

<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 <b>gewone raadsvergadering</b> van die Munisipaliteit Witzenberg gehou sal word op <b>Woensdag, 25 Oktober 2017 om 10:00</b> in die <b>Raadsaal, Munisipale Kantore, Voortrekkerstraat 50, Ceres.</b></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 <b>ordinary council meeting</b> of the Witzenberg Municipality will be held in the <b>Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres on Wednesday, 25 October 2017 at 10:00.</b></p>
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**Raadslede en Amptenare / Councillors and officials**

Councillor TE Abrahams	Councillor K Adams (Deputy Executive Mayor)	Councillor P Daniels
Councillor TT Godden (Speaker)	Councillor P Heradien	Councillor SJ Hugo
Councillor DM Jacobs	Councillor D Kinnear	Councillor BC Klaasen (Executive Mayor)
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		

*A municipality that cares for its community, creating growth and opportunity!*


*'n Munisipaliteit wat omgee vir sy gemeenskap en groei en geleenthede skep!*

*Umasipala olukhathaleleyo uluntu lwakhe, odala ukukhula namathuba!*

**TER INLIGTING / FOR INFORMATION**

<b>Volledige stukke</b>		
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		

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



**COUNCILLOR TT GODDEN  
 SPEAKER**

18 October 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 spouse on their birthdays:

- Councillor T Abrahams 6 October
- Councillor JJ Visagie 17 October
- Ms Karin Swart 20 October

NOTED.

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

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

4. MINUTES

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

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

**RECOMMENDED**

*that the minutes of the council meeting, held on 27 September 2017, be approved and signed by the Speaker.*

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

File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
1/3/1/25	8.4.1 of 27-09-2017	Municipal Manager	<p>(a) that Council provisionally adopts the Draft By-Law on the Rules of Order for the meetings of the Witzenberg Council and its committees.</p> <p>(b) that the Draft By-Law be advertised for public comments for at least 30 days.</p> <p>(c) that the Municipal Manager, as soon as possible after the closing date for public comments, submits a report to the Executive Mayoral Committee for a recommendation to Council.</p>		

**RECOMMENDED**

*That cognisance be taken of the outstanding matter.*

**5. MOTIONS AND NOTICE OF SUGGESTIONS**

**5.1 Motion: Naming of streets in Bella Vista housing project without a public participation process  
(16/4/6)**

A motion from the Speaker, Councillor T Godden, is attached as **annexure 5.1**.

**RECOMMENDED**

*For consideration.*

**6. INTERVIEWS WITH DELEGATIONS**



**7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS**

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

The minutes of the following meetings are attached:

- (a) Executive Mayoral Committee, held on 24 July 2017: **Annexure 7.1(a)**.
- (b) Special Executive Mayoral Committee, held on 21 August 2017: **Annexure 7.1(b)**.
- (c) Committee for Housing Matters, held on 14 September 2017: **Annexure 7.1(c)**.
- (d) Committee for Technical Services, held on 20 September 2017: **Annexure 7.1(d)**.
- (e) Committee for Local Economic Development and Tourism, held on 20 September 2017: **Annexure 7.1(e)**.

**RECOMMENDED**

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

**8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS**

**8.1 Direktooraat Finansies / Directorate Finance**

**8.1.1 Section 71 monthly report of the Department Finance: July 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 21 September 2017.
- (b) Item 7.1.1 of the Executive Mayoral Committee meeting, still to be held.

The Section 71 monthly report of the Department Finance for July 2017 is attached as **annexure 8.1.1**.

Alderman J.W. Schuurman expressed appreciation for the correct meter readings done.

The Committee for Corporate and Financial Services resolved on 21 September 2017 to recommend to the Executive Mayoral Committee and Council:

that the Committee for Corporate and Financial Services takes notice of the content of the monthly report of the Department Finance for July 2017 and the same be accepted.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the content of the Section 71 monthly report of the Department Finance for July 2017 and the same be accepted.

**RECOMMENDED**

*That the Executive Mayoral Committee recommends to Council:*

*that notice be taken of the content of the Section 71 monthly report of the Department Finance for July 2017 and the same be accepted.*

**8.1.2 Monthly reports: Service Delivery and Budget Implementation Plan: July, August and September 2017  
(5/1/5/9)**

Item 7.1.2 of the Executive Mayoral Committee meeting, still to be held, refers.

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

- (a) July 2017: **Annexure 8.1.2(a)**.
- (b) August 2017: **Annexure 8.1.2(b)**.
- (c) September 2017: **Annexure 8.1.2(c)**.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommend to Council:

that notice be taken of the Service Delivery and Budget Implementation Plan monthly reports for July, August and September 2017 and the same be accepted.

#### **RECOMMENDED**

*That the Executive Mayoral Committee recommend to Council:*

*that notice be taken of the Service Delivery and Budget Implementation Plan monthly reports for July, August and September 2017 and the same be accepted.*

#### **8.1.3 Property Rates Policy: Amendments (5/02/P)**

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Corporate and Financial Services, held on 21 September 2017.
- (b) Item 7.1.3 of the Executive Mayoral Committee meeting, still to be held.

The following documents are attached:

- (a) Memorandum from the Director: Finance, dated 13 September 2017: **Annexure 8.1.3(a)**.
- (b) Property Rates Policy: **Annexure 8.1.3(b)**.

The Committee for Corporate and Financial Services resolved on 21 September 2017 to recommend to the Executive Mayoral Committee and Council:

That Section 9.1(b)(i) of the Property Rates Policy be replaced with the following:

Properties owned by not for gain institutions or public benefit organisations and are solely use for the benefit of the institution and or for charitable purposes and performs welfare and humanitarian work as contemplated by part 1 of the ninth Schedule of the Income Tax Act (Act 58 of 1962). Council may grant a rebate of 100 % to social and/or welfare institutions.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

That Section 9.1(b)(i) of the Property Rates Policy be replaced with the following:

Properties owned by not for gain institutions or public benefit organisations and are solely use for the benefit of the institution and or for charitable purposes and performs welfare and humanitarian work as contemplated by part 1 of the ninth Schedule of the Income Tax Act (Act 58 of 1962). Council may grant a rebate of 100 % to social and/or welfare institutions.

**RECOMMENDED**

*That the Executive Mayoral Committee recommends to Council:*

*That Section 9.1(b)(i) of the Property Rates Policy be replaced with the following:*

*Properties owned by not for gain institutions or public benefit organisations and are solely use for the benefit of the institution and or for charitable purposes and performs welfare and humanitarian work as contemplated by part 1 of the ninth Schedule of the Income Tax Act (Act 58 of 1962). Council may grant a rebate of 100 % to social and/or welfare institutions.*

**8.1.4 Cellular Telephone and Data Card Policy: Amendments  
(4/5/P)**

The following items refer:

- (a) Item 7.3 of the meeting of the Committee for Corporate and Financial Services, held on 21 September 2017.
- (b) Item 7.1.4 of the Executive Mayoral Committee meeting, still to be held.

The following documents are attached:

- (a) Memorandum from the Director: Finance, dated 13 September 2017: **Annexure 8.1.4(a)**.
- (b) Cellular Telephone and Data Card Policy: **Annexure 8.1.4(b)**.

The Committee for Corporate and Financial Services resolved on 21 September 2017 to recommend to the Executive Mayoral Committee and Council:

that the amended Cellular Telephone and Data Card Policy be approved.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the amended Cellular Telephone and Data Card Policy be approved.

**RECOMMENDED**

*That the Executive Mayoral Committee recommends to Council:*

*that the amended Cellular Telephone and Data Card Policy be approved.*

**8.1.5 Finance: Consideration of Approval of Long Term Loan  
(5/4 & 5/1/16)**

The following items refer:

- (a) Item 7.4 of the meeting of the Committee for Corporate and Financial Services, held on 21 September 2017.
- (b) Item 7.1.5 of the Executive Mayoral Committee meeting, still to be held.

A memorandum from the Director: Finance, dated 16 August 2017 is attached as **annexure 8.1.5**.

The Committee for Corporate and Financial Services resolved on 21 September 2017 to recommend to the Executive Mayoral Committee and Council:

that Council approves the long term loan in terms of Section 46 of the Municipal Finance Management Act to finance Prepaid Meters to the value of R2,5 million and the Vehicle Replacement Programme of R5,79 million.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council approves the long term loan in terms of Section 46 of the Municipal Finance Management Act to finance Prepaid Meters to the value of R2,5 million and the Vehicle Replacement Programme of R5,79 million.

**RECOMMENDED**

*That the Executive Mayoral Committee recommends to Council:*

*that Council approves the long term loan in terms of Section 46 of the Municipal Finance Management Act to finance Prepaid Meters to the value of R2,5 million and the Vehicle Replacement Programme of R5,79 million.*

**8.1.6 Supply Chain Management Policy for Infrastructure Procurement  
(8/1/P)**

Item 7.1.6 of the Executive Mayoral Committee meeting, still to be held, refers.

The following documents are attached:

- (a) Memorandum from the Director: Finance, dated 18 October 2017: **Annexure 8.1.6(a)**.
- (b) MFMA Circular no. 77 from National Treasury: **Annexure 8.1.6(b)**.
- (c) Witzenberg Supply Chain Management Policy: **Annexure 8.1.6(c)**.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

That the Witzenberg Supply Chain Management Policy for Infrastructure be approved and adopted by Council as an addendum to the Witzenberg Supply Chain Management Policy.

**RECOMMENDED**

*That the Executive Mayoral Committee recommends to Council:*

*That the Witzenberg Supply Chain Management Policy for Infrastructure be approved and adopted by Council as an addendum to the Witzenberg Supply Chain Management Policy.*



**8.2     Direktoraat Tegniese Dienste / Directorate Technical Services**

**8.2.1   Proposed entrance wall: Ceres  
(15/4/P)**

The following items refer:

- (a)     Item 7.1 of the meeting of the Committee for Technical Services, held on 18 October 2017.
- (b)     Item 7.2.1 of the Executive Mayoral Committee meeting, still to be held.

The following memorandum, dated 9 October 2017, was received from the Manager: Town Planning and Building Control:

"Purpose

To obtain approval for the erection of a wall at the entrance of town.

The following annexures are attached:

- (a)     Site plan: **Annexure 8.2.1(a)**.
- (b)     Wall detail: **Annexure 8.2.1(b)**.
- (c)     Letter from Department of Transport and Public Works, dated 28 September 2017: **Annexure 8.2.1(c)**.
- (d)     E-mail from JM Group: **Annexure 8.2.1(d)**.

Discussion

The proposal is to erect an entrance wall at the Ceres Nature Reserve. The wall will be constructed of brick with stone cladding and stand three metres tall. Aluminium cut out profile of the mountain and lettering displaying the town name Ceres will be affixed on top of the wall.

The wall will be located in the same position as the existing stone wall.

The road (R46) is a proclaimed road and hence the Provincial comment was sought. No objection was offered."

The Committee for Technical Services resolved on 18 October 2017 to recommend to the Executive Mayoral Committee and Council:

that the proposed entrance wall to Ceres town be approved.

The following recommendation is tabled to the Executive Mayoral Committee:

that the Executive Mayoral Committee recommends to Council:

that the proposed entrance wall to Ceres town be approved.

**RECOMMENDED**

*that the Executive Mayoral Committee recommends to Council:*

*that the proposed entrance wall to Ceres town be approved.*

**8.2.2 Signage: Ceres Historic Route  
(15/4/P)**

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Technical Services, held on 18 October 2017.
- (b) Item 7.2.2 of the Executive Mayoral Committee meeting, still to be held.

A memorandum from the Manager: Town Planning and Building Control, dated 10 October 2017, is attached as **annexure 8.2.2**.

The Committee for Technical Services resolved on 18 October 2017 to recommend to the Executive Mayoral Committee and Council:

That the Ceres Historic Route signage be approved subject to the following conditions:

- (i) Final position of signage to be confirmed on site in conjunction with the Technical Department.
- (ii) Where signage is to be placed on private property, the land owner's written consent shall be obtained.
- (iii) The design, font and colour of the signs must comply with the Ceres Central Business District Aesthetics Manual.
- (iv) Signage not to obstruct vehicle traffic or pedestrian walkways.
- (v) The Togryers Museum shall be responsible for maintenance of the signage.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

That the Ceres Historic Route signage be approved subject to the following conditions:

- (i) Final position of signage to be confirmed on site in conjunction with the Technical Department.
- (ii) Where signage is to be placed on private property, the land owner's written consent shall be obtained.
- (iii) The design, font and colour of the signs must comply with the Ceres Central Business District Aesthetics Manual.

- (iv) Signage not to obstruct vehicle traffic or pedestrian walkways.
- (v) The Togryers Museum shall be responsible for maintenance of the signage.

**RECOMMENDED**

*That the Executive Mayoral Committee recommends to Council:*

*That the Ceres Historic Route signage be approved subject to the following conditions:*

- (i) *Final position of signage to be confirmed on site in conjunction with the Technical Department.*
- (ii) *Where signage is to be placed on private property, the land owner's written consent shall be obtained.*
- (iii) *The design, font and colour of the signs must comply with the Ceres Central Business District Aesthetics Manual.*
- (iv) *Signage not to obstruct vehicle traffic or pedestrian walkways.*
- (v) *The Togryers Museum shall be responsible for maintenance of the signage.*

**8.2.3 Appeal against decision of Municipal Planning Tribunal: Erf 1259, 18 Renonkel Street, Wolseley (15/4/1/3/52)**

The following memorandum, dated 18 October 2017, was received from the Municipal Manager:

Purpose

To consider the appeal of Mr Oosthuizen against the decision taken by the Witzenberg Municipal Planning Tribunal on 6 June 2017.

Deliberation

A person whose rights are affected by a decision taken by a Municipal Planning Tribunal may appeal against that decision by giving written notice of the appeal.

No appeal in respect of a decision in terms of the Spatial Planning and Land Management Act of 2013 may be lodged in terms of Section 62 of the Municipal Systems Act.

The municipality's by-law in terms of planning matters (SPLUMA) was published in the Provincial Gazette 7474, dated 21 August 2015. The procedure for the appeal determines that the authorised employee must draft a report assessing the appeal and submit it to the appeal authority. The executive authority is the appeal authority in respect of decisions made in terms of this by-law. A copy of the assessment report is attached as **annexure 8.2.3.**

**RECOMMENDED**

*For consideration.*

**8.2.4 Appeal against decision of Municipal Planning Tribunal: Erf 186: 60 Van der Stel Street, Tulbagh (15/4/1/2/85)**

The following memorandum, dated 18 October 2017, was received from the Municipal Manager:

"Purpose

To consider the appeal of Mr Silberberg (objector) against the decision taken by the Witzenberg Municipal Planning Tribunal on 6 June 2017.

Deliberation

A person whose rights are affected by a decision taken by a Municipal Planning Tribunal may appeal against that decision by giving written notice of the appeal.

No appeal in respect of a decision in terms of the Spatial Planning and Land Management Act of 2013 may be lodged in terms of Section 62 of the Municipal Systems Act.

The municipality's by-law in terms of planning matters (SPLUMA) was published in the Provincial Gazette 7474, dated 21 August 2015. The procedure for the appeal determines that the authorised employee must draft a report assessing the appeal and submit it to the appeal authority. The executive authority is the appeal authority in respect of decisions made in terms of this by-law. A copy of the assessment report is attached as **annexure 8.2.4.**"

**RECOMMENDED**

*For consideration.*

**8.3     Direktoraat Gemeenskapsdienste / Directorate Community Services**

**8.3.1   Relocation of homeless people from trading area at corner of Vos and Pretorius Streets, Ceres  
(17/16/R)**

The following items refer:

- (a)     Item 7.3.2 of the Executive Mayoral Committee meeting, held on 26 September 2017.
- (b)     Item 8.3.2 of the council meeting, held on 27 September 2017.
- (c)     Item 7.3.1 of the Executive Mayoral Committee, still to be held.

The following report, dated 14 September 2017, was received from the Municipal Manager:

**"1.     Purpose**

To request the Executive Mayoral Committee to consider the relocation of the homeless people, who is currently occupying the trading area at the corner of Vos and Pretorius Streets (opposite Shoprite Ceres).

**2.     Background**

The Witzenberg Municipality resolved on 10 March 2009 under item 9.2 to enter into a lease agreement with The Haven Night Shelter for a period of 10 years. Before the conclusion of the lease agreement the building was known as the *Nagskuiling*, the management of which was overseen by unpaid volunteers. The management at that time decided that The Haven was best equipped to ensure a sustainable management of the programme to reintegrate the homeless people back into society and further to reunite them with their various families. The idea found favour with Council hence the decision to conclude a rental agreement with The Haven. Over the years there were numerous complaints of homeless people not being accommodated at The Haven. Some of the allegations levelled against The Haven were that they catered for people outside of Witzenberg, are demanding too much money and are too strict in discipline. Numerous meetings, over time were conducted with The Haven in an attempt to resolve the problems highlighted by the homeless community. Despite concessions by The Haven it became apparent that some of the homeless people did not want to adhere to the rules of the shelter and instead resorted to either sleep in the main road, the mountains and on the stoeps of certain buildings. The situation deteriorated to such an extent that the municipality was forced to intervene and, as a temporary solution allowed the homeless people to sleep at the facility used by informal traders at the corner of Vos and Pretorius Streets.

**3.     Deliberation**

Community organisations were called on to assist the municipality with a strategy to reintegrate the homeless people into the community as well as reuniting them with their families. There has been an agreement that the current location does not lend itself to a permanent solution and instead makes it easier for homeless people to fall into a comfort zone.

Complaints have also been received by the informal traders that the presence of the homeless people is affecting their business. Morrisdale Primary School has also raised their concern because of the prevailing conditions and further that it is exposing the youth to unacceptable behaviour and unsavoury characters. The parents of the learners have also signed a petition requesting the municipality to relocate the homeless people.

The business section has given an indication that they will contribute towards the payment of an honorarium for a person who can work with the homeless people, especially motivating them to improve their lifestyle and assisting them to foster a better relationship with the Haven. The Haven is also part of the consulting organisations and has committed themselves to integrating and rebuilding of the homeless person. It emanated from the discussions, which included the homeless people, that they prefer to be as near as possible to the business centre.

The municipality unfortunately has no available property for this purpose. The piece of land marked "X" on **annexure 8.3.1(a)** is regarded as most suited for the relocation mainly because of the following reasons:

1. The property is not too far away from the business corridor.
2. The property is at the back of the Haven. The idea is that some of the Haven's facilities can also be used to the advantage of the homeless people.
3. The same rules of the Haven will not be applicable to those sleeping at the property. The idea was to move one of the steel structures (frame of store) to the property. The municipality still has old corrugated sheets for the roof section. The accommodation will be very much informal.
4. That the Social Workers of both the municipality and The Haven will have easier access to focus on the homeless people.

It needs to be noted that the Uniting Reformed Church has indicated their opposition to this relocation. A letter from the church, dated 10 May 2017, is attached as **annexure 8.3.1(b)**. The latter church was invited to be part of the discussion around the homeless people and has failed to participate. Some of the staff members of The Haven are also objecting despite the support and buy-in of their Provincial CEO who is very much in favour of such an initiative.

4. Legal implications

The property is still registered in the name of the Republic of South Africa and a formal process will be started to have the property transferred into the name of Witzenberg Municipality.

5. Financial implications

No provision was made for any such structure in the budget. The relocation cost will have to be calculated and tabled to Council for possible inclusion in the adjustment budget. The idea was to keep the cost minimal hence the use of old material and municipal labour."



The Executive Mayoral Committee resolved on 26 September 2017 that the matter regarding the relocation of homeless people from the trading area at the corner of Vos and Pretorius Streets, Ceres be held in abeyance.

Council unanimously resolved on 27 September 2017 that the matter regarding the relocation of homeless people from the trading area at the corner of Vos and Pretorius Streets, Ceres be held in abeyance.

**RECOMMENDED**

*For consideration.*

**8.3.2 Instandhouding van speelparktoerusting  
(17/09/2)**

Die volgende items verwys:

- (a) Item 8.1 van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 21 September 2017.
- (b) Item 7.3.2 van die Uitvoerende Burgemeesterskomitee vergadering, wat nog gehou moet word.

'n Memorandum vanaf die Direkteur: Gemeenskapsdienste, gedateer 11 September 2017, word ingebind as **bylae 8.3.2**.

Die Voorsitter versoek dat die aangeleentheid met betrekking tot die instandhouding van speelparktoerusting in Witzenberg geneem word na alle wyke en gedryf word deur Wyksraadslede en Wykskomitees om die gemeenskappe in te lig om eienaarskap te neem van speeltoerusting.

Die Komitee stel voor dat die Jeugstruktuur en Jeugfokuspunte van gebruik gemaak word om met innoverende idees na vore te kom met die doel om vandalisme by alle speelparktoerusting aan te spreek.

Die Komitee vir Gemeenskapsontwikkeling het op 21 September 2017 eenparig besluit:

Om by die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

- (a) dat kennis geneem word van die inhoud van die verslag.
- (b) dat weggedoen word met die swaaie en liefs gefokus word op glyplanke en klimrame wat nie so maklik gevandaliseer word of waar gedeeltes maklik weggedra kan word nie.
- (c) dat waar bestaande swaaie gevandaliseer is, dit van die parke verwyder word en indien nie-winsgewende organisasies / crèches / skole skriftelik sou navraag doen oor skenkings in die verband; dit dan in "as is" toestand geskenk word.
- (d) dat waar ander beskadigde toerusting ekonomies herstel kan word, dit herstel of andersins verwyder word.

- (e) dat indien rondomtalies in die toekoms aangekoop sou word dit die tipe sal wees sonder die horisontale hout trapvlakke en dat huidige rondomtalies wat 'n gevaar inhou, verwyder word.
- (f) dat kennisgewings “gebruik van toerusting is op eie risiko” laat maak en opgerig word by elke parkie waar speelparkapparate geïnstalleer is.
- (g) dat 'n Publieke Deelname Proses gevolg word in alle wyke en die proses gedryf word deur Wyksraadslede in samewerking met die Wykskomitees rakende die Raad se intensie vir enige insette.
- (h) dat die Jeug Struktuur en Jeugfokuspunte 'n sensus opname doen in alle Wyke om innoverende idees te verkry as 'n teenvoeter vir die vandalisering van speelparktoerusting.

Die volgende aanbeveling word aan die Uitvoerende Burgemeesterskomitee voorgelê:

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

- (a) dat kennis geneem word van die inhoud van die verslag.
- (b) dat weggedoen word met die swaaie en liefs gefokus word op glyplanke en klimrame wat nie so maklik gevandaliseer word of waar gedeeltes maklik weggedra kan word nie.
- (c) dat waar bestaande swaaie gevandaliseer is, dit van die parke verwyder word en indien nie-winsgewende organisasies / crèches / skole skriftelik sou navraag doen oor skenkings in dié verband; dit dan in “as is” toestand geskenk word.
- (d) dat waar ander beskadigde toerusting ekonomies herstel kan word, dit herstel of andersins verwyder word.
- (e) dat indien rondomtalies in die toekoms aangekoop sou word, dit die tipe sal wees sonder die horisontale hout trapvlakke en dat huidige rondomtalies wat 'n gevaar inhou, verwyder word.
- (f) dat kennisgewings “gebruik van toerusting is op eie risiko” laat maak en opgerig word by elke parkie waar speelpark-apparate geïnstalleer is.
- (g) dat 'n Publieke Deelname Proses gevolg word in alle wyke en die proses gedryf word deur wyksraadslede in samewerking met die wykskomitees rakende die Raad se intensie vir enige insette.
- (h) dat die Jeugstruktuur en Jeugfokuspunte 'n sensusopname doen in alle wyke om innoverende idees te verkry as 'n teenvoeter vir die vandalisering van speelparktoerusting.

## AANBEVEEL

*Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:*

- (a) dat kennis geneem word van die inhoud van die verslag.*
- (b) dat weggedoen word met die swaaie en liefs gefokus word op glyplanke en klimrame wat nie so maklik gevandaliseer word of waar gedeeltes maklik weggedra kan word nie.*
- (c) dat waar bestaande swaaie gevandaliseer is, dit van die parke verwyder word en indien nie-winsgewende organisasies / crèches / skole skriftelik sou navraag doen oor skenkings in dié verband; dit dan in "as is" toestand geskenk word.*
- (d) dat waar ander beskadigde toerusting ekonomies herstel kan word, dit herstel of andersins verwyder word.*
- (e) dat indien rondomtalies in die toekoms aangekoop sou word, dit die tipe sal wees sonder die horisontale hout trapvlakke en dat huidige rondomtalies wat 'n gevaar inhou, verwyder word.*
- (f) dat kennisgewings "gebruik van toerusting is op eie risiko" laat maak en opgerig word by elke parkie waar speelpark-apparate geïnstalleer is.*
- (g) dat 'n Publieke Deelname Proses gevolg word in alle wyke en die proses gedryf word deur wyksraadslede in samewerking met die wykskomitees rakende die Raad se intensie vir enige insette.*
- (h) dat die Jeugstruktuur en Jeugfokuspunte 'n sensusopname doen in alle wyke om innoverende idees te verkry as 'n teenvoeter vir die vandalisering van speelparktoerusting.*

### **8.3.3 Supporting LED project by leasing unregistered erf 740, Op-die-Berg to JJ & Son Honey Bee Business (Pty) Ltd (17/19/1 & 07/1/4/1)**

The following items refer:

- (a) Item 7.1 of the meeting of the Committee for Local Economic Development and Tourism, held on 18 October 2017.
- (b) Item 7.3.3 of the Executive Mayoral Committee meeting, still to be held.

A memorandum from the Legal Advisor, dated 26 September 2017, is attached as **annexure 8.3.3**.

The Committee for Local Economic Development and Tourism resolved on 18 October 2017:

To recommend to the Executive Mayoral Committee and Council:

- (a) that the project for extracting honey as an Local Economic Development project be supported.

- (b) that property 740, Op-die-Berg be made available to a co-op to be established as reverved to as in supra (a).
- (c) that the lease agreement be concluded with the co-op to be established and that Mr Jantjies be the representative of such co-op.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that the project for extracting honey as an Local Economic Development project be supported.
- (b) that property 740, Op-die-Berg be made available to a co-op to be established as reverved to as in supra (a).
- (c) that the lease agreement be concluded with the co-op to be established and that Mr Jantjies be the representative of such co-op.

#### **RECOMMENDED**

*That the Executive Mayoral Committee recommends to Council:*

- (a) *that the project for extracting honey as an Local Economic Development project be supported.*
- (b) *that property 740, Op-die-Berg be made available to a co-op to be established as reverved to as in supra (a).*
- (c) *that the lease agreement be concluded with the co-op to be established and that Mr Jantjies be the representative of such co-op.*

**8.4      Direkoraat Korporatiewe Dienste / Directorate Corporate Services**

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

The following items refer:

- (a)      Item 7.4.3 of the Executive Mayoral Committee meeting, held on 22 March 2017.
- (b)      Item 3.2 of the Executive Mayoral Committee meeting, held on 26 September 2017.
- (c)      Item 7.4.1 of the Executive Mayoral Committee meeting, still to be held.

A report from the Legal Advisor, dated 8 March 2017, is attached as **annexure 8.4.1**.

The Executive Mayoral Committee resolved on 22 March 2017:

- (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.

The Municipal Manager reported at the Executive Mayoral Committee meeting of 26 September 2017 that an in loco inspection at erf 6236, Ceres is no longer necessary. The owner removed the gate and Council granted approval for the encroachment of the building lines. Access for pedestrians is not a problem.

The Executive Mayoral Committee resolved on 26 September 2017 that notice be taken that the in loco inspection at erf 6236, Ceres is no longer necessary and that all municipal regulations have been adhered to.

**RECOMMENDED**

*For consideration.*

**8.4.2    Selling of Erf 2536, Kluitjieskraal to the Old Apostolic Church  
(07/1/4/2)**

The following items refer:

- (a)      Item 7.5 of the meeting of the Committee for Corporate and Financial Services, held on 21 September 2017.
- (b)      Item 7.4.2 of the Executive Mayoral Committee meeting, still to be held.

A memorandum from the Legal Advisor, dated 4 September 2017, is attached as **annexure 8.4.2**.

The Committee for Corporate and Financial Services resolved on 21 September 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

- (a) that erf 2536, Kluitjieskraal, Wolseley is not needed in terms of Section 14 of the Municipal Financial Management Act to provide in minimum level of basic municipal services.
- (b) that the erf supra (a) be alienated at the fair market related value.
- (c) that the Municipal Manager be authorised to sign all necessary documents on behalf of Council in order to effect the sale.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

- (a) that erf 2536, Kluitjieskraal, Wolseley is not needed in terms of Section 14 of the Municipal Financial Management Act to provide in minimum level of basic municipal services.
- (b) that the erf supra (a) be alienated at the fair market related value.
- (c) that the Municipal Manager be authorised to sign all necessary documents on behalf of Council in order to effect the sale.

#### **RECOMMENDED**

*That the Executive Mayoral Committee recommends to Council:*

- (a) *that erf 2536, Kluitjieskraal, Wolseley is not needed in terms of Section 14 of the Municipal Financial Management Act to provide in minimum level of basic municipal services.*
- (b) *that the erf supra (a) be alienated at the fair market related value.*
- (c) *that the Municipal Manager be authorised to sign all necessary documents on behalf of Council in order to effect the sale.*

#### **8.4.3 Restructuring of Ceres Tourism Office (10/2/R)**

The following items refer:

- (a) Item 7.4.2 of the Executive Mayoral Committee meeting, held on 26 September 2017.
- (b) Item 8.4.2 of the council meeting, held on 27 September 2017.
- (c) Item 7.4.3 of the Executive Mayoral Committee meeting, still to be held.

The following memorandum, dated 20 September 2017, was received from the Municipal Manager:



“1. Purpose

To consider the report dealing with the restructuring of the Ceres Tourism Office.

2. Deliberation

The following reports were received from Ceres Tourism:

- (i) Restructuring of Ceres Tourism Office: **Annexure 8.4.3(a).**
- (ii) Job description of the new Destination Officer: **Annexure 8.4.3(b)."**

The Executive Mayoral Committee resolved on 26 September 2017 that the matter regarding the restructuring of the Ceres Tourism Office be held in abeyance.

Council unanimously resolved on 27 September 2017 that the matter regarding the restructuring of the Ceres Tourism Office be held in abeyance.

**RECOMMENDED**

*For consideration.*

**8.4.4 Request to purchase erf 3605, Ceres or a portion thereof  
(7/1/4/2)**

The following items refer:

- (a) Item 7.4.3 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017.
- (b) Item 8.4.3 of the council meeting, held on 27 September 2017.
- (c) Item 7.4.4 of the Executive Mayoral Committee meeting, still to be held.

A memorandum from the Municipal Manager, dated 18 September 2017, is attached as **annexure 8.4.4.**

The Executive Mayoral Committee resolved on 26 September 2017 that the matter regarding the request to purchase erf 3605, Ceres or a portion thereof be held in abeyance.

Council unanimously resolved on 27 September 2017 that the matter regarding the request to purchase erf 3605, Ceres or a portion thereof be held in abeyance.

**RECOMMENDED**

*For consideration.*

**8.4.5 Request to amend By-Law on Liquor Trading Hours and Days  
(1/1/1)**

Item 7.4.5 of the Executive Mayoral Committee meeting, still to be held, refers.

A memorandum from the Legal Advisor, dated 12 October 2017, is attached as **annexure 8.4.5**.

**RECOMMENDED**

*For consideration.*

**8.4.6 Tourism in Witzenberg  
(10/1/4)**

The following items refer:

- (a) Item 7.4.2 of the meeting of the Committee for Local Economic Development and Tourism, held on 18 October 2017, refers.
- (b) Item 7.4.6 of the Executive Mayoral Committee meeting, still to be held.

The following report from the Municipal Manager, dated 13 October 2017, refers:

"Purpose

To recommend to the Executive Mayoral Committee to establish a Tourism Route/s and embark on a process to achieve same by appointing a Service Provider to assist the municipality with such route.

Background

Council resolution 6.1 of 29 March 2017 has reference. A presentation was made on the advantages of Tourism Route development, the process of same and the role players involved. In the Integrated Development Framework of the Western Cape it is stated that **"the identification and marketing of routes is common practice in tourism destinations worldwide, and based on the idea that a group of products providing diversity of experience is more attractive than the individual components. Routes guide travellers along carefully constructed experiences creating a sense journeying rather than merely travelling.** The main purpose of travelling routes is to introduce tourists to certain areas. The increased flow of people in turn creates opportunities to involve communities in offering products and services suited to the character of the route.

Deliberation

The Witzenberg Spatial Development Framework acknowledges the potential of scenic and Tourism Route/s. It also provides guidelines for the development in cultural landscapes and scenic routes. A copy of an extract from the Spatial Development Framework is attached as **annexure 8.4.6**. The development and marketing of such Tourism Route/s requires assistance from expertise from within the tourism sector. Extensive market research, through public participation will have to be done.

The municipality does not have in-house expertise and will have to appoint a Service Provider to assist in the development of this Tourism Route/s.

Legal implications

The Tourism Act of 2014 does not specifically cater for the development or registration of tourism routes. This will however be intricately link to the Provincial Integrated Tourism Strategy. The development of Tourism Route/s will have to meet the requirements of other legislation for instance the National Roads Act. The Municipal Council will also have to approve of the Tourism Route/s after the public participation process.

Financial implication

No budget has been provided for in the 2017/18 financial year. Internal funds will have to be shifted and other donor funding will be applied for to the Cape Winelands District Municipality as well as the Provincial Department. If Council approves the project then any shortfall will have to be provided for in an adjustment budget. Any Service Provider will be appointed in terms of Council's Supply Chain process."

The Committee for Local Economic Development and Tourism resolved on 18 October 2017:

To recommend to the Executive Mayoral Committee and Council:

that Council in order to establish tourism route/s embark on a public private process to achieve same by appointing a service provider to assist the municipality with such route/s.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that Council in order to establish tourism route/s embark on a public private process to achieve same by appointing a service provider to assist the municipality with such route/s.

**RECOMMENDED**

*That the Executive Mayoral Committee recommends to Council:*

*that Council in order to establish tourism route/s embark on a public private process to achieve same by appointing a service provider to assist the municipality with such route/s.*

**9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA**

**10. FORMAL AND STATUTORY MATTERS**

**10.1 Feedback on matters of outside bodies  
(3/R)**

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS
12. COUNCIL-IN-COMMITTEE

**MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 27 SEPTEMBER 2017 AT 08:30**

**PRESENT**

Councillors

TT Godden (Speaker)  
BC Klaasen (Executive Mayor)  
K Adams (Deputy Executive Mayor)  
TE Abrahams  
P Daniels  
P Heradien  
DM Jacobs  
D Kinnear  
GG Laban  
C Lottering  
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)  
Ms L Nieuwenhuis (Legal Advisor)  
Mr A Hofmeester (IDP Manager)  
Mr CG Wessels (Manager: Administration)  
Mr C Titus (Committee Clerk)

**1. OPENING AND WELCOME**

The Speaker welcomed everyone present after which he requested Councillor P Daniels to open the meeting with a prayer.

**NOTED**

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

Application for leave of absence from the meeting was received from Councillor M Mdala (ANC).

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

**UNANIMOUSLY RESOLVED**

- (a) *that the application for leave of absence from the meeting, received from Councillor M Mdala (ANC) be approved and accepted.*
- (b) *that notice be taken of the apology for absence from the meeting, received from the Deputy Director: Finance.*

**3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED**

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

The Deputy Executive Mayor, Councillor K Adams, conveyed Council's congratulations to the following councillors and spouses on their birthdays:

- Ms Anthea Klaasen 4 August
- Councillor P Heradien 28 August
- Ms Clara Laban 12 September
- Mr Joseph Visagie 15 September
- Ms Lorna Visagie 24 September
- Councillor D Swart 30 September

**NOTED**

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

- (a) The Speaker congratulated Councillor MD Jacobs (EFF) on his election as Deputy Chairperson of MPAC for the Western Cape.
- (b) The Speaker announced that the MEC for Housing (Western Cape) will visit Witzenberg Municipality today and hand over title deeds at Op-die-Berg.
- (c) Councillor J Phungula expressed condolences on behalf of Council to all bereaved families in the Witzenberg area.

**NOTED**



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

None

**NOTED**

**4. MINUTES**

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

The following minutes are attached:

- (a) Council meeting, held on 26 July 2017: **Annexure 4.1(a)**.
- (b) Special council meeting, held on 21 August 2017: **Annexure 4.1(b)**.

**UNANIMOUSLY RESOLVED**

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

- (i) *Council meeting, held on 26 July 2017.*
- (ii) *Special council meeting, held on 21 August 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 minutes and report of the following meetings and workshop are attached:

- (a) Municipal Public Accounts Committee, held on 2 February 2017: **Annexure 7.1(a).**
- (b) Municipal Public Accounts Committee, held on 8 February 2017: **Annexure 7.1(b).**
- (c) Executive Mayor and Mayoral Committee, held on 29 May 2017: **Annexure 7.1(c).**
- (d) Committee for Technical Services, held on 21 June 2017: **Annexure 7.1(d).**
- (e) Committee for Housing Matters, held on 29 June 2017: **Annexure 7.1(e).**
- (f) Performance, Risk and Audit Committee, held on 30 June 2017: **Annexure 7.1(f).**
- (g) Council workshop, held on 25 July 2017: **Annexure 7.1(g).**
- (h) Committee for Housing Matters, held on 10 August 2017: **Annexure 7.1(h).**
- (i) Committee for Technical Services, held on 16 August 2017: **Annexure 7.1(i).**
- (j) Performance, Risk and Audit Committee, held on 18 August 2017: **Annexure 7.1(j).**

**UNANIMOUSLY RESOLVED**

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

**8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS**

**8.1 Direktooraat Finansies / Directorate Finance**

**8.1.1 Section 71 monthly report of the Department Finance: June 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 17 August 2017.
- (b) Item 6.4.1 of the meeting of the Performance, Risk and Audit Committee, held on 8 September 2017.
- (c) Item 7.1.1 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017.

The Section 71 monthly report of the Department Finance for June 2017 is attached as **annexure 8.1.1**.

The Committee for Corporate and Financial Services unanimously resolved on 17 August 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

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

The Performance, Risk and Audit Committee resolved on 8 September 2017:

- (a) that the Director: Finance submits to PRAC a list of old debts which cannot be collected to consider a recommendation to Council to write it off.
- (b) To recommend to the Executive Mayor and Mayoral Committee and Council:  
  
that the Section 71 monthly report of the Department Finance for June 2017 be noted and accepted.

The Executive Mayor and Mayoral Committee resolved on 26 September 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

that notice be taken of the Section 71 monthly report of the Department Finance for June 2017 and the same be accepted.

Councillor J Simpson (ANC) required clarification on the following matters:

- The number of estimations.
- The outstanding debt of government and commercial.
- The outstanding debt of Councillors and employees.
- The purchase of stacking chairs.
- The use of DSTV in the municipality.
- The total of 72 claims.

- The recommendation from the Performance, Risk and Audit Committee that the Chief Financial Officer submits a list of old debt to be considered for writing off.

The Director: Finance responded to the satisfaction of Council on all the enquiries.

The Speaker declined a request from Councillor MD Jacobs (EFF) that the Director: Finance makes a presentation at all council meetings in respect of the Section 71 monthly report. The report was submitted at the meetings of the Committee for Corporate and Financial Services, the Performance, Risk and Audit Committee and the Executive Mayor and Mayoral Committee. The Speaker ruled that only questions for clarity will be answered in future in this regard.

#### **RESOLVED**

*that notice be taken of the Section 71 monthly report of the Department Finance for June 2017 and the same be accepted.*

#### **8.1.2 Monthly reports: Service Delivery and Budget Implementation Plan: June and July 2017 (5/1/5/9 & 5/1/5/10)**

Item 7.1.2 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017, refers.

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

- (a) June 2017: **Annexure 8.1.2(a)**
- (b) July 2017: **Annexure 8.1.2(b)**

The Executive Mayor and Mayoral Committee resolved on 26 September 2017:

- (a) that the SDBIP monthly report for July 2017 be held in abeyance and tabled at the October 2017 council meeting.
- (b) That the Executive Mayor and Mayoral Committee recommend to Council:  
  
that the Service Delivery and Budget Implementation Plan monthly report for June 2017 be noted and accepted.

#### **UNANIMOUSLY RESOLVED**

*that the Service Delivery and Budget Implementation Plan monthly report for June 2017 be noted and accepted.*

**8.1.3 IDP/Budget Public Participation timetable: 2018/2019  
(2/2/1)**

Item 7.1.3 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017, refers.

A timetable regarding the 2018/2019 IDP/Budget Public Participation Process is attached as **annexure 8.1.3**.

The Executive Mayor mentioned that sport events be considered as a modus of communication with the public and that a helpdesk should be available.

The Municipal Manager mentioned that Senior Management also considers the possibility of imbizo's instead of IDP meetings.

The Executive Mayor and Mayoral Committee resolved on 26 September 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

that notice be taken of the timetable regarding the 2018/2019 IDP/Budget Public Participation Process.

**UNANIMOUSLY RESOLVED**

*that notice be taken of the timetable regarding the 2018/2019 IDP/Budget Public Participation Process.*

**8.1.4 Internal Audit Charter: 1 July 2017 to 30 June 2018  
(5/14/2)**

The following items refer:

- (a) Item 6.4.5 of the Performance, Risk and Audit Committee meeting, held on 8 September 2017.
- (b) Item 7.1.4 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017.

The Internal Audit Charter with effect from 1 July 2017 to 30 June 2018, dated June 2017, is attached as **annexure 8.1.4**.

The Performance, Risk and Audit Committee resolved on 8 September 2017:

That the Performance, Risk and Audit Committee recommends to the Executive Mayor and Mayoral Committee and Council:

that the Internal Audit Charter from 1 July 2017 to 30 June 2018 be approved.

The Executive Mayor and Mayoral Committee resolved on 26 September 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

that the Internal Audit Charter from 1 July 2017 to 30 June 2018 be approved.

**UNANIMOUSLY RESOLVED**

*that the Internal Audit Charter from 1 July 2017 to 30 June 2018 be approved.*

**8.2      Direktoraat Teghiese Dienste / Directorate Technical Services**

**8.2.1   Working visit: Partnership agreement between Witzenberg Municipality and Essen Gemeente and Solid Waste Management Master Plan (10/2/3/ & 17/3/P)**

The following items refer:

- (a)      Item 7.1 of the meeting of the Committee for Technical Services, held on 16 August 2017.
- (b)      Item 7.2.1 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017.

The following memorandum, dated 7 August 2017, was received from the Director: Technical Services:

"Purpose

To update Council on the working visit at Essen from 8 July 2017 to 15 July 2017.

Background

Witzenberg Municipality and the Essen Gemeente in Belgium signed a partnership agreement on 15 April 2017.

This agreement deals with specific objectives related to solid waste.

Discussion

The program at Essen from 8 July 2017 to 15 July 2017 made provision for a presentation by the Chief Financial Officer and the Director: Technical Services.

The following documents are attached:

- (a)      Presentation of the Director: Technical Services: **Annexure 8.2.1(a).**
- (b)      Presentation of the Chief Financial Officer: **Annexure 8.2.1(b).**
- (c)      Solid Waste Management Master Plan: **Annexure 8.2.1(c).**
- (d)      Implementation programme for 2017/2018: **Annexure 8.2.1(d)."**

The Committee enquired pertaining to the total number of Waste Ambassadors which will be appointed.

The Director: Technical Services responded that 50 Waste Ambassadors will be appointed on contract basis and that it will be advertised in due course.

The Committee for Technical Services resolved on 16 August 2017:

- (a)      that notice be taken of the discussion done during the working visit from 8 to 15 July 2017 in Essen, Belgium.



- (b) To recommend to the Executive Mayor and Mayoral Committee and Council:  
that the Solid Waste Management Master Plan be approved by Council.

The Executive Mayor and Mayoral Committee resolved on 26 September 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

- (a) that the Solid Waste Management Master Plan be approved by Council.  
(b) that the Solid Waste Management Master Plan be workshopped by Council.

**RESOLVED**

- (a) *that the Solid Waste Management Master Plan be approved by Council.*  
(b) *that the Solid Waste Management Master Plan be workshopped by Council.*

**8.2.2 Begroting: Ceres Koekedouw Besproeiingsraad  
(10/02/4)**

Die volgende items verwys:

- (a) Item 7.2 van die vergadering van die Komitee vir Tegniese Dienste, gehou op 16 Augustus 2017.  
(b) Item 7.2.2 van die vergadering van die Uitvoerende Burgemeester en Burgemeesterskomitee, gehou op 26 September 2017.

'n Memorandum vanaf die Direkteur: Tegniese Dienste, gedateer 3 Augustus 2017, word aangeheg as **bylae 8.2.2**.

Die Komitee vir Tegniese Dienste het op 16 Augustus 2017 besluit:

- (a) dat die notules van die vergadering tussen Munisipaliteit Witzenberg en Koekedouw Besproeiingsraad in die toekoms gereeld op die agenda van die Komitee vir Tegniese Dienste geplaas word.  
(b) dat die Komitee vir Tegniese Dienste kennis neem van die inhoud van die verslag rakende die goedgekeurde Ceres Koekedouw Besproeiingsraad begroting vir 2017/2018.  
(c) Om by die Uitvoerende Burgemeester en Burgemeesterskomitee en Raad aan te beveel:

dat kennis geneem word van die inhoud van die verslag rakende die goedgekeurde Ceres Koekedouw Besproeiingsraad begroting vir 2017/2018 en aanvaar word.

Die Uitvoerende Burgemeester en Burgemeesterskomitee het op 26 September 2017 besluit:

Dat die Uitvoerende Burgemeester en Burgemeesterskomitee by die Raad aanbeveel:

dat kennis geneem word van die inhoud van die verslag rakende die goedgekeurde Ceres Koekedouw Besproeiingsraad begroting vir 2017/2018.

#### **BESLUIT**

*dat kennis geneem word van die inhoud van die verslag rakende die goedgekeurde Ceres Koekedouw Besproeiingsraad begroting vir 2017/2018.*

The ANC requested a caucus break from 10:00 until 10:20.

#### **8.2.3 Water situation in Witzenberg (16/2/1/1/1)**

The following items refer:

- (a) Item 7.3 of the meeting of the Committee for Technical Services, held on 20 September 2017.
- (b) Item 7.2.3 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017.

A report from the Director: Technical Services, dated 12 September 2017, is attached as **annexure 8.2.3**.

The Committee for Technical Services resolved on 20 September 2017:

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

- (a) that notice be taken that extreme water restrictions are still in place at Tulbagh due to the low level of the Tulbagh raw water dam.
- (b) that notice be taken that moderate water restrictions are in place at Ceres, Nduli, Price Alfred Hamlet, Bella Vista, Op-Die-Berg, Wolseley and surroundings and that extreme water restrictions will be implemented as per the drought management plan, once advertised in the local media, as the Koekedouw dam and the yield of the water sources are very low.
- (c) that notice be taken that as an additional measure to the drought management plan, several short-term interventions that can mitigate the situation, which will also help secure the medium and long term water availability are also being implemented as indicated under 3.3 as per this item.

The Executive Mayor and Mayoral Committee resolved on 26 September 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

- (a) that notice be taken that extreme water restrictions are still in place at Tulbagh due to the low level of the Tulbagh raw water dam.
- (b) that notice be taken that extreme water restrictions are in place at Ceres, Nduli, Price Alfred Hamlet, Bella Vista, Op-Die-Berg, Wolseley and surroundings and that extreme water restrictions will be implemented as per the drought management plan, once advertised in the local media, as the Koekedouw Dam and the yield of the water sources are very low.
- (c) That notice be taken that as an additional measure to the Drought Management Plan, several short-term interventions that can mitigate the situation, which will also help secure the medium and long term water availability, are also being implemented as indicated under 3.3 as per this item.

**UNANIMOUSLY RESOLVED**

- (a) *that notice be taken that extreme water restrictions are still in place at Tulbagh due to the low level of the Tulbagh raw water dam.*
- (b) *that notice be taken that extreme water restrictions are in place at Ceres, Nduli, Price Alfred Hamlet, Bella Vista, Op-Die-Berg, Wolseley and surroundings and that extreme water restrictions will be implemented as per the drought management plan, once advertised in the local media, as the Koekedouw Dam and the yield of the water sources are very low.*
- (c) *that notice be taken that as an additional measure to the Drought Management Plan, several short-term interventions that can mitigate the situation, which will also help secure the medium and long term water availability, are also being implemented as indicated under 3.3 as per this item.*

**8.2.4 Transport Precinct Assessment Plan: Tulbagh Central Business District (CBD): Close out report (16/04/5)**

The following items refer:

- (a) Item 6.8 of the meeting of the Committee for Technical Services, held on 12 October 2016.
- (b) Item 7.1 of the meeting of the Committee for Technical Services, held on 20 September 2017.
- (c) Item 7.2.4 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017.

The Committee for Technical Services resolved on 12 October 2016:

- (a) that the Committee for Technical Services takes cognisance of the Transportation Precinct Plan for the Tulbagh Central Business District (CBD), Witzenberg Municipality that is being developed.
- (b) That the following councillors and officials be invited to attend the second Public Participation meeting (venue and date will be confirmed by invitation):

Cape Winelands District Municipality Public Transport Forum

Councillor P Daniels (Ward 7 Tulbagh)  
Councillor M Jacobs

Taxi Liaison Committee

Councillor J Phungula  
Councillor K Adams

Tourism Tulbagh and Ward Councillor

Councillor E Sidego (Ward 11 Tulbagh)

Public Transport Liaison Committee

Councillor J Visagie

Manager: Marketing and Communication (Tourism)

Anette Radjoo

Manager: Traffic Services

Mark Green

Manager: Town Planning and Building Control

Hennie Taljaard

- (c) that the Directorate Corporate Services be informed of the development of the Transportation Precinct Plan for the Tulbagh Central Business District (CBD), Witzenberg Municipality in order to participate in the project.

The following documentation are attached:

- (a) Memorandum from the Manager: Streets and Storm Water, dated 25 August 2017: **Annexure 8.2.4(a)**.
- (b) Presentation: **Annexure 8.2.4(b)**.

The Committee for Technical Services resolved on 20 September 2017:

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

that the Transport Precinct Assessment Plan Tulbagh Central Business District (CBD) Witzenberg Municipality – Close out report, prepared by the GIBB-SVA Consortium, dated June 2017, be approved.

The Executive Mayor and Mayoral Committee resolved on 26 September 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

that Council approves the Transport Precinct Assessment Plan Tulbagh Central Business District (CBD) Witzenberg Municipality – Close out report, prepared by the GIBB-SVA Consortium, dated June 2017.

**UNANIMOUSLY RESOLVED**

*that Council approves the Transport Precinct Assessment Plan Tulbagh Central Business District (CBD) Witzenberg Municipality – Close out report, prepared by the GIBB-SVA Consortium, dated June 2017.*

**8.2.5 Council decision update: Exceeding of Notified Maximum Demand (NMD): Tulbagh and Wolseley  
(16/03/03/2)**

The following items refer:

- (a) Item 7.2 of the meeting of the Committee for Technical Services, held on 20 September 2017.
- (b) Item 7.2.5 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017.

A report from the Senior Manager: Electro-Technical Services, dated 13 September 2017, is attached as **annexure 8.2.5**.

The Committee for Technical Services resolved on 20 September 2017:

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

- (a) that notice be taken 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” and that both Tulbagh and Wolseley are approaching their respective NMD’s.
- (b) that all new development be reviewed, excluding indigent housing, in Ceres, Tulbagh and Wolseley, in an attempt to slow load growth and limit the financial penalties related to Notified Maximum Demand accidences until such time that Eskom can increase our Notified Maximum Demand around 2022.

- (c) that in the interim only developments in Ceres, Tulbagh and Wolseley, be considered that have a substantial renewable energy components 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 Notified Maximum Demand accidences in terms of Eskom's NERSA approved Notified Maximum Demand rules.
- (e) that this decision remains effective until such time that Eskom can sufficiently increase the Notified Maximum Demands of the respective towns.

The Executive Mayor and Mayoral Committee resolved on 26 September 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

- (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" and that both Tulbagh and Wolseley are approaching their respective NMD's.
- (b) that Council reviews all new developments, excluding indigent housing, in Ceres, Tulbagh and Wolseley, in an attempt to slow load growth and limit the financial penalties related to Notified Maximum Demand accidences until such time that Eskom can increase our Notified Maximum Demand around 2022.
- (c) that Council in the interim only consider developments in Ceres, Tulbagh and Wolseley, that have a substantial renewable energy components 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 Notified Maximum Demand accidences in terms of Eskom's NERSA approved Notified Maximum Demand rules.
- (e) that this decision remains effective until such time that Eskom can sufficiently increase the Notified Maximum Demands of the respective towns.

#### **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" and that both Tulbagh and Wolseley are approaching their respective NMD's.*
- (b) *that Council reviews all new developments, excluding indigent housing, in Ceres, Tulbagh and Wolseley, in an attempt to slow load growth and limit the financial penalties related to Notified Maximum Demand accidences until such time that Eskom can increase our Notified Maximum Demand around 2022.*
- (c) *that Council in the interim only consider developments in Ceres, Tulbagh and Wolseley, that have a substantial renewable energy components 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 Notified Maximum Demand accidences in terms of Eskom's NERSA approved Notified Maximum Demand rules.*
- (e) *that this decision remains effective until such time that Eskom can sufficiently increase the Notified Maximum Demands of the respective towns.*



**8.3      Direktoraat Gemeenskapsdienste / Directorate Community Services**

**8.3.1    Community Services: Youth Development: Youth Structure and Youth Focal Points  
(17/19/1)**

The following items refer:

- (a)      Item 8.1 of the meeting of the Committee for Local Economic Development and Tourism, held on 16 August 2017.
- (b)      Item 7.3.1 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017.

A memorandum from the Director: Community Services, dated 30 June 2017, is attached as **annexure 8.3.1**.

The Committee for Local Economic Development and Tourism resolved on 16 August 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

that Council approves the establishment of both the Youth Focal Points and the Youth Structure.

The Executive Mayor and Mayoral Committee resolved on 26 September 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

that Council approves the establishment of both the Youth Focal Points and the Youth Structure.

**UNANIMOUSLY RESOLVED**

*that Council approves the establishment of both the Youth Focal Points and the Youth Structure.*

**8.3.2    Relocation of homeless people from trading area at corner of Vos and Pretorius Streets, Ceres  
(17/16/R)**

Item 7.3.2 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017, refers.

The following report, dated 14 September 2017, was received from the Municipal Manager:

**“1.      Purpose**

To request the Executive Mayoral Committee to consider the relocation of the homeless people, who is currently occupying the trading area at the corner of Vos and Pretorius Streets (opposite Shoprite Ceres).

2. Background

The Witzenberg Municipality resolved on 10 March 2009 under item 9.2 to enter into a lease agreement with The Haven Night Shelter for a period of 10 years. Before the conclusion of the lease agreement the building was known as the *Nagskuiling*, the management of which was overseen by unpaid volunteers. The management at that time decided that The Haven was best equipped to ensure a sustainable management of the programme to reintegrate the homeless people back into society and further to reunite them with their various families. The idea found favour with Council hence the decision to conclude a rental agreement with The Haven. Over the years there were numerous complaints of homeless people not being accommodated at The Haven. Some of the allegations levelled against The Haven were that they catered for people outside of Witzenberg, are demanding too much money and are too strict in discipline. Numerous meetings, over time were conducted with The Haven in an attempt to resolve the problems highlighted by the homeless community. Despite concessions by The Haven it became apparent that some of the homeless people did not want to adhere to the rules of the shelter and instead resorted to either sleep in the main road, the mountains and on the stoeps of certain buildings. The situation deteriorated to such an extent that the municipality was forced to intervene and, as a temporary solution allowed the homeless people to sleep at the facility used by informal traders at the corner of Vos and Pretorius Streets.

3. Deliberation

Community organisations were called on to assist the municipality with a strategy to reintegrate the homeless people into the community as well as reuniting them with their families. There has been an agreement that the current location does not lend itself to a permanent solution and instead makes it easier for homeless people to fall into a comfort zone.

Complaints have also been received by the informal traders that the presence of the homeless people is affecting their business. Morrisdale Primary School has also raised their concern because of the prevailing conditions and further that it is exposing the youth to unacceptable behaviour and unsavoury characters. The parents of the learners have also signed a petition requesting the municipality to relocate the homeless people. The business section has given an indication that they will contribute towards the payment of an honorarium for a person who can work with the homeless people, especially motivating them to improve their lifestyle and assisting them to foster a better relationship with the Haven. The Haven is also part of the consulting organisations and has committed themselves to integrating and rebuilding of the homeless person. It emanated from the discussions, which included the homeless people, that they prefer to be as near as possible to the business centre.

The municipality unfortunately has no available property for this purpose. The piece of land marked "X" on **annexure 8.3.2(a)** is regarded as most suited for the relocation mainly because of the following reasons:

1. The property is not too far away from the business corridor.
2. The property is at the back of the Haven. The idea is that some of the Haven's facilities can also be used to the advantage of the homeless people.

3. The same rules of the Haven will not be applicable to those sleeping at the property. The idea was to move one of the steel structures (frame of store) to the property. The municipality still has old corrugated sheets for the roof section. The accommodation will be very much informal.
4. That the Social Workers of both the municipality and The Haven will have easier access to focus on the homeless people.

It needs to be noted that the Uniting Reformed Church has indicated their opposition to this relocation. A letter from the church, dated 10 May 2017, is attached as **annexure 8.3.2(b)**. The latter church was invited to be part of the discussion around the homeless people and has failed to participate. Some of the staff members of The Haven are also objecting despite the support and buy-in of their Provincial CEO who is very much in favour of such an initiative.

4. Legal implications

The property is still registered in the name of the Republic of South Africa and a formal process will be started to have the property transferred into the name of Witzenberg Municipality.

5. Financial implications

No provision was made for any such structure in the budget. The relocation cost will have to be calculated and tabled to Council for possible inclusion in the adjustment budget. The idea was to keep the cost minimal hence the use of old material and municipal labour."

The Executive Mayor and Mayoral Committee resolved on 26 September 2017 that the matter regarding the relocation of homeless people from the trading area at the corner of Vos and Pretorius Streets, Ceres be held in abeyance.

**UNANIMOUSLY RESOLVED**

*that the matter regarding the relocation of homeless people from the trading area at the corner of Vos and Pretorius Streets, Ceres be held in abeyance.*

**8.3.3 Pine Forest Semi-Permanent Home Owners Association  
(17/10/7)**

Item 7.3.3 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017, refers.

The following report, dated 14 September 2017, was received from the Municipal Manager:

"1. Purpose

To consider the request from the Pine Forest Semi-Permanent Home Owners Association and to resolve the impasse between the Municipal administration and the said organisation.

2. Background

Council resolved a couple of years ago to embark on a Public Private Partnership with a view of privatising the Pine Forest Resort. One of the resolutions taken was to terminate all Semi-Permanent contracts and to allow them to conclude new agreements with the new partner, if the latter wanted to. The Semi-Permanent Association was vehemently opposed to Council's resolution and took the issue to various institutions, inter alia the Public Protector and the Provincial Department of Local Government. Our legal opinion at that time was that the legal agreements were valid for only a year and renewable on a year basis if the parties deemed it fit and appropriate. All the institutions were of the view point that the municipality acted within the scope and ambit of the jurisdiction and that they were entitled to cancel the agreements. The PPP never materialised, mainly because of no suitable partners and the time period of the potential agreement. It was then resolved that new five year agreements will be entered into with the individual semi-permanent owners. There is in total 231 semi-permanent owners and their contract varies depending on the structure on their plot. The current levies payable by the semi-permanent owners are as follows:

- (a) Semi-permanent A: R15 300.80
- (b) Semi-permanent B: R12 030.40
- (c) Lost City A: R11 749.35
- (d) Lost City B: R9 855.00

3. Deliberation

We instructed Council's legal advisors on 26 November 2014 to assist the municipality with the drafting of a Lease Agreement which was then circulated to the Association for inputs and comments. The Association has since the first circulation refused to sign the Lease Agreements and have requested various amendments. Our conservative estimate is that, at least, more than eight draft Lease Agreements were forwarded to the Association.

The latest Lease Agreement, of which a copy is attached as **annexure 8.3.3**, was sent to all semi-permanent plot owners on 14 June 2017, requesting that the same be signed and returned to the Pine Forest office on or before the end of October 2017. This is also the date when the levies become due and payable. The Association came to see the Administration in and during July 2017 and requested that they be absolved from any increase in levies for the 2017/2018 financial year because of the impact of the new contract. In terms of the contract the lessees will be liable to install electricity meters, at their own cost, before the start of November 2017. The Association was also informed that no further amendments will be allowed to the contracts, because the municipality has been most accommodating. Soon hereafter we received a letter from their attorneys requesting that consideration be given to extend the 15 day cap on any one day visit to the resort to 20 days. One of the new clauses in the agreement allows for the transferability of the lease agreement. This is, however, subject to the municipality's sole discretion to accept or refuse a new lessee as substitute. This also allows for the right to perform financial and background investigations as well as other investigations in respect of the proposed new lessee. Only seven (7) semi-permanent lease agreements have been signed and we have refused to entertain any transfers.

4. Legal implications

None except the new lease agreement needs to be signed. The semi-permanent plot owners are all on a month to month basis agreement.

5. Financial implications

The semi-permanent plot owners are responsible to pay their levies on or before 1 October 2017. The owners must further pay the cost of the electricity meters which will be installed by municipal officials. The owners will only be responsible for the direct cost of the meter box and any material used."

The Executive Mayor and Mayoral Committee resolved on 26 September 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

- (a) that the Pine Forest Semi-Permanent Home Owners Association be notified that all contracts be signed.
- (b) that if the contracts supra (a) are not signed, no access will be allowed.
- (c) that the Administration informs the semi-permanent plot owners that the signed contracts be submitted to the Pine Forest office on or before the end of October 2017.
- (d) that the Municipal Manager be authorised to cancel agreements in case of failure to sign a contract by the relevant semi-permanent home owner.
- (e) that Council approves a 50 % rebate for the installation of new electrical metres, but no other exemption on cost will be granted.

**UNANIMOUSLY RESOLVED**

- (a) *that the Pine Forest Semi-Permanent Home Owners Association be notified that all contracts be signed.*
- (b) *that if the contracts supra (a) are not signed, no access will be allowed.*
- (c) *that the Administration informs the semi-permanent plot owners that the signed contracts be submitted to the Pine Forest office on or before the end of October 2017.*
- (d) *that the Municipal Manager be authorised to cancel agreements in case of failure to sign a contract by the relevant semi-permanent home owner.*
- (e) *that Council approves a 50 % rebate for the installation of new electrical metres, but no other exemption on cost will be granted.*

**8.4      Direktoraat Korporatiewe Dienste / Directorate Corporate Services**

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

Item 7.4.1 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017, refers.

The following memorandum, dated 20 September 2017, was received from the Executive Mayor:

“1.      Purpose

To introduce to Council the new Draft Standard By-law on the Rules of Order for the meetings of the Witzenberg Council and its committees.

2.      Object of the Rules of Order

The Draft Standard By-law on the Rules of Order for the meetings of the Witzenberg Council and its committees is attached as **annexure 8.4.1**.

The object of the Rules of Order is to provide for the internal arrangements, business and proceedings of the Council and committees of the Witzenberg Municipality and all other matters in connection therewith. The Rules of Order specifically deals with the meeting process (which includes the roles of various role-players), decisions taken at a meeting, attendance of both councillors and members of public, conduct in meetings, debates and motions to be discussed at meetings, legislative processes and other miscellaneous matters such as inter alia language and offences.

3.      Current situation

The existing Rules of Order was promulgated and gazetted in the Provincial Gazette 6345 on 24 February 2006. The Council adopted a new Rules of Order per item 9.2 of 26 November 2009. The Rules of Order was, however, never promulgated as a by-law. If Council conditionally adopts the new Draft Rules of Order, same will be advertised for a minimum of 30 days to obtain public inputs. The draft document, together with all public inputs, will be referred back to Council for final adoption, after which it will be promulgated into a by-law.”

