries
14/2/1	<u>Application and issue</u>
14/2/1/1	Petrol tank installations
14/2/1/2	Keeping poultry
14/2/1/3	Temporary use of municipal land /public open spaces (Display for disposal)
14/2/1/4	Land site for hawkers use
14/2/1/5	Municipal fire arms
14/2/1/6	Keeping of inflammable substance
14/2/1/7	Hawker's permits
14/2/1/8	Blasting operations in town
14/2/1/9	Parachute jumps
14/2/1/10	Helicopter flips
14/2/1/11	Use of Grand Prix Circuit
14/2/1/12	Single person protest : Placard stand
14/2/1/13	Permit to exercise traditional culture
14/2/1/14	Permit to fit electronic location identification devices to streetlight poles
14/2/1/15	Public Road Carrier Permit
14/2/1/16	To discharge Fireworks

15. TOWN PLANNING AND CONTROL

15/1	<u>Main files</u>
15/1/P	Policy
15/1/R	Routine enquiries
15/1/1	<u>Municipal boundaries</u>
15/1/1/1	Proposed extensions
15/1/1/2	Demarcation board
15/1/2	Appointment of Consulting Engineers, Town Planners, Architects, etc.
15/1/3	<u>Reservation of sites</u>
15/1/3/1	Industry
15/1/3/2	Educational institutions
15/1/3/3	Sport and recreation
15/1/3/4	Churches
15/1/4	Geological surveys
15/1/5	Guide, guideline, structures and development plans
15/1/5/1	Local structure plan
15/1/5/2	Yellow woods/Kei Road : Zone plan
15/1/5/3	Spatial Development Framework Plan (Rockcliff)
15/1/5/4	Beach front Master Plan
15/1/5/5	East London Airport Master Plan
15/1/5/6	Mdantsane Local Spatial Development Framework
15/1/5/7	Bhisho/King William's Town Local Spatial Development Framework and Bhisho Revitalisation Strategy
15/1/6	East London Zoning Scheme
15/1/7	Demarcation of Provisional Restructuring Zones (PRZ)
15/1/8	BCMM Built Environment Performance Plan (BEPP) 2013/2014
15/2	<u>Town planning schemes</u> (Open a file for each scheme and number consecutively)
15/3	<u>Establishment of townships</u>
15/3/P	Policy
15/3/R	Routine enquiries



15/3/1	<u>Residential</u> (Open a file for each scheme and number consecutively)
15/3/1/1	Breidbach
15/3/1/1/1	10 + 16 Units
15/3/1/1/2	Extension 5
15/3/1/1/3	Acorn Valley
15/3/1/1/4	Breidbach : Erf 1582
15/3/1/2	Schornville/River Close
15/3/1/3	Sweetwaters Ext 3 and 4 Erf 5219 KWT (Golf Course)
15/3/1/4	Ginsberg
15/3/1/4/1	Ginsberg 300 scheme low cost housing
15/3/1/4/2	Ginsberg 150 scheme/Wanda Trust
15/3/1/4/3	Ginsberg Chikane
15/3/1/5	Zwelitsha Infill scheme
15/3/1/6	Dimbaza South Phase 11 and East
15/3/1/7	Ilitha
15/3/1/8	Phakamisa South
15/3/1/9	Tyuty Village Phase 1 and 2
15/3/1/10	Bisho Park
15/3/1/11	West Bank, KWT/Tula Trust
15/3/1/12	KWT Ext 13/Wanda Trust /MTU (Ext. 30)
15/3/1/13	Ndevana
15/3/1/14	Club View 2 (Ext. 30)
15/3/1/15	Ptn of Mdantsane West : Hani Park Block 111
15/3/1/16	Potsdam East Housing Development : Manon Sokopo and Assoc.
15/3/1/17	Ptn of Mdantsane West Hani Park Block 1 and 2
15/3/1/18	Econo Property Dev. Erven 1688 – 1696: Phakamisa Township
15/3/1/19	MTU Developers Joubert Street, King Williams Town
15/3/1/20	Ncera Village 4 (Maxhentsa)
15/3/1/21	Arolla Farm No 1918 : KWT (Ilitha North)
15/3/1/22	Tshabo 1 and 2 villages Amatola district
15/3/1/23	Mdantsane West Ext 2 : Erven 909 and 907 Erven 801 to 804, 805 to 810, 906, 907, 894 to 896
15/3/1/24	Scenery Park
15/3/1/25	Reeston Township
15/3/1/26	E L Housing Management Co-operative (ELHMC) Nahoon Valley (Cambridge):

	Ptn Rem. 5152 : 330 Units
15/3/1/27	Mdantsane : Portion of erf 1404 : Adjoining Zone 12 : 45 Erven
15/3/1/28	Potsdam Village Housing Project (Potsdam Village informal settlement)
15/3/1/29	Sweetwaters Phase 3 : Low Cost housing project : 620 units
15/3/1/30	Haven Hills South Housing Development
15/3/1/31	Southern Node Settlement Development (Sunny South, Shelford and Paratyana)/Needs Camp
15/3/1/32	Ikhwezi
15/3/1/33	Milner Estate : 176 New erven
15/3/1/34	Greydell
15/3/1/35	Duncan Village
15/3/1/36	Phakamisa East
15/3/1/37	Westbank Airport : Phase 2 and 2A
15/3/1/38	Kanana Residential Townships
15/3/1/39	Mount Ruth
15/3/1/40	Bongweni Village, Kwaklifu Phase 2 : King William's Town
15/3/1/41	Haven Hills Ext 2 : Mdantsane : Mdantsane Access Road : Metroplan : Erven 4772 – 4788 : 4795 – 4806, 4818 and 4769 East London
15/3/1/42	Mahlangu Informal Settlement Erf 885 Zone 13, Mdantsane
15/3/1/43	Winnie Mandela Informal Settlement Ward 35, Zone 5, Mdantsane
15/3/1/44	Francis Meli Informal Settlement Erf 4362, 4776, 4186 and Farm 1404, Mdantsane
15/3/1/45	Mathemba Vuso Infill Area Zone 6, Unit 1, Mdantsane
15/3/1/46	Sisulu Village Planning and Upgrading
15/3/1/47	Nondula Informal Settlement Erven 3055, 3056, 3099 and 3100 Zone 2 Mdantsane
15/3/1/48	Gwentshe Informal Area Erf 9626 Mdantsane
15/3/1/49	Needs Camp
15/3/1/50	Rezoning, Departure and Establishment of Gonubie Valley Eco-golf Estate : E.L. Billion Group
15/3/1/51	Mdantsane Infill Areas : 995 Sites
15/3/1/52	Lilyvale Township
15/3/1/53	Township Establishment in terms of the Less Formal Township Establishment Act 113 of 1991 for Potsdam Unit V South on Erven 2569, 2876, 3814, 3481 and Potsdam Unit V North on Erven 4473, 4723, 3183 and 4145 Potsdam, East London
15/3/2	Industrial (Open a file for each scheme and number consecutively)

15/3/2/1	IDZ (Industrial Development Zone)
15/3/2/2	Industrial Development Corporation - Development Agency (IDC)/ Buffalo City Development Agency (BCDA)
15/3/2/3	Daimler/Mercedes Benz
15/3/2/4	City Improvement District (CID)
15/3/2/5	East Cape Development Corporation [ECDC] Industrial Development Corporation [IDC]
15/3/3	Private sidings
15/3/4	<u>Less Informal Townships</u>
15/3/4/P	Policy
15/3/4/R	Routine enquiries
15/3/4/1	Cambridge
15/3/4/2	Berlin
15/3/4/3	Potters Pass/West Bank
15/3/4/4	Nompumelelo (Beacon Bay)
15/3/4/5	Mzamomhle (Gonubie)
15/3/4/6	Ducats
15/3/4/7	Komonishini/Jongilanga Settlement
15/3/4/8	Fynbos Settlement
15/3/4/9	Second Creek Informal Settlement : Housing Development (Proposed)
15/3/4/10	Chris Hani Housing Development
15/3/4/11	Kidds Beach Informal Settlement
15/3/4/12	Ndancama Informal settlement, Scenery Park
15/3/4/13	Orange Grove Informal Settlement
15/3/4/14	Lingelitsha Informal Settlement : Berlin Lingelitsha
15/3/4/15	Less Informal Townships Tshlomnqa Rural Housing Project: 500 Units
15/3/4/16	Less Informal Townships Egoli Housing Project 382 Low Cost Residential Units
15/3/4/17	Dongwe
15/3/4/18	Macleantown
15/3/4/19	Mdantsane Zone 18 cc 427 Units
15/3/4/20	Bulembu
15/3/5	Rural Development/Informal Settlement Study
15/3/6	Naming of townships/suburbs/buildings
15/4	<u>Control of townships</u> (Aspects concerning individual erven eg. Amendments of individual conditions of title, subdivision of a specific erf, rezoning of a specific erf etc., should be dealt with on the erven files. See list of series of separate

