

<p>Kennis word hiermee gegee in terme van Artikel 29 van die Plaaslike Regering : Munisipale Strukture Wet, 1998 (Wet 117 van 1998) soos gewysig, dat 'n gewone raadsvergadering van die Munisipaliteit Witzenberg gehou sal word op Woensdag, 26 Oktober 2016 om 10:00 in die Raadsaal, Munisipale Kantore, Voortrekkerstraat 50, Ceres.</p>	<p>Notice is hereby given in terms of Section 29(2) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) as amended, that an ordinary council meeting of the Witzenberg Municipality will be held in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres on Wednesday, 26 October 2016 at 10:00.</p>
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Raadslede en Amptenare / Councillors and officials

Councillor TE Abrahams	Councillor K Adams	Councillor P Daniels
Councillor TT Godden	Councillor P Heradien	Councillor SJ Hugo
Councillor DM Jacobs	Councillor D Kinnear	Councillor BC Klaasen
Councillor GG Laban	Councillor C Lottering	Councillor M Mdala
Councillor TP Mgoboza	Councillor ZS Mzauziwa	Councillor N Phatsoane
Councillor JT Phungula	Councillor JW Schuurman	Councillor EM Sidego
Councillor RJ Simpson	Alderman HJ Smit	Councillor D Swart
Councillor HF Visagie	Councillor JJ Visagie	
Municipal Manager	Director: Finance	Director: Community Services
Director: Technical Services	Director: Corporate Services	Deputy Director: Finance
Head: Internal Audit	Manager: Projects and Performance	Manager: Administration
IDP Manager	Legal Advisor	Committee Clerk

TER INLIGTING / FOR INFORMATION

Volledige stukke		
Voorsitter: IMATU (Mnr. J Noble)	Voorsitter: SAMWU (Mnr. Khalipha Ntanjana)	
Bella Vista Biblioteek	Emfundweni Biblioteek	John Steyn Biblioteek
Rietvallei Biblioteek	Montana Biblioteek, Wolseley	Wolseley Biblioteek
Tulbagh Biblioteek	Witzenville Biblioteek, Tulbagh	Op-die-Berg Biblioteek
Prince Alfred's Hamlet Biblioteek		

Per e-pos		
Ceres Business Initiative Mr N Bettesworth. Cell: (083) 462-8345 E-mail: manager@cerescbi.co.za		


COUNCILLOR TT GODDEN
SPEAKER

19 October 2016

AGENDA

1. OPENING AND WELCOME
2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY
(3/1/2/1)

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

- 3.1 Gratitude, Congratulations and Commiseration
(11/4/3)

Council's congratulations are conveyed to the following councillors and spouse on their birthdays:

- Councillor T Abrahams 6 October
- Councillor J Visagie 17 October
- Mrs Karin Swart 20 October

NOTED.

- 3.2 Matters raised by the Speaker
(09/1/1)

- 3.3 Matters raised by the Executive Mayor
(09/1/1)

4. MINUTES

- 4.1 Approval of minutes
(3/1/2/3)

The following minutes are attached:

- (a) Council meeting, held on 26 July 2016: **Annexure 4.1(a).**
- (b) Induction council meeting, held on 16 August 2016: **Annexure 4.1(b).**
- (c) Council meeting, held on 17 August 2016: **Annexure 4.1(c).**
- (d) Special council meeting, held on 2 September 2016: **Annexure 4.1(d).**

RECOMMENDED

That the following minutes be approved and signed by the Speaker:

- (i) Council meeting, held on 26 July 2016.
- (ii) Induction council meeting, held on 16 August 2016.
- (iii) Council meeting, held on 17 August 2016.
- (iv) Special council meeting, held on 2 September 2016.

5. MOTIONS AND NOTICE OF SUGGESTIONS

6. INTERVIEWS WITH DELEGATIONS

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

**7.1 Minutes: Committee meetings
(03/3/2)**

The reports/minutes of the following meetings are attached:

- (a) Committee for Corporate and Financial Services, held on 11 May 2016: **Annexure 7.1(a).**
- (b) Executive Mayor and Mayoral Committee, held on 13 May 2016: **Annexure 7.1(b).**
- (c) Committee for Rural Economic Development and Tourism, held on 17 May 2016: **Annexure 7.1(c).**
- (d) Committee for Housing Matters, held on 9 June 2016: **Annexure 7.1(d).**
- (e) Committee for Community Development, held on 14 June 2016: **Annexure 7.1(e).**
- (f) Committee for Technical Services, held on 15 June 2016: **Annexure 7.1(f).**
- (g) Komitee vir Behuisingsaangeleenthede, gehou op 14 Julie 2016: **Bylae 7.1(g).**
- (h) Executive Mayor and Mayoral Committee, held on 25 July 2016: **Annexure 7.1(h).**
- (i) Committee for Local Economic Development and Tourism, held on 21 September 2016: **Annexure 7.1(i).**
- (j) Committee for Technical Services, held on 21 September 2016: **Annexure 7.1(j).**
- (k) Committee for Community Development, held on 22 September 2016: **Annexure 7.1(k).**

RECOMMENDED

that notice be taken of the minutes of the committee meetings.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktooraat Finansies / Directorate Finance

8.1.1 Section 71 Reports: Monthly reports of the Department Finance: July and August 2016 (9/1/2/2)

The following items refer:

- (a) Item 7.1.1 of the Executive Mayor and Mayoral Committee meeting, held on 6 October 2016.
- (b) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 13 October 2016.

The following monthly reports of the Department Finance are attached:

- (a) July 2016 **Annexure 8.1.1(a)**
- (b) August 2016 **Annexure 8.1.1(b)**

The Executive Mayor and Mayoral Committee unanimously resolved on 6 October 2016 to recommend to Council that notice be taken of the Section 71 monthly reports of the Department Finance for July and August 2016 and same be accepted.

The Committee for Corporate and Financial Services resolved on 13 October 2016 to recommend to the Executive Mayor and Mayoral Committee and Council that the Committee for Corporate and Financial Services takes notice of the content of the monthly reports of the Department Finance for April, May, June, July and August 2016 and same be accepted.

RECOMMENDED

that notice be taken of the Section 71 monthly reports of the Department Finance for July and August 2016 and same be accepted.

8.1.2 Monthly reports: Service Delivery and Budget Implementation Plan: June, July and August 2016 (5/1/5/8 & 5/1/5/9)

Item 7.1.2 of the Executive Mayor and Mayoral Committee meeting, held on 6 October 2016, refers.

The following Service Delivery and Budget Implementation Plan monthly reports are attached:

- (a) June 2016 **Annexure 8.1.2(a)**
- (b) July 2016 **Annexure 8.1.2(b)**
- (c) August 2016 **Annexure 8.1.2(c)**

The Executive Mayor and Mayoral Committee unanimously resolved on 6 October 2016 to recommend to Council that notice be taken of the monthly reports of the Service Delivery and Budget Implementation Plan for June, July and August 2016 and same be accepted.

RECOMMENDED

that notice be taken of the monthly reports of the Service Delivery and Budget Implementation Plan for June, July and August 2016 and same be accepted.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Erf 1386, Lyellstraat, Ceres (Plek van vermaaklikheid) (15/04/1/1/23)

Die volgende items verwys:

- (a) Item 7.1 van die vergadering van die Komitee vir Tegniese Dienste, gehou op 15 Junie 2016.
- (b) Item 8.2.2 van die raadsvergadering, gehou op 26 Julie 2016.

'n Verslag vanaf die Bestuurder: Stadsbeplanning en Boubeheer, gedateer 10 Mei 2016, word ingebind as **bylae 8.2.1**.

Die Komitee vir Tegniese Dienste het op 15 Junie 2016 besluit om by die Raad aan te beveel dat die vergunning aan mnr. J Prins om 'n plek van vermaaklikheid op erf 1386, Ceres te bedryf, teruggetrek word.

Die ANC versoek dat genotuleer word dat die party nie ten gunste daarvan is dat besigheidsplekke van agtergeblewenes toegemaak word nie.

Die Raad het op 26 Julie 2016 eenparig besluit dat die aangeleentheid rakende 'n plek van vermaaklikheid, geleë te erf 1386, Lyellstraat, Ceres oorstaan tot die eersvolgende raadsvergadering.

AANBEVEEL

Ter oorweging.

8.2.2 Interim adoption of the Section 8 Zoning Scheme and amendment of the "Agriculture" and "Agricultural Industry" definitions (15/4/P)

The following items refer:

- (a) Item 8.2.2 of the council meeting, held on 18 May 2016.
- (b) Item 7.2.1 of the Executive Mayor and Mayoral Committee meeting, held on 6 October 2016.

Council resolved on 18 May 2016:

- (a) that in terms of section 12 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) that the Scheme Regulations in terms of Section 8 of the Draft Land Use Planning Ordinance, 1985 promulgated under P.N. 1048/1988 be adopted as a By-Law;
- (b) that simultaneous with the adoption of the Draft By-Law that the definition of Agricultural industry under P.N. 1048/1988 be substituted with the following:

Agricultural Industry means an enterprise or structure on a farm, of which the building footprint exceeds 2 000 m², constructed for the purpose of packing, packaging, cold storage, preparing or transforming agricultural produce, or goods for non-food use, for final or intermediate consumption.
- (c) that in terms of section 12(3)(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) the proposal under A. and B. will be published for public comment,
- (d) that any representations received be submitted to Council for consideration prior to publication of the Draft By-Law.

A memorandum from the Manager: Town Planning and Building Control, dated 13 September 2016, is attached as **annexure 8.2.2**.

The Executive Mayor and Mayoral Committee unanimously resolved on 6 October 2016 to recommend to Council that, as no objections were received from the public and other interested parties, Council's resolution 8.2.2 of 18 May 2016 be published in the Provincial Gazette.

RECOMMENDED

that, as no objections were received from the public and other interested parties, Council's resolution 8.2.2 of 18 May 2016 be published in the Provincial Gazette.

8.2.3 Water supply: Green Valley Golden Crops (Pty) Ltd: Artois canal (16/2/R)

The following items refer:

- (a) Item 7.2.2 of the Executive Mayor and Mayoral Committee meeting, held on 6 October 2016.
- (b) Item 7.2.1 of the Executive Mayor and Mayoral Committee meeting, to be held on 25 October 2016.

A memorandum from the Manager: Water and Sewerage, dated 19 September 2016, is attached as **annexure 8.2.3**.

The following recommendation was tabled to the Executive Mayor and Mayoral Committee:

To recommend to Council:

- (i) That Council approves the supply of water from the Artois canal to Green Valley Golden Crops Pty (Ltd).
- (ii) That a lease agreement between Witzenberg Municipality and Green Valley Golden Crops Pty (Ltd) be signed for a maximum period of three years.
- (iii) That a 20 mm water meter be installed.
- (iv) That the water be supplied at the same rate as industries currently R4.92 per kilolitre.
- (v) That the water supply to Green Valley Golden Crops Pty (Ltd) be suspended in the case of a drought, or when water restrictions are implemented as per the Witzenberg Drought Management Plan.

WITZENBERG MUNICIPALITY – RAW WATER SUPPLY MANAGEMENT SCHEDULE			
	WATER RESTRICTION TYPE		
	Normal (no restrictions)	Moderate restrictions	Extreme Restrictions
Wolseley Raw water supply			
Raw water sources	Tierhokkloof and Artois canal delivers 100% to 75% of its yearly registered yield.	Tierhokkloof and Artois canal delivers 75% to 50% of its yearly registered yield.	Tierhokkloof and Artois canal delivers less than 50% of its yearly registered yield.
Tierhokkloof Yield (Ml/annum)	> 495	≤ 495 & > 396	≤ 396
Artois Canal Yield (Ml/annum)	> 750	≤ 750 & > 600	≤ 600
Tierhokkloof and Artois Yield (Ml/annum)	1 566 – 1 174	< 1 174 – 783	< 783
Current yearly usage 2014/15 (Ml/a)	1 115	1 115	1 115

- (vi) That the yearly withdrawal not exceed 20 000 m³.

The Executive Mayor and Mayoral Committee resolved on 6 October 2016:

- (a) that the matter in respect of the Green Valley Golden Crops (Pty) Ltd: Artois canal water supply be held in abeyance until the next meeting.
- (b) that the Director: Technical Services and applicants be invited to the next meeting to provide clarity on the matter.

RECOMMENDED

For consideration of the resolution of the Executive Mayor and Mayoral Committee.

**8.2.4 Electricity: Restoration costs of damaged or destroyed electrical connections of consumers
(16/3/4/1)**

The following items refer:

- (a) Item 8.1 of the meeting of the Committee for Technical Services, held on 21 September 2016.
- (b) Item 7.2.3 of the Executive Mayor and Mayoral Committee meeting, held on 6 October 2016.

A memorandum from the Manager: Electro-Technical Services, dated 20 September 2016, is attached as **annexure 8.2.4**.

The Committee for Technical Services resolved on 21 September 2016 to recommend to the Executive Mayor and Mayoral Committee and Council:

- (i) that Council notes the report of the Manager: Electro-Technical Services regarding the costs related to the restoring of a legally acquired electrical connection in the event of it having been destroyed or damaged.
- (ii) that Council confirms the principle of "consumer pays" as required in terms of the Electricity Bylaws, Section 45(1), i.e. the relevant material, labour, transport and administration costs.
- (iii) that Council considers and expresses itself on the possible reducing of the costs of restoring a damaged or destroyed electrical connection in the case of registered indigent consumers by only being responsible for the direct cost.

The Executive Mayor and Mayoral Committee unanimously resolved on 6 October 2016 to recommend to Council:

- (i) that Council notes the report of the Manager: Electro-Technical Services regarding the costs related to the restoring of a legally acquired electrical connection in the event of it having been destroyed or damaged.
- (ii) that Council confirms the principle of "consumer pays" as required in terms of the Electricity Bylaws, Section 45(1), i.e. the relevant material, labour, transport and administration costs.

- (iii) that Council considers and expresses itself on the possible reducing of the costs of restoring a damaged or destroyed electrical connection in the case of registered indigent consumers by only being responsible for the direct cost.

RECOMMENDED

- (a) *that Council notes the report of the Manager: Electro-Technical Services regarding the costs related to the restoring of a legally acquired electrical connection in the event of it having been destroyed or damaged.*
- (b) *that Council confirms the principle of "consumer pays" as required in terms of the Electricity Bylaws, Section 45(1), i.e. the relevant material, labour, transport and administration costs.*
- (c) *that Council considers and expresses itself on the possible reducing of the costs of restoring a damaged or destroyed electrical connection in the case of registered indigent consumers by only being responsible for the direct cost.*

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

None.

NOTED.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

**8.4.1 Rules of Order for Conducting of Meetings
(1/3/1/25)**

Item 8 of the council meeting, held on 17 August 2016, refers.

The Rules of Order regulating the conduct of meetings of the Witzenberg Municipality is attached as **annexure 8.4.1**.

Council resolved on 17 August 2016 that the matter regarding the Rules of Order for conducting meetings of the Witzenberg Municipal Council be held in abeyance.

RECOMMENDED

that notice be taken of the Rules of Order for conducting meetings of the Witzenberg Municipal Council.

**8.4.2 Delegation of powers: Risk Management
(3/3/P)**

Item 8.1.1 of the Executive Mayor and Mayoral Committee meeting, held on 6 October 2016, refers.

A memorandum from the Municipal Manager, dated 5 October 2016, is attached as **annexure 8.4.2**.

The Executive Mayor and Mayoral Committee resolved on 6 October 2016 to recommend to Council:

- (i) that the review of the Quarterly Risk Matrix Report be delegated to the relevant Portfolio Committees.
- (ii) that the standardised agenda item for the Quarterly Risk Matrix Report be accepted.

RECOMMENDED

- (a) *that the review of the Quarterly Risk Matrix Report be delegated to the relevant Portfolio Committees.*
- (b) *that the standardised agenda item for the Quarterly Risk Matrix Report be accepted.*

**8.4.3 Transfer of unregistered erf 2184, Wolseley
(05/02/07)**

Item 7.2 of the meeting of the Committee for Corporate and Financial Services, held on 13 October 2016, refers.

A memorandum from the Legal Advisor, dated 15 September 2016, is attached as **annexure 8.4.3**.

The Committee for Corporate and Financial Services unanimously resolved on 13 October 2016 to recommend to the Executive Mayor and Mayoral Committee and Council:

- (a) that Council confirms the transaction of unregistered erf 2184, Wolseley.
- (b) that the Municipal Manager be mandated to sign all the necessary documentation to effect the transfer of erf 2184, Wolseley.
- (c) that Mr & Mrs Klazen will be responsible for the cost of the transfer and also ensure that their outstanding municipal account be settled in full to effect the transfer for unregistered erf 2184, Wolseley.

RECOMMENDED

- (a) *that Council confirms the transaction of unregistered erf 2184, Wolseley.*
- (b) *that the Municipal Manager be mandated to sign all the necessary documentation to effect the transfer of erf 2184, Wolseley.*

- (c) *that Mr & Mrs Klazen will be responsible for the cost of the transfer and also ensure that their outstanding municipal account be settled in full to effect the transfer for unregistered erf 2184, Wolseley.*
-

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

9.1 Quarterly Budget Statement (Section 52) report: 1 July 2016 to 30 September 2016 (9/1/2/2)

Item 7.1.2 of the Executive Mayor and Mayoral Committee meeting, to be held on 25 October 2016, refers.

The following memorandum, dated 20 October 2016, was received from the Director: Finance:

"Purpose

To submit the Quarterly Budget Statement to Council for information.

Background

The Quarterly Budget Statement (Section 52) report for 1 July to 30 September 2016 is attached as **annexure 9.1**."

The following recommendation is tabled to the Executive Mayor and Mayoral Committee:

To recommend to Council:

that notice be taken of the contents of the Quarterly Budget Statement report for the period 1 July 2016 to 30 September 2016.

RECOMMENDED

For consideration of the resolution of the Executive Mayor and Mayoral Committee.

9.2 Hand-over report for newly elected Council: 2016 (9/2/2/2)

Annexure 7.1.3 of the Executive Mayor and Mayoral Committee meeting, to be held on 25 October 2016, refers.

The following memorandum, dated 20 October 2016, was received from the Director: Finance:

"Purpose

To submit the Hand-over report for the newly elected Council to Council for information.

Background

The Hand-over report for the newly elected Council is attached as **annexure 9.2.**"

The following recommendation is tabled to the Executive Mayor and Mayoral Committee:

To recommend to Council:

that notice be taken of the contents of the Hand-over report for the newly elected Council.

RECOMMENDED

For consideration of the resolution of the Executive Mayor and Mayoral Committee.

10. **FORMAL AND STATUTORY MATTERS**
11. **QUESTIONS and/or MATTERS RAISED by COUNCILLORS**
12. **COUNCIL-IN-COMMITTEE**

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON TUESDAY, 26 JULY 2016 AT 10:00

PRESENT

Councillors

TT Godden (Speaker)
BC Klaasen (Executive Mayor)
K Adams (Deputy Executive Mayor)
R Badela
P Daniels
JJ du Plessis
MC du Toit
JP Fredericks
WJ Hanekom
S Louw
JS Mouton
SM Ndwanya
JT Phungula
MI Saula
EM Sidego
RJ Simpson
A Smit
HJ Smit
D Swart
JJ Visagie

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Ms J Krieger (Director: Community Services)
Mr HJ Kritzingen (Director: Finance)
M Mpeluza (Director: Corporate Services)
Mr A Raubenheimer (Deputy Director: Finance)
Mr G Louw (Head: Internal Audit)
Ms L Nieuwenhuis (Senior Officer: Properties)
Mr A Hofmeester (IDP Manager)
Mr CG Wessels (Manager: Administration)
Mr C Titus (Committee Clerk)
Mr R Rhode (ICT)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and requested Councillor J du Plessis to open with a prayer.

NOTED.

2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY
(3/1/2/1)

None.

NOTED.

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

3.1 Gratitude, Congratulations and Commiseration
(11/4/3)

- (a) The Executive Mayor conveyed congratulations on behalf of Council to the following councillors and spouse on their birthdays:

•	Councillor K Adams	5 June
•	Councillor M Saula	29 June
•	Ms Elmarie Smit	29 June
•	Councillor W Hanekom	3 July
•	Councillor J Fredericks	13 July
•	Councillor J Klazen	18 July
•	Councillor S Louw	28 July

- (b) The Executive Mayor sympathised on behalf of Council with Councillor J Fredericks and his family with the passing away of his mother.

NOTED.

3.2 Matters raised by the Speaker
(09/1/1)

- (a) The Speaker expressed his thankfulness towards Council for supporting him during his term as Speaker of the council and referred especially to the respect, appreciation and knowledge.
- (b) The Speaker thanked the administration of the municipality for services rendered and referred especially to the Municipal Manager and Senior Management Team.
- (c) The Speaker thanked the various Executive Mayors of Council during his term as Speaker, i.e. Councillors S Louw, JNED Klazen and B Klaasen.

NOTED.

**3.3 Matters raised by the Executive Mayor
(09/1/1)**

- (a) The Executive Mayor thanked all councillors for putting the municipality as the first priority during Council's term.
- (b) The Executive Mayor expressed his hope and wish that the Council to be elected will continue the good work done thus far.
- (c) The Executive Mayor thanked the Municipal Manager and Senior Management Team and Administration for rendering good services.

NOTED.

4. MINUTES

**4.1 Approval of minutes
(3/1/2/3)**

The following minutes are attached:

- (a) Council meeting, held on 18 May 2016: **Annexure 4.1(a)**.
- (b) Special council meeting, held on 27 June 2016: **Annexure 4.1(b)**.

UNANIMOUSLY RESOLVED

That the minutes of the following meetings be approved and signed by the Speaker.

- (i) *Council meeting, held on 18 May 2016.*
- (ii) *Special council meeting, held on 27 June 2016.*

5. MOTIONS AND NOTICE OF SUGGESTIONS

None.

NOTED.

6. INTERVIEWS WITH DELEGATIONS

**6.1 Hydro power: Ceres Hydro Plant
(16/3/R)**

Messrs Ceres Hydro Plant made a presentation with regard to hydro-power. The presentation is attached as **annexure 6.1**.

RESOLVED

that notice be taken of the presentation in respect of hydro power, presented by Messrs Ceres Hydro Plant.

The ANC requested a caucus break from 10:25 until 11:05.

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

**7.1 Minutes: Committee meetings
(03/3/2)**

The reports/minutes of the following meetings are attached:

- (a) Executive Mayor and Mayoral Committee meeting, held on 30 March 2016: **Annexure 7.1(a).**
- (b) Committee for Technical Services meeting, held on 13 April 2016: **Annexure 7.1(b).**
- (c) Committee for Rural Economic Development and Tourism meeting, held on 13 April 2016: **Annexure 7.1(c).**
- (d) Committee for Community Development meeting, held on 14 April 2016: **Annexure 7.1(d).**
- (e) Committee for Corporate and Financial Services meeting, held on 14 April 2016: **Annexure 7.1(e).**
- (f) Komitee vir Behuisingsaangeleenthede vergadering, gehou op 21 April 2016: **Bylae 7.1(f).**
- (g) Komitee vir Behuisingsaangeleenthede vergadering, gehou op 28 April 2016: **Bylae 7.1(g).**
- (h) Performance, Risk and Audit Committee meeting, held on 29 April 2016: **Annexure 7.1(h).**
- (i) Komitee vir Behuisingsaangeleenthede vergadering, gehou op 10 Mei 2016: **Bylae 7.1(i).**

UNANIMOUSLY RESOLVED

that notice be taken of the minutes of the committee meetings.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktooraat Finansies / Directorate Finance

**8.1.1 Section 71 Reports: Monthly reports of the Department Finance: March, April, May and June 2016
(9/1/2/2)**

The following items refer:

- (a) Item 7.1 of the Committee for Corporate and Financial Services meeting, held on 11 May 2016.
- (b) Item 7.1.1 of the Executive Mayor and Mayoral Committee meeting, held on 13 May 2016.
- (c) Item 6.4.1 of the Performance, Risk and Audit Committee meeting, held on 20 May 2016.
- (d) Item 7.1.1 of the Executive Mayor and Mayoral Committee meeting, held on 25 July 2016.

The following monthly reports of the Department Finance are attached:

- (a) March 2016 **Annexure 8.1.1(a)**
- (b) April 2016 **Annexure 8.1.1(b)**
- (c) May 2016 **Annexure 8.1.1(c)**
- (d) June 2016 **Annexure 8.1.1(d)**

Extract from the minutes of the Committee for Corporate and Financial Services meeting, held on 11 May 2016:

"Councillor du Plessis questioned the inability to implement the credit control measures as lives are being threatened in certain areas and no solutions are being found.

The Acting Director: Finance mentioned that the Municipal Manager engaged with the South African Police Services in order to assist the municipality with disconnecting illegal connections of municipal services. Unfortunately the Public Order Police Unit (POPS) was not available hence a follow-up meeting in this regard will be held in due course.

The Committee for Corporate and Financial Services resolved on 11 May 2016 to recommend to the Executive Mayor and Mayoral Committee and Council that the Committee for Corporate and Financial Services take notice of the content of the monthly report of the Department: Finance for March 2016 and same be accepted."

The Executive Mayor and Mayoral Committee resolved on 13 May 2016 that notice be taken of the monthly report of the Department Finance for March 2016 and same be accepted.

The Performance, Risk and Audit Committee resolved on 20 May 2016 to recommend to Council that the monthly reports of the Department Finance for February and March 2016 be accepted.

The Executive Mayor and Mayoral Committee resolved on 25 July 2016 to recommend to Council that notice be taken of the monthly reports of the Department Finance for April, May and June 2016 and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the monthly reports of the Department Finance for March, April, May and June 2016 and same be accepted.

8.1.2 Monthly reports: Service Delivery and Budget Implementation Plan: March, April and May 2016 (5/1/5/8)

Item 7.1.2 of the Executive Mayor and Mayoral Committee meeting, held on 13 May 2016, refers.

The following Service Delivery and Budget Implementation Plan monthly reports are attached:

- | | | |
|-----|------------|--------------------------|
| (a) | March 2016 | Annexure 8.1.2(a) |
| (b) | April 2016 | Annexure 8.1.2(b) |
| (c) | May 2016 | Annexure 8.1.2(c) |

The Executive Mayor and Mayoral Committee resolved on 13 May 2016 that notice be taken of the monthly report of the Service Delivery and Budget Implementation Plan for March 2016 and same be accepted.

The Executive Mayor and Mayoral Committee resolved on 25 July 2016 to recommend to Council that notice be taken of the Service Delivery and Budget Implementation Plan monthly reports for April and May 2016 and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the monthly reports of the Service Delivery and Budget Implementation Plan for March, April and May 2016 and same be accepted.

8.1.3 IDP and Budget Process Plan for 2017 to 2022 (02/02/1)

Item 8.1.5 of the council meeting, held on 18 May 2016, refers.

In terms of Section 28 of the Municipal Systems Act (Act 32 of 2000), Council must adopt an IDP and Budget Process Plan. The Municipal Finance Management Act (Act 56 of 2003) further stipulates that at least ten months before the start of the budget year, the Executive Mayor should table a time schedule outlining key deadlines in respect of the IDP/Budgetary process.

Section 29 of the Municipal Systems Act (Act 32 of 2000), specifies that such a Process Plan must include:

- Programs that set out timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation with:

- Local communities, both in terms of needs and priorities as well as consultation during development;
- Organs of state, traditional authorities, and other role-players in the drafting process; and
- Binding plans and planning requirements, i.e. policy and legislation.

National Treasury has provided further guidance by the issuing of MFMA Circular 10. That circular provides specific guidance with regard to six distinct steps in compilation of the IDP and the annual Budget. The table below highlights these steps, with a brief description of each step:

Steps		Process
1	Planning	Schedule dates, establish consultation forums, review previous processes
2	Strategizing	Review IDP, set service delivery objectives for next 3 years, consult on tariffs, indigents, credit control, free basic services etc., and consider local-, provincial- and national issues, the previous year's performance and current economic and demographic trends etc.
3	Preparing	Prepare Budget, revenue and expenditure projections; draft Budget policies; consult and consider local-, provincial- and national priorities
4	Tabling	Table draft Budget, draft IDP and Budget-related policies before council; consult and consider local-, provincial- and national inputs or responses
5	Approving	Council approves the IDP, the Budget and related policies
6	Finalising	Publish the IDP, Budget and approve the SDBIP and performance targets

In capturing the above steps, this IDP & Budget Process Plan seeks to address, *inter alia*, the:

- Identification of areas requiring additional attention in terms of legislative requirements, proper planning processes and sound financial management;
- Inclusion of the most current Census and own statistical data;
- Consideration and review of any other relevant and new information;
- Addressing comments received from the various role-players;
- Factor-in the shortcomings and weaknesses identified through self-assessment;
- Preparation and review of sector plans and its alignment with the IDP;
- Preparation and review of the Performance Management System (PMS);
- Updating of the 5-year Financial Plan; and
- Finalisation of the annual Budget and IDP in terms of the relevant legislation.

Pursuant to the above statutory requirements, a Process Plan for the 2017 to 2022 IDP and Budget cycle is attached as **annexure 8.1.3**.

UNANIMOUSLY RESOLVED

- (a) *that the IDP and Budget Process Plan for 2017 to 2022 be approved.*
- (b) *that in the event of any changes with regard to the dates of the Process Plan, the Municipal Manager be mandated to change same after consultation with the Executive Mayor.*

**8.1.4 Performance, Risk and Audit Committee: First Bi-Annual Report on Performance Management: 2015/2016
(5/14/4)**

The First Bi-Annual Report of the Performance, Risk and Audit Committee to Council on Performance Management for 2015/2016 is attached as **annexure 8.1.4**.

Legislative framework

In terms of the Local Government Municipal Planning and Performance Management Regulations, 14(4)(a), "A performance audit committee must –

- (i) review the quarterly reports submitted to it in terms of sub-regulation (1) (c) (ii);
- (ii) review the municipality's performance management system and make recommendations in this regard to the council of the municipality; and
- (iii) at least twice during a financial year submit an audit report to the municipal council concerned.

The following recommendation is tabled to the Committee for Corporate and Financial Services:

To recommend to the Executive Mayor and Mayoral Committee and Council:

that notice be taken of the First Bi-Annual report of the Performance Management 2015 / 2016 and that the recommendation as noted in the report, be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the First Bi-Annual report of the Performance Management 2015 / 2016 and that the recommendation as noted in the report, be accepted.

**8.1.5 Cellular Telephone and Data Card Policy
(4/5/P)**

Item 7.1.3 of the Executive Mayor and Mayoral Committee meeting, held on 25 July 2016, refers.

The following memorandum, dated 18 July 2016, was received from the Director: Finance:

"1. Purpose

The purpose of this report is to submit a Cellular Telephone and Data Card Policy for consideration to Council.

2. Background

The current policy provides employees with a choice between an official cellular phone or a cellular phone allowance.

The problem with the above is that the allowance is taxable in the hands of the receiver; therefore the personnel prefer the official phones.

3. Discussion

The amended policy allows for an increased allowance payable to officials who prefer the cellular phone allowance to provide for the income tax payable on the allowance. The proposed amended policy is attached as **annexure 8.1.5.**"

The Executive Mayor and Mayoral Committee resolved on 25 July 2016 to recommend to Council that the amended Cellular Telephone and Data Card Policy be approved for implementation from 1 July 2016.

UNANIMOUSLY RESOLVED

that the amended Cellular Telephone and Data Card Policy be approved for implementation from 1 July 2016.

**8.1.6 Tariffs adjustments and corrections: 2016/2017
(5/1/15)**

Item 7.1.4 of the Executive Mayor and Mayoral Committee meeting, held on 25 July 2016, refers.

A memorandum from the Director: Finance, dated 19 July 2016, is attached as **annexure 8.1.6.**

The Executive Mayor and Mayoral Committee resolved on 25 July 2016 to recommend to Council that the updated tariffs be approved for implementation from 1 July 2016.

UNANIMOUSLY RESOLVED

that the updated tariffs be approved for implementation from 1 July 2016.

**8.1.7 Transport, Travel and Subsistence Allowance for Councillors and Employees Policy
(4/5/P)**

Item 7.1.5 of the Executive Mayor and Mayoral Committee meeting, held on 25 July 2016, refers.

The following documents are attached:

- (a) Memorandum from Director: Finance, dated 18 July 2016: **Annexure 8.1.7(a).**
- (b) Proposed Transport, Travel and Subsistence Allowance Policy for Councillors and Employees: **Annexure 8.1.7(b).**

The Executive Mayor and Mayoral Committee resolved on 25 July 2016 to recommend to Council that the Transport, Travel and Subsistence Allowance Policy for Councillors and Employees be approved for implementation from 1 July 2016.

The ANC component requested that it be minuted that they did not agree with the resolution.

RESOLVED

that the Transport, Travel and Subsistence Allowance for Councillors and Employees Policy be approved for implementation from 1 July 2016.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Application for consent use for the installation of a cellular communications base station: Erf 8082, Nduli, Ceres: Goldy Locks Crèche (15/4/2/240)

Item 8.2.3 of the council meeting, held on 18 May 2016, refers.

A memorandum from the Director: Technical Services, dated 20 April 2016, is attached as **annexure 8.2.1**.

Council resolved on 18 May 2016 that the matter with regard to the application for consent use for the installation of a cellular communications base station on erf 8082, Nduli, Ceres at the Goldy Locks Crèche be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

- (a) *that the matter pertaining to the installation of a cellular communications base station at Goldy Locks Crèche on erf 8082, Nduli, Ceres be held in abeyance until the next council meeting.*
- (b) *that the applicant, Mr Warren Petterson, be invited to make a presentation with regard to the safety of the children if the application is approved.*

8.2.2 Erf 1386, Lyellstraat, Ceres (Plek van vermaaklikheid) (15/04/1/1/23)

Item 7.1 van die vergadering van die Komitee vir Tegniese Dienste, gehou op 15 Junie 2016, verwys.

‘n Verslag vanaf die Bestuurder: Stadsbeplanning en Boubeheer, gedateer 10 Mei 2016, word ingebind as **bylae 8.2.2**.

Die Komitee vir Tegniese Dienste het op 15 Junie 2016 besluit om by die Raad aan te beveel dat die vergunning aan mnr. J Prins om ‘n plek van vermaaklikheid op erf 1386, Ceres te bedryf, teruggetrek word.

Die ANC versoek dat genotuleer word dat die party nie ten gunste daarvan is dat besigheidsplekke van agtergeblewenes toegemaak word nie.

EENPARIG BESLUIT

dat die aangeleentheid rakende 'n plek van vermaaklikheid, geleë te erf 1386, Lyellstraat, Ceres ontstaan tot die eersvolgende raadsvergadering.

8.2.3 Water situation: Witzenberg (16/2/15)

Item 7.2.1 of the Executive Mayor and Mayoral Committee meeting, held on 25 July 2016, refers.

A report from the Director: Technical Services, dated 11 July 2016, is attached as **annexure 8.2.3**.

The Executive Mayor and Mayoral Committee resolved on 25 July 2016 to recommend to Council:

- (a) that council resolutions 8.2.2 of 27 May 2015, 4.2 of 26 November 2015 and 9.1 of 25 January 2016 be rescinded.
- (b) that all future water restrictions be dealt with as per council resolution 8.2.5 of 18 May 2016 (Witzenberg Drought Management Plan).
- (c) That as per the approved Drought Management Plan the water restrictions are then as follows:
 - (i) Koekedouw Dam (Ceres, Nduli, Bella Vista and Prince Alfred's Hamlet)
 - 1. Moderate water restrictions to be maintained on condition that the restrictions be uplifted by end of August 2016 if the capacity of the dam be 70 % full.
 - 2. That the restrictions on the boreholes be uplifted.
 - (ii) Tulbagh and Wolseley
 - 1. That the water restrictions be uplifted from 1 July 2016 for Tulbagh and Wolseley.
 - 2. That the normal water tariffs be levied as from 1 July 2016.
 - (iii) Tulbagh raw water supply

Water restrictions to be uplifted as from June 2016. Normal water tariffs to be levied as from July 2016.
 - (iv) Wolseley raw water supply

Water restrictions to be uplifted as from June 2016. Normal water tariffs to be levied as from July 2016.

(v) Op-die-Berg raw water supply

Water restrictions to be uplifted as from June 2016. Normal water tariffs to be levied as from July 2016.

UNANIMOUSLY RESOLVED

(a) *that council resolutions 8.2.2 of 27 May 2015, 4.2 of 26 November 2015 and 9.1 of 25 January 2016 be rescinded.*

(b) *that all future water restrictions be dealt with as per council resolution 8.2.5 of 18 May 2016 (Witzenberg Drought Management Plan).*

(c) *that as per the approved Drought Management Plan the water restrictions are then as follows:*

(i) *Koekedouw Dam (Ceres, Nduli, Bella Vista and Prince Alfred's Hamlet)*

1. *Moderate water restrictions to be maintained on condition that the restrictions be uplifted by end of August 2016 if the capacity of the dam be 70 % full.*

2. *That the restrictions on the boreholes be uplifted.*

(ii) *Tulbagh and Wolseley*

1. *That the water restrictions be uplifted from 1 July 2016 for Tulbagh and Wolseley.*

2. *That the normal water tariffs be levied as from 1 July 2016.*

(iii) *Tulbagh raw water supply*

Water restrictions to be uplifted as from June 2016. Normal water tariffs to be levied as from July 2016.

(iv) *Wolseley raw water supply*

Water restrictions to be uplifted as from June 2016. Normal water tariffs to be levied as from July 2016.

(v) *Op-die-Berg raw water supply*

Water restrictions to be uplifted as from June 2016. Normal water tariffs to be levied as from July 2016.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

**8.3.1 Policy: Selection of beneficiaries for housing projects
(17/4/P)**

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Housing Matters, held on 17 July 2014.
- (b) Item 8.3.2 of the council meeting, held on 30 March 2016.

A memorandum from the Manager: Housing, dated 10 July 2014, is attached as **annexure 8.3.1**.

The Committee for Housing Matters resolved on 17 July 2014 that it be recommended to Council that the Housing Selection Policy be workshopped as the policy of Witzenberg Municipality needs to be brought in line with that of the Provincial Selection Policy.

Council resolved on 30 March 2016:

- (a) that the proposed Housing Selection Policy for Witzenberg Municipality be workshopped by Council.
- (b) that the proposed Housing Selection Policy for Witzenberg Municipality be considered after being workshopped by Council.

The Housing Selection Policy was workshopped by Council on 16 May 2016.

RESOLVED

that the Housing Selection Policy be approved.

**8.3.2 Approval for the accommodation of the Fire Services in the main building at HOPE Centre
(7/1/4/1)**

The following items refer:

- (a) Item 7.1 of the Committee for Community Development meeting, held on 11 May 2016.
- (b) Item 7.3.1 of the Executive Mayor and Mayoral Committee meeting, held on 25 July 2016.

A memorandum from the Director: Community Services, dated 4 May 2016, is attached as **annexure 8.3.2**.

The Committee for Community Development resolved on 11 May 2016 to recommend to the Executive Mayor and Mayoral Committee and Council:

- (a) that the Fire Services be re-allocated to the main building at the HOPE Centre.

- (b) that the children and safety parents move to the building at the back where four rooms are available and the safety parents to the house in the middle of the property where they have stayed originally.
- (c) that the lessee be informed accordingly.

The Executive Mayor and Mayoral Committee resolved on 25 July 2016 to recommend to Council:

- (i) that the Fire Services and Disaster Management be re-allocated to the main building at the HOPE Centre.
- (ii) that the lease contract of the municipality with HOPE not be renewed when it expires in March 2017.
- (iii) that the lessee be informed accordingly.

RESOLVED

- (a) *that the Fire Services and Disaster Management be re-allocated to the main building at the HOPE Centre.*
- (b) *that the lease contract of the municipality with HOPE not be renewed when it expires in March 2017.*
- (c) *that the lessee be informed accordingly.*

8.3.3 Environmental management: Monitoring, control and eradication of alien vegetation: Erven 1001 and 1887: Michells Pass, Ceres (17/1/4/1)

Item 7.3.2 of the Executive Mayor and Mayoral Committee meeting, held on 25 July 2016, refers.

A memorandum from the Manager: Amenities and Environment, dated 21 June 2016, is attached as **annexure 8.3.3**.

The Executive Mayor and Mayoral Committee resolved on 25 July 2016 to recommend to Council that Land Care and BGCMA's (Breede-Gouritz Catchment Management Agency) offers be accepted.

UNANIMOUSLY RESOLVED

that Council will endorse the programme and that the offers of Land Care and BGCMA (Breede-Gouritz Catchment Management Agency) be accepted.

8.4 Direktooraat Korporatiewe Dienste / Directorate Corporate Services

**8.4.1 Lease agreement of Ceres Airfield situated on portion of the farm, Schapenrivier no. 363 in the administrative district Ceres, being a consolidation of the remainder of portion 6 of the farm Schapenrivier no. 363 and the remainder of portion 5 of the farm Schapenrivier no. 363
(7/1/4/1)**

The following items refer:

- (a) Item 7.2 of the Corporate and Financial Services meeting, held on 14 April 2016.
- (b) Item 7.4.2 of the Executive Mayor and Mayoral Committee meeting, held on 13 May 2016.

A memorandum from the Senior Officer: Properties, dated 2 February 2016, is attached as **annexure 8.4.1**.

The Committee for Corporate and Financial Services resolved on 14 April 2016:

- (a) that the Committee for Corporate and Financial Services take note of the content of the memorandum regarding the Lease Agreement of Ceres Airfield.
- (b) To recommend to the Executive Mayor and the Mayoral Committee and Council:

that the content of the memorandum regarding the lease agreement of Ceres Airfield, situated on portion of the farm Schapenrivier no. 363 in the administrative district Ceres, being a consolidation of the remainder of portion 6 of the farm Schapenrivier no. 363 and the remainder of portion 5 of the farm Schapenrivier no. 363, be noted and same be accepted.

The Executive Mayor and Mayoral Committee resolved on 13 May 2016 to recommend to Council that the content of the memorandum regarding the lease agreement of Ceres Airfield, situated on portion of the farm Schapenrivier no. 363 in the administrative district Ceres, being a consolidation of the remainder of portion 6 of the farm Schapenrivier no. 363 and the remainder of portion 5 of the farm Schapenrivier no. 363, be noted and same be accepted.

UNANIMOUSLY RESOLVED

that the content of the memorandum regarding the lease agreement of Ceres Airfield, situated on portion of the farm Schapenrivier no. 363 in the administrative district Ceres, being a consolidation of the remainder of portion 6 of the farm Schapenrivier no. 363 and the remainder of portion 5 of the farm Schapenrivier no. 363, be noted and same be accepted.

**8.4.2 Malikhanye Crèche: Pine Valley, Wolseley: 99 Jaar huur
(15/2/2/5/R)**

Item 7.4.2 van die Uitvoerende Burgemeester en Burgemeesterskomitee vergadering, gehou op 25 Julie 2016, verwys.

Die volgende verslae vanaf die Bestuurder: Projekte en Prestasie word ingebind:

- (a) Gedateer 14 Junie 2016: **Bylae 8.4.2(a).**
- (b) Gedateer 19 Julie 2016: **Bylae 8.4.2(b).**

Die Uitvoerende Burgemeester en Burgemeesterskomitee het op 25 Julie 2016 besluit om by die Raad aan te beveel:

- (i) dat 'n besluit geneem word tussen Opsie A (in totaliteit) en Opsie B vir die verdere ontwikkeling van die crèche.
- (ii) dat die gedeelte grond van die voorkeur opsie, soos op die aangehegte plan aangedui, aan BADISA verhuur word op 'n 99 jaar kontrak.
- (iii) dat die gedeelte grond van die voorkeur opsie nie benodig word vir minimum basiese dienste nie.
- (iv) dat die nodige stadsbeplanningsprosesse gevolg word waar nodig.
- (v) dat 'n minimum van R100 per jaar as huur vasgestel word.
- (vi) dat die nodige mandaat aan die Munisipale Bestuurder gegee word om 'n huurooreenkoms met BADISA aan te gaan vir die bedryf van 'n crèche op die verkose gedeelte.

EENPARIG BESLUIT

- (a) *dat die gedeelte grond van Opsie A, soos op die aangehegte plan aangedui, aan BADISA verhuur word op 'n 99 jaar kontrak.*
- (b) *dat die gedeelte grond van Opsie A nie benodig word vir minimum basiese dienste nie.*
- (c) *dat die nodige stadsbeplanningsprosesse gevolg word waar nodig.*
- (d) *dat 'n minimum van R100 per jaar as huur vasgestel word.*
- (e) *dat die nodige mandaat aan die Munisipale Bestuurder gegee word om 'n huurooreenkoms met BADISA aan te gaan vir die bedryf van 'n crèche op die verkose gedeelte.*

8.4.3 Re-submitted application for extension of liquor trading days (Sunday trading): Xolas Liquor Shop (14/1/1)

Item 7.4.3 of the Executive Mayor and Mayoral Committee meeting, held on 25 July 2016, refers.

A memorandum from the Senior Officer: Properties, dated 13 July 2016, is attached as **annexure 8.4.3**.

The Executive Mayor and Mayoral Committee resolved on 25 July 2016 to recommend to Council that the application for extension of Liquor Trading Days (Sunday trading) of Xolas Liquor Shop be approved on condition of Council's approval of the amended By-Law on Liquor Trading Days and Hours.

UNANIMOUSLY RESOLVED

that the application for extension of Liquor Trading Days (Sunday trading) of Xolas Liquor Shop be approved on condition of Council's approval of the amended By-Law on Liquor Trading Days and Hours.

8.4.4 Amended By-law on Liquor Trading Days and Hours (1/1/1)

Item 7.4.4 of the Executive Mayor and Mayoral Committee meeting, held on 25 July 2016, refers.

The Amended By-law on Liquor Trading Days and Hours, with proposed amendments, is attached as **annexure 8.4.4**.

The Executive Mayor and Mayoral Committee resolved on 25 July 2016 to recommend to Council that the Amended By-Law on Liquor Trading Days and Hours be adopted.

UNANIMOUSLY RESOLVED

that the Amended By-Law on Liquor Trading Days and Hours be adopted.

8.4.5 Appointment of two members to the Performance, Risk and Audit Committee (PRAC) (5/14/4)

Item 7.4.5 of the Executive Mayor and Mayoral Committee meeting, held on 25 July 2016, refers.

A memorandum from the Head: Internal Audit, dated 18 July 2016, is attached as **annexure 8.4.5**.

The Executive Mayor and Mayoral Committee resolved on 25 July 2016 to recommend to Council:

- (i) that the filling of the vacancy be approved.
- (ii) that the appointment of a further member be approved, i.e. increase the Performance, Risk and Audit Committee members from four to five.
- (iii) that the two year cooling off period for these appointments be waived with the objective to enhance the experience of PRAC.

UNANIMOUSLY RESOLVED

- (a) *that the filling of the vacancy be approved.*
- (b) *that the appointment of a further member be approved, i.e. increase the Performance, Risk and Audit Committee members from four to five.*
- (c) *that the two year cooling off period for these appointments be waived with the objective to enhance the experience of PRAC.*

8.4.6 Council matters: Approval of policy on conferment of aldermanship to qualifying councillors of Witzenberg Municipality (3/P)

The policy on the conferment of aldermanship to qualifying councillors of Witzenberg Municipality was tabled at the council meeting of 22 June 2011. It was erroneously considered to have been adopted. Council at the said meeting, however, resolved that the policy be workshopped. It was never tabled to Council thereafter for formal adoption.

The said policy is attached as **annexure 8.4.6**.

UNANIMOUSLY RESOLVED

- (a) *that aldermanship of Council be conferred to Councillors MC du Toit and H Smit.*
- (b) *that the Municipal Manager arranges an official function to confer aldermanship of Council to the councillors supra (a).*

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

**9.1 Quarterly Budget Statement (Section 52) Report: 1 April 2016 to 30 June 2016
(9/1/2/2)**

Item 8.2.1 of the Executive Mayor and Mayoral Committee meeting, held on 25 July 2016, refers.

The Quarterly Budget Statement Report for the period 1 April 2016 to 30 June 2016 is attached as **annexure 9.1**.

The Executive Mayor and Mayoral Committee resolved on 25 July 2016 to recommend to Council that notice be taken of the contents of the Quarterly Budget Statement Report for the period 1 April 2016 to 30 June 2016.

UNANIMOUSLY RESOLVED

That notice be taken of the contents of the Quarterly Budget Statement Report for the period 1 April 2016 to 30 June 2016.

**9.2 Proposed Policy on Post-Employment Medical Benefits
(4/5/7/4/P)**

The following items refer:

- (a) Item 7.4 of the Committee for Corporate and Financial Services meeting, held on 25 August 2015.
- (b) Item 6 of the Local Labour Forum meeting, held on 24 February 2016.
- (c) Item 7.4.1 of the Executive Mayor and Mayoral Committee, held on 13 May 2016.
- (d) Item 8.4.1 of the council meeting, held on 18 May 2016.
- (e) Item 7.4.1 of the Executive Mayor and Mayoral Committee meeting, held on 25 July 2016.

The following report, dated 14 August 2015, was received from the Director: Finance:

“1. Purpose

The purpose of this report is to submit a proposed policy on post-employment medical benefits for consideration to Council.

2. Background

- 2.1 Continuing (post-employment) medical aid membership stems from the rules of the then LAMAF (Local Authorities Medical Aid Fund) that was the only medical aid in local government at that time. The rules of that fund have determined that members who retire are entitled to continued membership of 70 % council contribution. With time, over many years the principle established by practice in a condition of employment.

- 2.2 Since retired members are no longer employed by local government, this benefit cannot be covered by a collective agreement.
- 2.3 This benefit automatically engages when a member of a medical aid reaches normal retirement age. In certain cases the benefit was also extended to employees who opted for early retirement.
- 2.4 The estimated cost of the future benefit to the municipality for current members of medical aids is in excess of R71 million as at 30 June 2015 (R56 million as at 30 June 2014).

3. Discussion

The proposed policy is attached as **annexure 9.2.**"

The Committee for Corporate and Financial Services resolved on 25 August 2015 that the proposed Policy on Post-employment Medical Benefits be referred to the Local Labour Forum for further deliberation.

The Local Labour Forum resolved on 24 February 2016 to recommend to the Executive Mayor and Mayoral Committee and Council that the Post-Employment Medical Benefit Policy be noted and approved.

The following recommendation was tabled to the Executive Mayor and Mayoral Committee:

To recommend to Council:

that the Post-Employment Medical Benefit Policy be noted and approved.

The Executive Mayor and Mayoral Committee resolved on 13 May 2016 that the matter of the Post-Employment Medical Benefit Policy be held in abeyance.

Council resolved on 18 May 2016 that the matter of the Post-Employment Medical Benefit Policy be held in abeyance and be workshopped by Council.

The Executive Mayor and Mayoral Committee resolved on 25 July 2016 to recommend to Council that the Post-Employment Medical Benefit Policy be noted and approved.

UNANIMOUSLY RESOLVED

That the Post-Employment Medical Benefit Policy be noted and approved.

**9.3 Lease of private office space for municipal purposes
(7/1/1/3)**

Item 8.2.2 of the Executive Mayor and Mayoral Committee meeting, held on 25 July 2016, refers.

The following report from the Municipal Manager, dated 25 July 2016, refers:

"Purpose

To consider recommending to Council the approval of a lease agreement for the lease of office space in Voortrekker Street opposite the municipal building next to ABSA Bank for municipal purposes.

Deliberation

The municipal administration at the head office, 50 Voortrekker Street, Ceres is experiencing serious office accommodation problems. The Auditor-general is supposed to start with the yearly audit on 1 August 2016. In the previous financial year the said Auditor-general's office was accommodated at the John Steyn Library. There is a new audit team this year and they have indicated that the set-up at John Steyn Library will not be ideal for audit purposes. The auditors normally draw files from administration and in terms of the agreement between the municipality and the Auditor-general it is the responsibility of the auditors to ensure that the files are safe. The Auditor-general feels that the John Steyn Library is not a safe environment to give such an undertaking. The Auditor-general requires office accommodation for a period of at least three months. During an engagement with the owner of the to be leased premises, the owner indicated that he is prepared to lease the premises for a three month period. He, however, also indicated that there are other potential lessees who have shown an interest in these premises. The office has a floor space of 125 square metres. It has three offices and a big reception area with a walk-in vault as well. This property is ideal for relocating the Credit Control section to the premises. The clients of the municipality are often required to wait in the foyer of the main building. This is a very undignified set-up and is contrary to the Batho Pele Principles in how officials need to deal with members of public. The new office space will solve this problem and will ensure that all dealings with regard to credit control are dealt with professionally and confidentially.

Legal implications

If Council approves of such a rental agreement, Council's intention must be advertised in the local newspaper to inform members of public.

Financial implications

There is not budgeted for rental, but it can be rectified in the adjustment budget."

The Executive Mayor and Mayoral Committee resolved on 25 July 2016 to recommend to Council:

- (i) That the Municipal Manager be mandated to sign a lease agreement with the owner of the said premises for a period of three years.
- (ii) That Council's intention to sign such a lease agreement be advertised in the local newspaper.

UNANIMOUSLY RESOLVED

- (a) *That the Municipal Manager be mandated to sign a lease agreement with the owner of the said premises for a period of three years.*
- (b) *That Council's intention to sign such a lease agreement be advertised in the local newspaper.*

**9.4 Quarterly stock count: 29 June 2016
(6/1/1)**

A report from the Manager: Supply Chain, dated 5 July 2016, is attached as **annexure 9.4**.

UNANIMOUSLY RESOLVED

- (a) *that Council authorises the writing off of redundant stock items and that the disposal thereof be done by destroying the items as per table 3.3 to the value of R335.60.*
- (b) *that Council authorises the writing off of the damaged stock and that the disposal thereof be done by destroying the items as per table 3.4 to the value of R41.75.*

**9.5 Finance: Adjustment budget 2016/2017
(5/1/1/15)**

The following documents are attached:

- (a) Memorandum from Director: Finance, dated 26 July 2016: **Annexure 9.5(a)**.
- (b) Adjustment budget 2016/2017 to 2018/2019: **Annexure 9.5(b)**.

UNANIMOUSLY RESOLVED

- (a) *That the adjustment budget of Witzenberg Municipality for the financial year 2016/2017 as set out in the budget documents be approved:*
 - (i) *Table B1 - Budget summary;*
 - (ii) *Table B2 - Adjustments Budget Financial Performance (by standard classification);*
 - (iii) *Table B3 – Budgeted Financial performance (Revenue and Expenditure) by Vote;*
 - (iv) *Table B4 - Adjustments Budget Financial Performance (revenue by source); and*
 - (v) *Table B5 – Budgeted Capital Expenditure by Vote, standard classification and funding.*

- (b) *That the monthly and quarterly financial targets of the Service Delivery and Budget Implementation Plan be adjusted to correspond with the approved adjustments budget figures.*
- (c) *That the expenditure of the Op-die-Berg Mobile Unit only be incurred once approval from Province has been obtained.*

10. FORMAL AND STATUTORY MATTERS

- (a) The following councillors verbally thanked Council for their term as councillors:
 - (i) Councillor J Phungula and
 - (ii) Councillor J Visagie
- (b) Councillor J Mouton, on behalf of the ANC, thanked Council as Chief Whip for the term of Council:

"As Chief Whip of the African National Congress I want to do a vote of thanks:

To the Municipal Manager, Directors and administrative staff, thank you for ensuring that we receive our agendas, for all your administrative support and open door policy.

To Mr Corrie Wessels, who is back at the municipality, for assisting us in Administration. We are glad that you are back at Witzenberg Municipality.

To all councillors, thank you for the honour to work with you. Although there were times that we differed, we had always tried to gain respect.

To all the portfolio chairpersons and committees, it was great working with you in making recommendations that influenced our communities positively and for us to receive Clean Audits and become one of the Top 10 municipalities in the Western Cape.

Lastly, to all our ANC councillors and support staff, thank you for all your support and your commitment.

A word of special thanks to our National Ministers for investments made in the Witzenberg area, especially with regard to rural development and housing.

As the Council of 2011 until 2016 we have tried to work together to deliver effective services to the community and I believe we can be proud of all the achievements that we have made.

I think as councillors we can be comforted by Madiba's words *Do not judge me by my successes, judge me by how many times I fell down and got back up again.*

Again, thank you."

NOTED.

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

None.

NOTED.

The Speaker declared item 12 as an open agenda item and not as Council-in-committee.

**12. CODE OF CONDUCT FOR COUNCILLORS: WASTEFUL EXPENDITURE/UNJUSTIFIED ENRICHMENT
(Cllr/Phungula JT)**

Item 6.1 of the special council meeting, held on 27 June 2016, refers.

A memorandum from the Speaker, with annexures, are attached as **annexure 12**.

The following recommendation was tabled to Council:

- (a) that a special committee be established to investigate and make a finding on any alleged breach of the Code of Conduct for councillors.
- (b) that the abovementioned committee make appropriate recommendations to Council.

The DA coalition requested a caucus break from 15:00 until 15:30.

Council resolved unanimously on 27 June 2016 that the matter with regard to wasteful expenditure/unjustified enrichment by Councillor JT Phungula be held in abeyance until the next meeting.

Councillor MC du Toit proposed and Councillor MI Saula seconded that the disciplinary matter in respect of wasteful expenditure/unjustified enrichment against Councillor J Phungula be removed from the agenda.

Councillor BC Klaasen proposed and Councillor D Swart seconded that the disciplinary matter in respect of wasteful expenditure/unjustified enrichment against Councillor J Phungula continues and that the Council to be elected, establish a committee to investigate and submit a report to Council on the matter.

The Speaker called for a vote and the outcomes were:

In favour of the continuation of the matter: 12 votes

Against the continuation of the matter: 8 votes

Councillors absent from the meeting: 3

Total: 23

RESOLVED

- (a) *that Council voted with a majority in favour of the continuation of the disciplinary matter in respect of wasteful expenditure/unjustified enrichment by Councillor J Phungula.*

- (b) *that the disciplinary matter in respect of wasteful expenditure/unjustified enrichment by Councillor J Phungula be held in abeyance.*
- (c) *that the new Council to be elected, establish a committee to investigate the disciplinary matter against Councillor Phungula in respect of wasteful expenditure/unjustified enrichment and submit a report to Council.*

13. ADJOURNMENT

The meeting adjourned at 13:00.

Approved on _____ with/without amendments.

COUNCILLOR TT GODDEN
SPEAKER

/MJ Prins

MINUTES OF AN INDUCTION COUNCIL MEETING OF THE WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, 50 VOORTREKKER STREET, CERES ON TUESDAY, 16 AUGUST 2016 AT 15:00

PRESENT

Councillors

TE Abrahams
K Adams
P Daniels
SJ Hugo
DM Jacobs
D Kinnear
C Lottering
M Mdala
TP Mgoboza
N Phatsoane
ZS Serunjogi
RJ Simpson
HF Visagie

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzing (Director: Finance)
Mr C Wessels (Manager: Administration)
Mr R Rhode (ICT Administrator)

1. OPENING AND WELCOMING

The Municipal Manager, Mr D Nasson, welcomed everyone present and acted as Chairperson of the meeting.

NOTED.

**2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY
(3/1/2/1)**

Applications for leave of absence from the meeting were received from Councillor JW Schuurman (ANC) and Alderman HJ Smit (DA).

RESOLVED

that notice be taken of the applications for leave of absence from the meeting, received from Councillor JW Schuurman (ANC) and Alderman HJ Smit (DA), and same be accepted.

**3. TABLETS FOR COUNCILLORS FOR OFFICIAL PURPOSES
(3/2/1)**

The councillors attending the induction council meeting unanimously decided that a Samsung Galaxy S2 tablet be procured for official purposes as part of their trade of tools. The conditions for the tablet are as follows:

- (a) That a Samsung Galaxy S2 tablet with 2 GB data per month be procured at a monthly cost of R469-00 for official purposes.
- (b) That councillors grant approval that the difference between the amount determined in the upper limits of councillor remuneration and the monthly cost be deducted from the monthly councillor allowance.
- (c) That the councillor will be responsible for the full remaining instalments on the contract should the councillor for whatever reason cease to be a councillor of Witzenberg Municipality.
- (d) That the councillor approves that the said amount may be deducted from the final councillor allowance and that the difference be recovered by the municipality.

UNANIMOUSLY RESOLVED

- (a) *That a Samsung Galaxy S2 tablet with 2 GB data per month be procured at a monthly cost of R469-00 for official purposes.*
- (b) *That councillors grant approval that the difference between the amount determined in the upper limits of councillor remuneration and the monthly cost be deducted from the monthly councillor allowance.*
- (c) *That the councillor will be responsible for the full remaining instalments on the contract should the councillor for whatever reason cease to be a councillor of Witzenberg Municipality.*
- (d) *That the councillor approves that the said amount may be deducted from the final councillor allowance and that the difference be recovered by the municipality.*

4. ADJOURNMENT

The meeting adjourned at 16:15.

Approved on _____ with / without amendments.

**D NASSON
CHAIRPERSON**

/MJ Prins

MINUTES OF THE COUNCIL MEETING OF THE WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 17 AUGUST 2016 AT 10:00

PRESENT

Councillors

TT Godden (Speaker)
BC Klaasen (Executive Mayor)
K Adams (Deputy Executive Mayor)
TE Abrahams
P Daniels
P Heradien
SJ Hugo
DM Jacobs
D Kinnear
GG Laban
C Lottering
M Mdala
TP Mgoboza
N Phatsoane
JT Phungula
JW Schuurman
ZS Serunjogi
E M Sidego
RJ Simpson
HJ Smit
D Swart
HF Visagie
JJ Visagie

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Ms J Krieger (Director: Community Services)
Mr HJ Kritzingen (Director: Finance)
Mr M Mpeluza (Director: Corporate Services)
Mr A Raubenheimer (Deputy Director: Finance)
Mr CG Wessels (Manager: Administration)
Ms A Radjoo (Manager: Marketing and Communication)
Ms L Nieuwenhuis (Legal Advisor)
Ms S Gibb (Senior Public Relations Officer)
Mr R Rhode (ICT)
Mr C Titus (Committee Clerk)
Ms M Prins (Word Processor Operator)

Other representatives

Mr J Mepomie (Magistrate, Ceres)
Reverend R Simpson (Dutch Reformed Church, Tulbagh)

1. OPENING AND WELCOMING
(3/1/2)

The Municipal Manager, Mr D Nasson, presided over the first meeting of the council until the election of the Speaker.

Reverend Reginald Simpson from the Dutch Reformed Church, Tulbagh opened the meeting with scripture reading, a short sermon and prayer.

NOTED.

2. ESTABLISHMENT OF THE WITZENBERG MUNICIPALITY AND INTRODUCTION OF COUNCILLORS
(2/1/1)

The Witzenberg Municipality was established in terms of Sections 12 and 14 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) by the Provincial Minister of Local Government, Western Cape per Provincial Notice 487/2000 dated 22 September 2000, as amended on 25 February 2011. Sections 4 to 9 of the amended notice read as follows:

“Establishment and name

4. With effect from the effective date, a municipality shall be established, to be known in English as ‘Witzenberg Municipality’, in Afrikaans as ‘Munisipaliteit Witzenberg’ and in isiXhosa as ‘UMasipala waseWitzenberg’.

Category

5. The Local Municipality is a local municipality as defined in Section 1 of the Municipal Structures Act, being a municipality that shares municipal executive and legislative authority in its area with the District Municipality and which is described in Section 155(1) of the Constitution as a Category B municipality.

Type

6. The Local Municipality is a municipality with a mayoral executive system combined with a ward participatory system as provided for in the Western Cape Determination of Types of Municipalities Act, 2000 (Act 9 of 2000), as amended by the Western Cape determination of Types of Municipalities Amendment Act, 2002 (Act 4 of 2002). (Section amended by PN.182/2003)

Boundaries

7. The boundaries of the Local Municipality shall be the boundaries determined by the Municipal Demarcation Board and referred to in Section 2(1).

Number of councillors and wards

- 8.(1) The Municipal Council of the Municipality has 23 (twenty-three) councillors, as determined by the Provincial Minister in Provincial Notice 164/2000 published in Provincial Gazette Extraordinary No. 5468 dated 4 May 2000 and repealed by Provincial Notice 100/2004 published in Provincial Gazette Extraordinary no. 6137 dated 8 June 2004 and Provincial Notice 261/2009 published in Provincial Gazette Extraordinary no. 6646 dated 31 July 2009, of which 12 (twelve) are ward councillors and 11 (eleven) are proportionally elected councillors.
- (2) The Municipality has 12 (twelve) wards
(Section 8 amended by PN 54/2011)

Full-time councillors

9. The Local Municipality may designate the following councillors as full-time councillors:
- (a) The Executive Mayor
 - (b) The members of the Mayoral Committee and
 - (c) The Speaker
- (Section 9 amended by PN. 454/2002 and PN. 182/2003)"

UNANIMOUSLY RESOLVED

that notice be taken of the establishment of the Witzenberg Municipality per Provincial Notice 487/2000, dated 22 September 2000, as amended on 25 February 2011.

3. CONSTITUTING OF MEETING AND REPRESENTATION ON COUNCIL: INTRODUCTION OF COUNCILLORS
(3/R)

The outcome of the municipal elections which were held on 3 August 2016, is as follows:

Ward councillors

Candidate surname	Candidate name	Party name	Seat type
Phatsoane	Nonzame	African National Congress	Ward 1
Lottering	Cornelius	Democratic Alliance	Ward 2
Swart	Dirk	Democratic Alliance	Ward 3
Visagie	Joachim Jacobus	Democratic Alliance	Ward 4
Smit	Hendrik Johannes	Democratic Alliance	Ward 5
Adams	Karriem	Democratic Alliance	Ward 6
Daniels	Patric	Democratic Alliance	Ward 7
Visagie	Hanlie Felicia	African National Congress	Ward 8
Hugo	Samuel Johannes	African National Congress	Ward 9
Mgoboza	Themba Petros	African National Congress	Ward 10
Sidego	Elizabeth Mary	Democratic Alliance	Ward 11
Mdala	Mavis	African National Congress	Ward 12

Proportionally elected councillors

Candidate surname	Candidate name	Party name	Seat type
Simpson	Richard John	African National Congress	PR 1
Phungula	Joyce Thembisa	African National Congress	PR 2
Schuurman	John William	African National Congress	PR 3
Godden	Theodore Thomas	Congress of the People	PR 1
Klaasen	Barnito Charles	Democratic Alliance	PR 1
Abrahams	Trevor Etienne	Democratic Alliance	PR 2
Serunjogi	Zukiswa Sharlott	Democratic Alliance	PR 3
Kinnear	Deleen	Democratic Alliance	PR 4
Jacobs	Douglas Mzwandile	Economic Freedom Fighters	PR 1
Heradien	Petrus	Independent Civic Organisation of South Africa	PR 1
Laban	Gert Gerrit	Witzenberg Aksie	PR 1

The representation per party is as follows:

Party	Ward seats	PR seats	Total
Democratic Alliance	7	4	11
African National Congress	5	3	8
Congress of the People	0	1	1
Economic Freedom Fighters	0	1	1
Independent Civic Organisation of South Africa	0	1	1
Witzenberg Aksie	0	1	1

Councillor P Heradien (ICOSA) raised objections against the constituting of the meeting and representation of Council on grounds of the following:

- (a) that the local government elections 2016 in Ward 6, Bella Vista, Ceres were not free and fair;
- (b) that due to the above (a), the council meeting could not take place and
- (c) that the presence of the South African Police Services at the meeting are unnecessary and that they must leave the meeting.

The Chairperson ruled that the objections of ICOSA in terms of a free and fair election is a matter for the Independent Electoral Commission and they will resolve it. The council meeting cannot be delayed or affected due to that matter.

The South African Police Services were requested to leave the meeting.

RESOLVED

that notice be taken of the constituting of the meeting and the introduction of all the councillors.

The ANC component requested a caucus break from 11:00 until 11:43.

After the caucus break the ANC component requested that clarity be given on the complaints of Councillor P Heradien with regard to the matter of a free and fair election in ward 6, Bella Vista, Ceres.

Councillor Heradien requested that Council cannot be constituted due to irregularities in ward 6.

The Chairperson ruled that the matter will be dealt with by the Independent Electoral Commission and had nothing to do with the municipal council. The names of all elected councillors had been Gazetted in terms of legislation. All parties had 48 hours to lodge any complaints to the Commissioner of the IEC.

NOTED.

**4. OATH OR SOLEMN AFFIRMATION BY MEMBERS OF THE COUNCIL
(03/R)**

This matter will be dealt with at a later stage.

NOTED.

**5. INTRODUCTION OF COUNCILLORS AND OFFICIALS
(03/R)**

Councillors were duly introduced.

NOTED.

**6. ELECTION OF A SPEAKER
(03/1/1/4)**

LEGAL BACKGROUND

In terms of section 36 of the Local Government: Municipal Structures Act, 1998 (Act 117/1998):

Each municipal council must have a chairperson who will be called the Speaker.

At its first sitting after its election, a municipal council must elect its Speaker from among the councillors.

The municipal manager of the municipality or, if the municipal manager is not available, a person designated by the MEC for local government in the province, presides over the election of a speaker.

The procedure set out in Schedule 3 of the Structures Act applies to the election of a speaker.

A councillor may not hold office as speaker and mayor at the same time.

In terms of section 38 of the said act, the speaker is elected for a term ending when the next council is declared elected, subject to that in terms of Section 39 a speaker vacates office during a term if that person -

- Resigns as speaker;
- Is removed from office by a resolution of council; or
- Ceases to be a councillor

PROCEDURE

Schedule 3 of the said Act, which deals with the election of municipal office-bearers, reads as follows:

“Application

1. *The procedure set out in this Schedule applies whenever a municipal council meets to elect a speaker.*

Nominations

2. *The person presiding at a meeting to which this Schedule applies must call for the nomination of candidates at the meeting.*

Formal requirements

3.
 - (1) *A nomination must be made on the form determined by the municipal manager.*
 - (2) *The form on which a nomination is made must be signed by two members of the municipal council.*
 - (3) *A person who is nominated must indicate acceptance of the nomination by signing either the nomination form or any other form of written confirmation.*

Announcement of names of candidates

4. *At a meeting to which this Schedule applies, the person presiding must announce the names of the persons who have been nominated as candidates, but may not permit any debate.*

Single candidate

5. *If only one candidate is nominated, the person presiding must declare that candidate elected.*

Election procedure

6. *If more than one candidate is nominated -*
 - a) *a vote must be taken at the meeting by secret ballot,*
 - b) *each councillor present at the meeting may cast one vote; and*

- c) *the person presiding must declare elected the candidate who receives a majority of the votes.*

Elimination procedure

7. (1) *If no candidate receives a majority of the votes, the candidate who receives the lowest number of votes must be eliminated and a further vote taken on the remaining candidates in accordance with item 6. This procedure must be repeated until a candidate receives a majority of the votes.*
- (2) *When applying sub item (1), if two or more candidates each have the lowest number of votes, a separate vote must be taken on those candidates, and repeated as often as may be necessary to determine which candidate is to be eliminated.*

Further meetings

8. (1) *If only two candidates are nominated, or if only two candidates remain after an elimination procedure has been applied, and those two candidates receive the same number of votes, a further meeting must be held within seven days at a time determined by the person presiding.*
- (2) *If a further meeting is held in terms of sub item (1), the procedure in this Schedule must be applied at that meeting as if it were the first meeting for the election in question."*

The signed nomination form is attached as **annexure 6**.

ICOSA and Witzenberg Aksie excused themselves from the meeting and left the meeting at 12:12.

The Democratic Alliance nominated Councillor T Godden as Speaker.

The African National Congress nominated Councillor JW Schuurman as Speaker.

Both nominees accepted the nomination.

Councillor P Heradien and G Laban returned to the meeting at 12:18.

Outcomes of the election:

Number of ballots received: 23

Number of ballots issued: 21

Number of votes casted: 21

Number of councillors abstained from voting: 2

Votes in favour of Councillor T Godden: 13

Votes in favour of Councillor JW Schuurman: 8

RESOLVED

that Councillor T Godden be duly elected as Speaker of the Council of Witzenberg Municipality.

**7. HANDING OVER THE CHAIR TO THE SPEAKER
(3/1/14)**

The Speaker took the chair and addressed the Council.

The various political parties were granted the opportunity to congratulate the Speaker on his election:

- Councillor J Phungula on behalf of the ANC
- Councillor DM Jacobs on behalf of the EFF
- Councillor J Visagie on behalf of the DA

RESOLVED

that notice be taken of the handing over of the chair to the Speaker.

**8. RULES OF ORDER FOR CONDUCTING OF MEETINGS
(1/3/1/25)**

The Rules of Order regulating the conduct of meetings of the Witzenberg Municipality is attached as **annexure 8**.

RESOLVED

that the matter regarding the Rules of Order for conducting meetings of the Witzenberg Municipal Council be held in abeyance.

**9. ELECTION OF EXECUTIVE MAYOR
(03/1/1/4)**

- 9.1 If a Municipal Council chooses to have an Executive Mayor it must, in terms of Section 55(1) of the Structures Act, elect an Executive Mayor and, if the MEC for Local Government in the province so approves, also a Deputy Executive Mayor, from among its members at a meeting that must be held within 14 days of the council election.

In terms of Section 4 of the Section 16 Amendment Notice, Witzenberg Municipality is authorised to elect a Deputy Executive Mayor.

- 9.2 If a municipality chooses to have an Executive Committee System in terms of Section of the Structures Act, it must in terms of Section 48 elect a member of its Executive Committee as the Mayor and, if the MED for Local Government in the province so approves, another member of the Executive Committee as the Deputy Mayor of the municipality.

The procedures set out in Schedule 3 of the Structures Act apply to the election of an Executive Mayor and Deputy Executive Mayor and read as follows:

"Act No 117, 1998 LOCAL GOVERNMENT : MUNICIPAL STRUCTURES ACT, 1998

SCHEDULE 3

The election of a Mayor and Deputy Mayor takes place when the Executive Committee is elected or when it is necessary to fill a vacancy.

Election of municipal office-bearers

Application

1. *The procedure set out in this Schedule applies whenever a municipal Council meets to elect a Speaker, an Executive Mayor, an Executive Deputy Mayor, a Mayor or Deputy Mayor.*

LEGAL BACKGROUND

In terms of section 48(1) of the Local Government : Municipal Structures Act, 1998 (Act 117 of 1998) a municipal council must elect a member of its executive committee as the mayor of the municipality.

The election of a mayor takes place when the executive committee is elected or when it is necessary to fill a vacancy.

A mayor is elected for the duration of that person's term as a member of the executive committee, but vacates office during a term if that person-

- (a) resigns as mayor ;
- (b) is removed from office as a member of the executive committee in terms of section 53 of the Local Government : Municipal Structures Act, 1998 (Act 117 of 1998) or

Nominations

2. *The person presiding at a meeting to which this Schedule applies must call for the nomination of candidates at the meeting.*

Formal requirements

3.
 - (1) *A nomination must be made on the form determined by the Municipal Manager.*
 - (2) *The form on which a nomination is made must be signed by two members of the Municipal Council.*
 - (3) *A person who is nominated must indicate acceptance of the nomination by signing either the nomination form or any other form of written confirmation.*

Announcement of names of candidates

4. *At a meeting to which this Schedule applies, the person presiding must announce the names of the persons who have been nominated as candidates, but may not permit any debate.*

Single candidate

5. *If only one candidate is nominated, the person presiding must declare that candidate elected.*

Election procedure

6. *If more than one candidate is nominated –*
- (a) a vote must be taken at the meeting by secret ballot;*
 - (b) each Councillor present at the meeting may cast one vote; and*
 - (c) the person presiding must declare elected the candidate who receives a majority of the votes*

Elimination procedure

7. (1) *If no candidate receives a majority of the votes, the candidate who receives the lowest number of votes must be eliminated and a further vote taken on the remaining candidates in accordance with Item 6. This procedure must be repeated until a candidate receives a majority of the votes.*
- (2) *When applying sub item (1), if two or more candidates each have the lowest number of votes, a separate vote must be taken on those candidates, and repeated as often as may be necessary to determine which candidate is to be eliminated.*

Further meetings

8. (1) *If only two candidates are nominated, or if only two candidates remain after an elimination procedure has been applied, and those two candidates receive the same number of votes, a further meeting must be held within seven days at a time determined by the person presiding.*
- (2) *If a further meeting is held in terms of sub item (1), the procedure prescribed in this Schedule must be applied at that meeting as if it were the first meeting for the election in question.*
- (3) *If at the further meeting held in terms of sub item (1) only two candidates are nominated, or if only two candidates remain after an elimination procedure has been applied, and those two candidates receive the same number of votes, the person presiding at such meeting must determine by lot who of the two candidates will hold the office for which the election has taken place."*

The signed nomination form is attached as **annexure 9**.

Alderman HJ Smit, on behalf of the DA, nominated Councillor BC Klaasen as Executive Mayor.

Councillor M Phatsoane, on behalf of the ANC, nominated Councillor J Phungula as Executive Mayor.

Both nominees accepted the nominations.

Outcomes of the election:

Number of ballots received: 23

Number of ballots issued: 21

Number of votes casted: 21

Number of councillors abstained from voting: 2

Votes in favour of Councillor BC Klaasen: 13

Votes in favour of Councillor JT Phungula: 8

RESOLVED

that Councillor BC Klaasen be duly elected as the Executive Mayor of Witzenberg Municipality.

**10. ACCEPTANCE SPEECH BY THE EXECUTIVE MAYOR
(03/1/1/4)**

The Executive Mayor addressed the Council and public. The speech is attached as **annexure 10**.

The various political parties were granted the opportunity to congratulate the Executive Mayor on his election:

- Councillor J Schuurman on behalf of the ANC
- Councillor DM Jacobs on behalf of the EFF
- Councillor J Visagie on behalf of the DA

RESOLVED

that notice be taken of the congratulations conveyed from the various parties to the Executive Mayor on his election.

**11. ELECTION OF DEPUTY EXECUTIVE MAYOR
(03/1/1/4)**

The signed nomination form is attached as **annexure 11**.

Councillor P Daniels, on behalf of the DA, nominated Councillor K Adams as Deputy Executive Mayor.

Councillor T Mgoboza, on behalf of the ANC, nominated Councillor HF Visagie as Deputy Executive Mayor.

Both nominees accepted the nominations.

Outcomes of the election:

Number of ballots received: 23
Number of ballots issued: 21
Number of votes casted: 21
Number of councillors abstained from voting: 2
Votes in favour of Councillor K Adams: 13
Votes in favour of Councillor HF Visagie: 8

The various political parties were granted the opportunity to congratulate the Deputy Executive Mayor on his election:

- Councillor R Simpson on behalf of the ANC
- Councillor DM Jacobs on behalf of the EFF
- Councillor J Visagie on behalf of the DA
- Councillor P Heradien on behalf of ICOSA

RESOLVED

that Councillor K Adams be duly elected as the Deputy Executive Mayor of Witzenberg Municipality.

**12. ANNOUNCEMENT OF APPOINTMENT OF MEMBERS OF EXECUTIVE MAYORAL COMMITTEE BY THE EXECUTIVE MAYOR
(03/1/1/4)**

In terms of Section 60(1) of the Structures Act, if a Municipal Council has more than nine members, its Executive Mayor must appoint a Mayoral Committee from among the Councillors to assist him/her. Such a Mayoral Committee must consist of the Deputy Executive Mayor and as many Councillors as may be necessary for effective and efficient government, provided that no more than 20 % of the Councillors or 10 Councillors, whichever is the least, are appointed.

In terms of the aforesaid the Mayor may not appoint more than 5 (five) members (including the Deputy Executive Mayor) on his/her Mayoral Committee.

The Executive Mayor announced the members of the Executive Mayoral Committee as follows:

- Deputy Executive Mayor: Councillor K Adams: Portfolio Committee for Community Services
- Alderman HJ Smit: Portfolio Committee for Corporate and Financial Services
- Councillor EM Sidego: Portfolio Committee for Housing Services and Human Settlement
- Councillor JJ Visagie: Portfolio Committee for Technical Services
- Councillor T Abrahams: Committee for Local Economic Development and Tourism

RESOLVED

that the members of the Executive Mayoral Committee be as follows:

- (i) *Deputy Executive Mayor: Councillor K Adams: Portfolio Committee for Community Development*
- (ii) *Alderman HJ Smit: Portfolio Committee for Corporate and Financial Services*
- (iii) *Councillor EM Sidego: Portfolio Committee for Housing Services and Human Settlement*
- (iv) *Councillor JJ Visagie: Portfolio Committee for Technical Services*
- (v) *Councillor T Abrahams: Committee for Local Economic Development and Tourism*

13. STRUCTURING OF COUNCIL

**13.1 Appointment of Section 79 and 80 Committees by Council
(03/3/1/1)**

Background

In terms of Section 79 of the Structures Act, Council may establish one or more Committees necessary for the effective and efficient performance of any of Councils functions or the exercising of Councils powers.

Council appoints the members as well as the Chairpersons of the Section 79 committees and:

- Must determine the functions of a committee
- May delegate duties and powers to the committees in terms of section 32 of the said Act
- May authorise a committee to co-opt advisory members who are not members of the council within the limits determined by the Council
- May remove a member of a committee from time to time
- May determine a committees procedure

In terms of Section 80 of the Structures Act, Council may appoint Committees of Councillors to assist the Executive Committee or the Executive Mayor. Such Committees may not in number exceed the number of members of the Executive Committee or the Mayoral Committee. Therefore, 4 section 80 Committees can be established. The Executive Committee or Executive Mayor appoints a Chairperson for each Committee from the Executive Committee or Mayoral Committee and:

- May delegate any powers and duties to the committee
- Is not divested of the responsibility concerning the exercise of the power or performance of the duty.
- May revoke any decision taken by the committee, subject to any vested rights.

Council will have to decide whether both Section 79 and 80 Committees will be established or whether only section 79 or only section 80 Committees will be established. Section 79 Committees report directly to council, whilst section 80 Committees reports to the Executive Committee or the Executive Mayor.

Present Management structure

The present Management structure consist of four directorates as follows:

- Directorate Corporate Services
- Directorate Technical Services
- Directorate Financial Services
- Directorate Community Services

Committees can be established for each of the directorates or for any combination thereof.

Functions of Committees

The following functions can be considered for the committees:

Section 79 Committees

- 1) At least one meeting per month to consider reports from the directors
- 2) Deal with matters that are been referred to the committee by the council or the Executive Mayor.
- 3) Review and evaluate policies and make recommendations to council on amendments thereto and the revoking thereof.
- 4) Make recommendations to council on new policy to be implemented
- 5) Evaluate and review bylaws and make recommendations to council thereon
- 6) Oversee service delivery within the relevant portfolio
- 7) Perform such duties and perform such powers as may be delegated to them by council in terms of section 59 of the Structures Act

Section 80 Committees

- 1) At least one meeting per month to consider reports from the directors.
- 2) Deal with matters that are been referred to the committee by the council or the Executive Committee or Executive Mayor.
- 3) Review and evaluate policies and make recommendations to the Executive Committee or the Executive Mayor on amendments thereto and the revoking thereof.
- 4) Make recommendations to the Executive Committee or the Executive Mayor on new policy to be implemented.
- 5) Evaluate and review bylaws and make recommendations to the Executive Committee or the Executive Mayor thereon.
- 6) Oversee service delivery within the relevant portfolio.
- 7) Perform such duties and perform such powers as may be delegated to them by council in terms of Section 59 of the Structures Act.

Delegations to Committees:

It is recommended that committees be delegated the power to consider and approve monthly reports from the Directors and various sections within the directorates.

The following recommendation was tabled to Council:

- (a) That Council decides on whether both Section 79 and Section 80 Committees will be established as well as the exact committees to be established.
- (b) That the members of the committees be elected.
- (c) That, if applicable, the Chairpersons of the Section 79 Committees be elected.
- (d) That the functions of the committees be determined.
- (e) That, if applicable, the delegations to the Section 79 Committees be considered.
- (f) That the Executive Mayor appoints the chairpersons of the Section 80 Committees and consider the delegations of the committees.
- (g) That Council decides on the dates on which the monthly meetings of committees should take place.

RESOLVED

that the matter with regard to the appointment of Section 79 and 80 Committees of Council be held in abeyance.

**13.2 Election of representatives on the Cape Winelands District Municipality
(03/11/15)**

This is an election administered by the IEC.

LEGAL BACKGROUND

In terms of Section 23(4) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) Council must appoint its representatives on the Cape Winelands District Municipality within 14 days after the results of the election of the local Council was made known.

The appointment, however, is done in terms of Schedule 2 of the Municipal Structures Act. Section 23(1)(b) stipulates that the election must take place in terms of Schedule 2. Schedule 2 deals with the electoral system for District Councils and in terms of part 2 of Schedule 2 two the Municipal Structures Act, the Chief Electoral Officer (being the Chief Electoral Officer appointed in terms of Section 12(1) of the Electoral Commission Act, 1996 (Act 51 of 1996) and includes a person designated by the Chief Electoral Officer for the purposes of Schedule 2). The Independent Electoral Commission has appointed the local representative, Mr P Minnaar, to conduct this election.

Section 23(2) further stipulates that 60 % (fractions to be disregarded) of the number of Councillors of the District Municipality must represent local municipalities. The remainder 40 %, are representatives proportionally elected directly by the voters in the District Municipality's area.

The number of Councillors to serve on the District Council from the five local municipalities have been determined by the Provincial Minister for Local Government per PN 53/2011, dated 25 February 2011, as follows:

Municipality	Number of Councillors
Witzenberg Municipality	3
Drakenstein Municipality	8
Stellenbosch Municipality	5
Breede Valley Municipality	5
Langeberg Municipality	3

The election of the members, representing the Municipalities, must be done in accordance with Section 17 – 22 of Schedule 2 of the Municipal Structures Act , as amended, as follows:

“Candidates lists

17. (1) Every party or independent ward Councillor may submit a candidates’ list containing the names of Councillors, accompanied by a written acceptance by each listed candidate.
- (2) A party or independent ward Councillor may not submit more than one list.
- (3) The candidates’ names must appear on the list in order of preference, starting with the first in order of preference and ending with the last.
- (4) The name of a Councillor may appear on one list only.
- (5) Every party or independent ward Councillor must seek to ensure that fifty per cent of the candidates on the candidates list are women and that women and men candidates are evenly distributed through the list.

Number of votes

18. Each Councillor casts one vote for one list only.

Determining the quota

19. In a local council, the quota of votes for a seat to the district council must be determined in accordance with the following formula (fractions to be disregarded)-

$$\frac{A}{B} + 1$$

Where-

A represents the number of members of the local council; and
B represents the number of seats that the local council has been awarded on the district council in accordance with item 15.

$$\frac{23}{3} + 1 = 8$$

Allocating seats

20. (1) The number of votes cast in favour of each list must be divided by quota of votes for a seat and the result is the number of seats allocated to that list.

- (2) *If the calculation in sub item (1) gives a surplus, that surplus must compete with other similar surpluses of any other lists, and any seat or seats not allocated under sub item (1) must be awarded in sequence of the highest surplus.*

Selecting names from the list

21. *The chief electoral officer, in accordance with the order of preference on a list, must select the number of candidates from the list that is equal to the number of seats allocated to that list.*

Insufficient lists

22. *In the case of a list containing fewer names than the number of seats allocated to that list, the corresponding provisions of item 10 must be applied to the extent that that item can be applied.*

Filling of vacancies

23. *If a Councillor elected from a candidates' list ceases to hold office or the list has become exhausted, the corresponding provisions of item 11 must be applied to the extent that that item can be applied."*

Three representatives on the Cape Winelands District Municipality must be elected from Council.

The quota as determined in terms of Section 19 of the Municipal Structures Act referred to above, is 8, calculated as follows:

$$\begin{array}{ll} \frac{23}{3} & \text{(number of Councillors in Witzenberg Municipality)} \\ & \text{(number of representatives awarded to the Cape Winelands Municipality)} \\ = & 7.67 + 1 \end{array}$$

The directive for the election of representatives to the Cape Winelands District Municipality is attached as **annexure 13.2**.

Ms S Louw of the Independent Electoral Commission presided over the election of the representatives on the Cape Winelands District Municipality.

The following political parties made nominations:

African National Congress, Economic Freedom Fighters and Democratic Alliance.

The outcomes of the voting were as follows:

- (a) Two political parties abstained from voting, namely ICOSA and Witzenberg Aksie.
- (b) African National Congress: One seat allocated: Councillor JW Schuurman
- (c) Democratic Alliance: Two seats allocated: Councillors D Swart and P Daniels.
- (d) Economic Freedom Fighters: Zero seat allocated.

Ms Louw mentioned that the results of the election are provisionally and it will in due course officially be declared by the Independent Electoral Commission.

UNANIMOUSLY RESOLVED

- (a) *that Councillor JW Schuurman be duly elected as representative of the African National Congress on the Cape Winelands District Municipality.*
- (b) *that Councillors D Swart and P Daniels be duly elected as representatives of the Democratic Alliance on the Cape Winelands District Municipality.*

14. DECLARATION OF INTERESTS: DETERMINATION OF STATUS OF FINANCIAL INTEREST OF COUNCILLORS AND DETERMINATION OF PRESCRIBED AMOUNT OF GIFTS TO BE DECLARED (03/2/1)

Section 7 of the Code of Conduct as contained in Schedule 1 of the Local Government : Municipal Structures Act, 1998 (Act 117 of 1998) stipulates as follows:

“Declaration of interests

- 7. (1) When elected or appointed, a Councillor must within 60 days declare in writing to the Municipal Manager the following financial interests held by that Councillor:
 - (a) shares and securities in any company;
 - (b) membership of any close corporation;
 - (c) interest in any trust;
 - (d) directorships;
 - (e) partnerships;
 - (f) other financial interests in any business undertaking;
 - (g) employment and remuneration;
 - (h) interest in property;
 - (i) pension, and
 - (j) subsidies, grants and sponsorships by any organisation.
- (2) Any change in the nature or detail of the financial interests of a Councillor must be declared in writing to the Municipal Manager annually.
- (3) Gifts received by a Councillor above a prescribed amount must also be declared in accordance with sub item (1). The Minister of Local Government has prescribed the amount of gifts per Government Notice R459 dated 25 May 2001, as follows:

“Gifts received by a Councillor must be declared in terms of item 7(1) of Schedule 1 of the Act where- (a) The value of a gift exceeds R1000; and, (b) the value of gifts received exceeds R1000 from a single source in any calendar year”

Furthermore the Minister has prescribed that “a declaration of gifts received by a Councillor must- (1) contain a description of such gift or gifts as the case may be; and (2) indicate the value and source of such gift or gifts, as the case may be.”
- (4) The Municipal Council must determine which of the financial interests referred in sub item (1) must be made public having regard to the need for confidentiality and the public interest for disclosure.”

UNANIMOUSLY RESOLVED

that notice be taken of the Declaration of Interests: Determination of status of financial interest of councillors and determination of prescribed amount of gifts to be declared.

**15. DETERMINATION OF UPPER LIMITS OF ALLOWANCES FOR COUNCILLORS AND OFFICE BEARERS
(5/11/1)**

In terms of the stipulations of The Remuneration of Public Office Bearers Act, 1998, (Act 20 of 1998) the Minister of Provincial and Local Government must determine the upper limits of remuneration of Councillors. The final determination of the exact remuneration is been fixed by the Minister of Local Government concerned after a recommendation from the relevant Municipal Council. The latest determination of the Minister of Provincial and Local Government, is contained in Government Notice 39548 of 21 December 2015 and is attached as **annexure 15**. The Minister has already approved the remuneration in terms of the latest determination.

UNANIMOUSLY RESOLVED

that notice be taken of the determination of upper limits of allowances for councillors and office bearers.

16. ADJOURNMENT

The meeting adjourned at 14:50.

Approved on _____ with / without amendments.

**COUNCILLOR TT GODDEN
SPEAKER**

/MJ Prins

MINUTES OF THE SPECIAL COUNCIL MEETING OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON FRIDAY, 2 SEPTEMBER 2016 AT 09:00

PRESENT

Councillors

TT Godden (Speaker)
BC Klaasen (Executive Mayor)
K Adams (Deputy Executive Mayor)
TE Abrahams
P Daniels
P Heradien
SJ Hugo
DM Jacobs
D Kinnear
GG Laban
C Lottering
M Mdala
TP Mgoboza
N Phatsoane
JT Phungula
JW Schuurman
ZS Serunjogi
EM Sidego
RJ Simpson
D Swart
HF Visagie
JJ Visagie

Alderman

HJ Smit

Officials

Mr D Nasson (Municipal Manager)
Ms J Krieger (Director: Community Services)
Mr HJ Kritzingen (Director: Finance)
Mr E Lintnaar (Acting Director: Technical Services)
Mr A Raubenheimer (Deputy Director: Finance)
Mr G Louw (Head: Internal Audit)
Ms L Nieuwenhuis (Legal Advisor)
Mr CG Wessels (Manager: Administration)
Mr C Titus (Committee Clerk)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and requested Councillor D Kinnear to open with prayer.

NOTED.

2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY
(3/1/2/1)

Apologies for absence from the meeting were received from the Director: Technical Services and the Director: Corporate Services.

RESOLVED

that notice be taken of the apologies for absence from the meeting, received from the Director: Technical Services and the Director: Corporate Services.

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

3.1 Gratitude, Congratulations and Commiseration
(11/4/3)

The Executive Mayor congratulated Councillor D Swart on his election as Deputy Executive Mayor of the Cape Winelands District Municipality.

The Executive Mayor, on behalf of Council, expressed condolences to Councillor J Schuurman with the passing of his father-in-law and also to the family of the late Mr Anthas, an employee of the municipality who passed away.

NOTED.

3.2 Matters raised by the Speaker
(09/1/1)

The Speaker thanked Council for the opportunity to be Chairperson of the Witzenberg Municipal Council.

The Speaker informed that the Rules of Order for council meetings will be workshopped at a later stage.

The Municipal Manager informed Council that an induction meeting will be held after the SALGA training for councillors.

NOTED.

3.3 Matters raised by the Executive Mayor
(09/1/1)

This matter was dealt with at item 3.1.

NOTED.

4. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

4.1 IDP and Budget Process Plan for 2017 to 2022 (02/02/1)

Item 8.1.5 of the council meeting, held on 18 May 2016, refers.

In terms of Section 28 of the Municipal Systems Act (Act 32 of 2000), Council must adopt an IDP and Budget Process Plan. The Municipal Finance Management Act (Act 56 of 2003) further stipulates that at least ten months before the start of the budget year, the Executive Mayor should table a time schedule outlining key deadlines in respect of the IDP/Budgetary process.

Section 29 of the Municipal Systems Act (Act 32 of 2000), specifies that such a Process Plan must include:

- Programs that set out timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation with:
 - Local communities, both in terms of needs and priorities as well as consultation during development;
 - Organs of state, traditional authorities, and other role-players in the drafting process; and
- Binding plans and planning requirements, i.e. policy and legislation.

National Treasury has provided further guidance by the issuing of MFMA Circular 10. That circular provides specific guidance with regard to six distinct steps in compilation of the IDP and the annual Budget. The table below highlights these steps, with a brief description of each step:

Steps	Process
1 Planning	Schedule dates, establish consultation forums, review previous processes
2 Strategizing	Review IDP, set service delivery objectives for next 3 years, consult on tariffs, indigents, credit control, free basic services etc., and consider local-, provincial- and national issues, the previous year's performance and current economic and demographic trends etc.
3 Preparing	Prepare Budget, revenue and expenditure projections; draft Budget policies; consult and consider local-, provincial- and national priorities
4 Tabling	Table draft Budget, draft IDP and Budget-related policies before council; consult and consider local-, provincial- and national inputs or responses
5 Approving	Council approves the IDP, the Budget and related policies
6 Finalising	Publish the IDP, Budget and approve the SDBIP and performance targets

In capturing the above steps, this IDP & Budget Process Plan seeks to address, *inter alia*, the:

- Identification of areas requiring additional attention in terms of legislative requirements, proper planning processes and sound financial management;
- Inclusion of the most current Census and own statistical data;
- Consideration and review of any other relevant and new information;
- Addressing comments received from the various role-players;
- Factor-in the shortcomings and weaknesses identified through self-assessment;
- Preparation and review of sector plans and its alignment with the IDP;
- Preparation and review of the Performance Management System (PMS);

- Updating of the 5-year Financial Plan; and
- Finalisation of the annual Budget and IDP in terms of the relevant legislation.

Pursuant to the above statutory requirements, a Process Plan for the 2017 to 2022 IDP and Budget cycle is attached as **annexure 4.1**.

UNANIMOUSLY RESOLVED

- (a) *that the IDP and Budget Process Plan for 2017 to 2022 be approved.*
- (b) *that in the event of any changes with regard to the dates of the Process Plan, the Municipal Manager be mandated to change same after consultation with the Executive Mayor.*

4.2 Proposed establishment of Ward Committees 2016
(3/3/1/5)

A report from the Manager: Integrated Development Planning, dated 22 August 2016, is attached as **annexure 4.2**.

UNANIMOUSLY RESOLVED

that notice be taken of the report regarding the establishment of Ward Committees.

4.3 Appointment of Section 79 and 80 Committees by Council
(03/3/1/1)

Item 13.1 of the council meeting, held on 17 August 2016, refers.

Background

In terms of Section 79 of the Structures Act, Council may establish one or more Committees necessary for the effective and efficient performance of any of Councils functions or the exercising of Councils powers.

Council appoints the members as well as the Chairpersons of the Section 79 committees and:

- Must determine the functions of a committee
- May delegate duties and powers to the committees in terms of section 32 of the said Act
- May authorise a committee to co-opt advisory members who are not members of the council within the limits determined by the Council
- May remove a member of a committee from time to time
- May determine a committees procedure

In terms of Section 80 of the Structures Act, Council may appoint Committees of Councillors to assist the Executive Committee or the Executive Mayor. Such Committees may not in number exceed the number of members of the Executive Committee or the Mayoral Committee. Therefore, 4 section 80 Committees can be established. The Executive Committee or Executive Mayor appoints a Chairperson for each Committee from the Executive Committee or Mayoral Committee and:

- May delegate any powers and duties to the committee
- Is not divested of the responsibility concerning the exercise of the power or performance of the duty.
- May revoke any decision taken by the committee, subject to any vested rights.

Council will have to decide whether both Section 79 and 80 Committees will be established or whether only section 79 or only section 80 Committees will be established. Section 79 Committees report directly to council, whilst section 80 Committees reports to the Executive Committee or the Executive Mayor.

Present Management structure

The present Management structure consist of four directorates as follows:

- Directorate Corporate Services
- Directorate Technical Services
- Directorate Financial Services
- Directorate Community Services

Committees can be established for each of the directorates or for any combination thereof.

Functions of Committees

The following functions can be considered for the committees:

Section 79 Committees

- 1) At least one meeting per month to consider reports from the directors
- 2) Deal with matters that are been referred to the committee by the council or the Executive Mayor.
- 3) Review and evaluate policies and make recommendations to council on amendments thereto and the revoking thereof.
- 4) Make recommendations to council on new policy to be implemented
- 5) Evaluate and review bylaws and make recommendations to council thereon
- 6) Oversee service delivery within the relevant portfolio
- 7) Perform such duties and perform such powers as may be delegated to them by council in terms of section 59 of the Structures Act

Section 80 Committees

- 1) At least one meeting per month to consider reports from the directors.
- 2) Deal with matters that are been referred to the committee by the council or the Executive Committee or Executive Mayor.
- 3) Review and evaluate policies and make recommendations to the Executive Committee or the Executive Mayor on amendments thereto and the revoking thereof.

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- 4) Make recommendations to the Executive Committee or the Executive Mayor on new policy to be implemented.
- 5) Evaluate and review bylaws and make recommendations to the Executive Committee or the Executive Mayor thereon.
- 6) Oversee service delivery within the relevant portfolio.
- 7) Perform such duties and perform such powers as may be delegated to them by council in terms of Section 59 of the Structures Act.

Delegations to Committees:

It is recommended that committees be delegated the power to consider and approve monthly reports from the Directors and various sections within the directorates.

The following recommendation was tabled to Council:

- (a) That Council decides on whether both Section 79 and Section 80 Committees will be established as well as the exact committees to be established.
- (b) That the members of the committees be elected.
- (c) That, if applicable, the Chairpersons of the Section 79 Committees be elected.
- (d) That the functions of the committees be determined.
- (e) That, if applicable, the delegations to the Section 79 Committees be considered.
- (f) That the Executive Mayor appoints the chairpersons of the Section 80 Committees and consider the delegations of the committees.
- (g) That Council decides on the dates on which the monthly meetings of committees should take place.

Council resolved on 17 Augustus 2016 that the matter with regard to the appointment of Section 79 and 80 Committees of Council be held in abeyance.

A document that outlines the key performance areas of the respective committees is attached as **annexure 4.3**.

The EFF raised a complaint in respect of the councillor allocation of the committees and enquired what criteria were used, because the EFF was not consulted.

RESOLVED

- (a) *that Council establishes both Section 79 and Section 80 Committees as per the attached annexure 4.3.*
- (b) *that the members of the committees be approved as per the attached annexure 4.3.*
- (c) *that the Chairpersons of the Section 79 Committees be approved as per the attached annexure 4.3.*

- (d) *that the functions of the committees be approved as per the attached annexure 4.3.*
- (e) *that the delegations of the Section 79 Committees be approved as per the attached annexure 4.3.*
- (f) *that the Executive Mayor appoints the chairpersons of the Section 80 Committees and consider the delegations of the committees.*

4.4 Council's representatives on outside bodies
(03/1/1/5)

A summary of Council's representation on outside bodies is attached as **annexure 4.4**.

The list is for Council's review.

The ANC requested a caucus break from 09:45 until 10:00

RESOLVED

- (a) *that Council's representation as per the attached annexure 4.4 be approved.*
- (b) *that in respect of the Public Transport Liaison Committee, the various committees will determine the name of the representative and it be added to annexure 4.4 as approved.*

4.5 Meetings calendar: September to December 2016
(3/1/2/3)

Council's meetings calendar for September to December 2016 is attached as **annexure 4.5**.

UNANIMOUSLY RESOLVED

that notice be taken of Council's meetings calendar for September to December 2016.

5. COUNCIL-IN-COMMITTEE

MINUTES OF THE MEETING OF THE COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 11 MAY 2016 AT 14:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR KORPORATIEWE EN FINANSIËLE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP WOENSDAG, 11 MEI 2016 OM 14:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Councillors / Raadslede

H Smit (Chairperson / Voorsitter)
J du Plessis
S Ndwanya

Officials / Amptenare

Mr / Mnr M Mpeluzi (Dir. Corporate Services / Korporatiewe Dienste)
Mr / Mnr A Raubenheimer (Acting Director: Finance / Waarnemende Direkteur: Finansies)
Mr / Mnr A Hofmeester (Manager: IDP / Bestuurder: GOP)
Mr / Mnr M Green (Manager: Traffic Services / Bestuurder: Verkeersdienste)
Mr / Mnr G Louw (Head: Internal Audit / Hoof: Interne Oudit)
Mr / Mnr J Le Roux (Manager: Income / Bestuurder: Inkomste)
Ms / Me I Swartbooi (Manager: Human Resources / Bestuurder: Menslike Hulpbronne)
Ms / Me L Nieuwenhuis (Senior Officer: Properties / Senior Beampte: Eiendomme)
Ms / Me M Arendse (Principal Administrative Officer / Senior Administratiewe Beampte)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested the Director: Corporate Services to open the meeting with a prayer.

NOTED

**2. CONSIDERATION FOR ABSENCE OF LEAVE, IF ANY / OORWEGING VAN AANSOEKE OM VERLOF TOT AFWESIGHEID, INDIEN ENIGE
(3/1/2/1)**

Application for leave of absence from the meeting was received from Councillor J Okada.

Apologies for absence from the meeting were received from the Municipal Manager, Director: Finance and Manager: Marketing and Communication.

RESOLVED

- (a) *that the application for leave of absence from the meeting received from Councillor J Okada be approved and accepted.*
 - (b) *that the Committee for Corporate and Financial Services take notice of the apologies for absence from the meeting received from the Municipal Manager, Director: Finance and Manager: Marketing and Communication,.*
-

3. MINUTES / NOTULES

**3.1 APPROVAL OF MINUTES / GOEDKEURING VAN NOTULE
(3/1/2/3)**

The minutes of the meeting of the Committee for Corporate and Financial Services, held on 14 April 2016 are attached as **annexure 3.1**.

Die notule van 'n vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 14 April 2016 word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 14 April 2016 be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 14 April 2016 goedgekeur en deur die Voorsitter onderteken word.

**4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON /
VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER**

None / Geen

NOTED / RESOLVED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUD MET AFGEVAARDIGDES

None / Geen

NOTED / RESOLVED

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Monthly report: Department: Corporate Services: April 2016 / Maandverslag: Departement: Korporatiewe Dienste: April 2016 (09/1/2/1)

The monthly report of the Departement: Corporate Services for April 2016 is attached as **annexure 6.1**.

Die maandverslag van die Departement: Korporatiewe Dienste vir April 2016 word ingebind as **bylae 6.1**.

Councillor du Plessis enquired the under spending of the following operational votes:

- 0% Spending for telephones
- 0% Spending for electronic communications
- 5% Spending on uniforms
- 0% Spending on Thusong uniforms

Councillor du Plessis commended Administration on the work done on the Municipal website as it looks very good.

Councillor du Plessis however questioned the zero expenditure of the Section: Marketing and Communication and how this was possible. The no-stoppage at the Ceres entrance and no-overnight parking at the Traffic Department was also questioned and the effectiveness thereof.

Director: Corporate Services indicated that officials are encouraged to cut on costs and use alternative means provided by the municipality.

The Manager: Traffic Services replied with regard to the traffic situation and the no-stopping zone at the Traffic Department stating that it is an on-going exercise and various solutions are being considered. There is however no capacity to deploy staff for longer periods.

RESOLVED

- that the Committee for Corporate and Financial Services take notice of the content of the monthly report of the Department: Corporate Services for April 2016 and same be accepted.*
- that the Committee for Corporate and Financial Services take notice of the on-going investigation regarding to the no-stop zone at the entrance of Ceres and the overnight parking at the Traffic Department by the trucks.*

BESLUIT

- dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem van die inhoud van die maandverslag van die Departement: Korporatiewe Dienste vir April 2016 en dat die verslag aanvaar word.*
- dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem van die deurlopende ondersoek aangaande die geen-stop sone by die ingang van Ceres en die oornag parkering van trokke by die Verkeersdepartement.*

6.2 SDBIP report: Department: Corporate Services: March 2016 / SDBIP verslag: Departement: Korporatiewe Dienste: Maart 2016 (5/1/5/8)

The SDBIP report of the Department Corporate Services for March 2016 is attached as **annexure 6.2**.

Die SDBIP verslag van die Departement: Korporatiewe Dienste vir Maart 2016 word ingebind as **bylae 6.2**.

RESOLVED

that the Committee for Corporate and Financial Services take notice of the content of the SDBIP report for the Department: Corporate Services for March 2016 and same be accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem van die inhoud van die SDBIP verslag van die Departement: Korporatiewe Dienste vir Maart 2016 en dat die verslag aanvaar word.

6.3 SDBIP report: Office of the Municipal Manager: March 2016 / SDBIP verslag: Kantoor van die Munisipale Bestuurder: Maart 2016 (05/1/5/8)

The SDBIP report of the Office of the Municipal Manager for March 2016 is attached as **annexure 6.3**.

Die SDBIP verslag van die Kantoor van Munisipale Bestuurder vir Maart 2016 word ingebind as **bylae 6.3**.

RESOLVED

that the Committee for Corporate and Financial Services take notice of the content of the SDBIP report of the Office of the Municipal Manager for March 2016 and same be accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem van die inhoud van die SDBIP verslag van die Kantoor van die Munisipale Bestuurder vir Maart 2016 en dat die verslag aanvaar word.

6.4 SDBIP report: Department: Finance: March 2016 / SDBIP verslag: Departement: Finansies: Maart 2016 (05/01/5/8)

The SDBIP report of the Department: Finance for March 2016 is attached as **annexure 6.4**.

Die SDBIP verslag van die Departement: Finansies vir Maart 2016 word ingebind as **bylae 6.4**.

RESOLVED

that the Committee for Corporate and Financial Services take notice of the content of the SDBIP report of the Department Finance for March 2016 and same be accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem van die inhoud van die SDBIP verslag van die Departement: Finansies vir Maart 2016 en dat die verslag aanvaar word.

6.5 Performance, Risk and Audit Committee Annual Work Plan: 2015/2016 (5/14/4)

The following items refer:

- (a) Item 6.1.1 of the Performance, Risk and Audit Committee meeting, held on 23 October 2015.
- (b) Item 6.1.1 of the Performance, Risk and Audit Committee meeting, held on 14 March 2016.

The Performance, Risk and Audit Committee Annual Work Plan for 2015/2016 is attached as **annexure 6.5**.

The Performance, Risk and Audit Committee resolved on 23 October 2015 that the PRAC Annual Work Plan be further developed and the new Work Plan be presented at the next meeting.

The Performance, Risk and Audit Committee resolved on 14 March 2016 that the Performance, Risk and Audit Committee Annual Work Plan for 2015/2016 be noted and implemented.

RESOLVED

that the Performance, Risk and Audit Committee Annual Work Plan for 2015/2016 be noted.

6.6 Establishment of a Public Transport Liaison Committee (17/14/1)

The following items refer:

- (a) Item 7.4.2 of the Executive Mayor and Mayoral Committee meeting, held on 30 March 2016.
- (b) Item 8.4.3 of the Council meeting, held on 30 March 2016.

A memorandum from Superintendent D Jonkers, dated 24 February 2016, is attached as **annexure 6.6**.

The Executive Mayor and Mayoral Committee resolved on 30 March 2016 to recommend to Council that the establishment of a formal Public Transport Liaison Committee be approved and implemented.

The Executive Mayor indicated that the establishment of this committee is of utmost importance as it has a direct impact on the municipality. The vital portfolio committees, such as Committees for Technical Services and Corporate and Financial Services should thus be part of this committee.