The Executive Mayor and Mayoral Committee resolved on 26 September 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

- (a)      that Council provisionally adopts the Draft By-Law on the Rules of Order for the meetings of the Witzenberg Council and its committees.
- (b)      that the Draft By-Law be advertised for public comments for at least 30 days.
- (c)      that the Municipal Manager as soon as possible after the closing date for public comments, submits a report to the Executive Mayoral Committee for a recommendation to Council.

**UNANIMOUSLY RESOLVED**

- (a) *that Council provisionally adopts the Draft By-Law on the Rules of Order for the meetings of the Witzenberg Council and its committees.*
- (b) *that the Draft By-Law be advertised for public comments for at least 30 days.*
- (c) *that the Municipal Manager, as soon as possible after the closing date for public comments, submits a report to the Executive Mayoral Committee for a recommendation to Council.*

**8.4.2 Restructuring of Ceres Tourism Office  
(10/2/R)**

Item 7.4.2 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017, refers.

The following memorandum, dated 20 September 2017, was received from the Municipal Manager:

“1. Purpose

To consider the report dealing with the restructuring of the Ceres Tourism Office.

2. Deliberation

The following reports were received from Ceres Tourism:

- (i) Restructuring of Ceres Tourism Office: **Annexure 8.4.2(a).**
- (ii) Job description of the new Destination Officer: **Annexure 8.4.2(b)."**

The Executive Mayor and Mayoral Committee resolved on 26 September 2017 that the matter regarding the restructuring of the Ceres Tourism Office be held in abeyance.

**UNANIMOUSLY RESOLVED**

*that the matter regarding the restructuring of the Ceres Tourism Office be held in abeyance.*

**8.4.3 Request to purchase erf 3605, Ceres or a portion thereof  
(7/1/4/2)**

Item 7.4.3 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017, refers.

A memorandum from the Municipal Manager, dated 18 September 2017, is attached as **annexure 8.4.3.**

The Executive Mayor and Mayoral Committee resolved on 26 September 2017 that the matter regarding the request to purchase erf 3605, Ceres or a portion thereof be held in abeyance.



**UNANIMOUSLY RESOLVED**

*that the matter regarding the request to purchase erf 3605, Ceres or a portion thereof be held in abeyance.*

**9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA**

**9.1 Performance, Risk and Audit Committee: 2<sup>nd</sup> Bi-Annual Report on Performance Management: 2016/2017  
(5/14/4)**

Item 7.1.5 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017, refers.

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 Second Bi-Annual Report of the Performance, Risk and Audit Committee to Council on Performance Management for 2016/2017 is attached as **annexure 9.1**.

The Executive Mayor and Mayoral Committee resolved on 26 September 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

That the Second Bi-Annual Report on Performance Management for 2016/2017 be noted and accepted.

**UNANIMOUSLY RESOLVED**

*that the Second Bi-Annual Report on Performance Management for 2016/2017 be noted and accepted.*

**9.2 Quarterly Budget Statement [Section 52(d)] Report: 1 April 2017 to 30 June 2017  
(9/1/2/2)**

The following items refer:

- (a) Item 6.2.1 of the Performance, Risk and Audit Committee meeting, held on 8 September 2017.
- (b) Item 8.1 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017.

The following memorandum, dated 31 July 2017, was received from the Director: Finance:

"Purpose

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

Background

The Quarterly Budget Statement [Section 52(d)] Report for the period 1 April 2017 to 30 June 2017 is attached as **annexure 9.2.**"

The Performance, Risk and Audit Committee corrected the statement of the in-year budget statement on top of Table C1 which reads:

"The following table provides a summary of the financial performance and financial position of the municipality as at 30 September 2016" to read:

"The following table provides a summary of the financial performance and financial position of the municipality as at 30 June 2017."

The Municipal Manager responded to the satisfaction of the Performance, Risk and Audit Committee on matters in the Performance Report i.e. TL9 = decrease in unaccounted electricity losses.

The Performance, Risk and Audit Committee resolved on 8 September 2017 to recommend to the Executive Mayor and Mayoral Committee and Council:

that the Quarterly Budget Statement [Section 52(d)] Report for 1 April 2017 to 30 June 2017 be noted and accepted.

The Executive Mayor and Mayoral Committee resolved on 26 September 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

that the Quarterly Budget Statement [Section 52(d)] Report for 1 April 2017 to 30 June 2017 be noted and accepted.

**UNANIMOUSLY RESOLVED**

*that the Quarterly Budget Statement [Section 52(d)] Report for 1 April 2017 to 30 June 2017 be noted and accepted.*

**9.3 Declaration of a local state of disaster for the current drought situation  
(16/2/5/1)**

Item 7.2.6 of the Executive Mayor and Mayoral Committee meeting, held on 26 September 2017, refers.

The following memorandum, dated 22 September 2017, was received from the Director: Technical Services:

"Purpose

That Council considers declaring the drought in the municipality as a local state of disaster and as such promotes the declaration to the Provincial Disaster Management Centre.

Background

Below normal rainfall and mild winters have resulted in the municipality facing a water crisis.

The water scarcity situation in the greater Witzenberg has been dealt with as per the approved Witzenberg Drought Management Plan as follows:

- Moderate water restrictions were implemented at Tulbagh on 26 January 2017.
- Extreme water restrictions were implemented at Tulbagh on 23 May 2017.
- Moderate water restrictions were implemented at all other towns of Witzenberg on 26 July 2017.
- Extreme water restrictions were implemented at all other towns of Witzenberg on 12 September 2017.

The Koekedouw Dam is currently at 41.7 %, which is sufficient water for the municipal users for seven months.

The Tulbagh Dam is currently at 80 %, which is sufficient water for the municipal users for five months.

Despite these restrictions, the situation worsened and it is advisable to declare a local state of disaster.

In terms of Section 55 of the Disaster Management Act, 2002 (Act No. 57 of 2002), the council of a municipality having primary responsibility for the co-ordination and management of a disaster is authorised to publish the declaration of a local state of disaster in the Provincial Gazette should current legislation and contingency measures be insufficient to deal with the situation effectively or other special circumstances warrant such a declaration.

The requirements of Sections 23, 35, 49, 56 and 57 also have to be complied with in order to declare a local state of disaster. These sections of the said act clearly guide the responsibilities and competencies of local, provincial and national government structures during disastrous events of this nature and the consequent processes that follow afterwards in order to declare a state of disaster.

The current state of the water resources within the municipality warrants that this situation be declared a disaster in order for additional resources to be made available to deal with this crisis."

The Executive Mayor and Mayoral Committee resolved on 26 September 2017:

That the Executive Mayor and Mayoral Committee recommend to Council:

- (a) That Council declares the water crisis a local state of disaster with all due processes to be followed and to publish the declaration of a local state of disaster after consideration by the Provincial Cabinet and classification and verification by the National Disaster Management Centre.
- (b) That the Provincial Disaster Management Centre be advised accordingly and requested to promote the request in terms of the relevant legal requirements and prescribed procedures to the Provincial Cabinet and National Disaster Management Centre.

**UNANIMOUSLY RESOLVED**

- (a) *that Council declares the water crisis a local state of disaster with all due processes to be followed and to publish the declaration of a local state of disaster after consideration by the Provincial Cabinet and classification and verification by the National Disaster Management Centre.*
- (b) *that the Provincial Disaster Management Centre be advised accordingly and requested to promote the request in terms of the relevant legal requirements and prescribed procedures to the Provincial Cabinet and National Disaster Management Centre.*

**10. FORMAL AND STATUTORY MATTERS**

**10.1 Feedback on matters of outside bodies**

**UNANIMOUSLY RESOLVED**

*that the matter in respect of feedback on matters of outside bodies be held in abeyance until the next meeting.*

**11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS**

None

**NOTED**

**12. COUNCIL-IN-COMMITTEE**

**MOSIE AAN WITZENBERG RAAD**

**VAN: RDL. T.T. GODDEN**

**AANGELEENTHEID: STRAAT BENAMING IN BELLA VISTA BEHUISINGSPROJEK SONDE 'N PUBLIEKE DEELNAME PROSES**

Die Behuisingsprojek te Bella Vista se straatname is voorsien sonder dat 'n behoorlike publieke deelname proses in terme van die relevante beleid gevolg is.

Raadslid T.T. Godden versoek dat die aangeleentheid deur die Raad ondersoek en indien nodig die nodige wysigings en regstellings aangebring word.

Mosie ingedien op 17 Oktober 2017 by Munisipale Bestuurder.



**T.T. GODDEN**  
**RAADSLID: COPE**

17 Oktober 2017  
Hoopstraat 214  
Op-die-Berg  
KOUÉ BOKKEVELD  
6836

**MINUTES OF THE EXECUTIVE MAYOR AND MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 24 JULY 2017 AT 08:30**

**PRESENT**

Councillors

BC Klaasen (Executive Mayor)  
K Adams (Deputy Executive Mayor)  
TE Abrahams  
EM Sidego  
JJ Visagie

Alderman

HJ Smit

Councillor not on Executive Mayor and Mayoral Committee

MD Jacobs

Officials

Mr D Nasson (Municipal Manager)  
Mr J Barnard (Director: Technical Services)  
Ms J Krieger (Director: Community Services)  
Mr HJ Kritzing (Director: Finance)  
Mr M Mpeluz (Director: Corporate Services)  
Mr A Hofmeester (Manager: IDP)  
Mr CG Wessels (Manager: Administration)  
Mr C Titus (Committee Clerk)

Other representatives

Mr N Bettsworth (Ceres Business Initiative)

**1. OPENING AND WELCOME**

The Executive Mayor welcomed everyone present and 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 apology for absence from the meeting was received from the Head: Internal Audit.

**RESOLVED**

*that the apology for absence from the meeting, received from the Head: Internal Audit, be noted 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 29 May 2017, are attached as **annexure 3.1**.

#### RESOLVED

*That the minutes of the Executive Mayor and Mayoral Committee meeting, held on 29 May 2017, be approved and signed by the Executive Mayor:*

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

File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
15/4/1/1/61 & 7/1/4/2	7.4.3 of 22-03-2017 Substitution of purchaser's name and sale of portion of erf 6236, Ceres	Corporate Services	In loco inspection to be held by Municipal Manager and Mayco.		
15/4/P	7.2.2 van 29-05-2017 Wysiging aan Beleid vir Huiswinkels in die Witzenberg munisipale area	Korporatiewe Dienste	Dat die aangeleentheid oorstaan en deur die Raad gewerkswinkel word.		

The Executive Mayor mentioned that an in loco inspection of erf 6236, Ceres was held, but that not all Executive Mayor and Mayoral Committee members were in attendance. A follow-up inspection will be held during the coming week.

#### RESOLVED

- (a) *that an in loco inspection of erf 6236, Ceres be held by all members of the Executive Mayor and Mayoral Committee during the week of 24 to 28 July 2017.*
- (b) *dat die Beleid vir Huiswinkels in die Witzenberg munisipale area deur die Raad gewerkswinkel word en vir 'n raadsbesluit ter tafel gelê word.*



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

- (a) The Executive Mayor enquired from Alderman HJ Smit and Councillor JJ Visagie about the working visit to the Municipality of Essen in Belgium.

The following matters were raised by Alderman H Smit:

- They received a warm welcome from the Municipality of Essen, Belgium.
- Alderman Smit thanked Council for the opportunity to represent Witzenberg Municipality.
- The delegation also visited a street and a monument named after and in honour of Witzenberg Municipality.
- A presentation regarding waste management was made by the Director: Technical Services to the Municipality of Essen. A report in this regard will be tabled at the next Executive Mayor and Mayoral Committee meeting.
- The recycling plant of the Municipality of Essen was also visited by the delegation.

The Director: Finance mentioned that the inhabitants of Essen are very much disciplined about the disposal of waste and do not litter in streets, open spaces etc.

- (b) The Executive Mayor expressed his condolences to Councillor E Sidego with the passing of her brother.
- (c) The Executive Mayor mentioned that the graveyards in all towns are in dire need of cleaning and upgrading.
- (d) The Executive Mayor requested the Municipal Manager to table a report regarding the agri-park at the next Executive Mayor and Mayoral Committee meeting.
- (e) On request of the Executive Mayor, the Municipal Manager mentioned the following concerns:
- The illegal occupation of land by immigrants from Lesotho. A meeting in this regard between the Witzenberg Municipality, the South African Police Services and the Department of Home Affairs is scheduled in due course.
  - The matter about illegal taxi operators in the Witzenberg area needs to be addressed.
  - The municipality is in the process to identify available land to accommodate the homeless people of Ceres. An item in this regard will be tabled at the next Executive Mayor and Mayoral Committee meeting.
- (f) The Executive Mayor added the following concerns:
- That the water situation needs to be managed as the current level of the Koekedouw Dam is less than 50 % .
  - The community must be encouraged to use water sparingly.

The Municipal Manager mentioned that moderate water restrictions for the entire Witzenberg area will be implemented immediately and advertised as such. Water restrictions are still in place in Tulbagh.

The Municipal Manager informed the meeting that if the water situation does not improve, an item will be tabled to Council, declaring Witzenberg as a disaster area.

Alderman H Smit requested the Directorate Technical Services to immediately repair any pipe bursts that may occur.

- (g) The Executive Mayor mentioned that urgent matters such as the housing waiting list for the Bella Vista project need to be addressed as the municipality is an open and transparent municipality.

**NOTED**

**5. INTERVIEWS WITH DELEGATIONS**

None

**NOTED**

**6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS**

None

**NOTED**

**7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS**

**7.1 Direkoraat Finansies / Directorate Finance**

**7.1.1 Section 71 Reports: Monthly reports of the Department Finance: April 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.

The following monthly reports of the Department Finance are attached:

- (a) April 2017      **Annexure 7.1.1(a)**
- (b) May 2017      **Annexure 7.1.1(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."

**RESOLVED**

*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.*

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

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

**RESOLVED**

*That the Executive Mayor and Mayoral Committee recommend to Council:*

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

**7.1.3 Risk Management report: 3<sup>rd</sup> Quarter 2016/2017  
(5/14/2)**

Item 6.3.1 of the Performance, Risk and Audit Committee meeting, held on 5 May 2017, refers.

The Risk Management report for the third quarter of 2016/2017, dated March 2017, is attached as **annexure 7.1.3**.

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.

**RESOLVED**

*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.*

**7.1.4 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.

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 7.1.4**) 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.

**RESOLVED**

*That the Executive Mayor and Mayoral Committee recommend to Council:*

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

**7.1.5 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.

The following documents are attached:

- (a) Memorandum from the Director: Finance, dated 25 January 2017: **Annexure 7.1.5(a)**.
- (b) List of assets to be disposed of: 2016/2017: **Annexure 7.1.5(b)**.
- (c) List of assets to be sold: 2016/2017: **Annexure 7.1.5(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 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 matter in respect of the disposal of movable capital assets in terms of Section 14(4) of the Municipal Finance Management Act will be workshopped by Council and after that be tabled at a council meeting for a resolution.

**RESOLVED**

*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.*

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

Item 6.1.2 of the Performance, Risk and Audit Committee meeting, held on 30 June 2017, refers.

The Performance, Risk and Audit Committee Charter for 2017/2018, dated July 2017, is attached as **annexure 7.1.6**.

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

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 matter of the Performance, Risk and Audit Committee Charter for 2017/2018 will be workshopped by Council and after that be tabled at a council meeting for a resolution.

**RESOLVED**

*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.*

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

Item 6.3.1 of the Performance, Risk and Audit Committee meeting, held on 30 June 2017, refers.

The Draft Fraud and Corruption Prevention Policy and Response Plan, dated July 2017, is attached as **annexure 7.1.7**.

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

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 matter of the Draft Fraud and Corruption Prevention Policy and Response Plan will be workshopped by Council and after that be tabled at a council meeting for a resolution.

**RESOLVED**

*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.*

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

Item 6.3.2 of the Performance, Risk and Audit Committee meeting, held on 30 June 2017, refers.

The Fraud and Corruption Prevention Strategy, dated July 2017, is attached as **annexure 7.1.8**.

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

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 matter of the Fraud and Corruption Prevention Strategy will be workshopped by Council and after that be tabled at a council meeting for a resolution.

**RESOLVED**

*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.*



**7.2 Direktooraat Tegniëse Dienste / Directorate Technical Services**

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

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.

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 m<sup>2</sup>, 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 m<sup>2</sup>. The meeting decided that the Committee for Technical Services must re-look at the matter to make the facility smaller in order to be considered as a bona fide agri facility.

Council resolved on 26 October 2016:

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

The following documents are attached:

- (a) A memorandum from the Manager: Town Planning and Building Control, dated 14 November 2016: **Annexure 7.2.1(a)**.
- (b) Circular 3/2016 from the Department Environmental Affairs and Development Planning, dated 24 February 2016: **Annexure 7.2.1(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 m<sup>2</sup>, 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 m<sup>2</sup> 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 m<sup>2</sup>, 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 m<sup>2</sup> 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 m<sup>2</sup>, 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 m<sup>2</sup> 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 m<sup>2</sup>, 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 m<sup>2</sup> 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 7.2.1(c)**.

#### **RESOLVED**

*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 m<sup>2</sup>, 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 1 000 m<sup>2</sup> 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.*

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

Item 8.2.1 of the council meeting, held on 29 March 2017, refers.

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	The Municipal Manager must also within 10 days of the adoption of the SDF, submit to the Provincial Minister/MEC for Local Government the following:  (a) a written notice of the decision to adopt the municipal spatial development framework, (b) the adopted SDF (c) a report setting out the response of the municipality to the comments of the Provincial Minister.	LUPA Section 14 (a) – (c)  By-Law – Section 6(1)	10 days

A report from the Manager: Town Planning and Building Control is attached as **annexure 7.2.2**.

**RESOLVED**

*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.*

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**7.3      Direkoraat Gemeenskapsdienste / Directorate Community Services**

**7.3.1    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.

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 7.3.1(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 7.3.1(b)**.
- (b)      Minutes of a meeting between Witzenberg Municipality and Agri Witzenberg, held on 2 March 2017: **Annexure 7.3.1(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 was 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.

The Executive Mayor and Mayoral Committee decided that the matter be referred to the Committee for Housing Matters to clarify the process. The matter is a private agricultural housing process and Council needs only to give an input.

#### **RESOLVED**

*that the matter in respect of the Agri Housing Settlements for farmworker housing be referred to the Committee for Housing Matters for consideration.*

#### **7.3.2 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.

A memorandum from the Director: Community Services, dated 12 June 2017, is attached as **annexure 7.3.2.**

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 pay 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 was 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.

**RESOLVED**

*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 a minimum rental of R100-00 (one hundred rand) per annum and Vuyo Foundation also be responsible for the municipal services.*
- (d) *that Council considers approval for the extension of the building for the cost of the lessee, 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.*

**7.3.3 New 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.

A memorandum from the Director: Community Services, dated 10 February 2017, is attached as **annexure 7.3.3**.

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 was 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.

**RESOLVED**

*That the Executive Mayor and Mayoral Committee recommend to Council:*

- (a) *that Council considers to enter into a new 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.*

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**7.4      Direktoraat Korporatiewe Dienste / Directorate Corporate Services**

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

Item 3.2.2 of the meeting of the Committee for Technical Services, held on 27 March 2017, refers.

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.

**RESOLVED**

*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.*

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

Circular 2/2017 from the Municipal Demarcation Board, dated 6 July 2017, is attached as **annexure 7.4.2**.

**RESOLVED**

*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.*

**7.4.3 Alienation of municipal property: Erf 935, Wolseley  
(7/1/4/2)**

The following items refer:

- (a) Item 7.4.2 of the Executive Mayor and Mayoral Committee meeting, held on 9 December 2016.
- (b) Item 8.4.4 of the council meeting, held on 13 December 2016.

The following memorandum, dated 6 December 2016, was received from the Municipal Manager:

"Purpose

To consider recommending to Council the selling of erf 935, Wolseley (extent 5 505 m<sup>2</sup>) to Wolseley Fruit Packers (Pty) Ltd (Wolfpack).

Deliberation

Council is the owner of erf 935, Wolseley, in extent 5 505 m<sup>2</sup>, and which is situated between the current Wolfpack premises and portion 13 of Farm 301. See in this regard **annexure 7.4.3**.

Wolfpack has concluded a transaction to purchase portion 13 of Farm 301 from Rassie Bester Family Trust. This transaction is subject to a suspensive condition that a successful transaction also be concluded with the Witzenberg Municipality for the purchase of erf 935, Wolseley. Wolfpack intends to extend their current operations with an investment of approximately R50 million which will provide employment opportunities for at least a further hundred people.

The municipal property is vacant land and is only encumbered with a municipal storm water canal. The municipal property holds no value for any other person except that of the adjacent landowners, because there is no access from the provincial road. The municipality obtains access through the property of Wolfpack. The property is only accessed to clean and maintain the storm water canal. If Council sells the property to Wolfpack they will consolidate and join the two properties and build a bridge over the storm water canal to incorporate their new development with their existing operations. The Director: Technical Services has indicated that there is no objection to the selling of the municipal property subject to a servitude of three meter on both sides of the canal being registered in favour of the municipality. It will be a further condition that Wolfpack will continue to give access to the canal via their current property. (Wolfpack has already agreed to these conditions).

#### Legal requirements

It is trite law that Council can only sell property through a competitive process unless the sale is important for local economic development and further where the participation of other members of public in the process is impractical. Council needs to resolve in terms of the Municipal Finance Management Act that the land is not required for basic minimum services and that it be sold at a market related price.

#### Financial implication

There is no negative financial implication attached to the transaction. If Council considers the sale it will enhance and improve the value of the properties if consolidated. This will effectively mean that Council will generate more income through services and rates. This development ties in perfectly with the new development of an economic zone which Council wants to embark on in Wolseley. This will allow Wolfpack to expand and potentially supply products to the logistic HUB for export purposes."

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

To recommend to Council:

- (i) that the Executive Mayoral Committee considers recommending to Council the alienation of the municipal property in favour of Wolfpack.
- (ii) that erf 935, Wolseley is not required for minimum basic services.
- (iii) that erf 935, Wolseley be sold at a market related price.
- (iv) that the potential sale be advertised in the local newspaper for public comment and/or any objection.
- (v) that the Municipal Manager be mandated to sign all documentation to effect the transfer of the property to Wolfpack.

The Executive Mayor and Mayoral Committee resolved on 9 December 2016:

- (a) that the Municipal Manager arranges an in loco site inspection in respect of erf 935, Wolseley for the Executive Mayor and Mayoral Committee.
- (b) that the matter in respect of the alienation of erf 935, Wolseley be held in abeyance until the site inspection has taken place.

Council resolved on 13 December 2016 that the matter in respect of the alienation of erf 935, Wolseley be held in abeyance until the next meeting.

**RESOLVED**

*That the Executive Mayor and Mayoral Committee recommend to Council:*

*that erf 935, Wolseley not be alienated.*

**8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA**

None

**NOTED**

**9. FORMAL AND STATUTORY MATTERS**

None

**NOTED**

**10. EXECUTIVE MAYOR AND MAYORAL COMMITTEE-IN-COMMITTEE**

**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, 21 AUGUST 2017 AT 11:30**

**PRESENT**

Councillors

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

Alderman

HJ Smit

Councillors not on Executive Mayoral Committee

P Daniels  
MD Jacobs  
D Kinnear  
C Lottering  
ZS Mzauziwa  
D Swart

Officials

Mr D Nasson (Municipal Manager)  
Ms J Krieger (Director: Community Services)  
Mr M Mpeluza (Director: Corporate Services)  
Mr CG Wessels (Manager: Administration)

**1. OPENING AND WELCOME**

The Executive Mayor welcomed everyone present at the meeting.

**NOTED**

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

None

**NOTED**



**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 HOUSING MATTERS OF  
WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES,  
50 VOORTREKKER STREET, CERES ON THURSDAY, 14 SEPTEMBER 2017 AT 10h00**

**PRESENT**

Councillors: Committee members

EM Sidego (Chairperson)  
Z Mzauziwa  
J Phungula

Other Councillors not on Committee

N Phatsoane  
TT Godden  
BC Klaasen

Officials

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

Other

Mr S Loots (Agri Housing Settlements)  
Ms I A Ruthford (Agri Housing Settlements)  
Mr M Gili (Ward Committee member)

**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.

**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 leave of absence from the meeting were received from the Municipal Manager and Manager: Administration.

**RESOLVED**

*that notice be taken of the apologies for absence from the meeting received from the Municipal Manager and Manager: Administration.*

**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 10 August 2017, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 10 Augustus 2017, word ingebind as **bylae 3.1**.

**RESOLVED**

*that the minutes of the meeting of the Committee for Housing Matters, held on 10 August 2017, be approved and signed by the Chairperson.*

**BESLUIT**

*dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 10 Augustus 2017 goedgekeur en deur die Voorsitter onderteken word.*

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

None / Geen

**NOTED / AANGETEKEN**

**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**

**5.1 Agri Housing Settlements  
(17/04/1/1/1)**

A presentation was made by Mr. S Loots pertaining to Agri Housing Settlements attached as **annexure 5.1**.

**RESOLVED**

*that notice be taken of the presentation made by Mr. S Loots from Messrs. Agri Housing Settlements NPC pertaining to affordable farm housing.*

**6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS**

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

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

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

**RESOLVED**

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

**BESLUIT**

*dat die Komitee vir Behuisingsaangeleenthede kennis neem van die inhoud van die maandverslag van die Afdeling Behuising vir Augustus 2017 en dat die verslag aanvaar word.*

**6.2 SDBIP-report: Section Housing: July 2017 (05/1/5/10)**

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

The Committee enquired with regard to the number of shacks in Pine Valley, Wolseley which are erected by people living outside Witzenberg and what control measures are in place to address the problem.

The Manager: Housing Matters mentioned that it is difficult to break down the illegal structures as officials lives are in danger.

**RESOLVED**

*that the Committee for Housing Matters takes notice of the content of the SDBIP-report of the Section Housing for July 2017 and the same be accepted.*

**6.3 Risk Management: 3<sup>rd</sup> and 4<sup>th</sup> quarter 2016/2017 Risk Management Report Committee for Housing Matters (9/1/2/2)**

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

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- 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.

A Risk Management report for the Committee for Housing Matters, 3<sup>rd</sup> quarter of 2016/2017, dated 30 March 2017, is attached as **annexure 6.3(a)**.

Item 6.3 of the meeting of the Committee for Housing Matters, dated 6 April 2017, refers.

The Committee for Housing Matters resolved on 6 April 2017:

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

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Item 3.2 of the meeting of the Committee for Housing Matters, dated 1 June 2017, refers.

The Committee for Housing Matters resolved on 1 June 2017:

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

Item 3.2 of the meeting of the Committee for Housing Matters, dated 29 June 2017, refers.

The Committee for Housing Matters resolved on 29 June 2017:

that the matter pertaining to the Risk Matrix Report: 3<sup>rd</sup> quarter 2016/2017 be held in abeyance until the next Committee meeting.

Item 6.3 of the meeting of the Committee for Housing Matters, dated 10 August 2017, refers.

The Committee for Housing Matters resolved on 10 August 2017:

that that the matter pertaining to Risk Management: 3<sup>rd</sup> and 4<sup>th</sup> quarters 2016/2017 Risk Matrix Report Committee for Housing Matters be held in abeyance until the next committee meeting.

A Risk Matrix Report for the Committee for Housing Matters, 4<sup>th</sup> quarter 2016/2017, dated 1 August 2017, is attached as **annexure 6.3(b)**.

The Head: Internal Audit explained to the Committee in-depth the Risk Management 3<sup>rd</sup> and 4<sup>th</sup> quarter 2016/2017 report.

He further mentioned that the system is about improvement with regard to service delivery.

The Committee enquired what is done with regard to the erection of illegal shacks.

The Committee is of the opinion that the South African Police Services are not always keen and making excuses such as lack of capacity to assist the Municipality with regard to the demolishing of illegal shacks.

The Head: Internal Audit mentioned that the reason should be listed and should be taken up political. The Director: Community Services mentioned that the municipality is in the process of appointing a service provider to assist the municipality to demolished the illegal shacks.

**RESOLVED**

*that the Manager: Housing reassess the risk relating to illegal land use and the waiting list with the objective to improve the current control and thereafter be tabled to the Committee for consideration.*

**6.4 Agri Housing Settlements: Farmworker Housing**  
**(17/04/1/1/1)**

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 meeting of the Executive Mayor and Mayoral Committee, held on 24 July 2017.
- (e) Item 6.4 of the meeting of the Committee for Housing Matters, held on 10 August 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 6.4(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 6.4(b)**.
- (b) Minutes of a meeting between Witzenberg Municipality and Agri Witzenberg, held on 2 March 2017: **Annexure 6.4(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:

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- (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 was 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.

The Executive Mayor and Mayoral Committee decided that the matter be referred to the Committee for Housing Matters to clarify the process. The matter is a private agricultural housing process and Council needs only to give an input.

The Executive Mayor and Mayoral Committee resolved on 24 July 2017:

that the matter in respect of the Agri Housing Settlements for farmworker housing be referred to the Committee for Housing Matters for consideration.

The Committee for Housing Matters resolved on 10 August 2017:

that the matter pertaining to Agri Housing Settlements: Farmworker Housing be held in abeyance until the next committee meeting.

The Chairperson mentioned that more information is needed with regard to Agri Housing Settlement and how will Witzenberg benefit from the project. The Committee is also of the opinion that more information needs to be made available e.g. type of house, size and the affordability of farmworker housing.

**RESOLVED**

*that the matter be held in abeyance until more information is made available from Agri Housing Settlements NPC.*

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**7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE**

None / Geen

**NOTED / AANGETEKEN**



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

**8.1 Housing: Visit by Minister Madikezela to Witzenberg Local Municipality: Wednesday, 27 September 2017 (17/04/R)**

A memorandum from the Manager: Housing, dated 12 September 2017, is attached as **annexure 8.1**.

**RESOLVED**

- (a) *that notice be taken of the visit by the MEC for Housing, Mr. B Madikizela to Witzenberg Local Municipality on Wednesday, 27 September 2017.*
- (b) *that the Chairperson submits the names of the delegations to form part of the draft program of the affordable housing roadshow and the title deeds handover to the Manager: Housing by Friday, 15 September 2017.*
- (c) *that notice be taken of the draft program of the affordable housing roadshow and the title deeds handover on Wednesday, 27 September 2017 and that same be accepted.*

**8.2 Behuising: Status op behuisingsopnames deur jeug ambassadeurs as deel van die Bella Vista (309) projek (17/04/1/1/2/3)**

'n Memorandum vanaf die Bestuurder: Behuising, gedateer 12 September 2017, is aangeheg as **bylae 8.2**.

**BESLUIT**

*dat die aangeleentheid rakende die status op behuisingsopnames deur jeug ambassadeurs as deel van die Bella Vista (309) Projek ontstaan totdat Wyk 3 en 5 se opname ook afgehandel is.*

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

**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 WEDNESDAY, 20 SEPTEMBER 2017 AT 10h00**

**PRESENT**

Councillors

JJ Visagie (Chairperson)  
M Mdala  
M Jacobs  
R Simpson  
D Swart

Officials

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

Other

Mr L Mralasi (Swellendam Municipality)  
Ms I van Schalkwyk (Knysna Municipality)

**1. OPENING AND WELCOME / OPENING EN VERWELKOMING**

The Chairperson welcomed everyone present especially Ms Ilse van Schalkwyk from Knysna Municipality and Mr Louis Mralasi from Swellendam Municipality and thereafter requested Manager: Administration to open the meeting with prayer.

Die Voorsitter heet almal teenwoordig welkom spesiaal Me Ilse van Schalkwyk van Munisipaliteit Knysna en Mnr Louis Mralasi van Munisipaliteit Swellendam en versoek daarna Bestuurder: Administrasie 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 the Municipal Manager, Manager: Water and Sewerage and the Senior Superintendent: Cleansing Services.

**RESOLVED UNANIMOUSLY**

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

**Minutes: Committee for Technical Services**  
**Notule: Komitee vir Tegniese Dienste**  
**20 September 2017**

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**3. MINUTES / NOTULES**

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

The minutes of the meeting of the Committee for Technical Services, held on 16 August 2017, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Tegniese Dienste, gehou op 16 Augustus 2017, word ingebind as **bylae 3.1**.

**RESOLVED**

*that the minutes of the meeting of the Committee for Technical Services, held on 16 August 2017, be approved and signed by the Chairperson.*

**BESLUIT**

*dat die notule van die vergadering van die Komitee vir Tegniese Dienste, gehou op 16 Augustus 2017, aanvaar en deur die Voorsitter onderteken word.*

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

File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
9/1/2/2	6.8 of 22-02-2017 Risk Management: Risk Matrix Report: 2 <sup>nd</sup> Quarter of 2016/2017	Technical Services	(b) that the Director: Finance drafts an Asset Management Policy and submits it to the Committee for Technical Services for consideration.		

Manager: Administration mentioned that the Director: Finance tabled the Asset Management Policy at the Council meeting of 30 May 2017.

**RESOLVED**

*that the Committee for Technical Services takes notice that the Asset Management Policy was approved by Council and requested the Chief Financial Officer to make a presentation at the next Committee meeting for information.*

**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**

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**GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS**

**6.1 SDBIP report: Director: Technical Services: July 2017 / SDBIP-verslag: Direkteur: Tegniese Dienste: Julie 2017 (5/1/5/10)**

The SDBIP report of the Director: Technical Services for July 2017 is attached as **annexure 6.1**.

Die SDBIP verslag van die Direkteur: Tegniese Dienste vir Julie 2017 word ingebind as **bylae 6.1**.

**RESOLVED**

*that the Committee for Technical Services takes notice of the content of the SDBIP report of the Director: Technical Services for July 2017 and the same be accepted.*

**BESLUIT**

*dat die Komitee vir Tegniese Dienste kennis neem van die inhoud van die SDBIP-verslag van die Direkteur: Tegniese Dienste vir Julie 2017 en dat die verslag aanvaar word.*

**6.2 SDBIP report: Town Planning and Building Control: July 2017 / SDBIP-verslag: Stadsbeplanning en Boubeheer: Julie 2017 (5/1/5/10)**

Annexure 6.1 refers.

**RESOLVED**

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

**BESLUIT**

*dat die Komitee vir Tegniese Dienste kennis neem van die inhoud van die SDBIP-verslag van Stadsbeplanning en Boubeheer vir Julie 2017 en dat die verslag aanvaar word.*

**6.3 SDBIP report: Electricity and Fleet Management: July 2017 / SDBIP-verslag: Elektrisiteit en Vlootbestuur: Julie 2017 (5/1/5/10)**

Annexure 6.1 refers.

The Chairperson informed the meeting that the Eskom streetlights in the main road and neighbourhood at Phase 3, Prince Alfred's Hamlet are constantly not working.

Eskom were contacted pertaining to the abovementioned and they responded that the electricity boxes were tempered with and that they will attend to the matter.

**RESOLVED**

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

**BESLUIT**

*dat die Komitee vir Tegniese Dienste kennis neem van die inhoud van die SDBIP-verslag van Elektrisiteit en Vlootbestuur vir Julie 2017 en dat die verslag aanvaar word.*

**6.4 SDBIP report: Streets and Storm Water: July 2017 / SDBIP-verslag: Strate en Stormwater: Julie 2017 (5/1/5/10)**

Annexure 6.1 refers.

**RESOLVED**

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

**BESLUIT**

*dat die Komitee vir Tegniese Dienste kennis neem van die inhoud van die SDBIP-verslag van Strate en Stormwater vir Julie 2017 en dat die verslag aanvaar word.*

**6.5 SDBIP report: Water and Sanitation: July 2017 / SDBIP-verslag: Water en Sanitasie: Julie 2017 (5/1/5/10)**

Annexure 6.1 refers.

The Chairperson mentioned that the skips must be regularly be emptied especially in Haile Selassie Street, Prince Alfred's Hamlet and other areas in Prince Alfred's Hamlet.

**RESOLVED**

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

**BESLUIT**

*dat die Komitee vir Tegniese Dienste kennis neem van die inhoud van die SDBIP-verslag van Water en Sanitasie vir Julie 2017 en dat die verslag aanvaar word.*

**6.6 SDBIP report: Solid Waste and Cleansing Services: July 2017 / SDBIP-verslag: Vaste Afval en Reinigingsdienste: Julie 2017 (5/1/5/10)**

Annexure 6.1 refers.

**RESOLVED**

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

**BESLUIT**

*dat die Komitee vir Tegniese Dienste kennis neem van die inhoud van die SDBIP-verslag van Vaste Afval en Reinigingsdienste vir Julie 2017 en dat die verslag aanvaar word.*

**6.7 Risk Management: 4<sup>th</sup> quarter 2016/2017 Risk Matrix Report Committee for Technical Services (9/1/2/2)**

None / Geen

**NOTED / AANGETEKEN**

**7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE**

**7.1 Transport Precinct Assessment Plan: Tulbagh Central Business District (CBD): Close out report (16/04/5)**

Item 6.8 of the meeting of the Committee for Technical Services, dated 12 October 2016, refers.

The Committee for Technical Services resolved on 12 October 2016:

- (a) that the Committee for Technical Services takes cognisance of the Transportation Precinct Plan for the Tulbagh Central Business District (CBD), Witzenberg Municipality that is being developed.
- (b) That the following councillors and officials be invited to attend the second Public Participation meeting (venue and date will be confirmed by invitation):

Cape Winelands District Municipality Public Transport Forum

Councillor P Daniels (Ward 7 Tulbagh)  
Councillor M Jacobs

Taxi Liaison Committee

Councillor J Phungula  
Councillor K Adams

Tourism Tulbagh and Ward Councillor

Councillor E Sidego (Ward 11 Tulbagh)

Public Transport Liaison Committee

Councillor J Visagie

Manager: Marketing and Communication (Tourism)

Anette Radjoo

Manager: Traffic Services

Mark Green

Manager: Town Planning and Building Control

Hennie Taljaard

- (c) that the Directorate Corporate Services be informed of the development of the Transportation Precinct Plan for the Tulbagh Central Business District (CBD), Witzenberg Municipality in order to participate in the project.

The following documentation are attached:

- (a) Memorandum from the Manager: Streets and Storm Water, dated 25 August 2017: **Annexure 7.1(a)**.
- (b) Presentation: **Annexure 7.1(b)**.

**RESOLVED**

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

*that the Transport Precinct Assessment Plan Tulbagh Central Business District (CBD) Witzenberg Municipality – Close out report, prepared by the GIBB-SVA Consortium, dated June 2017, be approved.*

**7.2 Council decision update – Exceeding of Notified Maximum Demand (NMD) Tulbagh and Wolseley (16/03/03/2)**

A report from the Senior Manager: Electro technical Services, dated 13 September 2017, is attached as **annexure 7.2**.

**RESOLVED**

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

- (a) *that notice be taken 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” and that both Tulbagh and Wolseley are approaching their respective NMD’s.*
- (b) *that all new development be reviewed, excluding indigent housing, in Ceres, Tulbagh and Wolseley, in an attempt to slow load growth and limit the financial penalties related to Notified Maximum Demand incidences until such time that Eskom can increase our Notified Maximum Demand around 2022.*
- (c) *that in the interim only developments in Ceres, Tulbagh and Wolseley, be considered that have a substantial renewable energy components 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 Notified Maximum Demand incidences in terms of Eskom’s NERSA approved Notified Maximum Demand rules.*
- (e) *that this decision remains effective until such time that Eskom can sufficiently increase the Notified Maximum Demands of the respective towns.*



**7.3 Water situation in Witzenberg**  
**(16/2/1/1/1)**

A report from the Director: Technical Services, dated 12 September 2017, is attached as **annexure 7.3**.

**RESOLVED**

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

- (a) *that notice be taken that extreme water restrictions are still in place at Tulbagh due to the low level of the Tulbagh raw water dam.*
- (b) *that notice be taken that moderate water restrictions are in place at Ceres, Nduli, Price Alfred Hamlet, Bella Vista, Op-Die-Berg, Wolseley and surroundings and that extreme water restrictions will be implemented as per the drought management plan, once advertised in the local media, as the Koekedouw dam and the yield of the water sources are very low.*
- (c) *that notice be taken that as an additional measure to the drought management plan, several short-term interventions that can mitigate the situation, which will also help secure the medium and long term water availability are also being implemented as indicated under 3.3 as per this item.*

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

None / Geen

**NOTED / AANGETEKEN**

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

Councillor R. Simpson requested that an investigation be done at Chris Hani 15, Nduli where illegal electricity connections are taking place. i.e. Electricity stove connected to the main electricity box in the street.

The Director: Technical Services mentioned that a contractor were appointed to disconnect all illegal electricity connections without any success as the contractor's life was also threatened.

He furthermore informed the meeting that the Municipal Manager is currently busy with a strategy in conjunction with the South African Police Services and the Public Order Police Services with regard to illegal electricity connections.

**10. ADJOURNMENT / VERDAGING**

Die vergadering verdaag om 10:40.

Goedgekeur op \_\_\_\_\_

\_\_\_\_\_  
COUNCILLOR / RAADSLID JJ VISAGIE  
CHAIRPERSON / VOORSITTER

/wr

**MINUTES OF THE MEETING OF THE COMMITTEE FOR LOCAL ECONOMIC DEVELOPMENT AND TOURISM OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 20 SEPTEMBER 2017 AT 14:00**

**NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR PLAASLIKE EKONOMIESE ONTWIKKELING EN TOERISME VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP WOENSDAG, 20 SEPTEMBER OM 14:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES**

**PRESENT / TEENWOORDIG**

**Committee Members / Komiteelede**

Councillor / Raadslid T Abrahams (Chairperson / Voorsitter)  
Councillor / Raadslid C Lottering  
Councillor / Raadslid H Visagie  
Councillor / Raadslid P Heradien

**Officials / Amptenare**

Ms / Me J Krieger (Director: Community Services / Direkteur: Gemeenskapsdienste)  
Mr / Mnr M Mpeluza (Director: Corporate Services / Direkteur: Korporatiewe Dienste)  
Ms / Me A Radjoo (Manager: Marketing and Communication / Bestuurder: Bemaking en Kommunikasie)  
Mr / Mnr R Fick (Acting Manager: Socio Economic Development / Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling)  
Mr / Mnr C Wessels (Manager: Administration / Bestuurder Administrasie)

**1. OPENING AND WELCOME / OPENING EN VERWELKOMING**

The Chairperson welcomed everyone present and delivered a short inspirational message with the theme: "We do not appreciate always what we perceive from God". Thereafter he opened 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)**

An apology for absence from the meeting was received from the Municipal Manager.

**RESOLVED**

*that notice be taken of the apology for absence from the meeting received from the Municipal Manager.*

### **3. MINUTES / NOTULES**

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

The minutes of the meeting of the Committee for Rural Economic Development and Tourism, held on 16 August 2017, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Landelike Ekonomiese Ontwikkeling en Toerisme, gehou op 16 Augustus 2017, word ingebind as **bylae 3.1**.

##### **3.1.1 Matters from the minutes**

###### **(a) Op-die-Berg: Honey farmers**

The Director: Community Services responded on an enquiry from Councillor H. Visagie (ANC) in respect of the honey farmers at Op-die-Berg that the Senior Legal Advisor is awaiting a back report from Department Agriculture pertaining land and will submit same when available.

The Chairperson requested that an item in this regard, supra, also then be submitted to the Committee.

###### **(b) Kraalbos Processing Factory**

Director: Community Services mentioned that the matter in respect of the Kraalbos Processing Factory was referred to the Committee for Technical Services.

The Chairperson advised that the Municipal Manager will follow-up on the matter of Kraalbos and when all information is available report to the Committee. The initiative is an opportunity to harvest Kraalbos in the Karoo and produce a cosmetic product by mainly Black Economic Empowerment farmers.

###### **(c) Tourism Routes**

Manager: Marketing and Communication mentioned that documentation is awaiting in order to develop same for Witzenberg Municipality.

Chairperson mentioned that Cape Winelands District Municipality is awaiting on a dedicated plan from Witzenberg Municipality. Manager: Marketing and Communication requested that in order to expedite the process the Chairperson get involved in the process.

###### **(d) Agri-Park Logistics**

Chairperson mentioned that he will assist the Manager in this matter because much time has been spend on the Agri Park Logistics. Entrepreneurs closely lost on this opportunity but it was prevented.

#### **RESOLVED**

(a) *that the minutes of the meeting of the Committee for Rural Economic Development and Tourism, held on 16 August 2017, be approved and signed by the Chairperson.*

(b) *that the Director: Community Services submit an item in respect of the honey farmers at Op-die-Berg when the land issue is resolved.*

(c) *that the Municipal Manager follow up on the Kraalbos Processing Factory initiative and report to the Committee when all information is available.*

(d) *that the Manager: Marketing and Communication finalize the matter in respect of Witzenberg Tourism Routes.*

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

None / Geen

**NOTED / AANGETEKEN**

**5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES**

None / Geen

**NOTED / AANGETEKEN**

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**6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS**

**6.1 Monthly report: Section Local Economic and Rural Development: August 2017 / Maandverslag:  
Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling: Augustus 2017  
(9/1/2/4)**

The monthly report of the Section Local Economic and Rural Development for August 2017 is attached as annexure **6.1**.

Die maandverslag van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling vir Augustus 2017 word ingebind as **bylae 6.1**.

- The Committee expressed concern with regard to the productivity of EPWP workers. The Acting Manager: Local Economic Development responded to the satisfaction of the Committee in this regard.
- The Chairperson mentioned that the LED Strategy was discussed at the LED District Meeting. The Cape Winelands District Municipality aligned all strategies in the region.
- The Chairperson mentioned that the discussion in respect of the unbundling of contracts create more opportunities for entrepreneurs.

**RESOLVED**

*that the Committee for Local Economic Development and Tourism takes notice of the content of the monthly report of the Section Local Economic and Rural Development for August 2017 and the same be accepted.*

## BESLUIT

*dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem van die inhoud van die maandverslag van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling vir Augustus 2017 en dat die verslag aanvaar word.*

**6.2 SDBIP report: Section Local Economic and Rural Development: July 2017 / SDBIP-verslag: Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling: Julie 2017 (5/1/5/9)**

The SDBIP report of the Section Local Economic and Rural Development for July 2017 is attached as **annexure 6.2**.

Die SDBIP-verslag van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling vir Julie 2017 word ingebind as **bylae 6.2**.

## RESOLVED

*that the Committee for Local Economic Development and Tourism takes notice of the content of the SDBIP report of the Section Local Economic and Rural Development for Julie 2017 and the same be accepted.*

## BESLUIT

*dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem van die inhoud van die SDBIP-verslag van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling vir Julie 2017 en dat die verslag aanvaar word.*

**6.3 Monthly report: Section Tourism: August 2017 / Maandverslag: Afdeling Toerisme: Augustus 2017 (9/1/2/1)**

The monthly report of the Section Tourism for August 2017 is attached as **annexure 6.3**.

Die maandverslag van die Afdeling Toerisme vir Augustus 2017 word ingebind as **bylae 6.3**.

The Monthly Report for Tourism: August 2017 was only partly attached. The Committee resolved that the matter be held in abeyance until the next meeting.

## RESOLVED

*that the matter in respect of the monthly report for Tourism: August 2017 be held in abeyance until the next meeting.*

## BESLUIT

*dat die aangeleentheid rakende die maandverslag vir Toerisme: Augustus 2017 oorstaan tot die eerskomende vergadering.*

**6.4 SDBIP report: Section Communication and Marketing and Tourism: July 2017 / SDBIP-verslag: Afdeling Kommunikasie en Bemarking en Toerisme: Julie 2017 (05/1/5/9)**

No KPI's for the Section Communication and Marketing and Tourism to report on for July 2017.

The SDBIP report for the Section Communication and Marketing and Tourism for July 2017 was submitted because there was no KPI's to report on for July 2017.

**RESOLVED**

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

*that the Manager: Performance and Projects make a presentation of the new SDBIP system to all Councillors for clarification why some KPI's are not reported on every month.*

**6.5 Risk Management: Risk Matrix Report (9/1/2/2)**

None / Geen

**NOTED / AANGETEKEN**

**6.6 Allocation of Land for Informal Traders (17/18/1)**

A memorandum received from the Director: Community Services, 1 September 2017, is attached as **annexure 6.6**.

**RESOLVED**

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

- (a) that Council take notice of the status quo report on Informal Traders.*
- (b) that Council approves that the area, situated at Voortrekker Street, Ceres, erf 1055 adjacent to the Traffic Department, be earmarked for the operation of small businesses.*
- (c) that the type of facilities for the upgrading and the new sites be further investigated and an item be tabled to Council for consideration.*
- (d) that Council grant approval that the vacant municipal building, situated on erf 372 / 175, Stasieweg, Prince Alfred's Hamlet be utilised as an economic hub.*
- (e) that Council investigate the upgrading of informal traders at Op-die-Berg, Wolseley and Tulbagh.*

**7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE**

- The Chairperson requested that the Municipal Manager explain the lack of reserved items to the Committee for Local Economic Development.
- The Chairperson requested that the Municipal Manager clarify the delegations of the Committee for Local Economic Development.

**RESOLVED**

- (a) *that the Municipal Manager explain the lack of reserved items submitted to the Committee for Local Economic Development at the next meeting.*
- (b) *that the Municipal Manager clarify the delegations and parameters of the Committee for Local Economic Development at the next meeting.*

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

None / Geen

**NOTED / AANGETEKEN**

**9. ADJOURNMENT / VERDAGING**

The meeting adjourned at 15h30 / Die vergadering verdaag om 15h30.

Approved on / Goedgekeur op \_\_\_\_\_

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**COUNCILLOR / RAADSLID T ABRAHAMS**  
**CHAIRPERSON / VOORSITTER**

/wr



# WITZENBERG

**MUNISIPALITEIT**

**UMASIPALA**

**MUNICIPALITY**

## - MEMORANDUM -

**AAN / TO:** Municipal Manager / Munisipale Bestuurder

**VAN / FROM:** Director: Finance / Direkteur: Finansies

**DATUM / DATE:** 31 July 2017 / 31 Julie 2017

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

### FINANCE MONTHLY REPORT – JULY 2017

### FINANSIES MAANDELIKSE VERSLAG – JULIE 2017

#### A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

#### B RECOMMENDATION

It is recommended that Council takes cognisance of the monthly budget statement and supporting documentation for July 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 17 938 accounts amounting to R 54.5 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 3.8 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 51%, but the actual accumulated year to date debtor's collection is 49%.

The municipality issued orders to the value of R 11.2 million of which R 0.5 million was in terms of deviations.

The municipality currently has R 46 million in its primary bank account.

#### A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit.

#### B AANBEVELING

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

#### C OPSOMMING

Die munisipaliteit het 93% van die meters geles, waarvan 99% die eerste keer korrek geles is. Die maandelikse rekeninge is ook gehê soos geskeduleer en tydens hierdie proses is 17 938 rekeninge ten bedrae van R 54.5 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 3.8 miljoen. Die deernis subsidies vir die maand beloop R 1.1 miljoen.

Die opgehoopte debiteure verhouding se teiken vir die jaar is 51%, maar die werklike jaar tot op datum invordering is 49%.

Bestellings ter waarde van R 11.2 miljoen uitgereik, waarvan R 0.5 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 46 miljoen in die primêre bankrekening en geen 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	May-17	Jun-17	Jul-17
<b>Meter lesings:</b>			
Aantal lesings deur meterlesers	13 157	13 258	13 234
Aantal lesings geskat	1 021	1 014	1 066
Aantal lesings deur eienaars voorsien	390	413	416
Elektroniese meterlesings	70	70	70
Totale aantal meters	14 638	14 755	14 786
Afhandelingsdatum van meterlesings	17/05/2017	15/06/2017	14/07/2017
Aantal herlesing uitgevoer	341	228	242
Aantal veranderinge na herlesing	174	59	80
% meters eerste keer korrek gelees	98.68%	99.55%	99.40%
Foutiewe meters deurgegee na tegniese dept.	102	0	117
Zero verbruik na Tegniese dept.	75	0	136
Foutiewe meters vervang	9	13	23
Water Aansluitings	2	3	3
Riool Aansluitings	2	3	3
% meter geskat	6.97%	6.87%	7.21%

Nota. Skattings redes by Meterlesings	May-17	Jun-17	Jul-17
Meter gesluit	31	36	47
Hek Gesluit	409	429	462
Onder Grond	72	62	85
Onder Vullis/Bourommel	34	40	32
Onder Water	37	38	38
Honde	119	116	104
Meter onleesbaar	21	25	26
Kan nie meter vind	285	252	264
Motor op meter	12	16	8
Ongelees	1	0	0
<b>Totaal</b>	<b>1021</b>	<b>1014</b>	<b>1066</b>

Explanation:

1 Meter Reader post vacant

Verduideliking:

1 Meterleser pos vakant.

Belasting uitklaringsertifikaat	May-17	Jun-17	Jul-17
Erwe onderverdeel	0	0	0
Aansoek om uitklaring	36	20	34
Uitklaringsertifikaat uitgereik	67	57	83
Akte registrasies	24	41	25
Konsolidasies van erwe	0	0	0

### 3.1.1.1 Billing dates

### 3.1.1.1 Heffingsdatums

Heffings:	May-17	Jun-17	Jul-17
Heffingsdatum	22/05/2017	20/06/2017	20/07/2017
Datum rekeninge gepos	25/05/2017	23/06/2017	24/07/2017
Debiteur rekonsiliasie			
(Debiteur/Posnommers/Ouderdoms ontleding)	01/06/2017	03/07/2017	01/08/2017
Elektrisiteit Vooruitbetaalde Rekonsiliasie	01/06/2017	03/07/2017	01/08/2017

### 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)	May-17	Jun-17	Jul-17
- N'duli (Polo cross)	1 096	1 096	1 096
- Tulbagh (Chris Hani)	537	537	537
- Wolseley (Pine Valley)	312	312	312
<b>Totaal</b>	<b>1 945</b>	<b>1 945</b>	<b>1 945</b>

### 3.1.1.3 Number of customers with accounts

Number of accounts	May-17	Jun-17	Jul-17
Electricity - Conventional	2 896	2 881	2 893
Electricity - Prepaid	10 133	10 177	10 186
Property rates	14 327	14 322	14 336
Refuse removal	12 108	12 140	12 197
Sewerage	12 588	12 603	11 700
Water	12 559	12 553	13 466
Other	11 078	10 944	694
<b>Number of accounts printed</b>	<b>13 624</b>	<b>13 581</b>	<b>14 282</b>
<b>Accounts send by email</b>	<b>2 983</b>	<b>3 025</b>	<b>3 656</b>

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

Service Description	May-17	Jun-17	Jul-17
Assessment Rates (Monthly)	3 056 045.16	2 882 579.13	24 143 479.90
Assessment Rates (SV)	2 660 240.09		
Electricity	21 103 457.59	21 297 491.01	19 737 888.20
Refuse Removal	2 397 563.33	2 529 942.76	2 632 335.95
Sewerage	2 369 477.82	2 360 821.97	4 858 272.46
Water Levies	4 208 323.42	4 020 360.69	3 101 114.72
Rental	25 586.05	25 586.05	67 391.11
Indigent subsidy	-1 113 383.37	-1 107 070.63	-502 113.22
Sundries	104 241.25	272 467.50	15 275.11
<b>Total</b>	<b>34 811 551.34</b>	<b>32 282 178.48</b>	<b>54 053 644.23</b>

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**

	May-17	Jun-17	Jul-17
Total Pre Paid Meters	10 133	10 177	10 186
Total Free units(Indigents)	113 850	110 250	111 350
Cost of free Units	R99 050	R95 918	R122 485
Units sold	2 504 568	2 715 925	2 862 101
Cost of units sold	R2 952 658	R3 246 872	R3 261 540
Vat Amount	R427 280	R454 600	R456 660
Axillary Amount	R2 051	R1 864	R2 095
<b>Total Amount Pre Paid</b>	<b>R3 481 039</b>	<b>R3 812 682</b>	<b>R3 859 927</b>

**3.1.5 Indigent Households**

**3.1.5 Behoeftige Huishoudings**

Indigent households	May-17	Jun-17	Jul-17
Deferments	4 195 630.98	3 980 338.09	3881 847.8
Current	602 334.55	438 880.63	861 609.51
30 days	381 324.24	420 408.93	322 814.46
60 days	373 426.29	341 639.09	373 746.16
90 days	319 446.08	341 974.05	306 990.13
> 90 days	10 612 251.22	10 411 726.33	10 238 209.54
<b>Total</b>	<b>R 16 484 413.36</b>	<b>R 15 934 967.12</b>	<b>R 15 985 217.60</b>

Mechanisms	May-17	Jun-17	Jul-17
<b>Approved Indigent households:</b>			
No. of households at beginning of the month:	2 607	2 543	2 521
Additions during the month	92	243	253
Cancellations during the month	156	221	214
No. of households at end of the month:	2 543	2 521	2 482
Cost of Indigent to Council	R 980 708.31	R 969 224.26	R 440 415.46

**Explanation:**

Indigent households decreased from 2 521 to 2 482

**Verduideliking:**

Deernis huishoudings verminder vanaf 2521 tot 2 482

**3.1.7 Outstanding Debtors**

The important comparative statistics in relation to accounts is shown in the table below. The table below provides an age analysis of the debtors as at 31 July 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 31 Julie 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	4 978 681	1 144 554	898 235	997 253	717 682	1 026 109	4 547 303	39 032 412	53 342 228	26.45
Electricity	16 333 399	360 126	215 103	216 782	151 140	187 018	437 139	2 290 929	20 191 636	10.01
Property Rates	28 017 227	323 225	178 417	151 421	143 371	129 700	2 229 969	12 706 017	43 879 348	21.76
Waste Water Management	2 854 692	525 815	474 816	457 561	480 109	439 738	2 571 260	17 290 708	25 094 700	12.45
Waste Management	3 084 876	496 302	484 774	418 031	414 481	402 662	2 399 214	21 640 148	29 340 490	14.55
Property Rental Debtors	45 391	17 720	17 353	17 045	16 851	16 218	95 311	941 385	1 167 273	0.58
Interest on Arrear Debtor										
Accounts	54 244	58 879	57 432	76 394	86 702	112 832	1 080 406	28 545 067	30 071 957	14.91
Other	0	0	0	0	0	0	0	0	0	0.00
Total By Income Source	-2 838 230	31 894	27 362	27 788	23 126	20 786	182 604	1 080 810	-1 443 859	100.
	52 530 281	2 958 515	2 353 493	2 362 276	2 033 462	2 335 063	13 543 206	123 527 476	201 643 772	
%	26.05%	1.47%	1.17%	1.17%	1.01%	1.16%	6.72%	61.26%	100.00%	
Debtors Age Analysis By Customer Group										
Organs of State	9 003 106	129 791	49 768	78 091	40 674	52 121	473 608	2 100 165	11927326	5.92
Commercial	26 370 163	338 447	265 000	175 230	171 185	153 206	985 761	7 058 905	35517896	17.61
			1 854	1 927	1 646		10 686		141 465	
Households	13 157 879	2 227 467	002	918	738	1 946 482	969	108 018 365	819	70.16
Other	3 999 133	262 811	184 723	181 037	174 864	183 253	1 396 868	6 350 041	12732730	6.31
Total By Customer Group	52 530 281	2 958 515	2 353 493	2 362 276	2 033 462	2 335 063	13 543 206	123 527 476	201643772	100%
%	26.05%	1.47%	1.17%	1.17%	1.01%	1.16%	6.72%	61.26%	100.00%	

**Explanation:**

The increase in outstanding debt can be attributed to:

- Extreme water tariffs Tulbagh.
- Yearly rates and taxes levied

**Verduideliking:**

Die styging in debiteure is as gevolg van:

- Buitengewone water tariewe in Tulbagh.
- Jaarlikse belasting gehef

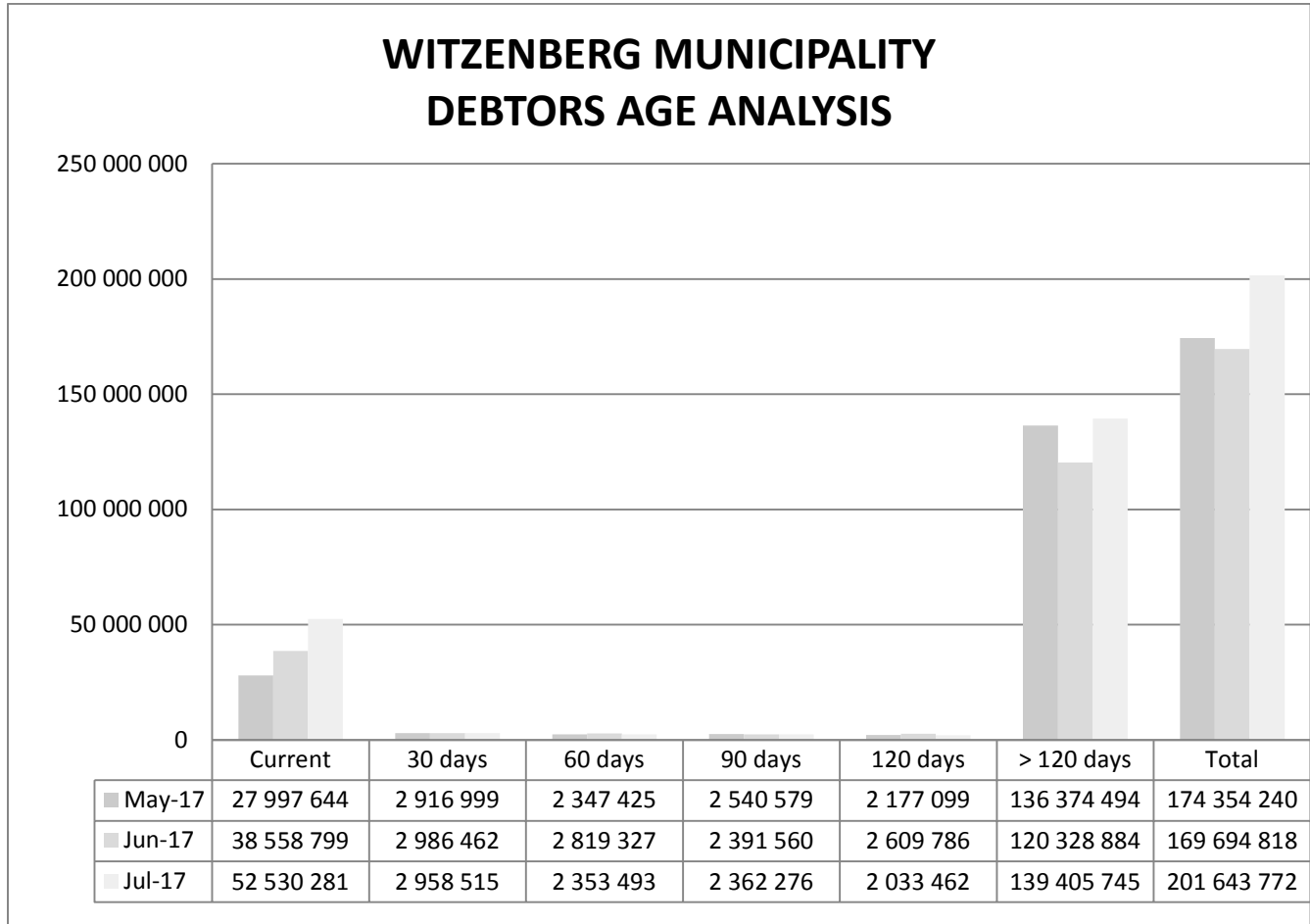


**3.1.8 DEBITEURE OUDERDOMSANALISE**

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.

Yearly property rates levied

**Verduideliking:**

Die hoë waarde van uitstaande skuld is as gevolg van beperkte kredietbeheer maatreëls in gebiede waar ESKOM die elektrisiteit voorsien.

