WITZENBERG
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Kennis word hiermee gegee in terme van Artikel 29 van die Plaaslike Regering : Munisipale Strukture Wet, 1998 (Wet 117 van 1998) soos gewysig, dat 'n **Gewone Raadsvergadering** van die Munisipaliteit Witzenberg gehou sal word op **Woensdag, 31 Julie 2019** om **09:00** in die **Raadsaal, Munisipale Kantore, Voortrekkerstraat 50, Ceres**.	Notice is hereby given in terms of Section 29(2) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) as amended, that an **Ordinary Council Meeting** of the Witzenberg Municipality will be held in the **Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres** on **Wednesday, 31 July 2019** at **09:00**.

Raadslede en Amptenare / Councillors and officials		
Councillor TE Abrahams	Alderman K Adams (Deputy Executive Mayor)	Councillor P Daniels
Alderman TT Godden (Speaker)	Councillor P Heradien	Councillor MD Jacobs
Councillor D Kinnear	Councillor BC Klaasen (Executive Mayor)	Councillor GG Laban
Councillor C Lottering	Councillor M Mdala	Councillor TP Mgoboza
Councillor ZS Mzauziwa-Mdishwa	Councillor MJ Ndaba	Councillor N Phatsoane
Alderlady JT Phungula	Alderman JW Schuurman	Councillor EM Sidego
Councillor RJ Simpson	Alderman HJ Smit	Councillor D Swart
Councillor HF Visagie	Alderman JJ Visagie	
Municipal Manager	Acting Director: Finance	Director: Technical Services
Director: Corporate Services	Head: Internal Audit	Manager: Projects and Performance
Manager: Administration	IDP Manager	Legal Advisor
Acting Principal Administrative Officer	Committee Clerk	

TER INLIGTING / FOR INFORMATION

Volledige stukke		
Voorsitter: IMATU (Mnr. S Joseph)	Ondervoorsitter: SAMWU (Mnr. C Appolis)	
Bella Vista Biblioteek	Emfundweni Biblioteek	John Steyn Biblioteek
Rietvallei Biblioteek	Montana Biblioteek, Wolseley	Wolseley Biblioteek
Tulbagh Biblioteek	Witzenville Biblioteek, Tulbagh	Op-die-Berg Biblioteek
Prince Alfred's Hamlet Biblioteek		

Per e-pos		
Alderlady MC du Toit E-mail: dutoit.marina@gmail.com	Ceres Business Initiative Mr J Conradie Cell: (083) 270-7713 E-mail: manager@cerescbi.co.za	

ALDERMAN TT GODDEN
SPEAKER

24 Julie 2019

AGENDA

1. OPENING AND WELCOME

2. LEAVE OF ABSENCE AND CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION

2.1 Consideration of application for leave of absence, if any (3/1/2/1)

2.2 Confidentiality and Conflict of Interest Declaration

The Confidentiality and Conflict of Interest Declaration is attached as **annexure 2.2**.

The document will be signed at the meeting.

NOTED

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/or spouses on their birthdays:

• Councillor N Phatsoane	2 June
• Ms J Lottering	3 June
• Alderman K Adams	5 June
• Councillor D Kinnear	24 June
• Ms E Smit	29 June
• Ms M Abrahams	30 June
• Councillor ZS Mzauziwa-Mdishwa	18 July

NOTED.

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

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

4. MINUTES

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

The minutes of the council meeting, held on 30 May 2019, are attached as **annexure 4.1**.

RECOMMENDED

That the minutes of the Council meeting, held on 30 May 2019, be approved and signed by the Speaker.

4.2 Outstanding matters (3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.2.1	7/1/4/2	Item 8.4.2 of 5 December 2017 Request to purchase erf 3605, Ceres or a portion thereof	Municipal Manager	That the matter be held in abeyance until the next meeting.	To be workshopped on 29 May 2019.	Next council meeting.
4.2.2	15/4/1/1/5	Item 11.1 of 26 March 2019 Ceres golf estate development	Municipal Manager	That the matter be held in abeyance to obtain further clarification and after that be submitted again.		

RECOMMENDED

That notice be taken of the outstanding matters.

5. MOTIONS AND NOTICE OF SUGGESTIONS

5.1 Mosie: Raadsheer TT Godden (15/4/1/1/145)

Die aangeleentheid word in-komitee hanteer.

AANGETEKEN

6. INTERVIEWS WITH DELEGATIONS

6.1 Waiver of pre-emptive right on erf 3775, Ceres (15/4/1/1/196)

Dorpstraat Property Developers will be making a presentation on a possible proposed development at the entrance of Ceres Town.

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

The reports/minutes of the following meetings are attached:

(a) Executive Mayoral Committee meeting, held on 25 March 2019: **Annexure 7.1(a)**.

(b) Committee for Housing Matters, held on 16 May 2019: **Annexure 7.1(b)**.

(c) Committee for Technical Services, held on 22 May 2019: **Annexure 7.1(c)**.

(d) Committee for Housing Matters (Special meeting), held on 5 June 2019: **Annexure 7.1(d)**.

(e) Committee for Housing Matters (Special meeting), held on 13 June 2019: **Annexure 7.1(e)**.

RECOMMENDED

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

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Section 71 Monthly Budget Statement Report of Directorate Finance: April, May and June 2019 (9/1/2/2)

The Section 71 Monthly Budget Statement Reports of the Directorate Finance for April, May and June 2019 will be tabled to the Committee for Corporate and Financial Services on 25 July 2019 and the Performance, Risk and Audit Committee on 2 August 2019.

The reports and recommendations of the committees will be tabled to the Executive Mayoral Committee and Council at the next meeting.

NOTED

8.1.2 Settling of Rand Merchant Bank (RMB) loan for Koekedouw Dam (16/2/1/1/1 & 5/4/R)

The following items refer:

(a) Item 7.1.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.
(b) Item 8.1.3 of the council meeting, held on 30 May 2019.
(c) Item 7.1.2 of the Executive Mayoral Committee meeting still to be held.

The following memorandum, dated 20 May 2019, was received from the Manager: Water and Sewerage:

"Purpose

The purpose of this report is to inform Council regarding the settling option of the RAB loan which was taken up by KBR (Koekedouw Irrigation Board) for the construction of the Koekedouw Dam.

Background

The Koekedouw Dam was constructed in 1999 as a joint venture between Witzenberg Municipality and the Koekedouw Irrigation Board. Both parties to this venture incurred loans to pay for their share of the construction cost. The loan taken up by Witzenberg Municipality has been settled in 2017.

Currently KBR is still paying off on their loan and Witzenberg Municipality is part of this repayment agreement in terms of our allocation for Vredebes farm. See **annexure 8.1.2(a)**.

The KBR management has met with RMB in order to negotiate a new financing model in order to settle the loan and minimize cost. The new financing model agreed to between the parties, and approved by KBR, is attached as **annexure 8.1.2(b)**.

This new option entails the settling of the loan once-off in order to cut out huge interest on the loan. As can be seen on the attached spreadsheet if we stay with the old financing model, KBR will make a total repayment of R348 628 396 on the initial loan. Currently the outstanding amount is R54 687 042.00, but this amount will escalate to R78 944 608.00 before it starts to decrease and eventually be settled in 2044. With the new financing model total repayment will be R83 152 706.00 resulting in a total saving of R265 475 690.00.

Legal framework

Because Witzenberg Municipality is part of KBR in terms of our allocation for Vredebes, we are also liable for the repayment of our portion of the loan from RAB.

Financial impact

With the new financing model we will have a huge saving on the repayment of the loan. In terms of the old financing model we will be responsible for repayment of R4 052 646.00 whereas with the new financing model we will make a once-off payment of R889 891.98 to settle the loan, resulting in a saving of R3 162 754.02."

The Municipal Manager gave a background with regard to the matter of settling the Rand Merchant Bank (RMB) loan for the Koekedouw Dam. Further investigation in terms of the agreement will be done. This matter only recently arose and the loan was done before the purchase of Vredebes. The water rights were part of the agreement.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the new financing model option.
(b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Councillor BC Klaasen mentioned that the outstanding arrear amount is based on calculations made by the Koekedouw Irrigation Board and that further investigations are necessary.

Council unanimously resolved on 30 May 2019 that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Further report from Municipal Manager, dated 24 July 2019:

"Since the last Executive Mayoral Committee and council meetings Administration has attempted to obtain written agreements of Council's financial commitment towards the Koekedouw Irrigation Board. The Deed of Sale does not make mention of any such financial commitment towards the Board nor the Title Deed. The Title Deed reflects the water right that is registered and which is inherent to the farm. A meeting was requested with the Chairperson of the Irrigation Board, Mr Danie Goosen, which took place on 2 July 2019.

A summary of the meeting is contained in the email sent by Mr Goosen to the Municipal Manager's office, dated 2 July 2019 and is attached as **annexure 8.1.2(c)**. In terms of the discussion the Koekedouw Irrigation Board took up a loan with the Rand Merchant Bank on behalf of its members. The accountability of the members was pro rata with the water rights of their respective farms. All the members at that time agreed to the conditions which was later on also accepted by the municipality when Vredebes was purchased. The Irrigation Board used to send an invoice to its members on a yearly basis, which included the municipality and in terms of which they then were obliged to settle. The municipality has been paying regularly on an annual basis since they acquired the farm. The invoice was normally divided into an operational and capital contribution. In terms of the Irrigation Board's members meeting resolution taken, the members accepted the settlement as previously outlined. On the date of the discussion all the members have paid their contribution of the settlement towards the Rand Merchant Bank loan except for the municipality. The Koekedouw Irrigation Board went ahead to pay on the municipality's behalf, because of their commitment and legal obligation and has requested that the municipality repays the amount to them. The crux of the discussion is that the liability of the municipality is coupled to the water rights inherent to the property.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the new financing model option.
(b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the new financing model option.
(b) that Witzenberg Municipality settles their portion of the loan with a once-off payment.

8.1.3 Quarterly inventory count: Municipal Stores, Drommedaris Street, Ceres: 20 March 2019 (6/1/1)

The following items refer:

(a) Item 7.1.5 of the Executive Mayoral Committee meeting, held on 27 May 2019.
(b) Item 8.1.5 of the council meeting, held on 30 May 2019.
(c) Item 7.1.3 of the Executive Mayoral Committee meeting still to be held.

A memorandum from the Manager: Supply Chain, dated 2 April 2019, is attached as **annexure 8.1.3**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that cognisance be taken of the stock count of 20 March 2019.

(b) that Council authorises the up-taking of surpluses as per table 3.1(a) of the annexure.

(c) that Council authorises the writing off of stock shortages as per table 3.1(b) to the value of R2 240-62.

(d) that Council authorises the writing off of damaged stock as per table 3.1(c) to the value of R2-98.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the quarterly inventory count be held in abeyance for further clarification.

Council unanimously resolved on 30 May 2019 that the matter in respect of the quarterly inventory count be held in abeyance for further clarification.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that cognisance be taken of the stock count of 20 March 2019.

(b) that Council authorises the up-taking of surpluses as per table 3.1(a) of the annexure.

(c) that Council authorises the writing off of stock shortages as per table 3.1(b) to the value of R2 240-62.

(d) that Council authorises the writing off of damaged stock as per table 3.1(c) to the value of R2-98.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that cognisance be taken of the stock count of 20 March 2019.

(b) that Council authorises the up-taking of surpluses as per table 3.1(a) of the annexure.

(c) that Council authorises the writing off of stock shortages as per table 3.1(b) to the value of R2 240-62.

(d) that Council authorises the writing off of damaged stock as per table 3.1(c) to the value of R2-98.

8.1.4 Quarterly Budget Statement [Section 52(d)] Report: 4th Quarter of 2018/2019 (1 April 2019 until 30 June 2019) (9/1/2/2)

Item 7.1.4 of the Executive Mayoral Committee meeting, still to be held, refers.

The Quarterly Budget Statement [Section 52(d)] Report for the fourth quarter of 2018/2019 is attached as **annexure 8.1.4**.

The following recommendation is tabled to the Executive Mayoral Committee:

(a) That the Executive Mayoral Committee recommends to Council:

that notice be taken of the tabling of the Quarterly Budget Statement Report in terms of Section 52(d) for the fourth quarter of 2018/2019 (period 1 April 2019 to 30 June 2019) and that the report, after consideration, be approved and accepted.

(b) That the report be referred to Council's Municipal Public Accounts Committee and Performance, Risk and Audit Committee for their recommendations to Council.

RECOMMENDED

(a) That the Executive Mayoral Committee recommends to Council:

that notice be taken of the tabling of the Quarterly Budget Statement Report in terms of Section 52(d) for the fourth quarter of 2018/2019 (period 1 April 2019 to 30 June 2019) and that the report, after consideration, be approved and accepted.

(b) That the report be referred to Council's Municipal Public Accounts Committee and Performance, Risk and Audit Committee for their recommendations to Council.

8.1.5 PRAC 1st Bi-Annual Performance Management System Report: 2018/2019 (5/14/4)

Item 7.1.5 of the Executive Mayoral Committee meeting, still to be held, refers.

The PRAC First Bi-Annual Performance Management System Report to Council for 2018/2019, dated May 2019, is attached as **annexure 8.1.5**.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the PRAC First Bi-Annual Performance Management System Report for 2018/2019, after consideration, be approved and accepted.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the PRAC First Bi-Annual Performance Management System Report for 2018/2019, after consideration, be approved and accepted.

8.1.6 MFMA Circular no. 95: Interventions and debt relief (5/10/R)

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

MFMA Circular no. 95 from National Treasury, dated 1 June 2019, is attached as **annexure 8.1.6**.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the contents of MFMA Circular no. 95 from National Treasury, dated 1 June 2019.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the contents of MFMA Circular no. 95 from National Treasury, dated 1 June 2019.

8.1.7 Submission of Final 2019/2020 Top Layer SDBIP (5/1/5/12)

Item 8.1.2 of the council meeting, held on 26 March 2019, refers.

Council resolved on 26 March 2019:

> that Council takes notice of the Draft Budget, the Draft Review IDP and the Draft Top Layer SDBIP of the Witzenberg Municipality for the financial year 2019/2020 and the indicative budget for the two years 2020/2021 and 2021/2022 that have been tabled by the Executive Mayor in Council.

The Municipal Finance Management Act No. 56 of 2003 (MFMA) and National Treasury MFMA Circular No. 13 require 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 abovementioned legislation and published on the municipal website. The Mayor approved the 2019/20 Top Layer SDBIP on 5 June 2019.

The Final 2019/20 Top Layer SDBIP is attached as **annexure 8.1.7**.

RECOMMENDED

that notice be taken of the Final 2019/20 Top Layer SDBIP.

8.1.8 Draft Review IDP and Budget Process Plan for 2020 - 2021 (02/02/1)

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

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

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

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

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

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

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

Pursuant to the above statutory requirements, a Draft Process Plan for the 2020 – 2021 Review IDP and Budget cycle is attached as **annexure 8.1.8**.

RECOMMENDED

That notice be taken of the Draft Review IDP and Budget Process Plan for 2020 - 2021.

8.1.9 Terms of Reference: Disciplinary Board for Financial Misconduct (5/P)

Item 7.1.7 of the Executive Mayoral Committee meeting, still to be held, refers.

Council resolved on 27 August 2014:

(a) That a Board be established in terms of Government Gazette 37699 of 30 May 2014 to address any financial misconduct, as described in the Municipal Finance Management Act, in the municipality.

(b) That any investigation regarding financial irregularities applicable to councillors be conducted in terms of the Code of Conduct for Councillors as regulated by the Municipal Systems Act.

(c) That the Board does not consist of more than five members, as stated in the Regulations.

(d) That the Executive Mayoral Committee will have delegated powers to co-opt any person to the Board.

The Terms of Reference for the Disciplinary Board for Financial Misconduct, dated July 2019, is attached as **annexure 8.1.9**.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

That the Terms of Reference for the Disciplinary Board for Financial Misconduct, after consideration, be approved and accepted.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

That the Terms of Reference for the Disciplinary Board for Financial Misconduct, after consideration, be approved and accepted.

8.1.10 Appointment of Performance, Risk and Audit Committee members for a second 3-year term
(5/14/4)

Item 7.1.8 of the Executive Mayoral Committee meeting, still to be held, refers.

The following memorandum, dated 22 July 2019, was received from the Municipal Manager:

"Purpose

The purpose of this communication is for the Executive Mayoral Committee and Council to consider the appointment of two PRAC members for a second 3-year term.

Deliberation

The first 3-year term of the PRAC Chairperson, Mr J. George, and member, Mr S Redelinghuys, will expire on 31 October 2019. To ensure continuity it is important to consider the following as stated in the PRAC Charter:

'Term of office

(1) The Chairperson and members of the Performance, Risk and Audit Committee are appointed for a period of three years subject to annual reappointment during the three-year term.

(2) Council may consider to extend the term of a member who is a permanent resident of the Witzenberg area should local residents not be represented on the committee.

(3) A member of the Performance, Risk and Audit Committee shall not serve for longer than two consecutive terms of three years each.

(4) After serving two consecutive terms of three year, a cooling off period of two years is instituted, before appointing the same member to the Performance, Risk and Audit Committee.'

Council resolved on 26 October 2016:

(a) that Mr Jonathan George be appointed as the Chairperson of the Performance, Risk and Audit Committee.

(b) that Mr Fanus Redelinghuys be appointed as a member of the Performance, Risk and Audit Committee.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(i) that the appointment of the Chairperson of the Performance, Risk and Audit Committee, Mr J George, and member, Mr S Redelinghuys, for a second 3-year term for the period 1 November 2019 until 31 October 2021 be approved.

(ii) that the appointment letters be signed by the Municipal Manager.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(i) that the appointment of the Chairperson of the Performance, Risk and Audit Committee, Mr J George, and member, Mr S Redelinghuys, for a second 3-year term for the period 1 November 2019 until 31 October 2021 be approved.

(ii) that the appointment letters be signed by the Municipal Manager.

8.1.11 Local Government Municipal Finance Management Act, 2003: Municipal Cost Containment Regulations 2019 (5/P)

Item 7.1.9 of the Executive Mayoral Committee meeting, still to be held, refers.

The Minister of Finance promulgated the Municipal Cost Containment Regulations in Government Gazette number 42514 on 7 June 2019, which became effective as from 1 July 2019.

In terms of the regulations the municipality must develop or revise and implement a Cost Containment Policy which must be adopted by the municipal Council. The said regulations is attached as **annexure 8.1.11**. The regulations have a major impact on the operations of Council and require an in-depth review of existing policies before the Cost Containment Policy can be adopted. The Council members will be taken through a workshop to discuss the regulations after which a policy will be formulated once the other policies of Council have also been reviewed to bring it in line with the current regulations.

The matter is tabled to the Executive Mayoral Committee for discussion and consideration.

RECOMMENDED

For consideration of the Executive Mayoral Committee's recommendation.

8.1.12 Quarterly inventory count: Municipal Stores, Drommedaris Street, Ceres: 27 June 2019 (6/1/1)

Item 7.1.10 of the Executive Mayoral Committee meeting, still to be held, refers.

A memorandum from the Manager: Supply Chain, dated 2 July 2019, is attached as **annexure 8.1.12**.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that cognisance be taken of the stock count of 27 June 2019.

(b) that Council authorises the up-taking of surpluses as per table 3.1(a).

(c) that Council authorises the writing off of stock shortages as per table 3.1(b) to the value of R2 240-62.

(d) that Council authorises the writing off of damaged stock as per table 3.1(c) to the value of R2-98.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that cognisance be taken of the stock count of 27 June 2019.

(b) that Council authorises the up-taking of surpluses as per table 3.1(a).

(c) that Council authorises the writing off of stock shortages as per table 3.1(b) to the value of R2 240-62.

(d) that Council authorises the writing off of damaged stock as per table 3.1(c) to the value of R2-98.

8.1.13 Amendment of contract for digital speed cameras: Section 116(3) of Municipal Finance Management Act (8/2/15/78)

Item 7.1.11 of the Executive Mayoral Committee meeting, still to be held, refers.

A memorandum from the Acting Director: Finance, dated 18 July 2019, is attached as **annexure 8.1.13**.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

In promotion of Section 217 Constitution of the Republic Of South Africa, 1996, which enunciates: "When an organ of state in the national, provincial or local sphere of government, or any other institution identified in national legislation, contracts for goods or services, it must do so in accordance with a system which is fair, equitable, transparent, competitive and cost effective" we table for consideration in terms of Section 116(3)(a) of the Municipal Finance Management Act No.56 of 2003 for an amendment in terms of the contract with TMT Services & Supplies (Pty) Ltd t/a Traffic Management Technologies to be 36 months in total. Hereby indicating that the contract will terminate on 18 December 2021. That Section 116 (3)(b) also done before amendment. If Section 33 is applicable, that authorisation be provided to commence the process as well.

RECOMMENDED

For consideration of the Executive Mayoral Committee's recommendation to Council.

8.1.14 Supply Chain Management: Paragraph 7(4) quarterly report ending 30 June 2019: Implementation of Supply Chain Management Policy
(9/1/2/2)

Item 7.1.12 of the Executive Mayoral Committee meeting, still to be held, refers.

A memorandum from the Manager: Supply Chain, dated 3 July 2019, is attached as **annexure 8.1.14**.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that the Acting Chief Financial Officer submits the report to the Accounting Officer by 7 July 2019.

(b) that the Accounting Officer submits the report to the Executive Mayor by 10 July 2019.

(c) that notice be taken of the Paragraph 7(4) quarterly report ending 30 June 2019.

(d) that the report be made available to the public in terms of Section 21 A of the Municipal Systems Act (Act no 32 of 2000) after it has been tabled to Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that the Acting Chief Financial Officer submits the report to the Accounting Officer by 7 July 2019.

(b) that the Accounting Officer submits the report to the Executive Mayor by 10 July 2019.

(c) that notice be taken of the Paragraph 7(4) quarterly report ending 30 June 2019.

(d) that the report be made available to the public in terms of Section 21 A of the Municipal Systems Act (Act no 32 of 2000) after it has been tabled to Council.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Waiver of pre-emptive right on erf 3775, Ceres (15/4/1/1/196)

The following items refer:

(a) Item 7.2.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.
(b) Item 8.2.1 of the council meeting, held on 30 May 2019.
(c) Item 7.2.1 of the Executive Mayoral Committee meeting still to be held.

The following memorandum, dated 21 May 2019, was received from the Municipal Manager:

"Purpose

To recommend to Council to consider the waiver of Council's pre-emptive right on a portion of erf 3775, Ceres, more commonly known as the Ceres cricket ground in favour of a property development.

Background

Erf 3775, Ceres is registered in the name of Ceres *Landbougenootskap*. A property developer. Dorpstraat, Stellenbosch, approached the *Landbougenootskap* to acquire the property for purposes of developing a convenience shopping centre. No lay-out or building plans have been drafted, because the developer first wants an in-principle approval from Council before major expenses are being incurred. In terms of the letter from Dorpstraat the size of the development will be between 6 000 and 7 500 m². The total capital investment will between R120 million and R130 million. In terms of the presentation done by Dorp Street there will be an anchor tenant and the whole purpose is to attract new traders to Ceres instead of recycling existing shops in town. The existing cricket facility will be moved to Victoria Park where both the rugby and cricket facilities will be upgraded by the developer. Some of the proceeds of the sale agreement will be used to renovate and build new conference facilities at Victoria Park. If the development is approved it will create opportunities for local business people. Permanent job opportunities will be through the small businesses in the centre as well as security, cleansing and maintenance opportunities.

A profile of Dorpstraat Developers is attached as **annexure 8.2.1**. The developers have been involved in several successful centres and malls as listed in their profile. They are currently busy with three centres that are under construction which inter alia includes Robertson.

Municipal services

No detailed plans were submitted to the Directorate Technical Services. The directorate, however, indicated that municipal services will be available within the area. The most challenging service will be that of electricity in terms of the provisional requirement, but coupled with alternative energy the municipality should be in a position to provide electricity to the development. The development will be responsible for all costs related to the upgrade of bulk services to the specific development, which cost will be in terms of Council's approved policy.

Financial implication

There are no financial implications for Council. If the development is approved, it will create additional income for Council.

Legal implication

If Council waives the requirement in terms of the Title Deed that the property must first be offered to Council and that the land may only be used for sports activities, then such decision must be made known to the public through an advertisement in the local newspaper."

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the pre-emptive right on erf 3775, Ceres be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the pre-emptive right on erf 3775, Ceres be held in abeyance until the next meeting.

The matter is tabled to the Executive Mayoral Committee for consideration.

RECOMMENDED

For consideration of a recommendation to Council.

8.2.2 Request to obtain Council's 15 hectare water rights in respect of Vredebes farm (16/2/R)

The following items refer:

(a) Item 7.2.2 of the Executive Mayoral Committee meeting, held on 27 May 2019.
(b) Item 8.2.2 of the council meeting, held on 30 May 2019.
(c) Item 7.2.2 of the Executive Mayoral Committee meeting still to be held.

The following memorandum, dated 21 May 2019, was received from the Municipal Manager:

"Purpose

To recommend and consider a request from Witzenberg Deelnemingstrust to transfer Council's water rights of 15 hectare summer water in respect of Vredebes to the trust.

Background

Council purchased Vredebes farm for housing purposes. It also acquired 15 hectare summer water rights from the Koekedouw Irrigation Board in respect of the farm. Council must annually contribute and pay to the Koekedouw Irrigation Board for the operational cost and redemption of the loan at the Rand Merchant Bank. An item is also tabled to Council in terms whereof Council is requested to make payment to the amount of R889 891-98 to the Irrigation Board to redeem Council's portion of the loan as per the agreement reached between Rand Merchant Bank and the Irrigation Board. The Witzenberg Deelnemingstrust has addressed a letter to the Executive Mayor as well as Municipal Manager, requesting Council to consider transferring the rights in the 15 ha agricultural water to the trust. A copy of the letter is attached as **annexure 8.2.2**."

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter regarding the request to obtain Council's 15 hectare water rights in respect of Vredebes farm be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter regarding the request to obtain Council's 15 hectare water rights in respect of Vredebes farm be held in abeyance until the next meeting.

The matter is tabled to the Executive Mayoral Committee for consideration.

RECOMMENDED

For consideration of the Executive Mayoral Committee's recommendation to Council.

8.2.3 Witzenberg Spatial Development Framework: Proposed programme and Inception Report (15/4/P)

The following items refer:

(a) Item 7.1 of the meeting of the Committee for Technical Services, held on 22 May 2019.
(b) Item 7.2.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.
(c) Item 8.2.3 of the council meeting, held on 30 May 2019.
(d) Item 7.2.3 of the Executive Mayoral Committee meeting still to be held.

The following report, dated 23 April 2019, was received from the Manager: Town Planning and Building Control:

"Background

On 12 February 2019 the municipality appointed consultant Built Environment Partnership (BEP) as the service provider to execute the review of the Witzenberg Spatial Development Framework.

Attached as **annexure 8.2.3** is the Inception Report produced by the consultant which among other things propose a work programme and consultation plan.

Legislation

The Witzenberg Land Use Planning By-Law requires that the municipality approve a consultation plan and programme for the adoption of its Spatial Development Framework as follows:

'(1) When drafting or amending the municipal spatial development framework in terms of the Municipal Systems Act, the Municipal Council must, in accordance with the process adopted in terms of section 28 of the Municipal Systems Act:

(a) approve a consultation plan which meets the requirements of:

(i) section 29(1) of the Municipal Systems Act;

(ii) section 20(3) of SPLUMA;

(iii) section 13 of the Land Use Planning Act; and

(b) approve a programme which includes the stages at which a designated political structure, political office bearer or official must comment upon the draft municipal spatial development framework or draft amendment.'

Work programme

The Witzenberg Spatial Development Framework Project's Scope of Work has been split into eight separate project phases and forms the core focus areas of the work phase methodology. With an additional last phase included for administrative purposes. The phases classify how the project team will go about completing the SDF. These work phases are shown in the table below:

WBS	TASK NAME	DURATION	START	FINISH
0	**Witzenberg SDF Draft Programme**	**352 days**	**Thu 10/25/18**	**Tue 4/21/20**
1	**Tender Submission and Award**	**66 days**	**Thu 10/25/18**	**Tue 2/12/19**
2	**PHASE 1: PROJECT INCEPTION**	**37 days**	**Wed 2/13/19**	**Thu 4/4/19**
3	**PHASE 2: LEGISLATIVE AND POLICY REVIEW**	**32 days**	**Tue 2/26/19**	**Wed 4/10/19**
4	**PHASE 3: PRINCIPLES AND DRAFT VISION**	**31 days**	**Thu 4/4/19**	**Wed 5/22/19**
5	**PHASE 4: STATUS QUO SYNTHESIS**	**49 days**	**Wed 3/27/19**	**Fri 6/7/19**
6	**PHASE 5: SPATIAL CONCEPT AND STRATEGY**	**45 days**	**Mon 6/3/19**	**Mon 8/5/19**
7	**PHASE 6: DRAFT SDF WITH CAPITALEXPENDITURE FRAMEWORK AND IMPLEMENTATION FRAMEWORK**	**110 days**	**Thu 8/8/19**	**Fri 1/31/20**
8	**PHASE 7: FINAL SDF**	**45 days**	**Mon 2/3/20**	**Fri 4/3/20**
9	**PHASE 8: RECONCILIATION AND CLOSE OUT**	**10 days**	**Mon 4/6/20**	**Tue 4/21/20**

The Committee for Technical Services resolved on 22 May 2019:

That the Committee for Technical Services recommends to the Executive Mayoral Committee and Council:

that, in terms of Section 4(1) of the Witzenberg Land Use Planning By-Law, the project programme and consultation plan contained in the Inception Report prepared by Built Environment Partnership, be approved.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that, in terms of Section 4(1) of the Witzenberg Land Use Planning By-Law, the project programme and consultation plan contained in the Inception Report prepared by Built Environment Partnership, be approved.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposed programme and inception report of the Witzenberg Spatial Development Framework be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the proposed programme and inception report of the Witzenberg Spatial Development Framework be held in abeyance until the next meeting.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that, in terms of Section 4(1) of the Witzenberg Land Use Planning By-Law, the project programme and consultation plan contained in the Inception Report prepared by Built Environment Partnership, be approved.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that, in terms of Section 4(1) of the Witzenberg Land Use Planning By-Law, the project programme and consultation plan contained in the Inception Report prepared by Built Environment Partnership, be approved.

8.2.4 Proposed Integrated Zoning Scheme By-Law for Witzenberg (15/4/P)

The following items refer:

(a) Item 7.2 of the meeting of the Committee for Technical Services, held on 22 May 2019.
(b) Item 7.2.4 of the Executive Mayoral Committee meeting, held on 27 May 2019.
(c) Item 8.2.4 of the council meeting, held on 30 May 2019.
(d) Item 7.2.4 of the Executive Mayoral Committee meeting still to be held.

The following memorandum, dated 16 April 2019, was received from the Manager: Town Planning and Building Control:

"Purpose

The purpose of this report is to introduce to Council an Integrated Zoning Scheme (IZS) By-Law for the Municipality and to adopt a process to commence with the implementation thereof.

The draft Integrated Zoning Scheme (IZS) is attached as **annexure 8.2.4**.

Background

The Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2014), stipulates in Section 24(1) that a municipality must adopt a single land use scheme for its entire municipal area within five years from the commencement of said Act. Municipalities thus have until **30 June 2020** to implement an integrated zoning scheme.

Currently the Witzenberg Municipal area is covered by three different zoning schemes comprising of:

- Ceres Scheme (1994)
- Nduli (1989)
- Section 8 (1988) applying to Wolseley, Tulbagh, Prince Alfred's Hamlet, the town Op-die-Berg and farming areas

Notwithstanding the requirement of SPLUMA, these different zoning schemes are also outdated and did not kept track with the changing development context of the area. As a consequence, these zoning schemes complicate land use management.

Consequently it is necessary to consolidate the different zoning schemes into a single integrated zoning scheme, as well as to modernise the zoning scheme into an innovative tool which is more suited for managing the challenges of development.

Overview of proposed process

The following process and associated timeframes to finalise and implement the IZS will be followed in three phases:

Finalise draft IZS for Council submission – current to May 2019

- Technical examination of the content of the IZS to consider and make sure that it covers any specific needs or challenges that the municipality faces. Completed.
- Develop zoning transition tables to allocate the new zonings. Completed.
- Submit draft IZS to Council for mandate to release same for purpose of public participation, including the proposed Public Participation Process. **Presented with this report.**
- Prepare a land use register and determine a new zoning in terms of the IZS for every property with the finalisation of a new associated zoning map.

Public Participation Process for IZS – June 2019 to December 2019

- Undertake Public Participation and advertisement campaign, including Council workshops.
- Evaluate any inputs on IZS and finalise draft IZS.
- Communicate responses to parties who provided inputs.

Approval and Implementation of IZS – January 2020 to March 2020

- Finalise IZS and submit report to Council for final adoption.
- Publish adoption of IZS [Municipal Systems Act Section13(a) promulgation].
- Continue to address any bona fide zoning disputes."

The Committee for Technical Services resolved on 22 May 2019:

That the Committee for Technical Services recommends to the Executive Mayoral Committee and Council:

(a) That Council takes cognisance of the fact that in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2014) a single land use scheme needs to be implemented no later than 30 June 2020.

(b) That the draft Witzenberg Zoning Scheme By-Law be approved in principle and the process be followed for adoption of same.

(c) That in terms of Section 12(3)(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) the proposed draft Witzenberg Zoning Scheme By-Law be published for public comment.

(d) That the proposed draft Witzenberg Zoning Scheme By-Law and any comments received during public participation be submitted to Council for consideration and final adoption.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) That Council takes cognisance of the fact that in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2014) a single land use scheme needs to be implemented no later than 30 June 2020.

(b) That the draft Witzenberg Zoning Scheme By-Law be approved in principle and the process be followed for adoption of same.

(c) That in terms of Section 12(3)(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) the proposed draft Witzenberg Zoning Scheme By-Law be published for public comment.

(d) That the proposed draft Witzenberg Zoning Scheme By-Law and any comments received during public participation be submitted to Council for consideration and final adoption.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Proposed Integrated Zoning Scheme By-Law for Witzenberg be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the Proposed Integrated Zoning Scheme By-Law for Witzenberg be held in abeyance until the next meeting.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) That Council takes cognisance of the fact that in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2014) a single land use scheme needs to be implemented no later than 30 June 2020.

(b) That the draft Witzenberg Zoning Scheme By-Law be approved in principle and the process be followed for adoption of same.

(c) That in terms of Section 12(3)(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) the proposed draft Witzenberg Zoning Scheme By-Law be published for public comment.

(d) That the proposed draft Witzenberg Zoning Scheme By-Law and any comments received during public participation be submitted to Council for consideration and final adoption.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) That Council takes cognisance of the fact that in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2014) a single land use scheme needs to be implemented no later than 30 June 2020.

(b) That the draft Witzenberg Zoning Scheme By-Law be approved in principle and the process be followed for adoption of same.

(c) That in terms of Section 12(3)(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) the proposed draft Witzenberg Zoning Scheme By-Law be published for public comment.

(d) That the proposed draft Witzenberg Zoning Scheme By-Law and any comments received during public participation be submitted to Council for consideration and final adoption.

8.2.5 Appèl teen afkeuring van aansoek om afwyking vir verkoop en verspreiding van vleisprodukte: Erf 6170, Sultanasingel 18, Ceres (15/4/1/1/201)

Item 7.2.5 van die Uitvoerende Burgemeesterskomitee vergadering, wat nog gehou moet word, verwys.

Die volgende verslag, gedateer 1 Julie 2019, is vanaf die Bestuurder: Stadsbeplanning en Boubeheer ontvang:

"Die gedelegeerde bevoegdheid het op 11 Maart 2019 die aansoek om afwyking vir die verkoop en verspreiding van vleisprodukte vanaf erf 6170, Sultanasingel 18, Ceres afgekeur.

Die aansoeker het teen die besluit geappelleer en die appèl word oorweeg en bespreek as volg:

Redes vir besluit	Aansoeker se appèl	Stadsbeplanner kommentaar
Die voorstel wat die opsny/saag van karkasse insluit, kan nie in woonbuurte ondersteun word nie en moet in die sentrale sakekern vestig waar wonings nie aanwesig is nie.	Aansoeker vra in die appèl dat die Raad die besluit sal heroorweeg indien hy slegs verpakking en verspreiding van vleisprodukte, polonies, vis en kospakkies vanaf die perseel doen.	Die verpakking en verspreiding van bederfbare voedsel/vleisprodukte kan nie in woonbuurte ondersteun word nie.

Die volgende bylaes word aangeheg:

(a) Besluit gedateer 11 Maart 2019: **Bylae 8.2.5(a)**.
(b) Appèl gedateer 1 April 2019: **Bylae 8.2.5(b)**.
(c) Kaart wat die ligging van die perseel aandui: **Bylae 8.2.5(c)**."

Die volgende aanbeveling word aan die Uitvoerende Burgemeesterskomitee voorgelê:

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

Dat die appèl van mnr. C Japhets teen die Raad se afkeuring van sy aansoek om afwyking op erf 6170, Ceres van die hand gewys word.

AANBEVEEL

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

Dat die appèl van mnr. C Japhets teen die Raad se afkeuring van sy aansoek om afwyking op erf 6170, Ceres van die hand gewys word.

8.2.6 Essential Services: Witzenberg Electrical Master Plan (16/3/1)

The following items refer:

(a) Item 7.3 of the meeting of the Committee for Technical Services, held on 19 September 2018.

(b) Item 7.2.8 of the Executive Mayoral Committee meeting, held on 30 October 2018.

(c) Item 8.2.9 of the council meeting, held on 31 October 2018.

(d) Item 7.2.2 of the Executive Mayoral Committee meeting, held on 21 January 2019.

(e) Item 8.2.2 of the Council meeting, held on 23 January 2019.

(f) Item 7.2.6 of the Executive Mayoral Committee meeting still to be held.

The following documents are attached:

(a) Memorandum from the Senior Manager: Electro-Technical Services, dated 27 June 2018: **Annexure 8.2.6(a)**.

(b) Master Planning and Status Report on 11 kV structure in Ceres: Period 2018 – 2028: Document 1: **Annexure 8.2.6(b)**.

(c) Master Planning and Status Report on 11 kV structure in Tulbagh: Period 2018 – 2028: Document 2: **Annexure 8.2.6(c)**.

(d) Master Planning and Status Report on 11 kV structure in Wolseley: Period 2018 – 2028: Document 3: **Annexure 8.2.6(d)**.

The Committee for Technical Services resolved on 19 September 2018 that the Committee for Technical Services recommends to the Executive Mayoral Committee and Council:

(a) that Council approves the "Master Planning and Status Report on the 11 kV infrastructure in Ceres, Tulbagh and Wolseley: Period 2018 - 2028" as developed by Neil Lyners and Associates in conjunction with the personnel of the Electrical Department.

(b) that Council adopts the Electrical Master Plan as the primary source document for budgeting and forward planning.

(c) that the matter pertaining to Essential Services: Witzenberg Electrical Master Plan be workshopped with Council.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the "Master Planning and Status Report on the 11 kV infrastructure in Ceres, Tulbagh and Wolseley: Period 2018 - 2028" as developed by Neil Lyners and Associates in conjunction with the personnel of the Electrical Department.

(b) that Council adopts the Electrical Master Plan as the primary source document for budgeting and forward planning.

(c) that the matter pertaining to Essential Services: Witzenberg Electrical Master Plan be workshopped with Council.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter in respect of the Witzenberg Electrical Master Plan be held in abeyance until the next meeting.

Council unanimously resolved on 31 October 2018 that the matter in respect of the Witzenberg Electrical Master Plan be held in abeyance until the next meeting.

The Executive Mayoral Committee resolved on 21 January 2019 that the Executive Mayoral Committee recommends to Council:

(a) that Council approves the "Master Planning and Status Report on the 11 kV infrastructure in Ceres, Tulbagh and Wolseley: Period 2018 - 2028" as developed by Neil Lyners and Associates in conjunction with the personnel of the Electrical Department.

(b) that Council adopts the Electrical Master Plan as the primary source document for budgeting and forward planning.

(c) that the matter pertaining to Essential Services: Witzenberg Electrical Master Plan be workshopped with Council.

Council resolved on 23 January 2019 that the matter in respect of the Witzenberg Electrical Master Plan be held in abeyance and be discussed in more detail at the next Council workshop.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the "Master Planning and Status Report on the 11 kV infrastructure in Ceres, Tulbagh and Wolseley: Period 2018 - 2028" as developed by Neil Lyners and Associates in conjunction with the personnel of the Electrical Department.

(b) that Council adopts the Electrical Master Plan as the primary source document for budgeting and forward planning.

(c) that the matter pertaining to Essential Services: Witzenberg Electrical Master Plan be workshopped with Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the "Master Planning and Status Report on the 11 kV infrastructure in Ceres, Tulbagh and Wolseley: Period 2018 - 2028" as developed by Neil Lyners and Associates in conjunction with the personnel of the Electrical Department.

(b) that Council adopts the Electrical Master Plan as the primary source document for budgeting and forward planning.

(c) that the matter pertaining to Essential Services: Witzenberg Electrical Master Plan be workshopped with Council.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 Housing: Witzenberg Municipal Housing Pipeline for 2018/2019 (05/06/1)

The following items refer:

(a) Item 9.1.4 of the meeting of the Committee for Housing Matters, held on 6 September 2018.

(b) Item 7.3.5 of the Executive Mayoral Committee meeting held on 30 October 2018.

(c) Item 8.3.7 of the Council meeting, held on 31 October 2018.

(d) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.

(e) Item 8.3.1 of the Council meeting, held on 30 May 2019.

(f) Item 7.3.1 of the Executive Mayoral Committee meeting still to be held.

A memorandum from the Manager: Housing, dated 6 August 2018, is attached as **annexure 8.3.1**.

The Committee for Housing Matters resolved on 6 September 2018 to recommend to the Executive Mayoral Committee and Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter regarding the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

Council unanimously resolved on 31 October 2019 that the matter regarding the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

8.3.2 Proposal for utilisation of Busy Bee Building: Erf 1567, Piet Retief Street, Tulbagh (7/1/4/1)

The following items refer:

(a) Item 7.1 of the meeting of the Committee for Local Economic Development and Tourism, held on 20 February 2019.

(b) Item 7.3.3 of the Executive Mayoral Committee meeting held on 26 February 2019.

(c) Item 8.3.5 of the Council meeting, held on 27 February 2019.

(d) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 25 March 2019.

(e) Item 8.3.1 of the Council meeting, held on 26 March 2019.

(f) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.

(g) Item 8.3.2 of the Council meeting, held on 30 May 2019.

(h) Item 7.3.2 of the Executive Mayoral Committee meeting still to be held.

The following memorandum, dated 27 September 2018, was received from the Acting Manager: Socio-Economic Development:

"Purpose

The purpose of the report is to determine the utilisation of the old Busy Bee building on erf 1567, Piet Retief Street, Tulbagh.

Background

The building on erf 1567, Piet Retief Street, Tulbagh (known as the Busy Bee building) has been vacant since 1st March 2018. DPSA Tulbagh was the previous lessee from 1 October 2013, with the lease not being renewed by the Witzenberg Council. The current lessee was obligated to evacuate the building by the end of February 2018.

Request

It is requested that the Witzenberg Council provides suggestions for the utilisation of the building.

Recommendation

A current proposal is on the table for the building to be provided to Tulbagh Tourism in order to utilise the building to expose local tourism entrepreneurs from Witzenville and Chris Hani to tourists visiting the area. The recommendation is also that the building must contribute towards economic transformation through tourism and skills impartation."

The Committee for Local Economic Development resolved on 20 February 2019 to recommend to the Executive Mayoral Committee and Council:

(a) that the Acting Manager: Socio-Economic Development investigates and takes control of the municipal assets at the Busy Bee Building, erf 1567, Piet Retief Street, Tulbagh.

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

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 26 February 2019 that the Executive Mayoral Committee recommends to Council:

that the matter in respect of the utilisation of the Busy Bee building on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting and the cost for repairs be determined and done.

Council resolved on 27 February 2019 that the matter in respect of the utilisation of the Busy Bee building on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting and the cost for repairs be determined and done.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 25 March 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance to obtain clarity and for further deliberations regarding the matter.

Council unanimously resolved on 26 March 2019 that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance to obtain clarity and for further deliberations regarding the matter.

The following recommendation was tabled to the Executive Mayoral Committee on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

8.3.3 Disaster Management: Approval of Ward Based Risk Assessment (17/7/3/2)

The following items refer:

(a) Item 7.3.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.
(b) Item 8.3.3 of the council meeting, held on 30 May 2019.
(c) Item 7.3.3 of the Executive Mayoral Committee meeting still to be held.

The following memorandum, dated 21 May 2019, was received from the Municipal Manager:

"Purpose

To recommend to Council to consider the approval of the Ward Based Risk Assessment conducted by Cape Winelands District Municipality for the benefit of Witzenberg.

Background

In terms of the Disaster Management Act the district municipality must establish an implement framework for disaster management, aimed at ensuring an integrated and uniform approach to disaster management in its area. Section 53 of the said act places a responsibility on the municipality to prepare a Disaster Management Plan for its area according to the circumstances prevailing in the area. The said disaster management plan must form an integral part of the municipality's Integrated Disaster Management Plan.

The district municipality is in the process of updating its Disaster Management Framework and requires its B-municipalities to update their Disaster Management Plans. The Ward Based Risk Assessment basically highlights the potential disaster risks for which the municipality must plan. The Ward Based Risk Assessment as performed by the service provider of the district municipality is attached as follows:

(a) Summary: Ward Based Risk Assessment: **Annexure 8.3.3(a)**.
(b) WBRA: Ward 1: **Annexure 8.3.3(b)**.
(c) WBRA: Ward 2: **Annexure 8.3.3(c)**.
(d) WBRA: Ward 3: **Annexure 8.3.3(d)**.
(e) WBRA: Ward 4: **Annexure 8.3.3(e)**.
(f) WBRA: Ward 5: **Annexure 8.3.3(f)**.
(g) WBRA: Ward 6: **Annexure 8.3.3(g)**.
(h) WBRA: Ward 7: **Annexure 8.3.3(h)**.
(i) WBRA: Ward 8: **Annexure 8.3.3(i)**.
(j) WBRA: Ward 9: **Annexure 8.3.3(j)**.
(k) WBRA: Ward 10: **Annexure 8.3.3(k)**.
(l) WBRA: Ward 11: **Annexure 8.3.3(l)**.
(m) WBRA: Ward 12: **Annexure 8.3.3(m)**.

The document will be workshopped by the district municipality for all councillors on 29 May 2019."

Legal implication

- The assessment followed a Public Participation Process, which is one of the enquiries in terms of the Disaster Management Act.
- The Ward Based Risk Assessment must be included in the Disaster Management Plan.

Financial implication

None."

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Ward Based Risk Assessment be noted and adopted.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Ward Based Risk Assessment be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the Ward Based Risk Assessment be held in abeyance until the next meeting.

The following recommendation is tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Ward Based Risk Assessment be noted and adopted.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the Ward Based Risk Assessment be noted and adopted.

8.3.4 Project: Installation of CCTV cameras along Voortrekker Road, Vos Street, the R46 (Ceres to Nduli), Ceres as well as Voortrekker and Olienhout Streets in Prince Alfred's Hamlet
(17/7/5)

The following items refer:

(a) Item 7.3.5 of the Executive Mayoral Committee meeting, held on 27 May 2019.
(b) Item 8.3.5 of the council meeting, held on 30 May 2019.
(c) Item 7.3.4 of the Executive Mayoral Committee meeting still to be held.

The following documents are attached:

(a) Memorandum from Municipal Manager, dated 22 May 2019: **Annexure 8.3.4(a)**.
(b) Map of route identified: **Annexure 8.3.4(b)**.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

(a) that Tulbagh and Wolseley be included in the project in respect of the installation of CCTV cameras in Ceres, Nduli and Prince Alfred's Hamlet.

(b) that the matter in respect of the installation of CCTV cameras be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019:

(a) that Tulbagh and Wolseley be included in the project in respect of the installation of CCTV cameras in Ceres, Nduli and Prince Alfred's Hamlet.

(b) that the matter in respect of the installation of CCTV cameras be held in abeyance until the next meeting.

The matter is tabled to the Executive Mayoral Committee for consideration.

RECOMMENDED

For consideration of the Executive Mayoral Committee's recommendation to Council.

8.3.5 Policy: Management of business properties for local economic development with the aim of empowering the previously disadvantaged communities (17/19/P)

The following items refer:

(a) Item 7.3.6 of the Executive Mayoral Committee meeting, held on 27 May 2019.
(b) Item 8.3.6 of the council meeting, held on 30 May 2019.
(c) Item 7.3.5 of the Executive Mayoral Committee meeting still to be held.

Council resolved per item 8.3.4 of 27 February 2019 that Senior Management develop a criteria guiding Council and its committees to deal with matters of local economic development where the previously disadvantaged are concerned in a just, equitable and transparent manner as prescribed by the Constitution and Municipal Finance Management Act. The draft policy is attached as **annexure 8.3.5**.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the management of business properties for local economic development with the aim of empowering the previously disadvantaged communities be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the management of business properties for local economic development with the aim of empowering the previously disadvantaged communities be held in abeyance until the next meeting.

The matter is tabled to the Executive Mayoral Committee for consideration.

RECOMMENDED

For consideration of the Executive Mayoral Committee's recommendation to Council.

8.3.6 Application: Relocation of established Nduli Carwash to erf 5145, Nduli, Ceres (17/19/1)

The following items refer:

(a) Item 7.2 of the meeting of the Committee for Local Economic Development and Tourism, held on 20 February 2019.

(b) Item 7.3.4 of the Executive Mayoral Committee meeting held on 26 February 2019.

(c) Item 8.3.4 of the Council meeting, held on 27 February 2019.

(d) Item 7.3.7 of the Executive Mayoral Committee meeting still to be held.

A memorandum from the Acting Manager: Socio Economic Development, dated 5 September 2018, is attached as **annexure 8.3.6**.

The Committee for Local Economic Development resolved on 20 February 2019 to recommend to the Executive Mayoral Committee and Council:

(a) that the Executive Mayoral Committee and Council consider approval of the application to relocate the established Ngcani Carwash business to erf 5145 on corner of Chris Hani Drive and R46 adjacent Mooi Blom Prison.

(b) that should the Executive Mayoral Committee and Council approve supra (a), a lease agreement be entered with Ngcani Carwash.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that the Executive Mayoral Committee and Council consider approval of the application to relocate the established Ngcani Carwash business to erf 5145 on the corner of Chris Hani Drive and the R46 adjacent to Warm Bokkeveld Prison.

(b) that should the Executive Mayoral Committee and Council approve supra (a), a lease agreement be entered with Ngcani Carwash.

The Executive Mayoral Committee resolved on 26 February 2019 that the Executive Mayoral Committee recommends to Council:

that the matter in respect of the relocation of the established Nduli Carwash on erf 5145, Nduli, Ceres be held in abeyance until the next meeting in order to ensure a fair supply chain process.

Council resolved on 27 February 2019 that the matter in respect of the relocation of the established Nduli Carwash on erf 5145, Nduli, Ceres be held in abeyance until the next meeting in order to ensure a fair supply chain process.

The following recommendation is tabled to the Executive Mayoral Committee:

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that the Executive Mayoral Committee and Council consider approval of the application to relocate the established Ngcani Carwash business to erf 5145 on the corner of Chris Hani Drive and the R46 adjacent to Warm Bokkeveld Prison.

(b) that should the Executive Mayoral Committee and Council approve supra (a), a lease agreement be entered with Ngcani Carwash.

8.3.7 Housing: Vacant land investigation: Bella Vista, Ceres (17/4/R)

The following items refer:

(a) Item 7.3.4 of the Executive Mayoral Committee meeting, held on 30 October 2018.
(b) Item 8.3.6 of the Council meeting, held on 31 October 2018.
(c) Item 7.3.8 of the Executive Mayoral Committee meeting still to be held.

A memorandum from the Manager: Housing, dated 18 September 2018, is attached as **annexure 8.3.7**.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter in respect of the vacant land investigation at Bella Vista, Ceres be held in abeyance until the next meeting.

Council unanimously resolved on 31 October 2018 that the matter in respect of the vacant land investigation at Bella Vista, Ceres be held in abeyance until the next meeting.

The matter is tabled to the Executive Mayoral Committee for consideration.

RECOMMENDED

For consideration of the Executive Mayoral Committee's recommendation.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Council's immovable property: Long lease or alienation of Klip River Park Resort, Tulbagh (7/1/4/1)

The following items refer:

(a) Item 7.4.4 of the Executive Mayoral Committee meeting, held on 27 May 2019.
(b) Item 8.4.4 of the council meeting, held on 30 May 2019.
(c) Item 7.4.1 of the Executive Mayoral Committee meeting still to be held.

The following report, dated 22 May 2019, was received from the Municipal Manager:

"Purpose

To recommend to Council to consider extending the lease period of Klip River Park from 15 years to 30 years or alienating the property known as Klip River Park together with adjacent land in terms of Council's Supply Chain process.

Background

Council resolved per item 8.1.3 on 28 August 2008:

(i) That Klip River Park and surrounding land be retained as a holiday resort and a recreational area.

(ii) That possible developments to be requested from interested parties for consideration by Council in future.

(iii) That the report of the developers and interested parties be tabled to Council.

A Section 78 investigation as per the Municipal Systems Act of 2000 was then followed to look at the Council resolution with the view of entering into a private public partnership agreement. A report was compiled, which is attached as **annexure 8.4.1(a)**. The report recommended that Council should either alienate the said land or follow a PPP process. During discussions with various stakeholders and National Treasury the option of a PPP was eliminated because of the possible turnover of the project (was being regarded as too small). The item was referred back to Council and it was resolved to follow a Supply Chain process in terms whereof Klip River Park would be leased on a long term period of 30 years. The Supply Chain process was advertised on two occasions in both the National and Provincial newspapers without any success. An extract from the tender document which was then advertised, is attached as **annexure 8.4.1(b)**. Site meetings during the advertisement process were compulsory and at all the meetings there were community members claiming that Council's process was flawed and that they would create problems for any successful bidder. At the last site meeting there were two company representatives who flew from Johannesburg and whom had shown genuine interest in as a potential lessee. They have, however, not submitted any bids after the said site meetings. Some of the inputs received during the clarification meetings and also from potential interested parties were that the lease period was not long enough and that the capital investment required at the park would not make the park a viable option for the 15 year period. The area for rental in terms of the said Council resolution is approximately 14.5 ha. A copy of a Google aerial photo is attached as **annexure 8.4.1(c)**.

The green section of Klip River Park is part of Galgeheuwel local Nature Reserve and cannot be developed whether the land is alienated or being part of a rental agreement. When the lease option was initially considered Council took into account the capital required to upgrade the park. At the time the park had to be re-electrified at a major cost. The swimming pool also required repairs which included a total replacement of the pump system. When the resort was operational it provided the following facilities:

(i) 18 Chalets
(ii) 69 Camping Sites
(iii) 4 Ablution blocks
(iv) Small office
(v) Swimming pool

Although the resort is not in operation there are two security guards guarding the property on a 24-hour basis. The cost of the security is approximately R35 000,00 per month. All the previous staff members were transferred and/or placed to other departments within the municipality. The previous report of 2010 has placed an evaluation of R5.2 million on the resort as well as the adjacent land. The resort forms part of commonage of Tulbagh. The municipal valuer has been requested for an updated valuation of the property in question.

Legal implication

If Council considers approving the long term lease agreement the process must be advertised in the local newspaper and submitted to Provincial and National Treasury for their comments as well. Council already took a decision that the land in question is not required for basic services as per the requirements of Section 14 of the Municipal Finance Management Act of 2003. The value of the land might be such that it will fall within the threshold of a special process that needs to be followed when such asset is alienated. In the latter instance it must also be advertised and Treasury must also be notified for inputs.

Financial implication

Council is not deriving any financial benefit from the property. Council in fact is losing money on the security spent as well as loss of potential income. Resorts are not a core function of Council."

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

Council unanimously resolved on 30 May 2019 that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

The matter is tabled to the Executive Mayoral Committee for consideration.

RECOMMENDED

For consideration of the Executive Mayoral Committee's recommendation to Council.

8.4.2 Records Management Policy
(2/6/3)

Item 7.4.2 of the Executive Mayoral Committee meeting, still to be held, refers.

The Records Management Policy is attached as **annexure 8.4.2**.

The matter is tabled to the Executive Mayoral Committee for review and recommendation to Council.

RECOMMENDED

For review and recommendation to Council.

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

CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION

Council meeting, held in the Council Chambers, Municipal Offices, 50 Voortrekker Street, Ceres on _____

I, the undersigned, hereby declare:

- That as a Councillor and a participant of this meeting, I shall maintain strict confidentiality in respect of any information of a confidential nature to which I may become privy at meetings of the Witzenberg Council and shall only disclose such information as may become necessary or required for the proper performance of my duties and functions.
- That as a Councillor and a participant of this meeting, I shall declare any conflict of interest that may arise at every meeting and remove myself from any proceedings, in relation to that matter, giving rise to that conflict.

COUNCILLORS

Surname	Initials	Signature
Councillor Abrahams	TE	
Alderman Adams	K	
Councillor Daniels	P	
Alderman Godden	TT	
Councillor Heradien	P	
Councillor Jacobs	MD	
Councillor Kinnear	D	
Councillor Klaasen	BC	
Councillor Laban	GG	
Councillor Lottering	C	
Councillor Mdala	M	
Councillor Mgoboza	TP	
Councillor Mzauziwa-Mdishwa	ZS	
Councillor Ndaba	MJ	
Councillor Phatsoane	N	
Alderlady Phungula	JT	
Alderman Schuurman	JW	

Surname	Initials	Signature
Councillor Sidego	EM	
Councillor Simpson	RJ	
Alderman Smit	HJ	
Councillor Swart	D	
Councillor Visagie	HF	
Alderman Visagie	JJ	

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 30 MAY 2019 AT 10:00

PRESENT

Councillors

Alderman TT Godden (Speaker)
Councillor BC Klaasen (Executive Mayor)
Alderman K Adams (Deputy Executive Mayor)
Councillor TE Abrahams
Councillor P Daniels
Councillor MD Jacobs
Councillor D Kinnear
Councillor GG Laban
Councillor C Lottering
Councillor M Mdala
Councillor TP Mgoboza
Councillor ZS Mzauziwa
Councillor N Phatsoane
Alderman JW Schuurman
Councillor EM Sidego
Councillor D Swart
Councillor H Visagie
Alderman JJ Visagie

Officials

Mr D Nasson (Municipal Manager)
Mr M Mpeluza (Director: Corporate Services)
Mr J Barnard (Director: Technical Services)
Mr A Raubenheimer (Acting Director: Finance)
Mr A Hofmeester (Manager: IDP)
Mr CG Wessels (Manager: Administration)
Ms L Nieuwenhuis (Legal Advisor)
Ms MJ Prins (Acting Principal Administrative Officer)
Mr CJ Titus (Committee Clerk)

1. OPENING AND WELCOME

The Speaker welcomed everyone at the meeting and requested Councillor G Laban (Witzenberg Aksie) to open the meeting with a prayer.

NOTED

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

Applications for leave of absence from the meeting were received from Alderman HJ Smit (DA), Alderlady JT Phungula (ANC) and Councillor P Heradien (ICOSA).

UNANIMOUSLY RESOLVED

that the applications for leave of absence from the meeting, received from Alderman HJ Smit (DA), Alderlady JT Phungula (ANC) and Councillor P Heradien (ICOSA), be approved and accepted.

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

The Deputy Executive Mayor, Alderman K Adams, conveyed on behalf of Council congratulations to the following Councillors and spouses on their birthdays:

- Mr S Phungula 3 April
- Councillor P Daniels 8 April
- Alderman J Schuurman 13 April
- Councillor C Lottering 21 April
- Ms R Schuurman 12 May
- Ms N Simpson 24 May

NOTED.

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

(a) The Speaker expressed his gratitude for the blessings bestowed on Council. Although Alderman HJ Smit and Alderlady JT Phungula are sick, God is still good for Council.

(b) Speaker mentioned that the National and Provincial elections held on 8 May 2019 were successful.

(c) Speaker announced that the ward allocations will increase in the new financial year. Alderman JW Schuurman requested that the applicable policy be workshopped in respect of the spending of the ward allocations.

NOTED

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

(a) The Executive Mayor congratulated Mr Cyril Ramaphosa (ANC) on his election as State President of South Africa.

(b) The Executive Mayor congratulated Mr Allan Winde (DA) on his election as Premier of the Western Cape.

(c) The Executive Mayor expressed his gratitude for the spirit in which the various political parties campaigned the National and Provincial elections.

(d) The Executive Mayor congratulated the Deputy Executive Mayor, Alderman K Adams, and the Muslim community on Ramadan and mentioned that the municipality does not discriminate against any religion, culture or race.

NOTED

4. MINUTES

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

The minutes of the Council meeting, held on 26 March 2019, are attached as **annexure 4.1**.

UNANIMOUSLY RESOLVED

That the minutes of the Council meeting, held on 26 March 2019, be approved and signed by the Speaker.

4.2 Outstanding matters
(3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
4.2.1	7/1/4/2	Item 8.4.2 of 5 December 2017 Request to purchase erf 3605, Ceres or a portion thereof	Municipal Manager	That the matter be held in abeyance until the next meeting.	To be workshopped on 29 May 2019.	Next council meeting.
4.2.2	17/19/1	Item 8.3.4 of 27 February 2019 Application: Relocation of established Nduli Carwash to erf 5145, Nduli, Ceres	Community Services	That the matter be held in abeyance until the next meeting in order to ensure a fair supply chain process.	Policy to be approved by Council.	Next council meeting.

4.2.3	15/4/1/1/5	Item 11.1 of 26 March 2019 Ceres golf estate development	Municipal Manager	That the matter be held in abeyance to obtain further clarification and after that be submitted again.		

UNANIMOUSLY RESOLVED

(a) that the matter in respect of the request to purchase erf 3605, Ceres be held in abeyance until the next meeting and be workshopped by Council.

(b) that the matter in respect of the relocation of the Nduli Carwash to erf 5145, Nduli, Ceres be held in abeyance until the next meeting and that the applicable policy be submitted to Council.

(c) that the Municipal Manager and Alderman JW Schuurman will discuss the matter in respect of the Ceres Golf Estate Development informally.

5. MOTIONS AND NOTICE OF SUGGESTIONS

5.1 Mosie: Raadsheer TT Godden (15/4/1/1/145)

Die aangeleentheid is in-komitee hanteer onder item 12.2.2.

AANGETEKEN

6. INTERVIEWS WITH DELEGATIONS

None

NOTED

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 21 January 2019: **Annexure 7.1(a)**.

(b) Committee for Housing Matters, held on 7 February 2019: **Annexure 7.1(b)**.

(c) Performance, Risk and Audit Committee meeting, held on 8 February 2019: **Annexure 7.1(c)**.

(d) Committee for Technical Services, held on 19 February 2019: **Annexure 7.1(d)**.

(e) Executive Mayoral Committee, held on 26 February 2019: **Annexure 7.1(e)**.

Councillor BC Klaasen announced that for the time that Alderman HJ Smit is on sick leave, he will chair the Portfolio Committee for Corporate and Financial Services.

UNANIMOUSLY RESOLVED

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

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Section 71 Monthly Budget Statement Report of Directorate Finance: March 2019 (9/1/2/2)

The following items refer:

(a) Item 8.1 of the Performance, Risk and Audit Committee meeting, held on 17 May 2019.
(b) Item 7.1.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.

The Section 71 Monthly Budget Statement Report of the Directorate Finance for March 2019 is attached as **annexure 8.1.1**.

Extract from the minutes of the Performance, Risk and Audit Committee meeting, held on 17 May 2019:

"The Acting Chief Financial Officer tabled the Section 71 Monthly Budget Statement Report of the Directorate Finance for March 2019. The following matters were highlighted:

- That the revenue in total is in par with the planning and above 94 % .
- The decrease in electricity sales is due to the late fruit season. Electricity sales will pick up until May 2019.
- RBIG grant of R9.5 million paid over for the construction of the Tulbagh Dam.
- The total deviations are very low, about 1 % of total expenditure."

The Performance, Risk and Audit Committee resolved on 17 May 2019:

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

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for January, February and March 2019 and, after consideration, same be approved and accepted.

The Municipal Manager reported that the report was tabled to the Performance, Risk and Audit Committee. The following matters were highlighted:

- That the outstanding amount of the RBIG funding for the construction of the Tulbagh dam will be added in the new financial year.
- That the decrease in electricity sales are due to the late fruit season. A pick-up in sales is expected during May 2019.
- That the revenue in total is in par with the planning and above 94 % .
- That Witzenberg Municipality is a pilot for alternative energy. Only 15 % is allowed in accordance with the NERSA guideline.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 Monthly Budget Statement Report of the Directorate Finance for March 2019 and same be accepted.

UNANIMOUSLY RESOLVED

that Council, after consideration, takes notice of the Section 71 Monthly Budget Statement Report of the Directorate Finance for March 2019 and same be accepted.

8.1.2 Quarterly Budget Statement [Section 52(d)] Report: Third Quarter of 2018/2019 (1 January until 31 March 2019)
(9/1/2/2)

The following items refer:

(a) Item 8.2 of the meeting of the Performance, Risk and Audit Committee, held on 17 May 2019.

(b) Item 7.1.2 of the Executive Mayoral Committee meeting, held on 27 May 2019.

The Quarterly Budget Statement [Section 52(d)] Report for the third quarter of 2018/2019 is attached as **annexure 8.1.2**.

The Performance, Risk and Audit Committee resolved on 17 May 2019:

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

that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the Third Quarter of 2018/2019 (1 January until 31 March 2019) and, after consideration, same be approved and accepted.

The Executive Mayoral Committee resolved on 27 May 2019

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the period 1 January until 31 March 2019.

(b) that the report be referred to Council's Municipal Public Accounts Committee for their recommendations to Council.

UNANIMOUSLY RESOLVED

(a) that Council, after consideration, takes notice of the Quarterly Budget Statement Report in terms of Section 52(d) for the Third Quarter of 2018/2019 (1 January until 31 March 2019) and same be approved and accepted.

(b) that the report be referred to Council's Municipal Public Accounts Committee for their recommendations to Council.

8.1.3 Settling of Rand Merchant Bank (RMB) loan for Koekedouw Dam (16/2/1/1/1 & 5/4/R)

Item 7.1.3 of the Executive Mayoral Committee meeting, held on 27 May 2019, refers.

The following memorandum, dated 20 May 2019, was received from the Manager: Water and Sewerage:

"Purpose

The purpose of this report is to inform Council regarding the settling option of the RAB loan which was taken up by KBR (Koekedouw Irrigation Board) for the construction of the Koekedouw Dam.

Background

The Koekedouw Dam was constructed in 1999 as a joint venture between Witzenberg Municipality and the Koekedouw Irrigation Board. Both parties to this venture incurred loans to pay for their share of the construction cost. The loan taken up by Witzenberg Municipality has been settled in 2017.

Currently KBR is still paying off on their loan and Witzenberg Municipality is part of this repayment agreement in terms of our allocation for Vredebes farm. See **annexure 8.1.3(a)**.

The KBR management has met with RAB in order to negotiate a new financing model in order to settle the loan and minimize cost. The new financing model agreed to between the parties, and approved by KBR, is attached as **annexure 8.1.3(b)**.

This new option entails the settling of the loan once-off in order to cut out huge interest on the loan. As can be seen on the attached spreadsheet if we stay with the old financing model, KBR will make a total repayment of R348 628 396 on the initial loan. Currently the outstanding amount is R54 687.04, but this amount will escalate to R78 944 608.00 before it starts to decrease and eventually be settled in 2044. With the new financing model total repayment will be R83 152 706.00 resulting in a total saving of R265 475 690.00.

Legal framework

Because Witzenberg Municipality is part of KBR in terms of our allocation for Vredebes, we are also liable for the repayment of our portion of the loan from RAB.

Financial impact

With the new financing model we will have a huge saving on the repayment of the loan. In terms of the old financing model we will be responsible for repayment of R4 052 646.00 whereas with the new financing model we will make a once-off payment of R889 891.98 to settle the loan, resulting in a saving of R3 162 754.02."

The Municipal Manager gave a background with regard to the matter of settling the Rand Merchant Bank (RMB) loan for the Koekedouw Dam. Further investigation in terms of the agreement will be done. This matter only recently arose and the loan was done before the purchase of Vredebes. The water rights were part of the agreement.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that Council approves the new financing model option.
(b) That Witzenberg Municipality settles their portion of the loan with a once-off payment.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

Councillor BC Klaasen mentioned that the outstanding arrear amount is based on calculations made by the Koekedouw Irrigation Board and that further investigations are necessary.

UNANIMOUSLY RESOLVED

that the matter in respect of the settling of the Rand Merchant Bank loan for the Koekedouw Dam be held in abeyance until the matter has been properly investigated.

8.1.4 Supply Chain Management: Paragraph 7(3) Quarterly Report ending 31 December 2018: Implementation of Supply Chain Management Policy (9/1/2/2)

Item 7.1.4 of the Executive Mayoral Committee meeting, held on 27 May 2019, refers.

A memorandum from the Manager: Supply Chain, dated 3 January 2019, is attached as **annexure 8.1.4**.

The Municipal Manager informed the meeting that the matter of preferential treatment to local economic development in the guidelines of Provincial Treasury is taken up in the LED Policy.

The municipality will adhere to the circular of the Treasury Department.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

(a) that the Chief Financial Officer submits the report to the Accounting Officer by 7 January 2019.

(b) that the Accounting Officer submits the report to the Executive Mayor by 10 January 2019.

(c) that the report serves before the relevant portfolio committee, the Executive Mayoral Committee and Council for information.

(d) that the report be made available to the public in terms of Section 21A of the Municipal Systems Act (Act no. 32 of 2000) after it has served before Council.

UNANIMOUSLY RESOLVED

(a) that the Chief Financial Officer submits the report to the Accounting Officer by 7 January 2019.

(b) that the Accounting Officer submits the report to the Executive Mayor by 10 January 2019.

(c) that the report be made available to the public in terms of Section 21A of the Municipal Systems Act (Act no. 32 of 2000) after it has served before Council.

8.1.5 Quarterly inventory count: Municipal Stores, Drommedaris Street, Ceres (6/1/1)

Item 7.1.5 of the Executive Mayoral Committee meeting, held on 27 May 2019, refers.

A memorandum from the Manager: Supply Chain, dated 2 April 2019, is attached as **annexure 8.1.5**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that cognisance be taken of the stock count of 20 March 2019.

(b) that Council authorises the up-taking of surpluses as per table 3.1(a) of the annexure.

(c) that Council authorises the writing off of stock shortages as per table 3.1(b) to the value of R2 240-62.

(d) that Council authorises the writing off of damaged stock as per table 3.1(c) to the value of R2-98.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the quarterly inventory count be held in abeyance for further clarification.

UNANIMOUSLY RESOLVED

that the matter in respect of the quarterly inventory count be held in abeyance for further clarification.

8.1.6 Finance: Budget 2019/2020 and 2nd Reviewed IDP 2019/2020 to 2021/2022 (5/1/1/18 & 2/2/1)

The following documents are attached:

(a) Memorandum from the Acting Director: Finance, dated 22 May 2019: **Annexure 8.1.6(a)**.

(b) Budget for 2019/2020 – 2021/2022: **Annexure 8.1.6(b)**.

(c) Rates and tariffs 2019/2020: **Annexure 8.1.6(c)**.

(d) 2nd Reviewed IDP for 2019/2020 – 2021/2022: **Annexure 8.1.6(d)**.

(e) Budget related policies 2019/2020: **Annexure 8.1.6(e)**.

(f) Capital budget 2019/2020: **Annexure 8.1.6(f)**.

(g) MFMA Budget Circular: **Annexure 8.1.6(g)**.

(h) Provincial Treasury Circular: **Annexure 8.1.6(h)**.

(i) LG MTEC Integrated Planning and Budgeting Assessment: **Annexure 8.1.6(i)**.

(j) LG MTEC responses 2019/2020: **Annexure 8.1.6(j)**.

The Executive Mayor submitted the budget for 2019/2020 and delivered the budget speech, as contained in annexure 8.1.6(b).

UNANIMOUSLY RESOLVED

(a) That the annual budget of Witzenberg Municipality for the financial year 2019/2020 and indicative for the two projected years 2020/2021 and 2021/2022, as set out in the schedules contained in Section 4, be approved:

(i) Table A2: Budgeted Financial Performance (expenditure by standard classification).

(ii) Table A3: Budgeted Financial Performance (expenditure by municipal vote).

(iii) Table A4: Budgeted Financial Performance (revenue by source).

(iv) Table A5: Budgeted Capital Expenditure for both multi-year and single year by vote, standard classification and funding.

(b) Property rates reflected in annexure 8.1.6(c) and any other municipal tax reflected in annexure 8.1.6(c) are imposed for the budget year 2019/2020.

(c) Tariffs and charges reflected in Annexure 8.1.6(c) are approved for the budget year 2019/2020.

(d) The measurable performance objectives for revenue from each source reflected in Table A4 - Budgeted Financial Performance (revenue and expenditure) are approved for the budget year 2019/2020.

(e) The measurable performance objectives for each vote reflected in SA8 are approved for the budget year 2019/2020.

(f) That the new amended budget related policies be approved with implementation as from 1 July 2019:

(i) Tariff Policy
(ii) Property Rates Policy
(iii) Cash Management and Investment Policy
(iv) Consumer Payment Incentive Policy
(v) Municipal Supply Chain Management Policy
(vi) Petty Cash Policy
(vii) Indigent Policy
(viii) Budget Policy
(ix) Budget Virement Policy
(x) Asset Management Policy
(xi) Funding and Reserves Policy
(xii) Cellular Telephone and Data Card Policy
(xiii) Borrowing Policy
(xiv) Long Term Financial Plan Policy
(xv) Transport, Travel and Subsistence Allowance
(xvi) Post-Employment Medical Aid Contributions

(g) That the Credit Control and Debt Collection Policy be referred to the Committee for Housing Matters and that the criteria be amended.

(h) That the 2nd Review of the five year Integrated Development Plan (IDP) for the 2019/2020 financial year be approved.

(i) That Council takes cognisance of the budget circulars issued by National Treasury and Provincial Treasury.

(j) That Council takes cognisance of the LGMTEC Integrated Planning and Budgeting Assessment and the responses by the municipality.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

8.2.1 Waiver of pre-emptive right on erf 3775, Ceres (15/4/1/1/196)

Item 7.2.1 of the Executive Mayoral Committee meeting, held on 27 May 2019, refers.

The following memorandum, dated 21 May 2019, was received from the Municipal Manager:

"Purpose

To recommend to Council to consider the waiver of Council's pre-emptive right on a portion of erf 3775, Ceres, more commonly known as the Ceres cricket ground in favour of a property development.

Background

Erf 3775, Ceres is registered in the name of Ceres *Landbougenootskap*. A property developer. Dorpstraat, Stellenbosch, approached the *Landbougenootskap* to acquire the property for purposes of developing a convenience shopping centre. No lay-out or building plans have been drafted, because the developer first wants an in-principle approval from Council before major expenses are being incurred. In terms of the letter from Dorpstraat the size of the development will be between 6 000 and 7 500 m². The total capital investment will between R120 million and R130 million. In terms of the presentation done by Dorp Street there will be an anchor tenant and the whole purpose is to attract new traders to Ceres instead of recycling existing shops in town. The existing cricket facility will be moved to Victoria Park where both the rugby and cricket facilities will be upgraded by the developer. Some of the proceeds of the sale agreement will be used to renovate and build new conference facilities at Victoria Park. If the development is approved it will create opportunities for local business people. Permanent job opportunities will be through the small businesses in the centre as well as security, cleansing and maintenance opportunities.

A profile of Dorpstraat Developers is attached as **annexure 8.2.1**. The developers have been involved in several successful centres and malls as listed in their profile. They are currently busy with three centres that are under construction which inter alia includes Robertson.

Municipal services

No detailed plans were submitted to the Directorate Technical Services. The directorate, however, indicated that municipal services will be available within the area. The most challenging service will be that of electricity in terms of the provisional requirement, but coupled with alternative energy the municipality should be in a position to provide electricity to the development. The development will be responsible for all costs related to the upgrade of bulk services to the specific development, which cost will be in terms of Council's approved policy.

Financial implication

There are no financial implications for Council. If the development is approved, it will create additional income for Council.

Legal implication

If Council waives the requirement in terms of the Title Deed that the property must first be offered to Council and that the land may only be used for sports activities, then such decision must be made known to the public through an advertisement in the local newspaper."

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the pre-emptive right on erf 3775, Ceres be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of the pre-emptive right on erf 3775, Ceres be held in abeyance until the next meeting.

8.2.2 Request to obtain Council's 15 hectare water rights in respect of Vredebes farm (16/2/R)

Item 7.2.2 of the Executive Mayoral Committee meeting, held on 27 May 2019, refers.

The following memorandum, dated 21 May 2019, was received from the Municipal Manager:

"Purpose

To recommend and consider a request from Witzenberg Deelnemingstrust to transfer Council's water rights of 15 hectare summer water in respect of Vredebes to the trust.

Background

Council purchased Vredebes farm for housing purposes. It also acquired 15 hectare summer water rights from the Koekedouw Irrigation Board in respect of the farm. Council must annually contribute and pay to the Koekedouw Irrigation Board for the operational cost and redemption of the loan at the Rand Merchant Bank. An item is also tabled to Council in terms whereof Council is requested to make payment to the amount of R889 891-98 to the Irrigation Board to redeem Council's portion of the loan as per the agreement reached between Rand Merchant Bank and the Irrigation Board. The Witzenberg Deelnemingstrust has addressed a letter to the Executive Mayor as well as Municipal Manager, requesting Council to consider transferring the rights in the 15 ha agricultural water to the trust. A copy of the letter is attached as **annexure 8.2.2**."

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter regarding the request to obtain Council's 15 hectare water rights in respect of Vredebes farm be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter regarding the request to obtain Council's 15 hectare water rights in respect of Vredebes farm be held in abeyance until the next meeting.

8.2.3 Witzenberg Spatial Development Framework: Proposed programme and Inception Report (15/4/P)

The following items refer:

(a) Item 7.1 of the meeting of the Committee for Technical Services, held on 22 May 2019.
(b) Item 7.2.3 of the Executive Mayoral Committee meeting, held on 27 May 2019.

The following report, dated 23 April 2019, was received from the Manager: Town Planning and Building Control:

"Background

On 12 February 2019 the municipality appointed consultant Built Environment Partnership (BEP) as the service provider to execute the review of the Witzenberg Spatial Development Framework.

Attached as **annexure 8.2.3** is the Inception Report produced by the consultant which among other things propose a work programme and consultation plan.

Legislation

The Witzenberg Land Use Planning By-Law requires that the municipality approve a consultation plan and programme for the adoption of its Spatial Development Framework as follows:

'(1) When drafting or amending the municipal spatial development framework in terms of the Municipal Systems Act, the Municipal Council must, in accordance with the process adopted in terms of section 28 of the Municipal Systems Act:

(a) approve a consultation plan which meets the requirements of:

(i) section 29(1) of the Municipal Systems Act;

(ii) section 20(3) of SPLUMA;

(iii) section 13 of the Land Use Planning Act; and

(b) approve a programme which includes the stages at which a designated political structure, political office bearer or official must comment upon the draft municipal spatial development framework or draft amendment.'

Work programme

The Witzenberg Spatial Development Framework Project's Scope of Work has been split into eight separate project phases and forms the core focus areas of the work phase methodology. With an additional last phase included for administrative purposes. The phases classify how the project team will go about completing the SDF. These work phases are shown in the table below:

WBS	TASK NAME	DURATION	START	FINISH
0	Witzenberg SDF Draft Programme	352 days	Thu 10/25/18	Tue 4/21/20
1	Tender Submission and Award	66 days	Thu 10/25/18	Tue 2/12/19
2	PHASE 1: PROJECT INCEPTION	37 days	Wed 2/13/19	Thu 4/4/19
3	PHASE 2: LEGISLATIVE AND POLICY REVIEW	32 days	Tue 2/26/19	Wed 4/10/19
4	PHASE 3: PRINCIPLES AND DRAFT VISION	31 days	Thu 4/4/19	Wed 5/22/19
5	PHASE 4: STATUS QUO SYNTHESIS	49 days	Wed 3/27/19	Fri 6/7/19
6	PHASE 5: SPATIAL CONCEPT AND STRATEGY	45 days	Mon 6/3/19	Mon 8/5/19
7	PHASE 6: DRAFT SDF WITH CAPITALEXPENDITURE FRAMEWORK AND IMPLEMENTATION FRAMEWORK	110 days	Thu 8/8/19	Fri 1/31/20
8	PHASE 7: FINAL SDF	45 days	Mon 2/3/20	Fri 4/3/20
9	PHASE 8: RECONCILIATION AND CLOSE OUT	10 days	Mon 4/6/20	Tue 4/21/20

The Committee for Technical Services resolved on 22 May 2019:

That the Committee for Technical Services recommends to the Executive Mayoral Committee and Council:

that, in terms of Section 4(1) of the Witzenberg Land Use Planning By-Law, the project programme and consultation plan contained in the Inception Report prepared by Built Environment Partnership, be approved.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that, in terms of Section 4(1) of the Witzenberg Land Use Planning By-Law, the project programme and consultation plan contained in the Inception Report prepared by Built Environment Partnership, be approved.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposed programme and inception report of the Witzenberg Spatial Development Framework be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of the proposed programme and inception report of the Witzenberg Spatial Development Framework be held in abeyance until the next meeting.

8.2.4 Proposed Integrated Zoning Scheme By-Law for Witzenberg (15/4/P)

The following items refer:

(a) Item 7.2 of the meeting of the Committee for Technical Services, held on 22 May 2019.
(b) Item 7.2.4 of the Executive Mayoral Committee meeting, held on 27 May 2019.

The following memorandum, dated 16 April 2019, was received from the Manager: Town Planning and Building Control:

"Purpose

The purpose of this report is to introduce to Council an Integrated Zoning Scheme (IZS) By-Law for the Municipality and to adopt a process to commence with the implementation thereof.

The draft Integrated Zoning Scheme (IZS) is attached as **annexure 8.2.4**.

Background

The Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2014), stipulates in Section 24(1) that a municipality must adopt a single land use scheme for its entire municipal area within five years from the commencement of said Act. Municipalities thus have until **30 June 2020** to implement an integrated zoning scheme.

Currently the Witzenberg Municipal area is covered by three different zoning schemes comprising of:

- Ceres Scheme (1994)
- Nduli (1989)
- Section 8 (1988) applying to Wolseley, Tulbagh, Prince Alfred's Hamlet, the town Op-die-Berg and farming areas

Notwithstanding the requirement of SPLUMA, these different zoning schemes are also outdated and did not kept track with the changing development context of the area. As a consequence, these zoning schemes complicate land use management.

Consequently it is necessary to consolidate the different zoning schemes into a single integrated zoning scheme, as well as to modernise the zoning scheme into an innovative tool which is more suited for managing the challenges of development.

Overview of proposed process

The following process and associated timeframes to finalise and implement the IZS will be followed in three phases:

Finalise draft IZS for Council submission – current to May 2019

- Technical examination of the content of the IZS to consider and make sure that it covers any specific needs or challenges that the municipality faces. Completed.
- Develop zoning transition tables to allocate the new zonings. Completed.
- Submit draft IZS to Council for mandate to release same for purpose of public participation, including the proposed Public Participation Process. **Presented with this report.**
- Prepare a land use register and determine a new zoning in terms of the IZS for every property with the finalisation of a new associated zoning map.

Public Participation Process for IZS – June 2019 to December 2019

- Undertake Public Participation and advertisement campaign, including Council workshops.
- Evaluate any inputs on IZS and finalise draft IZS.
- Communicate responses to parties who provided inputs.

Approval and Implementation of IZS – January 2020 to March 2020

- Finalise IZS and submit report to Council for final adoption.
- Publish adoption of IZS [Municipal Systems Act Section13(a) promulgation].
- Continue to address any bona fide zoning disputes."

The Committee for Technical Services resolved on 22 May 2019:

That the Committee for Technical Services recommends to the Executive Mayoral Committee and Council:

(a) That Council takes cognisance of the fact that in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2014) a single land use scheme needs to be implemented no later than 30 June 2020.

(b) That the draft Witzenberg Zoning Scheme By-Law be approved in principle and the process be followed for adoption of same.

(c) That in terms of Section 12(3)(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) the proposed draft Witzenberg Zoning Scheme By-Law be published for public comment.

(d) That the proposed draft Witzenberg Zoning Scheme By-Law and any comments received during public participation be submitted to Council for consideration and final adoption.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) That Council takes cognisance of the fact that in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2014) a single land use scheme needs to be implemented no later than 30 June 2020.

(b) That the draft Witzenberg Zoning Scheme By-Law be approved in principle and the process be followed for adoption of same.

(c) That in terms of Section 12(3)(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) the proposed draft Witzenberg Zoning Scheme By-Law be published for public comment.

(d) That the proposed draft Witzenberg Zoning Scheme By-Law and any comments received during public participation be submitted to Council for consideration and final adoption.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Proposed Integrated Zoning Scheme By-Law for Witzenberg be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of the Proposed Integrated Zoning Scheme By-Law for Witzenberg be held in abeyance until the next meeting.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

8.3.1 Housing: Witzenberg Municipal Housing Pipeline for 2018/2019 (05/06/1)

The following items refer:

(a) Item 9.1.4 of the meeting of the Committee for Housing Matters, held on 6 September 2018.

(b) Item 7.3.5 of the Executive Mayoral Committee meeting held on 30 October 2018.

(c) Item 8.3.7 of the Council meeting, held on 31 October 2018.

(d) Item 8.3.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.

A memorandum from the Manager: Housing, dated 6 August 2018, is attached as **annexure 8.3.1**.

The Committee for Housing Matters resolved on 6 September 2018 to recommend to the Executive Mayoral Committee and Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The Executive Mayoral Committee resolved on 30 October 2018 that the matter regarding the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

Council unanimously resolved on 31 October 2019 that the matter regarding the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

The following recommendation was tabled to the Executive Mayoral Committee on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the Witzenberg Municipal Housing Pipeline for 2018/2019 be endorsed by Council.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of the Witzenberg Municipal Housing Pipeline for 2018/2019 be held in abeyance until the next meeting.

8.3.2 Proposal for utilisation of Busy Bee Building: Erf 1567, Piet Retief Street, Tulbagh (7/1/4/1)

The following items refer:

(a) Item 7.1 of the meeting of the Committee for Local Economic Development and Tourism, held on 20 February 2019.

(b) Item 7.3.3 of the Executive Mayoral Committee meeting held on 26 February 2019.

(c) Item 8.3.5 of the Council meeting, held on 27 February 2019.

(d) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 25 March 2019.

(e) Item 8.3.1 of the Council meeting, held on 26 March 2019.

(f) Item 7.3.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.

The following memorandum, dated 27 September 2018, was received from the Acting Manager: Socio-Economic Development:

"Purpose

The purpose of the report is to determine the utilisation of the old Busy Bee building on erf 1567, Piet Retief Street, Tulbagh.

Background

The building on erf 1567, Piet Retief Street, Tulbagh (known as the Busy Bee building) has been vacant since 1st March 2018. DPSA Tulbagh was the previous lessee from 1 October 2013, with the lease not being renewed by the Witzenberg Council. The current lessee was obligated to evacuate the building by the end of February 2018.

Request

It is requested that the Witzenberg Council provides suggestions for the utilisation of the building.

Recommendation

A current proposal is on the table for the building to be provided to Tulbagh Tourism in order to utilise the building to expose local tourism entrepreneurs from Witzenville and Chris Hani to tourists visiting the area. The recommendation is also that the building must contribute towards economic transformation through tourism and skills impartation."

The Committee for Local Economic Development resolved on 20 February 2019 to recommend to the Executive Mayoral Committee and Council:

(a) that the Acting Manager: Socio-Economic Development investigates and takes control of the municipal assets at the Busy Bee Building, erf 1567, Piet Retief Street, Tulbagh.

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

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 26 February 2019 that the Executive Mayoral Committee recommends to Council:

that the matter in respect of the utilisation of the Busy Bee building on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting and the cost for repairs be determined and done.

Council resolved on 27 February 2019 that the matter in respect of the utilisation of the Busy Bee building on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting and the cost for repairs be determined and done.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 25 March 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance to obtain clarity and for further deliberations regarding the matter.

Council unanimously resolved on 26 March 2019 that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance to obtain clarity and for further deliberations regarding the matter.

The following recommendation was tabled to the Executive Mayoral Committee on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting.

8.3.3 Disaster Management: Approval of Ward Based Risk Assessment (17/7/3/2)

Item 7.3.3 of the Executive Mayoral Committee meeting, held on 27 May 2019, refers.

The following memorandum, dated 21 May 2019, was received from the Municipal Manager:

"Purpose

To recommend to Council to consider the approval of the Ward Based Risk Assessment conducted by Cape Winelands District Municipality for the benefit of Witzenberg.

Background

In terms of the Disaster Management Act the district municipality must establish an implement framework for disaster management, aimed at ensuring an integrated and uniform approach to disaster management in its area. Section 53 of the said act places a responsibility on the municipality to prepare a Disaster Management Plan for its area according to the circumstances prevailing in the area. The said disaster management plan must form an integral part of the municipality's Integrated Disaster Management Plan. The district municipality is in the process of updating its Disaster Management Framework and requires its B-municipalities to update their Disaster Management Plans. The Ward Based Risk Assessment basically highlights the potential disaster risks for which the municipality must plan. The Ward Based Risk Assessment as performed by the service provider of the district municipality is attached as follows:

(a) Summary: Ward Based Risk Assessment: **Annexure 8.3.3(a)**.
(b) WBRA: Ward 1: **Annexure 8.3.3(b)**.
(c) WBRA: Ward 2: **Annexure 8.3.3(c)**.
(d) WBRA: Ward 3: **Annexure 8.3.3(d)**.
(e) WBRA: Ward 4: **Annexure 8.3.3(e)**.
(f) WBRA: Ward 5: **Annexure 8.3.3(f)**.
(g) WBRA: Ward 6: **Annexure 8.3.3(g)**.
(h) WBRA: Ward 7: **Annexure 8.3.3(h)**.
(i) WBRA: Ward 8: **Annexure 8.3.3(i)**.
(j) WBRA: Ward 9: **Annexure 8.3.3(j)**.
(k) WBRA: Ward 10: **Annexure 8.3.3(k)**.
(l) WBRA: Ward 11: **Annexure 8.3.3(l)**.
(m) WBRA: Ward 12: **Annexure 8.3.3(m)**.

The document will be workshopped by the district municipality for all councillors on 29 May 2019."

Legal implication

- The assessment followed a Public Participation Process, which is one of the enquiries in terms of the Disaster Management Act.
- The Ward Based Risk Assessment must be included in the Disaster Management Plan.

Financial implication

None."

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the Ward Based Risk Assessment be noted and adopted.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Ward Based Risk Assessment be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of the Ward Based Risk Assessment be held in abeyance until the next meeting.

8.3.4 Progress report: Taxi conflict between illegal and legal operators (17/14/1)

Item 7.3.4 of the Executive Mayoral Committee meeting, held on 27 May 2019, refers.

A memorandum from the Manager: Traffic Services, dated 20 May 2019, is attached as **annexure 8.3.4**.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the progress report in respect of the taxi conflict between illegal and legal operators and same be approved.

UNANIMOUSLY RESOLVED

that notice be taken of the progress report in respect of the taxi conflict between illegal and legal operators and same be approved.

8.3.5 Project: Installation of CCTV cameras along Voortrekker Road, Vos Street, the R46 (Ceres to Nduli), Ceres as well as Voortrekker and Olienhout Streets in Prince Alfred's Hamlet (17/7/5)

Item 7.3.5 of the Executive Mayoral Committee meeting, held on 27 May 2019, refers.

The following documents are attached:

(a) Memorandum from Municipal Manager, dated 22 May 2019: **Annexure 8.3.5(a)**.
(b) Map of route identified: **Annexure 8.3.5(b)**.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

(a) that Tulbagh and Wolseley be included in the project in respect of the installation of CCTV cameras in Ceres, Nduli and Prince Alfred's Hamlet.

(b) that the matter in respect of the installation of CCTV cameras be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

(a) that Tulbagh and Wolseley be included in the project in respect of the installation of CCTV cameras in Ceres, Nduli and Prince Alfred's Hamlet.

(b) that the matter in respect of the installation of CCTV cameras be held in abeyance until the next meeting.

8.3.6 Policy: Management of business properties for local economic development with the aim of empowering the previously disadvantaged communities (17/19/P)

Item 7.3.6 of the Executive Mayoral Committee meeting, held on 27 May 2019, refers.

Council resolved per item 8.3.4 of 27 February 2019 that Senior Management develop a criteria guiding Council and its committees to deal with matters of local economic development where the previously disadvantaged are concerned in a just, equitable and transparent manner as prescribed by the Constitution and Municipal Finance Management Act. The draft policy is attached as **annexure 8.3.6**.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the management of business properties for local economic development with the aim of empowering the previously disadvantaged communities be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of the management of business properties for local economic development with the aim of empowering the previously disadvantaged communities be held in abeyance until the next meeting.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

8.4.1 Request for lease agreement: Erf 8069, Carson Street alley, Ceres (15/4/R & 7/1/4/1)

The following items refer:

(a) Item 7.4.1 of the Executive Mayoral Committee meeting, held on 25 March 2019.
(b) Item 8.4.1 of the Council meeting, held on 26 March 2019.
(c) Item 7.4.1 of the Executive Mayoral Committee meeting, held on 27 May 2019.

The following documents are attached:

(a) E-mail from Mr Wynand du Plessis, dated 14 January 2019: **Annexure 8.4.1(a)**.

(b) Memorandum from Manager: Town Planning and Building Control, dated 7 March 2019: **Annexure 8.4.1(b)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(i) that a portion of erf 8069 Ceres be leased to the owner of erf 5042, Mr Wynand du Plessis, as it is not required for provision of the minimum level of basic services [MFMA Section 14.2(a)].

(ii) that Council enters into a lease agreement for a ten-year period for the purposes of enclosing the land for the benefit of erf 5042.

(iii) that an option be given for renewal of the new lease agreement on the discretion of the municipality.

(iv) that the fair market value not be applicable due to the economic and community value that are received in exchange for the lease of the asset [MFMA Section 14.2(a)].

(v) that Council determines the rental amount.

(vi) that the owner of erf 5042 be responsible for maintaining the strip of land.

(vii) that the owner of erf 5042 be responsible for removing the existing lamp post at his own cost.

(viii) that the portion of erf 8069, Ceres will stay the property of the municipality after the expiry or cancellation of the lease agreement.

(ix) that the Municipal Manager be authorised to sign the lease agreement on behalf of Council.

The Executive Mayoral Committee resolved on 25 March 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the request for a lease agreement with regard to erf 8069, Carson Street alley, Ceres be held in abeyance until the next meeting.

Council unanimously resolved on 26 March 2019 that the matter in respect of the request for a lease agreement with regard to erf 8069, Carson Street alley, Ceres be held in abeyance until the next meeting for further inspections in loco.

The following recommendation was tabled to the Executive Mayoral Committee on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

(i) that a portion of erf 8069 Ceres be leased to the owner of erf 5042, Mr Wynand du Plessis, as it is not required for provision of the minimum level of basic services [MFMA Section 14.2(a)].

(ii) that Council enters into a lease agreement for a ten-year period for the purposes of enclosing the land for the benefit of erf 5042.

(iii) that an option be given for renewal of the new lease agreement on the discretion of the municipality.

(iv) that the fair market value not be applicable due to the economic and community value that are received in exchange for the lease of the asset [MFMA Section 14.2(a)].

(v) that Council determines the rental amount.

(vi) that the owner of erf 5042 be responsible for maintaining the strip of land.

(vii) that the owner of erf 5042 be responsible for removing the existing lamp post at his own cost.

(viii) that the portion of erf 8069, Ceres will stay the property of the municipality after the expiry or cancellation of the lease agreement.

(ix) that the Municipal Manager be authorised to sign the lease agreement on behalf of Council.

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the request for a lease agreement for erf 8069, Carson Street alley, Ceres be held in abeyance and that an offer to purchase be made to the owner.

UNANIMOUSLY RESOLVED

(a) that the matter in respect of the request for a lease agreement for erf 8069, Carson Street alley, Ceres be held in abeyance and that an offer to purchase be made to the owner.

(b) that in future Council will handle similar matters according to the same principle as supra (a).

8.4.2 International relations: Approval of twinning agreement between Witzenberg Municipality and Beelitz Municipality, Germany
(10/2/3 & 17/1/4/1)

Item 7.4.2 of the Executive Mayoral Committee meeting, held on 27 May 2019, refers.

The following memorandum, dated 14 May 2019, was received from the Manager: Amenities and Environment:

"Purpose

To recommend to Council to consider and approve the request from Stadt Beelitz, Germany on the possibility of a potential partnership/twinning agreement between the two municipalities.

Background and reasoning

Stadt Beelitz Municipality (Germany) has sent a formal letter to Council requesting that Council considers the potential of a partnership agreement between the municipalities

Peter Kirsten was delegated by the said Beelitz Municipality (as per **annexure 8.4.2**) to pursue the possibility of the joint partnership between the respective communities. Mr Kirsten met with the Municipal Manager and the Environmental Management section at the main office in Ceres to discuss the potential agreement.

In terms of the discussions the focus will be on environmental projects that will support and contribute to the sustainable development goals (SDG) of the Agenda 2030, namely to:

- protect, restore and promote sustainable use of terrestrial ecosystems,
- sustainably manage forests,
- combat desertification
- reverse land degradation and
- halt biodiversity loss

The goals of development partnership will further be to strengthen the mutual cooperation between the administration, economy and civil society of both Municipalities.

The first phase of the project will focus on site visits to investigate the possibility of future projects. If there is consensus after the visits that any future projects will benefit both communities, a formal agreement will be concluded by the two municipalities and funding will be made available for such projects.

At this stage no dates for the visits are proposed as it will depend on Council's resolution.

Financial implications

(a) Council will be responsible for its delegation's travel and related costs to Germany. (This will be covered by the future formal agreement after consensus has been reached).

(b) Council may also be required to contribute financially to the agreed projects.

(c) Beelitz Municipality will bear their own costs when traveling to Witzenberg.

Legal implications

Council must approve all overseas visits and costs incurred."

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that Council in principle approves the twinning agreement, depending on the outcomes of the bilateral discussions and working visits between Witzenberg Municipality and Beelitz Municipality in Germany.

UNANIMOUSLY RESOLVED

(a) that Council in principle approves the twinning agreement, depending on the outcomes of the bilateral discussions and working visits between Witzenberg Municipality and Beelitz Municipality in Germany.

(b) that the Municipal Manager be authorised to hold discussions with the Beelitz Municipality, Germany in respect of a twinning agreement with Witzenberg Municipality.

8.4.3 International relations: Twinning agreement between Essen, Belgium and Witzenberg Municipality
(10/2/3)

Item 7.4.3 of the Executive Mayoral Committee meeting, held on 27 May 2019, refers.

The following memorandum, dated 21 May 2019, was received from the Municipal Manager:

"Purpose

To recommend to Council to consider the possible participation of a Witzenberg choir during the World Choir Games, scheduled for July 2020 in Flanders, Belgium.

Background

Council has a twinning agreement with Essen Gemeente, Belgium which is in existence for more than ten years. In terms of the said agreement the current focus is on environmental management and youth capacitation.

On 27 March 2019 a Witzenberg delegation, led by the Executive Mayor, held a video conference with the Executive Mayor of Essen and his delegation. The purpose of the video conference was to introduce the newly elected Mayco of Essen and to assess the progress of the Federal programme (Environmental management). During the engagement Essen raised the World Choir Games and enquired whether the municipality will be interested in sending a choir to Belgium to participate in the World Choir Games. Essen also wants to schedule a choir event on 4 and 5 July 2020 in Essen. The World Choir Games will officially start on 6 July 2020 in Gent and Antwerp. In terms of the earlier discussion the expenses will be partially subsidised by Essen and one of the funding programmes. The municipality will, however, be responsible for a large portion of the travelling expenses of the choir members. Details of the World Choir Games are attached as **annexure 8.4.3**. In terms of the program attached, the municipal choir will qualify to enter the open competition. The choir will perform four compositions.

Each composition at least eight minutes long and not more than fifteen minutes. Three compositions may be performed with original instruments and at least one in terms of *a capella*."

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

(a) that Council grants approval that the Executive Mayor and Municipal Manager discuss the matter to establish a Witzenberg Choir for the invitation to Essen, Belgium with Mr Fabian Fredericks, music teacher at Ceres Primary School.

(b) that the Municipal Manager commences to determine the cost implications for the choir supra (a) to Essen, Belgium.

UNANIMOUSLY RESOLVED

(a) that Council grants approval that the Executive Mayor and Municipal Manager discuss the matter to establish a Witzenberg Choir for the invitation to Essen, Belgium with Mr Fabian Fredericks, music teacher at Ceres Primary School.

(b) that the Municipal Manager commences to determine the cost implications for the choir supra (a) to Essen, Belgium.

8.4.4 Council's immovable property: Long lease or alienation of Klip River Park Resort, Tulbagh
(7/1/4/1)

Item 7.4.4 of the Executive Mayoral Committee meeting, held on 27 May 2019, refers.

The following report, dated 22 May 2019, was received from the Municipal Manager:

"Purpose

To recommend to Council to consider extending the lease period of Klip River Park from 15 years to 30 years or alienating the property known as Klip River Park together with adjacent land in terms of Council's Supply Chain process.

Background

Council resolved per item 8.1.3 on 28 August 2008:

(i) That Klip River Park and surrounding land be retained as a holiday resort and a recreational area.

(ii) That possible developments to be requested from interested parties for consideration by Council in future.

(iii) That the report of the developers and interested parties be tabled to Council.

A Section 78 investigation as per the Municipal Systems Act of 2000 was then followed to look at the Council resolution with the view of entering into a private public partnership agreement. A report was compiled, which is attached as **annexure 8.4.4(a)**. The report recommended that Council should either alienate the said land or follow a PPP process. During discussions with various stakeholders and National Treasury the option of a PPP was eliminated because of the possible turnover of the project (was being regarded as too small). The item was referred back to Council and it was resolved to follow a Supply Chain process in terms whereof Klip River Park would be leased on a long term period of 30 years. The Supply Chain process was advertised on two occasions in both the National and Provincial newspapers without any success. An extract from the tender document which was then advertised, is attached as **annexure 8.4.4(b)**. Site meetings during the advertisement process were compulsory and at all the meetings there were community members claiming that Council's process was flawed and that they would create problems for any successful bidder. At the last site meeting there were two company representatives who flew from Johannesburg and whom had shown genuine interest in as a potential lessee. They have, however, not submitted any bids after the said site meetings. Some of the inputs received during the clarification meetings and also from potential interested parties were that the lease period was not long enough and that the capital investment required at the park would not make the park a viable option for the 15 year period. The area for rental in terms of the said Council resolution is approximately 14.5 ha. A copy of a Google aerial photo is attached as **annexure 8.4.4(c)**.

The green section of Klip River Park is part of Galgeheuwel local Nature Reserve and cannot be developed whether the land is alienated or being part of a rental agreement. When the lease option was initially considered Council took into account the capital required to upgrade the park. At the time the park had to be re-electrified at a major cost. The swimming pool also required repairs which included a total replacement of the pump system. When the resort was operational it provided the following facilities:

(i) 18 Chalets
(ii) 69 Camping Sites
(iii) 4 Ablution blocks
(iv) Small office
(v) Swimming pool

Although the resort is not in operation there are two security guards guarding the property on a 24-hour basis. The cost of the security is approximately R35 000,00 per month. All the previous staff members were transferred and/or placed to other departments within the municipality. The previous report of 2010 has placed an evaluation of R5.2 million on the resort as well as the adjacent land. The resort forms part of commonage of Tulbagh. The municipal valuator has been requested for an updated valuation of the property in question.

Legal implication

If Council considers approving the long term lease agreement the process must be advertised in the local newspaper and submitted to Provincial and National Treasury for their comments as well. Council already took a decision that the land in question is not required for basic services as per the requirements of Section 14 of the Municipal Finance Management Act of 2003. The value of the land might be such that it will fall within the threshold of a special process that needs to be followed when such asset is alienated. In the latter instance it must also be advertised and Treasury must also be notified for inputs.

Financial implication

Council is not deriving any financial benefit from the property. Council in fact is losing money on the security spent as well as loss of potential income. Resorts are not a core function of Council."

The Executive Mayoral Committee resolved on 27 May 2019:

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

UNANIMOUSLY RESOLVED

that the matter in respect of the long lease or alienation of Klip River Park Resort, Tulbagh be held in abeyance until the next meeting.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

9.1 Finance: Adjustment budget 2018/2019 (5/1/1/17)

The following memorandum, dated 27 May 2019, was received from the Acting: Director: Finance:

"1. Purpose

The purpose of this report is to:

- Document the 2018/2019 adjustment budget for consideration to the Municipal Manager and Executive Mayor.
- Provide the background information regarding the consideration and approval of the budget.

2. Legal framework

Chapter 4 of the MFMA provides the legal framework for municipal budgets. Section 28 deals with adjustment budgets and is quoted below:

'28. Municipal adjustments budgets -

(1) A municipality may revise an approved annual budget through an adjustments budget.

(2) An adjustments budget —

(a) must adjust the revenue and expenditure estimates downwards if there is material under-collection of revenue during the current year;

(b) may appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;

(c) may, within a prescribed framework, authorise unforeseeable and unavoidable expenditure recommended by the mayor of the municipality;

(d) may authorise the utilisation of projected savings in one vote towards spending under another vote;

(e) may authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council;

(f) may correct any errors in the annual budget; and

(g) may provide for any other expenditure within a prescribed framework.

(3) An adjustments budget must be in a prescribed form.

(4) Only the mayor may table an adjustments budget in the municipal council, but an adjustments budget in terms of subsection (2)(b) to (g) may only be tabled within any prescribed limitations as to timing or frequency.

(5) When an adjustments budget is tabled, it must be accompanied by —

(a) an explanation how the adjustments budget affects the annual budget;

(b) a motivation of any material changes to the annual budget;

(c) an explanation of the impact of any increased spending on the annual budget and the annual budgets for the next two financial years; and

(d) any other supporting documentation that may be prescribed.

(6) Municipal tax and tariffs may not be increased during a financial year.

(7) Sections 22 (b), 23 (3) and 24 (3) apply in respect of an adjustments budget, and in such application a reference in those sections to an annual budget must be read as a reference to an adjustments budget.'

Section 23 of the Local Government: Municipal Finance Management Act: Municipal Budget and Reporting Regulations, regulates municipal adjustment budgets and is quoted below:

'Timeframes for tabling of adjustments budgets:

23. (1) An adjustment budget referred to in Section 28(2)(b),(d) and (f) of the act may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, **but not later than 28 February of the current year.**

(2) Only one adjustment budget referred to in sub-regulation (1) may be tabled in the municipal council during a financial year, except when the additional revenues contemplated in section 28(2)(b) of the Act are allocations to a municipality in a national or provincial adjustments budget, in which case sub regulation (3) applies.

(3) If a national or provincial adjustments budget allocates or transfers additional revenues to a municipality, the mayor of the municipality must, at the next available council meeting, but within 60 days of the approval of the relevant national or provincial adjustments budget, table an adjustments budget referred to in section 28(2)(b) of the Act in the municipal council to appropriate these additional revenues.

(4) An adjustments budget referred to in Section 28(2)(c) of the Act must be tabled in the municipal council at the first available opportunity after the unforeseeable and unavoidable expenditure contemplated in that section was incurred and within the time period set in Section 29(3) of the Act.

(5) An adjustment budget referred to in Section 28(2)(e) of the Act may only be tabled after the end of the financial year to which the roll-overs relate, and must be approved by the municipal council by 25 August of the financial year following the financial year to which the roll-overs relate.

(6) An adjustment budget contemplated in Section 28(2)(g) of the Act may only authorise unauthorised expenditure as anticipated by section 32(2)(a)(i) of the Act, and must be –

(a) dealt with as part of the adjustment budget contemplated in sub-regulation (1); and

(b) a special adjustment budget tabled in the municipal council when the mayor tables the annual report in terms of Section 127(2) of the Act, which may only deal with unauthorised expenditure from the previous financial year which the council is being requested to authorise in terms of Section 32(2)(a)(i) of the Act.'

3. Progress to date

The Budget for 2018/2019 was approved by Council on 29 May 2018.

4. Discussion

Councils approval for the adjustments to the budget as per the attached report (**annexure 9.1**) is requested."

UNANIMOUSLY RESOLVED

That the adjustment budget of Witzenberg Municipality for the financial year 2018/2019 as set out in the budget documents be approved:

(i) Table B1 - Budget summary.

(ii) Table B2 Adjustments Budget Financial Performance (by standard classification).

(iii) Table B3 – Budgeted Financial performance (Revenue and Expenditure) by Vote.

(iv) Table B4 Adjustments Budget Financial Performance (revenue by source).

(v) Table B5 – Budgeted Capital Expenditure by Vote, standard classification and funding.

9.2 Logistical arrangements: Council recess June/July 2019 (3/1/2/3)

The following report, dated 30 May 2019, was received from the Speaker.

"Purpose

To request Council to consider whether Council will go in recess and the period thereof.

Deliberation

It has been practice that the Speaker of Council decides on the recess period taken by the Council. In terms of the Structures Act, the Speaker determines the date, time and place of council meetings unless the majority of councillors request otherwise. I hereby propose that Council takes recess from 15 June 2019 until 15 July 2019."

UNANIMOUSLY RESOLVED

(a) that Council goes in recess from 15 June 2019 until 15 July 2019.
(b) that the Speaker be authorised to call a special council meeting in case of emergency.

10. FORMAL AND STATUTORY MATTERS

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

None

NOTED

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

(a) The Speaker requested Aldermen, Alderlady and Councillors to urgently submit all outstanding Declaration of Interests and SASRIA forms.

(b) Councillor MD Jacobs informed Council that a Municipal Public Accounts Committee training course will be held at Stellenbosch Municipality on Friday, 7 June 2019.

(c) That the Municipal Manager submits an item with regard to penalties for absence by Councillors at the next meeting.

NOTED

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON MONDAY, 25 MARCH 2019 AT 09:00

PRESENT

Executive Mayoral Committee

Councillor BC Klaasen (Executive Mayor)
Alderman D Adams (Deputy Executive Mayor)
Councillor TE Abrahams
Councillor EM Sidego
Alderman HJ Smit

Councillors not on Executive Mayoral Committee

Councillor MD Jacobs

Officials

Mr D Nasson (Municipal Manager)
Mr A Raubenheimer (Acting Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr G Louw (Head: Internal Audit)
Mr A Hofmeester (Manager: IDP)
Mr CG Wessels (Manager: Administration)
Ms MJ Prins (Acting Principal Administrative Officer)
Mr CJ Titus (Committee Clerk)

Other attendees

Mr N Bettesworth (Ceres Business Initiative)

1. OPENING AND WELCOME

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

NOTED

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

An application for leave of absence from the meeting was received from Alderman JJ Visagie.

RESOLVED

that the application for leave of absence from the meeting, received from Alderman JJ Visagie, be approved and accepted.

3. MINUTES

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

The minutes of the Executive Mayoral Committee meeting, held on 26 February 2019, are attached as **annexure 3.1**.

RESOLVED

That the minutes of the Executive Mayoral Committee meeting, held on 26 February 2019, be approved and signed by the Executive Mayor.

3.2 Outstanding matters (3/3/2)

Item number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
3.2.1	17/18/1	8.3.1 of 05-12-2017 Allocation of land for informal traders	Community Services (Local Economic Development)	That the matter be held in abeyance.	Awaiting outcomes of application for funding.	27 May 2019
3.2.2	7/1/4/2	7.4.4 of 28-05-2018 Alienation of municipal property: Erf 935, Wolseley	Corporate Services	(a) that the Municipal Manager obtains a legal opinion pertaining to the various concerns raised by the Executive Mayoral Committee. (b) that the matter be held in abeyance until the next meeting.	Municipal Manager is awaiting a legal opinion.	20 May 2019

(a) Allocation of land for informal traders

The Municipal Manager reported that an application for funding has been made and the outcome is awaited.

(b) Alienation of municipal property: Erf 935, Wolseley

The Municipal Manager mentioned that the legal opinion is awaited.

RESOLVED

That notice be taken of the outstanding matters.

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

(a) The Executive Mayor mentioned that electricity tariffs are a challenge for the municipality. A presentation with regard to alternative sources for energy was made at the office of the Premier, but further information will follow. The Municipal Manager expressed concern with regard to the higher electricity tariffs on the budget.

(b) The Executive Mayor requested that a report in respect of service delivery be submitted to him.

(c) The Executive Mayor mentioned that a session in respect of the organogram and the revised delegations will be done before the national and provincial elections.

NOTED

5. INTERVIEWS WITH DELEGATIONS

5.1 Presentation: Gerom Media (12/1/1/1)

Mr Gerrit Davids of Gerom Media was not present to make a presentation. Alternative arrangements will be made.

NOTED

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None

NOTED

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direktoraat Finansies / Directorate Finance

7.1.1 Section 71 Monthly Budget Statement Reports of Directorate Finance: January and February 2019 (9/1/2/2)

Note: These reports are tabled directly to the Executive Mayoral Committee and Council, because the committee meetings for March 2019 have been cancelled.

The following Section 71 Monthly Budget Statement Reports of the Directorate Finance are attached:

(a) January 2019 **Annexure 7.1.1(a)**.
(b) February 2019 **Annexure 7.1.1(b)**.

The following remarks/questions were highlighted:

- That the delay with regard to the DORA pay-outs has been settled and pay-out done.
- That in respect of outstanding debt discussions were held with the Departments of Education and Rural Development. Schools receive their pay-out during April 2019 and the matter will be addressed.
- That the Acting Director: Finance submits a report in respect of the budget and expenditure of the TASK process at the next meeting.
- That the amount of R531 000-00 was received as operational MIG funding.

RESOLVED

(a) that the Acting Director: Finance submits a report in respect of the budget and expenditure of the TASK process at the next meeting.

(b) That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for January and February 2019 and same be accepted.

