



**MZIMVUBU-TSITSIKAMMA WMA: VALIDATION & VERIFICATION OF EXISTING
LAWFUL WATER USE**

WP1059 WTE

MONTHLY PROGRESS REPORT – February 2017

MHP GeoSpace (Pty) Ltd

Mr. Eric Maritz
15 Acacia Avenue
Westville
3629
031-266 9316
ericm@mhpgeospace.co.za

1 SUMMARY

a. Section 35 Letters

Sec 35 Application letters generated as at the end of the reporting period represent 60% of registered users. Milestones submitted at the end of February therefore will be in terms of 60% of registered properties having been generated and made available for distribution.

The generated letters are, through the Verification Office, distributed to users, either via email or registered mail. The following functions apply to each property:

- Generate application letter.
- Determine due date and stamp accordingly.
- Create property file and add a copy of the letter to the file.
- For users that accepted email correspondence – distribute via email.
- For others – assign Registered Mail sticker, apply postage via franking machine.
- Prepare postage lists, submit to Post Office.
- Capture all details on the Workflow Tracking System.

b. Verification Section 35 Management

The Verification Office additionally manages queries and responses generated by the letter distribution. Queries are assigned to the appropriate resource for further action.

Responses are reviewed and analysed against the validation and supplied data and the next stage in the Section 35 process determined. This could be either:

- Revise the determinations in the initial letter as a result of new/additional information (this may include further legal investigation into entitlements claimed).
- Contact the user to clarify information submitted.
- Deal with walk-in queries and requests for information.
- Request the user to supply more/additional information – via Letter 2.
- Generate the ELU certificate letter (Letter 3) where there is agreement on the determinations.
- Generate a list of properties where the user fails to respond to the application within the time provided.
- Generate a property report for transfer to WARMS for registration update.

Copies of all correspondence are placed in the property file. All actions and dates are captured on the Workflow Tracking System.

A total of 3 880 Section 35 letters have been distributed to date, of which 39% have been by email and 61% by registered mail. A total of 211 letters have been returned (Return To Sender) which represents 5% of letters sent. A total of 590 Section 35 applications have been returned.

An additional 246 properties have been added to the data as a result of the analysis and ELU determinations carried out on information supplied by users.

The activities of the Verification Office are the main focus for the balance of the project. The immediate objective is to ensure that more than 90% of Section 35 letters are generated and distributed by the end of March 2017.

2 SPECIFIC PROBLEMS

The completion of both the Section 33 and Section 35 processes require the signature of the DWS Director-General. It is uncertain when and if this will be forthcoming within the project time frame. The project also requires the signature of the CMA Acting CEO for application letters, this delays the issue of applications and responses until the position is approved by DWS.

There are continued challenges in ensuring the Verification Office is adequately resourced to meet the demands and objectives of the project. A document of these items has been generated and presented at the PMC meeting for further action. Many of these are ongoing and require careful management to ensure the rate of distribution and management of letters is not compromised by a lack of verification office supplies/infrastructure.

3 VALIDATION STATISTICS

ITEM	UNIT	Progress/Number
Remote Sensing '96-'99	%	100
Remote Sensing Current	%	100
Dam Volume Calculations	%	100
SAPWAT Modelling	%	100
Legal Document Integration	%	95
Properties Registered	No.	5027
Properties Not Registered*	No.	5846
Properties to be Validated	No.	10873
User Reports On database	No.	51 658
User Feedback Integrated	No.	3022
Validation Completed#	No.	9755

* These are properties that are not individually registered and are assumed to be undertaking a water use. This number will be revised as the process of user interaction progresses.

This includes Lawful Use determination for the Section 33 and/or Section 35 process.

4 PUBLIC PARTICIPATION PROGRESS

Date	Venue	Purpose	Target Area	Property Files Distributed	Property Files Received
18/04/2016	Humansdorp	Project Launch	Western WMA	N/A	N/A
19/04/2016	Cradock	Project Launch	Western WMA	N/A	N/A
20/04/2016	Maclear	Project Launch	Eastern WMA	N/A	N/A
21/04/2016	East London	Project Launch	Eastern WMA	N/A	N/A
10/05/2016	King Williams Town	CCAW Meeting	WMA	N/A	N/A
18/05/2016	Port Elizabeth	Agri-EC Meeting	WMA	N/A	N/A
18/07/2016	Somerset East	User Engagement	Western WMA	41	3
19/07/2016	Kirkwood	User Engagement	Western WMA	0	0
20/07/2016	Alexandria	User Engagement	Western WMA	14	10
21/07/2016	Grahamstown	User Engagement	Western WMA	92	6
22/07/2016	Fort Beaufort	User Engagement	Western WMA	151	4
25/07/2016	Somerset East	User Engagement	Western WMA	8	36
26/07/2016	Kirkwood	User Engagement	Western WMA	0	0
27/07/2016	Alexandria	User Engagement	Western WMA	6	4
28/07/2016	Grahamstown	User Engagement	Western WMA	60	137

