

<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, 29 Maart 2017 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, 29 March 2017 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	Alderman 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	Principal Administrative Officer
Committee Clerk		

TER INLIGTING / FOR INFORMATION

Volledige stukke		
Wnd. Voorsitter: IMATU (Me. M Pieterse)	Wnd. Voorsitter: SAMWU (Mnr. C Appolis)	
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**

22 March 2017

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 councillor on his birthday:

- Councillor G Laban 19 March

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 minutes of the council meeting, held on 27 February 2017, are attached as **annexure 4.1**.

RECOMMENDED

That the minutes of the council meeting, held on 27 February 2017, be approved and signed by the Speaker:

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 Technical Services, held on 23 November 2016: **Annexure 7.1(a).**
- (b) Performance, Risk and Audit Committee, held on 17 January 2017: **Annexure 7.1(b).**
- (c) Executive Mayor and Mayoral Committee, held on 20 January 2017: **Annexure 7.1(c).**
- (d) Committee for Housing Matters, held on 9 February 2017: **Annexure 7.1(d).**
- (e) Committee for Community Development, held on 16 February 2017: **Annexure 7.1(e).**
- (f) Committee for Corporate and Financial Services, held on 16 February 2017: **Annexure 7.1(f).**
- (g) Executive Mayor and Mayoral Committee, held on 23 February 2017: **Annexure 7.1(g).**

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 Report: Monthly report of the Department Finance: January 2017 (9/1/2/2)

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 16 March 2017.
- (b) Item 7.1.1 of the Executive Mayor and Mayoral Committee meeting, held on 22 March 2017.

The monthly report of the Department Finance for January 2017 is attached as **annexure 8.1.1**.

Alderman J Schuurman enquired with regard to the many water reading estimations. The Municipal Manager responded that a service provider was appointed to assist the water meter readers.

Alderman Schuurman expressed concern with regard to water management. The Municipal Manager responded that a tender is ready to be published for new water meters, but a public participation process is needed.

Alderman Schuurman enquired with regard to the number of electricity disconnections. The Municipal Manager responded that the Chief Financial Officer is investigating different ratios to solve the problems.

The Committee for Corporate and Financial Services resolved on 16 March 2017 to recommend to the Executive Mayor and Mayoral Committee and Council that the content of the monthly report of the Department Finance for January 2017 be noted and same be accepted.

The following matters were highlighted at the Executive Mayor and Mayoral Committee meeting:

- The Deputy Executive Mayor, Councillor K Adams, enquired with regard to outstanding councillor municipal accounts. This matter will be referred to the Speaker for consideration of accounts over 90 days.
- The Municipal Manager responded on a question from Councillor E Sidego to the satisfaction of the Executive Mayor and Mayoral Committee that the payment to Giovanni's Fisheries is for various goods delivered.
- The Municipal Manager clarified the capital spending and the improvement expected in the following two months with the completion of projects at Bella Vista and Nduli.

The Executive Mayor and Mayoral Committee resolved on 22 March 2017 to recommend to Council that the content of the monthly report of the Department Finance for January 2017 be noted and same be accepted.

RECOMMENDED

The Executive Mayor and Mayoral Committee recommend to Council:

that the content of the monthly report of the Department Finance for January 2017 be noted and same be accepted.

**8.1.2 Submission of Draft 2017/2018 Top Layer SDBIP
(5/1/510)**

Item 7.1.2 of the Executive Mayor and Mayoral Committee meeting, held on 22 March 2017, refers.

The following memorandum, dated 16 March 2017, was received from the Manager: Projects and Performance:

"The Municipal Finance Management Act No. 56 of 2003 (MFMA) and National Treasury MFMA Circular No. 13 requires that municipalities must prepare a Service Delivery Budget Implementation Plan (SDBIP) indicating how the budget and the strategic objectives of Council will be implemented. The SDBIP is prepared in terms of Section 53(1)(c)(ii) of the Municipal Finance Management (MFMA), National Treasury MFMA Circular No. 13 and the Budgeting and Reporting Regulation.

The Top Layer of the SDBIP must be submitted for approval to the Mayor within 14 days after the approval of the budget. The Top Layer SDBIP must be approved by the Mayor within 28 days after the budget has been approved to ensure compliance with the above-mentioned legislation and published on the municipal website.

The attached Draft 2017/18 Top Layer SDBIP (**annexure 8.1.2**) only includes proposed non-financial targets at this stage as financial targets can only be included after the approval of the 2017/18 Budget."

The Executive Mayor and Mayoral Committee resolved on 22 March 2017 to recommend to Council that the matter in respect of the submission of the Draft 2017/2018 Top Layer SDBIP be workshopped by Council.

RECOMMENDED

The Executive Mayor and Mayoral Committee recommend to Council:

that the matter in respect of the submission of the Draft 2017/2018 Top Layer SDBIP be workshopped by Council.

8.1.3 Finance: Draft Budget and Draft IDP: 2017/2018
(5/1/1/16 & 2/2/1)

The following memorandum, dated 22 March 2017, was received from the Director: Finance:

“1. Purpose

The purpose of this report is to table the 2017/2018 draft Budget and IDP for consideration to the Executive Mayor and Council.

2. Legal framework

Section 16 - 18 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) stipulates as follows:

‘Annual budgets

16. (1) The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.
- (2) **In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.**
- (3) Subsection (1) does not preclude the appropriation of money for capital expenditure for a period not exceeding three financial years, provided a separate appropriation is made for each of those financial years.’

‘Contents of annual budgets and supporting documents

17. (1) An annual budget of a municipality must be a schedule in the prescribed format –
- (a) setting out realistically anticipated revenue for the budget year from each revenue source;
 - (b) appropriating expenditure for the budget year under the different votes of the municipality;
 - (c) setting out indicative revenue per revenue source and projected expenditure by vote for the two financial years following the budget year;
 - (d) setting out –
 - (i) estimated revenue and expenditure by vote for the current year; and
 - (ii) actual revenue and expenditure by vote for the financial year preceding the current year; and
 - (e) a statement containing any other information required by section 215(3) of the Constitution or as may be prescribed.
- (2) An annual budget must generally be divided into a capital and an operating budget in accordance with international best practice, as may be prescribed.
- (3) When an annual budget is tabled in terms of Section 16 (2), it must be accompanied by the following documents:
- (a) draft resolutions –
 - (i) approving the budget of the municipality;

- (ii) imposing any municipal tax and setting any municipal tariffs as may be required for the budget year;
- (iii) approving the budgets for the relevant financial year of each municipal entity under the sole or shared control of the municipality; and
- (iv) approving any other matter that may be prescribed;
- (b) measurable performance objectives for each vote in the budget, taking into account the municipality's integrated development plan;
- (c) a projection of cash flow for the budget year by revenue source, broken down per month;
- (d) any proposed amendments to the municipality's integrated development plan following the annual review of the integrated development plan in terms of section 34 of the Municipal Systems Act;
- (e) any proposed amendments to the budget-related policies of the municipality;
- (f) particulars of the municipality's investments;
- (g) any prescribed budget information on municipal entities under the sole or shared control of the municipality;
- (h) particulars of all proposed new municipal entities which the municipality intends to establish or in which the municipality intends to participate;
- (i) particulars of any proposed service delivery agreements, including material amendments to existing service delivery agreements;
- (j) particulars of any proposed allocations or grants by the municipality to –
 - (i) other municipalities;
 - (ii) any municipal entities and other external mechanisms assisting the municipality in the exercise of its functions or powers;
 - (iii) any other organs of state;
 - (iv) any organisations or bodies referred to in section 67(1);
- (k) the proposed cost to the municipality for the budget year of the salary, allowances and benefits of –
 - (i) each political office-bearer of the municipality;
 - (ii) councillors of the municipality; and
 - (iii) the municipal manager, the chief financial officer, each senior manager of the municipality and any other official of the municipality at a remuneration package at least equal to that of a senior manager;
- (l) the proposed cost for the budget year to a municipal entity under the sole or shared control of the municipality of the salary, allowances and benefits of –
 - (i) each member of the entity's board of directors; and
 - (ii) the chief executive officer and each senior manager of the entity; and
- (m) any other supporting documentation as may be prescribed.'

'Funding of expenditures

- 18. (1) An annual budget may only be funded from –
 - (a) realistically anticipated revenues to be collected;
 - (b) cash-backed accumulated funds from previous years' surpluses not committed for other purposes; and
 - (c) borrowed funds, but only for the capital budget referred to in section 17 (2).

- (2) Revenue projections in the budget must be realistic, taking into account –
 - (a) projected revenue for the current year based on collection levels to date; and
 - (b) actual revenue collected in previous financial years.’

3. Discussion

The Budget documents and IDP will be tabled at the Council Meeting to be held on 29 March 2017.”

RECOMMENDED

- (a) *That Council takes notice that the Budget documents and IDP of Witzenberg Municipality for the financial year 2017/2018; and the indicative budget for the two years 2018/2019 and 2019/2020 have been tabled by the Executive Mayor in Council.*
- (b) *That the public participation process as per the IDP and Budget Process Plan be followed.*

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Adopting the Witzenberg Spatial Development Framework as a core component of the IDP: Proposed programme (15/4/P)

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Technical Services, held on 22 February 2017.
- (b) Item 7.2.1 of the Executive Mayor and Mayoral Committee meeting, held on 22 March 2017.

A memorandum from the Manager: Town Planning and Building Control, dated 26 January 2017, is attached as **annexure 8.2.1**.

The Committee for Technical Services resolved on 22 February to recommend to Council:

that the following programme be approved in terms of Section 4(1) of the Witzenberg Land Use Planning By-Law:

The following process will allow the municipality to adopt the SDF, as part of the IDP, in preparation for the new five year cycle, starting on 1 July 2017:

Step	Steps to be undertaken	Underpinning legislation	Timeframe
1	The Council must give notice of its intention to adopt the SDF and invite the public to submit written representations on the SDF to the Council within 60 days after the publication of the notice. In addition, any organs of state or	SPLUMA – Section 20 (3) MSA, Section 29(1)(b)(iii)	60 days

Agenda: Raadsvergadering 29 Maart 2017
Agenda: Council meeting 29 March 2017

	other role players must be identified and consulted on the proposed SDF. All representations received must be considered.		
2	At the same time the Provincial Minister must submit written comment to the Municipality within 60 days. The municipality may not adopt its SDF, until comment has been received from the Provincial Minister or 60 days have passed.	LUPA – Section 13 (2) LUPA – Section 13 (1) (b)	
3	Upon completion of the Consultation process (under steps 1 to 2) the Planning Department must provide a written report to the Council to recommend the adoption of the SDF.	By-Law – Section 4(4)	30 days
4	Once adopted by the Council, a notice of this adoption must appear in the media and the Provincial Gazette, within 14 days of the date of adoption.	SPLUMA Section 20(1) By-Law – Section 6(2)	14 days
5	The Municipal Manager must also within 10 days of the adoption of the SDF, submit to the Provincial Minister/MEC for Local Government the following: (a) a written notice of the decision to adopt the municipal spatial development framework, (b) the adopted SDF (c) a report setting out the response of the municipality to the comments of the Provincial Minister.	LUPA Section 14 (a) – (c) By-Law – Section 6(1)	10 days

The Executive Mayor and Mayoral Committee resolved on 22 March 2017 to recommend to Council that the following programme be approved in terms of Section 4(1) of the Witzenberg Land Use Planning By-Law:

The following process will allow the municipality to adopt the SDF, as part of the IDP, in preparation for the new five year cycle, starting on 1 July 2017:

Step	Steps to be undertaken	Underpinning legislation	Timeframe
1	The Council must give notice of its intention to adopt the SDF and invite the public to submit written representations on the SDF to the Council within 60 days after the publication of the notice. In addition, any organs of state or other role players must be identified and consulted on the proposed SDF. All representations received must be considered.	SPLUMA – Section 20 (3) MSA, Section 29(1)(b)(iii)	60 days

Agenda: Raadsvergadering 29 Maart 2017
Agenda: Council meeting 29 March 2017

2	At the same time the Provincial Minister must submit written comment to the Municipality within 60 days. The municipality may not adopt its SDF, until comment has been received from the Provincial Minister or 60 days have passed.	LUPA – Section 13 (2) LUPA – Section 13 (1) (b)	
3	Upon completion of the Consultation process (under steps 1 to 2) the Planning Department must provide a written report to the Council to recommend the adoption of the SDF.	By-Law – Section 4(4)	30 days
4	Once adopted by the Council, a notice of this adoption must appear in the media and the Provincial Gazette, within 14 days of the date of adoption.	SPLUMA Section 20(1) By-Law – Section 6(2)	14 days
5	The Municipal Manager must also within 10 days of the adoption of the SDF, submit to the Provincial Minister/MEC for Local Government the following: (a) a written notice of the decision to adopt the municipal spatial development framework, (b) the adopted SDF (c) a report setting out the response of the municipality to the comments of the Provincial Minister.	LUPA Section 14 (a) – (c) By-Law – Section 6(1)	10 days

RECOMMENDED

The Executive Mayor and Mayoral Committee recommend to Council:

that the following programme be approved in terms of Section 4(1) of the Witzenberg Land Use Planning By-Law:

The following process will allow the municipality to adopt the SDF, as part of the IDP, in preparation for the new five year cycle, starting on 1 July 2017:

Step	Steps to be undertaken	Underpinning legislation	Timeframe
1	<i>The Council must give notice of its intention to adopt the SDF and invite the public to submit written representations on the SDF to the Council within 60 days after the publication of the notice. In addition, any organs of state or other role players must be identified and consulted on the proposed SDF. All representations received must be considered.</i>	SPLUMA – Section 20 (3) MSA, Section 29(1)(b)(iii)	60 days

Agenda: Raadsvergadering 29 Maart 2017
Agenda: Council meeting 29 March 2017

2	<i>At the same time the Provincial Minister must submit written comment to the Municipality within 60 days. The municipality may not adopt its SDF, until comment has been received from the Provincial Minister or 60 days have passed.</i>	LUPA – Section 13 (2) LUPA – Section 13 (1) (b)	
3	<i>Upon completion of the Consultation process (under steps 1 to 2) the Planning Department must provide a written report to the Council to recommend the adoption of the SDF.</i>	By-Law – Section 4(4)	30 days
4	<i>Once adopted by the Council, a notice of this adoption must appear in the media and the Provincial Gazette, within 14 days of the date of adoption.</i>	SPLUMA Section 20(1) By-Law – Section 6(2)	14 days
5	<i>The Municipal Manager must also within 10 days of the adoption of the SDF, submit to the Provincial Minister/MEC for Local Government the following:</i> <i>(a) a written notice of the decision to adopt the municipal spatial development framework,</i> <i>(b) the adopted SDF</i> <i>(c) a report setting out the response of the municipality to the comments of the Provincial Minister.</i>	LUPA Section 14 (a) – (c) By-Law – Section 6(1)	10 days

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

Item 7.2.2 of the Executive Mayor and Mayoral Committee meeting, held on 22 March 2017, refers.

The following memorandum, dated 15 March 2017, was received from the Director: Technical Services:

“1. Purpose

Council resolved per council resolution 8.2.5 of 18 May 2016 that the Witzenberg Drought Management Plan be approved and implemented accordingly.

2. Background

Since the adoption of the Drought Management Plan it has been implemented accordingly. Some points in the drought policy now need amendment, as there is still sufficient water in the dam, but the policy indicates moderate restrictions to be implemented as from 60 % . The Drought Management Plan (as approved per council resolution 8.2.5 of 18 May 2016) is attached as **annexure 8.2.2(a)**.

3. Discussions

Currently moderate restrictions are implemented once the Koekedouw dam reaches 60 % and extreme restrictions are implemented once the dam reaches 30 %.

As per the Koekedouw operating levels table [annexure 8.2.2(b)] one will notice that once the dam reaches 50 % it has sufficient water in the dam for nine (9) month's usage, based on the current average monthly consumption by the municipality (415 018 m³/month).

One will further notice from the annexure that the rainy season normally starts during April. It further indicates that we can utilise 100 % of our quota at different dam levels depending what month it is.

We also arranged during last year's drought with the Koekedouw Irrigation Board (as per the annexure) that once the dam level reaches 10 % the water will only be for municipal use.

One will notice from the annexure that the dam is operated in terms of rainy and non-rainy seasons.

The non-rainy season has an earlier cut-off date in terms of quota availability. The Koekedouw dam is operated as per the rainfall and engineering flow calculations, simulations were done and that led to the compilation of the Koekedouw Dam Operating table. This table was updated during the last drought to assist with the distribution of quotas between Witzenberg Municipality and the Koekedouw Irrigation Board to make it more user friendly towards household use during low dam levels.

It is suggested that the Koekedouw water restrictions be based upon the Koekedouw Dam operating levels, specifically referring to the column *waterbeperkings*. The proposal is based on the fact that during the rainy season (April to September) moderate restrictions are implemented once our quota is less than 100 %, as the dam is operated at low levels at the start of the rainy season, the dam level varies from 29 % to 77 % for moderate restrictions to be implemented depending what month it is. The proposal is further based on the fact that during the non-rainy season (October to March) moderate restrictions are implemented once our quota is less than 75 %, as the dam is operated at higher levels at the start of the non-rainy season, the dam level varies from 61 % to 39 % for moderate restrictions to be implemented depending what month it is. This proposal seeks to ensure that between 6 – 9 month's water is available in the dam during the non-rainy season and between 5 – 13 month's water is available in the dam during the rainy season, before restrictions are implemented."

The Executive Mayor and Mayoral Committee resolved on 22 March 2017 to recommend to Council that the Witzenberg Drought Management Plan be amended as follows:

That the Koekedouw Dam water restrictions be implemented as per the Koekedouw Dam operating levels revised on 14 March 2017.

RECOMMENDED

The Executive Mayor and Mayoral Committee recommend to Council:

that the Witzenberg Drought Management Plan be amended as follows:

That the Koekedouw Dam water restrictions be implemented as per the Koekedouw Dam operating levels revised on 14 March 2017.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

None

NOTED

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

**8.4.1 LA Retirement Fund: Annual General Meeting: 26 May 2017
(12/1/1/2)**

Item 7.4.1 of the Executive Mayor and Mayoral Committee meeting, held on 22 March 2017, refers.

A letter from the LA Retirement Fund, dated 20 January 2017, is attached as **annexure 8.4.1**.

The following memorandum, dated 23 February 2017, was received from the Manager: Human Resources regarding

"1. Purpose

To nominate one (1) delegate to attend the Annual General Meeting for the LA Retirement Fund on Friday, 26 May 2017.

2. For decision by

Executive Mayoral Committee and Council.

3. Executive summary

The Annual General Meeting will be held on Friday, 26 May 2017. Council must nominate one (1) delegate to attend the Annual General meeting in terms of the Rules of the Fund.

4. Background and discussion

Notice has been received from the Principal Officer of the LA Retirement Fund in terms of the Rules of the Fund that the Thirty-third Annual General Meeting of the Fund will be held on Friday, 26 May 2017 at 09:00 in the CR Louw Lecture Hall, Sanlam Head Office, Strand Road, Bellville.

In terms of rule 16.10 of the Rules of the Fund each municipality (employer) may nominate the same number of councillor delegates and secundi as the members to attend the annual general meeting. The number of councillor delegates which the municipality is entitled to, is attached as annexure.

5. Constitutional implications

The Rules of the LA Retirement Fund.

6. Financial implications

The applicable tariffs for the use of privately owned vehicles are prescribed by the municipality's financial policy.

7. Staff implication

The Council representatives cannot represent the staff members as well."

The Executive Mayor and Mayoral Committee resolved on 22 March 2017 to recommend to Council:

- (i) that Council delegates Councillor T Godden to attend the Annual General Meeting of the LA Retirement Fund on Friday, 26 May 2017.
- (ii) that Council nominates Councillor E Sidego as secundi to attend the above said meeting as alternate.
- (iii) that the delegated person provides feedback to Council after attending the meeting.

RECOMMENDED

The Executive Mayor and Mayoral Committee recommend to Council:

- (i) *that Council delegates Councillor T Godden to attend the Annual General Meeting of the LA Retirement Fund on Friday, 26 May 2017.*
- (ii) *that Council nominates Councillor E Sidego as secundi to attend the above said meeting as alternate.*
- (iii) *that the delegated person provides feedback to Council after attending the meeting.*

**8.4.2 Nomination of political representative to the Provincial SALGA Women Commission (SWC)
(12/1/1/11 & 3/1/1/5)**

Item 7.4.2 of the Executive Mayor and Mayoral Committee meeting, held on 22 March 2017, refers.

A letter from SALGA, dated 6 March 2017, is attached as **annexure 8.4.2**.

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

The Executive Mayor and Mayoral Committee resolved on 22 March 2017 to recommend to Council that Councillor E Sidego be nominated to serve on the Provincial SALGA Women Commission.

RECOMMENDED

The Executive Mayor and Mayoral Committee recommend to Council:

that Councillor E Sidego be nominated to serve on the Provincial SALGA Women Commission.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

10. FORMAL AND STATUTORY MATTERS

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

**11.1 Various matters: Alderman JW Schuurman
(17/7/4/1/4; 3/3/1/5; 17/17/5; 17/10/5; 16/3/3/3 & 17/2/R)**

Item 11.1 of the council meeting, held on 27 February 2017, refers.

An e-mail message from Alderman JW Schuurman to the Speaker, dated 24 January 2017, is attached as **annexure 11.1**.

Council unanimously resolved on 27 February 2017 that the various matters raised by Alderman JW Schuurman be held in abeyance until the next meeting.

RECOMMENDED

For consideration.

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 27 FEBRUARY 2017 AT 14:00

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
C Lottering
M Mdala
TP Mgoboza
ZS Mzauziwa
N Phatsoane
JT Phungula
EM Sidego
RJ Simpson
D Swart
HF Visagie
JJ Visagie

Alderman

HJ Smit

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Ms J Krieger (Director: Community Services)
Mr HJ Kritzingen (Director: Finance)
Mr G Louw (Head: Internal Audit)
Ms L Nieuwenhuis (Legal Advisor)
Mr CG Wessels (Manager: Administration)

Other representatives

Mr N Bettsworth (Ceres Business Initiative)

1. OPENING AND WELCOME

The Speaker welcomed everyone present after which he requested the Chief Financial Officer 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 Alderman JW Schuurman and Councillor G Laban.

Apology for absence from the meeting was received from the Director: Corporate Services.

RESOLVED

- (a) *that the applications for leave of absence from the meeting, received from Alderman JW Schuurman and Councillor G Laban, be approved and accepted.*
- (b) *that notice be taken of the apology for absence from the meeting, received from the Director: Corporate Services.*

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

- (a) The Executive Mayor conveyed on behalf of Council condolences to Councillor J Phungula on the passing of her mother.
- (b) The Executive Mayor conveyed congratulations to the following councillors and spouses on their birthdays:
 - Councillor DM Jacobs 7 February
 - Councillor EM Sidego 16 February
 - Ms Aurenthia Daniels 20 February
 - Alderman H Smit 25 February
- (c) Councillor R Simpson thanked Council for granting councillors the opportunity to attend the funeral of Councillor Phungula's mother in the Eastern Cape.
- (d) Councillor J Phungula thanked Council heartedly for the manner in which Council supported her and the family during the passing of her mother. The gesture is highly and very much appreciated.

NOTED

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

- (a) The Speaker invited all ward councillors and Senior Management to the inauguration of the ward committees in the Town Hall, 50 Voortrekker Street, Ceres on Tuesday, 28 February 2017 at 19:00.
- (b) The Speaker invited Council to support the Ceres Cancer Relay on 4 and 5 March 2017 at 18:00 on the Charlie Hofmeyr High School sports grounds.

NOTED

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

- (a) The Executive Mayor rendered apology for not attending the inauguration of the ward committees on Tuesday, 28 February 2017 due to other commitments.
- (b) The Executive Mayor read a word of thanks received from Councillor J Phungula and her family as follows:

“To: Executive Mayor, all councillors and Administration of Witzenberg Municipality:

The loss of our beloved was, if anything, the sudden dark cloud that could have left us in darkness and untold misery forever.

Your condolences, heartfelt gifts and support have comforted and knitted our hearts together in love, and provided us with light and hope for the future.

They have sustained us through all hardship and difficult time and taught us to consider any present suffering not worth comparing to the glory that will be revealed at the end of times.

Many thanks. May God the Almighty richly bless you.

From: Mbangula’s family.”

NOTED

4. MINUTES

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

The following minutes are attached:

- (a) Council meeting, held on 13 December 2016: **Annexure 4.1(a).**
- (b) Special council meeting, held on 16 January 2017: **Annexure 4.1(b).**
- (c) Council meeting, held on 25 January 2017: **Annexure 4.1(c).**
- (d) Special council meeting, held on 10 February 2017: **Annexure 4.1(d).**

UNANIMOUSLY RESOLVED

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

- (i) Council meeting, held on 13 December 2016.
- (ii) Special council meeting, held on 16 January 2017.
- (iii) Council meeting, held on 25 January 2017.
- (iv) Special council meeting, held on 10 February 2017

5. MOTIONS AND NOTICE OF SUGGESTIONS

None

NOTED

6. INTERVIEWS WITH DELEGATIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

The reports/minutes of the following meetings are attached:

- (a) Municipal Public Accounts Committee meeting, held on 19 January 2016: **Annexure 7.1(a).**
- (b) Committee for Housing Matters, held on 6 October 2016: **Annexure 7.1(b).**
- (c) Committee for Corporate and Financial Services, held on 13 October 2016: **Annexure 7.1(c).**
- (d) Committee for Housing Matters, held on 14 October 2016: **Annexure 7.1(d).**
- (e) Committee for Community Development, held on 24 November 2016: **Annexure 7.1(e).**
- (f) Local Labour Forum, held on 2 December 2016: **Annexure 7.1(f).**
- (g) Executive Mayor and Mayoral Committee, held on 9 December 2016: **Annexure 7.1(g).**

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 Monthly reports: Service Delivery and Budget Implementation Plan: November, December 2016 and January 2017
(5/1/5/9)**

The following items refer:

- (a) Item 7.1.1 of the Executive Mayor and Mayoral Committee meeting, held on 20 January 2017.
- (b) Item 7.1.2 of the Executive Mayor and Mayoral Committee meeting, held on 23 February 2017.

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

- | | | |
|-----|---------------|--------------------------|
| (a) | November 2016 | Annexure 8.1.1(a) |
| (b) | December 2016 | Annexure 8.1.1(b) |
| (c) | January 2017 | Annexure 8.1.1(c) |

The Executive Mayor and Mayoral Committee resolved on 20 January 2017 to recommend to Council that notice be taken of the monthly reports of the Service Delivery and Budget Implementation Plan for November and December 2016 and same be accepted.

The Executive Mayor and Mayoral Committee resolved on 23 February 2017 to recommend to Council that notice be taken of the Service Delivery and Budget Implementation Plan monthly report for January 2017 and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the Service Delivery and Budget Implementation Plan monthly reports for November, December 2016 and January 2017 and same be accepted.

**8.1.2 Section 71 Reports: Monthly reports of the Department Finance: April, May, June, July, August, September, October, November and December 2016
(9/1/2/2)**

The following items refer:

- (a) Item 6.4.1 of the Performance, Risk and Audit Committee meeting, held on 17 January 2017.
- (b) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 16 February 2017.
- (c) Item 7.1.1 of the Executive Mayor and Mayoral Committee meeting, held on 23 February 2017.

Note: The monthly reports of the Department Finance for April to October 2016 have already been tabled to the Executive Mayor and Mayoral Committee and Council, but in accordance with legislation it still had to be tabled to the Performance, Risk and Audit Committee, which was done on 17 January 2017. For cost saving purposes the monthly reports that have already been tabled to the Executive Mayor and Mayoral Committee and Council are not included in this agenda again.

The following monthly reports of the Department Finance are attached:

- | | | |
|-----|---------------|--------------------------|
| (a) | November 2016 | Annexure 8.1.2(a) |
| (b) | December 2016 | Annexure 8.1.2(b) |

The Performance, Risk and Audit Committee decided that due to the number of Section 71 reports, only the November 2016 report will be focused on. The following matters were highlighted:

- The Chief Financial Officer mentioned that a process is followed to ensure correct electric meter readings. It is a challenging process due to various reasons.
- The municipality is in the process to go out on tender for water meters, however, a community participation process is needed.
- The increase in councillor outstanding debt is due to the election of new councillors after the election.
- The debt of government departments is currently discussed with the provincial government and feedback is awaited.
- PRAC requested that the Chief Financial Officer investigates the government departments' outstanding debt increase from October 2016 (R265 371-11) to November 2016 (R549 886-84) and correct if necessary.
- PRAC requested that the method of deviations be covered by means of contracts where applicable.

The Performance, Risk and Audit Committee resolved on 17 January 2017:

- (a) that the Chief Financial Officer investigates the increase in outstanding debt for government departments between October 2016 and November 2016 and correct the matter if necessary.
- (b) that the Chief Financial Officer covers the method of deviations by means of contracts where applicable.
- (c) to recommend to the Executive Mayor and Mayoral Committee and Council:

that notice be taken of the Section 71 reports of the Department Finance for April, May, June, July, August, September, October and November 2016 and same be accepted.

The Committee for Corporate and Financial Services resolved on 16 February 2017 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 November and December 2016 and same be accepted.

The Executive Mayor and Mayoral Committee resolved on 23 February 2017 to recommend to Council that notice be taken of the content of the Section 71 monthly reports of the Department Finance for November and December 2016 and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the content of the Section 71 monthly reports of the Department Finance for November and December 2016 and same be accepted.

**8.1.3 Risk Based Audit Plan: 2016/2017 – 2018/2019
(05/14/2)**

The following items refer:

- (a) Item 6.4.10 of the Performance, Risk and Audit Committee meeting, held on 17 January 2017.
- (b) Item 7.1.3 of the Executive Mayor and Mayoral Committee meeting, held on 23 February 2017.

The Risk Based Audit Plan for 2016/2017 to 2018/2019, dated June 2016, is attached as **annexure 8.1.3**.

The Performance, Risk and Audit Committee resolved on 17 January 2017:

- (a) that notice be taken of the matter in respect of the Risk Based Audit Plan for 2016/2017 to 2018/2019 and same be accepted.
- (b) to recommend to the Executive Mayor and Mayoral Committee and Council:
 - (i) that the one year plan in respect of the Risk Based Audit Plan for 2016/2017 be accepted.
 - (ii) that the next cycle of the three year plan in respect of the Risk Based Audit Plan for 2016/2017 to 2018/2019 be accepted.

The Executive Mayor and Mayoral Committee resolved on 23 February 2017 to recommend to Council:

- (i) that the one year plan in respect of the Risk Based Audit Plan for 2016/2017 be accepted.
- (ii) that the next cycle of the three year plan in respect of the Risk Based Audit Plan for 2017/2018 to 2018/2019 be accepted.

UNANIMOUSLY RESOLVED

- (a) *that the one year plan in respect of the Risk Based Audit Plan for 2016/2017 be accepted.*
- (b) *that the next cycle of the three year plan in respect of the Risk Based Audit Plan for 2017/2018 to 2018/2019 be accepted.*

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

Item 7.1.4 of the Executive Mayor and Mayoral Committee meeting, held on 23 February 2017, refers.

The following documents are attached:

- (a) Memorandum from the Director: Finance, dated 20 February 2017: **Annexure 8.1.4(a).**
- (b) Adjustment budget: 2016/2017 to 2018/2019: **Annexure 8.1.4(b).**

The Executive Mayor and Mayoral Committee resolved on 23 February 2017 to recommend to Council:

- (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);
 - (v) Table B5 - Budgeted Capital Expenditure by Vote, standard classification and funding.
- (b) That the SDBIP be updated with the financial amendments if the amendments are approved by Council.

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);*
 - (v) *Table B5 - Budgeted Capital Expenditure by Vote, standard classification and funding.*
- (b) *That the SDBIP be updated with the financial amendments if the amendments are approved by Council.*

8.1.5 Rates Policy (5/5/P)

Item 7.1.5 of the Executive Mayor and Mayoral Committee meeting, held on 23 February 2017, refers.

The following memorandum, dated 20 February 2017, was received from the Director: Finance:

“1. Purpose

The purpose of this report is to table a Rates Policy in terms of Section 3 of the Local Government: Municipal Property Rates Act (Act 6 of 2004 as amended) (MPRA) for Council consideration.

2. Legal background

The Local Government: Municipal Property Rates Act (Act 6 of 2004) was amended with the Local Government: Municipal Property Rates Amendment Act (Act 29 of 2014).

Property valuations for implementation from 1 July 2017 are in process. The categories of properties in terms of the property rates policy must be updated to be in line with the mentioned act for implementation into the new valuation roll.

3. Legal framework

The applicable legal requirements in terms of the Local Government: Municipal Property Rates Act (Act 6 of 2004 as amended) is section 8(2). For ease of reference the section is quoted below:

‘Section 8 of the MPRA

Differential rates.-(1) Subject to section 19, a municipality may in terms of the criteria set out in its rates policy levy different rates for different categories of rateable property, which may include categories determined according to the –

- (a) use of the property;
- (b) permitted use of the property; or
- (c) geographical area in which the property is situated.

(2) Categories of rateable property that may be determined in terms of subsection ill include the following:

- (a) Residential properties;
- (b) industrial properties;
- (c) business and commercial properties;
- (d) agricultural properties;
- (e) mining properties;
- (f) properties owned by an organ of state and used for public service purposes;
- (g) public service infrastructure properties;
- (h) properties owned by public benefit organisations and used for specified public benefit activities;
- (i) properties used for multiple purposes, subject to section 9; or
- (j) any other category of property as may be determined by the Minister, with the concurrence of the Minister of Finance, by notice in the Gazette.'

4. Discussion

Paragraph 7.2 of the Witzenberg rates policy provides for the following categories of property:

- (a) residential properties
- (b) informal settlements
- (c) industrial properties
- (d) business and commercial properties
- (e) agricultural properties
- (f) business and/or commercial improvements on agricultural properties
- (g) state-owned properties
- (h) municipal properties
- (i) public service infrastructure; and
- (j) urban vacant land

The above paragraph must be amended to be in line with Section 8 (2) of the amended Municipal Property Rates Act."

The Executive Mayor and Mayoral Committee resolved on 23 February 2017 to recommend to Council:

that paragraph 7.2 of the Property Rates Policy, which reads:

"The Witzenberg Rates Policy provides for the following categories of property:

- (a) residential properties
- (b) informal settlements
- (c) industrial properties
- (d) business and commercial properties
- (e) agricultural properties
- (f) business and/or commercial improvements on agricultural properties
- (g) state-owned properties
- (h) municipal properties
- (i) public service infrastructure; and
- (j) urban vacant land"

be amended to be in line with Section 8(2) of the Municipal Property Rates Act, which reads:

“A municipality must determine the following categories of rateable property in terms of subsection (1): Provided such property category exists within the municipal jurisdiction –

- (a) residential properties
- (b) industrial properties
- (c) business and commercial properties
- (d) agricultural properties
- (e) mining properties
- (f) properties owned by an organ of state and used for public service purposes
- (g) public service infrastructure properties
- (h) properties owned by public benefit organisations and used for specified public benefit activities
- (i) properties used for multiple purposes, subject to Section 9; or
- (j) any other category of property as may be determined by the Minister, with the concurrence of the Minister of Finance, by notice in the Gazette.”

as amended.

UNANIMOUSLY RESOLVED

that paragraph 7.2 of the Property Rates Policy, which reads:

“The Witzenberg Rates Policy provides for the following categories of property:

- (a) *residential properties*
- (b) *informal settlements*
- (c) *industrial properties*
- (d) *business and commercial properties*
- (e) *agricultural properties*
- (f) *business and/or commercial improvements on agricultural properties*
- (g) *state-owned properties*
- (h) *municipal properties*
- (i) *public service infrastructure; and*
- (j) *urban vacant land”*

be amended to be in line with Section 8(2) of the Municipal Property Rates Act, which reads:

“A municipality must determine the following categories of rateable property in terms of subsection (1): Provided such property category exists within the municipal jurisdiction –

- (a) *residential properties*
- (b) *industrial properties*

- (c) *business and commercial properties*
- (d) *agricultural properties*
- (e) *mining properties*
- (f) *properties owned by an organ of state and used for public service purposes*
- (g) *public service infrastructure properties*
- (h) *properties owned by public benefit organisations and used for specified public benefit activities*
- (i) *properties used for multiple purposes, subject to Section 9; or*
- (j) *any other category of property as may be determined by the Minister, with the concurrence of the Minister of Finance, by notice in the Gazette."*

as amended.

8.2 Direktooraat Tegniese Dienste / Directorate Technical Services

8.2.1 Water situation: Witzenberg Municipality (16/2/1/1/1)

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Technical Services, held on 22 February 2017.
- (b) Item 7.2.1 of the Executive Mayor and Mayoral Committee meeting, held on 23 February 2017.

The following documents are attached:

- (a) Memorandum from Director: Technical Services, dated 30 January 2017: **Annexure 8.2.1(a)**.
- (b) Drought Management Plan, dated 6 February 2017: **Annexure 8.2.1(b)**.

The Committee for Technical Services resolved on 22 February 2017 to recommend to the Executive Mayor and Mayoral Committee and Council that notice be taken of the water situation in Witzenberg.

The Executive Mayor and Mayoral Committee resolved on 23 February 2017 to recommend to Council that notice be taken of the water situation in Witzenberg Municipality.

UNANIMOUSLY RESOLVED

that notice be taken of the water situation in Witzenberg Municipality.

8.3 Direktooraat Gemeenskapsdienste / Directorate Community Services

None

NOTED

8.4 Direktooraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 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: Blues Tavern, Nduli, Ceres (1/1/1)

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Corporate and Financial Services, held on 16 February 2017.
- (b) Item 7.4.1 of the Executive Mayor and Mayoral Committee meeting, held on 23 February 2017.

A memorandum dated, 13 September 2016, received from the Legal Advisor, is attached as **annexure 8.4.1**.

The Committee for Corporate and Financial Services resolved on 16 February 2017 to recommend to the Executive Mayor and Mayoral Committee that the 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, received from Blues Tavern, Nduli be refused for off-consumption on Sundays in terms of Section 4 of the Amended Liquor By-Law.

The Executive Mayor and Mayoral Committee resolved on 23 February 2017 to recommend to Council that the 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, received from Blues Tavern, Nduli, Ceres, be refused for off-consumption on Sundays in terms of Section 4 of the Amended Liquor By-Law.

Councillor BC Klaasen proposed and Councillor JJ Visagie seconded that the recommendation of the Executive Mayor and Mayoral Committee be accepted.

Councillor JT Phungula proposed and Councillor R Simpson seconded that the matter be held in abeyance until the next meeting.

The Speaker called for a vote and the outcomes were:

In favour of the recommendation of the Executive Mayor and Mayoral Committee: 11

In favour of being held in abeyance: 8

Total votes abstained: 2

Total councillors absent: 2

Total councillors: 23

The Speaker ruled that in terms of the votes casted the recommendation of the Executive Mayor and Mayoral Committee be accepted.

RESOLVED

that the 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, received from Blues Tavern, Nduli, Ceres, be refused for off-consumption on Sundays in terms of Section 4 of the Amended Liquor By-Law.

8.4.2 Draft Standard By-law on the Rules of Order for the meetings of the Witzenberg Council and its committees (1/3/1/25)

The following items refer:

- (a) Item 8 of the council meeting, held on 17 August 2016.
- (b) Item 8.4.1 of the council meeting, held on 26 October 2016.
- (c) Item 7.4.2 of the Executive Mayor and Mayoral Committee meeting, held on 23 February 2017.

The Draft Standard By-law on the Rules of Order for the meetings of the Witzenberg Council and its committees is attached as **annexure 8.4.2**.

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.

The following recommendation was tabled to Council:

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

Council resolved on 26 October 2016 that the matter with regard to the Rules of Order for conducting meetings be workshoped by Council.

The Executive Mayor and Mayoral Committee resolved on 23 February 2017 that the matter in respect of the Draft Standard By-Law on the Rules of Order for the meetings of the Witzenberg Council and its committees be noted and after the workshop referred back to the Executive Mayor and Mayoral Committee.

UNANIMOUSLY RESOLVED

that the matter in respect of the Draft Standard By-Law on the Rules of Order for the meetings of the Witzenberg Council and its committees be held in abeyance until the next meeting.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

9.1 Appeal in terms of Section 62 of Municipal Systems Act against resolution of Committee for Technical Services in respect of erf 3488, Bella Vista, Ceres (15/04/11/176)

Item 8.2.1 of the council meeting, held on 25 January 2017, refers.

The following report, dated 18 January 2017, was received from the Municipal Manager:

“Introduction

To consider an appeal received from Mr Denver Abrahams against resolution 6.17 of the Committee for Technical Services, dated 21 September 2016.

Deliberation

The Committee for Technical Services resolved on 21 September 2016 not to approve the consent use application of Mr Abrahams to use the premises situated at erf 3488, Bella Vista, Ceres as a place of entertainment for the youth. Mr Abrahams has lodged an appeal against the decision. The relevant documentation is attached as **annexure 9.1**.

In terms of Section 62 of the Municipal Systems Act the appeal authority that must consider the appeal will be a committee of councillors who were not involved in the decision and appointed by the municipal council when the decision was taken by a political structure.

Council is requested to appoint the committee of councillors to consider the appeal.”

Council decided that the chief whips of the various political parties will meet to establish a criteria for the Appeal Committee. This criteria will be tabled at the next council workshop for discussion.

The following recommendation was tabled to Council:

that a committee of councillors be appointed to consider the appeal.

Council resolved on 25 January 2017 that the matter regarding the appeal in terms of Section 62 of Municipal Systems Act against the resolution of the Committee for Technical Services in respect of erf 3488, Bella Vista, Ceres will stand over until the establishment of an Appeal Committee that will finalise the matter of the said erf in Bella Vista, Ceres.

UNANIMOUSLY RESOLVED

that Council appoints the following councillors on the Appeal Committee to consider the appeal in terms of Section 62 of the Municipal Systems Act against the resolution of the Committee for Technical Services in respect of erf 3488, Bella Vista, Ceres:

- (i) Councillor BC Klaasen
- (ii) Councillor EM Sidego
- (iii) Councillor N Phatsoane

10. FORMAL AND STATUTORY MATTERS

None

NOTED

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

**11.1 Various matters: Alderman JW Schuurman
(17/7/4/1/4; 3/3/1/5; 17/17/5; 17/10/5; 16/3/3/3 & 17/2/R)**

An e-mail message from Alderman JW Schuurman to the Speaker, dated 24 January 2017, is attached as **annexure 11.1**.

UNANIMOUSLY RESOLVED

that the various matters raised by Alderman JW Schuurman be held in abeyance until the next meeting.

12. ADJOURNMENT

The meeting adjourned at 15:10.

Approved on _____ with / without amendments.

**COUNCILLOR TT GODDEN
SPEAKER**

/MJ Prins

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, 23 NOVEMBER 2016 AT 10:00

PRESENT

Councillors

JJ Visagie (Chairperson)
M Jacobs
M Mdala

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Mr H Taljaard (Manager: Town planning and Building Control)
Mr P Van den Heever (Manager: Electro-Technical Services)
Mr E Lintnaar (Manager: Streets and Storm Water)
Mr N Jacobs (Manager: Water and Sewerage)
Mr J Jacobs (Senior Superintendent: Solid Waste and Cleansing)
Mr C Wessels (Manager: Administration)
Mr C Titus (Committee Clerk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested the Manager: Town Planning and Building Control 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)

Applications for leave of absence from the meeting were received from Councillors R. Simpson and D. Swart.

RESOLVED

that the applications for leave of absence from the meeting, received from Councillors M. Mdala and D. Swart, be approved and accepted.

Minutes: Committee for Technical Services
Notule: Komitee vir Tegniese Dienste
23 November 2016

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 12 October 2016 are attached as **annexure 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Technical Services held on 12 October 2016 be approved and signed by the Chairperson.

3.2 Outstanding matters / Uitstaande sake
(3/3/2)

File reference	Heading, Item no. and date	Directorate	Action	Progress	Target date
17/14/1	Establishment of Public Transport Liaison Committee Item 3.2 of 21 September 2016	Municipal Manager	(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.		November 2016

The Municipal Manager informed the Committee that an item will be tabled to Council to consider an additional representative to serve on the Public Transport Liaison Committee. That the matter be referred back to the Committee for Technical Services if Council approved the additional member to serve on the Public Transport Liaison Committee.

RESOLVED

- (a) *that notice be taken of the outstanding matter.*
- (b) *that the matter with regard to an additional representative of the Committee for Technical Services to serve on the Public Transport Liaison Committee be submitted to Council for consideration.*

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

The Chairperson informed the Committee that it is the last meeting of the Committee for Technical Services for 2016 and thanked everyone for services rendered during 2016.