7.2 Direktoraat Tegniese Dienste / Directorate Technical Services

7.2.1 Proposed street fencing: Pick & Pay: De Keur Shopping Centre, Ceres (15/04/R)

The following memorandum, dated 26 February 2019, was received from the Manager: Town Planning and Building Control:

"Purpose

To make a recommendation with regard to a preliminary building plan application for the erection of a street boundary fence.

Deliberation

The owners of the Pick & Pay at De Keur shopping centre propose to erect a street boundary fence as per the attached drawing. It will be a *clearvu* fence at 1.8 m height with gates at the two entrances enclosing the entire street front of the centre.

The applicant motivates that there has been an increase in criminal related activities at the centre and that the fence is needed as a security measure.

It should be noted that in a recent Constitutional Court judgement (Trustees of the Simcha Trust v Da Cruz and Others; City of Cape Town v Da Cruz and Others) the court held that when considering a proposed building, the decision-maker should consider whether the proposed building would probably, or will in fact, be so disfiguring of the area, objectionable or unsightly, or derogate from the value of adjacent properties, that it would exceed the legitimate expectations of a hypothetical owner of a neighbouring property.

In terms of Section 7(1)(b)(ii)(aa) of the National Building Regulations and Building Standards Act, a local authority must refuse to approve an application if the local authority —

' is satisfied that the building to which the application in question relates —

(aa) is to be erected in such manner or will be of such nature or appearance that —

(aaa) the area in which it is to be erected will probably or in fact be disfigured thereby;
(bbb) it will probably or in fact be unsightly or objectionable;
(ccc) it will probably or in fact derogate from the value of adjoining or neighbouring properties. '

It is considered that the fence is not desirable for the following reasons:

- The proposal is contrary to the character of the main street. Properties along Voortrekker Street are not fenced and the street has an *open* character.
- The fence will have an industrial appearance that is out of character with the area.
- It will discourage free movement after hours when the gates are closed, thereby disturbing the convenience of the area.
- It raises the perception that Ceres is not a safe place.

The following documents are attached:

(a) Front boundary fencing plan: **Annexure 7.2.1(a)**.
(b) Examples of new street boundary fencing: **Annexure 7.2.1(b)**."

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that the application for a proposed street boundary fence on erf 7696 Ceres, illustrated by AXION drawing no 100-10, be refused having regard to Section 7(1)(b)(ii)(aa) of the National Building Regulations and Building Standards Act 103 of 1977.

(b) that the application is refused on the basis of having due regard to the proposal in its wider context considering that:

- *the fence will be unsightly, objectionable; causing the area in which it is to be erected to be disfigured thereby.*

7.2.2 Policy: Development Charges
(15/4/P)

The following items refer:

(a) Item 7.2.2 of the Executive Mayoral Committee meeting, held on 3 December 2018.
(b) Item 8.2.2 of the Council meeting, held on 6 December 2018.
(c) Item 7.2.5 of the Executive Mayoral Committee meeting held on 26 February 2019.
(d) Item 8.2.2 of the Council meeting, held on 27 February 2019.

The following documents are attached:

(a) Memorandum from Director: Technical Services, dated 21 November 2018: **Annexure 7.2.2(a)**.

(b) Witzenberg Municipality Development Charges Policy: **Annexure 7.2.2(b)**.

(c) Services Agreement for Private Residential Township Development: **Annexure 7.2.2(c)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(a) that the Development Charges Policy (revision 00) be adopted as a policy document.

(b) that the Services Agreement for Private Residential Township Development be adopted as a policy document.

The Executive Mayoral Committee resolved on 3 December 2018:

That the Executive Mayoral Committee recommends to Council:

(a) that the Development Charges Policy (revision 00) be workshopped by Council.
(b) that the matter in respect of supra (a) be held in abeyance until after the workshop.

Council unanimously resolved on 6 December 2018:

(a) that the Development Charges Policy (revision 00) be workshopped by Council.
(b) that the matter in respect of supra (a) be held in abeyance until after the workshop.

The matter was workshopped on 22 January 2019 and Council took notice of a presentation made regarding the Development Charges Policy revision.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Policy: Development Charges and same be approved and accepted.

The Executive Mayoral Committee resolved on 26 February 2019 that the Executive Mayoral Committee recommends to Council:

that the matter in respect of the Policy: Development Charges be held in abeyance until the next meeting.

Council unanimously resolved on 27 February 2019 that the matter in respect of the Policy: Development Charges be held in abeyance until the next meeting.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Policy: Development Charges and same be approved and accepted.

7.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

7.3.1 Proposal for utilisation of Busy Bee Building: Erf 1567, Piet Retief Street, Tulbagh (7/1/4/1)

The following items refer:

(a) Item 7.1 of the meeting of the Committee for Local Economic Development and Tourism, held on 20 February 2019.

(b) Item 7.3.3 of the Executive Mayoral Committee meeting held on 26 February 2019.

(c) Item 8.3.5 of the Council meeting, held on 27 February 2019.

A memorandum from the Acting Manager: Socio Economic Development, dated 27 September 2018, is attached as **annexure 7.3.1**.

The Committee for Local Economic Development resolved on 20 February 2019 to recommend to the Executive Mayoral Committee and Council:

(a) that the Acting Manager: Socio-Economic Development investigates and takes control of the municipal assets at the Busy Bee Building, erf 1567, Piet Retief Street, Tulbagh.

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

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

The Executive Mayoral Committee resolved on 26 February 2019 that the Executive Mayoral Committee recommends to Council:

that the matter in respect of the utilisation of the Busy Bee building on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting and the cost for repairs be determined and done.

Council resolved on 27 February 2019 that the matter in respect of the utilisation of the Busy Bee building on erf 1567, Piet Retief Street, Tulbagh be held in abeyance until the next meeting and the cost for repairs be determined and done.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(i) that the building located on erf 1567, Piet Retief Street, Tulbagh be leased to Tulbagh Tourism in order to utilise the premises for local tourism, entrepreneurs from Witzenville and Chris Hani to get exposure to tourists visiting the area.

(ii) that the building supra (a) must contribute towards economic transformation through tourism and skills impartation.

(iii) that the Municipal Manager be mandated to sign the Service Level Agreement with Tulbagh Tourism.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the proposal for utilisation of the Busy Bee building, situated on erf 1567, Piet Retief Street, Tulbagh be held in abeyance to obtain clarity and for further deliberations regarding the matter.

7.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

7.4.1 Request for lease agreement: Erf 8069, Carson Street alley, Ceres (15/4/R & 7/1/4/1)

The following documents are attached:

(a) E-mail from Mr Wynand du Plessis, dated 14 January 2019: **Annexure 7.4.1(a)**.

(b) Memorandum from Manager: Town Planning and Building Control, dated 7 March 2019: **Annexure 7.4.1(b)**.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

(i) that a portion of erf 8069 Ceres be leased to the owner of erf 5042, Mr Wynand du Plessis, as it is not required for provision of the minimum level of basic services [MFMA Section 14.2(a)].

(ii) that Council enters into a lease agreement for a ten-year period for the purposes of enclosing the land for the benefit of erf 5042.

(iii) that an option be given for renewal of the new lease agreement on the discretion of the municipality.

(iv) that the fair market value not be applicable due to the economic and community value that are received in exchange for the lease of the asset [MFMA Section 14.2(a)].

(v) that Council determines the rental amount.

(vi) that the owner of erf 5042 be responsible for maintaining the strip of land.

(vii) that the owner of erf 5042 be responsible for removing the existing lamp post at his own cost.

(viii) that the portion of erf 8069, Ceres will stay the property of the municipality after the expiry or cancellation of the lease agreement.

(ix) that the Municipal Manager be authorised to sign the lease agreement on behalf of Council.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the matter in respect of the request for a lease agreement with regard to erf 8069, Carson Street alley, Ceres be held in abeyance until the next meeting.

7.4.2 Proposed Council meeting program: April until December 2019 (3/1/2/3)

The following memorandum, dated 18 March 2019, was received from the Manager: Administration:

"**1. Purpose**

To obtain the approval of the Executive Mayoral Committee as well as Council for the proposed Council meeting program for April until December 2019.

2. For decision

Council.

3. Executive summary

The Council meeting program and meeting schedule for April until December 2019 is attached as **annexure 7.4.2**. The program is essentially similar to the program as scheduled in 2018. It is recommended that the attached program for the period April until December 2019 be approved. Numerous requests were lodged to SALGA to provide their 2019 meeting and workshop dates and it was only received during March 2019. Council approved the meeting program for the period Januarie until March 2019 and made a resolution that the program be finalised when the SALGA dates have been received. The complete Council meeting program of Witzenberg Municipality has been synchronised with SALGA meeting and workshop dates and is now submitted to Council for approval.

4. Discussion

4.1 Background and discussion

In terms of Section 19 of the Local Government Municipals Systems Act, (No 32 of 2000) the Municipal Manager must give notice to the public in a manner determined by the Municipal Council of the time, date and venue of every ordinary meeting of the Council and special or urgent meeting of the Council except when time constraints make this impossible.

The proposed Council meeting program for April until December 2019 provides the list of scheduled Council, Executive Mayoral Committee, the various Section 80 Committees, Municipal Public Accounts Committee (MPAC), Performance Risk and Audit Committee (PRAC) and Local Labour Forum (LLF) meetings with the applicable time, venue and dates of the meetings.

- Senior Management meetings are once again proposed to be held every Monday.
- Section 80 Committee meetings are proposed for the third Tuesday, Wednesday and Thursday of every month.
- Council workshop meetings are proposed for the day prior to the Council meeting.
- Council meetings are proposed for the last Wednesday of the month, depending on specific circumstances. Council meetings are also synchronised with the Council meetings of the Cape Winelands District Municipality.

4.2 Constitutional and policy implications

This program has no constitutional and policy implications for the municipality.

4.3 Environmental implications

This program has no environmental implications.

4.4 Financial implications

The proposed Council meeting program is published in the local community newspaper, the cost of which is duly budgeted for.

4.5 Legal implications

In terms of Section 19 of the Local Government Municipals Systems Act (No. 32 of 200) the Municipal Manager must give notice to the public in a manner determined by the municipal Council of the time, date and venue of every ordinary meeting and special or urgent meetings of the Council except when time constraints make this impossible.

Council meetings are planned for every month except for April, June, September and November. This exceeds the minimum requirement of one meeting per quarter as prescribed.

All legislative and policy requirements are complied with."

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Council meeting program for the period April until December 2019 be approved.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

9. FORMAL AND STATUTORY MATTERS

None

NOTED

10. ADJOURNMENT

The meeting adjourned at 10:50.

Approved on _____ with / without amendments.

_____
COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR

/MJ Prins

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, 16 MAY 2019 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 16 MEI 2019 OM 10:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid E Sidego (Chairperson / Voorsitter)
Councillor / Raadslid Z Mzauziwa
Alderlady / Raadsdame J Phungula

Non-committee Members / Nie-komiteelede

Councillor / Raadslid N Phatsoane
Councillor / Raadslid M Mdala
Counicillor / Raadslid M Jacobs
Councillor / Raadslid M Ndaba

Officials / Amptenare

Ms / Me C Mackenzie (Manager: Housing / Bestuurder: Behuising)
Mr / Mnr T Plaatjies (Senior Housing Officer / Senior Behuisingsbeampte)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Ms / Me W Roode (Word Processor Operator / Woordverwerker Operateur)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

Die Voorsitter heet almal teenwoordig welkom en versoek die Senior Behuisingsbeampte om die vergadering met gebed te open.

NOTED / AANGETEKEN

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

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

Verskonings vir afwesigheid van die vergadering is ontvang vanaf die Munisipale Bestuurder en Bestuurder: Administrasie.

RESOLVED

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

BESLUIT

dat kennis geneem word van die verskoning vir afwesigheid van die vergadering ontvang vanaf die Munisipale Bestuurder en Bestuurder: Administrasie en dat dit aanvaar word.

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 7 February 2019, are attached as annexure 3.1.

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 7 Februarie 2019, word ingebind as bylae 3.1.

RESOLVED

that the minutes of the meeting of the Committee for Housing Matters, held on 7 February 2019, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 7 Februarie 2019, goedgekeur en deur die Voorsitter onderteken word.

3.2 Outstanding matters
(3/3/2)

Number / Nommer	File Ref. Nr. / Lêer Verw. No.	Item nr. and date of meeting / Item no. en datum van vergadering	Title of item / Onderwerp van item	Besluit / Resolution	Responsibility / Verantwoor-delikheid	Remarks / Opmerkings
1.	09/01/2/2	6.2 of 11 October 2018 3.2 of 8 November 2018 3.2 of 7 February 2019	Risk Management: Fourth quarter 2017/2018: Risk Management Report: Department Housing / Risiko Bestuur: Vierde Kwartaal van 2017/2018: Risiko Bestuur Verslag: Departement Behuising	That cognisance be taken of the outstanding matter / dat kennis geneem word van die uitstaande saak. That notice be taken of the outstanding matter / Dat kennis geneem word van die uitstaande saak. That notice be taken of the outstanding matter / Dat kennis geneem word van die uitstaande saak.	Head: Internal Audit	16 Mei 2019

RESOLVED

that notice be taken of the outstanding matter.

BESLUIT

dat kennis geneem word van die uitstaande saak.

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

The Chairperson thanked the Housing Department for the logistical arrangements of the Title Deeds handover ceremonies at the Bella Vista (309) Housing Project and Wolseley. The Chairperson mentioned that the outstanding Title Deeds of the various towns can be collected at their respective municipal offices.

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Monthly reports of the Section Housing: February, March and April 2019 / Maandverslae van die Afdeling Behuising: Februarie, Maart en April 2019
(9/1/2/4)

The following monthly reports of the Section Housing are attached:

Die volgende maandverslae van die Afdeling Behuising word ingebind:

(a)	February / Februarie 2019	Annexure / Bylae 6.1(a)
(b)	March / Maart 2019	Annexure / Bylae 6.1(b)
(c)	April 2019	Annexure / Bylae 6.1(c)

The Manager: Housing reported that funds were made available by the Department of Human Settlement to appoint Bula Bula Attorneys to assist the municipality in order to transfer the old Nduli 226 Block Project.

The Manager: Housing informed the Committee that collective meetings were held with the communities of Bella Vista and Tulbagh in respect of title deeds with success. Similar engagements with regard to the above will be followed in Nduli, Ceres and Wolseley.

RESOLVED

that the Committee for Housing Matters takes notice of the content of the monthly reports of the Section Housing for February, March and April 2019 and same be accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem van die inhoud van die maandverslae van die Afdeling Behuising vir Februarie, Maart en April 2019 en dat die verslae aanvaar word.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

9. 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, 22 MAY 2019 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR TEGNIESE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP WOENSDAG, 22 MEI 2019 OM 10:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee members / Komiteelede

Alderman / Raadsheer JJ Visagie (Chairperson / Voorsitter)
Councillor / Raadslid M Mdala
Councillor / Raadslid R Simpson
Councillor / Raadslid D Swart
Councillor / Raadslid MJ Jacobs

Officials / Amptenare

Mr / Mnr J Barnard (Director: Technical Services / Direkteur: Tegniese Dienste)
Mr / Mnr H Taljaard (Manager: Town Planning and Building Control / Bestuurder: Stadsbeplanner en Boubeheer)
Mr / Mnr N Jacobs (Manager: Water and Sewerage / Bestuurder: Water en Riolering)
Mr / Mnr P Van den Heever (Senior Manager: Electro-Technical Services / Senior Bestuurder: Elektrotegniese Dienste)
Mr / Mnr J Jacobs (Senior Superintendent: Solid Waste and Cleansing Services / Senior Superintendent: Vaste Afval en Reinigingsdienste)
Mr / Mnr O Gatyene (Manager: Fleet and Workshop / Bestuurder: Vloot en Werkswinkel)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Ms / Me W Roode (Word Processor Operator / Woordverwerker Operateur)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson requested Councillor D. Swart to open the meeting with prayer after which he welcomed everyone present.

Die Voorsitter versoek Raadslid D. Swart om die vergadering met gebed te open waarna hy almal teenwoordig welkom heet.

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: Electro-Technical Services, Manager: Streets and Storm Water and Manager: Administration.

Verskonings vir afwesigheid van die vergadering is ontvang vanaf die Munisipale Bestuurder, Bestuurder: Elektrotegniese Dienste, Bestuurder: Stormwater en Strate en Bestuurder: Administrasie.

RESOLVED

that notice be taken of the apologies for absence from the meeting, received from the Municipal Manager, Manager: Electro-Technical Services and Manager: Administration.

BESLUIT

dat kennis geneem word van die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Munisipale Bestuurder, Bestuurder: Elektrotegniese Dienste en Bestuurder: Administrasie.

3. MINUTES / NOTULES

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

The minutes of the meeting of the Committee for Technical Services, held on 19 February 2019, are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Tegniese Dienste, gehou op 19 Februarie 2019, word ingebind as **bylae 3.1.**

RESOLVED

that the minutes of the meeting of the Committee for Technical Services, held on 19 February 2019, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Tegniese Dienste, gehou op 19 Februarie 2019, goedgekeur en deur die Voorsitter onderteken word.

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

Number / Nommer	File Reference nr. / Leêr Verwysing Nommer	Item nr. and date of meeting / Item no. en datum van vergadering	Title of item / Onderwerp van item	Resolution / Besluit	Responsibility / Verantwoordelikheid	Target date / Teiken datum
1.	09/1/2/2	6.1 of 19 September 2018	Risk Management Report: Fourth Quarter 2017/ 2018 Risk Management Report: Directorate for Technical Services	That the Director: Technical Services will liaise with the Head: Internal Audit with regard to the submission of the Risk Management Report for the Fourth Quarter 2017/2018 of Directorate Technical Services.	Head: Internal Audit / Director: Technical Services	22 May 2019

RESOLVED

that notice be taken of the outstanding matter.

BESLUIT

dat kennis geneem word van die uitstaande saak.

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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Risk Management: Fourth Quarter 2017/2018 Risk Management Report: Directorate for Technical Services / Risiko Bestuur: Vierde Kwartaal 2017/2018 Risiko Bestuur Verslag: Departement Tegniese Dienste (9/1/2/2)

This is a quarterly item on the agenda / Hierdie is 'n kwartaallikse item op die agenda.

None / Geen

NOTED / AANGETEKEN

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7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Witzenberg Spatial Development Framework: Proposed programme and Inception Report (15/4/P)

The following report, dated 23 April 2019, was received from the Manager: Town Planning and Building Control:

"Background

On 12 February 2019 the municipality appointed consultant Built Environment Partnership (BEP) as the service provider to execute the review of the Witzenberg Spatial Development Framework.

Attached as **annexure 7.1** is the Inception Report produced by the consultant which among other things propose a work programme and consultation plan.

Legislation

The Witzenberg Land Use Planning By-Law requires that the municipality approve a consultation plan and programme for the adoption of its Spatial Development Framework as follows:

'(1) When drafting or amending the municipal spatial development framework in terms of the Municipal Systems Act, the Municipal Council must, in accordance with the process adopted in terms of section 28 of the Municipal Systems Act:

(a) approve a consultation plan which meets the requirements of:

(i) section 29(1) of the Municipal Systems Act;

(ii) section 20(3) of SPLUMA;

(iii) section 13 of the Land Use Planning Act; and

(b) approve a programme which includes the stages at which a designated political structure, political office bearer or official must comment upon the draft municipal spatial development framework or draft amendment.'

Work programme

The Witzenberg Spatial Development Framework Project's Scope of Work has been split into eight separate project phases and forms the core focus areas of the work phase methodology. With an additional last phase included for administrative purposes. The phases classify how the project team will go about completing the SDF. These work phases are shown in the table below:

WBS	TASK NAME	DURATION	START	FINISH
0	Witzenberg SDF Draft Programme	352 days	Thu 10/25/18	Tue 4/21/20
1	Tender Submission and Award	66 days	Thu 10/25/18	Tue 2/12/19
2	PHASE 1: PROJECT INCEPTION	37 days	Wed 2/13/19	Thu 4/4/19
3	PHASE 2: LEGISLATIVE AND POLICY REVIEW	32 days	Tue 2/26/19	Wed 4/10/19
4	PHASE 3: PRINCIPLES AND DRAFT VISION	31 days	Thu 4/4/19	Wed 5/22/19
5	PHASE 4: STATUS QUO SYNTHESIS	49 days	Wed 3/27/19	Fri 6/7/19
6	PHASE 5: SPATIAL CONCEPT AND STRATEGY	45 days	Mon 6/3/19	Mon 8/5/19
7	PHASE 6: DRAFT SDF WITH CAPITALEXPENDITURE FRAMEWORK AND IMPLEMENTATION FRAMEWORK	110 days	Thu 8/8/19	Fri 1/31/20
8	PHASE 7: FINAL SDF	45 days	Mon 2/3/20	Fri 4/3/20
9	PHASE 8: RECONCILIATION AND CLOSE OUT	10 days	Mon 4/6/20	Tue 4/21/20

RESOLVED

that the Committee for Technical Services recommends to the Executive Mayoral Committee and Council:

that, in terms of Section 4(1) of the Witzenberg Land Use Planning By-Law, the project programme and consultation plan contained in the Inception Report prepared by Built Environment Partnership, be approved.

7.2 Proposed Integrated Zoning Scheme By-Law for Witzenberg (15/4/P)

The following memorandum, dated 16 April 2019, was received from the Manager: Town Planning and Building Control:

"Purpose

The purpose of this report is to introduce to Council an Integrated Zoning Scheme (IZS) By-Law for the Municipality and to adopt a process to commence with the implementation thereof.

The draft Integrated Zoning Scheme (IZS) is attached as **annexure 7.2**.

Background

The Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2014), stipulates in Section 24(1) that a municipality must adopt a single land use scheme for its entire municipal area within five years from the commencement of said Act. Municipalities thus have until **30 June 2020** to implement an integrated zoning scheme.

Currently the Witzenberg Municipal area is covered by three different zoning schemes comprising of:

- Ceres Scheme (1994)
- Nduli (1989)
- Section 8 (1988) applying to Wolseley, Tulbagh, Prince Alfred's Hamlet, the town Op-die-Berg and farming areas

Notwithstanding the requirement of SPLUMA, these different zoning schemes are also outdated and did not kept track with the changing development context of the area. As a consequence, these zoning schemes complicate land use management.

Consequently it is necessary to consolidate the different zoning schemes into a single integrated zoning scheme, as well as to modernise the zoning scheme into an innovative tool which is more suited for managing the challenges of development.

Overview of proposed process

The following process and associated timeframes to finalise and implement the IZS will be followed in three phases:

Finalise draft IZS for Council submission – current to May 2019

- Technical examination of the content of the IZS to consider and make sure that it covers any specific needs or challenges that the municipality faces. Completed.
- Develop zoning transition tables to allocate the new zonings. Completed.
- Submit draft IZS to Council for mandate to release same for purpose of public participation, including the proposed Public Participation Process. **Presented with this report.**
- Prepare a land use register and determine a new zoning in terms of the IZS for every property with the finalisation of a new associated zoning map.

Public Participation Process for IZS – June 2019 to December 2019

- Undertake Public Participation and advertisement campaign, including Council workshops.
- Evaluate any inputs on IZS and finalise draft IZS.
- Communicate responses to parties who provided inputs.

Approval and Implementation of IZS – January 2020 to March 2020

- Finalise IZS and submit report to Council for final adoption.
- Publish adoption of IZS [Municipal Systems Act Section13(a) promulgation].
- Continue to address any bona fide zoning disputes."

RESOLVED

that the Committee for Technical Services recommends to the Executive Mayoral Committee and Council:

(a) that Council takes cognisance of the fact that in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2014) a single land use scheme needs to be implemented no later than 30 June 2020.

(b) that the draft Witzenberg Zoning Scheme By-Law be approved in principle and the process be followed for adoption of same.

(c) that in terms of Section 12(3)(b) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) the proposed draft Witzenberg Zoning Scheme By-Law be published for public comment.

(d) that the proposed draft Witzenberg Zoning Scheme By-Law and any comments received during public participation be submitted to Council for consideration and final adoption.

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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 the sand in the storm water drain be removed at 29 Haile Selassie Street, Prince Alfred's Hamlet as same creates that water runs into houses.

Councillor M. Mdala requested that one water tap be removed at the communal toilet in Nduli, Ceres. The Senior Superintendent Solid Waste and Cleansing Services informed the Committee that the matter must be reported to the Manager: Housing.

The Senior Superintendent: Solid Waste and Cleansing Services reported that Prince Alfred's Hamlet does not have Waste Ambassadors to attend to waste.

The Chairperson reported that during rainy days water runs down the right side of the storm water system at the low-water bridge in Phase 4, Prince Alfred's Hamlet, preventing school children crossing the bridge for school.

The Chairperson requested that an additional flood light be erected at the bridge in Phase 4, Prince Alfred's Hamlet.

The Chairperson informed the meeting that electricity cables were stolen at the walkway in Prince Alfred's Hamlet.

NOTED

10. ADJOURNMENT / VERDAGING

The meeting adjourned at 10:45 / Die vergadering verdaag om 10:45.

Approved on _____

_____
ALDERMAN / RAADSHEER JJ VISAGIE
CHAIRPERSON / VOORSITTER

/wr

MINUTES OF THE SPECIAL MEETING OF THE COMMITTEE FOR HOUSING MATTERS OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 5 JUNE 2019 AT 09:00

NOTULE VAN DIE SPESIALE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP WOENSDAG, 5 JUNIE 2019 OM 09:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid E Sidego (Chairperson / Voorsitter)
Councillor / Raadslid Z Mzauziwa

Non-Committee Members / Nie-Komiteelede

Councillor / Raadslid N Phatsoane
Councillor / Raadslid M Mdala

Officials / Amptenare

Ms / Me C Mackenzie (Manager: Housing / Bestuurder: Behuising)
Ms / Me C Stevens (Manager: Income / Bestuurder: Inkomste)
Mr / Mnr T Plaatjies (Senior Housing Officer / Senior Behuisingsbeampte)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Ms / Me W Roode (Word Processor Operator / Woordverwerker Operateur)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Councillor Z Mzauziwa to open the meeting with prayer.

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

NOTED / AANGETEKEN

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

Application for leave of absence from the meeting was received from Alderlady J. Phungula.

Aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf Raadsdame J. Phungula.

RESOLVED

that the application for leave of absence from the meeting received from Alderlady J. Phungula be approved and accepted.

BESLUIT

dat die aansoek om verlof tot afwesigheid van die vergadering ontvang vanaf Raadsdame J. Phungula goedgekeur en aanvaar word.

3. NOTULES

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

The minutes of the meeting of the Committee for Housing Matters, held on 16 May 2019 are attached as **annexure 3.1**.

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 16 Mei 2019, word ingebind as **bylae 3.1**.

RESOLVED

that the minutes of the meeting of the Committee for Housing Matters, held on 16 May 2019, be held in abeyance until the next committee meeting.

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 16 Mei 2019, oorstaan tot die volgende komiteevergadering.

4. COMMITTEE FOR HOUSING MATTERS-in-COMMITTEE / KOMITEE VIR BEHUISINGSAANGELEENTHEDE-in-KOMITEE

MINUTES OF THE SPECIAL MEETING OF THE COMMITTEE FOR HOUSING MATTERS OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 13 JUNE 2019 AT 10:00

NOTULE VAN DIE SPESIALE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 13 JUNIE 2019 OM 10:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid E Sidego (Chairperson / Voorsitter)
Councillor / Raadslid Z Mzauziwa

Non-Committee Members / Nie-Komiteelede

Councillor / Raadslid M Mdala

Officials / Amptenare

Ms / Me C Mackenzie (Manager: Housing / Bestuurder: Behuising)
Mr / Mnr T Plaatjies (Senior Housing Officer / Senior Behuisingsbeampte)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Ms / Me W Roode (Word Processor Operator / Woordverwerker Operateur)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

Die Voorsitter heet almal teenwoordig welkom en versoek die Senior Behuisingsbeampte om die vergadering met gebed te open.

NOTED / AANGETEKEN

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

Application for leave of absence from the meeting was received from Alderlady J. Phungula.

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

Aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf Raadsdame J. Phungula.

Verskonings vir die afwesigheid van die vergadering is ontvang vanaf die Munisipale Bestuurder:, Bestuurder: Administrasie en Bestuurder: Inkomste.

RESOLVED

(a) that the application for leave of absence from the meeting received from Alderlady J. Phungula be approved and accepted.

(b) that the apologies from the meeting, received from the Municipal Manager, Manager Administration and Manager: Income be accepted.

BESLUIT

(a) dat die aansoek om verlof tot afwesigheid van die vergadering ontvang vanaf Raadsdame J. Phungula goedgekeur en aanvaar word.

(b) dat die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Munisipale Bestuurder, Bestuurder: Administrasie en Bestuurder: Inkomste aanvaar word.

3. NOTULES

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

None / Geen

NOTED / AANGETEKEN

4. COMMITTEE FOR HOUSING MATTERS-in-COMMITTEE / KOMITEE VIR BEHUISINGSAANGELEENTHEDE-in-KOMITEE

IRRIGATION BOARD
KOEKEDOUW BESPROEIINGSRAAD

Telefoon: 0233155569 / 0832920590

Email: gerda.kbr@gmail.com

Posbus 804
CERES
6835

13 Maart 2019

Hiermee word verklaar dat onderstaande onderneming se KBR rekening vir die besproeiings-termyn van 1 Julie 2018 tot 30 Junie 2019, ten volle betaal is.

Aangeheg is die berekening van die uitstaande bedrag ten opsigte van die RAB-lening van die onderstaande onderneming:

Hierdie uitstaande bedrag is betaalbaar aan KBR teen die 25ste Junie 2019.

Entiteit	**WITZENBERG MUNISIPALITEIT**		
Plaas	**VREDEBES**		
	RAB Skuld / Ha	**Ha'e**	**Bedrag**
Winter	34,386.78	-	-
Somer	59,326.13	15.00	889,891.98
Drink	34,386.78	-	-
Totaal			**889,891.98**

Aannames:

1. KBR aanvaar die skriftelike bevestiging, van die uitstaande bedrag van R50 549 585.83 verskuldig aan RAB op 30 Junie 2019.
2. KBR lewer eenmalig 'n faktuur aan die betrokke onderneming vir sy gedeelte van die RAB skuld, in verhouding tot sy water-inlysting.
3. Elke onderneming reël sy eie finansiering om die betrokke faktuur te betaal.
4. Elke onderneming reël met sy betrokke bank sy eie terugbetaligsterme.
5. Elke onderneming moet 'n persoon aanwys met wie Gerda Roux kan skakel tydens hierdie proses.
6. Gerda Roux gaan elke 14dae telefonies opvolg met aangewese persoon in ondernemings,tov die finansierings-vordering.
7. Mikpunt is om teen die 15de Mei 2019, alle finansiering in plek te hê.
8. KBR wil teen 31 Mei 2019 alle fakture aan ondernemings lewer, vir betaling teen die 25ste Junie 2019.

RAB TERUGBETALINGSOPSIES
BESTAANDE vs NUWE VOORSTEL

	OU FINANSIERINGSMODEL		NUWE FINANSIERINGSMODEL	
UITSTAANDE SKULD JUN 2019	54,687,042		50,549,586	
RENTEKOERS	16.63%		10.25%	
	PMT	KAPITAAL SALDO	PMT	KAPITAAL SALDO
JAAR 1 - 2019	6,820,678	52,239,059	8,315,271	47,415,648
JAAR 2	7,161,712	54,430,496	8,315,271	43,960,481
JAAR 3	7,519,797	56,685,260	8,315,271	40,151,160
JAAR 4	7,895,787	58,968,941	8,315,271	35,951,383
JAAR 5	8,290,576	61,267,933	8,315,271	31,321,129
JAAR 6	8,705,105	63,663,418	8,315,271	26,216,275
JAAR 7	9,140,360	65,887,726	8,315,271	20,588,172
JAAR 8	9,597,379	68,122,383	8,315,271	14,383,189
JAAR 9	10,077,247	70,278,468	8,315,271	7,542,196
JAAR 10 - 2028	10,581,110	72,355,397	8,315,271	-
JAAR 11	11,110,165	74,315,997	-	-
JAAR 12	11,665,674	75,995,898	-	-
JAAR 13	12,248,957	77,313,101	-	-
JAAR 14	12,861,405	78,376,761	-	-
JAAR 15	13,504,475	78,947,087	-	-
JAAR 16	14,179,699	78,944,608	-	-
JAAR 17	14,888,684	78,317,008	-	-
JAAR 18	15,633,118	76,706,169	-	-
JAAR 19	16,414,774	74,066,193	-	-
JAAR 20	17,235,513	70,131,395	-	-
JAAR 21	18,097,289	64,628,215	-	-
JAAR 22	19,002,153	57,335,471	-	-
JAAR 23	19,952,261	47,679,442	-	-
JAAR 24	20,949,874	35,240,909	-	-
JAAR 25	21,997,367	19,572,061	-	-
JAAR 26 - 2044	23,097,236	-	-	-
Totale terugbetalings	348,628,396		83,152,706	

Notas :

* bestaande finansieringsmodel is verkry van RAB
* uitstaande skuld op 30 Junie 2019 is verkry van RAB
* nuwe voorstel gebruik aanname van 10 jaar terugbetalingstermyn teen Prima rentekoers

David Nasson

From: Danie <danie@goosenboerdery.co.za>
Sent: Tuesday, 02 July 2019 9:52 PM
To: David Nasson
Cc: Gerda Roux; Peet du Plessis; Handri Conradie
Subject: FW: Witzenberg Munisipaliteit RMB Inv.pdf

Beste Mnr Nasson,

Dankie vir die gesprek en tyd van vanoggend.

Soos aan u verduidelik wil ek graag die volgende punte beklemtoon:

1. KBR het meer as 20 jaar gelede namens sy lede 'n lening by RAB aangegaan om die kapitaalkoste van die nuwe Koekedou dam, asook die verspreidingsnetwerk te betaal.
2. Die koste per lid is bereken volgens die betrokke eiendom se waterregte wat by BGCMA geregistreer is . Al hierdie inligting is tov die eiendomme se LBO's(lys van belasbare oppervlaktes) geregistreer en hierdie regte kleef aan die eiendom.
3. Bogenoemde koste per hektaar plus die jaarlikse bedryfskoste, vorm die totale rekening wat jaarliks aan elke lid gelewer is. Hierdie rekening het die afgelope seisoen R9036/ha beloop, waarvan R1400/ha die bedryfskoste uitgemaak het. Die Witzenberg Munisipaliteit het jaarliks hierdie rekening betaal, soos al die ander produsente wat water ontvang van KBR.
4. Met die huidige finansierings model by RAB , sou alle lede tot 2044 moes betaal om die lening af te los teen die rentekoers van 16.6%/jaar. Dit sou onbekostigbare koste vir elke lid tot gevolg hê.
5. KBR raad het toe met die betrokke banke gaan onderhandel. Die beste opsie wat toe geblyk het die volgende te wees.
   5.1 Elke lid reël sy eie finansiering en KBR doen 'n eenmalige heffing om die bestaande gesamentlike lening by RAB af te los.
   5.2 KBR hef dan daarna slegs bedryfskoste/ha en elke lid betaal sy eie finansiering van die kapitaalkoste.
   5.3 Bogenoemde reëlings is toe op 'n spesiale lede vergadering eenparig deur al die lede goedgekeur. Die Munisipaliteit was op die vergadering in Maart verteenwoordig.
6. Witzenberg Munisipaliteit is tans die enigste lid, wat nog nie sy verpligting nagekom het nie.
7. KBR se kontrak/ooreenkoms met RAB het ten einde geloop op die 30ste Junie, maar ons kon grasie kry tot Woensdag die 3de om die uitstaande bedrag te betaal. KBR het Vrydag die 28ste al die gelde betaal wat hy ontvang het, maar het 3 lede gehad wat nog nie betaal het nie. Die ander twee gevalle se gelde was nog uitstaande weens tegniese redes, wat hul Maandag en Dinsdag die 1ste en 2de Julie uitgesorteer het. Hierdie twee partye het nou hul betalings gedoen en is dit slegs die Witzenberg Munisipaliteit se rekening wat uitstaande is.
8. KBR gaan nou Woensdag die 3de die totale uitstaande bedrag betaal, sonder dat die Munisipaliteit se gelde betaal is.
9. KBR versoek dus dringend dat die Munisipaliteit se rekening vereffen word.

By voorbaat baie dankie.

Vriendelike groete / Kind regards

Danie Goosen
Voorsitter KBR

Email: danie@goosenboerdery.co.za
Office: +27(0) 23 313 3056
Fax: +27(0) 86 730 8853
Mobile: +27(0) 83 461 9933

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Acting Chief Financial Officer

VAN / FROM: Manager: Supply Chain

DATUM / DATE: 02 April 2019

VERW. / REF.: 06/1/1

REPORT: QUARTERLY INVENTORY COUNT: MUNICIPAL STORES, DROMMEDARIS STREET, CERES

1. Purpose

To report on the quarterly inventory count held on the 20 March 2019 and to narrate the findings to Council in terms of:

- Surpluses and shortages of stock items;
- Redundant stock items; and
- Damaged stock items

2. Discussion

During the completeness, accuracy and validity process of inventory to the value of R 11 998 693.97, teams were divided into three groups consisting of two employees each. These employees are not involved in the daily administrative activities of the municipal inventory. The process was supervised by the Manager: Supply Chain Management.

The store personnel were also on hand to provide assistance to counters when deemed necessary by counters.

3. Findings and financial implications

During the completeness, accuracy and validity process of inventory the following was identified:

3.1 Inventory surpluses

The following surpluses were found:

Table 3.1 (a)

Item code	Item Description	Quantity	Value per item (R)	Total value (R)
H0001	BATHROOM SOAP	2	R 9.22	R 18.44
X0119	PILOT BPS BALLPEN BLK-FINE	2	R 16.85	R 33.70

✉ 44 Ceres 6835 ☎ (023) 316 1854 ③ (023) 316 1877 admin@witzenberg.gov.za

3.2 Inventory shortages

The following shortages were found:

Table 3.1 (b)

Item code	Item Description	Unit	Quantity	Value per item (R)	Total value (R)
E0012	15MM SWIVEL ELBOWS CONEX	EA	1	R 50.21	R 50.21
Q0019	12V H7 BULBS	EA	2	R 17.54	R 35.08
P0007	PETROL	L	100	R 12.99	R 1 299.20
D0001	DIESEL	L	50	R 13.02	R 651.05
N0001	2.5KG WHITE SUGAR	EA	6	R 34.18	R 205.08

Petrol and diesel shortages can be attributed to the testing of fuel. An independent service provider were appointed in June 2018 to test the quality of the fuel. As a result of the flushing and samples taken the issuing of stock was not processed on the system.

3.3 Redundant inventory

It should be reported that the municipality identified no redundant inventory.

3.4 Damage inventory

The following stock was damaged beyond repair:

Table 3.1 (c)

Item code	Item Description	Quantity	Value per item (R)	Total value (R)
Q0013	12V DOUBLE CONTACT BULBS	1	R 2.98	R 2.98

The item accidentally fell from the shelf on the floor.

3.5 Slow moving inventory

Slow moving inventory highlighted was distributed to the relevant departments to determine whether the stock levels must be revised to ensure that the stores are managed optimally. Amendments were made to the system that reflect the changes by the relevant user department.

4. RECOMMENDATION TO COUNCIL

(a) That cognizance be taken of the stock count of 20 March 2019;
(b) That Council authorize the up taking of surpluses as per table 3.1 (a) above;
(c) That Council authorizes the writing off of stock shortages as per table 3.1 (b) to the value of R 2 240.62; and
(d) That Council authorizes the writing off of damaged stock as per table 3.1 (c) above to the value of R 2.98.

Yours sincerely

MG FRIESLAAR
MANAGER: SCM



Quarterly Budget Statement Report {Section 52(d)} for the Period 1 April 2019 to 30 June 2019

Financial data is in respect of the period 1 July 2018 to 30 June 2019

Glossary

Adjustments Budgets – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

Allocations – Money received from Provincial or National Government or other municipalities.

AFS – Annual Financial Statements

Budget – The financial plan of a municipality.

Budget related policy – Policy of a municipality affecting or affected by the budget.

Capital Expenditure – Spending on municipal assets such as land, buildings, distribution networks, treatment plants and vehicles. Any capital expenditure must be reflected as an asset on a municipality's balance sheet.

Cash Flow Statement – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short term investments. Cash receipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may not be paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would have been avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification system that facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipal accounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of a municipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

<u>Glossary (Continued)</u>

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004).

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous three years and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactions which do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources are accounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, **s**pending without, or in excess of, an approved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at department level.

WM – Witzenberg Municipality

Legal requirements

In terms of Section 52 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003):

52. General Responsibilities. — The mayor of a municipality—

(*a*) must provide general political guidance over the fiscal and financial affairs of the municipality;

(*b*) in providing such general political guidance, may monitor and, to the extent provided in this Act, oversee the exercise of responsibilities assigned in terms of this Act to the accounting officer and the chief financial officer, but may not interfere in the exercise of those responsibilities;

(*c*) must take all reasonable steps to ensure that the municipality performs its constitutional and statutory functions within the limits of the municipality's approved budget;

(*d*) **must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality; and**

(*e*) must exercise the other powers and perform the other duties assigned to the mayor in terms of this Act or delegated by the council to the mayor.

In terms of section 11 (4) (a), the Accounting Officer must within 30 days after the end of each quarter table in the municipal council a consolidated report of all withdrawals made in terms of subsection (1) (b) to (j) during that quarter. Section 11(1) read as follow:

"11. (1) Only the accounting officer or the chief financial officer of a municipality, or any other senior financial official of the municipality acting on the written authority of the accounting officer, may withdraw money or authorise the withdrawal of money from any of the municipality's bank accounts, and may do so only—

(a) to defray expenditure appropriated in terms of an approved budget;
(b) to defray expenditure authorised in terms of section 26(4);
(c) to defray unforeseeable and unavoidable expenditure authorised in terms of section 29(1);
(d) in the case of a bank account opened in terms of section 12, to make payments from the account in accordance with subsection (4) of that section;
(e) to pay over to a person or organ of state money received by the municipality on behalf of that person or organ of state, including—
(i) money collected by the municipality on behalf of that person or organ of state by agreement; or
(ii) any insurance or other payments received by the municipality for that person or organ of state;
(f) to refund money incorrectly paid into a bank account;
(g) to refund guarantees, sureties and security deposits;
(h) for cash management and investment purposes in accordance with section 13;
(i) to defray increased expenditure in terms of section 31; or
(j) for such other purposes as may be prescribed."

In terms of Section 66 of the MFMA the Accounting Officer must prepare a report on all expenditure incurred with relation to staff benefits.

Section 66 reads as follow:
"66. The accounting officer of a municipality must, in a format and for periods as may be prescribed, report to the council on all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits, and in a manner that discloses such expenditure per type of expenditure, namely—

(a) salaries and wages;
(b) contributions for pensions and medical aid;
(c) travel, motor car, accommodation, subsistence and other allowances;
(d) housing benefits and allowances;

(e) overtime payments;
(f) loans and advances; and
(g) any other type of benefit or allowance related to staff."

The following regulations of the Local Government: Municipal Finance Management Act Municipal Budget and Reporting Regulations are relevant:

Quarterly reports on implementation of budget

31. (1) The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality as required by section 52(d) of the Act must be-

{a) in the format specified in Schedule C and include all the required tables, charts and explanatory information, taking into account any guidelines issued by the Minister in terms of section 168(1) of the Act; and

(b) consistent with the monthly budget statements for September, December, March and June as applicable; and

(c) submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.

Publication of quarterly reports on implementation of budget

32. When publishing the quarterly reports on the implementation of the budget in terms of section 75(1)(k) of the Act, the municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the quarterly report on the implementation of the budget and the financial state of affairs of the municipality, including -

(a) summaries of quarterly report in alternate languages predominant in the community; and

{b) information relevant to each ward in the municipality.

PART 1 - IN-YEAR REPORT

Mayors Report

Speaker
Deputy Executive Mayor
Members of the Mayoral Committee
Councillors
Representatives of Provincial Government
Municipal Manager
Directors and officials
Distinguished guests
Members of the media

It is my privilege to present to you the quarterly Budget Statement Report for the quarter ended 30 June 2019.

The process of value for money spending is always a challenge for capital projects. The amended capital budget amounts to R 90,6 million of which R 87,4 million was expended as at 30 June 2019. The percentage spent on the capital budget amounts to 96%.

The main areas contributing to the spending on the capital budget can be summarised as follow:

	Budget	Actuals
Vredebes Housing Project	50 521	50 308
Electrical Infrastructure	5 837	5 673
Tulbagh Piet Retief Road	11 173	11 152
Vehicle Replacement Programme	1 550	1 500
Road Infrastructure	2 722	2 661
Sewer Infrastructure	3 697	3 493
Plant & Equipment	4 343	4 055
Tulbagh Dam	2 530	2 529
Water Infrastructure	2 938	2 893
Community Assets	4 408	2 128

Preliminary results in terms of the Operating Budget is summarised in table Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure)

Credit control for various reasons remains a challenge for the municipality. Preliminary results indicates that we have reached the collection rate target of 94%.

The drought situation remains on the radar of the municipality. The construction of the Tulbagh Dam during the new financial year is one of the efforts undertaken by the municipality to ensure sustainable delivery of water services. With the exception of Tulbagh it is expected that sufficient water will be available to meet the demand of municipal consumers, on condition that the current water sources are being used sparingly.

The demand for free municipal service is expected to increase with the roll out of the Top-structure construction of the Vredebes Housing Project.

COUNCILLOR BC KLAASEN
EXECUTIVE MAYOR



Municipal Manager's quality certification

Quality Certificate

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the quarterly budget assessment has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Print name Mr D NASSON

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature: 

Date 17 July 2019

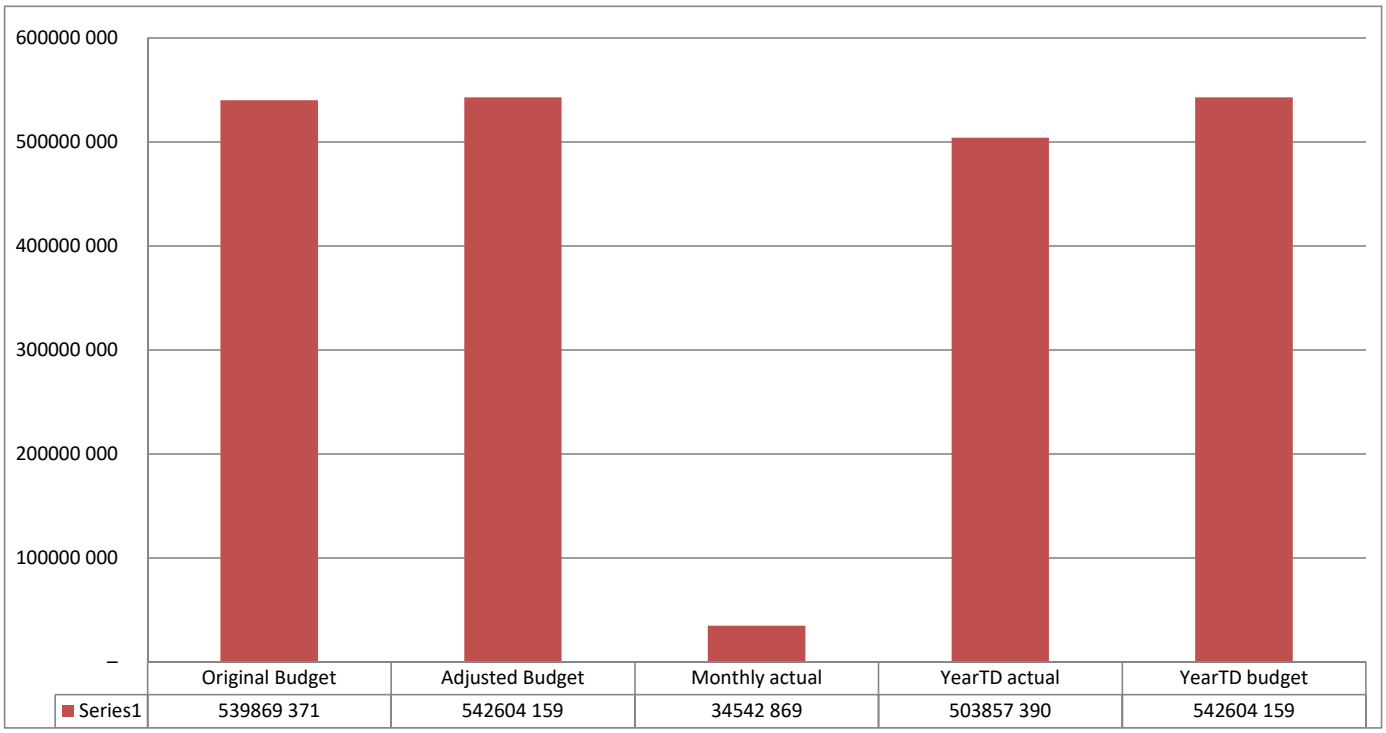
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

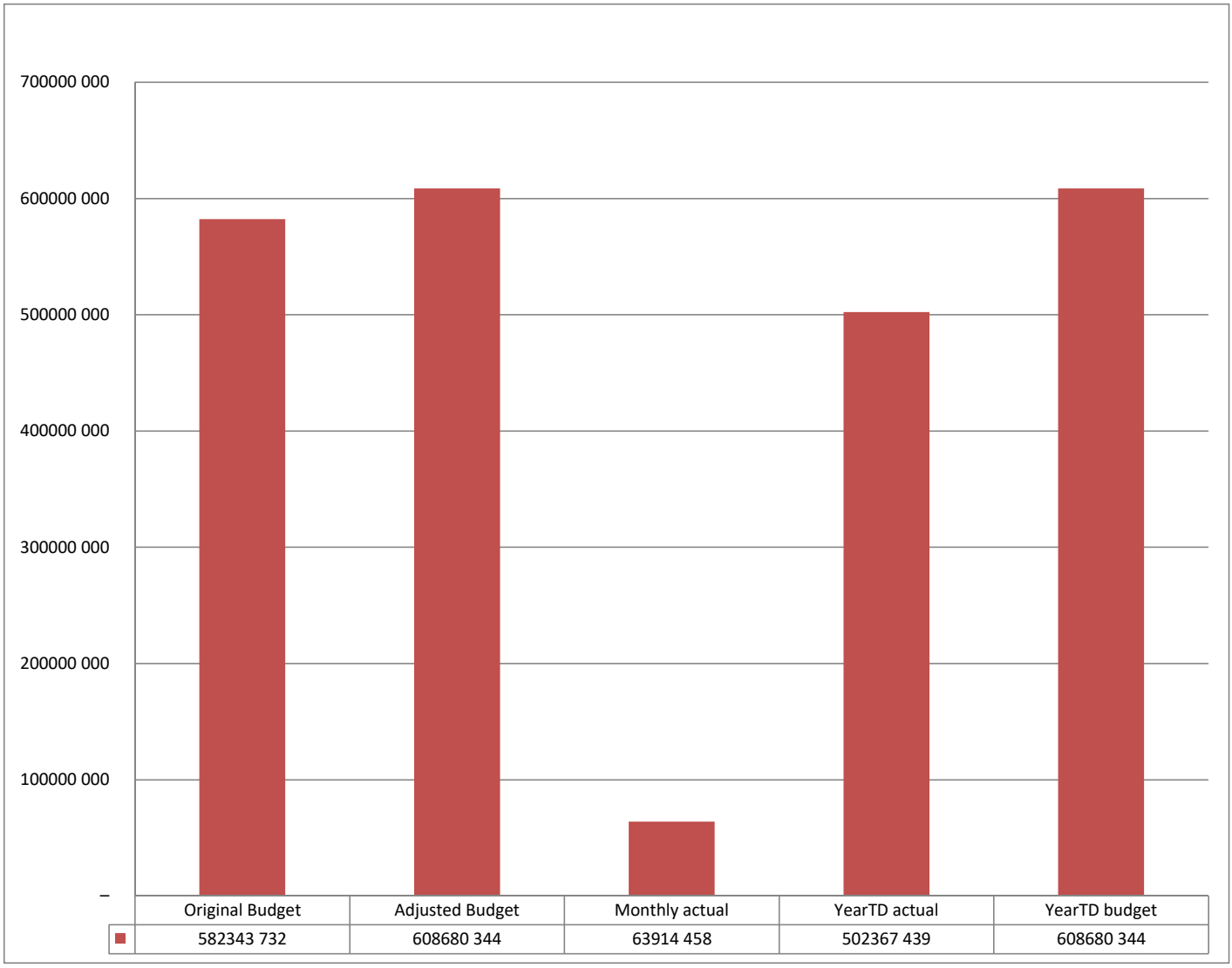
TOTAL OPERATIONAL REVENUE



For the period 1 July 2018 to 30 June 2019, 92.86% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2018 to 30 Junie 2019, is 92.86% van die begrote operasionele inkomste gehef.

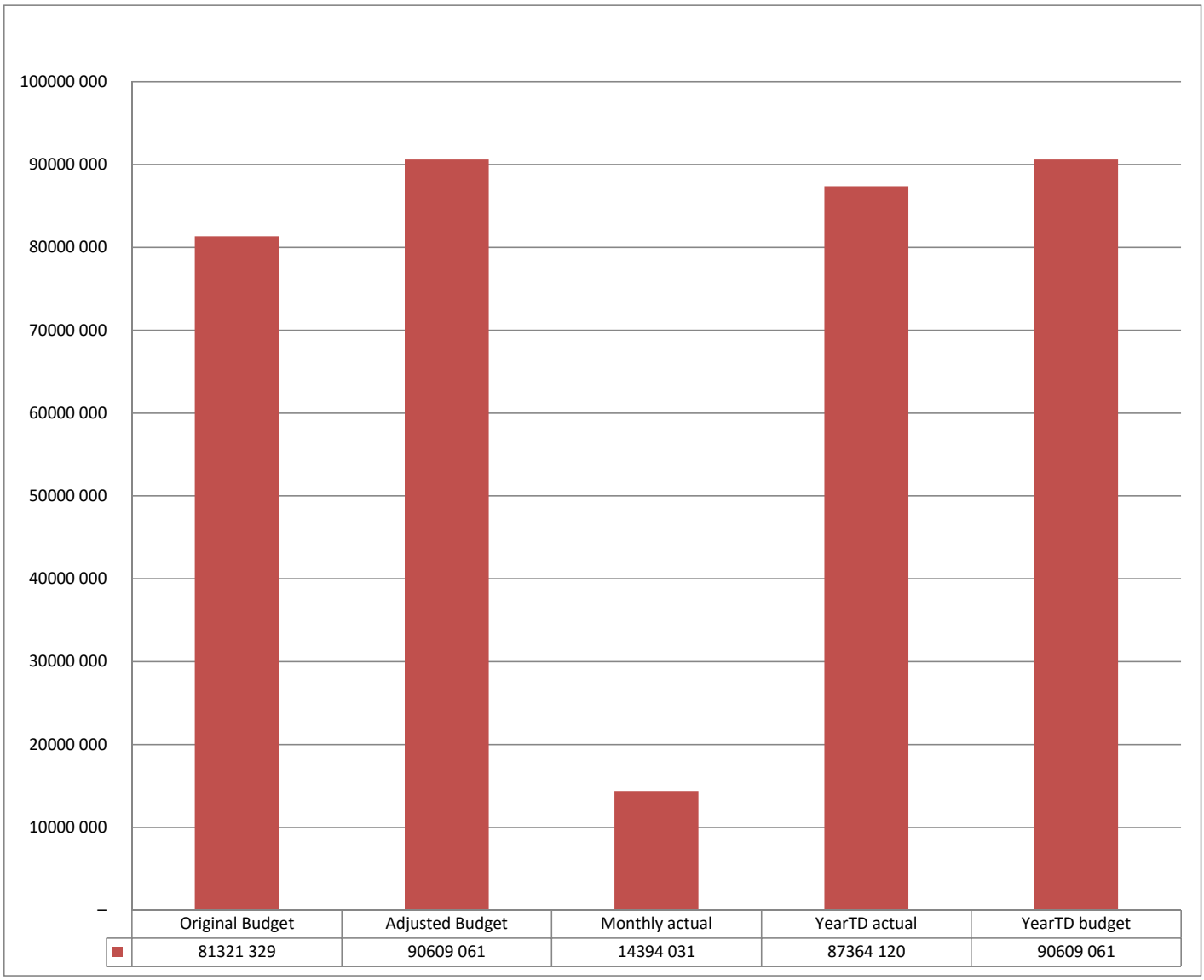
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2018 to 30 June 2019, 82.53% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2018 to 30 Junie 2019, is 82.53% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2018 to 30 June 2019, 96.42% of the budgeted capital expenditure was incurred.

There is currently also no oustanding orders for capital expenditure as at 30 June 2019

Vir die periode 1 Julie 2018 to 30 Junie 2019, is 96.42% van die begrote kapitale uitgawes aangegaan.

Daar is tans geen bestellings vir kapitaal uistaande op 30 Junie 2019

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 30 June 2019.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - Q4 Fourth Quarter

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Financial Performance									
Property rates	63 712	70 002	68 191	3 733	69 777	68 191	1 587	2%	68 191
Service charges	306 170	316 407	318 218	26 478	306 403	318 218	(11 815)	-4%	318 218
Investment revenue	8 122	8 198	8 198	1 018	8 481	8 198	283	3%	15 482
Transfers recognised - operational	93 967	91 069	92 448	267	87 470	92 448	(4 978)	-5%	92 448
Other own revenue	57 662	54 194	55 549	3 047	31 726	55 549	(23 823)	-43%	55 549
transfers and contributions)	529 632	539 869	542 604	34 543	503 857	542 604	(38 747)	-7%	549 888
Employee costs	9 170	177 699	170 333	14 949	172 466	170 333	2 133	1%	170 333
Remuneration of Councillors	9 170	10 709	10 709	794	9 459	10 709	(1 250)	-12%	10 709
Depreciation & asset impairment	28 699	43 032	45 175	12 183	25 381	45 175	(19 794)	-44%	45 175
Finance charges	8 675	3 671	8 005	52	662	8 005	(7 343)	-92%	8 005
Materials and bulk purchases	194 879	218 562	214 070	18 525	183 188	214 070	(30 882)	-14%	214 070
Transfers and grants	13 920	14 407	14 543	4 865	10 019	14 543	(4 524)	-31%	14 543
Other expenditure	251 704	114 264	145 844	12 547	101 193	145 844	(44 651)	-31%	108 677
Total Expenditure	516 217	582 344	608 680	63 914	502 367	608 680	(106 313)	-17%	571 514
Surplus/(Deficit)	13 415	(42 474)	(66 076)	(29 372)	1 490	(66 076)	67 566	-102%	(21 626)
Transfers recognised - capital	34 777	75 847	76 352	(13 908)	8 771	76 352	(67 581)	-89%	76 352
Contributions & Contributed assets	–	–	–	–	–	–	–		–
& contributions	48 192	33 372	10 276	(43 280)	10 261	10 276	(14)	-0%	54 726
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	48 192	33 372	10 276	(43 280)	10 261	10 276	(14)	-0%	54 726
Capital expenditure & funds sources									
Capital expenditure	63 800	81 321	90 609	14 394	87 364	90 609	(3 245)	-4%	90 609
Capital transfers recognised	34 183	52 938	55 172	5 896	54 515	55 172	(657)	-1%	55 172
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	3 528	1 550	1 550	–	1 500	1 550	(50)	-3%	1 550
Internally generated funds	26 089	26 833	33 887	8 498	31 377	33 887	(2 509)	-7%	33 887
Total sources of capital funds	63 800	81 321	90 609	14 394	87 393	90 609	(3 216)	-4%	90 609
Financial position									
Total current assets	178 612	65 801	164 350		180 388				180 388
Total non current assets	905 207	38 293	952 495		967 894				967 894
Total current liabilities	77 653	55 489	102 602		120 235				120 235
Total non current liabilities	158 745	15 233	155 745		170 365				170 365
Community wealth/Equity	847 421	33 372	858 498		857 682				857 682
Cash flows									
Net cash from (used) operating	83 978	173 205	88 223	(6 304)	88 011	88 223	(212)	-0%	88 223
Net cash from (used) investing	(60 010)	(83 247)	(91 453)	9 775	(90 742)	(91 453)	711	-1%	(91 453)
Net cash from (used) financing	(2 795)	3 500	(3 000)	(18)	(508)	(3 000)	2 492	-83%	(508)
end	97 506	93 458	91 275	–	94 262	91 275	2 987	3%	94 271
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	38 524	3 207	3 064	2 950	3 063	2 564	17 012	110 620	181 005
Creditors Age Analysis									
Total Creditors	11 405	290	–	–	–	–	–	–	11 694

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q4 Fourth Quarter

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Revenue - Functional									
Governance and administration	85 944	93 204	92 699	5 872	88 113	92 699	(4 586)	-5%	92 699
Finance and administration	85 944	93 204	92 699	5 872	88 113	92 699	(4 586)	-5%	92 699
Community and public safety	101 163	140 845	118 583	5 392	102 832	118 583	(15 751)	-13%	118 583
Community and social services	80 916	98 728	96 722	299	87 411	96 722	(9 311)	-10%	96 722
Sport and recreation	7 477	9 020	8 981	342	6 562	8 981	(2 419)	-27%	8 981
Public safety	3	6	6	–	3	6	(3)	-49%	6
Housing	12 766	33 091	12 874	4 750	8 855	12 874	(4 018)	-31%	12 874
Economic and environmental services	32 369	43 682	51 559	(8 728)	7 607	51 559	(43 951)	-85%	51 559
Planning and development	1 540	2 510	2 268	140	1 405	2 268	(863)	-38%	2 268
Road transport	30 827	41 160	48 339	(8 868)	6 194	48 339	(42 145)	-87%	48 339
Environmental protection	2	12	952	–	8	952	(944)	-99%	952
Trading services	344 933	337 984	356 116	18 099	314 077	356 116	(42 039)	-12%	356 116
Energy sources	209 994	240 206	239 796	19 163	223 193	239 796	(16 602)	-7%	239 796
Water management	67 545	52 679	54 716	497	39 261	54 716	(15 455)	-28%	54 716
Waste water management	41 431	22 399	38 077	(3 726)	26 343	38 077	(11 734)	-31%	38 077
Waste management	25 962	22 700	23 527	2 165	25 280	23 527	1 753	7%	23 527
Total Revenue - Functional	564 409	615 716	618 956	20 635	512 629	618 956	(106 327)	-17%	618 956
Expenditure - Functional									
Governance and administration	88 216	115 817	120 633	10 313	101 465	120 633	(19 168)	-16%	120 633
Executive and council	22 887	27 771	27 776	2 100	21 897	27 776	(5 879)	-21%	27 776
Finance and administration	63 186	85 942	90 703	8 032	77 274	90 703	(13 429)	-15%	90 703
Internal audit	2 144	2 104	2 154	182	2 294	2 154	139	6%	2 154
Community and public safety	70 971	82 467	80 664	11 771	69 703	80 664	(10 961)	-14%	80 664
Community and social services	21 733	25 460	24 959	2 515	23 035	24 959	(1 924)	-8%	24 959
Sport and recreation	23 574	28 896	27 994	3 066	24 616	27 994	(3 378)	-12%	27 994
Public safety	9 196	8 925	8 925	1 034	9 114	8 925	189	2%	8 925
Housing	16 468	19 186	18 785	5 156	12 938	18 785	(5 847)	-31%	18 785
Economic and environmental services	62 903	65 573	67 717	6 991	50 774	67 717	(16 943)	-25%	67 717
Planning and development	8 797	10 614	10 629	983	8 730	10 629	(1 899)	-18%	10 629
Road transport	52 785	53 213	54 372	5 777	40 632	54 372	(13 740)	-25%	54 372
Environmental protection	1 321	1 747	2 716	231	1 412	2 716	(1 305)	-48%	2 716
Trading services	293 298	317 593	338 788	34 837	279 601	338 788	(59 187)	-17%	338 788
Energy sources	201 572	224 738	224 103	20 309	192 061	224 103	(32 042)	-14%	224 103
Water management	28 025	28 985	37 142	5 204	27 365	37 142	(9 778)	-26%	37 142
Waste water management	28 364	29 256	32 916	6 131	29 513	32 916	(3 403)	-10%	32 916
Waste management	35 338	34 615	44 627	3 192	30 662	44 627	(13 965)	-31%	44 627
Other	828	893	878	2	824	878	(54)	-6%	878
Total Expenditure - Functional	516 217	582 344	608 680	63 914	502 367	608 680	(106 313)	-17%	608 680
Surplus/ (Deficit) for the year	48 192	33 372	10 276	(43 280)	10 261	10 276	(14)		10 276

The following table provides detail of revenue and expenditure according to the international standard classification framework.

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q4 Fourth Quarter

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Revenue - Functional									
Municipal governance and administration	85 944	93 204	92 699	5 872	88 113	92 699	(4 586)	-5%	92 699
Finance and administration	85 944	93 204	92 699	5 872	88 113	92 699	(4 586)	-5%	92 699
Administrative and Corporate Support	0	8	8	–	1	8	(7)	-84%	8
Budget and Treasury Office	6 882	5 442	5 292	422	3 466	5 292	(1 827)	-35%	5 292
Finance	78 169	87 149	86 694	5 446	84 075	86 694	(2 619)	-3%	86 694
Human Resources	212	585	585	–	499	585	(86)	-15%	585
Marketing, Customer Relations, Publicity and Media	–	4	104	–	20	104	(84)	-81%	104
Supply Chain Management	682	16	16	4	52	16	36	226%	16
Community and public safety	101 163	140 845	118 583	5 392	102 832	118 583	(15 751)	-13%	118 583
Community and social services	80 916	98 728	96 722	299	87 411	96 722	(9 311)	-10%	96 722
Aged Care	72 016	88 298	86 352	224	86 610	86 352	258	0%	86 352
Cemeteries, Funeral Parlours and Crematoriums	246	210	210	15	224	210	14	7%	210
Community Halls and Facilities	525	814	814	52	495	814	(319)	-39%	814
Libraries and Archives	8 130	9 406	9 346	8	82	9 346	(9 265)	-99%	9 346
Sport and recreation	7 477	9 020	8 981	342	6 562	8 981	(2 419)	-27%	8 981
Recreational Facilities	7 347	8 575	8 575	335	6 453	8 575	(2 122)	-25%	8 575
Sports Grounds and Stadiums	130	446	406	7	110	406	(297)	-73%	406

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance		Full Year Forecast
Public safety	3	6	6	–	3	6	(3)	-49%	6
Fire Fighting and Protection	3	6	6	–	3	6	(3)	-49%	6
Housing	12 766	33 091	12 874	4 750	8 855	12 874	(4 018)	-31%	12 874
Housing	12 766	33 091	12 874	4 750	8 855	12 874	(4 018)	-31%	12 874
Economic and environmental services	32 369	43 682	51 559	(8 728)	7 607	51 559	(43 951)	-85%	51 559
Planning and development	1 540	2 510	2 268	140	1 405	2 268	(863)	-38%	2 268
Economic Development/Planning	295	288	577	–	–	577	(577)	-100%	577
Town Planning, Building Regulations and Enforcemen	1 233	1 691	1 691	140	1 405	1 691	(286)	-17%	1 691
Project Management Unit	11	531	–	–	–	–	–		–
Road transport	30 827	41 160	48 339	(8 868)	6 194	48 339	(42 145)	-87%	48 339
Police Forces, Traffic and Street Parking Control	26 637	26 166	26 166	682	6 188	26 166	(19 978)	-76%	26 166
Roads	4 189	14 993	22 173	(9 550)	6	22 173	(22 166)	-100%	22 173
Environmental protection	2	12	952	–	8	952	(944)	-99%	952
Biodiversity and Landscape	2	12	952	–	8	952	(944)	-99%	952
Pollution Control	0	–	–	–	0	–	0		–
Trading services	344 933	337 984	356 116	18 099	314 077	356 116	(42 039)	-12%	356 116
Energy sources	209 994	240 206	239 796	19 163	223 193	239 796	(16 602)	-7%	239 796
Electricity	209 994	238 858	239 081	19 266	223 193	239 081	(15 887)	-7%	239 081
Street Lighting and Signal Systems	–	1 348	715	(103)	–	715	(715)	-100%	715
Water management	67 545	52 679	54 716	497	39 261	54 716	(15 455)	-28%	54 716
Water Distribution	67 545	52 679	54 716	497	39 261	54 716	(15 455)	-28%	54 716
Waste water management	41 431	22 399	38 077	(3 726)	26 343	38 077	(11 734)	-31%	38 077
Sewerage	39 642	18 266	25 996	(1 185)	26 343	25 996	347	1%	25 996
Storm Water Management	1 789	4 133	12 082	(2 541)	–	12 082	(12 082)	-100%	12 082
Waste management	25 962	22 700	23 527	2 165	25 280	23 527	1 753	7%	23 527
Solid Waste Removal	25 962	22 700	23 527	2 165	25 280	23 527	1 753	7%	23 527
Total Revenue - Functional	564 409	615 716	618 956	20 635	512 629	618 956	(106 327)	-17%	618 956

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q4 Fourth Quarter

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Expenditure - Functional									
Municipal governance and administration	88 216	115 817	120 633	10 313	101 465	120 633	(19 168)	-16%	120 633
Executive and council	22 887	27 771	27 776	2 100	21 897	27 776	(5 879)	-21%	27 776
Mayor and Council	13 781	17 908	18 219	1 460	14 324	18 219	(3 895)	-21%	18 219
Municipal Manager, Town Secretary and Chief Execut	9 106	9 863	9 558	639	7 573	9 558	(1 984)	-21%	9 558
Finance and administration	63 186	85 942	90 703	8 032	77 274	90 703	(13 429)	-15%	90 703
Administrative and Corporate Support	8 010	6 682	11 904	1 071	10 375	11 904	(1 530)	-13%	11 904
Asset Management	59	6 288	1 595	11	100	1 595	(1 495)	-94%	1 595
Budget and Treasury Office	9 631	16 913	17 232	649	11 181	17 232	(6 050)	-35%	17 232
Finance	10 169	13 476	17 240	1 601	16 377	17 240	(864)	-5%	17 240
Fleet Management	1 756	3 122	2 533	240	2 587	2 533	54	2%	2 533
Human Resources	17 485	19 167	19 452	2 012	20 353	19 452	901	5%	19 452
Information Technology	2 056	3 179	3 550	492	2 762	3 550	(788)	-22%	3 550
Legal Services	1 780	2 248	2 344	103	2 185	2 344	(159)	-7%	2 344
Marketing, Customer Relations, Publicity and Media	3 055	3 580	3 719	309	3 006	3 719	(713)	-19%	3 719
Property Services	3 554	3 334	3 336	904	2 026	3 336	(1 310)	-39%	3 336
Risk Management	3	407	407	–	16	407	(390)	-96%	407
Supply Chain Management	4 869	5 844	5 888	618	5 836	5 888	(52)	-1%	5 888
Valuation Service	758	1 703	1 503	23	469	1 503	(1 033)	-69%	1 503
Internal audit	2 144	2 104	2 154	182	2 294	2 154	139	6%	2 154
Governance Function	2 144	2 104	2 154	182	2 294	2 154	139	6%	2 154
Community and public safety	70 971	82 467	80 664	11 771	69 703	80 664	(10 961)	-14%	80 664
Community and social services	21 733	25 460	24 959	2 515	23 035	24 959	(1 924)	-8%	24 959
Aged Care	4 541	4 298	3 912	494	4 784	3 912	872	22%	3 912
Cemeteries, Funeral Parlours and Crematoriums	2 581	3 272	3 069	264	2 888	3 069	(181)	-6%	3 069
Child Care Facilities	26	771	771	–	2	771	(770)	-100%	771
Community Halls and Facilities	5 441	5 903	5 887	655	5 458	5 887	(429)	-7%	5 887
Disaster Management	57	56	71	17	55	71	(16)	-22%	71
Education	8	661	661	–	4	661	(657)	-99%	661
Libraries and Archives	9 079	10 499	10 588	1 086	9 845	10 588	(743)	-7%	10 588
Sport and recreation	23 574	28 896	27 994	3 066	24 616	27 994	(3 378)	-12%	27 994
Community Parks (including Nurseries)	5 591	6 678	6 546	1 077	6 358	6 546	(187)	-3%	6 546
Recreational Facilities	13 592	17 469	16 499	1 372	13 775	16 499	(2 724)	-17%	16 499
Sports Grounds and Stadiums	4 391	4 748	4 950	617	4 483	4 950	(467)	-9%	4 950
Public safety	9 196	8 925	8 925	1 034	9 114	8 925	189	2%	8 925
Fire Fighting and Protection	9 196	8 925	8 925	1 034	9 114	8 925	189	2%	8 925
Housing	16 468	19 186	18 785	5 156	12 938	18 785	(5 847)	-31%	18 785
Housing	16 143	17 593	17 190	5 136	12 732	17 190	(4 457)	-26%	17 190
Informal Settlements	325	1 594	1 596	20	205	1 596	(1 390)	-87%	1 596

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	YearTD budget
R thousands								%	
Economic and environmental services	62 903	65 573	67 717	6 991	50 774	67 717	(16 943)	-25%	67 717
Planning and development	8 797	10 614	10 629	983	8 730	10 629	(1 899)	-18%	10 629
Corporate Wide Strategic Planning (IDPs, LEDs)	1 761	2 308	2 304	281	1 820	2 304	(485)	-21%	2 304
Economic Development/Planning	1 921	2 215	2 563	148	1 293	2 563	(1 270)	-50%	2 563
Town Planning, Building Regulations and Enforcement	3 637	3 748	3 904	420	4 060	3 904	155	4%	3 904
Project Management Unit	1 479	2 342	1 857	134	1 558	1 857	(299)	-16%	1 857
Road transport	52 785	53 213	54 372	5 777	40 632	54 372	(13 740)	-25%	54 372
Police Forces, Traffic and Street Parking Control	31 375	28 142	27 836	1 863	16 970	27 836	(10 866)	-39%	27 836
Roads	21 410	25 071	26 536	3 915	23 662	26 536	(2 874)	-11%	26 536
Environmental protection	1 321	1 747	2 716	231	1 412	2 716	(1 305)	-48%	2 716
Biodiversity and Landscape	388	1 747	2 716	237	739	2 716	(1 977)	-73%	2 716
Pollution Control	934	–	–	(6)	672	–	672		–
Trading services	293 298	317 593	338 788	34 837	279 601	338 788	(59 187)	-17%	338 788
Energy sources	201 572	224 738	224 103	20 309	192 061	224 103	(32 042)	-14%	224 103
Electricity	199 399	222 463	221 115	19 926	189 130	221 115	(31 985)	-14%	221 115
Street Lighting and Signal Systems	2 173	2 275	2 988	383	2 932	2 988	(57)	-2%	2 988
Water management	28 025	28 985	37 142	5 204	27 365	37 142	(9 778)	-26%	37 142
Water Treatment	34	1 458	1 458	3	21	1 458	(1 438)	-99%	1 458
Water Distribution	25 401	23 935	32 103	4 644	24 888	32 103	(7 214)	-22%	32 103
Water Storage	2 590	3 592	3 581	557	2 456	3 581	(1 126)	-31%	3 581
Waste water management	28 364	29 256	32 916	6 131	29 513	32 916	(3 403)	-10%	32 916
Public Toilets	1 363	1 660	1 598	144	1 433	1 598	(166)	-10%	1 598
Sewerage	20 919	19 661	23 541	5 152	21 672	23 541	(1 869)	-8%	23 541
Storm Water Management	6 049	5 621	5 462	835	6 403	5 462	941	17%	5 462
Waste Water Treatment	33	2 315	2 315	–	5	2 315	(2 310)	-100%	2 315
Waste management	35 338	34 615	44 627	3 192	30 662	44 627	(13 965)	-31%	44 627
Solid Waste Disposal (Landfill Sites)	8 543	10 735	16 158	473	4 593	16 158	(11 565)	-72%	16 158
Solid Waste Removal	25 366	22 639	27 228	2 488	24 298	27 228	(2 929)	-11%	27 228
Street Cleaning	1 429	1 241	1 241	230	1 771	1 241	530	43%	1 241
Other	828	893	878	2	824	878	(54)	-6%	878
Licensing and Regulation	60	87	72	2	18	72	(54)	-75%	72
Tourism	768	806	806	–	806	806	(0)	0%	806
Total Expenditure - Functional	516 217	582 344	608 680	63 914	502 367	608 680	(106 313)	-17%	608 680
Surplus/ (Deficit) for the year	48 192	33 372	10 276	(43 280)	10 261	10 276	(14)	0%	10 276

The table provides detail of revenue and expenditure according to municipal votes including capital transfers.

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Q4 Fourth Quarter

Vote Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	83 282	89 434	88 829	5 675	85 216	88 829	(3 612)	-4,1%	88 829
Vote 2 - Community Services	128 355	167 972	146 937	6 088	109 343	146 937	(37 594)	-25,6%	146 937
Vote 3 - Corporate Services	212	597	697	–	520	697	(177)	-25,4%	697
Vote 4 - Technical Services	352 005	356 363	381 674	8 828	317 013	381 674	(64 661)	-16,9%	381 674
Vote 5 - Muncipal Manager	554	1 350	819	43	537	819	(282)	-34,5%	819
Total Revenue by Vote	564 409	615 716	618 956	20 635	512 629	618 956	(106 327)	-17,2%	618 956
Expenditure by Vote									
Vote 1 - Financial Services	27 219	45 537	44 602	3 000	35 202	44 602	(9 400)	-21,1%	44 602
Vote 2 - Community Services	106 806	115 777	114 909	14 004	89 302	114 909	(25 607)	-22,3%	114 909
Vote 3 - Corporate Services	50 721	56 641	62 970	6 431	55 710	62 970	(7 259)	-11,5%	62 970
Vote 4 - Technical Services	321 647	351 143	373 463	39 551	311 575	373 463	(61 888)	-16,6%	373 463
Vote 5 - Muncipal Manager	9 824	13 246	12 737	930	10 579	12 737	(2 158)	-16,9%	12 737
Total Expenditure by Vote	516 217	582 344	608 680	63 914	502 367	608 680	(106 313)	-17,5%	608 680
Surplus/ (Deficit) for the year	48 192	33 372	10 276	(43 280)	10 261	10 276	(14)	-0,1%	10 276

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q4 Fourth Quarter

Vote Description	2017/18	Budget Year 2018/19							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue by Vote									
Vote 1 - Financial Services	83 282	89 434	88 829	5 675	85 216	88 829	(3 612)	-4%	88 829
1.1 - Assessment Rates	60 998	73 667	73 667	3 505	64 749	73 667	(8 918)	-12%	73 667
1.2 - Treasury: Administration	22 570	19 029	20 234	2 229	21 275	20 234	1 040	5%	20 234
1.3 - Treasury: Debtors	(1 058)	(3 487)	(5 299)	(73)	(910)	(5 299)	4 389	-83%	(5 299)
1.4 - Treasury: Credit controle	90	210	210	10	51	210	(159)	-76%	210
1.5 - Supply Chain Management	682	16	16	4	52	16	36	226%	16
Vote 2 - Community Services	128 355	167 972	146 937	6 088	109 343	146 937	(37 594)	-26%	146 937
2.1 - Cemetries	246	210	210	15	224	210	14	7%	210
2.2 - Housing: Administration	13 006	33 612	13 394	4 765	9 049	13 394	(4 345)	-32%	13 394
2,3 - Library Services	8 130	9 406	9 346	8	82	9 346	(9 265)	-99%	9 346
2,4 - Fire Protection Sevices	3	6	6	–	3	6	(3)	-49%	6
2,5 - Pine Forest : Administration	7 346	8 573	8 573	335	6 453	8 573	(2 120)	-25%	8 573
2.7-Community Halls And Facilities	321	571	571	52	382	571	(188)	-33%	571
2.8-Licensing & Regulation	100	103	103	–	100	103	(3)	-3%	103
2.9-Enviromental Protection	2	12	952	–	8	952	(944)	-99%	952
2.10-Parks	(2)	107	107	(1)	41	107	(66)	-62%	107
2.11-Traffic	26 637	21 289	21 289	682	6 188	21 289	(15 101)	-71%	21 289
2.13-Social & Welfare Services	72 016	88 298	86 352	224	86 610	86 352	258	0%	86 352
2.15-Recreational Land	130	446	406	7	110	406	(297)	-73%	406
2.16-Swimming Pools	126	175	175	–	95	175	(80)	-46%	175
2.17-Vehicle Licensing & Testing	–	4 878	4 878	–	–	4 878	(4 878)	-100%	4 878
2.18-L E D	295	288	577	–	–	577	(577)	-100%	577
Vote 3 - Corporate Services	212	597	697	–	520	697	(177)	-25%	697
3.3-Human Resources	212	585	585	–	499	585	(86)	-15%	585
3.7-Marketing & Communications	–	4	104	–	20	104	(84)	-81%	104
3.9-Administration	0	8	8	–	1	8	(7)	-84%	8
Vote 4 - Technical Services	352 005	356 363	381 674	8 828	317 013	381 674	(64 661)	-17%	381 674
4.1-Building Regulations & Enforce	690	848	848	87	980	848	132	16%	848
4.2-Electricity: Administration	211 203	240 464	240 687	19 358	224 235	240 687	(16 452)	-7%	240 687
4.3-Electricity: Street Lights	–	1 348	715	(103)	–	715	(715)	-100%	715
4.5-Sewerage	40 320	18 541	26 271	(1 126)	27 078	26 271	808	3%	26 271
4.7-Town Planning	303	713	713	40	213	713	(500)	-70%	713
4.8-Stormwater Management	1 789	4 133	12 082	(2 541)	–	12 082	(12 082)	-100%	12 082
4.9-Roads	4 189	14 993	22 173	(9 550)	6	22 173	(22 166)	-100%	22 173
4.10-Solid Waste (Dumping Site)	859	1 296	1 296	107	769	1 296	(526)	-41%	1 296
4.11-Solid Waste (Garden)	–	4	4	–	–	4	(4)	-100%	4
4.12-Solid Waste (Removal)	25 107	21 343	22 170	2 059	24 471	22 170	2 300	10%	22 170
4.14-Water Distribution	67 545	52 679	54 716	497	39 261	54 716	(15 455)	-28%	54 716
Vote 5 - Muncipal Manager	554	1 350	819	43	537	819	(282)	-34%	819
5.1-Property & Legal Services	543	819	819	43	537	819	(282)	-34%	819
5.3-Project Management	11	531	–	–	–	–	–		–
Total Revenue by Vote	564 409	615 716	618 956	20 635	512 629	618 956	(106 327)	-17%	618 956
Vote 1 - Financial Services	27 219	45 537	44 602	3 000	35 202	44 602	(9 400)	-21%	44 602
1.1 - Assessment Rates	(1 651)	870	4 200	397	3 434	4 200	(767)	-18%	4 200
1.2 - Treasury: Administration	9 688	23 200	18 827	659	11 276	18 827	(7 551)	-40%	18 827
1.3 - Treasury: Debtors	5 136	5 977	5 611	415	4 929	5 611	(682)	-12%	5 611
1.4 - Treasury: Credit controle	7 420	7 980	8 580	805	8 441	8 580	(139)	-2%	8 580
1.5 - Supply Chain Management	4 871	5 844	5 888	619	5 842	5 888	(47)	-1%	5 888
1.6 - Director: Finance	1 755	1 665	1 496	104	1 280	1 496	(216)	-14%	1 496
Vote 2 - Community Services	106 806	115 777	114 909	14 004	89 302	114 909	(25 607)	-22%	114 909
2.1 - Cemetries	2 581	3 272	3 069	264	2 888	3 069	(181)	-6%	3 069
2.2 - Housing: Administration	16 468	19 186	18 785	5 156	12 938	18 785	(5 847)	-31%	18 785
2,3 - Library Services	9 079	10 258	10 347	1 086	9 845	10 347	(503)	-5%	10 347
2,4 - Fire Protection Sevices	9 196	8 925	8 925	1 034	9 114	8 925	189	2%	8 925
2,5 - Pine Forest : Administration	10 404	10 619	10 806	947	9 576	10 806	(1 230)	-11%	10 806
2.6-Klipriver Park: Administration	867	1 258	1 256	86	894	1 256	(362)	-29%	1 256
2.7-Community Halls And Facilities	5 043	5 501	5 567	622	5 066	5 567	(502)	-9%	5 567
2.8-Licensing & Regulation	60	87	72	2	18	72	(54)	-75%	72
2.9-Enviromental Protection	1 321	1 747	2 716	231	1 412	2 716	(1 305)	-48%	2 716
2.10-Parks	5 578	6 904	6 778	1 077	6 350	6 778	(428)	-6%	6 778
2.11-Traffic	27 953	24 311	23 904	1 493	13 206	23 904	(10 698)	-45%	23 904
2.12-Disaster Management	57	56	71	17	55	71	(16)	-22%	71
2.13-Social & Welfare Services	4 575	5 731	5 345	494	4 790	5 345	(555)	-10%	5 345
2.15-Recreational Land	4 391	4 748	4 950	617	4 483	4 950	(467)	-9%	4 950

2.16-Swimming Pools	2 322	5 592	4 437	340	3 305	4 437	(1 132)	-26%	4 437
2.17-Vehicle Licensing & Testing	3 422	3 831	3 933	369	3 764	3 933	(168)	-4%	3 933
2.18-L E D	1 921	2 215	2 563	148	1 293	2 563	(1 270)	-50%	2 563
2.19-Director: Community Services	1 569	1 535	1 385	22	306	1 385	(1 079)	-78%	1 385
Vote 3 - Corporate Services	50 721	56 641	62 970	6 431	55 710	62 970	(7 259)	-12%	62 970
3.1-Property Administration	3 529	410	409	1 368	1 809	409	1 400	342%	409
3.2-Information Tecnology	2 056	3 107	3 476	484	2 716	3 476	(760)	-22%	3 476
3.3-Human Resources	17 485	19 167	19 452	2 012	20 353	19 452	901	5%	19 452
3.5-Council Cost	13 781	17 908	18 219	1 460	14 324	18 219	(3 895)	-21%	18 219
3.5-Town Secretary	1 200	1 298	1 298	130	1 320	1 298	22	2%	1 298
3.6-Tourism	768	806	806	–	806	806	(0)	0%	806
3.7-Marketing & Communications	3 055	3 652	3 793	316	3 053	3 793	(741)	-20%	3 793
3.8-Thusong Centre	417	422	333	33	407	333	73	22%	333
3.9-Administration	6 811	8 113	13 335	476	9 272	13 335	(4 063)	-30%	13 335
3.10-Director Corporate Services	1 620	1 758	1 849	152	1 652	1 849	(197)	-11%	1 849
Vote 4 - Technical Services	321 647	351 143	373 463	39 551	311 575	373 463	(61 888)	-17%	373 463
4.1-Building Regulations & Enforce	2 500	2 558	2 538	201	2 570	2 538	33	1%	2 538
4.2-Electricity: Administration	199 246	223 698	220 993	19 777	189 173	220 993	(31 820)	-14%	220 993
4.3-Electricity: Street Lights	134	–	–	126	126	–	126	#DIV/0!	–
4.4-Mechanical Workshop	1 756	3 122	2 533	240	2 587	2 533	54	2%	2 533
4.4-Public Toilets	1 363	1 660	1 598	144	1 433	1 598	(166)	-10%	1 598
4.5-Sewerage	23 139	22 748	28 699	5 559	24 434	28 699	(4 265)	-15%	28 699
4.7-Town Planning	1 136	1 189	1 366	219	1 489	1 366	123	9%	1 366
4.8-Stormwater Management	6 049	5 621	5 462	835	6 403	5 462	941	17%	5 462
4.9-Roads	21 410	25 071	26 536	3 915	23 662	26 536	(2 874)	-11%	26 536
4.10-Solid Waste (Dumping Site)	8 543	10 735	16 158	473	4 593	16 158	(11 565)	-72%	16 158
4.11-Solid Waste (Garden)	13 672	12 443	13 403	1 226	12 043	13 403	(1 360)	-10%	13 403
4.12-Solid Waste (Removal)	13 122	11 437	15 066	1 493	14 027	15 066	(1 039)	-7%	15 066
4.13-Water Storage	2 590	3 606	3 596	557	2 456	3 596	(1 140)	-32%	3 596
4.14-Water Distribution	25 435	25 615	33 783	4 647	24 909	33 783	(8 874)	-26%	33 783
4.15-Director: Technical Services	1 552	1 641	1 733	139	1 671	1 733	(62)	-4%	1 733
Vote 5 - Muncipal Manager	9 824	13 246	12 737	930	10 579	12 737	(2 158)	-17%	12 737
5.1-Property & Legal Services	1 805	2 463	2 562	103	2 185	2 562	(378)	-15%	2 562
5.2-IDP	1 761	2 308	2 304	281	1 820	2 304	(485)	-21%	2 304
5.3-Project Management	512	1 028	593	49	536	593	(57)	-10%	593
5.4-Performance Management	967	1 314	1 264	85	1 022	1 264	(242)	-19%	1 264
5.5-Internal Audit	2 147	2 511	2 561	182	2 310	2 561	(251)	-10%	2 561
5.6-Municipal Manager	2 632	3 622	3 452	230	2 706	3 452	(746)	-22%	3 452
Total Expenditure by Vote	516 217	582 344	608 680	63 914	502 367	608 680	(106 313)	(0)	608 680
Surplus/ (Deficit) for the year	48 192	33 372	10 276	(43 280)	10 261	10 276	(14)	(0)	10 276

The table provides detail of revenue according to source and expenditure according to type.

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q4 Fourth Quarter

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	63 712	70 002	68 191	3 733	69 777	68 191	1 587	2%	68 191
Service charges - electricity revenue	210 359	235 714	235 937	19 492	223 480	235 937	(12 456)	-5%	235 937
Service charges - water revenue	45 429	41 882	42 180	3 235	35 110	42 180	(7 069)	-17%	42 180
Service charges - sanitation revenue	26 997	17 387	18 116	1 800	24 904	18 116	6 787	37%	18 116
Service charges - refuse revenue	23 384	21 424	21 985	1 950	22 909	21 985	924	4%	21 985
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	5 990	10 198	10 198	400	5 437	10 198	(4 761)	-47%	10 198
Interest earned - external investments	8 122	8 198	8 198	1 018	8 481	8 198	283	3%	8 198
Interest earned - outstanding debtors	10 927	7 284	7 284	1 020	10 461	7 284	3 178	44%	7 284
Dividends received	–	4	4	–	–	4	(4)	-100%	4
Fines, penalties and forfeits	22 002	18 904	18 904	219	1 406	18 904	(17 498)	-93%	18 904
Licences and permits	1 164	155	155	95	1 125	155	970	625%	155
Agency services	3 586	8 378	8 378	365	3 788	8 378	(4 589)	-55%	8 378
Transfers recognised - operational	93 967	91 069	92 448	267	87 470	92 448	(4 978)	-5%	92 448
Other revenue	13 993	9 271	10 626	948	9 508	10 626	(1 118)	-11%	10 626
Gains on disposal of PPE	–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	529 632	539 869	542 604	34 543	503 857	542 604	(38 747)	-7%	542 604
Expenditure By Type									
Employee related costs	155 415	177 699	170 333	14 949	172 466	170 333	2 133	1%	170 333
Remuneration of councillors	9 170	10 709	10 709	794	9 459	10 709	(1 250)	-12%	10 709
Debt impairment	35 513	22 219	42 097	2 597	21 256	42 097	(20 841)	-50%	(0)
Depreciation & asset impairment	28 699	43 032	45 175	12 183	25 381	45 175	(19 794)	-44%	45 175
Finance charges	8 675	3 671	8 005	52	662	8 005	(7 343)	-92%	8 005
Bulk purchases	179 705	197 541	197 541	16 330	168 475	197 541	(29 065)	-15%	197 541
Other materials	15 173	21 021	16 530	2 195	14 713	16 530	(1 817)	-11%	16 530
Contracted services	36 101	41 902	51 921	6 381	39 966	51 921	(11 955)	-23%	51 921
Transfers and grants	13 920	14 407	14 543	4 865	10 019	14 543	(4 524)	-31%	14 543
Other expenditure	33 845	50 142	51 826	3 569	39 971	51 826	(11 855)	-23%	56 756
Loss on disposal of PPE	–	–	–	–	–	–	–		–
Total Expenditure	516 217	582 344	608 680	63 914	502 367	608 680	(106 313)	-17%	571 514
Surplus/(Deficit)	13 415	(42 474)	(66 076)	(29 372)	1 490	(66 076)	67 566	(0)	(28 910)
Transfers recognised - capital	34 777	75 847	76 352	(13 908)	8 771	76 352	(67 581)	(0)	76 352
Contributions recognised - capital	–	–	–	–	–	–	–		–
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	48 192	33 372	10 276	(43 280)	10 261	10 276			47 442
Surplus/(Deficit) attributable to	48 192	33 372	10 276	(43 280)	10 261	10 276			47 442
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	48 192	33 372	10 276	(43 280)	10 261	10 276			47 442

The revenue and expenditure figures excludes internal charges.

The tables provides detail of capital expenditure according to municipal votes.

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Q4 Fourth Quarter

Vote Description R thousands	2017/18 Audited Outcome	Budget Year 2018/19 Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Multi-Year expenditure appropriation									
Vote 2 - Community Services	–	650	637	551	637	637	(0)	0%	637
Vote 4 - Technical Services	14 570	45 777	48 266	6 633	47 919	48 266	(377)	-1%	48 266
Total Capital Multi-year expenditure	14 570	46 427	48 904	7 184	48 556	48 904	(377)	-1%	48 904
Single Year expenditure appropriation									
Vote 1 - Financial Services	215	180	702	510	675	702	(27)	-4%	702
Vote 2 - Community Services	5 950	4 282	5 690	1 511	3 539	5 690	(2 151)	-38%	5 690
Vote 3 - Corporate Services	1 257	970	1 199	325	1 012	1 199	(187)	-16%	1 199
Vote 4 - Technical Services	41 782	29 312	33 984	4 883	33 593	33 984	(391)	-1%	33 984
Vote 5 - Muncipal Manager	27	150	130	9	18	130	(112)	-86%	130
Total Capital single-year expenditure	49 231	34 894	41 705	7 240	38 838	41 705	(2 868)	-7%	41 705
Total Capital Expenditure	63 800	81 321	90 609	14 423	87 393	90 609	(3 245)	-4%	90 609

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Q4 Fourth Quarter

Vote Description R thousands	2017/18 Audited Outcome	Budget Year 2018/19 Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	1 576	1 340	2 106	846	1 778	2 106	(328)	-16%	2 106
Executive and council	279	250	555	163	387	555	(168)	-30%	555
Finance and administration	1 297	1 090	1 551	683	1 391	1 551	(160)	-10%	1 551
Community and public safety	3 586	3 402	4 596	1 877	3 656	4 596	(940)	-20%	4 596
Community and social services	645	1 000	1 054	30	233	1 054	(821)	-78%	1 054
Sport and recreation	2 034	2 402	3 542	1 847	3 423	3 542	(119)	-3%	3 542
Public safety	549	–	–	–	–	–	–		–
Housing	359	–	–	–	–	–	–		–
Economic and environmental services	11 560	29 788	35 120	814	33 821	35 120	(1 300)	-4%	35 120
Planning and development	31	20	602	184	493	602	(110)	-18%	602
Road transport	11 529	28 268	33 419	630	33 328	33 419	(91)	0%	33 419
Environmental protection	–	1 500	1 099	–	–	1 099	(1 099)	-100%	1 099
Trading services	47 078	46 791	48 787	10 886	48 139	48 787	(648)	-1%	48 787
Energy sources	4 728	11 654	11 866	2 119	11 485	11 866	(381)	-3%	11 866
Water management	22 269	14 746	12 538	3 875	12 522	12 538	(16)	0%	12 538
Waste water management	16 820	19 219	23 212	4 892	23 001	23 212	(210)	-1%	23 212
Waste management	3 261	1 171	1 171	–	1 131	1 171	(41)	-3%	1 171
Total Capital Expenditure - Standard Cla	63 800	81 321	90 609	14 423	87 393	90 609	(3 216)	-4%	90 609
Funded by:									
National Government	20 014	33 070	26 005	5 635	25 793	26 005	(212)	-1%	26 005
Provincial Government	14 170	19 569	28 406	–	28 005	28 406	(401)	-1%	28 406
District Municipality	–	300	761	261	717	761	(43)	-6%	761
Transfers recognised - capital	34 183	52 938	55 172	5 896	54 515	55 172	(657)	-1%	55 172
Borrowing	3 528	1 550	1 550	–	1 500	1 550	(50)	-3%	1 550
Internally generated funds	26 089	26 833	33 887	8 528	31 377	33 887	(2 509)	-7%	33 887
Total Capital Funding	63 800	81 321	90 609	14 423	87 393	90 609	(3 216)	-4%	90 609

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - A - Q4 Fourth Quarter

Vote Description	2017/18	Budget Year 2018/19							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital expenditure - Municipal Vote									
Expenditure of multi-year capital appropriation									
Vote 2 - Community Services	–	350	637	551	637	637	(0)	0%	637
2.10-Parks	–	350	637	551	637	637	(0)	0%	637
Vote 3 - Corporate Services	–	300	–	–	–	–	–		–
3.5-Council Cost	–	300	–	–	–	–	–		–
Vote 4 - Technical Services	14 570	45 777	48 266	6 633	47 890	48 266	(377)	-1%	48 266
4.2-Electricity: Administration	–	9 648	9 648	1 460	9 273	9 648	(375)	-4%	9 648
4.3-Electricity: Street Lights	–	1 887	1 246	(123)	1 244	1 246	(2)	0%	1 246
4.5-Sewerage	–	4 636	7 000	–	7 000	7 000	–		7 000
4.8-Stormwater Management	–	10 684	12 088	2 767	12 088	12 088	(0)	0%	12 088
4.9-Roads	–	5 406	8 164	–	8 164	8 164	–		8 164
4.10-Solid Waste (Dumping Site)	–	621	621	–	621	621	(0)	0%	621
4.14-Water Distribution	14 570	12 896	9 500	2 529	9 500	9 500			9 500
Total multi-year capital expenditure	14 570	46 427	48 904	7 184	48 527	48 904	(377)	-1%	48 904
							–		
Capital expenditure - Municipal Vote									
Expenditue of single-year capital appropriation							–		
Vote 1 - Financial Services	215	180	702	510	675	702	(27)	-4%	702
1.2 - Treasury: Administration	176	150	612	471	591	612	(21)	-4%	612
1.6 - Director: Finance	39	30	90	40	85	90	(5)	-6%	90
Vote 2 - Community Services	14 784	46 607	5 690	1 511	3 539	5 690	(2 151)	-38%	5 690
2.1 - Cemetries	14 570	46 427	–	–	–	–	–		–
2,3 - Library Services	–	–	400	–	–	400	(400)	-100%	400
2,5 - Pine Forest : Administration	215	180	412	103	352	412	(60)	-15%	412
2.7-Community Halls And Facilities	–	–	654	30	175	654	(479)	-73%	654
2.9-Enviromental Protection	–	–	1 099	–	–	1 099	(1 099)	-100%	1 099
2.10-Parks	–	–	1 995	759	2 000	1 995	5	0%	1 995
2.16-Swimming Pools			102	88	88	102	(14)	-14%	102
2.18-L E D			602	184	551	602	(51)	-9%	602
2.19-Director: Community Services			30	1	27	30	(3)	-11%	30
Vote 3 - Corporate Services	1 257	970	1 199	325	1 012	1 199	(187)	-16%	1 199
3.2-Information Tecnology	314	350	600	198	583	600	(17)	-3%	600
3.7-Marketing & Communications	661	190	258	15	148	258	(110)	-43%	258
3.9-Administration	113	400	81	–	70	81	(11)	-14%	81
3.10-Director Corporate Services	169	30	260	113	212	260	(48)	-18%	260
Vote 4 - Technical Services	41 782	29 312	33 984	4 883	33 593	33 984	(391)	-1%	33 984
4.2-Electricity: Administration	3 794	120	120	9	116	120	(4)	-3%	120
4.3-Electricity: Street Lights	934	–	852	773	852	852	(0)	0%	852
4.4-Mechanical Workshop	33	–	–	–	(0)	–	(0)	#DIV/0!	–
4.4-Public Toilets	–	500	200	–	–	200	(200)	-100%	200
4.5-Sewerage	15 031	3 100	3 624	2 125	3 613	3 624	(10)	0%	3 624
4.8-Stormwater Management	1 789	300	300	–	300	300	–		300
4.9-Roads	9 211	22 862	25 255	630	25 164	25 255	(91)	0%	25 255
4.11-Solid Waste (Garden)	3 261	550	550	–	509	550	(41)	-7%	550
4.14-Water Distribution	7 699	1 850	3 038	1 345	2 993	3 038	(45)	-1%	3 038
4.15-Director: Technical Services	30	30	45	–	45	45	(0)	0%	45
Vote 5 - Muncipal Manager	27	150	130	9	18	130	(112)	-86%	130
5.3-Project Management	11	20	–	–	–	–	–		–
5.6-Municipal Manager	15	130	130	9	18	130	(112)	-86%	130
Total single-year capital expenditure	58 065	77 219	41 705	7 240	38 838	41 705	(2 868)	(0)	41 705
Total Capital Expenditure	72 635	123 646	90 609	14 423	87 364	90 609	(3 245)	(0)	90 609

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - Q4 Fourth Quarter

Description	2017/18	Budget Year 2018/19			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	97 506	83 129	91 275	94 262	94 272
Call investment deposits	–	47	–	(0)	(0)
Consumer debtors	57 003	(33 750)	34 983	68 251	68 251
Other debtors	12 701	14 940	26 690	6 180	6 180
Current portion of long-term receivables	–	–	–	–	–
Inventory	11 402	1 435	11 402	11 686	11 686
Total current assets	178 612	65 801	164 350	180 379	180 388
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	4	–	–	–
Investment property	45 660	(626)	45 660	45 379	45 379
Investments in Associate	–	–	–	–	–
Property, plant and equipment	856 160	38 951	903 636	918 792	918 792
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 837	(36)	2 650	3 173	3 173
Other non-current assets	550	–	550	550	550
Total non current assets	905 207	38 293	952 495	967 894	967 894
TOTAL ASSETS	1 083 819	104 095	1 116 846	1 148 272	1 148 282
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	–	–	–	–	–
Consumer deposits	6 418	–	6 418	7 159	7 159
Trade and other payables	53 808	46 998	67 718	97 350	97 350
Provisions	17 426	8 491	28 466	15 727	15 727
Total current liabilities	77 653	55 489	102 602	120 235	120 235
Non current liabilities					
Borrowing	4 175	2 200	1 175	4 188	4 188
Provisions	154 570	13 033	154 570	166 177	166 177
Total non current liabilities	158 745	15 233	155 745	170 365	170 365
TOTAL LIABILITIES	236 399	70 723	258 348	290 600	290 600
NET ASSETS	847 421	33 372	858 498	857 672	857 682
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	837 066	33 372	848 143	847 318	847 327
Reserves	10 355	–	10 355	10 355	10 355
TOTAL COMMUNITY WEALTH/EQUITY	847 421	33 372	858 498	857 672	857 682

The cash flows for the year to date are indicated in the following table:

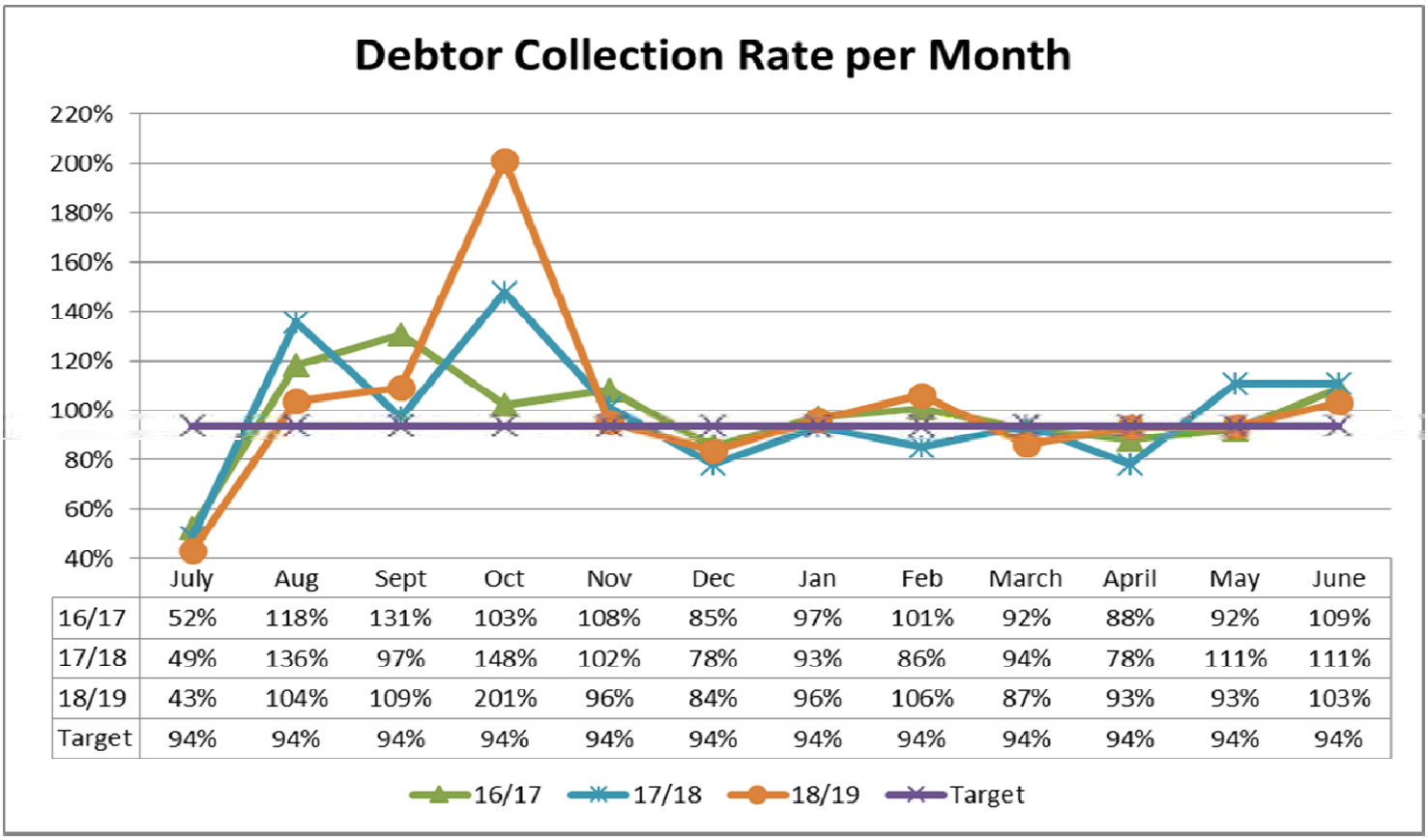
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - Q4 Fourth Quarter

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	63 592	61 689	64 781	3 471	68 176	64 781	3 395	5%	64 781
Service charges	308 615	291 601	311 744	32 090	340 199	311 744	28 455	9%	311 744
Other revenue	–	17 246	29 132	1 533	21 808	29 132	(7 324)	-25%	29 132
Government - operating	132 666	97 846	115 971	–	102 797	115 971	(13 174)	-11%	115 971
Government - capital	–	63 230	59 830	–	64 696	59 830	4 866	8%	59 830
Interest	19 166	13 112	10 430	1 018	8 482	10 430	(1 948)	-19%	10 430
Dividends									
Payments									
Suppliers and employees	(424 386)	(369 994)	(488 176)	(44 244)	(512 641)	(488 176)	24 466	-5%	(488 176)
Finance charges	(15 676)	(938)	(1 095)	(52)	(203)	(1 095)	(893)	82%	(1 095)
Transfers and Grants	–	(587)	(14 394)	(121)	(5 302)	(14 394)	(9 092)	63%	(14 394)
NET CASH FROM/(USED) OPERATING ACTIVITIES	83 978	173 205	88 223	(6 304)	88 011	88 223	28 750	33%	88 223
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	3 790	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	23 000	–	–	–		–
Payments									
Capital assets	(63 800)	(83 247)	(91 453)	(13 225)	(90 742)	(91 453)	(711)	1%	(91 453)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(60 010)	(83 247)	(91 453)	9 775	(90 742)	(91 453)	(711)	1%	(91 453)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	3 500	–	–	–	–	–		–
Increase (decrease) in consumer deposits	1 023	–	–	91	785	–	785		–
Payments									–
Repayment of borrowing	(3 818)	–	(3 000)	(109)	(1 293)	(3 000)	(1 707)	57%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	(2 795)	3 500	(3 000)	(18)	(508)	(3 000)	(2 492)	83%	(508)
									–
NET INCREASE/ (DECREASE) IN CASH HELD	21 173	93 458	(6 231)	3 453	(3 240)	(6 231)			(3 231)
Cash/cash equivalents at beginning:	76 333	–	97 506		97 502	97 506			97 502
Cash/cash equivalents at month/year end:	97 506	93 458	91 275		94 262	91 275			94 271

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q4 Fourth Quarter

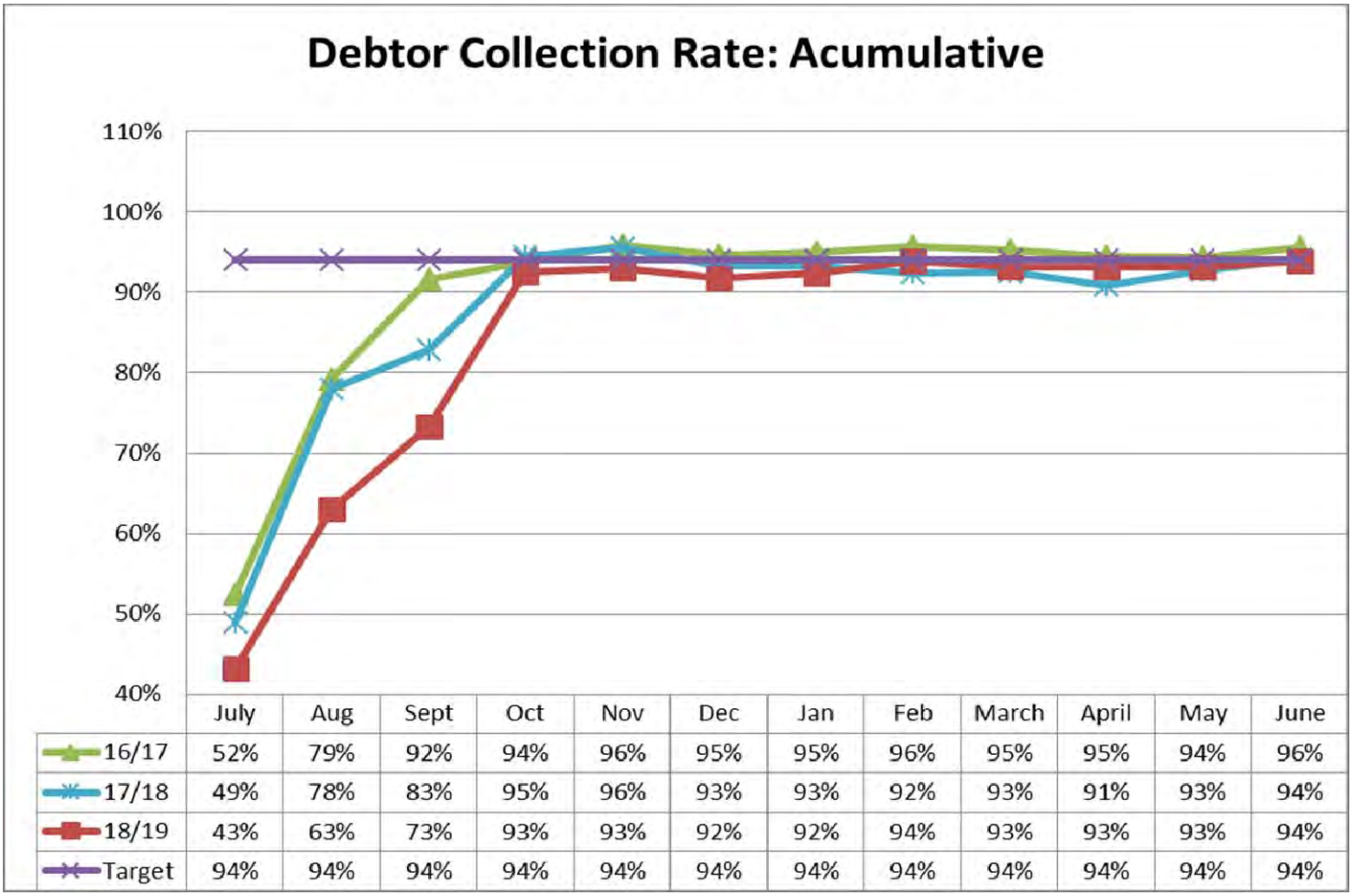
Description	NT Code	Budget Year 2018/19									
R thousands		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	8 921	1 172	1 141	1 052	1 238	859	5 295	34 404	54 082	42 847
Electricity	1300	15 911	256	242	229	260	87	1 086	2 059	20 129	3 720
Property Rates	1400	4 645	253	226	268	216	204	2 715	12 153	20 680	15 556
Waste Water Management	1500	5 074	624	589	616	560	645	3 241	16 358	27 706	21 419
Waste Management	1600	5 767	764	710	640	613	592	3 127	17 662	29 874	22 633
Property Rental Debtors	1700	91	19	18	17	17	16	91	642	911	784
Interest on Arrear Accounts	1810	1 563	78	96	110	135	135	1 276	26 409	29 801	28 065
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(3 448)	42	43	18	26	27	182	931	(2 179)	1 184
Total By Income Source	2000	38 524	3 207	3 064	2 950	3 063	2 564	17 012	110 620	181 005	136 209
Debtors Age Analysis By Customer Group											
Organs of State	2200	1 365	139	124	159	84	50	855	2 835	5 611	3 983
Commercial	2300	14 885	319	313	329	357	173	2 269	7 362	26 008	10 491
Households	2400	22 043	2 704	2 584	2 421	2 584	2 290	13 636	97 766	146 027	118 696
Other	2500	231	45	43	41	38	51	253	2 656	3 358	3 039
Total By Customer Group	2600	38 524	3 207	3 064	2 950	3 063	2 564	17 012	110 620	181 005	136 209



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	118%	131%	103%	108%	85%	97%	101%	92%	88%	92%	109%
17/18	49%	136%	97%	148%	102%	78%	93%	86%	94%	78%	111%	111%
18/19	43%	104%	109%	201%	96%	84%	96%	106%	87%	93%	93%	103%
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate the collection against targets set for the relevant months. The target for the month is 94% while the actual figure for June 2019 amounts to 103% in comparison to the previous year 111%.