Jaarlikse eiendomsbelasting 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:

<b>CASH FLOW FROM OPERATING ACTIVITIES</b>	<b>July</b>
<b>Receipts</b>	<b>R</b>
Rates	3,345,177
Sales of goods and services	28,315,114
Residential - Pre Paid meters	
Connection fees	
Trade Licences	
Vehicle Licensing & Testing	20,600
Motor Vehicle Licensing	
Transgressions Roadworthy Certificates	
Rental of Facilities	66,124
Traffic Fines	6,095
Building Plan Fees	
Bulk Service Levy	
Other Income	7,692
Government Grants - Capital	-
Government Grants	-
Equitable share	
Interest	10,135
<b>Payments</b>	
Employee costs	(8,967,448)
Suppliers	(19,841,195)
Grant Expenditure	
Finance charges	
Transfers and Grants	(203,415)
<b>Cash generated by operations</b>	<b>2,758,879</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>	
Purchase of Property, Plant and Equipment	(33,234,253)
Purchase of Property, Plant and Equipment funded by Grants	
<b>Net Cash from Investing Activities</b>	<b>(33,234,253)</b>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>	
<i>Consumer Deposits</i>	(24,077)
<b>Net Cash from Financing Activities</b>	<b>(24,077)</b>
<b>Other Cash Flow Transactions</b>	
<b>NET INCREASE/(DECREASE IN CASH AND CASH EQUIVALE</b>	<b>(30,499,451)</b>
Cash the beginning of the month	76,374,877
Cash the end of the month	45,875,426

Explanation:

The decrease in cash is due to the payment of year end creditors.

Verduideliking:

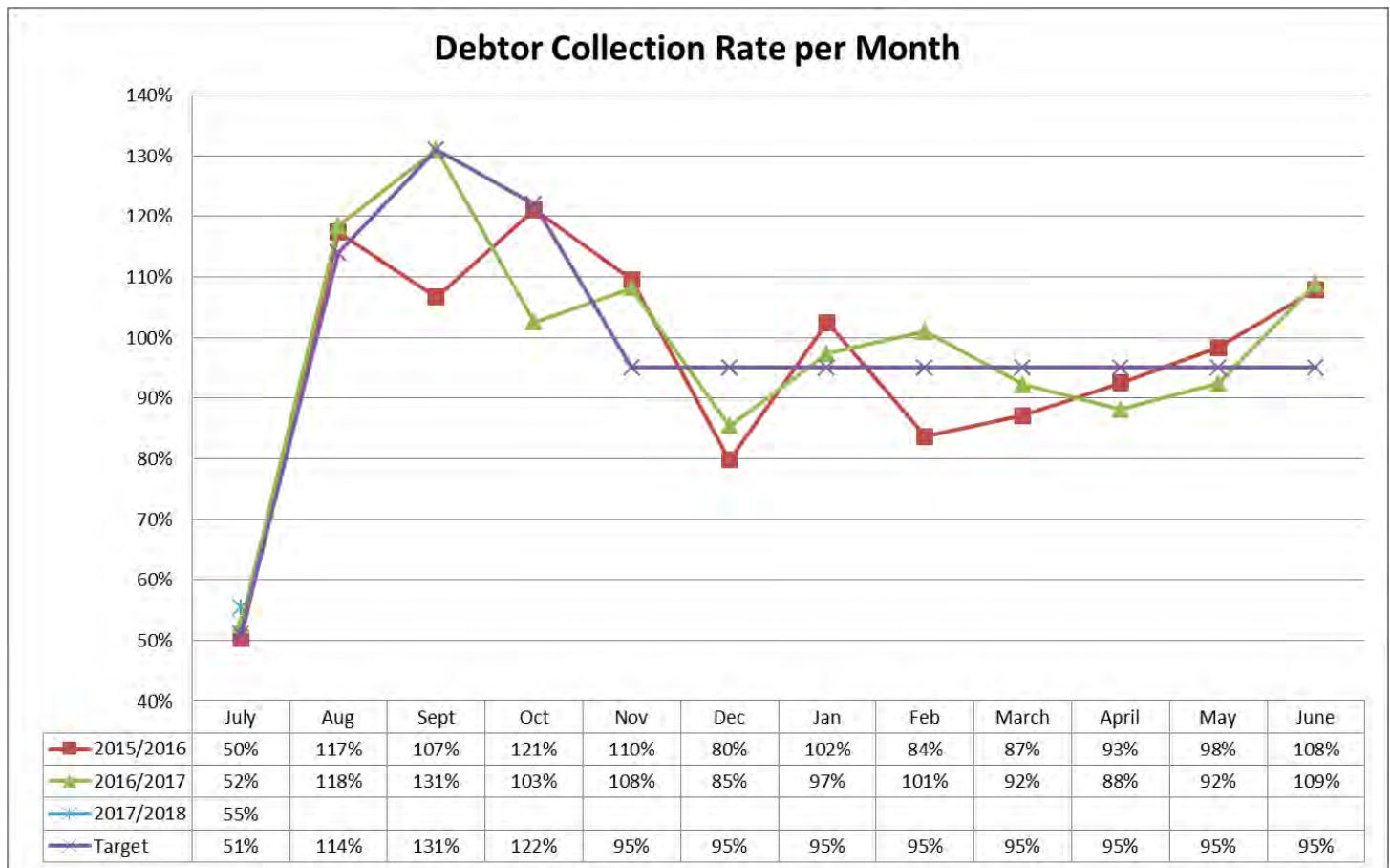
Die daling in kontant is as gevolg van die betaling van jaar end krediteure

3.1.9.1 Receipting

3.1.9.1 Erkenning van Ontvangste

Cashiers:	May-17	Jun-17	Jul-17
<b>Average of all Cashiers</b>			
Number of transactions	8 264	4 211	5 814
Number of days operational	198	189	168
Number of receipts cancelled	9	16	24
Amount receipted	R 61 233 680.00	R 61 093 102.00	R 25 799 511.00
Value of variances in end of days - Surplus/(Shortage)			
Average number of transactions per day	41.74	22.28	34.61
Percentage cancelled receipts	0.11%	0.38%	0.41%
Percentage variances in end of days	0.00%	0.00%	0.00%

3.1.10 DEBTOR COLLECTIONS RATE PER MONTH



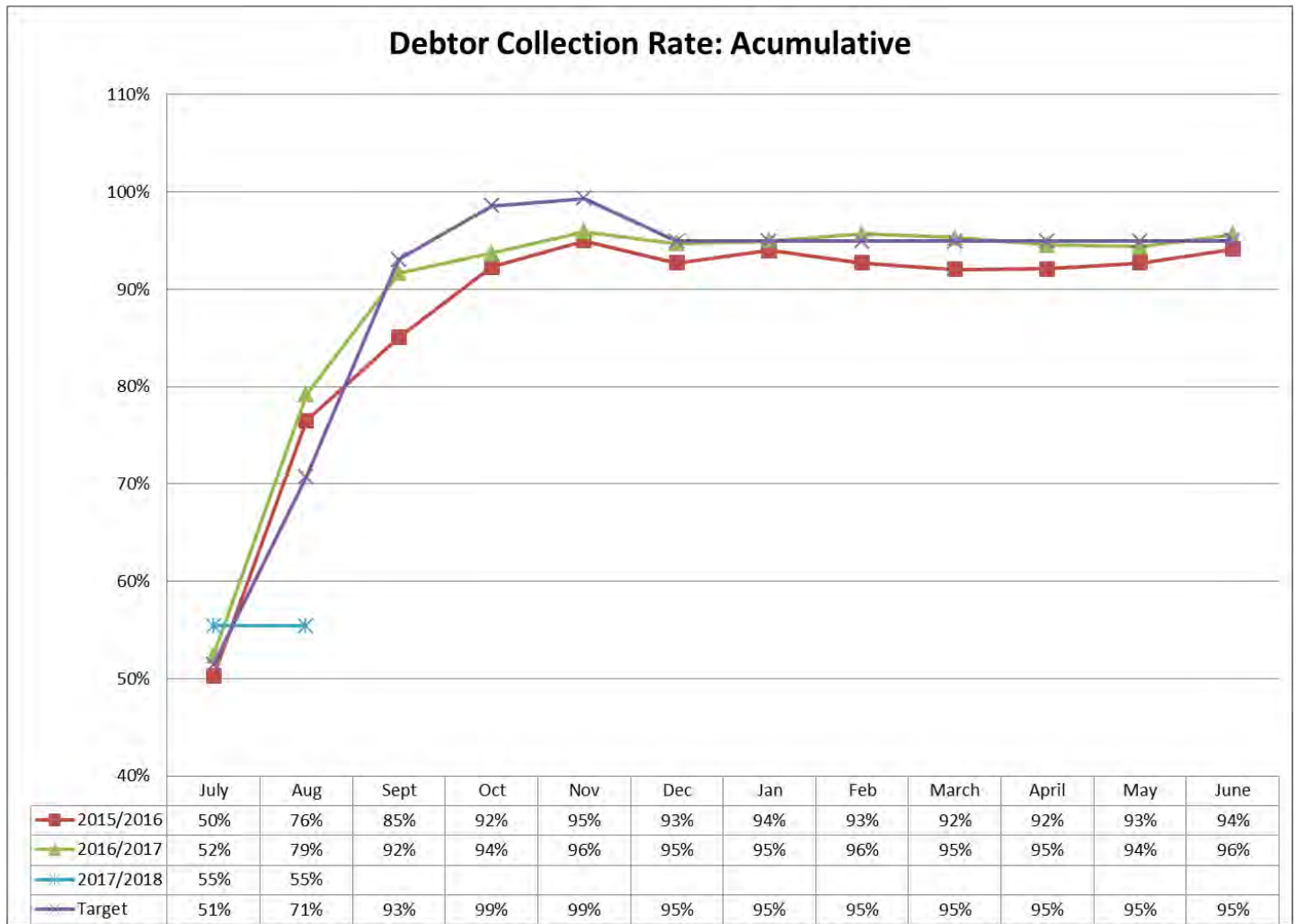
**Explanation:**

The purpose of this graph is to illustrate effectiveness of collection against targets set for the relevant months. The target for the month is 51% while the actual figure for July 2017 amounts to 55% which in comparison to the previous year 52%.

**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 51%, terwyl die syfer vir July 2017 - 55% beloop in vergelyking met die vorige jaar 52%.

3.1.11 DEBTOR COLLECTION RATE ACCUMALATIVE



**Explanation:**

The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 51% while the actual figure is 55%.

**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 teikens vir die jaar tot datum is 51%, terwyl die werklike syfer 55% behoort.

### 3.1.12 SUMMARY OF OUTSTANDING DEBT

Die tabel hieronder verskaf 'n opsomming van uitstaande skuld:

	May-17	Jun-17	Jul-17
<b>Councillors:</b>	R	R	R
<b>Deferments</b>	-20 144.68	-16 645.9	-4 008
Current	16 707.43	14 931.66	19 144.58
30 days	7 101.06	7 876.06	5 404.08
60 days	4 953.31	4 829.10	4 427.95
90 days	3 030.05	3 631.56	2 197.92
> 90 days	121 988.97	116 162.80	66 131.05
<b>Total</b>	<b>133 636.14</b>	<b>130 785.28</b>	<b>93 297.58</b>

	R	R	R
<b>Employees:</b>			
<b>Deferments</b>	119 914.64	118 574.46	133 921.2
Current	70 967.49	58056.45	69 166.67
30 days	20 947.16	13478.95	14 510.14
60 days	8 993.39	4164.52	5 529.39
90 days	1 406.73	1639.71	2 935.84
> 90 days	71 815.19	27326.42	28 790.96
<b>Total</b>	<b>294 044.60</b>	<b>223 240.51</b>	<b>254 854.20</b>

	R	R	R
<b>Government Departments:</b>			
Current	1 364 447.00	1 160 034.00	9 003 106.00
30 days	367 256.00	340 330.00	129 791.00
60 days	236 769.00	219 410.00	49 768.00
90 days	171 821.00	159 221.00	78 091.00
> 90 days	2 866 634.00	2 656 457.00	2 666 569.00
<b>Total</b>	<b>5 006 927.00</b>	<b>4 535 452.00</b>	<b>11 927 325.00</b>

**Explanation:**

Increase in Government Debt is due to the billing of the annual rates for the 2017/2018 financial year.

**Verduideliking:**

Verhoging in Staat departemente is as gevolg van die heffing van jaarlikse eiendomsbelasting vir 2017/2018.

	R	R	R
<b>Schools &amp; Hostels:</b>			
<b>Deferment</b>	-17344.7	-13128	-3378.88
Current	362 885.90	222 701.10	498 293.11
30 days	126 907.34	68 225.15	87 917.33
60 days	36 807.86	1 431.68	42 547.93
90 days	3 645.19	791.38	1 443.50
> 90 days	48 709.74	39 999.95	41 035.25
<b>Total</b>	<b>561 611.33</b>	<b>320 021.26</b>	<b>667 858.24</b>

3.1.12.1 50 Highest Business and Government Accounts

Attached as Annexure M

3.1.12.1 50 Hoogste besigheid- en regering rekeninge:

Aangeheg as Bylae M

3.1.13 Credit Control Mechanisms

The table below indicates the number of mechanisms instituted:

3.1.13 Kredietbeheer meganismes

Die tabel hieronder toon die aantal meganismes ingestel:

Disconnection of services:	May-17	Jun-17	Jul-17
No. of customers on the disconnections lists	2 416	1 587	1 146
No. already block	1 564	1 586	1 177
No. of tampering's	387	383	383
No. of new disconnections for the month:			
- Prepaid	844	621	314
- Conventional	70	77	19
Number reconnected:			
- Prepaid	718	68	200
- Conventional	63	58	13
Reconnected :due to faulty groupings and Indigent and poor households	92	243	253
No. of customers still disconnected	1 586	1 177	1 176
% of disconnections executed	100%	100%	50%

Explanation:

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

The percentage is 50% of clients with arrangements due to the implementation of mSCOA that prevented the normal electricity procedures for accounts to be disconnected.

Verduideliking:

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

Die afsny persentasie beloop 50% omdat slegs kliënte met afbetalings ooreenkomste se krag gesny/geblok word. Weens die implimentering van mSCOA kon die normale rekeninge se krag nie gesny/geblok word nie.

**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
08/2/15/03	Transport of waste (screenings) from sewer pump stations and treatment works to the PAH and Tulbagh dumping sites for a period of 12 months	10-Aug-2017
08/2/15/13	Supply and delivery of HDG streetlight poles	11-Aug-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
08/2/15/06	Supply, delivery and installation of new stage curtains, Bella Vista Community hall	18-Aug-2017
08/2/15/08	Supply and delivery of one new self-propelled Irrigator	02-Aug-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	3-Jul-2017 Referred back	E Lintnaar
08/2/14/39	Supply and delivery of Smart water meters	11-Apr-2017	Awaiting	A Human / A Raubenheimer
08/2/14/49	Rental and refilling of oxygen, acetylene and nitrogen containers (Re-advertisement)	24-Jul-2017	Awaiting	P vd Heever
08/2/14/50	Supply and delivery of a high molecular weight polyelectrolyte for a period of 24 months (Re-advertisement)	25-Jul-2017	Awaiting	N Jacobs
08/2/14/66	Actuarial valuation of employee benefits in terms of GRAP 25	20-Jun-2017	26-Jul-2017 Referred back	WP Mars
08/2/14/68	Supply and delivery of crushed stone aggregate and sand	30-May-2017	15-Jun-2017	E Lintnaar
08/2/14/70	Supply and delivery of disposable bags for refuse removal	26-May-2017	Awaiting	J Jacobs
08/2/14/72	Supply and delivery of polymer concrete manhole covers and frames, ductile iron manhole covers and frames, kerbing and channeling, concrete slabs, bricks and pavers and concrete bollards	13-Jun-2017	4-Jul-2017	E Lintnaar

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08/2/14/73	Appointment of a service provider for incapacity investigations	07-Jul-2017	Awaiting	I Swartbooi
08/2/14/76	Hygienic services for Witzenberg Municipality	28-Jul-2017	Awaiting	C Wessels
08/2/14/77	Supply and delivery of Copy paper	11-Jul-2017	27-Jul-2017	F Salmon / M Frieslaar
08/2/14/79	Supply, printing and mailing of municipal accounts	27-Jul-2017	Awaiting	A Human
08/2/14/80	Printing, supply and delivery of a Corporate newsletter to Witzenberg municipality	28-Jul-2017	Awaiting	A Radjoo
08/2/14/82	Road markings in the Witzenberg municipal area	26-Jul-2017	Awaiting	E Lintnaar
08/2/14/72	Supply and delivery of polymer concrete manhole covers and frames, ductile iron manhole covers and frames, kerbing and channeling, concrete slabs, bricks and pavers and concrete bollards	13-Jun-2017	Awaiting	E Lintnaar

The following formal written price quotations are currently in the evaluation stage:

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/15/01	Supply and Delivery of Play Park Equipment in Ceres	21-Jul-2017	24-Jul-2017	H Truter
08/2/15/04	Supply, delivery and registration of two (2) carry all sewer rod trailers	25-Jul-2017	Awaiting	N Jacobs
08/2/15/05	Supply and delivery of Trend Micro Enterprise Security Suite	21-Jul-2017	31-Jul-2017	R Rhode

### 3.2.1.3 Adjudication stage

No competitive bid is currently in the adjudication stage.

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

### 3.2.1.3 Toekenningsfase:

Geen mededingende tenders is tans in die toekenningsfase nie.

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

### 3.2.1.4 Tenders toegeken

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 rekenpligtige beampte.



officer.

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

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

The following competitive bids was awarded by the Bid Adjudication Committee during the month of July 2017:

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

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/14/56	18-Jul-2017	Daleen Groenewald	Translation services from English to Afrikaans and vice versa for Witzenberg municipality	Only responsive bidder	R 65 250.00 (Incl. Vat)
08/2/14/78	28-Jul-2017	Chlorcape (Pty) Ltd	Supply and delivery of Liquid chlorine Gas cylinders (70KG)	Only responsive bidder	Based on the rates with an estimated value of R 697 132.80 (Incl. VAT)

### 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 July 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 ongeregtighede in die tender proses is.*

Die volgende formele geskrewe prys kwotasie of mededingende tender was gekanselleer gedurende Julie 2017:

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/14/57	20-Jul-2017	Translation services from English to Isixhosa and vice versa for Witzenberg municipality	No acceptable bids received
08/2/14/75	04-Jul-2017	Short-term Insurance (One-year contract)	No acceptable bids received
08/2/14/84	27-Jul-2017	Supply and installation of Clutch assembly for vehicle	No bids received
08/2/15/02	26-Jul-2017	Supply, delivery and installation of new fiberglass water filter for Pine Forest	No bids received

**3.2.1.6 Paragraph 19 (1) I and 19 (2): Formal written price quotations**

Paragraph 19(1) I of Council's Supply Chain Management Policy states that: *"if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the chief financial officer or an official designated by the chief financial officer"*

Paragraph 19(2) of Council's Supply Chain Management Policy states that: *"A designated official referred to in subparagraph 19(1) I must within three days of the end of each month report to the chief financial officer on any approvals given during that month by that official in terms of that subparagraph."*

**3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Formele geskrewe kwotasies**

Paragraaf 19 (1) (c) van die Raad se Voorsieningskanaal Beleid meld dat: *"As dit nie moontlik is om ten minste drie kwotasies te bekom nie, moet die redes aangeteken en goedgekeur word deur die hoof finansiële beampte of 'n beampte aangewys deur die hoof finansiële beampte"*  
Paragraaf 19 (2) van die Raad se Voorsieningskanaal Bestuur Beleid meld dat: *"n aangewese beampte waarna in subparagraaf 19 (1) verwys (c) moet binne 3 dae van die einde van elke maand verslag aan die hoof finansiële beampte op enige goedkeurings gegee tydens daardie maand deur daardie beampte in terme van daardie subparagraaf."*

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o. sub delegation
147730	14-Jul-2017	Human Communications (Pty) Ltd	Advertisement of post: Senior Public Relations Officer (Ref: COR 40)	Only responsive quotation	R 6 814.28 (Incl. VAT)	Acting Chief Financial Officer
147786	19-Jul-2017	Ultimate Recruitment Solutions	Advertisement: Bid 08/2/15/03, 08/2/15/13. Cancellations: 08/2/14/57 and 08/2/14/75	Lowest responsive quotation	R 10 319.14 (Incl. VAT)	Chief Financial Officer

**3.2.1.7 Paragraph 20 (d): Policy Compliance**

Paragraph 20(d) of Council's Supply Chain Management Policy states that: *The procedure for the procurement of goods or services through written quotations or formal written price quotations is as follows: the accounting officer or chief financial officer must on a monthly basis be notified in writing of all written quotations and formal written price quotations accepted by an official acting in terms of a sub delegation.*

For the purpose of this report, only the formal written price quotations will be reported on.

No formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of July 2017.

**3.2.1.7 Paragraaf 20 (d): Beleids voldoening**

Paragraaf 20 (d) van die Raad se Voorsieningskanaal Beleid bepaal dat: *"Vir die verkryging van goedere of dienste deur middel van geskrewe kwotasies of formele geskrewe kwotasies proses is soos volg: die rekenpligtige beampte of hoof finansiële beampte moet op 'n maandelikse basis in kennis gestel word in skriftelik van alle geskrewe kwotasies en formele geskrewe kwotasies aanvaar deur 'n amptenaar wat in terme van 'n sub-afvaardiging."*

Vir die doel van hierdie verslag, sal slegs die formele geskrewe kwotasies gerapporteer word.

Geen formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Julie 2017 nie.

### 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 July 2017 which totals R 487 230.74:

### 3.2.1.9 Afwykings

Paragraaf 44 (3) van die Raad se Voorsieningskanaal Beleid meld dat: *"Die rekenpligtige beampte moet teken die redes vir enige afwykings in terme van subparagrafe (1) (a) en (b) van hierdie beleid en rapporteer dit aan die volgende vergadering van die raad en sluit as 'n nota tot die jaarlikse finansiële state."*

Die volgende tabel bevat die goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Julie 2017 wat beloop op die totaal van R 487 230.74:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
22-Jun-17	Vox Electric CC	Hiring of cherry picker for streetlight repairs after storm damage	Emergency	147528	13 680.00
30-Jun-17	ODS Consultants CC	2016/2017 Performance Contracts scorecards	Impractical	147611	32 604.00
30-Jun-17	Les Vos Fisheries	Food Parcels: Emergency Workers	Emergency	147615	217.50
30-Jun-17	Les Vos Fisheries	Food Parcels: Emergency Workers	Emergency	147616	655.51
10-Jul-17	IDI Technology Solutions (PTY) Ltd	Annual fee for risk & Audit mgt system	Impractical	147641	54 073.62

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Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
12-Jul-17	Bytes Universal Systems	Remote assistance for mSCOA tariff implementation	Impractical	147665	41 710.00
12-Jul-17	Ignite Advisory Services	SDBIP service fee: July & August 2017	Impractical	147689	8 971.80
21-Jul-17	WC Communications	Repair of telephone Lines	Emergency	147861	4 162.14
24-Jul-17	Ceres Landbou Onderdele - Midas	Repair cylinder Head: CT 15506	Impractical	147880	5 928.00
24-Jul-17	Rosant Inc.	Legal services: Transfers	Impractical	147884	7 980.00
24-Jul-17	Roy Steele and Associates	Interviews for Manager: Electro-Technical Services	Impractical	147888	18 274.20
25-Jul-17	AL Abbott	Drinking Water Monitoring; Waste Water Monitoring	Impractical	147894	182 400.00
25-Jul-17	Giovannis	Food Parcels: Emergency Workers	Emergency	147895	2 908.00
25-Jul-17	Giovannis	Food Parcels: Emergency Workers	Emergency	147925	311.00
27-Jul-17	Regan Brown Inc	Legal Services: Bridgman N.O/ Witzenberg Municipality (Appeal)	Impractical	147977	18 392.97
28-Jul-17	Worcester Nissan	Tender 08/2/14/58 (aircon)	Impractical	147999	5 700.00
31-Jul-17	Waco Africa t/a Sanitech	Supply and Servicing og Chemical Toilets and Emptying of Septic Tanks	Impractical	148022	89 262.00

**Logistics**

The table below contains a high level summary of information regarding the stores section:

**Logistieke**

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

	31 May 2017	30 June 2017	31 July 2017
Value of inventory at hand	R5 793 403.92	R8 166 220.98	R 7 167 440
Turnover rate of total value of inventory (Norm 1,5 times for the third quarter)	2.00 times	1.73 times	1.87 times
Turnover rate excluding Chinese meters	2.02 times	1.74 times	1.88 times
Date of latest stores reconciliation	13 July 2017		
Date of last stock count	28 June 2017		
Date of next stock count	28 September 2017		

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
May 2017	R 710 745.30	R36 628 989.36	1.94%
June 2017	R 631 876.93	R16 383 454.02	3.86%
July 2017	R 487 230.74	R11 272 016.17	4.33%

## EXPENDITURE

## UITGAWES

### 3.2.3.1 Salaries section

### 3.2.3.1 Salaris afdeling

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

Die hoë vlak van inligting met betrekking tot die salarisse is vervat in die tabel hieronder:

	May 2017	June 2017	July 2017
Salaries – Cost to company	R10 417 325	R10 140 713	12 207 365.35
Provisions included with salaries	R1,190,863	R104,109	R967,352.24
Number of Employees and Councillors included in run	585	563	565
Number of Ward members receiving allowance	119	119	119
Balancing amount	R686 497	R755 175	nil

#### 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
May 2017	3 266 889	60 516	5 996	0	0	0	0	0	R3 333 401
June 2017	5 479 681	1 548 505	0	0	0	0	365 595	0	R7 393 781
July 2017	2 191 789	787 340	1 136	0	0	0	179 974	0	R3 160 239

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

Name of creditor	June 2017 Amount	July 2017 Amount	Description	Reason
PARKERSON THOMAS	R821.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
KAAP AGRI	R2 931.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
AUTOZONE HOLDING	R2 808.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
BOLAND SKRYFBEHOEFTES	R4 313.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES PLANT HIRE	R1 815.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CERES SPAR	R2 022.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
JC SERVICES	R6 614.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
JOCASTRO	R1 493 400		VARIOUS GOODS DELIVERED	DISPUTE ON CALCULATION OF INFLATION ADJUSTMENT
KARSTEN HARDWARE	R2 187.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
SAFETY CHEMICALS	R14 154.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
TOURVEST TRAVEL	R780.00		VARIOUS SERVICES DELIVERED	DID NOT APPEAR ON STATEMENT
VILKO/VILLIERSDORP	R1 484.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
WALTONS STATIONERY	R13 375.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
WITZENBERG BESPROEING	R1 801.00		VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
BELL EQUIPMENT		R731.00	ENGINE OIL	DID NOT APPEAR ON STATEMENT
BYTES UNIVERSAL SYSTEMS		R598 506.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
CHP GROUP		R1 330.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
DU PLESSIS AUTO		R3 590.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
PVR SERVICES AND SUPPLIES		R456.00	INSTALLATION SUNDRIES	DID NOT APPEAR ON STATEMENT
SPARKS & ELLIS		R23 281.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
UBUNTU TECHNOLOGY		R332 102.00	VARIOUS GOODS DELIVERED	DID NOT APPEAR ON STATEMENT
WCC CABLES		R2 124.00	JOINTS	DID NOT APPEAR ON STATEMENT

**FINANCE MONTHLY REPORT JULY 2017 / FINANSIES MAANDELIKSE VERSLAG – JULIE 2017**

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

	<b>May 2017</b>	<b>June 2017</b>	<b>July 2017</b>
Total value of creditors paid	R48,901,176	R58,437,833	54,376,289
Date of creditor reconciliation	01/06/2017	06/07/2017	07/08/2017

The table below contains the 10 highest creditor values outstanding:

Die tabel hieronder bevat die 10 hoogste uitstaande skuldeiser waardes:

<b>Name of creditor</b>	<b>June 2017 Amounts Outstanding</b>	<b>July 2017 Amounts Outstanding</b>	<b>Description of goods/ services</b>
INCLEDON CAPE		R26 080.00	VARIOUS GOODS DELIVERED
WCC CABLES		R29 640.00	VARIOUS GOODS DELIVERED
KARSTEN HARDWARE		R38 251.00	VARIOUS GOODS DELIVERED
CONLOG		R48 802.00	PREPAID METRES
UNIVERSAL TRADING		R55 734.00	VARIOUS GOODS DELIVERED
JC SERVICES		R75 564.00	VARIOUS GOODS DELIVERED
TOURVEST TRAVEL		R113 280.00	TRAVEL AND ACCOMODATION
DELNIET CONSTRUCTION		R188 400.00	VARIOUS GOODS DELIVERED
ARB ELECTRICAL WHOLESALERS		R225 272.00	VARIOUS GOODS DELIVERED
ACTOM ELECTRICAL SUPPLIES		R952 717.00	RING MAIN UNIT
JC SERVICES	R152 033.00		VARIOUS GOODS DELVIRED
SIYAPHABILI ELECTRICAL	R191 435.00		VARIOUS GOODS DELVIRED
MARCE PROJECTS	R196 285.00		VARIOUS GOODS DELVIRED
PVR SERVICES AND SUPPLIERS	R197 171.00		VARIOUS GOODS DELVIRED
PC BERNING	R243 896.00		VARIOUS GOODS DELVIRED
H S M	R296 992.00		VARIOUS GOODS DELIVERED
TRICOM AFRICA	R299 066.00		VARIOUS GOODS DELIVERED
UBUNTU TECHNOLOGY	R332 102.00		VARIOUS GOODS DELIVERED
ACTOM ELECTRICAL	R952 717.00		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:

<b>Name of creditor</b>	<b>June 2017 Amounts Outstanding</b>	<b>July 2017 Amounts Outstanding</b>	<b>Description of goods/ services</b>
ACTOM ELECTRICAL PRODUCTS		R952 717.85	RING MAIN UNIT
AON SOUTH AFRICA		R356 245.20	INSURANCE
AWV PROJECT MANAGEMENT		R311 940.00	BLACK REFUSE BAGS
TRICOM AFRICA		R299 066.77	DIFFERENT DEPARTMENTS PUMP STATIONS
H S M		R296 992.80	REPAIR AND REPLACMENT OF VANADALISED PUMPS
MULTIPART PETROL		R250 854.67	PETROL/DIESEL
PC BERNING		R243 896.16	REPAIR GRADER
DELNIET CONSTRUCTION		R214 948.28	VARIOIUS GOODS DELIVERED
SHORTS NISSAN	R3 226 565.94		SUPPLY AND DELVIRY OF NEW CHASIS AND CAB
ADENCO CONSTRUCTION	R3 017 714.90		STREET LIGHT INSTALLATION AND BULK

FINANCE MONTHLY REPORT JULY 2017 / FINANSIES MAANDELIKSE VERSLAG – JULIE 2017

			ELECTRICAL
IKAPA RETICULATION AND FLOW	R1 403 379.44		MAINTENANCE OF WATER METRES
BOSCH STEMELE	R1 184 511.53		PROVISION ENGINEERING SERVICES
GATEWAY METAL WORKS	R1 078 328.85		SUPPLY AND INSTALLATION OF PALASIDE FENCING
ESKOM	R17 483 007.69	R24 002 545.69	ELEC
ASLA CONSTRUCTION	R8 107 046.35		VARIOUS GOODS DELIVERED
EXEO KHOKELA CIVILS ENGINEERING	R1 011 317.37		AFFORDABLE HOUSING DEVELOPMENT
JOCASTRO		R1 552 242.46	MINI SUBSTATION
RUWACON	R1 486 417.50		CONSTRUCTION OF 4.5ML NDULI RESERVOIR
VENUS SECURITY	R972 862.00		SECURITY SERVICES

**3.2.3.3 Petty Cash:**

**3.2.3.3 Kleinkas**

Tipe Transaksie	June 2017		July 2017	
Type of transaction	Total	%	Total	%
Condolences, well wish cards, bouquets, flowers and keys for offices	R 2 064.05	52.19%	R 500.00	19.00%
Refreshments and caterings	R 4 897.35	123.83%	R 5 066.35	192.48%
Rent (Halls etc.);	R 0.00		R 0.00	
Refunds (Library book fees)	R 0.00	0.00%	R 0.00	0.00%
Payment of clients without bank accounts	R 0.00	0.00%	R 0.00	0.00%
Temporary vehicle licensing fees and public driver permits	R 96.00	2.43%	R 0.00	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 168.10	6.39%
Approved in terms of 5 (b) (vi) of Petty Cash policy	R 913.00	23.09%	R 529.00	20.10%
<b>GRAND TOTAL</b>	<b>R 7 970.40</b>		<b>R 6 263.45</b>	

**Petty cash: Cash at hand reconciliation**

**Kleinkas:**

**Kontant voorhande opsomming**

DESCRIPTION / BESKRYWING	May 2017	June 2017	July 2017
Opening cash balance	R5 000	R5 000	R5 000
Less total vouchers	(R7 375.25)	(R7 970.40)	(R6 263.45)
Replenishment during month	<b>R3 420.50</b>	<b>R5 602.60</b>	<b>R3 999.25</b>
Cash at hand before month-end replenishment	R1 054.25	R2 632.20	R2 735.80
Replenishment at month end	R3 954.75	R2 367.80	R2 264.20
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:

Bank accounts Bank rekeninge	Institution Instansie	Acc. Numbers	June 2017		July 2017	
			Bank balance	Cashbook Balance	Bank balance	Cashbook Balance
Primary Bank Acc.	STANDARD BANK	203 241 819	R77,449,552	R76,324,212	R114,059,793	R45,822,314

##### Kontant:

##### Investments:

Institution / Instansie	May 2017		June 2017		July 2017	
	R	% of available funds	R	% of available funds	R	% of available funds
ABSA Bank Ltd Investec Bank Ltd Nedbank Ltd Standard Bank of SA Ltd	R10,000,000	100%	R0	0	R0	
<b>Total</b>	<b>R10,000,000</b>	<b>100%</b>	<b>R0</b>	<b>0</b>	<b>R0</b>	

##### Beleggings:

	May 2017		June 2017		July 2017	
	R	% of available funds	R	% of available funds	R	% of available funds
Unutilised government grants Capital Replacement Reserve (CRR) Provisions	R10,000,000	100%	R0		R0	
<b>Total</b>	<b>R10,000,000</b>	<b>100%</b>	<b>R0</b>		<b>R0</b>	

The detail movements of the investments are shown in Annexure A.

Die gedetailleerde bewegings van die beleggings word getoon in Bylae A.

The balance of the unutilised funding account is indicated in the table below:

Die balans van die onbenutte befondsing rekening word in die tabel hieronder aangedui:

Unutilised Project funding: Onbenutte Projek befondsing:	May 2017	June 2017	July 2017
<b>Balances</b>	R 44, 219,432	NIL	NIL

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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	May 2017	June 2017	July 2017
Primary bank account	05/06/2017	11/07/2017	04/08/2017
Investment reconciliation	02/06/2017	13/07/2017	14/08/2017
Long term Liabilities	01/06/2017	13/07/2017	14/08/2017
Grant Register	01/06/2017	13/07/2017	

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	June 2017		July 2017	
	Number of items	Amount	Number of items	Amount
Uncleared ACB	254	R12,978,847	172	R6,914,769
Outstanding cheques	81	R37,700	70	R30,534
Transactions not in cash book	204	R16,410,717	1470	R66,392,224
Receipts not cleared on Bank statement	120	R1,297,847	755	R5,044,311
Outstanding journals	9	R49,353	13	R55,736

## 3.3.2 Liabilities

## 3.3.2 Laste

Name of Institution	Interest Rate	Opening Balance	Payment (Redemption)	Interest	Closing Balance	Payments
Naam van Instansie		July 2017			July 2017	Aug 2017
		R			R	
DBSA	10,75% - 17,45%	R4,378,602	R0	R0	R4,378,602	R0
Nedbank	13.50%	R6,260,290	R0	R0	R6,260,290	R0
Total		R10,638,893	R0	R0	R10,638,893	R0

3.3.3 Financial system reconciliations

3.3.3 Finansiële stelsel Rekonsiliasies

The table below shows the status of the system reconciliations:

Die tabel hieronder toon die status van die stelsel rekonsiliasies:

Type of reconciliation	Period reconciled	Reconciled Amount	Reconciliation Date & Signed off
Financial system	July 2017	R0	01/08/2017
Traffic : Motor Registration	July 2017	R44,050	
Traffic : RTMC Fees	July 2017	R12,241	
Direct Deposit	July 2017	R745,556	
Traffic : AARTO	July 2017	R125	
Traffic : Drivers Licence	July 2017	R14,993	
Traffic : Roadworthy	July 2017	R10,021	
Faulty Direct Deposits	July 2017	R33,859	
Traffic : Nu-Traffic	July 2017	R151,806	
VAT	July 2017	R 6 355	25/08/2017

Traffic reconciliations in progress -

3.3.4 INSURANCE

3.3.5 VERSEKERING

Month of Reporting: July 2017

Maandverslag: Julie 2017

Insurance report - ANNEXURE O

Versekeringsverslag - BYLAE O

3.3.5 ASSETS

3.3.6 BATES

Month of Reporting: July 2017

Maandverslag: Julie 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 July 2017 / Artikel 66 vir Julie 2017
- Annexure H - Sect 11 for July 2017 / Artikel 11 vir Julie 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 – none - n/a

Annexure M – 50 Highest Business and Government Accounts

Annexure N – Asset report

Annexure O – Insurance

Annexure P – Quality Certificate

Ander Annexures:

Bylae A - none - n/a

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

AC : AGE ANALYSIS OF CREDITORS (All values in Rand)  
 Save File as: Muncode\_AC\_cpy\_Mm.XLS (e.g.: GT1411\_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 Muncode to your own municipal code (e.g.: GT1411)  
 If (and only if) Creditors per function not available, list top 10 creditors by name

Year	End	Month	Item	Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
2018	M01	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	2 191 803	787 344	1 136	0	0	0	178 974	0	3 160 258
			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	2 191 803	787 344	1 136	0	0	0	178 974	0	3 160 258
			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 : Marico\_AD\_0901\_MemoJLS (e.g.: GT1411\_AD\_2008\_M410)  
 Change Year End (copy) to Financial Year End (e.g.: 2005 for year 2004/2005) and Month End (Menu) to Active Month (M01=July...M12=June)(e.g.: M10)  
 Change Marico to your own municipal code (e.g.: GT1411)  
 To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S

Year End	Month End	Man	Item	Detail	0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts L10 Council Policy
2010	M01	WC022	1100	Debtors Age Analysis By Income Source											
			1200	Trade and Other Receivables from Exchange Transactions - Water	4 078 851	1 144 654	865 285	997 253	717 852	1 028 100	4 547 303	36 032 412	53 342 226	0	0
			1300	Trade and Other Receivables from Exchange Transactions - Electricity	16 333 350	360 120	215 105	210 762	151 140	187 018	457 138	2 250 929	20 181 636	0	0
			1400	Receivables from Non-exchange Transactions - Property Rates	28 017 227	525 225	176 417	151 421	143 371	128 700	2 229 069	12 705 017	43 978 345	0	0
			1500	Receivables from Exchange Transactions - Water Management	2 604 862	525 815	474 610	467 691	460 109	438 738	2 571 280	17 250 705	25 084 700	0	0
			1600	Receivables from Exchange Transactions - Waste Management	3 064 306	485 362	463 774	418 031	414 461	402 662	2 390 214	21 640 148	29 340 460	0	0
			1700	Receivables from Exchange Transactions - Property Rates Debtors	58 304	17 720	17 253	17 645	16 851	16 215	95 311	941 395	1 157 273	0	0
			1810	Interest on Asset Pledges	54 244	0	0	75 364	65 702	112 532	1 060 408	28 545 007	30 071 957	0	0
			1820	Receivable unauthorised, irregular or fullness and wasteful Expenditure	-2 838 230	31 804	27 382	27 785	25 128	0	0	0	-1 443 866	0	0
			1900	Other	52 530 251	2 555 516	2 359 463	2 362 276	2 033 482	2 335 003	13 543 203	123 527 478	201 643 772	0	0
			2000	Total By Income Source											
			2100	Debtors Age Analysis By Customer Group											
			2200	Origins of State	9 003 109	125 701	49 708	79 091	40 874	52 121	473 608	2 100 185	11 827 528	0	0
			2300	Commercial	28 370 153	335 447	235 000	173 250	171 185	153 208	855 781	7 035 805	35 517 885	0	0
			2400	Households	13 157 679	2 227 467	1 854 002	1 827 915	1 848 739	1 946 482	10 885 980	108 018 385	141 485 819	0	0
			2500	Other	3 960 139	232 811	184 723	161 037	174 854	153 263	1 390 593	6 350 041	12 732 730	0	0
			2600	Total By Customer Group	52 650 281	2 698 515	2 359 463	2 362 276	2 033 482	2 335 003	13 543 203	123 527 478	201 643 772	0	0

Notes:

Property Rates Debtors including housing and land sale debtors  
 Total By Income Source = Total By Customer Group  
 The difference between the two is the total amount reflected for debtors on the BEMC return.  
 Bad Debts Written Off = Total By Income Source - Total By Customer Group  
 Impairment - Bad Debts L10 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 : Muncode\_CFA\_559\_Mm.XLS (e.g.: GT411\_CFA\_2005\_M10)

Change Muncode to your own municipal code (e.g.: GT411) and Year End (copy) to Financial Year End (e.g.: 2005 for year 2004/2005)

Change Month End (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: Ctr Shift S

Year End	Month End	Mun Code	Item Detail	Month 1 July	Month 2 Aug	Month 3 Sept	Month 4 Oct	Month 5 Nov	Month 6 Dec	Month 7 Jan	Month 8 Feb	Month 9 Mar	Month 10 Apr	Month 11 May	Month 12 June
2018	M01	WC022	Cash Receipts by Source												
		3010	Property rates	3 345 177											
		3020	Property rates - penalties & collection charges	0											
		3030	Service charges - electricity revenue	18 141 508											
		3040	Service charges - water revenue	2 318 002											
		3050	Service charges - sanitation revenue	1 483 062											
		3060	Service charges - refuse revenue	4 299 509											
		3070	Service charges - other	2 075 003											
		3080	Rental of facilities and equipment	66 124											
		3090	Interest earned - external investments	10 135											
		3100	Interest earned - outstanding debtors	0											
		3110	Dividends received	0											
		3120	Fines	6 085											
		3130	Licences and permits	20 600											
		3140	Agency services	0											
		3150	Transfer receipts - operational	0											
		3160	Other revenue	7 892											
		3170	Cash Receipts by Source	31 770 937	0	0	0	0	0	0	0	0	0	0	0
		3180	Other Cash Flows/Receipts by Source												
		3190	Transfer receipts - capital	0											
		3200	Contributions recognised - capital & Contributed	0											
		3210	Proceeds on disposal of PPE	0											
		3220	Short term loans	0											
		3230	Borrowing long term/refinancing	0											
		3240	Increase (decrease) in consumer deposits	-24 077											
		3250	Decrease (increase) in non-current debtors	0											
		3260	Decrease (increase) other non-current	0											
		3270	Decrease (increase) in non-current investments	0											
		3280	Total Cash Receipts by Source	31 746 860	0	0	0	0	0	0	0	0	0	0	0
		4000	Cash Payments by Type												
		4010	Employee related costs	8 268 968											
		4020	Remuneration of councillors	698 480											
		4030	Collection costs	0											
		4040	Interest paid	0											
		4050	Bulk purchases - Electricity	187 310											
		4060	Bulk purchases - Water & Sewer	0											
		4070	Other materials	46 142											
		4080	Contracted services	445 571											
		4090	Grants and subsidies paid - other municipalities	203 415											
		4100	Grants and subsidies paid - other	0											
		4110	General expenses	19 162 172											
		4120	Cash Payments by Type	29 012 058	0	0	0	0	0	0	0	0	0	0	0
		4130	Other Cash Flows/Payments by Type												
		4140	Capital assets	658 132											
		4150	Repayment of borrowing	0											
		4160	Other Cash Flows/Payments	32 576 121											
		4170	Total Cash Payments by Type	62 246 311	0	0	0	0	0	0	0	0	0	0	0
		4180	Net Increase/(Decrease) in Cash Held	-30 469 451											
		4190	Cash/cash equivalents at the monthly/year begin:	76 374 877	45 875 426	45 875 426	45 875 426	45 875 426	45 875 426	45 875 426	45 875 426	45 875 426	45 875 426	45 875 426	45 875 426
		4200	Cash/cash equivalents at the monthly/year end:	45 875 426	45 875 426	45 875 426	45 875 426	45 875 426	45 875 426	45 875 426	45 875 426	45 875 426	45 875 426	45 875 426	45 875 426

D

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 : Muncida\_OSA\_coyr\_Min.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)  
All functions are listed below  
If function is a Municipal Entity change MmEnt 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	Item	Mean Ent(Y/N)	Detail	Committed Orders Month M01	Actual Month M01
				TOTAL FOR ALL FUNCTIONS	0200		Property Rates	0	29 417 826 99990200
				TOTAL FOR ALL FUNCTIONS	0300		Property Rates - Penalties And Collection Charges	0	0 99990300
				TOTAL FOR ALL FUNCTIONS	0400		Service Charges	0	29 845 062 99990400
				TOTAL FOR ALL FUNCTIONS	0700		Rent Of Facilities And Equipment	0	136 220 99990700
				TOTAL FOR ALL FUNCTIONS	0800		Interest Earned - External Investments	0	10 135 99990800
				TOTAL FOR ALL FUNCTIONS	1000		Interest Earned - Outstanding Debtors	0	879 950 99991000
				TOTAL FOR ALL FUNCTIONS	1100		Dividends Received	0	0 99991100
				TOTAL FOR ALL FUNCTIONS	1300		Fines	0	6 085 99991300
				TOTAL FOR ALL FUNCTIONS	1400		Licenses and Permits	0	21 285 99991400
				TOTAL FOR ALL FUNCTIONS	1500		Agency Services	0	0 99991500
				TOTAL FOR ALL FUNCTIONS	1600		Transfers Recognised - Operating	0	0 99991600
				TOTAL FOR ALL FUNCTIONS	1610		Transfers Recognised - Capital	0	83 985 99991610
				TOTAL FOR ALL FUNCTIONS	1700		Other Revenue	2 975	182 133 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	2 975	60 384 720 99991900
				TOTAL FOR ALL FUNCTIONS	2000		Less Revenue Foregone	0	0 99992000
				TOTAL FOR ALL FUNCTIONS	2100		Total Direct Operating Revenue	2 975	60 384 720 99992100
				TOTAL FOR ALL FUNCTIONS	2200		INTERNAL TRANSFERS - (must net out with corresp. Items under	2 975	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	959 822 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	959 822 99992700
				TOTAL FOR ALL FUNCTIONS	2800		Total Operating Revenue	2 975	61 344 542 99992800
				TOTAL FOR ALL FUNCTIONS	2900		OPERATING EXPENDITURE	-14 354	-12 182 282 99992900
				TOTAL FOR ALL FUNCTIONS	3000		Employee Related Costs - Wages & Salaries	0	0 99993000
				TOTAL FOR ALL FUNCTIONS	3100		Employee Related Costs - Social Contributions	0	-45 083 99993100
				TOTAL FOR ALL FUNCTIONS	3200		Less Employee Costs Capitalised	0	0 99993200
				TOTAL FOR ALL FUNCTIONS	3300		Less Employee Costs Allocated To Other Operating Items	0	-696 480 99993300
				TOTAL FOR ALL FUNCTIONS	3400		Remuneration Of Councilors	0	-1 327 911 99993400
				TOTAL FOR ALL FUNCTIONS	3500		Debt Impairment	0	0 99993500
				TOTAL FOR ALL FUNCTIONS	3600		Collection Costs	0	0 99993600
				TOTAL FOR ALL FUNCTIONS	3700		Depreciation and Asset Impairment	0	0 99993700
				TOTAL FOR ALL FUNCTIONS	3800		Interest Expenses - External Borrowings	0	0 99993800
				TOTAL FOR ALL FUNCTIONS	4000		Redemption Payments - External Borrowings (Garnap To Remove)	0	0 99994000
				TOTAL FOR ALL FUNCTIONS	4100		Bulk Purchases	0	-164 442 99994100
				TOTAL FOR ALL FUNCTIONS	4200		Other Materials	0	-1 286 843 99994200
				TOTAL FOR ALL FUNCTIONS	4300		Contracted Services	0	-310 683 99994300
				TOTAL FOR ALL FUNCTIONS	4400		Grants and Subsidies	0	-203 415 99994400
				TOTAL FOR ALL FUNCTIONS	4500		Other Expenditure	0	-1 128 482 99994500
				TOTAL FOR ALL FUNCTIONS	4600		Loss On Disposal Of Property, Plant & Equipment	0	0 99994600
				TOTAL FOR ALL FUNCTIONS	4700		Contributions To/From Provisions	0	-6 673 99994700
				TOTAL FOR ALL FUNCTIONS	4800		Total Direct Operating Expenditure	-7 886 211	-17 333 303 99994800
				TOTAL FOR ALL FUNCTIONS	4900		INTERNAL TRANSFERS - (must net out with corresp. Items under	0	0 99994900
				TOTAL FOR ALL FUNCTIONS	5000		Interest - Internal Borrowings	0	0 99995000
				TOTAL FOR ALL FUNCTIONS	5010		Interest Charges (Activity Based Costing Etc)	0	-1 805 822 99995010
				TOTAL FOR ALL FUNCTIONS	5100		Contributed Assets	0	0 99995100
				TOTAL FOR ALL FUNCTIONS	5200		Total Indirect Operating Expenditure	-7 886 211	-19 139 125 99995200
				TOTAL FOR ALL FUNCTIONS	5300		Total Operating Expenditure	0	0 99995300
				TOTAL FOR ALL FUNCTIONS	5400		SURPLUS	0	0 99995400
				TOTAL FOR ALL FUNCTIONS	5500		Operating Surplus / (Deficit) - Total Revenue Less Total Exp	-7 886 236	42 205 417 99995500
				TOTAL FOR ALL FUNCTIONS	5600		Taxation	0	0 99995600
				TOTAL FOR ALL FUNCTIONS	5800		Operating Surplus / (Deficit) - After Tax	-7 886 236	42 205 417 99995800
				TOTAL FOR ALL FUNCTIONS	5900		Cross Subsidisation	0	0 99995900
				TOTAL FOR ALL FUNCTIONS	5900		Plus Interests In Entities Not Wholly Owned	0	0 99996000
				TOTAL FOR ALL FUNCTIONS	6000		Surplus / (Deficit) After Tax, Cross Subsidies & Share Of As	0	0 99996100
				TOTAL FOR ALL FUNCTIONS	6200		OTHER ADJUSTMENTS AND TRANSFERS	0	0 99996200
				TOTAL FOR ALL FUNCTIONS	6210		Dividends Paid (Municipal Entities Only)	-7 886 236	42 205 417 99996210
				TOTAL FOR ALL FUNCTIONS	6220		Asset Financing Reserve (Afr)	0	0 99996220
				TOTAL FOR ALL FUNCTIONS	6230		Housing Development Fund	0	0 99996230
				TOTAL FOR ALL FUNCTIONS	6240		Depreciation Reserve Ex Afr	0	0 99996240
				TOTAL FOR ALL FUNCTIONS	6250		Depreciation Reserve Ex Govt Grants	0	0 99996250
				TOTAL FOR ALL FUNCTIONS	6260		Depreciation Reserve Ex Donations And Contributions	0	0 99996260
				TOTAL FOR ALL FUNCTIONS	6270		Self-Insurance Reserve	0	0 99996270
				TOTAL FOR ALL FUNCTIONS	6280		Revaluation Reserve	0	0 99996280
				TOTAL FOR ALL FUNCTIONS	6290		Other	0	0 99996290
				TOTAL FOR ALL FUNCTIONS	6700		Change To Unappropriated Surplus / (Accumulated Deficit)	-7 886 236	42 205 417 99996700

Fi



CAA : ACTUAL CAPITAL ACQUISITION AND SOURCES OF FINANCE (All values in Rand)  
 Save File as : Muncode, CAA, copy, Mm.XLS (e.g.: GT411, CAA, 2006, M10)  
 Change Year End (copy) to Financial Year End (e.g.: 2005 for year 2004/2005)  
 Change Month End (copy) to Active Month (M01=July, M12=June)(e.g.: M10)  
 Change Muncode to your own municipal code (e.g.: GT411)

All functions are listed below  
 If function is a Municipal Entity change MmEnt 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	Function/Subfunction Description	Functi on	Mun Ent(Y/N)	Item	Detail	Contr Assets	New Capital	Repl Capital	Repair/Mnt Capital	Total
			TOTAL FOR ALL FUNCTIONS	9999		0100	INFRASTRUCTURE	0	0	0	0	0 99990100
			TOTAL FOR ALL FUNCTIONS			0300	Roads, Pavements, Bridges & Storm Water	0	0	0	0	0 99990300
			TOTAL FOR ALL FUNCTIONS			0400	Water Reservoirs & Retention	0	0	0	0	0 99990400
			TOTAL FOR ALL FUNCTIONS			0500	Car Parks, Bus Terminals and Taxi Ranks	0	0	0	0	0 99990500
			TOTAL FOR ALL FUNCTIONS			0600	Electricity Retention	0	0	0	0	0 99990600
			TOTAL FOR ALL FUNCTIONS			0700	Sewerage Purification & Retention	0	0	0	0	0 99990700
			TOTAL FOR ALL FUNCTIONS			0800	Housing	0	0	0	0	0 99990800
			TOTAL FOR ALL FUNCTIONS			0900	Street Lighting	0	0	0	0	0 99990900
			TOTAL FOR ALL FUNCTIONS			1000	Refuse sites	0	0	0	0	0 99991000
			TOTAL FOR ALL FUNCTIONS			1100	Gas	0	0	0	0	0 99991100
			TOTAL FOR ALL FUNCTIONS			1200	Other	0	0	0	0	0 99991200
			TOTAL FOR ALL FUNCTIONS			1300	Sub-total Infrastructure	0	0	0	0	0 99991300
			TOTAL FOR ALL FUNCTIONS			1400	COMMUNITY	0	0	0	0	0 99991400
			TOTAL FOR ALL FUNCTIONS			1500	Establishment of Parks & Gardens	0	0	0	0	0 99991500
			TOTAL FOR ALL FUNCTIONS			1600	Sportsfields	0	0	0	0	0 99991600
			TOTAL FOR ALL FUNCTIONS			1700	Community Halls	0	0	0	0	0 99991700
			TOTAL FOR ALL FUNCTIONS			1800	Libraries	0	0	0	0	0 99991800
			TOTAL FOR ALL FUNCTIONS			1900	Recreational Facilities	0	0	0	0	0 99991900
			TOTAL FOR ALL FUNCTIONS			2000	Clinics	0	0	0	0	0 99992000
			TOTAL FOR ALL FUNCTIONS			2100	Museums & Art Galleries	0	0	0	0	0 99992100
			TOTAL FOR ALL FUNCTIONS			2200	Other	0	0	0	0	0 99992200
			TOTAL FOR ALL FUNCTIONS			2300	Sub-total Community	0	0	0	0	0 99992300
			TOTAL FOR ALL FUNCTIONS			2310	HERITAGE ASSETS	0	0	0	0	0 99992310
			TOTAL FOR ALL FUNCTIONS			2311	Heritage Assets	0	0	0	0	0 99992311
			TOTAL FOR ALL FUNCTIONS			2312	Sub-total Heritage Assets	0	0	0	0	0 99992312
			TOTAL FOR ALL FUNCTIONS			2320	INVESTMENT PROPERTIES	0	0	0	0	0 99992320
			TOTAL FOR ALL FUNCTIONS			2321	Investment Properties	0	0	0	0	0 99992321
			TOTAL FOR ALL FUNCTIONS			2322	Sub-total Investment Properties	0	0	0	0	0 99992322
			TOTAL FOR ALL FUNCTIONS			2400	OTHER ASSETS	0	0	0	0	0 99992400
			TOTAL FOR ALL FUNCTIONS			2500	Other motor vehicles	0	0	0	0	0 99992500
			TOTAL FOR ALL FUNCTIONS			2600	Plant & equipment	0	0	0	0	0 99992600
			TOTAL FOR ALL FUNCTIONS			2700	Office equipment	0	0	0	0	0 99992700
			TOTAL FOR ALL FUNCTIONS			2800	Airports	0	0	0	0	0 99992800
			TOTAL FOR ALL FUNCTIONS			2900	Marinas	0	0	0	0	0 99992900
			TOTAL FOR ALL FUNCTIONS			3000	Airports	0	0	0	0	0 99993000
			TOTAL FOR ALL FUNCTIONS			3100	Security Measures	0	0	0	0	0 99993100
			TOTAL FOR ALL FUNCTIONS			3110	Civic Land and Buildings	0	0	0	0	0 99993110
			TOTAL FOR ALL FUNCTIONS			3120	Other Land and Buildings	0	0	0	0	0 99993120
			TOTAL FOR ALL FUNCTIONS			3200	Other	0	0	0	0	0 99993200
			TOTAL FOR ALL FUNCTIONS			3300	Sub-total Other Assets	0	0	0	0	0 99993300
			TOTAL FOR ALL FUNCTIONS			3400	SPECIALISED VEHICLES	0	0	0	0	0 99993400
			TOTAL FOR ALL FUNCTIONS			3500	Refuse	0	0	0	0	0 99993500
			TOTAL FOR ALL FUNCTIONS			3600	Fire	0	0	0	0	0 99993600
			TOTAL FOR ALL FUNCTIONS			3700	Conservancy	0	0	0	0	0 99993700
			TOTAL FOR ALL FUNCTIONS			3800	Ambulances	0	0	0	0	0 99993800
			TOTAL FOR ALL FUNCTIONS			3900	Buses	0	0	0	0	0 99993900
			TOTAL FOR ALL FUNCTIONS			4000	Sub-total Specialised Vehicles	0	0	0	0	0 99994000
			TOTAL FOR ALL FUNCTIONS			4010	AGRICULTURAL ASSETS	0	0	0	0	0 99994010
			TOTAL FOR ALL FUNCTIONS			4011	Agricultural Assets	0	0	0	0	0 99994011
			TOTAL FOR ALL FUNCTIONS			4012	Sub-total Agricultural Assets	0	0	0	0	0 99994012
			TOTAL FOR ALL FUNCTIONS			4020	BIOLOGICAL ASSETS	0	0	0	0	0 99994020
			TOTAL FOR ALL FUNCTIONS			4021	Biological Assets	0	0	0	0	0 99994021
			TOTAL FOR ALL FUNCTIONS			4022	Sub-total Biological Assets	0	0	0	0	0 99994031
			TOTAL FOR ALL FUNCTIONS			4030	INTANGIBLES	0	0	0	0	0 99994030
			TOTAL FOR ALL FUNCTIONS			4031	Intangibles	0	0	0	0	0 99994032
			TOTAL FOR ALL FUNCTIONS			4032	Sub-total Intangibles	0	0	0	0	0 99994032
			TOTAL FOR ALL FUNCTIONS			4100	TOTAL	0	0	0	0	0 99994100
			TOTAL FOR ALL FUNCTIONS			4200	SOURCE OF FINANCE	0	0	0	0	0 99994200
			TOTAL FOR ALL FUNCTIONS			4300	External Loans	0	0	0	0	0 99994300
			TOTAL FOR ALL FUNCTIONS			4400	Asset Financing Reserve	0	0	0	0	0 99994400
			TOTAL FOR ALL FUNCTIONS			4500	Surplus Cash	0	0	0	0	0 99994500
			TOTAL FOR ALL FUNCTIONS			4600	Public contributions/ donations	0	0	0	0	0 99994600
			TOTAL FOR ALL FUNCTIONS			4700	National Government Transfers and Grants	0	0	0	0	0 99994700
			TOTAL FOR ALL FUNCTIONS			4701	Provincial Government Transfers and Grants	0	0	0	0	0 99994701
			TOTAL FOR ALL FUNCTIONS			4702	District Municipality Transfers and Grants	0	0	0	0	0 99994702
			TOTAL FOR ALL FUNCTIONS			4703	Other Transfers and Grants	0	0	0	0	0 99994703
			TOTAL FOR ALL FUNCTIONS			4800	Leases	0	0	0	0	0 99994800
			TOTAL FOR ALL FUNCTIONS			5000	Other	0	0	0	0	0 99995000
			TOTAL FOR ALL FUNCTIONS			5100	TOTAL FINANCING	0	0	0	0	0 99995100

F

# WITZENBERG MUNICIPALITY

## Report: Expenditure on Staff & Councillor Benefits - July 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
<b>Staff Benefits</b>					
66(a)	Salaries and Wages	101 631 849	101 631 849	7 271 520	7.15%
66(b)	Contributions to pension funds and medical aid	22 958 330	22 958 330	1 721 002	7.50%
66(c)	Travel, accommodation and subsistence	5 037 107	5 037 107	157 742	3.13%
66(d)	Housing benefits and allowances	1 628 586	1 628 586	118 591	7.28%
66(e)	Overtime	10 974 215	10 974 215	1 293 463	11.79%
66(f)	Loans and advances	0	0	0	0.00%
66(g)	Other type of benefit or allowances related to staff	19 642 930	19 642 930	1 235 282	6.29%
	<b>Sub - Total (Staff Benefits)</b>	<b>R 161 873 017</b>	<b>R 161 873 017</b>	<b>R 11 797 600</b>	<b>7.29%</b>
<b>Councillor Benefits</b>					
MAY	Mayor	838 861	838 861	50 281	5.99%
DM	Deputy Mayor	621 755	621 755	43 171	6.94%
SP	Speaker	622 012	622 012	43 036	6.92%
MCM	Mayoral Committee members	2 563 795	2 563 795	157 289	6.13%
CLLR	Other Councillors	4 433 254	4 433 254	327 864	7.40%
MED	Medical aid contributions	0	0	0	#DIV/0!
PEN	Pension fund contributions	1 003 257	1 003 257	76 839	7.66%
WARD	Ward Committee Allowance	720 000	720 000	59 500	8.26%
	<b>Sub - Total (Councillors' Benefits)</b>	<b>10 802 934</b>	<b>R 10 802 934.00</b>	<b>R 757 980.28</b>	<b>7.02%</b>
	<b>Total Councillor and Staff Benefits</b>	<b>R 172 675 951</b>	<b>R 172 675 951</b>	<b>R 12 555 581</b>	<b>7.27%</b>

25

**Finance Management Grant  
Monthly Report as per the Division of Revenue Act**

I

The onus is on the municipality to confirm that the return has been received by NT

**Municipality** WC022 Witzenberg

<b>Financial Year</b>	2017/18
<b>Month End</b>	M01 July

**Financial Accounting for Grant Funds Received and Expended**

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	
Received This Month	0
Total FMG Funds Received	0
Spent Prior Periods (Since Inception) - See Last Months Form	
Spent This Month	8 157
Total FMG Funds Spent	8 157
Total FMG funds Received and Not Spent	-8 157
Percentage of Funds Spent	0.00%
Funds Currently Committed but Not Spent	

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

Save file as: Muncde\_FMG\_ccyy\_Mnn.XLS (e.g. GT411\_FMG\_2006\_M01.xls)

Muncde = Municipality Code , ccyy = Financial Year End , Mnn = M01... M12

**Municipal Infrastructure Grant (MIG)  
Monthly Report as per the Division of Revenue Act**

J

The onus is on the municipality to confirm that the return has been received by NT

Municipality **WC022 Witzenberg**

Financial Year	2017/18
Month End	M01 July

**Financial Accounting for Grant Funds Received and Expended**

	Rand
Received Prior Periods (Since Inception) - See Last Months Form	0
Received This Month	
Total MIG Funds Received	0
Spent Prior Periods (Since Inception) - See Last Months Form	
Spent This Month	0
Total MIG Funds Spent	0
Total MIG funds Received and Not Spent	0
Percentage of Funds Spent	0.00%
Funds Currently Committed but Not Spent	0
Scheduled Transfers Withheld	

**Conditions:**

- Priority 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**

To Save File press the following keys at the same time with Caps Lock off: Ctrl Shift S  
Save file as: Muncode\_MIG\_ccyy\_Mnn.XLS (e.g. GT411\_MIG\_2009\_M01.xls)  
Muncode = Municipality Code, ccyy = Financial Year End, Mnn = M01... M12

**Dated**

**Integrated National Electrification Programme Grant (INEG)  
Monthly Report as per the Division of Revenue Act**

**K**

The onus is on the municipality to confirm that the return has been received by NT

Municipality **WC022 Witzenberg**

Financial Year	2017/18
Month End	M01 July

**Financial Accounting for Grant Funds Received and Expended**

	Rand
Received Prior Periods (Since inception) - See Last Months Form	0
Received This Month	
Total INEG Funds Received	0
Spent Prior Periods (Since inception) - See Last Months Form	
Spent This Month	
Total INEG Funds Spent	0
Total INEG funds Received and Not Spent	0
Percentage of Funds Spent	0.00%
Funds Currently Committed but Not Spent	0
Scheduled Transfers Withheld	

**Conditions:**

- Municipalities must contractually undertake to:
  - Account for the allocated funds on a monthly basis by the 10th of every month
  - Pass all benefits to end-customers
  - Not utilize the fund for any purpose other than electrification
  - Ring-fence funds transferred. Adhere to the approved electrification programme and agreed cash flow budgets
  - Ring-fence electricity function
  - Reflect all assets created under the Integrated national Electrification Program (INEP) on the municipal asset register; this is to assist the process for the formation of the REDS
  - Safety operate and maintain the infrastructure
  - Adhere to the labour intensive construction methods in terms of the Expanded Public Works Programme (EPWP) guidelines for activities such as trenching, planting of poles, etc.
  - Register the master Plans for bulk infrastructure in terms of the INEP framework and to abide by the directives of the Department regarding the central planning and co-ordination for such bulk infrastructure. This is to maximize the economies of scale in the creation of bulk infrastructure affecting more than one municipality
  - Use INEP funds for the refurbishment of critical infrastructure, only upon submission of a project plan which must be approved under a framework to be regulated by the Department.