Council resolved on 30 March 2016:

- (a) that a Section 79 Public Transport Liaison Committee be established and approved for implementation.
- (b) that Councillor JJ Visagie be nominated as the Chairperson of the Public Transport Liaison Committee.
- (c) that a delegation be given to all portfolio committees to nominate a representative to serve on the Public Transport Liaison Committee.

RESOLVED

that Councillor H Smit of the Committee for Corporate and Financial Services be nominated to serve on the Public Transport Liaison Committee.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Section 71: Monthly report of the Department: Finance: March 2016 / Artikel 71: Maandverslag: Departement: Finansies: Maart 2016 (9/1/2/2)

The monthly report of the Department: Finance for March 2016 is attached as **annexure 7.1**.

Die maandverslag van die Departement: Finansies vir Maart 2016 word ingebind as **bylae 7.1**.

Councillor du Plessis questioned the inability to implement the credit control measures as lives are being threatened in certain areas and no solutions are being found.

The Acting Director: Finance mentioned that the Municipal Manager engaged with the South African Police Services in order to assist the municipality with disconnecting illegal connections of municipal services. Unfortunately the Public Order Police Unit (POPS) was not available hence a follow – up meeting in this regard will be held in due course.

RESOLVED

To recommend to Executive Mayor and Mayoral Committee and Council:

that the Committee for Corporate and Financial Services take notice of the content of the monthly report of the Department: Finance for March 2016 and same be accepted.

BESLUIT

Om by die Uitvoerende Burgemeester en Burgemeesterskomitee en Raad aan te beveel:

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem van die inhoud van die maandverslag van die Departement: Finansies vir Maart 2016 en dat die verslag aanvaar word.

7.2 Quarterly Budget Statement: 1 January 2016 until 31 March 2016 / Kwartaallikse Begroting Staat: 1 Januarie 2016 tot en met 31 Maart 2016 (9/1/2/736)

The Quarterly Budget Statement report for the period 1 January 2016 until 31 March 2016 is attached as **annexure 7.2**.

Die Kwartaallikse Begroting Staat verslag vir die tydperk 1 Januarie 2016 tot 31 Maart 2016 word ingebind as **bylae 7.2**.

RESOLVED

To recommend to Executive Mayor and Mayoral Committee and Council:

that the Committee for Corporate and Financial Services take notice of the content of the Quarterly Budget Statement report for the period 1 January 2016 until 31 March 2016.

BESLUIT

Om by die Uitvoerende Burgemeester en Burgemeesterskomitee en Raad aan te beveel:

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem van die inhoud van die Kwartaallikse Begroting Staat vir die tydperk 1 Januarie 2016 tot 31 Maart 2016.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA / DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA

None / Geen

NOTED / AANGETEKEN

9. COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES-IN-COMMITTEE / KOMITEE VIR KORPORATIEWE EN FINANSIËLE DIENSTE IN-KOMITEE

MINUTES OF THE EXECUTIVE MAYOR AND MAYORAL COMMITTEE MEETING OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON FRIDAY, 13 MAY 2016 AT 11:00

PRESENT

Councillors

BC Klaasen (Executive Mayor)
JP Fredericks
S Louw
H Smit
JJ Visagie

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Ms J Krieger (Director: Community Services)
Mr M Mpeluza (Director: Corporate Services)
Mr A Raubenheimer (Acting Director: Finance)
Mr G Louw (Head: Internal Audit)
Mr CG Wessels (Manager: Administration)
Ms M Arendse (Principal Administrative Officer)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and requested Councillor H Smit to open the meeting with prayer.

NOTED.

**2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY
(3/1/2/1)**

Applications for leave of absence from the meeting were received from Councillors K Adams and T Godden.

Apologies for absence from the meeting were received from the Acting Director: Strategic Services, Mr J Swanepoel, and the Director: Finance, Mr HJ Kritzinger.

RESOLVED

- (a) *that the applications for leave of absence from the meeting, received from Councillors K Adams and T Godden, be accepted and approved.*
- (b) *that notice be taken of the apologies for absence from the meeting, received from the Acting Director: Strategic Services, Mr J Swanepoel, and the Director: Finance, Mr HJ Kritzinger.*

3. MINUTES

**3.1 Approval of minutes
(3/1/2/3)**

The minutes of the Executive Mayor and Mayoral Committee meeting, held 30 March 2016, are attached as **annexure 3.1**.

RESOLVED

That the minutes of the Executive Mayor and Mayoral Committee meeting, held on 30 March 2016, be approved and signed by the Executive Mayor:

**4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY EXECUTIVE MAYOR
(9/1/1)**

The Executive Mayor stated that the water situation is under control and thanked the Director: Technical Services and his department for all their inputs and efforts.

The Executive Mayor mentioned his concerns regarding service delivery and stated that the towns are not being kept clean and that the law enforcement officials being utilised to see that the skips not being used for building material.

It was also noted that winter is approaching and that the storm water drainage system is already not coping with the little rain that the district has received to date.

The Municipal Manager mentioned that feedback will be requested from the South African Police Services with regard to the child who had drowned at the Tulbagh swimming pool.

The Executive Mayor and Mayoral Committee conveyed their well wishes to the team that will be travelling to Belgium.

NOTED.

5. INTERVIEWS WITH DELEGATIONS

None.

NOTED.

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None.

NOTED.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direkoraat Finansies / Directorate Finance

**7.1.1 Section 71 Report: Monthly report of the Department Finance: March 2016
(9/1/2/2)**

The monthly report of the Department Finance for March 2016 is attached as **annexure 7.1.1**.

RESOLVED

that notice be taken of the monthly report of the Department Finance for March 2016 and same be accepted.

**7.1.2 Monthly report: Service Delivery and Budget Implementation Plan: March 2016
(5/1/5/8)**

The Service Delivery and Budget Implementation Plan monthly report for March 2016 is attached as **annexure 7.1.2**.

RESOLVED

that notice be taken of the monthly report of the Service Delivery and Budget Implementation Plan for March 2016 and same be accepted.

**7.1.3 Quarterly Budget Statement Report for period 1 January 2016 to 31 March 2016
(9/1/1 & 9/1/2/2)**

Item 7.2 of the Committee for Corporate and Financial Services meeting, held on 11 May 2016, refers.

The Quarterly Budget Statement Report for the period 1 January to 31 March 2016 is attached as **annexure 7.1.3**.

The Committee for Corporate and Financial Services resolved on 11 May 2016 to recommend to the Executive Mayor and Mayoral Committee and Council:

That the Quarterly Budget Statement Report for the period 1 January to 31 March 2016 be noted and accepted.

RESOLVED

to recommend to Council:

that the Quarterly Budget Statement Report for the period 1 January to 31 March 2016 be noted and accepted.

**7.1.4 Finance: Adjustment budget: 2015/2016
(5/1/1/14)**

A memorandum from the Director: Finance, dated 11 May 2016, is attached as **annexure 7.1.4**.

RESOLVED

to recommend to Council:

that the Adjustment Budget for the financial year 2015/2016 be approved.

7.2 Direktooraat Tegnieuse Dienste / Directorate Technical Services

**7.2.1 Interim adoption of the Section 8 Zoning Scheme and amendment of the “Agriculture” and “Agricultural Industry” definitions
(15/4/P)**

Item 7.1 of the Committee for Technical Services meeting, held on 13 April 2016, refers.

A memorandum from the Manager: Town Planning and Building Control, dated 31 March 2016, is attached as **annexure 7.2.1**.

The Committee for Technical Services resolved on 13 April 2016 to recommend to the Executive Mayor and Mayoral Committee and Council:

- (a) that in terms of section 12 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) that the Scheme Regulations in terms of Section 8 of the Land Use Planning Ordinance, 1985 promulgated under P.N. 1048/1988 be adopted as a By-Law,
- (b) that simultaneous with the adoption of the By-Law that the definition of Agricultural industry under P.N. 1048/1988 be substituted with the following:

Agricultural Industry means an enterprise or structure on a farm, of which the building footprint exceeds 2000m², constructed for the purpose of packing, packaging, cold storage, preparing or transforming agricultural produce, or goods for non-food use, for final or intermediate consumption.
- (c) that in terms of section 12(3)(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) the proposal under A. and B. will be published for public comment,
- (d) that any representations received be submitted to Council for consideration prior to publication of the By-Law.

RESOLVED

to recommend to Council:

- (a) *that in terms of section 12 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) that the Scheme Regulations in terms of Section 8 of the Land Use Planning Ordinance, 1985 promulgated under P.N. 1048/1988 be adopted as a By-Law,*

- (b) *that simultaneous with the adoption of the By-Law that the definition of Agricultural industry under P.N. 1048/1988 be substituted with the following:*

Agricultural Industry means an enterprise or structure on a farm, of which the building footprint exceeds 2000m², constructed for the purpose of packing, packaging, cold storage, preparing or transforming agricultural produce, or goods for non-food use, for final or intermediate consumption.

- (c) *that in terms of section 12(3)(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) the proposal under A. and B. will be published for public comment,*

- (d) *that any representations received be submitted to Council for consideration prior to publication of the By-Law.*

7.2.2 Ceres Koekedouw Irrigation Board: Koekedouw Dam: Water Carry Over Policy (16/2/1/1/1)

The following memorandum, dated 9 May 2016, was received from the Director: Technical Services:

“1. Purpose

To obtain a mandate from Council to discuss the Water Carry Over Policy with the Koekedouw Irrigation Board for implementation.

2. Background

The Municipal Manager obtained a legal opinion from Mr Douglas van Niekerk regarding the legality of raw water stored in a dam to be carried over from one water year to the other. The letter from Mr Van Niekerk is attached as **annexure 7.2.2(a)**.

It concludes by advising that water in the Koekedouw Dam not used during a water year remains that party's property and is available as carry over water for the following water year.

3. Discussion

A draft water carry over policy was compiled which can be summarised as follows:

- * Eligibility criteria for carry over
- * Carry over entitlement
- * Implementation of carry over
- * Definitions

The Water Carry Over Policy is attached as **annexure 7.2.2(b)**.”

RESOLVED

to recommend to Council:

that the Director: Technical Services be mandated to discuss the Koekedouw Dam Water Carry Over Policy with the Koekedouw Irrigation Board for implementation, on condition that the matter has been workshopped.

7.2.3 Witzenberg Drought Management Plan (16/2/5/1)

The following memorandum, dated 9 May 2016, was received from the Director: Technical Services:

“1. Purpose

The Drought Management Plan to be approved by Council, to ensure that the scarce water sources are managed effectively especially during times of droughts/water scarcity.

2. Background

Water restrictions were implemented in Tulbagh as from May 2015 and in all the other towns as from November 2015, due to the drought experienced during 2015.

3. Discussion

This Drought Management Plan has been organised as follows:

- * An executive summary: Giving a brief overview of the plan.
- * Part one: Contextualises the historical background of the Witzenberg Municipality and establishes parameters for drought relief.
- * Part two: Introduces the basic objectives and operating principles of the plan based on drought risk reduction strategies (mitigation and preparedness) within national legislative frameworks.
- * Part three: Focuses on building and integrating institutional capacity (KPA1) for drought management in the Witzenberg Municipality.
- * Part four: Drought response and recovery (KPA 4) highlights activation levels for each drought phase and the procedure for the mobilisation of resources and funding.
- * Accompanying annexures in structure according to the KPA's and provides examples of data-collecting instruments and stakeholder contact lists.

The raw water supply management schedule manages the raw water supply to all towns and at which stage water restrictions, moderate or extreme, to be implemented, to ensure that the water supply to the towns is managed pro-actively.

The Drought Management Plan is attached as **annexure 7.2.3.**”

RESOLVED

to recommend to Council:

that the Witzenberg Drought Management Plan be approved and implemented accordingly, on condition that the matter has been workshopped.

7.3 Direkoraat Gemeenskapsdienste / Directorate Community Services

Geen.

AANGETEKEN.

7.4 Direkoraat Korporatiewe Dienste / Directorate Corporate Services

**7.4.1 Proposed Policy on Post-Employment Medical Benefits
(4/5/7/4/P)**

The following items refer:

- (a) Item 7.4 of the Committee for Corporate and Financial Services meeting, held on 25 August 2015.
- (b) Item 6 of the Local Labour Forum meeting, held on 24 February 2016.

“The following report, dated 14 August 2015, was received from the Director: Finance:

“1. Purpose

The purpose of this report is to submit a proposed policy on post-employment medical benefits for consideration to Council.

2. Background

- 2.1 Continuing (post-employment) medical aid membership stems from the rules of the then LAMAF (Local Authorities Medical Aid Fund) that was the only medical aid in local government at that time. The rules of that fund have determined that members who retire are entitled to continued membership of 70 % council contribution. With time, over many years the principle established by practice in a condition of employment.
- 2.2 Since retired members are no longer employed by local government, this benefit cannot be covered by a collective agreement.
- 2.3 This benefit automatically engages when a member of a medical aid reaches normal retirement age. In certain cases the benefit was also extended to employees who opted for early retirement.

- 2.4 The estimated cost of the future benefit to the municipality for current members of medical aids is in excess of R71 million as at 30 June 2015 (R56 million as at 30 June 2014).

3. Discussion

The proposed policy is attached as **annexure 7.4.1.**"

The Committee for Corporate and Financial Services resolved on 25 August 2015 that the proposed Policy on Post-employment Medical Benefits be referred to the Local Labour Forum for further deliberation.

The Local Labour Forum resolved on 24 February 2016 to recommend to the Executive Mayor and Mayoral Committee and Council that the Post-Employment Medical Benefit Policy be noted and approved.

The following recommendation was tabled to the Executive Mayor and Mayoral Committee:

To recommend to Council:

that the Post-Employment Medical Benefit Policy be noted and approved.

RESOLVED

that the matter of the Post-Employment Medical Benefit Policy be held in abeyance.

7.4.2 Lease agreement of Ceres Airfield situated on portion of the farm, Schapenrivier no. 363 in the administrative district Ceres, being a consolidation of the remainder of portion 6 of the farm Schapenrivier no. 363 and the remainder of portion 5 of the farm Schapenrivier no. 363 (7/1/4/1)

Item 7.2 of the Corporate and Financial Services meeting, held on 14 April 2016, refers.

A memorandum from the Senior Officer: Properties, dated 2 February 2016, is attached as **annexure 7.4.2.**

The Committee for Corporate and Financial Services resolved on 14 April 2016:

- (a) that the Committee for Corporate and Financial Services take note of the content of the memorandum regarding the Lease Agreement of Ceres Airfield.

- (b) To recommend to the Executive Mayor and the Mayoral Committee and Council:

that the content of the memorandum regarding the lease agreement of Ceres Airfield, situated on portion of the farm Schapenrivier no. 363 in the administrative district Ceres, being a consolidation of the remainder of portion 6 of the farm Schapenrivier no. 363 and the remainder of portion 5 of the farm Schapenrivier no. 363, be noted and same be accepted.

RESOLVED

to recommend to Council:

that the content of the memorandum regarding the lease agreement of Ceres Airfield, situated on portion of the farm Schapenrivier no. 363 in the administrative district Ceres, being a consolidation of the remainder of portion 6 of the farm Schapenrivier no. 363 and the remainder of portion 5 of the farm Schapenrivier no. 363, be noted and same be accepted.

7.4.3 Application for extension of liquor trading days (Sunday trading) in terms of Section 7 of Witzenberg Municipality Amended By-Law on Liquor Trading Days and Hours - 2016: Xolas Liquor Shop, Op-die-Berg, Koue Bokkeveld (14/1/1)

Item 7.3 of the Committee for Corporate and Financial Services meeting, held on 14 April 2016, refers.

A memorandum from the Senior Officer: Properties, dated 6 April 2016, is attached as **annexure 7.4.3**.

The Committee for Corporate and Financial Services resolved on 14 April 2016 to recommend to the Executive Mayor and Mayoral Committee:

that the application for the extension of liquor trading days (Sunday trading) in terms of Section 7 of Witzenberg Municipality Amended By-Law on Liquor Trading Days and Hours – 2016, received from Xolas Liquor Shop, Op-die-Berg, Koue Bokkeveld, be considered.

The following recommendation was tabled to the Executive Mayor and Mayoral Committee:

to recommend to Council:

that the application for the extension of liquor trading days (Sunday trading) in terms of Section 7 of Witzenberg Municipality Amended By-Law on Liquor Trading Days and Hours – 2016, received from Xolas Liquor Shop, Op-die-Berg, Koue Bokkeveld, be considered.

RESOLVED

to recommend to Council:

- (i) that the matter be referred back to the applicant to be completed in full.*
- (ii) that the application not be dealt with by Councillor R Simpson in order to avoid conflict of interest.*

Councillor JJ Visagie left the meeting at 11:55.

7.4.4 Application for extension of liquor trading days (Sunday trading) in terms of Section 7 of Witzenberg Municipality Amended By-Law on Liquor Trading Days and Hours - 2016: Nduli Liquors, Nduli, Ceres (14/1/1)

Item 7.4 of the Committee for Corporate and Financial Services meeting, held on 14 April 2016, refers.

A memorandum from the Senior Officer: Properties, dated 3 March 2016, is attached as **annexure 7.4.4**.

The Committee for Corporate and Financial Services resolved on 14 April 2016 to recommend to the Executive Mayor and Executive Mayoral Committee:

that the application for the extension of liquor trading days (Sunday trading) in terms of Section 7 of Witzenberg Municipality Amended By-Law on Liquor Trading Days and Hours – 2016, received from Nduli Liquors, Nduli be considered.

The following recommendation was tabled to the Executive Mayor and Mayoral Committee:

to recommend to Council:

that the application for the extension of liquor trading days (Sunday trading) in terms of Section 7 of Witzenberg Municipality Amended By-Law on Liquor Trading Days and Hours – 2016, received from Nduli Liquors, Nduli, Ceres be considered.

RESOLVED

to recommend to Council:

that the application does not meet the requirements and therefore not be approved.

7.4.5 Application for extension of liquor trading days (Sunday trading) in terms of Section 7 of Witzenberg Municipality Amended By-Law on Liquor Trading Days and Hours - 2016: Pick 'n Pay Liquor, Ceres (14/1/1)

Item 7.5 of the Committee for Corporate and Financial Services meeting, held on 14 April 2016, refers.

A memorandum from the Senior Officer: Properties, dated 4 March 2016, is attached as **annexure 7.4.5**.

The Committee for Corporate and Financial Services resolved on 14 April 2016 to recommend to the Executive Mayor and Mayoral Committee:

that the application for the extension of liquor trading days (Sunday trading) in terms of Section 7 of Witzenberg Municipality Amended By-Law on Liquor Trading Days and Hours – 2016, received from Pick 'n Pay Liquor, Ceres be rejected.

The following recommendation was tabled to the Executive Mayor and Mayoral Committee:

to recommend to Council:

that the application for the extension of liquor trading days (Sunday trading) in terms of Section 7 of Witzenberg Municipality Amended By-Law on Liquor Trading Days and Hours – 2016, received from Pick 'n Pay Liquor, Ceres be rejected.

RESOLVED

to recommend to Council:

that the application does not meet the requirements and therefore not be approved.

7.4.6 Application for extension of liquor trading days (Sunday trading) in terms of Section 7 of Witzenberg Municipality Amended By-Law on Liquor Trading Days and Hours - 2016: At's Liquor Shop, Ceres (14/1/1)

Item 7.6 of the Committee for Corporate and Financial Services meeting, held on 14 April 2016, refers.

A memorandum from the Senior Officer: Properties, dated 3 March 2016, is attached as **annexure 7.4.6**.

The Committee for Corporate and Financial Services resolved on 14 April 2016 to recommend to the Executive Mayor and Mayoral Committee:

that the application for the extension of liquor trading days (Sunday trading) in terms of Section 7 of Witzenberg Municipality Amended By-Law on Liquor Trading Days and Hours – 2016, received from At's Liquor Shop, Ceres be considered.

RESOLVED

to recommend to Council:

that the application for the extension of liquor trading days (Sunday trading) in terms of Section 7 of Witzenberg Municipality Amended By-Law on Liquor Trading Days and Hours – 2016, received from At's Liquor Shop, Ceres be considered.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None.

NOTED.

9. FORMAL AND STATUTORY MATTERS

None.

NOTED.

10. ADJOURNMENT

The meeting adjourned at 12:00.

Approved on _____ with / without amendments.

COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

/MJ Prins

MINUTES OF THE MEETING OF THE COMMITTEE FOR RURAL ECONOMIC DEVELOPMENT AND TOURISM OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON TUESDAY, 17 MAY 2016 AT 14:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR LANDELIKE EKONOMIESE ONTWIKKELING EN TOERISME VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DINSDAG, 17 MEI 2016 OM 14:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid S Louw (Chairperson / Voorsitter)
Councillor / Raadslid A Smit
Councillor / Raadslid L Salmon

Officials / Amptenare

Ms / Me. J Krieger (Dir.: Community Services / Gemeenskapsdienste)
Ms / Me A Radjoo (Manager: Marketing and Communication / Bestuurder: Bemaking en Kommunikasie)
Mr / Mnr G Linthar (Manager: Socio Economic Development / Bestuurder: Sosio-Ekonomiese Ontwikkeling)
Ms / Me M Arendse (Principal Administrative Officer / Senior Administratiewe Beampte)
Ms / Me E Wesso (Typist / Tikster)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Councillor A Smit to open the meeting with a prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek raadslid A. Smit om die vergadering met gebed te open.

NOTED / AANGETEKEN

**2. CONSIDERATION FOR ABSENCE OF LEAVE, IF ANY / OORWEGING VAN AANSOEKE OM VERLOF TOT AFWESIGHEID, INDIEN ENIGE
(3/1/2/1)**

An apology for absence from the meeting was received from the Manager: Administration.

Verskoning vir afwesigheid van die vergadering is ontvang vanaf die Bestuurder: Administrasie.

RESOLVED

that cognisance be taken of the apology for absence from the meeting, received from the Manager: Administration.

BESLUIT

dat kennis geneem word van die verskoning vir afwesigheid van die vergadering, ontvang vanaf die Bestuurder: Administrasie.

3. MINUTES / NOTULES

**3.1 Approval of minutes / Goedkeuring van Notules
(3/1/2/3)**

The minutes of the meeting of the Committee for Rural Economic Development and Tourism, held on 13 April 2016, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Landelike Ekonomiese Ontwikkeling en Toerisme, gehou op 13 April 2016, word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Rural Economic Development and Tourism, held on 13 April 2016, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Landelike Ekonomiese Ontwikkeling en Toerisme, gehou op 13 April 2016, goedgekeur en deur die Voorsitter onderteken word.

**4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON /
VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER**

The Chairperson extended a special welcome to the Executive Deputy Mayor for his attendance at this meeting.

The committee conveyed their utmost satisfaction with regards to the monthly reports and request that committee members be informed and invited to all project openings.

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

**6.1 Monthly report: Section Local Economic and Rural Development: April 2016 /
Maandverslag: Afdeling Plaaslike en Landelike Ekonomiese Ontwikkeling: April 2016
(9/1/2/4)**

The monthly report of the Section Local Economic and Rural Development for April 2016 is attached as **annexure 6.1**.

Die maandverslag van die Afdeling Plaaslike en Landelike Ekonomiese Ontwikkeling vir April 2016 word ingebind as **bylae 6.1**.

RESOLVED

that the Committee for Rural Economic Development and Tourism take notice of the content of the monthly report of the Section Local Economic and Rural Development of April 2016 and same be accepted.

BESLUIT

dat die Komitee vir Landelike Ekonomiese Ontwikkeling en Toerisme kennis neem van die inhoud van die maandverslag van die Afdeling Plaaslike en Landelike Ekonomiese Ontwikkeling vir April 2016 en dat die verslag aanvaar word.

**6.2 SDBIP Report: Section Local Economic and Rural Development: March 2016 /
SDBIP Verslag: Plaaslike en Landelike Ekonomiese Ontwikkeling: Maart 2016
(05/1/5/8)**

The SDBIP report of the Section Local Economic and Rural Development for March 2016 is attached as **annexure 6.2**.

Die SDBIP verslag van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling vir Maart 2016 word ingebind as **bylae 6.2**.

RESOLVED

that the Committee for Rural Economic Development and Tourism take notice of the content of the SDBIP report of the Section Local Economic and Rural Development for March 2016 and same be accepted.

BESLUIT

dat die Komitee vir Landelike Ekonomiese Ontwikkeling en Toerisme kennis neem van die inhoud van die SDBIP verslag van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling vir Maart 2016 en dat die verslag aanvaar word.

6.3 Monthly report: Section Tourism: April 2016 / Maandverslag: Afdeling Toerisme: April 2016 (9/1/2/1)

The monthly report of the Section Tourism for April 2016 is attached as **annexure 6.3**.

Die maandverslag van die Afdeling Toerisme vir April 2016 word ingebind as **bylae 6.3**.

RESOLVED

that the Committee for Rural Economic Development and Tourism take notice of the content of the monthly report of the Section Tourism for April 2016 and same be accepted.

BESLUIT

dat die Komitee vir Landelike Ekonomiese Ontwikkeling en Toerisme kennis neem van die inhoud van die maandverslag van die Afdeling Toerisme vir April 2016 en dat die verslag aanvaar word.

6.4 SDBIP Report: Section Communication and Marketing: March 2016 / SDBIP Verslag: Afdeling Kommunikasie en Bemarking: Maart 2016 (05/1/5/8)

The monthly report of the Section Communication and Marketing for March 2016 is attached as **annexure 6.4**.

Die maandverslag van die Afdeling Kommunikasie en Bemarking vir Maart 2016 word ingebind as **bylae 6.4**.

RESOLVED

that the Committee for Rural Economic Development and Tourism take notice of the content of the monthly report of the Section Communication and Marketing for March 2016 and same be accepted.

BESLUIT

dat die Komitee vir Landelike Ekonomiese Ontwikkeling en Toerisme kennis neem van die inhoud van die maandverslag van die Afdeling Kommunikasie en Bemarking vir Maart 2016 en dat die verslag aanvaar word.

6.5 Establishment of a Public Transport Liaison Committee (17/14/1)

The following items refer:

- (a) Item 7.4.2 of the Executive Mayor and Mayoral Committee meeting, held on 30 March 2016.
- (b) Item 8.4.3 of the Council meeting, held on 30 March 2016.

A memorandum from Superintendent D Jonkers, dated 24 February 2016, is attached as **annexure 6.5**.

The Executive Mayor and Mayoral Committee resolved on 30 March 2016 to recommend to Council that the establishment of a formal Public Transport Liaison Committee be approved and implemented.

The Executive Mayor indicated that the establishment of this committee is of utmost importance as it has a direct impact on the municipality. The vital portfolio committees, such as Committees for Technical Services and Corporate and Financial Services should thus be part of this committee.

Council resolved on 30 March 2016:

- (a) *that a Section 79 Public Transport Liaison Committee be established and approved for implementation.*
- (b) *that Councillor JJ Visagie be nominated as the Chairperson of the Public Transport Liaison Committee.*
- (c) *that a delegation be given to all portfolio committees to nominate a representative to serve on the Public Transport Liaison Committee.*

RESOLVED

that the Chairperson of the Committee for Rural Economic Development Councillor S Louw, be nominated to serve on the Public Transport Liaison Committee.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA / DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA

None / Geen

NOTED / AANGETEKEN

9. ADJOURNEMENT / VERDAGING

The meeting adjourned at 14h10

Die vergadering verdaag om 14h10

Approved on / Goedgekeur op _____ .

COUNCILLOR / RAADSLID S LOUW
CHAIRPERSON / VOORSITTER

/esw

MINUTES OF THE MEETING OF THE COMMITTEE FOR HOUSING MATTERS OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 9 JUNE 2016 AT 10:00

PRESENT

Councillors

K Adams (Chairperson)
J Phungula
WJ Hanekom
E Sidego
R Simpson

Officials

Ms J Krieger (Director: Community Services)
Ms C Mackenzie (Manager: Housing)
Ms M Arendse (Principal Administrative Officer)
Mr C Titus (Committee Clerk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Manager: Housing to open the meeting with prayer.

NOTED

2. CONSIDERATION FOR ABSENCE OF LEAVE, IF ANY / OORWEGING VAN AANSOEKE OM VERLOF TOT AFWESIGHEID, INDIEN ENIGE (3/1/2/1)

Apologies for leave of absence from the meeting were received from the Municipal Manager, Manager: Administration and Manager: Income.

RESOLVED

that the Committee for Housing Matters take note of the apologies received from the Municipal Manager, Manager: Administration and Manager: Income.

3. NOTULES

**3.1 Approval of minutes / Goedkeuring van notules
(3/1/2/3)**

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 10 Mei 2016, word ingebind as **bylae 3.1**.

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 10 Mei 2016, goedgekeur en deur die Voorsitter onderteken word.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER

The Chairperson mentioned that this would be the second last committee meeting of the current term of Council and wishes the councillors well with the forthcoming municipal elections.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None

NOTED

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

**6.1 Maandverslag van die Afdeling Behuising: Mei 2016
(9/1/2/4)**

Die maandverslag van die Afdeling Behuising vir Mei 2016 word aangeheg as **bylae 6.1**.

BESLUIT

dat kennis geneem word van die maandverslag van die Afdeling Behuising vir Mei 2016 en dat dit aanvaar word.

**6.2 SDBIP-verslag: Afdeling Behuising: April 2016
(05/1/5/8)**

Die SDBIP-verslag van die Afdeling Behuising vir April 2016 word aangeheg as **bylae 6.2**.

BESLUIT

dat kennis geneem word van die SDBIP-verslag van die Afdeling Behuising vir April 2016 en dat dit aanvaar word.

**6.3 Establishment of a Public Transport Liaison Committee
(17/14/1)**

The following items refer:

- (a) Item 7.4.2 of the Executive Mayor and Mayoral Committee meeting, held on 30 March 2016.
- (b) Item 8.4.3 of the Council meeting, held on 30 March 2016.
- (c) Item 8.1 of the Committee for Housing Matters, held on 10 May 2016.

A memorandum from Superintendent D Jonkers, dated 24 February 2016, is attached as **annexure 6.3**.

The Executive Mayor and Mayoral Committee resolved on 30 March 2016 to recommend to Council that the establishment of a formal Public Transport Liaison Committee be approved and implemented.

The Executive Mayor indicated that the establishment of this committee is of utmost importance as it has a direct impact on the municipality. The vital portfolio committees, such as Committees for Technical Services and Corporate and Financial Services should thus be part of this committee.

Council resolved on 30 March 2016:

- (a) that a Section 79 Public Transport Liaison Committee be established and approved for implementation.
- (b) that Councillor JJ Visagie be nominated as the Chairperson of the Public Transport Liaison Committee.
- (c) that a delegation be given to all portfolio committees to nominate a representative to serve on the Public Transport Liaison Committee.

The Committee for Housing Matters resolved on 10 May 2016:

- (a) that the matter regarding the establishment of a Public Transport Liaison Committee stand over and be dealt with at the Council workshop.
- (b) that the nomination be tendered after the Council workshop.

RESOLVED

that the Chairperson of the Committee for Housing Matters be nominated to serve on the Public Transport Liaison Committee.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

Geen

AANGETEKEN

8. DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA

Geen

AANGETEKEN

9. KOMITEE VIR BEHUISINGSAANGELEENTHEDE-IN-KOMITEE

MINUTES OF THE MEETING OF THE COMMITTEE FOR COMMUNITY DEVELOPMENT OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON TUESDAY, 14 JUNE AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR GEMEENSKAPSONTWIKKELING VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DINSDAG, 14 JUNIE 2016 OM 10:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid J Fredericks (Chairperson / Voorsitter)
Councillor / Raadslid R Badela
Councillor / Raadslid P Daniels

Other Councillors / Ander Raadslede

Councillor / Raadslid K Adams

Officials / Amptenare

Ms / Me J Krieger (Dir. Community Services / Gemeenskapsdienste)
Mr / Mnr H Visser (Chief: Fire Services and Disaster Management / Hoof: Brandweerdienste en Ramp Bestuur)
Ms / Me J Samuel (Manager: Resorts and Swimming Pools / Bestuurder: Oorde en Swembaddens)
Ms / Me J Stuurman (Superintendent: Libraries / Superintendent: Biblioteke)
Ms / Me H Truter (Manager: Amenities and Environment / Bestuurder: Geriewe en Omgewing)
Mr / Mnr G Lintnaar (Manager: Socio Economic Development / Bestuurder: Sosio-Ekonomiese Ontwikkeling)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested a moment for spiritual reflection.

Die Voorsitter heet almal teenwoordig welkom en versoek 'n oomblik vir geestelike refleksie.

NOTED / AANGETEKEN

2. CONSIDERATION FOR ABSENCE OF LEAVE, IF ANY / OORWEGING VAN AANSOEKE OM VERLOF TOT AFWESIGHEID, INDIEN ENIGE (3/1/2/1)

Application for leave of absence from the meeting was received from Councillor J Mouton.

Apologies for absence from the meeting were received from the Municipal Manager and Manager: Administration.

RESOLVED

- (a) *that the application for leave of absence from the meeting received from Councillor J Mouton be approved and accepted.*
- (b) *that the Committee for Community Development take notice of the apologies for absence from the meeting received from the Municipal Manager and Manager: Administration.*

3. MINUTES / NOTULES

3.1 APPROVAL OF MINUTES / GOEDKEURING VAN NOTULE (3/1/2/3)

The minutes of a meeting of the Committee for Community Development, held on 11 May 2016, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 11 Mei 2016, word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Community Development, held on 11 May 2016, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 11 Mei 2016, aanvaar en deur die Voorsitter onderteken word.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

5.1 Community Police Advisory Forum (CPAF) and South African Police Services (SAPS) / Gemeenskap Polisiëringsforum (GPF) en Suid-Afrikaanse Polisie diens (SAPD) (17/07/1/R)

The reports of the CPAF and SAPS will be presented verbally.

Die verslae van die GPF en die SAPD sal mondelings gelewer word.

- (a) Ceres**
Absent without an apology.
Afwesig sonder verskoning.
- (b) Prince Alfred's Hamlet**
Absent without an apology.
Afwesig sonder verskoning.
- (c) Wolseley**
Absent without an apology.
Afwesig sonder verskoning.
- (d) Tulbagh**
Absent without an apology.
Afwesig sonder verskoning.

NOTED / AANGETEKEN

5.2 Community Services: HOPE Centre / Gemeenskap Dienste: HOPE Sentrum (17/16/5)

Absent without an apology.
Afwesig sonder verskoning.

NOTED / AANGETEKEN

**5.3 Community Services: The Haven Nightshelter: May 2016 / Gemeenskapsdienste: Die Haven Nagskuiling: Mei 2016
(17/16/3/1)**

The monthly report of The Haven Nightshelter for May 2016 is attached as **annexure 5.3**.

Die maandverslag van Die Haven Nagskuiling vir Mei 2016 word ingebind as **bylae 5.3**.

RESOLVED

that the Committee for Community Development take notice of the content from the report of The Haven Nightshelter for May 2016 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslag van Die Haven Nagskuiling vir Mei 2016 en dat die verslag aanvaar word.

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

**6.1 Monthly report of the Section Socio-Economic Development for May 2016 / Maandverslag van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Mei 2016
(09/1/2/4)**

The monthly report of the Section Socio-Economic Development for May 2016 is attached as **annexure 6.1**

Die maandverslag van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Mei 2016 word ingebind as **bylae 6.1**.

The Committee expressed their concern about the complaints received regarding the indigent office in Wolseley and Tulbagh.

Director: Community Services reported that it has been brought to the attention of the Municipal Manager and that the matter is being dealt with.

RESOLVED

- (a) that the Committee for Community Development take notice of the content of the report from the Section Socio-Economic Development for May 2016 and same be accepted.*
- (b) that the Manager: Socio Economic Development do regular follow-ups regarding the Bella Vista and Nduli Digital Doorways Operations.*

BESLUIT

- (a) *dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die verslag van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Mei 2016 en dat die verslag aanvaar word.*
- (b) *dat die Bestuurder: Sosio Ekonomiese Ontwikkeling op gereelde basis opvolg met betrekking tot die Bella Vista & Nduli Digitale deurloop operasies.*

6.2 Monthly report of the Section Libraries for May 2016 / Maandverslag van die Afdeling Biblioteke vir Mei 2016 (9/1/2/4)

The monthly report of the Section Libraries for May 2016 is attached as **annexure 6.2**.

Die maandverslag van die Afdeling Biblioteke vir Mei 2016 word ingebind as **bylae 6.2**.

RESOLVED

that the Committee for Community Development take notice of the content of the monthly report from the Section Libraries for May 2016 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslag van die Afdeling Biblioteke vir Mei 2016 en dat die verslag aanvaar word.

6.3 Monthly report of the Section Amenities and Environment for May 2016 / Maandverslag van die Afdeling Geriewe en Omgewing vir Mei 2016 (09/1/2/4)

The monthly report of the Section Amenities and Environment for May 2016 is attached as **annexure 6.3**.

Die maandverslag van die Afdeling Geriewe en Omgewing vir Mei 2016 word ingebind as **bylae 6.3**.

RESOLVED

that the Committee for Community Development take notice of the content of the monthly report from the Section Amenities and Environment for May 2016 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslag van die Afdeling Geriewe en Omgewing vir Mei 2016 en dat die verslag aanvaar word.

6.4 Monthly report of the Section Resorts and Swimming Pools for May 2016 / Maandverslag van die Afdeling Oorde en Swembaddens vir Mei 2016 (9/1/2/4)

The monthly report of the Section Resorts and Swimming Pools for May 2016 is attached as **annexure 6.4**.

Die maandverslag van die Afdeling Oorde en Swembaddens vir Mei 2016 word ingebind as **bylae 6.4**.

RESOLVED

that the Committee for Community Development take notice of the content of the monthly report from the Section Resorts and Swimming Pools for May 2016 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslag van die Afdeling Oorde en Swembaddens vir Mei 2016 en dat die verslag aanvaar word.

6.5 Monthly report: Section Disaster- and Emergency Management and Fire Services for May 2016 / Maandverslag: Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Mei 2016 (9/1/2/4)

The monthly report of the Section Disaster- and Emergency Management and Fire Services for May 2016 is attached as **annexure 6.5**.

Die maandverslag van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Mei 2016 word ingebind as **bylae 6.5**.

The Chairperson enquired about the status quo of safety aspects with regards to the revitalisation of the railway line: Wolseley to Prince Alfred's Hamlet. The Head: Disaster Management and Fire Services informed the Committee that Ceres Railway obtained it's permit for freights but not for commuters.

RESOLVED

(a) *that the Committee for Community Development take notice of the content of the monthly report from the Section Disaster-and Emergency Management and Fire Services for May 2016 and same be accepted.*

(b) *To recommend to Executive Mayor and Mayoral Committee and Council:*

that the matter pertaining to the re-opening of the Railway Line: Wolseley to Prince Alfred's Hamlet be considered and deliberate.

BESLUIT

(a) *dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslag van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Mei 2016 en dat die verslag aanvaar word.*

(b) *Om by die Uitvoerende Burgemeester en Burgemeesterskomitee en Raad aan te beveel:*

dat die aangeleentheid rakende die heropening van die Spoorlyn: Wolseley na Prince Alfred's Hamlet heroorweeg en bespreek word.

6.6 SDBIP report: Department Community Services: April 2016 / SDBIP verslag: Departement: Gemeenskapsdienste: April 2016 (5/1/5/8)

The SDBIP report of the Department Community Services for April 2016 is attached as **annexure 6.6**.

Die SDBIP verslag van die Departement: Gemeenskapsdienste vir April 2016 word ingebind as **bylae 6.6**.

RESOLVED

that the Committee for Community Development take notice of the content of the SDBIP report from the Department Community Services for April 2016 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die SDBIP verslag van die Departement: Gemeenskapsdienste vir April 2016 en dat die verslag aanvaar word.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

None / Geen

NOTED / AANGETEKEN

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA / DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA

9. ADJOURNMENT / VERDAGING /

The meeting adjourned at 11h10.

Die vergadering verdaag om 11h10.

Approved on / Goedgekeur op _____ .

COUNCILLOR / RAADSLID K ADAMS
CHAIRPERSON / VOORSITTER

/esw

**MINUTES OF THE MEETING OF THE COMMITTEE FOR TECHNICAL SERVICES OF
WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES,
50 VOORTREKKER STREET, CERES ON WEDNESDAY, 15 JUNE 2016 AT 10:00**

PRESENT

Councillors

JJ Visagie (Chairperson)
MC du Toit
D Swart

Officials

Mr J Barnard (Director: Technical Services)
Mr H Taljaard (Manager: Town Planning and Building Control)
Mr E Lintnaar (Manager: Streets and Storm Water)
Mr C Titus (Committee Clerk)
Ms M Arendse (Principal Administration Officer)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson requested the Manager: Streets and Storm Water to open the meeting with a prayer after which he welcomed everyone present.

NOTED

**2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY / OORWEGING VAN
AANSOEKE OM VERLOF TOT AFWESIGHEID, INDIEN ENIGE
(3/1/2/1)**

Apologies for absence from the meeting were received from the Municipal Manager and Manager: Administration.

No apologies were received from Councillors J.N.E.D. Klazen and M. Saula.

RESOLVED

that the Committee for Technical Services take notice of the apologies for absence from the meeting, received from the Municipal Manager and Manager: Administration.

3. MINUTES / NOTULES

**3.1 Approval of minutes / Goedkeuring van notules
(3/1/2/3)**

The minutes of the meeting of the Committee for Technical Services, held on 13 April 2016, are attached as **annexure 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Technical Services, held on 13 April 2016, be approved and signed by the Chairperson.

**3.2 Outstanding matters / Uitstaande sake
(3/3/2)**

None

NOTED

**4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY CHAIRPERSON / VERKLARINGS,
MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER**

The Chairperson mentioned that the Speaker of Council will indicate whether council will be going into recess prior to the 2016 municipal elections.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None

NOTED

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

**6.1 Directorate Technical Services: Progress reports on capital projects: March and April 2016
(9/1/2/3)**

The following progress reports of the Directorate Technical Services are attached:

- | | | |
|-----|------------|-------------------------|
| (a) | March 2016 | Annexure 6.1(a). |
| (b) | April 2016 | Annexure 6.1(b). |

RESOLVED

that the Committee for Technical Services take notice of the content of the progress reports on capital projects of the Directorate Technical Services for March and April 2016 and same be accepted.

**6.2 SDBIP Operational reports: Directorate Technical Services: March and April 2016
(5/1/5/8)**

The following SDBIP operational reports of the Directorate Technical Services are attached:

- | | | |
|-----|------------|-------------------------|
| (a) | March 2016 | Annexure 6.2(a). |
| (b) | April 2016 | Annexure 6.2(b). |

RESOLVED

that the Committee for Technical Services take notice of the content of the SDBIP operational reports of the Directorate Technical Services for March and April 2016 and same be accepted.

**6.3 SDBIP report: Performance and Project Management: March and April 2016
(5/1/5/8)**

None

NOTED

**6.4 SDBIP reports: Town Planning and Building Control: March and April 2016
(5/1/5/8)**

The following SDBIP reports of Town Planning and Building Control are attached:

- | | | |
|-----|------------|-------------------------|
| (a) | March 2016 | Annexure 6.4(a). |
| (b) | April 2016 | Annexure 6.4(b). |

RESOLVED

that the Committee for Technical Services take notice of the content of the SDBIP reports of Town Planning and Building Control for March and April 2016 and same be accepted.

**6.5 SDBIP reports: Electricity and Fleet Management: March and April 2016
(5/1/5/8)**

The following SDBIP reports of Electricity and Fleet Management are attached:

- | | | |
|-----|------------|-------------------------|
| (a) | March 2016 | Annexure 6.5(a). |
| (b) | April 2016 | Annexure 6.5(b). |

RESOLVED

that the Committee for Technical Services take notice of the content of the SDBIP reports of Electricity and Fleet Management for March and April 2016 and same be accepted.

**6.6 SDBIP reports: Roads and Storm Water: March and April 2016
(5/1/5/8)**

The following SDBIP reports of Roads and Storm Water are attached:

- | | | |
|-----|------------|-------------------------|
| (a) | March 2016 | Annexure 6.6(a). |
| (b) | April 2016 | Annexure 6.6(b). |

RESOLVED

that the Committee for Technical Services take notice of the content of the SDBIP reports of Roads and Storm Water for March and April 2016 and same be accepted.

**6.7 SDBIP reports: Water and Sanitation: March and April 2016
(5/1/5/8)**

The following SDBIP reports of Water and Sanitation are attached:

- | | | |
|-----|------------|-------------------------|
| (a) | March 2016 | Annexure 6.7(a). |
| (b) | April 2016 | Annexure 6.7(b). |

RESOLVED

that the Committee for Technical Services take notice of the content of the SDBIP reports of Water and Sanitation for March and April 2016 and same be accepted.

**6.8 SDBIP reports: Solid Waste and Cleansing Services: March and April 2016
(5/1/5/8)**

The following SDBIP reports of Solid Waste and Cleansing Services are attached:

- | | | |
|-----|------------|-------------------------|
| (a) | March 2016 | Annexure 6.8(a). |
| (b) | April 2016 | Annexure 6.8(b). |

RESOLVED

that the Committee for Technical Services take notice of the content of the SDBIP reports of Solid Waste and Cleansing Services for March and April 2016 and same be accepted.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

**7.1 Erf 1386, Lyellstraat, Ceres (Plek van vermaaklikheid)
(15/04/1/1/23)**

'n Verslag vanaf die Bestuurder: Stadsbeplanning en Boubeheer, gedateer 10 Mei 2016, word ingebind as bylae 7.1.

BESLUIT

om by die Raad aan te beveel:

dat die vergunning aan mnr. J Prins om 'n plek van vermaaklikheid op erf 1386, Ceres te bedryf, teruggetrek word.

**7.2 Establishment of a Public Transport Liaison Committee
(17/14/1)**

The following items refer:

- (a) Item 7.4.2 of the Executive Mayor and Mayoral Committee meeting, held on 30 March 2016.
- (b) Item 8.4.3 of the Council meeting, held on 30 March 2016.

A memorandum from Superintendent D Jonkers, dated 24 February 2016, is attached as **annexure 7.2**.

The Executive Mayor and Mayoral Committee resolved on 30 March 2016 to recommend to Council that the establishment of a formal Public Transport Liaison Committee be approved and implemented.

The Executive Mayor indicated that the establishment of this committee is of utmost importance as it has a direct impact on the municipality. The vital portfolio committees, such as Committees for Technical Services and Corporate and Financial Services should thus be part of this committee.

Council resolved on 30 March 2016:

- (a) that a Section 79 Public Transport Liaison Committee be established and approved for implementation.
- (b) that Councillor JJ Visagie be nominated as the Chairperson of the Public Transport Liaison Committee.
- (c) that a delegation be given to all portfolio committees to nominate a representative to serve on the Public Transport Liaison Committee.

RESOLVED

- (a) *that the matter regarding the nomination of a representative to serve on the Public Transport Liaison Committee be held in abeyance until the new term of Council has commenced.*
- (b) *that a member of the Portfolio Committee for Technical Services be nominated to serve on the Public Transport Liaison Committee once the new term of Council has commenced.*

- (c) *that the Manager: Traffic Services ensure that the taxi associations adhere to the rules and regulations of the road.*
- (d) *that the Committee for Technical Services takes note of the withdrawal of the Department of Transport and Public Works from the Public Transport Liaison Committee. The Committee for Technical Services is, however, not in agreement with the withdrawal as the said department forms an integral part of the Public Transport Liaison Committee.*

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA / DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA

None

NOTED

9. ADJOURNMENT / VERDAGING

The meeting adjourned at 10:50.

Approved on _____

COUNCILLOR JJ VISAGIE
CHAIRPERSON

/wr

**NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN
MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 14 JULIE 2016 OM 10:00 IN DIE RAADSAAL,
MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES**

TEENWOORDIG

Raadslede

K Adams (Voorsitter)
EM Sidego
R Simpson
WJ Hanekom

Amptenare

Me. J Krieger (Direkteur: Gemeenskapsdienste)
Me. C Mackenzie (Bestuurder: Behuising)
Mnr. C Wessels (Bestuurder: Administrasie)
Mnr. T Plaatjies (Senior Behuisingsbeampte)
Mnr. C Titus (Komiteeklerk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Manager: Housing to open the meeting with prayer.

NOTED.

**2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY / OORWEGING VAN
AANSOEKE OM VERLOF TOT AFWESIGHEID, INDIEN ENIGE
(3/1/2/1)**

Application for leave of absence from the meeting was received from Councillor J. Phungula.

Apologies for leave of absence from the meeting were received from the Municipal Manager and Acting Manager: Income.

RESOLVED

- (a) *that the application for leave of absence from the meeting received from Councillor J. Phungula be approved and accepted.*
- (b) *that notices be taken of the apologies for absence from the meeting received from the Municipal Manager and Acting Manager: Income.*

3. NOTULES

**3.1 Approval of minutes / Goedkeuring van notules
(3/1/2/3)**

The minutes of the meeting of the Committee for Housing Matters, held on 9 June 2016, are attached as **annexure 3.1**.

Councillor W.J. Hanekom requested that the resolution of item 6.3 of 9 June 2016 regarding the establishment of a Public Transport Liaison Committee that reads:

“ that the matter regarding the nomination of a representative to serve on the Public Transport Liaison Committee be held in abeyance until the new term of council has commenced”

be scratched and read:

that the Chairperson of the Committee for Housing Matters be nominated to serve on the Public Transport Liaison Committee.

RESOLVED

(a) *that resolution 6.3 of the Committee for Housing Matters held on 9 June 2016, which reads:*

“that the matter regarding the nomination of a representative to serve on the Public Transport Liaison Committee be held in abeyance”

be scratched and read:

that the Chairperson of the Committee for Housing Matters be nominated to serve on the Public Transport Liaison Committee.

(b) *that the minutes of the Committee for Housing Matters held on 9 June 2016, as amended be approved and signed by the Chairperson.*

**3.2 Outstanding matters
(3/3/2)**

File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
17/4/1	Item 6.3 of 9 June 2016 Establishment of a Public Transport Liaison Committee	Community Services	that the matter regarding the nomination of a representative to serve on the Public Transport Liaison Committee be held in abeyance until the new term of Council has commenced.		September 2016

RESOLVED

that notice be taken that the matter was dealt with at item 3.1.

4. **STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER**

Die voorsitter meld dat Mnr J. le Roux, Bestuurder: Inkomste siek is en wens hom beterskap toe met sy gesondheid. Die Voorsitter versoek derhalwe dat die Afdeling Administrasie 'n ruiker aan Mnr J. le Roux in terme van die raad se beleid stuur. Die Voorsitter wens alle raadslede sterkte toe met die komende munisipale verkiesing van 2016.

AANGETEKEN.

5. **INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES**

None.

NOTED.

6. **GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS**

6.1 **Maandverslag van die Afdeling Behuising: Junie 2016
(9/1/2/4)**

Die maandverslag van die Afdeling Behuising vir Junie 2016 word aangeheg as **bylae 6.1**.

Die Komitee vir Behuisingsaangeleenthede bedank die amptenary vir hulle bydrae en rol veral met betrekking tot brandbestryding.

BESLUIT

dat kennis geneem word van die Maandverslag van die Afdeling Behuising vir Junie 2016 en dat dit aanvaar word.

6.2 **SDBIP-verslag: Afdeling Behuising: Mei 2016
(05/1/5/8)**

Die SDBIP-verslag van die Afdeling Behuising vir Mei 2016 word aangeheg as **bylae 6.2**.

BESLUIT

dat kennis geneem word van die SDBIP-verslag van die Afdeling Behuising vir Mei 2016.

7. **GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS**

Geen.

AANGETEKEN.

8. DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA

Geen.

AANGETEKEN.

9. KOMITEE VIR BEHUISINGSAANGELEENTHEDE-IN-KOMITEE

MINUTES OF THE EXECUTIVE MAYOR AND MAYORAL COMMITTEE MEETING OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 25 JULY 2016 AT 08:30

PRESENT

Councillors

BC Klaasen (Executive Mayor)
K Adams (Deputy Executive Mayor)
JP Fredericks
S Louw
H Smit
JJ Visagie
TT Godden (Speaker) (ex officio)

Officials

D Nasson (Municipal Manager)
J Barnard (Director: Technical Services)
J Krieger (Director: Community Services)
HJ Kritzingen (Director: Finance)
M Mpeluzi (Director: Corporate Services)
A Raubenheimer (Deputy Director: Finance)
G Louw (Head: Internal Audit)
A Hofmeester (IDP Manager)
C Wessels (Manager: Administration)

Other representatives

Mr N Bettsworth (Ceres Business Initiative)

1. OPENING AND WELCOME

The Executive Mayor welcomed everyone present and requested the Director: Finance to open the meeting with prayer.

NOTED.

**2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY
(3/1/2/1)**

None.

NOTED.

3. MINUTES

**3.1 Approval of minutes
(3/1/2/3)**

The minutes of the Executive Mayor and Mayoral Committee meeting, held on 13 May 2016, are attached as **annexure 3.1**.

RESOLVED

that the minutes of the Executive Mayor and Mayoral Committee meeting, held on 13 May 2016, be approved and signed by the Executive Mayor.

**4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY EXECUTIVE MAYOR
(9/1/1)**

The Executive Mayor expressed his thankfulness and appreciation towards the members of the Executive Mayoral Committee, the Municipal Manager and the Senior Management Team for services rendered in the Witzenberg and supporting him during his term as Executive Mayor.

The Executive Mayor expressed his best wishes for the municipality in the years to come.

NOTED.

5. INTERVIEWS WITH DELEGATIONS

None.

NOTED.

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None.

NOTED.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direkoraat Finansies / Directorate Finance

7.1.1 Section 71 Reports: Monthly reports of the Department Finance: April, May and June 2016 (9/1/2/2)

The following monthly reports of the Department Finance are attached:

- | | | |
|-----|------------|--------------------------|
| (a) | April 2016 | Annexure 7.1.1(a) |
| (b) | May 2016 | Annexure 7.1.1(b) |
| (c) | June 2016 | Annexure 7.1.1(c) |

RESOLVED

To recommend to Council:

that notice be taken of the monthly reports of the Department Finance for April, May and June 2016 and same be accepted.

7.1.2 Monthly reports: Service Delivery and Budget Implementation Plan: April and May 2016 (5/1/5/8)

The following Service Delivery and Budget Implementation Plan monthly reports are attached:

- | | | |
|-----|------------|--------------------------|
| (a) | April 2016 | Annexure 7.1.2(a) |
| (b) | May 2016 | Annexure 7.1.2(b) |

RESOLVED

To recommend to Council:

that notice be taken of the Service Delivery and Budget Implementation Plan monthly reports for April and May 2016 and same be accepted.

7.1.3 Cellular Telephone and Data Card Policy (4/5/P)

The following memorandum, dated 18 July 2016, was received from the Director: Finance:

"1. Purpose

The purpose of this report is to submit a Cellular Telephone and Data Card Policy for consideration to Council.

2. Background

The current policy provides employees with a choice between an official cellular phone or a cellular phone allowance.

The problem with the above is that the allowance is taxable in the hands of the receiver; therefore the personnel prefer the official phones.

3. Discussion

The amended policy allows for an increased allowance payable to officials who prefer the cellular phone allowance to provide for the income tax payable on the allowance. The proposed amended policy is attached as **annexure 7.1.3.**"

RESOLVED

To recommend to Council:

that the amended Cellular Telephone and Data Card Policy be approved for implementation from 1 July 2016.

**7.1.4 Tariffs adjustments and corrections: 2016/2017
(5/1/15)**

A memorandum from the Director: Finance, dated 19 July 2016, is attached as **annexure 7.1.4.**

RESOLVED

To recommend to Council

that the updated tariffs be approved for implementation from 1 July 2016.

**7.1.5 Transport, travel and subsistence allowance for councillors and employees
(4/5/P)**

The following documents are attached:

- (a) Memorandum from Director: Finance, dated 18 July 2016: **Annexure 7.1.5(a).**
- (b) Proposed Transport, Travel and Subsistence Allowance Policy for Councillors and Employees: **Annexure 7.1.5(b).**

RESOLVED

To recommend to Council:

that the Transport, Travel and Subsistence Allowance Policy for Councillors and Employees be approved for implementation from 1 July 2016.

7.2 Direktooraat Tegnieise Dienste / Directorate Technical Services

7.2.1 Water situation: Witzenberg (16/2/1/5)

A report from the Director: Technical Services, dated 11 July 2016, is attached as **annexure 7.2.1**.

RESOLVED

To recommend to Council:

- (a) *that council resolutions 8.2.2 of 27 May 2015, 4.2 of 26 November 2015 and 9.1 of 25 January 2016 be rescinded.*
- (b) *that all future water restrictions be dealt with as per council resolution 8.2.5 of 18 May 2016 (Witzenberg Drought Management Plan).*
- (c) *That as per the approved Drought Management Plan the water restrictions are then as follows:*
 - (i) *Koekedouw Dam (Ceres, Nduli, Bella Vista and Prince Alfred's Hamlet)*
 - 1. *Moderate water restrictions to be maintained on condition that the restrictions be uplifted by end of August 2016 if the capacity of the dam be 70 % full.*
 - 2. *That the restrictions on the boreholes be uplifted.*
 - (ii) *Tulbagh and Wolseley*
 - 1. *That the water restrictions be uplifted from 1 July 2016 for Tulbagh and Wolseley.*
 - 2. *That the normal water tariffs be levied as from 1 July 2016.*
 - (iii) *Tulbagh raw water supply*

Water restrictions to be uplifted as from June 2016. Normal water tariffs to be levied as from July 2016.
 - (iv) *Wolseley raw water supply*

Water restrictions to be uplifted as from June 2016. Normal water tariffs to be levied as from July 2016.
 - (v) *Op-die-Berg raw water supply*

Water restrictions to be uplifted as from June 2016. Normal water tariffs to be levied as from July 2016.

7.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

7.3.1 Approval for the accommodation of the Fire Services in the main building at HOPE Centre (7/1/4/1)

Item 7.1 of the Committee for Community Development meeting, held on 11 May 2016, refers.

A memorandum from the Director: Community Services, dated 4 May 2016, is attached as **annexure 7.3.1**.

The Committee for Community Development resolved on 11 May 2016 to recommend to the Executive Mayor and Mayoral Committee and Council:

- (a) that the Fire Services be re-allocated to the main building at the HOPE Centre.
- (b) that the children and safety parents move to the building at the back where four rooms are available and the safety parents to the house in the middle of the property where they have stayed originally.
- (c) that the lessee be informed accordingly.

RESOLVED

To recommend to Council:

- (i) *that the Fire Services and Disaster Management be re-allocated to the main building at the HOPE Centre.*
- (ii) *that the lease contract of the municipality with HOPE not be renewed when it expires in March 2017.*
- (iii) *that the lessee be informed accordingly.*

7.3.2 Environmental management: Monitoring, control and eradication of alien vegetation: Erven 1001 and 1887: Michells Pass, Ceres (17/1/4/1)

A memorandum from the Manager: Amenities and Environment, dated 21 June 2016, is attached as **annexure 7.3.2**.

RESOLVED

To recommend to Council:

that Land Care and BGCMA's (Breede-Gouritz Catchment Management Agency) offers be accepted.

7.4 Direktooraat Korporatiewe Dienste / Directorate Corporate Services

7.4.1 Proposed Policy on Post-Employment Medical Benefits (4/5/7/4/P)

The following items refer:

- (a) Item 7.4 of the Committee for Corporate and Financial Services meeting, held on 25 August 2015.
- (b) Item 6 of the Local Labour Forum meeting, held on 24 February 2016.
- (c) Item 7.4.1 of the Executive Mayor and Mayoral Committee, held on 13 May 2016.
- (d) Item 8.4.1 of the council meeting, held on 18 May 2016.

The following report, dated 14 August 2015, was received from the Director: Finance:

“1. Purpose

The purpose of this report is to submit a proposed policy on post-employment medical benefits for consideration to Council.

2. Background

- 2.1 Continuing (post-employment) medical aid membership stems from the rules of the then LAMAF (Local Authorities Medical Aid Fund) that was the only medical aid in local government at that time. The rules of that fund have determined that members who retire are entitled to continued membership of 70 % council contribution. With time, over many years the principle established by practice in a condition of employment.
- 2.2 Since retired members are no longer employed by local government, this benefit cannot be covered by a collective agreement.
- 2.3 This benefit automatically engages when a member of a medical aid reaches normal retirement age. In certain cases the benefit was also extended to employees who opted for early retirement.
- 2.4 The estimated cost of the future benefit to the municipality for current members of medical aids is in excess of R71 million as at 30 June 2015 (R56 million as at 30 June 2014).

3. Discussion

The proposed policy is attached as **annexure 7.4.1.**”

The Committee for Corporate and Financial Services resolved on 25 August 2015 that the proposed Policy on Post-employment Medical Benefits be referred to the Local Labour Forum for further deliberation.

The Local Labour Forum resolved on 24 February 2016 to recommend to the Executive Mayor and Mayoral Committee and Council that the Post-Employment Medical Benefit Policy be noted and approved.

The following recommendation was tabled to the Executive Mayor and Mayoral Committee:

To recommend to Council:

that the Post-Employment Medical Benefit Policy be noted and approved.

The Executive Mayor and Mayoral Committee resolved on 13 May 2016 that the matter of the Post-Employment Medical Benefit Policy be held in abeyance.

Council resolved on 18 May 2016 that the matter of the Post-Employment Medical Benefit Policy be held in abeyance and be workshopped by Council.

RESOLVED

To recommend to Council:

that the Post-Employment Medical Benefit Policy be noted and approved.

7.4.2 Malikhanye Crèche: Pine Valley, Wolseley: 99 Jaar huur (15/2/2/5/R)

Die volgende verslae vanaf die Bestuurder: Projekte en Prestasie word ingebind:

- (a) Gedateer 14 Junie 2016: **Bylae 7.4.2(a).**
- (b) Gedateer 19 Julie 2016: **Bylae 7.4.2(b).**

BESLUIT

Om by die Raad aan te beveel:

- (i) *dat 'n besluit geneem word tussen Opsie A (in totaliteit) en Opsie B vir die verdere ontwikkeling van die crèche.*
- (ii) *dat die gedeelte grond van die voorkeur opsie, soos op die aangehegte plan aangedui, aan BADISA verhuur word op 'n 99 jaar kontrak.*
- (iii) *dat die gedeelte grond van die voorkeur opsie nie benodig word vir minimum basiese dienste nie.*
- (iv) *dat die nodige stadsbeplanningsprosesse gevolg word waar nodig.*
- (v) *dat 'n minimum van R100 per jaar as huur vasgestel word.*
- (vi) *dat die nodige mandaat aan die Munisipale Bestuurder gegee word om 'n huurooreenkoms met BADISA aan te gaan vir die bedryf van 'n crèche op die verkose gedeelte.*

**7.4.3 Re-submitted application for extension of liquor trading days (Sunday trading):
Xolas Liquor Shop
(14/1/1)**

A memorandum from the Senior Officer: Properties, dated 13 July 2016, is attached as **annexure 7.4.3**.

RESOLVED

To recommend to Council:

that the application for extension of Liquor Trading Days (Sunday trading) of Xolas Liquor Shop be approved on condition of Council's approval of the amended By-Law on Liquor Trading Days and Hours.

**7.4.4 Amended By-law on Liquor Trading Days and Hours
(1/1/1)**

The Amended By-law on Liquor Trading Days and Hours, with proposed amendments, is attached as **annexure 7.4.4**.

RESOLVED

To recommend to Council:

that the Amended By-Law on Liquor Trading Days and Hours be adopted.

**7.4.5 Appointment of two members to the Performance, Risk and Audit Committee (PRAC)
(5/14/4)**

A memorandum from the Head: Internal Audit, dated 18 July 2016, is attached as **annexure 7.4.5**.

RESOLVED

To recommend to Council:

- (i) that the filling of the vacancy be approved.*
- (ii) that the appointment of a further member be approved, i.e. increase the Performance, Risk and Audit Committee members from four to five.*
- (iii) that the two year cooling off period for these appointments be waived with the objective to enhance the experience of PRAC.*

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

8.1 Gedelegeerde bevoegdhede / Delegated powers

None.

NOTED.

8.2 Gereserveerde bevoegdhede / Reserved powers

**8.2.1 Quarterly Budget Statement (Section 52) Report: 1 April 2016 to 30 June 2016
(9/1/2/2)**

The Quarterly Budget Statement Report for the period 1 April 2016 to 30 June 2016 is attached as **annexure 8.2.1.**

RESOLVED

To recommend to Council:

that notice be taken of the contents of the Quarterly Budget Statement Report for the period 1 April 2016 to 30 June 2016.

**8.2.2 Lease of private office space for municipal purposes
(7/1/1/3)**

The following report from the Municipal Manager, dated 25 July 2016, refers:

"Purpose

To consider recommending to Council the approval of a lease agreement for the lease of office space in Voortrekker Street opposite the municipal building next to ABSA Bank for municipal purposes.

Deliberation

The municipal administration at the head office, 50 Voortrekker Street, Ceres is experiencing serious office accommodation problems. The Auditor-general is supposed to start with the yearly audit on 1 August 2016. In the previous financial year the said Auditor-general's office was accommodated at the John Steyn Library. There is a new audit team this year and they have indicated that the set-up at John Steyn Library will not be ideal for audit purposes. The auditors normally draw files from administration and in terms of the agreement between the municipality and the Auditor-general it is the responsibility of the auditors to ensure that the files are safe. The Auditor-general feels that the John Steyn Library is not a safe environment to give such an undertaking. The Auditor-general requires office accommodation for a period of at least three months. During an engagement with the owner of the to be leased premises, the owner indicated that he is prepared to lease the premises for a three month period. He, however, also indicated that there are other potential lessees who have shown an interest in these premises. The office has a floor space of 125 square metres. It has three offices and a big reception area with a walk-in vault as well. This property is ideal for relocating the Credit Control section to the

premises. The clients of the municipality are often required to wait in the foyer of the main building. This is a very undignified set-up and is contrary to the Batho Pele Principles in how officials need to deal with members of public. The new office space will solve this problem and will ensure that all dealings with regard to credit control are dealt with professionally and confidentially.

Legal implications

If Council approves of such a rental agreement, Council's intention must be advertised in the local newspaper to inform members of public.

Financial implications

There is not budgeted for rental, but it can be rectified in the adjustment budget."

RESOLVED

To recommend to Council:

- (i) *that the Municipal Manager be mandated to sign a lease agreement with the owner of the said premises for a period of three years.*
- (ii) *that Council's intention to sign such a lease agreement be advertised in the local newspaper.*

9. FORMAL AND STATUTORY MATTERS

None.

NOTED.

10. ADJOURNMENT

The meeting adjourned at 09:50.

Approved on _____ with / without amendments.

COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

/MJ Prins

MINUTES OF THE MEETING OF THE COMMITTEE FOR LOCAL ECONOMIC DEVELOPMENT AND TOURISM OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON TUESDAY, 21 SEPTEMBER 2016 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR PLAASLIKE EKONOMIESE ONTWIKKELING EN TOERISME VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DINSDAG, 21 SEPTEMBER 2016 OM 10:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid T Abrahams (Chairperson / Voorsitter)
Councillor / Raadslid C Lottering
Councillor / Raadslid H Visagie
Councillor / Raadslid P Heradien

Other Councillors / Ander Raadslede

K Adams

Officials / Amptenare

Mr / Mnr D Nason (Municipal Manager / Munisipale Bestuurder)
Ms / Me J Krieger (Director: Community Services / Direkteur: Gemeenskapsdienste)
Ms / Me A Radjoo (Manager: Marketing and Communication / Bestuurder: Bemaking en Kommunikasie)
Mr / Mnr G Lintnaar (Manager: Socio Economic Development / Bestuurder: Sosio-Ekonomiese Ontwikkeling)
Mr / Mnr C Wessels (Manager: Administration / Bestuurder Administrasie)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present at the first meeting of the new term for councillors after which he read a scripture and opened the meeting with a prayer.

Die Voorsitter heet almal teenwoordig welkom by die eerste vergadering van die nuwe termyn vir raadslede waarna hy 'n skrifgedeelte lees en die vergadering met gebed open.

NOTED / AANGETEKEN

2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY / OORWEGING VAN AANSOEKE OM VERLOF TOT AFWESIGHEID, INDIEN ENIGE (3/1/2/1)

None / Geen

NOTED / AANGETEKEN

3. MINUTES / NOTULES

3.1 Approval of minutes / Goedkeuring van Notules (3/1/2/3)

The minutes of the meeting of the Committee for Rural Economic Development and Tourism, held on 17 May 2016, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Landelike Ekonomiese Ontwikkeling en Toerisme, gehou op 17 Mei 2016, word ingebind as **bylae 3.1**.

RESOLVED UNANIMOUSLY

that the minutes of the meeting of the Committee for Rural Economic Development and Tourism, held on 17 May 2016, be approved and signed by the Chairperson.

EENPARIGE BESLUIT

dat die notule van die vergadering van die Komitee vir Landelike Ekonomiese Ontwikkeling en Toerisme, gehou op 17 Mei 2016, goedgekeur en deur die Voorsitter onderteken word.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER

Councillor P Heradien requested the Chairperson to excuse the officials from the meeting for a caucus of ten minutes in order to discuss the modus operandi of the Local Economic Development Committee.

The meeting adjourned at 10:15 and resumed at 10:25.

The Chairperson announced that he will liaise with the Municipal Manager to arrange an induction workshop for all new councillors regarding the modus operandi of the portfolio committee.

NOTED.

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

5.1 Presentation: Local Economic Development and Tourism / Aanbieding: Plaaslike Ekonomiese Ontwikkeling en Toerisme (17/19/1)

A PowerPoint presentation was made by the Director: Community Services pertaining to the broader oversight, challenges, vision and outcomes for Local Economic Development and Tourism.

Minutes: Committee for Local Economic Development
Notule: Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme
21 September 2016

'n PowerPoint-aanbieding is gemaak deur die Direkteur: Gemeenskapsdienste met betrekking tot die breër oorsig, uitdagings, visie en uitkoms vir Plaaslike Ekonomiese Ontwikkeling en Toerisme.

RESOLVED

that the Committee for Local Economic Development takes notice of the content of the presentation made by the Director: Community Services pertaining to the broader oversight, challenges, vision and outcomes for Local Economic Development and Tourism.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling kennis neem van die inhoud van die aanbieding gedoen deur die Direkteur: Gemeenskapsdienste met betrekking tot die breër oorsig, uitdagings, visie en uitkoms vir Plaaslike Ekonomiese Ontwikkeling en Toerisme.

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Monthly reports: Section Local Economic and Rural Development: May, June, July and August 2016 / Maandverslae: Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling: Mei, Junie, Julie en Augustus 2016 (9/1/2/4)

The following monthly reports of the Section Local Economic and Rural Development are attached:

Die volgende maandverslae van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling word ingebind:

(a)	May / Mei 2016	Annexure / Bylae 6.1(a)
(b)	June / Junie 2016	Annexure / Bylae 6.1(b)
(c)	July / Julie 2016	Annexure / Bylae 6.1 (c)
(d)	August / Augustus 2016	Annexure / Bylae 6.1(d)

RESOLVED

that the Committee for Local Economic Development and Tourism takes notice of the content of the monthly reports of the Section Local Economic and Rural Development for May, June, July and August 2016 and same be accepted.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem van die inhoud van die maandverslae van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling vir Mei, Junie, Julie en Augustus 2016 en dat die verslae aanvaar word.

6.2 SDBIP reports: Section Local Economic and Rural Development: April and May 2016 / SDBIP-verslae: Plaaslike Ekonomiese en Landelike Ontwikkeling: April en Mei 2016 (05/1/5/8)

The following SDBIP reports of the Section Local Economic and Rural Development are attached:

Die volgende SDBIP-verslae van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling word ingebind:

- | | | |
|-----|----------------|--------------------------------|
| (a) | April 2016 | Annexure / Bylae 6.2(a) |
| (b) | May / Mei 2016 | Annexure / Bylae 6.2(b) |

RESOLVED

that the Committee for Local Economic Development and Tourism takes notice of the content of the SDBIP reports of the Section Local Economic and Rural Development for April and May 2016 and same be accepted.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem van die inhoud van die SDBIP-verslae van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling vir April en Mei 2016 en dat die verslae aanvaar word.

6.3 Monthly reports: Section Tourism: May, June, July and August 2016 / Maandverslae: Afdeling Toerisme: Mei, Junie, Julie en Augustus 2016 (9/1/2/1)

The following monthly reports of the Section Tourism are attached:

Die volgende maandverslae van die Afdeling Toerisme word ingebind:

- | | | |
|-----|------------------------|--------------------------------|
| (a) | May / Mei 2016 | Annexure / Bylae 6.3(a) |
| (b) | June / Junie 2016 | Annexure / Bylae 6.3(b) |
| (c) | July / Julie 2016 | Annexure / Bylae 6.3(c) |
| (d) | August / Augustus 2016 | Annexure / Bylae 6.3(d) |

RESOLVED

that the Committee for Local Economic Development and Tourism takes notice of the content of the monthly reports of the Section Tourism for May, June, July and August 2016 and same be accepted.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem van die inhoud van die maandverslae van die Afdeling Toerisme vir Mei, Junie, Julie en Augustus 2016 en dat die verslae aanvaar word.

6.4 SDBIP reports: Section Communication and Marketing: April, May, June and July 2016 / SDBIP-verslae: Afdeling Kommunikasie en Bemaking: April, Mei, Junie en Julie 2016 (05/1/5/8)

The following SDBIP reports of the Section Communication and Marketing are attached:

Die volgende SDBIP-verslae van die Afdeling Kommunikasie en Bemaking word ingebind:

- | | | |
|-----|-------------------|--------------------------------|
| (a) | April 2016 | Annexure / Bylae 6.4(a) |
| (b) | May / Mei 2016 | Annexure / Bylae 6.4(b) |
| (c) | June / Junie 2016 | Annexure / Bylae 6.4(c) |
| (d) | July / Julie 2016 | Annexure / Bylae 6.4(d) |

The Committee congratulated the Director: Corporate Services for achieving their targets in SDBIP.

RESOLVED

that the Committee for Local Economic Development and Tourism takes notice of the content of the SDBIP reports of the Section Communication and Marketing for April, May, June and July 2016 and same be accepted.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem van die inhoud van die SDBIP-verslae van die Afdeling Kommunikasie en Bemaking vir April, Mei, Junie en Julie 2016 en dat die verslae aanvaar word.

6.5 Establishment of a Public Transport Liaison Committee (17/14/1 & 3/1/1/5)

The following items refer:

- (a) Item 7.4.2 of the Executive Mayor and Mayoral Committee meeting, held on 30 March 2016.
- (b) Item 8.4.3 of the Council meeting, held on 30 March 2016.
- (c) Item 6.5 of the Committee for Rural Economic Development meeting, held on 17 May 2016.
- (d) Item 4.4 of the Special Council meeting, held on 2 September 2016.

A memorandum from Superintendent D Jonkers, dated 24 February 2016, is attached as **annexure 6.5**.

The Executive Mayor and Mayoral Committee resolved on 30 March 2016 to recommend to Council that the establishment of a formal Public Transport Liaison Committee be approved and implemented.

The Executive Mayor indicated that the establishment of this committee is of utmost importance as it has a direct impact on the municipality. The vital portfolio committees, such as Committees for Technical Services and Corporate and Financial Services should thus be part of this committee.

Council resolved on 30 March 2016:

- (a) that a Section 79 Public Transport Liaison Committee be established and approved for implementation.
- (b) that Councillor JJ Visagie be nominated as the Chairperson of the Public Transport Liaison Committee.

- (c) that a delegation be given to all portfolio committees to nominate a representative to serve on the Public Transport Liaison Committee.

The committee for Rural Economic Development resolved on 17 May 2016, that the Chairperson of the Committee for Rural Economic Development, Councillor S Louw, be nominated to serve on the Public Transport Liaison Committee.

Council resolved on 2 September 2016 that in respect of the Public Transport Liaison Committee, the various committees will determine the name of the representative.

RESOLVED UNANIMOUSLY

that Councillor C Lottering be nominated to serve on the Public Transport Liaison Committee.

**6.6 The value of an excellent community service within a municipal society
(17/19/1)**

The same presentation with regard to LED and Tourism was presented by the Director: Community Services as done at the Municipal Strategic Session. The presentation is attached as **annexure 6.6**.

RESOLVED

that notice be taken that the item was dealt with at item 5.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

**8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA / DRINGENDE SAKE
INGEDIEN NA AFSENDING VAN DIE AGENDA**

None / Geen

NOTED / AANGETEKEN

9. ADJOURNMENT / VERDAGING

The meeting adjourned at 11:45. / Die vergadering verdaag om 11:45.

Approved on / Goedgekeur op _____ .

COUNCILLOR / RAADSLID T ABRAHAMS
CHAIRPERSON / VOORSITTER

/esw

**MINUTES OF THE MEETING OF THE COMMITTEE FOR TECHNICAL SERVICES OF
WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES,
50 VOORTREKKER STREET, CERES ON WEDNESDAY, 21 SEPTEMBER 2016 AT 14:00**

PRESENT

Councillors: Committee members

JJ Visagie (Chairperson)
D Swart
R Simpson
M Mdala
M Jacobs

Councillors: Non-committee members

K Adams

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr H Taljaard (Manager: Town Planning and Building Control)
Mr E Lintnaar (Manager: Streets and Storm Water)
Mr P van den Heever (Manager: Electro-Technical Services)
Mr N Jacobs (Manager: Water and Sewerage)
Mr J Jacobs (Senior Superintendent: Solid Waste and Cleansing Services)
Mr C Wessels (Manager: Administration)
Mr C Titus (Committee Clerk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson requested the Manager: Streets and Storm Water to open the meeting with a prayer after which he welcomed everyone present.

NOTED

**2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY / OORWEGING VAN
AANSOEKE OM VERLOF TOT AFWESIGHEID, INDIEN ENIGE
(3/1/2/1)**

None

NOTED

3. MINUTES / NOTULES

**3.1 Approval of minutes / Goedkeuring van notules
(3/1/2/3)**

The minutes of the meeting of the Committee for Technical Services, held on 15 June 2016, are attached as **annexure 3.1**.

RECOMMENDED / AANBEVEEL

that the minutes of the meeting of the Committee for Technical Services, held on 15 June 2016, be approved and signed by the Chairperson.

3.2 Matters arising from previous minutes

- (a) that the Municipal Manager investigates whether an additional member of the Committee for Technical Services may serve on the Public Transport Liaison Committee.
- (b) that the matter with regard to representatives of the Committee for Technical Services to serve on the Public Transport Liaison Committee be held in abeyance until the next meeting.

NOTED

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER

None

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None

NOTED

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

**6.1 Operational plan of Directorate Technical Services
(09/01/2/3)**

The operational plan of the Directorate Technical Services is attached as **annexure 6.1**.

The Director: Technical Services explained the operational plan of the Directorate Technical Services.

UNANIMOUSLY RESOLVED

- (a) *that the Committee for Technical Services takes notice of the content of the operational plan of the Directorate Technical Services.*
- (b) *that Director: Technical Services submit the Technical Charter at the next meeting and explain the processes followed by the Directorate in case of emergencies.*

**6.2 Introduction to the legislation, policies and functions of the Town Planning and Building Control Department
(15/04/P)**

A memorandum from the Manager: Town Planning and Building Control, dated 6 September 2016, is attached as **annexure 6.2**.

UNANIMOUSLY RESOLVED

that the Committee for Technical Services takes notice of the legislation, policies and functions of the Town Planning and Building Control Department.

**6.3 Introduction to the legislation, policies and functions of the Water and Sewerage Department
(16/02/P)**

A memorandum from the Manager: Water and Sewerage, dated 8 September 2016, is attached as **annexure 6.3**.

UNANIMOUSLY RESOLVED

that the Committee for Technical Services takes notice of the legislation, policies and functions of the Water and Sewerage Department.

**6.4 Introduction to the legislation, policies and functions of the Department Electro-Technical Services
(16/03/P)**

A memorandum from the Manager: Electro-Technical Services, dated 8 September 2016, is attached as **annexure 6.4**.

UNANIMOUSLY RESOLVED

that the Committee for Technical Services takes notice of the legislation, policies and functions of the Department Electro-Technical Services.

**6.5 Introduction to the functions of the Department Streets and Storm Water
(15/04/P)**

A memorandum from the Manager: Streets and Storm Water, dated 8 September 2016, is attached as **annexure 6.5**.

RESOLVED

that the Committee for Technical Services takes notice of the functions of the Department Streets and Storm Water.

**6.6 Introduction to the legislation, policies and functions of the Solid Waste and Cleansing Section
(17/02/P)**

A memorandum from the Senior Superintendent: Solid Waste and Cleansing Services, dated 7 September 2016, is attached as **annexure 6.6**.

RESOLVED

that the Committee for Technical Services takes notice of the legislation, policies and functions of the Solid Waste and Cleansing Section.

**6.7 Water Incident Management Protocol Plan
(16/02/1/2)**

A report received from the Directorate Technical Services is attached as **annexure 6.7**.

RESOLVED

that the Committee for Technical Services takes notice of the Water Incident Management Protocol Plan of the Directorate Technical Services.

**6.8 Wastewater Incident Management Protocol Plan
(16/02/1/2)**

A report received from the Directorate Technical Services is attached as **annexure 6.8**.

RESOLVED

that the Committee for Technical Services take notice of the Wastewater Incident Management Protocol Plan of the Directorate Technical Services.

6.9 Directorate Technical Services: Progress reports on capital projects: May and June 2016 (9/1/2/3)

The following progress reports of the Directorate Technical Services are attached:

- (a) May 2016 **Annexure 6.9(a).**
- (b) June 2016 **Annexure 6.9(b).**

RESOLVED

- (a) *that the Committee for Technical Services takes notice of the content of the progress reports on capital projects of the Directorate Technical Services for May and June 2016 and same be accepted.*
- (b) *that Director: Technical Services arranges that the public toilets in Ceres town be attended to with regard to cleaning.*

6.10 SDBIP Operational reports: Directorate Technical Services: May and June 2016 (5/1/5/8)

The following SDBIP operational reports of the Directorate Technical Services are attached:

- (a) May 2016 **Annexure 6.10(a).**
- (b) June 2016 **Annexure 6.10(b).**

UNANIMOUSLY RESOLVED

that the Committee for Technical Services takes notice of the content of the SDBIP operational reports of the Directorate Technical Services for May and June 2016 and same be accepted.

6.11 SDBIP reports: Town Planning and Building Control: May and June 2016 (5/1/5/8)

The following SDBIP reports of Town Planning and Building Control are attached:

- (a) May 2016 **Annexure 6.11(a).**
- (b) June 2016 **Annexure 6.11(b).**

UNANIMOUSLY RESOLVED

that the Committee for Technical Services takes notice of the content of the SDBIP reports of Town Planning and Building Control for May and June 2016 and same be accepted.

**6.12 SDBIP reports: Electricity and Fleet Management: May and June 2016
(5/1/5/8)**

The following SDBIP reports of Electricity and Fleet Management are attached:

- | | | |
|-----|-----------|--------------------------|
| (a) | May 2016 | Annexure 6.12(a). |
| (b) | June 2016 | Annexure 6.12(b). |

RESOLVED

that the Committee for Technical Services takes notice of the content of the SDBIP reports of Electricity and Fleet Management for May and June 2016 and same be accepted.

**6.13 SDBIP reports: Roads and Storm Water: May and June 2016
(5/1/5/8)**

The following SDBIP reports of Roads and Storm Water are attached:

- | | | |
|-----|-----------|--------------------------|
| (a) | May 2016 | Annexure 6.13(a). |
| (b) | June 2016 | Annexure 6.13(b). |

RESOLVED

that the Committee for Technical Services takes notice of the content of the SDBIP reports of Roads and Storm Water for May and June 2016 and same be accepted.

**6.14 SDBIP reports: Water and Sanitation: May and June 2016
(5/1/5/8)**

The following SDBIP reports of Water and Sanitation are attached:

- | | | |
|-----|-----------|--------------------------|
| (a) | May 2016 | Annexure 6.14(a). |
| (b) | June 2016 | Annexure 6.14(b). |

RESOLVED

that the Committee for Technical Services takes notice of the content of the SDBIP reports of Water and Sanitation for May and June 2016 and same be accepted.

**6.15 SDBIP reports: Solid Waste and Cleansing Services: May and June 2016
(5/1/5/8)**

The following SDBIP reports of Solid Waste and Cleansing Services are attached:

- | | | |
|-----|-----------|--------------------------|
| (a) | May 2016 | Annexure 6.15(a). |
| (b) | June 2016 | Annexure 6.15(b). |

RESOLVED

that the Committee for Technical Services takes notice of the content of the SDBIP reports of Solid Waste and Cleansing Services for May and June 2016 and same be accepted.

6.16 Extension of wall in height: Erf 4587, 22 Umzumaai Avenue, Ceres (15/4/R)

A memorandum from the Manager: Town Planning and Building Control, dated 13 July 2016, is attached as **annexure 6.16**.

RESOLVED

- (a) *that the application for the extension of the wall in height on erf 4587, 22 Umzumaai Avenue, Ceres may be approved based on the following conditions.*
 - (i) *that the extension of wall in bricks that match the existing wall be supported subject to the neighbour's (erf 4588) written consent.*
 - (ii) *that the applicant dismantles the steel tubing and timber board within thirty days.*

6.17 Aansoek om vergunning vir doeleindes van 'n plek van vermaaklikheid (ontspanningslokaal vir jeug): Erf 3488, Bella Vista, Ceres (15/04/1/1/176)

'n Verslag vanaf die Stadsbeplanner, mnr. Ryan van der Merwe, gedateer 7 Julie 2016, word aangeheg as **bylae 6.17**.

BESLUIT

dat ingevolge Regulasie 4.5.1 van die Ceres Skemaregulasies ingevolge Artikel 7 van die Ordonnansie op Grondgebruikbeplanning (no. 15 van 1985), die aansoek om vergunning vir die doeleindes van 'n vermaaklikheidsplek (ontspanningslokaal vir die jeug) vanaf erf 3488, Bella Vista, Ceres afgekeur word.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None.

NOTED.

The Chairperson allowed a break of ten minutes to the Committee members to scrutinize the supplementary agenda.

The meeting adjourned at 15:50 and resumed at 16:00.

**8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA / DRINGENDE SAKE
INGEDIEN NA AFSENDING VAN DIE AGENDA**

**8.1 Electricity: Restoration costs of damaged or destroyed electrical connections of consumers
(16/3/4/1)**

A memorandum from the Manager: Electro-Technical Services, dated 20 September 2016, is attached as **annexure 8.1**.

RESOLVED

To recommend to the Executive Mayor and Mayoral Committee and Council:

- (i) that Council notes the report of the Manager: Electro-Technical Services regarding the costs related to the restoring of a legally acquired electrical connection in the event of it having been destroyed or damaged.*
- (ii) that Council confirms the principle of “consumer pays” as required in terms of the Electricity Bylaws, Section 45(1), i.e. the relevant material, labour, transport and administration costs.*
- (iii) that Council considers and expresses itself on the possible reducing of the costs of restoring a damaged or destroyed electrical connection in the case of registered indigent consumers by only being responsible for the direct cost.*

9. ADJOURNMENT / VERDAGING

The meeting adjourned at 16:05.

Approved on _____

**COUNCILLOR JJ VISAGIE
CHAIRPERSON**

/wr

MINUTES OF THE MEETING OF THE COMMITTEE FOR COMMUNITY DEVELOPMENT OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 22 SEPTEMBER 2016 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR GEMEENSKAPSONTWIKKELING VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 22 SEPTEMBER 2016 OM 10:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid K Adams (Chairperson / Voorsitter)
Councillor / Raadslid G Laban
Councillor / Raadslid P Daniels

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Ms / Me J Krieger (Director. Community Services / Direkteur: Gemeenskapsdienste)
Mr / Mnr H Visser (Chief: Disaster Management and Fire Brigade Services / Hoof: Rampbestuur en Brandweerdienste)
Ms / Me J Samuel (Manager: Resorts and Swimming Pools / Bestuurder: Oorde en Swembaddens)
Ms / Me J Stuurman (Superintendent: Libraries / Superintendent: Biblioteke)
Ms / Me H Truter (Manager: Amenities and Environment / Bestuurder: Geriewe en Omgewing)
Mr / Mnr G Linthar (Manager: Socio Economic Development / Bestuurder: Sosio-Ekonomiese Ontwikkeling)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Mr / Mnr C Wessels (Manager: Administration / Bestuurder: Administrasie)

Other representatives / Ander verteenwoordigers

Colonel / Kolonel S Williams (South African Police Services / Suid-Afrikaanse Polisiediens, Prince Alfred's Hamlet)
Warrant Officer / Adjudant-Offisier M Engelbrecht (South African Police Services / Suid-Afrikaanse Polisiediens, Wolseley)
Mr / Mnr J van der Merwe (Community Police Advisory Forum / Gemeenskap Polisiëringsforum)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Councillor G Laban to open the meeting with prayer after which the members of the committee introduced themselves.

Die Voorsitter heet almal teenwoordig welkom en versoek raadslid G Laban om die vergadering met gebed te open waarna elke komiteelid hom/haarself bekend stel.

NOTED / AANGETEKEN

**2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE, IF ANY / OORWEGING VAN AANSOEKE OM VERLOF TOT AFWESIGHEID, INDIEN ENIGE
(3/1/2/1)**

Apologies for absence from the meeting were received from Ms C Botha (Haven Night Shelter), Lieutenant Colonel C Meiring (South African Police Services, Tulbagh) and Mr N Jansen (Community Police Advisory Forum, Tulbagh).

Verskonings vir afwesigheid van die vergadering is ontvang vanaf Me C Botha (Die Haven Nagskuiling), Luitenant-Kolonel C Meiring (Suid-Afrikaanse Polisie diens, Tulbagh) en Mnr N Jansen Gemeenskap Polisiëringforum, Tulbagh.

RESOLVED UNANIMOUSLY

that cognisance be taken of the apologies received from Ms C Botha (Haven Night Shelter), Lieutenant Colonel C Meiring (South African Police Services, Tulbagh) and Mr N Jansen (Community Police Advisory Forum, Tulbagh) and same be accepted.

EENPARIG BESLUIT

Dat kennis geneem word van die verskonings ontvang vanaf Me C Botha (Die Haven Nagskuiling), Luitenant-Kolonel C Meiring (Suid-Afrikaanse Polisie diens, Tulbagh) en mnr N Jansen (Gemeenskap Polisiëringforum, Tulbagh) en dat dit aanvaar word.

3. MINUTES / NOTULES

**3.1 APPROVAL OF MINUTES / GOEDKEURING VAN NOTULE
(3/1/2/3)**

The minutes of the meeting of the Committee for Community Development, held on 14 June 2016, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 14 Junie, 2016 word ingebind as **bylae 3.1**.

RESOLVED UNANIMOUSLY

that the minutes of the meeting of the Committee for Community Development, held on 14 June 2016, be approved and signed by the Chairperson.

EENPARIG BESLUIT

dat die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 14 Junie 2016, aanvaar en deur die Voorsitter onderteken word.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

5.1 Community Police Advisory Forum (CPAF) and South African Police Services (SAPS) / Gemeenskap Polisiëringsforum (GPF) en Suid-Afrikaanse Polisie diens (SAPD) (17/07/1/R)

The reports of the CPAF and SAPS were presented verbally.

Die verslae van die GPF en die SAPD is mondelings gelewer.

(a) Ceres

Colonel S Williams, Station Commander, South African Police Services, Ceres reported with regard to the working operations in Ceres. The following matters were highlighted:

- A comparison between the 2015 and 2016 crime statistics.
- Appointment of new personnel.
- 4 Murders committed from 1 September until 20 September 2016.
- Taxi violence under control and monitored
- The opening of more liquor business places on Sunday contribute to crime over weekends

The Chairperson and Municipal Manager thanked Colonel Williams for his verbal report and for their work done combating crime.

NOTED.

Ceres GPF

Mnr. J van der Merwe lewer verslag namens die Ceres GPF.

(b) Prince Alfred's Hamlet

Absent without an apology. / Afwesig sonder 'n verskoning.

(c) Wolseley

Warrant Officer M Engelbrecht, South African Police Services, Wolseley reported. The following matters were highlighted:

- That streetlights are needed from Wolseley town to Wolfpack.
- That the informal shacks do not have numbers to issue summons for people to appear in court.
- Crime prevention programs were presented.
- Crime statistics for the past 6 months are reasonable

NOTED.

(d) Tulbagh

Absent without an apology. / Afwesig sonder 'n verskoning.

UNANIMOUSLY RESOLVED

- (a) *that the Committee for Community Development takes notice of the content of the reports from the Community Police Advisory Forums and the South African Police Services and same be accepted.*
- (b) *that the Manager: Distribution and Client Services attend to the streetlighting problem from Wolseley town to Wolfpack.*

EENPARIG BESLUIT

- (a) *dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die verslae gelewer deur die Gemeenskap Polisiëringsforums en Suid-Afrikaanse Polisie diens en dat die verslae aanvaar word.*
- (b) *dat die Bestuurder: Verspreiding en Kliëntediens aandag gee aan die straatbeligtingsprobleem vanaf Wolseley dorp tot Wolfpack.*

**5.2 Community Services: HOPE Centre / Gemeenskap Dienste: HOPE Sentrum
(17/16/5)**

RESOLVED UNANIMOUSLY

That the item pertaining to the HOPE Centre be removed from the agenda.

EENPARIG BESLUIT

Dat die item met betrekking tot die HOPE Sentrum van die agenda verwyder word.

5.3 Community Services: The Haven Night Shelter: June and July 2016 / Gemeenskapsdienste: Die Haven Nagskuilting: Junie en Julie 2016 (17/16/3/1)

The following monthly reports of The Haven Night Shelter are attached:

Die volgende maandverslae van Die Haven Nagskuilting word ingebind:

- | | | |
|-----|-------------------|--------------------------------|
| (a) | June / Junie 2016 | Annexure / Bylae 5.3(a) |
| (b) | July / Julie 2016 | Annexure / Bylae 5.3(b) |

RESOLVED UNANIMOUSLY

that the Committee for Community Development takes notice of the content of the reports of The Haven Night Shelter for June and July 2016 and same be accepted.

EENPARIG BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van Die Haven Nagskuilting vir Junie en Julie 2016 en dat die verslae aanvaar word.

5.4 Community Services: Updated report on Directorate Community Services (17/19/1)

The Director Community Services made a presentation with regard to an update of the Directorate Community Services.

RESOLVED UNANIMOUSLY

That notice is taken of the presentation in respect of an update of the Directorate Community Services.

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Monthly reports of the Section Socio-Economic Development for June, July and August 2016 / Maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Junie, Julie en Augustus 2016 (09/1/2/4)

The following monthly reports of the Section Socio-Economic Development are attached:

Die volgende maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling word ingebind:

- | | | |
|-----|------------------------|--------------------------------|
| (a) | June / Junie 2016 | Annexure / Bylae 6.1(a) |
| (b) | July / Julie 2016 | Annexure / Bylae 6.1(b) |
| (c) | August / Augustus 2016 | Annexure / Bylae 6.1(c) |

UNANIMOUSLY RESOLVED

that the Committee for Community Development takes notice of the content of the reports of the Section Socio-Economic Development for June, July and August 2016 and same be accepted.

EENPARIG BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die verslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Junie, Julie en Augustus 2016 en dat die verslae aanvaar word.

6.2 Monthly reports of the Section Libraries for June, July and August 2016 / Maandverslae van die Afdeling Biblioteke vir Junie, Julie en Augustus 2016 (9/1/2/4)

The following monthly reports of the Section Libraries are attached:

Die volgende maandverslae van die Afdeling Biblioteke word ingebind:

- | | | |
|-----|------------------------|--------------------------------|
| (a) | June / Junie 2016 | Annexure / Bylae 6.2(a) |
| (b) | July / Julie 2016 | Annexure / Bylae 6.2(b) |
| (c) | August / Augustus 2016 | Annexure / Bylae 6.2(c) |

UNANIMOUSLY RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Section Libraries for June, July and August 2016 and same be accepted.

EENPARIG BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Biblioteke vir Junie, Julie en Augustus en dat die verslae aanvaar word.

6.3 Monthly reports of the Section Amenities and Environment for June, July and August 2016 / Maandverslae van die Afdeling Geriewe en Omgewing vir Junie, Julie en Augustus 2016 (09/1/2/4)

The following monthly reports of the Section Amenities and Environment are attached:

Die volgende maandverslae van die Afdeling Geriewe en Omgewing word ingebind:

- | | | |
|-----|------------------------|--------------------------------|
| (a) | June / Junie 2016 | Annexure / Bylae 6.3(a) |
| (b) | July / Julie 2016 | Annexure / Bylae 6.3(b) |
| (c) | August / Augustus 2016 | Annexure / Bylae 6.3(c) |

UNANIMOUSLY RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Section Amenities and Environment for June, July and August 2016 and same be accepted.

EENPARIG BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Geriewe en Omgewing vir Junie, Julie en Augustus 2016 en dat die verslae aanvaar word.

6.4 Monthly reports of the Section Resorts and Swimming Pools for June, July and August 2016 / Maandverslae van die Afdeling Oorde en Swembaddens vir Junie, Julie en Augustus 2016 (9/1/2/4)

The following monthly reports of the Section Resorts and Swimming Pools are attached:

Die volgende maandverslae van die Afdeling Oorde en Swembaddens word ingebind:

- | | | |
|-----|------------------------|--------------------------------|
| (a) | June / Junie 2016 | Annexure / Bylae 6.4(a) |
| (b) | July / Julie 2016 | Annexure / Bylae 6.4(b) |
| (c) | August / Augustus 2016 | Annexure / Bylae 6.4(c) |

UNANIMOUSLY RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Section Resorts and Swimming Pools for June, July and August 2016 and same be accepted.

EENPARIG BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Oorde en Swembaddens vir Junie, Julie en Augustus 2016 en dat die verslae aanvaar word.

6.5 Monthly reports: Section Disaster and Emergency Management and Fire Services for June, July and August 2016 / Maandverslae: Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Junie, Julie en Augustus 2016 (9/1/2/4)

The following monthly reports of the Section Disaster and Emergency Management and Fire Services are attached:

Die volgende maandverslae van die Afdeling Ramp- en Noodbestuur en Brandweerdienste word ingebind:

- | | | |
|-----|------------------------|--------------------------------|
| (a) | June / Junie 2016 | Annexure / Bylae 6.5(a) |
| (b) | July / Julie 2016 | Annexure / Bylae 6.5(b) |
| (c) | August / Augustus 2016 | Annexure / Bylae 6.5(c) |

UNANIMOUSLY RESOLVED

(a) *that the Committee for Community Development takes notice of the content of the monthly reports of the Section Disaster and Emergency Management and Fire Services for June, July and August 2016 and same be accepted.*

(b) *that the Chief: Disaster Management and Fire Brigade Services make a presentation at the next meeting in respect of disaster legislation.*

EENPARIG BESLUIT

(a) *dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Junie, Julie en Augustus 2016 en dat die verslae aanvaar word.*

(b) *dat die Hoof: Rampbestuur en Brandweerdienste by die volgende vergadering 'n aanbieding maak ten opsigte van rampbestuur wetgewing.*

6.6 SDBIP reports: Department Community Services: May, June and July 2016 / SDBIP-verslae: Departement Gemeenskapsdienste: Mei, Junie en Julie 2016 (5/1/5/8 & 5/1/5/9)

The following SDBIP reports of the Department Community Services are attached:

Die volgende SDBIP-verslae van die Departement Gemeenskapsdienste word ingebind:

- | | | |
|-----|-------------------|--------------------------------|
| (a) | May / Mei 2016 | Annexure / Bylae 6.6(a) |
| (b) | June / Junie 2016 | Annexure / Bylae 6.6(b) |
| (c) | July / Julie 2016 | Annexure / Bylae 6.6(c) |

UNANIMOUSLY RESOLVED

that the Committee for Community Development takes notice of the content of the SDBIP reports of the Department Community Services for May, June and July 2016 and same be accepted.

EENPARIG BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die SDBIP-verslae van die Departement Gemeenskapsdienste vir Mei, Junie en Julie 2016 en dat die verslae aanvaar word.

6.7. Establishment of a Public Transport Liaison Committee (17/14/1 & 3/1/1/5)

The following items refer:

- (a) Item 7.4.2 of the Executive Mayor and Mayoral Committee meeting, held on 30 March 2016.
- (b) Item 8.4.3 of the Council meeting, held on 30 March 2016.
- (c) Item 8.1 of the Committee for Community Development meeting, held on 11 May 2016.
- (d) Item 4.4 of the Special Council meeting, held on 2 September 2016.

A memorandum from Superintendent D Jonkers, dated 24 February 2016, is attached as **annexure 6.7**.

The Executive Mayor and Mayoral Committee resolved on 30 March 2016 to recommend to Council that the establishment of a formal Public Transport Liaison Committee be approved and implemented.

The Executive Mayor indicated that the establishment of this committee is of utmost importance as it has a direct impact on the municipality. The vital portfolio committees, such as Committees for Technical Services and Corporate and Financial Services should thus be part of this committee.

Council resolved on 30 March 2016:

- (a) that a Section 79 Public Transport Liaison Committee be established and approved for implementation.
- (b) that Councillor JJ Visagie be nominated as the Chairperson of the Public Transport Liaison Committee.
- (c) that a delegation be given to all portfolio committees to nominate a representative to serve on the Public Transport Liaison Committee.

The Committee for Community Development resolved on 11 May 2016 that Councillor J Fredericks represent the Committee for Community Development to serve on the Public Transport Liaison Committee.

Council resolved on 2 September 2016 that in respect of the Public Transport Liaison Committee, the various portfolio committees will determine the representative of the relevant portfolio committee.

UNANIMOUSLY RESOLVED

that the Chairperson, Councillor K Adams, be nominated to serve on the Public Transport Liaison Committee.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

None / Geen

NOTED / GEEN

**8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA / DRINGENDE SAKE
INGEDIEN NA AFSENDING VAN DIE AGENDA**

None / Geen

NOTED / GEEN

9. ADJOURNMENT / VERDAGING

The meeting adjourned at 11:45. / Die vergadering verdaag om 11:45.

Approved on / Goedgekeur op _____ .

COUNCILLOR / RAADSLID K ADAMS
CHAIRPERSON / VOORSITTER

/esw

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager / Munisipale Bestuurder

VAN / FROM: Director: Finance / Direkteur: Finansies

DATUM / DATE: 31 July 2016 / 31 Julie 2016

VERW. / REF.: 09/1/2/2

FINANCE MONTHLY REPORT – JULY 2016

FINANSIES MAANDELIKSE VERSLAG – JULIE 2016

A MAYOR'S REPORT

The credit control measures could not be implemented in certain areas do to the lives of contractors and municipal staff's being threaten.

B RESOLUTIONS

It is recommended that Council takes cognisance of the monthly budget statement and supporting documentation for July 2016.

C EXECUTIVE SUMMARY

The municipality has read 93% of its consumption meters of which 99% was read correctly the first time. The monthly billing was also done as scheduled and during this process 17 641 accounts amounting to R 57.0 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.9 million. The indigent cost to the municipality for the month amounts to R 1.2 million.

The accumulated debtor's collection target for the year is 51%, but the actual accumulated year to date debtor's collection is 53%.

The municipality issued orders to the value of R 8.3 million of which R 0.7 million was in terms of deviations.

The municipality currently has R 95.0 million in its primary bank account.

A BURGEMEESTERS VERSLAG

Die kredietbeheer maatreëls kon in sekere areas nie toegepas word nie, aangesien die lewens van diensverskaffers en munisipale personeel bedreig is.

B BESLUIT

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Julie 2016.

C OPSOMMING

Die munisipaliteit het 93% van die meters ge lees, waarvan 99% die eerste keer korrek ge lees is. Die maandelikse rekeninge is ook ge hef soos geskeduleer en tydens hierdie proses is 17 641 rekeninge ten bedrae van R 57.0 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.9 miljoen. Die deernis subsidies vir die maand beloop R 1.2 miljoen.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 51%, maar die werklike jaar tot op datum invordering is 53%.

Bestellings ter waarde van R 8.3 miljoen uitgereik, waarvan R 0.7 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 95.0 miljoen in die primêre bankrekening.

D REPORT

1. PURPOSE

The purpose of this report is to prepare a section 71 report and other reporting requirements for consideration and discussion.

2. LEGAL FRAMEWORK

The following is the reporting requirements in terms of the MFMA:

2.1 WITHDRAWALS FROM BANK ACCOUNTS

In terms of section 11 (4) (a), the Accounting Officer must prepare a quarterly report regarding expenditure that has been authorised in terms of section 11(1) (b) to (j). Section 11(1) read as follow:

"11. (1) Only the accounting officer or the chief financial officer of a municipality, or any other senior financial official of the municipality acting on the written authority of the accounting officer, may withdraw money or authorise the withdrawal of money from any of the municipality's bank accounts, and may do so only—

- (a) to defray expenditure appropriated in terms of an approved budget;*
- (b) to defray expenditure authorised in terms of section 26(4);*
- (c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);*
- (d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section;*
- (e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including—*
 - (i) money collected by the municipality on behalf of that person or organ of state by agreement; or*
 - (ii) any insurance or other payments received by the municipality for that person or organ of state;*
- (f) to refund money incorrectly paid into a bank account;*
- (g) to refund guarantees, sureties and security deposits;*
- (h) for cash management and investment purposes in accordance with section 13;*
- (i) to defray increased expenditure in terms of section 31;*
- or*
- (j) for such other purposes as may be prescribed."*

2.2 Expenditure on staff benefits

In terms of Section 66 of the MFMA the Accounting Officer must prepare a report on all expenditure incurred with relation to staff benefits.

Section 66 reads as follow:

"66. The accounting officer of a municipality must, in a format

D REPORT

1. DOEL

Die doel van hierdie verslag is om 'n artikel 71-verslag en ander verslagdoening vereistes vir oorweging en bespreking voor te lê vir bespreking.

2. WETLIKE RAAMWERK

Die volgende is die rapportering vereistes in terme van die MFMA:

2.1 ONTTREKKINGS UIT BANKREKENINGE

In terme van artikel 11 (4) (a), moet die rekenpligtige beampte 'n kwartaallikse verslag ten opsigte van uitgawes wat in terme van artikel 11 (1) (b) tot (j) gemagtig is om voor te berei. Artikel 11 (1) lees soos volg:

"11. (1) Slegs die rekenpligtige beampte of die hoof finansiële beampte van 'n munisipaliteit, of enige ander senior finansiële beampte van die munisipaliteit wat op die skriftelike magtiging van die rekenpligtige beampte, kan onttrek geld of magtig om die onttrekking van geld uit enige van die munisipaliteit se bank rekening, en kan dit doen net-

- (a) uitgawes wat in terme van 'n goedgekeurde begroting bewillig is, te dek;*
- (b) in terme van artikel 26 (4) gemagtig uitgawes te bestry;*
- (c) onvoorsiene en onvermydelike uitgawes in terme van artikel 29 (1) te bestry;*
- (d) in die geval van 'n bankrekening geopen ingevolge artikel 12, betalings te maak van die rekening in ooreenstemming met subartikel (4) van daardie artikel;*
- (e) oor te betaal aan 'n persoon of orgaan van die staat geld wat deur die munisipaliteit op namens daardie persoon of orgaan van die staat ontvang, insluitende-*
 - (i) geld wat ingesamel is deur die munisipaliteit namens daardie persoon of orgaan van die staat deur 'n ooreenkoms;*
 - (ii) 'n versekering of ander betalings wat deur die munisipaliteit vir daardie persoon of orgaan van die staat ontvang;*
- (f) om geld wat verkeerdelik in 'n bankrekening betaal is terug te betaal;*
- (g) om waarborge, borge en sekuriteite terug te betaal;*
- (h) vir kontant bestuur en belegging in ooreenstemming met artikel 13;*
- (i) verhoogde uitgawes te dek in terme van artikel 31;*
- (j) vir enige ander doeleindes soos voorgeskryf mag word."*

2.2 Besteding aan personeel voordele

In terme van Artikel 66 van die MFMA die Rekenpligtige Beampte moet 'n verslag oor al die uitgawes aangegaan met betrekking tot personeelvoordele voor te berei. Artikel 66 lees soos volg:

"66. Die rekenpligtige beampte van 'n munisipaliteit moet, in 'n

and for periods as may be prescribed, report to the council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure, namely—

- (a) salaries and wages;
- (b) contributions for pensions and medical aid;
- (c) travel, motor car, accommodation, subsistence and other allowances;
- (d) housing benefits and allowances;
- (e) overtime payments;
- (f) loans and advances; and
- (g) any other type of benefit or allowance related to staff."

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section.

This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;
- (b) actual borrowings;
- (c) actual expenditure, per vote;
- (d) actual capital expenditure, per vote;
- (e) the amount of any allocations received;
- (f) actual expenditure on those allocations, excluding expenditure on—
 - (i) its share of the local government equitable share; and
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and
- (g) when necessary, an explanation of—
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;
 - (ii) any material variances from the service delivery and budget implementation plan; and
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.

formaat en vir tydperke as wat voorgeskryf mag word, aan die Raad rapporteer op alle uitgawes wat aangegaan is deur die munisipaliteit op die personeel se salarisse, lone, toelaes en voordele, op 'n wyse wat sodanige uitgawes per tipe openbaar, naamlik—

- (a) salarisse en lone;
- (b) bydraes vir pensioene en mediese fonds;
- (c) reis, motor-, verblyf-, verblyf-en ander toelaes;
- (d) behuising voordele en toelaes;
- (e) oortydbetalings;
- (f) lenings en voorskotte, en
- (g) enige ander soort van voordeel of vergoeding aan personeel. "

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beamppte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beamppte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

- (a) werklike inkomste per bron van inkomste;
- (b) werklike lenings;
- (c) die werklike uitgawes per stem;
- (d) die werklike kapitaalbesteding, per stem;
- (e) die bedrag van enige toekennings ontvang;
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op
 - (i) sy deel van die plaaslike regering billike deel;
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en
- (g) wanneer dit nodig is, 'n verduideliking van—
 - (i) enige wesenslike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;
 - (ii) enige wesenslike afwykings van die dienslewering en begrotings implementeringsplan;
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

2.4 Other Policy Requirements

The rest of the report is informed by policies requirements as well as the service delivery and budget implementation plan (SDBIP).