Die doel van hierdie grafiek is om die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir Junie 2019 103 % beloop in vergelyking met die vorige jaar 111 %.



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
16/17	52%	79%	92%	94%	96%	95%	95%	96%	95%	95%	94%	96%
17/18	49%	78%	83%	95%	96%	93%	93%	92%	93%	91%	93%	94%
18/19	43%	63%	73%	93%	93%	92%	92%	94%	93%	93%	93%	94%
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 94% while the actual figure is 94%.

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van skuld te illustreer teen die teikens gestel vir die jaar. Die teiken vir die jaar tot datum is 94%, terwyl die werklike syfer 94% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q4 Fourth Quarter

Description R thousands	NT Code	Budget Year 2018/19									Prior year totals for chart (same period)
		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	
Creditors Age Analysis By Customer Type											
Bulk Electricity	0100	–	–	–	–	–	–	–	–	–	–
Bulk Water	0200	–	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	–	–	–	–	–	–	–	–	–	–
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	11 405	290	–	–	–	–	–	–	11 694	–
Auditor General	0800	–	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	11 405	290	–	–	–	–	–	–	11 694	–

Notes

Material increases in value of creditors' categories compared to previous month to be explained

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The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q4 Fourth Quarter

Investments by maturity Name of institution & investment ID R thousands	Period of Investment Yrs/Months	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
Municipality								
ABSA	–	–	–	–		–	–	0
Investec	–	–	–	–		–	–	(0)
Nedbank	–	–	–	–		–	–	(0)
Standard Bank	–	–	–	–		–	–	(0)
FNB	–	–	–	–		–	–	–
	–	–	–	–		–	–	–
TOTAL INVESTMENTS AND INTEREST				–		–	–	(0)

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are rcognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q4 Fourth Quarter

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
RECEIPTS:									
Operating Transfers and Grants									
National Government:	–	88 231	87 752	267	87 463	87 752	(289)	-0,3%	87 752
Equitable Share	–	84 602	84 602	–	84 584	84 602	(18)	0,0%	84 602
Local Government Financial Management Grant [Sc	–	1 550	1 400	43	860	1 400	(540)	-38,6%	1 400
Expanded Public Works Programme Integrated Gran	–	1 548	1 750	224	2 019	1 750	269	15,4%	1 750
Municipal Infrastructure Grant [Schedule 5B]	–	531	–	–	–	–	–		–
Provincial Government:	–	45 019	22 193	4 742	10 386	22 193	(11 807)	-53,2%	22 193
Housing	–	32 839	12 621	4 742	8 771	12 621	(3 850)	-30,5%	12 621
Financial Management	–	360	360	–	0	360	(360)	-100,0%	360
Financial Management Support Grant	–	330	330	–	1 608	330	1 278	387,3%	330
Libraries, Archives and Museum	–	9 342	8 882	–	–	8 882	(8 882)	-100,0%	8 882
Community Development Workers	–	148	–	(0)	6	–	6		–
Regional Socio-economic Project/Violence Preventio	–	2 000	–	–	0	–	0		–
District Municipality:	–	–	600	–	–	600	(600)	-100,0%	600
Other grant providers:	–	576	4 065	–	–	500	(500)	-100,0%	4 065
Water Drought Support	–	–	500	–	–	500	(500)	-100,0%	500
Other grant providers:	–	288	1 783	–	–	–	–		1 783
Belguim Grant	–	288	1 083	–	–	–	–		1 083
Table Mountain Fund	–	–	700	–	–	–	–		700
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Total Operating Transfers and Grants	–	133 826	114 011	5 010	97 849	110 445	(12 596)	-11,4%	114 011
National Government:	–	62 470	52 010	(12 301)	–	52 010	(52 010)	-100,0%	52 010
Capital Transfers and Grants	–	–	–	–	–	–	–		–
Regional Bulk Infrastructure Grant (Schedule 5B)	–	8 261	2 500	–	–	2 500	(2 500)	-100,0%	2 500
Integrated National Electrification Programme (Mun	–	4 348	4 348	(205)	–	4 348	(4 348)	-100,0%	4 348
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Provincial Government:	–	600	52 849	(25 000)	–	52 327	(52 327)	-100,0%	52 849
Sport & Recreation	–	300	261	–	–	–	–		261
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Total Capital Transfers and Grants	–	63 070	104 859	(37 301)	–	104 338	(104 338)	-100,0%	104 859
TOTAL RECEIPTS OF TRANSFERS & GRANTS	–	196 896	218 870	(32 291)	97 849	214 783	(116 933)	-54,4%	218 870

In terms of section 12 of the Division of Revenue Act the municipality confirms that, based on internal controls, all grant funding has been received and spent in terms of the conditions attached thereto.

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Q4 Fourth Quarter

Description	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
EXPENDITURE									
Operating expenditure of Transfers and Grants									
National Government:	62 360	167 932	124 409	9 752	105 013	124 409	(19 396)	-15,6%	124 409
Equitable Share	59 438	84 602	84 602	–	84 584	84 602	(18)	0,0%	84 602
Local Government Financial Management Grant [S	1 161	1 550	1 400	43	860	1 400	(540)	-38,6%	1 400
Expanded Public Works Programme Integrated Gra	1 493	1 548	1 750	224	2 019	1 750	269	15,4%	1 750
Municipal Infrastructure Grant [Schedule 5B]	–	531	–	–	–	–	–		–
Provincial Government:	268	46 862	24 036	4 742	8 778	24 036	(15 257)	-63,5%	24 036
Housing	–	32 839	12 621	4 742	8 771	12 621	(3 850)	-30,5%	12 621
Provincial Government:	62 517	12 239	14 520	(0)	6	11 655	(11 648)	-99,9%	14 520
Financial Management Support Grant	120	330	330	–	–	330	(330)	-100,0%	330
Replacement Funding for most vulnerable B3 muni	38	–	–	–	–	–	–		–
Libraries, Archives and Museum	–	9 342	8 882	–	–	8 882	(8 882)	-100,0%	8 882
Community Development Workers	–	148	–	(0)	6	–	6	#DIV/0!	–
Maintenance of Main Roads	–	1 843	1 843	–	–	1 843	(1 843)	-100,0%	1 843
Tourism	–	–	100	–	–	100	(100)	-100,0%	100
Water Drought Support	62 360	–	500	–	–	500	(500)	-100,0%	500
Other grant providers:	–	288	1 783	–	–	–	–		1 783
Belguim Grant	–	288	1 083	–	–	–	–		1 083
Other capital transfers [insert description]	–	300	26 424	(12 500)	–	26 164	(26 164)	-100,0%	26 424
Provincial Government:	–	300	26 424	(12 500)	–	26 164	(26 164)	-100,0%	26 424
Total operating expenditure of Transfers and Grants	124 877	180 470	165 353	(2 748)	105 019	162 227	(57 208)	-35,3%	165 353
National Government:	20 002	63 070	104 859	(37 301)	–	104 338	(104 338)	-100,0%	104 859
National Government:	19 941	31 235	26 005	(6 151)	–	26 005	(26 005)	-100,0%	26 005
Municipal Infrastructure Grant [Schedule 5B]	61	18 626	19 157	(5 945)	–	19 157	(19 157)	-100,0%	19 157
Regional Bulk Infrastructure Grant (Schedule 5B)	–	8 261	2 500	–	–	2 500	(2 500)	-100,0%	2 500
Integrated National Electrification Programme (Mur	–	4 348	4 348	(205)	–	4 348	(4 348)	-100,0%	4 348
Provincial Government:	–	300	26 424	(12 500)	–	26 164	(26 164)	-100,0%	26 424
Housing	–	–	26 164	(12 500)	–	26 164	(26 164)	-100,0%	26 164
Sport & Recreation		300	261	–	–	–	–		261
	20 002	–	–	–	–	–	–		–
	82 362	–	–	–	–	–	–		–
	20 002	31 535	52 430	(18 651)	–	52 169	(52 169)	-100,0%	52 430
Total capital expenditure of Transfers and Grants	20 002	31 535	52 430	(18 651)	–	52 169	(52 169)	-100,0%	52 430
Other grant providers:	82 362	–	–	–	–	–	–		–
	82 362	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	122 366	94 605	157 289	(55 952)	–	156 506	(156 506)	-100,0%	157 289
TOTAL EXPENDITURE OF TRANSFERS AND GRAN	247 243	275 075	322 643	(58 700)	105 019	318 734	(213 714)	-67,1%	322 643

In terms of section 12 of the Division of Revenue Act the municipality confirms that, based on internal controls, all grant funding has been received and spent in terms of the conditions attached thereto.

WC022 Witzenberg - Supporting Table SC7(2) Monthly Budget Statement - Expenditure against approved rollovers - Q4 Fourth Quarter

Description	Ref	Budget Year 2018/19				
		Approved Rollover 2017/18	Monthly actual	YearTD actual	YTD variance	YTD variance
R thousands						%
EXPENDITURE						
Operating expenditure of Approved Roll-overs						
National Government:		–	–	–	–	
Equitable Share		–	–	–	–	
		–	–	–	–	
		–	–	–	–	
		–	–	–	–	
		–	–	–	–	
		–	–	–	–	
		–	–	–	–	
Other transfers and grants [insert description]		–	–	–	–	
Provincial Government:		449	–	6	443	98,6%
Housing		–	–	–	–	
Financial Management Support Grant		–	–	–	–	
Replacement Funding for most vulnerable B3 municip		–	–	–	–	
Libraries, Archives and Museum		–	–	–	–	
Community Development Workers		449	–	6	443	98,6%
District Municipality:		–	–	–	–	
		–	–	–	–	
Regional Socio-economic Project/Violence Preventio		–	–	–	–	
Other grant providers:		–	–	–	–	
		–	–	–	–	
Water Drought Support		–	–	–	–	
Total operating expenditure of Approved Roll-overs		449	–	6	443	98,6%
Capital expenditure of Approved Roll-overs						
National Government:		–	–	–	–	
Capital Transfers and Grants		–	–	–	–	
		–	–	–	–	
		–	–	–	–	
		–	–	–	–	
		–	–	–	–	
		–	–	–	–	
Provincial Government:		3 296	–	3 296	–	
Human Settlement Development		3 296	–	3 296	–	
		–	–	–	–	
District Municipality:		–	–	–	–	
		–	–	–	–	
District Municipality:		–	–	–	–	
Other grant providers:		–	–	–	–	
		–	–	–	–	
		–	–	–	–	
Total capital expenditure of Approved Roll-overs		3 296	–	3 296	–	
TOTAL EXPENDITURE OF APPROVED ROLL-OVERS		3 745	–	3 302	443	11,8%

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - Q4 Fourth Quarter

Summary of Employee and Councillor remuneration R thousands	Budget Year 2018/19							
	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
	B	C						D
Councillors (Political Office Bearers plus Other)								
Basic Salaries and Wages	7 213	7 213	608	7 242	7 213	29	0%	7 213
Pension and UIF Contributions	1 063	1 063	88	1 049	1 063	(14)	-1%	1 063
Medical Aid Contributions	212	212	16	184	212	(28)	-13%	212
Motor Vehicle Allowance	692	692	–	–	692	(692)	-100%	692
Cellphone Allowance	1 023	1 023	78	931	1 023	(91)	-9%	1 023
Housing Allowances	455	455	3	52	455	(404)	-89%	455
Other benefits and allowances	50	50	–	–	50	(50)	-100%	50
Sub Total - Councillors	10 709	10 709	794	9 459	10 709	(1 250)	-12%	10 709
Senior Managers of the Municipality								
Basic Salaries and Wages	3 594	3 294	208	3 011	3 294	(282)	-9%	3 294
Pension and UIF Contributions	739	739	15	189	739	(550)	-74%	739
Medical Aid Contributions	127	127	6	67	127	(60)	-47%	127
Overtime	–	–	–	–	–	–		–
Performance Bonus	840	840	42	568	840	(273)	-32%	840
Motor Vehicle Allowance	993	993	68	812	993	(180)	-18%	993
Cellphone Allowance	67	67	2	26	67	(42)	-62%	67
Housing Allowances	145	145	–	–	145	(145)	-100%	145
Other benefits and allowances	108	88	12	152	88	63	72%	88
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	6 614	6 294	352	4 825	6 294	(1 469)	-23%	6 294
Other Municipal Staff								
Basic Salaries and Wages	108 292	100 954	8 562	99 244	100 954	(1 710)	-2%	100 954
Pension and UIF Contributions	16 388	16 377	1 330	15 592	16 377	(786)	-5%	16 377
Medical Aid Contributions	7 283	7 283	640	7 306	7 283	23	0%	7 283
Overtime	11 713	11 708	1 465	16 266	11 708	4 558	39%	11 708
Performance Bonus	7 651	7 651	677	7 971	7 651	321	4%	7 651
Motor Vehicle Allowance	4 099	4 129	403	4 580	4 129	451	11%	4 129
Cellphone Allowance	378	378	39	488	378	110	29%	378
Housing Allowances	1 541	1 541	120	1 448	1 541	(93)	-6%	1 541
Other benefits and allowances	4 035	4 035	321	3 316	4 035	(719)	-18%	4 035
Payments in lieu of leave	831	831	228	1 202	831	371	45%	831
Long service awards	407	407	76	910	407	503	124%	407
Post-retirement benefit obligations	10 632	10 632	921	11 053	10 632	421	4%	10 632
Sub Total - Other Municipal Staff	173 251	165 926	14 781	169 376	165 926	3 450	2%	165 926
TOTAL SALARY, ALLOWANCES &	190 573	182 929	15 927	183 660	182 929	731	0%	182 929
% increase								
TOTAL MANAGERS AND STAFF	179 864	172 220	15 133	174 201	172 220	1 981	1%	172 220

The monthly cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - Q4 Fourth Quarter

Description	Ref	Budget Year 2018/19											
		July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	1	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget
Cash Receipts By Source													
Property rates		3 857	8 244	6 776	19 563	4 045	3 164	4 286	4 080	3 522	3 554	3 720	(31)
Service charges - electricity revenue		21 587	21 605	23 318	18 875	17 174	16 003	15 014	18 598	23 326	25 949	24 351	7 778
Service charges - water revenue		3 448	3 418	2 171	3 193	2 007	2 782	2 585	3 766	2 534	2 940	2 980	8 247
Service charges - sanitation revenue		1 772	2 329	2 546	1 857	1 611	1 416	2 141	2 136	1 845	1 603	1 784	(3 829)
Service charges - refuse		2 068	2 194	1 965	2 306	1 723	2 086	1 884	2 104	1 653	1 798	1 891	(786)
Service charges - other		–	–	–	–	–	–	–	2 942	533	338	308	(4 122)
Rental of facilities and equipment		210	225	384	435	367	56	628	525	564	133	430	1 142
Interest earned - external investments		371	539	705	423	651	491	1 388	956	550	576	811	740
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	1	–	–	2 226
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		199	111	251	64	259	65	104	266	110	99	387	3 001
Licences and permits		574	214	705	764	1 608	398	735	136	352	55	1 402	(3 289)
Agency services		–	–	–	–	–	–	–	–	–	147	–	4 731
Transfer receipts - operating		36 119	1 992	3 514	1 987	2 028	28 183	–	4 199	24 656	119	0	13 174
Other revenue		236	382	645	1 982	721	226	1 086	391	225	2 026	358	2 303
Cash Receipts by Source		70 442	41 253	42 981	51 450	32 194	54 869	29 850	40 100	59 871	39 338	38 423	31 284
Other Cash Flows by Source													–
Transfer receipts - capital		17 000	–	–	3 500	5 400	7 566	–	7 000	15 965	5 757	2 508	(4 866)
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–	–
Short term loans		–	–	–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		63	81	51	74	95	46	31	87	55	56	54	(693)
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		–	–	(100 000)	25 000	25 000	(35 000)	45 000	(40 000)	10 000	27 000	20 000	23 000
Total Cash Receipts by Source		87 505	41 334	(56 969)	80 024	62 689	27 481	74 881	7 187	85 891	72 151	60 985	48 725
Cash Payments by Type													–
Employee related costs		11 219	13 141	12 270	12 453	19 675	12 559	12 584	15 145	12 678	12 988	14 727	13 225
Remuneration of councillors		876	874	867	836	848	868	1 070	897	906	907	905	854
Interest paid		–	–	88	–	–	57	–	–	5	–	–	945
Bulk purchases - Electricity		23 704	24 512	23 657	13 718	13 545	13 196	12 009	16 071	16 413	20 312	18 974	1 431
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	–
Other materials		862	428	662	2 694	1 729	2 075	1 369	3 562	1 468	1 971	2 725	(2 986)
Contracted services		2 263	2 211	3 840	3 679	4 259	4 041	1 893	1 754	5 148	3 522	5 159	17 279
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		200	155	121	205	–	2	364	53	3 751	113	217	9 213
General expenses		4 372	5 044	5 304	6 236	5 582	4 311	1 322	1 392	3 122	4 486	1 234	3 249
Cash Payments by Type		43 495	46 366	46 809	39 821	45 637	37 109	30 613	38 873	43 491	44 299	43 942	43 211
Other Cash Flows/Payments by Type													
Capital assets		1 686	4 061	8 879	6 352	10 008	2 511	5 673	7 652	13 041	6 807	9 724	15 060
Repayment of borrowing		–	–	1 058	–	–	109	–	–	17	–	–	1 816
Other Cash Flows/Payments		(453)	591	(737)	3 824	(30 696)	34 490	1 844	1 802	2 087	(110)	(822)	(11 820)
Total Cash Payments by Type		44 728	51 017	56 009	49 997	24 949	74 219	38 130	48 327	58 636	50 996	52 844	48 266
NET INCREASE/(DECREASE) IN CASH HELD		42 777	(9 684)	(112 978)	30 027	37 740	(46 738)	36 751	(41 140)	27 256	21 155	8 141	458
Cash/cash equivalents at the month/year beginning:		97 502	140 279	130 595	17 618	47 645	85 385	38 647	75 398	34 257	61 513	82 668	90 809
Cash/cash equivalents at the month/year end:		140 279	130 595	17 618	47 645	85 385	38 647	75 398	34 257	61 513	82 668	90 809	91 267

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - Q4 Fourth Quarter

Month	2017/18	Budget Year 2018/19							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	% spend of Original Budget
Monthly expenditure performance trend									
July		8 115	7 322	767	767	7 322	6 555	89,5%	1%
August		4 486	7 322	3 991	4 758	14 644	9 886	67,5%	8%
September		6 249	7 322	9 026	13 784	21 965	8 181	37,2%	22%
October		5 191	7 322	6 488	20 272	29 287	9 016	30,8%	32%
November		3 943	7 322	9 446	29 717	36 609	6 892	18,8%	47%
December		4 437	7 322	2 178	31 896	43 931	12 035	27,4%	51%
January		3 986	7 322	5 567	37 463	51 253	13 790	26,9%	59%
February		4 787	7 322	7 870	45 333	58 574	13 241	22,6%	72%
March		4 547	7 322	11 904	57 237	65 896	8 659	13,1%	91%
April		6 449	7 322	6 574	63 811	73 218	9 407	12,8%	0
May		6 276	7 322	9 159	72 970	80 540	7 570	9,4%	0
June		4 606	7 322	14 423	87 393	87 861	468	0,5%	0
Total Capital expenditure	–	63 072	87 861	87 393					

MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
Quarter ending June 2019
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

		Income	Income	Income	Expenditure	Expenditure	Expenditure				
MFMA Section	**Item Description**	**Income transactions April 2019**	**Income transactions May 2019**	**Income transactions June 2019**	**Expenditure transactions April 2019**	**Expenditure transactions May 2019**	**Expenditure transactions June 2019**	**Income YTD transactions Quarter 4**	**Expenditure YTD transactions Quarter 4**	**Total YTD Income**	**Total YTD Expenditure**
								R	R	R	R
11(1) (b)	Expenditure authorised in terms of section 26(4) (Expenditure before annual budget is approved)							-	-	-	-
11(1) (c)	Unforeseeable and unavoidable expenditure authorised in terms of sectio 29(1) (Mayor may approve emergency or other exceptional circumstances expenditure for which no budget provision was made)							-	-	-	-
11(1) (d)	Section 12 withdrawals (Relief, charitable, trust or other funds withdrawals)							-	-	-	-
11(1) (e) (i)	Money collected on behalf of organ of state:							-	-	-	-
	- VAT	-	-	-	3 581 547	3 567 675	3 698 663	-	10 847 885	-	36 584 105
	- Agency fees, for example motor registration, drivers licence, etc.	-	-	-	-	-	-	-	-	-	-
11(1) (e) (ii)	Insurance received by the Municipality on behalf of organ of state							-	-	-	-
11(1) (f)	Refund of money incorrectly paid into bank account							-	-	-	-
11(1) (g)	Refund of guarantees, sureties & security deposits	-122 311	-220 763	-217 397	156 797	115 884	92 389	-560 471	365 070	-2 240 303	1 500 161
		-122 311	**-220 763**	**-217 397**	**3 738 344**	**3 683 559**	**3 791 052**	**-560 471**	**11 212 955**	**-2 240 303**	**38 084 266**

		Transactions April 2019	**Trasactions May 2019**	**Trasactions June 2019**	**YTD Transactions Quarter 4**
11(1) (h)	Cash management and investment purposes:				-
	- Realised	-27 000 000	-20 000 000	-3 000 000	-220 000 000
	- Made	-	-	-20 000 000	220 000 000
	- Nett movement	**-27 000 000**	**-20 000 000**	**-23 000 000**	**-**

WITZENBERG MUNICIPALITY

Report: Expenditure on Staff & Councillor Benefits - YTD Act June

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2018/2019	Amended Budget 2018/2019	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	111 885 561	104 491 217	102 358 902	97,96%
66(b)	Contributions to pension funds and medical aid	24 537 483	24 528 637	23 153 248	94,39%
66(c)	Travel, accomodation and subsistence	5 091 933	5 121 933	5 392 313	105,28%
66(d)	Housing benefits and allowances	1 686 048	1 686 048	1 447 721	85,86%
66(e)	Overtime	11 713 179	11 708 179	16 266 023	138,93%
66(f)	Loans and advances	0	0	0	0,00%
66(g)	Other type of benefit or allowances related to staff	24 949 898	25 134 069	25 779 039	102,57%
	Sub - Total (Staff Benefits)	**R 179 864 102**	**R 172 670 083**	**R 174 397 246**	**101,00%**
Councillor Benefits					
MAY	Mayor	915 791	915 791	636 503	69,50%
DM	Deputy Mayor	681 867	681 867	580 166	85,08%
SP	Speaker	682 142	682 142	578 547	84,81%
MCM	Mayoral Committee members	2 453 677	2 453 677	2 149 094	87,59%
CLLR	Other Councillors	4 700 235	4 700 235	4 281 097	91,08%
MED	Medical aid contributions	212 480	212 480	184 356	86,76%
PEN	Pension fund contributions	1 062 928	1 062 928	1 049 153	98,70%
WARD	Ward Committee Alllowance	1 440 000	1 440 000	1 314 500	91,28%
	Sub - Total (Councillors' Benefits)	**12 149 120**	**R 12 149 120,00**	**R 10 773 417**	**88,68%**
Total Councillor and Staff Benefits		**R 192 013 222**	**R 184 819 203**	**R 185 170 663**	**100,19%**

MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
Quarter ending June 2019
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

		Income	Income	Income	Expenditure	Expenditure	Expenditure				
MFMA Section	**Item Description**	**Income transactions April 2019**	**Income transactions May 2019**	**Income transactions June 2019**	**Expenditure transactions April 2019**	**Expenditure transactions May 2019**	**Expenditure transactions June 2019**	**Income YTD transactions Quarter 4**	**Expenditure YTD transactions Quarter 4**	**Total YTD Income**	**Total YTD Expenditure**
								R	**R**	**R**	**R**
11(1) (b)	Expenditure authorised in terms of section 26(4) (Expenditure before annual budget is approved)							-	-	-	-
11(1) (c)	Unforeseeable and unavoidable expenditure authorised in terms of sectior 29(1) (Mayor may approve emergency or other exceptional circumstances expenditure for which no budget provision was made)							-	-	-	-
11(1) (d)	Section 12 withdrawals (Relief, charitable, trust or other funds withdrawals)							-	-	-	-
11(1) (e) (i)	Money collected on behalf of organ of state:							-	-	-	-
	- VAT	-	-	-	3 581 547	3 567 675	3 698 663	-	10 847 885	-	36 584 105
	- Agency fees, for example motor registration, drivers licence, etc.	-	-	-	-	-	-	-	-	-	-
11(1) (e) (ii)	Insurance received by the Municipality on behalf of organ of state							-	-	-	-
11(1) (f)	Refund of money incorrectly paid into bank account							-	-	-	-
11(1) (g)	Refund of guarantees, sureties & security deposits	-122 311	-220 763	-217 397	156 797	115 884	92 389	-560 471	365 070	-2 240 303	1 500 161
		-122 311	**-220 763**	**-217 397**	**3 738 344**	**3 683 559**	**3 791 052**	**-560 471**	**11 212 955**	**-2 240 303**	**38 084 266**

		Transactions April 2019	**Trasactions May 2019**	**Trasactions June 2019**	**YTD Transactions Quarter 4**
11(1) (h)	Cash management and investment purposes:				-
	- Realised	-27 000 000	-20 000 000	-3 000 000	-220 000 000
	- Made	-	-	-20 000 000	220 000 000
	- Nett movement	**-27 000 000**	**-20 000 000**	**-23 000 000**	**-**

WITZENBERG MUNICIPALITY

Report: Expenditure on Staff & Councillor Benefits - YTD Act June

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2018/2019	Amended Budget 2018/2019	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	111 885 561	104 491 217	102 358 902	97,96%
66(b)	Contributions to pension funds and medical aid	24 537 483	24 528 637	23 153 248	94,39%
66(c)	Travel, accomodation and subsistence	5 091 933	5 121 933	5 392 313	105,28%
66(d)	Housing benefits and allowances	1 686 048	1 686 048	1 447 721	85,86%
66(e)	Overtime	11 713 179	11 708 179	16 266 023	138,93%
66(f)	Loans and advances	0	0	0	0,00%
66(g)	Other type of benefit or allowances related to staff	24 949 898	25 134 069	25 779 039	102,57%
	Sub - Total (Staff Benefits)	**R 179 864 102**	**R 172 670 083**	**R 174 397 246**	**101,00%**
Councillor Benefits					
MAY	Mayor	915 791	915 791	636 503	69,50%
DM	Deputy Mayor	681 867	681 867	580 166	85,08%
SP	Speaker	682 142	682 142	578 547	84,81%
MCM	Mayoral Committee members	2 453 677	2 453 677	2 149 094	87,59%
CLLR	Other Councillors	4 700 235	4 700 235	4 281 097	91,08%
MED	Medical aid contributions	212 480	212 480	184 356	86,76%
PEN	Pension fund contributions	1 062 928	1 062 928	1 049 153	98,70%
WARD	Ward Committee Alllowance	1 440 000	1 440 000	1 314 500	91,28%
	Sub - Total (Councillors' Benefits)	**12 149 120**	**R 12 149 120,00**	**R 10 773 417**	**88,68%**
Total Councillor and Staff Benefits		**R 192 013 222**	**R 184 819 203**	**R 185 170 663**	**100,19%**

Key Performance Area	Strategic Objective	Ref Nr	Key Performance Indicator	Annual Target	4th Quarter			
					Target	Result	Reason if target not acieved	Corrective measures
Essential services	Sustainable provision & maintenance of basic services	TecDir1	Percentage expenditure on maintenance budget by Technical Directorate.	99%	99%	100%		
		TecDir3	Percentage expenditure on capital budget by Technical Directorate.	96%	96%	99%		
		TecRo7	Kilometres of roads upgraded & rehabilitated.	3	3	7,37	Currently Witzenberg Municipality make use of an outdated Pavement Management system to indicate road resurfacing priorities. The update of the PMS is still on process. During the year, with the help of inspections, it came to the attention that certain road sections required immediate resealing due to their poor condition. The municipality undertook an in-house slurry surfacing project to address these issues, and this being the reason the target was over achieved.	
		TecWat21	Percentage compliance with drinking water quality standards	98%	98%	100%		
		TecWat20	Decrease unaccounted water losses.	18%	18%	18%		
		TecEl37	Decrease unaccounted electricity losses.	10%	10%	10%		
		FinInc17	Number of outstanding valid applications for water services expressed as a % of total number of billings for the service.	<1%	<1%	<1%		
		FinInc18	Number of outstanding valid applications for sewerage services expressed as a % of total number of billings for the service.	<1%	<1%	<1%		
		FinInc19	Number of outstanding valid applications for electricity services expressed as a % of total number of billings for the service.	<1%	<1%	<1%		
		FinInc20	Number of outstanding valid applications for waste removal services expressed as a % of total number of billings for the service.	<1%	<1%	<1%		
	Provide for the needs of informal settlements through improved services	TecDir2	Number of subsidised serviced sites developed.	529	529	526	The total number of serviced sites in the project was reduced due to adverse geotechnical conditions in some areas.	The decrease in number of serviced sites was only implemented after the February 2019 adjustment budget and the indicator target could therefor not be aligned.
		TecWat22	Provide basic services - number of informal areas with sufficient communal water service points (taps).	3	3	3		
		TecSan13	Provide basic services - number of informal areas with sufficient communal sanitation service points(toilets).	3	3	3		
		TecRef31	Improve basic services - number of informal settlements receiving a door-to-door refuse collection and area cleaning service.	3	3	3		

Key Performance Area	Strategic Objective	Ref Nr	Key Performance Indicator	Annual Target	4th Quarter		Reason if target not acieved	Corrective measures
					Target	Result		
		TecEl36	Percentage of houses in a subsidised housing project connected to the electrical network.	95%	95%	100%		
Governance	Support institutional development & transformation	CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	4	4	4		
		CorpHR13	Percentage budget spend on the implementation of the Workplace Skills Plan	96%	96%	96%		
	Financial Viability	MM1	Pecentage spend on maintenance for the whole municipality.	99%	99%	100%		
		MM2	Percentage spend on Capital Budget for the whole municipality.	96%	96%	96%		
		FinDir3	Achieve an unqualified opinion of the Auditor-General on annual financial statements of the previous year.	1 Unqualified Report	1 Unqualified Report	1 Unqualified Report		
		FinFAdm9	Financial viability expressed as Cost-Coverage ratio	2,8	2,8	2,86		
		FinFAdm10	Financial viability expressed as Debt-Coverage ratio	90	90	149,76		
		FinFAdm11	Financial viability expressed outstanding service debtors	44%	44%	56%	Directly linked to the Collection Rate. Based on past experience, collections decrease during November & December.	Improve Credit Control & Debt Collection Mechanisms & the Implementation of Marketing strategies i.e. Jamborees, Bulk SMS's & Consumer Web Portal roll-out. Data Cleansing required in terms Indigent Register. Collectability of Long outstanding debt must be investigated, i.e. prescribed debt
		FinInc15	Increased revenue collection	94%	94%	94%		
	Strengthen relations	MMIDP9	Number of IDP community meetings held.	14	14	14		
		ComSoc49	Number of meetings with intergovernmental partners.	12	12	13		
Communal services	Provide & maintain facilities	ComDir1	Percentage expenditure on maintenance budget by Community Directorate.	99%	99%	99%		
		ComDir2	Percentage expenditure on capital budget by Community Directorate.	96%	96%	66%	Projects such as "Aircons Town Hall" (R 500 000) & "Purchase of land for Pound" (R 1 098 000) was not implemented due to increased uneconomical costs.	Own funding to be retained as a saving.

Key Performance Area	Strategic Objective	Ref Nr	Key Performance Indicator	Annual Target	4th Quarter		Reason if target not acieved	Corrective measures
					Target	Result		
		ComAm34	Report on annual customer satisfaction survey on community facilities.	1	1	1		
Socio-Economic Support Services	Support the poor & vulnerable	ComLed8	The number of jobs created through the municipality's local economic development initiatives including capital projects.	390	390	397		
		ComHS14	Number of housing opportunities provided per year - top structures.	30	30	30		
		ComHS15	Number of rental stock transferred.	40	40	40		
		ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	4500	4500	3701		
		ComSoc42	Number of social development programmes implemented.	20	20	25		
	Create an enabling environment to attract investment & support local economy.	MMProp21	Quarterly report on the alienation of municipal properties to support economic growth.	4	4	4		
		ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.	4	4	4		

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

PERFORMANCE, RISK AND AUDIT COMMITTEE

1st BI-ANNUAL PERFORMANCE AUDIT COMMITTEE PERFORMANCE MANAGEMENT REPORT 2018/2019

(MUNICIPAL PLANNING AND PERFORMANCE, REGULATION 14(4) (a) (iii))

May 2019

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The Council
Witzenberg Municipality
50 Voortrekker Street
Ceres
6835

Dear Council

1. Purpose

The Performance, Risk and Audit Committee (PRAC) have conducted a mandatory review of the municipality's Performance Management System in terms of the Municipal Planning and Performance Regulations. The purpose of this report is to inform the Municipal Council regarding the result of the review that focuses on economy, efficiency, effectiveness and impact in so far as the key performance indicators and performance targets are concerned.

2. Background

Witzenberg Municipality has opted in terms of section 14(c) of the Local Government Municipal Planning and Performance Regulations, 2001 to utilize the Audit Committee, established in terms of the MFMA, as their Performance Audit Committee.

The role of the Performance Risk and Audit Committee is to assist Council by providing inputs to ensure effective systems that complement service delivery, safeguarding of municipal assets, the maintenance of financial records, risk management, corporate governance and an effective internal control system.

3. Legal framework

In terms of the Municipal Finance Management Act, No. 56 of 2003, section 166(2) (a), *"An audit committee is an independent advisory body which must—*

(a) Advise the municipal council, the political office-bearers, the accounting officer and the management staff of the municipality, or the board of directors, the accounting officer and the management staff of the municipal entity, on matters relating to—

(v) performance management;

(viii) performance evaluation;"

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)*; (Reports submitted by Internal Audit)

(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."

4. Mandate

In order to fulfil its role, PRAC have the following objectives in terms of section 166(2)(a) (i to ix) of the Municipal Finance Management Act of 2003:

- Advise the Municipal Council, the political office-bearers, the accounting officer and the management staff of the municipality, on matters relating to:
  - Internal financial control and internal audits;
  - Risk management;
  - Accounting policies;
  - The adequacy, reliability and accuracy of financial reporting and information;
  - Performance management;
  - Effective governance;
  - Compliance with the MFMA, Division of Revenue Act (DoRA) and any other applicable legislation;
  - Performance evaluation; and
  - Any other issues referred to it by the municipality.

In terms of the Local Government Municipal Planning and Performance Management Regulations, 2001 a Performance Audit Committee must be appointed to fulfil the following objectives:

- To advise Council on the functionality of the Performance Management System;
- To advise Council whether the Performance Management System complies with the Act; and
- To advise Council on the extent to which the municipality's performance measures are reliable in measuring performance.

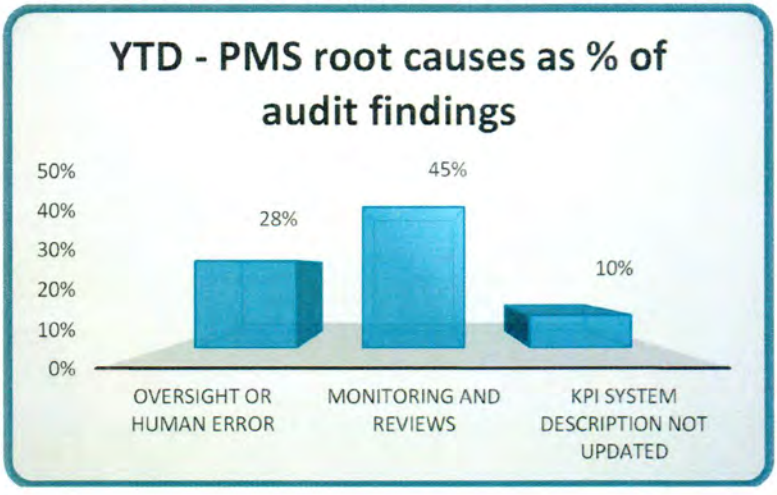
5. PRAC Assessment of Performance Management

PERFORMANCE MANAGEMENT ASSESSMENT		
Performance System Objectives	Period	
	1 January 2018 to 30 June 2018	1 July 2018 to 31 December 2018
Functionality of the performance management system		
Performance Management System complies with the Act and regulations		
Extent to which the municipality's performance measures are reliable in measuring performance		

Legends:

	Adequate
	Needs improvement
	Inadequate

The following top 3 root causes resulting in Performance Management System audit findings for the Year-To-Date (YTD). These root causes negatively affect the reliability of performance measures in place.



6. Comment

For the 2017/2018 Performance Management audit, the Auditor-General South Africa (AGSA) reported that no material findings were identified on the usefulness and reliability of the reported performance information for the following strategic focus area:

- Essential Services

For the 2nd quarter of 2018/2019 Internal Audit has highlighted the following non-compliance and control weaknesses. Management has indicated that mitigating action plans to address these deficiencies will be implemented:

No	Finding	Recommendations	Status 30 March 2019
1	Proof of evidence is inadequate	• KPI submission should be in line with the signed KPI system description by KPI owner/s.	Repeat finding
2	Proof of evidence incomplete and inaccurate	• Management should implement adequate reviews to ensure that reported performance agrees with proof of evidence. • Management should review that the most reliable evidence is submitted to support performance reporting that is accurate, valid and complete. • The KPI system description should be updated to include the review steps to be performed by the KPI owner to ensure its accuracy.	Repeat finding
3	Corrective action not yet implemented on underperforming KPIs	• Management should frequently monitoring under performance of KPIs pertaining to their department to confirm that targets are met and identify the most effective corrective action to be taken in the instances of underperformance. • Management should take into account additional skills required from consultants in the setting of timeframes as part of the project management planning.	In progress
4	Inadequate corrective action taken to address KPI underperformance	• Management should clearly document the reasons why underperformance took place and document adequate corrective and preventative measures in order to improve performance as required by section 41(1)(d) of the MSA.	In Progress.

7. Recommendation to Council

To improve the functionality of the performance management system, timeous monitoring and reviewing of the portfolios of evidence should be implemented and management should embrace the recommendations by Internal Audit and ensure continuous monitoring to address the control deficiencies.

Yours Faithfully



Mr Jonathan George

Chairperson: Performance, Risk and Audit Committee

31 May 2019

The Implementation of Part 3 of Chapter 13 of the MFMA

1. Introduction

The aim of this circular is to provide guidance to provinces and municipalities on institutionalising measures relating to the role and conditions on debt relief, and restructuring in terms of Part 3 of Chapter 13 of the MFMA in the event that a municipality is unable to meet its financial commitments.

This will also ensure that the law is implemented in a way that gives effect to its original intent and spirit and is further to the Step-by-Step Guide issued to Provinces when considering intervention measures in terms of the MFMA and section 139 of the Constitution. This circular will also ensure a consistent understanding and application of this aspect of Chapter 13 of the MFMA.

2. Background

The object of the MFMA is to secure sound and sustainable management of the fiscal and financial affairs of municipalities and municipal entities by establishing norms and standards and other requirements for:

- Ensuring transparency, accountability and appropriate lines of responsibility in the fiscal and financial affairs of municipalities and municipal entities;
- The management of revenues, expenditures, assets and liabilities and the handling of financial dealings;
- Budgetary and financial planning processes and the coordination of those processes with the processes of organs of state in other spheres of government;
- Long and short term borrowing to fund municipal projects;
- Alternative service mechanisms and partnerships;
- Supply chain management;
- The handling of financial problems in municipalities; and
- Other financial matters.

Despite the object of the Act, summarised above, many municipalities continue to face financial and sustainability challenges due to poor planning, weak financial management practices, skills challenges, administrative and operational inefficiencies, weak leadership, and need to improve accountability.

Overall poor or non-implementation of administrative systems, procedures, processes, financial controls, poor budgeting techniques, over-spending, an inadequate delegation framework, weaknesses in governance and oversight, together with non-compliance with the relevant legislative framework, contribute to the current state of

affairs in many municipalities and if not addressed, might lead to further deterioration in the financial status and impact negatively on service delivery.

The continued weak forecasting, planning and development of budgets have resulted in unrealistic revenue estimates and weak expenditure management. It is important that provinces and municipalities implement changes to address the weaknesses identified in order for affected municipalities to become financially sustainable. Under collection of revenue and poor management of assets, amongst others, have had a significant impact on the current financial status of many municipalities and on service delivery in those municipalities.

Whilst section 135 of the MFMA places the primary responsibility to avoid, identify and resolve financial problems on the municipality itself, it also requires the municipality to notify the MEC for local government and the MEC for finance in the province if it encounters a serious financial problem or anticipates problems in meeting its financial commitments. Timely assessments of the situation will ensure improved compliance with this notification requirement.

If provincial government becomes aware that there is a serious financial problem in a municipality, section 136 of the MFMA provides for the provincial government to consult the mayor to determine the facts, conduct a thorough assessment of the seriousness of the situation and make a determination whether the situation justifies or requires a possible intervention in terms of section 139 of the Constitution.

Depending on the seriousness of the financial problems, an intervention can be instituted. Interventions in terms of Chapter 13 of the MFMA relate to the resolution of financial problems, which are of such a significant nature that the financial stability and ultimately the integrity, functioning and service delivery sustainability of the municipality may be threatened. If municipalities are in serious or persistent breach of financial commitments, the MFMA provides for mandatory intervention by the provincial executive and, in situations where the provincial executive cannot or does not adequately intervene, the national executive can intervene in municipalities that are experiencing persistent financial problems.

Sections 138 of the MFMA provides the criteria for determining serious financial problems and section 140 provides criteria for determining a serious or persistent material breach of financial commitments. These criteria will assist in determining the type (Discretionary or Mandatory) of interventions that must be instituted.

Section 151 of the MFMA preserves the legal rights of both creditors and the municipality, except as expressly provided in Part 3 of Chapter 13. It is therefore important that creditors and municipalities understand and take note that the MFMA does not limit or affect creditors from exercising their rights, unless and until an application to the High Court is made as provided in Part 3.

3. Debt Relief and Restructuring

Section 152(1) of the MFMA provides that if a municipality is unable to meet its financial commitments, it may apply to the High Court for an order to stay all legal proceedings, for a period not exceeding 90 days, including the execution of legal process by persons claiming money from the municipality or a municipal entity under the sole control of the municipality. This section therefore provides municipalities and

municipal entities with a remedy that will, albeit temporarily, assist with seeking alternative means of addressing or settling its financial commitments, including concluding realistic payment arrangements or initiating other processes to resolve or manage a financial crisis and limit its impact on the citizens and service delivery.

Seeking temporary relief in terms of section 152(1) of the MFMA can also assist in providing a provincial government time to fulfil its constitutional responsibility in terms of section 139 of the Constitution, including allowing other stakeholders to fulfil their individual legislative mandates.

In addition to the above, section 153 of the MFMA provides municipalities with the option to apply to the High Court for an order of extraordinary relief which could; -

a) Stay, for a period not exceeding 90 days at a time, all legal proceedings, including the execution of legal process, by persons claiming money from the municipality;

b) Suspend the municipality's financial obligations to creditors, or any portion of those obligations, until the municipality can meet those obligations; or

c) Terminate the municipality's financial obligations to creditors, and settle claims in accordance with a distribution scheme as provided for in section 155.

The above measures are not to be taken lightly, and can impose significant discomfort on the municipality, read with the conditions for suspension and termination in terms of Sections 154 and 155 of the MFMA. Municipalities are cautioned not to abuse these relief measures, given wider implications and potential unintended consequences for the municipality, creditors and the sector more generally. In particular, suppliers will be reluctant to deal with municipalities with poor credit histories and those who do, may price services higher than they would otherwise do so. A negotiated resolution of debt issues should be the first option.

However, from recent observations relating to financially distressed municipalities it seems that the relief provided for in section 153 of the MFMA has not been sought by municipalities. This could explain why in some instances the judicial processes have progressed to the extent where municipal assets have been attached due to non-implementation of arrangements and court orders taken against municipalities.

It is important that municipalities and municipal entities take note and implement measures available to them by operating consistently with the legal framework. This should assist in understanding rights and obligations when remedies are discussed in instances where it is unable to meet its commitments due to financial sustainability issues or poor liquidity.

It is important that the remedies provided in sections 153 and 154 of the MFMA be understood in context. Section 153(2) very clearly spells out the instances when the relief provided for in section 153(1) may be granted:

a) The provincial executive has intervened in terms of section 139 of the MFMA and a financial recovery plan to restore the municipality to financial health has been approved for the municipality;

b) The financial recovery is likely to fail without the protection of such an order;

c) Section 154 has been complied with, in the case of an application for an order referred to in section 153(1)(b); and

d) Section 155(1) has been complied with, in the case of an application for an order referred to in section 153(1)(c).

From the above it is clear that the relief provided for in sections 153 and 154 of the MFMA is not automatic, but is dependent on rigorous requirements that have to be met. It is therefore critical that municipalities take note of the remedies they have at their disposal, and that the provincial government note the importance of their decision to invoke section 139 of the Constitution. Each of these steps has a sequence that has to be followed and this becomes important for the successful implementation of Chapter 13 of the MFMA.

Similarly, the relief provided for in section 153(1)(b) is not automatic but dependent heavily on the municipality demonstrating to the court the following in terms of section 154 of the MFMA:

i. That it cannot currently meet its financial obligations to creditors; and

ii. That all assets not reasonably necessary to sustain effective administration or to provide the minimum level of basic municipal services have been or are to be liquidated in accordance with the approved financial recovery plan for the benefit of meeting the creditors' claims.

The above will also be applicable when a municipality seeks to invoke the provisions of section 153(1)(c) of the MFMA and section 155 relating to the termination of financial obligations and which provides further measures for the distribution of funds generated from liquidation of assets of the municipality.

The important principle to understand is that the remedies provided in Chapter 13 are not automatic and are largely dependent on the municipality having taken all other possible measures to meet its financial commitments.

This therefore implies that the onus is on the municipality to demonstrate its inability to meet its financial obligations towards its creditors. Greater effort will have to be made by municipal management and councillors to engage and communicate with creditors and key stakeholders, including labour, to assist in getting the municipality back to a sound financial status. Failure to demonstrate compliance with the legislative requirements would likely result in the municipality forfeiting the legal protection that is afforded in terms of Chapter 13 of the MFMA. Municipalities are strongly advised to seek expert legal and accounting advice if they are contemplating an application for relief in terms of Part 3 of the Act.

4. Conclusion

It is understood that the financial management challenges differ between municipalities. However, responsibility for seeking the legal protection provided for in Chapter 13 of the MFMA rests with the municipality itself. This relief is not automatic and depends solely on the ability of municipalities and municipal entities to demonstrate their inability to meet their financial obligations towards creditors, despite

having taken significant and measurable steps to avoid this under a financial recovery plan.

It is requested that the content of this Circular be brought to the attention of the municipal council, board of directors of municipal entities and officials so that they can align their policies and procedures accordingly. This will ensure that they are aware of the provisions of Chapter 13 of the MFMA and the measures available. All comments can be sent to the MFMA helpdesk: mfma@treasury.gov.za.

Contact

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Fax ***012 315 5230***
Email – General ***mfma@treasury.gov.za***
Website ***www.treasury.gov.za/mfma***

TV PILLAY
CHIEF DIRECTOR: MFMA IMPLEMENTATION
01 June 2019

WITZENBERG MUNICIPALITY

SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

2019/2020

A Municipality that cares for the community, creating growth & opportunity.

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Five Year Projected Capital Budget per Ward 19

INTRODUCTION AND OVERVIEW

1.1 PURPOSE OF THE REPORT

The purpose of this report is to provide an executive summary of the legislative framework that prescribes an SDBIP.

The 2019/20 Top Layer SDBIP attached to this report is hereby submitted for approval. It indicates the planned performance targets of Witzenberg Municipality for the period 1 July 2019 to 30 June 2020.

The Top Layer of the SDBIP is made up of the following components:

- One year detailed plan, with a three-year capital plan
- The necessary components includes:
  - Monthly projection of revenue to be collected for each Source *(Expected Revenue to be collected)*
  - Monthly projects of expenditure (operating and capital) and revenue for each vote *(S71 format)*
  - Quarterly projects of Services Delivery Targets and performance indicators for each vote. *(Non-financial measurable performance objectives in the form of targets and indicators. Level and standard of service being provided to the community)*
  - Detailed capital works plan broken down by ward over three year

1.2 LEGISLATIVE FRAMEWORK AND GENERAL INFORMATION PERTAINING TO THE SDBIP

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

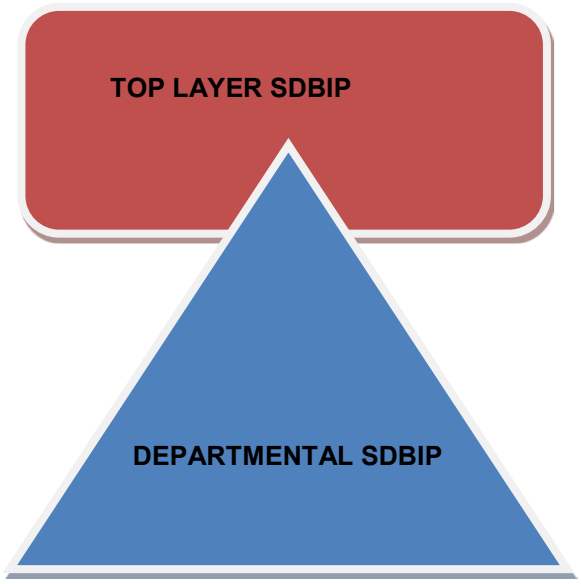
The SDBIP serves as a "contract" between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration in the applicable financial year. It provides the link between the mayor, the council (executive) and the administration, and facilitates the process for holding management accountable for its performance. It is therefore a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community to monitor the municipality's performance on a quarterly basis. The SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the implementation of the budget,

the execution of projects, the performance of senior management and the achievement of the strategic objectives set by council.

The SDBIP sets in-year information, such as quarterly service delivery and monthly budget targets, and links each service delivery output to the budget of the municipality, thus providing credible management information and a detailed plan for how the municipality will provide such services with the inputs and financial resources that will be utilized. The SDBIP will determine the performance agreements of the municipal manager and senior managers, including the outputs and deadlines for which they will be held responsible. Expenditure information (for capital projects and services) per municipal ward is provided so that each output can be broken down per ward, where it is possible to support ward councillors to provide feedback to their communities on progress with service delivery.

As mentioned before, it is a vital monitoring tool for the mayor and council to monitor in-year performance of the municipal manager and for the municipal manager to monitor the performance of all managers in the municipality within the financial year. This enables the mayor and municipal manager to be pro-active and take remedial steps if necessary in the event of poor performance.

The SDBIP is a layered plan that consists of a top layer and a supporting layer namely the departmental SDBIP.



TOP LAYER SDBIP (MUNICIPAL SCORECARD)

Circular 13, as well as the municipal budget and reporting regulations prescribe the submission of a Top Layer SDBIP, which is focused on outcomes, to the Mayor with the budget. The Top Layer SDBIP contains the consolidated service delivery targets and in-year deadlines, and links such targets to top management. Only the Top Layer SDBIP will be made public and tabled before the council. The Top Layer SDBIP should also include per ward information, particularly for key expenditure items on capital projects and service delivery. This will enable each ward councillor and ward committee to oversee service delivery in their particular ward. The Top Layer SDBIP and its targets cannot be revised without notifying the council, and if changes is made in service delivery targets and

performance indicators, this must be with the approval of the council, following approval of an adjustments budget (section 54(1)(c) of MFMA). Council approval is necessary to ensure that the mayor or municipal manager do not revise service delivery targets downwards in the event where there is poor performance.

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

DEPARTMENTAL SDBIP

A detailed departmental SDBIP, which is focused on operational performance, will be prepared for each municipal department. This SDBIP provides more detail on each output for which top management is responsible. The Top Layer SDBIP is therefore the summary of all the departmental SDBIP's.

FACTORS CONSIDERED FOR THE COMPILATION OF THE TOP LAYER SDBIP

The IDP is considered as the 5-year strategic plan for the municipality and therefore provides an outline of Witzenberg Municipality's vision, mission, objectives and operational and service delivery indicators that are realistic and attainable.

The Top Layer SDBIP was drafted through a one on one consultation with the Municipal Manager and all the directors. After the completion of the draft Top Layer SDBIP, the Municipal Manager had one on one session's with his directors to finalise the Top Layer SDBIP. The following were considered during the development of the SDBIP:

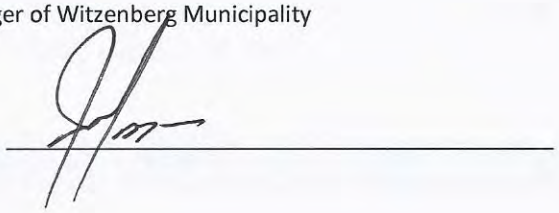
- Alignment with the IDP, National KPA's, Municipal KPA's and IDP objectives
- Alignment with the budget
- Oversight Committee Report on the Annual Report of 2017/18
- Annual Report of 2017/18
- The risks identified by the Internal Auditor during the municipal risk analysis
- Areas to be addressed and root causes of the Auditor-General management letter COMAFS as well as the risks identified during the audit of the 2017/18 Annual Report
- Mid-Year Performance Report (Section 72) for 2018/19

SECTION 53(1)(C)(II) – SUBMISSION TO THE MAYOR

The top layer service delivery budget implementation plan, indicating how the budget and the strategic objectives of Council will be implemented, is herewith submitted in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA), MFMA Circular No. 13 and the Budgeting and Reporting Regulation for the necessary approval.

Print Name D NASSON

Municipal Manager of Witzenberg Municipality

Signature 

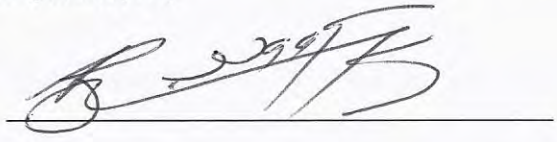
Date 2019/06/03

SECTION 53(1)(C)(II) – APPROVAL BY THE MAYOR

The top layer service delivery budget implementation plan is herewith approved in terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA).

Print Name B Klaasen

Mayor of Witzenberg Municipality

Signature 

Date 2019/06/05

STRATEGIC MAP

<table>
<tr><th colspan="6"><u>WITZENBERG MUNICIPALITY: STRATEGIC MAP 2019/20</u></th></tr>
<tr><th>Vision</th><th>Mission</th><th colspan="2">Municipal KPA</th><th colspan="2">Pre-determined Objectives</th></tr>
<tr><td rowspan="8">A municipality that cares for its community, creating growth and opportunities.</td><td rowspan="8">The Witzenberg Municipality is committed to improve the quality of life of its community by:

- Providing & maintaing affordable services
- Promoting Social & Economic Development
- The effective & efficient use of resources
- Effective stakeholder & community participation.</td><td rowspan="2">1</td><td rowspan="2">Essential Services</td><td>1,1</td><td>Sustainable provision & maintenance of basic infrastructure</td></tr>
<tr><td>1,2</td><td>Provide for the needs of informal settlements through improved services</td></tr>
<tr><td rowspan="3">2</td><td rowspan="3">Governance</td><td>2,1</td><td>Support Institutional Transformation & Development</td></tr>
<tr><td>2,2</td><td>Ensure financial viability.</td></tr>
<tr><td>2,3</td><td>To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.</td></tr>
<tr><td>3</td><td>Communal Services</td><td>3,1</td><td>Provide & maintain facilities that make citizens feel at home.</td></tr>
<tr><td rowspan="2">4</td><td rowspan="2">Socio-Economic Support Services</td><td>4,1</td><td>Support the poor & vulnerable through programmes & policy</td></tr>
<tr><td>4,2</td><td>Create an enabling environment to attract investment & support local economy.</td></tr>
</table>

FINANCIAL COMPONENT

COMPONENT 1 – MONTHLY REVENUE BY SOURCE R'000

Revenue By Source	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2019/20
Property rates	37 862	3 558	2 826	2 050	2 975	3 536	3 450	3 534	3 263	3 433	3 438	2 356	72 282
Service charges - electricity revenue	23 944	22 628	20 557	16 444	16 034	16 041	16 760	19 687	25 583	25 909	24 702	36 831	265 119
Service charges - water revenue	3 005	2 238	2 059	1 842	2 172	2 382	3 053	2 506	2 741	2 653	2 479	8 771	35 901
Service charges - sanitation revenue	2 110	2 289	1 680	1 682	1 691	1 836	1 652	1 814	1 721	1 711	2 208	1 686	22 080
Service charges - refuse revenue	2 203	2 115	2 131	2 004	2 073	1 956	2 002	1 949	2 135	2 073	2 098	1 113	23 853
Rental of facilities and equipment	456	483	600	685	621	283	943	892	859	388	658	698	7 567
Interest earned - external investments	174	435	1 043	1 304	869	522	522	869	1 304	1 043	435	174	8 695
Interest earned - outstanding debtors	157	394	944	1 181	787	472	472	787	1 181	944	394	157	7 870
Fines, penalties and forfeits	390	974	2 338	2 922	1 948	1 169	1 169	1 948	2 922	2 338	974	390	19 482
Licences and permits	38	96	230	287	191	115	115	191	287	230	96	38	1 915
Agency services	73	184	440	551	367	220	220	367	551	440	184	73	3 670
Transfers and subsidies	2 769	6 923	16 616	20 770	13 847	8 308	8 308	13 847	20 770	16 616	6 923	2 769	138 467
Other revenue	194	486	1 167	1 459	973	583	583	973	1 459	1 167	486	194	9 725
Total	**73 377**	**42 801**	**52 632**	**53 181**	**44 550**	**37 424**	**39 249**	**49 365**	**64 776**	**58 946**	**45 073**	**55 252**	**616 625**

COMPONENT 2 – MONTHLY OPERATING EXPENDITURE BY VOTE R'000

Expenditure By Type	**July**	**August**	**Sept.**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**	**Budget Year 2019/20**
Employee related costs	14 421	17 779	15 748	16 014	16 608	16 412	16 438	18 809	11 089	16 611	15 993	16 604	192 524
Remuneration of councillors	955	955	955	955	955	955	955	955	955	955	955	955	11 459
Debt impairment	672	1 680	4 032	5 040	3 360	2 016	2 016	3 360	5 040	4 032	1 680	672	33 599
Depreciation & asset impairme	3 799	3 799	3 799	3 799	3 799	3 799	3 799	3 799	3 799	3 799	3 799	3 799	45 590
Finance charges	177	442	1 061	1 326	884	530	530	884	1 326	1 061	442	177	8 840
Bulk purchases	17 339	23 027	21 472	16 328	16 486	16 226	15 603	19 105	26 287	22 696	17 287	17 339	229 196
Other materials	352	880	2 111	2 639	1 759	1 055	1 055	1 759	2 639	2 111	880	352	17 591
Contracted services	2 661	3 461	3 423	3 537	3 625	3 570	3 201	3 548	2 785	3 477	3 329	7 113	43 731
Transfers and subsidies	619	1 548	3 716	4 644	3 096	1 858	1 858	3 096	4 644	3 716	1 548	619	30 962
Other expenditure	824	2 059	4 943	6 178	4 119	2 471	2 471	4 119	6 178	4 943	2 059	824	41 188
Loss on disposal of PPE	–	–	–	–	–	–	–	–	–	–	–	–	–
Total	**41 819**	**55 630**	**61 259**	**60 460**	**54 691**	**48 893**	**47 927**	**59 434**	**64 742**	**63 400**	**47 972**	**48 453**	**654 680**

COMPONENT 3 – MONTHLY CAPITAL EXPENDITURE

KEY PERFORMANCE AREA: *ESSENTIAL SERVICES*

Strategic Objective: *1.1 Sustainable provision & maintenance of basic infrastructure*

Description	Detailed Funding Source	Budget 2019-2020	Project Start Date	Project End Date	Planned Cashflow for 2019/2020											
					Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
MV Substation Equipment	CRR	1 500 000	2019/10/05	2020/04/25				200 000	300 000			400 000	300 000	300 000		
Upgrade of LV Network Cable	CRR	1 000 000	2019/08/05	2020/05/05		200 000	200 000			100 000	100 000			200 000	200 000	
MV Network Equipment	CRR	1 000 000	2019/08/05	2020/03/25		100 000	100 000		200 000	100 000	100 000	200 000	200 000			
Upgrade of MV Cables	CRR	60 000	2019/09/05	2019/09/25			60 000									
Tools & Equipment	CRR	160 000	2019/10/05	2020/05/05				40 000		40 000		40 000			40 000	
Upgrade of Streetlights	CRR	350 000	2019/09/05	2019/11/25			50 000	150 000	150 000							
Network streets	CRR	5 000 000	2019/10/05	2020/01/25				500 000	500 000	500 000	500 000	1 000 000	1 000 000	1 000 000		
Pedestrian Route along R46/M	RSEP	870 000	2020/02/05	2020/04/25								300 000	300 000	270 000		
Aerator replacement program	CRR	500 000	2020/03/05	2020/04/25									250 000	250 000		
Refurbishment WWTW	CRR	600 000	2020/01/05	2020/04/25							300 000			300 000		
Sewer Pumps-replacement	CRR	200 000	2019/12/05	2019/12/20						200 000						
Sewer Network Replacement	CRR	1 000 000	2019/09/05	2020/03/25			270 000		250 000	250 000			230 000			
Security upgrades	CRR	300 000	2020/01/05	2020/01/25							300 000					
Tools & Equipment	CRR	100 000	2020/01/05	2020/01/25							100 000					
New Material Recovery Facilit	Belgium	1 000 000	2019/10/05	2020/03/25				300 000		300 000		300 000	100 000			
Network - Storm Water Upgra	CRR	450 000	2020/04/05	2020/04/25										450 000		
Infrastructure Management Sy	CRR	200 000	2019/10/05	2019/11/25				100 000	100 000							
Tools & Equipment- New	CRR	100 000	2020/01/05	2020/01/25							100 000					
Security upgrades	CRR	350 000	2020/01/05	2020/01/25							350 000					
Network- Water Pipes & Valve	CRR	1 000 000	2019/09/05	2020/01/25			200 000	300 000	300 000		200 000					
Tulbagh Dam	RBIG	16 931 304	2019/09/05	2020/06/30			1 000 000	1 000 000	3 000 000	2 000 000	2 000 000	2 000 000	2 000 000	2 000 000	1 000 000	931 304
Electrical Network Refurbishm	CRR	1 200 000	2019/08/05	2020/05/05		300 000			300 000			200 000	200 000		200 000	
Upgrade Pavement Vosstr Fr	RSEP	2 608 000	2020/01/05	2020/04/25							200 000	500 000	1 000 000	908 000		
Upgrade Pavement Vosstr Fr	CRR	1 400 000	2020/01/05	2020/02/25							400 000	1 000 000				
Fencing	CRR	1 000 000	2019/11/05	2019/12/20					500 000	500 000						
Pavement Upgrading	District	500 000	2019/09/15	2019/11/15				200 000	300 000							
Capex Vehicle Replacement F	CRR	10 000	2020/02/15	2020/04/15										10 000		

Strategic Objective: *1.2 Provide for the needs of informal settlements through improved services*

Description	Detailed Funding Source	Budget 2019-2020	Project Start Date	Project End Date	Planned Cashflow for 2019/2020											
					Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Vredebes Electrical Network	INEP	2 608 696	2019/11/05	2020/05/05					400 000	500 000	300 000	350 000	300 000	500 000	258 696	
Vredebes Streetlights	MIG	821 481	2020/01/05	2020/04/25							200 000	200 000	200 000	221 481		
Vredebes New Storm water C	MIG	3 391 441	2019/07/05	2019/10/25	500 000	1 000 000	1 000 000	891 441								
Vredebes Ph1 Busroutes	MIG	1 786 386	2019/11/05	2020/01/25					500 000	786 386	500 000					

KEY PERFORMANCE AREA: *GOVERNANCE*

Strategic Objective:
2.1 Support Institutional Transformation & Development
2.2 Financial Viability
2.3 To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.

Description	Detailed Funding Source	Budget 2019-2020	Project Start Date	Project End Date	Planned Cashflow for 2019/2020											
					Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Upgrade Council chambers	CRR	1 500 000	2019/10/05	2020/04/25				100 000	300 000	100 000	100 000	300 000	300 000	300 000		
Office Equipment	CRR	30 000	2019/11/05	2019/11/25					30 000							
Office Equipment	CRR	30 000	2019/11/05	2019/11/25					30 000							
Office Equipment	CRR	30 000	2019/11/05	2019/11/25					30 000							
Office Equipment (Director)	CRR	30 000	2019/11/05	2019/11/25					30 000							
IT Equipment	CRR	550 000	2019/11/05	2020/03/25					250 000				300 000			
Access Control - Furniture an	CRR	100 000	2019/11/05	2019/11/25					100 000							
Signage & Billboards	CRR	200 000	2019/09/05	2019/09/25			200 000									
Office Equipment	CRR	30 000	2019/09/05	2019/09/25			30 000									
Office Equipment	MIG	26 087	2020/02/05	2020/02/25								26 087				
Traffic Calming	CRR	150 000	2019/11/05	2019/11/25					150 000							
Insurance Replacements	CRR	50 000	2020/06/05	2020/06/30												50 000
Capex Fire Fighting Equipmer	CRR	200 000	2019/09/05	2019/09/25			200 000									
Firefighting Response Vehicle	Prov Grant	721 739	2019/12/05	2019/12/20						721 739						
Capex Test Centre	CRR	330 000	2019/09/05	2019/10/25			150 000	180 000								
Capex: Fire Arms	CRR	165 000	2020/02/05	2020/02/25								165 000				
Tools & Equipment	CRR	150 000	2019/10/15	2020/02/15									150 000			

KEY PERFORMANCE AREA: *COMMUNAL SERVICES*

Strategic Objective: *3.1 Provide & maintain facilities that make citizens feel at home.*

Description	Detailed Funding Source	Budget 2019-2020	Project Start Date	Project End Date	Planned Cashflow for 2019/2020											
					Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Ceres TownHall Chairs	CRR	300 000	2019/09/05	2019/09/25			300 000									
Upgrade Of Kononia Commur	CRR	50 000	2019/11/05	2019/11/25					50 000							
Chainsaws	CRR	70 000	2019/09/05	2019/09/25			70 000									
Brushcutters	CRR	100 000	2019/09/05	2019/09/25			100 000									
Irrigation equipment for parks	CRR	1 000 000	2019/09/05	2020/02/25			300 000	100 000	100 000	200 000	200 000	100 000				
Op Die Berg Public Toilets	CRR	700 000	2019/08/05	2019/11/25		200 000	100 000	200 000	200 000							
Containers 3x3m	CRR	500 000	2019/09/05	2019/09/25			500 000									
Truck 1.3 ton	CRR	350 000	2019/12/05	2019/12/20						350 000						
Expanding of Cemetery	CRR	200 000	2020/03/05	2020/03/25									200 000			
Ceres TownHall floor replacer	CRR	600 000	2020/03/05	2020/05/05									200 000	200 000	200 000	
Containers x 2	CRR	40 000	2019/09/05	2019/09/25			40 000									
Ceres upgrade Of Leyell Str S	MIG	10 434 783	2019/07/05	2020/05/05	50 000		100 000		2 000 000	500 000	500 000	2 000 000	2 000 000	2 000 000	1 284 783	
Tulbagh Sport Facilities Upgra	MIG	1 260 870	2019/11/05	2019/12/20					500 000	760 870						
Wolseley Sport Facilities Upg	MIG	1 245 040	2020/02/05	2020/03/25								500 000	745 040			
Johns Steyn Library Upgrade	Prov Grant	1 500 000	2019/08/15	2020/04/20			200 000	300 000	300 000			200 000	300 000	200 000		

KEY PERFORMANCE AREA: *SOCIO-ECONOMIC SUPPORT*

Strategic Objective: *4.1 Support the poor & vulnerable through programmes & policy*
4.2 Create an enabling environment to attract investment & support local economy.

Description	Detailed Funding Source	Budget 2019-2020	Project Start Date	Project End Date	Planned Cashflow for 2019/2020											
					Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Upgrade Van Breda Bridge	Prov Grant	972 174	2020/01/05	2020/04/25							272 174	200 000	200 000	300 000		

NON-FINANCIAL COMPONENT

KEY PERFORMANCE INDICATORS: QUARTERLY PROJECTIONS & 5 YEAR SCORECARD

KEY PERFORMANCE AREA: *ESSENTIAL SERVICES*

Strategic Objective: *1.1 Sustainable provision & maintenance of basic infrastructure*

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2017/18	Target 2019/20	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2020/21	Target 2021/22	Target 2022/23	Target 2023/24	Definitions
TecDir1	% Expenditure on Maintenace Budget by Technical Directorate	Technical	99.8%	98%	25%	50%	75%	98%	98%	99%	99%	99%	Percentage reflecting year to date spend /certain maintenance budget votes of technical department. Maintenance is defined as the actions required for an asset to achieve its expected useful life. Planned Maintenance includes asset inspection and measures to prevent known failure modes and can be time or condition-based. Only certain votes identified for calculation.
TecDir3	% Expenditure on Capital Budget by Technical Directorate	Technical	98%	95%	10%	40%	60%	95%	96%	97%	97%	97%	Percentage reflecting year to date spend / Total capital budget less any contingent liabilities relating to the capital budget of the technical directorate. The total capital budget is the council approved adjusted budget at the time of the measurement. Contingent liabilities are only identified at the year end.
TecWat21	Percentage compliance with drinking water quality standards.	Technical	100%	98%	98%	98%	98%	98%	98%	98%	98%	98%	Measure of potable water sample pass rate according to the SANS 241 standard. Average of sample results. Only microbiological results of Escherichia Coli are considered in the measurement. Result should be less than 1 count per 100ml.
TecWat36	Percentage of valid water connection applications connected by reporting period end	Technical	Adjusted	95%	95%	95%	95%	95%	95%	96%	97%	97%	This indicator reflects the percentage of residential valid water connection applications (where down payment has been received) connected, where the applicant has access to the municipal water network. Proxy measure for National Key Performance Indicator.
TecSan22	Percentage of valid sanitation connection applications connected by reporting period end	Technical	Adjusted	95%	95%	95%	95%	95%	95%	96%	97%	97%	This indicator reflects the percentage of residential valid sewer connection applications (where down payment has been received) connected, where the applicant has access to the municipal sewer network. Proxy measure for National Key Performance Indicator.
TecEl60	Percentage of valid electricity connection applications connected by reporting period end. (excl subsidised housing)	Technical	Adjusted	95%	95%	95%	95%	95%	95%	96%	97%	97%	This indicator reflects the percentage of residential valid electricity connection applications (where down payment has been received) connected, where the applicant has access to the municipal electrical network. Proxy measure for National Key Performance Indicator.
TecRef46	Access to the weekly removal of residential solid waste in all seven Witzenberg towns according to a publicised programme.	Technical	Adjusted	7	7	7	7	7	7	7	7	7	The removal of solid household waste in all formal accessible residential areas on a weekly basis in all 7 formalised towns according to a publicised programme. National Key Performance Indicator. Proxy measure for National Key Performance Indicator.
TecWat20	Decrease unaccounted water losses.	Technical	18%	18%	18%	18%	18%	18%	18%	16%	16%	16%	Unaccounted-for water (UFW) is the difference between the quantity of water supplied to the municipality's network and the metered quantity of water used by the customers. UFW has two components: (a) physical losses due to leakage from pipes, and (b) administrative losses due to illegal connections and under registration of water meters. The reduction of UFW is a crucial step to improve the financial health and to save scarce water resources.
TecEl37	Decrease unaccounted electricity losses.	Technical	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	Unaccounted-for electricity (UFE) is the difference between the quantity of electricity supplied to the municipality's network and the metered quantity of electricity used by the customers. UFE has two components: (a) Technical losses due to ageing/inadequate networks, and (b) administrative or non-technical losses due to illegal connections and under registration of electricity meters. The reduction of UFE is a crucial step to improve the financial health.
TecRo7	Kilometres of roads upgraded & rehabilitated	Technical	4.4	3	0	1	2	3	3	4	4	4	This indicator measures the kilometres of new roads constructed, roads upgraded & rehabilitated and resurfaced.

Strategic Objective: *1.2 Provide for the needs of informal settlements through improved services*

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2017/18	Target 2019/20	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2020/21	Target 2021/22	Target 2022/23	Target 2023/24	Definitions
TecDir2	Number of subsidised serviced sites developed.	Technical	101	0	0	0	0	0	400	0	200	200	A housing opportunity is incremental access to and or delivery of one of the following Housing products: Incremental Housing which provides a serviced site with or without tenure. A serviced site is being defined as a demarcated site with access to water & sanitation services located adjacent to a road.
TecWat22	Provide basic services - number of established informal areas with sufficient communal water services points (taps).	Technical	3	3	3	3	3	3	3	3	2	2	This indicator reflects the number of established demarcated informal areas with sufficient communal water service points. Sufficient are being defined as all households with access to water points within 200 meters radius. Certain taps may however have been vandalised or removed after provision. Excluding areas that was illegally occupied and not part of the municipalities planning initiatives. Proxy for National KPI.
TecSan13	Provide basic services - number of established informal areas with sufficient communal sanitation services points (toilets).	Technical	3	3	3	3	3	3	3	3	2	2	This indicator reflects the number of established demarcated informal areas with sufficient communal sanitation service points. Sufficient are being defined as all households with access to toilets within 200 meters radius. Certain toilets may however have been vandalised or removed after provision. Excluding areas that was illegally occupied and not part of the municipalities planning initiatives. Proxy for National KPI.
TecRef31	Improve basic services - number of established informal settlements receiving a periodic area cleansing programme.	Technical	3	3	3	3	3	3	3	3	2	2	This indicator reflects the number of established demarcated informal areas that are serviced with a periodic area cleansing programme. Excluding areas that was illegally occupied and not part of the municipalities planning initiatives. Proxy for National KPI.
TecEl36	Percentage of houses in a subsidised housing project connected to the electrical network.	Technical	New	95%	95%	95%	95%	95%	95%	95%	95%	95%	This indicator reflects the percentage of houses in a subsidised housing project connected to the electrical network. Proxy for National KPI.

KEY PERFORMANCE AREA: GOVERNANCE

Strategic Objective: 2.1 Support Institutional Transformation & Development

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2017/18	Target 2019/20	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2020/21	Target 2021/22	Target 2022/23	Target 2023/24	Definitions
CorpHR13	Percentage budget spent on implementation of Workplace Skills Plan.	Corporate	98.8%	96%	25%	50%	75%	96%	96%	96%	96%	96%	A Workplace Skills Plan is a document that outlines the planned education, training and development interventions for the organisation. Its purpose is to formally plan and allocate the budget for appropriate training interventions which will address the needs arising out of Local Governments' Skills Sector Plan, the municipality's strategic requirements as contained in the IDP and the individual departmental staffing strategies and individual employees' PDP's. The WSP shall also take into account the Employment Equity Plan, ensuring incorporation of relevant developmental equity interventions into the plan. Kpi measures percentage expenditure of vote allocated towards training needs as arise from WSP. Proxy for National KPI.
CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	Corporate	4	4 Reports	1	1	1	1	4 Reports	4 Reports	4 Reports	4 Reports	Quarterly reports on the percentage of people from employment equity target groups employed in the three highest levels of management in compliance with the municipality's approved employment equity plan. Quarterly report submitted to Municipal Manager. National Key Performance Indicator.

Strategic Objective: 2.2 Financial Viability

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2017/18	Target 2019/20	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2020/21	Target 2021/22	Target 2022/23	Target 2023/24	Definitions
FinFAdm10	Financial viability expressed as Debt-Coverage ratio	Finance	90	90	90	90	90	90	90	90	90	90	This indicator measures debt coverage as (total operating revenue – operating grants received) / debt service payments due within the year. This means the municipality is able to cover its debt service payments from operating revenue excluding grants number of times. Proxy for National KPI.
FinFAdm9	Financial viability expressed as Cost-Coverage ratio	Finance	3	2,8	2,8	2,8	2,8	2,8	2,8	2,8	2,8	2,8	This indicator measures: (available cash + investments) / monthly fixed operating expenditure. This indicates that with the available cash the municipality is able to pay its fixed operating expenditure for certain amount of months. Proxy for National KPI.
FinFAdm11	Financial viability expressed outstanding service debtors	Finance	49%	42%	44%	44%	44%	44%	42%	42%	40%	40%	These indicator measure service debtors to revenue (total outstanding service debtors / revenue received for services). This means that a % of revenue in the SFP is still outstanding as at year end. Proxy for National KPI.
FinDir3	Achieve an unqualified opinion of the Auditor-General on annual financial statements of the previous year.	Finance	Unqualified	Unqualified			1		Unqualified	Unqualified	Unqualified	Unqualified	This indicator measures good governance and accounting practices and will be evaluated and considered by the Auditor General in determining his opinion. An unqualified audit opinion refers to the position where the auditor having completed his audit has no reservation as to the fairness of presentation of financial statements and their conformity with General Recognised Accounting Practices.
FinInc15	Increased revenue collection	Finance	94%	95%	95%	95%	95%	95%	95%	95%	95%	95%	This indicator reflects the percentage of revenue collected from service accounts delivered.
MM1	Percentage of budget spent on maintenance for the whole of the municipality.	Municipal Manager	99.7%	98%	25%	50%	75%	98%	98%	99%	99%	99%	Percentage reflecting year to date spend /certain maintenance budget votes. Maintenance is defined as the actions required for an asset to achieve its expected useful life. Planned Maintenance includes asset inspection and measures to prevent known failure modes and can be time or condition-based. Only certain votes identified for calculation.
MM2	Percentage spend of capital budget for the whole of the municipality.	Municipal Manager	96.4%	95%	10%	40%	60%	95%	96%	97%	97%	97%	Percentage reflecting year to date spend / Total capital budget less any contingent liabilities relating to the capital budget. The total capital budget is the council approved adjusted budget at the time of the measurement. Contingent liabilities are only identified at the year end.

Strategic Objective: *2.3 To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.*

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2017/18	Target 2019/20	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2020/21	Target 2021/22	Target 2022/23	Target 2023/24	Definitions
MMIDP9	Number of IDP community engagements held.	Municipal Manager	14	14		7		14	14	14	14	14	Bi-annual community engagements as per IDP Process Plan held in each of the 7 towns.
ComSoc49	Number of meetings with inter-governmental partners.	Community	13	12	3	6	9	12	12	12	12	12	Number of Inter-Governmental meetings attended.

KEY PERFORMANCE AREA: *COMMUNAL SERVICES*

Strategic Objective: *3.1 Provide & maintain facilities that make citizens feel at home.*

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2017/18	Target 2019/20	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2020/21	Target 2021/22	Target 2022/23	Target 2023/24	Definitions
ComAm34	Report on annual customer satisfaction survey on community facilities.	Community	1	1 Report		1			1 Report	1 Report	1 Report	2 Report	Analysis report of a community survey on community perception and satisfaction in respect of the access to and maintenance of certain community facilities.
ComDir1	% Expenditure on Maintenace Budget by Community Directorate	Community	99.7%	98%	25%	50%	75%	98%	98%	99%	99%	99%	Percentage reflecting year to date spend /certain maintenance budget votes of community department. Maintenance is defined as the actions required for an asset to achieve its expected useful life. Planned Maintenance includes asset inspection and measures to prevent known failure modes and can be time or condition-based. Only certain votes identified for calculation.
ComDir2	% Expenditure on Capital Budget by Community Directorate	Community	97.1%	95%	10%	40%	60%	95%	96%	97%	97%	97%	Percentage reflecting year to date spend / Total capital budget less any contingent liabilities relating to the capital budget of the community directorate. The total capital budget is the council approved adjusted budget at the time of the measurement. Contingent liabilities are only identified at the year end.

KEY PERFORMANCE AREA: *SOCIO-ECONOMIC SUPPORT*

Strategic Objective: *4.1 Support the poor & vulnerable through programmes & policy*

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2017/18	Target 2019/20	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2020/21	Target 2021/22	Target 2022/23	Target 2023/24	Definitions
ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	Community	2373	4500	4500	4500	4500	4500	4500	4400	4300	4300	Refers to the number of account holders subsidised through the municipality's Indigent Policy as at the end of reporting period.
ComLed8	The number of jobs created through municipality's local economic development initiatives including capital projects.	Community	403	400	100	200	300	400	410	410	420	420	This indicator measures the number of work opportunities created through the expanded Public Works Programme (EPWP) and contracts for temporary workers and temporary workers employed through contractors on projects. Proxy for National KPI.
ComSoc 42	Number of engagements with target groups with the implementation of social development programmes.	Community	36	20	5	10	15	20	20	20	20	20	The indicator refers to the number of engagements with target groups for the implementation social developmental programmes and /or initiatives .
ComHS14	Number of housing opportunities provided per year.	Community	107	200	40	90	150	200	200	200	100	100	A housing opportunity is incremental access to and or delivery of one of the following Housing products: Practically completed Subsidy Housing which provides a minimum 40m² house.
ComHS15	Number of Rental Stock transferred	Community	39	40	10	20	30	40	45	50	50	50	Number of rental stock transferred to approved beneficiaries, using established criteria. Rental stock is being defined as subsidised houses constructed before 1994 (scheme houses) and leased by the municipality to identified and approved beneficiaries.

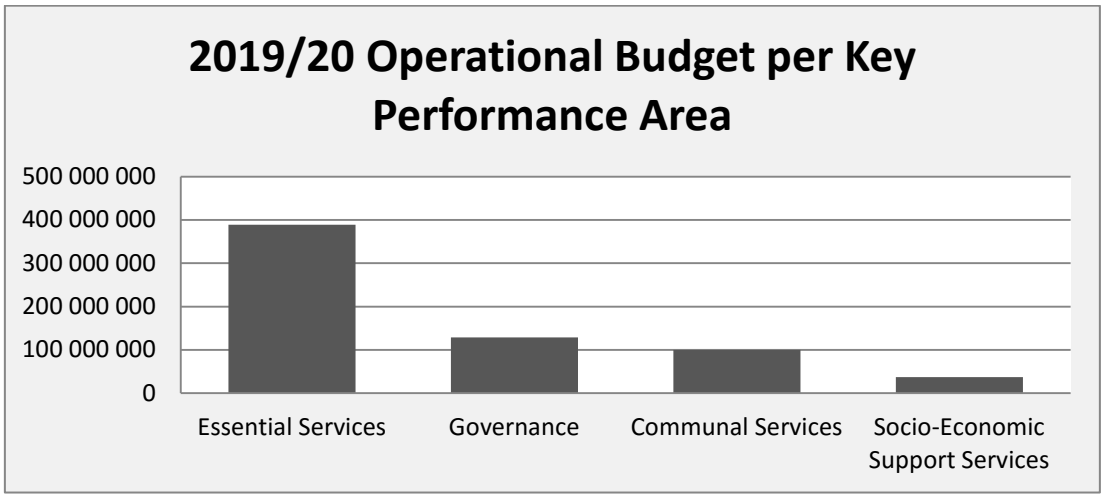
Strategic Objective: *4.2 Create an enabling environment to attract investment & support local economy.*

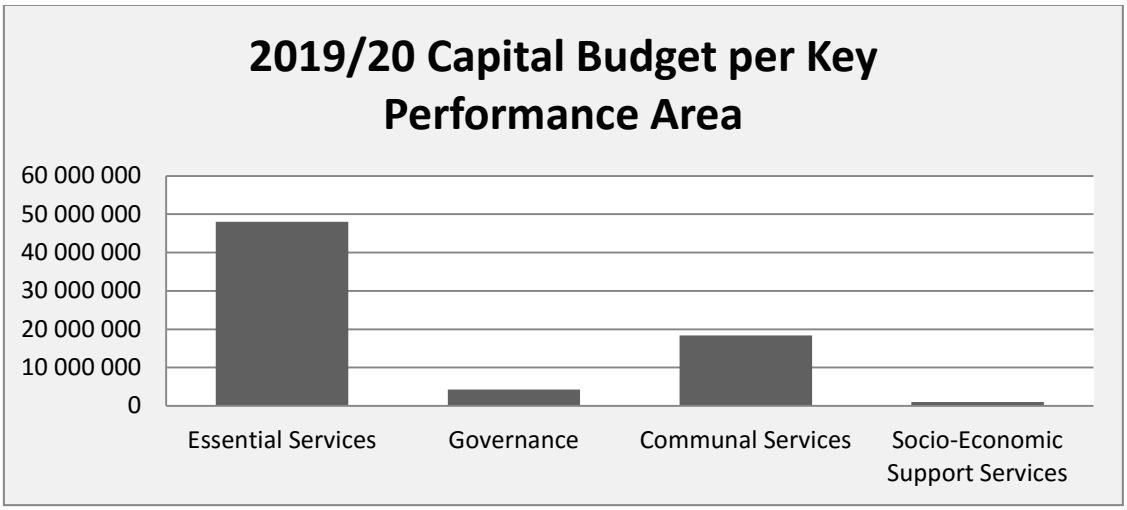
Ref	Key Performance Indicator	Reporting Directorate	Baseline 2017/18	Target 2019/20	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Target 2020/21	Target 2021/22	Target 2022/23	Target 2023/24	Definitions
ComLed19	Quarterly report to Mayco on investment incentives implemented.	Community	New	4 Reports	1	1	1	1	4 Reports	4 Reports	4 Reports	4 Reports	Quarterly report to Mayco on investment incentives implemented.
ComLed20	Quarterly report to Mayco on the Small Business Entrepreneurs Development Programme.	Community	New	4 Reports	1	1	1	1	4 Reports	4 Reports	4 Reports	4 Reports	Quarterly report to Mayco on the Small Business Entrepreneurs Development Programme.
ComLed21	Quarterly report to Mayco on the progress of the Ceres Business Initiative (CBI) Entreprenuer Programme for SMME's	Community	New	4 Reports	1	1	1	1	4 Reports	4 Reports	4 Reports	4 Reports	Quarterly report to Mayco on the progress of the Ceres Business Initiative (CBI) Entreprenuer Programme for SMME's
ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.	Community	Adjusted	4 Reports	1	1	1	1	4 Reports	4 Reports	4 Reports	4 Reports	Progress reports on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.

BUDGETARY ALIGNMENT WITH IDP

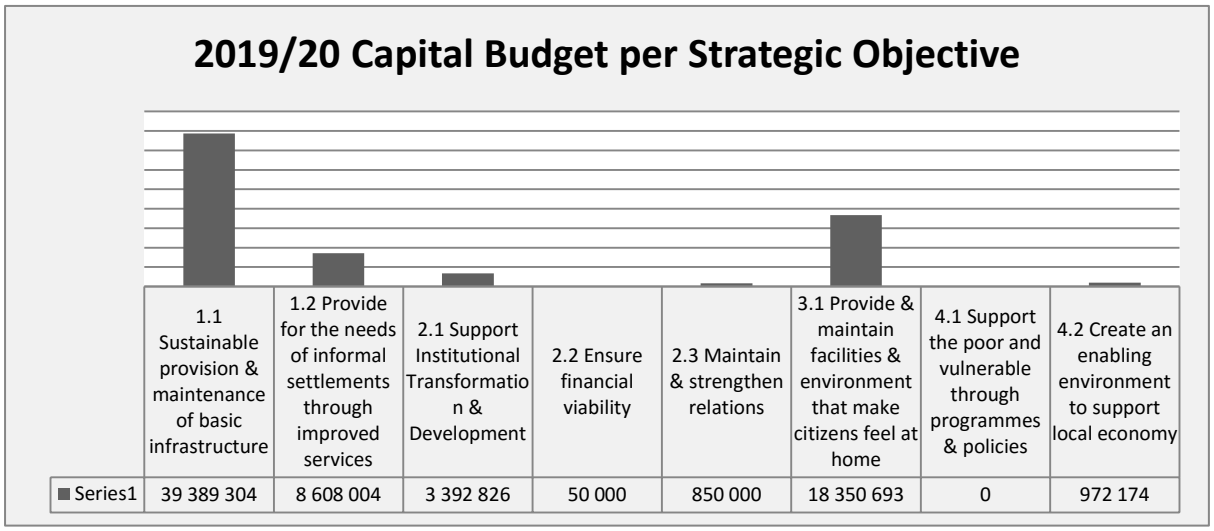
BUDGET PER KEY PERFORMANCE AREA

2019/20 Budget Linked to Key Performance Area	Total Budget	Operational Budget	Capital Budget
Essential Services	436 782 888	388 785 580	47 997 308
Governance	133 238 752	128 945 926	4 292 826
Communal Services	118 169 788	99 819 095	18 350 693
Socio-Economic Support Services	38 101 781	37 129 607	972 174
TOTAL	726 293 209	654 680 208	71 613 001





BUDGET PER STRATEGIC OBJECTIVE



	1.1 Sustainable provision & maintenance of basic infrastructure	1.2 Provide for the needs of informal settlements through improved services	2.1 Support Institutional Transformation & Development	2.2 Ensure financial viability	2.3 Maintain & strengthen relations	3.1 Provide & maintain facilities & environment that make citizens feel at home	4.1 Support the poor and vulnerable through programmes & policies	4.2 Create an enabling environment to support local economy
Series1	39 389 304	8 608 004	3 392 826	50 000	850 000	18 350 693	0	972 174

FIVE YEAR PROJECTED CAPITAL EXPENDITURE PER WARD

Note: Outer years indicative and only for planning purposes.

KEY PERFORMANCE AREA: ESSENTIAL SERVICES

Strategic Objective: 1.1 Sustainable provision & maintenance of basic infrastructure

Programme	Department Name	Description	Detailed Funding Source	Ward	Budget				
					2019/20	2020/21	2021/22	2022/23	2023/24
1.1a Upgrading of bulk resources & infrastructure	Elec Admin	MV Substation Equipment	CRR	All	1 500 000		1 500 000		1 500 000
	Sewerage	Aerator replacement programme	CRR	All	500 000		500 000		500 000
	Sewerage	Refurbishment WWTW	CRR	All	600 000		750 000		750 000
	Sewerage	Security upgrades	CRR	All	300 000	450 000		300 000	
	Solid Waste	New Material Recovery Facility/Drop Off	Belgium	3	1 000 000				
	Water	Security upgrades	CRR	All	350 000	1 200 000		450 000	
	Water	Tulbagh Dam	RBIG	11	16 931 304	20 000 000			
	Solid Waste	New Material Recovery Facility/Drop Off	MIG	All		15 000 000			
	Water	Op-Die-Berg Reservoir	MIG	8			7 500 000		
	Water	Tulbagh Reservoir	MIG	7,11			6 000 000	7 000 000	
	Water	Tierhokskloof bulk pipeline	MIG	7				5 000 000	7 000 000
	Water	Tulbagh Dam (own)	CRR	7,11			5 000 000		
1.1b Upgrade & maintenance of network infrastructure	Elec Admin	Upgrade of LV Network Cables	CRR	All	1 000 000	1 000 000		1 000 000	
	Elec Admin	MV Network Equipment	CRR	All	1 000 000	1 000 000	1 000 000		1 000 000
	Elec Admin	Upgrade of MV Cables	CRR	All	60 000	800 000	550 000		600 000
	Elec Admin	Tools & Equipment	CRR	All	160 000		100 000		150 000
	Elec Str Light	Upgrade of Streetlights	CRR	All	350 000	350 000	350 000	300 000	350 000
	Sewerage	Sewer Pumps-replacement	CRR	All	200 000	200 000	200 000	250 000	250 000
	Sewerage	Sewer Network Replacement	CRR	All	1 000 000	2 000 000	1 500 000	1 000 000	2 000 000
	Sewerage	Tools & Equipment	CRR	All	100 000	100 000	50 000	100 000	75 000
	Water	Infrastructure Management System	CRR	All	200 000		200 000		200 000
	Water	Tools & Equipment- New	CRR	All	100 000	100 000	50 000	50 000	50 000
	Water	Network- Water Pipes & Valve Replacement	CRR	All	1 000 000	2 000 000	1 500 000	1 000 000	2 000 000
	Elec Admin	Electrical Network Refurbishment	CRR	All	1 200 000			1 500 000	
	Water	Fencing	CRR	All	1 000 000			1 000 000	
	Water	Capex Vehicle Replacement Programme	CRR	All	10 000				
	Water	Grey Water System	CRR	All			3 000 000		1 500 000
	Solid Waste	Drop-offs Transfer stations	CRR	All			3 000 000	4 000 000	2 000 000

Programme	Department Name	Description	Detailed Funding Source	Ward	Budget				
					2019/20	2020/21	2021/22	2022/23	2023/24
1.1c Transport management & road maintenance	Roads	Network streets	CRR	All	5 000 000	2 500 000	2 000 000	2 500 000	2 500 000
	Roads	Pedestrian Route along R46/Nduli	RSEP	1	870 000				
	Stormwater	Network - Storm Water Upgrading	CRR	All	450 000	450 000	450 000	450 000	450 000
	Roads	Upgrade Pavement Vosstr From Retief To E	RSEP	5	2 608 000				
	Roads	Upgrade Pavement Vosstr From Retief To E	CRR	5	1 400 000				
	Roads	Pavement Upgrading	District	All	500 000				
	Roads	New taxi facility Ceres	MIG	5		4 880 000	2 120 000		
	Roads	Upgrade Van Breda bridge	CRR	3,5		4 000 000			
	Roads	Tools & Equipment	CRR	All			50 000	50 000	50 000
	Roads	NMT Sidewalks Ceres	CRR	3,5			500 000		500 000

Strategic Objective: 1.2 Provide for the needs of informal settlements through improved services

Programme	Department Name	Description	Detailed Funding Source	Ward	Budget				
					2019/20	2020/21	2021/22	2022/23	2023/24
1.2a Implementation of human settlement plan (serviced sites)	Elec Admin	Vredebes Electrical Network	INEP	5	2 608 696	5 565 218	4 347 826	3 500 000	3 500 000
	Elec Str Light	Vredebes Streetlights	MIG	5	821 481			1 800 000	
	Stormwater	Vredebes New Storm water Channel & Dete	MIG	5	3 391 441				
	Roads	Vredebes Ph1 Busroutes	MIG	5	1 786 386				
	Roads	Nduli Housing Roads	IHHSDG	1,12			1 739 130		
	Sewerage	Nduli Housing Sanitation	IHHSDG	1,12			1 739 130		
	Water	Nduli Housing Sanitation	IHHSDG	1,12			1 739 130		
	Storm water	Nduli Housing Storm water	IHHSDG	1,12			1 739 130		
	Water	Vredebes Internal Bulk	MIG	5				750 000	
	Storm water	Vredebes Internal Bulk	MIG	5				1 500 000	
	Roads	Vredebes Internal Bulk	MIG	5				2 500 000	
	Sewerage	Vredebes Internal Bulk	MIG	5				1 100 000	
	Roads	Vredebes Access Collector	MIG	5					16 000 000
	Roads	Vredebes Housing Roads	IHHSDG	5		10 000 000			
	Water	Vredebes Housing Water	IHHSDG	5		10 000 000			
	Storm water	Vredebes Housing Storm water	IHHSDG	5		10 000 000			
	Sewerage	Vredebes Housing Sewerage	IHHSDG	5		10 000 000			

KEY PERFORMANCE AREA: GOVERNANCE

Strategic Objective: 2.1 Support Institutional Transformation & Development

Programme	Department Name	Description	Detailed Funding Source	Ward	Budget				
					2019/20	2020/21	2021/22	2022/23	2023/24
2.1b Law enforcement & traffic	Roads	Traffic Calming	CRR	All	150 000	150 000	150 000	200 000	200 000
	Traffic	Capex Test Centre	CRR	3	330 000	363 000		150 000	
	Traffic	Capex: Fire Arms	CRR	All	165 000	181 500			
2.1d Administration	Admin	Upgrade Council chambers	CRR	3	1 500 000				
	Dir Corp	Office Equipment	CRR	All	30 000	50 000	50 000	50 000	50 000
	Dir Com	Office Equipment	CRR	All	30 000	30 000	30 000	30 000	30 000
	Dir Fin	Office Equipment	CRR	All	30 000	30 000	30 000	30 000	30 000
	Dir Tech	Office Equipment (Director)	CRR	All	30 000	30 000	30 000	30 000	30 000
	MM	Office Equipment	CRR	All	30 000	30 000	30 000	30 000	30 000
	Project Mana	Office Equipment	MIG	All	26 087	20 000		20 000	
2.1e Fleet management	Mechanical W	Tools & Equipment	CRR	All	150 000				
2.1g Disaster management & fire fighting	Fire Fighting	Capex Fire Fighting Equipment	CRR	All	200 000	200 000		350 000	
	Fire Fighting	Firefighting Response Vehicle	Prov Grant	All	721 739				

Strategic Objective: *2.2 Financial Viability*
2.3 To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.

Programme	Department Name	Description	Detailed Funding Source	Ward	Budget				
					2019/20	2020/21	2021/22	2022/23	2023/24
2.2b Expenditure manager	Treasury: Ad	Insurance Replacements	CRR	All	50 000				
2.3a Communication & marketing	Marketing & C	Access Control - Furniture and Equipment	CRR	All	100 000	30 000		75 000	
	Marketing & C	Signage & Billboards	CRR	All	200 000	70 000		80 000	
	Marketing & C	Camera equipment	CRR	All		20 000			20 000
2.3b ICT	IT	IT Equipment	CRR	All	550 000	600 000	550 000	600 000	650 000

KEY PERFORMANCE AREA: *COMMUNAL SERVICES*

Strategic Objective: *3.1 Provide & maintain facilities that make citizens feel at home.*

Programme	Department Name	Description	Detailed Funding Source	Ward	Budget				
					2019/20	2020/21	2021/22	2022/23	2023/24
3.1a Upgrading & maintenance of facilities	Halls And Fac	Ceres TownHall Chairs	CRR	3	300 000				
	Halls And Fac	Upgrade Of Kononia Community Hall & Yout	CRR	4	50 000	200 000			
	Public Toilets	Op Die Berg Public Toilets	CRR	8	700 000	200 000			
	Halls And Fac	Containers 3x3m	CRR	All	500 000	300 000		100 000	
	Cemeteries	Expanding of Cemetery	CRR	All	200 000	200 000		200 000	300 000
	Halls And Fac	Ceres TownHall floor replacement	CRR	3	600 000				
	Recreational	Ceres upgrade Of Leyell Str Sport Facilities	MIG	3	10 434 783				
	Recreational	Tulbagh Sport Facilities Upgrade	MIG	7,11	1 260 870				500 000
	Recreational	Wolseley Sport Facilities Upgrade	MIG	7,2	1 245 040				500 000
	Library	Johns Steyn Library Upgrade	Prov Grant	3	1 500 000				
	Cemeteries	New regional cemetery	MIG	All			4 956 522	6 194 783	
	Halls And Fac	Upgrade Polo Cross Hall	CRR	1, 12			5 000 000		
	Halls And Fac	Fencing Nduli Comm Hall	CRR	1, 12			350 000		
	Recreational	Kliprug sportfield change rooms	CRR	4			600 000		
	Recreational	Sportsground development	CRR	All		400 000		400 000	400 000
	Recreational	Resurface netball courts	CRR	All		300 000		300 000	200 000

KEY PERFORMANCE AREA: *SOCIO-ECONOMIC SUPPORT*

Strategic Objective: *4.1 Support the poor & vulnerable through programmes & policy*
4.2 Create an enabling environment to attract investment & support local economy.

Programme	Department Name	Description	Detailed Funding Source	Ward	Budget				
					2019/20	2020/21	2021/22	2022/23	2023/24
4.2a Local economic development	Roads	Upgrade Van Breda Bridge	Prov Grant	3,5	972 174	2 608 696	7 073 913	5 700 000	
	Roads	Rehabilitation - Streets Tulbagh	CRR	11		4 500 000	2 500 000	2 500 000	3 500 000
4.2b Utilizing municipal/pub	Resorts	Chalet Furniture	CRR	3		215 732			450 000



WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

DRAFT 2020 – 2021 - 3RD REVIEW IDP AND BUDGET PROCESS PLAN

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IDP & BUDGET PROCESS PLAN

SECTION ONE: INTRODUCTION & BACKGROUND

1.1. INTRODUCTION

The Integrated Development Plan (IDP), as the key tool for the Municipality to tackle its developmental role, represents a continuous cycle of development, planning, implementation and review. Implementation started after the adoption of the 1st - Generation IDP in 2006. Currently the municipality operates in the 2nd - Generation IDP. The IDP is the strategic plan with a cycle period of five years. During its five-year life cycle the IDP is reviewed and updated annually.

The Annual Budget, in turn, provides the Medium Term Revenue & Expenditure Framework (MTREF) which sets out the financial path for the ensuing three years.

These two documents, i.e. the IDP and the Budget – along with the Performance Management System (PMS) – provide a means to assess the progress and achievements with regard to the strategic objectives of the Municipality, thus informing its financial and institutional planning.

With the input of the Provincial authority, local municipalities are continuously in the process of reviewing, improving and updating its IDP, as well as ensuring alignment with the MTREF.

This IDP and Budget Process Plan seek to address, *inter alia*, the:

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

1.2. LEGISLATIVE FRAMEWORK

1.2.1. PROCESS PLAN

In order to ensure minimum quality standards of the IDP and Budget process – and a proper coordination between and within spheres of government – the preparation of the IDP and Budget Process Plan has been regulated by both the Municipal Systems Act and the MFMA.

In terms of Section 28 of the MSA, Council must adopt an IDP and Budget Process Plan. And Section 29 of the MSA specifies that such a Process Plan must include:

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

In terms of Section 21 of the MFMA, the Executive Mayor must co-ordinate the process for the adoption of the annual Budget and the review of the IDP and related policies so that he/she can ensure mutual consistency and credibility.

The second part of the afore-mentioned Section of the MFMA stipulates that a Process Plan with timeframes must be tabled to Council for consideration at least 10 months prior to implementation of the annual Budget.

National Treasury has provided further guidance by the issuing of MFMA Circular 10. That circular provides specific guidance with regard to six distinct steps in compilation of the IDP and Budget.

The table below highlights the six steps, with a succinct description of each step:

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

6	**Finalizing**	Publish the IDP, Budget and approve the SDBIP and performance targets

Local municipalities are required by the Municipal System Act (Act 32 of 2000) to consult and report back to communities on their planned activities as well as their performances so that communities can be afforded an opportunity to voice their opinions on the day-to-day functioning of the Municipality.

Development of an IDP Framework Plan

In terms of Section 27 of the MSA, the District Municipality must develop a Framework Plan which provides the linkage and binding relationships between the district and local municipalities in its jurisdiction area. In doing so, proper consultation, coordination and alignment of the IDP review process of the district municipality and various local municipalities can be maintained.

1.2.2. OTHER LEGISLATIVE IMPERATIVES

In an effort to comply with the current legislative framework, the host of binding legislation to be taken into consideration in the formulation of the IDP & Budget Process Plan is listed hereinunder:

- The Constitution of the Republic of South Africa, (Act 108 of 1996)
- Local Government: Municipal Demarcation Act, (Act 27 of 1998)
- Local Government: Municipal Structures Act, (Act 117 of 1998)
- Public Finance Management Act (Act 2 of 1999)
- Promotion of Access to Information Act (Act 2 of 2000).
- Local Government: Municipal Systems Act, (Act 32 of 2000)
- Local Government: Municipal Finance Management Act, (Act 56 of 2003)
- Local Government: Property Rates Act, (Act 6 of 2004)
- Inter-governmental Relations Framework Act, (Act 13 of 2005)
- Division of Revenue Act (Act 1 of 2007)
- Development Facilitation Act, (Act 67 of 1995)
- Communal Land Rights Act, (Act 11 of 2004)
- National Land Transport Transitional Act, 1999
- Housing Act, (Act 107 of 1997)
- Water Services Act, (Act 108 of 1997)
- National Water Act, (Act 36 of 1998)
- National Water Amendment Act, (Act 45 of 1999)
- Environmental Conversation Act, (Act 73 of 1989)
- National Environmental Management Act, (Act 107 of 1998)
- National Environmental Management: Air Quality Act, (Act 39 of 2004)
- National Environmental Management: Protected Areas Act, (Act 57 of 2003)

- National Environmental Management Biodiversity Act, (Act 10 of 2004)
- National Forest Act (1998)

Provincial Policies

- Western Cape Growth and Development Strategy
- Western Cape Spatial Development Framework

National Policies

- Reconstruction and Development Program (RDP), 1994
- Growth, Employment And Redistribution (GEAR); 1996
- Urban Development Framework, 1997
- Rural Development Framework, 1996
- Accelerated and Shared Growth Initiatives for South Africa (ASGISA)

Abbreviations :
IDP - Integrated Development Plan
MFMA - Municipal Finance Management Act, no 56 of 2003
MSA - Local Government Municipal Systems Act, no 32 of 2000
MTBPS - National Treasury, Medium Term Budget and Policy Statement
NT - National Treasury
PT - Provincial Treasury
SDBIP - Service Delivery Budget Implementation Plan

SECTION TWO: ORGANIZATIONAL ARRANGEMENTS

2.1 IDP / BUDGET STEERING COMMITTEE

As part of the IDP & Budget preparation process, the Mayor must establish an IDP & Budget Steering Committee. This committee must at least consist of the persons mentioned in Section 4 of the Budget and Reporting Regulations.

Section 4 of the Local Government: Budget and Reporting Regulations states the following:

Budget Steering Committee

4. (1) The mayor of a municipality must establish a Budget Steering Committee to provide technical assistance to the Mayor in discharging the responsibilities set out in Section 53 of the Act.

(2) The Steering Committee must consist of at least the following persons:

(a) the councillor responsible for financial matters;

(b) the municipal manager;

(c) the chief financial officer;

(d) the senior managers responsible for at least the three largest votes in the municipality;

(e) the manager responsible for Budgeting;

(f) the manager responsible for planning; and

(g) any technical experts on infrastructure.

This IDP / Budget Steering Committee will act as a support structure to the Executive Mayor in providing a platform for him/her to provide political guidance and to monitor progress made in the IDP and Budget process. This Steering Committee must be reconstituted each year.

2.1.1. Composition

In order to comply with the legislative requirements, the Mayoral Committee has constituted the Witzenberg IDP/Budget Steering Committee structure as follows (inclusive political representation):

Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	

2.1.2. Terms of Reference for the IDP / Budget Steering Committee

The Terms of Reference for the IDP / Budget Steering Committee are as follows:

- To provide terms of reference for the various planning activities
- To commission research studies
- Considers and comments on:
  - ➲ Inputs from sub-committee/s, study teams and consultants
  - ➲ Inputs from provincial sector departments and support providers
- To process, summarize and document the outputs
- Makes content recommendations, and
- Prepares, facilitates and minutes all meetings

2.2 IDP REPRESENTATIVE FORUM

2.2.1 Composition of IDP Representative Forum

The IDP Representative Forum (RF) is constituted as part of the preparation phase of the IDP, and will continue its functions throughout the annual IDP Review process. The composition of the IDP Representative Forum is as follows:

- MAYCO members
- Councillors
- Ward Committees
- Community Development Workers
- Municipal Manager and Senior Managers
- Stakeholder representatives of organised groups

The ward structure for Witzenberg is shown in the table below:

Ward	Status	Towns or Areas
1	Functional	N'duli
2	Functional	Wolseley farms (toward Botha and Breë Valley)
3	Functional	Ceres West
4	Functional	PA Hamlet (including Kliprug, and a portion of Bella Vista)
5	Functional	Ceres East
6	Functional	Bella Vista (including some farms in Warm Bokkeveld)
7	Functional	Wolseley (including Montana, Pine Valley, and section of Chris Hani
8	Functional	Koue Bokkeveld farms (up until Op-Die-Berg)
9	Functional	Op-Die-Berg (including farms from Op-Die-Berg toward Citrusdal)
10	Functional	Agter Witzenberg rural (including Phase 3 & Phase 4 in PA Hamlet)
11	Functional	Tulbagh (including Chris Hani, Witzenville and surrounding farms)
12	Functional	Warm Bokkeveld rural

2.2.2 Terms of Reference for the IDP Representative Forum

The terms of reference for the IDP Representative Forum are as follows:

- Represents the interest of the municipality's constituency in the IDP process;
- Provides an organisational mechanism for discussion, negotiation and decision-making between all the stakeholders in municipal government;
- Ensures communication between all the stakeholder representatives in municipal government;
- Monitors the performance of the planning and implementation process;
- Forms a structured link between the Municipality and representatives of the public;
- Participates in decision-making within the Representative Forums;
- Analyzes and discusses issues being developed;
- Ensures that priority issues of their constituents are considered;
- Ensures that annual business plans and SDBIP are developed, based on the IDP priorities and municipal Key Performance Indicators;
- Participates in the designing of IDP project proposals; and
- Discusses and comments on the final IDP product.

Witzenberg has not as yet formally constituted an IDP Representative Forum. Council has resolved that until such time as an IDP Representative Forum is created, the current Ward Committee structures should perform the role and function assigned to the Rep Forum. This Process Plan takes cognizance thereof, and all engagements indicated in this plan as devolving upon the IDP Representative Forum will be channeled to, and administered by, the Ward Committee structures.

SECTION THREE: ROLE-PLAYERS

3.1 ROLE-PLAYERS

The following role-players have been identified:

3.1.1. External Role-players

The external role-players identified are:

- Provincial Government Departments, specifically through the LGMTEC engagements and IGR structures;
- National government, specifically DPLG and National Treasury via guidelines issued;
- Representative Forums / Civil Society; and
- The Cape Winelands District Municipality.

3.1.2. Internal Role-players

The main internal role-players, apart from all officials in the Municipalities, are identified as:

- Council
- IDP / Budget Steering Committee; and
- Manager responsible for IDP.

3.1.3 ROLES AND RESPONSIBILITIES

The responsibility of the other spheres of government is to:

- Ensure vertical alignment of the IDP and Budget with Provincial and National sector plans.
- Monitor development and review of IDP and Budget process.
- Ensure responsiveness of the IDP and Budget.
- Contribute relevant information of Provincial Sector Departments, and to
- Contribute sector expertise and technical know-how.

The responsibility of the IDP Representative Forum is to:

- Ensure that community needs and priorities are communicated
- Ensure responsiveness of the IDP and Budget
- Ensure communication lines with represented organizations, and to
- Ensure information flow.

The responsibilities of Council are to:

- Decide on and adopt the IDP & Budget Process Plan; and to
- Decide on and adopt the IDP and Budget documents.

The responsibilities of the IDP / Budget Steering Committee are to:

- Identify additional role-players to serve on the IDP Representative Forum;
- Ensure that all relevant role-players are involved;
- Ensure that the review process is undertaken in accordance with agreed timeframes;
- Ensure that the process is focused on priority issues;
- Ensure that it is strategic and implementation-orientated; and to
- Ensure that sector requirements are adhered to.

The responsibilities of the IDP Manager, with regard to this process, are to:

- Ensure that the Process Plan is finalised and presented to the IDP / Budget Steering Committee;
- Adjust the IDP according to the proposals of the MEC;
- Ensure the continuous participation of role-players;
- Monitor and record the participation of role-players;
- Ensure that appropriate procedures are followed;
- Ensure documentation is prepared properly;
- Carry out the day-to-day management of the IDP process;
- Co-ordinate inputs received such as comments and enquiries;
- Ensure responses to comments and enquiries;
- Ensure alignment of the IDP with the District Municipality's framework;
- Co-ordinate the preparation of the Sector Plans and their inclusion into the IDP documentation;
- Co-ordinate the inclusion of the Performance Management System (PMS) into the IDP; and to
- Ensure the timeous submission of IDP documents to the relevant authorities.

SECTION FOUR: MECHANISMS AND PROCEDURES FOR PARTICIPATION

4.1 FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION

The four major functions in the public participation process are:

- Needs orientation;
- Appropriateness of solutions;
- Community ownership; and
- Empowerment.

Similar to the preparation of the IDP, the public participation process in the annual drafting of the IDP review and Budget must be institutionalized. This is done in order to ensure that all residents and stakeholders have a fair and equal right to participate in matters of governance.

4.2 MECHANISMS FOR PARTICIPATION

The following mechanisms for participation will apply:

4.2.1 IDP Representative Forum (RF)

This forum represents all stakeholders and is as inclusive as possible. Efforts will be made to bring additional organizations into the RF and ensure their continued participation throughout the process.

Until such time though that Witzenberg has established an IDP Representative Forum, the Ward Committee structure will be utilized to fulfill the RF's role.

4.2.2 Media

A vigorous communication and information-sharing or dissemination campaign aimed at reaching out to all the communities will be undertaken in terms of the annual IDP and Budget process.

The following means of communication will be utilized:

- Municipal Website & Intranet;
- Notices at all Municipal Offices,
- Municipal Accounts;
- Loud-hailing the day before local Imbizo's (Meetings); and
- Advertisements in local news papers.

4.2.3 Information sheets

Information sheets will be prepared in English, Afrikaans and Xhosa, and will be distributed via the Ward Committee structure and/or Representative Forum. Information sheets will also be displayed on the Municipal Notice Boards, Municipal Website, in local media, and included in monthly municipal accounts.

4.2.4 Sector engagements

Dates, time and venues will be communicated in writing to each stakeholder at least seven days prior to the meetings. It is the responsibility of stakeholders to notify the Municipality of any changes in representatives, or contact details.

4.2.5 Local Imbizo's (Meetings)

All venues will be selected in a manner that ensures and enhances easy access for all community members to attend. Meetings should be either ward-based or per town / neighborhood, considering the size and distance.

Times chosen for the meetings should ensure maximum attendance by all the households. Venues will be prepared half an hour before starting time to allow community members to be properly seated before commencement of the session.

The communication medium will be the predominant language of the community, with arrangements for translation / interpretation, as the need may be.