(Print Name Below)

I, \_\_\_\_\_  
and that this report has been submitted electronically as required.

The Accounting Officer or Delegate certify that the above information is correct

**Signed**

**Dated** \_\_\_\_\_

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

Save file as: Muncode\_INEG\_ccyy\_Mnn.XLS (e.g. GT411\_INEG\_2000\_M01.xls)

Muncode = Municipality Code, ccyy = Financial Year End, Mnn = M01... M12

Account numbe	Jul-17	Jun-17	May-17	Apr-17	Older than Apr-17	Total
17364108002	1934179.67	0.03	0	0	0	1934179.7
17497300009	1866274.03	0	0	0	0	1866274.03
17790000028	1788248.52	0	0	0	0	1788248.52
20750396040	13855.74	0	0	0	931735.87	945591.61
17289900008	848203.3	0.01	0	0	0	848203.31
10000672976	0	0	0	0	772292.26	772292.26
60011060006	759576.98	0	0	0	0	759576.98
89760700012	135764.3	0	0	0	617794.09	753558.39
19002200099	639192.27	0.04	0	0	0	639192.31
22502200005	476173.04	0	0	0	52645.21	528818.25
11258900000	442448.51	0	0	0	79416.51	521865.02
18007500005	323278.42	180442.31	0	0	0	503720.73
75000020004	489998.73	117.99	0	0	0	490116.72
75005720008	452.45	509.2	528.62	464.19	469576.27	471530.73
19610000001	423638.96	0	0	0	0	423638.96
18960300007	420850.5	0	0	0	0	420850.5
10000413144	0	0	0	0	389185.36	389185.36
10000678594	0	0	0	0	386406.82	386406.82
20803000007	384200.48	0	0	0	0	384200.48
20190383039	11844.68	11937.78	15061.42	14048.68	329708.55	382601.11
27340000006	360688.65	0	0	0	33.29	360721.94
19001400289	58203.38	69290.67	87286.42	73677.31	69704.12	358161.9
19602700005	2292.5	2663.6	2233.27	2090.87	337546.39	346826.63
10000645367	0	0	0	0	346215.78	346215.78
70100268029	343647.5	0	0	0	31.75	343679.25
60009930005	304104.5	0	0	0	28579.69	332684.19
20753780011	332480.5	0	0	0	0	332480.5
13540600050	329398.55	1788.15	0	0	0	331186.7
75008270007	152.43	69.79	70.41	52.82	326689.83	327035.28
17610600030	165618.84	37421.93	35708.64	34659.34	52378.06	325786.81
24262800055	7006.52	7065.42	7124.32	7183.22	290892.53	319272.01
20750182000	72540	0	0	0	237203.64	309743.64
17790000035	308369.32	0	0	0	0	308369.32
83532400052	13299.19	157184.89	2062.24	2132.81	130055.06	304734.19
20850298012	19975	18503.75	18681.08	18858.41	217169.89	293188.13
11132400013	279625.5	0	0	0	25.86	279651.36
12100800019	274918	0	0	0	4655.36	279573.36
60007110005	277742.5	0	0	0	25.7	277768.2
20752230111	274897.03	0	0	0	0	274897.03
90731800002	1504.44	494.17	1976.58	1289.71	269290.22	274555.12
75012290015	570.83	516.72	536.2	555.91	270683.1	272862.76
89568200006	474.25	539.27	627.16	609.42	260320.85	262570.95
60000700021	97219.68	162682.25	0	0	0	259901.93
75013190028	2180.51	2163.22	2484.51	2084.65	247234.88	256147.77
86514204655	993.37	845.97	852.83	1381.7	248329.45	253046.81
10000670974	0	0	0	0	237424.84	237424.84
17364460009	235838.14	0	0	0	0	235838.14
75005130050	228784.5	0	0	0	21.17	228805.67
89584900012	522.54	494.17	498.3	517.7	225482.04	227514.75
20190366304	221654.5	0	0	0	0.04	221654.54
23805200008	171729.6	0	0	0	49618.08	221347.68

## QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that –


- The monthly in year monitoring reports for the month of July 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:

15/08/17

# WITZENBERG MUNICIPALITY

## SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

*JULY  
2017*

A Municipality that cares for the community, creating growth  
& opportunity.



## SUMMARY

The 2017/18 Top Layer SDBIP was approved by the Executive Mayor on the 7<sup>th</sup> of June 2017 and Departmental SDBIP was approved by the Municipal Manager on the 22<sup>nd</sup> of June 2017. 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:

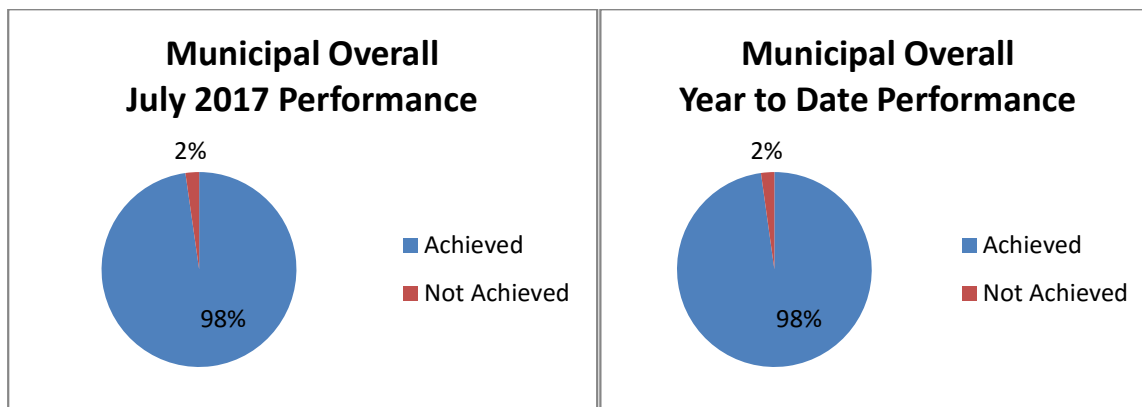
- (a) projections for each month of-
  - (i) revenue to be collected, by source; and
  - (ii) operational and capital expenditure, by vote;
- (b) service delivery targets and performance indicators for each quarter”.

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.

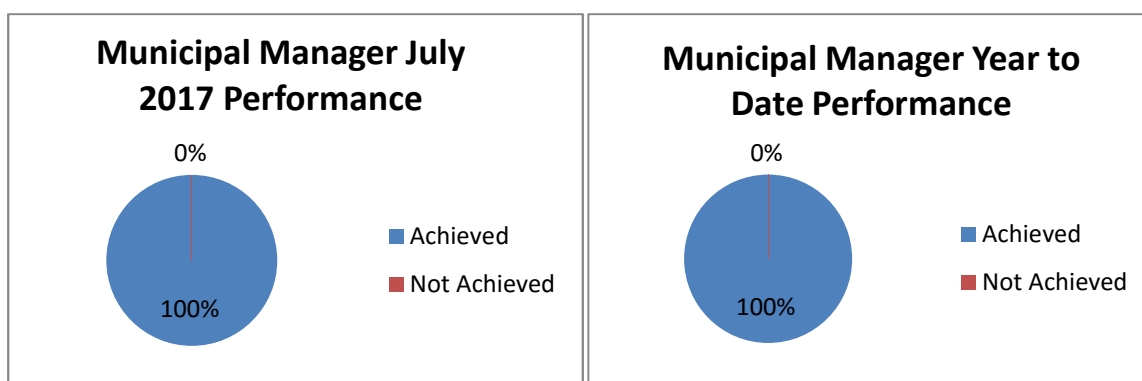
This monthly SDBIP report includes both top-layer- and departmental performance on non-financial service delivery targets. Top-Layer non-financial targets are reported on quarterly and are also included in the Section 54 reports as stated above.

## NON-FINANCIAL PERFORMANCE

### 1. Municipal Overall

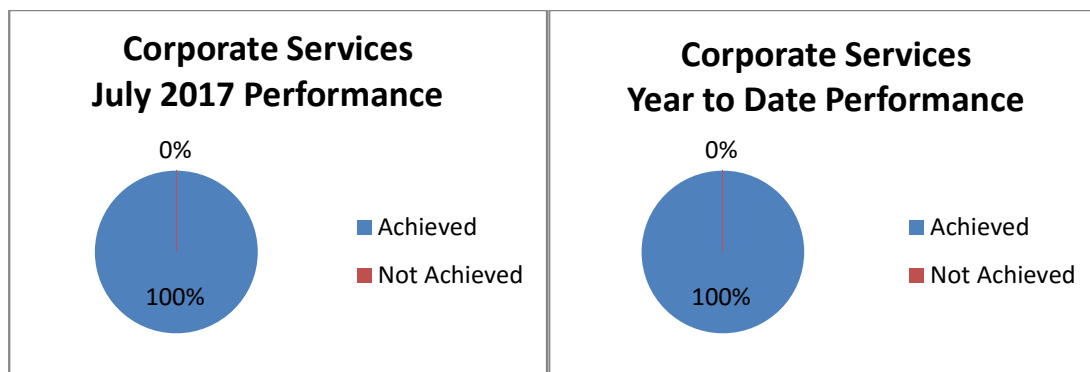


### 2. Municipal Manager



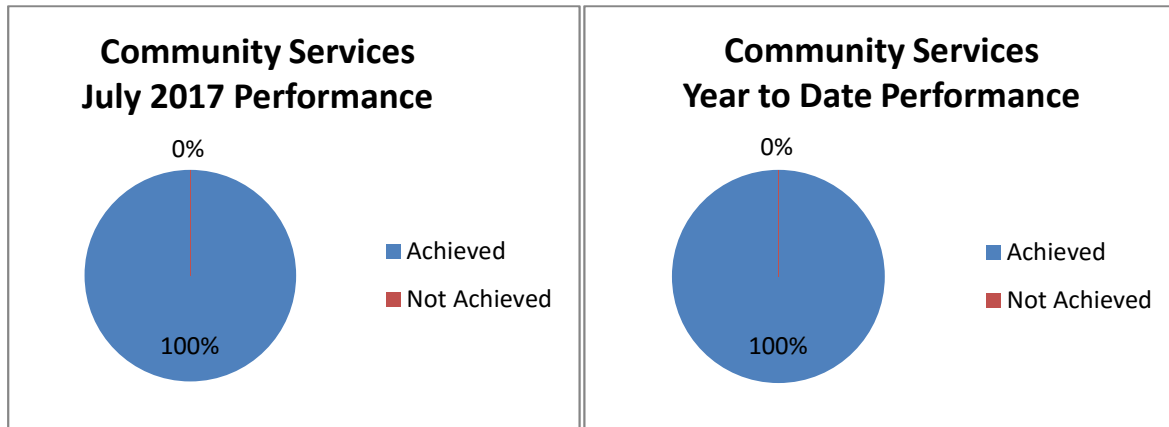
Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	July	
					Target	
MM3	Municipal Manager	No	No of section 56 and 57 performance agreements signed by the end of July	5	5	5
MM5	Municipal Manager	No	Liaison with senior leadership team twice a month to ensure good governance	23	2	2
MMPerf14	Performance Management	No	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.	12	1	1
MMProj18	Project Management	No	Monthly Dora reports submitted by the 10th working day of every month to Prov MIG.	12	1	1

### 3. Corporate Services



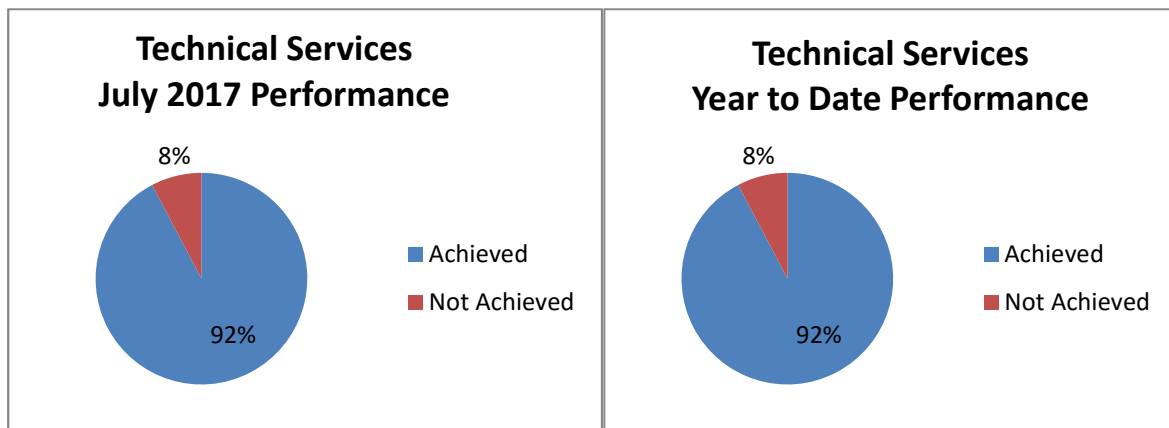
Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	July	
					Target	
CorpDir1	Director: Corporate Services	No	Bi-weekly meetings with line managers to ensure effective management of the directorate	23	2	2
CorpHR9	Human Resources	No	Submit time and attendance report to all departments on a monthly basis.	60	5	5
CorpAdm20	Administration	No	Daily signing off of the cash register for cheques, cash and postal orders and handover to Financial services	12	1	1
CorpAdm21	Administration	No	Prepare monthly report on overdue actions as per TRIM	12	1	1
CorpAdm22	Administration	No	Agenda distribution 7 days prior to meeting - Council Meeting	12	1	1
CorpIT24	Information Technology	No	Update the website with the minutes of Council meetings within 7 days of approval by Council	12	1	1
CorpIT25	Information Technology	No	Updating of website content	12	1	1
CorpTraf34	Traffic	No	Drivers license testing appointment to be scheduled within 90 days of applications received	90%	90%	100%
CorpTraf35	Traffic	No	Closing of banking batches on a daily basis	12	1	1
CorpTraf36	Traffic	No	Establishment of joint operations as part of SAPS sector policing initiative and security agencies	12	1	1
CorpTraf39	Traffic	No	Respond to all citizen law enforcement queries/complaints / requests within 1 working day	95%	95%	95%

#### 4. Community Services



Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	July	
					Target	Actual
ComDir3	Director: Community Services	No	Bi-weekly meetings with line managers to ensure effective management of the directorate	23	2	3
ComLed5	Local Economic Development	No	Monthly submission of EPWP data report to the Department of Public Works	12	1	1
ComCem9	Cemetries	No	Reconciliations of cemeteries booking register on a monthly basis within 14 calendar days of month end	12	1	1
ComHS16	Human Settlements	No	Monthly maintenance of the housing waiting list by updating applications received within 14 calendar days	12	1	1
ComHS18	Human Settlements	No	Monitoring of informal settlements by demolishing of new illegal structures within 24 hours	12	1	1
ComHS20	Human Settlements	No	Attend to complaints with regard to maintenance of rental stock within 15 working days	80%	80%	85%
ComLib23	Library Services	No	Lodging of awareness programmes through monthly exhibitions	120	10	16
ComFir26	Disaster Management & Fire Services	No	Daily vehicle and equipment inspections to be held	12	1	1
ComRes30	Resorts	No	Pine Forest: % Customer satisfaction rating	80%	80%	88%
ComRes32	Resorts	No	Monitor theft & illegal access at Pine Forest Resort through monthly report	12	1	1
ComBus37	Business Licenses	No	Issuing of approved business licenses within 5 working days after comments of stakeholders was received	90%	90%	100%
ComBus38	Business Licenses	No	Issuing of informal trading stands permits within 14 calender days of application received	100%	100%	100%
ComSpo39	Sport & recreation	No	Maintenance of sport fields through routine cleaning of buildings and grounds at sports fields on monthly basis	84	7	7

## 5. Technical Services



Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	July	
					Target	Actual
TecDir4	Director: Technical Services	No	Bi-weekly meetings with line managers to ensure effective management of the directorate	23	2	2
TecRo12	Roads & Stormwater	No	Blockages cleaned within 24 hours from when the complaint has been lodged by the control room	100%	100%	100%
TecSan10	Sanitation	No	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	90%	90%	81%
TecSan12	Sanitation	No	Sewerage blockage removals within 24 hours from receipt of the complaint by the control room	100%	100%	100%
TecSan14	Sanitation	No	Submission of nr of sewer connections for the month to Finance Income section.	12	1	1
TecSan17	Sanitation	No	Regular inspection at pump stations to inspect for faulty, damage or defective equipment and infrastructure at the pump station	276	23	23
TecWat18	Water	No	Repair breaks within 24 Hours after water break has been reported to call centre	100%	100%	100%
TecWat19	Water	No	Repair faulty meters received per list from Finance within 20 working days	100%	100%	100%
TecWat23	Water	No	Submission of nr of water connections for the month to Finance Income section.	12	1	1
TecEl35	Electricity	No	Respond to resident's queries regarding service disruptions and faulty meters within 24 hours from when the complaint has been received from call centre	80%	80%	80%
TecEl38	Electricity	No	Submission of nr of electricity connections for the month to Finance Income section.	12	1	1

Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	July	
					Target	Actual
TecPla49	Town Planning & Building Control	No	All building plans approved for less than 500 square meters within 30 days	95%	95%	100%
TecPla50	Town Planning & Building Control	No	All building plans approved for more than 500 square meters within 60 days	95%	95%	100%
TecPla52	Town Planning & Building Control	No	Monthly reconcile general ledger printout of building fees paid with the building register maintained	12	1	1

#### Targets not achieved:

TecSan10 – *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.*

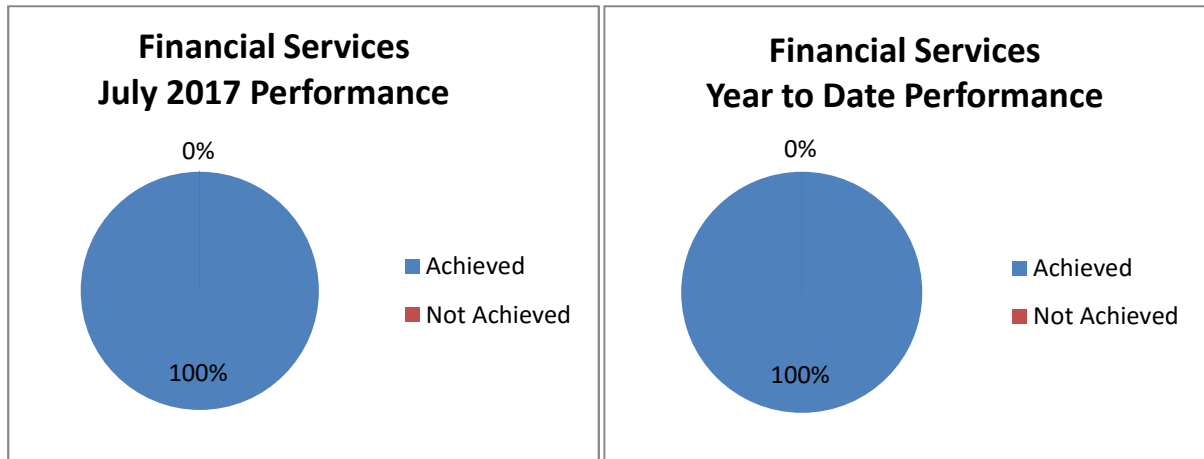
Reason for target not achieved:

- All plants performances deteriorated because of no Lime availability for almost 3 weeks. Lime should be added on a daily basis and SCM experienced some delivery challenges.
- Tulbagh WWTW's COD and Ammonia problems is because of the brush aerators that is not properly functioning.
- Wolseley WWTW's Ammonia failures.

Corrective measures:

- Lime availability is sorted for now, challenge occurred because of the municipality approaching end of financial year 2016/2017.
- Tulbagh WWTW - will be replaced within the following 2 months – Capital Project (New Aeration Programme)
- Wolseley WWTW - we were advised to investigate possible industrial contamination which includes oil and fats.

## 6. Financial Services



Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	July	
					Target	Actual
FinDir2	Director: Financial Services	No	Bi-weekly meetings with line managers to ensure effective management of the directorate	23	2	2
FinFAdm8	Financial Administration	No	Section 71 reports submitted within 10 working days to applicable National- & Provincial Departments.	12	1	1
FinInc16	Income	No	Limit estimation of meter readings to 10% per month	10%	10%	7%
FinSCM24	Supply Chain	No	Creditors not paid within 30 days of receipt of the invoice or statement	5%	5%	1,8%

# WITZENBERG MUNICIPALITY

## SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

*AUGUST  
2017*

A Municipality that cares for the community, creating growth  
& opportunity.



## SUMMARY

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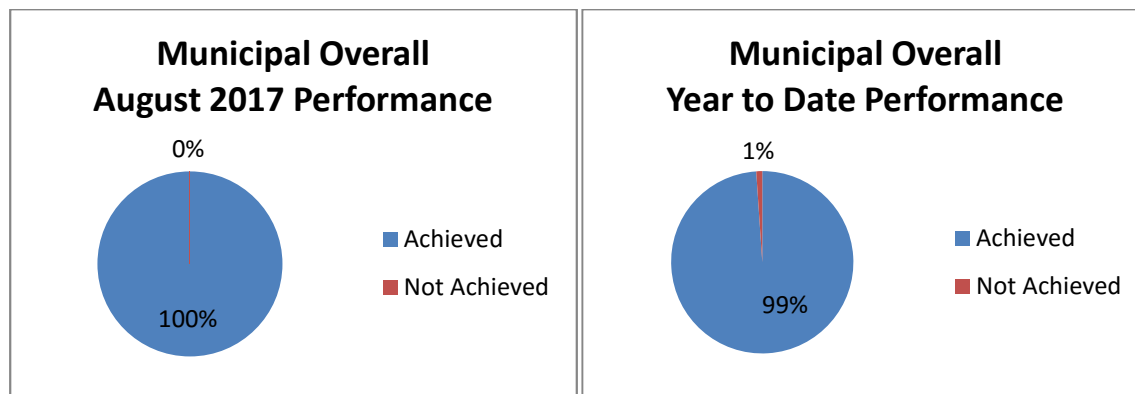
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  - (i) revenue to be collected, by source; and
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- (b) service delivery targets and performance indicators for each quarter”.

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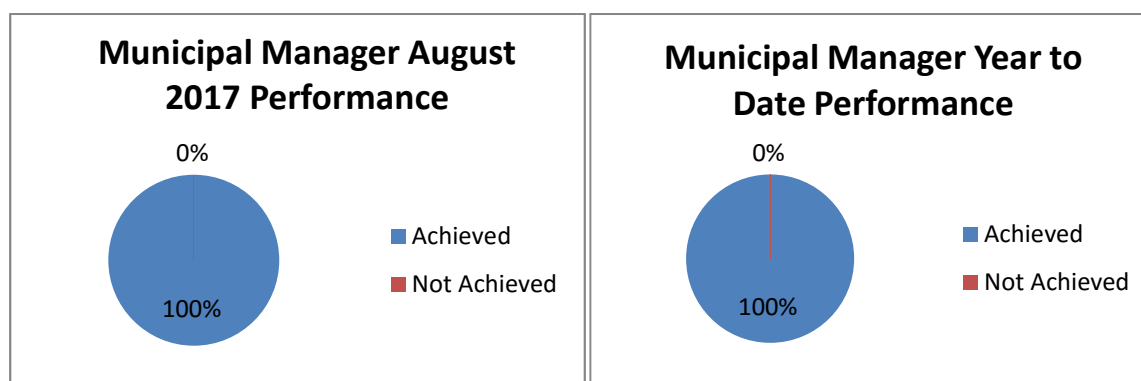
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## NON-FINANCIAL PERFORMANCE

### 1. Municipal Overall

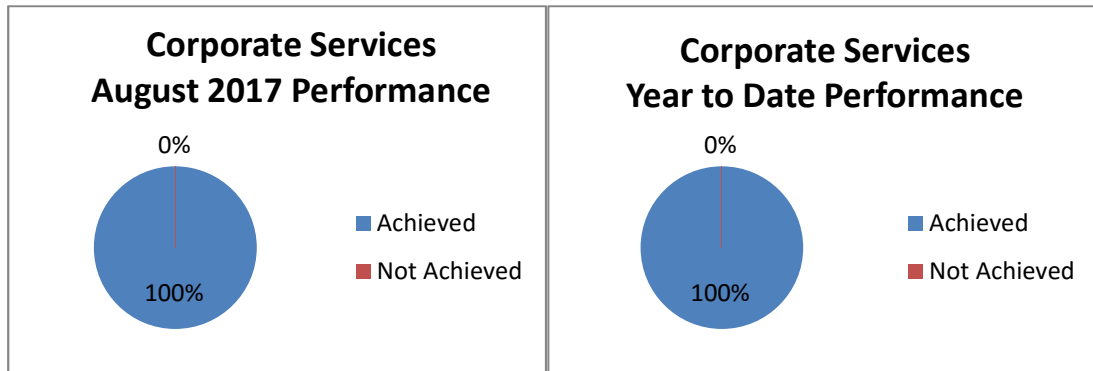


### 2. Municipal Manager



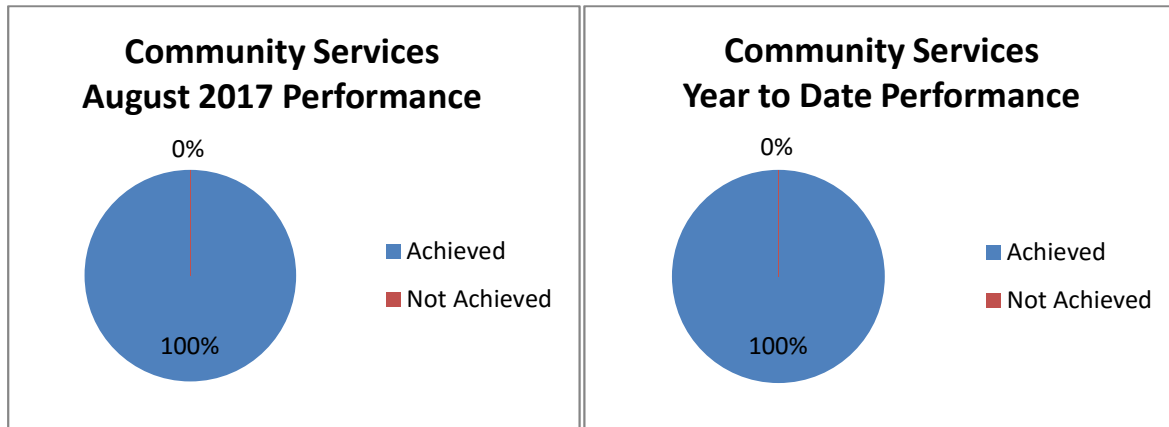
Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Aug		
					Accumulative Target	Actual for the month	Accumulative Result
MM3	Municipal Manager	No	No of section 56 and 57 performance agreements signed by the end of July	5	5		5
MM5	Municipal Manager	No	Liaison with senior leadership team twice a month to ensure good governance	23	4	3	5
MMPerf14	Performance Management	No	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.	12	2	1	2
MMPerf17	Performance Management	No	Submission of Annual Performance Report to Auditor-General by 30 August.	1	1	1	1
MMProj18	Project Management	No	Monthly Dora reports submitted by the 10th working day of every month to Prov MIG.	12	2	1	2

### 3. Corporate Services



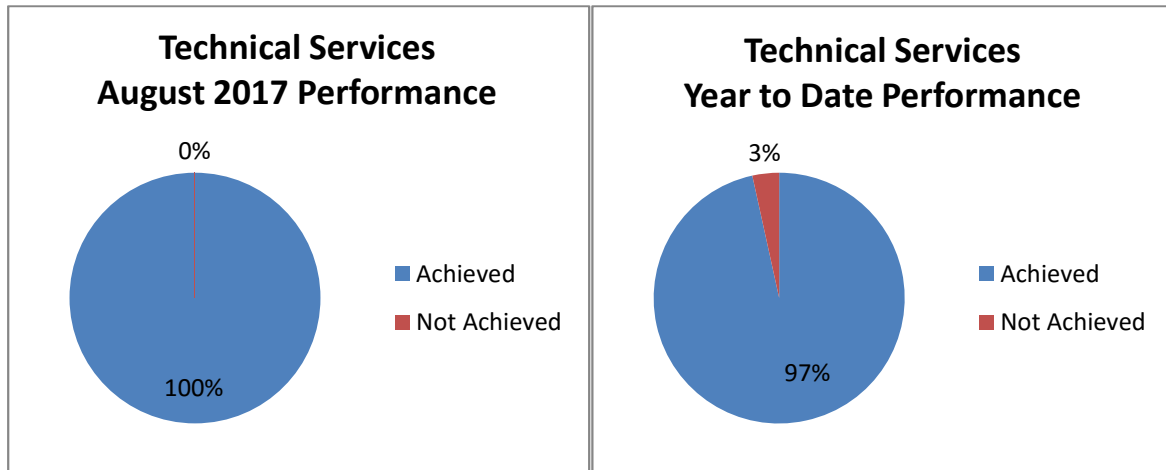
Ref	Sub-Directorate	KPI	Annual Target 2017/18	Aug		
				Accumulative Target	Actual for the month	Accumulative Result
CorpDir1	Director: Corporate Services	Bi-weekly meetings with line managers to ensure effective management of the directorate	23	4	2	4
CorpHR9	Human Resources	Submit time and attendance report to all departments on a monthly basis.	60	10	5	10
CorpAdm20	Administration	Daily signing off of the cash register for cheques, cash and postal orders and handover to Financial services	12	2	1	2
CorpAdm21	Administration	Prepare monthly report on overdue actions as per TRIM	12	2	1	2
CorpAdm22	Administration	Agenda distribution 7 days prior to meeting - Council Meeting	12	2	1	2
CorpIT24	Information Technology	Update the website with the minutes of Council meetings within 7 days of approval by Council	12	2	1	2
CorpIT25	Information Technology	Updating of website content	12	2	1	2
CorpTraf34	Traffic	Drivers license testing appointment to be scheduled within 90 days of applications received	90%	90%	100%	100%
CorpTraf35	Traffic	Closing of banking batches on a daily basis	12	2	1	2
CorpTraf36	Traffic	Establishment of joint operations as part of SAPS sector policing initiative and security agencies	12	2	1	2
CorpTraf37	Traffic	Visit at least 8 schools per annum to improve traffic and pedestrian safety	8		2	2
CorpTraf39	Traffic	Respond to all citizen law enforcement queries/complaints / requests within 1 working day	95%	95%	100%	98%
CorpTraf42	Traffic	Analysis report on Community satisfaction survey on safety & security.	1	1	1	1

#### 4. Community Services



Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Aug		
					Accumulative Target	Actual for the month	Accumulative Result
ComDir3	Director: Community Services	No	Bi-weekly meetings with line managers to ensure effective management of the directorate	23	4	2	5
ComLed5	Local Economic Development	No	Monthly submission of EPWP data report to the Department of Public Works	12	2	1	2
ComCem9	Cemeteries	No	Reconciliations of cemeteries booking register on a monthly basis within 14 calendar days of month end	12	2	1	2
ComHS16	Human Settlements	No	Monthly maintenance of the housing waiting list by updating applications received within 14 calendar days	12	2	1	2
ComHS17	Human Settlements	No	Providing of housing consumer education (Training) sessions to beneficiaries	15	0	1	1
ComHS18	Human Settlements	No	Monitoring of informal settlements by demolishing of new illegal structures within 24 hours	12	2	1	2
ComHS20	Human Settlements	No	Attend to complaints with regard to maintenance of rental stock within 15 working days	80%	80%	85%	85%
ComLib23	Library Services	No	Lodging of awareness programmes through monthly exhibitions	120	20	15	31
ComFir26	Disaster Management & Fire Services	No	Daily vehicle and equipment inspections to be held	12	2	1	2
ComRes30	Resorts	No	Pine Forest: % Customer satisfaction rating	80%	80%	94%	91%
ComRes32	Resorts	No	Monitor theft & illegal access at Pine Forest Resort through monthly report	12	2	1	2
ComAm35	Amenities & Facilities	No	Analysis report on Community satisfaction survey on community facilities	1	1	1	1
ComBus37	Business Licenses	No	Issuing of approved business licenses within 5 working days after comments of stakeholders was received	90%	90%	100%	100%
ComBus38	Business Licenses	No	Issuing of informal trading stands permits within 14 calendar days of application received	100%	100%	100%	100%
ComSpo39	Sport & recreation	No	Maintenance of sport fields through routine cleaning of buildings and grounds at sports fields on monthly basis	84	14	7	14

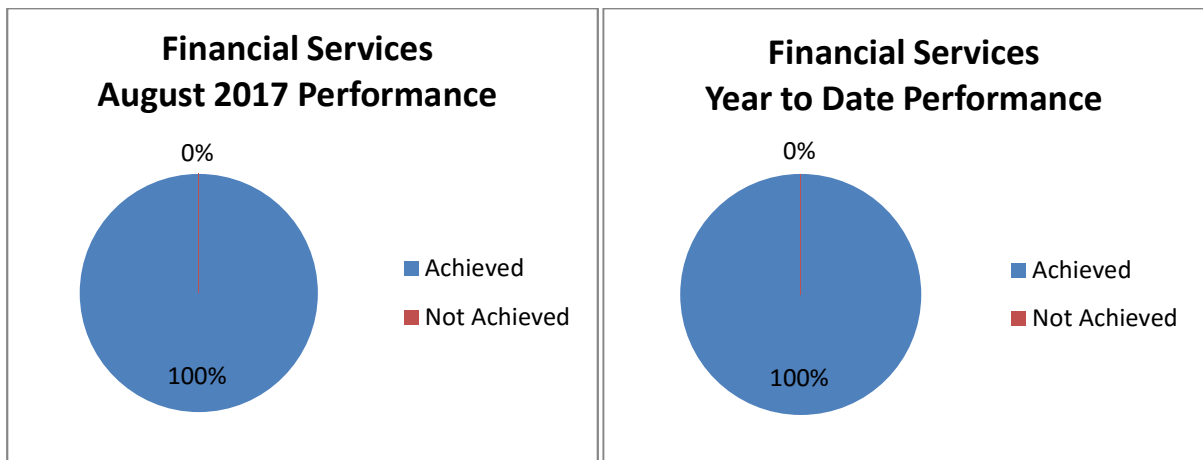
## 5. Technical Services



Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Aug		
					Accumulative Target	Actual for the month	Accumulative Result
TecDir4	Director: Technical Services	No	Bi-weekly meetings with line managers to ensure effective management of the directorate	23	4	2	4
TecRo12	Roads & Stormwater	No	Blockages cleaned within 24 hours from when the complaint has been lodged by the control room	100%	100%	100%	100%
TecSan10	Sanitation	No	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	90%	90%	92%	87%
TecSan12	Sanitation	No	Sewerage blockage removals within 24 hours from receipt of the complaint by the control room	100%	100%	100%	100%
TecSan14	Sanitation	No	Submission of nr of sewer connections for the month to Finance Income section.	12	2	1	2
TecSan17	Sanitation	No	Regular inspection at pump stations to inspect for faulty, damage or defective equipment and infrastructure at the pump station	276	46	23	46
TecWat19	Water	No	Repair faulty meters received per list from Finance within 20 working days	100%	100%	100%	100%
TecWat23	Water	No	Submission of nr of water connections for the month to Finance Income section.	12	2	1	2
TecRef35	Solid Waste & Cleansing	No	Number of community awareness campaigns to promote recycling	4	1	1	1
TecEI35	Electricity	No	Respond to resident's queries regarding service disruptions and faulty meters within 24 hours from when the complaint has been received from call centre	80%	80%	100%	100%
TecEI38	Electricity	No	Submission of nr of electricity connections for the month to Finance Income section.	12	2	1	2

Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Aug		
					Accumulative Target	Actual for the month	Accumulative Result
TecPla49	Town Planning & Building Control	No	All building plans approved for less than 500 square meters within 30 days	95%	95%	100%	100%
TecPla50	Town Planning & Building Control	No	All building plans approved for more than 500 square meters within 60 days	95%	95%	100%	100%
TecPla52	Town Planning & Building Control	No	Monthly reconcile general ledger printout of building fees paid with the building register maintained	12	2	1	2

## 6. Financial Services



Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Aug		
					Accumulative Target	Actual for the month	Accumulative Result
FinDir2	Director: Financial Services	No	Bi-weekly meetings with line managers to ensure effective management of the directorate	23	4	3	5
FinFAdm8	Financial Administration	No	Section 71 reports submitted within 10 working days to applicable National- & Provincial Departments.	12	2	1	2
FinInc16	Income	No	Limit estimation of meter readings to 10% per month	10%	10%	6,5%	7%
FinSCM24	Supply Chain	No	Creditors not paid within 30 days of receipt of the invoice or statement	5%	5%	4,7%	3,3%

# WITZENBERG MUNICIPALITY

## SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

*SEPTEMBER  
2017*

A Municipality that cares for the community, creating growth  
& opportunity.

## SUMMARY

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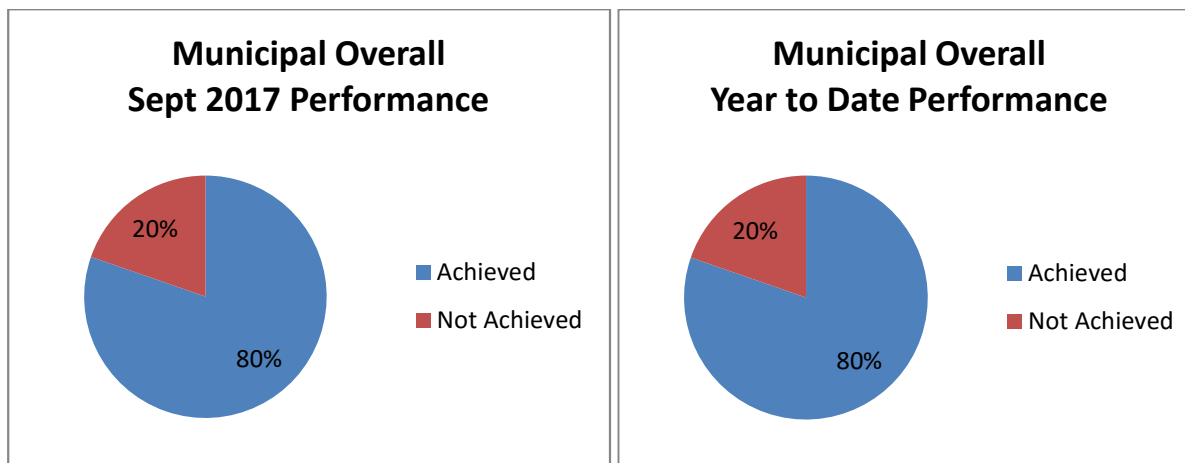
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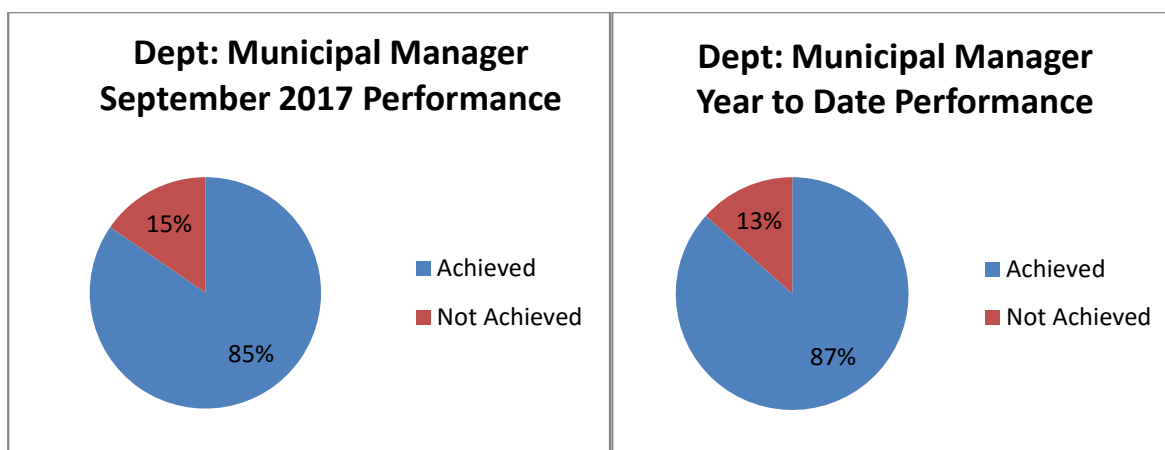


## NON-FINANCIAL PERFORMANCE

### 1. Municipal Overall



### 2. Municipal Manager



Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Sept		
					Accumulative Target	Actual	ACC
MM1	Performance Manager	Yes	Percentage spend on maintenance for the whole municipality.	99%	25%	9%	9%
MM2	Performance Manager	Yes	Percentage spend on Capital Budget for the whole municipality.	96%	10%	8%	8%
MM3	Municipal Manager	No	No of section 56 and 57 performance agreements signed by the end of July	5			5
MM4	Municipal Manager	No	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.	5			

Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Sept		
					Accumulative Target	Actual	ACC
MM5	Municipal Manager	No	Liaison with senior leadership team twice a month to ensure good governance	23	6	2	7
MM6	Municipal Manager	No	Tabling at Council of Annual Report by end of February	1			
MM7	Municipal Manager	No	Submit revision of Council delegations to Executive Mayor by 30 December.	1			
MMIDP8	IDP	No	Effective functioning of ward committees to ensure consistent and regular communication with residents. Measured in total number off meetings per quarter.	48	12	12	12
MMIDP9	IDP	Yes	Number of IDP community meetings held.	14			
MMIA10	Internal Audit	No	Preparation and submission of quarterly progress reports to the MM on the implementation of the RBAP.	4	1	1	1
MMIA11	Internal Audit	No	Preparation and submission of quarterly Performance Audit reports submitted to the MM in terms of regulation 14 of the PMS	4	1	1	1
MMIA12	Internal Audit	No	Quarterly Risk Management report submitted to the MM.	4	1	1	1
MMIA13	Internal Audit	No	Number of Performance, Risk & Audit Committee meetings held.	5	1	2	2
MMPPerf14	Performance Management	No	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.	12	1	1	3
MMPPerf15	Performance Management	No	Revision of KPI indicators during IDP Strategic Process.	1			
MMPPerf16	Performance Management	No	Implement performance system & procedures.	1			
MMPPerf17	Performance Management	No	Submission of Annual Performance Report to Auditor-General by 30 August.	1			1
MMProj18	Project Management	No	Monthly Dora reports submitted by the 10th working day of every month to Prov MIG.	12	1	1	3
MMProj19	Project Management	No	Develop a 5 yr infrastructure investment plan with IDP process	3			
MMProp20	Property Management	No	Quarterly monitoring the contract management system for lease of municipal properties.	4	1	1	1
MMProp21	Property Management	Yes	Revisit Municipal Land Audit and draw up an implementation plan. Phase implementation from 14/15 onwards.	Phase 4 Implement			
MMProp22	Property Management	No	Mid-Year Report on implementation of Land Audit Plan	1			
MMLeg23	Legal Services	No	Submit quarterly report on all legal against and on behalf of Council to the Executive Mayor.	4	1	1	1
MMLeg24	Legal Services	No	Annual review of at least 5 by-laws of the municipality.	5	1	1	1

**Targets not achieved:**

**MM1** – *Percentage expenditure on maintenance budget for the whole Municipality.*

Reason for target not achieved:

- Maintenance votes from Finance were only received in the last week of September. This was due to MSCOA implementation, therefore not possible to monitor R&M votes.
- Orders was not issued timeously by Finance for various R&M votes, due to MSCOA.

Corrective measures:

- R&M votes and orders have been received and spending will increase now.

**MM2** – *Percentage expenditure on capital budget for the whole municipality..*

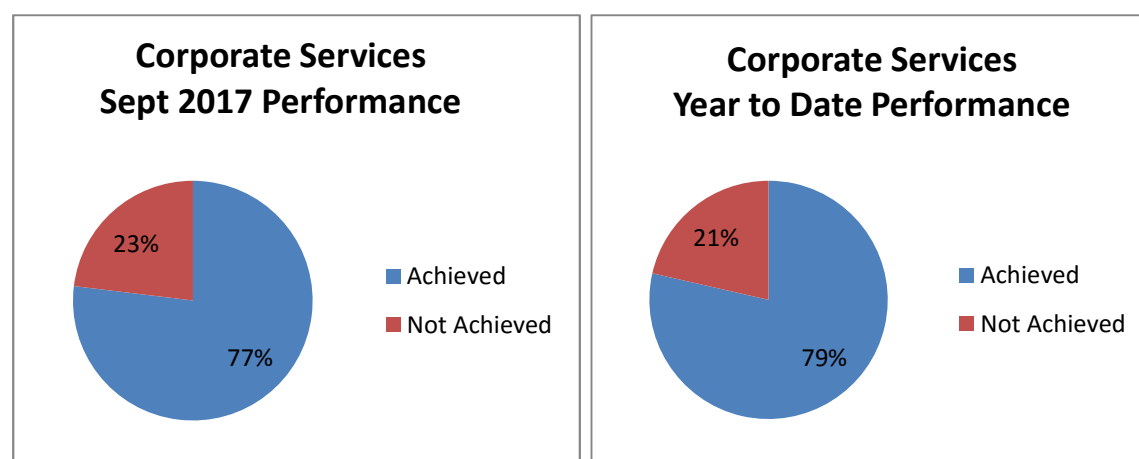
Reason for target not achieved:

- This underspending is due to the late start of the Vredebes internal services housing project. The layout was amended which had the effect that the services plans could not be approved. The layout has been approved and the services plans approved in the meantime. The number of sites to be serviced has also been reduced to 300 by the Provincial Government.

Corrective measures:

- Reduced amount to be corrected with adjustment budget.

### 3. Corporate Services



Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Sept		
					Accumulative Target	Actual	Accumulative Result
CorpDir1	Director: Corporate Services	No	Bi-weekly meetings with line managers to ensure effective management of the directorate	23	6	1	5
CorpDir2	Director: Corporate Services	No	Percentage expenditure on capital budget by Corporate Directorate.	96%	10%	1%	1%
CorpDir3	Director: Corporate Services	No	Percentage expenditure on maintenance budget by Corporate Directorate.	99%	25%	2%	2%
CorpDir4	Director: Corporate Services	No	Quarterly report on security contract.	4	1	1	1
CorpHR5	Human Resources	No	Drafting the individual performance implementation plan for Municipal Manager approval	1			
CorpHR6	Human Resources	No	Effective labour relations by facilitating regular LLF meetings per annum	10	2	0	0
CorpHR7	Human Resources	No	Review 5 year EE plan by end October	1			
CorpHR8	Human Resources	No	Revised organogram submitted to the municipal manager for approval by end March	1			
CorpHR9	Human Resources	No	Submit time and attendance report to all departments on a monthly basis.	60	15	5	15
CorpHR10	Human Resources	No	Compiling a Work Place Skills plan (WSP) each year by June	1			
CorpHR11	Human Resources	No	Arrange on a quarterly basis Occupational Health & Safety Committee meetings with all departmental health and safety representatives	4	1	1	1
CorpHR12	Human Resources	No	Percentage of people from employment equity target groups employed in the three highest levels of management.	75%			
CorpHR13	Human Resources	No	Percentage budget spend on the implementation of the Workplace Skills Plan	96%	25%	5%	5%
CorpHR14	Human Resources	No	Performance contracts for managers	25			
CorpHR15	Human Resources	No	Finalise TASK job descriptions	1			

Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Sept		
					Accumulative Target	Actual	Accumulative Result
CorpHR16	Human Resources	No	Quarterly report on vacant budgeted positions.	4	1	1	1
CorpHR17	Human Resources	No	Quarterly report on disciplinary actions	4	1	1	1
CorpHR18	Human Resources	No	Quarterly monitoring report on sick leave & absence to combat continuous abuse.	4	1	1	1
CorpHR19	Human Resources	No	Approved policy & procedures for Time & Attendance system.	1			
CorpAdm20	Administration	No	Daily signing off of the cash register for cheques, cash and postal orders and handover to Financial services	12	3	1	3
CorpAdm21	Administration	No	Prepare monthly report on overdue actions as per TRIM	12	3	1	3
CorpAdm22	Administration	No	Agenda distribution 7 days prior to meeting - Council Meeting	12	3	1	3
CorpAdm23	Communication	No	Review of the council language policy by 30 January 2018	1			
CorpIT24	Information Technology	No	Update the website with the minutes of Council meetings within 7 days of approval by Council	12	3	1	3
CorpIT25	Information Technology	No	Updating of website content	12	3	1	3
CorpIT26	Information Technology	No	Investigate implementation of Citizen Mobile Portal	1			
CorpIT27	Information Technology	No	Upgrade server room to comply to ICT controls.	1			
CorpIT28	Information Technology	No	Convene quarterly IT Steering Committee meetings	4	1	1	1
CorpCom29	Communication	No	Compilation and distribution of external newsletters.	4	1	1	1
CorpCom30	Communication	No	Compilation and distribution of quarterly internal news letter	4	1	1	1
CorpMar31	Marketing	No	Corporate branding of non-branded immovable property	2			
CorpMar32	Marketing	No	Support all events on the annual calender through branding of Witzenberg municipality	100%			
CorpTour33	Marketing	No	Quarterly meetings with Tourism bureau and affiliates	4	1	1	1
CorpTraf34	Traffic	No	Drivers license testing appointment to be scheduled within 90 days of applications received	90%	90%	100%	100%
CorpTraf35	Traffic	No	Closing of banking batches on a daily basis	12	3	1	3
CorpTraf36	Traffic	No	Establishment of joint operations as part of SAPS sector policing initiative and security agencies	12	3	1	3
CorpTraf37	Traffic	No	Visit at least 8 schools per annum to improve traffic and pedestrian safety	8	2		2
CorpTraf38	Traffic	No	Quarterly collection rate of fines issued. Report on previous quarter.	25%	15%	19%	19%
CorpTraf39	Traffic	No	Respond to all citizen law enforcement queries/complaints / requests within 1 working day	95%	95%	100%	98%
CorpTraf40	Traffic	No	Number of meetings held with SAPS	8	2	1	1
CorpTraf41	Traffic	No	Community satisfaction survey on safety and security (score 1 - 5)	3			
CorpTraf42	Traffic	No	Analysis report on Community satisfaction survey on safety & security.	1	1		1

CorpTraf43	Traffic	No	Develop Law enforcement plan with operating procedures & reporting template.	1			
CorpTraf44	Traffic	No	Review contract with traffic enforcement service provider with measurement indicators on performance.	8			

**Targets not achieved:**

CorpDir1 – Bi-weekly meetings with line managers

Reason for target not achieved:

- Meeting was scheduled for 28/09/2017 but had to be postponed as Director was on leave.

Corrective measures:

- Meeting was rescheduled for 4/10/2017. An additional 2 meetings will be held in October

CorpDir2 – Percentage expenditure on maintenance budget by Community Directorate.

Reason for target not achieved:

- Project was delayed due to various site visits by the Consultant in order to do proper planning, draft the technical plans and to determine the specifications. Expenditure of 10% could therefore not be reached.

Corrective measures:

- The target of the 2nd quarter will be reached with the completion of the technical plans and the structural work which will start.

CorpDir3 – Percentage expenditure on maintenance budget by Community Directorate.

Reason for target not achieved:

- The maintenance work was delayed and the 25% could not be reached.

Corrective measures:

- Major maintenance work started in October 2017 at Tulbagh and Wolseley therefor the target of 50% at the end of December 2017 can be reached.

CorpHR6 – Effective labour relations by facilitating regular Local Labour Forum meetings .

Reason for target not achieved:

- A total of four LLF meetings has been cancelled by either Management or Councillors

Corrective measures:

- Discuss at Senior Management to correct

CorpHR13 – Percentage budget spent on the Implementation of the Workplace Skills Plan .

Reason for target not achieved:

- Bidders did not comply in terms of pre-Bid Specifications

Corrective measures:

- Bid will be re-advertised

CorpTraf40 – Number of meetings held with the South African Police .

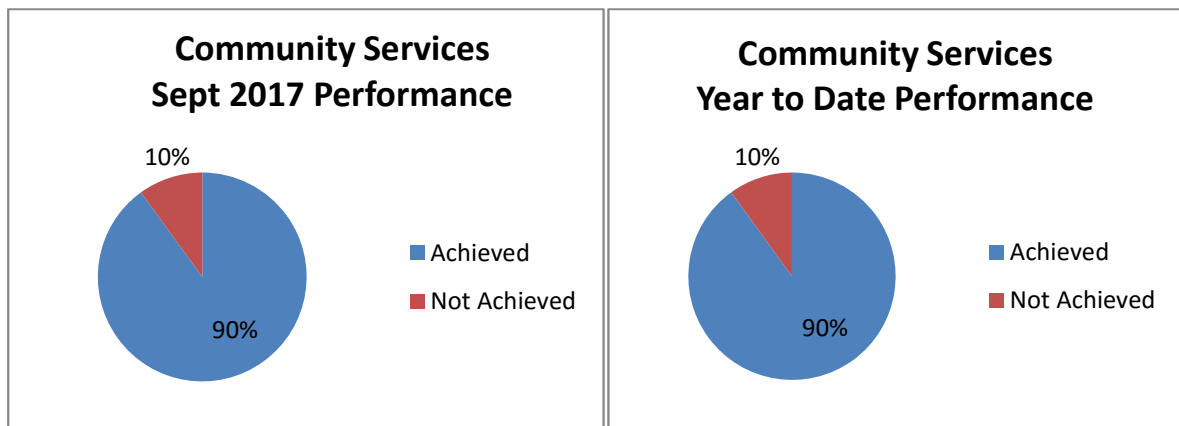
Reason for target not achieved:

- The meeting for August was cancelled due to a lack of a quorum. September meeting took place.

Corrective measures:

- Meetings re-scheduled for remainder of year

#### 4. Community Services



Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Sept		
					Accumulative Target	Actual	Accumulative Result
ComDir1	Director: Community Services	Yes	Percentage expenditure on maintenance budget by Community Directorate.	99%	25%	24%	24%
ComDir2	Director: Community Services	Yes	Percentage expenditure on capital budget by Community Directorate.	96%	10%	5%	5%
ComDir3	Director: Community Services	No	Bi-weekly meetings with line managers to ensure effective management of the directorate	23	6	2	6
ComLed4	Local Economic Development	Yes	Compile & Implementation of LED Strategy.	Review of plan			
ComLed5	Local Economic Development	No	Monthly submission of EPWP data report to the Department of Public Works	12	3	1	3
ComLed6	Local Economic Development	No	Quarterly attendance of LED District/Provincial meetings	4	1	1	1
ComLed7	Local Economic Development	No	Bi-annual SMME supplier procurement training	2			
ComLed8	Local Economic Development	Yes	The number of jobs created through the municipality's local economic development initiatives including capital projects.	390	100	100	100
ComCem9	Cemeteries	No	Reconciliations of cemeteries booking register on a monthly basis within 14 calendar days of month end	12	3	1	3
ComCem10	Cemeteries	No	Investigate land for cemetery	1			
ComEnv11	Environmental Management	No	Quarterly environmental education programme visits to communities and schools	4	1	1	1
ComEnv12	Environmental Management	No	Management plan for nature reserves & CBA	1	1	1	1
ComEnv13	Environmental Management	No	Invasive alien species programme for commonage, rivers & Mitchells Pass	1			
ComHS14	Human Settlements	Yes	Number of housing opportunities provided per year - top structures.	309			
ComHS15	Human Settlements	Yes	Number of rental stock transferred.	60	10	1	1
ComHS16	Human Settlements	No	Monthly maintenance of the housing waiting list by updating applications received within 14 calendar days	12	3	1	3
ComHS17	Human Settlements	No	Providing of housing consumer education (Training) sessions to beneficiaries	15	2	2	3

Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Sept		
					Accumulative Target	Actual	Accumulative Result
ComHS18	Human Settlements	No	Monitoring of informal settlements by demolishing of new illegal structures within 24 hours	12	3	1	3
ComHS19	Human Settlements	No	Bi-annual counting of informal settlement structures	2			
ComHS20	Human Settlements	No	Attend to complaints with regard to maintenance of rental stock within 15 working days	80%	80%	94%	88%
ComHS21	Human Settlements	No	Maintenance of communal services (toilets & standpipes) in informal settlements	8			
ComHS22	Human Settlements	No	Establishment of a strategy for illegal squatters	1			
ComLib23	Library Services	No	Lodging of awareness programmes through monthly exhibitions	120	30	26	57
ComLib24	Library Services	No	Develop a maintenance plan & operating procedures for facilities.	7			
ComFir25	Disaster Management & Fire Services	No	Awareness campaigns to be held on a quarterly basis	4	1	1	1
ComFir26	Disaster Management & Fire Services	No	Daily vehicle and equipment inspections to be held	12	3	1	3
ComFir27	Disaster Management & Fire Services	No	Disaster Management Plan that would include: conduct a disaster risk assessment for municipal area, identify & map risks, prepare disaster man plan, develop early warning mechanisms & procedures for risks identified, review & update plans. Ensure inclusion of risks identified.	1			
ComRes28	Resorts	No	Review maintenance plan for swimming pools by 30 September	1	1	1	1
ComRes29	Resorts	No	Daily water chlorine testing at swimming pool during November to April	100%			
ComRes30	Resorts	No	Pine Forest: % Customer satisfaction rating	80%	80%	89%	90%
ComRes31	Resorts	No	Maintenance plan & operating procedures for swimming pools that would include dosage, operating of pumps & filter & cleaning & personnel are trained and evaluated.	1			
ComRes32	Resorts	No	Monitor theft & illegal access at Pine Forest Resort through monthly report	12	3	1	3
ComAm33	Amenities & Facilities	No	Implement the maintenance plan for community halls through the number of projects completed for the financial year (2 x halls paint)	2			
ComAm34	Amenities & Facilities	Yes	Customer satisfaction survey on community facilities (score 1 - 5)	2,5			
ComAm35	Amenities & Facilities	No	Analysis report on Community satisfaction survey on community facilities	1			
ComAm36	Amenities & Facilities	No	Maintenance plan & operating procedures for facilities.	7			



Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Sept		
					Accumulative Target	Actual	Accumulative Result
ComBus37	Business Licenses	No	Issuing of approved business licenses within 5 working days after comments of stakeholders was received	90%	90%	100%	100%
ComBus38	Business Licenses	No	Issuing of informal trading stands permits within 14 calendar days of application received	100%	100%	100%	100%
ComSpo39	Sport & recreation	No	Maintenance of sport fields through routine cleaning of buildings and grounds at sports fields on monthly basis	84	21	7	21
ComSpo40	Sport & recreation	No	Maintenance plan & operating procedures for facilities.	7			
ComSoc41	Social & Welfare Services	Yes	Number of account holders subsidised through the municipality's Indigent Policy	2750	2750	2402	2402
ComSoc42	Social & Welfare Services	Yes	Bi-annual HIV/AIDS awareness programmes	3	1	1	1
ComSoc43	Social & Welfare Services	Yes	Arrange workshops for youth per twinning agreement	2	1	1	1
ComSoc44	Social & Welfare Services	Yes	Implement substance abuse programmes	5	1	1	1
ComSoc45	Social & Welfare Services	Yes	Implementation of child protection programmes	2			
ComSoc46	Social & Welfare Services	Yes	Implementation of early childhood development programmes	4	1	1	1
ComSoc47	Social & Welfare	Yes	Implementation of gender programmes	2			
ComSoc48	Social & Welfare Services	Yes	Implementation of projects for persons with disabilities	2	1	1	1
ComSoc49	Social & Welfare Services	Yes	Number of meetings with intergovernmental partners.	12	3	3	3
ComSoc50	Social & Welfare	No	Increase indigents in Hamlet & ODB	100			

#### Targets not achieved:

##### ComDir1 – Percentage expenditure on maintenance budget by Community Directorate.

Reason for target not achieved:

- The target was not reached because of slow reaction of service providers on quotations.

Corrective measures:

- Planning ahead for projects

##### ComDir2 – Percentage expenditure on maintenance budget by Community Directorate.

Reason for target not achieved:

- The target was not reached because although purchases processes started the U key numbers were inaccurate.

Corrective measures:

- U-keys will be rectified by Finance

##### ComHS15 – Number of rental stock transferred.

Reason for target not achieved:

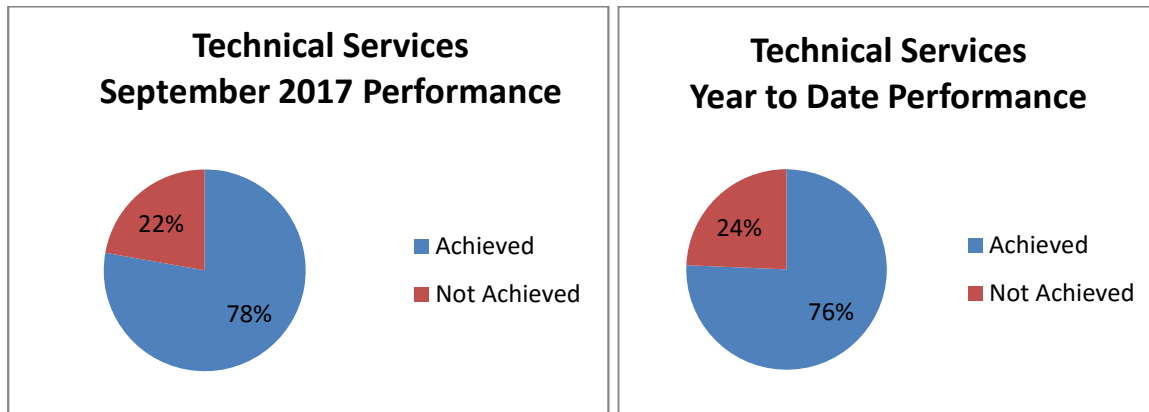
- Attorney indicated that he struggled to get documents signed by beneficiaries who did not show for their appointments.

- Extended RCC (rates clearance certificates) were required for 9 properties from the Finance Department and was delayed.
- Registration of N'duli properties are linked to lost VA for certain titles at the deeds office

Corrective measures:

- Lost VA's were found, RCC again requested and received by Agent (Dykes Van Heerden) and Attorney and will be lodge by middle November 2017
- 4 applications lodge on 3 October 2017 – registration 3 weeks after lodgement – Attorney
- Signed documents already handed in for signature of MM and send back) – Attorney needs to expedite lodgement
- Tender for new service provider from 1 July 2017 until 30 June 2020 has not been awarded yet.