NOTED.

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

**5.1 Tourism Routes
(17/19/1)**

The Chairperson mentioned that a presentation in respect of the development of tourism routes will be done at the next meeting.

RESOLVED

that a presentation pertaining to the development of tourism routes be done at the next meeting.

**5.2 Local Integrated Transport Plan 2016 – 2021: Witzenberg Municipality
(16/04/5)**

A power-point presentation was made by the Manager: Streets and Storm Water pertaining to the Local Integrated Transport Plan 2016-2021: Witzenberg attached as **annexure 5.2**.

RESOLVED

that notice be taken of the presentation pertaining to the Local Integrated Transport Plan 2016-2021: Witzenberg and same be accepted.

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

**6.1 Directorate Technical Services: Progress report on capital projects: September 2016
(9/1/2/3)**

The progress report on capital projects for September 2016 is attached as **annexure 6.1**.

RESOLVED

that the Committee for Technical Services takes notice of the content of the progress report on capital projects of the Directorate Technical Services for September 2016 and same be accepted.

**6.2 SDBIP Operational report: Directorate Technical Services: September 2016
(5/1/5/9)**

The SDBIP operational report of the Directorate Technical Services for September 2016 is attached as **annexure 6.2**.

RESOLVED

that the Committee for Technical Services takes notice of the content of the SDBIP operational report of the Directorate Technical Services for September 2016 and same be accepted.

**6.3 SDBIP report: Town Planning and Building Control: September 2016
(5/1/5/9)**

The SDBIP report of Town Planning and Building Control for September 2016 is attached as **annexure 6.3**

RESOLVED

that the Committee for Technical Services takes notice of the content of the SDBIP report of Town Planning and Building Control for September 2016 and same be accepted.

**6.4 SDBIP report: Electricity and Fleet Management: September 2016
(5/1/5/9)**

The SDBIP report of Electricity and Fleet Management for September 2016 is attached as **annexure 6.4**.

The Manager: Electro-technical Services and Director: Technical Services submit an application for funds to Department Rural Development to upgrade the existing electrical network infrastructure.

The Municipal Manager informed the committee that certain informal shacks can be connected and that the Manager: Electro-technical services are currently busy with the process.

Consultations in this regard were held with the community but only two residents attended the meeting to discuss and determined the cost of the material to connect the electricity.

Councillor M Jacobs requested that the matter be dealt with as soon as possible because it is near the festive season.

Problems are experience to access the informal shacks and a letter will be distributed informing the informal residents to attend the meeting to speed up the re-connection of electricity.

The streetlights at Stasieweg, Prince Alfred's Hamlet will also be attended to.

RESOLVED

- (a) *that the Committee for Technical Services takes notice of the content of the SDBIP report of Electricity and Fleet Management for September 2016 and same be accepted.*
- (b) *that Director: Technical Services distribute a letter in Nduli for residents living in the informal shacks to attend a meeting in respect of the re-connection of electricity.*

**6.5 SDBIP reports: Roads and Storm Water: September 2016
(5/1/5/9)**

The SDBIP report of Roads and Storm Water for September 2016 is attached as **annexure 6.5**.

RESOLVED

that the Committee for Technical Services takes notice of the content of the SDBIP report of Roads and Storm Water for September 2016 and same be accepted.

**6.6 SDBIP reports: Water and Sanitation: September 2016
(5/1/5/9)**

The SDBIP report of Water and Sanitation for September is attached as **annexure 6.6**.

RESOLVED

that the Committee for Technical Services takes notice of the content of the SDBIP report of Water and Sanitation for September 2016 and same be accepted.

**6.7 SDBIP reports: Solid Waste and Cleansing Services: September 2016
(5/1/5/9)**

The SDBIP report of Solid Waste and Cleansing Services for September 2016 is attached as **annexure 6.7**.

RESOLVED

that the Committee for Technical Services takes notice of the content of the SDBIP report of Solid Waste and Cleansing Services for September 2016 and same be accepted.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

**7.1 Revised Service Delivery Charter: Directorate of Technical Services
(04/06/1)**

A memorandum from the Director: Technical Services, dated 14 October 2016, is attached as **annexure 7.1**.

RESOLVED

that notice be taken the Revised Service Delivery Charter 2016/2017 of the Directorate Technical Services for Witzenberg Municipality.

**7.2 Interim Renewable Energy Requirements
(16/3/R)**

A memorandum from the Manager: Electro-Technical Services, dated 10 November 2016, is attached as **annexure 7.2**.

That Council notes the report regarding the "Interim Renewable Energy Requirements" to be applied to all applicants requesting to install renewable energy plants on their network.

- (b) That the following requirements be applied to all applicants requesting to install renewable energy plants on their network:
 - (i) The applicant accepts and acknowledges that this approval is temporary pending the implementation of the municipality's Renewable Energy Policy, at which time the applicant agrees to formally align with that policy.
 - (ii) All applicants will be regarded as 'shared network' consumers and as such will only be allowed to install Renewable Energy plants to a maximum of 25 % of their Notified Maximum Demand (NMD) in the case of large consumers, or 25 % of their allowable connection maximum load in the case of smaller consumers.
 - (iii) Once the total amount of approved Renewable Energy applications reach 15 % of the municipality's Eskom's NMD, no further approvals will be allowed.
 - (iv) Only 'Net Consumers' will be allowed to connect to the network.
 - (v) The installation must comply with all relevant NRS standards as contained in NERSA's regulatory framework and guidelines, as well as the requirements of the National Grid Code. In the case of NMD consumers the compliance of the installation to these standards and framework must be confirmed as such by an appropriately experienced and qualified ECSA registered engineer who must sign the project off.
 - (vi) Equipment must be installed according to the requirements of the Electrical Installation Regulations of the Occupational Health and Safety Act (85 of 1993) as amended, including the "Notice to Commence Installation Work".
 - (vii) Certificates indicating the installers' accreditation, training and experience must be submitted to the Municipality prior to any work being commenced, in order for the

Municipality to apply its mind regarding the appropriateness of such experience, accreditation and training.

- (viii) Proposed equipment compliance certificates indicating the manufacturer, make, type test certificates, capacity and the standards to which the equipment complies must be submitted to the municipality prior to any work being commenced.
- (ix) That a revised Electrical Certificate of Compliance for the installation be timeously submitted once the installation is completed.
- (x) That in order to ensure centralised control, provision must be made for a single isolation point of the installed equipment.
- (xi) That the Municipality reserves the right to implement an appropriate Solar Tariff once the Renewable Energy Policy is approved for implementation.
- (xii) Customers installing small scale SSEG shall have a bi-directional SSEG approved meter. The Municipality shall provide and install the requisite meters at the customers cost. Conventional credit or prepayment meters are not allowed to run backwards.

RESOLVED UNANIMOUSLY

- (a) *that the Committee for Technical Services take notice in respect the matter Interim Renewable Energy Requirements.*
- (b) *To recommend to the Executive Mayor and Mayoral Committee and Council:*

that the matter in respect of the Interim Renewable Energy Requirements be submitted to the Executive Mayor and Mayoral Committee and Council for further discussions and deliberation and applicable resolutions.

**7.3 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.
- (c) Item 8.2.2 of the council meeting, held on 26 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.

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.

The following recommendation was tabled 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.

Council re-discussed the matter and was initially of the opinion that the size of the facility is not more than 2 000 m². The meeting decided that the Committee for Technical Services must re-look at the matter to make the facility smaller in order to be considered as a bona fide agri facility.

Council resolved on 26 October 2016:

- (a) that the matter be referred to the Committee for Technical Services for further deliberation.
- (b) that the Committee for Technical Services re-look at the facility and consider to make it smaller in order to qualify as a bona fide agri-facility.

The following documents are attached:

- (a) A memorandum from the Manager: Town Planning and Building Control, dated 14 November 2016: **Annexure 7.3(a)**.
- (b) Circular 3/2016 from the Department Environmental Affairs and Development Planning, dated 24 February 2016: **Annexure 7.3(b)**.

RESOLVED UNANIMOUSLY

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

- (i) *that in terms of Section 12 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), 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.*
- (ii) *that simultaneous with the adoption of the By-Law, the definition of Agricultural industry under P.N. 1048/1988 be substituted with the following:*

Agricultural Industry means an activity or structure on a farm, of which the footprint exceeds 1000 m², for the purpose of packing, packaging, cold storage, preparing or transforming agricultural produce, or goods for non-food use, for final or intermediate consumption.

Landbouwywerheid beteken 'n aktiwiteit of struktuur op 'n plaas, waarvan die voetspoor 1000 m² oorskry, vir die doel van pak, verpakking, koelstore, om landbouprouduke voor te berei of te verwerk, wat nie-voedsel verwante goedere insluit, vir finale of intermediêre verbruik.

- (iii) *that in terms of Section 12(3)(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) the proposal under (i) and (ii) will be published for public comment.*
- (iv) *that any representations received be submitted to Council for consideration prior to publication of the By-Law.*

7.4 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.
- (c) Item 8.2.1 van die raadsvergadering, gehou op 26 Oktober 2016.

'n Verslag vanaf die Bestuurder: Stadsbeplanning en Boubeheer, gedateer 10 Mei 2016, word ingebind as **bylae 7.4**.

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.

Die Raad het op 26 Oktober 2016 besluit dat die aangeleentheid rakende erf 1386, Lyellstraat, Ceres (plek van vermaaklikheid) na die Komitee vir Tegniese Dienste terug verwys word.

BESLUIT

Dat die item rakende erf 1386, Lyellstraat, Ceres (Plek van vermaaklikheid) by die raadsvergadering van 26 Oktober 2016 afgehandel is en verwyder word vanaf die agenda vir Tegniese Dienste.

7.5 Adopting the Witzenberg Spatial Development Framework as a core component of the IDP: Proposed programme (15/4/P)

A memorandum from the Manager: Town Planning and Building Control, dated 8 November 2016, is attached as **annexure 7.5**.

RESOLVED

that the matter pertaining to adopting the Witzenberg Spatial Development Framework as a core component of the IDP: Proposed programme be referred back to the Department Town Planning and Building Control for further deliberations and thereafter tabled again to the Committee for Technical Services.

7.6 Ceres CBD (Central Business District) Aesthetics Manual: Edition 1: November 2016 (16/4/5)

The following documents are attached:

- (a) Memorandum from the Manager: Streets and Storm Water: **Annexure 7.6(a)**.
- (b) Ceres CBD Aesthetics Manual: Edition 1: November 2016: **Annexure 7.6(b)**.

RESOLVED UNANIMOUSLY

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

that the Manager: Streets and Storm Water make a presentation in respect of the Ceres CBD (Central Business District) Aesthetics Manual: Edition 1: November 2016 for approval by Council.

7.7 Local Integrated Transport Plan 2016 – 2021: Witzenberg Municipality (16/4/5)

The following documents are attached:

- (a) Memorandum from the Manager: Streets and Storm Water: **Annexure 7.7(a)**.
- (b) Witzenberg Local Integrated Transport Plan 2016 – 2021: **Annexure 7.7(b)**.
- (c) Operating Licence Strategy of Cape Winelands District Integrated Transport Plan 2016 – 2021: **Annexure 7.7(c)**.
- (d) Presentation: Local Integrated Transport Plan 2016 – 2021: **Annexure 7.7(d)**.

RESOLVED UNANIMOUSLY

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

that the Witzenberg Local Integrated Transport Plan 2016 - 2021 and the Operating Licence Strategy of Cape Winelands District Integrated Transport Plan 2016 - 2021 be adopted.

**7.8 Annual Water Services Development Plan: 2015/2016: Audit Report
(16/2/3)**

The following documents are attached:

- (a) Memorandum from the Manager: Water and Sewerage: **Annexure 7.8(a)**.
- (b) Annual Water Services Development Plan: 2015/2016: **Annexure 7.8(b)**.

RESOLVED UNANIMOUSLY

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

that the Draft Water Services Development Plan: 2015/2016: Audit Report be approved for submission to the Department of Water and Sanitation.

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

None

NOTED

**9. QUESTIONS / REMARKS / RAISED BY COMMITTEE MEMBERS
VRAE / OPMERKINGS / GEOPPER DEUR KOMITEELEDE**

The Chairperson wished everyone a blessed Festive Season and a prosperous new year.

10. ADJOURNMENT / VERDAGING

The meeting adjourned at 11:30.

Approved on _____

COUNCILLOR JJ VISAGIE
CHAIRPERSON

/wr

MINUTES OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON TUESDAY, 17 JANUARY 2017 AT 09:00

PRESENT

Performance, Risk and Audit Committee

Mr J George (Chairperson)
Mr J Basson (Deputy Chairperson)
Mr A Amod
Mr T Lesihla
Mr SA Redelinghuys

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr M Mpeluza (Director: Corporate Services)
Mr A Raubenheimer (Deputy Director: Finance)
Mr G Louw (Head: Internal Audit)
Mr J Swanepoel (Manager: Projects and Performance)
Mr CG Wessels (Manager: Administration)
Ms S Hendricks (Senior Internal Auditor)

Other representatives

Ms J Williams (AGSA)

1. OPENING AND WELCOME

The Chairperson, Mr J George, welcomed everyone present.

NOTED

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

None

NOTED

**3. ATTENDANCE REGISTER, CONFIDENTIALITY AND CONFLICT OF INTEREST
DECLARATION**

The attendance register, Confidentiality and Conflict of Interest Declaration was signed by all attendees.

NOTED.

4. MINUTES

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

The following documents are attached:

- (a) Minutes of the Performance, Risk and Audit Committee meeting, held on 20 May 2016: **Annexure 4.1(a)**.
- (b) Report of the Performance, Risk and Audit Committee workshop, held on 26 August 2016: **Annexure 4.1(b)**.

UNANIMOUSLY RESOLVED

- (a) *that the minutes of the Performance, Risk and Audit Committee meeting, held on 20 May 2016, be approved and signed by the Chairperson.*
- (b) *that notice be taken of the report of the Performance, Risk and Audit Committee workshop, held on 26 August 2016.*

4.2 Matters arising from previous minutes

The Head: Internal Audit clarified questions with regard to items 6.4.5 (mSCOA) and 6.4.6.

NOTED

4.3 PRAC resolutions register (5/14/4)

- Status of the implementation of PRAC resolutions
- Feedback to PRAC regarding resolutions referred to Council.

The PRAC resolutions register, as at 9 January 2017, is attached as **annexure 4.3**.

- The status of the implementation of PRAC resolutions and
- Feedback to PRAC regarding resolutions referred to Council was attached as annexure 4.3 and noted.

RESOLVED

that notice be taken of the PRAC resolutions register and same be accepted.

5. PRESENTATIONS

None

NOTED

6. MATTERS TO BE DISCUSSED

6.1 GENERAL

**6.1.1 Draft King IV Report on Corporate Governance for South Africa 2016
(2/9)**

The Performance, Risk and Audit Committee requested at their meeting of 20 May 2016 that the King 4 Municipal Supplement Report be tabled at the next Performance, Risk and Audit Committee meeting for discussion.

The following documents are attached:

- (a) Draft King IV Report: **Annexure 6.1.1(a)**
- (b) Introduction to sector supplements: **Annexure 6.1.1(b)**
- (c) Supplement for municipalities: **Annexure 6.1.1(c)**
- (d) King IV Report, dated 1 November 2016: **Annexure 6.1.1(d)**.

The following recommendation was tabled to the Performance, Risk and Audit Committee:

For discussion as requested by the Performance, Risk and Audit Committee and to advise the municipal council, the accounting officer and the management staff in terms of Section 166 of the Municipal Finance Management Act.

RESOLVED

that the matter regarding the Draft King IV Report on Corporate Governance for South Africa 2016 be held in abeyance until the next meeting.

**6.1.2 Performance, Risk and Audit Committee Charter
(5/14/3)**

The Performance, Risk and Audit Committee Charter, dated June 2016, is attached as **annexure 6.1.2**.

RESOLVED

that the matter regarding the Performance, Risk and Audit Committee Charter be held in abeyance until the next meeting.

6.2 QUARTERLY BUDGET STATEMENT AND PERFORMANCE MANAGEMENT

6.2.1 Report by the Performance, Risk and Audit Committee on the Draft Witzenberg Annual Report: 2015/2016 (5/14/2 & 9/1/1)

The following memorandum, dated 1 December 2016, was received from the Director: Finance:

"Purpose

The purpose of this report is to table the Draft Annual Report for 2015/2016 to Council.

Legislature framework

In terms of Section 127 (2) of the Municipal Finance Management Act (Act 56 of 2003), the Mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality and of any municipal entity under the municipality's sole or shared control.

Discussion

The report of Auditor-general of South Africa on the Annual Financial Statements, Predetermined Objectives, Compliance with Legislation and Internal Controls forms part of the Draft Annual Report. The mentioned report was received on 30 November 2016.

The Draft Annual Report for 2015/2016 is attached as **annexure 6.2.1.**"

The Performance, Risk and Audit Committee discussed the Draft Witzenberg Annual Report 2015/2016 and highlighted the following:

Page 20: The Performance Risk and Audit Committee requested clarification on changes in the council component, i.e.

- Veschini/Fredericks (resignation)
- Heradien/Daniels (by-election)

UNANIMOUSLY RESOLVED

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

that the Draft Witzenberg Annual Report for 2015/2016 be approved.

**6.2.2 Performance Management System report: Quarter 3 of 2015/2016
(5/14/3)**

The Performance Management System report for the third quarter of 2015/2016, dated June 2016, is attached as **annexure 6.2.2**.

The Performance, Risk and Audit Committee discussed the Performance Management System Report for Quarter 3 of 2015/2016 in detail. The following matters were highlighted:

Page 8: Findings in respect of:

- (a) The amendments to KPI targets are not amended in the performance agreements within seven days.
- (b) Early warning indicators for underperforming annual KPI's ineffective.
- (c) Measurement and reporting of improvement brought by outcome and impact indicators not implemented; and
- (d) Proof of evidence incomplete and inaccurate.

Page 9: The Head: Internal Audit clarified the ratings in terms of detail.

That the performance contracts for managers lower than Section 56 are in process to mitigate the risk.

RESOLVED

that notice be taken of the Performance Management System Report for Quarter 3 of 2015/2016 and same be accepted.

**6.2.3 Performance Management System report: Quarter 4 of 2015/2016
(5/14/3)**

The Performance Management System report for the fourth quarter of 2015/2016, dated August 2016, is attached as **annexure 6.2.3**.

The Performance, Risk and Audit Committee discussed the Performance Management System Report for Quarter 4 of 2015/2016 in detail. The following matters were highlighted:

- (a) That the findings of Quarter 3 of 2015/2016 are carried forward.
- (b) That a different reporting method with regard to inherent risk ratings is needed and the due date to be excluded if not practical.
- (c) The Performance, Risk and Audit Committee needs residual ratings to be included.

RESOLVED

that notice be taken of the Performance Management System report for Quarter 4 of 2015/2016 and same be accepted.

6.2.4 Performance, Risk and Audit Committee: 2nd Bi-Annual Report on Performance Management: 2015/2016 (5/14/4)

The Second Bi-Annual Report of the Performance, Risk and Audit Committee to Council on Performance Management for 2015/2016 is attached as **annexure 6.2.4**.

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.

UNANIMOUSLY RESOLVED

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

that the Executive Mayor, Mayoral Committee and Council, in order to improve the functionality, compliance and reliability of the Performance Management System, management should embrace the recommendations by Internal Audit and ensure continuous monitoring to address the control deficiencies.

6.3 RISK MANAGEMENT

6.3.1 Annual Risk Assessment report: 2016 (5/14/2)

The Annual Risk Assessment report for 2016, dated June 2016, is attached as **annexure 6.3.1**.

The Performance, Risk and Audit Committee discussed the Annual Risk Assessment Report for 2016 and the following questions, answers and matters were raised:

- PRAC requested that the report indicates a link between the strategic objectives and the strategic risks.
- PRAC wants to see the risks which impact on the strategic objectives.
- PRAC mentioned that the report shows too many risks and requested that it be bottled down in order to manage it.
- PRAC requested that the risks on dashboard be combined for management to focus on. Material risks to the total of 461 are too many to manage.
- PRAC requested a report on the key risks.

RESOLVED

that notice be taken of the Annual Risk Assessment Report for 2016 and same be accepted.

**6.3.2 Risk Management report: 1st Quarter 2016/2017
(5/14/2)**

The Risk Management report for the first quarter of 2016/2017, dated September 2016, is attached as **annexure 6.3.2**.

RESOLVED

that the matter in respect of the Risk Management Report for the first quarter of 2016/2017 be held in abeyance until the next meeting.

6.4 AUDIT AND FINANCIAL MANAGEMENT

**6.4.1 Section 71 Reports: Monthly reports of the Department Finance: April, May, June, July, August, September and October 2016
(9/1/2/2)**

The following monthly reports of the Department Finance are attached:

(a)	April 2016	Annexure 6.4.1(a)
(b)	May 2016	Annexure 6.4.1(b)
(c)	June 2016	Annexure 6.4.1(c)
(d)	July 2016	Annexure 6.4.1(d)
(e)	August 2016	Annexure 6.4.1(e)
(f)	September 2016	Annexure 6.4.1(f)
(g)	October 2016	Annexure 6.4.1(g)
(h)	November 2016	Annexure 6.4.1(h)

The Performance, Risk and Audit Committee decided that due to the number of Section 71 reports, only the November 2016 report will be focused on. The following matters were highlighted:

- The Chief Financial Officer mentioned that a process is followed to ensure correct electric meter readings. It is a challenging process due to various reasons.
- The municipality is in the process to go out on tender for water meters, however, a community participation process is needed.
- The increase in councillor outstanding debt is due to the election of new councillors after the election.
- The debt of government departments is currently discussed with the provincial government and feedback is awaited.
- PRAC requested that the Chief Financial Officer investigates the government departments' outstanding debt increase from October 2016 (R265 371-11) to November 2016 (R549 886-84) and correct if necessary.

- PRAC requested that the method of deviations be covered by means of contracts where applicable.

RESOLVED

- (a) *that the Chief Financial Officer investigates the increase in outstanding debt for government departments between October 2016 and November 2016 and correct the matter if necessary.*
- (b) *that the Chief Financial Officer covers the method of deviations by means of contracts where applicable.*
- (c) *to recommend to the Executive Mayor and Mayoral Committee and Council:*

that notice be taken of the Section 71 reports of the Department Finance for April, May, June, July, August, September, October and November 2016 and same be accepted.

6.4.2 AGSA Dashboard Report: Drivers of internal control: April to June 2016 (5/14/3)

The AGSA Dashboard Report for April to June 2016, dated 30 June 2016, is attached as **annexure 6.4.2**.

RESOLVED

that notice be taken of the AGSA Dashboard Report: Drivers of internal control for April to June 2016 and same be accepted.

6.4.3 Status on implementation of external audit findings (OPCAR) report: Fourth Quarter 2015/2016 (5/14/3)

The Status on implementation of external audit findings (OPCAR) report for the fourth quarter of 2015/2016, dated June 2016, is attached as **annexure 6.4.3**.

RESOLVED

that notice be taken of the Status on implementation of external audit findings (OPCAR) report for the fourth quarter of 2015/2016 and same be accepted.

6.4.4 Status on implementation of external audit findings (OPCAR) report: First Quarter 2016/2017 (5/14/3)

The Status on implementation of external audit findings (OPCAR) report for the first quarter of 2016/2017, dated September 2016, is attached as **annexure 6.4.4**.

RESOLVED

that notice be taken of the Status on implementation of external audit findings (OPCAR) report for the first quarter of 2016/2017 and same be accepted.

6.4.5 Internal audit report: Year-end stock count 2016 (5/14/2)

The internal audit report on the 2016 year-end stock count, dated June 2016, is attached as **annexure 6.4.5**.

RESOLVED

that notice be taken of the Internal audit report on the year-end stock count for 2016 and same be accepted.

6.4.6 Internal Audit Charter: With effect from 1 July 2016 to 30 June 2017 (5/14/2)

The Internal Audit Charter with effect from 1 July 2016 to 30 June 2017, dated June 2016, is attached as **annexure 6.4.6**

The Internal Audit Charter is reviewed annually by PRAC for Council approval. The Head of Internal Audit recommends that PRAC advises Council to adopt the charter without change for 2016.

The following recommendation was tabled to the Performance, Risk and Audit Committee:

To recommend to Council that the Internal Audit Charter with effect from 1 July 2016 to 30 June 2017 be approved and adopted without change.

RESOLVED

that the matter in respect of the Internal Audit Charter with effect from 1 July 2016 to 30 June 2017 be held in abeyance until the next meeting.

**6.4.7 AGSA Audit Report: 2015/2016
(5/14/1/13)**

The AGSA Audit Report for 2015/2016 is attached as **annexure 6.4.7**.

RESOLVED

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

that notice be taken of the AGSA Audit Report for 2015/2016.

**6.4.8 Report of Performance, Risk and Audit Committee as at 30 June 2016 (annexure to Annual Report 2015/2016)
(5/14/4)**

The final report of the Performance, Risk and Audit Committee as at 30 June 2016 is attached as **annexure 6.4.8**.

RESOLVED

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

that the Executive Mayor, Mayoral Committee and Council take notice of the report of the Performance, Risk and Audit Committee for the financial year ended 30 June 2016 and accept same.

**6.4.9 Status report on the implementation of the Municipal Standard Chart of Accounts project (mSCOA)
(5/14/2)**

The Status report on the implementation of the Municipal Standard Chart of Accounts project (mSCOA), dated June 2016, is attached as **annexure 6.4.9**.

The Performance, Risk and Audit Committee discussed the Status report on the implementation of the Municipal Standard Chart of Accounts project (mSCOA).

The following matters were highlighted:

- That the Chief Financial Officer submits an item and detailed project plan in respect of mSCOA at the next meeting.
- The Deputy Director: Finance indicated that the municipality will be ready to implement mSCOA at the deadline of 1 July 2017.
- That transactional runs will be done from March 2017 which will run parallel with the current system.

RESOLVED

- (a) *that notice be taken of the matter in respect of the Status report on the implementation of the Municipal Standard Chart of Accounts project (mSCOA) and same be accepted.*
- (b) *that the Chief Financial Officer submits an item and detailed project plan in respect of the Municipal Standard Chart of Accounts project (mSCOA) at the next meeting.*

**6.4.10 Risk Based Audit Plan: 2016/2017 – 2018/2019
(05/14/2)**

The Risk Based Audit Plan for 2016/2017 to 2018/2019, dated June 2016, is attached as **annexure 6.4.10**.

RESOLVED

- (a) *that notice be taken of the matter in respect of the Risk Based Audit Plan for 2016/2017 to 2018/2019 and same be accepted.*
- (b) *to recommend to the Executive Mayor and Mayoral Committee and Council:*
 - (i) *that the one year plan in respect of the Risk Based Audit Plan for 2016/2017 be accepted.*
 - (ii) *that the next cycle of the three year plan in respect of the Risk Based Audit Plan for 2016/2017 to 2018/2019 be accepted.*

**6.4.11 Status on the implementation of Risk Based Audit Plan report: 2nd Quarter 2016/2017
(5/14/2)**

The Status on the implementation of Risk Based Audit Plan report for the second quarter of 2016/2017 is attached as **annexure 6.4.11**.

The Performance, Risk and Audit Committee requested that the Risk Based Audit Plan for the remainder of the year be reduced in order to have more realistic hours.

RESOLVED

- (a) *that notice be taken of the matter in respect of the Status on the Implementation of Risk Based Audit Plan report for the second quarter of 2016/2017 and same be accepted.*
- (b) *that the Head: Internal Audit reduces the Risk Based Audit Plan for the remainder of the year in order to have more realistic hours.*

**6.4.12 Financial analysis report: 2015/2016
(5/14/1/13)**

The following report, dated 10 January 2017, was received from the Director: Finance:

“1. Purpose

To submit the financial analysis for 20125/2016 to the Performance, Risk and Audit Committee for consideration in terms of Section 166(2)(b) of the Municipal Finance Management Act.

2. Discussion

The financial analysis based on National Treasury Circular is attached as **annexure 6.4.12.**”

RESOLVED

that notice be taken of the matter in respect of the financial analysis report for 2015/2016 and same be accepted.

7. OTHER MATTERS

**7.1 Meetings of the Performance, Risk and Audit Committee
(3/1/2/3)**

The Performance, Risk and Audit Committee decided on the following meeting dates:

- 3 March 2017
- 5 May 2017
- 30 June 2017
- 25 August 2017

RESOLVED

that the following meetings of the Performance, Risk and Audit Committee will be held in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres at 08:30 for PRAC members and 09:00 for all others:

- (i) 3 March 2017
- (ii) 5 May 2017
- (iii) 30 June 2017
- (iv) 25 August 2017

8. NEXT MEETING
(03/1/2/3)

The next meeting of the Performance, Risk and Audit Committee will be held in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres on 3 March 2017 at 08:30 for members and 09:00 for all others.

NOTED

9. ADJOURNMENT

The meeting adjourned at 15:05.

Approved on _____ with / without amendments.

J GEORGE
CHAIRPERSON

/MJ Prins

MINUTES OF THE EXECUTIVE MAYOR AND MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON FRIDAY, 20 JANUARY 2017 AT 09:00

PRESENT

Councillors

BC Klaasen (Executive Mayor)
K Adams (Deputy Executive Mayor)
TE Abrahams
EM Sidego
JJ Visagie
TT Godden (Speaker) (ex officio)

Alderman

HJ Smit

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Ms J Krieger (Director: Community Services)
Mr HJ Kritzing (Director: Finance)
Mr M Mpeluza (Director: Corporate Services)
Mr JH Swanepoel (Manager: Projects and Performance)
Mr G Louw (Head: Internal Audit)
Mr C Wessels (Manager: Administration)
Mr C Titus (Committee Clerk)

Other representatives

Mr N Bettesworth (Ceres Business Initiative)

1. OPENING AND WELCOME

Alderman H Smit opened the meeting with prayer.

The Executive Mayor welcomed everyone at the meeting and conveyed his well wishes to all for the 2017 calendar year.

The Executive Mayor thanked the administration for services rendered during the Council's recess.

The Executive Mayor cautioned all of the challenges for the municipality in 2017 and requested everybody to unite and work in cooperation for the advance and improvement of the living conditions for all in Witzenberg.

The Executive Mayor requested the Chief Financial Officer to convey Council's condolences to the Deputy Director: Finance on the passing away of his grandmother-in-law.

NOTED

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

An apology for absence from the meeting was received from the Deputy Director: Finance.

RESOLVED

that notice be taken of the apology for absence from the meeting, received from the Deputy Director: Finance and same be accepted.

3. MINUTES

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

The minutes of the Executive Mayor and Mayoral Committee meeting, held on 9 December 2016, are attached as **annexure 3.1**.

Resolution 7.4.2 of the minutes must be corrected to read:

“that the matter in respect of the alienation of erf 935, Wolseley stands over until the feasibility study for the project at Wolseley is done.”

RESOLVED

(a) *that resolution 7.4.2 of the minutes of the Executive Mayor and Mayoral Committee meeting, held on 9 December 2016, be corrected to read:*

“that the matter in respect of the alienation of erf 935, Wolseley stands over until the feasibility study for the project at Wolseley is done.”

(b) *That the amended minutes of the Executive Mayor and Mayoral Committee meeting, held on 9 December 2016, be approved and signed by the Executive Mayor:*

**3.2 Outstanding matters
(3/3/2)**

File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
7/1/4/1	8.1.1 of 09/12/2016: Lease of pound facility	Corporate Services	That the matter be held in abeyance to obtain further information.		

RESOLVED

- (a) *that the matter in respect of a pound facility be informally discussed at the next Executive Mayor and Mayoral Committee meeting.*
- (b) *That notice be taken of the outstanding matter.*

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

None

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 Monthly reports: Service Delivery and Budget Implementation Plan: November and December 2016
(5/1/5/9)**

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

- | | | |
|-----|---------------|--------------------------|
| (a) | November 2016 | Annexure 7.1.1(a) |
| (b) | December 2016 | Annexure 7.1.1(b) |

RESOLVED

To recommend to Council:

that notice be taken of the monthly reports of the Service Delivery and Budget Implementation Plan for November and December 2016 and same be accepted.

**7.1.2 Report by the Performance, Risk and Audit Committee on the Draft Witzenberg Annual Report: 2015/2016
(5/14/2 & 9/1/1)**

Item 6.2.1 of the Performance, Risk and Audit Committee meeting, held on 17 January 2017, refers.

The following memorandum, dated 1 December 2016, was received from the Director: Finance:

"Purpose

The purpose of this report is to table the Draft Annual Report for 2015/2016 to Council.

Legislature framework

In terms of Section 127 (2) of the Municipal Finance Management Act (Act 56 of 2003), the Mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality and of any municipal entity under the municipality's sole or shared control.

Discussion

The report of Auditor-general of South Africa on the Annual Financial Statements, Predetermined Objectives, Compliance with Legislation and Internal Controls forms part of the Draft Annual Report. The mentioned report was received on 30 November 2016.

The Draft Annual Report for 2015/2016 is attached as **annexure 7.1.2"**

The Performance, Risk and Audit Committee unanimously resolved on 17 January 2017 to recommend to the Executive Mayor, Mayoral Committee and Council that the Draft Witzenberg Annual Report for 2015/2016 be approved.

RESOLVED

To recommend to Council:

that the report by the Performance, Risk and Audit Committee on the Draft Witzenberg Annual Report for 2015/2016 be noted.

7.1.3 Performance, Risk and Audit Committee: 2nd Bi-Annual Report on Performance Management: 2015/2016 (5/14/4)

Item 6.2.4 of the Performance, Risk and Audit Committee meeting, held on 17 January 2017, refers.

The Second Bi-Annual Report of the Performance, Risk and Audit Committee to Council on Performance Management for 2015/2016 is attached as **annexure 7.1.3**.

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 Performance, Risk and Audit Committee unanimously resolved on 17 January 2017 to recommend to the Executive Mayor, Mayoral Committee and Council that the Executive Mayor, Mayoral Committee and Council, in order to improve the functionality, compliance and reliability of the Performance Management System, management should embrace the recommendations by Internal Audit and ensure continuous monitoring to address the control deficiencies.

RESOLVED

To recommend to Council:

that the Executive Mayor, Mayoral Committee and Council, in order to improve the functionality, compliance and reliability of the Performance Management System, management should embrace the recommendations by Internal Audit and ensure continuous monitoring to address the control deficiencies.

**7.1.4 Report of Performance, Risk and Audit Committee as at 30 June 2016 (annexure to Annual Report 2015/2016)
(5/14/4)**

Item 6.4.8 of the Performance, Risk and Audit Committee meeting, held on 17 January 2017, refers.

The final report of the Performance, Risk and Audit Committee as at 30 June 2016 is attached as **annexure 7.1.4**.

The Performance, Risk and Audit Committee resolved on 17 January 2017 to recommend to the Executive Mayor, Mayoral Committee and Council that the Executive Mayor, Mayoral Committee and Council take notice of the report of the Performance, Risk and Audit Committee for the financial year ended 30 June 2016 and accept same.

RESOLVED

To recommend to Council:

that Council takes notice of the report of the Performance, Risk and Audit Committee for the financial year ended 30 June 2016 and accepts same.

7.2 Direktooraat Tegnieuse Dienste / Directorate Technical Services

None

NOTED

7.3 Direktooraat Gemeenskapsdienste / Directorate Community Services

**7.3.1 Report on FNB Local Economic Development Training
(04/4/2)**

Item 6.8 of the meeting of the Committee for Local Economic Development, held on 23 November 2016, refers.

A memorandum from the Director: Community Services, dated 17 November 2016, is attached as annexure 7.3.1.

The following matter was highlighted:

The Chairperson mentioned that special sessions with councillors are needed to update them with the new approach of local economic development of operating in a new system.

The Committee for Local Economic Development resolved on 23 November 2016:

- (a) that notice be taken of the matter in respect of the First National Bank (FNB) local economic development training.
- (b) To recommend to the Executive Mayor and Mayoral Committee and Council:

that the matter in respect of the First National Bank (FNB) local economic development training be referred for a discussion and workshopped by Council.

RESOLVED

that the matter be referred back to the Administration for alignment to all relevant policies.

7.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

None

NOTED

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

9. FORMAL AND STATUTORY MATTERS

None

NOTED

10. ADJOURNMENT

The meeting adjourned at 10:15.

Approved on _____ with / without amendments.

COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

/MJ Prins

**NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN
MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 9 FEBRUARIE 2017 OM 10:00 IN DIE
RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES**

TEENWOORDIG

Raadslede: Komiteelede

EM Sidego (Voorsitter)
S Hugo
Z Mzaenziwa

Raadslede: Nie-komiteelede

N Phatsoane
K Adams

Amptenare

Me. J Krieger (Direkteur: Gemeenskapsdienste)
Me. C Mackenzie (Bestuurder: Behuising)
Mnr. C Titus (Komiteeklerk)

Ander

Mnr. D Buys (ASLA)
Mnr P. Blaauw (ASLA)
Mev. K Siebrits (ASLA)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Councillor S. Hugo to open the meeting with prayer.

The Chairperson expressed condolences to Councillor J. Phungula with the passing of her mother, Mrs Elizabeth Mabangula (former Deputy Mayor of Ceres Municipality).

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 were received from Councillor J. Phungula.

Apology for absence from the meeting were received from the Municipal Manager, Manager: Administration and Senior Housing Officer.

RESOLVED

- (a) *that the application for leave of absence from the meeting received from Councillor J. Phungula be approved and accepted.*
- (b) *that cognisance be taken of the apology for absence from the meeting received from the Municipal Manager, Manager: Administration and Senior Housing Officer.*

3. NOTULES

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

Die volgende notules van die Komitee vir Behuisingsaangeleenthede word ingebind:

- (a) Vergadering gehou op 6 Oktober 2016 **Bylae 3.1(a).**
- (b) Spesiale vergadering, gehou op 14 Oktober 2016 **Bylae 3.1(b).**

BESLUIT

dat die volgende notules van die Komitee vir Behuisingsaangeleenthede, goedgekeur en deur die Voorsitter onderteken word:

- (i) *Vergadering gehou op 6 Oktober 2016.*
- (ii) *Spesiale vergadering gehou op 14 Oktober 2016.*

**3.2 Outstanding matters
(3/3/2)**

None

NOTED

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

- The Chairperson enquires when the loco-inspections will be held at the various housing project sites within Witzenberg.
- The Director: Community Services informed the meeting that the dates with regard to site visitations will be forwarded in due course and the logistic arrangements will be done by herself.
- The Chairperson informed the committee members that the MEC for Human Settlement, Mr B. Madikezela visited the municipality pertaining to affordable housing / GAP Market emphasizing on the R3501 & R9000 income category.

- The Chairperson requested the Director: Community Services to table the presentation and minutes of the meeting between Minister B. Madikezela and Witzenberg Municipality held on Thursday, 19 January 2017.
- The Chairperson mentioned that ASLA will attend the meeting from 12:00 and make a presentation regarding the Vredebes Housing-Project.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

**5.1 Behuising: Vredebes-projek
(17/4/1/1/1)**

'n *Power point* aanbieding is gedoen deur Messrs. ASLA rakende die Vredebes Behuisingsprojek aangeheg as **bylae 5.1**.

BESLUIT

dat kennis geneem word van die aanbieding gedoen deur Messrs: ASLA rakende die Vredebes Behuising Projek.

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

**6.1 Maandverslae van die Afdeling Behuising: Oktober, November, Desember 2016 en Januarie 2017
(9/1/2/4)**

Die volgende maandverslae van die Afdeling Behuising word aangeheg:

- | | | |
|-----|---------------|---------------------|
| (a) | Oktober 2016 | Bylae 6.1(a) |
| (b) | November 2016 | Bylae 6.1(b) |
| (c) | Desember 2016 | Bylae 6.1(c) |
| (d) | Januarie 2017 | Bylae 6.1(d) |

Die Voorsitter vra wie verantwoordelik is vir die kontrolering en beheer van die afbreek van informele strukture.

Direkteur: Gemeenskapsdienste meld dat die twee beamptes wat verantwoordelik is vir die afbreek van informele strukture tans op kursus is.

BESLUIT

- (a) *dat kennis geneem word van die maandverslae van die Afdeling Behuising vir Oktober, November, Desember 2016 en Januarie 2017 en dat dit aanvaar word.*
- (b) *dat die Direkteur: Gemeenskapsdienste 'n verslag ter tafel lê rakende die Behuising Afdeling se leemtes om effektief onwettige informele strukture af te breek.*

6.2 SDBIP-reports: Department Housing: September, October, November and December 2016 (05/1/5/9)

The following SDBIP-reports of the Department Housing are attached:

- | | | |
|-----|----------------|------------------------|
| (a) | September 2016 | Annexure 6.2(a) |
| (b) | October 2016 | Annexure 6.2(b) |
| (c) | November 2016 | Annexure 6.2(c) |
| (d) | December 2016 | Annexure 6.2(d) |

The Chairperson enquired with regard to the status quo of the number of rental stock to be transferred.

The Manager: Housing informed the meeting that most of the rental stock are not registered at the title deeds office. She furthermore mentioned for example that 35 approvals from the N'duli hostels were submitted, but are not registered.

Three quotations were received to register the rental stock which were not budgeted for. The municipality submitted their application for additional funding and the Department: Human Settlement informed the municipality that the funding will be transferred once the program has been Gazette.

RESOLVED

that cognisance be taken of the SDBIP-reports of the Housing Department for September, October, November en December 2016.

6.3 Risk Management: Risk Matrix Report: Second quarter of 2016/2017 (9/1/2/2)

Council resolved per item 8.4.2 of 26 October 2016:

- (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.

A Risk Management report for the second quarter of 2016/2017, dated 12 December 2016, is attached as **annexure 6.3**.

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.

RESOLVED

- (a) *that the Risk Management: Risk Matrix Report: Second quarter of 2016/2017 be held in abeyance.*
- (b) *that the Head: Internal Audit be invited to the next committee meeting to explain the Risk Matrix Report to the Committee for Housing Matters.*

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

None

NOTED

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 THURSDAY, 16 FEBRUARY 2017 AT 10:10

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR GEMEENSKAPSONTWIKKELING VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 16 FEBRUARIE 2017 OM 10:10 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

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 Lintnaar (Manager: Socio Economic Development / Bestuurder: Sosio-Ekonomiese Ontwikkeling)
Mr / Mnr C Wessels (Manager: Administration / Bestuurder: Administrasie)
Mr / Mnr M Green (Manager: Traffic Services / Bestuurder: Verkeerdienste)
Mr / Mnr G Botha (Superintendent: Traffic Services / Superintendent: Verkeersdienste)

Other representatives / Ander verteenwoordigers

Lieutenant-Colonel / Luitenant-Kolonel G Munsamy (South African Police Services/ Suid-Afrikaanse Polisiediens, Ceres)
Captain / Kaptein P Mondlana (South African Police Services/ Suid-Afrikaanse Polisiediens, Ceres)
Captain / Kaptein D Madlelizi (South African Police Services / Suid-Afrikaanse Polisiediens, Wolseley)
Mr / Mnr J van der Merwe (Community Police Advisory Forum: Ceres / Gemeenskap Polisiëringsforum: Ceres))
Ms / Me C Botha (The Haven Night Shelter / Die Haven Nagskuiling)
The Representative for Lieutenant-Colonel C Meiring (South African Police Services / Suid-Afrikaanse Polisiediens, Tulbagh)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and mentioned especially the newly appointed Superintendent: Traffic Services, Mr Gawie Botha and requested thereafter Councillor G Laban to open the meeting with a prayer.

Die Voorsitter heet almal teenwoordig welkom en maak spesiale melding van die nuut aangestelde Superintendent: Verkeersdienste, Mnr Gawie Botha en versoek raadslid G Laban om die vergadering met gebed te 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)

Application for leave of absence from the meeting was received from councillor N Phatsoane.

An apology for absence from the meeting was received from Lieutenant-Colonel C Meiring from the South African Police Services, Tulbagh.

Aansoek om verlof tot afwesigheid van die vergadering was ontvang vanaf raadslid N Phatsoane.

Verskoning vir afwesigheid van die vergadering is ontvang vanaf Luitenant-Kolonel C Meiring van die Suid-Afrikaanse Polisie, Tulbagh.