3. DISCUSSION

The discussion of the information is based on the 3 key performance areas of Finance, namely:

- Revenue
- Supply Chain Management
- Financial Administration

2.4 Ander Beleid Vereistes

Die res van die verslag word bepaal deur die beleid sowel as dienslewering en die Begrotings Implementering Plan (SDBIP).

3. BESPREKING

Die bespreking van die inligting is gebaseer op die 3 sleutel prestasie-areas van Finansies, naamlik:

- Inkomste
- Voorsieningskanaal Bestuur
- Finansiële Administrasie

3.1 REVENUE

3.1.1 Accounts and Meter readings

The important comparative statistics in relation to accounts is shown in the table below:

3.1 INKOMSTE

3.1.1 Rekeninge en meterlesings

Die belangrike vergelykende statistiek met betrekking tot rekeninge word getoon in die tabel hieronder:

Activities	May-16	Jun-16	Jul-16
Meter readings:			
No. of meter readings by meter readers	12 727	12 802	12 920
No. of readings estimated	1 195	1 134	1 022
No. of readings by owners	371	378	371
Metering online	70	70	70
Total number of meters	14 363	14 384	14 383
Completion date of meter readings	16/05/2016	17/06/2016	14/07/2016
No. of re-readings performed	477	429	354
No. of changes after re-readings	128	116	92
% of meters read correctly first time	98.99%	99.09%	99.29%
Faulty meters to technical dept.	122	0	0
Zero Consumption to tech, dept.	214	0	0
Faulty meters replaced	50	27	35
Water Connections	2	3	2
New Sewerage Connections	1	1	1
Disconnections	17	23	19
% of meters estimated	8.32%	7.88%	7.11%

Rates clearance certificates	May-16	Jun-16	Jul-16
Erven subdivided	0	1	0
Application for clearance certificates	39		28
Clearance certificates issued	453		9
Deeds registrations	5	7	112
Consolidations	0	0	0

Nota. Skattings redes by Meterlesings Note Estimates - Meter readings	May-16	Jun-16	Jul-16
Meter locked	33	45	38
Gate locked	500	530	413
Under Ground	96	70	66
Beneath rubble	35	17	18
Under water	35	31	52
Dogs	180	162	109
Meter unreadable	36	29	77
Can't find mete/Vehicles parked on meter	276	268	249
Unread	4	1	
	1 195	1 153	1 022

Explanation:

Condensation on gauges because of climate, contractor's contract not renewed.

Verduideliking:

Wasem op meters agv klimaat, kontrakteur se kontrak nie hernu.

3.1.1.1 Billing dates

3.1.1.1 Heffingsdatums

Billing:	May-16	Jun-16	Jul-16
Debt raising date	20/05/2016	21/06/2016	21/07/2016
Date of account postage	25&26/05/2016	24&27/06/2016	01&02/08/2016
Debtor reconciliation (Debtors/Votes/Age analysis)	01/06/2016	01/07/2016	01/08/2016
Electricity Pre paid Reconciliation	01/06/2016	01/07/2016	01/08/2016

3.1.1.2 Number of informal households with access to basic services without accounts

3.1.1.2 Aantal informele huishoudings met toegang to basiese dienste sonder rekeninge

Number of informal households with access to basic services without accounts	May-16	Jun-16	Jul-16
- N'duli (Polo cross)	1 096	1 096	1 096
- PA Hamlet (Phase 3 & 4)	0	0	0
- PA Hamlet (Phase 5)	0	0	0
- Tulbagh (Chris Hani)	534	534	534
- Wolseley (Pine Valley)	311	311	311
Total	1 941	1 941	1 941

Explanation:

Latest figures from housing department end June 2016.

Verduideliking:

Nuutste syfers vanaf Behuising einde Junie 2016.

3.1.1.3 Number of customers with accounts

Number of customers with accounts	May-16	Jun-16	Jul-16
Electricity - Conventional	2 937	2 929	2 928
Electricity - Prepaid	9 951	9 972	9 982
Property rates	14 060	14 058	15 990
Refuse removal	12 010	12 024	12 025
Sewerage	12 479	12 490	12 492
Water	12 425	12 444	12 447
Other	11 866	11 886	11 628
Total number of accounts printed	14 869	14 769	15 036
Total number accounts emailed	1 971	2 041	2 608

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Debiteure heffing vir die maand is soos volg / Debtor levies for the month are as follows:

Service Description	May-16	Jun-16	Jul-16
Assesment Rates (Monthly)	2 596 582.27	2 681 148.58	2 376 790.74
Assesment Rates (Yearly)		725 129.78	25 514 964.04
Electricity	18 814 581.34	17 400 754.17	20 901 674.04
Refuse Removal	2 529 969.37	2 580 177.74	2 362 496.46
Sewerage	3 163 708.60	2 229 394.66	2 776 425.89
Water Levies	4 913 492.57	4 362 940.25	4 172 510.83
Rental	27 097.38	27 097.38	26 742.28
Housing	12 684.17	12 684.17	0.00
Loans	554.34	554.34	0.00
Indigent subsidy	-1 270 611.17	-1 272 797.86	-1 205 779.41
Sundries	97 919.25	85 400.40	73 157.32
Total	R30 885 978.12	R28 832 483.61	R56 998 982.19

Explanation:

Yearly rates levied and new tariffs for 2016/2017.

Verduideliking:

Jaarlikse eiendomsbelasting gehef asook nuwe tariewe vir 2016/2017

3.1.4 Pre-paid Electricity Sales

3.1.4 Vooruitbetaalde Elektrisiteit Verkope

	May-16	Jun-16	Jul-16
Total Pre Paid Meters	9 951	9 972	9 982
Total Free units(Indigents)	109 320	107 320	108 170
Cost of free Units	R 90 735.60	R 89 075.60	R 94 107.90
Units sold	2 442 547.2	2 648 055.8	2 769 208.9
Cost of units sold	R 2 682 809.89	R 2 951 614.10	R 3 330 092.59
Vat Amount	R 388 334.19	R 425 734.58	R 479 427.63
Axillary Amount	R 2 064.50	R 2 085.00	R 2 202.71
Total Amount Pre Paid	R 3 163 944.18	R 3 468 509.28	R 3 905 830.83

3.1.5 Indigent Households

3.1.5 Behoeftige Huishoudings

Mechanisms	May-16	Jun-16	Jul-16
Approved Indigent households:			
No. of households at beginning of the month:	2 657	2 658	2 673
Additions during the month	181	241	233
Cancellations during the month	180	226	199
No. of households at end of the month:	2 658	2 673	2 707
	May-16	Jun-16	Jul-16
Cost of Indigent to Council(403131121)	R 1 113 731.40	1 117 652.35	1 041 163.29

Explanation:

Decrease in cost to council due to water tariff change.
Indigent increased from 2 658 to 2 673 at end July 2016.

Verduideliking:

Afname in koste agv veranderinge in water tariewe.
Deernis het toegeneem vanaf 2 658 na 2 673 einde Julie 2016.

3.1.6 Rates clearances

3.1.6 Belasting Uitklarings

Rates clearance certificates	May-16	Jun-16	Jul-16
Erven subdivided	0	1	0
Application for clearance certificates	39	88	28
Clearance certificates issued	453	110	9
Deeds registrations	5	7	112
Consolidations	0	0	0

3.1.7 Outstanding Debtors

The important comparative statistics in relation to accounts is shown in the table below. The table below provides an age analysis of the debtors as at 31 July 2016:

3.1.7 Uitstaande Debiteure

Die belangrike vergelykende statistiek met betrekking tot rekeninge word getoon in die tabel hieronder. Die tabel hieronder voorsien 'n ouderdomsanalise van Debiteure soos op 31 Julie 2016:

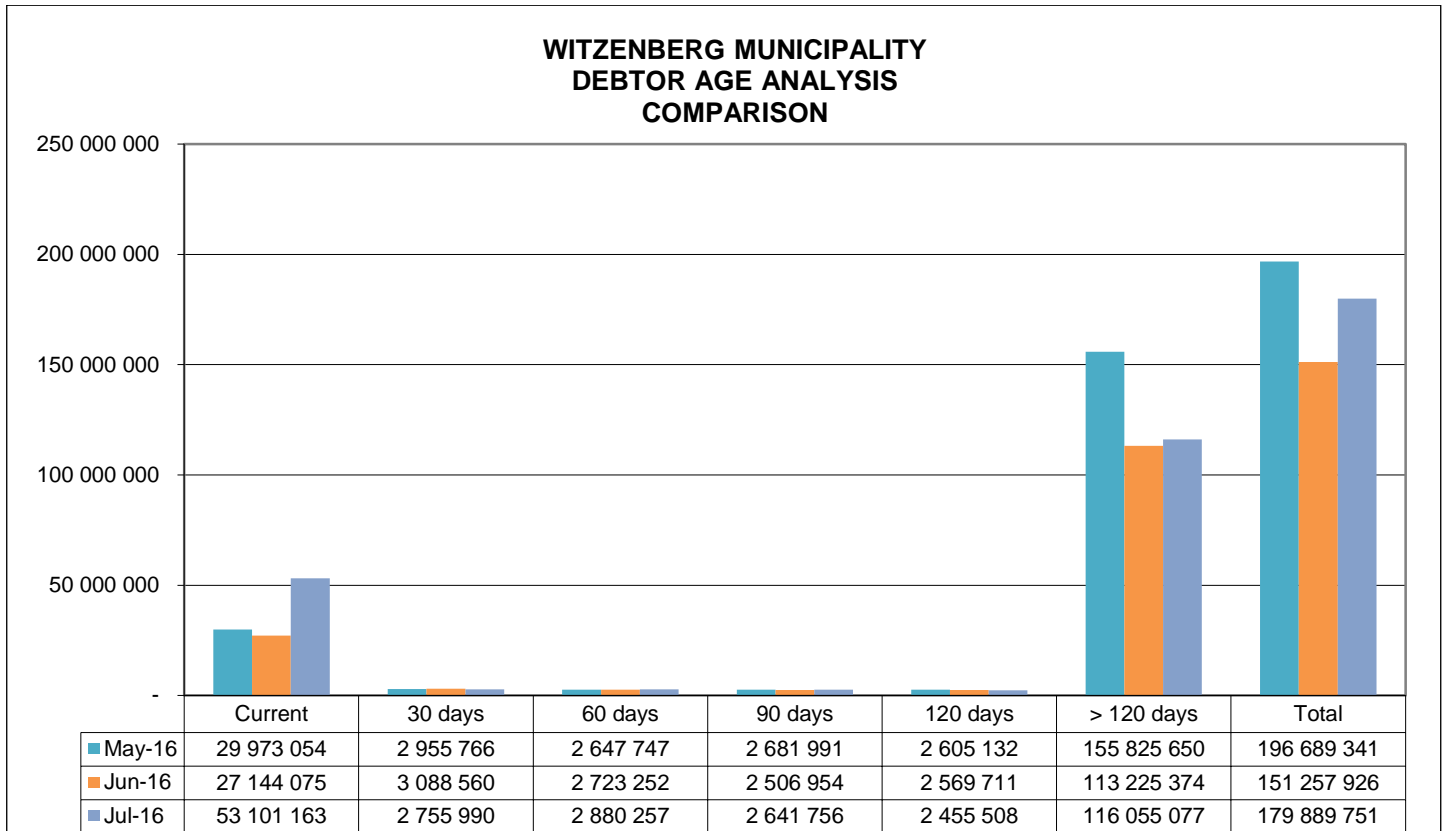
Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total -	%
Debtors Age Analysis By Income Source										
Water	5 043 762	1 151 252	1 302 680	1 185 037	990 670	1 061 083	5 098 827	30 425 106	46 258 417	25.71
Electricity	17 859 921	282 584	259 133	264 955	244 763	290 036	1 276 945	2 826 945	23 305 282	12.96
Property Rates	26 919 021	208 174	221 324	170 887	148 516	128 963	2 325 321	11 853 151	41 975 357	23.33
Waste Water Management	3 003 667	485 908	428 834	401 277	446 054	417 975	2 185 247	13 877 267	21 246 229	11.81
Waste Management	2 470 180	531 868	526 816	487 291	474 547	464 578	2 657 114	16 962 280	24 574 674	13.66
Property Rental Debtors	45 923	17 335	17 143	16 666	16 479	16 155	93 680	790 990	1 014 370	0.56
Interest on Arrear Debtor Accounts	93 561	48 173	89 802	86 057	101 128	121 618	1 131 965	20 920 839	22 593 143	12.56
Other	0	0	0	0	0	0	0	0	0	0.00
	53 101 163	2 755 990	2 880 257	2 641 756	2 455 508	2 523 218	15 007 805	98 524 054	179 889 751	100
Debtors Age Analysis By Customer Group										
Organs of State	7 755 803	83 115	76 177	64 424	48 110	58 815	934 059	1 865 149	10 885 652	6.05
Commercial	28 555 005	347 586	351 705	300 197	311 551	302 915	1 984 638	7 920 168	40 073 766	22.28
Households	13 172 313	2 134 172	2 287 410	2 100 191	1 912 473	2 001 802	10 839 201	84 437 703	118 885 265	66.09
Other	3 618 041	191 117	164 964	176 944	183 375	159 686	1 249 907	4 301 033	10 045 068	5.58
Total By Customer Group	53 101 163	2 755 990	2 880 257	2 641 756	2 455 508	2 523 218	15 007 805	98 524 054	179 889 751	100
%	29.52%	1.53%	1.60%	1.47%	1.37%	1.40%	8.34%	54.77%	100.00%	

3.1.8 DEBITEURE OUDERDOMSANALISE

3.1.8 VERGELYKING

The graph below shows a comparison of the age analysis of this month to the previous month:

Die grafiek hieronder vergelyk die ouderdomsanalise van hierdie maand met die vorige maand:



Explanation:

Increase in outstanding amounts from June 2016 to July 2016 due to annual rates debit raising.

Verduideliking:

Verhoging in uitstaande skuld vanaf Junie 2016 na Julie 2016 as gevolg van jaarlikse belasting heffing.

3.1.9 RECEIPTING

Table below indicates the value of receipts by the different cashiers or collecting agencies:

3.1.9 ERKENNING VAN ONTVANGS

Die onderstaande tabel dui die waarde van kwitansies soos gevorder deur die onderskeie kassiere en invorderings agentskappe:

	May-16	Jun-16	Jul-16
Collecting agent			
<i>Third party agents:</i>	R 7 350 166.59	R 7 327 559.09	R 6 292 912.08
Syntell	R 3 228 164.60	R 3 452 852.10	R 3 408 606.80
Pay a bill	R 407 470.39	R 402 510.02	R 324 486.78
Easy pay	R 2 703 225.90	R 2 511 103.92	R 1 782 552.75
<u>Pay@</u>	R 449 874.17	R 468 277.03	R 301 186.78
ACB	R 561 431.53	R 492 816.02	R 476 078.97
<i>Cashiers:</i>	R 51 408 295.69	R 121 191 624.46	R 53 682 916.43
<i>Transfer(Senior Cashier)</i>	R 47 762 599.36	R 117 859 116.37	R 50 358 122.13
RMC 1 - Ceres	R 690 454.49	R 869 090.15	R 1 026 841.43
RMC 2 - Ceres	R 1 151 389.73	R 1 023 679.24	R 879 158.01
RMC 3 - Ceres			
RMC 4 - Ceres	R 319 489.33	R 14 383.66	
RMC 6 - Tulbagh	R 594 271.55	R 549 197.51	R 571 410.57
RMC 7 - Wolseley	R 604 443.16	R 85 788.41	R 50 917.20
RMC 8 - Hamlet	R 62 868.41	R 57 914.93	R 55 373.15
RMC 9 - Op-die-Berg	R 42 892.80	R 35 243.39	R 36 592.60
RMC 10 - Thusong Center	R 179 886.86	R 197 210.80	R 204 501.34
Back office receipting	R -68 888.27	R -155 140.95	R 516.00
Total Cash Receipted	R 58 689 574.01	R 128 364 042.60	R 59 976 344.51

Explanation:

Equitable Share was received and investments matured during June 2016.

Verduideliking:

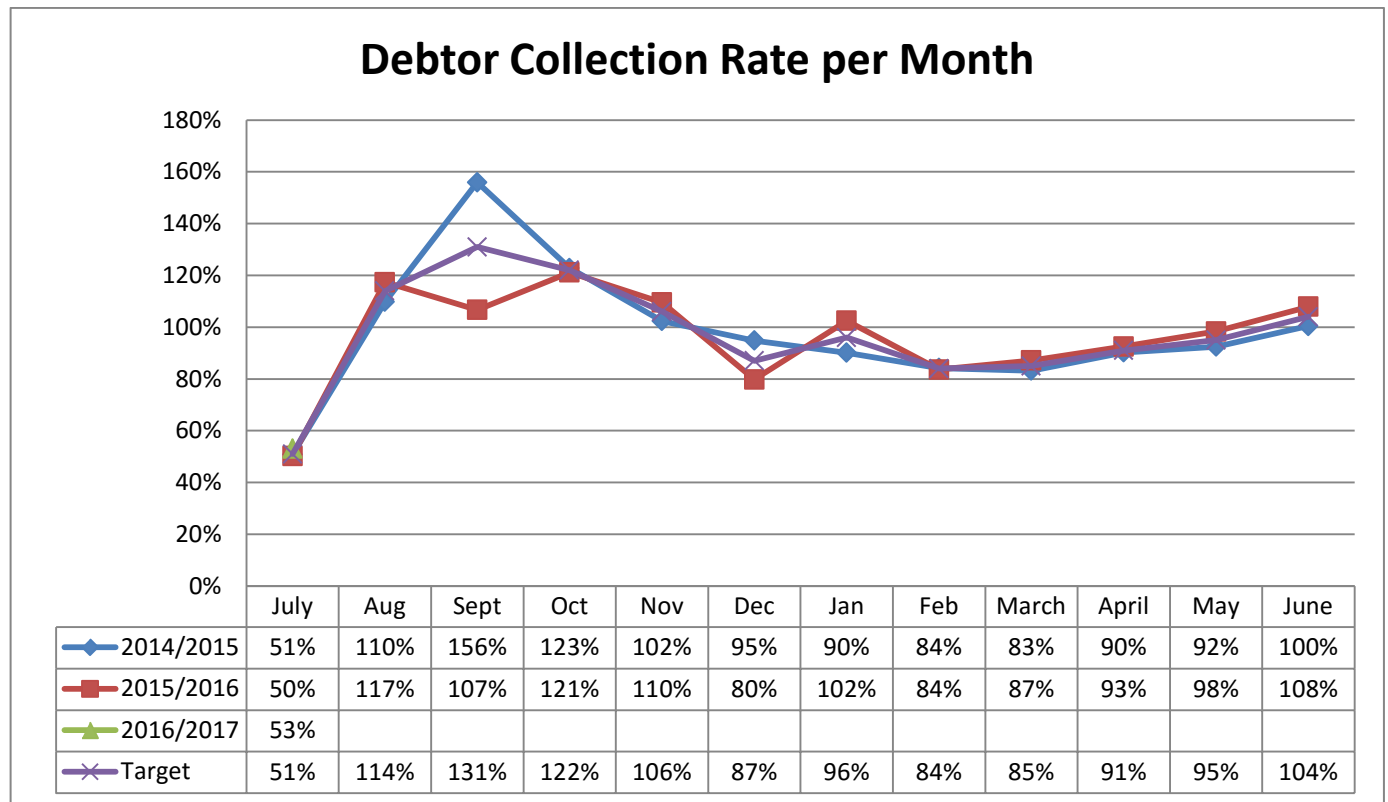
Equitable Share was ontvang en beleggings het verval gedurende Junie 2016.

3.1.9.1 Receipting

3.1.9.1 Erkenning van Ontvangste

<i>Cashiers:</i>	May-16	Jun-16	Jul-16
Average of all Cashiers			
Number of transactions	4 663	4 434	4 669
Number of days operational	189	189	189
Number of receipts cancelled	15	15	19
Amount receipted	R 51 408 295.69	R 121 191 624.46	R 53 682 916.43
Value of variances in end of days - Surplus/(Shortage)			
Average number of transactions per day	24.67	23.46	24.70
Percentage cancelled receipts	0.32%	0.34%	0.41%
Percentage variances in end of days	0.00%	0.00%	0.00%

3.1.10 DEBTOR COLLECTIONS RATE PER MONTH

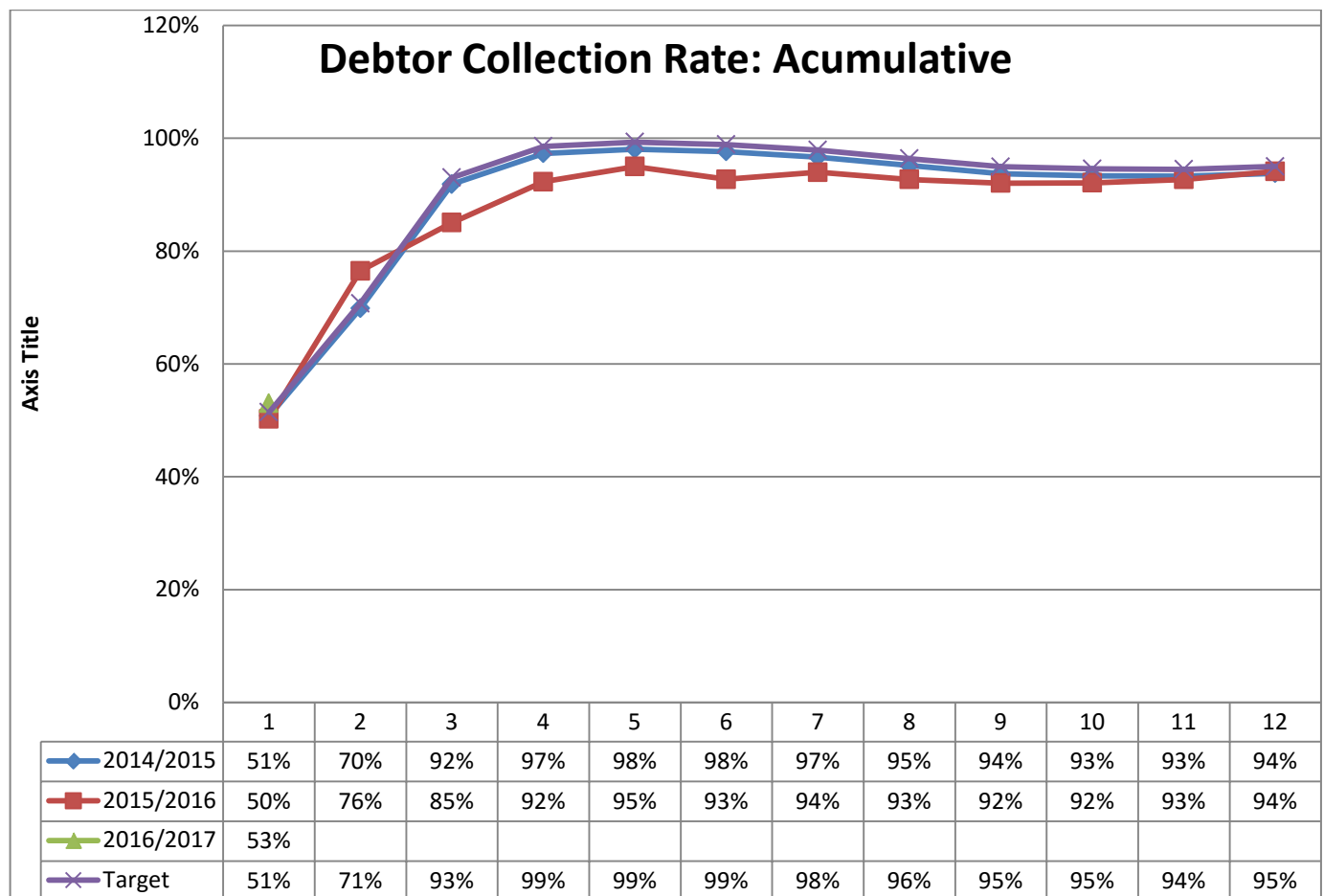
**Explanation:**

The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 51% while the actual figure for July 2016 amounts to 53% which in comparison to the previous year 50%.

Verduideliking:

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 51%, terwyl die syfer vir Junie 2016 53% beloop in vergelyking met die vorige jaar 50%.

3.1.11 DEBTOR COLLECTION RATE ACCUMALATIVE

**Explanation:**

The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 51% while the actual figure is 53%.

Verduideliking:

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van skuld te illustreer teen die teikens gestel vir die jaar. Die teiken vir die jaar tot datum is 51%, terwyl die werklike syfer 53% beloop.

3.1.12 SUMMARY OF OUTSTANDING DEBT

Die tabel hieronder verskaf 'n opsomming van uitstaande skuld:

	May-16	Jun-16	Jul-16
Councillors:	R	R	R
Deferments	-4 772.35	-3 271.74	0.00
Current	5 612.41	6 075.57	6 483.31
30 days	1 985.18	9.38	R4.81
60 days	-	-	-
90 days	-	-	-
> 90 days	-	-	-
Total	R 2 825.24	R 2 813.21	R 6 488.12
Employees:	R	R	R
Deferments	68 916.93	69 599.82	110 603.58
Current	46 837.93	50 666.23	56 601.32
30 days	8 969.85	7 330.82	7 838.46
60 days	2 404.89	1 517.42	2 007.81
90 days	2 560.17	1 638.27	1 524.96
> 90 days	80 381.70	67 574.88	69 232.37
Total	R 210 071.47	R 198 327.44	R 247 808.50
Government Departments:	R	R	R
Current	408177.75	301 938.27	1 042 021.06
30 days	245427.51	14 736.10	18 987.88
60 days	12649.4	7 241.11	6 839.89
90 days	6501.72	6 017.98	6 353.15
> 90 days	608201.26	605 803.27	499 901.39
Total	R 1 280 957.64	R 935 736.73	R 1 574 103.37
Schools & Hostels:	R	R	R
Deferment		-1 592.84	
Current	345 378.30	319 512.20	396 858.28
30 days	66 892.20	88 266.38	182 387.36
60 days	27 865.57	49 272.51	49 040.43
90 days	15 982.60	22 534.80	32 964.42
> 90 days	404 590.01	395 738.20	297 330.94
Total	R 860 708.68	R 873 731.25	R 958 581.43
Indigent households	R	R	R
Deferments	3471890.07	3 651 464.24	4 265 151.09
Current	523075.01	434 388.47	470 084.77
30 days	418558.67	402 338.75	356 922.67
60 days	402405.25	405 348.11	399 077.92
90 days	307926.91	347 950.67	375 755.50
> 90 days	9452048.75	8 842 378.62	9 555 560.14
Total	R 14 575 904.66	R 14 083 868.86	R 15 422 552.09

3.1.12.1 50 Highest Business and Government Accounts

Attached as Annexure M

3.1.12.1 50 Hoogste besigheid- en regering rekeninge:

Aangeheg as Bylae M

3.1.13 Credit Control Mechanisms

The table below indicates the number of mechanisms instituted:

3.1.13 Kredietbeheer meganismes

Die tabel hieronder toon die aantal meganismes ingestel:

Disconnection of services:	May-16	Jun-16	Jul-16
No. of customers on the disconnections lists	2 470	2 644	2 824
No. already block	1 543	1 518	1 620
No. of new disconnections for the month:			
- Prepaid	843	775	599
- Conventional	54	57	0
Number reconnected:			
- Prepaid	330	49	0
- Conventional	47	261	174
Reconnected :due to faulty groupings and Indigent and poor households	181		
No. of customers still disconnected	1 518	1 620	1 586
% of disconnections executed	99%	89%	79%

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following competitive bids are currently in the advertisement stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/13/82	Provision of Security services	23-Aug-2016

No formal written price quotations are currently in the advertisement stage.

3.2.1.2 Evaluation stage

The following competitive bids are currently in the evaluation stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/13/47	Service provider for Library science Learner ship training SAQA ID: 58624 (Re-advertisement)	21-Jun-2016	07-Jul-2016	I Swartbooi
*08/2/13/54	Sale of residential erven in Ceres, Bella Vista, Wolseley, Tulbagh and Prince Alfred's Hamlet	08-Apr-2016	17-Jun-2016	L Nieuwenhuis
08/2/13/58	Service provider for compilation and maintenance of general valuation roll, supplementary valuation roll and other related valuation services for Witzenberg Municipality	29-Jun-2016	Awaiting	J le Roux
08/2/13/72	Roads and Storm water maintenance in Witzenberg area	24-Jun-2016	12-Jul-2016	E Lintnaar

*The evaluation of bid 08/2/13/54 was delayed due to outstanding information requested from bidders.

The following formal written price quotations are currently in the evaluation stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende mededingende tenders is tans in die adverteringsfase:

Geen formele geskrewe pryskwotasies is tans in die Adverteringsfase nie.

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

* Die evaluering van tender 08/2/13/54 is vertraag agv uitstaande inligting vanaf tenderaars.

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/13/46	Training of municipal officials on a Life guard swimming pool course	24-Mar-2016	Awaiting	I Swartbooi
08/2/13/87	Service Provider For Training Of Municipal	15-Jun-2016	24-Jun-2016	I Swartbooi

	Officials On Law Enforcement For Peace Officers (LEPO) Short Course: NQF 5 (12 Credits)			
08/2/14/1	Supply and delivery of Airdeck cable	29-Jul-2016	Awaiting	P van den Heever

3.2.1.3 Adjudication stage

No competitive bid is currently in the adjudication stage.

No formal written price quotations are currently in the adjudication stage.

3.2.1.4 Bids awarded

Paragraph 5(3) of Council's Supply Chain Management Policy states that, "An official or bid adjudication committee to which the power to make final awards has been sub delegated in accordance with subparagraph 5(2) must within five days of the end of each month submit to the official referred to in subparagraph 5(4) a written report containing particulars of each final award made by such official or committee during that month, including-

- (a) the amount of the award;
- (b) The name of person to whom the award was made; and
- (c) The reason why the award was made to that person."

Paragraph 5(4) (a) further states that the written report referred to above, must be submitted to the accounting officer.

The following competitive bids were awarded by the Bid Adjudication Committee during the month of July 2016:

3.2.1.3 Toekenningsfase:

Geen mededingende tenders is tans in die toekenningsfase nie.

Geen formele geskrewe prys kwotasie is tans in die toekenningsfase.

3.2.1.4 Tenders toegeken

Paragraaf 5 (3) van die Raad se Voorsienings Kanaal Beleid state wat, "n beamppte of Bodtoekenningskomitee aan wat finale toekennings te maak het is sub gedelegeer in ooreenstemming met subparagraaf 5 (2) moet binne 5 dae van die einde van elke maand aan die beamppte bedoel in subparagraaf 5 (4) 'n skriftelike verslag wat besonderhede bevat van elke finale toekenning wat deur so 'n beamppte of komitee gedurende die maand, insluitend-

- (a) die bedrag van die toekenning;
- (b) Die naam van die persoon aan wie die toekenning gemaak is, en
- (c) Die rede waarom die toekenning gemaak is aan daardie persoon."

Paragraaf 5 (4) (a) bepaal verder dat die geskrewe verslag waarna hierbo verwys word, moet voorgelê word aan die rekenpligtige beamppte.

Die volgende mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende Julie 2016:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/13/62	29-Jul-2016	Geodebt Solutions CC	Provision of a Debt collecting and credit control support services	Bidder scored the highest points	Based on tendered rates with an estimated value of R 2 936 264.26 (Incl. VAT)
08/2/13/78	29-Jul-2016	Glencape Resources CC	Supply and Delivery of All-Weather Cold Mix Asphalt Bags	Bidder scored the highest points	Based on tendered rates with an estimated value of R 752 400.00 (Incl. VAT)
08/2/13/85	22-Jul-2016	Riding & Watt	Maintenance & upgrading of municipal Geographic Information System	Bidder scored the highest points	Based on tendered rates with an estimated value of R 344 019.60 (incl. VAT)

The following bid was awarded by the Accounting Officer during the month of July 2016:

Die volgende tender was toegeken deur die Rekenpligtige Beampte gedurende Julie 2016:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
CES 17/2014	29-Jul-2016	Various suppliers on a roster system	Provision of engineering services for various projects	Transversal Procurement: SCM Regulation 32	Based on tendered rates

3.2.1.5 Paragraph 8 (4): Cancellation and re-invitation of tenders

Paragraph 8 (4) of the Preferential Procurement Regulations of 2011 states the following:

An organ of state may, prior to the award of a tender, cancel a tender if-
 (a) *due to changed circumstances, there is no longer need for the goods or services tendered for; or*
 (b) *funds are no longer available to cover the total envisaged expenditure; or*
 © *no acceptable tenders are received.*

The following formal written price quotation or competitive bid was cancelled during the month of July 2016:

3.2.1.5 Paragraaf 8 (4): Kansellasië en her-uitnodiging van tenders

Paragraaf 8 (4) van die Voorkeur Verkrygings Regulasies van 2011 bepaal die volgende:

'n staats instansie mag op voor die toekenning van 'n tender, 'n tender te kanselleer indien-
 (a) *as gevolg van veranderde omstandighede, daar is nie meer nodig vir die goedere of dienste aangebied; (b) fondse is nie meer beskikbaar om die totaal in die vooruitsig gestel uitgawes te dek; (c) geen aanvaarbare tenders ontvang is.*

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Julie 2016:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/13/34	14-Jul-2016	Appointment of an Auctioneer for a period of Three years	No acceptable bids were received
08/2/13/43	22-Jul-2016	Supply and delivery of 1 x new chassis and cab with new sweeper body	No acceptable bids were received

3.2.1.6 Paragraph 19 (1) I and 19 (2): Formal written price quotations

Paragraph 19(1) I of Council's Supply Chain Management Policy states that: *"if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the chief financial officer or an official designated by the chief financial officer"*

Paragraph 19(2) of Council's Supply Chain Management Policy states that: *"A designated official referred to in subparagraph 19(1) I must within three days of the end of each month report to the chief financial officer on any approvals given during that month by that official in terms of that subparagraph."*

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Formele geskrewe kwotasies

Paragraaf 19 (1) (c) van die Raad se Voorsieningskanaal Beleid meld dat: *"As dit nie moontlik is om ten minste drie kwotasies te bekom nie, moet die redes aangeteken en goedgekeur word deur die hoof finansiële beampte of 'n beampte aangewys deur die hoof finansiële beampte"*
 Paragraaf 19 (2) van die Raad se Voorsieningskanaal Bestuur Beleid meld dat: *"n aangewese beampte waarna in subparagraaf 19 (1) verwys (c) moet binne 3 dae van die einde van elke maand verslag aan die hoof finansiële beampte op enige goedkeurings gegee tydens daardie maand deur daardie beampte in terme van daardie"*

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o. sub delegation
140919	12-July-2016	Ceres Spar	Supply and Delivery of Newspapers for the Municipality	Only Responsive quotation	R 6 059.50 (Incl. VAT)	Chief Financial Officer
140955	13-July-2016	Human Communications (Pty) Ltd	Advertisement of Cancellations: 08/2/13/10, 08/2/13/21, 08/2/13/34, 08/1/13/35, 08/2/13/57 and 08/2/13/79	Lowest responsive quotation	R 10 978.98 (Incl. VAT)	Chief Financial Officer
141017	15-July-2016	Elmarie's Gordyne	Curtains & Blinds for the Office of Director: Corporate Service	Lowest responsive quotation	R 15 250.00 (Incl. VAT)	Chief Financial Officer
141076	20-July-2016	Infraset	Galvanized Doors (1840x820x2mm)	Only Responsive quotation	R 10 146.00 (Incl. VAT)	Chief Financial Officer
141127	21-July-2016	Human Communications (Pty) Ltd	Advertisement of Bid: 08/2/13/82: Provision of Security Services	Lowest responsive quotation	R 7 366.73 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Paragraph 20 (d): Policy Compliance

Paragraph 20(d) of Council's Supply Chain Management Policy states that: *The procedure for the procurement of goods or services through written quotations or formal written price quotations is as follows: the accounting officer or chief financial officer must on a monthly basis be notified in writing of all written quotations and formal written price quotations accepted by an official acting in terms of a sub delegation.*

For the purpose of this report, only the formal written price quotations will be reported on.

No formal written price quotations, in excess of R 30 0000 were awarded by an official acting in terms of a sub-delegation for the month of July 2016.

3.2.1.8 Appeals

The following appeals were lodged during July 2016.

3.2.1.9 Deviations

Paragraph 44(3) of Council's Supply Chain Management Policy states that: *The accounting officer must record the reasons for any deviations in terms of subparagraphs (1) (a) and (b) of this policy and report them to the next meeting of the council and include as a note to the annual financial statements.*

3.2.1.7 Paragraaf 20 (d): Beleids voldoening

Paragraaf 20 (d) van die Raad se Voorsieningskanaal Beleid bepaal dat: *“Vir die verkryging van goedere of dienste deur middel van geskrewe kwotasies of formele geskrewe kwotasies proses is soos volg: die rekenpligtige beampte of hoof finansiële beampte moet op 'n maandelikse basis in kennis gestel word in skriftelik van alle geskrewe kwotasies en formele geskrewe kwotasies aanvaar deur 'n amptenaar wat in terme van 'n sub-afvaardiging.”*

Vir die doel van hierdie verslag, sal slegs die formele geskrewe kwotasies gerapporteer word.

Geen formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Julie 2016 nie.

3.2.1.8 Appèlle

Geen appèlle is gedurende Julie 2016 ontvang nie.

3.2.1.9 Afwykinge

Paragraaf 44 (3) van die Raad se Voorsieningskanaal Beleid meld dat: *“Die rekenpligtige beampte moet teken die redes vir enige afwykinge in terme van subparagraawe (1) (a) en (b) van hierdie beleid en rapporteer dit aan die volgende vergadering van die raad en sluit as 'n nota tot die jaarlikse finansiële state.”*

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The following table contains the approved deviations by the Accounting Officer for the month of July 2016 which totals R 735 648.45:

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Julie 2016 wat beloop op die totaal van R 735 648.45:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
11-Jul-16	Johan Bezuidenhout Attorneys	Legal services: Regulation 68 application fee	Impractical	140879	1 349.00
11-Jul-16	AAD Truck & Bus (UD Trucks)	Clutch Kit, booster & bearing	Single supplier	140892	19 495.14
11-Jul-16	Bytes	Implementation of new tariffs and training	Impractical	140915	88 201.80
11-Jul-16	Bytes	IT Assessment for mSCOA implementation	Impractical	140915	30 000.00
13-Jul-16	O'neil & Visser Attorneys	Legal services: Bridgman	Impractical	140974	298 000.00
18-Jul-16	Pitney Bowes Batsumi Enterprises	Refilling of franking machine for postage purposes	Single supplier	141036	9 600.00
19-Jul-16	Conlog	Supply of prepaid meters	Single supplier	141041	42 084.24
19-Jul-16	Beka Schröder	Supply of Light Fittings and poles	Single supplier	141045	100 684.80
20-Jul-16	Elliott Mobility	Conveyance of furniture for Mr. van der Heever	Impractical	141082	55 404.00
20-Jul-16	Witzenberg Herald	Publication of Notice	Single supplier	141104	3 120.00
25-Jul-16	Giovanni's Fisheries	Food and Beverages for Emergency workers	Emergency	141175	109.50
26-Jul-16	Witzenberg Herald	Publishing of notices: Leasing of erf 5143 & 5959 & sale of erf 2278	Single supplier	141185	4 290.00
27-Jul-16	Ian Dickie & Co	Repairs to Jet Machine CT 9950	Single supplier	141249	76 504.26
27-Jul-16	AAD Truck & Bus (UD Trucks)	Control Arm CT7914	Emergency	141264	6 805.71

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
May 2016	R 4 022 950.04	R14 647 335.59	27.47%
June 2016	R 960 114.82	R11 291 444.67	8.50%
July 2016	R 735 648.45	R8 859 617.01	8.31%

FINANCE MONTHLY REPORT JULY 2016 / FINANSIES MAANDELIKSE VERSLAG – JULIE 2016

Logistics

The table below contains a high level summary of information regarding the stores section:

Logistieke

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

	31 May 2016	30 June 2016	31 July 2016
Value of inventory at hand	R4 628 381.68	R4 584 837.39	R4 471 736.37
Turnover rate of total value of inventory (Norm 1,5 times for the third quarter)	1.54 times	1.43 times	1.44 times
Turnover rate excluding Chinese meters	1.57 times	1.46 times	1.47 times
Date of latest stores reconciliation	01.08.2016		
Date of last stock count	29.06.2016		
Date of next stock count	28.09.2016		

Expenditure

Uitgawes

3.2.3.1 Salaries section

3.2.3.1 Salaris afdeling

The high level information with regard to the salary is contained in the table below:

Die hoë vlak van inligting met betrekking tot die salarisse is vervat in die tabel hieronder:

	May 2016	June 2016	July 2016
Salaries – Cost to company	R10,509,682.28	R10 292 287.98	R10,924,024.62
Provisions included with salaries	R1,123,337.39	R1 090 126.04	R1,090,631.46
Number of Employees and Councillors included in run	576	557	557
Number of Ward members receiving allowance	110	111	113
Balancing amount	R367 400.03	R184 226.62	R127 050.25

3.2.3.2 Creditors Section

3.2.3.2 Krediteure afdeling

An age analysis of the creditors with comparative figures for the previous months is as shown in the table below:

'n Ouderdomsontleding van die Krediteure met vergelykende syfers vir die vorige maande word in die tabel hieronder aangedui:

Period	< 30 days	< 60 days	< 90 Days	< 120 days	< 150 days	< 180 days	< 365 days	> 365 days	Total
May 2016	3 024 814	21 525	0	0	0	0	0	0	R3 046 339
June 2016	17 083 690	415 127	54 904	0	0	3 522 853	0	0	R21 076 574
July 2016	757 419	2 312 986	32 762	1 077	0	0	0	0	R3 104 244

The table below indicates the highest creditors outstanding longer than 30 days:

Name of creditor	June 2016 Amount	July 2016 Amount	Description	Reason
ARB ELECTRICAL		16 080	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES PLANT HIRE		860	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES BUILD IT		7 317	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES SPAR		559	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
FORMS INDEPENDENT		866	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT

FINANCE MONTHLY REPORT JULY 2016 / FINANSIES MAANDELIKSE VERSLAG – JULIE 2016

Name of creditor	June 2016 Amount	July 2016 Amount	Description	Reason
GIOVANNIS FISHERIES		3 599	VARIOUS GOODS DELIVERED	DID NOT RECEIVED STATEMENT
LESVOS FISHERIES		22 250	VARIOUS GOODS DELIVERED	DID NOT RECEIVED STATEMENT
MANAGED INTEGRITY EVALUATION		7 334	MIE BACKGROUND SCREENING	DID NOT APPEAR ON STATEMENT
PC BERNING		20 431	CASE LOADER	DID NOT APPEAR ON STATEMENT
POWERREC		2 156 184	ELELCTRIFICATION OF BELLA VISTA	WAITING FOR BANKING INFORMATION
SANITECH		1 309	VARIOUS GOODS DELIVERED	DID NOT RECEIVED STATEMENT
TRIPLE ONE PRINTERS		379	PILOT VPN	DID NOT APPEAR ON STATEMENT
TOURVEST TRAVEL		85 846	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
WITZENBERG HERALD		12 168	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
DELNIET KONSTRUKSIE	114 434		VARIOUS GOODS DELIVERED	DID NOT RECEIVED STATEMENT
INCLEDON CAPE	1 915		WATER COD CAST IRON	DID NOT APPEAR ON STATEMENT
JC SERVICES	27 291		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
KARSTEN HARDWARE	7 517		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
LESVOS FISHERIES	1 404		VARIOUS GOODS DELIVERED	DID NOT RECEIVED STATEMENT
LANDBOU ONDERDELE	1 955		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
AUTOZONE/MULTIPART	14 083		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
MANAGED INTERGRITY EVALUATION	7 856		MIE BACKGROUND SCREENING	DID NOT APPEAR ON STATEMENT
MARCE PROJECTS	24 431		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
MARTIN & EAST	3 522 853		RECEALING OF EXCISTING STREETS	DID NOT APPEAR ON STATEMENT
NAMIB & PARTS	2 674		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
PARKERSON & THOMAS	399		A4 PLASTIC POCKETS	DID NOT APPEAR ON STATEMENT
KAAP AGRI	715		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
POWERTECH SA	8 596		JOINT BOXES	DID NOT APPEAR ON STATEMENT
SPARKS & ELLIS	11 149		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
SANITECH	42 949		VARIOUS GOODS DELIVERED	DID NOT RECEIVED STATEMENT
TRIPLE ONE PRINTERS	11 679		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT

FINANCE MONTHLY REPORT JULY 2016 / FINANSIES MAANDELIKSE VERSLAG – JULIE 2016

Name of creditor	June 2016 Amount	July 2016 Amount	Description	Reason
TOURVEST TRAVEL SERVICES	56 464		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
VIKING BEMARKING	5 722		KOHINOR	DID NOT APPEAR ON STATEMENT
VILKOVILLIERSDORP	1 952		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
VENUS SECURITY	10 601		SECURITY SERVICES	DID NOT RECEIVED STATEMENT
WALTONS STATIONERY	148		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT

The high level information with regard to the creditor section is contained in the table below:

	April 2016	May 2016	June 2016	July 2015
Total value of creditors paid	R36,025,237	R33,059,582	R35,015,805	R20,548,082
Date of creditor reconciliation	04/05/2016	07/06/2016	12/07/2016	01/08/2016

The table below contains the 10 highest creditor values outstanding:

Die tabel hieronder bevat die 10 hoogste uitstaande skuldeiser waardes:

Name of creditor	June 2016 Amounts Outstanding	July 2016 Amounts Outstanding	Description of goods/ services
KAAP AGRI		28 545	VARIOUS GOODS DELIVERED
BOLAND DRUKPERS		28 762	VARIOUS GOODS DELIVERED
DOOLING IT SOLUTIONS		38 082	VARIOUS GOODS DELIVERED
CHLORCAPE		52 508	CYLINDERS
ARB ELECTRICAL		60 642	VARIOUS GOODS DELIVERED
WCC CABLES AND ELECRITICAL SUPPLIES		68 640	FUSES, STRAYRODS, INDUSTRIAL PLUGS
KONICA MINOLTA		75 199	RENTAL/COPIES
JC SERVICES		92 057	HIRING OF LOADER
SOLETHU ENERGY		110 629	ELECTRIFICATION OF PINE VALLEY
POWERREC		2 156 184	ELECTRIFICATION OF BELLA VISTA
HYUNDAI PAARL	262 000		NEW HYUNDAI
WORCESTER NISSAN	368 281		SUPPLY AND DELIVER OF A NEW 1TON 4X4 SINGLE CAB
VENUS SECURITY	499 897		SECURITY SERVICES
H S M	515 109		VARIOUS GOODS DELIVERED
ABB SOUTH AFRICA	537 071		SUPPLY AND DELIVER OF 11KV SWITCH GEAR
PVR SERVICES AND SUPPLIES	900 858		SUPPLY AND INSTALL FULL HD DASH CAMS
AAD TRUCK & BUS	1 091 825		INDIC.LAMP-26015T6001-CT 8399

FINANCE MONTHLY REPORT JULY 2016 / FINANSIES MAANDELIKSE VERSLAG – JULIE 2016

POWERREC	2 508 000		ELECTRIFICATION OF BELLA VISTA
MASISEBENZE WATER SYSTEMS	2 622 000		SUPPLY, INSTALLATION AND COMMISIONING OF HIGH PRESS
MARTIN AND EAST	4 243 076		RESEALING OF EXCISTING STREETS

The table below contains the 10 highest value creditors paid for the month:

Die tabel hieronder bevat die 10 hoogste waarde krediteure uitbetaal vir die maand:

Name of creditor	June 2016	July 2016
MARTIN & EAST		7 765 929.47
MASISEBENZE WATER SYSTEMS		2 359 800.00
AAD TRUCK & BUS		1 091 825.81
PVR SERVICES AND SUPPLIES		900 858.21
AWV PROJECT MANGEMENT		732 564.00
H.S.M		538 779.11
ABB SOUTH AFRIKA		510 217.55
VENUS SECURITY SERVICES		493 419.71
CERES KOEKEDOUW BESTUURSKOMITEE	2 714 114.44	
NAMMIC ENGINEERING	669 539.88	
AON SOUTH AFRICA	354 216.09	
ACADEMY OF CONSTRUCTION SKILLS	327 444.48	
MULTIPART PETROL	325 766.96	
VENUS SECURITY	3 827 529.95	
ASLA KONSTRUKSIE	6 853 813.51	
UMZALI CIVILS	563 359.07	651 750.19
ESKOM	15 347 785.30	20 545 283.41

3.2.3.3 Petty Cash:

3.2.3.3 Kleinkas

Tipe Transaksie	June 2016		July 2016	
Type of transaction	Total	%	Total	%
Condolences, well wish cards, bouquets, flowers and keys for offices	R 1 322.30	27.55%	R 2 282.40	35.12%
Refreshments and caterings	R 2 219.10	46.23%	R 2 751.30	42.33%
Rent (Halls etc.);	R 250.00		R 0.00	
Refunds (Library book fees)	R 0.00	0.00%	R 0.00	0.00%
Payment of clients without bank accounts	R 0.00	0.00%	R 0.00	0.00%
Temporary vehicle licensing fees and public driver permits	R 160.00	3.33%	R 48.00	0.74%
Tollgate fees when an employee is driving with an official vehicle registered in the name of council	R 230.00	4.79%	R 0.00	0.00%
Approved in terms of 5 (b) (vi) of Petty Cash policy	R 618.70	12.89%	R 1 417.20	21.81%
GRAND TOTAL	R 4 800.10		R 6 498.90	

Petty cash: Cash at hand reconciliation

Kleinkas:

Kontant voorhande opsomming

DESCRIPTION / BESKRYWING	May 2016	June 2016	July 2016
Opening cash balance	R5 000	R5 000	R5 000
Less total vouchers	(R9 501.20)	(R4 800.10)	(R6 498.90)
Replenishment during month	R5 648.90	R2 500	R3 397.40
Cash at hand before month-end replenishment	R1 147.70	R2 699.90	R1 898.50
Replenishment at month end	R3 852.30	R2 300.10	R3 101.50
Closing cash balance at month end	R5 000	R5 000	R5 000

3.3 FINANCIAL ADMINISTRATION

3.3 FINANSIële ADMINISTRASIE

3.3.1 Cash and Investments

3.3.1 Kontant en Beleggings

The information with regard to the cash and investment is contained in the tables below:

Die inligting met betrekking tot die kontant en beleggings is vervat in die tabelle hieronder:

Cash:

Kontant:

Bank accounts Bank rekeninge	Institution Instansie	Acc. Numbers	30 June 2016		31 July 2016	
			Bank balance	Cashbook Balance	Bank balance	Cashbook Balance
Primary Bank Acc.	STANDARD BANK	203 241 819	R100,287,493	R97,031,302	R111,322,192	R95,605,695

Investments:

Beleggings:

Institution / Instansie	May 2016		June 2016		July 2016	
	R	% of available funds	R	% of available funds	R	% of available funds
ABSA Bank Ltd	R15,000,000	100%	R0		R0	
Investec Bank Ltd			R0		R0	
Nedbank Ltd			R0		R0	
Standard Bank of SA Ltd			R0		R0	
Total	R15,000,000		R0		R0	

Investment Purpose Doel van Belegging	May 2016		June 2016		July 2016	
	R	% of available funds	R	% of availabl e funds	R	% of available funds
Unutilised government grants	R15,000,000	100%	R0		R0	
Capital Replacement Reserve (CRR)			R0		R0	
Provisions			R0		R0	
Total	R15,000,000		R0		R0	

The detail movements of the investments are shown in Annexure A.

Die gedetailleerde bewegings van die beleggings word getoon in Bylae A.

The balance of the unutilised funding account is indicated in the table below:

Die balans van die onbenutte befondsing rekening word in die tabel hieronder aangedui:

Unutilised Project funding: Onbenutte Projek befondsing:	May 2016	June 2016	July 2016
Balances	R32,393,300.29	R27,704,420.12	R 27,241,930.79

The table below shows the dates when the reconciliation is

Die tabel hieronder dui die datums wanneer die rekonsiliasies

completed:

voltooi is:

Reconciliations Rekonsiliasies	May 2016	June 2016	July 2016
Primary bank account	03/06/2016	07/07/2016	04/08/2016
Investment reconciliation	01/06/2016	12/07/2016	05/08/2016
Long term Liabilities	01/06/2016	13/07/2016	05/08/2016
Grant Register	08/06/2016	08/07/2016	11/08/2016

The table below indicates the outstanding bank reconciliation number of items and amounts:

Die tabel hieronder dui die uitstaande bankrekonsiliasie aantal items en bedrae:

Description / Beskrywing	June 2016		July 2016	
	Number of items	Amount	Number of items	Amount
Uncleared ACB	55	R3,401,419	295	R49,484,043
Outstanding cheques	25	R47,620	32	R60,770
Transactions not in cash book	381	R597,022	1009	R30,301,510
Receipts not cleared on Bank statement	42	R789,871	177	R3,526,807
Outstanding journals	0	R0	0	R0

3.3.2 Liabilities

3.3.2 Laste

Name of Institution Naam van Instansie	Interest Rate	Opening Balance June 16 R	Payment (Redemption)	Interest	Closing Balance July 2016 R	Payments Aug 2016 R
DBSA	10,75% - 17,45%	R13,029,714	0	0	R13,029,714	0
Nedbank	13.50%	R7,212,091	0	0	R7,212,091	0
Ceres Golf Club	18%	R14,773	0	0	R14,773	0
Total		R20,256,578	0	0	R20,256,578	R0

3.3.3 Financial system reconciliations

3.3.3 Finansiële stelsel Rekonsiliasies

The table below shows the status of the system reconciliations:

Die tabel hieronder toon die status van die stelsel rekonsiliasies:

Type of reconciliation	Period reconciled	Reconciled Amount	Reconciliation Date & Signed off
Financial system	July 2016	R0-00	01/08/2016
Traffic : Motor Registration	July 2016	R93,553-72	05/08/2016
Traffic : RTMC Fees	July 2016	R27,006-25	05/08/2016
Direct Deposit	July 2016	R398,852-07	05/08/2016
Traffic : AARTO	July 2016	R0-00	05/08/2016
Traffic : Drivers Licence	July 2016	R13,764-99	05/08/2016
Traffic : Roadworthy	July 2016	R7,934-51	05/08/2016
Faulty Direct Deposits	July 2016	R7,449-75	05/08/2016
Traffic : Nu-Traffic	July 2016	R151,806-58	05/08/2016
VAT	July 2016	R1 363 829.93	16/08/2016

3.3.4 INSURANCE

3.3.5 VERSEKERING

Month of Reporting: July 2016

Maandverslag: Julie 2016

Insurance report - ANNEXURE O

Versekeringsverslag - BYLAE O

3.3.5 ASSETS

3.3.6 BATES

Month of Reporting: July 2016

Maandverslag: Julie 2016

Assets Report – ANNEXURE N

Bates verslag - BYLAE N

Attached find the following management reports with regard to budget monitoring:

Aangeheg vind die volgende verslae met betrekking tot die monitering van begroting:

- Annexure / Bylae B - Age Analysis of Creditors / Ouderdomsontleding van Skuldeisers
- Annexure / Bylae C - Age Analysis of Debtors / Ouderdomsontleding van Debiteure
- Annexure / Bylae D - Cash Flow Statement / Kontantvloeistaat
- Annexure / Bylae E - Statement of Financial Performance / Staat van Finansiële Prestasie
- Annexure / Bylae F - Actual capital Acquisition and Sources of Finance / Die werklike Kapitaalverkryging program en Bronne van Finansies

Annexure B – F is the Section 71 report of the Municipality.

Bylae B- F is die Artikel 71-verslag van die Munisipaliteit.

Attached find the following legally required reports in terms of the MFMA:

Aangeheg vind die volgende wetlik verplig verslae soos vereis in die MFMA:

- Annexure G - Sect 66 for July 2016 / Artikel 66 vir Julie 2016
- Annexure H - Sect 11 for July 2016 / Artikel 11 vir Julie 2016
- Annexure I - Finance Management Grant / Finansiële Bestuur toelaag
- Annexure J - Municipal Systems Improvement Grant / Munisipale Stelsels Verbeterings toekenning
- Annexure K - Municipal Infrastructure Grant / Munisipale Infrastruktuur toekenning
- Annexure L - Integrated National Electrification Programme Grant / Geïntegreerde Nasionale Elektrifisering Program Toekenning
- Annexure P - Grant register / Leningsregister

Other Annexures:

Annexure A - The detail movements of the investments
Annexure M – 50 Highest Business and Government Accounts
Annexure N – Asset report
Annexure O – Insurance

Ander Annexures:

Bylae A - Die gedetailleerde bewegings van die beleggings
Bylae M – 50 Hoogste besigheid- en regering rekeninge
Bylae N – Bates verslag
Bylae O – Versekering

Yours faithfully

Die uwe

H J Kritzinger
CHIEF FINANCIAL OFFICER / HOOF FINANSIËLE BEAMPTTE

WITZENBERG MUNICIPALITY											
INVESTMENT REGISTER											
Institution	Account number	Investment Purpose	Investment Type	Balance as at		Movements for the month of July					Balance as at
				01 July 2016		Investments Withdrawals	Investments made	Interest capitalised	Transfers between purposes	Costs & Fees	
				R							R
				0.00		0.00	0.00	0.00	0.00	0.00	
Nedbank Ltd	03/7881032766/40	Unutilised receipts		0.00						0.00	
Nedbank Ltd	03/7881032766/41	Unutilised receipts		0.00						0.00	
Nedbank Ltd	03/7881032766/42	Unutilised receipts		0.00						0.00	
ABSA Bank Ltd	2074577855	Unutilised receipts		0.00						0.00	
ABSA Bank Ltd	2075359808	Unutilised receipts		0.00						0.00	
ABSA Bank Ltd	2075638292	Unutilised receipts		0.00						0.00	
ABSA Bank Ltd	2075888556	Unutilised receipts		0.00						0.00	
Standard Bank of SA Ltd	088779831-024	Unutilised receipts		0.00						0.00	
Standard Bank of SA Ltd	088779831-025	Unutilised receipts		0.00						0.00	
Standard Bank of SA Ltd	088779831-026	Unutilised receipts		0.00						0.00	
Investec Bank Ltd	1100-198679-450	Unutilised receipts		0.00						0.00	

A

AG : AGE ANALYSIS OF CREDITORS (All values in Rands)
 Save File as : Mande .AC .097, Min.XLS (e.g.: G1411.AC_2003_M07)
 Change Year End (copy) to Financial Year End (e.g.: 2003 for year 2002/2003)
 Change Month End (Min) to Active Month (M07=July, M12=June)(e.g.: M07)
 Change Mande to your own municipal code (e.g.: G1411)
 If (and only if) Creditors per function not available, list top 10 creditors by name

Year	End Month	Min	Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
2017	K01	W0022	0100 Built Electricity	0	0	0	0	0	0	0	0
			0200 Built Water	0	0	0	0	0	0	0	0
			0300 PAYE deductions	0	0	0	0	0	0	0	0
			0400 VAT (output less input)	0	0	0	0	0	0	0	0
			0500 Pensions / Retirement deductions	0	0	0	0	0	0	0	0
			0600 Loan repayments	0	0	0	0	0	0	0	0
			0700 Trade Creditors	2,312,982	82,763	1,078	0	0	0	0	2,346,833
			0800 Auditor General	0	0	0	0	0	0	0	0
			0900 Other	0	0	0	0	0	0	0	0
			1000 Total	2,312,982	82,763	1,078	0	0	0	0	2,346,833
			TF01 Top 1 Creditor	0	0	0	0	0	0	0	0
			TF02 Top 2 Creditor	0	0	0	0	0	0	0	0
			TF03 Top 3 Creditor	0	0	0	0	0	0	0	0
			TF04 Top 4 Creditor	0	0	0	0	0	0	0	0
			TF05 Top 5 Creditor	0	0	0	0	0	0	0	0
			TF06 Top 6 Creditor	0	0	0	0	0	0	0	0
			TF07 Top 7 Creditor	0	0	0	0	0	0	0	0
			TF08 Top 8 Creditor	0	0	0	0	0	0	0	0
			TF09 Top 9 Creditor	0	0	0	0	0	0	0	0
			TF10 Top 10 Creditor	0	0	0	0	0	0	0	0
			TOT	0	0	0	0	0	0	0	0

Lyndon

mp

B

AD : AGE ANALYSIS OF DEBTORS (All values in Rand)
 Save File as : Bureau_AD_003_Mailbox (e.g.: G7411_AD_2005_M10)
 Change Month in (yyyy) to Transmittal code (e.g.: G7411) for year 2004/2005 and Month End (Burr) to Active Month (M01-July...M12-June)(e.g.: M10)
 Change Month in (yyyy) to Transmittal code (e.g.: G7411) for year 2004/2005 and Month End (Burr) to Active Month (M01-July...M12-June)(e.g.: M10)
 To Show File press the following keys at the same time with Caps Lock off: Ctrl Shift 8

Year	Month	Item	Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts LLo Council Policy
2017	M01	1100	Debtors Age Analysis By Income Source	5 043 702	1 151 252	1 302 090	1 185 087	960 070	1 081 093	5 060 827	59 628 108	40 253 417	0	0
		1200	Trade and Other Receivables from Exchange Transmissions - Water	17 859 021	282 894	295 183	284 956	244 783	290 080	1 276 946	2 629 045	25 305 282	0	0
		1400	Receivables from Non-exchange Transmissions - Property Rates	28 919 021	203 174	221 354	170 867	148 518	128 093	2 326 351	11 853 181	41 875 387	0	0
		1500	Receivables from Exchange Transmissions - Waste Water Management	3 003 007	495 008	428 894	401 277	448 064	417 975	2 185 247	13 877 287	21 245 220	0	0
		1600	Receivables from Exchange Transmissions - Waste Management	2 470 180	531 068	529 810	487 291	474 947	494 578	2 037 114	16 982 280	24 674 674	0	0
		1700	Receivables from Exchange Transmissions - Property Rental Debtors	48 923	17 335	17 143	18 089	18 478	18 355	95 080	760 980	1 014 370	0	0
		1800	Interest on Arrear Debtor Accounts	63 501	48 173	66 062	66 067	101 328	121 810	1 131 065	20 920 558	22 083 148	0	0
		1900	Non-recoverable unaffiliated, irregular or fruitless and wasteful Expenditure	-2 384 672	0	0	0	0	0	0	0	0	0	0
		2000	Other	0	0	0	0	0	0	0	0	0	0	0
		2100	Total By Income Source	65 101 163	2 765 080	2 890 257	2 641 758	2 488 268	2 623 216	15 037 805	88 625 064	179 888 751	0	0
		2200	Debtors Age Analysis By Customer Group	7 755 003	83 115	78 177	64 424	48 110	59 615	934 059	1 985 148	10 885 882	0	0
		2300	Organ of State	28 595 005	347 599	351 705	320 187	311 591	302 915	1 584 839	7 920 188	40 673 789	0	0
		2400	Commercial	13 172 313	2 134 172	2 287 410	2 100 191	1 812 473	2 001 832	10 890 201	84 487 703	118 885 285	0	0
		2500	Household	5 819 041	191 117	164 094	178 044	183 376	158 686	1 249 807	4 391 033	10 045 088	0	0
		2600	Other	0	0	0	0	0	0	0	0	0	0	0
		2700	Total By Customer Group	63 101 163	2 765 080	2 890 257	2 641 758	2 488 268	2 623 216	15 037 805	88 625 064	179 888 751	0	0

Notes:

Property Rental Debtors including housing and land sale debtors
 Total By Income Source = Total by Customer Group
 The total debtors amount must balance the total amount reflected for debtors on the BSAG return.
 Bad Debts Written Off during the month
 Impairment - Bad Debts LLo Council Policy :

The aim of this schedule is to ensure that the impairment contribution is done in a structured manner
 The impairment amount that is entered in this field should be the aggregated amount as per the calculation formula in the municipality
 It is formula to calculate impairment is not in place this is a tool that can be used to develop such a formula and get it approved as part of the accounting policy

C
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CFA : CASH FLOW STATEMENT ACTUALS / FORECASTS (All values in Rand)(Payments= +)

Save File as : Muncde_CFA_coy_Mun_XLS (e.g.: GT411, CFA_2005_M13)

Change Muncde to your own municipal code (e.g.: GT411) and Year End (copy) to Financial Year End (e.g.: 2005 for year 2004/2005)

Change Month End (Mun) to Active Month (M1) to July...M12=June(e.g.: M10) (Enter Actuals up to Active Month Included and Forecast figures for months after Active Month)

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Year End	Month End	Mun	Detail	Month 1 July	Month 2 Aug	Month 3 Sept	Month 4 Oct	Month 5 Nov	Month 6 Dec	Month 7 Jan	Month 8 Feb	Month 9 Mar	Month 10 Apr	Month 11 May	Month 12 June
2017	M01	WC022	Cash Receipts by Source												
		3010	Property rates	3,828,271											
		3020	Property rates - penalties & collection charges	19,218											
		3030	Service charges - electricity revenue	15,813,307											
		3040	Service charges - water revenue	2,852,135											
		3050	Service charges - sanitation revenue	1,586,232											
		3060	Service charges - refuse revenue	1,715,285											
		3070	Service charges - other	-477,186											
		3080	Rental of facilities and equipment	437,511											
		3090	Interest earned - external investments	285,189											
		3100	Interest earned - outstanding debtors	685,217											
		3110	Dividends received	0											
		3120	Fines	100,942											
		3130	Licences and permits	55,414											
		3140	Agency services	258,107											
		3150	Transfer receipts - operational	24,888,000											
		3160	Other revenue	854,282											
		3170	Cash Receipts by Source	53,022,904	0	0	0	0	0	0	0	0	0	0	0
		3180	Other Cash Flows/Receipts by Source	0											
		3190	Transfer receipts - capital	0											
		3200	Contributions recognised - capital & Contributed	0											
		3210	Proceeds on disposal of PPE	0											
		3220	Short term loans	0											
		3230	Borrowing long term/financing	0											
		3240	Increase (decrease) in consumer deposits	77,744											
		3250	Decrease (increase) in non-current debtors	0											
		3260	Decrease (increase) other non-current	0											
		3270	Decrease (increase) in non-current investments	0											
		3280	Total Cash Receipts by Source	53,100,648	0	0	0	0	0	0	0	0	0	0	0
		4000	Cash Payments by Type												
		4010	Employee related costs	9,716,820											
		4020	Remuneration of councillors	773,815											
		4030	Collection costs	73,485											
		4040	Interest paid	0											
		4050	Bulk purchases - Electricity	0											
		4060	Bulk purchases - Water & Sewer	0											
		4070	Other materials	0											
		4080	Contracted services	1,093,645											
		4090	Grants and subsidies paid - other municipalities	10,000											
		4100	Grants and subsidies paid - other	0											
		4110	General expenses	8,880,538											
		4120	Cash Payments by Type	20,548,082	0	0	0	0	0	0	0	0	0	0	0
		4130	Other Cash Flows/Payments by Type												
		4140	Capital assets	5,721,741											
		4150	Repayment of borrowing	0											
		4160	Other Cash Flows/Payments	28,258,432	0	0	0	0	0	0	0	0	0	0	0
		4170	Total Cash Payments by Type	54,528,255	0	0	0	0	0	0	0	0	0	0	0
		4180	Net Increase/(Decrease) in Cash Held	-1,425,607											
		4190	Cash/cash equivalents at the month/year begin:	97,031,302	95,605,685	95,605,685	95,605,685	95,605,685	95,605,685	95,605,685	95,605,685	95,605,685	95,605,685	95,605,685	95,605,685
		4200	Cash/cash equivalents at the month/year end:	95,605,685	95,605,685	95,605,685	95,605,685	95,605,685	95,605,685	95,605,685	95,605,685	95,605,685	95,605,685	95,605,685	95,605,685

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STATEMENT OF FINANCIAL PERFORMANCE JULY 2016

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0100	OPERATING REVENUE	-	99990100
0200	Property Rates	0	28,035,613 99990200
0300	Property Rates - Penalties And Collection Charges	0	122,640 99990300
0400	Service Charges	0	26,359,555 99990400
0700	Rent Of Facilities And Equipment	0	435,987 99990700
0800	Interest Earned - External Investments	0	285,189 99990800
1000	Interest Earned - Outstanding Debtors	0	694,002 99991000
1100	Dividends Received	0	0 99991100
1300	Fines	0	100,942 99991300
1400	Licenses and Permits	0	55,443 99991400
1500	Agency Services	0	258,107 99991500
1600	Transfers Recognised - Operating	0	6,080,323 99991600
1610	Transfers Recognised - Capital	0	0 99991610
1700	Other Revenue	0	208,891 99991700
1800	Gain On Disposal Of Property, Plant & Equipment	0	0 99991800
1900	Total Operating Revenue Generated	0	61,636,591 99991900
2000	Less Revenue Foregone	0	-1,365,202 99992000
2100	Total Direct Operating Revenue	0	60,271,388 99992100
2200	INTERNAL TRANSFERS - (must net out with corresp. Items under	0	0 99992200
2300	Interest Received - Internal Loans	0	0 99992300
2500	Internal Recoveries (Activity Based Costing Etc)	0	3,111,320 99992500
2600	Dividends Received - Internal (From Municipal Entities)	0	0 99992600
2700	Total Indirect Operating Revenue	0	3,111,320 99992700
2800	Total Operating Revenue	0	63,382,708 99992800
2900	OPERATING EXPENDITURE	0	0 99992900
3000	Employee Related Costs - Wages & Salaries	-55,062	-8,640,691 99993000
3100	Employee Related Costs - Social Contributions	0	-2,106,524 99993100
3200	Less Employee Costs Capitalised	0	0 99993200
3300	Less Employee Costs Allocated To Other Operating Items	0	0 99993300
3400	Remuneration Of Councillors	0	-718,115 99993400
3500	Debt Impairment	0	-1,951,110 99993500
3600	Collection Costs	0	0 99993600
3700	Depreciation and Asset Impairment	0	0 99993700
3900	Interest Expense - External Borrowings	0	-595,417 99993900
4000	Redemption Payments - External Borrowings (Gamap To Remove)	0	0 99994000
4100	Bulk Purchases	0	0 99994100
4110	Other Materials	0	0 99994110
4200	Contracted Services	-1,610,902	-329,884 99994200
4300	Grants and Subsidies	0	-10,000 99994300
4400	Other Expenditure	-2,935,457	-1,688,237 99994400
4500	Loss On Disposal Of Property, Plant & Equipment	0	0 99994500
4550	Contributions To/(From) Provisions	0	0 99994550
4600	Total Direct Operating Expenditure	-4,601,421	-16,039,977 99994600
4700	INTERNAL TRANSFERS - (must net out with corresp. Items under	0	0 99994700
4800	Interest - Internal Borrowings	0	0 99994800
5000	Internal Charges (Activity Based Costing Etc)	0	-3,111,751 99995000
5010	Contributed Assets	0	0 99995010
5100	Total Indirect Operating Expenditure	0	-3,111,751 99995100
5200	Total Operating Expenditure	-4,601,421	-19,151,728 99995200
5300	SURPLUS	0	0 99995300
5400	Operating Surplus / (Deficit) - Total Revenue Less Total Exp	-4,601,421	44,230,981 99995400
5500	Taxation	0	0 99995500
5600	Operating Surplus / (Deficit) - After Tax	-4,601,421	44,230,981 99995600
5800	Cross Subsidisation	0	0 99995800
6000	Plus Interests In Entities Not Wholly Owned	0	0 99996000
5900	Surplus / (Deficit) After Tax, Cross Subsidies & Share Of As	-4,601,421	44,230,981 99995900
6200	OTHER ADJUSTMENTS AND TRANSFERS	0	0 99996200
5700	Dividends Paid (Municipal Entities Only)	0	0 99995700
6210	Asset Financing Reserve (Afr)	0	0 99996210
6220	Housing Development Fund	0	0 99996220
6230	Depreciation Reserve Ex Afr	0	0 99996230
6240	Depreciation Reserve Ex Govt Grants	0	0 99996240
6250	Depreciation Reserve Ex Donations And Contributions	0	0 99996250
6260	Self-Insurance Reserve	0	0 99996260
6270	Revaluation Reserve	0	0 99996270
6280	Other	0	0 99996280
6700	Change To Unappropriated Surplus / (Accumulated Deficit)	-4,601,421	44,230,981 99996700




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ACTUAL CAPITAL ACQUISITION - JULY 2016

Item	Detail	Contr Assets	New Capital	Repl Capital	Repair/Mnt Capital	Total
0100	INFRASTRUCTURE	0	0	0	0	0 99990100
0300	Roads, Pavements, Bridges & Storm Water	0	0	0	0	0 99990300
0400	Water Reservoirs & Reticulation	0	0	0	0	0 99990400
0500	Car Parks, Bus Terminals and Taxi Ranks	0	0	0	0	0 99990500
0600	Electricity Reticulation	0		0	0	99990600
0700	Sewerage Purification & Reticulation	0	0	0	0	0 99990700
0800	Housing	0	0	0	0	0 99990800
0900	Street Lighting	0	0	0	0	0 99990900
1000	Refuse sites	0	0	0	0	0 99991000
1100	Gas	0	0	0	0	0 99991100
1200	Other	0	0	0	0	0 99991200
1300	Sub-total Infrastructure	0	0	0	0	0 99991300
1400	COMMUNITY	0	0	0	0	0 99991400
1500	Establishment of Parks & Gardens	0	0	0	0	0 99991500
1600	Sportsfields	0	0	0	0	0 99991600
1700	Community Halls	0	0	0	0	0 99991700
1800	Libraries	0	0	0	0	0 99991800
1900	Recreational Facilities	0	0	0	0	0 99991900
2000	Clinics	0	0	0	0	0 99992000
2100	Museums & Art Galleries	0	0	0	0	0 99992100
2200	Other	0	0	0	0	0 99992200
2300	Sub-total Community	0	0	0	0	0 99992300
2310	HERITAGE ASSETS	0	0	0	0	0 99992310
2311	Heritage Assets	0	0	0	0	0 99992311
2312	Sub-total Heritage Assets	0	0	0	0	0 99992312
2320	INVESTMENT PROPERTIES	0	0	0	0	0 99992320
2321	Investment Properties	0	0	0	0	0 99992321
2322	Sub-total Investment Properties	0	0	0	0	0 99992322
2400	OTHER ASSETS	0	0	0	0	0 99992400
2500	Other motor vehicles	0	0	0	0	0 99992500
2600	Plant & equipment	0	0	0	0	0 99992600
2700	Office equipment	0	0	0	0	0 99992700
2800	Abattoirs	0	0	0	0	0 99992800
2900	Markets	0	0	0	0	0 99992900
3000	Airports	0	0	0	0	0 99993000
3100	Security Measures	0	0	0	0	0 99993100
3110	Civic Land and Buildings	0	1,095	0	0	1,095 99993110
3120	Other Land and Buildings	0	0	0	0	0 99993120
3200	Other	0	0	0	0	0 99993200
3300	Sub-total Other Assets	0	1,095	0	0	1,095 99993300
3400	SPECIALISED VEHICLES	0	0	0	0	0 99993400
3500	Refuse	0	0	0	0	0 99993500
3600	Fire	0	0	0	0	0 99993600
3700	Conservancy	0	0	0	0	0 99993700
3800	Ambulances	0	0	0	0	0 99993800
3900	Buses	0	0	0	0	0 99993900
4000	Sub-total Specialised Vehicles	0	0	0	0	0 99994000
4010	AGRICULTURAL ASSETS	0	0	0	0	0 99994010
4011	Agricultural Assets	0	0	0	0	0 99994011
4012	Sub-total Agricultural Assets	0	0	0	0	0 99994012
4020	BIOLOGICAL ASSETS	0	0	0	0	0 99994020
4021	Biological Assets	0	0	0	0	0 99994021
4022	Sub-total Biological Assets	0	0	0	0	0 99994022
4030	INTANGIBLES	0	0	0	0	0 99994030
4031	Intangibles	0	0	0	0	0 99994031
4032	Sub-total Intangibles	0	0	0	0	0 99994032
4100	TOTAL	0	0	0	0	0 99994100
4200	SOURCE OF FINANCE	0	0	0	0	0 99994200
4300	External Loans	0	0	0	0	0 99994300
4400	Asset Financing Reserve	0	0	0	0	0 99994400
4500	Surplus Cash	0	0	0	0	0 99994500
4600	Public contributions/ donations	0	0	0	0	0 99994600
4700	National Government Transfers and Grants	0	0	0	0	0 99994700
4701	Provincial Government Transfers and Grants	0	0	0	0	0 99994701
4702	District Municipality Transfers and Grants	0	0	0	0	0 99994702
4703	Other Transfers and Grants	0	0	0	0	0 99994703
4800	Leases	0	0	0	0	0 99994800
5000	Other	0	0	0	0	0 99995000
5100	TOTAL FINANCING	0	1,095	0	0	1,095 99995100


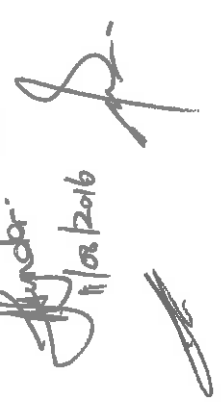

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WITZENBERG MUNICIPALITY

Report: Expenditure on Staff & Councillor Benefits - July 2016

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2016/2017	Amended Budget 2016/2017	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	93,274,153.00	93,274,153.00	6,938,009.75	7.44%
66(b)	Contributions to pension funds and medical aid	21,391,315.00	21,391,315.00	1,562,077.32	7.30%
66(c)	Travel, accommodation and subsistence	5,151,014.00	5,151,014.00	361,423.68	7.02%
66(d)	Housing benefits and allowances	5,334,334.00	5,244,334.00	112,408.36	2.14%
66(e)	Overtime	7,338,291.00	7,338,291.00	723,663.68	9.86%
66(f)	Loans and advances	0.00	0.00	0.00	0.00%
66(g)	Other type of benefit or allowances related to staff	15,922,609.00	15,922,609.00	1,517,878.98	9.53%
	Sub - Total (Staff Benefits)	R 148,411,716.00	R 148,321,716.00	R 11,215,461.77	7.56%
Councillor Benefits					
MAY	Mayor	828,861.00	828,861.00	65,162.03	7.86%
DM	Deputy Mayor	611,755.00	611,755.00	48,093.94	7.86%
SP	Speaker	612,012.00	612,012.00	48,114.18	7.86%
MCM	Mayoral Committee members	2,241,908.00	2,241,908.00	175,804.20	7.84%
CLLR	Other Councillors	4,150,361.00	4,150,361.00	303,604.39	7.32%
MED	Medical aid contributions	44,740.00	44,740.00	4,030.67	9.01%
PEN	Pension fund contributions	975,395.00	975,395.00	73,305.74	7.52%
WARD	Ward Committee Allowance	720,000.00	720,000.00	55,500.00	7.71%
	Sub - Total (Councillors' Benefits)	R 10,185,032.00	R 10,185,032.00	R 773,615.15	7.60%
	Total Councillor and Staff Benefits	R 158,596,748.00	R 158,506,748.00	R 11,989,076.92	7.56%


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MUNICIPALITY WITZENBERG									
Report: Withdrawals from Municipal Bank Accounts									
Quarter ending September 2016 (July 2016)									
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003									
MFMA Section	Item Description	Income transactions July 2016 R	Expenditure transactions July 2016 R	Income YTD transactions Quarter 1 R	Expenditure YTD transactions Quarter 1 R				
11(1) (b)	Expenditure authorised in terms of section 26(4) (Expenditure before annual budget is approved)	0.00	0.00	0.00	0.00				
11(1) (c)	Unforeseeable and unavoidable expenditure authorised in terms of section 29(1) (Mayor may approve emergency or other exceptional circumstances expenditure for which no budget provision was made)	0.00	0.00	0.00	0.00				
11(1) (d)	Section 12 withdrawals (Relief, charitable, trust or other funds withdrawals)	0.00	0.00	0.00	0.00				
11(1) (e) (i)	Money collected on behalf of organ of state:								
	- VAT	3,504,982.98	8,870,923.40	3,504,982.98	3,870,923.40				
	- Agency fees, for example motor registration, drivers licence, etc.	1,166,495.52	1,564,906.95	1,166,495.52	1,584,906.95				
11(1) (e) (ii)	Insurance received by the Municipality on behalf of organ of state	0.00	0.00	0.00	0.00				
11(1) (f)	Refund of money incorrectly paid into bank account	74,528.32	99,729.06	174,528.32	99,729.06				
11(1) (g)	Refund of guaranties, sureties & security deposits	4,846,006.82	5,535,559.41	4,846,006.82	5,535,559.41				
		Transactions July 2016		YTD Transactions Quarter 1					
11(1) (h)	Cash management and investment purposes:								
	- Realised (withdrawals)			0.00					
	- Made (-)	0.00		0.00					
	- Nett movement	0.00		0.00					

11/08/2016

**Finance Management Grant
Monthly Report as per the Division of Revenue Act**

The onus is on the municipality to confirm that the return has been received by NT

Municipality WC022 Witzenberg

Financial Year	2016/17
Month End	M12 June

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	
Received This Month	0
Total FMG Funds Received	0
Spent Prior Periods (Since Inception) - See Last Months Form	
Spent This Month	17 070
Total FMG Funds Spent	17 070
Total FMG funds Received and Not Spent	-17 070
Percentage of Funds Spent	0.00%
Funds Currently Committed but Not Spent	

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Save file as: Muncde_FMG_ccyy_Mnn.XLS (e.g. GT411_FMG_2006_M01.xls)

Muncde = Municipality Code , ccyy = Financial Year End , Mnn = M01... M12

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**Municipal Systems Improvement Programme Grant (MSIG)
Monthly Report as per the Division of Revenue Act**

The onus is on the municipality to confirm that the return has been received by NT

Municipality **WC022 Witzenberg**

Financial Year **2016/17**

Month End **M01 July**

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	
Received This Month	
Total MSIG Funds Received	0
Spent Prior Periods (Since Inception) - See Last Months Form	
Spent This Month	38 930
Total MSIG Funds Spent	38 930
Total MSIG funds Received and Not Spent	-38 930
Percentage of Funds Spent	0.00%
Funds Currently Committed but Not Spent	0
Scheduled Transfers Withheld	0

Conditions:

- Submission of signed (only Municipal Manager) activity plan in a prescribed format with detailed budget and time frames on the implementation of prioritised measurable outputs.
- Submission of monthly expenditure reports by the 10th of every month and in accordance with the Division of Revenue Act.

(Print Name Below)

I, **H J Kitzberg**

The Accounting Officer or Delegate certify that the above information is correct

and that this report has been submitted electronically as required.

Signed

Dated

12/8/2016

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Save file as: Muncde_MSIG_cyyy_Mnn.XLS (e.g. GT411_MSIG_2009_M01.xls)

Muncde = Municipality Code, cyyy = Financial Year End, Mnn = M01... M12

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Municipal Infrastructure Grant (MIG)
Monthly Report as per the Division of Revenue Act

The onus is on the municipality to confirm that the return has been received by NT

Municipality

WC622 Witzenberg

Financial Year 2016/17

Month End M01 July

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	3,399,040
Received This Month	
Total MIG Funds Received	3,399,040
Spent Prior Periods (Since Inception) - See Last Months Form	
Spent This Month	8,138
Total MIG Funds Spent	8,138
Total MIG funds Received and Not Spent	3,390,902
Percentage of Funds Spent	0.24%
Funds Currently Committed but Not Spent	0
Scheduled Transfers Withheld	

Conditions:

- Prioritise residential infrastructure for water, sanitation, refuse removal, street lighting, solid waste, connector and bulk infrastructure, and other municipal infrastructure like roads, in line with the MIG policy framework and/or other government sector policies established before the start of the municipal financial year.
- Compliance with Chapter 5 of the Municipal Systems Act (200). Infrastructure investment and delivery must be based on an Integrated Development Plan that provides a medium to long-term framework for sustainable human settlements and is in accordance with the principles of the national Spatial Development Perspective.
- Municipalities must adhere to the labour-intensive construction methods in terms of the Expanded Public Works Programme (EPWP) guidelines.
- Compliance with the Division of Revenue Act, including additional reporting requirements on spending and projects as approved by National Treasury.

(Print Name Below)

I, H T Kitzner

and that this report has been submitted electronically as required.

The Accounting Officer or Delegate certify that the above information is correct

Signed

Dated

12/8/2016

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Save file as: Muncde_MIG_ccyy_Mnn.XLS (e.g. GT411_MIG_2009_M01.xls)

Muncde = Municipality Code, ccyy = Financial Year End, Mnn = M01... M12

Witzenberg
08/12/2016

**Integrated National Electrification Programme Grant (INEG)
Monthly Report as per the Division of Revenue Act**

The onus is on the municipality to confirm that the return has been received by NT

Municipality **WC022 Witzenberg**

Financial Year **2016/17**
Month End **M01 July**

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	409,092
Received This Month	
Total INEG Funds Received	409,092
Spent Prior Periods (Since Inception) - See Last Months Form	
Spent This Month	
Total INEG Funds Spent	0
Total INEG funds Received and Not Spent	409,092
Percentage of Funds Spent	0.00%
Funds Currently Committed but Not Spent	0
Scheduled Transfers Withheld	

Conditions:

- Municipalities must contractually undertake to:
- Account for the allocated funds on a monthly basis by the 10th of every month
- Pass all benefits to end-customers
- Not utilize the fund for any purpose other than electrification
- Ring-fence funds transferred. Adhere to the approved electrification programme and agreed cash flow budgets
- Ring-fence electricity function
- Reflect all assets created under the Integrated national Electrification Program (INEP) on the municipal asset register; this is to assist the process for the formation of the REDS
- Safety operate and maintain the infrastructure
- Adhere to the labour intensive construction methods in terms of the Expanded Public Works Programme (EPWP) guidelines for activities such as trenching, planting of poles, etc.
- Register the master Plans for bulk infrastructure in terms of the INEP framework and to abide by the directives of the Department regarding the central planning and co-ordination for such bulk infrastructure. This is to maximize the economies of scale in the creation of bulk infrastructure affecting more than one municipality
- Use INEP funds for the refurbishment of critical infrastructure, only upon submission of a project plan which must be approved under a framework to be regulated by the Department.

(Print Name Below)

I, **H T Kitzberg**

, The Accounting Officer or Delegate certify that the above information is correct

and that this report has been submitted electronically as required.

Signed

Dated

12/8/2016

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Save file as: Muncde_INEG_ccyy_Mnn.XLS (e.g. GT411_INEG_2009_M01.xls)

Muncde = Municipality Code, ccyy = Financial Year End, Mnn = M01... M12

Account number	Name	Deferred	30	60	90	120+	Total
17610600023		0.00	142 281.82	148 787.17	159 285.06	3 419 105.20	3 869 459.25
20750396040		0.00	11 883.70	18 750.48	18 928.47	937 456.12	987 018.77
10000672976		0.00	0.00	0.00	0.00	715 239.22	715 239.22
89760700012		0.00	0.00	0.00	0.00	626 537.14	626 537.14
75005720008 A&J		0.00	17.24	49.21	103.10	448 803.70	448 973.25
22101200037		0.00	8 039.93	32 048.13	26 584.15	373 913.27	440 585.48
10000413144 BR		0.00	0.00	0.00	0.00	380 849.36	380 849.36
10000678594		0.00	0.00	0.00	0.00	356 980.66	356 980.66
75009420016 D&A		0.00	1 201.61	815.19	4 713.62	341 811.75	348 542.17
10000645367		0.00	0.00	0.00	0.00	319 363.39	319 363.39
75008270007 H		0.00	349.59	366.03	16 524.24	297 647.83	314 887.69
89578800023 ME		0.00	533.03	548.07	616.77	285 259.06	286 956.93
24262800055		0.00	7 065.42	7 124.32	7 183.22	244 801.52	266 174.48
10000634525 AJ&MF		0.00	0.00	0.00	0.00	255 485.89	255 485.89
89568200006 ET		0.00	669.77	632.91	797.68	234 569.81	236 670.17
90731800002 J		0.00	2 150.31	2 742.02	2 501.74	225 304.38	232 698.45
86514204655 AN		4 483.73	824.01	830.68	837.35	218 420.15	225 395.92
10000679076		0.00	0.00	0.00	0.00	219 527.52	219 527.52
10000670974		0.00	0.00	0.00	0.00	216 716.20	216 716.20
20850298012		0.00	17 133.12	17 297.31	17 461.50	164 013.79	215 905.72
89584900012 EN		0.00	101.40	81.03	135.17	214 305.88	214 623.48
75012160011 P		0.00	5 023.16	3 881.29	3 143.38	199 688.22	211 736.05
75013190028 A&SM		0.00	2 605.54	2 616.84	3 122.32	200 374.26	208 718.96
89585000005 L		0.00	9 718.97	9 119.35	10 716.48	155 087.27	184 642.07
77032900002		0.00	1 053.61	1 083.26	1 470.88	180 564.91	184 172.66
75012290015 M		0.00	15 500.70	12 848.12	17 101.86	132 131.71	177 582.39
20190383039 WH&HW		0.00	8 966.34	10 855.87	16 940.87	131 923.78	168 686.86
60007430042		0.00	168 413.72	0.00	0.00	0.00	168 413.72
75012090028 K		0.00	3 505.67	3 792.52	4 778.70	154 244.03	166 320.92
10000645257		0.00	0.00	0.00	0.00	150 760.54	150 760.54
80515700066 SN		5 482.97	844.09	893.58	462.16	142 430.96	150 113.76
19766800023 AJ&MF		0.00	9 525.20	9 547.16	1 903.27	126 342.27	147 317.90
89586800011 N&AN		639.94	2 823.69	2 721.97	3 091.54	136 958.59	146 235.73
10000680241 V		0.00	0.00	0.00	0.00	139 586.62	139 586.62
89568300003 SB		0.00	1 291.57	1 396.24	2 070.46	130 547.73	135 306.00
89572200054 N		2 477.90	955.94	953.23	1 067.10	126 414.32	131 868.49
10000486803 E		0.00	0.00	0.00	0.00	130 984.78	130 984.78
75012840029 O&SN		0.00	3 050.43	7 521.29	5 643.99	111 078.46	127 294.17
89579300052 PT		0.00	2 677.97	2 303.86	6 240.75	109 126.62	120 349.20
27325600063 MM		0.00	711.22	925.21	976.66	116 711.83	119 324.92
27291800001		0.00	0.00	0.00	0.00	118 881.48	118 881.48
24262900038		0.00	3 762.94	3 988.15	3 926.18	106 743.62	118 420.89
10000664034 K		0.00	0.00	0.00	0.00	117 744.37	117 744.37
89575500009 ME		0.00	2 654.72	2 530.70	2 898.66	109 088.70	117 172.78
20750361000		0.00	0.00	0.00	26 273.39	90 410.66	116 684.05
89578400018 LE		2 846.48	552.22	556.82	593.53	109 208.14	113 757.19
20753011814		0.00	0.00	0.00	0.00	113 116.16	113 116.16
70201224015 GD&JJ		0.00	536.14	1 273.35	111 298.03	0.00	113 107.52
20750313000		0.00	0.00	0.00	0.00	112 174.42	112 174.42
21386100065 PF		0.00	463.18	467.04	470.90	109 207.87	110 608.99

N

INTANGIBLE ASSET REPORT: July 2016

PROPERTY, PLANT AND EQUIPMENT (CONTINUE) INTANGIBLE ASSETS

2017
R

Computer Software

Net Carrying amount at 1 July

351 443

Cost
Accumulated Amortisation
Accumulated Impairment

4 375 698
(4 024 255)
-

Additions
Amortisation for Year
Impairments
Disposals

-
-
-
-

Net Carrying amount at 30 June

351 443

Cost
Accumulated Amortisation
Accumulated Impairment

4 375 698
(4 024 255)
-

2

INVESTMENT PROP. ASSET REPORT: July 2016

INVESTMENT PROPERTY

2017

R

Net Carrying amount at 1 July

48 693 473

Cost

51 075 650

Under Construction

-

Accumulated Depreciation

(2 382 177)

Accumulated Impairment

-

Acquisitions

-

Disposals

-

Depreciation for the year

-

Impairment

-

Transfers from Inventory

-

Transfers

-

Net Carrying amount at 30 June

48 693 473

Cost

51 075 650

Accumulated Depreciation

(2 382 177)

Accumulated Impairment

-

N

Property Plant & Equipment: July 2016

The Standard of GRAP 17 on Property, Plant and Equipment prescribe the accounting treatment for property, plant and equipment so that the users of financial statements can discern information about the municipality's investment in its property, plant and equipment and the changes in such investment. The principal issues in accounting for property, plant and equipment are the recognition of the assets, the determination of their carrying amounts and the depreciation charges and impairment losses to be recognised in relation to them

Reconciliation of Carrying Value

	Land R	Buildings R	Infrastructure R	Community R	Lease Assets R	Other R	Total R
Carrying value at 1 July 2014	78 203 971	93 902 513	433 844 888	88 678 483	985 478	32 040 823	548 889 841
Cost	78 203 971	101 841 738	548 987 412	74 520 881	1 887 230	84 285 593	790 470 883
Original Cost	78 203 971	101 841 738	548 987 412	74 520 881	1 887 230	84 285 593	790 470 883
Accumulated Impairments	-	-	-	-	-	(551 131)	(551 131)
Original Cost	-	-	-	-	-	(551 131)	(551 131)
Accumulated Depreciation	-	(8 238 925)	(113 342 543)	(5 842 418)	(871 751)	(31 673 640)	(141 320 122)
Original Cost	-	(8 238 925)	(113 342 543)	(5 842 418)	(871 751)	(31 673 640)	(141 320 122)
Acquisitions	-	-	-	-	-	-	25 410 839
Capital under Construction	-	-	-	-	-	-	51 784 887
Transfers from/to Non-current Assets Held for Sale - Note	-	-	-	-	-	-	-
Cost	-	-	-	-	-	-	-
Accumulated Depreciation	-	-	-	-	-	-	-
Transfers from/to Investment Properties - Note	-	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-	-
Impairments	-	-	-	-	-	-	-
Impairments Reversals	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	(18 648 158)
Normal Depreciation	-	-	-	-	-	-	(18 648 158)
Correction of error	-	-	-	-	-	-	-
Carrying value of disposals	-	-	-	-	-	-	-
Disposal Cost	-	-	-	-	-	-	-
Disposal Cost Acc Depreciation	-	-	-	-	-	-	-
Carrying value at 30 June 2014	78 903 971	93 902 513	433 844 888	88 678 483	985 478	32 040 823	707 155 720
Cost	78 203 971	101 841 738	548 987 412	74 520 881	1 887 230	84 285 593	887 676 128
Original Cost	78 203 971	101 841 738	548 987 412	74 520 881	1 887 230	84 285 593	887 676 128
Revaluation	-	-	-	-	-	-	-
Accumulated Impairments	-	-	-	-	-	(551 131)	(551 131)
Original Cost	-	-	-	-	-	(551 131)	(551 131)
Revaluation	-	-	-	-	-	-	-
Accumulated Depreciation	-	(8 238 925)	(113 342 543)	(5 842 418)	(871 751)	(31 673 640)	(158 889 278)
Original Cost	-	(8 238 925)	(113 342 543)	(5 842 418)	(871 751)	(31 673 640)	(158 889 278)
Revaluation	-	-	-	-	-	-	-

INSURANCE REPORT: July 2016

Monthly Premium	R 120 567
Insurance Receipts	R 25 600
Insurance Expenses	R 11 152
Items placed under insurance	R 0

Claims movement for the month

Total claims open at the beginning of the month	61
New claims for the month	8
Property Loss/damage	4
Public Liability	1
Motor Accident	2
Glass	1
Claims closed during the month	5
Total claims open at the end of the month	64

Old Aon claims outstanding	R2 994 040.84
Claim: 432- Five year old Boy burned at Pump station Date Reported: 2009/10/28. Reason: Letter of rejection of claim issued / claim re-opened- New Summons Received. Meeting held with Attorneys. Awaiting further response. Still sub-judicative. Await a trial date from the plaintiff.	1 210 000.00
Claim: 378- Incident at Dennebos Date Reported: 2009/07/28 Reason: Letter of rejection of claim issued / claim re-opened bear 29/11/2015: Judgement: The municipality is ordered to pay the costs of this application on an attorney and own client scale (punitive scale). The action is set to commence in February, next year	1 427 600.00
Claim: 581-Truck CFA829 with trailer CFA1747 with Bomag in accident with CF143851) Date Reported: 2012/01/17 Reason: Claim denied. Only damage to trailer was not denied. Damage to Bomag Roller denied. Claim is still Subjudicated	356 440.84
Claim: 583-Gunter C Mrs (Fell on pavement after stepping into hole. Date Reported: 2012/01/23 Reason: Additional Information submitted from third party lawyers. Legal proceedings are in progress. Lion of Africa attorney served a notice of intention to defend on 4 August 2014. Attorney withdrew. Awaiting correspondence from AON regarding the appointment of new attorney Date: 22/10/2015: Internal Legal department are currently in consultation with new attorneys	585 765.80

Action Taken	Total
Additional Information Submitted to Insurance	5
Awaiting Invoice	2
Claim Reported, Awaiting Response from Insurer	21
Order Made out and given through to supplier	1
Request for Quotations Submitted	2
Requested Department to obtain Quotation	5
Insurer Requires Additional Info2	6
Additional Information Requested from relevant department	3
Invoice received and submitted for payment/or refund to Insurers	2
Assessor appointed	1
Insurer has appointed an assessor, awaiting results	1
Quotations submitted for Order	1
Quotations submitted to Insurer, Awaiting Approval	3
Agreement of Loss signed and sent to Insurer	3
Excess memo send to manager	1
Agreement of Loss signed and submitted to Insurer	7

Age analysis of Outstanding Claims

Category	Status of Claim	AON	INDWE	Grand Total
30 days or Less	Open	6		6
More than 30 days	Open	3		3
60 days or more	Open	6		6
More than 120 Days	Open	34	15	49
Grand Total		49	15	64

Note: AON has been appointed as the Insurance Broker for the period 01 July 2016 – 30 June 2017

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager / Munisipale Bestuurder

VAN / FROM: Director: Finance / Direkteur: Finansies

DATUM / DATE: 31 August 2016 / 31 Augustus 2016

VERW. / REF.: 09/1/2/2

FINANCE MONTHLY REPORT – AUGUST 2016

FINANSIES MAANDELIKSE VERSLAG – AUGUSTUS 2016

A MAYOR'S REPORT

The credit control measures could not be implemented in certain areas do to the lives of contractors and municipal staff's being threaten.

A BURGEMEESTERS VERSLAG

Die kredietbeheer maatreëls kon in sekere areas nie toegepas word nie, aangesien die lewens van diensverskaffers en munisipale personeel bedreig is.

B RESOLUTIONS

It is recommended that Council takes cognisance of the monthly budget statement and supporting documentation for August 2016.

B BESLUIT

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Augustus 2016.

C EXECUTIVE SUMMARY

The municipality has read 92.5% of its consumption meters of which 99% was read correctly the first time. The monthly billing was also done as scheduled and during this process 17 188 accounts amounting to R 29.0 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.5 million. The indigent cost to the municipality for the month amounts to R 1.2 million.

C OPSOMMING

Die munisipaliteit het 92.5% van die meters gelees, waarvan 99% die eerste keer korrek gelees is. Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 17 188 rekeninge ten bedrae van R 29.0 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.5 miljoen. Die deernis subsidies vir die maand beloop R 1.2 miljoen.

The accumulated debtor's collection target for the year is 71%, but the actual accumulated year to date debtor's collection is 80%.

Die opgehoopde debiteure verhaling se teiken vir die jaar is 71%, maar die werklike jaar tot op datum invordering is 80%.

The municipality issued orders to the value of R 13.2 million of which R 2.0 million was in terms of deviations.

Bestellings ter waarde van R 13.2 miljoen uitgereik, waarvan R 2.0 miljoen ten opsigte van afwykings is.

The municipality currently has R 105.0 million in its primary bank account.

Die munisipaliteit het R 105.0 miljoen in die primêre bankrekening.

D REPORT

1. PURPOSE

The purpose of this report is to prepare a section 71 report and other reporting requirements for consideration and discussion.

2. LEGAL FRAMEWORK

The following is the reporting requirements in terms of the MFMA:

2.1 WITHDRAWALS FROM BANK ACCOUNTS

In terms of section 11 (4) (a), the Accounting Officer must prepare a quarterly report regarding expenditure that has been authorised in terms of section 11(1) (b) to (j). Section 11(1) read as follow:

"11. (1) Only the accounting officer or the chief financial officer of a municipality, or any other senior financial official of the municipality acting on the written authority of the accounting officer, may withdraw money or authorise the withdrawal of money from any of the municipality's bank accounts, and may do so only—

- (a) to defray expenditure appropriated in terms of an approved budget;*
- (b) to defray expenditure authorised in terms of section 26(4);*
- (c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);*
- (d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section;*
- (e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including—*
 - (i) money collected by the municipality on behalf of that person or organ of state by agreement; or*
 - (ii) any insurance or other payments received by the municipality for that person or organ of state;*
- (f) to refund money incorrectly paid into a bank account;*
- (g) to refund guarantees, sureties and security deposits;*
- (h) for cash management and investment purposes in accordance with section 13;*
- (i) to defray increased expenditure in terms of section 31;*
- or*
- (j) for such other purposes as may be prescribed."*

2.2 Expenditure on staff benefits

In terms of Section 66 of the MFMA the Accounting Officer must prepare a report on all expenditure incurred with relation to staff benefits.

Section 66 reads as follow:

"66. The accounting officer of a municipality must, in a format

D REPORT

1. DOEL

Die doel van hierdie verslag is om 'n artikel 71-verslag en ander verslagdoening vereistes vir oorweging en bespreking voor te lê vir bespreking.

2. WETLIKE RAAMWERK

Die volgende is die rapportering vereistes in terme van die MFMA:

2.1 ONTTREKKINGS UIT BANKREKENINGE

In terme van artikel 11 (4) (a), moet die rekenpligtige beampte 'n kwartaallikse verslag ten opsigte van uitgawes wat in terme van artikel 11 (1) (b) tot (j) gemagtig is om voor te berei. Artikel 11 (1) lees soos volg:

"11. (1) Slegs die rekenpligtige beampte of die hoof finansiële beampte van 'n munisipaliteit, of enige ander senior finansiële beampte van die munisipaliteit wat op die skriftelike magtiging van die rekenpligtige beampte, kan onttrek geld of magtig om die onttrekking van geld uit enige van die munisipaliteit se bank rekening, en kan dit doen net-

- (a) uitgawes wat in terme van 'n goedgekeurde begroting bewillig is, te dek;*
- (b) in terme van artikel 26 (4) gemagtig uitgawes te bestry;*
- (c) onvoorsiene en onvermydelike uitgawes in terme van artikel 29 (1) te bestry;*
- (d) in die geval van 'n bankrekening geopen ingevolge artikel 12, betalings te maak van die rekening in ooreenstemming met subartikel (4) van daardie artikel;*
- (e) oor te betaal aan 'n persoon of orgaan van die staat geld wat deur die munisipaliteit op namens daardie persoon of orgaan van die staat ontvang, insluitende-*
 - (i) geld wat ingesamel is deur die munisipaliteit namens daardie persoon of orgaan van die staat deur 'n ooreenkoms;*
 - (ii) 'n versekering of ander betalings wat deur die munisipaliteit vir daardie persoon of orgaan van die staat ontvang;*
- (f) om geld wat verkeerdelik in 'n bankrekening betaal is terug te betaal;*
- (g) om waarborge, borge en sekuriteite terug te betaal;*
- (h) vir kontant bestuur en belegging in ooreenstemming met artikel 13;*
- (i) verhoogde uitgawes te dek in terme van artikel 31;*
- (j) vir enige ander doeleindes soos voorgeskryf mag word."*

2.2 Besteding aan personeel voordele

In terme van Artikel 66 van die MFMA die Rekenpligtige Beampte moet 'n verslag oor al die uitgawes aangegaan met betrekking tot personeelvoordele voor te berei. Artikel 66 lees soos volg:

"66. Die rekenpligtige beampte van 'n munisipaliteit moet, in 'n

and for periods as may be prescribed, report to the council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure, namely—

- (a) salaries and wages;
- (b) contributions for pensions and medical aid;
- (c) travel, motor car, accommodation, subsistence and other allowances;
- (d) housing benefits and allowances;
- (e) overtime payments;
- (f) loans and advances; and
- (g) any other type of benefit or allowance related to staff."

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section.

This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;
- (b) actual borrowings;
- (c) actual expenditure, per vote;
- (d) actual capital expenditure, per vote;
- (e) the amount of any allocations received;
- (f) actual expenditure on those allocations, excluding expenditure on—
 - (i) its share of the local government equitable share; and
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and
- (g) when necessary, an explanation of—
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;
 - (ii) any material variances from the service delivery and budget implementation plan; and
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.

(2) The statement must include—

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.

formaat en vir tydperke as wat voorgeskryf mag word, aan die Raad rapporteer op alle uitgawes wat aangegaan is deur die munisipaliteit op die personeel se salarisse, lone, toelaes en voordele, op 'n wyse wat sodanige uitgawes per tipe openbaar, naamlik—

- (a) salarisse en lone;
- (b) bydraes vir pensioene en mediese fonds;
- (c) reis, motor-, verblyf-, verblyf-en ander toelaes;
- (d) behuising voordele en toelaes;
- (e) oortydbetalings;
- (f) lenings en voorskotte, en
- (g) enige ander soort van voordeel of vergoeding aan personeel. "

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beamppte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beamppte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

- (a) werklike inkomste per bron van inkomste;
- (b) werklike lenings;
- (c) die werklike uitgawes per stem;
- (d) die werklike kapitaalbesteding, per stem;
- (e) die bedrag van enige toekennings ontvang;
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op
 - (i) sy deel van die plaaslike regering billike deel;
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en
- (g) wanneer dit nodig is, 'n verduideliking van—
 - (i) enige wesenslike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;
 - (ii) enige wesenslike afwykings van die dienslewering en begrotings implementeringsplan;
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

2.4 Other Policy Requirements

The rest of the report is informed by policies requirements as well as the service delivery and budget implementation plan (SDBIP).

3. DISCUSSION

The discussion of the information is based on the 3 key performance areas of Finance, namely:

- Revenue
- Supply Chain Management
- Financial Administration

2.4 Ander Beleid Vereistes

Die res van die verslag word bepaal deur die beleid sowel as dienslewering en die Begrotings Implementering Plan (SDBIP).

3. BESPREKING

Die bespreking van die inligting is gebaseer op die 3 sleutel prestasie-areas van Finansies, naamlik:

- Inkomste
- Voorsieningskanaal Bestuur
- Finansiële Administrasie

3.1 REVENUE

3.1.1 Accounts and Meter readings

The important comparative statistics in relation to accounts is shown in the table below:

3.1 INKOMSTE

3.1.1 Rekeninge en meterlesings

Die belangrike vergelykende statistiek met betrekking tot rekeninge word getoon in die tabel hieronder:

Activities	Jun-16	Jul-16	Aug-16
Meter readings:			
No. of meter readings by meter readers	12 802	12 920	12,948
No. of readings estimated	1 134	1 022	1,076
No. of readings by owners	378	371	360
Metering online	70	70	70
Total number of meters	14 384	14 383	14,454
Completion date of meter readings	17/06/2016	14/07/2016	19/08/2016
No. of re-readings performed	429	354	386
No. of changes after re-readings	116	92	118
% of meters read correctly first time	99.09%	99.29%	99.09%
Faulty meters to technical dept.	0	0	106
Zero Consumption to tech, dept.	0	0	148
Faulty meters replaced	27	35	8
Water Connections	3	2	3
New Sewerage Connections	1	1	3
Disconnections	23	19	19
% of meters estimated	7.88%	7.11%	7.44%

Rates clearance certificates	Jun-16	Jul-16	Aug-16
Erfs subdivided	1	0	0
Application for clearance certificates		28	73
Clearance certificates issued		9	54
Deeds registrations	7	112	80
Consolidations	0	0	0

Nota. Skattings redes by Meterlesings Note Estimates - Meter readings	Jun-16	Jul-16	Aug-16
Meter locked	45	38	42
Gate locked	530	413	468
Under Ground	70	66	54
Beneath rubble	17	18	27
Under water	31	52	45
Dogs	162	109	131
Meter unreadable	29	77	29
Can't find mete/Vehicles parked on meter	268	249	277
Unread	1	0	3
	1 153	1 022	1 076

3.1.1.1 Billing dates

3.1.1.1 Heffingsdatums

Billing:	Jun-16	Jul-16	Aug-16
Debt raising date	21/06/2016	21/07/2016	22/08/2016
Date of account postage	24&27/06/2016	01&02/08/2016	26/08/2016
Debtor reconciliation (Debtors/Votes/Age analysis)	01/07/2016	01/08/2016	01/09/2016
Electricity Pre paid Reconciliation	01/07/2017	01/08/2016	01/09/2016

3.1.1.2 Number of informal households with access to basic services without accounts

3.1.1.2 Aantal informele huishoudings met toegang tot basiese dienste sonder rekeninge

Number of informal households with access to basic services without accounts	Jun-16	Jul-16	Aug-16
- N'duli (Polo cross)	1 096	1 096	1 096
- PA Hamlet (Phase 3 & 4)	0	0	0
- PA Hamlet (Phase 5)	0	0	0
- Tulbagh (Chris Hani)	534	534	534
- Wolseley (Pine Valley)	311	311	311
Total	1 941	1 941	1 941

Explanation:

Last figures received from housing department end June 2016.

Verduideliking:

Laaste syfers ontvang vanaf Behuising einde Junie 2016.