	case files.)
15/4/P	Policy
15/4/P	Town Planning and Control
	Land Disposal Policy
15/4/R	Routine enquiries
15/4/1	<u>Amendment of conditions of establishment</u>
15/4/1/2	Subdivisions and consolidations
15/4/1/3	Servitudes, way leaves and title deeds
15/4/1/4	<u>Control of construction of buildings</u>
15/4/1/4/1	<u>Building line restrictions and encroachments</u> (Open a case file for each property under the applicants name and number consecutively)
15/4/1/4/1/R	Routine enquiries
15/4/1/5	<u>Rezoning</u>
15/4/1/5/1/R	Routine enquiries
15/4/1/5/1R/R	Rezoning
15/4/1/5/1	<u>Rezoning of Municipal and Private Land</u> (Open a case file for each property under the applicants name and number consecutively)
15/4/1/5/1/1	Propnet: Rezoning of portion of farm 642 and portion of farm 642 and portion 12 of farm 831 : Off Mdantsane access Road : Arnoldton
15/4/1/5/1/2	Cambridge Street Partnership : Subdivision of Portion 82 of farm 817 consolidation with Portion 106 of farm 817 : Rezoning from Open spaces to Business Zone
15/4/1/5/1/3	Madrash Taleenmudden Islamic Institute (N. Oberay): Erf 13165 : Cnr Maple Leaf Avenue and Gardenia Street, Braelynn : Business to Institutional
15/4/1/5/1/4	Mesrs Setplan : Closure of Roadway : Consolidation with erven 21138 – 21154, 21159, 21160, 21173, 21177, 21178, 21180 – 21185 and 21187 – 21195 : Rezoning from Residential and Transport to Residential and Open Space: Piet Retief Road, Amalinda
15/4/1/5/1/5	Messrs M E H Surveys : Erf 8463 : 24 Donald Road, Vincent : Residential to Institutional

- 15/4/1/5/1/6 S. Jeeva : Erf 19745 : 32 Bank Street,  
West Bank: Business Zone 5 to Business Zone 3
- 15/4/1/5/1/7 Amatola District Council : Portion of erf 2415  
Scenery Park : Industrial to Residential
- 15/4/1/5/1/8 Johnson and Johnson: Erven 26605 and 21 :  
Voortrekker Road, Summerpride : From  
Industrial to Industrial and Agriculture
- 15/4/1/5/1/9 Messrs Hewhco (EC) : Rezoning of erven 49591 –  
49599 and 49589 : Scenery Park
- 15/4/1/5/1/10 J Ramoo : Erf 9586 : 5 Tecoma Street,  
Berea : From residential to Business
- 15/4/1/5/1/11 Edcot Trust : Erven 21967 – 21969 and 21979 :  
Amalinda Main Road, E.L. : Residential to  
Business
- 15/4/1/5/1/12 J. Smith: Erf 3040 : Cnr 15<sup>th</sup> Avenue and 3<sup>rd</sup> Street, Gonubie :  
From Residential Zone 3B to Residential Zone 4
- 15/4/1/5/1/13 Nzelenzele, Preston and Metcalf: Erf 6939 : 21 Pearce Street, Berea :  
Residential to Business
- 15/4/1/5/1/14 Buffalo City Municipality : Rezoning of various erven around  
Sisa Dukashe Stadium : Zone 2, Mdantsane
- 15/4/1/5/1/15 Messrs Setplan : Erf 517 : Off Voortrekker Road, Wilsonia :  
From unzoned to Industrial Zone I
- 15/4/1/5/1/16 Setplan : Erf 16436 : 14 Tennyson Street, Quigney : Rezone  
from residential zone 3 to Business Zone 3
- 15/4/1/5/1/17 Setplan : Erven 17084 and 17086 : Between Clifford and Fitzpatrick  
Street, Quigney : From Residential Zone 4 to Business Zone 4
- 15/4/1/5/1/18 M.E.H. Surveys and Maps : Erven 310 and 311 : Berlin :  
Rezoning residential to Business
- 15/4/1/5/1/19 Seymour and Co.: Erf 26508 : Fitzpatrick Street, Quigney,  
From Residential Zone 4 to Residential Zone 6
- 15/4/1/5/1/20 Departmental proposal : Rezone and subdivide portion of site 3402  
Zone 12, Unit 6 : Mdantsane
- 15/4/1/5/1/21 Setplan : Portion of Rem. Erf 1489 : Bonza Bay  
Road, Beacon Bay : Fro Public Road to General  
Residential
- 15/4/1/5/1/22 Alphendale People's Housing Project : Erven  
53217, 53218 – 53255, 53209, 53210 and 53213  
East London
- 15/4/1/5/1/23 Private Proposal : Rezone and Consolidate Erven  
1220 and 1221, Kemps Road, Amalinda, East  
London
- 15/4/1/5/1/24 Departmental Proposal : Subdivide & Rezone  
Portion of Site 771, Unit M, Zone 15, Mdantsane:  
Institutional to Residential
- 15/4/1/5/1/25 Subdivision/Rezoning Erf 7401, East London : 93  
Western Avenue, Vincent

15/4/1/5/1/26	Rezoning Erf 1598 : No 66 Louisa Street, King William's Town	
15/4/1/5/1/27	<del>Sale/Rezoning Erven 16225, 16226 and 16253 : Ocean Terrace Office Park</del>	<b>CANCELLED</b>
15/4/1/5/1/28	Rezoning: Erf 7362, East London: 105 Western Avenue: Vincent from Business Zone 2 to Business Zone 4	
15/4/1/5/1/29	Rezoning Rem Erf 12939 East London : Social Housing Development (Consolidation with Erven 12935, 12938, 12940, 12942, 13054 and Portions of Erven 13056 and 13057)	
15/4/1/5/1/30	Rezoning : Erf 15961, East London : Residential Zone 3B to Residential Zone 4 Purposes	
15/4/1/5/1/31	Rezoning Erven 1276 and 3435, Beacon Bay : Cnr Walmer and Elf Roads	
15/4/1/5/1/32	Rezoning Erf 6829, East London and Removal of Restriction	
15/4/1/5/1/33	Rezoning: Site 758, Zone 17, Mdantsane from Institutional (School) to Business Purposes	
15/4/1/5/1/34	Rezoning Subdivision of Portion 45 of farm 817 Quenera Drive Beacon Bay	
15/4/1/5/1/35	Rezoning Subdivision of Portion 49 of farm 817 Quenera Drive Beacon Bay from Agricultural Zone 1 to Residential Zone 4 Business Zone 4 and Transport Zone 2 Purposes	
15/4/1/5/1/36	Rezoning Subdivision of Erf 42564 E.L. from Residential Zone 4 Purposes to Residential Zone 3A Purposes New Housing Company	
15/4/1/5/1/37	Rezoning Subdivision Consolidation of Erven 1272, 1273 and 4410 Beacon Bay Highfield Road and Elf Road	
15/4/1/5/1/38	Rezoning Subdivision of a Portion of Portion 1 of farm 809 East Coast Resorts Road Gonubie : Cistillery (PTY) Ltd	
15/4/1/5/1/39	Rezoning and Subdivision of Erf 96 Kaysers Beach	
15/4/1/5/1/40	Rezoning and Subdivision of Consolidation of Remainder of Erf 7260 and Erf 12337 East London and a Departure from the Lateral Building Line Restriction	
15/4/1/5/1/41	Rezoning and Consolidation of Erven 12355 and 12356 East London from Residential Zone 5 Purposes to Business Zone 4 (Offices) Purposes	
15/4/1/5/1/42	Rezoning of Subdivision of Erf 1487 Beacon Bay Kersboom Crescent	
15/4/1/5/1/44	Rezoning of Erf 5294 East London 17 Harburn Road Abbotsford	