## 5. Technical Services



Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Sept		
					Accumulative Target	Actual for the month	Accumulative Result
TecDir1	Director: Technical Services	Yes	Percentage expenditure on maintenance budget by Technical Directorate.	99%	25%	9%	9%
TecDir2	Director: Technical Services	Yes	Number of subsidised serviced sites developed.	500	0		
TecDir3	Director: Technical Services	Yes	Percentage expenditure on capital budget by Technical Directorate.	96%	10%	8%	8%
TecDir4	Director: Technical Services	No	Bi-weekly meetings with line managers to ensure effective management of the directorate	23	6	2	6
TecRo5	Roads & Stormwater	No	Operational planned maintenance report for storm water infrastructure for winter period.	1			
TecRo6	Roads & Stormwater	No	Report on operative storm water infrastructure maintenance	4			
TecRo7	Roads & Stormwater	Yes	Kilometres of roads upgraded & rehabilitated.	3			
TecRo8	Roads & Stormwater	No	Approved & updated Pavement Management System	1			
TecRo9	Roads & Stormwater	No	Investigate the development of a road master plan for all areas	1			
TecRo10	Roads & Stormwater	No	Municipal roads is maintained and measured by the square meters of roads patched.	4700m <sup>2</sup>			
TecRo11	Roads & Stormwater	No	Maintenance of municipal roads as per vote number 14143806 14143803 14143807 14143809	98%	25%	3%	3%
TecRo12	Roads & Stormwater	No	Blockages cleaned within 24 hours from when the complaint has been lodged by the control room	100%	100%	100%	100%
TecRo13	Roads & Stormwater	No	Stormwater assets is maintained in terms of the maintenance budget spent in vote number 14133808	98%	25%	16%	16%

Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Sept		
					Accumulative Target	Actual for the month	Accumulative Result
TecSan10	Sanitation	No	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	90%	90%	92%	88%
TecSan11	Sanitation	No	Report with cost estimate to service all urban erven not yet serviced by sewer network.	1			
TecSan12	Sanitation	No	Sewerage blockage removals within 24 hours from receipt of the complaint by the control room	100%	100%	100%	100%
TecSan13	Sanitation	Yes	Provide basic services - number of informal areas with sufficient communal sanitation service points(toilets).	3	3	3	3
TecSan14	Sanitation	No	Submission of nr of sewer connections for the month to Finance Income section.	12	1	1	3
TecSan15	Sanitation	No	Prepare a 3 year sewer pipe replacement programme indicating priority areas with costing.	1			
TecSan16	Sanitation	No	Annual compliance report on KPA's for green drop requirements	1			
TecSan17	Sanitation	No	Regular inspection at pump stations to inspect for faulty, damage or defective equipment and infrastructure at the pump station	276	23	23	69
TecSan18	Sanitation	No	Sanitation assets is maintained in terms of the maintenance budget spent in votes 14113802 14113811 14113812	98%	25%	5%	5%
TecWat17	Water	No	Quarterly report indicating consumer usage anomalies through monitoring of GIS data to assist with addressing water losses and unmetered usage.	4	1	1	1
TecWat18	Water	No	Repair breaks within 24 Hours after water break has been reported to call centre	100%	100%	100%	100%
TecWat19	Water	No	Repair faulty meters received per list from Finance within 20 working days	100%	100%	100%	100%
TecWat20	Water	Yes	Decrease unaccounted water losses.	18%	18%	17%	17%
TecWat21	Water	Yes	Percentage compliance with drinking water quality standards	98%	98%	100%	100%
TecWat22	Water	Yes	Provide basic services - number of informal areas with sufficient communal water service points (taps).	3	3	3	3
TecWat23	Water	No	Submission of nr of water connections for the month to Finance Income section.	12	1	1	3
TecWat24	Water	No	Prepare a 3 year water pipe replacement programme indicating priority areas with costing.	1			
TecWat25	Director: Technical Services	No	Submission of quarterly progress reports on RBIG application for Tulbagh storage dam as per DoRA allocation.	4	1	1	1
TecWat26	Water	No	Develop & submit WSDP to Council for approval	1			

Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Sept		
					Accumulative Target	Actual for the month	Accumulative Result
TecWat27	Water	No	Water assets is maintained in terms of the maintenance budget spent in vote number 14193802.	98%	25%	15%	15%
TecRef27	Solid Waste & Cleansing	No	Develop and implement a public awareness program to promote waste avoidance and waste minimisation at source as per the Solid Waste Master Plan (May 2017)	1			
TecRef28	Solid Waste & Cleansing	No	Quarterly report on implementation & management of operating solid waste sites on compliance prescriptives as per audit reports and instructions from the relevant provincial department.	4	1	1	1
TecRef29	Solid Waste & Cleansing	No	Bi-annual testing of the quality of borehole water within SABS standards	2			
TecRef30	Solid Waste & Cleansing	No	Annual external landfill sites audit to be performed by March on all operating sites.	2			
TecRef31	Solid Waste & Cleansing	Yes	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area cleaning service.	3	3	3	3
TecRef32	Solid Waste & Cleansing	No	Quarterly reconciliation report (billings, actuals & outstanding) on the implementation of the wheelie-bin system for business.	4	1	1	1
TecRef33	Solid Waste & Cleansing	No	Updating of existing waste collection by-law to make provision for wheelie-bins & waste management strategy	1			
TecRef34	Solid Waste & Cleansing	No	Develop a 5yr implementation plan on waste management strategy aligned with Belgium, MIG & own funding	1			
TecRef35	Solid Waste & Cleansing	No	Number of community awareness campaigns to promote recycling	4			1
TecEl35	Electricity	No	Respond to resident's queries regarding service disruptions and faulty meters within 24 hours from when the complaint has been received from call centre	80%	80%	100%	100%
TecEl36	Electricity	Yes	Number of subsidised electricity connections installed.	309			
TecEl37	Electricity	Yes	Decrease unaccounted electricity losses.	8%	8%	10%	10%
TecEl38	Electricity	No	Submission of nr of electricity connections for the month to Finance Income section.	12	1	1	3
TecEl39	Electricity	No	Quarterly report indicating consumer usage anomalies through monitoring of GIS data to assist with addressing electricity losses and unmetered usage.	4	1	1	1
TecEl40	Electricity	No	Develop & submit an Electricity Masterplan to Council for approval	1			
TecEl41	Electricity	No	Develop & submit an Energy plan to Council for approval	1			
TecEl42	Director: Technical Services	No	Submission of quarterly progress reports on engagements with Eskom to upgrade bulk electricity infrastructure for witzenberg by 2021.	4	1	1	1

Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Sept		
					Accumulative Target	Actual for the month	Accumulative Result
TecEI43	Electricity	No	Develop strategy to address illegal connections.	1			
TecEI44	Electricity	No	Prepare a 3 year electrical network upgrading programme indicating priority areas with costing.	1			
TecEI45	Electricity	No	Electricity assets is maintained in terms of the maintenance budget spent in vote numbers 14053802 14053810 14073802 14083802	98%	25%	17%	17%
TecFI45	Fleet Management	No	Revision of the vehicle replacement program on a quarterly basis	No Target			
TecFI46	Fleet Management	No	Monthly vehicles maintenance plan and servicing of those vehicles	No Target			
TecFI47	Fleet Management	No	Compile a quarterly vehicle usage report documenting the economical (kilometres/litre) usage of each vehicle	No Target			
TecFI48	Director: Technical Services	No	Procurement of a vehicle tracking system.	1			
TecPla49	Town Planning & Building Control	No	All building plans approved for less than 500 square meters within 30 days	95%	95%	100%	100%
TecPla50	Town Planning & Building Control	No	All building plans approved for more than 500 square meters within 60 days	95%	95%	100%	100%
TecPla51	Town Planning & Building Control	No	Acknowledge receipt of town planning application within 21 working days. Quarterly.	95%	95%	100%	100%
TecPla52	Town Planning & Building Control	No	Monthly reconcile general ledger printout of building fees paid with the building register maintained	12	1	1	3
TecPla53	Town Planning & Building Control	No	Quarterly update of the zoning register with all new zonings	4	1	1	1
TecPla54	Town Planning & Building Control	No	Recommendation for decision to the MM/Council for approval, within 7 months from validating a fully compliant application. Quarterly.	100%	100%	100%	100%
TecPla55	Town Planning & Building Control	No	Develop, implement & monitor an operating procedure for building inspections to prevent occupation of new building without approvals or services connection fees being paid.	1			

#### Targets not achieved:

TecDir1 – Percentage expenditure on maintenance budget by Technical Directorate.

Reason for target not achieved:

- Maintenance votes from Finance were only received in the last week of September. This was due to MSCOA implementation, therefore not possible to monitor R&M votes.
- Orders was not issued timeously by Finance for various R&M votes, due to MSCOA.

Corrective measures:

- R&M votes and orders have been received and spending will increase now.

TecDir3 – *Percentage expenditure on capital budget by Technical Directorate.*

Reason for target not achieved:

- This underspending is due to the late start of the Vredebes internal services housing project. The layout was amended which had the effect that the services plans could not be approved. The layout has been approved and the services plans approved in the meantime. The number of sites to be serviced has also been reduced to 300.

Corrective measures:

- Reduced amount to be corrected with adjustment budget.

TecRo11 – *Percentage expenditure on maintenance of municipal roads.*

Reason for target not achieved:

- Maintenance votes from Finance were only received in the last week of September. This was due to MSCOA implementation, therefore not possible to monitor R&M votes.
- Orders was not issued timeously by Finance for various R&M votes, due to MSCOA.

Corrective measures:

- R&M votes and orders have been received and spending will increase now.

TecRo13 – *Percentage expenditure on maintenance of storm water infrastructure.*

Reason for target not achieved:

- Maintenance votes from Finance were only received in the last week of September. This was due to MSCOA implementation, therefore not possible to monitor R&M votes.
- Orders was not issued timeously by Finance for various R&M votes, due to MSCOA.

Corrective measures:

- R&M votes and orders have been received and spending will increase now.

TecSan18 – *Percentage expenditure on maintenance of sanitation infrastructure.*

Reason for target not achieved:

- Maintenance votes from Finance were only received in the last week of September. This was due to MSCOA implementation, therefore not possible to monitor R&M votes.
- Orders was not issued timeously by Finance for various R&M votes, due to MSCOA.

Corrective measures:

- R&M votes and orders have been received and spending will increase now.

TecWat27 – *Percentage expenditure on maintenance of water infrastructure.*

Reason for target not achieved:

- Maintenance votes from Finance were only received in the last week of September. This was due to MSCOA implementation, therefore not possible to monitor R&M votes.
- Orders was not issued timeously by Finance for various R&M votes, due to MSCOA.

Corrective measures:

- R&M votes and orders have been received and spending will increase now.

TecEl37 – *Decrease unaccounted electricity losses.*

Reason for target not achieved:

- Technical losses is actual losses that occur when transferring power in dsitribution system. This can only be optimised and is not always practical due to budget constraints.

- Electricity theft. Connections can be removed but the safety of personnel are at risk as well as the possibility of riots.
- Unmetered installations and meters will be addressed once the challenges with the GIS as reported separately have been addressed.
- The identification of faulty and inaccurate meters is a challenge due to staff and equipment constraints.

Corrective measures:

- A low-flow study to identify upgrades and possible switching to increase network performance and reduce technical losses will be completed by June 2018.
- An illegal strategy connection will be drafted by February 2018
- Using GIS to determine anomalies
- Investigation on the errors identified with possible anomalies in order to address electricity losses.
- Appoint a consultant by early 2018 to do a complete meter audit.

TecEI45 – *Percentage expenditure on maintenance of electricity infrastructure.*

Reason for target not achieved:

- Maintenance votes from Finance were only received in the last week of September. This was due to MSCOA implementation, therefore not possible to monitor R&M votes.
- Orders were not issued timeously by Finance for various R&M votes, due to MSCOA.

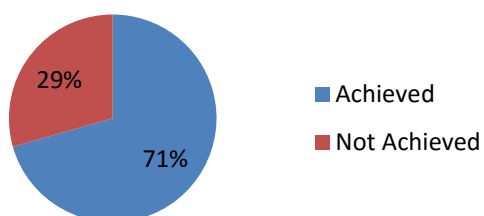
Corrective measures:

- R&M votes and orders have been received and spending will increase now.

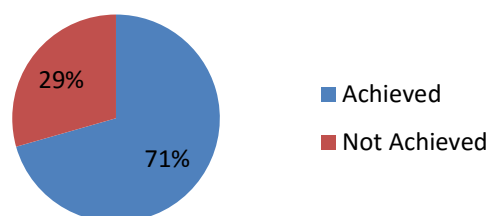


## 6. Financial Services

**Financial Services  
Sept 2017 Performance**



**Financial Services  
Year to Date Performance**



Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Sept		
					Accumulative Target	Actual for the month	Accumulative Result
FinDir1	Director: Financial Services	No	Compilation of Financial Analysis by end September for IDP Workshops	1	1	1	1
FinDir2	Director: Financial Services	No	Bi-weekly meetings with line managers to ensure effective management of the directorate	23	6	2	6
FinDir3	Director: Financial Services	Yes	Opinion of the Auditor-General on annual financial statements of the previous year.	Unqualified			
FinDir4	Director: Financial Services	No	Draft budget presented at IDP Strategic workshop in November.	1			
FinDir5	Director: Financial Services	No	Financial policies & procedures presented at IDP Strategic workshop in November.	1			
FinDir6	Director: Financial Services	No	Credible and realistic draft budget submitted to SMM for tabling at Council meeting in March.	1			
FinDir7	Director: Financial Services	No	Final credible and realistic draft budget tabled at Council meeting in May.	1			
FinFAdm8	Financial Administration	No	Section 71 reports submitted within 10 working days to applicable National- & Provincial Departments.	12	3	1	3
FinFAdm9	Financial Administration	Yes	Financial viability expressed as Cost-Coverage ratio	2,8	2,8	3,4	3,4
FinFAdm10	Financial Administration	Yes	Financial viability expressed as Debt-Coverage ratio	30	30	106	106
FinFAdm11	Financial Administration	Yes	Financial viability expressed outstanding service debtors	44%	44%	57%	57%
FinFAdm12	Financial Administration	No	Develop a system & procedures for facility income to be reconciled to Samras.	1			
FinFAdm13	Financial Administration	No	Investigate and implement a SAMRAS mSCOA programme for municipal properties.	1			
FinFAdm14	Financial Administration	No	Review current system wrt orders to ensure more efficient and effective procedures.	1			

Ref	Sub-Directorate	Top Layer (Yes/No)	KPI	Annual Target 2017/18	Sept		
					Accumulative Target	Actual for the month	Accumulative Result
FinInc15	Income	Yes	Increased revenue collection	95%	95%	83%	83%
FinInc16	Income	No	Limit estimation of meter readings to 10% per month	10%	10%	5,6%	6%
FinInc17	Income	Yes	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	<1%	<1%	0,02%	0,02%
FinInc18	Income	Yes	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	<1%	<1%	0,03%	0,03%
FinInc19	Income	Yes	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	<1%	<1%	0,00%	0,00%
FinInc20	Income	Yes	Number of outstanding valid applications for waste removal services expressed as a % of total number of billings for the service.	<1%	<1%	0,02%	0,02%
FinInc21	Income	No	Develop a strategy for the implementation of debt collection	1			
FinInc22	Income	No	Develop a system & procedures to record & reconcile resorts income with Samras.	1			
FinInc23	Income	No	Quarterly report indicating consumer usage & valuation anomalies through monitoring of GIS data to assist with addressing faulty meter readings, absence of connections & correct valuations.	4	1	0	0
FinSCM24	Supply Chain	No	Creditors not paid within 30 days of receipt of the invoice or statement	5%	5%	2,4%	3,8%
FinSCM25	Supply Chain	No	Adjudicate recommended bids based on evaluation reports within 10 calendar days after the BAC meeting	90%	90%	100%	100%
FinSCM26	Supply Chain	No	Bid Specification Committee to have a BSCM within 14 calendar days after receipt of a proper request for a bid.	90%	90%	88%	88%
FinSCM27	Supply Chain	No	Compilation of consolidated report of all assets and inventory to be disposed of by the end of January	1			
FinSCM28	Supply Chain	No	Prepare evaluation reports per Bid within 60 calendar days from the date of bid closing to the date of the BECM	90%	90%	78%	78%
FinSCM29	Supply Chain	No	Develop a Procurement plan by May	1			
FinSCM30	Supply Chain	No	Develop operating procedures for payment of invoices	1			
FinSCM31	Supply Chain	No	Develop a Long-term procurement plan	1			

#### Targets not achieved:

FinAdm11 – Financial viability expressed as outstanding service debtors..

Reason for target not achieved:

- Credit control measures are limited in areas where electricity is supplied by Eskom. This concern has been addressed by SALGA but no workable solution has been reached to date.

- An additional contributing factor to the none achievement of the KPI is due to limited applications for indigent support within these areas.

Corrective measures:

- Implementation of water management meters to limit water consumption and to address the non-payment for the water service.

FinInc15 – *Increased revenue collection*

Reason for target not achieved:

- None provided

Corrective measures:

- None provided

FinInc23 – *Quarterly report indicating consumer usage & valuation anomalies through monitoring of GIS data to assist with addressing faulty meter readings, absence of connections & correct valuations.*

No result or Proof of Evidence provided.

FinSCM26 – *Bid Specification Committee to have a BSCM within 14 calendar days after receipt of a proper request for a bid.*

Reason for target not achieved:

- 21 out of 24 bids were done in allocated time.
- 08/2/15/13 were delayed for budget detail;
- 08/2/15/31 were delayed as SCM waited for clarity on items that did not form part of traffic uniforms;
- 08/2/15/44 Incapacity investigations, were placed on hold on instruction from MM.

Corrective measures:

- Requests will be dealt with as soon as possible.

FinSCM28 – *Prepare evaluation reports per Bid within 60 calendar days from the date of bid closing to the date of the BECM*

Reason for target not achieved:

- 14 out of 18 bids were done in allocated time.

Corrective measures:

- User departments must finalise their technical report within 30 days.

# WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

## - MEMORANDUM -

**AAN / TO:** Municipal Manager

**VAN / FROM:** Director: Finance

**DATUM / DATE:** 13 September 2017

**VERW. / REF.:** 5/02/P

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### RATES POLICY

#### 1. PURPOSE

The purpose of this report is to table amendments to the Property Rates Policy to Council for consideration.

#### 2. BACKGROUND

Section 9 of the Property Rates Policy deals with exemptions and is quoted below:

"9.1 The following categories of property are exempted from rates:

(a) *Municipal properties*

*Municipal properties are exempted from paying rates as it will increase the rates burden or service charges to property owners or consumers.*

(b) *Public Benefit Organisations*

*The following Public Benefit Organisations may apply for the exemption of property rates subject to producing a tax exemption certificate issued by the South African Revenue Services (SARS) as contemplated in Part 1 of the Ninth Schedule of the Income Tax Act, 1962 (No 58 of 1962):*

i. *Welfare organisations*

*Properties owned by not for gain institutions or public benefit organisations and are solely use for the benefit of the institution and or for charitable purposes and performs welfare and humanitarian work as contemplated by part 1 of the ninth Schedule of the Income Tax Act (Act 58 of 1962). Council may grant a rebate as of 100% in the case of Inst. 2 uses and 50% in the case of Inst. 3 users.*

ii. *Animal welfare*

*Property owned or used by institutions/organisations whose exclusive aim is to protect birds, reptiles and animals on a not-for-gain basis.*

(c) *In terms of section 17(i) of the MPRA, the council do not levy a rate on the property registered in the name of and used primarily as a place of public worship by a religious community, including an official residence registered in the name of that community which*

*is occupied by an office bearer of that community who officiates at services at that place of worship.”*

### **3. DISCUSSION**

The definitions of the different institutional zones are as follows:

#### **3.16 INSTITUTIONAL ZONE I**

Primary use: place of instruction.

Consent uses: place of assembly.

Place of instruction means a crèche, pre-primary school, primary school, high school, college, technikon, university, research centre, convent, public library, public art gallery, or museum or some other centre which is utilised for instruction purposes and includes a hostel appertaining thereto, but does not include a building or land unit which is mainly utilised as a certified reformatory or industrial school or as an institution.

#### **3.17 INSTITUTIONAL ZONE II**

Primary use: house of worship.

Consent uses: parsonage, place of assembly.

House of worship means a church, synagogue, mosque, temple, chapel or other place for practising religion, and includes any building in connection therewith, but does not include a funeral parlour with related chapel.

#### **3.18 INSTITUTIONAL ZONE III**

Primary use: institution.

Consent uses: place of assembly.

Institution means a building or portion of a building utilised or intended to be utilised as a social or welfare institution or for the administration thereof and includes a hospital, clinic, reformatory or place of detention, whether private or public, but does not include a jail.

The outcome of the above is that public benefit organisations such as social and welfare institutions (crèches etc.) can only qualify for a 50% rebate on property rates.

### **4. RECOMMENDATIONS**

That Section 9.1(b)(i) of the property rates policy be replaced with the following:

Properties owned by not for gain institutions or public benefit organisations and are solely use for the benefit of the institution and or for charitable purposes and performs welfare and humanitarian work as contemplated by part 1 of the ninth Schedule of the Income Tax Act (Act 58 of 1962).

- Council may grant a rebate of 100% to social and/or welfare institutions.

The policy with recommended adjustments is attached.

**HJ KRITZINGER**  
**DIRECTOR: FINANCE**



## PROPERTY RATES POLICY

FORMULATED IN TERMS OF SECTION 3 OF  
THE LOCAL GOVERNMENT: MUNICIPAL  
PROPERTY RATES ACT, NO. 6 OF 2004

Date of Implementation: 01 July 2010
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***OUR VISION: "A MUNICIPALITY THAT CARES FOR ITS COMMUNITY,  
CREATING GROWTH AND OPPORTUNITIES"***

*Amended by Council 30/05/2017*

*Amended by Council 18/05/2016*

*Amended by Council 15/06/2010*

*Amended by Council 28/05/2009*

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## 1. LEGISLATIVE CONTEXT

- 1.1 This policy is mandated by Section 3 of the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) as amended, which specifically provides that a municipality must adopt a Rates Policy.
- 1.2 In terms of Section 229 of the Constitution of the Republic of South Africa, 1996 (No.108 of 1996), a municipality may impose rates on property.
- 1.3 In terms of the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) as amended a municipality in accordance with-
- a. Section 2(1), may levy a rate on property in its area; and
  - b. Section 2(3), must exercise its power to levy a rate on property subject to-
    - i. Section 229 and any other applicable provisions of the Constitution;
    - ii. the provisions of the Property Rates Act; and
    - iii. the rates policy.
- 1.4 In terms of Section 4 (1) (c) of the Local Government: Municipal Systems Act, 2000 (No. 32 of 2000), the municipality has the right to finance the affairs of the municipality by imposing, *inter alias*, rates on property.
- 1.5 In terms of Section 62(1)(f)(ii) of the Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003) the municipal manager must ensure that the municipality has and implements a rates policy.

## 2. DEFINITIONS

- 2.1 **Act** means the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) as amended.
- 2.2 **Municipality** means the municipal council for the municipal area of Witzenberg.
- 2.3 **Pensioners** mean natural persons 60 years old or older.<sup>1</sup>

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<sup>1</sup> Added on 30 May 2017



- 2.4 **All other terms** are used within the context of the definitions contained in the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) as amended.

### 3. POLICY PRINCIPLES

- 3.1 Rates are levied in accordance with the Act as an amount in the rand based on the market value of all rateable property contained in the municipality's valuation roll and supplementary valuation roll.
- 3.2 As allowed for in the Act, the municipality has chosen to differentiate between various categories of property and categories of owners of property. Some categories of property and categories of owners are granted relief from rates. The municipality however does not grant relief in respect of payments for rates to any category of owners or properties, or to owners of properties on an individual basis, other than by way of an exemption, rebate or reduction provided for in this policy.
- 3.3 There would be no phasing in of rates based on the new valuation roll, except as prescribed by legislation.
- 3.4 The rates policy for the municipality is based on the following principles:
- (a) Equity  
The municipality will treat all ratepayers with similar properties the same.
  - (b) Affordability  
The ability of a person to pay rates will be taken into account by the municipality. In dealing with the poor/indigent ratepayers the municipality will provide relief measures through exemptions, reductions or rebates.
  - (c) Sustainability  
Rating of property will be implemented in a way that:
    - i. it supports sustainable local government by providing a stable an buoyant revenue source within the discretionary control of the municipality; and
    - ii. supports local social economic development
  - (d) Cost efficiency  
Rates will be based on the value of all rateable property and the amount required by the municipality to balance the operating budget after taking into account profits generated on trading (water, electricity) and economic (refuse removal, sewerage removal) services and the amounts required to finance exemptions, rebates, reductions and phasing-in of rates as approved by the municipality from time to time.

## **4. SCOPE OF THE POLICY**

This policy document guides the annual setting (or revision) of property rates. It does not make specific property rates proposals. Details pertaining to the applications of the various property rates are published in the Provincial Gazette and the municipality's schedule of tariffs, which must be read in conjunction with this policy.

## **5. APPLICATION OF THE POLICY**

In imposing the rate in the rand for each annual operating budget component, the municipality shall grant exemptions, rebates and reductions to the categories of properties and categories of owners as allowed for in this policy document.

## **6. CATEGORIES OF PROPERTY**

**6.1** Criteria for determining categories of properties for the purpose of levying different rates and for the purpose of granting exemptions will be according to the permitted use of the property

**6.2** Categories of property for the municipality include-

- (a) residential properties
- (b) industrial properties
- (c) business and commercial properties
- (d) agricultural properties
- (e) mining properties
- (f) properties owned by an organ of state and used for public service purposes
- (g) public service infrastructure properties
- (h) properties owned by public benefit organisations and used for specified public benefit activities
- (i) properties used for multiple purposes, subject to Section 9; or
- (j) any other category of property as may be determined by the Minister, with the concurrence of the Minister of Finance, by notice in the Gazette.”<sup>2</sup>

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<sup>2</sup> Amended by Council on 27/02/2017 in terms of amendments to the Act

## 7. CATEGORIES OF OWNERS

7.1 Criteria for determining categories of owners of properties, for the purpose of granting exemptions, rebates and reductions will be according to the-

- (a) indigent status of the owner of a property
- (b) sources of income of the owner of a property
- (c) owners of property situated within an area affected by-
  - i. a disaster within the meaning of the Disaster Management Act, 2002 (Act No. 57 of 2002); or
  - ii. any other serious adverse social or economic conditions;
- (d) owners of residential properties with a market value below a determined threshold;
- (e) owners of agricultural properties who are *bona fide* farmers; or
- (f) pensioners<sup>3</sup>

7.2 In determining whether a property forms part of a particular category indicated below, the council shall have regard to the actual zoning to which the relevant property is put. Vacant land is included in its own category, irrespective of the permitted use of the property. A change in zoning may result in a change in the category of the property. In table 1 the different usage is listed against the rating categories.

7.3 Business and/or commercial improvements on agricultural properties will be rated separately from the rest of the property according to the zoning of the improvement.

**Table 1**

Rating categories	Use codes
Residential Property	GEN RES
	GROUP HOUSE
	RES
	RES 1
	RES 2
	RES 3
	RES 4
	SIN RES

<sup>3</sup> Added on 30 May 2017

Rating categories	Use codes
	RESORT 2
	AGRI 1/ROS 2
Informal Settlements	INF RES
Business/Commercial Property	BUS
	BUS 1
	BUS 2
	BUS 4
	BUS 5
	CEMETERY
	COM
	EDUC
	GUEST HOUSES
	INST
	INST 1
	INST 2
	INST 3
	LOC BUS
	OPEN S1
	OPEN S 2
	OPEN S 3
	PARKING
	RES 5
	RESORT 1
	ROS 1/ OPEN S 3
Industrial property	IND
	IND 1
	IND 3
Agricultural Properties:	
Bona fide Agricultural	AGRI 1/RES 1
	AGRI 1/RES 2
	AGRI 1/SERVT
	AGRI 1
	AGRI 1/OS 2
	AGRI 1/OS 3
	AGRI 1
	AGRI 1/INST <sup>4</sup>
	AUTH
Agricultural / Business / Residential	AGRI 1/BUS 2/RES 5
	AGRI 1/ROS 1/RES 5
	AGRI 1/BUS 2
	AGRI 1/RES 5

<sup>4</sup> Updated by Council 29/05/2013 with effect from July 2012

Rating categories	Use codes
Agricultural / Industrial	AGRI 1/AGRI 2
	AGRI 1/IND 1
	AGRI 1/IND 2
	AGRI 2
State Owned Property	AGRI 1
	AUT
	BUS
	EDUC
	GEN RES
	INST
	INST 1
	INST 2
	INST 3
	LOC BUS
	OS 1
	OS 2
	OS 3
	OS
	RES
	RES 1
	SERV
	SIN RES
	SPORT
	TRANS
	TRANS 1
	TRANS 2
	TRANS 3
	UNDET
Municipal Property	AGRI 1
	AUT
	BUS
	EDUC
	GEN RES
	INST
	INST 1
	INST 2
	INST 3
	LOC BUS
	OS 1
	OS 2

Rating categories	Use codes
	OS 3
	POS
	RES
	RES 1
	SERV
	SIN RES
	SPORT
	TRANS
	TRANS 1
	TRANS 2
	TRANS 3
	UNDET
<b>Vacant Land - Urban</b>	VACANT
	POS
<b>Public Service Infrastructure</b>	SERV STAT
	TRANS
	TRANS 1
	TRANS 2
	UNDET

## 8. DIFFERENTIAL RATING

- 8.1 Criteria for differential rating on different categories of properties will be according to-
- (a) The nature of the property including its sensitivity to rating e.g. agricultural properties used for agricultural purposes.
  - (b) The promotion of social and economic development of the municipality.
- 8.2 Differential rating among the various property categories will be done by way of setting different cent amount in the rand for each property category.
- 8.3 Pensioners may qualify for a rebate of 50% on residential property in terms of councils' policy.

#### 8.4 Rates ratios to be applied

The rates ratio in relation to residential properties to be applied on non-residential properties is set in the table 2 below:

**Table 2:**

Categories	Ratio in relation to residential Property
<b>Residential Property:</b>	
Bona Fida residential	1:1
Informal settlements	1:0.8
<b>Business / Commercial property:</b>	1:1.85
<b>Industrial Property</b>	1:1.85
<b>Agricultural Properties:</b>	
Bona Fida Agricultural	1:0.25
Agricultural/Business/Residential	1:1
Agricultural / Industrial	1:1
<b>State owned Property</b>	1:1.74
<b>Vacant Land – Urban</b>	1:1.5
<b>Public Service Infrastructure</b>	1:0.25
<b>Building clauses</b>	1:1.25

## 9. EXEMPTIONS

9.1 The following categories of property are exempted from rates:

- (a) Municipal properties  
Municipal properties are exempted from paying rates as it will increase the rates burden or service charges to property owners or consumers.
- (b) Public Benefit Organisations  
The following Public Benefit Organisations may apply for the exemption of property rates subject to producing a tax exemption certificate issued by the South African Revenue Services (SARS) as contemplated in Part 1 of the Ninth Schedule of the Income Tax Act, 1962 (No 58 of 1962):

- i. Welfare organisations  
Properties owned by not for gain institutions or public benefit organisations and are solely use for the benefit of the institution and or for charitable purposes and performs welfare and humanitarian work as contemplated by part 1 of the ninth Schedule of the Income Tax Act (Act 58 of 1962).  
- Council may grant a rebate of 100% to social and/or welfare institutions.<sup>5</sup>
  - ii. Animal welfare  
Property owned or used by institutions/organisations whose exclusive aim is to protect birds, reptiles and animals on a not-for-gain basis.
- (c) In terms of section 17(i) of the MPRA, the council do not levy a rate on the property registered in the name of and used primarily as a place of public worship by a religious community, including an official residence registered in the name of that community which is occupied by an office bearer of that community who officiates at services at that place of worship.

**(The exclusion lapses if not used for the purposes as indicated above.)**

9.2 Exemptions will be subject to the following conditions:

- (a) all applications must be addressed in writing to the municipality;
- (b) a SARS tax exemption certificate must be attached to all applications;
- (c) the municipal manager or his/her nominee must approve all applications;
- (d) applications must reach the municipality before the end of October preceding the start of the new municipal financial year for which relief is sought; and
- (e) the municipality retains the right to refuse exemptions if the details supplied in the application form were incomplete, incorrect or false.

## 10. REDUCTIONS

10.1 A reduction in the municipal valuation as contemplated in section 15(1)(b) of the Act will be granted where the value of a property is affected by-

- (a) a disaster within the meaning of the Disaster Management Act, 2002 (Act No. 57 of 2002); or
- (b) any other serious adverse social or economic conditions

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<sup>5</sup> Proposed amendment



- 10.2 The reduction will be in relation to the certificate issued for this purpose by the municipal valuer.
- 10.3 All categories of owners can apply for a reduction in the rates payable as described above

## 11. REBATES

### Categories of property

(a) Business, commercial and industrial properties

- i. The municipality may grant rebates to rateable enterprises that promote local, social and economic development in its area of jurisdiction, based on its Local, Social and Economic Development Policy and as included in the council tariff policy.
- ii. Rebates will be granted once an application was received and approved by the municipal manager or his/her delegate.

(b) Conservation Land

No rebates are granted to privately owned properties whether designated or used for conservation purposes.

(c) Historical or heritage properties

No rebates are granted other than residential rebates if appropriate.

(d) Cemeteries.

Privately owned cemeteries received a rebate of 50% and must be exclusively be used for the purpose of a cemetery.

(e) Residential Properties.

The Municipality will not levy a rate on the first value up to R100 000 of the market value as per the Valuation Roll of Residential Properties, as follows:

- on the first R15 000 on the basis set out in Section 17(1)(h) of the MPRA; and
- on the balance of the market value up to R85 000 in respect of residential properties, as an important part of the Councils

indigent relief measures aimed primarily at alleviating poverty amongst those persons owning low-value properties.<sup>6</sup>

- (f) Other properties: informal settlements; industrial properties; business and commercial properties. (Refer to paragraph 6.2)

The Municipality will not levy a rate on the first value up to R100 000 of the market value as per the Valuation Roll of informal settlements, industrial properties or business and commercial properties as categorise in paragraph 6.2.<sup>7</sup>

- (g) i) Pensioners may qualify for a rebate of 50% on residential property.
- ii) Rebates will be granted once an application was received and approved by the municipal manager or his/her delegate.<sup>8</sup>

## 12. MULTIPLE-USE PROPERTIES

If a portion of farms and smallholdings is being used for commercial or industrial purposes and where the municipality considers it reasonable to apply the category of multiple-use properties, the apportionment of value for each distinct use of the property will be calculated by the municipal valuer and used for billing at the applicable rate. This also caters for wind and solar energy plants.<sup>9</sup>

## 13. RATES INCREASES

- (a) The municipality will consider increasing rates annually during the budget process in terms of the guidelines issued by National Treasury from time to time.
- (b) Rate increases will be used to finance the increase in operating costs of community and subsidised services.
- (c) Affordability of rates to ratepayers.
- (d) All increases in property rates will be communicated to the local community in terms of the municipality's policy on community participation.

## 14. NOTIFICATION OF RATES

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<sup>6</sup> Subsection (e) added by Council 18/05/2016

<sup>7</sup> Subsection (f) added by Council 18/05/2016

<sup>8</sup> Paragraph (g) - added by Council 30/05/2017

<sup>9</sup> Paragraph 13 added by Council 18/05/2016

- (a) The municipality will give notice of all rates approved at the annual budget meeting at least 30 days prior to the date that the rates become effective. Accounts delivered after the 30 days' notice will be based on the new rates.
- (b) A notice stating the purport of the municipality's resolution and the date on which the new rates become operational will be displayed by the municipality at places installed for that purpose.

## **15. PAYMENT OF RATES**

- 15.1 Liability for and payment of rates is governed by the MPRA and the Municipality's Credit Control and Debt Collection Policy and By-Laws as well as any other applicable legislation.<sup>10</sup>
- 15.2 Ratepayers may choose, not later than 31 August in any financial year, or such later date in such financial year as may be determined by the municipal manager or his/her nominee, between paying rates annually in one instalment on or before 30 September or in twelve equal instalments on or before the 15th day of the month following on the month in which it becomes payable.<sup>11</sup>
- 15.3 An owner is liable for payment of a rate whether or not that person has received a written account. The furnishing of accounts for rates in terms of this section is subject to section 102 of the Municipal Systems Act.<sup>12</sup>
- 15.4 A rate levied by a municipality on a sectional title unit is payable by the owner of the unit.<sup>13</sup>
- 15.5 Interest on arrears rates, whether payable on or before 30 September or in equal monthly instalments, shall be calculated in accordance with the provisions of the credit control, debt collection and indigent policy of the municipality.
- 15.6 If a property owner, who is responsible for the payment of property rates in terms of this policy, fails to pay such rates in the prescribed manner, it will be recovered from him/her in accordance with the provisions of the Credit Control, Debt Collection and indigent policy of the Municipality.
- 15.7 Arrears rates shall be recovered from tenants, occupiers and agents of the owner, in terms of section 28 and 29 of the Act.

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<sup>10</sup> Paragraph 16.1 added by Council 18/05/2016

<sup>11</sup> Paragraph 16.2 amended by Council 18/05/2016

<sup>12</sup> Paragraph 16.3 added by Council 18/05/2016

<sup>13</sup> Paragraph 16.4 added by Council 18/05/2016

- 15.8 Where the rates levied on a particular property have been incorrectly determined, whether because of an error or omission on the part of the municipality or false information provided by the property owner concerned or a contravention of the permitted use to which the property concerned may be put, the rates payable shall be appropriately adjusted for the period extending from the date on which the error or omission is detected back to the date on which rates were first levied in terms of the current valuation roll.
- 15.9 In addition, where the error occurred because of false information provided by the property owner or as a result of a contravention of the permitted use of the property concerned, interest on the unpaid portion of the adjusted rates payable shall be levied at the maximum rate permitted by prevailing legislation.

## **16. CLEARANCE CERTIFICATES**

- (a) Are issued in terms of Section 118 (1) (a) of the Local Government: Municipal Systems Act, 2000, Act No. 32 of 2000, and will be valid for a period of 60 days from the date it has been issued.
- (b) Are issued within 7 working days after receipt of the applicable fees and receipt of the clearance application form.
- (c) Are issued when all amounts due in connection with that property for municipal fees, surcharges, property rates and other municipal taxes, levies and duties have been fully paid.
- (d) All rates in respect of the financial year when the transfer is reasonably expected are immediately payable.
- (e) If an amount liable for rates and services in respect of a property is outstanding and the property needs to be transferred, a rates clearance certificate will only be issued upon payment of the current account and after completion of an agreement by the new owner for any municipal services in arrears, subject to Council's Credit Control and Debt Collecting Policy in respect of the following transfers:
  - (i) Transfer of a property from the Municipality to the new owner;
  - (ii) Transfer of a property from one spouse to the other;

(iii) Transfer of a property from the owner (parent) to a child.<sup>14</sup>

## **17. REGULAR REVIEW PROCESSES**

The rates policy will be reviewed on an annual basis to ensure that it complies with the Municipality's strategic objectives and with legislation.

## **18. SHORT TITLE**

This policy is the Property Rates Policy of the Witzenberg Municipality.

## **19. ENFORCEMENT/IMPLEMENTATION**

This policy has been approved by the Municipality and came into effect from 1 July 2009.

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<sup>14</sup> Paragraph 17 added by Council 18/05/2016

# WITZENBERG

## MUNISIPALITEIT      UMASIPALA      MUNICIPALITY

### - MEMORANDUM -

**AAN / TO:**                Municipal Manager

**VAN / FROM:**            Director: Finance

**DATUM / DATE:**        13 September 2017

**VERW. / REF.:**          4/5/P

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### CELLULAR TELEPHONE AND DATA CARD POLICY

#### 1.        PURPOSE

The purpose of this report is to table amendments to the Cellular Telephone and Data Card Policy to Council for consideration.

#### 2.        BACKGROUND

The policy provide for the following monthly expenditure:

Positions	Contract by municipality	Allowance to employee
Municipal Manager	1 500	2 000
Directors	1 200	1 600
Deputy Director	900	1 200
Managers	600	800
Middle Managers	400	500
Other Approved Employees	200	250
All data Cards	200	500

#### 3.        LEGAL FRAMEWORK

The local government regulations on appointment and conditions of employment of senior managers in terms of the Local Government: Municipal Systems Act, 2000 (act no. 32 of 2000) section 40 determines that a senior manager is entitled to compensation for the use of a mobile telephone and data card for official purposes in accordance with the relevant policy of the municipality.

#### 4.        DISCUSSION

The data card allowance to employees was determined as R 500 to provide for tablets. The policy does not provide for tablets provided by the municipality and the allowance payable to qualifying employees for data cards is not market related.

The following table are therefore recommended:

<b>Positions</b>	<b>Contract by municipality</b>	<b>Allowance to employee</b>
Municipal Manager	1 500	2 000
Directors	1 200	1 600
Deputy Director	900	1 200
Managers	600	800
Middle Managers	400	500
Other Approved Employee's	200	300
All data Cards	200	300
Tablets	400	500

## **5. RECOMMENDATIONS**

That the amended Cellular Telephone and Data Card Policy be approved.

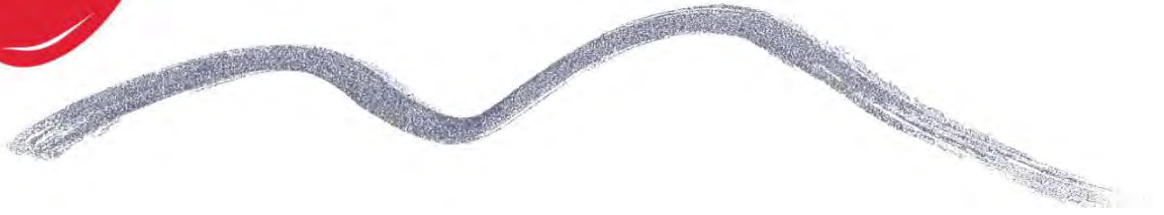
The policy with recommended adjustments is attached.

**HJ KRITZINGER**  
**DIRECTOR: FINANCE**



# WITZENBERG

Municipality • Munisipaliteit • UMasipala Wase



## **CELLULAR TELEPHONE AND DATA CARD POLICY**

Date of implementation 01 July 2013
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## **CELLULAR TELEPHONE AND DATA CARD POLICY**

### **1. Purpose**

The purpose of this policy is to determine guidelines for the:

- Management of cellular telephones
- Acquisition of cellular telephones
- Acquisition of data cards
- Management of data cards

### **2. General**

- 2.1 It is recognised that cellular telephones are useful communications tools in many cases essential for Municipal officials to carry out their duties. To this end this policy shall regulate the provision of a cellular telephone and/or data cards for officials in the Witzenberg Municipality.
- 2.2 All applications for cellular telephones and/or data cards shall require the approval of the Municipal Manager.
- 2.3 In considering the granting of a cellular phone and/or data card, the Municipal Manager shall take into account all of the following:-
- 2.3.1 Operational responsibility of the applicant.
- 2.3.2 Availability of funds.
- 2.3.3 Time spent outside of the office by the official.
- 2.3.4 The need for constant and immediate contact of the official.
- 2.3.5 Improvement in efficiency of the official.
- 2.3.6 Need for immediate contact with councillors and the public.
- 2.3.7 Safety of officials.

### **3 General Controls**

- 3.1 An annual review shall be carried out by the Municipal Manager to determine the continued need for all cellular telephones and/or data cards.
- 3.2 If it is determined that an official no longer qualify for a cellular telephone and/or data card, he/she must be advised in writing of the decision with at least a two months' notice period.

### **4 Limit of allowances**

- 4.1 The allowable all inclusive expenditure for cellular telephones and/or data cards will be limited to the following maximum monthly amounts excluding VAT.

<b>Positions<sup>1</sup></b>	<b>Contract by municipality</b>	<b>Allowance to employee</b>
Municipal Manager	1 500	2 000
Directors	1 200	1 600
Deputy Director	900	1 200
Managers	600	800
Middle Managers	400	500
Other Approved Employee's	200	300

<sup>1</sup> Adjusted table recommended for approval

All data Cards	200	300
Tablets	400	500

- 4.2 The municipal manager can in exceptional cases and on justifiable grounds on written application by a person whose cell phone expenditure is above the maximum monthly limit set above, determine in writing a higher limit for that specific month.
- 4.3 Any account in excess of the allowable maximum amounts as stated in paragraph 4.1 or the higher limit in paragraph 4.2 above, will be deducted from the relevant employee's salary as soon as possible.
- 4.4 Where no written determination by the municipal manager in terms of paragraph 4.2 is received on or before the 10<sup>th</sup> of the month, any account in excess of the allowable maximum amounts as stated in paragraph 4.1 will be deducted from the relevant employee's salary as soon as possible.
- 4.5 Before any cellular telephone and/or data card is handed over to an employee he or she must sign the relevant authority that any excess can be deducted from his or her salary.
- 4.6 The municipal manager can adjust these amounts annually subject to budgetary provisions.
- 4.7 All employees that qualify for the cellular phone and data card allowance will receive the allowance and not a municipal funded cellular phone or data card. All employees' receiving this allowance must ensure that the item for which the allowance is received is in working condition and has the necessary airtime/data to perform their functions.
- 4.8 The local government regulations on appointment and conditions of employment of senior managers in terms of the Local Government: Municipal Systems Act, 2000 (act no. 32 of 2000) section 40 determines that a senior manager is entitled to compensation for the use of a mobile telephone and data card for official purposes in accordance with the relevant policy of the municipality.<sup>2</sup>

## **5 Additional charges**

- 5.1 All additional charges including but not limited to the following will be for the account of the user:

Content charges  
Subscriptions  
Cellular phone data charges

## **6 Cellular telephones and Data Card Allowance**

- 6.1 The municipal manager may approve that a monthly allowance not exceeding the limits as per paragraph 4.1 be paid to employees that qualify for the use of cellular telephones or data cards.
- 6.2 Employees that elect the allowance option must provide a cellular phone and/or data card to be used for official business and may not use municipal cellular telephones and/or data cards.
- 6.3 Proof that the cellular phone and/or data card is available for official use must be provided on request. If the required proof cannot be provided the allowance will be stopped with immediate effect.

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<sup>2</sup> Recommended for inclusion in policy

- 6.4 The municipality will only pay the allowance to the user; all cost in excess of the allowance will be for the account of the user.
- 6.5 The allowance will be paid together with the employees' monthly salary.
- 6.6 The recipient of the allowance will be responsible for the payment of income tax on the allowance, which will be deducted from the employee's salary.

## **7 Management and Control Of Cellular telephones and Data Card Needs**

- 7.1 A register of all cellular telephones and data cards and service agreements must be maintained by the Administration department.
- 7.2 All cellular telephones and data cards will be obtained on a rental agreement.
- 7.3 The agreement for a cellular phone must be conducted in the Municipalities name.
- 7.4 The agreement for a data card must be conducted in the Municipalities name.
- 7.5 No cellular telephones or data cards will be upgraded for improved models before the contract has expired, unless indicated to the contrary by the service provider or on recommendation by the relevant director or head of department.
- 7.6 After lapse of the agreement, the cellular phone or data card becomes the property of the employee.
- 7.7 If the relevant employee leaves the employment of the municipality before the agreement lapse, the cellular phone and/or data cards with the relevant SIM cards must be handed in at the administration department who must ensure that it is in working condition and that it is the correct SIM cards.
- 7.8 The cellular phone number is the property of the Witzenberg municipality and cannot be transferred to employees.

## **8 Insurance**

- 8.1 All reasonable care must be taken to protect the equipment from damage, destruction or loss and any proof of negligence shall be dealt with within the context of Council's disciplinary code.
- 8.2 The Excess payment on insurance claims will be for the account of the user of the cellular phone or data card.

## **9 ICT policies**

- 9.1 Users of data cards acknowledge that all other ICT policies adopted by Witzenberg Municipality are applicable on the usage of the data cards.

## **10 Promotional Items and or Gift Vouchers**

- 10.1 Any promotional items and or gift vouchers received with a cellular phone and or data contract will be the property of the municipality and not of the employee.

- 10.2 The only exception to the above is tablets that can be used by the employee for official purposes for the duration of the rental agreement, where after it will become the property of the employee.

## **11 Procurement**

- 11.1 The administration of the procurement process will be done by the Administration section.
- 11.2 The procurement of cellular telephones and data cards will be done by the Supply Chain Unit.

# WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

## - MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Director: Finance

DATUM / DATE: 16 August 2017

VERW. / REF.: 5/4 & 5/1/1/16

### CONSIDERATION OF APPROVAL OF LONG TERM LOAN

#### 1. PURPOSE

The purpose of this report is to seek council's approval for the take up of a loan of R8,29 million with the successful bidder ABSA Bank for the finance of Prepaid meters to the value of R2,5 million and Vehicle Replacement Programme to the value of R 5,79 million at interest rates of 9.47% and 9.45% respectively.

#### 2. LEGAL FRAMEWORK

Section 46 of the Municipal Finance Management Act states the following:

##### ***Long-term debt***

46. (1) A municipality may incur long-term debt only in accordance with and subject to any applicable provisions of this Act, including section 19, and only for the purpose of—

- (a) capital expenditure on property, plant or equipment to be used for the purpose of achieving the objects of local government as set out in section 152 of the Constitution, including costs referred to in subsection (4); or
- (b) re-financing existing long-term debt subject to subsection (5).

(2) A municipality may incur long-term debt only if—

- (a) a resolution of the municipal council, signed by the mayor, has approved the debt agreement; and
- (b) the accounting officer has signed the agreement or other document which creates or acknowledges the debt.

(3) A municipality may incur long-term debt only if the accounting officer of the municipality—

- (a) has, in accordance with section 21A of the Municipal Systems Act—
  - (i) at least 21 days prior to the meeting of the council at which approval for the debt is to be considered, made public an information statement setting out particulars of the proposed debt, including the amount of the proposed debt, the purposes for which the debt is to be incurred and particulars of any security to be provided; and



- (ii) invited the public, the National Treasury and the relevant provincial treasury to submit written comments or representations to the council in respect of the proposed debt; and
  - (b) has submitted a copy of the information statement to the municipal council at least 21 days prior to the meeting of the council, together with particulars of—
    - (i) the essential repayment terms, including the anticipated debt repayment schedule; and
    - (ii) the anticipated total cost in connection with such debt over the repayment period.
- (4) Capital expenditure contemplated in subsection (1)(a) may include—
- (a) financing costs, including—
    - (i) capitalised interest for a reasonable initial period;
    - (ii) costs associated with security arrangements in accordance with section 48;
    - (iii) discounts and fees in connection with the financing;
    - (iv) fees for legal, financial, advisory, trustee, credit rating and other services directly connected to the financing; and
    - (v) costs connected to the sale or placement of debt, and costs for printing and publication directly connected to the financing;
  - (b) costs of professional services directly related to the capital expenditure; and
  - (c) such other costs as may be prescribed.
- (5) A municipality may borrow money for the purpose of re-financing existing long-term debt, provided that—
- (a) the existing long-term debt was lawfully incurred;
  - (b) the re-financing does not extend the term of the debt beyond the useful life of the property, plant or equipment for which the money was originally borrowed;
  - (c) the net present value of projected future payments (including principal and interest payments) after re-financing is less than the net present value of projected future payments before re-financing; and
  - (d) the discount rate used in projecting net present value referred to in paragraph (c) and any assumptions in connection with the calculations, must be reasonable and in accordance with criteria set out in a framework that may be prescribed.
- (6) A municipality's long-term debt must be consistent with its capital budget referred to in section 17(2).

#### **Conditions applying to both short-term and long-term debt**

47. A municipality may incur debt only if—
- (a) the debt is denominated in Rand and is not indexed to, or affected by, fluctuations in the value of the Rand against any foreign currency; and
  - (b) section 48(3) has been complied with, if security is to be provided by the municipality.

#### **Security**

48. (1) A municipality may, by resolution of its council, provide security for—
- (a) any of its debt obligations;
  - (b) any debt obligations of a municipal entity under its sole control; or
  - (c) contractual obligations of the municipality undertaken in connection with capital expenditure by other persons on property, plant or equipment to be used by the municipality or such other person for the purpose of achieving the objects of local government in terms of section 152 of the Constitution.
- (2) A municipality may in terms of subsection (1) provide any appropriate security, including by—
- (a) giving a lien on, or pledging, mortgaging, ceding or otherwise hypothecating, an asset or right, or giving any other form of collateral;

- (b) undertaking to effect payment directly from money or sources that may become available and to authorise the lender or investor direct access to such sources to ensure payment of the secured debt or the performance of the secured obligations, but this form of security may not affect compliance with section 8(2);*
- (c) undertaking to deposit funds with the lender, investor or third party as security;*
- (d) agreeing to specific payment mechanisms or procedures to ensure exclusive or dedicated payment to lenders or investors, including revenue intercepts, payments into dedicated accounts or other payment mechanisms or procedures;*
- (e) ceding as security any category of revenue or rights to future revenue; (f) undertaking to have disputes resolved through mediation, arbitration or other dispute resolution mechanisms;*
- (g) undertaking to retain revenues or specific municipal tariffs or other charges, fees or funds at a particular level or at a level sufficient to meet its financial obligations;*
- (h) undertaking to make provision in its budgets for the payment of its financial obligations, including capital and interest;*
- (i) agreeing to restrictions on debt that the municipality may incur in future until the secured debt is settled or the secured obligations are met; and*
- (j) agreeing to such other arrangements as the municipality may consider necessary and prudent.*

*(3) A council resolution authorising the provision of security in terms of subsection (2) (a)—*

- (a) must determine whether the asset or right with respect to which the security is provided, is necessary for providing the minimum level of basic municipal services; and*
- (b) if so, must indicate the manner in which the availability of the asset or right for the provision of that minimum level of basic municipal services will be protected.*

*(4) If the resolution has determined that the asset or right is necessary for providing the minimum level of basic municipal services, neither the party to whom the municipal security is provided, nor any successor or assignee of such party, may, in the event of a default by the municipality, deal with the asset or right in a manner that would preclude or impede the continuation of that minimum level of basic municipal services.*

*(5) A determination in terms of subsection (3) that an asset or right is not necessary for providing the minimum level of basic municipal services is binding on the municipality until the secured debt has been paid in full or the secured obligations have been performed in full, as the case may be.*

## **Disclosure**

*49. (1) Any person involved in the borrowing of money by a municipality must, when interacting with a prospective lender or when preparing documentation for consideration by a prospective investor—*

- (a) disclose all information in that person's possession or within that person's knowledge that may be material to the decision of that prospective lender or investor; and*
- (b) take reasonable care to ensure the accuracy of any information disclosed.*

*(2) A lender or investor may rely on written representations of the municipality signed by the accounting officer, if the lender or investor did not know and had no reason to believe that those representations were false or misleading.*

## **Municipal guarantees**

*50. A municipality may not issue any guarantee for any commitment or debt of any organ of state or person, except on the following conditions:*

- (a) The guarantee must be within limits specified in the municipality's approved budget;*

*(b) a municipality may guarantee the debt of a municipal entity under its sole control only if the guarantee is authorised by the council in the same manner and subject to the same conditions applicable to a municipality in terms of this Chapter if it incurs debt;*  
*(c) a municipality may guarantee the debt of a municipal entity under its shared control or of any other person, but only with the approval of the National Treasury, and then only if—*

*(i) the municipality creates, and maintains for the duration of the guarantee, a cash-backed reserve equal to its total potential financial exposure as a result of such guarantee; or*  
*(ii) the municipality purchases and maintains in effect for the duration of the guarantee, a policy of insurance issued by a registered insurer, which covers the full amount of the municipality's potential financial exposure as a result of such guarantee.*

### **3. DISCUSSION**

An information statement was published on 06 November 2015 informing both the community, provincial and national treasuries of the municipality's intention to take on a loan and invited the said stakeholders to comment and advice.

Copies of the information statement published as well as the comments received from provincial treasury are attached as Annexure A and Annexure B respectively.

No comments were received from the Community. This could be due to the diligent process of public participation that was already conducted during the IDP and Budget process where the municipality already explained its intention to take on a loan.

Provincial Treasury conducted a compliance and affordability assessment and concluded that the municipality is in a position to take on additional long term borrowing of R8, 29 million, however concerns was raised in terms of the raising outstanding debtors' balance that could have a long term effect on the cash flows of the municipality, hence the municipality's ability to afford the loan.

### **4. RECOMMENDATION**

That Council approves the long term loan in terms of section 46 of the Municipal Finance Management Act to finance Prepaid Meters to the value of R 2, 5 million and the Vehicle Replacement Programme of R 5, 79 million.

Yours faithfully

H J KRITZINGER  
**DIRECTOR FINANCE**



# WITZENBERG

**MUNISIPALITEIT**

**UMASIPALA**

**MUNICIPALITY**

## **- MEMORANDUM -**

**AAN / TO:** Municipal Manager

**VAN / FROM:** Director: Finance

**DATUM / DATE:** 18 October 2017

**VERW. / REF.:** 8/1/P

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### **SCM POLICY FOR INFRASTRUCTURE PROCUREMENT**

#### **1. PURPOSE**

The purpose of this report is to table a Supply Chain Management Policy for Infrastructure to Council consideration.

#### **2. BACKGROUND**

National Treasury issued **MFMA Circular No 77**: Model SCM Policy for Infrastructure Procurement and Delivery Management. Attached as Annexure .....

The purpose of the Circular is to provide guidance to municipalities to establish a suitable supply chain management system for infrastructure delivery which is better able to deliver value for money, while minimizing the scope for corruption.

#### **3. LEGAL FRAMEWORK**

The Model SCM Policy for Infrastructure Procurement and Delivery Management is issued in terms of Section 168 of the Municipal Finance Management Act of 2003 (Act No. 56 of 2003) in support of Regulation 3(2) of the Supply Chain Management Regulations as a Treasury guideline determining a standard for municipal supply chain management policies.

Section 168 of the MFMA determines

“(1) The Minister, acting with the concurrence of the Cabinet member responsible for local government, may make regulations or guidelines applicable to municipalities and municipal entities, regarding—

- (a) any matter that may be prescribed in terms of this Act;
- (b) financial management and internal control;
- (c) a framework for regulating the exercise of municipal fiscal and tariff-fixing powers;
- (d) a framework regulating the financial commitments of municipalities and municipal entities in terms of public-private partnership agreements;
- (e) the establishment by municipalities of, and control over—
  - (i) municipal entities; and
  - (ii) business units contemplated in section 76(a)(ii) of the Municipal Systems Act;
- (f) the safe-guarding of the financial affairs of municipalities and of municipal entities when assets, liabilities or staff are transferred from or to a municipality or a municipal entity;

- (g) the alienation, letting or disposal of assets by municipalities or municipal entities;
- (h) internal audit units and their functioning;
- (i) the information to be disclosed when municipalities or municipal entities issue or incur debt and the manner in which such information must be disclosed, including by way of a prospectus or other document;
- (j) the circumstances under which further or specific disclosures are required after money has been borrowed by a municipality or municipal entity;
- (k) the circumstances under which documentation or information pertaining to municipal debt must be lodged or registered;
- (l) the establishment of a registry for the registration of documentation and information pertaining to municipal borrowing;
- (m) the settlement of claims against a municipality following an order of court in terms of section 153;
- (n) the information that must be placed on the websites of municipalities;
- (o) a framework regulating investments by municipal entities; and
- (p) any other matter that may facilitate the enforcement and administration of this Act.

(2) A regulation or guideline in terms of this section may—

- (a) differentiate between different—
  - (i) kinds of municipalities, which may, for the purposes of this section, be defined either in relation to categories, types or budgetary size of municipalities or in any other manner;
  - (ii) categories of municipal entities;
  - (iii) categories of accounting officers; or
  - (iv) categories of officials; or
- (b) be limited in its application to a particular—
  - (i) kind of municipality, which may, for the purposes of this section, be defined either in relation to a category, type or budgetary size of municipality or in any other manner;
  - (ii) category of municipal entities;
  - (iii) category of accounting officers; or
  - (iv) category of officials.

(3) No guidelines issued in terms of subsection (1) are binding on—

- (a) a municipality unless adopted by its council; or
- (b) a municipal entity unless adopted by the council of the entity's parent municipality.”

Regulation 3 of the Supply Chain Management Regulations:

“(1) The accounting officer of a municipality or municipal entity must-

- (a) promptly prepare and submit a draft supply chain management policy complying with regulation 2 to the council of the municipality or the board of directors of the municipal entity for adoption;
- (b) at least annually review the implementation of the policy; and (c) when the accounting officer considers it necessary, submit proposals for the amendment of the policy to the council or the board of directors.

(2)(a) The accounting officer may for purposes of subregulation (1)(a) make use of any Treasury guidelines determining standards for municipal supply chain management policies, and submit to the council or board of directors that guideline standard, or any modified version thereof, as a draft policy.  
 (b) If the accounting officer submits a draft policy to the council or board of directors that differs from the guideline standard, the accounting officer must ensure that such draft policy complies with regulation 2.

(c) The accounting officer must report any deviation from the guideline standard to the National Treasury and the relevant provincial treasury.

(3) When preparing or amending its supply chain management policy, a municipality or municipal entity must take account of the need for uniformity in supply chain practices, procedures and forms between organs of state in all spheres, particularly to promote accessibility of supply chain management systems for small businesses.

(4) The accounting officer of a municipality must in terms of section 62(1)(f)(iv) of the Act, and the accounting officer of a municipal entity must in terms of section 99(2)(h) of the Act, take all reasonable steps to ensure that the municipality or municipal entity has and implements a supply chain management policy as set out in regulation 2.”

#### **4. DISCUSSION**

National Treasury is of the opinion that municipalities must adopt the model policy although it is not regulated. It is believed that the model policy will be regulated in future.

The model Supply Chain Management Policy for Infrastructure has been amended to be in line with the Supply Chain Management Policy and Witzenberg specific requirements.

The Witzenberg Supply Chain Management Policy for Infrastructure is attached as annexure ...

#### **5. RECOMMENDATIONS**

That the Witzenberg Supply Chain Management Policy for Infrastructure be approved and adopted by council as an addendum to the Witzenberg Supply Chain Management Policy.

**HJ KRITZINGER**  
**DIRECTOR: FINANCE**



## Model SCM Policy for Infrastructure Procurement and Delivery Management

### Purpose

The purpose of this Circular is to provide guidance to municipalities and municipal entities to establish a suitable supply chain management system for infrastructure delivery which is better able to deliver value for money, while minimizing the scope for corruption. The attached *Model SCM Policy for Infrastructure Procurement and Delivery Management* (Annexure A) is issued in terms of Section 168 of the Municipal Finance Management Act of 2003 (Act No. 56 of 2003) in support of Regulation 3(2) of the Supply Chain Management Regulations as a Treasury guideline determining a standard for municipal supply chain management policies. It is linked to the *National Treasury Standard for Infrastructure Procurement and Delivery Management* (see Annexure B) which establishes:

- (a) a control framework for the planning, design and implementation of infrastructure projects and infrastructure procurement
- (b) requirements for the following matters as applied to the supply chain management system for infrastructure delivery:
  - institutional arrangements;
  - demand management;
  - acquisition management;
  - contract management;
  - logistics management;
  - disposal management;
  - reporting of supply chain management information;
  - regular assessment of supply chain management performance; and
  - risk management and internal control; and
- (c) minimum requirements for infrastructure procurement.

This standard for municipal supply chain management policies relating to infrastructure procurement and delivery management, or any modified version of it, when adopted will assist municipalities and municipal entities to better plan and obtain the necessary value for money when undertaking infrastructure projects.

### Background and Discussion

The South African Planning Commission's National Development Plan 2030: *Our future – make it work* proposes that the following five areas be focused on in designing a procurement system that is better able to deliver value for money, while minimizing the scope for corruption:

- (a) differentiate between the different types of procurement which pose different challenges and require different skills sets;
- (b) adopt a strategic approach to procurement above the project level to balance competing objectives and priorities rather than viewing each project in isolation;
- (c) build relationships of trust and understanding with the private sector;
- (d) develop professional supply chain management capacity through training and accreditation; and
- (e) incorporate oversight functions to assess value for money.

National Treasury's 2015 Public Sector Supply Chain Management Review expresses the view that supply chain management (SCM) is one of the key mechanisms enabling government to implement policy which traditionally has been misunderstood and undervalued. This Review, which identified the need for SCM reform, suggests that if such reforms are implemented as envisaged in terms of section 217 of the Constitution, the benefits will be enormous and include amongst other:

- (a) good-quality service delivery will be increasingly possible, with significant improvements in the welfare of South Africa's citizens and especially the poor who rely heavily on government for support;
- (b) the economy will grow as economic infrastructure is expanded and efficiently maintained;
- (c) goods, services and infrastructure will be bought at lower costs;
- (d) innovation will result in different approaches to the commodities used in some sectors; and
- (e) for suppliers, the cost of doing business with the state should decrease substantially.