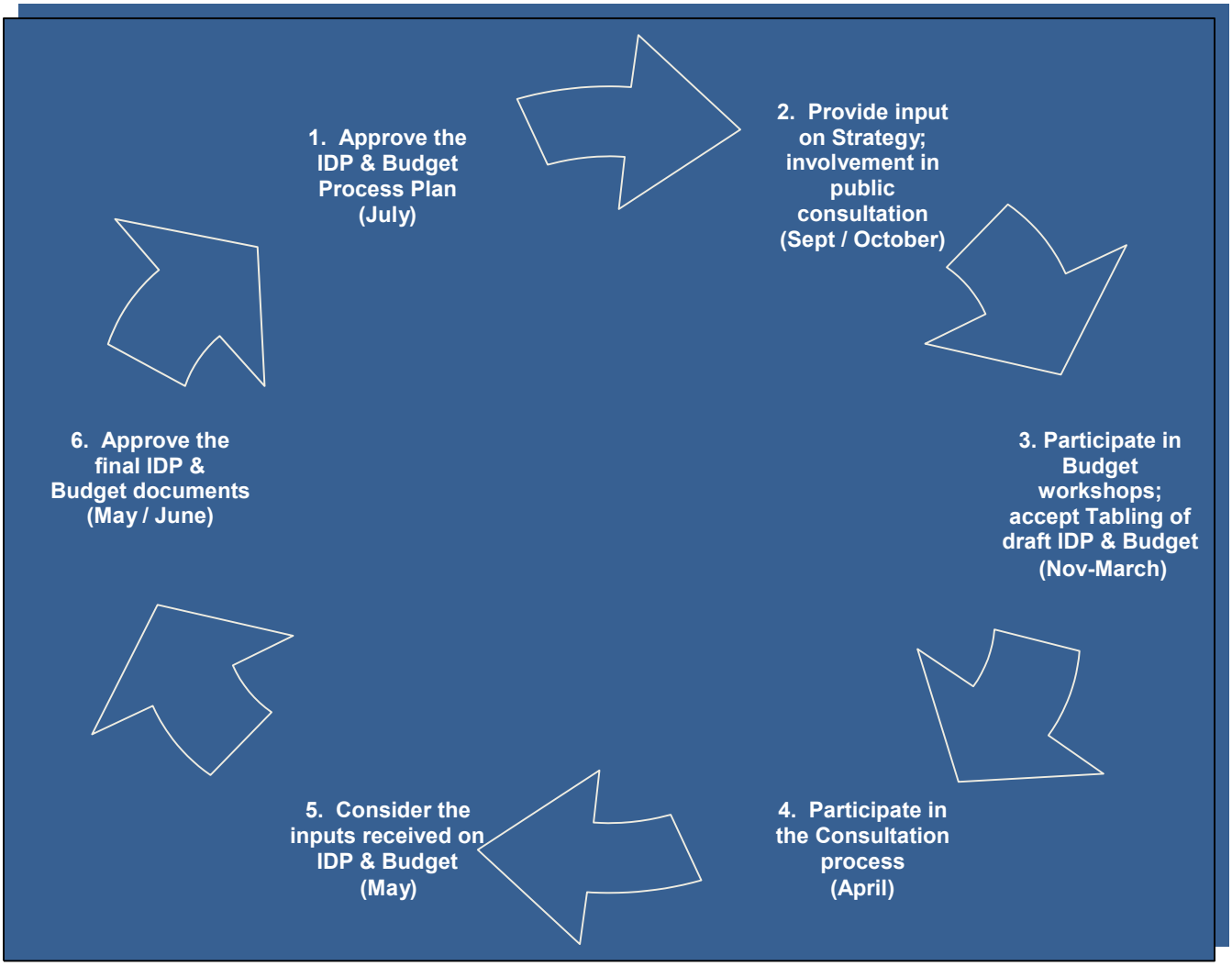
4.3 PROCEDURES / PROCESSES FOR PARTICIPATION

4.3.1 IDP Representative Forum

The IDP Representative Forum (when formally constituted and functional) will meet as indicated in the Process Plan.

4.3.2 Council Approval

The involvement of Council in the IDP and Budget compilation process is best illustrated in the process flow diagram below:



4.3.3 Newspapers

An outcome report will be submitted to the local newspaper on the completion of the adopted IDP and Budget documents, as well as an information spreadsheet on the key elements of the Final IDP and Budget.

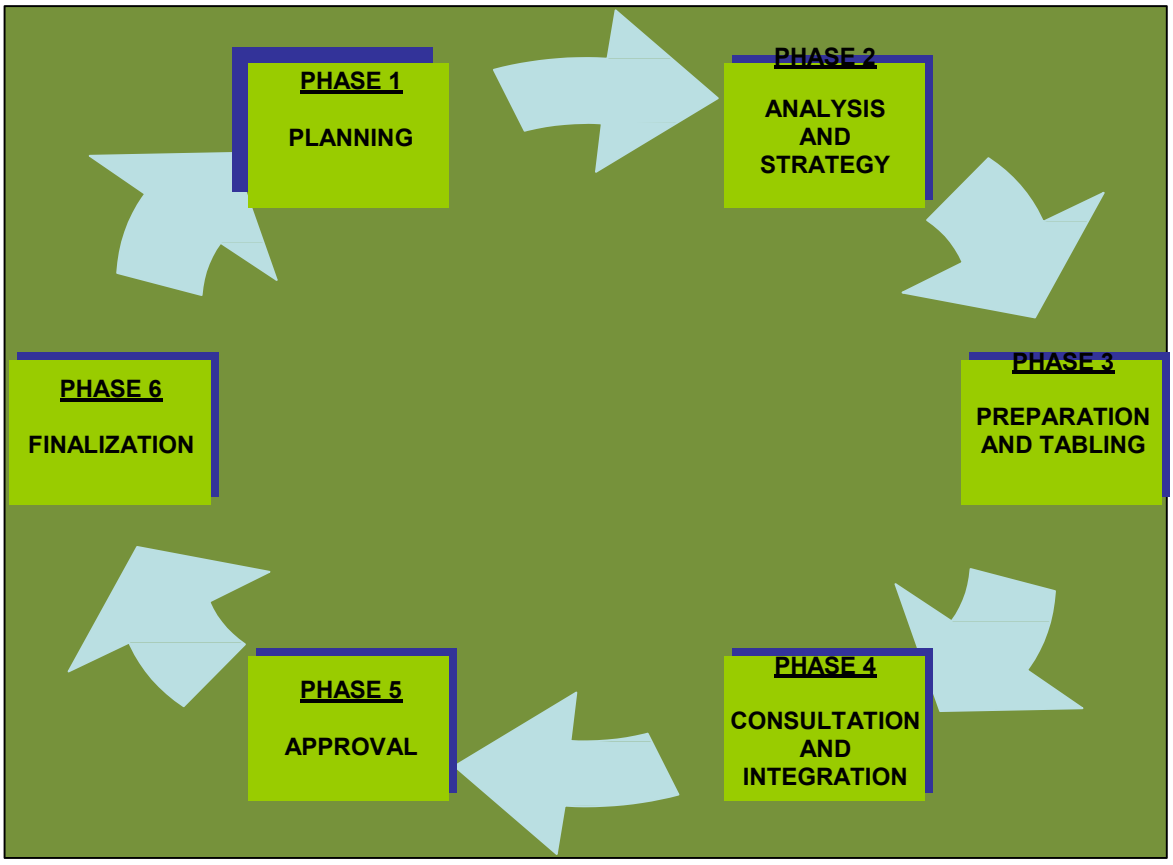
4.3.4 Information Sheets

At the completion of each phase an information sheet will be prepared in the three dominant languages, namely English, Afrikaans and Xhosa, providing an executive summary of the outcomes of the particular phase.

SECTION FIVE: ACTION PROGRAM

5.1 PHASES OF THE IDP AND BUDGET PROCESS

The IDP and Budget process speaks to Planning, Preparation, Implementation and Monitoring of the IDP, Budget, and the Performance Management System. The six distinct phases in the IDP and Budget process are indicated in the diagram below:



PHASE 1 - PLANNING

During this phase the Process Plan is divided into activities, and for each activity a timeframe is allocated as well as a linkage to the responsible person for each activity.

The Process Plan is compiled via a process of consultation with all the role-players.

PHASE 2 – ANALYSIS AND STRATEGY

Phase 2 comprises two stages, namely the Analysis and the Strategy formulation stages. For successful forward planning it is imperative to understand precisely what the current situation is as well as the historical trends. Therefore, both external and internal influences must be taken into account. And since all strategies and interventions are to be ward-based, all analyses, as far as possible, should speak to wards.

A proper analysis includes consultation with the whole spectrum of stakeholders, including the general public, as well as a thorough institutional assessment. It is important that all the stakeholders must have a common understanding of the gaps as well as the available resources – i.e. human, financial, property, plant and equipment.

Once the current resources and needs assessment has been completed, then only the formulation of a credible strategy to cover those gaps is possible.

PHASE 3 – PREPARATION AND TABLING

There are four distinct processes dealt with almost simultaneously in this phase, namely

- Preparation of draft Capital program (Next 3 years)
- Preparation of draft Operational Budget (Next 3 years)
- Preparation of draft Adjustment Budget, if necessary, and the
- Updating of the IDP.

And then the tabling of the following drafts is to be made, namely:

- ➲ Annual Report;
- ➲ Adjustment Budget;
- ➲ IDP; and
- ➲ Annual Budget.

PHASE 4 – CONSULTATION AND INTEGRATION

Consultation is done with three different types of stakeholders, namely: Government through LGMTEC's; structured civil society through IDP Representative Forum and/or Ward Committee structures, and with the community through Imbizo's/meetings in the different wards, neighborhoods or towns. All inputs, comments and objections received throughout this phase are considered, and recommendations are prepared. Thereafter the IDP and Budget is tabled to Council for consideration.

PHASE 5 – APPROVAL

Once the IDP and Budget documents are tabled, Council considers it for approval. Approval must take place before the start of the new financial year.

PHASE 6 – FINALIZATION

Once the IDP and Budget have been approved, the final documents are published. The Service Delivery and Budget Implementation Plan (SDBIP) is then developed. The performance agreements are also drafted, based on the approved documents.

5.2 TIME SCHEDULE: KEY DATES AND RESPONSIBILITIES IN THE PHASES OF THE PROCESS PLAN

The detailed activities in each phase are disclosed in the following matrix:

5.2.1 PHASE 1 - PLANNING	Start 01/07/2019	Finish 30/08/2019	Responsibility
Activities			
Compile the IDP & Budget draft Process Plan with time schedule	01/07/2019	15/07/2019	Manager: IDP
Senior Management to discuss the Draft Process Plan	15/07/2019	19/07/2019	Municipal Manager
MAYCO meeting to consider the Process Plan	22/07/2019	26/08/2019	Municipal Manager
Draft Process Plan to be tabled to Council	26/07/2019	31/07/2019	Executive Mayor
NATIONAL WOMEN'S DAY	09/08/2019		
Process Plan to be tabled to Council for adoption (At least 10 months before the Budget year)	19/08/2019	30/08/2019	Executive Mayor
Other activities during this phase			
Witzenberg Municipality Inter-Governmental Relations Forum	01/08/2019	30/08/2019	Dir. Community Development/ Manager IDP
Preparation of reports: ➲ 4th Quarter SDBIP report ➲ June Section 71 Report / Grant Report			Man: Performance CFO CFO
Compilation of: ➲ Roll over Adjustment Budget (Capital only) ➲ Annual Financial Statements ➲ Draft Annual Report information			Manager: Budget Manager: Budget CFO
Provincial Integrated Development Plan Managers Forum	02/09/2019	30/09/2019	Department of Local Government

5.2.2 PHASE 2 – ANALYSIS AND STRATEGY	Start 02/09/2019	Finish 29/11/2019	Responsibility
Activities			
Stage 1(a): ANALYSIS	**02/09/2019**	**01/10/2019**	
Performance Analysis			
Assess the municipal performance (Strengths & Weaknesses)	02/09/2019	20/09/2019	Manager: Performance
Review the Performance Management System	02/09/2019	20/09/2019	Manager: Performance
Review the annual performance against SDBIP's	02/09/2019	20/09/2019	Manager: Performance
Financial Analysis	02/09/2019	20/09/2019	
Assess the municipal financial position and capacity (based on Financial Statements of previous Budget year)	02/09/2019	20/09/2019	CFO
Review Budget-related policies and set policy priorities for next 3 years	02/09/2019	20/09/2019	CFO
Determine the funding/revenue potentially available for next 3 years	02/09/2019	20/09/2019	Manager: Income
Determine the likely financial outlook and identify changes to fiscal strategies	02/09/2019	20/09/2019	Manager: Budget
Refine funding policies; review tariff structures	02/09/2019	20/09/2019	CFO
Situational Analysis	02/09/2019	20/09/2019	
Review current realities and examine changing conditions and information within each directorate: ➲ Spatial ➲ Legislative ➲ Institutional	02/09/2019	20/09/2019	SNR MANAGEMENT
Analyze the Strategic Calendar and Joint Planning Initiatives(JPI's) to determine interventions	02/09/2019	20/09/2019	Manager: IDP
Review Organogram to assess institutional capacity	02/09/2019	20/09/2019	Manager: HR
Closing of Analysis			
Management strategic workshop on analysis (All responsible persons to prepare 45 min presentations)	02/09/2019	20/09/2019	Manager: IDP
Strategic session with Mayco & Council on finalization of Analysis Phase	23/09/2019	04/10/2019	Snr Management

5.2.2 PHASE 2 – ANALYSIS AND STRATEGY	Start 02/09/2019	Finish 11/11/2019	Responsibility
Activities			
Stage 1(b): CONSULTATION	**01/10/2019**	**31/10/2019**	
Publish Public Consultation timetable	13/09/2019	27/09/2019	Manager: IDP
Mail invitations to Sector representatives / IDP Representative Forum (RF)	16/09/2019	28/09/2019	Manager: IDP
Media- & Awareness Campaign to encourage public and sector participation in the IDP/Budget process	13/09/2019	27/09/2019	Public Part. Officer Manager: IDP
Appoint service provider – for Review process of SDF	02/09/2019	28/09/2019	Manager: Town Planning
Notice of the proposal to compile an SDF must be published in two of the official languages of the Province, most spoken in the area, in two newspapers circulating in the area. The notices must indicate: a) The Municipal intention to compile an SDF b) The process to be followed for the compilation of the SDF	02/09/2019	27/09/2019	Manager: Town Planning
The Municipality must inform the Provincial Minister in writing of the intention to compile the SDF, indicate whether or not the ISC process will be undertaken and the process to be followed in the compilation	02/09/2019	27/09/2019	Manager: Town Planning
The Municipality must establish a project committee. The project committee should consist of: • the Municipal Manager (or a municipal employee designated by the Municipal Manager) • Municipal employees appointed by the Municipal Manager from at least the following municipal departments – IDP, Spatial Planning, Engineering, LED and Housing	02/09/2019	27/09/2019	Manager: Town Planning
HERITAGE DAY	24/09/2019		
If the Municipality has decided not to establish an ISC, then the project committee must draft a status quo report setting out an assessment of the existing levels of development and development challenges in the municipal area and submit it to the Council for adoption.	October 2019 / or as part of the IDP analysis phase		Manager: Town Planning
Once the status quo report has been adopted, the first draft of the municipal SDF should be prepared by the project committee and submitted to Council for approval for it to be published for public comment. Once approval is granted, the draft SDF must be submitted to the Provincial Minister for written comment.	27/09/2019	31/10/2019	Manager: Town Planning
The Council must give notice of the draft SDF in the Gazette and the media	27/09/2019	31/10/2019	Manager: Town Planning

The Council must invite the public to submit written representations on the draft 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.	27/09/2019	31/10/2019	Manager: Town Planning
The Provincial Minister must submit written comment to the Municipality within 60 days (The period can be extended if the municipality agrees) The municipality may not adopt its SDF, until comment has been received from the Provincial Minister or 60 days have passed.	27/09/2019	31/10/2019	Manager: Town Planning
Finalize consultation presentations (Presentation based on outcome of analysis & linked to ward-based planning priorities)	23/09/2019	27/09/2019	Snr Management
Community Imbizo's / Jamboree Meetings:			
Prince Alfred's Hamlet	07/10/2019	07/10/2019	Exec. Mayor
N'duli	08/10/2019	08/10/2019	Exec. Mayor
Wolseley	09/10/2019	09/10/2019	Exec. Mayor
Bella Vista	10/10/2019	10/10/2019	Exec. Mayor
Ceres	14/10/2019	14/10/2019	Exec. Mayor
Op Die Berg	15/10/2019	15/10/2019	Exec. Mayor
Tulbagh	16/10/2019	16/10/2019	Exec. Mayor
Forum & sector meetings: Business & Agriculture	15/10/2019	15/10/2019	Exec. Mayor
Meetings with Ward Committees	17/10/2019	17/10/2019	Exec. Mayor
IGR engagement to obtain sector Budget commitments	14/10/2019	25/10/2019	Manager: IDP
INTER-GOVERNMENTAL ALIGNMENT: Presentation to District and Provincial Sector Departments		To be announced	Municipal Manager
Stage 2: STRATEGY	**01/10/2019**	**31/10/2019**	
Revise and update the Financial Plan	01/10/2019	31/10/2019	CFO
2-day Workshop: MAYCO & Management to incorporate the outcomes of the Analysis Phase and to determine any new developmental objectives	04/11/2019	15/11/2019	Municipal Manager
Workshop with Council to review the Vision, Mission, Strategic Objectives, and to refine the SDF	15/11/2019	22/11/2019	Municipal Manager
Other activities during this phase			
Preparation of reports: ➲ August Section 71 Report / Grant Report ➲ September Section 71 Report / Grant Report ➲ Witzenberg Municipality Inter-Governmental Relations Forum	18/11/2019	29/11/2019	CFO CFO Man: Performance Dir. Community Development/ Manager: IDP
Provincial Integrated Development Plan Managers Forum	02/12/2019	16/12/2019	Department of Local Government

5.2.3 PHASE 3 – PREPARATION AND TABLING	Start 25/11/2019	Finish 28/02/2020	Responsibility
Activities			
Stage 1: CAPITAL PROJECTS AND PROGRAMS	**04/11/2019**	**29/11/2019**	
Departments provide details of all newly identified projects.		25/11/2019	All Managers
Development of Ward/Area-based Project Plans	01/11/2019	15/11/2019	Manager: IDP; Manager: Budget
Dept Finance provide working papers for capital project prioritization	01/11/2019	15/11/2019	Manager: Budget
Management workshop to prioritize Capital Programs and Projects for next 3 years	25/11/2019	29/11/2019	Snr Management
Workshop with Council to finalize draft capital program	25/11/2019	29/11/2019	Municipal Manager
Stage 2(a): ADJUSTMENT BUDGET	**02/12/2019**	**28/02/2020**	
Dept Finance provide working papers for adjustment Budget	02/12/2019	13/12/2019	Manager: Budget
Departments provide responses to Adjustment Budget	16/12/2019	13/01/2020	All Managers
Dept Finance to consolidate all information received	13/01/2020	20/01/2020	Manager: Budget
Workshop with MAYCO to finalize draft Adjustment Budget	20/01/2020	27/01/2020	CFO
Tabling of Adjustment Budget	27/01/2020	31/01/2020	Exec. Mayor
Stage 2(b): OPERATIONAL BUDGET	**02/12/2019**	**28/02/2020**	
Dept Finance provide working papers for Operational Budget	02/12/2019	13/12/2019	Manager: Budget
Departments provide inputs on Operational Budget	16/12/2019	13/01/2020	All Managers
Dept Finance to consolidate all information received	13/01/2020	20/01/2020	Manager: Budget
1st Workshop with MAYCO to finalize Operational Budget & Capital program	10/02/2020	17/02/2020	CFO
2nd Workshop with MAYCO to finalize Operational Budget & Capital program, if needed	17/02/2020	28/02/2020	CFO

The project committee must consider the input received from the public and the Provincial Minister, make any amendments that are required and prepare the final draft of the municipal SDF for the adoption of Council	06/01/2020	31/01/2020	Manager: Town Planning
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.	06/02/2020	28/02/2020	Manager: Town Planning

5.2.3 PHASE 3 – PREPARATION AND TABLING	**Start 02/11/2019**	**Finish 31/03/2020**	**Responsibility**
Activities			
Stage 3: UPDATING OF IDP	**06/01/2020**	**28/02/2020**	
Update of IDP with most recent information	06/01/2020	31/01/2020	Manager: IDP
IDP Office to provide draft IDP document for scrutiny by departments	31/01/2020	10/02/2020	Manager: IDP
Departments provide inputs on draft IDP	10/02/2020	21/02/2020	All Managers
IDP Office to consolidate all information received and to compile the draft IDP	24/02/2020	06/03/2020	Manager: IDP
Workshop with Mayco on draft IDP, Operational Budget & Capital program	06/03/2020	16/03/2020	Exec. Mayor
Workshop with Council on IDP, Operational Budget & Capital program	16/03/2020	23/03/2020	Exec. Mayor
Tabling of Draft IDP & Budget	23/03/2020	31/03/2020	Exec. Mayor
Other activities during this phase			
Review Auditor- General's report			CFO
Witzenberg Municipality Inter-Governmental Relations Forum	16/03/2020	31/03/2020	Dir. Community Development/ Manager: IDP
Once adopted, the Municipal Manager must submit a copy of the SDF as adopted by the Council to the MEC for Local Government, within 10 days of the adoption. This submission must include: a) a summary of the public participation process b) a statement that the process set out in Section 29(1) of the MSA has been complied with c) c) a copy of the relevant Districts Framework for Integrated Development Planning (See Section 27 of the MSA)	01/02/2020	28/02/2020	Manager: Town Planning

The Municipal Manager must also within 10 days of the adoption of the SDF, submit: a) a written notice of the decision to adopt or amend a municipal spatial development framework, b) the adopted or amended SDF c) a report setting out the response of the municipality to the comments of the ISC or the Provincial Minister to the Provincial Minister.	01/02/2020	28/02/2020	Manager: Town Planning
Preparation/submission of reports: ➲ October Section 71 Report / Grant Report ➲ November Section 71 Report / Grant Report ➲ Compilation of draft Annual Report ➲ December Section 71 Report / Grant Report ➲ 2nd Quarter SDBIP Report ➲ Half year performance assessment ➲ MinMay Tech/JPI's and MGRO			CFO CFO Mun. Manager CFO Man: Performance CFO Mun. Manager Mun. Manager CFO CFO Dept Local Government
Provincial Integrated Development Plan Managers Forum	02/03/2020	31/03/2020	Department of Local Government

5.2.4 PHASE 4 – CONSULTATION & INTEGRATION	Start 01/04/2020	Finish 15/05/2020	Responsibility
Activities			
INTER-GOVERNMENTAL ENGAGEMENTS			
Submit and Publish the IDP, PMS, annual Budget and other required documents to relevant departments for comments and submissions	01/04/2020	10/04/2020	Manager: IDP
Council calls for inputs from sectors and community with closing date of 30 April 2019	10/04/2020	30/04/2020	Manager: IDP
LGMTEC engagement		To be announced	Prov. Government
Update information obtained during LGMTEC's	01/04/2020	30/04/2020	Manager: IDP
District municipality engagement with B-municipalities		To be announced	Municipal Manager
PUBLIC CONSULTATION			
Publish Public Engagement timetable in the media, and distribute internally	27/03/2020	10/04/2020	Manager: IDP

Mail invitations to Sector representatives / IDP Representative Forum	30/03/2020	10/04/2020	Manager: IDP
Community Imbizo's / Meetings:			
Prince Alfred's Hamlet	14/04/2020	14/04/2020	Exec. Mayor
N'dul	15/04/2020	15/04/2020	Exec. Mayor
Wolseley	16/04/2020	16/04/2020	Exec. Mayor
Bella Vista	20/04/2020	20/04/2020	Exec. Mayor
Ceres	21/04/2020	21/04/2020	Exec. Mayor
Op Die Berg	22/04/2020	22/04/2020	Exec. Mayor
Tulbagh	23/04/2020	23/04/2020	Exec. Mayor
Forum & sector meetings: Business & Agriculture	21/04/2020	21/04/2020	Exec. Mayor
Meetings with Ward Committees	17/04/2020	17/04/2020	Exec. Mayor
IGR engagement to obtain sector Budget commitments	06/04/2020	17/04/2020	Manager: IDP

5.2.4 PHASE 4 – CONSULTATION & INTEGRATION	**Start 01/04/2020**	**Finish 17/05/2020**	**Responsibility**
Activities			
INTEGRATION			
Dept Finance to consolidate all information, comments and objections received on Budget	01/04/2020	30/04/2020	Manager: Budget
Screen and refine all Project Proposals	01/04/2020	30/04/2020	Manager: Projects
Refine the Spatial Development Framework	01/04/2020	30/04/2020	Snr Town Planner
Compile all Business Plans	01/04/2020	30/04/2020	All departments
Populate the SDBIP templates	01/04/2020	30/04/2020	All departments
Management considers submissions made by community, National and Provincial Treasury	01/05/2020	15/05/2020	Manager: Budget
Prepare a summary of the revised IDP	01/05/2020	15/05/2020	Manager: IDP
MAYCO meeting to consider the submissions and, if necessary, to revise the IDP and Budget	11/05/2020	18/05/2020	Municipal Manager
Other activities during this phase			

Within 30 days from the date of receipt of the adopted SDF , the MEC for Local Government must determine if: a) the drafting process and content of the SDF complies with the MSA b) whether the SDF is in line with any development plans and strategies of other affected municipalities or organs of state c) the public participation process outlined in Section 29 of the MSA has been complied with	01/02/2020	29/02/2020	Manager: Town Planning
~~Witzenberg Municipality Inter-Governmental Relations Forum~~	~~08/04/2020~~	~~18/04/2020~~	~~Dir. Community Development~~
Preparation of reports: ➲ 3rd Quarter SDBIP Report ➲ March Section 71 Report / Grant Report			Man: Performance CFO CFO
Should the adopted SDF not comply with the above, the MEC for Local Government should request the relevant municipal council to amend the SDF			
The Municipal Council must consider the MEC's request to amend the SDF , and within 30 days of receiving the MEC's request, the Council must consider: i) If it agrees with the proposals to adjust the SDF in accordance with the MEC's request. ii) Object to the MEC's request and furnish the MEC with reasons in writing why it disagrees			
If the Municipality objects to the MEC's request, the MEC may refer the municipality's objection to an ad hoc committee (see Section 33 of the MSA). The MEC must refer -an objection to the ad hoc committee within 21 days of -receiving the objection.			

5.2.5 PHASE 5 – APPROVAL	**Start 20/05/2020**	**Finish 31/05/2020**	**Responsibility**
Activities			
Council workshop on draft Reviewed IDP and Annual Budget	18/05/2020	25/05/2020	Municipal Manager
Council meeting to approve Revised IDP, Performance Management measures and targets and the Annual Budget (At least 30 days before the new Budget year)	25/05/2020	29/05/2020	Municipal Manager

5.2.6 PHASE 6 – FINALIZATION	Start 02/06/2020	Finish 30/06/2020	Responsibility
Activities			
Management workshop to finalize the SDBIP's	01/06/2020	12/06/2020	Manager: Budget
Publish the IDP, annual Budget, all Budget-related documents and policies on the municipal website	01/06/2020	12/06/2020	Manager: IDP
Publish the 2019/2020 tariffs for public comment	01/06/2020	12/06/2020	Manager: Budget
Submit a copy of the IDP to the MEC, DPLG and Treasury (within 10 days of adoption)	01/06/2020	12/06/2020	Manager: IDP
Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan)	01/06/2020	12/06/2020	Manager: IDP
Publish a summary of the IDP and Budget in newspaper	01/06/2020	12/06/2020	Manager: IDP
Submit to Executive Mayor a draft SDBIP for the Budget year (within 14 days of approval of the Budget)	01/06/2020	12/06/2020	Municipal Manager
Submit to the Mayor drafts of the annual performance agreements (within 14 days of approval of Budget)	01/06/2020	12/06/2020	Municipal Manager
Make public the performance agreements of the Municipal Manager and senior managers (no later than 14 days after approval of the plan)	01/06/2020	12/06/2020	Municipal Manager
Submit the approved Budget to the National Treasury and the Provincial Treasury	01/06/2020	12/06/2020	CFO
Preparation of reports: ➲ May Section 71 Report ➲ Grant Reports	 01/06/2020 01/06/2020	 12/06/2020 12/06/2020	 CFO CFO
Provincial Integrated Development Plan Managers Forum	01/06/2020	30/06/2020	Department of Local Government
The Mayor takes steps to ensure that the SDBIP is approved (within 28 days of approval of Budget)	15/06/2020	30/06/2020	Exec. Mayor
Make public the projections, targets and indicators in the SDBIP (within 14 days of approval of SDBIP)	15/06/2020	30/06/2020	CFO
Publish the performance agreements and service delivery agreements on the municipal website	22/06/2020	30/06/2020	Municipal Manager
Submit copies of the performance agreements to Council and the MEC for Local Government	22/06/2020	30/06/2020	Municipal Manager

6. CONCLUSION

The IDP and Budget Process Plan ensure that the role-players within the process are well prepared. All activities outlined within this document have been prepared in close inter-relation w i t h the Framework that governs both the District and all local municipalities.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

DISCIPLINARY BOARD

TERMS OF REFERENCE

July 2019

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TERMS OF REFERENCE: DISCIPLINARY BOARD

1. Introduction

The purpose of this document is to serve as Terms of Reference for the Disciplinary Board to conduct the Financial Misconduct allegations against officials and senior management.

2. Legislation Associated with Disciplinary Board

Council approved on 27 August 2014 the establishment of a Disciplinary Board in terms of the Municipal Regulations for Financial Misconduct and Offences, No 37682 promulgated in Government Gazette 425 on 30 May 2014 and that the Board submits a reference framework to the Municipal Council for consideration and approval.

3. Reporting of allegations of financial misconduct

(1) Only the designated persons in Witzenberg Municipality may receive reports of allegations of financial misconduct and offences in terms of section 171 and 173 of the MFMA. The designated persons are the Accounting Officer in the case of employees and the Executive Mayor in the case of the accounting officer, senior managers including the chief financial officer.

(2) The designated person, as the case may be, must table the allegations not later than seven days after receipt thereof or at the next sitting of the council, together with the implicated person's reasons for not getting suspended on the allegations, in order for Council to consider if an investigation and/or suspension are necessary or not.

(3) The designated person must indicate in the report to Council which Financial Misconduct in terms of section 171 and/or which Financial Offence in terms of section 173 was committed.

4. Objectives of the Disciplinary Board

The Objectives of the Disciplinary Board is to conduct an independent preliminary or full investigation in terms of the Municipal Regulations for Financial Misconduct and Offences.

5. Responsibilities and functions of the Disciplinary Board

Once the instructions are received, the Disciplinary Board must determine its own procedures.

6. The authority of the Disciplinary Board

The Disciplinary Board Chairperson and/or the investigators have a mandate to interview any relevant person and to obtain all relevant documentation from any official or councillor that may assist with the investigations.

The Disciplinary Board has the authority to terminate a preliminary investigation if there are no grounds to support the allegations.

The Disciplinary Board Chairperson will submit a report on the findings and recommendation of the Disciplinary Board as "In-Committee reports" at the first next Council meeting after completion of its investigation(s), with consultation of the Speaker. Should an urgent report have to be submitted, the Chairperson will also arrange accordingly with the Speaker.

7. Organisational Arrangements

(1) Council approved the appointment of the Disciplinary Board members consisting of;

(a) The head of the internal audit unit within the municipality.

(b) One member of the audit committee of the municipality as nominated.

(c) A senior manager from the legal division in the municipality.

(d) A representative of the National Treasury or the Provincial Treasury.

(e) Any other person as may be determined by the municipal council.

(2) If a designated official is implicated, that official will be replaced by Council with a member of the senior management of the municipality.

(3) The Disciplinary Board will agree and meet, as and when required and a majority will constitute the quorum. The secretariat role will be taken by the Head of Administration or a nominee and minutes will only be avail to members and Council and the Accounting Officer to protect the rights of the implicated persons and the interests of the municipality.

8. Reporting Requirements

(1) The Disciplinary Board Chairperson must complete the preliminary investigation and submit his report within 30 days or at the first next sitting of Council, recommending that;
   (i) The allegation(s) of financial misconduct has substance and warrant a full investigation, and
   (ii) Officials from National or Provincial Treasury or an outside specific specialist should/should not be appointed as part of the team responsible for the full investigation, or
   (iii) That Council take note that the allegation of financial misconduct was found frivolous and no grounds warrant a further full investigation.

(2) Once a full investigation is completed and the Disciplinary Board Chairperson is satisfied that the allegations are founded and sufficient grounds for a charge of financial misconduct and /or financial offence exist, the Chairperson must submit the Disciplinary Boards report to the designated person or his/her nominee for disciplinary action and inform Provincial and National Treasury.

(3) The Disciplinary Board Chairpersons report to the designated person or his/her nominee must indicate;

(i) In the case of a senior manager that disciplinary proceedings be instituted in accordance with the Local Government: Disciplinary Codes and Proceedings for Senior Managers Regulations in terms of the Municipal Systems Act; or

(ii) In the case of an official who is not a senior manager, in accordance with the applicable collective bargaining agreement established for municipalities; and

(iii) Whether or not the findings must be reported to the SAPS in terms of the Regulation.

9. Relationship with Council and management

Although any person can report an allegation of financial misconduct, only Council and the Accounting Officer can instruct the Disciplinary Board to investigate and report on such allegations.

10. Maintenance of the Terms of Reference

The annual review of this Terms of Reference is the responsibility of the Accounting Officer. Any proposed changes to the Terms of Reference must be reported to Council.



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NATIONAL TREASURY

NOTICE 317 OF 2019

LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003

MUNICIPAL COST CONTAINMENT REGULATIONS, 2019

The Minister of Finance has, acting with the concurrence of the Minister of Cooperative Governance and Traditional Affairs, in terms of section 168(1) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), made the Regulations as set out in the Schedule.

SCHEDULE

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Definitions

1. In these Regulations, a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, unless the context indicates otherwise, and–

"**Act**" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);
"**consultant**" means a professional person, individual, partnership, corporation, or a company appointed to provide technical and specialist advice or to assist with a design and implementation of projects or to assist a municipality or municipal entity to perform its functions to achieve the objects of local government in terms of section 152 of the Constitution;
"**cost containment**" means measures implemented to curtail spending in terms of these regulations; and
"**credit card**" means a card issued by a financial services provider, which creates a revolving account and grants a line of credit to the cardholder.

Object of Regulations

2. The object of these Regulations, in line with sections 62(1)(a), 78(1)(b), 95(a) and 105(1)(b) of the Act, is to ensure that resources of a municipality and municipal entity are used effectively, efficiently and economically by implementing cost containment measures.

Application of Regulations

3. These Regulations apply to all officials and political office bearers in municipalities and municipal entities.

Cost containment policies

4. (1) Each municipality or municipal entity must develop or revise and implement a cost containment policy which must–
   (a) in the case of a municipality, be adopted by the municipal council, and in the case of a municipal entity, by the board of directors as part of its budget related policies;
   (b) define a municipality or municipal entity's objectives for the use of consultants; and
   (c) be consistent with the Act and these Regulations.

   (2) The cost containment policy of a municipality or a municipal entity contemplated in sub-regulation (1) must–
   (a) be in writing;
   (b) give effect to these Regulations;
   (c) be reviewed annually, as may be appropriate;
   (d) be communicated on the municipality's or municipal entity's website; and
   (e) set out–
      (i) monitoring measures for ensuring implementation of the policy;
      (ii) procedures for the annual review of the policy; and
      (iii) consequences for non-adherence to the measures contained therein.

Use of consultants

5. (1) A municipality or municipal entity may only appoint consultants if an assessment of the needs and requirements confirms that the affected municipality or municipal entity does not have the requisite skills or resources in its full-time employ to perform the function.
   (2) An accounting officer must adopt a fair and reasonable remuneration framework for consultants taking into account the rates–
   (a) determined in the "Guideline on fees for audits undertaken on behalf of the Auditor-General of South Africa", issued by the South African Institute of Chartered Accountants;
   (b) set out in the "Guide on Hourly Fee Rates for Consultants", issued by the Department of Public Service and Administration; or
   (c) as prescribed by the body regulating the profession of the consultant.
   (3) The tender documentation for the appointment of consultants must include a clause that the remuneration rates will be subject to negotiation, not exceeding the applicable rates mentioned in sub-regulation (2).
   (4) When negotiating cost-effective consultancy rates for international consultants, the accounting officer may take into account the relevant international and market-determined rates.
   (5) When consultants are appointed, an accounting officer must–
   (a) appoint consultants on a time and cost basis with specific start and end dates;
   (b) where practical, appoint consultants on an output-specified basis, subject to specific measurable objectives and associated remuneration;
   (c) ensure that contracts with consultants include overall cost ceilings by specifying whether the contract price is inclusive or exclusive of travel and subsistence disbursements;
   (d) ensure the transfer of skills by consultants to the relevant officials of a municipality or municipal entity;
   (e) undertake all engagements of consultants in accordance with the Municipal Supply Chain Management Regulations, 2005 and the municipality or municipal entity's supply chain management policy; and
   (f) develop consultancy reduction plans to reduce the reliance on consultants.
   (6) All contracts with consultants must include a fee retention or penalty clause for poor performance.
   (7) A municipality or municipal entity must ensure that the specifications and performance are used as a monitoring tool for the work to be undertaken and are appropriately recorded and monitored.
   (8) The travel and subsistence costs of consultants must be in accordance with the national travel policy issued by the National Department of Transport, as updated from time to time.

(9) The contract price must specify all travel and subsistence costs and if the travel and subsistence costs for appointed consultants are excluded from the contract price, such costs must be reimbursed in accordance with the national travel policy of the National Department of Transport.

Vehicles used for political office-bearers

6. (1) The threshold limit for vehicle purchases relating to official use by political office-bearers must not exceed R700 000 or 70% (VAT inclusive) of the total annual remuneration package for the different grades of municipalities, as defined in the Public Office Bearers Act and the notices issued in terms thereof by the Minister of Cooperative Governance and Traditional Affairs, whichever is lower.

(2) The procurement of vehicles in sub-regulation (1) must be undertaken using the national government transversal contract mechanism, unless it may be procured at a lower cost through other procurement mechanisms.

(3) Before deciding to procure a vehicle as contemplated in sub-regulation (2), the accounting officer or delegated official must provide the council with information relating to the following criteria which must be considered:

(a) status of current vehicles;

(b) affordability of options including whether to procure a vehicle as compared to rental or hire thereof, provided that the most cost effective option is followed and the cost is equivalent to or lower than that contemplated in sub-regulation (1);

(c) extent of service delivery backlogs;

(d) terrain for effective usage of the vehicle; and

(e) any other policy of council.

(4) If the rental referred to in sub-regulation (3) is preferred, the accounting officer must review the costs incurred regularly to ensure that value for money is obtained.

(5) Regardless of their usage, vehicles for official use by political office bearers may only be replaced after completion of 120 000 kilometres.

(6) Notwithstanding sub-regulation (5), a municipality or municipal entity may replace a vehicle for official use by political office bearers before the completion of 120 000km only in instances where the vehicle has a serious mechanical problem and is in a poor condition and subject to obtaining a detailed mechanical report by the vehicle manufacturer or approved dealer.

(7) An accounting officer must ensure that there is a policy that addresses the use of municipal vehicles for official purposes.

Travel and subsistence

7. (1) An accounting officer–

(a) may approve the purchase of economy class tickets for all officials or political office bearers where the flying time for the flights is five hours or less; and

(b) may only approve the purchase of business class tickets for officials, political office bearers and persons reporting directly to the accounting officer for flights exceeding five hours.

(2) In the case of the accounting officer, the mayor may approve the purchase of economy class tickets where the flying time is five hours or less and business class tickets for flights exceeding five hours.

(3) Notwithstanding sub-regulation (1) or (2), an accounting officer, or the mayor in the case of an accounting officer, may approve the purchase of business class tickets for an official or a political office bearer with a disability or a medically certified condition.

(4) The cost containment policy must limit international travel to meetings or events that are considered critical. The number of officials or political office bearers attending such meetings or events must be limited to those officials or political office bearers directly involved in the subject matter related to such meetings or events.

(5) An accounting officer, or the mayor in the case of the accounting officer, may approve accommodation costs that exceed an amount as determined from time to time by the National Treasury through a notice only–

(a) during peak holiday periods; or

(b) when major local or international events are hosted in a particular geographical area that results in an abnormal increase in the number of local and/or international guests in that particular geographical area.

(6) An official or a political office bearer of a municipality or municipal entity must–
(a) utilise the municipal fleet, where viable, before incurring costs to hire vehicles;
(b) make use of available public transport or a shuttle service if the cost of such a service is lower than-
(i) the cost of hiring a vehicle;
(ii) the cost of kilometres claimable by the official or political office bearer; and
(iii) the cost of parking.
(c) not hire vehicles from a category higher than Group B or an equivalent class; and
(d) where a different class of vehicle is required for a particular terrain or to cater for the special needs of an official, seek the written approval of the accounting officer before hiring the vehicle.

(7) A municipality or a municipal entity must utilise the negotiated rates for flights and accommodation as communicated from time to time by the National Treasury through a notice or any other available cheaper flight and accommodation.

Domestic accommodation

8. (1) An accounting officer must ensure that costs incurred for domestic accommodation and meals are in accordance with the maximum allowable rates for domestic accommodation and meals as communicated from time to time by the National Treasury through a notice.

(2) Overnight accommodation may only be booked where the return trip exceeds 500 kilometres.

Credit cards

9. (1) An accounting officer must ensure that no credit card or debit card linked to a bank account of a municipality or a municipal entity is issued to any official or political office bearer, including members of the board of directors of municipal entities.

(2) Where officials or political office bearers incur expenditure in relation to official municipal activities, such officials or political officer bearers must use their personal credit cards or cash or arrangements made by the municipality or municipal entity, and request reimbursement in accordance with the written approved policy and processes.

Sponsorships, events and catering

10. (1) A municipality or municipal entity may not incur catering expenses for meetings which are only attended by persons in the employ of the municipality or municipal entity, unless the prior written approval of the accounting officer is obtained.

(2) An accounting officer may incur catering expenses for the hosting of meetings, conferences, workshops, courses, forums, recruitment interviews, and proceedings of council that exceed five hours.

(3) Entertainment allowances of qualifying officials may not exceed two thousand rand per person per financial year, unless approved otherwise by the accounting officer.

(4) A municipality or municipal entity may not incur expenses on alcoholic beverages unless the municipality or the municipal entity recovers the cost from the sale of such beverages.

(5) An accounting officer must ensure that social events, team building exercises, year-end functions, sporting events and budget vote dinners are not financed from the municipality or the municipal entity's budgets or by any suppliers or sponsors.

(6) A municipality or municipal entity may not incur expenditure on corporate branded items like clothing or goods for personal use of officials, other than uniforms, office supplies and tools of trade unless costs related thereto are recovered from affected officials or is an integral part of the business model.

(7) An accounting officer may incur expenditure not exceeding the limits for petty cash usage to host farewell functions in recognition of officials who retire after serving the municipality or municipal entity for ten or more years or retire on grounds of ill health.

Communication

11. (1) A municipality or municipal entity may, as far as possible, advertise municipal related events on its website instead of advertising in magazines or newspapers.
(2) An accounting officer must ensure that allowances to officials for private calls and data costs are limited to an amount as determined by the accounting officer in the cost containment policy of the municipality or municipal entity.
(3) Newspapers and other related publications for the use of officials must be discontinued on expiry of existing contracts or supply orders, unless required for professional purposes and where unavailable in electronic format.
(4) A municipality or municipal entity may participate in the transversal term contract arranged by the National Treasury for the acquisition of mobile communication services.

Conferences, meetings and study tours

12. (1) An accounting officer must establish policies and procedures to manage applications to attend conferences or events hosted by professional bodies or non-governmental institutions held within and outside the borders of South Africa taking into account their merits and benefits, costs and available alternatives.
(2) When considering applications from officials or political office bearers to attend conferences or events within and outside the borders of South Africa, an accounting officer or mayor as the case may be, must take the following into account–
(a) the official's or political office bearer's role and responsibilities and the anticipated benefits of the conference or event;
(b) whether the conference or event addresses relevant concerns of the institution;
(c) the appropriate number of officials or political office bearers, not exceeding three, attending the conference or event; and
(d) the availability of funds to meet expenses related to the conference or event.
(3) An accounting officer may consider appropriate benchmark costs with other professional bodies or regulatory bodies prior to granting approval for an official to attend a conference or event within and outside the borders of South Africa.
(4) The benchmark costs referred to in sub-regulation (3) may not exceed an amount as determined from time to time by the National Treasury through a notice.
(5) The amount referred to in sub-regulation (4) excludes costs related to travel, accommodation and related expenses, but includes–
(a) conference or event registration expenses; and
(b) any other expense incurred in relation to the conference or event.
(6) When considering costs for conferences or events these may not include items such as laptops, tablets and other similar tokens that are built into the price of such conferences or events.
(7) The accounting officer of a municipality or municipal entity must ensure that meetings and planning sessions that entail the use of municipal funds are, as far as may be practically possible, held in-house.
(8) Municipal or provincial office facilities must be utilised for conference, meetings, strategic planning sessions, *inter alia*, where an appropriate venue exists within the municipal jurisdiction.
(9) An accounting officer must grant the approval for officials and in the case of political office bearers and the accounting officer, the mayor, as contemplated in sub-regulation (2).
(10) A municipality or municipal entity must, where applicable, take advantage of early registration discounts by granting the required approvals to attend the conference, event or study tour, in advance.

Other related expenditure items

13. (1) All commodities, services and products covered by a transversal contract concluded by the National Treasury must be considered before approaching the market, to benefit from savings where lower prices or rates have been negotiated.

(2) Municipal resources may not be used to fund elections, campaign activities, including the provision of food, clothing, printing of agendas and brochures and other inducements as part of, or during election periods or to fund any activities of any political party at any time.

(3) Expenditure on tools of trade for political office bearers must be limited to the upper limits as approved and published by the Cabinet member responsible for local government in terms of the Remuneration of Public Office Bearers Act, 1998.

(4) A municipality or municipal entity must avoid expenditure on elaborate and expensive office furniture.

(5) A municipality or municipal entity may only use the services of the South African Police Service to conduct periodical or quarterly security threat assessments of political office bearers and key officials and a report must be submitted to the speaker's office.

(6) A municipality or municipal entity may consider providing additional time-off in lieu of payment for overtime worked. Planned overtime must be submitted to the relevant manager for consideration on a monthly basis. A motivation for all unplanned overtime must be submitted to the relevant manager.

(7) A municipality or municipal entity must ensure that due process is followed when suspending or dismissing officials to avoid unnecessary litigation costs.

Enforcement Procedures

14. Failure to implement or comply with these Regulations may result in any official of the municipality or municipal entity, political office bearer or director of the board that authorised or incurred any expenditure contrary to these regulations being held liable for financial misconduct or a financial offence in the case of political office bearers as defined in Chapter 15 of the Act read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014.

Disclosures of cost containment measures

15. (1) The disclosure of cost containment measures applied by the municipality and municipal entity must be included in the municipal in-year budget reports and annual costs savings disclosed in the annual report.

(2) The measures implemented and aggregate amounts saved per quarter, together with the regular reports on reprioritisation of cost savings and on the implementation of the cost containment measures must be submitted to the Municipal Council for review and resolution. The municipal council can refer such reports to an appropriate Council Committee for further recommendations and actions.

(3) The reports referred to in sub-regulation (2) must be copied to the National Treasury and the relevant provincial treasury within seven calendar days after the report is submitted to municipal council.

Short title and commencement

16. These Regulations are called the Municipal Cost Containment Regulations, 2019 and take effect on 1 July 2019.

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Acting Chief Financial Officer

VAN / FROM: Manager: Supply Chain

DATUM / DATE: 02 July 2019

VERW. / REF.: 06/1/1

REPORT: QUARTERLY INVENTORY COUNT: MUNICIPAL STORES, DROMMEDARIS STREET, CERES

1. Purpose

To report on the quarterly inventory count held on the 27 June 2019 and to narrate the findings to Council in terms of:

- Surpluses and shortages of stock items;
- Redundant stock items; and
- Damaged stock items

2. Discussion

During the completeness, accuracy and validity process of inventory to the value of R 11 262 735.80, teams were divided into three groups consisting of two employees each. These employees are not involved in the daily administrative activities of the municipal inventory. The process was supervised by the Manager: Supply Chain Management.

The store personnel were also on hand to provide assistance to counters when deemed necessary by counters.

3. Findings and financial implications

During the completeness, accuracy and validity process of inventory the following was identified:

3.1 Inventory surpluses

The following surpluses were found:

Table 3.1 (a)

Item code	Item Description	Quantity	Value per item (R)	Total value (R)
H0001	BATHROOM SOAP	2	R 9.22	R 18.44
X0119	PILOT BPS BALLPEN BLK-FINE	2	R 16.85	R 33.70

✉ 44 Ceres 6835 ☎ (023) 316 1854 ◑ (023) 316 1877 admin@witzenberg.gov.za

3.2 Inventory shortages

The following shortages were found:

Table 3.1 (b)

Item code	Item Description	Unit	Quantity	Value per item (R)	Total value (R)
E0012	15MM SWIVEL ELBOWS CONEX	EA	1	R 50.21	R 50.21
Q0019	12V H7 BULBS	EA	2	R 17.54	R 35.08
P0007	PETROL	L	100	R 12.99	R 1 299.20
D0001	DIESEL	L	50	R 13.02	R 651.05
N0001	2.5KG WHITE SUGAR	EA	6	R 34.18	R 205.08

Petrol and diesel shortages can be attributed to the testing of fuel. An independent service provider were appointed in June 2018 to test the quality of the fuel. As a result of the flushing and samples taken the issuing of stock was not processed on the system.

3.3 Redundant inventory

It should be reported that the municipality identified no redundant inventory.

3.4 Damage inventory

The following stock was damaged beyond repair:

Table 3.1 (c)

Item code	Item Description	Quantity	Value per item (R)	Total value (R)
Q0013	12V DOUBLE CONTACT BULBS	1	R 2.98	R 2.98

The item accidentally fell from the shelf on the floor.

3.5 Slow moving inventory

Slow moving inventory highlighted was distributed to the relevant departments to determine whether the stock levels must be revised to ensure that the stores are managed optimally. Amendments were made to the system that reflect the changes by the relevant user department.

4. RECOMMENDATION TO COUNCIL

(a) That cognizance be taken of the stock count of 27 June 2019;
(b) That Council authorize the up taking of surpluses as per table 3.1 (a) above;
(c) That Council authorizes the writing off of stock shortages as per table 3.1 (b) to the value of R 2 240.62; and
(d) That Council authorizes the writing off of damaged stock as per table 3.1 (c) above to the value of R 2.98.

Yours sincerely



MG FRIESLAAR
MANAGER: SCM

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Acting Director: Finance

DATUM / DATE: 18 July 2019

LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT NO.56 OF 2003: SECTION 116 (3)

1. Laws and regulations

Section 116(3) - A contract or agreement procured through the supply chain management policy of the municipality or municipal entity may be amended by the parties, but only after —

(a) the reasons for the proposed amendment have been tabled in the council of the municipality or, in the case of a municipal entity, in the council of its parent municipality; and

(b) the local community—
  (i) has been given reasonable notice of the intention to amend the contract or agreement; and
  (ii) has been invited to submit representations to the municipality or municipal entity.

2. Background

Tender 8/2/15/78 was advertise to procure the services of a reputable and experienced service provider for The Supply, Maintenance of Digital Speed Cameras and the Administration of the Back Office to Witzenberg Municipality from **01 July 2018 until 30 June 2021**. The bid closing date was 20 June 2018. In the same vein the award of the tender was only made in December 2018, based on technical reasons. The successful service provider appointed is TMT Services & Supplies (Pty) Ltd T/A Traffic Management Technologies (referred to as company). It must also be mentioned that the final award as per the contract signed by parties stipulates the agreed contractual period from date of **contract signing (December 2018) till 30 June 2020.**

Reducing the term of the tender from a 36 months to 18 months period. This is allowed in terms of page 21 of the tender document - *Evaluation of bids (a) The Council reserves the right to accept all, some, or none of the bids submitted — either wholly or in part — and it is not obligated to accept the lowest bid.* This is further supported by the pricing schedule where prices was asked per year, giving each prospective bidder the opportunity to calculate a chargeable price in terms of cost and mark-up per year. However the Municipal Manager has made a rectification in terms of the bona fide error of the end date of the contractual period. The end date now reflects as it should have reflected – from date of contract signing till 30 June 2021, taking the contractual period to 30 months instead of 18 months.

Subsequent to contract signing the service provider in a letter to the municipality are now citing that the reduce period is causing loss of income even after the company representative has signed the contractual agreement – legally binding the company to deliver the service to the municipality at the indicated rate and for the approved time period. Furthermore that the reduced period of ten months has an impact on cash flow and that the request is a drop in the ocean. The contract was signed December 2018 which is only six month contrary to the purpose of the tender which reflects the period. Specific reference is made to paragraph two of letter dated 23 May 2019, which stipulates that an error in interpretation was made by the company pertaining to the "run dry period" - hence taking the misinterpretation into account now will give the company a "second bite at the apple" and compromise the whole process.

Special condition of contract 1.4.4 of the tender document furthermore stipulates that full implementation must be within one month after award of tender. Hence after contract signing full control for implementation has transferred to the company and any losses due cannot be incorporated within its calculation. The company is requesting an increase in rate from R195 (incl vat) to R239.20 (incl vat) or reduction in services as per the scope or the full 36 month as advertised in the tender. At date the company is delivering a reduced service and not the service as per the scope of the tender and signed contract. The municipality is under no obligation to adhere to any request of the company as the Supply Chain Management Committee's and the Municipal Manager has executed their duties within the set parameters of the laws and regulation and within the tender document for invitation of prospective suppliers.

3. Section 33 Municipal Finance Management Act No.56 of 2003

The current period of the contract from date of contract signing December 2018 till 30 June 2021 falls with the budget period 2018/2019, 2019/2020 and 2020/2021. Amending the contract with an additional 6 months will move into 2021/2022 as the contract end period will then be 18 December 2021. We are therefore of the opinion that Section 33 of the Municipal Finance Management Act No.56 of 2003 becomes applicable. In the absence of guidance and court cases to proof the contrary, we are of the view that section 33 must be followed. We will do written submission to National and Provincial Treasury to provide clarity on this matter.

4. Recommendation

In promotion of Section 217 Constitution of The Republic Of South Africa, 1996, which enunciates: *"When an organ of state in the national, provincial or local sphere of government, or any other institution identified in national legislation, contracts for goods or services, it must do so in accordance with a system which is fair, equitable, transparent, competitive and cost effective.*, we table for consideration in terms of section 116(3)(a) of the Municipal Finance Management Act No.56 of 2003 for an amendment in terms of the contract with TMT Services & Supplies (Pty) Ltd T/A Traffic Management Technologies to be 36 months in total. Hereby indicating that the contract will terminate on the 18 December 2021. That Section 116 (3)(b) also done before amendment. If section 33 is applicable that authorisation be provided to commence the process as well.

Regards

AJ Raubenheimer
Acting Director Finance

(5) The writing off in terms of subsection (2) of any unauthorised, irregular or fruitless and wasteful expenditure as irrecoverable, is no excuse in criminal or disciplinary proceedings against a person charged with the commission of an offence or a breach of this Act relating to such unauthorised, irregular or fruitless and wasteful expenditure.

(6) The accounting officer must report to the South African Police Service all cases of alleged—

(*a*) irregular expenditure that constitute a criminal offence; and

(*b*) theft and fraud that occurred in the municipality.

(7) The council of a municipality must take all reasonable steps to ensure that all cases referred to in subsection (6) are reported to the South African Police Service if—

(*a*) the charge is against the accounting officer; or

(*b*) the accounting officer fails to comply with that subsection.

(8) The Minister, acting with the concurrence of the Cabinet member responsible for local government, may regulate the application of this section by regulation in terms of section 168.

33. Contracts having future budgetary implications.—(1) A municipality may enter into a contract which will impose financial obligations on the municipality beyond a financial year, but if the contract will impose financial obligations on the municipality beyond the three years covered in the annual budget for that financial year, it may do so only if—

(*a*) the municipal manager, at least 60 days before the meeting of the municipal council at which the contract is to be approved—

(i) has, in accordance with section 21A of the Municipal Systems Act—

(*aa*) made public the draft contract and an information statement summarising the municipality's obligations in terms of the proposed contract; and

(*bb*) invited the local community and other interested persons to submit to the municipality comments or representations in respect of the proposed contract; and

(ii) has solicited the views and recommendations of—

(*aa*) the National Treasury and the relevant provincial treasury;

(*bb*) the national department responsible for local government; and

(*cc*) if the contract involves the provision of water, sanitation, electricity, or any other service as may be prescribed, the responsible national department;

(*b*) the municipal council has taken into account—

(i) the municipality's projected financial obligations in terms of the proposed contract for each financial year covered by the contract;

(ii) the impact of those financial obligations on the municipality's future municipal tariffs and revenue;

(iii) any comments or representations on the proposed contract re-ceived from the local community and other interested persons; and

(iv) any written views and recommendations on the proposed contract by the National Treasury, the relevant provincial treasury, the national department responsible for local government and any national department referred to in paragraph (*a*) (ii) (*cc*); and

(*c*) the municipal council has adopted a resolution in which—

(i) it determines that the municipality will secure a significant capital investment or will derive a significant financial economic or financial benefit from the contract;

(ii) it approves the entire contract exactly as it is to be executed; and

(iii) it authorises the municipal manager to sign the contract on behalf of the municipality.

(2) The process set out in subsection (1) does not apply to—

(*a*) contracts for long-term debt regulated in terms of section 46 (3);

(*b*) employment contracts; or

(*c*) contracts—

(i) for categories of goods as may be prescribed; or

(ii) in terms of which the financial obligation on the municipality is below—

(*aa*) a prescribed value; or

(*bb*) a prescribed percentage of the municipality's approved budget for the year in which the contract is concluded.

(3) (*a*) All contracts referred to in subsection (1) and all other contracts that impose a financial obligation on a municipality—

(i) must be made available in their entirety to the municipal council; and

(ii) may not be withheld from public scrutiny except as provided for in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

(*b*) Paragraph (*a*) (i) does not apply to contracts in respect of which the financial obligation on the municipality is below a prescribed value.

(Date of commencement of sub-s. (3): 1 July, 2005.)

(4) This section may not be read as exempting the municipality from the provisions of Chapter 11 to the extent that those provisions are applicable in a particular case.

CHAPTER 5
CO-OPERATIVE GOVERNMENT

34. Capacity building.—(1) The national and provincial governments must by agreement assist municipalities in building the capacity of municipalities for efficient, effective and transparent financial management.

(2) The national and provincial governments must support the efforts of municipalities to identify and resolve their financial problems.

(3) When performing its monitoring function in terms of section 155 (6) of the Constitution, a provincial government—

(*a*) must share with a municipality the results of its monitoring to the extent that those results may assist the municipality in improving its financial management;

(*b*) must, upon detecting any emerging or impending financial problems in a municipality, alert the municipality to those problems; and

(*c*) may assist the municipality to avert or resolve financial problems.

(4) Non-compliance with this section or any other provision of this Act by the national or a provincial government does not affect the responsibility of a municipality, its political structures, political office-bearers and officials to comply with this Act.

35. Promotion of co-operative government by national and provincial institutions.—National and provincial departments and public entities must—

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A Kapsch Group Company

The Municipal Manager
Witzenberg Municipality
50 Voortrekker Road
Ceres
6835

Sender	Adv. Niel Louwrens
Phone	083 444 5293
Fax	021 929 5394
Email	nlouwrens@tmtservices.co.za
Date	23 May 2019
	Your Ref: Mr. M Frieselaar

By email: david@witzenberg.gov.za
megan@witzenberg.gov.za

Dear Sir

BID 08/2/15/78: THE SUPPLY, MAINTENANCE OF DIGITAL SPEED CAMERAS AND THE ADMINISTRATION OF BACK OFFICE

Your letter dated 21st May 2019 refers.

We respectfully want to draw your attention to page 15 of the tender (MBD 3.1), the pricing schedule where it is indicted that operations will reach over a period of three years where the pricing for each year is stipulated in the subsequent schedule.

We are aware of the scope of the tender as reflected on page 3 of the tender document and more specifically paragraph 1.1(f), that reads *'"Run-dry" period will be for a period of 3 (three) months from 1st April 2021'.* We did not interpret that as a period in which no front-end production will take place, as it is in conflict with page 15 the pricing schedule, where it is indicated that infringements will be generated for a period of 36 (thirty six) months.

It is different from the previous / current contract that there will be no front-end operations and camera operations for a period of three months, falling **within** the 36 months of full operations. The reductions of the contract period of operations for productions of front-end and back-end is reduced with 10 months. In simple terms, our ability to recover costs and have the chance of making a profit is dramatically reduced.

The number of cameras that will be supplied remains at the maximum the municipality can utilise effectively and efficiently and can exceed the minimum of 3 cameras as stated in the tender.

As far as the costing is concerned, we respectfully want to suggest that your approach is from the wrong angle. The costs of the equipment that are reduced, is a drop in the ocean and its biggest effect is a cash-flow one. The costs for the items referred to are:

1) Cars x2 +Petrol, maintenance, insurance, etc. – 36 months R720 000

2) ANPR – R82 500 [installed]

3) Blue lights and siren – R19 500 [installed]

TOTAL: R 822 000

The item that causes the pricing to increase is the lack of income [revenue] generated over the period of 10 months. Approximately 60 000 infringements gets generated per annum [see page 15 of the tender document – figure rounded up for ease of explanation]. The payment rate is 20%. So of the 5 000 infringements that gets generated per month, 1 000 gets paid. This has the effect that our fee per month will be:

1 000 infringements X R195.50 [current service fee] = R195 500.00 per month

If we cannot operate the front end for 10 months the loss of revenue will be:

R195 500 X 10 months [months of no frontend operation] = R1 955 000

In order to recoup this loss of revenue, the price is increased to R239.20

In summary: A 36 months X 1 000 X R195.50 = R7 038 000

B 26 months X 1 000 X R239.20 = R6 219 200

Difference: **R 818 800.00 which is recouped by not supplying the items referred to above.**

Hope you find this in order.

Yours faithfully

Adv Niel Louwrens

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Acting Chief Financial Officer

VAN / FROM: Manager: Supply Chain

DATUM / DATE: 3 July 2019

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

SUPPLY CHAIN MANAGEMENT: PARAGRAPH 7 (4) QUARTERLY REPORT ENDING 30 JUNE 2019: IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

1. PURPOSE

(a) To report on the implementation of Council's Supply Chain Management Policy with regards to the following sub sections:

(i) Demand management
(ii) Acquisition management
(iii) Logistics management
(iv) Disposal management
(v) Performance management
(vi) Other matters

2. POLICY REQUIREMENTS

Paragraph 7 (3) of Council's Supply Chain Management Policy as approved on 29 May 2018, states the following:

The Supply Chain Manager must, within 4 days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the Chief Financial Officer, of which he must submit it within 3 days to the Accounting Officer. The Accounting Officer must within 3 days after receiving the report submit it to the Mayor.

3. DISCUSSION: SUPPLY CHAIN MANAGEMENT COMPONENTS

(a) Demand management

Demand management requires timely planning and management process to ensure that all goods and services which are required are quantified, budgeted for and delivered in a timely and effective manner at the right locations and at the critical delivery dates. These goods and services must be of appropriate quality and quantity at a fair cost.

✉ 44 Ceres 6835 ☎ (023) 316 1854 ✆ (023) 316 1877 admin@witzenberg.gov.za

Furthermore the required specifications must ensure that needs are met.

In order to enhance the demand planning process, an annual procurement plan was implemented for the 2018-2019 financial year for capital spending. The revised Capital budget for the 2018-2019 is R 90 609 061. The capital spending for the fourth quarter amounted to R 87 173 296 which equals 96.21%. This is above the target of 95% for the fourth quarter.

Specifications have been drafted unbiased and advertised as such in order to promote the five pillars of procurement as set out in section 217 of the Constitution of South Africa (Act 108 of 1996). It ultimately ensured that the needs are addressed effectively.

(b) Acquisition management

The system of acquisition management must ensure the following:

(i) That goods and services are procured in accordance with authorized processes only;
(ii) That expenditure on goods and services is incurred in terms of an approved budget in terms of section 15 of the Municipal Finance Management Act (Act 56 of 2003);
(iii) That the threshold values for different procurement processes are complied with;
(iv) That bid documentation, evaluation and adjudication criteria and general conditions of a contract are in accordance with any applicable legislation; and
(v) That any Treasury guidelines on acquisition management are properly taken into account.

The bid documentation that is utilized is in accordance with the general conditions of contract and applicable legislation such as the Construction Industry Development Board Act (Act 38 of 2000). We have also taken into account guidelines issued by National and Provincial Treasury in order to further enhance our processes.

The SCM system is in the process of being computerized. The testing of the Electronic purchasing program before implementation started in June 2015. The final date of implementation was postponed to December 2019 due to the system being upgraded to web-based.

I. Bid committees

The following table details the number of bid committee meetings held for the quarter under review:

Month	Bid Specification Committee	Bid Evaluation Committee	Bid Adjudication Committee
Apr 2019	5	6	4
May 2019	3	5	3
Jun 2019	2	6	3

In addition, the Internal Auditor and the Local Economic development department have been invited to attend our bid committee meetings on an ad-hoc basis. This is an effort to promote transparency with regards to the processes that they will be concentrating on.

Competitive bids (in excess of R 200 000) to the value of **R 39 343 649.43 (incl. VAT)** was awarded during the quarter under review.

The following table details the number of competitive bids awarded by the bid adjudication committee including the combined values of those bids:

Month	Number of awards	Combined value of awards
Apr 2019	3	R 1 925 400.72
May 2019	3	R 2 254 184.46
Jun 2019	5	R 5 164 064.25
Total	**11**	**R 9 343 649.43**

The following competitive bid(s) was awarded by the Accounting Officer during the quarter under review:

Month	Number of awards	Combined value of awards
Apr 2019	1	R 30 000 000.00
May 2019	0	-
Jun 2019	0	-
Total	**1**	**R 30 000 000.00**

The municipality did not make use of Supply Chain Management Regulation 32 which refers to contracts secured by other organs of state for the quarter under review.

The following table details the five highest bids awarded during the quarter under review according to its contract value:

Department	Bid number	Bid description	Contract value
Corporate Services	08/2/16/57	Provision of security services	R 30 000 000.00
Financial Services	08/2/16/68	Shortterm Insurance	R 3 771 666.00
Technical Services	08/2/16/25	Supply and installation of base radio stations, mobile radio stations and portable digital radios	R 1 236 279.80
Corporate Services	08/2/16/52	Maintenance of the Witzenberg Municipality's ICT Environment	R 1 234 870.00
Technical Services	08/2/16/40	The supply, delivery and installation of process aerators / mixers for Witzenberg Municipality	R 718 750.00

II. Formal written price quotations

Formal written price quotations (between R 30 000 and R 200 000) to the value of **R 573 345.40** (incl. VAT) were awarded during the quarter under review. The following table details the number of formal written price quotations that were awarded including the combined values of those quotations:

Month	Number of awards	Combined value of awards
Apr 2019	1	R 156 492.00
May 2019	4	R 385 713.40
Jun 2019	1	R 31 140.00
Total	**6**	**R 573 345.40**

III. Awards made to companies according to their with Broad-Based Black Economic Empowerment (B-BBEE) level of contribution

As from 1 April 2017, the revised Preferential Procurement Regulations, 2017 became effective.

B-BBEE status level of contribution	Combined contract values for competitive bids	Combined contract values for formal written price quotations	Grand total	% of grand total
Level 1	R 35 068 483.17	R 416 853.40	R 35 485 336.57	88.90
Level 2	R 1 236 279.80	R 0.00	R 1 236 279.80	3.10
Level 3	R 718 750.00	R 0.00	R 718 750.00	1.80
Level 4	R 2 320 136.46	R 156 492.00	R 2 476 628.46	6.20
Level 5	R 0.00	R 0.00	R 0.00	0.00
Level 6	R 0.00	R 0.00	R 0.00	0.00
Level 7	R 0.00	R 0.00	R 0.00	0.00
Level 8	R 0.00	R 0.00	R 0.00	0.00
Non-compliant contributors	R 0.00	R 0.00	R 0.00	0.00
Total	**R 39 343 649.43**	**R 573 345.40**	**R 39 916 994.83**	**100.00%**

The B-BBEE status level of contribution means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act. The scoring is done by either an accredited institution, registered auditor or by means of a sworn affidavit. The scorecard contains elements such as ownership, management control, employment equity, skills development, procurement, enterprise development and socio economic development. A score is then calculated as prescribed by B-BBEE Act and the Codes of Good Practice, which places the supplier on a certain B-BBEE level. Each level earns a supplier a certain number of B-BBEE points which they can claim when bidding for goods and services above a value of R 30 000 (incl. VAT)

IV. Appeals by aggrieved bidders

The following appeals were received from aggrieved bidders on awards made in terms of section 62 of the Municipal Systems Act (Act 32 of 2000) for the quarter under review:

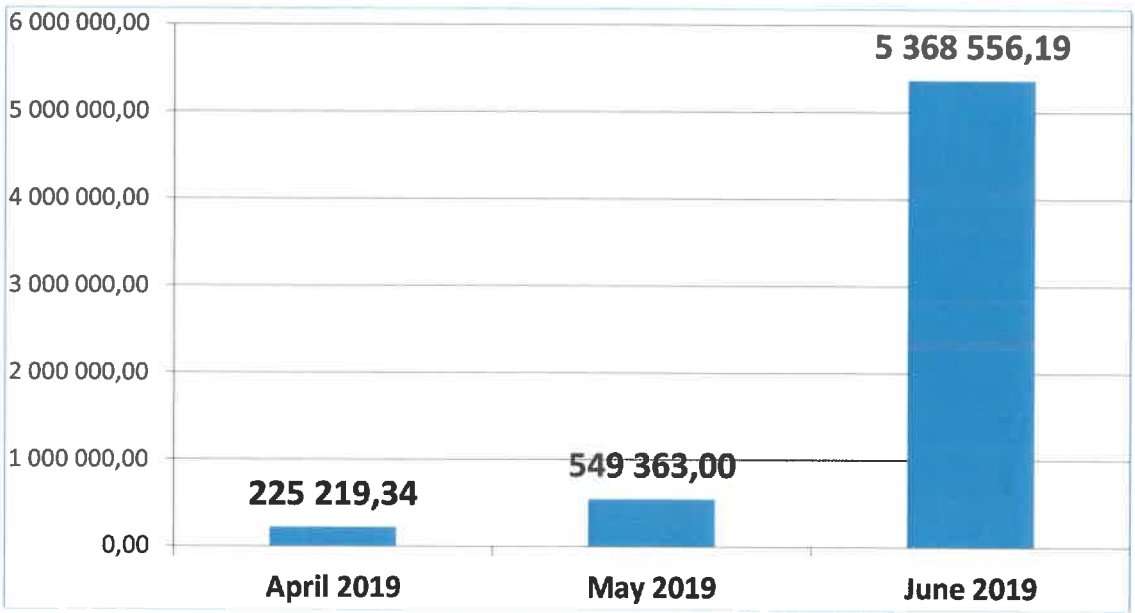
Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status	Dealt by
08/2/15/80	Reconstruction and repair of storm damaged properties at Pine Forest resort	14 Nov 2018	Williams Loodgieters	Reason for non-compliance	Appeal was dismissed 29 April 2019	Accounting Officer
08/2/15/91	Professional engineering services for Witzenberg municipality	06 Nov 2018	RHDHV	Reason for non-compliance	Appeal is being dealt with by the Accounting Officer	Accounting Officer
		06 Nov 2018	EOH Industrial Technologies (Pty) Ltd	Calculation of cluster points		
		08 Nov 2018	Bigen Africa Services (PTY) Ltd	Reason for non-compliance		

V. Deviations from normal procurement processes

Deviations from the normal procurement processes have been monitored on an ongoing basis. Monthly reporting in terms of paragraph 44 of the SCM policy has been complied with. SCM has identified instances where the normal procurement processes can be followed to avoid having to follow the deviation process.

For the quarter under review, the total deviations approved by the Accounting Officer amounted to R 6 143 138.53, compared to the previous quarter's figure of R 2 652 321.12. This represents an increase compared to the previous quarter. It is noted that deviation values fluctuate during each period and will not necessarily reflect the same patterns.

The following graph shows the breakdown for the quarter under review:



(c) Logistics management

The system of logistics management must ensure the following:

(i) the monitoring of spending patterns on types or classes of goods and services incorporating, where practical, the coding of items to ensure that each item has a unique number;

(ii) the setting of inventory levels that includes minimum and maximum levels and lead times wherever goods are placed in stock;

(iii) the placing of manual or electronic orders for all acquisitions other than those from petty cash;

(iv) before payment is approved , certification by the responsible officer that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted in terms of a contract;

(v) appropriate standards of internal control and warehouse management to ensure that goods placed in stores are secure and only used for the purpose for which they were purchased;

(vi) regular checking to ensure that all assets including official vehicles are properly managed, appropriately maintained and only used for official purposes; and

(vii) Monitoring and review of the supply vendor performance to ensure compliance with specifications and contract conditions for particular goods or services.

Each stock item at the municipal stores, Dromedaris Street are coded and are listed on the financial system. Monthly monitoring of patterns of issues and receipts are performed by the Storekeeper.

Inventory levels were revised at the start of each financial year to ensure sufficient stock for normal operations. Regular checking of the condition of stock is performed.

As at 30 June 2019 the value of stock at hand was R 10 475 249.88. The stock turnover rate was 1.23 times, which is below the norm of 1.50 times. The quarterly stock count of 27 June 2019 revealed no redundant stock.

Shortages, surpluses and damaged stock were reported on. The quarterly report pertaining to the stock count will be submitted to the relevant portfolio committee, MAYCO and Council in due course.

(d) Disposal management

The system of disposal management must ensure the following:

(i) immovable property is sold only at market related prices except when the public interest or the plight of the poor demands otherwise;

(ii) movable assets are sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous;

(iii) Firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;

(iv) Immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;

(v) All fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed;

(vi) Where assets are traded in for other assets, the highest possible trade-in price is negotiated; and

(vii) In the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.

We are complying with section 14 of the MFMA which deals with the disposal of capital assets. The new bid process for the appointment of auctioneer is currently in the evaluation phase.

(e) Performance management

The SCM policy requires that an internal monitoring system be established and implemented in order to determine, on the basis of retrospective analysis, whether the SCM processes were followed and whether the objectives of the SCM policy were achieved.
The Accounting Officer has appointed the Internal Auditor as an independent observer. His task is only to observe the bidding process at a bid committee level and to report back to the Accounting Officer on the following issues:

- Compliance with chapter 11 of the Municipal Finance Management Act (Act 56 of 2003);
- Adherence to bid committee structures as stipulated in the Supply Chain Management regulations of 2005 and the Witzenberg Municipality's Supply Chain Management Policy;
- The applicable sections relating to points scoring and the evaluation of bids in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2005);
- Compliance with the code of conduct for Supply Chain Practitioners and Bid Committee Members; and
- To propose improvements to the bid committee system and process.

No meetings were attended by the Internal Audit section during this quarter therefore no report is available.

(f) Other matters

The SCM staff is equipped to comply with the provisions of the said regulations.

The following training/ workshops were attended by SCM staff during the quarter under review.

Presenter	Topic	Name of attendee(s) and position(s)	Date from	Date to
Provincial Treasury / Smart Procurement World	Annual Smart Procurement World Conference	M Frieslaar (Manager: SCM)	08/04/2019	10/04/2019
CIGFARO	Ethical leadership for maximum citizen impact through clean governance	M Frieslaar (Manager: SCM)	03/06/2019	04/06/2019

Furthermore:

(i) No awards were made to persons whose tax matters were not in order.

(ii) No awards were made to persons who are in the service of the state.

5. RECOMMENDATION

(a) That the Acting Chief Financial Officer submits the report to the Accounting Officer by 7 July 2019;
(b) That the Accounting Officer submits the report to the Executive Mayor by 10 July 2019;
(c) That the report serves before the relevant portfolio committee, the Executive Mayoral Committee and Council for information; and

(d) That the report be made available to the public in terms of section 21 A of the Municipal Systems Act (Act no 32 of 2000) after it has served before Council.

Yours sincerely

MG FRIESLAAR
MANAGER: SUPPLY CHAIN

RECEIPT OF REPORT:

.....
W P MARS
ACTING CHIEF FINANCIAL OFFICER

DATE: 03/07/2019

.....
D NASSON
ACCOUNTING OFFICER

DATE: 05/07/19

.....
CLLR B KLAASEN
EXECUTIVE MAYOR

DATE: 08/07/19

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

AUTHORITY FOR A SUBSTITUTE TO ACT

DEPARTMENT	**Finance**
DESIGNATION	**Director Finance**
DATE	**28 June 2019**

Copies to: Relevant Manager/ Director and Personnel file

1. Reason

The post of Director Finance is vacant.

2. Recommendation

I, A Raubenheimer, Acting Director Finance, recommend that **William Mars** who holds the permanent post of **Manager Financial Administration**, to act as **Director Finance** from 01 July 2019 until 09 July 2019.

SIGNATURE: _____ DATE: 28/06/2019

3. Delegation

I, David Nasson, Municipal Manager, hereby delegate authority to William Mars, **Manager Financial Administration**, to act as Director Finance from 01 July 2019 until 09 July 2019.

SIGNATURE: _____ DATE: 01/07/19

4. Acceptance

I, William Mars, undersigned, hereby accept the above delegation.

SIGNATURE: _____ DATE: 01/07/2019

AUTHORITY FOR A SUBSTITUTE TO ACT

DORPSTRAAT
STELLENBOSCH

15 Maart 2019

Die Munisipale Bestuurder
Witzenberg Munisipaliteit

Per e-pos: David@witzenberg.gov.za

Vir aandag: Mnr. David Nasson

Geagte mnr. Nasson

INSAKE: DORPSTRAAT ONTWIKKELINGSGELEENTHEID IN CERES

Weereens dankie vir die tyd en geleentheid wat u en u kollegas ons verlede week gegun het om ons voorlegging te doen. Dit was uit die staanspoor vir ons duidelik dat u die behoeftes van u gemeenskap op die hart dra en dat volhoubare groei tot voordeel van die dorp en omgewing u prioriteit is. Dit is ook Dorpstraat se beleggingsfilosofie en ons is opgewonde oor 'n moontlike geleentheid om saam met u en u span te werk.

Ons sou baie graag saam met u die voorlegging aan die stadsraad wou maak op 20 Maart, maar dit gaan ongelukkig nie moontlik wees vir my, Etienne of enige van ons kollegas om die vergadering by te woon nie. Ons het almal bestaande verpligtinge wat ons nie kon skuif nie.

Indien u voel dat die voorlegging steeds moet voortgaan op 20 Maart, sal ons dit waardeer as u dit sonder ons doen. Ons sal enige tyd beskikbaar wees om 'n opvolg voorlegging aan die stadsraad te doen indien nodig. Indien u voel dat die voorlegging moet oorstaan na 'n volgende geleentheid sal ons dit ook so aanvaar.

Addisionele informasie (op 'n hoe vlak) wat nie duidelik in ons voorlegging uiteengesit word nie, maar wat vir die Stadsraad van belang mag wees:

- Grootte van die ontwikkeling: Tussen 6 000 en 7 500 vkm
- Kapitaalinvestering: R120m tot R130m
- Geleentheid om nuwe kleinhandelaars na die dorp te trek, eerder as 'n blote hersirkulering van bestaande winkels in die dorp.
- Geleentheid om die bestaande rugby en krieket geriewe op te gradeer

- Geleentheid om met die opbrengs uit die grondtransakie die Landbougenootskap te versterk en te help om nuwe konferensiegeriewe te skep.
- Tydelike werksgeleenthede gedurende konstruksie vir plaaslike arbeid en vakmanne as subkontrakteurs, asook toegang tot opleiding en verbetering van kennis en vaardighede.
- Permanente werksgeleenthede na voltooiing van die projek in, onder andere:
    - Kleinhandel
    - Sekuriteit
    - Onderhoud, skoonmaakdienste en herstelwerk

Skakel gerus met my indien u enige verdere inligting benodig.

Die uwe
Jaco Fourie – Dorpstraat

DORPSTRAAT
STELLENBOSCH

AN INTRODUCTION TO THE DORPSTRAAT PROPERTY GROUP

WHAT WE DO

- Shopping centre development, including
  - Securing land
  - Design, layout and tenant mix
  - Cost and budget control
  - Finance raising
  - Leasing
- Asset management
  - We manage a portfolio of shopping centers on behalf of investors
  - Aim is to maximize value through hands on management, with a focus on growing the net income in a sustainable way.
- Property Investment
  - We take long term equity stakes in all of our projects through one of our property investment vehicles.
  - We have aligned ourselves with a number of investors and JV partners in order to facilitate these investments, including:
    - Nedbank Property Partners
    - Grindrod Bank
    - Hoskens Consoldated Int (HCI)
    - Redefine
    - Ashburton
    - The Moolman Group
    - POD Property Fund
    - ABSA AAM
    - Daleglen Properties
    - Egan Property Group

WHO WE ARE

Our history – Retail Africa

- Dorpstraat was founded in January 2014 by Jannie Kruger, Hannes Pickard, Etienne Eygenberger and Jaco Fourie, all former directors of Retail Africa.
- Jannie, Hannes and Etienne co-founded Retail Africa (with Angus Mackay) in 1999. Jaco joined the team in 2006 as financial manager and later as financial director.

- Between 1999 and 2013 they grew Retail Africa into one of the leading development management and leasing businesses in the country, with an exclusive focus on retail properties.
- During this time, they developed more than 50 shopping centres across South Africa, ranging from small neigbourhood centres to super regional malls.
- Some of the successful developments undertaking during this period includes:
    - Mountain Mill Centre – Worcester
    - Glengarry Village – Eversdal
    - Steenberg Village – Tokai
    - Weskus Mall – Vredenburg
    - Goldfields Mall – Welkom
    - Irene Village Mall – Pretoria
    - Kalahari Mall - Upington
    - Rapfund – this is a portfolio of some 15 convenience shopping centres situated in Cape Town, Johannesburg and Pretoria

Our history – Dorpstraat

- During 2013, the directors of Retail Africa made a strategic decision to unbundle Retail Africa which resulted in the establishment of 3 new property businesses, each independently owned and managed, namely:
    - Retail Africa Johannesburg – a leasing brokerage based in Melrose Arch and owned by our former leasing brokers
    - Retail Africa Cape Town – a development business based in Cape Town and owned by Angus Mackay, with a specific development focus in Africa.
    - Retail Africa Stellenbosch, which was rebranded to Dorpstraat, owned by Jannie, Hannes, Etienne and Jaco.
- Since its inception on 1 Januray 2014, Dorpstraat has developed (or re-developed) 16 new shopping centres with another 3 centres under construction.
- We have also expanded our investment business as long term owners of our centres.

OUR TEAM

Directors

- Jannie Kruger: Holds B.Comm and LLB degrees and started his property development career in the Woolworths property department. Left Woolworths to start Retail Africa in 1999. Strong business acumen and solutions driven, Jannie is actively involved across all our businesses, including leasing, design, asset managemnt and finance raising.

- Hannes Pickard: Holds a marketing degree and started his property career as a commercial leasing broker. Co-founded Retail Africa in 1999. Hannes has a special interest in art and design, and plays a critical part in creating the special look and feel that sets Dorpstraat properties apart.
- Etienne Eygenberger: Qualified town planner who was intergral to the Woolworths Foods roll out plan before leaving Woolworths to join Retail Africa in 2002. Etienne is a development expert who has overseen many of our successful developments over the years.
- Jaco Fourie: Chartered Accountant who joined Retail Africa from private practice in 2006. As group financial director Jaco provides financial support across all aspects of the business, with focus on financial modeling, cost controls and compliance.
- Sam Kelbrick: Quantity surveyor with industry experience as both a QS and a retailer as the former CEO of Safari & Outdoor. Sam joined Dorpstraat in 2015 as head of Asset Management where he oversees the ongoing management of our centres post completion.

Financial / portfolio managers: Line Knoetze and Mariska Laubscher
Asset managers: Johan Venter, Carina Steyn and Natasha vd Merwe
Leasing brokers: Michelle Engelbrecht (W. Cape), Vanessa Baruffol (Jhb) and Debbie Joubert (Pretoria)
Accountants: Janine Lucas and Tanita Talke
Office manager / PA: Wanda Meyer

WHY DORPSTRAAT?
Long term owners

- We take equity stakes in all our developments. Our development decisions are made with long term ownership in mind, therefore we ensure:
    - Quality workmanship
    - Functional and aesthetically pleasing design
    - Correct tenant mix to serve the needs of the community and to provide sustainable income and growth over time.
    - A product that the community will embrace and support as their own.

In-deph knowledge and experience

- Our directors have more than a combined 100 years of industry experience and have successfully developed in excess of 65 shopping centres as a team.
- Our team has a diverse and complimentary skills set.
- Intimate knowledge of retail principles and ongoing research to ensure we stay at the cutting edge of retail trends.

Industry relationships

- We have build up long lasting business relationships with all the major South African retailers, banks and industry professionals.

Cradle to grave involvement

- We manage every aspect of the project, from inception, securing the land, design, layouts and leasing, as well as capital raising and subsequent management of the centre post completion.

CURRENT PORTFOLIO

Please see annexure A – current portfolio for a list of buildings co-owned and managed by the Dorpstraat team.

ANNEXURE A

DORPSTRAAT GROUP

SHOPPING CENTRE PORTFOLIO - CURRENTLY UNDER MANAGEMENT

NAME	LOCATION	SIZE (sqm)	ANCHOR TENANTS	CAPITAL COST (AT TIME OF DEVELOPMENT)	FUND
Jean Crossing	Centurian	10,500	Pick 'n Pay, Woolworths	R150m	Directs
Cresta Crossing	Cresta, Jhb	5,000	Woolworths	R80m	Directs
Stellenbosch Lab	Stellenbosch	1,900	Mediclinic	R12m	Directs
Babcock Middelburg	Middelburg	10,000	Volvo / Babcock	R80m	Directs
Glengarry Village	Eversdal	10,000	Pick 'n Pay, Woolworths	R160m	Directs
Platinum Square	Rustenburg	32,000	Checkers Hyper, FLM	R350m	Directs
Whale Coast Mall	Hermanus	30,000	Checkers, Woolworths, FLM	R750m	Dorpstraat Property Fund
Kyalami Corner	Kyalami, Jhb	25,000	Checkers, Woolworths	R560m	Dorpstraat Property Fund
Laborie Sentrum	Paarl	4,000	Woolworths	R125m	Dorpstraat Property Fund
Stellenbosch Square	Stellenbosch	10,500	Pick "n Pay, Woolworths	R130m	Dorpstraat Property Fund
Northcliff Square	Linden, Jhb	5,000	Pick 'n Pay	R80m	Dorpstraat Property Fund
Rynfield Square	Benoni	5,000	Woolworths	R120m	Dorpstraat Property Fund
Canterbury Crossing	Randburg	5,000	Woolworths	R100m	Dorpstraat Property Fund
Douglasdale Square	Fourways, Jhb	5,000	Woolworths	R90m	Dorpstraat Property Fund
Eagle's Landing	Randpark, Jhb	4,000	Fruit & Veg	R41m	Dorpstraat Property Fund
Queenswood Quarter	Queenswood, Pretoria	12,000	Checkers, Woolworths, Dischem	R230m	DPI
Flamingo Square	Tableview, CT	5,000	Woolworths, Kwikspar	R75m	DRP
Eastdale Pavillion	Pretoria	4,000	Pick 'n Pay	R56m	DRP
Kalahari Mall	Upington	33,000	Checkers, Woolworths, Dischem, Superspar	R380m	HCI
Lynnridge Mall	Lynwood, Pretoria	16,000	Pick 'n Pay, Cyclelab	R280m	HCI
Olympus Village	Pretoria	7,500	Checkers	R135m	HCI
CURRENTLY UNDER DEVELOPMENT					
Haasendal Gables	Kuilsrivier	10,000	Superspar, Dischem	R195m	DCGF
Roberston Circle	Robertson	6,500	Checkers	R108m	DPI
Linden the Works	Linden, Jhb	3,000	Woolworths	R60m	Directs

16/2/R
/00/MM

WITZENBERG DEELNEMINGS TRUST
POSBUS 452
CERES
6835

DIE UITVOERENDE BURGEMEESTER
WITZENBERG MUNISIPALITEIT
CERES

DIE MUNISIPALE BESTUURDER
WITZENBERG MUNISIPALITEIT
CERES



Geagte Menere

I.S.: AANSOEK OM LANDBOUWATER ALLOKASIE 15HEKTAAR VREDEBES PLAAS

Ons vorige skrywes aan u aangaande bogenoemde het betrekking.

Graag doen ons weer hiermee navraag aangaande ons aansoek vir die 15hektaar landbouwater van Vredebes.

Soos vantevore aan u meegedeel is Witzenberg Deelnemingstrust 'n 100% swarteienaarskap landbou onderneming wat sy ontstaan het uit 'n toekenning van die Departement Landbou se grondhervormings insisiatief bekend as die LRAD projek.

Witzenberg Deelnemingstrust het tans net 10hektaar somerwater uit die Koekedouw skema en kon ons met die hulp van die Jobsfund projek daarin slaag om gedurende 2018 5hektaar nuwe Forelle pere aan te plant.

Ons is reeds voorlopig goedgekeur vir die aanplant van 'n verdere 5hektaar in hierdie jaar, maar sal die finale goedkeuring afhang van die beskibaarheid van water. In die lig daarvan is ons nou weer genoodsaak om by u en u Raad te pleit om die 15hektaar landbou water van Vredebes aan ons toe te ken.

Ons het die Stuurkommittee van die Jobsfund ook ingelig van ons aansoek by u en moet ons eersdaags aan hul verslag doen of ons aansoek suksesvol is.

Verder is die plantseisoen binne kort op hande en wil ons graag vroegtydig begin beplan, maar sal ons sukses en volhoubaarheid afhang van ons water beskikbaarheid.

C.M. Du Pl

Ons vertrou dat ons aansoek in die lig van bostaande u spoedige en goedgunstige oorweging sal geniet.

Met dank

.....

CYRIL DU PLESSIS (namens Witzenberg Deelnemingstrust)
076 350 5695

.....

25 Februarie 2019

.....

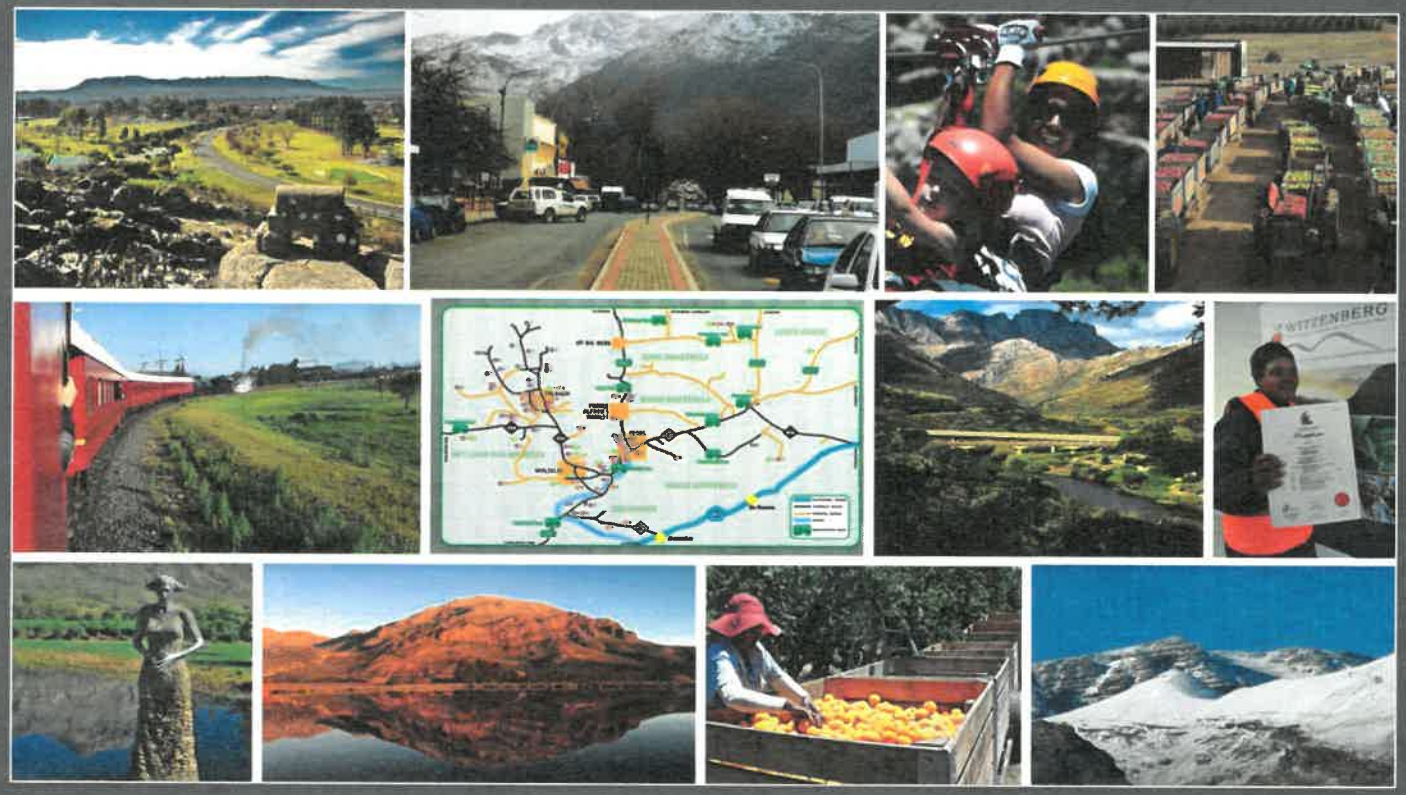
ONTVANG

WITZENBERG MUNICIPALITY

SPATIAL DEVELOPMENT FRAMEWORK

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

INCEPTION REPORT – MARCH 2019



Prepared by: Built Environment Partnership

Prepared for: Witzenberg Municipality

BUILT ENVIRONMENT PARTNERSHIP

CLIENT CONTACT

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Office

Witzenberg Municipal Offices

c/o Lyell Street and Voortrekker Street

Stellenbosch

Project No: 08/2/16/27

PROFESSIONAL TEAM CONTACT

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Black River Park

Observatory

Project No: W2019_002

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Abbreviations:

IDP – Integrated Development Plan

PMT – Project Management Team

RAP – Rural Area Plan

SDF – Spatial Development Framework

SPLUMA – Spatial Planning and Land Use Management Act

TOR – Terms of Reference

UDS – Urban Development Strategy

VAT – Value Added Tax

WM – Witzenberg Municipality

WCG – Western Cape Government

Appendices:

Appendix A: Project Programme

1. INTRODUCTION AND BACKGROUND

On the 12 February 2019, the Witzenberg Municipality (WM) appointed Built Environment Partnership (BEP) as the service provider to execute the review of the Witzenberg Spatial Development Framework (WMSDF). These actions and works undertaken to compile and complete the WMSDF, will be completed through the use of the Spatial Planning and Land Use Management Act (SPLUMA) and associated relevant regulations, including the Municipal Systems Act, Act 32 of 2000 and its regulations, and the Land Use Planning Act (Act 3 of 2014).

This appointment had followed BEPs response to the invitation to tender by Witzenberg Municipality. As per this response to the invitation, BEP will be the contracting party with the Witzenberg Municipality (WM) and will perform the roles of project leader, spatial planner and project manager. As a Cape Town based business, BEP's Observatory office will remain as the primary project office for the assignment.

2. PURPOSE

Spatial Development Frameworks (SDFs) provide spatial vision and plans that seek to influence the overall spatial distribution of current and future land use within a municipality or other described regions to give effect to the vision, goals and objectives of the municipal Integrated Development Plan (IDP) or related business plans of government. In the case of Witzenberg Municipality, the SDF must respond to the following:

- "How are the towns in Witzenberg Municipality going to develop over the next five, ten to thirty years? What kind of development will take place, where will it take place, and who will be responsible for what aspect of the development?".
- Align with the development priorities for Witzenberg Municipality, the emerging opportunities present and the Municipal budget considerations.
- Meet the requirements of the Municipal Systems Act, 2000 (MSA), the Spatial Planning and Land Use Management Act, 2013 (SPLUMA) and the Western Cape Land Use Planning Act, 2014 (LUPA).
- Align and give prescient to priority infrastructure needs for current and future capital investment, and to ensure that priority infrastructure needs are met.

This document serves as the Inception Report, outlining key aspects of the tasks to be undertaken in attending to the brief. The Inception Report incorporates the:

- detailed Terms of Reference and general objectives of the project;
- detailed work breakdown and program; and
- composition and remuneration of the professional team.

3. PROJECT BRIEF

The WM have appointed BEP as the service provider to review the WMSDF as approved in September 2012. The new WMSDF should address the Municipality's 5-year cycle in making Witzenberg Municipality a municipality that cares for its community and creates growth and opportunities.

The WMSDF will be aligned with relevant national, provincial and regional SDFs, and comply with the requirements for SDFs specified in the:

- MSA (Act 32 of 2000);
- SPLUMA (Act 16 of 2013);
- LUPA (Act 3 of 2014); and
- And where applicable, as well as from the, SDF Guideline of the Department of Rural Development and Land Reform.

This list is not exhaustive, as the professional team will make additional recommendations when further studies are made.

We understand that the work should be informed by:

- The current Witzenberg Spatial Development Framework (SDF) and other national and provincial plans and frameworks related to common direction for growth and development, including the National Development Plan, and OneCape 2040.
- The Western Cape Provincial Spatial Development Framework (2014), and supporting studies related to the growth potential of towns, the financial sustainability of existing growth patterns, heritage and scenic resources, and so on.
- The WM Integrated Development Plan (IDP) and its various sector plans and strategies (including infrastructure master and sector plans, local economic development strategies/ plans, transport, and human settlement plans).
- The SPLUMA Compliance Assessment.
- The existing SDFs of adjoining municipalities.
- The Cape Winelands SDF.
- Various national, provincial and district-based biodiversity and ecosystem and coastal management frameworks, including the Review of Biodiversity Mainstreaming in SDFs framework.
- All other spatial and sectoral policy documents as prescribed by WM.

Apart from the normal requirements of SDFs, the analysis and proposals will specifically address:

- infrastructure (for each settlement) and capacity of engineering services;
- economics;
- housing market and community facility needs;
- environmental opportunities and constraints;
- heritage and biodiversity matters;
- settlement reconstruction to addresses urban and rural problems;
- integration;
- capital investment;
- current land use;
- land availability;
- growth potential;
- agricultural resources; and
- existing and anticipated private and public development.

Analysis and proposals should differentiate between the needs and potentials of the municipal area as a whole, as well as different settlements and rural areas.

BEP as the service provider will be responsible for managing all facets of the project deliverables, including:

- The drafting and, circulation and presentation of invitations, agendas, minutes, materials, maps, and reports to enable and conclude the process of developing the WMSDF (following directives of the WM and as contained in the tender document).
- Engagement with the relevant officials of the WM, other municipalities, national and provincial departments, and special purpose bodies in support of the project.
- Active participation in and support for the work of a Project Management Team (PMT), including making presentations and progress reports.
  A public participation process as per legislative requirements of SPLUMA, LUPA and NEMA.



4. PROJECT DELIVERABLES

A broad identification of key deliverables for this appointment is as follows in table 1 below. It is important to note that while the periods have been identified per a phase, these phases are not exclusive of one another.

Throughout the completion of the SDF, the status quo will be adapted as information is received. However, while working on Phase 4 (Status Quo Synthesis) attention will be granted to Phase 5 (the Spatial Concept and Strategy). Phase 4 and Phase 5 take place as co-relating phases in completing the SDF. Similarly, the tasks required for the completion of Phase 6 (Draft SDF with Capital Expenditure Framework and Implementation Plan), will require prior thinking and ground work to be done in Phase 5 (Spatial Concept and Strategy). As such Phase 6 and Phase 5 are co-related in completing and compiling the SDF.

The phases below are key to understanding the deliverables needed to complete the project. As such, the required consultation with the client will take place at the end of each phase. This will take place after the municipality and associated departments have had time to review and approve work completed at that particular phase.

Public participation will be required and are scheduled at the end of phase 5 (Spatial Concept and Strategy) and again at the end of phase 6 (Draft SDF and Implementation). Before these pieces of work are made available to the public, the WM and associated Departments will be able to review and provide comments for amendments, where applicable and/or needed.

Table 1: Project deliverables

DELIVERABLE	ACTIVITIES	PERIOD
Phase 1: Project Inception (Inception Report)	• Project kick-off meeting. • Collection of base information. • Stakeholder Engagement. • Establish Project Management Team. • Project Inception Report.	**April 2019**
Phase 2: Legislative Policy Review	• Distill legislative and policy context. • Review of existing IDP and sector plans. • Discussions with sector departments on relevant sector plans.	**May 2019**
Phase 3: Principles and Draft Vision	• Formulation of core principles directing the work. • Development of a draft spatial vision for the municipal area. • **WM and Associated Departments to Review and Approve Principles and Draft Vision.**	**May 2019**
Phase 4: Status Quo Synthesis ***(SDF Status Quo)***	• This phase will take place take place during the same time as Phase 3 and Phase 5. • Review of the existing IDP and sector plans (in terms of spatial implications). • Analysis of biophysical environment. • Analysis of socio-economic environment. • Analysis of built environment. • Analysis of institutional/ resource context. • Preparation of draft status quo report (including a synthesis of challenges and opportunities). • **WM and Associated Departments to Review and Approve Status Quo**	**June 2019**
Phase 5: Spatial Concept and Strategy ***(Public Participation Report)***	• Formulation of a conceptual framework based on the synthesis of challenges and opportunities identified. • Updating of the draft vision. • Development of spatial strategies in support of concept/ vision, mitigating challenges and unlocking opportunities. • **WM and Associated Departments to Review and Approve Spatial Concept and Strategy.** • Public participation on concept and strategy (including five area-based meetings).	**June 2019**
Phase 6: Draft SDF with Capital Expenditure Framework and	• Development of more detailed proposals for the overall municipality and its parts, including composite and area focused.	**Jan 2020**

Implementation Plan ***(Draft SDF)***	plans (presented in the form of drawn plans and writing). • Development of policies in support of MSDF implementation. • Development of guidelines in support of MSDF implementation. • Development of a capital investment framework that identifies and prioritises initiatives. • Definition of the sectoral/ service area requirements required for implementation. • Identification of necessary amendments to the land use management system/ scheme. • Specification of implementation targets and key indicators. • Specifications of institutional arrangements and partnerships required in the implementation process. • Align the SDF with the Witzenberg Long term Financial Plan and IDP 2019-2020. • **WM and Associated Departments to Review and Approve draft SDF.** • Public participation related to the draft SDF with Capital Expenditure Framework and Implementation Framework. • Preparation of spatial input for the draft IDP.	
Phase 7: Final SDF ***(Approved SDF)***	• Refinement, updating and finalization of the draft SDF (and implementation framework) based on stakeholder engagement/ inputs. • Preparation of summary brochures, pamphlets or posters of relevant spatial concepts, principles, and proposals. • Submission of final SDF report to local municipal officials/ Council for approval.	**April 2020**

5. WORK PROGRAMME

The Witzenberg Spatial Development Framework Project's Scope of Work has been split into eight separate project phases and forms the core focus areas of the work phase methodology. With an additional last phase included for administrative purposes. These phases were drawn up to compartmentalize how the project team will go about completing the SDF, and through this provision for key aspects of the SDF. These proposed work phases are shown in the table below.

Table 2: High-level programme

WBS	TASK NAME	DURATION	START	FINISH
0	**Witzenberg SDF Draft Programme**	**352 days**	**Thu 10/25/18**	**Tue 4/21/20**
1	**Tender Submission and Award**	**66 days**	**Thu 10/25/18**	**Tue 2/12/19**
2	**PHASE 1: PROJECT INCEPTION**	**37 days**	**Wed 2/13/19**	**Thu 4/4/19**
3	**PHASE 2: LEGISLATIVE AND POLICY REVIEW**	**32 days**	**Tue 2/26/19**	**Wed 4/10/19**
4	**PHASE 3: PRINCIPLES AND DRAFT VISION**	**31 days**	**Thu 4/4/19**	**Wed 5/22/19**
5	**PHASE 4: STATUS QUO SYNTHESIS**	**49 days**	**Wed 3/27/19**	**Fri 6/7/19**
6	**PHASE 5: SPATIAL CONCEPT AND STRATEGY**	**45 days**	**Mon 6/3/19**	**Mon 8/5/19**
7	**PHASE 6: DRAFT SDF WITH CAPITALEXPENDITURE FRAMEWORK AND IMPLEMENTATION FRAMEWORK**	**110 days**	**Thu 8/8/19**	**Fri 1/31/20**
8	**PHASE 7: FINAL SDF**	**45 days**	**Mon 2/3/20**	**Fri 4/3/20**
9	**PHASE 8: RECONCILIATION AND CLOSE OUT**	**10 days**	**Mon 4/6/20**	**Tue 4/21/20**

6. CONSULTATION PLAN

The meetings below are in accordance with SPLUMA and section 4(b) of the Witzenberg Land Use Planning By-Law. These meetings will be held with the PMT, as decided upon by the municipalities. These dates have been estimated provisionally in the section below. They will take place post the reviews of progress made at that stage. This progress will be sent to the municipalities as per the project deliverables in section 4 of this report, and detailed program as per Appendix A. As per the municipalities request invitations will be sent out to the respective parties.

Table 3: Estimated Dates for Consultation Meetings

MEETING	DISCUSSION POINTS	EST. DATES
1st PMT	Discuss and Review Principles and Draft Vision	End May 2019
2nd PMT	Discuss and Review Status Quo	Beginning June 2019
3rd PMT	Discuss and Review Spatial Concept and Strategy	End July 2019
4th PMT	Discuss and Review Draft SDF with capital expenditure framework and implementation plan	End September 2019
5th PMT	Discuss and Review disputes or changes resulting after public participation process	February 2020

7. PROJECT PLAN

The detailed project plan is attached as Appendix A.

8. ROLES AND RESPONSIBILITIES

7.1. Service provider responsibility

In terms of the roles and responsibilities of BEP, the below have been identified and will be adhered to:

- Full management of the project and its deliverables, including any sub-deliverables.
- Full engagement with the Town Planning and Building Control Manager at WM, as well as other departments, at all stages of the project and as required.
- Preparing the draft invitation and agenda to all meetings.
- The taking and drafting of minutes of all meetings.
- Consultations/engagements to be had with the following:
    - Project Management Team;
    - Relevant government Departments; and
    - WM, and associate Departments.
- An appropriate public participation as per the legislative requirements of SPULMA and LUPA.
- Presenting detailed monthly project progress reports at PMT meetings.
- Presenting progress and substantive reports on different aspects of the WMSDF at the PMT meetings.
- Invoice must accompany the submission of each progress report. The invoice for each phase as well as the total project cost must include VAT, all professional fees, disbursements and special inputs.

7.2. Client responsibility

In general terms, the WM will be responsible for:

- Contractual and financial control.
- Project leadership and management of critical path aspects.
- Sharing GIS, and both municipal and supporting documentation
- Inputs and acceptance of all project deliverables.
- Comment, technical assessment and vetting of all draft products.
- Assisting the service provider with the organization of all structured meetings.
- Assisting the service provider with logistical arrangements including invitations, booking of venues and communication of timeslots.
- Assisting the service provider with the coping of documents as may be necessary prior to and after meetings and any workshops.

Any aspect that may arise during the execution of the project and agreed upon by both parties.

9. PROJECT INSTITUTIONAL ARRANGEMENTS

Project institutional arrangements comprise:

- The service provider to report to the WM Town Planning and Building control manager.
- Establishment of a Project Management Team (PMT) between the municipality, the service provider and any other stakeholders that these parties deem relevant.
- The WM Town Planning and Building control manager will chair and facilitate PMT meetings.
- The PMT will monitor the progress of the project and be a forum for the discussion of issues, debating proposals, and directing the project.
- The PMT will meet on a monthly basis (or as otherwise mutually agreed) to discuss administrative matters to ensure effective service delivery and adherence to contractually agreed project timelines and deliverables.
- The service provider will be responsible for presenting detailed monthly project progress reports at PMT meetings (if no PMT is held, the service provider will still be required to submit the monthly project progress report to the WM Town Planning and Building Control.
- The WM Town Planning and Building Control Manager will chair and facilitate PMT meetings.
- The PMT, comprising of relevant service representatives of WM, Directorates of WM relevant departments, planning representatives from adjacent Municipalities and other relevant parties, will support the planning process.
- The PMT will enhance programs and project co-ordination between WCG, municipalities and other stakeholders.
- The PMT will meet on a quarterly basis (or as otherwise mutually agreed to) to discuss policy issues and the alignment of planning, budgeting and implementation.
- The service provider will be responsible for presenting progress and different aspects of the WMSDF at the PMT meetings.
- The WM Town Planning and Building Control Manager will enable and facilitate meetings and ad-hoc presentations to other consultative structures and stakeholders as and when required.
- PMT meetings will be held at the Witzenberg Municipal offices (with venues and catering to be arranged by the Town Planning and Building Control Manager).
- The service provider will be responsible for preparing the draft Invitation and agenda to all meetings, while the WM Town Planning and Building Control Manager will be responsible for issuing the invitations to participants to attend to relevant meetings and the distribution of the minutes.
- The WM will be responsible for any publications/advertisements and associated costs related to the WMSDF. Publications/advertisements are to be compliant with the prescripts of SPLUMA and LUPA.

10. TECHNICAL REQUIREMENTS

The technical submission specifications of the final Spatial Development Framework comprise:

- Five (5) A3/A4 hard colour copy reports with explanatory maps and diagrams, tables, figures, graphs in easy printable format (MS-Word/Excel).
- One (1) electronic copy of the report with explanatory maps and diagrams, tables figures, graphs in MS Word and PDF format on CD/DVD.
- Compatible GIS database.

- Maps diagrams, tables, figures, graphs and geographical Information system requirements:
    - All data must be provided in the MS Word, document should be in the applicable format (ie. diagrams, tables, figures, graphs etc.);
    - Capture spatial data of different sectors on different layers in GIS; and
    - Integrate and convey all information spatially on maps; and
    - Link additional data to the GIS.

Further:

- The service provider must submit a project plan (detailed work breakdown structure), indicating major phases, work activities and deliverables to be undertaken, including the estimated time required for each task and a detailed cost breakdown structure of the project.
- Monthly progress reports must be submitted in writing and electronic format to the WM until completion of the project.

11. FINANCIAL PROPOSAL

11.1 Summary cost of pricing schedule

The summary of the cost per deliverable as aligned to the tender specifications is below.

Table 4: Cost Pricing Schedule

ITEM	DESCRIPTION	%	PRICE (INCL VAT)
1	Inception Report/Process Plan	15%	R134, 069.43
2	SDF Status Quo	15%	R134, 069.43
3	Public Participation Report	20%	R178, 759.25
4	Draft SDF submitted	25%	R223, 449.06
5	Adoption of SDF	25%	R223, 449.06
Total Price (incl VAT)		**100%**	**R893, 796.23**

11.2 Cash flow projections

The estimated cash flow projection (including disbursements) per quarter is given in the table below. The cash flow projections will be updated on a quarterly basis. With the programme on a monthly basis where and if needed. These will be complemented with a monthly progress report, with updates for the month.

Table 5: Cash Flow Projections

Item	Description	2019 Q1	2019 Q2	2019 Q3	2019 Q4	2020 Q1	Total
1	Inception Report	116 582,12	-	-	-	-	116 582,12
2	SDF Status Quo	-	116 582,12	-	-	-	116 582,12
3	Public Participation Report	-	-	155 442,82	-	-	155 442,82
4	Draft SDF Submitted	-	-	-	194 303,53	-	194 303,53
5	Adoption of Final SDF	-	-	-	-	194 303,53	194 303,53
	Subtotal (VAT Excl)	**116 582,12**	**116 582,12**	**155442,82**	**194 303,53**	**194 303,53**	**777 214,12**
	Cumulative (VAT Excl)	**116 582,12**	**233 164,24**	**388 607,06**	**582 910,59**	**777 214,12**	**777 214,12**
	Subtotal (VAT Incl)	**134 069,43**	**134 069,43**	**178 759,25**	**223 449,06**	**223 449,06**	**893 796,23**
	Cumulative (VAT Incl)	**134 069,43**	**268 138,86**	**446 898,11**	**670 347,17**	**893 796,23**	**893 796,23**

11.3 Pricing Assumptions

This proposal is prepared with the following pricing assumptions:

General assumptions

- Scope changes will be subject to negotiation and agreement between all parties concerned. No additional tasks or activities will be conducted prior to written approval of the WM.
- All existing information and reports will be provided to BEP upon appointment (electronic copies would be preferred).

- Aerial photography and layout plans will be provided to BEP upon appointment (Electronic copies would be preferred).
- All project documents will be provided by BEP in electronic Microsoft Word and PDF format. The hard copy project documents will be in the format of good industry practice and ring bound.

Project management assumptions

- Regular on-time client and other meetings will be held as agreed to and scheduled in the project programme.
- The client and the relevant role-players will provide all requested information within five business days of such a request.
- Consultation Meetings will be communicated ahead of the time, to provide all relevant parties an opportunity to review the work completed at that phase.
- The client will provide comments and approvals to documents submitted by BEP in accordance with the project programme, or where no duration is indicated, within five business days. If no formal written response or approval (by email or otherwise) is received within five business days, it will be assumed that the client accepts that BEP may continue with the next task and that there are no changes required to the completed work.

