

<p>Kennis word hiermee gegee in terme van Artikel 29 van die Plaaslike Regering : Munisipale Strukture Wet, 1998 (Wet 117 van 1998) soos gewysig, dat 'n gewone raadsvergadering van die Munisipaliteit Witzenberg gehou sal word op Woensdag, 26 Julie 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, 26 July 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	Acting 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**

19 July 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 councillors and spouses on their birthdays:

- Councillor N Phatsoane 2 June
- Ms Joan Lottering 3 June
- Councillor K Adams 5 June
- Councillor D Kinnear 24 June
- Ms Elmarie Smit 29 June
- Ms Maggie Abrahams 30 June
- Councillor ZS Mzauziwa 18 July

NOTED.

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

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

4. MINUTES

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

The following documents are attached:

- (a) Report of council workshop, held on 25 May 2017: **Annexure 4.1(a)**.
- (b) Minutes of council meeting, held on 30 May 2017: **Annexure 4.1(b)**.

RECOMMENDED

- (a) *That notice be taken of the report of the council workshop, held on 25 May 2017.*
- (b) *That the minutes of the council meeting, held on 30 May 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) Executive Mayor and Mayoral Committee, held on 22 March 2017: **Annexure 7.1(a).**
- (b) Committee for Technical Services, held on 27 March 2017: **Annexure 7.1(b).**
- (c) Committee for Housing Matters, held on 6 April 2017: **Annexure 7.1(c).**
- (d) Performance, Risk and Audit Committee, held on 5 May 2017: **Annexure 7.1(d).**
- (e) Special Executive Mayor and Mayoral Committee, held on 15 May 2017: **Annexure 7.1(e).**
- (f) Committee for Community Development, held on 18 May 2017: **Annexure 7.1(f).**
- (g) Committee for Corporate and Financial Services, held on 18 May 2017: **Annexure 7.1(g).**
- (h) Committee for Housing Matters, held on 1 June 2017: **Annexure 7.1(h).**

RECOMMENDED

that notice be taken of the minutes of the committee meetings and the same be accepted.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Section 71 Reports: Monthly reports of the Department Finance: April and May 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 29 June 2017.
- (b) Item 6.4.1 of the Performance, Risk and Audit Committee meeting, held on 30 June 2017.
- (c) Item 7.1.1 of the Executive Mayor and Mayoral Committee meeting, to be held on 24 July 2017.

The following monthly reports of the Department Finance are attached:

- (a) April 2017 **Annexure 8.1.1(a)**
- (b) May 2017 **Annexure 8.1.1(b)**

The Committee for Corporate and Financial Services unanimously resolved on 29 June 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

that the content of the monthly reports of the Department Finance for April and May 2017 be noted and the same be accepted.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 30 June 2017:

"The Director: Finance tabled the Section 71 Reports of the Department Finance for April and May 2017.

The following matters were highlighted:

- The Performance, Risk and Audit Committee requested an update pertaining to the implementation process of mSCOA and that a report be tabled at the next meeting.
- Enquired by the Performance, Risk and Audit Committee it was resolved that the Director: Finance will investigate:
 - The reasons why the number of gates closed, increased.
 - Why the meter reader cannot find the meter.
- The Director: Finance provided clarity on the following matters to the satisfaction of the Performance, Risk and Audit Committee:
 - Traffic fines.
 - Government grants capital.
 - Reduce deviations by implementing tenders.
 - The amount of R1 094 360-78 for repairs and maintenance of the swimming pool at *Die Eiland* Resort.
 - The reason for an "impractical" for legal services rendered by Regan Brown Attorneys.

The Performance, Risk and Audit Committee resolved on 30 June 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

That notice be taken of the Section 71 monthly reports of the Department Finance for April and May 2017 and the same be accepted."

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

That the Executive Mayor and Mayoral Committee recommend to Council:

That notice be taken of the Section 71 monthly reports of the Department Finance for April and May 2017 and the same be accepted.

RECOMMENDED

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

**8.1.2 Monthly report: Service Delivery and Budget Implementation Plan: May 2017
(5/1/5/9)**

Item 7.1.2 of the Executive Mayor and Mayoral Committee meeting, to be held on 24 July 2017, refers.

The Service Delivery and Budget Implementation Plan monthly report for May 2017 is attached as **annexure 8.1.2**.

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

For consideration.

RECOMMENDED

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

**8.1.3 Risk Management report: 3rd Quarter 2016/2017
(5/14/2)**

The following items refer:

- (a) Item 6.3.1 of the Performance, Risk and Audit Committee meeting, held on 5 May 2017.
- (b) Item 7.1.3 of the Executive Mayor and Mayoral Committee's meeting to be held on 24 July 2017.

The Risk Management report for the third quarter of 2016/2017, dated March 2017, is attached as **annexure 8.1.3**.

The following matters/remarks were highlighted in respect of the Risk Management Report for the third quarter of 2016/2017:

- (a) The Performance, Risk and Audit Committee requested that the Head: Internal Audit compiles and submits a progress report in respect of Information and Communication Technology assessment at the next meeting.
- (b) The Performance, Risk and Audit Committee requested that the Head: Internal Audit regularly updates the report and that same serves as a guideline for future discussions.

The Performance, Risk and Audit Committee unanimously resolved on 5 May 2017:

- (a) that the Head: Internal Audit compiles and submits a progress report in respect of Information and Communication Technology assessment at the next meeting.
- (b) that the Head: Internal Audit keeps the Risk Management Report updated in order that the document serves as a guideline for future discussions.
- (c) To recommend to the Executive Mayor and Mayoral Committee and Council:

that the Performance, Risk and Audit Committee takes note of the Risk Management Report for the third quarter of 2016/2017 and same be accepted.

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

That the Executive Mayor and Mayoral Committee recommend to Council:

that notice be taken of the Risk Management Report for the third quarter of 2016/2017 and the same be accepted.

RECOMMENDED

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

8.1.4 Submission of Final 2017/2018 Top Layer SDBIP (5/1/5/10)

The following items refer:

- (a) Item 7.1.2 of the Executive Mayor and Mayoral Committee meeting, held on 22 March 2017.
- (b) Item 8.1.2 of the council meeting, held on 29 March 2017.
- (c) Item 7.1.4 of the Executive Mayor and Mayoral Committee meeting, to be held on 24 July 2017.

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 Final 2017/18 Top Layer SDBIP (annexure 8.1.4) 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.

Council unanimously resolved on 29 March 2017 that the matter in respect of the submission of the Draft 2017/2018 Top Layer SDBIP be workshopped by Council and thereafter be tabled for approval.

The matter was discussed at the council workshop held on 25 May 2017.

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

That the Executive Mayor and Mayoral Committee recommend to Council:

that notice be taken of the Final 2017/18 Top Layer SDBIP.

RECOMMENDED

That the Executive Mayor and Mayoral Committee recommend to Council:

that notice be taken of the Final 2017/18 Top Layer SDBIP.

8.1.5 Supply Chain Management: Disposal of movable capital assets in terms of Section 14(4) of the Municipal Finance Management Act (6/1/P)

The following items refer:

- (a) Item 7.1.5 of the Executive Mayor and Mayoral Committee meeting, held on 29 May 2017.
- (b) Item 8.1.7 of the council meeting, held on 30 May 2017.

- (c) Item 7.1.5 of the Executive Mayor and Mayoral Committee meeting to be held on 24 July 2017.

The following documents are attached:

- (a) Memorandum from the Director: Finance, dated 25 January 2017: **Annexure 8.1.5(a)**.
- (b) List of assets to be disposed of: 2016/2017: **Annexure 8.1.5(b)**.
- (c) List of assets to be sold: 2016/2017: **Annexure 8.1.5(c)**.

The following recommendation was tabled to the Executive Mayor and Mayoral Committee on 29 May 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

- (i) That Council approves the disposal of assets as attached as annexures 7.1.5(b) and 7.1.5(c).
- (ii) That the Supply Chain Management Unit proceeds with the disposal of assets in accordance with paragraph 49(4) of Council's Supply Chain Management Policy.

The Executive Mayor and Mayoral Committee resolved on 29 May 2017 that the matter in respect of the disposal of movable assets in terms of Section 14(4) of the Municipal Finance Management Act be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2017 that the matter in respect of the disposal of movable assets in terms of Section 14(4) of the Municipal Finance Management Act be held in abeyance until the next meeting.

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

That the Executive Mayor and Mayoral Committee recommend to Council:

- (i) That Council approves the disposal of assets as attached as annexures 7.1.5(b) and 7.1.5(c).
- (ii) That the Supply Chain Management Unit proceeds with the disposal of assets in accordance with paragraph 49(4) of Council's Supply Chain Management Policy.

RECOMMENDED

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

8.1.6 Performance, Risk and Audit Committee Charter: 2017/2018 (5/14/3)

The following items refer:

- (a) Item 6.1.2 of the Performance, Risk and Audit Committee meeting, held on 30 June 2017.

- (b) Item 7.1.6 of the Executive Mayor and Mayoral Committee meeting to be held on 24 July 2017.

The Performance, Risk and Audit Committee Charter for 2017/2018, dated July 2017, is attached as **annexure 8.1.6**.

The document has been workshopped by the Performance, Risk and Audit Committee on 9 June 2017.

The Head: Internal Audit tabled the Performance, Risk and Audit Committee Charter.

The Performance, Risk and Audit Committee resolved on 30 June 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

that notice be taken of the Performance, Risk and Audit Committee Charter for 2017/2018 and the same be accepted.

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

That the Executive Mayor and Mayoral Committee recommend to Council:

that notice be taken of the Performance, Risk and Audit Committee Charter for 2017/2018 and the same be accepted.

RECOMMENDED

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

8.1.7 Draft Fraud and Corruption Prevention Policy and Response Plan (5/14/P)

The following items refer:

- (a) Item 6.3.1 of the Performance, Risk and Audit Committee meeting, held on 30 June 2017.
- (b) Item 7.1.7 of the Executive Mayor and Mayoral Committee meeting to be held on 24 July 2017.

The Draft Fraud and Corruption Prevention Policy and Response Plan, dated July 2017, is attached as **annexure 8.1.7**.

The document has been workshopped by the Performance, Risk and Audit Committee on 9 June 2017.

The Head: Internal Audit tabled the Fraud and Corruption Prevention Policy and Response Plan.

The Performance, Risk and Audit Committee resolved on 30 June 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

that notice be taken of the Fraud and Corruption Prevention Policy and Response Plan and the same be accepted.

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

That the Executive Mayor and Mayoral Committee recommend to Council:

that notice be taken of the Fraud and Corruption Prevention Policy and Response Plan and the same be accepted.

RECOMMENDED

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

**8.1.8 Fraud and Corruption Prevention Strategy
(5/14/P)**

The following items refer:

- (a) Item 6.3.2 of the Performance, Risk and Audit Committee meeting, held on 30 June 2017.
- (b) Item 7.1.8 of the Executive Mayor and Mayoral Committee meeting to be held on 24 July 2017.

The Fraud and Corruption Prevention Strategy, dated July 2017, is attached as **annexure 8.1.8**.

The document has been workshopped by the Performance, Risk and Audit Committee on 9 June 2017.

The Head: Internal Audit tabled the Fraud and Corruption Prevention Strategy.

The Performance, Risk and Audit Committee resolved on 30 June 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

that notice be taken of the Fraud and Corruption Prevention Strategy and the same be accepted.

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

That the Executive Mayor and Mayoral Committee recommend to Council:

that notice be taken of the Fraud and Corruption Prevention Strategy and the same be accepted.

RECOMMENDED

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

**8.1.9 Draft Review IDP and Budget Process Plan for 2018 - 2019
(02/02/1)**

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

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

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

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

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

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

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

Pursuant to the above statutory requirements, a Draft Process Plan for the 2018 - 2019 IDP and Budget cycle is attached as annexure 8.1.9.

RECOMMENDED

that Council takes notice of the Draft Review IDP and Budget Process Plan for 2018 - 2019.

8.2 Direktooraat Tegniese Dienste / Directorate Technical Services

8.2.1 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.
- (d) Item 7.3 of the meeting of the Committee for Technical Services, held on 23 November 2016.
- (e) Item 7.2.4 of the Executive Mayor and Mayoral Committee meeting, held on 9 December 2016.
- (f) Item 8.2.4 of the council meeting, held on 13 December 2016.
- (g) Item 5.2 of the special council meeting, held on 16 January 2017.
- (h) Item 7.2.1 of the Executive Mayor and Mayoral Committee meeting, to be held on 24 July 2017.

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 8.2.1(a)**.
- (b) Circular 3/2016 from the Department Environmental Affairs and Development Planning, dated 24 February 2016: **Annexure 8.2.1(b)**.

The Committee for Technical Services unanimously resolved on 23 November 2016 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.

Landbounywerheid beteken 'n aktiwiteit of struktuur op 'n plaas, waarvan die voetspoor 1000 m² oorskry, vir die doel van pak, verpakking, koelstore, om landbouproduk 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.

The Executive Mayor and Mayoral Committee resolved on 9 December 2016 to recommend to 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.

Landbounywerheid beteken 'n aktiwiteit of struktuur op 'n plaas, waarvan die voetspoor 1000 m² oorskry, vir die doel van pak, verpakking, koelstore, om landbouproduk 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.

The following recommendation was tabled to Council:

- (a) 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.
- (b) 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.

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

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

Council resolved on 13 December 2016 that the matter in respect of the Interim adoption of the Section 8 Zoning Scheme and amendment of the "Agriculture" and "Agricultural Industry" definitions be held in abeyance until the next meeting.

Council unanimously resolved on 16 January 2017:

- (a) 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.
- (b) 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.

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

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

A report from the Manager: Town Planning and Building Control is attached as annexure 8.2.1(c).

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

That the Executive Mayor and Mayoral Committee recommend to 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 1 000 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 1 000 m² oorskry, vir die doel van pak, verpakking, koelstore, om landbouproduk voor te berei of te verwerk, wat nie-voedsel verwante goedere insluit, vir finale of intermediêre verbruik."

- (iii) that the objection from the Tulbagh Landbouvereniging, dated 30 March 2017, be dismissed.

RECOMMENDED

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

8.2.2 Bella Vista taxi rank: Alternative location (15/4/R)

The following items refer:

- (a) Item 7.2.1 of the Executive Mayor and Mayoral Committee meeting, held on 29 May 2017.
- (b) Item 8.2.1 of the council meeting, held on 30 May 2017.

A memorandum from the Director: Technical Services, dated 9 May 2017, is attached as annexure 8.2.2(a).

The Executive Mayor and Mayoral Committee resolved on 29 May 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

- (i) that erf 1129 Ceres and erf 1127 Ceres be approved as the preferred site for the development of a new taxi rank for Bella Vista.
- (ii) that Mr Reid's offer to transfer approximately 1000 m² of erf 1127 Ceres to the municipality for the purposes of a taxi rank, as an off-set for the under-provision that would occur as a result of the new development of Mica Reid's, be approved,
- (iii) that the rezoning and subdivision and transfer of the remainder of erf 1127 Ceres shall be for the account of Mr Reid.
- (iv) that the municipality enters into a contract with Mr Reid regarding the transfer of the remainder of erf 1127 Ceres and that the Municipal Manager be mandated to sign all documentation in this regard.

Alderman JW Schuurman (ANC) expressed concerns with regard to:

- (i) the matter of less taxi parking at erven 1129 and 1127, Ceres.
- (ii) the matter of safety for taxi users/commuters who will have to cross two streets.
- (iii) the enlarged danger for consumers and pedestrians and
- (iv) the walking distance to the potential new taxi rank is much further.

The Executive Mayor mentioned that:

- (i) the old Nduli taxi rank cannot be expanded.
- (ii) the new potential taxi rank will make provision for taxi's from Wolseley, Tulbagh, Op-die-Berg and Prince Alfred's Hamlet as well.
- (iii) traffic will be channelled not to go through town.
- (iv) the taxi role players will consult directly with Mr Reid.
- (v) Council could not embark on a public participation process without a council resolution.

The following recommendation was tabled to Council:

That the Executive Mayor and Mayoral Committee recommend to Council:

- (a) that erf 1129 Ceres and erf 1127 Ceres be approved as the preferred site for the development of a new taxi rank for Bella Vista.
- (b) that Mr Reid's offer to transfer approximately 1000 m² of erf 1127 Ceres to the municipality for the purposes of a taxi rank, as an off-set for the under-provision that would occur as a result of the new development of Mica Reid's, be approved,
- (c) that the rezoning and subdivision and transfer of the remainder of erf 1127 Ceres shall be for the account of Mr Reid.
- (d) that the municipality enters into a contract with Mr Reid regarding the transfer of the remainder of erf 1127 Ceres and that the Municipal Manager be mandated to sign all documentation in this regard.

Council resolved on 30 May 2017 that the matter in respect of the alternative location for the Bella Vista taxi rank be held in abeyance until the next meeting.

A further memorandum from the Director: Technical Services with an additional recommendation (e), dated 7 July 2017, is attached as annexure 8.2.2(b).

RECOMMENDED

- (a) *that erf 1129 Ceres and erf 1127 Ceres be approved as the preferred site for the development of a new taxi rank for Bella Vista.*
- (b) *that Mr Reid's offer to transfer approximately 1 000 m² of erf 1127 Ceres to the municipality for the purposes of a taxi rank, as an off-set for the under-provision that would occur as a result of the new development of Mica Reid's, be approved.*

- (c) *that the rezoning, subdivision and transfer of the remainder of erf 1127 Ceres shall be for the account of Mr Reid.*
- (d) *that the municipality enters into a contract with Mr Reid regarding the transfer of the remainder of erf 1127 Ceres and that the Municipal Manager be mandated to sign all documentation in this regard.*
- (e) *that a full public participation process will be followed as part of the rezoning process and consultation directly with the two taxi associations for their support of the proposed location.*

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

The following items refer:

- (a) Item 8.2.1 of the council meeting, held on 29 March 2017.
- (b) Item 7.2.2 of the Executive Mayor and Mayoral Committee meeting, to be held on 24 July 2017.

Council unanimously resolved on 29 March 2017:

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
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	<p>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:</p> <p>(a) a written notice of the decision to adopt the municipal spatial development framework,</p> <p>(b) the adopted SDF</p> <p>(c) a report setting out the response of the municipality to the comments of the Provincial Minister.</p>	LUPA Section 14 (a) – (c) By-Law – Section 6(1)	10 days

A report from the Manager: Town Planning and Building Control is attached as annexure 8.2.3.

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

That the Executive Mayor and Mayoral Committee recommend to Council:

That the Witzenberg Spatial Development Framework (SDF) be adopted as a core component of the 2017 to 2022 Integrated Development Plan.

RECOMMENDED

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

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 Agri Housing Settlements: Farmworker Housing (17/4/1/1/1)

The following items refer:

- (a) Item 5.1 of the meeting of the Committee for Housing Matters, held on 6 October 2016.
- (b) Item 9.1.1 of the meeting of the Committee for Housing Matters, held on 9 March 2017.
- (c) Item 7.1 of the meeting of the Committee for Technical Services, held on 21 June 2017.
- (d) Item 7.3.1 of the Executive Mayor and Mayoral Committee meeting to be held on 24 July 2017.

Extract from the minutes of the meeting of the Committee for Housing Matters, held on 6 October 2016:

"A presentation was made by Mr S Loots from Messrs Agri Housing Settlements NPC pertaining to housing for farm workers. The applicable document is attached as **annexure 8.3.1(a)**.

The Committee enquired with regard to current projects by Messrs Agri Housing Settlements NPC.

Mr Loots reported that current projects were recently registered. The modus operandi of Agri Housing Settlements NPC and that the farmers are willing to contribute with regard to housing projects for farm workers.

The Committee for Housing Matters resolved on 6 October 2016:

- (a) that notice be taken of the presentation with regard to farm worker housing and be accepted.
- (b) that the matter with regard to farm worker housing be held in abeyance until the next meeting.
- (c) that an item be prepared by the Municipal Manager pertaining to farm worker housing development."

The Committee for Housing Matters resolved on 9 March 2017:

that the matter pertaining to farmworker housing for Agri-Witzenberg be referred to the Committee for Technical Services in order to draft a collective agreement.

The following documents are attached:

- (a) Minutes of a meeting between the Executive Mayor and Agri Witzenberg, held on 18 January 2017: **Annexure 8.3.1(b)**.
- (b) Minutes of a meeting between Witzenberg Municipality and Agri Witzenberg, held on 2 March 2017: **Annexure 8.3.1(c)**.

Extract from the minutes of the meeting of the Committee for Technical Services, held on 21 June 2017:

"The Director: Technical Services informed the committee that the supply chain management process needs to be followed in terms of legislation.

The Committee for Technical Services resolved on 21 June 2017:

- (a) that notice be taken of the Agri Housing Settlements: Farmworker Housing.
- (b) To recommend to the Executive Mayor and Executive Mayoral Committee and Council
that the Development of Farm Worker Housing be placed on tender for the appointment of a successful implementing agent."

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

That the Executive Mayor and Mayoral Committee recommend to Council:

that the Development of Farm Worker Housing be placed on tender for the appointment of a successful implementing agent.

RECOMMENDED

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

**8.3.2 Lease agreement: Oppie Koppie Crèche: Prince Alfred's Hamlet
(7/1/4/1)**

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Community Development, held on 22 June 2017.
- (b) Item 7.4 of the meeting of the Committee for Corporate and Financial Services, held on 29 June 2017.
- (c) Item 7.3.2 of the Executive Mayor and Mayoral Committee meeting to be held on 24 July 2017.

A memorandum from the Director: Community Services, dated 12 June 2017, is attached as annexure 8.3.2.

The Committee for Community Development resolved on 22 June 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

- (a) that Council considers of entering into a lease agreement with Vuyo Foundation for 9 years and 11 months for the purposes of operating an Early Child Development Centre in collaboration with Witzenberg Municipality and the Department of Social Development.
- (b) that Council considers granting Vuyo Foundation the option of renewal for a further 9 years and 11 months period on Council's discretion.
- (c) that Council considers waiving any rental services. Crèches usually pays a minimum rental equal to the insurance premium per annum, but in this case Vuyo Foundation erected the building on their own cost, insures it and pay ESKOM for the electricity consumption. Vuyo Foundation also contributes to the social and economic welfare of Prince Alfred's Hamlet.
- (d) that Council considers approval for the extension of the building by erecting a log cabin on the plot to be utilised as an extra classroom.
- (e) that Council gives approval for the erection of a log cabin, subject to the approval of building plans by our Town Planning Department.
- (f) that the log cabin buildings will become the property of Council after the lease period has expired, and/or have been cancelled for whatever reason.
- (g) that the erection of the log cabin buildings and any new connection and/or installation of services for these buildings are for the account of Vuyo Foundation.

- (h) that all maintenance related to the log cabin buildings, this includes the inside and outside of the property as well as the structure thereof, will be for Vuyo Foundation's account.
- (i) Recommendations from our Town Planning Department:
 - (i) that the construction of the structures need to comply with the National Building Regulations.
 - (ii) that no construction may commence prior to the approval of building plans.
- (j) That the Municipal Manager be authorised to sign the lease agreement on behalf of the Council.

The Committee for Corporate and Financial Services unanimously resolved on 29 June 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

- (a) that Council considers entering into a lease agreement with Vuyo Foundation for a 9 years and 11 months period for the purposes of operating an ECD Centre in collaboration with Witzenberg Municipality and the Department of Social Development.
- (b) that Council considers to give Vuyo Foundation an option to renew for a further 9 years and 11 months period on Council's Discretion.
- (c) that Council considers waiving of any rental and services. Crèches usually pay's a minimum rental equal to the insurance premium per annum, but in this case Vuyo Foundation erected the building on their own cost, insures it and pay Eskom for the electricity consumption. Vuyo Foundation also contributes to the social and economic welfare of Prince Alfred's Hamlet.
- (d) that Council considers approval for extension of the building by erecting a log cabin on the plot to be utilized as an extra classroom.
- (e) that Council gives approval for the erection of a log cabin, subject to the approval of building plans by our Town Planning Department.
- (f) that the log cabin buildings will become the property of Council after the lease period has expired, and or have been cancelled for whatever reason.
- (g) that the erection of the log cabin buildings and any new connection, and or installation of services for these buildings is for the account of Vuyo Foundation.
- (h) that all maintenance related to the log cabin buildings, this includes the inside, and outside of the property as well as the structure thereof, will be Vuyo Foundation's responsibility.
- (i) Comment from our Town Planning Department:
 - (i) that the construction of the structures need to comply with the national Building Regulations.
 - (ii) that no construction may commence prior to the approval of building plans.

- (j) that the Municipal Manager is authorised to sign the lease agreement on behalf of the Council.

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

That the Executive Mayor and Mayoral Committee recommend to Council:

- (a) that Council considers of entering into a lease agreement with Vuyo Foundation for nine years and 11 months for the purposes of operating an Early Child Development Centre in collaboration with Witzenberg Municipality and the Department of Social Development.
- (b) that Council considers granting Vuyo Foundation the option of renewal for a further nine years and 11 months period on Council's discretion.
- (c) that Council considers waiving any rental services. Crèches usually pays a minimum rental equal to the insurance premium per annum, but in this case Vuyo Foundation erected the building on their own cost, insures it and pay ESKOM for the electricity consumption. Vuyo Foundation also contributes to the social and economic welfare of Prince Alfred's Hamlet.
- (d) that Council considers approval for the extension of the building by erecting a log cabin on the plot to be utilised as an extra classroom.
- (e) that Council gives approval for the erection of a log cabin, subject to the approval of building plans by the municipality's Town Planning Department.
- (f) that the log cabin buildings will become the property of Council after the lease period has expired, and/or have been cancelled for whatever reason.
- (g) that the erection of the log cabin buildings and any new connection and/or installation of services for these buildings are for the account of Vuyo Foundation.
- (h) that all maintenance related to the log cabin buildings, this includes the inside and outside of the property as well as the structure thereof, will be for Vuyo Foundation's account.
- (i) That the following recommendations of the municipality's Town Planning Department be accepted:
- (i) that the construction of the structures need to comply with the National Building Regulations.
- (ii) that no construction may commence prior to the approval of building plans.
- (j) That the Municipal Manager be authorised to sign the lease agreement on behalf of the Council.

RECOMMENDED

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

8.3.3 Renewal of lease agreement: Malikhanye Crèche, Wolseley (7/1/4/1)

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Community Development, held on 22 June 2017.
- (b) Item 7.5 of the meeting of the Committee for Corporate and Financial Services, held on 29 June 2017.
- (c) Item 7.3.3 of the Executive Mayor and Mayoral Committee meeting to be held on 24 July 2017.

A memorandum from the Director: Community Services, dated 10 February 2017, is attached as annexure 8.3.3.

The Committee for Community Development resolved on 22 June 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

- (a) that Council considers renewing the current lease agreement with BADISA, Wolseley for another three year period for the purposes of operating an Early Child Development Centre in collaboration with Witzenberg Municipality and the Department of Social Development.
- (b) that Council considers granting BADISA, Wolseley the option of renewal for a further three years on the discretion of the municipality.
- (c) that the rental keeps on escalation yearly with 10 %.
- (d) that the Municipal Manager be authorised to sign the lease agreement on behalf of the Council.

The Committee for Corporate and Financial Services unanimously resolved on 29 June 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

- (a) that Council considers renewing the current lease agreement with BADISA, Wolseley for another three year period for the purposes of operation an ECD Centre in collaboration with Witzenberg Municipality and the Department of Social Development.
- (b) that Council considers granting BADISA, Wolseley the option for renewal for a further three years on the discretion of the Municipality.
- (c) that rental keeps on escalation yearly with 10 %.
- (d) that the Municipal Manager is authorised to sign the lease agreement on behalf of the Council.

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

That the Executive Mayor and Mayoral Committee recommend to Council:

- (a) that Council considers renewing the current lease agreement with BADISA, Wolseley for another three year period for the purposes of operating an Early Child Development Centre in collaboration with Witzenberg Municipality and the Department of Social Development.
- (b) that Council considers granting BADISA, Wolseley the option of renewal for a further three years on the discretion of the municipality.
- (c) that the rental keeps on escalating yearly with 10 % .
- (d) that the Municipal Manager be authorised to sign the lease agreement on behalf of the Council.

RECOMMENDED

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

8.4 Direktoraat 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: Coburn Liquors, Bella Vista, Ceres (1/1/1)

The following items refer:

- (a) Item 7.3 of the meeting of the Committee for Corporate and Financial Services, held on 18 May 2017.
- (b) Item 7.4.2 of the Executive Mayor and Mayoral Committee meeting, held on 29 May 2017.

A memorandum from the Senior Legal Advisor, dated 19 April 2017, is attached as annexure 8.4.1.

The Committee for Corporate and Financial Services resolved on 18 May 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 Coburn Liquors, Bella Vista not be approved.

The Executive Mayor and Mayoral Committee resolved on 29 May 2017:

That 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 Coburn Liquors, Bella Vista, Ceres not be approved.

RECOMMENDED

That 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 Coburn Liquors, Bella Vista, Ceres not be approved.

**8.4.2 Establishment of the Public Transport Liaison Committee
(17/14/1)**

The following items refer:

- (a) Item 3.2.2 of the meeting of the Committee for Technical Services, held on 27 March 2017.
- (b) Item 7.4.1 of the Executive Mayor and Mayoral Committee meeting, to be held on 24 July 2017.

The Committee for Technical Services resolved on 27 March 2017 to recommend to the Executive Mayor and to Council that Councillor M Jacobs be appointed as the additional councillor for the Committee for Technical Services on the Public Transport Liaison Committee.

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

That the Executive Mayor and Mayoral Committee recommend to Council:

that Councillor M Jacobs be appointed as the additional councillor for the Committee for Technical Services on the Public Transport Liaison Committee.

RECOMMENDED

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

8.4.3 Determination and redetermination (Technical alignments) of municipal boundaries and MDB's revised program 2017 – 2021 (15/1/1/1)

Item 7.4.2 of the Executive Mayor and Mayoral Committee meeting, to be held on 24 July 2017, refers.

Circular 2/2017 from the Municipal Demarcation Board, dated 6 July 2017, is attached as annexure 8.4.3.

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

That the Executive Mayor and Mayoral Committee recommend to Council:

That notice be taken of the contents of Circular 2/2017 from the Municipal Demarcation Board.

RECOMMENDED

That the Executive Mayor and Mayoral Committee recommend to Council:

That notice be taken of the contents of Circular 2/2017 from the Municipal Demarcation Board.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

10. FORMAL AND STATUTORY MATTERS

10.1 Feedback on matters of outside bodies

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

12. COUNCIL-IN-COMMITTEE

Reference: 5/1/1/16 & 2/2/1 & 5/1/5/10

REPORT OF THE COUNCIL WORKSHOP OF THE WITZENBERG MUNICIPALITY IN RESPECT OF THE BUDGET POLICIES 2017/2018 AND IDP AND 2017/2018 TOP LAYER SDBIP, HELD IN THE COUNCIL CHAMBERS ON THURSDAY, 25 MAY 2017 AT 10:00

PRESENT

Councillors

TT Godden (Speaker)
BC Klaasen (Executive Mayor)
K Adams (Deputy Executive Mayor)
DM Jacobs
D Kinnear
C Lottering
TP Mgoboza
ZS Mzauziwa
N Patsoane
EM Sidego
RJ Simpson
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 A Raubenheimer (Deputy Director: Finance)
Mr JH Swanepoel (Manager: Projects and Performance)
Mr G Louw (Head: Internal Audit)
Mr A Hofmeester (Manager: IDP)
Mr CG Wessels (Manager: Administration)
Mr C Titus (Committee Clerk)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and requested thereafter Councillor C Lottering to open the meeting with a 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 (ANC), Councillors TE Abrahams (DA), P Daniels (DA), D Swart (DA) and JT Phungula (ANC). The Speaker rendered an apology on behalf of Councillor SJ Hugo.

RESOLVED

that the applications for leave of absence from the meeting, received from Alderman JW Schuurman (ANC), Councillors TE Abrahams (DA), P Daniels (DA), D Swart (DA), JT Phungula (ANC) and SJ Hugo (ANC), be approved and accepted.

**3. SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2017/2018
(5/1/5/10)**

The Manager: Projects and Performance made a presentation in respect of the Service Delivery and Budget Implementation Plan 2017/2018. The following matters/questions/answers/remarks were highlighted:

Question: Do you have any KPI with regard to female?

Answer: It is a national KPI and very difficult to measure in the SDBIP.

Question: A lot of capital monies are spent in November 2017. Why so late install heaters in the town hall and upgrade the sports fields (rugby) after the season?

Answer: The dates are outdated and will be dealt with in order to implement in good time.

Question: What security will be done at sanitation?

Answer: It is for the pump stations. We experience a lot of vandalism at the pump stations.

Question: Are the budget an escalation of the previous budget?

Answer: The figures changed, but the graph will be in line with the previous budget.

Question: Will we eradicate some of our squatter camps in terms of the erection of Vredebes?

Answer: Yes, with the erection of Vredebes the plan is over the next five years to eradicate the squatter camp at Nduli.

Question: How many sites are there in Nduli and how many people are there that qualify for Vredebes housing?

Answer: Communities need to work along with the municipality in the next five years in this regard.

Question: Most of the people in the squatter camps are foreigners. They do not qualify for houses. What will happen to them?

Answer: Council will need to sit and discuss the problem in future. The same problem exists at Chris Hani in Tulbagh. Currently there is a labour dispute. The cost of repatriation needs to be discussed. These people are using our water and electricity.

Question: The R300 000 earmarked to resurface the tennis courts into netball courts in Ceres and Bella Vista?

Answer: It will only be the netball courts.

Question: Can the community be consulted with this?

Answer: It is a three year program at Ceres, Wolseley and Bella Vista. Discussions will be held in due time.

Question: Why are the number of account holders subsidised through the municipality's Indigent Policy, decreasing?

Answer: This is in terms of the agri hubs to decrease the figures.

Remark: In terms of TL32 (p 14) it is the rental stock which will be transferred.

Question: Can we make multi-purpose sports fields which can cover more than one sport?

Answer: Good idea.

Question: Can we plan in future a 400 metre track/sports field at Op-die-Berg? All the Springbok and netball players come from Op-die-Berg.

Answer: Let us consider the income from the different areas.

RESOLVED

that notice be taken of the presentation in respect of the Service Delivery and Budget Implementation plan for 2017/2018.

4. BUDGET POLICIES: 2017/2018 (5/1/16)

The Chief Financial Officer made a PowerPoint presentation in respect of the Budget Policies for 2017/2018. The following matters were highlighted:

Question: The debt impairment figures are increasing instead of decreasing. Are there plans to change it?

Answer: Currently we are busy with the implementation of new water meters; the cut off of electricity and cashiers working on Saturdays to receive payment. This figure must be part of the budget.

Question: The Koekedouw dam is paid off in August 2017 and R7 million will be available. Where is that benefit indicated in the budget of 2018/2019 and 2019/2020?

Answer: It is filtered into the budget of the outer years. When the 2018/2019 budget is considered Council will consider the current plans. In 2017/2018 the capital budget will increase with about R3 million. The reconstruction of the roads at Tulbagh is prioritised.

Question: There has not been budgeted for the upgrading of any hall in Nduli within the next three years. Why not?

Remark: Sports fields are even budgeted for in Vredebes in 2018/2019, but the building process has not started yet. The Vredebes sports field will cater for Vredebes and Nduli. There are about 20 soccer teams in Nduli.

Answer: Polo Cross Hall in Nduli will be sponsored by the Department of Rural Development. A site visit will be held at the other halls to determine the maintenance cost of it. Council should decide whether to continue to rent out the Polo Cross Hall or wait until it has been totally upgraded. An architect can start in the 2017/2018 financial year. The maintenance of the Nduli Community Hall has already started.

Question: Is the problem of electricity in Nduli between 17:00 and 22:00 attended to in the budget?

Answer: The problem is due to illegal electricity connections. The community refuse to cooperate and requested ESKOM electricity. It impacts on all other areas. A meeting will be held between the Nduli councillors and the Director: Technical Services to discuss the problem.

Remark: The Department Rural Development will donate a bakkie for fire services if the municipality funds the other one.

Remark: Council will consider to take up a loan of R3,5 million in addition to the ABSA loan in the new financial year.

Remark: The road from Nduli to Du Toit is a total mess, especially on rainy days. It is a provincial road, but the Department put the responsibility on the municipality. The cost is approximately R85 million, which the municipality does not have available.

Remark: Provision is made in the budget that the municipality can lease vehicles.

Question: What is the problem with the new taxi facility in Voortrekker Street?

Answer: There is tension between the taxi organisations and a visit will be paid to Drakenstein Municipality to observe the pound facility. Hopefully an agreement will be signed to utilise the pounding facility at Drakenstein.

Remark: Cape Winelands District Municipality donated R300 000 for a park in Ward 5.

The workshop meeting adjourned from 12:45 until 13:50 for refreshments.

4.1 Amendments to budget policies

The following policies were amended for the 2017/2018 financial year:

4.1.1 Consumer Incentive Policy

Recommendation to Council:

Amend the dates for debt to be parked to include debt incurred before 30 June 2014.

4.1.2 Indigent Policy

Recommendation to Council:

- (a) that the Municipal Manager can approve a household as indigent in exceptional circumstances.
- (b) that the Indigent Policy be workshopped by Council.

4.1.3 Municipal Supply Chain Management Policy

Recommendation to Council:

that the policy be adjusted to authorise the municipality to make use of both central suppliers database and the Witzenberg suppliers database.

4.1.4 Transport, Travel and Subsistence Allowance Policy

Recommendation to Council:

that the Transport, Travel and Subsistence Allowance Policy be workshopped by Council.

4.1.5 Post-employment Medical aid Contribution Policy

Recommendation to Council:

that the policy be adjusted to include the qualifying dependants of employees.

5. ADJOURNMENT

The workshop meeting adjourned at 14:30.

**COUNCILLOR TT GODDEN
CHAIRPERSON**

/MJ Prins

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON TUESDAY, 30 MAY 2017 AT 10:00

PRESENT

Councillors

TT Godden (Speaker)
BC Klaasen (Executive Mayor)
K Adams (Deputy Executive Mayor)
P Daniels
P Heradien
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

Aldermen

JW Schuurman
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 M Mpeluza (Director: Corporate Services)
Mr G Louw (Head: Internal Audit)
Mr A Hofmeester (Manager: IDP)
Mr CG Wessels (Manager: Administration)
Mr C Titus (Committee Clerk)

Other representatives

Mr N Bettsworth (Ceres Business Initiative)
Mr J Jonkers (Sentraal-Karoo District Municipality, Beaufort-West)

1. OPENING AND WELCOME

The Speaker welcomed everyone present after which he requested Councillor C Lottering to open the meeting with prayer.

NOTED

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

Applications for leave of absence from the meeting were received from Councillors TE Abrahams and GG Laban.

The Speaker indicated that he did speak to Councillor Hugo, who will be late for the meeting.

RESOLVED

that notice be taken of the applications for leave of absence from the meeting, received from Councillors TE Abrahams and GG Laban, and same be approved and accepted.

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

The Executive Mayor conveyed on behalf of Council congratulations to the following councillors, spouses and official on their respective birthdays:

- | | |
|---|----------|
| • Mr Simon Phungula | 3 April |
| • Councillor P Daniels | 8 April |
| • Alderman J Schuurman | 13 April |
| • Councillor C Lottering | 21 April |
| • Ms R Schuurman | 12 May |
| • Ms J Krieger (Director: Community Services) | 29 May |

NOTED

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

None

NOTED

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

This matter was handled under item 8.1.8.

NOTED

4. MINUTES

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

The following minutes are attached:

- (a) Council meeting, held on 29 March 2017: **Annexure 4.1(a)**
- (b) Special council meeting, held on 7 April 2017: **Annexure 4.1(b)**
- (c) Special council meeting, held on 16 May 2017: **Annexure 4.1(c)**

UNANIMOUSLY RESOLVED

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

- (a) *Council meeting, held on 29 March 2017.*
- (b) *Special council meeting, held on 7 April 2017.*
- (c) *Special council meeting, held on 16 May 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) Committee for Local Economic Development and Tourism, held on 23 November 2016: **Annexure 7.1(a)**.
- (b) Committee for Technical Services, held on 22 February 2017: **Annexure 7.1(b)**.
- (c) Performance, Risk and Audit Committee meeting, held on 3 March 2017: **Annexure 7.1(c)**.
- (d) Committee for Housing Matters, held on 9 March 2017: **Annexure 7.1(d)**.
- (e) Committee for Local Economic Development and Tourism, held on 15 March 2017: **Annexure 7.1(e)**.
- (f) Committee for Community Development, held on 16 March 2017: **Annexure 7.1(f)**.
- (g) Committee for Corporate and Financial Services, held on 16 March 2017: **Annexure 7.1(g)**.
- (h) Council workshop, held on 28 March 2017: **Annexure 7.1(h)**.

UNANIMOUSLY RESOLVED

that notice be taken of the minutes of the committee meetings and the report of the workshop and same be accepted.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktooraat Finansies / Directorate Finance

8.1.1 Section 71 Reports: Monthly reports: Department Finance: February and March 2017 (09/1/2/2)

The following items refer:

- (a) Item 6.4.1 of the Performance, Risk and Audit Committee meeting, held on 5 May 2017:

The following matters were highlighted and satisfactorily responded to the Performance, Risk and Audit Committee by the Accounting Officer and Chief Financial Officer:

- (a) Outstanding monies of councillors and indigent households.
- (b) That five (5) appeals were received in respect of the Security Services tender. The matter is under review with the Accounting Officer.

The Performance, Risk and Audit Committee resolved on 5 May 2017 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 February and March 2017 and same be accepted.

- (b) Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 18 May 2017:

The Committee for Corporate and Financial Services resolved on 18 May 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

that the content of the monthly reports of the Department Finance for February and March 2017 be noted and same be accepted.

- (c) Item 7.1.1 of the Executive Mayor and Mayoral Committee meeting, held on 29 May 2017:

The Executive Mayor and Mayoral Committee resolved on 29 May 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

that the content of the monthly reports of the Department Finance for February and March 2017 be noted and same be accepted.

The following monthly reports of the Department Finance are attached:

- | | | |
|-----|---------------|--------------------------|
| (a) | February 2017 | Annexure 8.1.1(a) |
| (b) | March 2017 | Annexure 8.1.1(b) |

UNANIMOUSLY RESOLVED

that the content of the monthly reports of the Department Finance for February and March 2017 be noted and same be accepted.

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

The following items refer:

- (a) Item 6.4.6 of the Performance, Risk and Audit Committee meeting, held on 17 January 2017.
- (b) Item 6.1.3 of the Performance, Risk and Audit Committee meeting, held on 3 March 2017.

The Internal Audit Charter with effect from 1 July 2016 to 30 June 2017, dated June 2016, is attached as **annexure 8.1.2**.

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.

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

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.

The Performance, Risk and Audit Committee resolved on 3 March 2017:

- (a) that the Head: Internal Audit re-scrutinises and adapts the Internal Audit Charter for 2017/2018 where applicable and tables to the Performance, Risk and Audit Committee.
- (b) that the Performance, Risk and Audit Committee recommends to Council:

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

UNANIMOUSLY RESOLVED

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

**8.1.3 Performance, Risk and Audit Committee: 1st Bi-Annual Report on Performance Management: 2016/2017
(5/14/4)**

The First Bi-Annual Report of the Performance, Risk and Audit Committee to Council on Performance Management for 2016/2017 is attached as **annexure 8.1.3**.

UNANIMOUSLY RESOLVED

that notice be taken of the 1st Bi-Annual Report on Performance Management for 2016/2017 and same be accepted.

**8.1.4 Monthly reports: Service Delivery and Budget Implementation Plan: February, March and April 2017
(5/1/5/9)**

Item 7.1.2 of the Executive Mayor and Mayoral Committee meeting, held on 29 May 2017, refers.

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

- (a) February 2017: **Annexure 8.1.4(a)**.
- (b) March 2017: **Annexure 8.1.4(b)**.
- (c) April 2017: **Annexure 8.1.4(c)**.

The Executive Mayor and Mayoral Committee resolved on 29 May 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

that the content of the Service Delivery and Budget Implementation Plan monthly reports for February, March and April 2017 be noted and same be accepted.

UNANIMOUSLY RESOLVED

that the content of the Service Delivery and Budget Implementation Plan monthly reports for February, March and April 2017 be noted and same be accepted.

8.1.5 Quarterly Budget Statement [Section 52(d)] report: 1 January 2017 to 31 March 2017 (9/1/2/2)

The following items refer:

- (a) Item 6.2.2 of the Performance, Risk and Audit Committee meeting, held on 5 May 2017.
- (b) Item 7.2 of the meeting of the Committee for Corporate and Financial Services, held on 18 May 2017.
- (c) Item 7.1.3 of the Executive Mayor and Mayoral Committee meeting, held on 29 May 2017.

The following memorandum, dated 26 April 2017, was received from the Acting Director: Finance:

“1. Purpose

The purpose of this memorandum is to submit the Quarterly Budget Statement to Council for information.

2. Background

The Quarterly Budget Statement [Section 52(d)] report for the period 1 January 2017 to 31 March 2017 is attached as **annexure 8.1.5**.

3. Recommendation

That the Quarterly Budget Statement [Section 52(d)] report for the period 1 January 2017 to 31 March 2017 be tabled to Council.”

The Performance, Risk and Audit Committee unanimously resolved on 5 May 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

that notice be taken of the Quarterly Budget Statement [Section 52(d)] report for the period 1 January 2017 to 31 March 2017 and same be accepted.

The Committee for Corporate and Financial Services resolved on 18 May 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

that notice be taken of the content of the Quarterly Budget Statement report for the period 1 January 2017 until 31 March 2017 and same be accepted.

The Executive Mayor and Mayoral Committee resolved on 29 May 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

that notice be taken of the content of the Quarterly Budget Statement [Section 52(d)] report for the period 1 January 2017 until 31 March 2017 and same be accepted.

UNANIMOUSLY RESOLVED

that notice be taken of the content of the Quarterly Budget Statement [Section 52(d)] report for the period 1 January 2017 until 31 March 2017 and same be accepted.

**8.1.6 Property Rates By-Law
(1/3/1/31)**

Item 7.1.4 of the Executive Mayor and Mayoral Committee meeting, held on 29 May 2017, refers.

The following documents are attached:

- (a) Memorandum from the Director: Finance, dated 2 May 2017: **Annexure 8.1.6(a)**.
- (b) Property Rates By-Law: **Annexure 8.1.6(b)**.

The Executive Mayor and Mayoral Committee resolved on 29 May 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

- (i) that the Property Rates By-Law formulated in terms of Section 3 of the Local Government: Municipal Property Rates Act (Act no. 6 of 2004), as amended, be approved and accepted.
- (ii) that the Property Rates By-Law supra (a) be implemented on 1 July 2017.

UNANIMOUSLY RESOLVED

- (a) *that the Property Rates By-Law formulated in terms of Section 3 of the Local Government: Municipal Property Rates Act (Act no. 6 of 2004), as amended, be approved and accepted.*
- (b) *that the Property Rates By-Law supra (a) be implemented on 1 July 2017.*

**8.1.7 Supply Chain Management: Disposal of movable capital assets in terms of Section 14(4) of the Municipal Finance Management Act
(6/1/P)**

Item 7.1.5 of the Executive Mayor and Mayoral Committee meeting, held on 29 May 2017, refers.

The following documents are attached:

- (a) Memorandum from the Director: Finance, dated 25 January 2017: **Annexure 8.1.7(a)**.
- (b) List of assets to be disposed of: 2016/2017: **Annexure 8.1.7(b)**.
- (c) List of assets to be sold: 2016/2017: **Annexure 8.1.7(c)**.

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

That the Executive Mayor and Mayoral Committee recommend to Council:

- (i) That Council approves the disposal of assets as attached as annexures.
- (ii) That the Supply Chain Management Unit proceeds with the disposal of assets in accordance with paragraph 49(4) of Council's Supply Chain Management Policy.

The Executive Mayor and Mayoral Committee resolved on 29 May 2017 that the matter in respect of the disposal of movable assets in terms of Section 14(4) of the Municipal Finance Management Act be held in abeyance until the next meeting.

Alderman JW Schuurman (ANC) expressed concern with regard to the many assets not being disposed of.

Council resolved that the matter be held in abeyance.

UNANIMOUSLY RESOLVED

that the matter in respect of the disposal of movable assets in terms of Section 14(4) of the Municipal Finance Management Act be held in abeyance until the next meeting.

**8.1.8 Finance: Budget 2017/2018 and IDP 2017/2018 to 2021/2022
(5/1/16 & 2/2/1)**

The following documents are attached:

- (a) Memorandum from the Director: Finance, dated 23 May 2017: **Annexure 8.1.8(a)**.
- (b) Budget for 2017/2018 – 2019/2020: **Annexure 8.1.8(b)**.
- (c) Rates and tariffs 2017/2018: **Annexure 8.1.8(c)**.
- (d) IDP for 2017/2018 – 2021/2022: **Annexure 8.1.8(d)**.
- (e) Budget related policies 2017/2018: **Annexure 8.1.8(e)**.
- (f) LG-MTEC Integrated Planning and Budgeting Assessment 2017/2018: **Annexure 8.1.8(f)**.

The Executive Mayor, Councillor BC Klaasen, tabled the Budget 2017/2018 and IDP 2017/2018 to 2021/2022 and delivered the budget speech, which is attached as **annexure 8.1.8(g)**.

The following matters were highlighted:

- Alderman JW Schuurman (ANC) expressed concern with regard to the new water meters, procurement possibilities for the disadvantaged, the housing project at Vredebes and the availability of housing for all the communities.

- Councillor JT Phungula (ANC) referred to the inauguration speech of the Executive Mayor and expressed concern in respect of the elderly, the indigent households, the poor debt collection and the abuse of women and children.

The Executive Mayor responded that this is the first budget of the new political term and the concerns raised will be addressed in future. Council will embark on a public participation process to address the matter of debt.

Councillor P Heradien (ICOSA) requested that it be minuted that ICOSA does not support the budget, inter alia due to the debt of councillors.

RESOLVED

- (a) *That the annual budget of Witzenberg Municipality for the financial year 2017/2018; and indicative for the two projected years 2018/2019 and 2019/2020, as set out in the schedules contained in Section 4, be approved:*
 - (i) *Table A2: Budgeted Financial Performance (expenditure by standard classification).*
 - (ii) *Table A3: Budgeted Financial Performance (expenditure by municipal vote).*
 - (iii) *Table A4: Budgeted Financial Performance (revenue by source).*
 - (iv) *Table A5: Budgeted Capital Expenditure for both multi-year and single year by vote, standard classification and funding.*
- (b) *Property rates reflected in Annexure 8.1.8(c) and any other municipal tax reflected in Annexure 8.1.8(c) are imposed for the budget year 2017/2018.*
- (c) *Tariffs and charges reflected in Annexure 8.1.8(c) are approved for the budget year 2017/2018.*
- (d) *The measurable performance objectives for revenue from each source reflected in Table A4 - Budgeted Financial Performance (revenue and expenditure) are approved for the budget year 2017/2018.*
- (e) *The measurable performance objectives for each vote reflected in SA8 are approved for the budget year 2017/2018.*
- (f) *That the new amended budget related policies be approved with implementation as from 1 July 2017:*
 - (i) *Tariff Policy*
 - (ii) *Property Rates Policy*
 - (iii) *Credit Control and Debt Collection Policy*
 - (iv) *Cash Management and Investment Policy*
 - (v) *Consumer Payment Incentive Policy*
 - (vi) *Municipal Supply Chain Management Policy*
 - (vii) *Petty Cash Policy*
 - (viii) *Indigent Policy*
 - (ix) *Budget Policy*
 - (x) *Budget Virement Policy*
 - (xi) *Asset Management Policy*

- (xii) *Funding and Reserves Policy*
- (xiii) *Cellular telephone and data card policy*
- (xiv) *Borrowing Policy*
- (xv) *Long Term Financial Plan Policy*
- (xvi) *Transport, Travel and Subsistence Allowance*
- (xvii) *Post-Employment Medical Aid Contributions*

(g) *That the 2017/2018 to 2021/2022 Integrated Development Plan be approved.*

8.2 Direktooraat Tegniese Dienste / Directorate Technical Services

8.2.1 Bella Vista taxi rank: Alternative location (15/4/R)

Item 7.2.1 of the Executive Mayor and Mayoral Committee meeting, held on 29 May 2017, refers.

A memorandum from the Director: Technical Services, dated 9 May 2017, is attached as **annexure 8.2.1**.

The Executive Mayor and Mayoral Committee resolved on 29 May 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

- (i) that erf 1129 Ceres and erf 1127 Ceres be approved as the preferred site for the development of a new taxi rank for Bella Vista.
- (ii) that Mr Reid's offer to transfer approximately 1000 m² of erf 1127 Ceres to the municipality for the purposes of a taxi rank, as an off-set for the under-provision that would occur as a result of the new development of Mica Reid's, be approved,
- (iii) that the rezoning and subdivision and transfer of the remainder of erf 1127 Ceres shall be for the account of Mr Reid.
- (iv) that the municipality enters into a contract with Mr Reid regarding the transfer of the remainder of erf 1127 Ceres and that the Municipal Manager be mandated to sign all documentation in this regard.

Alderman JW Schuurman (ANC) expressed concerns with regard to:

- (i) the matter of less taxi parking at erven 1129 and 1127, Ceres.
- (ii) the matter of safety for taxi users/commuters who will have to cross two streets.
- (iii) the enlarged danger for consumers and pedestrians and
- (iv) the walking distance to the potential new taxi rank is much further.

The Executive Mayor mentioned that:

- (i) the old Nduli taxi rank cannot be expanded.
- (ii) the new potential taxi rank will make provision for taxi's from Wolseley, Tulbagh, Op-die-Berg and Prince Alfred's Hamlet as well.
- (iii) traffic will be channelled not to go through town.
- (iv) the taxi role players will consult directly with Mr Reid.
- (v) Council could not embark on a public participation process without a council resolution.

The following recommendation was tabled to Council:

That the Executive Mayor and Mayoral Committee recommend to Council:

- (a) that erf 1129 Ceres and erf 1127 Ceres be approved as the preferred site for the development of a new taxi rank for Bella Vista.
- (b) that Mr Reid's offer to transfer approximately 1000 m² of erf 1127 Ceres to the municipality for the purposes of a taxi rank, as an off-set for the under-provision that would occur as a result of the new development of Mica Reid's, be approved,
- (c) that the rezoning and subdivision and transfer of the remainder of erf 1127 Ceres shall be for the account of Mr Reid.
- (d) that the municipality enters into a contract with Mr Reid regarding the transfer of the remainder of erf 1127 Ceres and that the Municipal Manager be mandated to sign all documentation in this regard.

RESOLVED

that the matter in respect of the alternative location for the Bella Vista taxi rank be held in abeyance until the next meeting.

8.2.2 Wysiging aan Beleid vir Huiswinkels in die Witzenberg munisipale area (15/4/P)

Die volgende items verwys:

- (a) Item 8.1 van die vergadering van die Komitee vir Tegnieke Dienste, gehou op 27 Maart 2017.
- (b) Item 7.2.2 van die Uitvoerende Burgemeester en Burgemeesterskomitee vergadering, gehou op 29 Mei 2017.

Die volgende memorandum, gedateer 6 Maart 2017, is van die Bestuurder: Stadsbeplanning en Boubeheer ontvang:

“Die Raad het met sy vergadering van 3 Desember 2010 die beleid ten opsigte van huiswinkels goedgekeur (item 8.3.1 van notule van raadsvergadering van 3 Desember 2010).

Die beleid is met die Raad gewerkswinkel op 24 November 2010 en op 17 Desember 2011 vir publieke kommentaar geadverteer in die Witzenberg Herald. Op 25 Februarie 2011 is die beleid goedgekeur deur die Raad.

Die Beleid vir Huiswinkels word as **bylae 8.2.2** ingebind.

Twee wysigings aan die beleid word voorgestel:

Wysiging 1

Met ‘n vergadering van Bella Vista winkeleienaars, gehou op 26 Januarie 2017, was dit versoek dat huiswinkels moet geleë wees buite ‘n radius van 200 meter van mekaar en van bestaande sakepersele. Tans vereis die beleid dat 80 % van die eiendomme in die straat residensieel moet bly ten einde die woonbuurt-karakter te behou.

Die voorstel om ‘n 200 meter radius tussen winkels te handhaaf, is sinvol aangesien dit sal verhoed dat winkels aanmekaarpak. Die radius sal ook dieselfde effek hê as die 80 % beginsel aangesien die woonbuurt-karakter steeds behoue sal bly.

Wysiging 2

Daar is ‘n tendens dat nuwe losstaande strukture opgerig word om winkels te bedryf. Dit kom veral voor wanneer eienaars onderverhuur en die strukture word gewoonlik van sink of hout opgerig wat die woonbuurt-karakter negatief beïnvloed. Dit is ook teenstrydig met die bedoeling van ‘n huiswinkel wat in wese neerkom op ‘n kleinhandelsaak wat deur die huiseienaar vanuit sy woning bedryf word. Gevolglik word dit voorgestel om nie verder toe te laat dat losstaande strukture opgerig word om as winkels aangewend te word nie.”

Die Komitee vir Tegniese Dienste het op 27 Maart 2017 eenparig besluit:

- (a) dat die aangeleentheid rakende die wysigings aan die Beleid vir Huiswinkels ontstaan en deur die raad gewerkswinkel word.

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

- (b) dat die wysigings aan die Beleid vir Huiswinkels deur die raad gewerkswinkel word en daarna vir goedkeuring aan die raad voorgelê word.
- (c) dat geen verdere aansoeke rakende huiswinkels vir die interim goedgekeur word totdat die beleid supra (a) deur die raad goedgekeur en aanvaar is nie.

Die Uitvoerende Burgemeester en Burgemeesterskomitee het op 29 Mei 2017 besluit dat die aangeleentheid rakende die wysiging aan die Beleid vir Huiswinkels in die Witzenberg munisipale area ontstaan en deur die Raad gewerkswinkel word.

BESLUIT

dat die aangeleentheid rakende die wysiging aan die Beleid vir Huiswinkels in die Witzenberg munisipale area oorstaan en deur die Raad gewerkswinkel word.

8.2.3 Exceeding of ESKOM NMD (Notified Maximum Demand) penalties: Way forward (16/3/3/2)

Item 7.2.3 of the Executive Mayor and Mayoral Committee meeting, held on 29 May 2017, refers.

A report from the Manager: Electro-technical Services, dated 9 May 2017, is attached as **annexure 8.2.3**.

The Executive Mayor and Mayoral Committee resolved on 29 May 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

- (i) that Council takes notice that the NMD (Notified Maximum Demand) of Ceres was exceeded in February 2017 and that penalties have been applied by ESKOM accordingly in terms of their NERSA approved MND rules.
- (ii) that Council reviews all new developments, excluding indigent housing, in Ceres in an attempt to slow load growth and limit the financial penalties related to NMD exceedances until such time that ESKOM can increase our NMD around 2022.
- (iii) that Council in the interim only considers developments in Ceres that have a substantial renewable energy component attached to them and subject to the developments' ability to impact minimally on the municipal load during peak seasons.
- (iv) that Council accepts the financial consequences of NMD exceedances in terms of ESKOM's NERSA approved NMD rules.

UNANIMOUSLY RESOLVED

- (a) *that Council takes notice that the NMD (Notified Maximum Demand) of Ceres was exceeded in February 2017 and that penalties have been applied by ESKOM accordingly in terms of their NERSA approved NMD rules.*
- (b) *that Council reviews all new developments, excluding indigent housing, in Ceres in an attempt to slow load growth and limit the financial penalties related to NMD exceedances until such time that ESKOM can increase our NMD around 2022.*
- (c) *that Council in the interim only considers developments in Ceres that have a substantial renewable energy component attached to them and subject to the developments' ability to impact minimally on the municipal load during peak seasons.*
- (d) *that Council accepts the financial consequences of NMD exceedances in terms of ESKOM's NERSA approved NMD rules.*

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 International relations: Twinning agreement with Essen, Belgium: Approval of new federal program for Waste Management (10/2/3)

Item 7.3.1 of the Executive Mayor and Mayoral Committee meeting, held on 29 May 2017, refers.

A memorandum from the Director: Community Services, dated 11 April 2017, is attached as **annexure 8.3.1**.

The Executive Mayor and Mayoral Committee resolved on 29 May 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

- (i) that the Federal Funding agreement with Essen Municipality be approved.
- (ii) that the Executive Mayor be mandated to sign the contract on behalf of Council.
- (iii) that the Director: Technical Services manages the implementation of the program.
- (iv) that special leave be granted to Councillor JJ Visagie, Alderman HJ Smit, the Director: Technical Services, Mr J Barnard, and the Director: Finance, Mr HJ Kritzinger, for a working visit to Essen, Belgium.
- (v) that all the above-mentioned municipal representatives be paid the travel and subsistence allowance in terms of Council's policy.

RESOLVED

- (a) *that the Federal Funding agreement with Essen Municipality be approved.*
- (b) *that the Executive Mayor be mandated to sign the contract on behalf of Council.*
- (c) *that the Director: Technical Services manages the implementation of the program.*
- (d) *that special leave be granted from 9 to 15 July 2017 to Councillor JJ Visagie, Alderman HJ Smit, the Director: Technical Services, Mr J Barnard, and the Director: Finance, Mr HJ Kritzinger, for a working visit to Essen, Belgium.*
- (e) *that all the above-mentioned municipal representatives be paid the travel and subsistence allowance in terms of Council's policy.*

**8.3.2 Removal of public pay phones: Telkom SA
(17/15/1)**

Item 7.3.2 of the Executive Mayor and Mayoral Committee meeting, held on 29 May 2017, refers.

A communiqué from Telkom SA is attached as **annexure 8.3.2**.

The Executive Mayor and Mayoral Committee resolved on 29 May 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

that notice be taken of the removal of unsustainable public pay phones in the Witzenberg area.

UNANIMOUSLY RESOLVED

- (a) *that notice be taken of the removal of unsustainable public pay phones in the Witzenberg area.*
- (b) *that the Municipal Manager forwards a correspondence to Telkom SA with the request that the public pay phones at 20 Uxololwethu Street and Phumla Street, Nduli, Ceres not be removed.*

8.4 Direktooraat Korporatiewe Dienste / Directorate Corporate Services

**8.4.1 Vesting of municipal land: Unregistered Erf 2813, Tulbagh
(7/11/4/2)**

The following items refer:

- (a) Item 7.3 of the meeting of the Committee for Corporate and Financial Services, held on 16 March 2017.
- (b) Item 7.4.1 of the Executive Mayor and Mayoral Committee meeting, held on 29 May 2017.

A memorandum from the Legal Advisor, dated 21 September 2016, is attached as **annexure 8.4.1**.

The Committee for Corporate and Financial Services resolved on 16 March 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

- (a) that in terms of the MFMA the subject property erf 2813, Tulbagh is not needed to provide the minimum level of basic municipal services.
- (b) that the asset can be alienated at a fair market price and that the economic and community value be considered.
- (c) that the sale be advertised in the press for possible objections.

- (d) that the applicant shall be liable for all cost related to this approval which may include the cost of the land to be alienated.
- (e) that the Municipal Manager be authorised to sign all documentation.

The Executive Mayor and Mayoral Committee resolved on 29 May 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

- (i) that in terms of the Municipal Finance Management Act the subject property, erf 2813, Tulbagh is not needed to provide the minimum level of basic municipal services.
- (ii) that the asset can be alienated at a fair market price and that the economic and community value be considered.
- (iii) that the sale be advertised in the press for possible objections.
- (iv) that the applicant shall be liable for all cost related to this approval which may include the cost of the land to be alienated.
- (v) that the Municipal Manager be authorised to sign all documentation.

UNANIMOUSLY RESOLVED

- (a) *that in terms of the Municipal Finance Management Act the subject property, erf 2813, Tulbagh is not needed to provide the minimum level of basic municipal services.*
- (b) *that the asset can be alienated at a fair market price and that the economic and community value be considered.*
- (c) *that the sale be advertised in the press for possible objections.*
- (d) *that the applicant shall be liable for all cost related to this approval which may include the cost of the land to be alienated.*
- (e) *that the Municipal Manager be authorised to sign all documentation.*

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

**9.1 Composition of Section 79 and 80 Committees of Council
(03/3/1/1)**

Item 7.4.3 of the Executive Mayor and Mayoral Committee meeting, held on 29 May 2017, refers.

The composition of members of the Section 79 and 80 Committees of Council is attached as **annexure 9.1**.

The following report, dated 26 May 2017, was received from the Executive Mayor:

"Purpose

To recommend to Council to remove Councillor S Hugo from the Committee for Housing Matters and to appoint him on the Committee for Corporate and Financial Services.

Deliberation

The absence of Councillor Hugo from council activities, more specifically, the Committee for Housing Matters, has created operational issues for the committee. If any of the other members of the committee are absent, then there is no quorum for the committee to proceed with its agenda and/or matters of the day. The proposal is to move Councillor Hugo to the Committee for Corporate Services, which will not have any negative impact on the committee, even if one other member is absent. The quorum for the Committee for Housing Matters will then only be two councillors and for the Committee for Corporate Services still three councillors. The future of Councillor Hugo will be for Council's consideration and if any new councillor is to be appointed, then Council can revert to the initial situation as at 2 September 2016."

The Executive Mayor and Mayoral Committee resolved on 29 May 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

that Councillor S Hugo be moved from the Committee for Housing Matters to the Committee for Corporate and Financial Services.

UNANIMOUSLY RESOLVED

that Councillor S Hugo be moved from the Committee for Housing Matters to the Committee for Corporate and Financial Services.

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

The following documents are attached:

- (a) Memorandum from the Director: Finance, dated 26 May 2017: **Annexure 9.2(a)**.
- (b) Adjustment budget 2016/2017: **Annexure 9.2(b)**.

UNANIMOUSLY RESOLVED

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

10. FORMAL AND STATUTORY MATTERS

None

NOTED

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

- (a) Alderman JW Schuurman (ANC) requested a standing item on the agenda to report back for councillors of the municipality on outside bodies.
- (b) Councillor P Heradien expressed concern with regard to the late submission of Executive Mayor and Mayoral Committee resolutions to Council, which affects effective political party preparation.

NOTED

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE EXECUTIVE MAYOR AND MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 22 MARCH 2017 AT 11:00

PRESENT

Councillors

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

Alderman

HJ Smit

Non-Executive Mayoral Committee councillors

T Mgoboza
J Phungula

Officials

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

Other representatives

Mr N Bettesworth (Ceres Business Initiative)

1. OPENING AND WELCOME

The Executive Mayor welcomed everyone present after which he requested Alderman H Smit to open the meeting with a prayer.

NOTED

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

An application for leave of absence from the meeting was received from Councillor TE Abrahams.

RESOLVED

that the application for leave of absence from the meeting, received from Councillor TE Abrahams, be approved and accepted.

3. MINUTES

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

The minutes of the Executive Mayor and Mayoral Committee meeting, held on 23 February 2017, are attached as **annexure 3.1**.

RESOLVED

that the minutes of the Executive Mayor and Mayoral Committee meeting, held on 23 February 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 requested that councillors and senior managers communicate matters with the Municipal Manager or Executive Mayor respectively, but not with the middle management.
- (b) The Executive Mayor mentioned that various invitations were received and that the approval or decline thereof will be synchronised.
- (c) The Executive Mayor thanked the Director: Community Services for the improvement in respect of the clean towns and parks.

NOTED

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

Item 7.1 of the meeting of the Committee for Corporate and Financial Services, held on 16 March 2017, refers.

The monthly report of the Department Finance for January 2017 is attached as **annexure 7.1.1**.

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:

- 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.

RESOLVED

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.

**7.1.2 Submission of Draft 2017/2018 Top Layer SDBIP
(5/1/5/10)**

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 7.1.2**) 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 following recommendation was tabled to the Executive Mayor and Mayoral Committee:

The Executive Mayor and Mayoral Committee recommend to Council:

that notice be taken of the Draft 2017/2018 Top Layer SDBIP.

RESOLVED

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.

7.2 Direktoraat Tegniese Dienste / Directorate Technical Services

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

Item 7.1 of the meeting of the Committee for Technical Services, held on 22 February 2017, refers.

A memorandum from the Manager: Town Planning and Building Control, dated 26 January 2017, is attached as **annexure 7.2.1**.

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 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	<p>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:</p> <ul style="list-style-type: none"> (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. 	<p>LUPA Section 14 (a) – (c)</p> <p>By-Law – Section 6(1)</p>	10 days
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RESOLVED

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>	<p>SPLUMA – Section 20 (3)</p> <p>MSA, Section 29(1)(b)(iii)</p>	60 days
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>	<p>LUPA – Section 13 (2)</p> <p>LUPA – Section 13 (1) (b)</p>	
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>	<p>SPLUMA Section 20(1)</p> <p>By-Law – Section 6(2)</p>	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>	<p>LUPA Section 14 (a) – (c)</p> <p>By-Law – Section 6(1)</p>	10 days

	<p>(a) <i>a written notice of the decision to adopt the municipal spatial development framework,</i></p> <p>(b) <i>the adopted SDF</i></p> <p>(c) <i>a report setting out the response of the municipality to the comments of the Provincial Minister.</i></p>		
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7.2.2 Witzenberg Drought Management Plan (16/2/5/1)

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 7.2.2(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 7.2.2(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."

RESOLVED

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.

7.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

None

NOTED

7.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

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

A letter from the LA Retirement Fund, dated 20 January 2017, is attached as **annexure 7.4.1**.

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.”

RESOLVED

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 secondi to attend the above said meeting as alternate.*
- (iii) *that the delegated person provides feedback to Council after attending the meeting.*

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

A letter from SALGA, dated 6 March 2017, is attached as **annexure 7.4.2**.

RESOLVED

The Executive Mayor and Mayoral Committee recommend to Council:

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

7.4.3 Substitution of purchaser's name and sale of portion of erf 6236, Ceres (15/4/1/1/61 & 7/1/4/2)

A report from the Legal Advisor, dated 8 March 2017, is attached as **annexure 7.4.3**.

RESOLVED

- (a) *that the matter in respect of the substitution of the purchaser's name and sale of a portion of erf 6236, Ceres be held in abeyance.*
- (b) *that an in loco inspection be held by the Municipal Manager, Executive Mayor and Mayoral Committee at erf 6236, Ceres.*

7.4.4 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.

(d) Item 8.4.2 of the council meeting, held on 27 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 7.4.4**.

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 workshopped 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.

Council resolved on 27 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 held in abeyance until the next meeting.

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 and workshopped by Council.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

8.1 Gedelegeerde bevoegdhede / Delegated powers

The Deputy Executive Mayor, Councillor K Adams, reported on the attendance of a Sport Indaba of the Western Cape Government on 27 to 28 January 2017.

The appointment of a Sport Administrator at the municipality is a priority.

NOTED

8.2 Gereserveerde bevoegdhede / Reserved powers

None

NOTED

9. FORMAL AND STATUTORY MATTERS

None

NOTED

10. EXECUTIVE MAYOR AND MAYORAL COMMITTEE-IN-COMMITTEE

MINUTES OF THE MEETING OF THE COMMITTEE FOR TECHNICAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 27 MARCH 2017 AT 14h00

PRESENT

Councillors

JJ Visagie (Chairperson)
M Jacobs
M Mdala
D Swart
R Simpson
K Adams (part of meeting)

Officials

Mr J Barnard (Director: Technical Services)
Mr H Taljaard (Manager: Town Planning and Building Control)
Mr N Jacobs (Manager: Water and Sewerage)
Mr E Lintnaar (Manager: Streets and Storm Water)
Mr P Van den Heever (Manager: Electro-Technical Services)
Mr C Wessels (Manager: Administration)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

Apologies for absence from the meeting were received from the Municipal Manager and the Senior Superintendent: Cleansing Services.

RESOLVED UNANIMOUSLY

that the apologies for absence from the meeting received from the Municipal Manager and Senior Superintendent: Cleansing Services be accepted.

3. MINUTES / NOTULES

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

3.1.1 Corrections to the minutes of the meeting of Committee for Technical Services held on 22 February 2017.

The minutes of the meeting of the Committee for Technical Services, held on 22 February 2017, are attached as **annexure 3.1**.

Item 6.8 : Resolution (b)

that the resolution which reads:

"that the Director: Technical Services drafts an Asset Management Policy and submits it to the Committee for Technical Services for consideration",

be changed and read:

"that the Director: Finance drafts an Asset Management Policy and submits it to the Committee for Technical Services for consideration."

RESOLVED UNANIMOUSLY

(a) *that the resolution of item 6.8 of the meeting of the Committee for Technical Services held on 22 February 2017 which read:*

"that the Director: Technical Services drafts an Asset Management Policy and submits it to the Committee for Technical Services for consideration"

be changed and reads:

that the Director: Finance drafts an Asset Management Policy and submits it to the Committee for Technical Services for consideration.

(b) *that the minutes of the meeting of the Committee for Technical Services held on 22 February 2017 as amended be approved and signed by the Chairperson.*

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

Item no	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
3.2.1	9/1/2/2/	6.8 of 22-02-2017 Risk Management: Risk Matrix Report: 2 nd Quarter of 2016/2017	Finance	(b) that the Director: Finance drafts an Asset Management Policy and submits it to the Committee for Technical Services for consideration.		
3.2.2	17/14/1	3.2.1 22-02-2017 Establishment of Public Transport Liaison Committee	Municipal Manager	<p>(a) that the Municipal Manager revisit that council resolution with regard to the Establishment of the Public Transport Liaison Committee in order to determine if an additional councillor for the Committee for technical Services was appointed, if so that the resolution rules but if not, that the matter be referred back to the committee for finalisation.</p> <p>(b) that the Chairperson of the Committee for Technical Services and the Municipal Manager will have informal discussions about matters of concern in respect of the Public Transport Liaison Committee.</p>		

**3.2.1 Asset Management Policy
(9/1/2/2)**

RESOLVED

that the Director: Finance drafts an Asset Management Policy and submits it to the Committee for Technical Services for consideration.

**3.2.2 Establishment of the Public Transport Liaison Committee
(17/14/1)**

To recommend to the Executive Mayor and to Council:

that Councillor M. Jacobs be appointed as the additional councillor for the Committee for Technical Services on the Public Transport Liaison Committee.

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

**6.1 Directorate Technical Services: Progress report on capital projects: Januarie 2017
(9/1/2/3)**

The progress report of the Directorate Technical Services for January 2017 is attached as annexure 6.1.

RESOLVED UNANIMOUSLY

that the Committee for Technical Services takes notice of the content of the progress report of the Directorate Technical Services for January 2017 and same be accepted.

**6.2 SDBIP Operational report: Directorate Technical Services: January 2017
(5/1/5/9)**

The SDBIP operational report of the Directorate Technical Services for January 2017 is attached as annexure 6.2.

RESOLVED UNANIMOUSLY

that the Committee for Technical Services takes notice of the content of the SDBIP operational report of the Directorate Technical Services for January 2017 and same be accepted.

**6.3 SDBIP report: Town Planning and Building Control: January 2017
(5/1/5/9)**

The SDBIP report of Town Planning and Building Control for January 2017 is attached as **annexure 6.3**.

RESOLVED UNANIMOUSLY

that the Committee for Technical Services takes notice of the content of the SDBIP report of Town Planning and Building Control for January 2017 and same be accepted.

**6.4 SDBIP report: Electricity and Fleet Management: January 2017
(5/1/5/9)**

The SDBIP report of Electricity and Fleet Management for January 2017 is attached as **annexure 6.4**.

RESOLVED UNANIMOUSLY

that the Committee for Technical Services takes notice of the content of the SDBIP report of Electricity and Fleet Management for January 2017 and same be accepted.

**6.5 SDBIP report: Roads and Storm Water: January 2017
(5/1/5/9)**

The SDBIP report of Roads and Storm Water for January 2017 is attached as **annexure 6.5**.

RESOLVED UNANIMOUSLY

that the Committee for Technical Services takes notice of the content of the SDBIP report of Roads and Storm Water for January 2017 and same be accepted.

**6.6 SDBIP report: Water and Sanitation: January 2017
(5/1/5/9)**

The SDBIP report of Water and Sanitation for January 2017 is attached as **annexure 6.6**.

RESOLVED UNANIMOUSLY

that the Committee for Technical Services takes notice of the content of the SDBIP report of Water and Sanitation for January 2017 and same be accepted.

**6.7 SDBIP report: Solid Waste and Cleansing Services: January 2017
(5/1/5/9)**

The SDBIP report of Solid Waste and Cleansing Services for January 2017 is attached as **annexure 6.7**.

RESOLVED UNANIMOUSLY

that the Committee for Technical Services takes notice of the content of the SDBIP report of Solid Waste and Cleansing Services for January 2017 and same be accepted.

Deputy Executive Mayor, Cllr. K. Adams attended the meeting from 14h20.

6.8 Treasury Circular Mun No 3 / of 2017: Implementation and adoption of Municipal Finance Management Act Circular No. 77 Model SCM Policy for Infrastructure and Delivery Management (09/P)

A circular received from Provincial Treasury, dated 9 February 2017, is attached as **annexure 6.8**.

RESOLVED

that the Committee for Technical Services takes notice of the content of Treasury Circular Mun No 3/2017 with regard to the implementation and adoption of Municipal Finance Management Act Circular No.77 Model SCM Policy for Infrastructure and Delivery Management.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None

NOTED

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

8.1 Wysiging aan Beleid vir Huiswinkels in die Witzenberg munisipale area (15/4/P)

Die volgende memorandum, gedateer 6 Maart 2017, is van die Bestuurder: Stadsbeplanning en Boubeheer ontvang:

“Die Raad het met sy vergadering van 3 Desember 2010 die beleid ten opsigte van huiswinkels goedgekeur (item 8.3.1 van notule van raadsvergadering van 3 Desember 2010).

Die beleid is met die Raad gewerkswinkel op 24 November 2010 en op 17 Desember 2011 vir publieke kommentaar geadverteer in die Witzenberg Herald. Op 25 Februarie 2011 is die beleid goedgekeur deur die Raad.

Die Beleid vir Huiswinkels word as **bylae 8.1** ingebind.

Twee wysigings aan die beleid word voorgestel:

Wysiging 1

Met 'n vergadering van Bella Vista winkeleienaars, gehou op 26 Januarie 2017, was dit versoek dat huiswinkels moet geleë wees buite 'n radius van 200 meter van mekaar en van bestaande sakepersele. Tans vereis die beleid dat 80 % van die eiendomme in die straat residensieel moet bly ten einde die woonbuurt-karakter te behou.

Die voorstel om 'n 200 meter radius tussen winkels te handhaaf, is sinvol aangesien dit sal verhoed dat winkels aanmeekaarpak. Die radius sal ook dieselfde effek hê as die 80 % beginsel aangesien die woonbuurt-karakter steeds behoue sal bly.

Wysiging 2

Daar is 'n tendens dat nuwe losstaande strukture opgerig word om winkels te bedryf. Dit kom veral voor wanneer eienaars onderverhuur en die strukture word gewoonlik van sink of hout opgerig wat die woonbuurt-karakter negatief beïnvloed. Dit is ook teenstrydig met die bedoeling van 'n huiswinkel wat in wese neerkom op 'n kleinhandelsaak wat deur die huiseienaar vanuit sy woning bedryf word. Gevolglik word dit voorgestel om nie verder toe te laat dat losstaande strukture opgerig word om as winkels aangewend te word nie.”

EENPARIGE BESLUIT

- (a) *dat die aangeleentheid rakende die wysigings aan die Beleid vir Huiswinkels oorstaan en deur die raad gewerkswinkel word.*

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

- (b) *dat die wysigings aan die Beleid vir Huiswinkels deur die raad gewerkswinkel word en daarna vir goedkeuring aan die raad voorgelê word.*
- (c) *dat geen verdere aansoeke rakende huiswinkels vir die interim goedgekeur word totdat die beleid supra (a) deur die raad goedgekeur en aanvaar is nie.*

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

None

NOTED

10. **ADJOURNMENT / VERDAGING**

Die vergadering verdaag om 14h55.

Goedgekeur op _____

RAADSLID JJ VISAGIE
VOORSITTER

/wr

MINUTES OF THE MEETING OF THE COMMITTEE FOR HOUSING MATTERS OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 6 APRIL 2017 AT 10h00.

PRESENT

Councillors: Committee members

EM Sidego (Chairperson)
Z Mzauziwa
JT Phungula

Officials

Me J Krieger (Director: Community Services)
Me. C Mackenzie (Manager: Housing)
Mr C Wessels (Manager: Administration)
Mr T Plaatjies (Senior Housing Officer)
Mr C Titus (Committee Clerk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Councillor J Phungula to open the meeting with a 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)

None

NOTED

3. NOTULES

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

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op Donderdag, 9 Maart 2017, word ingebind as **bylae 3.1**.

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op Donderdag, 9 Maart 2017, goedgekeur en deur die Voorsitter onderteken word.

**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**

- (a) The Chairperson thanked all Councillors and officials for attending the housing project site visits at Bella Vista and Tulbagh.
- (b) The Chairperson announced that the handover of twenty houses at Bella Vista will take place on Wednesday, 12 April 2017.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None

NOTED

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

**6.1 Maandverslag van die Afdeling Behuising: Maart 2017
(9/1/2/4)**

Die maandverslag van die Afdeling Behuising vir Maart 2017 word aangeheg as **bylae 6.1**.

Die Bestuurder: Behuising lê die Maandverslag van die Afdeling Behuising ter tafel en rapporteer verder soos volg:

- Slegs twintig huise word oorhandig op Woensdag, 12 April 2017 te Bella Vista.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem van die Maandverslag vir Maart 2017 van die Afdeling Behuising en dat dit aanvaar word.

**6.2 SDBIP-verslag: Afdeling Behuising: Februarie 2017
(05/1/5/9)**

Die SDBIP-verslag van die Afdeling Behuising vir Februarie 2017 word aangeheg as **bylae 6.2**.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem van die SDBIP-verslag van die Afdeling Behuising vir Februarie 2017 en dat dit aanvaar word.

**6.3 Risk Management: Risk Matrix Report: Third 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 Housing Matters, third quarter of 2016/2017, dated 30 March 2017, 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 UNANIMOUSLY

that the matter pertaining to the Risk Matrix Report for the 3rd Quarter of 2016/2017 for the Section Housing be held in abeyance until the next meeting.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

Geen

AANGETEKEN

8. DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA

Geen.

AANGETEKEN

9. KOMITEE VIR BEHUISINGSAANGELEENTHEDE-IN-KOMITEE

MINUTES OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON FRIDAY, 5 MAY 2017 AT 09:00

PRESENT

Performance, Risk and Audit Committee

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

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzingen (Director: Finance)
Mr G Louw (Head: Internal Audit)
Mr JH Swanepoel (Manager: Projects and Performance)
Mr CG Wessels (Manager: Administration)

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)**

Apologies for absence from the meeting were received from Mr A Amod (Performance, Risk and Audit Committee member), Ms J Williams (AGSA), Ms J April (AGSA) and Mr T Madondile (Department of Provincial Treasury).

UNANIMOUSLY RESOLVED

that notice be taken of the apologies for absence from the meeting received from Mr A Amod (Performance, Risk and Audit Committee member), Ms J Williams, Ms J April and Mr T Madondile and same be accepted.

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 minutes of the Performance, Risk and Audit Committee meeting, held on 3 March 2017, are attached as **annexure 4.1**.

Correction to the minutes:

Item 4.2.1:

That the resolution which reads: "that the Chief Financial Officer can follow any practical and reasonable method with regard to the matter of deviations and inform the Performance, Risk and Audit Committee on the modus operandi" be changed to read "that term tenders be considered to avoid deviations".

UNANIMOUSLY RESOLVED

that the amended minutes of the Performance, Risk and Audit Committee meeting, held on 3 March 2017, be approved and signed by the Chairperson.

4.2 Matters arising from previous minutes (2/9)

The following matters from the previous minutes were highlighted:

- (a) The Performance, Risk and Audit Committee requested that the items 4.2 (Matters arising from previous minutes) and 4.3 (PRAC resolutions register) be combined in future agendas.
- (b) that the Head: Internal Audit could not manage to get hold of the service provider for the planned PRAC workshop in respect of the King IV Report.

The Performance, Risk and Audit Committee requested that, if needed, an alternative service provider be appointed.
- (c) The Chief Financial Officer reported that the groupings of the debt is correct. The payment of government departments' debt are delayed due to the appointment of consultants by government to ensure that the debt amount is correct.
- (d) The Chief Financial Officer reported on the matter of mSCOA and submitted a progress report, attached as **annexure 4.2**.

RESOLVED

that the Head: Internal Audit considers to appoint another service provider for the Performance, Risk and Audit Committee workshop in respect of the King IV Report.

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 2 May 2017, is attached as **annexure 4.3**.

RESOLVED

- (a) *that the Performance, Risk and Audit Committee takes notice of the PRAC resolutions register as at 2 May 2017.*
- (b) *that future outstanding matters be included in the PRAC resolutions register.*

4.4 Outstanding matters
(3/3/2)

File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
2/9	4.2 of 5 May 2017 Matters arising from previous minutes (King IV Report)		that the Head: Internal Audit considers to appoint another service provider for the Performance, Risk and Audit Committee workshop in respect of the King IV Report.	Head: Internal Audit to source for an available service provider.	9 June 2017

RESOLVED

that notice be taken of the outstanding matter.

5. PRESENTATIONS

None

NOTED

6. MATTERS TO BE DISCUSSED

6.1 GENERAL

**6.1.1 Communication from AGSA: Audit Methodology
(5/14/3)**

A communication from AGSA regarding Audit Methodology is attached as **annexure 6.1.1**.

RESOLVED

that the matter of the communication from AGSA regarding Audit Methodology be held in abeyance until the next meeting.

6.2 QUARTERLY BUDGET STATEMENT AND PERFORMANCE MANAGEMENT

**6.2.1 Performance, Risk and Audit Committee: 1st Bi-Annual Report on Performance Management: 2016/2017
(5/14/4)**

Item 6.2.5 of the Performance, Risk and Audit Committee meeting, held on 3 March 2017, refers.

The First Bi-Annual Report of the Performance, Risk and Audit Committee to Council on Performance Management for 2016/2017 is attached as **annexure 6.2.1**.

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 resolved on 3 March 2017:

- (a) that the matter in respect of the 1st Bi-Annual Report on Performance Management for 2016/2017 be workshopped by the Performance, Risk and Audit Committee.
- (b) that the matter of the 1st Bi-Annual Report on Performance Management for 2016/2017 be held in abeyance until after the workshop supra (a).

The Head: Internal Audit reported that the 1st Bi-Annual Report on Performance Management for 2016/2017 will be submitted to Council at the next meeting.

RESOLVED

To recommend to the Municipal Manager and Senior Management:

that notice be taken of the 1st Bi-Annual Report on Performance Management for 2016/2017.

6.2.2 Quarterly Budget Statement [Section 52(d)] report: 1 January 2017 to 31 March 2017 (9/1/2/2)

The following memorandum, dated 26 April 2017, was received from the Acting Director: Finance:

“1. Purpose

The purpose of this memorandum is to submit the Quarterly Budget Statement to Council for information.

2. Background

The Quarterly Budget Statement [Section 52(d)] report for the period 1 January 2017 to 31 March 2017 is attached as **annexure 6.2.2**.

3. Recommendation

That the Quarterly Budget Statement [Section 52(d)] report for the period 1 January 2017 to 31 March 2017 be tabled to Council.”

The Accounting Officer and Chief Financial Officer responded satisfactorily on questions from the Performance, Risk and Audit Committee in respect of expenditure, overtime and leave matters.

UNANIMOUSLY RESOLVED

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

that notice be taken of the Quarterly Budget Statement [Section 52(d)] report for the period 1 January 2017 to 31 March 2017 and same be accepted.

6.3 RISK MANAGEMENT

6.3.1 Risk Management report: 3rd Quarter 2016/2017 (5/14/2)

The Risk Management report for the third quarter of 2016/2017, dated March 2017, is attached as **annexure 6.3.1**.

The following matters/remarks were highlighted in respect of the Risk Management Report for the third quarter of 2016/2017:

- (a) The Performance, Risk and Audit Committee requested that the Head: Internal Audit compiles and submits a progress report in respect of Information and Communication Technology assessment at the next meeting.
- (b) The Performance, Risk and Audit Committee requested that the Head: Internal Audit regularly updates the report and that same serves as a guideline for future discussions.

UNANIMOUSLY RESOLVED

- (a) *that the Head: Internal Audit compiles and submits a progress report in respect of Information and Communication Technology assessment at the next meeting.*
- (b) *that the Head: Internal Audit keeps the Risk Management Report updated in order that the document serves as a guideline for future discussions.*
- (c) *To recommend to the Executive Mayor and Mayoral Committee and Council:*

that the Performance, Risk and Audit Committee takes note of the Risk Management Report for the third quarter of 2016/2017 and same be accepted.

6.4 AUDIT AND FINANCIAL MANAGEMENT

6.4.1 Section 71 Reports: Monthly reports of the Department Finance: February and March 2017 (9/1/2/2)

The following monthly reports of the Department Finance are attached:

- (a) February 2017 **Annexure 6.4.1(a)**
- (b) March 2017 **Annexure 6.4.1(b)**

The following matters were highlighted and satisfactorily responded to the Performance, Risk and Audit Committee by the Accounting Officer and Chief Financial Officer:

- (a) Outstanding monies of councillors and indigent households.
- (b) That five (5) appeals were received in respect of the Security Services tender. The matter is under review with the Accounting Officer.

RESOLVED

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 February and March 2017 and same be accepted.

6.4.2 Status on the implementation of external audit findings (OPCAR) report: 3rd Quarter 2016/2017 (5/14/3)

The Status on the implementation of external audit findings (OPCAR) report for the third quarter of 2016/2017, dated March 2017, is attached as **annexure 6.4.2**.

The following matter in respect of the report were highlighted:

The Head: Internal Audit informed the Performance, Risk and Audit Committee that AGSA has changed the name of the report to Management Audit Action Plan Report.

UNANIMOUSLY RESOLVED

- (a) *that the name of the OPCAR report be changed to Management Audit Action Plan Report.*
- (b) *that notice be taken of the Status on the implementation of external audit findings (OPCAR) report for the third quarter of 2016/2017 and same be accepted.*

6.4.3 Status Report on the implementation of internal audit findings: 3rd Quarter of 2016/2017 (5/14/2)

The Status Report on the implementation of internal audit findings for the third quarter of 2016/2017, dated April 2017, is attached as **annexure 6.4.3**.

UNANIMOUSLY RESOLVED

that notice be taken of the Status Report on the implementation of internal audit findings for the third quarter of 2016/2017 and same be accepted.

6.4.4 Internal Audit report: Credit Control and Debt Collection (5/14/2)

An Internal Audit report on Credit Control and Debt Collection, dated April 2017, is attached as **annexure 6.4.4**.

RESOLVED

that notice be taken of the matter in respect of the Internal Audit Report on Credit Control and Debt Collection and same be accepted.

**6.4.5 Risk Based Audit Plan: 2017 – 2018: Planning Discussion document
(5/14/2)**

A planning discussion document on the Risk Based Audit Plan for 2017 to 2018, dated April 2017, is attached as **annexure 6.4.5**.

RESOLVED

that the matter in respect of the Risk Based Audit Plan for 2017 to 2018: Planning Discussion document be held in abeyance until the workshop on the King IV report has been held.

7. OTHER MATTERS

**7.1 PRAC work plan: 2016/2017
(5/14/4)**

This is a standing item on the agenda.

The Status Report of the PRAC work plan for 2016/2017, as at 3 March 2017, is attached as **annexure 7.1**.

RESOLVED

that the matter in respect of the Performance, Risk and Audit Committee work plan for 2016/2017 be held in abeyance until the workshop on the King IV report has been held.

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

- (a) The Performance, Risk and Audit Committee workshop on the King IV report will be held in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres on 9 June 2017 at 09:00.
- (b) The next meeting of the Performance, Risk and Audit Committee will be held in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres on 30 June 2017 at 09:00 for PRAC members and 09:30 for other attendees.

NOTED

9. ADJOURNMENT

The meeting adjourned at 14:05.

Approved on _____ with / without amendments.

J GEORGE
CHAIRPERSON

/MJ Prins

MINUTES OF THE SPECIAL EXECUTIVE MAYOR AND MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 15 MAY 2017 AT 16:45

PRESENT

Councillors

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

Alderman

HJ Smit

Councillor not on Executive Mayoral Committee

MD Jacobs

1. OPENING AND WELCOME

The Executive Mayor welcomed everyone presented and requested Alderman H Smit to open the meeting with prayer.

NOTED

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

The Executive Mayor mentioned that application for leave of absence from the meeting was received from Councillor EM Sidego.

Apologies for absence from the meeting were received from the Municipal Manager and Manager: Administration.

RESOLVED

- (a) *that the application for leave of absence from the meeting, received from Councillor EM Sidego, be accepted and approved.*
- (b) *that notice be taken of the apologies for absence from the meeting, received from the Municipal Manager and Manager: Administration.*

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

None

NOTED

4. RESERVED POWERS

None

NOTED

5. EXECUTIVE MAYOR AND MAYORAL COMMITTEE-IN-COMMITTEE

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, 18 MAY 2017 AT 10H00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR GEMEENSKAPSONTWIKKELING VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 18 MEI 2017 OM 10H00 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 Daniëls
Councillor / Raadslid N Phatsoane

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 H Truter (Manager: Amenities and Environment / Bestuurder: Geriewe en Omgewing)
Mr / Mnr M Green (Manager: Traffic Services / Bestuurder: Verkeersdienste)
Mr / Mnr R Fick (Acting Manager: Socio Economic Development / Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Ms / Me E Wesso (Typist / Tikster)

Other representatives / Ander verteenwoordigers

Captain / Kaptein MS Xatoto (South African Police Services, Ceres / Suid-Afrikaanse Polisie, Ceres)
Sergeant / Sersant D Davids (South African Police Services, Wolseley / Suid-Afrikaanse Polisie, Wolseley)
Sergeant / Sersant ME Africa (South African Police Services, Wolseley / Suid-Afrikaanse Polisie, Wolseley)
Ms / Me C Botha (The Haven Night Shelter / Die Haven Nagskuiling)
Mr / Mnr D van Schalkwyk (The Haven Night Shelter / Die Haven Nagskuiling)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested thereafter the Manager: Amenities and Environment to open the meeting with a prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek daarna die Bestuurder: Geriewe en Omgewing 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)

Apologies for absence from the meeting were received from Captain D Mandleliz, South African Police Services, Wolseley; Major C Truter and Captain A Ballack, South African Police Services, Prince Alfred's Hamlet.

Verskonings vir afwesigheid van die vergadering is ontvang vanaf Kaptein D Mandleliz, Suid-Afrikaanse Polisiediens, Wolseley; Majoor C Truter en Kaptein A Ballack, Suid-Afrikaanse Polisiediens, Prince Alfred's Hamlet.

RESOLVED UNANIMOUSLY

that the Committee for Community Development take notice of the apologies for absence from the meeting received from Captain D Mandleliz, South African Police Services, Wolseley; Major C Truter and Captain A Ballack, South African Police Services, Prince Alfred's Hamlet.

EENPARIGE BESLUIT

Dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die verskonings vir afwesigheid van die vergadering ontvang vanaf Kaptein D Mandleliz, Suid-Afrikaanse Polisiediens, Wolseley; Majoor C Truter en Kaptein A Ballack, Suid-Afrikaanse Polisiediens, Prince Alfred's Hamlet.

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 16 March 2017, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 16 Maart 2017 word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Community Development, held on 16 March 2017, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 16 Maart 2017, aanvaar en deur die Voorsitter onderteken word.

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

5.1 Community Police Advisory Forum (CPAF) and South African Police Services (SAPS) / Gemeenskap Polisiëringsforum (GPF) en Suid-Afrikaanse Polisiediens (SAPD) (17/07/1/R)

The report of the CPAF and SAPS will be presented verbally.

Die verslae van die GPF en die SAPD sal mondelings gelewer word.

(a) Ceres

Captain MS Xatoto (South African Police Services, Ceres reported as follows:

- Decrease pertaining to crime in general.
- Two break-ins at Pine Forest Holiday Resort were reported and an arrest was made in this regard.
- One person was murdered in Nduli.
- Two rape cases were reported in Bella Vista as well as two robberies.

Councillor N Phatsoane expressed her concern pertaining to the homeless people sleeping in the mountains and opposite Shoprite.

The Director: Community Services informed the committee that a meeting pertaining to the homeless people will be held in the John Steyn Library on Friday, 19 May 2017 at 09h00.

(b) Prince Alfred's Hamlet

Absent with an apology / Afwesig met verskoning.

(c) Wolseley

Sergeant D Davids South African Police Services, Wolseley reported as follows:

- Illegal structures have been erected by people coming from outside the Witzenberg near the Sewerage Plant in Kluitjieskraal, Wolseley.

Director: Community Services informed the committee that Management is aware of the matter and is currently busy with an investigation.

- During raids it was found that people are stealing electricity.

The Chairperson requested that the South African Police Services report the theft of electricity to the Witzenberg Municipality Emergency Control Room.

(d) Tulbagh

Absent without an apology / Afwesig sonder verskoning.

RESOLVED

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.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die verslae gelewer deur die Gemeenskap Polisiëringsforums en Suid-Afrikaanse Polisiediens en dat die verslae aanvaar word.

5.2 Community Services: The Haven Night Shelter: March and April 2017/ Gemeenskapsdienste: Die Haven Nagskuiling: Maart en April 2017 (17/16/3/1)

The following monthly reports of The Haven Night Shelter are attached:

Die volgende maandverslae van Die Haven Nagskuiling vir word ingebind:

- | | | |
|-----|--------------------|--------------------------------|
| (a) | March / Maart 2017 | Annexure / Bylae 5.2(a) |
| (b) | April 2017 | Annexure / Bylae 5.2(b) |

RESOLVED

that the Committee for Community Development takes notice of the content of the report of The Haven Night Shelter and same be accepted.

RESOLVED

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslag van Die Haven Nagskuiling en dat die verslag aanvaar word.

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE

6.1 Monthly reports of the Section Socio-Economic Development for March and April 2017 / Maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Maart en April 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) | March / Maart 2017 | Annexure / Bylae 6.1(a) |
| (b) | April 2017 | Annexure / Bylae 6.1(b) |

The committee request that the Director: Community Services instructs the Manager: Amenities and Environment to repair the loose windows inside the Training Room at the E-Centre in Wolseley.

RESOLVED

- (a) *that the Committee for Community Development takes notice of the content of the reports of the Section Socio-Economic Development for March and April 2017 and same be accepted.*
- (b) *that the Director: Community Services instructs the Manager: Amenities and Environment to repair the loose windows inside the Training Room at the E-Centre in Wolseley.*

BESLUIT

- (a) *dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die verslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Maart en April 2017 en dat die verslae aanvaar word.*
- (b) *dat die Direkteur: Gemeenskapsdienste die Bestuurder: Geriewe en Omgewing beopdrag om die los vensters by die Opleidingskamer by die E-Sentrum te Wolseley herstel.*

6.2 Monthly reports of the Section Libraries for March and April 2017 / Maandverslae van die Afdeling Biblioteke vir Maart en April 2017 (9/1/2/4)

The following monthly reports of the Section Libraries are attached:

Die volgende maandverslae van die Afdeling Biblioteke word ingebind:

- | | | |
|-----|--------------------|--------------------------------|
| (a) | March / Maart 2017 | Annexure / Bylae 6.2(a) |
| (b) | April 2017 | Annexure / Bylae 6.2(b) |

RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Section Libraries for March and April 2017 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Biblioteke vir Maart en April 2017 en dat die verslae aanvaar word.

6.3 Monthly reports of the Section Amenities and Environment for March en April 2017 / Maandverslae van die Afdeling Geriewe en Omgewing vir Maart en April 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) | March / Maart 2017 | Annexure / Bylae 6.3(a) |
| (b) | April 2017 | Annexure / Bylae 6.3(b) |

The Committee expressed their concern pertaining to littering in open public spaces.

Councillor N Phatsoane mentioned the possibility that the Municipality consider appointing unemployed people within the communities to control and monitor the skips in public open spaces.

The Chairperson requested the Director: Community Services to investigate the feasibility and sustainability with regard to the monitoring and control of skips through the Expanded Public Work Program.

The Director: Community Services thanked the committee for assisting with the establishment of a Sports Forum for Tulbagh. The appointment of a Sports Development Officer is critical to drive the forums.

RESOLVED

- (a) *that the Committee for Community Development takes notice of the content of the monthly reports of the Section Amenities and Environment for March and April 2017 and same be accepted.*
- (b) *that the Director: Community Services investigates the feasibility and sustainability to monitor and control the skips though the Expanded Public Work Programme.*

BESLUIT

- (a) *dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Geriewe en Omgewing vir Maart en April 2017 en dat die verslae aanvaar word.*
- (b) *dat die Direkteur: Gemeenskapsdienste ondersoek instel na die haalbaarheid en volhoubaarheid om die skips deur die Expanded Public Work Programme te laat monitor en te beheer.*

6.4 Monthly reports of the Section Resorts and Swimming Pools for March and April 2017 / Maandverslae van die Afdeling Oorde en Swembaddens vir Maart en April 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) | March / Maart 2017 | Annexure / Bylae 6.4(a) |
| (b) | April 2017 | Annexure / Bylae 6.4(b) |

RESOLVED

that the Committee for Community Development takes notice of the content of the monthly reports of the Section Resorts and Swimming Pools for March and April 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 Maart en April 2017 en dat die verslae aanvaar word.

6.5 Monthly reports: Section Disaster and Emergency Management and Fire Services for March and April 2017 / Maandverslae: Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Maart en April 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) | March / Maart 2017 | Annexure / Bylae 6.5(a) |
| (b) | April 2017 | Annexure / Bylae 6.5(b) |

The Director: Community Services informed the committee that four Cadet Fire Fighters vacancies were advertised with the closing date of 29 May 2017.

RESOLVED

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 March and April 2017 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die maandverslae van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Maart en April 2017 en dat die verslae aanvaar word.

6.6 SDBIP reports: Department Community Services: February and March 2017 / SDBIP-verslae: Departement Gemeenskapsdienste: Februarie en Maart 2017 (5/1/5/9)

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

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

- | | | |
|-----|---------------------------|--------------------------------|
| (a) | February / Februarie 2017 | Annexure / Bylae 6.6(a) |
| (b) | March / Maart 2017 | Annexure / Bylae 6.6(b) |

RESOLVED

that the Committee for Community Development takes notice of the content of the SDBIP reports of the Department Community Services for February and March 2017 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem van die inhoud van die SDBIP-verslag van die Departement Gemeenskapsdienste vir Februarie en Maart 2017 en dat die verslae aanvaar word.

6.7 Risk Management: Risk Matrix Report: Third 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, Third quarter of 2016/2017, dated 31 March 2017, 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 for Community Development takes notice of the Risk Matrix Report for the third quarter of 2016/2017 and same be accepted.*
- (b) *that the Director: Community Services request the Head: Internal Audit to make a presentation pertaining to the Risk Matrix Report of the third quarter of 2016/2017 at the next meeting.*

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Lease agreement: Vrolike Vinkies Crèche (07/1/4/1)

A memorandum received from the Director: Community Services dated 13 February 2017 is attached as **annexure 7.1**.