RESOLVED

- (a) *that the application for leave of absence from the meeting received from Councillor N Phatsoane be approved and accepted.*
- (b) *that cognisance be taken of the apologies received, from the Lieutenant-Colonel C Meiring from the South African Police Services, Tulbagh.*

BESLUIT

- (a) *dat die aansoek om verlof tot afwesigheid van die vergadering ontvang vanaf Raadslid N Phatsoane goedgekeur en aanvaar word.*
- (b) *dat kennis geneem word van die verskoning vir afwesigheid van die vergadering ontvang vanaf Luitenant-Kolonel C Meiring van die Suid Afrikaanse Polisie, Tulbagh.*

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 24 November 2016, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 24 November 2016, word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Community Development, held on 24 November 2016, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 24 November 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 / GEEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / GEEN

5.1 Community Police Advisory Forum (CPAF) and South African Police Services (SAPS) / Gemeenskap Polisiëringsforum (GPF) en Suid-Afrikaanse Polisiediens (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

Lieutenant-Colonel G Munsamy, Station Commander of Ceres, South African Police Services and Captain P Mondlana reported as follows.

- The building of the South African Police Services, Ceres is not very conducive and request the assistance of the municipality in this regard. Director: Community Services mentioned that the office space in Nduli is available and will be taken up with the South African Police Services, Ceres.
- Crime in Nduli is high but the people are not very cooperative with the police. During a police operation stone throwing took place.
- The way the Nduli township is structured is not very well for police controlling.
- Bella Vista crime, especially house breaking is very high. The South African Police Services is also of the opinion that drug dealing takes place.
- The Pine Forest Holiday Resort also known for housebreaking.
- Juveniles are involved in crime.
- Crime takes place in Voortrekker Street on a Saturday, afternoon between 14h00-21h00. South African Police Services are assisted by Witzenberg Municipality Traffic Department and Law Enforcement.

NOTED.

Ceres Police Advisory Forum

Mr Jan van der Merwe, Chairperson of the Ceres Police Advisory Forum, reported as follows:

- The Ceres Police Advisory Forum liaised with the schools to combat juvenile crime and await currently feedback from the school.
- On 16 February 2017 an imbizo will be held in Nduli with regard to South African Police Services information, crime statistics, questions and answers to the public.
- On 21 February 2017 a meeting with the Bella Vista community will be held.

NOTED.

(b) Prince Alfred's Hamlet

The South African Police Services and Police Advisory Forum, Prince Alfred's Hamlet were absent without an apology.

NOTED.

(c) Wolseley

Captain D Madleliz, Station Commander of the South African Police Services, Wolseley reported on the South African Police Services, Wolseley as follows:

- There is a good relationship between South African Police Services, Wolseley and the Traffic Department of Witzenberg Municipality which manifest during the festive season in having road blocks together.
- South African Police Services experienced a challenge in Wolseley with regard spaza shops still open very late at night. It is highly dangerous and endangers the safety of the owners. Owners refused to cooperate with the police.
- The owners refused to cooperate with the police.
- The Committee requested that the Manager: Town Planning provides Wolseley, South African Police Services with the policy Spaza Shops of the Witzenberg Municipality for their information of the applicable regulations.
- The shacks of the Sotho speaking inhabitants in the Pine Valley cause major problems. Shacks are used to hide drugs and disputes arise between the gangsters and the foreigners. Gangs are moving from Worcester to Wolseley and Tulbagh.
- The committee expressed concern with regard to the gang problem and requested the various South African Police Services stations to work on the matter.
- Manager: Traffic Services mentioned that the Law Enforcement of the municipality is still in training and will be utilized in other areas. They will later on be used for assistance.

NOTED.

(d) Tulbagh

The representative for Lieutenant-Colonel C Meiring, South African Police Services, Tulbagh reported as follows:

- Tulbagh South African Police Services experience a challenge with the youth visiting the “tikhokkies” in the Madikana squatter camp. More and more shacks still erect.
- Director: Community Services mentioned that the municipality lacks an adequate budget to utilize the “Red Ants” like the City of Cape Town do.
- The Committee requested that the South African Police Services, Tulbagh embarks on imbizo to get the community involved. Ceres South African Police Services offered assistance to Tulbagh, South African Police Services with regard to imbizo’s and otherwise as needed.
- The Committee complimented the South African Police Services in Witzenberg for services rendered and the willingness to work together with regard to shacks, gangsters, etc.

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: Town Planning provides the Policy: Spaza Shops to the South African Police Services for information and as deemed necessary.*

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: Stadsbeplanning die Suid-Afrikaanse Polisie diens voorsien van die Beleid: Spaza Winkels vir inligting en soos nodig geag.*

5.2 Community Services: The Haven Night Shelter: November, December 2016 and January 2017 / Gemeenskapsdienste: Die Haven Nagskuiling: November, Desember 2016 en Januarie 2017 (17/16/3/1)

Ms C Botha reported regarding the Haven Nightshelter attached as **annexure 5.2**.

Me C Botha lewer verslag rakende die Haven Nagskuling aangeheg as **bylae 5.2**.

RESOLVED

that the Committee for Community Development takes notice of the content of the report from the Haven Nightshelter and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die verslag van die Haven Nagskuiling

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Monthly reports of the Section Socio-Economic Development for November, December 2016 and January 2017 / Maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir November, Desember 2016 en Januarie 2017 (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) | November 2016 | Annexure / Bylae 6.1(a) |
| (b) | December / Desember 2016 | Annexure / Bylae 6.1(b) |
| (c) | January / Januarie 2017 | Annexure / Bylae 6.1(c) |

RESOLVED

that the Committee for Community Development takes notice of the content of the reports of the Section Socio-Economic Development for November, December 2016 and January 2017 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die verslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir November, Desember 2016 en Januarie 2017 en dat die verslae aanvaar word.

6.2 Monthly reports of the Section Libraries for November, December 2016 and January 2017 / Maandverslae van die Afdeling Biblioteke vir November, Desember 2016 en Januarie 2017 (9/1/2/4)

The following monthly reports of the Section Libraries are attached:

Die volgende maandverslae van die Afdeling Biblioteke vir word ingebind:

- | | | |
|-----|--------------------------|--------------------------------|
| (a) | November 2016 | Annexure / Bylae 6.2(a) |
| (b) | December / Desember 2016 | Annexure / Bylae 6.2(b) |
| (c) | January / Januarie 2017 | Annexure / Bylae 6.2(c) |

RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Section Libraries for November, December 2016 and January 2017 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Biblioteke vir November, Desember 2016 en Januarie 2017 en dat die verslae aanvaar word.

**6.3 Monthly reports of the Section Amenities and Environment for November, December 2016 and January 2017 / Maandverslae van die Afdeling Geriewe en Omgewing vir November, Desember 2016 en Januarie 2017
(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) | November 2016 | Annexure / Bylae 6.3(a) |
| (b) | December / Desember 2016 | Annexure / Bylae 6.3(b) |
| (c) | January / Januarie 2017 | Annexure / Bylae 6.3(c) |

RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Section Amenities and Environment for November, December 2016 and January 2017 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Geriewe en Omgewing vir November, Desember 2016 en Januarie 2017 en dat die verslae aanvaar word.

**6.4 Monthly reports of the Section Resorts and Swimming Pools for November, December 2016 and January 2017 / Maandverslae van die Afdeling Oorde en Swembaddens vir November, Desember 2016 en Januarie 2017
(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) | November 2016 | Annexure / Bylae 6.4(a) |
| (b) | December / Desember 2016 | Annexure / Bylae 6.4(b) |
| (c) | January / Januarie 2017 | Annexure / Bylae 6.4(c) |

RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Section Resorts and Swimming Pools for November, December 2016 and January 2017 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Oorde en Swembaddens vir November, Desember 2016 en Januarie 2017 en dat die verslae aanvaar word.

6.5 Monthly reports: Section Disaster and Emergency Management and Fire Services for November, December 2016 and January 2017 / Maandverslae: Afdeling Ramp- en Noodbestuur en Brandweerdienste vir November, Desember 2016 en Januarie 2017 (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) | November 2016 | Annexure / Bylae 6.5(a) |
| (b) | December / Desember 2016 | Annexure / Bylae 6.5(b) |
| (c) | January / Januarie 2017 | Annexure / Bylae 6.5(c) |

The Committee expressed their appreciation and thankfulness towards the Head: Disaster and Emergency Services, and also to the Director: Community Services for services rendered during the festive season with regard to fires.

Director: Community Services reported that a service provider has been appointed to clean the Witels area. The provincial department was requested to erect no-parking signage at the road but without any success. South African Police Services, Ceres is needed to solve the problem.

The Committee requested that a follow-up letter be addressed to the provincial department in respect of the Witels problem.

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 November, December 2016 and January 2017 and same be accepted.*
- (b) *that the Chief: Disaster Management and Fire Brigade Services forward a letter to the Provincial Traffic Department and requests that no-parking signage be erected at the Witels area in Mitchell's Pass, Ceres.*

BESLUIT

- (a) *dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir November, Desember 2016 en Januarie 2017 en dat die verslae aanvaar word.*
- (b) *dat die Hoof: Rampbestuur en Brandweerdienste 'n brief aan die Provinsiale Verkeersdepartement rig om te versoek dat geen-parkering padtekens by die Witels area in Mitchells Pass, Ceres opgerig word.*

6.6 SDBIP reports: Department Community Services: October, November and December 2016 / SDBIP-verslae: Departement Gemeenskapsdienste: Oktober, November en Desember 2016 (5/1/5/8)

The following SDBIP reports of the Department Community Services are attached:

Die volgende SDBIP-verslae van die Departement Gemeenskapsdienste word ingebind:

- | | | |
|-----|--------------------------|--------------------------------|
| (a) | October / Oktober | Annexure / Bylae 6.6(a) |
| (b) | November 2016 | Annexure / Bylae 6.6(b) |
| (c) | December / Desember 2016 | Annexure / Bylae 6.6(c) |

RESOLVED

that the Committee for Community Development takes notice of the content of the SDBIP reports of the Department Community Services for October, November and December 2016 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die SDBIP-verslae van die Departement Gemeenskapsdienste vir Oktober, November en Desember 2016 en dat die verslae aanvaar word.

6.7 Risk Management: Risk Matrix Report: Second quarter of 2016/2017 (9/1/2/2)

Council resolved per item 8.4.2 of 26 October 2016:

- (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.

A Risk Management report for the Committee for Community Development, Second quarter of 2016/2017, dated 12 December 2016, is attached as **annexure 6.7**.

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.

RESOLVED

- (a) *that the Committee takes notice of the Risk Matrix Report for the Second Quarter of 2016 / 2017 and same be accepted.*
- (b) *that the Head: Internal Audit make a presentation to the Committee for Community Development for clarification purposes of the Risk matrix Report.*

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

8.1 Appointment as Member of the Ceres Hospital Facility Board (17/1/4/1)

A letter dated, 7 February 2017, received from the Minister of Health: Western Cape, is attached as **annexure 8.1.**

RESOLVED

that the Committee for Community Development takes notice of the content of the letter, received from the Minister of Health: Western Cape of the appointment of councillor K Adams, Executive Deputy Mayor, as member of the Ceres Hospital Facility Board and same be accepted.

9. VERDAGING / ADJOURNMENT

The Director: Community Services thanked the Manager: Socio-Economic Services, Mr Grant Linthar on behalf of the Committee for the services rendered to the municipality and wish him well with his future endeavours.

Die Direkteur: Gemeenskapsdienste bedank die Bestuurder: Sosio-ekonomiese Dienste, mnr Grant Linthar namens die Komitee vir die dienste wat aan die munisipaliteit gelewer is en wens hom sterkte toe met sy toekomsplanne.

The meeting adjourned at 12h10 / Die vergadering verdaag om 12h10.

Approved on / Goedgekeur op _____ .

COUNCILLOR / RAADSLID K ADAMS
CHAIRPERSON / VOORSITTER

/esw

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 THURSDAY, 16 FEBRUARY 2017 AT 14:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR KORPORATIEWE EN FINANSIËLE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 16 FEBRUARIE 2017 OM 14:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Aldermen / Raadshere

H Smit (Chairperson / Voorsitter)
J Schuurman

Councillors / Raadslede

D Kinnear

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr C Kritzinger (Dir. Financial Services / Finansiële Dienste)
Mr / Mnr W Mars (Manager: Financial Administration/ Bestuurder: Finansiële Administrasie)
Mr / Mnr G Louw (Head: Internal Audit / Hoof: Interne Oudit)
Mr / Mnr M Frieslaar (Manager: Supply Chain / Bestuurder: Voorsieningskanaal)
Ms / Me A Human (Acting Manager: Income / Waarnemende Bestuurder: Inkomste)
Me / Ms A Radjoo (Manager: Communication and Marketing) / Bestuurder: Kommunikasie en Bemaking
Ms / Me I Swartbooi (Manager: Human Resources / Bestuurder: Menslike Hulpbronne)
Ms / Me L Nieuwenhuis (Legal Advisor / Regsadviseur)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

Die Voorsitter heet almal teenwoordig welkom en versoek die Direkteur: Finansies om die vergadering met gebed te 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)**

Application for leave of absence from the meeting was received from Councillor T Mgoboza.

Apologies for absence from the meeting were received from the Director: Corporate Services, Deputy Director: Finance, Manager: IDP and Manager: Administration.

Aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf Raadslid T Mgoboza.

Verskonings vir afwesigheid van die vergadering is ontvang vanaf die Direkteur: Korporatiewe Dienste, Adjunk Direkteur: Finansies, Bestuurder: GOP en Bestuurder: Administrasie.

RESOLVED

- (a) *that the application for leave absence from the meeting, received from Councillor T Mgoboza, be accepted and approved.*
- (b) *that cognisance be taken of the apologies received, from the Director: Corporate Services, Deputy Director: Finance, Manager: IDP and Manager: Administration.*

BESLUIT

- (a) *dat die aansoek om verlof tot afwesigheid van die vergadering ontvang vanaf Raadslid T Mgoboza goedgekeur word en aanvaar word.*
- (b) *dat kennis geneem word van die verskonings ontvang, vanaf die Direkteur: Korporatiewe Dienste, Adjunk Direkteur: Finansies, Bestuurder: GOP en Bestuurder: Administrasie.*

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 13 October 2016, are attached as **annexure 3.1**.

Die notule van 'n vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 13 Oktober 2016, word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 13 October 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 13 Oktober 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 / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Monthly reports: Department Corporate Services: July, August, September, October, November, December 2016 and January 2017/ Maandverslae: Departement Korporatiewe Dienste: Julie, Augustus, September, Oktober, November, Desember 2016 en Januarie 2017 (09/1/2/1)

The following monthly reports of the Departement Corporate Services are attached:

Die volgende maandverslae van die Departement Korporatiewe Dienste word ingebind:

(a)	July / Julie 2016	Annexure / Bylae 6.1(a)
(b)	August / Augustus 2016	Annexure / Bylae 6.1(b)
(c)	September 2016	Annexure / Bylae 6.1(c)
(d)	October / Oktober 2016	Annexure / Bylae 6.1(d)
(e)	November 2016	Annexure / Bylae 6.1(e)
(f)	December / Desember 2016	Annexure / Bylae 6.1(f)
(g)	January / Januarie 2017	Annexure / Bylae 6.1(g)

RESOLVED

that the Committee for Corporate and Financial Services takes notice of the content of the monthly reports of the Department Corporate Services for July, August, September, October, November, December 2016 and January 2017 and same be accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem van die inhoud van die maandverslae van die Departement Korporatiewe Dienste vir Julie, Augustus, September, Oktober, November, Desember 2016 en Januarie 2017 en dat die verslae aanvaar word.

6.2 SDBIP reports: Department Corporate Services: August, September, October, November and December 2016 / SDBIP-verslae: Departement Korporatiewe Dienste: Augustus, September, Oktober, November en Desember 2016 (5/1/5/9)

The following SDBIP reports of the Department Corporate Services are attached:

Die volgende SDBIP-verslae van die Departement Korporatiewe Dienste word ingebind:

(a)	August / Augustus 2016	Annexure / Bylae 6.2(a)
(b)	September 2016	Annexure / Bylae 6.2(b)
(c)	October / Oktober 2016	Annexure / Bylae 6.2(c)
(d)	November 2016	Annexure / Bylae 6.2(d)
(e)	December / Desember 2016	Annexure / Bylae 6.2(e)

RESOLVED

that the Committee for Corporate and Financial Services takes notice of the content of the SDBIP reports of the Department Corporate Services for August, September, October, November and December 2016 and same be accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem van die inhoud van die SDBIP-verslae van die Departement Korporatiewe Dienste vir Augustus, September, Oktober, November en Desember 2016 en dat die verslae aanvaar word.

**6.3 SDBIP reports: Office of the Municipal Manager: September, October, November and December 2016 / SDBIP-verslae: Kantoor van die Munisipale Bestuurder: September, Oktober, November en Desember 2016
(5/1/5/9)**

The following SDBIP reports of the Office of the Municipal Manager are attached:

Die volgende SDBIP-verslae van die Kantoor van die Munisipale Bestuurder word ingebind:

- | | | |
|-----|--------------------------|--------------------------------|
| (a) | September 2016 | Annexure / Bylae 6.3(a) |
| (b) | October / Oktober 2016 | Annexure / Bylae 6.3(b) |
| (c) | November 2016 | Annexure / Bylae 6.3(c) |
| (d) | December / Desember 2016 | Annexure / Bylae 6.3(d) |

RESOLVED

that the Committee for Corporate and Financial Services takes notice of the content of the SDBIP reports of the Office of the Municipal Manager for September, October, November and December 2016 and same be accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem van die inhoud van die SDBIP-verslae van die Kantoor van die Munisipale Bestuurder vir September, Oktober, November en Desember 2016 en dat die verslae aanvaar word.

6.4 SDBIP reports: Department Finance: September, October, November and December 2016 / SDBIP-verslae: Departement Finansies: September, Oktober, November en Desember 2016 (5/1/5/9)

The SDBIP reports of the Department Finance for September 2016 are attached:

Die SDBIP-verslae van die Departement Finansies vir September 2016 word ingebind:

- | | | |
|-----|--------------------------|--------------------------------|
| (a) | September 2016 | Annexure / Bylae 6.4(a) |
| (b) | October / Oktober 2016 | Annexure / Bylae 6.4(b) |
| (c) | November 2016 | Annexure / Bylae 6.4(c) |
| (d) | December / Desember 2016 | Annexure / Bylae 6.4(d) |

RESOLVED

that the Committee for Corporate and Financial Services takes notice of the content of the SDBIP reports of the Department Finance for September, October, November and December 2016 and same be accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem van die inhoud van die SDBIP-verslae van die Departement Finansies vir September, Oktober, November en Desember 2016 en dat die verslag aanvaar word.

6.5 Risk Management: Risk Matrix Report: Second quarter of 2016/2017 (9/1/2/2)

Council resolved per item 8.4.2 of 26 October 2016:

- (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.

A Risk Management report for the Committee for Corporate and Financial Services, Second quarter of 2016/2017, dated 12 December 2016, is attached as **annexure 6.5**.

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.

RESOLVED

that the matter pertaining to the Risk Management: Risk Matrix Report: Second quarter of 2016/2017 be held in abeyance until the next committee meeting.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Section 71: Monthly reports of the Department Finance: November and December 2016 / Artikel 71: Maandverslae: Departement Finansies: November en Desember 2016 (9/1/2/2)

The following monthly reports of the Department Finance are attached:

Die volgende maandverslae van die Departement Finansies word ingebind:

- | | | |
|-----|--------------------------|--------------------------------|
| (c) | November 2016 | Annexure / Bylae 7.1(a) |
| (d) | December / Desember 2016 | Annexure / Bylae 7.1(b) |

RESOLVED

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 November and December 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 maandverslae van die Departement Finansies vir November en Desember 2016 en dat die verslae aanvaar word.

7.2 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: Blues Tavern, Nduli / Aansoek om verlenging van Drankhandel Dae (Sondae Handel) in die Terme van Artikel 7 van Munisipaliteit Witzenberg se Gewysigde Verordening van Drankhandel Dae en Ure- 2016: Blues Tavern, Nduli (1/1/1)

A memorandum dated, 13 September 2016, received from the Legal Advisor, is attached as **annexure 7.2.**

'n Memorandum gedateer, 13 September 2016, ontvang vanaf die Regsadviseur, word ingebind as **bylae 7.2.**

RESOLVED

To recommend to Executive Mayor and Mayoral Committee:

that the 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, received from Blues Tavern, Nduli be refused for off-consumption on Sundays in terms of Section 4 of the Amended Liquor By-Law.

BESLUIT

Om by die Uitvoerende Burgemeester en Burgemeesterskomitee aan te beveel:

dat die aansoek om verlenging van Drankhandel Dae (Sondae Handel) in die Terme van Artikel 7 van Munisipaliteit Witzenberg se Gewysigde Verordening van Drankhandel Dae en Ure- 2016, ontvang vanaf Blues Tavern, Nduli afgekeur word vir buiteverbruik op Sondae in terme van Artikel 4 van die Drank Verordeningswet.

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 WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 23 FEBRUARY 2017 AT 08:00

PRESENT

Councillors

BC Klaasen (Executive Mayor)
K Adams (Deputy Executive Mayor)
TE Abrahams
EM Sidego
JJ Visagie
TT Godden (Speaker) (ex officio)

Alderman

HJ Smit

Officials

Mr D Nasson (Municipal Manager)
Mr J Barnard (Director: Technical Services)
Ms J Krieger (Director: Community Services)
Mr HJ Kritzing (Director: Finance)
Mr M Mpeluza (Director: Corporate Services)
Mr G Louw (Head: Internal Audit)
Mr A Hofmeester (IDP Manager)
Mr CG Wessels (Manager: Administration)

Other representatives

Mr N Bettsworth (Ceres Business Initiative)

1. OPENING AND WELCOME

The Executive Mayor welcomed everyone present after which Councillor EM Sidego was requested 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 20 January 2017, are attached as **annexure 3.1**.

RESOLVED

that the minutes of the Executive Mayor and Mayoral Committee meeting, held on 20 January 2017, be approved and signed by the Executive Mayor.

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

- (a) The Executive Mayor referred to the National and Provincial Budget speeches and mentioned that the 2010 Vision of Witzenberg Municipality deserves to be applauded. Council and Management are on the route of success and is in line with the national and provincial visions.
- (b) The Executive Mayor mentioned that as from 1 March 2017 the Executive Mayoral Committee members will be placed in the various towns to ensure that the standard of service delivery be lifted in all towns.
- (c) The Executive Mayor mentioned that the broadband network will be extended in the near future to the benefit of the public. The system will ensure communications with all wards.
- (d) The Executive Mayor said that the Executive Mayoral Committee will be informed in the near future of the local development plans.
- (e) The Executive Mayor thanked the Executive Mayoral Committee and Management for a stable municipality and mentioned that Witzenberg Municipality is an example of the deliverables made possible due to a stable municipality.
- (f) The Executive Mayor requested that all directorates submit proposals how to address the needs of the marginalised. There is critic that the municipality caters only for those who have and not the marginalised.

RESOLVED

that all directorates submit plans/proposals to the Executive Mayor how to address the matter of the needs of the marginalised.

5. INTERVIEWS WITH DELEGATIONS

None

NOTED

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None

NOTED

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direktooraat Finansies / Directorate Finance

7.1.1 Section 71 Reports: Monthly reports of the Department Finance: April, May, June, July, August, September, October, November and December 2016 (9/1/2/2)

The following items refer:

- (a) Item 6.4.1 of the Performance, Risk and Audit Committee meeting, held on 17 January 2017.
- (b) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 16 February 2017.

Note: The monthly reports of the Department Finance for April to October 2016 have already been tabled to the Executive Mayor and Mayoral Committee and Council, but in accordance with legislation it still had to be tabled to the Performance, Risk and Audit Committee, which was done on 17 January 2017. For cost saving purposes the monthly reports that have already been tabled to the Executive Mayor and Mayoral Committee and Council are not included in this agenda again.

The following monthly reports of the Department Finance are attached:

- (a) November 2016 **Annexure 7.1.1(a)**
- (b) December 2016 **Annexure 7.1.1(b)**

The Performance, Risk and Audit Committee decided that due to the number of Section 71 reports, only the November 2016 report will be focused on. The following matters were highlighted:

- The Chief Financial Officer mentioned that a process is followed to ensure correct electric meter readings. It is a challenging process due to various reasons.
- The municipality is in the process to go out on tender for water meters, however, a community participation process is needed.
- The increase in councillor outstanding debt is due to the election of new councillors after the election.
- The debt of government departments is currently discussed with the provincial government and feedback is awaited.
- PRAC requested that the Chief Financial Officer investigates the government departments' outstanding debt increase from October 2016 (R265 371-11) to November 2016 (R549 886-84) and correct if necessary.

- PRAC requested that the method of deviations be covered by means of contracts where applicable.

The Performance, Risk and Audit Committee resolved on 17 January 2017:

- (a) that the Chief Financial Officer investigates the increase in outstanding debt for government departments between October 2016 and November 2016 and correct the matter if necessary.
- (b) that the Chief Financial Officer covers the method of deviations by means of contracts where applicable.
- (c) to recommend to the Executive Mayor and Mayoral Committee and Council:

that notice be taken of the Section 71 reports of the Department Finance for April, May, June, July, August, September, October and November 2016 and same be accepted.

The Committee for Corporate and Financial Services resolved on 16 February 2017 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 November and December 2016 and same be accepted.

- The Deputy Executive Mayor, Councillor K Adams, enquired with regard to outstanding councillors' monies and the Municipal Manager responded that a report will be submitted to the Speaker. The matter of school outstanding monies was also addressed with the Department of Education.
- Councillor T Godden expressed concern about indigent matters.
- The Municipal Manager indicated that water meters will be installed by the end of March 2017.

RESOLVED

The Executive Mayor and Mayoral Committee recommend to Council:

that notice be taken of the content of the Section 71 monthly reports of the Department Finance for November and December 2016 and same be accepted.

7.1.2 Monthly report: Service Delivery and Budget Implementation Plan: January 2017 (5/1/5/9)

The Service Delivery and Budget Implementation Plan monthly report for January 2017 is attached as **annexure 7.1.2**.

RESOLVED

The Executive Mayor and Mayoral Committee recommend to Council:

that notice be taken of the Service Delivery and Budget Implementation Plan monthly report for January 2017 and same be accepted.

7.1.3 Risk Based Audit Plan: 2016/2017 – 2018/2019
(05/14/2)

Item 6.4.10 of the Performance, Risk and Audit Committee meeting, held on 17 January 2017, refers.

The Risk Based Audit Plan for 2016/2017 to 2018/2019, dated June 2016, is attached as **annexure 7.1.3**.

The Performance, Risk and Audit Committee resolved on 17 January 2017:

- (a) that notice be taken of the matter in respect of the Risk Based Audit Plan for 2016/2017 to 2018/2019 and same be accepted.
- (b) to recommend to the Executive Mayor and Mayoral Committee and Council:
 - (i) that the one year plan in respect of the Risk Based Audit Plan for 2016/2017 be accepted.
 - (ii) that the next cycle of the three year plan in respect of the Risk Based Audit Plan for 2016/2017 to 2018/2019 be accepted.

RESOLVED

The Executive Mayor and Mayoral Committee recommend to Council:

- (i) *that the one year plan in respect of the Risk Based Audit Plan for 2016/2017 be accepted.*
- (ii) *that the next cycle of the three year plan in respect of the Risk Based Audit Plan for 2017/2018 to 2018/2019 be accepted.*

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

The following documents are attached:

- (a) Memorandum from the Director: Finance, dated 20 February 2017: **Annexure 7.1.4(a)**.
- (b) Adjustment budget: 2016/2017 to 2018/2019: **Annexure 7.1.4(b)**.

The Chief Financial Officer reported on the Finance Adjustment Budget for 2016/2017 and highlighted the following matters:

- that the project of the Department Water Affairs was removed from the budget due to failure of DWARF to transfer the capital.
- that the capital for the Polocross Hall, Nduli, Ceres will be increased from R1 million to R3 million.

RESOLVED

The Executive Mayor and Mayoral Committee recommend to Council:

- (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);*
 - (v) *Table B5 - Budgeted Capital Expenditure by Vote, standard classification and funding.*
- (b) *That the SDBIP be updated with the financial amendments if the amendments are approved by Council.*

**7.1.5 Rates Policy
(5/5/P)**

The following memorandum, dated 20 February 2017, was received from the Director: Finance:

“1. Purpose

The purpose of this report is to table a Rates Policy in terms of Section 3 of the Local Government: Municipal Property Rates Act (Act 6 of 2004 as amended) (MPRA) for Council consideration.

2. Legal background

The Local Government: Municipal Property Rates Act (Act 6 of 2004) was amended with the Local Government: Municipal Property Rates Amendment Act (Act 29 of 2014).

Property valuations for implementation from 1 July 2017 are in process. The categories of properties in terms of the property rates policy must be updated to be in line with the mentioned act for implementation into the new valuation roll.

3. Legal framework

The applicable legal requirements in terms of the Local Government: Municipal Property Rates Act (Act 6 of 2004 as amended) is section 8(2). For ease of reference the section is quoted below:

'Section 8 of the MPRA

Differential rates.-(1) Subject to section 19, a municipality may in terms of the criteria set out in its rates policy levy different rates for different categories of rateable property, which may include categories determined according to the –

- (a) use of the property;
- (b) permitted use of the property; or
- (c) geographical area in which the property is situated.

(2) Categories of rateable property that may be determined in terms of subsection ill include the following:

- (a) Residential properties;
- (b) industrial properties;
- (c) business and commercial properties;
- (d) agricultural properties;
- (e) mining properties;
- (f) properties owned by an organ of state and used for public service purposes;
- (g) public service infrastructure properties;
- (h) properties owned by public benefit organisations and used for specified public benefit activities;
- (i) properties used for multiple purposes, subject to section 9; or
- (j) any other category of property as may be determined by the Minister, with the concurrence of the Minister of Finance, by notice in the Gazette.'

4. Discussion

Paragraph 7.2 of the Witzenberg rates policy provides for the following categories of property:

- (a) residential properties
- (b) informal settlements
- (c) industrial properties
- (d) business and commercial properties
- (e) agricultural properties
- (f) business and/or commercial improvements on agricultural properties
- (g) state-owned properties
- (h) municipal properties
- (i) public service infrastructure; and
- (j) urban vacant land

The above paragraph must be amended to be in line with Section 8 (2) of the amended Municipal Property Rates Act."

RESOLVED

The Executive Mayor and Mayoral Committee recommend to Council:

that paragraph 7.2 of the Property Rates Policy, which reads:

"The Witzenberg Rates Policy provides for the following categories of property:

- (a) residential properties*
- (b) informal settlements*
- (c) industrial properties*

- (d) *business and commercial properties*
- (e) *agricultural properties*
- (f) *business and/or commercial improvements on agricultural properties*
- (g) *state-owned properties*
- (h) *municipal properties*
- (i) *public service infrastructure; and*
- (j) *urban vacant land”*

be amended to be in line with Section 8(2) of the Municipal Property Rates Act, which reads:

“A municipality must determine the following categories of rateable property in terms of subsection (1): Provided such property category exists within the municipal jurisdiction –

- (a) *residential properties*
- (b) *industrial properties*
- (c) *business and commercial properties*
- (d) *agricultural properties*
- (e) *mining properties*
- (f) *properties owned by an organ of state and used for public service purposes*
- (g) *public service infrastructure properties*
- (h) *properties owned by public benefit organisations and used for specified public benefit activities*
- (i) *properties used for multiple purposes, subject to Section 9; or*
- (j) *any other category of property as may be determined by the Minister, with the concurrence of the Minister of Finance, by notice in the Gazette.”*

as amended.

7.2 Direktoraat Tegniese Dienste / Directorate Technical Services

7.2.1 Water situation: Witzenberg Municipality (16/2/1/1/1)

Item 7.2 of the meeting of the Committee for Technical Services, held on 22 February 2017, refers.

The following documents are attached:

- (a) Memorandum from Director: Technical Services, dated 30 January 2017:
 Annexure 7.2.1(a).

- (b) Drought Management Plan, dated 6 February 2017: **Annexure 7.2.1(b)**.

The Committee for Technical Services resolved on 22 February 2017 to recommend to the Executive Mayor and Mayoral Committee and Council that notice be taken of the water situation in Witzenberg.

RESOLVED

The Executive Mayor and Mayoral Committee recommend to Council:

that notice be taken of the water situation in Witzenberg Municipality.

7.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

None

NOTED

7.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

7.4.1 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: Blues Tavern, Nduli, Ceres (1/1/1)

Item 7.2 of the meeting of the Committee for Corporate and Financial Services, held on 16 February 2017, refers.

A memorandum dated, 13 September 2016, received from the Legal Advisor, is attached as **annexure 7.4.1**.

The Committee for Corporate and Financial Services resolved on 16 February 2017 to recommend to the Executive Mayor and Mayoral Committee that the 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, received from Blues Tavern, Nduli be refused for off-consumption on Sundays in terms of Section 4 of the Amended Liquor By-Law.

RESOLVED

The Executive Mayor and Mayoral Committee recommend to Council:

that the 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, received from Blues Tavern, Nduli, Ceres, be refused for off-consumption on Sundays in terms of Section 4 of the Amended Liquor By-Law.

**7.4.2 Draft Standard By-law on the Rules of Order for the meetings of the Witzenberg Council and its committees
(1/3/1/25)**

The following items refer:

- (a) Item 8 of the council meeting, held on 17 August 2016.
- (b) Item 8.4.1 of the council meeting, held on 26 October 2016.

The Draft Standard By-law on the Rules of Order for the meetings of the Witzenberg Council and its committees is attached as **annexure 7.4.2**.

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.

The following recommendation was tabled to Council:

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

Council resolved on 26 October 2016 that the matter with regard to the Rules of Order for conducting meetings be workshoped by Council.

RESOLVED

that the matter in respect of the Draft Standard By-Law on the Rules of Order for the meetings of the Witzenberg Council and its committees be noted and after the workshop referred back to the Executive Mayor and Mayoral Committee.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

9. FORMAL AND STATUTORY MATTERS

None

NOTED

10. ADJOURNMENT

The meeting adjourned at 09:20.

Approved on _____ with / without amendments.

COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

/MJ Prins

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager / Munisipale Bestuurder

VAN / FROM: Director: Finance / Direkteur: Finansies

DATUM / DATE: 31 January 2017 / 31 Januarie 2017

VERW. / REF.: 09/1/2/2

FINANCE MONTHLY REPORT – JANUARY 2017

FINANSIES MAANDELIKSE VERSLAG – JANUARIE 2017

A MAYOR'S REPORT

The credit control measures could not be implemented in certain areas due 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 January 2017.

B BESLUIT

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Januarie 2017.

C EXECUTIVE SUMMARY

The municipality has read 87% 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 16 635 accounts amounting to R 27.9 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.3 million. The indigent cost to the municipality for the month amounts to R 1.2 million.

C OPSOMMING

Die munisipaliteit het 87% 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 16 635 rekeninge ten bedrae van R 27.9 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.3 miljoen. Die deernis subsidies vir die maand beloop R 1.2 miljoen.

The accumulated debtor's collection target for the year is 95%, but the actual accumulated year to date debtor's collection is 97%.

Die opgehoopde debiteure verhaling se teiken vir die jaar is 95%, maar die werklike jaar tot op datum invordering is 97%.

The municipality issued orders to the value of R 12.2 million of which R 0.7 million was in terms of deviations.

Bestellings ter waarde van R 12.2 miljoen uitgereik, waarvan R 0.7 miljoen ten opsigte van afwykings is.

The municipality currently has R 119 million in its primary bank account.

Die munisipaliteit het R 119 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 and for periods as may be prescribed, report to the council on

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 formaat en vir tydperke as wat voorgeskryf mag word, aan die

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.

(4) The statement to the provincial treasury must be in the

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 wesenlike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;
 - (ii) enige wesenlike 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 formaat van 'n getekende dokument en in elektroniese

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."

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

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 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	Nov-16	Dec-16	Jan-17
Meter readings:			
No. of meter readings by meter readers	13 121	11 648	12 245
No. of readings estimated	962	2 438	1 842
No. of readings by owners	379	380	388
Metering online	70	70	70
Total number of meters	14 532	14 536	14 545
Completion date of meter readings	11/11/2016	14/12/2016	19/01/2017
No. of re-readings performed	334	228	194
No. of changes after re-readings	92	40	41
% of meters read correctly first time	99.30%	99.66%	99.67%
Faulty meters to technical dept.	335	0	0
Zero Consumption to tech. dept.	238	0	0
Faulty meters replaced	15	3	27
New water Connections	2	3	0
New Sewerage Connections	1	2	0
% of meters estimated	6.62%	16.77%	12.66%

Nota. Skattings redes by Meterlesings Note Estimates - Meter readings	Nov-16	Dec-16	Jan-17
Meter locked	24	20	33
Gate locked	419	404	444
Under Ground	61	54	81
Beneath rubble	27	25	21
Under water	21	22	37
Dogs	140	102	104
Meter unreadable	25	16	35
Can't find meter	239	237	253
Vehicles parked on meter	6	6	8
Unread	0	1552	826
	962	2438	1842

Explanation:

Higher estimation % on water & electricity for consumers with no access to properties and public holidays,

Verduideliking:

Hoër skattings persentasie op lesings van verbruikers met geen toegang tot eiendomme asook publieke vakansiedae.

Rates clearance certificates	Nov-16	Dec-16	Jan-17
Plots subdivided	0	0	0
Application for clearance certificates	48	28	22
Clearance certificates issued	75	19	39
Deeds registrations	63	60	12
Consolidations	0	0	0

3.1.1.1 Billing dates

3.1.1.1 Heffingsdatums

Billing:	Nov-16	Dec-16	Jan-17
Debt raising date	22/11/2016	19/12/2016	20/01/2017
Date of account postage	24/11/2016	22/12/2016	24/01/2017
Debtor reconciliation (Debtors/Votes/Age analysis)	01/12/2016	04/01/2017	01/02/2017
Electricity Pre paid Reconciliation	06/12/2016	04/01/2017	01/02/2017

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	Nov-16	Dec-16	Jan-17
- N'duli (Polo cross)	1 096	1 096	1 096
- Tulbagh (Chris Hani)	537	537	537
- Wolseley (Pine Valley)	312	312	312
Total	1 945	1 945	1 945

3.1.1.3 Number of customers with accounts

Number of customers with accounts	Nov-16	Dec-16	Jan-17
Electricity - Conventional	2 913	2 902	2 895
Electricity - Prepaid	10 009	10 016	10 021
Property rates	10 803	11 003	10 825
Refuse removal	12 039	12 039	12 043
Sewerage	12 509	12 510	12 516
Water	12 465	12 470	12 473
Other	11 513	11 597	11 470
Total number of accounts printed	13 997	13 876	14 005
Total number accounts emailed	2 628	2 315	2 630

Debiteure heffing vir die maand is soos volg / Debtor levies for the month are as follows:

Service Description	Nov-16	Dec-16	Jan-17
Assesment Rates (Monthly)	2 925 625.46	2 921 828.89	2 904 426.64
Assesment Rates (Yearly)			
Electricity	13 278 998.19	14 014 992.85	14 623 744.43
Refuse Removal	2 425 388.26	2 308 974.77	2 309 953.40
Sewerage	2 326 951.08	2 397 189.59	2 338 053.60
Water Levies	3 260 536.18	3 970 578.43	4 198 184.87
Rental	25 460.36	25 428.36	254 283.36
Indigent subsidy	-1 166 023.33	-1 174 841.12	-1 163 224.89
Sundries	132 949.07	122 652.77	125 182.30
Total	23 209 885.27	24 586 804.54	27 917 053.49

Explanation:

Higher estimation % on water & electricity for consumers with no access to properties due to festive season.

Verduideliking:

Hoër skattings persentasie op lesings van verbruikers met geen toegang tot eiendomme agv fees seisoen.

3.1.4 Pre-paid Electricity Sales

3.1.4 Vooruitbetaalde Elektrisiteit Verkope

	Nov-16	Dec-16	Jan-17
Total Pre Paid Meters	10 009	10 016	10 021
Total Free units(Indigents)	102 250	105 400	107 400
Cost of free Units	R88 958	R91 698	R93 438
Units sold	2 368 015	2 556 631	2 423 416
Cost of units sold	R2 779 354	R3 045 306	R2 866 972
Vat Amount	R401 604	R439 216	R414 496
Axillary Amount	R1 981	R2 391	R2 076
Total Amount Pre Paid	R3 271 895	R3 578 611	R3 376 982

3.1.5 Indigent Households

3.1.5 Behoeftige Huishoudings

Mechanisms	Nov-16	Dec-16	Jan-17
Approved Indigent households:			
No. of households at beginning of the month:	2 680	2 659	2 677
Additions during the month	242	218	133
Cancellations during the month	263	200	157
No. of households at end of the month:	2 659	2 677	2 653
	Nov-16	Dec-16	Jan-17
Cost of Indigent to Council (403131121)	R1 023 496	R1 031 248	R1 021 045.73

Explanation:

Indigent decreased from 2677 to 2653 at end January 2017.

Verduideliking:

Deernis het afgeneem vanaf 2677 na 2653 teen einde Januarie 2017.

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 January 2017:

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 Januarie 2017:

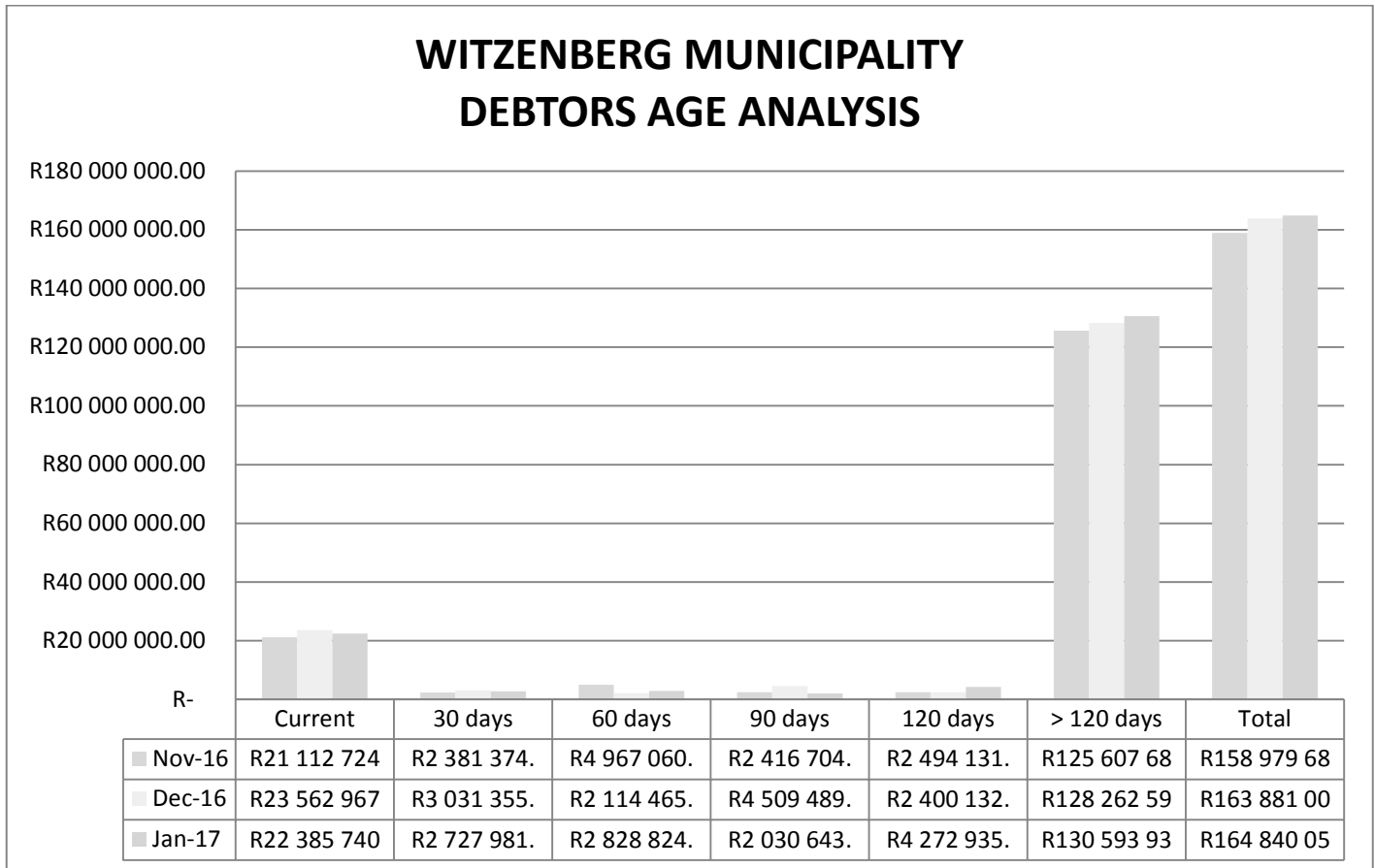
Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total -	
Debtors Age Analysis By Income Source										
Water	4 820 472 12 221	834 138	1 009 985	624 291	762 141	924 065	6 053 448	34 495 085	49 523 625	29.40%
Electricity	959	506 719	441 210	294 540	257 884	248 202	1 443 951	3 853 562	19 268 027	11.44%
Property Rates	2 810 108	228 442	296 003	73 013	2 166 827	80 220	874 754	13 025 580	19 554 947	11.61%
Waste Water Management	2 281 625	507 416	444 753	450 948	446 483	447 452	2 788 002	19 203 752	26 570 431	15.77%
Waste Management	46 214	17 928	17 963	17 814	17 253	16 641	94 014	867 263	1 095 090	0.65%
Property Rental Debtors	61 953	44 617	71 926	66 711	169 185	117 286	1 106 788	25 031 252	26 669 718	15.83%
Interest on Arrear Debtor Accounts	61 953	44 617	71 926	66 711	169 185	117 286	1 106 788	25 031 252	26 669 718	15.83%
Other	-2 222 008	30 190	26 330	26 281	29 584	22 252	162 411	1 015 248	-909 712	-0.54%
Total By Income Source	20 082 276	2 214 067	2 380 096	1 620 309	4 018 542	1 973 404	13 630 156	122 522 994	168 441 844	-0.54%
%	11.92%	1.31%	1.41%	0.96%	2.39%	1.17%	8.09%	72.74%	0.00%	
Debtors Age Analysis By Customer Group										
Organs of State	1 005 478	314 312	309 590	89 998	448 039	59 470	339 008	2 434 737	5 000 632	3.03%
Commercial	10 035 860	321 550	254 789	212 807	921 533	277 601	1 696 633	9 771 176	23 491 949	14.25%
Households	10 115 788	1 891 067	2 068 546	1 570 830	2 339 284	1 871 815	11 897 246	95 760 397	127 514 973	77.36%
Other	1 228 614	201 052	195 899	157 008	564 079	165 734	1 013 114	5 307 002	8 832 502	5.36%
Total By Customer Group	R22 385 740	R2 727 981	R2 828 824	R2 030 643	R4 272 935	R2 374 620	R14 946 001	R113 273 312	R164 840 056	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:

The increase in outstanding amounts is due to limited credit control processes in areas where ESKOM supplies electricity.