29/07/2016	Fort Beaufort	User Engagement	Western WMA	59	154
29/07/2016	By Email	User Engagement	Western WMA	5	19
08/08/2016	Beaufort West	User Engagement	Western WMA	0	0
08/08/2016	Three Sisters	User Engagement	Western WMA	0	0
10/08/2016	Murraysburg	User Engagement	Western WMA	41	7
11/08/2016	Graaff Reinet	User Engagement	Western WMA	99	16
12/08/2016	Aberdeen	User Engagement	Western WMA	116	39
15/08/2016	Beaufort West	User Engagement	Western WMA	0	0
16/08/2016	Three Sisters	User Engagement	Western WMA	4	2
17/08/2016	Murraysburg	User Engagement	Western WMA	29	57
18/08/2016	Graaff Reinet	User Engagement	Western WMA	92	151
19/08/2016	Aberdeen	User Engagement	Western WMA	81	137
29/08/2016	Jansenville	User Engagement	Western WMA	50	12
30/08/2016	Steytlerville	User Engagement	Western WMA	79	54
31/08/2016	Willowmore	User Engagement	Western WMA	80	44
01/09/2016	Joubertina	User Engagement	Western WMA	155	34
02/09/2016	Humansdorp	User Engagement	Western WMA	271	69
05/09/2016	Jansenville	User Engagement	Western WMA	63	95
06/09/2016	Steytlerville	User Engagement	Western WMA	22	49
07/09/2016	Willowmore	User Engagement	Western WMA	53	79
08/09/2016	Joubertina	User Engagement	Western WMA	63	105
09/09/2016	Humansdorp	User Engagement	Western WMA	129	252
19/09/2016	Steynsburg	User Engagement	W/E WMA	95	39
20/09/2016	Middelburg	User Engagement	W/E WMA	192	39
21/09/2016	Cradock	User Engagement	W/E WMA	278	111
22/09/2016	Queenstown	User Engagement	W/E WMA	82	56
23/09/2016	Dordrecht	User Engagement	W/E WMA	37	35
26/09/2016	Steynsburg	User Engagement	W/E WMA	33	60
27/09/2016	Middelburg	User Engagement	W/E WMA	96	227
28/09/2016	Cradock	User Engagement	W/E WMA	191	323
29/09/2016	Queenstown	User Engagement	W/E WMA	95	103
30/09/2016	Dordrecht	User Engagement	W/E WMA	14	32
10/10/2016	East London	User Engagement	Eastern WMA	86	28
11/10/2016	Stutterheim	User Engagement	Eastern WMA	143	70
12/10/2016	Elliot	User Engagement	Eastern WMA	119	19
13/10/2016	Umtata	User Engagement	Eastern WMA	0	2
14/10/2016	Kokstad	User Engagement	Eastern WMA	109	52
17/10/2016	East London	User Engagement	Eastern WMA	64	101
18/10/2016	Stutterheim	User Engagement	Eastern WMA	122	128
19/10/2016	Elliot	User Engagement	Eastern WMA	80	136
20/10/2016	Umtata	User Engagement	Eastern WMA	0	0
21/10/2016	Kokstad	User Engagement	Eastern WMA	161	210
31/01/2017	By Email	User Engagement	WMA	523	189
			TOTAL:	4386	3661

5 VERIFICATION STATISTICS

Item	Number	% of Total
Ready for Verification	6289	85%
S35 Letter 1 Prepared	6289	85%
S35 Letter 1 Distributed	3880	52%
ELU s35 Certificate Signed	0	0
ELU s35 Certificate Issued	0	0
S33 Determination complete	3466	100%
S33 Letter Prepared	3466	100%

6 PROJECT MANAGEMENT

The following project related meetings have taken place:

DATE	TYPE	PURPOSE	VENUE
08/02/2017	PMC	Project Management Meeting	Port Elizabeth
16/02/2017	V&V Indaba	National V&V Progress Meeting	Cape Town

7 PROJECT MILESTONES COMPLETED

Month	Milestone	Amount (ex. VAT)
February	M9.1 – Section 35 L1 to DWS, 60% of Registered properties.	R 300 000.00

8 PROJECT PROGRESS – ACTUAL VS PLANNED

Refer to the attached table – MZIMVUBU-TSITSIKAMMA MILESTONE PROGRESS.