RESOLVED

To recommend to Executive Mayor and Mayoral Committee and Council:

- (a) *that the lease agreement with Vrolike Vinkies Crèche be extended for another three-year period for the purposes of operating an Early Child Development Centre in collaboration with Witzenberg Municipality and the Department of Social Development.*
- (b) *that Council considers granting Vrolike Vinkies Crèche the option of renewal of the new lease agreement and the termination of the contract.*
- (c) *that the fair market value is not applicable due to the economic and community value that are received in exchange for the lease of the asset (MFMA Section 14.2 b). Council must determine the rental amount.*
- (d) *that Council gives approval for the erection of Nutech buildings, subject to the approval of building plans by the Municipality Town Planning Department.*

- (e) *that the Nutech buildings will become the property of Council after the lease period has expired or have been cancelled for whatever reason.*
- (f) *that the erection of the Nutech Buildings and any new connection and / or installation of services for the Nutech buildings are for the account of Vrolike Vinkies Crèche.*
- (g) *that all maintenance to the Nutech Buildings, which includes the inside and outside of the property as well as the structure thereof, will be the responsibility of Vrolike Vinkies Crèche.*
- (h) *that the application for the erection of the Nutech Buildings by Vrolike Vinkies Crèche situated at erf 2019 be approved but based on the following conditions:*
 - (i) *that the construction of the structures complies with the National Building Regulations.*
 - (ii) *That no construction may commence prior to the approval of building plans.*
- (i) *that the Municipal Manager be mandated to sign the lease agreement on behalf of Council.*

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

None / Geen

NOTED / AANGETEKEN

9. VERDAGING / ADJOURNMENT

Die vergadering verdaag om 11:35. / The meeting adjourned at 11:35.

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, 18 MAY 2017 AT 14:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR KORPORATIEWE EN FINANSIËLE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 18 MEI 2017 OM 14:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Alderman / Raadsheer

H Smit (Chairperson / Voorsitter)

Councillors / Raadslede

D Kinnear
T Mgoboza

Other councillors

R Simpson

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr C Kritzing (Director: Finance / Direkteur Finansies)
Mr / Mnr A Raubenheimer (Deputy Director: Finance / Adjunk-Direkteur Finansies)
Mr / Mnr M Frieslaar (Manager: Supply Chain / Bestuurder: Voorsieningskanaal)
Mr / Mnr A Hofmeester (Manager: IDP / Bestuurder: IDP)
Mr / Mnr M Green (Manager: Traffic Services / Bestuurder: Verkeersdienste)
Mr / Mnr W Mars (Manager: Financial Administration / Bestuurder: Finansiële Administrasie)
Ms / Me A Human (Acting Manager: Income / Waarnemende Bestuurder: Inkomste)
Mr / Mnr C Wessels (Manager: Administration / Bestuurder: Administrasie)
Mr / Mnr G Botha (Superintendent: Traffic Services / Superintendent: Verkeersdienste)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

Die Voorsitter heet almal teenwoordig welkom en versoek daarna die Adjunk-Direkteur: Finansies om die vergadering met 'n gebed te open.

NOTED / AANGETEKEN

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

Application for leave of absence from the meeting was received from Alderman J Schuurman (ANC).

Apologies for absence from the meeting were received from the Director: Corporate Services, Manager: Human Resources, Senior Legal Advisor, Head: Internal Audit and Manager: Marketing and Communication.

Aansoek om verlof tot die afwesigheid van die vergadering is ontvang vanaf Raadslid J Schuurman (ANC)

Verskoning vir afwesigheid van die vergadering is ontvang vanaf die Direkteur: Korporatiewe Dienste, Bestuurder: Menslike Hulpbronne, Senior Regsadviseur, Hoof: Interne Oudit en Bestuurder: Bemaking en Kommunikasie.

RESOLVED

- (a) *that the application for leave of absence from the meeting recieved from Alderman J Schuurman (ANC) be approved and accepted.*
- (b) *that notice be taken of the apologies received, from the Director: Corporate Services, Manager: Human Resources, Senior Legal Advisor, Head: Internal Audit and Manager: Marketing and Communication.*

BESLUIT

- (a) *dat die aansoek om verlof vir die afwesigheid van die vergadering ontvang vanaf Raadsheer J Schuurman (ANC) goedgekeur en aanvaar word.*
- (b) *dat kennis geneem word van die verskonings ontvang vanaf Direkteur: Korporatiewe Dienste, Bestuurder: Menslike Hulpbronne, Senior Regsadviseur, Hoof: Interne Oudit en Bestuurder: Bemaking en Kommunikasie.*

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 16 Maart 2017 are attached as **annexure 3.1**.

Die notule van 'n vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 16 March 2017 word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services held on 16 March 2017 be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste gehou op 16 Maart 2017 goedgekeur en deur die Voorsitter onderteken word.

3.2 Outstanding matters / Uitstaande sake

File Reference number	Heading, item no and date	Directorate	Action	Progress	Target date
16/4/2	Item 7.2 of 16 March 2017 Closing up the Alley Situated on a Portion of Erf 2622, Skoonvlei	Office of the Municipal Manager	(a) that the matter in respect of the alley situated on a portion of erf 2622, Skoonvlei be held in abeyance until the next meeting. (b) The Municipal Manager mentioned that the report from the Valuer in respect of a portion of erf 2622, is awaiting.	Senior Legal Advisor	

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

None / Noted

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUE MET AFGEVAARDIGDES

None / Noted

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Monthly reports: Department: Corporate Services: March and April 2017 / Maandverslae: Departement: Korporatiewe Dienste: Maart en April 2017 (09/1/2/1)

The following monthly reports is of the Department: Corporate Services are attached:

Die volgende maandverslae van die Departement: Korporatiewe Dienste word ingebind:

- | | | |
|-----|--------------------|--------------------------------|
| (a) | March / Maart 2017 | Annexure / Bylae 6.1(a) |
| (b) | April 2017 | Annexure / Bylae 6.1(b) |

RESOLVED

that the Committee for Corporate and Financial Service takes notice of the content of the monthly reports of the Department: Corporate Services for March and April 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 Maart en April 2017 en dat die verslae aanvaar word.

6.2 SDBIP reports: Department: Corporate Services: February and March 2017 / SDBIP verslae: Departement: Korporatiewe Dienste: Februarie en Maart 2017 (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) | February / Februarie 2017 | Annexure / Bylae 6.2(a) |
| (b) | March / Maart 2017 | Annexure / Bylae 6.2(b) |

RESOLVED

that the Committee for Corporate and Financial Services takes notice of the content of the SDBIP reports of the Department: Corporate Services for February and March 2017 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 Februarie en Maart 2017 en dat die verslae aanvaar word.

6.3 SDBIP reports: Office of the Municipal Manager: February and March 2017 / SDBIP-verslae: Kantoor van die Munisipale Bestuurder: Februarie en Maart 2017 (05/1/5/8)

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

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

- | | | |
|-----|---------------------------|--------------------------------|
| (a) | February / Februarie 2017 | Annexure / Bylae 6.3(a) |
| (b) | March / Maart 2017 | Annexure / Bylae 6.3(b) |

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 February and March 2017 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 Februarie en Maart 2017 en dat die verslae aanvaar word.

6.4 SDBIP reports: Department: Finance: February and March 2017 / SDBIP verslae: Departement: Finansies: Februarie en Maart 2017 (05/01/5/9)

The following SDBIP reports of the Department: Finance are attached:

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

- | | | |
|-----|---------------------------|--------------------------------|
| (a) | February / Februarie 2017 | Annexure / Bylae 6.4(a) |
| (b) | March / Maart 2017 | Annexure / Bylae 6.4(b) |

RESOLVED

that the Committee for Corporate and Financial Services takes notice of the SDBIP reports of the Department Finance for February and March 2017 and same be accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem van die SDBIP-verslae van die Departement: Finansies vir Februarie en Maart 2017 en dat die verslae aanvaar word.

6.5 Risk Management: Risk Matrix Report: 3rd 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, 3rd quarter of 2016/2017, dated 31 March 2017, 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 Committee for Corporate and Financial Services takes notice of the Risk Matrix Report for the third Quarter of 2016/2017 and same be accepted.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Monthly reports of the Department: Finance: February and March 2017 / Maandverslae: Departement: Finansies: Februarie en Maart 2017 (9/1/2/2)

The following monthly reports of the Department: Finance are attached:

Die volgende maandverslae van die Departement: Finansies word ingebind:

- | | | |
|-----|---------------------------|--------------------------------|
| (a) | February / Februarie 2017 | Annexure / Bylae 7.1(a) |
| (b) | March / Maart 2017 | Annexure / Bylae 7.1(b) |

RESOLVED

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

that the content of the monthly reports of the Department: Finance for February and March 2017 be noted and same be accepted.

BESLUIT

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

dat kennis geneem word van die inhoud van die maandverslae van die Departement: Finansies vir Februarie en Maart 2017 en dat die verslae aanvaar word.

7.2 Quarterly Budget Statement: 1 January 2017 until 31 March 2017 / Kwartaallikse Begroting Staat: 1 Januarie 2017 tot 31 Maart 2017 (9/1/2/2/736)

The Quarterly Budget Statement report for the period 1 January 2017 until 31 March 2017 is attached as **annexure 7.2**.

Die Kwartaallikse Begroting Staat verslag vir die tydperk 1 Januarie 2017 tot 31 Maart 2017 word ingebind as **bylae 7.2**.

RESOLVED

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

that notice be taken of the content of the Quarterly Budget Statement report for the period 1 January 2017 until 31 March 2017 and same be accepted.

BESLUIT

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

dat kennis geneem word van die inhoud van die Kwartaallikse Begroting Staat vir die tydperk 1 Januarie 2017 tot 31 Maart 2017 en dat die verslag aanvaar word.

7.3 Application for Extension of Liquor Trading Days (Sunday Trading) in Terms of Section 7 of Witzenberg Municipality Amended By-Law on Liquor Trading Days and Hours - 2016: Coburn Liquors, Bella Vista / 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: Coburn Liquors, Bella Vista (1/1/1)

A memorandum dated 19 April 2017, received from the Legal Advisor, is attached as **annexure 7.3**.

'n Memorandum gedateer, 19 April 2017, ontvang vanaf die Regsadviseer, word ingebind as **bylae 7.3**.

RESOLVED

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 Coburn Liquors, Bella Vista not be approved.

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 Coburn Liquors, Bella Vista afgekeur word.

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

MINUTES OF THE MEETING OF THE COMMITTEE FOR HOUSING MATTERS OF WITZENBERG MUNICIPALITY HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 1 JUNE 2017 AT 10h00.

PRESENT

Councillors: Committee members

EM Sidego (Chairperson)
Z Mzauziwa
JT Phungula

Officials

Ms J Krieger (Director: Community Services)
Ms C Mackenzie (Manager: Housing)
Mr T Plaatjies (Senior Housing Officer)
Mr C Titus (Committee Clerk)
Ms W Roode (Typist)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested thereafter the senior Housing Officer to open the meeting with prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek daarna die Senior Behuisingsbeampte 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)

None / Geen

NOTED / AANGETEKEN

3. NOTULES

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

The minutes of the meeting of the Committee for Housing Matters, held on 6 April 2017, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 6 April 2017, word ingebind as **bylae 3.1**.

Minutes: Committee for Housing Matters: 1 June 2017
Notule: Komitee vir Behuisingsaangeleenthede: 1 Junie 2017

RESOLVED

that the minutes of the meeting of the Committee for Housing Matters, held on 6 April 2017, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 6 April 2017, goedgekeur en deur die Voorsitter onderteken word.

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

Leër Verwysingsnommer / File Ref. Nr.	Item nommer en datum van vergadering / Item nr. and date of meeting	Onderwerp van item / Title of item	Besluit Resolution	Verantwoordelikheid Responsibility	Opmerkings Remarks
9/1/2/2	6.3 – 6 April 2017	Risk Management: 3 rd Quarter 2016/2017 Risk Matrix Report: Committee for Housing Matters	That the matter pertaining to the Risk Matrix Report for the 3 rd Quarter of 2016/2017 for the Section Housing be held in abeyance until after the Council Workshop.	Municipal Manager / Speaker requested to hold a Council Workshop	Council Workshop not yet held. Matter stands over.

RESOLVED

- (a) *that notice be taken of the outstanding matter.*
- (b) *that the Municipal Manager and Head: Internal Audit be invited to attend the next meeting of the Committee for Housing Matters to brief the committee pertaining to the Risk Matrix Report for the 3rd quarter of 2016/2017.*

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

The Chairperson announced that Council resolved on Tuesday, 30 May 2017, that Councillor S Hugo be moved to the Committee for Corporate and Financial Services.

The Chairperson congratulated the Director: Community Services on her birthday on Monday, 29 May 2017 and wish her well.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Monthly report of the Section Housing: April 2017 / Maandverslag van die Afdeling Behuising: April 2017
(9/1/2/4)

The monthly report of the Section Housing for April 2017 is attached as **annexure 6.1**.

Die maandverslag van die Afdeling Behuising vir April 2017 word aangeheg as **bylae 6.1**.

RESOLVED

that the Committee for Housing Matters takes notice of the monthly report of the Section Housing for April 2017 and same be accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem van die maandverslag van die Afdeling Behuising vir April 2017 en dat dit aanvaar word.

6.2 SDBIP report: Section Housing: March 2017 / SDBIP-verslag: Afdeling Behuising: Maart 2017
(05/1/5/9)

The SDBIP report of the Section Housing for March 2017 is attached as **annexure 6.2**.

Die SDBIP-verslag van die Afdeling Behuising vir Maart 2017 word aangeheg as **bylae 6.2**.

The Committee enquired regarding the hand-over of the 309 Housing Project in Bella Vista.

The Manager: Housing informed the Committee that a meeting will be held with the Site Manager of ASLA on Wednesday, 7 June 2017 pertaining to the scheduled completion date for the housing project in Bella Vista.

Councillor J. Phungula informed the Committee that she experienced problems with communications e.g. notices of the hand-over of the current housing project in Bella Vista.

She furthermore requested that correspondence be forwarded two days prior to an event. The Manager: Housing informed the councillor that it is impossible to notify councillors in advance as ASLA only informs one day prior to the hand-over of houses.

RESOLVED

that the Committee for Housing Matters takes notice of the SDBIP report of the Section Housing for March 2017 and same be accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem van die SDBIP-verslag van die Afdeling Behuising vir Maart 2017 en dat dit aanvaar word.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

Geen / None

AANGETEKEN / NOTED

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

None / Geen

NOTED / AANGETEKEN

9. COMMITTEE FOR HOUSING MATTERS-IN-COMMITTEE / KOMITEE VIR BEHUISINGSAANGELEENTHEDE-IN-KOMITEE

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager / Munisipale Bestuurder

VAN / FROM: Director: Finance / Direkteur: Finansies

DATUM / DATE: 30 April 2017 / 30 April 2017

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

FINANCE MONTHLY REPORT – APRIL 2017

FINANSIES MAANDELIKSE VERSLAG – APRIL 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.

B RECOMMENDATION

It is recommended that Council takes cognisance of the monthly budget statement and supporting documentation for April 2017.

C EXECUTIVE SUMMARY

The municipality has read 94% 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 16 650 accounts amounting to R 34.6 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.2 million. The indigent cost to the municipality for the month amounts to R 1.1 million.

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

The municipality issued orders to the value of R 19.9 million of which R 0.4 million was in terms of deviations.

The municipality currently has R 86 million in its primary bank account and R 34 million in short term investments.

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 AANBEVELING

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

C OPSOMMING

Die munisipaliteit het 94% 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 16 650 rekeninge ten bedrae van R 34.6 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.2 miljoen. Die deernis subsidies vir die maand beloop R 1.1 miljoen.

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

Bestellings ter waarde van R 19.9 miljoen uitgereik, waarvan R 0.4 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 86 miljoen in die primêre bankrekening en R 34 miljoen in korttermyn beleggings.

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 wesentliche afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;
 - (ii) enige wesentliche 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:

Aktiwiteite	Feb-17	Mar-17	Apr-17
Meter lesings:			
Aantal lesings deur meterlesers	13 039	13 303	13 284
Aantal lesings geskat	1 030	800	877
Aantal lesings deur eienaars voorsien	417	398	369
Elektroniese meterlesings	70	70	70
Totale aantal meters	14 556	14 571	14 600
Afhandelingsdatum van meterlesings	13/01/2017	14/03/2017	14/04/2017
Aantal herlesing uitgevoer	216	277	269
Aantal veranderinge na herlesing	43	70	70
% meters eerste keer korrek gelees	99.67%	99.47%	99.47%
Foutiewe meters deurgegee na tegniese dept.	138	130	0
Zero verbruik na Tegniese dept.	197	70	0
Foutiewe meters vervang	34	30	76
Water Aansluitings	2	2	1
Riool Aansluitings	1	1	1
% meter geskat	7.08%	5.49%	6.01%

Nota. Skattings redes by Meterlesings	Feb-17	Mar-17	Apr-17
Meter gesluit	35	58	40
Hek Gesluit	400	276	306
Onder Grond	82	82	62
Onder Vullis/Bourommel	31	38	38
Onder Water	47	37	30
Honde	151	87	113
Meter onleesbaar	26	35	19
Kan nie meter vind	249	174	256
Ongelees	5	10	12
	4	3	1
Totaal	1030	800	877

Explanation:

Estimation Water = 665 and Electricity = 212
1 Meter Reader post vacant

Verduideliking:

Skatting water = 665 en Elektrisiteit = 212
1 Meterleser pos vakant.

Belasting uitklaringsertifikate	Feb-17	Mar-17	Apr-17
Erwe onderverdeel	1	1	1
Aansoek om uitklaring	41	29	62
Uitklaringsertifikate uitgereik	29	23	77
Akte registrasies	168	120	249
Konsolidasies van erwe	0	0	0

3.1.1.1 Billing dates

3.1.1.1 Heffingsdatums

Heffings:	Feb-17	Mar-17	Apr-17
Heffingsdatum	20/02/2017	20/03/2017	20/04/2017
Datum rekeninge gepos	27/02/2017	24/03/2017	25/04/2017
Debiteure rekonsiliasie (Debiteure/Posnommers/Ouderdoms ontleding)	01/03/2017	03/04/2017	02/05/2017
Elektrisiteit Vooruitbetaalde Rekonsiliasie	01/03/2017	03/04/2017	02/05/2017

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

Aantal informele huishoudings met toegang tot basiese dienste (sonder rekeninge)	Feb-17	Mar-17	Apr-17
- N'duli (Polo cross)	1 096	1 096	1 096
- Tulbagh (Chris Hani)	537	537	537
- Wolseley (Pine Valley)	312	312	312
Totaal	1 945	1 945	1 945

3.1.1.3 Number of customers with accounts

Aantal kliënte met rekeninge	Feb-17	Mar-17	Apr-17
Electricity - Conventional	2 895	2 897	2 896
Electricity - Prepaid	10 026	10 111	10 123
Property rates	14 101	14 222	14 294
Refuse removal	12 049	12 049	12 074
Sewerage	12 521	12 517	12 546
Water	12 481	12 479	12 504
Other	11 451	11 420	11 345
Accounts Printed	13 908	13 695	13 659
Accounts send by email	2 643	2 861	2 991

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

Service Description	Feb-17	Mar-17	Apr-17
Assessment Rates (Monthly)	2 909 038.48	2 895 977.37	2 902 761.80
Assessment Rates (Yearly)			
Electricity	17 164 517.18	22 598 548.67	23 912 585.34
Refuse Removal	2 385 889.63	2 311 725.92	2 446 539.09
Sewerage	2 480 951.05	2 449 236.39	2 378 582.56
Water Levies	3 660 091.48	4 177 241.62	3 924 565.99
Rental	25 390.36	25 586.05	25 586.05
Indigent subsidy	-1 157 613.15	-1 156 894.75	-1 147 267.61
Sundries	125 605.79	131 487.71	157 609.43
Total	R27 593 870.82	R33 432 908.98	R34 600 962.65

Explanation:

Water restriction tariffs applied to Tulbagh. Increase in Electricity usage.

Verduideliking:

Water beperking tariewe van toepassing op Tulbagh. Verhoging in Elektrisiteit verbruik.

3.1.4 Pre-paid Electricity Sales

3.1.4 Vooruitbetaalde Elektrisiteit Verkope

	Feb-17	Mar-17	Apr-17
Total Pre Paid Meters	10 026	10 111	10 123
Total Free units(Indigents)	104 550	114 900	115 050
Cost of free Units	R90 959	R99 963	R100 094
Units sold	2 241 006	2 503 242	2 365 839
Cost of units sold	R2 627 029	R2 973 903	R276 151
Vat Amount	R380 555	R430 382	R400 609
Axillary Amount	R1 901	R2 097	R1 829
Total Amount Pre Paid	R3 100 443	R3 506 345	R3 263 682

3.1.5 Indigent Households

3.1.5 Behoeftige Huishoudings

Indigent households	Feb-17	Mar-17	Apr-17
Deferments	R4 223 260.15	R 3 999 106.60	R4 182 466.1
Current	R454 196.64	R 501 633.06	R492 727.2
30 days	R428 314.93	R 332 892.57	R401 901.27
60 days	R345 148.79	R 377 280.56	R324 217.61
90 days	R305 680.82	R 318 380.61	R384 609.25
> 90 days	R10 087 333.59	R 9 662 728.26	R10 313 570.86
Total	R15 843 934.92	R15 192 021.66	R16 099 492.29

Mechanisms	Feb-17	Mar-17	Apr-17
Approved Indigent households:			
No. of households at beginning of the month:	2 653	2 638	2 633
Additions during the month	179	152	144
Cancellations during the month	194	157	170
No. of households at end of the month:	2 638	2 633	2 607
	Feb-17		
Cost of Indigent to Council(403131121)	R1 016 128	R1 015 516	R1 004 755

Explanation:

Indigent households decreased from 2 633 to 2 607

Verduideliking:

Deernis huishoudings verminder vanaf 2 633 tot 2 607.

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 30 April 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 ouderdomsanalises van Debiteure soos op 30 April 2017:

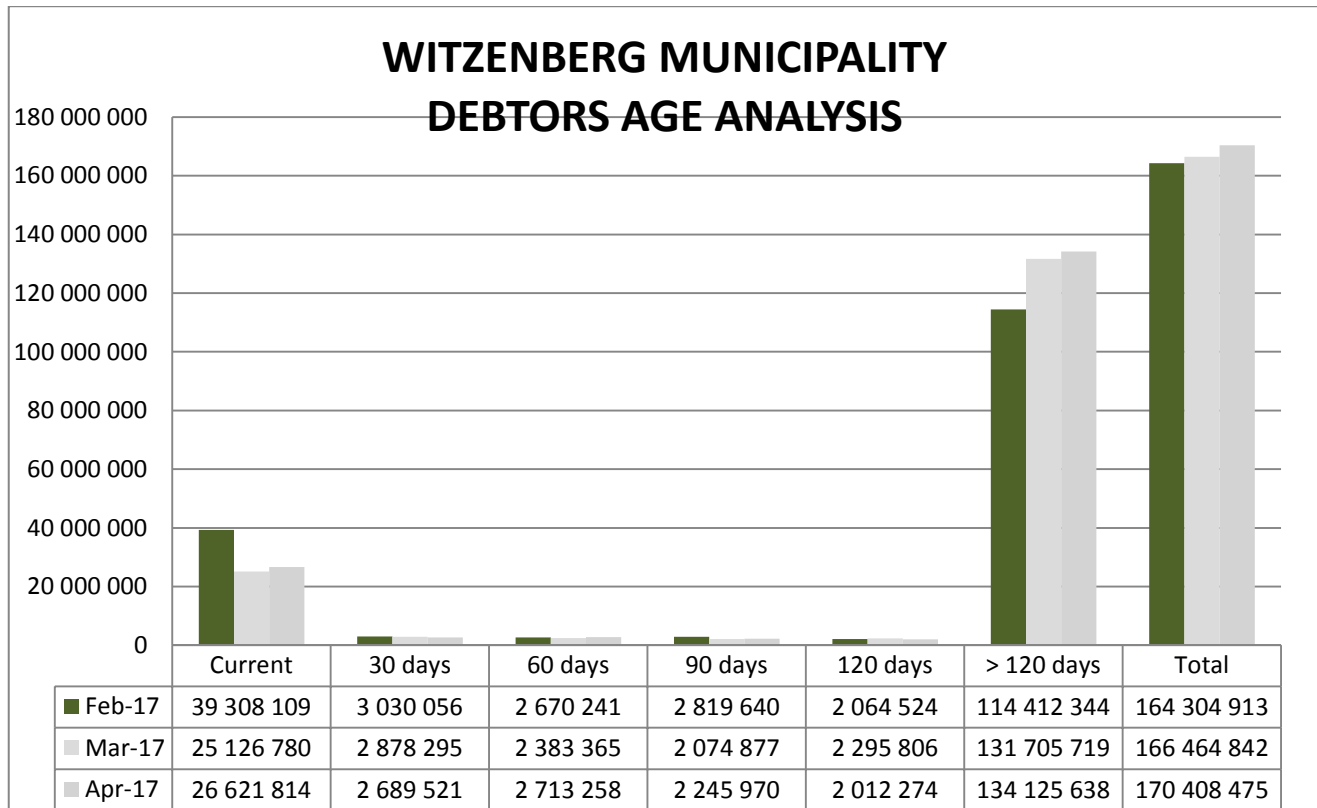
Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total -	%
Debtors Age Analysis By Income Source										
Water	4 683 555	875 836	1 109 127	901 883	733 810	920 548	5 020 541	36 690 332	50 935 633	29.89%
Electricity	16 614 542	487 333	389 489	135 065	89 174	86 491	400 907	2 225 345	20 428 347	11.99%
Property Rates	2 800 554	221 377	183 390	167 001	163 504	245 597	2 458 832	13 067 299	19 307 553	11.33%
Waste Water Management	2 395 916	551 367	497 034	494 247	480 309	441 843	2 484 155	16 314 928	23 659 799	13.88%
Waste Management	2 442 669	469 875	428 357	415 764	423 611	399 582	2 631 258	20 457 943	27 669 059	16.24%
Property Rental Debtors	46 169	17 297	17 128	16 961	16 650	17 076	95 236	905 434	1 131 952	0.66%
Interest on Arrear Debtor Accounts	62 491	42 357	67 258	73 938	81 290	110 318	1 063 981	26 857 363	28 358 996	16.64%
Recoverable Expenditure	0	0	0	0	0	0	0	0	0	
Other	-2 424 083	24 079	21 474	41 112	23 927	40 131	149 939	1 040 560	-1 082 862	-0.64%
Total By Income Source	26 621 814	2 689 522	2 713 257	2 245 970	2 012 275	2 261 585	14 304 849	117 559 204	170 408 476	100.00
Debtors Age Analysis By Customer Group										
Organs of State	1 145 280	292 206	179 468	74 671	55 439	25 566	525 487	2 167 520	4 465 637	3.03%
Commercial	14 542 553	385 741	284 247	124 242	102 449	131 584	981 843	7 197 771	23 750 430	14.25%
Households	9 832 581	1 829 733	2 062 355	1 863 389	1 679 442	1 913 647	11 398 829	102 316 963	132 896 939	77.36%
Other	1 101 400	181 841	187 188	183 668	174 944	190 788	1 398 689	5 876 951	9 295 469	5.36%
Total By Customer Group	26 621 814	2 689 521	2 713 258	2 245 970	2 012 274	2 261 585	14 304 848	117 559 205	170 408 475	100.00
%	13.58%	1.65%	1.72%	1.23%	2.59%	1.44%	9.07%	68.72%	100.00%	

3.1.8 DEBITEURE OUDERDOMSANALISE

The graph below shows a comparison of the age analysis of this month to the previous month:

3.1.8 VERGELYKING

Die grafiek hieronder vergelyk die ouderdomsanalises van hierdie maand met die vorige maand:



Explanation:

The high value of outstanding amounts is due to limited credit control processes in areas where ESKOM supplies electricity. An increase due to electricity usage for industrial clients and water restriction tariffs applied to Tulbagh.

Verduideliking:

Die hoë waarde van uitstaande skuld is as gevolg van beperkte krediet beheer maatreëls in gebiede waar ESKOM die elektrisiteit voorsien. 'n Verhoging van elektrisiteit verbruik van industriële kliente en water beperkings tariewe toegepas op Tulbagh.

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	February	March	April
Receipts			
Taxation	341,353	243,656	320,772
Sales of goods and services	24,823,086	29,292,453	27,451,176
Residential - Pre Paid meters	2,647,337	2,912,819	2,608,472
Connection fees	82,091	57,491	52,638
Trade Licences	1,263	718	776
Vehicle Licensing & Testing	48,028	94,982	114,466
Motor Vehicle Licensing	133,018	226,134	341,592
Transgressions Roadworthy Certificates	2,950	3,398	5,286
Rental of Facilities	790,110	679,295	249,381
Traffic Fines	184,859	157,073	238,043
Building Plan Fees	42,444	42,070	96,701
Bulk Service Levy	8,316	6,931	-
Other Income	108,923	149,044	111,531
Government Grants - Capital	2,300,000	23,060,310	-
Government Grants	2,334,000	-	538,616
Equitable share	-	14,934,000	-
Interest	609,452	463,245	646,854
Payments			
Employee costs	(9,939,277)	(11,282,605)	(10,354,061)
Suppliers	(21,206,013)	(27,256,936)	(30,500,670)
Grant Expenditure	(821,322)	(1,007,512)	(764,004)
Finance charges	-	(514,118)	-
Transfers and Grants	-	(33,500)	(178,900)
Cash generated by operations	2,490,619	32,228,947	-9,021,331
CASH FLOW FROM INVESTING ACTIVITIES			
Purchase of Property, Plant and Equipment	(1,653,757)	(2,558,190)	(6,160,657)
Purchase of Property, Plant and Equipment funded by Grants	(1,341,827)	(5,930,669)	(3,187,835)
Purchase of Intangible Assets	-	-	-
Proceeds on Disposal of Fixed Assets	-	-	-
Net Cash from Investing Activities	(2,995,584)	(8,488,860)	(9,348,491)
CASH FLOW FROM FINANCING ACTIVITIES			
Loans repaid	-	(4,261,619)	-
New loans raised	-	-	-
Building Deposits	31,648	22,218	22,630
Consumer Deposits	56,072	42,840	21,609
Community Hall Deposits	5,122	(4,194)	2,254
Key Deposits	35,063	20,374	(64,928)
Unsolved Direct Deposits	(5,655)	349,859	(217,767)
Investments (made)/realised	(80,000,000)	23,000,000	23,000,000
Net Cash from Financing Activities	(79,877,751)	19,169,478	22,763,799
Other Cash Flow Transactions	(512,003)	(703,956)	592,333
NET INCREASE/(DECREASE IN CASH AND CASH EQUIVALE	(80,894,719)	42,205,609	4,986,310
Cash the beginning of the month	119,620,724	38,726,005	80,931,615
Cash the end of the month	38,726,005	80,931,615	85,917,925

Explanation:

The increase in cash is due to investments matured.

Verduideliking:

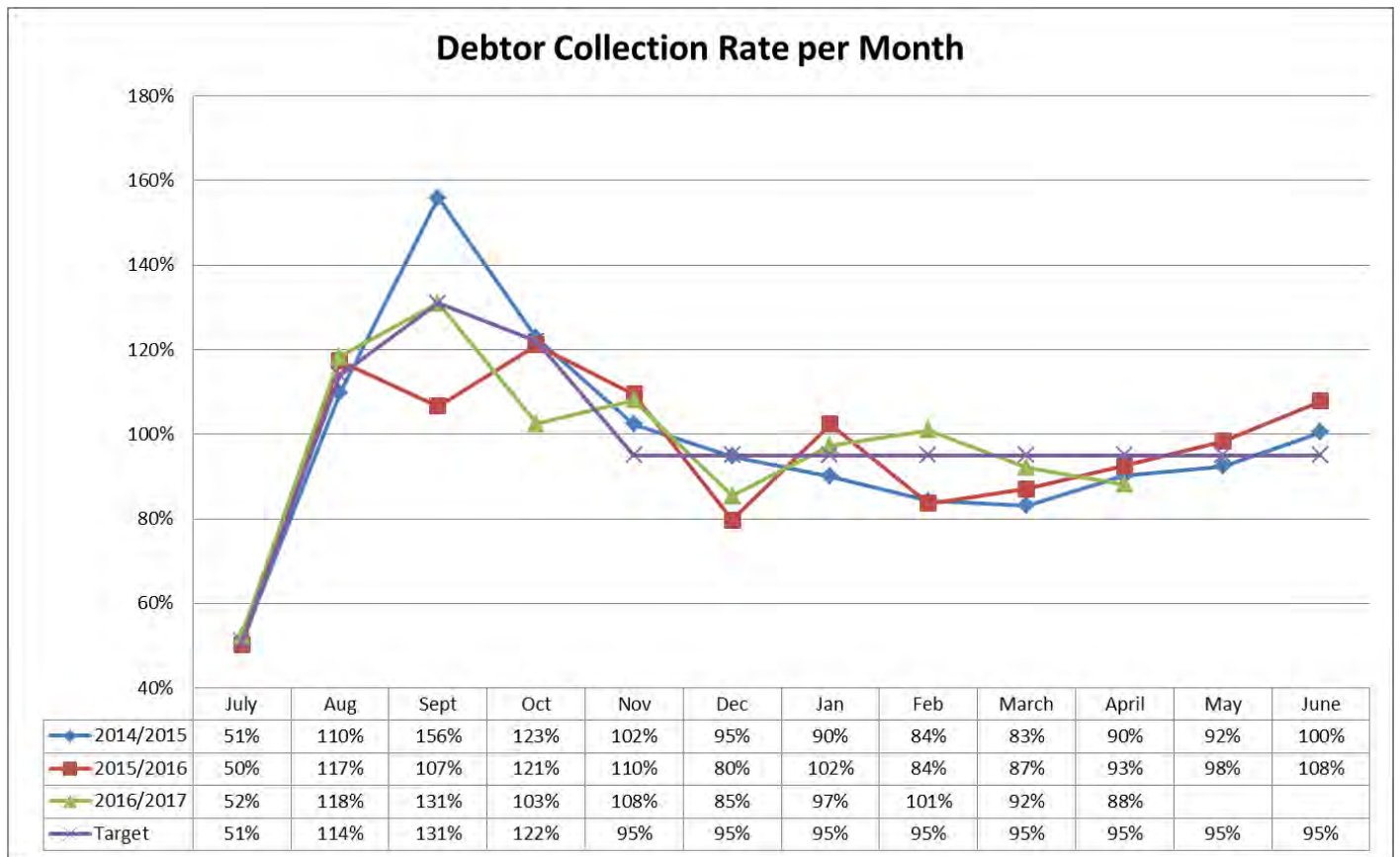
Die styging in kontant is as gevolg van belegging onttrek.

3.1.9.1 Receipting

3.1.9.1 Erkenning van Ontvangste

<i>Cashiers:</i>	Feb-17	Mar-17	Apr-17
Average of all Cashiers			
Number of transactions	7 170	6 727	4 849
Number of days operational	135	198	198
Number of receipts cancelled	25	21	17
Amount receipted	R 81 545 121.42	R 92 246 787.00	R 54 604 209.80
Value of variances in end of days - Surplus/(Shortage)			
Average number of transactions per day	53.11	33.97	24.49
Percentage cancelled receipts	0.35%	0.31%	0.35%
Percentage variances in end of days	0.00%	0.00%	0.00%

3.1.10 DEBTOR COLLECTIONS RATE PER MONTH



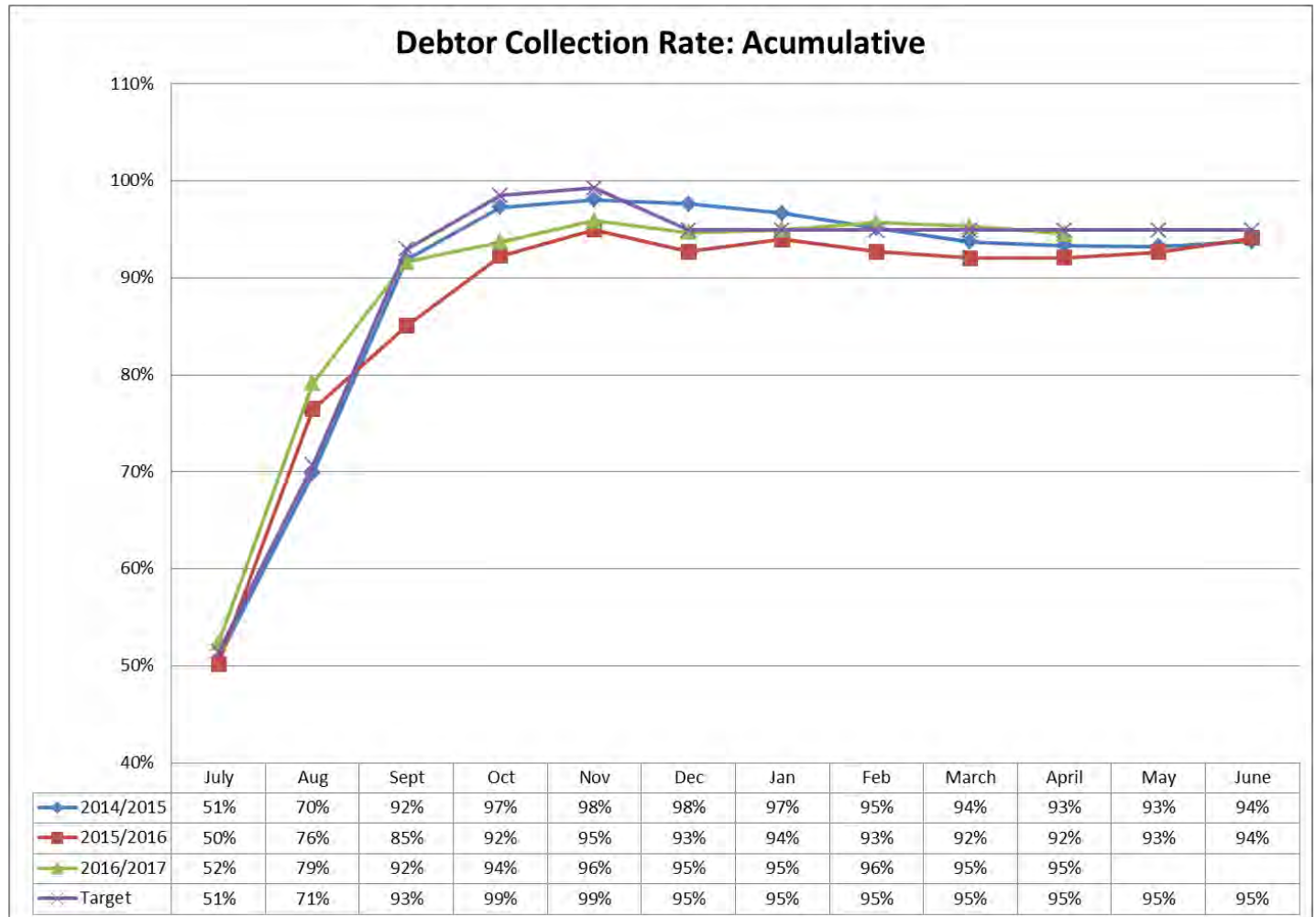
Explanation:

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 April 2017 amounts to 98% which in comparison to the previous year 93%.

Verduideliking:

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 95%, terwyl die syfer vir April 2017 - 88% beloop in vergelyking met die vorige jaar 93%.

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 95%.

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 95% beloop.

3.1.12 SUMMARY OF OUTSTANDING DEBT

Die tabel hieronder verskaf 'n opsomming van uitstaande skuld:

	Feb-17	Mar-17	Apr-17
Councillors:	R	R	R
Deferments	72 436.16	67 798.35	-23 537.66
Current	21 174.27	13 710.54	14 896.86
30 days	4 093.47	8 066.73	6 471.23
60 days	2 806.24	2 766.6	3 022.26
90 days	3 027.74	2 829.68	2 735.70
> 90 days	119 535.99	120 284.18	121 101.05
Total	223 073.87	215 456.08	124 689.44
Employees:			
Deferments	58 622.3	135 962.3	110 360.99
Current	120 601.96	61698.88	62 622.13
30 days	13 404.15	19575.45	13 268.91
60 days	3 192.96	3697.33	3 002.14
90 days	2 054.58	1975.93	1 861.27
> 90 days	50 566.33	51471.31	74 443.74
Total	248 442.28	274 381.20	265 559.18
Government Departments:			
Current	965 692.00	994 545.00	1 145 280.00
30 days	339 646.00	240 343.00	292 206.00
60 days	287 460.00	127 351.00	179 468.00
90 days	279 016.00	86 608.00	74 671.00
> 90 days	3 345 951.00	2 819 451.00	2 774 012.00
Total	5 217 765.00	4 268 298.00	4 465 637.00
Schools & Hostels:			
Deferment	-29 674.3	-26 048.15	-8 092.6
Current	219 151.68	264338.64	263 667.87
30 days	83 650.90	44545.98	54 984.93
60 days	86 210.23	61038.36	10 188.15
90 days	48 825.62	52954.43	2 212.24
> 90 days	517 017.95	92110.61	46 928.28
Total	925 182.08	488 939.87	369 888.87

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:	Feb-17	Mar-17	Apr-17
No. of customers on the disconnections lists	3 434	2 422	2 927
No. already block	1 616	1 672	1 541
No. of tampering's			387
No. of new disconnections for the month:			
- Prepaid	1 745	641	641
- Conventional	73	67	69
Number reconnected:			
- Prepaid	745	583	542
- Conventional	58	45	61
Reconnected :due to faulty groupings and Indigent and poor households			144
No. of customers still disconnected	1 672	1 541	1 564
% of disconnections executed	100%	98%	90%

Explanation:

The number of connections already blocked is a concern. The process to investigate possible tampering's commenced during April.

Verduideliking:

Die aantal aansluitings was reeds geblok is, is kommer wekkend. Die proses om moontlike onwettige aansluitings te ondersoek is in April begin.

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
08/2/14/56	Translation services from English to Afrikaans and vice versa for Witzenberg municipality	16-May-2017
08/2/14/57	Translation services from English to Isixhosa and vice versa for Witzenberg municipality	16-May-2017
08/2/14/67	Supply and delivery of wooden stacking chairs	23-May-2017
08/2/14/68	Supply and delivery of crushed stone aggregate and sand	30-May-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
08/2/14/62	Supply and delivery of computer equipment	03-May-2017
08/2/14/64	Supply, delivery and installation of play detector for testing station	04-May-2017
08/2/14/69	Cleaning of public toilets at Op die Berg	09-May-2017
08/2/14/71	Supply, delivery and offloading of wooden transmission poles	08-May-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 (Re-advertisement)	24-Mar-2017	18-Apr-2017	J Samuel
08/2/14/07	Supply, delivery and installation of new Fibreglass lining at Die Eiland swimming pool	22-Mar 2017	21-Apr-2017	J Samuel
08/2/14/25	Supply Delivery And Installation Of Wooden - Laminated Flooring (Re-advertisement)	22-Mar 2017	19-Apr-2017	J Samuel
08/2/14/39	Supply and delivery of Smart water meters	11-Apr-2017	Awaiting	A Human
08/2/14/47	Supply and delivery of (two) 2 steel containers converted into complete toilets for Lyell street sports field	25-Apr-2017	Awaiting	H Truter
08/2/14/55	Supply and delivery of turbidity meters, dissolved oxygen meters, PH meters and chlorine meters	13-Mar 2017	05-Apr-2017	N Jacobs

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
08/2/14/41	Training of municipal officials on handle and use of fire arms	10-Feb-2017	25-Apr-2017	I Swartbooi
08/2/14/53	Maintenance of ablution facilities Lyell street sports ground Ceres	31-Mar-2017	Awaiting	H Truter
08/2/14/60	Supply & delivery of weaponry items for Traffic and law enforcement officers	31-Mar-2017	24-Apr-2017 Referred back	M Green
08/2/14/63	Supply, delivery and registration of two (2) carry all sewer rod trailers (Re-advertisement)	31-Mar-2017	10-Apr-2017	N Jacobs
08/2/14/65	Supply, delivery and installation of new stage curtains, Ceres Town Hall	18-Apr-2017	Awaiting	H Truter

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
08/2/14/45	Bulk electrical upgrading for the Vredebes area in Ceres	24-Mar-2017	03-Apr-2017	19-Apr-2017 28-Apr-2017	P van den Heever

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-*

- (a) *the amount of the award;*
- (b) *The name of person to whom the award was made; and*
- (c) *The reason why the award was made to that person."*

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

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) *die bedrag van die toekenning;*
- (b) *Die naam van die persoon aan wie die toekenning gemaak is, en*
- (c) *Die rede waarom die toekenning gemaak is aan daardie persoon."*

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

No bid was awarded by the Bid Adjudication Committee during the month of April 2017.

Geen tender was toegeken deur die Tender Toekenningskomitee gedurende April 2017 nie.

No bid was awarded by the Accounting Officer during the month of April 2017.

Geen tender was toegeken deur die Rekenpligtige Beampte gedurende April 2017 nie.

The following bid was awarded by the Bid Adjudication Committee during the month of April 2017 in terms of paragraph 45 (2) of the Supply Chain Management Policy and paragraph 37 (2) of the Supply Chain Regulations:

Die volgende mededingende tender was toegeken deur die Tender Toekenningskomitee gedurende April 2017 in terme van paragraaf 45 (2) van die Voorsienings kanaal beleid en paragraaf 37 (2) van die Voorsienings kanaal regulasies:

Bid ref number	Date	Name of supplier	Brief description of services	Value (incl. VAT)
Unsolicited bid	19-Apr-2017	Silverdale Projects (Pty) Ltd	Appointment of project manager to investigate the establishment of an agricultural processing and fresh produce hub for Wolseley	R 800 000.00 (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 April 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 April 2017:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/14/49	11-Apr-2017	Rental and refilling of Oxygen, Acetylene and Nitrogen containers	No bids received
08/2/14/50	28-Mar 2017	Supply and delivery of a high molecular weight polyelectrolyte for a period of 24 months	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"*

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"*

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."*

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
146099	06-Apr-2017	Human Communications (Pty) Ltd	Advertisement of post: Senior Public Relations Officer	Lowest responsive quotation	R 7 724.39 (Incl. VAT)	Chief Financial Officer
146189	12-Apr-2017	Forms Media Independent Africa	Supply and Delivery of 75 Section 341 Traffic Notice Books	Lowest responsive quotation	R 3 975.75 (Incl. VAT)	Chief Financial Officer
146202	12-Apr-2017	Human Communications (Pty) Ltd	Advertisement: Bid 08/2/14/56 and Bid 08/2/14/57	Lowest responsive quotation	R 8 481.65 (Incl. VAT)	Chief Financial Officer
146258	18-Apr-2017	Ceres Spar (Ablaze Trading 248)	Supply and Delivery of Daily News Papers for May 2017	Only responsive quotation	R 4 718.40 (Incl. VAT)	Chief Financial Officer
146337	21-Apr-2017	Boland Toilet Services (Pty) Ltd	Hiring of Mobile toilets for Sports Event on 29 April 2017	Only responsive quotation	R 2 800.02 (Incl. VAT)	Chief Financial Officer
146374	24-Apr-2017	A to Z Office Supplies CC	Supply and Delivery of 1100x450x400 Oak Melamine Podium	Only responsive quotation	R 3 019.92 (Incl. VAT)	Chief Financial Officer
146395	25-Apr-2017	Geniprint (Pty) Ltd	Supply and Delivery of 10 Original Tally Genicom 6600/6800 Ribbons	Lowest responsive quotation	R 13 201.20 (Incl. VAT)	Chief Financial Officer
146431	26-Apr-2017	Human Communications (Pty) Ltd	Advertisement: Bid 08/2/14/67 and Bid 08/2/14/68	Lowest responsive quotation	R 8 481.65 (Incl. VAT)	Acting 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.

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of April 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.

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van April 2017:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/14/42	25-Apr-2017	S & R Trading	Supply and delivery of two new heavy duty 4 blade Slashers (Re-advertisement)	Bidder scored the highest points	R 72 732.00 (incl. VAT)	Director: Community Services

3.2.1.8 Appeals

The following appeals were lodged and is being dealt with by the Accounting Officer:

3.2.1.8 Appèlle

Die volgende appèlle is ontvang en word hanteer deur die Rekenpligtige beampte:

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Outcome
08/2/13/82	Provision of security services	20 March 2017	Venus Security Solutions	BBBEE status and verification	Matter is under review with the Accounting officer
08/2/13/82	Provision of security services	27 March 2017	Bizstorm 51 CC T/A Global Force	Non-compliance of pre-qualification criteria	Matter is under review with the Accounting officer
08/2/13/82	Provision of security services	28 March 2017	Isivile Security services (PTY) Ltd	Award to company in Western Cape	Matter is under review with the Accounting officer
08/2/13/82	Provision of security services	28 March 2017	Secunet Security Services	Company awarded to has no infrastructure in Witzenberg	Matter is under review with the Accounting officer
08/2/13/82	Provision of security services	23 March 2017	Star Security Services	Claim previous experience submitted was sufficient	Matter is under review with the Accounting officer

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 April 2017 which totals R 387 449.86:

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 April 2017 wat beloop op die totaal van R 387 449.86:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
03-Apr-17	Bytes System Integration	Kronos Software training	Impractical	146003	17 410.08

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Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
04-Apr-17	Witzenberg Herald	Notice of 2017/2018 Draft Budget	Impractical	146033	4 264.00
04-Apr-17	Eskom	Cost Estimate fee, Wolseley: NMD increase	Single supplier	146038	67 650.01
06-Apr-17	Total Client Services Limited	Month extension of license	Single supplier	146094	18 610.51
07-Apr-17	AMEU (Association of Municipal Electricity Utilities)	Registration fee: Congress October 2017 - P v d Heever	Single supplier	146107	4 300.00
07-Apr-17	Witzenberg Herald	Publish Notice: Water situation and dam levels	Single supplier	146136	13 448.00
11-Apr-17	Witzenberg Herald	Publication of IDP and Budget Participation Time Schedule	Single supplier	146167	11 070.00
11-Apr-17	Witzenberg Herald	Publish Notice: Inspection of Supplementary Valuation Roll for the period 2016/2017	Impractical	146169	9 594.00
12-Apr-17	Transnet	Monthly Rental of testing facility: April 2017	Single supplier	146206	7 708.68
12-Apr-17	Witzenberg Municipality	Public Notice: Invitation to comment - Witzenberg Spatial development framework	Single supplier	146210	2 829.00
12-Apr-17	Pitney Bowes South Africa	Refilling of postage on franking machine	Impractical	146220	9 600.00
12-Apr-17	JJ's Welding & Painting Services	Supply and install double steel gates at Voortrekker Street Substation, Wolseley	Emergency	146222	12 670.00
13-Apr-17	Eddie's Sound & Lighting	Provide live sound & recordings at Public meetings	Impractical	146243	12 000.00
13-Apr-17	Witzenberg Herald	Publish Notice: Power outage for Wolseley 25 Apr 2017	Single supplier	146245	2 132.00
18-Apr-17	IDI Solutions (PTY) Ltd	Barnowl System training: G Louw	Single supplier	146260	14 250.00
20-Apr-17	Giovanni's Fisheries	Food Parcels: Emergency Workers	Emergency	146325	906.00
20-Apr-17	Ian Dickie & Co (PTY) Ltd	Hiring of water pump for Tulbagh dam	Emergency	146330	115 938.00
24-Apr-17	Conlog (PTY) Ltd	Supply of Prepaid electricity meters	Single supplier	146380	48 802.26
26-Apr-17	AAD Truck & Bus	Injector test: CT 5842	Impractical	146437	4 799.69
19-Apr-17	AAD Truck & Bus	Replace cooling fans CT: 14536	Impractical	200800	9 467.63

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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
February 2017	R 1 034 138.26	R28 924 775.34	3.58%
March 2017	R 607 499.57	R31 509 960.23	1.93%
April 2017	R 387 449.86	R19 936 245.15	1.95%

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):

	28 Febr 2017	31 March 2017	30 April 2017
Value of inventory at hand	R4 505 336.07	R6 395 943.90	R5 611 082.34
Turnover rate of total value of inventory (Norm 1,5 times for the third quarter)	1.74 times	1.32 times	1.65 times
Turnover rate excluding Chinese meters	1.77 times	1.30 times	1.67 times
Date of latest stores reconciliation	02 May 2017		
Date of last stock count	30 March 2017		
Date of next stock count	29 June 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:

	Febr 2017	March 2017	April 2017
Salaries – Cost to company	R9,939,277	R11 282 605	R10 354 061
Provisions included with salaries	R1,197,395.23	R1,218,976.73	R1,051,537.40
Number of Employees and Councillors included in run	593	596	590
Number of Ward members receiving allowance	110	117	118
Balancing amount	R1 117 656.97	R168 852.74	R550 081.65

Explanation:

Verduideliking:

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
Febr 2017	3 348 201	33 417	3 591	424	0	0	0	0	R3 385 633
March 2017	5 512 526	524 582	0	0	0	0	0	0	R6 037 108
April 2017	2 135 334	105 701	3 142	0	0	0	0	0	R4 504 797

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

Name of creditor	March 2017 Amount	April 2017 Amount	Description	Reason
ARB ELECTRICAL		R1 943.00	T CONNECTORS	DID NOT APPEAR ON STATEMENT
AFRIFELL		R20 148.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES PLANT HIRE		R423.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES SPAR		R230.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
HAMLET ELEKTRIS		R1 995.00	CONNECTION OF ELECTRICITY	DID NOT APPEAR ON STATEMENT
H S M		R63 739.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
INCLEDON		R305.00	MALE ADAPTOR	DID NOT APPEAR ON STATEMENT
KASTEN HARDWARE		R1 162.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
NOSA		R2 250.00	NOSA SAMTRAC TRAINING	DID NOT APPEAR ON STATEMENT

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Name of creditor	March 2017 Amount	April 2017 Amount	Description	Reason
KAAP AGRI		R10 129.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
RIBBENS OFFICE NATIONAL		R5 513.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
VILKO		R151.00	CISTERN	DID NOT APPEAR ON STATEMENT
WITZENBERG BRANDBLUSSERS		R855.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CDR MOTORS	R1 281.00		SERVICE OF WTZN100WP ENIGINE CLEANER,SUNDRIE	DID NOT APPEAR ON STATEMENT
PIENAAR BROS	R741.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
SIYAPHAMBILI ELECTRICAL	R509 397.00		VARIOUS GOODS DELIVERED	REFER TO CONTRACT PRICE ADJUSTMENTS IN TERMS OF THE TENDER
VILKO VILLIERSDORP	R588.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
ARB ELECTRICAL	R12 191.00		CABLE COMPOUND	DID NOT APPEAR ON STATEMENT
CERES SPAR	R79.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
INCLEDON CAPE	R305.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT

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

	February 2017	March 2017	April 2017
Total value of creditors paid	R25,022,918	R37,300,926	R40,792,065
Date of creditor reconciliation	01/03/2017	03/04/2017	02/05/2017

The table below contains the 10 highest creditor values outstanding:

Die tabel hieronder bevat die 10 hoogste uitstaande skuldeiser waardes:

Name of creditor	March 2017 Amounts Outstanding	April 2017 Amounts Outstanding	Description of goods/ services
ELSTER KENT METERING		37 483.00	VARIOUS GOODS DELIVERED
WESKAAP SAFETY		29 925.00	FIREWALK SAFETY BOOTS
KARSTEN & HARDWARE		40 558	VARIOUS GOODS DELIVERED
JC SERVICES		41 358.00	VARIOUS GOODS DELIVERED
FREMTAC FIRE AND RESCUE		41 847.00	VARIOUS GOODS DELIVERED
KAAP AGRI		43 811.00	VARIOUS GOODS DELIVERED
WITZENBERG HERALD		44 485.00	VARIOUS GOODS DELIVERED
TOURVEST TRAVEL		53 298.00	TRAVEL & ACCOMODATION
VILKO		85 931.00	VARIOUS GOODS DELIVERED

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SIYAPHABILI ELECTRICAL		594 113.00	VARIOUS GOODS DELIVERED
ARB ELECTRICAL	44 104.00		VARIOUS GOODS DELIVERED
UNIVERSAL TRADING	49 983.00		VARIOUS GOODS DELIVERED
WF CONSTRUCTION	65 208.00		SUPPLY OF SERVER NETWORKS
VILKO VILLIERSDORP	81 163.00		VARIOUS GOODS DELIVERED
CHLORCAPE	157 525.00		CHLORINE GAS SYLINDERS
JC SERVICES	167 534.00		VARIOUS GOODS DELIVERED
H S M	327 569.00		VARIOUS GOODS DELIVERED
AWV PROJECT MANAGEMENT	369 897.00		BLACK REFUSE BAGS
IKAPA RETICULATION AND FLOW	1 843 234.00		SUPPLY UPGRADE AND REPLACEMENT
JOCASTRO	1 886 700.00		MINI SUBSTATION

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	March 2017 Amounts Outstanding	April 2017 Amounts Outstanding	Description of goods/ services
MARTIN & EAST		3 699 951.97	RESEALING OF EXISTING STREETS IN WITZENBERG AREA
RUWACON		886 179.74	CONSTRUCTION NDULI RESERVOIR
SIYAPHAMBILI ELECTRICAL		876 434.46	CABLES
VENUS SECURITY		715 127.59	SECURITY SERVICES
JVZ CONSTRUCTION		581 143.09	CONSTRUCTION OF NEW 2ML RESERVOIR
SILVERDALE PROJECTS		450 938.40	INCEPTION AND DETAILED FEASIBILITY REPORT
ASLA CONSTRUCTION	4 907 269.21	3 877 529.68	VARIOUS SERVICES DELIVERED
EXEO KHOKELA CIVILS ENGINEERING	1 207 661.88	576 310.40	BELLA VISTA AFFORDABLE HOUSING DEDUCTION
JVR CONSTRUCTION	1 089 207.01	748 757.83	VARIOUS GOODS DELIVERED
AAD TRUCK & BUS	885 611.62		SUPPLY & DELIVERY OF A VACUUM SEWERAGE TANKER
NEIL LYNERS & ASSOCIATES	571 403.18		INFRASTRUCTURE SERVICES VREDEBES
SUID-KAAP WAARDEERDERS	567 810.71		GENERAL VALUATION
TRICOM AFRICA	557 441.90		SEWER PUMP STATIONS AND TREATMENT WORKS
ESKOM	17 832 297.24	20 382 052.14	ELEC
MULTIPART PETROL	352 238.97		PETROL/DIESEL
VENUS SECURITY	750 597.93		SECURITY SYSTEM

3.2.3.3 Petty Cash:

3.2.3.3 Kleinkas

Tipe Transaksie	March 2017		April 2017	
Type of transaction	Total	%	Total	%
Condolences, well wish cards, bouquets, flowers and keys for offices	R 1 903.70	36.85%	R 799.85	
Refreshments and caterings	R 2 688.70	52.04%	R 1 296.60	
Rent (Halls etc.);	R 0.00	0.00%	R 0.00	
Refunds (Library book fees)	R 105.00	2.03%	R 0.00	
Payment of clients without bank accounts	R 0.00	0.00%	R 0.00	
Temporary vehicle licensing fees and public driver permits	R 0.00	0.00%	R 0.00	
Tollgate fees when an employee is driving with an official vehicle registered in the name of council	R 0.00	0.00%	R 71.00	
Approved in terms of 5 (b) (vi) of Petty Cash policy	R 469.00	9.08%	R 404.50	
GRAND TOTAL	R 5 166.40		R 2 571.95	

Petty cash: Cash at hand reconciliation

Kleinkas:

Kontant voorhande opsomming

DESCRIPTION / BESKRYWING	Febr 2017	March 2017	April 2017
Opening cash balance	R5 000	R5 000	R5 000
Less total vouchers	(R4 446.50)	(R5 166.40)	(R2 721.95)
Replenishment during month	R2 719.95	R3 971.10	R2 278.05
Cash at hand before month-end replenishment	R3 273.45	R3 804.70	R2 721.95
Replenishment at month end	R1 726.55	R1 195.30	
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	March 2017		April 2017	
			Bank balance	Cashbook Balance	Bank balance	Cashbook Balance
Primary Bank Acc.	STANDARD BANK	203 241 819	R88,172,464	R80,922,014	R93,558,022	R85,902,945

Investments:

Beleggings:

Institution / Instansie	Febr 2017		March 2017		April 2017	
	R	% of available funds	R	% of available funds	R	% of available funds
ABSA Bank Ltd	R10,000,000	12.50%	R10,000,000	17.54%	R10,000,000	29.41%
Investec Bank Ltd	R24,000,000	30%	R24,000,000	42.11%	R24,000,000	70.59%
Nedbank Ltd	R23,000,000	28.75%	R23,000,000	40.35%		
Standard Bank of SA Ltd	R23,000,000	28.75%				
Total	R80,000,000	100%	R57,000,000	100%	R34,000,000	100%

Investment Purpose Doel van Belegging	March 2017		April 2017		May 2017	
	R	% of available funds	R	% of available e funds	R	% of available funds
Unutilised government grants	R48,925,774	61.16%	R57,000,000	100%	R34,000,000	100%
Capital Replacement Reserve (CRR)	R4,578,620	5.72%				
Provisions	R26,495,606	33.12%				
Total	R80,000,000	100%	R57,000,000	100%	R34,000,000	100%

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:	Febr 2017	March 2017	April 2017
Balances	R35,044,651	R49,718,125	R 44, 219,432

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

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

Reconciliations Rekonsiliasies	Febr 2017	March 2017	April 2017
Primary bank account	03/03/2017	04/04/2017	04/05/2017
Investment reconciliation	03/03/2017	06/04/2017	08/05/2017
Long term Liabilities	01/03/2017	05/04/2017	09/05/2017
Grant Register	13/03/2017	05/04/2017	09/05/2017

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	March 2017		April 2017	
	Number of items	Amount	Number of items	Amount
Uncleared ACB	114	R10,268,289	322	R20,187,770
Outstanding cheques	20	R15,136	25	R19,617
Transactions not in cash book	2356	R43,882	2026	R9,623,065
Receipts not cleared on Bank statement	108	R3,076,059	232	R2,929,694
Outstanding journals	2	R800	8	R450

3.3.2 Liabilities

3.3.2 Laste

Name of Institution	Interest Rate	Opening Balance	Payment (Redemption)	Interest	Closing Balance	Payments
Naam van Instansie		April 2017			April 2017	May 2017
		R			R	R
DBSA	10,75% - 17,45%	R4,487,603	R0	R0	R4,487,603	
Nedbank	13.50%	R6,748,739	R0	R0	R6,748,739	R761,095
Total		R11,236,343	R0	R0	R11,236,343	R761,095

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	April 2017	R0	02/05/2017
Traffic : Motor Registration	April 2017	R1,478,311	09/05/2017
Traffic : RTMC Fees	April 2017	R82,567	09/05/2017
Direct Deposit	April 2017	R398,852	07/05/2017
Traffic : AARTO	April 2017	R0	09/05/2017
Traffic : Drivers Licence	April 2017	R5,309	09/05/2017
Traffic : Roadworthy	April 2017	R9,100	09/05/2017
Faulty Direct Deposits	April 2017	R20,874	07/05/2017
Traffic : Nu-Traffic	April 2017	R151,806	07/05/2017
VAT	April 2017	R781,416	05/05/2017

3.3.4 INSURANCE

3.3.5 VERSEKERING

Month of Reporting: April 2017

Maandverslag: April 2017

Insurance report - ANNEXURE O

Versekeringsverslag - BYLAE O

3.3.5 ASSETS

3.3.6 BATES

Month of Reporting: April 2017

Maandverslag: April 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 monitoring 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 April 2017 / Artikel 66 vir April 2017
- Annexure H - Sect 11 for April 2017 / Artikel 11 vir April 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
 Annexure Q – Quality Certificate

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
 Bylae Q – Kwaliteit sertifikaat

Yours faithfully

Die uwe

H J Kritzingen
 CHIEF FINANCIAL OFFICER / HOOF FINANSIËLE BEAMPTTE

WITZEMBURG MUNICIPALITY										
INVESTMENT REGISTER										
Institution	Account number	Investment Purpose	Investment Type	Balance as at		Movements for the month of April				Interest Yield for the Month
				01 April 2017	R	Investments withdrawn	R	Investments made	R	
					R		R		R	
					R		R		R	
NetBank Ltd	097769103276843	Unaffiliated receipts	Fixed deposit - 2 months	57 000 000.00	23 269 232.88	23 269 232.88	0.00	269 232.88	0.00	7.73%
ABSA Bank Ltd	2070416582	Unaffiliated receipts	Fixed deposit - 4 months	23 000 000.00	23 269 232.88			269 232.88	0.00	7.65%
Standard Bank of SA Ltd	0085776831-027	Unaffiliated receipts	Fixed deposit - 1 months	10 000 000.00					0.00	7.50%
Investec Bank Ltd	1100-153079-480	Unaffiliated receipts	Fixed deposit - 3 months	24 000 000.00					24 000 000.00	7.85%

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

Year End	Month	Mun	Item	Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
2017	M10	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)	0	0	0	0	0	0	0	0	0
			0500	Pensions / Retirement deductions	0	0	0	0	0	0	0	0	0
			0600	Loan repayments	0	0	0	0	0	0	0	0	0
			0700	Trade Creditors	2 135 310	2 368 325	3 143	0	0	0	0	0	4 504 778
			0800	Auditor General	0	0	0	0	0	0	0	0	0
			0900	Other	0	0	0	0	0	0	0	0	0
			1000	Total	2 135 310	2 368 325	3 143	0	0	0	0	0	4 504 778
			TP01	Top 1 Creditor	0	0	0	0	0	0	0	0	0
			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

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B

AD : AGE ANALYSIS OF DEBTORS (All values in Rand)
 Save File as : Muncode_AD_copy_Min.XLS (e.g.: GT411_AD_2005_M10)
 Change Year End (copy) to Financial Year End (e.g.: 2005 for year 2004/2005) and Month End (Min) to Active Month (M01=July...M12=June)(e.g.: M10)
 Change Muncode to your own municipal code (e.g.: GT411)
 To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Year End	Month End	Item	Detail	30 Days	60 Days	90 Days	120 Days	150 Days	180 Days	181 Days - 1 Year	Over 1 Year	Total
2017	M10	Mun	WC022									
		1100	Debtors Age Analysis By Income Source									
		1200	Trade and Other Receivables from Exchange Transactions - Water	4 683 555	875 836	1 100 127	901 883	733 810	920 648	5 020 541	36 680 332	50 935 633
		1300	Trade and Other Receivables from Exchange Transactions - Electricity	16 814 542	487 333	389 489	135 065	89 174	86 491	400 907	2 225 345	20 428 347
		1400	Receivables from Non-exchange Transactions - Property Rates	2 800 554	221 377	183 390	167 001	163 504	245 597	2 458 832	13 067 289	19 307 553
		1500	Receivables from Exchange Transactions - Waste Water Management	2 385 916	551 387	497 034	494 247	480 308	441 843	2 484 155	16 314 828	23 659 799
		1600	Receivables from Exchange Transactions - Waste Management	2 442 669	469 875	426 357	415 764	423 611	389 582	2 631 258	20 457 943	27 669 059
		1700	Receivables from Exchange Transactions - Property Rental Debtors	46 169	17 297	17 128	16 961	16 650	17 076	95 238	905 434	1 131 952
		1810	Interest on Arrear Debtor Accounts	62 491	42 357	67 258	73 838	81 290	110 318	1 063 981	26 657 363	28 358 996
		1820	Recoverable unauthorised, irregular or fruitless and wasteful Expenditure	0	0	0	0	0	0	0	0	0
		1900	Other	-2 424 083	24 079	21 474	41 112	23 927	40 131	149 939	1 040 560	-1 082 862
		2000	Total By Income Source	26 621 814	2 689 522	2 713 257	2 245 970	2 012 275	2 261 585	14 304 849	117 559 204	170 408 478
		2100	Debtors Age Analysis By Customer Group									
		2200	Organs of State	1 145 280	282 206	179 468	74 671	55 439	25 568	525 487	2 167 520	4 465 636
		2300	Commercial	14 542 553	385 741	284 247	124 242	102 449	131 584	981 843	7 197 771	23 750 431
		2400	Households	9 832 581	1 828 733	2 062 355	1 863 389	1 679 442	1 813 847	11 398 829	102 316 963	132 888 940
		2500	Other	1 101 400	181 841	187 188	183 668	174 944	190 788	1 398 689	5 876 951	9 285 469
		2600	Total By Customer Group	26 621 814	2 689 522	2 713 257	2 245 970	2 012 275	2 261 585	14 304 849	117 559 204	170 408 478

Notes:

Property Rental Debtors: including housing and land sale debtors
 Total By Income Source = Total by Customer Group
 The total debtors amount must balance the total amount reflected for debtors on the BSAC return.
 Bad Debts=Bad Debts written off during the month
 Impairment - Bad Debts I.L.O Council Policy :
 The aim of this schedule is to ensure that the impairment contribution is done in a structured manner
 The impairment amount that is entered in this block should be the aggregated amount as per the calculation formula in the municipality
 If a formula to calculate impairment is not in place this is a tool that can be used to develop such a formula and get it approved as part of the accounting policy

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CFA : CASH FLOW STATEMENT ACTUALS / FORECASTS (All values in Rand)(Payments= +)

Save File as : Muncde_CFA_coy_Mm.XLS (e.g.: G1411_CFA_2005_M10)

Change Muncde to your own municipal code (e.g.: G1411) and Year End (copy) to Financial Year End (e.g.: 2005 for year 2004/2005)

Change Month End (Mm) to Active Month (M01=July...M12=June)(e.g.: M10) (Enter Actuals up to Active Month included and Forecast figures for months after Active Month)

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

Year	Month	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
End	2017	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Item	Mun	Detail	Cash Receipts by Source	3000	3010	3020	3030	3040	3050	3060	3070	3080	3090
3010	WC322	Property rates	3 828 271	472 419	14 212 428	5 244 692	3 319 122	3 308 705	3 054 410	3 113 601	2 643 856	0	0
3020		Property rates - penalties & collection charges	19 216	0	0	0	0	0	0	0	0	0	0
3030		Service charges - electricity revenue	15 613 307	3 683 922	15 298 075	13 829 604	14 484 813	10 975 025	10 870 842	18 822 083	18 905 851	0	0
3040		Service charges - water revenue	2 852 135	216 698	1 922 724	2 347 523	2 321 189	1 898 823	2 721 257	3 331 081	2 676 525	0	0
3050		Service charges - sanitation revenue	1 506 232	181 073	2 028 069	1 845 015	1 752 727	1 541 868	1 858 053	1 998 838	1 750 368	0	0
3060		Service charges - refuse revenue	1 715 265	177 722	1 862 877	1 766 340	1 813 026	1 615 308	1 637 060	1 991 167	1 658 810	0	0
3070		Service charges - other	-477 186	33 497 882	5 524 263	3 500 434	2 981 797	636 564	2 978 960	4 086 833	3 891 513	0	0
3080		Rental of facilities and equipment	437 511	757 615	304 222	1 416 789	849 451	574 276	812 179	700 462	252 393	0	0
3090		Interest earned - external investments	285 189	672 865	677 733	644 257	584 198	291 419	808 452	463 245	648 854	0	0
3100		Interest earned - outstanding debtors	695 217	0	0	0	0	0	0	0	0	0	0
3110		Dividends received	0	0	0	0	0	0	0	0	0	0	0
3120		Fines	100 942	108 981	190 940	249 885	318 376	186 585	184 859	157 073	238 043	0	0
3130		Licence and permits	55 414	17 640	12 179	4 132	5 961	3 817	4 213	4 115	6 063	0	0
3140		Agency services	258 107	368 439	365 263	282 384	436 591	242 204	181 048	321 116	458 058	0	0
3150		Transfer receipts - operational	24 689 000	334 000	4 181 362	0	3 259 000	19 502 000	2 334 000	14 934 000	318 616	0	0
3160		Other revenue	954 282	4 943 994	2 383 087	2 829 607	2 830 600	1 501 863	4 788 537	1 693 956	2 454 295	0	0
3170		Cash Receipts by Source	53 022 804	45 443 250	48 961 232	34 059 622	34 965 849	42 356 639	34 746 511	51 377 568	35 900 844	0	0
3180		Other Cash Flows/Receipts by Source	0	6 868 000	186 048	6 851 000	0	11 869 000	2 300 000	23 060 310	0	0	0
3190		Transfer receipts - capital	0	0	0	0	0	0	0	0	0	0	0
3200		Contributions recognised - capital & Contributed	0	0	0	0	0	0	0	0	0	0	0
3210		Proceeds on disposal of PPE	0	0	0	0	0	0	0	0	0	0	0
3220		Short term loans	0	0	0	0	0	0	0	0	0	0	0
3230		Borrowing long term/financing	0	0	0	0	0	0	0	0	0	0	0
3240		Increase (decrease) in consumer deposits	77 744	47 944	52 759	43 397	52 011	26 044	59 072	42 840	21 609	0	0
3250		Decrease (increase) in non-current debtors	0	0	0	0	0	0	0	0	0	0	0
3260		Decrease (increase) other non-current	0	0	0	0	0	0	0	0	0	0	0
3270		Decrease (increase) in non-current investments	0	0	0	0	0	0	0	0	0	0	0
3280		Total Cash Receipts by Source	53 100 648	52 459 194	49 203 039	40 954 019	35 017 860	54 251 683	37 102 583	74 480 718	59 922 453	0	0
4000		Cash Payments by Type	9 716 820	9 922 197	9 950 013	9 982 827	10 308 298	10 113 309	10 120 931	9 898 404	9 782 329	0	0
4010		Employee related costs	773 615	670 111	712 667	715 245	721 245	715 245	774 848	776 348	852 825	0	0
4020		Remuneration of councillors	73 485	62 687	58 000	84 880	58 000	60 359	116 000	58 000	58 000	0	0
4030		Collection costs	0	0	620 487	0	0	83 913	0	514 118	0	0	0
4040		Interest paid	0	19 428 402	18 529 246	11 217 544	10 640 493	11 018 451	13 252 815	15 642 366	17 878 983	0	0
4050		Bulk purchases - Electricity	0	0	0	0	0	0	0	0	0	0	0
4060		Bulk purchases - Water & Sewer	0	0	0	0	0	0	0	0	0	0	0
4070		Other materials	0	0	0	0	0	0	0	0	0	0	0
4080		Contracted services	1 083 643	410 290	1 706 287	1 016 364	2 679 202	960 094	738 140	1 632 304	1 186 231	0	0
4090		Grants and subsidies paid - other municipalities	10 000	188 387	88 677	185 930	37 668	118 886	175 400	118 500	178 900	0	0
4100		Grants and subsidies paid - other	0	0	0	0	0	0	0	0	0	0	0
4110		General expenses	8 880 539	5 949 475	5 209 141	5 955 758	6 259 555	6 402 638	6 676 109	9 303 212	10 781 664	0	0
4120		Cash Payments by Type	20 548 082	36 630 558	36 875 518	29 138 548	30 701 451	29 472 805	31 562 843	37 936 252	40 828 942	0	0
4130		Other Cash Flows/Payments by Type	5 721 741	3 132 337	3 598 517	619 689	808 522	704 860	255 940	2 159 200	5 005 789	0	0
4140		Capital assets	0	0	4 171 491	0	0	109 001	0	4 281 619	0	0	0
4150		Repayment of borrowing	28 258 432	2 996 100	5 682 854	90 946 864	-2 610 408	-12 420 720	86 179 120	-12 080 963	8 108 792	0	0
4160		Other Cash Flows/Payments	54 526 255	42 758 995	50 328 390	120 705 081	28 899 585	17 866 046	117 997 903	32 275 108	63 941 523	0	0
4170		Total Cash Payments by Type	-1 425 607	9 700 199	-1 125 341	-79 751 082	6 118 295	36 385 637	-80 895 320	42 205 610	4 980 930	0	0
4180		Net Increase/(Decrease) in Cash Held	97 039 728	95 614 121	105 314 320	104 188 979	24 437 917	30 556 212	119 623 661	80 933 951	85 914 881	85 914 881	85 914 881
4190		Cash/cash equivalents at the month/year begin:	95 614 121	105 314 320	104 188 979	24 437 917	30 556 212	66 941 848	38 728 341	80 933 951	85 914 881	85 914 881	85 914 881
4200		Cash/cash equivalents at the month/year end:	95 614 121	105 314 320	104 188 979	24 437 917	30 556 212	66 941 848	38 728 341	80 933 951	85 914 881	85 914 881	85 914 881

OSA - STATEMENT OF FINANCIAL PERFORMANCE ACTUALS (All values in Rand. See Input Form Instructions)(Select Signaling Convention: +1 or -1, Check Totals)

Save File as : Muncde_OSA_000_MunJul (e.g.: G1411_OSA_2005_M10)
 Change Year End (0000) to Financial Year End (e.g.: 2005 for year 2004/2005)
 Change Month End (Mun) to Active Month (M01=July...M12=June)(e.g.: M10)
 Change Muncde to your own municipal code (e.g.: G1411)

All functions are listed below

If function is a Municipal Entity change MunEnt 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	Committed Orders Month M10	Actual Month M10
9898				TOTAL FOR ALL FUNCTIONS		0100	OPERATING REVENUE	0	0
				TOTAL FOR ALL FUNCTIONS		0200	Property Rates	0	2 987 329
				TOTAL FOR ALL FUNCTIONS		0300	Property Rates - Penalties And Collection Charges	0	133 983
				TOTAL FOR ALL FUNCTIONS		0400	Service Charges	0	29 408 467
				TOTAL FOR ALL FUNCTIONS		0700	Rent Of Facilities And Equipment	0	331 108
				TOTAL FOR ALL FUNCTIONS		0800	Interest Earned - External Investments	0	648 854
				TOTAL FOR ALL FUNCTIONS		1000	Interest Earned - Outstanding Debtors	0	762 815
				TOTAL FOR ALL FUNCTIONS		1100	Dividends Received	0	0
				TOTAL FOR ALL FUNCTIONS		1300	Fines	0	238 043
				TOTAL FOR ALL FUNCTIONS		1400	Licenses and Permits	0	6 236
				TOTAL FOR ALL FUNCTIONS		1500	Agency Services	0	458 088
				TOTAL FOR ALL FUNCTIONS		1600	Transfers Recognised - Operating	0	7 468 085
				TOTAL FOR ALL FUNCTIONS		1610	Transfers Recognised - Capital	0	3 807 459
				TOTAL FOR ALL FUNCTIONS		1700	Other Revenue	0	303 779
				TOTAL FOR ALL FUNCTIONS		1800	Gain On Disposal Of Property, Plant & Equipment	0	0
				TOTAL FOR ALL FUNCTIONS		1800	Total Operating Revenue Generated	0	48 508 216
				TOTAL FOR ALL FUNCTIONS		2000	Less Revenue Foregone	0	-1 433 406
				TOTAL FOR ALL FUNCTIONS		2100	Total Direct Operating Revenue	0	45 074 809
				TOTAL FOR ALL FUNCTIONS		2200	INTERNAL TRANSFERS - (must net out with corresp. items under	0	0
				TOTAL FOR ALL FUNCTIONS		2300	Interest Received - Internal Loans	0	0
				TOTAL FOR ALL FUNCTIONS		2500	Interest Recoveries (Activity Based Costing Etc)	0	2 741 468
				TOTAL FOR ALL FUNCTIONS		2600	Dividends Received - Internal (From Municipal Entities)	0	0
				TOTAL FOR ALL FUNCTIONS		2700	Total Indirect Operating Revenue	0	2 741 468
				TOTAL FOR ALL FUNCTIONS		2800	OPERATING EXPENDITURE	0	47 816 277
				TOTAL FOR ALL FUNCTIONS		2800	Employee Related Costs - Wages & Salaries	0	0
				TOTAL FOR ALL FUNCTIONS		3100	Employee Related Costs - Social Contributions	0	-8 729 016
				TOTAL FOR ALL FUNCTIONS		3200	Less Employee Costs Capitalised	0	-2 209 082
				TOTAL FOR ALL FUNCTIONS		3300	Less Employee Costs Allocated To Other Operating Items	0	0
				TOTAL FOR ALL FUNCTIONS		3400	Remuneration Of Councilors	0	0
				TOTAL FOR ALL FUNCTIONS		3600	Debt Impairment	0	-893 825
				TOTAL FOR ALL FUNCTIONS		3600	Collection Costs	0	-2 307 481
				TOTAL FOR ALL FUNCTIONS		3700	Depreciation and Asset Impairment	-182 268	-182 268
				TOTAL FOR ALL FUNCTIONS		3900	Interest Expense - External Borrowings	0	-1 709 562
				TOTAL FOR ALL FUNCTIONS		4000	Redemption Payments - External Borrowings (Gain/Loss To Remove)	0	-694 633
				TOTAL FOR ALL FUNCTIONS		4100	Bulk Purchases	0	0
				TOTAL FOR ALL FUNCTIONS		4110	Other Materials	0	-17 878 993
				TOTAL FOR ALL FUNCTIONS		4200	Contracted Services	0	0
				TOTAL FOR ALL FUNCTIONS		4300	Grants and Subsidies	-1 454 731	-3 514 642
				TOTAL FOR ALL FUNCTIONS		4400	Other Expenditure	-1 000	-178 900
				TOTAL FOR ALL FUNCTIONS		4500	Loss On Disposal Of Property, Plant & Equipment	-10 628 427	-8 287 539
				TOTAL FOR ALL FUNCTIONS		4550	Contributions To/From Provisions	0	0
				TOTAL FOR ALL FUNCTIONS		4600	Total Direct Operating Expenditure	-12 164 426	-44 431 673
				TOTAL FOR ALL FUNCTIONS		4700	INTERNAL TRANSFERS - (must net out with corresp. items under	0	0
				TOTAL FOR ALL FUNCTIONS		4800	Interest - Internal Borrowings	0	0
				TOTAL FOR ALL FUNCTIONS		5000	Internal Charges (Activity Based Costing Etc)	0	-2 741 951
				TOTAL FOR ALL FUNCTIONS		5010	Contributed Assets	0	0
				TOTAL FOR ALL FUNCTIONS		5100	Total Indirect Operating Expenditure	0	-2 741 951
				TOTAL FOR ALL FUNCTIONS		5200	Operating Surplus / (Deficit) - Total Revenue Less Total Exp	-12 164 426	-47 173 624
				TOTAL FOR ALL FUNCTIONS		5300	Taxation	0	0
				TOTAL FOR ALL FUNCTIONS		5600	Operating Surplus / (Deficit) - After Tax	-12 164 426	642 453
				TOTAL FOR ALL FUNCTIONS		5900	Cross Subsidisation	0	642 453
				TOTAL FOR ALL FUNCTIONS		6000	Plus Interest In Entities Not Wholly Owned	0	0
				TOTAL FOR ALL FUNCTIONS		6000	Surplus / (Deficit) After Tax, Cross Subsidies & Share Of As	-12 164 426	642 453
				TOTAL FOR ALL FUNCTIONS		6200	OTHER ADJUSTMENTS AND TRANSFERS	0	0
				TOTAL FOR ALL FUNCTIONS		6210	Dividends Paid (Municipal Entities Only)	0	0
				TOTAL FOR ALL FUNCTIONS		6210	Asset Financing Reserve (AFR)	0	0
				TOTAL FOR ALL FUNCTIONS		6700	Change To Unappropriated Surplus / (Accumulated Deficit)	-12 164 426	642 453

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CAA : ACTUAL CAPITAL ACQUISITION AND SOURCES OF FINANCE (All values in Rand)
 Save File as : Muncde_CAA_coy_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 (Mm) to Active Month (M01=July, M12=June)(e.g.: M10)
 Change Muncde to your own municipal code (e.g.: GT411)

All functions are listed below
 If function is a Municipal Entity change MuncEnt 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 Ent(Y/N)	Function/Subfunction Description	Item	Detail	Contr. Assets	New Capital	Repl. Capital	Repair/Mnt Capital	Total
			TOTAL FOR ALL FUNCTIONS	0300	Roads, Pavements, Bridges & Storm Water	0	650 964	3 303 037	0	3 953 701
			TOTAL FOR ALL FUNCTIONS	0400	Water Reservoirs & Refiltration	0	2 180 148	0	0	2 180 148
			TOTAL FOR ALL FUNCTIONS	0500	Car Parks, Bus Terminals and Taxi Ranks	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	0600	Electricity Refiltration	0	684 338	0	0	684 338
			TOTAL FOR ALL FUNCTIONS	0700	Sewerage Purification & Refiltration	0	0	133 125	0	133 125
			TOTAL FOR ALL FUNCTIONS	0800	Housing	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	0900	Street Lighting	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	1000	Refuse stns	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	1100	Gas	0	1 051 827	0	0	1 051 827
			TOTAL FOR ALL FUNCTIONS	1200	Other	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	1300	Sub-total Infrastructure	0	4 678 777	3 438 162	0	8 012 839
			TOTAL FOR ALL FUNCTIONS	1400	COMMUNITY	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	1500	Establishment of Parks & Gardens	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	1600	Sportsfields	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	1700	Community Halls	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	1800	Libraries	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	1900	Recreational Facilities	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	2000	Clinics	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	2100	Museums & Art Galleries	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	2200	Other	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	2300	Sub-total Community	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	2310	HERITAGE ASSETS	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	2311	Heritage Assets	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	2312	Sub-total Heritage Assets	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	2320	INVESTMENT PROPERTIES	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	2321	Investment Properties	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	2322	Sub-total Investment Properties	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	2400	OTHER ASSETS	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	2500	Other motor vehicles	0	62 631	0	0	62 631
			TOTAL FOR ALL FUNCTIONS	2600	Plant & equipment	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	2700	Office equipment	0	135 479	0	0	135 479
			TOTAL FOR ALL FUNCTIONS	2800	Abattoirs	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	2900	Markets	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	3000	Airports	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	3100	Security Measures	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	3110	Civic Land and Buildings	0	284 914	0	0	284 914
			TOTAL FOR ALL FUNCTIONS	3120	Other Land and Buildings	0	0	9 090	0	9 090
			TOTAL FOR ALL FUNCTIONS	3200	Other	0	66 582	0	0	66 582
			TOTAL FOR ALL FUNCTIONS	3300	Sub-total Other Assets	0	519 606	9 090	0	528 696
			TOTAL FOR ALL FUNCTIONS	3400	SPECIALISED VEHICLES	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	3500	Refuse	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	3600	Fire	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	3700	Conservancy	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	3800	Ambulances	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	3900	Bus	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	4000	Sub-total Specialised Vehicles	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	4010	AGRICULTURAL ASSETS	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	4011	Agricultural Assets	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	4012	Sub-total Agricultural Assets	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	4020	BIOLOGICAL ASSETS	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	4021	Biological Assets	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	4022	Sub-total Biological Assets	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	4030	INTANGIBLES	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	4031	Intangibles	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	4032	Sub-total Intangibles	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	4100	TOTAL	0	5 088 363	3 445 252	0	8 541 635
			TOTAL FOR ALL FUNCTIONS	4200	SOURCE OF FINANCE	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	4300	External Loans	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	4400	Asset Financing Reserve	0	1 288 927	3 438 162	0	4 725 089
			TOTAL FOR ALL FUNCTIONS	4500	Surplus Cash	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	4600	Public contributions/ donations	0	0	9 090	0	9 090
			TOTAL FOR ALL FUNCTIONS	4700	National Government Transfers and Grants	0	2 743 629	0	0	2 743 629
			TOTAL FOR ALL FUNCTIONS	4701	Provincial Government Transfers and Grants	0	1 063 627	0	0	1 063 627
			TOTAL FOR ALL FUNCTIONS	4702	Disputed Municipality Transfers and Grants	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	4703	Other Transfers and Grants	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	4800	Leases	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	5000	Other	0	0	0	0	0
			TOTAL FOR ALL FUNCTIONS	5100	TOTAL FINANCING	0	5 088 363	3 445 252	0	8 541 635

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WITZENBERG MUNICIPALITY						
Report: Expenditure on Staff & Councillor Benefits - April 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	91 064 153	71 792 756	78.84%	
66(b)	Contributions to pension funds and medical aid	21 391 315	21 201 345	15 953 736	75.25%	
66(c)	Travel, accommodation and subsistence	5 838 706	5 838 706	4 141 190	70.93%	
66(d)	Housing benefits and allowances	5 334 334	5 144 334	1 140 201	22.16%	
66(e)	Overtime	7 338 291	7 338 291	7 047 973	96.04%	
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	11 036 661	105.07%	
	Sub - Total (Staff Benefits)	R 143 664 879	R 141 090 909	R 111 112 517	78.75%	
Councillor Benefits						
MAY	Mayor	828 861	828 861	648 395	78.23%	
DM	Deputy Mayor	611 755	611 755	481 026	78.63%	
SP	Speaker	612 012	612 012	481 226	78.63%	
MCM	Mayoral Committee members	2 241 908	2 241 908	1 750 359	78.07%	
CLLR	Other Councillors	4 150 361	4 150 361	3 216 044	77.49%	
MED	Medical aid contributions	44 740	44 740	44 324	99.07%	
PEN	Pension fund contributions	975 395	975 395	682 347	69.96%	
WARD	Ward Committee Allowance	720 000	269 000	228 000	84.76%	
	Sub - Total (Councillors' Benefits)	10 185 032	R 9 734 032.00	R 7 531 720.95	77.38%	
	Total Councillor and Staff Benefits	R 153 849 911	R 150 824 941	R 118 644 238	78.66%	

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MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts

Quarter ending March 2017 (April 2017)

Report in terms of section 11(4)(e) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income transactions February 2017	Income transactions March 2017	Income transactions April 2017	Expenditure transactions February 2017	Expenditure transactions March 2017	Expenditure transactions April 2017	Total YTD Income	Total YTD Expenditure
		R			R			R	R
11(1) (b)	Expenditure authorised in terms of section 28(4) (Expenditure before annual budget is approved)							-	-
11(1) (c)	Unforeseeable and unavoidable expenditure authorised in terms of section 28(1) (Mayor)							-	-
11(1) (d)	may approve emergency or other exceptional circumstances expenditure for which no budget provision was made (Relief, Section 12 withdrawals)							-	-
11(1) (e) (i)	charitable, trust or other funds withdrawals)							-	-
	Money collected on behalf of organ of state:								
	- VAT	3 014 211	3 279 370	3 808 585	2 313 032	2 572 700	3 693 593	32 780 472	31 100 226
11(1) (e) (ii)	- Agency fees, for example motor registration, drivers licence, etc.	858 571	1 367 997	2 068 941	1 329 017	1 817 279	1 464 957	14 510 007	16 063 942
11(1) (f)	Insurance received by the Municipality on behalf of organ of state	111 674	17 334	200	113 775	400	-	503 243	489 818
11(1) (g)	Refund of money incorrectly paid into bank account	241 740	234 117	118 702	118 474	166 171	153 013	1 912 768	1 290 951
	Refund of guarantees, sureties & security deposits	4 226 196	4 898 618	5 936 426	3 874 296	4 556 550	5 311 503	49 706 490	48 944 937
		Transactions February 2017	Transactions March 2017	Transactions April 2017					
11(1) (h)	Cash management and investment purposes:								
	- Realised	-	-23 000 000	-23 000 000					
	- Made	80 000 000							
	- Net movement	80 000 000	57 000 000	34 000 000					

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I

FMG

**Finance Management Grant
Monthly Report as per the Division of Revenue Act**

The onus is on the municipality to confirm that the return has been received by NT

MUN
ME

Municipality WC022 Witzenberg

Financial Year	2016/17
Month End	M10 Apr

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	661 807
0600 Spent This Month	14 179
0700 Total FMG Funds Spent	675 986
0800 Total FMG funds Received and Not Spent	799 014
0900 Percentage of Funds Spent	45.83%
1000 Funds Currently Committed but Not Spent	

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

Save file as: Muncde_FMG_ccyy_Mnn.XLS (e.g. GT411_FMG_2005_M01.xls)

Muncde = Municipality Code , ccyy = Financial Year End , Mnn = M01... M12



K

MIG

**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

Financial Year 2016/17

ME

Month End M10 Apr

0100 Financial Accounting for Grant Funds Received and Expended

	Rand
0200 Received Prior Periods (Since Inception) - See Last Months Form	22 087 323
0300 Received This Month	0
0400 Total MIG Funds Received	22 087 323
0500 Spent Prior Periods (Since Inception) - See Last Months Form	10 842 532
0600 Spent This Month	3 027 545
0700 Total MIG Funds Spent	13 870 077
0800 Total MIG funds Received and Not Spent	8 217 247
0900 Percentage of Funds Spent	62.80%
1000 Funds Currently Committed but Not Spent	0
1100 Scheduled Transfers Withheld	

Conditions:

-Prioritise residential Infrastructure for water, sanitation, refuse removal, street lighting, solid waste, connector and bulk infrastructure, and other municipal Infrastructure like roads, in line with the MIG policy framework and/or other government sector policies established before the start of the municipal financial year.

-Compliance with Chapter 5 of the Municipal Systems Act (200). Infrastructure investment and delivery must be based on an Integrated Development Plan that provides a medium to long-term framework for sustainable human settlements and is in accordance with the principles of the national Spatial Development Perspective.

-Municipalities must adhere to the labour-intensive construction methods in terms of the Expanded Public Works Programme (EPWP) guidelines.

-Compliance with the Division of Revenue Act, including additional reporting requirements on spending and projects as approved by National Treasury.

(Print Name Below)

I, **DAVID NASBOON**

, The Accounting Officer or Delegate certify that the above information is correct

and that this report has been submitted electronically as required.

Signed

Dated

10/5/17

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

Save the as: Muncde_MIG_ccyy_Mnn.XLS (e.g. GT411_MIG_2009_M01.xls)

Muncde = Municipality Code, ccyy = Financial Year End, Mnn = M01... M12



Account numb	Future/ May-17	Apr-17	Mar-17	Feb-17	Jan-17	Older than Jan-17	Total
17497300009	0	1646993.62	0	0	0	0	1646993.62
17790000028	0	1629598.98	0	0	0	0	1629598.98
17289900008	0	1503198.08	0	0	0	0	1503198.08
17364108002	0	1490550.91	0.03	0	0	0	1490550.94
20750396040	0	12832.93	12832.93	12955.91	13078.89	1133652.3	1185352.96
60011060006	0	807726.48	0	0	0	0	807726.48
89760700012	0	0	0	0	0	802785.34	802785.34
10000672976	0	0	0	0	0	758029	758029
19002200099	0	676497.8	0	0	0	0	676497.8
60000700021	0	172999.85	130218.65	107862.98	97518.53	3129.81	511729.82
75005720008	0	452.76	77.39	62.87	155.11	469195.43	469943.56
20750187251	0	131066.68	130477.86	133524.57	72843.96	0	467913.07
20803000007	0	449920.02	0	0	0	0	449920.02
10000413144	0	0	0	0	0	391111.95	391111.95
10000678594	0	0	0	0	0	379050.28	379050.28
10000645367	0	0	0	0	0	339528.93	339528.93
20190383039	0	13709.33	18941.9	17844.9	29013.99	256334.62	335844.74
75008270007	0	51.66	99.86	100.73	55.73	328448.75	328756.73
24262800055	0	7006.52	7065.42	7124.32	7183.22	278153.38	306532.86
75012160011	0	1489.09	5850.93	2733.2	8037.18	260411.89	278522.29
13540600050	0	268237.27	955.03	0	0	0	269192.3
10000634525	0	0	0	0	0	266087.86	266087.86
90731800002	0	1257.97	2095.56	1635.44	2535.63	258129.36	265653.96
75012290015	0	542.23	606.94	536.2	571.21	262983.24	265239.82
89568200006	0	594.42	531.76	513.45	586.51	253930.44	256156.58
17790000035	0	250067.92	0	0	0	0	250067.92
86514204655	1603.55	1349.12	2066.98	878.65	900.99	241499.31	248298.6
75013190028	0	2033.35	2223.37	1885.61	2443.91	235786.71	244372.95
10000679076	0	0	0	0	0	232784.61	232784.61
10000670974	0	0	0	0	0	232247.68	232247.68
20850298012	0	18503.75	18503.75	18681.08	18858.41	155353.6	229900.59
89584900012	0	504.95	516.72	452.81	11.7	224111.32	225597.5
17364960011	0	225355.19	0	0	0	0	225355.19
17364460009	0	219773.26	0	0	0	0	219773.26
89585000005	0	572.05	599.42	566.52	662.93	203688.54	206089.46
75012090028	0	2510.51	2857.36	1984.16	2696.13	194895.03	204943.19
13285200054	0	203560.38	0	0	0	0	203560.38
70102372001	0	201695.7	1572.09	0	0	0	203267.79
75009390050	0	8815.28	10532.93	3488.71	21330.94	152292.28	196460.14
13769600208	0	196076.91	0.04	0	0	0	196076.95
77032900002	0	1080.57	1119.73	1280.68	1314.21	190294.55	195089.74
10000697010	0	0	0	0	0	195008.38	195008.38
13258100084	0	76197.47	20881.6	16405.58	16673.78	61212.8	191371.23
20751872510	0	30916.33	31176.23	31436.13	31696.03	66023.96	191248.68
19282100012	0	188052.1	0	0	0	0	188052.1
19766800023	0	1935.28	1968.8	1854.81	1992.85	178535.94	186287.68
75012100017	0	6238.72	7641.22	5011.91	9111.36	153381.56	181384.77
88515300019	0	6593.97	14984.29	6142.38	19709.92	133043.24	180473.8
89586800011	0	1198.32	2065.48	1744.82	2608.58	168507.99	176125.19
70201165022	0	106.57	265.34	0	193.35	174535.62	175100.88
89575500009	0	9818.53	8198.84	3887.35	7559.75	142257.8	171722.27
18959700001	0	171347.99	0	0	0	0	171347.99
24262900038	0	4141.58	4288.91	3987.54	5264.15	153209.67	170891.85
80515700066	3344.75	452.33	531.34	405.81	831.77	156012.62	161578.62
10000645257	0	0	0	0	0	159869.7	159869.7
89568300003	0	1466.72	1200.89	1006.2	1106.27	148087.5	152867.58

2

Property Plant & Equipment

The Statement of GAAP 1.7 on Property, Plant and Equipment provides the accounting treatment for property, plant and equipment as that the point of financial statements are drawn information about the municipality's investment in its property, plant and equipment and the changes in such investment. The principal focus is accounting for property, plant and equipment & the recognition of its assets, the classification of their carrying amounts and the accumulation charges and treatment issues to be assigned in relation to them.

Reconciliation of Carrying Value

	Local R	Municipal R	Metropolitan R	Community R	Lease Assets R	Other R	Total R
Carrying value at 1 July 2015	79 802 871	30 342 944	441 148 055	65 749 642	356 475	35 512 802	713 008 479
Cost	79 802 871	121 779 100	302 222 574	74 148 004	1 807 830	27 242 400	608 102 279
Accumulated Impairments	-	-	(75 807)	-	-	(261 856)	(571 863)
Accumulated Depreciation	-	(6 000 497)	(711 348 218)	(39 402 740)	(271 797)	(27 212 300)	(110 035 475)
Acquisitions	-	33 574	9 300 770	214 142	-	4 205 400	13 804 886
Capital under Construction	-	927 888	23 302 882	472 308	-	1 171 919	25 604 997
Transfers from/to Non-current Assets held for Sale - Note	-	-	-	-	-	-	-
Cost	-	-	-	-	-	-	-
Accumulated Depreciation	-	-	-	-	-	-	-
Transfers from/to Investment Properties - Note	-	-	-	-	-	-	-
Impairments	-	-	-	-	-	-	-
Reversals	-	-	-	-	-	-	-
Depreciation	-	(301 402)	(10 338 797)	(1 438 383)	(224 420)	(2 004 142)	(13 347 144)
Normal Depreciation	-	(301 402)	(10 338 797)	(1 438 383)	(224 420)	(2 004 142)	(13 347 144)
Correction of error	-	-	-	-	-	-	-
Carrying value at closure	-	-	-	-	-	-	-
Deposited Cash	-	-	-	-	-	-	-
Deposited Cash less Depreciation	-	-	-	-	-	-	-
Carrying value at April 2017	79 802 871	25 271 344	462 910 305	66 602 794	356 559	37 902 211	723 205 289
Cost	79 802 871	122 188 205	351 827 742	74 800 948	1 807 830	23 312 041	603 539 127
Accumulated Impairments	-	-	(14 871)	-	-	(281 856)	(571 863)
Accumulated Depreciation	-	(6 187 311)	(121 337 210)	(38 442 088)	(1 164 301)	(30 229 472)	(106 477 802)

2

Intangible Assets

	2017 R
Computer Software	
Carrying value at 1 July 2016	2 845 345
Net Carrying amount at 1 July	
Cost	4 400 000
Accumulated Amortisation	(1 554 655)
Accumulated Impairment	
Additions	
Amortisation for Year	(188 707)
Impairments	
Disposals	
Net Carrying amount at 30 June	2 656 638
Cost	4 400 000
Accumulated Amortisation	(1 741 362)
Accumulated Impairment	

Investment Property

	2017 R
Net Carrying value at 1 July 2016	40 800 181
Cost	50 860 820
Under Construction	-
Accumulated Depreciation	(9 388 177)
Accumulated Impairment	-
Acquisitions	
Disposals	
Depreciation for the year	(287 494)
Impairment	
Transfers from Inventory	
Transfers	
Net Carrying amount at 30 June	40 512 687
Cost	50 860 820
Accumulated Depreciation	(9 348 133)
Accumulated Impairment	-

2

Heritage Assets

	2017 R
Net Carrying value at 1 July 2016	589 600
Cost	589 000
Accumulated impairment	-
Acquisitions	-
Disposals	-
Transfers	-
Net Carrying amount at 30 June	589 000
Cost	589 000
Accumulated impairment	-

Capitalised Restoration Cost

	2017 R
Net Carrying value at 1 July 2016	29 016 121
Cost	30 973 071
Under Construction	-
Accumulated Depreciation	(24 154 950)
Accumulated impairment	-
Acquisitions	-
Disposals	-
Depreciation for the year	-
Impairment	-
Transfers from Inventory	-
Transfer	-
Net Carrying amount at 30 June	26 818 121
Cost	30 973 071
Accumulated Depreciation	(24 154 950)
Accumulated impairment	-

INSURANCE REPORT: April 2017

Monthly Premium	R 101 432
Insurance Receipts	R 49 609
Insurance Expenses	R 12 710

Claims movement for the month

Total claims open at the beginning of the month	76
New claims for the month	-
Claims closed during the month	3
Total claims open at the end of the month	73

Old Aon claims outstanding

	R2 994 040.84
Claim: 432- Five year old Boy burned at Pump station Date Reported: 2009/10/23. 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 Donnebos 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 Bomeg in accident with CF143631) Date Reported: 2012/01/17 Reason: Claim denied. Only damage to trailer was not denied. Damage to Bomeg 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

<i>Action Taken</i>	<i>Total</i>
Additional Information Submitted to Insurance	3
Claim Reported, Awaiting Response from Insurer	3
Order Made out and given through to supplier	3
Request for Quotations Submitted	2
Requested Department to obtain Quotation	4
Insurer Requires Additional Information	9
Additional Information Requested from relevant department	8
Invoice received and submitted for payment/ or refund to Insurers	1
Assessor appointed	2
Quotations submitted to Insurer, Awaiting Approval	4
Agreement of Loss signed and sent to Insurer	2
Agreement of Loss signed and submitted to Insurer	5
Require Third Party Letter of Claim	2
Agreement of loss received	1
Claim within excess: Memo submitted to Manager for approval	3
Insurer requires proof of Excess Payment	1
Settlement Received	2
Waiting on receipt	1
Grand Total	56

Age analysis of Outstanding Claims

Category	AON	INDWE	Grand Total
30 days or Less	1		1
60 days or more	6		6
More than 120 Days	49	14	63
Grand Total	56	14	70

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	-126 162 488	59 886 982	25 334 012	-53 766 099
Finance Management Grant	-	-1 475 000	675 986	-	-799 014
Municipal Systems Improvement Grant	0	-	-	-	0
Municipal Infrastructure Grant	-698 323	-21 389 000	942 595	12 927 482	-8 217 246
Regional Bulk Infrastructure Grant	-	-	-	931 112	931 112
Housing - Kluitjieskraal	-	-	-	-	-
Integrated National Electricity Program	-507 548	-5 000 000	313 290	2 055 405	-3 138 853
Equitable share	-	-59 325 000	49 778 333	-	-9 546 667
Neighbourhood Development Plan	-321	-	-	-	-321
Rural Development	-471 155	-	-	-	-471 155
Expanded Public Works Programme	12 375	-1 336 000	1 364 737	-	41 112

Provincial Government Grants

Library services	-1 416 673	-2 477 000	15 862	587 631	-3 290 180
Library Grant - MRF	0	-5 498 000	143	-	-5 497 857
Draught Relief	-4 517 242	-396 833	40 426	199 137	-4 674 512
Intership Grant	-	-60 000	-	-	-60 000
Capacity Grant	-	-120 000	-	-	-120 000
CDW	-337 816	-150 000	61 586	-	-426 229
Mainroads	-	-	136 800	-	136 800
Housing	-1 478 410	-26 189 479	5 671 091	7 137 380	-14 859 418
Multipurpose Centre (Thusong Centre)	-222 000	-100 000	-	-	-322 000
Financial Management Supporting Grant	-1 310 000	-220 000	12 004	-	-1 517 996
Department of Local Government	-	-1 603 167	336 000	1 473 293	206 126
Municipal Infrastructure Support Grant	-594 594	-	-	-	-594 594

Other

Grant Water meters (China)	-84 307	-	-	-	-84 307
Cape Winelands	-	-300 000	-	-	-300 000
Essen Belgium	-1 198 591	-523 009	538 127	22 574	-1 160 899

P

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –

- The monthly in year monitoring reports for the month of April 2017

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature :



Date:



WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager / Munisipale Bestuurder

VAN / FROM: Director: Finance / Direkteur: Finansies

DATUM / DATE: 31 May 2017 / 31 Mei 2017

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

FINANCE MONTHLY REPORT – MAY 2017

FINANSIES MAANDELIKSE VERSLAG – MEI 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.