- 15/4/1/5/1/45 Rezoning of Portion of Erf 17977  
Chester Road, Sunnyridge East London
- 15/4/1/5/1/46 Rezoning of Consolidated Erf Comprising Erven  
17075, 17076 and 17077 E.L. 11 Rees Street,  
Quigney Dorchester Heights Investments
- 15/4/1/5/1/47 Rezoning Land use Change : Site 5104  
Mdantsane Zone 7 Unit 5 from Business Purposes  
to (Church) Purposes Mdantsane Community  
Church
- 15/4/1/5/1/48 Rezoning of a Portion of Portion 20 of farm 799  
Main Road Gonubie M. Wheatley
- 15/4/1/5/1/49 Rezoning of Erven 3482, 3484 and 3486 East  
London, Phillip Frame Road Chiselhurst
- 15/4/1/5/1/50 Rezoning Portion 2 of Farm 1074/5 Kidd's Beach  
from Agricultural Zone 1 to Open Space Zone 2  
Purposes : Kidds Beach E.L. Erven 1075-1079  
1086,1082 (Altivex)
- 15/4/1/5/1/51 Rezoning and Subdivision of Erf 3455 Gullsway  
Road Gonubie The Riegers family Trust
- 15/4/1/5/1/52 Rezoning and Subdivision of Portion 13 of farm  
811 Old East Coast Resorts Road Meisies Halt  
Gonubie  
East London for Light Industries Purposes
- 15/4/1/5/1/53 Rezoning Consolidation of Remainder of Erf  
3894 and a Portion of Erf 4481 E.L; from  
Transport Zone 1 (Railway) Purposes to  
Residential Zone 4 (Town House) Purposes and  
the Subdivision of the Consolidated Site into 48  
Residential Portion, 2 Private Open Space and  
Private Roadway, Morrison Road : Cambridge
- 15/4/1/5/1/54 Rezoning of Erven 9522, 9523 and 9525 East  
London, Pearce Street and Berea Terrace Berea
- 15/4/1/5/1/55 Rezoning and Subdivision of Remainder Erf  
10334, E.L. 36 Princess Alice Drive Nahoon
- 15/4/1/5/1/56 Rezoning and Subdivision of Portion of Erven  
50017 and 50019 East London Socho Housing  
Amalinda, Amalinda Main Road
- 15/4/1/5/1/57 Rezoning Consolidation and Subdivision of  
Portion 51 of Farm 817, East London, and Erf  
6009 Beacon Bay Quenera Drive, Beacon Bay
- 15/4/1/5/1/58 Rezoning and Subdivision of Portion 48 of Farm  
817 East London Quenera Drive, Beacon Bay
- 15/4/1/5/1/59 Rezoning and Subdivision of Farm 769 East  
London Schafli Road
- 15/4/1/5/1/60 Rezoning of Portion 2 of Farm 817, EL and  
Council's Special Consent to Establish a

- Hypermarket on the Site Bonza Bay, Beacon Bay
- 15/4/1/5/1/61 Rezoning of Portion 52 of Farm 817 E L and Erven 5709 and 5710 Beacon Bay and Council's Special Consent to Establish a Hypermarket Quenera Drive, Beacon Bay
- 15/4/1/5/1/62 Rezoning of Portion 11 of Farm 809 E L from Agricultural Zone 1 to Residential Zone 4 (111) Town Houses Sites and a Private Roadway) Open Space Zone 2 (6 Private Open Spaces) and Transport Zone 2 (3 Future Public Rd Reserves) as well as for The Cancellation of a Electrical Servitude : Main Rd Gonubie
- 15/4/1/5/1/63 Rezoning of Farm 809 Portion 10, E L to Subdivisional Area and Council's Special Consent to Establish a Hypermarket Main Road, Gonubie
- 15/4/1/5/1/64 Rezoning and Subdivision of Farm 1355 and Portion 37 of Farm 809, E L Gonubie Main Road Highway Community Church
- 15/4/1/5/1/65 Rezoning of Erven 4133, 4134 and 5342 Heidia Street, Gonubie for Town House Purpose
- 15/4/1/5/1/66 Subdivision and Rezoning of Portion 14 of Farm 814, East London
- 15/4/1/5/1/67 Rezoning Erven 16675 and 16676 E.L. and the Consolidation of Erven 16674, 16675 and 16676 (52 and 54 Rhodes Street and 72 Caxton Street, Quigney) and for the Council's Special Consent for Business Premises to Permit a Warehouse and a Departure to Provide the Relevant Parking Requirements Applicable thereto
- 15/4/1/5/1/68 Rezoning Subdivision of a Portion of Portion 32 of Farm 817 East London
- 15/4/1/5/1/69 Rezoning of Erf 1263 East London from Residential Zone 3B to Residential Zone 4 and Open Space 2 Purposes and for the Subdivision of the Erf 46 Residential Sites 1 Private Open Space a Private Road-way and Remainder Roadway 10 Jennings Road Amalinda
- 15/4/1/5/1/70 Proposed Rezoning of Erf 53776 Woolwash Road Amalinda East London
- 15/4/1/5/1/71 Application for Rezoning of Erf 6550 12 Beatty Road Selborne from Residential Zone 3B to Residential Zone
- 15/4/1/5/1/72 Application for Rezoning and Subdivision of Farms 1273, 773/1, 774, 775 and Portion 743/12 East London and Council's Special Consent to Permit the Development of Gqunube Valley Eco-



- Golf Resort
- 15/4/1/5/1/73 Rezoning – Portion 20 of Farm 807 – Gonubie
- 15/4/1/5/1/74 Subdivision, Rezoning and Consolidation of Portion of Erf 65399 Erven 65362-65368 and Remainder of Portion 83 of Farm 817, East London from Residential Zone vi Purposes : Bishops Country Estate Guest Lodge
- 15/4/1/5/1/75 Subdivision and Rezoning of Portion 9 of Farm 1074 East London from Resort Zone to Residential, Zone 4, Residential Zone 5 and Open Space Zone 2 : Kidds Beach
- 15/4/1/5/1/76 Land Development Area : Portion 4 of Farm 1016 and Rem. Extent of Portion 2 of Farm 1051, E.L.
- 15/4/1/5/1/77 Closure, relocation, subdivision, consolidation and rezoning of erven 1506, 2116, 2115 and 2138 Unit 4, Zone 9 Mdantsane. Billie Road
- 15/4/1/5/1/78 (Hospital)  
Land Development Area : Portion 6 Farm 1048 : East London
- 15/4/1/6 Sectional titles
- 15/4/1/7 Special consent
- 15/4/1/7/P Policy
- 15/4/1/7/R Routine enquiries (MTN)
- 15/4/1/7/1 Special consent of Municipal and Private Land  
(Open a case file for each property under the applicant's name and number consecutively)
- 15/4/1/7/1/1 Vusiwe's Tavern : Erf 33605 : 668 Siya Street, Duncan Village : Tavern
- 15/4/1/7/1/2 Jacques Pienaar : Erf 281 : 281 Leonard Street, Kidds Beach : Building above garage
- 15/4/1/7/1/3 T. Cambell : Erf 761 : 10 Oakleigh Road, Beacon Bay : Creche
- 15/4/1/7/1/4 Gary Pritchard : 23 Chestnut Crescent, Beacon Bay : Place of entertainment
- 15/4/1/7/1/5 C. Collins : Erf 1481 : 66 11<sup>th</sup> Avenue, Gonubie : Creche
- 15/4/1/7/1/6 Mrs Grobbelaar : Erf 6082 : 38 Hebbes Street, Cambridge: Creche
- 15/4/1/7/1/7 C. Petzer : Erf 13772 : 8 St Georges Road, Southernwood : Creche
- 15/4/1/7/1/8 Murambi Roses Tea Garden : Farm 7401 : East Coast Tea Garden
- 15/4/1/7/1/9 E. Barlow : Erf 32209 : 45 Falkland Place, Alphendale :