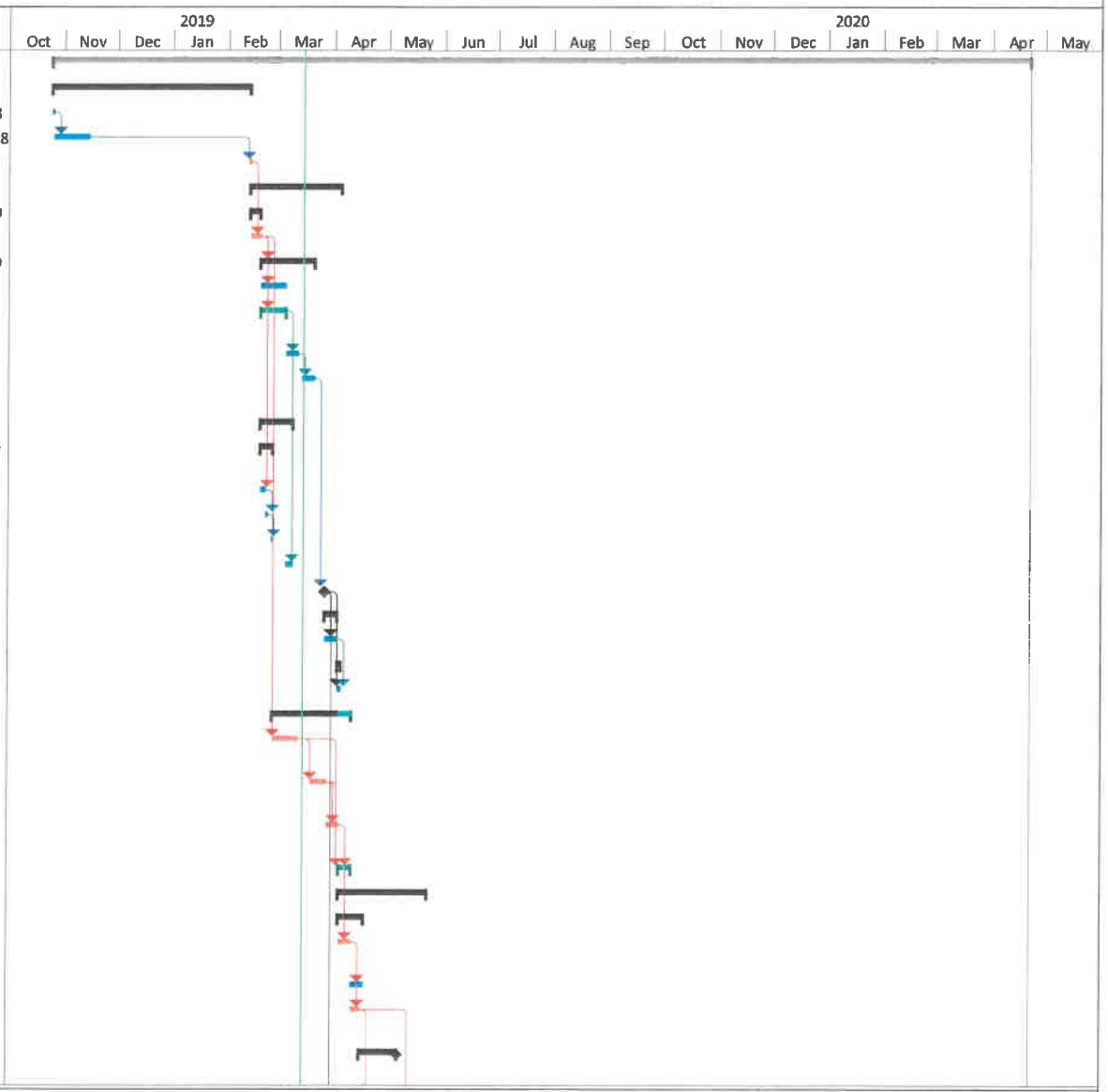
Specific pricing and payment assumptions

- It is understood that the client will avail venues for all stakeholder engagements and that BEP would not be expected to pay for any venue hire, transport, accommodation and refreshments for those attending.
- The pricing is based on the proposed project programme. It is assumed that the implication of any amendments to the programme or significant delays will be assessed and addressed.
- The pricing is based on the known requirements and resource to provide the deliverables.

APPENDIX A: PROJECT PROGRAMME

Witzenberg SDF_Project Programme_Final 4_RK_13032019_v3

ID	WBS	Task Name	Duration	Start	Finish
0	0	**Witzenberg SDF Draft Programme**	**352 days**	**Thu 10/25/18**	**Tue 4/21/20**
1	1	**Tender Submission and Award**	**66 days**	**Thu 10/25/18**	**Tue 2/12/19**
2	1.1	Submission of Tender	1 day	Thu 10/25/18	Thu 10/25/18
3	1.2	Adjudication and Award	14 days	Fri 10/26/18	Wed 11/14/18
4	1.3	Appointment	1 day	Tue 2/12/19	Tue 2/12/19
5	2	**PHASE 1: PROJECT INCEPTION**	**37 days**	**Wed 2/13/19**	**Thu 4/4/19**
6	2.1	**Inception Report**	**4 days**	**Wed 2/13/19**	**Mon 2/18/19**
7	2.1.1	Project Kick-off Meeting	4 days	Wed 2/13/19	Mon 2/18/19
8	2.2	**Drafting and submission of Inception Report**	**22 days**	**Tue 2/19/19**	**Wed 3/20/19**
9	2.2.1	Establish project institutional arrangements	10 days	Tue 2/19/19	Mon 3/4/19
10	2.2.2	Compile base interested and affected list of internal and external stakeholders	10 days	Tue 2/19/19	Mon 3/4/19
11	2.2.3	Prepare Stakeholder Engagement Plan	5 days	Tue 3/5/19	Mon 3/11/19
12	2.2.4	Prepare Project Plan - deliverables, meetings and workshops	5 days	Thu 3/14/19	Wed 3/20/19
13	2.3	**Base Information**	**14 days**	**Tue 2/19/19**	**Fri 3/8/19**
14	2.3.1	**Project Information Warehouse Specifications and Protocols**	**5 days**	**Tue 2/19/19**	**Mon 2/25/19**
15	2.3.1	Collection of GIS Data	3 days	Tue 2/19/19	Thu 2/21/19
16	2.3.1	Compatibility of GIS Database	1 day	Fri 2/22/19	Fri 2/22/19
17	2.3.1	Linking additional data to GIS	1 day	Mon 2/25/19	Mon 2/25/19
18	2.3.2	Set-up of Base Maps	4 days	Tue 3/5/19	Fri 3/8/19
19	2.4	Project Inception Meeting and sign-off	1 day	Tue 3/26/19	Tue 3/26/19
20	2.5	**Stakeholder Engagement**	**5 days**	**Wed 3/27/19**	**Tue 4/2/19**
21	2.5.1	Register relevant stakeholders to engage on SDF	5 days	Wed 3/27/19	Tue 4/2/19
22	2.6	**Project Committee**	**2 days**	**Wed 4/3/19**	**Thu 4/4/19**
23	2.6.1	Establish Project Committee	2 days	Wed 4/3/19	Thu 4/4/19
24	3	**PHASE 2: LEGISLATIVE AND POLICY REVIEW**	**32 days**	**Tue 2/26/19**	**Wed 4/10/19**
25	3.1	Distill legislative and policy context (incl. existing spatial initiatives	10 days	Tue 2/26/19	Mon 3/11/19
26	3.2	Discussions with sector departments on relevant sector plans/ policies	7 days	Tue 3/19/19	Wed 3/27/19
27	3.3	Framing spatial directives and identifying catalytic/strategic projects	5 days	Thu 3/28/19	Wed 4/3/19
28	3.4	WM Review and approval	5 days	Thu 4/4/19	Wed 4/10/19
29	4	**PHASE 3: PRINCIPLES AND DRAFT VISION**	**31 days**	**Thu 4/4/19**	**Wed 5/22/19**
30	4.1	**Formulation of core principles directing the work**	**10 days**	**Thu 4/4/19**	**Wed 4/17/19**
31	4.1.1	Interpretation of the implications of SPLUMA, IUDF, WM IDP and SDF principles	5 days	Thu 4/4/19	Wed 4/10/19
32	4.1.2	An agreed set of principles to guide the SDF	5 days	Thu 4/11/19	Wed 4/17/19
33	4.1.3	Role and position of WM within Regional, Provincial, National and International context	3 days	Thu 4/11/19	Mon 4/15/19
34	4.2	**Development of a draft spatial vision for the municipal area**	**12 days**	**Tue 4/16/19**	**Mon 5/6/19**



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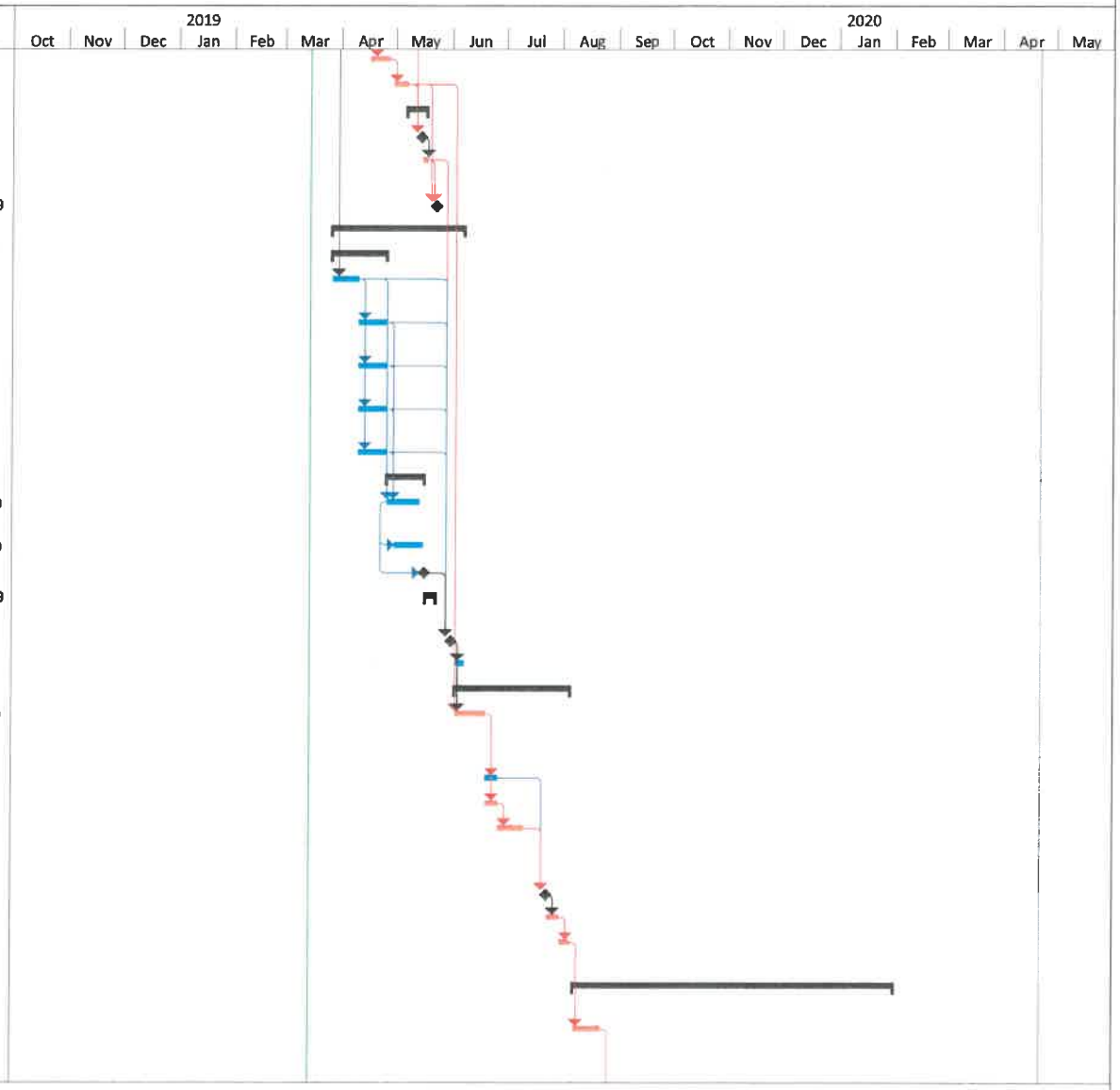
Deadline

ID	WBS	Task Name	Duration	Start	Finish
35	4.2.1	Preparation of draft spatial vision	7 days	Tue 4/16/19	Fri 4/26/19
36	4.2.2	Diagramatic illustration of draft spatial vision	5 days	Mon 4/29/19	Mon 5/6/19
37	**4.3**	**WM Review and approval**	**8 days**	**Tue 5/7/19**	**Fri 5/17/19**
38	4.3.1	Presentation of findings to Project Committee	5 days	Tue 5/7/19	Tue 5/14/19
39	4.3.2	Incorporate PC/Stakeholder input into WM SDF Draft Vision	3 days	Wed 5/15/19	Fri 5/17/19
40	4.4	WM Review and approval	3 days	Mon 5/20/19	Wed 5/22/19
41	**5**	**PHASE 4: STATUS QUO SYNTHESIS**	**49 days**	**Wed 3/27/19**	**Fri 6/7/19**
42	**5.1**	**Synopsis of Status Quo**	**20 days**	**Wed 3/27/19**	**Thu 4/25/19**
43	5.1.1	Review of the existing IDP and sector plans (in terms of spatial implications).	10 days	Wed 3/27/19	Tue 4/9/19
44	5.1.2	Review of existing environmental documentation and reports	10 days	Wed 4/10/19	Thu 4/25/19
45	5.1.3	Review of existing socio-economic reports and documentation	10 days	Wed 4/10/19	Thu 4/25/19
46	5.1.4	Review of exising built environment policies (IZS, Overlay Zones, Heritage etc.)	10 days	Wed 4/10/19	Thu 4/25/19
47	5.1.5	Review of existing institutional/ resource context	10 days	Wed 4/10/19	Thu 4/25/19
48	**5.2**	**Spatial Reflection**	**13 days**	**Fri 4/26/19**	**Thu 5/16/19**
49	5.2.1	Spatial representation and mapping of status quo findings	10 days	Fri 4/26/19	Mon 5/13/19
50	5.2.2	Spatial reflection of infrastructure projects	10 days	Tue 4/30/19	Wed 5/15/19
51	5.2.3	Spatial reflection of Capital Grant Funding	10 days	Thu 5/2/19	Thu 5/16/19
52	**5.3**	**Gap analysis - review of spatial data and updating of layers**	**4 days**	**Fri 5/17/19**	**Wed 5/22/19**
64	5.4	Draft and Submit Status Quo Synopsis	10 days	Mon 5/20/19	Fri 5/31/19
65	5.5	WM Review and approval	5 days	Mon 6/3/19	Fri 6/7/19
66	**6**	**PHASE 5: SPATIAL CONCEPT AND STRATEGY**	**45 days**	**Mon 6/3/19**	**Mon 8/5/19**
67	6.1	Formulation of a conceptual framework based on the synthesis of challenges and opportunities identified	12 days	Mon 6/3/19	Wed 6/19/19
68	6.2	Consolidation of Mapping	5 days	Thu 6/20/19	Wed 6/26/19
69	6.3	Updating of Draft Vision	5 days	Thu 6/20/19	Wed 6/26/19
70	6.4	Development of spatial strategies in support of concept/ vision, mitigating challenges and unlocking opportunities	10 days	Thu 6/27/19	Wed 7/10/19
71	6.5	Draft and Submit SDF Concept Report	9 days	Thu 7/11/19	Tue 7/23/19
72	6.6	WM Review and approval	5 days	Wed 7/24/19	Tue 7/30/19
73	6.7	Public Participation (5 Focus Groups/Registered Stakeholders) on concept and strategy	4 days	Wed 7/31/19	Mon 8/5/19
74	**7**	**PHASE 6: DRAFT SDF WITH CAPITAL EXPENDITURE FRAMEWORK AND IMPLEMENTATION FRAMEWORK**	**110 days**	**Thu 8/8/19**	**Fri 1/31/20**
75	7.1	Development of more detailed proposals for the overall municipality and its parts, including composite and area focused plans	10 days	Thu 8/8/19	Thu 8/22/19



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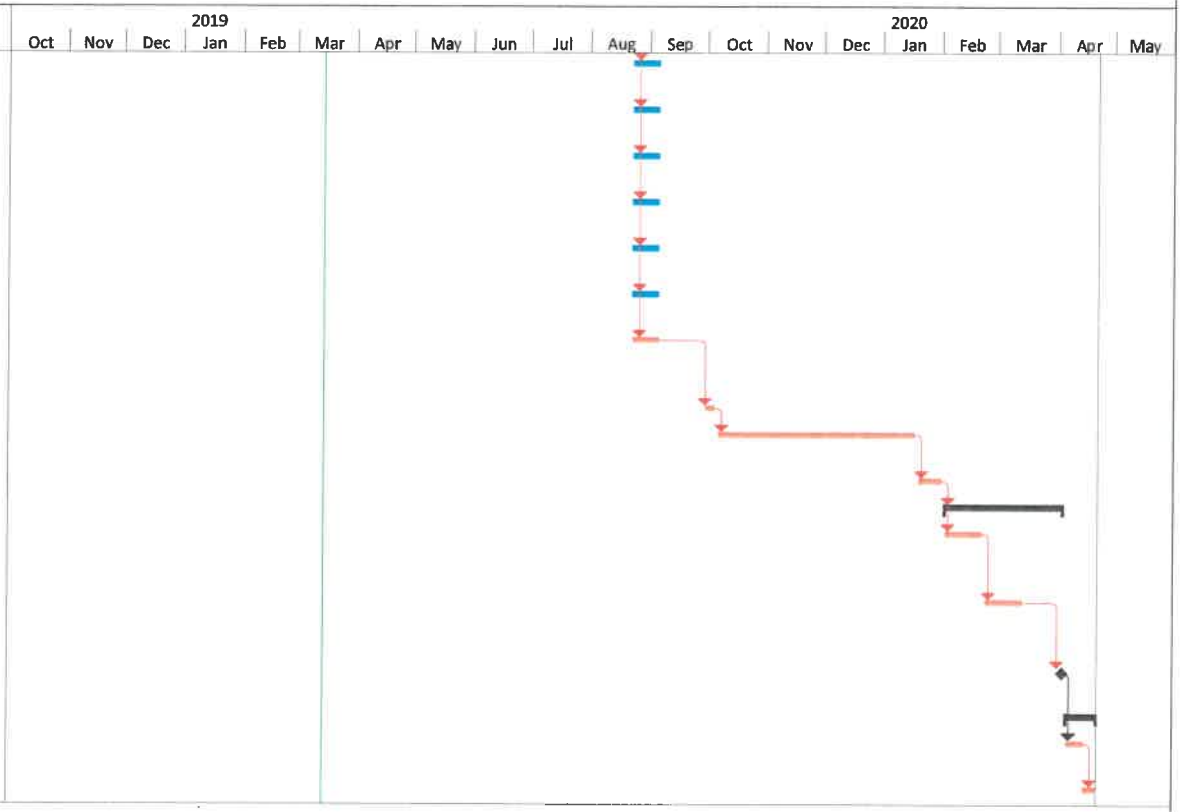
ID	WBS	Task Name	Duration	Start	Finish
76	7.2	Development of policies in support of WMSDF implementation	10 days	Fri 8/23/19	Thu 9/5/19
77	7.3	Development of guidelines in support of WMSDF implementation	10 days	Fri 8/23/19	Thu 9/5/19
78	7.4	Development of a capital investment framework that identifies and prioritises initiatives	10 days	Fri 8/23/19	Thu 9/5/19
79	7.5	Definition of the sectoral/ service area requirements required for implementation	10 days	Fri 8/23/19	Thu 9/5/19
80	7.6	Identification of necessary amendments to the land use management system/ scheme	10 days	Fri 8/23/19	Thu 9/5/19
81	7.7	Specification of implementation targets and key indicators	10 days	Fri 8/23/19	Thu 9/5/19
82	7.8	Specification of institutional arrangements and partnerships required in the implementation process	10 days	Fri 8/23/19	Thu 9/5/19
83	7.9	WM Review and approval of Draft SDF	5 days	Mon 9/30/19	Fri 10/4/19
84	7.10	Public Submit Written Representations as per SPLUMA	60 days	Mon 10/7/19	Fri 1/17/20
85	7.11	Preparation of spatial input for the draft IDP	10 days	Mon 1/20/20	Fri 1/31/20
86	8	**PHASE 7: FINAL SDF**	**45 days**	**Mon 2/3/20**	**Fri 4/3/20**
87	8.1	Refinement, updating and finalisation of the draft SDF (and implementation framework) based on stakeholder engagement/ inputs	15 days	Mon 2/3/20	Fri 2/21/20
88	8.2	Preparation of summary brochures, pamphlets or posters of relevant spatial concepts, principles, and proposals	15 days	Mon 2/24/20	Fri 3/13/20
89	8.3	Submission of final SDF report to local municipal officials/ Council for approval	15 days	Mon 3/16/20	Fri 4/3/20
90	9	**PHASE 8: RECONCILIATION AND CLOSE OUT**	**10 days**	**Mon 4/6/20**	**Tue 4/21/20**
91	9.1	Preperation of submission of final report and information	5 days	Mon 4/6/20	Tue 4/14/20
92	9.2	Project closeout	5 days	Wed 4/15/20	Tue 4/21/20



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PROVINCIAL NOTICE

WITZENBERG MUNICIPALITY: ZONING SCHEME BY-LAW

P. N. xxx../201x (*insert date* 2019)

The Witzenberg Municipality makes the Zoning Scheme By-law set out in the Schedule in terms of section 12 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)

SCHEDULE

ZONING SCHEME BY-LAW

To regulate and control municipal land use zoning.

ARRANGEMENT OF SECTIONS AND SCHEDULES

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2. Application of zoning scheme
3. Purpose of zoning scheme
4. Components of zoning scheme
5. Use zones
6. Zoning scheme map
7. Transition to new use zones and savings
8. Rectification of errors on zoning scheme map
9. Zoning scheme register
10. Primary uses
11. Consent uses
12. Temporary departures
13. Non-conforming uses
14. Deemed zoning of closed public places

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34. Parapet walls
35. Chimneys
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1. Subdivisional area overlay zone
2. Special planning area overlay zone
3. Conservation area overlay zone

SCHEDULE 4

ZONING TRANSITION TABLE

CHAPTER 1
INTERPRETATION

Definitions

1. In this By-law, unless the context indicates otherwise, the following words shall have the meaning assigned to them below:

"ancillary" means a land use, purpose, building, structure or activity which is directly related to, and subservient to, the lawful dominant use of the property;

"antenna" means any system of wires, poles, rods, reflective surfaces or similar devices, used to transmit or receive electronic communication signals or electro-magnetic waves;

"applicant" means a person who makes application in terms of the Planning By-Law;

"atrium" means a covered courtyard that—
(a) comprises a void within a building that extends for one or more floors in height that contains a floor and roof or ceiling; and
(b) does not contain floors that penetrate into the void;

"balcony" means a floor projecting outside a building at a level higher than that of the ground floor, enclosed only by low walls or railings or by containing walls of rooms abutting the projecting floor, and may include a roof over the projecting floor and pillars supporting the roof;

"bar" refer to definition of pub;

"base zone" means the zone that determines the lawful land use and development parameters for a land unit in terms of this zoning scheme, before the application of any overlay zone;

"basement" means that portion of a building with a ceiling level which does not protrude more than one metre at any point above natural ground level excluding excavations required for access purposes;

"boundary" in relation to a land unit means one or more of the cadastral lines separating the land unit from another land unit or from a road reserve;

"boundary wall" means any wall, fence or enclosing structure erected on or directly next to a cadastral property boundary, including entrance gates and doors;

"braai room" means a room that is part of the main dwelling or outbuildings and that is used primarily for entertainment purposes and where food and drinks may be prepared, but excludes a kitchen;

"building" without in any way limiting its ordinary meaning, includes—
(a) a roofed structure;
(b) an external stair, step or landing of a building and any gallery, canopy, balcony, stoep, verandah, terrace, porch or similar feature of a building;
(c) a wall or railing enclosing any feature referred to in paragraph *(b)*; and
(d) any other portion of a building;

"building line" means an imaginary line on a land unit, which defines a distance from a specified boundary, within which the erection of buildings or structures are completely or partially prohibited;

"cadastral line" means a line representing the official boundary of a land unit as recorded on a diagram or general plan approved by the Surveyor-General and registered in the Deeds Office;

"canopy" means a cantilevered or suspended roof, slab or covering projecting from the wall of a building, excluding the floor of a balcony;

"CapeNature" means the Western Cape Nature Conservation Board established in terms of the Western Cape Nature Conservation Board Act, 1998 (Act 15 of 1998);

"caravan" means a vehicle that has been equipped or converted for recreational living and sleeping purposes and that can readily be moved;

"carport" means a structure for the storage of one or more vehicles that is covered by a roof, provided that not more than two sides may be permanently enclosed;

"carriageway crossing", in relation to a motor vehicle carriageway crossing, means an entrance or exit way, or a combined entrance and exit way, from a land unit to a road;

"commercial", in relation to a use right, means a use right for the express purpose of making a profit with no or limited social or charitable objectives;

"common boundary", in relation to a property, means a boundary common with the adjoining property other than a street boundary;

"Council" means the municipal council of the Witzenberg Municipality;

"coverage" means the area of a land unit that is covered by buildings, expressed as a percentage of the total erf area of the land unit, and includes—

(a) stairs, steps, landings, except entrance landings and steps, galleries, passages and similar features, whether internal or external; and

(b) canopies, verandahs, porches, balconies, terraces and similar features provided that the following portions of buildings must be disregarded in the calculation of coverage, namely—

(i) stoeps less than 1,5m above natural ground level, entrance steps and landings;

(ii) cornices, chimney breasts, pergolas, flower boxes, water pipes, drain pipes and minor decorative features not projecting more than 500 millimetres from the wall of the building;

(iii) eaves not projecting more than 1,0 metres from the wall of the building; and

(iv) a basement, provided that the basement ceiling does not project above the ground level;

"deemed zoning" means the zoning of a land unit which the Municipality deems it to have in circumstances where no formal zoning determination or rezoning was previously done;

"dominant use" means the predominant or major lawful use of a property, and may consist of primary uses, consent uses or other lawful uses permitted on the property;

"dwelling unit" means a self-contained group of rooms for human habitation including not more than one kitchen –

(a) used only for residential purposes and the housing of a single family, or no more than five (5) unrelated persons; and

(b) includes such outbuildings as are ordinarily used with a dwelling unit;

"eave" means a portion of a roof projecting beyond the face of a building, including any gutters;

"earth bank" means land that is shaped to hold back earth or loose rock;

"ecosystem" means a self-sustaining and self-regulating community of organisms and the interaction between the organisms with one another and with their environment;

"encroachment agreement" means an agreement between an owner and the Municipality relating to the projection of portions of a building or structure from the owner's property onto or over the Municipality's property;

"entrance steps and landings" means steps and landings to a building, including any low walls and railings, if the steps and landings are not within the main containing walls of the building;

"environmental management plan" means a plan that documents the management of site preparation, construction or operations affecting an environmental resource or an environmentally significant place, its environmental values or management requirements, or both;

"erection" in relation to a building or structure includes—

(a) the construction of a new building or structure;

(b) the alteration or conversion of, or addition to, a building or structure; and

(c) the re-construction of a building or structure which has completely or partially been demolished;

"family" means—

(a) one or more individuals occupying a dwelling who are related through marriage or common law, blood relationship, legal adoption, or legal guardianship and no more than 3 unrelated people; or

(b) a group of not more than 5 unrelated persons, including domestic workers or boarders;

"floor" means the inner, lower surface of a room, garage or basement, and includes a terrace or atrium to which the occupants of a building have access;

"floor factor" means the factor, expressed as a proportion of 1, which is prescribed for the calculation of the maximum floor space of a building or buildings permissible on a land unit; being the maximum floor space as a proportion of the total erf area;

"floor space", in relation to any building, means the area of a floor which is covered by a slab, roof or projection; provided that—

(a) any area, including a basement, which is reserved solely for parking or loading of vehicles is excluded;

(b) external entrance steps and landings, a canopy, a stoep and an area required for external fire escapes are excluded;

(c) a projection, including a projection of eaves, and a projection which acts as a sunscreen or an architectural feature, which projection does not exceed 1 metre beyond the exterior wall or similar support, is excluded;

(d) any uncovered internal courtyard, light well or other uncovered shaft which has an area in excess of 10 m² is excluded;

(e) any covered paved area outside and immediately adjoining a building at or below the ground floor level, where such paved area is part of a forecourt, yard, external courtyard, pedestrian walkway, parking area or vehicular access, and which is permanently open to the elements on at least the front or long side, is excluded;

(f) any covered balcony, verandah or terrace which, apart from protective railings, is permanently open to the elements on at least the front or long side, and which does not exceed 2,5 metres in width, is excluded;

(g) subject to paragraph *(h)*, any stairs, stairwells and atriums that are covered by a roof are included;

(h) in the case of multi-level buildings, any stairwells, lift wells, light wells or other wells, and any atrium, are only counted once; and provided further that—

(i) floor space is measured from the outer face of the exterior walls or similar supports of the multi-level building; and

(ii) the total floor space is the sum of the floor space of all the levels of the multi-level building, including that of any basement;

"footprint" means the total surface area of the land use activity including buildings and outside areas connected therewith**;**

"garage" means a building for the storage of one or more motor vehicles, but does not include a motor repair garage or service station;

"GLA" means gross leasable area being the total floor space designed for, or capable of, occupancy or control by tenants, measured from the centre line of the joint partitions to the inside finished surface of the outside walls, but excludes public toilets, internal walkways, lift shafts, service ducts, interior parking and loading bays;

"greenhouse" means a structure with the sides primarily made of a transparent material such as glass, perspex or plastic for the purpose of growing of plants or hastening growth of plants under controlled environmental conditions;

"gross density" means a measure of the number of dwelling units in a specified area, and is calculated as follows:

$$\text{Gross dwelling density (units per hectare)} = \frac{\text{Total number of dwelling units in a specified area}}{\text{Extent of specified area in hectares;}}$$

"group housing site" means one or more land units on which a group housing scheme or retirement resort may be erected;

"hazardous substance" has the same meaning as "grouped hazardous substance" as defined in section 1 of the Hazardous Substances Act, 1973 (Act 15 of 1973);

"height" of a structure means a vertical dimension of the structure from the natural ground level to the wall plate or, in the case of a pitched roof, the ridge of the roof or the highest point of a building, measured in metres, provided that—

(a) the height of a structure does not include chimneys, flues, masts or antennae;

(b) elevator motor rooms, satellite dishes, ventilation shafts, water tanks, air conditioning plant and equipment on top of a building are included when determining the height of a structure,; and

(c) the general provisions regarding these aspects in this By-law also apply;

"kitchen" means a room or part of a room equipped for preparing and cooking meals-

(a) includes a kitchenette or similar; and

(b) excludes a braai room and bar area connected with an entertainment area;

"Land Use Planning Act" means the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014);

"landscaping" means the placement of plants, contoured features, water features, paving, street furniture and other soft and hard elements for the purposes of enhancing the aesthetic appeal, environmental management, amenity and value of a property;

"limited payout machine" means a gambling or slot machine in respect of the playing of which the stakes and prizes are limited as prescribed by regulations;

"loading bay" means an area which is clearly demarcated for the loading and off-loading of goods from commercial vehicles, and which has vehicular access to a public street to the satisfaction of the Municipality;

"lodger" means a person who utilises lodging services;

"lodging" means the provision of bedroom accommodation or, in the case of a backpackers' lodge, bed accommodation that is made available on payment of a charge or fee, and includes the services ordinarily related to such accommodation;

"maximum floor space" means the greatest total floor space that is allowed for a building or buildings on a land unit, and is calculated by multiplying the floor factor by the area of the land unit or that portion of the land unit that is situated within a particular zone; provided that, where the land unit is situated within two or more zones to which different floor factors apply, the maximum floor space for the whole land unit is the total of the maximum floor space for each zoned portion of the land unit;

"mineral" means a substance, whether in solid, liquid or gaseous form, occurring naturally in or on the earth or under water and which was formed by or subjected to a geological process, and includes sand, stone, rock, gravel, clay, soil and any material occurring in residue stockpiles or in residue deposits, but excludes—

(a) water, other than water taken from land or sea for the extraction of any mineral from such water;
(b) petroleum; and
(c) peat;

"motor vehicle" means a wheeled vehicle designed or used for propulsion by means of an internal combustion or electrical engine, and includes a motor cycle, trailer or caravan, but excludes a vehicle moving exclusively on rails;

"Municipality" means the Municipality of Witzenberg established by Establishment Notice No. 487/2000 of 22 September 2000 issued in terms of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), and where the context so requires, includes—

(a) the Council;
(b) another political structure or a political office bearer of the Municipality, authorised or delegated to perform a function or exercise a power in terms of this By-law;
(c) the Municipal Planning Tribunal, authorised or delegated to perform a function or exercise a power in terms of this By-law;
(d) the Municipal Manager; and
(e) any employee of the Municipality acting in terms of delegated or sub-delegated authority of the Municipality;

"National Building Regulations" means the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977);

"natural ground level" means—

(a) the level of the land in its unmodified state; or
(b) when altered with the municipality's approval for the purpose of development, the municipality may approve such altered ground level as the natural ground level, subject to Section 38;

"non-conforming use" means an existing land use that was lawful in terms of previous zoning scheme but that does not comply with this zoning scheme;

"occupant" means any person who occupies a land unit;

"occupational health and safety law" means the Occupational Health and Safety Act, 1993 (Act 85 of 1993), or municipal by-laws governing occupational health and safety, whichever is applicable;

"outbuilding" means a structure, whether attached or separate from the main building that is normally ancillary and subservient to the main building on a land unit, and includes a building designed to be used for the garaging of motor vehicles, and any other normal activities in so far as these are usually and reasonably required in the connection with the main building, but does not include a second dwelling;

"outdoor advertising" means the act or process of notifying, warning, informing, making known or any other act of transferring information in a visible manner and that takes place out of doors;

"overlay zone" means a category of zoning that applies to land or land units in addition to the base zoning and that—

(a) stipulates development parameters or use rights that may be more or less restrictive; and

(b) may include provisions and development parameters relating to—

(i) primary or consent uses;
(ii) subdivision and subdivisional areas;
(iii) development incentives;
(iv) density limitations;
(v) urban form or urban renewal;
(vi) heritage and environmental protection;
(vii) management of urban growth;
(viii) scenic drives; coastline setbacks;
(ix) any other purpose as set out in this zoning scheme;

"package of plans" means the hierarchy of plans specified in terms of this By-law;

"parapet" means a low projection, wall or moulding that finishes the uppermost edge of a building with a flat or low pitched roof;

"parking bay" means an area clearly outlined and demarcated for the parking of one motor vehicle and may be provided in the form of a garage or carport that is accessible for easy and safe vehicle movement;

"pergola" means any unroofed horizontal or approximately horizontal grille or framework and associated vertical support structure and of which the area in the horizontal projection of its solid portions does not exceed 25% of the total area thereof;

"Planning By-law" means the Witzenberg Land Use Planning By-Law adopted by the Municipality under P.N. 289/2015 dated 21 August 2015;

"planning law" means the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013), Land Use Planning Act, the Planning By-law or succeeding legislation governing land use planning in the Western Cape, whichever is applicable;

"plaza" means an urban open space or square, primarily designed for outdoor use by pedestrians;

"policy plan" means a policy adopted by the Municipality, structure plan, spatial development framework or other policy plan approved in terms of planning law;

"porch" means a roof (not being the floor of a balcony) projecting from the outside of a building above a doorway, and forming a covered entrance to the building, and includes any paved area

underneath the roof, and any low walls or railings enclosing that paved area, and any pillars supporting the roof;

"porte cochères" means a covered entrance large enough for vehicles to pass through, typically opening into a courtyard or a porch where vehicles stop for passengers to get out of the vehicle;

"precinct plan" means a plan, approved by the Municipality, as envisaged in this By-law as a component of a package of plans;

"previous zoning scheme" means a zoning scheme or town planning scheme referred to in section 33(1) or (2) of the Land Use Planning Act;

"primary use" in relation to property means any land use specified in this By-law as a primary use, being a use that is permitted within a zoning without the need to obtain the Municipality's approval;

"property" means land together with any improvements or buildings on the land;

"provincial road" means a road that is under the jurisdiction of the provincial roads authority;

"pub" means an establishment for the sale of predominantly alcoholic beverages, and sometimes also food, to be consumed on the premises and is also known as a tavern or bar; but excludes— a night club;

"public nuisance" means any act, omission or condition that is offensive in the opinion of the Municipality, injurious or dangerous to health, materially interferes with the ordinary comfort, convenience, peace or quiet of the public, or that adversely affects the safety of the public, having regard to the reasonableness of the activities in question in the area concerned, and the impacts that result from these activities;

"refuse room" means a defined screened refuse receptacle from where refuse is collected, usually on a weekly basis;

"registered land surveyor" means a professional land surveyor, registered in terms of the Geomatics Profession Act, 2013 (Act 19 of 2013);

"retaining structure" means a wall or structure constructed to hold back earth or loose rock;

"road" includes a public street or a private road;

"road reserve" means the designated area of land that contains a public street or private road (including the road and associated verge) and that may be defined by cadastral boundaries;

"satellite dish antenna" means apparatus fixed to a structure or mounted permanently on the ground and that is capable of receiving or transmitting communications from a satellite;

"scenic drive" means a public street designated as a scenic drive by the Municipality in recognition of the high visual amenity alongside that public street, including background vistas of a mountain, open country, a coastline or a town;

"service yard" means a defined screened area providing utility services including washing line facilities for, amongst others, general residential developments;

"shipping or transport container" means a large, weatherproof container used for the transport of goods by sea, rail or road and that is usually stored in the open when not in use**;**

"sign" means any sign, sign-writing, mural, graphic design, signboard, screen, blind, boarding or other device by means of which an advertisement or notice is physically displayed, and includes any advertisement, object, structure or device that is in itself an advertisement or is used to display an advertisement;

"site development plan" means a dimensioned plan drawn to scale that indicates details of the proposed land development, including the site layout, positioning of buildings and structures, property access, building designs and landscaping;

"spatial development framework" refers to a provincial spatial development framework, a provincial regional spatial development framework, or a municipal spatial development framework or municipal local spatial development framework;

"stoep" means an uncovered paved area or projecting floor outside and immediately adjoining a building, at or below the level of the ground floor of the building, and includes any low walls or railings enclosing the paved areas or floors;

"storey" means that portion of a building between the surface of any floor and the surface of the next floor above; or, if there is no floor above the ceiling, then up to the ceiling; provided that, unless the contrary appears clearly from the provisions of this By-law—

(a) a basement does not constitute a storey;

(b) a roof, or dome forming part of a roof, does not constitute a separate storey unless the space within the roof or dome is designed for, or used for, human occupation or other living or entertainment purposes, in which case it is deemed to be a storey;

(c) the utilisation of an open roof area does not constitute a separate storey; however, should any means of coverage or fixtures such as a Jacuzzi, swimming pool or built-in braai be added to the roof of a building in a single residential zone, the area is regarded as an additional storey;

(d) any storey greater than 4 metres, measured from the finished floor level to the finished floor level of the storey above, or to the ceiling in the case of a top storey, but equal to or less than 6 metres in height is, for the purpose of the height measurement, regarded as two storeys, and every additional 4 metres in height or portion thereof, is regarded as an additional storey; and

(e) in counting the number of storeys of a building, the ground floor is the first storey and the next floor above is the second storey;

"storm water" means water resulting from natural processes, the precipitation or accumulation of the water, and includes groundwater and spring water ordinarily conveyed by the storm water system, as well as sea water within estuaries, but excludes water in a drinking-water or waste-water reticulation system;

"storm water system" means constructed and natural facilities, including pipes, culverts and water courses, used or required for the management, collection, conveyance, temporary storage, control, monitoring, treatment, use or disposal of storm water;

"street boundary" means the boundary between a land unit and a public street or private road;

"street centreline setback" means the line delimiting the area measured from the centre line of a particular public street, within which no building or other structure, including a boundary fence, may be erected;

"structure" without in any way limiting its ordinary meaning, includes any building, shelter, wall, fence, pillar, tower, pergola, steps, landing, terrace, sign, ornamental architectural feature, swimming pool, fuel pump or underground tank, any building ancillary to service infrastructure provision, and any portion of a structure;

“tavern” refer definition of bar

“terrace” means an area to which occupants of a building have access, created on a flat roof over a portion of the building, resulting from the setting back of part of the building above that portion;

“top of the roof”, for the purpose of height control, means the top of the roof ridge in the case of a pitched roof, or the top of the parapet where the parapet extends above the roof;

“total floor space” of a building means the sum of the floor space of all the levels of a particular building, including basements;

“used” in addition to its ordinary meaning, includes “designated or intended to be used”;

“verandah” means a covered area (not being an area that is part of a yard or parking area) or projecting floor outside and immediately adjoining a building at or below the level of the ground floor of the building, and includes both the covered area or floor and the roof or other feature covering it, as well as any low walls or railings enclosing the covered area or floor;

“wall plate” means the lowest point of a longitudinal member, bar, rafter, beam, truss, bracket, pillar, post, structure or any other similar device that supports a roof, as determined by the Municipality;

“youth hostel” means a place providing affordable accommodation, aimed mainly at young tourists;

“zoning” includes base zoning and overlay zoning;

“zoning scheme” means a land use scheme as defined in section 1 of the Spatial Planning and Land Use Management Act and includes the components referred to in section 4 of this By-Law.

CHAPTER 2
ZONING SCHEME, USE ZONES AND USES

Application of zoning scheme

2. The zoning scheme applies to the entire municipal area.

Purpose of zoning scheme

3. The purpose of the zoning scheme is to—
(a) give effect to the municipal spatial development framework;
(b) make provision for orderly development and the welfare of the community; and
(c) determine use rights and development parameters, with due consideration of the principles referred to in the Land Use Planning Act.

Components of zoning scheme

4. The zoning scheme consists of the following components:
(a) this By-law;
(b) the zoning scheme map; and
(c) the register.

Use zones

5.(1) The municipal area is divided into the use zones referred to in column 1 of the table set out in Schedule 1.

(2) The purpose of each use zone is set out in column 1 of the table set out in Schedule 1.

(3) The description of the primary and consent uses applicable to each use zone is set out in Schedule 2.

(4) The location, boundaries and extent of each use zone is depicted on the zoning scheme map.

(5) The primary and consent uses applicable to each use zone are subject to the development parameters specified for the land use applicable to each use zone as set out in Schedule 2.

Zoning scheme map

6.(1) The zoning scheme map depicts—
(a) the zoning of land in accordance with the use zone in which the land is located; and
(b) overlay zones, if applicable to the land.

(2) The official version of the zoning scheme map must be kept at the Municipality and is available for inspection during normal office hours.

(3) The official version of the zoning scheme map depicts the status of the current zoning classification of land in the Municipality and may only be amended as provided for in this By-law and the Planning By-law.

(4) The official version of the zoning scheme map is incorporated in and made part of this By-law and publication of this By-law in the *Provincial Gazette* constitutes notice of the approval of the zoning scheme map.

(5) The Municipality must update the zoning scheme map within a reasonable time after use rights have been granted or have lapsed.

(6) The Municipality may keep the zoning scheme map in an electronic format.

(7) The Municipality may provide an extract of the zoning scheme map to members of the public on payment of a fee determined by the Municipality in terms of the Municipality's tariff policy.

Transition to new use zones and savings

7.(1) Upon the date of commencement of this By-law, land that is zoned in terms of the previous zoning scheme is translated or reclassified to one of the use zones referred to in section 5.

(2) Table in Schedule 4*,* Zoning Transition Table, summarises the translation or reclassification of the use zones used in the previous zoning scheme to the use zones used in this By-law.

(3) Despite the translation or reclassification of the use zones used in the previous zoning scheme to the use zones used in this By-law—

(a) any condition of approval or validity period that is applicable to a land unit in terms of the previous zoning scheme applicable immediately before the coming into effect of this By-law, remains applicable and in so far as it determines development parameters that are different from the development parameters applicable in terms of this By-law, it is not to be considered an offence but a lawful non-conforming use;

(b) the Municipality must record any condition of approval referred to in paragraph *(a)* in the register together with any applicable validity period applicable to the zoning in terms of the previous zoning scheme ;

(c) a zoning approved in terms of the previous zoning scheme that has been exercised within its validity period , cannot lapse, and is translated or reclassified as determined in this By-law;

(d) a zoning approved in terms of the previous zoning scheme that has not been exercised, lapses after the expiry of the validity period applicable to that zoning in terms of the previous zoning schemes;

(e) in the event of the lapsing of a zoning as contemplated in paragraph *(d),* the land unit reverts back to the use zone applicable to it in terms of the previous zoning scheme, before it was rezoned and is translated or reclassified as determined in Schedule 4.

(f) A building plan application that was formally submitted and accepted –

(i) immediately before the coming into effect of this By-law and which is still being processed; or

(ii) on or after the date of coming into effect of this By-law with the purpose to act on an approval in terms of a previous planning law, must be assessed in accordance with that approval provided that such building plan application is submitted within 30 months after commencement of this zoning scheme, or within the validity period of said application, whichever is the later date.

Rectification of errors on zoning scheme map

8.(1) If the zoning of a land unit is incorrectly indicated on the zoning scheme map, the owner of an affected land unit may submit an application to the Municipality to correct the error.

(2) An owner contemplated in subsection (1) must apply to the Municipality in the form determined by the Municipality and must—

(a) submit written proof of the lawful land use rights; and

(b) indicate the correct zoning that should be allocated.

(3) The onus of proving that the zoning is incorrectly indicated on the zoning scheme map is on the owner.

(4) The owner is exempted from paying application fees.

(5) If the zoning of a land unit is incorrectly indicated on the zoning scheme map, the Municipality must amend the zoning scheme map to reflect the correct zoning.

(6) If the correct zoning of a land unit cannot be ascertained from the information submitted to the Municipality or the records of the Municipality, the zoning must be determined in terms of the Planning By-law and the zoning as determined must be recorded on the zoning scheme map.

Zoning scheme register

9. The Municipality—

(a) must record all departures, consent uses or other permissions granted and non-conforming uses in the register;

(b) may keep the register from the date of commencement of the zoning scheme in an electronic format; and

(c) must make the register available to members of the public for viewing.

Primary uses

10. Primary uses of land permitted in each use zone, without the Municipality's consent, are listed in the corresponding part of column 2 of the table set out in Schedule 1.

Consent uses

11. Consent uses of land permitted in each use zone, with the Municipality's prior consent in terms of the Planning By-law, is listed in the corresponding part of column 3 of the table set out in Schedule 1.

Temporary departures

12.(1) The Municipality must record the relevant information relating to a temporary departure applicable to a land unit in the register.

(2) Approval of a use right as a temporary departure in terms of the Planning By-law must at least be subject to the development parameters applicable to the use right as stipulated in this By-law.

Non-conforming uses

13.(1) A non-conforming use does not constitute an offence in terms of this By-law.

(2) A non-conforming use may continue as long as it remains otherwise lawful.

(3) No additions or extensions to a non-conforming use is permitted.

Deemed zoning of closed public places

14. The zoning of land that was previously a public street or public open space, vested in or owned by the Municipality and that is closed, is determined as follows:

(a) if the land is transferred to an abutting land owner, that portion of the land falls in the same zone as that of the abutting land belonging to the abutting owner; or

(b) the Municipality must determine which zoning applies to the land if—

(i) the land is transferred to an abutting land owner and that owner owns abutting properties falling into more than one zone; or

(ii) in any other case not provided for in this section.

CHAPTER 3
OVERLAY ZONES

Purpose of overlay zones

15.(1) The Municipality may adopt, review or amend overlay zones for specific areas in the Municipality in accordance with section 16 to—

(a) give expression, in a planning context, to the local needs and values of the communities concerned; and

(b) promote particular types of development, urban form, landscape character, environmental features or heritage values.

(2) The Municipality must determine development parameters for each area of an overlay zone.

Procedures for establishing, reviewing or amending overlay zones

16. An overlay zone is adopted, reviewed or amended by the Municipality as an amendment of this By-law in accordance with sections 12 and 13 of the Municipal Systems Act and section 25 of the Land Use Planning Act.

CHAPTER 4
DISTANCES, LEVELS AND BOUNDARIES

Measuring distances and levels

17. The following provisions apply with regard to the method of measuring distances and levels:

(a) when reference is made or implied to the distance between boundaries or between a building and a boundary, this distance must be measured in the following manner:

(i) the boundary or boundaries and all points of the building must be projected onto a horizontal plane, and all measurements must be made in the plane; and

(ii) the distance between a point on a building and a boundary must be measured at right angles to the erf boundary;

(b) when reference is made to a portion of a boundary opposite a building, that portion must be defined by drawing lines in a manner described in paragraph *(a)* from points on the building, at right angles to the boundary;

(c) when reference is made to natural ground level or of a roof wall plate, parapet or other things, the level must be calculated in accordance with recognised geometric principles; and

(d) when the levels involved are so irregular that calculation in accordance with the principles in paragraphs *(a)* to *(c)* is impractical or leads to a result that is not in accordance with the intent of the zoning scheme, the Municipality must determine the level.

Determining boundaries of use zones

18. If uncertainty exists as to the boundaries of use zones, the following parameters apply in the order listed:

(a) boundaries shown as following or approximately following any public street or road must be construed as following the street cadastral boundary;

(b) boundaries shown as following or approximately following any land unit boundary must be construed as following that boundary;

(c) boundaries shown as following or approximately following natural features must be construed as following those features; and

(d) in the event of further uncertainty as to the boundaries of a use zone, the Municipality must make a determination.

CHAPTER 5
ENFORCEMENT

Offences, penalties and enforcement of By-law

19.(1) Subject to section 13, no person may erect any building or structure or any part thereof—

(a) except for a purpose permitted by this By-law and only in accordance with the applicable development parameters; or

(b) without first obtaining approval from the Municipality in terms of the Planning By-law.

(2) A use not reflected as a primary or consent use for a particular use zone is not permitted in the use zone concerned, unless approved in terms of the Planning By-Law.

(3) A person who contravenes this section and sections 21 to 50 is guilty of an offence and liable upon conviction to a fine or imprisonment not exceeding a period of 20 years or to both a fine and such imprisonment.

(4) A Municipality must enforce the zoning scheme through the measures for enforcement provided for in the Planning By-law.

CHAPTER 6
DEVELOPMENT OF LAND

Development parameters applicable to use rights

20.(1) The land use descriptions and development parameters applicable to each primary and consent use right depicted in the table in Schedule 1 are described in Schedule 2.

(2) Development parameters are applicable to use rights only and, notwithstanding the zoning of an erf, a specific use right has the development parameters as listed in Schedule 2, provided that the Municipality may grant a departure from the development parameters in terms of the Planning By-law.

(3) Consent uses listed in Column 3 of Schedule 1 is subject to the following conditions:

(a) when a consent use is granted by the Municipality in a particular zone, the applicable land use must be supplementary to the primary use right allowed under the particular zone; and

(b) when land is intended to be utilised exclusively for a consent use in a particular zone and the consent use is a primary right in another zone, application must be made for rezoning to the zone where the applicable land use is a primary right.

(4) No departure from the land use descriptions or definitions may be granted by the Municipality.

(5) Despite subsections (1) and (2), the Municipality may determine any additional condition of approval in respect of a use right for a specific property as may be required in terms of any other applicable legislation.

CHAPTER 7
GENERAL PROVISIONS

This part contains general provisions and parameters that apply to all zones or to specific zones as may be provided for. It includes matters such as encroachments that may occur within building lines and requirements for site development plans. It refers to hazardous substances, owners' associations, screening, retaining structures, outdoor storage, antennae systems and other municipal by-laws. This part also contains requirements for parking, loading, access and infrastructure. There are also provisions relating to the subdivision of land.

Encroachment of building lines

21.(1) Despite the building line requirements for each zone, the following structures or portions of structures may be erected within the prescribed building lines, provided they do not extend beyond the boundaries of a land unit:

(a) subject to section 27 boundary walls, screen walls, fences and gates; not exceeding 2,1 metres in height above the natural ground level, excluding where any such wall will result in infilling higher than 0,5 metres above natural ground level;

(b) open and uncovered stoeps that are less than 500 millimetres in height from the natural level of the ground;

(c) entrance steps, landings and entrance porches, excluding *porte cochères;*

(d) a covered entrance or gatehouse that has a roofed area not exceeding 5 m² and a roof height not exceeding 3 metres from the floor to the highest point;

(e) eaves and awnings projecting no more than 1 metre from the wall of a building;

(f) cornices, chimney breasts, flower boxes, water pipes, drain pipes and minor decorative features not projecting more than 500 millimetres from the wall of a building;

(g) swimming pools;

(h) a basement, provided that no part of such a basement projects above natural ground level;

(i) a refuse room required by the Municipality in terms of this By-law;

(j) water storage tanks not exceeding the height of the boundary wall.

Building plan schedule

22.(1) Any owner submitting a building plan shall indicate on the plan in table format the required building parameters in terms of this By-Law together with the actual parameters proposed by the development as per the following example:

Parameter:	Zoning Scheme requirement:	Provided:
Building line (street)	4m	4m
Building line (side)	2m	1m
Coverage	50%	35%
Height	2 storeys	1 storey
Parking	5 bays	7 bays

Site development plans

23.(1) In addition to the zones that specifically require a site development plan, the Municipality may require a site development plan in respect of the following development types:

(a) shopping centres or shopping complexes;

(b) business or office park developments;

(c) industrial park developments;

(d) developments in conservation areas;
(e) developments that will be sectionalised;
(f) incremental residential developments;
(g) major developments where there are concerns relating to urban form, heritage, traffic, the environment or planning.

(2) The Municipality may require the following information to be depicted on a site development plan:
(a) existing bio-physical characteristics of the property;
(b) existing and proposed cadastral boundaries;
(c) the layout of the property, indicating the use of different portions of the property;
(d) the massing, position, use and extent of buildings;
(e) sketch plans and elevations of proposed structures, including information about their external appearance;
(f) cross-sections of the site and buildings on site;
(g) the alignment and general specification of vehicle access, roads, parking areas, loading areas, pedestrian flow and footpaths;
(h) measures of access control to parking areas and reservation of parking areas;
(i) the position and extent of private, public and communal space;
(j) typical details of fencing or walls around the perimeter of the land unit and within the property;
(k) electricity supply and external lighting proposals;
(l) provisions for the supply of water, management of storm water, and disposal of sewage and refuse;
(m) external signage details;
(n) general landscaping proposals, including vegetation to be preserved, removed or to be planted, external paving, and measures for stabilising outdoor areas where applicable;
(o) the phasing of a development;
(p) the proposed development in relation to existing and finished ground levels, including excavation, cut and fill;
(q) statistical information about the extent of the proposed development, floor area allocations and parking supply;
(r) relationship of the proposed development to the quality, safety and amenity of the surrounding public environment;
(s) relationship of the proposed development to adjacent sites, especially with respect to access, overshadowing and scale;
(t) illustrations in a three-dimensional form depicting visual impacts of the proposed development on the site and in relation to surrounding buildings;
(u) any other details as may reasonably be required by the Municipality.

(3) The Municipality may require that the area covered by a site development plan must extend beyond the site under consideration if, in its opinion, the proposed development will have a wider impact.

(4) The Municipality may determine the extent of the area covered by a site development plan.

(5) An applicant must submit a site development plan to the Municipality if it is required in terms of this zoning scheme before any development on the relevant land unit may commence.

(6) The Municipality may require amendments of detail to the site development plan to address reasonable concerns relating to access, parking, architectural form, urban form, landscaping, environmental management, engineering services or similar concerns.

(7) The following provisions apply with regard to site development plans:
(a) the property must be developed generally in accordance with an approved site development plan;

(b) if the Municipality considers it necessary, a transport or traffic impact statement or assessment may be required in conjunction with a site development plan, the extent of which must be determined by the Municipality, depending on the size of the development;

(c) if the Municipality considers it necessary, a storm water impact assessment or storm water management plan or both may be required in conjunction with a site development plan, the extent of which must be determined by the Municipality, depending on the size of the development;

(d) if the Municipality considers it necessary, a visual impact assessment, which may include a landscape character analysis, may be required in conjunction with a site development plan, the extent of which must be determined by the Municipality, depending on the size of the development;

(e) if the Municipality considers it necessary, an engineering services assessment, which may include bulk capacity, may be required in conjunction with a site development plan, the extent of which must be determined by the Municipality, depending on the size of the development; and

(f) an approved site development plan must be considered as setting additional development parameters applicable to the base zone, and any application for amendment must comply with the Municipality's requirements for the amendments.

Hazardous substances

24.(1) Any use or ancillary activity that involves the storage or keeping of hazardous substances that may result in an installation being declared a major hazardous installation in terms of occupational health and safety law is not permitted, unless the owner has submitted a risk management and prevention plan and the Municipality has approved the plan.

(2) The Municipality's approval in terms of subsection (1) above does not exempt the owner from applying for permission in terms of other applicable legislation.

Screening

25. The Municipality may require screening in accordance with the following provisions:

(a) any part of a land unit that is used for the storage or loading of goods must be enclosed with a suitable wall or landscape screening or both; and

(b) any external utility service or equipment that is required for a building must be appropriately screened from view from a public street, and the screening must be integrated with the building in respect of materials, colour, shape and size.

Earth banks and retaining structures

26. Unless the prior approval of the Municipality has been obtained—

(a) no earth bank, retaining structure, column, suspended floor, other device or series of such devices may be constructed that enables the ground floor of a building to be raised more than 0,5 metres above natural ground level, provided that where the raising takes place, the height must still be measured from natural ground level, excluding infill for a driveway;

(b) no earth bank or retaining structure used for holding back earth or loose rock, whether associated with a building or not, may be constructed to a height of more than 2 metres above natural ground level; and

(c) no series of earth banks or retaining structures may be constructed to a cumulative height of more than 2,5 metres above natural ground level, unless an approximately level area of at least 2 metres wide is incorporated between successive embankments or retaining structures for every 2 metres of cumulative height.

Boundary walls

27. In the absence of an approved site development plan, architectural guidelines or relevant policy, the following development parameters apply to boundary walls:

(a) **Height**

The maximum height in all cases is 1.8 metres provided that the Municipality can approve a height of 2.1 metres subject to it having regard of the height of existing walls in the vicinity and subject to any condition(s) it deems fit.

(b) In the case of a street boundary wall the municipality may either refuse it, or lay down specifications, in the interest of protecting the character and appearance of a housing development.

Maintenance of property

28. Property must be properly maintained by the owner or occupier and may not—

(a) be left in a neglected or offensive state, as may be determined by the Municipality;

(b) contain an unsightly accumulation of papers, cartons, garden refuse, rubble or other waste material, as may be determined by the Municipality;

(c) contain an accumulation of motor wrecks or unroadworthy vehicles or used motor parts, unless these are permitted in terms of the primary or consent use applicable in terms of this zoning scheme; and

(d) contain outdoor storage of building material, appliances or similar items unless these—

(i) are permitted in terms of the primary or consent use in terms of this zoning scheme;

(ii) are temporarily being stored for the purpose of construction in accordance with a valid building plan approval; or

(iii) are being stored in conjunction with the holding of a yard or garage sale with a duration of not more than two consecutive days.

Parking of vehicles in residential zones

29. A motor vehicle of an occupant of a dwelling unit and used for commercial activities conducted away from the dwelling unit may be parked on the property where the occupant resides, provided that—

(a) there is adequate space on the property concerned;

(b) no more than one commercial vehicle per dwelling unit may be parked on the property;

(c) the gross weight of any such commercial vehicle may not exceed 3 500 kg; and

(d) the vehicle may not park in the road or on the sidewalk.

Mobile homes and caravans

30.(1) A recreation vehicle, including a mobile home or caravan, may not be used for permanent habitation without the approval of the Municipality, unless the zoning lawfully allows the permanent habitation.

(2) The following additional development parameters apply with regard to mobile homes approved to be placed on a land unit zoned for residential purposes:

(a) the mobile home or caravan must be sited on a foundation slab and properly anchored;

(b) solid perimeter skirting, of material and colour complementary to the mobile home or caravan, must be provided from the bottom of the mobile home to the ground surface;

(c) the roof and exterior siding of the mobile home or caravan must be of a non-reflective material; and

(d) any structural additions must be of materials which, in the opinion of the Municipality, are compatible with the mobile home or caravan.

Rooftop base telecommunication stations and satellite dish antenna systems

31.(1) A rooftop base telecommunication station may not extend more than 3 metres in height above the building that it is attached to without the prior approval of the Municipality.

(2) No rooftop base telecommunication station or transmission tower granted as a consent use in terms of this By-law may be modified or have its radio-frequency emissions altered without prior written approval from the Municipality.

(3) The following provisions apply with regard to decommissioned antennae or rooftop base telecommunication stations:

(a) the owner or operator must remove all decommissioned infrastructure;

(b) if the site has been disturbed, the owner or operator must rehabilitate the site to its original state or to a state acceptable to the Municipality; and

(c) if the owner or operator fails to comply with paragraphs *(a)* or *(b)*, the Municipality may remove that infrastructure, and rehabilitate the site at the expense of the owner or operator.

(4) Any satellite dish antenna with a diameter in excess of 1,5 metres must be placed in a position that minimises the visual impact on the surrounding area, to the satisfaction of the Municipality.

(5) Satellite dish antennas of 1,5 metres in diameter and smaller, and used solely for the purposes of television reception or telecommunication, do not require the Municipality's approval and are excluded from height restrictions.

Geysers and solar panels or similar infrastructure affixed to roofs of buildings

32. Any external geysers and associated equipment or solar panels or similar infrastructure affixed to the roof of a building may not at any point be more than 1,5 metres above the roof surface, measured perpendicularly from that surface.

Equipment on top of building

33. No elevator motor rooms, satellite dishes, ventilation shafts, water tanks, air conditioning plants or other equipment on top of a flat roofed building may, subject to the definition of "height", exceed a height of 2 metres above the wall plate

Parapet walls

34. Parapet walls are restricted to 500 millimetres in height above the finished roof level immediately contiguous to the parapet.

Chimneys

35. Chimneys may not extend higher than 1.5 metre above the highest point of the roof of a dwelling house or dwelling unit.

Telecommunication and electrical transmission lines

36. Telecommunication and electrical transmission lines may be permitted by the Municipality or an organ of state to traverse a land unit, as may be reasonably required by the Municipality or an organ of state in accordance with and subject to expropriation laws, other applicable laws and the registration of the necessary servitudes.

Utilisation of outbuildings

37. No outbuilding may be utilised for any purpose other than the purpose submitted in the building plans and approved by the Municipality, and an outbuilding may not be utilised until the main buildings are completed or occupied, unless approved by the Municipality.

Determination of natural ground level

38.(1) The Municipality may request the submission of a registered land surveyor's certificate to determine the natural ground level before any construction activities may commence.

(2) Where the level of the land has been altered with the approval of the municipality—
(a) any grading for the purpose of development must connect evenly with the existing levels of abutting land units; and
(b) the municipality may approve the altered ground level to be the natural ground level.

(3) Where it is not possible to determine the natural ground level due to irregularities or disturbances of the land, the Municipality may—
(a) determine the natural ground level from measurements supplied on a building plan;
(b) deem a level to be the natural ground level based on measurements interpolated from a contour plan, local height benchmark or other information held by the Municipality; or
(c) require the owner or applicant to commission a registered surveyor at the cost of the owner or applicant to measure levels of the ground or interpolate levels, in order to provide the Municipality with sufficient information to determine the natural ground level for the purpose of administering this By-law.

(4) Where a building site is elevated, filled or extended with excavated or any other material, the natural ground level is not altered unless approved by the Municipality in which case the Municipality must define a ground level for the purposes of administering the height restriction of the building.

Animals kept for commercial purposes

39. Animals may be kept for commercial purposes only on a land unit zoned Agricultural Zone I and Agricultural Zone II.

Hobbies in single and general residential zones

40. See home occupation

CHAPTER 8
PARKING AND LOADING

Off-street parking requirements

41.(1) If parking requirements are not stipulated for a particular use, or in terms of a specific condition imposed by the Municipality, parking must be provided at a minimum ratio in accordance with the table entitled "Minimum off-street parking requirements".

(2) The Municipality must determine off-street parking requirements for land uses not stipulated in the table "Minimum off-street parking requirements".

(3) The column with heading “Normal Areas” refers to standard requirements that apply to areas where public transport is not being specifically promoted.

(4) The column with heading “PT1 Areas” refers to areas where the use of public transport is to be promoted, but where the Municipality considers the provision of public transport to be inadequate.

(5) The column with heading “PT2 Areas” refers to areas where the use of public transport is to be promoted and the Municipality considers the provision of public transport sufficient enough to justify the reduced parking requirements.

(6) Areas initially determined to be PT1 Areas may be changed to PT2 Areas once the Municipality is satisfied that the provision of public transport is adequate.

(7) If an area has not been specifically identified by the Municipality as a PT1 or PT2 area, then the parking requirements for Normal areas apply.

(8) Off-street parking space must be provided—
(a) on the property for which parking is required;
(b) subject to the Municipality’s approval, in public parking facilities available in the vicinity; or
(c) in accordance with the table below;

(9) Areas designated as “PT1” or “PT2” areas must be indicated on the zoning scheme map.

Minimum off-street parking requirements

Land Use		Normal Areas	PT1 Areas	PT2 Areas
Dwelling house / Double dwelling house		2 bays per dwelling Erven <350m²: 1 bay per dwelling Erven < 100m²: Nil per dwelling	1 bay per dwelling	1 bay per dwelling
Group housing/Town Housing		2 bays per dwelling unit 0.25 bays/unit for visitors	1 bay per dwelling unit 0.25 bays/unit for visitors	1 bay per dwelling unit 0.25 bays/unit for visitors
Retirement resort	Dwelling unit	2 bays per dwelling 0.25 bays/unit for visitors	1 bay per dwelling 0.25 bays/unit for visitors	1 bay per dwelling 0.25 bays/unit for visitors
	Home for the aged	O,5 bays per bedroom	0,5 bays per bedroom	0,5 bays per bedroom
	Frail Care	0,5 bays per bed	0,5 bays per bed	0,5 bays per bed
Orphanage		O,5 bays per bedroom	0,5 bays per bedroom	0,5 bays per bedroom
Flats		1.75 bays per dwelling 0.25 bays/unit for visitors	1.25 bays per dwelling 0.25 bays/unit for visitors	0.5 bays per dwelling 0.25 bays/unit for visitors
Second dwelling		1 additional bay	1 additional bay	Nil
Boarding house/ Guest House/ Guest Lodge/ Bed and Breakfast Establishment		1 bay per bedroom 2 bays per owner's home / manager's flat 1 bay for visitors/ employees	1 bay per bedroom	1 bay per bedroom
Home care facility		1 bay / 2 beds or part thereof (e.g. 2 bays per 3 beds)	1 bay / 2 beds or part thereof (e.g. 2 bays per 3 beds)	1 bay / 2 beds or part thereof (e.g. 2 bays per 3 beds)
Backpackers Lodge		1 bay /3 beds 2 bays / owner's home / manager's flat 1 bay /visitors/ employees	1 bay per 3 beds	1 bay per 3 beds
Hotel (excluding other facilities, specific ratios apply to each use)		1.25 bays/bedroom	1 bay per bedroom	0.75 bays per bedroom
Hospital (general and private)		1 bay per bed 4 bays per consulting room	1 bay per bed 4 bays per consulting room	1 bay per bed 3 bays / consulting room
Frail care facility		1 bay per bed	1 bay per bed	1 bay per bed
Clinic/Medical consulting rooms		4 bays per consulting room	4 bays per consulting room	3 bays per consulting room
Funeral parlour		1 bay per 4 seats 4 bays per 100 m² office GLA	1 bay per 4 seats 2 bays / 100 m² office GLA	1 bay per 4 seats 1 bay / 100 m²office GLA
Shops / Liquor store / Restaurant / Supermarket	Neighbourhood shop	4 bays per 100 m² GLA	3 bays per 100 m² GLA	2 bay per 100 m² GLA
	High intensity area e.g.: CBD, corridors, supermarket,	6 bays per 100 m² GLA	4 bays per 100 m² GLA	3 bays per 100 m² GLA
Shopping centres		6/100m² as determined by Council	As determined by Council	As determined by Council
Offices		4 bays per 100 m² GLA	3 bays per 100 m² GLA	2 bay per 100 m² GLA
Home occupation		2 bays per 60 m² GLA	2 bays per 60 m² GLA	2 bays per 60 m² GLA
House shop / tavern/bar		1 bay per 25 m² GLA	1 bay per 25 m² GLA	1 bay per 25 m² GLA
Industry / Light industry / Warehouse / Scrap yard/ Builder's yard / Noxious trade / Risk activity		2 bays per 100 m² GLA	2 bays per 100 m² GLA	1.5 bays per 100 m² GLA
Industrial hive / Service trade		4 bays per 100 m² GLA	3 bays per 100 m² GLA	1.5 bays per 100 m² GLA
Storage facility		1 bay per 100m² GLA	1 bay per 100m² GLA	1 bay per 100m² GLA
Service station/ Motor repair garage/ Motor vehicle sales or Vehicle hire premises		4 per repair bay Minimum of 8 bays Plus 4 bays per 100 m² GLA	4 per repair bay Minimum of 8 bays Plus 4 bays per 100 m² GLA	4 per repair bay Minimum of 8 bays Plus 4 bays per 100 m² GLA
Open air motor vehicle sales		4 bays per 100 m² GLA	3 bays per 100 m² GLA	2 bay per 100 m² GLA

Land Use	Normal Areas	PT1 Areas	PT2 Areas
Place of assembly/Place of worship/ Place of Entertainment/ Place of leisure/Gambling place	1 bay per 8 seats	1 bay per 8 seats	1 bay per 15 seats
Motor fitment centre	2 bays per service bay	2 bays per service bay	2 bays per service bay
Sport stadium	1 bay per 4 seats or persons	1 bay per 4 seats or persons	1 bay per 4 seats or persons
Gymnasium, health club (not part of a shopping centre)	10 bays per 100m² GLA	10 bays per 100m² GLA	10 bays per 100m² GLA
Schools	1.5 bay per classroom/office plus stop & drop facility	1.5 bays per classroom/ office plus stop & drop facility	1.5 bays per classroom/ office plus stop & drop facility
Crèche	1 bay per 10 children plus 1 stop & drop facility	1 bay per 10 children plus 1 stop & drop facility	1 bay per 10 children plus 1 stop & drop facility
Library, Museum	2 bays per 100m² GLA	1,5 bays per 100m² GLA	1,5 bays per 100m² GLA
Place of instruction (other than schools/day care centre/ crèche)	1.5 bay per classroom/office plus 1 per 6 students	1.5 bay / classroom/office 1 per 10 students	1.5 bay classroom/office per 20 students
Conference facility	8 bays per 10 seats	6 bays per 10 seats	4 bays per 10 seats

Alternative parking supply

42.(1) As an alternative to compliance with the parking requirements in terms of this zoning scheme, an owner may, with the approval of the Municipality—

(a) acquire an area of land sufficient for the permanent parking requirements elsewhere, in a location approved by the Municipality; or

(b) acquire permanent rights to a parking facility or portion of a parking facility elsewhere, in a location approved by the Municipality, and must register a notarial tie or servitude against that land or parking facility to link the properties concerned for the purpose of parking, and the owner must cause the parking concerned to be constructed and maintained in accordance with the Municipality's requirements and approval.

(2) The cost of registration of the notarial tie or servitude referred to in paragraph (1)*(b)* must be borne by the owner.

(3) Council may in special circumstances, as an alternative to (1) above, allow the owner to pay a cash sum to the Council equal to the market value per m² of the land on which the building is erected multiplied by the area in m² of parking required in terms of this By-Law plus the development cost for the area required as a parking area.

(4) For purposes of calculating parking area size 30m² of land per bay is required.

Combined parking requirements

43. If two or more uses combine to share a common parking area, the Municipality may approve parking requirements that provide less than the quantum of the parking required for individual uses provided that—

(a) the Municipality is satisfied that the utilisation of the same parking area by the different use types or activities in the zones will not result in a concurrent use of the parking area; and

(b) bays intended for combined uses may not subsequently be reallocated to other uses without the approval of the Municipality.

Site access and exits

44.(1) The Municipality may require compliance with standard municipal or provincial access spacing guidelines.

(2) No access may be closer than 10 metres from an intersection as defined by the prolongation of street boundaries, except for industrial-zoned properties, where the distance must be 15 metres and from provincial proclaimed roads the distance must be 25m.

(3) The Municipality may restrict or prohibit access if a pedestrian or traffic hazard is created or is likely to be created.

(4) Vehicle entrances and exit ways to and from a property must conform to the following requirements:
(a) motor vehicle carriageway crossings must be limited to one per site per public street or road abutting the site;
(b) despite paragraph *(a)*, where the total length of any street boundary of a site exceeds 30 metres in length, one additional carriageway crossing may be permitted, provided that no two carriageway crossings are closer than 12 metres to each other;
(c) the minimum and maximum widths of motor vehicle carriageway crossings must be in accordance with the table, titled "Width of motor vehicle carriageway crossings"; and
(d) the minimum width of a panhandle access may not be less than 3.5 metres wide.

Width of motor vehicle carriageway crossings

Type of carriageway crossing	Minimum width	Maximum width
Single entrance or exit way	2,7 metres	4,0 metres
Combined entrance and exit way	5,0 metres	8,0 metres

Parking layout requirements

45.(1) The following parking layout requirements apply unless otherwise stated in this zoning scheme:
(a) parking layout configurations, minimum dimensions and ramps to a parking area must be in accordance with this zoning scheme or an approved site development plan;
(b) the layout of any parking area, except for parking at a dwelling, must ensure that vehicles can readily leave the site without reversing across the sidewalk, unless otherwise approved by the Municipality;
(c) a tandem bay accommodating two motor vehicles is regarded as one bay for the purposes of this zoning scheme, except for single residential zones, where a tandem bay is regarded as two bays;
(d) visitor parking bays must be clearly demarcated, readily visible and accessible to visitors, and preferably grouped together;
(e) parking areas must be used for the parking of vehicles which are lawfully allowed on them, and any activity which causes an obstruction for vehicular traffic or pedestrian use of the sidewalk is prohibited;
(f) parking areas must be constructed and maintained in a state suitable for the parking and movement of vehicles;
(g) control of access to and reservation of parking bays or areas is not permitted unless written approval has been obtained from the Municipality, either through an approved site development plan or other written approval; and
(h) despite paragraphs *(a)* to *(g)*, the Municipality may lay down more restrictive requirements related to parking, site access or motor vehicle carriageway crossing, if it considers this to be necessary from a pedestrian or traffic safety point of view.

(2) The Municipality may require an applicant to submit a parking layout plan indicating—
(a) the way in which it is proposed that motor vehicles park;
(b) the means of entrance and exit from parking areas;
(c) landscaping proposals; and
(d) construction details.

Parking for physically disabled

46.(1) The Municipality may require parking suitable for use by persons with physical disabilities to be provided on any land unit in order to ensure easy and convenient access for such persons to services and facilities generally open to the public and to residential uses.

(2) In any parking facility serving the public, parking for persons with physical disabilities must be provided in accordance with the table entitled "Physically disabled accessible parking".

Physically disabled accessible parking

Total no of parking bays	Required number of bays accessible to the physically disabled
1–50	1
51–100	2
101–150	3
151–200	4
For every additional 100 bays	1 additional parking bay

(3) Parking for the physically disabled must comply with the following requirements:
(a) parking bays must be a minimum of 3,7 metres in width and 5 metres in length;
(b) parking and access aisles must be level;
(c) parking bays must be located as near as possible to accessible building or site entrances, and must be located to provide convenient access to kerb ramps;
(d) each parking bay reserved for physically disabled persons must be marked on the parking surface with the international symbol for disabled accessibility;
(e) additional signage indicating the parking bay as reserved for exclusive use by persons with physical disabilities may be required by the Municipality; and
(f) if five or fewer parking bays are provided, at least one bay must be 4 metres wide and marked to provide a parking bay of 2,5 metres with an access aisle of 1,5 metres, but the bay need not be reserved exclusively for persons with physical disabilities.

(4) Parking for persons with physical disabilities must count towards fulfilling off-street parking requirements.

Motorcycle and bicycle parking spaces

47.(1) The Municipality may require that parking be provided for motorcycles and bicycles.

(2) For every 4 motorcycle and 6 bicycle parking spaces provided, a credit of 1 parking bay may be given towards applicable parking requirements, provided that—
(a) the total credit may not exceed 2,5% of the parking bays required;
(b) the minimum dimension for a motorcycle space is 2,2 metres in length and 1 metre in width; and
(c) the minimum dimension for a bicycle space is 2 metres in length and 0,6 metres in width.

(3) Signage, bollards and racks or other devices for storing bicycles and enabling motorcyclists to make use of the motorcycle and bicycle parking spaces must be installed.

Loading requirements

48.(1) Unless the Municipality grants approval to waive this requirement, loading bays must be provided in accordance with the table entitled "Minimum off-street loading bay requirements".

(2) The Municipality may determine off-street loading requirements for uses not stipulated in the table.

(3) The following minimum requirements apply to loading bays:

(a) no carriageway crossing to be accessed by loading vehicles may be less than 3 metres in width, and no combined entrance and exit way may be less than 6 metres in width; and

(b) covered loading areas must have a minimum headroom of 3,7 metres.

Minimum off-street loading bay requirements

Land use	Floor area (m²)	Number of loading bays	Minimum loading bay dimensions
Offices	0–5 000 5 001–15 000 15 001–30 000 Every additional 30 000 or part thereof	0 1 2 1 additional bay	4,5 metres x 10 metres for perpendicular loading, and 2,5 metres x 12 metres for parallel loading
Business premises other than offices, supermarket, industry	0–1 000 1 001–2 500 2 501–5 000 5 001–10 000 Every additional 10 000 or part thereof	0 1 2 3 1 additional bay	4,5 metres x 10 metres for perpendicular loading, and 2,5 metres x 12 metres for parallel loading
Supermarket	0–500 501–1 000 1 001 and greater	1 2 3 x requirements for business premises other than offices, supermarket, industry	4,5 metres x 22 metres for perpendicular loading, and 2,5 metres x 22 metres for parallel loading
Industry	0–500 501–1 000 1 001 and greater	1 2 3 x requirements for business premises other than offices, supermarket, industry	4,5 metres x 22 metres for perpendicular loading, and 2,5 metres x 22 metres for parallel loading

CHAPTER 9
REFUSE ROOMS AND SERVICE YARDS

Refuse rooms

49. The Municipality may, for the purposes of collecting refuse, require the owner to install a refuse receptacle on a property and require the refuse receptacle to—

(a) be of sufficient size to accommodate the refuse generated from the property for one week;

(b) be located adjacent to a public street, or in a position which will provide acceptable access to a refuse collection vehicle;

(c) be designed in a manner that is architecturally compatible with the other structures on the property and will screen refuse bins from public view; and

(d) to comply with any other conditions or standard requirements that the Municipality may impose relating to access, health, pollution control, recycling, safety or aesthetics.

Service yards

50.(1) The Municipality may require an owner to install a screened area housing utility services, compressors, washing lines, generators and sub-stations.

(2) The utility services must—

(a) be designed in a manner that is architecturally compatible with the other structures on the property and in the case of refuse bins must be screened from public view; and

(b) comply with any other conditions or standard requirements that the Municipality may impose relating to access, health, pollution control, safety or aesthetics.

SCHEDULE 1

USE ZONES TABLE

1	2	3
Zoning	**Primary use**	**Consent use**
AGRICULTURAL ZONES		
AGRICULTURAL ZONE I (AZI)		
The objective of this zone is to promote and protect agriculture on farms as an important economic, environmental and cultural resource. Limited provision is made for non-agricultural uses to provide rural communities in more remote areas with the opportunity to increase the economic potential of their properties, provided these uses do not present a significant negative impact on the primary agricultural resource.	**Primary use** • Agriculture	**Consent uses** • Additional dwelling units • Airfield • Animal care centre • Aqua-culture • Camping site • Farm shop • Function venue • Guest house • Helicopter landing pad • Off-road trail • Plant nursery • Quarry • Shooting range • Tourist facilities •
AGRICULTURAL ZONE II (AZII)		
	Primary use • Agricultural industry	**Consent uses** • Farm shop
AGRICULTURAL ZONE III (AZIII)		
The purpose of this zone is to support the government's rural land development programme and provide for the establishment of worker accommodation outside conventional towns.	**Primary use** • Agri-village	**Consent uses** • Rooftop base telecommunication station

1	2	3
Zoning	**Primary use**	**Consent use**
SINGLE RESIDENTIAL ZONES		
SINGLE RESIDENTIAL ZONE I (SRZI)		
The objective of this zone is to provide for residential development where the predominant type of accommodation is a dwelling house for a single family, where each dwelling has its own land unit, and adequate outdoor space. Limited employment and additional accommodation opportunities are possible as primary or consent uses, provided that the dominant use of the property remains residential, and impacts of employment and additional accommodation uses do not adversely affect the quality and character of the surrounding residential environment.	**Primary use** • Dwelling house	**Consent uses** • Crèche • Guest house • Second dwelling • Retirement resort
SINGLE RESIDENTIAL ZONE II (SRZII)		
The objective of this zone is to provide for upgrading and incremental housing from informal settlements to formal settlements, temporary relocation areas and emergency housing. In recognition of the realities of poor and marginalised communities, development management provisions are not restrictive.	**Primary uses** • Shelter	**Consent uses** • Dwelling house

1	2	3
Zoning	**Primary use**	**Consent use**
GENERAL RESIDENTIAL ZONES		
GENERAL RESIDENTIAL ZONE I (GRZI)		
The objective of this zone is to facilitate in designated areas low intensity densification that will not have an adverse effect on the character of the existing built area and may contribute to the optimal utilisation of land and infrastructure. The residential development consists of two dwelling units in a single structure, each of which may accommodate a single family. Individual ownership of the units will be allowed through a sectional title scheme. Architecturally, the dwelling units will be uniform and will be developed to the same scale and extent.	**Primary use** • Double dwelling house	**Consent uses** • Guest house • Home occupation
GENERAL RESIDENTIAL ZONE II (GRZII)		
The objective of this zone is to encourage residential development of a medium density, with a coordinated design, and to accommodate group housing where special attention is given to aesthetics, architectural form and the inter-relationship between components of the group housing scheme. Group housing may be located in single residential areas in places where an increased density is desirable, including along main roads, near local shopping centres and other activity nodes, and also preferably near to public open spaces.	**Primary use** • Group housing	**Consent uses** • Flats • Home occupation • Retirement resort • Town housing

1	2	3
Zoning	**Primary use**	**Consent use**
GENERAL RESIDENTIAL ZONE III (GRZIV)		
The objective of this zone is to promote higher density residential development. The dominant use within this zone must be residential, but limited mixed-use development is possible with the Municipality's consent. This zone has particular location requirements, including proximity to transport and amenities, and should not be randomly located without due consideration of the availability of open space and community facilities.	**Primary use** • Flats	**Consent uses** • Convenience shop • Retirement resort • Rooftop base telecommunication station
GENERAL RESIDENTIAL ZONE IV (GRZV)		
The objective of this zone is to provide a temporary residence for transient guests in an appropriately scaled establishment that may include a small conference/ training facility that also caters for business meetings and where lodging and meals are provided.	**Primary use** • Guest lodge	**Consent uses** • Backpackers' lodge • Restaurant
GENERAL RESIDENTIAL ZONE V (GRZV)		
The objective of this zone is to provide a temporary residence for transient guests, where lodging and meals are provided, and may include a restaurant and conference facilities. Outside towns it should only be considered in identified tourism areas or within resorts.	**Primary use** • Hotel	**Consent uses** • Backpackers' lodge • Rooftop base telecommunication station • Shop • Place of entertainment

1	2	3
Zoning	**Primary use**	**Consent use**
BUSINESS ZONES		
BUSINESS ZONE I (BZI)		
The objective of this zone is to provide for intensive business and mixed-use development with relatively few restrictions in order to promote urban vitality and economic growth.	**Primary use** • Business premises	**Consent uses** • Helicopter landing pad • Motor repair garage • Open air motor vehicle display • Place of entertainment • Place of instruction • Place of worship • Place of assembly • Transport use • Warehouse • Liquor store • Funeral parlour
BUSINESS ZONE II (BZII)		
The objective of this zone is to provide for the retail sale of goods and services to the public.	**Primary use** • Shop	**Consent uses** • Conference facility • Dwelling house • Liquor store • Open air motor vehicle display • Place of assembly • Place of instruction • Place of leisure • Place of worship • Restaurant • Rooftop base telecommunication station • Service station • Supermarket

1	2	3
Zoning	**Primary use**	**Consent use**
BUSINESS ZONE III (BZIII)		
The objective of this zone is to provide for low intensity commercial and mixed-use development that serves local neighbourhood needs for convenience goods and personal services. The development should be limited in scale and nature and capable of integration into the adjacent residential neighbourhood, without adversely affecting the amenity of the residential neighbourhood. While mixed use development is encouraged, care must be taken not to compromise business operations.	**Primary use** • Neighbourhood shop	**Consent uses** • Liquor store • Restaurant • Service trade • Supermarket • Funeral Parlour • Flats
BUSINESS ZONE IV (BZIV)		
The objective of this zone is to provide an intermediate zone that may, if required, act as a buffer or interface between high- and medium-intensity business zones, and residential zones. Retail activities are limited to those which are ancillary to the dominant permitted uses, namely offices In order to protect the amenity of adjacent residential areas, appropriate levels of landscaping and environmental management are required.	**Primary use** • Offices	**Consent uses** • Dwelling house • Flats • Institution • Place of assembly • Place of instruction • Place of leisure • Restaurant • Rooftop base telecommunication station • Shop • Funeral Parlour

1	2	3
Zoning	**Primary use**	**Consent use**
BUSINESS ZONE V (BZV)		
The objective of this zone is to provide for large-scale regional retail facilities that exceed the floor area of shops and supermarkets aimed at the local market in general. These facilities may offer a diverse range of products under one roof and supply products to individuals as well as wholesale trade. These facilities may be developed as a power centre. Specific consideration should be given to the locality and placement of these facilities with consideration of their regional significance and accessibility as well as possible impact on existing nodal areas.	**Primary use** • Shopping centre	**Consent uses** • Place of worship • Rooftop base telecommunication station • Warehouse
BUSINESS ZONE VI (BZVI)		
The objective of this zone is to provide opportunities in urban areas for service stations, motor repair garages and associated facilities that have specific vehicle access requirements and potential negative impacts on adjoining areas.	**Primary use** • Service station	**Consent uses** • Motor repair garage • Shop • Truck stop
INDUSTRIAL ZONES		
INDUSTRIAL ZONE 1 (IZI)		
The objective of this zone is to accommodate industry uses and service trades that may be carried out without nuisance to other properties or the general public. These uses may be located next to business uses and in close proximity to residential areas, and do not present a potential negative impact on the character or amenity of such areas.	**Primary use** • Light industry	**Consent uses** • Aqua-culture • Caretaker's quarters • Convenience shop • Liquor store • Office • Place of leisure • Place of assembly • Place of worship • Rooftop base telecommunication station • Truck stop • Funeral Parlour

1	2	3
Zoning	**Primary use**	**Consent use**
INDUSTRIAL ZONE II (IZII)		
The objective of this zone is to accommodate all forms of industry, except noxious trade and risk activity, in order to promote the manufacturing sector of the economy. Some allowance is made for non-industrial activities, but these should not compromise the general use of the area zoned for industry. It is accepted that the intensive nature of the industrial activity or the scale of the operation could generate some negative impact on adjacent properties.	**Primary use** • Industry	**Consent uses** • Abattoir • Aqua-culture • Convenience shop • Crematorium • Helicopter landing pad • Liquor store • Office • Place of entertainment • Place of leisure • Place of assembly • Place of worship • Restaurant • Scrap yard • Truck stop • Animal care centre
INDUSTRIAL ZONE III (IZIII)		
The objective of this zone is to provide for industries that are noxious in respect of smell, product, waste or other objectionable consequence of their operation, or carry a high risk in the event of fire or accident. While other uses are permitted with consent, the Municipality must ensure there is sufficient capacity for noxious trade in the limited areas suitable for this zone. A noxious trade should not be located close to residential areas.	**Primary use** • Noxious trade	**Consent uses** • Convenience shop • Helicopter landing pad • Industry • Motor repair garage • Scrap yard • Service station • Transport use
INDUSTRIAL ZONE IV (IZIV)		
The objective of this zone is to provide for the use of land for the extraction of minerals and raw materials and, to a limited extent, associated business operations. This zone is intended for operations of a more permanent nature as opposed to temporary, short-term mining or prospecting activities.	**Primary use** • Mine	**Consent uses** • Industry

1	2	3
Zoning	**Primary use**	**Consent use**
COMMUNITY ZONES		
COMMUNITY ZONE I (CZI)		
The objective of this zone is to provide for educational facilities of all kinds, but controlled provision is made for other compatible community uses.	**Primary use** • Place of instruction	**Consent uses** • Conference facility • Institution • Place of assembly • Rooftop base telecommunication station
COMMUNITY ZONE II (CZII)		
The objective of this zone is to provide for places where communities can congregate and worship according to the custom of their specific faith or religion.	**Primary use** • Place of worship	**Consent uses** • Cemetery • Institution • Place of instruction • Rooftop base telecommunication stationgarden of remembrance
COMMUNITY ZONE III (CZIII)		
The objective of this zone is to provide for a wide range of health facilities.	**Primary use** • Institution	**Consent uses** • Correctional facility • Rooftop base telecommunication station • Funeral Parlour
COMMUNITY ZONE IV (CZIV)		
	Primary use • Cemetery	**Consent uses** • Crematorium

1	2	3
Zoning	**Primary use**	**Consent use**
RESORT ZONES		
RESORT ZONE I (RZI)		
The objective of this zone is to promote tourist and holiday facilities in areas with special environmental or recreational attributes, and to encourage general public access to these facilities. At the same time, care should be exercised to minimise potential negative impacts of development on fragile environments. The guiding principle should be that a resort must not detract from the amenity that attracted the holiday facilities in the first place, nor should it cause a public nuisance for other people living and working in the vicinity. This zone should only be used in exceptional cases and is normally applicable to tourist developments outside established, built-up areas.	**Primary use** • Tourist accommodation	**Consent uses** • Function venue • Hotel • Off-road trail • Rooftop base telecommunication station • Tourist facilities • Wellness centre
OPEN SPACE ZONES		
OPEN SPACE ZONE I (OSZI)		
The objective of this zone is to provide for active and passive recreational areas on public land, in order to promote recreation, and enhance the aesthetic appearance of an area.	**Primary use** • Public open space	**Consent uses** • Environmental facilities • Tourist facilities • Urban agriculture
OPEN SPACE ZONE II (OSZII)		
The objective of this zone is to provide for private active and passive recreational areas, in order to promote recreation and enhance the aesthetic appearance of an area.	**Primary use** • Private open space	**Consent uses** • Environmental facilities • Plant nursery • Restaurant • Sports and recreation centre • Tourist facilities • Urban agriculture

1	2	3
Zoning	**Primary use**	**Consent use**
OPEN SPACE ZONE III (OSZIII)		
The objective of this zone is to provide for the conservation of natural resources in areas that have not been proclaimed as nature areas (non-statutory conservation), in order to sustain flora and fauna and protect areas of undeveloped landscape including woodlands, ridges, wetlands and the coastline. A range of consent uses is provided to supplement and support the main objective of this zone.	**Primary use** • Nature conservation area	**Consent uses** • Environmental facilities • Rooftop base telecommunication station • Tourist facilities
OPEN SPACE ZONE IV (OSZIV)		
The objective of this zone is to provide for the conservation of natural resources in areas that have been proclaimed as nature areas (statutory conservation), in order to sustain flora and fauna and protect areas of undeveloped landscape including woodlands, ridges, wetlands and the coastline. A range of consent uses is provided to supplement and support the main objective of this zone.	**Primary use** • Nature reserve	**Consent uses** • Conference facility • Function venue • Rooftop base telecommunication station • Tourist accommodation • Tourist facilities
TRANSPORT AND UTILITY ZONES		
TRANSPORT ZONE I (TZI)		
The objective of this zone is to reserve land for transportation systems, excluding public streets, but including all other transport undertakings.	**Primary use** • Transport use	**Consent uses** • Airfield • Airport • Business premises • Conference facility • Helicopter landing pad • Hotel • Industry • Motor repair garage • Service station • Warehouse

1	2	3
Zoning	**Primary use**	**Consent use**
TRANSPORT ZONE II (TZII)		
The objective of this zone is to provide for public streets, whether constructed or still to be constructed, as well as infrastructure associated with public streets. Provision is also made for the temporary use of the land unit for other purposes as may be approved by the Municipality.	**Primary use** • Public street	**Consent uses** • Multiple parking garage
TRANSPORT ZONE III (TZIII)		
The objective of this zone is to provide private roads that is privately owned and does not vest in the Municipality or any other organ of state, for the passage or parking of motor vehicles.	**Primary use** • Private road	**Consent uses** • None
AUTHORITY ZONE (AZ)		
The objective of this zone is to reserve land for uses that do not fall into another zoning category and that is normally undertaken by national, provincial and municipal government agencies including utility services and substations. Some flexibility for the use of land and development parameters is provided.	**Primary use** • Authority use	**Consent uses** • None • freestanding base telecommunication station
RENEWABLE ENERGY ZONE (REZ)		
	Primary use • Renewable energy structure	**Consent uses** • None
TELECOMMUNICATION STATION ZONE (TSZ)		
	Primary use • Freestanding base telecommunication station	**Consent uses** • None

1	2	3
Zoning	**Primary use**	**Consent use**
UNDETERMINED ZONE		
UNDETERMINED ZONE (UNZI)		
The objective of this zone is to enable the Municipality to defer a decision regarding a specific land use and development management provisions until the circumstances affecting the land unit have been properly investigated; or until the owner of the land makes an application for rezoning; or a zoning determination is made by the Municipality. The objective of this zone is furthermore to create a zone to which land could revert back to when rights under current zonings, other than Single Residential Zone I, were not exercised, especially in cases where changes in the planning context occurred since the current zoning was granted.	**Primary use** • None	**Consent uses** • None

RECORD OF AMENDMENTS

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SCHEDULE 2

LAND USE DESCRIPTIONS AND DEVELOPMENT PARAMETERS

"**abattoir"**

Land use description: "*abattoir"* is a place where animals are slaughtered and prepared for distribution to butchery shops and food markets.

Development parameters:
The development parameters applicable to "industry" apply, as well as those applicable to "agricultural industry" when an abattoir is located on a farm.

"additional dwelling unit"

Land use description: *"additional dwelling unit"* is a dwelling unit that may be erected on an agricultural land unit with the consent of the Municipality, in addition to a primary dwelling house or agricultural worker accommodation for *bona fide* agricultural workers, or both, provided that—

(a) for farms not exceeding 2000 ha additional dwelling units can be allowed at a ratio of one additional dwelling unit per 10 ha, calculated on the basis of all additional dwelling units on the agricultural land unit, up to a maximum of five (5) additional dwelling units per agricultural land unit; with the exception of one additional unit that can be allowed in all cases as a consent use, irrespective of the size of the agricultural land unit;

(b) in addition to the maximum possible number of units under (a), for farms exceeding 2000 ha, a further five (5) dwelling units can be applied for as a consent use, at a ratio of one unit per 500ha;

(c) no alienation of additional dwelling units will be permitted whether by cadastral subdivision or sectional title; and

(d) additional dwelling units may be used as guest accommodation.

Development parameters:
The development parameters applicable to "agriculture" apply, together with the following additional development parameters for "additional dwelling units". Additional dwelling units may be erected with the consent of Municipality provided that—

(a) staff quarters occupied by persons engaged in *bona fide* agricultural activities on the land unit is not regarded as an additional dwelling unit;

(b) the total floor space of an additional dwelling unit including the floor space in all ancillary buildings to the additional dwelling, may not exceed 175 m²;

(c) an additional dwelling unit must be constructed in a style that is similar to the architecture of the main dwelling house, unless otherwise permitted by the Municipality;

(d) an additional dwelling unit that is a separate structure to a dwelling house may not exceed a height of 6,5 metres to the top of the roof;

(e) an additional dwelling unit that is contained within the same building as a dwelling house must be designed so that the building appears to be a single dwelling house; provided that both units may have a ground floor, or one unit may be on the ground floor and the other unit above;

(f) the existence of an additional dwelling unit may not in itself be sufficient reason for the Municipality to grant an application in terms of the Planning By-law to subdivide the land unit containing the dwelling units; and

"agricultural industry"

Land use description: "*agricultural industry"*—

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

(b) includes a winery, dairy, distillery, the bottling of water, a saw mill,;
(c) Rooftop base telecommunication station, and
(d) does not include an abattoir.

Development parameters:
The following development parameters apply:
(a) Building lines. The road or street and common boundary building lines are 30 metres.
(b) Parking the parking requirements for "industry" apply.

"**agricultural worker accommodation"**

Land use description: *"agricultural worker accommodation"* means accommodation provided for *bona fide* agricultural workers, including accommodation for labourers and farm managers, as determined by the Municipality based on the extent of the *bona fide* agricultural activities on the land unit, and can include the following ancillary uses;

(a) *place of instruction*
(b) *clinic*
(c) *place of assembly*
(d) *place of worship*
(e) *farm shop*

Development parameters:
The development parameters applicable to "agriculture" apply with the following additional development parameters:
(a) the number of units must be reasonably connected to the *bona fide* agricultural activities on the land unit.

"agriculture"

Land use description: "*agriculture"* means the cultivation of land for raising crops and other plants, including plantations, the keeping and breeding of animals, birds or bees, stud farming, game farming, intensive horticulture; intensive animal farming; a riding school or natural veld, and—
(a) includes—

(i) agricultural buildings or infrastructure that are reasonably connected with the main farming activities, including a dwelling house, agricultural worker accommodation and rooftop base telecommunication stations;
(ii) a camping site limited to a maximum of 10 tent or caravan stands subject to the development parameters applicable to "tourist accommodation", provided further that a consent use must be applied for in the following cases
(aa) the property is smaller than 1ha;
(cc) more than 10 tent or caravan stands are applied for;
(iii) telecommunication and electricity transmission lines: and
(iv) agricultural industry of which the footprint does not exceed 1000m².

(b) does not include aquaculture; an abattoir, a farm shop, an animal care centre, any mining activity and renewable energy structures for commercial gain.

Development parameters:
The following development parameters apply:
(a) **Building lines**
The road or street and common boundary building lines are 30 metres.

(b) **Site development plan**
For any development in this zone, including any part of the land not zoned Agriculture, a site development plan must be submitted to the Municipality for its approval taking specific

cognisance of visual impact given the size and scale of the agricultural buildings and facilities and their location in a rural landscape, and their proximity to tourist routes.

(c) **Farm shop, camping site**
Where a farm shop and a resort shop are operated from the same property the combined floor area of the farm shop and resort shop may not exceed 120m².

"agri-village"

Land use description: "agri-village" means a private settlement of restricted size, established and managed by a legal institution that is situated within an agricultural area and where residence is restricted to bona fide agricultural workers and their dependents of the farms involved in the development. The development of agri-villages represents a partnership between farmer, agricultural worker and state.

Development parameters:

(a) The Municipality must require a site development plan for an agri-village.
(b) The site development plan as approved by the Municipality constitutes the development parameters.
(c) The provisions for a site development plan in this By-law apply.
(d) The aim of this zone is to create "on the farm" and "off the farm" settlement options to allow farm workers and their dependents to fully benefit from the various tenure, housing and subsidy benefits and rights which are availed to them.
(e) The boundaries of the agri-village shall be clearly defined.
(f) Agri-villages may be permitted, where in the municipality's opinion a substantial demand for such settlement, in a farming area that has no established feasible means of establishing and managing new public town/settlements within practical commuting distance from the farming community and Council has no settlement.
(g) The owners and workforce of a company farm, or a group of neighbouring farms, must identify sufficient demand and the capacity for the establishment of a centrally located settlement where housing and communal facilities and services can be cost effectively provided to a local farm worker community.
(h) An agri-village must be developed, owned and managed by a legally constituted institution (e.g. a trust, Section 21 company or communal property association) representing a partnership between farmer/s farm workers and state.
(i) Access to housing is restricted to bona-fide farm workers and their dependants.
(j) Security of tenure is afforded by way of a trust or a communal property association.
(k) For the purposes of ensuring the sustainability of an institution for the purposes of an agri-village, the developers must provide guarantees for the long-term provision and maintenance of services.
(l) These are intended to promote land reform and will only be considered in such cases, in conjunction with the relevant departments.

"airfield"

Land use description: *"airfield"* means runways and associated buildings for the take-off and landing of light aircraft.

Development parameters:

(a) The Municipality must require a site development plan for an airfield.
(b) The site development plan as approved by the Municipality constitutes the development parameters.
(c) The provisions for a site development plan in this By-law apply.

"airport"

Land use description: "*airport"* means a complex comprising aircraft runways and associated buildings for the take-off and landing of civilian aircraft and facilities for the handling and storage of air freight and includes land uses ancillary to airpor, and includes—

(a) a restaurant;
(b) car rental facility;
(c) shop; and
(d) hotel.

Development parameters:
The development parameters applicable to "transport use" and "business premises" apply, provided that a site development plan must be submitted to the Municipality for its approval.

"animal care centre"

Land use description: "*animal care centre"* means a place for the care of pets and animals, operated on either a commercial or a welfare basis, and includes—

(a) boarding kennels; and
(b) pet training centres.

Development parameters:
The development parameters applicable to "agriculture" apply.

"aqua-culture"

Land use description: *aqua-culture"* means the breeding, for commercial purposes, of water flora or fauna in artificially constructed dams or holding tanks, or suspended from floating supports in natural water bodies.

Development parameters:
The development parameters applicable to "agriculture" apply.

"authority use"

Land use description: *"authority use"* means a use which is practised by or on behalf of an organ of state and that cannot be classified or defined under other uses in this zoning scheme, and includes a use practised by—

(a) the national government, including a military centre or installation, police station or correctional facility;
(b) the provincial government, including a road station or road camp;
(c) the Municipality, such as treatment works, dumping grounds, reservoirs, electricity substations, fire service or a municipal depot with related uses, including limited accommodation for staff who are required to be on standby for emergencies.

Development parameters:
The development parameters and additional provisions as approved by the Municipality according to the site development plan apply to every site, use and type of building.

"backpackers' lodge"

Land use description: *"backpackers' lodge"* means a building where lodging for backpackers is provided per bed and not per bedroom, and includes a youth hostel.

Development parameters:
The development parameters applicable to "guest lodge" apply.

"bed and breakfast establishment"

Land use description: "*bed and breakfast establishment"* means a dwelling house, second dwelling, double dwelling house or additional dwelling unit—

(a) in which the owner of the dwelling supplies lodging and meals for compensation to transient guests who have permanent residence elsewhere; and

(b) provided that the dominant use, structure and design of the dwelling house concerned remains for the living accommodation of a single family.

Development parameters:

The development parameters applicable to "dwelling house", "second dwelling" and "additional dwelling unit" apply.

The following further parameters apply:

(a) no more than two rooms per land unit may be used for bedroom accommodation for paying guest, and no more than four paying guest per land unit may be supplied with lodging or meals at any time;

(b) the requirement in paragraph *(a)* is also applicable where a land unit contains both a bed and breakfast establishment and rooms that are available for letting to lodgers;

(c) the owner of a bed and breakfast establishment must live on the property and inform the Municipality in writing before the establishment opens for business;

(d) a register of guests must be kept, and completed when rooms are let;

(e) any new structure or alteration to the property related to its use as a "bed and breakfast establishment" must be compatible with the residential character of the area, particularly with regard to the streetscape or rural character on a farm, and must be capable of reverting to use as part of the dwelling house, second dwelling, additional dwelling unit or outbuilding concerned;

(f) no more than two employees may be employed in activities related to the bed and breakfast establishment;

(g) no alcoholic beverages may be served except to resident guests for consumption on the premises;

(h) guest rooms may not be converted to, or used as, separate self-catering dwelling units;

(i) meals may only be supplied to guests who have lodging on the property, employees, and the family residing in the dwelling;

(j) in the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 1 m^2 in area;

(k) no weddings, receptions, conferences, training or similar activities are permitted in a bed and breakfast establishment;

(l) no activities that constitute, or are likely to constitute, a source of public nuisance may be carried out; and

(m) on-site parking must be provided in accordance with the provisions of this By-law; provided that the Municipality may at any stage require additional on-site parking if, in the opinion of the Municipality, the bed and breakfast establishment does not have enough parking.

"boarding hostel"

Land use description: *"hostel"* means a place which provides accommodation in rooms or dormitories for students attending a place of education or tertiary educational institution, and is managed by or on behalf of the particular educational institution with which it is associated and includes communal facilities directly associated with the main use.

Development parameters:

Development parameters applicable to "place of instruction" apply.

"boarding house"

Land use description: ***"****boarding house"* means a building where lodging is provided, and includes ancillary communal cooking, dining and other communal facilities for the use of lodgers, together with outbuildings that are normally used in connection with a boarding house and—

(a) includes a building in which rooms are rented for residential purposes, a guest house or guest lodge, a home for the aged, a residential facility for handicapped persons or orphans; and

(b) does not include a hotel, dwelling house, second dwelling, backpackers' lodge or group house.

Development parameters:

(a) **Coverage**

The maximum coverage is 60%.

(b) **Floor factor**

The floor factor may not exceed 1.

(c) **Height**

(i) The highest point of a building may not exceed 15 metres to the top of the roof.

(ii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(d) **Building lines**

(i) The street building line is at least 5 metres.

(ii) Side and rear building lines are at least 4,5 metres.

(iii) The general building line encroachments under section 21.(1) apply.

(e) **Parking and access**

Parking and access must be provided in accordance with this By-law.

(f) **Screening**

The Municipality may require screening in accordance with this By-law.

(g) **Site development plan**

The Municipality may require a site development plan to be submitted for its approval.

(h) **Open space**

(i) Every boarding house must have access on the land unit to an outdoor living area that may include private or communal open space, but excludes roads, service yards and parking areas.

(ii) An outdoor living area of at least 10% of the total erf area must be provided.

(iii) The outdoor living area(s) must be of reasonable proportions and location, to the satisfaction of the Municipality, to allow for leisure or recreational use by residents, and may include open courtyards within the complex.

(i) **Service yard**

A service yard must be provided on the land unit in accordance with this By-law.

(j) **Refuse room**

A refuse room must be provided on the land unit in accordance with this By-law.

"builder's yard"

Land use description: "*builder's yard"* means a property used for the storage of material and equipment that—

(a) is required for or is normally used for construction work;

(b) was obtained from demolitions of structures or excavations of ground; or

(c) is necessary for, or is normally used for land development, including storage of material used for building roads, installing essential services, or for any other construction work, whether for public or private purposes.

Development parameters:

The development parameters applicable to "industry" apply.

"business premises"

Land use description: *"business premises"* means a property from which business is conducted and—

(a) includes a shop, supermarket, restaurant, plant nursery, office, financial institution and building for similar uses, place of leisure, institution, hotel, hospital, conference facility, rooftop base telecommunication station, and multiple parking garage;

(b) includes also the following land uses above ground floor:

(i) flats;
(ii) caretaker's quarters;
(iii) backpackers' lodge;
(iv) youth hostel;
(v) boarding houses; and

(c) does not include a place of entertainment, liquor store, motor repair garage, industry, noxious trade or risk activity.

Development parameters:

The following development parameters apply:

(a) **Coverage**

The maximum coverage for all buildings on a land unit is 100%.

(b) **Street centre line setback**

The Municipality may require a street centre line setback, in which case all buildings or structures on a land unit must be set back at least 8 metres from the centre line of the abutting public street or streets.

(c) **Floor factor**

The maximum floor factor on the land unit is 3, but may be departed from if item *(h)* of these development parameters is complied with.

(d) **Height**

(i) The highest point of a building may not exceed 15 metres to the top of the roof.
(ii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(e) **Building line**

(i) The street building line is 0 metres.
(ii) Side and rear building lines are 0 metres, provided that the Municipality may lay down common building lines in the interest of public health and safety or in order to enforce any other law or right.
(iii) Minor architectural and sunscreen features may project beyond the street boundary building line, provided that such features do not project more than 250 millimetres beyond the street boundary.

(f) **Hotel floor space concession**

Where it is proposed to erect a hotel of at least 30 bedrooms in terms of this use right, the development parameters applicable to "hotel" apply.

(g) **Canopy or balcony projection**

The Municipality may require, and may approve, a canopy or balcony projection over the street boundary in accordance with the following conditions:

(i) the canopy or balcony may not project closer than 500 millimetres to a vertical plane through the kerb line or proposed kerb line;
(ii) no portion of a canopy or balcony projection may be less than 2,8 metres above the pavement;
(iii) the Municipality may lay down more restrictive requirements relating to the dimensions, design and materials of the canopy or balcony; and
(iv) the owner must enter into an encroachment agreement with the Municipality.

(h) **Public pedestrian footway along street boundary**

If the owner provides on the land unit a public pedestrian footway that is accessible to the public at all times of at least 3 metres wide, next to a building situated alongside the street boundary, with a canopy and pavement that ties in with the street pavement, then, in

recognition of the urban design contribution to the street environment, the floor factor of the building may be increased by twice the area of the public pedestrian footway.

(i) **Street corners**

The Municipality may require the owner of a building to be situated at a public street corner, and where the Municipality considers the street corner to be significant, to incorporate in the building architectural features that focus visual interest on the corner and emphasise the importance of pedestrian movement around the corner. The architectural features may include building cut-offs, walkthrough covered arcades, plazas or other elements.

(j) **Parking and access**

(i) Parking and access must be provided on a land unit in accordance with this By-law, except in a case where the Municipality has approved alternative parking supply under section 42.(1).

(ii) Except with the approval of the Municipality, no parking bays at ground floor level on a land unit, either outside or within a building, may be located closer than 10 metres to a street boundary in order to enhance amenity at street level.

(k) **Loading**

Loading bays must be provided on the land unit in accordance with this By-law.

(l) **Screening**

The Municipality may require screening in accordance with this By-law.

(m) **Refuse room**

A refuse room must be provided on the land unit in accordance with this By-law.

"camping site"

Land use description: *"camping site"* means land set aside for camping where tents or caravans are used for short term accommodation of transient guests and may include facilities for use by guests including facilities for outdoor food preparation, resort shop, road access for vehicles, picnic facilities, raised platforms on which to set up tents or caravans, ablution facilities, communal scullery and laundry facilities and waste disposal facilities.

Development parameters:

The development parameters applicable to "tourist accommodation" apply, provided that a site development plan must be submitted to the Municipality for its approval.

"caretaker's quarters"

Land use description: *"caretaker's quarters"* means an outbuilding of not more than 60 m² in total floor area, including sanitary and cooking facilities used for the accommodation of a caretaker employed at an industrial site or business premises where the operation requires that somebody is on the land unit at all hours.

Development parameters:

As determined by the Municipality.

"**cemetery"**

Land use description: *"cemetery"* means a place for the burial of human or domestic animal remains, and—

(a) includes—

(i) ancillary buildings including an office and chapel;

(ii) a "garden of remembrance" or a "wall of remembrance"; and

(b) does not include a crematorium.

Development parameters:

The development parameters applicable to "public open space" apply in the case of publicly owned land, and the parameters applicable to "private open space" apply in the case of land in private ownership.

"clinic"

Land use description: "*clinic"* means a place that has limited facilities and an emphasis on outpatients for the diagnosis and treatment of human illness or the improvement of human health provided that—

(a) a clinic may contain live-in facilities for no more than 20 persons, including patients and staff; and

(b) a clinic may include medical consulting rooms, operating theatres, an outpatients centre, and a wellness centre with ancillary uses.

Development parameters:

The development parameters applicable to "place of instruction" apply.

"conference facility"

Land use description: *"conference facility"* means a place where information is presented and ideas or information exchanged among groups of people or delegates, and includes the supply of meals to delegates.

Development parameters:

The development parameters applicable to "business premises" apply.

"convenience shop"

Land use description: *"convenience shop"* means a small retail concern that is open long hours and that typically stocks a range of everyday items including groceries, snack foods, candy, toiletries, soft drinks, tobacco products, newspapers and magazines.

Development parameters:

(a) The development parameters applicable to "service station" apply.

(b) When approved as a consent use in another zone, the development parameters applicable to "shop" apply.

"correctional facility"

Land use description: *"correctional facility"* means a place where persons are housed and trained on instruction of a court of law and includes a reformatory, place of detention; industrial school and prison.

Development parameters:

Development parameters applicable to "authority use" apply.

"crèche"

Land use description: *"crèche"* means the use of a portion of a dwelling house or outbuildings by the occupant to provide day care, pre-school, play group or after-school care services for children.

Development parameters:

(a) The services provided must primarily be day care and educational and not medical services.

(b) The services may not operate outside the hours 6:00 to 18:00.

(c) The dominant use of the dwelling house must remain for the living accommodation of a single family.

(d) Not more than 40 children may be registered at a time, or on the property at any time, provided that the facility is at least 120m² in floor size

(e) Parking and access must be provided in accordance with this By-law.

(f) In the event that these development parameters are exceeded a rezoning to Community Zone I is required.

"crematorium"

Land use description: *"crematorium"* means a place for incinerating corpses in a furnace, and includes—

(a) ancillary facilities such as a chapel and offices; and

(b) a "garden of remembrance" or a "wall of remembrance".

Development parameters:

Development parameters applicable to "industry" apply.

"double dwelling house"

Land use description: *"double dwelling house"* means—

(a) a building designed as a single architectural entity that appears as a single dwelling house, containing two dwelling units on one land unit; and

(b) does not include a second dwelling.

Development parameters:

(a) **Coverage**

The coverage may not exceed 50%.

(b) **Floor space**

There may not be more than 10% difference in the floor space of the two dwelling units and the total floor space of each of the two units may not exceed 250 m² per unit.

(c) **Height**

(i) The height of a double dwelling house may not exceed 6 metres to the wall plate in all cases, and 8,5 metres to the ridge of the roof in the case of a pitched roof.

(ii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(d) **Building lines:**

(i) The street building line is at least 4 metres.

(ii) The side building line is at least 2 metres.

(iii) The rear building line is at least 2 metres.

(iv) The general building line encroachments under section 21.(1) apply.

(e) **Window and door placement**

Any portion of a building that contains an external window or door facing onto a common boundary must—

(i) be set back at least 1,5 metres from such boundary; and

(ii) the portion of building to be set back from the boundary must include the door or window, together with the additional length of wall as is required to make up a total minimum length of 3 metres.

(f) **Garages, carports and outbuildings**

(i) A garage, carport and outbuildings are permitted within the common boundary building line provided that the garage and carport do not—

(aa) extend higher than 3,5 metres to the top of the roof;

(bb) contain more than a double garage façade; and

(cc) exceed a length and width of 6,5 metres.

(ii) For land units of 650 m² and less—

(aa) a garage or carport erected parallel to the street boundary is permitted up to 1,5 metres from the street boundary;

(bb) a garage or carport erected perpendicular to the street boundary is permitted up to 5,5metres from the street kerb;

provided that the garage or carport—

(aa) is not higher than 3,5 metres to the top of the roof;

(bb) does not contain more than a double garage façade; and

(cc) does not exceed a length and width of 6,5 metres.

(iii) For land units exceeding 650 m², a garage or carport may not be closer than 5 metres from the street boundary, notwithstanding the street building line.