B RECOMMENDATION

It is recommended that Council takes cognisance of the monthly budget statement and supporting documentation for May 2017.

C EXECUTIVE SUMMARY

The municipality has read 93% of its consumption meters of which 99% was read correctly the first time. The monthly billing was also done as scheduled and during this process 16 607 accounts amounting to R 34.8 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.4 million. The indigent cost to the municipality for the month amounts to R 1.1 million.

The accumulated debtor's collection target for the year is 94%, but the actual accumulated year to date debtor's collection is 95%.

The municipality issued orders to the value of R 36.6 million of which R 0.7 million was in terms of deviations.

The municipality currently has R 90 million in its primary bank account and R 10 million in short term investments.

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 AANBEVELING

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

C OPSOMMING

Die munisipaliteit het 93% van die meters ge lees, waarvan 99% die eerste keer korrek ge lees is. Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 16 607 rekeninge ten bedrae van R 34.8 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.4 miljoen. Die deernis subsidies vir die maand beloop R 1.1 miljoen.

Die opgehoopde debiteure verhalings se teiken vir die jaar is 94%, maar die werklike jaar tot op datum invordering is 95%.

Bestellings ter waarde van R 36.6 miljoen uitgereik, waarvan R 0.7 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 90 miljoen in die primêre bankrekening en R 10 miljoen in korttermyn beleggings.

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.

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 beamppte '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 beamppte of die hoof finansiële beamppte van 'n munisipaliteit, of enige ander senior finansiële beamppte van die munisipaliteit wat op die skriftelike magtiging van die rekenpligtige beamppte, kan onttrek geld of magtig om die onttrekking van geld uit enige van die munisipaliteit se bank rekeninge, 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 Beamppte moet 'n verslag oor al die uitgawes aangegaan met betrekking tot personeelvoordele voor te berei. Artikel 66

Section 66 reads as follow:

"66. The accounting officer of a municipality must, in a format and for periods as may be prescribed, report to the council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure,

namely—

- (a) salaries and wages;*
- (b) contributions for pensions and medical aid;*
- (c) travel, motor car, accommodation, subsistence and other allowances;*
- (d) housing benefits and allowances;*
- (e) overtime payments;*
- (f) loans and advances; and*
- (g) any other type of benefit or allowance related to staff."*

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).*

lees soos volg:

"66. Die rekenpligtige beampte van 'n munisipaliteit moet, in 'n formaat en vir tydperke as wat voorgeskryf mag word, aan die Raad rapporteer op alle uitgawes wat aangegaan is deur die munisipaliteit op die personeel se salarisse, lone, toelaes en voordele, op 'n wyse wat sodanige uitgawes per tipe openbaar, naamlik-

- (a) salarisse en lone;*
- (b) bydraes vir pensioene en mediese fonds;*
- (c) reis, motor-, verblyf-, verblyf-en ander toelaes;*
- (d) behuising voordele en toelaes;*
- (e) oortydbetalings;*
- (f) lenings en voorskotte, en*
- (g) enige ander soort van voordeel of vergoeding aan personeel. "*

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beampte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

- (a) werklike inkomste per bron van inkomste;*
- (b) werklike lenings;*
- (c) die werklike uitgawes per stem;*
- (d) die werklike kapitaalbesteding, per stem;*
- (e) die bedrag van enige toekennings ontvang;*
- (f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op*
 - (i) sy deel van die plaaslike regering billike deel;*
 - (ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en*
- (g) wanneer dit nodig is, 'n verduideliking van-*
 - (i) enige wesenslike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;*
 - (ii) enige wesenslike afwykings van die dienslewering en begrotings implementeringsplan;*
 - (iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.*

(2) Die staat moet die volgende insluit-

- (a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en*
- (b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).*

(3) 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 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."

(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 formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

2.4 Other Policy Requirements

The rest of the report is informed by policies requirements as well as the service delivery and budget implementation plan (SDBIP).

3. DISCUSSION

The discussion of the information is based on the 3 key performance areas of Finance, namely:

- Revenue
- Supply Chain Management
- Financial Administration

2.4 Ander Beleid Vereistes

Die res van die verslag word bepaal deur die beleid sowel as dienslewering en die Begrotings Implementering Plan (SDBIP).

3. BESPREKING

Die bespreking van die inligting is gebaseer op die 3 sleutel prestasie-areas van Finansies, naamlik:

- Inkomste
- Voorsieningskanaal Bestuur
- Finansiële Administrasie

3.1 REVENUE

3.1.1 Accounts and Meter readings

The important comparative statistics in relation to accounts is shown in the table below:

3.1 INKOMSTE

3.1.1 Rekeninge en meterlesings

Die belangrike vergelykende statistiek met betrekking tot rekeninge word getoon in die tabel hieronder:

Aktiwiteite	Mar-17	Apr-17	May-17
Meter lesings:			
Aantal lesings deur meterlesers	13 303	13 284	13 157
Aantal lesings geskat	800	877	1 021
Aantal lesings deur eienaars voorsien	398	369	390
Elektroniese meterlesings	70	70	70
Totale aantal meters	14 571	14 600	14 638
Afhandelingsdatum van meterlesings	14/03/2017	14/04/2017	17/05/2017
Aantal her-lesings uitgevoer	277	269	341
Aantal veranderinge na her-lesings	70	70	174
% meters eerste keer korrek gelees	99.47%	99.47%	98.68%
Foutiewe meters deurgegee na tegniese dept.	130	0	102
Zero verbruik na Tegniese dept	70	0	75
Foutiewe meters vervang	30	76	9
Water Aansluitings	2	1	2
Riool Aansluitings	1	1	2
% meter geskat	5.49%	6.01%	6.97%

Nota. Skattings redes by Meterlesings	Mar-17	Apr-17	May-17
Meter gesluit	58	40	31
Hek Gesluit	276	306	409
Onder Grond	82	62	72
Onder Vullis/Bourommel	38	38	34
Onder Water	37	30	37
Honde	87	113	119
Meter onleesbaar	35	19	21
Kan nie meter vind	174	256	285
Motor op meter	10	12	12
Ongelees	3	1	1
Totaal	800	877	1021

Explanation:

Estimation Water = 804 and Electricity = 217
1 Meter Reader post vacant

Verduideliking:

Skatting water = 804 en Elektrisiteit = 217
1 Meterleser pos vakant.

Belasting uitklaringsertifikate	Mar-17	Apr-17	May-17
Erwe ondervedeel	1	1	0
Aansoek om uitklaring	29	62	36
Uitklaringsertifikate uitgereik	23	77	67
Akte registrasies	120	249	24
Konsolidasies van erwe	0	0	0

3.1.1.1 Billing dates

3.1.1.1 Heffingsdatums

Heffings:	Mar-17	Apr-17	May-17
Heffingsdatum	20/03/2017	20/04/2017	22/05/2017
Datum rekeninge gepos	24/03/2017	25/04/2017	25/05/2017
Debiteure rekonsiliasie (Debiteure/Posnommers/Ouderdoms ontleding)	03/04/2017	02/05/2017	01/06/2017
Elektrsiteit Vooruitbetaalde Rekonsiliasie	03/04/2017	02/05/2017	01/06/2017

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

Aantal informele huishoudings met toegang tot basies dienste (sonder rekeninge)	Mar-17	Apr-17	May-17
- N'duli (Polo cross)	1 096	1 096	1 096
- Tulbagh (Chris Hani)	537	537	537
- Wolseley (Pine Valley)	312	312	312
Totaal	1 945	1 945	1 945

3.1.1.3 Number of customers with accounts

Aantal kliënte met rekeninge	Mar-17	Apr-17	May-17
Electricity - Conventional	2 897	2 896	2 896
Electricity - Prepaid	10 111	10 123	10 133
Property rates	14 222	14 294	14 327
Refuse removal	12 049	12 074	12 108
Sewerage	12 517	12 546	12 588
Water	12 479	12 504	12 559
Other	11 420	11 345	11 078
Aantal rekeninge gedruk	13 695	13 659	13 624
Accounts send by email	2 861	2 991	2 983

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

Service Description	Mar-17	Apr-17	May-17
Assessment Rates (Monthly)	2 895 977.37	2 902 761.80	3 056 045.16
Assessment Rates (SV)			2 660 240.09
Electricity	22 598 548.67	23 912 585.34	21 103 457.59
Refuse Removal	2 311 725.92	2 446 539.09	2 397 563.33
Sewerage	2 449 236.39	2 378 582.56	2 369 477.82
Water Levies	4 177 241.62	3 924 565.99	4 208 323.42
Rental	25 586.05	25 586.05	25 586.05
Indigent subsidy	-1 156 894.75	-1 147 267.61	-1 113 383.37
Sundries	131 487.71	157 609.43	104 241.25
Total	R33 432 908.98	R34 600 962.65	R34 811 551.34

Explanation:

Water restriction tariffs applied to Tulbagh.

Verduideliking:

Water beperking tariewe van toepassing op Tulbagh.

3.1.4 Pre-paid Electricity Sales

3.1.4 Vooruitbetaalde Elektrisiteit Verkope

	Mar-17	Apr-17	May-17
Total Pre Paid Meters	10 111	10 123	10 133
Total Free units(Indigents)	114 900	115 050	113 850
Cost of free Units	R99 963	R100 094	R99 050
Units sold	2 503 242	2 365 839	2 504 568
Cost of units sold	R2 973 903	R276 151	R2 952 658
Vat Amount	R430 382	R400 609	R427 280
Axillary Amount	R2 097	R1 829	R2 051
Total Amount Pre Paid	R3 506 345	R3 263 682	R3 481 039

3.1.5 Indigent Households

3.1.5 Behoeftige Huishoudings

Indigent households	Mar-17	Apr-17	May-17
Deferments	R 3 999 106.60	R4 182 466.1	R4 195 630.98
Current	R 501 633.06	R 492 727.2	R602 334.55
30 days	R 332 892.57	R401 901.27	R381 324.24
60 days	R 377 280.56	R324 217.61	R373 426.29
90 days	R 318 380.61	R384 609.25	R319 446.08
> 90 days	R 9 662 728.26	R10 313 570.86	R10 612 251.22
Total	R 15 192 021.66	R 16 099 492.29	R 16 484 413.36

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Mechanisms	Mar-17	Apr-17	May-17
Approved Indigent households:			
No. of households at beginning of the month:	2 638	2 633	2 607
Additions during the month	152	144	92
Cancellations during the month	157	170	156
No. of households at end of the month:	2 633	2 607	2 543
Cost of Indigent to Council(403131121)	R1 015 516	R1 004 755	R 980 708.31

Explanation:

Indigent households decreased from 2 607 to 2 543

Verduideliking:

Deernis huishoudings verminder vanaf 2 607 tot 2543

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 30 May 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 ouderdomsanalises van Debiteure soos op 30 Mei 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	4 830 576	1 090 577	759 882	1 069 390	877 718	719 848	4 841 673	37 623 659	51 813 323	29.72%
Electricity	15 443 949	544 532	321 811	281 306	103 465	68 860	397 950	2 262 077	19 423 951	11.14%
Property Rates	5 271 725	209 393	187 555	168 525	157 681	156 194	2 479 306	13 135 269	21 765 647	12.48%
Waste Water Management	2 427 228	522 921	533 023	484 646	485 938	475 214	2 525 614	16 655 109	24 109 694	13.83%
Waste Management	2 445 339	450 834	440 324	414 068	405 587	416 414	2 541 491	20 879 771	27 993 827	16.06%
Property Rental Debtors	45 843	17 750	17 172	16 934	16 791	16 353	96 225	918 453	1 145 521	0.66%
Interest on Arrear Debtor Accounts	58 507	49 044	64 310	84 842	89 657	96 178	1 074 033	27 743 164	29 259 736	16.78%
Other	0	0	0	0	0	0	0	0	0	0.00%
Total By Income Source	-2 525 523	31 949	23 349	20 868	40 262	23 292	168 161	1 060 185	-1 157 457	100.00%
	27 997 644	2 916 999	2 347 425	2 540 579	2 177 099	1 972 353	14 124 454	120 277 687	174 354 241	
%	16.06%	1.67%	1.35%	1.46%	1.25%	1.13%	8.10%	68.98%	100.00%	
Debtors Age Analysis By Customer Group										
Organs of State	1 364 447	367 256	236 769	171 821	60 671	52 664	539 986	2 213 313	5 006 927	2.87%
Commercial	15 186 399	227 966	213 273	180 530	117 554	101 757	1 036 184	7 336 316	24 399 979	13.99%
				1 999						
Households	10 309 131	2 050 073	1 716 491	492	1 815 773	1 642 534	11 117 046	104 665 954	135 316 494	77.61%
Other	1 137 667	271 704	180 892	188 736	183 101	175 398	1 431 237	6 062 105	9 630 840	5.52%
Total By Customer Group	27 997 644	2 916 999	2 347 425	2 540 579	2 177 099	1 972 353	14 124 453	120 277 688	174 354 240	100.00%
%	16.06%	1.67%	1.35%	1.46%	1.25%	1.13%	8.10%	68.98%	100.00%	

Explanation:

The increase in outstanding debt can be attributed to:
Supplementary valuation levies.
Extreme water tariffs Tulbagh.

Verduideliking:

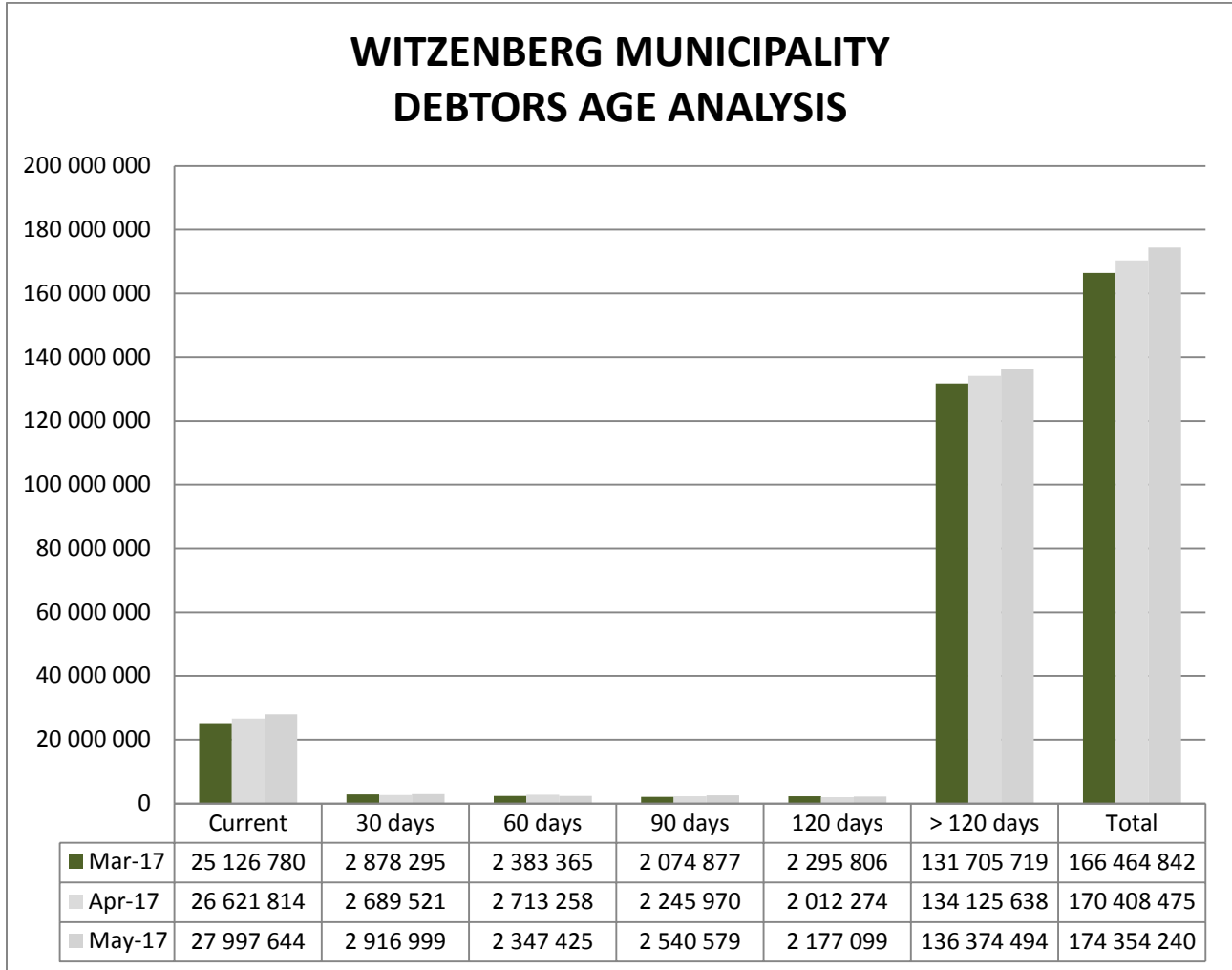
Die styging in debiteure is as gevolg van:
Aanvullende waardasie heffings.
Buitengewone water tariewe in Tulbagh.

3.1.8 DEBITEURE OUDERDOMSANALISE

The graph below shows a comparison of the age analysis of this month to the previous month:

3.1.8 VERGELYKING

Die grafiek hieronder vergelyk die ouderdomsanalises van hierdie maand met die vorige maand:



Explanation:

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

Supplementary Valuation Roll levied.

Verduideliking:

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

Anvullende waardasierol gehef.

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	March	April	May
Receipts			
Taxation	243,656	320,772	582,850
Sales of goods and services	29,292,453	27,451,176	30,432,006
Residential - Pre Paid meters	2,912,819	2,608,472	3,154,302
Connection fees	57,491	52,638	42,659
Trade Licences	718	776	-
Vehicle Licensing & Testing	94,982	114,466	179,612
Motor Vehicle Licensing	226,134	341,592	490,743
Transgressions Roadworthy Certificates	3,398	5,286	8,723
Rental of Facilities	679,295	249,381	474,757
Traffic Fines	157,073	238,043	749,405
Building Plan Fees	42,070	96,701	59,318
Bulk Service Levy	6,931	-	6,931
Other Income	149,044	111,531	359,450
Government Grants - Capital	23,060,310	-	-
Government Grants	-	538,616	407,000
Equitable share	14,934,000	-	-
Interest	463,245	646,854	962,217
Payments			
Employee costs	(11,282,605)	(10,354,061)	(10,417,325)
Suppliers	(27,256,936)	(30,500,670)	(27,800,562)
Grant Expenditure	(1,007,512)	(764,004)	(12,825,699)
Finance charges	(514,118)	-	-
Transfers and Grants	(33,500)	(178,900)	(3,400)
Cash generated by operations	32,228,947	-9,021,331	-13,137,013
CASH FLOW FROM INVESTING ACTIVITIES			
Purchase of Property, Plant and Equipment	(2,558,190)	(6,160,657)	(2,289,615)
Purchase of Property, Plant and Equipment funded by Grants	(5,930,669)	(3,187,835)	(5,981,900)
Purchase of Intangible Assets	-	-	-
Proceeds on Disposal of Fixed Assets	-	-	-
Net Cash from Investing Activities	(8,488,860)	(9,348,491)	(8,271,515)
CASH FLOW FROM FINANCING ACTIVITIES			
Loans repaid	(4,261,619)	-	-
New loans raised	-	-	-
Building Deposits	22,218	22,630	34,055
Consumer Deposits	42,840	21,609	5,783
Community Hall Deposits	(4,194)	2,254	2,390
Key Deposits	20,374	(64,928)	30,086
Unsolved Direct Deposits	349,859	(217,767)	92,505
Investments (made)/realised	23,000,000	23,000,000	24,000,000
Net Cash from Financing Activities	19,169,478	22,763,799	24,164,819
Other Cash Flow Transactions	(703,956)	592,333	1,456,465
NET INCREASE/(DECREASE IN CASH AND CASH EQUIVALE	42,205,609	4,986,310	4,212,756
Cash the beginning of the month	38,726,005	80,931,615	85,917,925
Cash the end of the month	80,931,615	85,917,925	90,130,681

Explanation:

The increase in cash is due to investments matured.

Verduideliking:

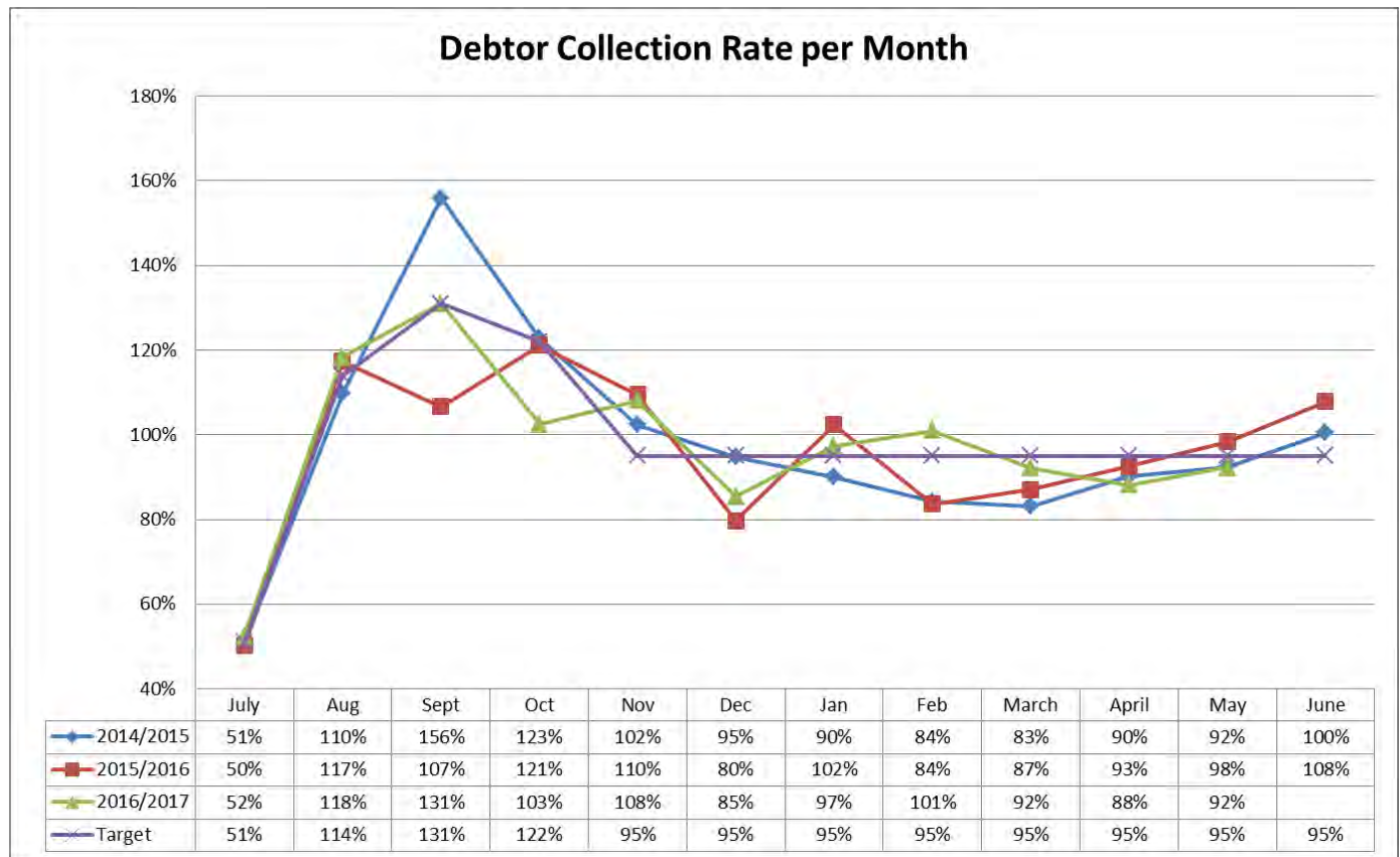
Die styging in kontant is as gevolg van belegging onttrek.

3.1.9.1 Receipting

3.1.9.1 Erkenning van Ontvangste

Cashiers:	Mar-17	Apr-17	May-17
Average of all Cashiers			
Number of transactions	6 727	4 849	8 264
Number of days operational	198	198	198
Number of receipts cancelled	21	17	9
Amount receipted	R 92 246 787.00	R 54 604 209.80	R 61 233 680.00
Value of variances in end of days - Surplus/(Shortage)			
Average number of transactions per day	33.97	24.49	41.74
Percentage cancelled receipts	0.31%	0.35%	0.11%
Percentage variances in end of days	0.00%	0.00%	0.00%

3.1.10 DEBTOR COLLECTIONS RATE PER MONTH



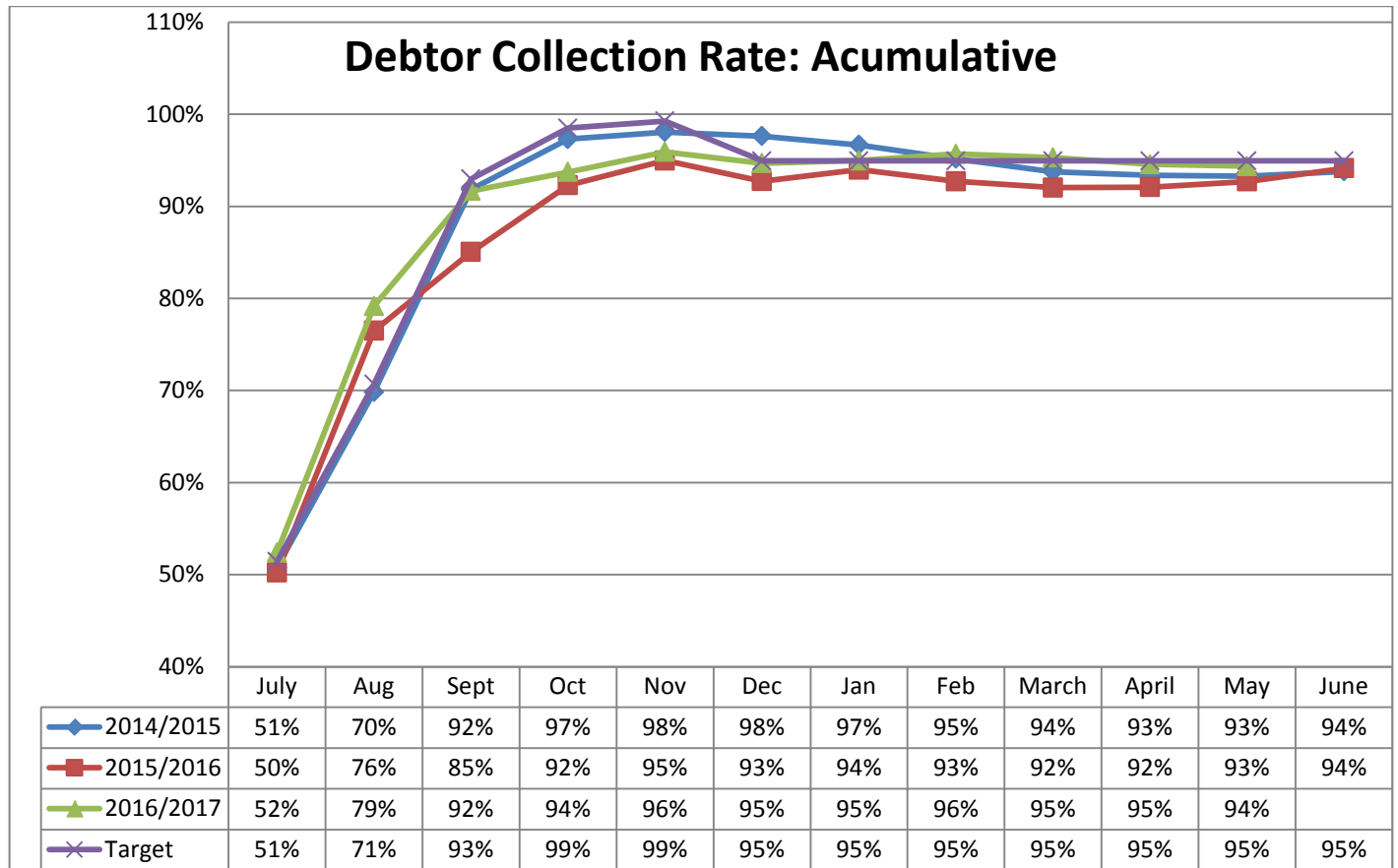
Explanation:

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 Mei 2017 amounts to 92% which in comparison to the previous year 98%.

Verduideliking:

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 95%, terwyl die syfer vir Mei 2017 - 92% beloop in vergelyking met die vorige jaar 98%.

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 94% while the actual figure is 95%.

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 94%, terwyl die werklike syfer 95% beloop.

3.1.12 SUMMARY OF OUTSTANDING DEBT

Die tabel hieronder verskaf 'n opsomming van uitstaande skuld:

	Mar-17	Apr-17	May-17
Councillors:			
Deferments	67 798.35	-23 537.66	-20 144.68
Current	13710.54	14 896.86	16 707.43
30 days	8066.73	6 471.23	7 101.06
60 days	2766.6	3 022.26	4 953.31
90 days	2829.68	2 735.70	3 030.05
> 90 days	120284.18	121 101.05	121 988.97
Total	215 456.08	124 689.44	133 636.14
Employees:			
Deferments	135 962.3	110 360.99	119 914.64
Current	61698.88	62 622.13	70 967.49
30 days	19575.45	13 268.91	20 947.16
60 days	3697.33	3 002.14	8 993.39
90 days	1975.93	1 861.27	1 406.73
> 90 days	51471.31	74 443.74	71 815.19
Total	274 381.20	265 559.18	294 044.60
Government Departments:			
Current	994 545.00	1 145 280.00	1 364 447.00
30 days	240 343.00	292 206.00	367 256.00
60 days	127 351.00	179 468.00	236 769.00
90 days	86 608.00	74 671.00	171 821.00
> 90 days	2 819 451.00	2 774 012.00	2 866 634.00
Total	4 268 298.00	4 465 637.00	5 006 927.00
Schools & Hostels:			
Deferment	-26 048.15	-8 092.6	-17344.7
Current	264 338.64	263 667.87	362 885.90
30 days	44 545.98	54 984.93	126 907.34
60 days	61 038.36	10 188.15	36 807.86
90 days	52 954.43	2 212.24	3 645.19
> 90 days	92110.61	46 928.28	48 709.74
Total	488 939.87	369 888.87	561 611.33

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:	Mar-17	Apr-17	May-17
No. of customers on the disconnections lists	2 422	2 927	2 416
No. already block	1 672	1 541	1 564
No. of tamperings		387	391
No. of new disconnections for the month:			
- Prepaid	641	641	844
- Conventional	67	69	70
Number reconnected:			
- Prepaid	583	542	718
- Conventional	45	61	63
Reconnected :due to faulty groupings and Indigent and poor households		144	92
No. of customers still disconnected	1 541	1 564	1 586
% of disconnections executed	98%	90%	100%

Explanation:

The number of connections already blocked is a concern. The process to investigate possible tampering's commenced during April.

Verduideliking:

Die aantal aansluitings was reeds geblok is, is kommer wekkend. Die proses om moontlike onwettige aansluitings te ondersoek is in April begin.

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
08/2/14/66	Actuarial valuation of employee benefits in terms of GRAP 25	20-Jun-2017
08/2/14/72	Supply and delivery of polymer concrete manhole covers and frames, ductile iron manhole covers and frames, curbing and channeling, concrete slabs, bricks and pavers and concrete bollards	13-Jun-2017
08/2/14/75	Short-term Insurance (One-year contract)	06-Jun-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
08/2/14/74	Supply, delivery and installation of play park equipment in Ceres	14-Jun-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
08/2/14/34	Construction of a Drivers license test track facility Ceres (Re - advertisement)	31-May-2017	Awaiting	E Lintnaar
08/2/14/39	Supply and delivery of Smart water meters	11-Apr-2017	Awaiting	A Human
08/2/14/56	Translation services from English to Afrikaans and vice versa for Witzenberg municipality	16-May-2017	Awaiting	A Radjoo
08/2/14/57	Translation services from English to Isixhosa and vice versa for Witzenberg municipality	16-May-2017	Awaiting	A Radjoo
08/2/14/58	Supply and Delivery of Two New 1 Ton Light Delivery Vehicles	26-May-2017	29-May-2017	N Jacobs
08/2/14/68	Supply and delivery of crushed stone aggregate and sand	30-May-2017	Awaiting	E Lintnaar
08/2/14/70	Supply and delivery of disposable bags for refuse removal	26-May-2017	Awaiting	J Jacobs

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
08/2/14/69	Cleaning of public toilets at Op die Berg	09-May-2017	26-May-2017	J Jacobs
08/2/14/71	Supply, delivery and offloading of wooden transmission poles	08-May-2017	18-May-2017	N Jacobs

3.2.1.3 Adjudication stage

The following competitive bid is currently in the adjudication stage:

3.2.1.3 Toekenningsfase:

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
08/2/14/47	Supply and delivery of (two) 2 steel containers converted into complete toilets for Lyell street sports field	25-Apr-2017	05-May-2017 17-May-2017	30-May-2017	H Truter
08/2/14/55	Supply and delivery of turbidity meters, dissolved oxygen meters, PH meters and chlorine meters	13-Mar 2017	05-Apr-2017 30-May-2017	30-May-2017	N Jacobs
08/2/14/67	Supply and delivery of wooden stacking chairs	23-May-2017	25-May-2017	30-May-2017	H Truter

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

Paragraph 5(3) of Council's Supply Chain Management Policy states that, "An official or bid adjudication committee to which the power to make final awards has been sub delegated in accordance with subparagraph 5(2) must within five days of the end of each month submit to the official referred to in subparagraph 5(4) a written report containing particulars of each final award made by such official or committee during that month, including-

- (a) the amount of the award;
- (b) The name of person to whom the award was made; and
- (c) The reason why the award was made to that person."

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

No bid was awarded by the Accounting Officer during the month of May 2017.

3.2.1.4 Tenders toegeken

Paragraaf 5 (3) van die Raad se Voorsieningskanaal Beleid state wat, "n beampste 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 beampste bedoel in subparagraaf 5 (4) 'n skriftelike verslag wat besonderhede bevat van elke finale toekenning wat deur so 'n beampste of komitee gedurende die maand, insluitend-

- (a) die bedrag van die toekenning;
- (b) Die naam van die persoon aan wie die toekenning gemaak is, en
- (c) Die rede waarom die toekenning gemaak is aan daardie persoon."

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

Geen tender was toegeken deur die Rekenpligtige Beampste gedurende Mei 2017 nie.

The following competitive bids was awarded by the Bid Adjudication Committee during the month of May 2017:

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

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/13/77	08-May-2017	Gateway Metalworks (Pty) Ltd	Supply, delivery and installation of new palisade fencing and Two double swing palisade gates at Pine forest resort (Re-advertisement)	Bidder scored the highest points	Based on tendered rates with an estimated value of R 1 188 290.40 (Incl. Vat & Contingencies)
08/2/14/07	12-May-2017	JML Dienste CC	Supply, Delivery, Repair And Installation Of Fibreglass Lining At Eiland Swimming Pool	Only responsive bidder	Based on tendered rates with an estimated value of R 1 094 360.78 (Incl. VAT & Contingencies)
08/2/14/25	11-May-2017	Corjacq Construction CC	Supply Delivery And Installation Of Wooden - Laminated Flooring (Re-advertisement)	Bidder scored the highest points	R 227 670.82 (Non. VAT)
08/2/14/45	02-May-2017	Adenco Construction (PTY) Ltd	Bulk electrical upgrading for the Vredebes area in Ceres	Bidder scored the highest points	Based on tendered rates with an estimated value of R 2 883 677.44 (Incl. VAT & Contingencies)

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

Paragraph 13 (1) of the Preferential Procurement Regulations of 2017 states the following:

An organ of state may, prior to the award of a tender, cancel a tender invitation if-

- (a) due to changed circumstances, there is no longer need for the goods or services specified in the invitation; or*
- (b) funds are no longer available to cover the total envisaged expenditure; or*
- (c) no acceptable tender is received; or*
- (d) there is a material irregularity in the tender process.*

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

3.2.1.5 Paragraaf 13 (1): Kansellasië en her-uitnodiging van tenders

Paragraaf 13 (1) van die Voorkeur Verkrygings Regulasies van 2017 bepaal die volgende:

'n Staats instansie mag, voor die toekenning van 'n tender, 'n tender uitnodiging kanselleer indien-

- (a) weens veranderde omstandighede, daar nie meer 'n behoefte vir die goedere of dienste soos gespesifiseer in die uitnodiging is nie; of*
- (b) fondse is nie meer beskikbaar om die totale voorsiene uitgawe te dek nie; of*
- (c) geen aanvaarbare tender ontvang is nie; of*
- (d) daar materiële ongerymdhede in die tender proses is.*

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Mei 2017:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/14/65	18-May-2017	Supply, delivery and installation of new stage curtains, Ceres Town Hall	No responsive 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
146644	10-May-2017	Human Communications (Pty) Ltd	Advertisement: Bid 08/2/14/34, 08/2/14/58, 08/2/14/70 and 08/2/14/72	Only responsive quotation	R 12 336.95 (Incl. VAT)	Chief Financial Officer
146650	10-May-2017	Super Air Brake & Clutch	Repair of the TATA Sewer Truck's Brake shoes (CT 16357)	Lowest responsive quotation	R 5 432.10 (Incl. VAT)	Chief Financial Officer
146679	11-May-2017	Human Communications (Pty) Ltd	Advertisement: of Post: Senior Electrician (REF: EL11)	Only responsive quotation	R 7 724.39 (Incl. VAT)	Chief Financial Officer
146835	18-May-2017	Human Communications (Pty) Ltd	Advertisement: of Post: Manager Electrical Services (REF: EL52)	Only responsive quotation	R 7 724.39 (Incl. VAT)	Chief Financial Officer
146863	19-May-2017	Human Communications (Pty) Ltd	Advertisement: Bid 08/2/14/66, 08/2/14/70	Only responsive quotation	R 8 501.85 (Incl. VAT)	Chief Financial Officer
146906	23-May-2017	Human Communications (Pty) Ltd	Advertisement: Bid 08/2/14/49, 08/2/14/50	Only responsive quotation	R 5 410.27 (Incl. VAT)	Chief Financial Officer
147018	26-May-2017	Earl-Nique Decorators CC	Supply, Delivery and Installation of New Carpets	Lowest responsive quotation	R 25 700.00 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Paragraph 20 (d): Policy Compliance

Paragraph 20(d) of Council's Supply Chain Management Policy states that: *The procedure for the procurement of goods or services through written quotations or formal written price quotations is as follows: the accounting officer or chief financial officer must on a monthly basis be notified in writing of all written quotations and formal written price quotations accepted by an official acting in terms of a sub delegation.*

For the purpose of this report, only the formal written price

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

quotations will be reported on.

geskrewe kwotasies gerapporteer word.

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of May 2017:

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Mei 2017:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/14/41	02-May-2017	GPS Sales & Training	Training of municipal officials on handle and use of fire arms	Only bidder	R 93 940.00 (incl. VAT)	Director: Corporate Services
08/2/14/53	18-May-2017	Corjacq Construction CC	Maintenance of ablution facilities Lyell street sportsground Ceres	Only bidder	Based on tendered rates with an estimated value of R 137 895.32 (non. VAT & Contingencies)	Director: Community Services
08/2/14/60	24-May-2017	Southern Sky Operations (PTY) Ltd	Supply & delivery of weaponry items for Traffic and law enforcement officers	Only bidder	R 109 400.00 (Incl. VAT)	Director: Corporate Services
08/2/14/62	19-May-2017	Khusela Soutions (PTY) Ltd	Supply and delivery of computer equipment	Bidder scored the highest points	R107 336.70 (Incl. VAT)	Director: Financial services
08/2/14/63	03-May-2017	Ian Dickie & CO (PTY) Ltd	Supply, delivery and registration of two (2) carry all sewer rod trailers (Re-advertisement)	Only bidder	Based on tendered rates with an estimated value of R 130 612.64 (incl. VAT)	Director: Technical Services
08/2/14/64	24-May-2017	Workshop Electronics (PTY) Ltd	Supply, delivery and installation of play detector for testing station	Only responsive bidder	R 149 055.00 (Incl. VAT)	Director: Corporate Services

3.2.1.8 Appeals

The following appeals were lodged and is being dealt with by the Accounting Officer:

3.2.1.8 Appèlle

Die volgende appèlle is ontvang en word hanteer deur die Rekenpligtige beampte:

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Outcome
08/2/13/82	Provision of security services	20 March 2017	Venus Security Solutions	BBBEE status and verification	Matter is under review with the Accounting officer
08/2/13/82	Provision of security services	27 March 2017	Bizstorm 51 CC T/A Global Force	Non-compliance of pre-qualification criteria	Matter is under review with the Accounting officer
08/2/13/82	Provision of security services	28 March 2017	Isivile Security services (PTY) Ltd	Award to company in Western Cape	Matter is under review with the Accounting officer
08/2/13/82	Provision of security services	28 March 2017	Secunet Security Services	Company awarded to has no infrastructure in	Matter is under review with the

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				Witzenberg	Accounting officer
08/2/13/82	Provision of security services	23 March 2017	Star Security Services	Claim previous experience submitted was sufficient	Matter is under review with the Accounting officer
08/2/14/07	Supply, Delivery, Repair And Installation Of Fibreglass Lining At Eiland Swimming Pool	24 May 2017	Namakwa Construction	Reason for not awarding to company	Appeal was dismissed by the Accounting Officer
08/2/14/07	Supply, Delivery, Repair And Installation Of Fibreglass Lining At Eiland Swimming Pool	24 May 2017	Arlindo's Fibreglass	Reason for not awarding to company	Appeal was dismissed by the Accounting Officer

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 May 2017 which totals R 710 745.30:

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 Mei 2017 wat beloop op die totaal van R 710 745.30:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
05-Apr-17	Witzenberg Herald	Notice of Special Council Meeting 07/04/2017	Impractical	146063	2 624.00
04-May-17	Giovanni's Fisheries	Food Parcels: Emergency Workers	Emergency	146553	710.00
04-May-17	Giovanni's Fisheries	Food Parcels: Emergency Workers	Emergency	146554	360.99
09-May-17	AAD Truck and Bus	Service Parts (5000km Service) CT 17017	Impractical	146631	5 079.98
10-May-17	Adenco Construction	Repairs to Panorama Switching Station	Emergency	146659	148 966.24
11-May-17	MS Davids Construction (Pty) Ltd	Demolishing of illegal structures	Emergency	146660	12 768.00
12-May-17	Witzenberg Herald	Publish notice: Special council meeting 16 May 2017	Impractical	146725	2 624.00
12-May-17	Regan Brown Attorneys	Legal services: Bridgman / Witzenberg	Impractical	146739	159 584.84
16-May-17	Motla Consulting Engineers	Bulk meter reading: February 2017	Emergency	146770	36 181.31
16-May-17	Ceres Alarms	Monitoring and Reaction Services December 2015 - February 2017	Impractical	146781	22 113.80
17-May-17	Transnet	Monthly Rental of testing facility: May 2017	Single supplier	146815	7 708.68

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Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
19-May-17	Ceres Alarms	Repair CCTV camera at SCM Stores	Impractical	146861	5 871.00
22-May-17	Alta Swanepoel & Associates	Registration fee: Road Transport legislation workshop	Single supplier	146874	2 900.00
24-May-17	Ceres Alarms	Repairs to Alarm System at Pumpstation 4	Emergency	146960	4 571.40
24-May-17	WM Spilhaus Ceres	Emergency Works: Water Supply Wolseley	Emergency	146961	4 912.40
25-May-17	BDK Technologies (PTY) Ltd	Maintenance of Computer network: Feb & Mar 2017	Impractical	146969	38 304.50
26-May-17	Witzenberg Herald	Publish notice: Water Situation	Single supplier	146997	8 568.00
26-May-17	PC Berning	Repair of differential of Grader CT 2192	Impractical	146998	243 896.16
30-May-17	Arina Wilson	Technical Editing / Proofreading IDP	Impractical	147074	3 000.00

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
March 2017	R 607 499.57	R31 509 960.23	1.93%
April 2017	R 387 449.86	R19 936 245.15	1.95%
May 2017	R 710 745.30	R36 628 989.36	1.94%

Logistics

The table below contains a high level summary of information regarding the stores section:

Logistieke

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

	31 March 2017	30 April 2017	31 May 2017
Value of inventory at hand	R6 395 943.90	R5 611 082.34	R5 793 403.92
Turnover rate of total value of inventory (Norm 1,5 times for the third quarter)	1.32 times	1.65 times	2.02 times
Turnover rate excluding Chinese meters	1.30 times	1.67 times	2.00 times
Date of latest stores reconciliation	01 June 2017		
Date of last stock count	30 March 2017		
Date of next stock count	29 June 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:

	March 2017	April 2017	May 2017
Salaries – Cost to company	R11 282 605	R10 354 061	R10 417 325
Provisions included with salaries	R1,218,976	R1,051,537	R1,190,863
Number of Employees and Councillors included in run	596	590	585
Number of Ward members receiving allowance	117	118	119
Balancing amount	R168 852	R550 081	R686 497

Explanation:

Verduideliking:

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 Ouderdomsontleiding 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
March 2017	5 512 526	524 582	0	0	0	0	0	0	R6 037 108
April 2017	2 135 334	105 701	3 142	0	0	0	0	0	R4 504 797
May 2017	3 266 889	60 516	5 996	0	0	0	0	0	R3 333 401

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

Name of creditor	April 2017 Amount	May 2017 Amount	Description	Reason
ARB ELECTRICAL	R1 943.00		T CONNECTORS	DID NOT APPEAR ON STATEMENT
AFRIFELL	R20 148.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES PLANT HIRE	R423.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES SPAR	R230.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
HAMLET ELEKTRIES	R1 995.00		CONNECTION OF ELECTRICITY	DID NOT APPEAR ON STATEMENT
H S M	R63 739.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
INCLEDON	R305.00		MALE ADAPTOR	DID NOT APPEAR ON STATEMENT
KASTEN HARDWARE	R1 162.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
NOSA	R2 250.00		NOSA SAMTRAC TRAINING	DID NOT APPEAR ON STATEMENT

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Name of creditor	April 2017 Amount	May 2017 Amount	Description	Reason
KAAP AGRI	R10 129.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
RIBBENS OFFICE NATIONAL	R5 513.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
VILKO	R151.00		CISTERN	DID NOT APPEAR ON STATEMENT
WITZENBERG BRANDBLUSSERS	R855.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
A TO Z OFFICE SUPPLIES		R1 995.00	OAK MELAMINE PODIUM	
BEKEZELA CONCRETE		R5 991.00	BRICKS AND SLABS	PAYMENT IS DUE FOR 16 JUNE 2017
CAPRICHEM		R338.00	DUSTMOP SWEEPER	DID NOT APPEAR ON STATEMENT
DU PLESSIS AUTO		R28.00	SUNDRIES	DID NOT APPEAR ON STATEMENT
FIRE STUFF		R14 029.00	THRU THE PUMP FOAM SYSTEM	DID NOT APPEAR ON STATEMENT
PARKERSON THOMAS		R20 200.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
KAAP AGRI		R5 880.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
SIYAPHAMBILI ELECTRICAL		R14 592.00	CABLE	DID NOT APPEAR ON STATEMENT
SUGARBERRY TRADING		R254.00	FULL INSERT LID	DID NOT APPEAR ON STATEMENT
CT TYRE KING		R3 200.00	DUNLOP 750R16	DID NOT APPEAR ON STATEMENT

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

	March 2017	April 2017	May 2017
Total value of creditors paid	R37,300,926	R40,792,065	R48,901,176
Date of creditor reconciliation	03/04/2017	02/05/2017	01/06/2017

The table below contains the 10 highest creditor values outstanding:

Die tabel hieronder bevat die 10 hoogste uitstaande skuldeiser waardes:

Name of creditor	April 2017 Amounts Outstanding	May 2017 Amounts Outstanding	Description of goods/ services
GPS SALES & TRAINING		93 940.00	TRAINING
UNIVERSAL TRADING		95 268.00	VARIOUS GOODS DELVIRED
VILKO/VILLIERSDORP		97 026.00	VARIOUS GOODS DELIVERED
FIRE STUFF		104 748.00	PORTABLE FIRE PUMP
OHS CAPE		108 760.00	MUNICIPAL MEDICAL ASSESMENT
AFRIFELL		124 534.00	VARIOUS GOODS DELVIRED

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UMZALI CIVILS		263 268.00	RETENSION
DELNIET CONSTRUCTION		274 452.00	VARIOUS GOODS DELIVERED
JOCASTRO		283 005.00	MINI SUBSTATION
VAKALA CONSTRUCTION		490 980.00	RETENSION
ELSTER KENT METERING	37 483.00		VARIOUS GOODS DELIVERED
WESKAAP SAFETY	29 925.00		FIREWALK SAFETY BOOTS
KARSTEN & HARDWARE	40 558		VARIOUS GOODS DELIVERED
JC SERVICES	41 358.00		VARIOUS GOODS DELIVERED
FREMTAC FIRE AND RESCUE	41 847.00		VARIOUS GOODS DELIVERED
KAAP AGRI	43 811.00		VARIOUS GOODS DELIVERED
WITZENBERG HERALD	44 485.00		VARIOUS GOODS DELIVERED
TOURVEST TRAVEL	53 298.00		TRAVEL & ACCOMODATION
VILKO	85 931.00		VARIOUS GOODS DELIVERED
SIYAPHABILI ELECTRICAL	594 113.00		VARIOUS GOODS DELIVERED
ARB ELECTRICAL			VARIOUS 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	April 2017 Amounts Outstanding	May 2017 Amounts Outstanding	Description of goods/ services
ESKOM	20 382 052.14	16 872 203.36	ELEC
ASLA CONSTRUCTION	3 877 529.68	13 280 361.80	VARIOUS GOODS DELIVERED
MARTIN AND EAST	3 699 951.97	3 613 658.98	RESEALING OF EXISTING STREETS IN WITZENBERG AREA
EXEO KHOKELA CIVILS ENGINEERING		1 972 046.73	AFFORDABLE HOUSING DELEOPMENT
JOCASTRO		1 886 700.00	MINI SUBSTATION
RUWACON	886 179.74	1 446 626.26	CONSTRUCTION OF 4.5ML NDULI RESERVOIR
SIYAPHAMBILI ELECTRICAL	876 434.46	734 266.61	VARIOUS GOODS DELIVERED
VENUS SECURITY	715 127.59	670 607.65	SECURITY SERVICES
WF CONSTRUCTION		567 140.88	SUPPLY AND UPGRADE OF SERVER NETWORKS
JVZ CONSTRUCTION	581 143.09		CONSTRUCTION OF NEW 2ML RESERVOIR
SILVERDALE PROJECTS	450 938.40		INCEPTION AND DETAILED FEASIBILITY REPORT
EXEO KHOKELA CIVILS ENGINEERING	576 310.40		BELLA VISTA AFFORDABLE HOUSING DEDUCTION
JVR CONSTRUCTION	748 757.83		VARIOUS GOODS DELIVERED

3.2.3.3 Petty Cash:

3.2.3.3 Kleinkas

Tipe Transaksie	April 2017		May 2017	
Type of transaction	Total	%	Total	%
Condolences, well wish cards, bouquets, flowers and keys for offices	R 799.85	31%	R 249.15	3.38%
Refreshments and caterings	R 1 296.60	50%	R 5 124.60	69.48%
Rent (Halls etc.);	R 0.00	0%	R 0.00	0.00%
Refunds (Library book fees)	R 0.00	0%	R 0.00	0.00%
Payment of clients without bank accounts	R 0.00	0%	R 0.00	0.00%
Temporary vehicle licensing fees and public driver permits	R 0.00	0%	R 516.00	7.00%
Tollgate fees when an employee is driving with an official vehicle registered in the name of council	R 71.00	3%	R 687.50	9.32%
Approved in terms of 5 (b) (vi) of Petty Cash policy	R 404.50	16%	R 798.00	10.82%
GRAND TOTAL	R 2 571.95		R 7 375.25	

Petty cash: Cash at hand reconciliation

Kleinkas:

Kontant voorhande opsomming

DESCRIPTION / BESKRYWING	March 2017	April 2017	May 2017
Opening cash balance	R5 000	R5 000	R5 000
Less total vouchers	(R5 166.40)	(R2 721.95)	(R7 375.25)
Replenishment during month	R3 971.10	R2 278.05	R3 420.50
Cash at hand before month-end replenishment	R3 804.70	R2 721.95	R1 054.25
Replenishment at month end	R1 195.30		R3 954.75
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

The information with regard to the cash and investment is contained in the tables below:

3.3.1 Kontant en Beleggings

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	April 2017		May 2017	
			Bank balance	Cashbook Balance	Bank balance	Cashbook Balance
Primary Bank Acc.	STANDARD BANK	203 241 819	R93,558,022	R85,902,945	R92,209,535	R90,119,881

Investments:

Beleggings:

Institution / Instansie	March 2017		April 2017		May 2017	
	R	% of available funds	R	% of available funds	R	% of available funds
ABSA Bank Ltd	R10,000,000	17.54%	R10,000,000	29.41%	R10,000,000	100%
Investec Bank Ltd	R24,000,000	42.11%	R24,000,000	70.59%		
Nedbank Ltd	R23,000,000	40.35%				
Standard Bank of SA Ltd						
Total	R57,000,000	100%	R34,000,000	100%	R10,000,000	100%

	April 2017		May 2017		June 2017	
	R	% of available funds	R	% of available e funds	R	% of available funds
Unutilised government grants	R57,000,000	100%	R34,000,000	100%	R10,000,000	100%
Capital Replacement Reserve (CRR)						
Provisions						
Total	R57,000,000	100%	R34,000,000	100%	R10,000,000	100%

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:	March 2017	April 2017	May 2017
Balances	R49,718,125	R 44, 219,432	R 28,447,711

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The table below shows the dates when the reconciliation is completed: Die tabel hieronder dui die datums wanneer die rekonsiliasies voltooi is:

Reconciliations Rekonsiliasies	March 2017	April 2017	May 2017
Primary bank account	04/04/2017	04/05/2017	05/06/2017
Investment reconciliation	06/04/2017	08/05/2017	02/06/2017
Long term Liabilities	05/04/2017	09/05/2017	01/06/2017
Grant Register	05/04/2017	09/05/2017	01/06/2017

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	April 2017		May 2017	
	Number of items	Amount	Number of items	Amount
Uncleared ACB	322	R20,187,770	223	R32,874,496
Outstanding cheques	25	R19,617	77	R37,779
Transactions not in cash book	2026	R9,623,065	1460	R28,765,726
Receipts not cleared on Bank statement	232	R2,929,694	201	R2,057,066
Outstanding journals	8	R450	1	R172

3.3.2 Liabilities

3.3.2 Laste

Name of Institution	Interest Rate	Opening Balance	Payment (Redemption)	Interest	Closing Balance	Payments
Naam van Instansie		May 2017			May 2017	June 2017
		R			R	R
DBSA	10,75% - 17,45%	R4,487,603	R0	R0	R4,487,603	R186,174
Nedbank	13.50%	R6,748,739	R524,889	R236,205	R6,223,850	R0.00
Total		R11,236,343	R524,889	R236,205	R10,711,453	R186,174

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	May 2017	R0	01/06/2017
Traffic : Motor Registration	May 2017	R356,566.26	02/06/2017
Traffic : RTMC Fees	May 2017	R30,494.42	02/06/2017
Direct Deposit	May 2017	R398,852.07	01/06/2017
Traffic : AARTO	May 2017	R0	02/06/2017
Traffic : Drivers Licence	May 2017	R7,592.73	02/06/2017
Traffic : Roadworthy	May 2017	R9,821.31	02/06/2017
Faulty Direct Deposits	May 2017	R31,782.00	01/06/2017
Traffic : Nu-Traffic	May 2017	R151,806.58	01/06/2017
VAT	May 2017	-R554 755.58	01/06/2017

3.3.4 INSURANCE

3.3.5 VERSEKERING

Month of Reporting: May 2017

Maandverslag: Mei 2017

Insurance report - ANNEXURE O

Versekeringsverslag - BYLAE O

3.3.5 ASSETS

3.3.6 BATES

Month of Reporting: May 2017

Maandverslag: Mei 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 May 2017 / Artikel 66 vir Mei 2017
- Annexure H - Sect 11 for May 2017 / Artikel 11 vir Mei 2017
- Annexure I - Finance Management Grant / Finansiële Bestuur toelaag
- Annexure J - Municipal Infrastructure Grant / Munisipale Infrastruktuur toekenning
- Annexure K - Integrated National Electrification Programme Grant / Geïntegreerde Nasionale Elektrifisering Program Toekenning
- Annexure L - 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
Annexure P – Quality Certificate

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
Bylae P – Kwaliteit sertifikaat

Yours faithfully

Die uwe

H J Kritzingen
CHIEF FINANCIAL OFFICER / HOOF FINANSIËLE BEAMPTTE

INVESTMENT REGISTER

A

AC : AGE ANALYSIS OF CREDITORS (All values in Rand)
 Save File as : Muncode.AC copy_Mun.XLS (e.g.: GT411.AC_2003.M07)
 Change Year End (copy) to Financial Year End (e.g.: 2003 for year 2002/2003)
 Change Month End (Mm) to Active Month (M01=July,...M12=June)(e.g.: M07)
 Change Muncode to your own municipal code (e.g.: GT411)
 If (and only if) Creditors per function not available, list top 10 creditors by name

Year End	Month End	Mun	Item	Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
2017	M11	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)	0	0	0	0	0	0	0	0	0
			0500	Pensions / Retirement deductions	0	0	0	0	0	0	0	0	0
			0600	Loan repayments	0	0	0	0	0	0	0	0	0
			0700	Trade Creditors	3 266 872	60 519	5 997	0	0	0	0	0	3 333 389
			0800	Auditor General	0	0	0	0	0	0	0	0	0
			0900	Other	0	0	0	0	0	0	0	0	0
			1000	Total	3 266 872	60 519	5 997	0	0	0	0	0	3 333 389
			TP01	Top 1 Creditor	0	0	0	0	0	0	0	0	0
			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

AD : AGE ANALYSIS OF DEBTORS (All values in Rand)
 Save File as : Burpda_AD_0097_Jun.XLS (e.g.: G1411_AD_2006_M10)
 Change Year End (0097) to Financial Year End (e.g.: 2005 for year 2004/2005) and Month End (Jun) to Actual Month (M07=July..M12=June)(e.g.: M10)
 Change Months to year; own municipal code (e.g.: G1411)
 To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Year End	Month End	Man WC022	Item	Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 180 Days	181 - 1 Year	Over 1 Year	Total	Actual Bad Debt Written Off against Debtors	Impairment - Bad Debts L.O. Council Policy
2017	M11		1100	Debtors Age Analysis By Income Source										
			1200	Trade and Other Receivables from Exchange Transactions - Water	4 630 670	1 080 677	759 882	1 039 300	877 718	4 841 673	57 628 859	61 813 323	0	0
			1300	Trade and Other Receivables from Exchange Transactions - Electricity	16 448 946	644 532	321 811	281 308	103 485	68 880	387 650	19 628 861	0	0
			1400	Receivables from Non-exchange Transactions - Property Rates	5 271 726	209 363	187 555	168 625	187 861	2 478 308	13 156 269	21 785 847	0	0
			1500	Receivables from Exchange Transactions - Waste Water Management	2 227 228	522 921	533 023	484 849	495 838	2 525 814	18 835 159	24 109 894	0	0
			1600	Receivables from Exchange Transactions - Waste Management	2 445 339	489 834	440 324	414 008	405 887	2 841 401	20 879 771	27 683 827	0	0
			1700	Receivables from Exchange Transactions - Property Rental Debtors	46 843	17 750	17 172	18 834	18 791	95 235	818 453	1 145 521	0	0
			1810	Interest on Arrear Debtor Accounts	68 807	49 044	64 310	64 842	88 657	1 074 033	27 743 164	29 259 736	0	0
			1820	Recoverable unauthorised, irregular or fruitless and wasteful Expenditure	0	0	0	0	0	0	0	0	0	0
			1900	Other	-2 628 523	31 848	23 348	20 898	40 262	165 161	1 090 186	-1 187 487	0	0
			2000	Total By Income Source	27 887 644	2 910 990	2 947 426	2 640 678	2 177 089	14 124 454	120 277 687	174 354 241	0	0
			2100	Debtors Age Analysis By Customer Group										
			2200	Organic of Sales	1 384 447	387 258	238 768	171 821	90 871	638 068	2 213 313	5 008 927	0	0
			2300	Commercial	18 186 360	227 080	213 273	180 530	117 664	101 757	7 338 316	24 399 578	0	0
			2400	Households	13 157 817	2 004 073	1 716 481	1 889 482	1 815 773	1 842 034	11 117 048	104 085 864	0	0
			2500	Other	1 527 187	271 704	183 862	189 738	183 101	175 388	1 431 287	9 630 841	0	0
			2600	Total By Customer Group	27 887 644	2 910 990	2 947 426	2 640 678	2 177 089	14 124 454	120 277 687	174 354 241	0	0

Notes:

Property Rental Debtors: Including housing and land sale debtors
 Total By Income Source = Total by Customer Group
 The total debtors amount must balance the total amount refunded for debtors on the BSAAC return.
 Bad Debts-Eac: Debtors written off during the month
 Impairment - Bad Debts L.O. Council Policy :
 The aim of this schedule is to ensure that the impairment contribution is done in a structured manner
 The impairment amount that is entered in this block should be the aggregated amount as per the calculation formula in the municipality
 If a formula to calculate impairment is not in place this is a tool that can be used to develop such a formula and get it approved as part of the accounting policy

CFA : CASH FLOW STATEMENT ACTUALS / FORECASTS (All values in Rand)(Payments= +)

Save File as : Muncde_CFA_coyr_Mnn.XLS (e.g.: GT4111_CFA_2005_M10)

Change Muncde to your own municipal code (e.g.: GT4111) and Year End (copy) to Financial Year End (e.g.: 2005 for year 2004/2005)

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

Change Month End (Mnn) to Active Month (M01=July...M12=June)(e.g.: M10) (Enter Actuals up to Active Month included and Forecast figures for months after Active Month)

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

Year	Month	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
End	Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
2017	M10	WC022											
3000	Item	Detail											
3010	Cash Receipts by Source												
3020	Property rates	3 828 271	472 418	14 212 428	5 244 862	3 319 122	3 306 705	3 500 834	3 054 410	3 113 801	2 643 655	3 105 242	
3030	Service charges - penalties & collection charges	15 813 307	3 683 822	15 286 075	13 828 804	14 484 813	10 975 028	13 488 313	18 876 842	18 622 083	18 905 851	18 846 509	
3040	Service charges - electricity revenue	2 852 135	216 698	1 922 724	2 347 523	2 321 189	1 988 923	2 885 093	2 721 267	3 331 081	2 678 525	2 844 859	
3050	Service charges - water revenue	1 586 232	181 073	2 026 069	1 845 015	1 752 727	1 541 868	1 858 053	363 668	1 988 836	1 750 368	1 812 446	
3060	Service charges - refuse revenue	1 715 285	177 722	1 862 877	1 766 340	1 813 026	1 615 308	1 889 785	1 637 080	1 991 167	1 658 610	1 896 186	
3070	Service charges - other	-477 186	33 497 882	5 524 283	2 991 797	3 500 434	3 368 554	3 368 953	2 978 960	4 068 833	3 891 513	4 238 528	
3080	Rental of facilities and equipment	437 511	757 815	304 222	1 416 789	848 451	574 275	613 723	812 179	700 482	252 383	480 783	
3090	Interest earned - external investments	285 188	672 885	677 733	644 257	584 186	281 419	1 620 555	608 452	463 245	646 854	982 217	
3100	Interest earned - outstanding debtors	685 217	0	0	0	0	0	0	0	0	0	0	
3110	Dividends received	0	0	0	0	0	0	0	0	0	0	0	
3120	Fines	100 942	108 981	190 940	248 885	318 376	166 565	212 529	184 859	157 073	238 043	749 405	
3130	Licences and permits	55 414	17 640	12 179	4 132	5 861	3 617	5 271	4 213	4 115	6 063	8 723	
3140	Agency services	258 107	388 438	385 283	282 384	436 591	242 204	228 637	181 046	321 116	456 058	870 355	
3150	Transfer receipts - operational	24 889 000	334 000	4 181 382	3 259 000	18 502 000	18 502 000	972 883	2 334 000	14 934 000	318 816	120 000	
3160	Other revenue	954 282	4 943 894	2 383 067	2 828 607	2 830 600	1 801 863	4 798 537	2 988 555	1 863 956	2 454 285	7 328 777	
3170	Cash Receipts by Source	53 022 904	45 443 260	48 981 232	34 059 622	34 968 849	42 358 639	35 454 276	34 748 511	51 377 588	35 900 844	44 164 980	0
3180	Other Cash Flows/Receipts by Source												
3190	Transfer receipts - capital	0	6 988 000	188 048	6 851 000	0	11 889 000	0	2 300 000	23 060 310	0	0	
3200	Contributions recognised - capital & Contributed	0	0	0	0	0	0	0	0	0	0	0	
3210	Proceeds on disposal of PPE	0	0	0	0	0	0	0	0	0	0	0	
3220	Short term loans	0	0	0	0	0	0	0	0	0	0	0	
3230	Borrowing long term/refinancing	0	0	0	0	0	0	0	0	0	0	0	
3240	Increase (decrease) in consumer deposits	77 744	47 944	52 758	43 397	52 011	26 044	27 848	58 072	42 840	21 809	5 763	
3250	Decrease (increase) in non-current debtors	0	0	0	0	0	0	0	0	0	0	0	
3260	Decrease (increase) other non-current	0	0	0	0	0	0	0	0	0	0	0	
3270	Decrease (increase) in non-current investments	0	0	0	0	0	0	0	0	0	0	0	
3280	Total Cash Receipts by Source	53 100 648	52 458 194	49 203 038	40 954 019	35 017 880	54 251 883	35 482 124	37 102 583	74 480 718	58 922 453	44 170 773	0
4000	Cash Payments by Type												
4010	Employee related costs	9 716 820	9 822 197	9 950 013	9 882 827	10 308 288	10 113 309	10 302 900	10 120 831	9 889 404	9 782 329	10 139 362	
4020	Remuneration of councillors	773 815	870 111	712 687	715 245	721 245	715 245	717 572	774 848	778 348	952 825	787 427	
4030	Collection costs	73 465	62 687	58 000	64 880	58 000	60 359	116 000	0	58 000	58 000	64 873	
4040	Interest paid	0	0	620 487	0	0	83 913	0	0	514 118	0	0	
4050	Bulk purchases - Electricity	0	0	18 528 246	11 217 544	10 840 483	11 018 451	10 723 758	13 252 815	15 642 366	17 878 983	14 800 178	
4060	Bulk purchases - Water & Sewer	0	19 426 402	0	0	0	0	0	0	0	0	0	
4070	Other materials	0	0	0	0	0	0	0	0	0	0	0	
4080	Contracted services	1 063 843	410 299	1 706 287	1 016 384	2 678 202	980 094	1 123 158	738 140	1 632 304	1 186 231	1 456 724	
4090	Grants and subsidies paid - other municipalities	10 000	189 387	89 677	185 930	37 668	118 896	175 400	0	118 500	178 900	3 400	
4100	Grants and subsidies paid - other	0	0	0	0	0	0	0	0	0	0	0	
4110	General expenses	8 880 539	5 949 475	5 209 141	5 955 758	6 256 555	6 402 638	4 684 435	6 876 109	9 303 212	10 791 864	22 058 807	
4120	Cash Payments by Type	20 548 082	36 630 558	36 875 618	28 138 548	30 701 451	29 472 905	27 823 223	31 562 843	37 836 252	40 828 942	49 318 371	0
4130	Other Cash Flows/Payments by Type												
4140	Capital assets	5 721 741	3 132 337	3 598 517	619 689	808 522	704 860	853 223	255 940	2 158 200	5 005 789	4 585 819	
4150	Repayment of borrowing	0	0	4 171 491	0	0	109 001	0	0	4 281 619	0	0	
4160	Other Cash Flows/Payments	28 256 432	2 996 100	5 682 854	90 946 864	-2 610 408	-12 420 720	-45 976 135	86 170 120	-12 080 983	8 106 782	-13 860 354	
4170	Total Cash Payments by Type	54 526 255	42 758 995	50 328 380	120 705 081	28 888 585	17 886 046	-57 188 689	117 987 903	32 275 108	53 941 523	39 953 836	0
4180	Net Increase/(Decrease) in Cash Held	-1 425 607	9 700 199	-1 125 341	-79 751 082	6 118 295	36 385 637	52 681 813	-80 886 320	42 205 610	4 880 930	4 216 937	0
4190	Cash/cash equivalents at the month/year begin:	97 039 728	95 614 121	105 314 320	104 188 978	24 437 917	30 558 212	66 941 848	119 623 661	38 728 341	80 933 951	85 914 881	90 131 818
4200	Cash/cash equivalents at the month/year end:	95 614 121	105 314 320	104 188 978	24 437 917	30 558 212	66 941 848	119 623 661	38 728 341	80 933 951	85 914 881	90 131 818	90 131 818

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QSA : STATEMENT OF FINANCIAL PERFORMANCE ACTUALS (All values in Rand. See Input Form Instructions)(Select Signing Convention: +1 or -1, Check Totals)
 Save File as : Muncdo_GSA_coyr_Mm.XLS (e.g.: GT411_OSA_2005_M10)
 Change Year End (coyr) to Financial Year End (e.g.: 2005 for year 2004/2005)
 Change Month End (Mm) to Active Month (M01=July...M12=June)(e.g.: M10)
 Change Muncdo to your own municipal code (e.g.: GT411)
 All functions are listed below
 If 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	Funcd on	Function/Subfunction Description	Mun Ent(Y/N)	Item	Detail	Committed Orders Month M11	Actual Month M11
				TOTAL FOR ALL FUNCTIONS		0100	OPERATING REVENUE	0	0 99990100
				TOTAL FOR ALL FUNCTIONS		0200	Property Rates	0	5 374 373 99990200
				TOTAL FOR ALL FUNCTIONS		0300	Property Rates - Penalties And Collection Charges	0	110 896 99990300
				TOTAL FOR ALL FUNCTIONS		0400	Service Charges	0	28 401 889 99990400
				TOTAL FOR ALL FUNCTIONS		0700	Rent Of Facilities And Equipment	0	548 846 99990700
				TOTAL FOR ALL FUNCTIONS		0800	Interest Earned - External Investments	0	962 217 99990800
				TOTAL FOR ALL FUNCTIONS		1000	Interest Earned - Outstanding Debtors	0	761 459 99991000
				TOTAL FOR ALL FUNCTIONS		1100	Dividends Received	0	0 99991100
				TOTAL FOR ALL FUNCTIONS		1300	Fines	0	749 405 99991300
				TOTAL FOR ALL FUNCTIONS		1400	Licenses and Permits	0	11 374 99991400
				TOTAL FOR ALL FUNCTIONS		1500	Agency Services	0	670 355 99991500
				TOTAL FOR ALL FUNCTIONS		1600	Transfers Recognised - Operating	0	18 035 206 99991600
				TOTAL FOR ALL FUNCTIONS		1810	Transfers Recognised - Capital	0	6 363 197 99991810
				TOTAL FOR ALL FUNCTIONS		1700	Other Revenue	0	508 795 99991700
				TOTAL FOR ALL FUNCTIONS		1800	Gain On Disposal Of Property, Plant & Equipment	0	0 99991800
				TOTAL FOR ALL FUNCTIONS		1900	Total Operating Revenue Generated	0	62 518 012 99991900
				TOTAL FOR ALL FUNCTIONS		2000	Less Revenue Foregone	0	-1 416 909 99992000
				TOTAL FOR ALL FUNCTIONS		2100	Total Direct Operating Revenue	0	61 101 103 99992100
				TOTAL FOR ALL FUNCTIONS		2200	INTERNAL TRANSFERS - (must net out with corresp. items under	0	0 99992200
				TOTAL FOR ALL FUNCTIONS		2300	Interest Received - Internal Loans	0	0 99992300
				TOTAL FOR ALL FUNCTIONS		2500	Internal Recoveries (Activity Based Costing Etc)	0	1 553 408 99992500
				TOTAL FOR ALL FUNCTIONS		2600	Dividends Received - Internal (From: Municipal Entities)	0	0 99992600
				TOTAL FOR ALL FUNCTIONS		2700	Total Indirect Operating Revenue	0	1 553 408 99992700
				TOTAL FOR ALL FUNCTIONS		2800	Total Operating Revenue	0	62 654 509 99992800
				TOTAL FOR ALL FUNCTIONS		2900	OPERATING EXPENDITURE	0	0 99992900
				TOTAL FOR ALL FUNCTIONS		3000	Employee Related Costs - Wages & Salaries	0	-9 189 199 99993000
				TOTAL FOR ALL FUNCTIONS		3100	Employee Related Costs - Social Contributions	0	-2 212 106 99993100
				TOTAL FOR ALL FUNCTIONS		3200	Less Employee Costs Capitalised	0	0 99993200
				TOTAL FOR ALL FUNCTIONS		3300	Remuneration Of Councilors	0	17 073 99993300
				TOTAL FOR ALL FUNCTIONS		3400	Debt Impairment	0	-737 827 99993400
				TOTAL FOR ALL FUNCTIONS		3500	Collection Costs	0	-2 709 290 99993500
				TOTAL FOR ALL FUNCTIONS		3600	Depreciation and Asset Impairment	-182 268	-44 673 99993600
				TOTAL FOR ALL FUNCTIONS		3700	Interest Expense - External Borrowings	0	-1 762 044 99993700
				TOTAL FOR ALL FUNCTIONS		3800	Redemption Payments - External Borrowings (Garnap To Remove)	0	-864 853 99993800
				TOTAL FOR ALL FUNCTIONS		4000	Bulk Purchases	0	0 99994000
				TOTAL FOR ALL FUNCTIONS		4100	Other Materials	0	-14 800 178 99994100
				TOTAL FOR ALL FUNCTIONS		4200	Contracted Services	-7 728 565	-14 153 809 99994200
				TOTAL FOR ALL FUNCTIONS		4300	Grants and Subsidies	-500	-3 400 99994300
				TOTAL FOR ALL FUNCTIONS		4400	Other Expenditure	-6 835 782	-9 656 956 99994400
				TOTAL FOR ALL FUNCTIONS		4500	Loss On Disposal Of Property, Plant & Equipment	0	0 99994500
				TOTAL FOR ALL FUNCTIONS		4600	Contributions To(From) Provisions	0	0 99994600
				TOTAL FOR ALL FUNCTIONS		4800	Total Direct Operating Expenditure	-14 745 114	-55 838 181 99994800
				TOTAL FOR ALL FUNCTIONS		4700	INTERNAL TRANSFERS - (must net out with corresp. items under	0	0 99994700
				TOTAL FOR ALL FUNCTIONS		4800	Interest - Internal Borrowings	0	0 99994800
				TOTAL FOR ALL FUNCTIONS		5000	Internal Charges (Activity Based Costing Etc)	0	0 99994900
				TOTAL FOR ALL FUNCTIONS		5010	Contributed Assets	0	-1 554 180 99995010
				TOTAL FOR ALL FUNCTIONS		5100	Total Indirect Operating Expenditure	0	0 99995100
				TOTAL FOR ALL FUNCTIONS		5200	Total Operating Expenditure	-14 745 114	-57 492 372 99995200
				TOTAL FOR ALL FUNCTIONS		5300	SURPLUS	0	0 99995300
				TOTAL FOR ALL FUNCTIONS		5400	Operating Surplus / (Deficit) - Total Revenue Less Total Exp	5 182 138 99995400	5 182 138 99995400
				TOTAL FOR ALL FUNCTIONS		5500	Taxation	0	0 99995500
				TOTAL FOR ALL FUNCTIONS		5600	Operating Surplus / (Deficit) - After Tax	-14 745 114	5 182 138 99995600
				TOTAL FOR ALL FUNCTIONS		5800	Cross Subsidisation	0	0 99995800
				TOTAL FOR ALL FUNCTIONS		5900	Plus interests in Entities Not Wholly Owned	0	0 99995900
				TOTAL FOR ALL FUNCTIONS		6000	Surplus / (Deficit) After Tax, Cross Subsidies & Share Of As	-14 745 114	5 182 138 99996000
				TOTAL FOR ALL FUNCTIONS		6200	OTHER ADJUSTMENTS AND TRANSFERS	0	0 99996200
				TOTAL FOR ALL FUNCTIONS		5700	Dividends Paid (Municipal Entities Only)	0	0 99995700
				TOTAL FOR ALL FUNCTIONS		6210	Asset Financing Reserve (Afr)	0	0 99996210
				TOTAL FOR ALL FUNCTIONS		6220	Housing Development Fund	0	0 99996220
				TOTAL FOR ALL FUNCTIONS		6230	Depreciation Reserve Ex Afr	0	0 99996230
				TOTAL FOR ALL FUNCTIONS		6240	Depreciation Reserve Ex Govt Grants	0	0 99996240
				TOTAL FOR ALL FUNCTIONS		6700	Change To Unappropriated Surplus / (Accumulated Deficit)	-14 745 114	5 182 138 99996700

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CAA : ACTUAL CAPITAL ACQUISITION AND SOURCES OF FINANCE (All values in Rand)
 Save File as : Muncile_CAA_cpy_Min.XLS (e.g.: GT1411, 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 (M01-July...M12-June)(e.g.: M10)
 Change Muncile to your own municipal code (e.g.: G1411)
 All functions are listed below
 If function is a Municipal Entity change Man/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	Man Ent(Y/N)	Funcd on	Function/Subfunction Description	Actual Month M11	Contr Assets	New Capital	Repl Capital	Repair/Mnt Capital	Total
			9899	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98990100
			0300	TOTAL FOR ALL FUNCTIONS		0	1 042 971	601 089	0	1 644 040 98990300
			0400	TOTAL FOR ALL FUNCTIONS		0	4 387 663	0	0	4 387 663 98990400
			0500	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98990500
			0600	TOTAL FOR ALL FUNCTIONS		0	58 826	0	0	58 826 98990600
			0700	TOTAL FOR ALL FUNCTIONS		0	-198 555	517 644	0	319 089 98990700
			0800	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98990800
			0900	TOTAL FOR ALL FUNCTIONS		0	181 097	0	0	181 097 98990900
			1000	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98991000
			1100	TOTAL FOR ALL FUNCTIONS		0	899 615	0	0	899 615 98991100
			1200	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98991200
			1300	TOTAL FOR ALL FUNCTIONS		0	6 348 607	1 118 713	0	7 468 320 98991300
			1400	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98991400
			1500	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98991500
			1600	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98991600
			1700	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98991700
			1800	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98991800
			1900	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98991900
			2000	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98992000
			2100	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98992100
			2200	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98992200
			2300	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98992300
			2310	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98992310
			2311	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98992311
			2312	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98992312
			2320	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98992320
			2321	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98992321
			2322	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98992322
			2400	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98992400
			2500	TOTAL FOR ALL FUNCTIONS		0	61 403	0	0	61 403 98992500
			2600	TOTAL FOR ALL FUNCTIONS		0	24 980	0	0	24 980 98992600
			2700	TOTAL FOR ALL FUNCTIONS		0	132 273	0	0	132 273 98992700
			2800	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98992800
			2900	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98992900
			3000	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98993000
			3100	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98993100
			3110	TOTAL FOR ALL FUNCTIONS		0	-176 391	0	0	-176 391 98993110
			3120	TOTAL FOR ALL FUNCTIONS		0	0	9 050	0	9 050 98993120
			3200	TOTAL FOR ALL FUNCTIONS		0	158 721	225 708	0	382 429 98993200
			3300	TOTAL FOR ALL FUNCTIONS		0	199 996	234 798	0	434 794 98993300
			3400	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98993400
			3500	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98993500
			3600	TOTAL FOR ALL FUNCTIONS		0	91 894	0	0	91 894 98993600
			3700	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98993700
			3800	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98993800
			3900	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98993900
			4000	TOTAL FOR ALL FUNCTIONS		0	91 894	0	0	91 894 98994000
			4010	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98994010
			4011	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98994011
			4012	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98994012
			4020	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98994020
			4021	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98994021
			4022	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98994022
			4030	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98994030
			4031	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98994031
			4032	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98994032
			4100	TOTAL FOR ALL FUNCTIONS		0	6 641 487	1 353 511	0	7 994 998 98994100
			4200	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98994200
			4300	TOTAL FOR ALL FUNCTIONS		0	91 894	0	0	91 894 98994300
			4400	TOTAL FOR ALL FUNCTIONS		0	347 506	1 944 421	0	1 891 827 98994400
			4500	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98994500
			4600	TOTAL FOR ALL FUNCTIONS		0	0	9 050	0	9 050 98994600
			4700	TOTAL FOR ALL FUNCTIONS		0	5 136 315	0	0	5 136 315 98994700
			4701	TOTAL FOR ALL FUNCTIONS		0	1 065 782	0	0	1 065 782 98994701
			4702	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98994702
			4703	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98994703
			4800	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98994800
			4900	TOTAL FOR ALL FUNCTIONS		0	0	0	0	0 98994900
			5100	TOTAL FOR ALL FUNCTIONS		0	6 641 487	1 353 511	0	7 994 998 98995100

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WITZENBERG MUNICIPALITY

Report: Expenditure on Staff & Councillor Benefits - May 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	90 975 663	78 932 810	86.76%
66(b)	Contributions to pension funds and medical aid	21 391 315	21 201 345	17 532 679	82.70%
66(c)	Travel, accommodation and subsistence	5 838 706	5 838 706	4 530 955	77.60%
66(d)	Housing benefits and allowances	5 334 334	5 029 334	1 253 165	24.92%
66(e)	Overtime	7 338 291	7 338 291	7 890 223	107.52%
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	12 353 990	117.61%
	Sub - Total (Staff Benefits)	R 143 664 879	R 140 887 419	R 122 493 821	86.94%
Councillor Benefits					
MAY	Mayor	0			
DM	Deputy Mayor	828 861	783 861	714 218	91.12%
SP	Speaker	611 755	579 255	529 781	91.46%
MCM	Mayoral Committee members	612 012	579 512	530 001	91.46%
CLLR	Other Councillors	2 241 908	2 101 908	1 926 082	91.63%
MED	Medical aid contributions	4 150 361	3 861 361	3 533 226	91.50%
PEN	Pension fund contributions	44 740	44 740	49 231	110.04%
WARD	Ward Committee Allowance	975 395	975 395	759 109	77.83%
	Sub - Total (Councillors' Benefits)	720 000	348 000	287 500	82.61%
		10 185 032	R 9 274 032.00	R 8 329 148.02	89.81%
Total Councillor and Staff Benefits		R 153 849 911	R 150 161 451	R 130 822 969	87.12%

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MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
Quarter ending September 2016 (May 2017)
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income transactions March 2017	Income transactions April 2017	Income transactions May 2017	Expenditure transactions March 2017	Expenditure transactions April 2017	Expenditure transactions May 2017	Total YTD Income	Total YTD Expenditure
11(1) (b)	Expenditure authorised in terms of section 26(4) (Expenditure before annual budget is approved)							R	R
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	3 279 370	3 808 585	3 624 835	2 572 700	3 693 593	4 473 210	36 405 307	35 573 436
11(1) (e) (ii)	- Agency fees, for example motor registration, drivers licence, etc.	1 367 997	2 068 941	2 952 617	1 817 279	1 464 957	1 727 043	17 462 624	17 790 985
11(1) (f)	Insurance received by the Municipality on behalf of organ of state	17 334	200	11 408	400	-	-	503 243	489 818
11(1) (g)	Refund of money incorrectly paid into bank account	234 117	118 702	238 296	166 171	153 013	-	1 912 768	1 290 951
	Refund of guarantees, sureties & security deposits	4 898 818	5 996 428	6 827 155	4 556 550	5 311 563	6 200 253	56 283 942	55 145 190
11(1) (h)	Cash management and investment purposes:								
	- Realised	80 000 000	-23 000 000	-23 000 000	-24 000 000				
	- Made								
	- Nett movement	80 000 000	57 000 000	34 000 000	10 000 000				

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**Finance Management Grant
Monthly Report as per the Division of Revenue Act**

The onus is on the municipality to confirm that the return has been received by NT

MUN	Municipality	WC022 Witzenberg	Financial Year	2016/17
ME			Month End	M11 May

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	675 986
0600 Spent This Month	106 269
0700 Total FMG Funds Spent	782 255
0800 Total FMG funds Received and Not Spent	692 745
0900 Percentage of Funds Spent	53.03%
1000 Funds Currently Committed but Not Spent	

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

Save file as: Muncde_FMG_ccyy_Mnn.XLS (e.g. GT411_FMG_2005_M01.xls)

Muncde = Municipality Code , ccyy = Financial Year End , Mnn = M01... M12

J

MIG

**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	M11 May

0100 Financial Accounting for Grant Funds Received and Expended

	Rand
0200 Received Prior Periods (Since Inception) - See Last Months Form	22 087 323
0300 Received This Month	0
0400 Total MIG Funds Received	22 087 323
0500 Spent Prior Periods (Since Inception) - See Last Months Form	13 870 077
0600 Spent This Month	5 719 216
0700 Total MIG Funds Spent	19 589 293
0800 Total MIG funds Received and Not Spent	2 498 030
0900 Percentage of Funds Spent	88.69%
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)

I, _____, The Accounting Officer or Delegate certify that the above information is correct and that this report has been submitted electronically as required.

Signed

Dated

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

Save file as: Muncde_MIG_copy_Mnn.XLS (e.g. GT411_MIG_2009_M01.xls)

Muncde = Municipality Code, copy = Financial Year End, Mnn = M01... M12

K

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							
INEG							
MUN ME	Municipality	WC022 Witzenberg	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Financial Year</td> <td>2016/17</td> </tr> <tr> <td>Month End</td> <td>M11 May</td> </tr> </table>	Financial Year	2016/17	Month End	M11 May
Financial Year	2016/17						
Month End	M11 May						
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	2 368 695					
0600	Spent This Month	245 879					
0700	Total INEG Funds Spent	2 614 574					
0800	Total INEG funds Received and Not Spent	2 892 974					
0900	Percentage of Funds Spent	47.47%					
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. 							
(Print Name Below)							
<p>I, _____, The Accounting Officer or Delegate certify that the above information is correct and that this report has been submitted electronically as required.</p>							
Signed		Dated					
<p>To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S Save file as: Muncde_INEG_ccyy_Mnn.XLS (e.g. GT411_INEG_2009_M01.xls) Muncde = Municipality Code, ccyy = Financial Year End, Mnn = M01... M12</p>							

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	-126 282 488	75 524 406	33 316 280	-30 266 407
Finance Management Grant	-	-1 475 000	688 100	94 155	-692 745
Municipal Systems Improvement Grant	0	-	-	-	0
Municipal Infrastructure Grant	-698 323	-21 389 000	151 850	19 486 863	-2 448 610
Regional Bulk Infrastructure Grant	-	-	-	114 347	114 347
Housing - Kluitjieskraal	-	-	-	-	-
Integrated National Electricity Program	-507 548	-5 000 000	-	2 614 574	-2 892 974
Equitable share	-	-59 325 000	54 756 167	-	-4 568 833
Neighbourhood Development Plan	-321	-	-	-	-321
Rural Development	-471 155	-	-	-	-471 155
Expanded Public Works Programme	12 375	-1 336 000	1 390 074	-	66 449

Provincial Government Grants

Library services	-1 416 673	-2 477 000	-	622 205	-3 271 468
Library Grant - MRF	0	-5 498 000	-	143	-5 497 857
Draught Relief	-4 517 242	-396 833	-314 580	554 143	-4 674 512
Intership Grant	-	-60 000	-	-	-60 000
Capacity Grant	-	-120 000	-	-	-120 000
CDW	-337 816	-150 000	68 735	-	-419 081
Mainroads	-	-120 000	136 800	-	16 800
Housing	-1 478 410	-26 189 479	17 690 965	8 156 795	-1 820 129
Multipurpose Centre (Thusong Centre)	-222 000	-100 000	-	-	-322 000
Financial Management Supporting Grant	-1 310 000	-220 000	73 205	-	-1 456 795
Department of Local Government	-	-1 603 167	336 000	1 473 293	206 126
Municipal Infrastructure Support Grant	-594 594	-	-	168 100	-426 494

Other

Grant Water meters (China)	-84 307	-	-	-	-84 307
Cape Winelands	-	-300 000	-	-	-300 000
Essen Belgium	-1 198 591	-623 009	547 090	31 664	-1 142 846

2

50 HIGHEST ACCOUNTS

ANNEXURE M

M

Account number	Future/ Jun-17	May-17	Apr-17	Mar-17	Feb-17	Older than Feb-17	Total
18960000006.00	0	2295188.12	0.02	0	0	0	2 295 188.14
17790000028.00	0	1490609.92	0	0	0	0	1 490 609.92
17497300009.00	0	1311995.52	0	0	0	0	1 311 995.52
17364108002.00	0	1280953.35	0.17	0	0	0	1 280 953.52
20750396040.00	0	12832.93	12832.93	12955.91	13078.89	1154905.78	1 206 606.44
17289900008.00	0	1043497.69	0	0	0	0	1 043 497.69
89760700012.00	0	0	0	0	0	808664.88	808 664.88
10000672976.00	0	0	0	0	0	762783.42	762 783.42
20750187251.00	0	127459.31	132168.49	131565.57	134628.48	73451.22	599 273.07
60011060006.00	0	588416.87	0	0	0	0	588 416.87
19002200099.00	0	529466.57	0	0	0	0	529 466.57
75005720008.00	0	519.86	456.57	78.04	63.39	471066.16	472 184.02
13285200054.00	0	206353.37	205267.28	0	0	0	411 620.65
10000413144.00	0	0	0	0	0	392008.07	392 008.07
10000678594.00	0	0	0	0	0	381502.46	381 502.46
20190983039.00	0	14819.87	13815.72	19101.12	17993.73	287564.94	353 295.38
20803000007.00	0	352568.08	0	0	0	0	352 568.08
10000645367.00	0	0	0	0	0	341764.91	341 764.91
19602700005.00	0	2209.56	2052.01	3180.88	3102.5	329050.32	339 595.27
60000700021.00	0	163411.65	174434.99	0	0	0	337 846.64
75008270007.00	0	69.42	51.88	100.73	101.6	329854.65	330 178.28
24262800055.00	0	7006.52	7065.42	7124.32	7183.22	287430.34	315 809.82
75012160011.00	0	549.68	1501.61	5899.71	2755.8	270291.44	280 998.24
90731800002.00	0	1943.88	1268.55	2113.04	1648.97	262265.39	269 239.83
75012290015.00	0	527.32	546.79	612.01	540.64	265540.11	267 766.87
89568200006.00	0	616.78	599.42	536.2	517.7	256094.49	258 364.59
20850298012.00	0	18503.75	18503.75	18681.08	18858.41	175781.7	250 328.69
86514204655.00	1283.53	839.95	1360.26	2084.01	885.72	243826.44	250 279.91
75013190028.00	0	2443.41	2050.45	2241.91	1901.21	239828.24	248 465.22
10000679076.00	0	0	0	0	0	234257.62	234 257.62
10000670974.00	0	0	0	0	0	233973.4	233 973.40
17364460009.00	0	229667.58	0	0	0	0	229 667.58
19001400289.00	0	85843.14	72469.05	57307.58	11264.24	0	226 884.01
89584900012.00	0	490.04	509.2	521.03	456.56	224724.24	226 701.07
20751872510.00	0	30916.33	31176.23	31436.13	31696.03	98515.13	223 739.85
17364960011.00	0	214818.58	0.04	0	0	0	214 818.62
75012090028.00	0	4783.51	2531.62	2881.19	2000.57	198985.74	211 182.63
13540600050.00	0	210934.88	0	0	0	0	210 934.88
89585000005.00	0	646.61	576.87	604.42	571.21	205588.53	207 987.64
13604400008.00	0	206824.87	0	0	0	0	206 824.87
18007500005.00	0	203025.88	1232.14	0	0	0	204 258.02
88515300019.00	0	16955.07	6649.2	15109.24	6193.19	153894.77	198 801.47
75009390050.00	0	472.47	8889.39	10620.74	3517.56	174940.99	198 441.15
77032900002.00	0	1691.93	1089.66	1129.07	1291.27	192960.93	198 162.86
10000697010.00	0	0	0	0	0	196650.49	196 650.49
75012100017.00	0	9323.76	6291.17	7704.93	5053.35	163705.98	192 079.19
17790000035.00	0	190549.49	0	0	0	0	190 549.49
19766800023.00	0	1918.18	1951.55	1985.22	1870.15	181798.37	189 523.47
89575500009.00	0	10953.6	9901.08	8267.19	3919.49	150895.94	183 937.30
13258100084.00	0	59874.18	76838.02	21055.68	16541.21	5053.32	179 362.41
89586800011.00	0	1339.98	1208.4	2082.7	1759.24	172250.88	178 641.20
24262900038.00	0	4803.09	4176.4	4324.66	4020.51	159616.65	176 941.31
70201165022.00	0	32.01	107.47	267.55	0	176007.13	176 414.16

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	-

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 charges 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 2016	78 203 871	83 643 684	441 188 855	88 742 848	886 478	30 218 488	712 692 878
Cost	78 203 871	101 779 105	552 256 874	74 148 994	1 887 230	57 846 635	966 102 008
Accumulated Impairments	-	-	(19 801)	-	-	(561 858)	(571 658)
Accumulated Depreciation	-	(8 238 461)	(111 048 218)	(6 405 748)	(871 751)	(27 075 308)	(182 637 475)
Acquisitions	-	31 894	11 050 885	325 414	-	4 889 243	16 377 016
Capital under Construction	-	387 586	24 405 513	549 575	-	2 519 679	27 682 053
Transfers from/to Non-current Assets Held for Sale - Note	-	-	-	-	-	-	-
Cost	-	-	-	-	-	-	-
Accumulated Depreciation	-	-	-	-	-	-	-
Transfers from/to Investment Properties - Note	-	-	-	-	-	-	-
Impairments	-	-	-	-	-	-	-
Impairments Reversed	-	-	-	-	-	-	-
Depreciation	-	(1 025 857)	(11 303 388)	(1 588 093)	(859 738)	(4 288 945)	(18 684 001)
Normal Depreciation	-	(1 025 857)	(11 303 388)	(1 588 093)	(859 738)	(4 288 945)	(18 684 001)
Correction of error	-	-	-	-	-	-	-
Carrying value of disposal	-	-	-	-	-	-	-
Disposal Cost	-	-	-	-	-	-	-
Disposal Cost Acc Depreciation	-	-	-	-	-	-	-
Carrying value at April 2017	78 203 871	83 838 048	488 341 467	88 031 844	836 738	33 218 748	738 398 643
Cost	78 203 871	102 188 355	587 712 882	75 023 388	1 887 230	65 135 858	910 141 677
Accumulated Impairments	-	-	(19 801)	-	-	(561 858)	(571 658)
Accumulated Depreciation	-	(9 252 308)	(123 351 684)	(6 991 539)	(1 231 481)	(31 364 253)	(171 201 478)

N

Intangible Assets

	2017 R
Computer Software	
Carrying value at 1 July 2016	
Net Carrying amount at 1 July	2 645 648
Cost	4 483 998
Accumulated Amortisation	(1 838 352)
Accumulated Impairment	
Additions	
Amortisation for Year	(144 167)
Impairments	
Disposals	
Net Carrying amount at 30 June	2 501 480
Cost	4 483 998
Accumulated Amortisation	(1 982 518)
Accumulated Impairment	-

Investment Property

	2017 R
Net Carrying value at 1 July 2016	48 506 161
Cost	50 888 329
Under Construction	-
Accumulated Depreciation	(2 382 177)
Accumulated Impairment	-
Acquisitions	
Disposals	
Depreciation for the year	(289 282)
Impairment	
Transfers from Inventory	
Transfers	
Net Carrying amount at 30 June	48 216 880
Cost	50 888 329
Accumulated Depreciation	(2 671 439)
Accumulated Impairment	-

INSURANCE REPORT: May 2017

Monthly Premium	R 101 452
Insurance Receipts	R 257 395
Insurance Expenses	R36 321

Claims movement for the month

Total claims open at the beginning of the month	70
New claims for the month	6
Claims closed during the month	10
Total claims open at the end of the month	66

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

<i>Action Taken</i>	<i>Total</i>
Additional Information Submitted to Insurance	8
Awaiting Invoice	1
Claim Reported, Awaiting Response from Insurer	7
Order Made out and given through to supplier	3
Request for Quotations Submitted	2
Claim Closed	1
Requested Department to obtain Quotation	4
Insurer Requires Additional Info2	7
Additional Information Requested from relevant department	11
Invoice received and submitted for payment/or refund to Insurers	3
Assessor appointed	4
Quotations submitted to Insurer, Awaiting Approval	6
Agreement of Loss signed and sent to Insurer	2
Agreement of Loss signed and submitted to Insurer	2
Agreement of loss received	1
Claim within excess: Memo submitted to Manager for approval	4
Grand Total	66

Age analysis of Outstanding Claims

Category	AON	INDWE	Grand Total
30 days or Less	8	-	8
More than 30 days	3	-	3
60 days or more	1	-	1
More than 120 Days	40	14	54
Grand Total	52	14	66

Note: AON has been appointed as the Insurance Broker for the period 01 July 2016 – 30 June 2017

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –


- The monthly in year monitoring reports for the month of May 2017

has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature :



Date:

14/6/2017

WITZENBERG MUNICIPALITY

SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

*MAY
2017*

A Municipality that cares for the community, creating growth
& opportunity.

INDEX

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SUMMARY

The 2016/17 SDBIP was approved by Council on the 18th of May 2016 per item 8.1.4. Standard Operating Procedures for the management of- and reporting on the SDBIP was also issued to all Directors and Managers for implementation. Monthly reporting consists of verified reports for each directorate submitted to the relevant portfolio committee and a combined report submitted to Senior Management and Mayco.

Section 1 of the MFMA defines the SDBIP as:

“a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality’s delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:

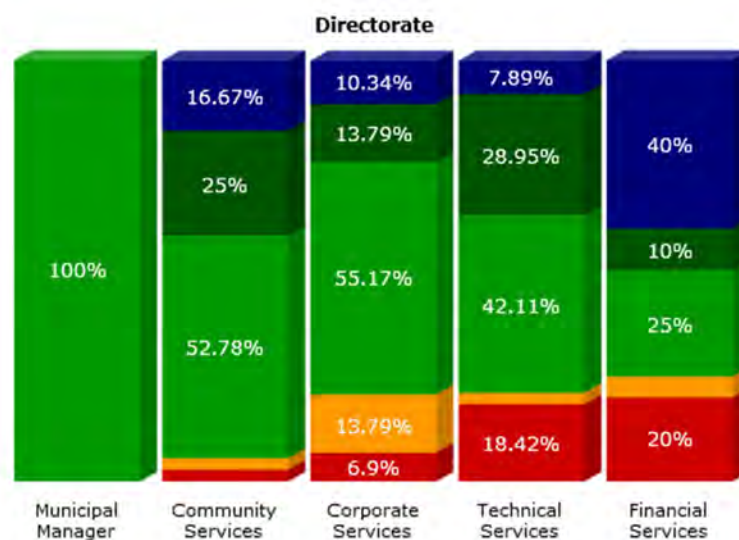
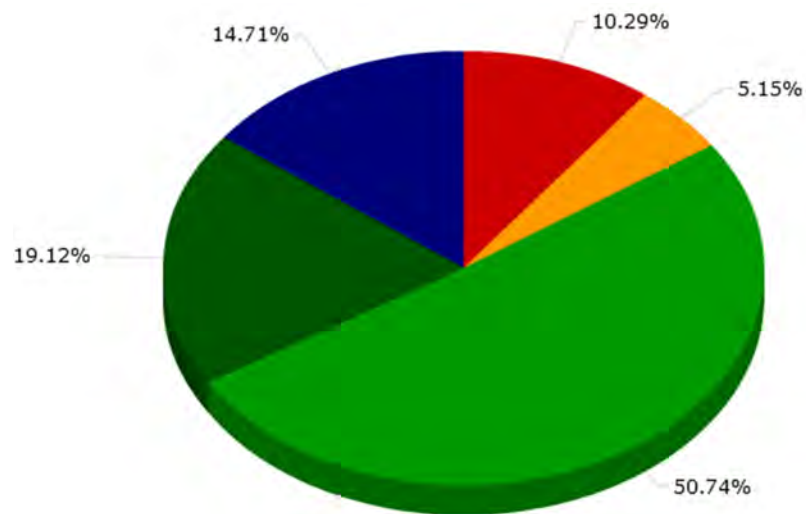
- (a) projections for each month of-
 - (i) revenue to be collected, by source; and
 - (ii) operational and capital expenditure, by vote;
- (b) service delivery targets and performance indicators for each quarter”.

