

CONTRACTOR'S CORNER

STAY ON TOP OF YOUR INVOICING

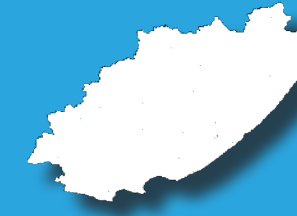
Invoicing is one of the most important things involved in running a business and can also be one of the most stressful. If you can learn how to do it properly, and follow all the necessary procedures, you can get your payments in on time and enjoy good cashflow.

CREATE A SYSTEM

Right from the onset, create a system to track the work you have done. There are even computer softwares available to help you track your work and invoices. Best practice also suggests that before you start plugging away, you should have your system reviewed by a bookkeeper or an accountant.

SET ASIDE TIME FOR YOUR ACCOUNTS

Schedule time on a regular basis to fully review your accounts payable and accounts receivable reports. The timing of this review depends on the nature of your business and whether or not you're having cashflow issues. Looking at the numbers on a regular basis enables you to foresee problems and catch them before they turn into a write-off on the receivables side, or a dispute with a vendor.



THE HDA
GOVERNMENT'S
DEVELOPER OF CHOICE

Eastern Cape uMhlali

COMMUNITY NEWSLETTER | ISSUE 69 | MAY/ JUNE 2018

Eastern Cape uMhlali is a monthly newsletter published by the Housing Development Agency to update you, our beneficiary, about the HDA's human settlements projects in the Eastern Cape province.

CLOSING THE EASTERN CAPE HOUSING GAP



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CLOSING THE EASTERN CAPE HOUSING GAP

According to the official account of the Eastern Cape Provincial Department of Human Settlements, the housing backlog in the Eastern Cape stands at an estimated 400 000 units. Spokesman for the Provincial Department of Human Settlements (DHS) Lwandile Sicwetsha says the DHS has built 12979 RDP homes in the 2016-17 financial year and 11090 the following year.

The Department expects to build 8567 in the current financial year, which began in April. According to Sicwetsha, the number of units built has been declining due to less money from national government and this has affected most departments.

MEC Helen Sauls-August says, "Our focus is to strengthen our beneficiary administration system and close the gaps that put a blemish on successful delivery of houses. We will respond to the persistent allegations of manipulation of beneficiary lists in respective municipalities."

Sicwetsha adds that the national housing needs register, which identifies beneficiaries, will ensure that all three spheres of government are aware of who should receive which house.

In continuing with its previous practice, the DHS has given support to municipalities to approve housing lists by council resolutions. Under the new interventions, the municipalities must comply by using housing needs registers and set up housing allocations committees.

The MEC said the new interventions were intended to ensure that the beneficiary administration process was fair and transparent, that completed homes were allocated to the rightful beneficiaries and that there were no completed houses that remain unoccupied for long periods. As an implementing agency of the Department of Human Settlements, the Housing Development Agency is assisting with the management of several projects across the Eastern Cape and will play a crucial role in ensuring that several of these aspects are carried out.



**Catch Season 5 of
BREAKING NEW GROUND
television series**

Every Monday @ 22:30 on SABC 2
Repeats Saturdays @ 13:00



CATCH BREAKING NEW GROUND ON SABC 2

USEFUL CONTACT NUMBERS

THE HOUSING DEVELOPMENT AGENCY: 041 393 2600

NELSON MANDELA BAY MUNICIPALITY

Customer Care (All hours): 041 506 5555
Service Delivery Centre (All hours for water, sanitation and all other services): 0800 205 050
Human Settlements Eastern Cape: 043 711 9500
Emergencies: (From cell phone): 112
Childline: 08000 55 555
Eskom Customer Care: 0860 037 566

LAND INVASION

Macdonald: 082 410 5066
Hlela: 079 490 0531
Fire: 041 585 2311 / 041 508 5505
Water leaks, Power outages etc.: 0800 205 050
General Emergencies: 041 506 2735