(iv) Despite subparagraphs (ii) and (iii), a garage or carport may be erected within the street boundary building line if, in the opinion of the Municipality, compliance with the street boundary building line is not practical due to steep slopes of the ground between the road and the property concerned. The Municipality must determine the street boundary building line in such a case.

(g) **Parking and access**

Parking and access must be provided in accordance with the requirements of this By-law. Both dwelling units must obtain vehicle access from and to a street and each dwelling unit is limited to a maximum of two garages per dwelling unit.

(h) **Refuse room or service yard**

The Municipality may require a refuse room or service yard or both to be provided on the land unit(s) concerned, in accordance with this By-law.

(i) **Connection**

The two units must be connected by means of a communal wall of the dwelling, and connected garages, outside lapas and braai areas may not be used to satisfy this requirement.

"dwelling house"

Land use description: *"dwelling house"* means a building containing only one dwelling unit, together with such outbuildings as are ordinarily used with a dwelling house, including:

(a) a storeroom and garaging;
(b) a braai room;
(c) renewable energy structures for household purposes;
(d) home occupation;
(e) rain and grey water storage for household purposes;
(f) bed and breakfast establishment.

Development parameters:

(a) **Height**

(i) The height of a dwelling house may not exceed 6 metres to the wall plate in all cases, and 8,5 metres to the ridge of the roof in the case of a pitched roof.

(ii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(b) **Coverage and building lines**

(i) Building lines are at least the distance indicated in the table entitled "Coverage and building lines" from the relevant erf boundary:

Coverage and building lines

Erf size	Coverage	Building lines		
		Street	Side	Rear
Less than or equal to 250 m²	80%	1 metre	1 metre	1,5 metres
Greater than 250 m², but not exceeding 500 m²	65%	3 metres	1,5 metres	1,5 metres
Greater than 500 m²	50%	4.5 metres	2 metres	2 metres

(ii) The general building line encroachments under section 21.(1) apply.

(iii) The Municipality may permit a relaxation of the lateral and/or rear building lines in the case of a dwelling house in Single Residential Zone I, subject to:

(aa) the comment of the adjoining property owner/s be obtained by the applicant;

(bb) such building or extension not exceeding a height of one storey;

(cc) the provision of an access way, other than through a building and at least 1m wide, from a street to every vacant portion of the land unit concerned, other than a courtyard.

(iii) No garage or any part thereof is permitted to encroach on the street building line, except if, in the opinion of the Municipality, compliance with the street boundary building line is not practical due to steep slopes of the ground between the road and the property concerned. The Municipality must determine the street boundary building line in such a case.

(iv) For any part of a building, other than a garage, the municipality may permit a relaxation of the street building line provided that it does not interfere with the character and appearance of the street. The municipality's decision in this regard is final.

(c) **Parking and access**

(i) Parking and access must be provided on the land unit in accordance with this By-law.

(ii) Where a dwelling unit is occupied by unrelated persons as defined in paragraph *(b)* of the definition of "family" in section 1, provision must be made for parking in accordance with the parking requirements for a boarding house.

(d) **Garaging**

Garaging for up to four vehicles is permitted.

"environmental facilities"

Land use description: *"environmental facilities"* means facilities for the management, study, interpretation, education, and public appreciation of a predominantly natural area or heritage site and may include hiking trails, but does not include tourist facilities or tourist accommodation.

Development parameters:

The Municipality must determine the land use restrictions and the development parameters for the property based on the objectives of this zoning and the specific circumstances including adherence with an approved environmental management plan, where applicable.

"factory"

Land use description: *"factory"* means property containing an industrial assembly plant used for the manufacture of goods.

Development parameters:

The development parameters applicable to "industry" apply.

"factory shop"

Land use description: *"factory shop"* means property used for the retail sale of goods that are completely or predominantly manufactured in a factory on the property concerned and may include a shop.

Development parameters:

The development parameters applicable to "industry" apply.

The occupant of an industry may operate a factory shop provided that—

(a) the total floor space devoted to the sale of goods may not exceed 10% of the total floor space of all the buildings on the land unit; and

(b) any goods that are offered for sale but have not been manufactured on the property, must be directly connected with the goods that are manufactured on the property.

"farm shop"

Land use description: *"farm shop"* means a building or structure not exceeding 120 m² in floor space located on a farm and from where the farmer sells produce grown on the farm and other goods to the general public, including storage facilities.

Development parameters:
The development parameters applicable to "agriculture" apply.

"farmers' market"

Land use description:
(a) **"***farmers' market*" means a predominantly fresh food market where farmers and food producers sell, directly to consumers, farm-origin and associated value-added specialty foods and plant products including—

(i) primary food products;
(ii) seafood, game and foraged foods;
(iii) value-added foods;
(iv) speciality food products;
(v) garden inputs; and
(vi) small livestock;

(b) A farmers'market–

(i) operates regularly within a community;
(ii) is located at a focal public location that provides a suitable environment for farmers to conduct trade;
(iii) typically consists of booths, tables or stands, outdoors or indoors, where farmers sell farm produce, meats, and sometimes prepared foods and beverages; and
(iv) may include:
(aa) a subservient component of stalls for the sale of locally produced handmade crafts and arts; and
(bb) live family entertainment, outdoor recreation activities and children's play area.

Development parameters:
The development parameters applicable to "agriculture", apply, together with the following additional parameters:

(a) the Municipality may stipulate conditions with regard to the layout, building design, open space, landscaping, parking, access and environmental management; and
(b) the development must occur in accordance with an approved site development plan.

"flats"

Land use description: *"flats"* means a building containing three or more dwelling units together with such outbuildings, open space and private roads as are ordinarily associated with flats.

Development parameters:

(a) **Coverage**
The maximum coverage is 60%.

(b) **Floor factor**
The floor factor may not exceed 1.

(c) **Height**
(i) The highest point of a building may not exceed 15 metres to the top of the roof.
(ii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(d) **Building lines**
(i) The street building line is at least 5 metres.

(ii) Side and rear building lines are at least 4,5 metres.
(iii) The general building line encroachments under section 21.(1) apply.

(e) **Parking and access**
Parking and access must be provided in accordance with this By-law.

(f) **Screening**
The Municipality may require screening in accordance with this By-law.

(g) **Site development plan**
The Municipality may require a site development plan to be submitted for its approval.

(h) **Institution, place of instruction and place of assembly**
The development parameters that apply to "institution", "place of instruction" and "place of assembly" apply to this use; provided that where the institution, place of instruction or place of assembly is situated within a building which is also used for flats or a boarding house, then the coverage, height and building line requirements for the flats or boarding house apply.

(i) **Open space**
(i) Every block of flats must have access on the land unit to an outdoor living area, including private or communal open space, but excludes roads, service yards and parking areas.
(ii) An outdoor living area of at least 10% of the total erf area must be provided and the outdoor living area(s) must be of reasonable proportions and location to allow for leisure or recreational use by residents, and may include open courtyards within the complex.

(j) **Service yard**
A service yard must be provided on the land unit in accordance with this By-law.

(k) **Refuse room**
A refuse room must be provided on the land unit in accordance with this By-law.

(l) **Flats as a consent use in a group housing scheme**
The following conditions apply to flats as a consent use right in this zone:
(i) the flats must form an integrated part of a group housing site and must comply with the development parameters for "group housing";
(ii) the total floor space of flats may not exceed 40% of the total floor space of all buildings on the group housing site; and
(iii) the open space requirement for dwelling units in a group housing site applies.

"freestanding base telecommunication station"

Land use description: *"freestanding base telecommunication station"* means a freestanding support structure on land or anchored to land and used for telecommunication infrastructure to transmit or receive electronic communication signals, and may include access roads to the structure.

Development parameters:
For urban properties as determined by the Municipality. Development parameters applicable to "agriculture" apply on a rural property.

"function venue"

Land use description: *"function venue"* means a building or structure used for functions, weddings and expos on what is mainly a rural property.

Development parameters:
Development parameters applicable to "agriculture" apply on a rural property, together with the limitation that any function venue in a rural area, including all components of the venue, may not exceed a total floor space of 500 m².

"funeral parlour"

Land use description: *"funeral parlour"* means property where the dead are prepared for burial or cremation and—

(a) includes facilities for ancillary administrative and religious functions; and
(b) does not include a crematorium.

Development parameters:
The development parameters applicable to "shop" and "industry" apply.

"garden of remembrance"

Land use description: *"garden of remembrance"* is a section of a cemetery or crematorium set aside for the erection of memorial plaques or structures, placing or scattering of ashes.

Development parameters:
The development parameters applicable to "cemetery" and "crematorium" apply.

"group housing"

Land use description: ***"****group housing"* and *"group housing scheme"* means a group of separate or linked dwelling units where ─

(a) every dwelling unit has a ground floor;
(b) the units may be cadastrally subdivided;
(c) the units are planned, designed and built as a harmonious architectural entity in an ordered way; and
(d) the units are integrated with communal open spaces, roads and parking.

Development parameters:

(a) **Design principles**
All buildings and structures must be planned, designed and built as a harmonious architectural entity and special attention must be given to aesthetics, architectural coordination, urban design and landscaping.

(b) **Minimum Erf size**
Not less than 300m².

(c) **Height**
(i) The height of dwelling units may not exceed 6 metres to the wall plate in all cases, and 8,5 metres to the ridge of the roof in the case of a pitched roof.
(ii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(d) **Open space**
Within a group housing site, outdoor space of at least 50 m² per dwelling unit must be provided and the outdoor space may include private or communal open space or any functional outdoor space that is inaccessible to motor vehicles, but excludes roads, service yards and parking areas.

(e) **Building lines along the perimeter of a group housing site**
The following building lines apply along the perimeter of a group housing site:
(i) a street boundary building line of 4.5 metres applies where the group housing site abuts an external public street;
(ii) side and rear boundary building lines are 3 metres along the perimeter of the group housing site; and
(iii) the general building line encroachments under section 21.(1) apply.

(f) **Building lines within a group housing site**
The following building lines apply within a group housing site:
(i) street boundary building lines on internal roads are 2 metres; provided that any garage door facing the road must be set back at least 4.5 metres from the kerb of such internal road; and
(ii) side and rear boundary building lines within the group housing site are 0 metres, unless the Municipality requires a building line for fire-fighting

purposes, in which case the common boundary building lines must be determined by the Municipality.

(g) **Parking and access**

(i) Parking and access must be provided in accordance with the requirements of this By-law.

(ii) Parking may be provided in the form of communal parking.

(h) **Site development plan**

The developer must submit a site development plan and design guidelines of the proposed group housing scheme to the Municipality for its approval, and, once approved, the development of the group housing site must be in accordance with the plan and guidelines. In absence of guidelines the Municipality's decision as to what is aesthetically acceptable will be final.

(i) **Service yard**

Service yard(s) must be provided on the land unit in accordance with this By-law.

(j) **Refuse room**

A refuse room must be provided on the land unit in accordance with this By-law.

(k) **Aesthetics and deviations**

External additions or alterations to buildings or building work shall not be detrimental to the external character and architectural style of the scheme. The owner must obtain for all work the written consent, where applicable, of the relevant owners' association or Body Corporate, or all the owners within a housing scheme if the owners' association or Body Corporate is not functioning.

"guest house"

Land use description: *"guest house"* means a dwelling house, second dwelling, double dwelling house, or additional dwelling unit that is used for the purpose of supplying lodging and meals to transient guests for compensation, in an establishment that exceeds the restrictions of a bed and breakfast establishment (more than 2 guest rooms or 4 guests), and—

(a) includes business meetings or training sessions by and for guests on the property for up to 12 persons; and

(b) does not include agricultural workers' accommodation.

Development parameters:

The development parameters applicable to "dwelling house", "second dwelling" and "additional dwelling unit" apply.

The following further parameters apply:

(a) the Municipality may require a site development plan to be submitted for a proposed guest house and the guest house may not open for business until the plan is approved;

(b) the owner of a proposed guest house establishment must live on the property and must have consent use approval from the Municipality before the guest house establishment may open for business;

(c) a register of guests and lodgers must be kept and completed when rooms are let;

(d) any new structure or alteration to the property related to its use as a guest house must be compatible with the residential character of the area, particularly with regard to the streetscape, and must be capable of reverting to use as part of the dwelling house, second dwelling, additional dwelling unit or outbuilding concerned;

(e) no more than 6 rooms per land unit may be used for bedroom accommodation for paying guests or lodgers, and no more than 12 paying guests or lodgers may be supplied with lodging or meals at any time;

(f) the requirement in paragraph *(e)* is also applicable where a land unit contains both a guest house and rooms which are available for letting to lodgers;

(g) no alcoholic beverages may be served except to resident guests for consumption on the premises;

(h) guest rooms may not be converted to, or used as, separate self-catering dwelling units;

(i) meals may only be supplied to guests or lodgers who have lodging on the property, employees, and the family residing in the dwelling;

(j) in the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 1 m² in area;

(k) no weddings, receptions, conferences, training or any similar activities are permitted in a guest house;

(l) no activities that constitute, or are likely to constitute, a source of public nuisance may be carried out; and

(m) on-site parking must be provided in accordance with the provisions of this By-law, provided that the Municipality may at any stage require additional on-site parking if, in the opinion of the Municipality, the guest house does not have enough parking.

"guest lodge"

Land use description: *"guest lodge"* means an appropriately scaled establishment that provides temporary residence and meals for transient guests and—

(a) includes a small conference or training facility and also caters for business meetings, and

(b) does not include a restaurant or backpackers' lodge.

Development parameters:

(a) **Coverage**

The maximum coverage is 60%.

(b) **Floor factor**

The floor factor may not exceed 1.

(c) **Height**

(i) The highest point of a building may not exceed 8,5 metres from natural ground level to the top of the roof.

(ii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(d) **Building lines**

(i) The street building line is at least 5 metres.

(ii) Side and rear building lines are at least 4,5 metres.

(iii) The general building line encroachments under section 21.(1) apply.

(e) **Parking and access**

Parking and access must be provided in accordance with this By-law.

(f) **Screening**

The Municipality may require screening in accordance with this By-law.

(g) **Site development plan**

The Municipality may require a site development plan to be submitted for its approval.

(h) **Open space**

(i) Every guest lodge must have access to an outdoor living area on the land unit, and the outdoor living area may include private or communal open space, but excludes roads, service yards and parking areas.

(ii) An outdoor living area of at least 10% of the total erf area must be provided; the outdoor living area(s) must be of reasonable proportions and location to allow for leisure or recreational use by guests and lodgers, and may include open courtyards within the complex.

(i) **Service yard**

A service yard must be provided on the land unit in accordance with this By-law.

(j) **Refuse room**

A refuse room must be provided on the land unit in accordance with this By-law.

(k) A register of guests and lodgers must be kept, and completed when rooms are let.

(l) No more than 20 rooms per land unit may be used for bedroom accommodation for paying guests or lodgers, and no more than 40 paying guests or lodgers may be supplied with lodging or meals at any time.

(m) No alcoholic beverages may be served except to resident guests for consumption on the premises.

(n) Guest rooms may not be converted to, or used as, separate self-catering dwelling units.

(o) Meals may only be supplied to guests or lodgers who have lodging on the property, employees, and the family residing in the guest lodge.

(p) In the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 1 m² in area.

"helicopter landing pad"

Land use description: *"helicopter landing pad"* means any portion of land, building, structure or part thereof demarcated for the purposes of landing or take-off of helicopters or vertical lift-off aircraft.

Development parameters:
As determined by the Municipality.

"home for the aged"

Land use description: *"home for the aged"* means a building where permanent lodging is provided, with or without meals, to persons who are 50 years of age or older and–

(a) includes–
- (i) outbuildings as are normally used therewith; and
- (ii) a frail care facility; and

(b) does not include –
- (i) a dwelling house;
- (ii) a hotel;
- (iii) a bed and breakfast establishment; or
- (iv) flats.

Development parameters:
The development parameters applicable to "boarding house", apply.

"home occupation"

Land use description: "*home occupation"* means the practising of an occupation, trade, hobby or the conducting of an enterprise by one or more occupants who reside on the property, provided that the dominant use of the property concerned must remain for the living accommodation of the occupants and home occupation does not include a house shop.

Development parameters

(a) The dominant use of the property must be for accommodation of a single family.

(b) The proprietor of the home occupation concerned must live on the property.

(c) Any new structure or alteration to the property to accommodate a home occupation must be compatible with the residential character of the area, particularly with regard to the streetscape, and must be capable of reverting to use as part of the dwelling house, second dwelling or outbuilding concerned.

(d) Not more than two employees may be engaged by the occupant in the home occupation concerned.

(e) No home occupation may include a noxious trade, risk activity, adult entertainment, adult services, adult shop, sale of alcoholic beverages, motor repair garage, funeral parlour or activities that are likely to generate a public nuisance, including but not limited to panel beating and spray painting, auto electrician, builder's yard, welding works or joinery.

in addition to paragraph (e), the following uses specifically are not classified as home occupation:

(i) activities conforming to the definition of a shop;
(ii) animal care centres;
(iii) butcheries;
(iv) coal and wood merchants;
(v) escort agencies or adult entertainment;
(vi) fishmongers;
(vii) hospitals or clinics;
(viii) house shops;
(ix) taverns;
(x) builder's yard or manufacturing of concrete products;
(xi) motor vehicle repairs or auto electrician;
(xii) panel beating or spray painting;
(xiii) parcel delivery services;
(xiv) places of entertainment or sale of alcoholic beverages;
(xv) places of instruction
(xvi) shooting ranges or shooting instructions;
(xvii) taxi or bus businesses;
(xviii) tow-in services;
(xix) transport contractors;
(xx) undertakers;
(xxi) vehicle rental agencies or armed/alarm security undertakings;
(xxii) welding or joinery
(xxiii) scrap yards and
(xxiv) any other activity that in the opinion of the Municipality does not fit in the particular environment or is of a nature that it must be located on a suitably zoned premises;

(f) No goods for sale may be publicly displayed and no external evidence of the home occupation may be visible from a public street, except for an advertising sign in accordance with paragraph *(g)*.

(g) In the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 0,2 m² in area.

(h) A "place of instruction" may be operated as a home occupation, provided that no more than six students may be accommodated at any given time.

(i) No activities that constitute or are likely to constitute a source of public nuisance, or generate waste material that may be harmful to the area or requires special waste removal processes, may be carried out.

(j) Off-street parking must be provided at a ratio of 1 parking bay per 25 m² area used for home occupation. The Municipality may at any stage require additional on-site parking where, in the opinion of the Municipality, there is not enough parking for the home occupation concerned.

(k) The total area used for all home occupation activity on a land unit, including storage, may not consist of more than 25% of the total floor area of the dwelling units on the land unit or 60 m², whichever is smaller.

(l) The storage of all goods and equipment connected with the home occupation concerned must be inside a building or screened from neighbours and the public street.

(m) Not more than two vehicles may be used in connection with a home occupation, and no one vehicle may exceed 3 500 kg in gross weight.

(n) The hours of operation of a home occupation may not extend beyond 8:00 to 18:00 from Monday to Friday, and 8:00 to 13:00 on Saturday. No home occupation operations are permitted on public holidays or Sundays.

(o) The Municipality may, at any stage, call for a cessation of the home occupation activity or impose conditions in order to minimise any potential nuisance to surrounding neighbours or the general public.

(p) When "home occupation" is approved as a consent use right in any zone, the development parameters of "home occupation" apply over and above the development parameters of the relevant land use allowed as a primary right in the zone.

(q) In order to exercise the consent use right under paragraph *(o)*, the owner must obtain the written consent, where applicable, of the relevant owners' association or Body Corporate, or all the owners within a housing scheme if the owners' association or Body Corporate is not functioning.

"hospital"

Land use description: *"hospital"* means a place for the diagnosis and treatment of human illness, with integrated facilities including operating theatres and live-in accommodation for patients and may include—

(a) a clinic;
(b) medical consulting rooms;
(c) a pharmacy;
(d) a subservient restaurant; and
(e) a shop.

Development parameters:
The development parameters applicable to "place of instruction" apply.

"hotel"

Land use description: *"hotel"* means a property used as a temporary residence for transient guests, where lodging and meals are provided, and—

(a) includes—
  (i) restaurants;
  (ii) conference and entertainment facilities and a chapel that are subservient and ancillary to the dominant use of the property as a hotel;
  (iii) premises that are licensed to sell alcoholic beverages for consumption on the property;
  (iv) flats;
  (v) a wellness centre; and
  (vi) a boarding house; and

(b) does not include—
  (i) a liquor store;
  (ii) a backpackers' lodge;
  (iii) a dwelling house, and
  (iv) a dwelling unit.
  (v) a place of entertainment

Development parameters:
The development parameters applicable to "business premises" apply with the following concession:

(a) Where it is proposed to erect a hotel of at least 30 bedrooms within this zone, the following portions of the hotel must be disregarded when calculating the total floor space of the building:
  (i) rooms that are used by residents and visitors as dining rooms, banqueting rooms, bars, restaurants, ballrooms, rooms for games and sports, lounges, sitting rooms, reading rooms, writing rooms and conference rooms;
  (ii) public foyers and areas comprising public or communal stoeps, verandahs, balconies, terraces or sun decks used by hotel residents or visitors;

(iii) barber shops, hairdressing salons, florists and similar enterprises within the hotel for the exclusive use of hotel residents;
(iv) offices forming part of the hotel premises, used solely for the administration and management of the hotel;
(v) kitchens, sculleries, laundries and similar service facilities forming part of the hotel premises;
(vi) storerooms appurtenant to the hotel; and
(vii) staff quarters appurtenant to the hotel, including corridors, stairs and other means of access within such staff quarters, including all kitchens, dining rooms, recreation rooms, laundries and other similar rooms for the exclusive use of staff.

(b) If, in the opinion of the Municipality, a room is primarily for the use of persons other than hotel residents, staff or visitors, the room must be included in the floor space calculation of the building notwithstanding that it may be referred to in paragraph *(a)*(i) to (vii), and any rooms that are not specifically referred to in paragraph *(a)*(i) to (vii) must also be included in the floor space calculation of the building.

"house shop"

Land use description: "house shop" means the operation of a retail business from a dwelling for the convenience of the immediate community by the registered owner of the dwelling, who must occupy the dwelling; provided that the primary use of the dwelling shall remain residential, and may be granted as a temporary departure from this By-law by the Municipality since it does not constitute a primary or consent in terms of this By-law.

Development parameters:
As determined by the Witzenberg Municipality: House Shop By-Law.

"industrial hive"

Land use description: *"industrial hive"* means a complex of uniformly designed buildings, containing a mix of retail and manufacturing activities arranged in an orderly manner around common spaces including—

(a) common parking and access;
(b) light industry;
(c) service trade;
(d) storage facilities;
(e) service station;
(f) restaurant; and
(g) open air motor vehicle display.

Development parameters
The development parameters applicable to "light industry" apply.

"industry"

Land use description: *"industry"* means a property used as a factory and in which an article or part of the article is made, manufactured, produced, built, assembled, compiled, printed, ornamented, processed, treated, adapted, repaired, renovated, rebuilt, altered, painted (including spray painting), polished, finished, cleaned, dyed, washed, broken up, disassembled, sorted, packed, chilled, frozen or stored in cold storage; including offices, caretaker's quarters, factory shop or other uses that are subservient and ancillary to the use of the property as a factory; and—

(a) includes—
(i) an industrial hive;
(ii) builder's yard
(iv) service station;
(v) transport usage;
(vi) rooftop base telecommunication station;

(viii) warehouse and agricultural industry; and

(b) does not include a noxious trade, scrap yard or risk activity.

Development parameters:

(a) **Floor factor and coverage**

(i) The floor factor may not exceed 1,5.

(ii) The maximum coverage is 75%.

(b) **Height**

(i) The highest point of a building may not exceed 18 metres to the top of the roof.

(ii) The highest point of a stack of shipping or transport containers stored outside a building may not exceed 15 metres above average ground level.

(iii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(c) **Street boundary building line**

The street boundary building line is 0 metres, with a street centreline setback of at least 8 metres.

(d) **Side and rear boundary building lines**

Side and rear boundary building lines are 0 metres, provided that the Municipality may impose down side and rear building lines of up to 3 metres in the interest of public health and/or safety.

(e) **Boundary walls**

Where a land unit has a common boundary with another land unit that is not zoned Industrial Zone II or Industrial Zone III, the Municipality may require a 1,8 metre-high wall to be erected, to the satisfaction of the Municipality, along the common boundary.

(f) **Parking and access**

Parking and access must be provided on the land unit in accordance with this By-law.

(g) **Loading**

Loading bays must be provided on the land unit in accordance with this By-law.

(h) **Screening**

The Municipality may require screening in accordance with this By-law.

(i) **Hazardous substances**

Despite the fact that an activity constitutes a primary use right in terms of this zone, no activity or use that includes the on-site storage of hazardous substances may be permitted unless a risk management and prevention plan has been submitted to the Municipality for its approval. The risk management and prevention plan must include guidelines approved by the Municipality to prevent or minimise danger to the environment or humans from a particular activity or series of activities, and to deal with the consequences of any dangerous event involving the hazardous substances.

(j) **Industrial hive**

The same development management provisions that apply to an industrial hive under "light industry" apply to an industrial hive in this zone.

(k) **Site development plan**

The Municipality may require a site development plan to be submitted for its approval in accordance with this By-law.

(l) **Refuse room**

A refuse room must be provided on the land unit in accordance with this By-law.

"institution"

Land use description: *"institution"*—

(a) means a property used as a facility that renders services to the community including—

(i) hospital;

(ii) clinic;

(iii) home for the aged, retired, indigent or handicapped, frail care facility;

(iv) a social facility including a counselling centre, orphanage and rehabilitation centre; and
(v) ancillary accommodation, administrative, health care, training and support services and facilities; and

(b) does not include a correctional facility.

Development parameters:
Development parameters applicable to "place of instruction" apply.

"intensive animal farming"

Land use description: *"intensive animal farming"*—

(a) means the breeding, feeding and keeping, on an intensive basis, of animals or poultry confined to buildings, or structures; and

(b) does not include the breeding, feeding and keeping of wildlife.

Development parameters:
Development parameters applicable to "agriculture" apply.

"intensive horticulture"

Land use description: *"intensive horticulture"* means the culture of plants on an intensive scale, including—

(a) the culture of plants under a roof or in greenhouses; and

(b) the sale of self-produced plants on a property.

Development parameters:
Development parameters applicable to "agriculture" apply.

"light industry"

Land use description: *"light industry"*—

(a) means an industry, not being a hazardous or offensive industry or involving use of hazardous or offensive storage establishment, and where the processes carried on, the transportation involved or the machinery or materials used do not interfere with the amenity of the neighbourhood by reason of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil, or otherwise;

(b) involves manufacturing that is less capital-intensive and requires less machinery than other types of manufacturing; and

(c) includes—
(i) the manufacturing of consumer products, including electronics and clothing;
(ii) warehousing;
(iii) industrial hive;
(iv) service trade;
(v) service station;
(vi) restaurant; and
(vii) open air motor vehicle display.

Development parameters

(a) **Floor factor**
The maximum floor factor on the land unit is 1,5.

(b) **Coverage**
The maximum coverage for all buildings on a land unit is 75%.

(c) **Height**
(i) No building may exceed a height of two storeys.
(ii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(d) **Street building line**
The street building line is at least 5 metres.

(e) **Side building line**
The side building line is at least 3 metres.

(f) **Rear building line**
The rear building line is at least 3 metres.

(g) **Boundary walls**
Where a land unit has a common boundary with another land unit that is not zoned for industrial purposes, the Municipality may require a 1.8 metre-high wall to be erected to the satisfaction of the Municipality, along the common boundary.

(h) **Parking and access**
Parking and access must be provided in accordance with this By-law.

(i) **Loading bays**
Loading bays must be provided in accordance with this By-law.

(j) **Screening**
The Municipality may require screening in accordance with this By-law.

(k) **Refuse room**
A refuse room must be provided on the land unit in accordance with this By-law.

(l) **Hazardous substances**
No activity which includes storage of on-site hazardous substances may be permitted unless a risk management and prevention plan has been submitted to the Municipality for its approval. The risk management and prevention plan must include guidelines approved by the Municipality to prevent or minimise danger to the environment or humans from a particular activity or series of activities, and to deal with the consequences of any dangerous event involving the hazardous substances.

(m) **Site development plan**
A site development plan must be submitted to the Municipality for its approval.

(n) **Industrial hive**
The following additional development parameters apply for an industrial hive, namely:

(i) the design principles which are reflected in the definition of "industrial hive" must be closely followed and implemented;

(ii) special attention must be given to aesthetics, architectural coordination, urban design and landscaping; and

(iii) the Municipality may impose conditions specifying limits on the mix of retail and manufacturing activities, and the industrial hive may not allocate more than 50% of the total floor space to retail activities, shops or associated uses.

"liquor store"

Land use description: "*liquor store"* means an establishment where the dominant use is the retail sale of alcoholic beverages, for consumption off the property.

Development parameters:
The development parameters applicable to "shop" apply.

"medical consulting rooms"

Land use description: *"medical consulting rooms"* means an office or offices and ancillary rooms used by a registered medical professional for human medical or medical-related consultation, where the office is not attached to a hospital or clinic.

Development parameters:
The development parameters applicable to "office" apply.

"mine"

Land use description: *"mine"* means mine as defined in the Mineral and Petroleum Resources Development Act, 2002 (Act 28 of 2002) and includes extracting gas for market production purposes.

Development parameters:

The following development management provisions apply:

(a) the owner must comply with national and provincial statutory requirements applicable to mining;

(b) any application to rezone land to Industrial Zone IV must contain an explanation of the measures that will be implemented to address safety and environmental concerns that may be imposed as conditions of approval by the Municipality, including—

(i) control of drainage, sedimentation and erosion;
(ii) preservation of surface and substance water;
(iii) preservation of topsoil;
(iv) provision for restoration and the re-use of the site;
(v) provision for noise and visual buffering;
(vi) accommodation of heavy traffic and vehicles on roadways; and
(vii) a phased programme for rehabilitation; and

(c) a site development plan must be submitted to the Municipality for its approval.

"mobile home"

Land use description: *"mobile home"* means a transportable structure that is designed so that it can be used as a permanent dwelling and that has the necessary service connections for a permanent dwelling.

Development parameters:

As determined by the Municipality.

"motor repair garage"

Land use description: "*motor repair garage"* means a commercial enterprise where motor vehicles are provided with fuel or major services including engine overhauling, spray-painting, panel beating, black-smithery, exhaust fitment, shock absorber fitment or body work, and includes a service station.

Development parameters:

The development parameters applicable to "shop" apply. The following additional development parameters apply:

(a) a site development plan must be submitted to the Municipality for its approval;

(b) any part of the property of a motor repair garage that is used for the repair of motor vehicles, the storage of inoperable motor vehicles or parts of motor vehicles, empty containers including oil drums and packing cases, or any other scrap, must be enclosed with a solid screen wall at least 1.8 metres high, or contained in a building; and

(c) any motor repair garage that supplies fuel must comply with the following access requirements:

(i) the width of motor vehicle carriageway crossings over the street boundary, whether one-way or two-way, may not exceed 8 metres;
(ii) a wall, at least 100 millimetres thick and 350 millimetres high, must be erected on the street boundary between different motor vehicle carriageway crossings, and the wall must continue along the boundary unless the property is otherwise enclosed;
(iii) the motor vehicle carriageway crossings must be limited to two per site unless the total length of a street boundary exceeds 30 metres, in which case one additional motor vehicle carriageway crossing may be permitted;
(iv) at the point where it crosses the street boundary, a motor vehicle carriageway crossing may not be closer than:

(aa) 30 metres to the intersection of a provincial road and with any other road of a similar status;

(bb) 30 metres to the nearest point of an intersection where traffic is controlled, or is proposed to be controlled, by a traffic signal or traffic island;

(cc) 10 metres from the corner of an intersection not described in items *(aa)* and *(bb)*, if the intersection is not splayed, or 5 metres from the point where the splay meets the road boundary if the intersection is splayed; and

(dd) 1,5 metres from a side boundary; and

(v) no fuel pump may be erected so that the base or island on which the pump stands is less than 3,5 metres from the nearest street boundary.

"multiple parking garage"

Land use description: *"multiple parking garage"* means a place, excluding a road, street and on-site parking associated with a primary or consent use, that is used for parking of motor vehicles by the public, with or without a fee, and may include parking within a building.

Development parameters

Development parameters applicable to "business premises" apply.

"nature conservation area"

Land use description: *"nature conservation area"* means the use and management of land with the objective of preserving the natural biophysical characteristics of that land, including the fauna and flora, but does not include tourist facilities, tourist accommodation or agriculture.

Development parameters:

(a) The Municipality may require an environmental conservation plan to be submitted for its approval.

(b) The Municipality must determine the land use restrictions and the development parameters for the property based on the objectives of this zoning, the particular circumstances of the property and, where applicable, in accordance with an approved environmental management plan.

(c) No more than one dwelling house is allowed.

(d) When a consent use to provide tourist facilities in a "nature conservation area" is approved, it is subject to conditions imposed by the Municipality with regard to layout, landscaping and building design.

(e) A site development plan must be submitted to the Municipality for its approval, clearly indicating the position of all structures, services and internal roads.

"nature reserve"

Land use description: *"nature reserve"* means a national park or some other nature area that is owned by an organ of state or remains in private ownership and has been declared as a nature reserve or has a similar status in terms of legislation; it consists of an area that is utilised as a game park or reserve for fauna and flora in their natural habitat and—

(a) includes environmental facilities and worker accommodation; and

(b) does not include accommodation facilities for tourists or holiday makers.

Development parameters:

(a) An environmental management plan must submitted to the Municipality, SANParks or CapeNature for their approval or to all of them for approval.

(b) SANParks or CapeNature or both must, in consultation with the Municipality, determine the land use restrictions and the development parameters for the property based on the objectives of this zoning, the particular circumstances of the property, and in accordance with an approved environmental management plan.

(c) When consent uses to provide tourist facilities or tourist accommodation in a "nature reserve" is approved, conditions must be imposed with regard to density, layout, landscaping, and building design.

(d) A site development plan must be submitted to the Municipality for its approval, clearly indicating the position of all structures, stands, services and internal roads.

"neighbourhood shop"

Land use description: *"neighbourhood shop"* means a property used for the retail sale, principally, of convenience goods to the public and providing service almost exclusively to the inhabitants of a specific neighbourhood and its surrounding area, and—

(a) includes laundrette, hair salon, medical practitioner and clinic; and

(b) does not include a liquor store, supermarket; service trade; flats or office.

Development parameters

The development parameters applicable to "shop" apply.

Despite the zero side and rear building lines, a 3 metre side or rear building line applies where a land unit zoned Business Zone III abuts on a residential zone.

"noxious trade"

Land use description: "*noxious trade"* means an industry that is offensive, poisonous or a potentially harmful use or activity that, because of the fumes, emissions, smell, vibration, noise, waste products, nature of material used, processes employed, or other cause, is considered by the Municipality to be a potential source of danger, nuisance or offence to the general public or persons in the surrounding area and includes—

(a) an abattoir;

(b) a crematorium;

(c) rooftop base telecommunication station; and

Development parameters

The following development parameters apply:

(a) **Floor factor**

The maximum floor factor on the land unit is 2.

(b) **Coverage**

The maximum coverage for all buildings on the land unit is 75%.

(c) **Height**

(i) No height restriction applies to buildings used for a noxious trade, risk activity or manufacturing in this zone.

(ii) Buildings not used for noxious trade, risk activity or manufacturing purposes may not exceed a height of 18 metres to the top of the roof.

(iii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(iv) The highest point of shipping or transport containers, when stored or stacked outside a building connected with a noxious trade, may not exceed 15 metres above average ground level.

(d) **Building lines**

(i) The street boundary building line is at least 5 metres.

(ii) The side and rear boundary building lines are at least 5 metres.

(e) **Parking and access**

Parking and access must be provided on the land unit in accordance with this By-law.

(f) **Loading**

Loading bays must be provided on the land unit in accordance with this By-law.

(g) **Screening**

The Municipality may require screening on the land unit in accordance with this By-law.

(h) **Boundary walls**

Where a land unit has a common boundary with another land unit that is not zoned Industrial Zone II or Industrial Zone III, the Municipality may require a 1,8 metre-high wall, of the quality and with finishings to the satisfaction of the Municipality, to be erected along the common boundary..

(i) **Hazardous substances**

Despite the fact that an activity constitutes a primary use right in terms of this zone, no activity or use that includes the on-site storage of hazardous substances is permitted unless a risk management and prevention plan has been submitted to the Municipality for its approval. The risk management and prevention plan must include guidelines approved by the Municipality to prevent or minimise danger to the environment or humans from a particular activity or series of activities, and to deal with the consequences of any dangerous event involving the hazardous substances.

(j) **Refuse room**

A refuse room must be provided on the land unit in accordance with this By-law.

(k) **Site development plan**

The Municipality may require a site development plan to be submitted for its approval.

"office"

Land use description: *"office"* means property used for the conducting of an enterprise primarily concerned with administrative, clerical, financial or professional duties, and includes—

(a) medical consulting rooms;

(b) a clinic; and

(c) post office

Development parameters

The following development parameters apply:

(a) **Floor factor**

The floor factor may not exceed 1.

(b) **Coverage**

Coverage may not exceed 60%

(c) **Street centre line setback**

The municipality may require that all buildings or structures on the land unit are set back at least 6,5 metres from the centre line of the abutting street or streets.

(d) **Height**

(i) The highest point of a building may not exceed 11 metres from average ground level to the top of the roof.

(ii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(e) **Building lines**

(i) The street building line is at least 5 metres.

(ii) The side and rear building lines are at least 3 metres.

(iii) Despite subparagraph (ii), the side building lines for properties smaller than 650 m² must be 0 metres for the first 12 metres measured perpendicular from street boundary; 0 metres for 60% of total remaining linear distance along all side and rear boundaries around the land unit; and 3 metres for the remainder.

(iv) The general building line encroachments under section 21.(1) apply.

(f) **Garages and carports**

(i) A garage or carport is permitted within the common boundary building line provided the garage or carport—

(aa) does not exceed 3,5 metres to the top of the roof; and

(bb) does not contain more than a double garage façade with a maximum width of 6,5 metres.

(ii) For land units exceeding 650 m², a garage or carport may not be closer than 5 metres from the street boundary, notwithstanding the street building line.

(g) **Parking and access**
Parking and access must be provided on the land unit in accordance with this By-law, except in a case where the Municipality has approved alternative parking supply under section 43.(1).

(h) **Loading**
Loading bays must be provided on the land unit in accordance with this By-law.

(i) **Screening**
The Municipality may require screening in accordance with this By-law.

(j) **Canopy or balcony projection**
Canopy and balcony projections for "business premises" apply.

(k) **Refuse room**
The Municipality may require a refuse room to be provided on the land unit in accordance with this By-law.

"off-road trail"

Land use description: "*off-road trail"* means a series of roads, tracks and routes designed for recreational use and—

(a) includes buildings and facilities normally required for the administration and maintenance of the trail; and

(b) does not include tourist accommodation or tourist facilities.

Development parameters:
The development parameters applicable to "agriculture" apply.

"open air motor vehicle display"

Land use description: *"open air motor vehicle display"* means the display of motor vehicles for the purpose of trading under open air where the open air area does not form part of a covered showroom and where shade cloth may not be construed as a permanent method of covering.

Development parameters:
The development parameters of "shop", apply.

"place of assembly"

Land use description: *"place of assembly"*—

(a) means a place that has a civic function to serve the social and community needs of an area, may attract people in relatively large numbers and is not used predominantly for a commercial enterprise;

(b) includes a civic hall, concert hall, gymnasium, sport stadium, and club house; and

(c) does not include a place of entertainment, or conference facility.

Development parameters:
Development parameters applicable to "place of instruction" apply.

"place of entertainment"

Land use description: *"place of entertainment"* means a place used predominantly for commercial entertainment and may include a bar, stage for live music, one or more dance floor areas, a DJ booth, and which may attract relatively large numbers of people, operate outside normal business hours or generate noise from music or revelry on a regular basis, including—

(a) a nightclub;

(b) disco;

(c) dance club;

(d) club;

(e) pool room;
(f) pub; and
(g) limited payout machines up to a maximum of 5 per erf provided that it complies with the applicable Gambling legislation.

Development parameters:
The following development parameters apply:
(a) As determined by the Municipality.
(b) The Municipality may require a site development plan to be submitted for its approval in accordance with this By-law.

"place of instruction":

Land use description: *"place of instruction"*—
(a) means a place for education or training at pre-school, school or post-school levels;
(b) includes a crèche, nursery school, primary school, secondary school, college, university or research institute;
(c) includes ancillary uses including—
(i) a boarding hostel,
(ii) sports and recreation centre,
(iii) a civic facility for the promotion of knowledge to the community including—
(aa) a public library,
(bb) place of worship,
(cc) public art gallery,
(dd) museum;
(ee) place of instruction in sport where the main objective is instruction rather than participation of the public as competitors or spectators; and
(d) does not include a reformatory or a conference facility.

Development parameters:
(a) **Floor factor**
The maximum floor factor is 1,2.
(b) **Coverage**
The maximum coverage is 60%.
(c) **Height**
(i) The highest point of a building to the top of the roof may not exceed 12 metres, provided that there is no height limit for a bell tower, steeple, minaret or similar architectural feature designed to accentuate the significance of a building.
(ii) The general provisions regarding earth banks and retaining structures in this By-law apply.
(d) **Building lines**
(i) The street building line is at least 5 metres.
(ii) Side and rear building lines are at least 5 metres.
(iii) The general building line encroachments under section 21.(1) apply.
(e) **Parking and access**
Parking and access must be provided on the land unit in accordance with this By-law.
(f) **Loading bays**
Loading bays must be provided on the land unit in accordance with this By-law.
(g) **Screening**
The Municipality may require screening in accordance with this By-law.
(h) **Noise mitigation**
The Municipality may require the owner to install noise mitigation measures if excessive noise is created or likely to be created.
(i) **Refuse room**
A refuse room must be provided on the land unit in accordance with this By-law.

"place of leisure"

Land use description: *"place of leisure"* means a place used predominantly for commercial leisure activities that may attract relatively large numbers of people, operate outside normal business hours or generate noise from such activities on a regular basis, including—

(a) a cinema;
(b) theatre;
(c) amusement park/ centre;
(d) dance hall;
(e) ball room hall;
(f) gymnasium;
(g) sport centre;
(h) skating rink; and
(i) a sports and recreation centre.

Development parameters:

The following development parameters apply:

(a) As determined by the Municipality.
(b) The Municipality may require a site development plan to be submitted for its approval in accordance with this By-law.
(c) The Municipality may require soundproofing of the premises.

"place of worship"

Land use description: *"place of worship"*—

(a) means a church, synagogue, mosque, temple, chapel or other place for practising a faith or religion, provided that a dwelling where the occupants engage in worship does not constitute a place of worship;
(b) includes ancillary uses such as a religious leader's dwelling, office, function hall, or place for religious instruction;
(c) includes a wall of remembrance and
(d) does not include a funeral parlour, cemetery or crematorium,

Development parameters:

Development parameters applicable to "place of instruction" apply.

"plant nursery"

Land use description: *"plant nursery"* means a property used for one or more of the following uses as a commercial enterprise:

(a) cultivation of plants;
(*b)* sale of plants; and
(c) sale of gardening products and gardening equipment.

Development parameters:

Development parameters applicable to "agriculture" apply.

"private open space"

Land use description: "*private open space"*—

(a) means land not designated as public open space and that is used primarily as a private site for sport, play, rest or recreation, or as a park, botanical garden, nature conservation area;
(a) includes ancillary buildings, infrastructure, and public land that is or will be leased on a long term basis; and
(b) does not include shops, restaurants and gymnasiums.

Development parameters:

The following development parameters apply:

(a) the Municipality must require a site development plan to be submitted for its approval; and
(b) the site development plan as approved by the Municipality constitutes the development parameters for a primary use and, if applicable, a consent use.

"private road"

Land use description: *"private road"*—

(a) means privately owned land designated as a private road that provides vehicle access to a separate cadastral property or properties;
(b) includes utility services and ancillary access control infrastructure, including a gatehouse, guardhouse, refuse room and utility room; and
(c) does not include a driveway on a property, or a servitude right of way over a property as these do not constitute private roads for the purpose of this zoning scheme.

Development parameters:

(a) As determined by the Municipality.
(b) Other than the structures listed under (b), no part of any building, fence, gate or wall may encroach over any boundary line abutting a private road.

"prospecting"

Land use description: *"prospecting"* means the first stage of physical search for minerals, fossils, precious metals or mineral specimens and may be granted as a temporary departure from this By-law by the Municipality since it does not constitute a primary or consent use right in terms of this By-law.

Development parameters:

As determined by the Municipality.

"public open space"

Land use description: *"public open space"*—

(a) means land, with or without access control —
  (i) owned by the Municipality or other organ of state;
  (ii) not leased out by the Municipality or that other authority on a long-term basis,
  (ii) set aside for the public as an open space for recreation or outdoor sport and designated as public open space; and
(b) includes a park, playground, public or urban square, picnic area; public garden, nature area and ancillary buildings and infrastructure.

Development parameters:

The following development parameters apply:

(a) the Municipality must require a site development plan to be submitted for its approval; and
(b) the site development plan as approved by the Municipality constitutes the development parameters for a primary use, if applicable, and a consent use.

"public parking"

Land use description: *"public parking"* means property that is accessible to the general public for parking purposes with or without a fee and/or access control.

Development parameters:

A site development plan must be submitted to the Municipality for its approval. The site development plan as approved constitutes the development parameters for the public parking.

"public street"

Land use description: *"public street"* means any land, owned by or vesting in the Municipality, indicated on an approved plan, diagram or map as having been set aside as a public thorough way for vehicles and pedestrians and includes—

(a) open public parking areas;
(b) sidewalks;
(c) those parts of a public place that are travelled parts; and
(d) appropriate and necessary street furniture and infrastructure, including reticulation networks that does not present any threat to the safety or obstruct or inhibit free movement of pedestrians.

Development parameters:

(a) A site development plan must be submitted to the Municipality for its approval. The site development plan as approved constitutes the development parameters for the public street.

(b) No part of any building, fence, gate or wall may encroach over any boundary line abutting a public street.

"quarry"

Land use description: *"quarry"* means a place from which dimension stone, rock, construction aggregate, riprap, sand, gravel or slate is excavated from the ground. A quarry is a type of open-pit mine that produces building materials and dimension stone.

Development parameters:

(a) Development parameters applicable to "agriculture" together with additional parameters determined by the Municipality apply.
(b) If a quarry is approved as a consent use in Agricultural Zone I, the consent may only be granted for the number of years equal to the expected lifetime of the quarry concerned.
(c) The owner must comply with national and provincial statutory requirements applicable to mining.
(d) Any application to rezone land to Industrial Zone IV must set out the measures that will be implemented to address safety and environmental concerns including—
  (i) control of drainage, sedimentation and erosion;
  (ii) preservation of surface and substance water;
  (iii) preservation of topsoil;
  (iv) provision for restoration and the re-use of the site;
  (v) provision for noise and visual buffering;
  (vi) accommodation of heavy traffic and vehicles on roadways; and
  (vii) a phased programme for rehabilitation.
(e) The Municipality may impose the measures to address safety and environmental concerns as conditions of approval.
(f) A site development plan must be submitted to the Municipality for its approval.

"rehabilitation centre"

Land use description: *"rehabilitation centre"* means a facility providing treatment for substance abuse.

Development parameters:

Development parameters applicable to "place of instruction" apply.

"renewable energy structure"

Land use description: "*renewable energy structure*"—

(a) means any wind turbine, solar energy generating apparatus, including solar photo-voltaic and concentrated solar thermal, hydro turbines or bio mass facility or any grouping thereof,

that captures and converts wind, solar radiation or bio mass into energy for commercial gain; and

(b) includes any appurtenant structure necessary for, or directly associated with, generation of renewable energy, or any test facility or structure that may lead to the generation of energy on a commercial basis, excluding electrical grid connections.

Development parameters:

(a) **Height**

(i) The maximum height of a renewable energy structure is technology dependent.

(ii) The height of buildings may not exceed 8,5 metres from natural ground level to the top of the roof.

(b) **Setback**

In the case of a wind turbine the setback is—

(i) a distance equal to 1,5 times the overall blade tip height of the turbine, measured from the nearest residential, commercial or critical agricultural structures including animal housing, outbuildings, store rooms, excluding structures such as water troughs, feed dispensers, and windmills;

(ii) a distance of 100m from the cadastral boundary of the land unit, unless the renewable energy structure straddles two or more cadastral boundaries, in which case no setback applies;

(iii) a distance of 100m from any public road or private or public right of way, unless it provides access to the turbine;

(iv) a distance of 100m from any electrical infrastructure; and

(v) a distance of 1000m from towns, settlements or urban areas.

(c) **Site development plan**

(i) A site development plan must be submitted to the Municipality for its approval.

(ii) The site must be surveyed and the exact delineation of the construction footprint must be shown in the site development plan.

(iii) To the extent necessary, any relevant measures contained in these regulations must be incorporated into the site development plan submitted to the Municipality for approval.

(d) **Land clearing, soil erosion and habitat impact**

(i) The clearing of natural vegetation is limited to that which is necessary for the construction, operation and maintenance of the renewable energy structure as regulated by applicable environmental legislation.

(ii) Wind turbines, solar structures, access roads and other infrastructure must be located to minimise damage to natural vegetation, water courses and wetlands.

(iii) All land cleared that does not form part of the footprint of a renewable energy structure must be rehabilitated according to a rehabilitation plan for the land concerned, approved by the Municipality.

(iv) Constructing or operating the renewable energy structure may not cause soil erosion, and any high-risk erosion areas must be rehabilitated by the operator, to the satisfaction of the Municipality.

(v) The applicant must prove, to the satisfaction of the Municipality, that planning for the renewable energy structure concerned has taken into account and mitigated the risk of all impacts on, and necessary distances that should be maintained from, wetlands, water bodies, threatened ecosystems, mountains, ridges, hills, coastal buffers, settlements, telecommunication towers, transmission towers and power lines.

(vi) The applicant must provide exact coordinates relevant to land clearing, soil erosion and habitat impact to assist the Municipality to evaluate the risk of possible negative environmental impacts of the renewable energy structure concerned.

(e) **Noise, air quality and nuisance**

The renewable energy structure may not exceed a noise limit of 45 dB(A) during the night and 55 dB(A) during the day at the nearest dwelling.

(f) **Finishing, colour and design**

(i) A wind turbine structure must be treated with a neutral, non-reflective exterior colour and designed to blend in with the surrounding natural environment, to the satisfaction of the Municipality.

(ii) A solar structure must minimise any adverse effects related to its reflective surfaces and must be designed and built in a way that mitigates this impact, as required by the Municipality.

(g) **Appurtenant structures**

(i) All appurtenant structures to a renewable energy structure prescribed by the Municipality concerning bulk, height, yard sizes, building lines, open space, parking and building coverage requirements are subject to applicable by-laws.

(ii) Appurtenant structures, including equipment shelters, storage facilities, transformers and sub-stations must be architecturally compatible with the receiving environment as required by the Municipality, and contained within a renewable energy structure site development plan submitted for approval by the Municipality.

(iii) Appurtenant structures may only be used for the storage of equipment or other uses directly related to the operation of the particular facility that they are associated with.

(iv) Appurtenant structures must be screened from view by indigenous vegetation or be joined and clustered to minimise adverse visual impacts.

(h) **Lighting**

(i) A renewable energy structure or any part of such a structure may only be lit for safety and operational purposes and the lighting must be appropriately screened from abutting land units.

(ii) A renewable energy structure must comply with the lighting air safety requirements of the South African Civil Aviation Authority in terms of the Civil Aviation Act, 2009 (Act 13 of 2009).

(i) **Signage and advertising**

Signs on renewable energy structures must comply with the laws regulating signage and be limited to signage necessary to—

(i) identify the operator;

(ii) provide 24-hour emergency contact numbers; and

(iii) provide warning of any dangers associated with the structure.

No commercial advertising, including advertising for the provider or operator, may be displayed on any renewable energy structure.

(j) **Maintenance**

The owner is responsible for maintaining a renewable energy structure in good condition, including any access road, unless deemed a public way, and for paying the cost of repairing any damage resulting from construction or operation. Maintenance includes—

(i) painting;

(ii) structural repairs;

(iii) rehabilitation measures; and

(iv) the upkeep of security and safety measures.

(k) **Modification**

Any modification to a renewable energy structure, excluding inconsequential *in situ* technical improvements, made after approval and that is not in accordance with the approval and conditions of approval, requires authorisation from the Municipality within the parameters of these regulations by means of—

(i) the amendment of approved conditions;

(ii) a new consent use approval;

(iii) amendment of the approved site development plan; or

(iv) amendment of the approved building plan.

(l) **Decommissioning**

(i) Any renewable energy structure and associated infrastructure that has reached the end of its productive life or has been abandoned, including buildings, cables and roads, must be removed by the owner.

(ii) A renewable energy structure is considered abandoned when the structure fails to continuously operate for more than two years.

(iii) When a renewable energy structure is scheduled to be decommissioned or operations have been discontinued or it has been abandoned, the land owner must, by registered mail, notify the Municipality within 30 days after the operation ceased, and of plans for removal of the structure and infrastructure referred to in subparagraph (i).

(iv) The owner is responsible for the removal of the structure in all its parts, within 150 days after the date of discontinued operation, or as agreed upon by the Municipality after submission of a plan for decommissioning. The Municipality may grant an extension of the deadline for removing the structure and its parts. The land must then be rehabilitated by the owner, to the satisfaction of the Municipality, to the condition prescribed in the approved environmental management plan and the approved decommissioning plan.

(v) Decommissioning must include—

(aa) the removal of all renewable energy structures and appurtenant structures, including equipment, bases, foundations, security barriers and transmission lines directly related to the renewable energy;

(bb) disposal of all solid and hazardous waste in accordance with provincial and local waste disposal regulations; and

(cc) the stabilisation and re-vegetation of the site with indigenous vegetation to minimise erosion.

(vi) The Municipality may, in order to minimise erosion and disruption to natural vegetation and habitats, grant permission to the owner to depart from the decommissioning plan in respect of removing landscaping, underground foundations or other underground components, provided these do not cause any pollution.

(vii) Before the construction of the renewable energy structure commences, the owner must make financial provision or an alternative reasonable arrangement, to the satisfaction of the Municipality, for protection against failure by the owner to comply with the obligations in terms of this By-law and in the event of the owner being unable to fulfil the necessary financial obligations for the rehabilitation or management of the negative environmental impact of decommissioning or of abandonment.

(viii) If the owner fails to remove the structure or its parts in accordance with the requirements of these regulations within 150 days of abandonment or the date of decommissioning or an approved extension date, the Municipality may enter the property and remove the structure and its parts, and recover all removal costs incurred from the owner.

(ix) If the owner fails to meet the requirements of subitem (i), the Municipality may, after written notice to the owner, use all or part of the financial provision or other provision referred to in subitem (vii) to rehabilitate or manage the negative environmental impact concerned, or to remove the facility.

"resort shop"

Land use description: *"resort shop"* means a shop that provides for the daily needs of transient guest of a holiday resort or camping site.

Development parameters:

The floor space of a resort shop may not exceed 100 m².

"restaurant"

Land use description: *"restaurant"* means a commercial establishment where meals and liquid refreshments are prepared or served or prepared and served to paying customers primarily for consumption on the property, and may include licensed provision of alcoholic beverages for consumption on the property, and the option for customers to purchase food for consumption off the property.

Development parameters:
Development parameters applicable to "business premises" apply.

"retirement resort"

Land use description: *"retirement resort"* means flats, group housing or town housing that conforms to the following additional conditions:

(a) each dwelling unit must be occupied by a retiree or pensioner or by a family of which at least one member is a retiree or pensioner; and

(b) a full spectrum of frail care and other facilities reasonably associated with a retirement resort may be provided at the a retirement resort.

Development parameters:
Development parameters applicable to the primary use apply.

"riding school"

Land use description: *"riding school"* means a place or undertaking for the leasing of horses and riding instructions against payment, and includes the care and stabling of the horses.

Development parameters:
Development parameters as applicable to "agriculture" apply.

"risk activity"

Land use description: "*risk activity"* means an undertaking where the material handled or the process carried out is liable to cause extremely rapid combustion, give rise to poisonous fumes, or cause explosion, and includes major hazardous installations and activities involving dangerous and hazardous substances that are controlled in terms of national legislation.

Development parameters:
Development parameters applicable to "agriculture" apply.

"rooftop base telecommunication station"

Land use description: *"rooftop base telecommunication station"* means a support structure attached to the roof, side or any part of a building and used to accommodate telecommunication infrastructure for the transmitting or receiving of electronic communication signals.

Development parameters:
The general provisions of section 31 of this By-law apply.

"scrap yard"

Land use description: *"scrap yard"* means a property that is utilised for one or more of the following purposes:

(a) storing, depositing or collecting of junk, scrap material or articles that have value depending mainly or entirely on the material used during their manufacture;

(b) the dismantling of second-hand vehicles or machines to recover components or material; and

(c) the storage or sale of second-hand parts, poles, steel, wire, lumber yards, tyres, bricks, containers or other articles suited to being left in the open.

Development parameters:
Development parameters applicable to "industry" apply.

"second dwelling"

Land use description: *"second dwelling"* means another dwelling that may, in terms of this By-law, be erected on a land unit where a dwelling house is also permitted; and the second dwelling may be a separate structure or attached to an outbuilding or may be contained in the same structure as the dwelling house; provided that–

(a) a second dwelling may only be erected in a use zone where provision has been made in column 2 of the table set out in Schedule 1 for a second dwelling as a consent use; and

(b) the second dwelling must remain on the same land unit as the dwelling house and not be alienated separately.

Development parameters:
The development parameters applicable to "dwelling house" apply, together with the following additional parameters:

(a) the total floor space of a second dwelling may not exceed 150 m² including the floor space of all ancillary buildings;

(b) a second dwelling must be constructed in a style that is similar to the architecture of the main dwelling house;

(c) a second dwelling that is a separate structure to a dwelling house may not exceed a height of 6,5 metres to the top of the roof;

(d) a second dwelling that is contained within the same building as a dwelling house must be designed so that the building appears to be a single dwelling house; both units may have a ground floor, or one unit may be on the ground floor and the other unit above;

(e) the existence of a second dwelling may not in itself be sufficient reason for the Municipality to grant an application in terms of planning law to subdivide the land unit containing the dwelling units; and

(f) the construction of a second dwelling is subject to the Municipality's municipal services department certifying that adequate services network capacity is available to serve the needs of the second dwelling.

"service station"

Land use description: *"service station"* means property for the retail supply of fuel, and—

(a) may include uses including washing of vehicles, a convenience shop and a restaurant; and

(b) does not include spray-painting, panel beating, motor repair garage, open air motor vehicle display or truck stop.

Development parameters:
The development parameters applicable to "shop" apply. The following additional development parameters apply:

(a) A site development plan must be submitted to the Municipality for its approval. The site development plan must at least address matters pertaining to vehicle access, risk management of fuel pumps and fuel storage areas, screening and minimising any visual intrusion or operational disturbance with adjoining properties.

(b) Any part of the property of a service station that is used for the repair of motor vehicles, the storage of inoperable motor vehicles or parts of motor vehicles, empty containers including oil drums and packing cases, or any other scrap, must be enclosed by a solid screen wall at least 2 metres high, or contained within a building.

(c) Any service station must comply with the following access requirements:

(i) the width of motor vehicle carriageway crossings over the street boundary, whether one-way or two-way, may not exceed 8 metres;

(ii) a wall, at least 100 millimetres thick and 350 millimetres high, must be erected on the street boundary between different motor vehicle carriageway crossings,

and the wall must continue along the boundary unless the property is otherwise enclosed;

(iii) the motor vehicle carriageway crossings must be limited to two per site unless the total length of a street boundary exceeds 30 metres, in which case one additional motor vehicle carriageway crossing may be permitted; and

(iv) at the point where it crosses the street boundary, a motor vehicle carriageway crossing may not be closer than—

(aa) 30 metres to the intersection of a provincial road and with any other road of a similar status;

(bb) 30 metres to the nearest point of an intersection where traffic is controlled, or is proposed to be controlled, by a traffic signal or traffic island;

(cc) 10 metres from the corner of an intersection not referred to in subitems *(aa)* or *(bb)* if such intersection is not splayed, or 5 metres from the point where the splay meets the road boundary if such intersection is splayed; and

(dd) 1,5 metres from a side boundary.

(d) No fuel pump may be erected so that the base or island on which the pump stands is less than 3,5 metres from the nearest street boundary.

"service trade"

Land use description: *"service trade"* means an enterprise—

(a) primarily involved in the rendering of a service for the local community including the repair of household appliances or the supply of household services;

(b) not likely to be a source of disturbance to surrounding properties;

(c) not likely, in the event of fire, to cause extremely rapid combustion, give rise to poisonous fumes or cause explosions;

(d) that includes laundry, bakery, dairy depot, mechanical and engineering services, and similar types of uses; and

(e) that does not include an abattoir, brick-making site, builder's yard, sewage works, service station, open air motor vehicle display or motor repair garage.

Development parameters

The development parameters applicable to "shop" apply.

"shelter"

Land use description: "*shelter"* means a unit of accommodation, intended for human occupation with outbuildings as are ordinarily used with a dwelling unit, constructed of any material whatsoever, even though the material may not comply with the standards of durability intended by the National Building Regulations, and includes—

(a) emergency housing

(b) temporary structures

(c) structures related to temporary relocation areas.

(i) **Building lines**

The following may be required by the municipality:

(i) Side building lines are at least 1 metre on one side provided that where a building is erected less than 1m from a side boundary, no windows or doors shall be permitted in the wall concerned

(ii) If a midblock sewage system is present, a rear building line of up to 2 metres may be required by the Municipality.

(iii) The street building line is 1 metre, if required by the Municipality.

"shooting range"

Land use description: *"shooting range"* means an enclosed indoor facility or demarcated outdoor area designed, built or constructed and utilised by a person as a firing range with targets for the usual, regular, and primary activity of controlled firearm practice, shooting competitions, or firearm training on a commercial basis, and—

(a) may be restricted to certain types of arms, handguns or rifles, or can specialize in certain shooting sports;
(b) must be constructed or designed in such a way, or where the improvements, size, geography, and vegetation of the area are such that any misdirected shot, that can reasonably be expected to be fired towards the targets, would not reasonably be expected to leave the range or otherwise pose a threat to live or property; and
(c) may include ancillary activities, buildings and structures.

Development parameters:
(a) The Municipality must require a site development plan for a shooting range.
(b) The site development plan as approved by the Municipality constitutes the development parameters.
(c) The provisions for a site development plan in this By-law apply.

"shop"

Land use description: *"shop"* means property used for the retail sale of goods and services to the public, and—
(a) includes a retail concern where goods that are sold in the concern are manufactured or repaired, flats above ground floor, service trade, clinic and the sale of motor vehicles; and
(b) does not include a hotel, industry, supermarket, motor repair garage, open air motor vehicle display, service station or a liquor store.

Development parameters:
The following development parameters apply:
(a) **Floor factor**
The maximum floor factor on the land unit is 1.
(b) **Coverage**
The maximum coverage of all buildings on a land unit is 75%.
(c) **Height**
(i) The maximum height of a building is 12 metres to the top of the roof.
(ii) The general provisions regarding earth banks and retaining structures in this By-law apply.
(d) **Street centreline setback**
The Municipality may require a street centreline setback, in which case all buildings or structures on the land unit must be set back 8 metres from the centre line of the abutting public street or streets.
(e) **Street boundary building line**
The street boundary building line is 0 metres, subject to the following conditions:
(i) the street centreline setback restriction in subparagraph *(d)*;
(ii) minor architectural and sunscreen features may project beyond the street boundary building line provided that such features do not project more than 250 millimetres beyond the street boundary; and
(iii) for service stations, the street boundary building line is 5 metres subject to the general building line encroachments under section 21.(1).

(f) **Side and rear boundary building lines**

The side and rear boundary building lines are 0 metres.

(g) **Canopy projection**

The Municipality may approve a canopy projection over the street boundary in accordance with the following conditions:

(i) the canopy may not project nearer than 500 millimetres to a vertical plane through the kerb line or proposed kerb line;

(ii) no portion of a canopy projection may be less than 2,8 metres above the pavement;

(iii) the Municipality may lay down more restrictive requirements relating to the dimensions, design and materials of the canopy; and

(iv) the owner must enter into an encroachment agreement with the Municipality in the case of a canopy projection.

(h) **Street corners**

(i) The Municipality may require the owner of a building to be situated at a public street corner, and where the Municipality considers the street corner to be significant, to incorporate in the building, architectural features that focus visual interest on the corner and emphasise the importance of pedestrian movement around the corner. The architectural features may include building cut-offs, walk-through covered arcades, plazas or other elements.

(j) **Parking and access**

Parking and access must be provided on the land unit in accordance with this By-law, except in a case where the Municipality has approved alternative parking supply under subsection 42.(1).

(k) **Loading**

Loading bays must be provided on the land unit in accordance with this By-law.

(l) **Screening**

The Municipality may require screening in accordance with this By-law.

(m) **Repair or manufacturing concern in a shop**

The floor space relating to any manufacturing or repair concern in a shop may not comprise more than 40% of the floor space of the shop.

(n) **Refuse room**

The Municipality may require a refuse room to be provided on the land unit in accordance with this By-law.

(o) When a shop is approved as a consent use in Business Zone V, the total floor space of the shop or shops may not exceed 5% of the floor space of the building.

"shopping centre"

Land use description: "*shopping centre"* means large buildings larger than 2 000 m² per enterprise, where the nature of the retail business is typified by attracting customers with large selections with large floor space and high volume sales, has an anchor tenant, and includes the following uses-

(a) shop, business premises, supermarket, restaurant, service station, liquor store, place of entertainment, plant nursery.

Development parameters:

(a) **Coverage**

Coverage must be in accordance with the site development plan approved by the Municipality.

(b) **Floor factor**

The maximum floor factor is 2.

(c) **Height**

(i) The highest point of a building may not exceed 10 metres to the top of the roof.

(ii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(d) **Building lines**

(i) The street building line is at least 10 metres.

(ii) Side and rear building lines are 0 metres or at least 10 metres if the site abuts any single residential zone or general residential zone.

(iii) The general building line encroachments under section 21.(1) apply.

(e) **Parking, access and loading space**

Parking, access and loading space must be provided on the land unit in accordance with this By-law.

(f) **Refuse room**

A refuse room must be provided on the land unit in accordance with this By-law.

"sports and recreation centre"

Land use description: *"sports and recreation centre"* means an outdoor or indoor sports and recreation facility which may be public or privately owned and which may include sports grounds and fields, golf courses, a sports stadium, as well as ancillary and subservient facilities and amenities like a clubhouse with a restaurant and shop, gymnasium, ablution facilities, stores, and related administrative buildings.

Development parameters:

(a) The Municipality must require a site development plan for a sports and recreation centre.

(b) The site development plan as approved by the Municipality constitutes the development parameters.

(c) The provisions for a site development plan in this By-law apply.

"supermarket"

Land use description: *"supermarket"* means a shop having a total floor space in excess of 400 m², where a range of goods, including foodstuff and household goods, is offered for sale on a predominantly self-service basis.

Development parameters:

Development parameters applicable to "shop" apply.

"telecommunication infrastructure"

Land use description: *"telecommunication infrastructure"*—

(a) means any part of the infrastructure of a telecommunication network for radio or wireless communication;

(b) includes voice, data and video telecommunications, including antennae, any support structure, equipment room, radio equipment or optical communications equipment (laser or infra-red);

(c) includes ancillary structures needed for the operation of telecommunication infrastructure; and

(d) does not include fibre optic installations and point-to-point copper (cable) installation and rooftop base telecommunication stations.

Development parameters:

As determined by the Municipality.

"tourist accommodation"

Land use description: *"tourist accommodation"* means a harmoniously designed and built holiday development, used for holiday or recreational purposes, whether in private or public ownership, that—

(a) consists of a single enterprise that provides overnight accommodation by means of short-term rental or time sharing only;

(b) may include the provision of a camping site, caravan park, chalets or mobile home park, resort shop, private or public roads; and

(c) does not include a hotel or wellness centre.

Development parameters:

(a) When land is rezoned to Resort Zone I, the Municipality must impose conditions with regard to density, layout, landscaping, and building design.

(b) A site development plan must be submitted to the Municipality for its approval, clearly indicating the position of all structures, stands, services and internal roads.

(c) Provided that if a hotel or wellness centre is approved as a consent use within Resort Zone I, the following additional conditions apply:

(i) rooms may not be alienated by means of sectional title;

(ii) the hotel may not accommodate more than 50% of the number of accommodation units;

(iii) the architectural design of the hotel or wellness centre must conform to that of the rest of the resort; and

(iv) the maximum height for the hotel or wellness centre is 6 metres to the wall plate in all cases and 8,5 metres to the top of the roof in the case of a pitched roof.

"tourist facilities"

Land use description: *"tourist facilities"* means amenities for tourists or visitors and—

(a) includes lecture rooms, restaurants, gift shops, restrooms, farmers' market and recreational facilities; and

(b) does not include an off-road trail, a hotel, wellness centre; or tourist accommodation.

Development parameters:

Development parameters applicable to "agriculture" apply.

"town housing"

Land use description: *"town housing"* means a row or group of linked or attached dwelling units, planned, designed and built as a harmonious architectural entity where every dwelling unit has a ground floor and dwelling units may be cadastrally subdivided.

Development parameters:

The development parameters of "group housing" apply, provided that:

(a) **Density**

The maximum gross density on a town housing site is 60 dwelling units/hectare.

(b) **Open space**

The open space requirements for group housing do not apply to town housing.

(c) **Coverage**

The maximum coverage for all buildings on a land unit is 60%.

"transport use"

Land use description: *"transport use"* means the use of land, a building or structure for the operation of a service for the transportation of goods (including liquids and gases) or passengers by means of rail, road, sea or pipeline and—

(a) includes the use of that land, building or structure for the purpose of a harbour, railway station, bus depot or taxi interchange, and a transport undertaking;

(b) includes a public-private undertaking including a railway station, bus depot, multiple parking garage, taxi rank, public transport interchange, harbour and ancillary purposes; and

(c) does not include an airport, airfield; or helicopter landing pad.

Development parameters:

Development parameters applicable to "business premises" apply.

"truck stop"

Land use description: *"truck stop"* means a facility with direct access from a freeway, inner city road or major transport route that—

(a) provides a range of rest, service and fuelling facilities for heavy duty, long haul vehicles and trucks: and

(b) does not include accommodation.

Development parameters:

Development parameters are determined by the Municipality by means of conditions of approval for a truck stop as a consent use, provided that—

(a) the Municipality must require a site development plan to be submitted for its approval; and

(b) the site development plan must at least address matters pertaining to vehicle access, placement of overnight parking and ablution facilities or rest rooms, screening and minimising any visual intrusion or operational disturbance to adjoining properties.

"urban agriculture"

Land use description: *"urban agriculture"* means the cultivation of crops, on relatively small areas within the urban area or edge, for own consumption or sale in neighbouring markets; provided that cultivation of a garden by an occupant is not regarded as urban agriculture for the purpose of this By-law.

Development parameters:

As determined by the Municipality.

"wall of remembrance"

Land use description: *"wall of remembrance"* is a wall in a cemetery or crematorium provided for the placement of inscribed tablets commemorating deceased persons.

Development parameters:

Development parameters applicable to "cemetery" and "crematorium" apply.

"warehouse"

Land use description: *"warehouse"* means a building used primarily for the storage of goods, except for goods that are offensive or dangerous and—

(a) includes property used for business of a predominantly wholesale nature, and

(b) does not include property used for business of a predominantly retail nature.

Development parameters:

Development parameters applicable to "industry" apply.

"wellness centre"

Land use description: *"wellness centre"* means a business that provides a variety of services for the purpose of improving health, beauty and relaxation through personal care treatments including massages, rehabilitation, exercise programmes, diet, instruction on wellness, life coaching, and facials and includes—

(a) facilities like saunas, pools, steam rooms, gymnasiums, treatment rooms, relaxation areas and whirlpools; and

(b) the provision of meals to guests.

Development parameters:

Development parameters applicable to "tourist accommodation" apply.

“winery”

Land use description: *“winery”* means a place where wine is made, and may include a selling point to the general public and wine-tasting area.

Development parameters:
Development parameters applicable to “agriculture” apply.

SCHEDULE 3

OVERLAY ZONES APPROVED IN TERMS OF SECTION 16

1. SUBDIVISIONAL AREA OVERLAY ZONE

1.1. General purpose of Subdivisional Area Overlay Zone

The subdivisional area overlay (SAO) zoning designates land for future subdivision with development rights by providing development directives through specific conditions as approved in terms of this By-law. The SAO zoning confirms the principle of development and acceptance of future subdivision of land; but not the detailed layout that will be determined when an actual application for subdivision is approved.

1.2. Use of the property

1.2.1 Land zoned as a subdivisional area may be subdivided as contemplated in the Planning By-law.

1.3. Development parameters

1.3.1 When the municipality approves a subdivisional area overlay zone, it must impose conditions making provision for at least—

(a) density requirements;
(b) main land uses and the extent of the uses; and
(c) a detailed phasing plan or a framework including—
  (i) main transport routes;
  (ii) main land uses;
  (iii) bulk infrastructure;
  (iv) requirements of organs of state;
  (v) public open space requirements; and
  (vi) physical development constraints.

2. SPECIAL PLANNING AREA OVERLAY ZONE

2.1. General purpose of special planning area overlay zone

The general purpose of the special planning overlay zone is to provide for a package of plans mechanism to plan and manage the development of large or strategic urban development areas with a greater degree of flexibility. The package of plans mechanism is a phased process of negotiation, planning and approvals, where appropriate levels of planning detail are approved together with conditions for those approvals.

A special planning area overlay zone is generally created in respect of an application that involves a mixed use development proposal or where the development does not generally comply with the development parameters of the applicable land uses of this zoning scheme.

2.2. Use of the property

2.2.1 Primary uses are as stipulated in the conditions of approval imposed in terms of the Planning By-Law.

2.2.2 Consent uses are as stipulated in the conditions of approval imposed in terms of the Planning By-Law.

2.3. Development parameters

2.3.1 The Municipality must require a package of plans as set out in section 2.3.4 of Schedule 3 to be submitted for areas zoned as special planning area overlay zones.

2.3.2 The applicant must, during pre-application discussions with the Municipality, ascertain whether a package of plans procedure has to be followed.

2.3.3 The development parameters of the lowest order package of plans as contemplated in section 2.3.2 of Schedule 3 and as approved by the Municipality are the development parameters of the special planning overlay zone applicable to the property concerned.

2.3.4 The package of plans consists of all of the following components that are listed in a hierarchy from higher-order to lower-order plans, and the lower-order plans must be in compliance with the higher-order plan:

(a) **Contextual framework**

(i) The contextual framework lays down broad land use policy for the development and the surrounding area.

(ii) It may include principles or heads of agreement summarising the general obligations of the Municipality and the developer in relation to the development.

(iii) The contextual framework may be prepared by the Municipality, or by a land owner or development agency under supervision of the Municipality, and may not be in conflict with a spatial development framework or structure plan approved by the Municipality.

(b) **Development framework**

(i) The development framework must identify overall policy, broad goals, and principles for development within the development.

(ii) The development framework must identify the range of uses, general spatial distribution of uses, major transport and pedestrian linkages, infrastructure and any limits to development within the development, including but not limited to density and floor space.

(c) **Precinct plans**

(i) Precinct plans apply to specific areas within the development framework that have common features, functional relationships or phasing requirements.

(ii) There may be several precinct plans that make up a development area.

(iii) A precinct plan must describe in more detail the development objectives and intentions for a specific area in the development, as well as principles for urban form, land use, pedestrian links, traffic movement, floor space and environmental management.

(d) **Subdivision plans**

(i) Subdivision plans, if required, must be processed in terms of planning law to establish new cadastral boundaries and to facilitate the transfer of land units.

(ii) Subdivision plans may be approved at any stage after the development framework has been approved, and the provisions of section 16.2 apply to such plans.

(e) **Site development plans**

(i) Site development plans depict more detailed design and development provisions for one or more land units within a development.

(ii) These provisions may include details relating to land use, floor space, building lines, height, parking requirements, municipal services and landscaping, as well as details relating to the position and appearance of buildings, open space, pedestrian links and traffic movement.

(iii) A site development plan may be required before or after a subdivision plan, and must provide for the information as required for a site development plan in terms of this By-law.

(f) **Building plans**

(i) Building plans contain detailed specifications as required by the National Building Regulations.

(ii) Building work may only commence once building plans have been approved by the Municipality.

2.3.5 The Municipality may require all or only some of the components of the package of plans to be applied in respect of a particular development.

2.3.6 The Municipality may require that the area covered by a contextual framework must extend beyond the land under consideration if, in its opinion, the proposed development will have a wider impact, and the Municipality may determine the extent of that area.

2.3.7 In approving a special planning area overlay zone, the Municipality must determine the total floor space or density permitted within the development as a condition of approval.

2.3.8 The allocation of floor space must take into account the carrying capacity of internal and external infrastructure including roads and utility services, and any urban design principles approved by the Municipality as part of a rezoning or contextual framework.

2.3.9 The approved floor space may remain as "floating floor space" assigned to the overall development for later allocation, or may be assigned to particular precincts when a precinct plan is approved; and in either case must be allocated to individual subdivisions or site development plans.

2.3.10 When a special planning area overlay zone and a package of plans is required in terms of this By-law, the relevant components must be submitted to the Municipality for its approval before any development on a land unit can commence, provided that—

(a) the development may not be refused if it is consistent with the development parameters of a base zone, overlay zone, or condition of approval; and

(b) the Municipality may require amendments to the detail of the site development plan to address reasonable concerns relating to access, parking, architectural form, urban form, landscaping, environmental management, engineering services or similar concerns.

2.3.11 The general provisions contained in this By-law apply with regard to site development plans.

3. CONSERVATION AREA OVERLAY ZONE

3.1 Zone name and designation on map

The Conservation area Overlay Zone may be referred to by the code (CAOZ) and shall be indicated on the zoning map.

3.2 General Purpose of this zone

3.2.1 The purpose of the Conservation area Overlay Zone is to guide development in order to protect and enhance the character of an area, which has special historical, heritage, cultural, environmental, amenity or architectural value.

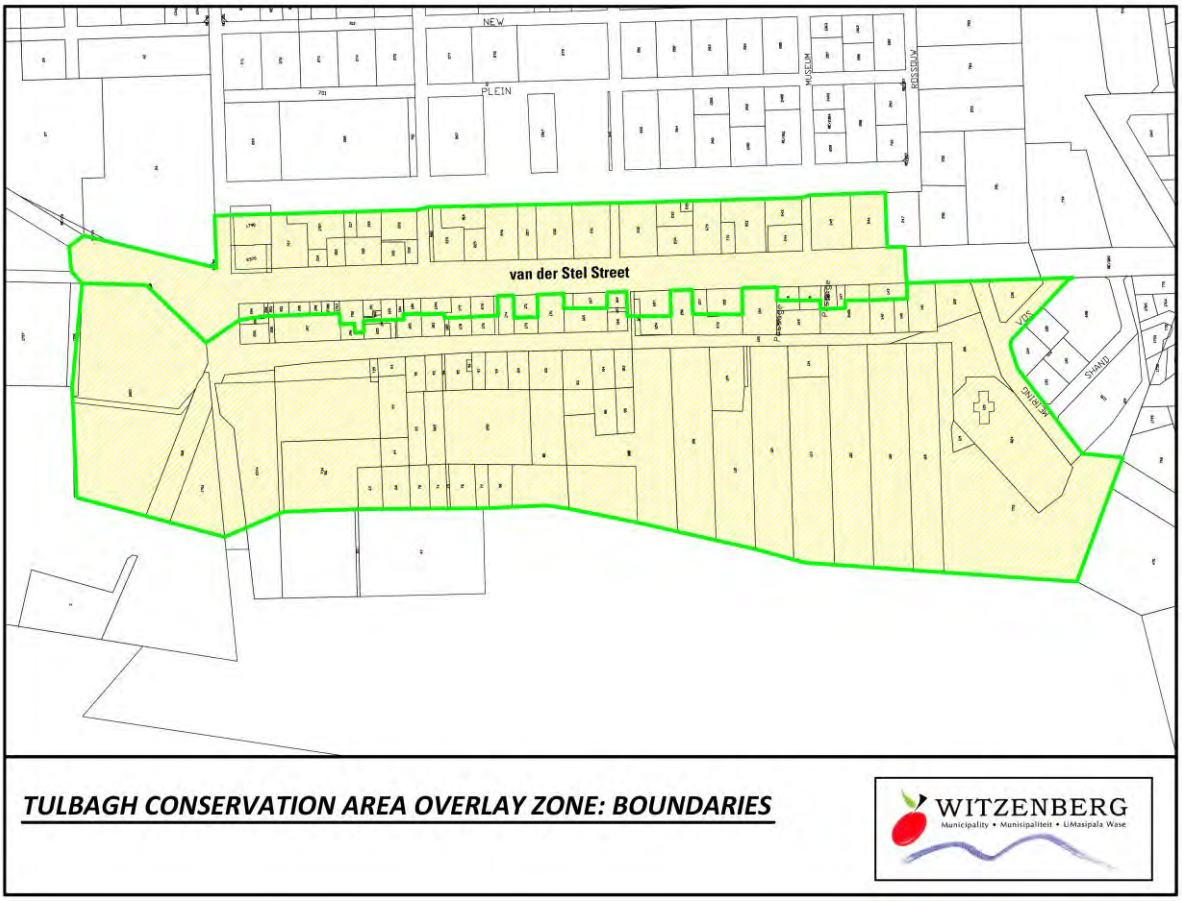
3.2.2 The overlay zone gives the Municipality a mechanism whereby additional measures and conditions can be imposed with which to mitigate the potential adverse impact of development on the receiving environment.

3.3 Areas designated as Conservation area Overlay Zones

3.3.1 The Witzenberg Municipality may designate an area as Conservation area Overlay Zone. The area shall be depicted on a map and the area shall be recorded in Table B.

TABLE B: CONSERVATION AREA OVERLAY ZONE		
Number and Map Reference	**Description of Area**	**Colour on map**
TCAOZ: 1	Tulbagh Conservation Area Overlay Zone	

3.3.2 An area may be designated as a Conservation area Overlay Zone based on its exceptional historic interest, heritage or cultural value, vernacular or other architectural significance, environmental or other conservation worthy aesthetic or landscape criteria.



3.4 Applications in Conservation area Overlay Zones

3.4.1 In an Conservation Area the under-mentioned activities **may not commence without the Municipality's permission** in terms of this scheme:

(a) addition of any new building or structure, including a boundary wall, gate posts, entrance gate, security or refuse structure;

(b) external demolition or alteration or renovation to an existing building or structure which may, in the municipality's opinion alter the character of the area, including, but not limited to, boundary walls, fences, stoeps, windows, roof details, existing chimneys;

(c) removal, felling, lopping, topping or otherwise damaging of any mature tree (other than removal of dangerous branches or bona fide pruning) which is visible from a public road in the area;

(d) alteration or removal of any significant landscape feature which contributes to the character of the area, including mature hedges and rows of mature plantings which are visible from a public road in the area;

(e) the removal of any garden space for paving or parking, where such space is visible from a public road;

(f) alteration, removal or addition to historical hard landscape features such as (but not limited to) street furniture, signage, water furrows, carriageway/furrow crossings, bridges, cobble streets, lamp posts which are in or adjacent to a public road in the area;

(g) the erection of any signage which may be visible from any public road or public open space;

(h) the addition of washing-lines, rain catchment tanks, television aerials and satellite dishes, telecommunication masts, chimneys, solar panels, solar geysers, electrical substations, refuse rooms, air conditioners, generators or any other service component or a similar feature which is visible from a public road or public open space.

3.4.2 The **following activities are exempted from applying for permission**:

(a) internal alteration to buildings or structures;

(b) external maintenance that does not involve removal of original fabric or change to the original appearance of a building or structure;

(c) repainting of existing painted surfaces of a building or structure, provided the colour is compliant with colour guidelines where such guidelines exist;

(d) re-plastering of existing plastered surfaces provided the appearance is identical to the original historical finish;

(e) re-cladding or re-thatching of roofs provided that the material is similar in appearance to the original historical material;

(f) the addition of washing-lines, water catchment tanks, television aerials and satellite dishes, solar panels, solar geysers which are not visible from a public road; and

(g) alien vegetation clearing in accordance with an alien clearing plan submitted by the owner of the land to the Municipality for information purposes.

3.4.3 Applications for permission in terms of this section shall be submitted only by a registered heritage practitioner or architect as the case may be, together with all information and plans the municipality may deem necessary to inform the decision.

3.4.4 Where a proposal is either adjacent to or on a property which is listed in a heritage register, the municipality may require that the application be accompanied by a report prepared by a heritage practitioner registered with Heritage Western Cape which evaluates the possible impact of the proposal on the heritage asset.

3.5 Land uses and development parameters in Conservation area Overlay Zones

3.5.1 The base zone applicable to a property will continue to apply to properties within this overlay zone.

3.5.2 The primary, additional and consent land uses set out in the applicable base zone remain applicable, unless varied in the area-specific provisions listed under each Conservation area Overlay Zone.

3.5.3 All the development parameters included in the base zone remain applicable, unless a specific parameter is varied in the area-specific provisions listed under each Conservation area Overlay Zone.

3.6 Advisory committee

3.6.1 The Municipality may establish a Conservation Area Advisory Committee to make recommendations on the planning application in Conservation area Overlay Zones.

3.6.2 The Municipality shall by ordinary resolution prescribe terms of reference and procedures for such committee.

3.6.3 Upon receipt of an application where the Conservation area Overlay Zone is applicable, the municipality will refer the application to the committee for a recommendation, prior to consideration by the municipality.

3.6.4 The committee shall consider the application and submit their recommendation to the municipality within the prescribed period.

3.6.5 The committee may forward recommendations which may include conditions or recommendations on the manner in which proposal should be amended to improve the compliance with the Conservation area Overlay Zone.

3.6.6 The Municipality may, through its adopted rules and procedures, determine that certain types of applications need not be commented on by the committee, in which case the designated decision-maker within the Municipality may decide on the application as per the appropriate delegations.

3.7 Consideration of applications in terms of this Section

3.7.1 When considering an application for permission in terms of this section, the Municipality shall only grant its approval for the activity if it is satisfied, based on the available facts, that the activity will not be detrimental to the character of the receiving environment or the streetscape.

3.7.2 The Municipality shall also take into consideration the recommendations of the Advisory Committee.

3.7.3 When granting its permission, the Municipality may do so subject to conditions it deems necessary to protect and promote the objectives of the Conservation area Overlay Zone, which may include (but are not limited to):

(a) requiring an alternative position of the building on the property which has less impact on the receiving environment and streetscape;

(b) setting a maximum development envelope (including the height or scale) for a portion of the site or the whole site, which may be more or less restrictive than the building envelope permitted in the base zone (in cases where such a restrictive envelope is justified to protect important conservation worthy resources;

(c) prescribing details such as veranda's, building platforms, entrances, stoeps, balconies, boundary walls, gates, carriageways, fences, landscaping and setbacks;

(d) prescribing an alternative building line to what is prescribed in this By Law or a 'street build-to' line, having regard to the protection of trees both on the property or within the street reserve and also the position of historical buildings in the street or the protection of registered heritage assets. This alternative building line or 'street build-to line' may be more or less restrictive than what is prescribed in the base zone;

(e) prescribing the extent and position of parking, access and egress to the site, including screening of parking and the maximum number of parking bays which may be provided.

3.8 Heritage Resources Act

3.8.1 These provisions do not absolve the owner from obtaining permission in terms of the National Heritage Resources Act (No. 25 of 1999).

SCHEDULE 4
(Zoning Transition Table)

Old Zone category:	**Primary Use:**	**New Zone Category:**	**Primary Use:**
Section 8 (all areas except Ceres and Nduli):			
Agricultural I	Agriculture	Agricultural I	Agriculture
Agricultural II	Agricultural Industry	Agricultural II	Agricultural industry
Residential I	Dwelling-house	Single Residential I	Dwelling house
Residential II	Group house	General Residential II	Group housing
Residential III	Town house	General Residential II	Group housing
Residential IV	Flats	General Residential III	Flats
Residential V	Residential building	General Residential V	Hotel
Informal Residential	Shelters Dwelling-house	Single Residential II	Shelter
Business I	Business premises	Business I	Business premises
Business II	Shop	Business II	Shop
Business III	Offices	Business IV	Offices
Business IV	Warehouse	Industrial I	Light Industry
Business V	Service station	Business VI	Service Station
Industrial I	Industry	Industrial II	Industry
Industrial II	Noxious trade	Industrial III	Noxious trade
Industrial III	Mining	Industrial IV	Mine
Institutional I	Place of instruction	Community I	Place of instruction
Institutional II	House of worship	Community II	Place of worship
Institutional III	Institution	Community III	Institution
Resort I	Holiday accommodation	Resort I	Tourist accommodation
Resort II	Holiday housing	No zoning	
Open Space I	Public Open Space	Open Space I	Public open space
Open Space II	Private Open Space	Open Space II	Private open space
Open Space III	Nature reserve	Open Space IV	Nature reserve
Transport I	Transport usage	Transport I	Transport use
Transport II	Public road	Transport II	Public street
Transport III	Public parking	Transport II	Public street
Authority	Authority usage	Authority	Authority use
Special	Special usage	No zoning	
Undetermined	None	Undetermined	None

Ceres (including Bella Vista):			
Agricultural	Agriculture	Agricultural I	Agriculture
Single Residential	Dwelling houses	Single Residential I	Dwelling house
Group Housing	Group houses	General Residential II	Group housing
General Residential	Flats Licensed hotels without off-sales facilities Residential buildings which do not conduct off-sales establishments	General Residential III	Flats
Business	Business buildings Licensed hotels including off-sales facilities Flats (above the ground floor only) Residential buildings (above the ground floor only)	Business I	Business premises
Local Business	Shops Flats (above the ground floor only)	Business III	Neighbourhood shop
Commercial	Service trade Funeral parlours Veterinarians	Industrial I	Light Industry
Industrial	Industries Warehouses Transport undertakings Public garages Limited business uses	Industrial II	Industry
Noxious trade	Offensive trade buildings	Industrial III	Noxious trade
Service Station	Service stations	Business VI	Service Station
Institutional	Institutional buildings Places of public worship	Community III	Institution
Educational	Places of instruction	Community I	Place of instruction
Service	Public services installations	Authority	Authority use
Transport	Rail transport facilities	Transport I	Transport use
Cemetery	Cemeteries	Community IV	Cemetery
Public Open Space	Public open spaces	Open Space I	Public open space
Private Open Space	Private open spaces Nature reserves	Open Space II	Private Open Space
Resort	Holiday Housing Camping sites	Resort I	Tourist accommodation
Street	Streets	Transport II	Public street
Parking	Public or private parking	Transport II	Public street
Special	Specific uses	No zoning	
Undetermined	Existing uses only	Undetermined	None
Guest house	Guesthouses	General residential IV	Guest lodge
Nduli:			
Residential I	Residential units Town houses	Single Residential I	Dwelling house

Residential II	General Residential buildings Residential units Town houses	General Residential III	Flats
Business	Businesses General residential buildings Hotels	Business II	Shop
Industrial	Industries Service stations Service trades	Industrial II	Industry
Institutional I	Places of instruction	Community I	Place of instruction
Institutional II	Places of worship	Community II	Place of worship
Institutional III	Community facilities	Community III	Institution
Services	Public services	Authority	Authority use
Open Space I	Open Spaces	Open Space I	Public open space
Open Space II	Sportsgrounds	Open Space II	Private Open Space
Street	Streets	Transport II	Public street
Parking	Parking	Transport II	Public street
Special	Special purposes	No zoning	
Undetermined	None	Undetermined	None
		Agricultural Zone III	Agri-village
		General Residential I	Double dwelling house
		Business V	Shopping centre
		Open Space III	Nature conservation area
		Renewable Energy	Renewable energy structure
		Telecommunications Station	Freestanding base telecommunication station

BYLAE A

1/7

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

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Verw/Ref: 15/4/1/1/201
Navrae/Enquiries : R van der Merwe

MUNICIPALITY WITZENBERG 12 MAR 2019 MUNISIPALITEIT

11 Maart 2019

C Japhets
Sultanasingel 18
CERES
6835

Meneer

ERF 6170, SULTANASINGEL 18, CERES
AANSOEK OM AFWYKING VIR DIE VERKOOP EN VERSPREIDING VAN VLEISPRODUKTE

1. U skrywe gedateer 11 September 2018 verwys.

2. Die gedelegeerde bevoegdheid het op 11 Maart 2019 as volg besluit:

   A. Dat die aansoek om afwyking vir die verkoop en verspreiding van vleisprodukte vanaf erf 6170, Sultanasingel 18 Ceres, **afgekeur** word in terme van Artikel 61 van die Witzenberg Munisipaliteit: Verordening op Grondgebruikbeplanning, 2015:

   Rede:

   Die voorstel wat die opsny/saag van karkasse insluit kan nie in woonbuurte ondersteun word nie en moet in die sentrale sakekern vestig waar wonings nie aanwesig is nie.

3. U is geregtig daarop om te appelleer teen hierdie besluit. Sodanige reg tot appèl moet uitgeoefen word binne een-en-twintig (21) dae van datum van hierdie skrywe. Indien u wel wil appelleer, moet u skriftelike appèl gerig word aan die volgende adres:

   Die Munisipale Bestuurder Posbus 44 Ceres 6835

4. U appèl moet ook vergesel word van al die toepaslike dokumente wat ingedien is by hierdie owerheid ten tye van u aansoek.

Die uwe

MUNISIPALE BESTUURDER

BYLAE B

01April 2019

Sultanasingel 18
Ceres
6835
Verw:15/4/1/1/201

Geagte Mnr R van der Merwe

Met my skrywe erken ek ontvangs van die afkeuring van my aansoek.Ek verstaan die rede vir afkeuring soos u dit volgens artikel 61 uiteengesit het.

Met my skrywe wil ek graag vra of u dit nie sal heroorweeg om my aansoek na verpakking en verspreiding van vleisprodukte ,polonies ,vis en koshampers te verander nie.

Ek hoop u sal my aansoek goedkeur om my sodoende 'n inkomste asook werkskepping te bied.Met my vorige aansoek het die Straat se inwoners reeds hul toestemming gegee vir my besigheid vanaf bogenoemde adres .Ek het ook 'n tydelike goedkeuring Sertifikaat van Kaapse Wynland Distriks Munisipaliteit ontvang.

Die Uwe
Past CAJ Japhets BD 45451
Cellno : 0647951082

BYLAE C


Registered in Deeds Office
6170
1001
2019
364/107
MELKWEG STREET
SPORT STREET
FREESIA STREET
MARINA STREET
JOSEPHINE STREET
ELBERTA STREET
BARLAVAN STREET
IRIS STREET
STARKING STREET
BULTANIA CRESCENT
LYELL STREET
VENUS STREET

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MEMORANDUM

To: Director: Technical Services
Technical Committee
From: Senior Manager: Electro-technical Services
Date: 2018/06/27
Ref: Electrical Master Plan

APPROVAL OF WITZENBERG ELECTRICAL MASTERPLAN – TecEL40 - SDBIP

Purpose

To submit to Council for approval the newly developed Witzenberg Electrical Master plan that was crafted by Lyners and Associates.

Background

The previous master plan was developed in 2011 by Gibb Engineering and is not only considered to be outdated but also incomplete as it did not include portions of the electrical network. Developed over two years, herewith is the Witzenberg Electrical Master Plan for adoption and approval.

With the instruction to the Consultant to 'start from scratch' it is believed that this master plan is comprehensive, forward looking and a critical tool that needs to be utilised when considering the status, safety and requirements of all electrical networks as found in Witzenberg when planning ahead.

The document tabled considers not only the status and condition assessment of the existing networks, but includes a comprehensive GIS database of all 11kv as-built infrastructure, details of network loading (load flow), expected developmental growth/resultant impacts, capital intensive recommendations as well as complete comprehensive network drawings.

Discussion

The Master Plan in hard copy format is very large (17 files including drawings totalling 37MB) and therefore not suitable for printing. The report sections will therefore be provided in soft copy with this report highlighting the more pertinent findings and recommendations.

It's important to note that there was an intensive workshop was held with numerous Electrical Department personnel to ensure that a thorough understanding of the various networks were understood from an operational, status, needs and concerns point of view, to ensure a comprehensive master plan that correctly reflects the needs of Witzenberg electrical network requirements.

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Probably the most utilized aspect of a Master Plan from a financial planning perspective is the projected Capital requirements. Mentioned below is are excerpts from the document.

1. **CERES** – Herewith the Capital reinvestment recommendations as contained in the document. The list of recommended projects is attached as annexure "A". (Is also in soft copy if illegible)

1.1 Replace the 2 x existing power factor correction switches in Bon Chretien Switching Station with new 11kV circuit breakers, correctly sized for the total number of capacitors to be switched, and install a new control system for reliable PFC operation.

1.2 Replace the existing 11kV circuit breakers in Power Station Switching Station with 14 x new 11kV circuit breakers and a bus-coupler. The new circuit breakers shall be indoor type with 1250A bus-bar rating and feeder rating at least 800A each.

1.3 Replace the existing feeder cables between Eskom and Power Station Switching Station with 2 new feeders, each consisting of 2 x 500mm^2 single core copper unarmoured 11kV cables per phase.

1.4 Upgrading of cables between Eskom and Bon Chretien Switching Station. (Note: Final details dependant on negotiations with Eskom on the long term scenario)

1.5 Replace the existing 11kV circuit breakers in De Bos Switching Station with 8 x new 11kV circuit breakers and a bus-coupler. The new circuit breakers shall be indoor type with 1 250A bus-bar rating and feeder rating at least 800A each. Also install new 300mm^2 11kV PILC type cables between Bon Chretien and De Bos Switching Stations.

1.6 Install new 11kV overhead line with CHICADEE conductors between Bon Chretien Switching Station and the T-off point to TRF Palmyra 1 on the Eselfontein overhead line, and install new RMU Palmyra with 4 x circuit breakers, connected onto the overhead lines with 185mm^2 PILC type cables. All new intermediate insulators to be 22kV Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type, all installed on A-frames.

At **Bon Chretien Switching Station** add a new 11kV circuit breaker panel as add-on to the existing circuit breakers.

1.7 Replace the existing 70mm^2 cable sections on the "Bon Chretien Farms/Eselfontein" feeder with new 185mm^2 PILC type cables. Also replace all conductors smaller than HARE with HARE, install new insulators and A-frames. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

1.8 Replace the existing 70mm^2 cable between Bon Chretien Switching Station and the "Calvinia Road" overhead line feeder with a new 185mm^2 PILC type cable.

1.9 Replace the existing 11kV circuit breakers in Lyell Switching Station with 6 x new 11kV circuit breakers and a bus-coupler. The new circuit breakers shall be indoor type with 1250A bus-bar rating and feeder rating at least 800A each.

1.10 Install new 95mm^2 11kV cable between MS Jasmyn in Bella Vista and the existing overhead line in Panorama Road in order for MS Jasmyn feeder to be on a ringfeed.

1.11 Do pole audit on all poles forming part of the existing 11kV overhead lines and replace poles that are unsafe. At the same time reconductor all overhead lines smaller than HARE with HARE conductors and install new 22kV insulators on A-frames. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

1.12 Install pole mounted auto reclosers on the positions in the overhead networks as indicated on the "future" single line diagram included in Annexure G.

1.13 Install pole mounted earth fault indicators on the positions in the overhead networks as indicated on the "future" single line diagram included in Annexure G.

1.14 Replacement of existing old oil type ring main units with new SF6 or vacuum circuit breakers, with minimum 400A rating.

1.15 Replacement of miniature substations that are equipped with oil type ring main units, or that are at the end of their useful life, with new safer units.

1.16 New 2 x 40MVA 66/11kVA substation and high voltage lines to Eskom and linking of 11kV from new substation to existing networks. (This might change to 132kV input level depending on final negotiations with Eskom)

1.17 Install internal services for the new Vredebes low cost housing project (2 800 houses)

LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - CERES

Projects Total	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Project Total
Total	R7 534 000.00	R10 750 000.00	R8 730 000.00	R9 470 000.00	R14 000 000.00	R3 090 000.00	R10 600 000.00	R1 050 000.00	R3 000 000.00	R500 000.00	R133 724 000.00

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* ALL FIGURES EXCLUDE VAT

2. **TULBAGH** – Herewith the Capital reinvestment recommendations as contained in the document. The list of recommended projects is attached as annexure "B". (Is also in soft copy if illegible)

2.1 Install new 185mm^2 copper PILC type cable between Eskom Substation and Tulbagh main Switching and install 6 x new 11kV circuit breakers and bus-coupler in Tulbagh Main Switching Station, indoor type with 1250A bus-bar rating and feeder rating at least 800A.

2.2 Disconnect 70mm^2 PILC cable between MS WWTW and RMU WWTW from RMU WWTW and extend cable to new 11kV circuit breaker in Tulbagh Main Switching Station.

2.3 Remove SS Marais and RMU Miller and replace with new brickbuild switching station with 5 x indoor circuit breakers with minimum 800A rating each and a bus-coupler. Also install new 95mm^2 11kV PILC cable between new RMU Marais and overhead line in Muller Street.

2.4 Install new 95mm^2 11kV cable between new RMU Marais and the municipal main switching station and connect onto the new 11kV circuit breaker panel in main switching station.

2.5 Remove existing 25mm^2 11kV cable between RMU Piet Retief 2 and Kantoor RMU from RMU Piet Retief 2 and connect to the RMU in MS Spar in order to make MS Spar part of the ring. Remove RMU Piet Retief 2.

2.6 Install overhead link line between existing overhead lines in Olifant and Kasuur streets, in order to have the pole mounted transformers on the existing radial lines on a ringfeed.

2.7 Either repair the existing 11kV metering point for Tulpak, or install a new unit.

2.8 Installation of new circuit breaker panels in Stasieweg switching station (5 x breakers). Panels to have minimum 1250A busbar rating, and breakers to have minimum rating of 800A each.

2.9 Disconnect MS Eerstelaan from cable feeding from Malherbe RMU, and install new 35mm^2 11kV PILC type cable from MS Eerstelaan to existing cable in Obiqua street. In Obiqua street, cut the existing cable and make MS Eerstelaan part of the Obiqua street 35mm^2 ring.

2.10 Install external and internal services for low cost housing project on erf 1366 & 1435 – 1443 (225 houses)

2.11 Re-conductoring of all 35mm^2 Cu, FOX and RABBIT overhead lines with HARE conductors, and installation of new 22kV insulators and A-frames as necessary. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

2.12 Upgrading of the network in order to supply the Tulbagh Lifestyle Village, including the removal of the existing RMU Digby, the installation of a new ring main unit with 4 circuit breakers, and the installation of the first portion of a secondary 95mm^2 11kV PILC type cable ring.

2.13 Replacement of existing old oil type ring main units with new SF6 or vacuum circuit breakers, with minimum 630A rating.

2.14 Replacement of miniature substations that are equipped with oil type ring main units, or that are at the end of their useful life, with new safer units.

2.15 New 66kV line and 20MVA 66/11kVA substation.

LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - TULBAGH

Project Total	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Project Total
Total	R1 250 000.00	R4 480 000.00	R4 400 000.00	R5 200 000.00	R5 180 000.00	R4 050 000.00	R1 850 000.00	R800 000.00	R600 000.00	R60 500 000.00	R88 310 000.00

Page 1

*** ALL FIGURES EXCLUDE VAT**

3. **WOLSELEY** – Herewith the Capital reinvestment recommendations as contained in the document. The list of recommended projects is attached as annexure “C”. (Is also in soft copy if illegible)

3.1 Building of a new brick-built 11kV switching station close to the Eskom Substation as replacement of the current Wolseley Main Switching Station, complete with installation of 6 x new 11kV circuit breakers and a bus-coupler. The new circuit breakers shall be indoor type with 1250A bus-bar rating and feeder rating at least 800A each. Also included will be the installation of new 11kV 500mm^2 single core unarmoured copper cables as primary feeders between Eskom and the municipal switching station. As mentioned earlier, the first phase of this project will be the installation of a new 185mm^2 PILC type cable between Eskom and the existing municipal switching station, plus a new 95mm^2 cable in the same trench and for future use.

3.2 Installation of a new 95mm^2 11kV cable between RMU Solomon and Pine Valley in order for the Pine Valley network to be on a ring feed supply, as well as the replacement of RMU Solomon with a new unit with 5 x circuit breakers.

3.3 Installation of a new 95mm^2 11kV PILC cable between the available 185mm^2 cable at the old main switching station and Voortrekker Sub as strengthening of the network. (Note: Should the industrial development on erf 622 commence before this upgrading work is done, it is recommended that this proposed 95mm^2 cable be changed to a 185mm^2 PILC type cable, and the cost difference between the 95mm^2 and the 185mm^2 be recouped from the bulk infrastructure contributions payable by the development. The 185mm^2 cable will then be adequate to supply future load in the long term as well.)

3.4 Replacement of the existing 11kV feeder between the current Wolseley Main Switching Station and RMU Mill with a new 95mm^2 11kV PILC type cable. Connect new cable onto available cable from the new main switching station.

3.5 Replacement of the existing cable between the current Wolseley Main Switching Station and the overhead line feeding RMU Solomon with a new 95mm² 11kV PILC type cable. Connect new cable onto available cable from the new main switching station.

3.6 Re-conductoring of the existing 11kV overhead line between RMU Montana and the T-off point to RMU Sports Field with HARE conductor, as well as installation of new insulators and A-frames. Also included in this work is the replacement of the existing 16mm² cable from RMU Montana to the overhead line with new 95mm² PILC type.

3.7 Re-conductoring of the existing overhead line between RMU DIF and the Wolfpack metering point with HARE conductor, as well as installation of new insulators and A-frames.

3.8 Installation of an alternative supply to Wolfpack metering point.

3.9 Re-conductoring of all 16mm² overhead lines with HARE conductors, and installation of new 22kV insulators and A-frames. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

3.10 Replacement of all 16mm² 11kV cables with 95mm² 11kV PILC type cables.

3.11 Upgrading of the network in order to supply the Goedgevonden Development, including the installation of a new 95mm² 11kV PILC type cable between MS Exelsior and SS Stamper, as well as the replacement of the switchgear at SS Stamper with a new ring main unit with four circuit breakers.

3.12 Replacement of existing old oil type ring main units with new SF6 or vacuum circuit breakers, with minimum 630A rating.

3.13 Replacement of miniature substations that are equipped with oil type ring main units, or that are at the end of their useful life, with new safer units.

3.14 Change network at Wolfpack meter point such that the municipal and private networks are adequately separated. A new pole at least 10m from the municipal pole is recommended. This private pole, cable and line must be clearly marked “PRIVATE”.

LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - WOLSELEY

Project Totals	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Project Total
Total	R2 400 000.00	R3 780 000.00	R2 950 000.00	R3 010 000.00	R2 400 000.00	R1 100 000.00	R650 000.00	R1 100 000.00	R650 000.00	R1 100 000.00	R19 140 000.00

* ALL FIGURES EXCLUDE VAT

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Conclusion

The Electrical Department is confident that the Master Plan as presented to Council is of high quality and is comprehensive. The challenge going forward is ensuring that the document becomes an indispensable tool in directing the department with decision making, thereby ensuring an ever evolving safe, reliable network capable of providing for the electrical demands of the foreseeable future.

Recommendations

a) That Council approves the “Master Planning and Status Report on the 11Kv infrastructure in CERES: TULBAGH: WOLSELEY Period 2018-2028” as developed by Neil Lyners and Associates in conjunction with the personnel of the Electrical Department.

b) That Council adopts the Electrical Master Plan as the primary source document for budgeting and forward planning.

Kind Regards

Pierre van den Heever
Senior Manager Electro-Technical Services

LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - CERES - REVISION 0

Priority	Masterplan Reference Number	Project Description as per Masterplan	Budget 2017/18	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Project Total
1	E.1.3	Replace circuit breaker panels in De Doe Switching Station and install new 300mm² 11kV cable between Bon Chretien and De Doe	R [illegible]	R [illegible]									R [illegible]
2	E.1.17	Internal services and streetlighting for Vredebes low cost housing project	R [illegible]	R [illegible]		R [illegible]			R [illegible]				R [illegible]
3	E.1.2	Replace circuit breaker panels in Power Station Switching Station			R [illegible]								R [illegible]
4	E.2.1	11kV equipment re-labelling			R [illegible]								R [illegible]
5	E.1.3	Replace existing cables between Cultura and Power Station Switching Station with 630mm² single core type CU single core per phase			R [illegible]								R [illegible]
6	E.1.6	New Chloedale line from Bon Chretien Switching Station to point on Lostbottom line, and install new ring main unit at end of new line, plus new circuit breaker panel in Bon Chretien				R [illegible]							R [illegible]
7	E.1.7	Replace sections of cable on the Bon Chretien Farms/Koelfontein line with new 185mm² 11kV cables				R [illegible]							R [illegible]
8	E.2.2	SCADA systems for Switching Stations in Ceres				R [illegible]		R [illegible]		R [illegible]			R [illegible]
9	E.1.10	Wesdyke substation and transformer upgrading (relocating)		R [illegible]		R [illegible]		R [illegible]		R [illegible]		R [illegible]	R [illegible]
10	E.1.14	Ring main unit upgrading (relaying)			R [illegible]		R [illegible]		R [illegible]		R [illegible]		R [illegible]
11	E.1.9	Replace the existing circuit breaker panels in Lyell Switching Station					R [illegible]						R [illegible]
12	E.1.1	New circuit breaker panels for the PFC facility in Bon Chretien Switching Station					R [illegible]						R [illegible]
13	E.1.10	Install new 185mm² 11kV cable between MV Jasmyn and overhead line in Panorama Road						R [illegible]					R [illegible]
14	E.1.8	Replace the existing cable between Bon Chretien Switching Station and the Dalkeith Road overhead line with new 185mm² 11kV cable						R [illegible]					R [illegible]
15	E.1.11	Pole audit, replacement of pseudo poles, re-conductoring, new installation						R [illegible]					R [illegible]
16	E.2.3	Power factor correction and PV plant installation investigation						R [illegible]					R [illegible]
17	E.1.12	Install pole mounted auto-reclosers						R [illegible]					R [illegible]
18	E.1.13	Install pole mounted earth fault indicators						R [illegible]					R [illegible]
19	E.1.4	Upgrading of cables between Cultura and Bon Chretien Switching Station									R [illegible]		R [illegible]
20	E.1.15	New 21x 40MVA 66/11kV substation and link line to Cultura									R [illegible]		R [illegible]
		Total	R [illegible]	R [illegible]	R [illegible]	R [illegible]	R [illegible]	R [illegible]	R [illegible]	R [illegible]	R [illegible]	R [illegible]	R [illegible]

* ALL FIGURES EXCLUDE VAT

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LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - TULBAGH - REVISION 0

Priority	Masterplan Reference Number	Project Description as per Masterplan	Budget [illegible]	Budget [illegible]	Budget [illegible]	Budget [illegible]	Budget [illegible]	Budget [illegible]	Budget [illegible]	Budget [illegible]	Budget [illegible]	Budget [illegible]	Project Total
1	[illegible]	11kV switching point for Tulbagh	[illegible]										[illegible]
2	[illegible]	Change MS 3pac from radial feed to part of ring	[illegible]										[illegible]
3	[illegible]	11kV equipment re-labelling		[illegible]									[illegible]
4	[illegible]	Second Eskom supply feeder and Main switching station upgrade		[illegible]	[illegible]								[illegible]
5	[illegible]	Disconnection of existing cable from RMU/WWTW to MS WWTW and connect to new circuit breaker in Main switching station			[illegible]								[illegible]
6	[illegible]	Install new Mercia Switching Station, new cable to overhead in Muller street			[illegible]	[illegible]							[illegible]
7	[illegible]	New 95mm² 11kV cable between RMU Mercia and Main switching station				[illegible]	[illegible]						[illegible]
8	[illegible]	Replace 11kV circuit breaker panels in Stadsweg switching station					[illegible]	[illegible]					[illegible]
9	[illegible]	Power factor correction and PV plant installation municipality					[illegible]						[illegible]
10	[illegible]	SCADA system for Main SS and Stadsweg SS			[illegible]			[illegible]					[illegible]
11	[illegible]	Change network to make NO on tie/sectionalising point at Oblique street ring						[illegible]					[illegible]
12	[illegible]	Overhead link line between Clifford and Kloover streets						[illegible]					[illegible]
13	[illegible]	Internal and external services for the coal housing project				[illegible]	[illegible]						[illegible]
14	[illegible]	Minisub installation and transformers upgrading (ongoing)	[illegible]	[illegible]		[illegible]		[illegible]		[illegible]		[illegible]	[illegible]
15	[illegible]	Ring main unit upgrading (ongoing)	[illegible]		[illegible]		[illegible]		[illegible]		[illegible]		[illegible]
16	[illegible]	Extensions MS for Tulbagh Lifestyle Village						[illegible]	R1 100 000.00				[illegible]
17	[illegible]	Re-conductoring of all 70mm² Cu 11kv and Rabbit terminal on overhead line with HARE conductors						[illegible]	R450 000.00		[illegible]		[illegible]
18	[illegible]	New MV feeder line and GU mv substation										[illegible]	[illegible]
		Total	R1 200 000.00	R4 400 000.00	R4 400 000.00	R5 200 000.00	R5 100 000.00	R4 000 000.00	R1 650 000.00	R600 000.00	R600 000.00	R60 000 000.00	R88 550 000.00

* ALL FIGURES EXCLUDE VAT

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LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - WOLSELEY - REVISION 0

Priority	Master plan Reference Number	Project Description as per Master plan	Budget 2017/18	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Project Total
1	6.1.1	New 66/11kV Main Switching Station and 66kV/11kV single core feeder cables + 66kV/11kV bunker from Eskom	R2 [illegible]	R2 [illegible]										R[illegible]
2	6.1.11	Separate municipal and private networks at Wolfpack 11kV metering point	R[illegible]											R[illegible]
3	6.1.2	New 95mm² MV cable between RMU Solomon and Pine Valley and tapped RMU Solomon		R[illegible]										R[illegible]
4	6.2.1	HMV equipment re-labelling		R[illegible]										R[illegible]
5	6.2.2	SCADA system for Main SS			R[illegible]									R[illegible]
6	6.1.13	Miniature substation upgrading (ongoing)			R[illegible]	R[illegible]	R[illegible]	R[illegible]	R[illegible]	R[illegible]	R[illegible]	R[illegible]	R[illegible]	R[illegible]
7	6.1.17	Ring Main Unit upgrading (ongoing)			R[illegible]	R[illegible]		R[illegible]			R[illegible]		R[illegible]	R[illegible]
8	6.1.3	New 95mm² MV cable between Witteberg Main SS and Voortrekker Sub				R[illegible]								R[illegible]
9	6.2.3	Power factor correction and PV plant installations (obligation)				R[illegible]								R[illegible]
10	6.1.4	Replacement of overhead line between Main SS and RMU Millsmith new 95mm² cable				R[illegible]								R[illegible]
11	6.1.5	Replacement of existing cable between Main SS and overhead feeder to RMU Solomon with new 95mm² cable				R[illegible]								R[illegible]
12	6.1.6	Re-conductoring of overhead line between RMU Montana and T-off to RMU Sportsfield with 95AS, and replacement of existing cable between RMU Montana and the re-conductored overhead line with new 95mm² cable					R[illegible]							R[illegible]
13	6.1.7	Re-conductoring of overhead line between RMU Oil and the Wolfpack metering point with 95AS					R[illegible]							R[illegible]
14	6.1.8	Installation of an alternative supply to Wolfpack					R[illegible]							R[illegible]
15	6.1.9	Re-conductoring of all 50mm² sections of overhead line with 95AS conductors					R[illegible]		R[illegible]			R[illegible]		R[illegible]
16	6.1.10	Replacement of all 150mm² sections of cable with new 95mm² cable						R[illegible]		R[illegible]			R[illegible]	R[illegible]
17	6.1.11	Bulk works for Goedgevonden Development (Municipal cost)			R[illegible]									R[illegible]
		Total	R2 400 000.00	R2 700 000.00	R2 800 000.00	R2 010 000.00	R2 400 000.00	R1 100 000.00	R600 000.00	R1 100 000.00	R600 000.00	R1 100 000.00	R1 100 000.00	R19 110 000.00

* ALL FIGURES EXCLUDE VAT

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MASTER PLANNING AND STATUS REPORT ON THE 11KV INFRASTRUCTURE IN CERES: PERIOD 2018-2028

(DOCUMENT 1)

REVISION 0 : JUNE 2018

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1. EXECUTIVE SUMMARY

A master plan is an evolving, long term planning document that establishes the framework and key elements of a specific network with a clear vision of the required outcomes. It furthermore defines a realistic plan for the implementation of short, medium and long term system betterment actions, with the purpose of ensuring a predictable and reliable electrical system.