3.1.1.3 Number of customers with accounts

Number of customers with accounts	Jun-16	Jul-16	Aug-16
Electricity - Conventional	2 929	2 928	2 929
Electricity - Prepaid	9 972	9 982	9 991
Property rates	14 058	15 990	14 084
Refuse removal	12 024	12 025	12 025
Sewerage	12 490	12 492	12 496
Water	12 444	12 447	12 451
Other	11 886	11 628	11 097
Total number of accounts printed	14 769	15 036	14 596
Total number accounts emailed	2 041	2 608	2 592

FINANCE MONTHLY REPORT AUGUST 2016 / FINANSIES MAANDELIKSE VERSLAG – AUGUSTUS 2016

Debiteure heffing vir die maand is soos volg / Debtor levies for the month are as follows:

Service Description	Jun-16	Jul-16	Aug-16
Assessment Rates (Monthly)	2 681 148.58	2 376 790.74	2 919 122.17
Assessment Rates (Yearly)	725 129.78	25 514 964.04	
Electricity	17 400 754.17	20 901 674.04	18 943 302.78
Refuse Removal	2 580 177.74	2 362 496.46	2 367 482.08
Sewerage	2 229 394.66	2 776 425.89	2 748 537.64
Water Levies	4 362 940.25	4 172 510.83	3 159 860.48
Rental	27 097.38	26 742.28	26 654.13
Housing	12 684.17	0.00	0.00
Loans	554.34	0.00	0.00
Indigent subsidy	-1 272 797.86	-1 205 779.41	-1 148 918.59
Sundries	85 400.40	73 157.32	80 222.33
Total	R28 832 483.61	R56 998 982.19	R29 096 263.02

Explanation:

Water levies for Ceres and PA Hamlet back to normal. Water restrictions lifted.

Verduideliking:

Water tariewe vir Ceres en PA Hamlet terug na normaal. Waterbeperkings opgehef.

3.1.4 Pre-paid Electricity Sales

3.1.4 Vooruitbetaalde Elektrisiteit Verkope

	Jun-16	Jul-16	Aug-16
Total Pre Paid Meters	9 972	9 982	9 991
Total Free units(Indigents)	107 320	108 170	103 440
Cost of free Units	R 89 075.60	R 94 107.90	R 89 992.80
Units sold	2 648 055.8	2 769 208.9	2 536 652.2
Cost of units sold	R 2 951 614.10	R 3 330 092.59	R 3 024 367.98
Vat Amount	R 425 734.58	R 479 427.63	R 436 052.13
Auxillary Amount	R 2 085.00	R 2 202.71	R 2 370.00
Total Amount Pre Paid	R 3 468 509.28	R 3 905 830.83	R 3 552 782.91

3.1.5 Indigent Households

3.1.5 Behoeftige Huishoudings

Mechanisms	Jun-16	Jul-16	Aug-16
Approved Indigent households:			
No. of households at beginning of the month:	2 658	2 673	2 707
Additions during the month	241	233	224
Cancellations during the month	226	199	357
No. of households at end of the month:	2 673	2 707	2 574
	Jun-16	Jul-16	Aug-16
Cost of Indigent to Council(403131121)	R1 117 652.35	R1 041 163.29	R990 932.36

Explanation:

Indigent decreased from 2707 to 2574 at end of August 2016.
Cost to Council – VAT Excluded.

Verduideliking:

Deernis het afgeneem vanaf 2 707 na 2 574 einde Augustus 2016.

3.1.6 Rates clearances

3.1.6 Belasting Uitklarings

Rates clearance certificates	Jun-16	Jul-16	Aug-16
Plots subdivided	1	0	0
Application for clearance certificates		28	73
Clearance certificates issued		9	54
Deeds registrations	7	112	80
Consolidations	0	0	0

3.1.7 Outstanding Debtors

The important comparative statistics in relation to accounts is shown in the table below. The table below provides an age analysis of the debtors as at 31 August 2016:

3.1.7 Uitstaande Debiteure

Die belangrike vergelykende statistiek met betrekking tot rekeninge word getoon in die tabel hieronder. Die tabel hieronder voorsien 'n ouderdomsanalise van Debiteure soos op 31 Augustus 2016:

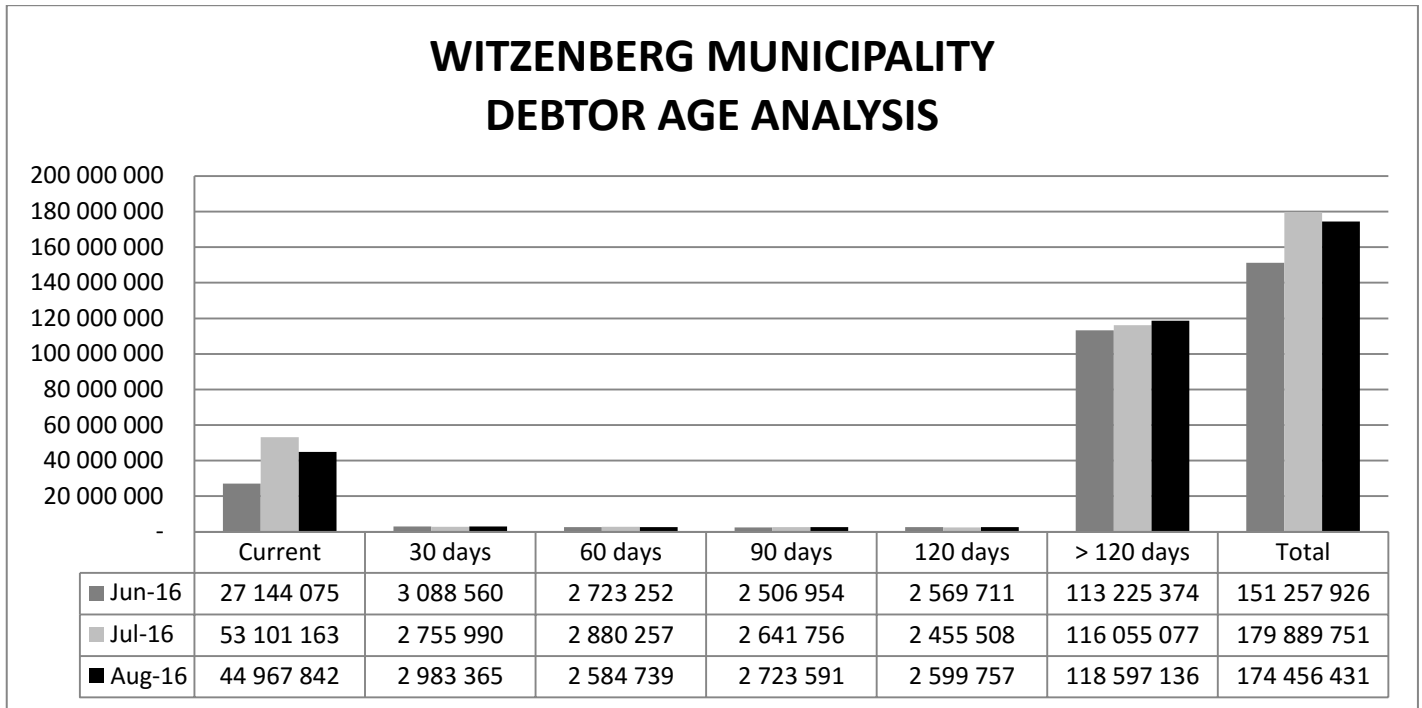
Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total -	%
Debtors Age Analysis By Income Source										
	R	R	R	R	R	R	R	R	R	
Water	4 146 844	1 040 107	1 068 584	1 188 562	1 165 531	971 899	5 142 780	31 369 480	46 093 790	26.42%
Electricity	17 954 361	347 190	249 274	237 134	245 981	244 878	1 343 481	3 005 901	23 628 200	13.54%
Property Rates	18 784 375	451 354	185 183	209 175	166 679	141 985	2 311 595	11 845 624	34 095 971	19.54%
Waste Water Management	2 937 314	479 008	464 158	420 539	394 670	439 501	2 240 682	14 207 821	21 583 693	12.37%
Waste Management	2 419 974	560 772	506 835	511 816	479 058	468 339	2 674 723	17 346 584	24 968 101	14.31%
Property Rental Debtors	47 363	17 449	17 185	16 733	16 649	16 381	94 081	800 723	1 026 563	0.59%
Interest on Arrear Debtor Accounts	80 507	60 427	63 251	105 625	103 547	117 627	1 126 723	21 536 629	23 194 336	13.30%
Other	-1 402 896	27 058	30 268	34 006	27 640	33 309	205 237	911 154	-134 223	-0.08%
Total By Income Source	44 967 842	2 983 365	2 584 739	2 723 591	2 599 757	2 433 919	15 139 302	101 023 915	174 456 431	
%	25.78%	1.71%	1.48%	1.56%	1.49%	1.40%	8.68%	57.91%	100.00%	
Debtors Age Analysis By Customer Group										
Organs of State	8 443 814	97 608	71 717	72 564	63 853	42 027	906 867	1 916 655	11 615 105	6.66%
Commercial	20 991 376	500 230	289 922	318 640	277 290	310 904	1 894 609	8 220 935	32 803 906	18.80%
Households	12 572 862	2 171 645	2 037 066	2 166 123	2 082 236	1 894 725	11 043 009	86 467 979	120 435 645	69.03%
Other	2 959 790	213 882	186 034	166 265	176 377	186 263	1 294 818	4 418 346	9 601 774	5.50%
Total By Customer Group	44 967 842	2 983 365	2 584 739	2 723 591	2 599 757	2 433 919	15 139 302	101 023 915	174 456 431	100.00%
%	25.78%	1.71%	1.48%	1.56%	1.49%	1.40%	8.68%	57.91%	100.00%	

3.1.8 DEBITEURE OUDERDOMSANALISE

3.1.8 VERGELYKING

The graph below shows a comparison of the age analysis of this month to the previous month:

Die grafiek hieronder vergelyk die ouderdomsanalise van hierdie maand met die vorige maand:



Explanation:

Increase in outstanding amounts due to annual rates debit raising payable on 30 September 2016.

Verduideliking:

Verhoging in uitstaande skuld as gevolg van jaarlikse belasting heffing betaalbaar op 30 September 2016.

3.1.9 RECEIPTING

Table below indicates the value of receipts by the different cashiers or collecting agencies:

3.1.9 ERKENNING VAN ONTVANGS

Die onderstaande tabel dui die waarde van kwitansies soos gevorder deur die onderskeie kassiere en invorderings agentskappe:

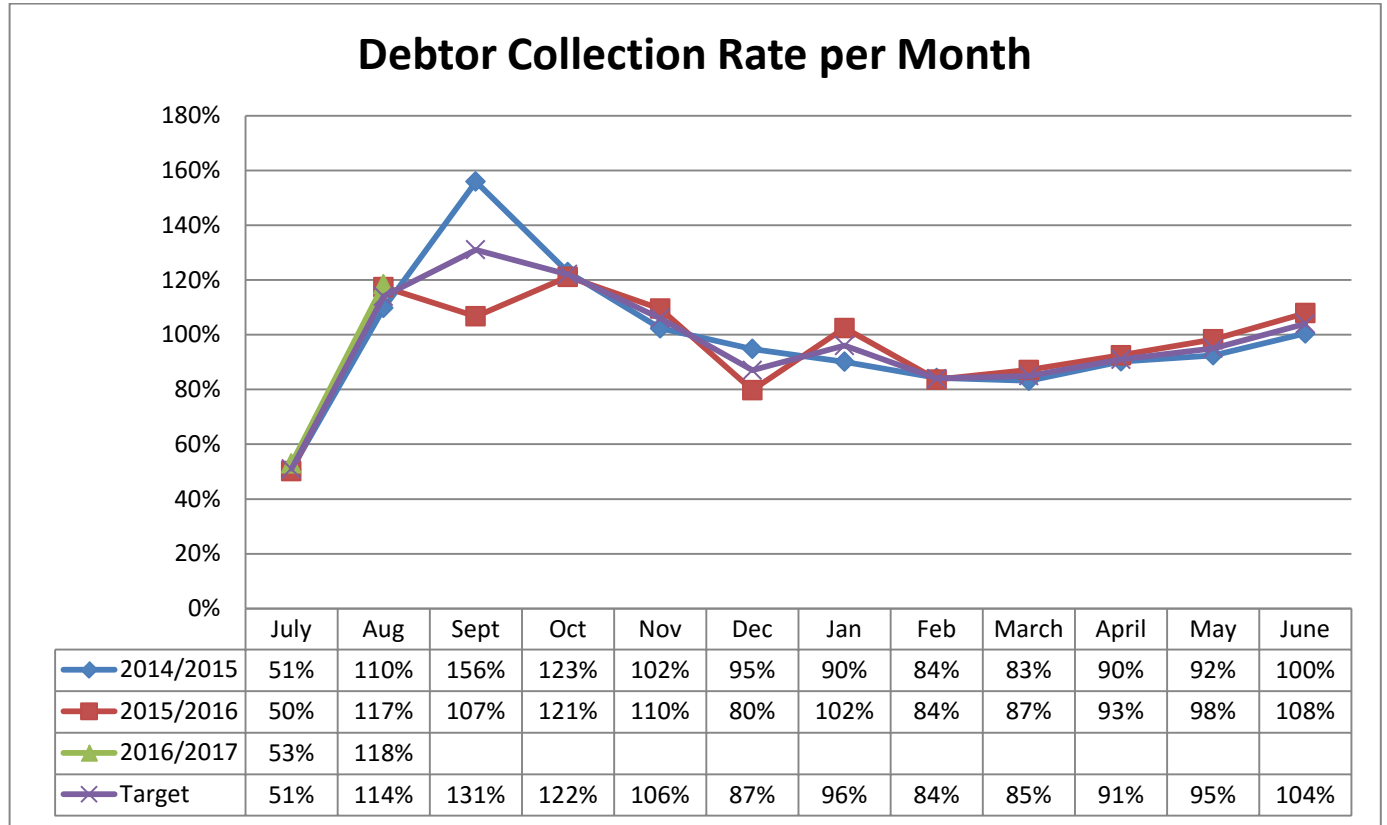
Collecting agent	Jun-16	Jul-16	Aug-16
Third party agents:	7 327 559.09	6 292 912.08	7 907 849.59
Syntell	R 3 452 852.10	R 3 408 606.80	R 3 736 605.10
Pay a bill	R 402 510.02	R 324 486.78	R 422 285.46
Easy pay	R 2 511 103.92	R 1 782 552.75	R 2 813 516.15
<u>Pay@</u>	R 468 277.03	R 301 186.78	R 431 111.61
ACB	R 492 816.02	R 476 078.97	R 504 331.27
Cashiers:	R 121 191 624.46	R 53 682 916.43	R 38 653 009.65
<i>Transfer(Senior Cashier)</i>	R 117 859 116.37	R 50 358 122.13	R 34 758 435.41
RMC 1 - Ceres	R 869 090.15	R 1 026 841.43	R 1 276 025.94
RMC 2 - Ceres	R 1 023 679.24	R 879 158.01	R 719 318.72
RMC 3 - Ceres			
RMC 4 - Ceres	R 14 383.66		R 187 443.14
RMC 6 - Tulbagh	R 549 197.51	R 571 410.57	R 591 922.33
RMC 7 - Wolseley	R 585 788.41	R 550 917.20	R 555 514.59
RMC 8 - Hamlet	R 57 914.93	R 55 373.15	R 57 736.23
RMC 9 - Op-die-Berg	R 35 243.39	R 36 592.60	R 37 717.20
RMC 10 - Thusong Center	R 197 210.80	R 204 501.34	R 468 896.09
Back office receipting	R -155 140.95	R 516.00	R -37 957.85
Total Cash Receipted	R 128 364 042.60	R 59 976 344.51	R 46 522 901.39

3.1.9.1 Receipting

3.1.9.1 Erkenning van Ontvangste

Cashiers:	Jun-16	Jul-16	Aug-16
Average of all Cashiers			
Number of transactions	4 434	4 669	4 661
Number of days operational	189	189	198
Number of receipts cancelled	15	19	28
Amount receipted	R 121 191 624.46	R 53 682 916.43	R 38 653 009.65
Value of variances in end of days - Surplus/(Shortage)			
Average number of transactions per day	23.46	24.70	23.54
Percentage cancelled receipts	0.34%	0.41%	0.60%
Percentage variances in end of days	0.00%	0.00%	0.00%

3.1.10 DEBTOR COLLECTIONS RATE PER MONTH



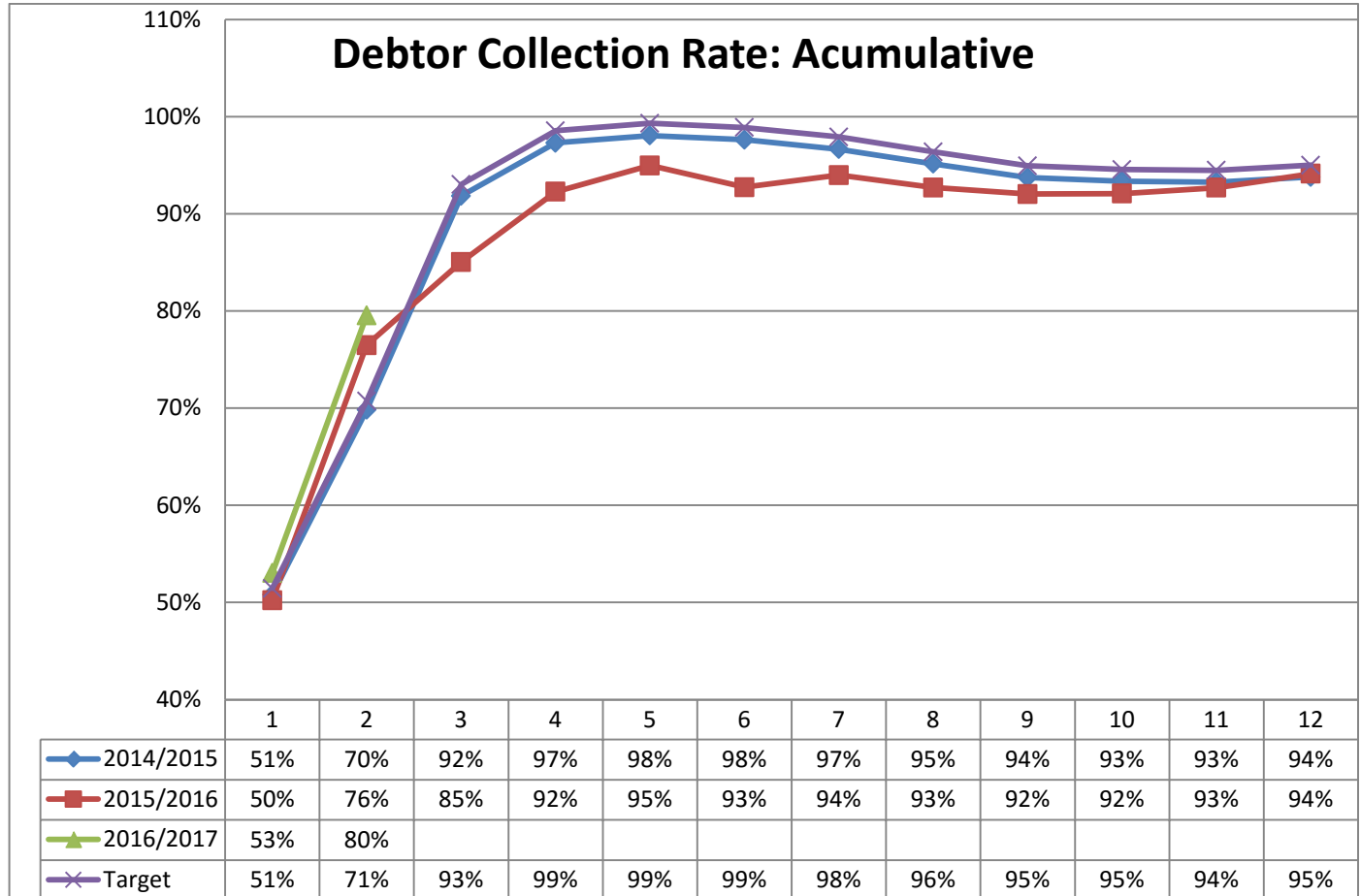
Explanation:

The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 114% while the actual figure for August 2016 amounts to 118% in comparison to the corresponding month of the previous year 117%.

Verduideliking:

Die doel van hierdie grafiek is om die doeltreffendheid van die verhalings te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 114%, terwyl die syfer vir Augustus 2016 118% beloop in vergelyking met die vorige jaar 117%.

3.1.11 DEBTOR COLLECTION RATE ACCUMALATIVE



Explanation:

The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 71% while the actual figure is 80%.

Verduideliking:

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van skuld te illustreer teen die teikens gestel vir die jaar. Die teiken vir die jaar tot datum is 71%, terwyl die werklike syfer 80% beloop.

3.1.12 SUMMARY OF OUTSTANDING DEBT

Die tabel hieronder verskaf 'n opsomming van uitstaande skuld:

	Jun-16	Jul-16	Aug-16
Councillors:			
Deferments	-3271.74	0	3381.72
Current	6 075.57	6 483.31	23 797.77
30 days	9.38	4.81	20 304.98
60 days	-	-	2 923.06
90 days	-	-	2 826.72
> 90 days	-	-	58 603.56
Total	R 2 813.21	R 6 488.12	R 111 837.81
Employees:			
Deferments	69599.82	110603.58	111387.88
Current	50 666.23	56 601.32	105 461.51
30 days	7 330.82	7 838.46	15 523.22
60 days	1 517.42	2 007.81	5 109.42
90 days	1 638.27	1 524.96	1 473.64
> 90 days	67 574.88	69 232.37	71 018.98
Total	R 198 327.44	R 247 808.50	R 309 974.65
Government Departments:			
Current	301 938.27	1 042 021.06	2 129 572.32
30 days	14 736.10	18 987.88	721 314.61
60 days	7 241.11	6 839.89	1 023 661.38
90 days	6 017.98	6 353.15	11 803.37
> 90 days	605 803.27	499 901.39	370 848.82
Total	R 935 736.73	R 1 574 103.37	R 4 257 200.50
Schools & Hostels:			
Deferment	-1592.84		16333.74
Current	319 512.20	396 858.28	258 305.29
30 days	88 266.38	182 387.36	145 143.77
60 days	49 272.51	49 040.43	43 176.45
90 days	22 534.80	32 964.42	37 421.54
> 90 days	395 738.20	297 330.94	422 354.07
Total	R 873 731.25	R 958 581.43	R 922 734.86
Indigent households			
Deferments	3 651 464.24	4 265 151.09	4084812.59
Current	434 388.47	470 084.77	553017.53
30 days	402 338.75	356 922.67	351379.32
60 days	405 348.11	399 077.92	306762.24
90 days	347 950.67	375 755.50	372296.6
> 90 days	8 842 378.62	9 555 560.14	9370421.09
Total	R 14 083 868.86	R 15 422 552.09	R 15 038 689.37

3.1.12.1 50 Highest Business and Government Accounts

Attached as Annexure M

3.1.12.1 50 Hoogste besigheid- en regering rekeninge:

Aangeheg as Bylae M

3.1.13 Credit Control Mechanisms

The table below indicates the number of mechanisms instituted:

3.1.13 Kredietbeheer meganismes

Die tabel hieronder toon die aantal meganismes ingestel:

Disconnection of services:	Jun-16	Jul-16	Aug-16
No. of customers on the disconnections lists	2 644	2 824	2 558
No. already block	1 518	1 620	1 586
No. of new disconnections for the month:			
- Prepaid	775	599	896
- Conventional	57	0	53
Number reconnected:			
- Prepaid	49	0	711
- Conventional	261	174	51
Reconnected :due to faulty groupings and Indigent and poor households			
No. of customers still disconnected	1 620	1 586	1 610
% of disconnections executed	89%	79%	99%

Explanation:

Tender for connections and disconnections not yet completed.

Verduideliking:

Tender van aansakel en afsakel van konvensionele krag nog nie afgehandel nie

3.2.1 Demand and Acquisition

3.2.1 Aanvraag en Verkryging

3.2.1.1 Advertisement stage

3.2.1.1 Adverteringsfase

The following competitive bids are currently in the advertisement stage:

Die volgende mededingende tenders is tans in die adverterings Fase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/13/89	Supply, upgrade and replacement of water networks in the Witzenberg area	30-Sep-2016
08/2/13/90	Supply, upgrade and replacement of Sewer networks in the Witzenberg area	30-Sep-2016
08/2/14/93	Supply and delivery of Electrical cables	21-Sep-2016
08/2/14/02	Appointment of an auctioneer	04-Oct-2016
08/2/13/08	Maintenance of water meters in the Witzenberg area	16-Sep-2016
08/2/14/09	Electrical and mechanical maintenance of water and sewer pump stations and treatment works in Witzenberg for a period of 24 months	06-Sep-2016
08/2/14/11	Supply, delivery and installation of vinyl flooring at Witzenville community hall	23-Sep-2016
08/2/14/12	Sale of portion 1 of farm 276, Duivelsberg & remainder of farm 274, Twistniet, Tulbagh RD	16-Sep-2016

The following formal written price quotations are currently in the advertisement stage:

Die volgende formele geskrewe pryskwotasies is tans in die Adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/14/03	Supply and delivery of Protective clothing	14-Sep-2016
08/2/14/04	Lease of the Café building in Pine Forest holiday resort	14-Sep-2016
08/2/14/05	Lease of the Café building at N'duli and PA Hamlet swimming pools	14-Sep-2016

3.2.1.2 Evaluation stage

3.2.1.2 Evaluering stadium:

The following competitive bids are currently in the evaluation stage:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/13/72	Roads and Storm water maintenance in Witzenberg area	24-Jun-2016	12-Jul-2016 Referred back revised report received 01-Sep-2016	E Lintnaar
08/2/13/82	Provision of Security Services	15-Aug-2016	Awaiting	C Wessels
08/2/13/91	Supply and fitment of new tyres, tubes and provision of tyre repair and other related services	26-Aug-2016	Awaiting	B vd Watt
08/2/13/92	Supply, delivery & fitment of vehicle batteries	26-Aug-2016	Awaiting	B vd Watt

The following formal written price quotations are currently in the evaluation stage:

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/13/80	Supply, delivery and assemble of office furniture	15-Aug-2016	Awaiting	C Wessels
08/2/13/87	Service Provider For Training Of Municipal Officials On Law Enforcement For Peace Officers (LEPO) Short Course: NQF 5 (12 Credits)	15-Jun-2016	24-Jun-2016 Awaiting feedback from Manager: HR	I Swartbooi

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

No competitive bid is currently in the adjudication stage.

Geen mededingende tenders is tans in die toekenningsfase nie.

No formal written price quotations are currently in the adjudication stage.

Geen formele geskrewe prys kwotasie is tans in die toekenningsfase.

3.2.1.4 Bids awarded

3.2.1.4 Tenders toegeken

Paragraph 5(3) of Council's Supply Chain Management Policy states that, "An official or bid adjudication committee to which the power to make final awards has been sub delegated in accordance with subparagraph 5(2) must within five days of the end of each month submit to the official referred to in subparagraph 5(4) a written report containing particulars of each final award made by such official or committee during that month, including-

- (a) the amount of the award;
- (b) The name of person to whom the award was made; and
- (c) The reason why the award was made to that person."

Paragraph 5(4) (a) further states that the written report referred to above, must be submitted to the accounting officer.

The following competitive bids were awarded by the Bid Adjudication Committee during the month of August 2016:

Paragraaf 5 (3) van die Raad se Voorsienings Kanaal Beleid state wat, "n beampte of Bodtoekenningskomitee aan wat finale toekennings te maak het is sub gedelegeer in ooreenstemming met subparagraaf 5 (2) moet binne 5 dae van die einde van elke maand aan die beampte bedoel in subparagraaf 5 (4) 'n skriftelike verslag wat besonderhede bevat van elke finale toekenning wat deur so 'n beampte of komitee gedurende die maand, insluitend-

- (a) die bedrag van die toekenning;
- (b) Die naam van die persoon aan wie die toekenning gemaak is, en
- (c) Die rede waarom die toekenning gemaak is aan daardie persoon."

Paragraaf 5 (4) (a) bepaal verder dat die geskrewe verslag waarna hierbo verwys word, moet voorgelê word aan die rekenpligtige beampte.

Die volgende mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende Augustus 2016:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/13/47	05-Aug-2016	Universal Knowledge Software	Service provider for Library science Learnership training SAQA ID: 58624 (Re-advertisement)	Only responsive bidder	Based on tendered rates with an estimated value of R 199 528.04 (Incl. VAT)

08/2/13/54	19-Aug-2016	Various Bidders	Sale of residential erven in Ceres, Bella Vista, Wolseley, Tulbagh and Prince Alfred's Hamlet	Bidders offered the highest price	Based on tendered rates with
08/2/13/58	26-Aug-2016	F2 Waardeerders CC t/a Suid Kaap Waardeerders	Service provider for compilation and maintenance of general valuation roll, supplementary valuation roll and other related valuation services for Witzenberg Municipality	Bidder scored the highest points	Based on tendered rates with an estimated value of R 1 871 538.00 (Incl. VAT)

The following bid was awarded by the Accounting Officer during the month of August 2016:

Die volgende tender was toegeken deur die Rekenpligtige Beampte gedurende Augustus 2016:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
CES 17/2014	02-Aug-2016	Various service providers on roster system	Provision of engineering services for various projects	Transversal Procurement: SCM Regulation 32	Based on tendered rates

3.2.1.5 Paragraph 8 (4): Cancellation and re-invitation of tenders

Paragraph 8 (4) of the Preferential Procurement Regulations of 2011 states the following:

An organ of state may, prior to the award of a tender, cancel a tender if-

(a) due to changed circumstances, there is no longer need for the goods or services tendered for; or

(b) funds are no longer available to cover the total envisaged expenditure; or

© no acceptable tenders are received.

The following formal written price quotation or competitive bid was cancelled during the month of August 2016:

3.2.1.5 Paragraaf 8 (4): Kansellasië en her-uitnodiging van tenders

Paragraaf 8 (4) van die Voorkeur Verkrygings Regulasies van 2011 bepaal die volgende:

'n staats instansie mag op voor die toekenning van 'n tender, 'n tender te kanselleer indien-

(a) as gevolg van veranderde omstandighede, daar is nie meer nodig vir die goedere of dienste aangebied;

(b) fondse is nie meer beskikbaar om die totaal in die vooruitsig gestel uitgawes te dek;

(c) geen aanvaarbare tenders ontvang is.

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Augustus 2016:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/13/46	05-Aug-2016	Training of municipal officials on a Life guard swimming pool course	Bid validity period lapsed

3.2.1.6 Paragraph 19 (1) I and 19 (2): Formal written price quotations

Paragraph 19(1) I of Council's Supply Chain Management Policy states that: *"if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the chief financial officer or an official designated by the chief financial officer"*

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Formele geskrewe kwotasies

Paragraaf 19 (1) (c) van die Raad se Voorsieningskanaal Beleid meld dat: *"As dit nie moontlik is om ten minste drie kwotasies te bekom nie, moet die redes aangeteken en goedgekeur word deur die hoof finansiële beampte of 'n beampte aangewys deur die hoof finansiële beampte"* Paragraaf 19 (2) van die Raad se Voorsieningskanaal

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Paragraph 19(2) of Council's Supply Chain Management Policy states that: *"A designated official referred to in subparagraph 19(1) I must within three days of the end of each month report to the chief financial officer on any approvals given during that month by that official in terms of that subparagraph."*

Bestuur Beleid meld dat: *"n aangewese beampte waarna in subparagraaf 19 (1) verwys (c) moet binne 3 dae van die einde van elke maand verslag aan die hoof finansiële beampte op enige goedkeurings gegee tydens daardie maand deur daardie beampte in terme van daardie subparagraaf."*

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o. sub delegation
11-Aug-2016	Human Communications (Pty) Ltd	Advertisement for Appointment of Audit, Risk and Performance committee members	Lowest responsive quotation	R 11 849.26 (Incl. VAT)	Chief Financial Officer	11-Aug-2016
11-Aug-2016	Human Communications (Pty) Ltd	Advertisement of Bids: 08/2/13/91, 08/2/13/92, 08/2/14/08.	Lowest responsive quotation	R 8 783.18 (Incl. VAT)	Chief Financial Officer	11-Aug-2016
15-Aug-2016	Ceres Spar	Catering for Council Meeting 17 August 2016.	Lowest responsive quotation	R 3 648.65 (Incl. VAT)	Chief Financial Officer	15-Aug-2016
15-Aug-2016	Boland Drukpers	Printing of Councilor's Booklets	Only responsive quotation	R 3 750.60 (Incl. VAT)	Chief Financial Officer	15-Aug-2016
16-Aug-2016	Rustic Venues	Accommodation & Catering for Learner ship Camp 19-21 Aug 2016	Lowest responsive quotation	R 14 900.00 (Incl. VAT)	Chief Financial Officer	16-Aug-2016
19-Aug-2016	Breerivier Training Development	Digger Loader training 12 July 2016	Lowest responsive quotation	R 2 602.05 (Incl. VAT)	Chief Financial Officer	19-Aug-2016
19-Aug-2016	Breerivier Training Development	Training for Convey Dangerous Goods	Lowest responsive quotation	R 4 816.50 (Incl. VAT)	Chief Financial Officer	19-Aug-2016
26-Aug-2016	Human Communications (Pty) Ltd	Advertisement for bid 08/2/14/12, Erratum: 08/2/14/08	Lowest responsive quotation	R 8 051.25 (Incl. VAT)	Chief Financial Officer	26-Aug-2016
29-Aug-2016	Lexis Nexis	Supply and Delivery of Local Government Libraries	Lowest responsive quotation	R 21 117.70 (Incl. VAT)	Chief Financial Officer	29-Aug-2016
30-Aug-2016	Human Communications (Pty) Ltd	Advertisement for bid 08/2/13/93, 08/2/13/89 and 08/2/13/90	Lowest responsive quotation	R 10 978.98 (Incl. VAT)	Chief Financial Officer	30-Aug-2016

3.2.1.7 Paragraph 20 (d): Policy Compliance

Paragraph 20(d) of Council's Supply Chain Management Policy states that: *The procedure for the procurement of goods or services through written quotations or formal written price quotations is as follows: the accounting officer or chief financial officer must on a monthly basis be notified in writing of all written quotations and formal written price quotations accepted by an official acting in terms of a sub delegation.*

3.2.1.7 Paragraaf 20 (d): Beleidsvoldoening

Paragraaf 20 (d) van die Raad se Voorsieningskanaal Beleid bepaal dat: *"Vir die verkryging van goedere of dienste deur middel van geskrewe kwotasies of formele geskrewe kwotasies proses is soos volg: die rekenpligtige beampte of hoof finansiële beampte moet op 'n maandelikse basis in kennis gestel word in skriftelik van alle geskrewe kwotasies en formele geskrewe kwotasies aanvaar deur 'n amptenaar wat in terme van 'n sub-afvaardiging."*

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For the purpose of this report, only the formal written price quotations will be reported on.

Vir die doel van hierdie verslag, sal slegs die formele geskrewe kwotasies gerapporteer word.

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of August 2016:

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Augustus 2016:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/14/1	24-Aug-2016	Siyphambili Electrical & Industrial Supplies CC	Supply and delivery of 10mm ² PCL airdac cable	Bidder scored the highest points	R 101 160.00 (incl. VAT)	Director: Technical Services

3.2.1.8 Appeals

The following appeals were lodged during August 2016.

3.2.1.8 Appèlle

Geen appèlle is gedurende Augustus 2016 ontvang nie.

3.2.1.9 Deviations

Paragraph 44(3) of Council's Supply Chain Management Policy states that: *The accounting officer must record the reasons for any deviations in terms of subparagraphs (1) (a) and (b) of this policy and report them to the next meeting of the council and include as a note to the annual financial statements.*

The following table contains the approved deviations by the Accounting Officer for the month of August 2016 which totals R 2 010 252.44:

3.2.1.9 Afwykings

Paragraaf 44 (3) van die Raad se Voorsieningskanaal Beleid meld dat: *"Die rekenpligtige beampte moet teken die redes vir enige afwykings in terme van subparagrafe (1) (a) en (b) van hierdie beleid en rapporteer dit aan die volgende vergadering van die raad en sluit as 'n nota tot die jaarlikse finansiële state."*

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Augustus 2016 wat beloop op die totaal van R 2 010 252.44:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
01-Aug-16	Ignite Advisory Services (PTY) Ltd	Supply, install and maintain of web based compliance & SDBIP system	Impractical	141307	200 432.88
01-Aug-16	Ceres Plant Hire	Repair Concrete Cutter	Impractical	141327	2 187.30
01-Aug-16	Spilhaus Ceres	Emergency Works Bella Vista Pipeline	Emergency	141329	2 724.60
01-Aug-16	Giovanni's Fisheries	Food and Beverages for Emergency workers	Emergency	141331	390.00
01-Aug-16	South African Post Office	Distribution of Newsletters within the Witzenberg Area	Single supplier	141332	3 660.30
02-Aug-16	Transnet	Monthly Rental Erf 2376 - August 2016	Impractical	141340	7 138.17
10-Aug-16	Witzenberg Herald	Advert: Audit, risk & perf. Mgt.	Single supplier	141453	3 120.00

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Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
10-Aug-16	Witzenberg Herald	Advert: Tenders 08/2/13/91, 08/2/13/92 and 08/2/14/08	Single supplier	141454	2 808.00
11-Aug-16	Witzenberg Herald	Public Notice of Council Meeting	Single supplier	141464	3 120.00
12-Aug-16	Institute of Internal auditors (SA)	Membership fees 2016-2017	Single supplier	141514	9 172.80
15-Aug-16	HSM Amanzi	Emergency repair work at Pittebos pump station	Emergency	141529	296 992.80
15-Aug-16	HSM Amanzi	Electrical & Mechanical repair work at Water & Sewer pump stations in Witzenberg	Single supplier	141546	513 000.00
16-Aug-16	Witzenberg Herald	Publication of Notice: Interruption of Water Supply 23 / 25 August 2016:Bella Vista; Ceres & Nduli Area	Single supplier	141589	3 159.00
17-Aug-16	Giovanni's Fisheries	Food and Beverages for Emergency workers	Emergency	141614	150.99
18-Aug-16	Mpact Plastic Containers (Pty) Ltd	RFID Tags for the Wheelie Bins	Impractical	141638	7 980.00
18-Aug-16	ICE Group (Edms) BPK	Professional Fees: Account Nr.2 & Account Nr.3	Impractical	141640	491 784.91
18-Aug-16	Ceres Alarms	Repair of gate motor at Main Building	Impractical	141642	6 224.40
22-Aug-16	Pitney Bowes Batsumi Enterprise	Postage on franking machine	Single supplier	141694	9 600.00
23-Aug-16	Beka Schröder	Supply of 125W Post top Lanterns	Single supplier	141713	24 213.60
23-Aug-16	Beka Schröder	Supply of Light fittings 400W	Single supplier	141714	66 872.40
23-Aug-16	Johan Bezuidenhout Attorneys	Legal Services Rendered	Impractical	141732	1 019.20
24-Aug-16	Giovanni's Fisheries	Food and Beverages for Emergency workers	Emergency	141747	410.00
24-Aug-16	AAD Truck & Bus	Supply for Switch Assembly / Combination for CT 6608	Impractical	141757	7 374.87
25-Aug-16	Witzenberg Herald	Publish notice: New Council	Single supplier	141778	12 168.00
26-Aug-16	AAD Truck & Bus	Replace clutch kit, booster & bearing	Emergency	141787	28 002.94
29-Aug-16	HSM Amanzi	Emergency repair work at Akkerbos pump station	Emergency	141826	296 463.84

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Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
30-Aug-16	Witzenberg Herald	Publish of Advert bid 08/2/14/4, 08/2/14/5 & 08/2/14/14. Extension of closing date 08/2/14/8	Single supplier	141860	3 588.00
31-Aug-16	Syntell (PTY) Ltd	Programming of controller at Voortrekker- & Vos Street intersection	Single supplier	141870	6 493.44

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
June 2016	R 960 114.82	R11 291 444.67	8.50%
July 2016	R 735 648.45	R8 859 617.01	8.31%
August 2016	R 2 010 252.44	R13 211 652.31	15.21%

Logistics

The table below contains a high level summary of information regarding the stores section:

Logistieke

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

	30 June 2016	31 July 2016	31 August 2016
Value of inventory at hand	R4 584 837.39	R4 471 736.37	R4 547 721.22
Turnover rate of total value of inventory (Norm 1,5 times for the third quarter)	1.43 times	1.44 times	1.50 times
Turnover rate excluding Chinese meters	1.46 times	1.47 times	1.53 times
Date of latest stores reconciliation	05.09.2016		
Date of last stock count	29.06.2016		
Date of next stock count	28.09.2016		

Expenditure

Uitgawes

3.2.3.1 Salaries section

The high level information with regard to the salary is contained in the table below:

3.2.3.1 Salaris afdeling

Die hoë vlak van inligting met betrekking tot die salarisse is vervat in die tabel hieronder:

	June 2016	July 2016	Aug 2016
Salaries – Cost to company	R10 292 287.98	R10,924,024.62	R11,005,315.46
Provisions included with salaries	R1 090 126.04	R1,090,631.46	R1,196,704.52
Number of Employees and Councillors included in run	557	557	568
Number of Ward members receiving allowance	111	113	0
Balancing amount	R184 226.62	R127 050.25	R156 841.91

3.2.3.2 Creditors Section

3.2.3.2 Krediteure afdeling

An age analysis of the creditors with comparative figures for the previous months is as shown in the table below:

'n Ouderdomsontleding van die Krediteure met vergelykende syfers vir die vorige maande word in die tabel hieronder aangedui:

Period	< 30 days	< 60 days	< 90 Days	< 120 days	< 150 days	< 180 days	< 365 days	> 365 days	Total
June 2016	17 083 690	415 127	54 904	0	0	3 522 853	0	0	R21 076 574
July 2016	757 419	2 312 986	32 762	1 077	0	0	0	0	R3 104 244
Aug 2016	784 032	6 937	0	0	0	0	0	0	R790 969

The table below indicates the highest creditors outstanding longer than 30 days:

Name of creditor	July 2016 Amount	Aug 2016 Amount	Description	Reason
INCLEDON CAPE		1 112	VARIOUS GOODS DELVIED	DID NOT APPEAR ON STATEMENT
ARB ELECTRICAL	16 080	5 825	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES PLANT HIRE	860		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES BUILD IT	7 317		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES SPAR	559		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
FORMS INDEPENDENT	866		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
GIOVANNIS FISHERIES	3 599		VARIOUS GOODS DELIVERED	DID NOT RECEIVED STATEMENT
LESVOS FISHERIES	22 250		VARIOUS GOODS DELIVERED	DID NOT RECEIVED STATEMENT
MANAGED INTEGRITY EVALUATION	7 334		MIE BACKGROUND SCREENING	DID NOT APPEAR ON STATEMENT
PC BERNING	20 431		CASE LOADER	DID NOT APPEAR ON STATEMENT
POWERREC	2 156 184		ELELCTRIFICATION OF BELLA VISTA	WAITING FOR BANKING INFORMATION
SANITECH	1 309		VARIOUS GOODS DELIVERED	DID NOT RECEIVED STATEMENT
TRIPLE ONE PRINTERS	379		PILOT VPN	DID NOT APPEAR ON STATEMENT
TOURVEST TRAVEL	85 846		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
WITZENBERG HERALD	12 168		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT

The high level information with regard to the creditor section is contained in the table below:

	May 2016	June 2016	July 2016	August 2016
Total value of creditors paid	R33,059,582	R35,015,805	R20,548,082	R 26 032 217
Date of creditor reconciliation	07/06/2016	12/07/2016	01/08/2016	01/09/2016

The table below contains the 10 highest creditor values outstanding:

Die tabel hieronder bevat die 10 hoogste uitstaande skuldeiser waardes:

Name of creditor	July 2016 Amounts Outstanding	Aug 2016 Amounts Outstanding	Description of goods/ services
KAAP AGRI	28 545	45 700	VARIOUS GOODS DELIVERED
BOLAND DRUKPERS	28 762		VARIOUS GOODS DELIVERED
DOOLING IT SOLUTIONS	38 082		VARIOUS GOODS DELIVERED
CHLORCAPE	52 508	77 132	CYLINDERS
ARB ELECTRICAL	60 642	40 128	VARIOUS GOODS DELIVERED
WCC CABLES AND ELECRTICAL SUPPLIES	68 640		FUSES, STRAYRODS,INDUSTRIAL PLUGS
KONICA MINOLTA	75 199		RENTAL/COPIES
JC SERVICES	92 057	65 447	HIRING OF LOADER
SOLETHU ENERGY	110 629		ELECTRIFICATION OF PINE VALLEY
POWERREC	2 156 184		ELECTRIFICATION OF BELLA VISTA
CERES SPAR		26 328	VARIOUS GOODS DELIVERED
VIKO/VILLIERSDORP		30 495	VARIOUS GOODS DELIVERED
KARSTEN HARDWARE		30 719	VARIOUS GOODS DELIVERED
UNIVERSAL TRADING		40 474	VARIOUS GOODS DELIVERED
TRANSFORM KWT TRUST		48 699	VARIOUS GOODS DELIVERED
DELNIET KONSTRUKSIE		48 996	HIRING OF D6 DOZERS

The table below contains the 10 highest value creditors paid for the month:

Die tabel hieronder bevat die 10 hoogste waarde krediteure uitbetaal vir die maand:

Name of creditor	July 2016	August 2016
MARTIN & EAST	7 765 929.47	
MASISEBENZE WATER SYSTEMS	2 359 800.00	1 415 264.40
AAD TRUCK & BUS	1 091 825.81	
PVR SERVICES AND SUPPLIES	900 858.21	
AWV PROJECT MANGEMENT	732 564.00	
H.S.M	538 779.11	
ABB SOUTH AFRIKA	510 217.55	
VENUS SECURITY SERVICES	493 419.71	722 228.08
UMZALI CIVILS	651 750.19	
ESKOM	20 545 283.41	22 397 150.61
ASLA		2 770 414.46
POWERREC		2 156 184.14
MULTIPART PETROL		247 685.77
DIE POSMEESTER		175 694.15
DELNIET KONSTRUKSIE		143 504.34
BDK TECHNOLOGIES		136 309.52
TOURVEST TRAVEL SERVICES		123 359.63

3.2.3.3 Petty Cash:

3.2.3.3 Kleinkas

Tipe Transaksie	July 2016		Aug 2016	
Type of transaction	Total	%	Total	%
Condolences, well wish cards, bouquets, flowers and keys for offices	R 2 282.40	35.12%	R 1 400.40	15.12%
Refreshments and caterings	R 2 751.30	42.33%	R 3 747.10	40.47%
Rent (Halls etc.);	R 0.00		R 0.00	
Refunds (Library book fees)	R 0.00	0.00%	R 0.00	0.00%
Payment of clients without bank accounts	R 0.00	0.00%	R 0.00	0.00%
Temporary vehicle licensing fees and public driver permits	R 48.00	0.74%	R 144.00	1.56%
Tollgate fees when an employee is driving with an official vehicle registered in the name of council	R 0.00	0.00%	R 0.00	0.00%
Approved in terms of 5 (b) (vi) of Petty Cash policy	R 1 417.20	21.81%	R 3 967.50	42.85%
GRAND TOTAL	R 6 498.90		R 9 259.00	

Petty cash: Cash at hand reconciliation

Kleinkas:

Kontant voorhande opsomming

DESCRIPTION / BESKRYWING	June 2016	July 2016	Aug 2016
Opening cash balance	R5 000	R5 000	R5 000
Less total vouchers	(R4 800.10)	(R6 498.90)	(R9 259.00)
Replenishment during month	R2 500	R3 397.40	R7 434.00
Cash at hand before month-end replenishment	R2 699.90	R1 898.50	R3 175.00
Replenishment at month end	R2 300.10	R3 101.50	R1 825.00
Closing cash balance at month end	R5 000	R5 000	R5 000

3.3 FINANCIAL ADMINISTRATION

3.3 FINANSIële ADMINISTRASIE

3.3.1 Cash and Investments

3.3.1 Kontant en Beleggings

The information with regard to the cash and investment is contained in the tables below:

Die inligting met betrekking tot die kontant en beleggings is vervat in die tabelle hieronder:

Cash:

Kontant:

Bank accounts Bank rekeninge	Institution Instansie	Acc. Numbers	31 July 2016		31 Aug 2016	
			Bank balance	Cashbook Balance	Bank balance	Cashbook Balance
Primary Bank Acc.	STANDARD BANK	203 241 819	R111,322,192	R95,605,695	R115,979,162	R105,305,894

Investments:

Beleggings:

Institution / Instansie	June 2016		July 2016		Aug 2016	
	R	% of available funds	R	% of available funds	R	% of available funds
ABSA Bank Ltd	R0		R0		R0	
Investec Bank Ltd	R0		R0		R0	
Nedbank Ltd	R0		R0		R0	
Standard Bank of SA Ltd	R0		R0		R0	
Total	R0		R0		R0	

Investment Purpose Doel van Belegging	June 2016		July 2016		Aug 2016	
	R	% of available funds	R	% of availabl e funds	R	% of available funds
Unutilised government grants	R0		R0		R0	
Capital Replacement Reserve (CRR)	R0		R0		R0	
Provisions	R0		R0		R0	
Total	R0		R0		R0	

The detail movements of the investments are shown in Annexure A.

Die gedetailleerde bewegings van die beleggings word getoon in Bylae A.

The balance of the unutilised funding account is indicated in the table below:

Die balans van die onbenutte befondsing rekening word in die tabel hieronder aangedui:

Unutilised Project funding: Onbenutte Projek befondsing:	June 2016	July 2016	Aug 2016
Balances	R27,704,420.12	R 27,241,930.79	R15,523,518.56

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The table below shows the dates when the reconciliation is completed: Die tabel hieronder dui die datums wanneer die rekonsiliasies voltooi is:

Reconciliations Rekonsiliasies	June 2016	July 2016	August 2016
Primary bank account	07/07/2016	04/08/2016	05/09/2016
Investment reconciliation	12/07/2016	05/08/2016	05/09/2016
Long term Liabilities	13/07/2016	05/08/2016	05/09/2016
Grant Register	08/07/2016	11/08/2016	12/09/2016

The table below indicates the outstanding bank reconciliation number of items and amounts: Die tabel hieronder dui die uitstaande bankrekonsiliasie aantal items en bedrae:

Description / Beskrywing	July 2016		August 2016	
	Number of items	Amount	Number of items	Amount
Uncleared ACB	295	R49,484,043	116	R8,162,753
Outstanding cheques	32	R60,770	37	R62,791
Transactions not in cash book	1009	R30,301,510	1030	R4,267,937
Receipts not cleared on Bank statement	177	R3,526,807	85	R1,820,215
Outstanding journals	0	R0	0	R0

3.3.2 Liabilities

3.3.2 Laste

Name of Institution Naam van Instansie	Interest Rate	Opening Balance July 16 R	Payment (Redemption)	Interest	Closing Balance Aug 2016 R	Payments Sept 2016 R
DBSA	10,75% - 17,45%	R13,029,714	0	0	R13,029,714	R4,964,070
Nedbank	13.50%	R7,212,091	0	0	R7,212,091	0
Ceres Golf Club	18%	R0	0	0	R0	0
Total		R20,241,806	0	0	R20,241,806	R4,964,070

3.3.3 Financial system reconciliations

3.3.3 Finansiële stelsel Rekonsiliasies

The table below shows the status of the system reconciliations:

Die tabel hieronder toon die status van die stelsel rekonsiliasies:

Type of reconciliation	Period reconciled	Reconciled Amount	Reconciliation Date & Signed off
Financial system	Aug 2016	R0-00	01/09/2016
Traffic : Motor Registration	Aug 2016	R253,695-01	05/09/2016
Traffic : RTMC Fees	Aug 2016	R8,293-25	05/09/2016
Direct Deposit	Aug 2016	R398,852-07	05/09/2016
Traffic : AARTO	Aug 2016	R0-00	05/09/2016
Traffic : Drivers Licence	Aug 2016	R16,226-85	05/09/2016
Traffic : Roadworthy	Aug 2016	R8,092-76	05/09/2016
Faulty Direct Deposits	Aug 2016	R7,949-75	05/09/2016
Traffic : Nu-Traffic	Aug 2016	R151,806-58	05/09/2016
VAT	Aug 2016	R235 147.12	14/09/2016

3.3.4 INSURANCE

3.3.5 VERSEKERING

Month of Reporting: Aug 2016

Maandverslag: Aug 2016

Insurance report - ANNEXURE O

Versekeringsverslag - BYLAE O

3.3.5 ASSETS

3.3.6 BATES

Month of Reporting: Aug 2016

Maandverslag: Aug 2016

Assets Report – ANNEXURE N

Bates verslag - BYLAE N

Attached find the following management reports with regard to budget monitoring:

Aangeheg vind die volgende verslae met betrekking tot die monitering van begroting:

- Annexure / Bylae B - Age Analysis of Creditors / Ouderdomsontleding van Skuldeisers
- Annexure / Bylae C - Age Analysis of Debtors / Ouderdomsontleding van Debiteure
- Annexure / Bylae D - Cash Flow Statement / Kontantvloeistaat
- Annexure / Bylae E - Statement of Financial Performance / Staat van Finansiële Prestasie
- Annexure / Bylae F - Actual capital Acquisition and Sources of Finance / Die werklike Kapitaalverkryging program en Bronne van Finansies

Annexure B – F is the Section 71 report of the Municipality.

Bylae B- F is die Artikel 71-verslag van die Munisipaliteit.

Attached find the following legally required reports in terms of the MFMA:

Aangeheg vind die volgende wetlik verplig verslae soos vereis in die MFMA:

- Annexure G - Sect 66 for Aug 2016 / Artikel 66 vir Aug 2016
- Annexure H - Sect 11 for Aug 2016 / Artikel 11 vir Aug 2016
- Annexure I - Finance Management Grant / Finansiële Bestuur toelaag
- Annexure J - Municipal Systems Improvement Grant / Munisipale Stelsels Verbeterings toekenning
- Annexure K - Municipal Infrastructure Grant / Munisipale Infrastruktuur toekenning
- Annexure L - Integrated National Electrification Programme Grant / Geïntegreerde Nasionale Elektrifisering Program Toekenning
- Annexure P - Grant register / Leningsregister

Other Annexures:

Annexure A - The detail movements of the investments
Annexure M – 50 Highest Business and Government Accounts
Annexure N – Asset report
Annexure O – Insurance

Ander Annexures:

Bylae A - Die gedetailleerde bewegings van die beleggings
Bylae M – 50 Hoogste besigheid- en regering rekeninge
Bylae N – Bates verslag
Bylae O – Versekering

Yours faithfully

Die uwe

H J Kritzinger
CHIEF FINANCIAL OFFICER / HOOF FINANSIËLE BEAMPTTE

WITZENBERG MUNICIPALITY												
INVESTMENT REGISTER												
Institution	Account number	Investment Purpose	Investment Type	Balance as at		Movements for the month of August					Balance as at	
				01 August 2016		Investments Withdrawals	Investments made	Interest capitalised	Transfers between purposes	Costs & Fees	31 August 2016	
				R								R
				R								
Nedbank Ltd	03/7881032766/40	Unutilised receipts		0.00	0.00		0.00	0.00			0.00	0.00
Nedbank Ltd	03/7881032766/41	Unutilised receipts		0.00	0.00							0.00
Nedbank Ltd	03/7881032766/42	Unutilised receipts		0.00	0.00							0.00
ABSA Bank Ltd	2074577855	Unutilised receipts		0.00	0.00							0.00
ABSA Bank Ltd	2075359808	Unutilised receipts		0.00	0.00							0.00
ABSA Bank Ltd	2075638282	Unutilised receipts		0.00	0.00							0.00
ABSA Bank Ltd	2075889556	Unutilised receipts		0.00	0.00							0.00
Standard Bank of SA Ltd	088779831-024	Unutilised receipts		0.00	0.00							0.00
Standard Bank of SA Ltd	088779831-025	Unutilised receipts		0.00	0.00							0.00
Standard Bank of SA Ltd	088779831-026	Unutilised receipts		0.00	0.00							0.00
Investec Bank Ltd	1100-198878-450	Unutilised receipts		0.00	0.00							0.00

A

AC : AGE ANALYSIS OF CREDITORS (All values in Rand)
 Save File as : Mandy AC copy Mini.XLS (e.g.: GT411.AC, 2003, M07)
 Change Year End (copy) to Financial Year End (e.g.: 2003 for year 2002/2003)
 Change Month End (Min) to Active Month (M01=July...M12=June)(e.g.: M07)
 Change Mandate to your own municipal code (e.g.: GT411)
 If (and only if) Creditors per function not available, list top 10 creditors by name

Year	End	Month	Min	Max	Detail	Item	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
2017	M02	WC022			Bulk Electricity	0100	0	0	0	0	0	0	0	0	0
					Bulk Water	0200	0	0	0	0	0	0	0	0	0
					PAYE deductions	0300	0	0	0	0	0	0	0	0	0
					VAT (output less input)	0400	0	0	0	0	0	0	0	0	0
					Pensions / Retirement deductions	0500	0	0	0	0	0	0	0	0	0
					Loan repayments	0600	0	0	0	0	0	0	0	0	0
					Trade Creditors	0700	784,007	6,939	0	0	0	0	0	0	790,946
					Auditor General	0800	0	0	0	0	0	0	0	0	0
					Other	0900	0	0	0	0	0	0	0	0	0
					Total	1000	784,007	6,939	0	0	0	0	0	0	790,946
					Top 1 Creditor	TP01	0	0	0	0	0	0	0	0	0
					Top 2 Creditor	TP02	0	0	0	0	0	0	0	0	0
					Top 3 Creditor	TP03	0	0	0	0	0	0	0	0	0
					Top 4 Creditor	TP04	0	0	0	0	0	0	0	0	0
					Top 5 Creditor	TP05	0	0	0	0	0	0	0	0	0
					Top 6 Creditor	TP06	0	0	0	0	0	0	0	0	0
					Top 7 Creditor	TP07	0	0	0	0	0	0	0	0	0
					Top 8 Creditor	TP08	0	0	0	0	0	0	0	0	0
					Top 9 Creditor	TP09	0	0	0	0	0	0	0	0	0
					Top 10 Creditor	TP10	0	0	0	0	0	0	0	0	0
					Total	TOT	0	0	0	0	0	0	0	0	0

London
 13/09/2016
 14/09/2016

AD : AGE ANALYSIS OF DEBTORS (All values in Rand)
 Save File as : Marnda_AD_007_Mr_MJLS (e.g.: G7411_AD_2005_MH0)
 Change Year End (only) to Financial Year End (e.g.: 2005 for year 2004/2005) and Month End (Mrr) to Active Month (MM) (e.g.: July) (e.g.: MH0)
 Change Month to your own municipal code (e.g.: G7411)
 To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Year End 2017	Month End MAY	Item	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts L.L.O. Council Policy
		1100 Debtors Age Analysis By Income Source											
		1200 Trade and Other Receivables from Exchange Transactions - Water	4,140,844	1,040,107	1,009,034	1,180,502	1,165,831	571,880	5,142,780	31,389,480	46,089,760	0	0
		1300 Trade and Other Receivables from Exchange Transactions - Electricity	17,584,351	347,180	240,274	237,134	246,081	244,878	1,343,401	3,005,001	23,828,200	0	0
		1400 Receivables from Non-exchange Transactions - Property Rates	18,784,375	487,354	185,143	230,175	188,070	161,085	2,311,085	11,948,824	34,085,971	0	0
		1500 Receivables from Exchange Transactions - Waste Water Management	2,587,314	478,008	464,160	420,830	394,670	498,891	2,340,682	14,207,821	21,083,603	0	0
		1600 Receivables from Exchange Transactions - Waste Water Management	2,419,974	686,772	600,838	511,810	478,000	468,388	2,674,728	17,348,694	24,088,101	0	0
		1700 Receivables from Exchange Transactions - Property Rates Debtors	47,383	17,449	17,185	16,733	16,848	18,381	94,051	800,723	1,036,863	0	0
		1810 Interest on Asset Debtor Accounts	80,307	60,427	85,251	105,828	100,647	117,827	1,128,728	21,588,039	23,194,338	0	0
		1820 Recoverable unutilised, irregular or fulltime and wasteful Expenditure	0	0	0	0	0	0	0	0	0	0	0
		1900 Other	-1,492,888	27,088	30,285	34,000	27,940	33,938	283,237	841,154	-134,238	0	0
		2000 Total By Income Source	44,087,842	2,865,395	2,864,739	2,723,891	2,688,767	2,453,919	16,138,302	101,023,915	174,488,431	0	0
		2100 Debtors Age Analysis By Customer Group											
		2200 Organs of State	8,448,914	87,508	71,177	72,894	68,488	42,037	808,897	1,918,955	14,815,105	0	0
		2300 Commercial	20,891,979	849,648	266,122	371,446	371,289	310,804	1,864,809	8,220,088	32,483,300	0	0
		2400 Households	1,170,102	2,171,645	2,037,095	2,388,123	2,852,288	1,804,728	11,043,008	88,487,879	129,485,045	0	0
		2500 Other	2,093,700	213,882	188,034	268,265	178,877	188,293	1,294,318	4,418,945	9,801,774	0	0
		2600 Total By Customer Group	44,087,842	2,865,395	2,864,739	2,723,891	2,688,767	2,453,919	16,138,302	101,023,915	174,488,431	0	0

Notes:
 Property Rates Debtors: Including housing and land rate debtors
 Total By Income Source = Total by Customer Group
 The total debtors amount must balance the total amount reflected for debtors on the SBAG return.
 Bad Debts Written Off: The total debtors amount must balance the total amount reflected for debtors on the SBAG return.
 Impairment - Bad Debts L.L.O. Council Policy:
 The aim of this schedule is to ensure that the impairment contribution is done in a structured manner
 The impairment amount that is entered in this block should be the aggregated amount as per the calculation formula in the municipality
 If a formula to calculate impairment is not in place this is a tool that can be used to develop such a formula and get it approved as part of the accounting policy

Handwritten notes and signatures at the top of the page, including a large 'C' and the date '13/09/2016'.

CFA - CASH FLOW STATEMENT ACTUALS / FORECASTS (All values in Rand)(Payments= +)

Save Files: M:\code CFA_coy MinXLS (e.g.: G1411 CFA_2005_M10)

Change Month to your own municipal code (e.g.: G1411) and Year End (coy) to Financial Year End (e.g.: 2005 for year 2004/2005)

Change Month End (Min) to Active Month (M01=July...M12=June)(e.g.: M10) (Enter Actuals up to Active Month included and Forecast figures for months after Active Month)

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Year	Month	Item	Detail	Month 1 July	Month 2 Aug	Month 3 Sept	Month 4 Oct	Month 5 Nov	Month 6 Dec	Month 7 Jan	Month 8 Feb	Month 9 Mar	Month 10 Apr	Month 11 May	Month 12 June
2017	M01	3000	Cash Receipts by Source												
		3010	Property rates	3,828,271	472,419										
		3020	Property rates - penalties & collection charges	19,218	0										
		3030	Service charges - electricity revenue	15,813,307	3,663,922										
		3040	Service charges - water revenue	2,852,135	216,698										
		3050	Service charges - sanitation revenue	1,886,232	161,073										
		3060	Service charges - refuse revenue	1,715,285	177,722										
		3070	Service charges - other	-477,168	33,457,882										
		3080	Rental of facilities and equipment	437,511	757,615										
		3090	Interest earned - external investments	285,169	672,865										
		3100	Interest earned - outstanding debtors	685,217	0										
		3110	Dividends received	0	0										
		3120	Fines	100,942	108,981										
		3130	Licence and permits	55,414	17,640										
		3140	Agency services	258,107	388,438										
		3150	Transfer receipts - operational	24,889,000	334,000										
		3160	Other revenue	954,282	4,943,994										
		3170	Cash Receipts by Source	53,022,904	45,443,250	0	0	0	0	0	0	0	0	0	0
		3180	Other Cash Flows/Receipts by Source	0	6,968,000										
		3190	Transfer receipts - capital	0	0										
		3200	Contributions recognised - capital & Contributed	0	0										
		3210	Proceeds on disposal of PPE	0	0										
		3220	Short term loans	0	0										
		3230	Borrowing long term/refinancing	0	0										
		3240	Increase (decrease) in consumer deposits	77,744	47,944										
		3250	Decrease (Increase) in non-current debtors	0	0										
		3260	Decrease (Increase) other non-current	0	0										
		3270	Decrease (Increase) in non-current investments	0	0										
		3280	Total Cash Receipts by Source	53,100,648	52,456,194	0	0	0	0	0	0	0	0	0	0
		4000	Cash Payments by Type												
		4010	Employee related costs	9,716,820	9,922,197										
		4020	Remuneration of councillors	773,615	670,111										
		4030	Collection costs	73,485	62,687										
		4040	Interest paid	0	0										
		4050	Bulk purchases - Electricity	0	18,428,402										
		4060	Bulk purchases - Water & Sewer	0	0										
		4070	Other materials	0	0										
		4080	Contracted services	1,093,643	410,299										
		4090	Grants and subsidies paid - other municipalities	10,000	188,387										
		4100	Grants and subsidies paid - other	0	0										
		4110	General expenses	8,880,539	5,949,475										
		4120	Cash Payments by Type	20,548,082	36,630,558	0	0	0	0	0	0	0	0	0	0
		4130	Other Cash Flows/Payments by Type												
		4140	Capital assets	5,721,741	3,132,337										
		4150	Repayment of borrowing	0	0										
		4160	Other Cash Flows/Payments	28,256,432	2,896,100										
		4170	Total Cash Payments by Type	54,526,255	42,758,895	0	0	0	0	0	0	0	0	0	0
		4180	Net Increase/(Decrease) in Cash Held	-1,425,607	9,700,199	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320
		4190	Cash/cash equivalents at the month/year begin:	67,039,728	95,614,121	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320
		4200	Cash/cash equivalents at the month/year end:	95,614,121	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320	105,314,320

Harden

13/09/2016

15/09/2016

STATEMENT OF FINANCIAL PERFORMANCE

August 2016

0100	OPERATING REVENUE		99990100
0200	Property Rates	0	3,128,967 99990200
0300	Property Rates - Penalties And Collection Charges	0	140,493 99990300
0400	Service Charges	0	25,716,887 99990400
0700	Rent Of Facilities And Equipment	0	817,789 99990700
0800	Interest Earned - External Investments	0	672,865 99990800
1000	Interest Earned - Outstanding Debtors	0	843,024 99991000
1100	Dividends Received	0	0 99991100
1300	Fines	0	108,981 99991300
1400	Licenses and Permits	0	17,814 99991400
1500	Agency Services	0	398,667 99991500
1600	Transfers Recognised - Operating	0	5,799,849 99991600
1610	Transfers Recognised - Capital	0	3,580,125 99991610
1700	Other Revenue	0	3,218,379 99991700
1800	Gain On Disposal Of Property, Plant & Equipment	0	0 99991800
1900	Total Operating Revenue Generated	0	44,443,840 99991900
2000	Less Revenue Foregone	0	-1,321,607 99992000
2100	Total Direct Operating Revenue	0	43,122,232 99992100
2200	INTERNAL TRANSFERS - (must net out with corresp. Items under	0	0 99992200
2300	Interest Received - Internal Loans	0	0 99992300
2500	Internal Recoveries (Activity Based Costing Etc)	0	16,068,140 99992500
2600	Dividends Received - Internal (From Municipal Entities)	0	0 99992600
2700	Total Indirect Operating Revenue	0	16,068,140 99992700
2800	Total Operating Revenue	0	59,190,372 99992800
2900	OPERATING EXPENDITURE	0	0 99992900
3000	Employee Related Costs - Wages & Salaries	0	-8,578,668 99993000
3100	Employee Related Costs - Social Contributions	0	-2,280,789 99993100
3200	Less Employee Costs Capitalised	0	0 99993200
3300	Less Employee Costs Allocated To Other Operating Items	0	0 99993300
3400	Remuneration Of Councillors	0	-670,111 99993400
3500	Debt Impairment	0	-297,802 99993500
3600	Collection Costs	-280,000	-62,687 99993600
3700	Depreciation and Asset Impairment	0	-1,752,835 99993700
3900	Interest Expense - External Borrowings	0	-777,083 99993900
4000	Redemption Payments - External Borrowings (Garnap To Remove)	0	0 99994000
4100	Bulk Purchases	0	-19,428,402 99994100
4110	Other Materials	0	0 99994110
4200	Contracted Services	-1,594,763	-422,184 99994200
4300	Grants and Subsidies	-5,000	-188,900 99994300
4400	Other Expenditure	-6,256,992	-4,018,528 99994400
4500	Loss On Disposal Of Property, Plant & Equipment	0	0 99994500
4550	Contributions To/(From) Provisions	0	0 99994550
4600	Total Direct Operating Expenditure	-8,146,755	-38,475,988 99994600
4700	INTERNAL TRANSFERS - (must net out with corresp. Items under	0	0 99994700
4800	Interest - Internal Borrowings	0	0 99994800
5000	Internal Charges (Activity Based Costing Etc)	0	-16,207,246 99995000
5010	Contributed Assets	0	0 99995010
5100	Total Indirect Operating Expenditure	0	-16,207,246 99995100
5200	Total Operating Expenditure	-8,146,755	-54,683,234 99995200
5300	SURPLUS	0	0 99995300
5400	Operating Surplus / (Deficit) - Total Revenue Less Total Exp	-8,146,755	4,507,138 99995400
5500	Taxation	0	0 99995500
5600	Operating Surplus / (Deficit) - After Tax	-8,146,755	4,507,138 99995600
5800	Gross Subsidisation	0	0 99995800
6000	Plus Interests In Entities Not Wholly Owned	0	0 99996000
5900	Surplus / (Deficit) After Tax, Gross Subsidies & Share Of As	-8,146,755	4,507,138 99995900
6200	OTHER ADJUSTMENTS AND TRANSFERS	0	0 99996200
5700	Dividends Paid (Municipal Entities Only)	0	0 99995700
6210	Asset Financing Reserve (Afr)	0	-510,100 99996210
6220	Housing Development Fund	0	0 99996220
6230	Depreciation Reserve Ex Afr	0	0 99996230
6240	Depreciation Reserve Ex Govt Grants	0	0 99996240
6250	Depreciation Reserve Ex Donations And Contributions	0	0 99996250
6260	Self-Insurance Reserve	0	0 99996260
6270	Revaluation Reserve	0	0 99996270
6280	Other	0	0 99996280
6700	Change To Unappropriated Surplus / (Accumulated Deficit)	-8,146,755	3,997,038 99996700

Hynden
13/09/2016

14/9/2016

ACTUAL CAPITAL ACQUISITION - AUGUST 2016

Item	Detail	Contr Assets	New Capital	Repl Capital	Repair/Mnt Capital	Total
0100	INFRASTRUCTURE	0	0	0	0	0 99990100
0300	Roads, Pavements, Bridges & Storm Water	0	0	0	0	0 99990300
0400	Water Reservoirs & Reticulation	0	1 269 612	0	0	1 269 612 99990400
0500	Car Parks, Bus Terminals and Taxi Ranks	0	0	0	0	0 99990500
0600	Electricity Reticulation	0	1 988 432	0	0	1 988 432 99990600
0700	Sewerage Purification & Reticulation	0	2 338 664	0	0	2 338 664 99990700
0800	Housing	0	0	0	0	0 99990800
0900	Street Lighting	0	0	0	0	0 99990900
1000	Refuse sites	0	0	0	0	0 99991000
1100	Gas	0	0	0	0	0 99991100
1200	Other	0	0	0	0	0 99991200
1300	Sub-total Infrastructure	0	5 596 708	0	0	5 596 708 99991300
1400	COMMUNITY	0	0	0	0	0 99991400
1500	Establishment of Parks & Gardens	0	0	0	0	0 99991500
1600	Sportsfields	0	0	18 842	0	18 842 99991600
1700	Community Halls	0	15 908	0	0	15 908 99991700
1800	Libraries	0	0	0	0	0 99991800
1900	Recreational Facilities	0	0	0	0	0 99991900
2000	Clinics	0	0	0	0	0 99992000
2100	Museums & Art Galleries	0	0	0	0	0 99992100
2200	Other	0	0	0	0	0 99992200
2300	Sub-total Community	0	15 908	18 842	0	34 750 99992300
2310	HERITAGE ASSETS	0	0	0	0	0 99992310
2311	Heritage Assets	0	0	0	0	0 99992311
2312	Sub-total Heritage Assets	0	0	0	0	0 99992312
2320	INVESTMENT PROPERTIES	0	0	0	0	0 99992320
2321	Investment Properties	0	0	0	0	0 99992321
2322	Sub-total Investment Properties	0	0	0	0	0 99992322
2400	OTHER ASSETS	0	0	0	0	0 99992400
2500	Other motor vehicles	0	0	0	0	0 99992500
2600	Plant & equipment	0	1 002	0	0	1 002 99992600
2700	Office equipment	0	88	0	0	88 99992700
2800	Abattoirs	0	0	0	0	0 99992800
2900	Markets	0	0	0	0	0 99992900
3000	Airports	0	0	0	0	0 99993000
3100	Security Measures	0	0	0	0	0 99993100
3110	Civic Land and Buildings	0	2 954	0	0	2 954 99993110
3120	Other Land and Buildings	0	0	0	0	0 99993120
3200	Other	0	0	0	0	0 99993200
3300	Sub-total Other Assets	0	4 044	0	0	4 044 99993300
3400	SPECIALISED VEHICLES	0	0	0	0	0 99993400
3500	Refuse	0	0	0	0	0 99993500
3600	Fire	0	0	0	0	0 99993600
3700	Conservancy	0	0	0	0	0 99993700
3800	Ambulances	0	0	0	0	0 99993800
3900	Buses	0	0	0	0	0 99993900
4000	Sub-total Specialised Vehicles	0	0	0	0	0 99994000
4010	AGRICULTURAL ASSETS	0	0	0	0	0 99994010
4011	Agricultural Assets	0	0	0	0	0 99994011
4012	Sub-total Agricultural Assets	0	0	0	0	0 99994012
4020	BIOLOGICAL ASSETS	0	0	0	0	0 99994020
4021	Biological Assets	0	0	0	0	0 99994021
4022	Sub-total Biological Assets	0	0	0	0	0 99994022
4030	INTANGIBLES	0	0	0	0	0 99994030
4031	Intangibles	0	0	0	0	0 99994031
4032	Sub-total Intangibles	0	0	0	0	0 99994032
4100	TOTAL	0	5 616 660	18 842	0	5 635 502 99994100
4200	SOURCE OF FINANCE	0	0	0	0	0 99994200
4300	External Loans	0	0	0	0	0 99994300
4400	Asset Financing Reserve	0	32 196	18 842	0	51 038 99994400
4500	Surplus Cash	0	0	0	0	0 99994500
4600	Public contributions/ donations	0	0	0	0	0 99994600
4700	National Government Transfers and Grants	0	4 327 096	0	0	4 327 096 99994700
4701	Provincial Government Transfers and Grants	0	1 241 480	0	0	1 241 480 99994701
4702	District Municipality Transfers and Grants	0	0	0	0	0 99994702
4703	Other Transfers and Grants	0	15 908	0	0	15 908 99994703
4800	Leases	0	0	0	0	0 99994800
5000	Other	0	0	0	0	0 99995000
5100	TOTAL FINANCING	0	5 616 660	18 842	0	5 635 502 99995100

Handwritten signature and date: 13/07/2016

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WITZENBERG MUNICIPALITY

Report: Expenditure on Staff & Councillor Benefits - July 2016

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2016/2017	Amended Budget 2016/2017	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	93,274,153.00	93,274,153.00	13,975,771.84	14.98%
66(b)	Contributions to pension funds and medical aid	21,391,315.00	21,391,315.00	3,148,949.81	14.72%
66(c)	Travel, accommodation and subsistence	5,151,014.00	5,151,014.00	825,557.24	16.03%
66(d)	Housing benefits and allowances	5,334,334.00	5,244,334.00	226,066.72	4.31%
66(e)	Overtime	7,338,291.00	7,338,291.00	1,453,158.08	19.80%
66(f)	Loans and advances	0.00	0.00	0.00	0.00%
66(g)	Other type of benefit or allowances related to staff	15,922,609.00	15,922,609.00	3,143,446.67	19.74%
	Sub - Total (Staff Benefits)	R 148,411,716.00	R 148,321,716.00	R 22,772,950.36	15.35%
Councillor Benefits					
MAY	Mayor	828,861.00	828,861.00	120,488.89	14.54%
DM	Deputy Mayor	611,755.00	611,755.00	89,664.45	14.66%
SP	Speaker	612,012.00	612,012.00	89,702.08	14.66%
MCM	Mayoral Committee members	2,241,908.00	2,241,908.00	340,421.63	15.18%
CLLR	Other Councillors	4,150,361.00	4,150,361.00	630,320.88	15.19%
MED	Medical aid contributions	44,740.00	44,740.00	8,061.34	18.02%
PEN	Pension fund contributions	975,395.00	975,395.00	109,566.43	11.23%
WARD	Ward Committee Allowance	720,000.00	720,000.00	55,500.00	7.71%
	Sub - Total (Councillors' Benefits)	R 10,185,032.00	R 10,185,032.00	R 1,443,725.70	14.17%
	Total Councillor and Staff Benefits	R 158,596,748.00	R 158,506,748.00	R 24,216,676.06	15.28%


 13/09/2016 / 14/09/24
 13/09/2016

**Report: Withdrawals from Municipal Bank Accounts
Quarter ending September 2016 (August 2016)
Report in terms of section 11(4)(a) of the MFMA, Act n° 56 of 2003**

Spinder 13/09/2016

14

**Finance Management Grant
Monthly Report as per the Division of Revenue Act**

The onus is on the municipality to confirm that the return has been received by NT

Municipality	WC022 Witzenberg	Financial Year	2016/17
		Month End	M02 Aug

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	
Received This Month	0
Total FMG Funds Received	0
Spent Prior Periods (Since Inception) - See Last Months Form	17,070
Spent This Month	22,085
Total FMG Funds Spent	39,155
Total FMG funds Received and Not Spent	-39,155
Percentage of Funds Spent	0.00%
Funds Currently Committed but Not Spent	

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S
 Save file as: Muncde_FMG_ccyy_Mnn.XLS (e.g. GT411_FMG_2005_M01.xls)
 Muncde = Municipality Code , ccyy = Financial Year End , Mnn = M01... M12

13-09-2016

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13/09/2016

**Municipal Infrastructure Grant (MIG)
Monthly Report as per the Division of Revenue Act**

The onus is on the municipality to confirm that the return has been received by NT

Municipality

WC022 Witzenberg

Financial Year 2016/17

Month End M02 Aug

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	698,323
Received This Month	6,968,000
Total MIG Funds Received	7,666,323
Spent Prior Periods (Since Inception) - See Last Months Form	8,138
Spent This Month	2,674,236
Total MIG Funds Spent	2,682,374
Total MIG funds Received and Not Spent	4,983,949
Percentage of Funds Spent	34.99%
Funds Currently Committed but Not Spent	0
Scheduled Transfers Withheld	

Conditions:

-Prioritise residential infrastructure for water, sanitation, refuse removal, street lighting, solid waste, connector and bulk infrastructure, and other municipal infrastructure like roads, in line with the MIG policy framework and/or other government sector policies established before the start of the municipal financial year.

-Compliance with Chapter 5 of the Municipal Systems Act (200). Infrastructure investment and delivery must be based on an Integrated Development Plan that provides a medium to long-term framework for sustainable human settlements and is in accordance with the principles of the national Spatial Development Perspective.

-Municipalities must adhere to the labour-intensive construction methods in terms of the Expanded Public Works Programme (EPWP) guidelines.

-Compliance with the Division of Revenue Act, including additional reporting requirements on spending and projects as approved by National Treasury.

(Print Name Below)

I, H J Kitzler

The Accounting Officer or Delegate certify that the above information is correct

and that this report has been submitted electronically as required.

Signed

Dated

14/09/2016

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Save file as: Muncde_MIG_ccyy_Mnn.XLS (e.g. GT411_MIG_2009_M01.xls)

Muncde = Municipality Code, ccyy = Financial Year End, Mnn = M01... M12

13-09-2016

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13/09/2016

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13/09/2016

**Integrated National Electrification Programme Grant (INEG)
Monthly Report as per the Division of Revenue Act**

The onus is on the municipality to confirm that the return has been received by NT

Municipality	WC022 Witzenberg	Financial Year	2016/17
		Month End	M02 Aug

Financial Accounting for Grant Funds Received and Expended

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	409,082
Received This Month	
Total INEG Funds Received	409,082
Spent Prior Periods (Since Inception) - See Last Months Form	
Spent This Month	278,381
Total INEG Funds Spent	278,381
Total INEG funds Received and Not Spent	130,711
Percentage of Funds Spent	68.05%
Funds Currently Committed but Not Spent	0
Scheduled Transfers Withheld	

Conditions:

•Municipalities must contractually undertake to:

- Account for the allocated funds on a monthly basis by the 10th of every month
- Pass all benefits to end-customers
- Not utilize the fund for any purpose other than electrification
- Ring-fence funds transferred. Adhere to the approved electrification programme and agreed cash flow budgets
- Ring-fence electricity function
- Reflect all assets created under the Integrated national Electrification Program (INEP) on the municipal asset register; this is to assist the process for the formation of the REDS
- Safety operate and maintain the infrastructure
- Adhere to the labour intensive construction methods in terms of the Expanded Public Works Programme (EPWP) guidelines for activities such as trenching, planting of poles, etc.
- Register the master Plans for bulk infrastructure in terms of the INEP framework and to abide by the directives of the Department regarding the central planning and co-ordination for such bulk infrastructure. This is to maximize the economies of scale in the creation of bulk infrastructure affecting more than one municipality
- Use INEP funds for the refurbishment of critical infrastructure, only upon submission of a project plan which must be approved under a framework to be regulated by the Department.

(Print Name Below)

I, H J Kitzner

The Accounting Officer or Delegate certify that the above information is correct

and that this report has been submitted electronically as required.

Signed

Dated

14/9/2016

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Save file as: Muncde_INEG_ccyy_Mnn.XLS (e.g. GT411_INEG_2008_M01.xls)

Muncde = Municipality Code, ccyy = Financial Year End, Mnn = M01... M12

13-09-2016

Sunder
13/09/2016

15/09/2016

Account number	Future/ Aug-16	Jul-16	Jun-16	May-16	Apr-16	Older than Apr-16	Total
17610600023	0	279578.94	142281.82	148787.17	159285.06	3419105.2	4149038.19
17364960004	0	3788098.81	62971.94	0	0	0	3851070.75
17364108002	0	1722695.36	0.13	0	0	0	1722695.49
17497300009	0	1671606.91	0	0	0	0	1671606.91
17790000028	0	1145641.04	0	0	0	0	1145641.04
20750396040	0	12832.93	11883.7	18750.48	18928.47	937456.12	999851.7
60011060006	0	783424.44	0	0	0	0	783424.44
89760700012	0	125742.4	0	0	0	626537.14	752279.54
10000672976	0	0	0	0	0	715239.22	715239.22
17790000035	0	671427.23	0	0	0	0	671427.23
17289900008	0	627342.17	0	0	0	0	627342.17
19002200099	0	565621.87	0.04	0	0	0	565621.91
22502200005	0	441022.72	0	0	0	47985.04	489007.76
11258900000	0	409787.68	14486.55	0	0	57639.32	481913.55
22101200037	0	21162.55	8039.93	32048.13	26584.15	373913.27	461748.03
75000020004	0	453016.85	0.02	0	0	0	453016.87
75005720008	0.00	14.25	17.24	49.21	103.1	448803.7	448987.5
18364132000	0	389784	0	0	0	0	389784
10000413144	0.00	0	0	0	0	380849.36	380849.36
10000678594	0	0	0	0	0	356980.66	356980.66
60007430042	0	182075.06	168413.72	0	0	0	350488.78
50000000964	0	349542.76	0	0	0	0	349542.76
75009420016	0.00	390.45	1201.61	815.19	4713.62	341811.75	348932.62
27340000006	0	334063.2	0	0	0	0	334063.2
13540600050	0	329375.36	0.02	0	0	0	329375.38
10000645367	0	0	0	0	0	319363.39	319363.39
70100268029	0	318280	0	0	0	0	318280
75008270007	0.00	313.18	349.59	366.03	16524.24	297647.83	315200.87
20803000007	0	313241.13	0	0	0	0	313241.13
20753780011	0	307989	0	0	0	0	307989
60009930005	0	281656	0	0	0	26045.97	307701.97
89578800023	0.00	449.03	533.03	548.07	616.77	285259.06	287405.96
24262800055	0	7006.52	7065.42	7124.32	7183.22	244801.52	273181
11132400013	0	258984	0	0	0	0	258984
12100800019	0	254624	0	0	0	4183.15	258807.15
60007110005	0	257240	0	0	0	0	257240
19856900004	0	255678.31	0	0	0	0	255678.31
10000634525	0.00	0	0	0	0	255485.89	255485.89
20752230111	0	252248.19	0	0	0	0.06	252248.25
89568200006	0.00	639.15	669.77	632.91	797.68	234569.81	237309.32
90731800002	0.00	2764	2150.31	2742.02	2501.74	225304.38	235462.45
20850298012	0	18503.75	17133.12	17297.31	17461.5	164013.79	234409.47
86514204655	4483.73	839.95	824.01	830.68	837.35	218420.15	226235.87
20750313000	0	110046.4	0	0	0	112174.42	222220.82
10000679076	0	0	0	0	0	219527.52	219527.52
75012160011	0.00	6170.52	5023.16	3881.29	3143.38	199688.22	217906.57
17364960011	0	217848.38	0.02	0	0	0	217848.4
10000670974	0	0	0	0	0	216716.2	216716.2
89584900012	0.00	84.2	101.4	81.03	135.17	214305.88	214707.68
75005130050	0	211896	0	0	0	0	211896
75013190028	0.00	2674.53	2605.54	2616.84	3122.32	200374.26	211393.49
20190366304	0	205372	0.04	0	0	0	205372.04
23805200008	0	159052.8	0	0	0	45249.21	204302.01
13285200054	0	191590.98	0	0	0	0	191590.98
75012290015	0.00	13795.82	15500.7	12848.12	17101.86	132131.71	191378.21

N

Property Plant & Equipment

The Standard of GRAP 17 on Property, Plant and Equipment prescribe the accounting treatment for property, plant and equipment so that the users of financial statements can discern information about the municipality's investment in its property, plant and equipment and the changes in such investment. The principal issues in accounting for property, plant and equipment are the recognition of the assets, the determination of their carrying amounts and the depreciation charges and impairment losses to be recognised in relation to them

Reconciliation of Carrying Value

	Land R	Buildings R	Infrastructure R	Community R	Lease Assets R	Other R	Total R
Carrying value at 1 July 2014	76 203 971	83 831 679	441 287 111	86 742 846	995 479	30 219 488	712 980 258
Cost	76 203 971	101 786 030	552 355 130	74 148 384	1 867 230	57 846 635	886 189 389
Accumulated Impairments	-	-	(19 801)	-	-	(551 858)	(571 659)
Accumulated Depreciation	-	(5 236 451)	(111 048 218)	(5 405 748)	(871 751)	(27 076 308)	(152 637 475)
Acquisitions	-	-	1 241 460	16 842	-	-	1 260 302
Capital under Construction	-	-	2 338 888	4 050	-	-	2 342 938
Transfers from/to Non-current Assets Held for Sale - Note	-	-	-	-	-	-	-
Cost	-	-	-	-	-	-	-
Accumulated Depreciation	-	-	-	-	-	-	-
Transfers from/to Investment Properties - Note	-	-	-	-	-	-	-
Impairments	-	-	-	-	-	-	-
Impairments Reversals	-	-	-	-	-	-	-
Depreciation	-	(188 390)	(2 092 190)	(293 548)	(66 579)	(783 281)	(3 423 985)
Normal Depreciation	-	(188 390)	(2 092 190)	(293 548)	(66 579)	(783 281)	(3 423 985)
Correction of error	-	-	-	-	-	-	-
Carrying value of disposals	-	-	-	-	-	-	-
Disposal Cost	-	-	-	-	-	-	-
Disposal Cost Acc Depreciation	-	-	-	-	-	-	-
Carrying value at	76 203 971	86 343 189	442 775 048	86 471 984	928 899	29 435 188	713 158 267
Cost	76 203 971	101 786 030	555 935 255	74 171 286	1 867 230	57 846 635	889 792 409
Accumulated Impairments	-	-	(19 801)	-	-	(551 858)	(571 659)
Accumulated Depreciation	-	(5 424 841)	(113 140 406)	(5 699 292)	(938 330)	(27 668 669)	(168 061 480)

INSURANCE REPORT: August 2016

Monthly Premium	R 120 567
Insurance Receipts	R 2 961
Insurance Expenses	R 3 500
Items placed under insurance	R 0

Claims movement for the month

Total claims open at the beginning of the month	66
New claims for the month	10
Property Loss/damage	8
Public Liability	1
Motor Accident	
Glass	1
Claims closed during the month	5
Total claims open at the end of the month	71

Old Aon claims outstanding	R2 994 040.84
Claim: 432- Five year old Boy burned at Pump station Date Reported: 2009/10/28. Reason: Letter of rejection of claim issued / claim re-opened- New Summons Received. Meeting held with Attorneys. Awaiting further response. Still sub-judicative. Await a trial date from the plaintiff.	1 210 000.00
Claim: 378- Incident at Dennebos Date Reported: 2009/07/28 Reason: Letter of rejection of claim issued / claim re-opened bear 29/11/2015: Judgement: The municipality is ordered to pay the costs of this application on an attorney and own client scale (punitive scale). The action is set to commence in February, next year	1 427 600.00
Claim: 581-Truck CFA829 with trailer CFA1747 with Bomag in accident with CF143851) Date Reported: 2012/01/17 Reason: Claim denied. Only damage to trailer was not denied. Damage to Bomag Roller denied. Claim is still Sub Judice	356 440.84
Claim: 583-Gunter C Mrs (Fell on pavement after stepping into hole. Date Reported: 2012/01/23 Reason: Additional Information submitted from third party lawyers. Legal proceedings are in progress. Lion of Africa attorney served a notice of intention to defend on 4 August 2014. Attorney withdrew. Awaiting correspondence from AON regarding the appointment of new attorney Date: 22/10/2015: Internal Legal department are currently in consultation with new attorneys	585 765.80

Action Taken	Total
Additional Information Submitted to Insurance	7
Awaiting Invoice	2
Claim Reported, Awaiting Response from Insurer	18
Order Made out and given through to supplier	3
Request for Quotations Submitted	2
Requested Department to obtain Quotation	5
Insurer Requires Additional Info2	6
Additional Information Requested from relevant department	11
Invoice received and submitted for payment/or refund to Insurers	2
Assessor appointed	1
Insurer has appointed an assessor, awaiting results	1
Quotations submitted for Order	1
Quotations submitted to Insurer, Awaiting Approval	3
Agreement of Loss signed and sent to Insurer	3
Agreement of Loss signed and submitted to Insurer	5
Claim denied	1

Age analysis of Outstanding Claims

Category	Status of Claim	AON	INDWE	Grand Total
30 days or Less	Open	7		7
More than 30 days	Open	8		8
60 days or more	Open	5		5
More than 120 Days	Open	36	15	51
Grand Total		56	15	71

Note: AON has been appointed as the Insurance Broker for the period 01 July 2016 – 30 June 2017

WITZENBERG MUNICIPALITY - GRANT REGISTER 2016/2017

Description	Balance 1 July 2016 R	DORA Allocation R	Grants Received R	Operating Expenditure R	Capital Expenditure R	Balance 31 July 2016 R
TOTAL GRANTS	-12,726,148.53		-32,191,000.00	10,880,171.71	3,580,124.94	-30,456,851.88
National Government Grants			31,961,279.91			
Finance Management Grant	-		-	39,155.40	-	39,155.40
Municipal Systems Improvement Grant	0.20		-	38,929.80	-	38,930.00
Municipal Infrastructure Grant	-698,322.88		-6,968,000.00	343,709.88	2,338,664.94	-4,963,948.06
Regional Bulk Infrastructure Grant	-		-	-	-	-
Housing - Kluitjieskraal	-		-	-	-	-
Integrated National Electricity Program	-409,092.12		-24,889,000.00	278,380.60	-	-130,711.52
Equitable share	-		-	9,955,666.68	-	-14,933,333.32
Neighbourhood Development Plan	-321.44		-	-	-	-321.44
Rural Development	-471,154.66		-	-	-	-471,154.66
Expanded Public Works Programme	12,375.27		-334,000.00	15,513.96	-	-306,110.77
Provincial Government Grants						
Library services	-1,416,672.89		-	15,862.09	-	-1,400,810.80
Library Grant - MRF	0.23		-	142.80	-	143.03
Drought Relief	-4,517,242.11		-	19,006.10	-	-4,498,236.01
CDW	-337,815.87		-	-	-	-337,815.87
Mainroads	-		-	-	-	-
Housing	-1,478,409.71		-	-	-	-1,478,409.71
Multipurpose Centre (Thusong Centre)	-222,000.00		-	-	-	-222,000.00
Financial Management Supporting Grant	-1,310,000.00		-	-	-	-1,310,000.00
Department of Local Government	-		-	173,804.40	-	1,415,264.40
Municipal Infrastructure Support Grant	-594,594.48		-	-	1,241,460.00	-694,594.48
Other						
Grant Water meters (China)	-84,307.38		-	-	-	-84,307.38
Essen Belgium	-1,198,590.69		-	-	-	-1,198,590.69



 J. J. J. J. J.

 13/09/2016

 14/9/17

WITZENBERG MUNICIPALITY

SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

*JUN
2016*

A Municipality that cares for the community, creating growth
& opportunity.

INDEX

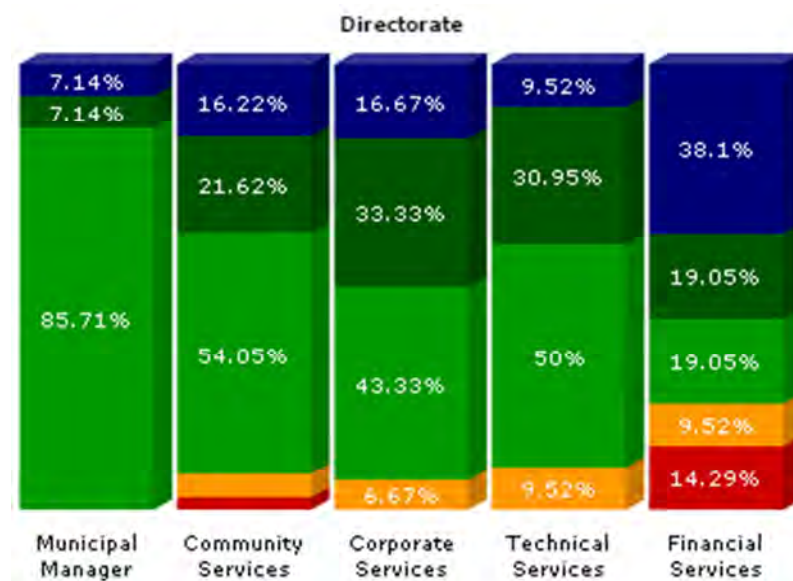
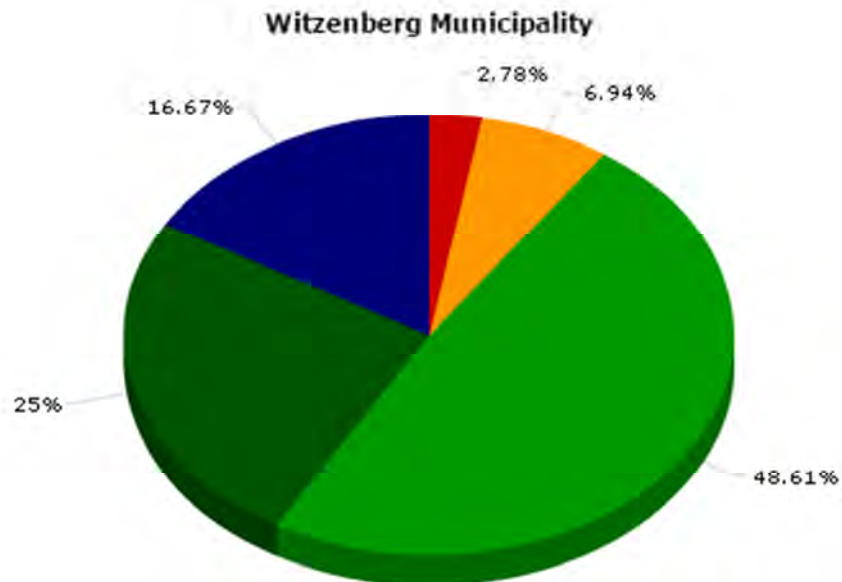
	SUMMARY
A	NON-FINANCIAL PERFORMANCE
A.1	Municipal Overall
A.2	Directorates:
A.2.1	Municipal Manager
A.2.2	Corporate Services
A.2.3	Community Services
A.2.4	Technical Services
A.2.5	Financial Services
B	CAPITAL BUDGET PERFORMANCE
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B.2	Directorates:
B.2.1	Corporate Services
B.2.2	Community Services
B.2.3	Technical Services:
B.2.3.1	Electrical Services
B.2.3.2	Sanitation Services
B.2.3.3	Roads & Storm water
B.2.3.4	Solid Waste Services
B.2.3.5	Water Services
B.3	Funding Sources
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B.3.3	Rural Development
C	OPERATIONAL BUDGET PERFORMANCE
C.1	Financial Services
C.2	Community Services
C.3	Corporate Services
C.4	Technical Services

SUMMARY

The 2015/16 SDBIP was approved by Council on the 28th of May 2015 per item 8.1.3. Standard Operating Procedures for the management of- and reporting on the SDBIP was also issued to all Directors and Managers for implementation. Monthly reporting consists of verified reports for each manager submitted to the relevant portfolio committee and a combined report submitted to Senior Management and Mayco.

A. NON-FINANCIAL PERFORMANCE

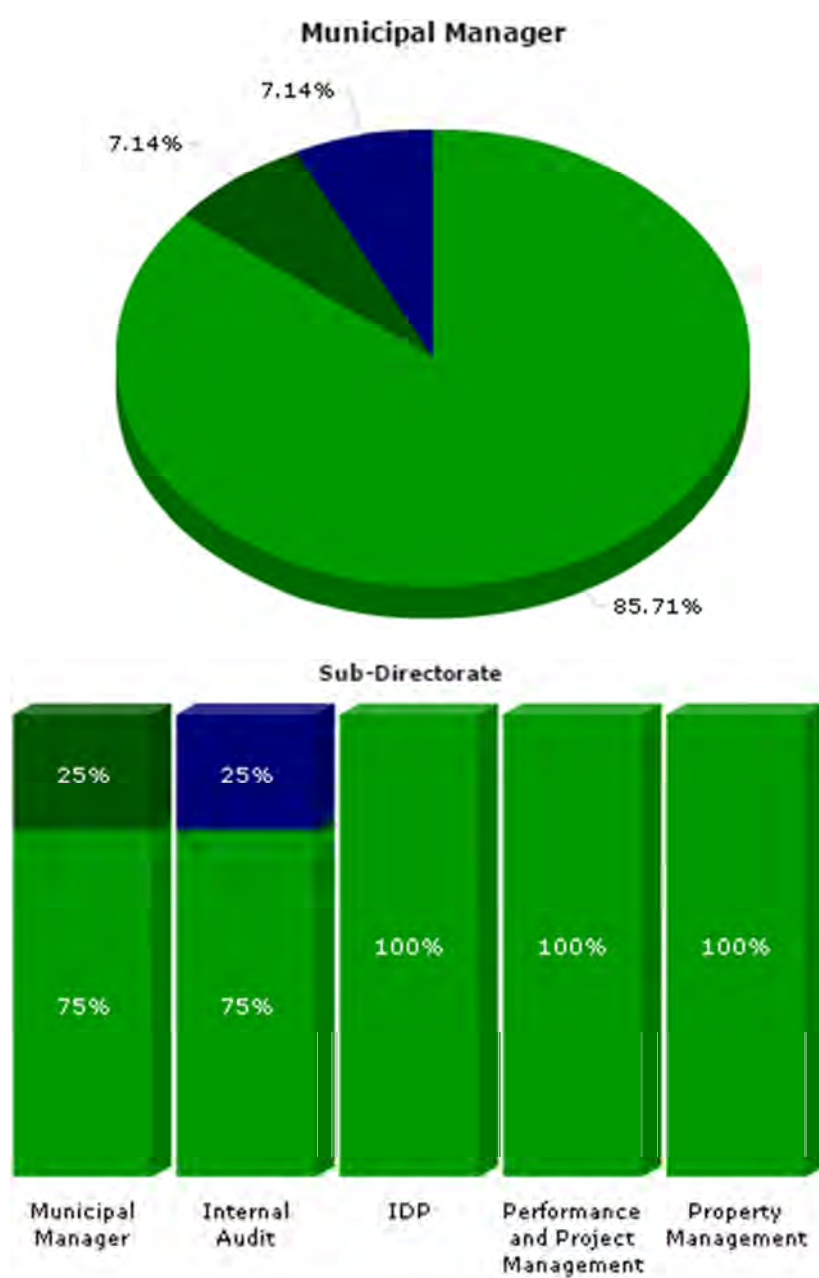
A.1 Municipal Overall



	Witzenberg Municipality	Directorate				
		Municipal Manager	Community Services	Corporate Services	Technical Services	Financial Services
KPI Not Met	4 (2.8%)	-	1 (2.7%)	-	-	3 (14.3%)
KPI Almost Met	10 (6.9%)	-	2 (5.4%)	2 (6.7%)	4 (9.5%)	2 (9.5%)
KPI Met	70 (48.6%)	12 (85.7%)	20 (54.1%)	13 (43.3%)	21 (50%)	4 (19%)
KPI Well Met	36 (25%)	1 (7.1%)	8 (21.6%)	10 (33.3%)	13 (31%)	4 (19%)
KPI Extremely Well Met	24 (16.7%)	1 (7.1%)	6 (16.2%)	5 (16.7%)	4 (9.5%)	8 (38.1%)
Total:	144	14	37	30	42	21

A.2 Directorates:

A.2.1 Municipal Manager



	Municipal Manager	Sub-Directorate				
		Municipal Manager	Internal Audit	IDP	Performance and Project Management	Property Management
KPI Not Met	-	-	-	-	-	-
KPI Almost Met	-	-	-	-	-	-
KPI Met	12 (85.7%)	3 (75%)	3 (75%)	2 (100%)	2 (100%)	2 (100%)
KPI Well Met	1 (7.1%)	1 (25%)	-	-	-	-
KPI Extremely Well Met	1 (7.1%)	-	1 (25%)	-	-	-
Total:	14	4	4	2	2	2

Witzenberg Municipality
SDBIP June 2016 - MUNICIPAL MANAGER

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At June 2016					Performance Comment	Corrective Measures
						Target	Actual	R				
D1	Municipal Manager	No of section 56 and 57 performance agreements signed by the end of July	Number of performance agreements.	Municipal Manager	5	5	5	G				
D2	Municipal Manager	Formal evaluation of the performance of Senior Management by February and March in terms of their signed agreements to ensure municipal performance against targets set and the adherence with the Performance Framework.	Number of evaluations	Municipal Manager	5	5	5	G				
D3	IDP	Effective functioning of ward committees to ensure consistent and regular communication with residents. Measured in total number off meetings per quarter.	Number of ward committee meetings held	Manager: IDP	48	48	48	G		Please find attachments		
D4	Municipal Manager	Liaison with senior leadership team twice a month to ensure good governance	Number of meetings held	Municipal Manager	23	23	27	G2		see the attached minutes.		
D5	Internal Audit	Preparation and submission of quaterly progress reports to the MM on the implementation of the RBAP.	Number of reports	Internal Auditor	4	4	4	G		Report on the implementation of the Risk Based Audit Plan		
D6	Internal Audit	Preparation and submission of quaterly Performance Audit reports submitted to the MM in terms of regulation 14 of the PMS	Number of reports	Internal Auditor	4	4	4	G		3rd quarter internal audit report on Performance Management in term of section 14 of the PMS regulations		
D7	Internal Audit	Quarterly Risk Management report submitted to the MM.	Number of reports	Internal Auditor	4	4	4	G		New format RM quarterly report		
D8	IDP	Number of IDP community meetings held.	Number of meetings held	Manager: IDP	14	14	14	G				
D9	Internal Audit	Number of Performance, Risk & Audit Committee meetings held.	Number of meetings held	Internal Auditor	5	5	9	B		PRAC meeting held on 29 April 2016 and 20 May 2016		
D10	Municipal Manager	Verification of SDBIP results captured as per previous month report.	Number of reports signed.	Municipal Manager	12	12	12	G		See the attached signed report.		
D11	Performance & Project Management	Monthly prepare sdbip reports for the Municipal Manager meetings within 10 working days after closure of system. Report on previous month. Actual is previous month's report.	Number of reports submitted within 10 days	Manager: Performance & Projects	12	12	12	G		Achieved		
D12	Performance & Project Management	Monthly Dora reports submitted by the 10th working day of every month to Prov MIG.	Number of reports submitted within 10 days	Manager: Performance & Projects	12	12	12	G		Report send on 4 July 2016.		
D13	Property Management	Quarterly monitoring the contract management system for lease of municipal properties.	Quarterly update	Manager: Property	4	4	4	G		Achieve		
D14	Property Management	Revisit Municipal Land Audit and draw up an implementation plan. Phase implementation from 14/15 onwards.		Manager: Property	1	1	1	G		Achieved		

Summary of Results

KPI Not Yet Measured	0
KPI Not Met	0
KPI Almost Met	0
KPI Met	12
KPI Well Met	1
KPI Extremely Well Met	1
Total KPIs	14

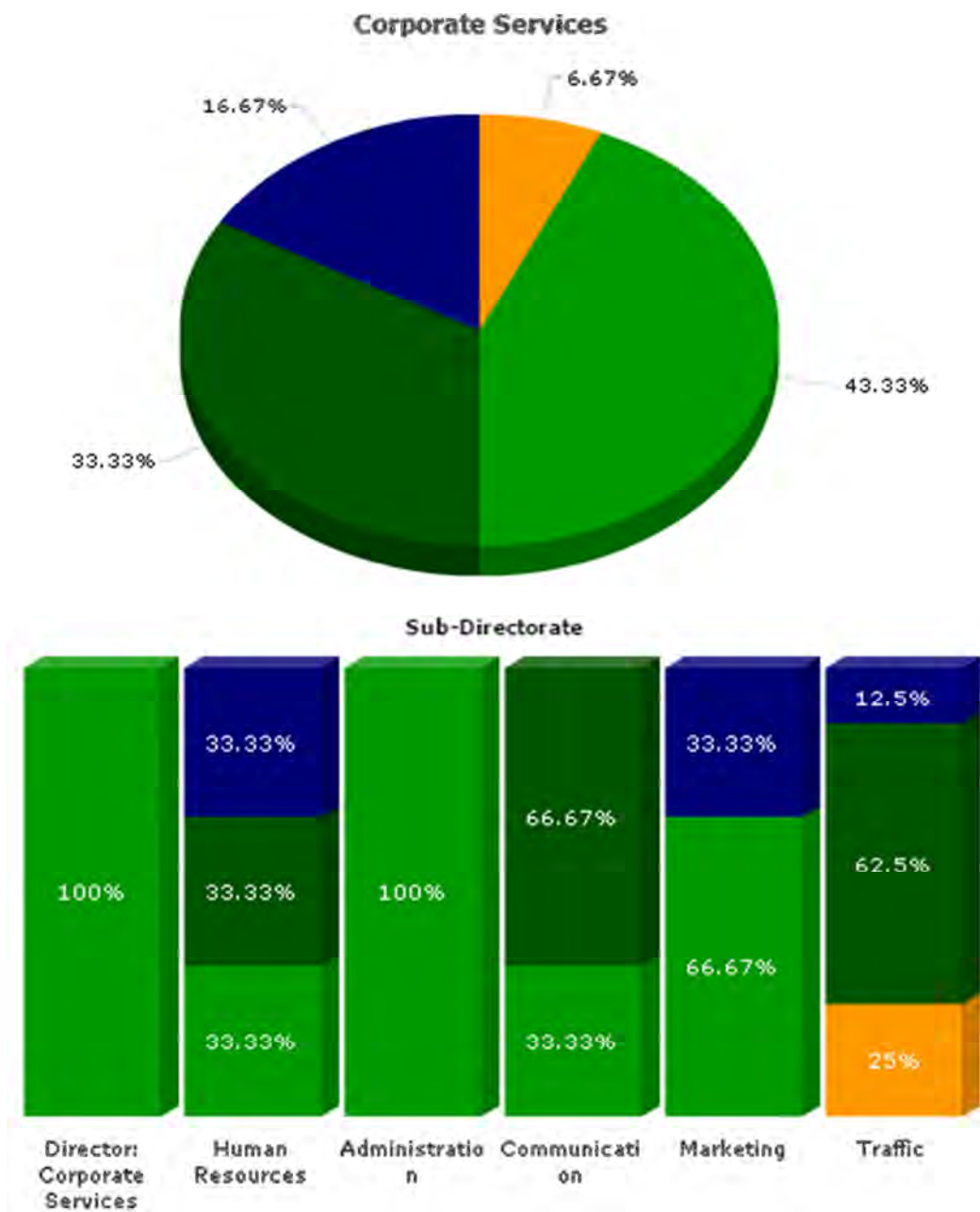
Verification:

It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system.