- Day Care Centre
- 15/4/1/7/1/10 Nico Snyman : Erf 16614 : 59 Currie Street,  
Quigney : Club Executive for Adult Entertainment
- 15/4/1/7/1/11 Residential Allotment No 388, Zabalaza  
Location: Dimbaza North : To establish a Tavern
- 15/4/1/7/1/12 Departure : Erven 7152 & 7153 Sweetwaters,  
KWT : Tavern
- 15/4/1/7/1/13 Special Consent : Erf 3180, KWT : Creché/Pre-  
school
- 15/4/1/7/1/14 Erf 9077 East London, Western Place, Selborne  
and Council's Special Consent for Operation of a  
Retirement Village
- 15/4/1/7/1/15 Council's Special Consent to Dev. a  
Hypermarket/Shopping Centre on Erf 39720 EL :  
Hemingways Mall (Billion Group) Erf 5413  
Oceanview (Erf 20213)
- 15/4/1/7/1/16 Erf 60796 E.L. for the Purpose of a Supermarket  
and/or Bottle Store
- 15/4/1/7/1/17 Application to Consolidate and Rezone Erf  
18908, 18911, 18912 and 28959 East London and  
Council's Special Consent for Hypermarket 5  
Buffalo View Road Greenfields
- 15/4/1/7/1/18 Application for the Council's Special Consent to  
use the Premises at Erf 7954 East London (26  
Florence Avenue, Vincent as a Day Care Centre)
- 15/4/1/7/1/19 Council's Special Consent for the Operation of a  
Place on Entertainment on Erf 16962 East  
London 22 Currie Street Quigney
- 15/4/1/8 Removal of restrictive conditions  
(Open a case file for each property under  
the applicant's name and number consecutively)
- 15/4/1/8/R Removal of Restrictive Conditions  
Routine Enquiries
- 15/4/1/8/1 M Woodsworth : Erf 249 : 1 Seeton Road,  
Beacon Bay : Removal of Restriction
- 15/4/1/8/2 R.A. Saunders : Erf 11078 : Worrall Road, Nahoon:  
Removal of restriction
- 15/4/1/8/3 J.M. Smith : Erf 3040 : 69 Fifteenth Avenue,  
Gonubie: Removal of Restriction
- 15/4/1/8/4 R.C. Garz: (Dr Strydom and ACC Flemmer ) : Erven  
10299 and 10317 : Lower Ridge Road, Bonnie Doon
- 15/4/1/8/5 Harry Keogh Family Trust : Erf 6573 : 6 Salisbury Road,  
Selborne

15/4/1/8/6	G.J. Geldenhuys : Erf 854 : Bonza Bay Road, Beacon Bay
15/4/1/8/7	E.J. Tiltman : Erf 11086 : Stanmore Road, Nahoon
15/4/1/8/8	G.J. Chandler : Erf 6829 : 1 Lukin Road , Selborne
15/4/1/8/9	P.J. Jonas : Erven 6950 – 6960 : Berea
15/4/1/8/10	K.A. and J.D. Kumm : Rem. Of extent of erf 7940 : Devereux Avenue, Vincent
15/4/1/8/11	A C McMillan : Erf 6555 East London
15/4/1/8/12	M E H Surveys : Erf 709 Beacon Bay, Corner Braemar Road and Arbor Crescent
15/4/1/8/13	S M Cossie & Associates : Erf 360, East London
15/4/1/8/14	K.A. and J.D. Kumm : Erf 7960 East London
15/4/1/8/15	Watenaar : Ptn 35 of Farm 807, Gonubie
15/4/1/8/16	Subdivision and Removal of Restrictions : Erf 1368 Beacon Bay : Corner of Edge Road and Harold Crescent
15/4/1/8/17	Removal of Restrictions : Erf 24739, East London
15/4/1/8/18	Removal of Restrictions : Ms Judith Frost : Erf 351, Beacon Bay, East London
15/4/1/8/19	Removal of Restrictions: Erven 6757 & 6758, East London
15/4/1/8/20	Removal of Restriction : Erv 2136, Gonubie : Summit Properties Trust : 12 – 4 <sup>th</sup> Avenue, Gonubie
15/4/1/8/21	Removal of Restriction : Erf 317 Beacon Bay, East London 7 Reynolds View Road: J.P. Botha
15/4/1/8/22	Removal of Restriction : Erf 703 Beacon Bay : East London : 10 Arbor Street
15/4/1/8/23	Removal of Restriction : Erven 47461 and 18888 : Woodbrook : East London
15/4/1/8/24	Removal of Restriction: Erf 11548, Stirling, East London
15/4/1/8/25	Renewal of Restriction Erf No 4 : Winterstrand : L H Knickelbein
15/4/1/8/26	Sullivan, Fadane & Associates : Erf 2137, Beacon Bay : Removal of Restriction
15/4/1/8/27	Removal of Restriction : Erf 7514, E.L.
15/4/1/8/28	Removal of Restriction : Erf 914, Beacon Bay, E.L.
15/4/1/8/29	Removal of Restriction : Erf 11329, E.L.
15/4/1/8/30	Removal of Restriction : Erf 11830, E.L.
15/4/1/8/31	Removal of Restriction : Erf 17937 Greenfields East London
15/4/1/8/32	Removal of Restriction : Erf 360 Kobprops

	Gonubie
15/4/1/8/33	Removal of Restrictions: Erf 3342, Gonubie, E.L.
15/4/1/8/34	Removal of Restrictions : Erf 63, 32 Summit Road, Beacon Bay : Mr W. Goosen
15/4/1/8/35	Removal of Restriction : Erf 1273, Beacon Bay, Highfield Road : C.J. Gale
15/4/1/8/36	Removal of Restrictions : Erf 11612, East London: D. Mackenzie
15/4/1/8/37	Removal of Restrictions : Erf 3752, Beacon Bay
15/4/1/8/38	Removal of Restriction : Erf 876, Beacon Bay, 62 Bonza Bay Road
15/4/1/8/39	Removal of Restriction : Erf 7283, East London
15/4/1/8/40	Removal of Restriction : Erf 12, Beacon Bay, East London
15/4/1/8/41	Removal of Restriction: Erf 234, 11 Rockland View, Beacon Bay
15/4/1/8/42	Removal of Restriction: Erf 2370 : Amalinda, East London
15/4/1/8/43	Removal of Restriction: Erf 8672, East London
15/4/1/8/44	Removal of Restriction: Erf 968, Beacon Bay: 13 Elf Road
15/4/1/8/45	Removal of Restrictions of Erven 12106 and 12107, East London
15/4/1/8/46	Application for Subdivision of Erf 7710 East London and Removal of Restrictive Conditions
15/4/1/8/47	MEH Surveys : Erf 11325 Kennington Road, Nahoon : Removal of Restriction
15/4/1/8/48	K. Webb : Erf 7195 North Road, Vincent Gardens : Removal of Restriction
15/4/1/8/49	MEH Surveys : Erf 11278 Smartt Road, Nahoon : Removal of Restriction
15/4/1/8/50	Removal of Restrictions of Erf 11795 EL
15/4/1/8/51	Removal of Restriction Erf 403 Beacon Bay
15/4/1/8/52	Removal of Restriction of Erf 3067, Gonubie Second Avenue
15/4/1/8/53	Removal Restriction Erf 4068 EL 19 Kenyon Crescent – Bonnie Doon
15/4/1/8/54	Removal of Restriction Conditions Erf 1322 Beacon Bay
15/4/1/8/55	Removal of Restriction of Erf 10938 EL
15/4/1/8/56	Removal of Restriction Conditions Erf 1180 Beacon Bay
15/4/1/8/57	Removal of Restrictive Conditions Erf 848 Beacon Bay
15/4/1/8/58	Removal of Restrictive Conditions Erf 1181 Beacon Bay
15/4/1/8/59	Removal of Restrictive Conditions Erf 1333

	Beacon Bay
15/4/1/8/60	Removal of Restrictive Conditions Erf 12119 East London Buffalo City Municipality
15/4/1/8/61	Removal of Restrictive Conditions Erf 6663 East London Buffalo City Municipality
15/4/1/8/62	Removal of Restrictions Erf 177 Beacon Bay Buffalo City Municipality J.F. Jordaan
15/4/1/8/63	Removal of Restrictions Erf 643 Beacon Bay Buffalo City Municipality
15/4/1/8/64	Removal of Restrictions Erf 313 Beacon Bay East London
15/4/1/8/65	Removal of Restrictions Erf 10930 East London Buffalo City Municipality
15/4/1/8/66	Removal of Restrictive Conditions Erf 666 Beacon Bay
15/4/1/8/67	Removal of Restrictive Title Conditions Erf 2143 Gonubie Buffalo City
15/4/1/8/68	Removal of Restrictions Act (84 of 1967) Portion 37 of Farm No. 925 Division of E.L. - AN Silevu
15/4/1/8/69	Removal of Restriction Erf 1819 Gonubie Buffalo City Municipality R.M. Atterbury
15/4/1/8/70	Removal of Restriction Erf 460 Beacon Bay, Buffalo City Municipality - B. Snyman
15/4/1/8/71	Removal of Restriction Rem. Erf 8856, East London
15/4/1/8/72	Removal of Restrictions Erf 7433 EL Amatola Water Board
15/4/1/8/73	Removal of Restrictive Conditions from The Title deed Erf 9178 East London Stockton Road Berea
15/4/1/8/74	Removal of Restrictions from the Title Deed Erf 1285 Beacon Bay G. Weyer
15/4/1/8/75	Erf 308 Beacon Bay – Removal of Restrictive Conditions – Subdivision and a Permanent Departure to Permit a Panhandle
15/4/1/8/76	Removal of Restrictive Conditions Erf 6610, 3 Athlone Crescent Selborne : Wonda Wave
15/4/1/8/77	Subdivision and Removal of Restrictive Conditions Erf 10152 East London (32 Bonnie Doon Place, Bonnie Doon)
15/4/1/8/78	Removal of Restrictive Conditions of Title and for Subdivision of Erf 7196 E.L. 71 Vincent Gardens North Road Vincent
15/4/1/8/79	Removal of Restrictive Title Conditions and The Subdivision of Erf 36 Beacon Bay
15/4/1/8/80	Removal of Restrictions, Consolidation,