The information required on revenue and expenditure will allow the mayor to assess budget performance of the municipality in terms of section 54 of the MFMA, using the monthly and mid-year reports submitted by the municipal manager in terms of sections 71 and 72.

This monthly SDBIP report includes both top-layer- and departmental performance on non-financial service delivery targets. Top-Layer non-financial targets are reported on quarterly and are also included in the Section 54 reports as stated above.

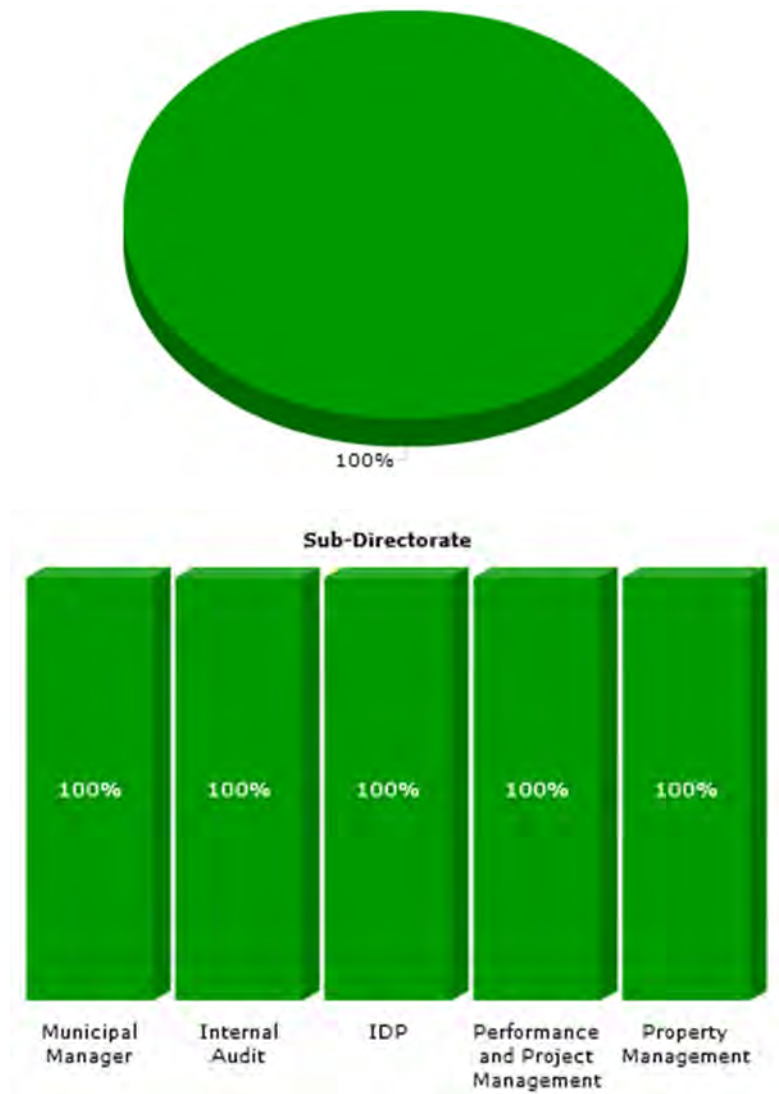
NON-FINANCIAL PERFORMANCE

1. Municipal Overall



	Witzenberg Municipality	Directorate				
		Municipal Manager	Community Services	Corporate Services	Technical Services	Financial Services
KPI Not Met	14 (10.3%)	-	1 (2.8%)	2 (6.9%)	7 (18.4%)	4 (20%)
KPI Almost Met	7 (5.1%)	-	1 (2.8%)	4 (13.8%)	1 (2.6%)	1 (5%)
KPI Met	69 (50.7%)	13 (100%)	19 (52.8%)	16 (55.2%)	16 (42.1%)	5 (25%)
KPI Well Met	26 (19.1%)	-	9 (25%)	4 (13.8%)	11 (28.9%)	2 (10%)
KPI Extremely Well Met	20 (14.7%)	-	6 (16.7%)	3 (10.3%)	3 (7.9%)	8 (40%)
Total:	136	13	36	29	38	20

2. Municipal Manager



	Municipal Manager	Sub-Directorate				
		Municipal Manager	Internal Audit	IDP	Performance and Project Management	Property Management
KPI Not Met	-	-	-	-	-	-
KPI Almost Met	-	-	-	-	-	-
KPI Met	13 (100%)	4 (100%)	4 (100%)	2 (100%)	2 (100%)	1 (100%)
KPI Well Met	-	-	-	-	-	-
KPI Extremely Well Met	-	-	-	-	-	-
Total:	13	4	4	2	2	1

Witzenberg Municipality
SDBIP May 2017: MUNICIPAL MANAGER

Ref	Sub-Directorate	KPI	Unit of Measurement	Annual Target	Year-To-Date As At May 2017					Performance Comment	Corrective Measures
					Target	Actual	R				
D1	Municipal Manager	No of section 56 and 57 performance agreements signed by the end of July	Number of performance agreements.	5	5	5	G				
D2	Municipal Manager	Formal evaluation of the performance of Senior Management by February and March in terms of their signed agreements to ensure municipal performance against targets set and the adherence with the Performance Framework.	Number of evaluations	5	5	5	G				
D3	IDP	Effective functioning of ward committees to ensure consistent and regular communication with residents. Measured in total number off meetings per quarter.	Number of ward committee meetings held	48	12	12	G				
D4	Municipal Manager	Liaison with senior leadership team twice a month to ensure good governance	Number of meetings held	23	21	21	G	SMM took place on 08 and 29 May 2017.			
D5	Internal Audit	Preparation and submission of quaterly progress reports to the MM on the implementation of the RBAP.	Number of reports	4	3	3	G				
D6	Internal Audit	Preparation and submission of quaterly Performance Audit reports submitted to the MM in terms of regulation 14 of the PMS	Number of reports	4	3	3	G				
D7	Internal Audit	Quarterly Risk Management report submitted to the MM.	Number of reports	4	3	3	G				
D8	IDP	Number of IDP community meetings held.	Number of meetings held	14	14	14	G	As per adopted Process Plan			
D9	Internal Audit	Number of Performance, Risk & Audit Committee meetings held.	Number of meetings held	5	3	3	G				
D10	Municipal Manager	Verification of SDBIP results captured as per previous month report.	Number of reports signed.	12	11	11	G	Please see the attached report.			
D11	Performance & Project Management	Monthly prepare sdbip reports for the Municipal Manager meetings within 10 working days after closure of system. Report on previous month. Actual is previous month's report.	Number of reports submitted within 10 days	12	11	11	G	Achieved.			
D12	Performance & Project Management	Monthly Dora reports submitted by the 10th working day of every month to Prov MIG.	Number of reports submitted within 10 days	12	11	11	G	Achieved.			
D13	Property Management	Quarterly monitoring the contract management system for lease of municipal properties.	Quarterly update	4	2	2	G				

Ref	Sub-Directorate	KPI	Unit of Measurement	Annual Target	Year-To-Date As At May 2017				
					Target	Actual	R	Performance Comment	Corrective Measures
D14	Property Management	Revisit Municipal Land Audit and draw up an implementation plan. Phase implementation from 14/15 onwards.		1	0	0	N/A		

KPI Not Yet Measured

1

KPI Not Met

0

KPI Almost Met

0

KPI Met

13

KPI Well Met

0

KPI Extremely Well Met

0

Total KPIs

14

Verification:

It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system.

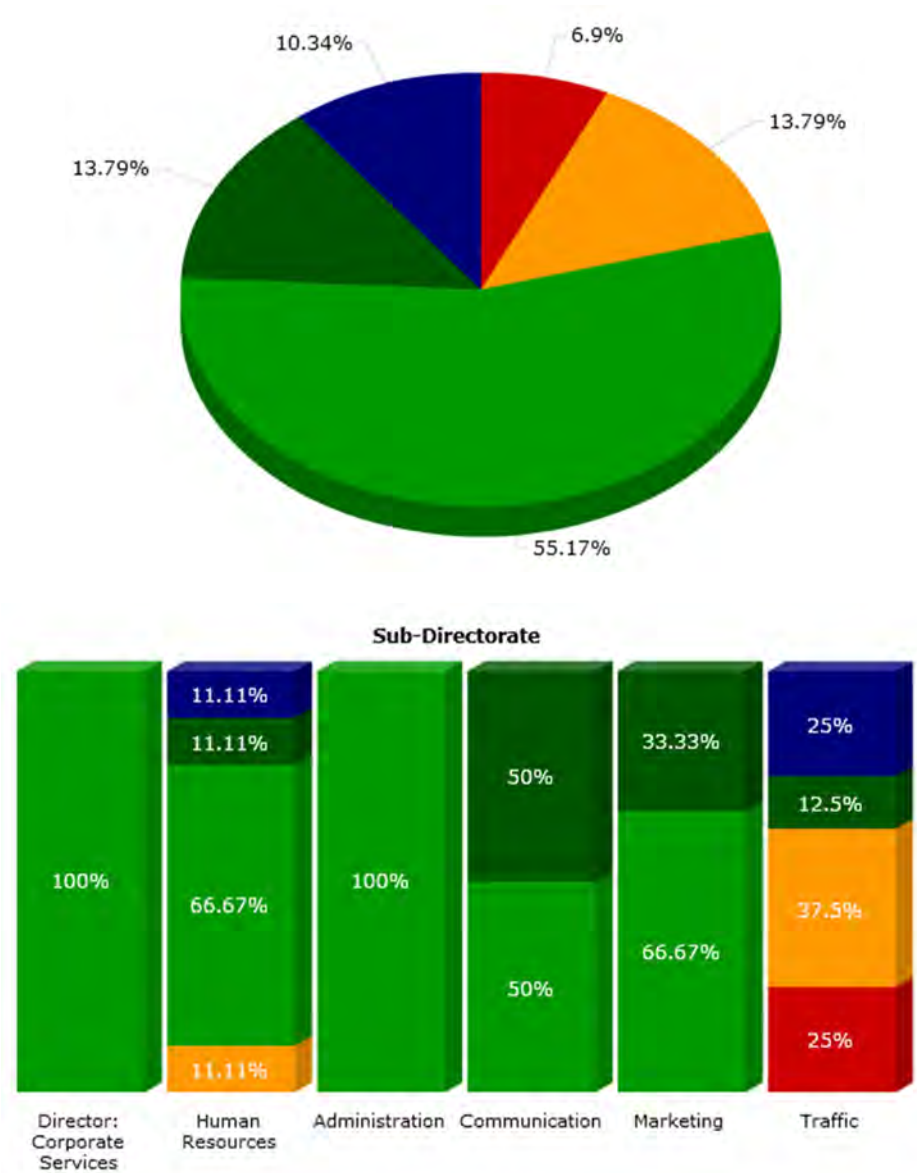
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3. Corporate Services



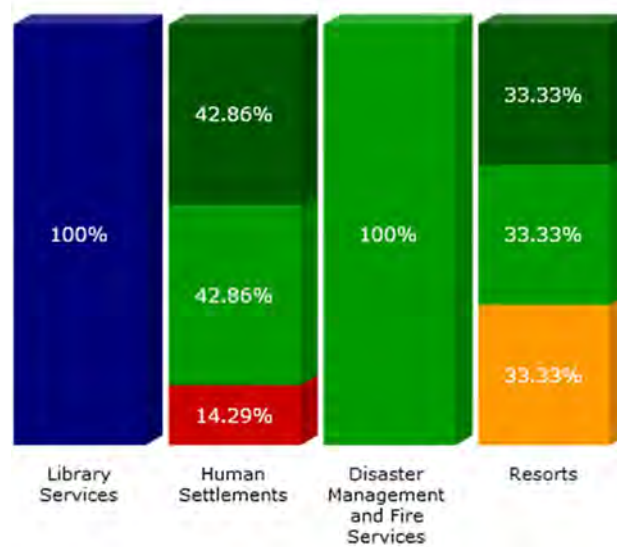
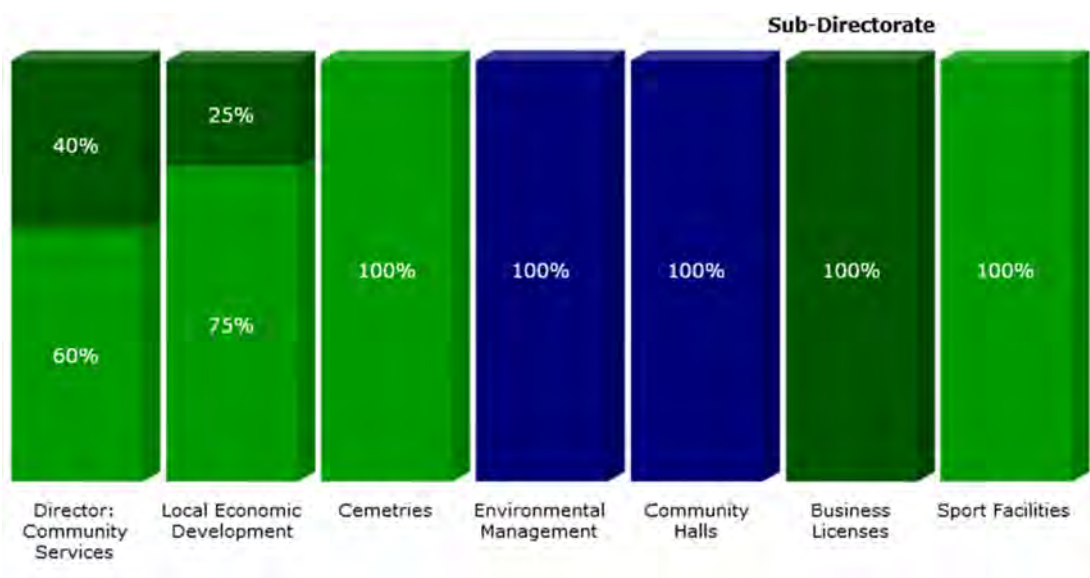
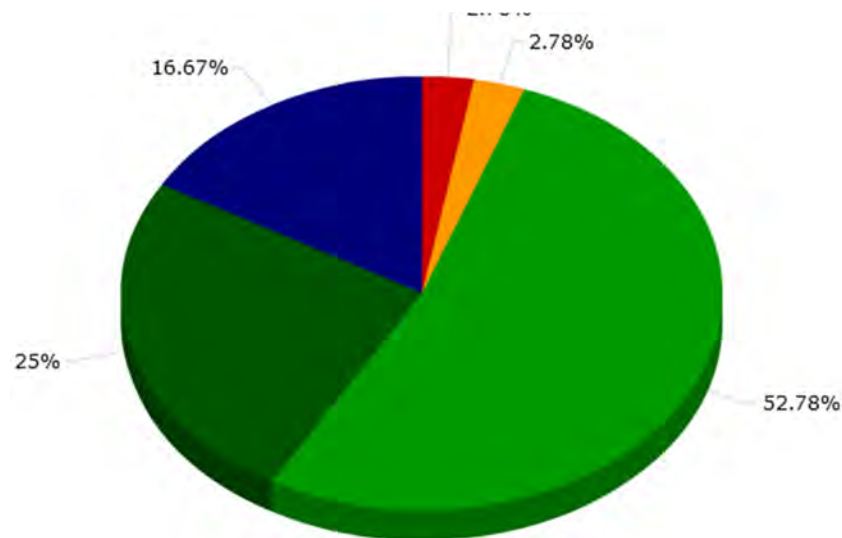
	Corporate Services	Sub-Directorate					
		Director: Corporate Services	Human Resources	Administration	Communication	Marketing	Traffic
KPI Not Met	2 (6.9%)	-	-	-	-	-	2 (25%)
KPI Almost Met	4 (13.8%)	-	1 (11.1%)	-	-	-	3 (37.5%)
KPI Met	16 (55.2%)	2 (100%)	6 (66.7%)	5 (100%)	1 (50%)	2 (66.7%)	-
KPI Well Met	4 (13.8%)	-	1 (11.1%)	-	1 (50%)	1 (33.3%)	1 (12.5%)
KPI Extremely Well Met	2 (10.3%)	-	1 (11.1%)	-	-	-	2 (25%)
Total:	29	2	9	5	2	3	8

Witzenberg Municipality
SDBIP May 2017: CORPORATE SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	Annual Target	Year-To-Date As At May 2017					
					Target	Actual	R	Performance Comment		Corrective Measures
D95	Human Resources	Drafting the individual performance implementation plan for Municipal Manager approval	Implementation plan	1	1	1	G			
D96	Human Resources	Effective labour relations by facilitating regular LLF meetings per annum	5 LLF meetings	5	5	6	G2			
D97	Human Resources	Review 5 year EE plan by end October	EE Plan reviewed	1	1	1	G			
D98	Administration	Daily signing off of the cash register for cheques, cash and postal orders and handover to Financial services	Daily signed register	12	11	11	G	Objective achieved.		Not needed
D99	Administration	Prepare monthly report on overdue actions as per TRIM	12 Monthly reports	12	11	11	G	Objective achieved.		
D100	Administration	Update the website with the minutes of Council meetings within 7 days of approval by Council	Minutes within 7 days placed on website	12	11	11	G	Objective achieved.		
D101	Administration	Agenda distribution 3 days prior to meeting - Council Meeting	Agenda distributed 3 days before meeting	12	11	11	G	Objective achieved.		
D102	Director: Corporate Services	Verification of SDBIP results captured as per previous month report.	Signed report	12	11	11	G	Report is signed off by the Director.		
D103	Human Resources	Review of the council language policy by 30 September 2016	Language policy reviewed	1	1	1	G			
D104	Communication	Compilation and distribution of external newsletters.	10 external newsletters distributed	10	9	10	G2	Completed the newsletter for May/June 2017. Will print and distribute the publication in June 2017.		None.
D105	Communication	Compilation and distribution of quarterly internal news letter	4 Internal newsletters distributed	4	3	3	G			
D106	Human Resources	Revised organogram submitted to the municipal manager for approval by end March	Revised organigram by March	1	1	1	G			
D107	Human Resources	Submit time and attendance report to all departments on a monthly basis.	Monthly time & attendance reports	60	55	55	G	Target Achieved		
D108	Human Resources	Compiling a Work Place Skills plan (WSP) each year by June	WSP by June	1	0	0	N/A			
D109	Human Resources	Arrange on a quarterly basis Occupational Health & Safety Committee meetings with all departmental health and safety representatives	Quarterly meetings	4	3	6	B			
D110	Marketing	Corporate branding of non-branded immovable property	Property branded	2	2	2	G	There was no capital allocated to Marketing in the 2016/2017 financial year to procure signage.		None
D111	Administration	Updating of website content	Website updated monthly	12	11	11	G	Objective achieved.		
D112	Marketing	Support all events on the yearly calendar through branding of Witzenberg municipality	100% support of events	100%	100%	100%	G	Branded International Fire Fighters Day on 04 May 2017.		None

Ref	Sub-Directorate	KPI	Unit of Measurement	Annual Target	Year-To-Date As At May 2017						Performance Comment	Corrective Measures
					Target	Actual	R					
D113	Marketing	Quarterly meetings with Tourism bureau and affiliates	Attend quarterly meetings	4	3	4	G2					
D114	Director: Corporate Services	Bi-weekly meetings with line managers to ensure effective management of the directorate	23 meetings	23	21	21	G				Meetings was held on 4 May 2017, Trim No: 09/1/2/1/1075 & 1074 and 31 May 2017 Trim No: 09/1/2/1/1079 & 1081.	
D115	Human Resources	Percentage of people from employment equity target groups employed in the three highest levels of management.	% of people employed	75%	75%	75%	G					
D116	Human Resources	Percentage budget spend on the implementation of the Workplace Skills Plan	% of budget spend	95%	75%	67.62%	O					
D117	Traffic	Drivers license testing appointment to be scheduled within 90 days of applications received	Time to schedule appointment	90%	90%	95.88%	G2				Not applicable	none
D118	Traffic	Closing of banking batches on a daily basis	Number of closures	12	11	20	B				All banking batches has been closed and banked on a daily basis.	NONE
D119	Traffic	Establishment of joint operations as part of SAPS sector policing initiative and security agencies	Number of joint operations	12	11	10	O				operation was cancelled	none
D120	Traffic	Visit at least 4 schools per annum to improve traffic and pedestrian safety	Number of school visits	8	6	5	O				not applicable	none
D121	Traffic	Quarterly collection rate of fines issued. Report on previous quarter.	Collection rate percentage	25%	25%	18%	R				KPI needs to be reviewed for the new financial year Remondation was submitted to Director and Municipal Manager	As Above
D122	Traffic	Respond to all citizen law enforcement queries/complaints / requests within 1 working day	Time to respond to queries	95%	95%	93.27%	O				only 26 complaints can be varrified by traffic	System needs to be reviewed Is not fully intergrated between traffic and radio control
D123	Traffic	Number of meetings held with SAPS	Number of meetings (portfolio committee)	8	6	10	B				One meeting was attended	None
D124	Traffic	Community satisfaction survey on safety and security (score 1 - 5)	Score of survey	3	3	0	R				Unable to conduct in May	Will do it in June
<div> <div> <div>Summary of Results</div> <div> <div>KPI Not Yet Measured</div> <div>KPI Not Met</div> <div>KPI Almost Met</div> <div>KPI Met</div> <div>KPI Well Met</div> <div>KPI Extremely Well Met</div> <div>Total KPIs</div> </div> <div> <div>1</div> <div>2</div> <div>4</div> <div>16</div> <div>4</div> <div>3</div> <div>30</div> </div> </div> <div> <div>Verification:</div> <div>It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system.</div> <div> <div>.....</div> <div>(Senior Manager Signature)</div> </div> <div> <div>.....</div> <div>(Date)</div> </div> </div> </div>												

4. Community Services



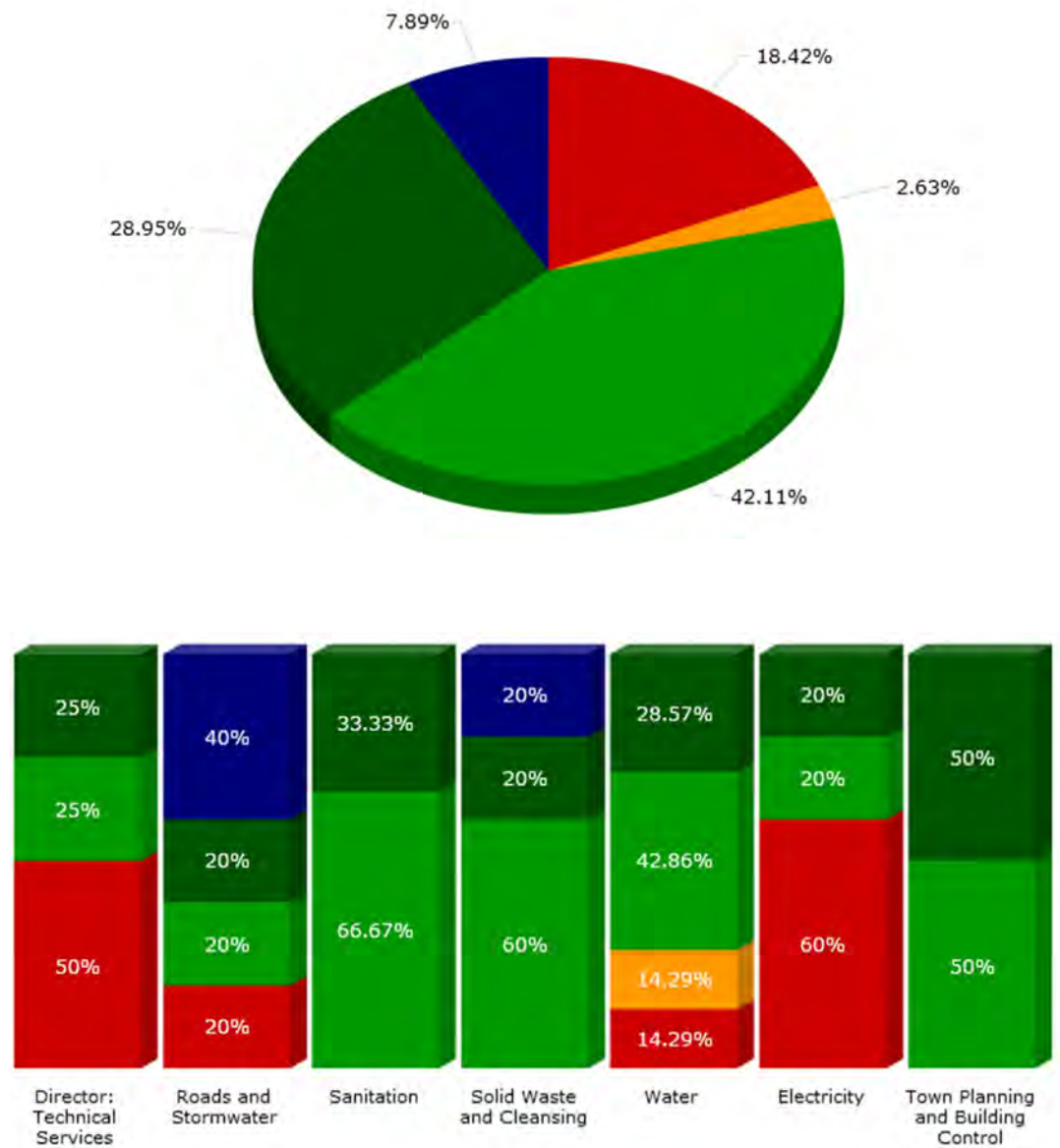
Witzenberg Municipality
SDBIP May 2017: COMMUNITY SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	Annual Target	Year-To-Date As At May 2017				
					Target	Actual	R	Performance Comment	Corrective Measures
D57	Director: Community Services	Bi-weekly meetings with line managers to ensure effective management of the directorate	Number of meetings	23	21	22	G2	Managements meetings held on 2,16 and 22 May 2017.	
D58	Local Economic Development	Compile & Implementation of LED Strategy.	Number of strategies developed	1	0	0	N/A		
D59	Cemeteries	Reconciliations of cemeteries booking register on a monthly basis within 14 calendar days of month end	Time to reconcile register	12	11	11	G	achieved	n/a
D60	Environmental Management	Quarterly environmental education programme visits to communities and schools	Number of programmes	4	3	5	B		
D61	Human Settlements	Monthly maintenance of the housing waiting list by updating applications received within 14 calendar days	Time to update list	12	11	11	G	Applications received are captured on a daily basis	None required
D62	Human Settlements	Providing of housing consumer education (Training) sessions to beneficiaries	Number of sessions	15	14	15	G2	Sessions held on: 10 May 2017 in N'duli 11 May 2017 - Bella Vista 17 May 2017 in Bella Vista	None required
D63	Human Settlements	Monitoring of informal settlements by demolishing of new illegal structures within 24 hours	Time to demolish	12	11	11	G	Seven illegal shacks demolished by Service Provider in Pine Valley on 11 May 2017 but unfortunately rebuild again A illegal shack used as a church on 25 May 2017 in Chris Hani but because of community uproars could not be demolishing completely	None required
D64	Human Settlements	Bi-annual counting of informal settlement structures	Number of countings	2	1	1	G		
D65	Human Settlements	Attend to complaints with regard to maintenance of rental stock within 15 working days	Time to attend to complaints	80%	80%	85.89%	G2	Complaints received are attended too on a daily basis	None required
D66	Library Services	Lodging of awareness programmes through monthly exhibitions	Number of programmes	120	110	204	B	Target Achieved	
D67	Local Economic Development	Monthly submission of EPWP data report to the Department of Public Works	Number of submissions	12	11	11	G	Achieved	Not applicable
D68	Local Economic Development	Quarterly attendance of LED District/Provincial meetings	Number of attendance	4	3	3	G		
D69	Local Economic Development	Bi-annual SMME supplier procurement training	Number of training sessions	2	1	1	G		
D70	Disaster Management & Fire Services	Awareness campaigns to be held on a quarterly basis	Number of campaigns	4	3	3	G		

Ref	Sub-Directorate	KPI	Unit of Measurement	Annual Target	Year-To-Date As At May 2017				
					Target	Actual	R	Performance Comment	Corrective Measures
D71	Disaster Management & Fire Services	Daily vehicle and equipment inspections to be held	Number of inspections	12	11	11	G	Target met	NA
D72	Resorts	Review maintenance plan for swimming pools by 30 September	Revision by date	1	1	1	G		
D73	Resorts	Daily water chlorine testing at swimming pool during November to April	Number of testings	100%	100%	99.02%	O		
D74	Resorts	Pine Forest: % Customer satisfaction rating	% rating	80%	80%	92.88%	G2	Target Acheived	
D75	Community Halls	Implement the maintenance plan for community halls through the number of projects completed for the financial year (2 x halls paint)	Number of projects	2	1	4	B		
D76	Business Licenses	Issuing of approved business licenses within 5 working days after comments of stakeholders was received	Time to issue licenses	90%	90%	100%	G2	achieved	n/a
D77	Business Licenses	Issuing of informal trading stands permits within 14 calender days of application received	Time to issue permits	90%	90%	100%	G2	achieved	n/a
D78	Sport Facilities	Maintenance of sport fields through routine cleaning of buildings and grounds at sports fields on monthly basis	Number of maintenance done	84	77	77	G	achieved	n/a
D79	Human Settlements	Number of housing opportunities provided per year - top structures.	Number of top structures	200	60	0	R		
D80	Human Settlements	Number of rental stock transferred.	Number of properties transferred	60	40	52	G2		
D81	Local Economic Development	The number of jobs created through the municipality's local economic development initiatives including capital projects.	Number of jobs	390	300	304	G2		
D82	Social & Welfare Services	Number of account holders subsidised through the municipality's Indigent Policy	Number of account holders	2,75	2,75	2,633	B		
D83	Social & Welfare Services	Bi-annual HIV/AIDS awareness programmes	Number of programmes	3	2	2	G		
D84	Social & Welfare Services	Arrange workshops for youth per twinning agreement	Number of workshops	2	2	3	B		
D85	Director: Community Services	Number of meetings with intergovernmental partners.	Number of meetings	12	9	9	G		
D86	Social & Welfare Services	Implement substance abuse programmes	Number of programmes	5	4	4	G		
D87	Social & Welfare Services	Implementation of child protection programmes	Number of programmes	2	1	1	G		
D88	Social & Welfare Services	Implementation of early childhood development programmes	Number of programmes	4	3	3	G		
D89	Social & Welfare Services	Implementation of gender programmes	Number of programmes	2	1	1	G		

Ref	Sub-Directorate	KPI	Unit of Measurement	Annual Target	Year-To-Date As At May 2017					
					Target	Actual	R	Performance Comment		Corrective Measures
D90	Social & Welfare Services	Implementation of projects for persons with disabilities	Number of projects	2	2	3	B			
D91	Community Halls	Customer satisfaction survey on community facilities (score 1 - 5)	Score of survey	2.50	0	0	N/A			
D92	Director: Community Services	Verification of SDBIP results captured as per previous month report.	Number of signed reports	12	11	11	G	Sdbip Verification finalized.		
D93	Director: Community Services	Percentage expenditure on maintenance budget by Community Directorate.	Percentage of budget spend	98%	75%	98.88%	G2			
D94	Director: Community Services	Percentage expenditure on capital budget by Community Directorate.	Percentage of budget spend	95%	60%	60%	G			
<div><div><div></div><div>KPI Not Yet Measured</div><div>2</div></div><div><div></div><div>KPI Not Met</div><div>1</div></div><div><div></div><div>KPI Almost Met</div><div>1</div></div><div><div></div><div>KPI Met</div><div>19</div></div><div><div></div><div>KPI Well Met</div><div>9</div></div><div><div></div><div>KPI Extremely Well Met</div><div>6</div></div><div><div></div><div>Total KPIs</div><div>38</div></div></div> <div><div>Verification:</div><div>It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system.</div><div><div>.....</div><div>(Senior Manager Signature)</div><div><div>.....</div><div>(Date)</div></div></div></div>										

5. Technical Services



	Technical Services	Sub-Directorate						
		Director: Technical Services	Roads and Stormwater	Sanitation	Solid Waste and Cleansing	Water	Electricity	Town Planning and Building Control
KPI Not Met	7 (18.4%)	2 (50%)	1 (20%)	-	-	1 (14.3%)	3 (60%)	-
KPI Almost Met	1 (2.6%)	-	-	-	-	1 (14.3%)	-	-
KPI Met	16 (42.1%)	1 (25%)	1 (20%)	4 (66.7%)	3 (60%)	3 (42.9%)	1 (20%)	3 (50%)
KPI Well Met	11 (28.9%)	1 (25%)	1 (20%)	2 (33.3%)	1 (20%)	2 (28.6%)	1 (20%)	3 (50%)
KPI Extremely Well Met	3 (7.9%)	-	2 (40%)	-	1 (20%)	-	-	-
Total:	38	4	5	6	5	7	5	6

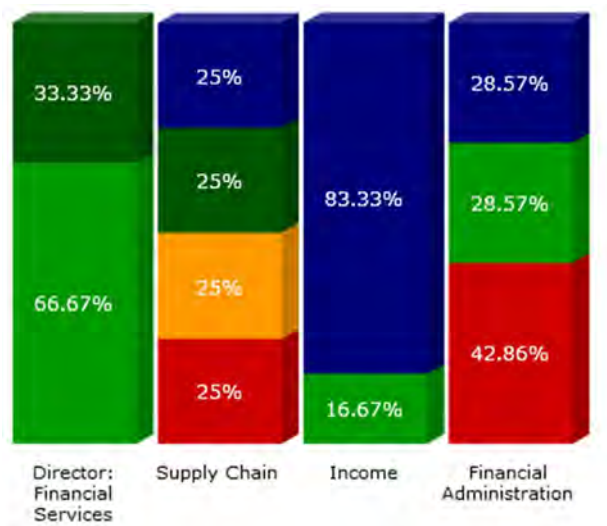
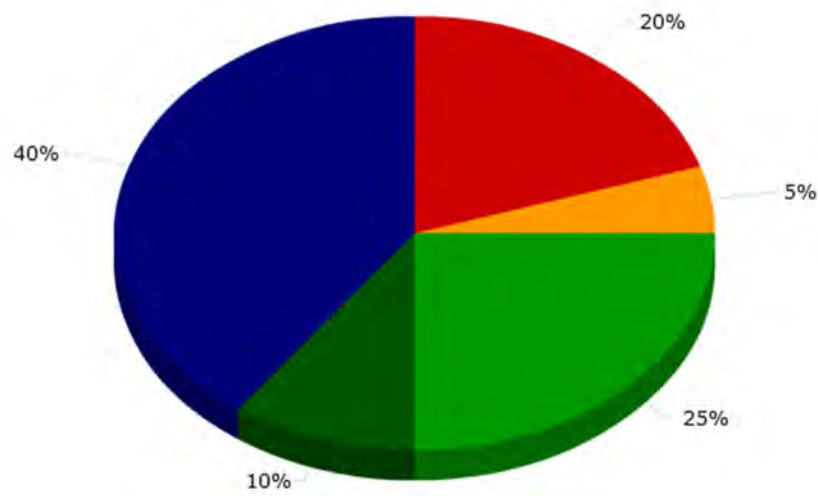
Witzenberg Municipality
SDBIP May 2017: TECHNICAL SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	Annual Target	Year-To-Date As At May 2017					Performance Comment	Corrective Measures
					Target	Actual	R				
D15	Director: Technical Services	Bi-weekly meetings with line managers to ensure effective management of the directorate	Number of meetings	23	21	26	G2			target exceeded	n/a
D16	Roads & Stormwater	Municipal roads is maintained and measured by the square meters of roads patched.	Square meters patched	4667	4667	7738	B			None..	None..
D17	Roads & Stormwater	Maintenance of municipal roads as per vote number 14143806 14143803 14143807 14143809	Percentage of budget spend	98%	75%	45.39%	R				
D18	Roads & Stormwater	Blockages cleaned within 24 hours from when the complaint has been lodged by the control room	Percentage of blockages cleaned within 24 hours	100%	100%	100%	G			Target achieved	None...
D19	Roads & Stormwater	Stormwater assets is maintained in terms of the maintenance budget spent in vote number 14133808	Percentage of budget spend	98%	75%	85%	G2				
D20	Sanitation	Quality of waste water discharge measured by the overall average percentage water quality level within SANS and DWAF standards for microbiological, physical and chemical for all WWTW plants	Percentage of quality of waste water	90%	90%	93.09%	G2			Compliance achieved	None
D21	Sanitation	Regular inspection at pump stations to inspect for faulty, damage or defective equipment and infrastructure at the pump station	Number of inspections	276	253	253	G			Daily inspections at sewer pump stations completed.	None
D22	Sanitation	Sanitation assets is maintained in terms of the maintenance budget spent in votes 14113802 14113811 14113812	Percentage of budget spend	98%	75%	76%	G2				
D23	Sanitation	Sewerage blockage removals within 24 hours from receipt of the complaint by the control room	Percentage of blockages cleaned within 24 hours	100%	100%	100%	G			All blockages cleared within given timeframe	More personnel to minimise overtime.
D24	Solid Waste & Cleansing	Maintenance of landfill sites in vote number 14154203	Percentage of budget spend	98%	75%	89%	G2				
D25	Solid Waste & Cleansing	Number of community awareness campaigns to promote recycling	Number of campaigns	4	3	5	B				
D26	Solid Waste & Cleansing	Bi-annual testing of the quality of borehole water within SABS standards on all operating landfill sites	Number of tests	2	1	1	G				
D27	Solid Waste & Cleansing	Annual external audit on all operating landfill sites to be performed by 31 March 2017	Number of audits	2	2	2	G				

Ref	Sub-Directorate	KPI	Unit of Measurement	Annual Target	Year-To-Date As At May 2017				
					Target	Actual	R	Performance Comment	Corrective Measures
D28	Water	Repair breaks within 24 Hours after water break has been reported to call centre	Percentage of breaks repaired within 24 hours	100%	100%	100%	G	All repairs completed within given time frame.	More personnel to minimise overtime
D29	Water	Repair faulty meters received per list from Finance within 20 working days	Percentage of meters repaired within 20 days	100%	100%	84.95%	O	No available meters in stock, meters were only available last week of May 2017. Lists were given to contractor, 5/06/17.	None
D30	Water	Water assets is maintained in terms of the maintenance budget spent in vote number 14193802.	Percentage of budget spend	98%	75%	89%	G2		
D31	Electricity	Electricity assets is maintained in terms of the maintenance budget spent in vote numbers 14053802 14053810 14073802 14083802	Percentage of budget spend	98%	75%	48.51%	R	Not required	Not applicable
D32	Electricity	Respond to resident's queries regarding service disruptions and faulty meters within 24 hours from when the complaint has been received from call centre	Percentage of responses to queries within 24 hours	80%	80%	98.18%	G2	Queries all responded to within 24 hours	None required
D33	Fleet Management	Revision of the vehicle replacement program on a quarterly basis	Number of revisions	0	0	0	N/A		
D34	Fleet Management	Monthly vehicles maintenance plan and servicing of those vehicles	Number of maintenance plans	0	0	0	N/A		
D35	Fleet Management	Compile a quarterly vehicle usage report documenting the economical (kilometres/litre) usage of each vehicle	Number of vehicle usage reports	0	0	0	N/A		
D36	Director: Technical Services	Number of subsidised serviced sites developed.	Number of serviced plots.	0	0	0	N/A		
D37	Director: Technical Services	Percentage expenditure on capital budget by Technical Directorate.	Percentage of budget spend	95%	60%	44%	R		
D38	Town Planning & Building Control	Acknowledge receipt of town planning application within 21 working days. Quarterly.	Percentage of acknowledgements within 21 days	95%	95%	100%	G2		
D39	Town Planning & Building Control	Monthly reconcile general ledger printout of building fees paid with the building register maintained	Number of reconciliations	12	11	11	G	target met	
D40	Town Planning & Building Control	Quarterly update of the zoning register with all new zonings	Number of updates	4	3	3	G		
D41	Town Planning & Building Control	Recommendation for decision to the MM/Council for approval, within 7 months from validating a fully compliant application. Quarterly.	Percentage of recommendations within 7 months	100%	100%	100%	G		
D42	Roads & Stormwater	Kilometres of roads upgraded & rehabilitated.	Number of kilometres surfaced	2	1	10.33	B		

Ref	Sub-Directorate	KPI	Unit of Measurement	Annual Target	Year-To-Date As At May 2017					
					Target	Actual	R	Performance Comment		Corrective Measures
D43	Sanitation	Provide basic services - number of informal areas with sufficient communal sanitation service points(toilets).	Number of areas	3	3	3	G			
D44	Solid Waste & Cleansing	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area cleaning service.	Number of areas	3	3	3	G			
D45	Water	Decrease unaccounted water losses.	Percentage of unaccounted water	20%	20%	26%	R			
D46	Water	Percentage compliance with drinking water quality standards	Percentage of results that comply	97%	97%	100%	G2			
D47	Water	Provide basic services - number of informal areas with sufficient communal water service points (taps).	Number of areas	3	3	3	G			
D48	Electricity	Number of subsidised electricity connections installed.	Number of connections	200	150	6	R	Not required	Not applicable	
D49	Electricity	Decrease unaccounted electricity losses.	Percentage of unaccounted electricity	9%	9%	10.68%	R	Not required	Not applicable	
D50	Town Planning & Building Control	All building plans approved for less than 500 square meters within 30 days	Percentage of plans approved within 30 days	95%	95%	99.55%	G2	target met		
D51	Town Planning & Building Control	All building plans approved for more than 500 square meters within 60 days	Percentage of plans approved within 60 days	95%	95%	100%	G2	target met		
D52	Director: Technical Services	Verification of SDBIP results captured as per previous month report.	Number of reports signed.	12	11	11	G	target met	n/a	
D53	Director: Technical Services	Percentage expenditure on maintenance budget by Technical Directorate.	Percentage of budget spend	98%	75%	50.33%	R			
D54	Sanitation	Submission of nr of sewer connections for the month to Finance Income section.	Notification send to Income by the 5th of the month	12	11	11	G	All information were sent through to Finance department - No new connections for May 2017	None	
D55	Water	Submission of nr of water connections for the month to Finance Income section.	Notification send to Income by the 5th of the month	12	11	11	G	All new connections sent through to the Finance Department.	None	
D56	Electricity	Submission of nr of electricity connections for the month to Finance Income section.	Notification send to Income by the 5th of the month	12	11	11	G	Proof submitted to Finance	None required	
<div><div><div>Summary of Results</div><div><div><div></div><div>KPI Not Yet Measured</div><div>4</div></div><div><div></div><div>KPI Not Met</div><div>7</div></div><div><div></div><div>KPI Almost Met</div><div>1</div></div><div><div></div><div>KPI Met</div><div>16</div></div><div><div></div><div>KPI Well Met</div><div>11</div></div><div><div></div><div>KPI Extremely Well Met</div><div>3</div></div></div><div>Total KPIs42</div></div><div><div>Verification:</div><div>It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system.</div><div><div>.....</div><div>(Senior Manager Signature)</div><div>.....</div><div>(Date)</div></div></div></div>										

6. Financial Services



	Financial Services	Sub-Directorate			
		Director: Financial Services	Supply Chain	Income	Financial Administration
KPI Not Met	4 (20%)	-	1 (25%)	-	3 (42.9%)
KPI Almost Met	1 (5%)	-	1 (25%)	-	-
KPI Met	5 (25%)	2 (66.7%)	-	1 (16.7%)	2 (28.6%)
KPI Well Met	2 (10%)	1 (33.3%)	1 (25%)	-	-
KPI Extremely Well Met	8 (40%)	-	1 (25%)	5 (83.3%)	2 (28.6%)
Total:	20	3	4	6	7

Witzenberg Municipality
SDBIP May 2017: FINANCIAL SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	Annual Target	Year-To-Date As At May 2017				
					Target	Actual	R	Performance Comment	Corrective Measures
D125	Income	Increased revenue collection	% of Revenue collected	95%	95%	95%	G		
D126	Financial Administration	Compilation of Financial Analysis by end September	Analysis completed	1	1	1	G		
D127	Supply Chain	Creditors not paid within 30 days of receipt of the invoice or statement	Less than 5% creditors not paid	5%	5%	1.29%	B	Target achieved	
D128	Supply Chain	Adjudicate recommended bids based on evaluation reports within 10 calendar days after the BEC meeting	90% of bids adjudicated	90%	90%	94.98%	G2		
D129	Supply Chain	Bid Specification Committee to have a BSCM within 14 calendar days after receipt of a proper request for a bid.	90% of BSCM within 10 days	90%	90%	89.17%	O		
D130	Supply Chain	Compilation of consolidated report of all assets and inventory to be disposed of by the end of January	Report by end of January	1	0	0	N/A		
D131	Supply Chain	Prepare evaluation reports per Bid within 60 calendar days from the date of bid closing to the date of the BECM	90% of evaluation reports within 60 days	90%	90%	66.94%	R		
D132	Income	Limit estimation of meter readings to 12% per month	Estimation of readings less than 12 % per month	12%	12%	8.34%	B	Target achieved.	
D133	Financial Administration	Section 71 reports submitted by the 10th of each month to applicable National- & Provincial Departments.	Reports by 10th of each month	12	11	11	G	Target Achieved	
D134	Director: Financial Services	Bi-weekly meetings with line managers to ensure effective management of the directorate	23 meetings	23	21	22	G2	Target Achieved	
D135	Director: Financial Services	Opinion of the Auditor-General on annual financial statements of the previous year.	Unqualified opinion	1	1	1	G		
D136	Financial Administration	Financial viability expressed as Cost-Coverage ratio	1.6 ratio	1.60	1.60	5.18	B		
D137	Financial Administration	Financial viability expressed as Debt-Coverage ratio	16 ratio	16	16	26.60	B		
D138	Financial Administration	Financial viability expressed outstanding service debtors	44% ratio	44%	44%	60.70%	R		
D139	Income	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	Less than 1% outstanding	1%	1%	0%	B		
D140	Income	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	Less than 1% outstanding	1%	1%	0%	B		

D141	Income	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	Less than 1% outstanding	1%	1%	0.03%	B		
D142	Income	Number of outstanding valid applications for waste removal services expressed as a % of total number of billings for the service.	Less than 1% outstanding	1%	1%	0%	B		
D143	Financial Administration	Percentage spend on maintenance for the whole municipality.	98% of maintenance budget spend	98%	75%	51.90%	R		
D144	Financial Administration	Percentage spend on Capital Budget	95% of capital budget spend	95%	60%	44%	R		
D145	Director: Financial Services	Verification of SDBIP results captured as per previous month report.	12 signed reports	12	11	11	G	Target Achieved	

Summary of Results

	KPI Not Yet Measured	1
	KPI Not Met	4
	KPI Almost Met	1
	KPI Met	5
	KPI Well Met	2
	KPI Extremely Well Met	8
	Total KPIs	21

Verification:

It is hereby verified that the actual results submitted for this particular month is correct with applicable comments where necessary and that the relevant proof of evidence that confirms the result has been saved on the system.

.....

(Senior Manager Signature)

(Date)



Risk Management Report

3rd Quarter 2016/2017

March 2017

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INTRODUCTION

Witzenberg Municipality is committed to the optimal management of risk in order to protect our core public service values, achieve our vision, objectives and deliver on our core business.

In the course of conducting our day-to-day business operations, we are exposed to a variety of risks. These risks include operational and other risks that are material and require comprehensive controls and on-going oversight.

To ensure business success we have adopted an enterprise-wide integrated approach to the management of risks. By embedding the risk management process into key business processes such as planning, operations and new projects, we will be better equipped to identify events affecting our objectives and to manage risks in ways that are consistent with the approved risk appetite.

To further implement this approach, all role players involved in the risk management process were identified and their responsibilities clearly documented to enforce a culture of disciplined risk-taking.

Council is responsible for the overall governance of risk within the municipality. Council has however delegated this responsibility to the Municipal Manager (MM). The Municipal Manager, who is ultimately responsible for the municipality's risks, has delegated this role of Chief Risk Officer (CRO) to the Chief Financial Officer and Internal Audit. The CRO will ensure that the framework is implemented and that council, the Performance, Risk and Audit Committee and the MM will receive appropriate reporting on the municipality's risk profile and risk management process. Management will execute their responsibilities outlined in the Risk Management policy, strategy and work plan. All other officials are responsible for incorporating risk management into their day-to-day operations.

OVERVIEW

Risk Management Policy Statement

The Municipal Manager puts into practice its commitment to implement and maintain an effective, efficient and transparent system of risk management. This policy is designed to help achieve the objective of implementing and maintaining an effective Enterprise Risk Management (ERM) process and embedding a culture of risk Management within the municipality and embed a culture of risk management within the municipality.

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.

LEGISLATIVE FRAMEWORK

Legislative Mandate

Section 62(1)(c)(i) and 95(c)(i) of the MFMA states that: "... *The accounting officer of the municipality is responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure that the municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control.*"

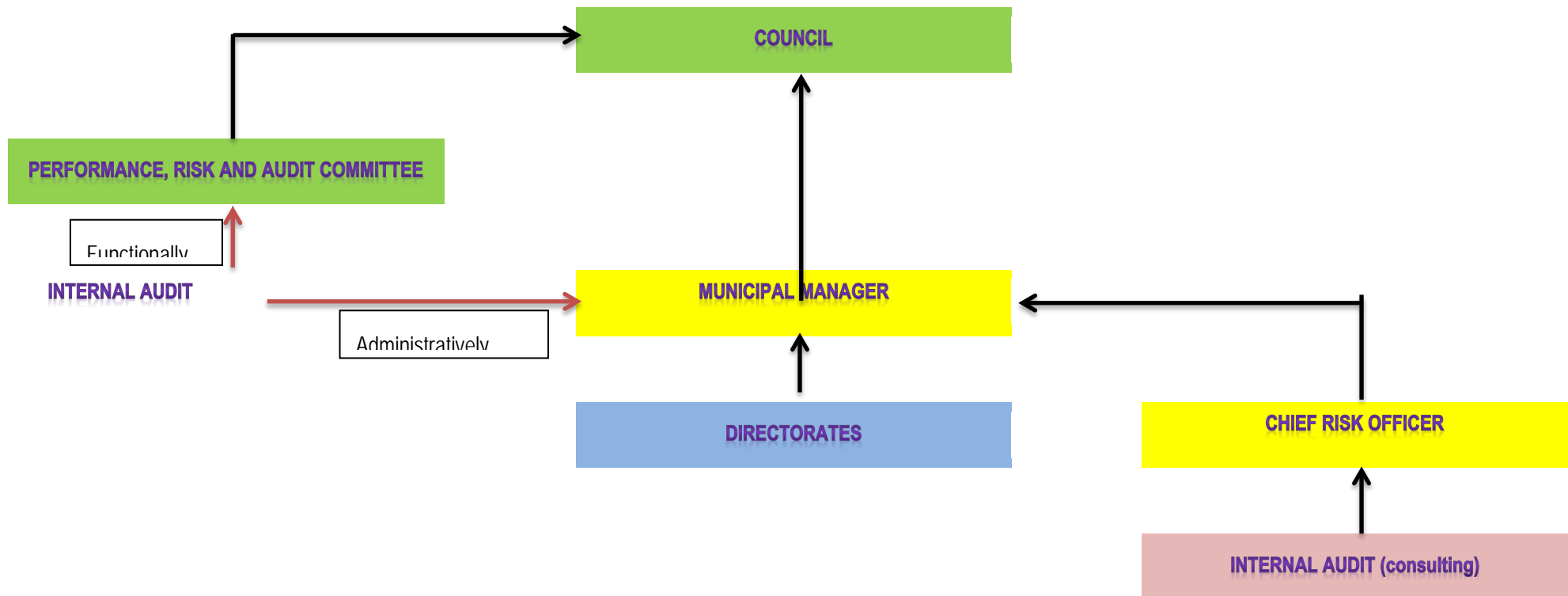
Legislative Compliance

This policy is aligned to the principles set out in the National Treasury Public Sector Risk Management Framework, published on 1 April 2010 and to some extent King III. This policy is also supported by the MFMA, Act no 56 of 2003.

RISK MANAGEMENT OVERSIGHT

Governance Structure

The structures through which risk management is reported within Witzenberg Municipality are set out as follows:



Oversight

Management

Implementers

Consulting/Assistance)



Executive Authority (Council)

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). To fulfil its mandate with regard to ERM, Council must:

Performance, Risk and Audit Committee

The Performance, Risk and Audit Committee is an independent committee responsible for oversight of the municipality's control, governance and risk management.

The Performance, Risk and Audit Committee primary responsibility for risk is providing an independent and objective view of the effectiveness of the municipality's risk management process to Council and to advise the Council and Municipal Manager for continuous improvement and management of risks. The responsibilities of the Performance, Risk and Audit Committee with regard to risk management are formally defined in its charter.

Role of Internal Audit

The role of internal auditing in ERM Internal auditing is an independent, objective assurance and consulting activity. Its core role with regard to ERM is to provide objective assurance to Council board on the effectiveness of risk management. Figure 1 below presents a range of ERM activities and indicates which roles an effective professional internal audit activity should and, equally importantly, should not undertake. The key factors to take into account when determining internal auditing's role are whether the activity raises any threats to the internal audit activity's independence and objectivity and whether it is likely to improve the organization's risk management, control and governance processes.

Internal Audit performs the following ERM activities:

- Facilitates the identification and evaluation of risks
- Advise Management in responding to risks;
- Report on risks
- Is champion for ERM
- Assist in developing ERM policy and Strategy

Safeguards

Internal auditing cannot give objective assurance on any part of the ERM framework and policy for which it is responsible. Such assurance should be provided by other suitably qualified parties. Any work beyond the assurance activities should be recognized as a consulting engagement and the implementation standards related to such engagements should be followed.

The following conditions are applied:

- IA Consulting standards are applied;
- Work is performed on behalf and for the delegated CRO;
- management remains responsible for risk management.
- internal audit's responsibilities are documented in the internal audit charter and the Performance Risk and Audit Committee has advised Council to approve.
- Internal audit does not manage any of the risks on behalf of management.
- Internal auditing provides advice, challenge and support to management's decision making, as opposed to taking risk management decisions themselves.

TRAINING AND DEVELOPMENT

Provincial Treasury has provided for a training opportunity during October 2016 and nominated Directors and Internal Audit staff members will attend.

OUR APPROACH TO ENTERPRISE RISK MANAGEMENT

To fulfil its philosophy of an enterprise-wide integrated approach, Witzenberg Municipality has implemented the eight (8) components of the COSO ENTERPRISE RISK MANAGEMENT process to operate effectively, efficiently and economically



COSO Framework

Internal Environment

The municipality's internal environment is the foundation of all other components of risk management. The internal environment encompasses the tone of Witzenberg Municipality, influencing the risk consciousness of its people. It is the foundation for all other components of risk management, providing discipline and structure.

Objective Setting

Objective setting is a precondition to event identification, risk assessment, and risk response. There must first be objectives before management can identify risks to their achievement and take necessary actions to manage the risks. . There are four factors to consider with regard to objective setting:

Event Identification

An event is an incident or occurrence emanating from internal or external sources that could affect implementation of strategy or achievement of objectives. Events may have positive or negative impacts, or both. As part of event identification, management recognises that uncertainties exist, but does not know when an event may occur, or its outcome should it occur. To avoid overlooking relevant events, identification is best made apart from the assessment of the likelihood of the event occurring, which is the topic of risk assessment.

Risk Assessment

Risk assessments allow the municipality to consider the extent to which potential events might have an impact on the achievement of objectives. Management assess events from two perspectives, impact and likelihood to determine their risk score rating and uses the quantitative method. Likelihood represents the possibility that a given event will occur, while impact represents its effect. Refer to annexure for the impact and likelihood table as per [Annexure C](#).

Risk Assessments are performed through a three stage process:

- Firstly, inherent risk sis be assessed;
Inherent risk is the risk to the municipality in the absence of any actions (In the absence of any controls).
- Secondly, residual risk should be assessed;
Residual risk is the risk that remains after management responds by means of implementing controls to mitigate the risk have been determined.
- Thirdly, the residual risk should be benchmarked against the risk appetite as set by Council as per annexure B to determine the need for further intervention.

Risk Response

After assessing the risk scores an appropriate mitigation strategy is selected. These responses may fall within the categories of accept, reduce, transfer, avoid.

Control Activities

Control activities are the policies and procedures that help ensure that management's risk responses are carried out. Control activities occur throughout the municipality, at all levels and in all functions. They include a range of activities as diverse as approvals, authorisations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties.

Information and Communication

Pertinent information is identified, captured and communicated in a form and timeframe that enable people to carry out their responsibilities. Effective communication also occurs, flowing down, across and up in the municipality. All personnel receive a clear message from top management that risk management responsibilities must be taken seriously. They understand their own role in risk management, as well as how individual activities relate to the work of others. They must have a means of communicating significant information upstream. There is also effective communication with external parties.

Monitoring

Monitoring risk management is a process that assesses the presence and functioning of its components over time. This is accomplished through on-going monitoring activities, separate evaluations or a combination of the two. On-going monitoring occurs in the normal course of management activities. The scope and frequency of separate evaluations will depend primarily on an assessment of risks and the effectiveness of on-going monitoring procedures.

STRATEGIC OBJECTIVES

Objectives per Key Performance Area

The Council has set 8 Key Strategic Objectives to drive and deliver on the People's Mandate of speedier, effective and efficient service delivery and development.

Essential Services

- Sustainable Provision and maintenance of basic infrastructure
- Provide for the needs of informal settlements through improved services

Governance

- Support institutional transformation and development
- Ensure financial viability
- Maintain and strengthen relations with international and intergovernmental partners and the local community

Communal Services

- Provide and maintain facilities that make citizens feel at home

Socio-Economic Support Services

- Support the poor and vulnerable thorough programmes and policy
- Create and enabling environment to attract investment and support local economy

Strategic Objectives per business unit

Objective Title	Parent Unit Title	Unit Title
Create and enabling environment to attract investment and support local economy	Community Services Office of the Municipal Manager	Local & social Economic Development Integrated Development Planning
Ensure financial viability	Community Services	Asset Management Facility management Housing Resorts
	Corporate Services	Assets Management Marketing & Communication Protection Services - Traffic Services
	Finance Human Resources Office of the Municipal Manager Technical Services	Expenditure Financial Administration Payroll Revenue Supply Chain Management Health & Safety Leave Management Recruitment & Benefits Integrated Development Planning Property Management Assets Management Fleet Management Project management Solid Waste and Cleansing Town Planning
Provide and maintain facilities that make citizens feel at home	Community Services	Disaster Management and fire fighting Services Facility management

Objective Title	Parent Unit Title	Unit Title
Provide for the needs of informal settlements through improved services	Community Services	Housing
Support institutional transformation and development	Community Services Corporate Services Human Resources	Disaster Management and fire fighting Services Resorts Administration Labour Relations Marketing & Communication Protection Services - Law enforcement Protection Services - Traffic Services Recruitment & Benefits Training
	Office of the Municipal Manager Technical Services	Integrated Development Planning Internal Audit Media relations Performance Management Risk Management Town Planning Water and Sewerage
Support the poor and vulnerable through programmes and policy	Community Services	Local & social Economic Development
Sustainable Provision and maintenance of basic infrastructure	Community Services Corporate Services Technical Services	Environmental Management Administration Labour Relations Electricity Project management Solid Waste and Cleansing Streets and Storm water Town Planning Water and Sewerage
To maintain and strengthen relations with internal and intergovernmental partners as well as the local community	Corporate Services	Protection Services - Law enforcement
	Community Services	Disaster Management and fire fighting Services

RISK RATING MODEL

Witzenberg Municipality applies the following risk rating model.

Risk assessment involves interrogating risks at two levels, namely at the inherent risk level and the residual risk level, using the same rating criteria for each assessment.

Inherent risk considers the "worst case" scenario. This involves considering the likelihood and impact of the risk in the absence of any management control interventions. This level of assessment provides a perspective of the consequences of the risk to the institution in its unmanaged state.

The second tier of assessment concerns establishing the residual risk. Residual risk is the level of risk remaining after the mitigating influences of the existing control interventions are considered.

Each risk is evaluated in terms of potential loss, likelihood of occurrence and the effectiveness of controls in place to manage the risks according to the criteria set out below.

Potential Loss / Impact		
Severity Ranking	Assessment	Factor
Critical	Negative outcomes or missed opportunities that are of critical importance to the achievement of objectives	5
Major	Negative outcomes or missed opportunities that are likely to have a relatively substantial impact on the ability to meet objectives	4
Moderate	Negative outcomes or missed opportunities that are likely to have a relatively moderate impact on the ability to meet objectives	3
Minor	Negative outcomes or missed opportunities that are likely to have a relatively low impact on the ability to meet objectives	2
Insignificant	Negative outcomes or missed opportunities that are likely to have a relatively negligible impact on the ability to meet objectives	1
Likelihood		
Likelihood category	Category definition	Factor
Common	The risk is already occurring, or is likely to occur more than once within the next 12 months	5
Likely	The risk could easily occur, and is likely to occur at least once within the next 12 months	4

Potential Loss / Impact		
Severity Ranking	Assessment	Factor
Moderate	There is an above average chance that the risk will occur at least once in the next three years	3
Unlikely	The risk occurs infrequently and is unlikely to occur within the next three years	2
Rare	The risk is conceivable but is only likely to occur in extreme circumstances	1
Perceived control effectiveness		
Effectiveness category	Category definition	Factor
Very good	Risk exposure is effectively controlled and managed	20%
Good	Majority of risk exposure is effectively controlled and managed	40%
Satisfactory	There is room for some improvement	65%
Weak	Some of the risk exposure appears to be controlled, but there are major deficiencies	80%
Unsatisfactory	Control measures are ineffective	100%

Inherent risk exposure	Factor	Residual risk exposure	Factor
Maximum	20-25	Maximum	20-25
High	15<20	High	15<20
Medium	10<15	Medium	10<15
Low	5<10	Low	5<10
Minimum	<5	Minimum	<5

RISK CATEGORIES

Risk are categorised as follows:

Risk category	Description
Human resources	Risks that relate to human resources of an institution. These risks can have an effect on an institution's human capital
Knowledge and Information management	Risks relating to an institution's management of knowledge and information.
Litigation	Risks that the institution might suffer losses due to litigation and lawsuits against it
Loss \ theft of assets	Risks that an institution might suffer losses due to either theft or loss of an asset of the institution.
Material resources (procurement risk)	Risks relating to an institution's material resources.
Service delivery	Every institution exists to provide value for its stakeholders. The risk will arise if the appropriate quality of service is not delivered to the citizens.
Information Technology	The risks relating specifically to the institution's IT objectives, infrastructure requirement, etc.
Third party performance	Risks related to an institution's dependence on the performance of a third party. Risk in this regard could be that there is the likelihood that a service provider might not perform according to the service level agreement entered into with an institution.
Health & Safety	Risks from occupational health and safety issues e.g. injury on duty; outbreak of disease within the institution.
Disaster recovery / business continuity	Risks related to an institution's preparedness or absence thereto to disasters that could impact the normal functioning of the institution e.g. natural disasters, act of terrorism etc. This would lead to the disruption of processes and service delivery and could include the possible disruption of operations at the onset of a crisis to the resumption of critical activities.
Compliance \ Regulatory	Risks related to the compliance requirements that an institution has to meet.

Risk category	Description
Fraud and corruption	These risks relate to illegal or improper acts by employees resulting in a loss of the institution's assets or resources.
Financial	Risks encompassing the entire scope of general financial management
Cultural	Risks relating to an institution's overall culture and control environment.
Reputation	Factors that could result in the tarnishing of an institution's reputation, public perception and image.
<u>External:</u> Economic Environment	Risks related to the institution's economic environment
Political environment	Risks emanating from political factors and decisions that have an impact on the institution's mandate and operations.
Social environment	Risks related to the institution's social environment.
Natural environment	Risks relating to the institution's natural environment and its impact on normal operations.
Technological environment	Risks emanating from the effects of advancements and changes in technology.
Legislative environment	Risks related to the institution's legislative environment e.g. changes in legislation, conflicting legislation.

RISK APPETITE

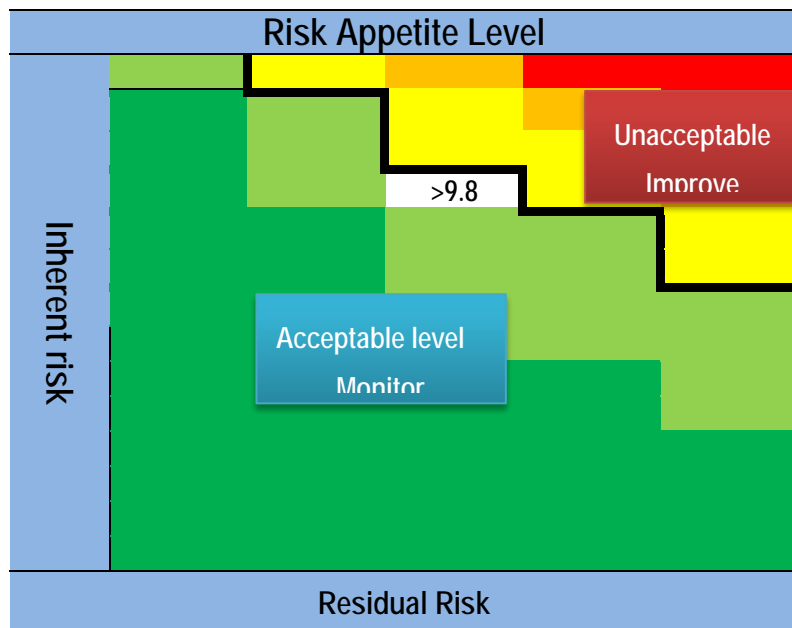
Objective

The objective of a Risk Appetite is to indicate the point at which the amount of residual risk becomes serious enough to the Municipality to start committing time and effort into the management of the risk. It also state the level of risk the municipality is willing to accept in providing value to their stakeholder. It is not always efficient or possible to manage risks to zero residual risk or a very low residual risk threshold because of the time, cost and effort that will be required. On the other hand it is also poor management practice to accept risks which create unnecessary exposure for the Municipality. As a principle, and in accordance with the MFMA, the Municipality must have a low risk appetite for all forms of loss resulting from negligence, wasteful, fruitless and irregular expenditure.

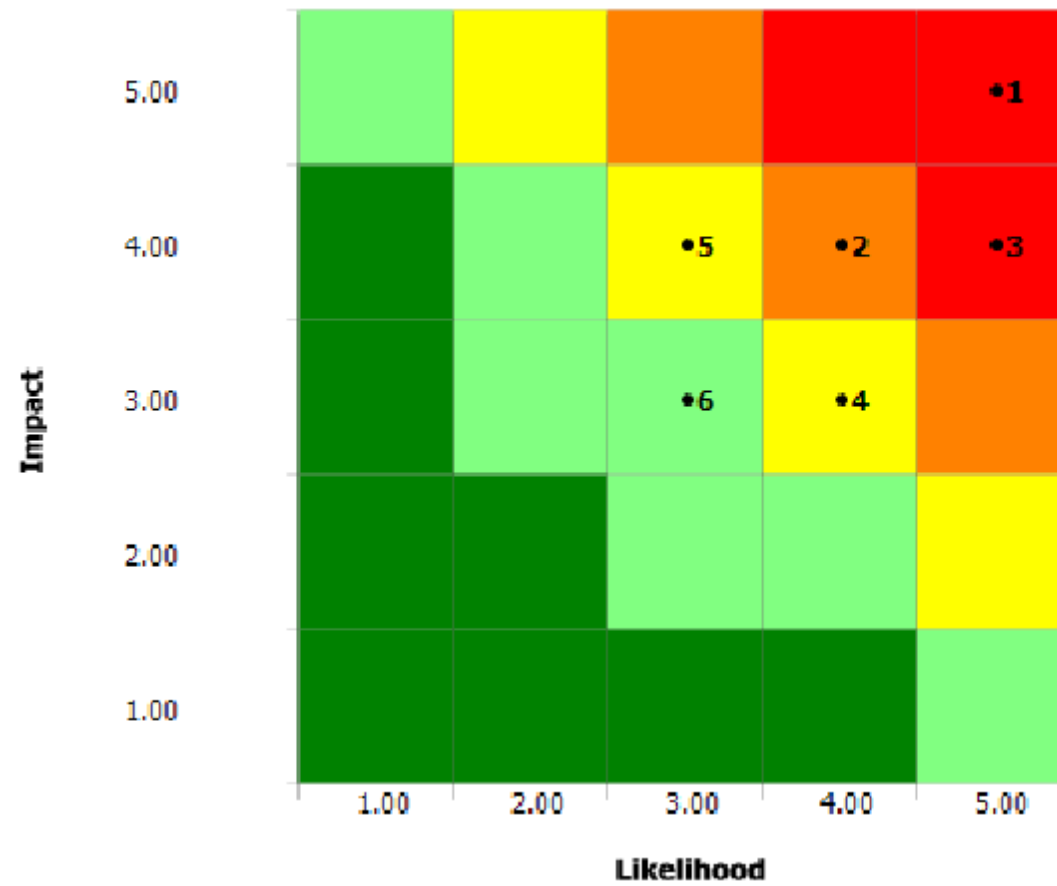
Given the aforementioned dynamics it is important for Witzenberg Municipality to make an informed decision on the amount of risk it is capable of bearing as part of normal management practice.

Risk appetite level

Council sets the risk appetite at a score of >9.8. Residual risk below this level must be monitored and above this level must be improved by Management. The risk register indicates various risks above the risk appetite level.



Risks above appetite level



Point	Title	Unit Title	Parent Unit Title	IR	RR
1	Lack of communication and co-ordinations with national/provincial and district disaster support services and community	Disaster Management	Disaster Management and fire fighting Services	25	25.0
1	Eskom cannot provide demand for AGRI development	Emerging Risk	Witzenberg	25	25.0
1	Asset existence not verified (Asset not on asset register)	Financial Administration	Finance	25	25.0
1	Asset register incomplete, inaccurate, over or understated	Financial Administration	Finance	25	22.8
1	Non-performance of contract agreement (Camera not installed yet)	Protection Services - Traffic Services	Corporate Services	25	25.0
1	Notices not capture on the traffic system	Protection Services - Traffic Services	Corporate Services	25	25.0
1	Summons and warrants not issued by service provider within legal timeframe	Protection Services - Traffic Services	Corporate Services	25	25.0
2	Poor Public participation and quality of public input into in Integrated Development Plan process	Integrated Development Planning	Office of the Municipal Manager	25	16.3
2	Poor Public participation and lack of feedback on Intergated Development Plan matters	Integrated Development Planning	Office of the Municipal Manager	25	16.3
2	Vision of the municipality not internalized among all level of staff	Integrated Development Planning	Office of the Municipal Manager	25	13.3
2	Performance agreements not in line with Integrated Development Plan	Performance Management	Office of the Municipal Manager	25	16.3
2	Poor performance not detected and control	Performance Management	Office of the Municipal Manager	25	16.3
2	Lack of an approved protection/operational plan that is also regularly reviewed and approved	Protection Services - Law enforcement	Corporate Services	25	16.3
2	Non-compliance to rehabilitate closed landfill site	Strategic	Witzenberg	20	16.0
2	Inadequate supply for electricity to meet existing and future demands	Strategic	Witzenberg	20	16.0

Point	Title	Unit Title	Parent Unit Title	IR	RR
2	Major unplanned not disaster related interruptions to service deliver	Strategic	Witzenberg	25	19.3
2	Assets not capitalized on a monthly basis	Financial Administration	Finance	25	16.3
2	Poor growth in revenue base	Strategic	Witzenberg	20	16.0
2	Uneconomical utilization of assets (Klipriver Park)	Strategic	Witzenberg	20	16.0
2	Deficiencies pertaining to segregation of duties	Time and attendance	Human Resources	20	16.0
2	Zoning of properties incorrect	Revenue	Finance	25	16.3
2	Poor response times	Disaster Management	Disaster Management and fire fighting Services	25	20.0
2	Out-dated disaster management plans	Disaster Management	Disaster Management and fire fighting Services	25	16.3
2	Lack of human, capital and equipment resources to mitigated risk	Disaster Management	Disaster Management and fire fighting Services	25	16.3
2	Asset existence not verified (Asset not on asset register)	Asset Management	Community Services	25	20.0
2	Assets not properly safeguarded against abuse	Asset Management	Community Services	20	16.0
2	Asset existence not verified (Asset not on asset register)	Assets Management	Corporate Services	25	20.0
2	Assets not properly safeguarded against abuse	Assets Management	Corporate Services	20	16.0
2	Asset existence not verified (Asset not on asset register)	Assets Management	Technical Services	25	20.0
2	Asset register incomplete, inaccurate, over or understated	Assets Management	Technical Services	25	20.0
2	Asset register incomplete, inaccurate, over or understated	Assets Management	Corporate Services	25	20.0
2	Incorrect or ineffective mitigation factor deployed	Disaster Management	Disaster Management and fire fighting Services	25	16.3
2	Ineffective preparedness readiness plans	Disaster Management	Disaster Management and fire fighting Services	25	16.3

Point	Title	Unit Title	Parent Unit Title	IR	RR
2	Insufficient capacity to perform required disaster management activities	Disaster Management	Disaster Management and fire fighting Services	25	16.3
2	Insufficient information and analysis for early detection	Disaster Management	Disaster Management and fire fighting Services	25	16.3
2	Lack of early warning systems	Disaster Management	Disaster Management and fire fighting Services	20	16.0
2	Assets not properly safeguarded against abuse	Assets Management	Technical Services	20	16.0
3	Assets not properly safeguarded against misuse	Financial Administration	Finance	20	17.0
3	Inadequate policies and procedures to govern time and attendance	Time and attendance	Human Resources	20	20.0
3	All employees on the payroll is not on the time and attendance system	Time and attendance	Human Resources	20	20.0
3	Solid waste management ineffective	Strategic	Witzenberg	20	20.0
3	Firearm users have not signed off on the enforcement duties	Protection Services - Law enforcement	Corporate Services	20	20.0
3	Lack of spares for older equipment	Fleet Management	Technical Services	20	20.0
3	Facility income not reconciled to Samras system	Facility management	Community Services	20	20.0
3	Assets moved between departments without proper authorization	Asset Management	Community Services	20	20.0
3	Assets not properly safeguarded against misuse	Assets Management	Technical Services	20	20.0
3	Assets moved between departments without proper authorization	Assets Management	Technical Services	20	20.0
3	Assets not properly safeguarded against theft	Assets Management	Corporate Services	20	20.0
3	Assets not properly safeguarded against misuse	Assets Management	Corporate Services	20	20.0
3	Assets moved between departments without proper authorization	Assets Management	Corporate Services	20	20.0
3	Assets not properly safeguarded against misuse	Asset Management	Community Services	20	20.0
3	Safety of recovery personnel	Disaster Management	Disaster Management and fire fighting Services	20	20.0

Action plans to mitigated top residual risks

Risk Title	Parent Unit Title	IR	RR	Action Plan Title	Action Plan Description	Current Status Summary	Status
Asset existence not verified (Asset not on asset register)	Community Services	25.00	20.00				
Assets moved between departments without proper authorization	Community Services	20.00	20.00				
Assets not properly safeguarded against abuse	Community Services	20.00	16.00				
Assets not properly safeguarded against misuse	Community Services	20.00	20.00				
Assets not properly safeguarded against theft	Community Services	20.00	13.00				
Incorrect or ineffective mitigation factor deployed	Disaster Management and fire fighting Services	25.00	16.25				
Ineffective preparedness readiness plans	Disaster Management and fire fighting Services	25.00	16.25				
Insufficient and untimely reporting	Disaster Management and fire fighting	20.00	13.00				

Risk Title	Parent Unit Title	IR	RR	Action Plan Title	Action Plan Description	Current Status Summary	Status
	Services						
Insufficient capacity to perform required disaster management activities	Disaster Management and fire fighting Services	25.00	16.25				
Insufficient information and analysis for early detection	Disaster Management and fire fighting Services	25.00	16.25				
Insufficient knowledge or funds to assess hazards	Disaster Management and fire fighting Services	20.00	13.00				
Key factor of risk not identified	Disaster Management and fire fighting Services	20.00	13.00				
Lack of communication and co-ordinations with national/provincial and district disaster support services and community	Disaster Management and fire fighting Services	25.00	25.00				
Lack of early warning systems	Disaster Management and fire fighting Services	20.00	16.00				

Risk Title	Parent Unit Title	IR	RR	Action Plan Title	Action Plan Description	Current Status Summary	Status
Lack of human, capital and equipment resources to mitigated risk	Disaster Management and fire fighting Services	25.00	16.25				
Lack of policies and procedures to govern disaster management	Disaster Management and fire fighting Services	25.00	10.00				
Out-dated disaster management plans	Disaster Management and fire fighting Services	25.00	16.25				
Poor response times	Disaster Management and fire fighting Services	25.00	20.00				
Safety of recovery personnel	Disaster Management and fire fighting Services	20.00	20.00				
Poor response times	Disaster Management and fire fighting Services	25.00	10.00				
Poor service delivery due to lack	Disaster Management and	25.00	10.00				

Risk Title	Parent Unit Title	IR	RR	Action Plan Title	Action Plan Description	Current Status Summary	Status
of capacity	fire fighting Services						
Major transgression not detected	Community Services	25.00	10.00				
Pine Forrest income captured against incorrect vote number on SAMRAS	Community Services	20.00	13.00				
Inadequate segregation of duties between user account management responsibilities and end user responsibilities	Corporate Services	20.00	13.00				
Asset existence not verified (Asset not on asset register)	Corporate Services	25.00	20.00				
Asset register incomplete, inaccurate, over or understated	Corporate Services	25.00	20.00				
Assets moved between departments without proper authorization	Corporate Services	20.00	20.00				
Assets not properly safeguarded against abuse	Corporate Services	20.00	16.00				
Assets not properly safeguarded against misuse	Corporate Services	20.00	20.00				
Assets not properly safeguarded	Corporate Services	20.00	20.00				

Risk Title	Parent Unit Title	IR	RR	Action Plan Title	Action Plan Description	Current Status Summary	Status
against theft							
Finance not informed of assets earmarked for disposal	Corporate Services	25.00	10.00				
Firearm users have not signed off on the enforcement duties	Corporate Services	20.00	20.00				
Lack of an approved protection/operational plan that is also regularly reviewed and approved	Corporate Services	25.00	16.25				
1st Notices not posted within 30 days (non-compliance to the TCSP)	Corporate Services	20.00	13.00				
Lack of/or underdeveloped Standard Operating Procedures/guideline	Corporate Services	25.00	10.00				
Law and traffic enforcement needs not determined and analysed	Corporate Services	20.00	13.00				
Non-performance of contract agreement (Camera not installed yet)	Corporate Services	25.00	25.00	Monitoring of service provider performance	Impact increased. Performance agreement not monitored G23.2 Contract agreement not enforced by management	Reporting requirements to be finalised with Service Provider (Act TM)	In Progress - 25%

Risk Title	Parent Unit Title	IR	RR	Action Plan Title	Action Plan Description	Current Status Summary	Status
Notice books issued not recorded again a user name	Corporate Services	20.00	13.00				
Notices not capture on the traffic system	Corporate Services	25.00	25.00				
Summons and warrants not issued by service provider within legal timeframe	Corporate Services	25.00	25.00				
Suspense accounts not cleared in a timely manner	Corporate Services	20.00	13.00				
System's payment received reports not verified with cashier's cash on hand	Corporate Services	16.00	10.40				
Asset existence not verified (Asset not on asset register)	Finance	25.00	25.00				
Asset register incomplete, inaccurate, over or understated	Finance	25.00	22.75				
Assets moved between departments without proper authorization	Finance	20.00	13.00				
Assets not capitalized on a monthly basis	Finance	25.00	16.25				
Assets not commissioned	Finance	25.00	10.00				

Risk Title	Parent Unit Title	IR	RR	Action Plan Title	Action Plan Description	Current Status Summary	Status
Assets not properly safeguarded against abuse	Finance	20.00	13.00				
Assets not properly safeguarded against misuse	Finance	20.00	17.00				
Assets not properly safeguarded against theft	Finance	20.00	12.20				
Claims not reported in a timely manner to finance and from finance to the insurer	Finance	20.00	13.00				
Irregular disposal of assets	Finance	25.00	10.00				
Misappropriation of cash	Finance	25.00	10.00				
Receipt allocation to incorrect consumer account or vote numbers by client or cashiers	Finance	20.00	13.00	Implementation of CDV number validation	"1. Implementation of CDV "		In Progress - 25%
Rental contracts not received (excluding schemes)	Finance	20.00	13.00				
Unauthorized access	Finance	20.00	13.00	Cashier offices security	"Infrastructure to be improve Satellite offices "		In Progress - 25%
Zoning of properties incorrect	Finance	25.00	16.25	Zoning scheme	"Proposed by finance: 1.Town planning to develop one zoning scheme for Witzenberg.		Not Started

Risk Title	Parent Unit Title	IR	RR	Action Plan Title	Action Plan Description	Current Status Summary	Status
					2. Procedure to clearly define zoning types"		
All employees on the payroll is not on the time and attendance system	Human Resources	20.00	20.00				
Clocking devices not Functional	Human Resources	20.00	13.00				
Corrective action on exceptions reported not monitored by management	Human Resources	20.00	13.00				
Deficiencies pertaining to segregation of duties	Human Resources	20.00	16.00				
Exceptions are not cleared and reconciliation are not done	Human Resources	20.00	13.00				
Inadequate policies and procedures to govern time and attendance	Human Resources	20.00	20.00				
Inadequate reporting on time and attendance	Human Resources	20.00	13.00				
No disaster management recovery plan	Human Resources	20.00	13.00				
No service level agreement with service provider	Human Resources	20.00	13.00				

Risk Title	Parent Unit Title	IR	RR	Action Plan Title	Action Plan Description	Current Status Summary	Status
Under performing employees	Human Resources	20.00	13.00				
Ineffective ward committees	Office of the Municipal Manager	20.00	13.00				
Intergated Development Plan/ Budget steering committee not effective	Office of the Municipal Manager	25.00	10.00				
Poor Public participation and quality of public input into in Integrated Development Plan process	Office of the Municipal Manager	25.00	16.25	Improve public participation	Mobilise the ward council		In Progress - 75%
Poor Public participation and lack of feedback on Intergated Development Plan matters	Office of the Municipal Manager	25.00	16.25				
Making the wrong decision when there was some evidence of fraud	Office of the Municipal Manager	20.00	13.00				
Financial data does not reconcile with SDBIP PMS (Ingnite) data	Office of the Municipal Manager	20.00	13.00	Performance framework to be revised	Performance framework to be revised		Not Started
Key performance indicators not reviewed annually	Office of the Municipal Manager	20.00	13.00	Performance framework to be revised	Performance framework to be revised		Not Started
Key performance target not" SMART" to measure	Office of the	20.00	13.00	Performance framework to be	Performance framework to be		Not Started

Risk Title	Parent Unit Title	IR	RR	Action Plan Title	Action Plan Description	Current Status Summary	Status
achievement	Municipal Manager			revised	revised		
Performance agreements not in line with Integrated Development Plan	Office of the Municipal Manager	25.00	16.25	Performance framework to be revised	Performance framework to be revised		Not Started
Performance data unreliable(Invalid, incomplete and inaccurate)	Office of the Municipal Manager	20.00	13.00	Performance framework to be revised	Performance framework to be revised		Not Started
Poor performance not detected and control	Office of the Municipal Manager	25.00	16.25	Performance framework to be revised	Performance framework to be revised		Not Started
Poor performance not mitigated	Office of the Municipal Manager	20.00	13.00	Performance framework to be revised	Performance framework to be revised		Not Started
Public not informed on performance management	Office of the Municipal Manager	20.00	13.00				
Reporting information and evidence inadequate to validate results	Office of the Municipal Manager	20.00	13.00				
Reports not issues or published	Office of the Municipal Manager	20.00	13.00	Performance framework to be revised	Performance framework to be revised		Not Started
Targets set not in terms of quality, quantity and time	Office of the Municipal Manager	20.00	13.00	Performance framework to be revised	Performance framework to be revised		Not Started

Risk Title	Parent Unit Title	IR	RR	Action Plan Title	Action Plan Description	Current Status Summary	Status
Property occupied without a valid agreement or before start date of agreement	Office of the Municipal Manager	20.00	13.00				
Results on the risk management process not reported and deviations not addressed effectively	Office of the Municipal Manager	20.00	13.00				
Deteriorating electrical infrastructure	Witzenberg	20.00	15.00				
Deteriorating road infrastructure	Witzenberg	20.00	14.60				
Deteriorating water and sanitation pipe infrastructure	Witzenberg	20.00	15.00				
Inability to create a safe environment for communities	Witzenberg	20.00	13.00				
Inability to implement provincial approved budgeted housing projects	Witzenberg	20.00	10.60	GAP housing tender	GAP housing tender to be awarded to alleviate shortage at Vredebes development in 2015-2017		Not Started
Inadequate supply for electricity to meet existing and future demands	Witzenberg	20.00	16.00				

Risk Title	Parent Unit Title	IR	RR	Action Plan Title	Action Plan Description	Current Status Summary	Status
Increase in unaccounted water and electricity losses	Witzenberg	20.00	13.00	Water and electricity losses	1. Reconciliations with Eskom 2. Bulk meters installed (Wolseley & Ceres) 3. Adoption and implementation of maintenance plan to reduce technical losses. 4. Obtain assurance that consumption is metered		In Progress - 25%
Major unplanned not disaster related interruptions to service deliver	Witzenberg	25.00	19.25	Maximising resources	1. Expedite disposal of non-core assets 2. Implement asset maintenance strategy 3. Action plan to alleviate power failures 4. Blackout plan to be approved by senior management and funded 5. Table of an energy plan to Council		Not Started

Risk Title	Parent Unit Title	IR	RR	Action Plan Title	Action Plan Description	Current Status Summary	Status
Non-compliance to rehabilitate closed landfill site	Witzenberg	20.00	16.00	Funding of landfill Site	Obtain funding (6-10RM)		Not Started
Non-compliance to SCOA implementation	Witzenberg	15.00	12.00	SCOA implementation	1. Informing Council 2. Progress reporting		In Progress - 25%
Office space is insufficient to accommodate staff	Witzenberg	12.00	12.00	Acquire office space	1. Identify possible property. 2. Possibility to move departments/section out of main building. 3. Possibility to sell properties.		In Progress - 25%
Poor growth in revenue base	Witzenberg	20.00	16.00	Energy plan	Develop and adoption of Energy plan by council to address energy demand in the Witzenberg area		In Progress - 75%
Poor growth in revenue base	Witzenberg	20.00	16.00	Increase revenue base	Debt collection Infrastructure investment Sourcing of grants to improve infrastructure Capital contribution policy to be made more investor		Not Started

Risk Title	Parent Unit Title	IR	RR	Action Plan Title	Action Plan Description	Current Status Summary	Status
					friendly		
Prolonged and/or frequent breakdown of key service delivery vehicles	Witzenberg	15.00	11.25	Vehicle fleet utilisation	1. Implement fleet management policy 2. Budget for fleet replacement 3. Dispose of redundant fleet 4. Maintenance program 5. Budget prioritisation to replace fleet 6. Investigate possibility of a loan 7. Obtain funding to implement Fleet Management Policy		In Progress - 25%
Solid waste management ineffective	Witzenberg	20.00	20.00	Update of solid waste strategic plan	1. Update of IWMP to include strategic needs		Not Started
Un-recoverability of outstanding receivables	Witzenberg	20.00	13.00	Improve debt collection	1. Install pre-paid water meters		In Progress - 25%

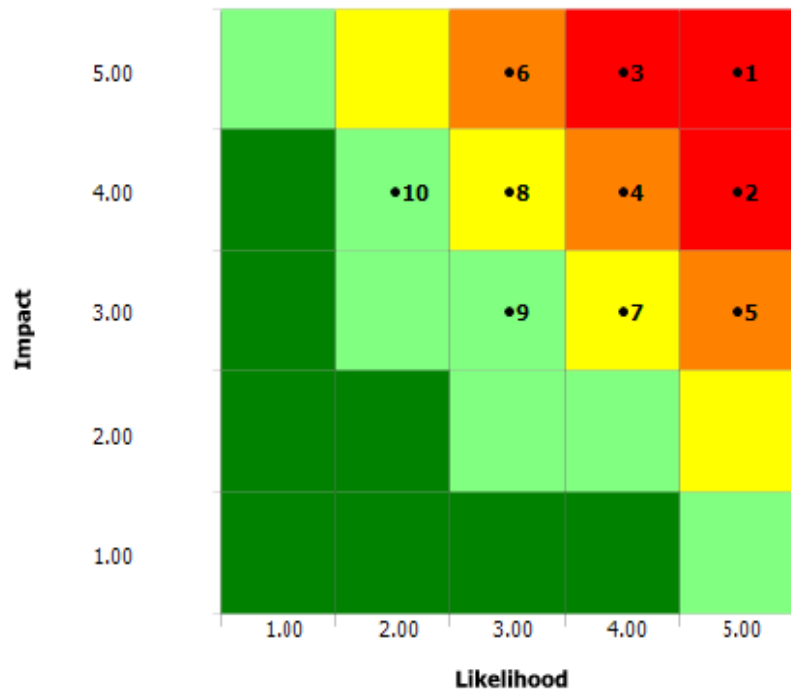
Risk Title	Parent Unit Title	IR	RR	Action Plan Title	Action Plan Description	Current Status Summary	Status
					2. Improvement credit control (ITC checks)		
Uneconomical utilization of assets (Klipriver Park)	Witzenberg	20.00	16.00	Improve asset utilisation	1. Investigate municipal assets for disposal 2. Revisit lease of Klip River Park		Not Started
Asset existence not verified (Asset not on asset register)	Technical Services	25.00	20.00				
Asset register incomplete, inaccurate, over or understated	Technical Services	25.00	20.00				
Assets moved between departments without proper authorization	Technical Services	20.00	20.00				
Assets not properly safeguarded against abuse	Technical Services	20.00	16.00				
Assets not properly safeguarded against misuse	Technical Services	20.00	20.00				
Assets not properly safeguarded against theft	Technical Services	20.00	13.00				
Finance not informed of assets earmarked for disposal	Technical Services	25.00	10.00				
Failure of measuring/equipment	Technical Services	20.00	13.00				

Risk Title	Parent Unit Title	IR	RR	Action Plan Title	Action Plan Description	Current Status Summary	Status
detection/protection							
Lack of spares for older equipment	Technical Services	20.00	20.00				
Inaccurate cost estimates to determine threshold value	Technical Services	25.00	10.00				
Interim and final inspections not requested resulting in occupation without approval	Technical Services	20.00	13.00				
Eskom cannot provide demand for AGRI development	Witzenberg	25.00	25.00				

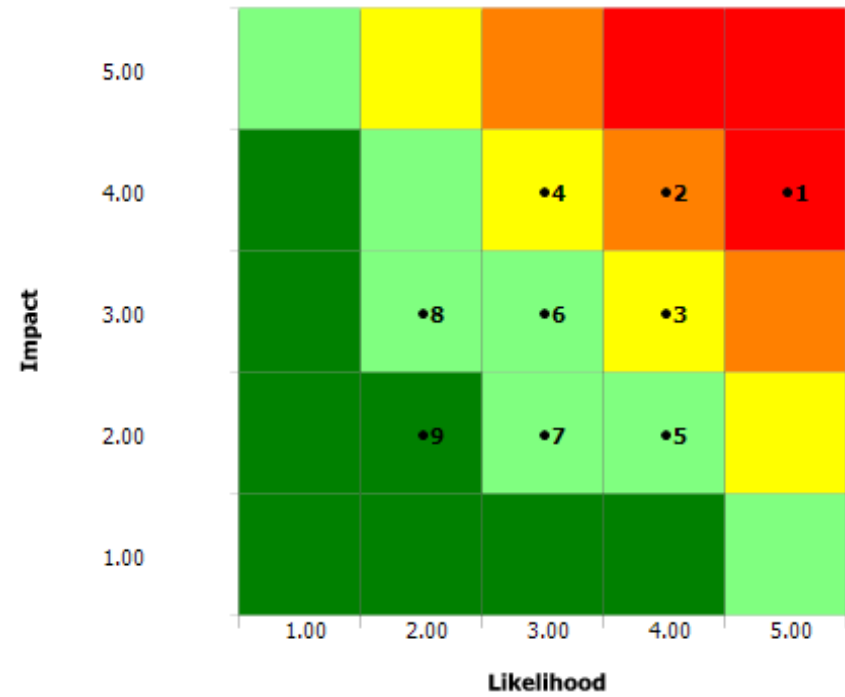
STRATEGIC RISKS

Inherent vs. residual risk heat map

Inherent risk heatmap



Residual risk heatmap



Point	Title	II	IL	IR
1	Major unplanned not disaster related interruptions to service deliver	5.0	5.0	25.0
2	Limited electricity supply by Eskom	5.0	4.0	20.0
2	Un-recoverability of outstanding receivables	5.0	4.0	20.0
3	Solid waste management ineffective	4.0	5.0	20.0
3	Deteriorating electrical infrastructure	4.0	5.0	20.0
3	Poor growth in revenue base	4.0	5.0	20.0
3	Deteriorating water and sanitation pipe infrastructure	4.0	5.0	20.0
3	Lack of funding to rehabilitated closed landfill site at Ceres	4.0	5.0	20.0
3	Uneconomical utilization of assets	4.0	5.0	20.0
3	Increase in unaccounted water and electricity losses	4.0	5.0	20.0
3	Inability to implement provincial approved budgeted housing projects	4.0	5.0	20.0
3	Inability to create a safe environment for communities	4.0	5.0	20.0
3	Escalation in vulnerable households	4.0	5.0	20.0
3	Deteriorating road infrastructure	4.0	5.0	20.0
3	Growth in informal settlements	4.0	5.0	20.0
3	Community is dissatisfied with slow progress towards services delivery	4.0	5.0	20.0
4	The housing waiting list perceived as not being credible	4.0	4.0	16.0
4	Possibility of corrupt activities by officials and politicians	4.0	4.0	16.0
5	Prolonged and/or frequent breakdown of key service delivery vehicles	3.0	5.0	15.0
5	Reliance on key staff	3.0	5.0	15.0
5	The municipality is unable to mitigate illegal land use and building work	3.0	5.0	15.0
6	Labour unrest	4.0	3.0	12.0
7	Office space is insufficient to accommodate staff	3.0	4.0	12.0
7	Poor public image resulting in adverse reaction	3.0	4.0	12.0
7	Inability to maintain partnership with key stakeholder to ensure a safe environment for community	3.0	4.0	12.0
8	Possibility than grants to municipality maybe withheld due to non-compliance to SCOA	5.0	2.0	10.0
9	Performance, Risk and Audit Committee is ineffective	3.0	3.0	9.0
10	Possibility that financial statements might contain material errors and or mis statements	4.0	2.0	8.0

Point	Title	RR
1	Solid waste management ineffective	20.0
2	Major unplanned not disaster related interruptions to service deliver	19.3
2	Poor growth in revenue base	16.0
2	Non-compliance to rehabilitate closed landfill site	16.0
2	Inadequate supply for electricity to meet existing and future demands	16.0
2	Uneconomical utilization of assets (Klipriver Park)	16.0
3	Deteriorating electrical infrastructure	15.0
3	Deteriorating water and sanitation pipe infrastructure	15.0
3	Deteriorating road infrastructure	14.6
3	Inability to create a safe environment for communities	13.0
3	Increase in unaccounted water and electricity losses	13.0
3	Office space is insufficient to accommodate staff	12.0
3	Prolonged and/or frequent breakdown of key service delivery vehicles	11.3
3	Inability to implement provincial approved budgeted housing projects	10.6
4	Un-recoverability of outstanding receivables	13.0
4	Non-compliance to SCOA implementation	12.0
5	Reliance on key staff	9.8
5	Illegal land use and building works	9.8
6	Growth in informal settlements	8.0
6	Escalation in vulnerable households	8.0
6	Community is dissatisfied with slow progress towards services delivery	8.0
6	Possibility of corrupt activities by officials and politicians	6.4
6	The housing waiting list perceived as not being credible	6.4
7	Inability to maintain partnership with key stakeholder to ensure a safe environment for community	7.4
7	Poor public image resulting in adverse reaction	4.8
8	Possibility that financial statements might contain material errors and or mis statements	5.2
8	Labour unrest	4.8
9	Performance, Risk and Audit Committee is ineffective	3.6

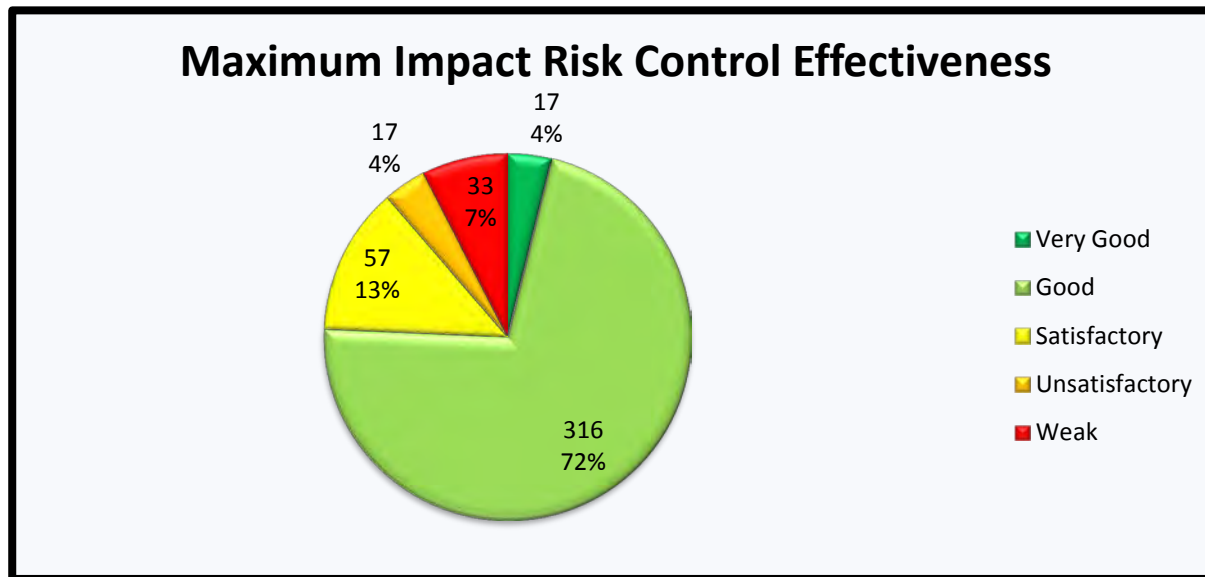
Strategic risks – Action plans

No	Linked To Title	Action Plan Title	Start Date	End Date	Action Plan Status	Progress Notes
1	Solid waste management ineffective	Update of solid waste strategic plan	01 March 2016	16 December 2016	Not Started	
2	Major unplanned not disaster related interruptions to service deliver	Maximising resources	18 December 2015	18 December 2015	Not Started	[Admin User - 2015/12/18 10:42 AM] "16 February 2012: To be addressed at a senior management/strategic level 28 March 2012: Stand over - Risk owner unavailable 26 November 2012: Technical Director to provide input in the way forward 10 Sep 2013: (Situation Analysis meeting) A Maintenance strategy for municipalities under development 02 July 2015: Action plan to alleviate blackout compiled "
3	Poor growth in revenue base	Energy plan	08 February 2016	31 March 2016	In Progress - 75%	[Brian van der Watt - 2016/06/13 02:22 PM] Draft Energy Plan complete and submitted to Finance department for comment. Comments from Finance will be incorporated in presentation to Council
3	Poor growth in revenue base	Increase revenue base	18 December 2015	18 December 2015	Not Started	[Admin User - 2015/12/18 11:02 AM] 2 July 2015: Rural develop grant secured for Schoonvlei Budget for pre-paid water meters
4	Non-compliance to rehabilitate closed landfill site	Funding of landfill Site	18 December 2015	18 December 2015	Not Started	

No	Linked To Title	Action Plan Title	Start Date	End Date	Action Plan Status	Progress Notes
5	Inadequate supply of electricity to meet existing and future demand	Energy plan	08 February 2016	31 March 2016	In Progress - 75%	[Brian van der Watt - 2016/06/13 02:22 PM] Draft Energy Plan complete and submitted to Finance department for comment. Comments from Finance will be incorporated in presentation to Council
6	Uneconomical utilization of assets (Klipriver Park)	Improve asset utilisation	18 December 2015	18 December 2015	Not Started	[Admin User - 2015/12/18 11:06 AM] 2 July 2015: Property at Rooiwal and farm in Koue bokkeveld earmarked for disposal this financial year. Klipriver park was advertise to be lease. No tenders received
7	Deteriorating electrical infrastructure	-				
8	Deteriorating water and sanitation pipe infrastructure	-				
9	Deteriorating road infrastructure	-				

MAXIMUM IMPACT RISK CONTROL EFFECTIVENESS

The objective of the Maximum impact control effectiveness analysis is to overview the controls on which management place very high reliance. Maximum impact is defined as those risks that can cause maximum "harm", financially and non-financial to the municipality and will result in objectives not being achieved. Management reliance on these controls to remain effective, i.e. it must always operate as intended to mitigate the maximum impact risks. Management



Parent Unit Title	Risk Title	Risk Category	Impact score	Control Title	Control Effectiveness
Community Services	Major transgression not detected	Natural environment	5	Annual environmental audit performed by Department of Water Affairs and environmental awareness and planning	Good
				Compliant logged at control room	Good

Parent Unit Title	Risk Title	Risk Category	Impact score	Control Title	Control Effectiveness
				Follow up inspection	Good
				Inspection plan (allocating a specific town to each day)	Good
				Reporting	Good
	Fire inspection not performed	Service delivery	5	Building plans approved to ensure compliance in terms of SANS signed off by Manager Disaster and fire Services	Very Good
				Disaster management planning documented	Very Good
				Regular gas leak practice at Ceres Fruit Growers and Ceres Juices	Very Good
	Lack of policies and procedures to govern disaster management	Disaster Recovery/Business Continuity	5	"Disaster management Act and regulations SANAS standards/methodology for the development and implementation of disaster Management"	Good
	Poor response times	Service delivery	5	SLA agreement for ceres , OP die berg, PA hamlet,Wolsely,Tulbagh- voluntary	Good
	Poor service delivery due to lack of capacity	Service delivery	5	Back-up generators	Good
				Back up radios	Good
				SLA with Winelands municipality	Good

Parent Unit Title	Risk Title	Risk Category	Impact score	Control Title	Control Effectiveness
Corporate Services	Access to the server room may not be regularly monitored and reviewed.	Information Technology	5	Gate control	Good
				Only 3 people has access right to server room	Good
				Sign in sign out register	Good
	Finance not informed of assets earmarked for disposal	Compliance\Regulatory	5	Asset earmarked to disposal recorded on verification sheet	Good
	In the event of a disaster the municipality may not be able to continue to operate	Information Technology	5	Backups for SAMRAS and TRIM stored off-site at Technical dept.	Good
				Local DR site at Traffic Dept.	Good
	Inability to restore information systems	Inability to restore information systems	5	Backups	Good
				Data recovery plans	Good
				Off-site storage	Good
	Inadequate backup of the SAMRAS system could result in loss of information in the event of a disaster	Information Technology	5	1.Daily and monthly backup is performed	Good
				2. Back up Servers (replicating) at Technical Office in safe.	Good
	Inadequate backup of the TRIM system could result in loss of information in the event of a disaster	Information Technology	5	Daily/weekly and monthly backup to tapes is performed at retained at off site, Technical Office.	Good

Parent Unit Title	Risk Title	Risk Category	Impact score	Control Title	Control Effectiveness
				DR site at Traffic with dedicated server (replicate)	Good
				Policy governing TRIM backups	Good
				TRIM backup can be restored from any site.	Good
	Lack of/or underdeveloped Standard Operating Procedures/guideline	Service delivery	5	SOP for Traffic and Law enforcement	Good
	Misappropriation of monies	Financial	5	Access control to walk -in safe	Good
				Application registered on e-natis before receipt can be issued	Good
				C24. 1. Senior Cashier verifies E-natis and Nu-traffic cash receipt reports versus end of day cash summary	Good
				C24. Cashiers process E-natis and Nu-traffic receipting	Good
				C24.2 E-Senior cashier only person that can amount Supervisor and process the receipted-Natis, Nu-Traffic and TCS requires electronic receipting (Application controls)	Good
				Cash collecting agency	Good
				Cash up procedure	Good
				Daily cash ups balance to e-natis reports	Good

Parent Unit Title	Risk Title	Risk Category	Impact score	Control Title	Control Effectiveness
				Duplicate key kept off-site - at finance	Good
				Independent check by Senior cashier and principle clerk	Good
				Personal lockable cash boxes placed in walk-in safe	Good
				Pigeon hole vaults where cash box can be stored and locked by both the cashier and supervisor simultaneously installed in the strong room	Good
				Policy cash handling	Good
				Reconciliation of bank and suspense accounts by Finance Office	Good
				Shortage and surpluses paid in	Good
				SOD	Good
	No or inadequate service level agreements with third party/s responsible for IT infrastructure maintenance	Information Technology	5	SLA in place with Compulead	Good
				SLA renewed every 3 years via tender process	Good
				Work performed is recorded and compared to invoice	Good

Parent Unit Title	Risk Title	Risk Category	Impact score	Control Title	Control Effectiveness
	No policy and procedures to govern logical access to SAMRAS and TRIM that could possibly result in inadequate procedures being followed allowing errors, fraud and the loss of data confidentiality.	Information Technology	5	SAMRAS password to be renewed monthly	Good
				TRIM every 6 months password to renew	Good
	Server room may have inadequate environmental controls in place i.e. : o Fire exposure; o Water damage; o Air conditioning; o Electrical exposure; and o Other housekeeping issues	Information Technology	5	Air conditioner and UPS's in place.	Good
				All servers are standing on a raised table/platform	Good
				Extra air-con. Installed	Good
				Servers raised from floor to protect against flooding	Good
	Terminated users not removed in a timely manner	Information Technology	5	Informal system of e-mails from Line Manager, HR to inform System Administrator to remove users	Good
				Revoke list retained by System Administrator for SAMRAS	Good
				Revoke list retained by System Administrator for TRIM	Good

Parent Unit Title	Risk Title	Risk Category	Impact score	Control Title	Control Effectiveness
	Unauthorised access to server room facilities could occur	Information Technology	5	TRIM: Revoke users quarterly and review access to ensure validity	Good
				Each staff member signs for their respective key.	Good
				Key is kept by 2 staff members.	Good
				Sign in Sign out register must be completed by assigned person/s	Good
				The server room is locked.	Good
	Unauthorised user/s can get access to SAMRAS and/or TRIM	Information Technology	5	Visitors must be accompanied by authorised personal	Good
				Profile created based on job requirements	Good
	User access right to SAMRAS on TRIM systems are inappropriate resulting in unauthorised access	Information Technology	5	User access forms completes and approved by Dir. Corporate Serv.	Good
				Revoke list retained by System Administrator for SAMRAS	Good
Finance	Asset register not reconciled to main ledger votes	Compliance\Regulatory	5	Revoke list retained by System Administrator for TRIM	Good
				Monthly reconciliation between Asset Register and votes on GL	Good

Parent Unit Title	Risk Title	Risk Category	Impact score	Control Title	Control Effectiveness
	Assets not commissioned	Compliance\Regulatory	5	All capital acquisition of items must be delivered at a central points and must be issued by an asset clerk	Good
				Handover process	Good
				Signature of clerk and official to whom the asset is handed over must be on the documentation	Good
	Budget not approved by council before end of June	Compliance\Regulatory	5	Council approves the budget before 30 June	Good
	Budget not funded according to national treasury prescript compliance model	Compliance\Regulatory	5	Review and approval	Good
	Draft budget not tabled in a timely manner before council	Compliance\Regulatory	5	The budget are tabled to council by 30 March	Good
	Employees paid late	Compliance\Regulatory	5	Deadline management	Very Good
	Fictitious employees	Fraud and corruption	5	Random staff verification (collection of payslips)	Good
				Regular staff verification	Good
	Funds not secured to finance approved capital programs	Financial	5	Budget process to obtain funding	Good
	Inadequate insurance cover resulting in Avery being applied	Financial	5	Annual review of replacement value	Good
				Identify the value of daily transactions	Good
				Outstanding debtors at any given stage	Good

Parent Unit Title	Risk Title	Risk Category	Impact score	Control Title	Control Effectiveness
				Reconciliation of asset register and Insurance policy	Good
	Incorrect depreciation charges	Compliance\Regulatory	5	Assets are classified and depreciation based on a pre-determined depreciation table	Good
	Investments are not made in the best interest of the municipality resulting in non-compliance to the cash and investment policy	Financial	5	CFO or delegate recommends and the Municipal Manager approves investments	Good
				Investment Policy to govern investments	Good
				Monthly reporting to Council	Good
	Irregular capital acquisitions	Compliance\Regulatory	5	<R200K - Verification by SCM office that capital item is budgeted for	Good
				Approval of req. and order to ensure capital is available and correct vote number is applied	Good
				Supply Chain Policy procedures for >R200K - BID Committees	Good
	Irregular disposal of assets	Compliance\Regulatory	5	List of Disposals approved by Council or Municipal Manager in terms of section 14 of the MFMA, the SCM policy and asset management policy	Good
	Misappropriation of cash	Fraud and corruption	5	Cashier procedures sign by all users	Good

Parent Unit Title	Risk Title	Risk Category	Impact score	Control Title	Control Effectiveness
				Cashier summary sheet must balance with SAMRAS system day end	Good
				Daily balancing of cashier	Good
				Daily recon of banking with statements	Good
				Seal register	Good
	Non-compliance to MFMA and policy	Compliance\Regulatory	5	Loans are made in terms of applicable policies and legislations - Borrowing policy	Good
	Non-compliance to the SCM policy in terms of advertising, closing, opening evaluation, adjudication of bid and contract management resulting in irregular expenditure	Compliance\Regulatory	5	Bid committee structures	Very Good
				Delegations	Very Good
				Internal procedures	Very Good
	Obligations for loan payments not adhered to	Financial	5	Loan conditions as per conditions are adhered with	Good
				Loan register reconciliation	Good
	Reconciliation not performed	Financial	5	Mainly sign off by delegated person	Good
	Reports inaccurate/ incomplete due to	Compliance\Regulatory	5	Annual and review	Good

Parent Unit Title	Risk Title	Risk Category	Impact score	Control Title	Control Effectiveness
	errors or manual capturing error			cross balancing recon: Samras vs. user report	Good
				system (Samras) recon (income and expenditure vs. main ledger)	Good
	Reports/ financial statements not submitted on time	Compliance\Regulatory	5	Deadline checklist	Good
	SDBIP and annual performance agreements and indicators not approved and published	Compliance\Regulatory	5	Monthly reporting	Good
	Specification biased, incomplete or does not fit needs resulting in possible fruitless and wasteful expenditure	Financial	5	SCM policy	Very Good
				SOD	Very Good
				Specification committee	Very Good
	Trail balance do not balance	Financial	5	SAMRAS system reconciliation: income and expenditure vs. main ledger	Good
Office of the Municipal Manager	Integrated Development Plan and Budget not approved by council in a timely manner as required by legislation (Section 25 of Municipal Systems Act, Section 24 MFMA)	Compliance\Regulatory	5	Statutory requirements	Good

Parent Unit Title	Risk Title	Risk Category	Impact score	Control Title	Control Effectiveness
Technical Services	Integrated Development Plan/ Budget steering committee not effective	Compliance\Regulatory	5	Process Plan	Good
	Media related issues not received or received late	Reputation	5	Internet hotspot	Good
				Review of daily newspapers	Good
	No follow up report back system in place	Reputation	5	Municipal assigns task to a Director to ensure implementation and monitoring thereof	Good
	Non alignment of the Budget to the Integrated Development Plan	Compliance\Regulatory	5	Integrated Development Plan steering committee	Good
				Provincial Treasury	Good
	Timeframes for budgeting process for inclusion in the Integrated Development Plan not adhered to resulting in crisis management to complete Integrated Development Plan and Budget in a timely manner	Compliance\Regulatory	5	Process Plan	Good
	Vision of the municipality not internalized among all level of staff	Cultural	5	Process Plan	Good
Technical Services	Finance not informed of assets earmarked for disposal	Compliance\Regulatory	5	Asset earmarked to disposal recorded on verification sheet	Good
	Inaccurate cost estimates to determine threshold value	Compliance\Regulatory	5	Benchmarking similar projects	Good

Parent Unit Title	Risk Title	Risk Category	Impact score	Control Title	Control Effectiveness
				Consulting engineers to ensure that costs are market related	Good
	Insufficient stock to perform emergency work	Material resources (Procurement Risk)	5	Preventive maintenance plan to maintain systems Stock levels maintained in conjunction with SCM	Good Good
	Interruption in bulk water supply	Service delivery	5	Boreholes available as backup to supply	Good
				Early warning system to detect error SMS warning system Visual inspections	Good Good Good
	Lack of information and systems to monitor and update electricity supply master plan	Service delivery	5	Managing Master plan for Ceres, Tulbagh, Wolseley Master plans exists to Witzenberg (all town)	Good Good
	Non-compliance to the Waste Act and Landfill permit by the landfill contractor	Third Party Performance	5	Contractor checklist and landfill checklist must be completed before payment	Good
	Poor quality of electricity supply due to Lack of knowledge/skilled personnel and resources	Service delivery	5	Correct equipment Network monitoring system	Good Good

Parent Unit Title	Risk Title	Risk Category	Impact score	Control Title	Control Effectiveness
				Safety/etc. legal permits /inspections	Good
				Training personnel	Good
	Projects not identified according to the Integrated Development Plan and Budget process plan	Compliance\Regulatory	5	Review during budgeting process to ensure Integrated Development Plan capital investments are included	Good
	Refuse not collected/ missed	Service delivery	5	Call centre complaints from the public	Good
				Garden refuse employees for back-up	Good
				Pick up calendar distributed to consumers	Good

OPERATIONAL RISKS PER STRATEGIC OBJECTIVE

The purpose of this table is to provide an overview the strategic objectives risk profile . n the level of risks associated with the strategic objective.