.....
(Senior Manager Signature)

.....
(Date)

A.2.2 Corporate Services



	Corporate Services	Sub-Directorate					
		Director: Corporate Services	Human Resources	Administration	Communication	Marketing	Traffic
KPI Not Met	-	-	-	-	-	-	-
KPI Almost Met	2 (6.7%)	-	-	-	-	-	2 (25%)
KPI Met	13 (43.3%)	2 (100%)	3 (33.3%)	5 (100%)	1 (33.3%)	2 (66.7%)	-
KPI Well Met	10 (33.3%)	-	3 (33.3%)	-	2 (66.7%)	-	5 (62.5%)
KPI Extremely Well Met	5 (16.7%)	-	3 (33.3%)	-	-	1 (33.3%)	1 (12.5%)
Total:	30	2	9	5	3	3	8

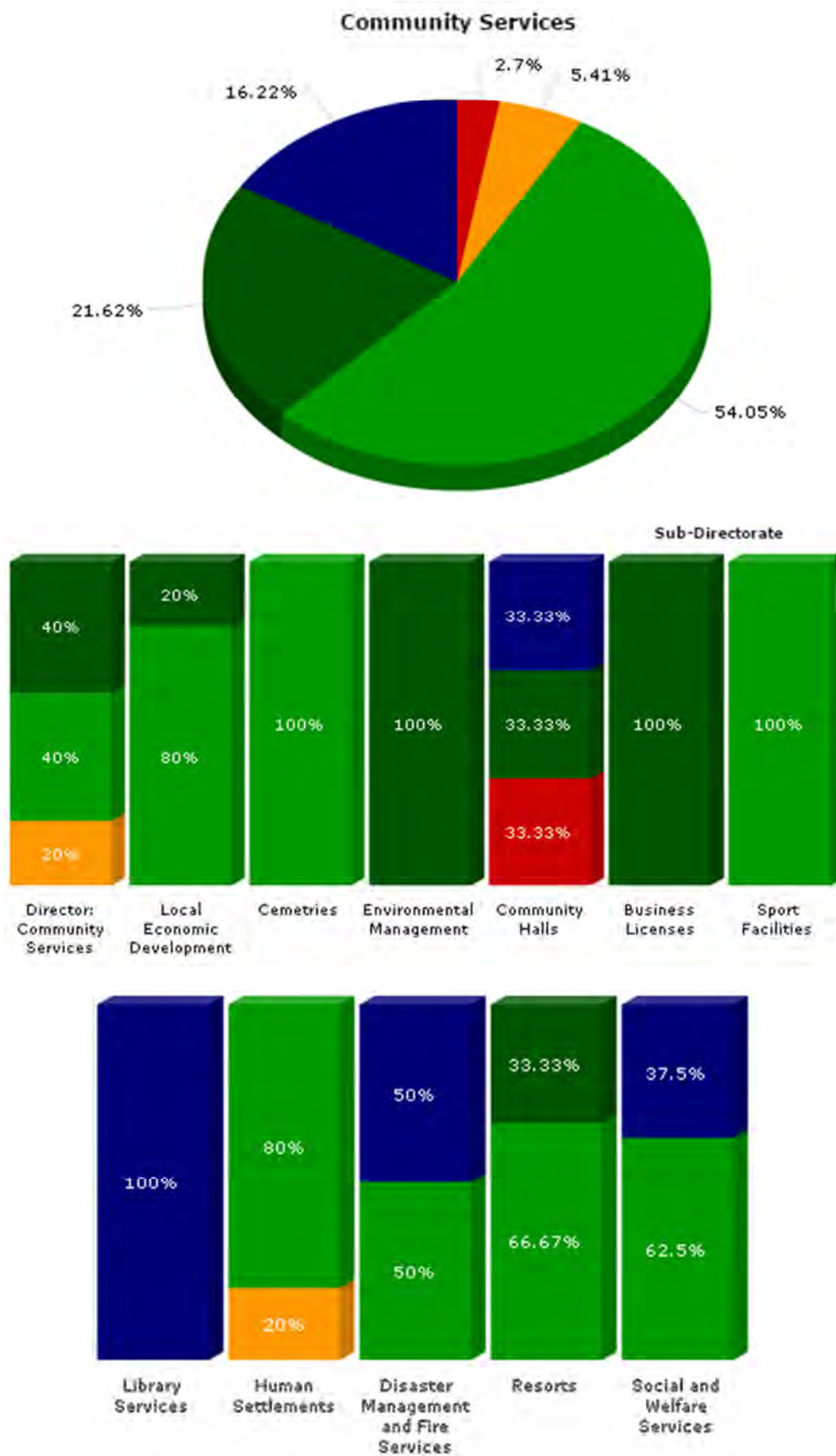
Witzenberg Municipality
SDBIP June 2016 - CORPORATE SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At June 2016					Performance Comment	Corrective Measures
						Target	Actual	R				
D95	Human Resources	Drafting the individual performance implementation plan for Municipal Manager approval	Implementation plan	Manager: Human Resources	1	1	1	G				
D96	Human Resources	Effective labour relations by facilitating regular LLF meetings per annum	5 LLF meetings	Manager: Human Resources	5	5	9	B	Scheduled Meeting of the 25 May 2016 were postponed by all parties			
									Meeting took place on the 30 June 2016.			
D97	Human Resources	Review 5 year EE plan by end October	EE Plan reviewed	Manager: Human Resources	1	1	1	G				
D98	Administration	Daily signing off of the cash register for cheques, cash and postal orders and handover to Financial services	Daily signed register	Manager: Administration	12	12	12	G	Objective completed		Not needed	
D99	Administration	Prepare monthly report on overdue actions as per TRIM	12 Monthly reports	Manager: Administration	12	12	12	G	Objective completed		Not needed	
D100	Administration	Update the website with the minutes of Council meetings within 7 days of approval by Council	Minutes within 7 days placed on website	Manager: Administration	12	12	12	G	Objective completed		Not needed	
D101	Administration	Agenda distribution 3 days prior to meeting - Council Meeting	Agenda distributed 3 days before meeting	Manager: Administration	12	12	12	G	Objective completed		Not needed	
D102	Director: Corporate Services	Verification of SDBIP results captured as per previous month report.	Signed report	Director: Corporate Services	12	12	12	G	Report is signed off by the Director Corporate Services.			
D103	Communication	Review of the council language policy by 30 January 2015	Language policy reviewed	Manager: Marketing & Communication	1	1	1	G				
D104	Communication	Compilation and distribution of external newsletters.	10 external newsletters distributed	Manager: Marketing & Communication	10	10	12	G2	Compiled and distributed the external newsletter for May/June 2016 on 28 June 2016 in three languages.		None.	
D105	Communication	Compilation and distribution of quarterly internal news letter	4 Internal newsletters distributed	Manager: Marketing & Communication	4	4	5	G2	Compiled and distributed the internal newsletter for May/June 2016 on 02 June 2016 in three languages.		None	
D106	Human Resources	Revised organogram submitted to the municipal manager for approval by end March	Revised organogram by March	Manager: Human Resources	1	1	2	B				
D107	Human Resources	Submit time and attendance report to all departments on a monthly basis.	Monthly time & attendance reports	Manager: Human Resources	60	60	60	G	Target Achieved			
D108	Human Resources	Compiling a Work Place Skills plan (WSP) each year by June	WSP by June	Manager: Human Resources	1	1	2	B	Target already achieved in April 2016.			
D109	Human Resources	Arrange on a quarterly basis Occupational Health & Safety Committee meetings with all departmental health and safety representatives	Quarterly meetings	Manager: Human Resources	4	4	5	G2	Target achieved			
D110	Marketing	Corporate branding of non-branded immovable property	Property branded	Manager: Marketing & Communication	2	2	2	G				
D111	Administration	Updating of website content	Website updated monthly	Manager: Administration	12	12	12	G	Objective completed		Not needed	
D112	Marketing	Support all events on the yearly calendar through branding of Witzenberg municipality	100% support of events	Manager: Marketing & Communication	100%	100%	100%	G	Branded the Christmas in Winter Festival on 25 and 26 June 2016 in Tulbagh.		None.	
D113	Marketing	Quarterly meetings with Tourism bureau and affiliates	Attend quarterly meetings	Manager: Marketing & Communication	4	4	6	B	We did not have a meeting with Tourism in June 2016.		None	
D114	Director: Corporate Services	Bi-weekly meetings with line managers to ensure effective management of the directorate	23 meetings	Director: Corporate Services	23	23	23	G	Meetings was held on 21 June 2016, Trim No 09/1/2/1/953 (09/1/2/1/949) and 12 July 2016 Trim No 09/1/2/1/958.			
D115	Human Resources	Percentage of people from employment equity target groups employed in the three highest levels of management.	% of people employed	Manager: Human Resources	75%	72%	74%	G2	Exceed Target			

Witzenberg Municipality
SDBIP June 2016 - CORPORATE SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At June 2016					
						Target	Actual	R	Performance Comment		Corrective Measures
D116	Human Resources	Percentage budget spend on the implementation of the Workplace Skills Plan	% of budget spend	Manager: Human Resources	99%	99%	100%	G2	Target Achieved		
D117	Traffic	Drivers license testing appointment to be scheduled within 90 days of applications received	Time to schedule appointment	Manager: Traffic Services	90%	90%	94.85%	G2	Target achieved		N/A
D118	Traffic	Closing of banking batches on a daily basis	Number of closures	Manager: Traffic Services	12	12	11.6	O	Target reached		N/A
D119	Traffic	Establishment of joint operations as part of SAPS sector policing initiative and security agencies	Number of joint operations	Manager: Traffic Services	12	12	17	G2	Target achieved		N/A
D120	Traffic	Visit at least 4 schools per annum to improve traffic and pedestrian safety	Number of school visits	Manager: Traffic Services	8	8	10	G2	No schools were visited during June 2016, due to the examinations and school holidays.		As soon as the school holiday is over, road safety presentations will be held at schools again.
D121	Traffic	Quarterly collection rate of fines issued. Report on previous quarter.	Collection rate percentage	Manager: Traffic Services	25%	25%	29.58%	G2	Target achieved		None
D122	Traffic	Respond to all citizen law enforcement queries/complaints / requests within 1 working day	Time to respond to queries	Manager: Traffic Services	95%	95%	91.67%	O	Target achieved		N/A
D123	Traffic	Number of meetings held with SAPS	Number of meetings with police forums & SAPS	Manager: Traffic Services	8	8	14	B	Target achieved		None
D124	Traffic	Community satisfaction survey on safety and security (score 1 - 5)	Score of survey	Manager: Traffic Services	3	3	2.65	O	Target not achieved.		Analysis of results during IDP process
<div><div><div>Summary of Results</div><div><div><div>KPI Not Yet Measured</div><div>0</div></div><div><div>KPI Not Met</div><div>0</div></div><div><div>KPI Almost Met</div><div>3</div></div><div><div>KPI Met</div><div>13</div></div><div><div>KPI Well Met</div><div>9</div></div><div><div>KPI Extremely Well Met</div><div>5</div></div><div>Total KPIs30</div></div><div><div>Verification:</div><div>It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system.</div><div><div>.....</div><div>(Senior Manager Signature)</div><div>.....</div><div>(Date)</div></div></div></div></div>											

A.2.3 Community Services



Witzenberg Municipality
SDBIP June 2016 - COMMUNITY SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At June 2016					Performance Comment	Corrective Measures
						Target	Actual	R				
D57	Director: Community Services	Bi-weekly meetings with line managers to ensure effective management of the directorate	Number of meetings	Director: Community Services	23	23	25	G2			Management meetings were held on 7, 14 and 23 June 2016.	
D58	Local Economic Development	Compile & Implementation of LED Strategy	Number of strategies developed	Manager: LED	1	1	1	G			achieved	n/a
D59	Cemeteries	Reconciliations of cemeteries booking register on a monthly basis within 14 calendar days of month end	Time to reconcile register	Manager: Amenities & Environment	12	12	12	G			performance achieved	N/A
D60	Environmental Management	Quarterly environmental education programme visits to communities and schools	Number of programmes	Manager: Amenities & Environment	4	4	5	G2			An educational botanical garden session was held on the 02nd of June 2016 at two schools in Op-Die-Berg. The schools that participated were Koue Bokkeveld and Kromlin Primary. More than fifty grade 5 learners participated in the project.	N/A
D61	Human Settlements	Monthly maintenance of the housing waiting list by updating applications received within 14 calendar days	Time to update list	Manager: Human Settlements	12	12	12	G			Applications received are captured on a daily basis	None required
D62	Human Settlements	Providing of housing consumer education (Training) sessions to beneficiaries	Number of sessions	Manager: Human Settlements	15	15	15	G			HCE Session conducted in Maple Park on 28 June 2016	None required
D63	Human Settlements	Monitoring of informal settlements by demolishing of new illegal structures within 24 hours	Time to demolish	Manager: Human Settlements	12	12	12	G			2 New structures were demolished in Zakhele, Wolseley on 6 June 2016 1 Structure in progress were demolished in Zakhele, Wolseley on 17 June 2016	None required
D64	Human Settlements	Bi-annual counting of informal settlement structures	Number of countings	Manager: Human Settlements	2	2	2	G			Survey done in Nduli informal settlement consisting out of Mooiblom and Polocross. A major challenge experienced are people renting out shacks, working late hours and not available during the day. Survey mainly conducted after hours.	None
D65	Community Halls	Attend to complaints with regard to maintenance of rental stock within 15 working days	Time to attend to complaints	Manager: Amenities & Environment	80%	80%	93.18%	G2			ACHIEVED	N/A
D66	Library Services	Lodging of awareness programmes through monthly exhibitions	Number of programmes	Senior Librarian	120	120	249	B			Performance achieved. 25 Exhibitions held.	
D67	Local Economic Development	Monthly submission of EPWP data report to the Department of Public Works	Number of submissions	Manager: LED	12	12	12	G			achieved	n/a
D68	Local Economic Development	Quarterly attendance of LED District/Provincial meetings	Number of attendance	Manager: LED	4	4	4	G			achieved	n/a
D69	Local Economic Development	Bi-annual SMME supplier procurement training	Number of training sessions	Manager: LED	2	2	2	G			achieved	n/a
D70	Disaster Management & Fire Services	Awareness campaigns to be held on a quarterly basis	Number of campaigns	Manager: Disaster & Fire Services	4	4	7	B			Target met	N/A
D71	Disaster Management & Fire Services	Daily vehicle and equipment inspections to be held	Number of inspections	Manager: Disaster & Fire Services	12	12	12	G			Target met	N/A
D72	Resorts	Review maintenance plan for swimming pools by 30 September	Revision by date	Manager: Resorts	1	1	1	G			Target Achieved	
D73	Resorts	Daily water chlorine testing at swimming pool during November to April	Number of testings	Manager: Resorts	100%	100%	100%	G			All pools closed & water standing	
D74	Resorts	Pine Forest: % Customer satisfaction rating	% rating	Manager: Resorts	80%	80%	92.63%	G2			Target Achieved	

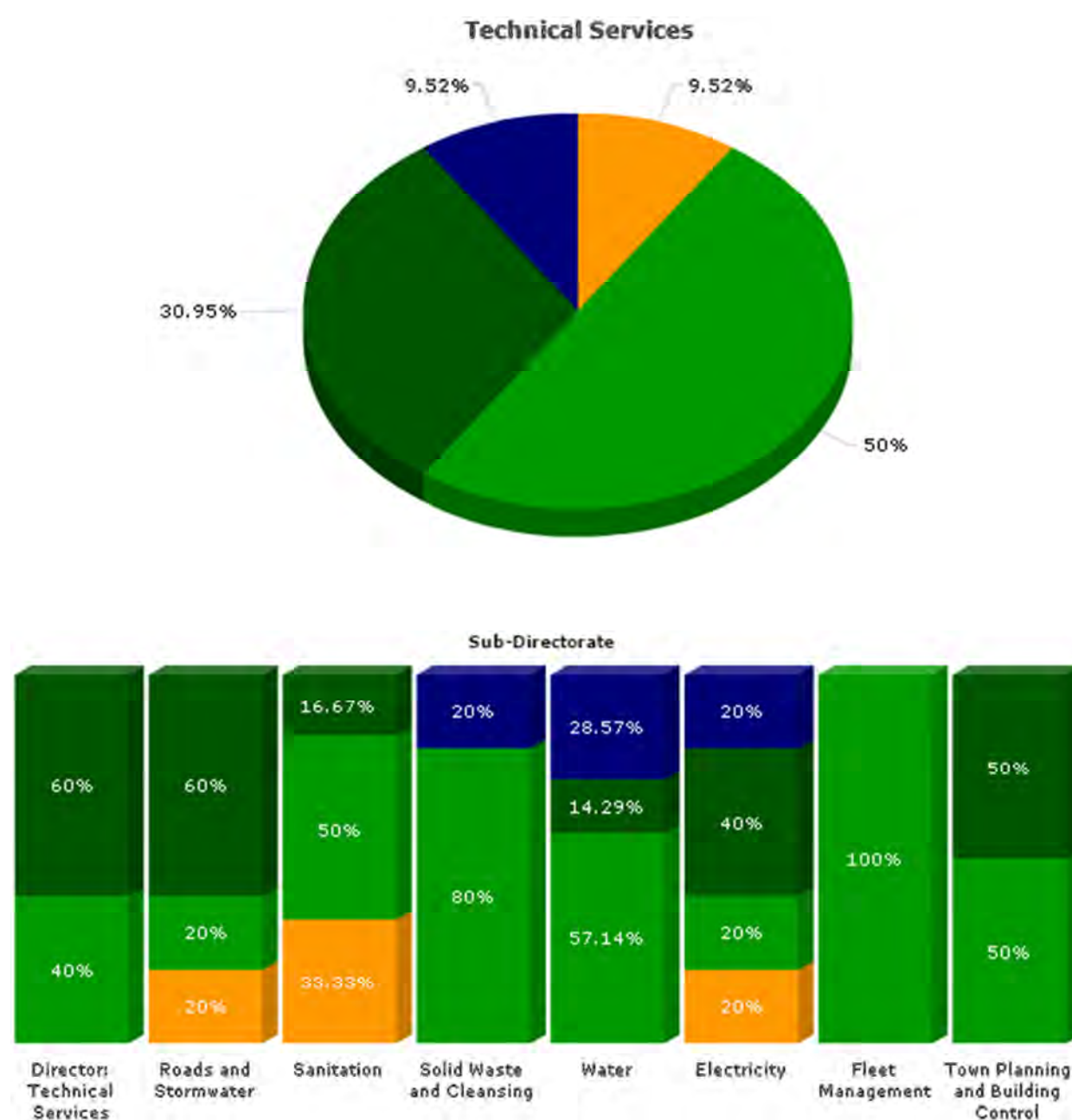
Witzenberg Municipality
SDBIP June 2016 - COMMUNITY SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At June 2016				
						Target	Actual	R	Performance Comment	Corrective Measures
D75	Community Halls	Implement the maintenance plan for community halls through the number of projects completed for the financial year (2 x halls paint)	Number of projects	Manager: Amenities & Environment	2	2	3	B	UPGRADING OF OP DIE BERG HALL AND CERES TOWN HALL	n/a
D76	Business Licenses	Issuing of approved business licenses within 5 working days after comments of stakeholders was received	Time to issue licenses	Manager: Amenities & Environment	90%	90%	95%	G2	ACHIEVED	N/A
D77	Business Licenses	Issuing of informal trading stands permits within 14 calender days of application received	Time to issue permits	Manager: Amenities & Environment	90%	90%	93.33%	G2	ACHIEVED	N/A
D78	Sport Facilities	Maintenance of sport fields through routine cleaning of buildings and grounds at sports fields on monthly basis	Number of maintenance done	Manager: Amenities & Environment	84	84	84	G	ACHIEVED	N/A
D79	Human Settlements	Number of housing opportunities provided per year - top structures.	Number of top structures	Manager: Human Settlements	0	0	0	N/A		
D80	Human Settlements	Number of rental stock transferred.	Number of properties transferred	Manager: Human Settlements	100	55	45	O	Due to unforeseen circumstance and problems for example lost original title deeds of the mother erven and erven not registered in Land Surveyors Offices the transfer process are very slow	Attorney needs to fast track the process of registration to get title deeds issued quicker
D81	Local Economic Development	The number of jobs created through the municipality's local economic development initiatives including capital projects.	Number of jobs	Manager: LED	380	380	427	G2	Target was achieved	n/a
D82	Social & Welfare Services	Number of account holders subsidised through the municipality's Indigent Policy	Number of account holders	Manager: Social Development	2,750	2,750	2,673	B	not achieved	more indigent campaigns will be done. more RDP houses are in the process of being erected. outstanding docs are not being submitted on time although follow-ups are done. regular contact for outstanding docs will be done more regular.
D83	Social & Welfare Services	Bi-annual HIV/AIDS awareness programmes	Number of programmes	Manager: Social Development	3	3	3	G	achieved	n/a
D84	Social & Welfare Services	Arrange workshops for youth per twinning agreement	Number of workshops	Manager: Social Development	2	2	5	B	Three trainings as per twinning agreement was done on Basic Administration, Self development and Arts and Craft.	n/a
D85	Director: Community Services	Number of meetings with intergovernmental partners.	Number of meetings	Director: Community Services	10	10	10	G	IGR meeting held on CRDP Sites. IGR EPWP meeting held.	
D86	Social & Welfare Services	Implement substance abuse programmes	Number of programmes	Manager: Social Development	4	4	4	G	achieved in previous month	Achieved in previous month.
D87	Social & Welfare Services	Implementation of child protection programmes	Number of programmes	Manager: Social Development	2	2	3	B	achieved	n/a
D88	Social & Welfare Services	Implementation of early childhood development programmes	Number of programmes	Manager: Social Development	4	4	4	G	achieved	n/a
D89	Social & Welfare Services	Implementation of gender programmes	Number of programmes	Manager: Social Development	2	2	2	G	achieved	n/a
D90	Social & Welfare Services	Implementation of projects for persons with disabilities	Number of projects	Manager: Social Development	2	2	2	G	achieved	n/a
D91	Community Halls	Customer satisfaction survey on community facilities (score 1 - 5)	Score of survey	Manager: Amenities & Environment	4	4	2.33	R	limit funds on previous budget. community members do not want to take part in survey	on 2016/2017 capital budget funds were made available for upgrading of community facilities
D92	Director: Community Services	Verification of SDBIP results captured as per previous month report.	Number of signed reports	Director: Community Services	12	12	12	G	Signed Verification report available.	

Witzenberg Municipality
SDBIP June 2016 - COMMUNITY SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At June 2016																		
						Target	Actual	R	Performance Comment	Corrective Measures														
D93	Director: Community Services	Percentage expenditure on maintenance budget by Community Directorate.	Percentage of budget spend	Director: Community Services	98%	98%	99.91%	G2	Target reached.															
D94	Director: Community Services	Percentage expenditure on capital budget by Community Directorate.	Percentage of budget spend	Director: Community Services	95%	95%	84.90%	O	One capital item in process.	Tender process of Library Modular unit is finalized await delivery.														
<div><div><h3>Summary of Results</h3><table><tr><td>KPI Not Yet Measured</td><td>1</td></tr><tr><td>KPI Not Met</td><td>1</td></tr><tr><td>KPI Almost Met</td><td>2</td></tr><tr><td>KPI Met</td><td>20</td></tr><tr><td>KPI Well Met</td><td>8</td></tr><tr><td>KPI Extremely Well Met</td><td>6</td></tr><tr><td>Total KPIs</td><td>38</td></tr></table></div><div><h3>Verification:</h3><p>It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system.</p><div><div>.....</div><div>(Senior Manager Signature)</div><div>.....</div><div>(Date)</div></div></div></div>											KPI Not Yet Measured	1	KPI Not Met	1	KPI Almost Met	2	KPI Met	20	KPI Well Met	8	KPI Extremely Well Met	6	Total KPIs	38
KPI Not Yet Measured	1																							
KPI Not Met	1																							
KPI Almost Met	2																							
KPI Met	20																							
KPI Well Met	8																							
KPI Extremely Well Met	6																							
Total KPIs	38																							

A.2.4 Technical Services



	Technical Services	Sub-Directorate							
		Director: Technical Services	Roads and Stormwater	Sanitation	Solid Waste and Cleansing	Water	Electricity	Fleet Management	Town Planning and Building Control
KPI Not Met	-	-	-	-	-	-	-	-	-
KPI Almost Met	4 (9.5%)	-	1 (20%)	2 (33.3%)	-	-	1 (20%)	-	-
KPI Met	21 (50%)	2 (40%)	1 (20%)	2 (50%)	4 (80%)	4 (57.1%)	1 (20%)	3 (100%)	3 (50%)
KPI Well Met	12 (31%)	2 (60%)	2 (60%)	1 (16.7%)	-	1 (14.3%)	2 (40%)	-	2 (50%)
KPI Extremely Well Met	4 (9.5%)	-	-	-	1 (20%)	2 (28.6%)	1 (20%)	-	-
Total:	42	5	5	6	5	7	5	3	6

Witzenberg Municipality
SDBIP June 2016 - TECHNICAL SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At June 2016				
						Target	Actual	R	Performance Comment	Corrective Measures
D15	Director: Technical Services	Bi-weekly meetings with line managers to ensure effective management of the directorate	Number of meetings	Director: Technical Services	23	23	23	G	Target met	n/a
D16	Roads & Stormwater	Municipal roads is maintained and measured by the square meters of roads patched.	Square meters patched.	Manager: Roads & Storm water	1,600	14,000	14,307.87	G2		
D17	Roads & Stormwater	Maintenance of municipal roads as per vote number 14143806 14143803 14143807 14143809	Percentage of budget spend	Manager: Roads & Storm water	98%	98%	98.90%	G2	Targed achieved	None...
D18	Roads & Stormwater	Blockages cleaned within 24 hours from when the complaint has been lodged by the control room	Percentage of blockages cleaned within 24 hours	Manager: Roads & Storm water	100%	100%	100.00%	G	Targed achieved	None..
D19	Roads & Stormwater	Stormwater assets is maintained in terms of the maintenance budget spent in vote number 14133808	Percentage of budget spend	Manager: Roads & Storm water	98%	98%	98%	G	Targed achieved	None...
D20	Sanitation	Quality of waste water discharge measured by the overall average percentage water quality level within SANS and DWAF standards for microbiological, physical and chemical for all WWTW plants	Percentage of quality of waste water	Manager: Sanitation	90%	90%	86.25%	O	All plants performed well.	There is still room for improvement.
D21	Sanitation	Regular inspection at pump stations to inspect for faulty, damage or defective equipment and infrastructure at the pump station	Number of inspections	Manager: Sanitation	276	276	276	G	Daily and weekly inspections completed	None
D22	Sanitation	Sanitation assets is maintained in terms of the maintenance budget spent in votes 14113802 14113811 14113812	Percentage of budget spend	Manager: Sanitation	98%	98%	96%	O	The 96% is the average for 14113802 + 14113812 + 14113811	Due to budget amendments and transfers, budget is
D23	Sanitation	Sewerage blockage removals within 24 hours from receipt of the complaint by the control room	Percentage of blockages cleaned within 24 hours	Manager: Sanitation	100%	100%	100%	G	All blockages cleared within given timeframe	More personell to minimize overtime.
D24	Solid Waste & Cleansing	Maintenance of landfill sites in vote number 14154203	Percentage of budget spend	Manager: Solid Waste & Cleansing	98%	98%	98%	G	achieved	
D25	Solid Waste & Cleansing	Number of community awareness campaigns to promote recycling	Number of campaigns	Manager: Solid Waste & Cleansing	4	4	6	B	achieved	
D26	Solid Waste & Cleansing	Bi-annual testing of the quality of borehole water within SABS standards	Number of tests	Manager: Solid Waste & Cleansing	2	2	2	G	achieved	
D27	Solid Waste & Cleansing	Yearly external landfill sites audit to be performed by 31 March 2016	Number of audits	Manager: Solid Waste & Cleansing	2	2	2	G		
D28	Water	Repair breaks within 24 Hours after water break has been reported to call centre	Percentage of breaks repaired within 24 hours	Manager: Water	100%	100%	100%	G	All interruptions repaired within timeframe.	More personell to minimize overtime.
D29	Water	Repair faulty meters received per list from Finance within 20 working days	Percentage of meters repaired within 20 days	Manager: Water	100%	100%	100%	G	All lists received in May 2016 were completed in June 2016.	None
D30	Water	Water assets is maintained in terms of the maintenance budget spent in vote number 14193802.	Percentage of budget spend	Manager: Water	98%	98%	98%	G	Spending = 98%	None
D31	Electricity	Electricity assets is maintained in terms of the maintenance budget spent in vote numbers 14053802 14053810 14073802 14083802	Percentage of budget spend	Head: Electrotechnical Services	98%	98%	99.25%	G2	target exceeded	n/a

Witzenberg Municipality
SDBIP June 2016 - TECHNICAL SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At June 2016					Performance Comment	Corrective Measures
						Target	Actual	R				
D32	Electricity	Respond to resident's queries regarding service disruptions and faulty meters within 24 hours from when the complaint has been received from call centre	Percentage of responses to queries within 24 hours	Head: Electrotechnical Services	80%	80%	100%	G2		target exceeded	n/a	
D33	Fleet Management	Revision of the vehicle replacement program on a quarterly basis	Number of revisions	Manager: Fleet	4	1	1	G				
D34	Fleet Management	Monthly vehicles maintenance plan and servicing of those vehicles	Number of maintenance plans	Manager: Fleet	12	5	5	G				
D35	Fleet Management	Compile a quarterly vehicle usage report documenting the economical (kilometres/litre) usage of each vehicle	Number of vehicle usage reports	Manager: Fleet	4	1	1	G				
D36	Director: Technical Services	Number of subsidised serviced sites developed.	Number of serviced plots.	Director: Technical Services	150	600	605	G2		Target exceeded	n/a	
D37	Director: Technical Services	Percentage expenditure on capital budget by Technical Directorate.	Percentage of budget spend	Director: Technical Services	95%	95%	99.50%	G2		Target achieved.		
D38	Town Planning & Building Control	Acknowledge receipt of town planning application within 21 working days. Quarterly.	Percentage of acknowledgements within 21 days	Manager: Town Planning & Building Control	95%	95%	100%	G2		Target met		
D39	Town Planning & Building Control	Monthly reconcile general ledger printout of building fees paid with the building register maintained	Number of reconciliations	Manager: Town Planning & Building Control	12	12	12	G		Target met.		
D40	Town Planning & Building Control	Quarterly update of the zoning register with all new zonings	Number of updates	Manager: Town Planning & Building Control	4	4	4	G		Target Met		
D41	Town Planning & Building Control	Recommendation for decision to the MM/Council for approval, within 7 months from validating a fully compliant application. Quarterly.	Percentage of recommendations within 7 months	Manager: Town Planning & Building Control	100%	100%	100%	G		Target met		
D42	Roads & Stormwater	Kilometres of roads upgraded & rehabilitated.	Number of kilometres surfaced	Manager: Roads & Storm water	2.3	9.41	10.15	G2		Target exceeded	None....	
D43	Sanitation	Provide basic services - number of informal areas with sufficient communal sanitation service points(toilets).	Number of areas	Manager: Sanitation	3	3	3	G		All identified areas serviced.	Formalize plots.	
D44	Solid Waste & Cleansing	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area cleaning service.	Number of areas	Manager: Solid Waste & Cleansing	3	3	3	G		achieved		
D45	Water	Decrease unaccounted water losses.	Percentage of unaccounted water	Manager: Water	23%	23%	16%	B		Target achieved.	Implement WDM strategy and identified measures.	
D46	Water	Percentage compliance with drinking water quality standards	Percentage of results that comply	Manager: Water	97%	97%	100%	G2		Target achieved	None	
D47	Water	Provide basic services - number of informal areas with sufficient communal water service points (taps).	Number of areas	Manager: Water	3	3	3	G		All areas serviced.	Formalize plots	
D48	Electricity	Number of subsidised electricity connections installed.	Number of connections	Head: Electrotechnical Services	0	158	140	O		target not met, all customers did not move to Pine Valley stands and/or all customers has not paid yet for their electrical connections.	N/A	
D49	Electricity	Decrease unaccounted electricity losses.	Percentage of unaccounted electricity	Head: Electrotechnical Services	9%	9%	8.19%	B		Target exceeded	Target exceeded no coorrective measure	
D50	Town Planning & Building Control	All building plans approved for less than 500 square meters within 30 days	Percentage of plans approved within 30 days	Manager: Town Planning & Building Control	95%	95%	99.67%	G2		Target met		
D51	Town Planning & Building Control	All building plans approved for more than 500 square meters within 60 days	Percentage of plans approved within 60 days	Manager: Town Planning & Building Control	95%	95%	98.92%	G2		Target met		

Witzenberg Municipality
SDBIP June 2016 - TECHNICAL SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At June 2016				
						Target	Actual	R	Performance Comment	Corrective Measures
D52	Director: Technical Services	Verification of SDBIP results captured as per previous month report.	Number of reports signed.	Director: Technical Services	12	12	12	G	target met	n/a
D53	Director: Technical Services	Percentage expenditure on maintenance budget by Technical Directorate.	Percentage of budget spend	Director: Technical Services	98%	98%	98.78%	G2	Target achieved.	
D54	Sanitation	Submission of nr of sewer connections for the month to Finance Income section.	Notification send to Income by the 5th of the month	Manager: Sanitation	12	12	15	G2	One new sewer connection for June 2016 - Email sent through to Finance.	None
D55	Water	Submission of nr of water connections for the month to Finance Income section.	Notification send to Income by the 5th of the month	Manager: Water	12	12	25	B	2 water connections for June 2016	None
D56	Electricity	Submission of nr of electricity connections for the month to Finance Income section.	Notification send to Income by the 5th of the month	Head: Electrotechnical Services	12	12	12	G	target met	n/a

Summary of Results

KPI Not Yet Measured

0

KPI Not Met

0

KPI Almost Met

3

KPI Met

22

KPI Well Met

13

KPI Extremely Well Met

4

Total KPIs

42

Verification:

It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system.

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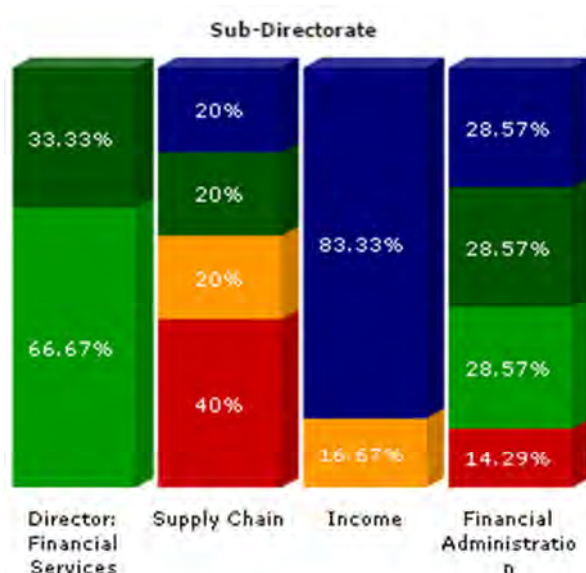
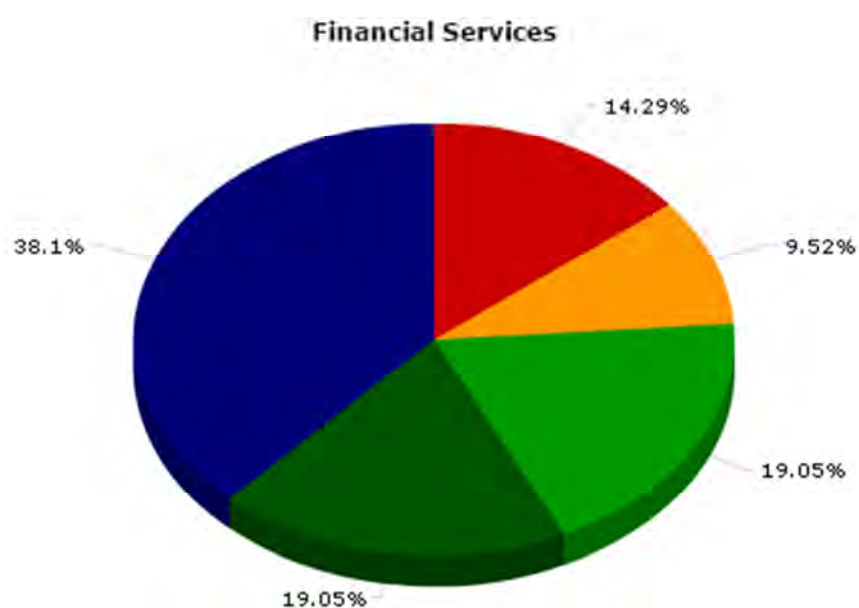
(Senior Manager Signature)

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(Date)

Report generated on 25 July 2016 at 11:11.

A.2.5 Financial Services



	Financial Services	Sub-Directorate			
		Director: Financial Services	Supply Chain	Income	Financial Administration
KPI Not Met	2 (14.3%)	-	2 (40%)	-	1 (14.3%)
KPI Almost Met	2 (9.5%)	-	1 (20%)	1 (16.7%)	-
KPI Met	4 (19%)	2 (66.7%)	-	-	2 (28.6%)
KPI Well Met	4 (19%)	1 (33.3%)	1 (20%)	-	2 (28.6%)
KPI Extremely Well Met	9 (38.1%)	-	1 (20%)	5 (83.3%)	2 (28.6%)
Total:	21	3	5	6	7

Witzenberg Municipality
SDBIP June 2016 - FINANCIAL SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At June 2016				
						Target	Actual	R	Performance Comment	Corrective Measures
D125	Income	Increased revenue collection	% of Revenue collected	Manager: Income	96%	96%	94%	O	Target not met	Water management meters to be implemented.
D126	Financial Administration	Compilation of Financial Analysis by end September	Analysis completed	Manager: Financial Administration	1	1	1	G		
D127	Supply Chain	Creditors not paid within 30 days of receipt of the invoice or statement	Less than 5% creditors not paid	Manager: Supply Chain	5%	5%	0.32%	B	Target achieved	
D128	Supply Chain	Adjudicate recommended bids based on evaluation reports within 10 calendar days after the BEC meeting	90% of bids adjudicated	Manager: Supply Chain	90%	90%	100%	G2	Target met.	
D129	Supply Chain	Bid Specification Committee to have a BSCM within 14 calendar days after receipt of a proper request for a bid.	90% of BSCM within 10 days	Manager: Supply Chain	90%	90%	62.83%	R	Target not met. Improvement from previous quarter, shortage in staff still contribute to delays in process.	Vacant position to be filled as a matter of urgency
D130	Supply Chain	Compilation of consolidated report of all assets and inventory to be disposed of by the end of January	Report by end of January	Manager: Supply Chain	1	1	0	R	Target due end of January. Draft report attached and will be finalised 31 August 2016.	Target will be met by due date.
D131	Supply Chain	Prepare evaluation reports per Bid within 60 calendar days from the date of bid closing to the date of the BECM	90% of evaluation reports within 60 days	Manager: Supply Chain	90%	90%	71.84%	O	Target met.	
D132	Income	Limit estimation of meter readings to 12% per month	Estimation of readings less than 12 % per month	Manager: Income	12%	12%	8.38%	B	Target met	
D133	Financial Administration	Section 71 reports submitted by the 10th of each month to applicable National- & Provincial Departments.	Reports by 10th of each month	Manager: Financial Administration	12	12	12	G	Target met	
D134	Director: Financial Services	Bi-weekly meetings with line managers to ensure effective management of the directorate	23 meetings	Director: Financial Services	23	23	24	G2	Target met	
D135	Director: Financial Services	Opinion of the Auditor-General on annual financial sttements of the previous year.	Unqualified opinion	Director: Financial Services	1	1	1	G		
D136	Financial Administration	Financial viability expressed as Cost-Coverage ratio	1.6 ratio	Manager: Financial Administration	1.6	1.6	3.9	B	Target met	
D137	Financial Administration	Financial viability expressed as Debt-Coverage ratio	16 ratio	Manager: Financial Administration	16	16	35	B	Target met	
D138	Financial Administration	Financial viability expressed outstanding service debtors	44% ratio	Manager: Financial Administration	44%	44%	55.20%	R	Target not met	Implementation of water management meters
D139	Income	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Less than 1% outstanding	Manager: Income	1%	1%	0%	B	Target achieved	
D140	Income	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	Less than 1% outstanding	Manager: Income	1%	1%	0%	B	Target Achieved	
D141	Income	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Less than 1% outstanding	Manager: Income	1%	1%	0.01%	B	Target Achieved	
D142	Income	Number of outstanding valid applications for waste removal services expressed as a % of total number of billings for the service.	Less than 1% outstanding	Manager: Income	1%	1%	0%	B	Target Achieved	
D143	Financial Administration	Percentage spend on maintenance for the whole municipality.	98% of maintenance budget spend	Manager: Financial Administration	98%	98%	98.53%	G2	Target achieved.	
D144	Financial Administration	Percentage spend on Capital Budget	95% of capital budget spend	Manager: Financial Administration	95%	95%	98.30%	G2	Target achieved.	
D145	Director: Financial Services	Verification of SDBIP results captured as per previous month report.	12 signed reports	Director: Financial Services	12	12	12	G	Target met	

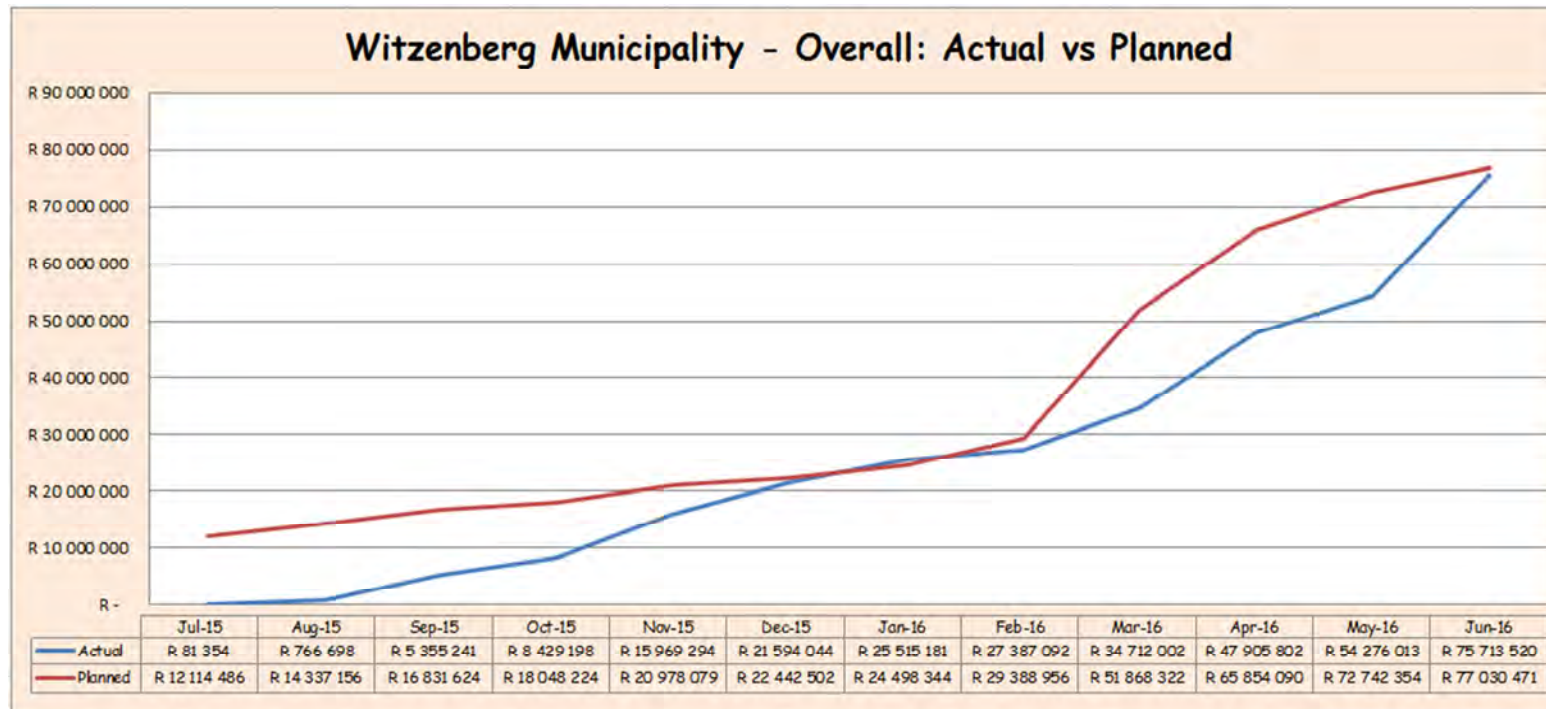
Witzenberg Municipality
SDBIP June 2016 - FINANCIAL SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At June 2016				
						Target	Actual	R	Performance Comment	Corrective Measures
<div>Summary of Results</div> <div><div><div></div><div>KPI Not Yet Measured</div><div>0</div></div><div><div></div><div>KPI Not Met</div><div>3</div></div><div><div></div><div>KPI Almost Met</div><div>2</div></div><div><div></div><div>KPI Met</div><div>4</div></div><div><div></div><div>KPI Well Met</div><div>4</div></div><div><div></div><div>KPI Extremely Well Met</div><div>8</div></div><div><div></div><div>Total KPIs</div><div>21</div></div></div>						<div>Verification:</div> <div>It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system.</div> <div><div>.....</div><div>(Senior Manager Signature)</div><div>.....</div><div>(Date)</div></div>				

B. CAPITAL BUDGET PERFORMANCE

B.1 Municipal Overall

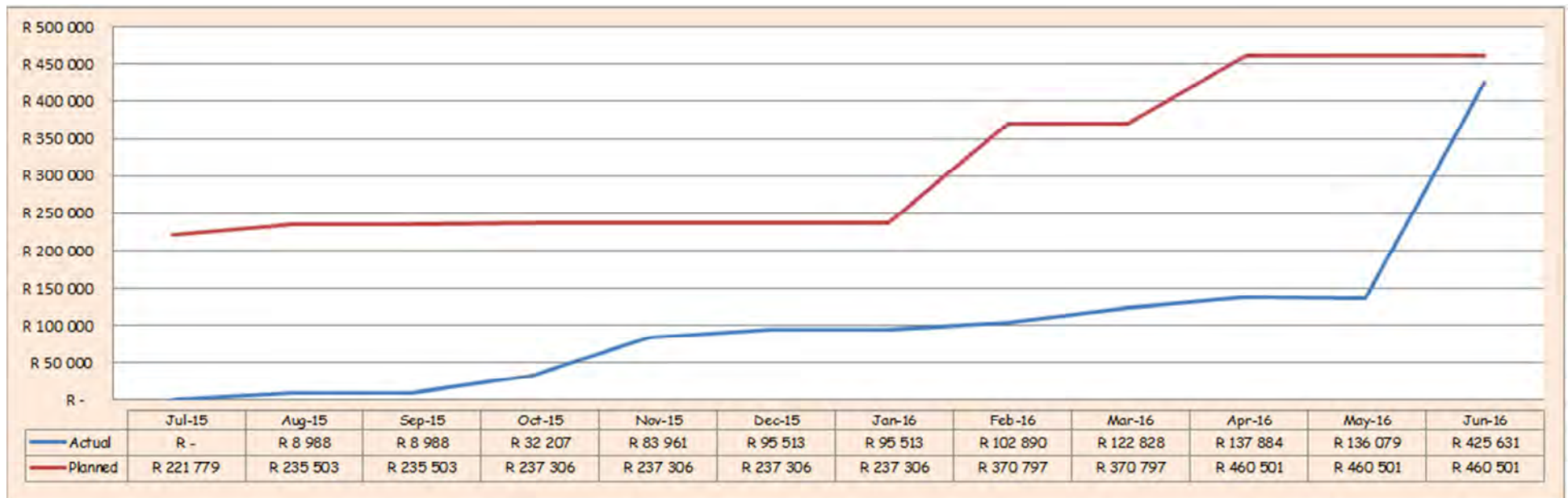
Directorate	15/16 Budget	Actual as on 30/06/2016	% Expenditure
Financial Services	R 425 000	R 366 556	86.2%
Community Services	R 5 476 418	R 4 639 478	84.7%
Corporate Services	R 460 521	R 425 633	92.4%
Technical Services	R 70 668 532	R 70 281 854	99.5%
Total	R 77 030 471	R 75 713 521	98.3%



B.2 Directorates:

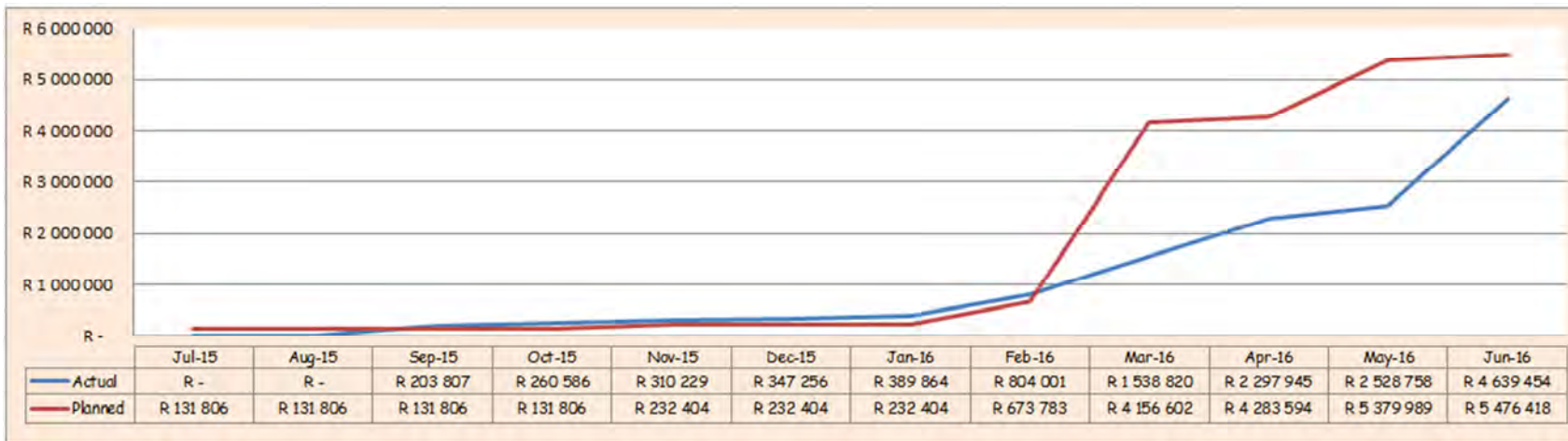
B.2.1 Corporate Services

<u>Item number</u>	<u>Description</u>	<u>Amended Budget 2015/16</u>	<u>Actual as on 30/06/2016</u>	<u>Unspent</u>	<u>% Expenditure</u>
530100011	Office Furniture- Witzenberg	R 110 000	R 102 057	R 7 943	93%
530470001	Microsoft Lisences	R 164 170	R 164 170	-	100%
530401631	IT Equipment	R 186 351	R 159 406	R 26 945	86%
Totals		R 460 521	R 425 633	R 34 888	92%



B.2.2 Community Services

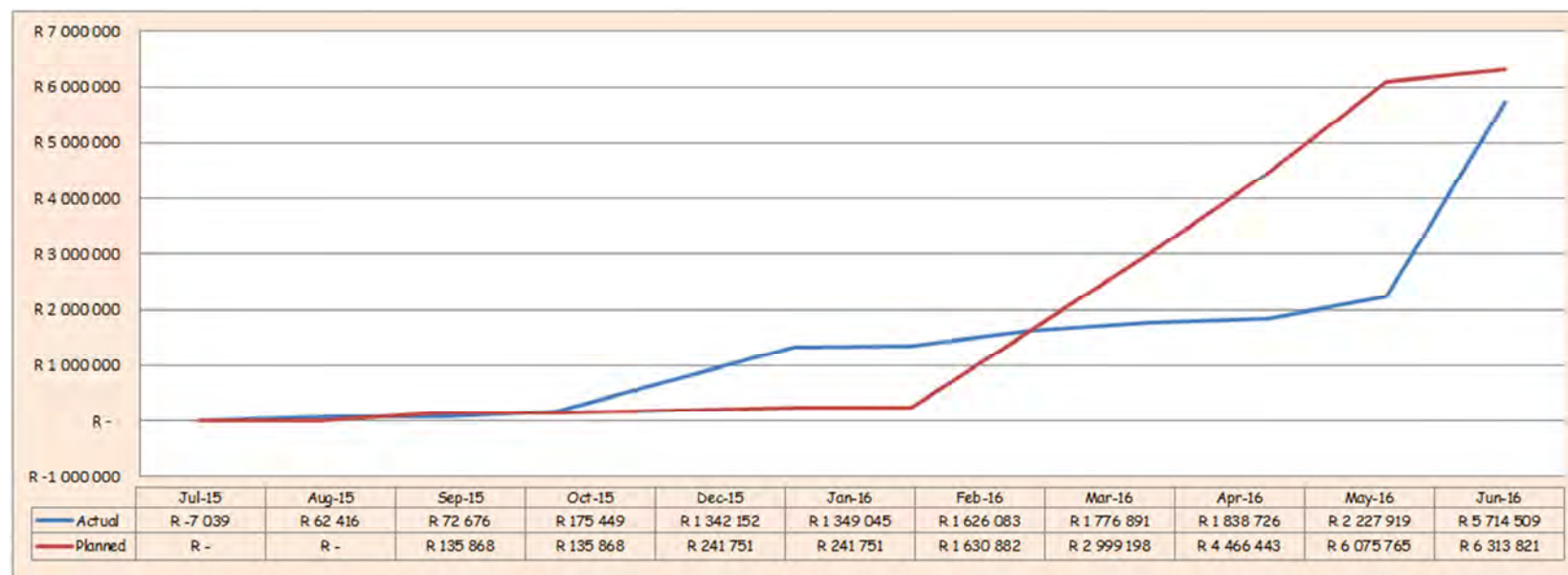
Department	Item number	Description	Amended Budget 2015/16	Actual as on 30/06/2016	Unspent	% Expenditure
Manager: Cemeteries	520101301	Fencing Cemeteries Extensions	R 16 500	R 16 173	R 327	98%
Manager: Library	520400121	Book Detecting Systems	R 800 000	R 701 715	R 98 285	88%
Manager: Library	520400141	New Furniture	R 71 048	R 70 496	R 552	99%
Manager: Library	520400191	New Furniture	R 125 000	R 118 263	R 6 737	95%
Manager: Amentities & En	520400221	Op Die Berg Mobile Unit	R 530 470		R 530 470	0%
Manager: Fire	520500051	Brandblussers	R 50 000	R 45 711	R 4 289	91%
Manager: Fire	520500061	Vehicle Replacement Programme	R 201 000	R 200 792	R 208	100%
Manager: Protection Serv	520500071	Plant & Equipment	R 518 000	R 518 412	R -412	100%
Manager: Protection Serv	520500081	Radio Communication Equipment	R 580 000	R 580 000	R -	100%
Manager: Resorts And Sw	520601371	Equipment Upgrading	R 483 300	R 281 674	R 201 626	58%
Manager: Amentities & En	521102471	Upg Community Hall & Fences	R 11 495	R 11 495	R -	100%
Manager: Amentities & En	521860001	Pine Valley Park	R 373 000	R 372 204	R 796	100%
Manager: Amentities & En	521901401	Plant & Equipment	R 207 605	R 206 832	R 773	100%
Manager: Traffic	522000051	Fire Arms	R -		R -	#DIV/0!
Manager: Traffic	522000071	Vehicle Replacement Programme	R 570 000	R 561 346	R 8 654	98%
Manager: Protection Serv	522000091	Test Centre	R -		R -	#DIV/0!
Manager: Social & Welfar	522200031	ODB Community Hall	R 625 000	R 640 605	R -15 605	102%
Manager: Social & Welfar	522200041	IT Equipment- Belgium Grant	R 140 000	R 139 762	R 238	100%
Manager: Amentities & En	522300031	Extension of Sport Facility	R 174 000	R 174 000	R -	100%
Totals			R 5 476 418	R 4 639 478	R 836 940	85%



B.2.3 Technical Services:

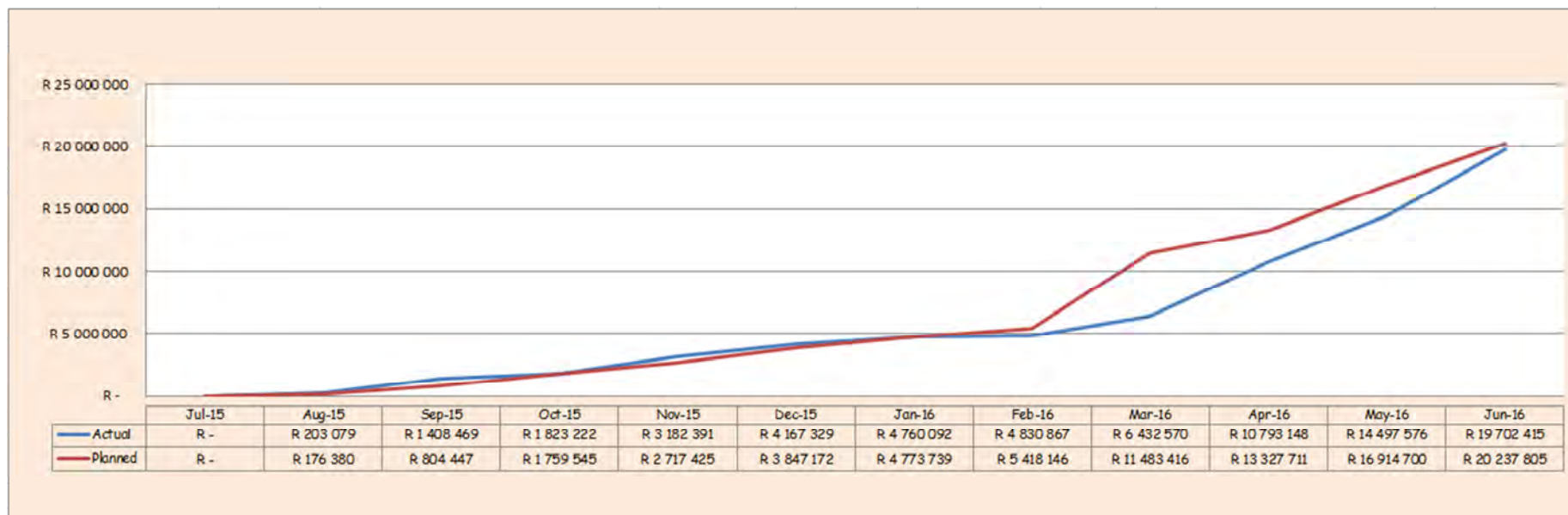
B.2.3.1 Electrical Services

Item number	Description	Amended Budget 2015/16	Actual as on 30/06/2016	Unspent	% Expenditure
540500021	Security Fence: Wolseley Store	R 76 253	R 76 253	R -0	100%
540500071	Vehicle Replacement Programme	R 402 000	R 323 054	R 78 946	80%
540501841	Low-cost houses electrical network	R 4 000 000	R 3 460 026	R 539 974	87%
540590001	Prof Fees Rural Dev	R 900 000	R 930 300	R -30 300	103%
540700111	Streetlights	R 87 813	R 87 812	R 1	100%
540800021	11 kv Breakers- Wolseley	R 570 000	R 569 654	R 346	100%
540806411			R -		
540820001	Tools & Equipment	R 247 755	R 247 755	R -0	100%
540920001	Office Equipment - Mechanical Work	R 30 000	R 19 659	R 10 341	66%
Totals		R 6 313 821	R 5 714 512	R 599 309	91%



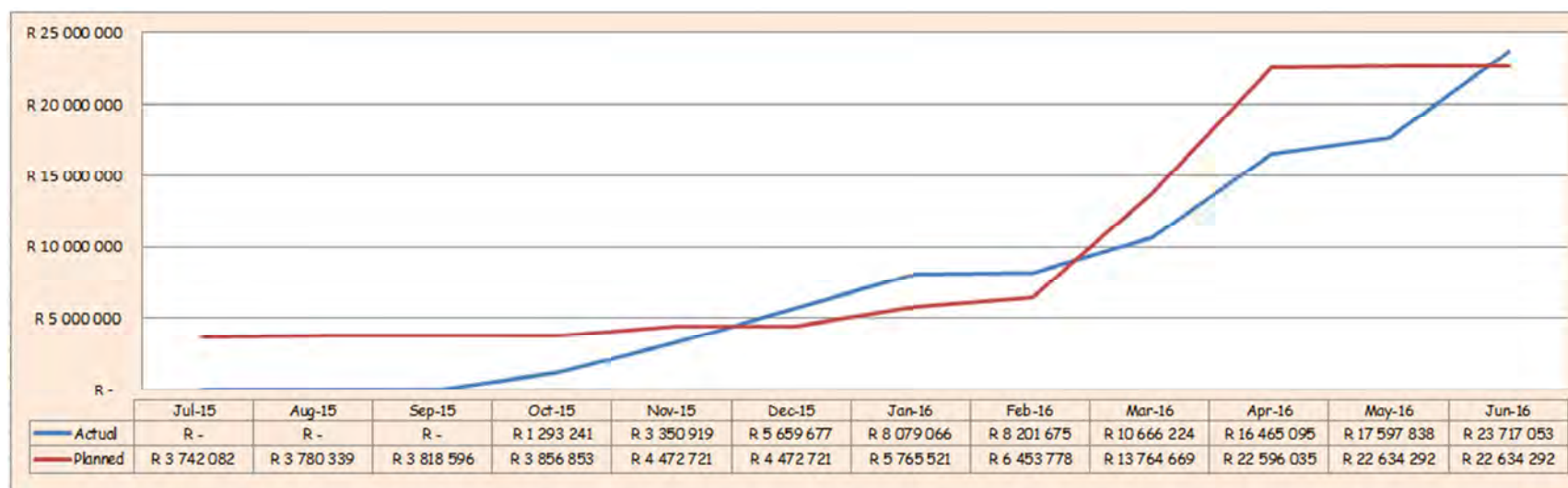
B.2.3.2 Sanitation Services

Item number	Description	Amended Budget 2015/16	Actual as on 30/06/2016	Unspent	% Expenditure
541100061	Bulk Sewer Bella Vista	R 3 462 567	R 3 462 543	R 24	100%
541101321	Sewer Pumps Replacements	R 300 000	R 299 751	R 249	100%
541105061	Sewer Network Replacement	R 2 163 758	R 2 058 970	R 104 788	95%
541120001	Tools & Equipment	R 100 000	R 98 673	R 1 327	99%
541120161	Prof Fees Rural Development	R 259 410	R 259 409	R 1	100%
541190001	Vredebes bulk sanitation	R 4 671 424	R 4 671 424	R -	100%
541100051	Vredebes Housing Sanitation	R 5 702 667	R 5 702 667	R 0	100%
541100041	Bella Vista Housing Sanitation	R 419 000	R -	R 419 000	0%
541100091	Toilets for informal Settlements	R 9 979	R -	R 9 979	0%
541100111	Ceres Vredebes New Bulk Sanitation	R 3 149 000	R 3 148 982	R 18	100%
Totals		R 20 237 805	R 19 702 419	R 535 386	97%



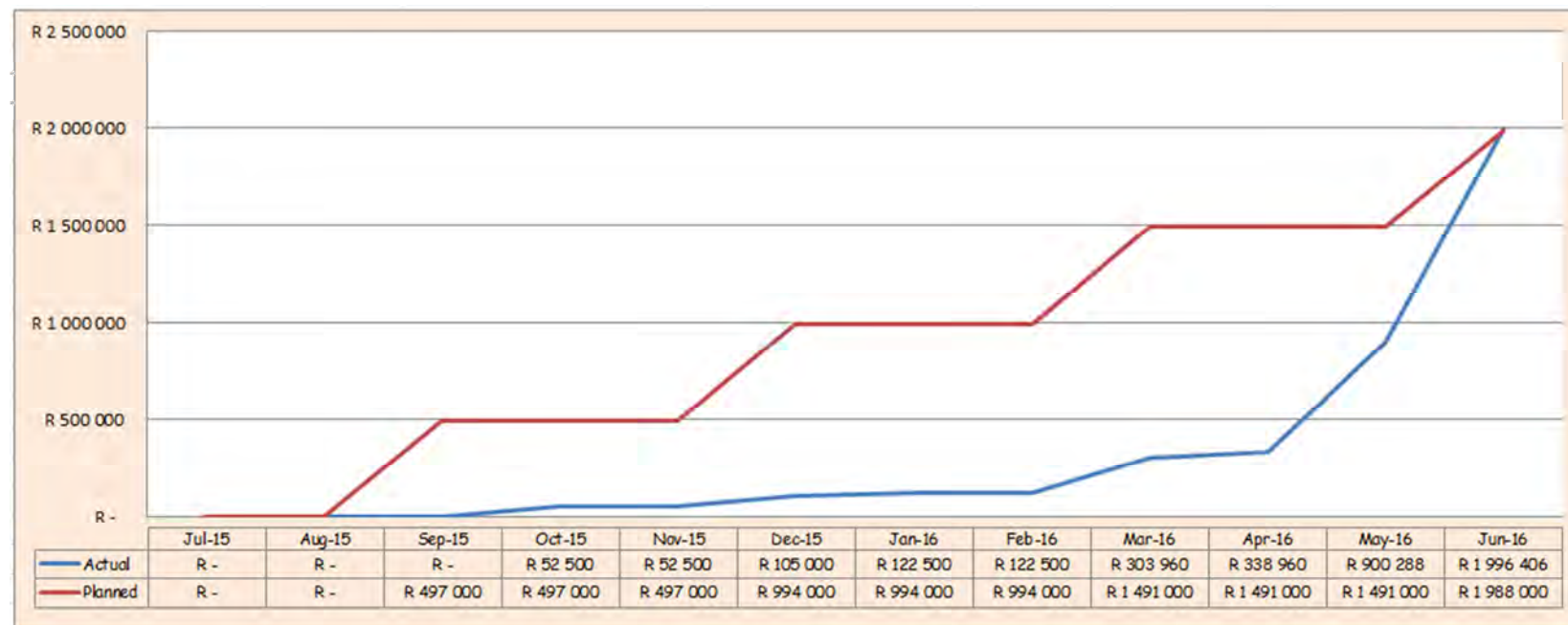
B.2.3.3 Roads & Storm water

Item number	Description	Amended Budget 2015/16	Actual as on 30/06/2016	Unspent	% Expenditure
541300131	Network - Stormwater Upgrading	R 150 000	R 152 377	R -2 377	102%
541390001	Prof Fees Rural Develop Projects	R 164 466	R 164 466	R 0	100%
541400111	Traffic Calming (Roads)	R 196 454	R 198 200	R -1 746	101%
541400191	Skoonvlei - Upgrading of Roads	R -	R 1 078 819	R -1 078 819	#DIV/0!
541400201	Vehicle Replacement Programme	R 230 000	R 229 825	R 175	100%
541400211	Jackhammers (Roads)	R 83 546	R 83 546	R -	100%
541401291	Network - Streets	R 5 753 909	R 5 753 909	R -	100%
541403891	Prof Fees Rural Develop Projects	R 323 663	R 323 662	R 1	100%
541400161	Vredebes Housing Roads	R 5 702 668	R 5 702 668	R -	100%
541300071	Vredebes Housing Stormwater	R 5 702 668	R 5 702 668	R -	100%
541400131	Bella Vista Housing Roads	R 419 000	R 419 000	R -	100%
541300061	Bella Vista Housing Stormwater	R 419 000	R 419 000	R -	100%
541300091	Roads & Stormwater- MIG	R 3 388 918	R 3 388 918	R -	100%
541400251	Bridge ODB	R 100 000	R 100 000	R -	100%
Totals		R 22 634 292	R 23 717 057	R -1 082 765	105%



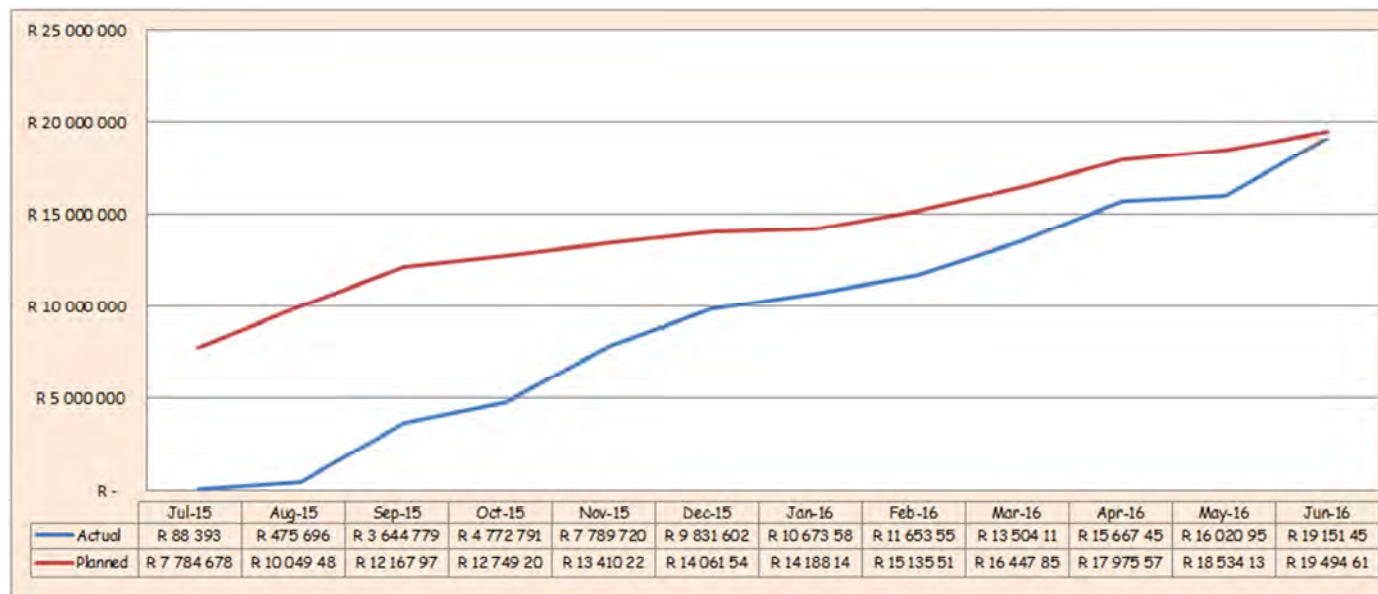
B.2.3.4 Solid Waste Services

<u>Item number</u>	<u>Description</u>	<u>Amended Budget 2015/16</u>	<u>Actual as on 30/06/2016</u>	<u>Unspent</u>	<u>% Expenditure</u>
541600021	Vehicle Replacement Programme	R 1 488 000	R 1 484 741	R 3 259	100%
541700021	Upgrade Landfill Site - Wolseley	R 500 000	R 511 666	R -11 666	102%
Totals		R 1 988 000	R 1 996 407	R -8 407	100%



B.2.3.5 Water Services

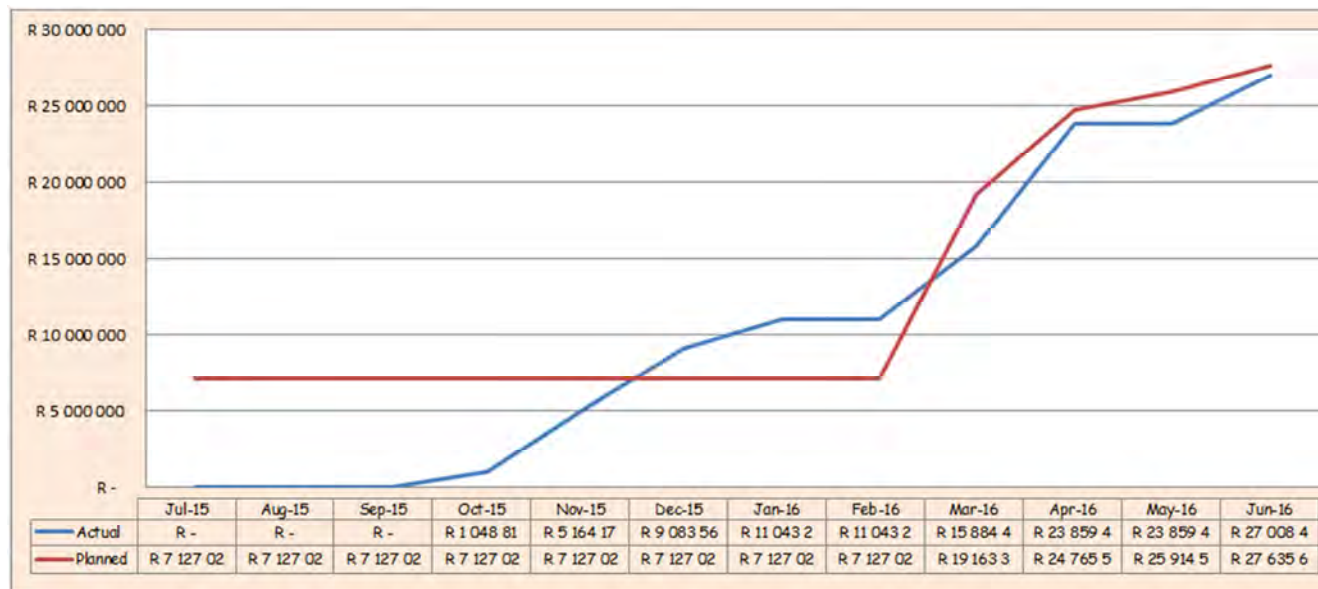
Item number	Description	Amended Budget 2015/16	Actual as on 30/06/2016	Unspent	% Expenditure
541900081	Bulk Water Pine Valley	R 2 661 994	R 2 661 994	R -	100%
541901371	Network - Waterpipes & Valves	R 918 551	R 846 532	R 72 019	92%
541903801	Vredebes Bulk Water Supply	R 4 745 745	R 4 745 745	R -	100%
541900171	Replace water meters	R 145 266	R 150 672	R -5 406	104%
541900071	Vredebes Housing Water	R 5 702 668	R 5 702 669	R -1	100%
541900061	Bella Vista Housing Water	R 419 000	R 210 818	R 208 182	50%
541900251	Tulbagh Bulk Water	R 3 000 000	R 3 907 586	R -907 586	130%
541900141	Bulk Water Pine Valley own Con	R 681 390	R 681 384	R 6	100%
541900261	Drought Relief (Dept of LG)	R 1 100 000	R 135 758	R 964 242	12%
541900271	Infrastructure Management System	R 120 000	R 108 300	R 11 700	90%
Totals		R 19 494 614	R 19 151 457	R 343 157	98%



B.3 Funding Sources:

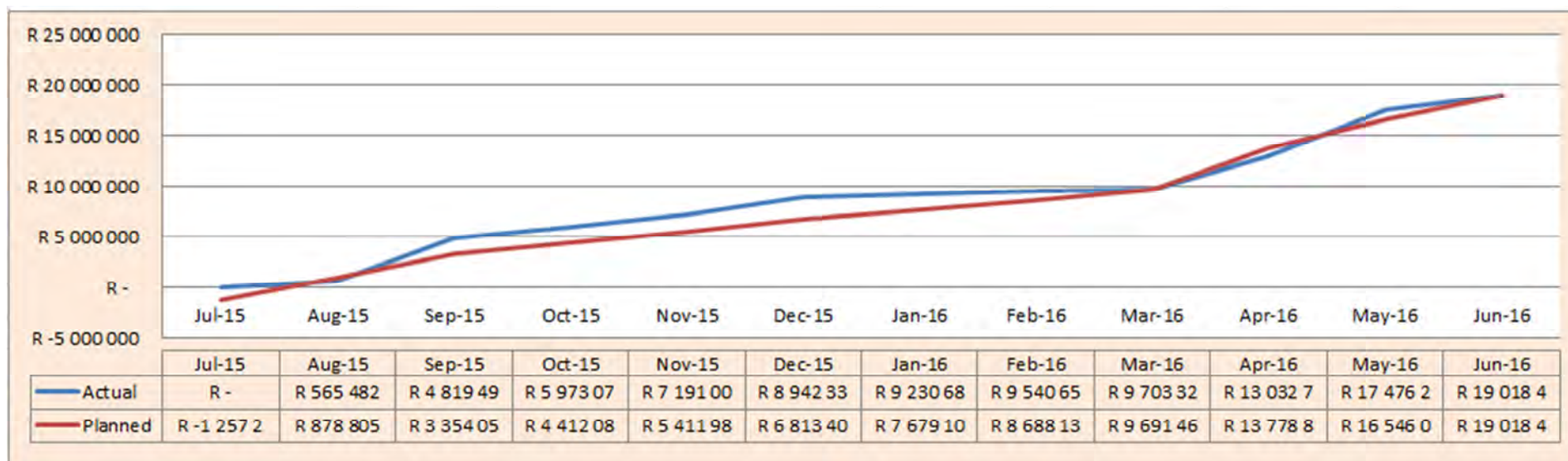
B.3.1 Human Settlements – Expenditure per Capital Vote

Department	Item number	Description	Amended Budget 2015/16	Actual as on 30/06/2016	Unspent	% Expenditure
Manager: Housing	520300031	Land for housing	R -	R -	R -	#DIV/0!
Manager: Streets & Stormwater	541400161	Vredebes Housing Roads	R 5 702 668	R 5 702 669	R -1	100%
Manager: Streets & Stormwater	541300071	Vredebes Housing Stormwater	R 5 702 668	R 5 702 668	R 0	100%
Manager: Water & Sanitation	541900071	Vredebes Housing Water	R 5 702 668	R 5 702 669	R -1	100%
Manager: Water & Sanitation	541100051	Vredebes Housing Sanitation	R 5 702 667	R 5 702 667	R 0	100%
Manager: Streets & Stormwater	541300061	Bella Vista Housing Stormwater	R 419 000	R 419 000	R -	100%
Manager: Streets & Stormwater	541400131	Bella Vista Housing Roads	R 419 000	R 419 000	R -	100%
Manager: Water & Sanitation	541900061	Bella Vista Housing Water	R 419 000	R 210 818	R 208 182	50%
Manager: Water & Sanitation	541100041	Bella Vista Housing Sanitation	R 419 000	R -	R 419 000	0%
Manager: Water & Sanitation	541100111	Ceres Vredebes New Bulk Sanit	R 3 149 000	R 3 148 982	R 18	100%
			R 27 635 671	R 27 008 472	R 627 199	98%



B.3.2 MIG

Department	Item number	Description	Amended Budget 2015/16	Actual as on 30/06/2016	Unspent	% Expenditure
Manager: Electricity	540700111	Streetlights	R 87 813	R 87 812	R 1	100%
Manager: Water & Sewerage	541100061	Bulk Sewer Bella Vista	R 3 462 567	R 3 462 543	R 24	100%
Manager: Water & Sewerage	541190001	Vredebes bulk sanitation	R 4 671 424	R 4 671 424	R 0	100%
Manager Streets & Stormwater	541300091	Bella Vista Bulk Stormwater	R 3 388 918	R 3 388 918	R 0	100%
Manager: Water & Sewerage	541900081	Bulk Water Pine Valley	R 2 661 994	R 2 661 995	R -1	100%
Manager: Water & Sewerage	541900091	Ceres: Bella Vista bulk Water	R -		R -	#DIV/0!
Manager: Water & Sewerage	541903801	Vredebes bulk water supply	R 4 745 745	R 4 745 745	R -	100%
			R 19 018 461	R 19 018 437	R 24	100%



C. OPERATIONAL BUDGET PERFORMANCE

C.1 Financial Services

<u>Directorate</u>	<u>Department</u>	<u>Description</u>	<u>Vote nr</u>	<u>Original Budget</u>	<u>Adjusted Budget</u>	<u>% Variance from original budget</u>	<u>Cummulative expenditure to date</u>	<u>Planned expenditure to date</u>	<u>% Expenditure to date</u>	<u>Over/Under expenditure on planned</u>
Finance	Treasury: Debtors	Vehicle fuel	11034470	R 138 720	R 138 720	0%	R 86 342	R 138 720	62%	R 52 378

C.2 Community Services

<u>Directorate</u>	<u>Department</u>	<u>Description</u>	<u>Vote nr</u>	<u>Original Budget</u>	<u>Adjusted Budget</u>	<u>% Variance from original budget</u>	<u>Cummulative expenditure to date</u>	<u>Planned expenditure to date</u>	<u>% Expenditure to date</u>	<u>Over/Under expenditure on planned</u>
C o m m u n i t y	Cemeteries	Pauper burials	12014404	R 29 340	R 9 340	68%	R -	R 9 340	0%	R 9 340
		Machine rental	12014426	R 79 970	R 101 005	-26%	R 63 870	R 101 005	63%	R 37 135
	Housing: Admin	Vehicle Fuel	12034470	R 50 210	R 52 210	-4%	R 34 309	R 52 210	66%	R 17 901
	Fire Protection	Veld Fire roads	12054494	R 100 000	R 50 000	50%	R 47 453	R 50 000	95%	R 2 548
		Vehicle fuel	12054470	R 345 446	R 316 266	8%	R 302 762	R 316 266	96%	R 13 504
		Vehicle repair	12053815	R 76 540	R 75 450	1%	R 27 577	R 75 450	37%	R 47 873
	Pine Forest	Buildings	12063801	R 263 790	R 163 200	38%	R 223 649	R 163 200	137%	R -60 449
		Site-works	12063813	R 63 000	R 62 442	1%	R 62 441	R 62 442	100%	R 1
		Cleaning Services	12064212	R 228 710	R 348 210	-52%	R 335 547	R 348 210	96%	R 12 663
		Heating Fuel	12064483	R 77 175	R 63 175	18%	R 63 077	R 63 175	100%	R 98
		Security	12074220	R 1 736 438	R 2 875 031	-66%	R 2 477 646	R 2 875 031	86%	R 397 385
		Vehicle fuel	12064470	R 91 216	R 91 216	0%	R 82 302	R 91 216	90%	R 8 914
		Vehicle repair	12063815	R 43 180	R 43 180	0%	R 5 944	R 43 180	14%	R 37 236
	Swimming pools	Chemicals Pine	12104409	R 60 000	R 7 862	87%	R 7 862	R 7 862	100%	R 0
		Chemicals Klipr	12164409	R 37 420	R 37 420	0%	R -	R 37 420		R 37 420
		Chemicals other	12244409	R 270 260	R 228 348	16%	R 228 348	R 228 348	100%	R 0
	Community Halls	Cleaning materi	12114448	R 116 360	R 127 998	-10%	R 124 905	R 127 998	98%	R 3 093
	Parks	Cleaning contra	12194210	R 90 000	R 3 586	96%	R 3 586	R 3 586	100%	R -
		River cleaning	12194530	R 70 000	R -	100%	R -	R -	#DIV/0!	R -
		Vehicle fuel	12194470	R 599 582	R 448 198	25%	R 407 522	R 448 198	91%	R 40 676
		Vehicle repair	12193815	R 179 510	R 174 723	3%	R 52 218	R 174 723	30%	R 122 505
	Traffic	Vehicle fuel	12204470	R 422 385	R 391 688	7%	R 366 113	R 391 688	93%	R 25 575
		Vehicle repair	12203815	R 139 472	R 193 649	-39%	R 78 146	R 193 649	40%	R 115 503
	Social & Welfare	Vehicle fuel	12224470	R 60 730	R 60 730	0%	R 56 229	R 60 730	93%	R 4 501
		Vehicle repair	12223815	R 43 549	R 43 549	0%	R 17 020	R 43 549	39%	R 26 529
	Sport grounds	Projects	12234496	R 159 100	R 76 563	52%	R 90 313	R 76 563	118%	R -13 750
		Vehicle fuel	12234470	R 140 020	R 120 020	14%	R 52 020	R 120 020	43%	R 68 000
		Vehicle repair	12233815	R 65 080	R 40 880	37%	R 5 772	R 40 880	14%	R 35 108
	Property Maintenance	Buildings	12263801	R 190 000	R 160 000	16%	R 151 904	R 160 000	95%	R 8 096
	LED	Developing Projects	12274450	R 210 000	R 60 000	71%	R 59 845	R 60 000	100%	R 155
	Housing Maintenance	Buildings	12293801	R 125 000	R 125 000	0%	R 123 751	R 125 000	99%	R 1 249
		Vehicle fuel	12294470	R 60 690	R 60 690	0%	R 39 155	R 60 690	65%	R 21 535
		Vehicle repair	12293815	R 17 337	R 17 337	0%	R 2 241	R 17 337	13%	R 15 096
	TOTALS			R 6 241 510	R 6 628 966	-6%	R 5 593 526	R 6 628 966.00	84%	R 1 035 440

C.3 Corporate Services

Directorate	Department	Description	Vote nr	Original Budget	Adjusted Budget	% Variance from original budget	Cummulative expenditure to date	Planned expenditure to date	% Expenditure to date	Over/Under expenditure on planned
Corporate Services	Administration	Vehicle fuel	13014470	R 75 713	R 41 613	45%	R 22 426	R 41 613.00	54%	R 19 187
		Vehicle repair	13013815	R 22 630	R 7 630	66%	R 5 155	R 7 630.00	68%	R 2 475
	IDP	Strategic Partner	13034503	R -	R -	#DIV/0!	R -	R -	#DIV/0!	R -
	HR	Training	13054435	R 1 065 000	R 855 000	20%	R 855 132	R 855 000.00	100%	R -132
		Skills Dev Levies	13054465	R 1 108 638	R 1 108 638	0%	R 1 089 320	R 1 108 638.00	98%	R 19 318
		Special Projects	13054477	R 40 000	R 12 000	70%	R 10 511	R 12 000.00	88%	R 1 489
	Council Costs	Special Projects	13084477	R 110 000	R 110 000	0%	R 104 115	R 110 000.00	95%	R 5 885
		Vehicle fuel	13084470	R 57 508	R 57 508	0%	R 13 009	R 57 508.00	23%	R 44 499
		Vehicle repair	13083815	R 16 520	R 16 520	0%	R 1 367	R 16 520.00	8%	R 15 153
	Marketing & Communication	Communication	13124418	R 250 000	R 250 000	0%	R 240 785	R 250 000.00	96%	R 9 215
TOTALS				R 2 746 009	R 2 458 909	10%	R 2 341 819	R 2 458 909.00	95%	R 117 090

C.4 Technical Services

Directorate	Department	Description	Vote nr	Original Budget	Adjusted Budget	% Variance from original budget	Cummulative expenditure to date	Planned expenditure to date	% Expenditure to date	Over/Under expenditure on planned
Technical Services	Electricity: Client Services	Network	14053802	R 391 351	R 182 603	53%	R 167 604	R 182 603.0	92%	R 14 999
		Vehicle fuel	14054470	R 298 652	R 350 652	-17%	R 208 595	R 350 652.00	59%	R 142 057
		Vehicle repair	14053815	R 62 444	R 82 444	-32%	R 23 322	R 82 444.00	28%	R 59 122
	Electricity: Street Lights	Network	14073802	R 1 136 610	R 1 136 610	0%	R 1 123 346	R 1 136 610.00	99%	R 13 264
		Vehicle fuel	14084470	R 751 899	R 777 439	-3%	R 375 497	R 777 439.00	48%	R 401 942
		Vehicle repair	14083815	R 219 200	R 306 710	-40%	R 72 002	R 306 710.00	23%	R 234 708
	Electricity: Distribution	Network	14083802	R 2 397 960	R 2 397 960	0%	R 2 397 960	R 2 397 960.00	100%	R -0
		Vehicle fuel	14094470	R 84 333	R 64 333	24%	R 35 002	R 64 333.00	54%	R 29 331
		Vehicle repair	14093815	R 20 828	R 20 828	0%	R 4 224	R 20 828.00	20%	R 16 604
	Mechanical Works	Tracking Costs	14094512	R 262 630	R 262 630	0%	R 122 220	R 262 630.00	47%	R 140 410
	Public Toilets	Cleaning Services	14104212	R 110 000	R 84 267	23%	R 69 615	R 84 267.00	83%	R 14 653
		Network	14113802	R 850 214	R 510 804	40%	R 433 314	R 510 804.00	85%	R 77 490
	Sewerage	Pump stations	14113811	R 862 601	R 928 107	-8%	R 889 986	R 928 107.00	96%	R 38 121
		Treatment works	14113812	R 453 552	R 453 552	0%	R 444 810	R 453 552.00	98%	R 8 742
		Toilet services	14114214	R 210 000	R 700 000	-233%	R 579 726	R 700 000.00	83%	R 120 274
		Vehicle fuel	14114470	R 717 779	R 728 879	-2%	R 516 540	R 728 879.00	71%	R 212 339
		Vehicle repair	14113815	R 211 372	R 220 372	-4%	R 129 016	R 220 372.00	59%	R 91 356
	Storm Water	Network	14133808	R 1 301 128	R 974 565	25%	R 952 984	R 974 565.00	98%	R 21 581
		Vehicle fuel	14134470	R 159 806	R 163 806	-3%	R 78 266	R 163 806.00	48%	R 85 540
		Vehicle repair	14133815	R 56 125	R 77 615	-38%	R 53 075	R 77 615.00	68%	R 24 540
	Roads	Patchwork	14143803	R 2 898 888	R 3 823 141	-32%	R 3 748 434	R 3 823 141.00	98%	R 74 707
		Mainroads	14143806	R 2 025 000	R 2 025 000	0%	R 2 031 981	R 2 025 000.00	100%	R -6 981
		Traffic signs	14143807	R 581 990	R 521 990	10%	R 512 261	R 521 990.00	98%	R 9 729
		Sidewalks	14143809	R 391 312	R 391 312	0%	R 387 705	R 391 312.00	99%	R 3 607
		Vehicle fuel	14144470	R 597 709	R 563 149	6%	R 321 058	R 563 149.00	57%	R 242 091
		Vehicle repair	14143815	R 221 778	R 221 298	0%	R 42 474	R 221 298.00	19%	R 178 824
	Solid Waste: Dumping Site	Rental of Comp	14154203	R 2 500 000	R 2 543 124	-2%	R 2 495 033	R 2 543 124.00	98%	R 48 091
	Solid Waste: Garden refuse	Refuse bags	14164471	R 1 250 000	R 950 000	24%	R 935 649	R 950 000.00	98%	R 14 351
		Vehicle fuel	14164470	R 690 644	R 631 179	9%	R 511 419	R 631 179.00	81%	R 119 760
		Vehicle repair	14163815	R 242 000	R 246 550	-2%	R 49 760	R 246 550.00	20%	R 196 790
	Solid Waste: Domestic Removal	Refuse bags	14174471	R 859 445	R 855 245	0%	R 822 998	R 855 245.00	96%	R 32 247
		Vehicle fuel	14174470	R 1 032 282	R 1 078 252	-4%	R 874 508	R 1 078 252.00	81%	R 203 744
		Vehicle repair	14173815	R 469 016	R 480 641	-2%	R 225 785	R 480 641.00	47%	R 254 856
	Water: Storage	Chemicals	14184409	R 419 000	R 419 000	0%	R 417 468	R 419 000.00	100%	R 1 532
	Water: Distribution	Network	14193802	R 1 476 206	R 2 200 000	-49%	R 2 163 414	R 2 200 000.00	98%	R 36 586
		Vehicle fuel	14194470	R 709 476	R 678 476	4%	R 476 013	R 678 476.00	70%	R 202 463
		Vehicle repair	14193815	R 146 905	R 200 905	-37%	R 91 892	R 200 905.00	46%	R 109 013
TOTALS				R 27 070 135	R 28 253 438	-4%	R 24 784 956	R 28 253 438.00	88%	R 3 468 482

WITZENBERG MUNICIPALITY

SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

*JULY
2016*

A Municipality that cares for the community, creating growth
& opportunity.

INDEX

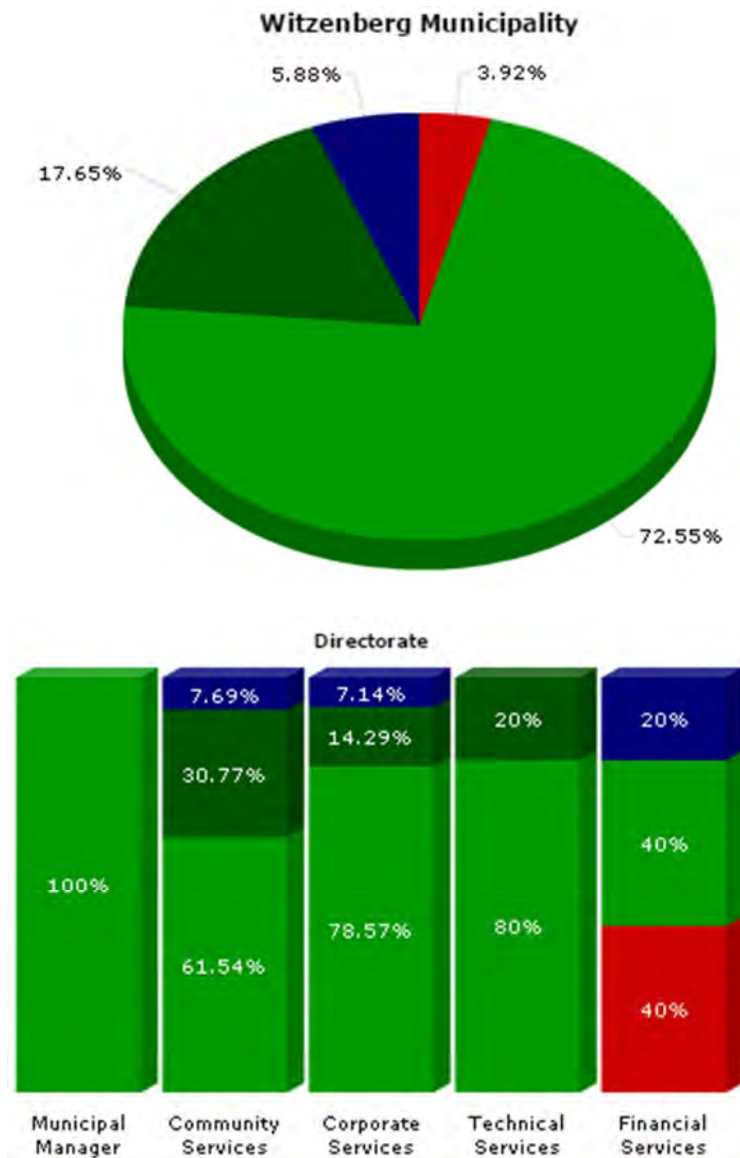
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SUMMARY

The 2016/17 SDBIP was approved by Council on the 18th of May 2016 per item 8.1.4. Standard Operating Procedures for the management of- and reporting on the SDBIP was also issued to all Directors and Managers for implementation. Monthly reporting consists of verified reports for each manager submitted to the relevant portfolio committee and a combined report submitted to Senior Management and Mayco.

A. NON-FINANCIAL PERFORMANCE

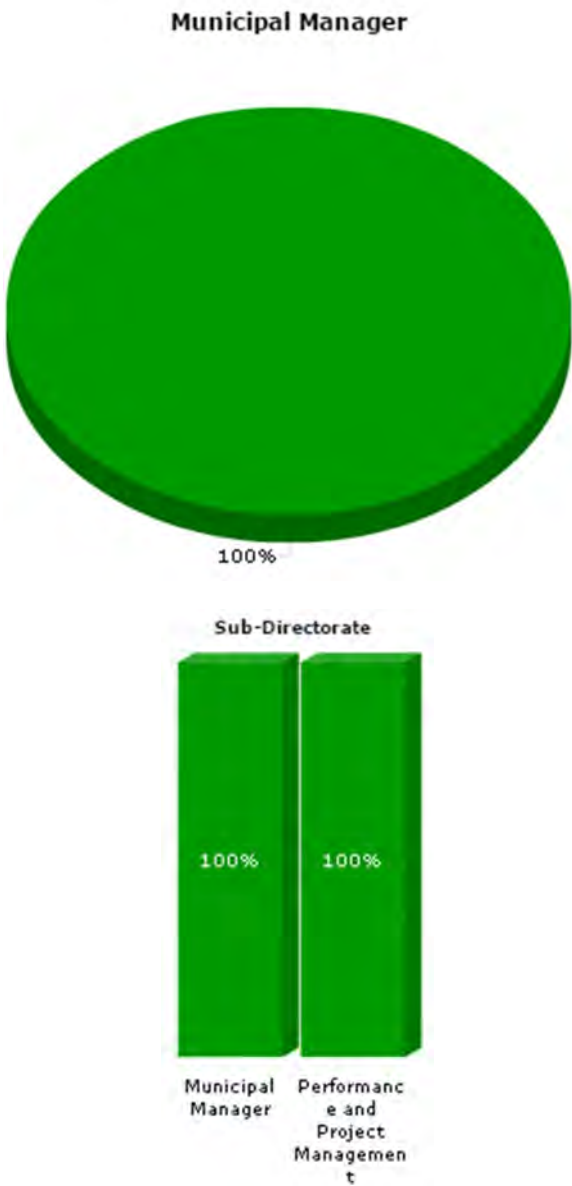
A.1 Municipal Overall



	Witzenberg Municipality	Directorate				
		Municipal Manager	Community Services	Corporate Services	Technical Services	Financial Services
KPI Not Met	2 (3.9%)	-	-	-	-	2 (40%)
KPI Almost Met	-	-	-	-	-	-
KPI Met	37 (72.5%)	4 (100%)	8 (61.5%)	11 (78.6%)	12 (80%)	2 (40%)
KPI Well Met	9 (17.6%)	-	4 (30.8%)	2 (14.3%)	3 (20%)	-
KPI Extremely Well Met	3 (5.8%)	-	1 (7.7%)	1 (7.1%)	-	1 (20%)
Total:	51	4	13	14	15	5

A.2 Directorates:

A.2.1 Municipal Manager



	Municipal Manager	Sub-Directorate	
		Municipal Manager	Performance and Project Management
KPI Not Met	-	-	-
KPI Almost Met	-	-	-
KPI Met	4 (100%)	2 (100%)	2 (100%)
KPI Well Met	-	-	-
KPI Extremely Well Met	-	-	-
Total:	4	2	2

Witzenberg Municipality
SDBIP July 2016 - MUNICIPAL MANAGER

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At July 2016					Performance Comment	Corrective Measures
						Target	Actual	R				
D1	Municipal Manager	No of section 56 and 57 performance agreements signed by the end of July	Number of performance agreements.	Municipal Manager	5	0	0	N/A				
D2	Municipal Manager	Formal evaluation of the performance of Senior Management by February and March in terms of their signed agreements to ensure municipal performance against targets set and the adherence with the Performance Framework.	Number of evaluations	Municipal Manager	5	0	0	N/A				
D3	IDP	Effective functioning of ward committees to ensure consistent and regular communication with residents. Measured in total number off meetings per quarter.	Number of ward committee meetings held	Manager: IDP	48	0	0	N/A				
D4	Municipal Manager	Liaison with senior leadership team twice a month to ensure good governance	Number of meetings held	Municipal Manager	23	2	2	G	SMM took place on 11 and 18 July 2016. See the attached minutes.			
D5	Internal Audit	Preparation and submission of quaterly progress reports to the MM on the implementation of the RBAP.	Number of reports	Internal Auditor	4	0	0	N/A				
D6	Internal Audit	Preparation and submission of quaterly Performance Audit reports submitted to the MM in terms of regulation 14 of the PMS	Number of reports	Internal Auditor	4	0	0	N/A				
D7	Internal Audit	Quarterly Risk Management report submitted to the MM.	Number of reports	Internal Auditor	4	0	0	N/A				
D8	IDP	Number of IDP community meetings held.	Number of meetings held	Manager: IDP	14	0	0	N/A				
D9	Internal Audit	Number of Performance, Risk & Audit Committee meetings held.	Number of meetings held	Internal Auditor	5	0	0	N/A				
D10	Municipal Manager	Verification of SDBIP results captured as per previous month report.	Number of reports signed.	Municipal Manager	12	1	1	G	Please see the attached signed report.			
D11	Performance & Project Management	Monthly prepare sdbip reports for the Municipal Manager meetings within 10 working days after closure of system. Report on previous month. Actual is previous month's report.	Number of reports submitted within 10 days	Manager: Performance & Projects	12	1	1	G	Achieved.			
D12	Performance & Project Management	Monthly Dora reports submitted by the 10th working day of every month to Prov MIG.	Number of reports submitted within 10 days	Manager: Performance & Projects	12	1	1	G	Achieved			
D13	Property Management	Quarterly monitoring the contract management system for lease of municipal properties.	Quarterly update	Manager: Property	4	0	0	N/A				
D14	Property Management	Revisit Municipal Land Audit and draw up an implementation plan. Phase implementation from 14/15 onwards.		Manager: Property	1	0	0	N/A				

Summary of Results

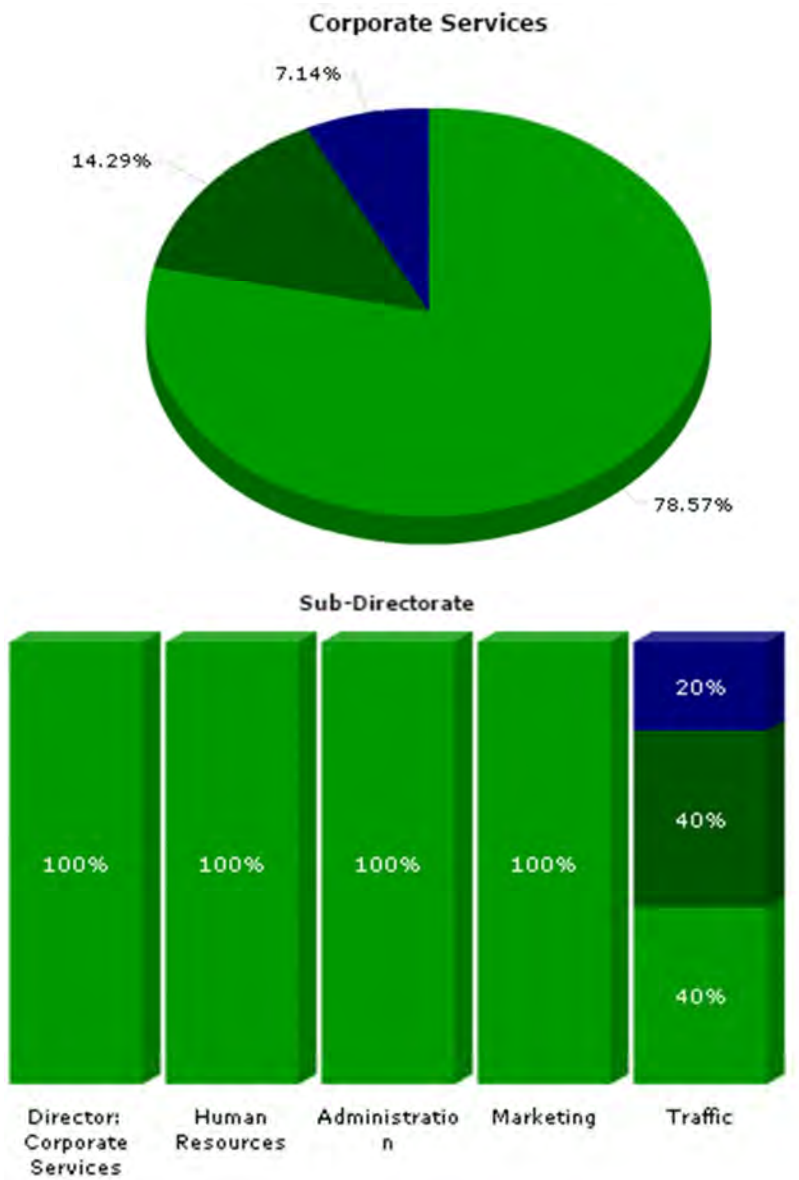
KPI Not Yet Measured	10
KPI Not Met	0
KPI Almost Met	0
KPI Met	4
KPI Well Met	0
KPI Extremely Well Met	0
Total KPIs	14

Verification:

It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system.

.....
(Senior Manager Signature) (Date)

A.2.2 Corporate Services



	Corporate Services	Sub-Directorate				
		Director: Corporate Services	Human Resources	Administration	Marketing	Traffic
KPI Not Met	-	-	-	-	-	-
KPI Almost Met	-	-	-	-	-	-
KPI Met	11 (78.6%)	2 (100%)	1 (100%)	5 (100%)	1 (100%)	2 (40%)
KPI Well Met	2 (14.3%)	-	-	-	-	2 (40%)
KPI Extremely Well Met	1 (7.1%)	-	-	-	-	1 (20%)
Total:	14	2	1	5	1	5

Witzenberg Municipality
SDBIP July 2016 - CORPORATE SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At July 2016					Performance Comment	Corrective Measures
						Target	Actual	R				
D95	Human Resources	Drafting the individual performance implementation plan for Municipal Manager approval	Implementation plan	Manager: Human Resources	1	0	0	N/A				
D96	Human Resources	Effective labour relations by facilitating regular LLF meetings per annum	5 LLF meetings	Manager: Human Resources	5	0	0	N/A				
D97	Human Resources	Review 5 year EE plan by end October	EE Plan reviewed	Manager: Human Resources	1	0	0	N/A				
D98	Administration	Daily signing off of the cash register for cheques, cash and postal orders and handover to Financial services	Daily signed register	Manager: Administration	12	1	1	G	Completed		Not needed	
D99	Administration	Prepare monthly report on overdue actions as per TRIM	12 Monthly reports	Manager: Administration	12	1	1	G	Completed		Not needed	
D100	Administration	Update the website with the minutes of Council meetings within 7 days of approval by Council	Minutes within 7 days placed on website	Manager: Administration	12	1	1	G	Completed		Not needed	
D101	Administration	Agenda distribution 3 days prior to meeting - Council Meeting	Agenda distributed 3 days before meeting	Manager: Administration	12	1	1	G	Completed		Not needed	
D102	Director: Corporate Services	Verification of SDBIP results captured as per previous month report.	Signed report	Director: Corporate Services	12	1	1	G	Report is signed off by the Director Corporate Services.			
D103	Human Resources	Review of the council language policy by 30 September 2016	Language policy reviewed	Manager: Marketing & Communication	1	0	0	N/A				
D104	Communication	Compilation and distribution of external newsletters.	10 external newsletters distributed	Manager: Marketing & Communication	10	0	0	N/A	Will be creating a joint July and August edition of the newsletter to introduce the new Witzenberg Council.		None.	
D105	Communication	Compilation and distribution of quarterly internal news letter	4 Internal newsletters distributed	Manager: Marketing & Communication	4	0	0	N/A	The next internal newsletter is due for September 2016.		None	
D106	Human Resources	Revised organogram submitted to the municipal manager for approval by end March	Revised organigram by March	Manager: Human Resources	1	0	0	N/A				
D107	Human Resources	Submit time and attendance report to all departments on a monthly basis.	Monthly time & attendance reports	Manager: Human Resources	60	5	5	G	Target Achieved			
D108	Human Resources	Compiling a Work Place Skills plan (WSP) each year by June	WSP by June	Manager: Human Resources	1	0	0	N/A				
D109	Human Resources	Arrange on a quarterly basis Occupational Health & Safety Committee meetings with all departmental health and safety representatives	Quarterly meetings	Manager: Human Resources	4	0	0	N/A				
D110	Marketing	Corporate branding of non-branded immovable property	Property branded	Manager: Marketing & Communication	2	0	0	N/A				
D111	Administration	Updating of website content	Website updated monthly	Manager: Administration	12	1	1	G	Completed		Not needed	
D112	Marketing	Support all events on the yearly calender through branding of Witzenberg municipality	100% support of events	Manager: Marketing & Communication	100%	100%	100%	G	We did not brand any events during July 2016.		None	
D113	Marketing	Quarterly meetings with Tourism bureau and affiliates	Attend quarterly meetings	Manager: Marketing & Communication	4	0	0	N/A				
D114	Director: Corporate Services	Bi-weekly meetings with line managers to ensure effective management of the directorate	23 meetings	Director: Corporate Services	23	2	2	G	Meetings was held on 28 July 2016, Trim No 09/1/2/1/962 & 968 and 2 August 2016, Trim No 09/1/2/1/963 & 961.			
D115	Human Resources	Percentage of people from employment equity target groups employed in the three highest levels of management.	% of people employed	Manager: Human Resources	75%	0%	0%	N/A				
D116	Human Resources	Percentage budget spend on the implementation of the Workplace Skills Plan	% of budget spend	Manager: Human Resources	95%	0%	0%	N/A				

Witzenberg Municipality SDBIP July 2016 - CORPORATE SERVICES										
Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At July 2016				
						Target	Actual	R	Performance Comment	Corrective Measures
D117	Traffic	Drivers license testing appointment to be scheduled within 90 days of applications received	Time to schedule appointment	Manager: Traffic Services	90%	90%	97.52%	G2	Target achieved	N/A
D118	Traffic	Closing of banking batches on a daily basis	Number of closures	Manager: Traffic Services	12	1	1	G	Target reached	N/A
D119	Traffic	Establishment of joint operations as part of SAPS sector policing initiative and security agencies	Number of joint operations	Manager: Traffic Services	12	1	1	G	Target achieved	N/A
D120	Traffic	Visit at least 4 schools per annum to improve traffic and pedestrian safety	Number of school visits	Manager: Traffic Services	8	0	0	N/A	No traffic safety were done at schools due to the school holidays	
D121	Traffic	Quarterly collection rate of fines issued. Report on previous quarter.	Collection rate percentage	Manager: Traffic Services	25%	0%	0%	N/A	Done on a quarterly basis. Next submission is September 2016.	N/A
D122	Traffic	Respond to all citizen law enforcement queries/complaints / requests within 1 working day	Time to respond to queries	Manager: Traffic Services	95%	95%	100%	G2	Target achieved	N/A
D123	Traffic	Number of meetings held with SAPS	Number of meetings (portfolio committee)	Manager: Traffic Services	8	0	2	B	Although the target is 0, two meetings were held with SAPS as well as the Taxi associations within the Witzenberg area during July 2016.	None
D124	Traffic	Community satisfaction survey on safety and security (score 1 - 5)	Score of survey	Manager: Traffic Services	3	0	0	N/A	No surveys were done during July 2016	

Summary of Results

KPI Not Yet Measured	16
KPI Not Met	0
KPI Almost Met	0
KPI Met	11
KPI Well Met	2
KPI Extremely Well Met	1
Total KPIs	30

Verification:

It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system.