	Rezoning, Subdivision and Departure for Relaxation of the Building Line Requirements of Erven 3563 and 3564 E.L. 51 and 53 Tapson Street, Chiselhurst
15/4/1/8/81	Rezoning and Removal of Restrictive Title Conditions of Erf 72 Summit Road, Beacon Bay
15/4/1/8/82	Rezoning of Erf 10786 East London From Residential Zone 3B (Single Residential to Residential Zone 4 (Town House) Purposes. The Subdivision of Erf into Four Residential Sites and a Private Roadway and a Removal of Restrictive Conditions 25 Galway Road Nahoon
15/4/1/8/83	Removal of Restrictive Title Conditions and Rezoning of Erf 72 Summit Road, Beacon Bay
15/4/1/8/84	Rezoning and Subdivision of Erf 361 Gonubie from Residential Zone 3B to Residential Zone 4 and 5 and for the removal of restrictive title conditions :- 8 Main Road. Gonubie
15/4/1/8/85	Application for the removal of restrictions in terms of removal restrictions Act 1967 : Act 84 of 1967 Erf 600 Beacon Bay
15/4/1/8/86	Removal of Restrictive Conditions of Erf 5342 East London Abbotsford Gordon Grey
15/4/1/8/87	Removal of Restrictive Conditions of Erf 1176 Grace Crescent Beacon Bay
15/4/1/8/88	Subdivision, Building Line Relaxation and Removal of Restrictive Conditions : Erf 2074 Beacon Bay, 10 Palm Place
15/4/1/8/89	Erf 10010, Zone 4, Unit 3 Mdantsane, into Two (2) Portions and the Removal of a Restrictive Condition from the Deed of Transfer
15/4/1/8/91	Removal of Restrictions Farm 803, Gonubie
15/4/1/8/92	Removal of Restrictions : Farm 800 Gonubie (Portion 15)
15/4/1/9	Departures
15/4/1/10	Removal of reversionary clauses
15/4/1/11	Erf Closures
15/4/1/2R/R	Subdivisions
15/4/2	Illegal occupation of land (Squatters)
15/5	Survey of land
15/5/1	Aerial Photography and mapping

15/6	<u>Control of buildings</u>
15/6/P	Policy
15/6/R	Routine enquiries
15/6/1	<u>Building plans</u>
15/6/1/1	Approval of building plans
15/6/1/2	Refusal of building plans
15/6/1/3	Schedule of approved building plans
15/6/2	Demolition of buildings
15/6/3	Dilapidated and dangerous buildings
15/6/4	Unauthorised use of premises
15/7	Control of cellular mast installations
15/8	<u>Land restitution</u>
15/8/P	Policy
15/8/R	Routine enquiries
15/8/1	<u>Claims</u>
15/8/1/1	Tshatshu/Tshabo Area
15/8/1/2	West Bank (Nongqongqo Area)
15/8/1/3	Macleantown Commonage
15/8/1/4	East Bank area
15/8/1/5	Breidbach area
15/9	<u>Commonages</u>
15/9/1	Newlands/St. Lukes Mission

## 16. ESSENTIAL SERVICES

- 16/1            Water  
(Correspondence which pertains to a specific area is placed on the relevant case file under 16/1/8. Correspondence which cannot be linked to a specific area, is placed on the relevant subject file which has been provided under the heading : mainfiles)
- 16/1/1        Main files  
16/1/1/P      Policy  
16/1/1/R      Routine enquiries
- 16/1/1/1      Acquisition of sources  
16/1/1/1/1    Dams  
16/1/1/1/1/1   Bridle Drift Dam  
16/1/1/1/1/2   Nahoon Dam  
16/1/1/1/1/3   Laing Dam  
16/1/1/1/1/4   Rooikrantz Dam  
16/1/1/1/2    Rivers  
16/1/1/1/2/1   Nahoon River  
16/1/1/1/2/2   Buffalo River
- 16/1/1/2      Purchases  
(Financial aspects of a routine nature, eg. accounts, should be dealt with on the appropriate files under main series 5)
- 16/1/1/3      Water Services Development Plan  
16/1/2        Provision and maintenance of reservoirs and purification plants (Including pumping stations)
- 16/1/2/R      Routine enquiries  
16/1/2/1      Umzoniana Reservoir  
16/1/2/2      Gonubie Reservoir  
16/1/2/3      Dawn Reservoir  
16/1/2/4      Buffalo River Pumping Station  
16/1/2/5      Homeleigh Halt High Level Reservoir  
16/1/2/6      Reservoir on Erf 5 Berlin
- 16/1/3        Main pipe lines  
16/1/3/1      Installation  
16/1/3/2      Servitudes  
16/1/3/3      Connection
- 16/1/4        Meters/Pre- paid water meters  
16/1/4/1      Installation



16/1/4/2	Testing
16/1/5	Water restrictions
16/1/5/1	Standpipes and pre-paid meters
16/1/5/2	Disconnections
16/1/6	Statistics
16/1/7	Pollution/Quality monitoring
16/1/8	Leak detection and monitoring
16/1/9	<u>Supply, Interruptions and complaints</u> (Open a file for each area and number consecutively)
16/1/9/1	East London
16/1/9/2	Mdantsane
16/1/9/3	Gonubie
16/1/9/4	Beacon Bay
16/1/9/5	King William's Town, Bisho
16/1/9/6	Berlin
16/1/9/7	Rural areas
16/1/9/8	Coastal areas
16/2	<u>Electricity</u>
16/2/P	Policy
16/2/R	Routine enquiries
16/2/1	Generation
16/2/2	Purchase
	17. Eg from ESCOM.
	18. Financial aspects of a routine nature, eg.
	accounts should be dealt with on the
	appropriate files under main series 5)
16/2/3	Servitudes
16/2/4	Erection and maintenance of Sub-stations
16/2/5	<u>Supply and maintenance of street lights</u> (Open a file for each area and number consecutively)
16/2/5/1	East London
16/2/5/2	Mdantsane
16/2/5/3	Gonubie
16/2/5/4	Beacon Bay
16/2/5/5	King William's Town, Bisho
16/2/5/6	Berlin
16/2/5/7	Rural areas
16/2/5/8	Coastal areas

16/2/6	<u>Meters</u>
16/2/6/1	Installation
16/2/6/2	Testing/Repairs/Readings
16/2/7	Statistics
16/2/8	<u>Distribution, Interruptions and complaints</u> (Open a file for each area and number consecutively)
16/2/8/1	East London
16/2/8/2	Mdantsane
16/2/8/3	Gonubie
16/2/8/4	Beacon Bay
16/2/8/5	King William's Town, Bisho
16/2/8/6	Berlin
16/2/8/7	Rural
16/2/8/7	Electrification of Msobomvu Location Farms (Rural)
16/2/8/8	Coastal
16/2/9	<u>Pre-paid Meters</u>
16/2/9/P	Policy
16/2/9/R	Routine enquiries
16/2/9/1	Applications
16/2/9/2	Illegal connections and tampering
16/2/9/3	Automatic Vending machines
16/2/10	Decorative lighting
16/2/11	Electricity : Electricity Masterplan
16/3	<u>Roads and streets</u>
16/3/P	Policy
16/3/R	Routine enquiries
16/3/1	Annual road construction programme
16/3/2	Proclamation
16/3/3	<u>Planning and commentary i.r.o. main roads</u>
16/3/3/1	National roads
16/3/3/2	Provincial roads
16/3/3/3	Beacon Bay – Gonubie Link road
16/3/3/4	Buffalo River Bridge and Arterial Road Link between N2 and R72
16/3/3/5	Gonubie Main Road Local Spatial Development Framework
16/3/4	<u>Closing</u>
16/3/4/1	<u>Permanent closing</u>