Verduideliking:

Die styging in skuld is as gevolg van beperkte krediet beheer maatreëls in gebiede waar ESKOM die elektrisiteit voorsien.

3.1.9 RECEIPTING

The table below indicates the cash flow:

3.1.9 ERKENNING VAN ONTVANGS

Die onderstaande tabel dui die kontantvloeï aan:

CASH FLOW FROM OPERATING ACTIVITIES	November	December	January
Receipts			
Taxation	54,491	689,279	546,488
Sales of goods and services	23,041,531	18,000,693	23,882,867
Residential - Pre Paid meters	3,144,212	2,530,546	2,997,306
Connection fees	36,318	19,111	12,796
Trade Licences	776	663	1,873
Vehicle Licensing & Testing	102,845	47,604	49,950
Motor Vehicle Licensing	333,746	194,600	178,687
Transgressions Roadworthy Certificates	5,185	3,154	3,398
Rental of Facilities	831,060	539,932	583,976
Traffic Fines	318,376	166,565	212,529
Building Plan Fees	75,079	48,072	44,110
Bulk Service Levy	6,931	2,770	6,931
Other Income	180,925	377,846	134,070
Government Grants - Capital	-	11,869,000	-
Government Grants	3,259,000	-	4,516,152
Equitable share	-	19,502,000	-
Interest	584,196	291,419	1,620,555
Payments			
Employee costs	(17,100,373)	(9,276,476)	(10,571,176)
Suppliers	(21,242,993)	(20,560,850)	(17,643,776)
Grant Expenditure	(867,880)	(963,822)	(838,755)
Finance charges	-	(83,913)	-
Transfers and Grants	(2,000)	(41,588)	(175,400)
Cash generated by operations	-7,238,576	23,356,605	5,562,579
CASH FLOW FROM INVESTING ACTIVITIES			
Purchase of Property, Plant and Equipment	(1,424,358)	(5,302,486)	(173,680)
Purchase of Property, Plant and Equipment funded by Grants	(1,159,099)	(475,948)	(2,039,938)
Purchase of Intangible Assets	-	-	-
Proceeds on Disposal of Fixed Assets	-	-	-
Net Cash from Investing Activities	(2,583,457)	(5,778,434)	(2,213,618)
CASH FLOW FROM FINANCING ACTIVITIES			
Loans repaid	-	(109,001)	-
New loans raised	-	-	-
<i>Building Deposits</i>	30,694	3,761	22,630
<i>Consumer Deposits</i>	52,011	26,044	27,848
<i>Community Hall Deposits</i>	(4,547)	(22,726)	(5,260)
<i>Key Deposits</i>	30,276	(19,709)	(39,646)
<i>Unsolved Direct Deposits</i>	335,105	(554,917)	19,093
Investments made/realised	15,000,000	20,000,000	50,000,000
Net Cash from Financing Activities	15,443,539	19,323,452	50,024,665
Other Cash Flow Transactions	496,788	(515,987)	(691,136)
NET INCREASE/(DECREASE IN CASH AND CASH EQUIVALE	6,118,295	36,385,636	52,682,491
Cash the beginning of the month	24,434,302	30,552,597	66,938,233
Cash the end of the month	30,552,597	66,938,233	119,620,724

Explanation:

The increase in cash is due to investments that have matured.

Verduideliking:

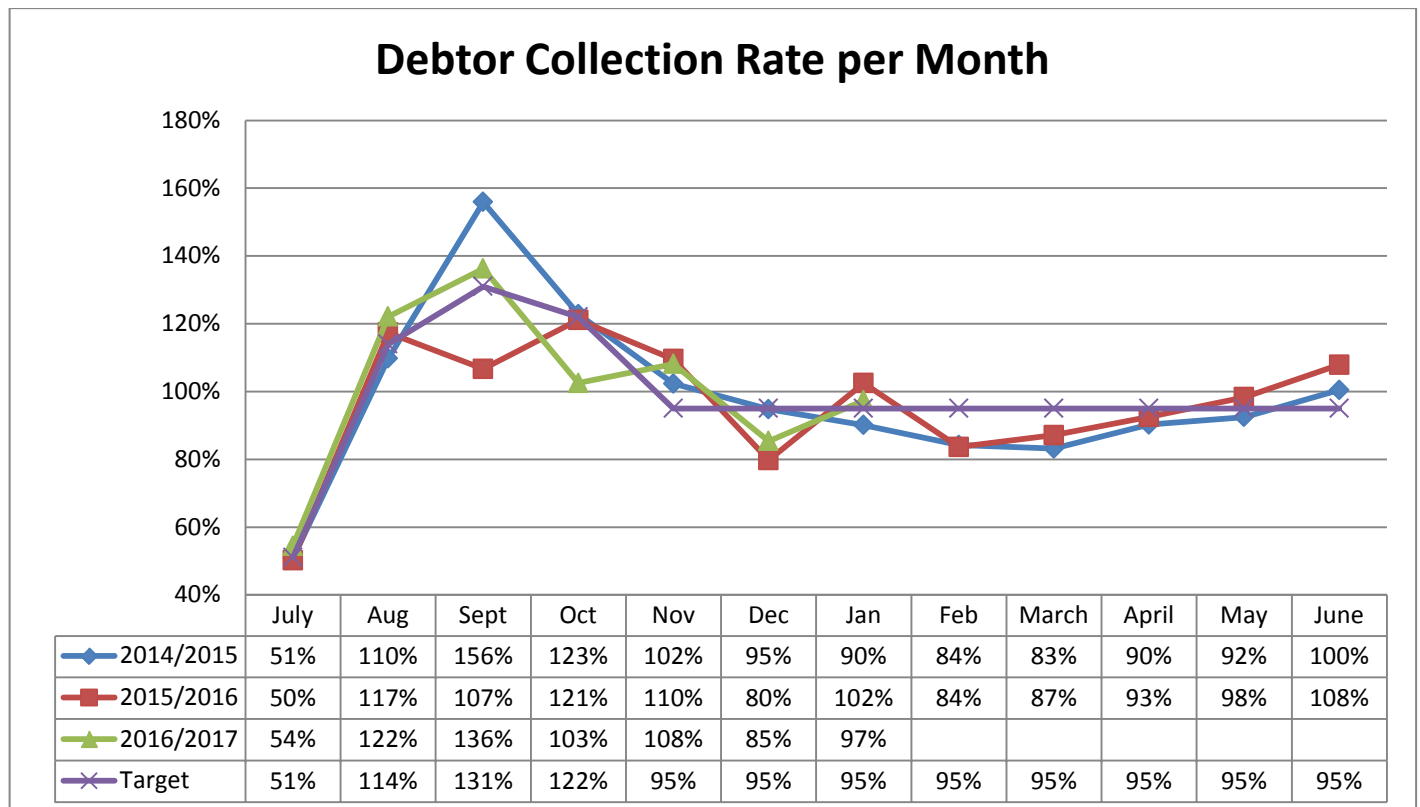
Die styging in kontant is as gevolg van belegging wat verval het.

3.1.9.1 Receipting

3.1.9.1 Erkenning van Ontvangste

<i>Cashiers:</i>	Nov-16	Dec-16	Jan-17
Average of all Cashiers			
Number of transactions	6 965	5 708	7 078
Number of days operational	198	135	180
Number of receipts cancelled	19	8	21
Amount receipted	R 40 990 900.88	R 67 824 028.00	R 48 394 337.00
Value of variances in end of days - Surplus/(Shortage)			
Average number of transactions per day	35.18	42.28	39.32
Percentage cancelled receipts	0.27%	0.14%	0.30%
Percentage variances in end of days	0.00%	0.00%	0.00%

3.1.10 DEBTOR COLLECTIONS RATE PER MONTH



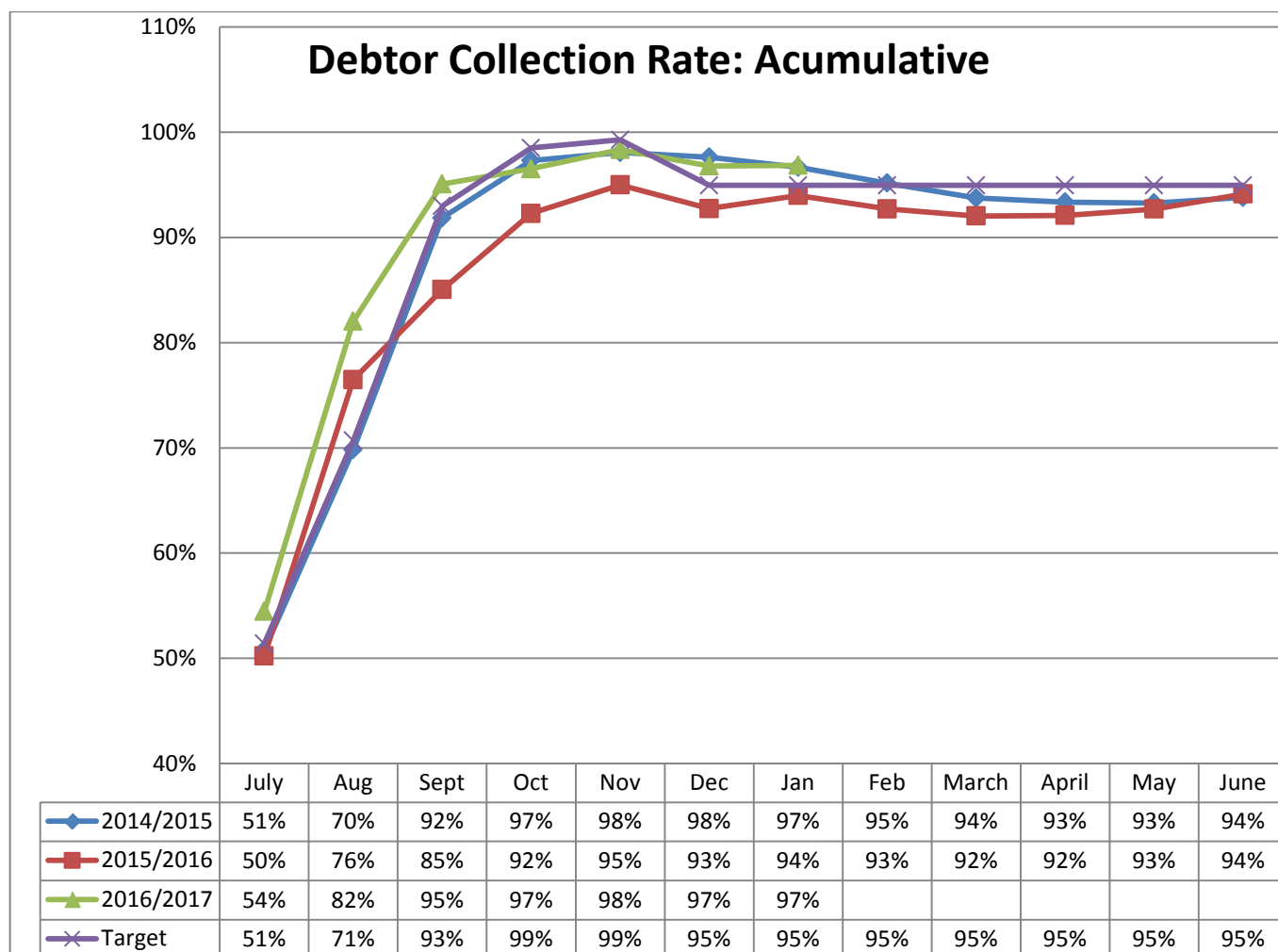
Explanation:

The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 95% while the actual figure for January 2017 amounts to 97% which in comparison to the previous year 102%.

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 95%, terwyl die syfer vir Januarie 2017 - 97% beloop in vergelyking met die vorige jaar 102%.

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 95% while the actual figure is 97%.

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 95%, terwyl die werklike syfer 97% beloop.

3.1.12 SUMMARY OF OUTSTANDING DEBT

Die tabel hieronder verskaf 'n opsomming van uitstaande skuld:

	Nov-16	Dec-16	Jan-17
Councillors:	R	R	R
Deferments	2 672.42	2 655.59	75 115.57
Current	17 709.07	17 619.68	17 111.95
30 days	10 022.77	9 464.24	5 637.47
60 days	10 799.33	6 454.85	3 491.03
90 days	2 013.29	10 889.25	2 956.83
> 90 days	118 091.00	118 563.38	117 425.20
Total	161 307.88	165 646.99	221 738.05
Employees:	Nov-16	Dec-16	Jan-17
Deferments	170 643.39	141 220.74	137 081.7
Current	73 710.61	88 824.85	83 602.74
30 days	8 318.70	10 721.67	15 179.78
60 days	1 886.53	2 785.42	3 860.44
90 days	2 072.95	1 881.93	2 802.88
> 90 days	47 617.53	50 038.57	54 624.19
Total	R 304 249.71	R 295 473.18	R 297 151.73
Government Departments:	Nov-16	Dec-16	Jan-17
Current	238 038.83	234 612.55	437 600.76
30 days	226 121.07	218 488.84	197 548.12
60 days	211 447.03	198 641.50	190 407.00
90 days	1 473.45	26 017.41	200 285.34
> 90 days	549 386.84	382 603.52	433 702.34
Total	R 1 226 467.22	R 1 060 363.82	R 1 459 543.56
Schools & Hostels:	Nov-16	Dec-16	Jan-17
Deferment	-531.00	-531.00	-531
Current	267 973.59	326 801.77	233 189.84
30 days	85 861.96	121 074.49	107 678.52
60 days	13 018.78	72 486.70	68 355.41
90 days	-	13 127.85	58 913.57
> 90 days	475 513.93	479 120.61	495 840.45
Total	R 841 837.26	R 1 012 080.42	R 963 446.79
Indigent households	Nov-16	Dec-16	Jan-17
Deferments	4 417 957.99	4 520 393.47	4441527.72
Current	495 895.67	597 220.70	671404.28
30 days	550 953.14	423 842.05	449949.88
60 days	304 687.97	553 041.95	379966.01
90 days	353 300.36	314 338.18	541980.94
> 90 days	10 066 960.27	11 177 283.09	11169007.18
Total	R 16 189 755.40	R 17 586 119.44	R 17 653 836.01

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:	Nov-16	Dec-16	Jan-17
No. of customers on the disconnections lists	2 450	2 300	1 820
No. already block	1 590	1 767	379
No. of new disconnections for the month:			
- Prepaid	796	531	1 382
- Conventional	61	0	56
Number reconnected:			
- Prepaid	645	431	601
- Conventional	59	0	40
Reconnected :due to faulty groupings and			
Indigent and poor households	242	218	133
No. of customers still disconnected	1 767	379	1 616
% of disconnections executed	100%	16%	100%

Explanation:

Normal credit control measures were implemented during January 2017.

Verduideliking:

Normale kredietbeheer maatreëls is vanaf Januarie 2017 geïmplementeer.

3.2 SUPPLY CHAIN MANAGEMENT

3.2 VOORSIENINGSKANAAL BESTUUR

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
08/2/14/40	The maintenance of the Witzenberg Municipality's ICT environment	17-Feb-2017

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
08/2/14/37	Supply, delivery and installation of aluminium windows at Witzenville hall, Tulbagh	07-Feb-2017
08/2/14/41	Training of municipal officials on handle and use of fire arms	10-Feb-2017
08/2/14/42	Supply and delivery of two new heavy duty 4 blade Slashers	01-Feb-2017
08/2/14/43	Supply, delivery and registration of two (2) carry all sewer rod trailers	09-Feb-2017
08/2/14/44	Replacement of gallery flooring Ceres town hall	10-Feb-2017

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
08/2/13/77	Supply, delivery and installation of new palisade fencing and Two double swing palisade gates at Pine forest resort	23-Nov-2016	Awaiting / Cancelled	J Samuel
08/2/13/89	Supply, upgrade and replacement of water networks in the Witzenberg area (3 year tender)	30-Sep-2016	10-Jan-2017 Referred back	N Jacobs
08/2/13/90	Supply, upgrade and replacement of Sewer networks in the Witzenberg area (3 year tender)	30-Sep-2016	22-Dec-2016 Referred back	N Jacobs
08/2/14/22	Appointment of a service provider for Environmental practice training SAQA ID: 49752	11-Nov-2016	6-Dec-2016 Referred back	I Swartbooi
08/2/14/25	Supply Delivery And Installation Of Wooden Laminated Flooring	21-Dec-16	09-Jan-2017	J Samuel
08/2/14/28	Supply of remote metering (3 year contract)	13-Dec-2016	20-Jan-2017	P Van Den Heever
08/2/14/29	Bella vista affordable housing development, Ceres: Bulk water pipeline	13-Dec-2016	18-Jan-2017 Referred back	N Jacobs
08/2/14/30	Construction of 4.5ML N'duli reservoir, Ceres	14-Dec-2016	30-Jan-2017	N Jacobs

FINANCE MONTHLY REPORT JANUARY 2017 / FINANSIES MAANDELIKSE VERSLAG – JANUARIE 2017

08/2/14/31	Construction of a new 2ML reservoir at Bella Vista, Ceres	15-Dec-2016	24-Jan-2017	N Jacobs
08/2/14/33	Supply and delivery of a walk behind double drum vibratory roller	29-Nov-2016	Awaiting	E Lintnaar
08/2/14/34	Construction of a Driver's license test track facility, Ceres	01-Dec-2016	Awaiting	E Lintnaar

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
08/2/14/15	Cutting and removing of pine trees at pine forest holiday resort (Re-advertisement)	05-Dec-2016	31-Jan-2017 Referred back	J Samuel
08/2/14/38	Repair of fibre glass at N'duli swimming pool	27-Jan-2017	31-Jan-2017	J Samuel
08/2/14/23	Facilitation of municipal annual medical assessments	05-Dec-2016	31-Jan-2017	I Swartbooi
08/2/14/32	Supply ,configure and delivery of one server	25-Nov-2016	Awaiting	R Rhode

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitive bid is currently in the adjudication stage:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	DATE OF BID EVALUATION COMMITTEE	RESPONSIBLE MANAGER
08/2/13/82	Provision of Security Services	15-Aug-2016	28-Sep-2016	24-Nov-2016	C Wessels

No formal written price quotations are currently in the adjudication stage.

Geen formele geskrewe prys kwotasie is tans in die Toekenningsfase nie.

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-

Paragraaf 5 (3) van die Raad se Voorsieningskanaal 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) 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."

- (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."

Paragraph 5(4) (a) further states that the written report referred to above, must be submitted to the accounting officer.

Paragraaf 5 (4) (a) bepaal verder dat die geskrewe verslag waarna hierbo verwys word, moet voorgelê word aan die rekenpligtige beamppte.

The following bid was awarded by the Accounting Officer during the month of January 2017:

Die volgende tender was toegeken deur die Rekenpligtige Beamppte gedurende Januarie 2017:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
T 2016/052	19-Jan-2017	Invuyani Safety Sparks and Ellis (Pty) Ltd FG Uniforms Marce Projects Steven Ridge	Supply and Delivery of Uniform and Personal Protective Equipment for the period from date of contract signing until 30 June 2019	Bidders scored the highest points	Based on tendered rates

The following competitive bids were awarded by the Bid Adjudication Committee during the month of January 2017:

Die volgende mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende Januarie 2017:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/13/91	16-Jan-2017	CT Tyre King	Supply and fitment of new tyres, tubes and provision of tyre repair and other related services (Re-advert)	Only responsive bidder	R 971 893.00 (Incl. VAT)

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*
- (c) no acceptable tenders are received.*

The following formal written price quotation or competitive bid was cancelled during the month of January 2017::

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 Januarie 2017:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/14/13	16-Jan-2017	Supply and delivery of 2 core ABC cable	Due to changed circumstances, there is no longer a need for the goods requested
08/2/14/16	25-Jan-2017	Service provider for Upholstery training NQF level 1	Funds are no longer available to cover the envisaged expenditure
08/2/14/17	25-Jan-2017	Service provider for electrical training NQF level 1	
08/2/14/18	25-Jan-2017	Service provider for carpentry training NQF level 1	
08/2/14/24	15-Jan-2017	Replacement Of Gallery Flooring Ceres Town Hall (Re-Advertisement)	No bids 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 subparagraaf."*

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o. sub delegation
143854	02-Dec-2016	Muller & Fortune Catering	Catering for Carpeting Training 05-09 December 2016	Lowest responsive quotation	R 3 200.00 (Non-VAT)	Chief Financial Officer
143888	06-Dec-2016	Human Communications (Pty) Ltd	Advertisement of Bid 08/2/14/25: Supply and Delivery of Laminated Flooring	Only responsive quotation	R 7 319.33 (Incl. VAT)	Acting Chief Financial Officer
144269	04-Jan-2017	The Village Guesthouse	Venue and Catering of the Annual Top Achievers Awards – 10-01-17	Lowest responsive quotation	R 9 900.00 (Incl. VAT)	Acting Municipal Manager
144279	05-Jan-2017	Ceres Spar (Ablaze Trading 248)	Supply and Delivery of Newspapers for January 2017	Only responsive quotation	R 7 592.50 (Incl. VAT)	Chief Financial Officer
144310	10-Jan-2017	Ceres Spar (Ablaze Trading 248)	Catering for 2-day Small Town Regeneration Workshop 12-13 January 2017	Only responsive quotation	R 4 321.82 (Incl. VAT)	Chief Financial Officer
144330	11-Jan-2017	Ceres Spar (Ablaze Trading 248)	Supply and Delivery of Newspapers for February 2017	Only responsive quotation	R 7 814.50 (Incl. VAT)	Chief Financial Officer
144596	25-Jan-2017	Eden Restaurant	Refreshments for Council meeting on 25-01-2017	Only responsive quotation	R 5 100.00 (Incl. VAT)	Chief Financial Officer
144629	27-Jan-2017	Human Communications (Pty) Ltd	Advert: Manager Socio Economic Development (Com 4)	Only responsive quotation	R 7 724.39 (Incl. VAT)	Chief Financial Officer
144630	27-Jan-2017	Sun Blinds Ceres	Supply and Install Blinds in Finance Offices	Only responsive quotation	R 9 470.00 (Incl. VAT)	Chief Financial Officer
144696	31-Jan-2017	Corjaco Construction CC	Supply and Install double wood door in PA Hamlet Town Hall	Lowest responsive quotation	R 12 690.00 (Non-VAT)	Chief Financial Officer
144697	31-Jan-2017	AJ van der Merwe Construction	Repair Zinc Cupboard in Bella Vista Community Hall	Lowest responsive quotation	R 4 200.00 (Non-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 30 000 were awarded by an official acting in terms of a sub-delegation for the month of January 2017.

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 Januarie 2017.

3.2.1.8 Appeals

No appeals were lodged during January 2017.

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 January 2017 which totals R 686 859.89:

3.2.1.8 Appèlle

Geen appèlle is gedurende Januarie 2017 ontvang nie.

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 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."*

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Januarie 2017 wat beloop op die totaal van R 686 859.89:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
05-Dec-16	Witzenberg Besproeiing	Material for emergency work: Wolseley water supply	Emergency	143858	2 126.00
10-Jan-17	Thorp Ceres	Additional costs incurred - CT 19304	Impractical	144307	11 015.51
12-Jan-17	Peninsula Water Treatment	Emergency Repairs to Chlorine Gas Injector	Emergency	144343	14 717.40
12-Jan-17	Kaleo Guest Farm (Pty) Ltd	Refreshments	Impractical	144352	1 810.00
13-Jan-17	Giovanni's Fisheries	Food and Beverages for Emergency workers	Impractical	144377	379.00
13-Jan-17	Human Communications	Publication: Notice of Special Council Meeting	Impractical	144378	3 319.81
13-Jan-17	South African Post Office	Distribution of newsletters in Witzenberg	Single supplier	144400	3 360.30
13-Jan-17	Witzenberg Herald	Publication of Back to School Feature	Single supplier	144401	12 792.00
19-Jan-17	Witzenberg Herald	Publication: Notice of Council Meeting	Single supplier	144476	3 280.00
20-Jan-17	WCC Communications SA	Extension of the Telephone network	Impractical	144531	4 154.87
20-Jan-17	Pitney Bowes Batsumi Enterprise (Pty) Ltd	Posting credits for Franking Machine	Impractical	144535	9 600.00
23-Jan-17	Bytes Technology Group	SAMRAS Training: Technical Administrator Training	Impractical	144542	21 600.00
23-Jan-17	Bytes Technology Group	mSCOA Implementation Support	Impractical	144550	440 000.00
24-Jan-17	Taranisco Advisory CC	Registration: Forum on Political Support for Municipal Sport Development Clr Adams & Clr Godden	Single supplier	200500	5 900.00
30-Jan-17	Bytes Technology Group	Kronos Clean-Up and Integration	Single supplier	144655	6 600.00

FINANCE MONTHLY REPORT JANUARY 2017 / FINANSIES MAANDELIKSE VERSLAG – JANUARIE 2017

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
31-Jan-17	Transtech	Hiring of Refuse Compactor Vehicle	Emergency	144689	146 205.00

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
November 2016	R 1 415 607.43	R5 360 657.73	26.41%
December 2016	R 314 868.81	R10 669 853.94	2.95%
January 2017	R 686 859.89	R12 248 677.65	5.61%

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 Nov 2016	31 Dec 2016	31 Jan 2017
Value of inventory at hand	R4 396 810.43	R4 527 603.15	R4 113 139.17
Turnover rate of total value of inventory (Norm 1,5 times for the third quarter)	1.85 times	1.81 times	1.94 times
Turnover rate excluding Chinese meters	1.88 times	1.84 times	1.97 times
Date of latest stores reconciliation	02.02.2017		
Date of last stock count	07.12.2016		
Date of next stock count	17.03.2017		

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:

	Nov 2016	Dec 2016	Jan 2017
Salaries – Cost to company	R11,543,577	R9, 276,476	R10,571,176
Provisions included with salaries	R367,694	(R574, 656.50)	R1,267,651.97
Number of Employees and Councillors included in run	599	596	592
Number of Ward members receiving allowance	0.00	0.00	0.00
Balancing amount	R1 266 521.25	R270 381.59	R251 148.20

Explanation:

Limit was exceeded with November bonuses. Difference paid via salary account. Journal must be performed.

Verduideliking:

Limiet is oorskry met November bonusse. Verskil is deur salariskontrolle rekening betaal. Joernaal moet gedoen word.

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
Nov 2016	1 032 581	42 607	0	0	0	0	0	0	R1 075 188
Dec 2016	618 513	170 125	0	0	0	0	0	0	R788 638
Jan 2017	2 220 652	0	0	0	0	0	0	0	R2 220 652

The table below indicates the highest creditors outstanding longer than 30 days:

Name of creditor	Dec 2016 Amount	Jan 2017 Amount	Description	Reason
AFRIFELL	1 257		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
AON SOUTH AFRICA	81 621		INSURANCE	DID NOT APPEAR ON STATEMENT
CERES PLANT HIRE	6 541		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES SPAR	569		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
HENCHEM	1 668		ACTIPRON SUPER	DID NOT APPEAR ON STATEMENT
KARSTEN HARDWARE	1 379		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
LE-NASH INTERNATIONAL	5 675		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
PARKERSON THOMAS TECHNOLOGIES	21 835		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
PHARO I A	1 500		CLEANING	DID NOT APPEAR ON STATEMENT

FINANCE MONTHLY REPORT JANUARY 2017 / FINANSIES MAANDELIKSE VERSLAG – JANUARIE 2017

Name of creditor	Dec 2016 Amount	Jan 2017 Amount	Description	Reason
TULBAGH BANDE	342		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
TRIPLE ONE PRINTERS	780		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
TULBAGH BOSBOU KWEKERY	1 953		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
TOURVEST TRAVEL	11 616		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
UNIVERSAL TRADING	7 593		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
VAN DER MERWE HOUTSAERY	23 826		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
WITZENBERG BESPROEING	1 371		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT

The high level information with regard to the creditor section is contained in the table below:

	November 2016	December 2016	January 2017
Total value of creditors paid	R20,480,440	R27, 428, 607	R20,644,463
Date of creditor reconciliation	01/12/2016	04/01/2017	02/02/2017

The table below contains the 10 highest creditor values outstanding:

Die tabel hieronder bevat die 10 hoogste uitstaande skuldeiser waardes:

Name of creditor	December 2016 Amounts Outstanding	January 2017 Amounts Outstanding	Description of goods/ services
KARSTEN HARDWARE		R18 585.00	VARIOUS GOODS DELIVERED
WALTONS STATIONERY		R18 606.00	VARIOUS GOODS DELIVERED
DOOLING IT SOLUTIONS		R20 872.00	A4 COPY PAPER WHITE
SAFETECH		R26 220.00	FIRST AID
WCC CABLES AND ELECTRICAL		R27 930.00	JOINT BOXES
VAN DER MERWE HOUTSAERY		R29 723.00	VARIOUS GOODS DELIVERED
VILKO/VILLIERSDORP KOOPERASIE		R42 820.00	VARIOUS GOODS DELIVERED
CERES BUILD IT		R51 011.00	VARIOUS GOODS DELIVERED
CHLORCAPE		R105 016.00	CHLORINE GAS CYLINDERS
ASLA CONSTRUCTION		R1 714 131.00	APPOINTMENT OF CONTRACTOR AND SITE ESTABLISHMENT
CERES SPAR	18 882.00		VARIOUS GOODS DELIVERED
GIOVANNIS FISHERIES	20 213.00		VARIOUS GOODS DELIVERED
TJEKA TRAINING MATTERS	23 826.00		5 DAY ACCREDITED COURSE
KARSTEN HARDWARE	27 953.00		VARIOUS GOODS DELIVERED
PLUMSTEAD ELECTRICAL	28 202.00		VARIOUS GOODS DELIVERED
WCC CABLES ELECTRICAL SUPPLIERS	42 401.00		VARIOUS GOODS DELIVERED
T.R.F SPORT	52 132.00		VARIOUS GOODS DELIVERED
SPECTRUM COMMUNICATIONS	69 576.00		WITZENBERG TELEMENTARY

FINANCE MONTHLY REPORT JANUARY 2017 / FINANSIES MAANDELIKSE VERSLAG – JANUARIE 2017

			RESERVOIR
VILKO.VILLIERSDORP KOOPERASIE	78 875.00		VAIOURS GOODS DELIVERED
BDK TECHNOLOGIES	131 585.00		VAIOURS GOODS DELIVERED

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	Dec 2016	Jan 2017	Description of goods/services
ESKOM	12 792 631.72	12 669 343.78	ELEC
WORLEYPARSON RSA		931 111.96	PROVISION OF ENGINEERING SERVICES
POWERREC		887 507.13	BELLA VISTA NETWORK
MULTIPART PETROL		282 582.80	PETROL/DIESEL
UNIVERSAL KNOWLEDGE SOFTWARE		199 528.04	LIBRARY SCIENCE LEARNERSHIP
MENIKO RECORDS		185 521.76	TRIM RENEWAL LICENCE
DELNIET CONSTRUCTION		162 760.45	VARIOUS GOODS DELIVERED
JC SERVICES		153 580.80	VARIOUS GOODS DELIVERED
FIRE RAIDER	2 500 477.99		FIRE TRUCK
JVR CONSTRUCTION	607 359.17		UPGRADING OF ROADS AND STORMWATER
MASISEBENZE WATER SYSTEMS	468 800.21		SUPPLY AND INSTALLATION
SSI A DHV COMPANY/ROYAL HASKONING	453 557.59		NEW SANITATION BULK AND LINK SERVICES FOR VREDEBES
I C E GROUP	365 874.97		CONSULTING ENGINEERING SERVICES
JEFFARES GREEN	288 687.10		PROVISION OF ENGINEERING SERVICES
ASLA CONSTRUCTION	1 524 531.66		IMPLEMENTATION OF BULK SERVICE
VENUS SECURITY	471 888.15	595 768.16	SECURITY SYSTEM
AWV PROJECT MANAGEMENT	311 940.00		GREEN REFUSE BAGS HOUSEHOLD

3.2.3.3 Petty Cash:

3.2.3.3 Kleinkas

Tipe Transaksie	Dec 2016		Jan 2017	
Type of transaction	Total	%	Total	%
Condolences, well wish cards, bouquets, flowers and keys for offices	R 950.75	9.54%	R 1 000.00	16.24%
Refreshments and caterings	R 5 044.60	50.60%	R 2 233.70	36.26%
Rent (Halls etc.);	R 526.00	21.49%	R 0.00	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	0.48%	R 0.00	0.00%
Tollgate fees when an employee is driving with an official vehicle registered in the name of council	R 323.80	3.25%	R 335.70	5.45%
Approved in terms of 5 (b) (vi) of Petty Cash policy	R 3 075.70	30.85%	R 2 590.10	42.05%
GRAND TOTAL	R 9 968.85		R 6 159.50	

Petty cash: Cash at hand reconciliation

Kleinkas:

Kontant voorhande opsomming

DESCRIPTION / BESKRYWING	Nov 2016	Dec 2016	Jan 2017
Opening cash balance	R5 000	R5 000	R5 000
Less total vouchers	(R9 933.40)	(R9 968.85)	(R6 159.50)
Replenishment during month	R3 894.80	R7 621.55	R3 256.90
Cash at hand before month-end replenishment	(R1 038.60)	R2 652.70	R2 097.40
Replenishment at month end	R6 038.60	R2 347.30	R2 902.60
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 Dec 2016		31 Jan 2017	
			Bank balance	Cashbook Balance	Bank balance	Cashbook Balance
Primary Bank Acc.	STANDARD BANK	203 241 819	R103,442,843	R91,930,441	R126,614,794	R119,611,752

Investments:

Beleggings:

Institution / Instansie	Nov 2016		Dec 2016		Jan 2017	
	R	% of available funds	R	% of available funds	R	% of available funds
ABSA Bank Ltd	R0		R0		R0	
Investec Bank Ltd	R25,000,000	35.71%	R0		R0	
Nedbank Ltd	R25,000,000	35.71%	R25,000,000	100%	R0	
Standard Bank of SA Ltd	R20,000,000	28.57%	R0		R0	
Total	R70,000,000	100%	R25,000,000	100%	R0	

Investment Purpose Doel van Belegging	Nov 2016		Dec 2016		Jan 2017	
	R	% of available funds	R	% of available funds	R	% of available funds
Unutilised government grants	R22,280,976	31.83%	R25,000,000	100%	R0	
Capital Replacement Reserve (CRR)	R7,952,713	11.36%			R0	
Provisions	R39,766,311	56.81%			R0	
Total	R70,000,000	100%	R25,000,000	100%	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:	Nov 2016	Dec 2016	Jan 2017
Balances	R23,660,500	R 47 264 711	Nil

The table below shows the dates when the reconciliation is completed:

Die tabel hieronder dui die datums wanneer die rekonsiliasies voltooi is:

Reconciliations Rekonsiliasies	Nov 2016	Dec 2016	Jan 2017
Primary bank account	06/12/2016	05/01/2017	03/02/2017
Investment reconciliation	02/12/2016	09/01/2017	01/02/2017
Long term Liabilities	01/12/2016	04/01/2017	01/02/2017
Grant Register	06/12/2016	04/01/2017	01/02/2017

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	Dec 2016		Jan 2017	
	Number of items	Amount	Number of items	Amount
Uncleared ACB	141	R7,899,648	121	R8,693,855
Outstanding cheques	20	R18,526	22	R20,084
Transactions not in cash book	2446	R35,742,609	1878	R2,545,735
Receipts not cleared on Bank statement	287	R7,131,222	172	R4,257,261
Outstanding journals	4	R17,160	2	R626

3.3.2 Liabilities

3.3.2 Laste

Name of Institution	Interest Rate	Opening Balance	Payment (Redemption)	Interest	Closing Balance	Payments
Naam van Instansie		Jan 2017			Jan 2017	Feb 2017
		R			R	R
DBSA	10,75% - 17,45%	R8,749,222	R0	R0	R8,749,222	R0.00
Nedbank	13.50%	R6,703,420	R0	R0	R6,703,420	R0.00
Total		R15,452,642	R0	R0	R15,452,642	R0.00

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	Jan 2017	R0	01/02/2017
Traffic : Motor Registration	Jan 2017	R1,135,939	03/02/2017
Traffic : RTMC Fees	Jan 2017	R51,912	03/02/2017
Direct Deposit	Jan 2017	R398,852	01/02/2017
Traffic : AARTO	Jan 2017	R0	03/02/2017
Traffic : Drivers Licence	Jan 2017	R2,903	03/02/2017
Traffic : Roadworthy	Jan 2017	R8,754	03/02/2017
Faulty Direct Deposits	Jan 2017	R5,840	01/02/2017
Traffic : Nu-Traffic	Jan 2017	R151,806	01/02/2017
VAT	Jan 2017	R702 000.64	02/02/2017

3.3.4 INSURANCE

3.3.5 VERSEKERING

Month of Reporting: Jan 2017

Maandverslag: Jan 2017

Insurance report - ANNEXURE O

Versekeringsverslag - BYLAE O

3.3.5 ASSETS

3.3.6 BATES

Month of Reporting: Jan 2017

Maandverslag: Jan 2017

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 Jan 2017 / Artikel 66 vir Jan 2017
- Annexure H - Sect 11 for Jan 2017 / Artikel 11 vir Jan 2017
- Annexure I - Finance Management Grant / Finansiële Bestuur toelaag
- ~~Annexure J~~ - **No MSIG Received** ~~Municipal Systems Improvement Grant~~
- 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 Kritzingen
CHIEF FINANCIAL OFFICER / HOOF FINANSIËLE BEAMPTTE

**WITZENBERG MUNICIPALITY
INVESTMENT REGISTER**

WITZENBERG MUNICIPALITY INVESTMENT REGISTER											
Institution	Account number	Investment Purpose	Investment Type	Balance as at	Movements for the month of January				Transfers between purposes	Costs & Fees	Balance as at 31 January 2017
				01 January 2017	Investments Withdrawals	Investments made	Interest capitalised				
				R	R	R	R				
Nedbank Ltd				25 000 000.00	25 508 630.14	0.00	508 630.14	0.00	0.00	0.00	
ABSA Bank Ltd	03/7881032766/43	Unutilised receipts	Fixed deposit - 3 months	25 000 000.00	25 508 630.14		508 630.14			0.00	
	2076416592	Unutilised receipts	Fixed deposit - 1 months	0.00						0.00	
Standard Bank of SA Ltd	088779831-027	Unutilised receipts	Fixed deposit - 1 months	0.00						0.00	
Investec Bank Ltd	1100-199879-450	Unutilised receipts	Fixed deposit - 2 months	0.00						0.00	

A

AC : AGE ANALYSIS OF CREDITORS (All values in Rand)
 Save File as : Munrode AC_coy_Mun.XLS (e.g.: GT411_AC_2003_M07)
 Change Year End (coy) to Financial Year End (e.g.: 2003 for year 2002/2003)
 Change Month End (Mun) to Active Month (M01=July, M12=June)(e.g.: M07)
 Change Munrode to your own municipal code (e.g.: GT411)
 If (and only if) Creditors per function not available, list top 10 creditors by name

Year	Month	Item	Mun	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
2017	M07	WC022											
				0100 Bulk Electricity	0	0	0	0	0	0	0	0	0
				0200 Bulk Water	0	0	0	0	0	0	0	0	0
				0300 PAYE deductions	0	0	0	0	0	0	0	0	0
				0400 VAT (output less input)	1 192 832	1 161 378	1 843 812	1 159 702	1 154 095	1 145 188	6 822 104	88 385 157	102 644 384
				0500 Pensions / Retirement deductions	0	0	0	0	0	0	0	0	0
				0600 Loan repayments	1 792 894	1 793 091	1 760 279	1 775 826	1 785 916	1 694 083	9 881 672	152 795 857	173 258 608
				0700 Trade Creditors	0	0	0	0	0	0	0	0	0
				0800 Auditor General	2 220 621	0	0	0	0	0	0	0	2 220 621
				0900 Other	0	0	0	0	0	0	0	0	0
				1000 Total	2 079 782	1 828 418	1 990 799	1 968 158	1 796 221	1 841 434	10 852 422	211 221 287	233 659 521
				TP01 Top 1 Creditor	7 286 229	4 883 878	5 594 890	4 893 898	4 716 232	4 680 703	27 356 198	452 582 302	511 784 115
				TP02 Top 2 Creditor	0	0	0	0	0	0	0	0	0
				TP03 Top 3 Creditor	0	0	0	0	0	0	0	0	0
				TP04 Top 4 Creditor	0	0	0	0	0	0	0	0	0
				TP05 Top 5 Creditor	0	0	0	0	0	0	0	0	0
				TP06 Top 6 Creditor	0	0	0	0	0	0	0	0	0
				TP07 Top 7 Creditor	0	0	0	0	0	0	0	0	0
				TP08 Top 8 Creditor	0	0	0	0	0	0	0	0	0
				TP09 Top 9 Creditor	0	0	0	0	0	0	0	0	0
				TP10 Top 10 Creditor	0	0	0	0	0	0	0	0	0
				TOT Total	0	0	0	0	0	0	0	0	0


 B

UT : AGE ANALYSIS OF DEBTORS (All values in Rand)
 Save File as : Murella_AD_0097_MurXLS (e.g.: G1411_AD_2005_M10)
 X-range Year End (e.g.: 2005) to Financial Year End (e.g.: 2005 for year 2004/2005) and Month End (Mn) to Address Month (M01=July-M12=June)(e.g.: M10)
 X-range Murella to your own municipality code (e.g.: G1411)
 C: Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Year End	Month End	Mn	W/C	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	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts L.L.C. Council Policy
2017	M07	W/C022		Debtors Age Analysis By Income Source	1900											
				Trade and Other Receivables from Exchange Transactions - Water	1900	4 820 472	834 138	1 009 885	634 291	782 141	924 085	6 053 446	34 465 085	49 823 625	0	0
				Trade and Other Receivables from Exchange Transactions - Electricity	1900	12 221 568	603 719	441 210	294 640	267 884	246 202	1 443 051	3 853 562	19 265 029	0	0
				Trade and Other Receivables from Exchange Transactions - Other	1900	2 015 416	549 432	280 803	73 013	2 188 827	89 220	874 754	13 025 890	19 654 046	0	0
				Receivables from Exchange Transactions - Waste Water Main	1600	2 281 825	607 418	220 854	477 048	463 578	816 053	2 422 852	15 781 470	23 127 828	0	0
				Receivables from Exchange Transactions - Waste Management	1700	48 214	17 028	44 816	494 463	494 463	441 462	2 788 002	19 203 762	26 570 432	0	0
				Receivables from Exchange Transactions - Property Rental Debtors	1610	81 953	44 617	17 028	17 814	188 188	117 259	64 014	667 363	1 056 101	0	0
				Interest on Asset Debtor Accounts	1620	0	0	0	0	0	0	1 105 768	26 051 252	28 056 718	0	0
				Recoverable unaffiliated, irregular or fulfian and wasteful Expenditure	1900	-2 221 008	30 180	28 150	28 261	28 894	22 252	162 411	1 015 246	-899 712	0	0
				Other	2000	22 385 738	2 727 980	2 828 424	2 030 844	4 352 835	2 374 621	14 948 001	113 273 313	164 800 035	0	0
				Total By Income Source	2100											
				Debtors Age Analysis By Customer Group	2200	1 065 478	314 312	308 600	60 689	448 039	58 470	339 008	2 434 737	6 000 832	0	0
				Organs of State	2300	10 085 860	321 550	254 789	212 807	821 533	277 601	1 868 633	9 771 178	23 481 949	0	0
				Households	2400	10 116 788	1 861 067	2 048 548	1 670 630	2 339 294	1 871 815	11 867 248	65 780 397	127 574 973	0	0
				Other	2500	1 228 614	231 052	195 809	157 008	884 079	165 734	1 013 114	5 307 002	8 532 602	0	0
				Total By Customer Group	2600	22 385 738	2 727 980	2 828 424	2 030 844	4 352 835	2 374 621	14 948 001	113 273 313	164 800 035	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
 Bad Debts Written Off against Debtors = Total by Customer Group
 Impairment - Bad Debts L.L.C. Council Policy:
 The aim of this schedule is to ensure that the impairment contribution is done in a structured manner
 The impairment amount first is entered in this block, should be the separated amount on 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