With the above in mind, a master plan study was done for the 11kV infrastructure in Ceres, which is complementary to similar studies that were done for Tulbagh and Wolseley.

The as-built drawings of the 11kV infrastructure were verified on-site and updated as necessary.

Asset information, including details, serial numbers and condition of equipment, was captured on-site.

A GIS database was created for the 11kV infrastructure using the verified as-built drawings and all captured asset information.

The impact of new developments and normal growth on the existing infrastructure was verified as part of a complete load flow study, and recommendations made for system betterment, thereby ensuring that the electricity supply for the town remains reliable and of acceptable quality.

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2. INTRODUCTION

Neil Lyners & Associates (RF) (Pty) Ltd was appointed in 2017 to compile a new master plan for the 11kV electrical infrastructure in Ceres. The master plan study was envisaged to have the following components:

- Verification and amendment of existing 11kV as-built information, and compiling of new layouts, as necessary.
- Visual inspections on site to gather applicable information on equipment and to assess condition thereof.
- Load flow studies on the 11kV networks, current scenario and also with predicted future load growth.
- Compiling of a GIS database platform for the 11kV network, complete with all relevant technical data.
- Recommendations for betterment of the current networks, and proposals for network strengthening in the future.

In the following paragraphs, the above aspects will be discussed in more detail.

3. EXISTING 11KV INFRASTRUCTURE

The area included in the master plan study is shown in figure 1 below.

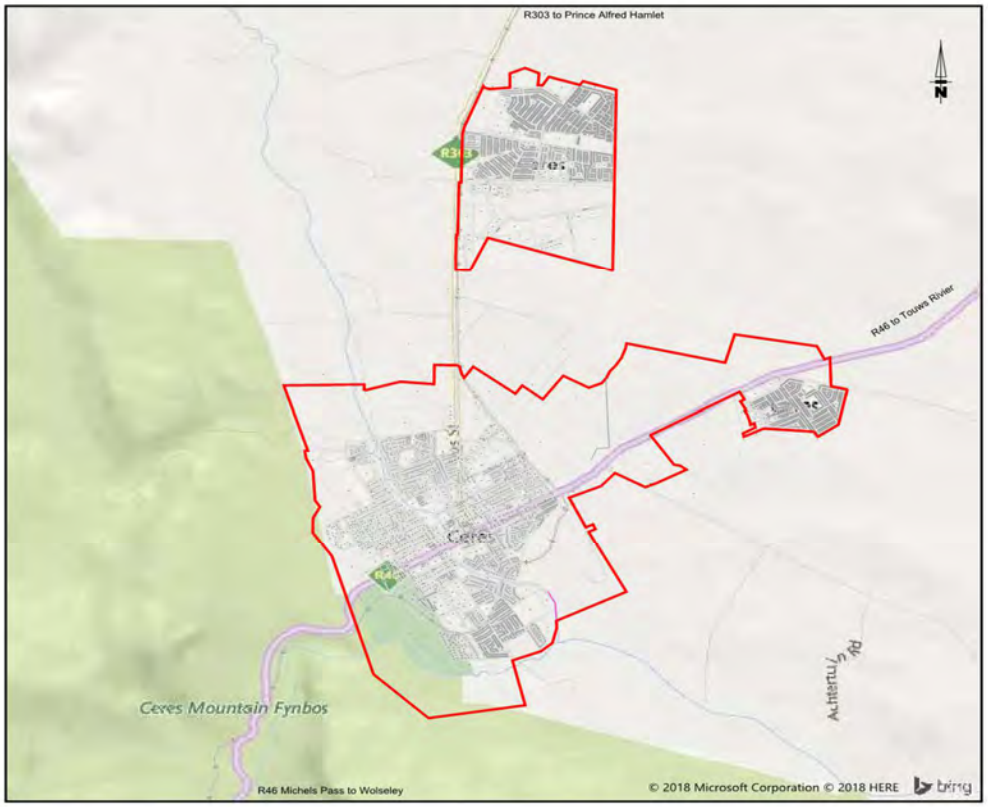


Figure 1: Master Plan Study Area – Ceres

All networks within the above study area are owned, operated and maintained by Witzenberg Municipality.

The existing 11kV network in Ceres is shown on the layout drawings attached to this master plan report. The complete 11kV network is also included in the GIS database provided separate to this report.

3.1 Ceres Bulk Supply

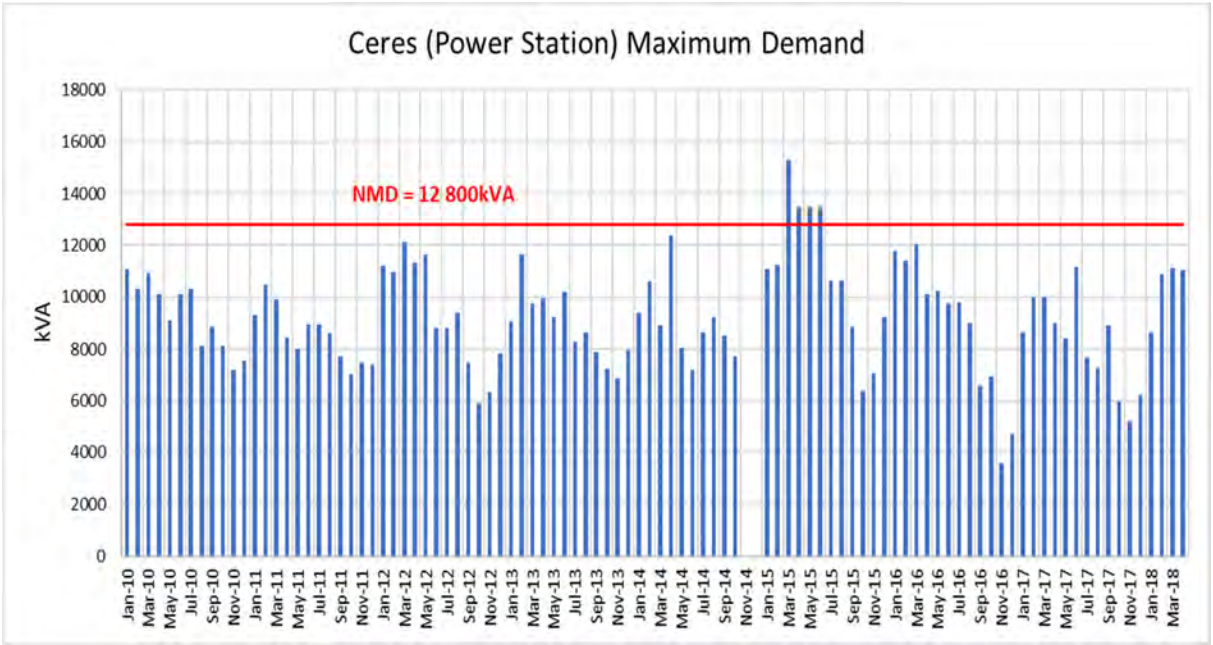
Ceres is supplied in bulk from two (2) Eskom 66/11kV substations, i.e. Ceres Power Station on the north western side of town, and Bon Chretien on the south eastern side. Both of these substations are fed from the same Eskom 66kV source at Witzenberg substation via overhead lines with "BEAR" conductors, having a transfer capacity of minimum 60MVA. Ceres Power Station substation is equipped with 1 x 20MVA 66/11kV transformer whereas Bon Chretien substation is equipped with 2 x 20MVA transformers. At both Eskom substations the supply voltage to the municipality is 11kV.

3.1.1 Power Station

Power station 11kV switching station is fed from the mentioned 1 x 20MVA 66/11kV transformer via 2 x 11kV feeders, each consisting of 2 x 95mm2 PILC type cables. The maximum safe transfer capacity of these cables in parallel is 9MVA, therefore providing for a "firm" capacity of 9MVA at the municipal 11kV busbar, or an "unfirm" capacity of 18MVA.

The registered Eskom notified maximum demand (NMD) for Power Station point of supply used to be 12,8MVA, with average historic demand figures between 8MVA and 12MVA, and with a period between March and June in 2015 where the NMD was significantly exceeded. Since 2015 the NMD at Power Station has not been exceeded again, and it is assumed that the normal open points between Power Station and Bon Chretien might have been relocated such that more load is supplied from Bon Chretien. (Note : During the compiling of this master plan report, it was confirmed by Witzenberg Municipality that an application was approved by Eskom for increase in NMD at Power Station to 14,5MVA)

Historical maximum demand figures between 2015 and 2018 for Power Station are shown in Graph 3.1.1 below.



Graph 3.1.1 : Historical Maximum Demand Figures for Power Station

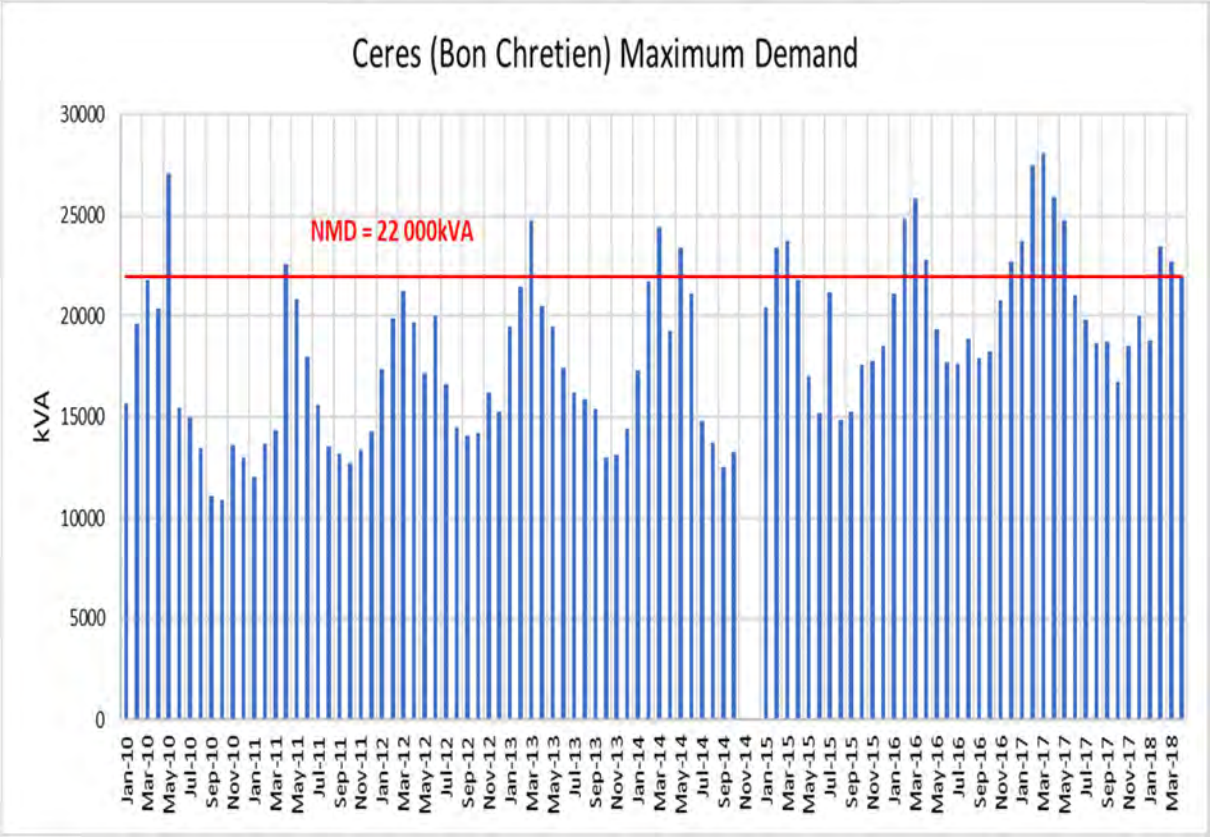
As mentioned, the existing feeder cables between Eskom and the municipal switching station is only adequate for a firm supply of 9MVA, and will have to be upgraded to at least a firm supply of 14,5MVA which is the current NMD. Taking possible future growth however into account, it is recommended that these cables be upgraded to a transfer capacity of 20MVA per feeder.

3.1.2 Bon Chretien

Bon Chretien 11kV switching station is fed from the mentioned 2 x 20MVA 66/11kV transformers via a single 11kV feeder from each transformer, with each feeder consisting of 2 x 630mm^2 single core cables per phase. The maximum safe transfer capacity of these feeder cables is 25MVA, therefore providing for a "firm" capacity of 25MVA at the municipal 11kV busbar, or an "unfirm" capacity of 50MVA.

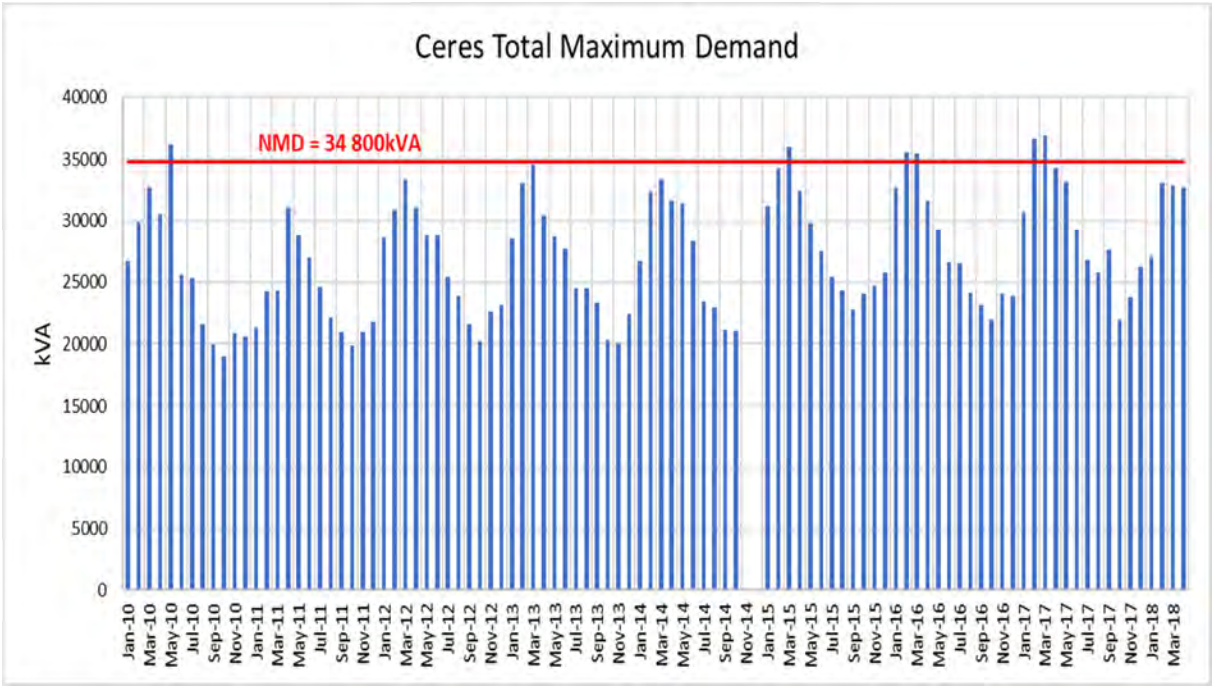
The current registered Eskom notified maximum demand (NMD) for Bon Chretien point of supply is 22MVA, with average historic demand figures between 18MVA and 28MVA, and with several periods, especially the six months between February 2016 and May 2017, where the NMD was significantly exceeded. Although the demand can to a certain degree be alleviated by moving the open points on the network such that more load is fed from Power Station, it is clear that the NMD at Bon Chretien will need to be increased immediately. (Note : Witzenberg Municipality confirmed that on date of this report an application was submitted to Eskom, but due to current constraints on their upstream network, Eskom cannot increase the NMD at Bon Chretien at this stage)

Historical maximum demand figures between 2015 and 2018 for Bon Chretien are shown in Graph 3.1.2 below.



Graph 3.1.2 : Historical Maximum Demand Figures for Bon Chretien

Historical maximum demand figures between 2015 and 2018 for the total Ceres, i.e. Bon Chretien and Power Station, are shown in Graph 3.1.3 below.



Graph 3.1.3 : Historical Maximum Demand Figures for Ceres Total

Interesting to note from the above graph is the repeating annual load profile, with lowest demand during September to November, and very prominent high peak demand during March to May each year. Furthermore, the load profile for Power Station shows a better load factor than Bon Chretien, which might be the result of a larger residential load fed from Power Station, whereas Bon Chretien's load is more industry and farming related.

An existing 11kV power factor correction facility is installed at Bon Chretien and is currently operational and fully functional, with current power factor >0.99. No further intervention is therefore required at Bon Chretien. However, the 11kV switches which are used for switching the capacitor banks on and off is however very old and totally unsafe to operate on load, and need to be replaced in order to ensure acceptable safety for personnel and other equipment. It is recommended that the PFC control scheme also be upgraded at the same time as the new switches to ensure long term performance of the facility.

Except for the above, no other form of demand management or any other interventions to limit peak demands is currently in use in the rest of Ceres, however the following can be considered:

- The possible installation of an 11kV power factor correction facility at Power Station. A high level investigation on the existing power factor at this intake point shows a current power factor of around 0.95 at maximum peak times. It is accordingly estimated that a maximum saving of about 500kVA on the current demand might be achieved monthly by installing a power factor facility to correct the power factor to be closer to unity.

  A separate more in-depth investigation will however have to be done to determine the feasibility of such power system correction system. Should it be proved to be feasible, the implementation thereof can be incorporated into the long term budget for system betterment.

- Secondly, the possible implementation of a PV plant is recommended which can help alleviate the peak demand generated by the cold storage facilities in town. A separate investigation for this will be necessary in order to determine the feasibility of such intervention. Location and sizing of the possible PV plant can then be considered. Should such PV plant proved to be feasible, the implementation thereof can be incorporated into the long term budget for system betterment.

3.2 Ceres 11kV Networks

Bon Chretien and Power Station Switching Stations are connected with each other via 2 dedicated 185mm^2 11kV aluminium cables, with a third 185m^2 aluminium cable connection via Lyell Switching Station. Based on the capacity of these cables, a maximum load of 10 MVA can be shifted for short periods between these two main switching stations, i.e. with both dedicated cables fully utilised, or maximum 5 MVA long term if based on a "firm' supply scenario.

In addition to these primary connections between the two switching stations, 3 underground 70mm^2 11kV cable feeders and 1 overhead feeder (HARE) also connects the supply networks of the two switching stations with each other. Although these secondary connections can also be used to transfer load between the two switching stations, they will mainly be used for splitting in load. Normal open points between the networks of Bon Chretien and Power Station will be created in order to prevent circulating reactive power in the total network.

The internal 11kV networks fed from the two mentioned switching stations are combinations of overhead lines (copper and aluminium) and underground cables varying between 35mm^2 and 185mm^2, with a combination of miniature substations, ground standing transformers and pole mounted transformers connected which supply consumers. The networks in town are mainly underground, with a significant rural overhead network especially on the eastern side of town.

Within the total 11kV network some miniature substations and transformers are fed via radial feeders. The need to change these radial networks to ring feeds, are however not critical in the short term and will therefore not be discussed further. It is however recommended that these secondary radial feeders again be re-assessed in future, especially when a significant load is added to such feeder, or when the closing of rings can be done as part of a new development.

A model of the total 11kV infrastructure in Ceres was created in the "***PowerTools"***Software package, and a load flow study performed on the existing networks. A copy of the results is included in Annexure D.

From this study, and by taking into account the general state of the existing infrastructure in Ceres, the following observations are made :

3.2.1 As previously mentioned, Power Station 11kV switching station is fed from Eskom's 1 x 20MVA 66/11kV transformer via 2 x 11kV feeders, each consisting of 2 x 95mm^2 PILC type cables in parallel. The maximum safe transfer capacity of these cables in parallel is 9MVA, therefore providing for a "firm" capacity of 9MVA at the municipal 11kV busbar. With the NMD now increased to 14,5MVA and taking future load growth into consideration, it is recommended that the existing feeder cables be replaced with 2 new feeders, each consisting of 2 x 500mm^2 single core copper unarmoured 11kV cables per phase. These feeders will then ensure a reliable "firm" transfer capacity of 20MVA between Eskom and the municipal switching station.

3.2.2 Power Station Switching Station is currently equipped with 15 x 11kV Reyrolle type circuit breaker panels of various models and functionalities. Although these panels are currently still usable, the technology used in most of them are old and not easily upgradeable, and extension thereof also difficult and expensive. Switching on most of these panels also poses a safety risk for personnel.

It is therefore strongly recommended that these existing 11kV circuit breaker panels be replaced with new type panels, with busbar rating of minimum 1250 A, and individual circuit breaker rating of minimum 800A.

3.2.3 De Bos Switching Station is currently equipped with 8 x 11kV Reyrolle type circuit breaker panels of various models and functionalities. Although these panels are currently still usable, the technology used in most of them are old and not easily upgradeable, and extension thereof also difficult and expensive. Switching on most of these panels also poses a safety risk for personnel.

It is therefore strongly recommended that these existing 11kV circuit breaker panels be replaced with new type panels, with busbar rating of minimum 1250 A, and individual circuit breaker rating of minimum 800A.

3.2.4 Lyell Switching Station is currently equipped with 6 x 11kV Reyrolle type circuit breaker panels of various models and functionalities. Although these panels are currently still usable, the technology used in most of them are old and not easily upgradeable, and extension thereof also difficult and expensive. Switching on most of these panels also poses a safety risk for personnel.

It is therefore strongly recommended that these existing 11kV circuit breaker panels be replaced with new type panels, with busbar rating of minimum 1250 A, and individual circuit breaker rating of minimum 800A. With the replacement of the breakers the transformer outside the switching station can be changed to a miniature substation and be made part of the MS St Thomas feeder.

3.2.5 The local transformer at De Bos Switching Station currently is installed on the same H-pole that is part of the overhead feeder from Bon Chretien to the Eselfontein feeder, however this transformer is fed from a different cable and circuit breaker inside De Bos Switching Station that is not part of the overhead line feed. This scenario is from both a safety and operational point of view not ideal as two 11kV supplies are now present on one pole structure, and is recommended to be changed as soon as possible.

3.2.6 MS Jasmyn in Jasmyn Street in Bella Vista is currently on the end of a radial feed from Panorama Switching Station. In order to have MS Jasmyn and the rest of the radial feeder on a ringfeed, it is recommended that a new 70mm^2 11kV cable be installed between MS Jasmyn and the overhead line in Panorama Road.

3.2.7 Although this report only covers the 11kV networks, the replacement and upgrading of low voltage networks will also become necessary from time to time.

It is as such recommended that loading on low voltage networks be monitored and interventions be introduced should technical losses and voltage drops on these networks be unacceptable.

As part of this loadflow study on the existing networks, the maximum load that can be added to the Power Station point of supply was also investigated. Based on the current network configurations, the capacity intake at Power Station can be increased by 4,5MVA, resulting in a NMD of 19MVA. These calculations exclude the load of De Bos and Eselfontein which will have to be supplied from Bon Chretien.

3.3 Condition Assessment of 11kV Equipment

Some very old oil-filled ring main units as well as miniature substations with oil-filled and other old type of ring main units are still in use. Although these units are still operational, they are in most instances past their normal useful lifespan and are dilapidated to such a state where safe operation cannot be guaranteed anymore.

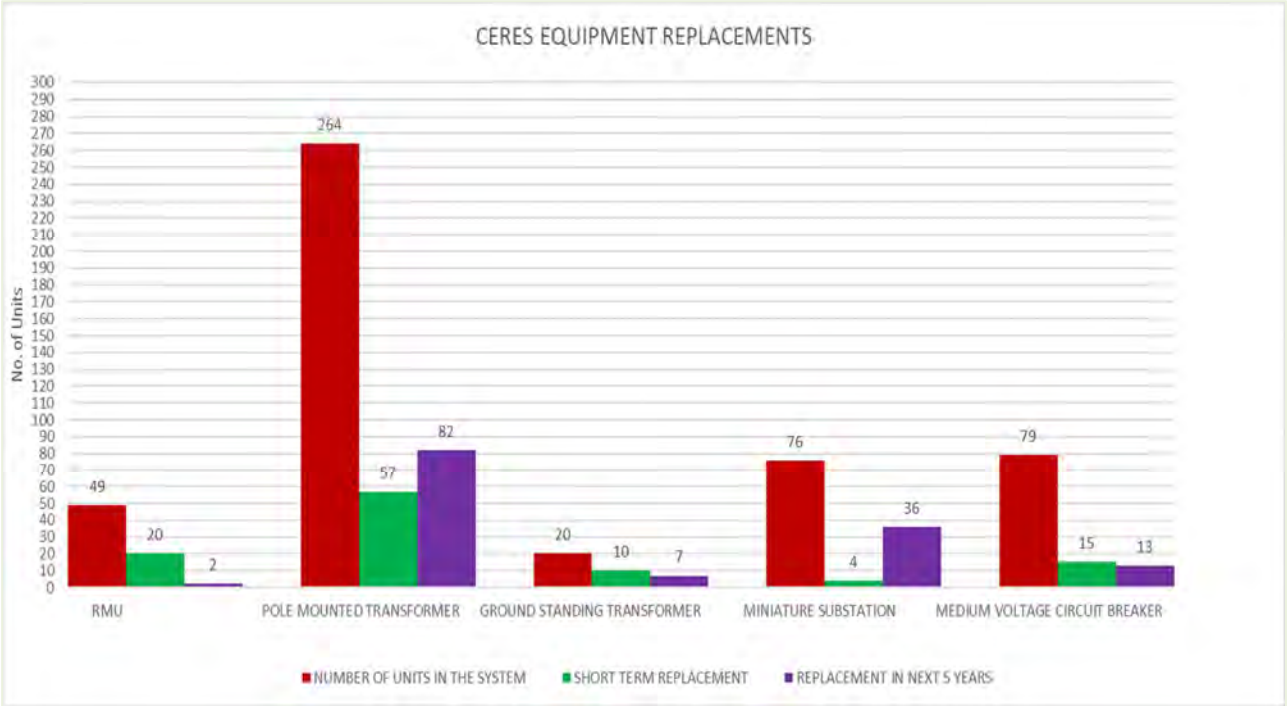
Similar, several ground-standing and pole mounted transformers in the networks, although still operating, need intervention on the condition thereof.

As part of the on-site verification of all 11kV equipment and installations, photos were taken and condition of equipment recorded. Equipment were typically classified as in a "poor condition" based on the visual condition thereof, safety concerns for personnel and the public, expected useful life (refer to table 3.3 on the next page), availability of spares and not fit-for-purpose situations. For example, oil-filled ring main units, whether free-standing or inside minisubs, are in most instances over their normal useful lifespan and might not be safe to operate anymore and therefore need to be gradually replaced with new safer units.
Malfunction of equipment will, apart from the direct safety hazard to people and the environment, also cause unwanted long outages in the availability of electricity to businesses (with potential loss of income) and residences.

Asset Class	Expected Useful Life (years)
Medium Voltage Transformers and Minisubs	45
Medium Voltage Cables and Lines	50
Medium Voltage Substation Switchgear	45
Low Voltage Network (Overhead)	45
Low Voltage Network (Underground)	60
Electricity Meters (Credit)	30
Electricity Meters (Pre-payment)	10

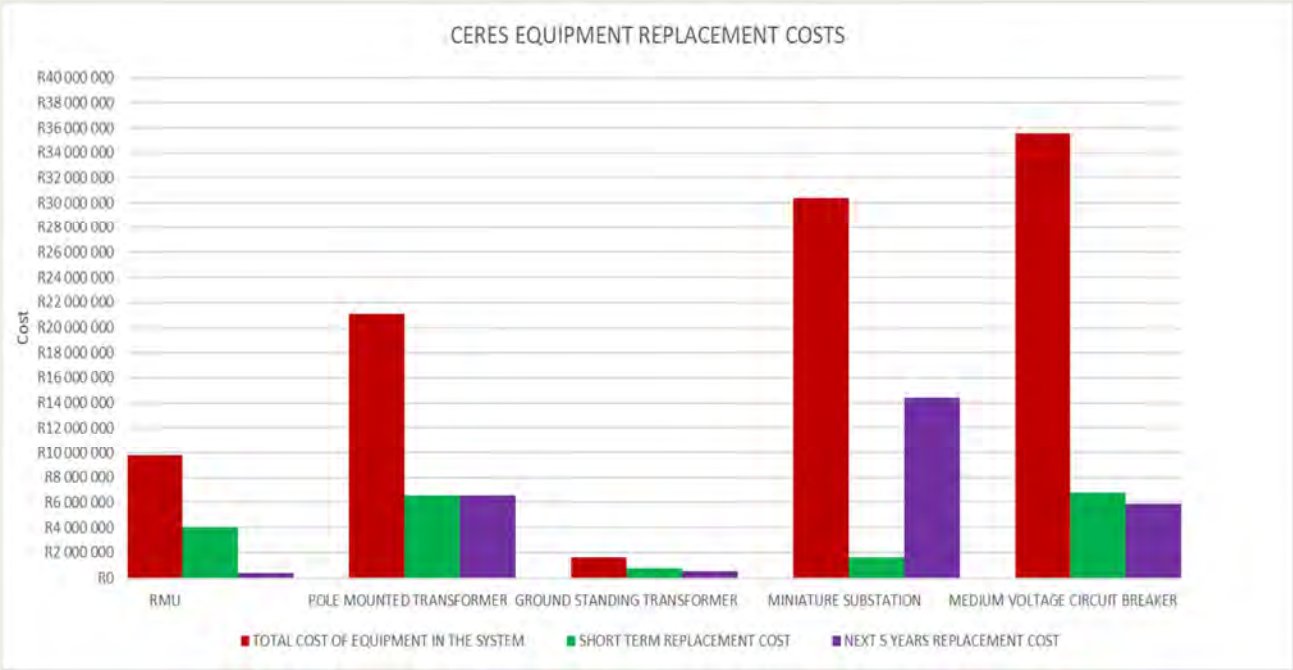
Table 3.3: Asset Classes and Expected Useful Life (From : "*DPLG Guidelines for Infrastructure Asset Management in Local Governmenit"*)

The spectrum of equipment that has dilapidated to such a state where it will need replacement soon, are illustrated in graph 3.3 below:



Graph 3.3: Spectrum of Dilapidated 11kV Equipment

The associated cost for the upgrading/refurbishment or replacement of the equipment shown in graph 3.3 is shown in graph 3.4 below:



Graph 3.4: Estimated cost for replacement of dilapidated 11kV equipment

From the above graphs it is clear that a significant number of equipment in Ceres urgently needs upgrading/refurbishment or replacement, with a relative large budget associated with this. Miniature Substations equipped with very old fuse type ring main units, and transformers with old Reyrolle type low voltage breakers, are already a safety risk and need to be replaced as soon as possible. Ring Main Units that form part of primary and secondary feeders and that are equipped with fuses will also need to be replaced as the fuses limit the transfer capacity of such feeders to maximum 2MVA.

A complete list with details of all equipment refer to in the above graphs is included in Annexure F. It is recommended that all this equipment gradually be refurbished or replaced in the next 10 year period.

For the new ring main units SF6 or vacuum type with minimum rating of 630A is recommended, and should, similar to miniature substations, be equipped with arc-vented enclosures, making them safe to operate and safe to the general public in case of an internal fault.

Although not included in the above graphs, several overhead lines, especially those on the eastern side of town that feeds from Bon Chretien Switching Station, were found to be very delipidated and need urgent intervention. Amongst others it is recommended that a pole audit be done to ascertain the condition of the existing poles, especially those on private land, and to replace all poles that might have a safety risk attached. New 22kV insulators are also recommended to be upgraded and A-frames installed on all poles. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type. All overhead conductors smaller than “HARE” is also recommended to be replaced with “HARE” type.

Lastly, it is strongly recommended that all municipal equipment currently on private property be relocated over time to road reserves, public open spaces or municipal land. Similarly, where private networks, especially 11kV lines and cables, are present, such networks must be clearly marked as “PRIVATE”. (Example of this is the private 11kV overhead line running from De Bos Switching Station to Ceres Fruit Growers)

4. GIS DATABASE

A new Geographic Information System (GIS) platform, complete with database of the 11kV electricity networks in Ceres was completed as one of the major deliverables of this master plan study.

The newly developed and verified 11kV as-built information of Ceres was converted and transferred into the GIS database. Attributes for each piece of material and equipment that forms part of the 11kV infrastructure were developed, and populated with all information applicable and available. Photos taken during the on-site verification process were incorporated into the GIS database, and forms part of the attributes for all material and equipment.

With this database of the 11kV infrastructure in Ceres completed and incorporated into the GIS platform, all 11kV services are placed geographically correct, and all technical and statistical detail of each piece of equipment and material is available in one centralised system. Asset registers for the full 11kV infrastructure or for any user defined area can be extracted from the database.

It is strongly recommended that this newly created GIS platform and 11kV database be updated at least once every year, or as and when major upgrading or new developments take place.

Furthermore, although the created GIS platform and database can easily be extended to include the low voltage infrastructure as well, details of these low voltage networks in Ceres still need to be verified and captured on site. It is accordingly recommended that the latter be done and all low voltage and streetlight information be incorporated into the database.

5. NEW DEVELOPMENTS AND LOAD GROWTH

For developed networks, a normal load growth of 3% per year is typical. In the case of Ceres, the load growth from 2010 to 2017 was around 13%, i.e around 2% per year. No major upgrades or new connections occurred during this time, and it is therefore accepted that normal to below normal load growth in Ceres in the future will range between 2% and 3%. For purposes of this report, the future load will be based on a normal growth of between 2% – 3% per annum, together with the impact of all known future developments.

It is recommended that all normal single phase residential connections for the future be based on an ADMD (After Diversity Maximum Demand) of 4,5 kVA/erf. All other new connections, including subsidised low cost housing, must be determined on a project basis, and must be in line with Witzenberg Municipality's newest technical design guidelines, standards and specifications.

5.1 Details of Future Developments

As part of the Spatial Development Framework (SDF) of September 2012 for the larger Witzenberg Municipality, several small to large new developments in Ceres are envisaged for the next few years. The details thereof as well as the theoretical impact of these developments on the total maximum demand for Ceres are shown in table 5.1 on the next page. A drawing showing the locations of these possible new developments is included in Annexure A.

Possible Development	Number of Erven	Possible Impact on Total Demand on 5th Year from Base Date (2023) (kVA)	Possible Impact on total Demand on 10th Year from Base Date (2028) (kVA)
Normal load growth	-	1 000	2 000
High Density Residential Erf 2919 (A)	150	0	375
Industrial Development Erf 5075 (B)	-	1 300	2 600
High Density Residential Erf 2615 (C)	80	0	200
Vredebes Housing Development (D)	2800	3 000	7 000
Klein Begin Development (E)	300	0	1 000
Industrial Development Erf 18/364 (F)	-	0	5 000
Morceaux Development (G)	300	0	1 000
Industrial Development Erf RE/7900 (H)	-	0	400
Mazoe Development (I)	300	0	800
Belmont Development (J)	90	350	350
Industrial Development Erf 107/364 (K)	-	0	1 800
Golf Estate Development (L)	280	250	1 200
Low Density Residential Erf 8126 (M)	25	0	100
Agri Kaap Development (N)	-	1 500	1 500
CCS Increase in Demand (O)	-	800	800
General growth in Skoonvlei area	-	1 000	2 000
Anticipated Maximum Demand for Ceres (Currently 36 900kVA)	**-**	**46 100**	**65 025**

Table 5.1: Details of Future Developments and Impact thereof as well as normal Load Growth – Base Date 2018 (36 900kVA)

Table 5.1 shows the anticipated maximum demand for Ceres on the 5th year of the master plan cycle (2023) as 46 100 kVA, that is a growth of 9 200 kVA on the existing peak demand of 36 900 kVA, and on the 10th year (2028) as 65 025 kVA. For purposes of this report only

the load growth anticipated for the next 5 years up to 2023 will be considered. Possible load growth in the 5 – 10 year cycle must be re-verified when this Master Plan is updated, or whenever a significant development proceeds.

5.2 Impact of New Developments on Existing Infrastructure

The possible future developments as indicated in table 5.1, even though the commencement thereof might only be in the long to very long term, will have a significant impact on the existing network. The significant increase in load to over 60MVA in the next few years will most probably necessitate the establishment of a new 66/11kV or 132/11kV substation, which is recommended to be done by Witzenberg Municipality who can then take a 66kV/132kV metering point from Eskom. It is furthermore recommended that once this substation is operational, the Eskom supply point at Power Station be cancelled, and all load fed from Power Station Switching Station then connected onto the new substation.

Part of such a new 66/11kV (132/11kV) substation and associated 66kV (132kV) line will be the EIA process, finding of a route for the line, and acquiring of adequate land for the substation. For this it is recommended that the process of identifying line routes and possible land for the substation be started with timeously, which will include detail discussions with Eskom on their future plans for the area, voltage level of the new substation (132kV or 66kV), final area for the substation and long term agreements on the ongoing use of Bon Chretien supply point. For now, it is recommended that the new substation be placed on the best technical position, i.e. close to the central load point as shown on the proposed position included in Annexure C, and then linked to the Eskom 66kV or 132kV line. As far as land for the future substation is concerned, an area of 100 x 150m will be needed for the substation, and a 22m wide servitude for the 66kV (31m for 132kV) line route. (Note : The proposed position for the substation is preliminary and might change during detail discussions with Eskom)

It is recommended that these requirements for land be considered should future subdivisions in the vicinity of the new substation, as shown in Annexure A, be applied for before the substation is established. Conditions for adequate land and line routes might then have to be included in the subdivision conditions.

The anticipated load growth for the next 5 years, as indicated in table 5.1, was also incorporated into the created load flow model of the network as previously discussed, firstly for only the normal load growth and secondly with inclusion of the possible future developments, and the response thereof on the 11kV network verified. Load flow results for this are included in Annexure E.

From the above and the results of the load flow study, the following specific recommendations are made:

5.2.1 The NMD at Bon Chretien is severely exceeded. With the new increased NMD at Power Station, it is recommended that the network open points be done such that the full 14,5MVA available at Power Station can be used. Proposed open points is shown on the future single line diagram of the 11kV networks included in Annexure G.

5.2.2 The urgency to increase the NMD at either Power Station or Bon Chretien or at both supply points must be re-confirmed with Eskom, with inclusion of the long term load requirements included in this master plan report.

5.2.3 Apart from the previous mentioned upgrading of the cables between Eskom and Power Station Switching Station, all other cables and networks fed from Power Station operates within acceptable range.

5.2.4 The supply cables between Eskom and Bon Chretien Switching Station is limited to 25MVA firm transfer capacity, which is in line with the 2 x 20MVA transformers on Eskom's side. However, with the maximum demand at Bon Chretien already around and even over the

25MVA mark, and in order to maintain a firm supply scenario, the Eskom transformers as well as the transfer capacity of the link cables will have to be upgraded. Depending on the size of the upgraded transformers, it is recommended, for purposes of upgrading the cable capacity, that a third 630mm^2 single core cable be added per feeder phase, increasing the transfer capacity to 37MVA.

Should Eskom however decide to keep the two x 20MVA transformers and use them based on an unfirm supply scenario, it is then recommended that a second feeder between each transformer and the municipal 11kV busbar be installed in order to increase reliability of supply. These two new feeders can then also be based on 2 x 630mm^2 single core unarmoured 11kV cables per phase.

This whole issue together with the possible future new 66kV/132kV substation as previously mentioned must however be discussed with Eskom, and decisions on upgrading then to be taken based on final agreements.

5.2.5 The loading at De Bos Switching Station in future will be in excess of 14MVA. The current network feeding De Bos Switching Station as well as the switching station itself is inadequate for this loading and will have to be upgraded. To achieve therefore a firm capacity adequate for the load required, the following are recommended :

- Install 2 x 300mm^2 11kV PILC type cables between Bon Chretien and De Bos Switching Stations. Use two of the existing 185mm^2 aluminium cables in parallel as a third feeder between these two switching stations and keep the third existing 185mm^2 aluminium cable as a “Spare”.
- Replace the existing 11kV panels in De Bos Switching Station with 8 x new circuit breaker panels and a bus-coupler. The bus-coupler will be kept open, with the 2 x new 300mm^2 11kV cables on one side of the busbar feeding Ceres Fruit Growers and Ceres Fruit Juices, and the 2 x existing 11kV 185mm^2 aluminium cables on the other side of the bus feeding the Eselfontein overhead line. Should one of the new 300mm^2 cables become faulty, the bus-coupler can be closed and the load fed off the remaining supply cables and overhead lines.

5.2.6 Even with the above proposed upgrading at De Bos Switching Station done, future loading on the “Eselfontein” line, with growth included, will exceed the capacity of the HARE conductor. Furthermore, the voltage drop at the end of the overhead feeder will at that stage also be outside the acceptable levels.

To improve the quality and reliability of this overhead line, the following is recommended :

- Install a new overhead line with CHICADEE conductor on 11m poles, A frames and 22kV insulators, from Bon Chretien Switching Station to the T-off point to Palmyra 1 on the overhead line, as strengthening of the existing network. At Bon Chretien add a new 11kV circuit breaker onto the existing bank of circuit breakers to feed the new CHICADEE overhead line. (As alternative to the new circuit breaker panel, existing miniature substation MS Oosterlig can be made part of the Retief 1 feeder, and the 11kV breaker currently feeding MS Oosterlig then used for feeding the new overhead line)

- At the end of the new line, in order to have better control of the network, separate the three existing overhead lines at the T-off point, install a new ring main unit (RMU Palmyra) with 4 x circuit breakers and connect the 4 overhead feeders onto the RMU with 185mm^2 PILC type cables.
- Install a quality of supply meter at the end of the line, i.e. at Eselfontein Dairy, to monitor voltage levels. Should voltage levels fall below the acceptable norm (more than 6%), the installation of voltage regulators to further assist with improving quality of supply can be considered.

5.2.7 The transfer capacity of the "Bon Chretien Farms/Eselfontein" feeder is currently limited by the short pieces of 70mm^2 cable at Bon Chretien and at the CCS metering point. In order to fully utilise the capacity of the HARE conductor on the rest of the overhead line it is recommended that these pieces of cable be replaced with new 185mm^2 PILC type cable. At the same time, it is recommended that the conductor size on the rest of the Eselfontein overhead line be verified and all sections smaller than HARE be replaced with HARE. New 22kV insulators on A-frames can then be installed as part of this exercise.

5.2.8 The cable feeding from Bon Chretien Switching Station onto the "Calvinia Road" overhead line is a 70mm^2 PILC type. In order to fully utilise the transfer capacity of the rest of this overhead line, it is recommended that this portion of cable be replaced with a new 185mm^2 PILC type cable.

5.2.9 The control of the overhead lines feeding from Bon Chretien Switching Station is currently limited to the 11kV breakers at the source. In order to improve the reliability of the network the following are recommended :

- Installation of auto-reclosers at selected points in the network to reduce outages on the total network due to line faults at specific points
- Installation of Earth Fault Indicators on the lines to assist technical personnel in determining position of faults on the networks

The proposed positions of these equipment on the network is shown on the future single line diagram included in Annexure G.

5.2.10 The load for the new Vredebes housing development has been made provision for in the recently constructed Vredebes Switching Station, and the internal networks for the development will therefore be fed from this switching station via 2 x 95mm^2 PILC type cable rings.

5.2.11 The load for the new development on Erf 5075 (initially 1 300kVA) can be fed off the overhead 11kV line in Boerneef Street. Adequate capacity is available in the overhead feeder.

5.2.12 The load for the new Agri Kaap development on Erf 8778 (1 500kVA) can be fed off the existing 70mm^2 11kV cable in Skurweberg Street between MS Witzenberg and RMU Vos. Adequate capacity is available in this cable feeder.

6. RECOMMENDATIONS

With reference to all the recommendations already made in the previous paragraphs, and by also taking into account the possible future developments, a summary of all recommendations will now be made. A table with these recommendations and associated estimated cost is included in Annexure B of this report, whereas simplified details of the proposal work are shown in Annexure C.

The priorities of the individual recommendations might change from time to time, some of which might move out or even fall away in totality based on new circumstances and must therefore closely be monitored and recommendations amended as necessary.

6.1 Capital Intensive Recommendations

6.1.1 Replace the 2 x existing power factor correction switches in Bon Chretien Switching Station with new 11kV circuit breakers, correctly sized for the total number of capacitors to be switched, and install a new control system for reliable PFC operation.

6.1.2 Replace the existing 11kV circuit breakers in Power Station Switching Station with 14 x new 11kV circuit breakers and a bus-coupler. The new circuit breakers shall be indoor type with 1250A bus-bar rating and feeder rating at least 800A each.

6.1.3 Replace the existing feeder cables between Eskom and Power Station Switching Station with 2 new feeders, each consisting of 2 x 500mm^2 single core copper unarmoured 11kV cables per phase.

6.1.4 Upgrading of cables between Eskom and Bon Chretien Switching Station. (Note: Final details dependant on negotiations with Eskom on the long term scenario)

6.1.5 Replace the existing 11kV circuit breakers in De Bos Switching Station with 8 x new 11kV circuit breakers and a bus-coupler. The new circuit breakers shall be indoor type with 1 250A bus-bar rating and feeder rating at least 800A each. Also install new 300mm^2 11kV PILC type cables between Bon Chretien and De Bos Switching Stations.

6.1.6 Install new 11kV overhead line with CHICADEE conductors between Bon Chretien Switching Station and the T-off point to TRF Palmyra 1 on the Eselfontein overhead line, and install new RMU Palmyra with 4 x circuit breakers, connected onto the overhead lines with 185mm^2 PILC type cables. All new intermediate insulators to be 22kV Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type, all installed on A-frames.

At Bon Chretien Switching Station add a new 11kV circuit breaker panel as add-on to the existing circuit breakers.

6.1.7 Replace the existing 70mm^2 cable sections on the “Bon Chretien Farms/Eselfontein” feeder with new 185mm^2 PILC type cables. Also replace all conductors smaller than HARE with HARE, install new insulators and A-frames. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

6.1.8 Replace the existing 70mm^2 cable between Bon Chretien Switching Station and the “Calvinia Road” overhead line feeder with a new 185mm^2 PILC type cable.

6.1.9 Replace the existing 11kV circuit breakers in Lyell Switching Station with 6 x new 11kV circuit breakers and a bus-coupler. The new circuit breakers shall be indoor type with 1250A bus-bar rating and feeder rating at least 800A each.

6.1.10 Install new 95mm^2 11kV cable between MS Jasmyn in Bella Vista and the existing overhead line in Panorama Road in order for MS Jasmyn feeder to be on a ringfeed.

6.1.11 Do pole audit on all poles forming part of the existing 11kV overhead lines and replace poles that are unsafe. At the same time reconductor all overhead lines smaller than HARE with HARE conductors and install new 22kV insulators on A-frames. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

6.1.12 Install pole mounted auto reclosers on the positions in the overhead networks as indicated on the “future” single line diagram included in Annexure G.

6.1.13 Install pole mounted earth fault indicators on the positions in the overhead networks as indicated on the “future” single line diagram included in Annexure G.

6.1.14 Replacement of existing old oil type ring main units with new SF6 or vacuum circuit breakers, with minimum 400A rating.

6.1.15 Replacement of miniature substations that are equipped with oil type ring main units, or that are at the end of their useful life, with new safer units.

6.1.16 New 2 x 40MVA 66/11kVA substation and high voltage lines to Eskom and linking of 11kV from new substation to existing networks. (This might change to 132kV input level depending on final negotiations with Eskom)

6.1.17 Install internal services for the new Vredebes low cost housing project (2 800 houses)

6.2 General Recommendations

The following general recommendations, some of which were mentioned earlier in the report, form an integral part of the long term performance of the electrical infrastructure in Ceres. Estimated costs applicable to these general recommendations are provided in Annexure B.

6.2.1 It is recommended that a new labelling methodology of all equipment, based on street names and as shown on the 11kV single line diagram, be adopted and implemented. Apart from the normal identification purposes, correct labelling and logical names for equipment and infrastructure is vital to ensure correct and safe switching operations.

6.2.2 It is recommended that the web-based Scada System recently installed in Panorama and Vredebes Switching Stations be expanded to include a monitoring system in all other switching stations in Ceres.

Such Scada (monitoring) System will provide for Witzenberg personnel to view loading, status, tripping and other data applicable to the circuits in the Switching Stations, and to download different types of reports over different time periods.

As alternative, especially if remote switching on the 11kV system is planned, a new RTU based SCADA system to be standardised throughout the Witzenberg supply area can be investigated and implemented over time.

6.2.3 Investigation into the possible implementation of power factor correction at Power Station Switching Station and PV plant initiatives as demand interventions for the total Ceres.

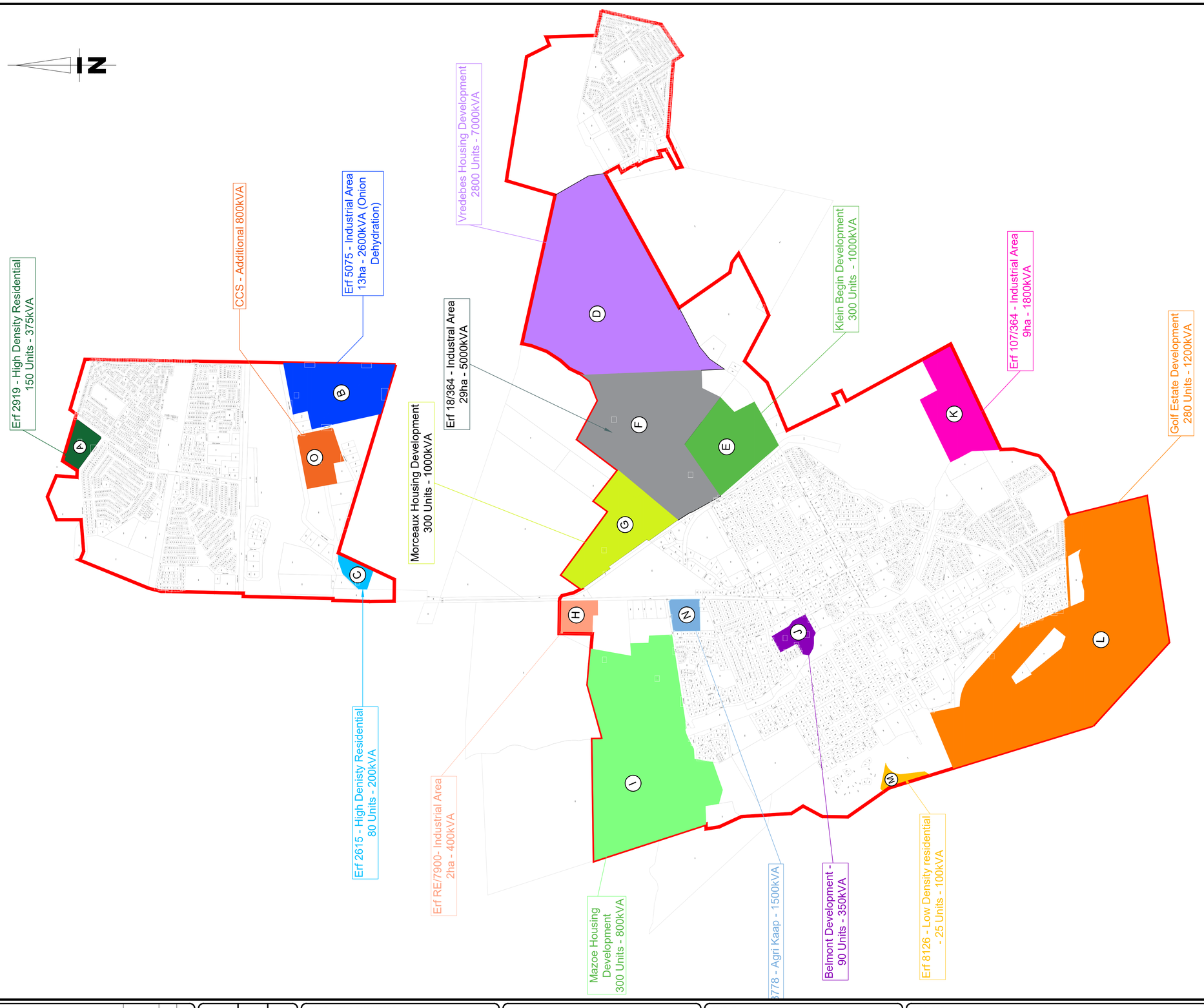
7. CONCLUSION

The main focus of this report was the compiling of a new masterplan for the 11kV infrastructure in Ceres, based on verified and accurate as-built information, complete with discussions on the existing networks and recommendations for system upgrading as necessary.

The short, medium and long term impact of new developments on these networks were determined and recommendations were made for system betterment and to make sure that the integrity and the reliability of the electrical network in the future remains steady and healthy.

Lastly, a new GIS database of the 11kV network was developed, complete with populated attributes for all the 11kV equipment and other infrastructure.

ANNEXURE A : LOCATIONS OF POSSIBLE FUTURE DEVELOPMENTS



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SIGNATURE: _____ DATE:

CLIENT

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

WITZENBERG MUNICIPALITY

PROJECT

ELECTRICAL MASTERPLANNING CERES

TITLE

POSSIBLE FUTURE DEVELOPMENTS

SCALE	SHEET
N.T.S	1 OF 1
CONTRACT No.	PROJECT No.
	17032E

DRAWING No. 17032E/CER/ANNEXA REV

DATE OF FIRST ISSUE:

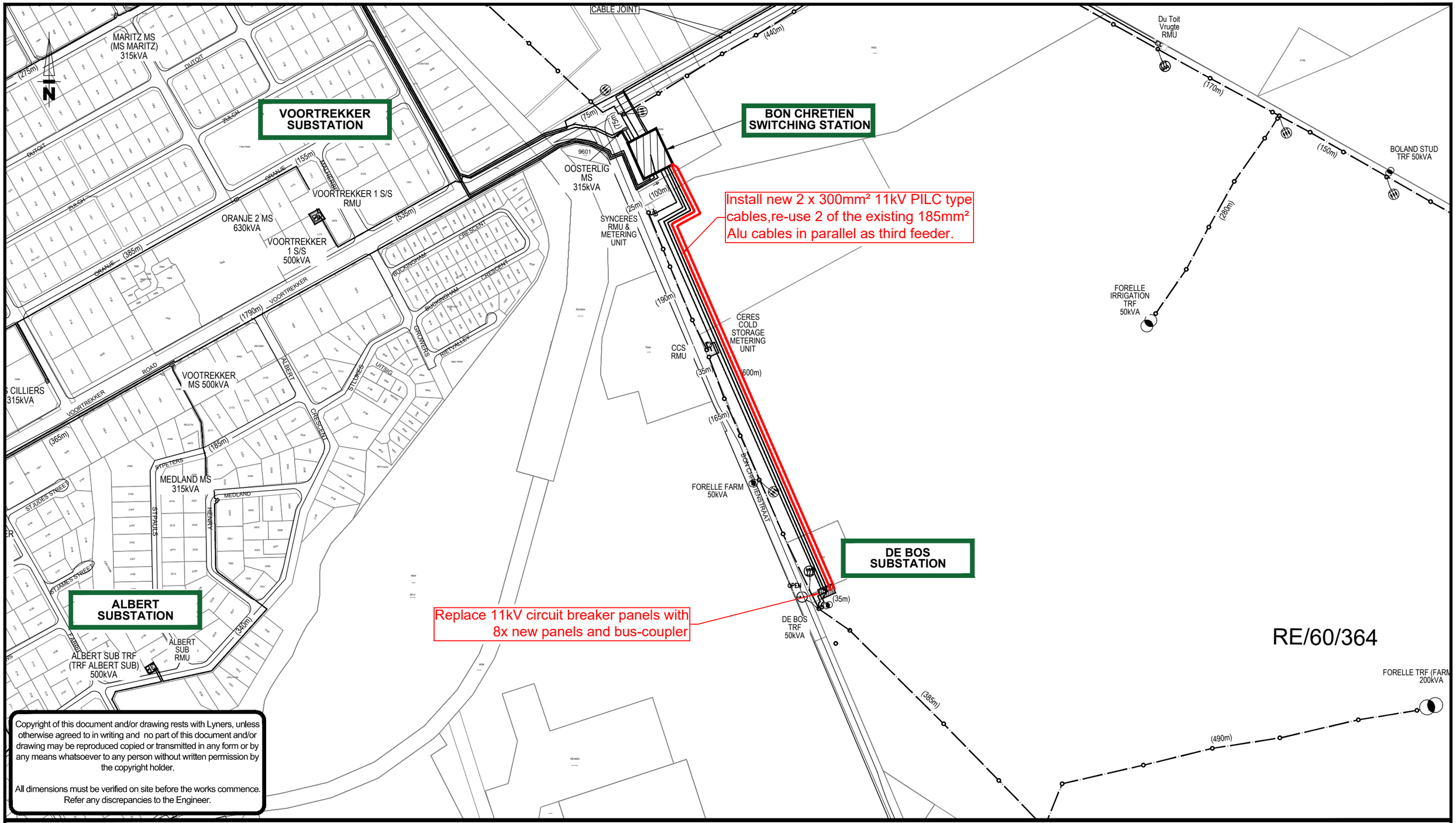
ANNEXURE B : RECOMMENDED CAPITAL PROJECTS

LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - CERES - REVISION 0

Priority	Masterplan Reference Number	Project Description as per Masterplan	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Project Total
1	6.1.5	Replace circuit breaker panels in De Bos Switching Station and install new 300mm^2 11kV cables between Bon Chretien and De Bos	R1 650 000.00	R5 350 000.00									R7 000 000.00
2	6.1.17	Internal services and streetlighting for Vredebes low cost housing project	R5 884 000.00	R5 000 000.00		R5 000 000.00	R10 000 000.00		R10 000 000.00				R35 884 000.00
3	6.1.2	Replace circuit breaker panels in Power Station Switching Station			R6 500 000.00								R6 500 000.00
4	6.2.1	11kV equipment re-labelling			R80 000.00								R80 000.00
5	6.1.3	Replace existing cables between Eskom and Power Station Switching Station with 500mm^2 single core type (2 x single cores per phase)			R1 800 000.00								R1 800 000.00
6	6.1.6	New Chicadee line from Bon Chretien Switching Station to point on Eselfontein line, and install new ring main unit at end of new line, plus new circuit breaker panel in Bon Chretien				R3 200 000.00							R3 200 000.00
7	6.1.7	Replace sections of cable on the Bon Chretien Farms/Eselfontein line with new 185mm^2 11kV cables				R620 000.00							R620 000.00
8	6.2.2	SCADA systems for Switching Stations in Ceres				R250 000.00		R250 000.00		R250 000.00			R750 000.00
9	6.1.15	Miniature substation and transformers upgrading (ongoing)		R400 000.00		R400 000.00		R500 000.00		R800 000.00		R500 000.00	R2 600 000.00
10	6.1.14	Ring main unit upgrading (ongoing)			R350 000.00		R400 000.00		R600 000.00		R400 000.00		R1 750 000.00
11	6.1.9	Replace the existing circuit breaker panels in Lyell Switching Station					R2 800 000.00						R2 800 000.00
12	6.1.1	New circuit breaker panels for the PFC facility in Bon Chretien Switching Station					R800 000.00						R800 000.00
13	6.1.10	Install new 95mm^2 11kV cable between MS Jasmyn and overhead line in Panorama Road						R340 000.00					R340 000.00
14	6.1.8	Replace the existing cable between Bon Chretien Switching Station and the Calvinia Road overhead line with new 185mm^2 11kV cable						R170 000.00					R170 000.00
15	6.1.11	Pole audit, replacement of unsafe poles, re-conductoring, new insulators						R300 000.00					R300 000.00
16	6.2.3	Power factor correction and PV plant installation investigation						R180 000.00					R180 000.00
17	6.1.12	Install pole mounted auto-reclosers						R1 200 000.00					R1 200 000.00
18	6.1.13	Install pole mounted earth fault indicators						R150 000.00					R150 000.00
19	6.1.4	Upgrading of cables between Eskom and Bon Chretien Switching Station									R2 600 000.00		R2 600 000.00
20	6.1.16	New 2 x 40MVA 66/11kV substation and link line to Eskom									R65 000 000.00		R65 000 000.00
		Total	**R7 534 000.00**	**R10 750 000.00**	**R8 730 000.00**	**R9 470 000.00**	**R14 000 000.00**	**R3 090 000.00**	**R10 600 000.00**	**R1 050 000.00**	**R3 000 000.00**	**R500 000.00**	**R133 724 000.00**

*** ALL FIGURES EXCLUDE VAT**

ANNEXURE C : SIMPLIFIED DETAILS OF RECOMMENDED WORK



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PROJECT
CERES MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3: N.T.S	SHEET: 1 OF 1
CONTRACT No.	PROJECT No.: E17032
DRAWING No.: 6.1.5	REV: △
COORDINATE SYSTEM:	

Date: 2018-06-25
Checked:
Auditing: Lynette Volschenk

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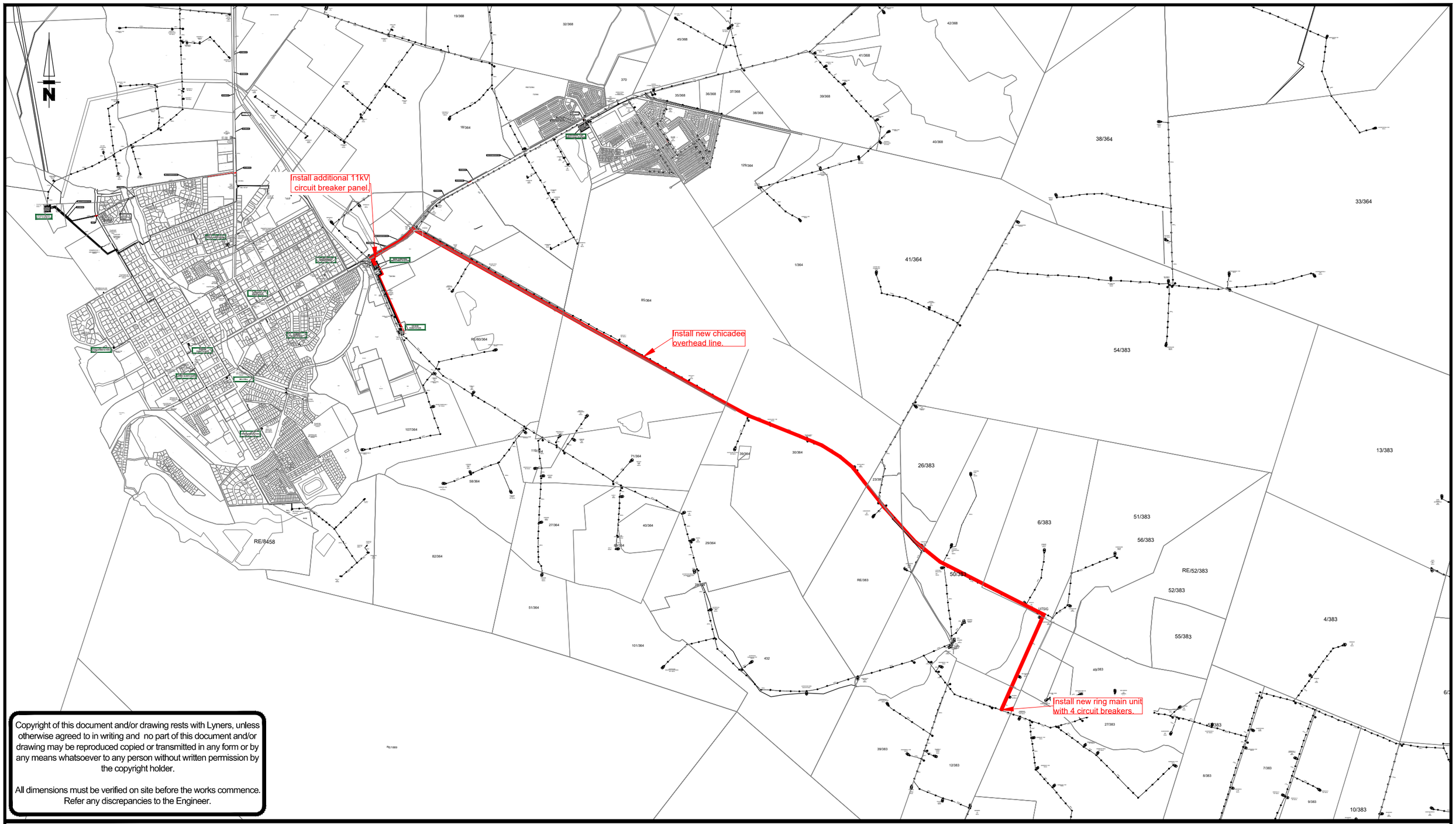

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PROJECT
CERES MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

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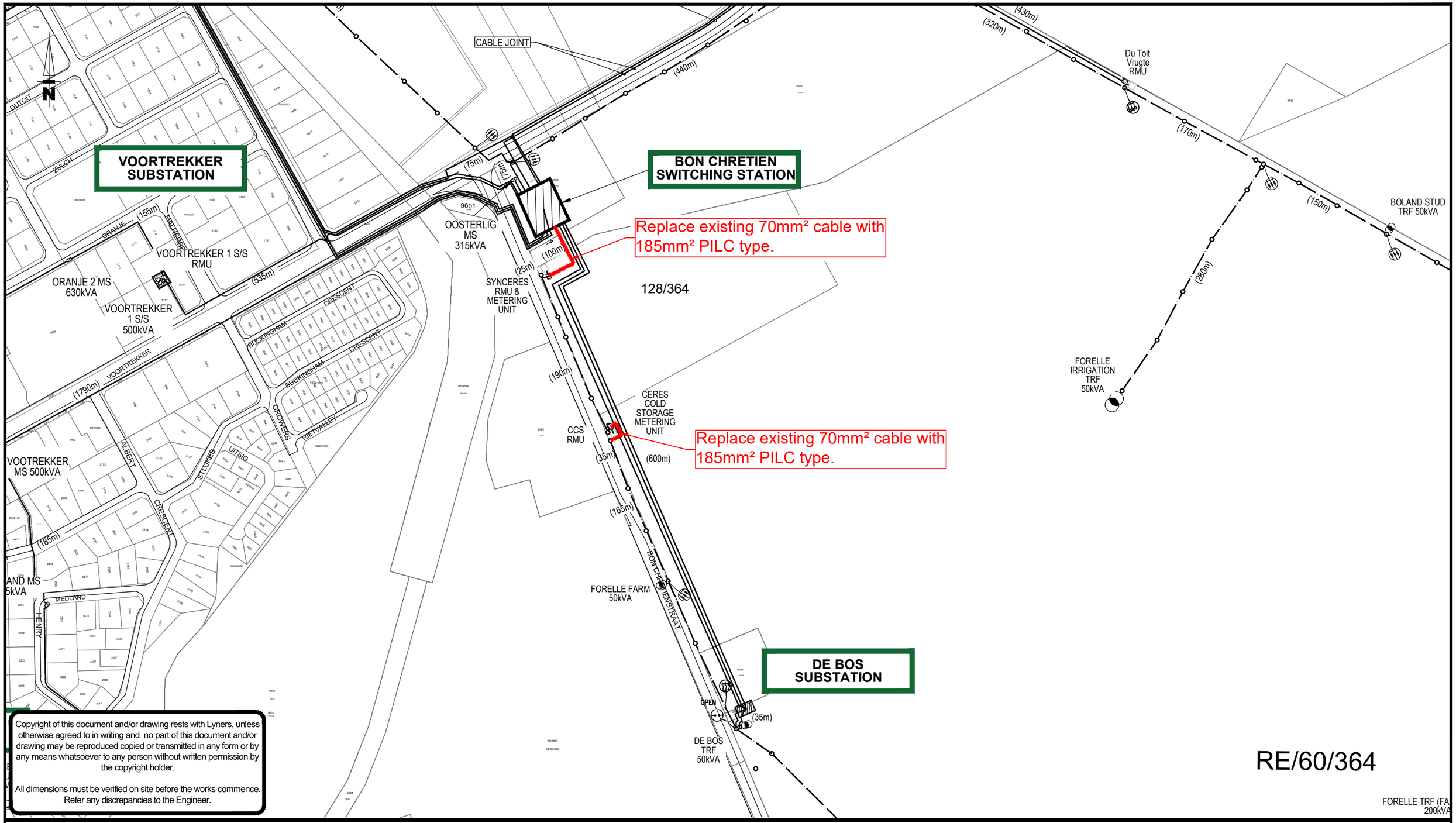

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PROJECT
CERES MASTER PLANNING
11kV NETWORKS

TITLE
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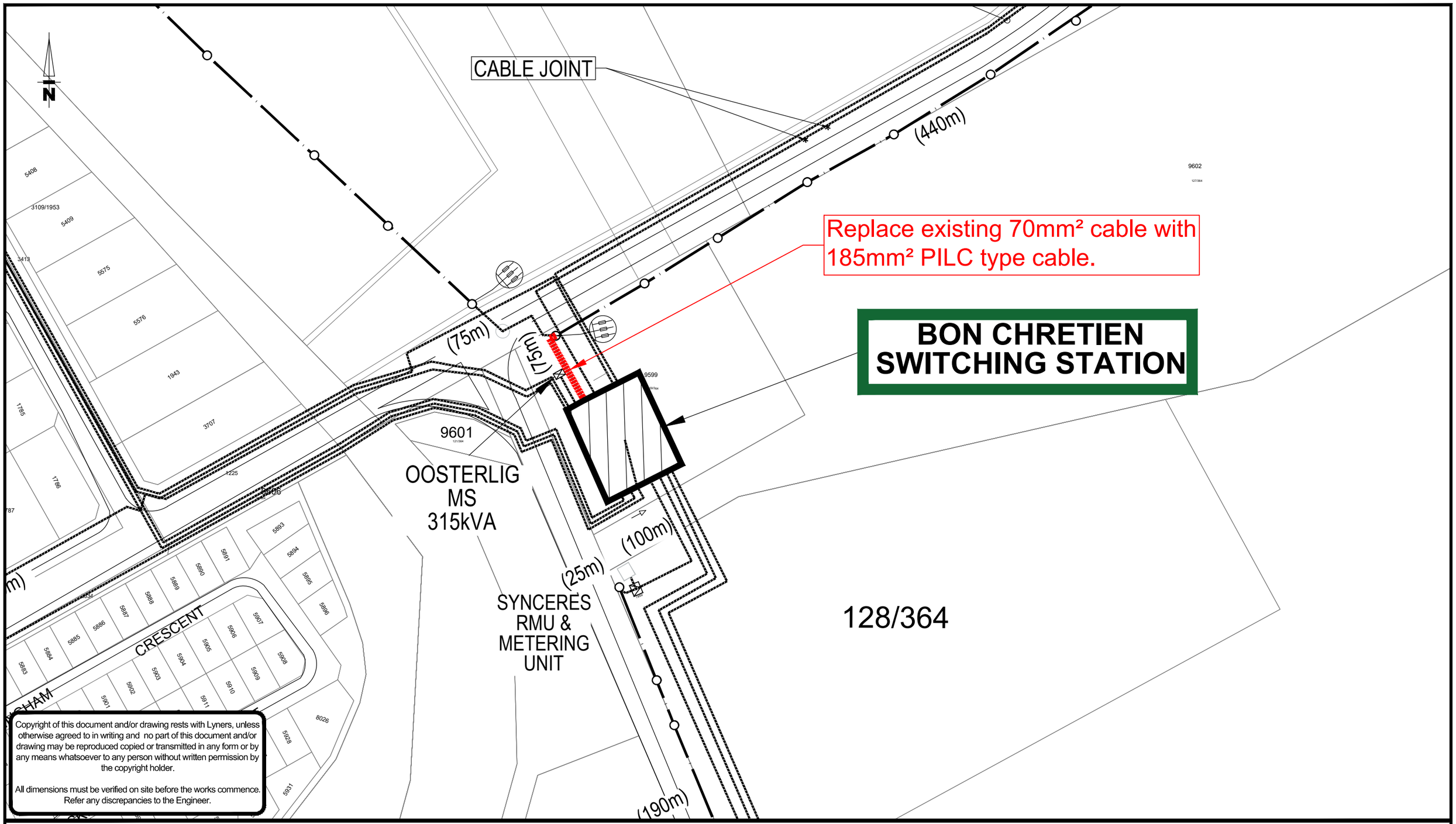

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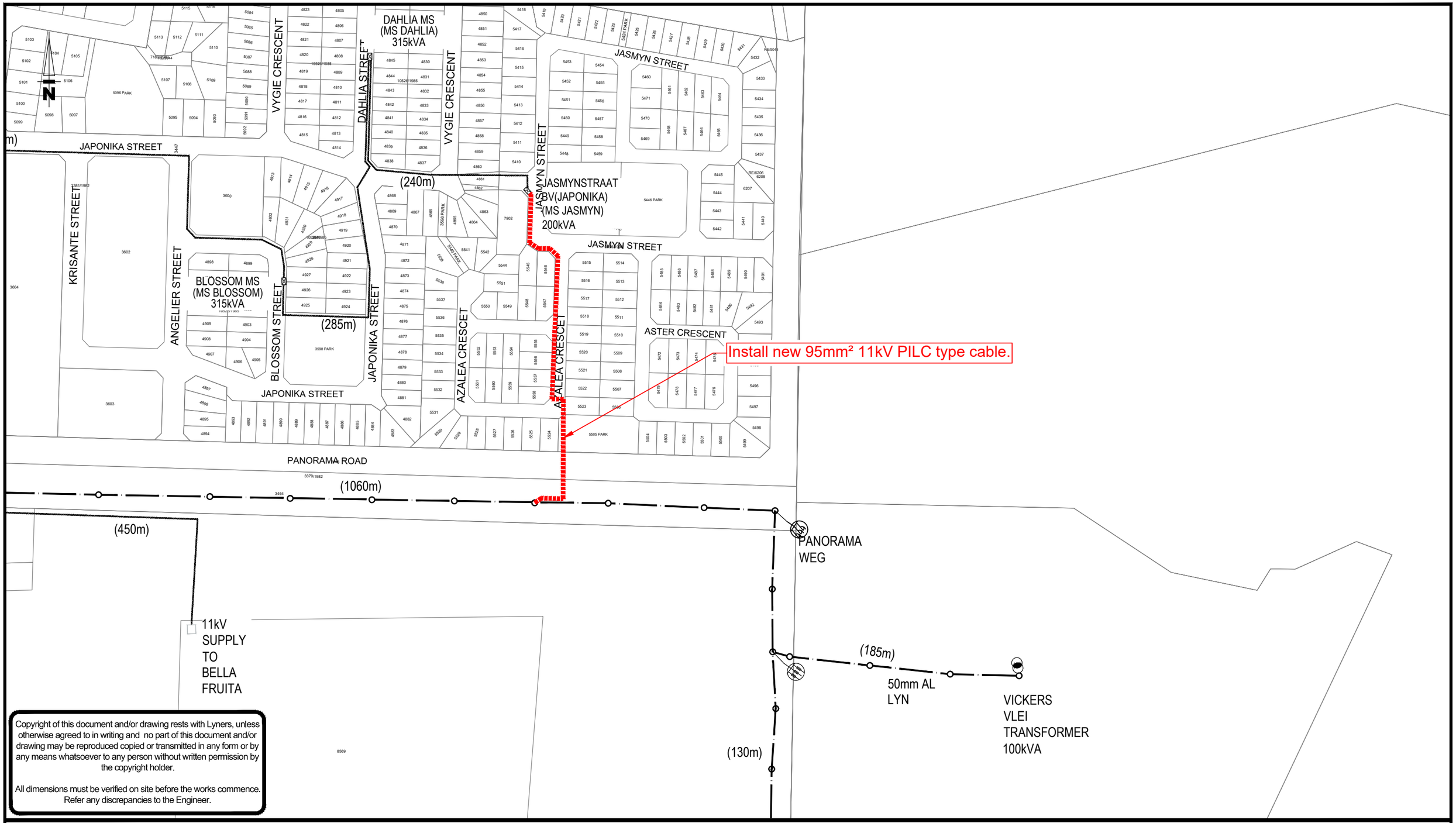

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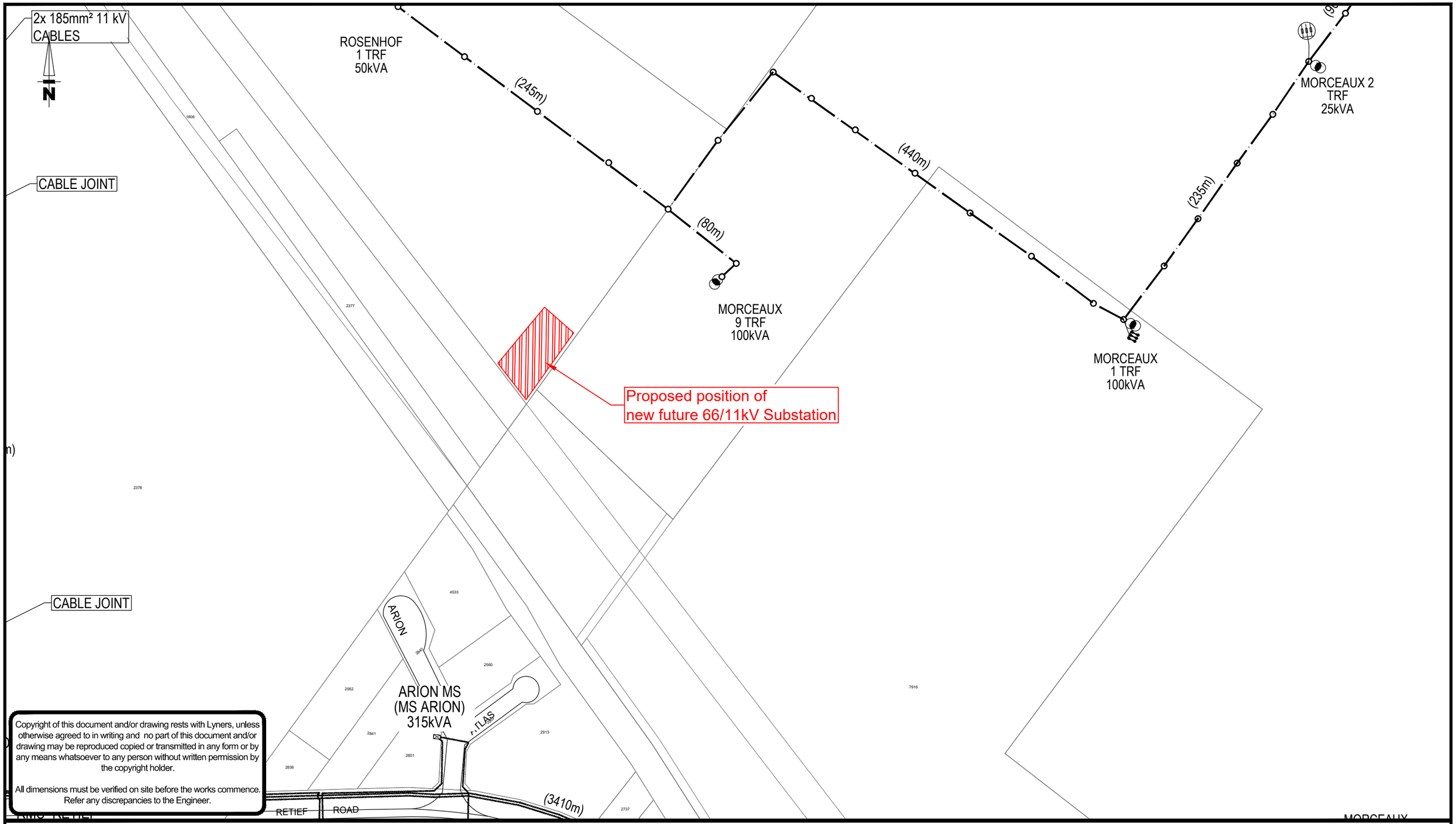

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11kV NETWORKS

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ANNEXURE D : LOAD FLOW STUDY ON EXISTING NETWORK (LOOSE DRAWINGS)

ANNEXURE E : LOAD FLOW STUDY ON NETWORK WITH LOAD GROWTH (LOOSE DRAWINGS)

ANNEXURE F : LIST OF ALL EQUIPMENT DUE FOR REPLACEMENT

CERES EQUIPMENT REPLACEMENTS

Total of Ring Main Units (RMU's) in Network: (49)

To be replaced immediately (20)

1. RMU Albert SS (RMU Bank with **2 units**)
2. RMU Goliath
3. RMU Grens
4. RMU Heide Sub (RMU Bank with **3 units**)
5. RMU Hugo-Sub (RMU Bank with **3 units**)
6. RMU Joubert
7. RMU Nichol Cold Storage
8. RMU Oranje (RMU Bank with **2 units**)
9. RMU Park (RMU Bank with **3 units**)
10. RMU Telkom
11. RMU Voortrekker (RMU Bank with **2 units**)

To be replaced in next 5 years (2)

1. RMU Bon Chretien 1
2. RMU Loxtonia

Total of Pole Mounted Transformers (PMT's) in Network: (264)

To be replaced immediately (57)

1. TRF Agterfontein 1
2. TRF Agterfontein Storage
3. TRF Aurora 5
4. TRF Aurora DAM
5. TRF Brayside Pump
6. TRF Brewisville 3 Pump
7. TRF Buchuland 1
8. TRF Buchuland 2
9. TRF Dankbaar 5 (WERKSWONING)
10. TRF Daytona 1
11. TRF Daytona 2
12. TRF Daytona School
13. TRF De Hoop (Old Dairies)
14. TRF Dwarsberg 2 (Peach Orchid)
15. TRF Edenville 1 (Groenland)
16. TRF Eikenhof 6
17. TRF Eikenhof 7
18. TRF Eikenhof 8
19. TRF Eikenhof 9 Pump
20. TRF Eselfontein 2
21. TRF Eselfontein 7
22. TRF Glen Etive 6
23. TRF Glen Etive 8
24. TRF Ideaal 2
25. TRF Kaalberg 1
26. TRF Kaalberg 3

27. TRF Kaalberg 4
28. TRF Kleinfontein 1
29. TRF Kleinfontein 3
30. TRF Kweperfontein 2
31. TRF Langfontein 1
32. TRF Langhoogte 1
33. TRF Lorraine 6
34. TRF Merwede 4
35. TRF Morceaux 3
36. TRF Morceaux 4
37. TRF Morceaux 8
38. TRF Nduli 9
39. TRF Nduli 11
40. TRF Nduli 13
41. TRF Nduli 15 (Rasta)
42. TRF Nduli Ingang (Aurora)
43. TRF Nuweland 1
44. TRF Parys 2
45. TRF Pomp ABC
46. TRF Prinshof 1
47. TRF Rietvlei Farmhouses
48. TRF Riverside
49. TRF SDR Workshop
50. TRF Stukkiewit 2
51. TRF Uitzicht 1
52. TRF Uitzicht 2
53. TRF Vergenoeg 2
54. TRF Vergenoeg 5
55. TRF Vergenoeg 7
56. TRF Welverdien 2
57. TRF Wilgenhof 3

<u>To be replaced in next 5 years (82)</u>

1. TRF Agterfontein Farm Dam
2. TRF Aurora 4
3. TRF Aurora 6 (Farm Houses)
4. TRF Aurora 8 (FARM HOUSES)
5. TRF Aurora 9
6. TRF Aurora 10
7. TRF Bella Vista Entrance (Streetlights)
8. TRF Brayside Farm
9. TRF Brewisville 1
10. TRF Brewisville 2
11. TRF Ceres Group Offices
12. Dam Wal 1
13. TRF Damons 3
14. TRF Dankbaar 1
15. TRF Dankbaar 2
16. TRF Dankbaar 8 (Pump)
17. TRF Dankbaar 10
18. TRF Dankbaar DAM 2
19. TRF Daytona 3

20. TRF Daytona 4
21. TRF De Hoop 2
22. TRF Du Toit (Riverside)
23. TRF Du Toit (Klein Pruisse)
24. TRF Dwarsberg 1
25. TRF Dwarsberg 3
26. TRF Edenville 2
27. TRF Edenville 4
28. TRF Edison
29. TRF Eikenhof 2
30. TRF Eikenhof 3
31. TRF Eikenhof 4
32. TRF Eikenhof 5
33. TRF Elrio 1
34. TRF Eselfontein 1
35. TRF Eselfontein 4
36. TRF Eselfontein 5
37. TRF Forelle Dam
38. TRF Forelle Irrigation
39. TRF Glen Etive 1
40. TRF Glen Etive 2
41. TRF Glen Etive 7
42. TRF Glen Etive 9
43. TRF Glen Etive 10
44. TRF Glen Etive 11
45. TRF Ideaal (Koekedouw)
46. TRF Ideaal Farmhouse
47. TRF Ideaal Pumpstation
48. TRF Kaalberg 5
49. TRF Kaalberg 7 (Edenville)
50. TRF Langboom 1
51. TRF Langboom 2
52. TRF Langboom 4
53. TRF Langboom 5
54. TRF Langboom 6
55. TRF Langboom 7
56. TRF Lorraine 3
57. TRF Lorraine 5
58. TRF Lorraine 7
59. TRF Loxtonia Farmhouses
60. TRF Merwede 1
61. TRF Merwede 2
62. TRF Merwede 5
63. TRF Morceaux 2
64. TRF Morceaux 5
65. TRF Nduli 2
66. TRF Nduli 3
67. TRF Nduli 4
68. TRF Nduli 7
69. TRF Nduli Riool
70. TRF Palmyra 1
71. TRF Palmyra 2 (Prins)

72. TRF Palmyra 3
73. TRF Prinshof 2
74. TRF Quarta 1
75. TRF Rietvlei 1
76. TRF Rietvlei 2
77. TRF Sewerage 2
78. TRF Stukkiewit 4
79. TRF Tweefontein Dam
80. TRF Vergenoeg 4
81. TRF Vergenoeg T-off Edenville
82. TRF Welverdiend

Total of Ground Standing Transformers (GTRF's) in Network: (22)

To be replaced immediately (10)

1. TRF Albert Sub
2. TRF Heide Sub
3. TRF Hugo-Sub SS
4. TRF Loxtonia 2
5. TRF Lyell Sub
6. TRF Oranje
7. TRF Park
8. TRF Pineapple Wash
9. TRF Vadergawe 2
10. TRF Voortrekker Sub

To be replaced in next 5 years (7)

1. TRF Agtertuin Irrigation
2. TRF Du Toit (Klein Pruisse)
3. TRF Loxtonia Storage
4. TRF Owen
5. TRF Panorama Sub
6. TRF Power Station (Local)
7. TRF Telkom

Total of Miniature Substations (MS's) in Network: (76)

To be replaced immediately (4)

1. MS Karee
2. MS Plantation
3. MS Sewerage Farm 1
4. MS Van Riebeeck

To be replaced in next 5 years (36)

1. MS Arion
2. MS Bergsig
3. MS Demeter
4. MS Dennebos 1
5. MS Dennebos 2
6. MS Eiland
7. MS Friesland 1

8. MS Friesland 2
9. MS Gardenia
10. MS Goliath
11. MS Karoo
12. MS Keet
13. MS Krige
14. MS Limpopo
15. MS Lyell Tehuis
16. MS Maritz
17. MS Mars
18. MS Medland
19. MS Munnik
20. MS Owen
21. MS Phillip
22. MS Pine
23. MS PLK
24. MS Populier
25. MS Staff
26. MS Stanley
27. MS Tall Timbers
28. MS Telkom Bella Vista
29. MS Tuiste
30. MS Tulp
31. MS Umzumaai 1
32. MS Umzumaai 2
33. MS Viena
34. MS Vos
35. MS Vos 2
36. MS Witzenberg

Total of Medium Voltage Circuit Breakers (MV CB's) in Network: (79)

<u>To be replaced immediately (15)</u>

1. Power Station Lyell Str Sub
2. Power Station SG Belmont
3. Power Station SG Bon Chretien 1
4. Power Station SG Bon Chretien 2
5. Power Station SG Dennebos
6. Power Station SG Eskom 1
7. Power Station SG Eskom 2
8. Power Station SG Keet
9. Power Station SG Kiewiet
10. Power Station SG Local
11. Power Station SG Panorama 1
12. Power Station SG Panorama 2
13. Power Station SG Panorama Farm OH Line
14. Power Station SG Plantasie RMU
15. Power Station SG Turbine

<u>To be replaced in next 5 years (13)</u>

1. De Bos SG Bon Chretien 1
2. De Bos SG Bon Chretien 2

3. De Bos SG Bon Chretien 3
4. De Bos SG Ceres Fruit Growers Feeder No. 1
5. De Bos SG Ceres Fruit Growers Feeder No. 2
6. De Bos SG Ceres Fruit Juices Feeder No. 1
7. De Bos SG Ceres Koelkamers
8. De Bos SG Farm Line
9. Lyell SS SG LO1 - Kragstasie Toevoer
10. Lyell SS SG LO2 – Bon Chretien 3
11. Lyell SS SG LO3 - Transformator
12. Lyell SS SG LO5 - St Thomas
13. Lyell SS SG LO6 – Ceres Golfbaan Estate

ANNEXURE G : AS-BUILT DRAWINGS AND PROPOSED SINGLE LINES FOR FUTURE NETWORKS (LOOSE DRAWINGS)

MASTER PLANNING AND STATUS REPORT ON THE 11KV INFRASTRUCTURE IN TULBAGH: PERIOD 2018-2028

(DOCUMENT 2)

REVISION 0 : JUNE 2018

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1. EXECUTIVE SUMMARY

A master plan is an evolving, long term planning document that establishes the framework and key elements of a specific network with a clear vision of the required outcomes. It furthermore defines a realistic plan for the implementation of short, medium and long term system betterment actions, with the purpose of ensuring a predictable and reliable electrical system.

With the above in mind, a master plan study was done for the 11kV infrastructure in Tulbagh, which is complementary to similar studies that were done for Ceres and Wolseley.

The as-built drawings of the 11kV infrastructure were verified on-site and updated as necessary.

Asset information, including details, serial numbers and condition of equipment, was captured on-site.

A GIS database was created for the 11kV infrastructure using the verified as-built drawings and all captured asset information.

The impact of new developments and normal growth on the existing infrastructure was verified as part of a complete load flow study, and recommendations made for system betterment, thereby ensuring that the electricity supply for the town remains reliable and of acceptable quality.

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ANNEXURE G : AS-BUILT DRAWINGS AND PROPOSED SINGLE LINES FOR FUTURE NETWORKS

2. INTRODUCTION

Neil Lyners & Associates (RF) (Pty) Ltd was appointed in 2017 to compile a new master plan for the 11kV electrical infrastructure in Tulbagh. The master plan study was envisaged to have the following components:

- Verification and amendment of existing 11kV as-built information, and compiling of new layouts, as necessary.
- Visual inspections on site to gather applicable information on equipment and to assess condition thereof.
- Load flow studies on the 11kV networks, current scenario and also with predicted future load growth.
- Compiling of a GIS database platform for the 11kV network, complete with all relevant technical data.
- Recommendations for betterment of the current networks, and proposals for network strengthening in the future.

In the following paragraphs, the above aspects will be discussed in more detail.

3. EXISTING 11KV INFRASTRUCTURE

The area included in the master plan study is shown in figure 1 below.

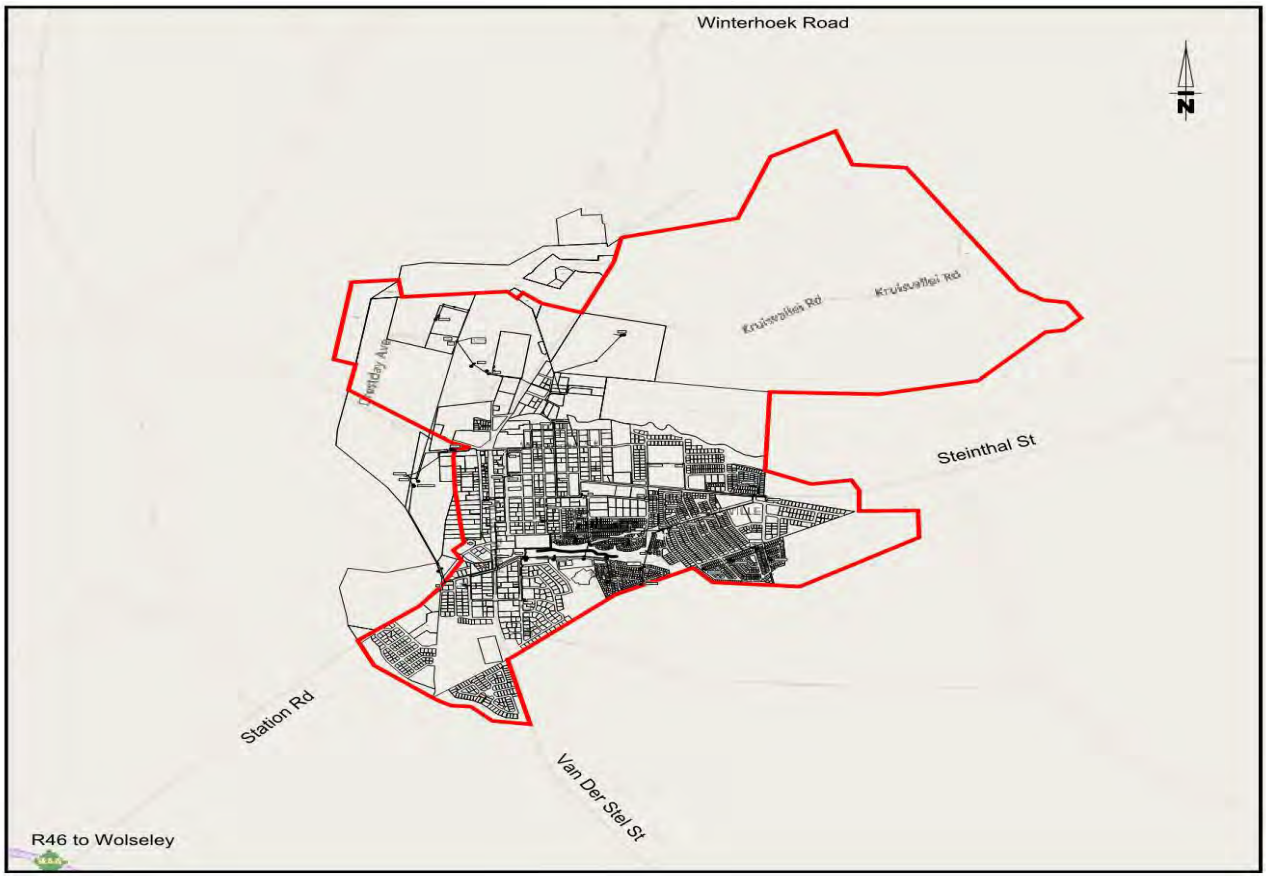


Figure 1: Master Plan Study Area – Tulbagh

All networks within the above study area are owned, operated and maintained by Witzenberg Municipality.

The existing 11kV network in Tulbagh is shown on the layout drawings attached to this master plan report. The complete 11kV network is also included in the GIS database provided separate to this report.

3.1 Tulbagh Bulk Supply

Tulbagh is supplied in bulk from Eskom's Tulbagh 66/11kV Substation west of town via a 11kV overhead "HARE" line and a short piece of 185mm² PILC type connecting cable at the main municipal switching station.

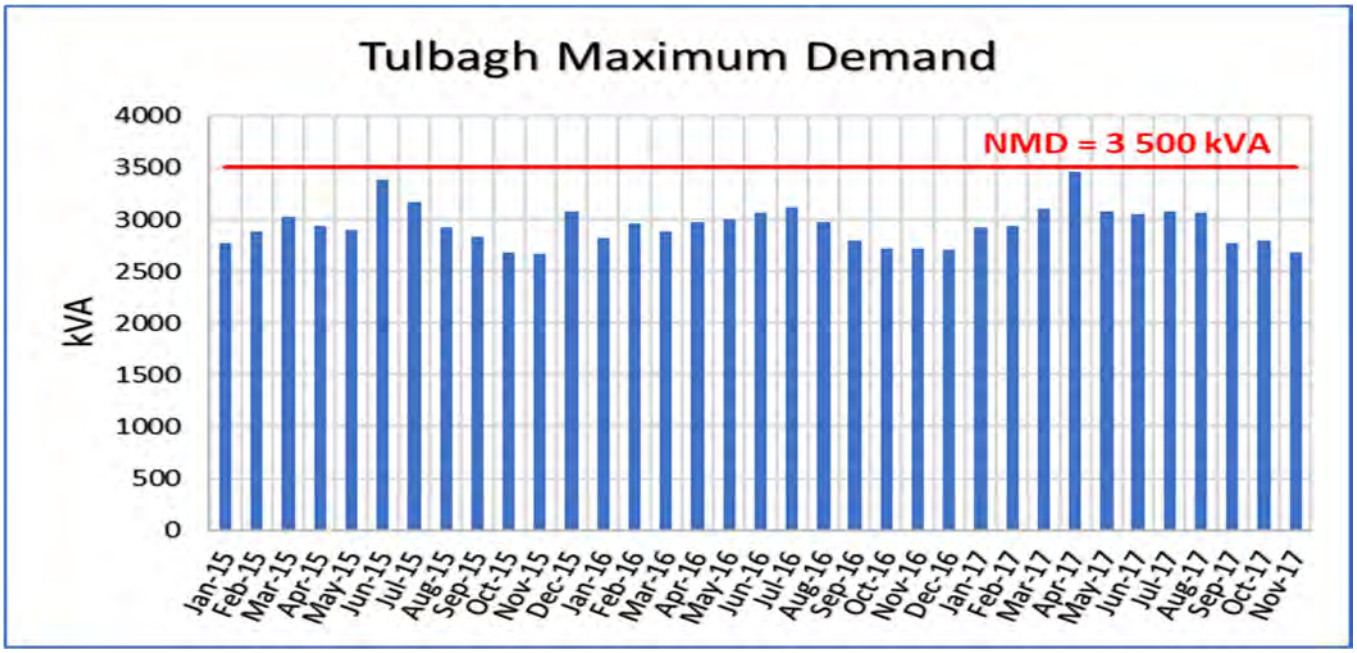
The safe and reliable transfer of this "HARE" and 185mm² PILC cable is 6,5MVA. However, because this supply is via a radial feeder, the capacity at the main municipal switching station is an "unfirm" 6.5MVA, with no alternative supply points.

The current registered Eskom notified maximum demand (NMD) for Tulbagh is 3,5MVA, with average historic demand figures between 2,6MVA and 3,2MVA, with single yearly peaks of up to almost 3,5MVA. The 6,5MVA supply capacity, although "unfirm", is adequate for the current load. The NMD is however fully used. (During the compiling of this master plan report, it was confirmed by Witzenberg Municipality that an application has already been submitted to Eskom for increase in NMD, therefore this aspect will not be discussed further).

In terms of the radial feeder, it is strongly recommended that a second 11kV feeder from Eskom's supply substation be installed to the municipal main switching station, with a new additional 11kV circuit breaker and bus-coupler in the latter switching station. For purposes of this second feeder, and by taking into consideration the effect of wind on overhead lines in this area, as well as overall reliability of supply, it is strongly recommended that a 185mm^2 copper underground PILC type cable be used.

With the second feeder in place, the supply capacity for Tulbagh will become a "firm" 6,5MVA, which is much more desirable from a technical and reliability point of view.

Historical maximum demand figures for Tulbagh are shown in Graph 3.1 below.



Graph 3.1: Historical Maximum Demand Figures

Interesting to note from the above graph is the repeating annual almost flat load profile, with lowest demand (around 2,6MVA) during October to December, and high peak demand during March to June each year.

This type of load profile is typical for a more residential town like Tulbagh that also has a farming, fruit packaging and tourism industry.

No form of demand management or any other interventions to limit peak demands is currently in use in Tulbagh, however the following can be considered :

- The possible installation of an 11kV power factor correction facility. A high level investigation on the existing power factor for the town shows a current power factor of around 0.98 at maximum peak times. It is accordingly estimated that a maximum saving of about 60kVA on the current demand might be achieved monthly by installing a power factor facility to correct the power factor to be closer to unity, which at this stage is not regarded as feasible.

  A separate more in-depth investigation will however have to be done to determine the feasibility of such power system correction system. Should it be proved to be feasible, the implementation thereof can be incorporated into the long term budget for system betterment.

- Secondly, the possible implementation of a PV plant is recommended which can help alleviate the peak demand generated by the cold storage facilities in town. A separate investigation for this will be necessary in order to determine the feasibility of such intervention. Location and sizing of the possible PV plant can then be considered. Should such PV plant proved to be feasible, the implementation thereof can be incorporated into the long term budget for system betterment.

3.2 Tulbagh 11kV Networks

From the mentioned Tulbagh Main Switching Station, situated on the western side of town, two (2) feeders feed the load in town. These two feeders, “Piet Retief Street” and “Digby”, are connected and operated in a ring feed formation. Open points and load shifting to a certain degree can therefore be done on these two feeders.

The mentioned two feeders from Tulbagh Main Switching Station is a combination of overhead lines (copper and aluminium) and underground cables varying between 16mm² and 70mm², with a combination of miniature substations, ground standing transformers and pole mounted transformers connected which supply consumers.

Within the total 11kV network some miniature substations and transformers are fed via radial feeders. The need to change these radial networks to ring feeds, are however not critical in the short term and will therefore not be discussed further. It is however recommended that these secondary radial feeders again be re-assessed in future, especially when a significant load is added to such feeder, or when the closing of rings can be done as part of a new development.

A model of the total 11kV infrastructure in Tulbagh was created in the “*PowerTools”* Software package, and a load flow study performed on the existing networks. A copy of the results is included in Annexure D.

From this study, and by taking into account the general state of the existing infrastructure in Tulbagh, the following observations are made:

3.2.1. As previously mentioned, Tulbagh Main Switching Station is supplied from Eskom's 66/11kV substation via a single HARE overhead line. In order to create a more reliable "firm" capacity at the municipal main switching station, the installation of a second feeder between Eskom and the municipal switching station is recommended. This new feeder is recommended to be a 185mm² 11kV PILC type cable which can then be connected onto a new circuit breaker inside the main switching station. The installation of a new bus-coupler is also recommended.

3.2.2. Tulbagh Main Switching Station is currently equipped with 3 x 11kV panels manufactured by a company "Relay Settings (Pty) Ltd". Although these panels are currently still usable, extension thereof will be very difficult and quite expensive. As a minimum of 4 x new panels will have to be added onto the existing, it is strongly recommended that this main switching station rather be equipped with new indoor type circuit breakers consisting of 2 x incomer panels, 4 x feeder panels and a bus-coupler.

3.2.3. The two (2) feeder cables from Tulbagh Main Switching Station feeding the networks in town are both 70mm² PILC type. With the current maximum load of 3,5 MVA, the cables are therefore loaded to almost 50% of their capacity, which means that with one of these cables out of service, the remaining cable might not be able to carry the full load to town.

It is accordingly recommended that a new 11kV circuit breaker be installed in Tulbagh Main Switching Station (included in 3.2.2 above), with a new 95mm² 11kV PILC cable then installed between this new breaker and existing MS WWTW. The latter will then be part of the new supply feeder to RMU Piet Retief, which will function as a third feeder into town.

3.2.4. The 11kV panels in Stasieweg consist of only 2 x breakers with the remaining 3 panels that are isolators. Although one of the breakers have been upgraded to a new type breaker, the panels itself are old type design without arc-venting facilities. It is recommended that these panels be replaced with 5 new circuit breaker panels.

3.2.5. MS Spar in Piet Retief Street is currently on a radial feed from RMU Piet Retief 2. In order to have MS Spar on a ringfeed, it is recommended that the existing 25mm^2 11kV cable between RMU Piet Retief 2 and Kantoor RMU be disconnected from RMU Piet Retief 2 and connected to the RMU in MS Spar. RMU Piet Retief 2 can then be removed.

3.2.6. MS Eerstelaan is currently fed from RMU Malherbe with the outgoing cable from MS Eerstelaan terminating in parallel with the cable feeding from MS Derdelaan onto MS Obiqua. This situation is from an operational point of view extremely dangerous as one cable might be energised although the other might have been assumed dead.

Furthermore, the cable feeding from RMU Malherbe to MS Eerstelaan crosses private erven which is again from a maintenance point of view not preferred.

MS Eerstelaan is therefore recommended to be made part of the cable ring in Obiqua street by installing a second cable from the minisub to Obiqua street where the existing cable can then be cut, and the 2 cables joined in.

3.2.7. The Tulpak premises is currently supplied in bulk, with the municipal electricity meter installed inside a miniature substation belonging to the consumer. This scenario is not acceptable, both from a legal as well as an operational (safety) point of view. It is therefore recommended that the existing 11kV metering point earmarked to supply this private miniature substation be repaired or replaced as soon as possible.

3.2.8. Although this report only covers the 11kV networks, the replacement and upgrading of low voltage networks will also become necessary from time to time.

It is as such recommended that loading on low voltage networks be monitored and interventions be introduced should technical losses and voltage drops on these networks be unacceptable.

3.3 Condition Assessment of 11kV Equipment

Some very old oil-filled ring main units as well as miniature substations with oil-filled and other old type of ring main units are still in use. Although these units are still operational, they are in most instances past their normal useful lifespan and are dilapidated to such a state where safe operation cannot be guaranteed anymore.

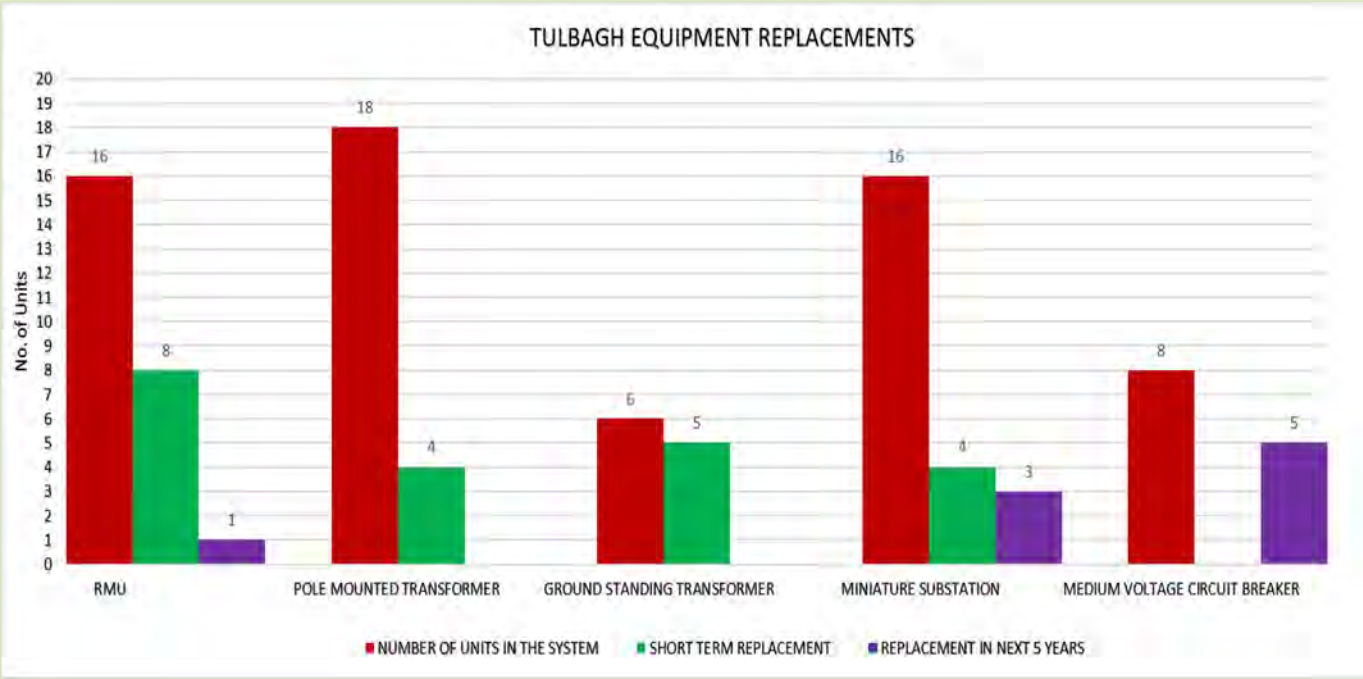
Similar, several ground-standing and pole mounted transformers in the networks, although still operating, need intervention on the condition thereof.

As part of the on-site verification of all 11kV equipment and installations, photos were taken and condition of equipment recorded. Equipment were typically classified as in a “poor condition” based on the visual condition thereof, safety concerns for personnel and the public, expected useful life (refer to table 3.3 below), availability of spares and not fit-for-purpose situations. For example, oil-filled ring main units, whether free-standing or inside minisubs, are in most instances over their normal useful lifespan and might not be safe to operate anymore and therefore need to be gradually replaced with new safer units. Malfunction of equipment will, apart from the direct safety hazard to people and the environment, also cause unwanted long outages in the availability of electricity to businesses (with potential loss of income) and residences.

Asset Class	Expected Useful Life (years)
Medium Voltage Transformers and Minisubs	45
Medium Voltage Cables and Lines	50
Medium Voltage Substation Switchgear	45
Low Voltage Network (Overhead)	45
Low Voltage Network (Underground)	60
Electricity Meters (Credit)	30
Electricity Meters (Pre-payment)	10

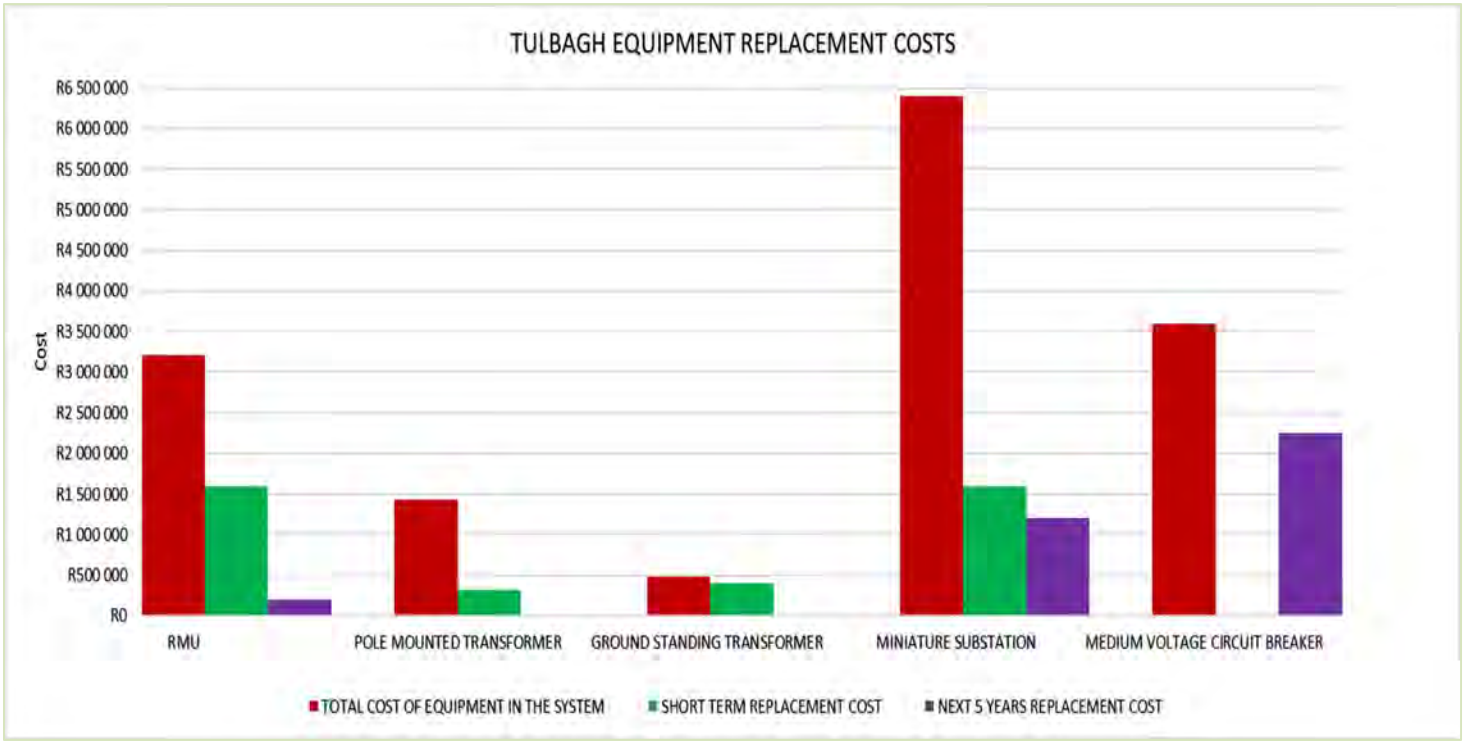
Table 3.3: Asset Classes and Expected Useful Life (From : “*DPLG Guidelines for Infrastructure Asset Management in Local Government*”)

The spectrum of equipment that has dilapidated to such a state where it will need replacement soon, are illustrated in graph 3.3 below:



Graph 3.3: Spectrum of Dilapidated 11kV Equipment

The associated cost for the upgrading/refurbishment or replacement of the equipment shown in graph 3.3 is shown in graph 3.4 below:



Graph 3.4: Estimated cost for replacement of dilapidated 11kV equipment

From the above graphs it is clear that a significant number of equipment in Tulbagh urgently needs upgrading/refurbishment or replacement, with a relative large budget associated with this. Miniature Substations without any form of ring main units, e.g. Obiqua 1, Derde Laan and Vyfde Laan, are already a safety risk and need to be replaced as soon as possible.