Municipal procurement that is unrelated to infrastructure delivery typically relates to goods and services that are standard, well-defined and readily scoped and specified. Once purchased, goods invariably need to be taken into storage prior to being issued for use. Services most often involve routine, repetitive services with well understood interim and final deliverables which do not require strategic inputs or require decisions to be made regarding the fitness for purpose of the service outputs.

In contrast, procurement relating to the provision of new infrastructure or the rehabilitation, refurbishment or alteration of existing infrastructure covers a wide and diverse range of goods and services, which are required to provide or alter the condition of immovable assets on a site. Accordingly, the procurement process for the delivery of infrastructure involves the initial and subsequent recurring updating of planning processes at a portfolio level flowing out of an assessment of public sector service delivery requirements or business needs. Thereafter it involves planning at a project level and the procurement and management of a network of suppliers, including subcontractors to produce a product on a site. There is no need to store and issue materials or equipment unless these are issued to employees responsible for the maintenance or operation of infrastructure, or are issued free of charge to contractors for incorporation into the works.

The *National Treasury Standard for Infrastructure Procurement and Delivery Management*, if adopted, enables a municipal council to separate the supply chain management requirements for general goods and services from those for infrastructure delivery. (*Infrastructure delivery* is the combination of all planning, technical, administrative and managerial actions associated with the construction, supply, renovation, rehabilitation, alteration, maintenance, operation or disposal of infrastructure).

Underlying the separation of the supply chain management systems is the notion that the effective and efficient functioning of the supply chain management system for infrastructure delivery will realise value for money and good-quality service delivery. Value for money may be regarded as the optimal use of resources to achieve the intended outcomes. Underlying value for money is an explicit commitment to ensure that the best results possible are obtained from the money spent or maximum benefit is derived from the resources available.

## Conclusion

This MFMA circular provides the basis for municipalities and municipal entities to establish an appropriate supply chain management system for infrastructure delivery.

Accounting officers of municipalities and municipal entities are therefore advised to bring the contents of this Circular to the attention of their respective municipal councils and amend and align their SCM policies accordingly. Municipalities and municipal entities are advised to customize the model policy to suit the specific needs of its environment before tabling in the municipal council for adoption.

Enquiries relating to this Circular and its attachments may be directed as follows:

Kenneth Brown

Chief Procurement Officer

Phone: 012 315 5341/2

Email: [Kenneth.brown@treasury.gov.za](mailto:Kenneth.brown@treasury.gov.za)



## National Treasury

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Annexure A: Model SCM Policy for Infrastructure Procurement and Delivery Management

Annexure B: Standard for Infrastructure Procurement and Delivery Management



## Model SCM Policy for Infrastructure Procurement and Delivery Management

**Circular No 77 of 2015/2016:** Model SCM Policy for Infrastructure Delivery Management provides guidance to municipalities and municipal entities on the establishment of a suitable supply chain management system for infrastructure delivery which is better able to deliver value for money, while minimizing the scope for corruption. The *Model SCM Policy for Infrastructure Delivery Management* which is attached to this circular is issued in terms of Section 168 of the Municipal Finance Management Act of 2003 in support of Regulation 3(2) of the MFMA Supply Chain Management Regulations as a Treasury guideline determining a standard for municipal supply chain management policies. It is linked to the *National Treasury Standard for Infrastructure Procurement and Delivery Management* which establishes:

- a) requirements for the following matters as applied to the supply chain management system for infrastructure delivery:
  - institutional arrangements;
  - demand management;
  - acquisition management;
  - contract management;
  - logistics management;
  - disposal management;
  - reporting of supply chain management information;
  - regular assessment of supply chain management performance; and
  - risk management and internal control; and
- b) a control framework for the planning, design and implementation of infrastructure projects and infrastructure procurement.

This standard for municipal supply chain management policies relating to infrastructure procurement and delivery management, or any modified version of it, when adopted will assist municipalities and municipal entities to better plan and obtain the value for money when undertaking infrastructure projects.

**Supply chain management may be defined** as “the design, planning, execution, control and monitoring of supply chain activities in the delivery of goods, services or any combination thereof”. On the other hand **infrastructure is defined as** “immovable assets which are acquired, constructed or which results from construction operations or moveable assets which cannot function independently from purpose built immovable assets” while infrastructure delivery is defined as “the combination of all planning, technical, administrative and managerial actions associated with the construction, supply, renovation, rehabilitation, alteration, maintenance, operation or disposal of infrastructure.” Accordingly, infrastructure delivery management is the supply chain management system for infrastructure.

This policy is aligned with the Supply Chain Management Regulations issued in terms of the Local Government: Municipal Finance Management Act of 2003.

There are unavoidably duplications in supply chain management policies for general goods and services and

those for infrastructure delivery management arising from not only regulatory requirements but also an overlap in support functions such as the receipt of bids and advertising of bids. This model policy document may accordingly be issued as a stand-alone policy or as a policy which is supplementary to a municipality's or municipal entity's supply chain management system for general goods and services. Where it is issued as a supplementary policy, text should be replaced with cross references to the overarching policy.

The approach to procurement documentation is significantly different between general goods and services and infrastructure delivery. Documents for general goods and services, are based on the National Treasury General Conditions of Contract (GCC) which focuses on the rights and obligations of the parties in a generic manner and also deals with aspects of the bidding processes. This GCC requires that goods conform to the standards mentioned in the bidding documents and specifications and is used with standard bidding documents which include an invitation to bid, price schedules, local content, certificate of bid independence, declaration of bidders past SCM practices etc. Accordingly, the major variables between documents are the specifications or terms of reference and the evaluation criteria which ensures that bids are awarded on the basis of the lowest price for meeting a minimum standard. Contracts or service level agreements are frequently negotiated after the award of the bid.

In contrast, infrastructure procurement documents are based on a standard approach to the formatting and compilation of procurement documents used in conjunction with flexible standard conditions for the calling for an expression of interest and conditions of tender and a standard form of contract selected from a prescribed list. These standard forms of contract permit different allocations of risk to the parties to a contract and a wide range of pricing strategies to be pursued. This approach to procurement documentation enables procurement strategy and tactics to be exercised both in the awarding and in the performance of a contract in order to realise best value for money outcomes. Very seldom are material changes made in the draft contract which is issued to tenderers during the process of offer and acceptance as the offer is based on the selected allocation of risks and pricing strategies.

There are accordingly significant differences in the approach to bid specification and bid evaluation committees between the SCM system for general goods and services and that for infrastructure as a very different skills sets coupled with contextual knowledge is required. On the other hand, the bid adjudication committee is a governance committee which can deal with submissions emanating from both supply chains. (In any event, in most of the smaller organisations, the membership of this committee would probably not differ significantly if separate bid adjudication committees are established for the different supply chains.)

In order to distinguish between committees used in the two supply chain management systems, the terms procurement documentation, evaluation and tender committee are used in this document for the corresponding bid specification, bid evaluation and bid adjudication committees referred to in Treasury Regulations.

All text in square brackets needs to be populated with the correct data. All footnotes need to be deleted following the completion of the document.

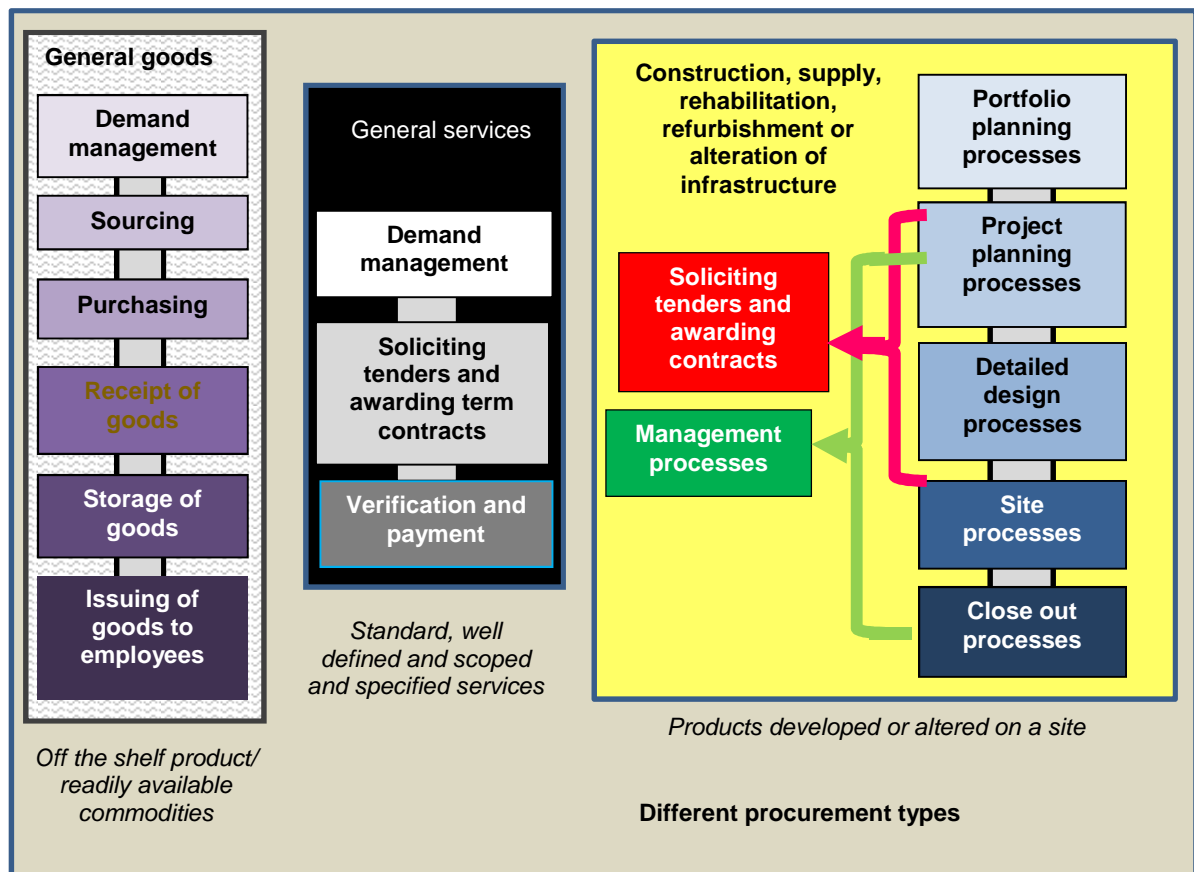
Those responsible for putting in place the municipality's or municipal entity's policy need to review this model policy to ensure that it meets the needs of the municipality or municipal entity and adapt it as necessary so that the policies for both supply chain management systems are aligned.

The Supply Chain Management Regulations issued in terms of the MFMA permit the accounting officer (Accounting Officer or chief executive) to make use of any Treasury guidelines determining standards for municipal supply chain management policies and to submit to the council or council that guideline standard, or any modified version as a draft policy (see Regulations 2 and 3). The Regulations furthermore require the Accounting Officer or chief executive to report any deviation from the guideline standard to the National Treasury and the relevant provincial treasury. Accordingly, all departures from this model policy and the *Standard for Infrastructure Procurement and Delivery Management* which is embedded within the policy must be reported to the relevant treasury.



## Preface

Public procurement that is unrelated to infrastructure delivery typically relates to goods and services that are standard, well-defined and readily scoped and specified. Once purchased, goods invariably need to be taken into storage prior to being issued to employees. Services most often involve routine, repetitive services with well understood interim and final deliverables which do not require strategic inputs or require decisions to be made regarding the fitness for purpose of the service outputs.



In contrast, procurement relating to the provision of new infrastructure or the rehabilitation, refurbishment or alteration of existing infrastructure covers a wide and diverse range of goods and services, which are required to provide or alter the condition of immovable assets on a site. Accordingly, the procurement process for the delivery of infrastructure involves the initial and subsequent recurring updating of planning processes at a portfolio level flowing out of an assessment of public sector service delivery requirements or business needs. Thereafter it involves planning at a project level and the procurement and management of a network of suppliers, including subcontractors, to produce a product on a site. There is no need to store and issue materials or equipment unless these are issued to employees responsible for the maintenance or operation of infrastructure, or are issued free of charge to contractors for incorporation into the works.

**Procurement is the process which creates, manages and fulfils contracts.** Procurement deals with activities surrounding contracts. Such processes focus on establishing what is to be procured, developing a procurement strategy, producing procurement documentation, soliciting and evaluating tender offers, awarding of contracts and administering contracts. On the other hand, supply chain management (SCM) is the design, planning, execution, control and monitoring of supply chain activities in the delivery of goods, services or any combination thereof. Supply chains comprise all those public and private entities that are involved in delivering the inputs, outputs and outcomes of projects. Accordingly, supply chain management is concerned with the oversight, co-ordination and monitoring of inputs, outputs and outcomes of projects from the various entities within a supply chain.

Infrastructure is defined as *“immovable assets which are acquired, constructed or which results from construction operations or moveable assets which cannot function independently from purpose built immovable assets”* while infrastructure delivery is defined as *“the combination of all planning, technical, administrative and managerial actions associated with the construction, supply, renovation, rehabilitation, alteration, maintenance, operation or disposal of infrastructure.”* Accordingly, infrastructure delivery management contextualises the supply chain management system for infrastructure.

Understandably, there are several overlaps between the supply chain management system for general goods and services and that for infrastructure delivery management. However, the inclusion of control frameworks in the Standard for Infrastructure Procurement and Delivery Management is aimed at expenditure control and a reduction in the gap between what is planned and budget for and what is delivered to ensure that value for money is achieved.

The primary purpose of this document is to embed an infrastructure delivery management system for *Witzenberg Municipality* which is aligned with the regulatory framework for public sector procurement, supply chain management and expenditure control. It also enables the National Treasury Standard for Infrastructure Procurement and Delivery Management to be implemented.

## Witzenberg Municipality's SCM Policy for Infrastructure procurement and delivery management

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## 1 Scope

This policy establishes the *Witzenberg Municipality's* policy for infrastructure procurement and delivery management in accordance with the provisions of the regulatory frameworks for procurement and supply chain management. It includes the procurement of goods and services necessary for a new facility to be occupied and used as a functional entity

## 2 Terms, definitions and abbreviations

### 2.1 Terms and definitions

For the purposes of this document, the definitions and terms given in the standard and the following apply:

**accept:** receive as adequate, valid, or suitable

**agent:** person or organization that is not an employee of *Witzenberg Municipality* that acts on the *Witzenberg Municipality's* behalf in the application of this document

**approve:** officially agree to

**authorised person:** the Accounting Officer or chief executive or the appropriately delegated authority to award, cancel, amend, extend or transfer a contract or order

**conflict of interest:** any situation in which:

- a) someone in a position of trust has competing professional or personal interests which make it difficult for him to fulfil his duties impartially,
- b) an individual or organization is in a position to exploit a professional or official capacity in some way for his personal or for corporate benefit, or
- c) incompatibility or contradictory interests exist between an employee and the organization which employs that employee

**contract manager:** person responsible for administering a package on behalf of the employer and performing duties relating to the overall management of such contract from the implementer's point of view

**family member:** a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption

**framework agreement:** an agreement between an organ of state and one or more contractors, the purpose of which is to establish the terms governing orders to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged

**gate:** a control point at the end of a process where a decision is required before proceeding to the next process or activity

**gateway review:** an independent review of the available information at a gate upon which a decision to proceed or not to the next process is based

**gratification:** an inducement to perform an improper act

**infrastructure delivery:** the combination of all planning, technical, administrative and managerial actions associated with the construction, supply, renovation, rehabilitation, alteration, maintenance, operation or disposal of infrastructure

**infrastructure procurement:** the procurement of goods or services including any combination thereof associated with the acquisition, renovation, rehabilitation, alteration, maintenance, operation or disposal of infrastructure with an estimated value of one million Rand or more.

**maintenance:** the combination of all technical and associated administrative actions during an item's service life to retain it in a state in which it can satisfactorily perform its required function

**operation:** combination of all technical, administrative and managerial actions, other than maintenance actions, that results in the item being in use

**order:** an instruction to provide goods, services or any combination thereof under a framework agreement

**organ of state:** an organ of state as defined in section 239 of the Constitution of the Republic of South Africa

**procurement document:** documentation used to initiate or conclude (or both) a contract or the issuing of an order

**principal:** a natural person who is a partner in a partnership, a sole proprietor, a director a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984)

**standard:** the latest edition of the Standard for Infrastructure Procurement and Delivery Management as published by National Treasury

**working day:** any day of a week on which is not a Sunday, Saturday or public holiday

## **2.2 Abbreviations**

For the purposes of this document, the following abbreviations apply

CIDB: Construction Industry Development Board

SARS: South African Revenue Services

## **3 General requirements**

### **3.1 Delegations**

**3.1.1** The *council of Witzenberg Municipality* hereby delegates all powers and duties which are necessary to enable the *Accounting Officer* to:

- a) discharge the supply chain management responsibilities conferred on accounting officers in terms of Chapter 8 or 10 of the Local Government Municipal Finance Management Act of 2003 and this document;
- b) maximise administrative and operational efficiency in the implementation of this document;
- c) enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of this document; and
- d) comply with his or her responsibilities in terms of section 115 and other applicable provisions of the Local Government Municipal Finance Management Act of 2003 Act.

- e) The Accounting Officer may in terms of section 79 or 106 of the Act sub delegate any supply chain management powers and duties.

**3.1.2** No departure shall be made from the provisions of this policy without the approval of the Accounting Officer of Witzenberg Municipality.

**3.1.3** The Accounting Officer shall for oversight purposes:

Within 60 days of the end of each financial year, submit a report on the implementation of this policy, to the council of the *Witzenberg Municipality*.

## **3.2 Objections and complaints**

Will be dealt with in terms of the stipulations of the Supply Chain Policy of Witzenberg Municipality.

## **3.3 Resolution of disputes, objections, complaints and queries**

Will be dealt with in terms of the stipulations of the Supply Chain Policy of Witzenberg Municipality.

## **4 Control framework for infrastructure delivery management**

### **4.1 Assignment of responsibilities for approving or accepting end of stage deliverables**

The responsibilities for approving or accepting end of stage deliverables shall be as stated in Table 1.

**Table 1: Responsibilities for approving or accepting end of stage deliverables in the control framework for the management of infrastructure delivery**

Stage		Person assigned the responsibility for approving or accepting end of stage deliverables	Output	Project Value
No	Name			
0	Project initiation	An initiation report which outlines the high-level business case together with the estimated project cost and proposed schedule for a single project or a group of projects having a similar high-level scope		
		Accept: Relevant Director	Approved IDP	All
		Recommend: Municipal Manager		
		Council approves 5 year IDP		
1	Infrastructure planning	An infrastructure plan which identifies and prioritizes projects and packages against a forecasted budget over a period of at least three years		
		Accept: Relevant Director	Approved Budget	All
		Recommend: Municipal Manager		
		Council approves budget for MTREF		

2	Strategic resourcing	A delivery and/or procurement strategy which, for a portfolio of projects, identifies the delivery strategy in respect of each project or package and, where needs are met through own procurement system, a procurement strategy			
		Accept: Relevant Manager	Procurement Strategy / Plan	All	
		Recommend : Relevant Director			
		Accounting Officer approves the Procurement Strategy / Plan			
3	Pre-feasibility	A prefeasibility report which determines whether or not it is worthwhile to proceed to the feasibility stage			
		Accept: Service Provider	Approved pre-feasibility report	Projects Above R 1 Million	
		Recommend: Relevant Manager			
		Relevant Director approves the pre-feasibility report			
	Preparation and briefing (Inception)	A strategic brief which defines project objectives, needs, acceptance criteria and client priorities and aspirations, and which sets out the basis for the development of the concept report for one or more packages			
		Accept: Service Provider	Approved Inception Report	Projects Above R 1 Million	
		Recommend: Relevant Manager			
		Relevant Director approves the pre-feasibility report			
		4	Feasibility	A feasibility report which presents sufficient information to determine whether or not the project should be implemented	
	Accept: Service Provider			Approved Feasibility Report	Projects Above R 1 Million
Recommend: Relevant Manager					
Relevant Director approves the feasibility report					
Concept and viability (Preliminary Design)	A concept report which establishes the detailed brief, scope, scale, form and control budget, and sets out the integrated concept for one or more packages				
	Accept: Service Provider		Approved Concept and viability report	Projects Above R 1 Million	
	Recommend: Relevant Manager				
	Relevant Director approves the Concept and viability report				



	Gateway review		An independent review of the available information at a gate upon which a decision to proceed or not to the next process is based			
			Accept: Review team (not less than three people) is led by a professional engineer, professional quantity surveyor or professional architect.	Approved Concept and viability report	Projects Above R 50 Million	
			Recommend: Relevant Manager			
			Relevant Director approves the Gateway review			
5	Design development (Detailed Design)		A design development report which develops in detail the approved concept to finalize the design and definition criteria, sets out the integrated developed design, and contains the cost plan and schedule for one or more packages			
			Accept: Service Provider	Approved Detailed Design	Projects above R 200 000	
			Recommend: Relevant Manager			
			Relevant Director approves the Detailed Design			
6	Design documentation (& Procurement)	6A Production information	Production information which provides the detailing, performance definition, specification, sizing and positioning of all systems and components enabling either construction (where the constructor is able to build directly from the information prepared) or the production of manufacturing and installation information for construction			
			Accept: Relevant Manager		Approved bid Document	Projects above R 200 000
			Recommend: Bid specification committee			
			Relevant Director approves the Bid document			
		6B Manufacture, fabrication and construction information	Manufacture, fabrication and construction information produced by or on behalf of the constructor, based on the production information provided for a package which enables manufacture, fabrication or construction to take place			
			Accept: Relevant Manager		Contract Award Approved Order	All
			Recommend: Bid evaluation committee			
			Bid adjudication committee approves the bid			Projects below R 10 million
			The accounting officer approves the bid			Projects above R 10 million

7	Works (Contract Administration & Inspection)	The relevant manager / consulting engineer manages the contract in terms of contract conditions		
		Accept: relevant manager / consulting engineer	Minutes of site meetings, progress payment certificates and Contract Correspondence	All
		Recommend: relevant manager		
		Relevant director approves		
8	Handover	Works which have been taken over by the municipality, complete with record information		
		Accept: relevant manager / consulting engineer	Practical completion certificate & project unbundling information	All
		Recommend: relevant manager		
		Relevant director approves		
9	Package completion (Close Out)	Works with notified defects corrected, final account settled and the close out report issued		
		Accept: relevant manager / consulting engineer	Final completion certificate	All
		Recommend: relevant manager		
		Relevant director approves		

## 4.2 Gateway reviews

4.2.1 All major capital projects having an estimated capital expenditure equal to or fifty million rand shall have a gateway review of the end-of-stage 4 deliverable, prior to the acceptance of such deliverable. The review shall be initiated by the organ of state which intends implementing the project. The focus of such a review shall in the first instance be on the quality of the documentation, and thereafter on:

- a) deliverability (the extent to which a project is deemed likely to deliver the expected benefits within the declared cost, time and performance envelope);
- b) affordability (the extent to which the level of expenditure and financial risk involved in a project can be taken up on, given the organisation's overall financial position, both singly and in the light of its other current and projected commitments); and
- c) value for money.

4.2.2 A gateway review team shall comprise not less than three persons who are not involved in the project associated with the works covered by the end of the stage 4 deliverable, and who are familiar with various aspects of the subject matter of the deliverable at the end of the stage under review. Such a team shall be led by a person who has at least six years postgraduate experience in the planning of infrastructure projects and is registered either as a professional engineer in terms of the Engineering Profession Act, a professional quantity surveyor in terms of the Quantity Surveying Profession Act or a professional architect in terms of the Architectural Profession Act. The members of the team shall, as relevant, have expertise in key technical areas, cost estimating, scheduling and implementation of similar projects.

4.2.3 The relevant treasury shall be notified of a proposed gateway review for a major capital project, three weeks prior to the conducting of such a review. Such notification shall be accompanied by a brief outline of the proposed

project or package, the names and qualifications of the reviewers and the timeframes for the review. The relevant treasury may nominate additional persons to serve on the review team.

4.2.4 The gateway review team shall base its findings primarily on:

- a) the information contained in the end-of-stage deliverables;
- b) supplementary documentation, if any, provided by key staff obtained during an interview process; and
- c) interviews with key staff members and stakeholders.

4.2.5 The gateway review team shall issue a report at the conclusion of a gateway review which indicates the team's assessment of the information at the end of a stage and provides findings or recommendations on areas where further work may be undertaken to improve such information.

4.2.6 Aspects in the report shall be flagged as being:

- a) code red: team considers the aspect to pose a significant risk to the project or package;
- b) code amber: team considers the aspects which indicate a minor risk to the project or package; or
- c) code green: team considers the aspect to have been given adequate consideration to the extent that it is unlikely to jeopardise the success of progressing to the next stage, or minor adjustments may be required before proceeding.

4.2.7 The contents of the gateway review report shall be taken into account when accepting the stage 4 deliverable. A stage 4 deliverable shall not be accepted until such time that all code red risks have been addressed in the stage 4 end-of-stage deliverable.

## **5 Control framework for infrastructure procurement**

**5.1** The responsibilities for taking the key actions associated with the formation and conclusion of contracts including framework agreements above the quotation threshold shall be as stated in Table 2.

**5.2** The responsibilities for taking the key actions associated with the quotation procedure and the negotiation procedure where the value of the contract is less than the threshold set for the quotation procedure shall be as follows:

- a) Bid Specification Committee shall grant approval for the issuing of the procurement documents, based on the contents of a documentation review report developed in accordance with the provisions of the standard;
- b) the authorised person may award the contract if satisfied with the recommendations contained in the evaluation report prepared in accordance with the provisions of the standard.

**5.3** The responsibilities for taking the key actions associated with the issuing of an order in terms of a framework agreement shall be as stated in Table 3.

## **6 Infrastructure delivery management requirements**

### **6.1 Institutional arrangements**

#### **6.1.1 Committee system for procurement**

##### **6.1.1.1 General**

**6.1.1.1.1** A committee system comprising the Bid Specification Committee, Bid evaluation committee and Bid Adjudication committee shall be applied to all procurement procedures where the estimated value of the procurement exceeds the financial threshold for quotations and to the putting in place of framework agreements.

**6.1.1.1.2** The Bid evaluation committee shall, where competition for the issuing of an order amongst framework contractors takes place and the value of the order exceeds the financial threshold for quotations, evaluate the quotations received.

**6.1.1.1.3** The persons appoint in writing as technical advisors and subject matter experts may attend any committee meeting.

**6.1.1.1.4** No person who is a political officer bearer, a public office bearer including any councilor of a municipality, a political advisor or a person appointed in terms of section 12A of the Public Service Act of 1994 or who has a conflict of interest shall be appointed to a bid specification, bid evaluation or bid adjudication committee.

**6.1.1.1.5** Committee decisions shall as far as possible be based on the consensus principle i.e. the general agreement characterised by the lack of sustained opposition to substantial issues. Committees shall record their decisions in writing. Such decisions shall be kept in a secured environment for a period of not less than five years after the completion or cancellation of the contract unless otherwise determined in terms of the National Archives and Record Services Act of 1996.

**6.1.1.1.6** Committees may make decisions at meetings or, subject to the committee chairperson's approval, on the basis of responses to documents circulated to committee members provided that not less than sixty percent of the members are present or respond to the request for responses. Where the committee chairperson is absent from the meeting, the members of the committee who are present shall elect a chairperson from one of them to preside at the meeting.

#### **6.1.1.2 Bid Specification committee**

**6.1.1.2.1** The *Accounting Officer* shall appoint in writing on a procurement by procurement basis:

a) the members of the bid specification committee.

**6.1.1.2.2** The Bid Specification Committee shall comprise one or more persons. The chairperson shall be an employee of *Witzenberg Municipality* with requisite skills. Other members shall, where relevant, include a representative of the end user or the department requiring infrastructure delivery.

**6.1.1.2.3** No member of, or technical adviser or subject matter expert who participates in the work of the any of the procurement committees or a family member or associate of such a member, may tender for any work associated with the tender which is considered by these committees.

**Table 2: Procurement activities and gates associated with the formation and conclusion of contracts above the quotation threshold**

Activity		Sub-Activity (see Table 3 of the standard)		Key action	Person assigned responsibility to perform key action
1*	Establish what is to be procured	1.3 <b>PG1</b>	Obtain permission to start with the procurement process	Make a decision to proceed / not to proceed with the procurement based on the broad scope of work and the financial estimates.	Council (BUDGET APPROVAL) Relevant Manager
2*	Decide on procurement strategy	2.5 <b>PG2</b>	Obtain approval for procurement strategies that are to be adopted including specific approvals to approach a confined market or the use of the negotiation procedure	Confirm selection of strategies so that tender offers can be solicited	Relevant director
3	Solicit tender offers	3.2 <b>PG3</b>	Obtain approval for procurement documents	Grant approval for the issuing of the procurement documents	Procurement documentation committee BSC and relevant director
		3.3 <b>PG4</b>	Confirm that budgets are in place	Confirm that finance is available for the procurement to take place	CFO (BSC)
4	Evaluate tender offers	4.2 <b>PG5</b>	Obtain authorisation to proceed with next phase of tender process in the qualified, proposal or competitive negotiations procedure	Review evaluation report, ratify recommendations and authorise progression to the next stage of the tender process	Director (BEC & BAC)
		4.7 <b>PG6</b>	Confirm recommendations contained in the tender evaluation report	Review recommendations of the evaluation committee and refer back to evaluation committee for reconsideration or make recommendation for award	Tender committee BAC, Accounting Officer
5	Award contract	5.3 <b>PG7</b>	Award contract	Formally accept the tender offer in writing and issue the contractor with a signed copy of the contract	Accounting Officer
		5.5 <b>GF1</b>	Upload data in financial management and payment system	Verify data and upload contractor's particulars and data associated with the contract or order	CFO or delegate.

\* Applies only to goods and services not addressed in a procurement strategy developed during stage 2 (strategic resourcing) of the control framework for infrastructure delivery management

**Table 2** (concluded)

Activity		Sub-Activity		Key action	Person assigned responsibility to perform key action
6	Administer contracts and confirm compliance with requirements	6.4 <b>PG8A</b>	Obtain approval to waive penalties or low performance damages.	Approve waiver of penalties or low performance damages	Director
		6.5 <b>PG8B</b>	Obtain approval to notify and refer a dispute to an adjudicator	Grant permission for the referral of a dispute to an adjudicator or for final settlement to an arbitrator or court of law	Director
		6.6 <b>PG8C</b>	Obtain approval to increase the total of prices, excluding contingencies and price adjustment for inflation, or the time for completion at the award of a contract or the issuing of an order up to a specified percentage	Approve amount of time and cost overruns up to the threshold	Director
		6.7 <b>PG8D</b>	Obtain approval to exceed the total of prices, excluding contingencies and price adjustment for inflation, or the time for completion at award of a contract or the issuing of an order by more than 20% and 30%, respectively	Approve amount of time and cost overruns above a the threshold	Accounting Officer
		6.8 <b>PG8E</b>	Obtain approval to cancel or terminate a contract	Approve amount	Accounting Officer
		6.9 <b>PG8F</b>	Obtain approval to amend a contract	Approve proposed amendment to contract	Accounting Officer

**Table 3: Procurement activities and gates associated with the issuing of an order above the quotation threshold in terms of a framework agreement**

<b>Activity</b>		<b>Key action</b>	<b>Person assigned responsibility to perform key action</b>
<b>1 FG1</b>	Confirm justifiable reasons for selecting a framework contactor where there is more than one framework agreement covering the same scope of work	Confirm reasons submitted for not requiring competition amongst framework contractors or instruct that quotations be invited	<i>Relevant director or manager</i>
<b>3 FG2</b>	Obtain approval for procurement documents	Grant approval for the issuing of the procurement documents	<i>BSC</i>
<b>4 FG3</b>	Confirm that budgets are in place	Confirm that finance is available so that the order may be issued	<i>Relevant director or manager / Approved budget</i>
<b>6 FG4</b>	Authorise the issuing of the order	If applicable, review evaluation report and confirm or reject recommendations. Formally accept the offer in writing and issue the contractor with a signed copy of the order	<i>BAC</i>

### **6.1.1.3 Evaluation committee**

**6.1.1.3.1** The *Accounting Officer* shall appoint on a procurement by procurement basis in writing:

- a) the members of the bid evaluation committee.

**6.1.1.3.2** The bid evaluation committee shall comprise not less than three people. The chairperson shall be an employee of *Witzenberg Municipality* with requisite skills. Other members shall include a supply chain management practitioner and, where relevant, include an official from the department requiring infrastructure delivery.

**6.1.1.3.3** The bid evaluation committee shall review the evaluation reports prepared in accordance with sub clause 4.2.3 of the standard and as a minimum verify the following in respect of the recommended tenderer:

- a) the capability and capacity of a tenderer to perform the contract;
- b) the tenderer's tax and municipal rates and taxes compliance status;
- b) confirm that the tenderer's municipal rates and taxes and municipal service charges are not in arrears;
- d) the Compulsory Declaration has been completed; and
- e) the tenderer is not listed in the National Treasury's Register for Tender Defaulters or the List of Restricted Suppliers.

**6.1.1.3.4** No tender submitted by a member of, or technical adviser or subject matter expert who participates in the work of the procurement documentation committee or a family member or associate of such a member, may be considered by the evaluation committee.

**6.1.1.3.5** The chairperson of the evaluation committee shall promptly notify the *Accounting Officer* of any respondent or tenderer who is disqualified for having engaged in fraudulent or corrupt practices during the tender process.

### **6.1.1.4 Bid Adjudication Committee**

**6.1.1.4.1** The tender committee shall comprise the following persons or their mandated delegate:

- a) *Chief financial officer* who shall be the chairperson;
- b) *Director Technical Services*
- c) *Director Community Services*
- d) Director Corporate services
- e) Manager Supply Chain

**6.1.1.4.2** No member of the evaluation committee may serve on the bid adjudication committee. A member of an evaluation committee may, however, participate in the deliberations of a Bid Adjudication committee as a technical advisor or a subject matter expert.

**6.1.1.4.3** The Bid Adjudication committee shall:

- a) consider the report and recommendations of the evaluation committee and:



- 1) verify that the procurement process which was followed complies with the provisions of this document;
  - 2) confirm that the report is complete and addresses all considerations necessary to make a recommendation;
  - 3) confirm the validity and reasonableness of reasons provided for the elimination of tenderers; and
  - 4) consider commercial risks and identify any risks that have been overlooked or fall outside of the scope of the report which warrant investigation prior to taking a final decision; and
- b) refer the report back to the evaluation committee for their reconsideration, make a reward for bids below R 10 000 000 or make a recommendation to the accounting officer on the award of a tender, with or without conditions, together with reasons for such recommendation for bids above R 10 000 000.

**6.1.1.4.4** The Bid Adjudication committee shall consider proposals regarding the cancellation, amendment, extension or transfer of contracts that have been awarded and make a recommendation to the Municipal Manager on the course of action which should be taken.

**6.1.1.4.5** The Bid Adjudication committee shall consider the merits of an unsolicited offer and make a recommendation to the Accounting Officer.

**6.1.1.4.6** The Bid Adjudication committee shall report to the *Accounting Officer* any recommendation made to award a contract to a tenderer other than the tenderer recommended by the evaluation committee, giving reasons for making such a recommendation.

**6.1.1.4.7** The Bid Adjudication committee shall not make a recommendation for an award of a contract or order if the recommended tenderer or framework contractor has:

- a) made a misrepresentation or submitted false documents in competing for the contract or order; or
- b) been convicted of a corrupt or fraudulent act in competing for any contract during the past five years.

**6.1.1.4.8** The Bid Adjudication committee may on justifiable grounds and after following due process, disregard the submission of any tenderer if that tenderer or any of its directors, members or trustees or partners has abused the delivery management system or has committed fraud, corruption or any other improper conduct in relation to such system. The National Treasury and the *Western Cape Treasury* shall be informed where such tenderers are disregarded.

## **6.1.2 Actions of the accounting officer relating to the award of a contract or an order**

### **6.1.2.1 Award of a contract**

**6.1.2.1** The accounting officer shall, consider the report(s) and recommendations of the Bid Adjudication committee, and either:

- a) award the contract after confirming that the report is complete and addresses all considerations necessary to make a recommendation and budgetary provisions are in place; or
- b) decide not to proceed or to start afresh with the process.

## **6.1.3 Conduct of those engaged in infrastructure delivery**

### **6.1.3.1 General requirements**

**6.1.3.1.1** All personnel and agents of *Witzenberg Municipality* shall comply with the requirements of the CIDB Code of Conduct for all Parties engaged in Construction Procurement. They shall:

- a) behave equitably, honestly and transparently;
- b) discharge duties and obligations timeously and with integrity;
- c) comply with all applicable legislation and associated regulations;
- d) satisfy all relevant requirements established in procurement documents;
- e) avoid conflicts of interest; and
- f) not maliciously or recklessly injure or attempt to injure the reputation of another party.

**6.1.3.1.2** All personnel and agents engaged in *Witzenberg Municipality's* infrastructure delivery management system shall:

- a) not perform any duties to unlawfully gain any form of compensation, payment or gratification from any person for themselves or a family member or an associate;
- b) perform their duties efficiently, effectively and with integrity and may not use their position for private gain or to improperly benefit another person;
- c) strive to be familiar with and abide by all statutory and other instructions applicable to their duties;
- d) furnish information in the course of their duties that is complete, true and fair and not intended to mislead;
- e) ensure that resources are administered responsibly;
- f) be fair and impartial in the performance of their functions;
- g) at no time afford any undue preferential treatment to any group or individual or unfairly discriminate against any group or individual;
- h) not abuse the power vested in them;
- i) not place themselves under any financial or other obligation to external individuals or firms that might seek to influence them in the performance of their duties;
- j) assist *Witzenberg Municipality* in combating corruption and fraud within the infrastructure procurement and delivery management system;
- k) not disclose information obtained in connection with a project except when necessary to carry out assigned duties;
- l) not make false or misleading entries in reports or accounting systems; and
- m) keep matters of a confidential nature in their possession confidential unless legislation, the performance of duty or the provision of the law require otherwise.

**6.1.3.1.2** An employee or agent may not amend or tamper with any submission, tender or contract in any manner whatsoever.

#### **6.1.3.2 Conflicts of interest**

**6.1.3.2.1** The employees and agents of *Witzenberg Municipality* who are connected in any way to procurement and delivery management activities which are subject to this policy, shall:

- a) disclose in writing to the employee of the *Witzenberg Municipality* to whom they report, or to the person responsible for managing their contract, if they have, or a family member or associate has, any conflicts of interest; and
- b) not participate in any activities that might lead to the disclosure of *Witzenberg Municipality* proprietary information.

**6.1.3.2.2** The employees and agents of *Witzenberg Municipality* shall declare and address any perceived or known conflict of interest, indicating the nature of such conflict to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to a procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

**6.1.3.2.3** Agents who prepare a part of a procurement document may in exceptional circumstances, where it is in *Witzenberg Municipality's* interest to do so, submit a tender for work associated with such documents provided that:

- a) *Witzenberg Municipality* states in the tender data that such an agent is a potential tenderer;
- b) all the information which was made available to, and the advice provided by that agent which is relevant to the tender, is equally made available to all potential tenderers upon request, if not already included in the scope of work; and
- c) the procurement documentation committee is satisfied that the procurement document is objective and unbiased having regard to the role and recommendations of that agent.

#### **6.1.3.3 Evaluation of submissions received from respondents and tenderers**

**6.1.3.3.1** The confidentiality of the outcome of the processes associated with the calling for expressions of interest, quotations or tenders shall be preserved. Those engaged in the evaluation process shall:

- a) not have any conflict between their duties as an employee or an agent and their private interest;
- b) may not be influenced by a gift or consideration (including acceptance of hospitality) to show favour or disfavour to any person;
- c) deal with respondents and tenderers in an equitable and even-handed manner at all times; and
- d) not use any confidential information obtained for personal gain and may not discuss with, or disclose to outsiders, prices which have been quoted or charged to *Witzenberg Municipality*.

**6.1.3.3.2** The evaluation process shall be free of conflicts of interest and any perception of bias. Any connections between the employees and agents of *Witzenberg Municipality* and a tenderer or respondent shall be disclosed and recorded in the tender evaluation report.

**6.1.3.3.3** *Witzenberg Municipality* personnel and their agents shall immediately withdraw from participating in any manner whatsoever in a procurement process in which they, or any close family member, partner or associate, has any private or business interest.

#### **6.1.3.4 Non-disclosure agreements**

Confidentiality agreements in the form of non-disclosure agreements shall, where appropriate, be entered into with agents and potential contractors to protect *Witzenberg Municipality's* confidential information and interests.

#### **6.1.3.5 Gratifications, hospitality and gifts**

**6.1.3.5.1** The employees and agents of *Witzenberg Municipality* shall not, directly or indirectly, accept or agree or offer to accept any gratification from any other person including a commission, whether for the benefit of themselves or for the benefit of another person, as an inducement to improperly influence in any way a procurement process, procedure or decision.

**6.1.3.5.2** The employees and agents of *Witzenberg Municipality* as well as their family members or associates shall not receive any of the following from any tenderer, respondent or contractor or any potential contractor:

- a) money, loans, equity, personal favours, benefits or services;
- b) overseas trips; or
- c) any gifts or hospitality irrespective of value from tenderers or respondents prior to the conclusion of the processes associated with a call for an expression of interest or a tender.

**6.1.3.5.3** The employees and agents of *Witzenberg Municipality* shall not purchase any items at artificially low prices from any tenderer, respondent or contractor or any potential contractor at artificially low prices which are not available to the public.

**6.1.3.5.4** All employees and agents of *Witzenberg Municipality* may for the purpose of fostering inter-personal business relations accept the following:

- a) meals and entertainment, but excluding the cost of transport and accommodation;
- b) promotional material of small intrinsic value such as pens, paper-knives, diaries, calendars, etc;
- c) incidental business hospitality such as business lunches or dinners, which the employee is prepared to reciprocate;
- d) complimentary tickets to sports meetings and other public events, but excluding the cost of transport and accommodation, provided that such tickets are not of a recurrent nature; and
- e) gifts in kind other than those listed in a) to d) which have an intrinsic value greater than R350, they must declare these gifts to the *Accounting Officer*.

**6.1.3.5.5** Under no circumstances shall gifts be accepted from prospective contractors during the evaluation of calls for expressions of interest, quotations or tenders that could be perceived as undue and improper influence of such processes.

**6.1.3.5.6** Employees and agents of *Witzenberg Municipality* shall without delay report to the *Accounting Officer* any incidences of a respondent, tenderer or contractor who directly or indirectly offers a gratification to them or any other person to improperly influence in any way a procurement process, procedure or decision.

#### **6.1.3.6 Reporting of breaches**

Employees and agents of *Witzenberg Municipality* shall promptly report to the *Accounting Officer* any alleged improper conduct which they may become aware of, including any alleged fraud or corruption.

#### **6.1.4 Measures to prevent abuse of the infrastructure delivery system**

The *Accounting Officer* shall investigate all allegations of corruption, improper conduct or failure to comply with the requirements of this policy against an employee or an agent, a contractor or other role player and, where justified:

- a) take steps against an employee or role player and inform the National Treasury and *Western Cape Treasury* of those steps;
- b) report to the South African Police Service any conduct that may constitute a criminal offence;
- c) lodge complaints with the Construction Industry Development Board or any other relevant statutory council where a breach of such council's code of conduct or rules of conduct are considered to have been breached;
- d) cancel a contract if:
  - 1) it comes to light that the contractor has made a misrepresentation, submitted falsified documents or has been convicted of a corrupt or fraudulent act in competing for a particular contract or during the execution of that contract; or
  - 2) an employee or other role player committed any corrupt or fraudulent act during the tender process or during the execution of that contract.

#### **6.1.5 Awards to persons in the service of the state**

**6.1.5.1** Any submissions made by a respondent or tenderer who declares in the Compulsory Declaration that a principal is one of the following shall be rejected:

- a) a member of any municipal council, any provincial legislature, or the National Assembly or the National Council of Provinces;
- b) a member of the council of any municipal entity;
- c) an official of any municipality or municipal entity;
- d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- e) a member of the accounting authority of any national or provincial public entity; or
- f) an employee of Parliament or a provincial legislature.

**6.1.5.2** The notes to the annual financial statements of the *Witzenberg Municipality* shall disclose particulars of an award of more than R 2 000 to a person who is a family member of a person identified in 6.1.5.1 or who has been in the previous 12 months. Such notes shall include the name of the person, the capacity in which such person served and the amount of the award.

#### **6.1.6 Collusive tendering**

Any submissions made by a respondent or tenderer who fails to declare in the Compulsory Declaration that the tendering entity:

- a) is not associated, linked or involved with any other tendering entity submitting tender offers; or

- b) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc.) or intention to not win a tender shall be rejected.

#### **6.1.7 Placing of contractors under restrictions**

**6.1.7.1** If any tenderer which has submitted a tender offer or a contractor which has concluded a contract has, as relevant:

- a) withdrawn such tender or quotation after the advertised closing date and time for the receipt of submissions;
- b) after having been notified of the acceptance of his tender, failed or refused to commence the contract;
- c) had their contract terminated for reasons within their control without reasonable cause;
- d) offered, promised or given a bribe in relation to the obtaining or the execution of such contract;
- e) acted in a fraudulent, collusive or anti-competitive or improper manner or in bad faith towards *Witzenberg Municipality*; or
- f) made any incorrect statement in any affidavit or declaration with regard to a preference claimed and is unable to prove to the satisfaction of *Witzenberg Municipality* that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements,

The relevant manager shall prepare a report on the matter and make a recommendation to the *Accounting Officer* for placing the contractor or any of its principals under restrictions from doing business with the *Witzenberg Municipality*.

**6.1.7.2** The *Accounting Officer* may, as appropriate, upon the receipt of a recommendation made in terms of 6.1.7.1 and after notifying the contractor of such intention in writing and giving written reasons for such action, suspend a contractor or any principal of that contractor from submitting a tender offer to *[name of municipality or municipal entity]* for a period of time.

**6.1.7.3** The relevant manager shall:

- a) record the names of those placed under restrictions in an internal register which shall be accessible to employees and agents of *Witzenberg Municipality* who are engaged in procurement processes; and
- b) notify the National Treasury and relevant Provincial *Treasury* and , if relevant, the Construction Industry Development Board, of such decision and provide them with the details associated therewith.

#### **6.1.8 Complaints**

**6.1.8.1** All complaints regarding the *Witzenberg Municipality's* infrastructure delivery management system shall be addressed to the Accounting officer. Such complaints shall be in writing.

**6.1.8.2** The Accounting officer shall investigate all complaints regarding the infrastructure procurement and delivery management system and who will decide on what action to take.

#### **6.2 Acquisition management**

##### **6.2.1 Unsolicited proposal**

**6.2.1.1** The *Witzenberg Municipality* is not obliged to consider unsolicited offers received outside a normal procurement process but may consider such an offer only if:

- a) the goods, services or any combination thereof that is offered is a demonstrably or proven unique innovative concept;
- b) proof of ownership of design, manufacturing, intellectual property, copyright or any other proprietary right of ownership or entitlement is vested in the person who made the offer;
- c) the offer presents a value proposition which demonstrates a clear, measurable and foreseeable benefit for *Witzenberg Municipality*;
- d) the offer is in writing and clearly sets out the proposed cost;
- e) the person who made the offer is the sole provider of the goods or service; and
- f) the *Accounting Officer* finds the reasons for not going through a normal tender processes to be sound.

**6.2.1.2** The *Accounting Officer* may only accept an unsolicited offer and enter into a contract after considering the recommendations of the tender committee if:

- a) the intention to consider an unsolicited proposal has been made known in accordance with Section 21A of the Municipal Systems Act of 2000 together with the reasons why such a proposal should not be open to other competitors, an explanation of the potential benefits for the *municipality* and an invitation to the public or other potential suppliers and providers to submit their comments within 30 days after the notice;
- b) the *Witzenberg Municipality* has obtained comments and recommendations on the offer from the National Treasury and *Western Cape Treasury*;
- c) the Bid Adjudication committee meeting which makes recommendations to accept an unsolicited proposal was open to the public and took into account any public comments that were received and any comments and recommendations received from the National Treasury and *Western Cape Treasury*; and
- d) the provisions of 6.2.1.3 are complied with.

**6.2.1.3** The *Accounting Officer* shall, within 14 working days after the decision to award the unsolicited offer is taken, submit the reasons for rejecting or not following the recommendations to the National Treasury, the *Western Cape Treasury* and Auditor General. A contract shall in such circumstances not be entered into or signed within 30 days of such submission.

## **6.2.2 Tax and rates compliance**

### **6.2.2.1 SARS tax clearance**

**6.2.2.1.1** No contract may be awarded or an order issued where the value of such transaction exceeds R 15 000, unless a tenderer or contractor is in possession of an original valid Tax Clearance Certificate issued by SARS

**6.2.2.1.2** In the case of a partnership, each partner shall comply with the requirements of 6.2.2.2.1.

**6.2.2.1.3** Notwithstanding the requirements of 6.2.2.1 and 6.2.2.3 the following shall apply, unless a person who is not tax compliant indicates to the Accounting officer that it intends challenging its tax compliance status with SARS,

- a) a contract may be awarded to a non-compliant tenderer if such a tenderer is able to remedy its tax compliance status within a period not exceeding 10 working days after being duly notified of its non-compliant status;

- b) an order may be awarded to a non-compliant contractor if such a contractor is able to remedy its tax compliance status within a period not exceeding 10 working days after being duly notified of its non-compliant status;
- c) a non-compliant contractor shall be issued with a first warning that payments in future amounts due in terms of the contract may be withheld, before the authorising of any payment due to such contractor;
- d) before authorising a further payment due to a non-compliant contractor who has failed to remedy its tax compliance status after receiving a first warning, a second and final warning shall be issued to such contractor;
- e) no payments may be released for any amounts due in terms of the contract due to a non-compliant contractor if, after a period of 30 calendar days have lapsed since the second warning was issued, the non-compliant contractor has failed to remedy its tax compliance status.

**6.2.2.1.4** The *Witzenberg Municipality* may cancel a contract with a non-compliant contractor if such a contractor fails to remedy its tax compliance status after a period of 30 calendar days have lapsed since the second warning was issued in terms of 6.2.2.1.4e).

#### **6.2.2.2 Municipal rates and taxes**

No contract may be awarded to a tenderer who, or the principals of that tenderer, owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity and are in arrears for more than 3 months.

#### **6.2.3 Declarations of interest**

Tenders and respondents making submissions in response to an invitation to submit a tender or a call for an expression of interest, respectively shall declare in the Compulsory Declaration whether or not any of the principals:

- a) are an employee of the *Witzenberg Municipality* or in the employ of the state; or
- b) have a family member or a business relation with a person who is in the employ of the state.

#### **6.2.4 Invitations to submit expressions of interest or tender offers**

**6.2.4.1** All invitations to submit tenders where the estimated value of the contract exceeds R200 000 including VAT, except where a confined tender process is followed, and expressions of interest shall be advertised on the *Witzenberg Municipality's* website and on the National Treasury eTender Publication Portal. Advertisements shall be placed by the Supply Chain Management department.

**6.2.4.2** Advertisements relating to construction works which are subject to the Construction Industry Development Regulations issued in terms of the Construction Industry Development Act of 2000 shall in addition to the requirements of 6.2.4.1 be advertised on the CIDB website. Advertisements shall be placed by the Supply Chain Management department.

**6.2.4.3** Where deemed appropriate by the Bid Specification Committee an invitation to tender and a call for an expression of interest shall be advertised in suitable local and national newspapers and the Government Tender Bulletin as directed by such person. Advertisements shall be placed by the Supply Chain Management department.

**6.2.4.4** Such advertisements shall be advertised for a period of at least 30 days before closure, except in urgent cases when the advertisement period may be shortened as determined by the *Accounting Officer*.



**6.2.4.5** Invitations to submit expressions of interest or tender offers shall be issued not less than 10 working days before the closing date for tenders and at least 5 working days before any compulsory clarification meeting. Procurement documents shall be made available not less than 7 days before the closing time for submissions.

## **6.2.5 Publication of submissions received and the award of contracts**

**6.2.5.1** The Supply Chain Management department shall publish within 10 working days of the closure of any advertised call for an expression of interest or an invitation to tender where the estimated value of the contract exceeds R200 000 including VAT on the municipality's or municipal entity's website, the names of all tenderers that made submissions to that advertisement, and if practical or applicable, the total of the prices and the preferences claimed. Such information shall remain on the website for at least 30 days.

**6.2.5.2** The Supply Chain Management department shall publish within 7 working days of the award of a contract the following on the *Witzenberg Municipality's* website

- a) the contract number;
- b) contract title;
- c) brief description of the goods, services or works;
- d) the total of the prices, if practical;
- e) the names of successful tenderers and their B-BBEE status level of contribution;
- f) duration of the contract; and
- g) brand names, if applicable.

**6.2.5.3** the Supply Chain Management department shall submit within 7 working days of the award of a contract the information required by National Treasury on the National Treasury eTender Publication Portal regarding the successful and unsuccessful tenders. Submissions shall be made by the Supply Chain Management department.

**6.2.5.4** The award of contracts relating to construction works which are subject to the Construction Industry Development Regulations issued in terms of the Construction Industry Development Act of 2000 shall in addition to the requirements of 6.2.5.3 be notified on the CIDB website. The notification shall be made by placed by the Supply Chain Management department.

## **6.2.6 Disposal committee**

**6.2.6.1** The *Accounting Officer* shall appoint on a disposal by disposal basis in writing the members of the disposal committee to decide on how best to undertake disposals in accordance with the provisions of clause 10 of the standard.

**6.2.6.2** The disposal panel shall comprise not less than three people. The chairperson shall be an employee of *Witzenberg Municipality*.

**6.2.6.3** The disposal committee shall make recommendations to *Accounting Officer* who shall approve the recommendations, refer the disposal strategy back to the disposal committee for their reconsideration, and decide not to proceed or to start afresh with the process.

## **6.3 Reporting of infrastructure delivery management information**

The Manager: Supply Chain Management and relevant technical expert shall submit any reports required in terms of the standard to the National Treasury or *Western Cape Treasury*.

## **7 Infrastructure procurement**

**7.2.1** The *Witzenberg Municipality's* preapproved templates for Part C1 (Agreements and contract data) of procurement documents shall be utilised to obviate the need for legal review prior to the awarding of a contract. All modifications to the standard templates shall be approved by the Accounting Officer prior to being issued for tender purposes.

**7.2.2** Disputes arising from the performance of a contract shall be finally settled in a South African court of law.

**7.2.3** The Municipal Declaration and returnable documents contained in the standard shall be included in all tenders for:

- a) consultancy services; and
- b) goods and services or any combination thereof where the total of the prices is expected to exceed R10 m including VAT.

## **7.3 Payment of contractors**

The *Witzenberg Municipality* shall settle all accounts within 30 days of invoice or statement as provided for in the contract.

## **7.4 Approval to utilise specific procurement procedures**

**7.4.1** Prior approval shall be obtained for the following procurement procedures from the following persons, unless such a procedure is already provided for in the approved procurement strategy:

- a) The Accounting Officer shall authorise the use of the negotiated procedure above the thresholds provided in the standard.
- b) The Accounting Officer shall authorise the approaching of a confined market except where a rapid response is required in the presence of, or the imminent risk of, an extreme or emergency situation arising from the conditions set out in the standard and which can be dealt with or the risks relating thereto arrested within 48 hours; and
- c) the proposal procedure using the two-envelope system, the proposal procedure using the two-stage system or the competitive negotiations procedure.

**7.4.2** The person authorised to pursue a negotiated procedure in an emergency is *[designated person]*.

## **7.5 Receipt and safeguarding of submissions**

**7.5.1** A dedicated and clearly marked tender box shall be made available to receive all submissions made.

## **7.6 Opening of submissions**

**7.6.1** Submissions shall be opened by an opening panel comprising two people nominated by the chief financial officer who have declared their interest or confirmed that they have no interest in the submissions that are to be opened.

**7.6.2** The opening panel shall open the tender box at the stipulated closing time and:

- a) sort through the submissions and return those submissions to the box that are not yet due to be opened including those whose closing date has been extended;
- b) return submissions unopened and suitably annotated where:
  - 1) submissions are received late, unless otherwise permitted in terms of the submission data;
  - 2) submissions were submitted by a method other than the stated method,
  - 3) submissions were withdrawn in accordance with the procedures contained in SANS 10845-3; and.
  - 4) only one tender submission is received and it is decided not to open it and to call for fresh tender submissions;
- c) record in the register submissions that were returned unopened;
- d) open submissions if received in sealed envelopes and annotated with the required particulars and read out the name of and record in the register the name of the tenderer or respondent and, if relevant, the total of prices including VAT where this is possible;
- e) record in the register the name of any submissions that is returned with the reasons for doing so;
- f) record the names of the tenderer's representatives that attend the public opening;
- g) sign the entries into the register; and
- h) stamp each returnable document in each tender submission.

**7.6.3** Each member of the opening panel shall initial the front cover of the submission and all pages that are stamped in accordance with the requirements of 7.6.2h).

**7.6.4** Respondents and tenderers whose submissions are to be returned shall be afforded the opportunity to collect their submissions.

**7.6.5** Submissions shall be safeguarded from the time of receipt until the conclusion of the procurement process.

## **7.7 Use of another organ of state's framework agreement**

The *Witzenberg Municipality* may make use of another organ of state's framework contract which has been put in place by means of a competitive tender process and there are demonstrable benefits for doing so. The *Accounting Officer* shall make the necessary application to that organ of state to do so.

## **7.8 Insurances**

**7.8.1** Contractors shall be required to take out all insurances required in terms of the contract.

**7.8.2** The insurance cover in engineering and construction contracts for loss of or damage to property (except the works, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) caused by activity in connection with a contract shall in general not be less than the value stated in Table 4, unless otherwise directed by the Accounting Officer.

**7.8.3** Lateral earth support insurance in addition to such insurance shall be take out on a case by case basis.

**Table 4: Minimum insurance cover**

Type of insurance	Value
Engineering and construction contracts - loss of or damage to property (except the works, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) caused by activity in connection with a contract	Not less than R20 million
Professional services and service contracts - death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with a contract or damage to property	Not less than R10 million
Professional indemnity insurance	geotechnical, civil and structural engineering: R5,0 million electrical, mechanical and engineering: R3,0 million architectural: R5,0 million other R3,0 million

**7.8.4** The insurance cover in professional services and service contracts for damage to property or death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with a contract shall not be less than the value stated in Table 4 for any one event unless otherwise directed by the Bid Specification Committee

**7.8.5** SASRIA: Special Risk Insurance in respect of riot and associated risk of damage to the works, Plant and Materials shall be taken out on all engineering and construction works.

**7.8.6** Professional service appointments shall as a general rule be subject to proof of current professional indemnity insurance being submitted by the contractor in an amount not less than the value stated in Table 4 in respect of each claim, without limit to the number of claims, unless otherwise directed by the *Bid Specification Committee* in relation to the nature of the service that they provide.

**7.8.6** Witzenberg *Municipality* shall take out professional indemnity insurance cover where it is deemed necessary to have such insurance at a level higher than the levels of insurance commonly carried by contractors.

**7.8.7** Where payment is to be made in multiple currencies, either the contractor or *Witzenberg Municipality* should be required to take out forward cover. Alternatively, the prices for the imported content should be fixed as soon as possible after the starting date for the contract.

## **7.9 Written reasons for actions taken**

**7.9.1** Written reasons for actions taken shall be provided by the relevant manager.

**7.9.2** The written reasons for actions taken shall be as brief as possible and shall as far as is possible, and where relevant, be framed around the clauses in the:

- a) SANS 10845-3, *Construction procurement - Part 3: Standard conditions of tender*, and, giving rise to the reason why a respondent was not short listed, prequalified or admitted to a data base; or
- b) SANS 10845-4, *Construction procurement - Part 4: Standard conditions for the calling for expressions of interest*;

as to why a tenderer was not considered for the award of a contract or not awarded a contract.

**7.9.3** Requests for written reasons for actions taken need to be brief and to the point and may not divulge information which is not in the public interest or any information which is considered to prejudice the legitimate commercial interests of others or might prejudice fair competition between tenderers.

## **7.10 Request for access to information**

**7.10.1** Should an application be received in terms of Promotion of Access to Information Act of 2000 (Act 2 of 2000), the “requestor” should be referred to the *Witzenberg Municipality’s* Information Manual which establishes the procedures to be followed and the criteria that have to be met for the “requester” to request access to records in the possession or under the control of *Witzenberg Municipality’s*.

**7.10.2 Access** to technical and commercial information such as a comprehensive programme which links resources and prices to such programme should be refused as such information provides the order and timing of operations, provisions for time risk allowances and statements as to how the contractor plans to do the work which identifies principal equipment and other resources which he plans to use. Access to a bill of quantities and rates should be provided in terms of the Act.

# PROPOSED ENTRANE WALL SITE PLAN



SITE PLAN N.T.6





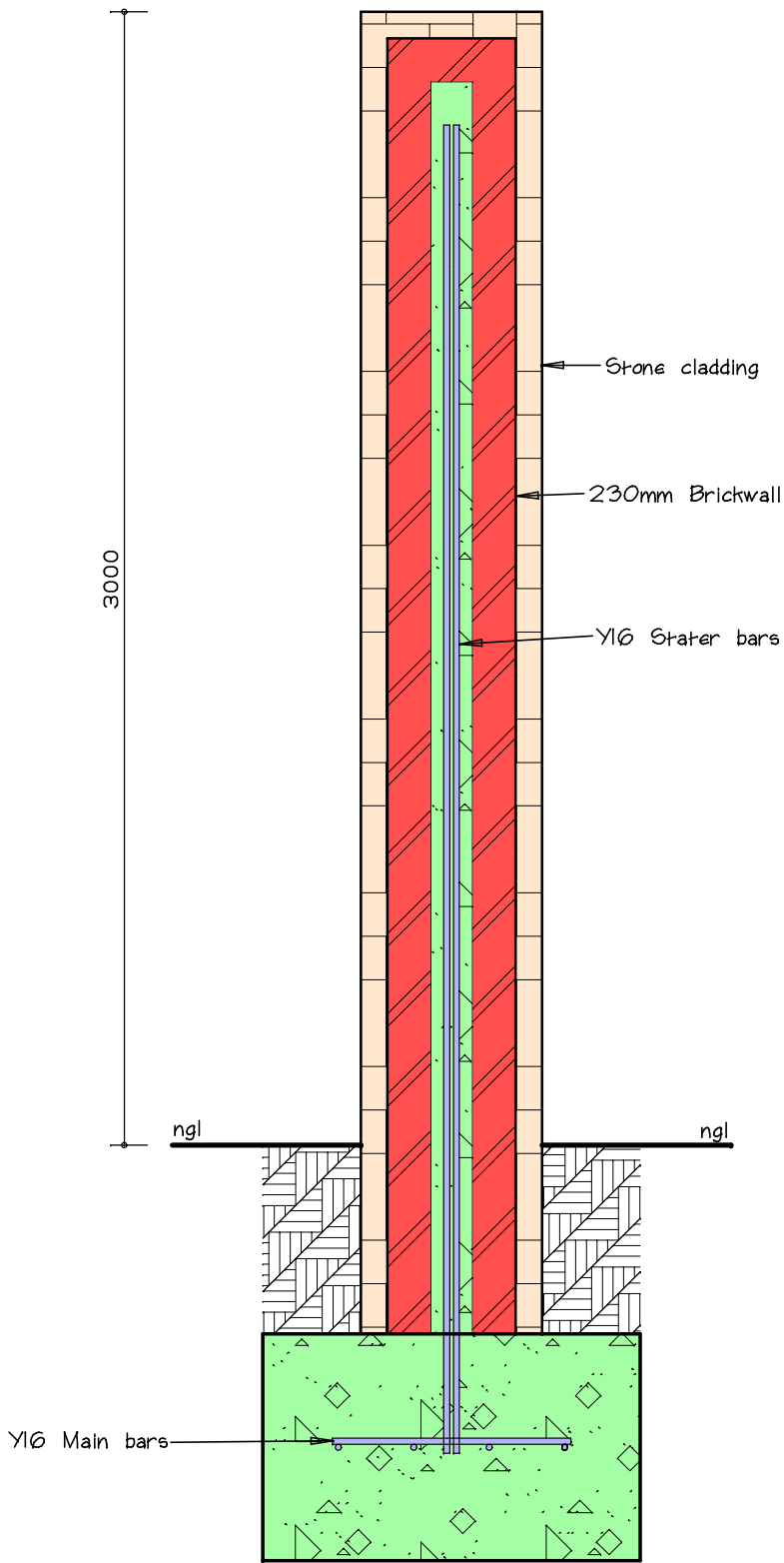
# PROPOSED ENTRANCE WALL I



ELEVATION OF WALL N.T.S



SITE PLAN N.T.S



SECTION  
THROUGH  
BRICKWALL  
1:20

1000X600mm  
Foundation



**REFERENCE: 16/9/6/4-30/04 (Job 24788)**

**ENQUIRIES: Ms GD Swanepoel**

**DATE: 28 September 2017**

The Municipal Manager  
Witzenberg Municipality  
PO Box 44

**CERES**  
6835

Attention: Mr A Daniels

Dear Sir

**ERF 1001, CERES: PROPOSED ENTRANCE WALL**

1. The following refer:
  - 1.1. Your e-mail to Mr D Fortuin of this Branch dated 26 September 2017.
  - 1.2. This Branch's letter 16/9/6/4-30/04 (Job 24788) dated 1 June 2017 to you.
2. Your e-mail referenced above clearly indicates that the revised entrance wall position will be outside of the 5m building line of Trunk Road 22 Section 1.
3. Accordingly, this Branch withdraws its letter of paragraph 1.2 above and offers no objection to proposed position of the entrance wall.