- (Open a file for each road or street and number consecutively)
- 16/3/4/1/1 Propnet : Portion of Station Street, Berlin
- 16/3/4/1/2 Closure Prestwich Place and Consolidation with Erven 21138 – 21154, 21159, 21160, 21172, 21173, 21177, 21178, 21180 – 21185 and 21187 – 21195 : Piet Retief Road
- 16/3/4/1/3 Publication of Closure Notice Prestwich Place Adjoining Erven 21147 to 21154 ; E L
- 16/3/4/1/4 Application for the Closure, Consolidation, Rezoning and Subdivision of Erven 4179-4192, 4197-4228 and 5277, Gonubie : Ficus Lane, Erythrina Street, and Clivia Crescent, Gonubie
- 16/3/4/1/5 Amendment of Portion : General Plan No. 1008/2005 Nahoon Valley Ridge (Closure of Portion of Public Roadway and Public Open Space, Rezoning, Consolidation and Re-subdivision)
- 16/3/4/2 Temporary closing
- 16/3/4/3 Permanent closures
- 16/3/5 Construction, maintenance and complaints
- 16/3/5/1 Surfaces  
Pothole Maintenance and Repair Programme : 01 July-30 Dec 13  
(Open a file for each area and number) consecutively)
- 16/3/5/1/1 East London
- 16/3/5/1/2 Mdantsane
- 16/3/5/1/3 Gonubie
- 16/3/5/1/4 Beacon Bay
- 16/3/5/1/5 King William's Town, Bisho
- 16/3/5/1/6 Berlin
- 16/3/5/1/7 Rural areas
- 16/3/5/1/8 Coastal areas
- 16/3/5/2 Stormwater drainage  
(Open a file for each area and number consecutively)
- 16/3/5/2/1 East London
- 16/3/5/2/2 Mdantsane
- 16/3/5/2/3 Gonubie
- 16/3/5/2/4 Beacon Bay
- 16/3/5/2/5 King William's Town, Bisho

16/3/5/2/6	4 Station Street, Berlin
16/3/5/2/7	Rural areas
16/3/5/2/8	Coastal areas
16/3/5/3	<u>Sidewalks and gutterbridges</u> (Open a file for each area and number consecutively)
16/3/5/3/1	East London
16/3/5/3/2	Mdantsane
16/3/5/3/3	Gonubie
16/3/5/3/4	Beacon Bay
16/3/5/3/5	King William's Town, Bisho
16/3/5/3/6	Berlin
16/3/5/3/7	Rural areas
16/3/5/3/8	Coastal areas
16/3/5/4	<u>Bridges and subways</u> (Open a file for each bridge or subway and number consecutively)
16/3/5/4R	Routine enquiries
16/3/5/4/1	Pedestrian Sub way : North East Express way
16/3/6	Allocation of street names
16/3/6/1	Naming of Townships/Suburbs
16/3/7	Naming of bridges
16/4	<u>Sewerage</u>
16/4/P	Policy
16/4/R	Routine enquiries
16/4/1	<u>Establishment and management</u>
16/4/1/1	<u>Plants and treatment works</u> (Open a file for each plant or treatment works and number consecutively)
16/4/1/1/1	East Bank Reclamation works
16/4/1/1/2	Berlin Sewage Treatment works
16/4/1/1/3	Mdantsane Sewerage treatment works
16/4/1/1/4	Reeston sewerage treatment works
16/4/1/1/5	King William's Town Sewerage treatment works/Schornville
16/4/1/1/6	West Bank Sewage treatment works
16/4/1/1/7	Sea Outfall Sewer
16/4/1/1/8	Central Treatment works

16/4/1/1/9	Expansion of Quenera Wastewater Treatment Works
16/4/1/2	Sewerage pumping stations
16/4/1/3	<u>Network</u> (Open a file for each area and number consecutively)
16/4/1/3/1	East London
16/4/1/3/2	Mdantsane
16/4/1/3/3	Gonubie
16/4/1/3/4	Beacon Bay
16/4/1/3/5	King William's Town, Bisho
16/4/1/3/6	Berlin
16/4/1/3/7	Rural areas
16/4/1/3/8	Coastal areas
16/5	<u>Sanitation</u>
16/5/P	Policy
16/5/R	Routine enquiries
16/5/1	<u>Rubbish removal service</u>
16/5/1/1	Street rubbish bins/Skips
16/5/1/2	Home rubbish bins
16/5/1/3	Garden refuse
16/5/1/3/1	Garden refuse transfer station
16/5/2	Waste disposal sites
16/5/2/1	Regional Waste Disposal Site
16/5/2/2	E.L. Central Waste transfer station
16/5/2/3	Lease Agreement for Cambridge Central Transfer St E.L.
16/5/3	Refuse removal by tender
16/5/4	Waste management : Integrated development plan
16/5/4/1	Waste Management : BCM Wards : Triple Trust Organisation/ABSA
16/5/5	<u>Sanitation service</u>
16/5/5/1	Bucket service
16/5/5/2	Vacuum tank service
16/5/5/3	Public toilets
16/5/6	Recovery of waste
16/5/7	Street sweeping
16/6	<u>Cemeteries and crematorium</u>
16/6/P	Policy

16/6/R	Routine enquiries
16/6/1	<u>Establishment and maintenance</u> (Open a file for each cemetery and crematorium and number consecutively)
16/6/1/1	West Bank cemetery
16/6/1/2	Buffalo Flats cemetery
16/6/1/3	German cemetery
16/6/1/4	Cambridge crematorium
16/6/1/5	East Bank cemetery
16/6/1/6	Berlin cemetery
16/6/1/7	Cambridge cemetery
16/6/1/8	Mdantsane cemetery
16/6/1/9	Fort Grey cemetery
16/6/1/10	Dimbaza cemetery
16/6/1/11	Zwelitsha cemetery
16/6/1/12	Haven Hills Cemetery
16/6/1/13	John Dube : Scenery Park Cemetery
16/6/1/14	Mzamomhle Cemetery
16/6/1/15	Duncan Village Cemetery
16/6/1/16	Bisho Cemetery
16/6/1/17	Mzonyana Cemetery : Garden of Remembrance
16/6/1/18	Cemeteries – King William's Town
16/6/2	Exhumation and reburials
16/6/3	Pauper burials
16/7	<u>Vegetation control</u>
16/7/P	Policy
16/7/1	<u>Clearance of overgrowth and rubble</u>
16/7/1/1	Municipal open spaces
16/7/1/2	Private properties
16/7/1/3	Sidewalks
16/8	<u>Quarries and sandpits</u>
16/8/P	Policy
16/8/R	Routine enquiries
16/8/1	Establishment and maintenance

## 17. COMMUNITY SERVICES

- 17/1            Health  
(All inspections are to be dealt with under 17/1/3)
- 17/1/P        Policy
- 17/1/R        Routine enquiries
- 17/1/1        Provision of clinic services
- 17/1/1/1      Provision of Municipal Health Services
  
- 17/1/2        Diseases and plagues  
(For occurrence, prevention and combating of HIV/AIDS see 17/1/2/4)
  
- 17/1/2/1      Notice of occurrence
- 17/1/2/2      Measures for prevention
- 17/1/2/3      Measures for combating
- 17/1/2/3/1    Epidemics
- 17/1/2/4      HIV/AIDS
  
- 17/1/3        Inspections and tests
- 17/1/3/1      Premises and food
- 17/1/3/2      Air and water pollution
  
- 17/1/4        Litter control
- 17/1/4/1      Recycling projects
  
- 17/1/5        Noise control
- 17/1/5/1      Nuisances in Streets and public places
- 17/1/5/2      Dogs
  
- 17/1/6        Substance abuse
  
- 17/2           Education
- 17/2/P        Policy
- 17/2/R        Routine enquiries
  
- 17/3           Traffic control  
(For bus transport see 17/8)
- 17/3/P        Policy
- 17/3/R        Routine enquiries
- 17/3/1        Road use
- 17/3/1/1      Promotion of road safety
- 17/3/1/2      Vehicle control
- 17/3/1/2/1    Roadworthiness testing
- 17/3/1/2/2    Disposal of abandoned vehicles
- 17/3/1/3      Traffic volume surveys