P.C.

o Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

[illegible]

10

OSA : STATEMENT OF FINANCIAL PERFORMANCE ACTUALS (All values in Rand. See Input Form Instructions)(Select Signing Convention: +1 or -1, Check Totals)
 Save File as : Muncipal_OSA copy_Mun.XLS (e.g.: G7411_OSA_2006_M10)
 Change Year End (copy) to Financial Year End (e.g.: 2006 for year 2004/2005)
 Change Month End (Mun) to Active Month (M01-July...M12-June)(e.g.: M10)
 All functions are listed below
 f function is a Municipal Entity change Mun/Ent to Y next to function description column
 To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Year End	Month End	Mun	Funct on	Function/Subfunction Description	Mun Entity(Y/N)	Item	Detail	Committed Orders Month M07	Actual Month M07
			9000	TOTAL FOR ALL FUNCTIONS		0100	OPERATING REVENUE	0	0
				TOTAL FOR ALL FUNCTIONS		0200	Property Rates	0	3 046 707
				TOTAL FOR ALL FUNCTIONS		0300	Service Charges	0	150 682
				TOTAL FOR ALL FUNCTIONS		0400	Rent Of Facilities And Equipment	0	22 024 605
				TOTAL FOR ALL FUNCTIONS		0800	Interest Earned - External Investments	0	846 813
				TOTAL FOR ALL FUNCTIONS		1000	Interest Earned - Outstanding Debtors	0	1 620 555
				TOTAL FOR ALL FUNCTIONS		1100	Dividends Received	0	733 087
				TOTAL FOR ALL FUNCTIONS		1300	Fines	0	0
				TOTAL FOR ALL FUNCTIONS		1400	Licenses and Permits	0	212 529
				TOTAL FOR ALL FUNCTIONS		1500	Agency Services	0	5 271
				TOTAL FOR ALL FUNCTIONS		1600	Transfers Recognised - Operating	0	228 637
				TOTAL FOR ALL FUNCTIONS		1610	Transfers Recognised - Capital	0	5 612 420
				TOTAL FOR ALL FUNCTIONS		1700	Other Revenue	0	1 789 419
				TOTAL FOR ALL FUNCTIONS		1800	Gain On Disposal Of Property, Plant & Equipment	47	286 483
				TOTAL FOR ALL FUNCTIONS		1900	Total Operating Revenue Generalised	0	0
				TOTAL FOR ALL FUNCTIONS		2000	Less Revenue Foregone	47	36 357 218
				TOTAL FOR ALL FUNCTIONS		2100	Total Direct Operating Revenue	0	-1 228 771
				TOTAL FOR ALL FUNCTIONS		2200	INTERNAL TRANSFERS - (must net out with corresp. items under	47	35 128 448
				TOTAL FOR ALL FUNCTIONS		2300	Interest Received - Internal Loans	0	0
				TOTAL FOR ALL FUNCTIONS		2500	Internal Recoveries (Activity Based Costing Etc)	0	1 612 897
				TOTAL FOR ALL FUNCTIONS		2600	Dividends Received - Internal (From Municipal Entities)	0	0
				TOTAL FOR ALL FUNCTIONS		2700	Total Indirect Operating Revenue	47	1 612 897
				TOTAL FOR ALL FUNCTIONS		2800	OPERATING EXPENDITURE	0	36 741 345
				TOTAL FOR ALL FUNCTIONS		2900	Employee Related Costs - Wages & Salaries	0	-8 384 355
				TOTAL FOR ALL FUNCTIONS		3000	Employee Related Costs - Social Contributions	0	-2 281 802
				TOTAL FOR ALL FUNCTIONS		3200	Less Employee Costs Capitalised	0	0
				TOTAL FOR ALL FUNCTIONS		3400	Less Employee Costs Allocated To Other Operating Items	0	0
				TOTAL FOR ALL FUNCTIONS		3500	Remuneration Of Councilors	0	26 368
				TOTAL FOR ALL FUNCTIONS		3600	Debt Impairment	0	-717 572
				TOTAL FOR ALL FUNCTIONS		3700	Collection Costs	0	-1 787 558
				TOTAL FOR ALL FUNCTIONS		3800	Depreciation and Asset Impairment	-388 000	-116 000
				TOTAL FOR ALL FUNCTIONS		3900	Interest Expense - External Borrowings	0	-1 757 121
				TOTAL FOR ALL FUNCTIONS		4000	Redemption Payments - External Borrowings (Ganap To Remove)	0	-841 124
				TOTAL FOR ALL FUNCTIONS		4100	Bulk Purchases	0	-10 723 768
				TOTAL FOR ALL FUNCTIONS		4110	Other Materials	0	0
				TOTAL FOR ALL FUNCTIONS		4200	Contracted Services	0	0
				TOTAL FOR ALL FUNCTIONS		4300	Grants and Subsidies	-1 938 948	-1 382 015
				TOTAL FOR ALL FUNCTIONS		4400	Other Expenditure	-3 000	-175 400
				TOTAL FOR ALL FUNCTIONS		4500	Loss On Disposal Of Property, Plant & Equipment	-7 607 788	-4 183 775
				TOTAL FOR ALL FUNCTIONS		4550	Contributions To/From Provisions	0	0
				TOTAL FOR ALL FUNCTIONS		4600	Total Direct Operating Expenditure	0	0
				TOTAL FOR ALL FUNCTIONS		4700	INTERNAL TRANSFERS - (must net out with corresp. items under	-9 916 745	-33 444 108
				TOTAL FOR ALL FUNCTIONS		4800	Interest - Internal Borrowings	0	0
				TOTAL FOR ALL FUNCTIONS		5000	Internal Charges (Activity Based Costing Etc)	0	-1 813 564
				TOTAL FOR ALL FUNCTIONS		5010	Contributed Assets	0	-1 813 564
				TOTAL FOR ALL FUNCTIONS		5100	Total Indirect Operating Expenditure	0	-36 057 672
				TOTAL FOR ALL FUNCTIONS		5200	Total Operating Expenditure	-9 916 745	-36 057 672
				TOTAL FOR ALL FUNCTIONS		5300	SURPLUS	0	0
				TOTAL FOR ALL FUNCTIONS		5400	Operating Surplus / (Deficit) - Total Revenue Less Total Exp	-9 916 688	1 883 673
				TOTAL FOR ALL FUNCTIONS		5600	Taxation	0	0
				TOTAL FOR ALL FUNCTIONS		5600	Operating Surplus / (Deficit) - After Tax	-9 916 688	1 883 673
				TOTAL FOR ALL FUNCTIONS		5800	Cross Subsidisation	0	0
				TOTAL FOR ALL FUNCTIONS		5900	Plus Interests In Entities Not Wholly Owned	0	0
				TOTAL FOR ALL FUNCTIONS		5900	Surplus / (Deficit) After Tax, Cross Subsidies & Share Of As	-9 916 688	1 883 673
				TOTAL FOR ALL FUNCTIONS		6200	OTHER ADJUSTMENTS AND TRANSFERS	0	0
				TOTAL FOR ALL FUNCTIONS		5700	Dividends Paid (Municipal Entities Only)	0	0
				TOTAL FOR ALL FUNCTIONS		6250	Self-insurance Reserve	0	0
				TOTAL FOR ALL FUNCTIONS		6270	Revaluation Reserve	0	0
				TOTAL FOR ALL FUNCTIONS		6280	Other	0	0
				TOTAL FOR ALL FUNCTIONS		6700	Change To Unappropriated Surplus / (Accumulated Deficit)	-9 916 688	1 883 673

CAA : ACTUAL CAPITAL ACQUISITION AND SOURCES OF FINANCE (All values in Rand)
 Save File as : Muncipal_CAA_coyl_Min.XLS (e.g.: GT411, CAA_2005_M10)
 Change Year End (copy) to Financial Year End (e.g.: 2005 for year 2004/2005)
 Change Month End (Min) to Active Month (M1=July...M12=June)(e.g.: M10)
 Change Municipality to your own municipality code (e.g.: GT411)
 All functions are listed below
 If function is a Municipality Entity change Mun/Ent to Y next to function description column
 To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Year End	Month End	Mun	Func	Function/Subfunction Description	Mun Ent(Y/N)	Item	Detail	Contr Assets	New Capital	Repl Capital	Repar/Mnt Capital	Total
			9999	TOTAL FOR ALL FUNCTIONS		0100	INFRASTRUCTURE	0	0	0	0	0 99990100
				TOTAL FOR ALL FUNCTIONS		0300	Roads, Pavements, Bridges & Storm Water	0	0	0	0	0 99990300
				TOTAL FOR ALL FUNCTIONS		0400	Water Resources and Refectation	0	1 010 902	0	0	1 010 902 99990400
				TOTAL FOR ALL FUNCTIONS		0500	Car Parks, Bus Terminals and Road Ramps	0	0	0	0	0 99990500
				TOTAL FOR ALL FUNCTIONS		0600	Electricity Refectation	0	778 515	0	0	778 515 99990600
				TOTAL FOR ALL FUNCTIONS		0700	Sewerage Purification & Refectation	0	0	0	0	0 99990700
				TOTAL FOR ALL FUNCTIONS		0800	Housing	0	0	0	0	0 99990800
				TOTAL FOR ALL FUNCTIONS		0900	Street Lighting	0	0	0	0	0 99990900
				TOTAL FOR ALL FUNCTIONS		1000	Refuse sites	0	0	0	0	0 99991000
				TOTAL FOR ALL FUNCTIONS		1100	Gas	0	0	0	0	0 99991100
				TOTAL FOR ALL FUNCTIONS		1200	Other	0	0	0	0	0 99991200
				TOTAL FOR ALL FUNCTIONS		1300	Sub-total Infrastructure	0	1 789 417	0	0	1 789 417 99991300
				TOTAL FOR ALL FUNCTIONS		1400	COMMUNITY	0	0	0	0	0 99991400
				TOTAL FOR ALL FUNCTIONS		1500	Establishment of Parks & Gardens	0	0	0	0	0 99991500
				TOTAL FOR ALL FUNCTIONS		1600	Sportsfields	0	0	0	0	0 99991600
				TOTAL FOR ALL FUNCTIONS		1700	Community Halls	0	0	7 778	0	7 778 99991700
				TOTAL FOR ALL FUNCTIONS		1800	Libraries	0	0	0	0	0 99991800
				TOTAL FOR ALL FUNCTIONS		1900	Recreational Facilities	0	0	0	0	0 99991900
				TOTAL FOR ALL FUNCTIONS		2000	Clinics	0	0	0	0	0 99992000
				TOTAL FOR ALL FUNCTIONS		2100	Museums & Art Galleries	0	0	0	0	0 99992100
				TOTAL FOR ALL FUNCTIONS		2200	Other	0	0	0	0	0 99992200
				TOTAL FOR ALL FUNCTIONS		2300	Sub-total Community	0	0	7 778	0	7 778 99992300
				TOTAL FOR ALL FUNCTIONS		2310	HERITAGE ASSETS	0	0	0	0	0 99992310
				TOTAL FOR ALL FUNCTIONS		2311	Heritage Assets	0	0	0	0	0 99992311
				TOTAL FOR ALL FUNCTIONS		2312	Sub-total Heritage Assets	0	0	0	0	0 99992312
				TOTAL FOR ALL FUNCTIONS		2320	INVESTMENT PROPERTIES	0	0	0	0	0 99992320
				TOTAL FOR ALL FUNCTIONS		2321	Investment Properties	0	0	0	0	0 99992321
				TOTAL FOR ALL FUNCTIONS		2322	Sub-total Investment Properties	0	0	0	0	0 99992322
				TOTAL FOR ALL FUNCTIONS		2400	OTHER ASSETS	0	0	0	0	0 99992400
				TOTAL FOR ALL FUNCTIONS		2500	Other motor vehicles	0	0	0	0	0 99992500
				TOTAL FOR ALL FUNCTIONS		2600	Plant & equipment	0	25 500	0	0	25 500 99992600
				TOTAL FOR ALL FUNCTIONS		2700	Office equipment	0	52 581	0	0	52 581 99992700
				TOTAL FOR ALL FUNCTIONS		2800	Absolitors	0	0	0	0	0 99992800
				TOTAL FOR ALL FUNCTIONS		2900	Markets	0	0	0	0	0 99992900
				TOTAL FOR ALL FUNCTIONS		3000	Security Measures	0	0	0	0	0 99993000
				TOTAL FOR ALL FUNCTIONS		3100	Chic Land and Buildings	0	0	0	0	0 99993100
				TOTAL FOR ALL FUNCTIONS		3120	Other Land and Buildings	0	83 013	0	0	83 013 99993120
				TOTAL FOR ALL FUNCTIONS		3200	Other	0	0	0	0	0 99993200
				TOTAL FOR ALL FUNCTIONS		3300	Sub-total Other Assets	0	161 094	0	0	161 094 99993300
				TOTAL FOR ALL FUNCTIONS		3400	SPECIALISED VEHICLES	0	0	0	0	0 99993400
				TOTAL FOR ALL FUNCTIONS		3500	Refuse	0	0	0	0	0 99993500
				TOTAL FOR ALL FUNCTIONS		3600	Fire	0	0	0	0	0 99993600
				TOTAL FOR ALL FUNCTIONS		3700	Conservancy	0	0	0	0	0 99993700
				TOTAL FOR ALL FUNCTIONS		3800	Ambulances	0	0	0	0	0 99993800
				TOTAL FOR ALL FUNCTIONS		3900	Buses	0	0	0	0	0 99993900
				TOTAL FOR ALL FUNCTIONS		4000	Sub-total Specialised Vehicles	0	0	0	0	0 99994000
				TOTAL FOR ALL FUNCTIONS		4010	AGRICULTURAL ASSETS	0	0	0	0	0 99994010
				TOTAL FOR ALL FUNCTIONS		4011	Agricultural Assets	0	0	0	0	0 99994011
				TOTAL FOR ALL FUNCTIONS		4012	Sub-total Agricultural Assets	0	0	0	0	0 99994012
				TOTAL FOR ALL FUNCTIONS		4020	BIOLOGICAL ASSETS	0	0	0	0	0 99994020
				TOTAL FOR ALL FUNCTIONS		4021	Biological Assets	0	0	0	0	0 99994021
				TOTAL FOR ALL FUNCTIONS		4022	Sub-total Biological Assets	0	0	0	0	0 99994022
				TOTAL FOR ALL FUNCTIONS		4030	INTANGIBLES	0	0	0	0	0 99994030
				TOTAL FOR ALL FUNCTIONS		4031	Intangibles	0	0	0	0	0 99994031
				TOTAL FOR ALL FUNCTIONS		4032	Sub-total Intangibles	0	0	0	0	0 99994032
				TOTAL FOR ALL FUNCTIONS		4100	TOTAL	0	1 950 511	7 778	0	1 950 289 99994100
				TOTAL FOR ALL FUNCTIONS		4200	SOURCE OF FINANCE	0	0	0	0	0 99994200
				TOTAL FOR ALL FUNCTIONS		4300	External Loans	0	0	0	0	0 99994300
				TOTAL FOR ALL FUNCTIONS		4400	Asset Financing Reserve	0	161 094	7 778	0	168 872 99994400
				TOTAL FOR ALL FUNCTIONS		4500	Surplus Cash	0	0	0	0	0 99994500
				TOTAL FOR ALL FUNCTIONS		4600	Public contributions/ donations	0	0	0	0	0 99994600
				TOTAL FOR ALL FUNCTIONS		4700	National Government Transfers and Grants	0	1 789 417	0	0	1 789 417 99994700
				TOTAL FOR ALL FUNCTIONS		4701	Provincial Government Transfers and Grants	0	0	0	0	0 99994701
				TOTAL FOR ALL FUNCTIONS		4702	District Municipality Transfers and Grants	0	0	0	0	0 99994702
				TOTAL FOR ALL FUNCTIONS		4703	Other Transfers and Grants	0	0	0	0	0 99994703
				TOTAL FOR ALL FUNCTIONS		4800	Leases	0	0	0	0	0 99994800
				TOTAL FOR ALL FUNCTIONS		5000	Other	0	0	0	0	0 99995000
				TOTAL FOR ALL FUNCTIONS		5100	TOTAL FINANCING	0	1 950 511	7 778	0	1 950 289 99995100

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WITZENBERG MUNICIPALITY

Report: Expenditure on Staff & Councillor Benefits - January 2017

(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	92 034 153	50 240 408	54.59%
66(b)	Contributions to pension funds and medical aid	21 391 315	21 241 315	11 167 234	52.57%
66(c)	Travel, accommodation and subsistence	5 838 706	5 838 706	2 945 559	50.45%
66(d)	Housing benefits and allowances	5 334 334	5 144 334	801 274	15.58%
66(e)	Overtime	7 338 291	7 338 291	5 089 950	69.36%
66(f)	Loans and advances	0	0	0	0.00%
66(g)	Other type of benefit or allowances related to staff	10 488 080	10 504 080	7 311 619	69.61%
	Sub - Total (Staff Benefits)	R 143 664 879	R 142 100 879	R 77 556 043	54.58%
Councillor Benefits					
MAY	Mayor	0			
DM	Deputy Mayor	828 861	828 861	446 299	53.84%
SP	Speaker	611 755	611 755	330 134	53.97%
MCM	Mayoral Committee members	612 012	612 012	330 273	53.97%
CLLR	Other Councillors	2 241 908	2 241 908	1 218 891	54.37%
MED	Medical aid contributions	4 150 361	4 150 361	2 166 800	52.21%
PEN	Pension fund contributions	44 740	44 740	29 604	66.17%
WARD	Ward Committee Allowance	975 395	975 395	448 199	45.95%
	Sub - Total (Councillors' Benefits)	10 185 032	R 10 185 032.00	R 5 025 700.17	49.34%
	Total Councillor and Staff Benefits	R 153 849 911	R 152 285 911	R 82 581 743	54.23%

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MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
Quarter ending September 2016 (September 2016)
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income transactions November 2016	Income transactions December 2016	Income transactions January 2017	Expenditure transactions November 2016	Expenditure transactions December 2016	Expenditure transactions January 2017	Total YTD Income	Total YTD Expenditure
		R	R	R	R	R	R	R	R
11(1) (b)	Expenditure authorised in terms of section 28(4) before annual budget is approved)								
11(1) (c)	Unforeseeable and unavoidable expenditure authorised in terms of section 28(1) (Mayor may approve emergency or other exceptional circumstances expenditure for which no budget provision was made)								
11(1) (d)	Section 12 withdrawals (Relief, charitable, trust or other funds withdrawals)								
11(1) (e) (i)	Money collected on behalf of organ of state:								
	- VAT	3 141 766	3 115 799	2 451 394	2 579 953	2 754 614	2 971 916	22 678 306	22 520 902
11(1) (e) (ii)	- Agency fees, for example motor registration, drivers licence, etc.	2 148 357	2 250 366	1 092 036	6 638 363	4 847 949	5 072 579	11 030 397	35 372 558
11(1) (f)	Insurance received by the Municipality on behalf of organ of state	332 458	-264	4 923	331 300	1 922	7 940	574 085	575 644
11(1) (g)	Refund of money incorrectly paid into bank account	283 068	125 818	143 575	119 333	146 151	149 772	1 318 209	853 292
	Refund of guarantees, sureties & security deposits	5 905 670	5 481 713	3 681 927	9 868 949	7 750 030	8 202 207	35 400 947	59 122 386
21(1) (n)	Cash management and investment purposes:	Transactions November 2016	Transactions December 2016	Transactions January 2017					
	- Realised	-15 000 000	-20 000 000	-50 000 000					
	- Made	70 600 000	50 000 000	-					
	- Net movement								

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Finance Management Grant Monthly Report as per the Division of Revenue Act			
<p>The onus is on the municipality to confirm that the return has been received by NT</p>			
MUN	Municipality	WC022 Witzenberg	Financial Year 2016/17
ME			Month End M07 Jan
0100	Financial Accounting for Grant Funds Received and Expended		
		Rand	
0200	Received Prior Periods (Since Inception) - See Last Months Form	1 475 000	
0300	Received This Month	0	
0400	Total FMG Funds Received	1 475 000	
0500	Spent Prior Periods (Since Inception) - See Last Months Form	451 870	
0600	Spent This Month	18 666	
0700	Total FMG Funds Spent	470 537	
0800	Total FMG funds Received and Not Spent	1 004 463	
0900	Percentage of Funds Spent	31.90%	
1000	Funds Currently Committed but Not Spent		
<p>To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S Save file as: Muncode_FMG_ccyy_Mnn.XLS (e.g. GT411_FMG_2005_M01.xls) Muncode = Municipality Code , ccyy = Financial Year End , Mnn = M01... M12</p>			

K

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			
MUN	Municipality	WC022 Witzenberg	
ME		Financial Year	2016/17
		Month End	M07 Jan
0100	Financial Accounting for Grant Funds Received and Expended		
		Rand:	
0200	Received Prior Periods (Since Inception) - See Last Months Form	14 535 323	
0300	Received This Month	0	
0400	Total MIG Funds Received	14 535 323	
0500	Spent Prior Periods (Since Inception) - See Last Months Form	7 957 397	
0600	Spent This Month	235 334	
0700	Total MIG Funds Spent	8 192 731	
0800	Total MIG funds Received and Not Spent	6 342 592	
0900	Percentage of Funds Spent	56.36%	
1000	Funds Currently Committed but Not Spent	0	
1100	Scheduled Transfers Withheld		
Conditions: -Priorities 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)			
1. H S Witzberg and that this report has been submitted electronically as required.		, The Accounting Officer or Delegate certify that the above information is correct	
Signed		Dated 10/2/2017	
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			

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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							
MUN	Municipality	WC022 Witzenberg					
ME			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Financial Year</td> <td>2016/17</td> </tr> <tr> <td>Month End</td> <td>M07 Jan</td> </tr> </table>	Financial Year	2016/17	Month End	M07 Jan
Financial Year	2016/17						
Month End	M07 Jan						
0100	Financial Accounting for Grant Funds Received and Expended						
		Rand					
0200	Received Prior Periods (Since Inception) - See Last Months Form	5 507 548					
0300	Received This Month	0					
0400	Total INEG Funds Received	5 507 548					
0500	Spent Prior Periods (Since Inception) - See Last Months Form	730 403					
0600	Spent This Month	887 507					
0700	Total INEG Funds Spent	1 617 910					
0800	Total INEG funds Received and Not Spent	3 889 638					
0900	Percentage of Funds Spent	29.38%					
1000	Funds Currently Committed but Not Spent	0					
1100	Scheduled Transfers Withheld						
<p>Conditions:</p> <ul style="list-style-type: none"> •Municipalities must contractually undertake to: <ul style="list-style-type: none"> - 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. 							

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Account number	Name	Future/ Feb-17	Jan-17	Dec-16	Nov-16	Oct-16	Older than Oct-16	Total
17610600023		0	81130.16	138424.56	134534.44	128266.44	4635952.08	5118307.68
17364108002		0	1317645.89	0.15	0	0	0	1317646.04
20750396040		0	12832.93	12832.93	12955.91	26157.78	1057550.85	1122330.4
17497300009		0	934551.43	0	0	0	0	934551.43
17790000028		0	878406.81	0	0	0	0	878406.81
89760700012		0	0	0	0	0	785146.72	785146.72
10000672976		0	0	0	0	0	743765.74	743765.74
20750187251		0	135948.77	133359.39	157332.81	166862.43	24133.33	617636.73
75005720008 A&J		0	151.3	54.84	32.55	32.82	462723.81	462995.32
22101200037		0	1435.52	1703.21	934.33	1295.93	444974.43	450343.42
10000413144 BR		0	0	0	0	0	388223.04	388223.04
10000678594		0	0	0	0	0	371693.74	371693.74
10000645367		0	0	0	0	0	332820.99	332820.99
75008270007 H		0	54.51	243.62	43.64	73.48	324018.46	324433.71
24262800055		0	7006.52	7065.42	7124.32	7183.22	272068.49	300447.97
20190383039 WH&HW		0	28306.51	20358.75	13398.49	9632.85	207013.11	278709.71
75012160011 P		0	7839.45	4031.3	6461.99	10483.9	234105.32	262921.96
10000634525 AJ&MF		0	0	0	0	0	262751.35	262751.35
75012290015 M		0	557.14	1824.9	11433.7	14183.84	229597.89	257597.47
90731800002 J		0	2473.23	1952.71	1741.56	1977.63	247718.66	255863.79
89568200006 ET		0	572.05	606.94	467.96	517.7	247619.68	249784.33
86514204655 AN		2563.61	879.42	2006.83	853.67	2253.93	232120.32	240677.78
13285200054		0	235513.43	0.02	0	0	0	235513.45
75013190028 A&SM		0	2383.76	2343.66	2067.55	2260.45	224382.34	233437.76
19002200099		0	230111.38	0	0	0	0	230111.38
10000679076		0	0	0	0	0	228365.58	228365.58
10000670974		0	0	0	0	0	227070.52	227070.52
17289900008		0	224929.69	0	0	0	0	224929.69
89584900012 EN		0	11.4	107.47	62.87	101.6	221544.2	221827.54
17364960011		0	215547.27	0.03	0	0	0	215547.3
13769600208		0	214411.28	0.02	0	0	0	214411.3
89585000005 L		0	646.61	576.87	536.2	533	198323.02	200615.7
60000700021		0	95175.74	63085.03	39217.6	0	0	197478.37
75012090028 K		0	2629.8	2636.88	2287.4	2581.47	183271.87	193407.42
10000697010		0	0	0	0	0	190082.05	190082.05
77032900002		0	1281.87	1781.33	1129.07	1574.09	181785.89	187552.25
13258100084 WH&HW		0	16263.59	16254.08	17085.25	17762.42	112918.34	180283.68
19766800023 AJ&MF		0	1943.83	1830.85	1837.41	1861.39	169246.57	176720.05
18364960001		0	171347.99	0	0	0	0	171347.99
18007500005		0	170918.28	0	0	0	0	170918.28
70201165022 S		0	188.58	137.54	16362.29	154131.98	0	170820.39
20850298012		0	18503.75	18503.75	18681.08	18858.41	95133.28	169680.27
75009390050 J		0	20806.21	807.24	4938.79	8440.86	134676.81	169669.91
89586800011 N&AN		33.04	2544.56	1126.63	2060.84	1932.6	160049.02	167746.69
80515700066 SN		4057.49	811.25	978.19	1009.11	1070.96	151279.12	159206.12
75012100017 NS		0	8887.2	8521.69	4035.33	5411.42	131998.1	158853.74

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 2018	78 203 971	93 942 954	441 188 986	98 742 648	988 478	30 219 488	712 992 975
Cost	78 203 971	101 779 105	552 258 874	74 148 394	1 887 230	57 848 835	888 102 009
Accumulated Impairments	-	-	(19 801)	-	-	(551 858)	(571 659)
Accumulated Depreciation	-	(8 236 451)	(111 048 218)	(5 405 746)	(871 751)	(27 075 309)	(152 637 475)
Acquisitions	-	-	3 211 743	198 572	-	2 484 434	5 904 749
Capital under Construction	-	108 400	11 370 591	184 086	-	5 197	11 648 214
Transfers from/(to) Non-current Assets Held for Sale - Note	-	-	-	-	-	-	-
Cost	-	-	-	-	-	-	-
Accumulated Depreciation	-	-	-	-	-	-	-
Transfers from/(to) Investment Properties - Note	-	-	-	-	-	-	-
Impairments	-	-	-	-	-	-	-
Impairments	-	-	-	-	-	-	-
Reversals	-	-	-	-	-	-	-
Depreciation	-	(653 288)	(7 255 181)	(1 017 941)	(230 878)	(2 719 212)	(11 876 480)
Normal Depreciation	-	(653 288)	(7 255 181)	(1 017 941)	(230 878)	(2 719 212)	(11 876 480)
Correction of error	-	-	-	-	-	-	-
Carrying value of disposals	-	-	-	-	-	-	-
Disposal Cost	-	-	-	-	-	-	-
Disposal Cost Acc Depreciation	-	-	-	-	-	-	-
Carrying value at Dec 2018	78 203 971	92 955 766	448 515 828	98 987 365	764 601	29 999 838	718 967 369
Cost	78 203 971	101 885 505	568 839 008	74 511 052	1 887 230	60 346 207	883 852 972
Accumulated Impairments	-	-	(19 801)	-	-	(551 858)	(571 659)
Accumulated Depreciation	-	(8 999 739)	(118 303 379)	(8 423 687)	(1 102 629)	(28 784 521)	(164 513 955)

2

Intangible Assets

	2017 R
Computer Software	
Carrying value at 1 July 2016	
Net Carrying amount at 1 July	2 646 646
Cost	4 483 998
Accumulated Amortisation	(1 836 352)
Accumulated Impairment	-
Additions	-
Amortisation for Year	(99 615)
Impairments	-
Disposals	-
Net Carrying amount at 30 June	2 546 032
Cost	4 483 998
Accumulated Amortisation	(1 937 967)
Accumulated Impairment	-

Investment Property

	2017 R
Net Carrying value at 1 July 2016	48 506 151
Cost	50 668 329
Under Construction	-
Accumulated Depreciation	(2 982 177)
Accumulated Impairment	-
Acquisitions	-
Disposals	-
Depreciation for the year	(185 648)
Impairment	-
Transfers from Inventory	-
Transfers	-
Net Carrying amount at 30 June	48 320 506
Cost	50 668 329
Accumulated Depreciation	(2 567 823)
Accumulated Impairment	-

N

Heritage Assets

	2017 R
Net Car Carrying value at 1 July 2016	550 000
Cost	550 000
Accumulated Impairment	-
Acquisitions	-
Disposals	-
Transfers	-
Net Carrying amount at 30 June	550 000
Cost	550 000
Accumulated Impairment	-

Capitalised Restoration Cost

	2017 R
Net Car Carrying value at 1 July 2016	26 818 121
Cost	50 973 071
Under Construction	-
Accumulated Depreciation	(24 154 950)
Accumulated Impairment	-
Acquisitions	-
Disposals	-
Depreciation for the year	-
Impairment	-
Transfers from Inventory	-
Transfers	-
Net Carrying amount at 30 June	26 818 121
Cost	50 973 071
Accumulated Depreciation	(24 154 950)
Accumulated Impairment	-

INSURANCE REPORT: January 2017

Monthly Premium	R 120 567
Insurance Receipts	R -
Insurance Expenses	R 2 563
Items placed under insurance	R -

Claims movement for the month

Total claims open at the beginning of the month	76
New claims for the month	1
Claims closed during the month	3
Total claims open at the end of the month	74

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. 24/11/2016: The municipality has been ordered by the High Court to pay an amount of R780 000	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

Current progress on claims

Action Taken	Total
Additional Information Submitted to Insurance	10
Awaiting Invoice	1
Claim Reported, Awaiting Response from Insurer	10
Order Made out and given through to supplier	3
Request for Quotations Submitted	3
Claim Closed	2
Requested Department to obtain Quotation	6
Insurer Requires Additional Info2	6
Additional Information Requested from relevant department	10
Invoice received and submitted for payment/or refund to Insurers	3
Assessor appointed	2
Quotations submitted to Insurer, Awaiting Approval	5
Agreement of Loss signed and sent to Insurer	2
Agreement of Loss signed and submitted to Insurer	4
Require Third Party Letter of Claim	2
Agreement of loss received	1
Claim within excess: Memo submitted to Manager for approval	3
Grand Total	74

Age analysis of Outstanding Claims

Category	AON	INDWE	Grand Total
30 days or Less	3	-	3
More than 30 days	4	-	4
60 days or more	7	-	7
More than 120 Days	46	14	60
Grand Total	60	14	74

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	Grants Received	Operating Expenditure	Capital Expenditure	Balance 31 June 2017
	R	R	R	R	R
National Government Grants	-12 824 605	-82 708 562	38 695 491	12 545 901	-44 291 774

Finance Management Grant	-	-1 475 000	470 537	-	-1 004 463
Municipal Systems Improvement Grant	0	-	-	-	0
Municipal Infrastructure Grant	-698 323	-13 837 000	927 239	7 265 492	-6 342 592
Regional Bulk Infrastructure Grant	-	-	-	931 112	931 112
Housing - Kluitjieskraal	-	-	-	-	-
Integrated National Electricity Program	-507 548	-5 000 000	313 290	1 304 620	-3 889 638
Equitable share	-	-44 391 000	34 844 833	-	-9 546 167
Neighbourhood Development Plan	-321	-	-	-	-321
Rural Development	-471 155	-	-	-	-471 155
Expanded Public Works Programme	12 375	-935 000	970 994	-	48 369

Provincial Government Grants

Library services	-1 416 673	-2 477 000	15 862	-	-3 877 811
Library Grant - MRF	0	-3 665 000	143	-	-3 664 857
Drought Relief	-4 517 242	-153 000	40 426	153 000	-4 476 816
CDW	-337 816	-150 000	37 973	-	-449 843
Mainroads	-	-	136 800	-	136 800
Housing	-1 478 410	-10 394 168	119 800	1 650 218	-10 102 561
Multipurpose Centre (Thusong Centre)	-222 000	-	-	-	-222 000
Financial Management Supporting Grant	-1 310 000	-	12 004	-	-1 297 996
Department of Local Government	-	153 000	336 000	1 241 460	1 730 460
Municipal infrastructure Support Grant	-594 594	-	-	-	-594 594

Other

Grant Water meters (China)	-84 307	-	-	-	-84 307
Essen Belgium	-1 198 591	-384 393	469 590	-	-1 113 394

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WITZENBERG MUNICIPALITY

SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

2017/2018

A Municipality that cares for the community, creating growth
& opportunity.

INDEX

Introduction & Overview

Strategic Map

Financial Component

Component 1 – Monthly Revenue by Source

Component 2 – Monthly Operating Expenditure

Component 2 – Monthly Capital Expenditure

Non-Financial Component

Five Year Scorecard

Quarterly Projections

Definitions of Performance Indicators

Budgetary alignment with IDP

Expenditure per Key Performance Area

Operational Expenditure per Strategic Objective

Three Year Projected Capital Expenditure per Ward

INTRODUCTION AND OVERVIEW

1.1 PURPOSE OF THE REPORT

The purpose of this report is to provide an executive summary of the legislative framework that prescribes an SDBIP.

The 2017/18 Top Layer SDBIP attached to this report is hereby submitted for approval. It indicates the planned performance targets of Witzenberg Municipality for the period 1 July 2017 to 30 June 2018.

The Top Layer of the SDBIP is made up of the following components:

- ❑ One year detailed plan, with a three-year capital plan
- ❑ The necessary components includes:
 - ⇒ Monthly projection of revenue to be collected for each Source (*Expected Revenue to be collected*)
 - ⇒ Monthly projects of expenditure (operating and capital) and revenue for each vote (*S71 format*)
 - ⇒ Quarterly projects of Services Delivery Targets and performance indicators for each vote. (*Non financial measurable performance objectives in the form of targets and indicators. Level and standard of service being provided to the community*)
 - ⇒ Detailed capital works plan broken down by ward over three year

1.2 LEGISLATIVE FRAMEWORK AND GENERAL INFORMATION PERTAINING TO THE SDBIP

The Municipal Finance Management Act No. 56 of 2003 (MFMA) and National Treasury MFMA Circular No. 13 requires that municipalities must prepare a service delivery budget implementation plan (SDBIP) indicating how the budget and the strategic objectives of Council will be implemented. The SDBIP is prepared in terms of Section 53(1)(c)(ii) of the Municipal Finance Management (MFMA), National Treasury MFMA Circular No. 13 and the Budgeting and Reporting Regulation.

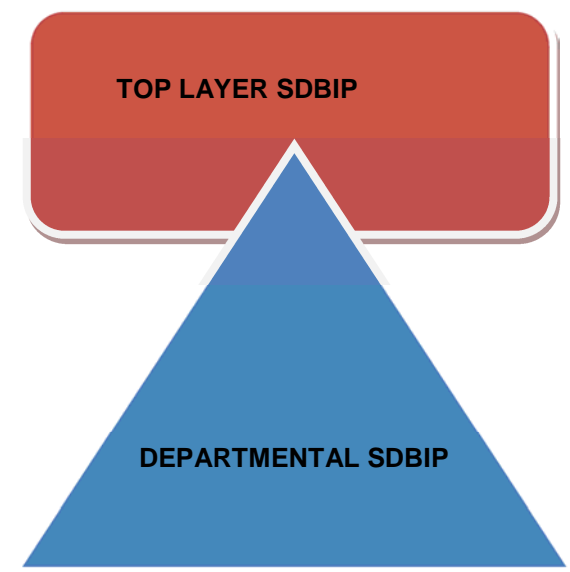
The SDBIP serves as a “contract” between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration in the applicable financial year. It provides the link between the mayor, the council (executive) and the administration, and facilitates the process for holding management accountable for its performance. It is therefore a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community to monitor the municipality’s performance on a quarterly basis. The SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the implementation of the budget,

the execution of projects, the performance of senior management and the achievement of the strategic objectives set by council.

The SDBIP sets in-year information, such as quarterly service delivery and monthly budget targets, and links each service delivery output to the budget of the municipality, thus providing credible management information and a detailed plan for how the municipality will provide such services with the inputs and financial resources that will be utilized. The SDBIP will determine the performance agreements of the municipal manager and senior managers, including the outputs and deadlines for which they will be held responsible. Expenditure information (for capital projects and services) per municipal ward is provided so that each output can be broken down per ward, where it is possible to support ward councillors to provide feedback to their communities on progress with service delivery.

As mentioned before, it is a vital monitoring tool for the mayor and council to monitor in-year performance of the municipal manager and for the municipal manager to monitor the performance of all managers in the municipality within the financial year. This enables the mayor and municipal manager to be pro-active and take remedial steps if necessary in the event of poor performance.

The SDBIP is a layered plan that consists of a top layer and a supporting layer namely the departmental SDBIP.



TOP LAYER SDBIP (MUNICIPAL SCORECARD)

Circular 13, as well as the municipal budget and reporting regulations prescribe the submission of a Top Layer SDBIP, which is focused on outcomes, to the Mayor with the budget. The Top Layer SDBIP contains the consolidated service delivery targets and in-year deadlines, and links such targets to top management. Only the Top Layer SDBIP will be made public and tabled before the council. The Top Layer SDBIP should also include per ward information, particularly for key expenditure items on capital projects and service delivery. This will enable each ward councillor and ward committee to oversee service delivery in their particular ward. The Top Layer SDBIP and its targets cannot be revised without notifying the council, and if changes is made in service delivery targets and

performance indicators, this must be with the approval of the council, following approval of an adjustments budget (section 54(1)(c) of MFMA). Council approval is necessary to ensure that the mayor or municipal manager do not revise service delivery targets downwards in the event where there is poor performance.

The Top Layer of the SDBIP must be submitted for approval to the Mayor within 14 days after the approval of the budget. The Top Layer SDBIP must be approved by the Mayor within 28 days after the budget has been approved to ensure compliance with the above-mentioned legislation and published on the municipal website.

DEPARTMENTAL SDBIP

A detailed departmental SDBIP, which is focused on operational performance, will be prepared for each municipal department. This SDBIP provides more detail on each output for which top management is responsible. The Top Layer SDBIP is therefore the summary of all the departmental SDBIP's.

The Departmental SDBIP must provide the following information:

- ☐ Purpose (Objectives)
- ☐ Service Delivery description
- ☐ Measurable Performance objectives
- ☐ List of capital projects per Ward
- ☐ Resources utilized (inputs)

FACTORS CONSIDERED FOR THE COMPILATION OF THE TOP LAYER SDBIP

The IDP is considered as the 5-year strategic plan for the municipality and therefore provides an outline of Witzenberg Municipality's vision, mission, objectives and operational and service delivery indicators that are realistic and attainable.

The Top Layer SDBIP was drafted through a one on one consultation with the Municipal Manager and all the directors. After the completion of the draft Top Layer SDBIP, the Municipal Manager had one on one session's with his directors to finalise the Top Layer SDBIP. One on one session's will be held with the heads of Departments to discuss and draft the Departmental SDBIP which would serve as the portfolio of evidence for the TOP Layer SDBIP. The following were considered during the development of the SDBIP:

- Alignment with the IDP, National KPA's, Municipal KPA's and IDP objectives
- Alignment with the budget
- Oversight Committee Report on the Annual Report of 2015/16
- The risks identified by the Internal Auditor during the municipal risk analysis

- Areas to be addressed and root causes of the Auditor-General management letter COMAFS as well as the risks identified during the audit

SECTION 53(1)(C)(II) – SUBMISSION TO THE MAYOR

The top layer service delivery budget implementation plan, indicating how the budget and the strategic objectives of Council will be implemented, is herewith submitted in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA), MFMA Circular No. 13 and the Budgeting and Reporting Regulation for the necessary approval.

Print Name D NASSON

Municipal Manager of Witzenberg Municipality

Signature _____

Date 2017/06/01

SECTION 53(1)(C)(II) – APPROVAL BY THE MAYOR

The top layer service delivery budget implementation plan is herewith approved in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA).

Print Name B Klaasen

Mayor of Witzenberg Municipality

Signature _____

Date 2017/06/01

STRATEGIC MAP

<i>WITZENBERG MUNICIPALITY: STRATEGIC MAP 2017/18</i>					
Vision	Mission	Municipal KPA		Pre-determined Objectives	
A municipality that cares for its community, creating growth and opportunities.	<p>The Witzenberg Municipality is committed to improve the quality of life of its community by:</p> <ul style="list-style-type: none"> - Providing & maintaining affordable services - Promoting Social & Economic Development - The effective & efficient use of resources - Effective stakeholder & community participation. 	1	Essential Services	1,1	Sustainable provision & maintenance of basic infrastructure
				1,2	Provide for the needs of informal settlements through improved services
		2	Governance	2,1	Support Institutional Transformation & Development
				2,2	Ensure financial viability.
				2,3	To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.
		3	Communal Services	3,1	Provide & maintain facilities that make citizens feel at home.
		4	Socio-Economic Support Services	4,1	Support the poor & vulnerable through programmes & policy
				4,2	Create an enabling environment to attract investment & support local economy.

FINANCIAL COMPONENT

COMPONENT 1 – MONTHLY REVENUE BY SOURCE R'000

To be included after approval of the 2017/18 Budget.

COMPONENT 2 – MONTHLY OPERATING EXPENDITURE BY VOTE R'000

To be included after approval of the 2017/18 Budget.

COMPONENT 3 – MONTHLY CAPITAL EXPENDITURE

To be included after approval of the 2017/18 Budget.