Strategic objective	Average of Inherent Risk	Average of Residual risk	Count of Risk Title
To maintain and strengthen relations with internal and intergovernmental partners as well as the local community through the creation of participative structures	23	16	14
To maintain and strengthen relations with internal and intergovernmental partners	20	8	1
Ensure financial viability	16	8	1013
Support institutional transformation and development	16	7	447
Support the poor and vulnerable thorough programmes and policy	14	7	37
Create and enabling environment to attract investment and support local economy	14	8	11
Sustainable Provision and maintenance of basic infrastructure	14	6	141
Provide and maintain facilities that make citizens feel at home	13	5	35
Provide for the needs of informal settlements through improved services	12	2	8
Grand Total	16	8	1707

Sustainable Provision and maintenance of basic infrastructure

Risk Title	IR	RR	Control Title
Confirmation given without fees being paid or legal conditions being complied with	16.00	6.40	Plans must be endorsed before transfer Skilled resources/knowledge of requirements
Failure of contractor to comply with specification	16.00	6.40	Adequate quality control and supervision by applicable manager Consulting engineers to ensure compliance with specification
Failure of measuring/equipment detection/protection	20.00	13.00	Instruments to measure quality of supply Protection relays SCADA (monitoring system)
Insufficient budget	16.00	6.40	Municipal Assist System to determine cost of maintenance Pipe Break system Prioritizing scheduled maintenance
Insufficient inventory	16.00	6.40	Annual tender for electrical material awarded to maintain minimum stock levels Good communication Review and update of stock levels SCM monitors stock levels

Risk Title	IR	RR	Control Title
			Specification document for inventory required
Interim and final inspections not requested resulting in occupation without approval	20.00	13.00	<p>Builder must pay a deposit (R1,195)</p> <p>Onus on owner to ensure that inspections are requested</p> <p>Refunds cannot be made if all the requirements were not met.</p> <p>To counter additional units build on property without approval, approval must be obtained from Town Planning before new electric meters are activated by Finance. (Pre-paid)</p>
Lack of information and systems to monitor and update electricity supply master plan	20.00	8.00	<p>Managing Master plan for Ceres, Tulbagh, Wolseley</p> <p>Master plans exists to Witzenberg (all town)</p>
Lack of policies and procedures	20.00	8.00	<p>Human Settlement guideline</p> <p>Inspections to determine work to be performed</p> <p>Pavement Management System (Excluding sidewalks)</p> <p>SABS standards</p> <p>Underground on a maintenance schedule</p>
Overtime abuse/ fraud	16.00	6.40	<p>Exceptions verified against Netstar (AD-hoc)</p> <p>Supervisory control over staff and overtime work</p> <p>Weekly check of overtime with emergency call overtime approved</p>

Risk Title	IR	RR	Control Title
Poor quality of electricity supply due to Lack of knowledge/skilled personnel and resources	20.00	8.00	<p>Correct equipment</p> <p>Network monitoring system</p> <p>Safety/etc. legal permits /inspections</p> <p>Training personnel</p>
Projects not identified according to the Intergated Development Plan and Budget process plan	20.00	8.00	Review during budgeting process to ensure Integrated Development Plan capital investments are included
Refuse not collected/ missed	20.00	9.60	<p>Call centre complaints from the public</p> <p>Garden refuse employees for back-up</p> <p>Pick up calendar distributed to consumers</p>
Vehicle failures/breakdowns due to age of vehicles	16.00	6.40	Vehicle service plans (refuse removal) for 3 trucks

Provide for the needs of informal settlements through improved services

Risk Title	IR	RR	Control Title	Control Effectiveness
Waiting list register incomplete and inaccurately	12.00	2.40	1. Application date stamped on receipt at archives, "TRIMMED" and forwarded to Housing for processing	Very Good
			2. Archives issue an acknowledgement as receipt to the applicant.	Very Good
			3. Data captured on Provincial database.	Very Good
			4. Application hard copy placed in date and area order on file retained at housing dept.	Very Good

Support institutional transformation and development

Risk Title	IR	RR	Control Title	Control Effectiveness	Action Plan Title	Percentage Complete
Deficiencies pertaining to segregation of duties	20.00	16.00	A system administrator has been nominated	Weak		
Firearm users have not signed off on the enforcement duties	20.00	20.00	Users must acknowledge duties evidence to be maintained	Unsatisfactory		
Inadequate policies and procedures to govern time and attendance	20.00	20.00	None	Unsatisfactory		
Lack of an approved protection/operational plan that is also regularly reviewed and approved	25.00	16.25	Annual national operational plan	Satisfactory		
Notices not capture on the traffic system	25.00	25.00	Traffic Officer hand over book to Clerk of Service Provider who captures section 56 and 341 notices on TCS Impact increased.	Unsatisfactory		
Performance agreements not in line with Integrated Development Plan	25.00	16.25	Pre implementation review and approval by Major and Municipal Manager	Satisfactory	Performance framework to be revised	0

Risk Title	IR	RR	Control Title	Control Effectiveness	Action Plan Title	Percentage Complete
Poor performance not detected and control	25.00	16.25	<p>Current performance is compared with previous year using baseline indicators</p> <p>Performance data is collected, stored, verified, analysed and reported twice a year to council by assigned employees</p>	<p>Satisfactory</p> <p>Satisfactory</p>	<p>Performance framework to be revised</p>	<p>0</p>
Poor Public participation and quality of public input into in Integrated Development Plan process	25.00	16.25	<p>Newspaper</p> <p>Ward Committees gathers community needs</p>	<p>Satisfactory</p> <p>Satisfactory</p>	<p>Improve public participation</p> <p>Mobilise the ward council</p>	<p>75</p> <p>100</p>
Poor Public participation and lack of feedback on Intergrated Development Plan matters	25.00	16.25	Newspaper	Satisfactory		

Risk Title	IR	RR	Control Title	Control Effectiveness	Action Plan Title	Percentage Complete
Vision of the municipality not internalized among all level of staff	25.00	13.25	Process Plan Vision and mission awareness	Good Satisfactory	Display and publicise the Vision among staff	100

Ensure financial viability

Risk Title	IR	Control Title	Control Effectiveness	RR	Action Plan Title	Percentage Complete
All employees on the payroll is not on the time and attendance system	20.00	None	Unsatisfactory	20.00		
Asset existence not verified (Asset not on asset register)	25.00	Annual physical verification of Asset Register	Weak	20.00		
		Director sign-off on completeness and accuracy	Weak	20.00		
		Monthly spot checks	Weak	20.00		
		Quarterly location verification by asset owners signed off by heads of departments	Weak	20.00		
Asset existence not verified (Asset not on asset register)	25.00	Quarterly location verification by asset owners signed off by heads of departments	Unsatisfactory	25.00		
Asset register incomplete, inaccurate, over or understated	25.00	Annual physical verification of Asset Register	Satisfactory	22.75		
		Director sign-off on completeness and accuracy	Weak	20.00		
		Director sign-off on completeness and accuracy of asset register	Unsatisfactory	22.75		

Risk Title	IR	Control Title	Control Effectiveness	RR	Action Plan Title	Percentage Complete
		Monthly spot checks	Unsatisfactory	22.75		
		Quarterly location verification by asset owners signed off by heads of departments	Unsatisfactory	22.75		
Assets moved between departments without proper authorization	20.00	Asset owner and receiver completes Asset Movement Form	Unsatisfactory	20.00		
		Both Managers sign-off	Unsatisfactory	20.00		
		previous Asset Owner ensures that asset is transferred	Unsatisfactory	20.00		
Assets not properly safeguarded against misuse	20.00	Pre authorization and completion of log books	Unsatisfactory	20.00		
		Tracking system	Unsatisfactory	20.00		
		Verification by line managers	Unsatisfactory	20.00		
Assets not properly safeguarded against theft	20.00	Alarm	Satisfactory	20.00		
		Asset policy	Satisfactory	20.00		
		Line managers	Satisfactory	20.00		
		Security	Satisfactory	20.00		
Facility income not reconciled to	20.00	All payment received for facilities are	Unsatisfactory	20.00	reconciliation of	100

Risk Title	IR	Control Title	Control Effectiveness	RR	Action Plan Title	Percentage Complete
Samras system		reconciled to SAMRAS			revenue	
Lack of spares for older equipment	20.00	Financial department check working document	Unsatisfactory	20.00		
Non-performance of contract agreement	25.00	Warrants served by WBM followed up by Court Officer	Unsatisfactory	25.00	Monitoring of service provider performance	25
Summons and warrants not issued by service provider within legal timeframe	25.00	Summons: Service provider on successful case basis	Unsatisfactory	25.00	Summons and warrants issued within legal time frame	25
		Warrants served by WBM followed up by Court Officer	Unsatisfactory	25.00		

Maintain and strengthen relations with national and international and intergovernmental partners and the local community

Risk Title	IR	RR	Control Title
Non-compliance to minimum training requirements	20.00	8.00	Law enforcement and Traffic Officers trained in weapon handling

Provide and maintain facilities that make citizens feel at home

Risk Title	IR	RR	Control Title	Control Effectiveness
Defects not detected during inspections and reported	12.00	4.80	Defects recorder in caretakers diary and discussed with manager	Good
			Inspection instructions	Good
			Maintenance plan with inspection and maintenance frequencies noted.	Good
			Schedule and unscheduled maintenance strategy developed and implemented	Good
Maintenance not performed	16.00	6.40	facility manager approve and monitor work to be performed	Good
Public abuse of open space	12.00	4.80	Equipment budget	Good
			Monthly inspection reports	Good

Risk Title	IR	RR	Control Title	Control Effectiveness
			Regular inspection by Environment staff to check on abuse. Will call Law Enforcement/SAPS to assist	Good
			Routine maintenance plan (week per town)	Good
			Utilize budget for job creation	Good

Support the poor and vulnerable thorough programmes and policy

Risk Title	IR	RR	Control Title	Control Effectiveness
People not aware of indigent relief	16.00	6.40	Information meeting	Good
			Pamphlets	Good
Unrealistic expectations	16.00	8.80	Community made aware of services	Satisfactory
			Facilitate skills development	Satisfactory
			Redirecting: providing alternatives to address unrealistic expectations	Good
			Skilled staff: being aware of government departments	Good
			Youth and woman forums	Satisfactory

Create an enabling environment to attract investment and support local economy

Risk Title	IR	RR	Control Title	Control Effectiveness
Community not aware of LED services	12.00	6.72	Integrated Development Plan meeting/ward committees	Satisfactory
			Jamboree exhibitions of services provided provincial government department	Good
			LED board (from business community) influence, mentoring service (AGRI sector etc.)	Weak
			SMME forums	Good
Not creating an enabling environment for the achievement of economic development in areas identified in the Integrated Development Plan	20.00	13.00	Planning and communication	Satisfactory

WITZENBERG MUNICIPALITY

SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

2017/2018

A Municipality that cares for the community, creating growth
& opportunity.

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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.

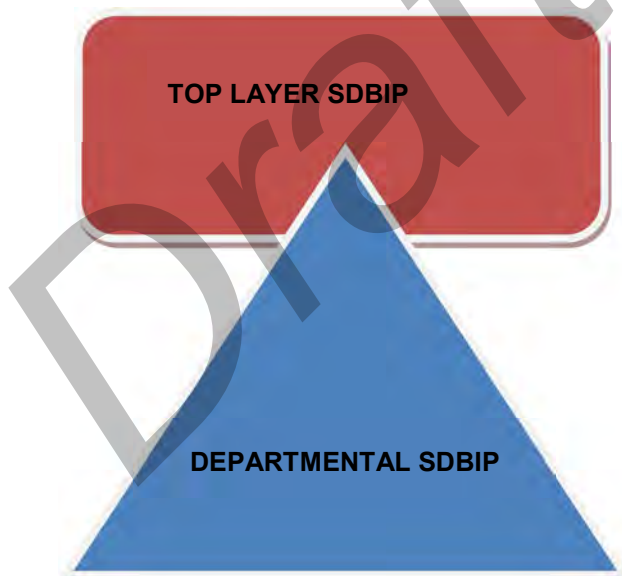
The SDBIP serves as a “contract” between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration in the applicable financial year. It provides the link between the mayor, the council (executive) 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 are 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

Revenue by source	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
Property Rates	5 402	5 402	5 402	5 402	5 402	5 402	5 402	5 402	5 402	5 402	5 402	5 402
Surcharges and Taxes	1	1	1	1	1	1	1	1	1	1	1	1
Service Charges	18 251	18 251	18 251	18 251	18 251	18 251	18 251	18 251	18 251	18 251	18 251	18 251
Service Charges	3 424	3 424	3 424	3 424	3 424	3 424	3 424	3 424	3 424	3 424	3 424	3 424
Service Charges	1 744	1 744	1 744	1 744	1 744	1 744	1 744	1 744	1 744	1 744	1 744	1 744
Service Charges	1 807	1 807	1 807	1 807	1 807	1 807	1 807	1 807	1 807	1 807	1 807	1 807
Rental from Fixed Assets	806	806	806	806	806	806	806	806	806	806	806	806
Interest, Dividend and Rent on Land	1 222	1 222	1 222	1 222	1 222	1 222	1 222	1 222	1 222	1 222	1 222	1 222
Sales of Goods and Rendering of Services	216	216	216	216	216	216	216	216	216	216	216	216
Fines, Penalties and Forfeits	1 222	1 222	1 222	1 222	1 222	1 222	1 222	1 222	1 222	1 222	1 222	1 222
Licences or Permits	13	13	13	13	13	13	13	13	13	13	13	13
Agency Services	385	385	385	385	385	385	385	385	385	385	385	385
Transfers and Subsidies	13 812	13 812	13 812	13 812	13 812	13 812	13 812	13 812	13 812	13 812	13 812	13 812
Operational Revenue	86	86	86	86	86	86	86	86	86	86	86	86
Departmental Charges	3 765	3 765	3 765	3 765	3 765	3 765	3 765	3 765	3 765	3 765	3 765	3 765
TOTAL	52 157	52 157	52 157	52 157	52 157	52 157	52 157	52 157	52 157	52 157	52 157	52 156

COMPONENT 2 – MONTHLY OPERATING EXPENDITURE BY VOTE R'000

Expenditure by Type	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
Employee Related Cost	13 703	13 703	13 703	13 703	13 703	13 703	13 703	13 703	13 703	13 703	13 703	13 703
Remuneration of Councillors	836	836	836	836	836	836	836	836	836	836	836	836
Bad Debts Written Off	2 258	2 258	2 258	2 258	2 258	2 258	2 258	2 258	2 258	2 258	2 258	2 258
Depreciation and Amortisation	3 837	3 837	3 837	3 837	3 837	3 837	3 837	3 837	3 837	3 837	3 837	3 837
Interest, Dividends and Rent on Land	309	309	309	309	309	309	309	309	309	309	309	309
Bulk Purchases	15 268	15 268	15 268	15 268	15 268	15 268	15 268	15 268	15 268	15 268	15 268	15 268
Contracted Services	3 230	3 230	3 230	3 230	3 230	3 230	3 230	3 230	3 230	3 230	3 230	3 230
Transfers and Subsidies	949	949	949	949	949	949	949	949	949	949	949	949
Operational Cost	2 789	2 789	2 789	2 789	2 789	2 789	2 789	2 789	2 789	2 789	2 789	2 788
Inventory Consumed	1 613	1 613	1 613	1 613	1 613	1 613	1 613	1 613	1 613	1 613	1 613	1 613
Operating Leases	144	144	144	144	144	144	144	144	144	144	144	144
Departmental Charges	3 765	3 765	3 765	3 765	3 765	3 765	3 765	3 765	3 765	3 765	3 765	3 765
TOTAL	48 701	48 701	48 701	48 701	48 701	48 701	48 701	48 701	48 701	48 701	48 701	48 701

COMPONENT 3 – MONTHLY CAPITAL EXPENDITURE

KEY PERFORMANCE AREA: **ESSENTIAL SERVICES**

Strategic Objective: **1.1 Sustainable provision & maintenance of basic infrastructure**

Programme	Municipal Vote/Capital project	Management	Program/Project description	Funding	Budget Year 2017/18	Project Start Date	Project End Date	Planned Cashflows for 2017/18											
								Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
1.1a Upgrading of bulk resources & infrastructure	Civil Services	S/Water	Vredebes External Stormwater	MIG	4 218 334	2017/06/01	2017/11/15	500 000	500 000	1 000 000	1 000 000	1 218 334							
			Vredebes Bulk Sanitation Rising Main	MIG	629 732	2017/06/01	2018/03/15		629 732										
		Sanitation	Vredebes Bulk Sanitation Rising Main	IHSDG	7 017 544	2017/06/01	2018/03/15			1 000 000	1 000 000	1 000 000	1 000 000	1 000 000	1 000 000	1 017 544			
			Aerator replacement programme	CRR	850 000	2017/06/01	2017/11/15			300 000	200 000	350 000							
		Water	Ceres: Bella Vista New Bulk Water	CRR	500 000	2017/03/15	2017/11/15					500 000							
			Ceres: Vredebes New Bulk Water	CRR	1 000 000	2017/03/15	2018/02/15								1 000 000				
			Tulbagh Dam	RBIG	11 729 824	2017/06/01	2020/05/15			300 000	500 000	2 000 000	1 000 000	1 000 000	2 000 000	2 000 000	1 500 000	1 429 824	
			Vredebes Bulk Water Supply	MIG	7 084 087	2017/03/15	2018/02/15	1 000 000	750 000	1 000 000	1 000 000	1 000 000	1 000 000	1 000 000	334 087				
			Ceres: Bella Vista Bulk Water	MIG	4 640 018	2017/03/15	2017/11/15	640 018	1 000 000	1 000 000	1 000 000	1 000 000							
		Waste	Transfer stations and related infrastructure	CRR	438 596	2017/06/01	2019/05/15				438 596								
			Transfer stations and related infrastructure	MIG															
1.1b Upgrade & maintenance of network infrastructure	Electricity	Elec	Streetlights	MIG	877 193	2017/06/01	2017/11/15		200 000	200 000	200 000	277 193							
			Electrical Network Refurbishment	CRR															
			11 Kv Ring Supply Stanley/Rand	CRR	500 000	2017/06/01	2017/10/15			200 000	300 000								
			Tools & Equipment	CRR	500 000	2017/07/01	2018/02/25			200 000					300 000				
			Master Plan & SCADA (Ceres, Wolessely, Tu	CRR															
			Power Factor Correction	CRR															
			Retief RMU to Station road - cable upgrade	CRR															
			Montana to Eerste Laan to Arend - Replace	CRR															
		Worksh	Tools & Equipment	CRR	37 000	2017/08/01	2017/10/15				37 000								
			Sewer Pumps-replacement	CRR	200 000	2017/08/01	2017/10/15			100 000	100 000								
	Sanitation	Sewer	Sewer Network Replacement	CRR	1 000 000	2017/07/01	2018/03/15			100 000	200 000	200 000	100 000	100 000	200 000	100 000			
			Tools & Equipment	CRR	100 000	2017/08/01	2017/10/15				100 000								
		Security	Security upgrades	CRR	550 000	2017/07/01	2017/11/15				200 000	350 000							
			Refurbishment WWTW	CRR															
		S/Water	Network - Storm Water Upgrading	CRR	220 000	2017/07/15	2017/04/15				50 000				50 000		120 000		
			Traffic Calming	CRR	150 000	2017/08/01	2017/11/15			75 000		75 000							
		Roads	Digger loaders	ANN	400 000	2017/07/01	2017/11/15					400 000							
			Network Street	CRR	2 000 000	2017/10/15	2018/04/15									1 000 000	1 000 000		
			New taxi facility at the corner of Vos and G	MIG	-														
			Upgrading Van Breda Bridge Ceres contrib	CRR	-														
		Waste	Vehicle Replacement Programme	ANN	2 600 000	2017/07/01	2018/02/15								2 600 000				
			Infrastructure Management Syst	CRR	250 000	2017/07/01	2017/11/15					250 000							
			Telemetric Systems	CRR	150 000	2017/07/01	2017/11/15					150 000							
			Network- Water Pipes & Valve Replacement	CRR	1 000 000	2017/07/01	2018/03/15			200 000		200 000		100 000	200 000	300 000			
			Tools & Equipment- New	CRR	100 000	2017/08/01	2017/10/15				100 000								
		Security	Security upgrades	CRR															

Strategic Objective: 1.2 Provide for the needs of informal settlements through improved services

Programme	Municipal Vote/Capital project	Management	Program/Project description	Funding	Budget Year 2017/18	Project Start Date	Project End Date	Planned Cashflows for 2017/18											
								Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
1.2a Implementation of human settlement plan (serviced sites)	Electricity	Elec	Electrical Network Housing Project	INEP	4 800 000	2017/10/15	2018/03/15		200 000		500 000	1 000 000	500 000	500 000	1 000 000	1 100 000			
			Housing Projects Streetlights	CRR	350 000	2017/07/01	2017/11/15							100 000	75 000	175 000			
	Civil Services	Sanitation	Vredebes Housing Sanitation	IHHSDG	6 000 000	2017/07/01	2018/03/15		500 000	500 000	1 000 000	1 000 000	500 000	500 000	1 000 000	1 000 000			
		S/Water	Vredebes Housing Stormwater	IHHSDG	6 000 000	2017/07/01	2018/03/15		500 000	500 000	1 000 000	1 000 000	500 000	500 000	1 000 000	1 000 000			
		Roads	Vredebes Housing Roads	IHHSDG	7 000 000	2017/07/01	2018/03/15		1 000 000	1 000 000	1 000 000	1 000 000	500 000	500 000	1 000 000	1 000 000			
			Vredebes Acces Collector	MIG	2 382 247	2017/04/15	2017/11/15	500 000	500 000	500 000	300 000	582 247							
		Water	Vredebes Housing Water	IHHSDG	6 000 000	2017/07/01	2018/03/15		500 000	500 000	1 000 000	1 000 000	500 000	500 000	1 000 000	1 000 000			

KEY PERFORMANCE AREA: GOVERNANCE

Strategic Objective:

- 2.1 Support Institutional Transformation & Development
- 2.2 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.

Programme	Municipal Vote/Capital project	Management	Program/Project description	Funding	Budget Year 2017/18	Project Start Date	Project End Date	Planned Cashflows for 2017/18											
								Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
2.1b Law enforcement & traffic	Public Safety	Traffic	Fire Arms	CRR	150 000	2017/08/15	2017/11/15					150 000							
2.1d Administration	Corporate Services	Admin	Upgrade Council chambers	CRR	1 000 000	2017/07/01	2018/02/15		200 000			400 000			400 000				
			Furniture & Equipment for Directorates	CRR	150 000	2017/08/01	2017/11/15					150 000							
			Access Control - Furniture and Equipment	CRR	200 000	2017/08/01	2017/11/15					200 000							
2.2a Income & debt management	Budget & Treasury	Finance	Insurance Replacements	CRR	50 000	2017/07/01	2018/06/15												50 000
			IT Equipment	CRR	100 000	2017/08/15	2017/10/15				100 000								
2.3a Communication & 2.3b Integrated communication technology	Corporate Services	Communication	Signage & Billboards	CRR	100 000	2017/08/15	2017/10/15				100 000								
			Camera and photographic equipment	CRR	22 000	2017/08/15	2017/10/15				22 000								
	IT	IT Equipment		CRR	300 000	2017/08/15	2017/10/15				300 000								

KEY PERFORMANCE AREA: COMMUNAL SERVICES

Strategic Objective: 3.1 Provide & maintain facilities that make citizens feel at home.

Programme	Municipal Vote/Capital project	Manage- ment	Program/Project description	Funding	Budget Year 2017/18	Project Start Date	Project End Date	Planned Cashflows for 2017/18											
								Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
3.1a Upgrading & maintenance of facilities	Sport & Recreation	Sport	Furniture & Equipment	CRR	100 000	2017/08/15	2017/10/15				100 000								
		Sport	Plant & Equipment	CRR	-														
		Sport	Fence Around Trampolines	CRR	60 000	2017/07/01	2017/10/15				60 000								
		Resorts	Wardrobes Chalets	CRR	220 000	2017/08/15	2017/11/15				100 000	120 000							
		Swimming	Fiberglass - Witzenville Swimm	CRR	600 000	2017/07/15	2017/11/15			200 000	200 000	200 000							
	Community & Social Services	Town Halls	Ceres Town Hall floor replacement	CRR															
			Container 3x3	CRR	20 000	2017/07/15	2017/11/15					20 000							
			Equipment: Vacuum cleaners, buff machin	CRR	50 000	2017/07/15	2017/11/15					50 000							
			Buffmachine for Witzenville Hall	CRR	30 000	2017/07/15	2017/11/15					30 000							
			Bella Vista Hall: Stage curtains	CRR	100 000	2017/07/15	2017/11/15					100 000							
			Upgrade Montana Hall, Wolseley	CRR	200 000	2017/08/15	2017/11/15								200 000				
			Ceres Townhall replace 605 chairs	CRR															
			Tulbagh Townhall Stage curtains	CRR	-														
			Ceres Town Hall Gasheaters	CRR	30 000	2017/06/01	2017/08/15		30 000										
			Ceres Town Hall Aircon	CRR	-														
			Tulbagh Town Hall upgrade	CRR	25 000	2017/08/15	2017/11/15					25 000							
			Hamlet Town Hall upgrade	CRR	80 000	2017/08/15	2017/11/15					80 000							
		Pound	Procurement of land for animal pund	CRR															
	Sport & Recreation	Parks	Plant & Equipment	CRR	50 000	2017/08/15	2017/11/15					50 000							
			Irrigation - kruipspuite	CRR	85 000	2017/08/15	2017/11/15					85 000							
			Waterpump	CRR	50 000	2017/08/15	2017/11/15					50 000							
			Brushcutters	CRR	100 000	2017/08/15	2017/11/15					100 000							
			Chainsaws	CRR	50 000	2017/08/15	2017/11/15					50 000							
			Blower mower	CRR	55 000	2017/08/15	2017/11/15					55 000							
		Sport	Soccernets	CRR	30 000	2017/08/15	2017/11/15					30 000							
		Graveyards	Fencing garveyards	CRR	60 000	2017/08/15	2017/11/15					60 000							
		Sport	Equipment for Vredebes sportfields	CRR															
			Irrigation equipment draglines & pipes	CRR	30 000	2017/08/15	2017/11/15					30 000							
			Irrigation equipment	CRR	50 000	2017/08/15	2017/11/15					50 000							
		Parks	Play equipment for playparks	CRR	20 000	2017/08/15	2017/11/15					20 000							
		Parks	Slasher x 2	CRR	80 000	2017/08/15	2017/11/15					80 000							
		Sport	Mobile toilets	CRR	50 000	2017/08/15	2017/11/15					50 000							
		Parks	Containers x 2	CRR	-														
			1.3 ton Truck	CRR	-														
		Sport	Floodlights at Pine Valley sport field	CRR	130 000	2017/08/15	2017/11/15				75 000	55 000							
		Parks	Cherry picker for tree pruning	CRR	-														
		Sport	Electricity at Op-Die-Berg sport facilities	CRR	100 000	2017/07/15	2017/10/15				100 000								
		Parks	Pavement of walkways at Akkerbos	CRR															
		Sport	Resurface netball courts at Ceres, Bella Vis	CRR	300 000	2017/07/15	2017/12/15				100 000	100 000	100 000						

KEY PERFORMANCE AREA: SOCIO-ECONOMIC SUPPORT

Strategic Objective: 4.1 Support the poor & vulnerable through programmes & policy
4.2 Create an enabling environment to attract investment & support local economy.

Programme	Municipal Vote/Capital project	Manage- ment	Program/Project description	Funding	Budget Year 2017/18	Project Start Date	Project End Date	Planned Cashflows for 2017/18											
								Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
4.1a Social development programmes	Housing	Facilities	Fencing Maple Park	CRR	200 000	2017/07/15	2017/10/15				200 000								
4.2a Local economic development	Electricity	Elec	Replacement outdated switchgear and RMU's	CRR	1 000 000	2017/07/01	2018/03/25							300 000	300 000	400 000			
	Civil Services	Roads	Rehabilitation - streets, Tulbagh	CRR	4 200 000	2017/07/01	2018/03/15		100 000			100 000			500 000	500 000	1 000 000	1 000 000	1 000 000

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.

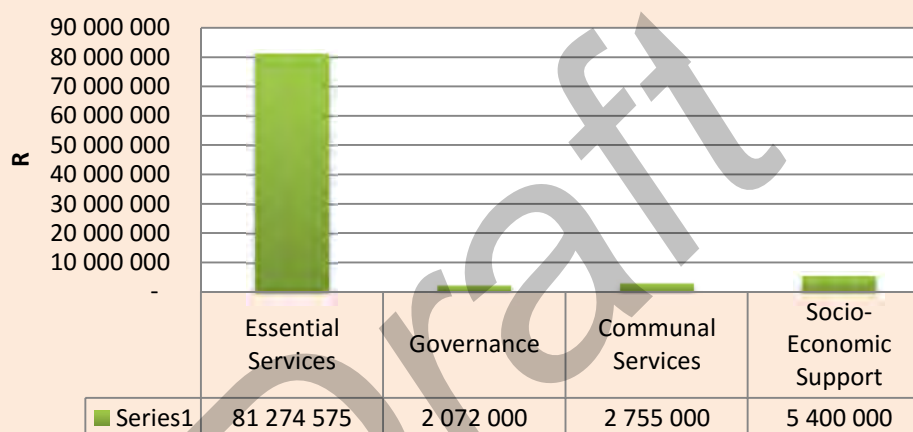
Pre-determined Objectives	Ref	Key Performance Indicator	Reporting Directorate	Definitions
Support Institutional Transformation & Development	TL16	Percentage budget spent on implementation of Workplace Skills Plan.	Corporate	A Workplace Skills Plan is a document that outlines the planned education, training 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

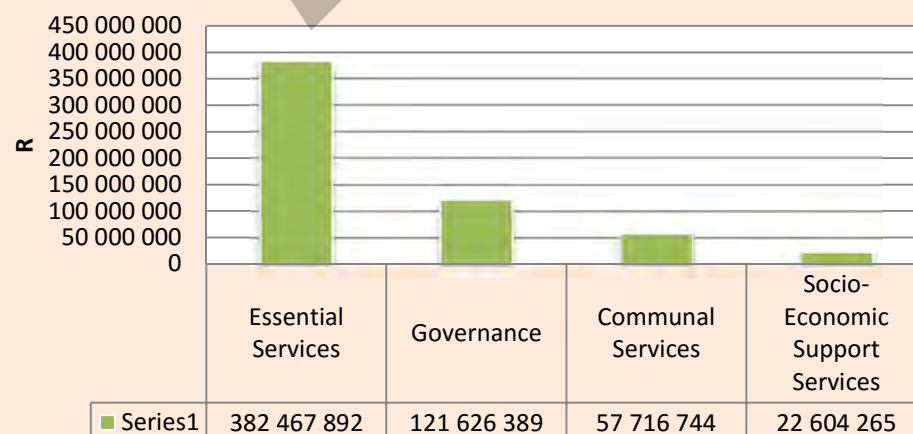
EXPENDITURE PER KEY PERFORMANCE AREA

2017/2018 Expenditure Linked to Key Performance Areas	Total Expenditure	Operating Expenditure	Capital Expenditure
Essential Services	463 742 467	382 467 892	81 274 575
Governance	123 698 389	121 626 389	2 072 000
Communal Services	60 471 744	57 716 744	2 755 000
Socio-Economic Support Services	28 004 265	22 604 265	5 400 000
Grand Total	675 916 865	584 415 290	91 501 575

2017/18 Capital Budget per Key Performance Area



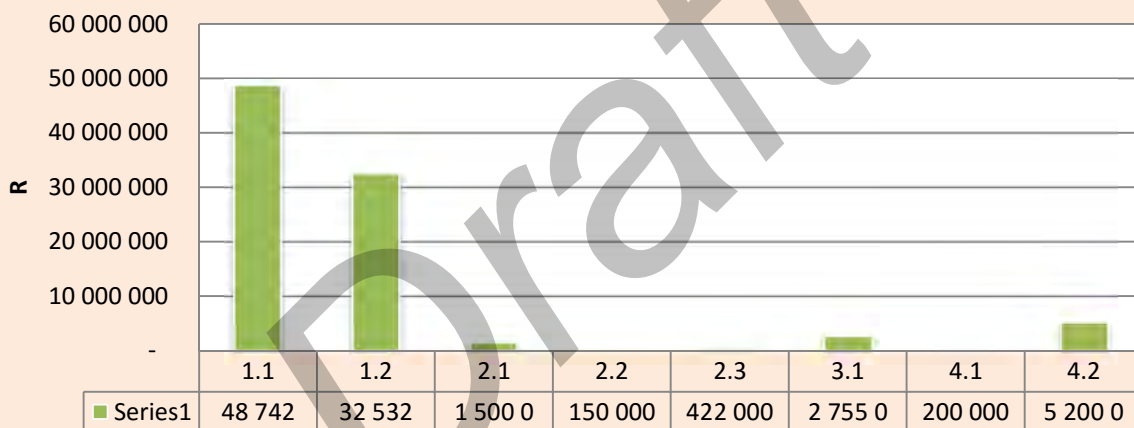
2017/18 Operational Budget per Key Performance Area



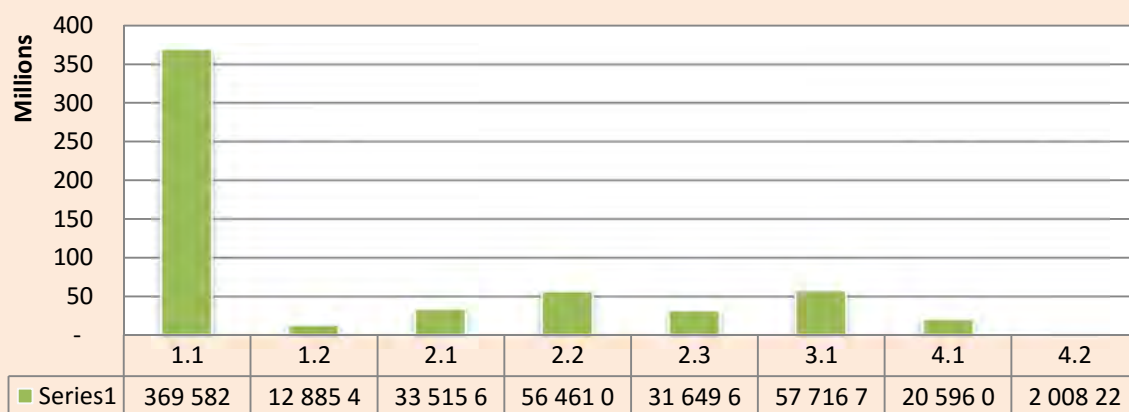
BUDGET PER STRATEGIC OBJECTIVE

STRATEGIC OBJECTIVES	2017/18	
	Capital Budget	Operational Budget
1.1 Sustainable provision & maintenance of basic infrastructure	48 742 328	369 582 425
1.2 Provide for the needs of informal settlements through improved services	32 532 247	12 885 467
2.1 Support Institutional Transformation & Development	1 500 000	33 515 679
2.2 Ensure financial viability.	150 000	56 461 016
2.3 To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.	422 000	31 649 694
3.1 Provide & maintain facilities that make citizens feel at home.	2 755 000	57 716 744
4.1 Support the poor & vulnerable through programmes & policy	200 000	20 596 039
4.2 Create an enabling environment to attract investment & support local economy.	5 200 000	2 008 226
TOTAL	91 501 575	584 415 290

2017/18 Capital Budget per Strategic Objective



2017/18 Operational Budget per Strategic Objective



THREE YEAR PROJECTED CAPITAL EXPENDITURE PER WARD

KEY PERFORMANCE AREA: **ESSENTIAL SERVICES**

Strategic Objective: **1.1 Sustainable provision & maintenance of basic infrastructure**

Programme	Municipal Vote/Capital project	Manage- ment	Program/Project description	Wards	Funding	Budget Year 2017/18	Budget Year 2018/19	Budget Year 2019/20
1.1a Upgrading of bulk resources & infrastructure	Civil Services	S/Water	Vredebes External Stormwater	5	MIG	4 218 334	4 782 569	3 508 772
			Vredebes Bulk Sanitation Rising Main	5	MIG	629 732	-	-
		Sanitation	Vredebes Bulk Sanitation Rising Main	5	IHSDG	7 017 544	-	-
			Aerator replacement programme	All	CRR	850 000	750 000	500 000
		Water	Ceres: Bella Vista New Bulk Water	4,6	CRR	500 000	-	-
			Ceres: Vredebes New Bulk Water	1,12,5	CRR	1 000 000	-	-
			Tulbagh Dam	7,11	RBIG	11 729 824	8 771 929	17 543 859
			Vredebes Bulk Water Supply	1,12,5	MIG	7 084 087	-	-
			Ceres: Bella Vista Bulk Water	4,6	MIG	4 640 018	-	-
		Waste	Transfer stations and related infrastructure	All	CRR	438 596	-	-
			Transfer stations and related infrastructure	All	MIG	-	4 122 807	11 403 509
1.1b Upgrade & maintenance of network infrastructure	Electricity	Elec	Streetlights	All	MIG	877 193	-	-
			Electrical Network Refurbishment	All	CRR	-	-	1 200 000
			11 Kv Ring Supply Stanley/Rand	3,5	CRR	500 000	-	-
			Tools & Equipment	All	CRR	500 000	120 000	160 000
			Master Plan & SCADA (Ceres, Wolesely, Tu)	All	CRR	-	-	-
			Power Factor Correction	All	CRR	-	1 500 000	1 500 000
			Retief RMU to Station road - cable upgrade	3,5	CRR	-	1 400 000	-
			Montana to Eerste Laan to Arend - Replace	2,7	CRR	-	1 400 000	-
		Worksh	Tools & Equipment	All	CRR	37 000	-	-
			Sewer Pumps-replacement	All	CRR	200 000	200 000	200 000
	Civil Services	Sanitation	Sewer Network Replacement	All	CRR	1 000 000	1 000 000	1 000 000
			Tools & Equipment	All	CRR	100 000	100 000	100 000
			Security upgrades	All	CRR	550 000	450 000	250 000
			Refurbishment WWTW	All	CRR	-	600 000	600 000
			S/Water	Network - Storm Water Upgrading	All	CRR	220 000	300 000
		Roads	Traffic Calming	All	CRR	150 000	150 000	150 000
			Digger loaders	All	ANN	400 000	-	-
			Network Street	All	CRR	2 000 000	2 000 000	2 000 000
			New taxi facility at the corner of Vos and C	3,5	MIG	-	-	6 842 105
			Upgrading Van Breda Bridge Ceres contrib	3,5	CRR	-	-	3 000 000
		Water	Vehicle Replacement Programme	All	ANN	2 600 000	-	-
			Infrastructure Management Syst	All	CRR	250 000	300 000	200 000
			Telemetric Systems	All	CRR	150 000	-	-
			Network- Water Pipes & Valve Replaceme	All	CRR	1 000 000	1 000 000	1 000 000
			Tools & Equipment- New	All	CRR	100 000	100 000	100 000
			Security upgrades	All	CRR	-	450 000	350 000

Strategic Objective: **1.2 Provide for the needs of informal settlements through improved services**

Programme	Municipal Vote/Capital project	Manage- ment	Program/Project description	Wards	Funding	Budget Year 2017/18	Budget Year 2018/19	Budget Year 2019/20
1.2a Implementation of human settlement plan (serviced sites)	Electricity	Elec	Electrical Network Housing Project	5	INEP	4 800 000	2 800 000	5 600 000
			Housing Projects Streetlights	5	CRR	350 000	350 000	350 000
	Civil Services	Sanitation	Vredebes Housing Sanitation	5	IHSDG	6 000 000	-	-
		S/Water	Vredebes Housing Stormwater	5	IHSDG	6 000 000	-	-
			Vredebes Housing Roads	5	IHSDG	7 000 000	-	-
		Roads	Vredebes Acces Collector	5	MIG	2 382 247	11 850 712	-
			Vredebes Housing Water	5	IHSDG	6 000 000	-	-
		Water	Vredebes Housing Water	5	IHSDG	6 000 000	-	-

KEY PERFORMANCE AREA: GOVERNANCE

Strategic Objective:

- 2.1 Support Institutional Transformation & Development
- 2.2 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.

Programme	Municipal Vote/Capital project	Management	Program/Project description	Wards	Funding	Budget Year 2017/18	Budget Year 2018/19	Budget Year 2019/20
2.1b Law enforcement & traffic	Public Safety	Traffic	Fire Arms	All	CRR	150 000	-	-
2.1d Administration	Corporate Services	Admin	Upgrade Council chambers	All	CRR	1 000 000		
			Furniture & Equipment for Directorates	All	CRR	150 000		
			Access Control - Furniture and Equipment	All	CRR	200 000	30 000	40 000
2.2a Income & debt management	Budget & Treasury	Finance	Insurance Replacements	All	CRR	50 000	50 000	50 000
			IT Equipment	All	CRR	100 000	100 000	-
2.3a Communication & 2.3b Integrated communication technology	Corporate Services	Communication	Signage & Billboards	All	CRR	100 000	70 000	70 000
			Camera and photographic equipment	All	CRR	22 000	90 000	22 000
		IT	IT Equipment	All	CRR	300 000	350 000	400 000

KEY PERFORMANCE AREA: SOCIO-ECONOMIC SUPPORT

Strategic Objective:

- 4.1 Support the poor & vulnerable through programmes & policy
- 4.2 Create an enabling environment to attract investment & support local economy.

Programme	Municipal Vote/Capital project	Management	Program/Project description	Wards	Funding	Budget Year 2017/18	Budget Year 2018/19	Budget Year 2019/20
4.1a Social development programmes	Housing	Facilities	Fencing Maple Park	3,5	CRR	200 000	-	-
4.2a Local economic development	Electricity	Elec	Replacement outdated switchgear and RMU's	All	CRR	1 000 000	1 000 000	1 000 000
	Civil Services	Roads	Rehabilitation - streets, Tulbagh	7,11	CRR	4 200 000	2 000 000	3 000 000

KEY PERFORMANCE AREA: COMMUNAL SERVICES

Strategic Objective: 3.1 Provide & maintain facilities that make citizens feel at home.

Programme	Municipal Vote/Capital project	Manage- ment	Program/Project description	Wards	Funding	Budget Year 2017/18	Budget Year 2018/19	Budget Year 2019/20
3.1a Upgrading & maintenance of facilities	Sport & Recreation	Sport	Furniture & Equipment	All	CRR	100 000	-	-
		Sport	Plant & Equipment	All	CRR	-	220 000	-
		Sport	Fence Around Trampolines	All	CRR	60 000	-	-
		Resorts	Wardrobes Chalets	3	CRR	220 000	192 000	-
		Swimming	Fiberglass - Witzenville Swimm	2,7	CRR	600 000	-	-
	Community & Social Services	Town Halls	Ceres Town Hall floor replacement	3,5	CRR	-	-	1 600 000
			Container 3x3	All	CRR	20 000	-	-
			Equipment: Vacuum cleaners, buff machin	All	CRR	50 000	-	-
			Buffmachine for Witzenville Hall	2,7	CRR	30 000	-	-
			Bella Vista Hall: Stage curtains	4,6	CRR	100 000	-	-
			Upgrade Montana Hall, Wolseley	2,7	CRR	200 000	-	-
			Ceres Townhall replace 605 chairs	3,5	CRR	-	-	500 000
			Tulbagh Townhall Stage curtains	7,11	CRR	-	100 000	-
			Ceres Town Hall Gasheaters	3,5	CRR	30 000	-	-
			Ceres Town Hall Aircon	3,5	CRR	-	500 000	-
			Tulbagh Town Hall upgrade	7,11	CRR	25 000	-	-
			Hamlet Town Hall upgrade	10,4	CRR	80 000	-	-
		Pound	Procurement of land for animal pund	All	CRR	-	1 500 000	-
	Sport & Recreation	Parks	Plant & Equipment	All	CRR	50 000	-	-
			Irrigation - kruipspuite	All	CRR	85 000	-	87 000
			Waterpump	All	CRR	50 000	-	-
			Brushcutters	All	CRR	100 000	100 000	100 000
			Chainsaws	All	CRR	50 000	60 000	70 000
			Blower mower	All	CRR	55 000	-	-
		Sport	Soccernets	All	CRR	30 000	-	-
		Graveyards	Fencing garveyards	All	CRR	60 000	-	-
		Sport	Equipment for Vredebes sportfields	5	CRR	-	350 000	350 000
			Irrigation equipment draglines & pipes	All	CRR	30 000	-	-
			Irrigation equipment	All	CRR	50 000	-	-
		Parks	Play equipment for playparks	All	CRR	20 000	20 000	-
			Slasher x 2	All	CRR	80 000	-	-
		Sport	Mobile toilets	All	CRR	50 000	240 000	-
		Parks	Containers x 2	All	CRR	-	-	40 000
			1.3 ton Truck	All	CRR	-	-	350 000
		Sport	Floodlights at Pine Valley sport field	2,7	CRR	130 000	-	-
		Parks	Cherry picker for tree pruning	All	CRR	-	500 000	-
		Sport	Electricity at Op-Die-Berg sport facilities	8	CRR	100 000	-	-
		Parks	Pavement of walkways at Akkerbos	3,5	CRR	-	120 000	120 000
		Sport	Resurface netball courts at Ceres, Bella Vis	3,5,4,6,2,7	CRR	300 000	300 000	300 000

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Accounting Officer
VAN / FROM: Chief Financial Officer
DATUM / DATE: 25 January 2017
VERW. / REF.: 06/1/P

SUPPLY CHAIN MANAGEMENT: DISPOSAL OF MOVABLE CAPITAL ASSETS IN TERMS OF SECTION 14 (4) OF THE MUNICIPAL FINANCE MANAGEMENT ACT

1. PURPOSE

To request the Accounting Officer to approve the disposal of assets in accordance with the following:

- Section 14 of the Municipal Finance Management Act (Act 56 of 2003)
- System of Delegations as approved by Council on 28 September 2011 and
- Paragraph 49 of Council's Supply Chain Management Policy as adopted on 18 May 2016.

2. LEGAL FRAMEWORK

(a) Section 14 of the MFMA stipulates the following:

- "14. (1) A municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services.*
- (2) A municipality may transfer ownership or otherwise dispose of a capital asset other than one contemplated in subsection (1), but only after the municipal council, in a meeting open to the public—*
- (a) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and*
- (b) has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset.*
- (3) A decision by a municipal council that a specific capital asset is not needed to provide the minimum level of basic municipal services, may not be reversed by the municipality after that asset has been sold, transferred or otherwise disposed of.*
- (4) A municipal council may delegate to the accounting officer of the municipality its power to make the determinations referred to in subsection (2)(a) and (b) in respect of movable capital assets below a value determined by the council.*
- (5) Any transfer of ownership of a capital asset in terms of subsection (2) or (4)*

must be fair, equitable, transparent, competitive and consistent with the supply chain management policy which the municipality must have and maintain in terms of section 111.

- (6) *This section does not apply to the transfer of a capital asset to another municipality or to a municipal entity or to a national or provincial organ of state in circumstances and in respect of categories of assets approved by the National Treasury, provided that such transfers are in accordance with a prescribed framework.*

(b) Delegation number F.6: Disposal of assets, goods, material and equipment of the system of delegations as approved by Council on 28 September 2011

F.6.01: To, in accordance with the provisions of the Supply Chain Management Policy, make a determination in accordance with section 14(2)(a) & (b) of the MFMA, in respect of the transferring of ownership or disposal otherwise, of a moveable capital asset to a maximum value of R300 000-00: Provided that such asset is not required to provide the minimum level of basic municipal services.

F.6.02: To, in accordance with the provisions of the Supply Chain Management Policy, authorize the sale of redundant or obsolete assets, goods, material and equipment to an organ of state, including another municipality, or a public utility company, excluding assets, goods, material and equipment required to provide the minimum of R300,000

F.6.03: To, in accordance with the provisions of the Supply Chain Management Policy, authorize the sale of redundant or obsolete assets, goods, materials and equipment per public auction

To authorize the lending of assets, goods, material and equipment to organs of state, municipalities or public utility companies

(c) Paragraph 49 of Council's Supply Chain Management Policy stipulates the following:

"49. Disposal management

(1) *Subject to the provisions of the Municipal Asset Transfer Regulations:*

(a) *moveable assets may be sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous to the municipality;*

(b) *immovable property may be sold only at market related prices except when the public interest or the plight of the poor demands otherwise;*

(c) *in the case of the free disposal of computer equipment, the provincial department of education must first be approached to indicate within 30 days whether any of the local schools are interested in the equipment;*

(d) in the case of fire arms, the National Conventional Arms Control Committee must approve any sale or donation of firearms to any person within or outside the Republic.

(e) where assets are traded in for other assets, the highest possible trade in price is negotiated

(2) The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, subject to sections 14 and 90 of the Act; are as follows:

(A) A municipality may not transfer ownership as a result of sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services.

(B) A municipality may transfer ownership or otherwise dispose of capital asset other than one contemplated in subsection (1), but only after the municipal council, in a meeting open to the public-

(a) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and

(b) has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset

(3) Immovable property may only be let at market related rates except when the public interest or the plight of the poor demands otherwise and provided that all charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed;

(a) Except for compliance with paragraph 49(3) above, this policy shall not apply to the letting of immovable property unless decided otherwise by council.

(4) Assets may be disposed of by –

- (i) Transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;*
- (ii) Transferring the asset to another organ of state at market related value or, when appropriate, free of charge;*
- (iii) Selling the asset; or*
- (iv) Destroying the asset.”*

3. DISCUSSION

A process plan was developed by the Supply Chain Management department for the disposal of assets. Each line manager was requested to identify assets that are not needed for basic service delivery which are currently under their control. These include assets that are unserviceable, redundant and obsolete. Each asset was assessed according to its current condition. Based upon the condition of the asset, the relevant directors recommended the disposal of the asset whether the asset should be transferred to another organ of state at market related value or free of charge, whether the asset should be sold or whether the asset should be destroyed. The latter would only be applied if the asset will not generate any

proceeds from a transfer or sale. In the case of computer equipment, the IT Administrator was consulted to assist in the process and in the case of vehicles, the responsible departmental Directors was consulted. Please note that annexure A does not include the SCM stores' redundant list of inventory, as this was already authorized for disposal by council.

No immovable property is included for disposal.

The list of assets to be disposed of is attached as annexure A.

4. RECOMMENDATION

- (a) That Council approves the disposal of assets as attached to this report as annexures A and B;
- (b) That the Supply Chain Management Unit proceed with the disposal of assets in accordance with paragraph 49 (4) of Council's Supply Chain Management Policy

Yours sincerely

HJ KRITZINGER
CHIEF FINANCIAL OFFICER

LIST OF ASSETS TO BE DISPOSED OF: 2016/2017

Number	Directorate	Department	Asset type	Description of asset	Barcode	Registration / Serial Number	Model/ Brand	Carrying value	Current location	Condition	Comments
RPF1	Community Services	Resorts: Pine Forest	Furniture & fittings	Sloves x 20					Pine Forest Store	Very poor	Awaiting details list with barcodes
RPF2	Community Services	Resorts: Pine Forest	Furniture & fittings	Fridges x16					Pine Forest Store	Very poor	Awaiting details list with barcodes
RPF3	Community Services	Resorts: Pine Forest	Furniture & fittings	Small sloves x15					Pine Forest Store	Very poor	Awaiting details list with barcodes
RPF4	Community Services	Resorts: Pine Forest	Furniture & fittings	Geysers x9					Pine Forest Store	Very poor	Awaiting details list with barcodes
RPF5	Community Services	Resorts: Pine Forest	Furniture & fittings	Couches sets x 4					Pine Forest Store	Very poor	Awaiting details list with barcodes
ED 1	Technical Services	Electricity: Distribution	Office equipment : Computer Hardware	Meccer Keyboard	none		Meccer		Power station	Very poor	Damaged
ED 2	Technical Services	Electricity: Distribution	Office equipment	Kuhlman Drawing Board	none		Kuhlman		Power station	Very poor	Damaged
	Corporate Services	Traffic: Services	Scrap	Light Bars for Traffic Vehicle	none				Traffic Department	Very poor	Damaged
RPF1	COMMUNITY SERVICES	RESORTS: PINE FOREST	FURNITURE & FITTINGS	STOVES X 20					PINE FOREST STORE	VERY POOR	AWAITING DETAILS LIST WITH BARCODES
RPF2	COMMUNITY SERVICES	RESORTS: PINE FOREST	FURNITURE & FITTINGS	FRIDGES X16					PINE FOREST STORE	VERY POOR	AWAITING DETAILS LIST WITH BARCODES
RPF3	COMMUNITY SERVICES	RESORTS: PINE FOREST	FURNITURE & FITTINGS	SMALL STOVES X15					PINE FOREST STORE	VERY POOR	AWAITING DETAILS LIST WITH BARCODES
RPF4	COMMUNITY SERVICES	RESORTS: PINE FOREST	FURNITURE & FITTINGS	GEYSERS X9					PINE FOREST STORE	VERY POOR	AWAITING DETAILS LIST WITH BARCODES
RPF5	COMMUNITY SERVICES	RESORTS: PINE FOREST	FURNITURE & FITTINGS	COUCHES SETS X 4					PINE FOREST STORE	VERY POOR	AWAITING DETAILS LIST WITH BARCODES
ED 1	TECHNICAL SERVICES	ELECTRICITY: DISTRIBUTION	OFFICE EQUIPMENT : COMPUTER HARDWARE	MECCER KEYBOARD			MECCER		POWER STATION	VERY POOR	DAMAGED
ED 2	TECHNICAL SERVICES	ELECTRICITY: DISTRIBUTION	OFFICE EQUIPMENT	KUHLMAN DRAWING BOARD			KUHLMAN		POWER STATION	VERY POOR	DAMAGED
RPF1	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	17847		Alcatel		Switchboard	VERY POOR	
RPF2	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	18609		Alcatel		Switchboard	VERY POOR	
RPF3	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	7290		Panasonic		Switchboard	VERY POOR	
RPF4	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	7120		Panasonic		Switchboard	VERY POOR	
RPF5	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	5453		Panasonic		Switchboard	VERY POOR	
RPF6	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	8083		Panasonic		Switchboard	VERY POOR	
RPF7	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	38543		Venus		Switchboard	VERY POOR	
RPF8	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	9212		Kingtel		Switchboard	VERY POOR	
RPF9	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	7722		Kingtel		Switchboard	VERY POOR	
RPF10	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	7799		Kingtel		Switchboard	VERY POOR	
RPF11	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	7785		Kingtel		Switchboard	VERY POOR	
RPF12	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	7711		Kingtel		Switchboard	VERY POOR	
RPF13	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	1937		Tellumat		Switchboard	VERY POOR	
RPF14	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	9972		Tanzanite		Switchboard	VERY POOR	
RPF15	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	8045		Panasonic		Switchboard	VERY POOR	
RPF16	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	2132		Tellumat		Switchboard	VERY POOR	
RPF17	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	7065		Tellumat		Switchboard	VERY POOR	
RPF18	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	6947		Kingtel		Switchboard	VERY POOR	
RPF19	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	8762		Panasonic		Switchboard	VERY POOR	

RPf20	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	7946		Panasonic		Switchboard	VERY POOR	
RPf21	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	10688		Kingtel		Switchboard	VERY POOR	
RPf22	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	6562		Tanzanite		Switchboard	VERY POOR	
RPf23	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	16509		Qualitel		Switchboard	VERY POOR	
RPf24	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	3359		Orion		Switchboard	VERY POOR	
RPf25	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	1551		Tellumat		Switchboard	VERY POOR	
RPf26	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	7315		Tellumat		Switchboard	VERY POOR	
RPf27	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	5377		Tellumat		Switchboard	VERY POOR	
RPf28	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	17884		Panasonic		Switchboard	VERY POOR	
RPf29	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		G tel		Switchboard	VERY POOR	
RPf30	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	8083		Panasonic		Switchboard	VERY POOR	
RPf31	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		Telkom		Administration	VERY POOR	
RPf32	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	8075		Panasonic		Administration	VERY POOR	
RPf33	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	1675		Tellumat		Administration	VERY POOR	
RPf34	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	5373				Administration	VERY POOR	
RPf35	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	5967				Administration	VERY POOR	
RPf36	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	2402		Tellumat		Administration	VERY POOR	
RPf37	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		Tellumat		Administration	VERY POOR	
RPf38	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		Tellumat		Administration	VERY POOR	
RPf39	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		Telkom		Administration	VERY POOR	
RPf40	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	7706				Administration	VERY POOR	
RPf41	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	1508		tellumat		Administration	VERY POOR	
RPf42	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	7278		panasonic		Administration	VERY POOR	
RPf43	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	9944		Samsung		Administration	VERY POOR	
RPf44	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	9734		Samsung		Administration	VERY POOR	
RPf45	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	8005		panasonic		Administration	VERY POOR	
RPf46	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	4747		tellumat		Administration	VERY POOR	
RPf47	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	1852				Administration	VERY POOR	
RPf48	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	vVideo Recorder	9964		Hilachi		Administration	VERY POOR	
RPf49	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Memo Scriber with mini cassette tape	1865		Sanyo		Administration	VERY POOR	
RPf50	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Transcription system with mini cassette tape	8093		Phillips		Administration	VERY POOR	
RPf51	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	1186		Telokm		Administration	VERY POOR	
RPf52	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	8783		Panasonic		Administration	VERY POOR	
RPf53	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Printer	1374		Espn		Administration	VERY POOR	
RPf54	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	dictaphone	none		Phillips		Administration	VERY POOR	
RPf55	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	speakers	none				Administration	VERY POOR	
RPf56	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Memo Scriber with mini cassette tape	8005		Sanyo		Administration	VERY POOR	
RPf57	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	1922		Panasonic		Administration	VERY POOR	
RPf58	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Franking machine	none		Pltney Bowes		Administration	VERY POOR	
RPf59	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Transcription system with mini cassette tape	1938		Phillips		Administration	VERY POOR	
RPf60	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		Orion		Administration	VERY POOR	
RPf61	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Super Hybrid System Telephone	4722		Panasonic		Switchboard	VERY POOR	
RPf62	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		Panasonic		Switchboard	VERY POOR	
RPf63	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		Qualitel		Switchboard	VERY POOR	
RPf64	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Heater	2067				Switchboard	VERY POOR	
RPf65	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		Alcatel		Switchboard	VERY POOR	
RPf66	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		Alcatel		Switchboard	VERY POOR	
RPf67	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		Tanzanite		Switchboard	VERY POOR	
RPf68	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		Alcatel		Switchboard	VERY POOR	
RPf69	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	11093		Siemens		Switchboard	VERY POOR	
RPf70	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		G Tel		Switchboard	VERY POOR	
RPf71	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		Panasonic		Switchboard	VERY POOR	

RPF72	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		Alcatel		Switchboard	VERY POOR	
RPF73	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		Kingtel		Switchboard	VERY POOR	
RPF74	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		Alcatel		Switchboard	VERY POOR	
RPF75	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	none		Panasonic		Switchboard	VERY POOR	
RPF76	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	8884		Alcatel		Switchboard	VERY POOR	
RPF77	CORPORATE SERVICES	ADMINISTRATION	OFFICE EQUIPMENT	Telephone	18613		Tanzanite		Switchboard	VERY POOR	

LIST OF ASSETS TO BE SOLD: 2016/2017

Directorate	Department	Description of asset	Quantity	Vehicle registration number	Barcode	Registration / Serial Number	Current location	Condition	Comments
Community Servies	Fire Services	Toyota Hilux LDV	1	CT 15052	Not found	N/A	Powerstation	Very poor	
Community Servies	Maintenance	Sinks	6	N/A	Not found	N/A	Municipal Stores	Poor	
Community Servies	Maintenance	Various wooden cabinets		N/A	Not found	N/A	Municipal Stores	Poor	
Community Servies	Maintenance	Steel locker	1	N/A	8268	N/A	Municipal Stores	Poor	
Community Servies	Maintenance	Steel locker	1	N/A	8220	N/A	Municipal Stores	Poor	
Community Servies	Maintenance	Steel locker	1	N/A	8219	N/A	Municipal Stores	Poor	
Community Servies	Maintenance	Bar fridge white	1	N/A	Not found	N/A	Municipal Stores	Poor	
Community Servies	Maintenance	Glass sheets	3	N/A	Not found	N/A	Municipal Stores	Fair	
Community Servies	Maintenance	Sliding door	1	N/A	Not found	N/A	Municipal Stores	Fair	
Community Servies	Maintenance	Wooden window frames	7	N/A	Not found	N/A	Municipal Stores	Poor	
Community Servies	Maintenance	Steel curtain pelmits	5	N/A	Not found	N/A	Municipal Stores	Poor	
Community Servies	Maintenance	Wooden doors	39	N/A	Not found	N/A	Municipal Stores	Poor	
Community Servies	Maintenance	Table chipboard	2	N/A	Not found	N/A	Municipal Stores	Poor	
Community Servies	Maintenance	Steel safety gates	5	N/A	Not found	N/A	Municipal Stores	Fair	
Community Servies	Parks	Blower mower	1	N/A	5104	N/A	Parks: Outside terrain	Poor	
Community Servies	Parks	Brush cutter	1	N/A	10500	N/A	Parks: Outside terrain	Poor	
Community Servies	Parks	Brush cutter	1	N/A	3958	N/A	Parks: Outside terrain	Poor	
Community Servies	Parks	Southern Cross "kruip spuit"	1	N/A	3945	N/A	Parks: Outside terrain	Poor	
Community Servies	Parks	John Deere 1850 Tractor	1	CT 8560	Not found	N/A	Parks: Outside terrain	Poor	
Community Servies	Parks	Tractor tyres	4	N/A	Not found	N/A	Parks: Outside terrain	Fair	
Community Servies	Parks	Gate rusted	1	N/A	Not found	N/A	Parks: Outside terrain	Very poor	
Community Servies	Parks	Typist chair	1	N/A	1853	N/A	Parks: Outside terrain	Very poor	
Community Servies	Parks	Proffessional Super 625 lawnmower	1	N/A	Not found	N/A	Parks: Container	Poor	
Community Servies	Parks	Husqavana cutter	1	N/A	3940	N/A	Parks: Container	Poor	
Community Servies	Parks	Husqavana cutter	1	N/A	3939	N/A	Parks: Container	Poor	
Community Servies	Parks	Stihl brushcutter	1	N/A	Not found	154167172	Parks: Container	Poor	
Community Servies	Parks	Lawnmower 3 wheel	1	N/A	16969	N/A	Parks: Container	Poor	
Community Servies	Parks	Rover lawnmower 4 wheel	1	N/A	1247	N/A	Parks: Container	Poor	
Community Servies	Parks	Rover lawnmower 4 wheel	1	N/A	3576	N/A	Parks: Container	Poor	
Community Servies	Parks	Television set	1	N/A	3194	N/A	Parks: Container	Poor	

Community Servies	Parks	Television set	1	N/A	2661	N/A	Parks: Container	Poor	
Community Servies	Parks	Ladders 6 step	3	N/A	Not found	N/A	Parks: Container	Fair	
Community Servies	Parks	Stihl brushcutter	1	N/A	10455	N/A	Parks: Container	Fair	
Community Servies	Parks	Stihl brushcutter	1	N/A	9410	N/A	Parks: Container	Fair	
Community Servies	Parks	Stihl brushcutter	1	N/A	Not found	165326884	Parks: Container	Fair	
Community Servies	Parks	Stihl brushcutter	1	N/A	Not found	172075580	Parks: Container	Fair	
Community Servies	Parks	Stihl brushcutter	1	N/A	Not found	170620831	Parks: Container	Fair	
Community Servies	Parks	Wheel barrow	3	N/A	Not found	N/A	Parks: Container	Fair	
Community Servies	Parks	Mesh fencing material	12 rolls	N/A	Not found	N/A	Parks: Outside building	Fair	
Community Servies	Parks	Extension ladders	4	N/A	Not found	N/A	Parks: Outside building	Fair	
Community Servies	Parks	Braai/ fire place top	1	N/A	Not found	N/A	Parks: Outside terrain	Fair	
Community Servies	Parks	Flat bed trailer	1	CT 7137	Not found	N/A	Parks: Outside terrain	Fair	
Community Servies	Parks	Tip trailer	1	CT 5499	Not found	N/A	Parks: Outside terrain	Fair	
Community Servies	Parks	Trailer	1	CT 5317	Not found	N/A	Parks: Outside terrain	Fair	
Technical Services	Streets and Storm water	Trailer water	1	CT 6304	Not found	N/A	Parks: Outside terrain	Fair	
Community Servies	Parks	Ingersol-Rand jackhammer compressor	1	CT 4882	Not found	N/A	Parks: Outside terrain	Fair	
Community Servies	Parks	Knapsack sprayer	1	N/A	3398	N/A	Parks: Storage area	Fair	
Community Servies	Parks	Knapsack sprayer	1	N/A	3996	N/A	Parks: Storage area	Fair	
Community Servies	Parks	Knapsack sprayer	2	N/A	Not found	N/A	Parks: Storage area	Fair	
Community Servies	Parks	Stihl chainsaw	1	N/A	6632	16007530	Parks: Storage area	Poor	
Community Servies	Parks	Stihl chainsaw	1	N/A	Not found	361383836	Parks: Storage area	Poor	
Community Servies	Parks	Stihl chainsaw	1	N/A	Not found	360046220	Parks: Storage area	Poor	
Community Servies	Parks	Stihl chainsaw	1	N/A	Not found	118993423	Parks: Storage area	Poor	
Community Servies	Parks	Stihl chainsaw	1	N/A	Not found	334599211	Parks: Storage area	Poor	
Community Servies	Parks	Briggs-Stratton ride-on lawn mower	1	N/A	16979	N/A	Parks: Garages	Poor	
Community Servies	Parks	Briggs-Stratton ride-on lawn mower	1	N/A	10457	N/A	Parks: Garages	Poor	
Community Servies	Parks	Kudu turfmaster	1	N/A	6652	N/A	Parks: Garages	Poor	
Community Servies	Parks	Kudu turfmaster	1	N/A	3896	N/A	Parks: Garages	Poor	
Community Servies	Parks	Kudu turfmaster	1	N/A	Not found	30443044	Parks: Garages	Poor	
Community Servies	Parks	Steel/ aluminium irrigation pipes	20	N/A	Not found	N/A	Parks: Inside storage area	Fair	
Community Servies	Parks	Stihl brushcutter	1	N/A	6646	N/A	Parks: Inside storage area	Poor	
Community Servies	Parks	Stihl brushcutter	1	N/A	11648	N/A	Parks: Inside storage area	Poor	

Community Services	Parks	Safety gates		N/A	N/A	N/A	Parks: Inside storage area	Poor	
Community Services	Parks	Wooden doors		N/A	N/A	N/A	Parks: Inside storage area	Poor	
Community Services	Parks	Chairs		N/A	N/A	N/A	Parks: Outside building	Poor	
Community Services	Socio-Economic Development	VW Citi shuttle	1	CT 11294	Not found	N/A	Municipal Stores	Very poor	
Community Services	Traffic Services	Tata Indigo sedan	1	CT 13797	Not found	N/A	Municipal Stores	Very poor	
Community Services	Traffic Services	Ford Bantam bakkie	1	CT 9640	Not found	N/A	Traffic Department	Poor	
Community Services	Traffic Services	Traffic signal heads	6	N/A	Not found	N/A	Traffic Department	Very poor	
Community Services	Traffic Services	Vertical blinds	4	N/A	Not found	N/A	Traffic Department	Poor	
Community Services	Traffic Services	High back chair	1	N/A	248	N/A	Traffic Department	Poor	
Community Services	Traffic Services	High back chair	1	N/A	Not found	N/A	Traffic Department	Poor	
Community Services	Traffic Services	High back chair	1	N/A	Not found	N/A	Traffic Department	Poor	
Community Services	Traffic Services	High back chair	1	N/A	7338	N/A	Traffic Department	Poor	
Community Services	Traffic Services	High back chair	1	N/A	4485	N/A	Traffic Department	Poor	
Community Services	Traffic Services	Ballasts	3	N/A	Not found	N/A	Traffic Department	Poor	
Community Services	Traffic Services	Visitors chair	1	N/A	3368	N/A	Traffic Department	Poor	
Community Services	Traffic Services	Aircon	1	N/A	7378	N/A	Traffic Department	Poor	
Corporate Services	Administration	Highback office chair	1	N/A	1970	N/A	Municipal Stores	Poor	
Corporate Services	Administration	Aircon	1	N/A	Not found	N/A	Municipal Stores	Fair	
Corporate Services	Administration	Visitors chair	1	N/A	1757	N/A	Municipal Stores	Poor	
Corporate Services	Administration	Visitors chair	1	N/A	1747	N/A	Municipal Stores	Poor	
Corporate Services	Administration	Visitors chair	1	N/A	1756	N/A	Municipal Stores	Poor	
Corporate Services	Administration	Visitors chair	1	N/A	1738	N/A	Municipal Stores	Poor	
Corporate Services	Administration	Visitors chair	1	N/A	1752	N/A	Municipal Stores	Poor	
Corporate Services	Administration	Visitors chair	1	N/A	1750	N/A	Municipal Stores	Poor	
Corporate Services	Administration	Visitors chair	1	N/A	1753	N/A	Municipal Stores	Poor	
Corporate Services	Administration	Typist chair	1	N/A	11700	N/A	Municipal Stores	Poor	
Corporate Services	Administration	Visitors chair	1	N/A	1970	N/A	Municipal Stores	Poor	
Corporate Services	Administration	High back chair	1	N/A	1915	N/A	Municipal Stores	Poor	
Corporate Services	Administration	High back chair	1	N/A	7915	N/A	Municipal Stores	Poor	
Corporate Services	Administration	Typist chair	1	N/A	7940	N/A	Municipal Stores	Poor	
Corporate Services	Administration	Visitors chair	1	N/A	1905	N/A	Municipal Stores	Poor	
Corporate Services	Administration	Visitors chair	1	N/A	1900	N/A	Municipal Stores	Poor	
Corporate Services	Administration	Visitors chair	1	N/A	1889	N/A	Municipal Stores	Poor	

Corporate Services	Administration	Visitors chair	1	N/A	1407	N/A	Municipal Stores	Poor	
Corporate Services	Administration	Wooden desk	1	N/A	2193	N/A	Municipal Stores	Poor	
Corporate Services	Administration	Carpets	3 rolls	N/A	N/A	N/A	Municipal Stores	Fair	
Finance	Income	Aircon	1	N/A	Not found	N/A	Municipal Stores	Fair	
Finance	Income	AVM vending machine	1	N/A	Not found	N/A	Municipal Stores	Poor	
Finance	Income	AVM vending machine	1	N/A	Not found	N/A	Municipal Stores	Poor	
Finance	Income	Visitors chair	1	N/A	8843	N/A	Main Office: Finance	Very poor	
Finance	Income	Visitors chair	1	N/A	9039	N/A	Main Office: Finance	Very poor	
Finance	Income	Visitors chair	1	N/A	Not found	N/A	Main Office: Finance	Very poor	
Finance	Income	Epson LX 300 printer	1	N/A	8833	N/A	Main Office: Finance	Poor	
Finance	SCM	Hisense microwave oven white	1	N/A	6917	N/A	SCM Office #6	Fair	
Finance	SCM	Electrolux 1850W vacuum machine	1	N/A	11666	N/A	SCM Office #6	Poor	
Finance	SCM	Conti 2000W vacuum machine	1	N/A	15227	N/A	SCM Office #6	Poor	
Finance	SCM	Highback office chair black	1	N/A	16303	N/A	SCM Office #6	Poor	
Finance	SCM	LG Aircon	1	N/A	8807	N/A	Municipal Stores	Fair	
Technical Services	Electricity	Transformers		N/A		N/A	Powerstation	Poor	
Community Servies	Parks	Trolley jack	1	N/A	16917	N/A	Parks: Inside storage area	Poor	
Community Servies	Fire Services	Buffalo	1	CT 7898	Not found	N/A	Streets and Storm water depot	Very poor	
Technical Services	Solid waste and Cleansing	Ford Cargo truck street sweeper	1	CT 16134	Not found	N/A	Streets and Storm water depot	Very poor	
Technical Services	Streets and Storm water	Ford Cargo truck 7 ton tipper	1	CT 15864	Not found	N/A	Streets and Storm water depot	Very poor	
Technical Services	Streets and Storm water	Toyota truck tipper	1	CFA 829	Not found	N/A	Streets and Storm water depot	Very poor	
Technical Services	Streets and Storm water	Toyota truck 7 ton tipper	1	CT 3742	Not found	N/A	Streets and Storm water depot	Very poor	
Community Servies	Pine Forest Resort	KIC fridge	1	N/A	6266	N/A	Pine Forest: Terrain	Very poor	
Community Servies	Pine Forest Resort	KIC fridge	1	N/A	8577	N/A	Pine Forest: Terrain	Very poor	
Community Servies	Pine Forest Resort	Kelvinator mini kitchen	1	N/A	14219	N/A	Pine Forest: Outside store	Very poor	
Community Servies	Pine Forest Resort	Kelvinator mini kitchen	1	N/A	10553	N/A	Pine Forest: Outside store	Very poor	
Community Servies	Pine Forest Resort	Kelvinator mini kitchen	1	N/A	Not found	N/A	Pine Forest: Outside store	Very poor	
Community Servies	Pine Forest Resort	3 plate stove	1	N/A	8636	N/A	Pine Forest: Outside store	Very poor	
Community Servies	Pine Forest Resort	Salton mini kitchen	1	N/A	16112	N/A	Pine Forest: Outside store	Very poor	
Community Servies	Pine Forest Resort	Salton mini kitchen	1	N/A	Not found	N/A	Pine Forest: Outside store	Very poor	
Community Servies	Pine Forest Resort	High back chair	1	N/A	1219	N/A	Pine Forest: Outside store	Very poor	
Community Servies	Pine Forest Resort	Mini kitchen	1	N/A	Not found	N/A	Pine Forest: Outside store	Very poor	
Community Servies	Pine Forest Resort	3 plate stove	1	N/A	8578	N/A	Pine Forest: Outside store	Very poor	

Community Servies	Pine Forest Resort	3 plate stove	1	N/A	Not found	N/A	Pine Forest: Outside store	Very poor	
Community Servies	Pine Forest Resort	Typist chair	1	N/A	Not found	N/A	Pine Forest: Mens area	Very poor	
Community Servies	Pine Forest Resort	Sofas	5	N/A	Not found	N/A	Pine Forest: Mens area	Fair	
Community Servies	Pine Forest Resort	Steel baths	10	N/A	Not found	N/A	Pine Forest: Terrain	Very poor	
Community Servies	Pine Forest Resort	Steel bed base	1	N/A	6084/14832	N/A	Pine Forest: Terrain	Very poor	
Community Servies	Pine Forest Resort	Wooden chair	1	N/A	14273	N/A	Pine Forest: Terrain	Poor	
Community Servies	Pine Forest Resort	Varoious garden equipment	Various	N/A	N/A	N/A	Pine Forest: Terrain	Very poor	
Technical Services	Electricity	UPS	1	N/A	Not found	N/A	Technical offices: Office #7	Poor	
Technical Services	Town planning	Hewlett Packard 750C Plus plotter	1	N/A	2118	N/A	Technical offices: Upstairs store room	Poor	
Technical Services	Town planning	Desk	1	N/A	2199	N/A	Technical offices: Upstairs store room	Poor	
Technical Services	Town planning	4 drawer steel filing cabinet	1	N/A	2273	N/A	Technical offices: Upstairs store room	Poor	
Technical Services	Town planning	2 drawer steel filing cabinet	1	N/A	5965	N/A	Technical offices: Upstairs store room	Poor	
Technical Services	Town planning	4 drawer steel filing cabinet	1	N/A	2272	N/A	Technical offices: Upstairs store room	Poor	
Technical Services	Town planning	4 drawer steel filing cabinet	1	N/A	5963	N/A	Technical offices: Upstairs store room	Poor	
Technical Services	Electricity	Modems: Gedio tronix AX 65	30	N/A	N/A	N/A	Technical offices: Office #8	Poor	
Technical Services	Electricity	Landis + Gyr dialog CU-B4	29	N/A	N/A	N/A	Technical offices: Office #8	Poor	
Technical Services	Electricity	Makita drill and case	1	N/A	N/A	N/A	Technical offices: Office #8	Poor	
Technical Services	Water and Sewerage	Knapsack sprayer	1	N/A	7386	N/A	Ceres WWTW: Office	Poor	
Technical Services	Water and Sewerage	Dompelpompe	3	N/A	N/A	N/A	Ceres WWTW: Garage	Poor	
Technical Services	Water and Sewerage	Heater	1	N/A	7823	N/A	Ceres WWTW: Office	Poor	
Technical Services	Water and Sewerage	Pipes and fittings	Various	N/A	N/A	N/A	Ceres WWTW: Terrain	Poor	
Technical Services	Water and Sewerage	Cement manholes	Various	N/A	N/A	N/A	Ceres WWTW: Terrain	Poor	
Technical Services	Water and Sewerage	Stamper	1	N/A	Not found	N/A	Ceres WWTW: Garage	Poor	
Technical Services	Water and Sewerage	Wheel barrow	1	N/A	N/A	N/A	Ceres WWTW: Garage	Poor	
Technical Services	Water and Sewerage	Lockers (tralie)	2	N/A	N/A	N/A	Ceres WWTW: Garage	Poor	
Technical Services	Water and Sewerage	Steel locker	1	N/A	4315	N/A	Ceres WWTW: Garage	Poor	
Technical Services	Water and Sewerage	Steel locker	1	N/A	4317	N/A	Ceres WWTW: Garage	Poor	
Technical Services	Water and Sewerage	Steel gates	6	N/A	N/A	N/A	Ceres WWTW: Garage	Poor	
Technical Services	Water and Sewerage	General electric fridge	1	N/A	4327	N/A	Ceres WWTW: Garage	Poor	
Community Servies	Libraries	Epson LX 300 printer	1	N/A	7852	N/A	John Steyn Library	Poor	
Community Servies	Libraries	CRT computer screen	1	N/A	8759	N/A	John Steyn Library	Poor	
Community Servies	Libraries	WAP Aero 25 vacuum cleaner	1	N/A	15605	N/A	John Steyn Library	Poor	
Community Servies	Libraries	White flip board	1	N/A	11798	N/A	John Steyn Library	Poor	

Community Servies	Libraries	Sunbeam cordless kettle	1	N/A	6478	N/A	John Steyn Library	Poor	
Community Servies	Libraries	Cordless kettle	1	N/A	6478	N/A	John Steyn Library	Poor	
Community Servies	Libraries	Projilux LS overhead projector	1	N/A	2663	N/A	John Steyn Library	Poor	
Community Servies	Libraries	Hand towel holder	1	N/A	Not found	N/A	John Steyn Library	Poor	
Community Servies	Libraries	DAHLE quillotine	1	N/A	Not found	N/A	John Steyn Library	Poor	
Community Servies	Libraries	WAP turbo vacuum cleaner	1	N/A	2596	N/A	John Steyn Library	Poor	
Community Servies	Libraries	CRT Mecer monitor	1	N/A	2599	N/A	John Steyn Library	Poor	
Community Servies	Libraries	CRT Mecer monitor	1	N/A	2600	N/A	John Steyn Library	Poor	
Community Servies	Libraries	Duxbury X25 pad	1	N/A	2726	N/A	John Steyn Library	Poor	
Community Servies	Libraries	Duxbury duxmux	1	N/A	2727	N/A	John Steyn Library	Poor	
Community Servies	Libraries	Duxbury duxmux	1	N/A	2728	N/A	John Steyn Library	Poor	
Community Servies	Libraries	Chair	1	N/A	2871	N/A	Bella Vista library	Poor	
Corporate Services	Human Resources	Printer	1	N/A	01834		Room 42 HR Manager	Very poor	
Corporate Services	Human Resources	Desk	1	N/A	15680		Room 37 Training Office	Poor	
Corporate Services	Human Resources	Printer	1	N/A	01374		Room 41 HR Office	Very poor	
Technical Services	Workshop / Streets & Stromwater	1999 Toyota Hilux	1	CT 5276			Supply Chain Yard	Very poor	
Technical Services	Workshop / Streets & Stromwater	1995 CASE Digger Loader	1	CT 16082			Streets and Storm water depot	Very poor	
Corporate Services	Human Resources	High back chair	1	N/A	07971		Room 37 HR Office	Very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	18668	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	14880	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	08654	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	08660	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	06807	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	17002	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	085323	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	10732	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	14400	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	08694	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	08434	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	14815	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	06295	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	06343	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	08407	N/A	Pine Forest Resort	Very poor	

Community Servies	Pine Forest Resort	Stove:	1	N/A	08627	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	08509	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	06102	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	10777	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	06859	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	07410	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	08688	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	06870	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	06080	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	06865	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	08678	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	06128	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	11401	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	08689	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	08609	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	01085	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	08489	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	06052	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	06851	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	08670	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	14046/06537	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	08518	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	10532	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	08658	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	08420	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	06292	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	07483	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	08401	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	08577	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	08508	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	06806	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	06820	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	06803	N/A	Pine Forest Resort	Very poor	

Community Servies	Pine Forest Resort	Fridge:	1	N/A	06832	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	14428	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	18380	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	17324	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	11371	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	18359	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	18355	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	18401	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	11367	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	18362	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	18336	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	11380	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	18353	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	14406	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	16131	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	14780	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	14519	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	14713	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	14775	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Locket:	1	N/A	11224	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Locket:	1	N/A	01199	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Locket:	1	N/A	01190	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Locket:	1	N/A	01189	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Locket:	1	N/A	08463	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Locket:	1	N/A	01198	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Locket:	1	N/A	01205	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Locket:	1	N/A	01192	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Locket:	1	N/A	01201	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Locket:	1	N/A	01200	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Locket:	1	N/A	07404	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Small Stove:	1	N/A	18557	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Small Stove:	1	N/A	11809	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Small Stove:	1	N/A	16537	N/A	Pine Forest Resort	Very poor	

Community Servies	Pine Forest Resort	Small Stove:	1	N/A	16112	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Small Stove:	1	N/A	15579	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Small Stove:	1	N/A	08690	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Small Stove:	1	N/A	06771	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Small Stove:	1	N/A	09794	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Small Stove:	1	N/A	15579	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Small Stove:	1	N/A	18677	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Small Stove:	1	N/A	14189	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Small Stove:	1	N/A	10553	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Small Stove:	1	N/A	14219	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Airconditioner	1	N/A	08428	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Tumble Dryer:	1	N/A	01259	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Tables:	1	N/A	18366	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Tables:	1	N/A	18367	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Tables:	1	N/A	18379	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Tables:	1	N/A	18372	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Tables:	1	N/A	17897	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Tables:	1	N/A	14012	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Tables:	1	N/A	14007	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Sleeper Couch:	1	N/A	08540	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Sleeper Couch:	1	N/A	08586	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Sleeper Couch:	1	N/A	08580	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	08581	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	09800	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	08517	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	08404	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Fridge:	1	N/A	06117	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Cupboard (Office)	1	N/A	01227	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Couch:	1	N/A	08649	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Couch:	1	N/A	14645	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Couch:	1	N/A	16012	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Couch:	1	N/A	07462	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Couch:	1	N/A	08624	N/A	Pine Forest Resort	Very poor	

Community Servies	Pine Forest Resort	Couch:	1	N/A	14365	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Couch:	1	N/A	14818	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Couch:	1	N/A	08679	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Couch:	1	N/A	14750	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Couch:	1	N/A	08542	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Couch:	1	N/A	18572	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Couch:	1	N/A	18229	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Couch:	1	N/A	14574	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Couch:	1	N/A	14498	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Couch:	1	N/A	14500	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Couch:	1	N/A	08579	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Closet:	1	N/A	08469	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Closet:	1	N/A	14524	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Washing Machine	1	N/A	03631	N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Scrap: Broken Pots	17	N/A		N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Scrap: broeken Frying Pans	10	N/A		N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Scrap: Egg lifters	20	N/A		N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Scrap: Leaking Tea Pots	5	N/A		N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Scrap Alluminium Braai Pans no lids/no bottoms	7	N/A		N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Scrap Toasters		N/A		N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Scrap Dish Racks	14	N/A		N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Scrap: Braai Tongs	12	N/A		N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Scrap: Egg beaters	19	N/A		N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Scrap: Woddn Spoons	22	N/A		N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Scrap: Big spoons	3	N/A		N/A	Pine Forest Resort	Very poor	
Community Servies	Pine Forest Resort	Scrap: Cups	14	N/A		N/A	Pine Forest Resort	Very poor	
Community Servies	Libraries	Four Drawer filing Cabinet	1	N/A	03199			Poor	
Community Servies	Libraries	Catalogue Filing Cabinet	1	N/A	03176			Poor	
Community Servies	Libraries	Aircon	1	N/A	07636			Very poor	
Community Servies	Libraries	Swivel Chair	1	N/A	03132			Poor	
Community Servies	Libraries	Table Utility	1	N/A	03175			Poor	
Community Servies	Libraries	Epson Printer	1	N/A	15003			Poor	
Community Servies	Libraries	Heater	1	N/A	03133			Very poor	

Community Servies	Libraries	Pineware Kettle	1	N/A	10664			Poor	
Community Servies	Libraries	Salton Kettle	1	N/A	03178			Very poor	
Community Servies	Libraries	Conti Vacuum Cleaner	1	N/A	none			Poor	
Community Servies	Pine Forest Resort	Geyser	29	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Sleeper Couch:	8	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Bed	37	N/A	noe		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Double Door Wardrobe	1	N/A	14524		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Double Door Wardrobe	2	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Door Wardrobe	1	N/A	08470		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Door Wardrobe	1	N/A	08472		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Door Wardrobe	1	N/A	08477		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Door Wardrobe	1	N/A	08619		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Door Wardrobe	1	N/A	08413		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Door Wardrobe	1	N/A	06065		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Door Wardrobe	1	N/A	06087		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Beds	37	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Steel bed base	1	N/A	14442		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Steel bed base	1	N/A	14417		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Steel bed base	1	N/A	14832		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Black Steel Couches	1	N/A	08547		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Black Steel Couches	1	N/A	08510		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Black Steel Couches	1	N/A	10800		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Black Steel Couches	1	N/A	10592		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Black Steel Couches	1	N/A	08596		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Black Steel Couches	1	N/A	08534		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Black Steel Couches	1	N/A	08567		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Black Steel Couches	1	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Washing Machine	1	N/A	none	6.0096E+12	Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Washing Machine	1	N/A	06367		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Washing Machine	1	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Mini Oven	1	N/A	08687		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Mini Oven	1	N/A	10877		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Mini Oven	1	N/A	06855		Pine Forest Resort	very poor	

Community Servies	Pine Forest Resort	Mini Oven	1	N/A	08681		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Mini Oven	1	N/A	06097		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Mini Oven	1	N/A	08656		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Mini Oven	1	N/A	14417		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Mini Oven	1	N/A	08615		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Mini Oven	1	N/A	08410		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Mini Oven	1	N/A	14198		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Mini Oven	1	N/A	10553		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Mini Oven	1	N/A	16112		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Mini Oven	1	N/A	14219		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Mini Oven	14	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	06097		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	06267		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	10534		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	08665		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	08525		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	06115		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	08564		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	08572		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	09155		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Stove:	1	N/A	08536		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Stove:	22	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Matrass	105	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Three Quarter Matrass	3	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	20 Litre Fridge	2	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	18 Litre Fridge	1	N/A	08635		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	18 Litre Fridge	1	N/A	06801		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	18 Litre Fridge	1	N/A	60832		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	18 Litre Fridge	1	N/A	54128		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	18 Litre Fridge	1	N/A	08645		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	18 Litre Fridge	1	N/A	06838		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	18 Litre Fridge	1	N/A	08597		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	18 Litre Fridge	1	N/A	08562		Pine Forest Resort	very poor	

Community Servies	Pine Forest Resort	18 Litre Fridge	1	N/A	08632		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	18 Litre Fridge	1	N/A	06350		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	18 Litre Fridge	13	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	11545		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	11544		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	14138		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	14510		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Wooden Chair	1	N/A	14516		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Wooden Chair	7	N/A	None		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Television Set	1	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Double Sofa	1	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Garden Chair	5	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Garden table	1	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	wooden couches	2	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Upstairs Bed	1	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Air conditioner	1	N/A	08428		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Air conditioner	1	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	microwave	1	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Filing Cabinet	1	N/A	none		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Sofa	1	N/A	14942		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Sofa	1	N/A	14119		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Sofa	1	N/A	14212		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Sofa	1	N/A	14104		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Sofa	1	N/A	14251		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Sofa	1	N/A	14226		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Sofa	1	N/A	14599		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Sofa	1	N/A	08443		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Sofa	1	N/A	08445		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Sofa	1	N/A	144999		Pine Forest Resort	very poor	
Community Servies	Pine Forest Resort	Single Sofa	66	N/A	none		Pine Forest Resort	very poor	
Finance	SCM	High back chair	1	N/A	10729		SCM Stores (Outdoor)	Very poor	
Finance	SCM	High back chair	1	N/A	16302		SCM Stores (Outdoor)	Very poor	
Finance	SCM	High back chair	1	N/A	16179		SCM Stores (Outdoor)	Very poor	

Finance	SCM	High back chair	1	N/A	07950		SCM Stores (Outdoor)	Very poor	
Finance	SCM	High back chair	1	N/A	06941		SCM Stores (Outdoor)	Very poor	
Finance	Income	Typist chair	1	N/A	01697		Income	Very poor	
Finance	Income	Typist chair	1	N/A	08897		Income	Very poor	
Finance	Income	Typist chair	1	N/A	08843		Income	Very poor	
Finance	Income	Typist chair	1	N/A	09039		Income	Very poor	
Finance	Income	Typist chair	1	N/A	08894		Income	Very poor	
Finance	Income	Typist chair	1	N/A	none		Income	Very poor	
Finance	Income	High back chair	1	N/A	none		Income	Very poor	
Finance	Income	Epson LX 300 Printer	1	N/A	08833		Income	Very poor	
Finance	Income	HP Laserjet Printer	1	N/A	01427		Income	Very poor	
Technical Services	Electricity	Transformers 250 kva	1	N/A		YT.582/1960	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	Switch gear RMU T3	1	N/A		82-T3F-11876	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	Transformer 50KVVA JC	1	N/A		JC33452	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	Auto recloser / power system	1	N/A		1806A	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	Auto recloser / power system	1	N/A		1811A	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	50kva transformer poer engineers	1	N/A		PE6293	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	metering unit va 200	1	N/A		18769/1	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	Switch gear RMU	1	N/A		5837	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	Switch gear RMU	1	N/A		1159	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	Transformer 50kva power engineers	1	N/A		NONE	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 50 kva power engineers	1	N/A		NONE	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 250 kva power engineers	1	N/A		PE 5314	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer enclosure	1	N/A		NONE	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 100 kva fuchs	1	N/A		FG 2209/2	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 250 kva nei	1	N/A		NONE	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 50kva pe	1	N/A		WKD 1910266	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transfromer 30kva Nei	1	N/A		JPT 1352	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 25 kva pe	1	N/A		20305901/02	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 50 kvapowertech	1	N/A		NONE	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transfromer 16 kva pe	1	N/A		192745	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 50 kva alstom	1	N/A		PE 12623	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 100 kva pe	1	N/A		01735404/05	Electrical Department Ceres Plantation Street	Poor	