17/3/1/4	Provision of road signs
17/3/1/5	Traffic offences
17/3/1/6	Robots Circles
17/3/1/7	Pedestrian crossing
17/3/1/8	Demarcation of roads
17/3/1/9	Use of speed traps
17/3/1/10	<u>Applications for permission</u>
17/3/1/10/1	Street processions, walks and footraces
17/3/1/10/2	Car races and rallies in streets
17/3/1/10/3	Cycle races in streets
17/3/1/10/4	Protest marches
17/3/1/10/5	Abnormal loads
17/3/1/10/6	Loudspeakers
17/3/2	<u>Parking allocation</u>
17/3/2/1	Public parking
17/3/2/1/1	Parking for municipal staff
17/3/2/1/2	Parking for Councillors
17/3/2/2	Taxi ranks
17/3/2/3	Loading zones
17/3/2/4	Buses
17/3/3	Parking meters
17/4	<u>Library services</u>
17/4/P	Policy
17/4/R	Routine enquiries
17/4/1	<u>Buildings</u>
17/4/1/1	Acquisition
17/4/1/2	Maintenance
17/4/2	Mobile library service
17/4/3	<u>Books and periodicals</u>
17/4/3/1	Purchase
17/4/3/2	Donation
17/4/3/3	Losses
17/4/4	Reports and returns (See par. 7 of the general instructions)
17/5	<u>Housing</u>
17/5/P	Policy
17/5/R	Routine enquiries
17/5/1	<u>Schemes</u> (Open a file for each scheme and number



consecutively)  
 17/5/1/1 KWT Housing Association/Housing Development Agency  
 17/5/2 Applications/occupation  
 17/5/3 Housing for the aged  
 17/5/4 Integrated Sustainable Human Settlement Plan (ISHSP) Joint Operational  
 Technical Committee  
 17/5/5 Housing Consumer Education

17/6 Civic Centre, Halls, Parks, gardens, nature reserves and open spaces  
 17/6/P Policy  
 17/6/R Routine enquiries  
 17/6/1 Applications  
 17/6/2 Maintenance  
 17/6/2/1 Parks  
 17/6/2/2 Caravan Parks  
 17/6/2/3 Playgrounds  
 17/6/2/4 Islands and circles  
 17/6/2/5 Nurseries  
 17/6/2/6 Civic Centre

17/6/2/7 Halls  
 (Open a file for each hall and number  
 consecutively)

17/6/2/7/1 City Hall  
 17/6/2/7/2 Orient Theatre  
 17/6/2/7/3 Cambridge Town Hall  
 17/6/2/7/4 Robbie de Lange Hall  
 17/6/2/7/5 Clifton Hall  
 17/6/2/7/6 Carnegie Hall  
 17/6/2/7/7 Sweetwaters Community hall  
 17/6/2/7/8 War Memorial Hall  
 17/6/2/7/9 Kaysers Beach Community Hall  
 17/6/2/7/10 Elsabe Kemp Hall  
 17/6/2/7/11 Braelynn Community Hall  
 17/6/2/7/12 Gompo Community Hall  
 17/6/2/7/13 Parkside Hall  
 17/6/2/7/14 Mdantsane Community Hall  
 17/6/2/7/15 Breidbach Community Hall  
 17/6/2/7/16 Dimbaza South Hall  
 17/6/2/7/17 Ginsberg Community Hall  
 17/6/2/7/18 Ilitha Community Hall  
 17/6/2/7/19 Isaac Roji Skenjana Hall (Bisho)  
 17/6/2/7/20 Moses Twebe Great Hall (Dimbaza)

17/6/2/7/21 Nolizwe Mpetha Hall (Zwelitsha)  
 17/6/2/7/22 OR Tambo (Zwelitha)  
 17/6/2/7/23 Schornville Community Hall  
 17/6/2/7/24 King Williams Town Town Hall  
 17/6/2/7/25 Tyutyu Community Hall  
 17/6/2/7/26 Weir Hall (Ginsberg)  
 17/6/2/7/27 Land Release : Proposed Community Hall : Erf 5131 Ndevana  
 17/6/2/7/28 Community Hall : Erf 47485 Scenery Park, East London  
 17/6/2/7/29 Community Hall on Portion of Erf 2505, Phakamisa  
 17/6/2/7/30 Erf 58234 Dyce Road Reeston, East London from Public  
 Open Space 1 (Pos 1) to Institutional Zone III : Community Centre

17/6/2/8 Nature Reserves

17/6/3 Planting and felling of trees  
 17/6/4 Eradication of noxious weeds

17/7 Sport, recreation and sea side attractions  
 17/7/P Policy  
 17/7/R Routine enquiries  
 17/7/1 Swimming baths  
 17/7/1/1 Application for use/maintenance  
 17/7/2 Provision and maintenance of sport facilities  
 17/7/3 Maintenance and application for use  
 of sports facilities  
(Open a file for each facility and number  
 consecutively)

17/7/3/1 I.G Foster Grounds  
 17/7/3/2 Schoeman Stadium  
 17/7/3/3 Jan Smuts Recreation Grounds/ABSA Stadium  
 17/7/3/4 Parkside Playing Fields  
 17/7/3/5 A.E. Bob Stadium  
 17/7/3/6 Selborne Grounds  
 17/7/3/7 Sisa Dukashe Stadium  
 17/7/3/8 Bisho Stadium  
 17/7/3/9 Victoria Ground  
 17/7/3/10 Dimbaza Gymnasium  
 17/7/3/11 Ginsberg Sportsfield  
 17/7/3/12 Sweetwaters Sportsfield  
 17/7/3/13 Ilitha Sportsfield  
 17/7/3/14 Development of Zwelitsha Stadium  
 17/7/3/15 Development of North End Stadium  
 17/7/3/16 Amalinda Stadium  
 17/7/3/17 Needs Camp Sportsfield

17/7/4	<u>Queens Park Zoo</u>
17/7/4/R	Routine enquiries
17/7/4/1	Maintenance
17/7/5	<u>Aquarium</u>
17/7/5/R	Routine enquiries
17/7/5/1	Maintenance/Development
17/7/6	<u>Beaches</u>
17/7/6/P	Policy
17/7/6/R	Routine enquiries
17/7/6/1	<u>Establishment and maintenance</u> (Open a file for each beach and number consecutively)
17/7/6/1/1	Orient Beach/Pier
17/7/6/1/2	Leaches Bay
17/7/6/1/3	Nahoon Beach
17/7/6/1/4	Eastern Beach
17/7/6/1/5	Bonza Bay
17/7/6/1/6	Gonubie Mouth
17/7/6/1/7	Quenera Lagoon
17/7/6/1/8	Fullers Bay
17/7/6/1/9	Kidds Beach
17/7/6/1/10	Kaysers Beach
17/7/6/1/11	Sunrise-on-Sea
17/7/6/2	Integrated Coastal Zone Management Plan (Environmental matters)
17/7/6/3	Environmental Matters
17/7/7	<u>Ann Bryant Art Gallery</u>
17/7/7/P	Policy
17/7/7/R	Routine enquiries
17/7/7/1	Maintenance
17/8	<u>Bus transport</u> (For traffic control see 17/3)
17/8/P	Policy
17/8/R	Routine enquiries
17/8/1	Establishment of services
17/8/2	Arrangement of services
17/8/3	Determination of routes and halts
17/8/4	Provision of shelters
17/8/5	Drafting and amending of time-tables

17/8/6	Hiring out of buses
17/8/7	Bus tours arranged by council
17/8/8	Disposal of lost goods
17/8/9	Public Transport Plan
17/9	<u>Market</u>
17/9/P	Policy
17/9/R	Routine enquiries
17/9/1	Appointment of market agents
17/10	<u>Fire Brigade Services</u>
17/10/P	Policy
17/10/R	Routine enquiries
17/10/1	<u>Fire Prevention</u>
17/10/1/1	Within the Municipal area
17/10/1/2	Outside the Municipal area
17/10/1/3	Fire Safety Inspections
17/10/2	<u>Buildings</u>
17/10/2/1	Acquisition
17/10/2/2	Maintenance
17/10/3	New Fire Station : Farm 1309 ; Gonubie
17/10/4	Development of a Municipal Fire Station on Portion of Erf 3010, King William's Town
17/11	<u>Abattoir</u>
17/11/P	Policy
17/11/R	Routine enquiries
17/12	<u>Pound</u>
17/12/P	Policy
17/12/R	Routine enquiries
17/12/1	Impounding of animals
17/12/2	S.P.C.A. Memorandum of Agreement - Accommodation of dogs removed from streets
17/13	<u>Museums and memorials/heritage</u>
17/13/P	Policy
17/13/R	Routine enquiries
17/13/1	Provision
17/13/2	Maintenance
17/13/3	Declaration as monument
17/13/4	Heroes monument