NON-FINANCIAL COMPONENT

5 YEAR SCORECARD

Municipal KPA	Pre-determined Objectives	Ref	Key Performance Indicator	Reporting Directorate	Baseline 2015/16	Target 2017/18	Target 2018/19	Target 2019/20	Target 2020/21	Target 2021/22
Essential Services	Sustainable provision & maintenance of basic infrastructure	TL1	% Expenditure on Maintenance Budget by Technical Directorate	Technical	99%	99%	99%	99%	99%	99%
		TL2	% Expenditure on Capital Budget by Technical Directorate	Technical	98%	96%	96%	96%	97%	97%
		TL3	Percentage compliance with drinking water quality standards.	Technical	100%	98%	98%	98%	98%	98%
		TL4	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Finance	0%	<1%	<1%	<1%	<1%	<1%
		TL5	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	Finance	0%	<1%	<1%	<1%	<1%	<1%
		TL6	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Finance	0,04%	<1%	<1%	<1%	<1%	<1%
		TL7	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service.	Finance	0%	<1%	<1%	<1%	<1%	<1%
		TL8	Decrease unaccounted water losses.	Technical	16%	18%	16%	14%	14%	14%
		TL9	Decrease unaccounted electricity losses.	Technical	8,19%	8%	8%	8%	8%	8%
		TL10	Kilometres of roads upgraded & rehabilitated	Technical	10,15	3	3	3	4	4
	Provide for the needs of informal settlements through improved services	TL11	Number of subsidised serviced sites developed.	Technical	605	500	200	0	0	200
		TL12	Provide basic services - number of informal areas with sufficient communal water services points (taps).	Technical	3	3	3	3	2	2
		TL13	Provide basic services - number of informal areas with sufficient communal sanitation services points (toilets).	Technical	3	3	3	3	2	2
		TL14	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area-cleaning service.	Technical	3	3	3	3	2	2
		TL15	Number of subsidised electricity connections installed.	Technical	140	309	100	400	200	200

Municipal KPA	Pre-determined Objectives	Ref	Key Performance Indicator	Reporting Directorate	Baseline 2015/16	Target 2017/18	Target 2018/19	Target 2019/20	Target 2020/21	Target 2021/22
Governance	Support Institutional Transformation & Development	TL16	Percentage budget spent on implementation of Workplace Skills Plan.	Corporate	100%	96%	96%	97%	98%	99%
		TL17	Percentage of people from employment equity target groups employed in the three highest levels of management in	Corporate	74%	75%	75%	80%	80%	85%
	Ensure financial viability.	TL18	Financial viability expressed as Debt-Coverage ratio	Finance	35,9	30	30	30	30	30
		TL19	Financial viability expressed as Cost-Coverage ratio	Finance	3,6	2,8	2,8	2,8	2,8	2,8
		TL20	Financial viability expressed outstanding service debtors	Finance	55%	44%	42%	42%	42%	40%
		TL21	Opinion of the Auditor-General on annual financial statements of the previous year.	Finance	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified
		TL22	Increased revenue collection	Finance	94%	95%	95%	96%	96%	97%
		TL23	Percentage of budget spent on maintenance.	Finance	99%	99%	99%	99%	99%	99%
		TL24	Percentage spend of capital budget.	Finance	97%	96%	96%	96%	97%	97%
	To maintain and strengthen relations with international- & inter-governmental partners as well as the local	TL25	Number of IDP community meetings held.	Municipal Manager	14	14	14	14	14	14
		TL26	Number of meetings with inter-governmental partners.	Community	10	12	12	12	12	12
Communal Services	Provide & maintain facilities that make citizens feel at home.	TL27	Customer satisfaction survey (Score 1-5) - community facilities.	Community	2,3	2,5	2,5	3	3	4
		TL28	% Expenditure on Maintenance Budget by Community Directorate	Community	100%	99%	99%	99%	99%	99%
		TL29	% Expenditure on Capital Budget by Community Directorate	Community	84%	96%	96%	96%	97%	97%
Socio-Economic Support Services	Support the poor & vulnerable through programmes & policy	TL30	Number of account holders subsidised through the municipality's indigent Policy	Community	2673	2750	2700	2700	2500	2500
		TL31	The number of jobs created through municipality's local economic development initiatives including capital projects.	Community	427	390	400	400	400	420
		TL32	Number of social development programmes implemented	Community	23	20	20	20	20	20
		TL33	Number of housing opportunities provided per year.	Community	0	309	100	400	200	200
		TL34	Number of Rental Stock transferred	Community	45	60	70	80	90	100
	Create an enabling environment to attract investment & support local economy.	TL35	Revisit Municipal Land Audit and draw up an implementation plan. Phase implementation from 14/15 onwards.	Corporate	Phase 2 implement	Phase 4 implement	Phase 5 implement	Phase 6 implement	Review of Plan	Phase 1 Implemented
		TL36	Compile & Implementation of LED Strategy	Community	Phase 2 implement	Review of Plan	Phase 1 implement	Phase 2 implement	Review of Plan	Phase 1 Implemented

2017/18 QUARTERLY PROJECTIONS

Municipal KPA	Pre-determined Objectives	Ref	Key Performance Indicator	Reporting Directorate	Baseline 2015/16 (16/17 N/A)	Target 2017/18	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Essential Services	Sustainable provision & maintenance of basic infrastructure	TL1	% Expenditure on Maintenance Budget by Technical Directorate	Technical	99%	99%	25%	50%	75%	99%
		TL2	% Expenditure on Capital Budget by Technical Directorate	Technical	98%	96%	10%	40%	60%	96%
		TL3	Percentage compliance with drinking water quality standards.	Technical	100%	98%	98%	98%	98%	98%
		TL4	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Finance	0%	<1%	<1%	<1%	<1%	<1%
		TL5	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	Finance	0%	<1%	<1%	<1%	<1%	<1%
		TL6	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Finance	0,04%	<1%	<1%	<1%	<1%	<1%
		TL7	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service.	Finance	0%	<1%	<1%	<1%	<1%	<1%
		TL8	Decrease unaccounted water losses.	Technical	16%	18%	18%	18%	18%	18%
		TL9	Decrease unaccounted electricity losses.	Technical	8,19%	8%	8%	8%	8%	8%
		TL10	Kilometres of roads upgraded & rehabilitated	Technical	10,15	3	0	0,5	1,5	3
	Provide for the needs of informal settlements through improved services	TL11	Number of subsidised serviced sites developed.	Technical	605	500	0	150	350	500
		TL12	Provide basic services - number of informal areas with sufficient communal water services points (taps).	Technical	3	3	3	3	3	3
		TL13	Provide basic services - number of informal areas with sufficient communal sanitation services points (toilets).	Technical	3	3	3	3	3	3
		TL14	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area-cleaning service.	Technical	3	3	3	3	3	3
		TL15	Number of subsidised electricity connections installed.	Technical	140	309	0	50	150	309

Municipal KPA	Pre-determined Objectives	Ref	Key Performance Indicator	Reporting Directorate	Baseline 2015/16 (16/17 N/A)	Target 2017/18	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Governance	Support Institutional Transformation & Development	TL16	Percentage budget spent on implementation of Workplace Skills Plan.	Corporate	100%	96%	25%	50%	75%	96%
		TL17	Percentage of people from employment equity target groups employed in the three highest levels of management in	Corporate	74%	75%		75%		75%
	Ensure financial viability.	TL18	Financial viability expressed as Debt-Coverage ratio	Finance	35,9	30	30	30	30	30
		TL19	Financial viability expressed as Cost Coverage ratio	Finance	3,6	2,8	2,8	2,8	2,8	2,8
		TL20	Financial viability expressed outstanding service debtors	Finance	55%	44%	44%	44%	44%	44%
		TL21	Opinion of the Auditor-General on annual financial statements of the previous year.	Finance	Unqualified	Unqualified			Unqualified	
		TL22	Increased revenue collection	Finance	94%	95%	95%	95%	95%	95%
		TL23	Percentage of budget spent on maintenance.	Finance	99%	99%	25%	50%	75%	99%
		TL24	Percentage spend of capital budget.	Municipal Manager	97%	96%	10%	40%	60%	96%
	To maintain and strengthen relations with international- & inter-	TL25	Number of IDP community meetings held.	Municipal Manager	14	14		7		14
		TL26	Number of meetings with inter-governmental partners.	Community	10	12	3	6	9	12
Communal Services	Provide & maintain facilities that make citizens feel at home.	TL27	Customer satisfaction survey (Score 1-5) - community facilities.	Community	2,3	2,5				2,5
		TL28	% Expenditure on Maintenance Budget by Community Directorate	Community	100%	99%	25%	50%	75%	99%
		TL29	% Expenditure on Capital Budget by Community Directorate	Community	84%	96%	10%	40%	60%	96%
Socio-Economic Support Services	Support the poor & vulnerable through programmes & policy	TL30	Number of account holders subsidised through the municipality's indigent Policy	Community	2673	2750	2750	2750	2750	2750
		TL31	The number of jobs created through municipality's local economic development initiatives including capital projects.	Community	427	390	100	200	300	390
		TL32	Number of social development programmes implemented	Community	23	20	5	10	15	20
		TL33	Number of housing opportunities provided per year.	Community	0	309	0	50	150	309
		TL34	Number of Rental Stock transferred	Community	45	60	10	30	40	60
	Create an enabling environment to attract investment & support local economy.	TL35	Revisit Municipal Land Audit and draw up an implementation plan. Phase implementation from 14/15 onwards.	Corporate	Phase 2 implement	Phase 4 implement		Mid Year Progress Report		Phase 4 implement
		TL36	Compile & Implementation of LED Strategy	Community	Phase 2 implement	Review of Plan		Mid Year Progress Report		Phase 2 implement

DEFINITIONS OF PERFORMANCE INDICATORS

Ref	Key Performance Indicator	Reporting Directorate	Definitions
TL1	% Expenditure on Maintenance Budget by Technical Directorate	Technical	Percentage reflecting year to date spend (including secondary cost) / total maintenance budget of the Technical Directorate. Note that the in-year reporting during the financial year will be indicated as a trend (year to date spend). Maintenance is defined as the actions required for an asset to achieve its expected useful life. Planned Maintenance includes asset inspection and measures to prevent known failure modes and can be time or condition-based.
TL2	% Expenditure on Capital Budget by Technical Directorate	Technical	Percentage reflecting year to date spend / Total capital budget less any contingent liabilities relating to the capital budget of the technical directorate. The total capital budget is the council approved adjusted budget at the time of the measurement. Contingent liabilities are only identified at the year end.
TL3	Percentage compliance with drinking water quality standards.	Technical	Measure of potable water sample pass rate according to the SANS 241 standard. Average of sample results. Only microbiological results of Escherichia Coli are considered in the measurement. Result should be less than 1 count per 100ml.
TL4	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Finance	This indicator reflects the number of outstanding valid applications (where down payment has been received) for water services (where valid applications translate into an active account) for domestic customers as extracted from the Municipality's SAMRAS database. The accuracy of the billing records is reported within an error rate of 0, 5%. Proxy measure for National Key Performance Indicator.
TL5	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	Finance	This indicator reflects the number of outstanding valid applications (where down payment has been received) for sanitation services (where valid applications translate into an active account) for domestic customers as extracted from the Municipality's SAMRAS database. The accuracy of the billing records is reported within an error rate of 0, 5%. Proxy measure for National Key Performance Indicator.
TL6	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Finance	This indicator reflects the number of outstanding valid applications (where down payment has been received) for electricity services (where valid applications translate into an active account) for domestic customers as extracted from the Municipality's SAMRAS database. The accuracy of the billing records is reported within an error rate of 0, 5%. Proxy measure for National Key Performance Indicator.
TL7	Number of outstanding valid applications for refuse collection services expressed as a % of total number of billings for the service.	Finance	This indicator reflects the number of outstanding valid applications (where down payment has been received) for waste removal services (where valid applications translate into an active account) for domestic customers as extracted from the Municipality's SAMRAS database. The accuracy of the billing records is reported within an error rate of 0, 5%. Proxy measure for National Key Performance Indicator.
TL8	Decrease unaccounted water losses.	Technical	Unaccounted-for water (UFW) is the difference between the quantity of water supplied to the municipality's network and the metered quantity of water used by the customers. UFW has two components: (a) physical losses due to leakage from pipes, and (b) administrative losses due to illegal connections and under registration of water meters. The reduction of UFW is a crucial step to improve the financial health and to save scarce water resources.
TL9	Decrease unaccounted electricity losses.	Technical	Unaccounted-for electricity (UFE) is the difference between the quantity of electricity supplied to the municipality's network and the metered quantity of electricity used by the customers. UFE has two components: (a) Technical losses due to ageing/inadequate networks, and (b) administrative or non-technical losses due to illegal connections and under registration of electricity meters. The reduction of UFE is a crucial step to improve the financial health.
TL10	Kilometres of roads upgraded & rehabilitated	Technical	This indicator measures the kilometres of new roads constructed, roads upgraded & rehabilitated and resurfaced.
TL11	Number of subsidised serviced sites developed.	Technical	A housing opportunity is incremental access to and or delivery of one of the following Housing products: Incremental Housing which provides a serviced site with or without tenure.
TL12	Provide basic services - number of informal areas with sufficient communal water services points (taps).	Technical	This indicator reflects the number of informal areas with sufficient communal water service points. Sufficient are being defined as all households with access to water points within 200 meters radius. Certain taps may however have been vandalised or removed after provision. Proxy for National KPI.
TL13	Provide basic services - number of informal areas with sufficient communal sanitation services points (toilets).	Technical	This indicator reflects the number of informal areas with sufficient communal sanitation service points. Sufficient are being defined as all households with access to toilets within 200 meters radius. Certain toilets may however have been vandalised or removed after provision. Proxy for National KPI.
TL14	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area-cleaning service.	Technical	This indicator reflects the number of informal settlements receiving a weekly door-to-door refuse removal collection service and on-going area cleaning (litter picking and illegal dumping removal). Proxy for National KPI.
TL15	Number of subsidised electricity connections installed.	Technical	This indicator reflects the number of subsidised connections installed per annum in informal settlements and low cost housing/serviced sites projects. Proxy for National KPI.

Pre-determined Objectives	Ref	Key Performance Indicator	Reporting Directorate	Definitions
Support Institutional Transformation & Development	TL16	Percentage budget spent on implementation of Workplace Skills Plan.	Corporate	A Workplace Skills Plan is a document that outlines the planned education, training and development interventions for the organisation. Its purpose is to formally plan and allocate the budget for appropriate training interventions which will address the needs arising out of Local Governments' Skills Sector Plan, the municipality's strategic requirements as contained in the IDP and the individual departmental staffing strategies and individual employees' PDP's. The WSP shall also take into account the Employment Equity Plan, ensuring incorporation of relevant developmental equity interventions into the plan. Kpi measures percentage expenditure of vote allocated towards training needs as arise from WSP.
	TL17	Percentage of people from employment equity target groups employed in the three highest levels of management in	Corporate	This indicator measures the percentage of people from employment equity target groups employed in the three highest levels of management in compliance with the municipality's approved employment equity plan. National Key Performance Indicator.
Ensure financial viability.	TL18	Financial viability expressed as Debt-Coverage ratio	Finance	This indicator measures debt coverage as (total operating revenue – operating grants received) / debt service payments due within the year. This means the municipality is able to cover its debt service payments from operating revenue excluding grants number of times.
	TL19	Financial viability expressed as Cost-Coverage ratio	Finance	This indicator measures: (available cash + investments) / monthly fixed operating expenditure. This indicates that with the available cash the municipality is able to pay its fixed operating expenditure for certain amount of months.
	TL20	Financial viability expressed outstanding service debtors	Finance	These indicator measure service debtors to revenue (total outstanding service debtors / revenue received for services). This means that a % of revenue in the SFP is still outstanding as at 30 June 2013.
	TL21	Opinion of the Auditor-General on annual financial statements of the previous year.	Finance	This indicator measures good governance and accounting practices and will be evaluated and considered by the Auditor General in determining his opinion. An unqualified audit opinion refers to the position where the auditor having completed his audit has no reservation as to the fairness of presentation of financial statements and their conformity with General Recognised Accounting Practices. This is referred to as "clean opinion". Alternatively in relation to a qualified audit opinion the auditor would issue this opinion in whole, or in part, over the financial statements if these are not prepared in accordance with General Recognised Accounting Practices or could not audit one or more areas of the financial statements. Future audit opinions will cover the audit of predetermined objectives.
	TL22	Increased revenue collection	Finance	This indicator reflects the percentage of revenue collected from service accounts delivered.
	TL23	Percentage of budget spent on maintenance.	Finance	Percentage reflecting year to date spend (including secondary cost) / total maintenance budget of the municipality in total. Note that the in-year reporting during the financial year will be indicated as a trend (year to date spend). Maintenance is defined as the actions required for an asset to achieve its expected useful life. Planned Maintenance includes asset inspection and measures to prevent known failure modes and can be time or condition-based.
	TL24	Percentage spend of capital budget.	Finance	Percentage reflecting year to date spend / Total capital budget less any contingent liabilities relating to the capital budget. The total capital budget is the council approved adjusted budget at the time of the measurement. Contingent liabilities are only identified at the year end.
To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.	TL25	Number of IDP community meetings held.	Municipal Manager	Bi-annual community meetings as per IDP Process Plan held in each of the 7 towns.
	TL26	Number of meetings with inter-governmental partners.	Community	Number of Inter-Governmental meetings attended.
Provide & maintain facilities that make citizens feel at home.	TL27	Customer satisfaction survey (Score 1-5) - community facilities.	Community	This indicator measures community perception and satisfaction in respect of the access to and maintenance of certain community facilities. The municipality's Community Satisfaction Survey measures public perception around the following number of issues: Access to libraries, access to community halls, access to parks (including maintained open spaces and children play parks), maintenance of parks (including maintained open spaces and children play parks) & access to sport facilities.
	TL28	% Expenditure on Maintenance Budget by Community Directorate	Community	Percentage reflecting year to date spend (including secondary cost) / total maintenance budget of the Community Directorate. Note that the in-year reporting during the financial year will be indicated as a trend (year to date spend). Maintenance is defined as the actions required for an asset to achieve its expected useful life. Planned Maintenance includes asset inspection and measures to prevent known failure modes and can be time or condition-based.
	TL29	% Expenditure on Capital Budget by Community Directorate	Community	Percentage reflecting year to date spend / Total capital budget less any contingent liabilities relating to the capital budget of the community directorate. The total capital budget is the council approved adjusted budget at the time of the measurement. Contingent liabilities are only identified at the year end.
Support the poor & vulnerable through programmes & policy	TL30	Number of account holders subsidised through the municipality's indigent Policy	Community	Refers to the number of account holders subsidised through the municipality's Indigent Policy.
	TL31	The number of jobs created through municipality's local economic development initiatives including capital projects.	Community	This indicator measures the number of work opportunities created through the expanded Public Works Programme (EPWP) and contracts for temporary workers and temporary workers employed through contractors on projects. Proxy for National KPI.
	TL32	Number of social development programmes implemented	Community	The indicator refers to the number of social developmental programmes implemented. Seven programmes have been identified and each programme will consist of a number of projects and interventions.
	TL33	Number of housing opportunities provided per year.	Community	A housing opportunity is incremental access to and or delivery of one of the following Housing products: Subsidy Housing which provides a minimum 40m² house.
	TL34	Number of Rental Stock transferred	Community	Number of rental stock transferred to approved beneficiaries, using established criteria. Rental stock is being defined as subsidised houses constructed before 1994 (scheme houses) and leased by the municipality to identified and approved beneficiaries.
Create an enabling environment to attract investment & support local economy.	TL35	Revisit Municipal Land Audit and draw up an implementation plan. Phase implementation from 14/15 onwards.	Corporate	This indicator measures the following over the 5 year IDP period: Capacitating of Property Office, develop and maintain property register & land Audit Implementation Plan that would include well defined phases for implementing annually.
	TL36	Compile & Implementation of LED Strategy	Community	Measures the implementation of a LED Strategy over the 5 year IDP period. The implementation includes the development of the strategy with well-defined phases for implementing annually over the 5 year period.

BUDGETARY ALIGNMENT WITH IDP

EXPENDITURE PER KEY PERFORMANCE AREA

To be included after approval of the 2017/18 Budget.

OPERATIONAL EXPENDITURE PER STRATEGIC OBJECTIVE

To be included after approval of the 2017/18 Budget.

THREE YEAR PROJECTED CAPITAL EXPENDITURE PER WARD

To be included after approval of the 2017/18 Budget.

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

TO : Committee for Technical Services

FROM : The Manager: Town Planning and Building Control (H Taljaard)

DATE : 26 January 2017

REF. : 15/4/P

ADOPTING THE WITZENBERG SPATIAL DEVELOPMENT FRAMEWORK AS A CORE COMPONENT OF THE IDP: PROPOSED PROGRAMME

A. NEED

The Department of Environmental Affairs and Development Planning has issued two circulars (EADP 0015/2016 and EADP 0011/2016) regarding the importance of ensuring that a municipality's Spatial Development Framework (SDF) – as a core component of an Integrated Development Plan (IDP) – must be adopted together with the 4th generation IDP which is to be adopted in May or June 2017.

B. LEGISLATION

The Witzenberg Land Use Planning By-Law requires that the municipality approve a consultation plan & programme for the adoption of its SDF as follows:

(1) *When drafting or amending the municipal spatial development framework in terms of the Municipal Systems Act, the Municipal Council must, in accordance with the process adopted in terms of section 28 of the Municipal Systems Act:*

(a) *approve a consultation plan which meets the requirements of:*

(i) *section 29(1) of the Municipal Systems Act;*

(ii) *section 20(3) of SPLUMA;*

(iii) *section 13 of the Land Use Planning Act; and*

- (b) *approve a programme which includes the stages at which a designated political structure, political office bearer or official must comment upon the draft municipal spatial development framework or draft amendment.*

C. BACKGROUND

When the term of the municipality's 3rd generation IDP 'lapses' at the end of June 2017, so too does the term of the SDF of the municipality. This is the case regardless of when the SDF was adopted or whether or not the municipality deems its SDF to be a new or outdated version. As a core component of the IDP, the SDF adheres to the same planning cycle as the IDP. Critically, however, it must be noted that all municipalities within the Western Cape are in the process of developing their '4th generation' IDP's that will span the 5 year period beginning on 1 July 2017 and ending on 30 June 2022. It is expected of municipalities, that when they adopt the 4th generation IDP, that they also adopt (or re-adopt) their SDF for the same period. This applies to all municipalities regardless of whether an SDF was adopted within the preceding 5 years (such as in 2013 in the case of Witzenberg), for example, or not. It is therefore critical that the municipality also follow due process, as prescribed by legislation, to have its SDF (whether new, existing or with slight amendments) adopted within the same period as the IDP.

D. PROCESS

The following process will allow the municipality to adopt the SDF, as part of the IDP, in preparation for the new 5 year cycle starting on 1 July 2017.

Step	Steps to be undertaken	Underpinning Legislation	Timeframe
1.	The Council must give notice of its intention to adopt the SDF and invite the public to submit written representations on the SDF to the Council within 60 days after the publication of the notice. In addition, any organs of state or other role players must be identified and consulted on the proposed SDF. All representations received must be considered.	SPLUMA – Section 20 (3) MSA, Section 29(1)(b)(iii)	60 days
2.	At the same time the Provincial Minister must submit written comment to the Municipality within 60 days . The municipality may not adopt its SDF, until comment has been received from the Provincial Minister or 60 days have passed.	LUPA – Section 13 (2) LUPA – Section 13 (1) (b)	

3.	Upon completion of the Consultation process (under steps 1 to 2) the Planning Department must provide a written report to the Council to recommend the adoption of the SDF.	By-Law – Section 4(4)	30 days
4.	Once adopted by the Council, a notice of this adoption must appear in the media and the Provincial Gazette, within 14 days of the date of adoption.	SPLUMA Section 20(1) By-Law – Section 6(2)	14 days
5.	The Municipal Manager must also within 10 days of the adoption of the SDF, submit to the Provincial Minister/MEC for Local Government the following: a) a written notice of the decision to adopt the municipal spatial development framework, b) the adopted SDF c) a report setting out the response of the municipality to the comments of the Provincial Minister.	LUPA Section 14 (a) – (c) By-Law – Section 6(1)	10 days

E. RECOMMENDATION

That, in terms of section 4(1) of the Witzenberg Land Use Planning By-Law, it be recommended to Council that the programme, under Section D of this report, be approved.

H O TALJAARD
MANAGER: TOWN PLANNING AND BUILDING CONTROL



DROUGHT MANAGEMENT PLAN

Compiled by : Joseph Barnard

Date : 06 February 2017

TABLE OF CONTENTS

DOCUMENT VERSION CONTROL	4
DOCUMENT REVIEW AND ACCEPTANCE	4
GLOSSARY	5
ABBREVIATIONS AND ACRONYMS	8
EXECUTIVE SUMMARY	9
THE BACKGROUND	9
STRATEGIC ELEMENTS OF THE PLAN.....	9
WHO THIS PLAN IS MEANT FOR	10
CHAPTER OUTLINE.....	10
1. INTRODUCTION	11
1.1 HISTORICAL CONTEXT OF THE WITZENBERG MUNICIPALITY	11
1.2 CLIMATIC CONTEXT: PROJECTED CHANGES IN SOUTH AFRICA	11
1.3 DEFINING DROUGHT	13
2. PURPOSE & LEGISLATIVE FRAMEWORK OF THE PLAN	15
2.1 PURPOSE.....	15
2.2 LEGISLATIVE FRAMEWORK	16
3. KPA 1: COMPILATION OF A DROUGHT ORGANISATIONAL AND INSTITUTIONAL STRUCTURE	18
3.1 MUNICIPAL DROUGHT MANAGEMENT TASK FORCE.....	18
3.2 ROLES AND RESPONSIBILITIES OF ALL ROLE PLAYERS	18
4. KPA 3: DROUGHT MITIGATION AND RISK REDUCTION	20
5.1 EARLY WARNING COMMUNICATION.....	20
5.2 EDUCATION AND AWARENESS AS CAPACITY BUILDING.....	26
6. KPA 4 - DROUGHT DECLARATION	27
CONCLUSION	28

ANNEXURES	29
1. KPA 1: INTEGRATED INSTITUTIONAL CAPACITY FOR (DROUGHT) DISASTER RISK MANAGEMENT	30
1.1: CONTACT DETAILS: DMTF.....	30
2. KPA 2: DROUGHT RISK REDUCTION.....	31
2.1 COMMUNICATION PLAN.....	31
3. KPA 4: RESPONSE AND RECOVERY	39
3.1 DROUGHT DECLARATION	39
TULBAGH - RAW WATER SOURCES	41
PRINCE ALFRED HAMLET- RAW WATER SOURCES	42
WOLSELEY - RAW WATER SOURCES.....	43
CERES - RAW WATER SOURCES.....	44
OP DIE BERG - RAW WATER SOURCES.....	45

DOCUMENT VERSION CONTROL

This Document:	Current Revision	Current Date:

DOCUMENT REVIEW AND ACCEPTANCE

Approved By:	
Municipal Manager	
DATE	

GLOSSARY

TERM	DEFINITION
Alien invasive species	South Africa's Biodiversity Act (Act No. 10 of 2004) defines alien species as those species that have been relocated outside of their normal distribution ranges. A relatively small number of these become invasive – displaying the ability to reproduce and spread in their new environment, often dominating vegetation and water bodies or displacing native species.
Capacity	The combination of all strengths, attributes and resources available within a community, society or organisation that can be used to achieve agreed goals.
Climate change	A change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is, in addition to natural climate variability, observed over comparable time periods ⁱ .
Contingency planning	A management process that analyses specific potential events or emerging situations that may threaten society or the environment. Contingency planning establishes arrangements to enable timely, effective and appropriate responses to such events and situations.
Disaster	A disaster means a progressive or sudden, widespread or localised, natural or human-caused occurrence. It is a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources ⁱⁱ .
Disaster risk	The potential disaster losses, in lives, health, status, livelihoods, assets and services, which could occur to a particular community or society over a specified future time period.
Disaster management	This term is an extension of the more general term 'Risk Management' to address the specific issue of disaster risks. Disaster management means a continuous and integrated multi-sectoral, multi-disciplinary process of planning and implementation of measures to prevent or reduce the risk of disasters; mitigate the severity or consequences of disasters; emergency preparedness; a rapid and effective response to disasters; and post-disaster recovery and rehabilitation. It is the systematic process of using administrative directives, organisations, and operational skills and capacities to implement strategies, policies and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster. Disaster Management aims to avoid, lessen or transfer the adverse effects of hazards through activities and measures for prevention, mitigation and preparedness ⁱⁱⁱ .
Disaster Management Centre (DMC)	A Centre specialising in Disaster (Risk) Management established in a Municipality, Province or at National level in terms of the Disaster Management Act (Act No. 57 of 2002).
Disaster Management Plan (DMP)	A document describing the organisational structure, its roles and responsibilities and concept of operation covering all aspects of the Disaster Risk Management continuum and placing an emphasis on measures that reduce vulnerability through hazard identification, risk and vulnerability assessment, risk reduction and mitigation, planning and preparedness, emergency response, relief and recovery efforts.

Disaster Risk Reduction	The conceptual framework of elements considered with possibilities to minimise vulnerabilities and disaster risks throughout a society, to avoid (prevention) or to limit (mitigation and preparedness) the adverse impacts of hazards, within the broad context of sustainable development.
District Municipality (DM)	In terms of section 155(1) of the Constitution it is a category C municipality which means it is has municipal executive and legislative authority in an area which includes more than one municipality ^{iv} .
Drought	<p>Droughts differ from other natural hazards because they are slow-onset phenomena. They aggravate environmental degradation through ecosystem and climatic effects, including deforestation, livestock overgrazing, soil erosion, wild land fires, biodiversity loss and water pollution.</p> <p>A drought is a shortage of precipitation over an extended period and it entails deficient rainfall relative to the statistical multi-year average for a region^v. Drought is not merely low rainfall, but a relative concept based on the expected, or average, rainfall of an area, whether desert or tropical, for any given time of year^{vi}. There are four drought categories discussed in this Plan. See section 1.3 page 16.</p>
Drought Contingency Planning	Drought contingency planning is a systematic process of integrating drought risk management from well designed, coordinated and funded drought contingency plans. The emphasis in drought contingency planning is in formalising and enforcing the process from clarity in the roles of different individuals, communities and institutions in managing drought risks ^{vii} .
Dry Period	It refers to a period of below mean precipitation where vegetation and water resources are impacted negatively. The dry period is not as serious as drought.
Early Warning Systems	The set of capacities needed to generate and disseminate timely and meaningful warning information to enable individuals, communities and organisations threatened by a hazard to prepare and to act appropriately and in sufficient time to reduce the possibility of harm or loss by reducing or mitigating disaster risk. It incorporates a system of data collection and analysis that monitors people's well-being (including security), in order to provide timely notice when an emergency threatens, and thus to elicit an appropriate response. An Early Warning System is the integration of four main elements: Risk Knowledge; Monitoring and Predicting; Disseminating Information; and Response. Failure of any part of the system will imply failure of the whole system ^{viii} .
Hazard	<p>A dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. Hazards can include latent conditions that may represent future threats and can have different origins: natural (geological, hydro meteorological and biological) or induced by human processes (environmental degradation and technological hazards). Hazards can be single, sequential or combined in their origin and effects. Each hazard is characterised by its location, intensity, frequency and probability^{ix}.</p> <p>There are two types of hazards with regards to their timescale:</p>

	<ul style="list-style-type: none"> - Slow onset hazards: this type of hazard is normally preceded by a number of early signs or indicators e.g. droughts. - Rapid onset hazards: this type of hazard strikes without any or very little prior warning. Despite these hazards being mostly unpredictable, proper planning and preparedness can mitigate the effects of such disasters. Examples include flash floods and pest infestations.
Local Municipality (LM)	This is a municipality that shares municipal executive and legislative authority in its area with a district municipality within whose area it falls, and which is described in section 155 (1) of the Constitution as a category B municipality.
Mitigation	The lessening or limitation of the adverse impacts of hazards and related disasters.
Preparedness	The knowledge and capacity developed by governments, professional response and recovery organisations, communities and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, imminent or current hazard events or conditions. These activities and measures include the issuance of timely and effective early warnings and the temporary evacuation of people and property from threatened locations.
Prevention	The outright avoidance of adverse impacts of hazards and related disasters.
Resilience	The capacity of a system, community or society potentially exposed to hazards to adapt by resisting or changing in order to reach and maintain an acceptable level of functioning and structure. This is determined by the degree to which the social system is capable of organising itself to increase this capacity for learning from past disasters for better future protection and to improve disaster risk reduction measures.
Response	Response is the provision of emergency services and public assistance during/or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected. These measures can be of immediate, short-term or long-term duration.
Risk	The combination of the probability of an event and its negative consequences.
Risk assessment	A methodology to determine the nature and extent of risk by analysing the potential harm people, property, services, livelihoods and the environments on which they depend are exposed to. Risk assessments measure the technical characteristics of hazards such as their location, intensity, frequency and probability; exposure and vulnerability including the physical social, health, economic and environmental dimensions; and the evaluation of the effectiveness of prevailing and alternative coping capacities in respect to likely risk scenarios ^x .
Scheme	'Scheme' refers to a Drought Disaster Relief Scheme.
Vulnerability	The characteristics and circumstances of a community, system or asset that renders it susceptible to the damaging effects of a hazard. Conditions of vulnerability and are determined by physical, social, economic and environmental factors or processes that make them susceptible to injury, loss of life, damage, disruption or exploitation by hazards.

ABBREVIATIONS AND ACRONYMS

Acronym	Explanation
CMA	Catchment Management Agency
DM	District Municipality
DMC	Disaster Management Centre
DMF	Disaster Management Framework
DMP	Disaster Management Plan
DMTF	Drought Management Task Force
DRA	Disaster Risk Assessment
DRM	Disaster Risk Management
DWS	Department of Water and Sanitation
E.g.	Example
EIA	Environmental Impact Assessment
Etc.	Etcetera
EPWP	Expanded Public Works Programme
IPCC	Intergovernmental Panel on Climate Change
KM	Kilometer
KPA	Key Performance Area
LM	Local Municipality
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NDMC	National Disaster Management Centre
NDMF	National Disaster Management Framework
NDP	National Development Plan
NEMA	National Environmental Management Act
PDAT	Provincial Drought Assessment Team
PDSI	Palmer Drought Severity Index
PGWC	Provincial Government of the Western Cape
PFMA	Public Finance Management Act
SARS	South African Revenue Service
SAWS	South African Weather Service
SOPs	Standard Operating Procedures
SPI	Standardised Precipitation Index
WCDM	Western Cape Disaster Management
WM	Witzenberg Municipality

EXECUTIVE SUMMARY

THE BACKGROUND

During the last decade in South Africa the frequency and impact of natural disasters in the local communities have increased significantly. Droughts that persist over two or three years begin to deplete groundwater supplies; lower stream, river and lake levels; and reduce runoff in major watersheds. Once major bodies of water are affected, municipalities and other industries such as recreation, tourism and fisheries must also deal with the effects of drought.

The global concern has grown that droughts may be increasing in frequency, intensity, and duration as a result of climate change. In the past, crisis management led to reactive measures and emergency responses that were costly and often provided only short-term solutions. This approach to drought management responds to the impacts of drought once they occur in an attempt to speed the recovery process. The increased frequency of drought and societal vulnerability, to extended period of water shortages means that the economic, social and environmental impacts of droughts have increased significantly.

This Drought Management Plan focuses on addressing drought planning and preparedness measures; as a proactive disaster risk management approach.

STRATEGIC ELEMENTS OF THE PLAN

Due to its frequency of occurrence and the profound impacts associated with drought, the Witzenberg Municipality had to devote more attention to the development of its Drought Management Plan, to reduce its economic, social, and environmental consequences. Critical components to drought planning and risk reduction strategies include the 10-step drought planning process and the National Disaster Management Framework.

The 10-Step Drought Planning Process, founded by Dr Donald A. Wilhite, has been utilised in this Plan as an organisational tool^[x]. The 10-step process provided a set of guidelines of the key elements of a drought planning process and is summarized in table 1 below.

Table 1: 10-step Drought Planning Process

STEPS	EXPLANATION
1. Appoint a drought task force.	The focus is on establishing a multidisciplinary team of stakeholders and securing partnerships. Within the Western Cape Province effective Disaster Risk Reduction (DRR), meeting the Millennium Development Goals (MDGs), responding to climate change and working towards sustainable development can only be addressed if undertaken by the WM and other role players in an integrated manner.
2. State the purpose and objectives of the drought plan.	
3. Seek stakeholders' participation and resolve conflict.	
4. Inventory resources and identify groups at risk.	
5. Prepare/write the drought plan.	Step 5 involves the process of developing an organisational structure set for the specific task necessary to prepare the Plan. Simultaneously it includes conducting a risk assessment and structuring the contents according to the Disaster Management Framework.

6. Identify research needs and fill institutional gaps.	This section emphasises ongoing research scientific inputs.
7. Integrate science and policy.	
8. Publicise the Drought Plan and build public awareness.	Improve drought preparedness through stakeholder participation through advocacy, public awareness and education.
9. Develop education programmes.	
10. Evaluate and revise Drought Plan.	Focus on keeping the Plan relevant and responsive to provincial and local needs.

The National Disaster Management Framework and the National Disaster Management Act (Act No. 57 of 2002) consists of four Key Performance Areas (KPAs) and three enablers. They provide the structure for the Witzenberg Municipal Drought Plan and are aimed at helping to achieve more effective drought prevention, mitigation and preparedness.

The four KPA's are:

KPA1	Integrated institutional capacity for (drought) disaster risk management
KPA2	Drought risk assessment
KPA3	Drought risk reduction
KPA4	Response and recovery

WHO THIS PLAN IS MEANT FOR

This Plan is built upon the municipalities experience with drought.

This Plan is meant for the Municipal Officials (water and sanitation). It will guide role players in assisting communities to more effectively reduce the impacts of drought before, during and after a drought event.

CHAPTER OUTLINE

This 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 (KPA 1) for drought management in the WM.
- 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 is structured according to the KPAs and provides examples of data-collecting instruments and stakeholder contact lists.

1. INTRODUCTION

1.1 HISTORICAL CONTEXT OF THE WITZENBERG MUNICIPALITY

The Witzenberg Municipality consists of twelve wards. See figure 1 below for a spatial reference of the WM. The WM is bordered on the north by the Cederberg and Hantam Municipalities, on the east by the Karoo Hoogland and Laingsburg Municipalities, on the south by Breede Valley Municipality and on the west by Drakenstein and Bergrivier Municipalities. The total land area of the WM is 10 753 km.

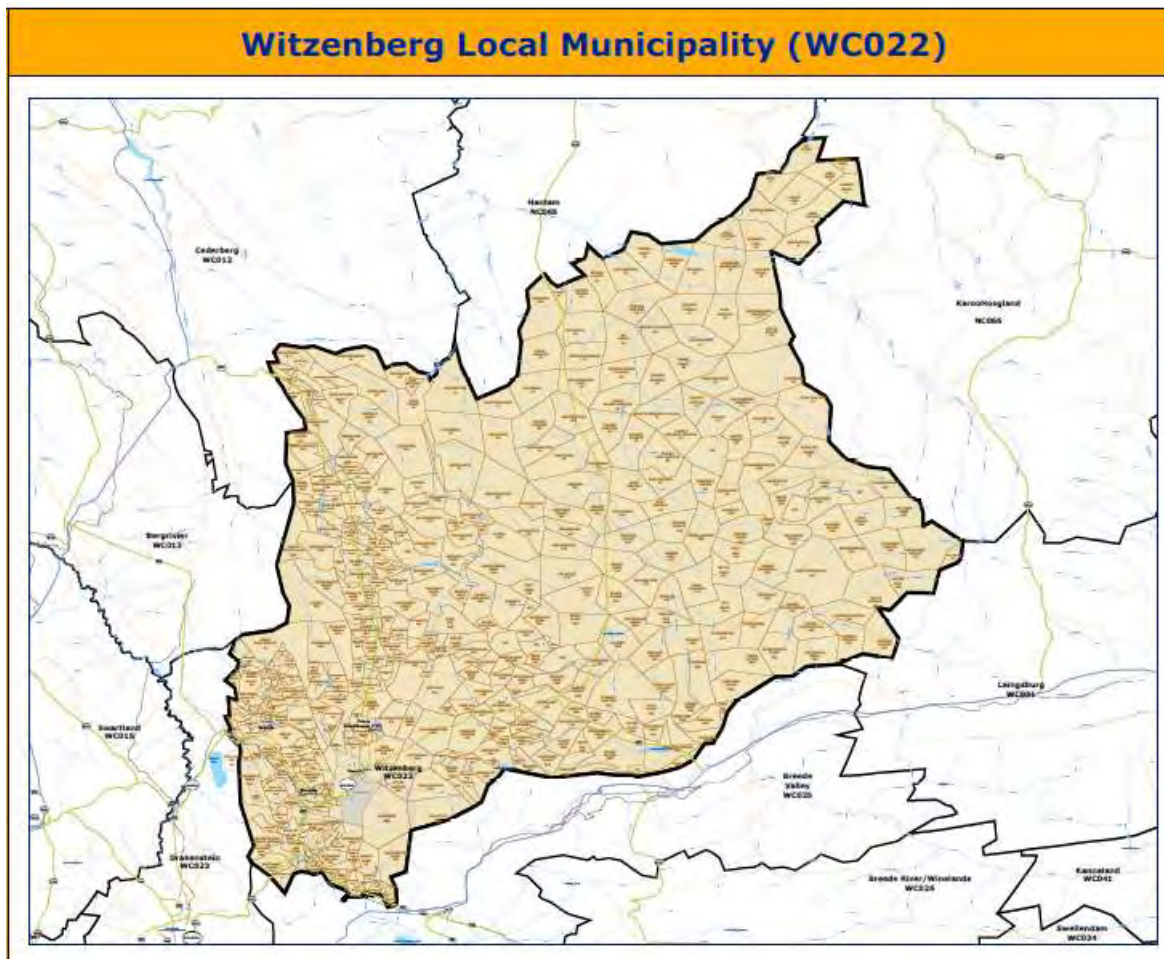


Figure 1: Map of the Witzenberg Municipality

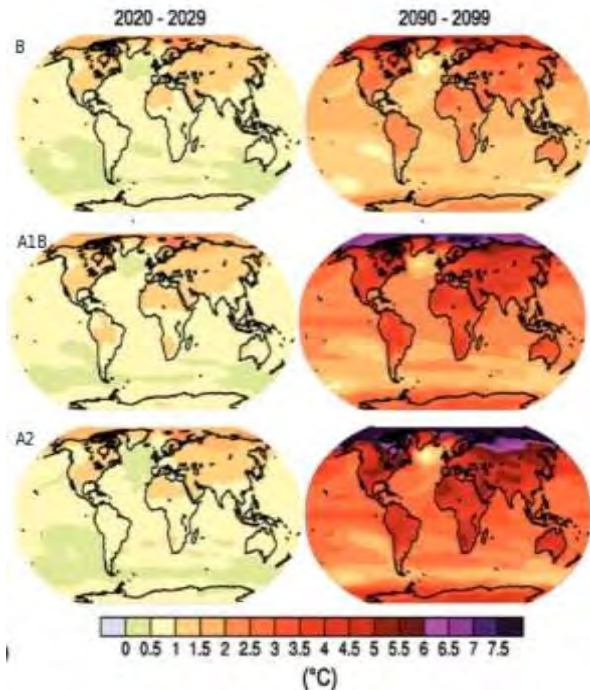
The Western Cape Province is a semiarid region. Although arid and semiarid areas, where precipitation is minimal or non-existent, are dry they are not considered to be in a perpetual state of drought. Drought severity is dependent on the duration, intensity and geographical extent, but also on the demands made by human activities and vegetation on an area's water supplies.

1.2 CLIMATIC CONTEXT: PROJECTED CHANGES IN SOUTH AFRICA

Internationally, and in South Africa, there is strong evidence of an increase in the observed frequency and intensity of weather and climate-related hazards. The Intergovernmental Panel for Climate Change (IPCC) anticipates that, in the short to medium term, many climate impacts will have a detrimental impact on especially the low income earners.

The IPCC's fourth report of 2007 states that the world has become more drought-prone during the past 25 years. The report highlights surface temperature projections for the period 2090 to 2099 under a business-

as-usual scenario that reveals an increase of 5°C to 7°C warming of annually average temperatures under an aggressive A2 scenario (see figure 2 below). Projected surface temperature changes for the early and late 21st century relative to the period 1980 to 1999. The left and right panels show the multi-model average projections (°C) for the B1 (top), A1B (middle) and A2 (bottom) SRES scenarios averaged over the decades 2020 to 2029 (centre) and 2090 to 2099 (right).



Floods, droughts and fires are all associated with an abundance or lack of water. The Western Cape Province is a semiarid region where a lack of sufficient water is the most significant resource constraint on development.

Climate change projections over the next 50 years predict that the western parts of South Africa will become drier, with an increase in temperatures in the interior and the manifestation in the increase and frequency of extreme weather events. Increasing concentrations of greenhouse gases have enhanced the atmosphere's ability to absorb heat and hold moisture. The resulting excess heat and moisture can lead to an increase in the frequency of extreme weather systems such as heat waves.

Figure 2: IPCC temperature projections^{xii}

In South Africa, disasters are becoming common due partly to climate change and inadequate funding of DRM. A lack of comprehensive planning, socio-economic challenges with rapid urbanisation, ecosystem degradation and insurance cover for disasters need to be addressed with great urgency due to the fact that the changing climate is contributing to the increases in disaster losses.