CLINICS

Chatty Clinic in Dullisear Street: 041 506 3070
Veeploas Clinic in Kani Street: 041 506 1183
Zwide Clinic in Johnson Street: 041 506 7410
Soweto-on-Sea Clinic in Mbanga Street: 041 506 1191
Booyensens Park Clinic 2 in Booyensens Park Drive: 041 483 1590

POLICE STATIONS

Bethelsdorp Police Station: 041 404 3000/4/5
071 475 1938
Kwazakele Police Station: 041 408 7720
Zwide Police Station: 041 459 0213
KwaDwezi Police Station: 041 405 4712



MEET AMANDA MADYAKA - RECEPTIONIST AT THE HDA

What is your role at the HDA and what does it involve?

I am a Receptionist at the HDA and my duties involve attending to beneficiaries, answering and transferring calls at switchboard, collecting and distributing mail, arranging courier services and typing minutes.

How long have you been at the HDA?

For the past 5 months now.

Tell us a little about yourself

I am a wife with three kids - two boys and a girl. I am an outgoing, go-getter type of person who tries to better herself at every chance I get.

What are some of your favourite hobbies outside of work?

I am a jogger.

What is your favourite dish?

I really enjoy seafood.

What do you enjoy most about your work?

Dealing with different people on a day to day basis and it challenges me to be better at what I do.

What skills or personality traits do you have that help you to do fulfil your tasks?

Being a calm person and a good listener helps me fulfil my tasks.

What are some of the challenges you face in your work?

Dealing with fighting beneficiaries or contractors and having to calm them down so that they leave our offices satisfied.



Amanda Madyaka, Receptionist, HDA

Do you have a message for the communities in which you are currently working?

Keep calm, stick to your values and always strive to be better.

FIXING A LEAKING TOILET

IDENTIFYING THE SOURCE OF A LEAK

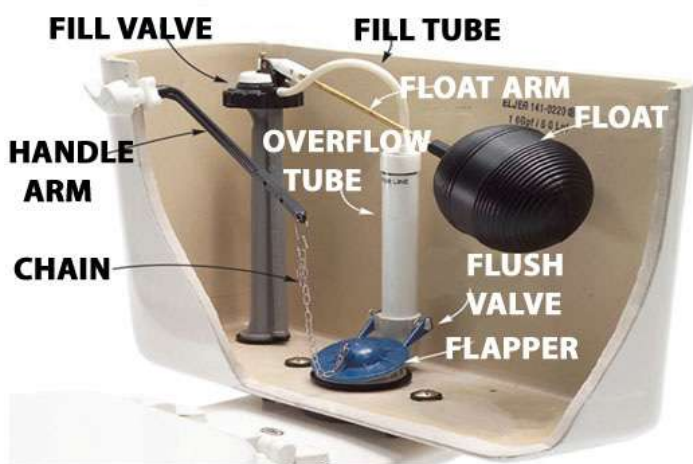
Water leaking from your toilet tank can not only cost you money when it comes to your water or utility bill, but it can also cause serious water damage to your bathroom floor and walls.

To find out whether your toilet tank is leaking, find some food colouring that you can pour into the water in your tank. After about an hour, return to check and see if the water in the bowl is the same colour as your food colouring. If it is, then you have a leak.

REPLACING YOUR TOILET FLAPPER

Toilet flappers are the leading cause of leaking or running toilets – they provide the seal for the flush valve and control the volume of water released into the bowl. If you find that your toilet is leaking from the tank to the bowl, then your flapper probably needs to be replaced.

To change your toilet's flapper, first shut off the water supply to your toilet. To do this, simply turn the water valve located directly behind the toilet. Remove the tank lid and flush the toilet in order to empty the tank. Use a towel or sponge to mop out any excess water left in the tank. Remove the flush chain from the lever, and then slide the old flapper up off the overflow tube. Slide the new flapper in place over the overflow tube, reconnect the chain, and then turn the water supply back on. Your leak should now be fixed.