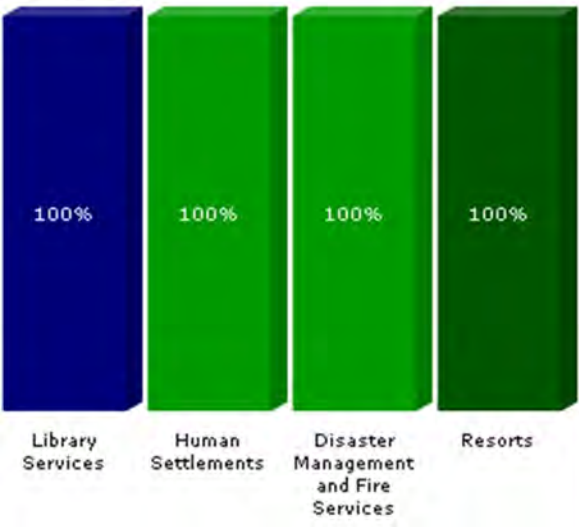
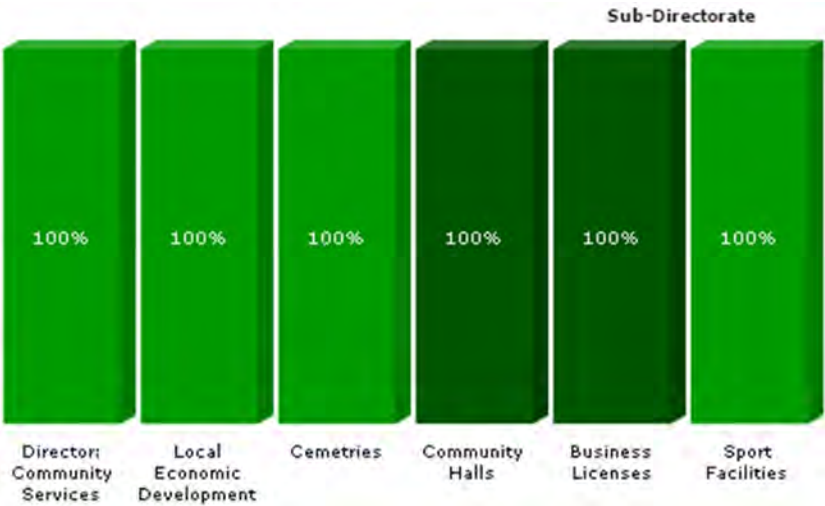
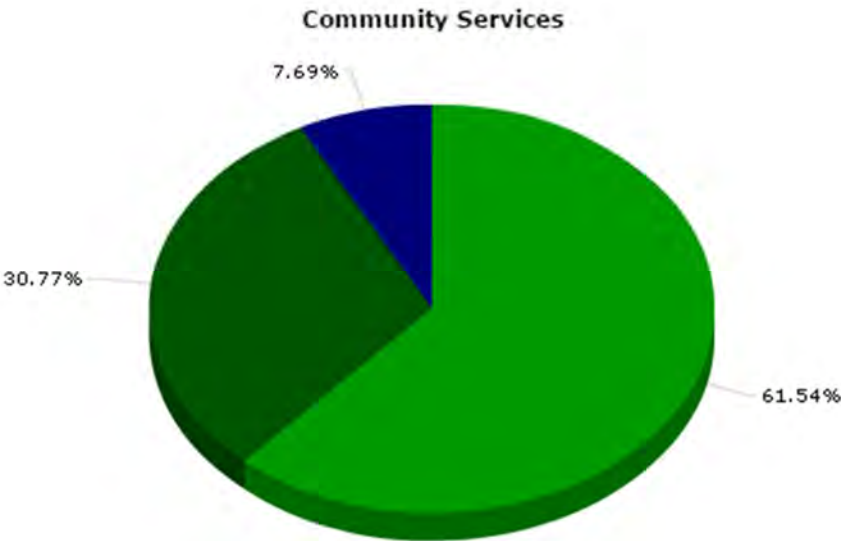
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(Senior Manager Signature)

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(Date)

A.2.3 Community Services



Witzenberg Municipality
SDBIP July 2016 - COMMUNITY SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At July 2016					Performance Comment	Corrective Measures
						Target	Actual	R				
D57	Director: Community Services	Bi-weekly meetings with line managers to ensure effective management of the directorate	Number of meetings	Director: Community Services	23	2	2	G			Management meetings were held on 5 and 18 July 2016.	
D58	Local Economic Development	Compile & Implementation of LED Strategy	Number of strategies developed	Manager: LED	1	0	0	N/A				
D59	Cemeteries	Reconciliations of cemeteries booking register on a monthly basis within 14 calendar days of month end	Time to reconcile register	Manager: Amenities & Environment	12	1	1	G			achieved	n/a
D60	Environmental Management	Quarterly environmental education programme visits to communities and schools	Number of programmes	Manager: Amenities & Environment	4	0	0	N/A				
D61	Human Settlements	Monthly maintenance of the housing waiting list by updating applications received within 14 calendar days	Time to update list	Manager: Human Settlements	12	1	1	G			Applications received are being captured on a daily basis	None required
D62	Human Settlements	Providing of housing consumer education (Training) sessions to beneficiaries	Number of sessions	Manager: Human Settlements	15	0	0	N/A				
D63	Human Settlements	Monitoring of informal settlements by demolishing of new illegal structures within 24 hours	Time to demolish	Manager: Human Settlements	12	1	1	G			2 Structures in progress demolished on 1 July 2016 in Chris Hani, Tulbagh 2 Structures in progress demolished on 11 July 2016 in Zakhele, Wolseley 2 Structures in progress demolished on 12 July 2016 in Zakhele, Wolseley 1 Structure in progress demolished on 23 July 2016 in Asla Kamp, Tulbagh	None required
D64	Human Settlements	Bi-annual counting of informal settlement structures	Number of countings	Manager: Human Settlements	2	0	0	N/A				
D65	Community Halls	Attend to complaints with regard to maintenance of rental stock within 15 working days	Time to attend to complaints	Manager: Amenities & Environment	80%	80%	81.80%	G2			ACHIEVED	N/A
D66	Library Services	Lodging of awareness programmes through monthly exhibitions	Number of programmes	Senior Librarian	120	10	19	B			Performance Achieved	
D67	Local Economic Development	Monthly submission of EPWP data report to the Department of Public Works	Number of submissions	Manager: LED	12	1	1	G			achieved	n/a
D68	Local Economic Development	Quarterly attendance of LED District/Provincial meetings	Number of attendance	Manager: LED	4	0	0	N/A				
D69	Local Economic Development	Bi-annual SMME supplier procurement training	Number of training sessions	Manager: LED	2	0	0	N/A				
D70	Disaster Management & Fire Services	Awareness campaigns to be held on a quarterly basis	Number of campaigns	Manager: Disaster & Fire Services	4	0	0	N/A				
D71	Disaster Management & Fire Services	Daily vehicle and equipment inspections to be held	Number of inspections	Manager: Disaster & Fire Services	12	1	1	G			Target met	N/A
D72	Resorts	Review maintenance plan for swimming pools by 30 September	Revision by date	Manager: Resorts	1	0	0	N/A			No target	
D73	Resorts	Daily water chlorine testing at swimming pool during November to April	Number of testings	Manager: Resorts	100%	0%	0%	N/A				
D74	Resorts	Pine Forest: % Customer satisfaction rating	% rating	Manager: Resorts	80%	80%	93.40%	G2			target achieved	
D75	Community Halls	Implement the maintenance plan for community halls through the number of projects completed for the financial year (2 x halls paint)	Number of projects	Manager: Amenities & Environment	2	0	0	N/A				
D76	Business Licenses	Issuing of approved business licenses within 5 working days after comments of stakeholders was received	Time to issue licenses	Manager: Amenities & Environment	90%	90%	100%	G2			ACHIEVED	N/A

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At July 2016				
						Target	Actual	R	Performance Comment	Corrective Measures
D77	Business Licenses	Issuing of informal trading stands permits within 14 calender days of application received	Time to issue permits	Manager: Amenities & Environment	90%	90%	100%	G2	ACHIEVED	N/A
D78	Sport Facilities	Maintenance of sport fields through routine cleaning of buildings and grounds at sports fields on monthly basis	Number of maintenance done	Manager: Amenities & Environment	84	7	7	G	ACHIEVED	N/A
D79	Human Settlements	Number of housing opportunities provided per year - top structures.	Number of top structures	Manager: Human Settlements	200	0	0	N/A		
D80	Human Settlements	Number of rental stock transferred.	Number of properties transferred	Manager: Human Settlements	60	0	0	N/A		
D81	Local Economic Development	The number of jobs created through the municipality's local economic development initiatives including capital projects.	Number of jobs	Manager: LED	390	0	0	N/A		
D82	Social & Welfare Services	Number of account holders subsidised through the municipality's Indigent Policy	Number of account holders	Manager: Social Development	2,750	0	0	N/A		
D83	Social & Welfare Services	Bi-annual HIV/AIDS awareness programmes	Number of programmes	Manager: Social Development	3	0	0	N/A		
D84	Social & Welfare Services	Arrange workshops for youth per twinning agreement	Number of workshops	Manager: Social Development	2	0	0	N/A		
D85	Director: Community Services	Number of meetings with intergovernmental partners.	Number of meetings	Director: Community Services	12	0	0	N/A		
D86	Social & Welfare Services	Implement substance abuse programmes	Number of programmes	Manager: Social Development	5	0	0	N/A		
D87	Social & Welfare Services	Implementation of child protection programmes	Number of programmes	Manager: Social Development	2	0	0	N/A		
D88	Social & Welfare Services	Implementation of early childhood development programmes	Number of programmes	Manager: Social Development	4	0	0	N/A		
D89	Social & Welfare Services	Implementation of gender programmes	Number of programmes	Manager: Social Development	2	0	0	N/A		
D90	Social & Welfare Services	Implementation of projects for persons with disabilities	Number of projects	Manager: Social Development	2	0	0	N/A		
D91	Community Halls	Customer satisfaction survey on community facilities (score 1 - 5)	Score of survey	Manager: Amenities & Environment	2.5	0	0	N/A		
D92	Director: Community Services	Verification of SDBIP results captured as per previous month report.	Number of signed reports	Director: Community Services	12	1	1	G	Sdbip verification is finalized.	
D93	Director: Community Services	Percentage expenditure on maintenance budget by Community Directorate.	Percentage of budget spend	Director: Community Services	98%	0%	0%	N/A		
D94	Director: Community Services	Percentage expenditure on capital budget by Community Directorate.	Percentage of budget spend	Director: Community Services	95%	0%	0%	N/A		

Summary of Results

KPI Not Yet Measured	25
KPI Not Met	0
KPI Almost Met	0
KPI Met	8
KPI Well Met	4
KPI Extremely Well Met	1
Total KPIs	38

Verification:

It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system.

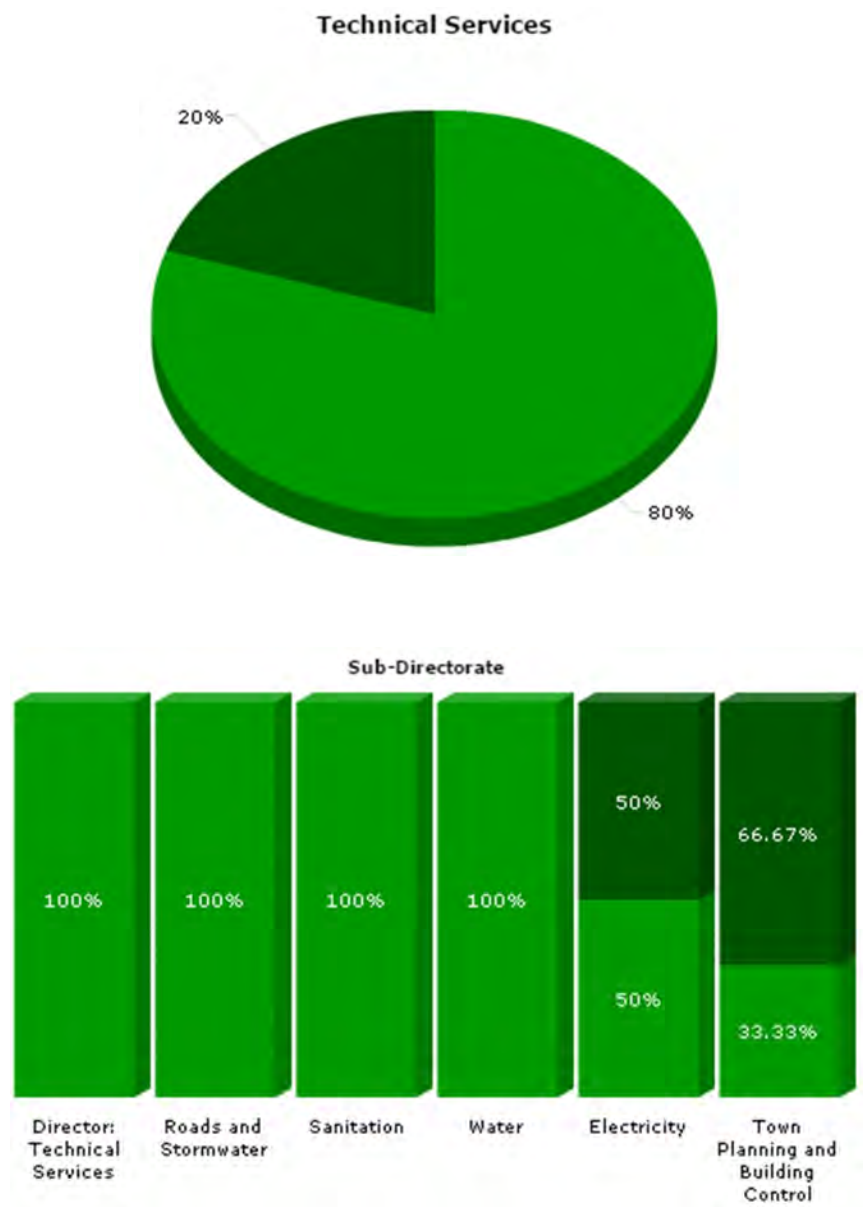
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(Date)

A.2.4 Technical Services



	Technical Services	Sub-Directorate					
		Director: Technical Services	Roads and Stormwater	Sanitation	Water	Electricity	Town Planning and Building Control
KPI Not Met	-	-	-	-	-	-	-
KPI Almost Met	-	-	-	-	-	-	-
KPI Met	12 (80%)	2 (100%)	1 (100%)	4 (100%)	3 (100%)	1 (50%)	1 (33.3%)
KPI Well Met	3 (20%)	-	-	-	-	1 (50%)	2 (66.7%)
KPI Extremely Well Met	-	-	-	-	-	-	-
Total:	15	2	1	4	3	2	3

Witzenberg Municipality
SDBIP July 2016 - TECHNICAL SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At July 2016						Performance Comment	Corrective Measures
						Target	Actual	R					
D15	Director: Technical Services	Bi-weekly meetings with line managers to ensure effective management of the directorate	Number of meetings	Director: Technical Services	23	2	2	G				Target met	n/a
D16	Roads & Stormwater	Municipal roads is maintained and measured by the square meters of roads resealed according to approved maintenance plan	Square meters resealed	Manager: Roads & Storm water	14,000	0	0	N/A					
D17	Roads & Stormwater	Maintenance of municipal roads as per vote number 14143806 14143803 14143807 14143809	Percentage of budget spend	Manager: Roads & Storm water	98%	0%	0%	N/A					
D18	Roads & Stormwater	Blockages cleaned within 24 hours from when the complaint has been lodged by the control room	Percentage of blockages cleaned within 24 hours	Manager: Roads & Storm water	100%	100%	100%	G				Target achieved	None...
D19	Roads & Stormwater	Stormwater assets is maintained in terms of the maintenance budget spent in vote number 14133808	Percentage of budget spend	Manager: Roads & Storm water	98%	0%	0%	N/A					
D20	Sanitation	Quality of waste water discharge measured by the overall average percentage water quality level within SANS and DWAF standards for microbiological, physical and chemical for all WWTW plants	Percentage of quality of waste water	Manager: Sanitation	90%	90%	90%	G				Compliance achieved	None
D21	Sanitation	Regular inspection at pump stations to inspect for faulty, damage or defective equipment and infrastructure at the pump station	Number of inspections	Manager: Sanitation	276	23	23	G				All daily and monthly inspections completed.	None
D22	Sanitation	Sanitation assets is maintained in terms of the maintenance budget spent in votes 14113802 14113811 14113812	Percentage of budget spend	Manager: Sanitation	98%	0%	0%	N/A					
D23	Sanitation	Sewerage blockage removals within 24 hours from receipt of the complaint by the control room	Percentage of blockages cleaned within 24 hours	Manager: Sanitation	100%	100%	100%	G				All blockages cleared within given timeframe	More personnel to minimise overtime.
D24	Solid Waste & Cleansing	Maintenance of landfill sites in vote number 14154203	Percentage of budget spend	Manager: Solid Waste & Cleansing	98%	0%	0%	N/A					
D25	Solid Waste & Cleansing	Number of community awareness campaigns to promote recycling	Number of campaigns	Manager: Solid Waste & Cleansing	4	0	0	N/A					
D26	Solid Waste & Cleansing	Bi-annual testing of the quality of borehole water within SABS standards on all operating landfill sites	Number of tests	Manager: Solid Waste & Cleansing	2	0	0	N/A					
D27	Solid Waste & Cleansing	Annual external audit on all operating landfill sites to be performed by 31 March 2017	Number of audits	Manager: Solid Waste & Cleansing	2	0	0	N/A					
D28	Water	Repair breaks within 24 Hours after water break has been reported to call centre	Percentage of breaks repaired within 24 hours	Manager: Water	100%	100%	100%	G				All repairs completed within given timeframe.	More personnel to minimise overtime
D29	Water	Repair faulty meters received per list from Finance within 20 working days	Percentage of meters repaired within 20 days	Manager: Water	100%	100%	100%	G				No new lists received from Finance Department.	None
D30	Water	Water assets is maintained in terms of the maintenance budget spent in vote number 14193802.	Percentage of budget spend	Manager: Water	98%	0%	0%	N/A					
D31	Electricity	Electricity assets is maintained in terms of the maintenance budget spent in vote numbers 14053802 14053810 14073802 14083802	Percentage of budget spend	Head: Electrotechnical Services	98%	0%	0%	N/A					

Witzenberg Municipality
SDBIP July 2016 - TECHNICAL SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At July 2016					Performance Comment	Corrective Measures
						Target	Actual	R				
D32	Electricity	Respond to resident's queries regarding service disruptions and faulty meters within 24 hours from when the complaint has been received from call centre	Percentage of responses to queries within 24 hours	Head: Electrotechnical Services	80%	80%	100%	G2		Target met		
D33	Fleet Management	Revision of the vehicle replacement program on a quarterly basis	Number of revisions	Manager: Fleet	0	0	0	N/A				
D34	Fleet Management	Monthly vehicles maintenance plan and servicing of those vehicles	Number of maintenance plans	Manager: Fleet	0	0	0	N/A				
D35	Fleet Management	Compile a quarterly vehicle usage report documenting the economical (kilometres/litre) usage of each vehicle	Number of vehicle usage reports	Manager: Fleet	0	0	0	N/A				
D36	Director: Technical Services	Number of subsidised serviced sites developed.	Number of serviced plots.	Director: Technical Services	0	0	0	N/A				
D37	Director: Technical Services	Percentage expenditure on capital budget by Technical Directorate.	Percentage of budget spend	Director: Technical Services	95%	0%	0%	N/A				
D38	Town Planning & Building Control	Acknowledge receipt of town planning application within 21 working days. Quarterly.	Percentage of acknowledgements within 21 days	Manager: Town Planning & Building Control	95%	0%	0%	N/A				
D39	Town Planning & Building Control	Monthly reconcile general ledger printout of building fees paid with the building register maintained	Number of reconciliations	Manager: Town Planning & Building Control	12	1	1	G		Signed recon.		
D40	Town Planning & Building Control	Quarterly update of the zoning register with all new zonings	Number of updates	Manager: Town Planning & Building Control	4	0	0	N/A				
D41	Town Planning & Building Control	Recommendation for decision to the MM/Council for approval, within 7 months from validating a fully compliant application. Quarterly.	Percentage of recommendations within 7 months	Manager: Town Planning & Building Control	100%	0%	0%	N/A				
D42	Roads & Stormwater	Kilometres of roads upgraded & rehabilitated.	Number of kilometres surfaced	Manager: Roads & Storm water	2	0	0	N/A				
D43	Sanitation	Provide basic services - number of informal areas with sufficient communal sanitation service points(toilets).	Number of areas	Manager: Sanitation	3	0	0	N/A				
D44	Solid Waste & Cleansing	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area cleaning service.	Number of areas	Manager: Solid Waste & Cleansing	3	0	0	N/A				
D45	Water	Decrease unaccounted water losses.	Percentage of unaccounted water	Manager: Water	20%	0%	0%	N/A				
D46	Water	Percentage compliance with drinking water quality standards	Percentage of results that comply	Manager: Water	97%	0%	0%	N/A				
D47	Water	Provide basic services - number of informal areas with sufficient communal water service points (taps).	Number of areas	Manager: Water	3	0	0	N/A				
D48	Electricity	Number of subsidised electricity connections installed.	Number of connections	Head: Electrotechnical Services	200	0	0	N/A				
D49	Electricity	Decrease unaccounted electricity losses.	Percentage of unaccounted electricity	Head: Electrotechnical Services	9%	0%	0%	N/A				
D50	Town Planning & Building Control	All building plans approved for less than 500 square meters within 30 days	Percentage of plans approved within 30 days	Manager: Town Planning & Building Control	95%	95%	100%	G2		Target met.		
D51	Town Planning & Building Control	All building plans approved for more than 500 square meters within 60 days	Percentage of plans approved within 60 days	Manager: Town Planning & Building Control	95%	95%	100%	G2		Target met.		
D52	Director: Technical Services	Verification of SDBIP results captured as per previous month report.	Number of reports signed.	Director: Technical Services	12	1	1	G		Target met	n/a	

Witzberg Municipality SDBIP July 2016 - TECHNICAL SERVICES										
Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At July 2016				
						Target	Actual	R	Performance Comment	Corrective Measures
D53	Director: Technical Services	Percentage expenditure on maintenance budget by Technical Directorate.	Percentage of budget spend	Director: Technical Services	98%	0%	0%	N/A		
D54	Sanitation	Submission of nr of sewer connections for the month to Finance Income section.	Notification send to Income by the 5th of the month	Manager: Sanitation	12	1	1	G	All new connections were sent through to the finance department	None
D55	Water	Submission of nr of water connections for the month to Finance Income section.	Notification send to Income by the 5th of the month	Manager: Water	12	1	1	G	All new connections sent through to the Finance Department.	None
D56	Electricity	Submission of nr of electricity connections for the month to Finance Income section.	Notification send to Income by the 5th of the month	Head: Electrotechnical Services	12	1	1	G	Target met	

Summary of Results

KPI Not Yet Measured	27
KPI Not Met	0
KPI Almost Met	0
KPI Met	12
KPI Well Met	3
KPI Extremely Well Met	0
Total KPIs	42

Verification:

It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system.

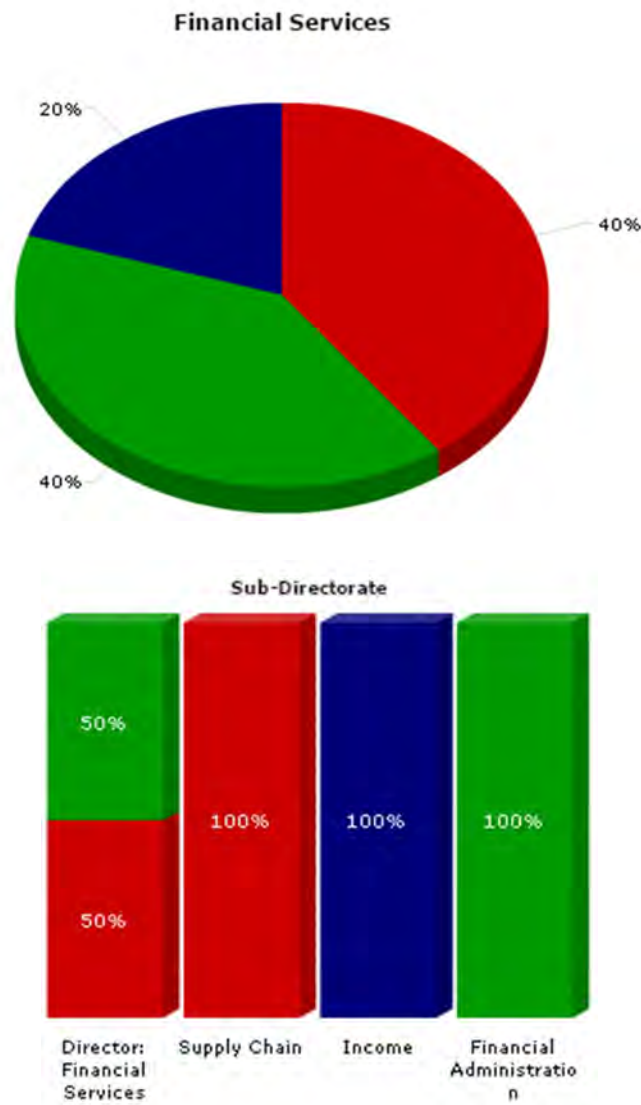
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(Date)

A.2.5 Financial Services



	Financial Services	Sub-Directorate			
		Director: Financial Services	Supply Chain	Income	Financial Administration
KPI Not Met	2 (40%)	1 (50%)	1 (100%)	-	-
KPI Almost Met	-	-	-	-	-
KPI Met	2 (40%)	1 (50%)	-	-	1 (100%)
KPI Well Met	-	-	-	-	-
KPI Extremely Well Met	1 (20%)	-	-	1 (100%)	-
Total:	5	2	1	1	1

Witzenberg Municipality
SDBIP July 2016 - FINANCIAL SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At July 2016					Performance Comment	Corrective Measures
						Target	Actual	R				
D125	Income	Increased revenue collection	% of Revenue collected	Manager: Income	95%	0%	0%	N/A				
D126	Financial Administration	Compilation of Financial Analysis by end September	Analysis completed	Manager: Financial Administration	1	0	0	N/A				
D127	Supply Chain	Creditors not paid within 30 days of receipt of the invoice or statement	Less than 5% creditors not paid	Manager: Supply Chain	5%	5%	11.42%	R	Target not achieved		Verification of banking details.	
D128	Supply Chain	Adjudicate recommended bids based on evaluation reports within 10 calendar days after the BEC meeting	90% of bids adjudicated	Manager: Supply Chain	90%	0%	0%	N/A				
D129	Supply Chain	Bid Specification Committee to have a BSCM within 14 calendar days after receipt of a proper request for a bid.	90% of BSCM within 10 days	Manager: Supply Chain	90%	0%	0%	N/A				
D130	Supply Chain	Compilation of consolidated report of all assets and inventory to be disposed of by the end of January	Report by end of January	Manager: Supply Chain	1	0	0	N/A				
D131	Supply Chain	Prepare evaluation reports per Bid within 60 calendar days from the date of bid closing to the date of the BECM	90% of evaluation reports within 60 days	Manager: Supply Chain	90%	0%	0%	N/A				
D132	Income	Limit estimation of meter readings to 12% per month	Estimation of readings less than 12 % per month	Manager: Income	12%	12%	7.11%	B	Target Achieved			
D133	Financial Administration	Section 71 reports submitted by the 10th of each month to applicable National- & Provincial Departments.	Reports by 10th of each month	Manager: Financial Administration	12	1	1	G	Target Achieved			
D134	Director: Financial Services	Bi-weekly meetings with line managers to ensure effective management of the directorate	23 meetings	Director: Financial Services	23	2	1	R	Target Achieved		Minutes to be added	
D135	Director: Financial Services	Opinion of the Auditor-General on annual financial statements of the previous year.	Unqualified opinion	Director: Financial Services	1	0	0	N/A				
D136	Financial Administration	Financial viability expressed as Cost-Coverage ratio	1.6 ratio	Manager: Financial Administration	1.6	0	0	N/A				
D137	Financial Administration	Financial viability expressed as Debt-Coverage ratio	16 ratio	Manager: Financial Administration	16	0	0	N/A				
D138	Financial Administration	Financial viability expressed outstanding service debtors	44% ratio	Manager: Financial Administration	44%	0%	0%	N/A				
D139	Income	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Less than 1% outstanding	Manager: Income	1%	0%	0%	N/A				
D140	Income	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	Less than 1% outstanding	Manager: Income	1%	0%	0%	N/A				
D141	Income	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Less than 1% outstanding	Manager: Income	1%	0%	0%	N/A				
D142	Income	Number of outstanding valid applications for waste removal services expressed as a % of total number of billings for the service.	Less than 1% outstanding	Manager: Income	1%	0%	0%	N/A				
D143	Financial Administration	Percentage spend on maintenance for the whole municipality.	98% of maintenance budget spend	Manager: Financial Administration	98%	0%	0%	N/A				
D144	Financial Administration	Percentage spend on Capital Budget	95% of capital budget spend	Manager: Financial Administration	95%	0%	0%	N/A				
D145	Director: Financial Services	Verification of SDBIP results captured as per previous month report.	12 signed reports	Director: Financial Services	12	1	1	G	Target Achieved			

Witzenberg Municipality
SDBIP July 2016 - FINANCIAL SERVICES

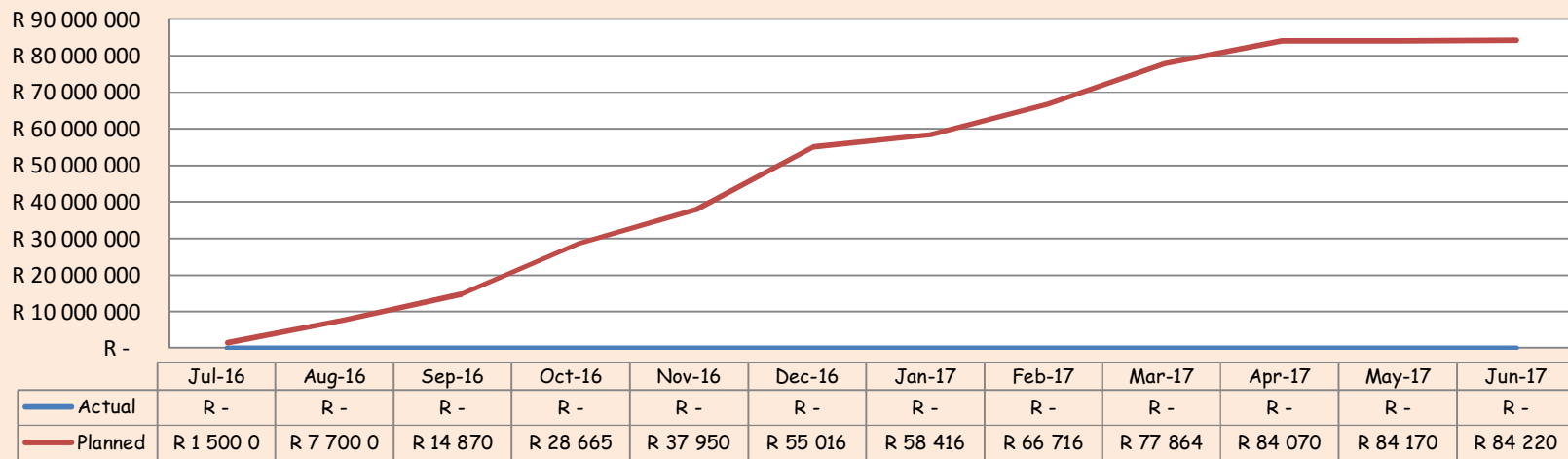
Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At July 2016				
						Target	Actual	R	Performance Comment	Corrective Measures
Summary of Results						Verification: It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system. (Senior Manager Signature)..... (Date)				
	KPI Not Yet Measured	16								
	KPI Not Met	2								
	KPI Almost Met	0								
	KPI Met	2								
	KPI Well Met	0								
	KPI Extremely Well Met	1								
Total KPIs		21								

B. CAPITAL BUDGET PERFORMANCE

B.1 Municipal Overall

Directorate	16/17 Budget	Actual as on 31/07/2016	% Expenditure
Financial Services	R 330 000	R -	0.0%
Community Services	R 5 726 000	R 1 095	0.0%
Corporate Services	R 950 000	R -	0.0%
Technical Services	R 77 214 817	R -	0.0%
Total	R 84 220 817	R 1 095	0.0%

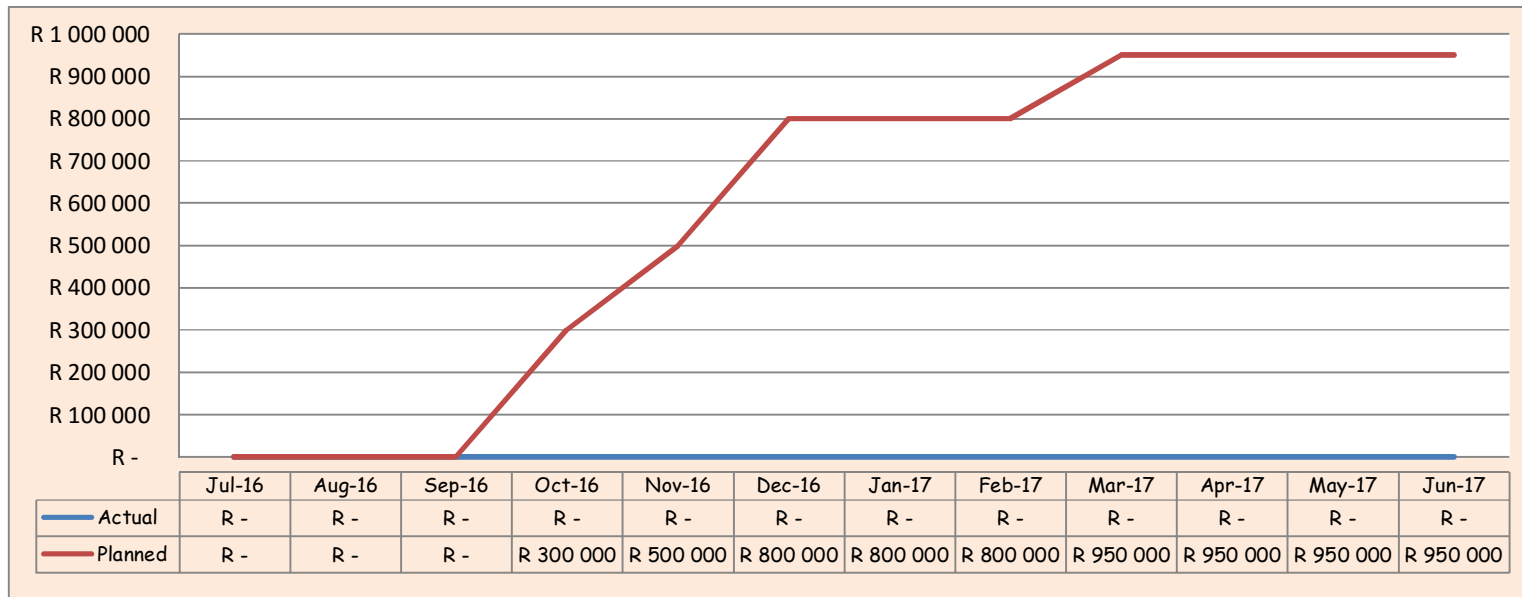
Witzenberg Municipality - Overall: Actual vs Planned



B.2 Directorates:

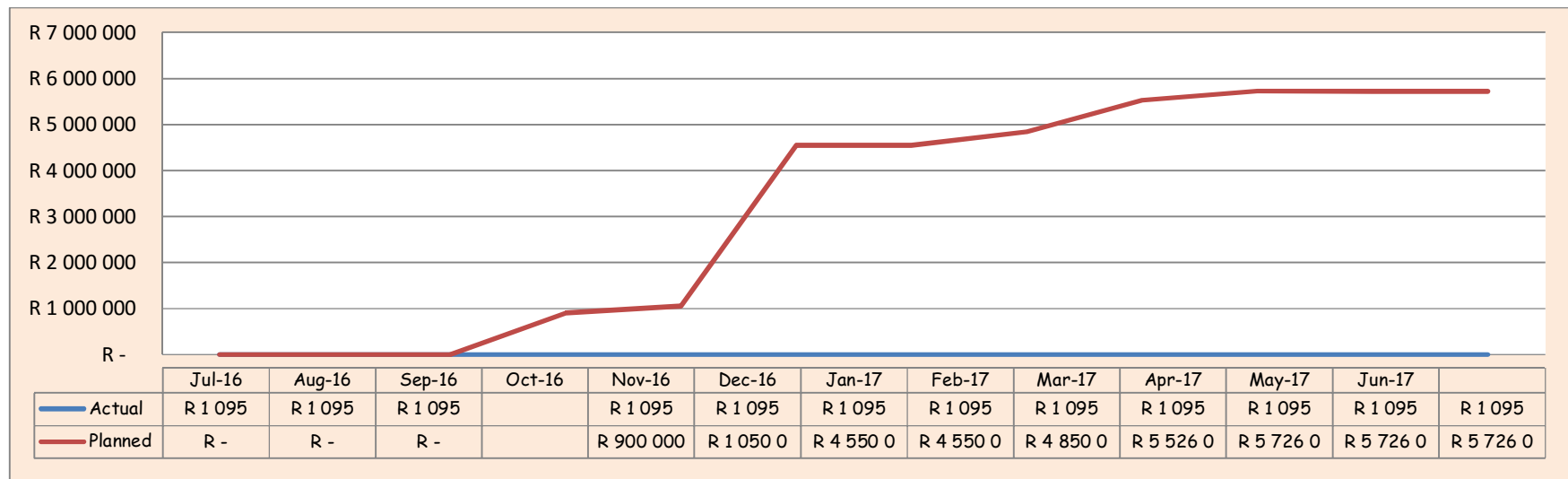
B.2.1 Corporate Services

Department	Item number	Description	Amended Budget 2016/17	Actual as on 31/07/2016	Unspent	% Expenditure
Traffic	522000091	Traffic test centre	800 000	-	800 000	0%
Administration	530100011	Office Furniture - Witzenberg	150 000	-	150 000	0%
Totals			950 000	-	950 000	0%



B.2.2 Community Services

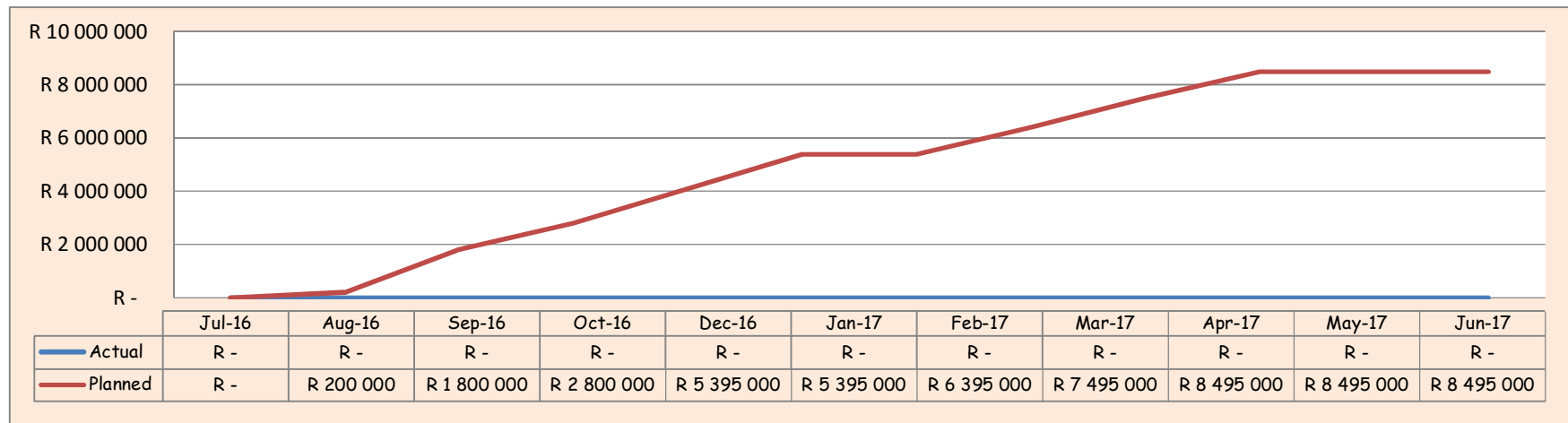
Department	Item number	Description	Funding Source	Amended Budget 2016/17	Actual as on 31/07/2016	Unspent	% Expenditure
Sport & Recreation	521901401	Plant & Equipment	CRR	300 000	-	300 000	0%
Recreational Land	522300031	Extension Of Sport Facility- Ceres Leyellstraa	CRR	500 000	-	500 000	0%
Fire Protection	520500061	Vehicle Replacement Programme	ANN	2 300 000	-	2 300 000	0%
Swimming Pools	522401571	Montana Swimming Pool - Re-fibreglass	CRR	500 000	-	500 000	0%
Community Halls and facilities	521100081	Replace Town Hall Floor Ceres	CRR	300 000	-	300 000	0%
	521100101	Replace Town Hall Floor Tulbag	CRR	400 000	-	400 000	0%
	521100151	Upgrading of Community Hall ODB	CRR	500 000	1 095	498 905	0%
	530250001	Upgrading Of Polo Cross Hall	RDEV	926 000	-	926 000	0%
Totals				5 726 000	1 095	5 724 905	0%



B.2.3 Technical Services:

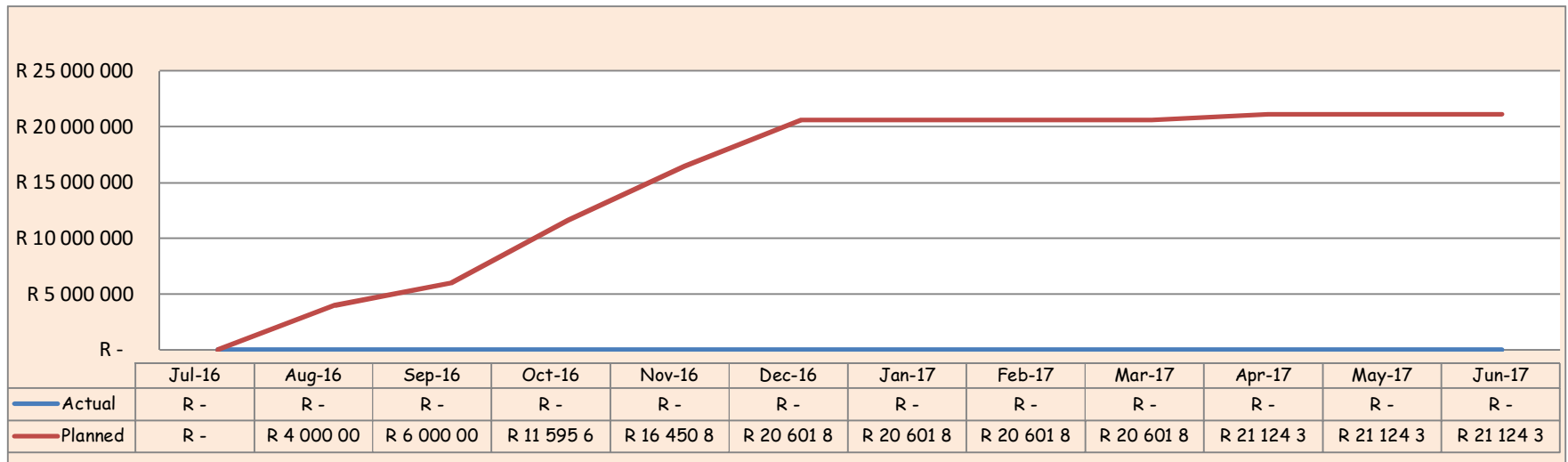
B.2.3.1 Electrical Services

Department	Item number	Description	Funding Source	Amended Budget 2016/17	Actual as on 31/07/2016	Unspent	% Expenditure
Electricity: Client Services	540501841	Network- Housing Projects	INEP	5 000 000		5 000 000	0%
	540590001	Prof Fees For Rural Dev Projects	CRR	100 000	-	100 000	0%
Electricity: Street lights	540700121	Streetlights - Housing Projects (contribution)	CRR	500 000	-	500 000	0%
	540700111	Streetlights - Housing Projects	MIG	800 000		800 000	0%
Electricity: Distribution	540800021	Electrical Network Refurbishment	CRR	900 000	-	900 000	0%
	540800071	11 Kv Ring Supply Stanlet/rand	CRR	1 000 000	-	1 000 000	0%
	540820001	Tools & Equipment	CRR	160 000	-	160 000	0%
Workshop	540920001	Tools & Equipment	CRR	35 000		35 000	0%
Totals				8 495 000	-	8 495 000	0%



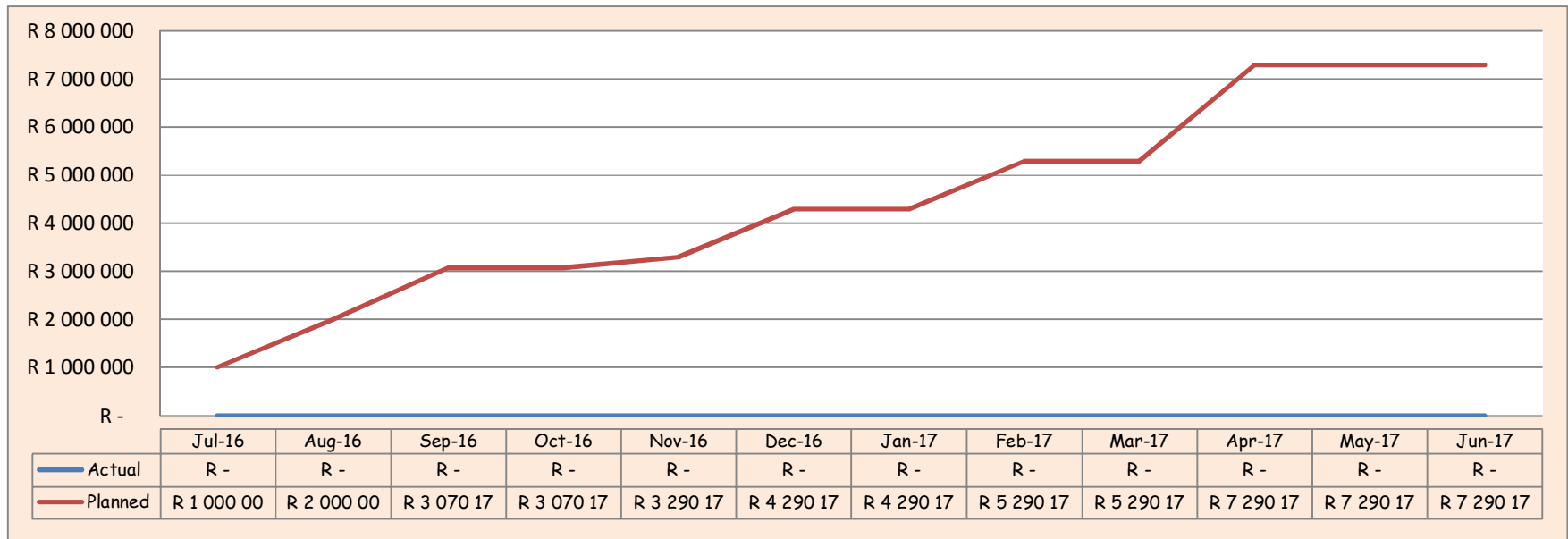
B.2.3.2 Sanitation Services

Department	Item number	Description	Funding Source	Amended Budget 2016/17	Actual as on 31/07/2016	Unspent	% Expenditure
Sewerage	541100061	Bulk Sewer Bella Vista	MIG	4 355 197	-	4 355 197	0%
	541100201	Bulk Sewer Bella Vista (contr)	CRR	2 000 000	-	2 000 000	0%
	541105061	Sewer Network Replacement	CRR	722 500	-	722 500	0%
	541101321	Sewer Pumps- Replacement P	CRR	300 000	-	300 000	0%
	541100191	Vehicle Replacement Programme	CRR	1 200 000	-	1 200 000	0%
	541120001	Tools & Equipment	CRR	100 000	-	100 000	0%
	541190001	Vredebes Bulk Sanitation	MIG	5 595 615	-	5 595 615	0%
	541100111	Vredebes New Bulk Sanitation	IHSDG	5 622 930	-	5 622 930	0%
	541100211	Vredebes Bulk Sanitation (contr)	CRR	1 228 070	-	1 228 070	0%
Totals				21 124 312		21 124 312	0%



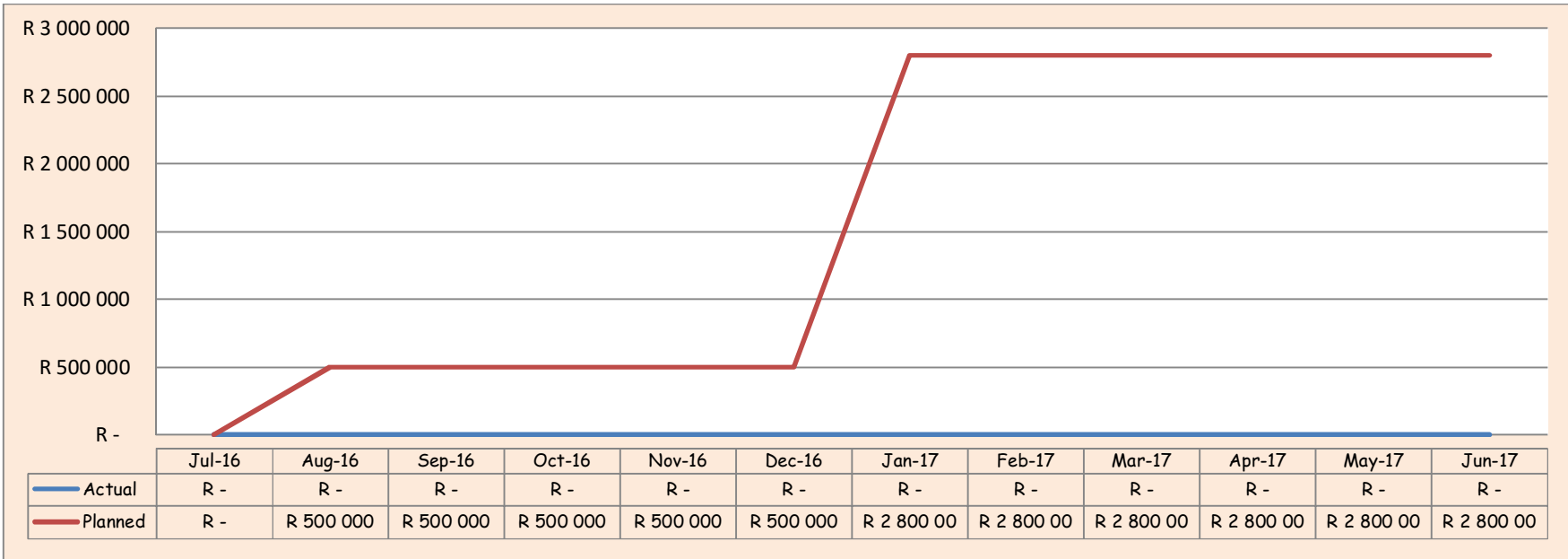
B.2.3.3 Roads & Storm water

Department	Item number	Description	Funding Source	Amended Budget 2016/17	Actual as on 31/07/2016	Unspent	% Expenditure
Storm water management	541300131	Network - Storm Water Upgradin	CRR	200 000	-	200 000	0%
	541300091	Bella Vista Bulk Storm water	MIG	3 070 175	-	3 070 175	0%
Roads	541400191	Skoonvlei Upgrading of Roads	CRR	800 000	-	800 000	0%
	541401501	Equipment	CRR	200 000	-	200 000	0%
	541400111	Traffic Calming	CRR	220 000	-	220 000	0%
	541401291	Network-street	CRR	2 200 000	-	2 200 000	0%
	541403891	Prof Fees For Rural Dev Projects	CRR	600 000	-	600 000	0%
	Totals			7 290 175	-	7 290 175	0%



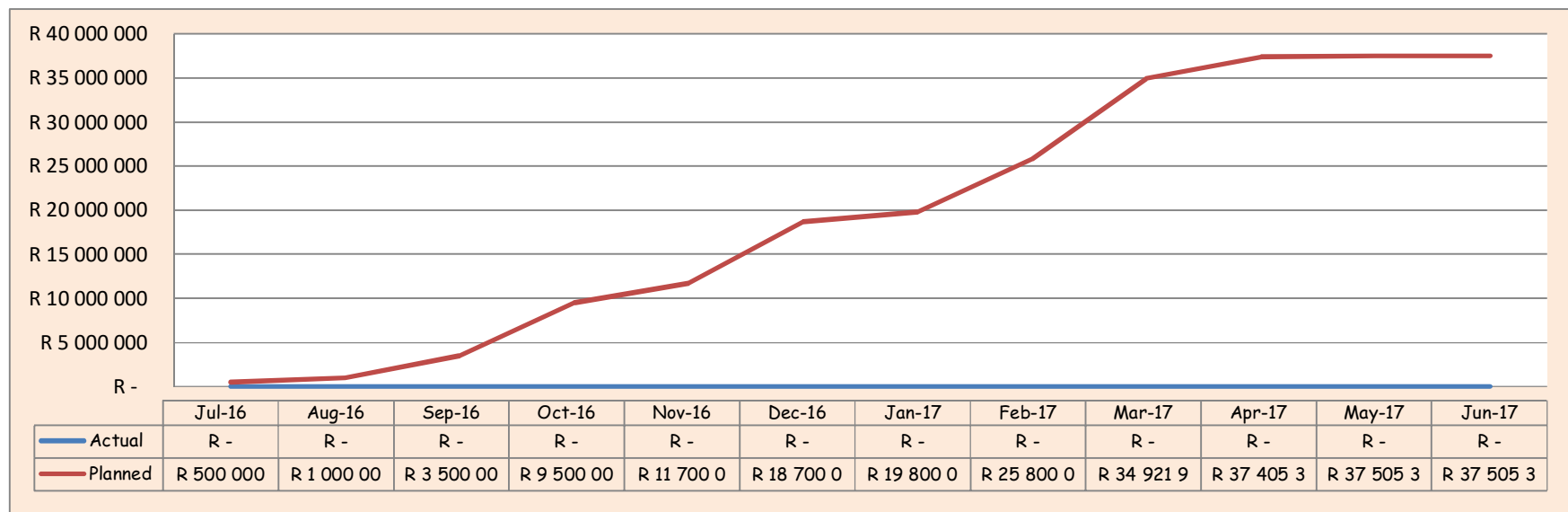
B.2.3.4 Solid Waste Services

<u>Department</u>	<u>Item number</u>	<u>Description</u>	<u>Funding Source</u>	<u>Amended Budget</u> <u>2016/17</u>	<u>Actual as on</u> <u>31/07/2016</u>	<u>Unspent</u>	<u>% Expenditure</u>
Solid Waste (Removal)	541700041	Vehicle Replacement Programme	CRR	2 300 000	-	2 300 000	0%
	541700051	Refuse Bins	CRR	500 000		500 000	0%
Totals				2 800 000	-	2 800 000	0%



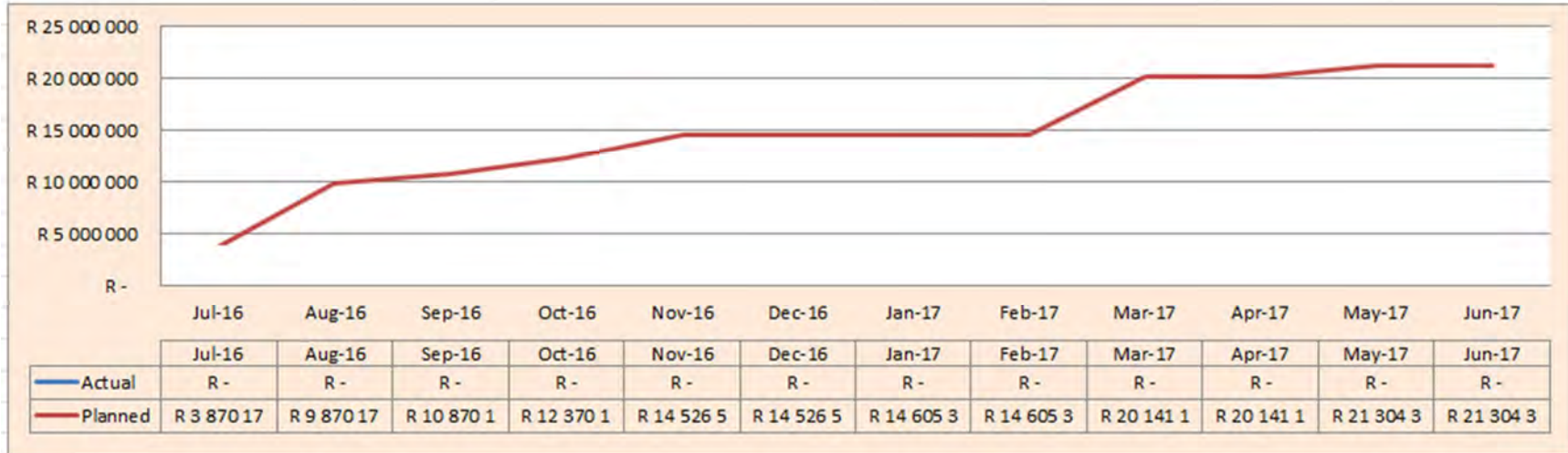
B.2.3.5 Water Services

Department	Item number	Description	Funding Source	Amended Budget 2016/17	Actual as on 31/07/2016	Unspent	% Expenditure
Water Distribution	541900271	Infrastructure Management System	CRR	300 000	-	300 000	0%
	541903801	Vredebes Bulk Water Supply	MIG	3 000 000	-	3 000 000	0%
	541900301	Tulbagh Dam	RBIG	24 421 930	-	24 421 930	0%
	541900261	Drought Relief	DPLG	2 400 000	-	2 400 000	0%
	541900091	Bella Vista Bulk Water	MIG	4 483 400	-	4 483 400	0%
	541901371	Network - Water Pipes & Va	CRR	300 000	-	300 000	0%
	541900201	Prepaid Water Meters	ANN	2 500 000	-	2 500 000	0%
	541920001	Tools & Equipment- New	CRR	100 000	-	100 000	0%
Totals				37 505 330	-	37 505 330	0%



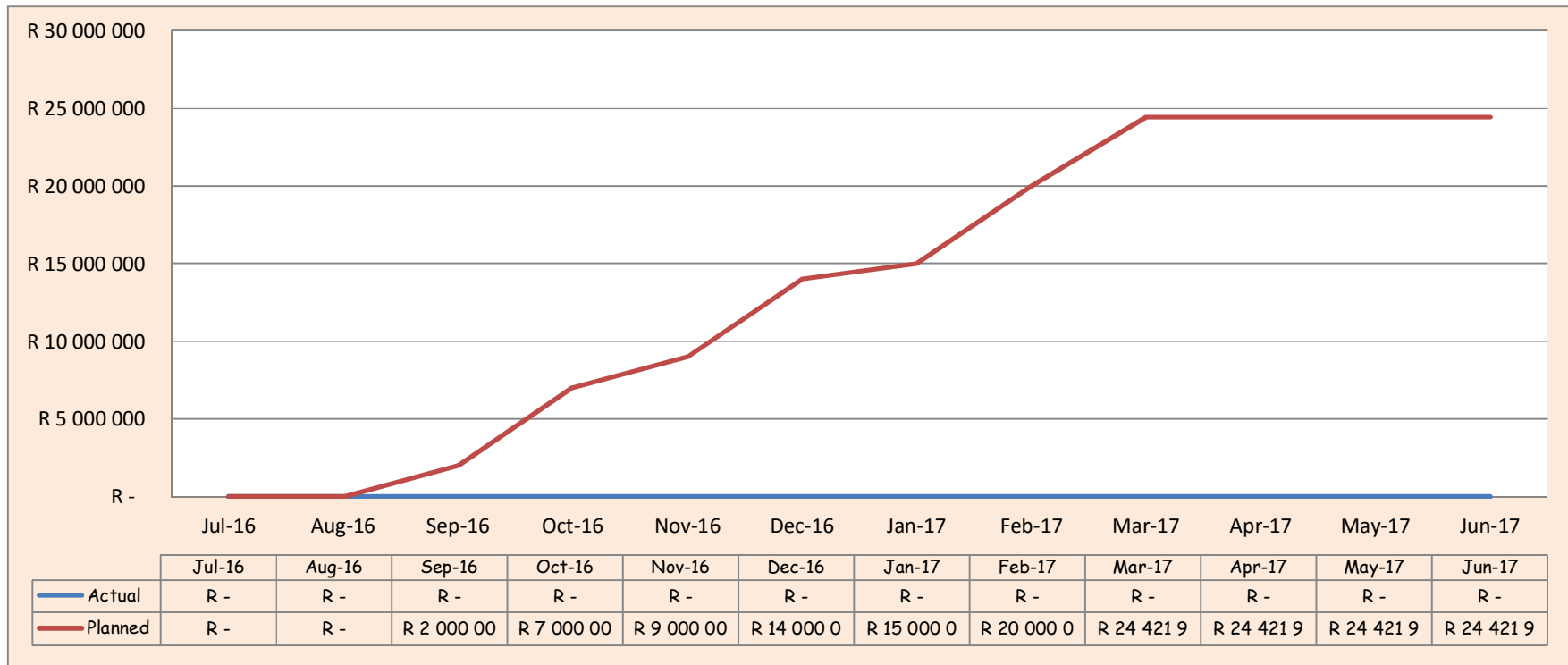
B.3.2 MIG

Department	Item number	Description	Amended Budget 2016/17	Actual as on 31/07/2016	Unspent	% Expenditure
Manager: Electricity Street Lights	540700111	Streetlights - Housing Projects	R 800 000	R -	R 800 000	0%
Manager: Water & Sewerage	541100061	Bulk Sewer Bella Vista	R 4 355 197	R -	R 4 355 197	0%
Manager: Water & Sewerage	541190001	Vredebes Bulk Sanitation	R 5 595 615	R -	R 5 595 615	0%
Manager Streets & Stormwater	541300091	Bella Vista Bulk Storm water	R 3 070 175	R -	R 3 070 175	0%
Manager: Water & Sewerage	541900081	Vredebes Bulk Water Supply	R 3 000 000	R -	R 3 000 000	0%
Manager: Water & Sewerage	541900091	Bella Vista Bulk Water	R 4 483 400	R -	R 4 483 400	0%
			R 21 304 387	R -	R 21 304 387	0%



B.3.2 RBIG

Department	Item number	Description	Amended Budget 2016/17	Actual as on 31/07/2016	Unspent	% Expenditure
Manager: Water & Sewerage	541900301	Tulbagh Dam	R 24 421 930	R -	R 24 421 930	0%
			R 24 421 930	R -	R 24 421 930	0%



C. OPERATIONAL BUDGET PERFORMANCE

C.1 Financial Services

Direc- torate	Department	Description	Vote nr	Original Budget	Adjusted Budget	% Variance from original budget	Cummulative expenditure to date	Planned expenditure to date	% Expenditure to date	Over/Under expenditure on planned
Finance	Treasury: Debtors	Vehicle fuel	11034470	R 134 310	R 134 310	0%	R 7 184	R 11 193	5%	R 4 009

C.2 Community Services

Direc- torate	Department	Description	Vote nr	Original Budget	Adjusted Budget	% Variance from original budget	Cummulative expenditure to date	Planned expenditure to date	% Expenditure to date	Over/Under expenditure on planned
C o m m u n i t y	Cemeteries	Pauper burials	12014404	R 10 000	R 10 000	0%	R -	R 833	0%	R 833
		Machine rental	12014426	R 84 770	R 84 770	0%	R 2 040	R 7 064	2%	R 5 024
	Housing: Admin	Vehicle Fuel	12034470	R 54 460	R 54 460	0%	R 4 121	R 4 538	8%	R 417
	Fire Protection	Veld Fire roads	12054494	R 150 000	R 150 000	0%	R -	R 12 500	0%	R 12 500
		Vehicle fuel	12054470	R 449 810	R 473 310	-5%	R 32 075	R 39 443	7%	R 7 367
		Vehicle repair	12053815	R 26 620	R 83 620	-214%	R -	R 6 968	0%	R 6 968
	Pine Forest	Buildings	12063801	R 300 000	R 300 000	0%	R -	R 25 000	0%	R 25 000
		Site-works	12063813	R 66 780	R 66 780	0%	R -	R 5 565	0%	R 5 565
		Cleaning Service	12064212	R 400 000	R 400 000	0%	R 16 725	R 33 333	4%	R 16 609
		Heating Fuel	12064483	R 81 810	R 81 810	0%	R 1 124	R 6 818	1%	R 5 694
		Security	12074220	R 1 840 630	R 1 840 630	0%	R -	R 153 386	0%	R 153 386
		Vehicle fuel	12064470	R 93 520	R 93 520	0%	R 8 843	R 7 793	9%	R -1 050
		Vehicle repair	12063815	R 11 260	R 12 260	-9%	R 1 040	R 1 022	8%	R -18
		Chemicals Pine	12104409	R 18 000	R 18 000	0%	R 18 000	R 1 500	100%	R -16 500
	Swimming pools	Chemicals Klipr	12164409	R -	R -	#DIV/0!	R -	R -		R -
		Chemicals othe	12244409	R 286 480	R 286 480	0%	R 7 096	R 23 873	2%	R 16 777
	Community Halls	Cleaning materi	12114448	R 123 350	R 123 350	0%	R 9 906	R 10 279	8%	R 373
	Parks	Cleaning contra	12194210	R 10 000	R 10 000	0%	R -	R 833	0%	R 833
		River cleaning	12194530	R -	R -	#DIV/0!	R -	R -	#DIV/0!	R -
		Vehicle fuel	12194470	R 591 320	R 591 320	0%	R 34 265	R 49 277	6%	R 15 012
		Vehicle repair	12193815	R 91 230	R 91 230	0%	R 1 011	R 7 603	1%	R 6 592
	Traffic	Vehicle fuel	12204470	R 604 780	R 490 250	19%	R 36 285	R 40 854	7%	R 4 569
		Vehicle repair	12203815	R 73 480	R 125 480	-71%	R 7 674	R 10 457	6%	R 2 783
	Social & Welfare	Vehicle fuel	12224470	R 77 460	R 77 460	0%	R 7 090	R 6 455	9%	R -635
		Vehicle repair	12223815	R 26 960	R 26 960	0%	R -	R 2 247	0%	R 2 247
	Sport grounds	Projects	12234496	R 100 000	R 100 000	0%	R 4 659	R 8 333	5%	R 3 675
		Vehicle fuel	12234470	R 82 270	R 82 270	0%	R 3 099	R 6 856	4%	R 3 757
		Vehicle repair	12233815	R 5 670	R 5 670	0%	R 1 908	R 473	34%	R -1 436
	Property Maintenace	Buildings	12263801	R 195 000	R 195 000	0%	R 16 529	R 16 250	8%	R -279
	LED	Developing Projects	12274450	R 150 000	R 150 000	0%	R 6 630	R 12 500	4%	R 5 870
	Housing Maintenance	Buildings	12293801	R 135 000	R 135 000	0%	R 17 761	R 11 250	13%	R -6 511
		Vehicle fuel	12294470	R 58 260	R 58 260	0%	R 5 414	R 4 855	9%	R -559
		Vehicle repair	12293815	R 5 060	R 5 060	0%	R 5 060	R 422	100%	R -4 638
	TOTALS			R 6 203 980	R 6 222 950	0%	R 248 354	R 518 579.17	4%	R 270 225

C.3 Corporate Services

Directorate	Department	Description	Vote nr	Original Budget	Adjusted Budget	% Variance from original budget	Cummulative expenditure to date	Planned expenditure to date	% Expenditure to date	Over/Under expenditure on planned
Corporate Services	Administration	Vehicle fuel	13014470	R 26 070	R 26 070	0%	R 1 267	R 2 172.50	5%	R 906
		Vehicle repair	13013815	R 2 840	R 2 840	0%	R -	R 236.67	0%	R 237
	IDP	Strategic Partner	13034503	R -	R -	#DIV/0!	R -	R -	#DIV/0!	R -
	HR	Training	13054435	R 1 000 000	R 1 000 000	0%	R 71 976	R 83 333.33	7%	R 11 357
		Skills Dev Levies	13054465	R 1 081 121	R 1 081 121	0%	R 101 591	R 90 093.42	9%	R -11 498
		Special Projects	13054477	R 10 000	R 10 000	0%	R -	R 833.33	0%	R 833
	Council Costs	Special Projects	13084477	R 120 000	R 120 000	0%	R 1 950	R 10 000.00	2%	R 8 050
		Vehicle fuel	13084470	R 23 220	R 22 617	3%	R 1 125	R 1 884.75	5%	R 760
		Vehicle repair	13083815	R 720	R 720	0%	R -	R 60.00	0%	R 60
	Marketing & Communication		13124418	R 250 000	R 250 000	0%	R 14 970	R 20 833.33	6%	R 5 863
	TOTALS			R 2 513 971	R 2 513 368	0%	R 192 879	R 209 447.33	8%	R 16 569

C.4 Technical Services

Directorate	Department	Description	Vote nr	Original Budget	Adjusted Budget	% Variance from original budget	Cummulative expenditure to date	Planned expenditure to date	% Expenditure to date	Over/Under expenditure on planned
Technical Services	Electricity: Client Services	Network	14053802	R 414 832	R 414 832	0%	R 6 823	R 34 569.3	2%	R 27 747
		Vehicle fuel	14054470	R 307 140	R 307 140	0%	R 28 096	R 25 595.00	9%	R -2 501
		Vehicle repair	14053815	R 31 930	R 31 930	0%	R 1 108	R 2 660.83	3%	R 1 553
	Electricity: Street Lights	Network	14073802	R 1 204 810	R 1 204 810	0%	R 93 437	R 100 400.83	8%	R 6 964
		Vehicle fuel	14084470	R 518 740	R 518 740	0%	R 45 950	R 43 228.33	9%	R -2 722
		Vehicle repair	14083815	R 110 570	R 110 570	0%	R 3 892	R 9 214.17	4%	R 5 322
	Electricity: Distribution	Network	14083802	R 2 541 840	R 2 541 840	0%	R 157 233	R 211 820.00	6%	R 54 587
		Vehicle fuel	14094470	R 48 520	R 48 520	0%	R 4 985	R 4 043.33	10%	R -941
		Vehicle repair	14093815	R 5 170	R 5 170	0%	R -	R 430.83	0%	R 431
	Mechanical Works	Tracking Costs	14094512	R 250 000	R 250 000	0%	R -	R 20 833.33	0%	R 20 833
	Public Toilets	Cleaning Services	14104212	R 120 000	R 120 000	0%	R 6 454	R 10 000.00	5%	R 3 546
	Sewerage	Network	14113802	R 909 729	R 859 729	5%	R 23 001	R 71 644.08	3%	R 48 643
		Pump stations	14113811	R 950 000	R 950 000	0%	R 7 411	R 79 166.67	1%	R 71 756
		Treatment works	14113812	R 1 200 000	R 1 200 000	0%	R 2 131	R 100 000.00	0%	R 97 869
		Toilet services	14114214	R 220 000	R 220 000	0%	R 11 700	R 18 333.33	5%	R 6 633
		Vehicle fuel	14114470	R 817 830	R 817 830	0%	R 53 663	R 68 152.50	7%	R 14 490
		Vehicle repair	14113815	R 163 080	R 133 080	18%	R 6 333	R 11 090.00	5%	R 4 757
	Storm Water	Network	14133808	R 1 379 196	R 1 379 196	0%	R 96 926	R 114 933.00	7%	R 18 007
		Vehicle fuel	14134470	R 126 200	R 126 200	0%	R 10 941	R 10 516.67	9%	R -424
		Vehicle repair	14133815	R 32 120	R 32 120	0%	R 454	R 2 676.67	1%	R 2 223
	Roads	Patchwork	14143803	R 3 500 000	R 3 500 000	0%	R -	R 291 666.67	0%	R 291 667
		Mainroads	14143806	R 2 156 625	R 2 156 625	0%	R 1 494	R 179 718.75	0%	R 178 225
		Traffic signs	14143807	R 616 910	R 616 910	0%	R -	R 51 409.17	0%	R 51 409
		Sidewalks	14143809	R 416 747	R 416 747	0%	R 2 882	R 34 728.92	1%	R 31 847
		Vehicle fuel	14144470	R 469 470	R 469 470	0%	R 45 847	R 39 122.50	10%	R -6 725
		Vehicle repair	14143815	R 69 450	R 76 450	-10%	R -16 065	R 6 370.83	-21%	R 22 436
	Solid Waste: Dumping Site	Rental of Comp	14154203	R 3 000 000	R 3 000 000	0%	R 316 663	R 250 000.00	11%	R -66 663
	Solid Waste: Garden refuse	Refuse bags	14164471	R 1 350 000	R 1 350 000	0%	R 284 950	R 112 500.00	21%	R -172 450
		Vehicle fuel	14164470	R 793 100	R 793 100	0%	R 49 213	R 66 091.67	6%	R 16 879
		Vehicle repair	14163815	R 89 250	R 89 250	0%	R 378	R 7 437.50	0%	R 7 060
	Solid Waste: Domestic Removal	Refuse bags	14174471	R 902 417	R 902 417	0%	R 227 696	R 75 201.42	25%	R -152 495
		Vehicle fuel	14174470	R 1 341 960	R 1 341 960	0%	R 91 565	R 111 830.00	7%	R 20 265
		Vehicle repair	14173815	R 222 900	R 222 900	0%	R 1 585	R 18 575.00	1%	R 16 990
	Water: Storage	Chemicals	14184409	R 408 450	R 408 450	0%	R 61 706	R 34 037.50	15%	R -27 669
	Water: Distribution	Network	14193802	R 1 618 023	R 1 618 023	0%	R 122 808	R 134 835.25	8%	R 12 027
		Vehicle fuel	14194470	R 712 670	R 712 670	0%	R 54 931	R 59 389.17	8%	R 4 458
		Vehicle repair	14193815	R 148 360	R 148 360	0%	R 2 925	R 12 363.33	2%	R 9 439
	TOTALS			R 29 168 039	R 29 095 039	0%	R 1 809 113	R 2 424 586.58	6%	R 615 473

WITZENBERG MUNICIPALITY

SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

*AUG
2016*

A Municipality that cares for the community, creating growth
& opportunity.

INDEX

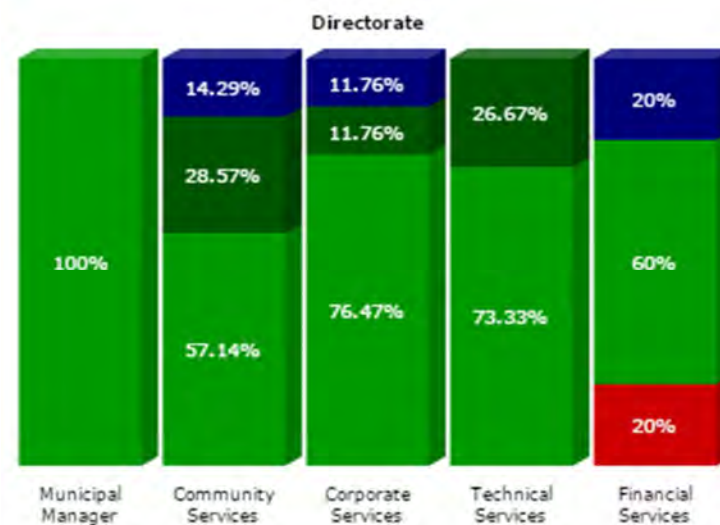
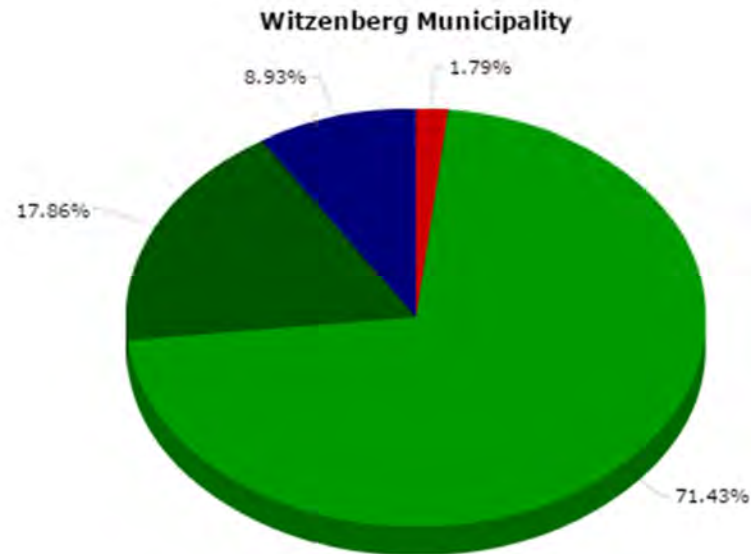
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SUMMARY

The 2016/17 SDBIP was approved by Council on the 18th of May 2016 per item 8.1.4. Standard Operating Procedures for the management of- and reporting on the SDBIP was also issued to all Directors and Managers for implementation. Monthly reporting consists of verified reports for each manager submitted to the relevant portfolio committee and a combined report submitted to Senior Management and Mayco.

A. NON-FINANCIAL PERFORMANCE

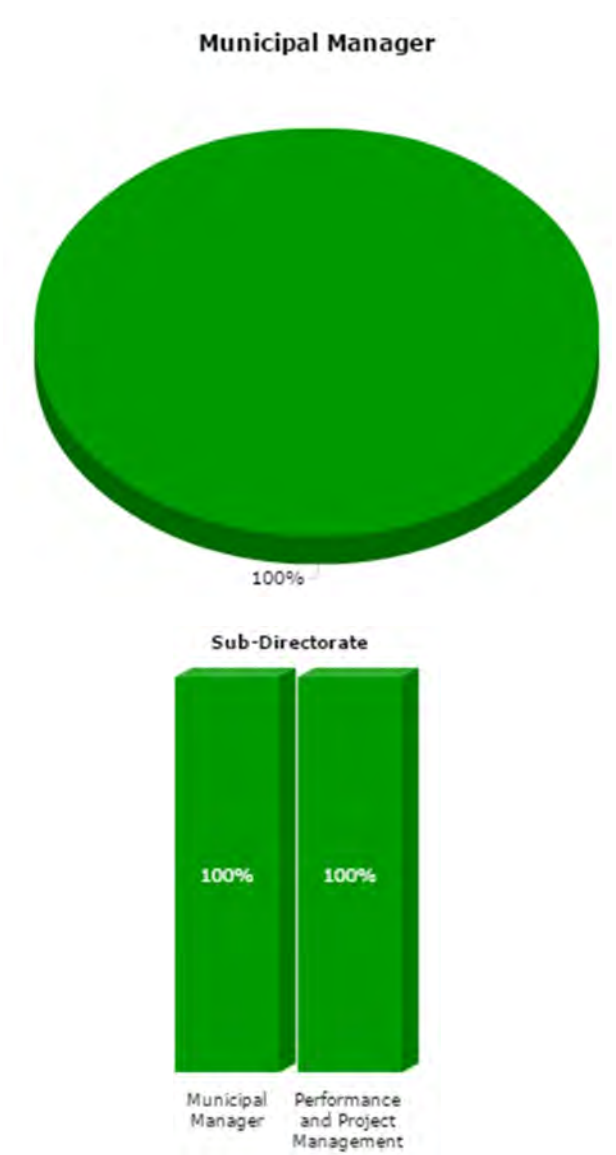
A.1 Municipal Overall



	Witzenberg Municipality	Directorate				
		Municipal Manager	Community Services	Corporate Services	Technical Services	Financial Services
KPI Not Met	1 (1.8%)	-	-	-	-	1 (20%)
KPI Almost Met	-	-	-	-	-	-
KPI Met	40 (71.4%)	5 (100%)	3 (57.1%)	13 (76.5%)	11 (73.3%)	3 (60%)
KPI Well Met	10 (17.9%)	-	4 (28.6%)	2 (11.8%)	4 (26.7%)	-
KPI Extremely Well Met	5 (8.9%)	-	2 (14.3%)	2 (11.8%)	-	1 (20%)
Total:	56	5	14	17	15	5

A.2 Directorates:

A.2.1 Municipal Manager



	Municipal Manager	Sub-Directorate	
		Municipal Manager	Performance and Project Management
KPI Not Met	-	-	-
KPI Almost Met	-	-	-
KPI Met	<u>5 (100%)</u>	<u>3 (100%)</u>	<u>2 (100%)</u>
KPI Well Met	-	-	-
KPI Extremely Well Met	-	-	-
Total:	5	3	2

Witzenberg Municipality
SDBIP August 2016 - MUNICIPAL MANAGER

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At August 2016					Performance Comment	Corrective Measures
						Target	Actual	R				
D1	Municipal Manager	No of section 56 and 57 performance agreements signed by the end of July	Number of performance agreements.	Municipal Manager	5	5	5	G		See the attached Performance Agreements.		
D2	Municipal Manager	Formal evaluation of the performance of Senior Management by February and March in terms of their signed agreements to ensure municipal performance against targets set and the adherence with the Performance Framework.	Number of evaluations	Municipal Manager	5	0	0	N/A				
D3	IDP	Effective functioning of ward committees to ensure consistent and regular communication with residents. Measured in total number off meetings per quarter.	Number of ward committee meetings held	Manager: IDP	48	0	0	N/A				
D4	Municipal Manager	Liaison with senior leadership team twice a month to ensure good governance	Number of meetings held	Municipal Manager	23	4	4	G		SMM took place on 01 and 22 August 2016.		
D5	Internal Audit	Preparation and submission of quaterly progress reports to the MM on the implementation of the RBAP.	Number of reports	Internal Auditor	4	0	0	N/A				
D6	Internal Audit	Preparation and submission of quaterly Performance Audit reports submitted to the MM in terms of regulation 14 of the PMS	Number of reports	Internal Auditor	4	0	0	N/A				
D7	Internal Audit	Quarterly Risk Management report submitted to the MM.	Number of reports	Internal Auditor	4	0	0	N/A				
D8	IDP	Number of IDP community meetings held.	Number of meetings held	Manager: IDP	14	0	0	N/A				
D9	Internal Audit	Number of Performance, Risk & Audit Committee meetings held.	Number of meetings held	Internal Auditor	5	0	0	N/A				
D10	Municipal Manager	Verification of SDBIP results captured as per previous month report.	Number of reports signed.	Municipal Manager	12	2	2	G		See the attached SDBIP Report for July 2016.		
D11	Performance & Project Management	Monthly prepare sdbip reports for the Municipal Manager meetings within 10 working days after closure of system. Report on previous month. Actual is previous month's report.	Number of reports submitted within 10 days	Manager: Performance & Projects	12	2	2	G		Achieved.		
D12	Performance & Project Management	Monthly Dora reports submitted by the 10th working day of every month to Prov MIG.	Number of reports submitted within 10 days	Manager: Performance & Projects	12	2	2	G		Achieved.		
D13	Property Management	Quarterly monitoring the contract management system for lease of municipal properties.	Quarterly update	Manager: Property	4	0	0	N/A				
D14	Property Management	Revisit Municipal Land Audit and draw up an implementation plan. Phase implementation from 14/15 onwards.		Manager: Property	1	0	0	N/A				

Summary of Results

KPI Not Yet Measured	9
KPI Not Met	0
KPI Almost Met	0
KPI Met	5
KPI Well Met	0
KPI Extremely Well Met	0
Total KPIs	14

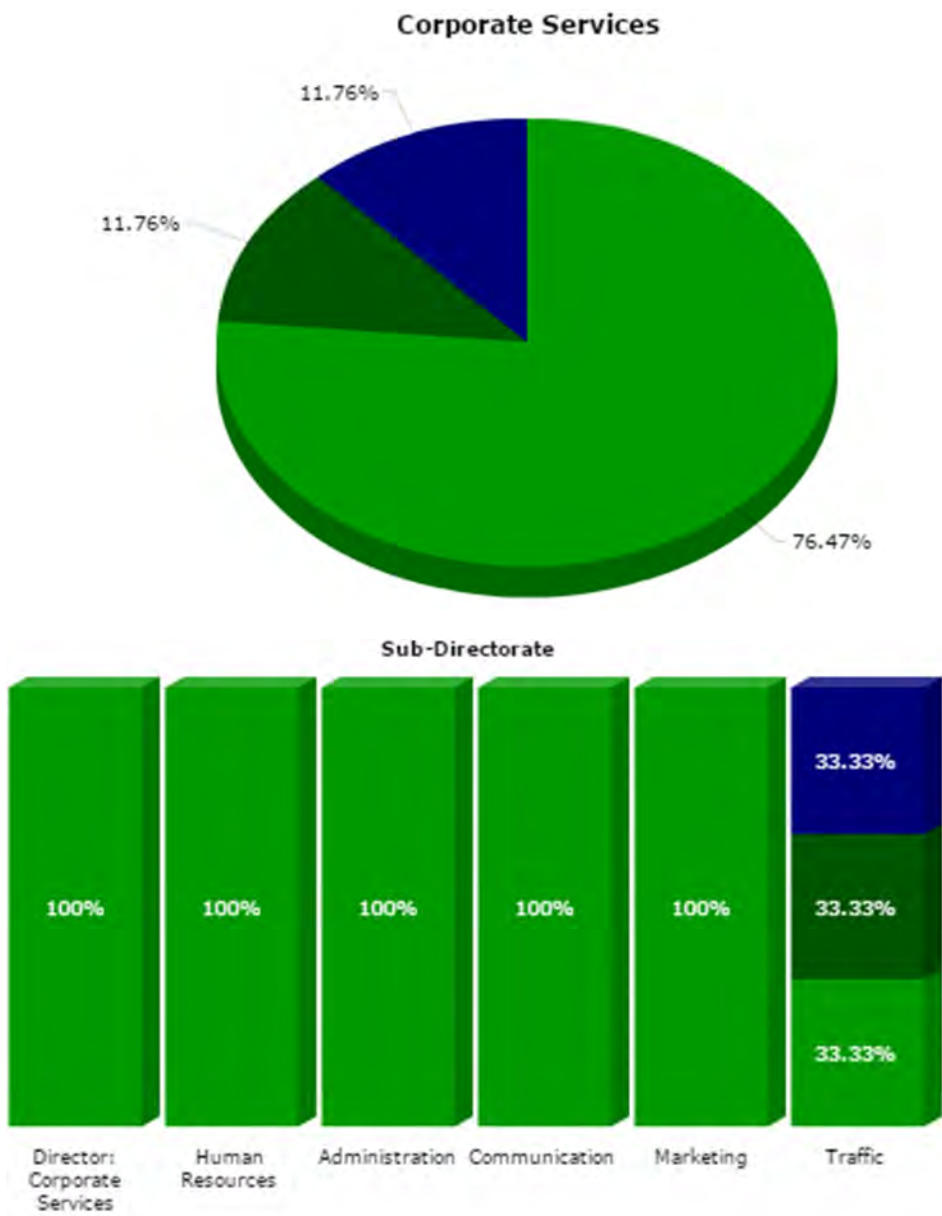
Verification:

It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system.

.....
(Senior Manager Signature)

.....
(Date)

A.2.2 Corporate Services



	Corporate Services	Sub-Directorate					
		Director: Corporate Services	Human Resources	Administration	Communication	Marketing	Traffic
KPI Not Met	-	-	-	-	-	-	-
KPI Almost Met	-	-	-	-	-	-	-
KPI Met	13 (76.5%)	2 (100%)	2 (100%)	5 (100%)	1 (100%)	1 (100%)	2 (33.3%)
KPI Well Met	2 (11.8%)	-	-	-	-	-	2 (33.3%)
KPI Extremely Well Met	2 (11.8%)	-	-	-	-	-	2 (33.3%)
Total:	17	2	2	5	1	1	6

Witzenberg Municipality
SDBIP August 2016 - CORPORATE SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At August 2016					Performance Comment	Corrective Measures
						Target	Actual	R				
D95	Human Resources	Drafting the individual performance implementation plan for Municipal Manager approval	Implementation plan	Manager: Human Resources	1	0	0	N/A				
D96	Human Resources	Effective labour relations by facilitating regular LLF meetings per annum	5 LLF meetings	Manager: Human Resources	5	1	1	G	Due to new council elected, members for the LLF was only approved on 2 Sept.		Meeting will be held in Sept.	
D97	Human Resources	Review 5 year EE plan by end October	EE Plan reviewed	Manager: Human Resources	1	0	0	N/A				
D98	Administration	Daily signing off of the cash register for cheques, cash and postal orders and handover to Financial services	Daily signed register	Manager: Administration	12	2	2	G	Objective achieved.			
D99	Administration	Prepare monthly report on overdue actions as per TRIM	12 Monthly reports	Manager: Administration	12	2	2	G	Objective achieved.			
D100	Administration	Update the website with the minutes of Council meetings within 7 days of approval by Council	Minutes within 7 days placed on website	Manager: Administration	12	2	2	G	Objective achieved.			
D101	Administration	Agenda distribution 3 days prior to meeting - Council Meeting	Agenda distributed 3 days before meeting	Manager: Administration	12	2	2	G	Objective achieved.			
D102	Director: Corporate Services	Verification of SDBIP results captured as per previous month report.	Signed report	Director: Corporate Services	12	2	2	G	Report was signed off by the Director.			
D103	Human Resources	Review of the council language policy by 30 September 2016	Language policy reviewed	Manager: Marketing & Communication	1	0	0	N/A				
D104	Communication	Compilation and distribution of external newsletters.	10 external newsletters distributed	Manager: Marketing & Communication	10	1	1	G	Produced a combined edition for July/August/September 2016 as we needed to communicated the members of the newly appointed Council for Witzenberg Municipality. The edition will be distributed in September 2016.		None.	
D105	Communication	Compilation and distribution of quarterly internal news letter	4 Internal newsletters distributed	Manager: Marketing & Communication	4	0	0	N/A				
D106	Human Resources	Revised organogram submitted to the municipal manager for approval by end March	Revised organogram by March	Manager: Human Resources	1	0	0	N/A				
D107	Human Resources	Submit time and attendance report to all departments on a monthly basis.	Monthly time & attendance reports	Manager: Human Resources	60	10	10	G	Target Achieved			
D108	Human Resources	Compiling a Work Place Skills plan (WSP) each year by June	WSP by June	Manager: Human Resources	1	0	0	N/A				
D109	Human Resources	Arrange on a quarterly basis Occupational Health & Safety Committee meetings with all departmental health and safety representatives	Quarterly meetings	Manager: Human Resources	4	0	0	N/A				
D110	Marketing	Corporate branding of non-branded immovable property	Property branded	Manager: Marketing & Communication	2	0	0	N/A				
D111	Administration	Updating of website content	Website updated monthly	Manager: Administration	12	2	2	G	Objective achieved.			
D112	Marketing	Support all events on the yearly calender through branding of Witzenberg municipality	100% support of events	Manager: Marketing & Communication	100%	100%	100%	G	We branded the following events: - Appointment of the Witzenberg Municipality Council on 17 August 2016. - Ceres Half Marathon		None	
D113	Marketing	Quarterly meetings with Tourism bureau and affiliates	Attend quarterly meetings	Manager: Marketing & Communication	4	0	0	N/A				

Witzenberg Municipality
SDBIP August 2016 - CORPORATE SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At August 2016					
						Target	Actual	R	Performance Comment		Corrective Measures
D114	Director: Corporate Services	Bi-weekly meetings with line managers to ensure effective management of the directorate	23 meetings	Director: Corporate Services	23	4	4	G	Meetings was held on 30 August 2016 & 25 August, Trim No 09/1/2/1/973.		
D115	Human Resources	Percentage of people from employment equity target groups employed in the three highest levels of management.	% of people employed	Manager: Human Resources	75%	0%	0%	N/A			
D116	Human Resources	Percentage budget spend on the implementation of the Workplace Skills Plan	% of budget spend	Manager: Human Resources	95%	0%	0%	N/A			
D117	Traffic	Drivers license testing appointment to be scheduled within 90 days of applications received	Time to schedule appointment	Manager: Traffic Services	90%	90%	98.06%	G2	Target reached		N/A
D118	Traffic	Closing of banking batches on a daily basis	Number of closures	Manager: Traffic Services	12	2	2	G	Target reached		N/A
D119	Traffic	Establishment of joint operations as part of SAPS sector policing initiative and security agencies	Number of joint operations	Manager: Traffic Services	12	2	2	G	Target achieved.		None
D120	Traffic	Visit at least 4 schools per annum to improve traffic and pedestrian safety	Number of school visits	Manager: Traffic Services	8	0	1	B	Above target.		None
D121	Traffic	Quarterly collection rate of fines issued. Report on previous quarter.	Collection rate percentage	Manager: Traffic Services	25%	0%	0%	N/A	This is done on a quarterly basis. The next submission date is the end of September 2016.		None
D122	Traffic	Respond to all citizen law enforcement queries/complaints / requests within 1 working day	Time to respond to queries	Manager: Traffic Services	95%	95%	100%	G2	Responded to all citizen complaints within 24 hours. Target achieved.		None
D123	Traffic	Number of meetings held with SAPS	Number of meetings (portfolio committee)	Manager: Traffic Services	8	0	2	B	None were recorded.		None
D124	Traffic	Community satisfaction survey on safety and security (score 1 - 5)	Score of survey	Manager: Traffic Services	3	0	0	N/A	No community surveys were done during August 2016		None

KPI Not Yet Measured	13
KPI Not Met	0
KPI Almost Met	0
KPI Met	13
KPI Well Met	2
KPI Extremely Well Met	2
Total KPIs	30

KPI Not Yet Measured	13
KPI Not Met	0
KPI Almost Met	0
KPI Met	13
KPI Well Met	2
KPI Extremely Well Met	2
Total KPIs	30

Verification:

It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system.

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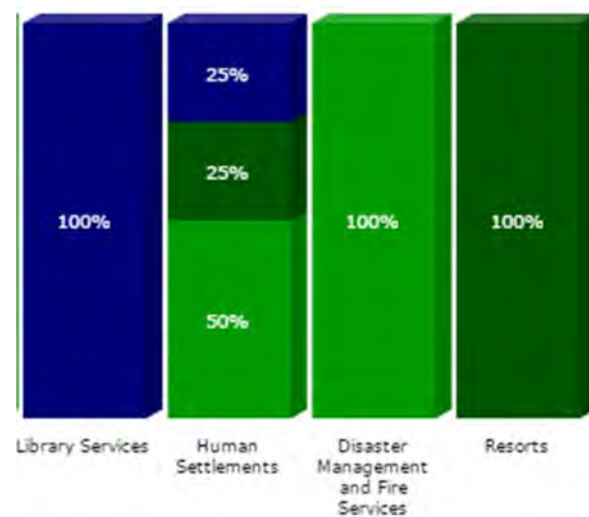
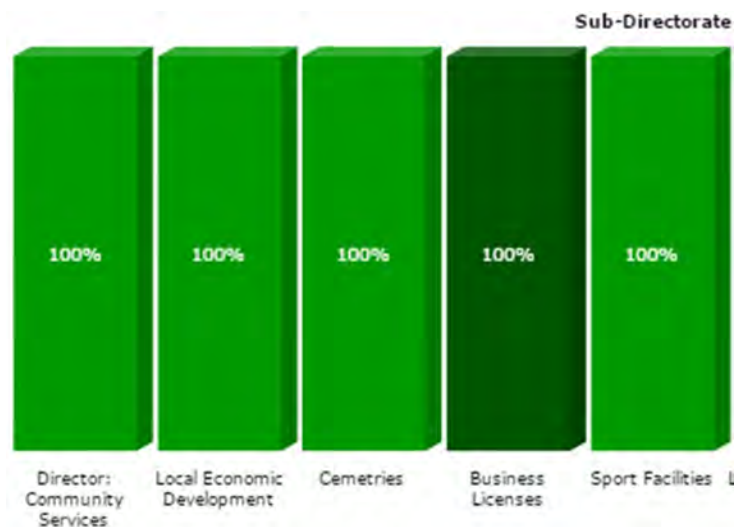
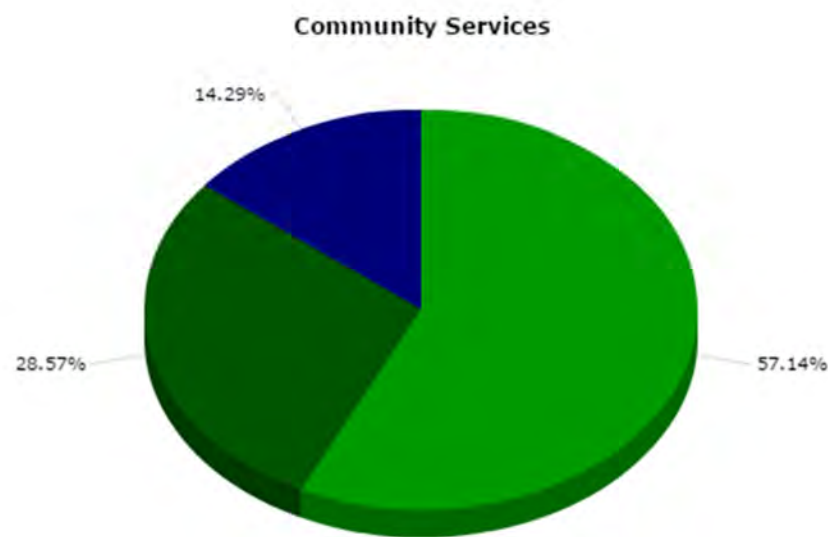
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A.2.3 Community Services



Witzenberg Municipality
SDBIP August 2016 - COMMUNITY SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At August 2016					Performance Comment	Corrective Measures
						Target	Actual	R				
D57	Director: Community Services	Bi-weekly meetings with line managers to ensure effective management of the directorate	Number of meetings	Director: Community Services	23	4	4	G			Meetings held on 5 and 18 July 2016.	
D58	Local Economic Development	Compile & Implementation of LED Strategy.	Number of strategies developed	Manager: LED	1	0	0	N/A				
D59	Cemeteries	Reconciliations of cemeteries booking register on a monthly basis within 14 calendar days of month end	Time to reconcile register	Manager: Amenities & Environment	12	2	2	G			achieved	n/a
D60	Environmental Management	Quarterly environmental education programme visits to communities and schools	Number of programmes	Manager: Amenities & Environment	4	0	0	N/A				
D61	Human Settlements	Monthly maintenance of the housing waiting list by updating applications received within 14 calendar days	Time to update list	Manager: Human Settlements	12	2	2	G			Applications received are being captured on a daily basis	None required
D62	Human Settlements	Providing of housing consumer education (Training) sessions to beneficiaries	Number of sessions	Manager: Human Settlements	15	1	2	B			Session conducted on 4 August 2016 in Bella Vista and 30 August 2016 in Nduli	None required
D63	Human Settlements	Monitoring of informal settlements by demolishing of new illegal structures within 24 hours	Time to demolish	Manager: Human Settlements	12	2	2	G			4 New structures demolished in Zakhele, Wolseley on 8 August 2016 1 New structure demolished in Zakhele, Wolseley on 29 August 2016 2 New structures demolished in Zakhele, Wolseley on 30 August 2016	None required
D64	Human Settlements	Bi-annual counting of informal settlement structures	Number of countings	Manager: Human Settlements	2	0	0	N/A				
D65	Human Settlements	Attend to complaints with regard to maintenance of rental stock within 15 working days	Time to attend to complaints	Manager: Human Settlements	80%	80%	87.33%	G2			Complaints received are be attend to on a daily basis	None required
D66	Library Services	Lodging of awareness programmes through monthly exhibitions	Number of programmes	Senior Librarian	120	20	35	B			Achieved	
D67	Local Economic Development	Monthly submission of EPWP data report to the Department of Public Works	Number of submissions	Manager: LED	12	2	2	G			achieved	n/a
D68	Local Economic Development	Quarterly attendance of LED District/Provincial meetings	Number of attendance	Manager: LED	4	0	0	N/A				
D69	Local Economic Development	Bi-annual SMME supplier procurement training	Number of training sessions	Manager: LED	2	0	0	N/A				
D70	Disaster Management & Fire Services	Awareness campaigns to be held on a quarterly basis	Number of campaigns	Manager: Disaster & Fire Services	4	0	0	N/A				
D71	Disaster Management & Fire Services	Daily vehicle and equipment inspections to be held	Number of inspections	Manager: Disaster & Fire Services	12	2	2	G			Target met	N/A
D72	Resorts	Review maintenance plan for swimming pools by 30 September	Revision by date	Manager: Resorts	1	0	0	N/A			Maintenance plan attached	
D73	Resorts	Daily water chlorine testing at swimming pool during November to April	Number of testings	Manager: Resorts	100%	0%	0%	N/A				
D74	Resorts	Pine Forest: % Customer satisfaction rating	% rating	Manager: Resorts	80%	80%	91.20%	G2			Target achieved	
D75	Community Halls	Implement the maintenance plan for community halls through the number of projects completed for the financial year (2 x halls paint)	Number of projects	Manager: Amenities & Environment	2	0	0	N/A				
D76	Business Licenses	Issuing of approved business licenses within 5 working days after comments of stakeholders was received	Time to issue licenses	Manager: Amenities & Environment	90%	90%	100%	G2			achieved	n/a

Witzenberg Municipality
SDBIP August 2016 - COMMUNITY SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At August 2016					Performance Comment	Corrective Measures
						Target	Actual	R				
D77	Business Licenses	Issuing of informal trading stands permits within 14 calendar days of application received	Time to issue permits	Manager: Amenities & Environment	90%	90%	100%	G2	achieved		n/a	
D78	Sport Facilities	Maintenance of sport fields through routine cleaning of buildings and grounds at sports fields on monthly basis	Number of maintenance done	Manager: Amenities & Environment	84	14	14	G	achieved		n/a	
D79	Human Settlements	Number of housing opportunities provided per year - top structures.	Number of top structures	Manager: Human Settlements	200	0	0	N/A				
D80	Human Settlements	Number of rental stock transferred.	Number of properties transferred	Manager: Human Settlements	60	0	0	N/A				
D81	Local Economic Development	The number of jobs created through the municipality's local economic development initiatives including capital projects.	Number of jobs	Manager: LED	390	0	0	N/A				
D82	Social & Welfare Services	Number of account holders subsidised through the municipality's Indigent Policy	Number of account holders	Manager: Social Development	2,750	0	0	N/A				
D83	Social & Welfare Services	Bi-annual HIV/AIDS awareness programmes	Number of programmes	Manager: Social Development	3	0	0	N/A				
D84	Social & Welfare Services	Arrange workshops for youth per twinning agreement	Number of workshops	Manager: Social Development	2	0	0	N/A				
D85	Director: Community Services	Number of meetings with intergovernmental partners.	Number of meetings	Director: Community Services	12	0	0	N/A				
D86	Social & Welfare Services	Implement substance abuse programmes	Number of programmes	Manager: Social Development	5	0	0	N/A				
D87	Social & Welfare Services	Implementation of child protection programmes	Number of programmes	Manager: Social Development	2	0	0	N/A				
D88	Social & Welfare Services	Implementation of early childhood development programmes	Number of programmes	Manager: Social Development	4	0	0	N/A				
D89	Social & Welfare Services	Implementation of gender programmes	Number of programmes	Manager: Social Development	2	0	0	N/A				
D90	Social & Welfare Services	Implementation of projects for persons with disabilities	Number of projects	Manager: Social Development	2	0	0	N/A				
D91	Community Halls	Customer satisfaction survey on community facilities (score 1 - 5)	Score of survey	Manager: Amenities & Environment	2.5	0	0	N/A				
D92	Director: Community Services	Verification of SDBIP results captured as per previous month report.	Number of signed reports	Director: Community Services	12	2	2	G	SDBIP verification finalised.			
D93	Director: Community Services	Percentage expenditure on maintenance budget by Community Directorate.	Percentage of budget spend	Director: Community Services	98%	0%	0%	N/A				
D94	Director: Community Services	Percentage expenditure on capital budget by Community Directorate.	Percentage of budget spend	Director: Community Services	95%	0%	0%	N/A				

Summary of Results

KPI Not Yet Measured	24
KPI Not Met	0
KPI Almost Met	0
KPI Met	8
KPI Well Met	4
KPI Extremely Well Met	2
Total KPIs	38

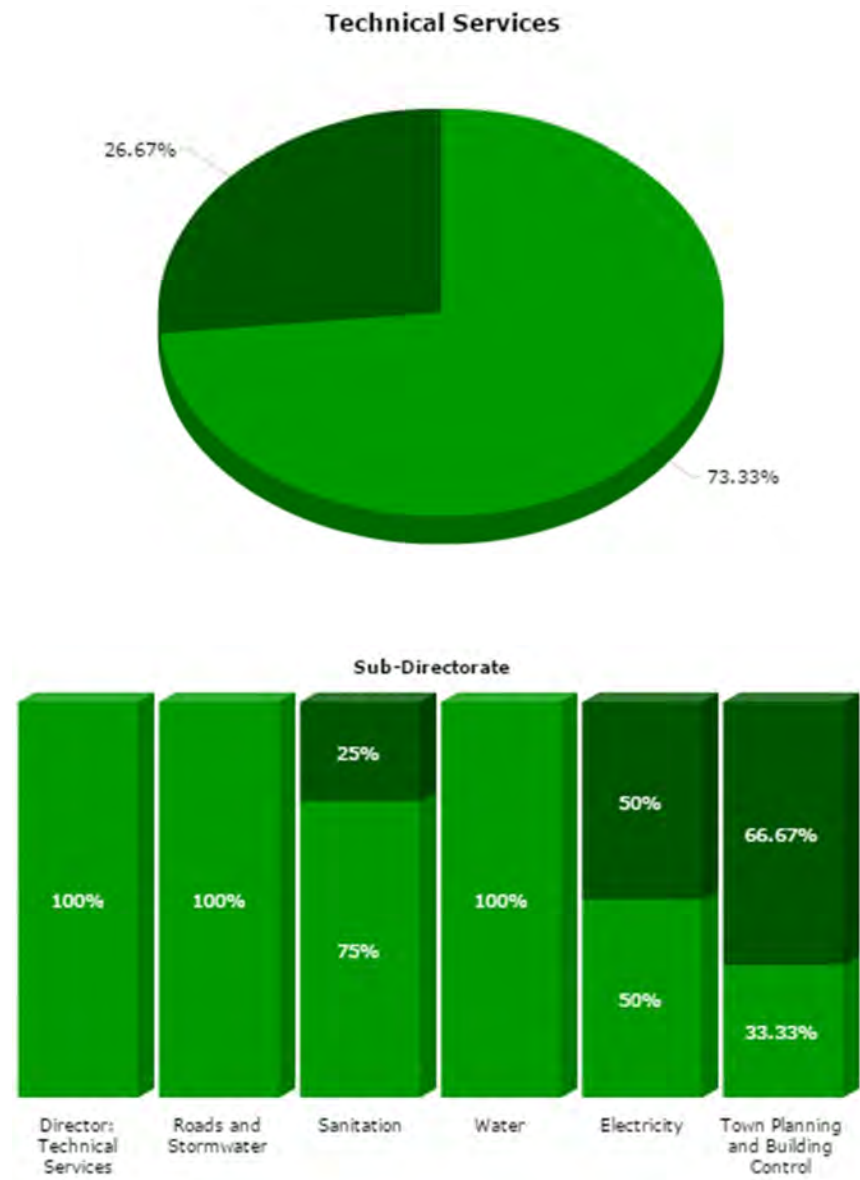
Verification:

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(Senior Manager Signature)

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(Date)

A.2.4 Technical Services



	Technical Services	Sub-Directorate					
		Director: Technical Services	Roads and Stormwater	Sanitation	Water	Electricity	Town Planning and Building Control
KPI Not Met	-	-	-	-	-	-	-
KPI Almost Met	-	-	-	-	-	-	-
KPI Met	11 (73.3%)	2 (100%)	1 (100%)	3 (75%)	2 (100%)	1 (50%)	1 (33.3%)
KPI Well Met	4 (26.7%)	-	-	1 (25%)	-	1 (50%)	2 (66.7%)
KPI Extremely Well Met	-	-	-	-	-	-	-
Total:	15	2	1	4	3	2	3

Witzenberg Municipality
SDBIP August 2016 - TECHNICAL SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At August 2016						Performance Comment	Corrective Measures
						Target	Actual	R					
D15	Director: Technical Services	Bi-weekly meetings with line managers to ensure effective management of the directorate	Number of meetings	Director: Technical Services	23	4	4	G				target met	n/a
D16	Roads & Stormwater	Municipal roads is maintained and measured by the square meters of roads resealed according to approved maintenance plan	Square meters resealed	Manager: Roads & Storm water	14,000	0	0	N/A					
D17	Roads & Stormwater	Maintenance of municipal roads as per vote number 14143806 14143803 14143807 14143809	Percentage of budget spend	Manager: Roads & Storm water	98%	0%	0%	N/A					
D18	Roads & Stormwater	Blockages cleaned within 24 hours from when the complaint has been lodged by the control room	Percentage of blockages cleaned within 24 hours	Manager: Roads & Storm water	100%	100%	100%	G				target met	n/a
D19	Roads & Stormwater	Stormwater assets is maintained in terms of the maintenance budget spent in vote number 14133808	Percentage of budget spend	Manager: Roads & Storm water	98%	0%	0%	N/A					
D20	Sanitation	Quality of waste water discharge measured by the overall average percentage water quality level within SANS and DWAF standards for microbiological, physical and chemical for all WWTW plants	Percentage of quality of waste water	Manager: Sanitation	90%	90%	92%	G2				Compliance achieved	None
D21	Sanitation	Regular inspection at pump stations to inspect for faulty, damage or defective equipment and infrastructure at the pump station	Number of inspections	Manager: Sanitation	276	46	46	G				Daily and Monthly inspections completed	None
D22	Sanitation	Sanitation assets is maintained in terms of the maintenance budget spent in votes 14113802 14113811 14113812	Percentage of budget spend	Manager: Sanitation	98%	0%	0%	N/A					
D23	Sanitation	Sewerage blockage removals within 24 hours from receipt of the complaint by the control room	Percentage of blockages cleaned within 24 hours	Manager: Sanitation	100%	100%	100%	G				All blockages cleared within given timeframe	More personnel to minimise overtime.
D24	Solid Waste & Cleansing	Maintenance of landfill sites in vote number 14154203	Percentage of budget spend	Manager: Solid Waste & Cleansing	98%	0%	0%	N/A					
D25	Solid Waste & Cleansing	Number of community awareness campaigns to promote recycling	Number of campaigns	Manager: Solid Waste & Cleansing	4	0	0	N/A					
D26	Solid Waste & Cleansing	Bi-annual testing of the quality of borehole water within SABS standards on all operating landfill sites	Number of tests	Manager: Solid Waste & Cleansing	2	0	0	N/A					
D27	Solid Waste & Cleansing	Annual external audit on all operating landfill sites to be performed by 31 March 2017	Number of audits	Manager: Solid Waste & Cleansing	2	0	0	N/A					
D28	Water	Repair breaks within 24 Hours after water break has been reported to call centre	Percentage of breaks repaired within 24 hours	Manager: Water	100%	100%	100%	G				All repairs completed within given timeframe.	More personnel to minimise overtime
D29	Water	Repair faulty meters received per list from Finance within 20 working days	Percentage of meters repaired within 20 days	Manager: Water	100%	100%	100%	G				No new lists received from Finance Department.	None
D30	Water	Water assets is maintained in terms of the maintenance budget spent in vote number 14193802	Percentage of budget spend	Manager: Water	98%	0%	0%	N/A					
D31	Electricity	Electricity assets is maintained in terms of the maintenance budget spent in vote numbers 14053802 14053810 14073802 14083802	Percentage of budget spend	Head: Electrotechnical Services	98%	0%	0%	N/A					

Witzenberg Municipality
SDBIP August 2016 - TECHNICAL SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At August 2016					Performance Comment	Corrective Measures
						Target	Actual	R				
D32	Electricity	Respond to resident's queries regarding service disruptions and faulty meters within 24 hours from when the complaint has been received from call centre	Percentage of responses to queries within 24 hours	Head: Electrotechnical Services	80%	80%	100%	G2		Target met		
D33	Fleet Management	Revision of the vehicle replacement program on a quarterly basis	Number of revisions	Manager: Fleet	0	0	0	N/A				
D34	Fleet Management	Monthly vehicles maintenance plan and servicing of those vehicles	Number of maintenance plans	Manager: Fleet	0	0	0	N/A				
D35	Fleet Management	Compile a quarterly vehicle usage report documenting the economical (kilometres/litre) usage of each vehicle	Number of vehicle usage reports	Manager: Fleet	0	0	0	N/A				
D36	Director: Technical Services	Number of subsidised serviced sites developed.	Number of serviced plots.	Director: Technical Services	0	0	0	N/A				
D37	Director: Technical Services	Percentage expenditure on capital budget by Technical Directorate.	Percentage of budget spend	Director: Technical Services	95%	0%	0%	N/A				
D38	Town Planning & Building Control	Acknowledge receipt of town planning application within 21 working days. Quarterly.	Percentage of acknowledgements within 21 days	Manager: Town Planning & Building Control	95%	0%	0%	N/A				
D39	Town Planning & Building Control	Monthly reconcile general ledger printout of building fees paid with the building register maintained	Number of reconciliations	Manager: Town Planning & Building Control	12	2	2	G		Target achieved		
D40	Town Planning & Building Control	Quarterly update of the zoning register with all new zonings	Number of updates	Manager: Town Planning & Building Control	4	0	0	N/A				
D41	Town Planning & Building Control	Recommendation for decision to the MM/Council for approval, within 7 months from validating a fully compliant application. Quarterly.	Percentage of recommendations within 7 months	Manager: Town Planning & Building Control	100%	0%	0%	N/A				
D42	Roads & Stormwater	Kilometres of roads upgraded & rehabilitated.	Number of kilometres surfaced	Manager: Roads & Storm water	2	0	0	N/A				
D43	Sanitation	Provide basic services - number of informal areas with sufficient communal sanitation service points(toilets).	Number of areas	Manager: Sanitation	3	0	0	N/A				
D44	Solid Waste & Cleansing	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area cleaning service.	Number of areas	Manager: Solid Waste & Cleansing	3	0	0	N/A				
D45	Water	Decrease unaccounted water losses.	Percentage of unaccounted water	Manager: Water	20%	0%	0%	N/A				
D46	Water	Percentage compliance with drinking water quality standards	Percentage of results that comply	Manager: Water	97%	0%	0%	N/A				
D47	Water	Provide basic services - number of informal areas with sufficient communal water service points (taps).	Number of areas	Manager: Water	3	0	0	N/A				
D48	Electricity	Number of subsidised electricity connections installed.	Number of connections	Head: Electrotechnical Services	200	0	0	N/A				
D49	Electricity	Decrease unaccounted electricity losses.	Percentage of unaccounted electricity	Head: Electrotechnical Services	9%	0%	0%	N/A				
D50	Town Planning & Building Control	All building plans approved for less than 500 square meters within 30 days	Percentage of plans approved within 30 days	Manager: Town Planning & Building Control	95%	95%	100%	G2		target achieved.		
D51	Town Planning & Building Control	All building plans approved for more than 500 square meters within 60 days	Percentage of plans approved within 60 days	Manager: Town Planning & Building Control	95%	95%	100%	G2		target achieved.		
D52	Director: Technical Services	Verification of SDBIP results captured as per previous month report.	Number of reports signed.	Director: Technical Services	12	2	2	G		target met	n/a	

Witzenberg Municipality
SDBIP August 2016 - TECHNICAL SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At August 2016					
						Target	Actual	R	Performance Comment		Corrective Measures
D53	Director: Technical Services	Percentage expenditure on maintenance budget by Technical Directorate.	Percentage of budget spend	Director: Technical Services	98%	0%	0%	N/A			
D54	Sanitation	Submission of nr of sewer connections for the month to Finance Income section.	Notification send to Income by the 5th of the month	Manager: Sanitation	12	2	2	G	All new sewer connections were sent through to the Finance department.	None	
D55	Water	Submission of nr of water connections for the month to Finance Income section.	Notification send to Income by the 5th of the month	Manager: Water	12	2	2	G	All new connections sent through to the Finance Department.	None	
D56	Electricity	Submission of nr of electricity connections for the month to Finance Income section.	Notification send to Income by the 5th of the month	Head: Electrotechnical Services	12	2	2	G	Target met		

Summary of Results

KPI Not Yet Measured	27
KPI Not Met	0
KPI Almost Met	0
KPI Met	11
KPI Well Met	4
KPI Extremely Well Met	0
Total KPIs	42

Verification:

It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system.