Technical Services	Electricity	transformer 100 kva fuchs	1	N/A		33408	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 100 kva teste	1	N/A		124296	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 100kva pe	1	N/A		PE 92107	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	minisub 315 kva enclosure	1	N/A		NONE	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	minisum 315kva enclosure	1	N/A		NONE	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 160 kva pe	1	N/A		PE 172703/01	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 100kva pa	1	N/A		PE 61463	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 100kva pe	1	N/A		PE 31441	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	switch gear rmu english electric	1	N/A		71/5082	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 200 kva pe	1	N/A		PE 41506	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	switch gear lucy	1	N/A		JC 2279/2	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer kva pe	1	N/A		PE 10419601/01	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 50kva power transformers	1	N/A		JPT1486	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	switch gear enclosure	1	N/A		NONE	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	25 kva transformer pe	1	N/A		PE 23660	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	25kva transformer pe	1	N/A		NONE	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	switch gear rmu english electric	1	N/A		71/5082	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 160 kva pe	1	N/A		PE 172703-01	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	transformer 100 kva pe	1	N/A		PE 74562	Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	nNilfisko Alto High pressure prayer	1	N/A	10489		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	franke hydroboil 5 litres	1	N/A	15354		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	lg monitor	1	N/A	02044		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	cornerstone monitor	1	N/A	none		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	fuchitech monitor	1	N/A	02060		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	phillips monitor	1	N/A	none		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	lg monitor	1	N/A	none		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	keyboard PC	1	N/A	none		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	HpP office jet J5783	1	N/A	11074		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	HP office jet 6500A	1	N/A	15435		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	wolf gifspuit	1	N/A	None		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	lettering machine	1	N/A	08238		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	salton heater	1	N/A	11068		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	first aid metal locker	2	N/A	none		Electrical Department Ceres Plantation Street	Poor	

Technical Services	Electricity	easy drill machine	2	N/A	none		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	high pressure ballast lights	1	N/A	none		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	high tension cable AL	1	N/A	none		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	high tension cable CU	1	N/A	none		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	Al wire ACSR	1	N/A	none		Electrical Department Ceres Plantation Street	Poor	
Technical Services	Electricity	ABC Conductor	1	N/A	none		Electrical Department Ceres Plantation Street	Poor	
Corporate Services	Marketing & Communication	High back chair	1	N/A	None		Control Room (Traffic Department)	very poor	
Corporate Services	Marketing & Communication	Sony Cybershot 7.2 Mega Pixel Compact Camera	1	N/A	none		Marketing Office (Traffic Department)	Poor	
Corporate Services	Marketing & Communication	PA System & Speaker Units	1	N/A	09897		Marketing Office (Traffic Department)	Poor	
Corporate Services	Traffic Services	vacuum ceaner	1	N/A	10077		Traffic Department	Poor	
Corporate Services	Traffic Services	Asbestos Flower Box	1	N/A	3311		Traffic Department	fair	
Corporate Services	Traffic Services	Bar fridge white	1	N/A	6013		Traffic Department	poor	
Corporate Services	Traffic Services	wood 3 draw desk	1	N/A	3372		Traffic Department	poor	
Corporate Services	Traffic Services	Small ups units	6	N/A	none		Traffic Department	poor	
Corporate Services	Traffic Services	elect screen heater	3	N/A	none		Traffic Department	poor	
Corporate Services	Traffic Services	elect oil heaters	1	N/A	none		Traffic Department	poor	
Corporate Services	Traffic Services	elect oil heater 8 fin	1	N/A	none		Traffic Department	poor	
Corporate Services	Traffic Services	elect oil heater 10 fin	1	N/A	none		Traffic Department	poor	
Corporate Services	Traffic Services	Small B&White tv	1	N/A	none		Traffic Department	poor	
Corporate Services	Traffic Services	Vision tester	1	N/A	none		Traffic Department	good	
Corporate Services	Traffic Services	DVD Player	2	N/A	none		Traffic Department	poor	
Corporate Services	Traffic Services	30 Ton floor	1	N/A	none		Traffic Department	poor	
Corporate Services	Traffic Services	1ton floor jack	1	N/A	none		Traffic Department	poor	
Corporate Services	Traffic Services	Speed Guard Unit	1	N/A	none		Traffic Department	poor	
Finance	Finance	Built In Air Conditioner Brown	1	N/A	08881		Stores	poor	
Finance	Finance	Built In Air Conditioner Brown	1	N/A	01373		Stoes	poor	
Corporate Services	Administration	Hitachi camera	1	N/A	09964		Administration Offices		
Corporate Services	Administration	Telephone	1	N/A	07722		Administration Offices		
Corporate Services	Administration	Telephone	1	N/A	09944		Administration Offices		
Corporate Services	Administration	Telephone	1	N/A	07278		Administration Offices		
Corporate Services	Administration	STC x 1 Telephone	1	N/A	07722		Administration Offices		
Corporate Services	Administration	Venus x 3 Telephones	3	N/A	09944		Administration Offices		
Corporate Services	Administration	Orion x 2 Telephones	2	N/A	07278		Administration Offices		

Corporate Services	Administration	Panasonic x 3 Telephones	3	N/A			Administration Offices		
Corporate Services	Administration	Kingtel x 3 Telephones	3	N/A			Administration Offices		
Corporate Services	Administration	Tellumat x 26 Telephones	26	N/A			Administration Offices		
Corporate Services	Administration	Telkom x 3 Telephones	3	N/A			Administration Offices		
Corporate Services	Administration	Endeavour x 1 Telephone	1	N/A			Administration Offices		
Corporate Services	Administration	Sanyo Recorder	1	N/A			Administration Offices		
Corporate Services	Administration	Philips Recorder x 3	3	N/A			Administration Offices		
Corporate Services	Administration	Panasonic DSS Panel	1	N/A			Administration Offices		
Corporate Services	Administration	Sharp Tills x 2	2	N/A			Administration Offices		
Corporate Services	Administration	Epson Printer	1	N/A			Administration Offices		
Corporate Services	Administration	Plan System	1	N/A			Administration Offices		
Community Servies	Housing	Basin spanner	1	N/A	None		Building maintenance	Poor	
Community Servies	Housing	5m measuring tape x2	2	N/A	None		Building maintenance	Poor	
Community Servies	Housing	Building trowels	2	N/A	None		Building maintenance	Poor	
Community Servies	Housing	Iron saw	1	N/A	None		Building maintenance	Poor	
Community Servies	Housing	Water pump clip x 2	2	N/A	None		Building maintenance	Poor	
Community Servies	Housing	Mat knives x 2	2	N/A	None		Building maintenance	Poor	
Community Servies	Housing	Zinc sinks x 5	5	N/A	None		Building maintenance	Poor	
Community Servies	Housing	Zinc hand basins x 4	4	N/A	None		Building maintenance	Poor	
Community Servies	Housing	Pine inside doors x 3	3	N/A	None		Building maintenance	Poor	
Community Servies	Housing	Maranti outside door	1	N/A	None		Building maintenance	Poor	
Community Servies	Housing	Box inside doors x 6	6	N/A	None		Building maintenance	Poor	
Community Servies	Housing	Outside door with glass panels	1	N/A	None		Building maintenance	Poor	
Community Servies	Housing	Curtain rail arms	6	N/A	None		Building maintenance	Poor	
Community Services	Facilities & Environment	Sliding Board (1)	1	N/A	None	None	Wolseley	Poor	Broken
Community Services	Facilities & Environment	See-Saw (1)	1	N/A	None	None	Wolseley	Poor	Broken
Community Services	Facilities & Environment	Swings (2)	2	N/A	None	None	Wolseley	Poor	Broken
Community Services	Facilities & Environment	Roundabouts (2)	2	N/A	None	None	Wolseley	Poor	Broken
Community Services	Facilities & Environment	Loose scrap metal		N/A	None	None	Wolseley	Poor	Broken
Community Servies	Housing	Wooden drawers x 13	13	N/A	None		Building maintenance	Poor	
Community Servies	Housing	Geyser 100l	1	N/A	None		Building maintenance	Poor	
Community Servies	Housing	Pipe cutter	1	N/A	None		Building maintenance	Poor	
Technical Services	Water & Sewerage	Tall bot bore	2	N/A			Ceres water store	Poor	

Technical Services	Water & Sewerage	Asbestos pipe grinders	2	N/A			Ceres water store	Poor	
Technical Services	Water & Sewerage	Petrol grinder	1	N/A			Ceres water store	Poor	
Technical Services	Water & Sewerage	Picks		N/A			Ceres water store	Poor	
Technical Services	Water & Sewerage	Spades		N/A			Ceres water store	Poor	
Technical Services	Water & Sewerage	5m steel pipee	2	N/A			Ceres water store	Poor	
Technical Services	Water & Sewerage	6m steel pipes	1	N/A			Ceres water store	Poor	
Technical Services	Water & Sewerage	Bulk valves		N/A			Ceres water store	Poor	
Technical Services	Water & Sewerage	Bulk reducers		N/A			Ceres water store	Poor	
Technical Services	Water & Sewerage	Saw		N/A			Ceres water store	Poor	
Technical Services	Water & Sewerage	Panel meter cupboard		N/A			Ceres water store	Poor	
Technical Services	Water & Sewerage	Bakkie staal kappie		N/A			Ceres water store	Poor	
Technical Services	Water & Sewerage	Water shoes		N/A			Ceres water store	Poor	
Technical Services	Water & Sewerage	Measuring wheel		N/A			Ceres water store	Poor	
Technical Services	Water & Sewerage	Water meters (large & small)		N/A			Ceres water store	Poor	
Technical Services	Water & Sewerage	Water meters testing equipment		N/A			Ceres water store	Poor	
Technical Services	Solid Waste & Cleansing	Sweeper truck 1213	1	N/A		CT 16134	Cleansing Depot	Very poor	1984 Model, 28 years old
Technical Services	Solid Waste & Cleansing	Refuse truck 4 tow	1	N/A		CT 17544	Cleansing Depot	Very poor	26 years old
Technical Services	Solid Waste & Cleansing	D 110 Refuse truck	1	N/A		CT 8610	Cleansing Depot	Poor	30 years old, availability of spares problem
Corporate Services	Administration	Arm chair	1	N/A	07051		Municipal office		
Corporate Services	Administration	Chair	1	N/A	05508		Tulbagh Library		
Corporate Services	Administration	Chair	1	N/A	00183		Tulbagh Library		
Corporate Services	Administration	Chair with wheels	1	N/A	00468		Tulbagh Library		
Corporate Services	Administration	Air-con	1	N/A	07060		Tulbagh Library		
Corporate Services	Administration	Chair	1	N/A	05526		Tulbagh Library		
Corporate Services	Administration	Air-con	1	N/A	None		Municipal office		
Corporate Services	Administration	High back chair	1	N/A	05192		Municipal office		
Corporate Services	Administration	Mannaman MT 135 printer	1	N/A	05171		Municipal office		
Corporate Services	Administration	Air-con	1	N/A	07003		Municipal office		
Corporate Services	Administration	Air-con	1	N/A	07020		Municipal office		
Corporate Services	Administration	Chair with wheels	1	N/A	08413		Cashiers		
Corporate Services	Administration	York air-con	1	N/A	07140		Cashiers		
Corporate Services	Administration	Desk	1	N/A	11557		Cashiers		
Corporate Services	Administration	Telephone	1	N/A	10638		Safe		

Corporate Services	Administration	Sharp till	1	N/A	00112		Safe		
Corporate Services	Administration	Sharp till	1	N/A	04428		Safe		
Corporate Services	Administration	Sharp till	1	N/A	04398		Safe		
Corporate Services	Administration	Sharp till	1	N/A	00035		Safe		
Finance	Income	Typist Chair	1	N/A	8843	None	Main Office: Finance	Very poor	
Finance	Income	Typist Chair	1	N/A	5368	None	Main Office: Finance	Very poor	
Finance	Income	Typist Chair	1	N/A	1695	None	Main Office: Finance	Very poor	
Finance	Income	Printer	1	N/A	8833	None	Main Office: Finance	Very poor	
Finance	Income	Laser Jet Printer	1	N/A	1427	None	Main Office: Finance	Very poor	
Finance	Income	Desk Jet 1220 Printer	1	N/A	1787	None	Main Office: Finance	Very poor	
Finance	Income	Visitors Chairs	1	N/A	5875	None	Main Office: Finance	Very poor	
Finance	Income	Visitors Chairs	1	N/A	1541	None	Main Office: Finance	Very poor	
Finance	Income	Visitors Chairs	1	N/A	1539	None	Main Office: Finance	Very poor	
Finance	Income	Telephone	1	N/A	8783	None	Main Office: Finance	Very poor	
Finance	Income	Calculator	1	N/A	1674	None	Main Office: Finance	Very poor	
Finance	Income	Calculator	1	N/A	704	None	Main Office: Finance	Very poor	
Technical Services	Mechanical Workshop	Printer	1	N/A	11027	None	Mechanical Workshop	Very poor	
Technical Services	Mechanical Workshop	Compactor (2)	2	N/A	None	None	Mechanical Workshop	Very poor	
Technical Services	Mechanical Workshop	DA 110 Body (Cab)	1	N/A			Mechanical Workshop	Very poor	
Technical Services	Mechanical Workshop	Sit on Bomag Roller	1	N/A			Mechanical Workshop	Very poor	Written off after Nov/Dec 2011 accident
Technical Services	Mechanical Workshop	CAT power shovel Engine	1	N/A			Mechanical Workshop	Fair	Engine too large to fit in an other CAT model
Community Services	Facilities & Environment	Tractor	1	N/A	4584 / 00277	CT 8560	Parks: Ceres	Poor	Workshops opinion needed
Community Services	Facilities & Environment	Tractor	1	N/A	0276/04582	CT 5317	Parks: Ceres	Poor	Damaged
Community Services	Facilities & Environment	Trailer	1	N/A	273	CT 5499	Parks: Ceres	Poor	
Community Services	Facilities & Environment	Ride On	1	N/A	None	None	Parks: Ceres	Poor	Not feasible to repair
Community Services	Facilities & Environment	Ride On	1	N/A	None	None	Parks: Ceres	Poor	Not feasible to repair
Community Services	Facilities & Environment	Compressor Jack Hammer	1	N/A	03957/00283	CT 4882	Parks: Ceres	Poor	Not feasible to repair
Community Services	Facilities & Environment	Bruschutter FS450 (Tol)	1	N/A	None	1/70620831	Parks: Ceres	Poor	Not feasible to repair
Community Services	Facilities & Environment	Bruschutter FS450 (Tol)	1	N/A	9410	2/65692964	Parks: Ceres	Poor	Not feasible to repair
Community Services	Facilities & Environment	Bruschutter FS450 (Tol)	1	N/A	None	4/69370380	Parks: Ceres	Poor	Not feasible to repair
Community Services	Facilities & Environment	Bruschutter FS450 (Tol)	1	N/A	10418	5/65326884	Parks: Ceres	Poor	Not feasible to repair
Community Services	Facilities & Environment	Bruschutter FS450 (Tol)	1	N/A		6/70620836	Parks: Ceres	Poor	Not feasible to repair
Community Services	Facilities & Environment	Bruschutter FS450 (Tol)	1	N/A	10458	7/67148041	Parks: Ceres	Poor	Dismantled - parts to repair 1

Community Services	Facilities & Environment	Bruschcutter FS450 (Tol)	1	N/A	None	8/72075588	Parks: Ceres	Poor	Not feasible to repair
Community Services	Facilities & Environment	Bruschcutter FS450 (Tol)	1	N/A	10428	9/72675580	Parks: Ceres	Poor	Not feasible to repair
Community Services	Facilities & Environment	Bruschcutter FS450 (Tol)	1	N/A	None	/54167172	Parks: Ceres	Poor	Not feasible to repair
Community Services	Facilities & Environment	Bruschcutter FS450 (Tol)	1	N/A	11648	41505788	Parks: Ceres	Poor	Not feasible to repair
Technical Services	Electricity: Client Services	Prepaid meters		N/A			Wolseley Electrical Depot	Very poor	
Technical Services	Electricity: Client Services	Streetlight fittings		N/A			Wolseley Electrical Depot	Very poor	
Community Services	Facilities & Environment	Bruschcutter FS450 (Tol)	1	N/A	11699 / 06646	6912387	Parks: Ceres	Poor	Not feasible to repair
Community Services	Facilities & Environment	Bruschcutter FS450 (Tol)	1	N/A	3940	1480041	Parks: Ceres	Poor	Not feasible to repair
Community Services	Facilities & Environment	Bruschcutter FS450 (Tol)	1	N/A	3939	21200012	Parks: Ceres	Poor	Not feasible to repair
Community Services	Facilities & Environment	Bush Cutter	1	N/A	10500	None	Parks: Ceres	Poor	Broken
Community Services	Facilities & Environment	Bush Cutter	1	N/A	None	None	Parks: Ceres	Poor	Not in use - broken
Community Services	Facilities & Environment	Kruipsput	1	N/A	03945/00294	None	Parks: Ceres	Poor	Broken
Community Services	Facilities & Environment	Chain Press	1	N/A	None	None	Parks: Ceres	Poor	Broken
Community Services	Facilities & Environment	Chain Saw	1	N/A	None	118993423	Parks: Ceres	Poor	Parts used for spares
Community Services	Facilities & Environment	Chain Saw	1	N/A	None	361383836	Parks: Ceres	Poor	Parts used for spares
Community Services	Facilities & Environment	Chain Saw	1	N/A	6632	167005304	Parks: Ceres	Poor	Parts used for spares
Community Services	Facilities & Environment	Chain Saw	1	N/A	6639	334599211	Parks: Ceres	Poor	Parts used for spares
Community Services	Facilities & Environment	See-saw (7)	7	N/A	None	None	Parks: Ceres	Poor	Broken
Community Services	Facilities & Environment	Sliding Board (4)	4	N/A	None	None	Parks: Ceres	Poor	Broken
Community Services	Facilities & Environment	Swings (2)	2	N/A	None	None	Parks: Ceres	Poor	Broken
Community Services	Facilities & Environment	Roundabouts (7)	7	N/A	None	None	Parks: Ceres	Poor	Broken
Community Services	Resorts: Pine Forest	Computer	1	N/A	1046	None	Pine Forest office	Good	
Community Services	Resorts: Pine Forest	Computer	1	N/A	1838 / 00653	None	Pine Forest office	Good	
Community Services	Traffic Services	Toyota Hilux LDV	1	N/A		CT 15052	Powerstation	Very poor	
Technical Services	Electricity: Distribution	LG Monitor	1	N/A	2044		Powerstation	Very poor	
Technical Services	Electricity: Distribution	Fujitech Monitor	1	N/A	2060		Powerstation	Very poor	
Technical Services	Electricity: Distribution	Chair	1	N/A	3035		Powerstation	Very poor	
Technical Services	Electricity: Distribution	Old Ring main unit	1	N/A		67031/33	Tulbagh Elec yard	Very poor	
Technical Services	Electricity: Distribution	DESCRIPTION	1	N/A			Tulbagh	Very poor	
Technical Services	Electricity: Distribution	Auto ring main unit	1	N/A		None	Tulbagh Elec yard	Very poor	
Technical Services	Electricity: Distribution	Old ring main unit	1	N/A		28J551533	Tulbagh yard	Very poor	
Technical Services	Electricity: Distribution	50 kva transformer	1	N/A		545871	Tulbagh yard	Very poor	
Technical Services	Electricity: Distribution	PC Mother board	1	N/A	None		Powerstation	Very poor	

Technical Services	Electricity: Distibution	Wolf Poison gas	1	N/A			Powerstation	Very poor	
Technical Services	Electricity: Distibution	Aircon	1	N/A	8230		Powerstation	Poor	
Technical Services	Electricity: Distibution	MEG drawing board	1	N/A	2073		Powerstation	Poor	Damaged
Technical Services	Electricity: Distibution	Chair	1	N/A	None		Powerstation	Poor	
Technical Services	Electricity: Distibution	Robin petol drill	1	N/A	8270		Powerstation	Poor	
Technical Services	Electricity: Distibution	Robin petol drill	1	N/A	8203		Powerstation	Poor	
Technical Services	Electricity: Distibution	Lockers made with wire	1	N/A	None		Powerstation	Poor	
Technical Services	Electricity: Distibution	Silver steel cabinet	1	N/A	None		Powerstation	Poor	
Technical Services	Water & Sewerage	Valves 90mm	6	N/A			Water works store	Poor	
Technical Services	Water & Sewerage	Valves 200mm	2	N/A			Water works store	Poor	
Technical Services	Water & Sewerage	Non-return valves 200mm	2	N/A			Water works store	Poor	
Technical Services	Water & Sewerage	Non-return valves 90mm	3	N/A			Water works store	Poor	
Technical Services	Water & Sewerage	Bends 90mm	1	N/A			Water works store	Poor	
Technical Services	Water & Sewerage	Bends 200mm	3	N/A			Water works store	Poor	
Technical Services	Water & Sewerage	Pipes 200mm	5	N/A			Water works store	Poor	
Technical Services	Water & Sewerage	Seweraage pumps	3	N/A			Water works store	Poor	
Technical Services	Water & Sewerage	Electricity boxes	1	N/A			Water works store	Poor	
Technical Services	Water & Sewerage	Gantry rails & stand	2 & 1	N/A			Water works store	Poor	
Technical Services	Water & Sewerage	Sewerage cover plates (cat walks)	7	N/A			Water works store	Poor	
Technical Services	Water & Sewerage	Asbestos sheet	2	N/A			Water works store	Poor	
Technical Services	Water & Sewerage	Electrical motors	3	N/A			Water works store	Poor	
Technical Services	Water & Sewerage	Valves 100mm	2	N/A			Water works store	Poor	
Technical Services	Water & Sewerage	Pumps	2	N/A			Water works store	Poor	
Technical Services	Water & Sewerage	Valves 63mm	3	N/A			Water works store	Poor	
Technical Services	Water & Sewerage	Generator	1	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Honda gx 5.5 water pump	2	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Bicycle	1	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Edging tool	1	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	HATZ engine + PUMP	1	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Hoffman engines	2	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Jack	1	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Electrical motors	1	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Copper meters	24	N/A			PA Hamlet Store	Poor	

Technical Services	Water & Sewerage	Drums - copper pieces	2	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Borehole pump	1	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Iron 'skroot"		N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Electrical pump	1	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	HATZ diesel engine	1	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Hoffman diesel engine	1	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Electrical motors	1	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Pre-paid meters	147	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Sewerage pumps	3	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Borehole pumps	16	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Bulk meters	9	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Valves	12	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Fire hydrants	2	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Wood choppers	2	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Roller on which chopped wood moved	1	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Sewerage works clarifier components	2	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Clarifiers ladder	1	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	"houd wurm"	1	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	Sewerage motor	1	N/A			PA Hamlet Store	Poor	
Technical Services	Water & Sewerage	3 ton Isuzu truck	1	N/A			ODB Store	Poor	
Technical Services	Water & Sewerage	Gearboxes	2	N/A			ODB Store	Poor	
Technical Services	Water & Sewerage	Electrical motors	2	N/A			ODB Store	Poor	
Technical Services	Water & Sewerage	Meter stands	35	N/A			ODB Store	Poor	
Technical Services	Water & Sewerage	Black plastic meters	33	N/A			ODB Store	Poor	
Technical Services	Water & Sewerage	100mm bulk meters	2	N/A			ODB Store	Poor	
Technical Services	Water & Sewerage	80mm bulk meters	2	N/A			ODB Store	Poor	
Technical Services	Water & Sewerage	150mm bulk meters	1	N/A			ODB Store	Poor	
Technical Services	Water & Sewerage	Bulk meters	2	N/A			ODB Store	Poor	
Technical Services	Water & Sewerage	Borehole meter	1	N/A			ODB Store	Poor	
Technical Services	Water & Sewerage	Sewerage pumps	1	N/A			ODB Store	Poor	
Technical Services	Water & Sewerage	Grinder	1	N/A			ODB Store	Poor	
Technical Services	Water & Sewerage	200 mm tap	1	N/A			Wolseley Water store	Poor	
Technical Services	Water & Sewerage	150mm tap	1	N/A			Wolseley Water store	Poor	

Technical Services	Water & Sewerage	100mm tap	1	N/A			Wolseley Water store	Poor	
Technical Services	Water & Sewerage	90mm tap	1	N/A			Wolseley Water store	Poor	
Technical Services	Water & Sewerage	Hydrants	2	N/A			Wolseley Water store	Poor	
Technical Services	Water & Sewerage	250 mm bulk meters	1	N/A			Wolseley Water store	Poor	
Technical Services	Water & Sewerage	200mm bulk meters	2	N/A			Wolseley Water store	Poor	
Technical Services	Water & Sewerage	150mm bulk meters	2	N/A			Wolseley Water store	Poor	
Technical Services	Water & Sewerage	100mm bulk meters	5	N/A			Wolseley Water store	Poor	
Technical Services	Water & Sewerage	90mm taps	2	N/A			Wolseley Water store	Poor	
Technical Services	Water & Sewerage	100mm taps	2	N/A			Wolseley Water store	Poor	
Technical Services	Water & Sewerage	150mm taps	2	N/A			Wolseley Water store	Poor	
Technical Services	Water & Sewerage	Beltobies	4	N/A			Wolseley Water store	Poor	
Technical Services	Water & Sewerage	Hydrants	2	N/A			Wolseley Water store	Poor	
Technical Services	Water & Sewerage	Hydrant covers	3	N/A			Wolseley Water store	Poor	
Technical Services	Water & Sewerage	63mm tap	1	N/A			Wolseley Water store	Poor	
Technical Services	Electricity: Distribution	Power Eng 25 kva Transformer	1	N/A		PE 68772	Powerstation	Poor	
Technical Services	Electricity: Distribution	Ring Main Unit Reyrolle	1	N/A		25J551525	Powerstation	Poor	
Technical Services	Electricity: Distribution	100 kva transformer	1	N/A		YT25	Powerstation	Poor	
Technical Services	Electricity: Distribution	Ring main unit	1	N/A		CRMy 6T	Powerstation	Poor	
Technical Services	Electricity: Distribution	Ring main unit	1	N/A		CRMY 1T	Powerstation	Poor	
Technical Services	Electricity: Distribution	50 kva transformer	1	N/A		No ID tag	Powerstation	Poor	
Technical Services	Electricity: Distribution	Ring main unit	1	N/A		CRMY 11	Powerstation	Poor	
Technical Services	Electricity: Distribution	150 kva transformer	1	N/A		No ID tag	Powerstation	Poor	
Technical Services	Electricity: Distribution	50 kva transformer	1	N/A		No ID tag	Powerstation	Poor	
Community Services	Socio-Economic Development	White Citi Golf	1	N/A		CT 11294	SCM Stores	Very poor	
Corporate Services	Administration	Doors	1	N/A			SCM Stores		
Corporate Services	Administration	Doors	1	N/A			SCM stores		
Finance	SCM	Typist Chair	1	N/A	11700	None	SCM Stores	Very poor	
Technical Services	Water & Sewerage	Fittings,pipes and stopheads	108	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	90 + 45+ 22° bends		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	980 RPM electric motor	2	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Fridge	1	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Lockers		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Bicycle without wheels	1	N/A			Sewerage Store	Poor	

Technical Services	Water & Sewerage	Clarifier wheel	1	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Sprinklers		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Pipes		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	High pressure pipe		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Ceiling fan	1	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Bend with tap	1	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Wheelbarrow	1	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Broken chair	1	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Canopy (bakkie)	1	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Power plugs		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Rubber pipes		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Warning signs		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Old pipes		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Off-cut pipes (pvc)		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	50mm pipe		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	200mm tap with valve + iron pipes (2 with duck foot)	1	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	150mm bends		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	200mm bends		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	100mm bends		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	100 x 150mm + 100 x 100mm Y-junctions		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Obsolete gully		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Pipes -various sizes (2m)		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Aerators with accessories		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Obsolete sewer tanks with motors, pipes, valves & pump	2	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Pumps with motors + 3 elec cupboards		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Scale		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Electric motor		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Plunger pump with stand		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Asbestos roof plates		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Old desks	2	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Rims and tyres	2	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	"slag gras masjien"		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	"stamper"		N/A			Sewerage Store	Poor	

Technical Services	Water & Sewerage	Power cables with power rodder		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	"stud plate" (long + short with pens)		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Electric boxes	4	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Iron poles	7	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Torches with batteries		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Electric pumps	4	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	"veld diens draai bank in houer"	1	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Wheelbarrow	1	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Picks without stems	4	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Tyres	2	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	160x 160mm Y-junctions	5	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Blower motors with frame	10	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Pump bearings and seals		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	8x 100 plastic T's		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Stove	1	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Chair	3	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Gate		N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Sieves	2	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Bpwl of wheelbarrow	1	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	Broken toyota mirror	1	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	12 volt pump	1	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	900cm x 3.6m asbestos pipes	1	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	300mm cement pipe	3	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	700 x 750mm cement pipe	22	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	1.2. x 750mm cement rings	2	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	350 x 750 cement rings	13	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	900x 110 top cement rings	36	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	110mm aero pipe 1.5m	13	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	300 x 110 top connectors	5	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	500mm channels	4	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	300mm junctuons	5	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	150mm junctuons	40	N/A			Sewerage Store	Poor	
Technical Services	Water & Sewerage	150mm staright channels	10	N/A			Sewerage Store	Poor	

Technical Services	Water & Sewerage	150mm channels 45°	35	N/A			Sewerage Store	Poor	
Technical Services	Mechanical Workshop	Toyota DA 110	1	N/A		CFA 829	Streets & Stormwater depot	Very poor	Not economical to repair engine, gearbox used as spare part for CT 18168
Community Services	Housing Administration	Printer	1	N/A	1314	None	Technical Building	Good	
Community Services	Traffic Services	1992 Ford Bantam LDV	1	N/A		CT 9640	Traffic Department	Very poor	No longer in operation, mechanical failure, repair costs exceed vehicle value.
Finance	Income	Old vertical bilnds	2	N/A			Municipal office	Very poor	
Finance	Income	Old cashiers drawer	1	N/A			Municipal office	Very poor	
Finance	Income	Broken chair	1	N/A			Municipal office	Very poor	
Finance	Income	Old vertical bilnds	1	N/A			Municipal office	Very poor	
Finance	Income	Old chair	1	N/A			Municipal office	Poor	
Finance	Income	Old desk	1	N/A			Municipal office	Poor	
Finance	Income	Telephone	1	N/A			Municipal office	Poor	
Finance	Income	Old tills	4	N/A			Municipal office	Poor	
Finance	Income	Telephone		N/A			Municipal office	Poor	
Finance	Income	Old keyboards	2	N/A			Municipal office	Poor	
Finance	Income	Computer component		N/A			Municipal office	Very poor	
Finance	Income	Old projector	1	N/A			Municipal office	Poor	
Finance	Income	Old scale	1	N/A			Municipal office	Poor	
Finance	Income	Old computer component		N/A			Municipal office	Poor	
Finance	Income	Old step ladder	1	N/A			Municipal office	Fair	
Finance	Income	Vaccume	1	N/A			Municipal office	Very poor	
Finance	Income	Computer monitor	1	N/A			Municipal office	Fair	
Community Services	Facilities & Environment	Vaccume	1	N/A			Passage store	Very poor	
Community Services	Facilities & Environment	Ladder	1	N/A			Passage store	Poor	
		Broken chair	1	N/A			Passage store	Very poor	
Community Services	Facilities & Environment	Old venetian blinds	4	N/A			Passage store	Poor	
		Broken chairs	4	N/A			Municipal office	Poor	
		Old desk	1	N/A			Municipal office	Poor	
		Old venetian blinds	1	N/A			Municipal office	Poor	
		Old desk	1	N/A			Municipal office	Poor	
		Old chair	1	N/A			Municipal office	Poor	
		Old vertical blinds	2	N/A			Municipal office	Poor	
		Air-con	1	N/A			Municipal office	Poor	
Corporate Services	Administration	Old venetian blinds	3	N/A			Office P Heradien	Poor	

Corporate Services	Administration	Air-con	1	N/A			Office P Heradien	Poor	
Community Servies	Facilities & Environment	Outside structure - glass pannels	1	N/A			Outside	Poor	
		Small stand	2	N/A			Municipal office	Poor	
Community Services	Facilities & Environment	Old venetian blinds (for glass doors)	2	N/A			Municipal office	Poor	
		Old chairs	3	N/A			Municipal office	Poor	
Community Services	Facilities & Environment	Pamphlet holder board	1	N/A			Council Chambers	Poor	
Corporate Services	Administration	Old air-con	2	N/A			Council Chambers	Very poor	
Corporate Services	Administration	Chairs	2	N/A			Council Chambers	Fair	
Community Services	Facilities & Environment	Small metal cupboard	1	N/A			Library (room)	Fair	
Community Services	Facilities & Environment	Old table	1	N/A			Library (room)	Fair	
Community Services	Facilities & Environment	Old filing drawers	1	N/A			Library (room)	Fair	
Community Services	Facilities & Environment	Chairs	3	N/A			Library (room)	Poor	
Community Services	Facilities & Environment	Mat	2	N/A			Library	Poor	
Community Services	Facilities & Environment	Broken chair	1	N/A			Library	Poor	
		Chairs	2	N/A				Poor	
Community Services	Facilities & Environment	Wire fencing around front and side of building		N/A			Municipal office	Poor	
Community Services	Resorts	Chairs	2	N/A			Swimming pool	Very poor	
Technical Services		Old pipes / poles (metal & plastic)	5	N/A			Yard	Very poor	
Community Services	Facilities & Environment	Green trailer	1	N/A			Yard	Very poor	
Technical Services	Water & Sewerage	Old pvc water pipes & off-cuts,various sizes		N/A			Yard	Poor	
Community Services	Facilities & Environment	Cement park bench	1	N/A			Yard	Poor	
		Cement slabs		N/A					
Community Services	Facilities & Environment	Various size tyres		N/A					
Technical Services	Electricity: Distribution	Empty drums		N/A					
Community Services	Facilities & Environment	Old built-up trailor	1	N/A					
Technical Services	Streets & stormwater	Cement bricks, blocks and cuts		N/A					
Technical Services	Streets & stormwater	Big cement blocks	7	N/A					
Technical Services	Electricity: Distribution	Chairs	10	N/A					
Technical Services	Electricity: Distribution	Couch	1	N/A					
Technical Services	Electricity: Distribution	Table	1	N/A					
Technical Services	Electricity: Distribution	Old burglar window grid (large)	1	N/A					
Community Services	Facilities & Environment	Green tractor	1	N/A					
Community Services	Housing	Housing stock		N/A					

Community Servies	Facilities & Environment	Broken lawnmower	1	N/A					
Community Servies	Facilities & Environment	Lawnmower frames	3	N/A					
Community Servies	Facilities & Environment	Broken machinery		N/A					
Community Servies	Facilities & Environment	Weed eaters	2	N/A					
Community Servies	Facilities & Environment	iron poles	(+)- 6	N/A					



Performance, Risk and Audit Committee Charter

July 2017

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2017 Review

1. Introduction

The vision of Witzenberg municipality is to be a municipality that cares for its community, creating growth and opportunities. The strategic objectives of Witzenberg municipality are to:

- Ensure the sustainable provision and maintenance of basic infrastructure;
- Provide for the needs of informal settlements through improved services;
- Support Institutional Development and Transformation;
- Ensure Financial Viability;
- Maintain and strengthen relations with international and inter-governmental partners and the local community;
- Provide & maintain facilities that make citizens feel at home;
- Support the poor & vulnerable through programmes & policy; and
- To create an enabling environment to support local economy.

Section 10 of the Local Government Transition Act (Act 209 of 1993) as incorporated into the Municipal Structures Act (Act 177 of 1998) and sections 165 and 166 of the Municipal Finance Management Act (Act 56 of 2003), state that each municipality must establish an Internal Audit Unit and an Audit Committee.

The local Government Municipal and Performance Management Regulation, 2001, requires from the Municipality to establish a Performance Audit Committee. The municipality may utilize its Audit Committee as the Performance Audit Committee. Members of the Performance Audit Committee must be appointed annually.

The National Treasury Risk Management Framework guideline indicates that a municipality should establish a Risk Management Committee and that where there is no separate Risk Management Committee, the risk management responsibilities of the Audit Committee should be identical to those of a Risk Management Committee.

Witzenberg Municipality has a combined Performance, Risk and Audit Committee.

The King IV Report on Corporate Governance including a supplement for municipalities, set principles and guidelines on (1) Leadership, ethics and corporate citizenship (2) Performance and reporting (3) Governing structures and delegation, (4) Governance functional areas; and (5) Stakeholder relationships.

2. Purpose of the Performance, Risk and Audit Charter

This Charter sets out the specific responsibilities delegated by the Council to the Performance, Risk and Audit Committee and spells out the manner in which the Committee will operate as the Performance, Risk and Audit Committee (PRAC).

The Charter is subject to annual review.

3. Legal Mandate of PRAC

- (1) In order to fulfil its role, PRAC will have the following objectives in terms of section 166(2)(a) (i to ix) of the Municipal Finance Management Act of 2003:
 - (a) Advise the Municipal Council, the political office-bearers, the accounting officer and the management staff of the municipality, on matters relating to:
 - (i) Internal financial control and internal audits;
 - (ii) Risk management;
 - (iii) Accounting policies;
 - (iv) The adequacy, reliability and accuracy of financial reporting and information;
 - (v) Performance management;
 - (vi) Effective governance;
 - (vii) Compliance with the MFMA, Division of Revenue Act (DoRA) and any other applicable legislation;
 - (viii) Performance evaluation; and
 - (ix) Any other issues referred to it by the municipality.
 - (b) In terms of the Local Government Municipal Planning and Performance Management Regulations, 2001 a Performance Audit Committee must be appointed to fulfil the following objectives:
 - (i) To advise Council on the functionality of the performance management system;
 - (ii) To advise Council whether the Performance Management System complies with the Act;
 - (iii) To advise Council on the extent to which the municipality's performance measures are reliable in measuring performance;
 - (c) In terms of the National Treasury Framework the objective of the Risk Management Committee is to assist the Accounting Officer in addressing its oversight requirements of risk management and evaluating and monitoring the institution's performance with regards to risk management.

4. Council Expectations

Council has the expectation that PRAC will add value to Council's strive towards:

- (1) The best possible financial, administrative and technical systems are in place to support management in their endeavours to fulfil the vision and mission statements of Council;
- (2) Credible audit reports which represents a true reflection of Council's performance in the delivery of services to the community, in terms of the IDP (Integrated Development Plan); and
- (3) Credible audit reports in terms of Council's financial statements, internal control, risk management and the supply chain management (procurement of goods and services).

5. Authority and Powers of PRAC

In terms of section 166(2) of the Municipal Finance Management Act, an Audit Committee is an independent advisory body with no executive powers.

- (1) PRAC shall function as a sub-committee of Council.
- (2) PRAC will not perform any management functions or assume any management responsibilities.
- (3) PRAC will make recommendations to management via Council, resulting from activities carried out by the Committee in terms of its reference.
- (4) The chairperson of PRAC may attend or nominate a PRAC member to attend the council meeting when the annual financial results are presented to Council.

6. Composition of PRAC

- (1) Section 166(4)(a) of the MFMA states that "an Audit Committee must consist of at least three persons, of whom the majority may not be in the employ of the municipality".
- (2) A PRAC member should be resident within a 200Km radius of Witzenberg Municipality's Head Office in Ceres.
- (3) PRAC collectively should have sufficient qualifications and experience, including but not limited to risk management, financial management, legal, human resource management, information technology, audit, planning, engineering, and performance management, to fulfil its duties.
- (4) PRAC members should also not serve on more than three local government audit committees/performance committees.
- (5) PRAC members should keep up-to-date with developments affecting the required skill-set.
- (6) PRAC should be permitted to consult with consultants subject to a council approval process.
- (7) The following non-members will attend PRAC meetings:
 - (a) The Municipal Manager or his/her nominee;
 - (b) The Director: Finance or his/her nominee; and
 - (c) The Head of Internal Audit.
- (8) The following non-members may attend meetings:
 - (a) A representative from the Auditor-General South Africa;
 - (b) A representative from Provincial Treasury;
 - (c) PRAC may excuse any of the non-members from the meeting; and
 - (d) PRAC may invite any other official or councillor to attend a meeting when there is a functional responsibility to be discussed.
- (9) No councillor may be a member of PRAC.
- (10) One of the members who are not in the employ of the municipality must be appointed by Council as the chairperson of PRAC.

- (11) One of the members who are not in the employ of the municipality may be appointed by Council as a Deputy Chairperson.
- (12) The appointed members should enter into a final written contract with the municipality according to the approved terms of reference.

7. Membership and independence

- (1) The PRAC chairperson and members must be independent of the municipality.
- (2) The PRAC chairperson and members must not be biased but exhibit an independence of mental attitude during deliberations.
- (3) A formal process of induction will be facilitated by the Head of Internal Audit in consultation with the accounting officer.
- (4) All PRAC members must declare private and business interest in every meeting.
- (5) All members should not carry out any business with the municipality.

8. Term of office

- (1) The chairperson and members of the PRAC are appointed for a period of three years subject to annual reappointment during the three year term.
- (2) Council may consider to extend the term of a member who is a permanent resident of the Wiltzenberg area should local residents not be represented on the committee.
- (3) A member of the PRAC shall not serve for longer than two consecutive terms of three years each.
- (4) After serving two consecutive terms of three year, a cooling off period of two years is instituted, before appointing the same member to the PRAC committee.
- (5) A committee member should give two months' notice prior to resignation.
- (6) Committee members can be dismissed by the municipal council under certain circumstances, namely:
 - (a) where an on-going conflict of interest exists;
 - (b) where a member has not performed to expectations,
 - (c) member has been declared bankrupt,
 - (d) member was found guilty of fraud or corruption; and
 - (e) any offence of which dishonesty is an element.
- (7) A Member who is absent from three or more consecutive PRAC meetings may be removed from office.
- (8) The committee members shall have the opportunity to have an exit meeting with the council to discuss the reason for leaving and to provide feedback on their experience on the PRAC committee as well as any other issues.
- (9) The official dismissal processes as they relate to the municipality shall be adhered to by the Accounting officer and Municipal Council when a PRAC member is being dismissed.

(10) The dismissal of a member will be performed by the Municipal Council and the outcome of the dismissal process will be in writing.

(11) The Executive Mayor must concur with any premature termination of services of a member of PRAC.

9. Vacancy

In the event of a vacancy occurring amongst the members of PRAC, the municipality may fill that vacancy for the unexpired portion of the vacating member's term of appointment.

10. Role and Responsibilities of PRAC

- (1) PRAC will assist Council by providing inputs to ensure effective systems that complement service delivery, safeguarding of municipal assets, the maintenance of financial records, risk management, corporate governance and an effective internal control system.
- (2) PRAC shall consider any matters relating to the financial affairs, performance information, the internal Audit functions and external audit of the municipality, which is desirable. PRAC shall also investigate any other matters referred to it by Council or the Municipal Manager, provided that such request is legitimate and within the scope of PRAC's duties.
- (3) In order to reach the objectives, PRAC will have the following functions as prescribed in section 166 (2) (a)–(e) of the Municipal Finance Management Act, 2003, Local Government Municipal and Performance Management Regulations, 2001 and the National Treasury Risk Management Framework.

(a) INTERNAL AUDIT

- (i) The PRAC must in relation to internal audit review and advise management and Council:
 - That the Internal Audit Charter, independence and activities of the internal audit unit are clearly understood and respond to the objectives of the municipality and the legal framework;
 - That the functional and administrative reporting lines of the internal audit unit are consistent with the principles of independence and accountability;
 - That the annual audit plan makes provision for critical risk areas in the municipality;
 - That resources allocated will give effect to the work outputs of the internal audit unit; and
 - That there is support for the internal audit unit and external auditors from senior management.
- (ii) The PRAC must:
 - Liaise with management that internal audit findings are submitted to the PRAC on a quarterly basis;
 - Confirm actions taken by management in relation to audit findings;

- Consider and review reports relating to difficulties encountered during the course of the audit engagement, including any scope limitation or access to information reported to the accounting officer that remain unresolved;
- Evaluate the performance of internal audit unit in terms of the agreed goals and objectives as captured in the audit plan; and
- Conduct a high-level review of internal audit on an annual basis, to ascertain whether the internal audit unit complies with the International Standards for the Professional Practice of Internal Auditing;
- Review and recommend the acceptance of the annual external audit fees to council

(b) EXTERNAL AUDIT

(i) PRAC must in relation to external audit:

- Take cognizance of the scope of work undertaken by the external auditor and the extent of co-ordination with the internal audit unit;
- Review and recommend the acceptance of the annual external audit plans, audit fees and other compensation;
- Review reports and monitor management's implementation of audit recommendations and municipal council resolutions in the new financial year;
- Review the report on the financial statements and matters raised therein for reasonability and accuracy;
- Review any interim reports issued in order to take cognizance of the issues raised in determining the follow up work of internal audit;
- Conduct a review of the extent to which previously reported findings by the external auditor have been addressed by the municipal council;
- Provide advice to the accounting officer on actions taken relating to significant matters raised in external audit reports;
- Liaise with the external auditors on any matter that the PRAC considers appropriate to raise with the external auditor;
- Ensure that the external auditors have reasonable access to the management and chairperson of the PRAC;
- Address any potential restrictions or limitations with the accounting officer and council; and
- Address outstanding matters raised by the external auditors and any findings are dealt with conclusively in an expeditious manner.

(c) FINANCIAL MATTERS AND STATEMENTS

- (i) To advise the Council on all matters related to compliance and effective governance;
- To review the annual financial statements and to provide Council with an authoritative and credible view of the financial position of the municipality, its efficiency and its overall level of compliance with the MFMA, the annual DoRA and other applicable legislation;
 - Respond to the Council on any issues raised by the Auditor-General in the audit report;
 - Carry out such investigations into the financial affairs of the municipality as Council may request;
 - To perform such other functions as may be prescribed to it by Council;
 - To review the quarterly reports submitted to it by the internal audit unit;
 - To evaluate audit reports pertaining to financial, administrative and technical systems;
 - To evaluate the compliance to existing policies and relevant legislation;
 - To evaluate audited financial statements and reports with regard to the procurement of items and services;
 - The compilation of reports to Council, at least twice during a financial year;
 - To review significant transactions that does not normally form part of Council's business;
 - To review the disaster recovery plans;
 - To review the annual report of the municipality;
 - Review and advice Council on changes in the accounting policies;
 - Making recommendations to Council and also carry out its responsibility to implement the recommendations that is within the scope of PRAC;
 - Investigate any matter it deems necessary for the performance of its duties and the exercise of its powers;
 - Review the plans of the Internal Audit function and in so doing; ensure that the plan addresses the high-risk areas and that adequate resources are available;
 - Review audit results and action plans implemented by management;
 - Provide support to the Internal Audit function;
 - Meet with Internal Audit and Auditor-General at least once a year without management being present;
 - Ensure that no restrictions or limitations are placed on the internal audit unit;
 - Evaluate the activities of the Internal Audit unit in terms of their role as prescribed by legislation; and
 - Review the proposed budget for the following year.

(d) PERFORMANCE MANAGEMENT

- (i) PRAC may in terms 14(3)(c) for the local Government: Municipal planning and performance management regulations, 2001, determine its own procedures after consultation with the executive mayor or the executive committee on matters that relate to Performance Management.
- (ii) In terms for the local Government: Municipal Planning and Performance Management Regulations, 2001, a performance audit committee must -
 - review the quarterly Performance Management reports submitted by Internal Audit,
 - review the municipality's performance management system and make recommendations in this regard to the council of the municipality; and
 - at least twice during a financial year submit an audit report to the municipal council concerned.
- (iii) In reviewing the municipality's performance management system, PRAC must focus on economy, efficiency, effectiveness and impact in so far as the key performance indicators and performance targets set by the municipality are concerned.
- (iv) PRAC may-
 - communicate directly with the council, municipal manager or the internal and external auditors of the municipality concerned;
 - access any municipal records containing information that is needed to perform its duties or exercise its powers;
 - request any relevant person to attend any of its meetings, and, if necessary to provide information requested by the committee; and
 - investigate any matter it deems necessary for the performance of its duties and the exercise of its powers.

(e) RISK MANAGEMENT

- (i) In discharging its oversight responsibilities relating to risk management, PRAC should:
 - Gain thorough understanding of the risk management policy, risk management strategy, risk management implementation plan, and fraud risk management policy of the institution to enable them to add value to the risk management process when making recommendations to improve the process;
 - Review the risk appetite and risk tolerance, and recommends this for approval by the Accounting Officer;
 - Review the completeness of the risk assessment process implemented by management to ensure that all possible categories of risks, both internal and external to the institution, have been identified during the risk assessment process. This includes an awareness of emerging risks pertaining to the institution.

- Review the risk profile and management action plans to address the risks;
- Review the adequacy of adopted risk responses;
- Monitor the progress made with the management action plan;
- Review the progress made with regards to the implementation of the risk management strategy of the institution;
- Facilitate and monitor the coordination of all assurance activities implemented by the institution;
- Review and recommend any risk disclosures in the annual financial statements;
- Provide regular feedback to the Accounting Officer on the effectiveness of the risk management process implemented by the institution;
- Review the process implemented by Management in respect of fraud prevention and ensure that all fraud related incidents have been followed up appropriately;
- Review that the internal audit plans are aligned to the risk profile of the institution;
- Review the effectiveness of the internal audit assurance activities and recommend appropriate action to address any shortcomings.

(f) DISCIPLINARY BOARD FOR FINANCIAL MISCONDUCT

- (i) In terms of the *Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, of 30 May 2014*, each municipality is required to establish a disciplinary board for financial misconduct. In terms of the MFMA financial misconduct means any act referred to in Section 171 or 172 of the Municipal Finance Management Act. The purpose of the board is to investigate allegations of financial misconduct refer to the disciplinary board by Council, and to monitor the institution of disciplinary proceedings against an alleged transgressor. The disciplinary board is an independent advisory body that assists the Council and provide recommendations on further steps to be taken regarding disciplinary proceedings. The board must consist of a maximum of five members appointed.
- (ii) In terms of the regulation Council has approved the appointment of the following five members on a part-time basis:
 - The head of the internal audit unit within the municipality;
 - One member of the audit committee of the municipality;
 - A senior manager from the legal division in the municipality;
 - A representative of the National Treasury or the Provincial Treasury;
 - Any other person as may be determined by the municipal council; and
 - The Chairperson of PRAC or a nominee will attend the Disciplinary Board meetings as and when required.

11. Access to information

- (1) It is stated in section 166(3) of the Municipal Finance Management Act that, in performing its functions, an Audit Committee (In terms of this charter PRAC): -
 - (a) has access to the financial records and other relevant information of the municipality.
 - (b) must liaise with-
 - (i) the internal audit unit of the municipality, and
 - (ii) the person designated by the Auditor-General to audit the financial statements of the municipality.

12. Reporting Responsibilities

- (1) The chairperson of PRAC will report on a quarterly basis, or more frequently if required, to the municipal council on the operations of the internal audit unit and the PRAC. The report should include:
 - (a) A summary of the work performed by the internal audit unit and the PRAC against the annual work plan;
 - (b) Effectiveness of internal controls and additional measures that must be implemented to address identified risks;
 - (c) A summary of key issues dealt with, such as significant internal and external audit findings, recommendations and updated status thereof;
 - (d) Progress with any investigations and their outcomes;
 - (e) Details of meetings and the number of meetings attended by each member; and
 - (f) Other matters requested of the internal audit unit and PRAC.
- (2) PRAC shall prepare a report annually which will be incorporated into the municipality's annual report covering:
 - (a) Describing the functions performed by the PRAC and meetings attended;
 - (b) Resolutions taken by council and implementation status of recommendations made; and
 - (c) Other relevant comments that may enhance governance and accountability
- (3) The chairperson of the PRAC must submit a copy of its report at least annually, or at other intervals, to the Municipal Public Accounts Committee (MPAC), for consideration during the MPAC engagements on the oversight report.
- (4) The chairperson of the PRAC or a nominated PRAC member must always be available whenever MPAC needs clarity on the reports of PRAC.
- (5) PRAC reports to the Executive Mayor and Council.

13. Communication

- (1) There should be a direct line of communication between PRAC and the Internal Audit unit, the Auditor-General South Africa and Council.
- (2) The Internal Audit unit must submit quarterly reports to PRAC pertaining to their audits and investigations. These reports must be part of the agenda of PRAC.

14. Administrative Procedures

- (1) The office of the Municipal Manager is responsible for all administrative matters pertaining to PRAC.
- (2) The office of the Municipal Manager will provide reports to PRAC and will see to it that reports from PRAC serve before Council.
- (3) The Chairperson of PRAC or his/her representative may attend the meetings of the Finance Committee, Procurement Committee, Executive Committee and Council, when reports of PRAC serve before such Committees.
- (4) PRAC may initiate its own reports to serve before Council.
- (5) All meetings of PRAC will be recorded and the minutes will be circulated to all members, the Municipal Manager and members of the Executive Committee.

15. Meetings

- (1) In terms of section 166(4)(b) of the Municipal Finance Management Act, an Audit Committee (PRAC) must meet as often as required to perform its function, but at least four times a year.
- (2) PRAC must meet at least four times a year.
- (3) A quorum of a majority of members will be needed to constitute a meeting.
- (4) If the appointed Chairperson of PRAC is absent from the meeting, the Deputy Chairperson will act as chairperson.
- (5) If the Chairperson and Deputy Chairperson is unavailable for the meeting, the meeting will be re-scheduled
- (6) Notice in writing shall be given to all members of PRAC and other interested parties of each meeting to be held at least 14 days prior to the date on which such meeting is to be held.

16. Agenda of meetings

- (1) At least seven days prior to each meeting an agenda of items to be discussed at the meeting shall be prepared and distributed to all members of PRAC.
- (2) The Chairperson shall participate in setting and agreeing the agenda of PRAC.
- (3) Any person who is going to attend a meeting may, not less than two days prior to the meeting, request the secretary of PRAC to add such items, as he/she deems necessary to the agenda.

17. Minutes of meetings

PRAC shall keep minutes of its meetings, which conform to the requirements of committees of a municipal council, but the minutes must be made available to all attendees within 14 days.

18. Remuneration

- (1) The members of PRAC will be remunerated for time spent on the preparation for and attendance of meetings.

- (2) The Chairperson will inform the secretary of the amount of hours that was required to prepare for a meeting. Preparation time for meetings is limited to four (4) hours.
- (3) Members of PRAC will be remunerated as per agreement between Council and PRAC.
- (4) Remuneration of PRAC members will be determined by Council every year according to National Treasury guidelines.
- (5) Should the accounting officer deem it necessary, he or she can in consultation with the municipal council, determine other remuneration.
- (6) Section 14(2)(i) of the Municipal Planning and Performance Management Regulations states that Councillors and employees may not receive any remuneration pertaining to any activities of the Audit Committee.
- (7) Employees of National, Provincial Government or Agencies and entities of Government serving on audit committee are not entitled to additional remuneration, except for out of pocket expenses which may be reimbursed.

19. Confidentiality

A member of PRAC shall maintain strict confidentiality in respect of any information of a confidential nature to which he/she may become privy at meetings of PRAC, and shall only disclose such information as may become necessary or required for the proper performance of his/her duties and functions.

20. Conflict of interest

- (1) PRAC Members shall declare any conflict of interest that may arise at every meeting and remove themselves from any proceedings, in relation to that matter, giving rise to that conflict.
- (2) Declaration of interest forms will be signed at every meeting including non-members or invitees.

21. Performance, Risk and Audit Committee Evaluation

- (1) The PRAC should assess its performance and achievements against its charter on an annual basis. The assessment would cover the performance of the individual member as part of the overall PRAC with reference to the particular skills the member has brought to the PRAC as a whole.
- (2) The findings of the self-assessment should be presented by the chairperson to the accounting officer and municipal council.
- (3) If an individual PRAC member is not performing, then the member will be given an opportunity to address such with the municipal council.
- (4) If it is considered necessary to terminate the services of a PRAC member prior to the end of the term of appointment, municipal termination procedures will be followed.

22. Conclusion

Council trusts that PRAC will assist in this regard by helping Council to maintain effective internal control, risk management, accurate financial reporting, performance management and corporate governance principles.

2017 Review



Fraud and Corruption Prevention Policy and Response Plan

July 2017

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1 Introduction

This policy has been developed as a result of the expressed commitment of Witzenberg Municipality to fight fraud and corruption. The Council is therefore committed to the prevention, detection and investigation of all forms of fraud and corruption whether these are attempted from within or external to the municipality. The policy is also developed to give effect to the various legislative instruments relating to fraud and corruption, as to set down the stance of zero tolerance to fraud and corruption, and to assist internal audit and risk management to reinforce existing policies, systems and procedures. In addition, the Policy provides guidelines as to how to respond should instances of fraud and corruption be identified.

2 Objectives

The primary objective of this policy is to:

- assist the Accounting Officer, Council and the Performance Risk and Audit Committee to create an environment in Witzenberg Municipality that is based on the prevention and detection of fraud and corruption;
- To develop and maintain a fraud and corruption prevention hotline that is free to all stakeholders within Witzenberg Municipality;
- To ensure that Witzenberg Municipality's Council, Management and staff members are aware of its responsibilities for identifying exposures to fraudulent and corrupt activities or any other dishonest activities of a similar nature and for establishing controls and procedures for preventing such fraudulent and or corrupt activity and/or detecting such fraudulent and corrupt activity when it occurs; and
- To provide a suitable environment for the public and employees to report matters that they suspect may concern corrupt conduct, criminal conduct, criminal involvement or serious improper conduct and to ensure adequate protection to employees in circumstances where they are victimized as a consequence of reporting, or being a witness to, fraudulent and/or corrupt activities.

3 Scope of this Policy

This Policy applies to all municipal councillors, municipal staff members, and members of the public. It prohibits all acts of fraud and corruption or any other dishonest activities of a similar nature impacting or having a potential prejudice to the Municipality or members of the public.

Any investigation required will be conducted without regard to the suspected wrongdoer's length of service, position/title, seniority or relationship to Witzenberg Municipality.

4 Legislative framework

Legislation that is aimed at preventing fraud and corruption is as follow, but not limited:

- Prevention and Combating of Corrupt Activities Act, No. 12 of 2004
- Public Protector Amendment Act, No. 22 of 2003;
- Prevention of Organised Crime Second amendment Act, no. 38 of 1999;
- Protected Disclosures Act, No. 26 of 2000;
- Municipal Systems Act, No. 32 of 2000 ("MSA");
- Financial Intelligence Centre Act, No. 38 of 2001 (FICA);
- Municipal Finance Management Act, No. 56 of 2003 ("MFMA");
- Protection of Constitutional Democracy Against Terrorist and Related Activities Act, No. 33 of 2004 ("POCDATARA").

4.1 Prevention and Combating of Corrupt Activities Act, 12 of 2004

The Prevention and Combating of Corrupt Activities Act (generally referred to as "PRECCA") is aimed at the strengthening of measures to prevent and combat corrupt activities.

The Act refers to a wide range of offences relating to corrupt activities. In addition to specific offences, the Act also provides for the following:

- The provision of investigative resources;
- The establishment of a register relating to persons convicted of corrupt activities;
- Placing a duty on persons in a "position of authority" to report certain corrupt transactions; and
- Extraterritorial jurisdiction in respect of offences relating to corrupt activities.

As far as offences are concerned, the Act defines a general offence of corruption. In addition to the general offence, certain specific offences are defined relating to specific persons or specific corrupt activities. The offences defined by the Act relate to the giving or receiving of a "gratification". The term gratification is defined in the Act and includes a wide variety of tangible and intangible benefits such as money, gifts, status, employment, release of obligations, granting of rights or privileges and the granting of any valuable consideration such as discounts etc.

The general offence of corruption is contained in Section 3 of the Act. This section provides that any person who gives or accepts or agrees or offers to accept/receive any gratification from another person in order to influence such other person in a manner that amounts to:

- The illegal or unauthorised performance of such other person's powers, duties or functions;
- An abuse of authority, a breach of trust, or the violation of a legal duty or a set of rules;
- The achievement of an unjustified result; or

- Any other unauthorised or improper inducement to do or not to do anything is guilty of the offence of Corruption.

The Act defines specific offences relating to the following categories of persons:

- Public Officers;
- Foreign Public Officials;
- Agents;
- Members of Legislative Authorities;
- Judicial Officers; and
- Members of the Prosecuting Authority.

The Act furthermore defines specific offences in respect of corrupt activities relating to the following specific matters:

- Witnesses and evidential material in certain proceedings;
- Contracts;
- Procuring and withdrawal of tenders;
- Auctions;
- Sporting events; and
- Gambling games or games of chance.

Section 34 of the Act places a duty on any person in a position of authority to report a suspicion of certain corrupt or illegal activities to a police official. These include certain offences of corruption created under the Act as well as fraud, theft, extortion and forgery where the amount involved exceeds R100 000. Failure to report such suspicion constitutes an offence. "Position of authority" is defined in the Act and includes a wide range of persons in authority in both public and private entities.

Offences under the Act are subject to penalties including imprisonment for life and fines of up to R250 000. In addition, a fine amounting to five times the value of the gratification involved in the offence may be imposed.

Section 17 of the Act provides that a public officer who acquires or holds a private interest in any contract, agreement or investment connected with the public body in which he/she is employed, is guilty of an offence unless:

- The interest consists of shareholding in a listed company;
- The public officer's conditions of employment do not prohibit him/her from acquiring such interests; or

In the case of a tender process, the said officer's conditions of employment do not prohibit him/her from acquiring such interests as long as the interests are acquired through an independent tender process.

4.2 Public Protector Amendment Act, no 22 of 2003

The Public Protector is a functionary to whom the public has recourse. This functionary is guaranteed independence by the Constitution. The Public Protector is required to be impartial and to exercise his or her powers and functions without fear, favour or prejudice. No person or organ of state may interfere with the Public Protector. Organs of state must protect and assist the office of the Public Protector.

The President appoints a suitably qualified person to this office, based on the recommendation of the National Assembly. The appointment is not renewable and it is for a period of seven years. The Public Protector Act (23 of 1994) provides for matters incidental to the Office of the Public Protector, as contemplated in the Constitution. In terms of section 182 of the Constitution, the Public Protector has the power as regulated by national legislation to:

- Investigate any conduct in state affairs, or in the public administration in any sphere of government, that is alleged or suspected to be improper or to result in any impropriety or prejudice;
- Report on that conduct; and
- Take appropriate remedial action.

The Act provides for matters necessary to establish and operate the Office of the Public Protector as contemplated in the Constitution. Section 6, for example, sets out the powers of the Public Protector. In terms of this section, any person can approach the Public Protector with information, which could form the subject of an investigation. In terms of section 6(4) the Public Protector is competent to investigate, on his or her initiative or on receipt of a complaint, any alleged:

- Maladministration in connection with the affairs of government at any level;
- Abuse or unjustifiable exercise of power or unfair, capricious, discourteous or other improper conduct or undue delay by a person performing a public function;
- Improper or dishonest act, or omission or corruption, with respect to public money;
- Improper or unlawful enrichment, or receipt of any improper advantage, or promise of such enrichment or advantage, by a person as a result of an act or omission in the public administration or in connection with the affairs of government at any level or of a person performing a public function; or
- An act or omission by a person in the employ of government at any level, or a person performing a public function, which results in unlawful or improper prejudice to any other person.

Furthermore, it is at the sole discretion of the Public Protector to resolve any dispute or rectify any act or omission by:

- Mediation, conciliation or negotiation;
- Advising, where necessary, any complainant regarding appropriate remedies; or

- Any other means that may be expedient in the circumstances.

At a time prior to, during or after an investigation:

- If the Public Protector is of the opinion that the facts disclose the committing of an offence by any person, to bring the matter to the notice of the relevant authority charged with prosecutions; or
- If he or she deems it advisable, to refer any matter which has a bearing on an investigation, to the appropriate public body or authority affected by it or to make an appropriate recommendation regarding the redress of the prejudice resulting there from or make any other appropriate recommendation he or she deems expedient to the affected public body or authority.

Section 7 sets out how the Public Protector carries out his or her investigations:

- In terms of Section 7(1), the Public Protector will take the specific circumstances of each case into account in determining the procedure to be followed. The Public Protector may exclude anyone whose presence is not desirable during the investigation.
- Section 7 (2) provides for the confidentiality of documents in the possession of a member of the office of the Public Protector or the records of any evidence given before the Public Protector, Deputy Public Protector, or any other person contemplated in Section 3(b) during an investigation.
- Section 7(3)(a) gives the Public Protector the power to enlist the assistance (under his or her supervision) of any person at any level of government performing a public function and otherwise subject to the jurisdiction of the Public Protector in the performance of his or her functions. Section 7(3) (b) allows the Public Protector to appoint another person to conduct an investigation or a part of an investigation on his or her behalf.
- Section 7(4) and (5) give the Public Protector the right to subpoena any person to submit an affidavit or affirmed declaration or to appear before him or her to give evidence or to produce any document in his or her possession or under his or her control which has a bearing on the matter being investigated, and to examine such a person.

4.3 Prevention of Organised Crime Second Amendment Act no. 38 of 1999

The Prevention of Organised Crime Act, as amended, (generally referred to as "POCA") contains provisions that are aimed at achieving the following objectives:

- The combating of organised crime, money laundering and criminal gang activities;
- The criminalisation of conduct referred to as "racketeering";
- The provision of mechanisms for the confiscation and forfeiture of the proceeds of crime;
- The creation of mechanisms for the National Director of Public Prosecutions to obtain certain information required for purposes of an investigation; and
- The creation of mechanisms for co-operation between investigators and the South African Revenue Services (SARS).

Section 4 of the Act defines the “general” offence of money laundering and provides that a person who knows, or ought reasonably to have known, that property is, or forms part of the proceeds of unlawful activities, commits an offence if he commits an act in connection with that property which has the effect of concealing the nature and source thereof.

Section 5 of the Act creates an offence if a person knows or ought reasonably to have known that another person has obtained the proceeds of unlawful activities and provides assistance to such other person regarding the use or retention of such property.

Section 6 of the Act creates an offence if a person knows or ought reasonably to have known that property is or forms part of the proceeds of unlawful activities and acquires, uses or possesses such property.

The above offences are regarded as very serious and the Act contains exceptionally harsh penalties relating to these offences. A person convicted of one of the above offences is liable to a maximum fine of R100 million or to imprisonment for a period not exceeding 30 years.

4.4 Protected Disclosures Act, 26 of 2000

The Protected Disclosures Act was promulgated to facilitate reporting by employees (whistle blowers) of fraud, corruption or other unlawful or irregular actions by their employer(s) or co-employees without fear of any discrimination or reprisal by their employers or co-employees. Any employee who has information of fraud, corruption or other unlawful or irregular action(s) by his/her employer(s) or co-employees can report such actions, provided that he/she has information that:

- A crime has been, is being, or is likely to be committed by the employer or employee(s);
- The employer or employees has/have failed to comply with an obligation imposed by law;
- A miscarriage of justice has or will likely occur because of the employer's or employee(s) actions;
- The health or safety of an individual has been, is being, or is likely to be endangered;
- The environment has been, is being or is likely to be endangered;
- Unfair discrimination has been or is being practiced; or
- Any of the above has been, is being, or is likely to be concealed.

The Act prohibits the employer from:

- Dismissing, suspending, demoting, harassing or intimidating the employee;
- Subjecting the employee to disciplinary action;
- Transferring the employee against his or her will;
 - Refusing due transfer or promotion;
 - Altering the employment conditions of the employee unilaterally;
 - Refusing the employee a reference or providing him/her with an adverse reference;

- Denying appointment;
- Threatening the employee with any of the above; or
- Otherwise affecting the employee negatively if the disclosure is made in terms of the Act.

5 Municipal Systems Act, No 32 of 2000 (“MSA”)

The MSA sets out procedures to be adopted by municipal management with regard to a number of aspects affecting the management of a Municipality. The Act also stipulates procedures to be adopted with regard to certain aspects related to misconduct and the investigation thereof.

5.1 Human resource development

In section 67, the Act stipulates that a Municipality, in accordance with the Employment Equity Act, 1998, must develop and adopt appropriate systems and procedures to ensure, inter alia, the investigation of allegations of misconduct and complaints against staff.

5.2 Code of conduct

Sections 69 and 70 of the Act deal with the Code of Conduct, details of which appear in Schedule 2 of the Act, to be provided to staff members and communicated to the local community. The municipal manager of a Municipality must:

- (a) provide a copy of the Code of Conduct to every member of the municipal staff;
- (b) provide every member of staff with any amendments to the Code;
- (c) ensure that the purpose, contents and consequences of the Code of Conduct are explained to staff members who cannot read; and
- (d) communicate sections of the Code of Conduct that affect the public, to the local community.

5.3 Rewards, gifts and favours

Under section 9 of the Act, it is stipulated that a councillor may not request, solicit or accept any reward, gift or favour for:

- (a) voting in a particular manner
- (b) persuading the council or any committee in regard to the exercise of any power, function or duty;
- (c) making representation to the council; or
- (d) disclosing privileged or confidential information.

5.4 Duty of chairpersons of municipal councils with regard to council property

A councillor may not use, take or acquire or benefit from any property or asset owned, controlled or managed by the council. In the event that the chairperson of a council, on reasonable suspicion, is of the opinion that a provision of this stipulation has been breached, then the chairperson is obliged to:

- (a) authorise an investigation of the facts and circumstances of the alleged breach;
- (b) give the councillor a reasonable opportunity to reply in writing regarding the alleged breach; and
- (c) report the matter to a meeting of the municipal council.

The chairperson must furthermore, report the matter to the MEC for local government in the province concerned.

5.5 Competitive bidding

In the event that a Municipality decides to provide a municipal service through a service delivery agreement, it must select the service provider through selection processes, which, inter alia, minimise the possibility of fraud and corruption.

6 Financial Intelligence Centre Act, 38 of 2001 (FICA)

The Financial Intelligence Centre Act, as amended, (generally referred to as "FICA") was signed by the President in November 2001. Its provisions were implemented over time, commencing during January 2002.

The Act (FICA) establishes a Financial Intelligence Centre and a Money Laundering Advisory Council. The purpose of these entities is to combat money laundering activities. The Act imposes compliance obligations on so-called "accountable institutions" which are defined in Schedule 1 to the Act. These obligations include:

- A duty to identify clients;
- A duty to retain records of certain business transactions;
- A duty to report certain transactions; and
- The adoption of measures to ensure compliance, namely, the implementation of so-called "internal rules", provision of training etc.

Regarding the reporting of suspicious transactions, FICA makes provision for a duty to report "suspicious or unusual transactions". In this regard it provides that any person who carries on a business or who manages is in charge of or is employed by a business and who knows or suspects certain facts has a duty to report their knowledge or suspicion to the FICA within a prescribed period. Matters that require reporting include knowledge or suspicion of the following:

- The receipt of proceeds of unlawful activities;
- Transactions which are likely to facilitate the transfer of proceeds of unlawful activities;
- Transactions conducted to avoid giving rise to a reporting duty under FICA;

- Transactions that have no apparent business or lawful purpose;
- Transactions relevant to the investigation of tax evasion; or
- The use of a business entity for money laundering purposes.

A person who fails to make a report as required commits an offence and is liable to a fine not exceeding R10 million or imprisonment not exceeding 15 years.

7 Municipal Finance Management Act 2003 (“MFMA”)

The MFMA was promulgated to facilitate the formal management of municipal finances and associated activities. The controls and administrative systems implemented by any Municipality are very relevant to the content of the Act. Certain aspects of the Act refer specifically to activities which might be regarded as being corrupt or fraudulent in nature. Some relevant aspects are as follows:

7.1 Unauthorised, irregular or fruitless and wasteful expenditure

Section 32 of the Act indicates that, without limiting the liability of the common law or other legislation, the following office bearers in a Municipality are mandated with certain responsibilities, as follows:

- (a) A political office bearer of a Municipality is liable for unauthorised expenditure if that office bearer knowingly instructed an official of the Municipality to incur expenditure, which was likely to be considered unauthorised expenditure;
- (b) The accounting officer is liable for unauthorised expenditure deliberately or negligently incurred by the accounting officer, unless the expenditure was incurred following a decision by the mayor or executive committee of the Municipality, resulting in fruitless or wasteful expenditure, provided that the accounting officer has notified the council, the mayor or the executive committee, in writing, that the expenditure is likely to be considered unauthorised, irregular or fruitless and wasteful;
- (c) Any political office bearer or official of a Municipality who deliberately or negligently committed, made or authorised an irregular expenditure, is liable for that expenditure;
- (d) Any political office bearer or official of a Municipality who deliberately or negligently made or authorised a fruitless and wasteful expenditure is liable for that expenditure.

Furthermore, in the event of such unauthorised, irregular or wasteful expenditure, the Municipality is required to recover the expenditure from the person liable for the expenditure, unless, the council retrospectively authorises/condones the expenditure on the grounds that it represented an authorised adjustment, or that it is deemed irrecoverable and written off by the council.

The writing off of the expenditure by the council, however, is no excuse in criminal or disciplinary proceedings against the person. The writing off of the expenditure does not signify a condoning of the expenditure. In the

event of unauthorised expenditure, the accounting officer is obliged to advise promptly the mayor, the MEC for local government in the province and the Auditor General, in writing, providing details as to:

- (a) The fruitless or wasteful expenditure;
- (b) Whether any person is responsible or is under investigation with regard to the expenditure; and
- (c) The steps taken to recover or rectify such expenditure.

Where irregular expenditure constitutes a criminal offence, or theft or fraud, the accounting officer must report all such cases to the South African Police. In the event that the accounting officer is the person responsible for the unauthorised expenditure, then the Council must take all reasonable steps to ensure that the police are advised accordingly.

7.2 Funds transferred to organisations and bodies outside government

Section 67 of the Act refers to the transfer of funds and stipulates, inter alia, that no funds will be transferred from the Municipality unless the accounting officer is satisfied that the organisation or body implements effective, efficient and transparent financial management and internal control systems to guard against fraud theft and financial mismanagement.

7.3 Supply chain management policy to comply with prescribed framework

Section 112 stipulates that the supply chain management policy of the a Municipality must be fair, equitable, transparent, competitive and cost effective and comply with prescribed regulatory framework for municipal supply chain management, which must cover, inter alia, measures for:

- (a) Combating fraud, corruption, favouritism and unfair and irregular practices in municipal supply chain management; and
- (b) Promoting ethics of officials and other role players involved in municipal supply chain management.

7.3.1 Implementation of system

Aligned with the supply chain management policy is section 115, which stipulates that the accounting officer of a Municipality must take all reasonable steps to ensure that proper mechanisms and separation of duties in the supply chain management system are in place to minimise the likelihood of fraud, corruption, favouritism and unfair and irregular practices.

7.4 Audit Committees

Section 166 of the Act stipulates the procedures aligned to Audit Committees. Each Municipality must have an Audit Committee, which is regarded as an independent advisory body which must:

(a) advise the municipal council, political office bearers, the accounting officer and management staff on matters relating to, inter alia:

- i. internal financial control and internal audits;
- ii. risk management;
- iii. effective governance.

(b) carry out such investigations into the financial affairs of the Municipality as the council may request.

7.5 Financial misconduct by municipal officials

Section 171 sets out the stipulations relating to disciplinary proceedings to be adopted in the event of financial misconduct by municipal officials. The accounting officer commits financial misconduct if he/she deliberately or negligently:

- (a) contravenes the provisions of the Act;
- (b) fails to comply with a duty imposed by a provision of the Act on the accounting officer of a Municipality;
- (c) permits or instructs another official of the Municipality to make an unauthorised, irregular or fruitless and wasteful expenditure;
- (d) provides incorrect or misleading information in any document which, in terms of the Act, must be submitted to the mayor, council, Auditor General, National Treasury or other organ of state, or made public.

The Chief Financial Officer of a Municipality commits an act of financial misconduct if he/she fails to carry out delegated duties in terms of the Act. In addition financial misconduct is committed if he/she permits or instructs another official to make unauthorised or fruitless and wasteful expenditure, or provides incorrect or misleading information to the accounting officer.

The Act stipulates further, under this paragraph, that a Municipality must:

- (a) investigate allegations of financial misconduct against the accounting officer, the chief financial officer, senior manager or other official of the Municipality unless those allegations are frivolous; and
- (b) if the investigation warrants it, institute disciplinary proceedings against the accounting officer, chief financial officer or any other official in accordance with stipulations set out in the Municipal Systems Act.

8 Protection of Constitutional Democracy Against Terrorist and Related Activities Act, Act 33 of 2004 ("POCDATARA")

On May 20, 2005, the Protection of Constitutional Democracy Against Terrorist and Related Activities Act (POCDATARA) came into effect criminalizing terrorist activity and terrorist financing and gave the government investigative and asset seizure powers in cases of suspected terrorist activity. POCDATARA provides for two new reporting obligations under section 28A and section 29 of FICA. The Money Laundering Control Regulations under FICA, have also been amended, with effect from 20 May 2005, for this purpose. The amended regulations now provide for detailed reporting related to terrorist financing, under new sections 28A and 29 of FICA.

The POCDATARA amends section 29 of FICA to extend the reporting of suspicious and unusual transactions to cover transactions relating to "property which is connected to an offence relating to the financing of terrorist and related activities" or to "the financing of terrorist and related activities". The POCDATARA introduces a new section 28A of FICA that requires the reporting of any property that is associated with terrorist and related activities to the FICA.

9 Environment and Culture

Witzenberg Municipal Council and Management must create an environment and culture that promote an efficient, effective and transparent local public administration that conforms to constitutional principles. That the municipality must be managed responsibly in which employees believe that dishonest acts will be detected and investigated. To create this environment and culture, they must:

- participate in in-house training programme covering fraud and corruption prevention policy, whistle blowing policy, code of conduct – MSA 32 of 2000 and the municipal code of ethics;
- ensure that staff understand that the internal controls are designed and intended to prevent and detect fraud and corruption or any other dishonest activities of a similar nature;
- encourage staff to report suspected fraud and corruption directly as outlined in the whistle blowing policy to those responsible for investigation without fear of disclosure or retribution; and
- require vendors and contractors to agree in writing as a part of the contract process, to Witzenberg Municipality policies and procedures, and thereby avoid any conflict of interest.

Measures to prevent fraud and corruption should be continually monitored, reviewed and developed particularly as new systems, programs, contracting or arrangements are introduced or modified.

10 Roles and Responsibilities

The following section outlines the fraud and corruption risk management responsibilities associated with different roles within the Municipality.

10.1 Councillors

As elected representatives, all members of Witzenberg Municipal Council have a duty to the residents of Witzenberg Municipality and its staff members to ensure that the Council uses its resources prudently and in accordance with the laws and regulations. As such they are required to operate and adhere to the Council's constitution incorporating the Code of Conduct for Councillors. The Code includes rules regarding relationships, personal interests, gifts and hospitality and confidentiality.

10.2 Municipal Manager

The Municipal Manager bears the ultimate responsibility for fraud and corruption risk management within the Municipality. This includes the coordination of risk assessments, overseeing the investigation of suspected fraud and corruption, and facilitation for the reporting of such instances.

10.3 Senior Management

Senior Management must be committed to eradicating fraud and corruption and ensuring that the Municipality strives to be perceived as ethical in all its dealings with the public and other interested parties.

In this regard, senior management, under the guidance of the Municipal Manager, will ensure that it does not become complacent in dealing with fraud and corruption and that it will ensure the Municipality's overall fraud and corruption strategy is reviewed and updated regularly. Furthermore, senior management will ensure that all employees and stakeholders are made aware of its fraud and corruption prevention policy and strategies, also to that the whistle blowing policy through various initiatives of awareness and training.

10.4 Chief Financial Officer

The Chief Financial Officer has key roles in providing advice to Council, Municipal Manager, Staff Members and the public about maladministration, financial impropriety, probity, policy framework and budget issues. The Chief Financial Officer undertakes the statutory responsibility under the Municipal Finance Management Act, No. 56 of 2003, to ensure the proper arrangements for the administration of the Council's financial affairs.

10.5 Chief Risk Officer

The role of the Chief Risk Officer is to oversee and implement the Municipality's approach to fraud and corruption prevention, detection strategies and response to fraud and corruption incidents reported by employees or other external parties. The duties of the Chief Risk Officer are delegated to the Chief Financial Officer with Internal Audit assisting on a consulting basis to establish and improve Risk Management processes. Internal Audit has no management responsibilities to manage risks.

10.6 Internal Audit

The role of the Internal Audit is to independently review and evaluate the adequacy, efficiency and effectiveness of the internal controls (systems and procedures) within Witzenberg Municipality on the fraud and corruption prevention, detection strategies and response to fraud and corruption incidents reported by employees or other external parties.

10.7 Public

The public is required to conduct itself in an ethical and moral way. Ethics are concerned with human character and conduct and deal with questions of right and wrong, appropriate and inappropriate behaviour and what constitutes good or evil. Ethical conduct is based on a set of principles referred to as values or norms.

10.8 Disciplinary Board

The Objectives of the Disciplinary Board is to conduct an independent preliminary or full investigation in terms of the Municipal Regulations for Financial Misconduct and Offences.

The board is to investigate allegations of financial misconduct and to monitor the institution of disciplinary proceedings against an alleged transgressor. The disciplinary board is an independent advisory body that assists the Council and provides recommendations on further steps to be taken regarding disciplinary proceedings.

The Disciplinary Board Chairperson must complete the preliminary investigation and submit his report within 30 days or at the first next sitting of Council.

Once a full investigation is completed and the Disciplinary Board Chairperson is satisfied that the allegations are founded and sufficient grounds for a charge of financial misconduct and /or financial offence exist, the Chairperson must submit the Disciplinary Boards report to the designated person or his/her nominee for disciplinary action and inform Provincial and National Treasury.

10.9 Performance Risk and Audit Committee (PRAC)

In discharging its oversight responsibilities relating to risk management, PRAC should gain thorough understanding of the risk management policy, risk management strategy, risk management implementation plan, and fraud risk management policy of the institution to enable them to add value to the risk management process when making recommendations to improve the process.

Reviews the process implemented by Management in respect of fraud prevention and ensures that all fraud related incidents have been followed up appropriately

10.10 Municipal Public Accounts Committee (MPAC)

MPAC, when instructed by Council, to investigate and advise Council in respect of unauthorised, irregular or fruitless and wasteful expenditure.

11 Awareness, Training and Development

The Accounting Officer and Council recognize that the continuing success of the fraud and corruption prevention policy, and its credibility, will depend largely on the effectiveness of staff throughout the organisation. Continuous awareness campaigns must be rolled throughout Witzenberg Municipality. Senior Management therefore will be responsible for ensuring that all staff is properly trained in the procedures that they should follow when undertaking their duties.

The training will be provided on the following to staff members and council:

- Code of Conduct for Councillors;
- Code of Conduct for Municipal Staff Members;
- Code of Ethics within Witzenberg Municipality;
- Fraud and Corruption Prevention Policy; and
- Whistle Blowing Policy.

12 Whistle Blowing

The Protected Disclosures Act, No. 26 of 2000 came into effect on 16 February 2001. This Act makes provisions for procedures in terms of which employees may disclose information regarding unlawful or irregular conduct by their employers or other employees in the employ of their employers without fear of victimization.

In order to remain in compliance with the Act, the Municipality has created a whistle blowing policy with the following objectives:

- To promote the zero tolerance on criminal and other irregular conduct within Witzenberg Municipality;
- To encourage the reporting of matters that may cause financial or non-financial loss to the Municipality, or damage to the Municipality's reputation;
- To provide for the appropriate systems and mechanism for reporting.

13 Reporting Procedures on Fraud and Corruption

Consistent with the Auditor General's guidelines, line managers are responsible for daily operations and for the internal control systems within their organizational responsibility. Where managers do not have the expertise to

evaluate internal controls, they should call upon the support from Enterprise Risk Management and Internal Audit.

It is the responsibility of members of the public and employees (including line managers) to report all incidents of fraud, corruption or any other dishonest activities of a similar nature to the national fraud hotline 0800 701 701.

14 Confidentiality and Discretion

It is the responsibility of all employees, management, councillors and community members of the Municipality to report all incidents of fraud or corruption, or any other dishonest activities of a similar nature. Any fraudulent or corrupt behaviour must be reported immediately through the mechanisms set out in whistle blowing policy.

All reported incidents received will be acted upon, will be treated with the requisite confidentiality and will not be disclosed or discussed with parties other than those charged with investigation into such reports.

15 Detection and Investigation

All Managers are responsible for the detection, prevention of fraud and corruption or any dishonest activities of a similar nature, within their areas of responsibility. The Human Resources Unit must provide adequately qualified prosecutor (initiator) and presiding officers to deal with disciplinary enquiries relating to serious misconduct.

All incident reports received from the fraud hotline will be registered. Incident of financial misconduct as prescribe by the Municipal Finance Management Act, 56 of 2003, section 171, will be reported the Witzenberg Disciplinary Board for Financial Misconduct for investigation.

For the purpose of this policy "serious misconduct" means:

- Theft, unauthorized possession of or malicious damage to the employer's property.
- Any act of gross dishonesty.
- Gross negligence
- Wrongful disclosure of privileged information.
- Any act of fraud, corruption or bribery.
- Any other act of misconduct that would constitute just cause for dismissal for a first offence.

16 Forms of fraud and corruption

The following are examples of different types of corruption:

16.1 Bribery

Bribery involves the promise, offering or giving of a benefit that improperly affects the actions or decisions of public servants.

16.2 Embezzlement

This involves theft of resources by persons who control such resources.

16.3 Fraud

Commonly defined as the unlawful and intentional making of a misrepresentation which causes actual prejudice or which is potentially prejudicial to another.

Any conduct or behaviour of which a dishonest representation and/or appropriation forms an element.

16.4 Abuse of power

The use by a public servant of his or her vested authority to improperly benefit another public servant, person or entity (or using vested authority to improperly discriminate against another public servant, person or entity).

16.5 Conflict of interest

The failure by a public servant to act or to consciously fail to act on a matter where the public servant has an interest or another person or entity that has some form of relationship with the public servant has an interest.

16.6 Abuse of privileged information

This involves the use, by a public servant of privileged information and knowledge that a public servant possesses as a result of his/ her office to provide unfair advantage to another person or entity to obtain a benefit.

16.7 Favouritism

The provision of services or resources according to personal affiliation (for example cultural or religious) of a public servant.

16.8 Nepotism

A public servant ensuring that family members are appointed to public service positions or that family members receive contracts from the state, is regarded as nepotism.

These manifestations are by no means exhaustive as corruption appears in many forms and it is virtually impossible to list all of these. It is the responsibility of Management to report some form of serious misconducts to the South African Police Services. The SA Police Service is empowered by section 205 of the 1996 Constitution to prevent, combat and investigate crime, to maintain public order, to protect and secure the inhabitants of the Republic and their property, and to uphold and enforce the law. Policy for the national police service is developed by the Minister for Safety and Security.

The President appoints the National Commissioner of the SAPS. The SA Police Service Act 68 of 1995 (amended by the SA Police Service Amendment Act 83 of 1998) governs the way in which the SAPS operate. In terms of this Act, the SAPS investigate crimes including corruption and bribery.

16.9 Theft

Theft *is* defined as an unlawful and intentional appropriation of a movable corporeal property.

16.10 Moonlighting

Moonlighting refers to the situation where an employee holds a second job, whilst in the service of the employer.

17 Review and Approval of the Policy

The Performance Risk and Audit Committee shall annually review this Policy and determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.

18 Acknowledgement of approval

Recommended by the Performance, Risk and Audit Committee:

Resolution No.: 6.3.1

Date: 30 June 2017

Approved by Council Resolution:

Resolution No.:

Date:



FRAUD AND CORRUPTION PREVENTION STRATEGY

July 2017

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1. INTRODUCTION

This fraud and corruption prevention strategy outlines the plan on how the Municipality will go about implementing its fraud and corruption prevention policy. It links closely to Witzenberg Municipality's Vision and supports its values of openness, honesty and performing to the highest standards. Financial sustainability, maintaining a track record of successive unqualified audits and zero tolerance to fraud and corruption will remain crucial priorities, which then must progress towards clean audit outcomes.

National Government has expressed concern about the state of local governments, and has identified various initiatives to redress the perilous state in which many municipalities across the country find themselves, incl. the following:

- Huge service delivery and backlog challenges (eg. Housing, water and sanitation);
- Poor communication and accountability relationships with communities;
- Problems with political administrative interfaces;
- Corruption and Fraud;
- Poor financial management (eg. negative audit reports);
- Many service delivery protests;
- Weak civil society formations;
- Intra- and inter-political party issues negatively affecting governance and service delivery;
- Insufficient municipal capacity due to scarcity of skills.

Fraud prevention is about changing organisational features that allow fraud to occur and possibly go unnoticed or unreported. Fraud control is an essential element of sound corporate governance and internal risk controls.

2. OBJECTIVE

The objective of this strategy is to cover a wide range of activities from such minor transgressions as the misappropriation of office stationery by a staff member to more serious crimes such as misrepresentations by Senior Management and Councillors to Council, the public and creditors, and misuse of confidential information.

3. LEADERSHIP

Council and Management must provide policies, procedures and internal controls for Witzenberg Municipality that ensures the public, staff members and government that the municipality promote a responsive, accountable, effective and efficient municipality.

The strategy is also established to give effect to the various legislative instruments relating to fraud and corruption, as to set down the stance of zero tolerance to fraud and corruption, and to assist internal audit and risk management to reinforce existing policies, systems and procedures.

4. INTERNAL CONTROL ACTIVITIES

Witzenberg Municipality's aim is to have sound financial systems and procedures which incorporate efficient and effective internal controls. The municipality intends to develop and maintain a fraud and corruption prevention hotline that is free to all stakeholders within Witzenberg Municipality. In the interim, the municipality utilizes the national anti-corruption hotline, telephone number 0800- 701 701.

Control activities are policies and procedures, which are the actions of people to implement the policies, to help ensure that management's risk responses are carried out.

Types of Control Activities

Many different descriptions of types of control activities have been put forth. Internal Controls can be preventative, detective or corrective by nature.

- Preventative Controls are designed to keep errors or irregularities from occurring in the first place;
- Detective Controls are designed to detect errors or irregularities that may have occurred;
- Corrective Controls are designed to correct errors or irregularities that have been detected.

Internal Control

Internal control is an integral part of risk management. Control procedures relate to the actual policies and procedures in addition to the control environment that management has established to achieve the department's objectives. Policies and procedures help create boundaries and parameters to authority and responsibility, and also provide some scope of organizational precedent for action.

Legislative compliances checklist should be developed, monitored and maintained. The roles and responsibilities is clearly set out in the Fraud and Corruption Prevention Policy.

This is the most important measure because the risk of processing an irregular transaction is minimised where every transaction is reviewed systematically.

5. AWARENESS, TRAINING AND DEVELOPMENT

Ensure that staff understands that the internal controls are designed and intended to prevent and detect fraud and corruption or any other dishonest activities of a similar nature. Awareness, training and development programmes should be included in the Risk Management Implementation plan.

6. EMPLOYEE SCREENING

Potential new members of staff should be screened before appointment, particularly for posts with financial responsibility. For example:

- References shall cover a reasonable, continuous period; and any gaps should be explained;
- An official employer's reference shall be sought;
- Doubts about the contents of the reference should be resolved before confirming the appointment;
- Relevant qualifications shall be checked before making an offer of employment;
- Recruitment procedures shall require applicants to declare any associations with existing Councillors or staff. Members of recruitment panels shall similarly be required to declare such associations.

7. STANDARD TENDER AND CONTRACT DOCUMENTATION

Senior managers involved in the issue of tender and contract documentation shall ensure anti-corruption clauses are included in documentation. This will not strengthen the Municipality's legal position in the event of attempted or actual corruption, because this is covered by legislation. However, it may act as an effective reminder to contractors, suppliers and the Municipality's own employees that selflessness is required in commercial relationships.

The following is an example of an anti-corruption clause for inclusion in standard tender and contract documentation:

You shall not give, provide, or offer to our staff and agents any loan, fee, reward, gift (except items of negligible intrinsic value) or any emolument or advantage whatsoever. In the event of any breach of this condition, we shall, without prejudice to any other rights we may possess, be at liberty forthwith to terminate the contract and to recover from you any loss or damage resulting from such termination.

8. DECLARATION OF INTERESTS

Open cultures are less conducive to fraud and irregularity than secretive ones. For this reason the need for Councillors to declare and register their interests is required. There is a need for staff to declare and register their interests where appropriate. Staff at many levels will have an opportunity to influence the choice of suppliers and contractors. Management procedures should recognise this and should ensure that the selection of suppliers and contractors always reflects the best interests of the Municipality and not the personal or family interest of any member of the Municipality.

9. DETECTION

No system of preventative measures can guarantee that frauds will not occur. The Municipality can, however, implement detection measures to highlight irregular transactions. Correct investigation techniques

ensure that any matters highlighted through audit and detection methods are handled in an unbiased, professional manner. Matters need to be handled having regard to Industrial Relations guidelines to minimise the risk of claims for unfair dismissal should this course of action be taken. The requirements of the Whistleblowers policy must also be considered.

10. RISK ASSESSMENT

Risk Management is about the identification, evaluation and minimisation of identifiable risks. The Council's risk assessment process must be ongoing and be sufficiently robust to enable all key fraud risks to be identified. Risk assessment should address both the internal and external environments of the Council and they should cover all functions and operations to establish the level, nature, form and likelihood of risk exposure.

Fraud can be minimised through carefully designed and consistently operated management procedure, which deny opportunities for fraud. The classic way to guard against fraud in financial systems is separation of duties, so that no individual has undue management of payments, income or assets.

Accountability is the key to providing a deterrent to fraud and theft. Training conveys the organisational culture to the staff and gives them sufficient confidence and direction to implement the policies and procedures.

11. MONITORING AND REPORTING

The municipality will on on-going basis monitor, measure and report on implementation of fraud management to evaluate, remedy, and continuously improve the organization's fraud detection techniques. If deficiencies are found, management should ensure that improvements and corrections are made as soon as possible. Management should institute a follow-up plan to verify that corrective or remedial actions have been taken.

12. REVIEW AND APPROVAL OF THE STRATEGY

The Chief Risk Officer shall annually review this strategy and seek advice from the Performance Risk and Audit Committee to determine its adequacy and effectiveness for current circumstances and recommend to Council for approval of any amendments that may be required.

13. ACKNOWLEDGEMENT OF APPROVAL

Recommended by the Performance, Risk and Audit Committee:

Resolution No.: 6.3.2

Date: 30 June 2017

Approved by Council Resolution:

Resolution No.:

Date:



DRAFT 2018 – 2019 REVIEW IDP AND BUDGET PROCESS PLAN

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IDP & BUDGET PROCESS PLAN

SECTION ONE: INTRODUCTION & BACKGROUND

1.1. INTRODUCTION

The Integrated Development Plan (IDP), as the key tool for the Municipality to tackle its developmental role, represents a continuous cycle of development, planning, implementation and review. Implementation started after the adoption of the 1st - Generation IDP in 2006. Currently the municipality operates in the 2nd - Generation IDP. The IDP is the strategic plan with a cycle period of five years. During its five-year life cycle the IDP is reviewed and updated annually.

The Annual Budget, in turn, provides the Medium Term Revenue & Expenditure Framework (MTREF) which sets out the financial path for the ensuing three years.

These two documents, i.e. the IDP and the Budget – along with the Performance Management System (PMS) – provide a means to assess the progress and achievements with regard to the strategic objectives of the Municipality, thus informing its financial and institutional planning.

With the input of the Provincial authority, local municipalities are continuously in the process of reviewing, improving and updating its IDP, as well as ensuring alignment with the MTREF.

This IDP and Budget Process Plan seek to address, *inter alia*, the:

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

1.2. LEGISLATIVE FRAMEWORK

1.2.1. PROCESS PLAN

In order to ensure minimum quality standards of the IDP and Budget process – and a proper coordination between and within spheres of government – the preparation of the IDP and Budget Process Plan has been regulated by both the Municipal Systems Act and the MFMA.

In terms of Section 28 of the MSA, Council must adopt an IDP and Budget Process Plan. And Section 29 of the MSA specifies that such a Process Plan must include:

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

In terms of Section 21 of the MFMA, the Executive Mayor must co-ordinate the process for the adoption of the annual Budget and the review of the IDP and related policies so that he/she can ensure mutual consistency and credibility.

The second part of the afore-mentioned Section of the MFMA stipulates that a Process Plan with timeframes must be tabled to Council for consideration at least 10 months prior to implementation of the annual Budget.

National Treasury has provided further guidance by the issuing of MFMA Circular 10. That circular provides specific guidance with regard to six distinct steps in compilation of the IDP and Budget.

The table below highlights the six steps, with a succinct description of each step:

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

6	Finalizing	Publish the IDP, Budget and approve the SDBIP and performance targets
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Local municipalities are required by the Municipal System Act (Act 32 of 2000) to consult and report back to communities on their planned activities as well as their performances so that communities can be afforded an opportunity to voice their opinions on the day-to-day functioning of the Municipality.

Development of an IDP Framework Plan

In terms of Section 27 of the MSA, the District Municipality must develop a Framework Plan which provides the linkage and binding relationships between the district and local municipalities in its jurisdiction area. In doing so, proper consultation, coordination and alignment of the IDP review process of the district municipality and various local municipalities can be maintained.

1.2.2. OTHER LEGISLATIVE IMPERATIVES

In an effort to comply with the current legislative framework, the host of binding legislation to be taken into consideration in the formulation of the IDP & Budget Process Plan is listed hereinunder:

- The Constitution of the Republic of South Africa, (Act 108 of 1996)
- Local Government: Municipal Demarcation Act, (Act 27 of 1998)
- Local Government: Municipal Structures Act, (Act 117 of 1998)
- Public Finance Management Act (Act 2 of 1999)
- Promotion of Access to Information Act (Act 2 of 2000).
- Local Government: Municipal Systems Act, (Act 32 of 2000)
- Local Government: Municipal Finance Management Act, (Act 56 of 2003)
- Local Government: Property Rates Act, (Act 6 of 2004)
- Inter-governmental Relations Framework Act, (Act 13 of 2005)
- Division of Revenue Act (Act 1 of 2007)
- Development Facilitation Act, (Act 67 of 1995)
- Communal Land Rights Act, (Act 11 of 2004)
- National Land Transport Transitional Act, 1999
- Housing Act, (Act 107 of 1997)
- Water Services Act, (Act 108 of 1997)
- National Water Act, (Act 36 of 1998)
- National Water Amendment Act, (Act 45 of 1999)
- Environmental Conservation Act, (Act 73 of 1989)
- National Environmental Management Act, (Act 107 of 1998)
- National Environmental Management: Air Quality Act, (Act 39 of 2004)
- National Environmental Management: Protected Areas Act, (Act 57 of 2003)

- National Environmental Management Biodiversity Act, (Act 10 of 2004)
- National Forest Act (1998)

Provincial Policies

- Western Cape Growth and Development Strategy
- Western Cape Spatial Development Framework

National Policies

- Reconstruction and Development Program (RDP), 1994
- Growth, Employment And Redistribution (GEAR); 1996
- Urban Development Framework, 1997
- Rural Development Framework, 1996
- Accelerated and Shared Growth Initiatives for South Africa (ASGISA)

Abbreviations :	
IDP	- Integrated Development Plan
MFMA	- Municipal Finance Management Act, no 56 of 2003
MSA	- Local Government Municipal Systems Act, no 32 of 2000
MTBPS	- National Treasury, Medium Term Budget and Policy Statement
NT	- National Treasury
PT	- Provincial Treasury
SDBIP	- Service Delivery Budget Implementation Plan

SECTION TWO: ORGANIZATIONAL ARRANGEMENTS

2.1 IDP / BUDGET STEERING COMMITTEE

As part of the IDP & Budget preparation process, the Mayor must establish an IDP & Budget Steering Committee. This committee must at least consist of the persons mentioned in Section 4 of the Budget and Reporting Regulations.

Section 4 of the Local Government: Budget and Reporting Regulations states the following:

Budget Steering Committee

4. (1) *The mayor of a municipality must establish a Budget Steering Committee to provide technical assistance to the Mayor in discharging the responsibilities set out in Section 53 of the Act.*
- (2) *The Steering Committee must consist of at least the following persons:*
- (a) the councillor responsible for financial matters;*
 - (b) the municipal manager;*
 - (c) the chief financial officer;*
 - (d) the senior managers responsible for at least the three largest votes in the municipality;*
 - (e) the manager responsible for Budgeting;*
 - (f) the manager responsible for planning; and*
 - (g) any technical experts on infrastructure.*

This IDP / Budget Steering Committee will act as a support structure to the Executive Mayor in providing a platform for him/her to provide political guidance and to monitor progress made in the IDP and Budget process. This Steering Committee must be reconstituted each year.

2.1.1. Composition

In order to comply with the legislative requirements, the Mayoral Committee has constituted the Witzenberg IDP/Budget Steering Committee structure as follows (inclusive political representation):

Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	

2.1.2. Terms of Reference for the IDP / Budget Steering Committee

The Terms of Reference for the IDP / Budget Steering Committee are as follows:

- To provide terms of reference for the various planning activities
- To commission research studies
- Considers and comments on:
 - ➡ Inputs from sub-committee/s, study teams and consultants
 - ➡ Inputs from provincial sector departments and support providers
- To process, summarize and document the outputs
- Makes content recommendations, and
- Prepares, facilitates and minutes all meetings

2.2 IDP REPRESENTATIVE FORUM

2.2.1 Composition of IDP Representative Forum

The IDP Representative Forum (RF) is constituted as part of the preparation phase of the IDP, and will continue its functions throughout the annual IDP Review process. The composition of the IDP Representative Forum is as follows:

- MAYCO members
- Councillors
- Ward Committees
- Community Development Workers
- Municipal Manager and Senior Managers
- Stakeholder representatives of organised groups

The ward structure for Witzenberg is shown in the table below:

Ward	Status	Towns or Areas
1	Functional	N'duli
2	Functional	Wolseley farms (toward Botha and Breë Valley)
3	Functional	Ceres West
4	Functional	PA Hamlet (including Kliprug, and a portion of Bella Vista)
5	Functional	Ceres East
6	Functional	Bella Vista (including some farms in Warm Bokkeveld)
7	Functional	Wolseley (including Montana, Pine Valley, and section of Chris Hani)
8	Functional	Koue Bokkeveld farms (up until Op-Die-Berg)
9	Functional	Op-Die-Berg (including farms from Op-Die-Berg toward Citrusdal)
10	Functional	Agter Witzenberg rural (including Phase 3 & Phase 4 in PA Hamlet)
11	Functional	Tulbagh (including Chris Hani, Witzenville and surrounding farms)
12	Functional	Warm Bokkeveld rural

2.2.2 Terms of Reference for the IDP Representative Forum

The terms of reference for the IDP Representative Forum are as follows:

- Represents the interest of the municipality's constituency in the IDP process;
- Provides an organisational mechanism for discussion, negotiation and decision-making between all the stakeholders in municipal government;
- Ensures communication between all the stakeholder representatives in municipal government;
- Monitors the performance of the planning and implementation process;
- Forms a structured link between the Municipality and representatives of the public;
- Participates in decision-making within the Representative Forums;
- Analyzes and discusses issues being developed;
- Ensures that priority issues of their constituents are considered;
- Ensures that annual business plans and SDBIP are developed, based on the IDP priorities and municipal Key Performance Indicators;
- Participates in the designing of IDP project proposals; and
- Discusses and comments on the final IDP product.