17/13/5	Heritage matters (Egerton/Ecopark)
17/14	<u>Civil Defence/Disaster Management</u>
17/14/P	Policy
17/14/R	Routine enquiries
17/14/1	Disaster Management
17/14/1/1	Assistance to disaster victims
17/14/1/2	Floodline
17/14/2	Evacuations
17/14/3	Storm Damage
17/15	<u>Security (Law Enforcement Services)</u>
17/15/P	Policy
17/15/R	Routine enquiries
17/15/1	Crime prevention
17/15/2	Municipal Policing
17/15/3	Vagrants
17/16	<u>Welfare</u>
17/16/P	Policy
17/16/R	Routine enquiries
17/16/1	Allocation of land and buildings to Welfare Organisations
17/16/2	<u>Special Programmes</u>
17/16/2/1	Disabled
17/16/2/2	Poverty elimination
17/16/2/3	<u>Job Creation</u>
17/16/2/3/R	Routine enquiries
17/16/2/3/1	Small Medium Enterprises (SME); Small Micro Medium Enterprises (SMME) : Bizbus
17/16/2/3/2	uMqokozo Project
17/16/2/3/3	The Business Place
17/16/2/3/4	One Stop shop Mdantsane
17/16/2/3/5	Dikidikana Project
17/16/2/3/6	Eluxolweni Sewing Project
17/16/2/3/7	Hawker's Support Centre
17/16/2/3/8	Ward 11 : Women Project
17/16/2/3/9	Tsholomnqa Community Project
17/16/2/3/10	Proposed Partnership : Department of Economical Development & Tourism
17/16/2/3/11	Duncan Village Business Hives

17/16/2/3/12	German Technical Co-operation Local Economic Dev : GTZ LED : Red Tape Reduction Process
17/16/2/3/13	Mdantsane Community Lodge
17/16/2/3/14	Community Work Programmes/Social Responsibility Vukuphile Contractor (EPWP)
17/16/2/3/15	Co-operative Development Centre Buffalo City Metropolitan Municipality, King Williams Town
17/16/2/3/16	Reeston : Thusong Service Centre
17/16/2/3/17	Information Communication and Technology Project : Duncan Village
17/16/2/3/18	Information Communication and Technology Centre Project : Gompo
17/16/2/4	Youth
17/16/2/5	Gender
17/16/2/6	Elderly
17/16/2/7	Sport (BCM)
17/16/3	<u>Welfare organisations</u>
17/16/3/1	Street collections

4 September 2019

WM/nnb

## **SCHEDULE "2"**

### **PRESCRIBED FEES FOR PUBLIC BODIES**

#### **PART II OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15 FEBRUARY 2002**

### **FEES IN RESPECT OF PUBLIC BODIES**

	<b>R</b>
1. The fee for a copy of the manual as contemplated in regulation 5(c) is for every photocopy of an A4-size page of part thereof.	0, 60
2. The fees for reproduction referred to in regulation 7 (1) are as follows	
(a) For every photocopy of an A4-size page or part thereof	0, 60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0, 40
© For a copy in a computer-readable form on-	
(i) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00
3. The request fee is payable by every requester, other than a personal requester, referred to in regulation 7(2) is	35, 00
4. The access fees payable by a requester referred to in regulation 7(3) are as follows	
(1) (a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0, 40
© For a copy in a computer-readable form on-	

	R
(i) compact disc	40,00
(d) (i) For a transcription of visual images for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00
(f) To search for, and prepare the record for disclosure, for each hour of part of an hour, excluding the first hour, reasonable required for such search and preparation	15,00
(2) For purposes of section 22(2) of the Act, the following applies: -	
(a) six hours as the hours to be exceeded before a deposit payable an	
(b) one third of the access fee is payable as a deposit by the requester	
(3) The actual postage is payable when a copy of a record must be posted to a requester	
(4) Prescribed forms for access to a record of a public body.	



**SCHEDULE "3"**

**FORM A**

**ANNEXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE 15  
FEBRUARY 2002**

**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000)

**[Regulation]**

**FOR DEPARTMENTAL USE**

Reference Number:

Request received by (state rank, name and surname of Information Officer/deputy Information Officer) on (date) at (place)

Request fee (if any): R .....

Deposit (if any): R .....

Access fee: R .....

**SIGNATURE OF INFORMATION OFFICE/DEPUTY INFORMATION OFFICER**

**A. Particulars of public body**

The Information Officer/Deputy Information Officer

**B. Particulars of person requesting access to the record**

*(a) The particulars of the person who requests access to the record must be recorded below*

*(b) Furnish an address and/or fax number in the Republic to which information must be sent*

*(c) Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: Identity number: Postal address

Fax number: Telephone number: E-mail address:

Capacity in which request is made, when made on behalf of another person.

**C. Particulars of person on whose behalf request is made**

*This section must be completed only if a request for information is made on behalf of another person*

Full names and surname:

Identity:

**D. Particular of record**

*(a) Provide full particulars of the record to which access is requested, including the reference number is that is known to you, to enable the record to be located.*

*(b) If the provided space is inadequate please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

**E. Fees**

*(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid:*

*(b) You will be notified of the amount required to be paid as the request fee.*

*(c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*

*(d) If you qualify for exemption of the payment of any fee, please state the reason therefore.*

Reason for exemption from payment of fees:

**F. Form of access to record**

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.*

<b>Disability:</b>	<b>Form in which record is required:</b>
--------------------	--

*Mark the appropriate box an "X".*

**NOTES:**

(a) *Your indication as to be required form of access depends on the form in which the record is available.*

(b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed is access will be granted in another form.*

(c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

**1. If the record is in written or printed form: -**

copy of record\*

inspection of record

**2. If record consists of visual images-**

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

view the images

copy of the images\*  
images\*

transcription of the

**3. If record consist of recorded words or information which can be reproduced in sound:-**

listen to the soundtrack  
(audio cassette)

Transcription of soundtrack\*  
(written or printed document)

**4. If record is held on computer or in an electronic or machine-readable form –**

printed copy of record

printed copy of  
information derived

copy in computer  
readable form\*  
(compact disc)

\* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

**YES**

**NO**

**A FEE IS PAYABLE**

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record?

**G. Notice of decision regarding request for access**

*You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000))

[Regulation 4]

**A. Particulars of private body**

The Head:

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**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be recorded below.*
- (b) *Furnish an address and/or fax number in the Republic to which information must be sent.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: \_\_\_\_\_

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Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

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\_\_\_\_\_ Fax number: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E – mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person: \_\_\_\_\_

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C. Particulars of person on whose behalf request is made

*This section must be completed only if a request for information is made on behalf of another person.*

Full names and surname: \_\_\_\_\_  
\_\_\_\_\_

Identity number: \_\_\_\_\_

D. Particulars of record

- (a) *Provide full particulars of the record to which is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1. Description of record or relevant part of the record: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Reference number, if available: \_\_\_\_\_

3. Any further particulars of record: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

E. **Fees**

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason thereof.*

Reason for exemption from payment of fees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**F. Form of access to records**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.				
Disability: _____		Form in which record is required: _____		

Mark the appropriate box with an "X"

**NOTES:**

(a) *Your indication as to the required form of access depends on the form in which the record is available.*

(b) *Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.*

(c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

<b>1. If the record is in written or printed form</b>				
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record	
<b>2. If record consists of visual images</b> (this includes photographs, slides, video recordings, computer – generated images, sketches etc.)				
<input type="checkbox"/>	View images	<input type="checkbox"/>	Copy of images*	<input type="checkbox"/>
<b>3. If record consist of recorded words or information which can be reproduced in sound</b>				
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed document)	
<b>4. If record is held on computer or in an electronic or machine – readable form</b>				
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from the record*	<input type="checkbox"/>
				Copy in computer readable form* (compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>A postal fee is payable.</b>	<b>YES</b>	<b>NO</b>
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**G. Particulars of right to be exercised or protected**

*If the provided space is inadequate please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Indicate which right is to be exercised or protected: \_\_\_\_\_

\_\_\_\_\_

**Signature of Requester/Person on who's behalf Request is made**

**How would you prefer to be informed of the decision regarding for access to the record?**

**Signed at this day**

**A. SIHLAHLA**  
**CITY MANAGER**