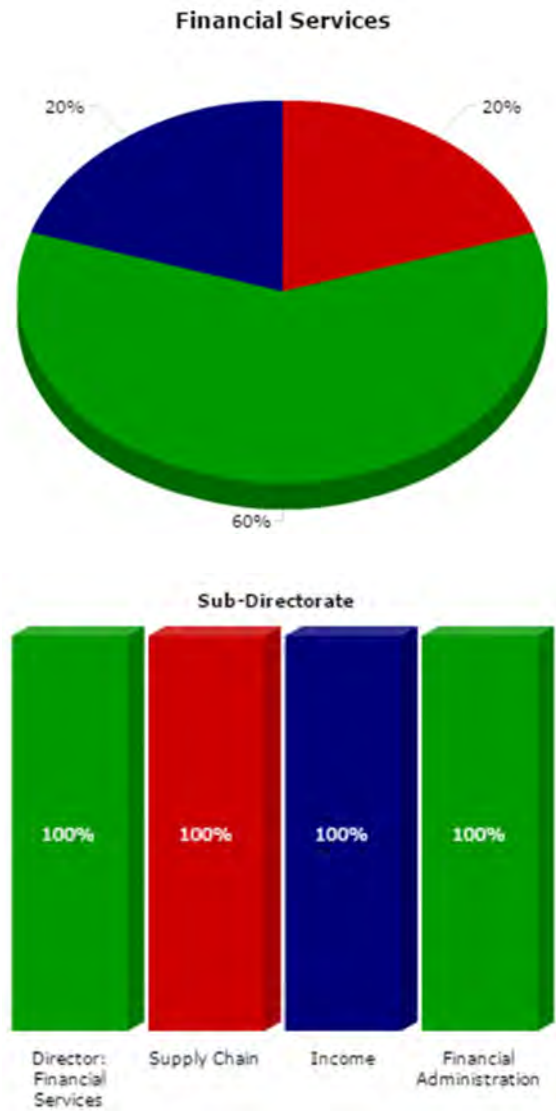
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(Date)

A.2.5 Financial Services



	Financial Services	Sub-Directorate			
		Director: Financial Services	Supply Chain	Income	Financial Administration
KPI Not Met	1 (20%)	-	1 (100%)	-	-
KPI Almost Met	-	-	-	-	-
KPI Met	3 (60%)	2 (100%)	-	-	1 (100%)
KPI Well Met	-	-	-	-	-
KPI Extremely Well Met	1 (20%)	-	-	1 (100%)	-
Total:	5	2	1	1	1

Witzenberg Municipality
SDBIP August 2016 - FINANCIAL SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At August 2016					Performance Comment	Corrective Measures
						Target	Actual	R				
D125	Income	Increased revenue collection	% of Revenue collected	Manager: Income	95%	0%	0%	N/A				
D126	Financial Administration	Compilation of Financial Analysis by end September	Analysis completed	Manager: Financial Administration	1	0	0	N/A				
D127	Supply Chain	Creditors not paid within 30 days of receipt of the invoice or statement	Less than 5% creditors not paid	Manager: Supply Chain	5%	5%	5.72%	R	Target met			
D128	Supply Chain	Adjudicate recommended bids based on evaluation reports within 10 calendar days after the BEC meeting	90% of bids adjudicated	Manager: Supply Chain	90%	0%	0%	N/A				
D129	Supply Chain	Bid Specification Committee to have a BSCM within 14 calendar days after receipt of a proper request for a bid.	90% of BSCM within 10 days	Manager: Supply Chain	90%	0%	0%	N/A				
D130	Supply Chain	Compilation of consolidated report of all assets and inventory to be disposed of by the end of January	Report by end of January	Manager: Supply Chain	1	0	0	N/A				
D131	Supply Chain	Prepare evaluation reports per Bid within 60 calendar days from the date of bid closing to the date of the BECM	90% of evaluation reports within 60 days	Manager: Supply Chain	90%	0%	0%	N/A				
D132	Income	Limit estimation of meter readings to 12% per month	Estimation of readings less than 12 % per month	Manager: Income	12%	12%	7.31%	B	Target met			
D133	Financial Administration	Section 71 reports submitted by the 10th of each month to applicable National- & Provincial Departments.	Reports by 10th of each month	Manager: Financial Administration	12	2	2	G	Target met			
D134	Director: Financial Services	Bi-weekly meetings with line managers to ensure effective management of the directorate	23 meetings	Director: Financial Services	23	4	4	G	Target met			
D135	Director: Financial Services	Opinion of the Auditor-General on annual financial statements of the previous year.	Unqualified opinion	Director: Financial Services	1	0	0	N/A				
D136	Financial Administration	Financial viability expressed as Cost-Coverage ratio	1.6 ratio	Manager: Financial Administration	1.6	0	0	N/A				
D137	Financial Administration	Financial viability expressed as Debt-Coverage ratio	16 ratio	Manager: Financial Administration	16	0	0	N/A				
D138	Financial Administration	Financial viability expressed outstanding service debtors	44% ratio	Manager: Financial Administration	44%	0%	0%	N/A				
D139	Income	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Less than 1% outstanding	Manager: Income	1%	0%	0%	N/A				
D140	Income	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	Less than 1% outstanding	Manager: Income	1%	0%	0%	N/A				
D141	Income	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Less than 1% outstanding	Manager: Income	1%	0%	0%	N/A				
D142	Income	Number of outstanding valid applications for waste removal services expressed as a % of total number of billings for the service.	Less than 1% outstanding	Manager: Income	1%	0%	0%	N/A				
D143	Financial Administration	Percentage spend on maintenance for the whole municipality.	98% of maintenance budget spend	Manager: Financial Administration	98%	0%	0%	N/A				
D144	Financial Administration	Percentage spend on Capital Budget	95% of capital budget spend	Manager: Financial Administration	95%	0%	0%	N/A				
D145	Director: Financial Services	Verification of SDBIP results captured as per previous month report.	12 signed reports	Director: Financial Services	12	2	2	G	Target met			

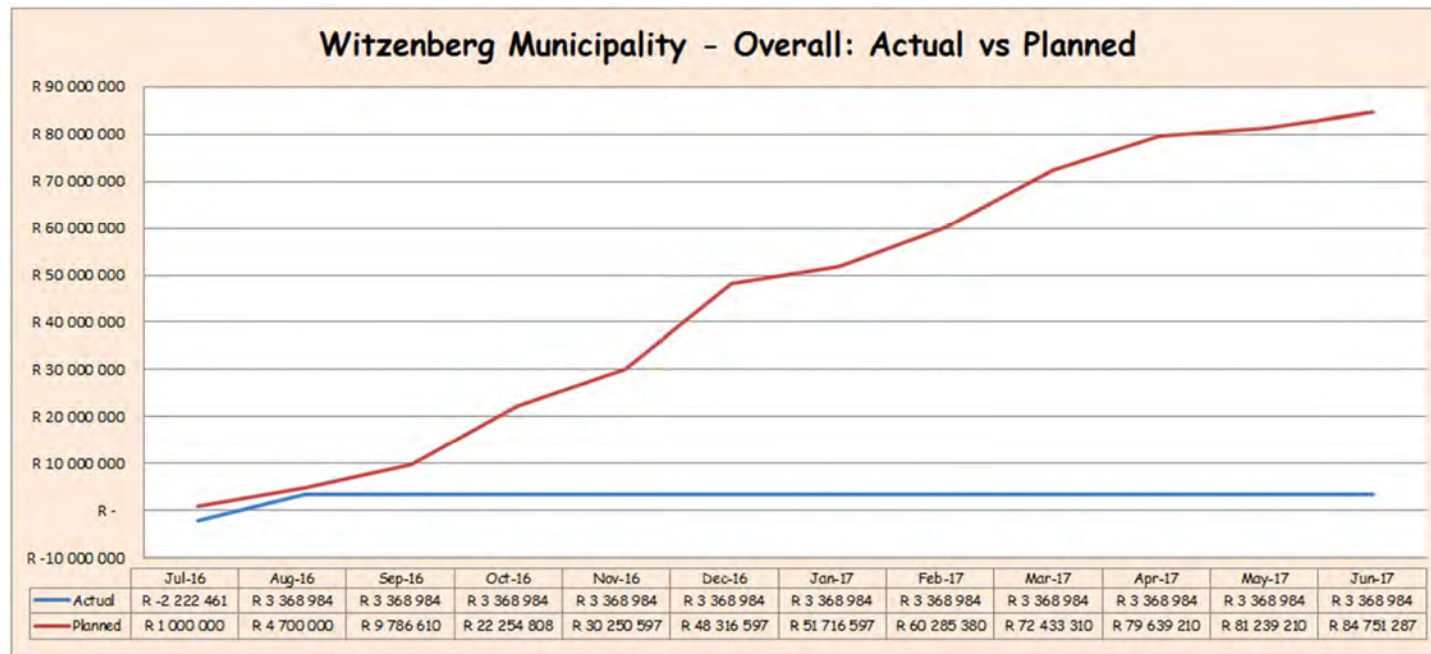
Witzenberg Municipality
SDBIP August 2016 - FINANCIAL SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	KPI Owner	Annual Target	Year-To-Date As At August 2016				
						Target	Actual	R	Performance Comment	Corrective Measures
Summary of Results						Verification: It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system. (Senior Manager Signature) (Date)				
KPI Not Yet Measured	16									
KPI Not Met	1									
KPI Almost Met	0									
KPI Met	3									
KPI Well Met	0									
KPI Extremely Well Met	1									
Total KPIs		21								

B. CAPITAL BUDGET PERFORMANCE

B.1 Municipal Overall

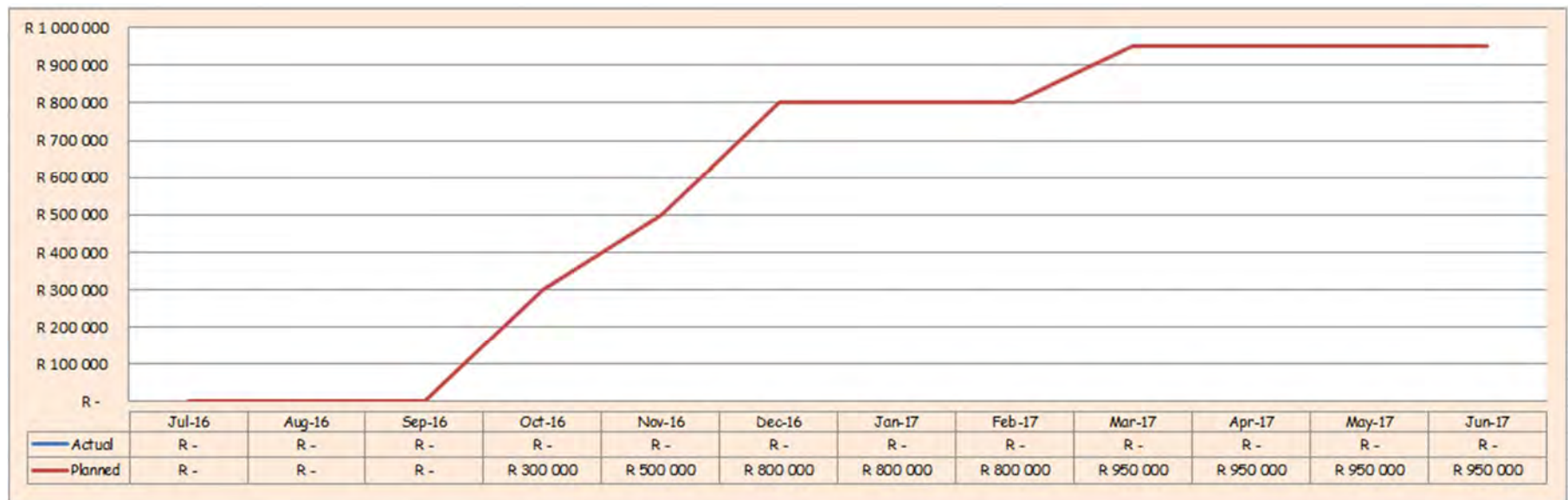
Directorate	16/17 Budget	Actual as on 31/08/2016	% Expenditure
Financial Services	R 330 000	R -	0.0%
Community Services	R 6 256 470	R 22 980	0.4%
Corporate Services	R 950 000	R -	0.0%
Technical Services	R 77 214 817	R 3 346 004	4.3%
Total	R 84 751 287	R 3 368 984	4.0%



B.2 Directorates:

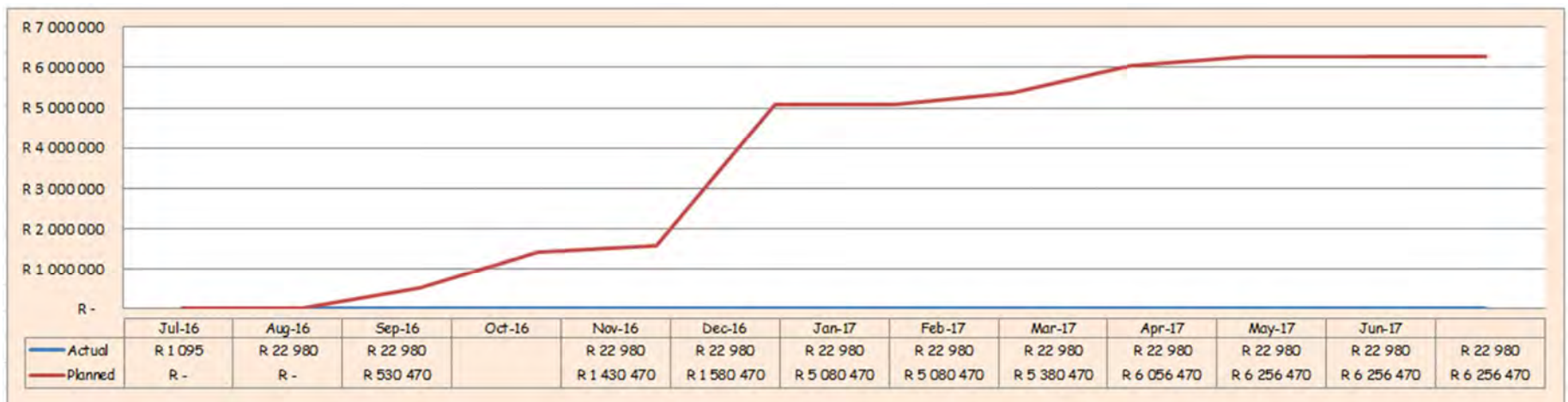
B.2.1 Corporate Services

Department	Item number	Description	Amended Budget 2016/17	Actual as on 31/08/2016	Unspent	% Expenditure
Traffic	522000091	Traffic test centre	R 800 000	R -	R 800 000	0%
Administration	530100011	Office Furniture - Witzenberg	R 150 000		R 150 000	0%
Totals			R 950 000	R -	R 950 000	0%



B.2.2 Community Services

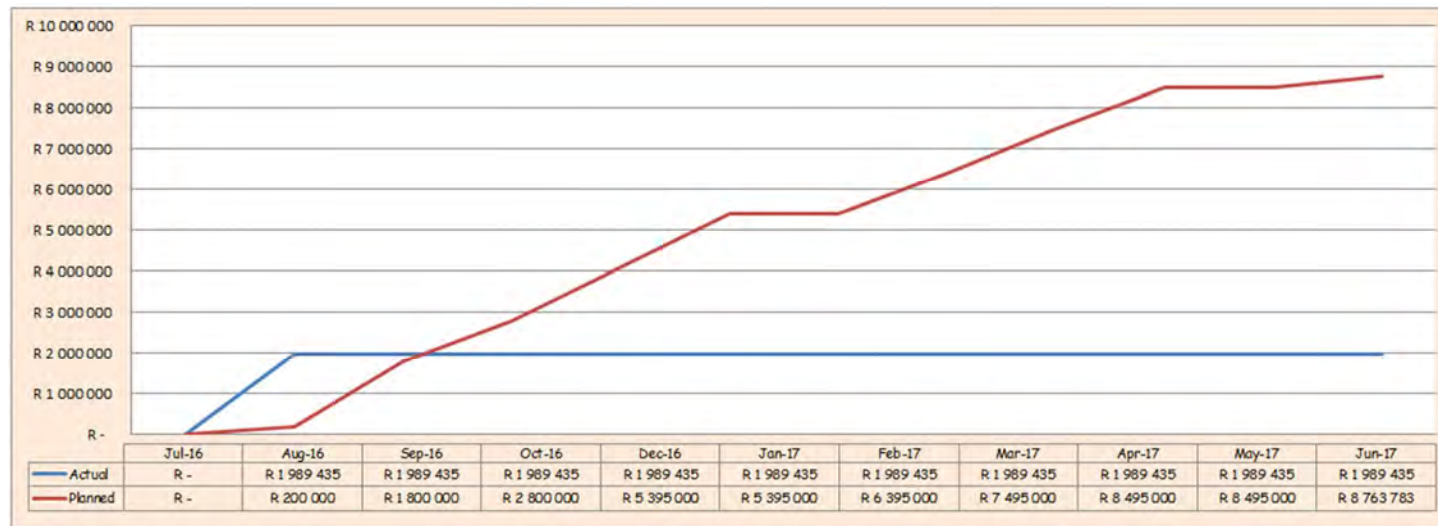
Department	Item number	Description	Funding Source	Amended Budget 2016/17	Actual as on 31/08/2016	Unspent	% Expenditure
Sport & Recreation	521901401	Plant & Equipment	CRR	R 300 000	R -	R 300 000	0%
Recreational Land	522300031	Extension Of Sport Facility- Ceres Leyellstra	CRR	R 500 000	R 18 842	R 481 158	4%
Fire Protection	520500061	Vehicle Replacement Programme	ANN	R 2 300 000	R -	R 2 300 000	0%
Swimming Pools	522401571	Montana Swimming Pool - Re-fibreglass	CRR	R 500 000	R -	R 500 000	0%
Community Halls and facilities	521100081	Replace Town Hall Floor Ceres	CRR	R 300 000	R 88	R 299 912	0%
	521100101	Replace Town Hall Floor Tulbag	CRR	R 400 000	R -	R 400 000	0%
	521100151	Upgrading of Community Hall ODB	CRR	R 500 000	R 4 050	R 495 950	1%
	520400221	Op Die Berg Mobile Unit	LIBCG	R 530 470	R -	R 530 470	0%
	530250001	Upgrading Of Polo Cross Hall	RDEV	R 926 000	R -	R 926 000	0%
Totals				R 6 256 470	R 22 980	R 6 233 490	0%



B.2.3 Technical Services:

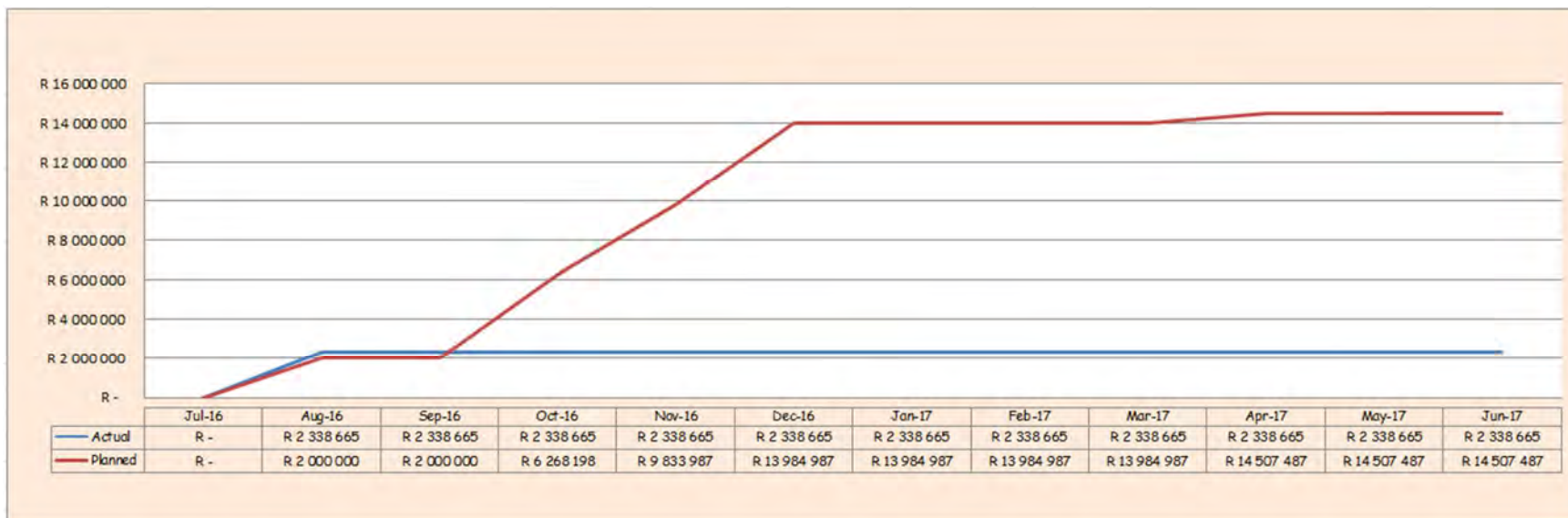
B.2.3.1 Electrical Services

Department	Item number	Description	Funding Source	Amended Budget 2016/17	Actual as on 31/08/2016	Unspent
Electricity: Client Services	540501841	Network- Housing Projects	INEP	R 5 000 000	R 1 988 433	R 3 011 567
	540590001	Prof Fees For Rural Dev Projects	CRR	R 100 000	R -	R 100 000
Electricity: Street lights	540700121	Streetlights - Housing Projects (contribution)	CRR	R 500 000	R -	R 500 000
	540700111	Streetlights - Housing Projects	MIG	R 1 068 783	R -	R 1 068 783
Electricity: Distribution	540800021	Electrical Network Refurbishment	CRR	R 900 000	R -	R 900 000
	540800071	11 Kv Ring Supply Stanlet/rand	CRR	R 1 000 000	R -	R 1 000 000
	540820001	Tools & Equipment	CRR	R 160 000	R -	R 160 000
Workshop	540920001	Tools & Equipment	CRR	R 35 000	R 1 002	R 33 998
Totals				R 8 763 783	R 1 989 435	R 6 774 348



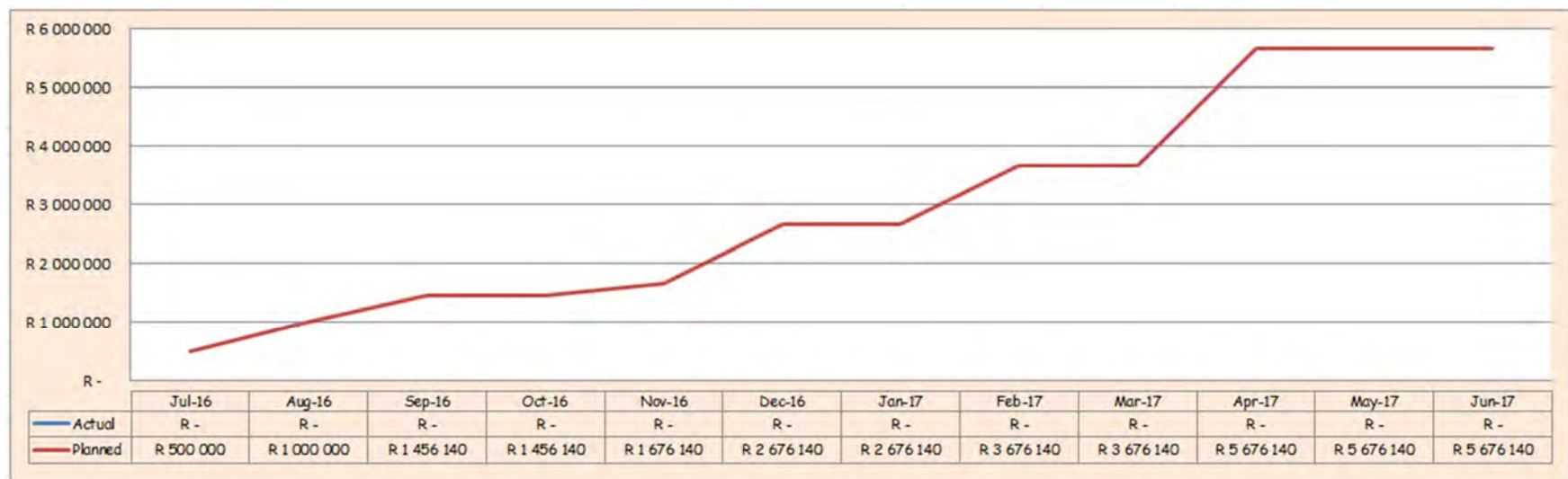
B.2.3.2 Sanitation Services

Department	Item number	Description	Funding Source	Amended Budget 2016/17	Actual as on 31/08/2016	Unspent	% Expenditure
Sewerage	541100061	Bulk Sewer Bella Vista	MIG	R 1 315 789	R 1 224 245	R 91 544	93%
	541100201	Bulk Sewer Bella Vista (contr)	CRR	R 2 000 000	R -	R 2 000 000	0%
	541105061	Sewer Network Replacement	CRR	R 722 500	R -	R 722 500	0%
	541101321	Sewer Pumps- Replacement P	CRR	R 300 000	R -	R 300 000	0%
	541100191	Vehicle Replacement Programme	CRR	R 1 200 000	R -	R 1 200 000	0%
	541120001	Tools & Equipment	CRR	R 100 000	R -	R 100 000	0%
	541190001	Vredebes Bulk Sanitation	MIG	R 2 018 198	R 1 114 420	R 903 778	55%
	541100111	Vredebes New Bulk Sanitation	IHHSDG	R 5 622 930	R -	R 5 622 930	0%
	541100211	Vredebes Bulk Sanitation (contr)	CRR	R 1 228 070	R -	R 1 228 070	0%
Totals				R 14 507 487	R 2 338 665	R 12 168 822	16%



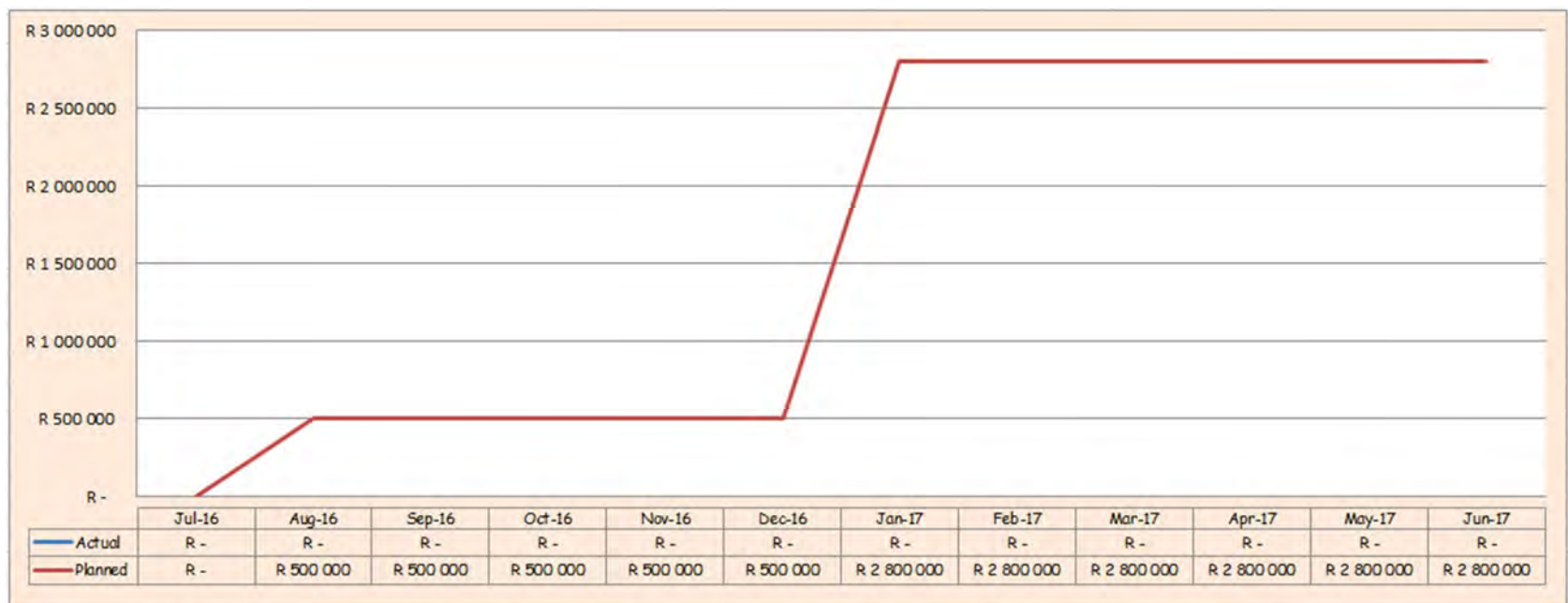
B.2.3.3 Roads & Storm water

Department	Item number	Description	Funding Source	Amended Budget 2016/17	Actual as on 31/08/2016	Unspent	% Expenditure
Storm water management	541300131	Network - Storm Water Upgradin	CRR	R 200 000	R -	R 200 000	0%
	541300091	Bella Vista Bulk Storm water	MIG	R 1 456 140	R -	R 1 456 140	0%
Roads	541400191	Skoonvlei Upgrading of Roads	CRR	R 800 000	R -	R 800 000	0%
	541401501	Equipment	CRR	R 200 000	R -	R 200 000	0%
	541400111	Traffic Calming	CRR	R 220 000	R -	R 220 000	0%
	541401291	Network-street	CRR	R 2 200 000	R -	R 2 200 000	0%
	541403891	Prof Fees For Rural Dev Projects	CRR	R 600 000	R -	R 600 000	0%
Totals				R 5 676 140	R -	R 5 676 140	0%



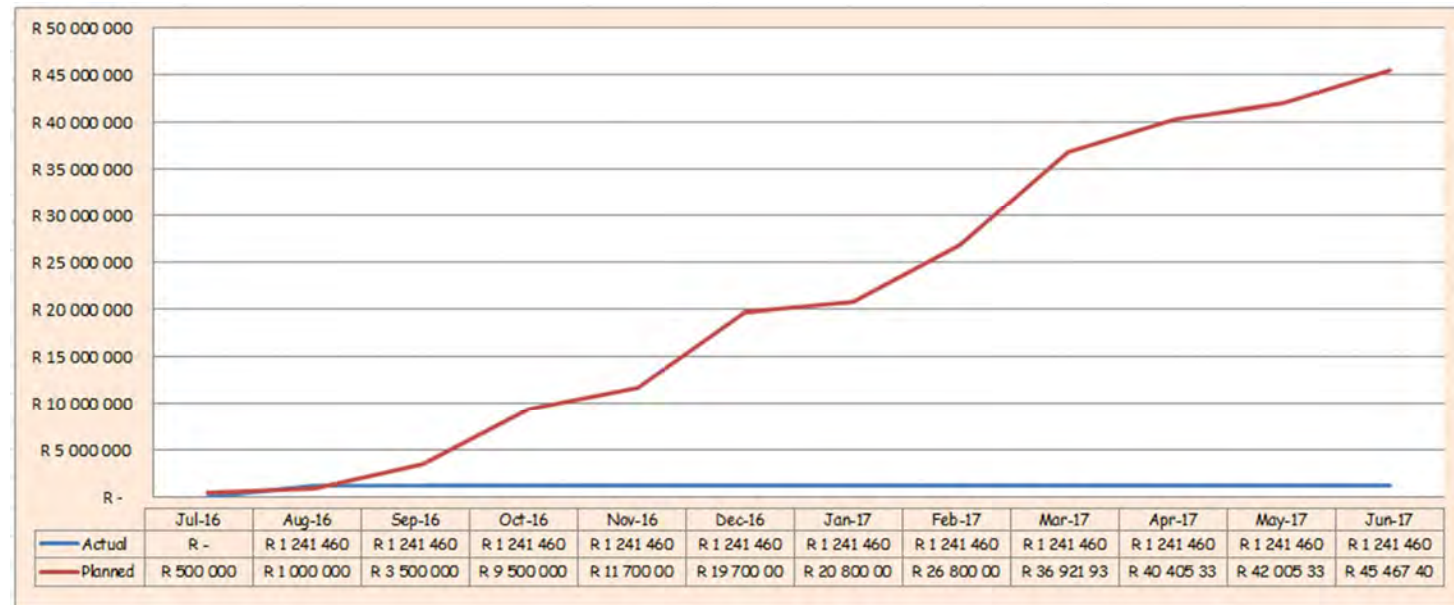
B.2.3.4 Solid Waste Services

<u>Department</u>	<u>Item number</u>	<u>Description</u>	<u>Funding Source</u>	<u>Amended Budget 2016/17</u>	<u>Actual as on 31/08/2016</u>	<u>Unspent</u>	<u>% Expenditure</u>
Solid Waste (Removal)	541700041	Vehicle Replacement Programme	CRR	R 2 300 000	R -	R 2 300 000	0%
	541700051	Refuse Bins	CRR	R 500 000	R -	R 500 000	0%
Totals				R 2 800 000	R -	R 2 800 000	0%



B.2.3.5 Water Services

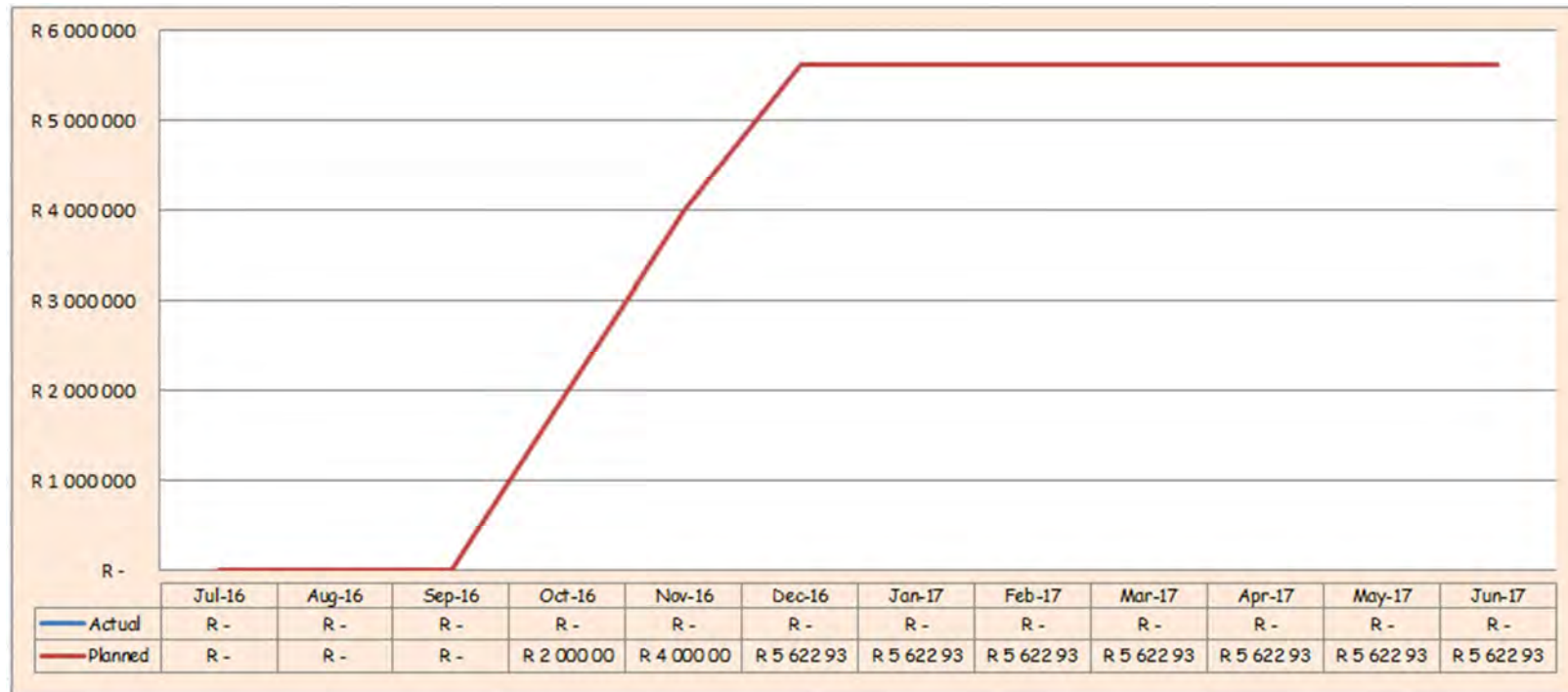
Department	Item number	Description	Funding Source	Amended Budget 2016/17	Actual as on 31/08/2016	Unspent	% Expenditure
Water Distribution	541900271	Infrastructure Management System	CRR	R 300 000	R -	R 300 000	0%
	541903801	Vredebes Bulk Water Supply	MIG	R 7 609 743	R -	R 7 609 743	0%
	541900301	Tulbagh Dam	RBIG	R 24 421 930	R -	R 24 421 930	0%
	541900261	Drought Relief	DPLG	R 2 400 000	R 1 241 460	R 1 158 540	52%
	541900091	Bella Vista Bulk Water	MIG	R 7 835 734	R -	R 7 835 734	0%
	541901371	Network - Water Pipes & Va	CRR	R 300 000	R -	R 300 000	0%
	541900201	Prepaid Water Meters	ANN	R 2 500 000	R -	R 2 500 000	0%
	541920001	Tools & Equipment- New	CRR	R 100 000	R -	R 100 000	0%
Totals				R 45 467 407	R 1 241 460	R 44 225 947	3%



B.3.1 Human Settlements – Expenditure per Capital Vote

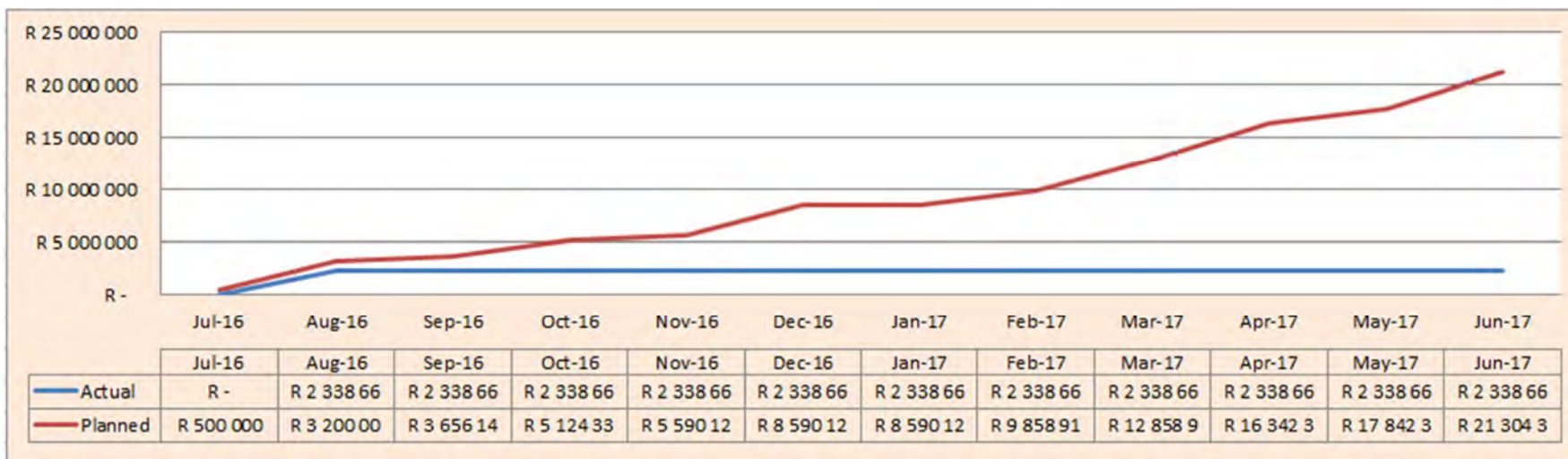
B.3.1 Human Settlements – Expenditure per Capital Vote

<u>Department</u>	<u>Item number</u>	<u>Description</u>	<u>Amended Budget</u> <u>2016/17</u>	<u>Actual as on</u> <u>31/08/2016</u>	<u>Unspent</u>	<u>% Expenditure</u>
Manager: Water & Sewerage	541100111	Vredebes New Bulk Sanitation	R 5 622 930	R -	R 5 622 930	0%
			R 5 622 930	R -	R 5 622 930	0%



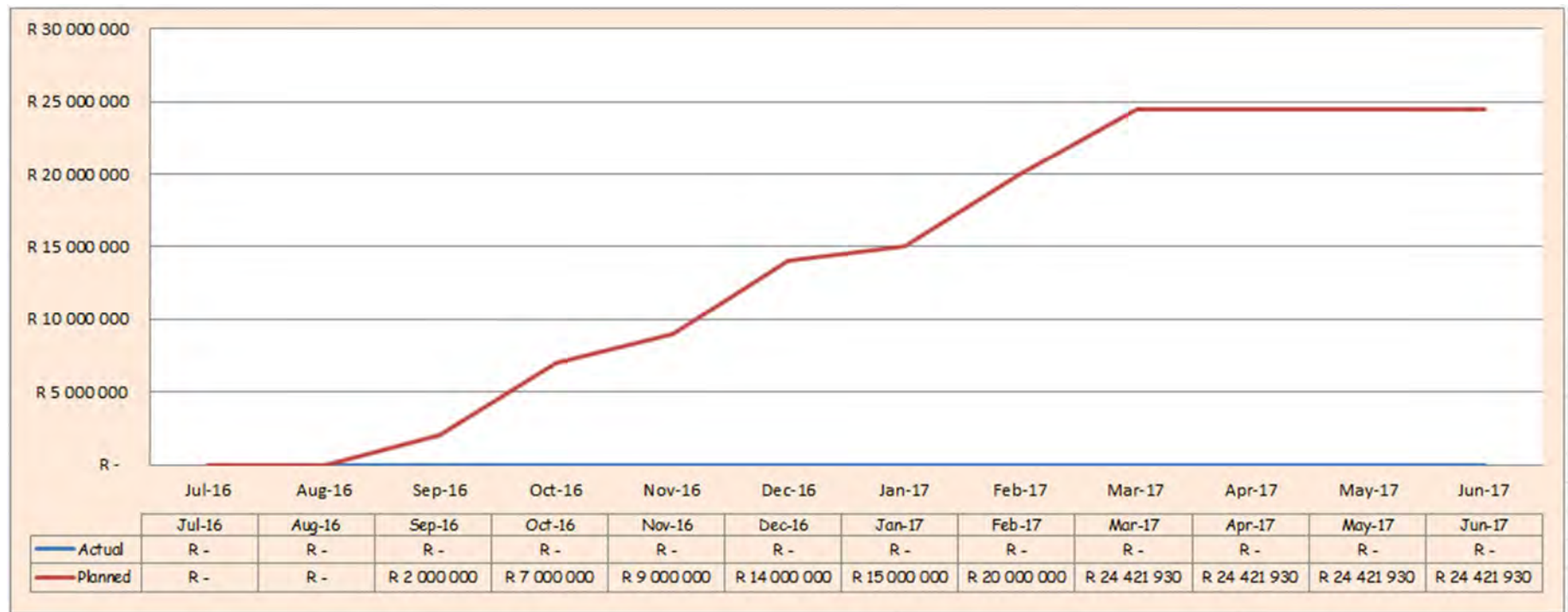
B.3.2 MIG

Department	Item number	Description	Amended Budget 2016/17	Actual as on 31/08/2016	Unspent	% Expenditure
Manager: Electricity Street Lights	540700111	Streetlights - Housing Projects	R 1 068 783	R -	R 1 068 783	0%
Manager: Water & Sewerage	541100061	Bulk Sewer Bella Vista	R 1 315 789	R 1 224 245	R 91 544	93%
Manager: Water & Sewerage	541190001	Vredebes Bulk Sanitation	R 2 018 198	R 1 114 420	R 903 778	55%
Manager Streets & Stormwater	541300091	Bella Vista Bulk Storm water	R 1 456 140	R -	R 1 456 140	0%
Manager: Water & Sewerage	541903801	Vredebes Bulk Water Supply	R 7 609 743	R -	R 7 609 743	0%
Manager: Water & Sewerage	541900091	Bella Vista Bulk Water	R 7 835 734	R -	R 7 835 734	0%
			R 21 304 387	R 2 338 665	R 18 965 722	11%



B.3.2 RBIG

Department	Item number	Description	Amended Budget 2016/17	Actual as on 31/08/2016	Unspent	% Expenditure
Manager: Water & Sewerage	541900301	Tulbagh Dam	R 24 421 930	R -	R 24 421 930	0%
			R 24 421 930	R -	R 24 421 930	0%



C. OPERATIONAL BUDGET PERFORMANCE

C.1 Financial Services

Directorate	Department	Description	Vote nr	Original Budget	Adjusted Budget	% Variance from original budget	Cummulative expenditure to date	Planned expenditure to date	% Expenditure to date	Over/Under expenditure on planned
Finance	Treasury: Debtors	Vehicle fuel	11034470	R 134 310	R 134 310	0%	R 10 758	R 22 385	8%	R 11 627

C.2 Community Services

Directorate	Department	Description	Vote nr	Original Budget	Adjusted Budget	% Variance from original budget	Cummulative expenditure to date	Planned expenditure to date	% Expenditure to date	Over/Under expenditure on planned
C o m m u n i t y	Cemeteries	Pauper burials	12014404	R 10 000	R 10 000	0%	R -	R 1 667	0%	R 1 667
		Machine rental	12014426	R 84 770	R 84 770	0%	R 2 040	R 14 128	2%	R 12 088
	Housing: Admin	Vehicle Fuel	12034470	R 54 460	R 54 460	0%	R 7 510	R 9 077	14%	R 1 567
	Fire Protection	Veld Fire roads	12054494	R 150 000	R 150 000	0%	R -	R 25 000	0%	R 25 000
		Vehicle fuel	12054470	R 449 810	R 483 310	-7%	R 36 599	R 80 552	8%	R 43 952
		Vehicle repair	12053815	R 26 620	R 128 620	-383%	R -	R 21 437	0%	R 21 437
	Pine Forest	Buildings	12063801	R 300 000	R 297 950	1%	R 548	R 49 658	0%	R 49 110
		Site-works	12063813	R 66 780	R 66 780	0%	R -	R 11 130	0%	R 11 130
		Cleaning Service	12064212	R 400 000	R 400 000	0%	R 17 614	R 66 667	4%	R 49 053
		Heating Fuel	12064483	R 81 810	R 81 810	0%	R 1 124	R 13 635	1%	R 12 511
		Security	12074220	R 1 840 630	R 1 840 630	0%	R -	R 306 772	0%	R 306 772
		Vehicle fuel	12064470	R 93 520	R 92 520	1%	R 11 338	R 15 420	12%	R 4 082
		Vehicle repair	12063815	R 11 260	R 14 310	-27%	R 1 088	R 2 385	8%	R 1 297
		Chemicals Pine	12104409	R 18 000	R 18 000	0%	R 18 000	R 3 000	100%	R -15 000
	Swimming pools	Chemicals Klipr	12164409	R -	R -	#DIV/0!	R -	R -		R -
		Chemicals othe	12244409	R 286 480	R 286 480	0%	R 7 096	R 47 747	2%	R 40 651
	Community Halls	Cleaning materi	12114448	R 123 350	R 123 350	0%	R 12 801	R 20 558	10%	R 7 758
	Parks	Cleaning contra	12194210	R 10 000	R 10 000	0%	R -	R 1 667	0%	R 1 667
		River cleaning	12194530	R -	R -	#DIV/0!	R 7 393	R -	#DIV/0!	R -7 393
		Vehicle fuel	12194470	R 591 320	R 591 320	0%	R 37 663	R 98 553	6%	R 60 890
	Traffic	Vehicle repair	12193815	R 91 230	R 91 230	0%	R 1 725	R 15 205	2%	R 13 480
		Vehicle fuel	12204470	R 604 780	R 484 850	20%	R 42 787	R 80 808	9%	R 38 021
		Vehicle repair	12203815	R 73 480	R 130 880	-78%	R 7 674	R 21 813	6%	R 14 139
	Social & Welfare	Vehicle fuel	12224470	R 77 460	R 77 460	0%	R 8 256	R 12 910	11%	R 4 654
		Vehicle repair	12223815	R 26 960	R 26 960	0%	R -	R 4 493	0%	R 4 493
	Sport grounds	Projects	12234496	R 100 000	R 100 000	0%	R 6 022	R 16 667	6%	R 10 645
		Vehicle fuel	12234470	R 82 270	R 82 270	0%	R 3 678	R 13 712	4%	R 10 034
		Vehicle repair	12233815	R 5 670	R 5 670	0%	R 2 204	R 945	39%	R -1 259
	Property Maintenace	Buildings	12263801	R 195 000	R 195 000	0%	R 23 689	R 32 500	12%	R 8 811
	LED	Developing Projects	12274450	R 150 000	R 150 000	0%	R 20 319	R 25 000	14%	R 4 681
	Housing Maintenance	Buildings	12293801	R 135 000	R 135 000	0%	R 17 939	R 22 500	13%	R 4 561
		Vehicle fuel	12294470	R 58 260	R 58 260	0%	R 6 093	R 9 710	10%	R 3 617
		Vehicle repair	12293815	R 5 060	R 5 060	0%	R -	R 843	0%	R 843
	TOTALS			R 6 203 980	R 6 276 950	-1%	R 301 199	R 1 046 158.33	5%	R 744 959

C.3 Corporate Services

<u>Directorate</u>	<u>Department</u>	<u>Description</u>	<u>Vote nr</u>	<u>Original Budget</u>	<u>Adjusted Budget</u>	<u>% Variance from original budget</u>	<u>Cummulative expenditure to date</u>	<u>Planned expenditure to date</u>	<u>% Expenditure to date</u>	<u>Over/Under expenditure on planned</u>
Corporate Services	Administration	Vehicle fuel	13014470	R 26 070	R 26 070	0%	R 1 882	R 4 345.00	7%	R 2 463
		Vehicle repair	13013815	R 2 840	R 2 840	0%	R -	R 473.33	0%	R 473
	IDP	Strategic Partner	13034503	R -	R -	#DIV/0!	R -	R -	#DIV/0!	R -
	HR	Training	13054435	R 1 000 000	R 1 000 000	0%	R 72 281	R 166 666.67	7%	R 94 386
		Skills Dev Levie	13054465	R 1 081 121	R 1 081 121	0%	R 206 221	R 180 186.83	19%	R -26 034
		Special Projects	13054477	R 10 000	R 10 000	0%	R 1 377	R 1 666.67	14%	R 290
	Council Costs	Special Projects	13084477	R 120 000	R 120 000	0%	R 1 950	R 20 000.00	2%	R 18 050
		Vehicle fuel	13084470	R 23 220	R 20 720	11%	R 1 125	R 3 453.33	5%	R 2 328
		Vehicle repair	13083815	R 720	R 3 220	-347%	R -	R 536.67	0%	R 537
	Marketing & Communication	Communication	13124418	R 250 000	R 250 000	0%	R 16 836	R 41 666.67	7%	R 24 830
	TOTALS			R 2 513 971	R 2 513 971	0%	R 301 672	R 418 995.17	12%	R 117 323

C.4 Technical Services

<u>Directorate</u>	<u>Department</u>	<u>Description</u>	<u>Vote nr</u>	<u>Original Budget</u>	<u>Adjusted Budget</u>	<u>% Variance from original budget</u>	<u>Cummulative expenditure to date</u>	<u>Planned expenditure to date</u>	<u>% Expenditure to date</u>	<u>Over/Under expenditure on planned</u>
Technical Services	Electricity: Client Services	Network	14053802	R 414 832	R 414 832	0%	R 7 955	R 69 138.7	2%	R 61 183
		Vehicle fuel	14054470	R 307 140	R 301 140	2%	R 35 275	R 50 190.00	12%	R 14 915
		Vehicle repair	14053815	R 31 930	R 28 430	11%	R 1 108	R 4 738.33	4%	R 3 630
	Electricity: Street Lights	Network	14073802	R 1 204 810	R 1 204 810	0%	R 112 183	R 200 801.67	9%	R 88 619
		Vehicle fuel	14084470	R 518 740	R 526 540	-2%	R 52 318	R 87 756.67	10%	R 35 439
		Vehicle repair	14083815	R 110 570	R 118 570	-7%	R 5 442	R 19 761.67	5%	R 14 320
	Electricity: Distribution	Network	14083802	R 2 541 840	R 2 541 840	0%	R 294 834	R 423 640.00	12%	R 128 806
		Vehicle fuel	14094470	R 48 520	R 48 520	0%	R 5 905	R 8 086.67	12%	R 2 182
		Vehicle repair	14093815	R 5 170	R 5 170	0%	R -	R 861.67	0%	R 862
	Mechanical Works	Tracking Costs	14094512	R 250 000	R 250 000	0%	R -	R 41 666.67	0%	R 41 667
	Public Toilets	Cleaning Service	14104212	R 120 000	R 120 000	0%	R 6 632	R 20 000.00	6%	R 13 368
	Sewerage	Network	14113802	R 909 729	R 839 729	8%	R 26 962	R 139 954.83	3%	R 112 993
		Pump stations	14113811	R 950 000	R 950 000	0%	R 7 411	R 158 333.33	1%	R 150 922
		Treatment work	14113812	R 1 200 000	R 1 200 000	0%	R 2 594	R 200 000.00	0%	R 197 406
		Toilet services	14114214	R 220 000	R 220 000	0%	R 11 700	R 36 666.67	5%	R 24 967
		Vehicle fuel	14114470	R 817 830	R 898 330	-10%	R 75 909	R 149 721.67	8%	R 73 813
		Vehicle repair	14113815	R 163 080	R 132 580	19%	R 7 176	R 22 096.67	5%	R 14 920
	Storm Water	Network	14133808	R 1 379 196	R 1 379 196	0%	R 96 926	R 229 866.00	7%	R 132 940
		Vehicle fuel	14134470	R 126 200	R 126 200	0%	R 10 941	R 21 033.33	9%	R 10 092
		Vehicle repair	14133815	R 32 120	R 25 120	22%	R 454	R 4 186.67	2%	R 3 733
	Roads	Patchwork	14143803	R 3 500 000	R 3 500 000	0%	R -	R 583 333.33	0%	R 583 333
		Mainroads	14143806	R 2 156 625	R 2 156 625	0%	R 1 494	R 359 437.50	0%	R 357 944
		Traffic signs	14143807	R 616 910	R 616 910	0%	R -	R 102 818.33	0%	R 102 818
		Sidewalks	14143809	R 416 747	R 416 747	0%	R 3 597	R 69 457.83	1%	R 65 861
		Vehicle fuel	14144470	R 469 470	R 476 540	-2%	R 51 445	R 79 423.33	11%	R 27 978
		Vehicle repair	14143815	R 69 450	R 69 380	0%	R -16 065	R 11 563.33	-23%	R 27 629
	Solid Waste: Dumping Site	Rental of Comp	14154203	R 3 000 000	R 3 000 000	0%	R 342 012	R 500 000.00	11%	R 157 988
	Solid Waste: Garden refuse	Refuse bags	14164471	R 1 350 000	R 1 350 000	0%	R 297 250	R 225 000.00	22%	R -72 250
		Vehicle fuel	14164470	R 793 100	R 794 000	0%	R 383 268	R 132 333.33	48%	R -250 935
		Vehicle repair	14163815	R 89 250	R 88 350	1%	R 1 771	R 14 725.00	2%	R 12 954
	Solid Waste: Domestic Removal	Refuse bags	14174471	R 902 417	R 902 417	0%	R 261 136	R 150 402.83	29%	R -110 733
		Vehicle fuel	14174470	R 1 341 960	R 1 324 510	1%	R 106 855	R 220 751.67	8%	R 113 896
		Vehicle repair	14173815	R 222 900	R 248 350	-11%	R 2 076	R 41 391.67	1%	R 39 316
	Water: Storage	Chemicals	14184409	R 408 450	R 408 450	0%	R 75 556	R 68 075.00	18%	R -7 481
	Water: Distribution	Network	14193802	R 1 618 023	R 1 618 023	0%	R 222 114	R 269 670.50	14%	R 47 556
		Vehicle fuel	14194470	R 712 670	R 712 670	0%	R 62 881	R 118 778.33	9%	R 55 897
		Vehicle repair	14193815	R 148 360	R 148 360	0%	R 3 415	R 24 726.67	2%	R 21 312
	TOTALS			R 29 168 039	R 29 162 339	0%	R 2 560 529	R 4 860 389.83	9%	R 2 299 861

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN : Komitee vir Tegniese Dienste
VAN : Bestuurder: Stadsbeplanning en Boubeheer
DATUM: 10 Mei 2016
TRIM : 15/4/1/1/23

ERF 1386, LYELLSTRAAT, CERES (PLEK VAN VERMAAKLIKHEID)

DOEL

A Om aan te beveel dat die vergunning aan Mnr J Prins op Erf 1386 Ceres om 'n plek van Vermaaklikheid te bedryf teruggetrek word.

Die Komitee het op 25 November 2015 'n vergunning aan Mnr J Prins toegestaan om 'n plek van Vermaaklikheid vanaf Erf 1386, Lyellstraat, Ceres te bedryf (Besluit hierby aangeheg as "Aanhangsel").

Die vergunning was onderhewig aan onder andere die volgende voorwaarde:

ix) *dat die goedkeuring nie die eienaar vrywaar om aan enige ander relevante statutêre vereistes te voldoen nie.*

BESPREKING

Skrywe van die Munisipale Bestuurder gedateer 7 April 2016 (hierby aangeheg) was bedien op Mnr Prins en ontvang deur hom op 13 April 2016. Mnr Prins was onder terme geplaas om te voldoen aan die vereiste om vir 'n vermaaklikheids- en besigheidslisensie by die Gesondheidsafdeling aansoek te doen. Mnr Prins het versuim om te voldoen aan die vereiste om genoemde lisensies te bekom. Veronagsaming van goedkeuringsvoorwaardes maak die vergunning ongeldig en gevolglik behoort dit teruggetrek te word.


AANBEVELING

A Om by die Raad aan te beveel dat die vergunning op Erf 1386, Ceres aan Mnr J Prins om 'n plek van vermaaklikheid te bedryf, teruggetrek word.

✉ 44 Ceres 6835

☎ (023) 316 1854

☎ (023) 316 1877

 admin@witzenberg.gov.za

Aanhangsels:

Notule: Komitee vir Tegniese Dienste
Minutes: Committee for Technical Services
25 November 2015

**6.11 Aansoek om vergunning vir doeleindes van plek van vermaaklikheid: Erf 1386, Lyellstraat 60, Ceres
(15/4/1/23)**

'n Verslag vanaf die Stadsbeplanner, gedateer 16 November 2015, word ingebind as **bylae 6.11**.

Raadslid MC du Toit meld dat die Suid-Afrikaanse Polisiediens nie altyd opdaag as daar klagtes ontvang word nie en dat 'n vergadering belê moet word om wetstoepassing effektief toe te pas.

BESLUIT

Dat ingevolge Regulasie 4.5.1 van die Ceres Skemaregulasies afgekondig ingevolge Artikel 7 van die Ordonnansie op Grondgebruikbeplanning no. 15 van 1985, die aansoek om vergunning vir die doeleindes van 'n vermaaklikheidsplek vanaf erf 1386, Ceres goedgekeur word, onderhewig aan die volgende voorwaardes:

- (i) *Dat hierdie goedkeuring aanvanklik vir twaalf maande geldig is en dat die Raad die verlenging van die tydperk sal oorweeg op aansoek en onderhewig daaraan dat die bedryf nie steurend was of 'n ergebnis vir die omliggende grondeienaars veroorsaak het nie.*
- (ii) *Dat musiek nie buite die plek hoorbaar mag wees nie.*
- (iii) *Dat die Raad die reg behou om aan te dring op die skep van addisionele ablusiegeriewe op perseel of in die direkte omgewing op die koste van die aansoeker indien daar bevind word dat die klante die omgewing bevuil.*
- (iv) *Dat die Raad die reg behou om aan te dring op die skep van addisionele parkeerplekke op perseel of in die direkte omgewing op die koste van die aansoeker indien daar bevind word dat klante op aanliggende persele parkeer.*
- (v) *Dat sou na die Raad se mening geldige klagtes rakende die gebruik ontvang word, die Raad die reg voorbehou om die toestemming te enige tyd terug te trek en/of verdere voorwaardes mag neerlê sonder dat die eienaar enige eise om vergoeding teen die Raad mag instel as gevolg van onkoste deur hom/haar aangegaan in hierdie verband.*
- (vi) *Dat die vergunning toegeken word aan mnr J Prins en nie oordraagbaar is ingeval die eiendom en/of besigheid verkoop word nie. In so 'n geval sal die Raad se goedkeuring verval.*
- (vii) *Dat veiligheids- en gesondheidsvereistes van toepassing ten alle tye nagekom word. Daar moet verder ook om 'n Geskiktheidsertifikaat ingevolge Regulasie 918 van 1999, sowel as 'n handelslisensie (indien vereis) aansoek gedoen word.*
- (viii) *Dat alle bouaktiwiteite aan die SABS 0400.1990 en Nasionale Bouregulasies en Boustandaarde van 1977, soos gewysig, sal voldoen.*
- (ix) *Dat die goedkeuring nie die eienaar vrywaar om aan enige ander relevante statutêre vereistes te voldoen nie.*
- (x) *Dat die applikant kennis sal neem van die vereistes van die Drankwet soos uiteengesit in die Suid-Afrikaanse Polisiediens se skrywe van 15 Oktober 2015.*

Verwysing/Reference
Navrae/Enquiries

L Nieuwenhuis

CERES SPORTS ACTION SPORTSMANS PUB
VIR AANDAG: MNR PRINS
Lyellstraat 60
Ceres
6835

Per Hand

7 April 2016

INSAKE: AANSOEK VIR VERMAAKLIKHEIDSLISENSIE EN BESIGHEIDSLISENSIE

Bogemelde aangeleentheid sowel as die vergunningsgebruik aan u toegestaan op 25 November 2015, het verwysing.

Ons verwys na voorwaarde (ix) van die vergunningsgebruik: dat die goedkeuring van die vergunningsgebruik nie u vrywaar om aan enige ander relevante statutêre vereistes te voldoen nie.

Na aanleiding van bogenoemde voorwaarde, merk ons dat u nog nie aansoek gedoen het vir u vermaaklikheidslisensie nie. Neem ook asseblief kennis, dat indien u enige voedsel verkoop, u ook verplig is om aansoek te doen vir die nodige besigheidslisensie. U kan Me Michelle Klaasen van ons kantore in die verband kontak.

U word hiermee verplig, om **BINNE 7 (SEWE) DAE VAN DATUM VAN SKRYWE**, aansoek te doen vir die nodige lisensies, by gebreke of versuim, sal u ons geen ander keuse laat, as om die vergunningsgebruik terug te trek nie.

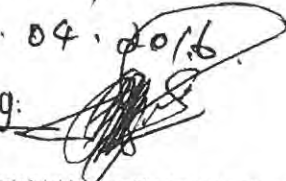
Die Uwe,


DAVID NASSON
MUNISIPALE BESTUURDER

Ontvangserkenning

Naam: **JOHNLEY PRINS**

Datum: **13.04.2016**

Handtekening: 

Kindly address all correspondence to the Municipal Manager / Rig asseblief alle korrespondensie aan die Munisipale Bestuurder / Yanke imbelelwano mayithuyelwe kuMlawuli kaMasipala
A municipality that cares for its community, creating growth and opportunity!

'n Munisipaliteit wat omgee vir sy gemeenskap en groei en geleenthede skep!

Umasipala olukhathaleleyo uluntu lwakhe, odala ukukhula namathuba!

Liza-Mari Nieuwenhuis

From: Michelle Klaasen
Sent: 26 April 2016 08:20 AM
To: Liza-Mari Nieuwenhuis
Cc: Hennie Taljaard
Subject: RE: Ceres Sports Action Spors Pub - Lyellstraat 60, Ceres

Goeiemôre Liza-Mari

Ek het nog geen aansoek vanaf mnr Prins of mnr Laubscher ontvang nie.

Groete
Michelle

From: Liza-Mari Nieuwenhuis
Sent: 26 April 2016 08:09 AM
To: Michelle Klaasen
Cc: Hennie Taljaard
Subject: FW: Ceres Sports Action Spors Pub - Lyellstraat 60, Ceres

Goeie More

Die onderstaande e-pos het verwysing.

Het jy enige aansoek ontvang?

From: Liza-Mari Nieuwenhuis
Sent: 14 April 2016 10:25 AM
To: Hennie Taljaard; Michelle Klaasen
Subject: Ceres Sports Action Spors Pub - Lyellstraat 60, Ceres

Goeie More

Op instruksies van die Munisipale Bestuurder het ek die skrywe vir mnr Prins geskryf. Neem asseblief kennis van die inhoud.

Michelle indien hy aansoek doen, laat my asseblief dadelik weet, en dit moet geskied voor of op 22 April 2016.

Kindly Regards

LIZA-MARI NIEUWENHUIS

Office: 023 316 1854

Fax: 023 316 1877

E-mail: liza-mari@witzenberg.gov.za

Website: www.witzenberg.gov.za



15/4/11/23

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Munisipale Bestuurder
VAN / FROM: Senior Officer Properties
DATUM / DATE: 26 April 2016

**INSAKE: OPHEFFING / KANSELLASIE VAN VERGUNNINGSGEBRUIK - CERES SPORTS
ACTION SPORTSMANS PUB – LYELL STRAAT 60**

Meneer, ons het vir mnr Prins op terme geplaas om aansoek te doen vir die nodige vermaaklikheidslisensie en besigheidslisensie, maar het Michelle vanoggend bevestig dat hy nie aansoek gedoen het nie.

Kan ek vir Hennie instruksies gee, om die opheffing / kansellasië van die vergunningsgebruik voor die tegniese komitee te plaas?

nondelings goedgekeur deur mm op 26/4/2016



☒ 44 Ceres 6835

☎ (023) 316 1854

☎ (023) 316 1877

✉ admin@witzenberg.gov.za

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

TO : Council

FROM : Manager: Town Planning & Building Control

DATE : 13 September 2016

TRIM : 15/4/P

ADOPTION OF THE SECTION 8 ZONING SCHEME AND AMENDMENT OF THE "AGRICULTURE" AND "AGRICULTURAL INDUSTRY" DEFINITIONS

BACKGROUND

Circular EADP 0003/2016 from the Western Cape Department of Environmental Affairs and Development Planning dated 24 February 2016 presents municipalities with a different interpretation of the definitions of "Agriculture" and "Agricultural Industry".

The Circular inter alia highlighted the following aspects:

- There has been an inconsistent interpretation of the definition of "Agricultural Industry".
- It is the opinion of Province that the cooling, storing, sorting and packaging of products is not an Agricultural Industry.
- Pack- and cold storage facilities are a primary right under "Agriculture" and do not require a zoning of "Agricultural Industry".

The Provincial Department's different interpretation of the definitions poses various problems for Witzenberg which has its own unique set of circumstances. Witzenberg is experiencing an increase of agricultural industries which has a cumulative impact on roads, infrastructure, electricity, housing and social issues. While Province's interpretation of the definitions are debatable, it is considered prudent that Witzenberg publish amendments that would clarify our understanding of what "Agriculture" and "Agricultural Industry" ought to be, and whereby these land uses could be better managed in the interest of the region and its residents.

Ideally the definitions should have been included in a Single Witzenberg Zoning Scheme under the Spatial Planning and Land Use Planning Act, 2013. However, due to the urgency of the matter, an ad hoc amendment is necessary in the interim. It would therefore be necessary to adopt the current Section 8 Regulations as a By-Law with an amendment to the definitions. Hence Council took the following decision on 18 May 2016:

RESOLVED

- (a) *that in terms of section 12 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) that the Scheme Regulations in terms of Section 8 of the Draft Land Use Planning Ordinance, 1985 promulgated under P.N. 1048/1988 be adopted as a By-Law;*
- (b) *that simultaneous with the adoption of the Draft By-Law that the definition of Agricultural industry under P.N. 1048/1988 be substituted with the following:*

Agricultural Industry means an enterprise or structure on a farm, of which the building footprint or activity exceeds 2 000 m², constructed for the purpose of packing, packaging, cold storage, preparing or transforming agricultural produce, or goods for non-food use, for final or intermediate consumption.
- (c) *that in terms of section 12(3)(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) the proposal under A. and B. will be published for public comment,*
- (d) *that any representations received be submitted to Council for consideration prior to publication of the Draft By-Law.*

PUBLIC PARTICIPATION

As per the resolution (c) the public was invited to comment (notice published Witzenberg Herald on 24 June 2016) with closing date of 18 July 2016. Notice was also given directly to the various agricultural associations by e-mail. There was a request from the CBI for an extension to allow more time due to the fact that it was holiday season for many farmers. The closing date for comments was therefore extended to 18 August 2016.

No comments or objections were received against the proposal.

RECOMMENDATION

That in light of the fact that no objection was made from the public and other interested parties it is recommended that Council's resolution dated 18 May 2016 be published in the Provincial Gazette.

H TALJAARD

MANAGER: TOWN PLANNING AND BUILDING CONTROL

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN/TO: Director Technical Services

VAN/FROM: Manager Water and Sewerage

DATUM/DATE: 19 September 2016

VERW/REF: 16/2/R

WATER SUPPLY: GREEN VALLEY GOLDEN CROPS PTY (LTD) – ARTOIS CANAL

1. PURPOSE

To inform council on the matter at hand and get approval in order to supply Green Valley Golden Crops Pty (Ltd) with water from the Artois canal.

2. BACKGROUND

An application for the supply of water from the Artois canal was received from Green Valley Golden Crops Pty (Ltd) who currently leases a piece of land adjacent to the Artois canal. The intention is to grow vegetables on a small scale on the property. Currently Green Valley Golden Crops Pty (Ltd) intends to plant 2 ha, and later expand to about 5 ha.

3. DISCUSSION

The Municipality has an abstraction right out of the Artois canal of 2 455 700 m³ per year. This water is currently not being used as we have sufficient supply from the Tierkloof abstraction point. Water from the Artois canal is only used in emergencies and when reservoir levels are low, and the rest flows away to downstream commercial users.

The estimated amount needed to grow vegetables per hectare is 10 000 m³ per year.

4. RECOMMENDATION

- 4.1 That Council approved the supply of water from the Artois canal to Green Valley Golden Crops Pty (Ltd).

- 4.2 That a lease agreement between the Municipality and Green Valley Golden Crops Pty (Ltd) be signed for a maximum period of 3 years.
- 4.3 That a 20 mm water meter be installed.
- 4.4 That the water be supplied at the same rate as industries currently R4.92 /kl.
- 4.5 That the water supply to Green Valley Golden Crops Pty (Ltd) be suspended in the case of a drought, or when water restrictions are implemented as per our "Witzenberg Drought Management Plan".

WITZENBERG MUNICIPALITY - RAW WATER SUPPLY MANAGEMENT SCHEDULE			
	WATER RESTRICTION TYPE		
	Normal (no restrictions)	Moderate restrictions	Extreme Restrictions
Wolseley Raw water supply			
Raw water sources	Tierhokkloof and Artois canal delivers 100% to 75% of its yearly registered yield.	Tierhokkloof and Artois canal delivers 75% to 50% of its yearly registered yield.	Tierhokkloof and Artois canal delivers less than 50% of its yearly registered yield.
Tierhokkloof Yield (MI/annum)	> 495	≤ 495 & > 396	≤ 396
Artois Canal Yield (MI/annum)	> 750	≤ 750 & > 600	≤ 600
Tierhokkloof and Artois Yield (MI/annum)	1 566 - 1 174	< 1 174 - 783	< 783
Current yearly usage 2014/15 (MI/a)	1 115	1 115	1 115

- 4.6 That the yearly withdrawal not exceed, 20 000 m³ per year.

N JACOBS
MANAGER WATER AND SEWERAGE



J BARNARD
DIRECTOR: TECHNICAL SERVICES

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager
VAN / FROM: Director: Technical Services
DATUM / DATE: 20 September 2016
VERW. / REF.: 16/03/4/1

RE: RESTORATION COSTS OF DAMAGED OR DESTROYED ELECTRICAL CONNECTIONS OF CONSUMERS

A. PURPOSE

To inform Council regarding the procedure to be followed in the event of a consumers electrical connection having been damaged or destroyed and to receive sanction for any irregularities that may have occurred in the past.

B. DISCUSSION

Looking to the future, Council must bear in mind that the damaging or destroying of consumers connections is not an isolated occurrence, as can be seen from the attached memorandum dated 24 August 2013, titled "*Elektrisiteitsvoorsiening: Elektrifisering van informele areas in N'duli*", where it was reported that 96 informal structures burnt down and where Councils insurance did not pay out. Should Council therefore opt to subsidise or pay for the restoration of any damaged or destroyed connections as stated below.

C. LEGAL IMPLICATIONS

To clarify the correct procedure, the principle contained within the Witzenberg Municipality Electricity Bylaws section 45 (1) states that:

The consumer shall be liable for all costs to the Municipality arising from damages to or loss of any metering equipment, service protective device, service connection or other apparatus on the premises, unless such damage or loss is shown to have been occasioned by an Act of God or omission of an employee of the Municipality or caused by an abnormality in the supply of electricity to the premises.

D. FINANCIAL IMPLICATIONS

It is therefore clear that in the event of a damaged or destroyed consumer's electrical connection that was legally attained, that the actual costs with respect to material, transport labour and fixed administration cost will be calculated in each case, which amount must be paid prior to the connection being restored.

Number of informal settlements:

Area	Totals
Tulbagh – Chris Hani (534)	Helpmekeer = 118
	Witzenville = 296
	Kleinbegin = 123
Wolseley - Zakhele	469 – 157 = 312
N'duli – Polocross word opgedeel in die verskillende areas (1096)	Zebonele = 96
	Mooibloom = 89
	Nkonjane = 19
	Eluxolweni = 319
	Amos = 41
	Mdandi = 532
Witzenberg Grand Total	1945


E. RECOMMENDATIONS

- That Council note the report of the Manager Electrotechnical Services regarding the costs related to the restoring of a legally acquired electrical connection in the event of it having being destroyed or damaged.
- That Council confirms the principle of 'consumer pays' as required in terms of the Electricity bylaws, section 45(1), i.e., the relevant material, labour, transport and administration costs.
- That Council considers and expresses itself on the possible reducing of the costs of restoring a damaged or destroyed electrical connection in the case of registered indigent consumer, by only being responsible for the direct cost.


P. VAN DEN HEEVER
MANAGER ELECTROTECHNICAL SERVICES


J. F. BARNARD
DIRECTOR: TECHNICAL SERVICES

Approved / Not approved


D. NASSON
MUNICIPAL MANAGER

DATE



¹RULES OF ORDER

REGULATING THE CONDUCT OF MEETINGS OF THE MUNICIPAL COUNCIL OF THE WITZENBERG MUNICIPALITY

¹ Approved per council resolution 9.2 of 26 November 2009
Reference: 1/3/1/25

RULES OF ORDER

REGULATING THE CONDUCT OF MEETINGS OF THE MUNICIPAL COUNCIL OF THE WITZENBERG MUNICIPALITY

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PART 1: GENERAL

1. Definitions

In these Rules, unless inconsistent with the context:

“Council” means the municipal Council of the Witzenberg Municipality;

“Code” means the Code of Conduct for Councillors set out in Schedule 1 of the *Systems Act*;

“Constitution” means the *Constitution of the Republic of South Africa, 1996 (Act 108 of 1996)*;

“deputation” means a group of people appointed to represent others for a specific purpose;

“MEC” means the Member of the executive council responsible for local government in the Province of the Western Cape;

“meeting” means the official meetings of the Council and its Committees, as respectively determined by the Speaker and Chairpersons of Committees of Council;

“Member” means a Member of the Council;

“motion” means a motion of which prior notice is given by a Member in writing but shall not include a motion as contemplated in Clauses 39 and 40;

“motion of course” means motions introduced by any Member during the course of a debate without prior notice;

“motion of exigency” means a written motion by any Member to consider a matter that does not appear on the agenda but is of extreme urgency, containing motivation why the matter should be regarded as urgent and thus warrants departure from the rule that prior notice must be given;

“Municipal Manager” means the person appointed by Council in terms of Section 82 of the *Structures Act*, or a person delegated by the Municipal Manager;

“notices of question” means notice in writing by a Member containing questions on any matter before Council for purposes of obtaining (an) answer(s);

“party” means a party referred to in Item 10 of Schedule 1 of the *Structures Act*;

“Rules” means the provisions of these Rules of order;

“Speaker” means the Member elected as Chairperson of the Council or any other Member acting as Chairperson of the Council;

“Systems Act” means the *Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)*;

“Structures Act” means the *Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)*;

“unseemly” means indecent or unbecoming conduct;

“Whip” means a Member of a party in the Council appointed by that party as Whip to assist with the smooth functioning of the proceedings of the Council in terms of these Rules.

PART 2: APPLICATION OF RULES

2. Application

- (1) These Rules apply to all official meetings of the Council and its Committees, except to meetings of the Mayoral Committee or Committees for which special rules of order have been adopted.
- (2) Except where it is clearly inappropriate, a rule applying to Members in any proceedings, also apply to a non-member who takes part in those proceedings with the approval of the Speaker.

3. Supplementation

- (1) The Speaker may give a ruling in respect of any eventuality for which these Rules do not provide and no further discussion shall be allowed on the ruling.
- (2) The ruling of the Speaker shall be entered in the minutes.

PART 3: MEETINGS

4. Commencement of Meeting of Council.

The Speaker must take the chair at the time for which the meeting is convened or as soon thereafter as is reasonably possible: Provided that the meeting does not commence later than **30 (thirty) minutes** after the time for which it has been convened and must proceed immediately with the business of the meeting, subject to Clause 13.

5. Order of Business

- (1) The business of meetings of the Council will appear in the following order on the agenda -
 - (a) Opening;
 - (b) Election of (acting) Speaker, if necessary;
 - (c) Applications for leave of absence;
 - (d) Statements and communications by the Speaker;
 - (e) Statements and communications by the Executive Mayor;
 - (f) Consideration of notices of motion;
 - (g) Consideration of notices of questions;
 - (h) Consideration of motions of exigency.
 - (i) Confirmation of minutes;
 - (j) Interviews with or presentations by deputations;
 - (k) Urgent matters submitted by the Municipal Manager;
 - (l) Report by the Executive Mayor on decisions taken by the Executive Mayor, Executive Mayor together with the Deputy Executive Mayor and Executive Mayor together with the Mayoral Committee;
 - (m) Matters for notification;
 - (n) Matters for consideration;

- (o) Closure.
- (2) The Speaker may of own volition change the order of the business appearing on the agenda.
- (3) A Member who wishes to have the order of business on the agenda changed must approach the Speaker prior to the meeting.

6. Speaker May Introduce Urgent Matter

The Speaker may at any time and without notice, make any statement or introduce urgent matters.

7. Business to be transacted

Except as provided for in these Rules, no matter not specified in the agenda of a meeting of the Council shall be transacted at such meeting.

8. Meetings

- (1) Council must meet at least quarterly.
- (2) The Speaker decides when and where the Council meets, but if a majority of the Members request the Speaker in writing to convene a meeting, the Speaker must convene a meeting at a time set out in the request.
- (3) The Municipal Manager must, at the direction of the Speaker, give notice in writing to each Member of every meeting decided upon in terms of sub-Clause (2).
- (4) The Municipal Manager must give notice to the public of the day, time and venue of every meeting, by displaying notices of meetings in prominent places at all the offices of the Council.

9. Attendance at Meetings

- (1) Every Member attending a meeting of the Council must sign his or her name in the attendance register kept for such purpose.
- (2) A Member must attend each meeting except when –
 - (a) Leave of absence is granted in terms of Clause 10; or
 - (b) The Member is required to withdraw in terms of law.

10. Leave of absence

- (1) A Member who wishes to absent himself or herself from meetings must, before so absenting himself or herself, obtain leave of absence from the Speaker or Chairperson of a Committee prior to a meeting: Provided that the Speaker or Chairperson of a Committee, on good cause, may grant leave of absence after the meeting to a Member who has been prevented by special circumstances from obtaining leave of absence prior to the meeting.
- (2) Where necessitated due to circumstances, leave of absence by Councillors must be duly applied for -
 - (a) In the case of Council – to the Speaker;
 - (b) In the case of meeting of Committees of Council – to the Chairperson of the relevant Committee and the Administration must also be timeously informed so that the alternate for the relevant Member of the Committee can be informed in time to ensure a quorum;
 - (c) In the case of workshops, congresses, functions and other meetings than those contemplated in (a) and (b) above – to the Executive Mayor who, in consultation with the Deputy Executive Mayor, has the delegated authority in terms of Clause G.4.02 of the System of Delegations to grant approval in such cases;
 - (d) The Administration must be timeously informed in the event that Councillors cannot attend workshops, congresses, meetings, functions, etc so that cancellation arrangements can be made to avoid fruitless expenditure.
- (3) In the event that Councillors have not timeously applied for leave of absence as contemplated in (a) to (c) above and the non-attendance results in expenditure related to the attendance of workshops, congresses, meetings, functions, etc not being recoverable, such expenditure will constitute fruitless expenditure in terms of the Local Government: Municipal Financial Management Act, 2003 (Act No. 56 of 2003) (MFMA) which holds serious implications and penalties;
- (4) Should Councillors contravene Items (1) and (2) above, the contravention will be -
 - (a) Addressed in terms of Item 4 of the Code of Conduct for Councillors as a contravention of the Code; or

- (b) Dealt with as a contravention of Section 32 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and any non-recoverable costs recovered from the relevant Councillor.

11. Sanctions for non-attendance

- (1) A Member who absents himself or herself from a meeting, or who fails to be in attendance at the commencement of the meeting, or fails to remain in attendance at such a meeting without prior leave having been granted in terms of Section 10, is in breach of these Rules.
- (2) A committee elected by Council, must investigate and make a finding on any breach referred to in sub-Clause (1) in accordance with the Policy on the Procedure for Investigation of Allegations of Contraventions of the Code of Conduct by Councillors.
- (3) A Member who is absent from **3 (three)** or more consecutive meetings of Council, shall be removed from office.

12. Minutes

- (1) Minutes of the proceedings of meetings must be compiled in printed form and be confirmed by the Council at the next meeting and signed by the Speaker.
- (2) The minutes shall be taken as read, for the purpose of confirmation, if a copy thereof was sent to each Member within a reasonable period before the next meeting, subject to the provisions of sub-Clause (4).
- (3) No motion or discussion shall be allowed on the minutes, except in connection with the correctness thereof.
- (4) The minutes formulated and screened during meetings, shall constitute a resolution for purposes of implementation of decisions.

13. Quorum

- (1) A majority of the Members constitutes a quorum.
- (2) If there is no quorum at the time for which the meeting is scheduled, the Speaker must take the chair as soon as a quorum is present.

- (3) Whenever there is no quorum, the start of the meeting must be delayed for no longer than **20 (twenty) minutes** and if at the end of that period, there is no quorum, the Speaker must adjourn the meeting to another time, date and venue at his or her discretion and record the names of those Members present.
- (4) Whenever the Speaker is not present and there is no quorum, the start of the meeting must be delayed for no more than **20 (twenty) minutes** and if there is no quorum at the end of that period, no meeting shall take place and the Municipal Manager must record the names of the Members present.
- (5) Whenever during a meeting there is no quorum, the Speaker must suspend the proceedings until a quorum is again present: Provided that if after **15 (fifteen) minutes** there is still no quorum the Speaker must adjourn the meeting.
- (6) Whenever a meeting is adjourned owing to the absence of a quorum, the time of such adjournment, as well as the names of the Members present, must be recorded in the minutes.
- (7) The Speaker must report the names of the absentee Members to the committee established in terms of Clause 11.2 for the purposes of an investigation of a breach of these Rules.

PART 4: DECISIONS

14. Unopposed Matters

Whenever Council is called upon to consider a matter before it and there is no opposition from any Member, a unanimous vote must be recorded.

15. Manner of Voting

- (1) A majority of the members of a Municipal Council must be present before a vote may be taken on any matter.
- (2) The Speaker must put every opposed motion to the vote by calling upon the Members to indicate by a show of hands unless otherwise prescribed by Council, whether they are for such motion or against it, whereupon he or she must declare the result of such vote.

- (3) Upon the Speaker's declaration of the result of a vote, a Member may demand for his or her vote to be recorded against the decision concerned and the Municipal Manager shall ensure that such vote is recorded in the minutes.
- (4) If there is an equality of votes in respect of a motion on which voting takes place in accordance with sub-Clause (1), the Speaker must exercise his or her casting vote, in addition to his or her deliberative vote.

16. Decisions

- (1) In accordance with the Constitution, a supporting vote of a majority of the Members is necessary to decide on -
 - (a) The passing of by-laws;
 - (b) The approval of the budget;
 - (c) The imposition of rates and other taxes, levies and duties;
 - (d) The raising of loans.
- (2) In accordance with the *Structures Act* a supporting vote of at least **2/3 (two thirds)** of the Members of Council is necessary to adopt a decision to dissolve the Council.
- (3) All other **matters** are decided by a majority of votes cast.

PART 5: PUBLIC ACCESS

18. Admittance of Public

The Speaker must take reasonable steps to regulate public access to the Council Chamber and the conduct of the public during meetings of the Council.

19. Exclusion of the public and media from meetings

- (1) Subject to the *Systems Act*, a Member may at any time during the meeting of the Council move that the public, including the media, be excluded from the meeting and state why it is reasonable to do so, having taken into account the nature of the business being transacted.
- (2) If such motion is seconded, it shall be put to the vote forthwith without discussion.

- (3) If, after due consideration by Council of the reasons stated, such motion is carried, the place of meeting shall be cleared of all Members of the public, including the media.

20. Re-admission of public and media to meetings

- (1) A Member may during the course of the meeting from which the public and the media were excluded, move that the meeting again be opened and state the reasons for such motion.
- (2) If such motion is seconded it shall be put to the vote forthwith without discussion.
- (3) If, after due consideration by Council of the reasons stated, such motion is carried, the place of meeting shall be may again be opened to Members of the public, including the media.

21. Invitation to non-member

The Speaker may invite a person who is not a Member to address the Council or to attend a meeting of the Council and state his or her views on a matter before the Council.

22. Deputations

- (1) A deputation seeking an interview with Council must give the Municipal Manager **6 (six) days** written notice of its intention and furnish details of the representations to be made and the source of the deputation.
- (2) The Municipal Manager must submit a request by a deputation for an interview with Council to the Speaker, who may decide to grant or refuse an interview and under what conditions.

Part 6: ORDER IN MEETINGS

23. Conduct of non-members and members of the public

If a non-ember or member of the public does not abide by these Rules of Order, behaves in an unseemly manner or obstructs the business of any meeting of the Council, the Speaker may order his or her removal from the meeting.

24. Maintenance of order at Council

- (1) If a Member does not abide by these Rules of Order, behaves in an unseemly manner or obstructs the business of any meeting of the Council or any Committee thereof, or challenges the ruling of the Speaker on any point of order, or declines to withdraw any expression when required to do so by the Speaker, or indulges in tedious repetition or unbecoming language, or commits any breach of these Rules, the Speaker shall direct such Member to conduct himself properly and if speaking, to discontinue his or her speech and immediately resume his or her seat.
- (2) In the event of a persistent disregard of the directions of the Speaker, the Speaker shall direct such Member to retire from the place of meeting for the remainder of the meeting and may, if necessary cause him to be ejected therefrom.

25. Offence

Any Member, non-member or member of the public who -

- (a) Refuses or fails to comply with a direction of the Speaker given in terms of Clauses 23 and 24; or
- (b) Returns to the place of meeting prior to the conclusion of the meeting from which he or she was directed to retire; or
- (c) Offers resistance whilst being ejected from the place of meeting; shall be guilty of an offence.

PART 7: RULES OF DEBATE

26. Member to Address Chair

A Member who speaks at a meeting of the Council must address the chair and may do so in any one of the **3 (three)** official languages of the Province of the Western Cape.

27. Order of Priority

When a Member wishes to address the Council, he or she must first have the permission of the Speaker.

28. Precedence of Speaker

Whenever the Speaker addresses the meeting, all Members must be silent so that the Speaker may be heard without any interruption.

29. Relevance

- (1) A Member who speaks must direct his speech strictly to the subject or matter under discussion or to an explanation or to a point of order.
- (2) No discussion shall be permitted -
 - (a) Which will anticipate any matter on the agenda;
 - (b) On any matter in respect of which a decision by a judicial or quasi-judicial body or a commission of enquiry is pending.

30. Right to Speak

- (1) A Member may only speak once -
 - (a) To the matter before the Council;
 - (b) To any motion before the Council;
 - (c) To any amendments to the matter before the Council;
 - (d) To a matter or an amendment proposed or to be proposed by himself or herself;
 - (e) To a point of order or a question of privilege;

unless authorised by the Speaker or as provided for in terms of these Rules.
- (2) The mover of an original motion may, however, speak to the motion and reply, but in replying he shall strictly confine himself or herself to answering previous Speakers and shall not introduce any new matter into the debate.
- (3) The right of reply shall not extend to the mover of an amendment which, having been carried, has become the substantive motion.

31. Length of speeches

- (1) Except with the consent of the Speaker no Member may speak for more than **3 (three) minutes** on any subject or matter.
- (2) The mover of an original motion or of any amendment may however speak for **3 (three) minutes** on such motion or amendment.

32. Re-introduction of motion or question

No motion which has been rejected by the Council and no question asked in terms of the Rules and dealt with at any meeting, may again be moved or asked within a period of **3 (three) months** of such meeting, except with the consent of the Speaker.

33. Notices of motions

- (1) The Speaker may not accept any motion except a motion of exigency or a motion of course unless notice thereof has been given in terms of sub-Clause (2).
- (2) Every notice of intention to introduce a motion shall be in writing, signed and dated by the Member submitting same and shall motivate the motion.
- (3) A notice of intention to introduce a motion as contemplated in sub-Clause (2), shall be delivered to the Municipal Manager at least **6 (six) working days** before the date of the meeting at which it is intended to be introduced.

34. Notices of questions

- (1) Subject to Clause 38, the Speaker may not accept any question unless notice thereof has been given in terms of sub-Clause (2).
- (2) Every notice of intention to ask a question shall be in writing, signed and dated by the Member submitting same and shall motivate the question.
- (3) A notice of intention to ask a question shall be delivered to the Municipal Manager at least **6 (six) working days** before the date of the meeting at which it is intended to be asked.
- (4) Notices of questions must be referred by the Municipal Manager to the Speaker within **4 (four) working days** before a Council meeting.

- (5) The Speaker must forthwith submit the question to the Executive Mayor.
- (6) The Executive Mayor or a Member of the Mayoral Committee delegated by him/her may answer the question as follows :
 - (a) The question may be answered verbally at the next Council meeting;
or
 - (b) If information is needed from the administration for the purpose of answering the question, or if more time is needed to prepare the answer, the Member answering the question must advise Council at the Council meeting where the question is asked that the question will be answered in writing at the next Council meeting.

35. Absence of mover or questioner

In the event of the mover or questioner not being present in his or her place at the meeting of the Council when called upon by the Speaker to move a motion or ask a question standing in his or her name on the agenda, such motion or question shall lapse unless the original mover or questioner has notified the Speaker in writing of a substitute to move the motion or ask the question.

36. Motions and questions on matters dealt with by committee

- (1) A Member may not give notice of a motion in regard to any matter assigned to a committee unless such motion has previously been submitted to such committee or unless it is in the form of a reference to such committee for consideration and report.
- (2) The chairperson of a committee may, if he or she is of opinion that the matter is one of urgency, give notice of his or her intention to introduce a motion or ask a question on a matter assigned to such committee, notwithstanding the fact that such motion or question has not received the prior consideration of such committee.

37. Recommendation of committee regarded as motion.

- (1) The adoption of a recommendation contained in a report submitted by a committee to the Council, shall be deemed to have been moved by the chairperson of such committee or in his or her absence, or when he or she opposes such recommendation by a Member of such committee deputed by him or her to act at the time when the Speaker of the meeting intimates that such recommendation is open for discussion, and no such motion need be

seconded, nor shall the chairperson of such committee be thereby precluded from exercising his or her right to speak thereon.

- (2) The chairperson referred to in sub-Clause (1) may, however, speak on the matter and reply but in replying he or she shall strictly confine himself or herself to answering previous Speakers and shall not introduce any new matter into the debate.

38. Questions

- (1) After any motion or amendment has been moved and seconded or at the conclusion of any speech thereon, a Member may ask any question relevant to such motion or amendment.
- (2) No supplementary questions may be asked except by the Member asking the original question and then only in respect of matters arising out of the reply to such original question.
- (3) The Speaker may not disallow any such question: Provided that the Member to whom such question is directed may either reply thereto forthwith or require that notice thereof be given in terms of Clause 34.

39. Motions of exigency

- (1) A Member may direct the attention of the Council to any matter which does not appear upon the agenda and of which no previous notice has been given, by stating briefly the subject of the matter and without comment thereon, moving that the motion to which attention has been directed be considered forthwith as a matter of exigency.
- (2) Such motion is herein referred to as a motion of exigency.
- (3) If such motion is seconded and carried by a majority of the Members present, the mover shall be permitted without notice to bring the matter under consideration by way of motion or question.

40. Motions of course

In addition to those provided for elsewhere in these Rules, the following shall be regarded as motions of course, that -

- (a) Precedence be given to the consideration of any particular item appearing on the agenda;

- (b) Any report referred to in the agenda be noted, adopted, acted upon or referred back;
- (c) Any document before the Council be acted upon in the manner specified in the motion;
- (d) Action be taken in regard to any item submitted for consideration in the manner specified in the motion.

41. Points of order

A Member may raise a point of order to call attention to a departure from these Rules by stating the particular rule such Member relies on, whereupon such Member shall immediately be heard.

42. Points of explanation

The Speaker may allow a Member to raise a point of explanation: Provided that such explanation shall be confined to some material part of the debate which may have been misunderstood.

43. Withdrawal of motion, amendment or question

- (1) A motion or amendment may without debate and with the permission of the seconder and Council, be withdrawn by the mover.
- (2) A Member may not speak upon such motion or amendment after the Council has agreed to the withdrawal of such motion.
- (3) A question may be withdrawn by the Member intending to put it.

44. Speaker's ruling on points of order and explanation

- (1) The ruling of the Speaker on a point of order or an explanation shall be final and not open to discussion.
- (2) The ruling of the Speaker upon any point of order raised as to the interpretation of these Rules shall be entered in the minutes.

45. Order of debate

When a motion is under debate at any meeting of the Council, no further motion shall be received except the following, that -

- (a) The motion be amended;
- (b) The consideration of the matter be postponed;
- (c) The public and the media be excluded;
- (d) The public and the media be re-admitted;
- (e) The Council do now adjourn;
- (f) The Council adjourn for a specified time;
- (g) The debate be adjourned;
- (h) The matter be put to the vote;
- (i) The Council proceed to the next business.

46. That the motion be amended

- (1) Every amendment shall be relevant to the motion on which it is moved.
- (2) An amendment shall, if required by the Speaker, be in writing, signed by the mover and handed to the Speaker.
- (3) An amendment shall be read before being moved.
- (4) An amendment shall not be discussed or put to the Council until it has been seconded.
- (5) If there are more than **1 (one)** amendment to a motion, the amendment last proposed shall be put to the vote first and if carried the question shall be resolved accordingly.
- (6) If the amendment last proposed is rejected, the amendment proposed immediately prior to the last amendment shall be put to the vote.

- (7) No further amendment shall be moved to a motion or amendment after the Speaker has commenced to take the vote upon such motion or amendment.

47. That consideration of the matter be postponed.

- (1) A Member may at the conclusion of a speech, move that the consideration of the matter be postponed to a fixed or undetermined date.
- (2) Such motion must be seconded but need not be in writing: Provided that the seconder shall not be permitted to speak.
- (3) Upon such motion being made, the mover of the matter under debate may, without prejudice to his or her ultimate right of reply if the motion that the matter be postponed be not carried, be heard in reply for **3 (three) minutes**, after which the motion shall be put without further debate.
- (4) If the motion is carried, the matter shall be placed first on the agenda of matters to be considered at the meeting to which it has been postponed: Provided that sub-Clauses 5(2) and (3) shall not apply to such matter.

48. That the public and media be excluded from the meeting

- (1) A Member may at any time during the meeting of the Council move that the public, including the media, be excluded from the meeting and state why it is reasonable to do so, having regard to the nature of the business being transacted.
- (2) If such motion is seconded, it shall be put to the vote forthwith without discussion.
- (3) If, after due consideration by Council of the reasons stated, such motion is carried, the place of meeting shall be cleared of all Members of the public, including the media.

49. That the public and the media be re-admitted to the meeting

- (1) A Member may during the course of the meeting from which the public and the media were excluded, move that the meeting again be opened and state the reasons for such motion.
- (2) If such motion is seconded, it shall be put to the vote forthwith without discussion.

- (3) Upon such motion being made the mover of the matter under debate may (without prejudice to his or her right of reply if the motion that the question be postponed be not carried) be heard in reply for 3 (three) minutes, after which the motion shall be put without further debate.
- (4) If postponement to a fixed date is agreed to the matter shall be placed first on the list of matters for the day to which it has been postponed.

50. That the Council now adjourn

- (1) A Member who has not already participated in the debate on the matter then before the meeting, may at any time, except during the course of a speech by another Member or while a vote is being taken, move that the Council do now adjourn to another date.
- (2) Such motion must be seconded but need not be in writing.
- (3) The mover shall be permitted to speak to the motion for a period not exceeding **3 (three) minutes** but the seconder shall not speak except for seconding the motion.
- (4) If the motion is carried the Council shall forthwith adjourn: Provided that the Speaker may direct that the meeting proceed first to dispose of business other than opposed business.
- (5) If the motion that the Council do now adjourn is not carried, the Speaker may not accept another such motion until the period of **30 (minutes)** has elapsed thereafter.
- (6) Save as is provided in sub-Clause (3), no discussion may take place upon a motion for the adjournment, except that a Member who first indicates his or her intention to speak, may speak in opposition to such motion for a period not exceeding **3 (three) minutes**.
- (7) No amendment to such motion may be moved except in relation to the period of adjournment.
- (8) If a motion to adjourn a meeting has been carried during a debate and prior to the conclusion thereof then upon consideration of the matter forming the subject of such debate, the Member who moved the adjournment shall be entitled to speak first.
- (9) No business shall be transacted at an adjourned meeting except such as was set out in the agenda for the meeting of which it is an adjournment.

51. That the Council adjourn for a specified time

- (1) A Member may at any time except during the course of a speech by another Member or while a vote is being taken, move that the Council adjourn for a specified time for caucus or any other purposes: Provided that adjournments shall be permitted for a maximum period of time up to **1 (one) hour per request**.
- (2) Such motion need not be in writing.
- (3) If the motion is carried, the Council shall forthwith adjourn for the specified time: Provided that the business of Council shall be resumed promptly at the lapsing of the period of time permitted for the adjournment.
- (4) The Speaker may limit the number of such motions.

52. That the debate be adjourned

- (1) A Member who has not yet participated in a debate, may at the conclusion of any speech, move that the debate be adjourned.
- (2) Such motion must be seconded but need not be reduced to writing.
- (3) The mover of such motion may speak to it for **3 (three) minutes**, but the seconder may not speak beyond formally seconding it.
- (4) Save as is provided in sub-Clause (3), no discussion may be permitted on such motion except in relation to the period of adjournment and that the Member who first indicates for that purpose, may speak in opposition thereto for **3 (three) minutes**.
- (5) If such motion is carried, the meeting proceeds to the next business on the agenda, and the discussion of the adjourned debate, unless otherwise resolved, is resumed at the next ordinary meeting.
- (6) On the resumption of the adjourned debate, the Member who moved the adjournment is entitled to speak first.
- (7) If a motion that a debate be adjourned is not carried, the Speaker may not accept another such motion until **30 (thirty) hours** has elapsed.
- (8) A Member may not move or second more than **1 (one)** motion for the adjournment of the debate during the course of that debate.

53. That the matter be put to the vote

- (1) A Member who has not yet participated in a debate on a matter, may during such debate, at the conclusion of any speech, move that the matter be now put to the vote.
- (2) Subject to the provisions of sub-Clause (3), no motion put in terms of sub-Clause (1) shall be open to discussion.
- (3) The mover of a matter under discussion may, when a motion has been put in terms of sub-Clause (1), speak on such motion for not more than **3 (three) minutes**, whereupon the said motion shall be put to the vote without any further discussion.

54. That the matter be removed from the agenda

- (1) A Member who has not yet participated in the debate on a matter may during such debate, at the conclusion of any speech, move that the matter be removed from the agenda.
- (2) Subject to the provisions of sub-Clause (3), no motion put in terms of sub-Clause (1) shall be open to discussion.
- (3) The mover of a matter under discussion may, when a motion has been put in terms of sub-Clause (1), speak on such motion for not more than **3 (three) minutes**, whereupon the said motion shall be put to the vote without any further discussion.
- (4) If such a motion is carried, the matter under discussion shall not be further pursued.

PART 8: LEGISLATIVE PROCESS

55. Introduction of draft by-laws

A draft by-law is introduced into Council by the Executive Mayor.

56. Procedure for introduction of by-laws into Council

- (1) A draft by-law is submitted by the Municipal Manager to the Executive Mayor together with a report containing –
 - (a) A memorandum with an explanatory summary of the contents of the by-law, the objects of the by-law and the reasons for the need to regulate the proposed conduct in a by-law;
 - (b) An indication of other by-laws that must be repealed or amended if the proposed by-law is passed;
 - (c) Any other relevant documentation and proposals that may be required.
- (2) The Executive Mayor together with the Mayoral Committee must consider the draft by-law for purposes of making a recommendation to Council and may request that the by-law be amended and resubmitted.
- (3) The Executive Mayor together with the Mayoral Committee must submit the draft by-law to Council for consideration within 3 (three) months after the date of submission by the Municipal Manager as provided for in Clause 56(1), with a recommendation that -
 - (a) That the draft by-law be passed by Council;
 - (b) That the draft by-law be rejected by Council.
- (4) The Executive Mayor submits a draft by-law to the Speaker for inclusion in the agenda of a Council meeting scheduled after date of submission by the Executive Mayor, with **1 (one)** of the recommendations as contemplated in Clause 56(2).

57. First introduction to Council

- (1) The Speaker must give all members of Council reasonable notice of the intention to introduce a draft by-law for consideration.
- (2) A draft by-law is introduced and tabled by the Executive Mayor for consideration by Council in the form of a report accompanied by -
 - (a) A memorandum containing an explanatory summary of the contents of the by-law, the objects of the by-law and the reasons for the need to regulate the conduct proposed in a by-law;
 - (b) The draft by-law;

- (c) An indication of other by-laws that must be repealed or amended if the proposed by-law is passed;
 - (d) Comments, remarks and elucidations by the Executive Mayor.
- (3) After considering the draft by-law and report referred to in Clause 57(2), Council must decide to –
 - (a) Provisionally pass the by-law, subject thereto that should no public comment and/or representations be received on the draft by-law after the process envisaged in Clause 58 below has been followed, the by-law be considered as having been duly passed by Council; or
 - (b) Reject the proposed by-law.
- (4) When a draft by-law has been provisionally passed, it must be advertised for public comment and/or representations in accordance with Clause 58.

58. Publication in local newspapers

- (1) The Municipal Manager must, as soon as possible after Council has provisionally passed a by-law in terms of Clause 57(3)(a), publish the draft by-law in local newspapers in circulation within the area of jurisdiction of the Witzenberg Municipality, in a manner that affords the public the opportunity to comment and/or make representations on the draft by-law.
- (2) The publication must be in the **3 (three)** official languages of the Province, namely Afrikaans, English and Xhosa.

