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Date: 10 November 2025

Office of the Municipal Manager

Internal Memo

PROCESS TO REPORT DAMAGE/VANDALIZED MUNICIPAL PROPERTY

Kindly find here under a flow chart as to how to deal with the reporting of damaged/vandalized property.

1. If an employee sees that any property is/has been vandalized, he/she must report such an act to his/her supervisor or driver.
2. The driver/supervisor must report it to the Accountant: Asset such damage/vandalism.
3. Accountant: Asset must make a case at the SAPS within 5 days of the incident for investigation by the SAPS.
4. Accountant: Asset must then provide the case number and asset report to the Director: Corporate Services and Director: Technical Services.
5. Accountant: Asset will forward a report to all Senior Managers for information and action, if any.

Hope you find the above in order.

Yours faithfully

Advocate W. Blundin
Municipal Manager