The impacts associated with droughts are increasing because of changing societal vulnerabilities. See table 2 below summarising the distribution and incidence of drought in the Western Cape Province. Certain factors compound the vulnerability of particular groups in South Africa – their ability to anticipate, cope with, resist and recover from a natural threat. This in turn increases the risk of a natural hazard occurring and culminating in physical, financial and social losses will occur. The question of identifying those most vulnerable or most at risk, and finding appropriate frameworks to understand vulnerability, is a dynamic process and is often better articulated at a local scale.

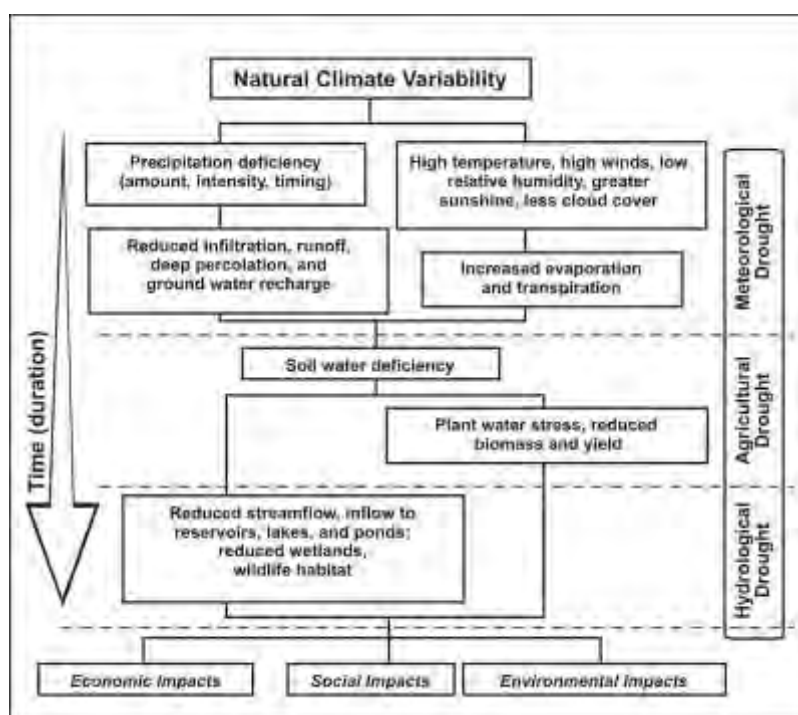
Table 2: Distribution and impacts of Historical droughts in the Western Cape Province

Year	District Municipality	Local Municipality/Town
2011/2012	Cape Winelands, Central Karoo and the Eden District Municipalities (DM)	Beaufort-West, Calitzdorp, George, Knysna, Ladismith, Laingsburg, Mossel Bay, Oudtshoorn, Riversdale, Swellendam, Touwsrivier, Uniondale and Witzenberg.

1.3 DEFINING DROUGHT

Understanding what causes drought helps us predict them. The immediate cause of droughts is the downward movement of air (subsidence). This causes compressional warming or high pressure that inhibits cloud formation and results in lower relative humidity and less precipitation. Prolonged droughts occur when large-scale high-pressure anomalies in atmospheric circulation patterns persist for months or seasons (or longer).

Drought has no universal definition as droughts are region specific and each drought differs in intensity, duration, and spatial extent. The four most common definitions describing the different types of drought are (1) meteorological drought, (2) agricultural drought, (3) hydrological drought and (4) socio-economical drought. There are complex interrelationships between the various components of the hydrological cycle and impacts. See figure 3 below.

**Figure 3: Drought Definitions**

1.3.1. **Meteorological drought** is usually defined by the measure of the departure of precipitation from the normal and the duration of the dry period. It is insufficient to meet the demands of human activities and the environment. This is the most important type of drought which drives the other type of droughts discussed below.

1.3.2 **Agricultural drought** links various characteristics of meteorological (or hydrological) drought to agricultural impacts, focusing on precipitation shortages, soil water deficits, reduced groundwater or reservoir levels below the optimal level required by a crop during each different growth stage needed for irrigation.

1.3.3 **Hydrological drought** usually refers to a period of below normal surface and subsurface water levels or supplies (such as stream flow, reservoir/lake levels, ground water). This can potentially result in significant societal impacts. Water in hydrologic storage systems such as reservoirs and rivers are often used for multiple purposes such as flood control, irrigation, recreation, navigation, hydropower, and wildlife habitat. Competition for water in these storage systems escalates during drought and conflicts between water users increase significantly.

1.3.4 **Socio-economic drought** refers to the situation that occurs when economic goods associated with the elements of meteorological, agricultural and hydrological drought fail to meet the demand. It represents the impact of drought on human activities, including both indirect and direct impacts.

Droughts are predictable, slow-onset phenomena. Water scarcity, on one hand, and drought, on the other, should be considered different matters. Water scarcity refers to average water imbalances between supply and demand, while droughts, as a natural phenomenon, refer to important deviations from the average levels of natural water availability.

2. PURPOSE & LEGISLATIVE FRAMEWORK OF THE PLAN

2.1 PURPOSE

Often decision-makers react to drought episodes mainly through a crisis management approach, rather than on developing comprehensive, long-term drought preparedness policies and plans.

The Plan aims to be a proactive, effective, and fiscally responsible instrument to mitigating the effects of drought in Witzenberg Municipality by providing an effective and systematic framework to assess and respond to a drought through an effective tailored information, early warning systems. The Plan outlines both long term and short term measures that are to be used to mitigate the effects of drought by increasing societal and environmental resilience and enhancing capacities for drought response and recovery.

2.1.1 Primary objectives

Primary objectives of the Plan include:

- To provide a set of **appropriate action recommendations** to maintain and protect the **WM's** resource base. The Plan identifies actions to be taken at the first sign of drought.
- **Determining data needs** of the users of the Plan for active participation in planning, decision-making and implementation.
- The Plan provides **timely and accurate information** on drought conditions to both decision-makers and the general public. To support planning and action;
- To provide an **organisational structure of information flow and responsibilities** between all stakeholders. The DMTF makes decisions regarding management actions to be implemented;
- **Define workable definitions** of drought/drought phases, furthermore determine indicators to be used for **establishing the criteria** for declaring drought emergencies and triggering various mitigation and response activities;
- Establish and pursue a strategy to remove obstacles to the **equitable allocation of water during shortages** and establish requirements or provide incentives to encourage water conservation;
- Establish a set of procedures to **continually evaluate and exercise the Plan**. Periodically revise the Plan so it will stay responsive to the needs of the WM; and
- In order to fulfil the requirements of the **Disaster Management Act** (Act No. 57 of 2002), the WM is required to prepare a drought specific plan.

2.1.2 Secondary objectives

Secondary objectives of the Plan include:

- **Guarantee water availability** in sufficient quantities to meet essential human needs to ensure population's health and life;
- To assist in **retaining jobs** of industrial workers;
- Maintain a current inventory of **stakeholder contact details**;
- **Provide incentives** to encourage water conservation.

2.2 LEGISLATIVE FRAMEWORK

The absence of a legal framework in drought management policy makes it hard to make any individual or institution accountable for not operationalising drought contingency plans triggered by early warning information. Various government policy papers advocate a new approach and strategy in managing drought which emphasises a shift toward a more proactive approach that adopts risk reduction rather than the reactive drought relief strategy of the past.

Guidance, for this Drought Plan, is mainly derived from the following legislation:

- Disaster Management Act (Act No. 57 of 2002)

To provide for an integrated and coordinated disaster management policy that focuses on preventing or reducing the risk of disasters, mitigating the severity of disasters, emergency preparedness, rapid and effective response to disasters and post-disaster recovery. See the Drought Planning Diagram below.

“Disaster” means a progressive or sudden, widespread or localised, natural or human occurrence which causes or threatens to cause:

- o Death, injury or disease;
- o Damage to property, infrastructure or the environment; or
- o Disruption to the life of a community; and
- o Is of a magnitude that exceeds the ability of those affected by the disaster to cope with its effects using only their own resources.

Natural disasters occur when a natural hazard or event affects humans. Vulnerability of humans during a disaster, caused by lack of appropriate emergency management, leads to social/human, economic and environmental impact.

A disaster is an unforeseen event and cannot be planned for, but how certain events can be managed can be planned for.

- Water Services Act (Act No 108 Of 1997)

The Water Services Act defines the following:

Water Services Authority:

Means a Municipality, including a District or Rural Council as defined in the Local Government Transition Act, 1993, responsible for ensuring access to water services

Where, water services:

Means water supply services and sanitation services

Water Services Provider:

Means any person who provides water services to consumers or to another Water Services Institution, but does not include a Water Services Intermediary

Water Services Institution:

Means a Water Services Authority, a water services provider, a Water Board and a Water Services Committee

A Water Services Authority has, amongst others, the following obligation in terms of the Act

Duty to provide access to water services, which includes:

a duty to all consumers or potential consumers in its area of jurisdiction to progressively ensure efficient, affordable, economical, sustainable access to water services

in emergency situations a Water Services Authority must take reasonable steps to provide basic water supply and basic sanitation services to any person within its area of jurisdiction and may do so at the cost of that authority

a Water Services Authority may impose reasonable limitations on the use of water services

Norms and standards for tariffs in terms of the Act:

in prescribing the norms and standards, the Minister must consider, among other factors-

the financial sustainability of the water services in the geographic area in question;

the recovery of costs reasonably associated with providing the water services;

the redemption period of any loans for the provision of water services;

the need to provide for drought and excess water availability

Offences in terms of the Act

no person may continue the wasteful use of water after being called upon to stop by the Minister, a Province or any Water Services Authority, and

any person who contravenes this stipulation is guilty of an offence and liable, on conviction, to a fine or to imprisonment or to both such fine and imprisonment

Right of access to basic water supply and sanitation

everyone has a right of access to basic water supply and basic sanitation.

every Water Services Institution must take reasonable measures to realise these rights

every Water Services Authority must, in its Water Services Development Plan, provide for measures to realise these rights

Basic water supply

The minimum standard for basic water supply services is -

the provision of appropriate education in respect of water use; and

a minimum quantity of potable water of 25 litres per person per day or 6 kilolitres per household per month –

At a minimum flow rate of not less than 10 litres per minute;

Within 200 meters of a household; and

With an effectiveness such that no consumer is without a supply for more than seven full days in any year

VII Provision of basic water supply and basic sanitation to have preference

If the water services provided by a Water Services Institution are unable to meet the requirements of all its existing consumers, it must give preference to the provision of basic water supply and basic sanitation to them

Where

“basic water supply” means the prescribed minimum standard of water supply services necessary for the reliable supply of a sufficient quantity and quality of water to households, including informal households, to support life and personal hygiene

3. KPA 1: COMPILATION OF A DROUGHT ORGANISATIONAL AND INSTITUTIONAL STRUCTURE

3.1 MUNICIPAL DROUGHT MANAGEMENT TASK FORCE

The DMTF consists of a multidisciplinary team including role players from: WM; DWS; Industry; Research Institutes; Water User Associations (WUA) or Catchment Management Agency (CMA). The DMTF acts as a liaison between the various committees involved with drought planning to ensure there is a coordinated response by the municipality to drought situations.

The DMTF is chaired by the WM. The responsibility of the WM includes: coordinating the DMTF, establishing DMTF meeting agendas, facilitating DMTF meetings, preparing DMTF meeting summaries, and coordinating communication between all stake holders. The role of WM is mainly coordination and support to all provincial departments, district municipalities and the private sector in disaster management issues.

The Drought Monitoring Committee and Drought Assessment Committee has their own tasks and goals, but well-established communication and information flow between committees and the DMTF is necessary to ensure effective planning.

3.2 ROLES AND RESPONSIBILITIES OF ALL ROLE PLAYERS

See a discussion below for the roles and responsibilities for all role players involved in drought management at a provincial, regional and local level.

3.2.1 The role of the DMTF

- After the Plan is developed and during times of drought when the Plan is activated, the DMTF coordinates actions, implements mitigation and response programmes;
- Implementing a drought risk reduction Plan;
- Implementing a drought response Plan;
- The DMTF makes policy recommendations and provides guidance to the appropriate political leader/s;
- The DMTF provides guidance in drought declaration and assists the WM with drought impact assessments;
- The DMTF will meet at least once a year, irrespective of drought conditions, and will meet as often as necessary in drought years;
- The DMTF reviews and makes recommendations on the effectiveness of early warning systems;
- The DMTF collects and disseminates data on the status of a drought; and
- The DMTF assists with issuing drought early warnings in consultation with SAWS.

3.2.2 The role of the WM

The WM is the water services authority and must ensure that all customers has access to drinking water as per the above legislation. The WM's role within drought risk management includes:

- The development and maintenance of a Drought Management Plan;
- Establishing and Chairing the local interdepartmental working group on drought (DMTF);
- Conducting research on drought related issues;

- Developing and executing extension programmes with a focus on drought risk reduction and best practice;
- Leading education and awareness programmes for drought risk reduction;
- Actively participating in disaster management forums at provincial and district levels;
- Developing and implementing a system for drought monitoring and evaluation e.g. an information management system, in collaboration with NDMC, DAFF and SAWS;
- Disseminating information amongst all clients;
- Providing continuity through time and through changes to personnel and administrations;

3.2.3 The role of WCDM

WCDM, together with the District Disaster Management Centres, are pivotal in the coordination and implementation of the Disaster Management Act (Act No. 57 of 2002) within the Western Cape Province. The role of WCDM is summarized below:

- Coordinate and maintain disaster early warning systems;
- Coordinate emergency response provincial resources;
- Ensure inter-institutional collaboration and coordination;
- Conduct a drought risk assessment for the non-agricultural sector;
- Assist with the development of Drought Plans for the non-agricultural sector;
- Develop clear lines of communication and encourage close coordination;
- Facilitate the implementation of risk reduction activities during non-drought years;
- Develop public trust in drought management capabilities;
- Assist with Joint Media Statements in emergency situations; and
- Coordinate the disaster declaration process and monitor the expenditure of disaster relief funds.

3.2.4 The role of District Municipalities

A representative of each district, the District Disaster Manager, is included in the membership of the DMTF. They can make recommendations and express concerns so as to respond to request for situation reports and updates. District municipalities are mandated according to the Disaster Management Act (Act No. 57 of 2002) to coordinate disaster management at regional and local level. Their role includes:

- Providing information concerning drought in the district and/or municipal area;
- Conducting detailed drought risk assessments at district level;
- Assisting the DMTF with disseminating information;
- Assisting local municipalities with drought management plans;
- Coordinating and collaborating with the DMTF and WCDoA on drought relief actions within their district;
- Actively participating in the drought monitoring and assessment committees;
- Assisting the WCDoA in the control and distribution of emergency feed and fodder supplies; and
- Assisting the DMTF with data gathering and data storage.

4. KPA 3: DROUGHT MITIGATION AND RISK REDUCTION

Drought mitigation is to be implemented prior to a drought to avoid and/or reduce potential future drought impacts. Drought mitigation includes addressing the existing gaps and research needs for adequate risk methodologies, in order to establish objective links between drought indicators on one hand, and operational activation levels necessary to perform decision-making during drought situations. Drought response strategies will be discussed further in section 5 of this Plan in accordance with individual drought activation levels.

The focus of drought risk reduction is the application of good engineering practises.

The following is addressed in the drought risk reduction plan:

- Early warning systems and measures;
- Data collection tools, measures and indices;
- Adaptation as education and awareness; and
- Adaptive strategies (especially applicable to the irrigation sector) to sustainable farming practices.

Before the onset of a drought, the DMTF should inventory all forms of assistance available from governmental and nongovernmental authorities. The DMTF should evaluate these programmes for their ability to address short-term emergency situations and long-term migration programmes to reduce risk to drought.

5.1 EARLY WARNING COMMUNICATION

Preparedness and early warning are the key factors for operational management and to determine the success of the overall Drought Plan since they help to establish and identify activation levels; and establish the links between drought, water and development policies. See Figure 1 below for early warning signs.

The Drought Action Plan has three levels of severity: Normal, Moderate (Table 2) and Extreme (Table 3), which are invoked sequentially as conditions and corresponding drought trigger points dictate. A drought trigger is the specific value of a drought indicator that activates a management response. These three levels are determined by the dam levels and yield of rivers and boreholes.

The purpose of the water supply management schedule is also to strengthen the capacity of stakeholders to interpret and disseminate early warning information for contingency plans and timely drought response.

FIGURE 1 – RAW WATER SUPPLY MANAGEMENT SCHEDULE

WITZENBERG MUNICIPALITY - RAW WATER SUPPLY MANAGEMENT SCHEDULE			
	WATER RESTRICTION TYPE		
	Normal (no restrictions)	Moderate restrictions	Extreme Restrictions
Koekedouw Dam - Operating levels (Ceres, Nduli, Bella Vista, Prince Alfred Hamlet)			
Description	Sufficient water for 1 year in dam	Sufficient water for 1 year to 6 months in dam	Sufficient water for less than 6 months in dam
Current Yearly Usage (2014/15) (MI)	4 217	≤ 4 217 & > 2 108	< 2 108
Volume at prescribed dam level(7/17 of total volume) (MI)	4 249	≤ 4 249 & > 2 101	< 2101
Dam level (%)	> 60	≤ 60 & > 30	≤ 30
Dam level (m)	> 634.7	≤ 634.7 & > 627.2	≤ 627.2
Tulbagh Raw water supply			
Description	Sufficient water for 5 to 6 months in dam	Sufficient water for 4 to 5 months in dam	Sufficient water for less than 4 months in dam
Volume at prescribed dam level (MI)	383 to 460	307 to 383	< 307
Dam level (%)	97% - 81%	< 81% - 65%	< 65%
Dam level (m)	11.8 - 10.9	< 10.9 - 9.8	< 9.8
OR			
Raw water sources	or Moordenaarskloof and Kleinberg river delivers 100% to 75% of its yearly registered yield.	or Moordenaarskloof and Kleinberg river delivers 75% to 50% of its yearly registered yield	or Moordenaarskloof and Kleinberg river delivers less than 50% of its yearly registered yield
Raw water sources yield (MI/a)	< 1 660 & > 1 245	≤ 1 245 & > 830	≤ 830
Current yearly usage 2014/15 (MI/a)	920	920	920
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

WITZENBERG MUNICIPALITY - RAW WATER SUPPLY MANAGEMENT SCHEDULE			
	WATER RESTRICTION TYPE		
	Normal (no restrictions)	Moderate restrictions	Extreme Restrictions
Op Die Berg - Raw water supply			
Raw water sources	Spring and boreholes delivers 160% and more of its yearly registered yield.	Spring and boreholes delivers 118% to 160% of its yearly registered yield.	Spring and boreholes delivers less than 118% of its yearly registered yield.
Spring and boreholes Yield (Ml/annum)	> 192	≤ 192 & > 144	≤ 144
Current yearly usage 2014/15 (Ml/a)	192	192	192

Table 2 - Moderate water restrictions - Criteria

1. Sufficient water as per water supply schedule.
2. Implement tariffs as per approved budget tariffs for moderate restrictions.
3. The mechanical irrigation of gardens is prohibited.
4. Gardens may be watered only on the following days between 17:00 to 19:00 (March to August) and 19:00 to 21:00 (September to February):
 - Even numbered households: Only Mondays, Wednesdays and Fridays
 - Uneven numbered households: Only Tuesdays, Thursdays and SaturdaysIf a garden house is used, it must be hand-held.
5. The irrigation or watering of all sport fields is prohibited. Exemption from restrictions in the following instances only: golf course greens, bowling greens and cricket pitches which may only be watered between 17:00 to 19:00 (March to August) and 19:00 to 21:00 (September to February).
6. The washing of vehicles with a garden hose, except by a commercial enterprise whose business it is to wash cars, is prohibited.
7. The cleaning of any area by means of water is prohibited.
8. The filling of swimming pools is prohibited.
9. Water restrictions become effective immediately after being advertised in the media and in public places.
10. Any person who contravenes these restrictions is guilty of an offence and is, upon conviction, liable to a fine as published in the by-law or six months imprisonment.
11. Secondary offenders will be fined double the amount referred to in 10 above;
12. Where own water from a borehole or reservoir is used, the appropriate notice shall be displayed on the premises, e.g. "own water".
13. Applications for exemptions are to be submitted to the Department: Technical Engineering Services for approval. Once approved, a written exemption shall be provided and individual applications assessed.
14. Each household shall be limited to 40 kilolitre per month.
15. Other users, businesses and the entertainment industries shall reduce monthly consumption by 15 % of the usage of the similar months of the previous financial year. Failure to comply will result in a fine as published in the by-laws.
16. Industries shall reduce monthly consumption by 10 % of the use of the similar months of the previous financial year. Failure to comply will result in a fine as published in the by-laws.
17. Flow reducing devices shall be installed where the above limits are exceeded. Except for a registered indigent household, the offender will be charged for the cost of the installation.

Table 3 - Extreme Water Restrictions - Criteria

1. Sufficient water as per water supply schedule.
2. Implement tariffs as per approved budget tariffs for moderate restrictions.
3. The mechanical irrigation of gardens is prohibited.
4. The irrigation of Gardens with a hose pipe is prohibited.
5. The irrigation or watering of all sport fields is prohibited
6. The washing of vehicles with a garden hose, except by a commercial enterprise whose business it is to wash cars, is prohibited.
7. The cleaning of any area by means of water is prohibited.
8. The filling of swimming pools is prohibited.
9. Water restrictions become effective immediately after being advertised in the media and in public places.
10. Any person who contravenes these restrictions is guilty of an offence and is, upon conviction, liable to a fine as published in the by-law or six months imprisonment.
11. Secondary offenders will be fined double the amount referred to in 10 above;
12. Where own water from a borehole or reservoir is used, the appropriate notice shall be displayed on the premises, e.g. "own water".
13. Applications for exemptions are to be submitted to the Department: Technical Engineering Services for approval. Once approved, a written exemption shall be provided and individual applications assessed.
14. Each household shall be limited to 20 kilolitre per month.
15. Other users, businesses and the entertainment industries shall reduce monthly consumption by 20 % of the usage of the similar months the previous financial year. Failure to comply will result in a fine as published in the by-laws.
16. Industries shall reduce monthly consumption by 15 % of the use of the similar months of the previous financial year. Failure to comply will result in a fine as published in the by-laws.
17. Flow reducing devices shall be installed where the above limits are exceeded. Except for a registered indigent household, the offender will be charged for the cost of the installation.
19. That a restriction be placed on the usage of all private boreholes for irrigation purposes in the residential areas of Witzenberg as follows:
Gardens may only be watered on the following days between 17:00 to 19:00 (March to August) and 19:00 to 21:00 (September to February):
 - * Even numbered households: Mondays and Thursdays only; and
 - * Uneven numbered households: Tuesdays and Fridays only.
20. That the owner or occupier of any premises who intends to sink a borehole on such premises notifies the municipality on the prescribed form of such intention before work in connection therewith is commenced;
21. That the owner of any premises within the municipal jurisdiction upon which a borehole exists, or if the owner is not in occupation of such premises, the occupier thereof notifies the municipality on the prescribed form of the existence of a borehole on such premises and provide the municipality with such information in respect thereof as it may require;
22. That the municipality exercises its primary right to obtain all raw water from the Koekedouw Dam.
- "23. That the resolution regarding the water situation in Witzenberg be published in the local newspaper and be distributed amongst the public by means of notice boards and flyers,

Informing the community that if found guilty for any form of transgression, Council will impose the applicable fines."

5.2 EDUCATION AND AWARENESS AS CAPACITY BUILDING

When a drought occurs, consumers are impacted not only by the drought, but by other aspects of the weather, the global economy, and the political will of various leaders responding to the drought conditions. In order to be prepared when drought occurs, consumers make the decision to use, or not to use, a number of drought mitigation tools as best fits their risk management plan.

The existing information on drought management and water conservation is currently being packaged to target specific sectors under various drought conditions (see Addenda 3.1 – Communication Plan).

The enablers are in support of the KPAs as prescribed in the National Disaster Management Framework. KPA Enabler 2: Education, training, public awareness and research - the extension service of the WM and the WCDM is primarily responsible for education, training and public awareness. Extension officers are well trained and equipped to provide services to the community. Proper extension programming and planning is rolled out in order to educate and train consumers.

6. KPA 4 - DROUGHT DECLARATION

If drought occurs and the severity and magnitude is such that WM cannot provide normal water provision to customers, and it is proven that amongst other factors prevention and mitigation measures were taken into account, a state of disaster is declared in terms of section 23 of the Disaster Management Act (Act No. 57 of 2002). See Addenda 4.1 for a Standard Operating Procedure on declaring drought as a disaster.

CONCLUSION

Drought is a recurrent feature of the Western Cape Province's risk landscape, but is a cross-boundary reality that affects the broader population of South Africa. The provision of water is an integral part of sustainable development. Past attempts to manage drought and its impacts through reactive, crisis management approach have been ineffective, poorly coordinated and untimely. The goal of this 2016 drought planning process was to significantly change the way we prepare for and respond to drought by placing greater emphases on **proactive risk management** and the adoption of appropriate mitigation actions.

The modification is in having **contingency planning** at all three phases of the drought management cycle. Therefore drought preparedness and mitigation informs contingency planning, while contingency plans inform effective drought responses. Furthermore, the Plan formalises the efforts to continue to improve drought preparedness and response. **Tracking trends in climate and precipitation** can help to determine if new or alternative management strategies are needed.

Through the establishment of the **DMTF** role players has been devoted to long-term proactive management programmes with the aim of ensuring that projects and programmes will be carried through to ensure continuity.

The Plan is always a document in progress. The Plan needs to be **revised** continuously after evaluating our changing vulnerabilities and how governments and stakeholders can work in partnership to lessen risk. The Plan needs to be updated every four to five years.

DRM is the responsibility of each individual consumer and consumers should adapt to their local climatic conditions and ensure adequate adaptation and coping mechanisms. Application of sound practices and principles is at the core of **drought risk reduction**.

The Plan and the DMTF recognise the **complexity and diversity of managing water resources**. Policies addressing water resource management need to be tailored and targeted to specific situations. This reflects the great variety across different water basins from the local to international levels in terms of the: heterogeneity of water sources (e.g. surface, groundwater, recycled wastewater, desalinated water); linkages between water resource (quantity) and water pollution (quality) issues; allocation of water between consumptive uses (e.g. agriculture, domestic, industrial, power generation) and to meet environmental needs; and the management of the complex institutional and property right arrangements associated with water. To achieve sustainable groundwater use more effort will be required to enforce regulatory measures and develop mechanisms for volumetric management and charging, especially where water stress is a serious issue.

ANNEXURES

1. KPA 1: Integrated institutional capacity for (drought) disaster risk management

1.1 DMTF Contact List

2. KPA 3: Drought risk reduction

2.1 Communication plan

3 KPA 4 : Response and recovery

3.3 Drought Declaration

4 Tulbagh - Raw water sources

5 Prince Alfred Hamlet – Raw water sources

6 Wolseley – Raw water sources

7 Ceres – Raw water sources

8 Op Die Berg – Raw water sources

1. KPA 1: INTEGRATED INSTITUTIONAL CAPACITY FOR (DROUGHT) DISASTER RISK MANAGEMENT

1.1: CONTACT DETAILS: DMTF

ORGANISATIONS		PROGRAMME	NAME AND SURNAME	CONTACT DETAILS

2. KPA 2: DROUGHT RISK REDUCTION

2.1 COMMUNICATION PLAN

Drought and Water Conservation Awareness Programme

Key Messages	Communication Status	Target Audience	Delivery Method	Outcome	Delivery Frequency	Responsible/ Communicator
<p>What are the priority areas?</p> <p>What are the challenges?</p> <p>What are the potential solutions?</p> <p>What are the formal recommendations?</p> <p>What are the budgetary implications?</p> <p>What are the immediate threats?</p> <p>What is the time period?</p>	<p>Mandatory/Legislative</p> <p>Disaster Management Act 2002</p> <p>- Section 4</p> <p>- Section 5</p> <p>- Section 6</p> <p>- Section 23 (1) (b)</p> <p>- Section 55 (2)</p>	<p>Public</p> <p>Employees</p> <p>Businesses</p> <p>Agriculture</p>	<p><i>Formation of a Drought Committee</i></p> <p>As per section 5 (1) of the Act, the Minister is required to establish a National Disaster Management Advisory Forum, which should consist of experts and onsite representatives to provide him/her with information, recommendations, pre-emptive measures and long term consequences so that he/she may provide inputs to Cabinet.</p>	<p>Minutes of discussion and engagements need to be collated and filed for evidence of planning and inter-governmental liaison to establish methods of preliminary address, challenges, budget and execution of preliminary plans. In the event of disaster, the Unit report is to be populated at a daily frequency (or as directed by National Disaster Management) for the Cabinet report. This committee will also generate alerts to be sent to the public as well as perform procurement to meet agreed aims.</p>	<p>Daily, Monthly, Quarterly (as per the urgency)</p>	<p>MM, Directors, Managers</p>
<p>What is drought?</p> <p>What impact do households have?</p> <p>What impact does businesses have?</p> <p>What is my responsibility and how should I conduct myself?</p> <p>What are the consequences of this negative conduct?</p> <p>What can I do to prevent, regulate or control this type of behaviour?</p>	<p>Mandatory/Legislative</p> <p>Disaster Management Act 2002</p> <p>- Section 4</p> <p>- Section 5</p> <p>- Section 6</p> <p>- Section 23 (1) (b)</p> <p>- Section 55 (2)</p>	<p>Public</p> <p>Employees</p> <p>Businesses</p> <p>Agriculture</p>	<p><i>Brand collateral</i></p> <p>As per Section 55 (1) and (2) of the Act, the local municipality would be required to use all mechanisms at their disposal to address the disaster. Branding disposables with longevity to reiterate the message that the area is a water stressed area through the production of print materials such as flyers, posters, billboards, brochures, municipal accounts, etc.</p>	<p>Creates awareness and entrenchment of the onus of residents and businesses to reduce consumption and report water losses. Also educates the public regarding ground water usage and enforcement measures to ensure compliance.</p>	<p>Daily</p>	<p>Marketing</p>

<i>Key Messages</i>	<i>Communication Status</i>	<i>Target Audience</i>	<i>Delivery Method</i>	<i>Outcome</i>	<i>Delivery Frequency</i>	<i>Responsible/ Communicator</i>
Identify the offenders Issuing of fines and warnings Penalise through tariff enforcement Execute physical measures to enforce usage (interruption of service, reduction of pressure, etc.) Amend pricing to reward and diminish demand	Mandatory/Legislative Disaster Management Act 2002 - Section 4 - Section 5 - Section 6 - Section 23 (1) (b) - Section 55 (2)	Public Employees Businesses Agriculture	<i>Tariff enforcement and bylaw revision</i> As per Section 55 (2) and (4), the local municipality may amend the tariff structure and bylaws towards the interests of the public in the event of disaster. This can be addressed through enforcement of fining and warnings, reduction of pressure, limitation of usage and where relevant, interruption of services.	Creates awareness with the public that contravention of the water restrictions will result in being penalised financially. It is essential that this process is managed equitably and fairly, being transparent in affairs and fully briefing the control room.	Daily, Weekly, Monthly	MM, Council, Directors, Managers
What is drought? What impact do households have? What impact does businesses have? What is my responsibility and how should I conduct myself? What are the consequences of this negative conduct? What can I do to prevent, regulate or control this type of behaviour?	Mandatory/Legislative Disaster Management Act 2002 - Section 4 - Section 5 - Section 6 - Section 23 (1) (b) - Section 55 (2)	Public Employees Businesses Agriculture Schools	<i>Audio visual products</i> As per Section 55 (2) (c) of the Act, the local municipality needs to implement of the municipal disaster management plan and a key part of the plan is pre-emptive communication, sustained communication and the implementation of disaster. Educating learners is an effective method of communication relay to households, especially if it is part of tactile and visual learning. This can be performed through corporate video, industrial theatre, brand collateral, posters, comics, colouring books, stationery, electronic and static notice boards, mascots, waiting area promotional media, etc.	Creates awareness and entrenchment of the onus of households to report misuse, to diminish usage, negative reinforcement of the consequences of contravention, guides choice architecture regarding the management of household usage, promotes adherence to tariff enforcement.	Daily, Weekly, Monthly	Technical Services Marketing

<i>Key Messages</i>	<i>Communication Status</i>	<i>Target Audience</i>	<i>Delivery Method</i>	<i>Outcome</i>	<i>Delivery Frequency</i>	<i>Responsible/ Communicator</i>
<p>What is drought?</p> <p>What impact do households have?</p> <p>What impact does businesses have?</p> <p>What is my responsibility and how should I conduct myself?</p> <p>What are the consequences of this negative conduct?</p> <p>What can I do to prevent, regulate or control this type of behaviour?</p>	<p>Mandatory/Legislative</p> <p>Disaster Management Act 2002</p> <p>- Section 4</p> <p>- Section 5</p> <p>- Section 6</p> <p>- Section 23 (1) (b)</p> <p>- Section 55 (2)</p>	<p>Public</p> <p>Employees</p> <p>Businesses</p> <p>Agriculture</p>	<p><i>Events and public meetings</i></p> <p>As per Section 55 (2) (c) of the Act, the local municipality needs to implement of the municipal disaster management plan and a key part of the plan is pre-emptive communication, sustained communication and the implementation of disaster. Planning events and hosting meetings encourages feedback from the public and/or business sector to discuss the logistics, challenges and feasibility of the measure in place to conserve water.</p>	<p>Creates awareness with the public and encourages relationship building and support of initiatives proposed. This is essential to lessen protest or illegal action challenging the administrative fairness of measure proposed and aims to build a cohesive relationship towards managing the problem at hand.</p>	<p>Weekly, Monthly</p>	<p>MM, Directors, Managers</p>
<p>What is drought?</p> <p>What impact do households have?</p> <p>What impact does businesses have?</p> <p>What is my responsibility and how should I conduct myself?</p> <p>What are the consequences of this negative conduct?</p> <p>What can I do to prevent, regulate or control this type of behaviour?</p>	<p>Mandatory/Legislative</p> <p>Disaster Management Act 2002</p> <p>- Section 4</p> <p>- Section 5</p> <p>- Section 6</p> <p>- Section 23 (1) (b)</p> <p>- Section 55 (2)</p>	<p>Public</p> <p>Employees</p> <p>Businesses</p> <p>Agriculture</p>	<p><i>Ward Committee Task team</i></p> <p>As per Section 55 (2) (c) of the Act, the local municipality needs to implement of the municipal disaster management plan and a key part of the plan is pre-emptive communication, sustained communication and the implementation of disaster. Ward committees need to receive a communication pack to distribute to their wards and perform door to door campaigning, explaining the situation as well as the tariffs and measures put in place to regulate water usage. Explanation of why the water level are low are imperative. EPWP workers can be mobilised to assist with covering larger wards.</p>	<p>Creates awareness with the public located in remote, informal or rural environs with accessible information and justification for the water restrictions. This aims to eliminate misunderstanding and dispelling misinformation regarding the situation and inspiring public confidence that planning and support action is in place. Interpersonal communication is regarded as more credible and it also spans barriers of illiteracy and comprehension.</p>	<p>Daily</p>	<p>MM, Directors, Council</p>

<i>Key Messages</i>	<i>Communication Status</i>	<i>Target Audience</i>	<i>Delivery Method</i>	<i>Outcome</i>	<i>Delivery Frequency</i>	<i>Responsible/ Communicator</i>
<p>How do we offer the municipality support?</p> <p>What kind of innovation is required for our organisation to reduce usage?</p> <p>What is our role in a disaster?</p> <p>What kind of incentive is there for water reduction?</p>	<p>Mandatory/ Legislative</p> <p>Disaster Management Act 2002</p> <p>- Section 4</p> <p>- Section 5</p> <p>- Section 6</p> <p>- Section 23 (1) (b)</p> <p>- Section 55 (2)</p>	<p>Public</p> <p>Employees</p> <p>Businesses</p> <p>Agriculture</p>	<p><i>Workshops and training</i></p> <p>Rolling out workshops and training to all professional sectors is key towards readiness and preparation of disaster. This can be performed through corporate video or train the trainer sessions, whereby cost effective solutions can be illustrated and advised to businesses in a bid to reduce water usage. It can also service as a knowledge sharing platform to share best practice mechanisms.</p>	<p>Creates awareness with the public regarding coping mechanisms as well as strengthen the economic networks to ensure longevity and continuity of business in anticipation of disaster.</p>	<p>Monthly</p>	<p>External service provider</p>
<p>How do we offer the municipality support?</p> <p>What kind of innovation is required for our organisation to reduce usage?</p> <p>What is our role in a disaster?</p>	<p>Mandatory/ Legislative</p> <p>Disaster Management Act 2002</p> <p>- Section 4</p> <p>- Section 5</p> <p>- Section 6</p> <p>- Section 23 (1) (b)</p> <p>- Section 55 (2)</p>	<p>Public</p> <p>Employees</p> <p>Businesses</p> <p>Agriculture</p>	<p><i>Radio segments</i></p> <p>Senior officials need to discuss the situation frequently and concisely. This can be performed through a weekly talk slot on local radio stations aimed at education and awareness of municipal operations, water restrictions, conservation and availability. This will also pose as an opportunity to discuss tariffs and the importance of payment of the municipal account.</p>	<p>Creates awareness with the public that the situation is under control and being addressed. It also spans barriers of comprehension and literacy. Talk radio is popular with most demographics, especially during drive time slots. These messages/ interviews/sound bites should be short and relevant.</p>	<p>Weekly</p>	<p>MM, Executive Mayor, Technical Services</p>

<i>Key Messages</i>	<i>Communication Status</i>	<i>Target Audience</i>	<i>Delivery Method</i>	<i>Outcome</i>	<i>Delivery Frequency</i>	<i>Responsible/ Communicator</i>
<p>How do we offer the municipality support?</p> <p>What kind of innovation is required for our organisation to reduce usage?</p> <p>What is our role in a disaster?</p> <p>What kind of incentive is there for water reduction?</p>	<p>Mandatory/Legislative Disaster Management Act 2002</p> <ul style="list-style-type: none"> - Section 4 - Section 5 - Section 6 - Section 23 (1) (b) - Section 55 (2) 	<p>Public</p> <p>Employees</p> <p>Businesses</p> <p>Agriculture</p>	<p><i>Advertising and notices</i></p> <p>Running frequent messages aimed at the staff and the public in the local media can aid in the promotion of the control room number for reporting instances of contravention of the water restrictions as well as the rules imposed by these restriction. This is effective if there are any amendments to communicate.</p>	<p>The aim of this exercise is to promote the means of reporting contravention as well as to keep the public informed regarding water usage.</p>	Ad hoc	MM, Directors, Managers
<p>How do we offer the municipality support?</p> <p>What kind of innovation is required for our organisation to reduce usage?</p> <p>What is our role in a disaster?</p> <p>What kind of incentive is there for water reduction?</p>	<p>Disaster Management Act 2002</p> <ul style="list-style-type: none"> - Section 4 - Section 5 - Section 6 - Section 23 (1) (b) - Section 55 (2) 	Employees	<p><i>Counselling sessions, staff meetings and performance management</i></p> <p>Staffing need briefed on the situation and go to lengths to reduce consumption in each of these sections without contravention of Health and Safety measures, i.e. reducing coffee intake per day, seeing how grey water can be maximised, making use of catchment tanks for rainwater, reporting water leaks, using low flow cisterns or water catchment to reduce water use, using waterless hand cleaner, grey water for irrigation, using bucket system for the washing of vehicles, etc.</p>	<p>Creates awareness and entrenchment of the onus of employees to manage and enforce water restrictions in the workplace.</p>	Daily	MM, Directors, Managers

<i>Key Messages</i>	<i>Communication Status</i>	<i>Target Audience</i>	<i>Delivery Method</i>	<i>Outcome</i>	<i>Delivery Frequency</i>	<i>Responsible/ Communicator</i>
<p>How do we offer the municipality support?</p> <p>What kind of innovation is required for our organisation to reduce usage?</p> <p>What is our role in a disaster?</p> <p>What kind of incentive is there for water reduction?</p>	<p>Mandatory/Legislative Disaster Management Act 2002</p> <ul style="list-style-type: none"> - Section 4 - Section 5 - Section 6 - Section 23 (1) (b) - Section 55 (2) 	Employees	<p><i>Testimonials and peer education</i></p> <p>Creation of a peer education and knowledge sharing forum amongst employees in each of the sections through appointment of water conservation ambassadors to offer advice, information and monitors of staffing and operational processes in a bid to reduce water consumption. This can be incentivised and linked to operational performance.</p>	Creates awareness and entrenchment of the onus of employees to manage their demand responsibly.	Ad hoc	MM, Directors, Managers, Supervisors
<p>How do we offer the municipality support?</p> <p>What kind of innovation is required for our organisation to reduce usage?</p> <p>What is our role in a disaster?</p> <p>What kind of incentive is there for water reduction?</p>	<p>Mandatory/Legislative Disaster Management Act 2002</p> <ul style="list-style-type: none"> - Section 4 - Section 5 - Section 6 - Section 23 (1) (b) - Section 55 (2) 	Employees	<p><i>ICT messaging and brand point consumables</i></p> <p>Development and roll out of screensavers, email signatures, messaging on corporate stationery and other office consumables will offer subliminal messaging and further brand establishment.</p>	Creates awareness and entrenchment of the onus of employees to manage their demand responsibly	Ad hoc	MM, Directors, Managers

Key Messages	Communication Status	Target Audience	Delivery Method	Outcome	Delivery Frequency	Responsible/ Communicator
<p>How do we offer the municipality support?</p> <p>What kind of innovation is required for our organisation to reduce usage?</p> <p>What is our role in a disaster?</p> <p>What kind of incentive is there for water reduction?</p>	<p>Mandatory/Legislative Disaster Management Act 2002</p> <p>- Section 4</p> <p>- Section 5</p> <p>- Section 6</p> <p>- Section 23 (1) (b)</p> <p>- Section 55 (2)</p>	<p>Public</p> <p>Employees</p> <p>Businesses</p> <p>Agriculture</p>	<p><i>Public disclosure of statistics</i></p> <p>Disclosure of water levels, the management of the situation, the effects of consumption, investigation of water loss, offenses addressed and management of infractions need to be disclosed for public awareness to deter undesirable action. Mechanisms of relay can be radio, newspaper, internal newsletter, staff notice boards, bulk text messages, etc.</p>	<p>The aim of this exercise is to promote the means of reporting contravention as well as to keep the public informed regarding water usage.</p>	Weekly	MM, Directors, Managers
<p>What is drought?</p> <p>What impact do households have?</p> <p>What impact does businesses have?</p> <p>What is my responsibility and how should I conduct myself?</p> <p>What are the consequences of this negative conduct?</p> <p>What can I do to prevent, regulate or control this type of behaviour?</p>	<p>Mandatory/Legislative Disaster Management Act 2002</p> <p>- Section 4</p> <p>- Section 5</p> <p>- Section 6</p> <p>- Section 23 (1) (b)</p> <p>- Section 55 (2)</p>	<p>Public</p> <p>Employees</p> <p>Businesses</p> <p>Agriculture</p> <p>Media</p>	<p><i>Social media forums and corporate website</i></p> <p>Regular of social media updates on interfaces such as Facebook and Twitter can provide information in a transparent and efficient manner. All communication needs to be factual and professional. It is also an efficient mechanism for query management. The website should also carry a page with regular updates as well as illustrations of dam levels for the media to access for current information regarding the status quo and accessing a photo archive of the situation.</p>	<p>The aim of this exercise is to promote the means of reporting contravention as well as to keep the public informed regarding water usage.</p>	Ad hoc	Technical Services Marketing

3. KPA 4: RESPONSE AND RECOVERY

3.1 DROUGHT DECLARATION

The declaration of a disaster usually leads to the establishment of disaster assistance schemes. Drought assessments are then carried out in the drought stricken areas and reports are submitted to relevant authorities e.g. WDMC, DAFF and the NDMC. A request for assistance is submitted to National Treasury by the NDMC and funds will be made available for the Western Cape Province to assist affected farmers.

The Disaster Management Act (Act No. 57 of 2002) provides for the declaration of disasters through national, provincial and local government.