59. Second introduction to Council

- (1) The Municipal Manager must, as soon as possible after the closing date for public comment and/or representations, submit a report to the Executive Mayor accompanied by -
 - (a) The draft by-law;
 - (b) Copies of the advertisements in which the public was invited to comment and/or make representations;
 - (c) Any written comments and/or representations received from the public.
- (2) The Executive Mayor together with the Mayoral Committee must consider the report by the Municipal Manager and make a recommendation to Council to –

- (a) Pass the by-law;
 - (b) Pass the by-law in an amended form; or
 - (c) Reject it.
- (3) When a proposed by-law has been rejected by the Council, no by-law of the same substance may be introduced within a period of **6 (six) months** from the date of rejection.

60. Commencement

- (1) When a draft by-law has been passed by Council it must be advertised in the Provincial Gazette.
- (2) A draft by-law becomes effective on the date it is published in the Provincial Gazette in terms of Clause 60(1) or on a date stipulated in the by-law.

61. Debate procedure

The Rules pertaining to debate also apply to the legislative procedure.

WITZENBERG

MUNISIPALITEIT

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- MEMORANDUM -

AAN / TO : Executive Mayor and Mayoral Committee

VAN / FROM : Municipal Manager

DATUM / DATE: 5 October 2016

VERW. / REF : 3/3/P

DELEGATION OF POWERS: RISK MANAGEMENT

Purpose

The purpose of this memorandum is to obtain Mayco's approval to delegate certain Risk Management oversight responsibilities to the Portfolio Committees.

Background

The recent Provincial Treasury Municipal Governance Review Outlook process (MGRO) has identified that it will be best practice to table a risk report at Portfolio Committee level.

Council takes an interest in risk management to the extent necessary to obtain comfort that properly established and functioning systems of risk management are in place to protect Witzenberg Municipality against significant risks. Council has to report to the community, on the municipality's system of internal control. This provides comfort that the municipality is protected against significant risks to ensure the achievement of objectives as detailed in the Service Delivery and Budget Implementation Plan (SDBIP).

Deliberation

To enhance the Council oversight responsibility for Risk Management it will be prudent to also review risk management reports at a Portfolio Committee level. This will provide Portfolio Committees the opportunity to advise Management and Council on risks and opportunities.

To streamline the process a standard Risk Matrix Report (as per attached annexure), that is available from the Barnowl Risk Management System, will be printed on a quarterly basis per Portfolio Committee. The agenda item will be standardized as follows:

Delegated powers to relevant Portfolio Committees

**XX Risk Management: Risk Matrix Report X quarter of 2016/2017
(XX/XX/XX)**

A Risk Management report for Directorate X, X quarter of 201X/201X, dated XXX 20XX, is attached as **annexure XX.XXX**.

Objectives of Enterprise Risk Management

The objectives of risk management are to assist Management in making more informed decisions which:

- *provide a level of assurance that current significant risks are effectively managed;*
- *improve operational performance by assisting and improving decision making and planning;*
- *promote a more innovative, less risk averse culture in which the taking of calculated risks in pursuit of opportunities, to benefit the municipality is encouraged; and*
- *provide a sound basis for risk management and internal control as components of good corporate governance.*

Roles and Responsibilities

Council takes an interest in risk management to the extent necessary to obtain comfort that properly established and functioning systems of risk management are in place to protect Witzenberg Municipality against significant risks. Council has to report to the community, on the municipality's system of internal control. This provides comfort that the municipality is protected against significant risks to ensure the achievement of objectives as detailed in the Service Delivery and Budget Improvement Plan (SDBIP).

In terms of the Risk Management Framework the responsibilities of the Council in risk management includes:

- (a) *ensuring that the Institutional strategies are aligned to the government mandate;*
- (b) *obtaining assurance from management that the Municipality's strategic choices were based on a rigorous assessment of risk;*
- (c) *obtaining assurance that key risks inherent in the Municipality's strategies were identified and assessed, and are being properly managed;*
- (d) *assisting the Accounting Officer / Authority to deal with fiscal, intergovernmental, political and other risks beyond their direct control and influence; and*
- (e) *insisting on the achievement of objectives, effective performance management and value for money.*

The Municipal Manager is ultimately responsible for risk management within the municipality. This includes ensuring that the responsibility for risk management vests at all levels of management. The Municipal Manager sets the tone at the top by promoting accountability, integrity and other factors that will create a positive control environment.

Senior Management takes ownership for managing the municipality's risks within their areas of responsibility and is accountable to the Municipal Manager for designing, implementing, monitoring and integrating Enterprise Risk Management (ERM) into their day-to-day activities of the municipality. This should be done in a manner that ensures that risk management becomes a valuable strategic management tool.

Line Management/Risk Owners take responsibility for managing the municipality's risks within their areas of responsibility and is responsible for the designing, implementing, monitoring and integrating Enterprise Risk Management into their day-to-day activities of the municipality. The key focus is to ensure that controls implemented to mitigate risk are working as intended and that any deviations are reported and improved.

Recommended

That the Committee exercise oversight over this report and advise Management and Council accordingly.

Recommendation

That the Executive Mayor and Mayoral Committee:

- (i) advise Council to delegate the review of the Quarterly Risk Matrix Report to the relevant Portfolio Committees.
- (ii) advise Council to accept the standardised agenda item for the Quarterly Risk Matrix Report.

D NASSON
MUNICIPAL MANAGER

Witzenberg Municipality Detailed Risk Matrix Report

Empty Unit Filter: Filter out empty units.

Unit Title		Financial Administration		Parent Unit		Finance		Listed Controls		RI	RL	RR	Action Plans
	Risk Title	Contributing Factors	II	IL	IR								
	Asset existence not verified (Asset not on asset register)	- Compliance to GRAP 17 and need to have proper system to control All dept.	5.0	5.0	25.0	- Quarterly location verification by asset owners signed off by heads of departments	5.0	5.0	25.0				
Asset not identified and safeguarded in a timely manner by user departments		- Possible theft or damage of asset after identified for disposal - Assets not on the register and unverified	3.0	5.0	15.0	- Asset user can move item to stores for safeguarding until auction - Disposal plan implemented August 2010 - request for asset disposal to be completed on id of asset	1.9	3.2	6.0				
Asset register incomplete, inaccurate, over or understated		Verification of land against deeds office Possibility of duplication of assets Compliance to GRAP 17 and need to have proper system to control All dept.	5.0	5.0	25.0	- Annual physical verification of Asset Register - Director sign-off on completeness and accuracy of asset register - Monthly spot checks - Quarterly location verification by asset owners signed off by heads of departments	4.8	4.8	22.8				
Asset register not reconciled to main ledger votes		- Asset module/ register does not reconcile to control accounts	5.0	4.0	20.0	- Monthly reconciliation between Asset Register and votes on GL	3.2	2.5	8.0				
Assets identified for disposal but still useable or still economical to repair		- Assets serviceability not assessed by an expert	3.0	5.0	15.0	- Council approves disposals - Disposal approved by Line Manager after expert opinion was obtain - Pre council approval sample audit performed - Serviceability of equipment assessed by appropriate resource of the municipality	1.9	3.2	6.0				
Assets moved between departments without proper authorization		- Documentation needed to move assets Assets to be captured on SAMRAS before 2013/2014 financial year	4.0	5.0	20.0	- Asset owner and receiver completes Asset Movement Form - Both Managers sign-off - previous Asset Owner ensures that asset is transferred	3.2	4.0	13.0				
Assets not capitalized on a monthly basis		- On a monthly basis all work in progress must be capitalized Fin not informed of new acquisitions SAMRAS cannot provide an asset register at a specific date resulting in monthly reconciliations being	5.0	5.0	25.0	- All suspense account of assets should be zero on a monthly basis - Asset register reconciled on a monthly basis with SAMRAS - Projects are capitalised on an annual basis	4.0	4.0	16.3				
Assets not commissioned		- Work in progress assets not commissioned	5.0	5.0	25.0	- All capital acquisition of items must be delivered at a central points and must be issued by an asset clerk - Handover process - Signature of clerk and official to whom the asset is handed over must be on the documentation	3.2	3.2	10.0				
Assets not properly safeguarded against abuse			4.0	5.0	20.0	- Misuse of assets can be reported to report to call centre who will elevate matter to appropriate person - Regular review/inspection of vehicle and other equipment condition - Review of fuel consumption - Tracking system for vehicles - Vehicle pre and post trip inspections	3.2	4.0	13.0				
Assets not properly safeguarded against misuse			4.0	5.0	20.0	- Employee code of conduct (section 9 - Council Property) - ICT Policy on acceptable Use, personal Use and prohibited use of the Municipality's IT assets - Pre authorization and completion of vehicle log books - Vehicle Tracking system	3.7	4.6	17.0				
Assets not properly safeguarded against theft		- non-Compliance to Asset Policy by asset users	4.0	5.0	20.0	- Alarm systems with armed response where applicable in places of high risk - Annually review of asset value to prevent every being applied by assurance agency - Employee code of conduct (section 9 - Council Property) - Physical security placed at areas of high risk - Responsibility for assets assigned through Asset Policy to Senior Managers - Sufficient assets assurance against theft	3.1	3.9	12.2				

Witzenberg Municipality Detailed Risk Matrix Report

Risk Title	Contributing Factors	II	IL	IR	Listed Controls	RI	RL	RR	Action Plans
Budget not approved by council before end of June	- Budget and Integrated Development Plan must be tabled by 30 March as required by MFMA provide hard copies of budget to the public and National Treasury	5.0	4.0	20.0	- Council approves the budget before 30 June	3.2	2.5	8.0	
Budget not funded according to national treasury prescript compliance model		5.0	4.0	20.0	- Review and approval	3.2	2.5	8.0	
Budget steering committee not implemented	- Legislative compliance	3.0	4.0	12.0	- A budget steering committee consisting of Senior Management and Mayco meets at least annually	1.9	2.5	4.0	
Claims not reported in a timely manner to finance and from finance to the insurer	- 30 days to make claim after incident have occurred	4.0	5.0	20.0	- Claim register - Finance receives trim notification from departments	3.2	4.0	13.0	
Draft budget not submitted to treasury in a timely manner	- Compliance to treasury prescripts	3.0	4.0	12.0	- The draft budget is submitted to Treasury at least 7 days after approval by Council	1.9	2.5	4.0	
Draft budget not tabled in a timely manner before council	- Budget and Integrated Development Plan must be tabled by 30 March as required by MFMA provide hard copies of budget to the public and National Treasury	5.0	4.0	20.0	- The budget are tabled to council by 30 March	3.2	2.5	8.0	
Funds not secured to finance approved capital programs	- Capital budget Funding be secured before approval of budget Asset management policy GRAP MFMA procedures	5.0	4.0	20.0	- Budget process to obtain funding	3.2	2.5	8.0	
Impaired assets not updated on financial system	- Asset to be tested on a annual basis All assets must be graded based on their condition in order to re-determine its useful life and its residual value	5.0	3.0	15.0	- Annual asset count performed - Assets graded according to condition based a predetermine criteria	4.0	2.4	9.8	
Inadequate insurance cover resulting in Avery being applied	- PPE not insured or insured the correct replacement value Public liabilities not insured Loss of income - Useful life and residual value not correctly captured on the system	5.0	4.0	20.0	- Annual review of replacement value - Identify the value of daily transactions - Outstanding debtors at any given stage - Reconciliation of asset register and Insurance policy	3.2	2.5	8.0	- Insurance procedures
Incorrect depreciation charges	Depreciation method used should be in line with policy Haven't done depreciation charges both monthly and annually Depreciation c	5.0	4.0	20.0	- Assets are classified and depreciation based on a pre-determined depreciation table	3.2	2.5	8.0	
Incorrect interest recognized and received	- Different investments at different banks. Many movements and changes. Need proper system to manage	3.0	4.0	12.0	- Investment reconciliation to bank - Monthly recalculations	1.9	2.5	4.0	
Intergrated Development Plan not updated the following prescript not followed: review Intergrated Development Plan, set service delivery	- Consultation process not followed in a timely manner	3.0	4.0	12.0	- Adherence to budget guidelines	1.9	2.5	4.0	
Investments are not made in the best interest of the municipality resulting in non compliance to the cash and investment policy	- Investment +- 40 - 60 RM	5.0	3.0	15.0	- CFO or delegate recommends and the Municipal Manager approves - Investment Policy to govern investments - Monthly reporting to Council	3.2	1.9	6.0	
Irregular capital acquisitions	- Not following the Supply Chain Management procedure	5.0	4.0	20.0	- <R200K - Verification by SCM office that capital item is budgeted for - Approval of req. and order to ensure capital is available and correct vote number is applied - Supply Chain Policy procedures for >R200K - BID Committees	3.2	2.5	8.0	

Witzenberg Municipality Detailed Risk Matrix Report

Risk Title	Contributing Factors	II	IL	IR	Listed Controls	RI	RL	RR	Action Plans
Irregular disposal of assets	- In terms of SCM policy Municipal Manager has delegated authority to dispose of movable assets below R200 000 > R200 000 approved by Council	5.0	5.0	25.0	- List of Disposals approved by Council or Municipal Manager in terms of section 14 of the MFMA, the SCM policy and asset management policy	3.2	3.2	10.0	
Key deadline dates not approved treasury requirements not followed	- Schedule key dates, establish consultation forums and review previous processes - RD cheques	3.0	4.0	12.0	- Completion of budget evaluation checklist (BEC)	1.9	2.5	7.0	
Long outstanding bank reconciliation items not cleared	Direct deposit (unknown) Un-cleared checks issued	3.0	5.0	15.0	- Check list to verify long outstanding were performed by reporting clerk - Procedure practices of resort and traffic regarding R/d cheques	1.9	3.2	6.0	
Misappropriation of capital	- Misallocation of capital items in operational votes and vice versa	3.0	5.0	15.0	- Approval of orders at accountant level - Monthly capitalization of all work in progress	2.4	4.0	9.8	
Monthly and yearly depreciation run not performed	- Assets depreciated at incorrect rate and not accounted for	4.0	5.0	20.0	- Assets are classified and depreciation based on a pre-determined depreciation table	2.5	3.2	8.0	
Municipal immovable property on asset register does not agree with the valuation roll and deeds office	- Compliance to GRAP 17 and need to have proper system to control Finance "driver of process" with assistance from depts. All dept.	3.0	5.0	15.0	- Annual comparison between Asset Register and general Evaluation Roll and deeds office in conjunction finance	1.9	3.2	6.0	
New assets not insured at time of delivery	- Finance not aware of delivery	4.0	3.0	12.0	- Finance are informed by receiving department that asset needs to be registered	3.6	2.7	9.6	- Insurance procedures
Non compliance to General Recognized Accounting Principles	- Compliance to MFMA	4.0	5.0	20.0	- Implementation of GRAP	2.5	3.2	8.0	
Non compliance to MFMA and Budget Regulations	- MFMA section 21 (budget preparation process)	3.0	4.0	12.0	- Assigned responsible person	1.9	2.5	5.0	
Non compliance to MFMA and policy	- 18 bans with a total value of +-45 RM as at 30 June 2013. DBSA 34RM There should be a borrowing policy in place Loans only for capital projects, approved by council, signed agreement, made public - Loan payment +-R1000000.00	5.0	3.0	15.0	- Loans are made in terms of applicable policies and legislations - Borrowing policy	3.2	1.9	6.0	
Obligations for loan payments not adhered to	No early warning to prevent late payment - Journals are compiled manually and processed on SAMRAS - Monthly interest journalized +-R500000 p.a.	5.0	3.0	15.0	- Loan conditions as per conditions are adhered with - Loan register reconciliation	3.2	1.9	6.0	- SAMRAS and TRIM payment notification
Possibility that transaction are invalid and incorrectly recorded resulting in misstatement of financial information	- Lack of effective business processes and systems	3.0	4.0	12.0	- The investment register reconciles with the general ledger and the investment institutions statements monthly journal approved, investment journal	1.9	2.5	6.0	
Possibility that transactions are invalid and incorrectly recorded resulting in the misstatement of financial information	- System and processes to support accurate reporting	4.0	2.0	8.0	- The loan register reconciles with general ledger and investment institutions statements	2.5	1.3	6.0	
Received incorrect water inventory from Technical department	- Compliance with financial procedures and best practices and MFMA, cash management policies	3.0	4.0	12.0	- GRAP standard	1.9	2.5	6.0	
Reconciliation not performed	- Monthly reports: section 71 and 66 FMG, ENEP, MIG, MSIG investment portfolio, bank reconciliation	5.0	4.0	20.0	- Mainly sign off by delegated person	3.2	2.5	8.0	
Reports inaccurate/ incomplete due to errors or manual capturing error	- Compliance to MFMA	5.0	3.0	15.0	- Annual and review - cross balancing recon: Samras vs. user report - system (Samras) recon (income and expenditure vs. main ledger)	3.2	1.9	6.0	
Reports/ financial statements not submitted on time		5.0	4.0	20.0	- Deadline checklist	3.2	2.5	8.0	

Witzenberg Municipality
Detailed Risk Matrix Report

Risk Title	Contributing Factors	II	IL	IR	Listed Controls	RI	RL	RR	Action Plans
SDBIP and annual performance agreements and indicators not approved and published	<ul style="list-style-type: none"> - SDBIP is tabled along with the budget circular 13 and 19 - existence of delegation authority - monitoring and evaluation of the budget - monthly OSA report: statement of financial performance 	5.0	4.0	20.0	<ul style="list-style-type: none"> - Monthly reporting 	3.2	2.5	8.0	
Trail balance do not balance	<ul style="list-style-type: none"> - Compliance with GRAP 	5.0	4.0	20.0	<ul style="list-style-type: none"> - SAMRAS system reconciliation: income and expenditure vs. main ledger 	3.2	2.5	8.0	

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Legal Advisor

DATUM / DATE: 15 September 2016

VERW. / REF.:

TRANSFER OF UNREGISTERED ERF 2184, WOLSELEY

Purpose:

To obtain Council's response to transfer unregistered Erf 2184, Wolseley to Mr Pieter Klazen. Please see attached Map of unregistered Erf 2184.

Deliberation:

All relevant documents relating this matter as well as an affidavit from Mr Klazen are attached hereto.

Short Summary of this matter:

During 1993, a subdivision of Erf 622, Wolseley took place, but the subdivisions were never registered nor transferred to any buyers.

Mr Klazen informed us that he bought unregistered Erf 2184, Wolseley sometime during 1993 from the old Wolseley Municipality. Due to a time lapse of more than 23 years he is unable to provide us with any fiscal documentation such as the Deed of Sale, or proof of payment, that supports his version. We could not find any records from the Wolseley Municipality in our archives. The only records that we found were the account that he monthly receives for municipal services on unregistered Erf 2184.

Mr Klazen confirms in the attached affidavit that he had paid an amount of R10 000-00 for the erf.

Mr Klazen now requests Witzenberg Municipality to approve the transfer of Unregistered Erf 2184 to him.

Legal Requirements:

Section 14 of the MFMA is applicable. Council needs to resolve that unregistered Erf 2184, Wolseley is not needed to provide the minimum level of basic municipal services.

A Deed of Sale needs to be entered into.

Financial implications:

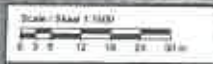
No financial implications for the Municipality.

All costs relating to the transfer is for the account of Mr Klazen.

Recommendation

For Consideration

PROPOSED SUBDIVISION OF PORTION 5 OF THE FARM SCHAPENVIER NO.363, CERES



Surveyed but not registered in Deeds Office-->(Imported shp)
Surveyed_Not_Registered
2184
408000

WARREN STREET

CACAS STREET

WINDMILL STREET

MINOSA STREET

NOVEMBER STREET



SWORN AFFIDAVIT - BEËDIGDE VERKLARING

NAAM / NAME

Pieter Klazen.

ADRES/ADDRESS

8 Dahlia St, Walsley.

TEL: HUIS/HOUSE

073 759 7293 WERK/WORK:

VERKLAAR ONDER EED IN AFRIKAANS/ STATES UNDER OATH IN ENGLISH:

Alhoewel Erf 2184, Walsley raait in my naam geregistreer is nie, is ek van mening dat ek die wetlike eiernaar is, aangesien ek die volle koop prys betaal het, en dat die destydse Walsley munisipaliteit se bedoeling was om my eiernaar van die erf te maak.

Ek versoek dus graag op grond van bogenemde feite dat die raad van Witzenberg Munisipaliteit sal toestem dat Erf 2184, Walsley in my naam geregistreer word.

Ek is vertrouwd met die inhoud van die verklaring en begryp dit. Ek het nie beswaar teen die aflegging van die voorgeskrewe eed nie. Ek beskou die voorgeskrewe eed as bindend vir my gewete./

I know and understand the contents of this statement. I have no objections to taking the prescribed oath. I consider the prescribed oath to be binding on my conscience.

VERKLAARDER / DEPONENT

[Signature]

Ek sertifiseer dat die verklaarder erken dat hy vertrouwd is met die inhoud van bostaande verklaring en dit begryp. Hierdie verklaring is voor my beëdig en verklaarder se handtekening is in my teenwoordigheid daarop aangebring te CERES op..... om I certify that the deponent has acknowledged that he knows and understands the contents of the above statement. This statement was sworn to before me and deponent's signature placed there on in my presence at CERES on..... at.....

KOMMISSARIS VAN EDE / COMMISSIONER OF OATHS

[Signature]

CERES S A Polisie / Police Service

Voortrekkerstraat / street 102

[Signature]

S A POLISIEDIENS / POLICE SERVICE

SUID-AFRIKAANSE POLISIEDIENS

COMMUNITY SERVICE CENTRE

13 SEP 2016

CSC
CERES

SOUTH AFRICAN POLICE SERVICE

L1500 Beëdigde verklaring

SWORN AFFIDAVIT / BEËDIGDE VERKLARING

NAAM / NAME

Pieter Klagen

ADRES/ADDRESS

8 Dahlia St Wolseley

TEL: HUIS/HOUSE

073 7597293

WERK/WORK

VERKLAAR ONDER EED IN AFRIKAANS/ STATES UNDER OATH IN ENGLISH:

Ek beëdigende verklaar onder eed in Afrikaans

Ek is 'n volwasse man, woonagtig te 8 Dahlia Straat, Wolseley

Die feite hierin uiteengeset val binne my persoonlike kennis
tenynde ander vermeld.

Ek het gedurende 1993, die presiese datum is aan my onbekend

Erf. 2184 Wolseley by die destydse Wolseley Munisipaleiteit gekoop

Ek het die koopprys van R. 10 000 betaal, maar kan nie die
berys afspeur nie as gevolg van die tydsverloop.

Erf. 2184, Wolseley is egter reeds in my naam geregistreer nie

Ek is vertrout met die inhoud van die verklaring en begryp dit. Ek het nie beswaar teen die aflegging

van die voorgeskrewe eed nie. Ek beskou die voorgeskrewe eed as bindend vir my gewete.

I know and understand the contents of this statement. I have no objections to taking the prescribed oath. I consider the prescribed oath to be binding
on my conscience.

VERKLAARER / DEPONENT

[Handwritten signature]

Ek sertifiseer dat die verklaarder erken dat hy vertrout is met die inhoud van bostaande verklaring en dit begryp. Hierdie verklaring is voor my beëdig
verklaarder se handtekening is in my teenwoordigheid daarop aangebring te CERES op 20/06/13 om I certify that the deponent's

acknowledged that he knows and understands the contents of the above statement This statement was sworn to before me and deponent's

signature placed there on in my presence at CERES on 20/06/13 at 14:00

KOMMISSARIS VAN EDE / COMMISSIONER OF OATHS

[Handwritten signature]
CERES S.A. Polisiediens / Police Service
Voortrekkerstraat / street 102

POLISIEDIENS/ POLICE SERVICE

1800 Beëdigde Verklaring

<p>SUID-AFRIKAANSE POLISIEDIENS</p> <p>COMMUNITY SERVICE CENTRE</p> <p>13 SEP 2016</p> <p>CSC CERES</p> <p>SOUTH AFRICAN POLICE SERVICE</p>



Surname:
KLAZEN
Names:
PIETER
Sex:
M
Nationality:
RSA
Identity Number:
4201255073082
Date of Birth:
25 JAN 1942
Country of Birth:
RSA
Status:
CITIZEN



Signature: _____

62

EK SEKRET-DEK DAT WERDIE DOUMENT NIEK (AFKOPIE) VAN 'N
 DIE OORSPRONKELIKE DOUMENT NIEK (AFKOPIE) VAN 'N
 IS. EK SEKRET-DEK DAT WERDIE DOUMENT NIEK (AFKOPIE) VAN 'N
 WYSGINGE OF VERVOLGING OP DIE OORSPRONKELIKE DOUMENT AANGE-
 BRING IS.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING/SIGNATURE

MAGSNOMMER
FORCE NUMBER

RANG
RANK

NAAM IN DRUKSKRIF
NAME IN PRINT

SUID-AFRIKAANSE POLISIEDIENS

COMMUNITY SERVICE CENTRE

13 SEP 2016

CSC
CERES

SOUTH AFRICAN POLICE SERVICE

800.213.4005
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GRP_RESYN
WITZENBERG
Municipality • Membership • Membership Year

WITZENBERG
Montepulciano • Muscadigoli • Langhe • Langhe • Langhe • Langhe

Bekening Nummer:	CER	60021640005	Gebou:	Owner
Datum van Bekening:		20/04/2016	Ligging:	GARDENSTRAAT
Middelen die opgevoerd zijn:		19/04/2016	Debet:	
Erft:	7	214.00001	BTW Nr:	
Belang:		16144.25	Rekening:	

Rekening		Rekening		Rekening	
Saldo oorspronkelijk	15776.08	BTW	104.04	Bedrag Verrekening	16144.25
Rente/boetes:	104.04				
Dienste	120.0000				
ELECTRICITEIT	120.0000				
WATER	89.50				
RIJWEG	52.63				
Bevestiging					
Wijziging					
Totaal maandelijks saldo:	16144.25				
37000					
Oortuigende skuld:	8403.95				

Totaal BTW	Verrekening	Agterstellig	Indien	Bedrag Verrekening
15842.12	15842.12	262.13	262.13	16144.25

Agterstellig/Kredit	16/05/2016	Agterstellig/Kredit
15842.12	262.13	

Op	Naam Nr	Verrekening	Naam	Verrekening	Periode	Bedrag Verrekening



**Quarterly Budget Statement
Report for the Period
1 July 2016 to 30 September 2016**

**Financial data is in respect of the period
1 July 2016 to 30 September 2016**

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

Glossary (Continued)

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, spending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

In terms of Section 52 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

52. General Responsibilities. — The mayor of a municipality—

- (a) must provide general political guidance over the fiscal and financial affairs of the municipality;
- (b) in providing such general political guidance, may monitor and, to the extent provided in this Act, oversee the exercise of responsibilities assigned in terms of this Act to the accounting officer and the chief financial officer, but may not interfere in the exercise of those responsibilities;
- (c) must take all reasonable steps to ensure that the municipality performs its constitutional and statutory functions within the limits of the municipality's approved budget;
- (d) **must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality; and**
- (e) must exercise the other powers and perform the other duties assigned to the mayor in terms of this Act or delegated by the council to the mayor.

In terms of section 11 (4) (a), the Accounting Officer must within 30 days after the end of each quarter table in the municipal council a consolidated report of all withdrawals made in terms of subsection (1) (b) to (j) during that quarter. Section 11(1) read as follow:

"11. (1) Only the accounting officer or the chief financial officer of a municipality, or any other senior financial official of the municipality acting on the written authority of the accounting officer, may withdraw money or authorise the withdrawal of money from any of the municipality's bank accounts, and may do so only—

- (a) to defray expenditure appropriated in terms of an approved budget;*
- (b) to defray expenditure authorised in terms of section 26(4);*
- (c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);*
- (d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section;*
- (e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including—*
 - (i) money collected by the municipality on behalf of that person or organ of state by agreement; or*
 - (ii) any insurance or other payments received by the municipality for that person or organ of state;*
- (f) to refund money incorrectly paid into a bank account;*
- (g) to refund guarantees, sureties and security deposits;*
- (h) for cash management and investment purposes in accordance with section 13;*
- (i) to defray increased expenditure in terms of section 31; or*
- (j) for such other purposes as may be prescribed."*

In terms of Section 66 of the MFMA the Accounting Officer must prepare a report on all expenditure incurred with relation to staff benefits.

Section 66 reads as follow:

"66. The accounting officer of a municipality must, in a format and for periods as may be prescribed, report to the council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure, namely—

- (a) salaries and wages;*
- (b) contributions for pensions and medical aid;*
- (c) travel, motor car, accommodation, subsistence and other allowances;*
- (d) housing benefits and allowances;*
- (e) overtime payments;*
- (f) loans and advances; and*
- (g) any other type of benefit or allowance related to staff.”*

The following regulations of the Local Government: Municipal Finance Management Act Municipal Budget and Reporting Regulations are relevant:

Quarterly reports on implementation of budget

31. (1) The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality as required by section 52(d) of the Act must be-
 - {a) in the format specified in Schedule C and include all the required tables, charts and explanatory information, taking into account any guidelines issued by the Minister in terms of section 168(1) of the Act; and
 - (b) consistent with the monthly budget statements for September, December, March and June as applicable; and
 - (c) submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.

Publication of quarterly reports on implementation of budget

32. When publishing the quarterly reports on the implementation of the budget in terms of section 75(1)(k) of the Act, the municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the quarterly report on the implementation of the budget and the financial state of affairs of the municipality, including -
 - (a) summaries of quarterly report in alternate languages predominant in the community; and
 - {b) information relevant to each ward in the municipality.

PART 1 - IN-YEAR REPORT

Mayors Report

Speaker
Deputy Executive Mayor
Members of the Mayoral Committee
Councillors
Representatives of Provincial Government
Municipal Manager
Directors and officials
Distinguished guests
Members of the media

It is my privilege to present to you the quarterly Budget Statement Report for the three months 1 July 2016 to 30 September 2016.

For the year to date 24.9% of the budgeted revenue excluding capital transfers was levied.

For the year to date 17.3% of the budgeted expenditure was incurred. This figure will increase as some invoices are still outstanding.

The year to date spending on capital projects is 6.1% of the annual budget.

The credit control measures could not be implemented in certain areas do to the lives of contractors and municipal staff being threatened.

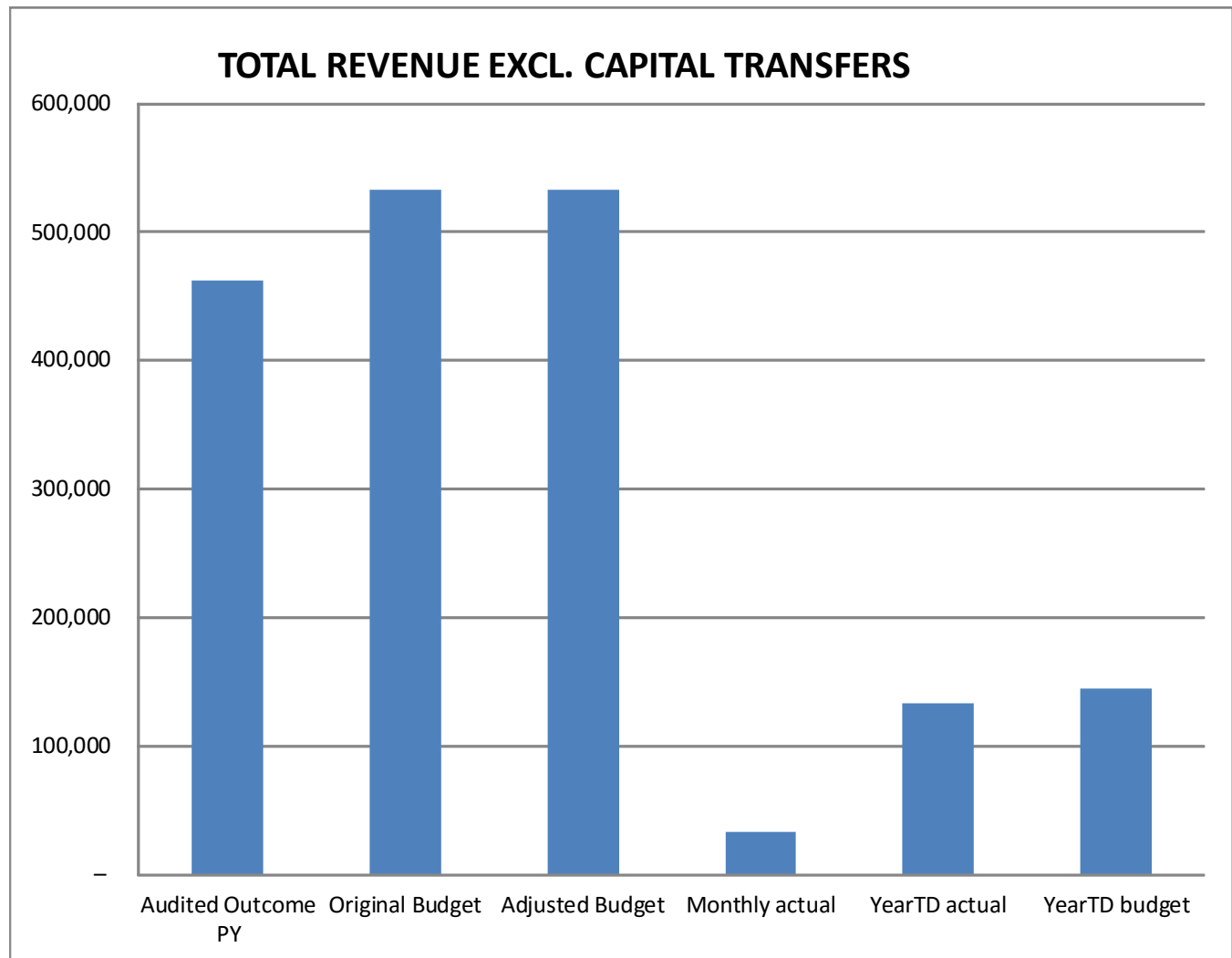
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COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

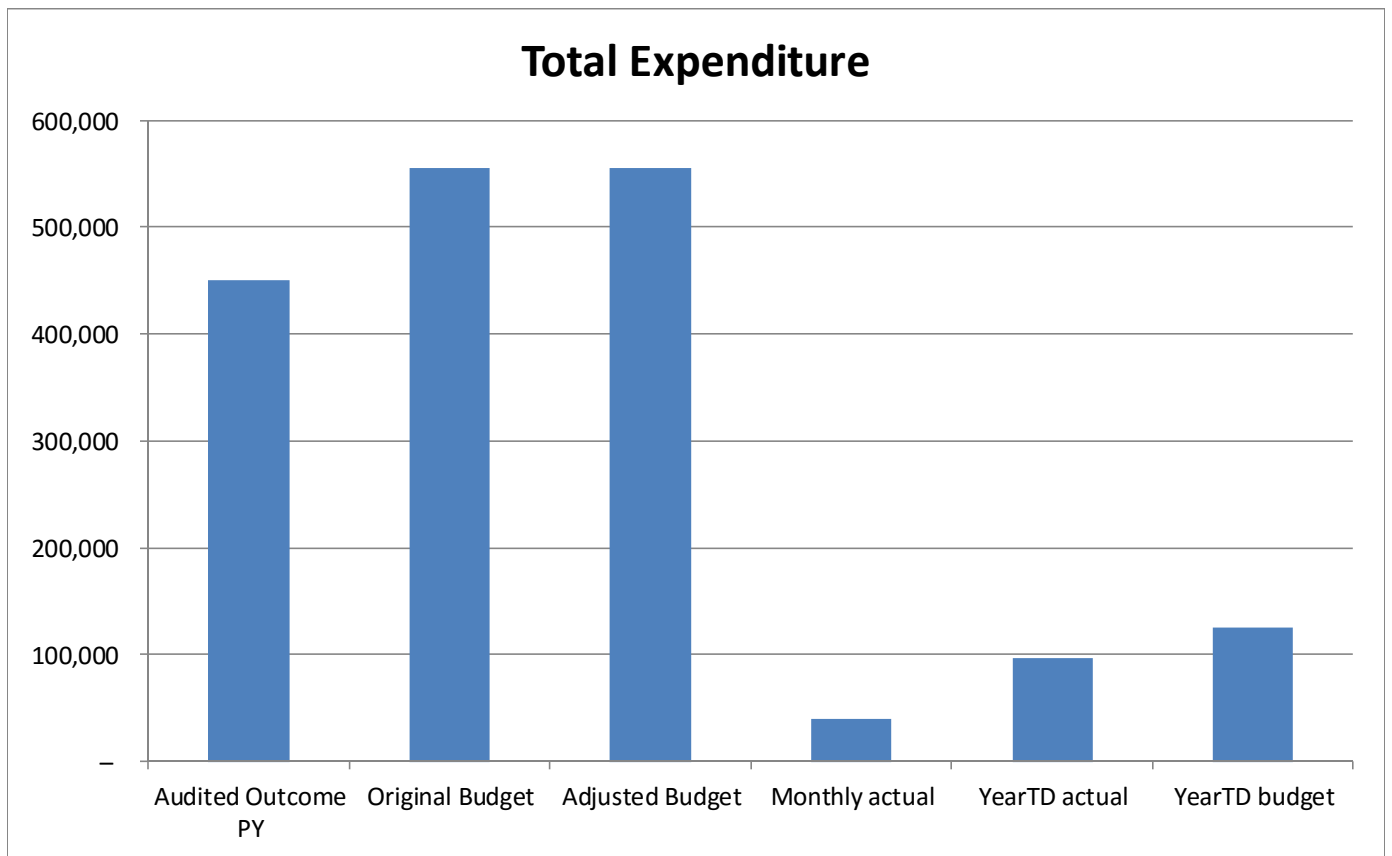
Resolution

It is recommended that council take cognisance of the quarterly budget assessment for the period 1 July 2016 to 30 September 2016.

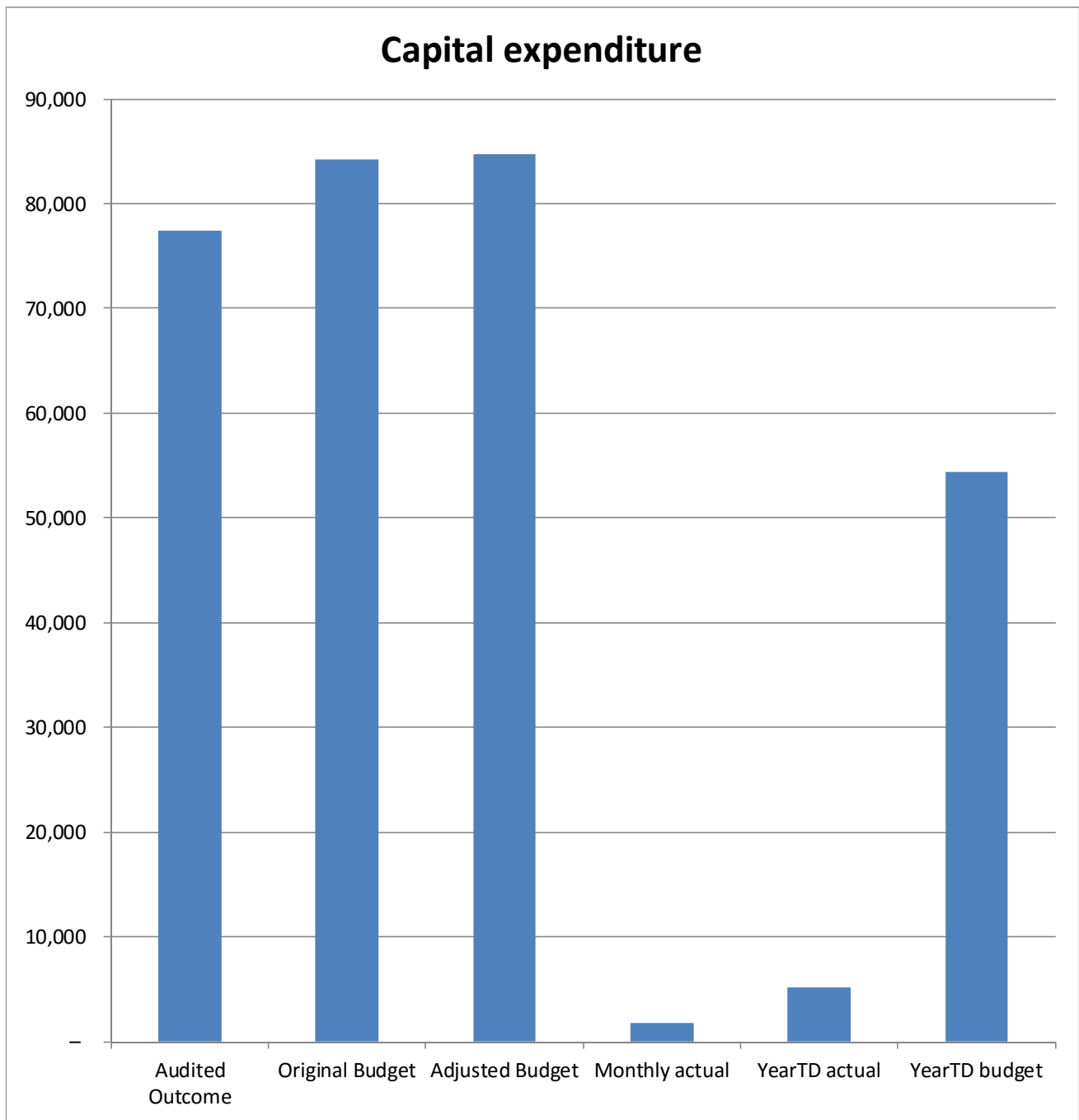
Executive Summary



For the period 1 July 2016 to 30 September 2016, 24.9% of the budgeted revenue excluding capital transfers was levied.



For the period 1 July 2016 to 30 September 2016, 17.3% of the budgeted expenditure was incurred. This figure may increase as some invoices are still outstanding.



For the period 1 July 2016 to 30 September 2016, 6.1% of the budgeted capital expenditure was incurred.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 30 September 2016.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M03 September

Description	2015/16	Budget Year 2016/17							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	57,621	61,405	61,405	4,223	35,276	31,673	3,603	11%	55,239
Service charges	278,961	295,516	295,516	20,938	70,701	77,922	(7,220)	-9%	230,508
Investment revenue	6,772	4,480	4,480	678	1,636	903	732	81%	18,949
Transfers recognised - operational	74,141	134,609	134,609	5,580	16,421	25,274	(8,853)	-35%	113,163
Other own revenue	44,968	36,505	37,042	1,765	8,923	8,592	331	4%	28,175
Total Revenue (excluding capital)	462,464	532,516	533,053	33,183	132,958	144,364	(11,407)	-8%	446,034
Employee costs	120,779	143,665	143,591	12,079	33,685	37,030	(3,345)	-9%	128,956
Remuneration of Councillors	8,662	9,465	9,465	713	2,101	2,226	(125)	-6%	8,936
Depreciation & asset impairment	26,979	39,480	39,480	1,696	5,203	9,870	(4,667)	-47%	38,956
Finance charges	17,903	11,710	11,710	1,305	2,678	2,460	218	9%	12,971
Materials and bulk purchases	160,425	179,221	179,221	18,529	37,956	38,063	(107)	-0%	178,897
Transfers and grants	969	881	881	58	257	220	37	17%	1,048
Other expenditure	113,952	170,277	170,847	5,619	14,389	35,992	(21,603)	-60%	711,567
Total Expenditure	449,667	554,700	555,195	39,999	96,270	125,862	(29,592)	-24%	1,081,332
Surplus/(Deficit)	12,796	(22,184)	(22,143)	(6,816)	36,688	18,502	18,186	98%	(635,298)
Transfers recognised - capital	51,637	51,580	51,049	2,567	6,147	7,531	(1,384)	-18%	91,230
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital	64,434	29,396	28,906	(4,249)	42,835	26,034	16,802	65%	(544,068)
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	64,434	29,396	28,906	(4,249)	42,835	26,034	16,802	65%	(544,068)
Capital expenditure & funds sources									
Capital expenditure	77,435	84,186	84,666	1,799	5,167	54,345	(49,178)	-90%	91,219
Capital transfers recognised	52,790	44,792	36,892	2,567	6,147	21,618	(15,471)	-72%	43,039
Public contributions & donations	1,619	-	-	-	-	-	-	-	-
Borrowing	28,191	2,500	2,500	-	-	2,500	(2,500)	-100%	2,500
Internally generated funds	(5,165)	36,894	45,274	(768)	(980)	30,227	(31,207)	-103%	45,679
Total sources of capital funds	77,435	84,186	84,666	1,799	5,167	54,345	(49,178)	-90%	91,219
Financial position									
Total current assets	138,454	128,678	128,678		191,293				128,678
Total non current assets	824,177	868,750	868,750		792,977				868,750
Total current liabilities	46,982	46,691	46,691		69,437				46,691
Total non current liabilities	170,027	168,208	168,208		169,469				168,208
Community wealth/Equity	745,622	782,529	782,529		745,364				782,529
Cash flows									
Net cash from (used) operating	58,111	55,816	55,816	6,621	22,173	48,021	(25,847)	-54%	71,687
Net cash from (used) investing	-	-	-	-	-	-	-	-	-
Net cash from (used) financing	784	178	178	53	178	-	178	-	-
Cash/cash equivalents at the month	58,895	55,995	55,995	-	22,352	48,021	(25,669)	-53%	71,687
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120	121-150	151-180	181 Dys-1	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	28,456	3,085	2,591	2,521	2,680	2,571	13,700	104,276	159,879
Creditors Age Analysis									
Total Creditors	10,020	19	-	-	-	-	-	-	10,040

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M03 September

Description	2015/16	Budget Year 2016/17							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue - Standard									
<i>Governance and administration</i>	83,286	79,324	79,324	5,690	41,883	34,858	7,025	20%	81,221
Executive and council	5,109	949	949	58	83	226	(143)	-63%	3,039
Budget and treasury office	72,550	76,831	76,831	5,569	38,575	34,496	4,079	12%	77,042
Corporate services	5,626	1,544	1,544	64	3,225	136	3,089	2272%	1,140
<i>Community and public safety</i>	90,262	148,801	148,271	6,007	17,444	29,103	(11,659)	-40%	111,859
Community and social services	66,167	70,005	69,475	5,072	15,160	23,882	(8,722)	-37%	47,036
Sport and recreation	14,945	8,502	8,502	271	1,357	1,848	(491)	-27%	6,070
Public safety	8,313	13,609	13,609	635	841	3,202	(2,361)	-74%	2,245
Housing	837	56,685	56,685	29	86	171	(85)	-50%	56,508
Health	-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>	15,732	5,993	6,530	465	1,336	1,329	7	0%	6,842
Planning and development	958	1,504	1,504	89	289	305	(17)	-5%	1,577
Road transport	14,253	4,490	4,490	377	1,047	1,024	23	2%	4,729
Environmental protection	520	-	536	-	-	-	-	-	536
<i>Trading services</i>	324,822	349,978	349,978	23,588	78,443	86,606	(8,164)	-9%	343,681
Electricity	202,560	221,046	221,046	15,918	52,968	59,145	(6,177)	-10%	165,639
Water	49,588	76,752	76,752	2,080	9,532	15,467	(5,935)	-38%	62,119
Waste water management	49,456	30,444	30,444	3,836	10,631	6,468	4,164	64%	80,068
Waste management	23,219	21,736	21,736	1,755	5,311	5,526	(215)	-4%	35,855
<i>Other</i>	-	-	-	-	-	-	-	-	-
Total Revenue - Standard	514,101	584,096	584,102	35,750	139,105	151,896	(12,791)	-8%	543,603
Expenditure - Standard									
<i>Governance and administration</i>	91,239	102,717	102,737	8,718	22,506	17,108	5,398	32%	112,588
Executive and council	24,701	28,959	28,959	1,974	6,472	7,792	(1,320)	-17%	29,296
Budget and treasury office	36,902	43,443	43,493	2,677	6,989	9,274	(2,285)	-25%	44,818
Corporate services	29,636	30,315	30,285	4,067	9,045	42	9,003	21279%	38,474
<i>Community and public safety</i>	61,652	132,666	132,604	5,287	13,239	29,966	(16,727)	-56%	128,286
Community and social services	18,163	21,300	21,300	1,763	4,663	3,741	922	25%	34,430
Sport and recreation	20,463	23,799	23,799	1,833	4,398	6,800	(2,401)	-35%	20,701
Public safety	20,119	27,707	27,645	1,375	3,381	4,724	(1,343)	-28%	27,483
Housing	2,907	59,860	59,860	315	796	14,701	(13,905)	-95%	45,672
Health	-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>	29,611	29,044	29,588	1,831	4,639	5,722	(1,084)	-19%	31,981
Planning and development	4,731	5,667	5,667	403	1,221	2,892	(1,671)	-58%	6,696
Road transport	23,828	22,075	22,082	1,327	3,127	2,414	713	30%	23,026
Environmental protection	1,052	1,302	1,839	101	290	416	(126)	-30%	2,259
<i>Trading services</i>	266,376	289,545	289,539	24,163	55,711	62,239	(6,529)	-10%	807,731
Electricity	179,325	200,351	200,353	20,049	42,039	46,345	(4,306)	-9%	198,978
Water	21,522	25,030	25,030	1,479	3,932	9,217	(5,284)	-57%	20,238
Waste water management	27,051	28,050	28,043	1,556	4,976	(299)	5,275	-1761%	556,418
Waste management	38,478	36,113	36,113	1,078	4,764	6,977	(2,213)	-32%	32,097
<i>Other</i>	714	728	728	1	176	182	(6)	-3%	745
Total Expenditure - Standard	449,592	554,700	555,195	39,999	96,270	115,217	(18,947)	-16%	1,081,332
Surplus/ (Deficit) for the year	64,509	29,396	28,906	(4,249)	42,835	36,679	6,157	17%	(537,729)

The table provides detail of revenue and expenditure according to municipal votes.

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M03 September

Vote Description	2015/16	Budget Year 2016/17							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue by Vote									
Vote 1 - Budget & Treasury Office	72,550	76,831	76,831	5,569	38,575	34,496	4,079	11.8%	77,042
Vote 2 - Civil Services	132,166	129,063	129,063	7,671	25,474	27,494	(2,019)	-7.3%	163,162
Vote 3 - Community & Social Services	66,763	70,098	70,104	5,077	15,227	23,905	(8,678)	-36.3%	47,841
Vote 4 - Corporate Services	5,626	1,544	1,544	64	3,225	136	3,089	2272.4%	1,140
Vote 5 - Electricity	202,647	221,846	221,846	16,362	53,412	59,145	(5,733)	-9.7%	166,439
Vote 6 - Executive & Council	5,109	949	949	58	83	226	(143)	-63.2%	3,039
Vote 7 - Housing	837	56,685	56,685	29	86	171	(85)	-49.7%	56,508
Vote 8 - Planning	883	1,410	1,410	84	221	282	(61)	-21.5%	1,308
Vote 9 - Public Safety	12,574	17,168	17,168	567	1,444	4,193	(2,749)	-65.6%	6,076
Vote 10 - Sport & Recreation	14,945	8,502	8,502	271	1,357	1,848	(491)	-26.6%	6,070
Total Revenue by Vote	514,101	584,096	584,102	35,750	139,105	151,896	(12,791)	-8.4%	528,625
Expenditure by Vote									
Vote 1 - Budget & Treasury Office	30,780	36,916	36,936	2,132	5,394	7,265	(1,871)	-25.8%	38,007
Vote 2 - Civil Services	107,897	107,823	107,823	5,185	16,041	17,270	(1,229)	-7.1%	628,491
Vote 3 - Community & Social Services	21,595	24,724	25,261	2,029	5,493	9,210	(3,718)	-40.4%	39,427
Vote 4 - Corporate Services	28,769	28,789	28,759	3,914	8,798	4,411	4,387	99.5%	37,233
Vote 5 - Electricity	182,233	204,239	204,240	20,429	42,819	47,180	(4,361)	-9.2%	202,837
Vote 6 - Executive & Council	30,825	35,485	35,515	2,519	8,067	9,801	(1,734)	-17.7%	36,107
Vote 7 - Housing	2,907	59,860	59,860	315	796	14,701	(13,905)	-94.6%	45,672
Vote 8 - Planning	2,847	4,126	4,126	284	814	727	87	11.9%	4,531
Vote 9 - Public Safety	21,276	28,939	28,876	1,358	3,650	5,372	(1,721)	-32.0%	28,327
Vote 10 - Sport & Recreation	20,463	23,799	23,799	1,833	4,398	6,800	(2,401)	-35.3%	20,701
Total Expenditure by Vote	449,592	554,700	555,195	39,999	96,270	122,736	(26,466)	-21.6%	1,081,332
Surplus/ (Deficit) for the year	64,509	29,396	28,906	(4,249)	42,835	29,160	13,676	46.9%	(552,706)

The table provides detail of revenue according to source and expenditure according to type.

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M03 September

Description	2015/16	Budget Year 2016/17							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Revenue By Source									
Property rates	56,186	60,005	60,005	3,994	34,784	31,325	3,459	11%	53,260
Property rates - penalties & collection	1,435	1,400	1,400	229	492	348	144	41%	1,979
Service charges - electricity revenue	198,426	215,414	215,414	15,958	52,758	59,006	(6,248)	-11%	159,840
Service charges - water revenue	38,592	39,203	39,203	1,766	7,336	7,951	(615)	-8%	29,934
Service charges - sanitation revenue	20,990	19,968	19,968	1,604	5,772	5,641	132	2%	21,757
Service charges - refuse revenue	20,834	20,419	20,419	1,594	4,820	5,197	(376)	-7%	18,915
Service charges - other	118	511	511	15	15	128	(113)	-88%	62
Rental of facilities and equipment	8,170	9,339	9,339	368	1,621	2,115	(494)	-23%	6,226
Interest earned - external investments	6,772	4,480	4,480	678	1,636	903	732	81%	10,310
Interest earned - outstanding debtors	9,828	5,474	5,474	558	2,095	1,350	745	55%	8,638
Dividends received	-	-	-	-	-	-	-		-
Fines	8,236	12,820	12,820	191	401	3,205	(2,804)	-87%	1,459
Licences and permits	179	168	168	13	86	39	47	120%	345
Agency services	4,237	4,274	4,274	367	1,024	971	53	5%	4,539
Transfers recognised - operational	74,141	134,609	134,609	5,580	16,421	25,274	(8,853)	-35%	113,163
Other revenue	10,494	4,428	4,965	267	3,694	911	2,783	306%	6,966
Gains on disposal of PPE	3,825	2	2	-	-	1	(1)	-100%	2
Total Revenue (excluding capital transfers and contributions)	462,464	532,516	533,053	33,183	132,958	144,364	(11,407)	-8%	437,396
Expenditure By Type									
Employee related costs	120,779	143,665	143,591	12,079	33,685	37,030	(3,345)	-9%	128,956
Remuneration of councillors	8,662	9,465	9,465	713	2,101	2,226	(125)	-6%	8,936
Debt impairment	34,542	25,640	25,140	(2,481)	(232)	4,606	(4,838)	-105%	8,979
Depreciation & asset impairment	26,979	39,480	39,480	1,696	5,203	9,870	(4,667)	-47%	38,956
Finance charges	17,903	11,710	11,710	1,305	2,678	2,460	218	9%	12,971
Bulk purchases	160,425	179,221	179,221	18,529	37,956	38,063	(107)	0%	178,897
Other materials	-	-	-	-	-	-	-		-
Contracted services	15,898	71,420	71,525	2,073	2,825	17,881	(15,056)	-84%	59,204
Transfers and grants	969	881	881	58	257	220	37	17%	1,048
Other expenditure	63,511	73,218	74,182	6,027	11,796	13,505	(1,709)	-13%	643,384
Loss on disposal of PPE	-	-	-	-	-	-	-		-
Total Expenditure	449,667	554,700	555,195	39,999	96,270	125,862	(29,592)	-24%	1,081,332
Surplus/(Deficit)	12,796	(22,184)	(22,143)	(6,816)	36,688	18,502	18,186	0	(643,936)
Transfers recognised - capital	51,637	51,580	51,049	2,567	6,147	7,531	(1,384)	(0)	91,230
Contributions recognised - capital	-	-	-	-	-	-	-		-
Contributed assets	-	-	-	-	-	-	-		-
Surplus/(Deficit) after capital transfers & contributions	64,434	29,396	28,906	(4,249)	42,835	26,034			(552,706)
Taxation	-	-	-	-	-	-	-		-
Surplus/(Deficit) after taxation	64,434	29,396	28,906	(4,249)	42,835	26,034			(552,706)
Attributable to minorities	-	-	-	-	-	-			-
Surplus/(Deficit) attributable to	64,434	29,396	28,906	(4,249)	42,835	26,034			(552,706)
Share of surplus/ (deficit) of	-	-	-	-	-	-			-
Surplus/ (Deficit) for the year	64,434	29,396	28,906	(4,249)	42,835	26,034			(552,706)

The table provides detail of capital expenditure according to municipal votes.

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M03 September

Vote Description	2015/16	Budget Year 2016/17							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Multi-Year expenditure appropriation									
Vote 1 - Budget & Treasury Office	–	200	150	–	–	188	(188)	-100%	150
Vote 2 - Civil Services	–	28,905	32,195	–	–	11,823	(11,823)	-100%	32,195
Vote 3 - Community & Social Services	–	–	–	–	–	–	–		–
Vote 4 - Corporate Services	–	–	–	–	–	–	–		–
Vote 5 - Electricity	–	800	1,069	–	–	800	(800)	-100%	1,069
Vote 6 - Executive & Council	–	–	–	–	–	–	–		–
Vote 7 - Housing	–	–	–	–	–	–	–		–
Vote 8 - Planning	–	–	–	–	–	–	–		–
Vote 9 - Public Safety	–	–	–	–	–	–	–		–
Vote 10 - Sport & Recreation	–	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	–	29,905	33,414	–	–	12,810	(12,810)	-100%	33,414
Single Year expenditure appropriation									
Vote 1 - Budget & Treasury Office	367	130	130	19	19	130	(111)	-86%	149
Vote 2 - Civil Services	64,567	39,814	36,256	1,239	4,819	29,205	(24,385)	-83%	42,233
Vote 3 - Community & Social Services	2,543	1,200	1,730	–	4	1,180	(1,176)	-100%	1,735
Vote 4 - Corporate Services	1,676	1,076	1,076	2	2	310	(308)	-99%	1,078
Vote 5 - Electricity	5,715	7,660	7,660	490	254	6,310	(6,056)	-96%	8,142
Vote 6 - Executive & Council	–	–	–	–	–	–	–		–
Vote 7 - Housing	–	–	–	–	–	–	–		–
Vote 8 - Planning	–	–	–	–	–	–	–		–
Vote 9 - Public Safety	1,906	3,100	3,100	–	–	3,100	(3,100)	-100%	3,100
Vote 10 - Sport & Recreation	663	1,300	1,300	50	69	1,300	(1,231)	-95%	1,369
Total Capital single-year expenditure	77,435	54,280	51,252	1,799	5,167	41,535	(36,368)	-88%	57,804
Total Capital Expenditure	77,435	84,186	84,666	1,799	5,167	54,345	(49,178)	-90%	91,219

The table provides detail of capital expenditure according to the international standards.

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M03 September

Vote Description R thousands	2015/16	Budget Year 2016/17							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
<i>Governance and administration</i>	2,042	1,406	1,356	20	20	628	(607)	-97%	1,376
Executive and council	-	-	-	-	-	-	-		-
Budget and treasury office	367	330	280	19	19	318	(299)	-94%	299
Corporate services	1,676	1,076	1,076	2	2	310	(308)	-99%	1,078
<i>Community and public safety</i>	4,827	6,900	7,699	494	517	6,630	(6,114)	-92%	8,216
Community and social services	2,170	1,200	1,730	-	4	1,180	(1,176)	-100%	1,735
Sport and recreation	663	1,300	1,300	50	69	1,300	(1,231)	-95%	1,369
Public safety	1,994	4,400	4,669	444	444	4,150	(3,706)	-89%	5,113
Housing	-	-	-	-	-	-	-		-
Health	-	-	-	-	-	-	-		-
<i>Economic and environmental services</i>	31,389	4,020	4,020	134	134	2,020	(1,886)	-93%	4,154
Planning and development	-	-	-	-	-	-	-		-
Road transport	31,017	4,020	4,020	134	134	2,020	(1,886)	-93%	4,154
Environmental protection	372	-	-	-	-	-	-		-
<i>Trading services</i>	39,177	71,860	71,591	1,151	4,496	45,067	(40,571)	-90%	77,473
Electricity	5,607	7,160	7,160	46	(189)	6,060	(6,249)	-103%	7,198
Water	13,449	37,505	45,405	(1,159)	83	23,027	(22,944)	-100%	46,647
Waste water management	18,125	24,394	16,226	2,264	4,603	13,181	(8,578)	-65%	20,828
Waste management	1,996	2,800	2,800	-	-	2,800	(2,800)	-100%	2,800
<i>Other</i>	-	-	-	-	-	-	-		-
Total Capital Expenditure - Standard	77,435	84,186	84,666	1,799	5,167	54,345	(49,178)	-90%	91,219
Funded by:									
National Government	23,446	39,169	31,269	2,498	4,836	15,995	(11,159)	-70%	36,105
Provincial Government	28,191	5,623	5,623	70	1,311	5,623	(4,312)	-77%	6,934
District Municipality	-	-	-	-	-	-	-		-
Other transfers and grants	1,153	-	-	0	-	-	-		0
Transfers recognised - capital	52,790	44,792	36,892	2,567	6,147	21,618	(15,471)	-72%	43,039
Public contributions & donations	1,619	-	-	-	-	-	-		-
Borrowing	28,191	2,500	2,500	-	-	2,500	(2,500)	-100%	2,500
Internally generated funds	(5,165)	36,894	45,274	(768)	(980)	30,227	(31,207)	-103%	45,679
Total Capital Funding	77,435	84,186	84,666	1,799	5,167	54,345	(49,178)	-90%	91,219

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M03 September

Description	2015/16	Budget Year 2016/17			
	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands					
<u>ASSETS</u>					
Current assets					
Cash	63,113	52,699	52,699	104,189	52,699
Call investment deposits	–	–	–	–	–
Consumer debtors	62,536	62,536	62,536	82,291	62,536
Other debtors	5,481	5,753	5,753	–	5,753
Current portion of long-term receivables	–	–	–	–	–
Inventory	7,324	7,690	7,690	4,813	7,690
Total current assets	138,454	128,678	128,678	191,293	128,678
Non current assets					
Long-term receivables	5,621	5,621	5,621	–	5,621
Investments	105	105	105	105	105
Investment property	49,145	48,052	48,052	48,438	48,052
Investments in Associate	–	–	–	–	–
Property, plant and equipment	769,306	814,972	814,972	741,270	814,972
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	–	–	–	2,602	–
Other non-current assets	–	–	–	562	–
Total non current assets	824,177	868,750	868,750	792,977	868,750
TOTAL ASSETS	962,631	997,428	997,428	984,270	997,428
<u>LIABILITIES</u>					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	–	–	–	4,788	–
Trade and other payables	33,990	33,699	33,699	47,363	33,699
Provisions	12,992	12,992	12,992	17,286	12,992
Total current liabilities	46,982	46,691	46,691	69,437	46,691
Non current liabilities					
Borrowing	24,494	15,398	15,398	16,386	15,398
Provisions	145,533	152,809	152,809	153,083	152,809
Total non current liabilities	170,027	168,208	168,208	169,469	168,208
TOTAL LIABILITIES	217,009	214,899	214,899	238,906	214,899
NET ASSETS	745,622	782,529	782,529	745,364	782,529
<u>COMMUNITY WEALTH/EQUITY</u>					
Accumulated Surplus/(Deficit)	733,387	762,783	762,783	735,306	762,783
Reserves	12,235	19,746	19,746	10,058	19,746
TOTAL COMMUNITY WEALTH/EQUITY	745,622	782,529	782,529	745,364	782,529

The cash flows for the year to date are:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M03 September

Description	Budget Year 2016/17							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
CASH FLOW FROM OPERATING ACTIVITIES								
Receipts								
Ratepayers and other	44,967	44,967	14,212	18,532	26,377	(7,844)	-30%	57,009
Government - operating	295,033	295,033	26,634	85,871	51,160	34,711	68%	284,273
Government - capital	26,010	26,010	3,256	11,289	4,674	6,615	142%	21,009
Interest	139,179	139,179	4,181	29,404	23,853	5,552	23%	134,809
Dividends	50,097	50,097	189	7,157	4,657	2,500	54%	51,580
Payments								
Suppliers and employees	-	-	-	-	-	-		-
Finance charges	-	-	-	-	-	-		-
Transfers and Grants	(499,471)	(499,471)	(41,852)	(130,080)	(62,700)	67,380	-107%	(476,993)
NET CASH FROM/(USED) OPERATING ACT	55,816	55,816	6,621	22,173	48,021	(25,847)	-54%	71,687
CASH FLOWS FROM INVESTING ACTIVITIES								
Receipts								
Proceeds on disposal of PPE	-	-	-	-	-	-		-
Decrease (Increase) in non-current debtors	-	-	-	-	-	-		-
Decrease (increase) other non-current receivables	-	-	-	-	-	-		-
Decrease (increase) in non-current investments	-	-	-	-	-	-		-
Payments								
Capital assets	-	-	-	-	-	-		-
NET CASH FROM/(USED) INVESTING ACT	-	-	-	-	-	-		-
CASH FLOWS FROM FINANCING ACTIVITIES								
Receipts								
Short term loans	-	-	-	-	-	-		-
Borrowing long term/refinancing	-	-	-	-	-	-		-
Increase (decrease) in consumer deposits	-	-	-	-	-	-		-
Payments								
Repayment of borrowing	178	178	53	178	-	(178)		-
NET CASH FROM/(USED) FINANCING ACT	178	178	53	178	-	(178)		-
NET INCREASE/ (DECREASE) IN CASH HELD	55,995	55,995	6,673	22,352	48,021			71,687
Cash/cash equivalents at beginning:	-	-		-	-			-
Cash/cash equivalents at month/year end:	55,995	55,995		22,352	48,021			71,687

PART 2- SUPPORTING DOCUMENTATION

Debtors' analysis

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M03 September

Description	NT Code	Budget Year 2016/17									
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121- 150 Dys	151-180 Dys	181 Dys 1 Yr	Over 1Yr	Total	Total over 90 days
R thousands											
Debtors Age Analysis By Income Source											
Water	1200	3,849	1,032	982	1,034	1,161	1,144	5,285	31,822	46,310	40,446
Electricity	1300	15,295	392	239	242	238	246	1,383	3,153	21,190	5,262
Property Rates	1400	7,364	508	270	168	196	156	756	13,058	22,476	14,334
Waste Water Management	1500	2,365	570	449	453	413	387	2,299	14,534	21,470	18,086
Waste Management	1600	2,348	485	530	493	497	472	2,703	17,692	25,219	21,857
Property Rental Debtors	1700	47	17	17	17	17	16	94	813	1,038	957
Interest on Arrear Accounts	1810	109	49	76	82	125	122	981	22,275	23,819	23,585
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(2,921)	31	27	30	33	28	201	928	(1,642)	1,220
Total By Income Source	2000	28,456	3,085	2,591	2,521	2,680	2,571	13,700	104,276	159,879	125,748
2015/16 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	1,055	115	37	66	70	63	371	2,155	3,932	2,725
Commercial	2300	15,667	790	281	283	312	277	1,569	8,900	28,079	11,341
Households	2400	9,906	2,000	2,078	1,993	2,136	2,057	10,817	88,433	119,419	105,434
Other	2500	1,828	180	194	180	163	173	944	4,788	8,450	6,247
Total By Customer Group	2600	28,456	3,085	2,591	2,521	2,680	2,571	13,700	104,276	159,879	125,748

Investment portfolio analysis

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M03 September

Investments by maturity Name of institution & investment ID R thousands	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
	Yrs/Months							
Municipality								
Standard Bank	-	-	-	-		-	-	-
ABSA	-	-	-	-		-	-	-
Nedbank	-	-	-	-		-	-	-
Investec	-	-	-	-		-	-	-
	-	-	-	-		-	-	-
	-	-	-	-		-	-	-
Municipality sub-total				-		-	-	-
Entities								
Entities sub-total				-		-	-	-
TOTAL INVESTMENTS AND INTEREST				-		-	-	-

References

1. Yield is calculated as the annualised equivalent
2. Total market value must reconcile with the total of investments on the 'Financial Position statement'

Allocation and grant receipts and expenditure

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - M03 September

Description	Budget Year 2016/17							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
RECEIPTS:								
Operating Transfers and Grants								
National Government:	63,502	63,502	5,052	15,078	24,231	(8,711)	-35.9%	63,502
Local Government Equitable Share	59,734	59,734	4,978	14,934	23,645	(8,711)	-36.8%	59,734
MIG	–	–	8	25	–			–
MSIG	957	957	–	–	239			957
FMG	1,475	1,475	29	68	263			1,475
EPWP	1,336	1,336	36	52	85			1,336
	–	–	–	–	–	–		–
Provincial Government:	64,245	64,245	–	–	30	(30)	-100.0%	64,245
Library MRF	5,498	5,498	–	–	–	–		5,498
Library Conditional Grant	2,477	2,477	–	–	–			2,477
Housing	56,000	56,000	–	–	–	–		56,000
CDW	150	150	–	–	–	–		150
Total Operating Transfers and Grants	128,267	129,340	5,052	15,078	24,291	(8,771)	-36.1%	129,340
Capital Transfers and Grants								
National Government:	197,385	197,922	10,009	24,713	32,394	1,533	4.7%	197,922
	–	–	–	–	–	–		–
	–	–	–	–	–			–
Total Operating Transfers and Grants	128,067	128,603	5,052	15,078	24,291			128,603
	–	–	–	–	–			–
Capital Transfers and Grants	–	–	–	–	–			–
National Government	51,580	51,580	2,498	4,836	7,531	(2,695)	-35.8%	51,580
Provincial Government:	28,841	28,311	70	70	6,960	(6,891)	-99.0%	28,311
RBIG	27,841	27,841	–	–	6,960	(6,960)	-100.0%	27,841
DWAF	–	–	–	–	–			–
Total Capital Transfers and Grants	226,226	226,232	10,149	24,852	39,354	(5,288)	-13.4%	226,232
TOTAL RECEIPTS OF TRANSFERS & GRANTS	354,493	355,572	15,200	39,930	63,645	(14,060)	-22.1%	355,572

Expenditure financed from Grants

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M03 September

Budget Year 2016/17								
Description	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
EXPENDITURE								
Operating expenditure of Transfers and Grants								
National Government:	63,502	63,502	5,052	15,078	24,231	(9,153)	-37.8%	63,502
Local Government Equitable Share	59,734	59,734	4,978	14,934	23,645	(8,711)	-36.8%	59,734
MIG	-	-	8	25	-	25		-
MSIG	957	957	-	-	239	(239)	-100.0%	957
FMG	1,475	1,475	29	68	263	(194)	-73.9%	1,475
EPWP	1,336	1,336	36	52	85	(33)	-39.0%	1,336
Provincial Government:	64,365	64,365	-	-	60	(60)	-100.0%	64,365
Library MRF	5,498	5,498	-	-	-	-		5,498
Library Conditional Grant	2,477	2,477	-	-	-	-		2,477
Housing	56,000	56,000	-	-	-	-		56,000
CDW	150	150	-	-	-	-		150
Tariffs	120	120	-	-	30	(30)	-100.0%	120
Department of Local Government	-	-	-	-	-	-		-
Thusong Centre	-	-	-	-	-	-		-
Maintenance of Transport Infrastructure	120	120	-	-	30	(30)	-100.0%	120
Mandela Memorial	-	-	-	-	-	-		-
Long Term Financial Plan	-	-	-	-	-	-		-
Compliance Assist	-	-	-	-	-	-		-
District Municipality:	-	-	-	-	-	-		-
None	-	-	-	-	-	-		-
Other grant providers:	200	736	-	-	-	-		736
Belgium	200	736	-	-	-	-		736
Total operating expenditure of Transfers and Grants	128,067	128,603	5,052	15,078	24,291	(9,213)	-37.9%	128,603
Capital expenditure of Transfers and Grants								
National Government:	51,580	51,580	2,498	4,836	7,531	(2,695)	-35.8%	51,580
MIG	17,739	17,739	2,460	4,799	571	4,228	740.3%	17,739
MSIG	-	-	-	-	-	-		-
FMG	-	-	-	-	-	-		-
EPWP	-	-	-	-	-	-		-
INEP	5,000	5,000	38	38	-	38		5,000
Rural Development	1,000	1,000	-	-	-	-		1,000
Provincial Government:	-	(530)	70	70	-	70		(530)
Library Conditional Grant	-	(530)	-	-	-	-		(530)
MRF	-	-	-	-	-	-		-
Housing	-	-	70	70	-	70		-
Municipal Infrastructure Support Grant	-	-	-	-	-	-		-
Other grant providers:	-	-	-	-	-	-		-
Public Contribution	-	-	-	-	-	-		-
Belgium	-	-	-	-	-	-		-
Total capital expenditure of Transfers and Grants	51,580	51,049	2,567	4,906	7,531	(2,625)	-34.9%	51,049
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	179,647	179,653	7,619	19,984	31,822	(11,838)	-37.2%	179,653

Expenditure on councillor allowances and employee benefits

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M03 September

Summary of Employee and Councillor remuneration	Budget Year 2016/17							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands								
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	9,165	9,165	641	1,967	2,291	(324)	-14%	7,870
Pension and UIF Contributions	-	-	-	-	-	-		-
Medical Aid Contributions	1,020	1,020	71	189	255	(66)	-26%	756
Motor Vehicle Allowance	-	-	-	-	-	-		-
Cellphone Allowance	-	-	-	-	-	-		-
Housing Allowances	-	-	-	-	-	-		-
Other benefits and allowances	-	-	-	-	-	-		-
Sub Total - Councillors	10,185	10,185	713	2,156	2,546	(390)	-15%	8,626
% increase								
Senior Managers of the Municipality								
Basic Salaries and Wages	4,062	4,062	346	1,041	1,016	25	2%	4,163
Pension and UIF Contributions	670	670	58	174	167	7	4%	697
Medical Aid Contributions	124	124	10	30	31	(1)	-5%	119
Overtime	-	-	-	-	-	-		-
Performance Bonus	767	767	-	-	192	(192)	-100%	-
Motor Vehicle Allowance	900	900	76	224	225	(1)	0%	898
Cellphone Allowance	-	-	-	-	-	-		-
Housing Allowances	66	66	-	-	16	(16)	-100%	-
Other benefits and allowances	145	145	6	18	36	(18)	-50%	72
Payments in lieu of leave	-	-	-	-	-	-		-
Long service awards	-	-	-	-	-	-		-
Post-retirement benefit obligations	-	-	-	-	-	-		-
Sub Total - Senior Managers	6,734	6,734	496	1,487	1,684	(196)	-12%	5,949
% increase								
Other Municipal Staff								
Basic Salaries and Wages	81,532	81,532	6,088	18,201	20,383	(2,182)	-11%	72,804
Pension and UIF Contributions	14,540	14,540	1,105	3,277	3,635	(358)	-10%	13,109
Medical Aid Contributions	6,916	6,916	481	1,443	1,729	(286)	-17%	5,771
Overtime	10,152	10,152	1,098	3,102	2,538	564	22%	12,407
Performance Bonus	6,813	6,813	574	1,688	1,703	(15)	-1%	6,754
Motor Vehicle Allowance	4,251	4,251	355	1,033	1,063	(30)	-3%	4,132
Cellphone Allowance	-	-	-	-	-	-		-
Housing Allowances	5,258	5,168	113	338	1,292	(954)	-74%	1,353
Other benefits and allowances	3,454	3,454	215	704	863	(159)	-18%	2,816
Payments in lieu of leave	750	750	1,176	1,289	188	1,102	588%	5,157
Long service awards	367	367	37	112	92	20	22%	447
Post-retirement benefit obligations	9,473	9,473	1,021	3,065	2,368	697	29%	12,260
Sub Total - Other Municipal Staff	143,505	143,415	12,264	34,252	35,854	(1,601)	-4%	137,010
% increase								
Total Parent Municipality	160,425	160,335	13,472	37,896	40,084	(2,187)	-5%	151,585

Report: Expenditure on Staff & Councillor Benefits - September 2016

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2016/2017	Amended Budget 2016/2017	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	93,274,153.00	93,274,153.00	20,968,894.41	22.48%
66(b)	Contributions to pension funds and medical aid	21,391,315.00	21,391,315.00	4,742,817.22	22.17%
66(c)	Travel, accommodation and subsistence	5,151,014.00	5,151,014.00	1,257,802.00	24.42%
66(d)	Housing benefits and allowances	5,334,334.00	5,244,334.00	340,067.08	6.48%
66(e)	Overtime	7,338,291.00	7,338,291.00	2,231,017.83	30.40%
66(f)	Loans and advances	0.00	0.00	0.00	0.00%
66(g)	Other type of benefit or allowances related to staff	15,922,609.00	15,922,609.00	5,994,217.50	37.65%
	Sub - Total (Staff Benefits)	R 148,411,716.00	R 148,321,716.00	R 35,534,816.04	23.96%
Councillor Benefits					
MAY	Mayor	828,861.00	828,861.00	185,650.93	22.40%
DM	Deputy Mayor	611,755.00	611,755.00	137,758.39	22.52%
SP	Speaker	612,012.00	612,012.00	137,816.26	22.52%
MCM	Mayoral Committee members	2,241,908.00	2,241,908.00	516,380.93	23.03%
CLLR	Other Councillors	4,150,361.00	4,150,361.00	934,293.19	22.51%
MED	Medical aid contributions	44,740.00	44,740.00	12,092.01	27.03%
PEN	Pension fund contributions	975,395.00	975,395.00	176,900.55	18.14%
WARD	Ward Committee Allowance	720,000.00	720,000.00	55,500.00	7.71%
	Sub - Total (Councillors' Benefits)	R 10,185,032.00	R 10,185,032.00	R 2,156,392.26	21.17%
Total Councillor and Staff Benefits		R 158,596,748.00	R 158,506,748.00	R 37,691,208.30	23.78%

Bank Account Withdrawals not in Terms of an Approved Budget

Report in terms of the Municipal Finance Management Act, section 11(4)

Consolidated Quarterly Report for period 01/07/2016 to 30/09/2016

Date	Payee	Amount in R'000	Description and Purpose (including section reference e.g. sec 11(f))	Authorised by (name)
31/07/2015	Normal Payments	3,867,847.68	Normal Expenses	Officials delegated by CFO
31/07/2015	Dept of Prov Admin	1,564,906.95	Monthly Traffic payments	Officials delegated by CFO
31/08/2015	Normal Payments	4,006,301.69	Normal Expenses	Officials delegated by CFO
31/08/2015	Dept of Prov Admin	1,361,061.55	Monthly Traffic payments	Officials delegated by CFO
30/09/2015	Normal Payments	3,972,892.31	Normal Expenses	Officials delegated by CFO
30/09/2015	Dept of Prov Admin	1,866,026.05	Monthly Traffic payments	Officials delegated by CFO
	TOTAL	16,639,036.23		

Performance report

Witzenberg Municipality

SDBIP 2016/2017: Top Layer SDBIP Report

Ref	KPI	Unit of Measurement	Annual Target	Year-To-Date As At September 2016				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL1	% Expenditure on Maintenance Budget by Technical Directorate	Percentage of budget spent.	99%	25%	15%	R	[D53] Director: Technical Services: Target not met (September 2016)	[D53] Director: Technical Services: Maintenance work scheduled for execution (September 2016)
TL2	% Expenditure on Capital Budget by Technical Directorate	Percentage of budget spent.	95%	10%	7%	R	[D37] Director: Technical Services: target not met (September 2016)	[D37] Director: Technical Services: in process of appointing consultants & contractors to execute relevant capital projects (September 2016)
TL3	Percentage compliance with drinking water quality standards.	Percentage compliance.	97%	97%	100%	G2	[D46] Manager: Water: Compliance achieved (September 2016)	[D46] Manager: Water: None (September 2016)
TL4	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	<1%	1%	0%	B	[D139] Manager: Income: No outstanding connections (September 2016)	
TL5	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	<1%	1%	0%	B	[D140] Manager: Income: No outstanding connections (September 2016)	
TL6	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	<1%	1%	0%	B	[D141] Manager: Income: No outstanding connections (September 2016)	
TL7	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service.	Percentage of outstanding applications.	<1%	1%	0%	B	[D142] Manager: Income: No outstanding applications based on sewerage applications (September 2016)	
TL8	Decrease unaccounted water losses.	Percentage water losses.	20%	20%	30%	R	[D45] Manager: Water: > 20% - The Finance Sold values decreased a lot for the last two months. Specific changes for Ceres, PAH and Tulbagh. An email was sent through to them to discuss values, waiting on a response. (September 2016)	[D45] Manager: Water: Meet with the Finance Department to discuss the Sold values (September 2016)
TL9	Decrease unaccounted electricity losses.	Percentage electricity losses.	9%	9%	6%	B	[D49] Head: Electrotechnical Services: target met (September 2016)	[D49] Head: Electrotechnical Services: n/a (September 2016)
TL10	Kilometres of roads upgraded & rehabilitated	Kilometres of roads	2	0	0	N/A		
TL11	Number of subsidised serviced sites developed.	Number of serviced plots.	0	0	0	N/A		
TL12	Provide basic services - number of informal areas with sufficient communal water services points (taps).	Number of informal areas.	3	3	3	G	[D47] Manager: Water: Achieved (September 2016)	[D47] Manager: Water: Formalize area (September 2016)
TL13	Provide basic services - number of informal areas with sufficient communal sanitation services points (toilets).	Number of informal areas.	3	3	3	G	[D43] Manager: Sanitation: Target achieved (September 2016)	[D43] Manager: Sanitation: Formalize area (September 2016)
TL14	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area-cleaning service.	Number of informal areas.	3	3	3	G	[D44] Manager: Solid Waste & Cleansing: achieved (September 2016)	
TL15	Number of subsidised electricity connections installed.	Number of connections.	200	0	0	N/A	[D48] Head: Electrotechnical Services: See KPI operating procedure (September 2016)	[D48] Head: Electrotechnical Services: None Required (September 2016)
TL16	Percentage budget spent on implementation of Workplace Skills Plan.	Percentage of budget spent.	95%	25%	14%	R	[D116] Manager: Human Resources: Target not Met (September 2016)	[D116] Manager: Human Resources: Fast Track Tender Processes Delays in Rolling out of Training Interventions linked to R&S processes. (September 2016)
TL17	Percentage of people from employment equity target groups employed in the three highest levels of management in	Percentage of equity groups	75%	0%	0%	N/A		
TL18	Financial viability expressed as Debt-Coverage ratio	Ratio	16	16	24.33	B	[D137] Manager: Financial Administration: The ratio indicates that the municipality is able to cover debt service payments with own revenue (September 2016)	
TL19	Financial viability expressed as Cost-Coverage ratio	Ratio	1.6	1.6	3.94	B	[D136] Manager: Financial Administration: In comparison with 2015-2016 (3.61) the ratio increased. This could be due to improved debt collection or due to the fact that Grant funding was received, increasing cash and cash equivalents. It is expected that the ration will be closer to norm during the course of the year (September 2016)	
TL20	Financial viability expressed outstanding service debtors	Ratio	44%	44%	57%	R	[D138] Manager: Financial Administration: It is of the utmost importance that the indigent and credit control policies of council be strictly adhered to improve the collection of debt. (September 2016)	
TL21	Opinion of the Auditor-General on annual financial statements of the previous year.	Opinion of AG.	1	0	0	N/A		
TL22	Increased revenue collection	Percentage revenue collected.	95%	95%	93%	O	[D125] Manager: Income: Target almost met (September 2016)	[D125] Manager: Income: Implementation of water management devices (September 2016)

Witzenberg Municipality

SDBIP 2016/2017: Top Layer SDBIP Report

Ref	KPI	Unit of Measurement	Annual Target	Year-To-Date As At September 2016					Departmental SDBIP Comments	Departmental Corrective Measures
				Target	Actual	R				
TL23	Percentage of budget spent on maintenance.	Percentage of budget spent.	98%	25%	15.30%	R			[D143] Manager: Financial Administration: Strategies should be implemented to increase the performance on Repairs & Maintenance (September 2016)	[D143] Manager: Financial Administration: Strategies should be implemented to increase the performance on Repairs & Maintenance (September 2016)
TL24	Percentage spend of capital budget.	Percentage of budget spent.	95%	10%	6.10%	R			[D144] Manager: Financial Administration: Strategies should be implemented to improve performance on the Capital Budget (September 2016)	[D144] Manager: Financial Administration: Strategies should be implemented to improve performance on the Capital Budget (September 2016)
TL25	Number of IDP community meetings held.	Number of meetings held.	14	0	0	N/A				
TL26	Number of meetings with inter-governmental partners.	Number of meetings held.	12	3	3	G			[D85] Director: Community Services: IGR Meetings held. (September 2016)	
TL27	Customer satisfaction survey (Score 1-5) - community facilities.	Score of survey.	2.5	0	0	N/A				
TL28	% Expenditure on Maintenance Budget by Community Directorate	Percentage of budget spent.	98	25%	44.94%	B			[D93] Director: Community Services: Target reached. (September 2016)	
TL29	% Expenditure on Capital Budget by Community Directorate	Percentage of budget spent.	95	10%	1%	R			[D94] Director: Community Services: Target not reached. (September 2016)	[D94] Director: Community Services: Tenders in process. (September 2016)
TL30	Number of account holders subsidised through the municipality's indigent Policy	Number of account holders.	2750	2,750	2,632	B			[D82] Manager: Social Development: Statistics done. (September 2016)	[D82] Manager: Social Development: Statistics decrease because of threshold. (September 2016)
TL31	The number of jobs created through municipality's local economic development initiatives including capital projects.	Number of jobs created.	390	90	90	G			[D81] Manager: LED: Statistics. (September 2016)	
TL32	Number of social development programmes implemented	Number of programmes.	20	4	4	G			[D83] Manager: Social Development: HIV Awareness held. (September 2016) [D86] Manager: Social Development: Substance abuse programs in Wolseley and Kromfontein. (September 2016) [D88] Manager: Social Development: ECD Training. (September 2016) [D90] Manager: Social Development: Program was held on Persons with Disabilities. (September 2016)	
TL33	Number of housing opportunities provided per year.	Number of top structures.	200	0	0	N/A				
TL34	Number of Rental Stock transferred	Number of properties transferred.	60	10	6	R			[D80] Manager: Human Settlements: Transfer process delayed due to erven not registered in Deeds Office, original deeds lost and time consuming to be found which occurs in extra costs (September 2016)	[D80] Manager: Human Settlements: Targets needs to be reduced because of unforeseen circumstances (September 2016)
TL35	Revisit Municipal Land Audit and draw up an implementation plan. Phase implementation from 14/15 onwards.	Phased implementation	1	0	0	N/A				
TL36	Compile & Implementation of LED Strategy	Phased implementation	1	0	0	N/A				

Municipal Manager's quality certification

Quality Certificate

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the quarterly budget assessment have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Print name Mr D NASSON

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature: _____

Date 19 October 2016



HAND-OVER REPORT FOR THE NEWLY ELECTED COUNCIL: 2016

NAMES AND PHONE NUMBERS OF MANAGEMENT

NAME	POST	CELL PHONE NUMBER
Barnard JF	Director: Technical Services	078 095 3365
Frieslaar MG	Manager: Supply Chain Management	072 431 1160
Green MJ	Manager: Traffic	071 897 8755
Hofmeester AJ	Manager: IDP	083 348 3606
Jacobs JJA	Manager: Cleansing	078 456 7166
Jacobs N	Manager:: Water en Sewerage	071 670 3873
Krieger JS	Director: Community Services	078 019 2672
Kritzinger HJ	Director: Finance	083 382 6117
Le Roux JH	Manager: Income	079 699 2127
Lintnaar EG	Manager: Streets en Storm Water	071 670 6761
Lintnaar GA	Manager: Sosio-Economic Development	072 994 0700
Mackenzie CJ	Manager: Housing	083 325 5317
Mpeluza MG	Director: Corporate Services	074 587 5981
Nasson D	Municipal Manager	083 647 5909
Radjoo A	Manager: Communication and Marketing	072 621 2784
Raubenheimer AJ	Deputy-Director: Finance	082 884 1775
Samuels JM	Manager: Resorts	083 675 8824
Swanepoel JH	Manager: Projects and Performance Management	083 287 7747
Swartbooi IM	Manager: Human Resource Management	082 674 7934
Taljaard HO	Senior Town Planner	076 371 6058
Truter H	Manager: Parks and Recreation	073 753 4337
Van den Heever P	Head: Electro Technical Services	076 473 4380
Visser JH	Manager: Fire Services	082 804 4554
Wessels CG	Manager : Administration	082 809 3902

1. Overview of the Demographic and socio-economic characteristics of the Municipality

1.1 Municipal Overview

The Witzenberg Local Municipality (LM), founded in 2000, is classified as a Category B municipality and is responsible for basic service provision to the demarcated municipal area that includes the towns of Ceres, Tulbagh, Prince Alfred's Hamlet, Wolseley and Op-Die-Berg. The rural areas within the municipal boundary are Ceres Valley, Koue Bokkeveld, Achter-Witzenberg and the northern portion of Breede River Valley (Land van Waveren).

The climate in Witzenberg is known for its hot and dry summer days. Winds are seasonal and generally North-westerly or South-easterly. The average annual rainfall in Ceres is about 1088 mm and the average temperature range is 2, 4°C to 29, 9°C.

Located in the picturesque and fertile Breede Valley, Witzenberg is best known for its fruit and wine products. The region is also well-known for producing other agriculturally-linked products such as olives and grain, as well as for producing beef and pork products. Horse and cattle stud farms are also found within the municipal area.

1.2 Municipal Demographics

As per Census 2011, the Western Cape population composes of 11.25 per cent of the total population of the country with 5.8 million persons, having increased from 4.5 million in 2001. Thus the Western Cape population grew at a rate of 2.6 per cent per annum between 2001 and 2011. This is faster than the national population growth rate of 1.5 per cent and is largely due to immigration to the Western Cape, where individuals believe they can obtain jobs and better standards of living.

In 2013 Witzenberg accounted for the second smallest population size in the Cape Winelands District consisting of 120 094 persons. It is however the fastest growing municipality in the District growing at an average annual rate of 3.1 per cent from 2001 to 2013. This is much faster than the District growth rate of 1 per cent per annum, indicating that net in-migration may be occurring within this municipal area.

1.3 Socio-Economic Characteristics

The municipality has one of the most progressive social programmes in the country and prides itself on delivery of services to the poorest of the poor. A number of safety nets and programmes are in place to protect the most vulnerable in our communities. Witzenberg municipality is often quoted by National and Provincial Government when they deal with socio- economic issues. The municipality will also embark on a programme that will ensure that we move away from culture of dependency to one of empowerment. Our socio-economic projects and programmes will now be refocused to achieve the objectives of individual empowerment as opposed to dependency.

The municipality has shown an enormous improvement in the delivery of basic services and infrastructure to the communities it serves as well achieving major successes and awards. We have received Unqualified Audits for the last three years and will be working towards a Clean Audit in 2016.

Developmental local governance is shaped by specific policy and legislative guidelines. Whilst these policies have been implemented they cannot operate in isolation of strong intergovernmental relations. Intergovernmental relations are regulated in South Africa through guidelines in the Intergovernmental Relations Framework Act No 13, 2005 (IGRF Act). The Witzenberg municipality is of the opinion that challenges of poverty, inequality and marginalization of vulnerable groups and communities are best addressed through _concerted efforts by all three spheres working together, integrating their actions in the

provision of quality services. For that reason the municipality successfully started since 2008 with bi-monthly IGR Forum meetings with all government departments working in the municipal area to ensure effective, economical and efficient service delivery to the community.

1.4 Vision and Mission

Vision:

A Municipality that cares for its community, creating growth and opportunities.

Mission

The Witzenberg Municipality is committed to improve the quality of life of its community by:

- Providing and maintaining affordable services.
- Promoting Social and Economic Development
- The effective and efficient use of available resources
- Effective Stakeholder and Community participation

1.5 Municipal Challenges

CHALLENGES	ACTIONS TO ADDRESS
Environment	
Management and conservation of new identified critical biodiversity areas	Develop management plan for conservation areas with budget
Infrastructure and backlogs	
Extension and upgrading of basic services in informal areas	Address through implementation of housing projects and budget for extension and upgrading needed
Upgrading and maintenance of roads	Pavement Management System updated. Increase budget allocation to address critical backlogs
Growth of informal settlements and eviction of farm workers	Key growth areas has been identified, focus infrastructure investment towards these areas. Informal settlement growth in other areas should be discouraged and stopped
Critical shortage of office space at Ceres	Project implemented to extend existing main office. Due to insufficient funds project can take up to 6 years to address needs
Housing	
Farm Evictions	Plan of action to created and adopted by council
Annual budget allocation – DORA received too small to address the housing backlog	DOHS to address allocation to municipality because the backlog on for housing application increases on a daily basis
Safety and security	
Safety of vulnerable women and children	Child protection programmes, 16 days of activism on violence against women and children campaigns
Social and community development	
Seasonal poverty	Poverty alleviation programmes : National War on Poverty to facilitate access to social grants, job creation programmes
Access to basic services for poor households	Execution of the Indigent subsidy to currently more than 2600 households
Child and Women Abuse	Programmes on Gender base violence be implemented

Youth unemployment	Youth development through skills development programmes: War on Poverty, NARYSEC programme from Department Rural Development
Children deprived from Early childhood development in some Wards	Initiate partnerships with Business and IGR partners, allocate land and facilitate the building of crèches in areas of greatest need
Substance abuse by minor children	Substance abuse awareness programmes with the School social worker and Department Social development
Lack of programmes to persons with disabilities	Support and strengthen the programmes of all three ngo's delivering services in our area namely APD, Disabled SA and Arise A shine by assisting with land for food security projects and awareness campaigns
Access to services for vulnerable farm workers	Facilitate Jamborees with IGR partners to access ID documents, social grants, health services etc.
FINANCIAL CHALLENGES	
Collection of Debtors	<ul style="list-style-type: none"> • Strong emphasis and control on internal credit control mechanisms, including summonses; • Appointment of external service provider to perform disconnections of defaulters; • Appointment of external service provider to follow up low consumption and non-reaction of disconnections; and • Appointment of service provider for collection of debtors older than 90 days
Generation of cash	<p>Tariff setting to the level that it makes provision for:</p> <ul style="list-style-type: none"> • Sustainable recovery of costs; • Sufficient impairment provision; and • Generation of sufficient cash to fund required funds and reserves. <p>Monitor and control expenditure by more effective and efficient processes</p>
Replacement of aged PPE	Emphasis on replacement of PPE rather than acquiring of new PPE; this must be done via proper replacement programs
LOCAL ECONOMIC DEVELOPMENT CHALLENGES	
Seasonal unemployment	To increase job opportunities by growing the economy through accelerated investment, trade, and innovation
Lack of access to economic sector information	Business Advice Centre Incubation and joint mentorship programmes
Lack of Sector development.	Develop nodes for Agriculture, Tourism light industry linking with corridors : PA Hamlet, Tulbagh, Kluitjieskraal, Resorts Berg-en Dal en Riversong
Slow pace of land reform	Land Redistribution: Skoonvlei, Bella Vista, Kluitjies kraal
A credible LED strategy. Lack of funds to review the strategy	Lobby for technical or financial support
Implementation Plan for the Growth and Development Summit	Growth & Development Summit
Develop Program and Implementation plan for: SMME; Co-ops; Export Development Agriculture; Public Private partnerships with BBBEE focus	Sustainable implementation plans. Lobby for financial support
Social Development and Poverty Alleviation Strategies. No sustainable strategy	Sustainable strategy and implementation plans

Government services	Strengthen the IGR
Interventions in War on Poverty Wards re: Youth, ECD's, Jamborees	Credible service delivery plans. Devise implementation plans
Early Childhood development. Inadequate development program	Credible program and service delivery plans.
Strategy to be refined for Sustainable Youth development	Sustainable strategy and implementation plans
River rehabilitation. Polluted system	Clean rivers. Lobby for financial support
Long-term plan to manage the baboon menace	Reduce the baboon population

1.6 Public Accountability

Section 16 of the Municipal Systems Act (MSA) refers specifically to the development of a culture of community participation within municipalities. It states that a municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance. For this purpose it must encourage and create conditions for the local community to participate in the affairs of the community. Such participation is required in terms of:

- the preparation, implementation and review of the IDP;
- establishment, implementation and review of the performance management system;
- monitoring and review of the performance, including the outcomes and impact of such performance; and
- preparation of the municipal budget.

1.7 Functionality of Ward Committee

The purpose of a ward committee is:

- to get better participation from the community to inform council decisions;
- to make sure that there is more effective communication between the council and the community; and
- to assist the ward councillor with consultation and report-backs to the community.

Ward committees should be elected by the community they serve. A ward committee may not have more than 10 members and women should be well represented. The ward councillor serves on the ward committee and act as the chairperson. Although ward committees have no formal powers, they advise the ward councillor who makes specific submissions directly to the council. These committees play a very important role in the development and annual revision of the integrated development plan of the area.

1.8 Anti-Corruption and Anti-Fraud

Section 83(c) of the MSA refers to the implementation of effective bidding structures to minimize the possibility of fraud and corruption and the Municipal Finance Management Act (MFMA), section 112(1) (m)(i) identify supply chain measures to be enforced to combat fraud and corruption, favouritism and unfair and irregular practices. Section 115(1) of the MFMA states that the accounting officer must take steps to ensure mechanisms and separation of duties in a supply chain management system to minimize the likelihood of corruption and fraud.

1.9 Functions of The Audit Committee

Council adopted its audit charter on 10 March 2009. In terms of the audit charter, the audit committee is also appointed as the performance audit committee. In terms of the audit charter and subject to relevant legislation, the audit committee has the following roles with regards to performance management:

- to advise Council on the functionality of the performance management system;
- to advise Council whether the PMS complies with the Act ;
- to advise Council on the extent to which the municipality's performance measures are reliable in measuring performance;
- to advise Council on the effectiveness of the financial administrative system in terms of systems auditing as well as making recommendations with regard to perceived shortcomings;
- to ensure effective functioning of the Internal Audit unit; and
- to advice Council on the standard of service pertaining to internal audit function.

The Audit Committee have the following functions as prescribed in section 166 (2) (a-e) of the Municipal Finance Management Act, 2003, Local Government Municipal and Performance Management Regulation, 2001:

- To advise the Council on all matters related to compliance and effective governance.
- To review the annual financial statements to provide Council with an authoritative and credible view of the financial position of the municipality, its efficiency and its overall level of compliance with the MFMA, the annual DoRA and other applicable legislation.
- Respond to the council on any issues raised by the Auditor-General in the audit report.
- Carry out such investigations into the financial affairs of the municipality as council may request.
- To perform such other functions as may be prescribed to it by council.
- To review the quarterly reports submitted to it by the internal audit.
- To evaluate audit reports pertaining to financial, administrative and technical systems.
- To evaluate the compliance to existing policies and relevant legislation.
- To evaluate audited financial statements and reports with regard to the procurement of items and services.
- The compilation of reports to Council, at least twice during a financial year.
- To review the performance management system and make recommendations in this regard to Council.
- To assess whether the performance indicators are sufficient.
- To determine possible reasons for discrepancies between performance and targets.
- To identify major risks to which Council is exposed and determine the extent to which risks have been minimized.
- To review significant transactions that does not normally form part of Council's business.
- To review the disaster recovery plans.
- To review the annual report of the municipality.
- Investigating cases of fraud, misbehaviour and conflict of interest involving employees.
- To focus on and review changes in the accounting policies.
- Making recommendations to Council and also carrying out its responsibility to implement the recommendations.
- Investigate any matter it deems necessary for the performance of its duties and the exercise of its powers.
- On a regular basis, review its own effectiveness against pre-set criteria.

- Review the plans of the Internal Audit function and in so doing; ensure that the plan addresses the high-risk areas and ensure that adequate resources are available.
- Review audit results and action plans implemented by management.
- Provide support to the Internal Audit function.
- Ensure that no restrictions or limitations are placed on the Internal Audit section.
- Evaluate the activities of the Internal Audit function in terms of their role as prescribed by legislation.
- Provide council with comments and recommendations with regard to the proposed budget for the following year.

1.10 Internal Auditing

Section 165 (2) (a), (b)(iv) of the MFMA requires that:

The internal audit unit of a municipality must –

- prepare a risk based audit plan and an internal audit program for each financial year; and
- advise the accounting officer and report to the audit committee on the implementation on the internal audit plan and matters relating to:
- risk and risk management.

2. The following documents are included in the information pack distributed to all councillors:

- Councillor Remuneration-Government Gazette 39548
 - Annual Report 2014/2015
 - Budget 2016/2017
 - Financial Analysis
 - Section 71 Report
 - Quarterly Budget Statement Report for the Period 1 April 2016 to 30 June 2016
 - Rules of Order for meetings of Witzenberg Municipal Council
 - Integrated Councillor Induction Programme
 - Tariff Policy
 - Property Rates Policy
 - Credit Control and Debt Collection Policy
 - Cash Management and Investment Policy
 - Consumer Payment Incentive Policy
 - Municipal Supply Chain Management Policy
 - Petty Cash Policy
 - Indigent Policy
 - Budget Policy
 - Budget Virement Policy
 - Asset Management Policy
 - Funding and Reserves Policy
 - Cellular telephone and data card policy
 - Borrowing Policy
 - Long Term Financial Plan Policy
-

CERES

MUNISIPALITEIT



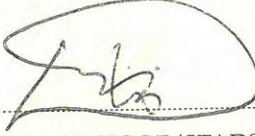
MUNICIPALITY

Hiermee word gesertifiseer dat die titel Raadsheer deur die
Ceres Plaaslike Oorgangsraad toegeken is aan /

*It is certified herewith that the Ceres Transitional Local Council
has bestowed the title of Alderman upon*

John William Schuurman

ter erkenning van sy voortreflike dienstermyn as Raadslid.
in acknowledgement of his excellent term of service as Councillor.


UITVOERENDE HOOF/STADSKLERK
CHIEF EXECUTIVE OFFICER/TOWN CLERK


BURGEMEESTER
MAYOR

3 November 1998

Datum / Date

WITZENBERG MUNICIPALITY

POLICY

CONFERMENT OF ALDERMANSHIP ON COUNCILLORS OF
THE WITZENBERG MUNICIPALITY

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 10. Date of Commencement
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1. DEFINITIONS

“Councillor” means a member of the Municipal Council of the Witzenberg Municipality.

“Municipality” means the Witzenberg Municipality established in terms of Section 12 of the Municipal Structures Act, 117 of 1998 by Provincial Notice 480 dated 22 September 2000 (PN 480/2000)

“Municipal Manager” means the person that is the head of administration and also accounting officer for the municipality, appointed in terms of section 82 of the Municipal Structures Act, Act 117/1998;

“

2. NAME OF POLICY

Conferment of Aldermanship on Councillors of the Witzenberg Municipality

3. POLICY OBJECTIVE

The policy makes provision to honour long-serving members of the Council by awarding them Alderman-status. Councillors are honoured for their contribution to the community.

The policy makes provision for the bestowing of Aldermanship on Councillors on developing communities and in recognition of service rendered to local government and the community it serves. This policy also institute a set criteria to recognize those Councillors who prior to 1 February 1995 serve on the council of municipalities and include concurrent service to municipalities (and disestablished municipalities) within the jurisdiction of the Witzenberg Municipality.

4. CRITERIA FOR ALDERMANSHIP

Aldermanship shall be conferred on a Councillor of the Witzenberg Municipality:

4.1 who obtains the minimum of **20 points** on the following scale:

- (a) **one (1) point for each completed year (12 months) service as a Councillor of Witzenberg; plus**
- (b) **one additional point for each completed year (12 months) service as a member of the Executive of the Witzenberg/Cape Winelands District Municipality prior to 5 December 2000; or a chairperson of a portfolio / standing committee of the Witzenberg / Cape Winelands Municipality; plus**
- (c) **one (1) additional point for each completed year service (12 months) as a mayor, deputy mayor, speaker or a chairperson**

of a portfolio / standing committee of any municipality in the Cape Winelands District, plus

- (d) **three (3) additional points** for **each completed year served** (12 months) as a mayor of the Witzenberg Municipality; plus
- (e) **two additional points** for **each completed year** (12 months) served as a member of the Executive Committee / Mayoral Committee or chairperson of a portfolio / standing committee of the Witzenberg/Cape Winelands District Municipality subsequent to 5 December 2000; plus
- (f) **two additional points** for each completed year served as deputy mayor or speaker of the Witzenberg Council.

- 4.2 who has served on one or more municipalities within the Republic of South Africa for a total period of **10 consecutive years**; (include any term of office prior to 1 February 1995)

Points can only be awarded for service to 1 municipality and not double allocation for e.g if an Appointed councillor is serving on a B-municipality and the District Municipality, only points for being a councillor at the Witzenberg Municipality can be claimed or awarded.

Double allocation of points cannot be claimed / awarded if such councillor is a mayor, deputy mayor or speaker AND serves on the Executive Committee / Mayoral Committee. Only points will be allocated for the position held as Mayor, Deputy Mayor or Speaker.

Double allocation of points cannot be claimed / awarded if such councillor is a mayor or speaker AND serves on the Executive Committee / Mayoral Committee. Only points will be allocated for the position held as Mayor, Deputy Mayor or Speaker.

- 4.3 who serve on the Transitional council;

- 4.4 A **once-off allocation of ten (10) points** awarded to Councillors currently serving and who also served prior to 1 February 1995 (*i.e the period before the commencement of the pre-interim phase of local government transition*)

5. POSTHUMOUS CONFERRAL OF ALDERMANSHIP

The Mayor together with the other members of Council may confer Aldermanship to on any person and may make a posthumous conferral of a Municipal Aldermanship as described in Section 4 (Criteria for Aldermanship) of this policy. The relatives of the Councillors will receive the badge and certificate.

6. "BENEFITS AND PRIVILEGES

The following benefits or privileges are given to Alderman in as far agreed to by council not prohibited by law:

- a) issuing of a lapel badge identifying the wearer as an alderman
- b) issuing of printed certificates;
- c) may attend and take part in civic ceremonies, as invited;
- d) at the discretion of the Executive Mayor, be presented to international/national delegations during his/her term of office as a councillor;
- e) making special parking available within the municipal premises during his/her term of office as a councillor;
- f) retaining his/her name on the municipality's invitation list;
- g) any other privileges or benefits as may be determined by the Council from time to time;

7. IMPLEMENTATION OF POLICY

Any current serving councilor who is the view that he/she qualifies for Aldermanship should notify the Municipal manager in writing together with the necessary details as prescribed in the criteria.

The Municipal Manager shall make a recommendation to the Executive Mayoral Committee after having considered all the relevant details that any current serving Councillors qualifies for Aldermanship.

For monitoring purposes an appropriate database of all current serving councilors as from 5 December 2000 to be created

Please note that Councillors that are bestowed as Alderman are not entitled to receive any allowances or payments or any rights in terms of attending meetings of the Council (if one no longer serve on Council)

8. REMOVAL OF THE TITLE OF ALDERMAN

Subject to the requirements of just administrative action:

- a) Breach the Code of Conduct for Councillors as prescribed in Schedule 1 of the Municipal Systems Act, Act 32 of 2000'
- b) The Council may remove such title should a councilor be found guilty of misconduct; or
- c) When the actions of such a councilor brings the Council into disrepute; or
- d) He/she has acted in a manner unbecoming the office of Alderman;
- e) The Council may remove the title from an ex-councillor who is convicted of a Serious criminal offence or where the actions of such ex-councillor brings the municipality into disrepute or;

- f) The Council shall on good cause shown investigate the facts and circumstances which should give rise to the removal of the title of Aldermanship from any person and report his/her findings to the municipal councilor relevant committee of Council.

9. DATE OF COMMENCEMENT

Takes effect on date of resolution by Council

ANNEXURE A

1. APPLICATION

An application is submitted by the Chief Whip of respective Political Party to the Office of the Municipal Manager requesting the Aldermanship be bestowed on a councilor should be qualify for such honours in terms of the policy.

2. CALCULATION OF POINTS

Following the above application, Directorate Corporate Services compiled a memorandum to the Municipal Manager, confirming that, according to his records, the councilor qualifies for Aldermanship with the total of points as per the policy.

3. CERTIFICATE BY MUNICIPAL MANAGER

The Municipal Manager confirms that the calculations were verified by him and that the awarding of points was within the prescribed criteria.

4. KEEPING AND ADMINISTERING OF CONFERMENT OF COUNCILLORS

Golden badge labels shall be numbered and recorded in a register to be opened for this purpose. These badges shall be kept in a safe place (Archives).

5. KEEPING OF A REGISTER OF TITLE OF ALDERMANSHIP ON COUNCILLORS +CONFERRED

Register must be kept and should indicate the following:

- 5.1 full details of person (s) on whom Aldermanship was conferred
- 5.2 date and detail of Council resolution
- 5.3 copy of certificate and photo of ceremony
- 5.4 date of ceremony
- 5.5 description of badge
- 5.6 serial number of badge
- 5.7 blazer

6. ISSUING OF ACCOMPANYING CERTIFICATES

A description and standard wording of the certificates will be on printed on all certificates and accompanies the golden badge.

7. REPLACEMENT OF BADGE

Councillors who are bestowed as Alderman are responsible for the safekeeping of the badge since the badge is the respective Aldermans's property. If lost, they are responsible for the replacement cost thereof.

8. **PROTOCOL REGARDING THE HANDING OVER OF BADGE AND CERTIFICATE**

The Executive Mayor will hand over the badge, certificate and blazer/jacket bestowing the title of Alderman to Councillors at the last General Council meeting of the Municipality.

In the event of Posthumous conferment, the immediate relatives of the "Alderman" will receive the badge and certificate.

9. **PUBLICATION OF CONFERMENT OF TITLE OF ALDERMAN**

This ceremonial conferment of the title of Alderman will be published in the local media and the website of the municipality.