Witzenberg has not as yet formally constituted an IDP Representative Forum. Council has resolved that until such time as an IDP Representative Forum is created, the current Ward Committee structures should perform the role and function assigned to the Rep Forum. This Process Plan takes cognizance thereof, and all engagements indicated in this plan as devolving upon the IDP Representative Forum will be channeled to, and administered by, the Ward Committee structures.

SECTION THREE: ROLE-PLAYERS

3.1 ROLE-PLAYERS

The following role-players have been identified:

3.1.1. External Role-players

The external role-players identified are:

- Provincial Government Departments, specifically through the LGMTEC engagements and IGR structures;
- National government, specifically DPLG and National Treasury via guidelines issued;
- Representative Forums / Civil Society; and
- The Cape Winelands District Municipality.

3.1.2. Internal Role-players

The main internal role-players, apart from all officials in the Municipalities, are identified as:

- Council
- IDP / Budget Steering Committee; and
- Manager responsible for IDP.

3.1.3 ROLES AND RESPONSIBILITIES

The responsibility of the other spheres of government is to:

- Ensure vertical alignment of the IDP and Budget with Provincial and National sector plans.
- Monitor development and review of IDP and Budget process.
- Ensure responsiveness of the IDP and Budget.
- Contribute relevant information of Provincial Sector Departments, and to
- Contribute sector expertise and technical know-how.

The responsibility of the IDP Representative Forum is to:

- Ensure that community needs and priorities are communicated
- Ensure responsiveness of the IDP and Budget
- Ensure communication lines with represented organizations, and to
- Ensure information flow.

The responsibilities of Council are to:

- Decide on and adopt the IDP & Budget Process Plan; and to
- Decide on and adopt the IDP and Budget documents.

The responsibilities of the IDP / Budget Steering Committee are to:

- Identify additional role-players to serve on the IDP Representative Forum;
- Ensure that all relevant role-players are involved;
- Ensure that the review process is undertaken in accordance with agreed timeframes;
- Ensure that the process is focused on priority issues;
- Ensure that it is strategic and implementation-orientated; and to
- Ensure that sector requirements are adhered to.

The responsibilities of the IDP Manager, with regard to this process, are to:

- Ensure that the Process Plan is finalised and presented to the IDP / Budget Steering Committee;
- Adjust the IDP according to the proposals of the MEC;
- Ensure the continuous participation of role-players;
- Monitor and record the participation of role-players;
- Ensure that appropriate procedures are followed;
- Ensure documentation is prepared properly;
- Carry out the day-to-day management of the IDP process;
- Co-ordinate inputs received such as comments and enquiries;
- Ensure responses to comments and enquiries;
- Ensure alignment of the IDP with the District Municipality's framework;
- Co-ordinate the preparation of the Sector Plans and their inclusion into the IDP documentation;
- Co-ordinate the inclusion of the Performance Management System (PMS) into the IDP; and to
- Ensure the timeous submission of IDP documents to the relevant authorities.

SECTION FOUR: MECHANISMS AND PROCEDURES FOR PARTICIPATION

4.1 FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION

The four major functions in the public participation process are:

- ◆ Needs orientation;
- ◆ Appropriateness of solutions;
- ◆ Community ownership; and
- ◆ Empowerment.

Similar to the preparation of the IDP, the public participation process in the annual drafting of the IDP review and Budget must be institutionalized. This is done in order to ensure that all residents and stakeholders have a fair and equal right to participate in matters of governance.

4.2 MECHANISMS FOR PARTICIPATION

The following mechanisms for participation will apply:

4.2.1 IDP Representative Forum (RF)

This forum represents all stakeholders and is as inclusive as possible. Efforts will be made to bring additional organizations into the RF and ensure their continued participation throughout the process.

Until such time though that Witzenberg has established an IDP Representative Forum, the Ward Committee structure will be utilized to fulfill the RF's role.

4.2.2 Media

A vigorous communication and information-sharing or dissemination campaign aimed at reaching out to all the communities will be undertaken in terms of the annual IDP and Budget process.

The following means of communication will be utilized:

- Municipal Website & Intranet;
- Notices at all Municipal Offices,
- Municipal Accounts;
- Loud-hailing the day before local Imbizo's (Meetings); and
- Advertisements in local news papers.

4.2.3 Information sheets

Information sheets will be prepared in English, Afrikaans and Xhosa, and will be distributed via the Ward Committee structure and/or Representative Forum. Information sheets will also be displayed on the Municipal Notice Boards, Municipal Website, in local media, and included in monthly municipal accounts.

4.2.4 Sector engagements

Dates, time and venues will be communicated in writing to each stakeholder at least seven days prior to the meetings. It is the responsibility of stakeholders to notify the Municipality of any changes in representatives, or contact details.

4.2.5 Local Imbizo's (Meetings)

All venues will be selected in a manner that ensures and enhances easy access for all community members to attend. Meetings should be either ward-based or per town / neighborhood, considering the size and distance.

Times chosen for the meetings should ensure maximum attendance by all the households. Venues will be prepared half an hour before starting time to allow community members to be properly seated before commencement of the session.

The communication medium will be the predominant language of the community, with arrangements for translation / interpretation, as the need may be.

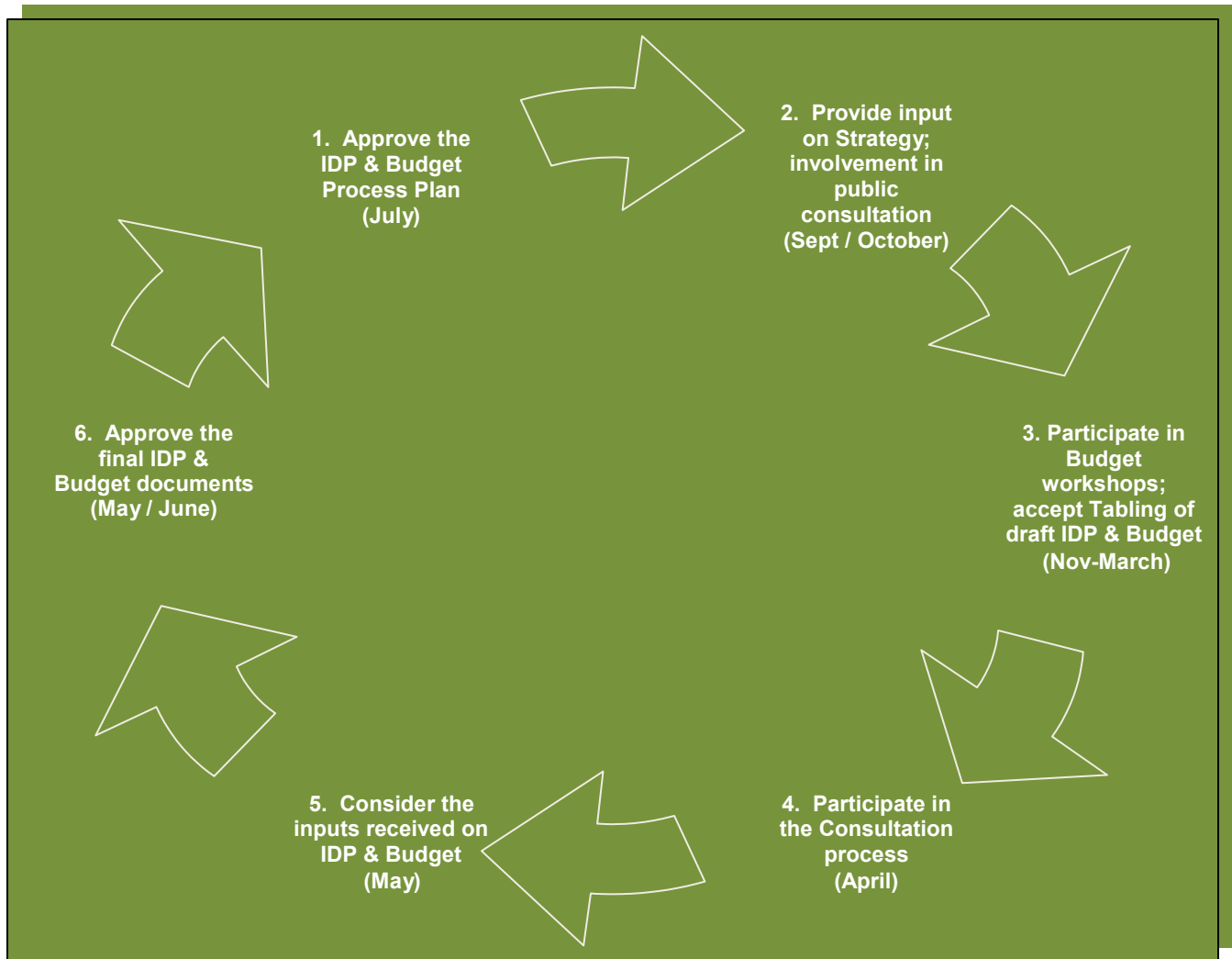
4.3 PROCEDURES / PROCESSES FOR PARTICIPATION

4.3.1 IDP Representative Forum

The IDP Representative Forum (when formally constituted and functional) will meet as indicated in the Process Plan.

4.3.2 Council Approval

The involvement of Council in the IDP and Budget compilation process is best illustrated in the process flow diagram below:



4.3.3 Newspapers

An outcome report will be submitted to the local newspaper on the completion of the adopted IDP and Budget documents, as well as an information spreadsheet on the key elements of the Final IDP and Budget.

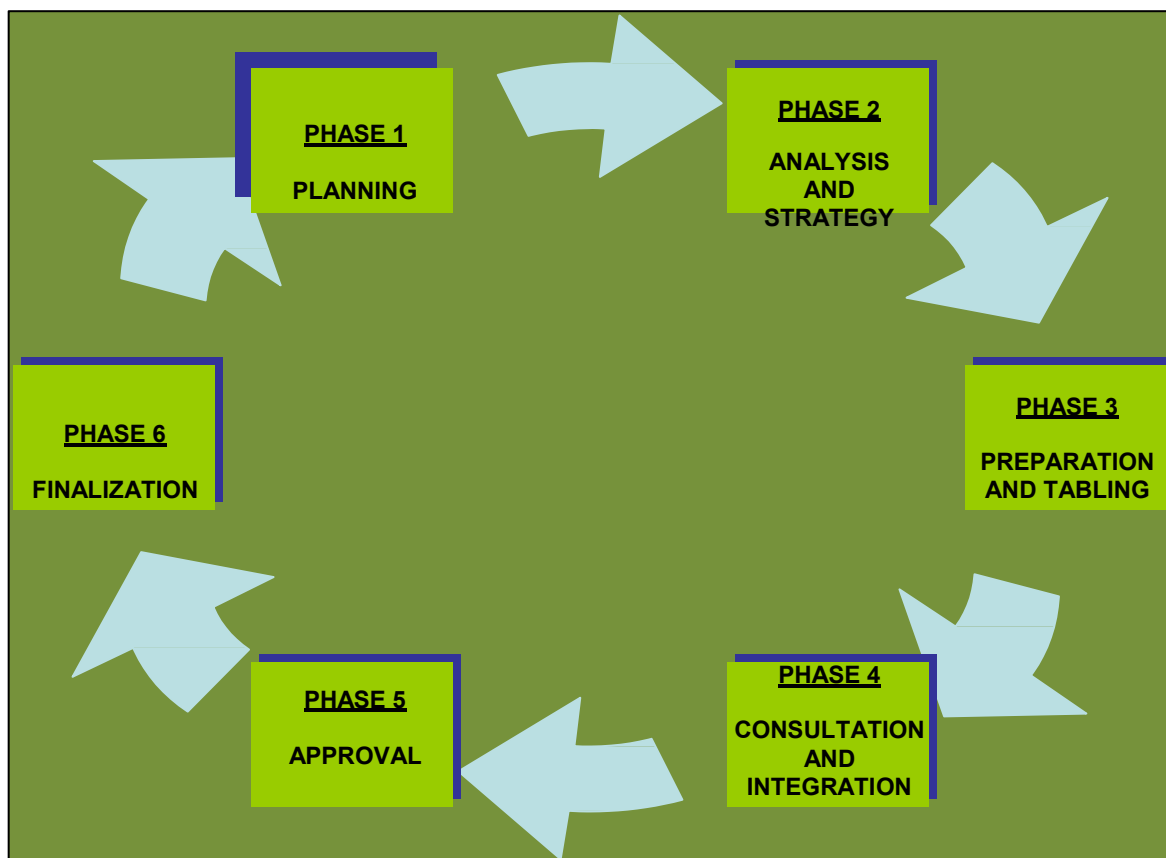
4.3.4 Information Sheets

At the completion of each phase an information sheet will be prepared in the three dominant languages, namely English, Afrikaans and Xhosa, providing an executive summary of the outcomes of the particular phase.

SECTION FIVE: ACTION PROGRAM

5.1 PHASES OF THE IDP AND BUDGET PROCESS

The IDP and Budget process speaks to Planning, Preparation, Implementation and Monitoring of the IDP, Budget, and the Performance Management System. The six distinct phases in the IDP and Budget process are indicated in the diagram below:



PHASE 1 - PLANNING

During this phase the Process Plan is divided into activities, and for each activity a timeframe is allocated as well as a linkage to the responsible person for each activity.

The Process Plan is compiled via a process of consultation with all the role-players.

PHASE 2 – ANALYSIS AND STRATEGY

Phase 2 comprises two stages, namely the Analysis and the Strategy formulation stages. For successful forward planning it is imperative to understand precisely what the current situation is as well as the historical trends. Therefore, both external and internal influences must be taken into account. And since all strategies and interventions are to be ward-based, all analyses, as far as possible, should speak to wards.

A proper analysis includes consultation with the whole spectrum of stakeholders, including the general public, as well as a thorough institutional assessment. It is important that all the stakeholders must have a common understanding of the gaps as well as the available resources – i.e. human, financial, property, plant and equipment.

Once the current resources and needs assessment has been completed, then only the formulation of a credible strategy to cover those gaps is possible.

PHASE 3 – PREPARATION AND TABLING

There are four distinct processes dealt with almost simultaneously in this phase, namely

- Preparation of draft Capital program (Next 3 years)
- Preparation of draft Operational Budget (Next 3 years)
- Preparation of draft Adjustment Budget, if necessary, and the
- Updating of the IDP.

And then the tabling of the following drafts is to be made, namely:

- Annual Report;
- Adjustment Budget;
- IDP; and
- Annual Budget.

PHASE 4 – CONSULTATION AND INTEGRATION

Consultation is done with three different types of stakeholders, namely: Government through LGMTEC's; structured civil society through IDP Representative Forum and/or Ward Committee structures, and with the community through Imbizo's/meetings in the different wards, neighborhoods or towns. All inputs, comments and objections received throughout this phase are considered, and recommendations are prepared. Thereafter the IDP and Budget is tabled to Council for consideration.

PHASE 5 – APPROVAL

Once the IDP and Budget documents are tabled, Council considers it for approval. Approval must take place before the start of the new financial year.

PHASE 6 – FINALIZATION

Once the IDP and Budget have been approved, the final documents are published. The Service Delivery and Budget Implementation Plan (SDBIP) is then developed. The performance agreements are also drafted, based on the approved documents.

5.2 TIME SCHEDULE: KEY DATES AND RESPONSIBILITIES IN THE PHASES OF THE PROCESS PLAN

The detailed activities in each phase are disclosed in the following matrix:

5.2.1 PHASE 1 - PLANNING	Start 01/07/2017	Finish 31/08/2017	Responsibility
Activities			
Compile the IDP & Budget draft Process Plan with time schedule	01/07/2017	14/07/2017	Manager: IDP
Senior Management to discuss the Draft Process Plan	17/07/2017	21/07/2017	Municipal Manager
MAYCO meeting to consider the Process Plan	24/07/2017	25/08/2017	Municipal Manager
Draft Process Plan to be tabled to Council	26/07/2017	31/07/2017	Executive Mayor
NATIONAL WOMEN'S DAY	09/08/2017		
Process Plan to be tabled to Council for adoption (At least 10 months before the Budget year)	21/08/2017	31/08/2017	Executive Mayor
Other activities during this phase			
Witzenberg Municipality Inter-Governmental Relations Forum	01/08/2017	30/08/2017	Dir. Community Development
Preparation of reports: ➡ 4 th Quarter SDBIP report ➡ June Section 71 Report / Grant Report			Man: Performance CFO CFO
Compilation of: ➡ Roll over Adjustment Budget (Capital only) ➡ Annual Financial Statements ➡ Draft Annual Report information			Manager: Budget Manager: Budget CFO

5.2.2 PHASE 2 – ANALYSIS AND STRATEGY	Start 01/09/2017	Finish 28/11/2017	Responsibility
Activities			
Stage 1(a): ANALYSIS	01/09/2017	02/10/2017	
Performance Analysis			
Assess the municipal performance (Strengths & Weaknesses)	01/09/2017	22/09/2017	Manager: Performance
Review the Performance Management System	01/09/2017	22/09/2017	Manager: Performance
Review the annual performance against SDBIP's	01/09/2017	22/09/2017	Manager: Performance
Financial Analysis	01/09/2017	22/09/2017	
Assess the municipal financial position and capacity (based on Financial Statements of previous Budget year)	01/09/2017	22/09/2017	CFO
Review Budget-related policies and set policy priorities for next 3 years	01/09/2017	22/09/2017	CFO
Determine the funding/revenue potentially available for next 3 years	01/09/2017	22/09/2017	Manager: Income
Determine the likely financial outlook and identify changes to fiscal strategies	01/09/2017	22/09/2017	Manager: Budget
Refine funding policies; review tariff structures	01/09/2017	22/09/2017	CFO
Situational Analysis	01/09/2017	22/09/2017	
Review current realities and examine changing conditions and information within each directorate: ➡ Spatial ➡ Legislative ➡ Institutional	01/09/2017	22/09/2017	SNR MANAGEMENT
Analyze the Strategic Calendar and Joint Planning Initiatives(JPI's) to determine interventions	01/09/2017	22/09/2017	Manager: IDP
Review Organogram to assess institutional capacity	01/09/2017	22/09/2017	Manager: HR
Closing of Analysis			
Management strategic workshop on analysis (All responsible persons to prepare 45 min presentations)	01/09/2017	22/09/2017	Manager: IDP
Strategic session with Mayco & Council on finalization of Analysis Phase	25/09/2017	02/10/2017	Snr Management

5.2.2 PHASE 2 – ANALYSIS AND STRATEGY	Start 01/09/2017	Finish 13/11/2017	Responsibility
Activities			
Stage 1(b): CONSULTATION	02/10/2017	31/10/2017	
Publish Public Consultation timetable	14/09/2017	29/09/2017	Manager: IDP
Mail invitations to Sector representatives / IDP Representative Forum (RF)	18/09/2017	29/09/2017	Manager: IDP
Media- & Awareness Campaign to encourage public and sector participation in the IDP/Budget process	14/09/2017	29/09/2017	Public Part. Officer Manager: IDP
HERITAGE DAY	24/09/2017		
Finalize consultation presentations (Presentation based on outcome of analysis & linked to ward-based planning priorities)	25/09/2017	29/09/2017	Snr Management
Community Imbizo's / Meetings:			
Prince Alfred's Hamlet	09/10/2017	09/10/2017	Exec. Mayor
N'duli	10/10/2017	10/10/2017	Exec. Mayor
Wolseley	11/10/2017	11/10/2017	Exec. Mayor
Bella Vista	12/10/2017	12/10/2017	Exec. Mayor
Ceres	16/10/2017	16/10/2017	Exec. Mayor
Op Die Berg	17/10/2017	17/10/2017	Exec. Mayor
Tulbagh	18/10/2017	18/10/2017	Exec. Mayor
Forum & sector meetings: Business & Agriculture	17/10/2017	17/10/2017	Exec. Mayor
Meetings with Ward Committees	18/10/2017	18/10/2017	Exec. Mayor
IGR engagement to obtain sector Budget commitments	18/10/2017	25/10/2017	Manager: Socio-E
INTER-GOVERNMENTAL ALIGNMENT: Presentation to District and Provincial Sector Departments		To be announced	Municipal Manager
Stage 2: STRATEGY	02/10/2017	31/10/2017	
Revise and update the Financial Plan	02/10/2017	31/10/2017	CFO
2-day Workshop: MAYCO & Management to incorporate the outcomes of the Analysis Phase and to determine any new developmental objectives	01/11/2017	13/11/2017	Municipal Manager
Workshop with Council to review the Vision, Mission, Strategic Objectives, and to refine the SDF	14/11/2017	23/11/2017	Municipal Manager
Other activities during this phase			
Preparation of reports: ➤ August Section 71 Report / Grant Report ➤ September Section 71 Report / Grant Report ➤ Witzenberg Municipality Inter-Governmental Relations Forum	21/11/2017	30/11/2017	CFO CFO Man: Performance Dir. Community Development

5.2.3 PHASE 3 – PREPARATION AND TABLING	Start 22/11/2017	Finish 27/02/2018	Responsibility
Activities			
Stage 1: CAPITAL PROJECTS AND PROGRAMS	03/11/2017	28/11/2017	
Departments provide details of all newly identified projects.		23/11/2017	All Managers
Development of Ward/Area-based Project Plans	01/11/2017	11/11/2017	Manager: IDP; Manager: Budget
Dept Finance provide working papers for capital project prioritization	01/11/2017	14/11/2017	Manager: Budget
Management workshop to prioritize Capital Programs and Projects for next 3 years	24/11/2017	30/11/2017	Snr Management
Workshop with Council to finalize draft capital program	24/11/2017	30/11/2017	Municipal Manager
Stage 2(a): ADJUSTMENT BUDGET	01/12/2017	28/02/2018	
Dept Finance provide working papers for adjustment Budget	01/12/2017	11/12/2017	Manager: Budget
Departments provide responses to Adjustment Budget	11/12/2017	12/01/2018	All Managers
Dept Finance to consolidate all information received	15/01/2018	22/01/2018	Manager: Budget
Workshop with MAYCO to finalize draft Adjustment Budget	22/01/2018	26/01/2018	CFO
Tabling of Adjustment Budget	29/01/2018	31/01/2018	Exec. Mayor
Stage 2(b): OPERATIONAL BUDGET	01/12/2017	28/02/2018	
Dept Finance provide working papers for Operational Budget	01/12/2017	11/12/2017	Manager: Budget
Departments provide inputs on Operational Budget	11/12/2017	12/01/2018	All Managers
Dept Finance to consolidate all information received	15/01/2018	22/01/2018	Manager: Budget
1 st Workshop with MAYCO to finalize Operational Budget & Capital program	05/02/2018	12/02/2018	CFO
2 nd Workshop with MAYCO to finalize Operational Budget & Capital program, if needed	19/02/2018	26/02/2018	CFO

5.2.3 PHASE 3 – PREPARATION AND TABLING	Start 01/11/2017	Finish 31/03/2018	Responsibility
Activities			
Stage 3: UPDATING OF IDP	02/01/2018	28/02/2018	
Update of IDP with most recent information	02/01/2018	31/01/2018	Manager: IDP
IDP Office to provide draft IDP document for scrutiny by departments	31/01/2018	12/02/2018	Manager: IDP
Departments provide inputs on draft IDP	12/02/2018	23/02/2018	All Managers
IDP Office to consolidate all information received and to compile the draft IDP	26/02/2018	05/03/2018	Manager: IDP
Workshop with Mayco on draft IDP, Operational Budget & Capital program	06/03/2018	12/03/2018	Exec. Mayor
Workshop with Council on IDP, Operational Budget & Capital program	13/03/2018	20/03/2018	Exec. Mayor
Tabling of Draft IDP & Budget	26/03/2018	30/03/2018	Exec. Mayor
Other activities during this phase			
Review Auditor- General's report			CFO
Witzenberg Municipality Inter-Governmental Relations Forum	20/03/2018	30/03/2018	Dir. Community Development
Preparation/submission of reports: <ul style="list-style-type: none"> ➡ October Section 71 Report / Grant Report ➡ November Section 71 Report / Grant Report ➡ Compilation of draft Annual Report ➡ December Section 71 Report / Grant Report ➡ 2nd Quarter SDBIP Report ➡ Half year performance assessment ➡ MinMay Tech/JPI's and MGRO 			CFO CFO Mun. Manager CFO Man: Performance CFO Mun. Manager Mun. Manager CFO CFO Dept Local Government

5.2.4 PHASE 4 – CONSULTATION & INTEGRATION	Start 01/04/2018	Finish 15/05/2018	Responsibility
Activities			
INTER-GOVERNMENTAL ENGAGEMENTS			
Submit and Publish the IDP, PMS, annual Budget and other required documents to relevant departments for comments and submissions	03/04/2018	13/04/2018	Manager: IDP
Council calls for inputs from sectors and community with closing date of 30 April 2018	10/04/2018	26/04/2018	Manager: IDP
LGMTEC engagement		To be announced	Municipal Manager
Update information obtained during LGMTEC's	01/04/2018	28/04/2018	Manager: IDP
District municipality engagement with B-municipalities		To be announced	Municipal Manager
PUBLIC CONSULTATION			
Publish Public Engagement timetable in the media, and distribute internally	23/03/2018	06/04/2018	Manager: IDP
Mail invitations to Sector representatives / IDP Representative Forum	26/03/2018	02/04/2018	Manager: IDP
Community Imbizo's / Meetings:			
Prince Alfred's Hamlet	10/04/2018	10/04/2018	Exec. Mayor
N'dul	11/04/2018	11/04/2018	Exec. Mayor
Wolseley	12/04/2018	12/04/2018	Exec. Mayor
Bella Vista	16/04/2018	66/04/2018	Exec. Mayor
Ceres	17/04/2018	17/04/2018	Exec. Mayor
Op Die Berg	18/04/2018	18/04/2018	Exec. Mayor
Tulbagh	19/04/2018	19/04/2018	Exec. Mayor
Forum & sector meetings: Business & Agriculture	17/04/2018	17/04/2018	Exec. Mayor
Meetings with Ward Committees	24/04/2018	24/04/2018	Exec. Mayor
IGR engagement to obtain sector Budget commitments	20/04/2018	27/04/2018	Manager: Socio-E

5.2.4 PHASE 4 – CONSULTATION & INTEGRATION	Start 01/04/2018	Finish 15/05/2018	Responsibility
Activities			
INTEGRATION			
Dept Finance to consolidate all information, comments and objections received on Budget	01/04/2018	30/04/2018	Manager: Budget
Screen and refine all Project Proposals	01/04/2018	30/04/2018	Manager: Projects
Refine the Spatial Development Framework	01/04/2018	30/04/2018	Snr Town Planner
Compile all Business Plans	01/04/2018	30/04/2018	All departments
Populate the SDBIP templates	01/04/2018	30/04/2018	All departments
Management considers submissions made by community, National and Provincial Treasury	01/05/2018	11/05/2018	Manager: Budget
Prepare a summary of the revised IDP	01/05/2018	11/05/2018	Manager: IDP
MAYCO meeting to consider the submissions and, if necessary, to revise the IDP and Budget	16/05/2018	18/05/2018	Municipal Manager
Other activities during this phase			
Witzenberg Municipality Inter-Governmental Relations Forum	22/03/2018	31/03/2018	Dir. Community Development
Preparation of reports: ➡ 3 rd Quarter SDBIP Report ➡ March Section 71 Report / Grant Report			Man: Performance CFO CFO

5.2.5 PHASE 5 – APPROVAL	Start 20/05/2018	Finish 31/05/2018	Responsibility
Activities			
Council workshop on draft Reviewed IDP and Annual Budget	18/05/2018	24/05/2018	Municipal Manager
Council meeting to approve Revised IDP, Performance Management measures and targets and the Annual Budget (At least 30 days before the new Budget year)	24/05/2018	31/05/2018	Municipal Manager

5.2.6 PHASE 6 – FINALIZATION	Start 01/06/2018	Finish 30/06/2018	Responsibility
Activities			
Management workshop to finalize the SDBIP's	01/06/2018	04/06/2018	Manager: Budget
Publish the IDP, annual Budget, all Budget-related documents and policies on the municipal website	01/06/2018	08/06/2018	Manager: IDP
Publish the 2018/2019 tariffs for public comment	01/06/2018	08/06/2018	Manager: Budget
Submit a copy of the IDP to the MEC, DPLG and Treasury (within 10 days of adoption)	01/06/2018	15/06/2018	Manager: IDP
Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan)	01/06/2018	15/06/2018	Manager: IDP
Publish a summary of the IDP and Budget in newspaper	01/06/2018	15/06/2018	Manager: IDP
Submit to Executive Mayor a draft SDBIP for the Budget year (within 14 days of approval of the Budget)	01/06/2018	15/06/2018	Municipal Manager
Submit to the Mayor drafts of the annual performance agreements (within 14 days of approval of Budget)	01/06/2018	15/06/2018	Municipal Manager
Make public the performance agreements of the Municipal Manager and senior managers (no later than 14 days after approval of the plan)	01/06/2018	15/06/2018	Municipal Manager
Submit the approved Budget to the National Treasury and the Provincial Treasury	01/06/2018	15/06/2018	CFO
Preparation of reports: ➤ May Section 71 Report ➤ Grant Reports	01/06/2018 01/06/2018	15/06/2018 15/06/2018	CFO CFO
The Mayor takes steps to ensure that the SDBIP is approved (within 28 days of approval of Budget)	16/06/2018	30/06/2018	Exec. Mayor
Make public the projections, targets and indicators in the SDBIP (within 14 days of approval of SDBIP)	16/06/2018	30/06/2018	CFO
Publish the performance agreements and service delivery agreements on the municipal website	22/06/2018	30/06/2017	Municipal Manager
Submit copies of the performance agreements to Council and the MEC for Local Government	22/06/2018	30/06/2018	Municipal Manager

6. CONCLUSION

The IDP and Budget Process Plan ensure that the role-players within the process are well prepared. All activities outlined within this document have been prepared in close inter-relation with the Framework that governs both the District and all local municipalities.

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

TO : Committee for Technical Services

FROM : Manager: Town Planning & Building Control (H Taljaard)

DATE : 14 November 2016

REF. : 15/4/P

INTERIM ADOPTION OF THE SECTION 8 ZONING SCHEME AND AMENDMENT OF THE DEFINITION OF "AGRICULTURAL INDUSTRY"

1. PURPOSE

The purpose of this report is to obtain a Council resolution in respect of:

- 1.1 The adoption of the Scheme Regulations in terms of Section 8 of the Land Use Planning Ordinance, 1985 promulgated under P.N. 1048/1988 as an interim By-Law pending the adoption of a Single Land Use Scheme provided for under the Spatial Planning and Land Use Planning Act, 2013.
- 1.2 The substitution, simultaneous with adoption of the By-Law, of the definition of *Agricultural Industry* under P.N. 1048/1988 with the following:

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

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

2. NEED

Circular EADP 0003/2016 from the Western Cape Department of Environmental Affairs and Development Planning dated 24 February 2016 (attached as "Annexure") presents municipalities with a different interpretation of the definitions of "Agriculture" and "Agricultural Industry".

The Circular inter alia highlighted the following aspects:

- There has been an inconsistent interpretation of the definition of "Agricultural Industry".
- It is the opinion of Province that the cooling, storing, sorting and packaging of products is not an Agricultural Industry.

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- Pack- and cold storage facilities are a primary right under “Agriculture” and do not require a zoning of “Agricultural Industry”.

The Provincial Department’s different interpretation of the definitions poses various problems for Witzenberg which has its own unique set of circumstances. Witzenberg is experiencing an increase of agricultural industries which has a cumulative impact on roads, infrastructure, electricity, housing and social issues. While Province’s interpretation of the definitions are debatable, it is considered prudent that Witzenberg publish amendments that would clarify our understanding of what “Agriculture” and “Agricultural Industry” ought to be, and whereby these land uses could be better managed in the interest of the region and its residents.

Ideally the definitions should have been included in a Single Witzenberg Zoning Scheme under the Spatial Planning and Land Use Planning Act, 2013. However, due to the urgency of the matter, an *ad hoc* amendment is necessary in the interim. It would therefore be necessary to adopt the current Section 8 Regulations as a By-Law with an amendment to the definitions.

3. RECOMMENDATION

That it be recommended to Council that:

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

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

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

- 3.3 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,
- 3.4 Any representations received be submitted to Council for consideration prior to publication of the By-Law.

H O TALJAARD
MANAGER: TOWN PLANNING AND BUILDING CONTROL



CIRCULAR: EADP 0003/2016

ALL MUNICIPAL MANAGERS AND CHIEF TOWN PLANNERS

SUBJECT: AGRICULTURAL INDUSTRY PRACTICE NOTE

1. INTRODUCTION

- 1.1. Farmers have recently highlighted difficulties they have experienced when establishing agri-processing plants, cold storage and pack stores in rural areas to the Provincial Red Tape Reduction Unit in the Department of Economic Development and Tourism. The Unit is now known as the "Ease of Doing Business Unit".
- 1.2. The Western Cape Government's (WCG) *Provincial Strategic Plan 2014-2019* is targetting Agri-Processing as one of the three priority sectors in the Western Cape for accelerated economic growth and job creation and would seek to iron out any issues relating to the expansion of this industry.
- 1.3. It is therefore important to understand the current regulatory situation and trends to ensure a more responsive regulatory landscape and options in which unnecessary procedural difficulties are addressed, to facilitate more effective approval processes for agricultural industries.
- 1.4. The Department of Environmental Affairs and Development Planning (the "Department") is investigating various aspects of the regulatory environment (land use and processes) which may hinder the establishment of agricultural industries on farms and agri-processing facilities in general. The investigation is focusing on aspects such as land use, current establishment trends, scale, timeframes associated with application processes, conditions of approval, availability of industrial land within built-up urban areas and proposed amendments to the regulatory framework, amongst others.

- 1.5. An aspect which has already been identified as a key area of concern is the varied and inconsistent **interpretation of the “Agricultural Industry” definition** in the various applicable zoning schemes of the municipalities. It would appear that the lack of clarity and consistency with respect to the different interpretations of often old, outdated definitions in the zoning scheme regulations by different municipalities is the cause of most of the complaints received.
- 1.6 The purpose of this circular and practice note is to inform municipalities of the correct interpretations of the existing Section 8 Scheme Regulations to ensure a uniform practice and interpretation across the Province. It is also to sensitise municipalities about the impact that regulatory requirements have on the agriculture sector, especially agricultural industries.

2. REGULATORY ASSESSMENT OF AGRICULTURAL INDUSTRIES

- 2.1. As mentioned above, the Department is investigating various aspects of the regulatory environment which may hinder the establishment of agricultural industries on farms and agri-processing facilities in general.
- 2.2. The project initiatives include:
- a. Regulatory assessment of timeframes of municipal planning processes and of environmental authorisations;
 - b. Development and approval of specific environmental norms and standards for the establishment of agri-processing facilities;
 - c. Amendment of planning legislation to reduce the regulatory burden on agri-processing facilities through determining appropriate zoning scheme requirements;
 - d. Strategic rezoning (overlay or special zones) to encourage the development of agri-processing facilities;
 - e. Information and awareness campaigns;
 - f. Opportunities for providing industrial land in towns, looking at the availability of land, infrastructure and innovation in servicing the land; and
 - g. Opportunities to facilitate subdivision of agricultural land in certain circumstances.
- 2.3. Through this investigation the Department aims to find ways of reducing the regulatory burden on agricultural industries and to facilitate an easier and fast-tracked entry process into the economy.

- 2.4. As noted above, one of the challenges highlighted through the initial review and consultation processes is the inconsistent interpretation and implementation of the definition of “Agricultural Industry” in the Section 8 Scheme Regulations.

3. “AGRICULTURAL INDUSTRY” AS IT STANDS IN THE SECTION 8 SCHEME REGULATIONS

- 3.1. The following definition is an extract from the Section 8 Scheme Regulations:

Agricultural Industry means an enterprise or concern for the processing of agricultural products on a farming unit owing to the nature, perishableness and fragility of such agricultural products and includes, inter alia, wineries and farm pack stores, but does not include service trades.

- 3.2 An important aspect in the definition is the use of the phrase: “*processing of agricultural products*”. The interpretation of these words is key in the understanding of “Agricultural Industry”, as well as the way in which the Department interprets this definition.
- 3.3 It is the view of this Department that the phrase “*processing of agricultural products*” as used in the above definition refers to the physical change of the form of a product.
- 3.4 This is not to be confused with the much wider concept of “agri-processing”, as used generically, which may include various other value added activities. “Agricultural Industry” refers only to the small percentage of agri-processing facilities that are situated on farms.
- 3.5 “Agricultural Industry” is a zoning category found in most zoning scheme regulations and is generally described as an enterprise for the processing of agricultural products that is suitable, or through necessity should be allowed, on farms.
- 3.6 The definition clearly indicates what the requirements for an “Agricultural Industry” are i.e. “*an enterprise or concern for the processing of agricultural products on a farming unit*”. As discussed above processing of agricultural products in this instance entails the physical change of the form of the product. If the activity is merely cooling, storing, sorting and packaging of products this does not comply with the definition of “Agricultural Industry”.

- 3.7 The Department is of the opinion that the inclusion of the phrase “*and includes, inter alia,farm pack stores*” in the definition of “Agricultural Industry” is where the confusion originates. Some municipalities and practitioners interpret this phrase to mean that pack stores require an Agricultural Industry zoning. This is of course not correct.
- 3.8 The inclusion of the list of land uses after “*and includes...*” in the definition is used to indicate examples of facilities or land uses that could be exercised in conjunction with the main activity, which in this case is “*an enterprise or concern for the processing of agricultural products on a farming unit*”. A pack store on its own clearly does not comply with the main body of this definition. However an agricultural industry (e.g. orange juicing factory) may also include a pack store for the storage, packaging, cooling and labelling of the agricultural product as well as the juice produced in the facility.
- 3.9 We have now established that a “pack store” is allowed within an Agricultural Industry. The question is whether a “pack store” is also allowed as a primary right under the definition of “Agriculture”.

4. “AGRICULTURE” AS IT STANDS IN THE SECTION 8 SCHEME REGULATIONS

- 4.1 The following definition is an extract from the Section 8 Scheme Regulations:

Agriculture means the cultivation of land for raising crops and other plants, including plantations or the breeding of animals, including any form of farming activity, for example stock, bee or bird farming, or any stud farm or farm for the keeping or breeding of animals, or a riding school, or running a game farm on an extensive basis, or natural veld and comprises only those activities and buildings that directly relate to the main farming activities on the farm, but does not include abattoirs, feedpen farming, aquaculture or other defined consent uses.

- 4.2 The definition of “Agriculture” clearly stipulates: “*and comprises only those activities and buildings that directly relate to the main farming activities on the farm*”. It is the Department's view that activities such as packing, storing, cooling, washing and packaging of agricultural products are “*directly relate(d) to the main farming activities on the farm*” and therefore should be a primary right of a property zoned for “Agriculture 1” purposes as it does not involve “processing of agricultural products” as per the “Agricultural Industry” definition discussed above.
- 4.3 Pack- and cold storage facilities do not therefore require a zoning of “Agricultural Industry”. It is a primary right under “Agriculture Zone 1”.

- 4.4 Finally, it is important to note that both definitions refer to facilities which “ *directly relate to the main farming activities on the farm*” or “*processing of agricultural products on a farming unit*”. The definitions are carefully worded to ensure that pack stores and agricultural industries are both only allowed where the main activity on the farm concerned, justifies such facilities. The definitions do not make provision for the packing or processing of the products of neighbouring farms.
- 4.5 To accommodate this practice, as more agricultural businesses are managed on a cooperative basis, the Department has previously recommended that where agricultural products are packed or stored in cold storage facilities on a cooperative basis, a rezoning to “Agricultural Industry” would be required. Clearly, in retrospect and based on the interpretation provided in this circular and practice note, this previous advice was not correct.
- 4.6 Furthermore, the current regulations unfortunately do not make provision for these cooperatives and amendments to the regulations will have to be made to accommodate this trend or alternative zoning categories should be considered.

5. PROPOSED AMENDMENTS TO ZONING SCHEMES WITH RESPECT TO THE DEFINITIONS OF “AGRICULTURE” AND “AGRICULTURAL INDUSTRY”

- 5.1. It is in the interest of municipalities to start as soon as possible with the drafting process of their single zoning schemes, taking into consideration the Standard Draft Municipal Zoning Scheme Bylaw prepared by the WCG in collaboration with municipalities.
- 5.2. Those municipalities who are not ready yet to start with the drafting process, are advised to undertake *ad hoc* amendments in the interim period to ensure a uniform practice across the Province.
- 5.3. The Department will provide support to municipalities who require interim amendments to the existing zonings scheme regulations. Municipalities are encouraged to contact the Department as soon as possible and we will guide the municipality through this process.
- 5.4. It is proposed that municipalities use the Standard Draft Municipal Zoning Scheme Bylaw as a point of departure. A copy of the bylaw will be made available in due course, but a draft is available on request should municipalities wish to amend their zoning schemes or commence with the drafting of their single zoning schemes.
- 5.5. The approach of the WCG in the Standard Draft Zoning Scheme Bylaw was to be bold with the regulatory improvements, whilst simultaneously protecting the unique characteristics of the Western Cape. The following principles have been applied:

- a. Agricultural industry and small to medium sized agricultural industries are primary rights under the Agricultural Zoning.
- b. Size limitations on pack stores have been removed completely.
- c. The approval of Site Development Plans have been introduced to ensure that these facilities are placed sensibly and that the municipality have the authority to approve the final location and placement of these facilities.
- d. Clarity is provided in the land use descriptions to avoid any further uncertainty regarding applicability of the land uses.
- e. Land Use Descriptions have been amended to make provision for cooperative agricultural businesses to serve multiple properties with cooperative or shared facilities.

5.6. With these innovations it is trusted that agriculture and agricultural industries would benefit and that the improved regulatory environment would encourage more participants to enter the sector and that the sector itself would experience the anticipated growth which is envisaged in terms of *Provincial Strategic Plan 2014-2019*.

6. Should you require any further guidance or assistance in this regard, please do not hesitate to contact either Kobus Munro (Director: Spatial Planning and Coastal Impact Management) or Helena Jacobs (Director: Development Planning Intelligence Management and Research), as follows:

Kobus Munro

Office Tel: 021 – 483 4796

Email: Kobus.Munro@westerncape.gov.za

Helena Jacobs

Office Tel: 021 – 483 5167

Email: Helena.Jacobs@westerncape.gov.za



PIET VAN ZYL

HEAD OF DEPARTMENT

DATE: 24 February 2016

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

BACKGROUND

At a Special Council meeting on 16 January 2017 it was resolved as follows:

UNANIMOUSLY RESOLVED

(a) *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.*

(b) *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 landbouproduk voor te berei of te verwerk, wat nie-voedsel verwante goedere insluit, vir finale of intermediêre verbruik.

(c) *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.*

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

PUBLIC COMMENT

As per part (c) of the decision above the proposed definition of agricultural industry was advertised as follows (refer Annexure A):

- in the Provincial Gazette on 10 February 2017
- in the Witzenberg Herald on 17 February 2017
- by e-mail to the respective Agricultural Unions

An objection was received by email dated 30 March 2017 from the Tulbagh Landbouvereniging submitted by their chair Phillip Grobler. The objection, attached as Annexure B, can be summarized as follows:

- that the size of the industry remains at 2000m² such as initially proposed and not 1000m².
- Department of Environmental Affairs encourages them to erect pack stores on farms instead of in town due to a shortage of industrial land.
- They cannot be penalized for supporting the Department and developing their farms.

TOWN PLANNER'S COMMENT ON OBJECTION

- The definition currently in use does not allow farmers to erect pack stores without applying for a rezoning and following the process. With the proposed change to the definition farmers would gain the right to develop an agricultural industry without rezoning provided that it does not exceed 1000m². Consequently farmers will be in a better position under the new definition.
- Department of Environmental Affairs does not have any mandate to control the location of industries which is purely a local planning matter and the responsibility of the Local Authority.
- Farmers are not penalized by this amendment but are in fact placed in a better position as mentioned under the first bullet point.

RECOMMENDATION

It is recommended that:

- (a) 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 is adopted as a By-Law.
- (b) that simultaneous with the adoption of the By-Law, the definition of Agricultural industry under P.N. 1048/1988 is 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.

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

- (c) that the objection from the Tulbagh Landbouvereniging dated 30 March 2017 is dismissed.

TENDERS

N.B. Tenders for commodities/services, the estimated value of which exceeds R20 000, are published in the Government Tender Bulletin, which is obtainable from the Government Printer, Private Bag X85, Pretoria, on payment of a subscription.

NOTICES BY LOCAL AUTHORITIES

WITZENBERG MUNICIPALITY

PUBLIC NOTICE

Notice is hereby given in terms of Section 12 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) that Council intend to adopt the Scheme Regulations in terms of Section 8 of the Land Use Planning Ordinance, 1985 promulgated under P.N. 1048/1988 as a By-Law and simultaneous with the adoption of the By-Law that the definition of Agricultural industry be replaced with the following:

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

Any enquiries may be directed to Hennie Taljaard, Manager Town Planning, Witzenberg Municipality, PO Box 44 Ceres, 6835; 023-3168554 (T); 023-3123472 (F); e-mail: htaljaard@witzenberg.gov.za. Any comment should be lodged in writing at the office of the Municipal Manager on or before **20 March 2017**. Any comments received after the aforementioned closing date may be disregarded.

10 February 2017

54393

TENDERS

L.W. Tenders vir kommoditeite/dienste waarvan die beraamde waarde meer as R20 000 beloop, word in die Staatstenderbulletin gepubliseer wat by die Staatsdrukker, Privaatsak X85, Pretoria, teen betaling van 'n intekengeld verkrygbaar is.

KENNISGEWINGS DEUR PLAASLIKE OWERHEDE

WITZENBERG MUNISIPALITEIT

PUBLIEKE KENNISGEWING

Kennis word hiermee gegee kragtens die bepalings van artikel 12 van die Munisipale Stelsels Wet 2000 (Wet 32 van 2000) dat die Raad van voorneme is om die Artikel 8 Skemaregulasies in terme van die Ordonnansie op Grondgebruiksbeplanning, 1985 (Ordonnansie 15 van 1985) afgekondig onder P.K. 1048/1998 as 'n Verordening aan te neem en terselfdertyd met die aanneem van die Verordening om die definisie van die Landbounywerheid as volg te vervang:

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

Enige navrae kan gerig word aan Hennie Taljaard, Bestuurder Stadsbeplanning, Munisipaliteit Witzenberg, Posbus 44, Ceres 6835, of by die kantoor te Voortrekkerstraat 50, Ceres, 023-3168554 (T); 023-3123472 (F), e-pos: htaljaard@witzenberg.gov.za. Enige kommentaar moet skriftelik by die kantoor van die Munisipale Bestuurder ingedien word op of voor **20 Maart 2017**. Enige kommentaar wat na die voorgemelde sluitingsdatum ontvang word, mag moontlik nie in ag geneem word nie.

10 Februarie 2017

54393

PUBLIEKE KENNISGEWING

Kennis word hiermee gegee kragtens die bepalings van artikel 12 van die Munisipale Stelsels Wet 2000 (Wet 32 van 2000) dat die Raad van voorneme is om die Artikel 8 Skema-regulasies in terme van die Ordonnansie op Grondgebruiks-beplanning, 1985 (Ordonnansie 15 van 1985) afgekondig onder P.K. 1048/1998 as 'n Verordening aan te neem en terselfdertyd met die aanneem van die Verordening om die definisie van die Landbouwywerheid as volg te vervang:

Landbouwywerheid beteken 'n aktiwiteit of struktuur op 'n plaas, waarvan die voetspoor 1 000m² oorskry, vir die doel van pak, verpakking, koelstore, om landbouproduk voor te berei of te verwerk, wat nie-voedsel verwante goedere insluit, vir finale of intermediêre verbruik.

Enige navrae kan gerig word aan Hennie Taljaard, Bestuurder Stadsbeplanning, Munisipaliteit Witzenberg, Posbus 44, Ceres 6835, of by die kantoor te Voortrekkerstraat 50, Ceres, e-pos: htaljaard@witzenberg.gov.za of (023) 316-8554 (T) of (023) 3123472 (F). Enige kommentaar moet skriftelik by die kantoor van die Munisipale Bestuurder ingedien word op of voor 27 Maart 2017. Enige kommentaar wat na die voorgemelde sluitingsdatum ontvang word, mag moontlik nie in ag geneem word nie.

PUBLIC NOTICE

Notice is hereby given in terms of Section 12 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) that Council intend to adopt the Scheme Regulations in terms of Section 8 of the Land Use Planning Ordinance, 1985 promulgated under P.N. 1048/1988 as a By-Law and simultaneous with the adoption of the By-Law that the definition of Agricultural industry be replaced with the following:

Agricultural Industry means an activity or structure on a farm, of which the footprint exceeds 1 000m², for the purpose of packing, packaging, cold storage, preparing or transforming agricultural produce, or goods for non-food use, for final or intermediate consumption.

Any enquiries may be directed to Hennie Taljaard, Manager Town Planning, Witzenberg Municipality, P.O. Box 44 Ceres, 6835; e-mail: htaljaard@witzenberg.gov.za or (023) 316-8554(T) or (023) 312-3472 (F). Any comment should be lodged in writing at the office of the Municipal Manager on or before 27 March 2017.

Any comments received after the aforementioned closing date may be disregarded.



Annexure B

Hennie Taljaard

From: tulbaghagri@lando.co.za
Sent: 30 March 2017 03:45 PM
To: Hennie Taljaard
Cc: Phillip Grobler
Subject: Tulbagh Landbouvereniging - Kapsie teen verandering van definisie van Landbouwywerheid

Follow Up Flag: Follow up
Flag Status: Flagged

Goeiedag Hennie

Hiermee teken ek, Phillip Grobler, voorsitter van die Tulbagh landbouvereniging en al sy 59 lede, kapsie aan teen die verandering van die definisie van *landbouwywerheid*.

Ons stel voor dat dit by 2000 vierkante meter bly en nie afgeskaal word tot 'n 1000 vierkante meter nie, soos voorgestel.

Departement van Omgewingsake moedig ons aan om eerder pakstore op ons plase te bou in plaas daarvan om dit in die dorp te doen aangesien die plek vir industriële areas beperk is in dorpe. Ons voel dus dat om hiermee te help en sodoende uitbreidings op die plase te doen moet ons nie gepeenaliseer kan word daarvoor nie.

Bevestig asseblief dat jy die epos ontvang het en dus ons kapsie aanteken.

Vriendelike groete,
Phillip Grobler
Voorsitter: Tulbagh Landbouvereniging

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

FROM: Technical Department
TO: Mayoral Committee
DATE: 9 May 2017
REF.: 15/4/R

BELLA VISTA TAXI RANK: ALTERNATIVE LOCATION

1. Background

To identify the possible solutions/options to accommodate the Bella Vista taxi rank in the Ceres CBD.

A portion of Erf 2889 on the corner of Vos and Oranje Street, which is in private ownership, is currently being used as the taxi rank. A meeting held on 21 September 2016 with the land owner and the municipality as well as a recent Ceres CBD study has led to this investigation.

2. Development proposal

Mr Reid, the owner of the land currently taken up by the taxi rank, intends to develop the property for business purposes. The development will comprise the expanding of the current footprint to accommodate more retail space. The area currently used as the taxi rank (see Figure 1.1) will form part of the development and it is proposed to convert this area into retail floor space.

The zoning of Erf 2889 is Business zone and in terms of the Ceres Scheme Regulations at least one parking bay must be provided for every 25m² total floor area of the building. The total footprint of the proposed buildings is 3840m² as per the development plan attached as an Annexure. In order for the development to meet the parking requirements, 153 parking bays must be provided. The current Site development plan only makes provision for 100 parking bays which result in a shortfall of 53 parking bays.

It should be noted that the total building area in its existing form also does not provide sufficient parking. The current building has an area of 4443m² which need 178 parking bays in accordance with the 1 bay/25m² scheme requirements. Theoretically if the current open space and area of taxi rank (approx. 920m²) is taken together the property can supply a maximum of 123 bays. Therefore should one judge the current situation strictly against the Scheme regulations this property cannot expand its floor space.

✉ 44 Ceres 6835

☎ (023) 316 1854

📞 (023) 316 1877

 admin@witzenberg.gov.za



Figure 1.1: Locality of the existing Taxi rank on the corner of Vos and Voortrekker Street

3. Ceres CBD Study: Sites identified for the taxi rank

Four sites were identified as possible options for the taxi rank. The CBD study pointed out that an area of least 2000m² would be suitable to accommodate the taxi rank (Refer to table below). Two of the four is owned by Council.

Routes			Peak Hour Passenger Demand		Facility Size [m ²]					
	Taxis Surveyed	Taxis with Permits	Future Passengers/hr*		All Taxis Loading		50% Taxis Loading		25% Taxis Loading	
			WD	WE	Loading	Holding	Loading	Holding	Loading	Holding
Local routes										
Bella Vista	60	32	339	557	960	0	480	480	240	720
Nduli	61	32	177	656	960	0	480	480	240	720
Sub-total	121	64	516	1212	1920	0	960	960	480	1440
Regional routes										
PA Hamlet	17	8	66	140	240	0	120	120	60	180
Koue Bokkeveld	60	23	45	164	690	0	360	330	180	510
Wolsely	4	1	2	141	30	0	30	0	0	30
Sub-total	81	32	113	445	960	0	510	450	240	720
Long distance										
Bellville	2	1	26	23	30	0	30	0	0	30
TOTAL					2910		1500		720	
Source: CPTR Survey Witzenberg (2013)										
*Assumed Future growth of 10% pa over next 5 years										
Facility Sizing based on 30m ² per listed minibus taxi										

3.1 Erven 2437 & 1103 Corner of Fabrik and Oranje Street

There are existing houses on both of the properties. The idea would be to buy it at the market value and demolish the buildings. This option is dependent on the willingness of the owners to sell.



Figure 1.2: Locality of Erven 2437 & 1103

Property details	
Erf 2437 & 1103	
Extent	908m ² & 1110m ²
Zoning	Residential
Municipal Valuation	R629 000 & R 854 000

3.2 Erf 1129 Munnik Street

Erf 1129 is a vacant Council owned erf with access on Munnik Street. It is zoned for Parking purposes and mostly used by heavy vehicles for parking. It does not have access to Vos Street, except over Erf 1127 which is also owned by Mr Reid.



Figure 1.3: Locality of Erf 1129

Property details	
Erf 1129	
Extent	1406m ²

Zoning	Parking
Municipal Valuation	R250 000

3.3 Erf 1055 Voortrekker Street (adjacent to Traffic department)

Erf 1055 is vacant and owned by Council. The site however has also been earmarked for development as a Community facility and informal trading area. Another problem with this site is the fact that it is not centrally located.



Figure 1.4: Locality of Erf 1055

Property details	
Erf 1055	
Extent	2141m ²
Zoning	Commercial
Municipal Valuation	R343 000

3.4 Erf 1129, Munnik Street & Erf 1127 Vos Street

Erf 1127, which also belongs to Mr Reid, would be the ultimate property to buy due to its central location and the fact that it would unlock the potential of Council owned Erf 1129. The combined area of the properties, excluding the current building, would be 2406m² which is sufficient in terms of the CBD study for the taxi rank. Figure 1.6 shows a possible taxi rank layout should the 2 properties be consolidated.



Figure 1.5: Locality of Erven 1129 & 1127

Property details	
Erf 1129 & 1127	
Extent	1406m ² & 1935m ²
Zoning	Parking & Business
Municipal Valuation	R250 000 & R988 000



Figure 1.6: Concept proposal of a taxi rank on erven 1129 & 1127

3.5 Erf 2889 (corner of Vos and Oranje Street)

Option 5 would be the appointment of a traffic engineer to study the possibility of the taxi rank being incorporated in the proposal of the land owner on subject property. The proposal made by Mr Reid for the development of the site is attached as an **Annexure**. The proposal would entail the extension of the building on the Vos Street and Oranje Street fronts with a parking area at the back. The shortfall of parking could be off-set by the provision of a taxi rank to be determined with the traffic study. The further loss of parking due the incorporation of a taxi-rank may however be problematic since the provision would then be far less than 100 bays.

4. Parking requirements

The Ceres Scheme Regulations require parking at a ratio of 1 bay per 25m² of the total floor area of the building. The proposal to develop the Reid's site would lead to a 53 bays shortfall which equates to 1590m² of land (53 x 30m²).

Alternative parking arrangements are permissible under the Scheme, namely;

- a) to provide land for parking elsewhere, or
- b) pay a cash sum in lieu of the under-provision.

Under stipulation 3.5.2(a)(i) the Scheme reads:

As an alternative to the provisions of on-site parking, the owner may, with the consent of the Council, where it is of the opinion that it is undesirable or impractical from a planning point of view to provide the required parking area on site, acquire the prescribed area of land for the provision of parking elsewhere in a position acceptable to the Council.

Reid's new development would amount to 1590m² of parking under-supply.

The Vos Street property belonging to Mr Reid has 1000m² of vacant land available. It is recommended that the 590m² short-fall be written off provided that the 1000m² of Erf 1127 is surveyed, rezoned and transferred to Council.

5. Summary

- 5.1 The proposal to develop Erf 2889 (Reids Mica) would lead to a shortfall of 53 bays which amount to 1590m² of land.
- 5.2 It is impractical from a planning point of view to provide the required parking area and taxi rank on Mica Reid's site.
- 5.3 Mr Reid indicated at a meeting with officials on 3 November 2016 and 3 February 2017 that he would offer the remainder of Erf 1127 located on Vos Street, as an alternative to the under-supply that would occur as a result of the new development on Erf 2889.
- 5.4 By combining the Vos Street property (Erf 1127) and the adjacent Council-owned Erf 1129 a taxi-rank of viable size (2406m²) can be developed (refer to option under para 3.4) and this option is put forward as the most suitable.
- 5.5 Although Mr Reid's Vos Street property cannot provide the full under-supply it is recommended that the short-fall is written off provided that Mr Reid subdivides and transfers the land to Council for the purposes of a taxi rank.
- 5.6 To ensure that all traffic matters are adequately addressed a traffic impact study will be done by the municipality for the development of the taxi rank on erven 1127 and 2889,
- 5.7 The transfer of Erf 1127 to the council will be based on a R0 (zero) transaction, where the value of Erf 1127 is equal to the under supply in parking space.
- 5.8 The Ceres Aesthetic Manual will be used as a basis for the street front upgrades.

6. Recommendation

It is recommended to Council that:

- A) Erf 1129 Ceres and Erf 1127 Ceres be approved as the preferred site for the development of a new taxi rank for Bella Vista,

- B) Mr Reid's offer to transfer approximately 1000m² of Erf 1127 Ceres to the municipality for the purposes of a taxi rank, as an off-set for the under provision that would occur as a result of the new development of Mica Reid's, be approved,
- C) the rezoning and subdivision and transfer of the remainder of Erf 1127 Ceres shall be for the account of Mr Reid,
- D) the municipality enter into a contract with Mr Reid regarding the transfer of the remainder of Erf 1127 Ceres and that the Municipal Manager be mandated to sign all documentation in this regard.

Annexure (Development Plan for new Mica Reids development)



WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager
VAN / FROM: Director: Technical Services
DATUM / DATE: 7 July 2017
VERW. / REF.: 15/4/R

BELLA VISTA TAXI RANK: ALTERNATIVE LOCATION

Background

Council resolution 8.2.1 of 30 May 2017 refers.

Deliberation

With regard to the concerns raised at the said council meeting, the Directorate Technical Services can respond as follows:

Facility sizing

In cases where it is impractical to provide parking on-site the Ceres Scheme Regulations allow developers to provide land for parking elsewhere.

In the case of Mr Reid's re-development of his property he needs 153 parking bays of which he will provide 100 bays on the site. As an offset for the shortfall of 53 bays he is offering to transfer to Council a 1 000 m² portion of erf 1127, which in combination with erf 1129 (Council owned) will be of sufficient size to develop a proper taxi rank.

Based on the assessment of the number of existing operating licenses and the number of vehicle trips required to service certain routes during peak conditions, as well as an assumed future growth of 10 % per annum in passenger demand over the next five years, it was determined that a second rank should have a size of approximately 3 000 m². The current informal rank site has a size of 850 m² as opposed to the proposed Munnik/Vos Street site which will have a size of 2 775 m².

This has the following benefits for Council:

- Council will own the taxi rank as oppose to the current situation where the rank is on private land.
- The new rank will be larger and developed on proper standard as oppose to the current site which is smaller and not up to standard.
- Mr Reid will transfer the land free of charge and will pay for the rezoning and subdivision.
- The current Reid's site will be developed which will improve the area.

Safety of pedestrians crossing two streets:

Analysis indicates that traffic signals are not currently warranted at the Vos/Orange intersection based on the application of the 4Q/6Q warrants in the South African Road Traffic Signs Manual, Volume 3, for signalisation and the 2015 traffic counts. However, as part of the taxi rank proposals for the Reid's site, signalization of this intersection is proposed which would address safety concerns.

Walking distance

The new site is 60 m further than the current informal site.

Public participation:

A full public participation process will be followed as part of the rezoning process, however, it is recommended that the Technical Department consults directly with the two taxi associations. As part of the Ceres CBD transport assessment study conducted by ITS Consulting Engineers, a consultation process regarding the two locations for the proposed new rank were followed with the taxi associations.

Recommendation

- (a) that erf 1129 Ceres and erf 1127 Ceres be approved as the preferred site for the development of a new taxi rank for Bella Vista.
- (b) that Mr Reid's offer to transfer approximately 1 000 m² of erf 1127 Ceres to the municipality for the purposes of a taxi rank, as an off-set for the under-provision that would occur as a result of the new development of Mica Reid's, be approved.
- (c) that the rezoning, subdivision and transfer of the remainder of erf 1127 Ceres shall be for the account of Mr Reid.
- (d) that the municipality enters into a contract with Mr Reid regarding the transfer of the remainder of erf 1127 Ceres and that the Municipal Manager be mandated to sign all documentation in this regard.
- (e) that a full public participation process will be followed as part of the rezoning process and consultation directly with the two taxi associations for their support of the proposed location.

J BARNARD
DIRECTOR: TECHNICAL SERVICES

x.x.x Adopting the Witzenberg Spatial Development Framework as a core component of the IDP (15/4/P)

BACKGROUND

The following item refer:

- (a) Item 8.2.1 of the meeting of Council, held on 29 March 2017.

The Council resolved on 29 March 2017:

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
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	LUPA Section 14 (a) – (c) By-Law – Section 6(1)	10 days

	<i>of the municipality to the comments of the Provincial Minister.</i>		
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PROCESS

Public participation and consultation as per the process plan was conducted as follows:

Annexure A

A Public Notice was published in the Witzenberg Herald on 14 April 2017 inviting comment on the SDF. No representations were made and no objection was received.

Annexure B

Strategic Session with Councillors on 10 November 2016 with presentation of the SDF by the Manager: Town Planning.

Annexure C

Provincial Minister comment received on 11 July 2017 expresses the opinion that the IDP is not regarded fully compliant without formal adoption of the SDF.

CONCLUSION

The Witzenberg SDF is a formally adopted Council policy that has a 10 year planning outlook. Since its adoption legislative changes place emphasis on the importance of the SDF as a core component of the IDP and concurrent 5-year planning cycle. Hence for purposes of process the SDF was advertised at the start of the new IDP cycle per the legislative requirements as set out in the programme approved by Council on 29 March 2017.

Having due regard to the process followed it is recommended that Council adopt the Witzenberg SDF.

RECOMMENDATION

To recommend to Council:

That the Witzenberg Spatial Development Framework (SDF) **be adopted** as a core component of the 2017 – 2022 Integrated Development Plan.

INVITATION TO COMMENT: WITZENBERG SPATIAL DEVELOPMENT FRAMEWORK

The Witzenberg Spatial Development Framework (SDF) was adopted as Council policy on 13 December 2012.

Subsequent to the adoption of the SDF the Spatial Planning and Land Use Management Act, 2013 (SPLUMA) was enacted which brought about new legislative requirements for the compilation and adoption of the SDF. In terms of SPLUMA a Council's SDF must be prepared as part of the IDP in accordance with the Municipal Systems Act, 32 of 2000. As a core component of the IDP, the SDF adheres to the same planning cycle as the IDP. Council is in the process of developing its 4th generation IDP that will span the 5 year period beginning on 1 July 2017 and ending on 30 June 2022.

Members of the public are invited to submit written representations in respect of the Witzenberg SDF to the Manager: Town Planning and Building Control, P.O. Box 44, Ceres, 6835 by no later than 12 June 2017.

The SDF is available on the Witzenberg Municipal website at: <http://www.witzenberg.gov.za/resource-category/spatial-development-framework>

For further inquiries regarding the process contact: Mr. Hennie Taljaard at htaljaard@witzenberg.gov.za or (023) 316-8554.

UITNODIGING OM KOMMENTAAR TE LEWER: WITZENBERG RUIMTELIKE ONTWIKKELINGSRAAMWERK

Die Witzenberg Ruimtelike Ontwikkelingsraamwerk (ROR) was aanvaar as Raadsbeleid op 13 Desember 2012.

Daar is, sedert die aanvaarding van die ROR, die Wet op Ruimtelike Beplanning en Grondgebruikbestuur, 2013 (SPLUMA) goedgekeur wat nuwe wetgewende vereistes vir die opstel en aanvaarding van die SDF teweegbring. Die Raad moet, in terme van SPLUMA, sy SDF voorberei as deel van die IDP ingevolge die Munisipale Stelsels Wet, 32 van 2000. Die SDF as kern komponent van die IDP moet voldoen aan 5 jaar siklus wat strek vanaf 1 Julie 2017 tot 30 Junie 2022.

Lede van die publiek word genooi om skriftelike kommentaar met betrekking tot die Witzenberg SDF te rig aan die Bestuurder: Stadsbeplanning en Boubeheer, Posbus 44, Ceres, 6835 teen nie later nie as 12 Junie 2017.

Die SDF is beskikbaar op die Witzenberg munisipale webtuiste: <http://www.witzenberg.gov.za/resource-category/spatial-development-framework>

Vir verdere navrae rakende die proses skakel Mnr. Hennie Taljaard by (023) 316-8554 of htaljaard@witzenberg.gov.za

D. NASSON
MUNICIPAL MANAGER
MUNISIPALE BESTUURDER





**Programme for Two Day Strategic Discussion
Councillors with Senior Management
Date: 10 – 11 November 2016
Venue – Goudini Spa**

Duration Day 1	Agenda Item	Responsibility
08:30 – 09:00	Registration	All
09:00 – 09:05	Opening and welcome	Speaker – Cllr T Godden
09:05 – 09:15	Introduction and Background	Municipal Manager – Mr David Nasson
09:15 – 10:30	Risk Profile of Witzenberg Municipality	Chief Internal Auditor – Mr Gerhard Louw
10:30 – 11:30	Spatial Development Framework	Snr Town Planner– Mr Hennie Taljaard
11:30-11:45	TEA	All
11:45 – 13:00 -	Presentation from Technical Department	Director Technical Services – Mr Joseph Barnard
13:00 – 13:45	LUNCH	All
13:45 – 15:00	Presentation Community Services	Director Community Services – Mrs Jo-Ann Krieger
15:00 – 15:15	Tea	All
15:15 – 16:25	Presentation Corporate Services	Director Corporate Services – Mr Monwabisi Mpeluza
16:30 – 17:45	Presentation Financial Services	CFO – Mr Cobus Kritzinger
18:00	SOCIAL FUNCTION	All



MINISTRY OF LOCAL GOVERNMENT,
ENVIRONMENTAL AFFAIRS AND
DEVELOPMENT PLANNING

REFERENCE: 3/11/2/30

The Executive Mayor
WITZENBERG MUNICIPALITY
P.O. Box 44
Ceres
6835

Dear Councillor Klaasen

ASSESSMENT OF THE WITZENBERG MUNICIPALITY 2017-2022 INTEGRATED DEVELOPMENT PLAN

I wish to thank your Municipality for submitting an adopted Integrated Development Plan (IDP) to me as the Western Cape Minister of Local Government, Environmental Affairs and Development Planning for commenting purposes as required in terms of Chapter 5, Section 32 of the Municipal Systems Act, Act 32 of 2000 (MSA). I would like to applaud your municipality for adopting your IDP on 30 May 2017.

I would like to extend my appreciation to your municipality for participating in all intergovernmental engagements. These engagement processes are a testimony to the inter-sphere co-ordinating and integration that is becoming an enduring part of our government and development landscape towards making the IDP the plan of government. Evidence of this process was seen during the LG MTEC 3 engagements which took place during April and May 2017, where the Provincial Government engaged your municipality on the draft IDP, Budget, Spatial Development Framework (SDF) and various other strategies and plans.

As you are aware, the IDP is the core strategic document of your municipality and there needs to be total commitment and buy-in from your municipal stakeholders at both an administrative and political level to ensure the formulation and subsequent implementation of the IDP.

I wish to highlight the analysis of the IDP reflects the findings of my Department and other key sector Departments in the Province.

My comments on your 2017-2022 Final Adopted IDP (4th Generation IDP) addresses the following aspects:

1. Conformance of your IDP to relevant legislation;
2. Some key strengths found in your IDP during the analysis process;
3. Critical areas of improvement in your IDP and related sector plans, policies and programmes.

1. Conformance of the 2017-2022 Final Adopted IDP

The Witzenberg Municipality has not adequately conformed to all of the core components of the IDP as per Section 26 of the Municipal Systems Act (MSA) 32 of 2000. See the comments below regarding the Spatial Development Framework (SDF).

2. Strengths of your IDP

- 2.1 The Municipality is complimented for producing a compact IDP which adequately reflects the concept of an inclusive, simplified and implementable IDP.
- 2.2 The IDP clearly articulates the Municipality's vision and mission, which can be considered as giving effect to the Municipality's most critical development and internal transformation needs.
- 2.3 The IDP clearly reflects alignment between the Municipality's strategic objectives with the Cape Winelands District Municipality's strategic objectives, Provincial Strategic Plan as well as the National Key Performance Areas and National Development Plan.

3. Main areas of improvement

- 3.1 The Council Resolution dated 30.05.2017 confirms that the IDP was adopted by the Witzenberg Council. While the IDP makes reference to the existing SDF, it is, however, not clear from the Council Resolution whether or not the SDF was adopted as a core component of the IDP. In the absence of a copy of a Council Resolution indicating that the SDF was indeed adopted as a core component of the 2017-2022 IDP, **Witzenberg Municipality is requested in terms of section 32(2)(a) of the MSA to immediately make the necessary adjustment in order to adopt the SDF as a core component of the IDP.**
- 3.2 Subsequent to the completion of the Hazard Risk and Vulnerability Assessment (HRAVA) process and review of the Municipality's Disaster Management Plan, the Municipality should include the updated disaster risks and Disaster Management Plan in the future reviews or amendments of the Witzenberg 2017-2022 IDP.
- 3.3 Future reviews or amendments of the 2017-2022 Final Adopted IDP should reflect whether the Municipality has put mechanisms in place to actively engage on a

regular basis with all of the lead and supporting departments in terms of project implementation as agreed upon within each JPI.

- 3.4 Future reviews or amendments of the 2017-2022 Final Adopted IDP to reflect if the Municipality has drafted a high level action plan for the implementation of the JPIs.

4. 2017-2022 Final IDP Drafting Process

The Witzenberg Municipality adopted a Process Plan on 2 September 2016 and its draft IDP on 29 March 2017.

5. Conclusion

Based on the LG MTEC 3 process and comments provided above, your Municipality's 2017-2022 IDP is not regarded as fully compliant with the provisions of the MSA and **in terms of section 32(2)(a) of the MSA the Municipality is requested to adjust the IDP and budget in order to address the shortcomings highlighted above regarding the Spatial Development Framework.**

I trust that these comments will add value to your next IDP process and that the process leading to these comments was equally meaningful to the municipality. I would like to thank your municipality for cooperating with the Province during the IDP assessment process.

Please address any queries to Mr G Gerber, the Director: Development Facilitation in my Department at telephone number: 021 483 2787 and email: Gerhard.Gerber@westerncape.gov.za within two weeks upon receipt of this letter.

Yours sincerely,



A BREDELL

MINISTER: LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

DATE: 11/07/2017

17/4/11/11

AGRI HOUSING SETTLEMENTS NPC

6 UITSIG AVENUE

SOMERSET WEST

7130

7 September 2016

Office of the Municipal Manager

Voortrekker Street

CERES

6835

ATTENTION: Mr D Nasson

FARMWORKER HOUSING – PARTNERSHIP AGREEMENT

- 1 AHS (Agri housing Settlements NPC) has been established and registered with the Social Housing Regulating Authority (SHRA) as a Social Housing Institution (SHI) to address the dire needs of farmworker housing in the Western Cape. As contemplated in part 3 of the National Housing Code. AHS would thus, by receiving, among other, National, Provincial and Local Government Social Housing Subsidies, Integrated Residential Development Program and Institutional subsidies, loans and access to FLISP subsidies, be responsible to:
 - 1.1 Develop affordable housing stock and provide this to Farm Owners and Farmworkers who qualify on a rental, instalment sale, share block, cooperative, direct sale and or alternative tenure basis.
 - 1.2 Provide ongoing long term management services in respect of the housing stock.
 - 1.3 Create Agri Villages and the necessary facilities to allow for
 - 1.3.1 a day care centre for schoolchildren in the afternoon,
 - 1.3.2 training facilities,
 - 1.3.3 a crèche for the young ones,
 - 1.3.4 healthcare and



1.3.5 socio economic opportunities

2 The intention of AHS is to provide:

- 2.1 a flexible approach to cater for the variety of farmworker housing needs;
- 2.2 secure tenure to farm workers;
- 2.3 the promotion of healthy and safe living environments;
- 2.4 the empowerment of farm residents to participate in the provision of their own housing needs;
- 2.5 where possible, promoting access to social and economic amenities;
- 2.6 Access to economic opportunities not related to farming for households (seasonal workers/woman) where appropriate;
- 2.7 Sustainable spatial settlement patterns in the Western Cape with their intended developments and to discourage the development of farmworker housing that places an additional service burden on municipalities;

3 To give effect to the above we propose that Witzenberg Municipality and AHS sign a partnership agreement to give effect to the above and to guide the relationship between the parties. Find attach a proposed Partnership Agreement.

4 We, as Agri Housing Settlement respectfully request a meeting with Witzenberg Municipality to discuss the above.

Regards

Schalk Loots

For and on behalf of Agri Housing Settlements NPC

PARTNERSHIP AGREEMENT

FOR THE DEVELOPMENT OF FARMWORKER HOUSING

between

WITZENBERG MUNICIPALITY
(herein referred to as **Witzenberg**)

and

AGRI HOUSING SETTLEMENTS
(herein referred to as "**AHS**")

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1 INTERPRETATION AND DEFINITIONS

In this Agreement, unless otherwise required or indicated by the context, the singular shall include the plural and vice versa, words indicating any one gender shall include the other gender, words indicating natural persons shall include juristic persons and bodies corporate and vice versa, terms defined elsewhere in this Agreement shall have the meanings respectively assigned to them and the following terms shall have the meanings respectively assigned to them hereunder, namely:

- 1.1 **"Affordable housing"** means houses built of an standard pursuant to the standards as prescribed by the National Housing Programmes for people with incomes of below R15 000-00 pm, instituted by the National Minister of Human Settlements and which amount may be changed from time to time;
- 1.2 **"Agreement"** means this Agreement;
- 1.3 **"AHS"** means **Agri Housing Settlements NPC** (Registration Number: 2012 / 076281 / 08), incorporated associations not for gain registered in terms of Section 21 of the Companies Act, and its associated companies, herein represented by the CEO;
- 1.4 **"Annual bulk subsidy allocation"** means the annual subsidy allocation granted by PGWC to Witzenberg Municipality as published in the Provincial Government Gazette;
- 1.5 **"Beneficiaries"** means those individuals that fall within the relevant income brackets to qualify for affordable housing;
- 1.6 **"Commencement Date"** means the date the Municipality signed the agreement,
- 1.7 **"Development Agreements"** means the development agreements concluded pursuant to a Project Agreement and may example include; (a) any deed of sale of immovable property entered into between the Municipality and the Social Housing Institution; (b) sub-contracting agreements between the Social Housing

Institution and third parties and; (c) land development agreements;

- 1.8 **Farm Workers**” include all people working and/or Living on farms and working in the Agriculture environment;
- 1.9 **"GAP Housing"** means the provision of housing opportunities to first time homeowners linked to end user finance provided in the form of mortgage bond facilities by commercial banks linked to an approved subsidised project to persons on an income below R15 000 pm or such higher amount as may be agreed from time to time.
- 1.10 **"Grant funding"** means any public funding made available for affordable housing without the requirement that such funding be repaid;
- 1.11 **"Greenfield development"** means developments located or planned outside an established suburban area or precinct characterised primarily by lack of pre-existing bulk and infrastructural services;
- 1.12 **"The Housing Act"** means the Housing Act No. 107 of 1997;
- 1.13 **"The Housing Code"** means the National Housing Code published by the Minister of Housing in terms of section 4 of the Housing Act;
- 1.14 **"The Municipality"** means Witzenberg Municipality, a municipality established in terms of the Local Government: Municipal Structures Act No. 117 of 1998 herein represented by the Municipal Manager,
- 1.15 **"Land Availability Agreement"** means an agreement between the Partners in terms of which **AHS** will utilise land not owned by it, which land will eventually be sold to Beneficiaries after completion of such development;
- 1.16 **"Low income bracket"** means those individuals that currently earn a monthly household income of not more than R7 500 (seven thousand five hundred rand), which income range is adjustable from time to time and proclaimed in terms of national government policy;

- 1.17 **"NHBRC"** means the National Home Builder's Registration Council, a body established in terms of the Housing Consumer Protection Measures Act No. 95 of 1998 to protect housing consumers and to regulate the building industry;
- 1.18 **"National Building Regulations and Building Standards Act"** means the National Building Regulations and Building Standards Act No. 103 of 1977;
- 1.19 **"Notarial Deed of Lease"** means the notarial deed of lease to be negotiated and entered into between Witzenberg Municipality and the Social Housing Institution and registered against the title deed of the property whereby Witzenberg will lease the property to be developed to the Social Housing Institution for a period of 30 (thirty) years, with an option to extend the period.
- 1.20 **"Older person/s"** means a person 60 years and older;
- 1.21 **"Partners"** and **"Parties"** means the **Witzenberg**, PGWC and **AHS**;
- 1.22 **"Persons with special needs"** means persons who are physically or mentally disabled or vulnerable with the relevant income bracket;
- 1.23 **"Project Agreement"** means an agreement to be negotiated and entered into between **Witzenberg** and **AHS**, in terms of clause 4.3 which will relate to a specific affordable housing project;
- 1.24 **"Project"** means the development and management of immovable property for a specific affordable farmworker housing development to be carried out by **AHS** in accordance with the Project Agreement concluded between the Parties;
- 1.25 **"Province"** or **"PGWC"** means the Provincial Government of the Western Cape, "Province" shall also indicate a geographical region;
- 1.26 **"Signature Date"** means the date on which this Agreement is signed by the last signing of the Parties hereto;
- 1.27 **"The Social Housing Act"** means the Social Housing Act 16 of 2008;

- 1.28 **"Social housing"** and a **"social housing unit"** shall have the meaning ascribed to it in terms of the Social Housing Act, namely a rental housing option for persons in the low income bracket below R7 500-00 at a level of scale and built form, which requires institutionalised management and which is provided by social housing institutions or other delivery agents in approved projects in designated restructuring zones with the benefit of public funding;
- 1.29 **"Social housing subsidy/ies"** means any public funding, inclusive of grant funding, provided by any organ of state, as defined in Section 239 of the Constitution of the Republic of South Africa of 1996, utilised for the creation of housing stock for social housing purposes;
- 1.30 **"Subsidy Agreement"** means the agreement to be concluded between the Province / Witzenberg and AHS pursuant to any subsidy granted by Province to AHS.
- 1.31 **"SHRA"** means the Social Housing Regulatory Authority;

2 RECORDAL

- 2.1 **AHS** has been established and registered with the Social Housing Regulating Authority (SHRA) as a Social Housing Institution (SHI) to address the dire needs of Farmworker Housing in the Western Cape. As contemplated in part 3 of the National Housing Code, **AHS** would thus, by receiving, among other, national, provincial and local government social housing subsidies, Integrated Residential Development Program and Institutional Subsidies, Loans and access to FLISP subsidies, be responsible to:
- 2.1.1 Develop affordable housing stock and provide this to Farm Owners and Farmworkers who qualify on a rental, instalment sale, share block, cooperative, direct sale and or alternative tenure basis.
 - 2.1.2 Provide ongoing long term management services in respect of the housing stock.
 - 2.1.3 Create Agri Villages and the necessary facilities to allow for

- 2.1.4 a day care centre for schoolchildren in the afternoon,
- 2.1.5 training facilities,
- 2.1.6 a crèche for the young ones,
- 2.1.7 healthcare and
- 2.1.8 socio economic opportunities

2.2 The Witzenberg Municipality therefore wishes to enter into an agreement with Agri Housing Settlements in respect of housing projects to be undertaken for Farm workers. The parties to this agreement hereby record their intention that all work with respect to the construction, development, administration and management of various affordable Housing Projects between the Municipality and the partners is to be governed by this Agreement and any Land Availability Agreements as well as any subsidy agreements to be concluded for any specific project.

2.3 The Parties wish to conclude this Agreement in writing.

3 AGREEMENT

- 3.1 The Parties hereby agree that the terms and conditions of this Agreement shall, together with any Project Agreements, Land Availability Agreement and Subsidy Agreements that will be concluded, govern their relationship in respect of any and all projects undertaken by AHS (the SHI) currently or at any time in the future in respect of housing units for farm workers in terms of this Agreement.
- 3.2 The Parties acknowledge that AHS will carry out the development and management of the housing units; however, AHS is responsible for applying to PGWC, with the assistance and approval of the Municipality, for the needed subsidy allocation out of the annual bulk subsidy allocation of the Municipality, as set out in this agreement.

4 OBJECTIVES

- 4.1 The objective of this Agreement serves as a framework to guide the Parties in ensuring the delivery of well-located housing for farmworkers as set out in 2.1
- 4.2 The intent of this partnership agreement is to provide:
 - 4.2.1 A flexible approach to cater for the variety of farmworker housing needs;
 - 4.2.2 The provision of secure tenure to farm workers;
 - 4.2.3 The promotion of healthy and safe living environments;
 - 4.2.4 The empowerment of farm residents to participate in the provision of their own housing needs;
 - 4.2.5 Where possible, promoting access to social and economic amenities;
 - 4.2.6 Access to economic opportunities not related to farming for households (seasonal workers/woman) where appropriate;
 - 4.2.7 Sustainable spatial settlement patterns in Witzenberg and to discourage the development of farmworker housing that places an additional service burden on municipalities;
- 4.3 Within the framework of this Agreement, the Parties will conclude Project Agreements. The Project Agreements will govern specific projects, defining the specific services which the SHI shall be required to render and the provision of resources by each party, inclusive of the value of subsidies for that project.

5 COMMENCEMENT DATE

- 5.1 This Agreement shall be deemed to have commenced on the Commencement date and subject to such earlier termination as provided for in clause 15 it shall continue in force and effect for a period of 5 (five) years from the Commencement Date unless terminated by either Party by 6 (six) months prior

written notice to the others.

5.2 Notwithstanding the provisions of clauses 15 and 16 below, the termination of this Agreement does not absolve any Party of their responsibilities in respect of any Project Agreements, Notarial Deeds of Lease and development agreements, for which projects, subsidy agreements have already been concluded.

5.3 The Parties wish to record that 6 (six) months before the termination date they will enter into negotiations regarding an extension of this Agreement and the terms and conditions applicable to any such extension.

6 ACCESS TO SUBSIDY

6.1 In addition to the national, provincial and local government housing subsidies, the Municipality undertakes to assist AHS in getting access to any other available public funding subsidies under the Housing Act or Housing Code and as provided for in any social housing legislation and guidelines and within the provisions of the Municipal Finance Management Act, Act 56 of 2006 and any other relevant legislation.

7 LAND AVAILABILITY AGREEMENT

7.1 For each project on Municipal Land, Witzenberg and AHS shall enter into a separate Land Availability Agreement in respect of a specific site / project which, read together with this Agreement, shall exclusively govern their relationship in respect of that Project.

7.2 The Parties will conclude Land Availability Agreements within the framework of this Agreement.

8 OVERALL ROLES OF THE PARTIES

8.1 The Municipality undertakes to:

- 8.1.1 facilitate access to state and private owned land to assist in the delivery of farm worker housing;
- 8.1.2 facilitate access to the Municipalities annual bulk subsidy allocation and any additional grant funding within the context of its approved subsidy allocation;
- 8.1.3 assist with facilitating and expediting the necessary planning processes for the use of land and buildings for Housing purposes, as more fully set out in clause 9, Land use Planning;
- 8.1.4 actively assist in protecting the land, premises and any projects from invasions and anti-social behaviour;
- 8.1.5 endeavour to facilitate the reduction of Development contributions, Building Plans Fees and Rates rebates for Housing developments,
- 8.2 AHS undertakes to:
 - 8.2.1 identify suitable private and municipal land for the development of farmworker housing, to be submitted for approval by Witzenberg and to be include in their Housing Settlement Plan;
 - 8.2.2 facilitate development of Housing units on the land as approved in 8.2.1, in terms of its agreement;
 - 8.2.3 manage units and tenancies resulting from the Land Availability Agreements;
 - 8.2.4 Ensure that it is accredited by the SHRA.

9 LAND USE PLANNING

The Municipality undertakes to actively participate in ensuring that the land use planning procedures run smoothly and are completed within the shortest allowed time possible. The Municipality undertakes to set up interdepartmental co-ordination

processes as part of refining the land use planning process. AHS should at all relevant times be able to have access to a representative from the Municipality without any delays being caused.

10 CONDUCT

- 10.1 AHS shall provide those services as more fully set out in the Land Availability Agreement.
- 10.2 The Parties shall at all times observe and conduct themselves ethically.
- 10.3 No party shall do anything directly or indirectly to damage or derogate the reputation of the other Partners, their employees or directors.
- 10.4 The Parties shall promote and respect the business and interests of each other during the term of any particular project agreement.

11 MANNER OF RENDERING SERVICES

- 11.1 All services performed by AHS in terms of this Agreement shall be carried out strictly in accordance with the time frames allowed therefore in the applicable Project Agreement. WITZENBERG undertakes to ensure that where AHS fulfilment of a deliverable is dependent on WITZENBERG carrying out an obligation, it will do so timeously and endeavour to minimize delays in that respect.
- 11.2 All services performed by AHS shall be of a standard and quality consistent with the standards set by the NHBRC guidelines and the National Building Regulations and Building Standards Act. AHS shall further exercise all reasonable skill, care and diligence in the performance of any such services and shall carry out all its responsibilities and duties in accordance with the recognised professional standards and in any manner and of a standard acceptable to WITZENBERG.
- 11.3 AHS shall report to the Municipal Manager of WITZENBERG or any person

designated by the Municipal Manager to act in relation to any project.

12 RELATIONSHIP BETWEEN THE PARTIES

- 12.1 For the avoidance of doubt, the parties record and agree that pursuant to the implementation of this Agreement, AHS shall at all time act as an independent contractor.
- 12.2 Nothing in this Agreement shall constitute an employer/employee relationship or an agency in any shape or form between the parties, nor shall it authorise any party to incur any liability whatsoever on behalf of the other, save to the extent expressly provided for herein.

13 INSURANCE AND LIABILITY

- 13.1 It is recorded that AHS shall insure any buildings and/or units under development or owned by AHS in terms of this Agreement.
- 13.2 Notwithstanding the provisions of clause 13.1, it is recorded that for the duration of this Agreement, AHS irrevocably undertakes to maintain public liability insurances for all services performed by it in terms of any Project Agreement.
- 13.3 AHS shall not do or permit any person to do any act, matter or thing which may render the insurance as aforesaid against a risk of loss or damage attributable to any of the causes insured against from time to time, either void or voidable.
- 13.4 Notwithstanding anything contained herein, the Parties shall indemnify and hold each other harmless against all and any claims, damages, expenses or costs directly or indirectly relating to the obligations and services provided by either, which claims, damages, expenses or costs have resulted from acts or omissions by one Party, its employees and/or any other persons for whom it is vicariously liable in law.
- 13.5 The risk in respect of specific sites shall rest with AHS during the construction and development phase unless otherwise provided for in any Project

Agreement.

13.6 The risk in respect of all buildings and or units which are administered and managed by AHS will rest with AHS.

13.7 Ownership of the land shall remain with WITZENBERG until the Parties conclude a sale agreement giving effect to the transfer of ownership from WITZENBERG to AHS or any other person.

14 CONFIDENTIALITY

No Party, shall, without the prior written consent of the other Party, disclose to any third party, any information of any nature disclosed to it, or acquired by it or its employees, or developed during the course of the services rendered in accordance with this Agreement without the prior written consent of the other Party having been obtained. This confidentiality clause shall not apply to any information that became part of the public domain by publication or otherwise prior to the date of disclosure, other than by the negligence or default of either Party.

15 BREACH

In the event that either Party ("the defaulting party") to this Agreement breaches any material term of this Agreement and fails to remedy such breach within 14 (fourteen) days of the date of receipt of a written notice from the other Party ("the aggrieved party") requiring such breach to be remedied, the aggrieved party will be entitled immediately to cancel this Agreement by written notice to the defaulting party, which cancellation will be without prejudice to any other rights which the aggrieved party may at law enjoy arising out of such breach and/or cancellation.

16 TERMINATION

Any Project Agreement, Notarial Deeds of Lease and any Project Agreements that have been entered into prior to the termination of this Agreement shall remain in force and binding notwithstanding the termination of this Agreement by either cancellation in

terms of clause 15 or the expiry of the period in terms of clause 5 hereof or termination by notice.

17 ARBITRATION

17.1 Any dispute, question or difference arising at any time between any of the Parties with regard to any matter arising out of, or with regard to the rights and duties of any of them under, or with regard to the interpretation of, or the termination of, or any matter arising out of the termination of, or with regard to the rectification of, this Agreement shall, upon the request of any Party made to the other, be submitted to, and be decided by way of arbitration held in terms of this clause.

17.2 The arbitration shall be held in Cape Town in accordance with the provisions of the Arbitration Act, No. 42 of 1965 (as amended or replaced from time to time) save that:

17.2.1 the arbitration shall be informal; and

17.2.2 the Arbitrator shall have the discretion to determine the procedure to be adopted for the filing of all documentation and statements of case, the narrowing of the issue in dispute and the procedure generally in respect of evidence and discovery and the procedure at the arbitral hearing.

17.3 The Arbitrator shall be, if the issue in dispute is:

17.3.1 primarily an accounting matter, an independent practising chartered accountant;

17.3.2 primarily a legal matter, a practising advocate or attorney;

17.3.3 any other matter, an independent and suitably qualified person;
as may be agreed upon between the Parties.

17.4 If agreement cannot, within 7 (seven) days after the arbitration having been requested, be reached as to whether the issue in dispute falls under clauses

17.3.1, 17.3.2 or 17.3.3 or as to the choice of a particular arbitrator under clause 17.3, then the President for the time being of the Law Society of the Cape of Good Hope, whom failing, the chief executive officer or officers of the Law Society of South Africa shall, upon the request of any Party:

17.4.1 Determine whether the issue in dispute falls under clauses 17.3.1, 17.3.2 or 17.3.3; and/or

17.4.2 Nominate the arbitrator in terms of the relevant clause as soon as possible after he shall have been requested to do so.

17.5 Each of the Parties irrevocably consents to the arbitral provisions of this clause and none of them shall be entitled to withdraw here from or to claim at any arbitration proceedings that he is not bound by the provisions of this clause.

17.6 The Parties acknowledge and agree that the provisions of this clause shall not preclude any of them from proceeding against the other in any court of competent jurisdiction where relief is being sought on an urgent or interim basis.

18 DOMICILIUM AND NOTICES

18.1 The Parties hereto choose *domicilia citandi et executandi* for all purposes of and in connection with this Agreement as follows:

WITZENBERG: Office of the Municipal Manager
Voortrekker street
Ceres
6835
Facsimile No: 023-3161877

AHS: Chief Executive Officer
6 Uitsig Avenue
Somerset West
7130
Facsimile No: 021 8514504

- 18.2 Any Party hereto shall be entitled to change its *domicilium* from time to time, provided that any new *domicilium* selected by it shall be a street address within the Republic of South Africa and any such change shall only be effective upon receipt of notice in writing by the other Party of such change.
- 18.3 Any notice given by or to either party in terms of this Agreement shall be given in writing and shall be delivered by hand to a responsible person present at or sent by prepaid registered post or facsimile transmission to the *domicilium* chosen by the addressee in terms of this Agreement.
- 18.4 A notice sent by one Party to another Party shall be deemed to be received:
- 18.4.1 on the date of delivery, if delivered by hand;
 - 18.4.2 on the fourth day after posting, if sent by prepaid registered mail;
 - 18.4.3 on the date sent if forwarded by facsimile transmission.
- 18.5 Notwithstanding anything to the contrary herein contained a written notice or communication actually received by a Party shall be an adequate written notice or communication to it notwithstanding that it was not sent to or delivered at its chosen *domicilium citandi et executandi*.

19 WHOLE AGREEMENT

This Agreement constitutes the entire agreement between the Parties regarding the subject matter hereof. No agreement, guarantees or representations, whether verbal or in writing, have been concluded, issued or made, upon which either party is relying in concluding this Agreement, save to the extent set out herein. No variation of, or addition or agreed cancellation to this Agreement shall be of any force or effect unless it is reduced to in writing and signed by or on behalf of the Parties.

20 NO WAIVER

No waiver or indulgence of whatsoever nature shall be of any force or effect, including a waiver or indulgence in respect of this clause 20, unless it is reduced to writing and

signed by and on behalf of the Parties.

21 NO INDULGENCE

No indulgence, leniency or extension of time which a party (the "grantor") may grant or show to the other, will in any way prejudice the grantor or preclude the grantor from exercising any of its rights in the future.

22 SEVERABILITY

If any particular provision and/or term of this Agreement is found to be defective or unenforceable or is cancelled for any reason (whether by any competent court or otherwise) then the remaining provisions and/or terms shall continue to be of full force and effect. Each provision and/or term of this Agreement shall accordingly be construed as entirely separate and separately enforceable in the widest sense from the other provisions and/or terms hereof.

23 NO CESSION OR ASSIGNMENT

Neither party hereto shall be entitled to cede or assign any of its rights, or delegate any of its obligations hereunder without the prior written consent of the other party first being obtained.

24 CONSUMER PROTECTION ACT 68 OF 2008

The provisions of the Consumer Protection Act, will apply to this agreement as far as it is applicable.

SIGNED on behalf of Witzenberg at _____ on the _____ day of _____ 2016 In
the presence of the undersigned witnesses:

AS WITNESSES:

1. _____ For: **WITZENBERG**

2. _____
who warrants that she is duly authorised

SIGNED on behalf of **AHS** at _____ on the _____ day of _____ 2016
In the presence of the undersigned witnesses:

AS WITNESSES:

1. _____ For: **AHS**

2. _____
who warrants that he is duly authorised

NOTULE VAN DIE VERGADERING TUSSEN DIE UITVOERENDE BURGEMEESTER EN AGRI-WITZENBERG GEHOU OP WOENSDAG, 18 JANUARIE 2017 OM 14H00 IN DIE KANTOOR VAN DIE UITVOERENDE BURGEMEESTER

Teenwoordig

Raadslede

BC Klaasen (Uitvoerende Burgemeester: Voorsitter)
TE Abrahams
E M Sidego

Amptenare

Mnr D Nasson (Munisipale Bestuurder)
Mnr C Wessels (Bestuurder: Administrasie)

Ander verteenwoordigers

Mnr H du Toit (Agri-Witzenberg)

1. OPENING EN VERWELKOMING

Die Uitvoerende Burgemeester heet almal teenwoordig welkom in besonder Mnr H du Toit, verteenwoordiger van Agri-Witzenberg.

AANGETEKEN.

2. BESPREKING

Die Uitvoerende Burgemeester meld dat die gesprek rakende Landbou en plaaswerker behuising is reeds gevoer met Mnr Naas v/d Merwe van Ceres Besigheid Inisiatief. Die MEC vir Behuising besoek Witzenberg Munisipaliteit op Donderdag, 19 Januarie 2017 en plaaswerker behuising is ook op die agenda.

Die rede vir die vergadering tussen die munisipaliteit en Landbou is om die behoefte van Landbou met betrekking tot Landbou behuising te bepaal.

Mnr du Toit deel die vergadering soos volg mee:

- Landbou het 'n besliste behoefte aan behuising.
- Daar is groot groei in Landbou en behuising word benodig vir plaaswerkers in Wolseley, Tulbagh en Ceres.
- Vredebes het 3500 erwe vir behuising beskikbaar en Landbou het reeds met die Munisipale Bestuurder in die verband gesprek gevoer.
- Die plaasstakings in 2012 het die behoefte aangedui.

- Landbou wil deel wees van die oplossing van die probleem vir behuising vir plaaswerkers.
- Tydens 2016 se Agri-Witzenberg konferensie is verslag gelewer in die verband en insette is gelewer deur Mnr Van Vuuren en Mnr Lennox Plaatjies.
- Groot werkgeleenthede is in Landbou moontlik. Tans projekte om besprekingshektaar vanaf 17000 hektar na 24000 hektar te verhoog.
- Moet egter behuisingsprobleem oplos.
- Landbou kyk ook na FLUS – Behuising; hoër as R 3000-00 as gevolg van lone. Landbou handhaaf die minimum loon.

Die Uitvoerende Burgemeester deel mee dat die Flus-behuising deel van die gesprek met die MEC sal wees en dat die moontlikhede daarvan ondersoek sal word.

Die Munisipale Bestuurder meld dat 'n in diepte gesprek met landbou nodig is rakende infrastruktuur en die bydrae van provinsie aan landbou. Belangrikste en eerste stap is om die nodige grond te bekom. Sommige landbouer eienaars is ook bereid om 'n stukkie van die plaasgrond af te sny vir behuising waar dienste verskaf moet word. Rioldienste moet ook opgeknip word. Die moontlikheid van plaasdorpieë kan ondersoek word deur die munisipaliteit. Die vorm van eienaarskap is ook 'n aspek vir bespreking veral ten opsigte van sterftes. Die munisipaliteit is 'n voorstander van permanente behuisingsgeleenthede.

Mnr du Toit deel mee dat Mnr Schalk Loots huidige vir Landbou behulpsaam is rakende advies vir behuising. Landbou is van mening dat die regering na die tafel moet kom. Agri-Witzenberg sal die aspek van eienaarskap onderling in detail bespreek.

Die vergadering deel mekaar mee:

- dat gesprek wedersyds gevoer moet word om die kostes te bepaal.
- dat die MEC versoek sal word om mee te deel hoe provinsie die behuisingsaangeleentheid sien ten opsigte van lewensvatbaarheid, kostes, ens.
- dat Tulbagh oor 49 gediensde erwe beskik vir plot-en-plan teen R 350 000 – 00 per eenheid.
- dat belangstelling in die genoemde Tulbagh erwe baie klein is.
- dat Landbou kan oorweging skenk om die Tulbagh erwe op te neem.
- dat die kontrak met die ontwikkelaar eers moet verstryk en dat die eienaarskap 'n voorvereiste vir die munisipaliteit is.
- dat aansoekers om behuisingssubsidies meegedeel is dat die subsidie toelae uitgeput is.
- dat gesprek met Landbou kan plaasvind as die munisipaliteit verseker is dat subsidies beskikbaar is.
- dat 'n kultuur van vredeliewendheid aangename verblyf geskep moet word in die beoogde behuisingsprojek.

- dat by Vredebes voorsiening gemaak is vir Landbou behuising geleenthede.
- dat die twee (2) moontlike behuisingsgeleenthede te Vredebes en Tulbagh ernstig benader sal word as areas van moontlike oplossings.

BESLUIT

- (a) *dat die Munisipale Bestuurder 'n versoek om 'n vergadering aan Agri-Witzenberg sal rig teen ongeveer 20 Februarie 2017 ten einde landbou behuising te bespreek.*
- (b) *dat Agri-Witzenberg op die versoek supra (a) sal reageer aan die Munisipale Bestuurder en 'n datum sal voorstel.*
- (a) *dat alle relevante rolspelers na die voorgenome vergadering genooi sal word om insette te lewer.*

VERDAGING

Die vergadering verdaag om 15h30.

BC KLAASEN
UITVOERENDE BURGEMEESTER
VOORSITTER

/esw

**NOTULE VAN DIE VERGADERING TUSSEN DIE MUNISIPALITEIT WITZENBERG EN
AGRI-WITZENBERG GEHOU OP DONDERDAG, 2 MAART 2017 OM 09H00 IN DIE RAADSAAL,
MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES**

TEENWOORDIG

Raadslede

E M Sidego
TE Abrahams

Amptenare

Mnr D Nasson
Mnr C Wessels
Me J Krieger
Me C Mackenzie
Mnr J Swanepoel
Mnr H Taljaard

Ander verteenwoordigers

Mnr H du Toit (Agri-Witzenberg)
Mnr B van Rensburg (Agri-Witzenberg)
Mnr M Walters (Agri-Witzenberg)
Mnr P Blaauw (ASLA)
Me K Siebrits (ASLA)
Mnr N Bettsworth (CBI)
Mnr S Loots (ALFS)

1. OPENING EN VERWELKOMING

Die Portefeulje Voorsitter van die Komitee vir Behuisingsaangeleenthede, Raadslid E Sidego heet almal teenwoordig welkom en versoek daarna Raadslid T.E. Abrahams om die vergadering met gebed te open.

AANGETEKEN

2. VERSKONING

Verskoning vir die afwesigheid van die vergadering is ontvang van die Uitvoerende Burgemeester, Raadslid BC Klaasen en word aanvaar.

AANGETEKEN

3. BESPREKING

Mnr Schalk Loots van Mnre. Agri Housing Settlement doen 'n aanbieding. Die volgende word uitgelig:

- Die mense vir Plaaswerker Behuising sal hoofsaaklik in Ceres en Prince Alfred's Hamlet woonagtig wees.
- Ceres behoeft ongeveer 3300 persone en in totaal ongeveer 9000.
- Ongeveer 45 erwe word per hektaar ontwikkel; in Ceres word 54 hektaar benodig gesien teen die ontwikkeling wat in die komende jare in landbou verwag word.
- Volgens Departement Behuising is plaaswerker behuising die verantwoordelikheid van die munisipaliteit.

3.2 INKOMSTE KATEGORIEË

- Inkomste kategorieë wissel tussen R3500-00 en R7500-00 per maand.
- As gevolg van die loonskaal verdien 'n plaaswerker huisgesin van drie (3) mense meer as R3500-00 per maand. Die gesin val dus in die R7500-00 kategorieë en vind dit baie moeilik om 'n lening by die bank te bekom of vir FLUSP te kwalifiseer.
- Die meeste afgetrede persone en enkel persone val in die kategorieë.
- Plaaswerkerbehuising kan nie deur die munisipale waglys vir behuising aangespreek word nie.