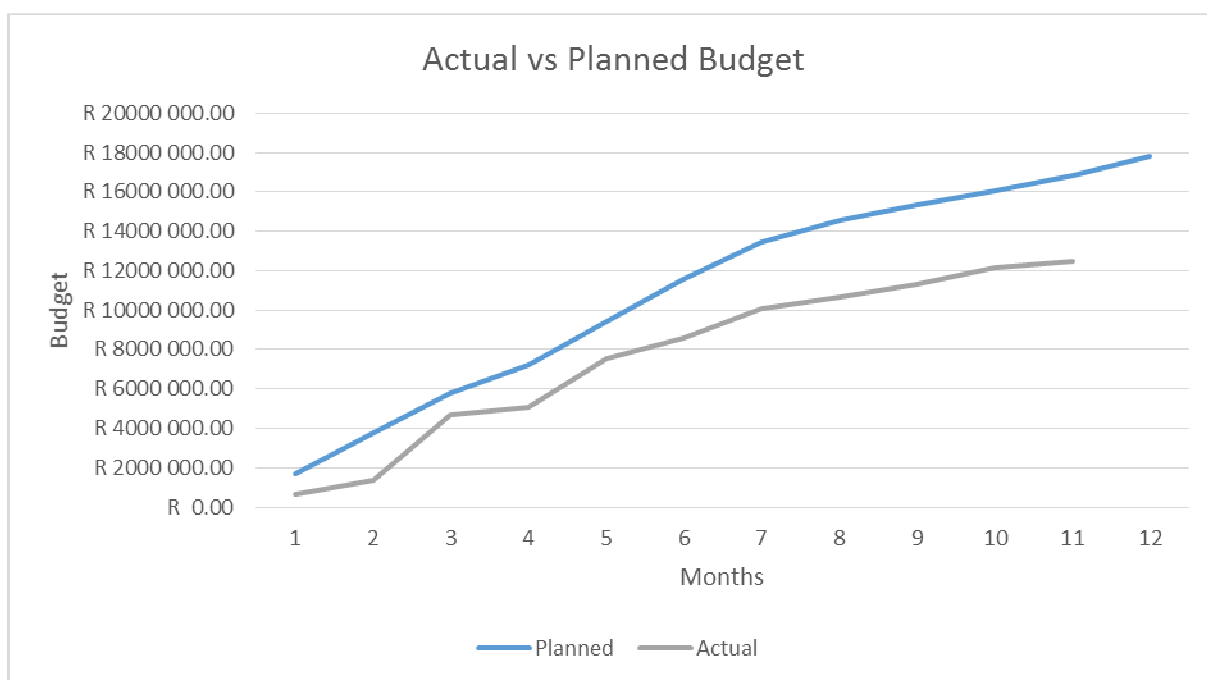
This table details the following:

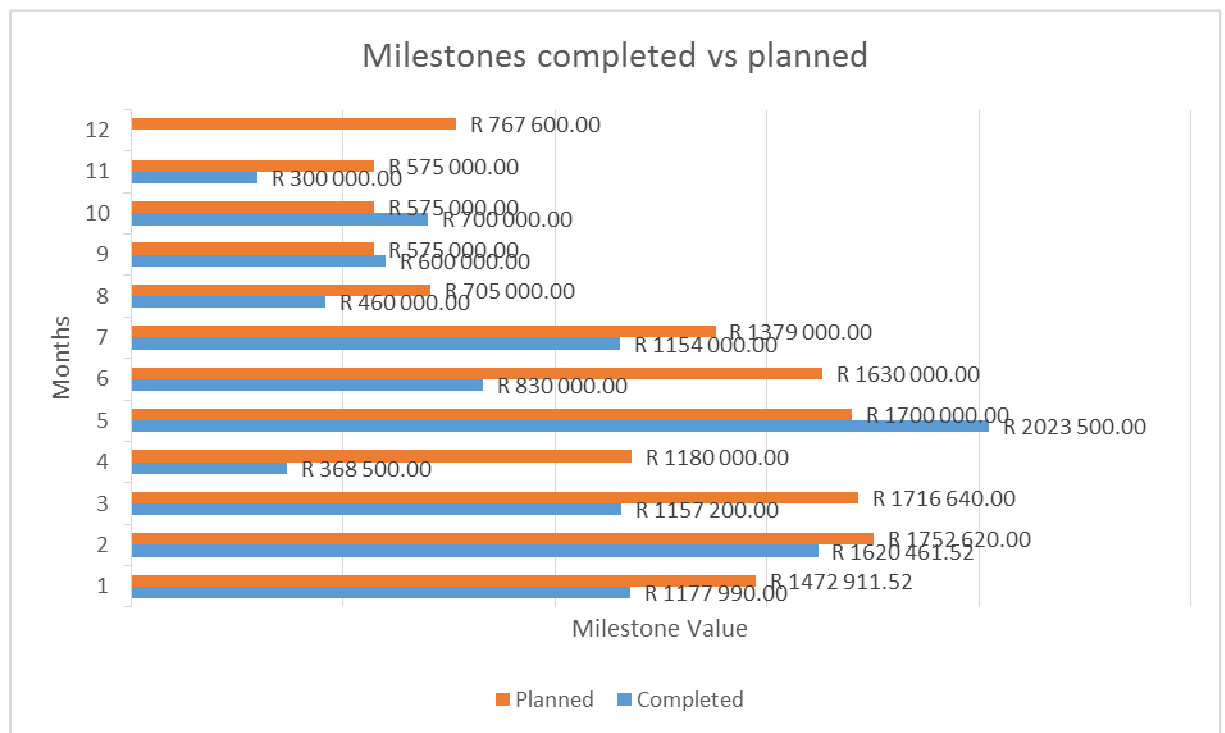
- Project Milestones and milestone descriptions.
- Milestone planned, revised and actual completion dates.
- Milestone budget, and % of project budget.
- Completed milestone budget as % of project budget.
- Notes on non-completion and mitigation thereof.

Please note the following with regard to the table:

- Overall project progress is **75.5%** as at the end of February 2017.
- Revised completion dates have not been extended beyond March 2017 as these are under a separate submission.
- The distribution of Section 35 Letter 1s are a definable target, all subsequent letters are dependent on the rate of return of applications by users.

The following graphs illustrate the breakdown of Planned vs Actual budget and milestones:





9 BUDGET

A summary of the budgeted and actual invoices claimed (incl. VAT) (including disbursements).

Claim No.	Month No.	Month	Budget	Cumulative Budget	Actual claimed	Cumulative claimed	Cumulative difference
1	1	April	R 1 724 719.13	R 1 724 719.13	R 641 820.00	R 641 820.00	-R 1 082 899.13
2	2	May	R 2 066 766.80	R 3 791 105.93	R 701 088.60	R 1 342 908.60	-R 2 448 197.33
3	3	June	R 2 025 369.60	R 5 816 475.53	R 1 801 726.13	R 3 144 634.73	-R 2 671 840.80
4	4	June	R 2 025 369.60	R 5 816 475.53	R 1 522 083.42	R 4 666 718.15	-R 1 149 757.38
5	5	July	R 1 413 600.00	R 7 230 075.53	R 368 500.00	R 5 086 808.15	-R 2 143 267.38
6	6	August	R 2 223 000.00	R 9 453 075.53	R 2 972 974.41	R 7 525 655.39	-R 1 927 420.14
7	7	September	R 2 143 200.00	R 11 596 275.53	R 1 074 857.21	R 8 600 512.60	-R 2 995 762.93
8	8	October	R 1 857 060.00	R 13 453 335.53	R1 505 986.08	R 10 106 498.68	-R 3 346 836.85
9	9	November	R 1 088 700.00	R 14 542 035.53	R 530 919.04	R 10 637 417.72	-R 3 904 617.81
10	10	December	R 769 500.00	R 15 311 535.53	R 690 710.83	R 11 328 128.55	-R 3 983 406.98
11	11	January	R 769 500.00	R 16 081 035.53	R 806 000.00	R 12 134 128.55	-R 3 946 906.98
12	12	February	R 769 500.00	R 16 850 535.53	R 357 794.24	R 12 453 133.52	-R 4 397 402.01
13	13	March	R 958 818.07	R 17 809 353.60			
14	14						
15	15						
16	16						
17	17						
18	18						
19	19						
20	20						
21	21						
22	22						
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25	25						
26	26						
27	27						
28	28						
29	29						
	Total		R 17 809 353.60		R 12 453 133.52		