PROJECT UPDATES: HDA PROJECT UPDATES

CHATTY 491:

23 houses have been completed with FURS in the 2018/ 19 Financial Year.

7 slabs have been completed to date | 18 Wall plates completed to date | 27 Roofs completed | 22 Finishes A completed | 12 Finishes B completed to date | 23 completions with FURS

CHATTY 1060:

27 foundations completed

JOE SLOVO WEST PHASE 2:

184 foundations completed | 212 Wall plates completed in total | 69 Roofs completed | 21 finishes completed | 36 houses with FURS

SOWETO-ON-SEA:

15 Foundations completed | 18 wall plates completed | 16 Roofs completed | 15 Finishes completed | 21 houses with FURS

KWANOBUHLE 52:

22 Completions

1 Foundation completed | 1 Wall plate completed | 3 Roofs | 7 Finishes completed | 11 completions

BETHELSDORP RECTIFICATION 7:

3 Foundations completed | 3 Wall plates completed | 25 Roofs completed | 15 Finishes | 55 completions | 32 houses completed without FURS | 27 houses completed with FURS

UHLAZIYO LOMSEBENZI: UHLAZIYO LOMSEBENZI WE HDA

CHATTY 491:

Izindlu eziyi 23 ziqqityiwe ne FURS kulonyaka mali ka 2018/19.

Kude kubelelithuba kugqityiwe izislab eziyi 7 | Kude kubelelithuba kugqityiwe iipleyiti zodonga eziyi 18 | Kugqityiwe amafulelo ayi 27 | Kugqityiwe imigqibezelo A eyi 22 | Kude kubelelithuba | Kusashota imigqibezelo B kwi khabhathi eyi 12 | Izipeleliso eziyi 23 ziqqityiwe ne FURS

CHATTY 1060:

Kugqityiwe izisekelo eziyi 27

JOE SLOVO WEST PHASE 2:

Kugqityiwe izisekelo eziyi 184 | Xa ziphelele iipleyiti zedonga ezigqityiweyo ziyi 212 | Kude kubelelithuba ayi 69 amafulelo agqityiweyo | Kugqityiwe imipheleliso eyi 21 | Kugqityiwe izindlu eziyi 36 ezine FURS

SOWETO-ON-SEA:

Kugqityiwe izisekelo eziyi 15 | Kugqityiwe iipleyiti zodonga eziyi 18 | Ayi 16 amafulelo agqityiweyo | Kugqityiwe imipheleliso eyi 15 | Kugqityiwe izindlu eziyi 21 ezine FURS

KWANOBUHLE 52:

Imigqibezelo eyi 22

Kugqityiwe izisekelo esisodwa | Kugqityiwe iipleyiti yodonga eyodwa | Kugqityiwe imifulelo eyi 3 | Kugqityiwe izipeleliso eziyi 7 | Ezigqityiweyo ziyi 11

BETHELSDORP RECTIFICATION 7:

Kugqityiwe izisekelo eziyi 3 | Kugqityiwe iipleyiti zodonga eziyi 3 | Kugqityiwe imifulelo eyi 25 | Kugqityiwe izipeleliso eziyi 15 | Kugqityiwe izindlu eziyi 55 | Izindlu eziyi 32 azinayo iFURS | Kugqityiwe izindlu eziyi 27 ezine FURS

PROJECT	FOUNDATION	WALLPLATE	ROOF	FINISHES	COMPLETED
UMSEBENZI	ISISEKELO	IPLANGA LODONGA	UFULELO	UPHELELISWA	EZIGQITYIWEYO
Chatty 491	7	18	27	34	23
Chatty 1060	27	0	0	0	0
Joe Slovo West Phase 2	184	212	69	21	36
Soweto-on-Sea	15	18	16	15	21
Kwanobuhle 52	1	1	3	7	11
Khayamandi 179	0	0	0	0	0
Bethelsdorp Rectification 7	3	3	25	15	55
TOTAL	237	252	140	92	146