3.3 AGRI-HOUSING SETTLEMENT

- SHRA is 'n nie-winsgewende organisasie gestig om te help met landbou behuising.
- SHRA moet registreer by SARS ten einde vir 0% BTW te kwalifiseer.
- 'n Voorgestelde samewerkingsooreenkoms moet gesluit word tussen SHRA en Witzenberg Munisipaliteit ten einde die probleem van plaaswerker behuising aan te spreek.
- Die identifisering van die grond vir opname in die SDF moet gedoen word om ook die infrastruktuur beplanning te kan doen.
- Skole, klinieke en die sosio-ekonomiese ontwikkeling sal deel van die samewerkingsooreenkoms vorm en 'n vredeliewende plaaswerker gemeenskap sal ontwikkel word.

3.4 PROJEKTE

- Die eerste fase van die Vredebes Behuisingsprojek is afgehandel.
- Die ingenieursontwerpe begin nou om erwe te diens.
- Grootmaatdienste en of elektriese netwerke bo of ondergronds ontwikkel sal word, word bepaal.
- Koste is 'n belangrike aspek wat bepaal moet word.

- Fase 2 van die Vredebes projek maak voorsiening vir besighede, skole, klinieke, taxi rank ens.
- Erf groottes wissel van 7.5 x 15m en 12.5 x 15.
- Alvorens samewerking ooreenkoms gefinaliseer word sal die aspek van eienaarskap deeglik bespreek word.
- Die Instituut kan subsidies bekom en selfs fondse bydra, na afbetaling kan die huis op die persoon se naam oorgedra word.

3.5 ALGEMEEN

- Witzenberg Munisipaliteit, Mnr Schalk Loots en alle ander relevante rolspelers sal kwartaalliks vergader om die aangeleentheid van plaaswerkersbehuising te bespreek ten einde die samewerkingsooreenkoms te bepaal.

4. BESLUIT

Dat 'n kwartaallikse vergadering tussen Witzenberg Munisipaliteit se Komitee vir Tegniese Dienste, Mnr Schalk Loots en enige relevante rolspeler soos deur die Uitvoerende Burgemeester bepaal, gehou sal word ten einde plaaswerker behuising en die voorgenome samewerkingsooreenkoms te bespreek.

5. SLUITING

Die vergadering verdaag na wedersydse bedankings dat die aangeleentheid bespreek kon word om 10h00.

VOORSITTER

/esw

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

TO: Municipal Manager
FROM: Director: Community Services
DATE: 12 June 2017
REF: 7/1/4/1



LEASE AGREEMENT: OPPIE KOPPIE CRÈCHE IN PA HAMLET

Purpose:

To request Council's approval for entering into a lease agreement with VUYA Foundation for Oppie Koppie crèche in Prince Alfred Hamlet situated on a portion of Erf 1, Prince Alfred Hamlet.

Background & Deliberation:

The Vuya Foundation, a registered NPO (Reg no 038585) identified the need for an ECD facility in Prince Alfred's Hamlet as the area was recognized as one of the neediest in the Western Cape. Oppie Koppie Creche came to fruition during November 2010 as a key focus area of the Vuya Foundation. Oppie Koppie crèche is located at No 11 Waboomlaan in Prince Alfred Hamlet, which is a portion of Erf 1 of Prince Alfred Hamlet. The crèche is registered for 76 children ranging from the age of 2 to 5 years old. The crèche is registered with Department Social Development (reg no C10545). There is a waiting list of 40 children.

The stakeholders include amongst others the Vuya Foundation, the Ceres Community, Creche Parents, the Department of Social development, the Department of Health and the Witzenberg Municipality.

The crèche is managed as a standalone entity with its own bank account and parent governing body. It has a staff compliment of 6 people including a principal, a cook and educators. The management of the operation needs and governance oversight are provided by the Vuya Foundation. The Foundation maintains a high level of accountability and expectations from the staff and management of the crèche.

Over the past three years there has been a steady rise in residents in the informal sector of Phase four and Phase five. This has led to an increased number of children to the area hence the steady demand for enrolment at the crèche.

The Vuya Foundation analyzed the information processed by the crèche and found there to be in excess of 30 children in need of access to learning. The Foundation has done a feasibility study and with the help of all role players could make it possible to extend the facility to enroll and educate an additional 25 children.

Vuyo Foundation erected this building on their own costs during 2010. Please see previous council resolution dated 26 January 2010 attached thereto as Annexure A.

Community Value

The children from Prince Alfred Hamlet have the opportunity to be exposed to early childhood development in a facility where vulnerable children are safe and protected.

Sustainability:

Department Social Development will ensure the sustainability of the daily operations.

Legislation:

A lease agreement must be entered into.

Recommendation:

For Council to consider the following:

- a) Consideration of entering into a lease agreement with Vuya Foundation for a 9 years and 11 months period for the purposes of operating an ECD Centre in collaboration with Witzenberg Municipality and the Department of Social Development.
- b) To give an option to renew for a further 9 years and 11 months period on Council's Discretion.
- c) For council to consider waiving any rental and services. Creches usually pay's a minimum rental equal to the insurance premium per annum, but in this case Vuyo Foundation erected the building on their own cost, insures it and pay Eskom for the electricity consumption. Vuyo Foundation also contributes to the social and economic welfare of Prince Alfred Hamlet.
- d) Consideration of approval for extension of the building by erecting a log cabin on the plot to be utilized as an extra classroom.
- e) That Council gives approval for the erection of a log cabin, subject to the approval of building plans by our Town Planning Department;
- f) That the Log Cabin buildings will become the property of Council after the lease period has expired, and or have been cancelled for whatever reason;
- g) The erection of the Log Cabin Buildings and any new connection, and or installation of services for these buildings is for the account of Vuya Foundation.
- h) All maintenance related to the Log Cabin Buildings, this includes the inside, and outside of the property as well as the structure thereof, will be Vuya Foundation's responsibility
- i) Comment from our town planning department
 - a. The construction of the structures need to comply with the National Building Regulations.
 - b. No construction may commence prior to the approval of building plans.

- j) That the Municipal Manager is authorised to sign the lease agreement on behalf of the Council.



DIRECTOR: COMMUNITY SERVICES
MS JO-ANN KRIEGER



This is a typical construction without the stoep.

A SPRINGBOARD INTO A NEW LIFE



Specification: Engineered approved construction with SA approved materials

Outside: loglap boards

IBR Roof Sheets

Solid timber frame structure on planted poles

Inside: Thermal insulation in walls

OSB internal wall cladding

OSB flooring boards

Thermal insulated ceiling boards

Meranti windows and Pine door

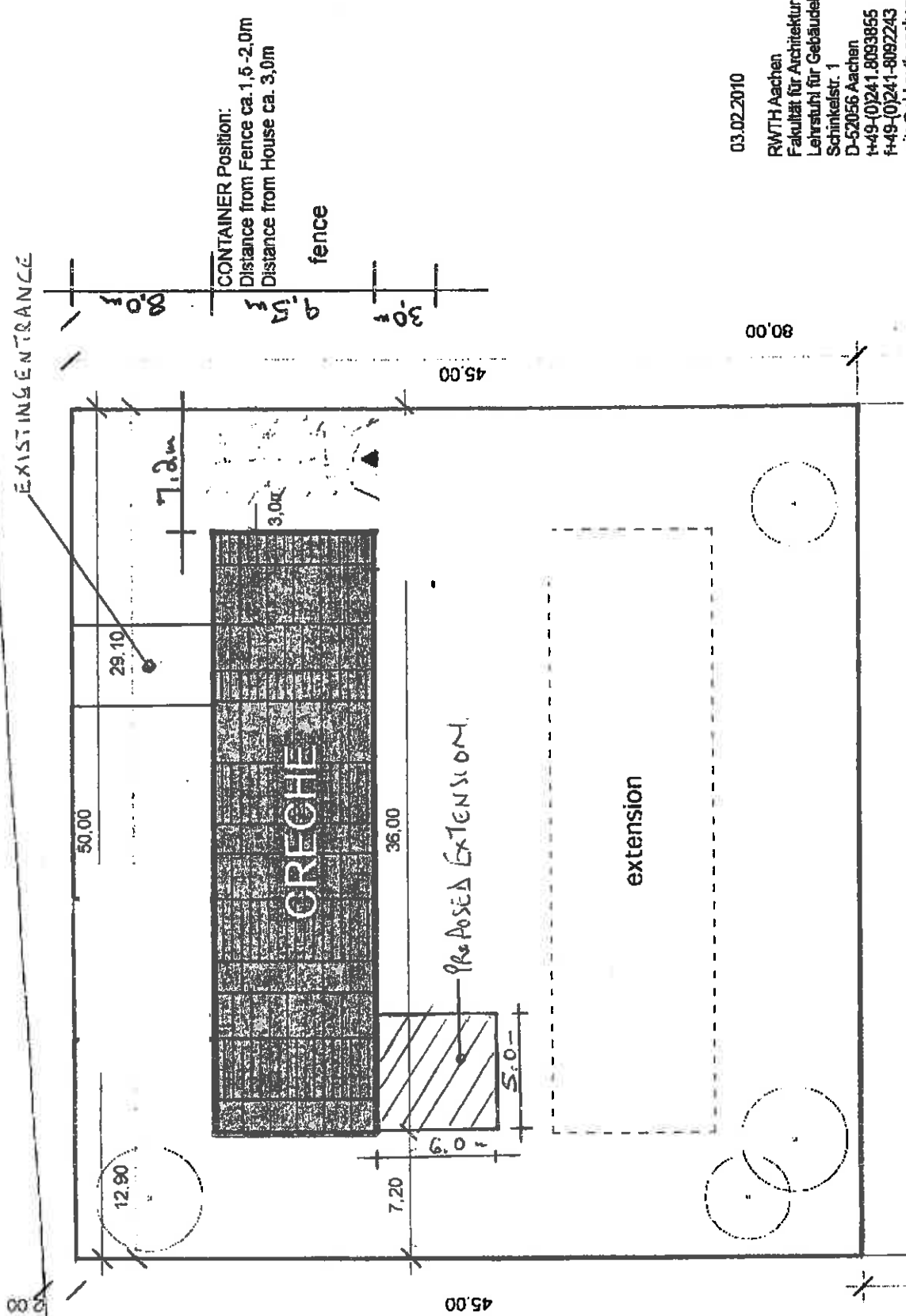
5mm safety glass

(Reg No: 2001/028759/08) | NPC No: 058 - 58

Tel: +27 (0)21 555 0240/42 | Fax: +27 (0)21 555 0264 | Email: pa@vuya.com | www.vuyafoundation.co.za

Millennium Business Park, Unit 57A, Edison Way, Century City, Cape Town | PO BOX 34565, GSH, 7957

OPPIE KOPPIE CRÉCHE Waboom Ave PRINCE ALFRED'S HAMLET



03.02.2010
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8.3.2 Development of an Early Childhood Development Centre: Phase 4, Prince Alfred's Hamlet (17/16/3/1)

A report from the Manager: Planning and Projects, dated 11th January 2010, is attached as annexure 8.3.2.

The Municipal Manager reported that the Witzenberg Municipality will not become involved in the day-to-day activities of the crèche. The building will become the property of the municipality after three years.

RESOLVED

- (a) *That cognisance is taken of the initiative and progress to construct an ECD Centre at Phase 4, Prince Alfred's Hamlet.*
- (b) *That the identified site for the location on erf 1 adjacent to Phase 4, Prince Alfred's Hamlet be approved.*
- (c) *That an area of approximately 1 000 m² be leased to Henkel SA for a three-year period for the purposes of operating an ECD Centre in collaboration with Witzenberg Municipality and the Department of Social Development.*
- (d) *In terms of procurement legislation the Council confirms that:*
 - (i) *The property is leased as it is not required for provision of minimum level of basic services (MFMA Section 14.2 a).*
 - (ii) *The fair market value is not applicable due to the economic and community value that are received in exchange for the lease of the asset (MFMA Section 14.2 b).*
 - (iii) *The long-term financial impact of the lease on the municipality will not be significant compared to the capital investment of approximately R1 million that is received. (MFMA Section 33.1 c i).*
 - (iv) *There are no known long-term financial obligations on the municipality in terms of the lease. No prescribed value is available (MFMA Section 33.2 c ii).*
- (e) *That the Municipal Manager is authorised to sign the lease agreement on behalf of the Council.*
- (f) *That the rezoning of a portion of erf 1 Prince Alfred's Hamlet from Undetermined to Institutional Zone 1 for the purposes of an Early Childhood Development Centre under section 16(1) of the Ordinance on Land Use Planning, 15 of 1985, be approved.*
- (g) *That the new portion be subdivided and registered in the Deeds Office as a separate erf in the name of Witzenberg Municipality.*

WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

TO: Municipal Manager
FROM: Director: Community Services
DATE: 10 February 2017
REF: 7/14/1



RENEWAL OF LEASE AGREEMENT: MALIKHANYE CRÈCHE, WOLSELEY

Purpose:

To request Council's approval for renewing the lease agreement with the BADISA for Malikhanye crèche in Pine Valley Wolseley situated on Erf 1731, Pinevalley.

Background & Deliberation:

Malikhanye crèche previously known as Khanyiso crèche was managed by CMR from 2001 till 2003. The crèche was then managed by the community. On 1 Desember 2009 BADISA Wolseley opened Malikhanye crèche and they are still managing this crèche.

The crèche operates as a registered Non-profit organization and receive a subsidy from Department Social Development. The crèche is registered for 69 children between the ages of 0 and 5 years. It is the only registered crèche in Pine Valley. The crèche is registered at Department Social development. Currently they have 69 children enrolled at the facility. They have a waiting list of 37 children. The crèche follows a day program approved by the Department. The crèche is functioning well. They also have a parent committee, represented by parents from the community. The personnel consist of a principal, 3 educators and a cook.

We currently have a valid lease agreement with BADISA, but it expired on the 28th of February 2017. Rental and services are paid up to date and the current rental amount is R133.10 per year. This amount escalates yearly on the 1st of February with 10%.

It is noted that council took a decision on the 26th of July 2016, attached hereto as ANNEXURE "A" to rent an additional piece of land to BADISA for 99 years to extend the current crèche. Building of the new crèche is still in process and subject to funding, so that is why we request Council to consider renewing the current agreement, until the new crèche is build.

Community Value

The children from Pine Valley have the opportunity to be exposed to early childhood development in a facility where vulnerable children are safe and protected.

Sustainability:

Department Social Development will ensure the sustainability of the daily operations.

Legislation:

A lease agreement must be entered into.

Recommendation:

For Council to consider the following:

- a) Renewing the current lease agreement with BADISA Wolseley for another three-year period for the purposes of operating an ECD Centre in collaboration with Witzenberg Municipality and the Department of Social Development;
- b) Giving an option for renewal for a further 3 years, on the discretion of the Municipality;
- c) Rental keeps on escalating yearly with 10%.
- d) That the Municipal Manager is authorised to sign the lease agreement on behalf of the Council.



**DIRECTOR: COMMUNITY SERVICES
MS JO-ANN KRIEGER**

14111 WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager / Corporate Committee

VAN / FROM: Legal Advisor

DATUM / DATE: 19 April 2017

VERW. / REF.:

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

APPLICANT: COBURN LIQUORS – BELLA VISTA

1. Purpose:

To obtain the Corporate Committee's response on the application from Coburn Liquors, to trade on Sundays.

2. Deliberation:

When the amended Liquor By-Law was proposed to Council, the intention was to give people whose initial Liquor Licence conditions permits Sunday Trading a change to apply to the Witzenberg Municipality to trade on Sundays again and the reason therefore was that it was brought under the attention of the Municipality, that unlawful liquor trading in the informal areas increased since legal trading on Sundays were no longer permitted.

The following documents relating to this application are attached hereto for consideration:

1. The completed application form – **ANNEXURE "A"**;
2. Input from the Senior Town Planner, **ANNEXURE "B"**
3. Report from Ceres SAPD, **ANNEXURE "C"**
4. Report from Deputy Mayor, **ANNEXURE "D"**
5. Copy of Liquor Licence, **ANNEXURE "E"**
6. Amended Liquor By Law on trading hours and days 2016, **ANNEXURE, "F"**

3. Short Summary of this matter:

- 3.1 Coburn Liquor's current trading hours are in terms of Section 4 of the Liquor By-Law:



Section 4- Trading days and hours for consumption of liquor off licensed premises

- (1) *A licensee may sell liquor for consumption off the licensed premises on the following days and hours:*
 - (a) *Monday to Friday from 09:00 until 20:00*
 - (b) *Saturday from 09:00 until 17:00.*
 - (c) *No trading on Sunday, Good Friday and Christmas Day, provided that this exception will not apply to:*
 - i. *a winery which may trade from 09:00 until 17:00, and*
 - ii. *where an extension of trading days has been granted in terms of section 7."*
- 3.2 In terms of Section 7 of the attached By-Law a person can apply to trade on Sundays.

Section 7 - Application for extended trading days

- (1) *The Council may, in the interest of the community and on application by a licensee of premises upon which liquor may be sold for consumption off the licensed premises, grant consent to that licensee to sell liquor on other days than those determined by section (4), but only if the following requirements are complied with:*
 - (a) *submission of a written application for extension of the trading days to the Office of the Municipal Manager;*
 - (b) *payment of the requisite administration costs of such application; and*
 - (c) *submission of any other information requested by Council.*
- (2) *The municipality may approve or refuse an application for an extension of trading days.*
- (3) *No rights will accrue to any person who has submitted an application for the extension of trading days before such a person has received written proof of approval from the municipality.*
- (4) *The municipality may, upon written notice to the applicant, impose conditions for trade during extended days.*
- (5) ***The municipality must, before approving an application for the extension of trading days, consider factors which may include, inter alia –***
 - (a) ***the outcome of community consultation;***
 - (b) ***the potential impact on the surrounding environment;***
 - (c) ***the proximity of the licensed premises to surrounding residential zoned areas, cultural, religious and educational facilities;***
 - (d) ***previous suspension, amendment or revocation of extended trading days;***
 - (e) ***whether it is in the public interest to approve and grant an extension of trading days;***

- (f) a motivation from the applicant dealing with the impact of –**
- (i) the risks to and nuisances for the surrounding community,**
- (ii) mitigating measures to assist with the control of risks and nuisances, and**
- (iii) possible benefits of extended liquor trading days for the surrounding community;**
- (g) the planning and zoning requirements of the municipality;**
- (h) the validity of the liquor licence;**
- (i) reports from the Western Cape Liquor Authority;**
- (j) where applicable, the validity of a business licence issued in terms of the Businesses Act of 1991 (Act No. 71 of 1991); and;**
- (k) current licence conditions as imposed by the Liquor Board.**

The Corporate Committee must consider all annexures and especially **Section 7(5) of the By-Law** when considering this application.

Legal Requirements:

Witzenberg Amended Liquor By-Law on trading hours and days – 2016

Recommendation

For Consideration

"A"



Application Form for Extension of
Liquor Trading Hours or Days

APPLICATION IN TERMS OF SECTION 6 OR SECTION 7 OF WITZENBERG MUNICIPALITY AMENDED
LIQUOR TRADING DAYS AND HOURS BY-LAW 2016, FOR EXTENSION OF TRADING HOURS OR DAYS

PART 1 – ALL FIELDS MUST BE FILLED IN BY THE APPLICANT

DETAILS OF LICENSEE

1. Liquor licence number WCP/039917
2. Full name of licensee. Jacobus Fritz
3. If the licensee is not a natural person, state the name, identity number and address of each shareholder, member or partner. (use an annexure if required)

Jacobus Fritz t/a Coburn Liquors

4. Name and address of the licensed premises

Erf 35539, 1150 Azalia Close, Bellavista

Ceres

5. Provide details of the premises where the licensed business is conducted with reference to the number of the erf, street, apartment, shop or farm

Erf No. 35539

1150 Azalia Close

Bellavista

Ceres

6. Daytime contact number 079 607 6171
7. State reasons and annex it hereto why licensee is applying for extension of trading hours or days.
8. What is the licensee's current permitted hours of trading / days of trading?

Soos per Aangelegte Onklienre Aanhangsel A

9. Declaration

1 Jacobus Fritz

Declare that the information furnished in this application and in any document attached to it, is true.

Signature

Date _____

Application prepared by

Physical Address

Voortrekkers Meet 76

porterville

Postal Address

P.O. Box 140

Porterville

Work Tel:

022 9312596

Cell:

E-mail:

devilliersvanzyl@drzlaw.co.za

PART 2 FOR OFFICIAL USE ONLY

Liquor licence number

V C P 639917

The Applicant must now pay the non refundable application fee of R3420.00 (Vat inclusive) and hand the application and receipt in at the Municipal Offices, for attention Mrs L Nieuwenhuis. The fee is payable in Cash at Witzenberg Municipality, 50 Voortrekker Street, Ceres. Please use the following reference number 1 302 1402 when making this payment.

Application Fee

R3420.00

Receipt Number

414368

Payment date

18/08/16

Name of Official

JEANINE VERGOTINE

Signature

[Signature]

Date

18/08/2016

Please note that this application will be send to our Corporate Committee for consideration.



DE VILLIERS VAN ZYL ING. / INC.

Voortrekkerstraat 76 Voortrekker Road Posbus / PO Box 140 PORTERVILLE 6810

Docex 1 PIKETBERG

TEL: 022 – 931 2596 FAKS: 022 – 931 3391

E-Mail: devilliersvanzyl@dvzlaw.co.za

PROKUREURS • AKTEBESORGERS • ATTORNEYS • CONVEYANCERS

Ons Verw/Our Ref: CF/FRI3/003 51/271
U Verw/Your Ref:

2016-07-18

WITZENBERG MUNISIPALITEIT
Die Munisipale Bestuurder:
CERES
per hand

INSAKE: JACOBUS FRITZ H/A COBURN LIQUORS
Lisensie nommer WCP039917.

Wie dit mag aangaan:

INSAKE: AANSOEK OM VERLENGING VAN HANDELSURE

Dit is ons instruksies om hiermee en in opdrag van ons kliënt Jacobus Fritz h/a Coburn Liquors aansoek te doen by die Agbare Munisipale Bestuurder vir die Munisipaliteit vir die Distrik Ceres, vir die verlenging van ons kliënt se handelsure deur daarvoor voorsiening te maak dat ons kliënt handel mag dryf in die verkoop van drank op 'n Sondag.

Dit is ons instruksies dat ons kliënt met sy Aansoek die volgende bydrae tot die gemeenskap van Ceres kan lewer.

- Inwoners van Bella Vista en besoekers sal 'n plek hê waar hulle binne maklike bereik hul drank wettig op 'n Sondag kan koop.
- Onwettige handel in drank van smokkelhuise hok te slaan.

DIREKTEUR: Francois van Zyl (B.A. LLB)

Vinette de Villiers van Zyl (B.Prok. LLB)

Bygestaan deur Chubbie Fox (B.A. LLB)

Asook te LANGSTRAAT 53 PIKETBERG 7320
Tel: (022) 913 3238 / Faks: (022) 913 3240

Ons heg hiermee saam die aansoek om die verlenging van handelsure:

- 1) Aansoek soos per Witzenberg Munisipaliteit.
- 2) Verloë ter steuning van die aansoek.

Die Uwe

DE VILLIERS VAN ZYL ING


per. C. Fox

VERTOË TER ONDERSTEUNING VAN AANSOEK:

Die Applikant: **JAKOBUS FRITZ H/A COBURN LIQUORS** (hierna genoem die Applikant)

Die Applikant is 'n mantspersoon wat permanent woonagtig is te Azaliasingel no 1150, Bella Vista, Ceres. Op die perseel is 'n woonhuis, waarvan die Applikant met sy vrou en drie kinders woonagtig is. Die Applikant se vader, asook sy suster en haar kinders is woonagtig te die perseel.

Die Applikant het reeds 'n goedgekeurde dranklisensie en dryf al sedert 2013 wettig handel in drank. Die lisensie soos aan die Applikant uitgereik is WCP039917 en heg dit hiermee saam 'n afskrif van die lisensie, gemerk Aanhangsel A. Die Applikant is 'n eerbare besigheidsman wat 'n reputasie van hoë aansien in die gemeenskap geniet.

Oorlegpleging met die gemeenskap:

Applikant se bure en verskeie kliënte is ten volle bewus dat Applikant aansoek wil doen vir die verhandeling van drank op 'n Sondag. Die Applikant het 'n lys van 150 inwoners van Bella Vista, welke aangeheg word as Aanhangsel B. Hierdie dokument toon duidelik dat hierdie mense ten gunste is van Applikant se aansoek. Die huidige situasie by die Applikant se perseel en die bevestiging dat die gemeenskap ten gunste is van die verhandeling van drank op 'n Sondag is opsigself 'n aanduidende maatstaf dat die bure geen probleem met die Applikant se Aansoek hou nie. Die goeie verloop van Applikant se huidige besigheid spreek vanself dat Applikant sy bure en die gemeenskap van Ceres te alle tye in ag neem en sorg dat daar nie onnodige geraas en ongewenste toestande ontstaan nie. Die Suid Afrikaanse Polisie Diens sal ook in hul registers kan toon dat geen klagtes met betrekking tot die perseel aangemeld word nie.

Die potensiële inpak op die omliggende gemeenskap:

Alhoewel die perseel in 'n residensiële gebied geleë is, is die aangrensende bure, asook kliente ten volle bewus van die Applikant se voorneme om drank op 'n Sondag te verkoop. Dit blyk ook duidelik uit Aanhangsel B dat die kliënte en omliggende bure geen beswaar het teen Applikant se voorgename aansoek en dat soveel soos 150 mense aangedui het dat hulle ten gunste is van sodanige Aansoek.

Dit is uiteraard baie belangrik vir die Applikant om sy bure in ag te neem en te sorg dat daar nie onnodige geraas en ongewenste toestande ontstaan nie. Aangesien Applikant saam met sy

uitgebreide gesin die huis bewoon is dit ook in hulle belang om toe te sien dat daar nie steurnisse ontstaan nie.

Die Perseel:

Die Applikant se perseel is ten volle ingerig vir die bedryf van 'n drank verkoop punt. Die vertrek vanwaar die drank verkoop word is heeltemal apart van die res van die woonhuis. 'n Dubbeldeur van soliede hout skei die gelisensieerde perseel van die straat. Kliënte kom die perseel binne en is daar 'n bedienings toonbank reg voor hulle.

Daar is geen kerke of skole in die onmiddellike omgewing van die woonhuis nie. Die aktiwiteite is sodanig dat dit geen steurnis vir enige persoon sal inhou nie. Kerke se bedieningstyd is vanaf 09h00 tot ongeveer 11h00. Met alle respek teenoor kerke en of gebedshuise is Applikant bereid om sy verkoopsure aan te pas sou dit nodig wees. Tot die Applikant se kennis is kerke die enigste meduim welke op 'n Sondag gebruik word. Alhoewel daar geen kerke in die nabye omgewing is nie is die Applikant aanpasbaar by die bevinding van die Raad.

Vorige opskorting van / wysigings aan en herroeping van handelsure:

Die Applikant doen hiermee aansoek, omdat kliënte hom al versoek het om sy handelsure te verleng ten einde drank op 'n Sondag te verkoop. Derhalwe was daar nog geen opskorting of wysiging van verlengde handelsure nie. Die Applikant se rekord hy die Stadsraad, asook Suid Afrikaanse Polisie Diens spreek vanself dat die Applikant 'n respekvolle, pliggetroue landsburger is met inbors.

Openbare Belang in die verlenging van handelsure:

Hierdie Aansoek deur die Applikant word grootliks gemotiveer deur gemeenskaps versoeke, welke insluit, nabye kliënte uit die omgewing. Die suksesvolle bedryf van Applikant se besigheid die afgelope 3 jaar, asook die kliënte groei dui daarop dat die voortsetting en die verlenging van die handelsure in openbare belang is.

Inwoners van die area beskik nie oor eie vervoer nie en stap waar hulle wil wees. Dit is gevolglik vir hulle gerieflik om 'n drankafsettings punt net binne stapafstand van hul wonings te hê.

Die gemeenskap se behoeftes om drank op 'n Sondag aan te koop is bepaalbaar deur die aantal onwettige handel in drank ondersoek by onwettige sjebiens. Die Suid Afrikaanse

Polisie Diens sal die statistieke kan toon van hierdie misdrywe welke seëvier op Sondag. Deur die toestaan van die Applikant se aansoek sal dit uiteraard 'n beperking plaas op hierdie onwettige bedryf van ongelisensieërde persele. Dit is alom bekend dat drank wat onwettig verkoop word teen 'n baie hoër tarief verkoop word as drank wat wettiglik verkoop word. Deur die Applikant se aansoek in die verlenging van handelsure toe te staan sal hierdie tipe uitbuiting hok geslaan word.

Die Applikant se besigheid is reeds goed gevestig en beskik die Applikant oor die vermoë en ondervinding om dit behoorlik te bedryf.

Vir die redes hierbo genoem, word aangevoer dat die verlenging van die handelsure in openbare belang is.

Risiko en moontlikheid van 'n oorlas vir die omliggende gemeenskap:

Hierdie aspek word deeglik deur die Applikant aangespreek deurdat die perseel van waar die drank op Sondag verkoop word 'n perseel is wat al etlike jare vir die doeleindes gebruik word.

Die Applikant het spesifieke aandag gegee aan die volgende ten einde die gemeenskap deurentyd in ag te neem:

- Die perseel van waar die drank verkoop word is heeltemal afgesonder van die res van die woonhuis, en het 'n aparte ingang.
- 'n Dubbeldeur van soliede hout skel die gelisensieërde perseel van die straat. Kliënte kom die perseel binne en is onderdak met 'n bedieningvenster. Hierdie wyse om die verkoop van die drank reguleer die kliënte, asook die moontlike steurnis van die omliggende bure. Die kliënte koop die drank en verlaat die perseel onmiddellik. Die Applikant bewoon ook die perseel en is dit uiteraard van belang dat daar in die beste belange van alle partye gehandel word.

Versagtende Maatreëls wat ingestel kan word om risiko's en die moontlikheid van 'n oorlas te integreer:

- Die Applikant se aansoek om die verlenging van handelsure is versoek vanaf 11h00 tot 17h00, maar sal die Applikant hom neêrle by die ure wat die Raad mag bepaal.
- Die verkoopslokaal is afgesonder en word besigheid al sedert 2013 daaruit bedryf, sonder enige voorval of klagtes. Dit is aanduidend dat die perseel hom daartoe verleen om sodanige diens aan die gemeenskap te lewer.

Voordele wat verlengde handelsure (Sondae) vir die gemeenskap inhou:

- 'n Persoon wat wil drink sal nie sy drank aankope beperk tot wettigheid en of dae nie, in onwettige drankhandelaars buit hierdie situasie uit, hef onnodige hoë kooppryse en verarm 'n gemeenskap. Indien handelsure so uitgebrei word deur drank wettig op 'n perseel te kan verkoop beperk dit verskeie sosiale euwels.
- Hierdie Applikant sal deurentyd toesien dat sy lisensie voorwaardes eerbiedig word ten einde sy lisensie te behou. Daar is geen rondslenter of leegleeëry by die Applikant se perseel nie. Verlengde handelsure beperk sodoende onwettige verhandeling van drank deur sjebiens.
- Die gemeenskap kan die drank gaan koop en by hul huise gaan drink.

Applikant se huidige hantering in sy lisensie is uiteraard aanduidend dat hy 'n persoon is wat in die belang van sy gemeenskap handel. Die Suid Afrikaanse Polisie Diens sal kan getuig van 'n skoon rekord met betrekking tot klagtes tot die perseel.

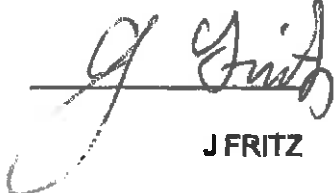
Sonerings vereistes:

Die eiendom is korrek gesoneer, en is dit ook reeds aangespeek tydens die toestaan van die huidige lisensie.

Die huidige dranklisensie:

Die huidige dranklisensie is hierby aangeheg gemerk Aanhangsel A.

GETEKEN TE CERES OP DIE DAG VAN 18 AUGUSTUS 2016.



J FRITZ

0229313391

Coburn Liquors (WCP 039917)

Doen aansoek vir die verlenging van hul besigheidsure deurdat drank verkoop kan word op 'n Sondag vanaf 11h00 tot 17h00.

Apply for the extension of their business hours to include Sundays from 11h00 till 17h00.

Voltooi u naam en adres en dui aan of u te vinde is dat die Besigheidsure verleng word.

Complete your name and address and indicate if you support the application for the extension of the business hours.

	Name/Naam	Adres/Address	Tel. Nr	Ja/Yes	Nee/No	Handtekening/Signature
1.	WILLIS J. MITH	AKAOKHAMA WEG 154		JA		
2.	BENJAMIN	MECKHOW STR 10	082962955	YES		
3.	KINACOO	AKASIA STR 6	0603473024	YES		
4.	Marcelino	Aralia Singh 1163	0766719894	Ja		
5.	Brendon Lee	Jenifres		YES		
6.	Penning	Palm 92		JA		
7.	Lionel	Koarkog Str 27		JA		
8.	BENJAMIN	TARMY ALE		YES		
9.	PETER	WINTER HOUTSTR 28		YES		
10.	Johnny	175 Gouwsblom	081088551	YES		
11.	Garry	178 Gouwsblom	085726111	YES		
12.	Jeffrey	1134 Vagelwag		YES		
13.	Nolan	449 Soemyn	060757385	YES		
14.	Colin	24 YC TERPORT	062853083	YES		
15.	Nicolas	1170 Ardeloo Singd	073789161	YES		
16.	Richard	234 IMPALANWEG	073923020	YES		
17.	D. Jacobs	171 Gouwsblom	076263670	YES		
18.	S. Kratz	14 Olyfstr	071222870	YES		
19.	Donny	126 VANDER STR	078405700	YES		
20.	Quinton	1053 Jambuka STR	073892563	YES		
21.	Quinton	1067 Vagelwag	079620183	YES		

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22.	Monice Damon	Dethligstraat 1086	0628911038	Ja	M. Damon
23.	Madelyn v.d. Meulen	Dethligstraat 1085	02355554	Ja	M. v.d. Meulen
24.	Jill van Rooij	Goudweg 253	078096357	Ja	J. Rooij
25.	P.J. Holmoe	16 Magnolia		Ja	P. Holmoe
26.	N. Noes	Dethligstraat 1071		N. Noes	
27.	A. Frankfort	AZ 11801		Ja	A. Frankfort
28.	C. E. Smit	S. Smit	07966265	Ja	C. E. Smit
29.	J. L. L. L.	S. Smit		Ja	J. L. L. L.
30.	A. S. Claassen	S. Smit No 19		Ja	A. S. Claassen
31.	H. van der Kamp	AZALEA singel 1165	078261371	Ja	H. van der Kamp
32.	Martin van der Kamp	J. van der Kamp 1112	0717448043	Ja	M. van der Kamp
33.	B. van der Kamp	H. van der Kamp 1217	0782516255	Ja	B. van der Kamp
34.	K. van der Kamp	H. van der Kamp 80	0844081727	Ja	K. van der Kamp
35.	C. L. L. L.	H. van der Kamp 1199	071357918	Ja	C. L. L. L.
36.	M. van der Kamp	H. van der Kamp 1068	0611948170	Ja	M. van der Kamp
37.	D. J. J.	S. Smit 114	0782516255	Ja	D. J. J.
38.	A. van der Kamp	AZALEA 1160	08256688	Ja	A. van der Kamp
39.	V. van der Kamp	POPULIER VES 416		Ja	V. van der Kamp
40.	J. van der Kamp	H. van der Kamp 1012		Ja	J. van der Kamp
41.	E. Ockhuis	TARWINGSTK 1004	072205125	Ja	E. Ockhuis
42.	H. van der Kamp	A. van der Kamp 1005		Ja	H. van der Kamp
43.	K. van der Kamp	V. van der Kamp 1105	072727802	Ja	K. van der Kamp
44.	J. van der Kamp	J. van der Kamp 84	0782516255	Ja	J. van der Kamp
45.	S. van der Kamp	J. van der Kamp 1032		Ja	S. van der Kamp
46.	V. van der Kamp	A. van der Kamp 1091	0820688	Ja	V. van der Kamp
47.	C. S. P. P.	E. van der Kamp 28	060556007	Ja	C. S. P. P.
48.	G. van der Kamp	A. van der Kamp 1000	072727802	Ja	G. van der Kamp
49.	A. van der Kamp	A. van der Kamp 7	0784452009	Ja	A. van der Kamp
50.	D. van der Kamp	N. van der Kamp 7	0610691003	Ja	D. van der Kamp



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Coburn Liquors (WCP 039917)

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Apply for the extension of their business hours to include Sundays from 11h00 till 17h00.

Voltooi u naam en adres en dui aan of u te vinde is dat die Besigheidsure verleng word.
Complete your name and address and indicate if you support the application for the extension of the business hours.

	Name/Naam	Adres/Address	Tel. Nr	Ja/Yes	Nee/No	Handtekening/Signature
51.	Cathy	Blossom 1015	—	✓		C. Frenote
52.	Frankina	Kaste Kere 42	—	✓		A. Kats
53.	Robell	Skel/CAN	02331588	✓		Robell
54.	Lowman	Tourboom	—	✓		Lowman
55.	Anthony	Bellenden	063191596	✓		Anthony
56.	Rodney	Azalua Singel 158	076620874	✓		Rodney
57.	T. R. Sol	013 Jakkappa	—	✓		T. R. Sol
58.	E. Du Toit	Impala weg	07112150130	✓		E. Du Toit
59.	Cooper	Alukkerweg	072 1070708	✓		Cooper
60.	D. Lombard	Ollivander	068872116	✓		D. Lombard
61.	Jovan Boel	Azalua Singel 101	—	✓		Jovan Boel
62.	Bueran	Aste Singel 1169	—	✓		Bueran
63.	Letitia	Aste Singel 1164	—	✓		Letitia
64.	W. S. T. J. J.	Kantoor 508	—	✓		W. S. T. J. J.
65.	W. S. T. J. J.	Impala weg 120	06100114	✓		W. S. T. J. J.
66.	P. J. T. J. J.	JAPONIKA 1020	—	✓		P. J. T. J. J.
67.	K. J. T. J. J.	1412	—	✓		K. J. T. J. J.
68.	SPALKE	228 Impalweg	—	✓		SPALKE
69.	SNUR	APONIKA 1090	—	✓		SNUR
70.	K. J. T. J. J.	MAGNOLIA 52	018713297	✓		K. J. T. J. J.
71.	J. J. T. J. J.	Impala Weg	—	✓		J. J. T. J. J.












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72.	Bartolom	STRENDON 38	013 623 1901	✓	<i>S. P. P. P.</i>
73.	ANTHONY	VREBOOM 26	0763288181	✓	<i>D. P. P. P.</i>
74.	HAM.	VREBOOM SINGEL 1050	062832578	✓	<i>D. P. P. P.</i>
75.	JACOB	Dubla 1047	0768314434	✓	<i>D. P. P. P.</i>
76.	ARMAN	POPULIETREES	—	✓	<i>D. P. P. P.</i>
77.	ELONNE	SOPHIA 1081	063883390	✓	<i>D. P. P. P.</i>
78.	GIESCHWIN	DAHLIA 1089	06389204	✓	<i>D. P. P. P.</i>
79.	YARIL	VREBO 1143	083305364	✓	<i>D. P. P. P.</i>
80.	Kunze	Blossom 1125	073111620	✓	<i>D. P. P. P.</i>
81.	Y. Klein	Blossom 1125	07365540	✓	<i>D. P. P. P.</i>
82.	D. Linde	Soponik 1120	—	✓	<i>D. P. P. P.</i>
83.	Y. P.	Kunze 11	—	✓	<i>D. P. P. P.</i>
84.	Y. P.	Kunze 11	—	✓	<i>D. P. P. P.</i>
85.	M. Ockers	488 Starmeg	06042137	✓	<i>D. P. P. P.</i>
86.	C. Swiers	435 Burg 37	—	✓	<i>D. P. P. P.</i>
87.	E. Titus	AGTER SINGEL 1219	07832333	✓	<i>D. P. P. P.</i>
88.	Mark	AGTER SINGEL 1147	—	✓	<i>D. P. P. P.</i>
89.	Y. P.	AGTER SINGEL 1147	—	✓	<i>D. P. P. P.</i>
90.	E. F. OER	DAHLIA 51081	—	✓	<i>D. P. P. P.</i>
91.	Y. P.	VREBOOM 21	—	✓	<i>D. P. P. P.</i>
92.	Y. P.	Y. P.	062196562	✓	<i>D. P. P. P.</i>
93.	Y. P.	Y. P.	01-07-16	✓	<i>D. P. P. P.</i>
94.	SANDRE	F. FORTUIN	—	✓	<i>D. P. P. P.</i>
95.	ANTONIO	A. Perse	—	✓	<i>D. P. P. P.</i>
96.	C. G. LATH	TULLO 20	0625223156	✓	<i>D. P. P. P.</i>
97.	D. FAIRER	KEURBOOMS 1147	074829776	✓	<i>D. P. P. P.</i>
98.	L. Snyers	DAHLIA 1093	076638825	✓	<i>D. P. P. P.</i>
99.	A. Snyers	DAHLIA 1093	083964235	✓	<i>D. P. P. P.</i>
100.	Y. P.	DAHLIA 1093	083964235	✓	<i>D. P. P. P.</i>
101.	M. A. L. O. S.	Buiker 1129 280	079423573	✓	<i>D. P. P. P.</i>
102.	S. P. P.	D. P. P.	078310645	✓	<i>D. P. P. P.</i>
103.	A. P. P.	Buiker 1129 280	071772110	✓	<i>D. P. P. P.</i>

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104.	Qunt	Ameliv gr. 1007	08229150	✓	Q. Jansen
105.	Deaver	Golgobm. 169	01330104	✓	Q. Jansen
106.	MYRTLE	449 POPULIERWEG	07965908	✓	M. Bello
107.	Jansen	104-1 WIGIE STR.	07680518	✓	Ace de
108.	FRANCOIS	Deunla Street 107		✓	J. Jansen
109.	W. Jansen	Deunla STR 1094	07861822	✓	J. Jansen
110.	W. Jansen	Deunla STR 353	07674604	✓	J. Jansen
111.	W. Jansen	Wigie Street 1063	07623176	✓	J. Jansen
112.	Alaska	Impelaweg 102	07219900	✓	J. Jansen
113.	Sofian	K. Jansen		✓	J. Jansen
114.	W. Jansen	Deunla	07802162	✓	J. Jansen
115.	W. Jansen	Deunla	07802162	✓	J. Jansen
116.	W. Jansen	Deunla	07802162	✓	J. Jansen
117.	W. Jansen	Deunla	07802162	✓	J. Jansen
118.	W. Jansen	Deunla	07802162	✓	J. Jansen
119.	W. Jansen	Deunla	07802162	✓	J. Jansen
120.	W. Jansen	Deunla	07802162	✓	J. Jansen
121.	W. Jansen	Deunla	07802162	✓	J. Jansen
122.	W. Jansen	Deunla	07802162	✓	J. Jansen
123.	W. Jansen	Deunla	07802162	✓	J. Jansen
124.	W. Jansen	Deunla	07802162	✓	J. Jansen
125.	W. Jansen	Deunla	07802162	✓	J. Jansen
126.	W. Jansen	Deunla	07802162	✓	J. Jansen
127.	W. Jansen	Deunla	07802162	✓	J. Jansen
128.	W. Jansen	Deunla	07802162	✓	J. Jansen
129.	W. Jansen	Deunla	07802162	✓	J. Jansen
130.	W. Jansen	Deunla	07802162	✓	J. Jansen
131.	W. Jansen	Deunla	07802162	✓	J. Jansen
132.	W. Jansen	Deunla	07802162	✓	J. Jansen
133.	W. Jansen	Deunla	07802162	✓	J. Jansen
134.	W. Jansen	Deunla	07802162	✓	J. Jansen
135.	W. Jansen	Deunla	07802162	✓	J. Jansen

0229133240

136.	Colin	T. Agnew	109	016797236	✓	
137.	Brian	T. Agnew	13	075544000	✓	
138.	John	DE KLERK	868	076725883		
139.	John	Simpson	677	016755535		
140.	John	Paulo	5404	077489700	✓	
141.	John	Stem	588	075505000	✓	
142.	John	Node	152	071691125	✓	
143.	John	Limpoa	071360810	071360810	✓	
144.	John	Limpoa	071125101	071125101	✓	
145.	John	Limpoa	071125101	071125101	✓	
146.	John	Limpoa	071125101	071125101	✓	
147.	John	Limpoa	071125101	071125101	✓	
148.	John	Limpoa	071125101	071125101	✓	
149.	John	Limpoa	071125101	071125101	✓	
150.	John	Limpoa	071125101	071125101	✓	

Liza-Mari Nieuwenhuis

From: Hennie Taljaard
Sent: 29 August 2016 12:35 PM
To: Liza-Mari Nieuwenhuis
Subject: RE: Aansoek om op Sondae Handel te dryf: Coburn Liquors - Azalea Straat 1150

Geen kommentaar.

Hennie

From: Liza-Mari Nieuwenhuis
Sent: 26 August 2016 02:56 PM
To: Hennie Taljaard
Subject: FW: Aansoek om op Sondae Handel te dryf: Coburn Liquors - Azalea Straat 1150

Hennie & Hermie

Vir julle kommentaar.

Ek ontvang graag julle kommentaar voor of op Maandag, 5 September 2016.

Kindly Regards

Liza-Mari Nieuwenhuis
Legal Advisor
Telephone: +27 23 316 1854 | **Email:** liza-mari@witzenberg.gov.za
Physical Address: 50 Voortrekker Street, Ceres, 6835 | **Website:** www.witzenberg.gov.za



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From: Liza-Mari Nieuwenhuis
Sent: 26 August 2016 02:55 PM
To: Kariem Adams
Subject: Aansoek om op Sondae Handel te dryf: Coburn Liquors - Azalea Straat 1150

Beste Deputy

Sien asseblief aangehegte aansoek vir u kommentaar.

Liza-Mari Nieuwenhuis

From: Ceres SAPS <CeresSAPS@saps.gov.za>
Sent: 31 August 2016 11:00 AM
To: Liza-Mari Nieuwenhuis
Subject: APPLICATIONS FOR SUNDAY TRADING:BLUES TAVERN AND COBURN LIQUORS
Attachments: CPF Invitation to attend meeting.1.rtf; NEW LETTER HEAD
WOLSELEY4.docSUNDAYTRADING.doc

GOOD MORNING

1. Attached please find report from SAPS Ceres and Cpf Ceres regarding abovementioned applications.

Wo DJ MARAIS
023-3168600

South African Police
Service



Suid-Afrikaanse
Polisiediens

Private Bag X5, Ceres, 6835
Fax 023-3168618

Privaatsak X5

YOUR REFERENCE/U VERWYSING : APPLICATION FOR SUNDAY TRADING:
COBURN LIQUORS
BLUES TAVERN

OFFICE OF THE DESIGNATED
LIQUOR OFFICIAL
S.A POLICE SERVICE
CERES
6835

MY REFERENCE/MY VERWYSING: WCP/039917,034289

ENQUIRIES/NAVRAE: WO DJ MARAIS

2016-08-31

TEL. NR.: 023-3168600;0832649356

FOR ATTENTION:

LIZA-MARI NIEUWENHUIS
WITZENBERG MUNICIPALITY
CERES
6835

APPLICATION FOR SUNDAY TRADING : COBURN LIQUORS, WCP 039917 AND BLUES TAVERN, WCP 034289.

1. This is an feedback report regarding applications received from Witzenberg Municipality, Ceres regarding applications received by them from Coburn Liquors, WCP 039917 and Blues Tavern, WCP 034289 for Sunday trading.
2. On a meeting held at Ceres Police Station on 2016-08-30 the applications were discussed by the members present at the meeting and it was decided that the applications is recommended and that the Saps of Ceres has no objections to the applications.
3. It was further decided that the trading hours for Sunday trading must be from 12:00 till 16:00.
4. Mister Van Der Merwe from the CPF, Ceres were also informed about the applications and he will submit a report regarding the applications.

A handwritten signature in black ink, appearing to be 'D. Marais', written over a horizontal line.

DESIGNATED LIQUOR OFFICER. CERES
NR: 0442211-2 WARRANT OFFICER DJ MARAIS

Enquiries: Jan van der Merwe
(Chairperson)

Sel no: 078 779 7824

Email: cpfceres@gmail.com



Verwysing : 11/1/3/1

Ceres Community Police Forum

31 AUGUST 2016

I in my capacity as CPF Chairperson of Ceres CPF received an application from Saps Ceres regarding an application for Sunday trading lodged by Coburn Liquors and Blues Tavern. We do not have any objection to the application and request that the times for trading be from 12:00 till 16:00 on Sundays

Thank you in advance.


CPF CHAIRPERSON

PAST JAN VAN DER MERWE

"D"



44, Ceres, 6835
50 Voortrekker St/ Str, Ceres, 6835
Suid Afrika/ South Africa
+27 23 316 1854
+27 23 316 1877
admin@witzenberg.gov.za
www.witzenberg.gov.za

Verwysing/Reference
Navrae/Enquiries:K.Adams

15 Maart 2017

Geagte Mev Liza-Mari Nieuwenhuis

**INSAKE: ERF 35539, AZALIASINGEL 1150, BELLA VISTA :AANSOEK OM
VERLENGING VAN HANDELSURE**

Hiermee die kommentaar i.v.m bogenoemde. Die Wykskomitee van Wyk 6 het geen beswaar oor die voorgeskrewe tyd nie en keer egter die aansoek goed. Sien ook aangeheg die besluit wat geneem was tydens die Wykskomiteevergadering van

Wyk 6 .

Byvoorbait dank

Die uwe

.....
Uitvoerende Onderburgemeester,Rdi Karriem Adams

Wykskomiteevergadering Wyk 6

21 Februarie 2017

Plek: Bella Vista Biblioteeksaal

Notule van vergadering

1. Opening en Verwelkoming: Vergadering geopen met gebed deur Chantel Pietersen waarna die voorsitter, Rdl Karriem Adams alle lede teenwoordig welkom heet.
2. Verskonings: Karin Seroot die CDW sal by die volgende vergadering wees.
3. **Algemeen:**
 - 3.1 Indeling van 10 portefeuljes is soos volg deur komitee:
 - Johannes Crotz (Veiligheid)
 - Frederika Koopman (Jeug)
 - Letichia Crotz (Onderwys)
 - Sara Krotz (Sport & Kultuur)
 - Alwyn Fransman (Civics & Belasting)
 - Joey Jantjies (Kerke)
 - Sylvia Minnaar (Vroue)
 - Melanie Bé (Gestremdes & Bejaardes)
 - Chantel Pietersen (Gesondheid & Maatskaplik)
 - Oelsen Seroot (Sake Gemeenskap)
 - 3.2 **Aansoek om dranklisensies (kommentaar)**
 - 3.2.1 P. Sas- Buitenstraat 8, Bella: Hersonerings moet nog eers plaasvind.
 - 3.2.2 J. Fritz (Coburn Liquors)- 1150 Azaleasingel, Bella Vista(aansoek om verlenging van handelsure):Die komitee het geen beswaar oor voorgeskrewe tyd
4. Dienslewering kweessies: Versoek van komitee vir behuisingsvergadering deur Karin Seroot gehou sal word, so gou as moontlik.
Skips is 'n probleem
5. Strategiese kweessies vir IDP : Geen
6. Sektor / Portefeulje insae : Geen
7. Versoek van Wyk 6 dat die gelde terug betaal moet word. Antwoord so gou as moontlik.
8. Versoek van komitee vir t-shirts
9. Datum van volgende vergadering: 9 Maart 2017 om 7 uur.
10. Afsluiting : Joey Jantjies sluit vergadering af.
11. Vergadering verdaag in goeie orde.

.....
Voorsitter: Onderburgemeester, Rdl Karriem Adams

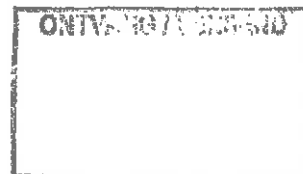


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Western Cape Liquor Authority

DE VILLIERS VAN ZYL
P O BOX 140
PORTERVILLE
6810



Dear Sir / Madam

APPLICATION IN TERMS OF SECTION 36 OF THE LIQUOR ACT, 2008:

The above-mentioned application has been approved and the relevant licence (Form 11) is attached.

Regards


WESTERN CAPE LIQUOR AUTHORITY

07/02/2013

J Yung

220413



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WESTERN CAPE LIQUOR ACT, 2008 (ACT 4 OF 2008)

FORM 11

LIQUOR LICENCE FOR THE SALE OF LIQUOR FOR CONSUMPTION OFF THE PREMISES

[Reg 18(4)]

AUTHORITY REFERENCE NUMBER

WCP/039917 (Cmats 2011/0937)

JACOBUS FRITZ

(hereafter referred to as the licensee)

Is hereby licensed to sell

ALL KINDS OF LIQUOR

and to conduct business under the name of

COBURN LIQUORS

Upon the licensed premises (the plan of which has been submitted with the application or any other plan thereof which has been subsequently approved, and a copy of which is attached hereto as Annexure "A"), situated at (physical address of licensed premises)

ERF. 35539, 1150 AZALIA CLOSE, BELLA VISTA CERES.

In the municipality of

CERES

in accordance with the provisions of the Act and the conditions, determinations, consents, approvals or authorities issued with this licence.

LICENCE CONDITIONS, DETERMINATIONS, CONSENTS, APPROVALS OR AUTHORITIES

See Annexure "B"

Presiding Officer of the Liquor Licensing Tribunal
(or person acting under power delegated by the
Presiding officer)

Date of Issue	Prescribed fee	Paid on:	Receipt no./ref:
0 7 0 2 2 0 1 3	R1500.00	0 4 0 2 2 0 1 3	EFT-NEDBANK

Place of issue: CAPE TOWN



Western Cape
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BETTER TOGETHER

Western Cape Liquor Authority

WESTERN CAPE LIQUOR ACT, 2008 (ACT 4 OF 2008)

FORM 11

LIQUOR LICENCE FOR THE SALE OF LIQUOR FOR CONSUMPTION OFF THE PREMISES [Reg 18(4)]

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ERF. 35539, 1150 AZALIA CLOSE, BELLA VISTA CERES.

In the municipality of

CERES

In accordance with the provisions of the Act and the conditions, determinations, consents, approvals or authorities issued with this licence.

LICENCE CONDITIONS, DETERMINATIONS, CONSENTS, APPROVALS OR AUTHORITIES

See Annexure "B"

Presiding Officer of the Liquor Licensing Tribunal
(or person acting under power delegated by the
Presiding officer)

Date of Issue	Prescribed fee	Paid on:	Receipt no./ref:
0 7 0 2 2 0 1 3	R1500.00	0 4 0 2 2 0 1 3	EFT-NEDBANK

Place of Issue: CAPE TOWN



Western Cape
Government

BETTER TOGETHER

Western Cape Liquor Authority

WESTERN CAPE LIQUOR ACT, 2008 (ACT 4 OF 2008)

FORM 11

LIQUOR LICENCE FOR THE SALE OF LIQUOR FOR CONSUMPTION OFF THE PREMISES

[Reg 18(4)]

AUTHORITY REFERENCE NUMBER

WCP/039917 (Cmats 2011/0937)

JACOBUS FRITZ

(hereafter referred to as the licensee)

Is hereby licensed to sell

ALL KINDS OF LIQUOR

and to conduct business under the name of

COBURN LIQUORS

Upon the licensed premises (the plan of which has been submitted with the application or any other plan thereof which has been subsequently approved, and a copy of which is attached hereto as Annexure "A"), situated at (physical address of licensed premises)

ERF. 35539, 1150 AZALIA CLOSE, BELLA VISTA CERES.

In the municipality of

CERES

In accordance with the provisions of the Act and the conditions, determinations, consents, approvals or authorities issued with this licence.

LICENCE CONDITIONS, DETERMINATIONS, CONSENTS, APPROVALS OR AUTHORITIES

See Annexure "B"

Presiding Officer of the Liquor Licensing Tribunal
(or person acting under power delegated by the
Presiding officer)

Date of issue	Prescribed fee	Paid on:	Receipt no./ref:
0 7 0 2 2 0 1 3	R1500.00	0 4 0 2 2 0 1 3	EFT-NEDBANK

Place of issue: CAPE TOWN



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Western Cape Liquor Authority

NAME OF PREMISES : COBURN LIQUORS
LICENCE NUMBER : WCP/039917
TYPE OF LICENCE : LICENCE FOR THE SALE OF LIQUOR
FOR CONSUMPTION OFF THE
PREMISES WHERE THE LIQUOR IS
SOLD

ANNEXURE B

1.1 GENERAL CONDITIONS

➤ TRADING HOURS

- (a) If the municipality within whose area the premises are located has not determined trading days and hours for businesses selling liquor to the public, the trading days and hours are as follows:
- Mondays to Saturdays, 09h00 until 18h00 for the sale of liquor for consumption off the licensed premises.
 - No liquor to be sold on Sundays.
- (b) If the municipality concerned has determined trading days and hours, those trading days and hours will apply.

1.2 NATURE OF THE BUSINESS

- 1.2.1. The licensee may sell liquor for consumption off the licensed premises, subject to the conditions of this licence and/or the trading days and hours as determined by the municipality within whose area the premises are located.
- 1.2.2. The holder of this licence shall not conduct his or her business under this licence on premises on which any other business or trade or occupation is carried on or pursued.



1.3 KINDS OF LIQUOR TO BE SOLD AND SUPPLIED AND PACKAGING OF PRODUCTS

- (a) All kinds of liquor may be sold or supplied on the licensed premises.
- (b) All products manufactured, sold or supplied on the premises must be liquor products as defined in the Liquor Products Act, 1989 (Act 60 of 1989), or be beer as defined herein.
- (c) Only liquor bearing the seal or label of a registered manufacturer or licensed micro-manufacturer may be sold.
- (d) The sale of liquor in foil containers commonly referred to as "papsakke" or PET bottles is strictly prohibited.
- (e) Any liquor product sold on the premises
 - (i) must be pre-packaged in a self-supporting container; or
 - (ii) if filled in a container which is not self-supporting, such container must
 - (aa) be pre-packaged in a self-supporting, non-returnable, tamper-proof outer packaging, which completely encloses and covers up that container;
 - (bb) be equipped with a sealed tap, which can be used in conjunction with the outer packaging;
- (f) Every vehicle used for the delivery of liquor shall display in a conspicuous place the name and address of the licensed business.
- (g) No bottling is allowed on the licensed premises.
- (h) . Liquor may only be sold in a plastic container if -
 - (a) it is new plastic
 - (b) it complies with the PET standards and requirements;
 - (c) it has a "use by date" that does not exceed 3 months from date of bottling;
 - (d) it is equipped with a sealed, tamper-proof cap;
 - (e) it has a capacity of not more than 5 litres
 - (f) No substance of any sort maybe added to liquor that is sold from the licensed premises.



1.4. DELIVERY OF LIQUOR (SECTION 50)

- (a) Liquor may not be delivered from any vehicle unless the liquor was ordered from the licensed premises before the dispatch of the liquor and an invoice, the original of which was retained on the licensed premises, was issued in the prescribed manner;
- (b) Liquor may be delivered only to the address shown on the invoice described in paragraph (a);
- (c) A legible copy of the invoice described in paragraph (a) must be retained in the delivery vehicle from the time of dispatch to the time of delivery of the liquor, when it must be handed to the person accepting delivery; and
- (d) Where the quantity of liquor being purchased is above the prescribed threshold, the purchaser must produce his or her identity document and proof of address, and provide contact details as prescribed.
- (e) Liquor manufactured or ordered by the licensee may only be delivered (in the case of liquor that was ordered) and stored at the licensed premises or such other or additional place as contemplated in section 57(1) of the Act.
- (f) The name and physical address of the licensed premises must be displayed in a conspicuous place on any vehicle used for the delivery of liquor.

1.5. INVOICES (REGULATION 20)

The licensee must, with regard to the delivery of liquor, in terms of regulation 20 of the regulations promulgated in terms of this Act make out an invoice that contains at least the following information –

- (a) the name and address of the licensed business;
- (b) the licence number of the licensed business;
- (c) the invoice number and date of issue;
- (d) the full name and address of the person ordering the liquor and the address to which the delivery is to be made;
- (e) the kind of liquor to be delivered; and
- (f) the purchase price paid or to be paid

**1.6. CHILDREN {SECTION 54(1)-(5)}**

- (a) The licensee may not sell, supply or give liquor on the premises to a person under the age of eighteen (18) years.
- (b) A licensee or a manager, as the case may be, may not allow a person under the age of eighteen (18) years to be in a part of the licensed premises in which such a person may not be in terms of this Act or in terms of a condition of the licence.

1.7. EMPLOYMENT

- (a) A licensee may not employ a person under the age of eighteen (18) years in connection with the sale or supply of liquor unless such a person is -
 - (i) of or above the age of sixteen (16) years;
 - (ii) undergoing training in catering services; and
 - (iii) apprenticed to the licensee.
- (b) An employer may not -
 - (i) supply liquor to a person as an inducement to secure his or her employment;
 - (ii) supply liquor to an employee instead of wages;
 - (iii) deduct from an employee's wages the cost of liquor supplied to the employee or any other person on his or her behalf; or
 - (iv) withhold payment of the wages of an employee in lieu of a debt in respect of the sale or supply of liquor.

1.8. MANAGEMENT

- (a) The licensee and/or manager must at all times ensure that the business conducted on the premises does not cause any nuisance or disturbance to the neighbours, residents or other occupiers of buildings in the area.
- (b) The licensee shall not conduct his, her or its business under the licence on premises on which any other business or any other trade or occupation is carried on or pursued.
- (c) The licensee / manager must at all times conduct the business in accordance with all legal requirements.



Western Cape Liquor Authority

1.9. SECURITY

- The licence holder and/or manager shall at all times be in proper control of the licensed premises and shall not allow drugs, firearms or other weapons on the licensed premises.
- The licence holder shall not allow the supplier of unlawful drugs to remain on the licensed premises.
- The licence holder shall not allow the sale, use or possession of drugs upon the premises in contravention of any law dealing with such sale, use or possession.

2. SPECIAL CONDITIONS

Neither the licensee, nor a person on his, her or its behalf may sell or supply liquor on credit, or receive or hold any document or movable property as security or in pledge for the payment of a debt relating to the sale of liquor.

3.0 APPROVALS

NONE

4.0 GENERAL

- a. The licensee / manager appointed must familiarise themselves with the conditions of all legislation regarding the sale of liquor. In addition to that, the following are specifically brought to the attention of the licensee or manager.



4.1.1 GENERAL OFFENCES (Section 76)

A person who:

- (a) (I) is drunk and disorderly in or on any premises on which liquor is sold; or
(II) Is drunk in any place to which the public has access:
- (b) sells or supplies liquor to a drunk person or, being a licensee or a person in charge of licensed premises, allows a drunk and disorderly person to remain upon those premises:
- (c) sells or supplies liquor in a container which does not conform to the standards and specifications which the minister has, by notice in the government gazette, prescribed;
- (d) purchases of liquor from any person knowing, or having reasonable grounds to suspect, that such a person is not licensed or permitted to sell liquor in terms of this act:
- (e) sells liquor to a person, knowing or having reasonable grounds to suspect, that such a person will resell the liquor otherwise than is permitted to sell liquor in terms of this act;
- (f) being a licensee, permits the licensed premises to be used as a brothel or frequented by prostitutes:
- (g) being a licensee; allows a supplier of unlawful drugs to remain on the licensed premises;
- (h) being a licensee; allows the sale, use or possession of drugs upon the premises in contravention of any law dealing with such sale, use or possession: or
- (i) being a licensee, or a person on his or her behalf, receives or holds any document or movable property as security or in pledge for the payment of a debt relating to the sale of liquor:
is guilty of an offence.



4.1.2. FAILURE TO COMPLY WITH ORDER OF LIQUOR LICENSING TRIBUNAL (SECTION 82)

Failure by a licensee to comply with an order of the liquor licensing tribunal in connection with the licence or licensed premises concerned is an offence.

4.1.3. VICARIOUS RESPONSIBILITY (section 83)

(1) If the manager, agent or employee of a licensee does or omits to do anything, which, if it were done or omitted by the licensee, would be an offence in terms of this Act, the licensee is deemed to have done or omitted to do that act, except where—

- (a) the licensee neither connived at, permitted or allowed the act or omission;
- (b) the licensee took such steps as he or she was reasonably able to take in order to prevent the act or omission; and
- (c) the act or omission did not fall within the scope of the employment or authority of the manager, agent or employee.

(2) The fact that a licensee has issued instructions prohibiting an act or omission is not in itself sufficient to prove that he or she took the steps required by subsection (1) (b).

(3) When a licensee is liable for an act or omission of another person in terms of subsection (1) such other person is also liable therefor as if he or she was the licensee.

(4) A manager, agent or employee is not released from any other liability which he or she may have incurred apart from the liability shared with the licensee in terms of subsection (1).




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5. NOTICE REGARDING OTHER REQUIREMENTS

The granting of this licence does not absolve the licensee from his, her or its responsibility to comply with the provisions of any other law that may be applicable (including any law or relating to business or entertainment licence requirements, consent uses, departures or any other requirements prescribed by any other authority) with regard to the conducting of business on the licensed premises.


.....
V BERGH

Presiding Officer of the Liquor Licensing Tribunal

(or person acting under power delegated by the Presiding Officer)

WESTERN CAPE LIQUOR AUTHORITY

07/02/2013

WITZENBERG MUNICIPALITY
AMENDED BY-LAW ON LIQUOR TRADING DAYS AND HOURS, 2016

To provide for the control of undertakings selling liquor to the public in order to ensure a safe and healthy environment in Witzenberg; to provide for days and hours of trade in liquor by licensed undertakings that sell liquor to the public; and to provide for matters related thereto.

Preamble

WHEREAS a municipality may, in terms of section 156 of the Constitution, make and administer by-laws for the effective administration of matters which it has the right to administer; and

WHEREAS it is the intention of the municipality to set trading days and hours for all licensed premises, businesses or outlets situated within the Witzenberg municipal area that sell liquor to the public;

NOW, THEREFORE, BE IT ENACTED by the Council of Witzenberg Municipality, as follows:-

INTERPRETATION

Definitions

1.(a) In this by-law, unless the context indicates otherwise –

"agricultural area" means an area predominantly zoned agriculture or any other equivalent zoning, with the purpose to promote and protect agricultural activity on a farm as an important economic, environmental and cultural resource, where limited provision is made for non-agricultural uses to provide owners with an opportunity to increase the economic potential of their properties, without causing a significant negative impact on the primary agricultural resource;

"authorised official" means an employee of the municipality who has been delegated powers and functions to enforce this by-law or an inspector who is appointed in terms of section 73(4) of the Western Cape Liquor Act, 2008 (Act No. 4 of 2008);

"bar" means a retail establishment that mainly serves alcoholic beverages;

"business premises" means a property from which business is conducted and may include a restaurant, pub, bar or tavern or other building for similar uses, but excludes a place of entertainment, guest accommodation establishment, hotel, and sports and community club;

"Council" means the Municipal Council of Witzenberg Municipality;

"general business area" means an area predominantly zoned general business or any other equivalent zoning, with the purpose to promote economic activity in a business district and development corridor, and includes a wide range of land uses such as business, residential and community uses;

"guest accommodation establishment" means premises used as temporary residential accommodation for, and includes the provision of meals to, transient guests for compensation and includes a backpackers' lodge, a bed-and-breakfast establishment, guest house and guest farm or lodge, as well as facilities for business meetings, conferences, events or training sessions of resident guests, but excludes a hotel;

"hotel" means a property used as temporary residential accommodation for transient guests where lodging or meals are provided for compensation, and includes –

- (a) a restaurant or restaurants forming part of the hotel,
- (b) conference and entertainment facilities that are subservient and ancillary to the dominant use of the premises as a hotel, and
- (c) premises which are licensed to sell alcoholic beverages for consumption on the property,

but **excludes** an off-consumption facility, guest accommodation establishment, dwelling house or dwelling unit;

"industrial area" means an area predominantly zoned general industry or any other equivalent zoning, with the purpose to accommodate all forms of industry including manufacturing and related processing, but excludes noxious or hazardous risk activity;

"licensee" means any person who is licensed to sell liquor in terms of the Act and includes any licensed premises, business, outlet or land-use activity from which liquor is sold;

"liquor" means liquor as defined in section 1 of the Act;

"local business or neighbourhood business area" means an area predominantly zoned local business or mixed use or any other equivalent zoning, with the purpose to accommodate low-intensity commercial and mixed-use development serving local needs of a convenience goods, personal service or small-scale business nature or serve as an interface between general business, industrial and adjacent residential area;

"place of entertainment" means a place used predominantly for commercial entertainment which may attract relatively large numbers of people, operate outside normal business hours or generate noise from music or revelry on a regular basis, and includes a cinema, theatre, amusement park, dance hall, gymnasium, totalisator or facility for betting, gambling hall, karaoke bar and nightclub;

"pub" means a drinking establishment of which the primary function is the serving of alcoholic beverages for consumption on the premises, but may also serve food or have entertainment;

"residential area" means an area predominantly zoned informal, single or general residential or any other equivalent zoning, with the purpose to accommodate predominantly single-family dwelling houses in low- to medium-density neighbourhoods, as well as higher density living accommodation and which includes controlled opportunities for home employment, additional dwellings and low-intensity mixed-use development;

"restaurant" means an establishment which prepares and serves food and drink to customers, which meals are generally served and eaten on the premises, but may also offer take-out and food delivery services;

"small holding or rural area" means an area predominantly zoned rural or any other equivalent zoning, with the purpose to accommodate smaller rural properties that may be used for agricultural purposes, but may also be used primarily as places of residence in a more country or rural setting;

"sparkling wine" means an effervescent wine resulting from the fermentation of grapes, whether by natural or artificial process, and includes champagne;

"sports and community club" means premises or a facility used for the gathering of community or civic organisations or associations, sports clubs or other social or recreation clubs run mostly not for profit and may include community service clubs and community centres or similar amenity facilities, but excludes a night club;

"Witzenberg Municipality" means the Witzenberg Municipality established by the Establish Notice published in Provincial Notice No. 5642 of 2000, as amended, and **"municipality"** has a corresponding meaning;

"tavern" means a place of business where people gather to drink alcoholic beverages and be served food;

"the Act" means the Western Cape Liquor Act, 2008 (Act No. 4 of 2008) as may be amended and the regulations in terms thereof;

"trading days" means the days on which liquor may be sold during trading hours;

"trading hours" means the hours during which liquor may be sold on trading days;

"winery" includes premises or facilities which are used in the production of wine and such premises or facilities include facilities for crushing grapes and fermentation and aging of wine, tasting rooms, barrel and storage rooms, bottling rooms, tank rooms, laboratories or offices and other accessory or ancillary facilities incidental to the production of wine, which may include –

- (a) restaurants and other food services, or
- (b) subsidiary retail facilities to tours or visitors;

"zoned" means zoned and zoning as the case may be in terms of the applicable zoning scheme or any applicable law and **"zoning"** has a corresponding meaning; and

"zoning scheme" means the zoning scheme applicable to the area and in force within the area of jurisdiction of the Witzenberg Municipality.

- (b) In this by-law, unless the context indicates otherwise, any word or expression to which a meaning has been assigned in the Act has that meaning.

APPLICATION

2. This by-law is applicable to persons that sell liquor to the public within the jurisdiction of the municipality.

STANDARD TRADING TIMES

3. Trading days and hours for sale and consumption of liquor on licensed premises
 - (1) A licensee may sell liquor for consumption on licensed premises on the following days and
 - (a) on any day of the week; and
 - (b) during the hours of trade as set out in the Schedule, except where an extension of trading
 - (2) Despite subsection (1), a hotel or guest accommodation establishment licensed to sell liquor may offer a room service facility at any time of the day.
 - (3) Despite the provisions of this by-law, a licensee, as contemplated in subsection (1), may serve sparkling wine –
 - (a) from 08:00 to 23:00 for seven days a week;
 - (b) as part of a meal; and
 - (c) to guests who are part of an organised function where admittance is controlled.

- (4) Trading days and hours for special events or temporary licensed premises will be in accordance with the Schedule.
4. Trading days and hours for consumption of liquor off licensed premises
- (1) A licensee may sell liquor for consumption off the licensed premises on the following days and hours:
- (a) Monday to Friday from 09:00 until 20:00
 - (b) Saturday from 09:00 until 17:00.
 - (c) No trading on Sunday, Good Friday and Christmas Day, provided that this exception will not apply to:
 - (i) a winery which may trade from 09:00 until 17:00, and
 - (ii) where an application for Sunday trading has been granted in terms of section 7.
 - (d) Where an application for Sunday trading was successful in terms of section 7, trading hours will be as follow:
 - (i) Sunday from 12:00 until 16:00.

5. *Consumption on and off the licensed premises*

A licensee of premises upon which liquor may be sold for consumption on and off the licensed premises may sell liquor in terms of the trading hours prescribed in subsection (3) and (4).

EXTENDED TRADING HOURS OR SUNDAY TRADING

6. **Application for extended trading hours**

- (1) The Council may, in the interest of the community and on application by a licensee of premises upon which liquor may be sold for consumption on the licensed premises, grant consent to that licensee to sell liquor between other times than those determined by section (3), but only if the following requirements are complied with:
- (a) submission of a written application for extension of the trading hours to the Office of the Municipal Manager;
 - (b) payment of the requisite administration costs of such application; and
 - (c) submission of any other information requested by Council.
- (2) The municipality may approve or refuse an application for an extension of trading hours.
- (3) No rights will accrue to any person who has submitted an application for the extension of trading hours before such a person has received written proof of approval from the municipality.
- (4) The municipality may, upon written notice to the applicant, impose conditions for trade during extended hours.
- (5) The municipality must, before approving an application for the extension of trading hours, consider factors which may include, *inter alia* –

- (a) the outcome of community consultation;
- (b) the potential impact on the surrounding environment;
- (c) the proximity of the licensed premises to surrounding residential zoned areas, cultural, religious and educational facilities;
- (d) previous suspension, amendment or revocation of extended trading hours;
- (e) whether it is in the public interest to approve and grant an extension of trading hours;
- (f) a motivation from the applicant dealing with the impact of –
 - (i) the risks to and nuisances for the surrounding community,
 - (ii) mitigating measures to assist with the control of risks and nuisances, and
 - (iii) possible benefits of extended liquor trading hours for the surrounding community;
- (g) the planning and zoning requirements of the municipality;
- (h) the validity of the liquor licence;
- (i) reports from the Western Cape Liquor Authority;
- (j) where applicable, the validity of a business licence issued in terms of the Businesses Act of 1991 (Act No. 71 of 1991); and
- (k) current licence conditions as imposed by the Liquor Board.

7. Application for Sunday Trading

- (1) The Council may, in the interest of the community and on application by a licensee of premises upon which liquor may be sold for consumption off the licensed premises, grant consent to that licensee to sell liquor on a Sunday, but only if the following requirements are complied with:
 - (a) submission of a written application for Sunday trading to the Office of the Municipal Manager;
 - (b) payment of the requisite administration costs of such application; and
 - (c) submission of any other information requested by Council.
- (2) The municipality may approve or refuse an application for Sunday trading.
- (3) No rights will accrue to any person who has submitted an application for Sunday trading before such a person has received written proof of approval from the municipality.
- (4) The municipality may, upon written notice to the applicant, impose conditions to trade on Sundays.
- (5) The municipality must, before approving an application for Sunday trading, consider factors which may include, *inter alia* –
 - (a) the outcome of community consultation;
 - (b) the potential impact on the surrounding environment;
 - (c) the proximity of the licensed premises to surrounding residential zoned areas, cultural, religious and educational facilities;

- (d) previous suspension, amendment or revocation of Sunday trading;
- (e) whether it is in the public interest to approve and grant an application for Sunday trading;
- (f) a motivation from the applicant dealing with the impact of –
 - (i) the risks to and nuisances for the surrounding community,
 - (ii) mitigating measures to assist with the control of risks and nuisances, and
 - (iii) possible benefits of Sunday trading for the surrounding community;
- (g) the planning and zoning requirements of the municipality;
- (h) the validity of the liquor licence;
- (i) reports from the Western Cape Liquor Authority;
- (j) where applicable, the validity of a business licence issued in terms of the Businesses Act of 1991 (Act No. 71 of 1991); and;
- (k) current licence conditions as imposed by the Liquor Board.

RIGHT TO APPEAL

8. In terms of section 62 of the Municipal Systems Act, 2000 any party aggrieved by a decision may appeal to Council against such decision within 21 days after it has been made known.

9. **SUSPENSION, AMENDMENT AND REVOCATION OF EXTENDED LIQUOR TRADING HOURS & SUNDAY TRADING**

- (1) An authorised official may, upon delivery of a written notice to the licensee or person in charge, immediately suspend extended trading hours or Sunday trading for a maximum of seven (7) working days due to non-compliance with a condition in terms of the Act, this by-law or any conditions of the liquor licence or the trading hours.
- (2) The written notice, as contemplated in subsection (1), must specify the reasons for and the timeframes during which such suspension of extended trading hours or Sunday trading will be in effect.
- (3) The written notice, as contemplated in subsection (1), must call on the licensee to supply written reasons within 48 hours to the Municipal Manager as to why the extended trading hours or Sunday trading should not be revoked.
- (4) The authorised official must, in writing, report such suspension to the Municipal Manager.
- (5) Council must, upon consideration of the suspension report of the authorised official and the representation by the licensee –
 - (a) determine trading hours or Sunday trading in respect of the business and may impose such conditions as it may deem fit; and
 - (b) report any decision to confirm, amend or revoke the extended trading hours or Sunday trading to the Western Cape Liquor Authority.
- (6) No person may continue selling liquor to the public during the period in which the extended hours or Sunday trading in liquor has been suspended, amended or revoked.
- (7) The municipality cannot be held responsible for any loss of income suffered by a licensee during any period of suspension of trading hours or Sunday trading.

OFFENCES AND PENALTIES

10. (1) A licensee who contravenes section 3 and 4 of this by-law commits an offence.
- (2) A person who hinders or obstructs an authorised official in the execution of his/her duties commits an offence.
- (3) Any person contravening the provisions of this by-law shall upon conviction be liable to
- (a) a fine or imprisonment, or to both such fine and imprisonment;
 - (b) in the case of a continuing offence, an additional fine or an additional period of imprisonment or to such additional imprisonment without the option of a fine or to both such additional fine and imprisonment for each day on which the offence is continued; and
 - (c) a further amount equal to any cost and expenses found by the court to have been incurred by the municipality as a result of such contravention or failure.

REPEAL

11. The Witzenberg Municipality Liquor Trading Days and Hours By-law gazetted on the 22nd of January 2016 is hereby repealed.

SHORT TITLE

12. This By-law is called the Witzenberg Municipality By-law on Liquor Trading Days and Hours and comes into effect on the date of publication.

SCHEDULE**Trading hours for consumption of liquor on licensed premises**

Location category & licensed premises type	Maximum permitted trading hours
1. Residential area	
Guest accommodation establishment	Monday – Saturday: 11:00 – 24:00 Sunday: 11:00 – 24:00
Business premises	
Place of entertainment	
Pub / Bar / Tavern / Restaurant	
Sports and community club excluding special events requiring temporary licences	Monday – Saturday: 10:00 – 24:00 Sunday: 10:00 – 24:00
Hotel	Monday – Saturday: 11:00 – 02:00 following day Sunday: 11:00 – 24:00
2. Local or neighbourhood business area including mixed-use areas	
Guest accommodation establishment	Monday – Saturday: 11:00 – 02:00 Sunday: 11:00 – 02:00
Business premises	
Pub / Bar / Tavern / Restaurant	
Place of entertainment	
Sports and community club excluding special events requiring temporary licences	Monday – Saturday: 10:00 – 02:00 Sunday: 10:00 – 02:00
Hotel	Monday – Saturday: 11:00 – 02:00 following day Sunday: 11:00 – 24:00
3. General business area	
Guest accommodation establishment	Monday – Saturday: 11:00 – 02:00 following day Sunday: 11:00 – 24:00
Business premises	
Pub / Bar / Tavern / Restaurant	
Place of entertainment	
Hotel	Monday – Saturday: 10:00 – 02:00 following day Sunday: 10:00 – 24:00
Sports and community club excluding special events requiring temporary licences	
4. Industrial area	
Business premises	Monday – Saturday: 11:00 – 02:00 following day Sunday: 11:00 – 24:00
Place of entertainment	
Sports and community club excluding special events requiring temporary licences	Monday – Saturday: 10:00 – 02:00 following day Sunday: 10:00 – 24:00

5. Agricultural area	
Guest accommodation establishment	Monday – Saturday: 11:00 – 02:00 following day Sunday: 11:00 – 24:00
Business premises	
Place of entertainment	
Winery	
Hotel	
Sports and community club excluding special events requiring temporary licences	Monday – Saturday: 10:00 – 02:00 following day Sunday: 10:00 – 24:00

6. Small holding or rural area	
Guest accommodation establishment	11:00 – 24:00
Business premises	
Place of entertainment	
Winery	
Sports and community club excluding special events requiring temporary licences	10:00 – 24:00
7. Other ad-hoc locations	
Vehicles or mobile undertakings used for tourist or entertainment or recreational purposes as per definition of "premises" in section 1 of the Act, except where any other Witzenberg Municipality by-law determines otherwise	11:00 – 24:00
Special events or temporary-licensed premises	As determined by location category

Note: Determination of applicable location category

Where the location category as set out above is unclear or in dispute or difficult to determine or areas are not zoned homogenously (e.g. a business zoned premises in the middle of a residential zoned area), the actual zoning, consent or departure use rights of the subject licensed premises will take precedence in order to determine the category.

To: Minister of Cooperative Governance and Traditional Affairs
MECs of Provincial Departments responsible for Local Government
Chairpersons of National & Provincial Houses of Traditional Leaders
President of South African Local Government Association
Chairperson of Independent Electoral Commission
Mayors of Metropolitan, District and Local Municipalities

Cc: HOD's of Provincial Departments responsible for Local Government
DG's of Provincial Departments responsible for Local Government
Municipal Managers
Chief Surveyor General
Chief Electoral Officer
Chief Executive Officer of SALGA
Statistician – General
Members of extended Boundaries, Powers and Function Committee
Members of Local Elections Technical Committee
Other Stakeholders

Dear Sir/Madam,

CIRCULAR 2/2017: DETERMINATION AND REDETERMINATION (TECHNICAL ALIGNMENTS) OF MUNICIPAL BOUNDARIES, AND MDB'S REVISED PROGRAM 2017 – 2021

PURPOSE

1. To inform all MDB stakeholders about the decision of the Municipal Demarcation Board to revise its work program for the period 2017 to 2021.
2. To provide MDB stakeholders with a revised broad plan for the technical boundary re-alignment process.
3. To request all municipalities to confirm attendance and provide feedback on names of technical officials who will attend on behalf of the municipality.

INTRODUCTION

4. On 08 December 2016 the Municipal Demarcation Board (MDB) resolved that no major municipal boundary redeterminations would be conducted within the period preceding the 2019 national elections.
5. A broad programme for the above process was approved and included in Circular 1/2017. The Board has however taken a decision to consult with primary stakeholders, including affected communities prior to proceeding with the legal process for municipal technical alignments.
6. The Independent Electoral Commission also made a request to conclude the technical alignment process by July 2018 so that it is afforded adequate time to prepare for the national and provincial elections. MDB considered these inputs and resolved to revise the 2017 – 2018 programme.
7. Publishing section 26 notices i.e. intention to consider for inputs from members of the public prior to any form of community engagements previously brought some difficulties as communities misunderstood that for a determination. Consultations prior to the onset of the legal process will provide the MDB with a broader insight into the technical alignments allowing it to proceed with well consulted cases, thereby limiting negative feedback during the legal process.
8. These preliminary consultations will facilitate stakeholder involvement in confirmation of cases and development of bottom up solutions that are more sustainable as communities will have had an opportunity to confirm the diagnosis and make alternative proposals.

REVISED DEMARCATION PROCESS 2017-2021

CONSULTATION WITH PRIMARY STAKEHOLDERS – APRIL - JUNE 2017

9. The MDB consulted with primary stakeholders by presenting to them the identified technical misalignments in their areas.
10. These sessions were concluded by end June 2017, save for a few provinces where meetings with the PECs were rescheduled to July. The MDB is currently consolidating inputs from these sessions for incorporation into the downstream consultative processes.

CONSULTATION WITH MUNICIPALITIES – AUGUST - OCTOBER 2017

11. The MDB intends to consult with Planning and GIS officials from each affected municipality. These are strictly technical sessions and MDB would like to plead that all affected municipalities send relevant technical officials.
12. The sessions will be held at district and metropolitan municipality level with all affected local municipalities within that district area attending.(Schedule attached as Annexure A)
13. The MDB will request district and metropolitan municipalities to provide the venue for these sessions.
14. A list of the cases of municipal boundary misalignments identified during the 2016 municipal boundary assessment process will be provided to municipalities prior to the consultation session.
15. During the sessions the MDB will present the cases for municipal officials to provide technical comments regarding the technical municipal boundary misalignments affecting their municipal areas.

CONSULTATION WITH AFFECTED COMMUNITIES – NOVEMBER 2017 – FEBRUARY 2018

16. MDB will consult with every affected community by presenting to them the technical municipal boundary misalignment and possible solutions.
17. These sessions will be held at appropriate venues that are accessible to the affected communities.
18. The affected communities will be requested to make comments or propose alternate configurations where possible.
19. These comments will be analysed and reports presented to the Board for consideration prior to commencing with the legal process.

BROAD DEMARCATION PROCESS

20. The municipal boundary re-determination programme focusing on technical boundary alignments with activities and broad timeframes is detailed below:

PROCESS	DATE	TASK	RESPONSIBILITY
Consultation Process – Pre Legal Process	April – July 2017	Consultation with MINMEC	MDB
		Consult with Provinces	MDB
		Consultation with other Primary Stakeholders (Chief Surveyor-General, IEC, StatsSA)	MDB
	July- October 2017	Technical Consultation with Municipalities	MDB
	November 2017 – January 2018	Consultation with affected Communities	MDB
LEGAL PROCESS: INTENTION TO CONSIDER PROPOSALS – SECTION 26 & 27 of MDB	February 2018	Publish intention to consider proposals and process submissions	MDB
LEGAL PROCESS: CONDUCT INVESTIGATIONS – SECTION 29 & 18 of MDA	March – May 2018	Consideration of Public inputs, public meetings where necessary and determine or re-determine municipal boundaries	MDB
LEGAL PROCESS: PUBLICATION FOR OBJECTION- SECTION 21 of MDA	June - July 2018	Publication of re-determination and consideration of objections	MDB

PROCESS	DATE	TASK	RESPONSIBILITY
LEGAL PROCESS: CONFIRM, VARY OR WITHDRAW RE- DETERMINATION – SECTION 21(5) of MDA	July 2018	Confirm, vary or withdraw re- determination and final gazetting	MDB
Legal Process: Section 23 of MDA	August 2018	IEC and MECs gazette Section 23 notices.	IEC & MEC

CONCLUSION

21. Municipal managers of district and metropolitan municipalities are requested to assist MDB with suitable venues to hold technical consultation sessions with municipal planning and GIS officials.
22. Municipal managers are requested to assure the attendance of planning and GIS officials to the consultation sessions. In this regard, municipalities are requested to complete the attached form as Annexure B and return to the MDB by not later than 20 July 2017 to email, Liz@demarcation.org.za
23. The MDB is committed to ensure that the process of the technical boundary alignments will be done in consultation with key stakeholders and the affected communities.

Regards



JANE THUPANA

CHAIRPERSON: MUNICIPAL DEMARCATION BOARD

DATE: 06/07/2017

ANNEXURE A

MUNICIPAL CONSULTATION SCHEDULE

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
Eastern Cape	Buffalo City	BUF	Buffalo City Metropolitan Municipality	31-Jul-17
Eastern Cape	Sarah Baartman District Municipality	EC101	Dr Beyers Naude Local Municipality	1 & 2 AUGUST 2017
		EC102	Blue Crane Route Local Municipality	
		EC104	Makana Local Municipality	
		EC105	Ndlambe Local Municipality	
		EC106	Sundays River Valley Local Municipality	
		EC108	Kouga Local Municipality	
		EC109	Kou-Kamma Local Municipality	
Eastern Cape	Amathole District Municipality	EC121	Mbhashe Local Municipality	3 & 4 AUGUST 2017
		EC122	Mnquma Local Municipality	
		EC123	Great Kei Local Municipality	
		EC124	Amahlathi Local Municipality	
		EC126	Ngqushwa Local Municipality	
		EC129	Raymond Mhlaba Local Municipality	
Eastern Cape	Chris Hani District Municipality	EC131	Inxuba Yethemba Local Municipality	7 & 8 AUGUST 2017
		EC135	Intsika Yethu Local Municipality	
		EC136	Emalahleni Local Municipality	

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
		EC137	Engcobo Local Municipality	
		EC138	Sakhisizwe Local Municipality	
		EC139	Enoch Mgijima Local Municipality	
Eastern Cape	Joe Gqabi District Municipality	EC141	Elundini Local Municipality	10 & 11 AUGUST 2017
		EC142	Senqu Local Municipality	
		EC145	Walter Sisulu Local Municipality	
Eastern Cape	O.R.Tambo District Municipality	EC153	Ngquza Hill Local Municipality	14 & 15 AUGUST 2017
		EC154	Port St Johns Local Municipality	
		EC155	Nyandeni Local Municipality	
		EC156	Mhlontlo Local Municipality	
		EC157	King Sabata Dalindyebo Local Municipality	
Eastern Cape	Alfred Nzo District Municipality	EC441	Matatiele Local Municipality	17 & 18 AUGUST 2017
		EC442	Umzimvubu Local Municipality	
		EC443	Mbizana Local Municipality	
		EC444	Ntabankulu Local Municipality	
Eastern Cape	Nelson Mandela Bay	NMA	Nelson Mandela Bay Metropolitan Municipality	21-Aug-17
Free State	Mangaung	MAN	Mangaung Metropolitan Municipality	19-Sep-17
Free State	Xhariep District Municipality	FS161	Letsemeng Local Municipality	4 & 5 SEPTEMBER 2017
		FS162	Kopanong Local Municipality	
		FS163	Mohokare Local Municipality	
Free State	Lejweleputswa District Municipality	FS181	Masilonyana Local Municipality	7 & 8 SEPTEMBER 2017
		FS182	Tokolologo Local Municipality	

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
		FS183	Tswelopele Local Municipality	
		FS184	Matjhabeng Local Municipality	
		FS185	Nala Local Municipality	
Free State	Thabo Mofutsanyane District Municipality	FS191	Setsoto Local Municipality	11 & 12 SEPTEMBER 2017
		FS192	Dihlabeng Local Municipality	
		FS193	Nketoana Local Municipality	
		FS194	Maluti a Phofung Local Municipality	
		FS195	Phumelela Local Municipality	
		FS196	Mantsopa Local Municipality	
Free State	Fezile Dabi District Municipality	FS201	Moqhaka Local Municipality	14 & 15 SEPTEMBER 2017
		FS203	Ngwathe Local Municipality	
		FS204	Metsimaholo Local Municipality	
		FS205	Mafube Local Municipality	
Gauteng	Ekurhuleni	EKU	Ekurhuleni Metropolitan Municipality	21-Aug-17
Gauteng	City of Johannesburg	JHB	City of Johannesburg Metropolitan Municipality	22-Aug-17
Gauteng	City of Tshwane	TSH	City of Tshwane Metropolitan Municipality	23-Aug-17
Gauteng	Sedibeng District Municipality	GT421	Emfuleni Local Municipality	24 & 25 AUGUST 2017
		GT422	Midvaal Local Municipality	
		GT423	Lesedi Local Municipality	
Gauteng	West Rand District Municipality	GT481	Mogale City Local Municipality	28 & 29 AUGUST 2017
		GT484	Merafong City Local Municipality	
		GT485	Rand West City Local Municipality	
KwaZulu-Natal	eThekweni	ETH	Ethekewini Metropolitan Municipality	31-Jul-17

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
KwaZulu-Natal	Ugu District Municipality	KZN212	Umdoni Local Municipality	1 & 2 AUGUST 2017
		KZN213	Umzumbi Local Municipality	
		KZN214	UMuziwabantu Local Municipality	
		KZN216	Ray Nkonyeni Local Municipality	
KwaZulu-Natal	Umgungundlovu District Municipality	KZN221	uMshwathi Local Municipality	3 & 4 AUGUST 2017
		KZN222	uMngeni Local Municipality	
		KZN223	Mpofana Local Municipality	
		KZN224	Impendle Local Municipality	
		KZN225	The Msunduzi Local Municipality	
		KZN226	Mkhambathini Local Municipality	
		KZN227	Richmond Local Municipality	
KwaZulu-Natal	Uthukela District Municipality	KZN235	Okhahlamba Local Municipality	7 & 8 AUGUST 2017
		KZN237	Inkosi Langalibalele Local Municipality	
		KZN238	Alfred Duma Local Municipality	
KwaZulu-Natal	Umzinyathi District Municipality	KZN241	Endumeni Local Municipality	10 & 11 AUGUST 2017
		KZN242	Nqutu Local Municipality	
		KZN244	Msinga Local Municipality	
		KZN245	Umvoti Local Municipality	
KwaZulu-Natal	Amajuba District Municipality	KZN252	Newcastle Local Municipality	14 & 15 AUGUST 2017
		KZN253	Emadlangeni Local Municipality	
		KZN254	Dannhauser Local Municipality	
KwaZulu-Natal	Zululand District Municipality	KZN261	eDumbe Local Municipality	17 & 18 AUGUST 2017
		KZN262	UPhongolo Local Municipality	
		KZN263	Abaqulusi Local Municipality	

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
		KZN265	Nongoma Local Municipality	
		KZN266	Ulundi Local Municipality	
KwaZulu-Natal	Umkhanyakude District Municipality	KZN271	Umhlabuyalingana Local Municipality	21 & 22 AUGUST 2017
		KZN272	Jozini Local Municipality	
		KZN275	Mtubatuba Local Municipality	
		KZN276	Big Five Hlabisa Local Municipality	
KwaZulu-Natal	Uthungulu District Municipality	KZN281	Mfolozi Local Municipality	24 & 25 AUGUST 2017
		KZN282	uMhlathuze Local Municipality	
		KZN284	uMlalazi Local Municipality	
		KZN285	Mthonjaneni Local Municipality	
		KZN286	Nkandla Local Municipality	
KwaZulu-Natal	iLembe District Municipality	KZN291	Mandeni Local Municipality	28 & 29 AUGUST 2017
		KZN292	KwaDukuza Local Municipality	
		KZN293	Ndwedwe Local Municipality	
		KZN294	Maphumulo Local Municipality	
KwaZulu-Natal	Harry Gwala District Municipality	KZN433	Greater Kokstad Local Municipality	30 & 31 AUGUST 2017
		KZN434	Ubuhlebezwe Local Municipality	
		KZN435	Umzimkhulu Local Municipality	
		KZN436	Dr Nkosazana Dlamini Zuma Local Municipality	
Limpopo	Mopani District Municipality	LIM331	Greater Giyani Local Municipality	4 & 5 SEPTEMBER 2017
		LIM332	Greater Letaba Local Municipality	
		LIM333	Greater Tzaneen Local Municipality	
		LIM334	Ba-Phalaborwa Local Municipality	
		LIM335	Maruleng Local Municipality	

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
Limpopo	Vhembe District Municipality	LIM341	Musina Local Municipality	7 & 8 SEPTEMBER 2017
		LIM343	Thulamela Local Municipality	
		LIM344	Makhado Local Municipality	
		LIM345	New Local Municipality	
Limpopo	Capricorn District Municipality	LIM351	Blouberg Local Municipality	11 & 12 SEPTEMBER 2017
		LIM353	Molemole Local Municipality	
		LIM354	Polokwane Local Municipality	
		LIM355	Lepelle-Nkumpi Local Municipality	
Limpopo	Waterberg District Municipality	LIM361	Thabazimbi Local Municipality	14 & 15 SEPTEMBER 2017
		LIM362	Lephalale Local Municipality	
		LIM366	Bela-Bela Local Municipality	
		LIM367	Mogalakwena Local Municipality	
		LIM368	Modimolle/Mookgophong Local Municipality	
Limpopo	Sekhukhune District Municipality	LIM471	Ephraim Mogale Local Municipality	18 & 19 SEPTEMBER 2017
		LIM472	Elias Motsoaledi Local Municipality	
		LIM473	Makhuduthamaga Local Municipality	
		LIM476	Greater Tubatse/Fetakgomo Local Municipality	
Mpumalanga	Gert Sibande District Municipality	MP301	Chief Albert Luthuli Local Municipality	5 & 6 SEPTEMBER 2017
		MP302	Msukaligwa Local Municipality	
		MP303	Mkhondo Local Municipality	
		MP304	Dr Pixley Ka Isaka Seme Local Municipality	
		MP305	Lekwa Local Municipality	
		MP306	Dipaleseng Local Municipality	

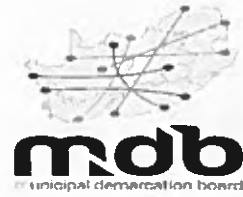
PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
		MP307	Govan Mbeki Local Municipality	
Mpumalanga	Nkangala District Municipality	MP311	Victor Khanye Local Municipality	7 & 8 SEPTEMBER 2017
		MP312	Emalahleni Local Municipality	
		MP313	Steve Tshwete Local Municipality	
		MP314	Emakhazeni Local Municipality	
		MP315	Thembisile Local Municipality	
		MP316	Dr JS Moroka Local Municipality	
Mpumalanga	Ehlanzeni District Municipality	MP321	Thaba Chweu Local Municipality	12 & 13 SEPTEMBER 2017
		MP324	Nkomazi Local Municipality	
		MP325	Bushbuckridge Local Municipality	
		MP326	City of Mbombela Local Municipality	
Northern Cape	Namakwa District Municipality	NC062	Nama Khoi Local Municipality	1 & 2 AUGUST 2017
		NC064	Kamiesberg Local Municipality	
		NC065	Hantam Local Municipality	
		NC066	Karoo Hoogland Local Municipality	
		NC067	Khâi-Ma Local Municipality	
Northern Cape	Pixley ka Seme District Municipality	NC071	Ubuntu Local Municipality	7 & 8 AUGUST 2017
		NC072	Umsobomvu Local Municipality	
		NC073	Emthanjeni Local Municipality	
		NC074	Kareeberg Local Municipality	
		NC075	Renosterberg Local Municipality	
		NC076	Thembelihle Local Municipality	
		NC077	Siyathemba Local Municipality	

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
		NC078	Siyancuma Local Municipality	
Northern Cape	Z F Mgcawu District Municipality	NC082	Kai !Garib Local Municipality	3 & 4 AUGUST 2017
		NC084	!Kheis Local Municipality	
		NC085	Tsantsabane Local Municipality	
		NC086	Kgatelopele Local Municipality	
		NC087	Dawid Kruiper Local Municipality	
Northern Cape	Frances Baard District Municipality	NC091	Sol Plaatje Local Municipality	10 & 11 AUGUST 2017
		NC092	Dikgatlong Local Municipality	
		NC093	Magareng Local Municipality	
		NC094	Phokwane Local Municipality	
Northern Cape	John Taolo Gaetsewe District Municipality	NC451	Joe Morolong Local Municipality	15 & 16 AUGUST 2017
		NC452	Ga-Segonyana Local Municipality	
		NC453	Gamagara Local Municipality	
North West	Bojanala District Municipality	NW371	Moretele Local Municipality	4 & 5 SEPTEMBER 2017
		NW372	Local Municipality of Madibeng	
		NW373	Rustenburg Local Municipality	
		NW374	Kgetlengrivier Local Municipality	
		NW375	Moses Kotane Local Municipality	
North West	Ngaka Modiri Molema District Municipality	NW381	Ratlou Local Municipality	7 & 8 SEPTEMBER 2017
		NW382	Tswaing Local Municipality	
		NW383	Mafikeng Local Municipality	
		NW384	Ditsobotla Local Municipality	
		NW385	Ramotshere Moiloa Local Municipality	
North West		NW392	Naledi Local Municipality	

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
	Dr Ruth Segomotsi Mompoti District Municipality	NW393	Mamusa Local Municipality	11 & 12 SEPTEMBER 2017
		NW394	Greater Taung Local Municipality	
		NW396	Lekwa-Teemane Local Municipality	
		NW397	Kagisano/Molopo Local Municipality	
North West	Dr Kenneth Kaunda District Municipality	NW403	City of Matlosana Local Municipality	14 & 15 SEPTEMBER 2017
		NW404	Maquassi Hills Local Municipality	
		NW405	Ventersdorp/Tlokwe Local Municipality	
Western Cape	City of Cape Town	CPT	City of Cape Town Metropolitan Municipality	24 AUGUST 2017
Western Cape	West Coast District Municipality	WC012	Cederberg Local Municipality	17 & 18 AUGUST 2017
		WC013	Bergrivier Local Municipality	
		WC014	Saldanha Bay Local Municipality	
		WC015	Swartland Local Municipality	
Western Cape	Cape Winelands District Municipality	WC022	Witzenberg Local Municipality	22 & 23 AUGUST 2017
		WC023	Drakenstein Local Municipality	
		WC024	Stellenbosch Local Municipality	
		WC025	Breede Valley Local Municipality	
		WC026	Langeberg Local Municipality	
Western Cape	Overberg District Municipality	WC031	Theewaterskloof Local Municipality	7 & 8 AUGUST 2017
		WC032	Overstrand Local Municipality	
		WC033	Cape Agulhas Local Municipality	
		WC034	Swellendam Local Municipality	
Western Cape	Eden District Municipality	WC041	Kannaland Local Municipality	

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
		WC042	Hessequa Local Municipality	10 & 11 AUGUST 2017
		WC043	Mossel Bay Local Municipality	
		WC044	George Local Municipality	
		WC045	Oudtshoorn Local Municipality	
		WC047	Bitou Local Municipality	
		WC048	Knysna Local Municipality	
Western Cape	Central Karoo District Municipality	WC051	Laingsburg Local Municipality	15 & 16 AUGUST 2017
		WC052	Prince Albert Local Municipality	
		WC053	Beaufort West Local Municipality	

ANNEXURE B



MUNICIPAL CONSULTATIONS – CONFIRMATION OF ATTENDANCE BY RELEVANT OFFICIALS (MUNICIPALITY TO COMPLETE AND SEND BACK TO THE MDB)

Name of Municipality: _____

Code: _____

I acknowledge receipt of the MDB's **REQUEST FOR ATTENDANCE OF PLANNING
OR GIS OFFICIAL TO MUNICIPAL CONSULTATION SESSIONS** to be held on
.....Day of..... (Month) of 2017 at 10:00am as proposed by
the MDB.

The official(s) attending is/are as follows:

Name of Official: _____

Designation: _____

Cell Number: _____

Tel: _____

Email address: _____

I confirm that the official(s) will be notified.

SIGNATURE:

MUNICIPAL MANAGER:

Date: _____