Yours faithfully

**ML WATERS**

**For CHIEF DIRECTOR: ROAD NETWORK MANAGEMENT**



## ENDORSEMENTS

1. Witzenberg Municipality

Attention: Mr A Daniels (e-mail: [bouinsp@witzenberg.go.za](mailto:bouinsp@witzenberg.go.za))

2. District Roads Engineer

Ceres

3. West Coast District Municipality

Attention: Mr Dana van der Westhuizen (e-mail)

4. Mr ML Watters (e-mail)

5. Mr DD Fortuin (e-mail)

6. Planning Section

## Mariaan Prins

---

**From:** Johan Mostert <johan@jmgrp.co.za>  
**Sent:** 22 September 2017 02:56 PM  
**To:** Joseph Barnard; Jo-Wayne Pedro  
**Cc:** Hennie Taljaard; Alroy Daniels; Danell du Toit  
**Subject:** RE: BAIE DRINGEND: OPRIGTING VAN KENNISGEWING BORD



Baie dankie, ek het dit met Alroy bespreek dat ons die posisie wil skuif waar die bestaande klipmuur is en hy het onderneem om dit so aan te dui.

Baie dankie vir die hulp en bereidheid om te help.

Groete,,

**Johan Mostert**  
Chief Executive Officer

C: 0828074441 | T: 0861115193 | E: johan@jmgrp.co.za | A: 23 Murchison str, Ceres, 6835



**From:** Joseph Barnard [mailto:joseph@witzenberg.gov.za]  
**Sent:** Friday, September 22, 2017 8:31 AM  
**To:** Jo-Wayne Pedro; johan@jmgrp.co.za  
**Cc:** Hennie Taljaard; Alroy Daniels  
**Subject:** FW: BAIE DRINGEND: OPRIGTING VAN KENNISGEWING BORD

Jo-Wayne

Stuur my assb dringend die plan soos goedgekeur asook die nuwe posisie, sodat ek Mayco toe kan neem.

Johan

Sien e-pos onder, klaar assb dringend nuwe posisie uit sodat ek die presiese posisie mayco toe kan neem.

Regards,

Joseph Barnard (Pr. CPM)  
Director: Technical Services  
Witzenberg Municipality  
Tel: (023) 316 8540

Fax: (086) 523 6339  
Cell: (078) 095 3365  
E-mail: [joseph@witzenberg.gov.za](mailto:joseph@witzenberg.gov.za)



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**From:** Jo-Ann Krieger  
**Sent:** 22 September 2017 07:59 AM  
**To:** Joseph Barnard  
**Cc:** Heloise Truter; Anita Grobbelaar  
**Subject:** BAIE DRINGEND: OPRIGTING VAN KENNISGEWING BORD

Goeie dag Joseph,

Ons gesprek gister en my gesprek vanoggend met MM verwys.

Hy se julle moet 'n item opstel oor die voorstel vd struktuur, die grond wat geidentifiseer is en of die oprigting aan die wetlike vereistes voldoen.

Heloise sal ons inset gee vir die item.

MM versoek dat dit vir die eerskomende Mayco opgestel word.

Nogmaals dank,

JK

# WITZENBERG

**MUNISIPALITEIT**

**UMASIPALA**

**MUNICIPALITY**

## **- MEMORANDUM -**

**TO :** Committee for Technical Services  
**FROM :** The Manager: Town Planning and Building Control  
**DATE :** 10 October 2017  
**TRIM :** 15/4/P

---

### **SIGNAGE: CERES HISTORIC ROUTE**

#### **PURPOSE**

To obtain approval for the erection of 5 tourism information signs.

#### **ANNEXURES**

The following Annexures refers:

- A - Site Plan
- B - Sign Detail

#### **DISCUSSION**

Togryers Museum is applying for the erection of information signs in the following localities:

1. Van Breda Bridge
2. Corner of Owen and Voortrekker Street (Market square opposite the library)
3. Original bell of the Dutch Reform Church at Spar
4. Shell Garage (Old Grand Hotel)
5. Central Garage (Ceres Brewery)

The signs will consist of square tubing frame measuring 2000mm x 600mm with 3mm aluminium sheet 600 x 500mm.

Togryers Museum will oversee the project with funds provided by the Cape Winelands Municipality.

The Traffic and Roads/Stormwater Departments were consulted and offered no objection against the proposal.

## RECOMMENDATION

That it be recommended to Council that the Ceres historic route signage be approved subject to the following conditions:

- i. Final position of signage to be confirmed on site in conjunction with the Technical Department,
- ii. Where signage is to be placed on private property the land owner's written consent shall be obtained,
- iii. The design, font and colour of the signs must comply with the "Ceres CBD Aesthetics Manual",
- iv. Signage not to obstruct vehicle traffic or pedestrian walkways,
- v. Togyers Museum shall be responsible for maintenance of the signage.

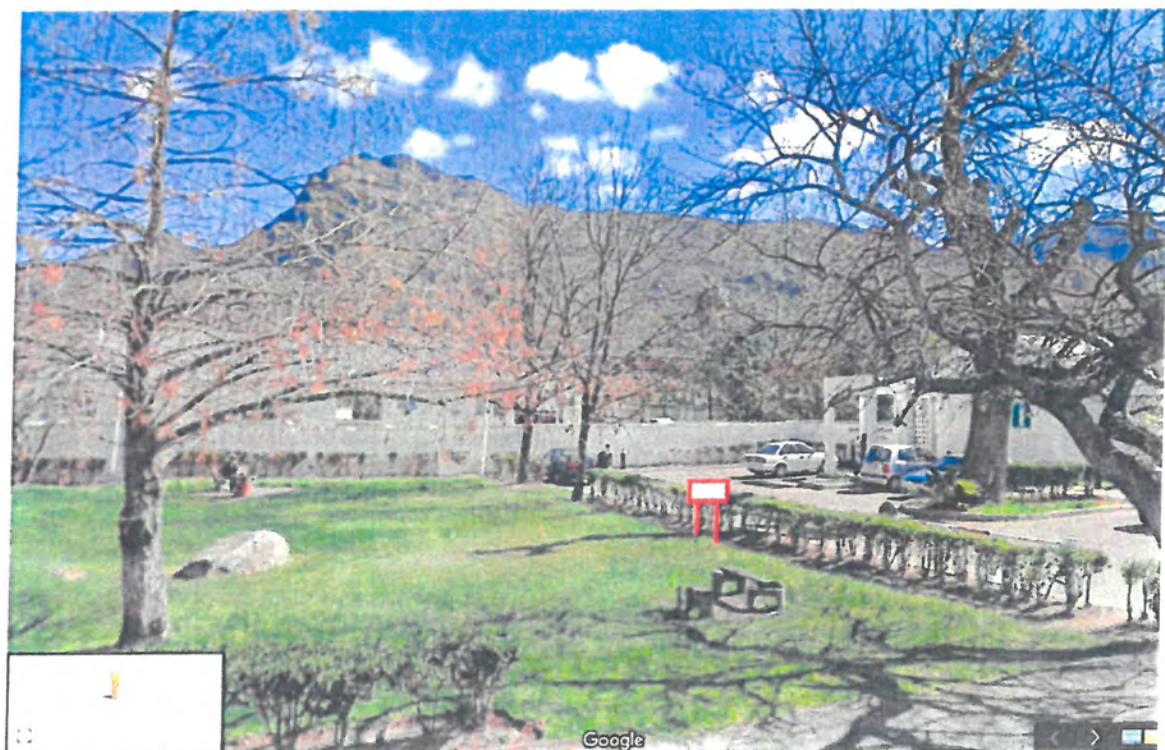


"A"

2017/06/29















## NG MOEDERGEMEENTE

Die eerste NG kerkie is opgerig 5 Mei 1855 en was opgerig waar die kerkisaal nou min of meer staan



In Tweede gebou is opgerig waar die huidige Kerk tans staan. Die Kipkerk is ingewy op 14 Oktober 1881. Hierdie gebou is egter in 1952 gestroop nadat daar bevind is dat die struktuur nie meer stewig genoeg is nie. Die huidige kerkgebou is in Oktober 1953 in gebruik geneem.



## NG MOEDERGEMEENTE

Die eerste NG kerkie is opgerig 5 Mei 1855 en was opgerig waar die kerkisaal nou min of meer staan



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In Tweede gebou is opgerig waar die huidige Kerk tans staan. Die Kipkerk is ingewy op 14 Oktober 1881. Hierdie gebou is egter in 1952 gestroop nadat daar bevind is dat die struktuur nie meer stewig genoeg is nie. Die huidige kerkgebou is in Oktober 1953 in gebruik geneem.



### REPRESENTATIVE

Petra Fourie

023 312 3366

ceres@supasign.com

www.supasign.com

### CUSTOMER DETAILS

Customer details

### IMPORTANT

Please proof read and check ALL details. Supa Sign will not be held responsible for any mistakes approved by the client.

- approved ☐
- approved with corrections ☐
- do changes & supply new proof ☐

...../...../.....  
Date



Farmwell Building, Vos St. Ceres, 6835  
Tel: 023 312 3366 / Fax: 023 316 2743  
sales@supasign.com

**APPEL: ERF 1259 RENONKELSTRAAT 18, WOLSELEY:  
AANSOEK OM AFWYKENDE GEBRUIKSREG VIR DIE DOELEINDES VAN  
BUITEVERBRUIK DRANKVERKOPE**

Die Witzenberg Beplanningstribunaal het met sy vergadering van 6 Junie 2017 die bogenoemde aansoek afgekeur (besluit van die Tribunaal aangeheg as Bylae A ).

Die aansoeker het teen die besluit geappelleer en die appel word oorweeg en bespreek as volg (appel aangeheg as Bylae B):

Tribunaal se redes vir besluit:	Aansoeker se appel:	Stadsbeplanner kommentaar:
Die voorstel sal afbreuk doen aan die gevestigde karakter van die woonbuurt.	Werkverskaffing en te kort aan 'n sake komponent naby die woonhuis is die hoof redes vir die voorgestelde aansoek. Die goedgekeurde huiswinkel sal presies dieselfde impak hê as 'n drankwinkel. Die produkte wat verkoop word is nie vanaf die straat sigbaar nie.	Drankverkope in woonbuurte kan probleme veroorsaak soos steurnis, onsosiale gedrag, samedromming van mense, verkeer en rommelstrooiing. Hierdie probleme kan nie maklik deur die eienaar beheer word nie aangesien dit buite die perseel plaasvind. Die gevolg is dat dit druk plaas op polisiëring en ook inwoners verontrief. Dit is dan ook die rede waarom drankwinkels en woonbuurte as onversoenbaar beskou word en waarom dit liefis in die sentrale sakekern moet vestig, waar wonings nie aanwesig is nie.
Die feit dat geen parkering voorsien kan word nie.	Meeste kliënte is voetgangers.	In terme van die skemaregulasies moet ten minste een parkeerplek voorsien word. Die stelling dat meeste kliënte voetgangers is kan nie bewys word nie.
Negatiewe kommentaar van die Wykskomitee.	Wykskomitee was nie aan ons voorgehou nie en daarom kon daar nie kommentaar opgelewer word nie.	Die wyksraadslid het in sy kommentaar die gevare van drankmisbruik uitgewys.

Sosiale euwels van drankwinkels in woonbuurte.	Die verwysing na die voorgestelde fasiliteit wat 'n sosiale euwel sal veroorsaak is blote spekulاسie en kan nie bewys word nie.	Drankmisbruik het 'n negatiewe impak op die sosio-ekonomiese welstand van 'n gemeenskap. Gemeenskape trek swaar onder verslawing en statistieke is dit eens dat alkohol betrokke is by misdade soos aanradings en gesinsgeweld.
Die voorstel is nie in die publieke belang soos beoog deur art 42(1)(c)(i) van SPLUMA, 2013.	Die enigste rede vir die aansoek om nie in publieke belang te wees nie was 'n beswaar wat verwys het na die drankwinkel wat nie op Sondae moet drank verkoop nie en spekulاسie na moontlike geraas.	Die probleme wat met drankverkope in woonbuurte ondervind word is reeds genoem en bespreek.

In ag genome die bogenoemde evaluering word dit aan die Raad aanbeveel dat;

- 1) die appel van Mnr Oosthuizen teen die Witzenberg Beplanningstribunaal se afkeuring van die aansoek om afwyking op Erf 1259 Renonkelstraat 18 Wolseley van die hand gewys word en die besluit van die tribunaal bevestig word.



## Bylae A

Erf 1259 Wolseley

Aansoek om:

A. Afwyking vir die bedryf van 'n huiswinkel

B. Afwyking vir die bedryf van 'n buiteverbruik drankwinkel

Ref: 15/4/1/3/52

Dat die aansoek om:

- A Afwyking vir die bedryf van 'n huiswinkel op Erf 1259, Renonkelstraat 18 Wolseley, goedgekeur word in terme van Artikel 61 van die Witzenberg Munisipaliteit: Verordening op Grondgebruikbeplanning, 2015, onderhewig aan die voorwaardes aangeheg tot die verslag as Bylae A.
- B Afwyking vir die bedryf van 'n buiteverbruik drankwinkel op erf 1259, Renonkelstraat 18 Wolseley, afgekeur word in terme van Artikel 61 van die Witzenberg Munisipaliteit: Verordening op Grondgebruikbeplanning, 2015 vir die volgende redes:
- i. die voorstel sal afbreuk doen aan die gevestigde karakter van die woonbuurt.
  - ii. die feit dat geen parkering voorsien kan word nie.
  - iii. negatiewe kommentaar van die Wykskomitee.
  - iv. sosiale euwels van drankwinkels in woonbuurte.
  - v. die voorstel is nie in die publieke belang soos beoog deur art 42(1)(c)(i) van SPLUMA, 2013.

Datum:- 19 Junie 2017  
My verw.-: #AVOL/915  
U verw.-: 15/4/1/3/52

Vir aandag:- Mnr R van der Merwe

Die Munisipale Bestuurder  
Witzenberg Munisipaliteit  
Posbus 44  
CERES  
6835



Geagte meneer Van Der Merwe

**APPOL TEEN AFKEURING VAN AANSOEK OM TYDELIKE AFWYKING:- ERF NR. 11101, ARENDSESTRAAT 43, ROODEWAL, WORCESTER, TYDELIKE AFWYKING OP RESIDENSIELE SONE I VIR 'N 5 JAAR TYDELIKE GEBRUIK TEN EINDE GEDEELTE VAN ONDERSOEK EIENDOM AAN TE WEND AS DRANKWINKEL EN AFWYKING VIR BOULYN, DEKKING EN PARKERING OORSKRYDING**

Bogenoemde aansoek se drankwinkel komponent is deur die Beplanningstribunaal afgekeur op 9 Junie 2017, die versoek vir 'n huiswinkel is wel goedgekeur.

Die redes vir afkeuring van die drankwinkel is soos volg:-

- ❖ Voorstel sal afbreuk doen aan die gevestigde karakter van die woonbuurt.
- ❖ Feit dat geen parkering voorsien kan word nie.
- ❖ Negatiewe kommentaar van die Wykskomitee.
- ❖ Sosiale euwels van drankwinkels in woonbuurte.
- ❖ Nie in publieke belang nie.

**BolandPlan Stads- en Streekbeplanning antwoord soos volg op 'NEGATIEWE KARAKTER':-**

- ❖ Werkverskaffing en te kort aan 'n sake komponent naby die woonhuis is die hoof redes vir die voorgestelde aansoek.
- ❖ Die goedgekeurde huiswinkel sal presies dieselfde impak hê as 'n drankwinkel, slegs die advertensie teken se naam sal verskil tussen huiswinkel en drankwinkel. Die produkte wat verkoop word is nie vanaf die straat sigbaar nie.

**BolandPlan Stads- en Streekbeplanning antwoord soos volg op 'GEEN PARKERING':-**

- ❖ Die norm is dat ten minste een op perseel parkeervak voorsien moet word.
- ❖ Meeste kliente is egter voetgangers.
- ❖ Geen parkering kan op terrein voorsien word nie en het ons aansoek ingesluit die afwyking van die beperking.

**BolandPlan Stads- en Streekbeplanning antwoord soos volg op 'WYKSKOMITEE':-**

- ❖ Die wykskomitee se kommentaar was nie aan ons voorgehou nie, en kan daar dus nie daarop kommentaar gelewer word nie.

**BolandPlan Stads- en Streekbeplanning antwoord soos volg op 'SOSIALE EUWELS':-**

- ❖ Die verwysing na die voorgestelde fasiliteit wat 'n sosiale euwel sal veroorsaak is blote spekulasie en kan nie bewys word nie.

**BolandPlan Stads- en Streekbeplanning antwoord soos volg op 'NIE PUBLIEKE BELANG':-**

- ♦ Die enigste rede vir die aansoek om nie in publieke belang te wees nie was 'n beswaar vanaf E Masekwameng in haar skrywe gedateer 20 Maart 2017; wat verwys het na die drankwinkel wat nie op Sondag moet drank verkoop nie en spekulasie na moontlike geraas. Dit was hanteer in ons kommentaar op beswaar ontvang.

Vir voorlegging aan u Raad.

Ek vertrou dat u bogenoemde so in orde sal vind en verneem graag of die Raad my klient se aansoek vir 'n drankwinkel in heroorweging wil neem.

Die uwe

**MARTIN Oosthuizen**  
BolandPlan Stads- en Streekbeplanning  
[Tch.Pln/B/8270/2014](#)  
MO/mo

**APPEAL: ERF 186 VAN DER STEL STREET 60, TULBAGH: CONSENT USE APPLICATION FOR THE SELLING OF LIQUOR FROM THE RESTAURANT (OFF CONSUMPTION)**

At a meeting of the Witzenberg Municipality Planning Tribunal held on 6 June 2017 it was decided to approve the above mentioned application (decision attached as Annexure A).

The objector appealed against the decision. The applicant was notified of the appeal but did not respond within the 21 days allowed in terms of the By-Law.

The appeal is considered and discussed as follows (appeal attached as Annexure B):

<b>Tribunal decision:</b>	<b>reasons for</b>	<b>Appeal of objector:</b>	<b>Town Planning comment:</b>
The structure and infrastructure are existing and do not interfere with the aesthetics of the area. Minor changes will be made to the exterior of the building.		The building itself is unsafe and must be condemned and demolished.	A building plan was approved on 15 June 2016. Heritage Western also gave permission for additions and alterations to the existing building.
The subject property is located along the main road of Tulbagh within the Central Business District and easily accessible. The intended use will not be intrusive on the surrounding properties since the land uses in the surrounding area is predominately business which includes restaurants, shops, hotels and offices.		The location of the Erf, within the Draft Act's exclusion zone due to proximity to churches and schools, in addition to existing liquor outlets that adequately serve the community.	The application at hand is assessed in terms of the Land Use By-Law and not the Liquor Act. An exclusion zone is not a matter considered in terms of the By-law.



<p>The proposed consent use will have no impact on the physical characteristic of the site, as there will be no significantly changes to the existing property.</p> <p>Wine and beer will merely be sold in a package form.</p>	<p>The history of non compliance with regulations of the applicant serves as evidence that the premises will soon be converted into a shebeen in the middle of Tulbagh business district. This will result in ongoing problems for the police service and further aggravate the serious liquor and drug abuse problem in Tulbagh.</p>	<p>The application is not for a shebeen which is a completely different category of liquor license and that is only found in residential areas.</p>
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## RECOMMENDATION

In consideration of the above evaluation it is **recommended** to Council;

1. That the appeal of Mr Silberberg against the decision of the Witzenberg Planning Tribunal to approve the application for consent use on Erf 186 Tulbagh Van der Stel Street be dismissed and the decision of the Tribunal confirmed.

Bylaw A

**Erf 186 Tulbagh**

**Application for consent use: application for the selling of liquor (off consumption)**

**Ref: 15/4/1/2/85**

That the application for:

Consent use for the purpose of selling liquor from the restaurant (off-consumption) **be approved** in terms of Section 61 of the Witzenberg Municipality: Land Use Planning By-Law, 2015, subject to:

- i. the conditions attached to the report as Annexure A.
- ii. that the selling of liquor be limited only to wine and beer by micro-producers.
- iii. the liquor sales shall be conducted ancillary to the deli/restaurant and not as the main activity.

Bylae B

From: [anthony@artexfund.co.za](mailto:anthony@artexfund.co.za) [mailto:50618401@artexfund.co.za]

Sent: Monday, 19 June 2017 9:57 PM

To: David Nasson <[david@witzenberg.gov.za](mailto:david@witzenberg.gov.za)>

Cc: Anthony <[anthony@artexfund.co.za](mailto:anthony@artexfund.co.za)>

Subject: Fwd: : Erf 186 Tulbagh: Application for consent use

Mr David Nasson  
Municipal Manager  
Witzenberg Municipality



Dear Mr Nasson,

**LAND USE CONSENT ERF 186 TULBAGH: NOTICE OF INTENTION TO APPEAL**

Your attention is drawn to the attached consent to use the premises situated on Erf 186 Tulbagh for Liquor Off Consumption.

It is evident that the Witzenberg Planning Manager does not take the dangerous condition of the premises on Erf 186 seriously. In addition he fails to consider that the location of the premises is specifically excluded for the sale of liquor in terms of the Draft Liquor Amendment Act of 2017. This is in addition to his failure to ensure compliance with municipal zoning and parking requirement by laws.

It indicates that he is either totally incompetent or corrupted or a combination of both. A disciplinary hearing is urgently required to determine the precise problem.

If this official repeatedly ignores and by passes Provincial and Municipal regulations and by laws in addition to ignoring safety issues one must consider precisely what purpose he serves. The Municipality might as well save his salary and allow the "laissez faire" situation to continue without incurring his employment costs.

This situation is simply wasting both Municipal and my own time and resources as it is now necessary to devote more time to lodging an appeal.

At this juncture Witzenberg is negligent in allowing this application on three important grounds:

1 The building itself is unsafe and must be condemned and demolished. The ICE report raises serious issues in addition to the dangerous rear facade that could only have been constructed and approved by a moron.

2 The location of the Erf, within the Draft Act's exclusion zone due to proximity to Churches and Schools, in addition to existing liquor outlets that adequately serve the community.

3 The history of non compliance with regulations by the Applicant serves as evidence that the premises will soon be converted into a shebeen in the middle of the Tulbagh business district. This will result in ongoing problems for the Police Service and further aggravate the serious liquor and drug abuse problem in Tulbagh. Furthermore the Witzenberg Municipality lacks the resources to ensure compliance with it's regulations and conditions of use.

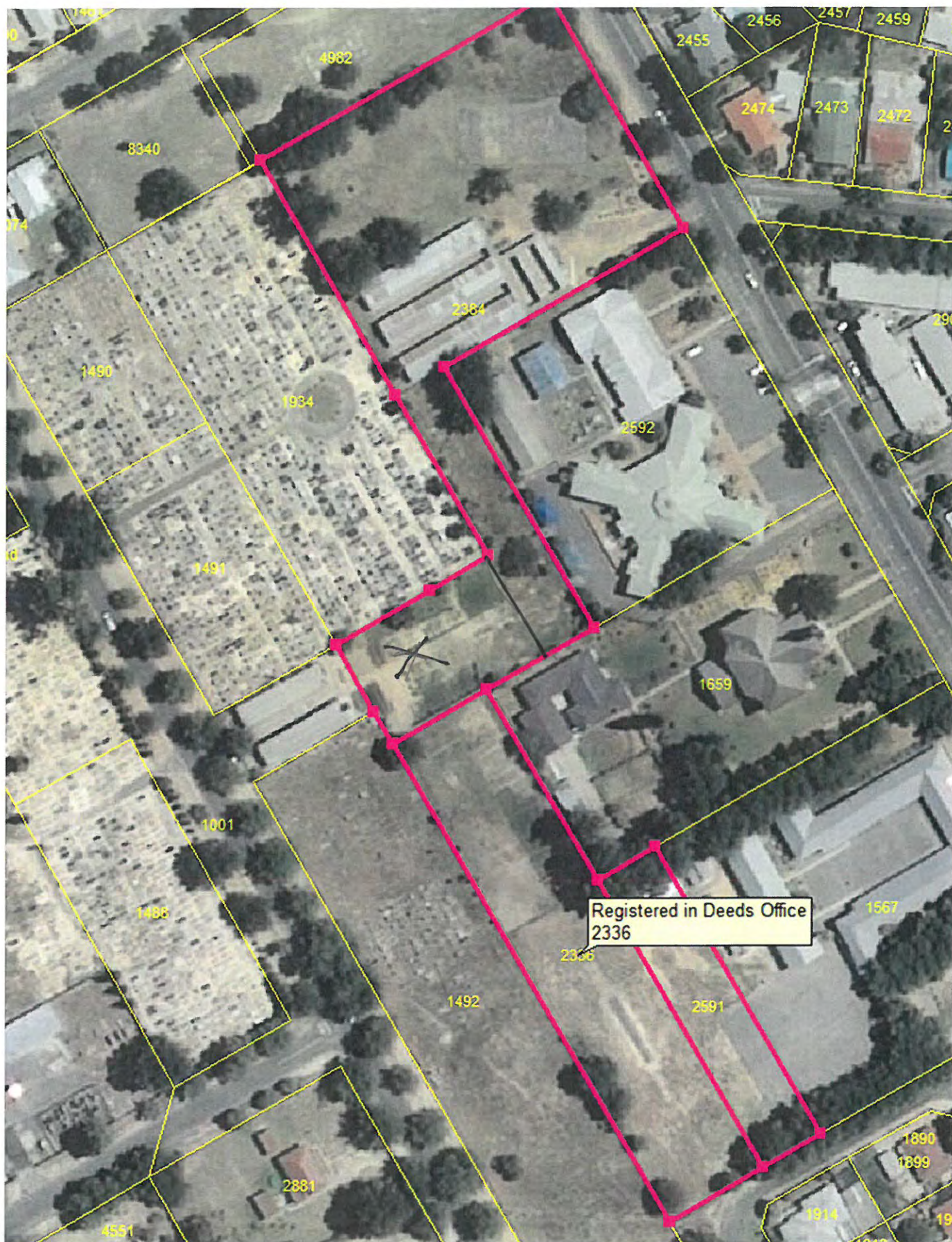
An official Notice of Appeal will be forwarded to you in due course.  
I request that I be allowed to be present in person when the Appeal is considered.

Please advise why this application was approved.

Sincerely

Anthony Silberberg





Registered in Deeds Office  
2336



## VERENIGENDE GEREFORMEERDE KERK IN SUIDER AFRIKA – CERES

**Leraar:** Ds Fred Booysen (023 3123159)

**Leraar in Sinodale Diens:** Ds Sean Esterhuizen

**Admin. Beampte / Church Secretary:** Br. Pierre Jacobs

**Kantoor:** 023 3121855 **Faks:** 023 3121855 **E-pos:** ceresvgk@gmail.com

**Kassier / Cashier:** Sr. Girly de Bruyn

**Kantoor:** 023 3122861 **Faks:** 023 3121855 **E-pos:** vgkcereskass@telkomsa.net



Me. L. Wessels  
Ceres  
6835

10 Mei 2017

### SONDER DIE BENADELING VAN ONS REGTE

**IS:** Verskuiwing van haweloses

Ons het met skok verneem dat u van plan is om die haweloses te verskuif na die grond aangrensend tot ons pastorie. Vanuit u e-pos lei ons af dat u van plan is om 'n skuur op te rig ten einde die mense daar te huisves.

Die kerkraad wens u op die volgende te wys:

1. Ons behou ons reg voor om oor hierdie saak op gepaste platforms te argumenteer en te verdedig.
2. Daar nie vooraf met die kerkraad gekonsulteer was oor bogenoemde werkswyse nie. Die feit dat u in u e-pos meld dat u wel met die kerk in gesprek sal tree, word ongedaan gemaak deur u voorneme in punt 3 waar u die gedagte uitspreek om die saak binne 'n maand af te handel.
3. Die spoed waarmee hierdie saak afgehandel wil word, getuig van 'n werkswyse wat alle nodige wetlike aspekte wil ontduik. Die vraag is wie se belange word hier regtig gedien?
4. Afgelei uit vorige notules van u vergaderings is dit duidelik dat hierdie verskuiwing (so ver ons kennis strek) nerens beplan is nie en is dit voorwaar die heel eerste keer dat ons hiervan verneem.
5. Die wyse waarop u met hierdie saak omgaan getuig verder van ons sensitiwiteit vir die belange van ander inwoners.
6. Die verskuiwing van 'n probleem nie noodwendig 'n probleem oplos nie.
7. Ons nog ander (meer wetlike) argumente kan aanvoer waarom ons reken dat u werkswyse nie goed deurdink is.

U word dus hiermee vriendelik versoek (op hierdie stadium) om u "dringende werkswyse" te staak.

**VGK CERES**

**PER:** .....

**PIERRE JACOBS**

# WITZENBERG

MUNISIPALITEIT

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## - MEMORANDUM -

AAN / TO : DIREKTEUR GEMEENSKAPSDIENSTE (DG)  
MUNISIPALE BESTUURDER

VAN / FROM : BESTUURDER OMGEWING EN GERIEWE

DATUM / DATE : 11 SEPTEMBER 2017

VERW. / REF : 17/9/2



### INSTANDHOUDING VAN SPEELPARKTOERUSTING

#### DOEL

Om die Komitee vir Gemeenskapsontwikkeling in te lig oor die toestand van speelparktoerusting en die uitdagings in die verband.

#### AGTERGROND EN BEREDENERING

Speelparktoerusting is in al die dorpe en woongebiede van die Munisipaliteit opgerig en sluit onder andere in: swaaie, klimrame, "roundabouts", wipplanke en glyplanke. Alle apparate is van staal vervaardig.

Diefstal en vandalisme van die Raad se eiendom neem regoor die hele munisipale gebied toe en speelparktoerusting op parke word ook nie gespaar nie. Ons kan nie voor bly met die herstel daarvan.

Van die toerusting wat die ergste deurloop is swaaie waar die kettings en sitplekke gesteel word.

Ander speelparktoerusting wat gevandaliseer word sluit in:

- wipplanke waar die horisontale en vertikale gedeeltes dmv 'n as en "bearings" gehag is, losgebreek word
- "roundabouts" met spesifieke verwysing na die tipe wat 'n platvorm het waarop kinders kan sit of staan. Die horisontale vlakke is gewoonlik van hout wat afgebreek word.

#### WETLIKE VEREISTES

Verskeie wetgewing is ter sprake en sluit onder andere in:

- Grondwet van Suid Afrika, 1996: Artikel 24(1): "Elkeen het die reg op 'n omgewing wat nie skadelik vir hul gesondheid of welsyn is nie"
- Die Wet op Beroepsgesondheid en Veiligheid

✉ 44 Ceres 6835

☎ (023) 316 1854

📞 (023) 316 1877



[admin@witzenberg.gov.za](mailto:admin@witzenberg.gov.za)

- Reguleringskode: SANS 51176 wat die veiligheidsvereistes vir speelparktoerusting en strukture reguleer.

### **FINANSIËLE IMPLIKASIES**

- +- R 680 per swaai aan vervangingskoste
- Siviele eise waar die gebruik van beskadigde toerusting en/ of die gebruik daarvan kan lei tot besering of dood.

### **GEMEENSKAPSWAARDE**

Die Raad het 'n sosiale verantwoordelikheid teenoor die gemeenskap om 'n omgewing te skep waar inwoners kan ontspan en kan speel in 'n omgewing wat artikel 24(1) van die Grondwet onderskryf.

### **AANBEVELING**

- Dat kennis geneem word van die inhoud van die verslag
- Dat weggedoen word met die swaaie en liefs gefokus word op glyplanke en klimrame wat nie so maklik gevandaliseer word of waar gedeeltes maklik weggedra kan word nie.
- Waar bestaande swaaie gevandaliseer is, dit van die parke verwyder word en indien nie - winsgewende organisasies / creches/ skole skriftelik sou navraag doen oor skenkings in die verband; dit dan in "as is" toestand geskenk word.
- Waar ander beskadigde toerusting ekonomies herstel kan word, dit herstel of andersins verwyder word.
- Dat indien "round abouts" in die toekoms aangekoop sou word dit die tipe sal wees sonder die horisontale hout trapvlakke en dat huidige "round abouts" wat 'n gevaar inhou, verwyder word.
- Dat kennisgewings : "gebruik van toerusting is op eie risiko" laat maak en opgerig word by elke parkie waar speelparkapparate geïnstalleer is.



**J KRIEGER**  
**DIREKTEUR GEMEENSKAPSDIENSTE**



# WITZENBERG

MUNISIPALITEIT

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## - MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Legal Advisor

DATUM / DATE: 26 September 2017

VERW. / REF.:

17/19/11 + 7/11/41

### SUPPORTING THE LED PROJECT BY LEASING UNREGISTERED ERF 740, OP DIE BERG TO JJ & SON HONEY BEE BUSINESS (PTY) LTD

#### Purpose:

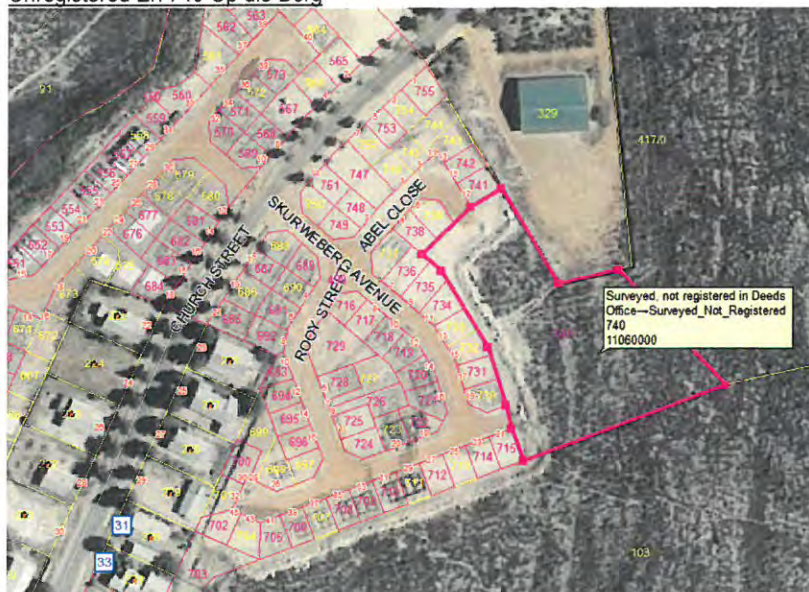
To obtain Council's response and support on leasing unregistered Erf 740, Op die Berg to JJ & Son Honey Bee Business (Pty) Ltd as main Lessee who will sub-lease/and or will give consent to 10 other honey bee owners to utilise the land to extract honey.

#### Background & deliberation:

We received a request from Mr Jantjies to lease land for the processing of honey. His request is attached hereto as Annexure "A".

A possible site has been identified:

1. Unregistered Erf 740 Op die Berg





The following inputs were received from the Technical Apartment and Department Community Services:

- a) **Hennie Taljaard:** *Geen beswaar vanuit grondgebruik oopunt onderhewig daaraan dat die applikant aansoek doen vir grondgebruiksafwyking*
- b) **Nathan Jacobs:** *Water en riool het geen beswaar. Daar is bestaande dienste waar opgekoppel kan word. Mnr Jantjies moet aandui hoeveel water hy in sy prosesse gaan gebruik en watter industriële afval daar gaan wees.*
- c) **Elton Lintnaar:** *Geen beswaar*
- d) **Pierre van Den Heever:** *Die erwe val binne die Eskom verspreidings gebied so die aansoeker sal by Eskom moet aansoek doen vir n elektriese aansluiting/vergroote van bestaande aansluiting.*
- e) **Hermie Visser:** *Na aanlyding van die versoek om heuning uit te swaai in 'n munisipale area wil ek net die volgende onder u aandag bring.*
  - 1) *Die heuning lok bye aan na die area*
  - 2) *Bye kan aggressief raak oor die kos en dan steek hulle alles in die omgewing*
  - 3) *Die kiste lok trek swerms aan*
  - 4) *Daar word voorsiening gemaak in die munisipale by wette wat die aan hou van bye in dorps gebied verbied*
- h) **Riaan Fick – LED report** is attached hereto as **Annexure “B”**. There are 10 other honey bee farmers whose names are attached hereto as **Annexure “C”** that will also make use of this premises as a LED project.

Input for Department Agriculture: Charles Salmon; Specialist Agricultural Advisor; Chief Directorate: Farmer Support and Development

*As far as I know there are no legal aspirations regarding the extraction of honey in an urban area. The vassality must be a food grad area, like a dairy (washable floor and walls). The health inspector can help with that, because there are no standard in place yet. If they want to bottle honey, there are much more health stuffs to take in consideration. They will need a building that are bee proof. Meaning that the bees in that area will not be able to come and rob the honey that they are extract in the room.*

*If they are not going to keep bees on the premises, I can't see any danger to the community.*

#### **Legislative Requirements:**

A lease agreement must be entered into for a period of 3 years, with the option to renew for another 3 years on Council discretion.

Supply Chain Regulation 49(c) states: “immovable property is let at market related prices expect when the public interest or the plight of the poor demand otherwise. Council needs to take this in consideration when determining the rental amount.

Property is leased voetstoots.

#### **Financial Implications:**

It is a LED project council must consider a minimum rental to be paid.

Main lessee needs to open a municipal services account and is responsible for paying for municipal services consumed.

#### **Recommendation:**

For Consideration

Aandag aan : Liza-Mari Nieuwenhuis

Van : jantjiesjean862@gmail.com

## JJ & Son Honey Bee Business (Pty) Ltd

1. My besigheid het ontstaan in 2009, na my belangstelling geprikkel was deur die interessante werking en onmisbare rol wat die heuningby in die ekosisteem vertolk. My oorlede pa en ooms was ook betrokke by die bestuiwingsprosesse van sagtevrugte in die Koue Bokkeveld. Ek doen tans bestuiwings op Blue Berries en sagtevrugte en produseer ook heuning. My korfsterkte is tans 400 swerms.
2. My toekoms planne vir die besigheid is om my eie heuning te kan verwerk en te bottelleer. Dit is ook die rede waarom ek 'n perseel nodig waar bogenoemde aksies kan plaasvind.
3. Werkskepping sal daarmee gepaard gaan : Vrouens sal voordeel trek uit die verpakking en bottellering van heuning en mans kan betrokke wees by die herstel en onderhoud van bye korwe.
4. Dienste nodig sal die aanlê van elektrisiteit , 'n toegangs roete , riool stelesel en water wees.
5. Ongeveer 5 voertuie sal die perseel betree maar nie noodwendig op dieselfde tyd nie.

# WITZENBERG

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## - MEMORANDUM -

### SITE VISIT REPORT REGARDING THE HONEY BEE BUSINESS IN OP DIE BERG

#### **1. Purpose**

To evaluate the viability of the JJ & Son Honey Bee Business (Pty) Ltd project regarding their application for a lease of an unutilized Council plot in Op die Berg. A site visit was accordingly conducted on 5 September 2017 and the findings are presented below.

#### **2. Background**

JJ & Son Honey Bee Business (Pty) Ltd has been operating since 2009 under its current owner, Mr. JJ Jantjies who is operating as the sole-owner. The core business activity is pollination services to 2 farms. There are currently +-350 active bee hives spread across the mentioned farms. The business asks a service fee for the pollination of the farmers' fruit trees. The by-product of the bee hives, the honey, are removed by the owner and then taken to another local farm where the honey is being removed by means of a honey extraction process. The Honey Bee Business then sell the honey to the local farmer (but at a reduced rate due to a fee that is deducted for utilizing the bee extractor facility).

#### **3. Business expansion project**

JJ & Son Honey Bee Business (Pty) Ltd wants to extend the current business model by extracting the honey themselves and subsequently bottle and sell the honey. By extracting the honey themselves, the profit margin of the honey being sold can increase significantly, as currently a bee extraction fee is deducted for honey being sold to the current merchant. In order to achieve the above, a small facility is needed on a parcel of land where a honey extractor will extract the honey (being produced on the 2 farms). The business expansion also entails to construct a small building (approximately 10 m x 10 m), with the honey extraction process being conducted within the small building.

JJ & Son Honey Bee Business (Pty) Ltd has already engaged with other bee farmers (between 8 and 10) in the area who will collectively be making use of the proposed bee extraction facility. No written agreement is yet in place for this, as the agreement is currently verbatim.

There is currently a demand for honey, as the owner usually sells some of the current honey that their bee hives produce to the local community and a client in Tulbagh. If JJ & Son Honey Bee Business (Pty) Ltd is able to sell their own honey with a bigger profit margin (due to extracting the honey by their own facility thus bypassing the middle man for extraction), the additional profit can generate increased cash flow to procure additional bee hives as there is a demand for more pollination services from other surrounding farmers in the area. Currently the owner cannot meet the demand, due to capacity of the business's current bee hives.

#### **4. Request from the Municipality**

JJ & Son Honey Bee Business (Pty) Ltd wants to apply to lease a parcel of land owned by Council. The business also wants to construct a small building (approximately 10 m x 10 m) on the parcel of land.

JJ & Son Honey Bee Business (Pty) Ltd will also need that the parcel of land be serviced (water, electricity, sewage) as well as gravel road access to the premises and fencing.

# WITZENBERG

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## - MEMORANDUM -

### 5. Additional assistance required from the business

Funding for the small building and honey extractor is also requested, although the owner is willing to contribute to start-up capital for the project. Engagements with Department of Agriculture have been made by the owner previously, but with no success.

JJ & Son Honey Bee Business (Pty) Ltd also needs assistance with a business plan to effectively implement the proposed expansion of the business.

### 6. Impact on the community

Spin-offs for the honey extraction project lies in the maintenance work of the current bee hives, which will also be conducted within the small building. Local unemployed youth can benefit by being trained the necessary skills to conduct maintenance, as well as to assist with the honey extraction process and the subsequent bottling of the product.

### 7. Possible risks of the project

The biggest risk of the proposed project is the current drought. The impact of the draught will be on the size of the bee colony, due to its individual bee hive colony size that can decrease, making the colony vulnerable to its natural predators (which can affect the longevity of the beehive, as well as the amount of honey being produced as by-product). The amount of honey determines the profit that can be made by implementing the proposed project.

The second risk is sufficient start-up capital, which will minimize the risk for the project from a Council perspective. However, the owner has shown commitment to assist with start-up capital if enough funding for the bee facility cannot be obtained from government resources.

### 8. Engagement with Chairperson of the LED committee

### 9. Conclusion

From an economic perspective, the project has potential to be viable. The sustainability of the project is not in question, due to the business operating successfully since 2009. The proposed business extension is a logical expansion of the current business model and as stated, that there already is a market for honey in surrounding areas, the project has the potential to be successful. The possible use of 8-10 farmers of the bee extraction facility on a regular basis also aid in the sustainability aspect of the project (which can cover additional overhead costs).

Honey Bee Business (Pty) Ltd request an agreement to be with them solely and not the 8-10 bee farmers that will utilize the facility.

### 10. Recommendation

To recommend to the Executive Mayoral Committee:

- that the project of JJ & Son Honey Bee Business (Pty) Ltd son be supported as a LED initiative;
- that Council give consideration to the lease of land to JJ & Son Honey Bee Business (Pty) Ltd at op die Berg town;
- That the matter be referred to the Corporate committee of council to identify appropriate land for this initiative;
- That the Acting LED Manager assists the business to apply for funding at relevant authorities.

.....  
R FICK

ACTING MANAGER: SOCIO ECONOMIC DEVELOPMENT

# WITZENBERG

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- MEMORANDUM -

.....  
J KRIEGER

DIRECTOR: COMMUNITY SERVICES

Per hand

6 Sept 2017

Mr. J. Nasson.

Name van bye boere (opkomend)  
soos versoek.

OP DIE BERG.

- 1 J. Jantjies (leier)
- 2 Pieter Esau
- 3 Gert Searo
- 4 Isak Isaks
- 5 Koos Goeman
- 6 David Shilander
- 7 Graham van Rooyen

CEES

- 8 John Poole

Wolseley.

- 9 Eric Elstien
- 10 Bella Vista  
Andria Stoffels

J. Abraham

# WITZENBERG

**MUNISIPALITEIT**

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## **- MEMORANDUM -**

**TO:** Municipal Manager  
**FROM:** Legal Advisor  
**DATE:** 8 March 2017  
**REF:**

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### **SUBSTITUTION OF PURCHASER'S NAME**

#### **Purpose:**

To request Council's approval to substitute the purchaser's name Mr Hugo with MJW Trust.

#### **Background & Deliberation:**

Mr Hugo was the owner of Erf 6235, Ceres. A portion of his wall encroached on our Erf 6236, Ceres. Please see map below.



Council took a decision on 29 May 2008 to sell a portion; approximately 66sqm of Erf 6236, Ceres, to Mr Hugo. Please see attached Council Resolution.

The deed of sale was never concluded between Witzenberg Municipality and Mr Hugo. Mr Hugo sold the property to MWJ Trust. MWJ Trust wants to consolidate the said encroached portion to his property(Erf 6235).

Erf 6236 was already subdivided but the subdivision was also never registered.

#### **Legislation:**

A deed of sale needs to be concluded with MWJ Trust now and not with Mr Hugo anymore.

#### **Recommendation:**

For Council to consider



The Committee for Corporate and Financial Services resolved on 21 May 2008 to recommend to Council:

- (i) That a letter be sent to the Masiphile Trust confirming the lease of the land.
- (ii) That a lease agreement be signed for the lease of Portion 36 of Farm 368 to the Masiphile Trust.
- (iii) That the acting Municipal Manager be authorized to sign the lease agreement.
- (iv) That the rental be set at a market related price.

Councillor M Sifile reminded Council that the audit report of 2008 reported mismanagement of funds of the Masiphile Trust.

**RESOLVED**

- (a) *That a letter be sent to the Masiphile Trust confirming the lease of the land.*
- (b) *That a lease agreement be signed for the lease of Portion 36 of Farm 368 to the Masiphile Trust.*
- (c) *That the acting Municipal Manager be authorized to sign the lease agreement.*
- (d) *That the rental be set at a market related price.*

**8.4.2 Town Planning and Control: Erf 6235, 7 Fisant Avenue, Ceres: Proposed Closure and alienation of 943 m<sup>2</sup> of public road (called Portion A), closure and alienation of 66 m<sup>2</sup> of public place (called Portion B) and rezoning from single residential to guest house (15/4/1/1/61)**

Die volgende items het betrekking:

- Item 8.2.3 van die raadsvergadering, gehou op 31 Maart 2008.
- Item 6.1 van die Uitvoerende Burgemeesterskomitee vergadering, gehou op 7 Mei 2008.
- Item 5 van die spesiale raadsvergadering, gehou op 20 Mei 2008.

Die Raad het op 31 Maart 2008 besluit:

- (a) Dat mnr. Hugo toegelaat word om te bou tot op die grenslyn.
- (b) Dat alle oorskryde bouwerk, wat insluit mure en hekke, deur die eienaar verwyder word binne 21 dae van kennisgewingdatum, waarna die Raad, indien nodig, regstappe sal neem welke kostes vir die rekening van die eienaar sal wees.
- (c) Dat geen ontwikkeling op die eiendom van die Raad toegelaat sal word nie.



Die Uitvoerende Burgemeesterskomitee het op 7 Mei 2008 besluit:

- (a) Dat die Raad 'n ter plaatse inspeksie by die betrokke erf 6235/6 op Vrydag, 9 Mei 2008 doen, vergesel van die Senior Stadsbeplanner.
- (b) Dat na die ter plaatse inspeksie, die Hugo-aangeleentheid weer ter tafel gelê word sodat 'n aanbeveling aan die Raad geformuleer kan word.

Raadslid Torr maak die vergadering daarop attent dat die bou-pen blykbaar verkeerdelik aan die ontwikkelaar uitgewys was, maar dat die Hugo's tog aanspreeklik gehou moet word vir die oorskryding asook vir enige boetes voortspruitend.

Raadslid Muller maan die Raad dat gewaak moet word teen die skepping van 'n problematiese presedent sou goedkeuring sito-sito verleen word. Raadslid Muller voer voorts aan dat dit raadsaam sal wees om bevestiging te verkry of die ontwikkelaar wel enige appèl by die relevante provinsiale owerheid aangeteken het en indien wel, wat die status of uitslag van sodanige appèl is.

Die Raad het op 20 Mei 2008 besluit:

- (a) Dat die raadsbesluit van 31 Maart 2008 agterweë gehou word en dus nie tot uitvoering gebring word totdat die aangeleentheid weer ter tafel gelê is nie.
- (b) Dat die Direkteur: Korporatiewe Dienste ondersoek instel of die ontwikkelaar enige appèl by die relevante staatsdepartement aangeteken het en indien wel, om vas te stel wat die huidige status of uitslag van sodanige appèl is.
- (c) Dat kennis geneem word dat 'n ter plaatse inspeksie by die betrokke erf gedoen was.
- (d) Dat die aangeleentheid oorstaan tot 'n volgende raadsvergadering.

#### RESOLVED

- (a) *That the closure and alienation of approximately 943 m<sup>2</sup> of Public Road (Portion A) as shown on plan CE6235M5.UCD **be refused** and that all structures and building work be removed within 21 days of date of this decision, failing which the Council shall obtain an urgent Court Order against the owners of Erf 6235, Ceres to rectify the contravention.*
- (b) *That the closure and alienation of approximately 66 m<sup>2</sup> of Public Place (Portion B) as shown on plan CE6235M5.UCD **be approved** and that the land be transferred to the owner of Erf 6235 for **R20 209-86**. The owner of Erf 6235, Ceres shall enter into written agreement with the Council, within 21 days of date of this decision, to confirm the purchase of the portion at said price, failing which the Council shall obtain an urgent Court Order to rectify the contravention.*
- (c) *That the rezoning of Erf 6235, Ceres from Single Residential Zone to Guesthouse zone **be approved** in terms of Section 16 of the Land Use Planning Ordinance, no 15 of 1985.*

(d) Additional conditions

- (i) *That all cost incurred as a result of this decision (including but not limited to legal fees, transfer costs, demolition costs) shall be for the account of the owners of Erf 6235, Ceres.*
- (ii) *That prior to the approval of building plans, the Council shall be satisfied that the necessary alienation, closure and sale of portion B had been concluded and that Portion A has been cleared of all building work and physical restrictions.*
- (iii) *That Fisant Avenue road reserve may be utilised for access to Erf 6235 and parking.*
- (iv) *Council reserves its right to construct a road within the reserve of Fisant Avenue at any time without any claim to compensation due to the alleged infringement of property rights.*
- (v) *The following condition shall apply to the rezoning:*
  - 1. *A maximum of 12 bedrooms with a maximum of two persons per bedroom.*
  - 2. *The owner or manager of the guest house must reside on the site.*
  - 3. *Only one advertising sign with a maximum area of 1,5 m<sup>2</sup>, attached to the boundary wall or a wall of the house, shall be permitted. Detached signs on roofs or on flag staffs shall not be permitted. No illuminated or flashing signs shall be permitted.*
  - 4. *The residential façade and character of the residential building or the dwelling house may not be altered without the written approval of the Council.*
  - 5. *The guest house, its owner or manager or the guests shall not detract from the residential character of the environment and shall not be of any disturbance to its surroundings.*
  - 6. *Prior to the operation of the guest house, the property shall comply with the applicable health, fire prevention, building and municipal regulations.*
  - 7. *If food is to be prepared on the property, application for a business license should be lodged with the municipality.*
  - 8. *All activities and meals provided on the site are for the exclusive use of the owner or his manager or for the bona fide guests, tourists and holiday makers who stay for the night and not for any day visitors.*

# WITZENBERG

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## - MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Legal Advisor

DATUM / DATE: 4 September 2017

VERW. / REF.:

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### **SELLING OF ERF 2536, KLUITJIESKRAAL TO THE OLD APOSTOLIC CHURCH**

#### **Purpose:**

To obtain Council's response on selling Erf 2536, Kluitjieskraal to The Old Apostolic Church.

#### **Background & deliberation:**

During the 80's, in the time when Kluitjieskraal was still a Forestry Community, Forestry gave permission to the Old Apostolic Church to utilise Erf 2536 for church purposes. A wooden structure was erected. The Old Apostolic Church still utilises this wooden structure.

With the amalgamation this Erf became part of Witzenberg Municipality.

We received a request from the Apostolic Church to transfer this property onto their name. The request is annexed hereto as **ANNEXURE "A"**.

A Map of Erf 2536 is annexed hereto as **ANNEXURE "B"**.

After we received Annexure "A" a letter (**ANNEXURE "C"**) was sent to all residents of Kluitjieskraal, to inform them of the request, and to give them time to object to this request. It is recorded that none of the residents had any objection.

The Zoning of the property is currently Open Space 1, but Church activities were held there since the 80's.

#### **Legislative Requirements:**

In terms of Section 14 of the Municipal Finance Management Act, Council must resolve that Erf 2536, Wolseley is not required for basic service delivery.

Witzenberg Municipality's Supply Chain Management Policy, Regulation 49(b) states: "immovable property may be sold only at market related prices expect when the public interest or the plight of the poor demand otherwise. Council needs to take this in consideration when determining the nominal value for the property.

A Deed of sale needs to be entered into.

Rezoning needs to be done.

**Financial Implications:**

All costs, including but not limited to, transfer costs should be for the account of the Old Apostolic Church.

**Recommendation:**

For Consideration

In placement on Com. agenda

JH

A

# The Old Apostolic Church

# Die Ou Apostoliese Kerk

Munisipale Bestuurder  
Munisipaliteit Witzenberg  
Posbus 44  
Ceres  
6835

REGIONAL OFFICE: DISTRICT WESTERN CAPE  
STREEKKANTOOR: DISTRIK WES-KAAP

Marimba Crescent  
Sonstraal Heights, Durbanville 7550  
PrivateBag/Privaatsak X9  
Durbanville 7551  
e-mail: headoffice@wc.oldapostolic.com

(021) 9757676  
(021) 9759841

Enquiries: Navrae:	MJ Beck
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Your ref U verw	
Our ref Ons verw	T:\Docs\DistSect\Public\Property\Vacant Stands\Kluitjieskraal L01.doc

17 Februarie 2017

Geagte Mnr Nasson

## AANSOEK OM KERKERF 2536 IN KLUITJIESKRAAL

Die Ou Apostoliese Kerk benodig 'n kerkerf in Kluitjieskraal. Na aanleiding van 'n skrywe deur mnr K Conradie, ons plaaslike verteenwoordiger, blyk dit dat u oor vakante erf 2536 beskik.

In terme van die orde van ons Kerk hanteer hierdie kantoor eiendomsaankope. Daarom versoek ons u beleefd om ons te oorweeg vir bogenoemde kerkerf.

Ons beskik oor die nodige kontantreserwes om die erf te kan aankoop en ontwikkel.

Ons verneem graag van u.

Die uwe



MJ BECK  
Distriksekretaris: Wes-Kaap

A<sub>2</sub>

**DIE OU APOSTEL KERK**  
**BOSBOU GEMEENTE**  
Azaliastraat 1, Wolseley 6830  
Kontak: 0836605482

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23 Januarie 2017

Erf: 2536

Die Burgermeester en Munisipale Bestuurder

Witzenberg Munisipaliteit

Posbus 44 Ceres 6835

Aandag: Mnr B Klaasen en D Nasson

Geagte Menere

**AANSOEK OM OORDRAG VAN GROND VIR KERKDOELEINDES**

**ERF: 2536**

**1. INLEIDING**

Die Bosbou gemeente van ons kerk gebruik die gebou en grond sedert die tagtiger jare as 'n kerk. Toestemming was destyds van die ou departement Bosbou verkry vir die doel.

Met die suksessvolle afhandeling van die Kluitjeskraal grondhervormings projek was die grond tesame met ander eiendomme na die Witzenberg munisipaliteit oorgedra vir bestuur.

Verskeie pogings was oor die jare deur amptenare van die kerk aangewend om wettige eienaarskap van die eiendom te verkry maar sonder resultate. Pogings was ook aangewend om die gemeenskapsaal wat nou deur 'n brand vernietig is te bekom.

Huidiglik het ons ongeveer 300 lede wat gereeld dienste op die perseel bywoon. Dit veroorsaak nou groot ongerief aangesien die huidige houtstruktuur te klein is en daar geen toilet en ander geriewe beskikbaar nie.

*Handwritten:*  
24.01.2017  
10:10



## 2. AANSOEK OM OORDRAG VAN GROND

Die hoofbestuur van ons kerk het aangedui dat hulle bereid is om 'n permanente struktuur op die erf op te rig met alle fasiliteite ten einde te verseker dat ons lede die dienste in gerief kan bywoon. Ons wil graag die raad dringend versoek om die grond en gebou aan die kerk oor te dra teen 'n minimum bedrag wat die huidige gebruiksgeskiedenis en die doel waarvoor ons aansoek doen in ag neem.

Ons het ook die versekering gekry dat die Kluitjeskraal Gemeenskaps Vereniging ons aansoek ondersteun aangesien die aktiwiteite van die kerk in belang van die groter gemeenskap is.

Vind asseblief aangeheg 'n liggingskaart van die perseel vir u ter inligting.

U dringende oorweging in belang van ons gemeenskap sal waardeer word.

Die uwe.

  
K CONRADIE

OPSIENER: WOLSELEY, TULBAGH & GOUDA GEMEENTES

A4

**KLUITJESKRAAL GEMEENSKAPSVERENIGING**

**POSBUS 247, WOLSELEY 6830**

**KONTAK: 0726935187 / 0722342002**

**E-MAIL: KLUITJESKRAAL@GMAIL.COM**

23 Januarie 2017

Erf: 2536

Die Munisipale Bestuurder

Witzenberg Munisipaliteit

Posbus 44 Ceres 6835

Aandag: Mnr Nasson

Geagte Meneer

**AANSOEK OM OORDRAG VAN GROND VIR KERKDOELEINDES DEUR DIE OU  
APOSTEL KERK: ERF 2536**

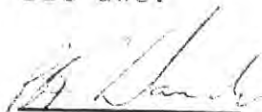
Die Vereniging het op sy laaste vergadering wat gehou was op 19 Januarie 2017 besluit om die aansoek van die OU APOSTEL KERK vir die oordrag van die bogenoemde eiendom te ondersteun. Ons wil graag voorstel dat die raad die eiendom teen 'n nominale bedrag van R1,00 aan die kerk oordra.

Dit is gemene saak dat die kerk die eiendom sedert die jare tagtig vir kerk doeleindes gebruik.

Voorts wil ons ook u aandag vestig op die bepalings in die sakeplan van die Kluitjeskraal grondhervormingsrojek soos goedgekeur deur die minister van Openbare Werke waarin bepaal is dat die munisipaliteit die bates in oorleg met ons gemeenskap moet aanwend.

Inden u verdere inligting benodig is u welkom om die skrywer te kontak.

Die uwe.



**F P PHILANDER**  
**SEKRETARIS**







Verwysing/Reference: L Nieuwenhuis  
Navrae/Enquiries:

7 Maart 2017

**AAN WIE DIT MAG AANGAAN**

**Per Hand**

Meneer / Mevrouw

**INSAKE: AANSOEK OM KERKERF 2536 IN KLUITJIESKRAAL TE KOOP**

Bogemelde aangeleentheid verwys.

Witzenberg Munisipaliteit het 'n versoek van die Ou Apostoliese Kerk ontvang, om die grond waarop hulle kerk tans is, naamlik Erf 2536, Jakaranda Laan 1, Kluitjieskraal van Witzenberg Munisipaliteit te koop en 'n permanente Kerkgebou daarop op te rig.

Die doel van hierdie skrywe is om die gemeenskap se insae oor hierdie aansoek te kry. Indien u enige besware teen hierdie verkoping het, versoek ons u, om u skriftelike beswaar voor of op 27 Maart 2017 aan Me Liza-Mari Nieuwenhuis te stuur per e-pos na [liza-mari@witzenberg.gov.za](mailto:liza-mari@witzenberg.gov.za) of per hand na 50 Voortrekkerstraat, Ceres.



**DAVID NASSON**  
**MUNISIPALE BESTUURDER**

**Liza-Mari Nieuwenhuis**

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**From:** Patric Daniels  
**Sent:** Monday, 20 February 2017 5:11 PM  
**To:** Liza-Mari Nieuwenhuis  
**Subject:** Aansoek Om Oordrag Van Grond Vir Kerkdoeleindes Erf 2536

Goeiemiddag Liza-Marie

Die aansoek om oordrag van Erf 2536 vir Kerkdoeleindes het toe gedien op die Wyks Komitee Vergadering van Maandag 13 Februarie 2017 en het die Wyks Komitee geen besware en ondersteun hulle die aansoek eenparig mits alle reëls en regulasies nagekom word.

Ek hoop u vind dit in orde.