THE FOLLOWING CONSIDERATIONS APPLY TO THE DECLARATION OF DROUGHT:

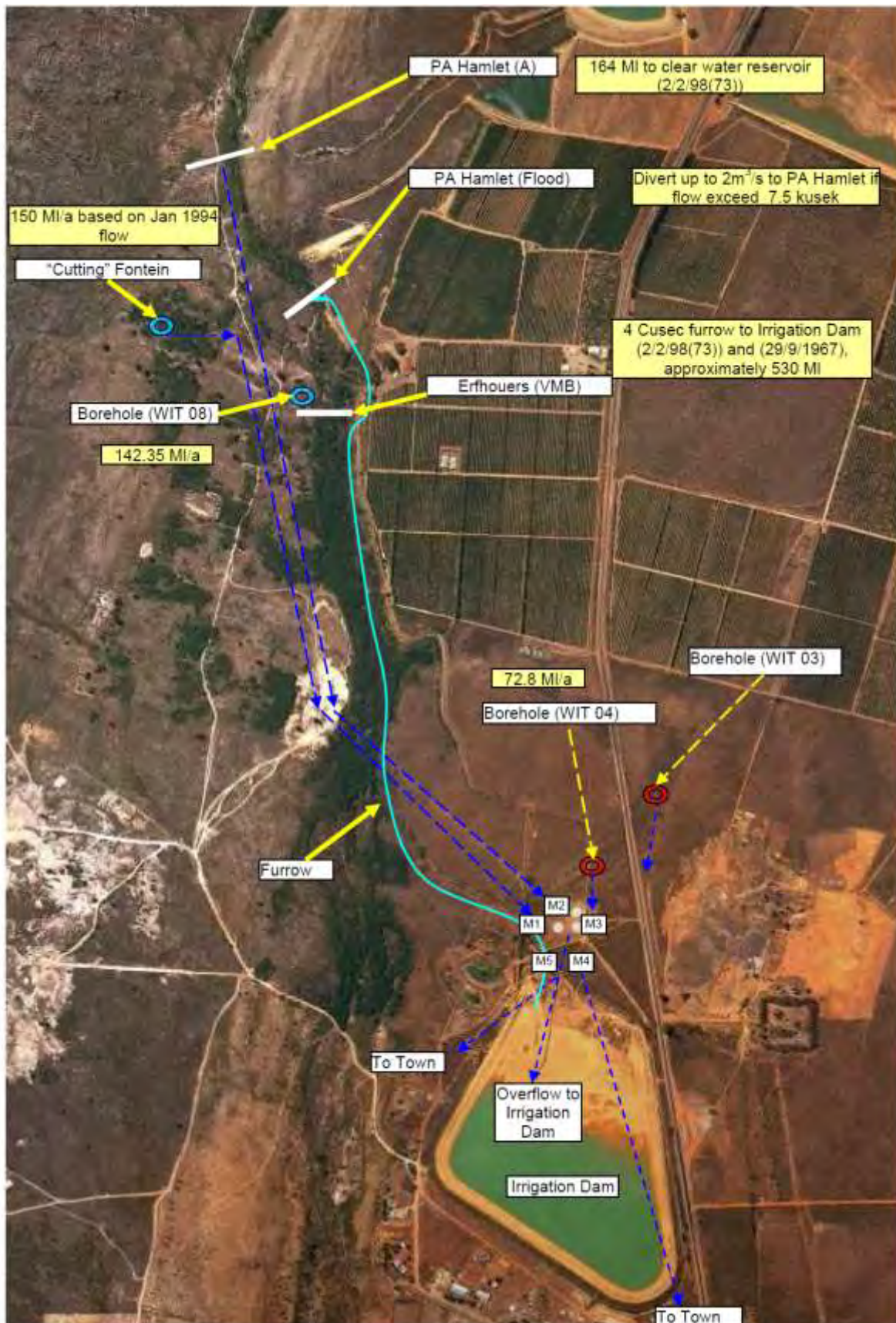
1. In the event of a national drought, the Minister of Water Affairs, in terms of the Disaster Management Act (Act No. 57 of 2002), by notice in the Government Gazette, declares a national state of disaster if –
 - a. existing legislation and contingency arrangements do not adequately provide for the national executive to deal effectively with the disaster, or
 - b. other special circumstances warrant the declaration of a national state of disaster.
2. If a national state of disaster has been declared in terms of subsection (1) the Minister may, subject to subsection (3), and after consulting the responsible cabinet member, make regulations or issue directions or authorise the issue of directions concerning –
 - a. the release of any available resources of the national government, including stores, equipment, vehicles and facilities;
 - b. the release of personnel of a national organ of state for the rendering of emergency services;
 - c. the implementation of all or any of the provisions of a national disaster management plan that are applicable in the circumstances;
 - d. the regulation of the movement of persons and goods to, from or within the disaster- stricken or threatened area;
 - e. the control and occupancy of premises in the disaster-stricken or threatened area;
 - f. the dissemination of information required for dealing with the disaster;
 - h. emergency procurement procedures;
 - i. the facilitation of response and post-disaster recovery and rehabilitation;
 - j. other steps that may be necessary to prevent an escalation of the disaster;
 - k. to alleviate, contain and minimise the effects of the disaster; or
 - l. steps to facilitate international assistance.
3. The powers referred to in subsection (2) may be exercised only to the extent that this is necessary for the purpose of –
 - a. assisting and protecting the public;
 - b. providing relief to the public;
 - c. protecting property;

- d. preventing or combating disruption; or
 - e. dealing with the destructive and other effects of the disaster.
4. Regulations made in terms of subsection (2) may include regulations prescribing penalties for any contravention of the regulations.
5. A national state of disaster that has been declared in terms of subsection (1):
- a. lapses three months after it has been declared;
 - b. may be terminated by the Minister by notice in the Government Gazette before it lapsed in terms of paragraph (a); and
 - c. may be extended by the Minister by notice in the Government Gazette for one month at a time before it lapses in terms of paragraph (a) or when the existing extension is due to expire.

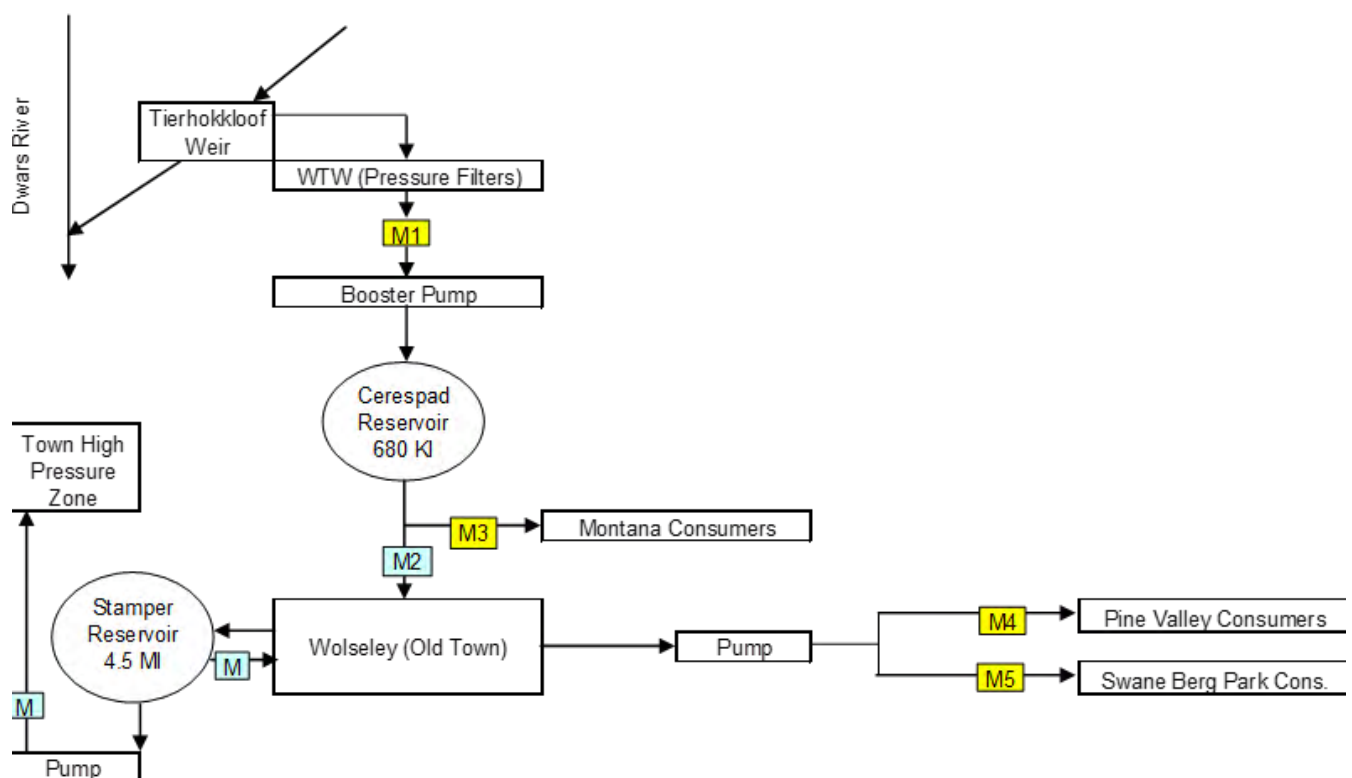
TULBAGH - RAW WATER SOURCES



PRINCE ALFRED HAMLET- RAW WATER SOURCES

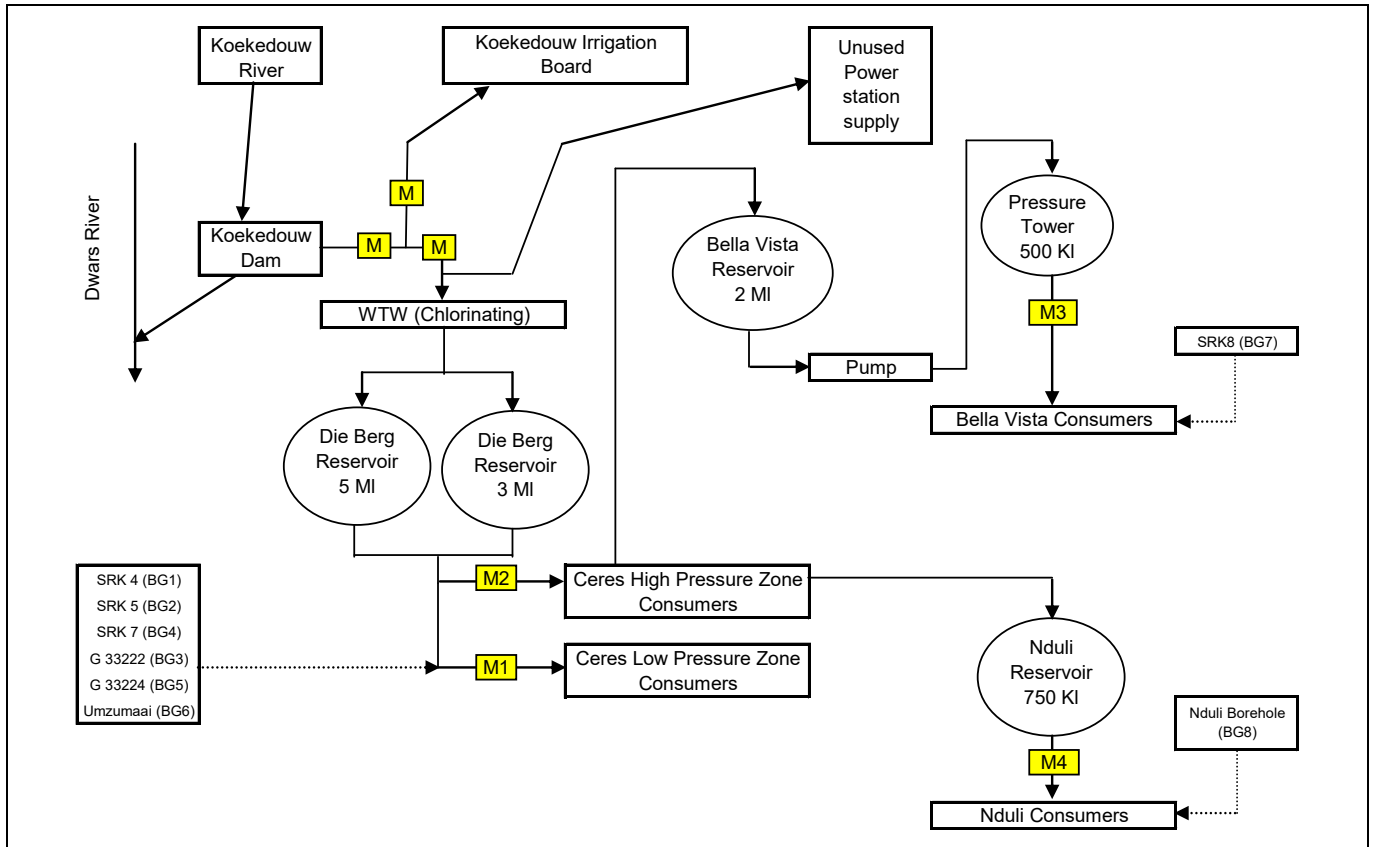


WOLSELEY - RAW WATER SOURCES

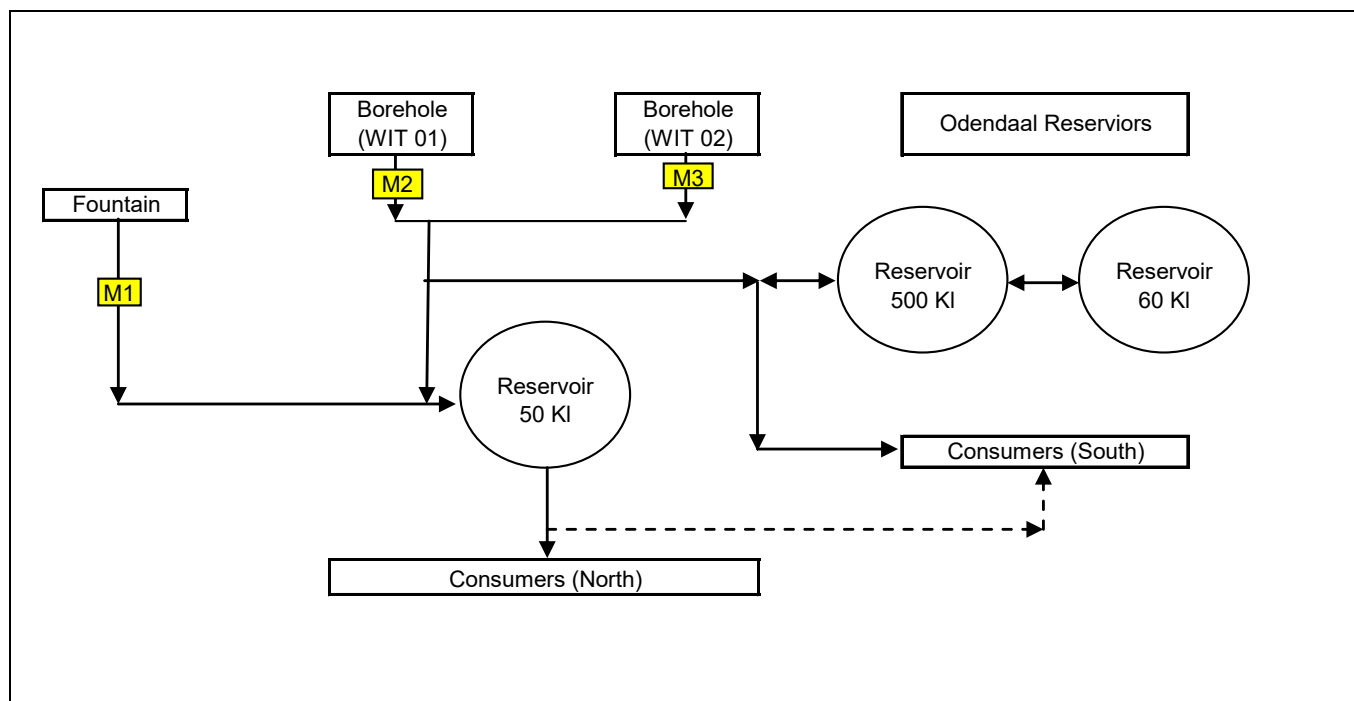


CERES - RAW WATER SOURCES





OP DIE BERG - RAW WATER SOURCES



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Maand	Witzenberg - 0% vlak							KBR - 10% as 0% vlak					Gemiddelde Reenval (mm)
	% lewering van Kwota	Volume per persentasie (m3)	Water vlak hoogte (mbsv)	Damvlak persentasie benodig (%)	Kwota (m3) (7M)	Water beperkings	Volume water beskikbaar soos per % gebaseer op 415 018m3/mnd (aantal maande)	% lewering van Kwota	Volume per persentasie (m3)	Water vlak hoogte (mbsv)	Damvlak persentasie benodig (%)	Kwota (m3) (10M)	
Oktober	100	10 559 004	> 635	> 61	580 000	Geen	10	100	11 578 627	> 636.15	> 67	950 000	55
	75	8 677 306	≤ 635 en ≥ 630	≤ 61 en ≥ 39	435 000	Matig	9	75		≤ 636.15 en ≥ 630.85	≤ 67 en ≥ 43	712 500	
	50	6 795 608	< 630	< 39	290 000	Ekstreem	7	50	7 402 729	< 630.85	< 43	475 000	
	50	3 645 366	< 624.3	< 21	290 000	Ekstreem	4	10	3 971 044	< 624.95	< 23	92 500	
	Huishoudelik alleen	1 729 500	< 619	< 10	290 000	Ekstreem	2	Huishoudelik alleen	1 729 500	< 619	< 10	0	
November	100	9 806 325	> 634	> 56	680 000	Geen	10	100	10 629 559	> 636.05	> 61	950 000	45
	75	8 015 710	≤ 634 en ≥ 629	≤ 56 en ≥ 36	510 000	Matig	8	75		≤ 636.05 en ≥ 630.05	≤ 61 en ≥ 39	712 500	
	50	6 225 095	< 629	< 36	340 000	Ekstreem	6	50	6 833 288	< 630.05	< 39	475 000	
	46	3 339 326	< 623.65	< 19	315 000	Ekstreem	3	10	3 665 579	< 624.35	< 21	92 500	
	Huishoudelik alleen	1 729 500	< 619	< 10	315 000	Ekstreem	2	Huishoudelik alleen	1 729 500	< 619	< 10	0	
Desember	100	9 053 646	> 633	> 52	800 000	Geen	9	100	9 870 305	> 634.15	> 57	950 000	28
	75	7 068 857	≤ 633 en ≥ 627	≤ 52 en ≥ 29	600 000	Matig	7	75		≤ 634.15 en ≥ 627.9	≤ 57 en ≥ 32	712 500	
	50	5 084 068	< 627	< 29	400 000	Ekstreem	5	50	5 504 593	< 627.9	< 32	475 000	
	41	2 727 245	< 622.2	< 16	328 000	Ekstreem	3	12	2 952 828	< 622.8	< 17	109 500	
	Huishoudelik alleen	1 729 500	< 619	< 10	328 000	Ekstreem	2	Huishoudelik alleen	1 729 500	< 619	< 10	0	
Januarie	100	8 300 966	> 632	> 48	920 000	Geen	8	100	9 111 051	> 633.2	> 53	950 000	22
	75	6 122 004	≤ 632 en ≥ 625	≤ 48 en ≥ 23	690 000	Matig	6	75		≤ 633.2 en ≥ 625.8	≤ 53 en ≥ 25	712 500	
	50	3 943 041	< 625	< 23	460 000	Ekstreem	4	50	4 365 712	< 625.8	< 25	475 000	
	38	2 115 165	< 620.5	< 12	345 000	Ekstreem	2	13	2 341 898	< 621.15	< 14	122 500	
	Huishoudelik alleen	1 729 500	< 619	< 10	345 000	Ekstreem	2	Huishoudelik alleen	1 729 500	< 619	< 10	0	
Februarie	100	7 548 287	> 631	> 43	770 000	Geen	7	100	8 161 983	> 631.95	> 47	950 000	18
	75	5 543 739	≤ 631 en ≥ 624	≤ 43 en ≥ 20	577 500	Matig	6	75		≤ 631.95 en ≥ 624.65	≤ 47 en ≥ 22	712 500	
	50	3 539 190	< 624	< 20	385 000	Ekstreem	4	50	3 796 271	< 624.65	< 22	475 000	
	46	1 898 527	< 619.9	< 11	357 500	Ekstreem	2	8	2 036 433	< 620.3	< 12	72 500	
	Huishoudelik alleen	1 729 500	< 619	< 10	357 500	Ekstreem	2	Huishoudelik alleen	1 729 500	< 619	< 10	0	
Maart	100	6 795 608	> 630	> 39	770 000	Geen	7	100	7 402 729	> 630.85	> 43	950 000	32
	75	4 965 473	≤ 630 en ≥ 623	≤ 39 en ≥ 18	577 500	Matig	5	75		≤ 630.85 en ≥ 623.8	≤ 43 en ≥ 20	712 500	
	50	3 135 338	< 623.2	< 18	385 000	Ekstreem	3	50	3 416 644	< 623.8	< 20	475 000	
	34	1 681 889	< 619.15	< 10	262 500	Ekstreem	2	18	1 832 790	< 619.65	< 11	167 500	
	Huishoudelik alleen	1 729 500	< 619	< 10	262 500	Ekstreem	2	Huishoudelik alleen	1 729 500	< 619	< 10	0	
April	100	5 084 068	> 627	> 29	480 000	Matig	5	100	5 504 593	> 627.9	> 32	400 000	69
	75	3 705 852	≤ 627 en ≥ 621	≤ 29 en ≥ 13	360 000	Ekstreem	4	75		≤ 627.9 en ≥ 621.5	≤ 32 en ≥ 14	300 000	
	64	2 327 635	< 621	< 13	305 000	Ekstreem	2	34	2 467 576	< 621.5	< 14	135 000	
	Huishoudelik alleen	1 248 613	< 619	< 10	305 000	Ekstreem	1	Huishoudelik alleen	1 323 681	< 619	< 10	0	
	Huishoudelik alleen	1 729 500	< 619	< 10	305 000	Ekstreem	2	Huishoudelik alleen	1 729 500	< 619	< 10	0	
Mei	100	5 084 068	> 627	> 29	430 000	Matig	5	100	5 504 593	> 627.9	> 32	780 000	147
	75	3 705 852	≤ 627 en ≥ 621	≤ 29 en ≥ 13	322 500	Ekstreem	4	75		≤ 627.9 en ≥ 621.5	≤ 32 en ≥ 14	585 000	
	66	2 327 635	< 621	< 13	285 000	Ekstreem	2	41	2 467 576	< 621.5	< 14	320 000	
	Huishoudelik alleen	1 248 613	< 619	< 10	285 000	Ekstreem	1	Huishoudelik alleen	1 323 681	< 619	< 10	0	
	Huishoudelik alleen	1 729 500	< 619	< 10	285 000	Ekstreem	2	Huishoudelik alleen	1 729 500	< 619	< 10	0	
Junie	100	5 084 068	> 627	> 29	390 000	Matig	5	100	5 504 593	> 627.9	> 32	780 000	201
	75	4 109 703	≤ 627 en ≥ 623	≤ 29 en ≥ 18	292 500	Ekstreem	4	75		≤ 627.9 en ≥ 623.8	≤ 32 en ≥ 20	585 000	
	66	3 135 338	< 623.2	< 18	258 000	Ekstreem	3	42	3 416 644	< 623.8	< 20	327 000	
	Huishoudelik alleen	1 681 889	< 619	< 10	258 000	Ekstreem	2	Huishoudelik alleen	1 832 790	< 619	< 10	0	
	Huishoudelik alleen	1 729 500	< 619	< 10	258 000	Ekstreem	2	Huishoudelik alleen	1 729 500	< 619	< 10	0	
Julie	100	6 795 608	> 630	> 39	360 000	Matig	7	100	7 402 729	> 630.85	> 43	780 000	182
	75	4 965 473	≤ 630 en ≥ 623	≤ 39 en ≥ 18	270 000	Ekstreem	5	75		≤ 630.85 en ≥ 623.8	≤ 43 en ≥ 20	585 000	
	67	3 135 338	< 623	< 18	240 000	Ekstreem	3	42	3 416 644	< 623.8	< 20	330 000	
	Huishoudelik alleen	1 681 889	< 619	< 10	240 000	Ekstreem	2	Huishoudelik alleen	1 832 790	< 619	< 10	0	
	Huishoudelik alleen	1 729 500	< 619	< 10	240 000	Ekstreem	2	Huishoudelik alleen	1 729 500	< 619	< 10	0	
Augustus	100	9 806 325	> 634	> 56	390 000	Matig	10	100	10 629 559	> 636.05	> 61	780 000	161
	75	7 730 453	≤ 634 en ≥ 628	≤ 56 en ≥ 33	292 500	Ekstreem	8	75		≤ 636.05 en ≥ 629.15	≤ 61 en ≥ 36	585 000	
	65	5 654 581	< 628	< 33	255 000	Ekstreem	6	42	6 263 847	< 629.15	< 36	330 000	
	65	3 033 286	< 622.8	< 17	254 500	Ekstreem	3	5	3 360 114	< 623.5	< 19	38 000	
	Huishoudelik alleen	1 729 500	< 619	< 10	254 500	Ekstreem	2	Huishoudelik alleen	1 729 500	< 619	< 10	0	
September	100	13 346 959	> 638	> 77	430 000	Matig	13	100	14 615 644	> 639.45	> 84	780 000	100
	75	10 823 963	≤ 638 en ≥ 632	≤ 77 en ≥ 48	322 500	Ekstreem	11	75		≤ 639.45 en ≥ 633.2	≤ 84 en ≥ 53	585 000	
	72	8 300 966	< 632	< 48	310 000	Ekstreem	8	38	9 111 051	< 633.2	< 53	295 000	
	Huishoudelik alleen	4 452 885	< 625.75	< 25	307 500	Ekstreem	4	Huishoudelik alleen	4 887 439	< 626.55	< 28	0	
	Huishoudelik alleen	1 729 500	< 619	< 10	307 500	Ekstreem	2	Huishoudelik alleen	1 729 500	< 619	< 10	0	

By damvlakke bo 50% word die kwota een maal per maand hersien (1ste dag)

By damvlakke onder 50% word die kwota twee maal per maand hersien (1ste dag en 15de dag)

2017-01-20

Annual General Meeting 2017

Notice is hereby given in terms of Rule 16.10.2 of the Rules of the Fund that the **THIRTY-THIRD ANNUAL GENERAL MEETING** of the Fund will be held on **FRIDAY, 26 MAY 2017 AT 09:00 IN THE C R LOUW LECTURE HALL, SANLAM HEAD OFFICE, STRAND ROAD, BELLVILLE.**

1. DELEGATES

Member & Pensioner:

In terms of Rule 16.12.1 of the Rules of the Fund, MEMBERS may, no later than five weeks after receipt of this notice (i.e. by **2017-03-03**), elect member and pensioner delegates with secundi to attend the annual general meeting. This office must be advised within seven days of such election (i.e. by **2017-03-10**), of the names of the delegates and secundi together with their pension numbers. Annexure A sets out the number of delegates who may be elected to attend the annual general meeting. The method of election is laid down in Rule 16.12 of the Rules of the Fund. An extract from the Rules pertaining to the ordinary general meeting is attached as Annexure B.

Councillor:

In terms of Rule 16.10.6 of the Rules of the Fund each LOCAL AUTHORITY may, no later than twelve weeks after receipt of this notice (i.e. by **2017-04-21**), nominate the same number of councillor delegates and secundi as the members to attend the annual general meeting. This office must be notified within seven days of any such appointment (i.e. by **2017-04-28**). Annexure A sets out the number of councillor delegates who may be nominated to attend the annual general meeting.

2. MOTIONS

In terms of Rules 16.10.9 and 16.10.10 of the Rules of the Fund, at least ten weeks written notice of an intention to move a motion at the annual general meeting must be given to the Principal Officer. You are therefore requested to submit any motions that are to be included in the agenda of the annual general meeting **before 20 March 2017.**

PLEASE NOTE THAT MOTIONS MUST BE RECEIVED BEFORE 20 MARCH 2017 AND MUST BE SUBMITTED IN BOTH ENGLISH AND AFRIKAANS.



MRS IT HARTLIEF
PRINCIPAL OFFICER

DELEGATES PER LOCAL AUTHORITY

WESTERN CAPE PROVINCE

Local Authority		Number of delegates	
		Members	Councillors
1.	Beaufort West Municipality	1	1
2.	Bergrivier Municipality	1	1
3.	Bitou Municipality	1	1
4.	Brede Vallei Municipality	2	2
5.	Cape Winelands District Municipality	1	1
6.	Cederberg Municipality	1	1
7.	City of Cape Town	10	10
8.	Drakenstein Municipality	1	1
9.	Eden District Municipality	1	1
10.	George Municipality	2	2
11.	Hessequa Municipality	2	2
12.	Knysna Municipality	1	1
13.	Langeberg Municipality	1	1
14.	Matzikama Municipality	1	1
15.	Mossel Bay Municipality	1	1
16.	Oudtshoorn Municipality	1	1
17.	Overberg District Municipality	1	1
18.	Overstrand Municipality	1	1
19.	Prince Albert Municipality	1	1
20.	Saldanha Bay Municipality	1	1
21.	Sentrale Karoo District Municipality	1	1
22.	Stellenbosch Municipality	1	1
23.	Swartland Municipality	1	1
24.	Theewaterskloof Municipality	1	1
25.	West Coast District Municipality	1	1
26.	Witzenberg Municipality	1	1

EXTRACTS FROM THE RULES

16.10 ORDINARY GENERAL MEETING

- 16.10.1 An ordinary general meeting of the FUND shall be held each year within twelve (12) months of the previous financial year on a date decided upon by the TRUSTEES and shall be convened by the PRINCIPAL OFFICER when so directed by the BOARD OF TRUSTEES.
- 16.10.2 A notice stating the date, time and place of the ordinary general meeting shall be sent by the PRINCIPAL OFFICER to each LOCAL AUTHORITY not less than seventeen weeks before the date of the ordinary general meeting.
- 16.10.3 Every associated LOCAL AUTHORITY which employs -
- (a) less than fifty MEMBERS may appoint one delegate who shall be a COUNCILLOR and the MEMBERS of such LOCAL AUTHORITY may elect one delegate who shall be a MEMBER; or
 - (b) fifty but not more than five hundred MEMBERS may appoint two delegates who shall be COUNCILLORS and the MEMBERS of such LOCAL AUTHORITY may elect two delegates who shall be MEMBERS; or
 - (c) more than five hundred MEMBERS may appoint ten delegates who shall be COUNCILLORS and the MEMBERS of such LOCAL AUTHORITY may elect ten delegates who shall be MEMBERS to attend the ordinary general meeting.
- 16.10.4 In respect of each delegate appointed or elected in terms of RULE 16.10.3 the associated LOCAL AUTHORITY and MEMBERS may appoint or elect, as the case may be, one alternate to attend the ordinary general meeting in the absence of such delegate, and any alternate so appointed or elected shall, while attending the ordinary general meeting in the absence of the delegate so appointed or elected, be deemed to be the delegate so appointed or elected.
- 16.10.5 Every delegate and alternate elected by the MEMBERS in terms of RULE 16.10.3 and 16.10.4 shall be elected in accordance with the provisions of RULE 16.12.
- 16.10.6 The Municipal Manager of each LOCAL AUTHORITY shall notify the PRINCIPAL OFFICER of the names and addresses of the appointed COUNCILLOR delegates and alternates not later than thirteen weeks after receipt of the notice provided for in RULE 16.10.2.
- 16.10.7 A simple majority (50% plus one) of the number of the nominated delegates as in RULE 16.10.6 above shall constitute a quorum at the ordinary general meeting. Should a quorum not be present within thirty minutes after the time stipulated for the commencement of the meeting, the meeting shall be postponed to the same time on the first working day thereafter and the delegates then present shall form a quorum.
- 16.10.8 The chairperson of the TRUSTEES shall act as chairperson at the ordinary general meeting and, in the event of his being absent or unwilling to act or incapable of acting, the deputy chairperson of the TRUSTEES shall so act. Should both the chairperson and the deputy chairperson be absent from or be unwilling to act or be incapable of acting as chairperson at the ordinary general meeting, the remaining TRUSTEES shall elect one of their members to act as chairperson.

16.10.9 At least ten weeks' written notice of intention to move a proposal at the ordinary general meeting shall be given to the PRINCIPAL OFFICER; provided that -

- (a) the TRUSTEES may direct that any proposal which, in their opinion, is in conflict with the provisions of the RULES or is of a purely administrative nature shall not be introduced and discussed or voted on at the ordinary general meeting; and
- (b) the chairperson of the ordinary general meeting shall permit the introduction and discussion of and voting on any proposal which the TRUSTEES have submitted to the ordinary general meeting for consideration as a matter of exigency and in respect of which notice has not been given or has not timeously been given in terms of these RULES.

16.10.10 Proposals for discussion at the ordinary general meeting may be introduced only by -

- (a) the TRUSTEES;
- (b) a delegate of a LOCAL AUTHORITY if the proposal concerned has been duly approved at a meeting of the LOCAL AUTHORITY represented by the delegate; or
- (c) a delegate of MEMBERS if the proposal concerned has been duly approved at a meeting of MEMBERS held in terms of the provisions of RULE 16.12.

16.10.11 The PRINCIPAL OFFICER shall -

- (a) not less than nine weeks prior to the date of the ordinary general meeting send a list of all motions received to the Municipal Manager of each LOCAL AUTHORITY for its information and the information of MEMBERS; and
- (b) not less than two weeks prior to the date of the ordinary general meeting send a notice stating the date, time and place of the ordinary general meeting together with a copy of the agenda, annual report and financial statements to every delegate elected by the MEMBERS or appointed by a LOCAL AUTHORITY; provided that if no delegate is elected or appointed as aforesaid the PRINCIPAL OFFICER shall send a copy of the agenda, annual report and financial statements to the Municipal Manager of such LOCAL AUTHORITY for its information and the information of the MEMBERS.

16.10.12 Every delegate duly elected and present at the ordinary general meeting, and every TRUSTEE present at the ordinary general meeting shall be entitled to one vote.

16.10.13 The chairperson of such meeting shall have a casting as well as deliberative vote.

16.10.14 Existing TRUSTEES, who are not elected as delegates, may attend the ordinary general meeting. Such TRUSTEES may be re-elected to serve as a TRUSTEE and will have a vote at the meeting.

16.10.15 Voting shall be by show of hands, unless at least five delegates, by rising from their seats, request a vote by ballot.

16.10.16 A TRUSTEE vacancy as contemplated by RULE 16.2.3 may be filled at the ordinary general meeting on the following conditions:

- (a) The chairperson of the meeting or his assignee shall call for written nominations for the TRUSTEE vacancy subject to the provisions of RULE 16.2.3(b), provided that the chairperson must also consider written nominations for COUNCILLOR TRUSTEES submitted by LOCAL AUTHORITIES prior to the particular ordinary general meeting.

- (b) MEMBER TRUSTEES may be nominated only by MEMBERS other than PENSIONERS, COUNCILLOR TRUSTEES may be nominated only by COUNCILLORS and PENSIONER TRUSTEES may be nominated only by PENSIONERS.
- (c) Any delegate who is nominated for election as a TRUSTEE at the ordinary general meeting must indicate to the chairperson that he accepts such nomination. If he is not present at such meeting his written acceptance of such nomination must be in the possession of the chairperson;
- (d) The voting in respect of all nominees for election as a TRUSTEE shall be by ballot. Each delegate present at the meeting shall have one (1) vote. In the event of an equality of votes, the matter shall be resubmitted voting;
- (e) MEMBERS other than PENSIONERS may only vote for the MEMBER TRUSTEE vacancy, COUNCILLORS may only vote for the COUNCILLOR TRUSTEE vacancy and PENSIONERS may only vote for the PENSIONER TRUSTEE vacancy;
- (f) In the case of any voting by ballot, the chairperson shall appoint two or more persons to collect, scrutinise and count the ballot papers and to report the result thereof to him, whereupon he shall announce the result of the ballot to the meeting. The nominee with the highest number of votes in his particular constituency shall fill the vacancy subject to the provisions of RULE 16.2.3(b).

16.10.17 The result of the election referred to in RULE 16.4 will be announced at the ordinary general meeting, unless already announced in the FUND'S newsletter.

16.12. ELECTION OF MEMBER DELEGATES

- 16.12.1 The Municipal Manager of each LOCAL AUTHORITY shall convene a meeting of MEMBERS and of all PENSIONERS, of such LOCAL AUTHORITY, not later than five weeks after receipt of the notice provided for in RULE 16.10.2 for the purpose of electing a delegate or delegates with an alternate or alternates to attend the ordinary general meeting.
- 16.12.2 Written notice of the date, time and place of the meeting shall be given at least fourteen days before the date thereof to each MEMBER; provided that non-receipt of such notice by any MEMBER shall not invalidate the proceedings at such meeting.
- 16.12.3 The persons present at such meeting shall form a quorum.
- 16.12.4 The Municipal Manager of the LOCAL AUTHORITY shall act as chairperson of such meeting, or if he is for any reason absent or permanently or temporarily unwilling to so act or incapable of so acting, the meeting shall elect a person from those present to act as chairperson.
- 16.12.5 Minutes of the proceedings of such meeting shall be kept by the chairperson or any person appointed by him for the purpose.
- 16.12.6 The chairperson shall at such meeting invite nominations for the required number of delegates and alternates who shall be MEMBERS.
- 16.12.7 If the number of nominations received does not exceed the number of delegates or alternates which may be elected, the candidates so nominated shall be declared by the chairperson to have been duly elected.

- 16.12.8 If the number of nominations received exceeds either the number of the delegates or the number of alternates or both the number of delegates and the number of alternates which may be elected, as the case may be, the required number of delegates and alternates shall be elected by secret ballot.
- 16.12.9. A person attending the meeting shall not vote for more candidates than the number of delegates and alternates which may be elected.
- 16.12.10 The chairperson shall supply a ballot box which, before polling commences and after demonstrating to the meeting that it is empty, he shall seal in the presence of the meeting.
- 16.12.11 Each person attending the meeting shall complete the ballot paper handed to him and shall place it in the ballot box before he leaves the meeting.
- 16.12.12 The chairperson shall appoint two persons attending the meeting as scrutineers to count the votes immediately after the ballot.
- 16.12.13 If the validity of a ballot paper is in question or if there is a dispute between the scrutineers relating to the ballot, the matter shall be determined by the chairperson whose decision shall be final and binding. In the event of the chairperson having a direct or indirect interest in any such matter, he shall recuse himself and the meeting shall elect a person from among those present to act as chairperson for the purposes of this RULE and until such matter is determined as hereinbefore provided by the chairperson so elected.
- 16.12.14 After the votes have been counted the chairperson and the scrutineers shall draw up a report indicating the result of the ballot. The chairperson and scrutineers shall sign the report and the candidate or candidates who obtained the highest number of votes shall be declared by the chairperson to be duly elected.
- 16.12.15 The Municipal Manager of the LOCAL AUTHORITY shall, within seven days of the meeting being held, submit to the PRINCIPAL OFFICER the minutes of the proceedings of such meeting, such report and a list of the names of every delegate and alternate elected.

Enquiries: Trevor Lombard
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Fax: 021 418 2709
E-mail: tlombard@salga.org.za
Ref: 11/3/3/R

NOMINATION OF POLITICAL REPRESENTATIVE TO THE PROVINCIAL SALGA WOMENS COMMISSION

FROM : KHALIL MULLAGIE

**TO : EXECUTIVE MAYOR
SPEAKER
MUNICIPAL MANAGER**

DATE : 6 MARCH 2017

SALGA WOMEN COMMISSION (SWC)

Women play important social, economic and reproductive roles, maintaining stability in the household and community, and contributing actively to economic, cultural and social development of the society. However, women from all levels of society are under-represented in the positions of political authority and socio-economic decision making. A major cross cutting issue that merits on-going attention is that women's participation in African local authorities remains low and limited. The establishment of the Women's Commission for SALGA derives from a United Cities Local Government of Africa (UCLGA) initiative, aimed at the strengthening of gender equality within African local governments. The establishment of a UCLGA Women's Commission in 2008 (a continental mechanism) was necessitated by the largely ineffective mainstreaming of gender into local governance of many of the member countries of the UCLGA. The United Cities and Local Governments (UCLG) Constitution recognises that;

- Local democracy is not just a formal value but must be continuously updated and revised, ensuring genuine equality and participation open to all women and men
- Local democracy is not formal value but must be continually updated and revised, ensuring genuine equality and participation open to all, men and women" with one of the objectives being to promote gender equality.

South Africa has a very extensive legislative environment which has framed the approach and conduct of institutions and citizens with regards to gender – with institutions like the Commission for Gender Equality and the Department of Women in the Presidency.

SALGA has prioritised mainstreaming of gender in local government since the first Women in Local Government Summit (WILGS) which was held in November 2002. It was agreed that the Summits be convened annually to ensure a shift towards gender – balanced leadership, service delivery and development programmes.

The annual gatherings focus on topical themes and are aimed at identifying transformation challenges faced by women in local government and providing opportunities for networking and sharing experiences. Further, the intention is to provide

a structured opportunity to address the question of empowerment for all women councillors with a view to finding solutions to service delivery.

The SALGA Women's Commission was launched and established at the 2010 Women in Local Government Summit. This was followed by the launch and establishment of provincial chapters. Its mandate is to coordinate, promote and advocate for appropriate strategies and practices within member municipalities. Its objectives are to:

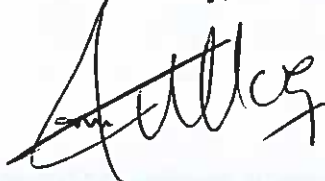
- Evaluate the representation of women within the local governance structures
- Identify and assess the relevance of policies and legislation designed to address and promote increased women's participation and gender inequality in local government structures
- Identify specific social, economic, political, legal and cultural constraints hindering the full participation of women in local governance structures
- Advocate for building and strengthening of partnerships with civil society, especially women empowerment groups
- Advocate for access to training and capacity building by women in local government leadership positions
- Participate in national and regional fora to promote the united voice of women in local government
- Make recommendations on appropriate remedies and identify specific challenges to improve the status of women so as to contribute to the achievement of gender equality in local governance structures.

The SWC operates within the constitutional and governance prescripts of SALGA and accordingly, Dr Annelie Rabie was recently elected at the SALGA Provincial Conference as the Chairperson of the Western Cape SALGA Women Commission.

The Terms of Reference makes provision for each municipality to nominate a political representative to serve on the Provincial SALGA Women Commission.

Municipalities are hereby invited to complete the attached form indicating the representative representing your municipality to Trevor Lombard (tlombard@salga.org.za) by no later than Friday, 31 March 2017. A Provincial meeting will be convened in order to give effect to the Commission's activities.

Yours sincerely,



KHALIL MULLAGIE
PROVINCIAL EXECUTIVE OFFICER

David Nasson

From: John Schuurman
Sent: 24 January 2017 10:12 AM
To: Theodore Godden
Cc: Corrie CG. Wessels; David Nasson
Subject: COUNCIL MEETING ITEM 5 and 11 QUESTIONS AND MATTERS RAISED BY COUNCILLORS

Dear Speaker

Please herewith kindly accept items for tabling at the the next council meeting:

1. SCHOOLS SAFETY PEDESTRIAN PROJECT

Schools in the Koue Bokkeveld and Eselfontein farm route experience extreme safety hazards during the school year and need serious intervention eg, busselters, sidewalks and scholar patrol services. This matter was raised with the Local as well as with the District Council.

2. UNDUE INTERFERENCE WITH THE APPOINTMENT OF WARD COMMITTEE MEMBERS.

It came to our notice that the process of the appointment of ward members were undue influenced by party political interference. Ward Councillors of the ANC will provide further information at the Council meeting.

3. APPOINTMENT OF PARTY POLITICAL STAFF AS COMMUNITY DEVELOPMENT WORKERS (CDW)

We have notice with concern that majority of the DA fieldworkers in the municipal elections campaign in Wards 1 and 12 in Dduli were employed as CDW workers.

Our Chiefwhip Comrade Joyce Phungula will address council on the matter.

4. NDULI SWIMMING POOL

The ANC noticed with concern that the Nduli swimming pool was closed during the festive season and it created lots of animosity amongst the habitants of The Eiland Vakansieoord en the visitors from Nduli to The Eiland swimming pool.

This must be rectified as a matter of urgency.

5. STREET LIGHTS BELLA VISTA /PA HAMLET ROAD.

The above Road's cable infrastructure was vandalised and stolen some time ago and did our Council fail to put the necessary measures in place to repair and maintain the above.

We propose that the infrastructure be repaired as soon as possible and that the necessary security provisions be accommodated for like TV Cameras, cooperation with The SAPD etc.

6. CLEANING OF VACANT OPEN SPACES

The ANC applaud all the efforts of our Administration to clean our towns during the festive season, however we must admit that our some of our inhabitants failed us by not keeping it clean. The ANC propose a Clean Witzenberg Campaign in conjunction with school or other institution for 2017 that will educate our inhabitants and muster their support.

Regards

Alderman John Schuurman