Vriendelike groete  
Patric Daniels  
Raadslid Wyk 7

Sent from Samsung tablet

Erf Number	Street Number	Occupant / Owner	Signed by Occupant	Signed By Law Enforcement
2474	Eikehout Street 7	Valensky A & S	<i>[Signature]</i>	A. J.
2475	Eikehout Street 6	Samuels CB	<i>[Signature]</i>	A. J.
2476	Eikehout Street 5	Meyers A & J	<i>[Signature]</i>	
2477	Eikehout Street 4	Van der Merwe D & VS	<i>[Signature]</i>	<i>[Signature]</i>
2478	Eikehout Street 3	Letlabika S & H	<i>[Signature]</i>	<i>[Signature]</i>
2479	Eikehout Street 2	Olivier M & D	<i>[Signature]</i>	A. J.
2480	Eikehout Street 1	Oliphant MJ & DC	<i>[Signature]</i>	<i>[Signature]</i>
2481	Protea Street 1			
2482	Eikehout Street 8	Jacobs J & E	<i>[Signature]</i>	<i>[Signature]</i>
2495	Eikehout Street 9	Mahala J&M	<i>[Signature]</i>	A. J.
2494	Eikehout Street 10	Williams NF & CHP	<i>[Signature]</i>	A. J.
2493	Eikehout Street 11	Faroe FH & D	<i>[Signature]</i>	A. J.
2492	Eikehout Street 12	Meyers H	<i>[Signature]</i>	A. J.
2491	Eikehout Street 13	Olivier JT	<i>[Signature]</i>	A. J.
2490	Eikehout Street 14	Tieties GF & EE	<i>[Signature]</i>	<i>[Signature]</i>
2552	Eikehout Street 15	Van Staden CJ & T	<i>[Signature]</i>	<i>[Signature]</i>
2563	Eikehout Street 16	Salomo K & R	<i>[Signature]</i>	<i>[Signature]</i>
2562	Eikehout Street 17	Philander P & E	<i>[Signature]</i>	<i>[Signature]</i>
2561	Eikehout Street 18	Meyer PJ & JA	<i>[Signature]</i>	<i>[Signature]</i>
2560	Eikehout Street 19	Bosman JJ	<i>[Signature]</i>	<i>[Signature]</i>
2559	Eikehout Street 20	Claasen P & SM	<i>[Signature]</i>	<i>[Signature]</i>
2564	Eikehout Street 24	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2565	Eikehout Street 23	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2566	Eikehout Street 22	Plaatjies LM & F	<i>[Signature]</i>	<i>[Signature]</i>
2567	Eikehout Street 21	Swarts J & S	<i>[Signature]</i>	<i>[Signature]</i>
2483	Karee Street 13	Thomas A & BC	<i>[Signature]</i>	<i>[Signature]</i>
2484	Karee Street 12	Smit A & F	<i>[Signature]</i>	<i>[Signature]</i>
2485	Karee Street 11	Philander PR & P	<i>[Signature]</i>	<i>[Signature]</i>
2486	Karee Street 10	Frieslaar W	<i>[Signature]</i>	<i>[Signature]</i>
2487	Karee Street 9	Longman J & E	<i>[Signature]</i>	<i>[Signature]</i>
2488	Karee Street 8	Claasen SW	<i>[Signature]</i>	<i>[Signature]</i>

2489	Karee Street 7	Baadjies F & K	+		
2553	Karee Street 6	Rooi J & M	J. Rooi		A. M. M. M.
2554	Karee Street 5		J. Rooi		A. M. M. M.
2555	Karee Street 4	Late Estate Claassen W	J. Rooi		A. M. M. M.
2556	Karee Street 3	Estate Late Davids L	J. Rooi		A. M. M. M.
2557	Karee Street 2	Carolus PJ & M	J. Rooi		A. M. M. M.
2558	Karee Street 1	Abrahams HJ & AR	J. Rooi		A. M. M. M.
2496	Karee Street 14	Jensel J & M	J. Rooi		A. M. M. M.
2511	Karee Street 15	Pieterse K	J. Rooi		A. M. M. M.
2510	Karee Street 16	Lakay T	J. Rooi		A. M. M. M.
2509	Karee Street 17	Augustine D & W	J. Rooi		A. M. M. M.
2508	Karee Street 18	Diedericks F & R	J. Rooi		A. M. M. M.
2507	Karee Street 19	Jacobs E	J. Rooi		A. M. M. M.
2506	Karee Street 20	Matthys E	J. Rooi		A. M. M. M.
2505	Karee Street 21	Snyers S & T	J. Rooi		A. M. M. M.
2542	Karee Street 22	Minnaar P & R	J. Rooi		A. M. M. M.
2551	Karee Street 23	Hendricks H & M	J. Rooi		A. M. M. M.
2550	Karee Street 24	Mahala D & M	J. Rooi		A. M. M. M.
2549	Karee Street 25	Van Wyk W & A	J. Rooi		A. M. M. M.
2548	Karee Street 26	De Bruyn R	J. Rooi		A. M. M. M.
2497	Bloekom Street 13	Van Staden	J. Rooi		A. M. M. M.
2498	Bloekom Street 12	Van Rooi G & C	J. Rooi		A. M. M. M.
2499	Bloekom Street 11	Late Estate Jafta S	J. Rooi		A. M. M. M.
2500	Bloekom Street 10	Longman ED	J. Rooi		A. M. M. M.
2501	Bloekom Street 9	Stoffels KA & K	J. Rooi		A. M. M. M.
2502	Bloekom Street 8	Stoffels MM	J. Rooi		A. M. M. M.
2503	Bloekom Street 7	Pedro J	J. Rooi		A. M. M. M.
2504	Bloekom Street 6	Longman K	J. Rooi		A. M. M. M.
2543	Bloekom Street 5	Witbooi JJ & H	J. Rooi		A. M. M. M.
2544	Bloekom Street 4	Oliphant J & F	J. Rooi		A. M. M. M.
2545	Bloekom Street 3	Claassen A	J. Rooi		A. M. M. M.
2546	Bloekom Street 2	Kameel A & JS	J. Rooi		A. M. M. M.

2547	Bloekom Street 1	Bosman N & J	N.B. M. van	A. M. M.
2512	Bloekom Street 14	Vlok D	refuge to van	A. M. M.
2527	Bloekom Street 15	Stanley S	S. Stanley	A. M. M.
2526	Bloekom Street 16	Frieslaar H & R	refuge to van	A. M. M.
2525	Bloekom Street 17	Verneulen A	A. Verneulen	A. M. M.
2524	Bloekom Street 18	Swartz E & S	Swartz	A. M. M.
2523	Bloekom Street 19	Pedro DA & JF	J. Pedro	A. M. M.
2522	Bloekom Street 20	Estate Longman TS	M. U. Longman	A. M. M.
2521	Bloekom Street 21	Longman M	Longman	A. M. M.
2513	Sederboom Street 8	George K	George	A. M. M.
2514	Sederboom Street 7	Tamboer K	K. Tamboer	A. M. M.
2515	Sederboom Street 10	Adams D & ML	M. Adams	A. M. M.
2516	Sederboom Street 11	Salomo M D	D. Salomo	A. M. M.
2517	Sederboom Street 12	Stoffels NE	Stoffels	A. M. M.
2518	Sederboom Street 13	Francis C	Francis	A. M. M.
2519	Sederboom Street 14	Titus E	Titus	A. M. M.
2520	Sederboom Street 15	Jacobs M & S	Jacobs	A. M. M.
2528	Sederboom Street 7	Philander M	Philander	A. M. M.
2529	Sederboom Street 10	Salomo E	E. Salomo	A. M. M.
2530	Sederboom Street 11	Fransman FJ	F. J. Fransman	A. M. M.
2531	Sederboom Street 10	Jonas SM	Jonas	A. M. M.
2532	Sederboom Street 11	Baadjies J	Baadjies	A. M. M.
2533	Sederboom Street 12	Mourers M	M. Mourers	A. M. M.
2534	Sederboom Street 13	Lintnaar F & Mo	Lintnaar	A. M. M.
2541	Bloekom Street 21	Longman J	Longman	A. M. M.
2538	Jakaranda Avenue	Meyer A & S	Meyer	A. M. M.
2539	Jakaranda Avenue	Jansen KB	Jansen	A. M. M.





## Restructuring of Ceres Tourism Office

This report is to inform the Witzenberg Municipality Council of the intention to restructure the Ceres Tourism Office.

### Why?

Tourism has changed quite considerably over the last 10 years, but our offices have not necessarily kept up with the trends. The main expectation of visitors for a Tourist Information Centre is to provide unbiased information and a professional service. Technology is unlikely to render visitor centres redundant, but it does present opportunities for new ways of engagement and information provision channels if resourced and managed correctly.

**It is the Tourism Committee's responsibility that the funds (both municipal and member contributions) are applied as efficiently as possible. This is not currently the case.** The table below presents the income and expenditure of Ceres Tourism.

<b>Municipal contribution to Witzenberg Tourism</b>	<b>767,230</b>
Total Amount allocated to Ceres Tourism	304,105

<b>CERES TOURISM – BUDGET 2017/2018</b>		
<b>Income</b>	<b>539,977</b>	<b>% of Income</b>
- Witzenberg Municipality – General	289,450	53%
- Witzenberg Municipality – Cherry Festival	14,655	3%
- KWDM Projects	70,000	13%
- Members & Other	165,872	31%
<b>Expenses</b>	<b>551,419</b>	<b>% of Expenditure</b>
- KWDM Projects	80,000	15%
- Cherry Fair	14,655	3%
- Remuneration & Benefits (including transport benefit)	366,500	66%
- Witzenberg Branding	8,000	1%
- Marketing and Expos	30,000	5%
- General Expenses (incl Banking, ICT, Telephone, Insurance, etc)	37,264	7%
- Office Expenses (incl Electricity, Stationary, Security)	15,000	3%
<b>SHORTFALL</b>	<b>11,442</b>	

The municipality have committed R 767,230 to Witzenberg Tourism in the 2017/2018 financial year. Of this amount, R 304,105 is allocated to Ceres Tourism. The annual remuneration costs totals 66% of the total expenses which is not sustainable. There is no way that Ceres Tourism will be able to grow tourism in the region with only 5% of the total budget being able to spend on marketing!

The committee's view is that the remuneration costs will have to be decreased significantly in order to increase the funding available for marketing purposes. The recommendation is that both permanent roles (Tourism Manager and Marketing Manager) are made redundant and a new role, Tourism Destination Officer is created. This role's job description is attached.

It is envisaged that this role will be recruited in such a way that the necessary capability is available within the office to organise the required festivals and to promote both Ceres as a Tourism destination, as well as Witzenberg Municipality as a Municipality of Choice!

<b>Remuneration Structure</b>		
<b>Remuneration Item</b>	<b>Current Costs</b>	<b>Proposed Costs</b>
Salaries – Permanent Staff	307,000	216,000
Performance Bonuses – Permanent Staff	15,000	18,000
Wages – Temporary Staff	22,000	18,000
Transport Allowance	22,500	22,500
<b>TOTAL COSTS</b>	<b>366,500</b>	<b>274,500</b>

This will decrease the remuneration costs by R92,000 per year going forward which can then be allocated to marketing the region more effectively and efficiently.

In the 2017/2018 financial year there will be not much of a saving, since the existing employees will have to be retrenched. The costs are calculated as follows:

<b>REMUNERATION 2017/2018</b>	
<b>CURRENT BUDGET</b>	<b>366,500</b>
<b>PROPOSED BUDGET</b>	<b>341,500</b>
<b>Salaries &amp; Wages</b>	<b>319,000</b>
- Already Paid	70,500
- Salaries for September & October	47,000
- Retrenchment Cost	60,000
- Salary for New Position (November – June)	141,500
<b>Transport Allowance</b>	<b>22,500</b>
- Already Paid	3,750
- September 2017 – June 2018	18,750
<b>SURPLUS</b>	<b>25,000</b>

The Proposed Budget for 2017/2018 is depicted below:

<b>CERES TOURISM – BUDGET 2017/2018</b>	
<b>Income</b>	<b>539,977</b>
- Witzenberg Municipality – General	289,450
- Witzenberg Municipality – Cherry Festival	14,655
- KWDM Projects	70,000
- Members & Other	165,872
<b>Expenses</b>	<b>526,419</b>
- KWDM Projects	80,000
- Cherry Fair	14,655
- Remuneration & Benefits (including transport benefit)	341,500
- Witzenberg Branding	8,000
- Marketing and Expos	30,000
- General Expenses (incl Banking, ICT, Telephone, Insurance, etc)	37,264
- Office Expenses (incl Electricity, Stationary, Security)	15,000
<b>SURPLUS</b>	<b>13 558.00</b>

The restructure will be conducted in such a way to ensure that the office is not in breach of any laws.

**CERES TOURISM**  
**CERES - PRINCE ALFRED'S HAMLET - KOUE BOKKEVELD - CERES KAROO**  
 33 Owen Street, Ceres, South Africa, PO Box 563, Ceres, 6835  
 Telephone: +27 (0) 23 316 1287 Fax: +27 (0) 86 5050 455 E-mail: info@ceres.org.za  
[www.ceres.org.za](http://www.ceres.org.za)



## Ceres Tourism Destination Officer

As a Destination Officer you will develop and promote tourism in order to attract visitors and generate income for the town of Ceres and the greater Witzenberg Area.

Destination officers, work for a range of employers, including public and private destination management organizations, public agencies or partnerships and local authorities.

The role is varied and may include many different types of work. Key areas include marketing, visitor management, strategic planning, interaction with various stakeholders and the development of tourism products, services and facilities.

### **Duties include but are not limited to the following:**

- Answering customer queries in person, by phone, by e-mail and social media.
- Finding information using computer systems, leaflets, timetables, guidebooks and national tourist information centers.
- Making bookings for travel and accommodation.
- Setting up displays within the center and re-stocking literature.
- Keeping up to date with local accommodation, places to visit, activities and events.
- Set up and attend exhibitions and holiday shows.
- Organize special and seasonal events and festivals.
- Organize and attend meetings.
- Devise and plan tours, and arrange itineraries.
- Liaise with local operators, the media, designers and printers.
- Manage budgets.
- Order products and services.
- Provide funding and business advice and send e-newsletters to local businesses.
- Develop e-tourism platforms, including websites, and construct business databases.
- Write and present reports for committees.
- Plan and write funding applications.
- Work on product development.
- Give talks to local parties, community groups and schools, and handle media enquiries.
- Undertake market research with members of the public and visitors to particular attractions
- Carry out strategic planning and development, e.g. commissioning and/or producing tourism strategies and economic impact studies for implementation; lobbying, devising and implementing marketing campaigns.

### **Personal qualities and attributes**

- Passionate about Tourism.
- Passionate about customer service.
- Enthusiastic, self-motivated, creative, innovative and forward thinking.
- Professional and well presented.
- Flexible.
- Resourceful.
- Ability to function unsupervised.
- High level of integrity and honesty.
-

## **Skills and qualifications**

- Excellent networking skills.
- A good general knowledge of the local area and its attractions and facilities.
- Tourism qualification will be advantageous.
- Fluent in English and Afrikaans.
- Customer focused and customer service skills.
- Foreign language advantageous.
- Excellent organizational skills.
- Commercial awareness.
- Wide-ranging IT skills.
- The ability to produce or deliver a quality product or service on a limited budget.
- Excellent communication, presentation and interpersonal skills.
- An eye for design.
- Stamina - for coping with pressure and long hours (when required)
- Local knowledge and a lively interest in the sector.
- Willingness to travel.
- Driver's license.
- Own, reliable vehicle.

# WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

## - MEMORANDUM -

AAN / TO : Mayco  
VAN / FROM : Municipal Manager  
DATUM / DATE : 18 September 2017  
VERW / REF :

**RE: REQUEST TO PURCHASE ERF 3605 OR A PORTION THEREOF**

### PURPOSE

A request has been received from Mr and Mrs Du Toit, on behalf of their mother Margie Rooi to acquire erf 3605 or a portion thereof for purposes of erecting a commercial building to inter alia continue trading as butchery.

### BACKGROUND

Mrs Margie Rooi has been leasing a shop from the estate Joseph Kruger and is currently trading as Bella Vista General Dealers, mainly operating as butchery. Mr Rooi senior has passed away more than a year ago and the family has decided not to continue with the chicken business in the Schoonvlei Industrial area. They have decided to sell the property and want to use the proceeds to acquire property where they can construct their own building. The current building, where they are leasing the shop has also been sold and there is a uncertainty on whether they will be allowed to continue with the butchery.

### DELIBERATION

Erf 3605 is municipal property and more than 7000m<sup>2</sup> in size. Mrs Rooi is well known in the area, has been conducting the butchery business for a number of years, and has identified erf 3605 as an ideal premise to start her own business. Erf 3605 is zoned as municipal open space. The land audit, which was adopted by Council, has recommended that the erf used as a CBD area and that same be rezoned. An extract of the land audit as well as an aerial photo of the erf is attached hereto marked annexure ".....".

### LEGAL IMPLICATIONS

There is a prescribed process that must be followed when the zoning of Municipal open space is to be changed. The municipality must also follow a public participation process of its intention to rezone the property. The Municipal Finance Management Act and specifically Regulation 40 of the said Act, is applicable when dealing with matters where it is, inter alia, in the interest of Local Economic Development. Council has long expressed its desire to capacitate previously disadvantaged members of the community and we respectfully submit that this application falls within this ambit. The decision on whether to alienate erf 3605 or a portion thereof will be tabled before Council after the public process on the closure of the open space.



### **FINANCIAL IMPLICATIONS**

No income is derived from the property. The cost of the closure of the open space will be for Council's account. If Council decides to alienate the property it will be subject to the rezoning of same which cost will be borne by the purchaser.

### **RECOMMENDATION**

For consideration.



Proposed subdivision of erf 3605, Bella Vista for Commercial use.



## Bella Vista (cont.)

ERF / FARM NO	AREA (HA)	OWNER CODE	LAND USE	PUBLIC INPUT	RECOM. USE	POTENTIAL NO OF UNITS	CATEGORY	ISSUES / NEXT STEPS
6138	0.2505	M	VACANT UNMAINTAINED	-	INFILL HOUSING GAP @ 50 du/ha	9	INFILL HOUSING	CONSOLIDATE WITH ERF 6139 REZONING REQUIRED PROPOSAL CALL
6139	0.1232	M	VACANT UNMAINTAINED	-	INFILL HOUSING GAP @ 50 du/ha	5	INFILL HOUSING	CONSOLIDATE WITH ERF 6138 REZONING REQUIRED PROPOSAL CALL
7128	0.1002	M	NOT MAINTAINED SITE		INFILL HOUSING AS PART OF ADJACENT ASLA PROJECT	4	INFILL HOUSING	UNAPPROVED LAYOUT
3604	1.3831	M	UNDER-UTILISED		PART OF MIXED USE CBD DEVELOPMENT COMMUNITY FACILITIES	55	MIXED USE	PREPARE PRECINCT PLAN FOR CBD AREA REZONING MAY BE REQUIRED PROPOSAL CALL
3603	0.3739	G	VACANT		PART OF MIXED USE CBD DEVELOPMENT	15	MIXED USE	WM TO ACQUIRE LAND, PREPARE PRECINCT PLAN FOR CBD AREA PREPARE PRECINCT PLAN FOR CBD AREA RESUBDIVIDE PROPOSAL CALL
3605	0.6969	M	VACANT		PART OF MIXED USE CBD AREA DEVELOPMENT	28	MIXED USE	PREPARE PRECINCT PLAN FOR CBD AREA REZONING & CLOSURE OF POS PROPOSAL CALL

# WITZENBERG

MUNISIPALITEIT

UMASIPALA

MUNICIPALITY

## - MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Legal Advisor

DATUM / DATE: 12 October 2017

VERW. / REF.: 1111

### REQUEST FROM PUBLIC TO AMEND OUR LIQUOR TRADING HOURS & DAYS BY-LAW

#### Purpose:

To obtain Council's consideration on the attached request from Tulbagh Spar – Annexure "A".

#### Background & deliberation:

Our By-Law states:

#### **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.**

#### **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.

Tulbagh Spar is not allowed to trade on Sundays. This year the 24<sup>th</sup> of December 2017 & 31<sup>st</sup> of December 2017, (their biggest business days), falls on a Sunday.

They requests Council to consider them trading on these Sundays this year.

**Legislative Requirements:**

The By-Law will have to be amended.

**Financial Implications:**

Publication of the By-Law will have a financial impact.

**Recommendation:**

For Consideration



## Meagan de Kock

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**From:** Tulbagh1 <tulbagh1@retail.spar.co.za>  
**Sent:** 19 September 2017 03:44 PM  
**To:** David Nasson  
**Cc:** Meagan de Kock  
**Subject:** Tulbagh TOPS

Mnr. Nasson,

Ek het telefonies met Meagan in verbinding getree en op haar versoek stuur ek hierdie epos ipv 'n fisiese besoek.

Die 2 grootste dae in ons TOPS is die 24ste en 31ste Desember en soos die wet bepaal is ons in die Witzenberg streek op Sondag toe. Ons sal graag wil vrae vir 'n vergunning om hierdie 2 dae oop te wees aangesien dit net elke 7 jaar gebeur en dit aansienlike finansiële implikasies vir ons as besigheid inhou.

Ons hoor graag van u en dankie vir u tyd om hierdie versoek te oorweeg.

Groete,

Wemar Raats/WJ Visagie



Tel : 023 230 0122

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Email : [tulbagh1@retail.spar.co.za](mailto:tulbagh1@retail.spar.co.za)

Facebook : [www.facebook.com/MySparTulbagh](https://www.facebook.com/MySparTulbagh)

Postal Address : P O Box 21, Tulbagh, 6820

Physical Address : Van Der Stel Street, Tulbagh, 6820

### B2.5.5 SCENIC ROUTES AND PASSES

Due to its topography the Witzenberg Municipality has a number of historic passes with outstanding scenic qualities. The early governors of the Cape Colony realised that access to the interior was the key to economic growth and expansion. Early settlers and farmers had to transport their wares by ox-wagon. Any journey through the inhospitable, mountainous terrain in the Witzenberg proved to be most difficult. Most mountain crossings involved unloading the ox-wagon, dismantling it, carrying the payload and the wagon over the mountain piecemeal on the backs of the oxen, and then re-assembling and reloading the wagons to continue the journey on the other side<sup>1</sup>.

Early passes primarily followed the paths trodded by herds of heavy animals. In early times, large herds of Elephant, Buffalo, Kudu, etc. roamed the Ceres and Tulbagh valleys. The development of the passes did indeed prove to be the impetus to the economy of the Cape Colony. Renowned road-builder Andrew Geddes Bain's signature pass above Wellington, Bain's Kloof, opened up a route to the north. This, together with the Michell's Pass had helped reduce the travel time between Beaufort West and Cape Town by ox-wagon from 20 to 12 days. This route through Ceres remained the main road to the north until the Du Toits Kloof Pass was completed in 1948.

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<sup>1</sup> <http://samountainpasses.co.za/Home/WesternCape/Passes/WINELANDS/tabid/118/Default.aspx> - accessed on 19 July 2011.

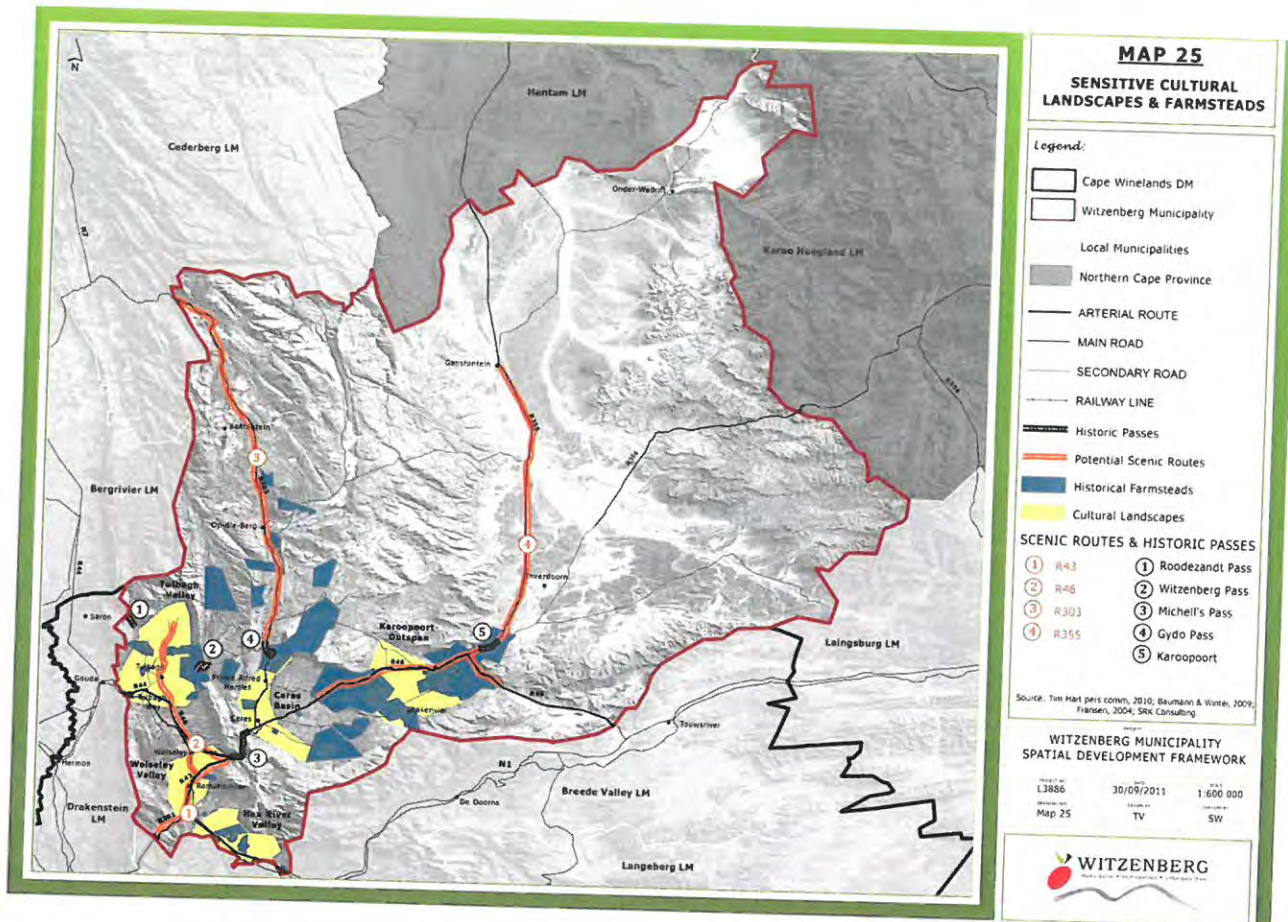
### B2.5.5.1 Potential Scenic Routes

Although no scenic routes have been officially declared in the Western Cape to date there is a high degree of overlap between the older road network and those which are considered scenic routes. Many of the existing secondary roads follow the alignment of 19<sup>th</sup> century wagon routes which linked farms with each other and provided access to the nearby towns and can be listed as potential scenic routes (refer to Table B9 and Map 25 (SRK Consulting, 2011)).

Table B9: Potential scenic routes based on their outstanding environmental characteristics.

ROAD	SCENIC QUALITIES	MAP NO
<b>R43</b> From Worcester to Ceres	Traverses areas with a concentration of historic farmsteads.	<b>1</b>
<b>R46</b> From N1 via Ceres & Wolseley to Tulbagh	Traverses areas with a concentration of historic farmsteads.	<b>2</b>
<b>R303</b> From Ceres via Prince Alfred Hamlet & Op-die-Berg to Citrusdal	Unique mountainous experience of the Skurweberg as ascending the Gydo Pass.	<b>3</b>
<b>R355</b> Gravel road to Calvinia	Traverses areas with a concentration of historic farmsteads. It passes through the Karooport and at this point is considered to have unique scenic qualities relating to its role as threshold into the Karoo.	<b>4</b>





It is important to note that certain streets in Tulbagh and Ceres also qualify as scenic routes which have outstanding characteristics. For example Van der Stel and Church Street in Tulbagh have great tourism potential for Witzenberg. Refer to Toolkit D3 for guidelines regarding scenic routes.

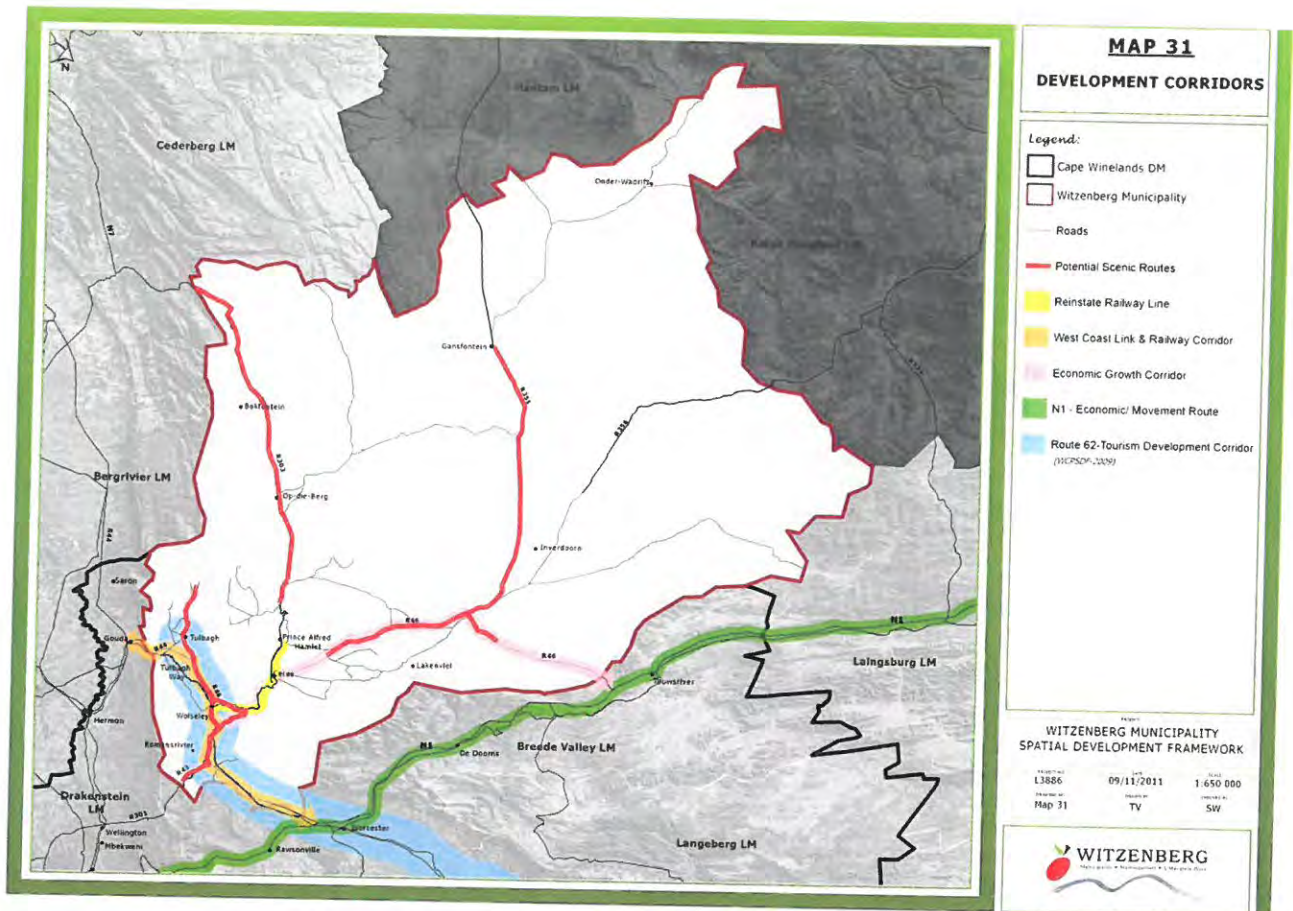
It is imperative that Van der Stel Street and Church Street in Tulbagh be subject to creative design and landscaping in order to transform the entire town into one of the most memorable small town experiences in the Western Cape. For instance in Van der Stel, the creation of walk ways, bicycle paths, bus/taxi stops, etc. should be implemented to boost the tourism and recreational amenities of Tulbagh.

Table B28: Development regions and corridors of the Witzenberg Municipality.

REGION AND CORRIDOR	DESCRIPTION
<b>WEST COAST LINK CORRIDOR</b>	<p>The R46 and R43 represent an important link between the West Coast industries (especially at Saldanha) and the N1. This area is particularly popular during school holidays (i.e. Easter and December) and the spring flower period (August to September).</p> <p>The natural and heritage resources – rock art, mountain landscapes, unique vegetation, and unpolluted air of the West Coast are largely undiscovered. It also provides a linkage to the N7 that leads to the Cederberg Gateway which is well-known for its scenic beauty, unusual vegetation and rock art of the</p>



	<p>Cederberg Wilderness Area.</p> <p>The industries and harbour at Saldanha are important export harbours of fruit grown in Witzenberg. Linkages with Saldanha could provide much-needed income to Witzenberg pertaining to the export and import of goods. The existing movement routes should therefore be reinforced to support existing economic opportunities.</p>
<b>WEST COAST RAILWAY CORRIDOR</b>	<p>The West Coast Link Corridor is also important in terms of a railway freight strategy. Investment in the upgrade/construction of a freight depot along the railway line at Wolseley could improve the functionality of the railway line and reduce the volume of traffic on the roads.</p> <p>The rail network has an important role to play in future strategies. Consideration must be given to upgrading and privatisation of strategic sections of rail. This railway corridor has an opportunity to provide access to the market.</p>
<b>ECONOMIC GROWTH CORRIDOR (N1 TOLL ROADS)</b>	<p>The planned implementation of a toll system on the N1 route between De Doorns and Cape Town could result in the increasing usage of the alternative R46 via Ceres. The 2012-2017 IDP identified the latter as a possible niche that could hold distinct opportunities for the municipality.</p>
<b>TOURISM CORRIDORS</b>	<p>These corridors include <i>inter alia</i> the potential scenic routes identified in Chapter B2.5 as well as the West Coast Link and Railway Corridor which should be expanded to include a station at Wolseley for passenger services. The tourism corridor is a mechanism for encouraging tourists to move beyond the core destinations and will stimulate regional economic development.</p> <p>Furthermore, it offers products, activities and accommodation in an agricultural backdrop to engage travellers and give exposure to local culture, offers and entrance and exit points that enhances the travel experience and draws the rural hinterland into the core urban areas. Rail tourism offers a range of products at different price points in order to attract both economy and premium passengers. Transport and its related infrastructure have been identified as key support systems to the development of tourism in the Western Cape. The movement networks and links between tourism attractions as well as gateways are key to attracting the identified markets to the identified destinations (PSDF, 2009).</p>



### C3.3 TOURISM AS A KEY ECONOMIC SECTOR

#### C3.3.1 OBJECTIVES

- Enhance the comparative economic advantages of the municipality as it relates to tourism and tourism-related activities.
- Promote the development of tourism-related activities in accordance with the MEDS<sup>2</sup> proposals and associated *Route 62 Tourism Development Area*.
- Conserve all archaeological resources on state and private land for present and future generations.

#### C3.3.2 POLICY

- Tourist amenities and the service presented to tourists must be of a high standard and must reflect the sense of place qualities of Witzenberg.
- Encourage diversification of agricultural products to include tourism-related products/activities.
- Scenic routes and historic passes must be maintained to a high standard.
- The scenic character of cultural landscapes and historic farmsteads must be protected and enhanced.

<sup>2</sup> The MEDS is one of the leading Provincial Growth and Development Strategies and is tasked with identifying economic development opportunities.



- e) Settlements along the identified tourism corridors should be 'Priority Fixed Investment Urban Settlements', e.g. Wolseley and Ceres (including Nduli and Bella Vista) (PSDF Strategy HR4).
- f) The Micro-Economic Development Strategy (MEDS) of the Western Cape Province has *inter alia* identified the following potential economic development locations:
  - (i) Agricultural industry: Ceres.
  - (ii) Tourism: Tourism Development Areas, which includes the Route 62, and retirement/golf and eco-estates inside urban edges (PSDF Strategy HR6).

### C3.3.3 STRATEGIES AND GUIDELINES

- a) Prepare a comprehensive Tourism Development Plan for the municipality based upon the SDF, the Recreation Opportunity Spectrum (ROS) concept (refer to Chapter C3.3.4), and the principles of sustainable tourism. This should include a Tourism Growth Strategy and appropriate management plans based on the ROS to guide the development and management of tourism-related activities.
- b) Facilitate development, management and maintenance of tourist routes and facilities in accordance with the ROS.
- c) Implemented the place-specific design and planning guidelines for the municipality to ensure appropriate development in sensitive scenic areas (refer to Toolkit D3).
- d) Create opportunities for the small business sector (e.g. sale of products, crafts, curios), especially in the Tourism Nodes, Precinct and Corridors.
- e) Introduce local examples of the area's unique ecological and cultural characteristics in school curriculums to promote tourism and environmental and socio-cultural conservation awareness at an early age.
- f) Make available municipal commonages for tourism initiatives as public-private-community-partnerships.
- g) Market historical structures as tourism attractions such as in Tulbagh (collaborate with tourism structures and bureaus). Utilise historical buildings and structures on a sustainable basis.
- h) Control human impact at archaeological sites:
  - (i) Institute effective permit systems to control access.
  - (ii) Erect barriers and pathways/board walks to regulate movement at sensitive sites.
- i) Record, survey and declare the following roads in Witzenberg as scenic routes:
  - (i) R43: From Worcester to Ceres.
  - (ii) R46: From the N1 via Ceres and Wolseley to Tulbagh.
  - (iii) R303: From Ceres via Prince Alfred Hamlet and Op-die-Berg to Citrusdal.
  - (iv) R355: Gravel road to Calvinia.
- j) Institute and nominate the following cultural landscapes as grade 1 sites in the municipal area:
  - (i) Tulbagh Valley.
  - (ii) Karooport-outspan and associated road.
  - (iii) Hex River Valley.
  - (iv) Wolseley Valley.
  - (v) Ceres Basin.
- k) Enhance the aesthetic appearance of scenic routes by:

- (i) Preserving the natural environment, and ensuring a sense of fit with the character of the area traversed.
  - (ii) Curvilinear horizontal alignments and gently rolling profiles to be applied in new developments with a minimisation of cut and fill; and the adoption of curvilinear profiles rather than steep-sided slopes and squared shoulders.
  - (iii) Using natural materials for street furniture and roadside walling.
  - (iv) Where new (urban) developments along scenic routes are unavoidable, fences and boundary walls are to be constructed and positioned as to have minimum visual impact on the landscape character e.g. constructed below/beyond the shoulder of embankments or below ridgelines to avoid a silhouette.
  - (v) Existing and new service stations must have minimal visual impact and be landscaped appropriately.
- l) Development in rural/cultural landscapes and adjacent to scenic routes must be undertaken in accordance with the guidelines put forward in Toolkit D3.
  - m) Ensure that changes in land-use maintain the integrity, authenticity and accessibility of significant cultural landscapes. Contain urban sprawl and restrict urban development to within designated urban edge. Integrate low-cost housing within the urban area to combat urban sprawl and reduce negative visual impact on the cultural landscapes.
  - n) Identify opportunities to empower local operators to become more active in the tourism sector as part of LED.
  - o) Draft an *Integrated Tourist Transportation Strategy*, which could be linked with appropriate long-distance bus stops and shelters along major routes.
  - p) Prepare Visual Resource Management Plans for the identified scenic routes and cultural landscapes.
  - q) Large-scale infrastructural developments alongside any of the identified scenic routes to present a detailed Visual Impact Assessment for consideration by the municipality prior to approval by the Provincial Government or the Municipality.



## TOOLKIT D3 GUIDELINES FOR DEVELOPMENT IN CULTURAL LANDSCAPES AND SCENIC ROUTES

### TOOLKIT SYNOPSIS

As described in Section B, a number of scenic routes and rich cultural resources occur throughout the Witzenberg Municipality. These collectively create contribute to an environment of high integrity in places, which in turn, forms the basis of the high-potential tourism product of the area.

However, as is generally the case in much of the Western Cape, land-use planning has, over the decades, failed to recognise the value of maintaining the integrity of the environment (not the natural and the cultural environment) as an imperative for sustainable development. Development has, to date, in many instances taken place to the detriment of the integrity of the environment. Reference is, for example, to the the irreparable damage caused by the construction of bulk power lines over the unique mountains and through the Ceres Karoo with its rugged aesthetic quality.

This toolkit provides guidelines as to how development should be planned and implemented in cultural landscapes of high value and along scenic routes.

### D3.1 CULTURAL LANDSCAPES IN WITZENBERG

Cultural landscapes have been described aoutes Witzenberg SDFs: *'the combined works of man and nature'*. It is a broad term encompassing *'landscapes, historic places, sites and built environments'* as well as recording the *'long processes of historic development'* which contribute to a sense of identity at national, regional or local level.

A cultural landscape expresses modification to a landscape. It therefore includes both 'built' townscape evolution, and historic modifications to landscapes, through land-uses like agriculture. Historic vegetation is an intrinsic and highly visible part of the cultural landscape illustrating the value and intentions of those who planted it. The following are examples of types of cultural landscapes and historic vegetation in Witzenberg Municipality, which have over time become valuable to various communities in different ways:

- a) Avenues, squares and parks surrounded and defined by historic trees often reflect old settlement and planting patterns and have enduring cultural value to the local communities.
- b) Designed and formal gardens.
- c) Places and vegetation of symbolic value, i.e. slave bell tower.
- d) Groups of trees planted for shade or as windbreaks and old water courses often reflect historic agricultural activity and provide historic depth to environments.
- e) Historic domestic architecture and gardens.
- f) Built environments that respond and draw aesthetic value from their landscape contexts.
- g) 'Buffer strips' which were planned to keep communities of different cultural groups separated, display strong characteristics of social and political power relationships.

### D3.1.1 MANAGEMENT GUIDELINES

The Witzenberg municipal area has a number of important heritage sites that needs conservation and management. The following management guidelines for Grade 2 and Grade 3 heritage sites shall apply (CWDM EMF, 2011):

- a) **Grade 2 Heritage Sites:**
  - (i) Obtain a permit from Heritage Western Cape for any alterations, demolitions or changes in planning status.
  - (ii) In the case of proposed alterations, interpret historic and architectural significance in order to inform alterations.
  - (iii) Alterations should enhance rather than detract from significance.
  - (iv) Undertake minimal alteration to the original fabric.
  - (v) Ensure that alterations enhance the structures in terms of the overall character of the werf or rural settlement.
  - (vi) Implement ongoing maintenance and repair of heritage sites.
  - (vii) Restore/Reconstruct appropriately where damage or unsympathetic past alterations detract from heritage significance.
- b) **Grade 3 Heritage Sites:**
  - (i) Undertake a Heritage Assessment to determine whether the site should be classified as Grade 3A, 3B and 3C Heritage Site.
  - (ii) Obtain a permit from HWC for any alterations, demolition or changes in planning status.
  - (iii) In the case of proposed alterations, interpret historic and architectural significance in order to inform alterations.
  - (iv) Implement ongoing maintenance and repair of heritage sites.
- c) **For Grade 3A**
  - (i) Restore/Reconstruct appropriately where damage or unsympathetic past alterations detract from heritage significance.
  - (ii) Grade 3A considered to have Moderate to High sensitivity (lower than Grade 2).
- d) **For Grade 3B**
  - (i) Retain historic fabric especially with regards to exterior of buildings.
  - (ii) Grade 3B considered to have a Moderate sensitivity (lower than Grade 2).
- e) **For Grade 3C**
  - (i) Demolition may only be considered if appropriate reuse of the structure is not possible.
  - (ii) Grade 3C considered to have a Moderate to Low sensitivity (lower than Grade 3B).

### D3.2 SCENIC ROUTES



Scenic routes are essentially a premium route of municipal and provincial significance. It is a route that has been especially selected because it portrays and links some the Municipality's unique natural features, cultural characteristics and exceptional scenic areas. It provides a meaningful route for visitors, residents and tourists to experience something special and enhance their enjoyment of the Witzenberg Municipality (Tourism Western Australia, 1996).

### **D3.2.1 INTRINSIC QUALITIES OF SCENIC ROUTES**

Understanding and knowing the intrinsic qualities of scenic routes are integral to the conservation of these roads, and all intrinsic qualities are considered of equal importance. The intrinsic qualities that must be considered are the following (Eastern Up Regional Planning and Development Commission, 2007):

- a) Scenic: All elements of the landscape influence the scenic quality: landform, water, vegetation and built environment. The scenic quality is based on the existence of significant scenic views from the road and the absence of features that detract from the overall image of the road. The scenic route's features must be representative, unique, irreplaceable, or characteristic of the area.
- b) A scenic route can represent an exceptional example of a common regional landscape. All scenic routes should share three characteristics for this intrinsic quality:
  - (i) Scenic features and views should be frequent enough to give a sense of continuity to the drive along the scenic route.
  - (ii) Scenic features relate to each other, which will usually create a coherent image of the scenic route. The way in which the route relates to its environment is also important to the sense of coherence.
  - (iii) A variety of viewing opportunities enhance the experience of a scenic route. Variety can also be a function of seasonal changes, some landscapes vary dramatically throughout the year.
- b) Natural: Natural quality is defined by features that are both visible and relatively undisturbed by human influence. The criteria for a road to have natural intrinsic qualities are the significance of the natural resources along the scenic route, the visibility of those resources from the scenic route, and the integrity of the resources in their original state. These resources in Witzenberg include geological formations, fossils, landforms, water bodies, vegetation and wildlife. The natural features should be unique, irreplaceable, or distinctly characteristic of the area. A scenic route can still be considered for natural qualities when there is substantial human alteration if the traveller's primary impression is of a landscape with great natural beauty.
- c) Historic: The historic quality of the scenic route depends on the connection between the road and the individual historic resources along the corridor. The scenic route must contain enough features to create a story with a certain level of continuity and coherence. The historic story should provide a link among resources along the scenic route and a means of interpreting these resources to the visitor. The historic elements should reflect the actions of people and may include buildings, settlement patterns, and other examples of human activity. The historical significance can demonstrate an evolving historical story that links diverse events through time.
- d) Culture: Cultural resources are derived from the distinctive communities that influence the scenic route character. Events, traditions, food, and music provide insight into the unique qualities of the area. These cultural qualities are not

necessarily expressed in the landscape. Culture encompasses all aspects of a community's life, and it may be difficult to decide what necessary to define cultural resources as intrinsic qualities. The following are aspects to consider:

- (i) Geography: settlement patterns, climate influences on building styles, place names, stories, and legends.
  - (ii) Economy: Occupations, products, training, yearly cycles, and land-use patterns.
  - (iii) Community Life: Civic and religious buildings, institutions, festivals, customs, and rituals.
  - (iv) Domestic Life: Households, housing styles, foods, gender and age roles, and family traditions.
  - (v) Artist Genres: Music, customs, legends, dance, drama, games, music, art, architecture, crafts, dress, folklore, and costumes.
- e) Archaeology: Archaeological quality involves those characteristics that are physical evidence of historic and prehistoric human life that are visible and can be inventoried and interpreted. Archaeological evidence in Witzenberg includes ruins, rock art, prehistoric stone artefacts, structural remains, etc. The archaeological resources along the scenic route must important and accessible or be documented:
- (i) The resources must have scientific significance. They represent resources that cannot be commonly found throughout a region or in other places across the municipal area, province or even country.
  - (ii) The physical evidence should be visible if appropriate, and extremely fragile and sensitive sites may not be appropriate as a focus of the scenic route.
- f) Recreational: Recreational quality can encompass many types of outdoor activities that are dependent on the natural and cultural elements of the landscape. Recreation in Witzenberg can include eco-tourism, hiking, fishing, agri-tourism, wine-tasting, cultural festivals, driving for pleasure, wildlife watching, enjoying the beauty of the scenic route of mountain pass, etc. The determination of recreational quality will depend on three factors: the significance of the recreational resources, their visibility from the scenic route, and the relationships among the resources and between the resources and the scenic route. There should be a variety of recreational opportunities along the scenic route that provide activities throughout the year for a wide range of ages and abilities. The recreational resources should be related to each other and the scenic route so they support the overall theme of the scenic route (Eastern Up Regional Planning and Development Commission, 2007).

It is essential that the standard of the proposed scenic routes in the Witzenberg Municipality are maintained at a very high level to ensure they create a perception of something 'special' and are held in high regard by everyone. Scenic routes are designated as 'scenic roads' because of their unique, intrinsic qualities. A visually pleasing road or route results in a pleasing driving experience and a positive community image. Properly protected and maintained scenic roads will enhance property values, employment, the tax base and the natural environment of the area. Additionally, it is anticipated that scenic roads will meet two crucial needs in Witzenberg<sup>1</sup>:

- Aesthetic/Cultural Needs: Scenic roads provide ways to conserve green space. Roads meandering through the mountains offer the driver, cyclist, hiker etc a view of solace, peace or panoramic vistas. The scenic routes pass historic and archaeological sites, reminiscent of the prehistoric to historic habitation and a cultural history.
- Economic Needs: The scenic routes and mountain passes provide the gateway to the Witzenberg Municipality. These routes provide visitors and tourists to historic towns, amenities such as restaurants, shops, etc, wine estate, natural resources, historic and cultural sites, nature reserves, hiking trails, over-night facilities, etc. This provides the possibility to increase the economic health and well-being of the Witzenberg Municipality.

### **D3.2.2 GUIDELINES FOR SCENIC ROUTES**

Scenic routes contribute substantially to the way in which the character of a place is experienced by both local inhabitants and tourists. They play a vital role in the local and provincial tourist industry and can thus contribute to the economic base of the area (Aikman *et al*, 2000):

#### **D3.2.2.1 Retention of Public Land Adjacent to Scenic Drives or Routes**

Existing portions of publicly held land adjacent to scenic routes, either in the form of road reserves or public open spaces, contribute substantially to the experience of mountain and views. As a matter of policy, Witzenberg Municipality should retain these portions of land or acquire them from other state or parastatal agencies. Where development pressures exist, the municipality should retain ownership and lease land with strict environmental parameters established to ensure view preservation (Aikman *et al*, 2000):

#### **D3.2.2.2 Development of Public Land Adjacent to Scenic Routes**

New development should be constructed in a sensitive manner so that important views from scenic routes are not impaired. Such development should reflect a sense of place and reinforce local identity. Innovative architectural approaches should be subjugated in favour of development that respects traditional forms and materials.

#### **D3.2.2.3 Control of Intrusive Alien Vegetation on Public Land Adjacent to Scenic Routes**

Alien vegetation in many instances blocks important views along scenic routes. It detracts from the sense of place which these routes are supposed to enhance. CapeNature with the Witzenberg Municipality should manage these alien vegetation patches and regularly destroy any exotic vegetation.

#### **D3.2.2.4 Control of Scenic Route Aesthetics**

The scenic routes in Witzenberg are essentially linear elements cutting through a variety of environmental conditions (i.e. pristine nature, significant cultural landscape, historical architecture, etc.), and can frequently be set out of scale. Every effort should be made to reconcile this potential conflict between the unchanging linear road and the ever-changing landscape. The following general objectives or guidelines for shaping and enhancing the visual experience of scenic routes (Aikman *et al*, 2000):

- a) To present the viewer with a rich, coherent, sequential form, a form which has continuity and rhythm and development, and which provides contrast, well-joined transitions and a moving balance.
- b) To clarify and strengthen the driver's (and pedestrian's) image of the environment, to present a picture which is well-structured, distinct, and as far-ranging as possible.
- c) To keep the observer's grasp of the meaning of the environment; to present an understanding of the use, history, nature or symbolism of the drive and its surrounding landscape.



- d) The primary objective is to ensure that the route is as interesting and stimulating as possible.

#### **D3.2.2.5 Control of Downward Views**

As a general guideline development on the river/panoramic view/'open' side of scenic routes should not project above the back or footway level. While this protects horizontal views it does not protect downward views.

#### **D3.2.2.6 Control of Upward Views**

Upward views of the for example the mountain are regarded as significant. As a general guideline, subdivisions on the upper side of scenic routes should allow long deep plots or even to enable a staggered system of terraces, a more gradual vegetated slope than the 'canyon effect' often created, and thus the preservation of mountain views. Consideration should be given to the imposition of a condition for all developments adjacent to a scenic route that a landscape plan be formulated to indicate view preservation and enhancement and the nature of boundary walls and plantings (Aikman *et al*, 2000).

Boundary walls should have a limited height restriction (to be decided by Council) from the top of the boundary wall determined by maximum height above natural ground level should be stipulated above which no development should be allowed to occur.

#### **D3.2.2.7 Control of Boundary Walls and Fencing**

Fencing, railways and gates should be visually permeable as not to affect the view materially. Controls should *inter alia* include the following (Aikman *et al*, 2000):

- a) Do not exceed a maximum height (to be decided by Council) at any of point above the nearest point on the footway of such scenic route.
- b) Have vertical elements which have a maximum distance (to be decided by Council) from any other such vertical element.
- c) Have horizontal elements which have a maximum distance (to be decided by Council) from any other horizontal element.
- d) No continuous solid material, timber, brick, vibracrete or glass, should be permitted as a boundary wall treatment on the downside of scenic routes. Low stone walls, or spaced pillars should be permitted.

#### **D3.2.2.8 Control of Vegetation**

While trees and hedges can sometimes frame and emphasise a particular view or create an avenue, they can also function to screen a route from private landowners. No vegetation within the scenic reserve (i.e. the road reserve and adjoining public and private property) should be permitted to grow above footway level in such a manner that it would, in the Municipality's opinion, detrimentally impair the view from a scenic route. Similarly important landmark vegetation and tree-lined avenues require protection.

#### **D3.2.2.9 Control of New, Large-Scale and Non-Residential Activities and Land Uses**

The siting and form of new, large-scale and often inappropriate land uses, primarily due to their character, mass or commercial/industrial nature, can have a negative impact on the scenic experience. The following general principles should be adhered to (Aikman *et al*, 2000):

- a) Rehabilitation of any available existing building should be considered as a preferable alternative to new development.
- b) Ridges and elevated positions should be avoided for visual and climatic reasons.
- c) Buildings should be located and designed to fit the scale of the surrounding landscape.
- d) In most instances it's preferable for new buildings to be associated with existing settlements, rather than to use isolated sites on undeveloped land.
- e) Buildings tend to blend more successfully with the landscape when aligned parallel to contours. Plating and walls can be used to tie buildings into the landscape.
- f) Platforms on sloping sites should be kept to a minimum, and new levels should be designed to fit into the surrounding landform.
- g) Outdoor spaces should be designed so that the landscape appears to flow through the site. Design themes and functions of outdoor spaces should be kept to a minimum and there should be a clear distinction between public and private space. The emphasis should be on simplicity.
- h) Materials should be appropriate for the climate, ecology, texture and scale of the site and should be capable of weathering well over time.

#### **D3.2.2.10 Landscaping Guidelines**

- a) Every effort should be to build new planting into the structure of existing vegetation. Plant communities should be established which are characteristic of the local ecology.
- b) Landscaping should be used to improve the visual quality of environmentally impoverished area.
- c) Landscaping should be used to screen service areas and help absorb them into the landscape.
- d) Planting should be used to integrate the scenic route into the landscape. Plant types should not be used to decorate the route, particularly in rural areas. They should rather reflect the indigenous flora through which the route passes.
- e) The landscape should be brought as close as possible to the essential boundary of the road.
- f) Plant communities and groupings are more important than individual species although these too are important. Planting should thus occur in colonies rather than single specimens of trees or shrubs. Uneven spacing and a mixture of different sized plants should be used to create a natural appearance (Aikman *et al*, 2000).

#### **D3.2.2.11 Signage**

Interpretive signs can be used in many types of settings along scenic routes, from visitor centres to wayside exhibits and interpretive trails. Interpretive signs provide opportunities



for visitors to experience the setting while learning about the scenic route. Well-designed and well-located interpretive signs can reach a wide audience and enhance the visitor's experience and awareness of the scenic route. Interpretive signs are a popular method of interpretation. They are relatively inexpensive compared with personal visitor contact and can convey messages at the visitor's convenience since they are available any time of the day or season. The following aspects should be considered with designing signs for the scenic routes:

- a) Use the best writing and graphic design possible. Insist on professional design and consultation.
- b) Make signs attractive, inviting, and universally accessible.
- c) Signs should adhere to provincial and municipal guidelines and standards.
- d) Have a strong focal point or centre of interest.
- e) Select materials that will harmonise with the site and require minimal maintenance.
- f) Use colour to provide variety, emphasis and unity. Colour is very effective in catching the visitor's attention.
- g) Keep the sign simple and uncluttered.
- h) Install signs at heights and angles that are readable and do not obscure the feature interpreted.
- i) Make the sign the right size, no larger than necessary.

It should be noted that all structures, advertising and information signage must be erected with the permission of the Department of Transport and Public Works or the District Roads Engineer if signs are to be erected alongside proclaimed roads. Advertising and/or general signage must take due cognisance of the regulations relating to the '*Aanduiding (naamborde) van Buite-Stedelijke Eiendomme*', as described in the relevant policy in terms of Advertising Adjacent to Rural Roads (Roads and Traffic Administration Branch Circular No. R15/1994).

### **D3.2.3 GUIDELINES FOR SCENIC ROUTES OR TOURISM ROUTES IN THE SETTLEMENTS**

Streets such as Church and Van der Stel in Tulbagh have great potential for tourism and recreational activities. In order for these streets to become established scenic routes or tourism corridors certain guidelines are proposed for the Witzenberg Municipality to become recognised scenic routes or streets.

It should be noted these guidelines should be read together with specific guidelines proposed for the built environment under Toolkit 5.

Urban streets play a strong role in how settlements are built and function. Implementing sustainable urban streets can create more liveable communities. With amenities and attractions closely located, individuals are more likely to utilise alternative mode choices such as walking, bus/taxi stops, and cycling; which leads to improved health of individuals and the environment. Streets busy with pedestrian and bicycle traffic are safer and strengthen a sense of community. Redeveloping baseline guidelines for street design and incorporating sustainability as a key aspect in new development and redevelopment will promote positive changes for nature, people and business.

The following guidelines are applicable to certain streets in Witzenberg Municipality to enhance their tourism, scenic and recreational value:

- a) Promote non-motorised transport (NMT) in its settlements:
  - (i) Design streets in the Witzenberg area that reduces traffic speeds so that pedestrians, cyclists and vehicles can mix safely. Provide clear routes for pedestrians and bicycles as well as for vehicles.
  - (ii) If separate cycle paths are provided indicate them with street markings or by clearly displayed and well-designed signage.
  - (iii) Ensure pedestrian and bicycle routes are direct, continuous and well-lit, and that appropriate street crossings are provided.
- b) Ensure a meaningful location in terms of movement network and urban structure (CSIR BOUTEK, 2005):
  - (i) Meeting of special streets should result in squares and local points.
  - (ii) Locate buildings close to the street to increase pedestrian activity, reduce resident isolation, and foster pedestrian services such as retail outlets along streets connecting higher density developments.
  - (iii) Create a symbolic location for the special street (i.e. Church and Van der Stel Streets) through its relative location within geographic area.
- c) Increase intensity and diversity in the street reserve:
  - (i) Create rhythmic and spatial progression along an axis/street via composition of activities or change in land-use.
  - (ii) Effectively design the whole reserve, including the spaces between the road surface and the building entrances. Design for and make a distinction between the following:
    1. Building zone (i.e. canopies, commercial signs, enclosed cafes and sidewalk cafes).
    2. Sidewalk zone (i.e. sewers, gratings, kerbs, urban art, benches, bicycle racks, information kiosks, trees, cycle areas, pedestrian areas, newspaper stands, refuse bins, mail boxes, planters, street lighting, bus shelters, etc.).
    3. Vehicular zone (i.e. banners, manholes, traffic signal, on-street parking, decorative lighting etc.).
- d) Define the street as a safe and unique public space:
  - (i) The general pattern of buildings should help to define the street.
  - (ii) Land-uses should enliven the street and ensure surveillance of it. Parking structures should not dominate street frontages.
  - (iii) Distinguish between so-called front-and-back uses and definition, which take place within the street realm, but which differ for various urban users and cultures.
  - (iv) In pavilion-type buildings, use trees to define the street. The streetscape design should incorporate a consistent theme, strengthening the association of unrelated buildings. When a street is not strongly defined at its edges, focal points at the ends or at regular intervals – could provide a sense of place.
  - (v) Intersections and road crossings should be designed to be safe for pedestrians and vehicles. This includes the design of sidewalk and crosswalks, traffic signals and other intersection treatment.

- (vi) Design soft mounds and plant trees separating footpaths and buildings from the road.
- (vii) Footpaths should preferably be design adjacent to buildings that overlook them, as opposed to blank walls.
- (viii) Where pedestrian routes cross streets, ensure visibility through landscaping and signage.
- (ix) Modify existing leftover space to accommodate easy pedestrian crossing of streets.
- (x) To enhance safety for pedestrian on sidewalks:
  - Minimise conflict with cars.
  - Cater for the disabled.
  - Provide sidewalks.
  - Provide parking, between road and pedestrian.
  - The busier the street, the broader the sidewalk should be.
  - Place kerb between sidewalk and street.
  - Design road to discourage speeding.
- e) Accommodate a variety of users in the street:
  - (i) The effective separation of pedestrian and vehicular movement should be at a scale which encourages activity and pedestrian comfort.
  - (ii) For movement, the street should include a surface for cars, together with bicycle and pedestrian lanes.
  - (iii) Other facilities to be accommodated are those for small-scale businesses (such as decorative kiosks for flowers), landscaped strips and spaces of relief and relaxation in building areas.
- f) Ensure a unified and interesting edge surface design:
  - (i) Unify street design and street frontages of buildings to create a special street with an identifiable character. New buildings should fit into the existing context and attention should be given to similar elements such as roof lines, bay windows, and window proportions.
  - (ii) A number of distinctly identifiable elements along routes should be provided, with continuity of shop fronts.
- g) Create diversity and interest:
  - (i) Pedestrian activity areas should receive special pavement treatment with coordinating materials and patterns to create a specific character for the precinct.
  - (ii) Design simple continuous routes with complex views especially pedestrian movement.
  - (iii) Planting and pavement treatment in pedestrian streets should be related to activities and uses in adjacent buildings.
  - (iv) Street landscaping, in particular, should be selected and designed according to a special theme for a given area, providing a sense of place in addition to its other amenities.
- h) Provide functional and aesthetically pleasing public furniture:
  - (i) Furniture should support the envisaged character of the street.
  - (ii) Furniture could include fountains, litter bins, bus shelters, benches, lighting, etc. depending on the context within which the street is situated.

- (iii) Provide seating in passive areas next to active areas, to encourage people to look towards either side. Design for interaction among people sitting down and avoid conflict between people walking and sitting.
  - (iv) Appropriate levels of lighting should be used to enhance safety and accent and highlight landscaping. Access lighting, directed upwards into trees, provides low intensity, but often dramatic illumination of nearby pedestrian areas.
  - (v) Provide information through signage that is colourful, interesting and theme-based.
  - (vi) Provide adequate shelters against rain, sun and wind, if possible.
  - (vii) Provide places for waiting where change in transportation modes take place and at intersections.
  - (viii) Provide benches at bus stops or shelters. Comfortable design and location of street furniture should adhere to the needs of potential users.
- i) Create an effective hard open space system that integrates the different elements of a settlement to contribute to a meaningful urban structure:
- (i) Provide physical, visible and perceptual connectivity between cluster and linear open spaces. Establish strong and legible linkages between various hard open spaces.
  - (ii) Ensure quality of contextual linkages through the continuation of special activities or functions.
  - (iii) Enhance structural similarity of the street through associational symbolism (personal experience) and cultural symbolism (common areas of understanding in culture) to ensure that as many people as possible can relate to the space.



### D3.2.4 SCENIC ROUTE MANAGEMENT PLAN

It is proposed that the Witzenberg Municipality prepare a comprehensive management plan for the scenic routes in its municipal area since it is critical for identifying the intrinsic qualities of the scenic route and the guide the management of resources to protect and enhance those qualities (Eastern Up Regional Planning and Development Commission, 2007).

Such a management plan should help communicate the vision to the community, potential partners and others concerned with the experience provided by the scenic route. The following components should form part of the management plan, namely:

- a) A map identifying the scenic route's boundaries and the location of intrinsic qualities and different land-uses within the scenic route.
- b) An assessment of such intrinsic qualities and of their context.
- c) A strategy for maintaining and enhancing those intrinsic qualities. All scenic routes in Witzenberg should be maintained with particularly high standard, not only for travellers' safety and comfort, but also for preserving the highest levels of visual integrity and attractiveness.
- d) A schedule and a listing of interested and affected parties' responsibilities in the implementation of the scenic route management plan, and a description of enforcement and review mechanisms, including a schedule for the continuing review of how well those responsibilities are being met.
- e) A strategy describing how existing development might be enhanced and new development might be accommodated while still preserving the intrinsic qualities of the scenic route. This can be done through design review and such land management techniques as zoning, and economic incentives.
- f) A plan to assure ongoing public participation in the implementation of scenic route management objectives.
- g) A general review of the road's safety and accident record to identify any correctable faults in the road's design, maintenance, or operation.
- h) A plan to accommodate commerce while maintaining a safe and efficient level road service, including convenient user facilities.
- i) A demonstration that intrusions on the visitor experience have been minimised to the extent feasible, and a plan for making improvements to enhance that experience.
- j) A signage plan that demonstrates how the municipality will ensure and make the number and placement of signs more supportive of the visitor experience.
- k) A narrative describing how the scenic routes will be positioned for marketing.
- l) A discussion of design standards relating to any proposed modification of the roadway. This discussion should include an evaluation of how the proposed changes may affect on the intrinsic qualities of the scenic route.
- m) A description of plans to interpret the significant resources of the scenic route.