A complete list with details of all equipment refer to in the above graphs is included in Annexure F. It is recommended that all this equipment gradually be refurbished or replaced in the next 10 year period.

For the new ring main units SF6 or vacuum type is recommended, and should, similar to miniature substations, be equipped with arc-vented enclosures, making them safe to operate and safe to the general public in case of an internal fault.

Lastly, it is strongly recommended that all municipal equipment currently on private property be relocated over time to road reserves, public open spaces or municipal land.

4. GIS DATABASE

A new Geographic Information System (GIS) platform, complete with database of the 11kV electricity networks in Tulbagh was completed as one of the major deliverables of this master plan study.

The newly developed and verified 11kV as-built information of Tulbagh was converted and transferred into the GIS database. Attributes for each piece of material and equipment that forms part of the 11kV infrastructure were developed, and populated with all information applicable and available.

Photos taken during the on-site verification process were incorporated into the GIS database, and forms part of the attributes for all material and equipment.
With this database of the 11kV infrastructure in Tulbagh completed and incorporated into the GIS platform, all 11kV services are placed geographically correct, and all technical and statistical detail of each piece of equipment and material is available in one centralised system. Asset registers for the full 11kV infrastructure or for any user defined area can be extracted from the database.

It is strongly recommended that this newly created GIS platform and 11kV database be updated at least once every year, or as and when major upgrading or new developments take place.

Furthermore, although the created GIS platform and database can easily be extended to include the low voltage infrastructure as well, details of these low voltage networks in Tulbagh still need to be verified and captured on site. It is accordingly recommended that the latter be done and all low voltage and streetlight information be incorporated into the database.

5. NEW DEVELOPMENTS AND LOAD GROWTH

For developed networks, a normal load growth of 3% per year is typical. In the case of Tulbagh, the load growth from 2015 to 2017 was around 2%. No major upgrades or new connections occurred during this time, and it is therefore accepted that normal to below normal load growth in Tulbagh in the future will range between 2% and 3%. For purposes of this report, the future load will be based on a normal growth of between 2% – 3% per annum, together with the impact of all known future developments.

It is recommended that all normal single phase residential connections for the future be based on an ADMD (After Diversity Maximum Demand) of 4,5 kVA/erf. All other new connections, including subsidised low cost housing, must be determined on a project basis, and must be in line with Witzenberg Municipality's newest technical design guidelines, standards and specifications.

5.1 Details of Future Developments

As part of the Spatial Development Framework (SDF) of September 2012 for the larger Witzenberg Municipality, several small to large new developments in Tulbagh are envisaged for the next few years. The details thereof as well as the theoretical impact of these developments on the total maximum demand for Tulbagh are shown in table 5.1 below. A drawing showing the locations of these possible new developments is included in Annexure A.

Possible Development	Number of Erven	Possible Impact on Total Demand on 5th Year from Base Date (2023) (kVA)	Possible Impact on total Demand on 10th Year from Base Date (2028) (kVA)
Normal load growth	-	200	400
Waverenskroon Country Estate (A)	1350	0	7 100
Medium Density Residential Erf 2/187 (B)	100	0	300
High Density Residential Erf 7/224 (C)	600	0	1500
GAP Housing Erf RE/1331 (D)	80	0	240
Low Density Residential Erf RE/1365 (E)	50	0	200
Industrial Development Erf 1/116 (F)	-	0	2 000
Low Density Residential Erf RE/413 (G)	50	0	200
Commercial Development Erf RE/187 (H)	-	0	1 100
Industrial Development North of Town (I)	-	0	400
Low Density Residential Erf 2467/2675 (J)	300	0	1 200
Tulbagh Lifestyle Village (K)	200	500	800
High Density Residential Erf 1366 & 1435 – 1443 (L)	225	300	550
Anticipated Maximum Demand for Tulbagh (Currently 3 500kVA)	**-**	**4 300**	**18 940**

Table 5.1: Details of Future Developments and Impact thereof as well as normal Load Growth – Base Date 2018 (3500kVA)

Table 5.1 shows the anticipated maximum demand for Tulbagh on the 5th year of the master plan cycle (2023) as 4 300 kVA, and on the 10th year (2028) as 18 940 kVA. For purposes of this report only the load growth anticipated for the next 5 years up to 2023 will be considered. Possible load growth in the 5 – 10 year cycle must be re-verified when this Master Plan is updated, or whenever a significant development proceeds.

5.2 Impact of New Developments on Existing Infrastructure

The possible future developments as indicated in table 5.1, even though the commencement thereof might only be in the long to very long term, will have a significant impact on the existing network. The increase in load from around 4MVA to over 18MVA will most probably necessitate the establishment of a new 66/11kV substation, which is recommended to be done by Witzenberg Municipality who can then take a 66kV metering point from Eskom.

Part of such new 66/11kV substation and associated 66kV line will be the EIA process, finding of a route for the line, and acquiring of adequate land for the substation. For this it is recommended that the process of identifying line routes and possible land for the substation be started with timeously, either when the Waverenskroon development is initiated or whenever the load in town grows significantly. As far as land for the future substation is concerned, an option might be to reserve a 100 x 150m piece of land next to the existing main switching station now already.

The anticipated load growth for the next 5 years, as indicated in table 5.1, was also incorporated into the created load flow model of the network as previously discussed, firstly for only the normal load growth and secondly with inclusion of the possible future developments, and the response thereof on the 11kV network verified. Load flow results for this are included in Annexure E.

From the above and the results of the load flow study, the following specific recommendations are made:

5.2.1 Although the internal networks operate within acceptable technical tolerances, growth in load throughout town will cause sections of the network not to have sufficient alternative supply options in future, especially taking into account the new housing development on erven 1366 & 1435-1443. It is accordingly recommended that a new supply point be introduced to a position in the networks where most internal feeders can be interconnected. This position is identified as existing SS Marais in Marais Street where a new brickbuild switching station is recommended to be built, complete with 5 indoor 11kV circuit breakers and a bus-coupler. The busbar rating for the new installation is recommended minimum 1250A, with feeder rating 800A.

In order to feed this new supply point, it is recommended that an additional 11kV circuit breaker panel be installed in Tulbagh Main Switching Station (included in paragraph 3.2.2 above) and a new 95mm² 11kV PILC cable installed from this new breaker to the new RMU Marais. The final route of this cable will have to be determined as part of the detail planning for it, and will be influenced by the crossing of the railway lines.

It is also recommended that an application be submitted to the Department of Energy to fund this work which is directly related to bulk upgrading for the housing project.

5.2.2 From the load flow study for the existing network it is clear that the existing cables and overhead lines currently operate within their safe limits, however growth in the next few years will cause several of these cables and lines to exceed their capabilities.

By taking future growth into account, the following specific areas of upgrading is therefore recommended.

- In order to have as many as possible equipment on ringfeeds, it is recommended that the overhead lines in Olifant and Kasuur Streets be connected with a new HARE type overhead line.

- With time it is recommended that all 35mm² Cu, FOX and RABBIT overhead lines be replaced with HARE conductors, and new 22kV insulators and A-frames installed. Insulators to be class A post top type for intermediate, and 31mm/kV silicon rubber type for strain.

5.2.3 The Tulbagh Lifestyle development south of town will eventually require an estimated 800kVA in demand. (Refer to section 5.1) In order to be able to provide a reliable supply point for this development, and also for the future residential development on erven 2467 and 2675, it is recommended that RMU Digby be removed, the 2 cables extended with new 95mm^2 11kV PILC type cable and a new ring main unit with 4 x circuit breakers (minimum 630A rating each) be installed at the Tulbagh Lifestyle development.

From this new ring main unit, a secondary 95mm^2 11kV PILC type cable ring can then be installed through these mentioned 2 developments. The installation of this cable ring can be done in 2 phases, with phase 1 when the Tulbagh Lifestyle development commences, and the restant of the cable ring when the development on erven 2467 and 2675 proceeds.

When the development on erven 2467 and 2675 is done, it is also recommended that the bulk infrastructure contributions payable by this development be used to upgrade the cable between the Tulbagh main switching station and the new Digby ring main unit at the Tulbagh Lifestyle development to a new 185mm^2 PILC type.

5.2.4 The possible low cost housing project on erven 1366 & 1435-1443 (225 erven) as mentioned in section 5.1 of this report, can be fed in future from the existing 11kV cable in Waterkant street, together with the installation of a correctly sized miniature substation. All work associated with this project, including external and internal services, can be managed by the municipality, who can then apply for funding from the Department of Energy for the internal and external works as necessary.

6. RECOMMENDATIONS

With reference to all the recommendations already made in the previous paragraphs, and by also taking into account the possible future developments, a summary of all recommendations will now be made. A table with these recommendations and associated estimated cost is included in Annexure B of this report, whereas simplified details of the proposal work are shown in Annexure C.

The priorities of the individual recommendations might change from time to time, some of which might move out or even fall away in totality based on new circumstances and must therefore closely be monitored and recommendations amended as necessary.

6.1 Capital Intensive Recommendations

6.1.1 Install new 185mm^2 copper PILC type cable between Eskom Substation and Tulbagh main Switching and install 6 x new 11kV circuit breakers and bus-coupler in Tulbagh Main Switching Station, indoor type with 1250A bus-bar rating and feeder rating at least 800A.

6.1.2 Disconnect 70mm² PILC cable between MS WWTW and RMU WWTW from RMU WWTW and extend cable to new 11kV circuit breaker in Tulbagh Main Switching Station.

6.1.3 Remove SS Marais and RMU Miller and replace with new brickbuild switching station with 5 x indoor circuit breakers with minimum 800A rating each and a bus-coupler. Also install new 95mm² 11kV PILC cable between new RMU Marais and overhead line in Muller Street.

6.1.4 Install new 95mm^2 11kV cable between new RMU Marais and the municipal main switching station and connect onto the new 11kV circuit breaker panel in main switching station.

6.1.5 Remove existing 25mm^2 11kV cable between RMU Piet Retief 2 and Kantoor RMU from RMU Piet Retief 2 and connect to the RMU in MS Spar in order to make MS Spar part of the ring. Remove RMU Piet Retief 2.

6.1.6 Install overhead link line between existing overhead lines in Olifant and Kasuur streets, in order to have the pole mounted transformers on the existing radial lines on a ringfeed.

6.1.7 Either repair the existing 11kV metering point for Tulpak, or install a new unit.

6.1.8 Installation of new circuit breaker panels in Stasieweg switching station (5 x breakers). Panels to have minimum 1250A busbar rating, and breakers to have minimum rating of 800A each.

6.1.9 Disconnect MS Eerstelaan from cable feeding from Malherbe RMU, and install new 35mm^2 11kV PILC type cable from MS Eerstelaan to existing cable in Obiqua street. In Obiqua street, cut the existing cable and make MS Eerstelaan part of the Obiqua street 35mm^2 ring.

6.1.10 Install external and internal services for low cost housing project on erf 1366 & 1435 – 1443 (225 houses)

6.1.11 Re-conductoring of all 35mm² Cu, FOX and RABBIT overhead lines with HARE conductors, and installation of new 22kV insulators and A-frames as necessary. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

6.1.12 Upgrading of the network in order to supply the Tulbagh Lifestyle Village, including the removal of the existing RMU Digby, the installation of a new ring main unit with 4 circuit breakers, and the installation of the first portion of a secondary 95mm² 11kV PILC type cable ring.

6.1.13 Replacement of existing old oil type ring main units with new SF6 or vacuum circuit breakers, with minimum 630A rating.

6.1.14 Replacement of miniature substations that are equipped with oil type ring main units, or that are at the end of their useful life, with new safer units.

6.1.15 New 66kV line and 20MVA 66/11kVA substation.

6.2 General Recommendations

The following general recommendations, some of which were mentioned earlier in the report, form an integral part of the long term performance of the electrical infrastructure in Tulbagh. Estimated costs applicable to these general recommendations are provided in Annexure B.

6.2.1 It is recommended that a new labelling methodology of all equipment, based on street names and as shown on the 11kV single line diagram, be adopted and implemented. Apart from the normal identification purposes, correct labelling and logical names for equipment and infrastructure is vital to ensure correct and safe switching operations.

6.2.2 It is recommended that the web-based Scada System recently installed elsewhere in the Witzenberg electricity networks be expanded to include a monitoring system in Tulbagh Main and Stasieweg Switching Stations as well.

Such Scada (monitoring) System will provide for Witzenberg personnel to view loading, status, tripping and other data applicable to the circuits in the Switching Stations, and to download different types of reports over different time periods.

As alternative, especially if remote switching on the 11kV system is planned, a new RTU based SCADA system to be standardised throughout the Witzenberg supply area can be investigated and implemented over time.

6.2.3 Investigation into the possible implementation of power factor correction and PV plant initiatives as demand interventions.

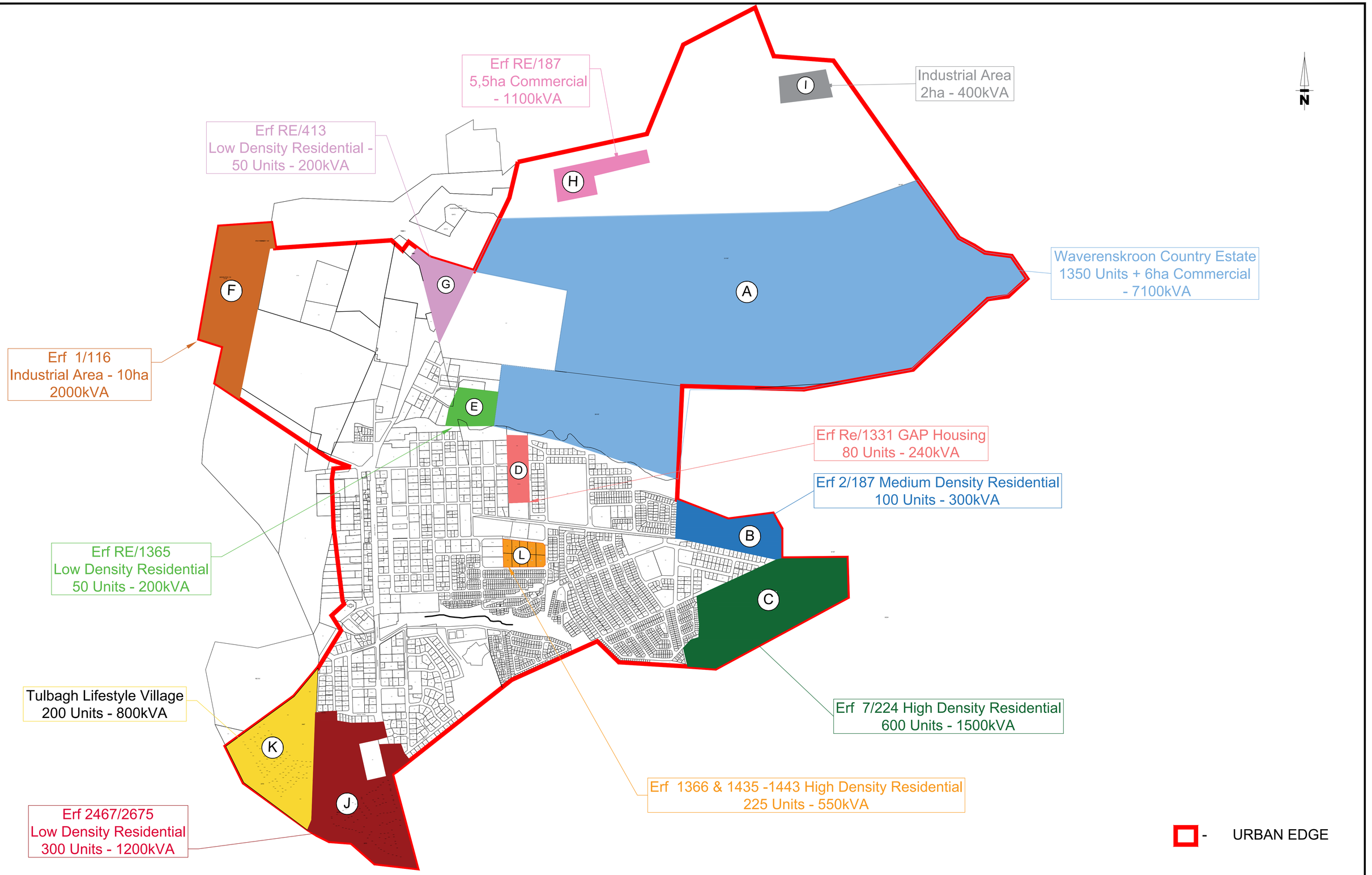
7. CONCLUSION

The main focus of this report was the compiling of a new masterplan for the 11kV infrastructure in Tulbagh, based on verified and accurate as-built information, complete with discussions on the existing networks and recommendations for system upgrading as necessary.

The short, medium and long term impact of new developments on these networks were determined and recommendations were made for system betterment and to make sure that the integrity and the reliability of the electrical network in the future remains steady and healthy.

Lastly, a new GIS database of the 11kV network was developed, complete with populated attributes for all the 11kV equipment and other infrastructure.

ANNEXURE A : LOCATIONS OF POSSIBLE FUTURE DEVELOPMENTS



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REVISIONS

DESIGNED	TP	
DRAWN	LV/DC	
CHECKED	TP	

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CLIENT REPRESENTATIVE:

SIGNATURE: _____ DATE:

CLIENT

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wana

WITZENBERG MUNICIPALITY

PROJECT

ELECTRICAL MASTERPLANNING TULBAGH

TITLE

POSSIBLE FUTURE DEVELOPMENTS

SCALE	SHEET
N.T.S	1 OF 1
CONTRACT No.	PROJECT No. 17032E

DRAWING No. 17032E/TUL/ANNEXA REV △

DATE OF FIRST ISSUE:

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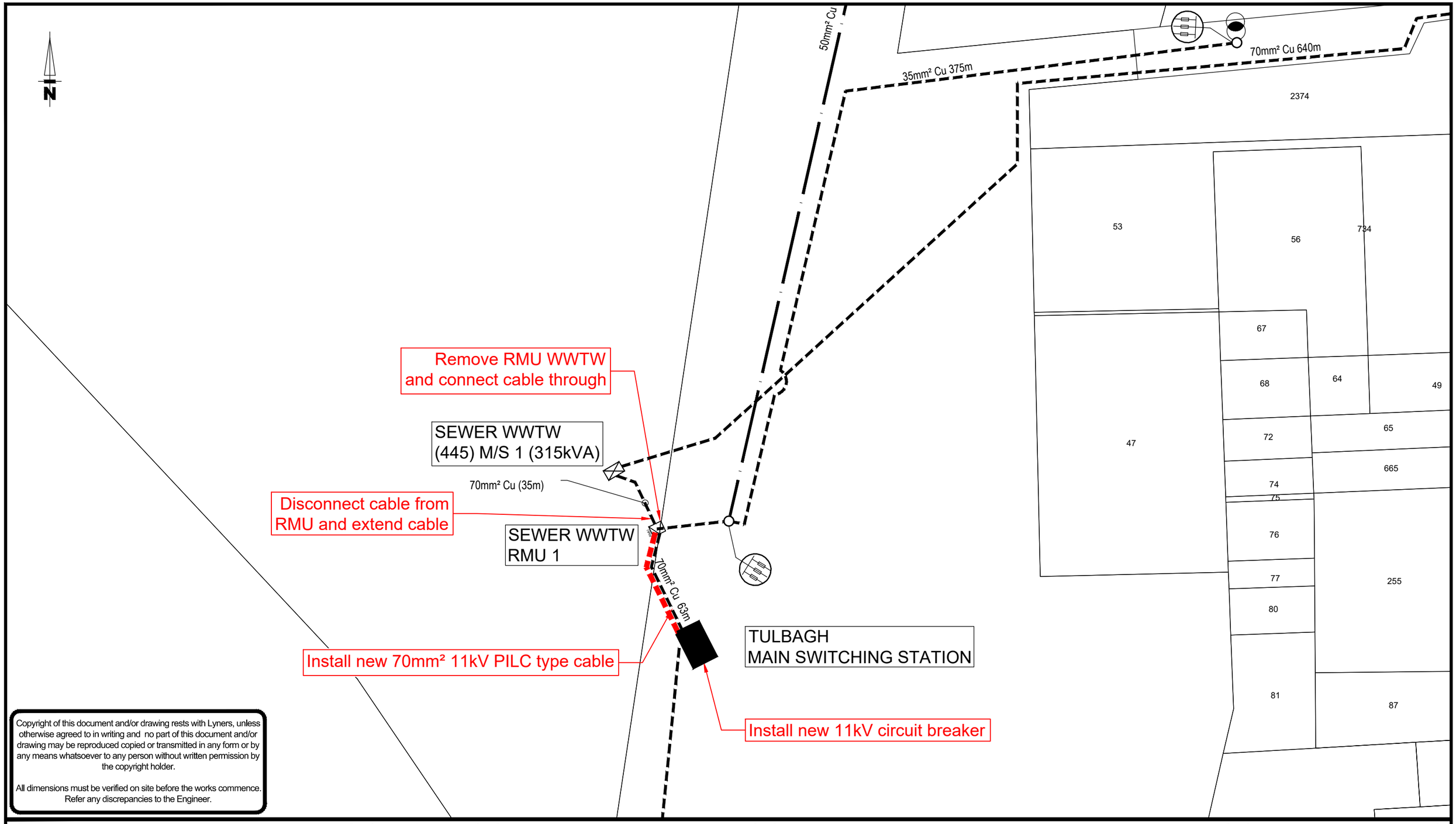
ANNEXURE B : RECOMMENDED CAPITAL PROJECTS

LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - TULBAGH - REVISION 0

Priority	Masterplan Reference Number	Project Description as per Masterplan	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Project Total
1	6.1.7	11kV metering point for Tulpak	R40 000.00										R40 000.00
2	6.1.5	Change MS Spar from radial feed to part of ring	R60 000.00										R60 000.00
3	6.2.1	11kV equipment re-labelling		R80 000.00									R80 000.00
4	6.1.1	Second Eskom supply feeder and Main switching station upgrade		R4 000 000.00	R2 200 000.00								R6 200 000.00
5	6.1.2	Disconnection of existing cable from RMU WWTW to MS WWTW and connect to new circuit breaker in Main switching station			R100 000.00								R100 000.00
6	6.1.3	Install new Marais Switching Station, new cable to overhead in Muller street			R1 500 000.00	R2 000 000.00							R3 500 000.00
7	6.1.4	New 95mm^2 11kV cable between RMU Marais and Main switching station				R800 000.00	R800 000.00						R1 600 000.00
8	6.1.8	Replace 11kV circuit breaker panels in Stasieweg switching station					R1 800 000.00	R800 000.00					R2 600 000.00
9	6.2.3	Power factor correction and PV plant installation investigation					R180 000.00						R180 000.00
10	6.2.2	SCADA system for Main SS and Stasieweg SS			R250 000.00			R250 000.00					R500 000.00
11	6.1.9	Change network to make MS Eerstelaan part of Obiqua street ring						R200 000.00					R200 000.00
12	6.1.6	Overhead link line between Olifant and Kasuur streets						R250 000.00					R250 000.00
13	6.1.10	Internal and external services for low cost housing project				R2 000 000.00	R2 000 000.00						R4 000 000.00
14	6.1.14	Miniature substation and transformers upgrading (ongoing)	R800 000.00	R400 000.00		R400 000.00		R500 000.00		R800 000.00		R500 000.00	R3 400 000.00
15	6.1.13	Ring main unit upgrading (ongoing)	R350 000.00		R350 000.00		R400 000.00		R600 000.00		R400 000.00		R2 100 000.00
16	6.1.12	External works for Tulbagh Lifestyle Village						R1 900 000.00	R1 100 000.00				R3 000 000.00
17	6.1.11	Re-conductoring of all 35mm^2 Cu, Fox and Rabbit sections of overhead line with HARE conductors						R150 000.00	R150 000.00		R200 000.00		R500 000.00
18	6.1.15	New 66kV feeder line and 66/11kV substation										R60 000 000.00	R60 000 000.00
		Total	**R1 250 000.00**	**R4 480 000.00**	**R4 400 000.00**	**R5 200 000.00**	**R5 180 000.00**	**R4 050 000.00**	**R1 850 000.00**	**R800 000.00**	**R600 000.00**	**R60 500 000.00**	**R88 310 000.00**

*** ALL FIGURES EXCLUDE VAT**

ANNEXURE C : SIMPLIFIED DETAILS OF RECOMMENDED WORK



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DRAWN	LV	
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PROJECT
TULBAGH MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3 N.T.S	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.2	REV
COORDINATE SYSTEM:	

Date: ----------
Checked: 2018-05-30
Auditing: Lynette Volschenk

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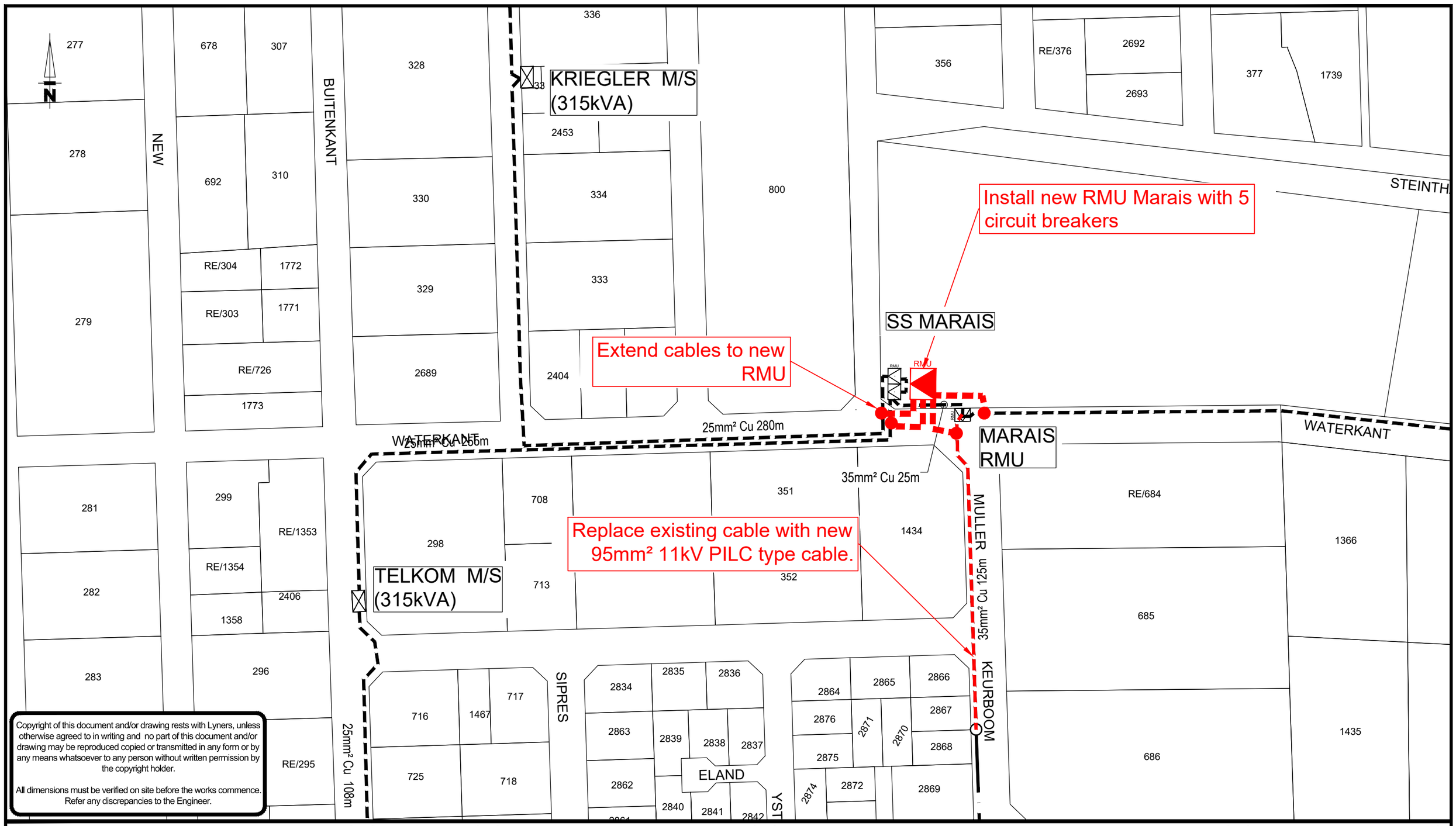

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REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

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PROJECT
TULBAGH MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE	on A3	SHEET
N.T.S		1 OF 1
CONTRACT No.		PROJECT No. E17032

DRAWING No. 6.1.3 REV

COORDINATE SYSTEM:

Date: _____
Checked: 2018-05-30
Auditing: Lynette Volschenk

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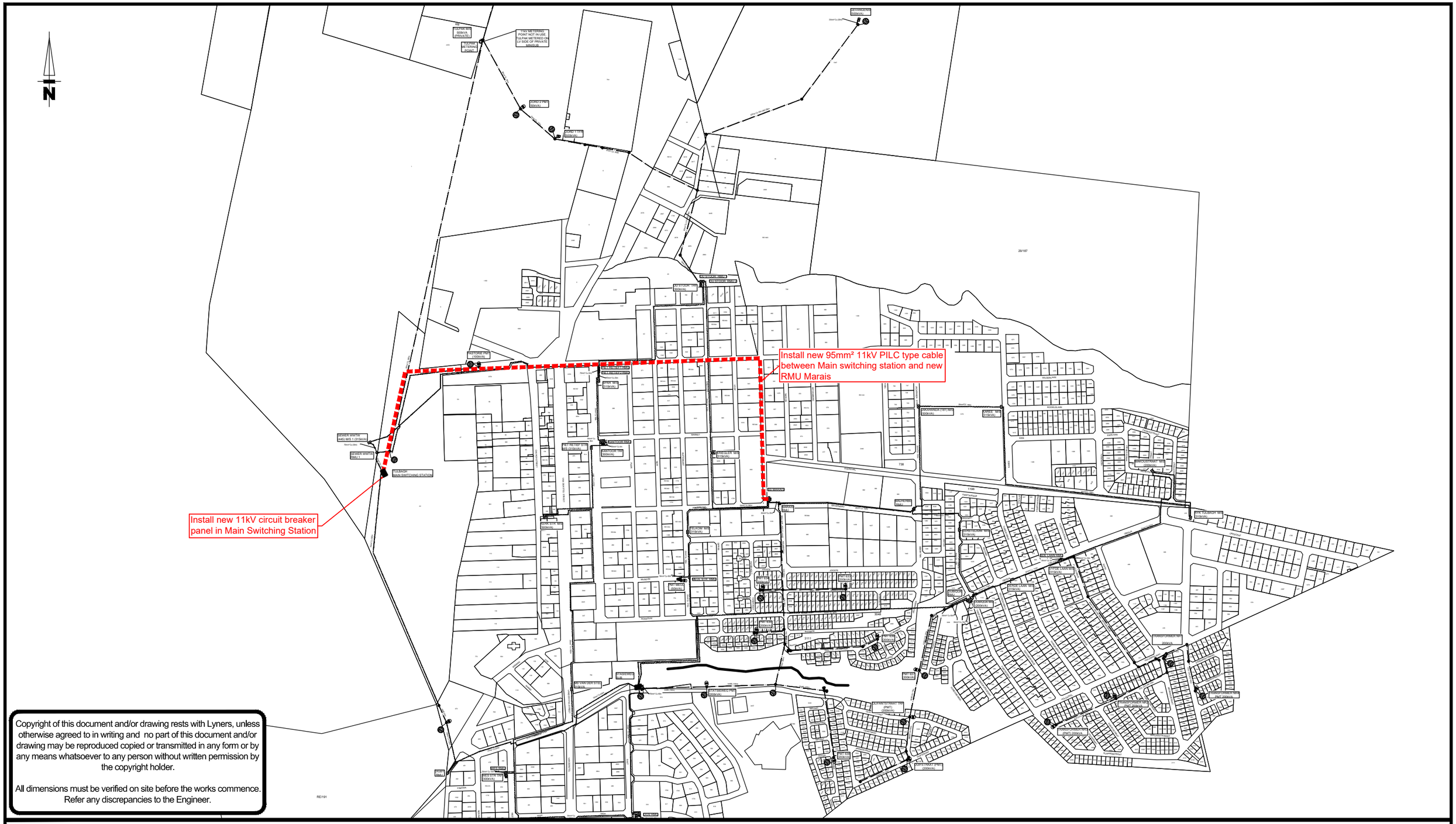
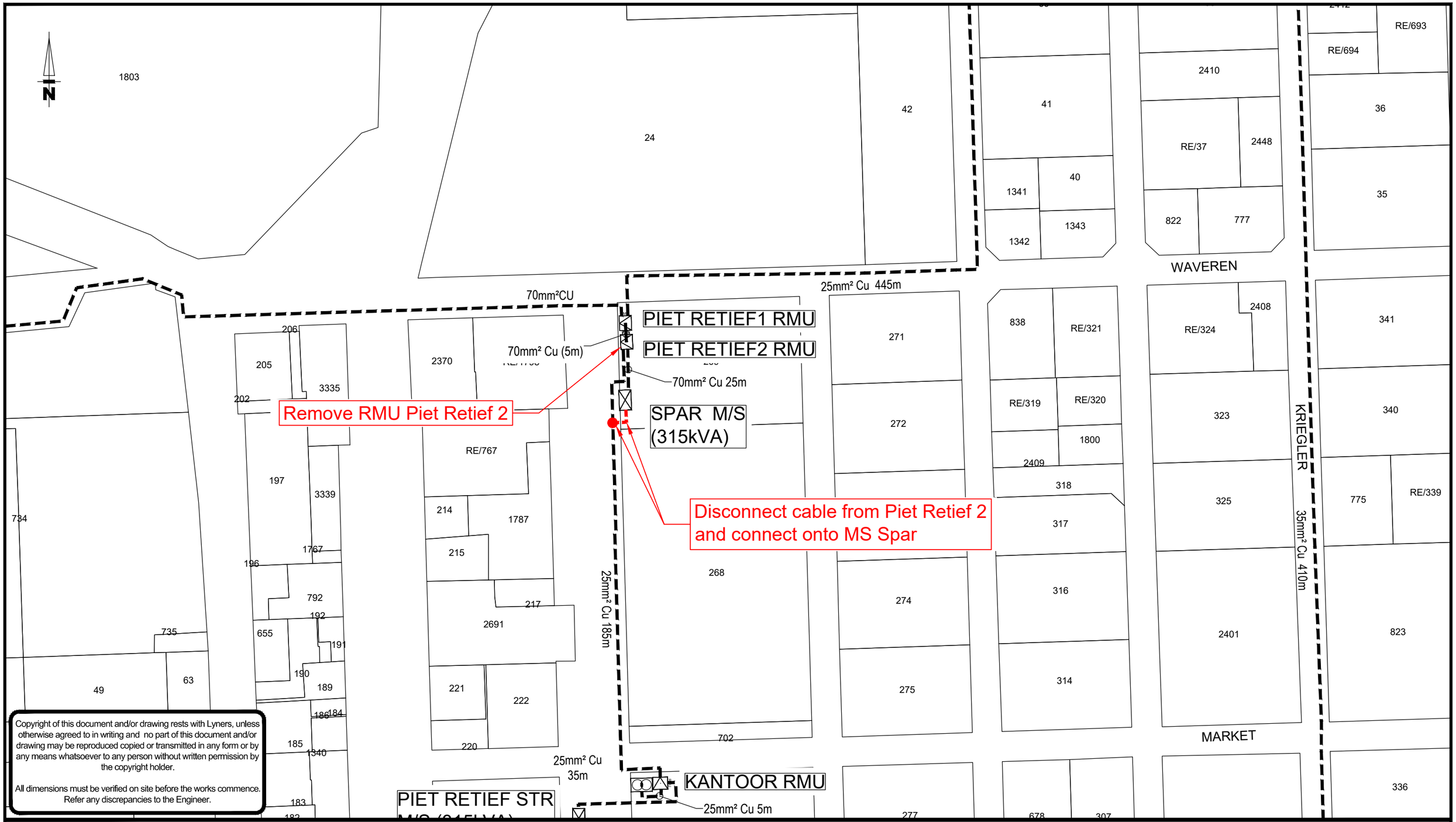

Install new 95mm² 11kV PILC type cable between Main switching station and new RMU Marais
Install new 11kV circuit breaker panel in Main Switching Station
TULBAGH MAIN SWITCHING STATION
SEWER WWTW 6463 MS 1 (315kVA)
SEWER WWTW RMU 1
PASTORIE PRT (150kVA)
KANTOOR STR (500kVA)
KANTOOR MS (315kVA)
KANTOOR TRF (500kVA)
PRET RETIEF STR MS (315kVA)
GREIGLER MS (315kVA)
WARK STR MS (500kVA)
KELVIDIE MS (315kVA)
RET BRUG (500kVA)
RET STR (500kVA)
DE VAN DER STEL (500kVA)
PASTEURIA (500kVA)
STATTENBERG PARK (500kVA)
MARAIS RMU
MARAIS STR (500kVA)
KOFANTES TRAAT (PMT) (200kVA)
KOFANTES TRAAT MS (315kVA)
KOFANTES TRAAT STR (200kVA)
KRUGER MS (315kVA)
KRUGER STR (500kVA)
KRUGER RMU
KRUGER TRF (500



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PROJECT
TULBAGH MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3 N.T.S	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.5	REV
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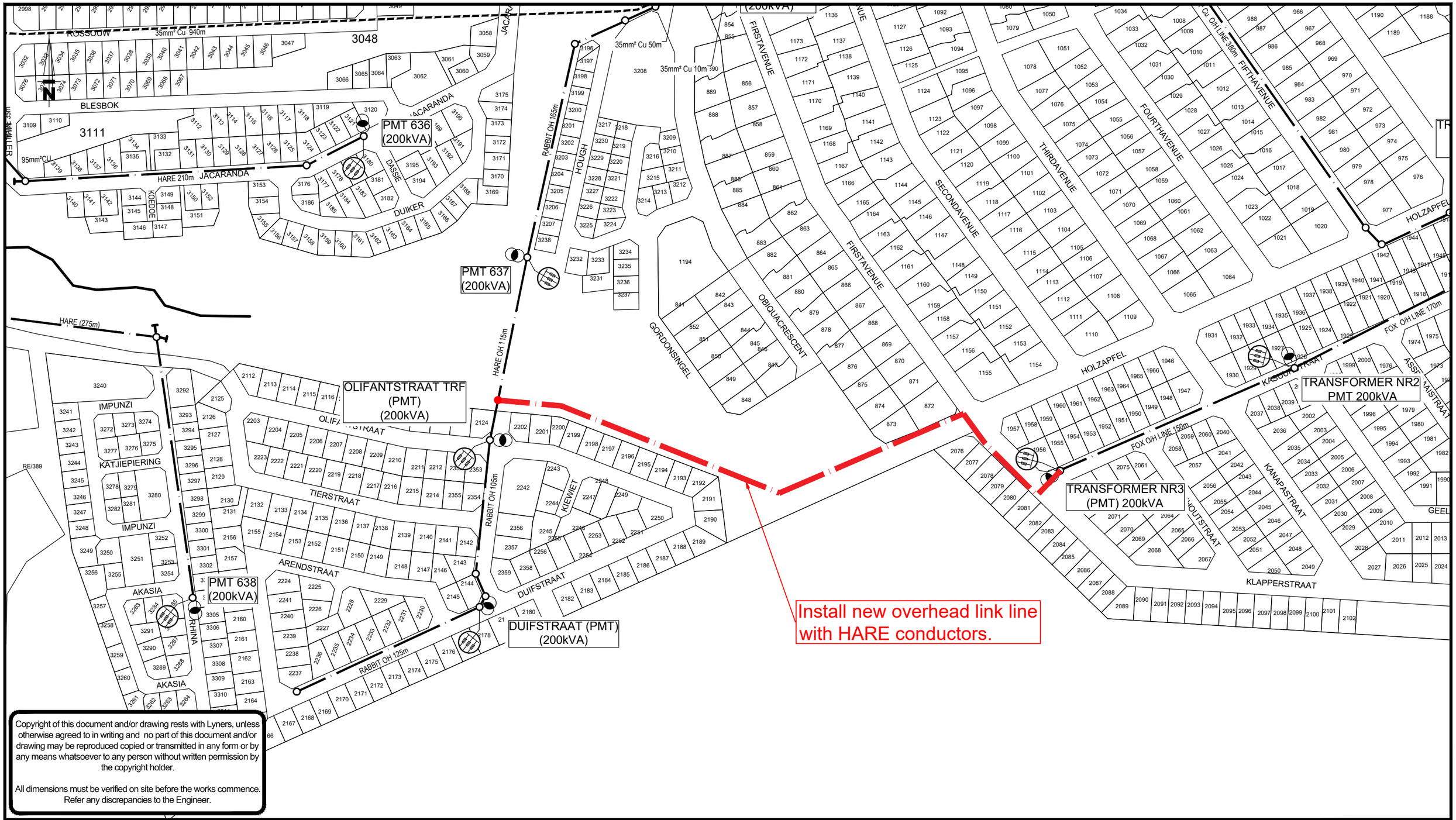

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11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3 N.T.S	SHEET 1 OF 1
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DRAWING No. 6.1.6	REV
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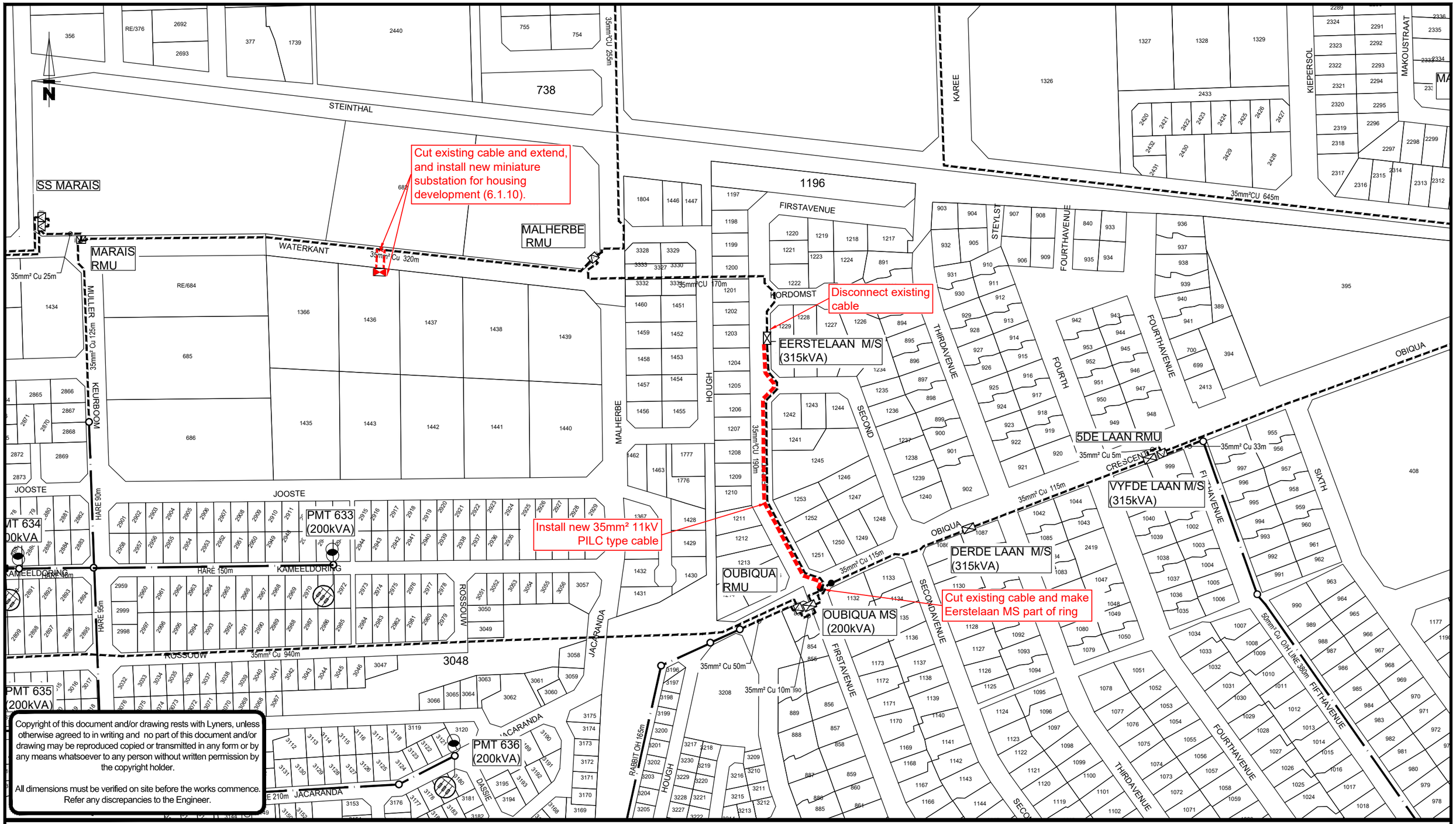

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11kV NETWORKS

TITLE
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SCALE on A3 N.T.S	SHEET 1 OF 1
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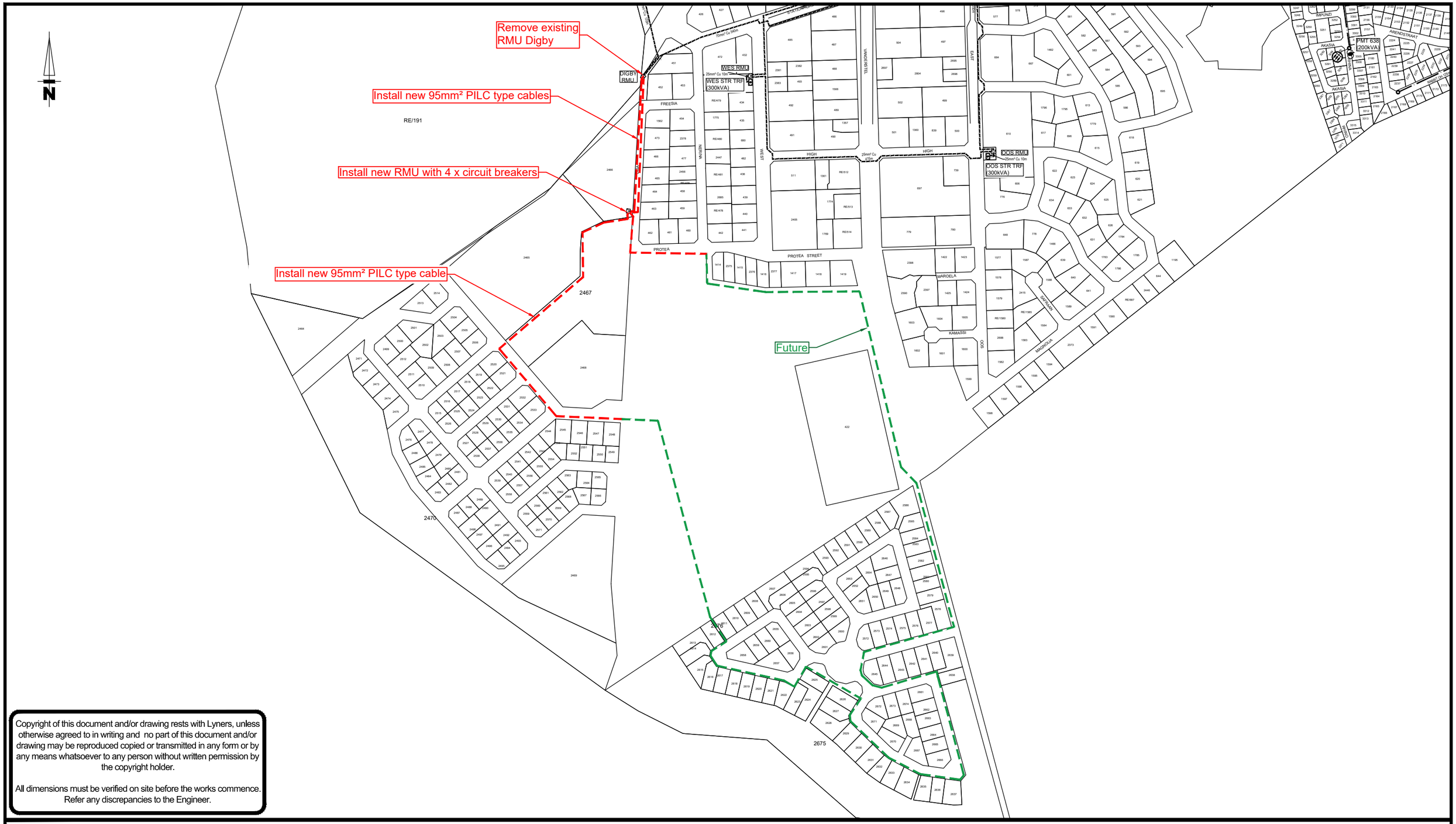

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PROJECT
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11kV NETWORKS

TITLE
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CONTRACT No.	PROJECT No. E17032
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ANNEXURE D : LOAD FLOW STUDY ON EXISTING NETWORK (LOOSE DRAWINGS)

ANNEXURE E : LOAD FLOW STUDY ON NETWORK WITH LOAD GROWTH (LOOSE DRAWINGS)

ANNEXURE F : LIST OF ALL EQUIPMENT DUE FOR REPLACEMENT

TULBAGH EQUIPMENT REPLACEMENTS

Total of Ring Main Units (RMU's) in Network: (16)

To be replaced immediately (8)

1. RMU 5de Laan
2. RMU Oos
3. RMU Oustoor 1
4. RMU Oustoor 2
5. RMU Obiqua
6. RMU SS Marais (RMU Bank containing **2 units** – RMU Marais and RMU Nuwe Muller)
7. RMU Wes

To be replaced in next 5 years (1)

1. RMU Meul

Total of Pole Mounted Transformers (PMT's) in Network: (18)

To be replaced immediately (4)

1. TRF Meiringsingel
2. TRF Meul
3. TRF Pastorie
4. TRF Oord 2

Total of Ground Standing Transformers (GTRF's) in Network: (6)

To be replaced immediately (5)

1. TRF Kantoor
2. TRF Oord
3. TRF Oos
4. TRF Ou Stoor
5. TRF Wes

Total of Miniature Substations (MS's) in Network: (16)

To be replaced immediately (4)

1. MS Jakaranda
2. MS Obiqua
3. MS First Avenue
4. MS Vyfdelaan

To be replaced in next 5 years (3)

1. MS Derdelaan
2. MS Karee
3. MS Telkom

Total of Medium Voltage Circuit Breakers (MV CB's) in Network: (8)

To be replaced in next 5 years (5)

1. SG Chis Hani/Helpmekaar
2. SG Main Switch - Digby
3. SG Meul St RMU
4. SG Obiqua RMU
5. SG Oos St

ANNEXURE G : AS-BUILT DRAWINGS AND PROPOSED SINGLE LINES FOR FUTURE NETWORKS (LOOSE DRAWINGS)

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

MASTER PLANNING AND STATUS REPORT ON THE 11KV INFRASTRUCTURE IN WOLSELEY: PERIOD 2018-2028

(DOCUMENT 3)

REVISION 0 : JUNE 2018

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1. EXECUTIVE SUMMARY

A master plan is an evolving, long term planning document that establishes the framework and key elements of a specific network with a clear vision of the required outcomes. It furthermore defines a realistic plan for the implementation of short, medium and long term system betterment actions, with the purpose of ensuring a predictable and reliable electrical system.

With the above in mind, a master plan study was done for the 11kV infrastructure in Wolseley, which is complementary to similar studies that were done for Ceres and Tulbagh.

The as-built drawings of the 11kV infrastructure were verified on-site and updated as necessary.

Asset information, including details, serial numbers and condition of equipment, was captured on-site.

A GIS database was created for the 11kV infrastructure using the verified as-built drawings and all captured asset information.

The impact of new developments and normal growth on the existing infrastructure was verified as part of a complete load flow study, and recommendations made for system betterment, thereby ensuring that the electricity supply for the town remains reliable and of acceptable quality.

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2. INTRODUCTION

Neil Lyners & Associates (RF) (Pty) Ltd was appointed in 2017 to compile a new master plan for the 11kV electrical infrastructure in Wolseley. The master plan study was envisaged to have the following components:

- Verification and amendment of existing 11kV as-built information, and compiling of new layouts, as necessary.
- Visual inspections on site to gather applicable information on equipment and to assess condition thereof.
- Load flow studies on the 11kV networks, current scenario and also with predicted future load growth.
- Compiling of a GIS database platform for the 11kV network, complete with all relevant technical data.
- Recommendations for betterment of the current networks, and proposals for network strengthening in the future.

In the following paragraphs, the above aspects will be discussed in more detail.

3. EXISTING 11KV INFRASTRUCTURE

The area included in the master plan study is shown in figure 1 below.

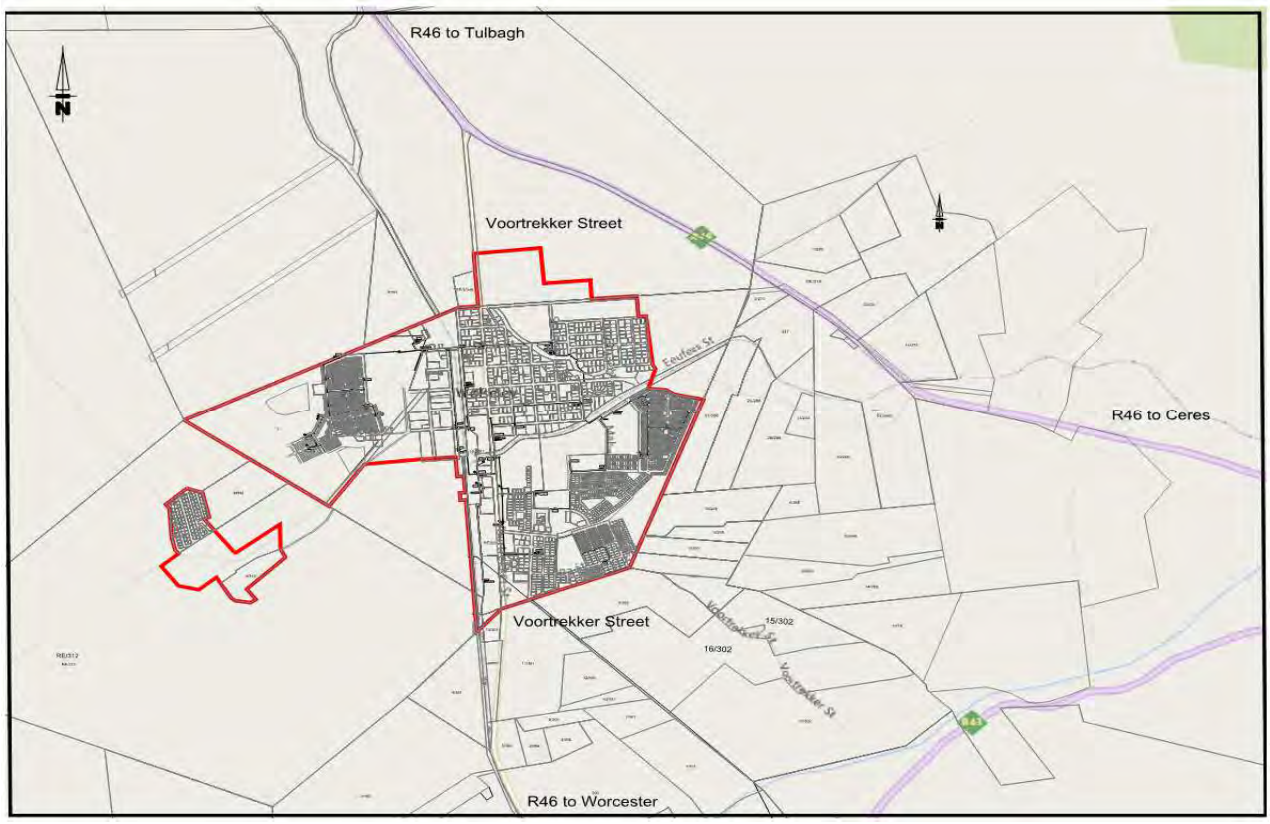


Figure 1: Master Plan Study Area – Wolseley

All networks within the above study area are owned, operated and maintained by Witzenberg Municipality.

The existing 11kV network in Wolseley is shown on the layout drawings attached to this master plan report. The complete 11kV network is also included in the GIS database provided separate to this report.

3.1 Wolseley Bulk Supply

Wolseley is supplied in bulk from Eskom's Wolseley 66/11kV Substation via 2 x 95mm² copper 11kV cables over a distance of 160m.

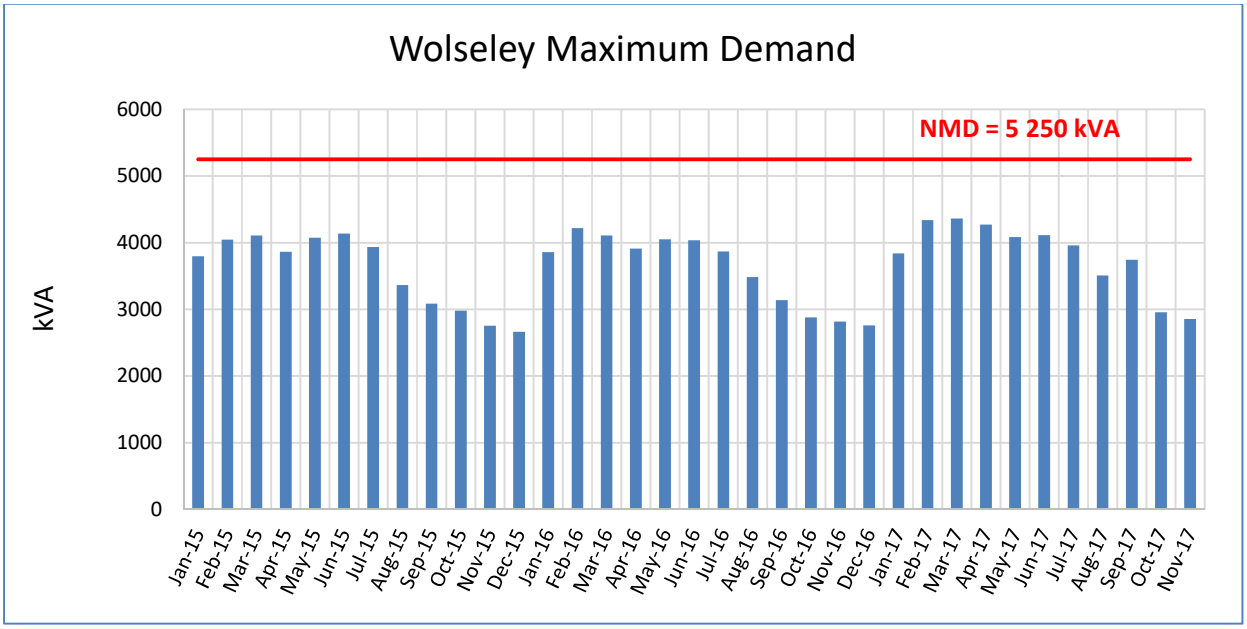
The safe and reliable transfer of these 95mm² copper cables is 4,5MVA each, resulting therefore in a firm capacity of 4,5MVA, or an unfirm capacity of 9MVA at the municipal main 11kV switching station.

The current registered Eskom notified maximum demand (NMD) for Wolseley is 4,5MVA, with average historic maximum demand figures between 2,7MVA and 4,4MVA. The 4,5MVA NMD and similar 4,5MVA firm supply capacity is therefore sufficient for the current load.

However, taking into account the small margin of only 100kVA surplus on the NMD, the NMD contracted with Eskom will have to be increased, preferably to 5,5MVA minimum. (It was confirmed by Witzenberg Municipality that an application was submitted and that an additional 750kVA was approved by Eskom recently. The new NMD will therefore be 5 250kVA)

Secondly, with the current maximum load almost at 4,5MVA, any significant increase in load will degrade the current "firm" supply to "unfirm" status which is not desirable from a technical and reliability point of view. Upgrading of the current 95mm² copper 11kV cables to preferably 185mm² copper type is therefore recommended.

Historical maximum demand figures for Wolseley are shown in Graph 3.1 below.



Graph 3.1: Historical Maximum Demand Figures

Interesting to note from the above graph is the repeating annual load profile, with lowest demand (around 2,7MVA) during November/December, and high peak demand during March to June each year.

This type of load profile is typical for a town like Wolseley that has a large farming and fruit packaging industry, with the latter requiring cold storage facilities during and after fruit harvesting.

No form of demand management or any other interventions to limit peak demands is currently in use in Wolseley, however the following can be considered:

- The possible installation of an 11kV power factor correction facility. A high level investigation on the existing power factor for the town shows a current power factor of around 0.90 at maximum peak times. It is accordingly estimated that a saving of about 10% on the maximum demand (300-400kVA) registered for the town can be achieved by installing a power factor facility to correct the power factor to be closer to unity. This type of saving is believed to have quite a substantial positive effect on the maximum demand and associated cost.

  A separate more in-depth investigation will have to be done to determine the feasibility of such power system correction system. Should it be proved to be feasible, the implementation thereof can be incorporated into the long-term budget for system betterment. As part of this investigation the option of enforcing a minimum power factor at the customer premises also need to be explored.

- Secondly, the possible implementation of a PV plant is recommended which can help alleviate the peak demand generated by the cold storage facilities in town. A separate investigation for this will be necessary in order to determine the feasibility of such intervention. Location and sizing of the possible PV plant can then be considered. Should such PV plant proved to be feasible, the implementation thereof can be incorporated into the long term budget for system betterment.

3.2 **Wolseley 11kV Networks**

From the mentioned Wolseley Main Switching Station, situated in Mills Street on the northern side of town, three (3) feeders feed the load in town. Two of these feeders, “Mills Street” and “Sterpunt”, are connected and operated in a ring feed formation. Open points and load shifting to a certain degree can therefore be done on those two feeders.

The third feeder, “Pine Valley”, however is currently operated as a radial supply with no option of feeding the load in the Pine Valley area with alternative supply feeders. This is a shortcoming and will have to be addressed.

The mentioned three feeders from Wolseley Main Switching Station is a combination of overhead lines (copper and aluminium) and underground cables varying between 16mm² and 70mm², with a combination of miniature substations, ground standing transformers and pole mounted transformers connected which supply consumers.

Within the total 11kV network some miniature substations and transformers are fed via radial feeders. The need to change these radial networks to ring feeds, are however not critical in the short term and will therefore not be discussed further. It is however recommended that these secondary radial feeders again be re-assessed in future, especially when a significant load is added to such feeder, or when the closing of rings can be done as part of a new development, e.g. closing of ring between Arend-and Kiewiet Streets.

A model of the total 11kV infrastructure in Wolseley was created in the "***PowerTools***" Software package, and a load flow study performed on the existing networks. A copy of the results is included in Annexure D.

From this study, and by taking into account the general state of the existing infrastructure in Wolseley, the following observations are made:

3.2.1 As previously mentioned, Eskom has approved an additional 750kVA in the NMD for Wolseley. Although this additional capacity is immediately available, specific requirements from Eskom regarding the protection philosophy to be followed is preventing the use thereof. Part of this protection philosophy is also the condition that an 11kV bus-coupler must be in place on the municipal side between the 2 x 11kV feeder cables from Eskom, which is currently not available in the existing Wolseley Main Switching Station.

Furthermore, the two (2) supply cables between Eskom and the municipal 11kV Switching Station currently operates at almost 50% of the total transfer capacity, therefore the supply can be seen as unfirm. In order to address this and to create a firm supply, it is recommended that these 95mm^2 cables between Eskom and the Municipality be replaced with new cables with adequate capacity to supply the current and also the future load.

Wolseley Main Switching Station is currently equipped with 5 x 11kV Reyrolle type panels, installed in 1997. Although these panels are currently still usable, the technology used in them are old and not easily upgradeable, and extension thereof also difficult and expensive.

By taking all of the above aspects into account, it is strongly recommended that a new brick-build switching station be built as close as possible to the existing Eskom substation, and be equipped with new 11kV circuit breakers as applicable. By moving the switching station closer to the Eskom substation, the cost of the bulk feeders between Eskom and the municipality is minimised.

This new Wolseley main switching station is proposed to be equipped with new indoor type circuit breakers consisting of 2 x incomer panels, 4 x feeder panels and a bus-coupler. Busbar rating is recommended to be 1250A, and circuit breaker rating minimum 800A. The 2 x feeder cables between Eskom and the municipality is recommended to be 3 x 500mm^2 single core unarmoured copper cables per feeder. The existing cables between Eskom and the current municipal switching station will in future be used as connections onto the existing feeders currently feeding into town. (Cables will be joined through) For the third existing feeder into town a new 95mm^2 PILC type cable can then also be installed as part of the switching station project.

As interim solution until the new switching station is in place, and in order to utilise the available additional 750kVA, it is recommended that a new 185mm^2 cable be installed between Eskom and the existing municipal switching station, which will then be used as primary feeder between Eskom and the municipality. Once the new switching station is completed, this 185mm^2 cable will be used as part of network upgrading as will be discussed later, i.e. fourth feeder into town. From a practical point of view, it is recommended that when the new 185mm^2 cable is installed and the trench available, the additional 95mm^2 cable mentioned above also be installed which can then be sealed and left underground.

Note : The availability of adequate land for this new switching station must be investigated as soon as possible.

3.2.2 As also previously discussed, the 11kV feeder to the Pine Valley area operates as a radial supply with no alternative supply options. In order to have this area also on a ring feed supply system, it is recommended that the existing overhead feeder in

Madani Street be extended via Madani and Afrika Streets up to the 11kV cable in Solomon Street.

This new feeder is proposed to be of the 95mm² PILC type cable. As alternative, but not the preferred option, the feeder can be a HARE overhead line, in which case the short piece of overhead line in Afrika street adjacent to Solomon street, can be utilised.

In Solomon Street the existing Solomon RMU is recommended to be replaced with a new unit with 5 x circuit breakers.

3.2.3 Although this report only covers the 11kV networks, the replacement and upgrading of low voltage networks will also become necessary from time to time.

It is as such recommended that loading on low voltage networks be monitored and interventions be introduced should technical losses and voltage drops on these networks be unacceptable.

3.3 Condition Assessment of 11kV Equipment

Some very old oil-filled ring main units as well as miniature substations with oil-filled and other old type of ring main units are still in use. Although these units are still operational, they are in most instances past their normal useful lifespan and are dilapidated to such a state where safe operation cannot be guaranteed anymore.

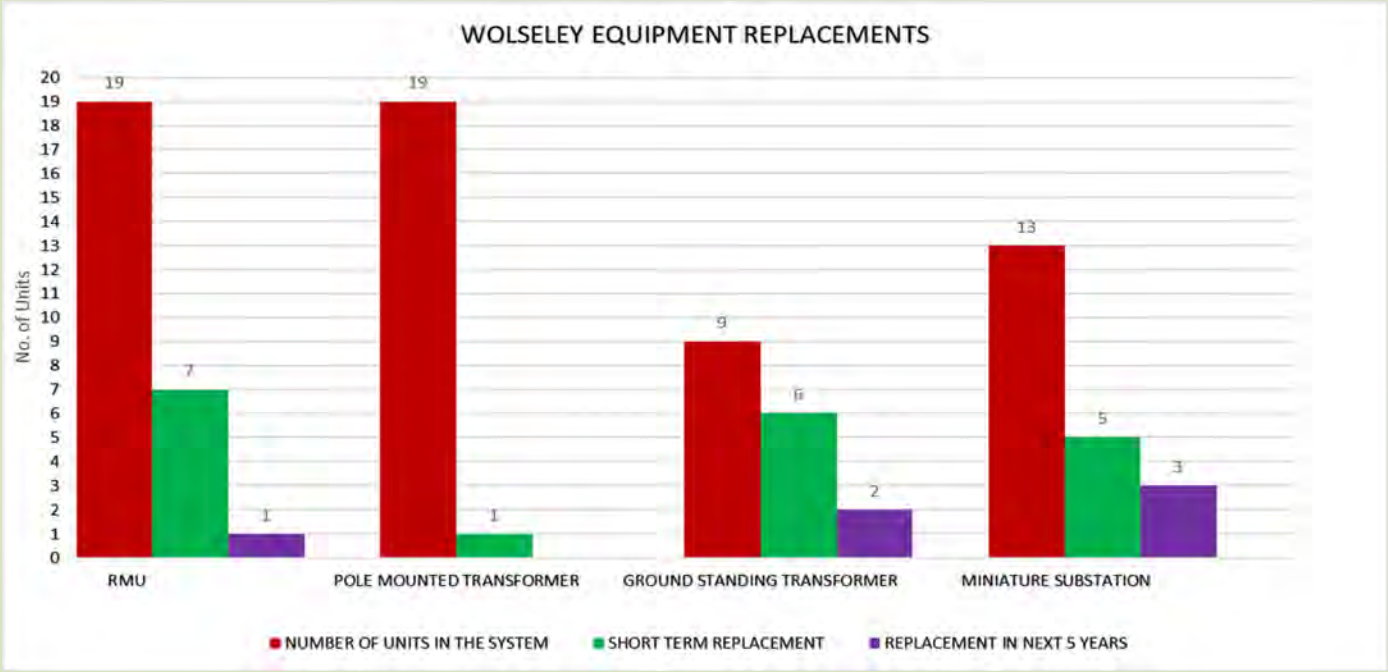
Similar, several ground-standing and pole mounted transformers in the networks, although still operating, need intervention on the condition thereof.

As part of the on-site verification of all 11kV equipment and installations, photos were taken and condition of equipment recorded. Equipment were typically classified as in a "poor condition" based on the visual condition thereof, safety concerns for personnel and the public, expected useful life (refer to table 3.3 below), availability of spares and not fit-for-purpose situations. For example, oil-filled ring main units, whether free-standing or inside minisubs, are in most instances over their normal useful lifespan and might not be safe to operate anymore and therefore need to be gradually replaced with new safer units. Malfunction of equipment will, apart from the direct safety hazard to people and the environment, also cause unwanted long outages in the availability of electricity to businesses (with potential loss of income) and residences.

Asset Class	Expected Useful Life (years)
Medium Voltage Transformers and Minisubs	45
Medium Voltage Cables and Lines	50
Medium Voltage Substation Switchgear	45
Low Voltage Network (Overhead)	45
Low Voltage Network (Underground)	60
Electricity Meters (Credit)	30
Electricity Meters (Pre-payment)	10

Table 3.3: Asset Classes and Expected Useful Life (From : "*DPLG Guidelines for Infrastructure Asset Management in Local Government*")

The spectrum of equipment that has dilapidated to such a state where it will need replacement soon, are illustrated in graph 3.3 on the next page :



Graph 3.3: Spectrum of Dilapidated 11kV Equipment

The associated cost for the upgrading/refurbishment or replacement of the equipment shown in graph 3.3 is shown in graph 3.4 below:



Graph 3.4: Estimated cost for replacement of dilapidated 11kV equipment

From the above graphs it is clear that a significant number of equipment in Wolseley urgently needs upgrading/refurbishment or replacement, with a relative large budget associated with this.

A complete list with details of all equipment refer to in the above graphs is included in Annexure F. It is recommended that all these equipment gradually be refurbished or replaced in the next 10 year period.

For the new ring main units SF6 or vacuum type is recommended, and should, similar to miniature substations, be equipped with arc-vented enclosures, making them safe to operate and safe to the general public in case of an internal fault.

It is also strongly recommended that all municipal equipment currently on private property be relocated over time to road reserves, public open spaces or municipal land.

Lastly, the 11kV metering point to Wolfpack feeds from an overhead line via an 11kV cable and groundstanding ring main unit. From the metering unit, an 11kV cable belonging to the customer (Wolfpack) feeds an overhead 11kV line, also belonging to the customer. The point from where the metering unit is fed, and also the start of the private 11kV line, is the same 11kV pole which is from an operational and safety point of view unacceptable and should be rectified immediately.

4. GIS DATABASE

A new Geographic Information System (GIS) platform, complete with database of the 11kV electricity networks in Wolseley was completed as one of the major deliverables of this master plan study.

The newly developed and verified 11kV as-built information of Wolseley was converted and transferred into the GIS database. Attributes for each piece of material and equipment that forms part of the 11kV infrastructure were developed, and populated with all information applicable and available.

Photos taken during the on-site verification process were incorporated into the GIS database, and forms part of the attributes for all material and equipment.

With this database of the 11kV infrastructure in Wolseley completed and incorporated into the GIS platform, all 11kV services are placed geographically correct, and all technical and statistical detail of each piece of equipment and material is available in one centralised system. Asset registers for the full 11kV infrastructure or for any user defined area can be extracted from the database.

It is strongly recommended that this newly created GIS platform and 11kV database be updated at least once every year, or as and when major upgrading or new developments take place.

Furthermore, although the created GIS platform and database can easily be extended to include the low voltage infrastructure as well, details of these low voltage networks in Wolseley still need to be verified and captured on site. It is accordingly recommended that the latter be done and all low voltage and streetlight information be incorporated into the database.

5. NEW DEVELOPMENTS AND LOAD GROWTH

For developed networks, a normal load growth of 3% per year is typical. In the case of Wolseley, the load growth from 2015 to 2016 was 2%, and from 2016 to 2017, just over 3%. No major upgrades or new connections occurred during this time, and it is therefore accepted that normal load growth in Wolseley in the future will range between 2% and 3%. For purposes of this report, the future load will be based on a normal growth of between 2% – 3% per annum, together with the impact of all known future developments.

It is recommended that all normal single phase residential connections for the future be based on an ADMD (After Diversity Maximum Demand) of 4,5 kVA/erf. All other new connections, including subsidised low cost housing, must be determined on a project basis, and must be in line with Witzenberg Municipality's newest technical design guidelines, standards and specifications.

5.1 Details of Future Developments

As part of the Spatial Development Framework (SDF) of September 2012 for the larger Witzenberg Municipality, several small to large new developments in Wolseley are envisaged for the next few years. The details thereof as well as the theoretical impact of these developments on the total maximum demand for Wolseley are shown in table 5.1 below. A drawing showing the locations of these possible new developments is included in Annexure A.

Possible Development	Number of Erven	Possible Impact on Total Demand on 5th Year from Base Date (2023) (kVA)	Possible Impact on total Demand on 10th Year from Base Date (2028) (kVA)
Normal load growth		500	1000
Goedgevonden Residential Development (A)	269	750	940
Low Density Residential Erf RE/496 (B)	60	0	240
Medium Density Residential Erf RE/994 (C)	130	0	450
Medium Density Residential Erf RE/261 (D)	60	0	200
High Density Residential Erf RE/994 (E)	200	0	500
Industrial Development Erf 622 (F)	-	800	1100
VV4 Cold Storage (G)	-	1000	1500
High Density Residential Erf RE/1 (H)	130	0	325
High Density Residential Erf RE/1 (I)	400	0	1000
Industrial Development Erf RE/1 (J)	-	0	400
Anticipated Maximum Demand for Wolseley (Currently 4 400kVA)	**-**	**7 450**	**12 055**

Table 5.1: Details of Future Developments and Impact thereof as well as normal Load Growth – Base Date 2018 (4 400kVA)

Table 5.1 shows the anticipated maximum demand for Wolseley on the 5th year of the master plan cycle (2023) as 7 450 kVA, and on the 10th year (2028) as 12 055 kVA. For purposes of this report only the load growth anticipated for the next 5 years up to 2023 will be considered. Possible load growth in the 5 – 10 year cycle must be re-verified when this Master Plan is updated.

5.2 Impact of New Developments on Existing Infrastructure

From table 5.1 it is evident that should the developments be implemented according to the timeframe as anticipated, the current Eskom supply point, even in the short term, will not be adequate and will have to be upgraded. It is accordingly recommended that an application in this regard be submitted to Eskom as soon as possible.

The anticipated load growth for the next 5 years, as indicated in table 5.1, was also incorporated into the created load flow model of the network as previously discussed, firstly for only the normal load growth and secondly with inclusion of the possible future developments, and the response thereof on the 11kV network verified. Load flow results for this are included in Annexure E.

From the above and the results of the load flow study, the following specific recommendations are made:

5.2.1 Although the internal networks operate within acceptable technical tolerances, growth in load throughout town will cause sections of the network not to have sufficient alternative supply options in future. It is accordingly recommended that a new supply point be introduced to a position in the networks where most internal feeders can be interconnected. This position is identified as Voortrekker Sub in Voortrekker Street.

In order to create this new supply point, it is recommended that the additional 11kV circuit breaker panel installed in the new Wolseley Main Switching Station be utilised and a new 95mm² 11kV PILC cable installed from Voortrekker Sub to the position of the old main switching station, with this new cable then joined onto the available 185mm² cable installed as part of the new switching station project. The final route of this 95mm² cable will have to be determined as part of the detail planning for it, and will be influenced by the crossing of the railway lines.

At Voortrekker Sub the new cable can be connected onto the existing spare ABB Safering breaker.

Should the industrial development on erf 622 (1 100kVA) commence before this upgrading work is done, it is recommended that this proposed 95mm² cable be changed to a 185mm² PILC type cable, and the cost difference between the 95mm² and the 185mm² be recouped from the bulk infrastructure contributions payable by the development. Although the 95mm² cable will be adequate for the short and medium term, a cable with more capacity at Voortrekker Sub will cover long term possible growth as well. The development on erf 622 can therefore then act as gate-opener for even longer term upgrading of the network.

5.2.2 From the load flow study for the existing network it is clear that the existing cables and overhead lines currently operate within their safe limits, however growth in the next few years will cause several of these cables and lines to exceed their capabilities.

By taking future growth into account, the following specific areas of upgrading is therefore recommended.

- Replacement of the existing underground cable and overhead line between Wolseley Main Switching Station to the line feeding RMU Solomon. It is recommended that this approximately 20m cable be replaced with new 95mm² PILC type.

- Upgrading/re-conductoring of the 16mm² overhead line from RMU Montana up to the T-off point to RMU Sports Field with new HARE Conductor. New 22kV type insulators on A-frames are also recommended to be installed as part of the

re-conductoring exercise. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type. The small section of 11kV cable from RMU Montana to the overhead line, currently 35mm², is also recommended to be upgraded to a new 95mm² PILC type cable.

- Upgrading of the existing 11kV feeder between Wolseley Main Switching Station and RMU Mill to a new 95mm² 11kV PILC type cable.

- Upgrading/re-conductoring of the 16mm² overhead line from RMU DIF to the Wolfpack 11kV metering point with new HARE type conductors. New 22kV type insulators on A-frames are also recommended to be installed as part of this re-conductoring exercise. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

- With time it is recommended that all 16mm² 11kV cables be replaced with 95mm² PILC type, and all 16mm² overhead lines with new HARE type. For the latter work new 22kV insulators on A-frames are also recommended to be installed, Class A post top type for intermediate, and silicon rubber 31mm/kV type for strain.

5.2.3 From a reliability of supply point of view, it is recommended that an alternative supply be provided for the feeder to Wolfpack. For this purpose it is proposed that a new ring main unit be installed near the current Wolfpack supply point, fed from the existing overhead line between TRF Dennegeur and TRF First Ave, via a new 95mm² PILC cable. Final details of the route of the cable and position of the RMU can be finalised as part of the detail design for the work.

5.2.4 The Goedgevonden Development north of town will eventually require maximum 940kVA. (Refer also to section 5.1). In order to be able to provide a reliable supply point, it is recommended that the existing 35mm² 11kV cable in Protea Street be cut and extended with new 95mm² cables in and out of the development. To have adequate capacity for the 35mm² cable in Protea Street and for the area applicable, it is furthermore recommended that this cable, currently ending in MS Exelcior, be extended back to SS Stamper with a new 95mm² PILC type cable in order to have the new development also on a ring feed.

In order to create adequate capacity at SS Stamper, it is recommended that the overhead line between RMU Mill and SS Stamper be replaced with a new HARE conductor overhead line and the existing 35mm² cables replaced with new 95mm² PILC type cables.

It is also recommended that the existing SS Stamper be replaced with a new ring main unit with four circuit breakers with minimum 630A rating each.

Lastly, it is recommended that the developer be made responsible for the extension of the existing 35mm² cable on the corner of Protea and Stamper Streets, while the rest of the work mentioned above be done by the Municipality using own funds and bulk contributions payable by the development.

5.2.5 The possible industrial development on Erf 622 as mention in section 5.1 of this report, can be fed in future from Voortrekker Sub, subject to the completion of the work as per section 5.2.2, i.e. the new dedicated 95mm² 11kV cable to Voortrekker Sub and available 11kV panel in Wolseley Main Switching Station.

5.2.6 The possible increase in supply for VV4 Cold Storage as mentioned in section 5.1 of this report is of such a scale that it can be fed from the fifth circuit breaker of the recommended new RMU Solomon as described in Section 3.2.2. Alternatively a supply point can be created on the link cable to Pine Valley.

6. RECOMMENDATIONS

With reference to all the recommendations already made in the previous paragraphs, and by also taking into account the possible future developments, a summary of all recommendations will now be made. A table with these recommendations and associated estimated cost is included in Annexure B of this report, whereas simplified details of the proposal work are shown in Annexure C.

The priorities of the individual recommendations might change from time to time, some of which might move out or even fall away in totality based on new circumstances and must therefore closely be monitored and recommendations amended as necessary.

6.1 Capital Intensive Recommendations

6.1.1 Building of a new brick-built 11kV switching station close to the Eskom Substation as replacement of the current Wolseley Main Switching Station, complete with installation of 6 x new 11kV circuit breakers and a bus-coupler. The new circuit breakers shall be indoor type with 1250A bus-bar rating and feeder rating at least 800A each. Also included will be the installation of new 11kV 500mm^2 single core unarmoured copper cables as primary feeders between Eskom and the municipal switching station.

As mentioned earlier, the first phase of this project will be the installation of a new 185mm^2 PILC type cable between Eskom and the existing municipal switching station, plus a new 95mm^2 cable in the same trench and for future use.

6.1.2 Installation of a new 95mm^2 11kV cable between RMU Solomon and Pine Valley in order for the Pine Valley network to be on a ring feed supply, as well as the replacement of RMU Solomon with a new unit with 5 x circuit breakers.

6.1.3 Installation of a new 95mm^2 11kV PILC cable between the available 185mm^2 cable at the old main switching station and Voortrekker Sub as strengthening of the network. (**Note** : Should the industrial development on erf 622 commence before this upgrading work is done, it is recommended that this proposed 95mm^2 cable be changed to a 185mm^2 PILC type cable, and the cost difference between the 95mm^2 and the 185mm^2 be recouped from the bulk infrastructure contributions payable by the development. The 185mm^2 cable will then be adequate to supply future load in the long term as well.)

6.1.4 Replacement of the existing 11kV feeder between the current Wolseley Main Switching Station and RMU Mill with a new 95mm^2 11kV PILC type cable. Connect new cable onto available cable from the new main switching station.

6.1.5 Replacement of the existing cable between the current Wolseley Main Switching Station and the overhead line feeding RMU Solomon with a new 95mm^2 11kV PILC type cable. Connect new cable onto available cable from the new main switching station.

6.1.6 Re-conductoring of the existing 11kV overhead line between RMU Montana and the T-off point to RMU Sports Field with HARE conductor, as well as installation of new insulators and A-frames. Also included in this work is the replacement of the existing 16mm^2 cable from RMU Montana to the overhead line with new 95mm^2 PILC type.

6.1.7 Re-conductoring of the existing overhead line between RMU DIF and the Wolfpack metering point with HARE conductor, as well as installation of new insulators and A-frames.

6.1.8 Installation of an alternative supply to Wolfpack metering point.

6.1.9 Re-conductoring of all 16mm² overhead lines with HARE conductors, and installation of new 22kV insulators and A-frames. All new intermediate insulators to be Class A post-top type, and strain insulators of the 31mm/kV silicon rubber type.

6.1.10 Replacement of all 16mm² 11kV cables with 95mm² 11kV PILC type cables.

6.1.11 Upgrading of the network in order to supply the Goedgevonden Development, including the installation of a new 95mm² 11kV PILC type cable between MS Exelsior and SS Stamper, as well as the replacement of the switchgear at SS Stamper with a new ring main unit with four circuit breakers.

6.1.12 Replacement of existing old oil type ring main units with new SF6 or vacuum circuit breakers, with minimum 630A rating.

6.1.13 Replacement of miniature substations that are equipped with oil type ring main units, or that are at the end of their useful life, with new safer units.

6.1.14 Change network at Wolfpack meter point such that the municipal and private networks are adequately separated. A new pole at least 10m from the municipal pole is recommended. This private pole, cable and line must be clearly marked “PRIVATE”.

6.2 General Recommendations

The following general recommendations, some of which were mentioned earlier in the report, form an integral part of the long term performance of the electrical infrastructure in Wolseley. Estimated costs applicable to these general recommendations are provided in Annexure B.

6.2.1 It is recommended that a new labelling methodology of all equipment, based on street names and as shown on the 11kV single line diagram, be adopted and implemented. Apart from the normal identification purposes, correct labelling and logical names for equipment and infrastructure is vital to ensure correct and safe switching operations.

6.2.2 It is recommended that the web-based Scada System recently installed elsewhere in the Witzenberg electricity networks be expanded to include a monitoring system in Wolseley Main Switching Station as well.

Such Scada (monitoring) System will provide for Witzenberg personnel to view loading, status, tripping and other data applicable to the circuits in the Main Switching Station, and to download different types of reports over different time periods.

As alternative, especially if remote switching on the 11kV system is planned, a new RTU based SCADA system to be standardised throughout the Witzenberg supply area can be investigated and implemented over time.

6.2.3 Investigation into the possible implementation of power factor correction and PV plant initiatives as demand interventions.

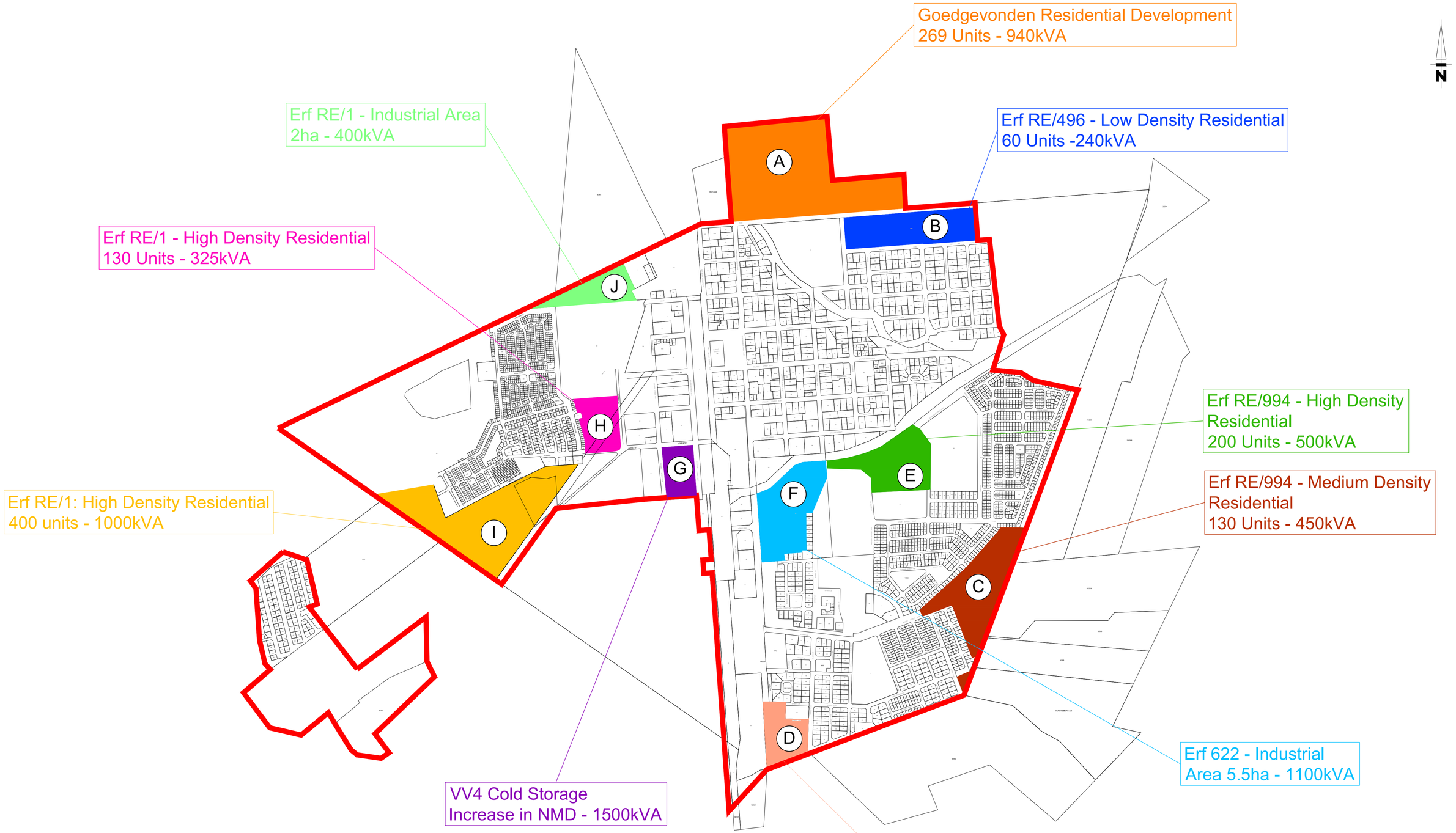
7. CONCLUSION

The main focus of this report was the compiling of a new Masterplan for the 11kV infrastructure in Wolseley, based on verified and accurate as-built information, complete with discussions on the existing networks and recommendations for system upgrading as necessary.

The short, medium and long term impact of new developments on these networks were determined and recommendations were made for system betterment and to make sure that the integrity and the reliability of the electrical network in the future remains steady and healthy.

Lastly, a new GIS database of the 11kV network was developed, complete with populated attributes for all the 11kV equipment and other infrastructure.

ANNEXURE A : LOCATIONS OF POSSIBLE FUTURE DEVELOPMENTS



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CLIENT REPRESENTATIVE:

SIGNATURE: _____ DATE:

CLIENT

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

WITZENBERG MUNICIPALITY

PROJECT

ELECTRICAL MASTERPLANNING WOLSELEY

TITLE

POSSIBLE FUTURE DEVELOPMENTS

SCALE	SHEET
N.T.S	1 OF 1
CONTRACT No.	PROJECT No. 17032E

DRAWING No. 17032E/WOL/ANNEXA

REV △

DATE OF FIRST ISSUE:

previous paper size (841.00 x 1189.00 mm)

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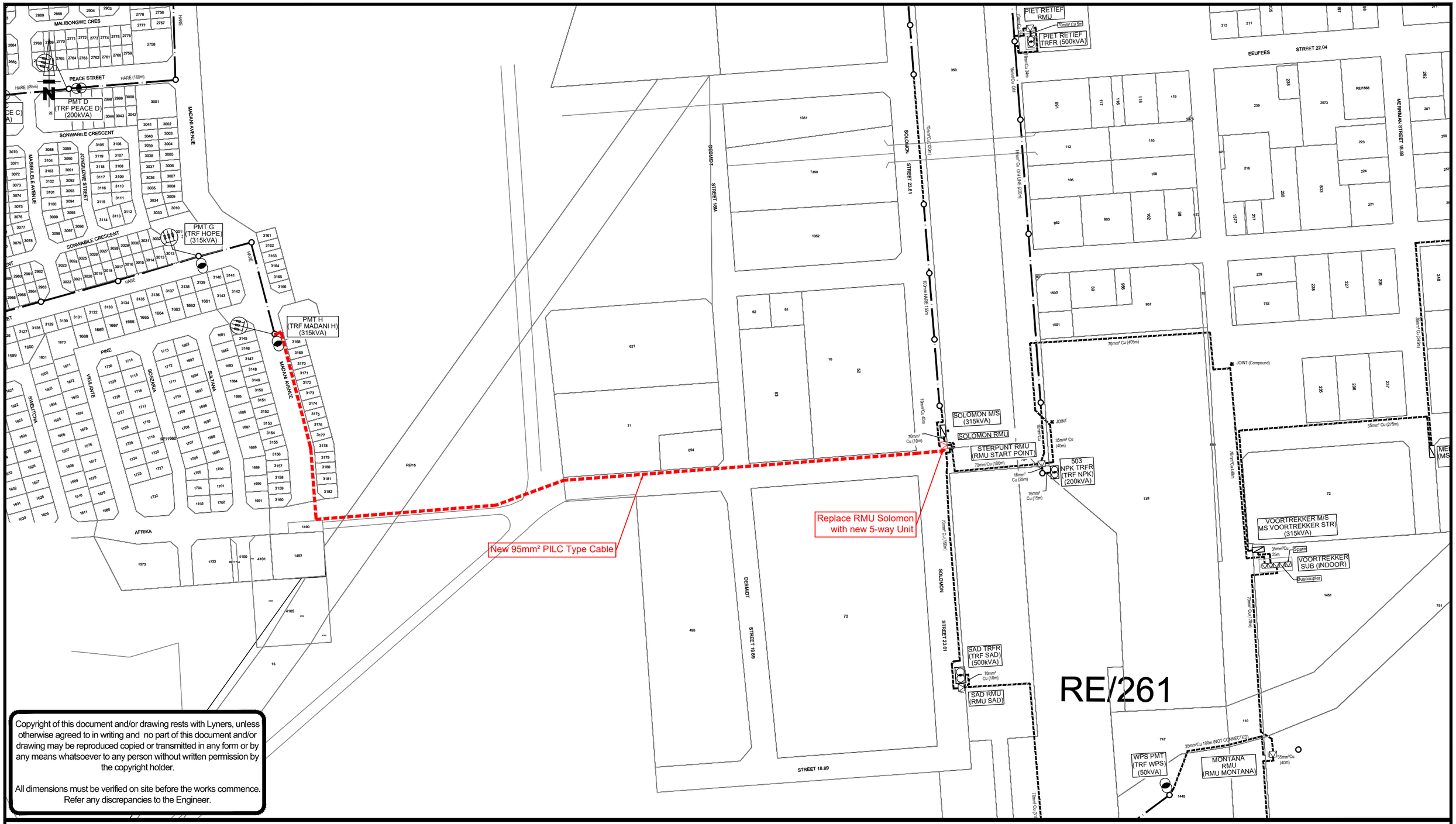
ANNEXURE B : RECOMMENDED CAPITAL PROJECTS

LIST OF RECOMMENDED CAPITAL PROJECTS (2018 - 2028) - WOLSELEY - REVISION 0

Priority	Masterplan Reference Number	Project Description as per Masterplan	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Project Total
1	6.1.1	New Wolseley Main Switching Station and 500mm^2 single core feeder cables + Interim new 185mm^2 feeder from Eskom	R2 350 000.00	R2 300 000.00									R4 650 000.00
2	6.1.14	Separate municipal and private networks at Wolfpack 11kV metering point	R50 000.00										R50 000.00
3	6.1.2	New 95mm^2 MV cable between RMU Solomon and Pine Valley and replace RMU Solomon		R1 400 000.00									R1 400 000.00
4	6.2.1	11kV equipment re-labelling		R80 000.00									R80 000.00
5	6.2.2	SCADA system for Main SS			R250 000.00								R250 000.00
6	6.1.13	Miniature substation upgrading (ongoing)			R900 000.00	R450 000.00	R450 000.00	R450 000.00	R450 000.00	R450 000.00	R450 000.00	R450 000.00	R4 050 000.00
7	6.1.12	Ring Main Unit upgrading (ongoing)			R600 000.00	R350 000.00		R350 000.00		R350 000.00		R350 000.00	R2 000 000.00
8	6.1.3	New 95mm^2 MV cable between Wolseley Main SS and Voortrekker Sub				R1 500 000.00							R1 500 000.00
9	6.2.3	Power factor correction and PV plant installation investigation				R180 000.00							R180 000.00
10	6.1.4	Replacement of overhead line between Main SS and RMU Mill with new 95mm^2 cable				R450 000.00							R450 000.00
11	6.1.5	Replacement of existing cable between Main SS and overhead feeder to RMU Solomon with new 95mm^2 cable				R80 000.00							R80 000.00
12	6.1.6	Re-conductoring of overhead line between RMU Montana and T-off to RMU Sportsfield with HARE, and replacement of existing cable between RMU Montana and the re-conductored overhead line with new 95mm^2 cable					R750 000.00						R750 000.00
13	6.1.7	Re-conductoring of overhead line between RMU Dif and the Wolfpack metering point with HARE					R250 000.00						R250 000.00
14	6.1.8	Installation of an alternative supply to Wolfpack					R750 000.00						R750 000.00
15	6.1.9	Re-conductoring of all 16mm^2 sections of overhead line with HARE conductors					R200 000.00		R200 000.00		R200 000.00		R600 000.00
16	6.1.10	Replacement of all 16mm^2 sections of cable with new 95mm^2 cable						R300 000.00		R300 000.00		R300 000.00	R900 000.00
17	6.1.11	Bulk works for Goedgevonden Development (Municipal cost)			R1 200 000.00								R1 200 000.00
		Total	**R2 400 000.00**	**R3 780 000.00**	**R2 950 000.00**	**R3 010 000.00**	**R2 400 000.00**	**R1 100 000.00**	**R650 000.00**	**R1 100 000.00**	**R650 000.00**	**R1 100 000.00**	**R19 140 000.00**

*** ALL FIGURES EXCLUDE VAT**

ANNEXURE C : SIMPLIFIED DETAILS OF RECOMMENDED WORK



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PROJECT
WOLSELEY MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE N.T.S on A3	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.2	REV
COORDINATE SYSTEM:	

Date: 2018-05-28 Checked:
Auditing: Lynette Volschenk

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2018-06-19

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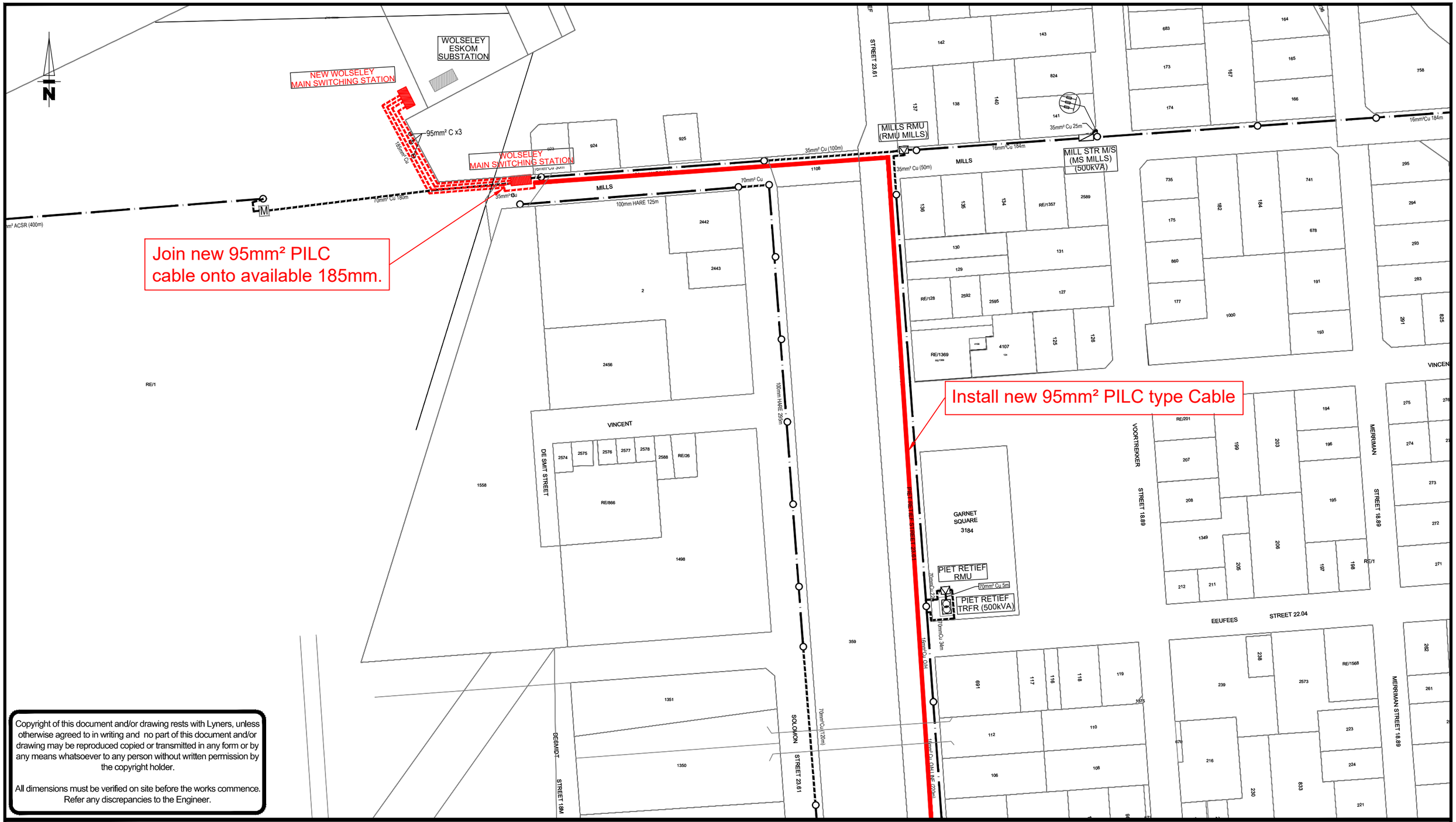

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11kV NETWORKS

TITLE
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SCALE on A3 N.T.S	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.3	REV
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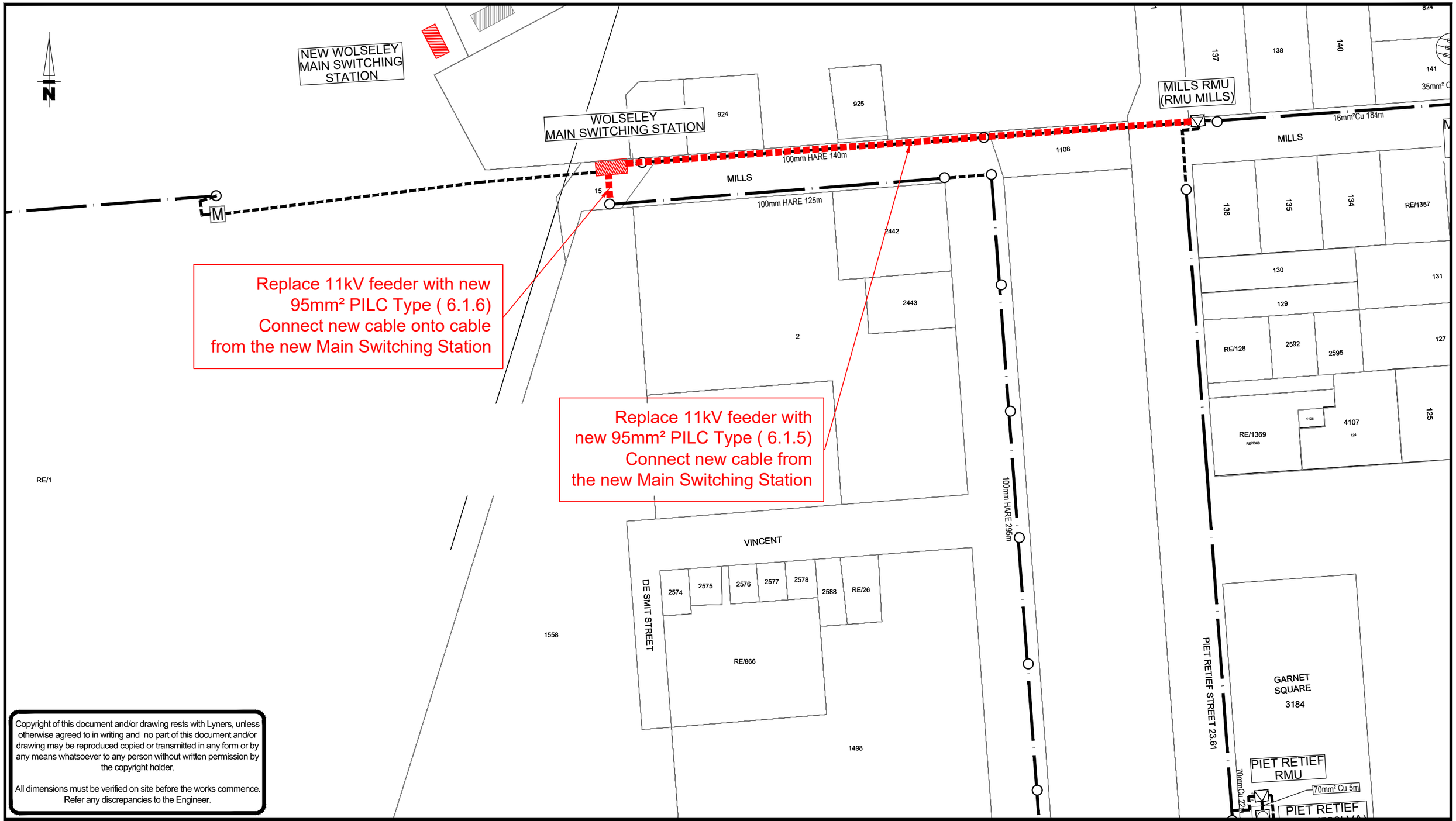

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PROJECT
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11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3 N.T.S	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.4 & 6.1.5	REV
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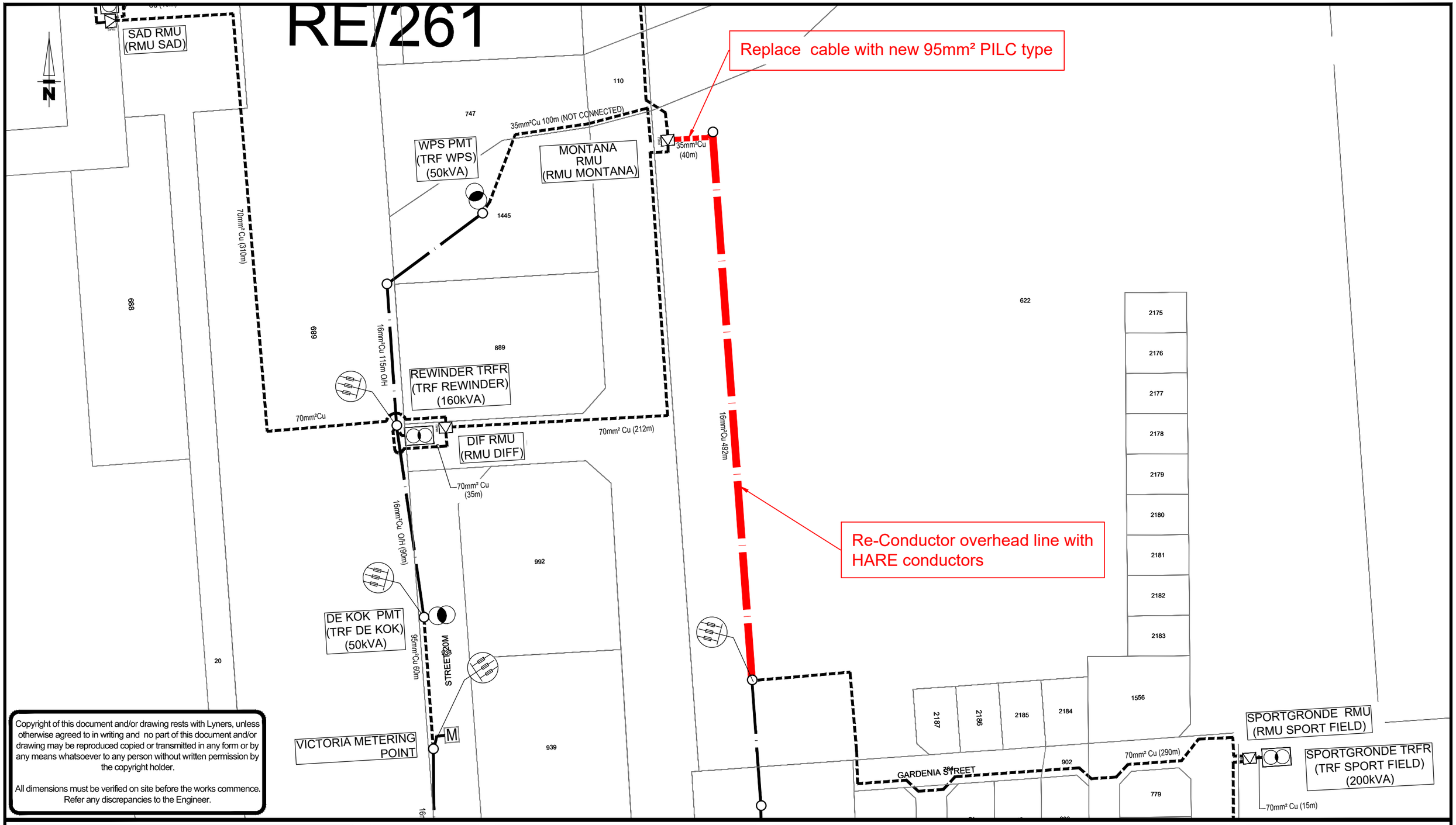

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WOLSELEY MASTER PLANNING
11kV NETWORKS

TITLE

PROPOSED ELECTRICAL WORK

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CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.6	REV
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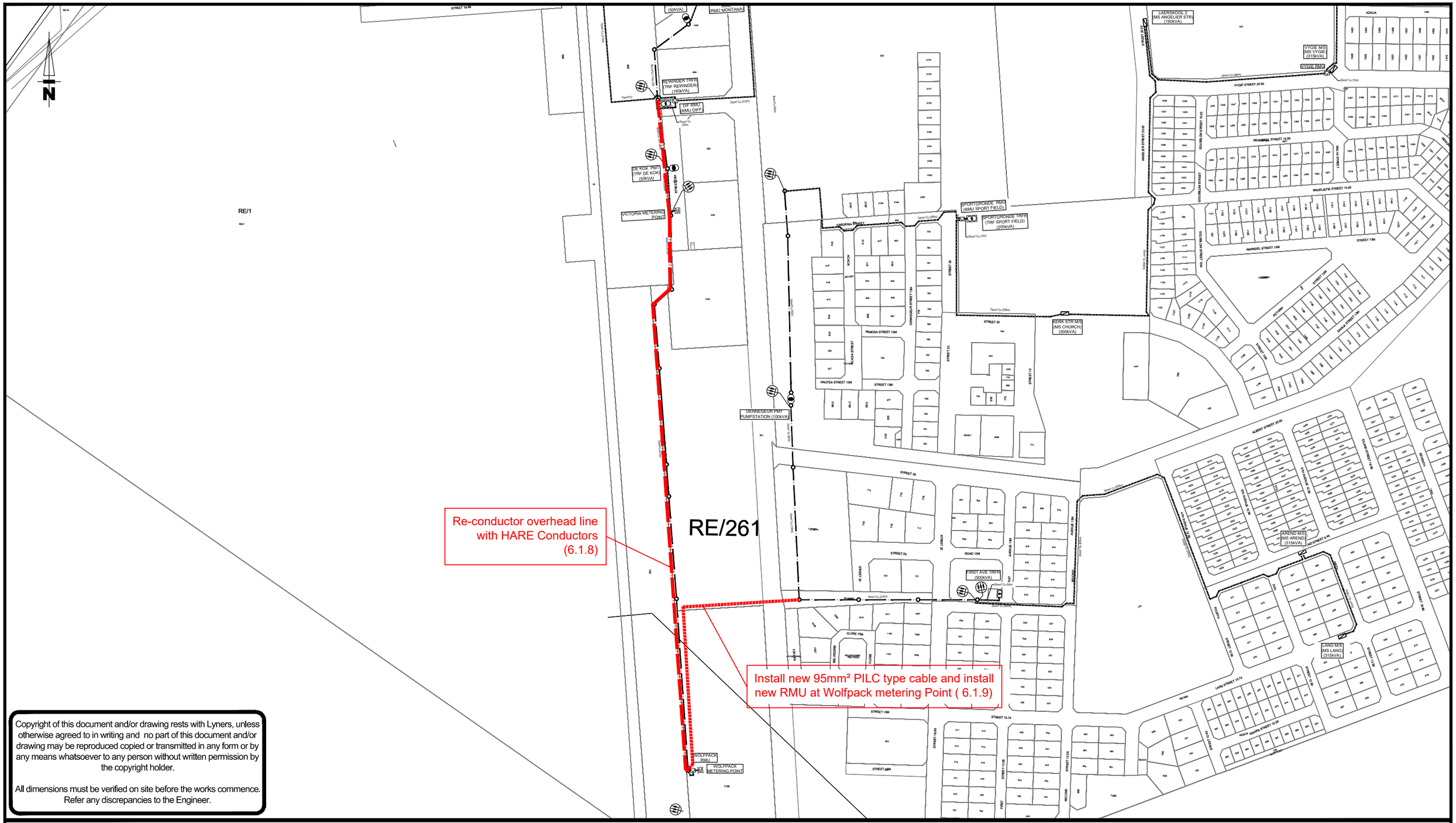

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PROJECT
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11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3 N.T.S	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.7 & 6.1.8	REV
COORDINATE SYSTEM:	

Auditing: Lynette Volschenk 2018-05-28 Checked: _____ Date: _____

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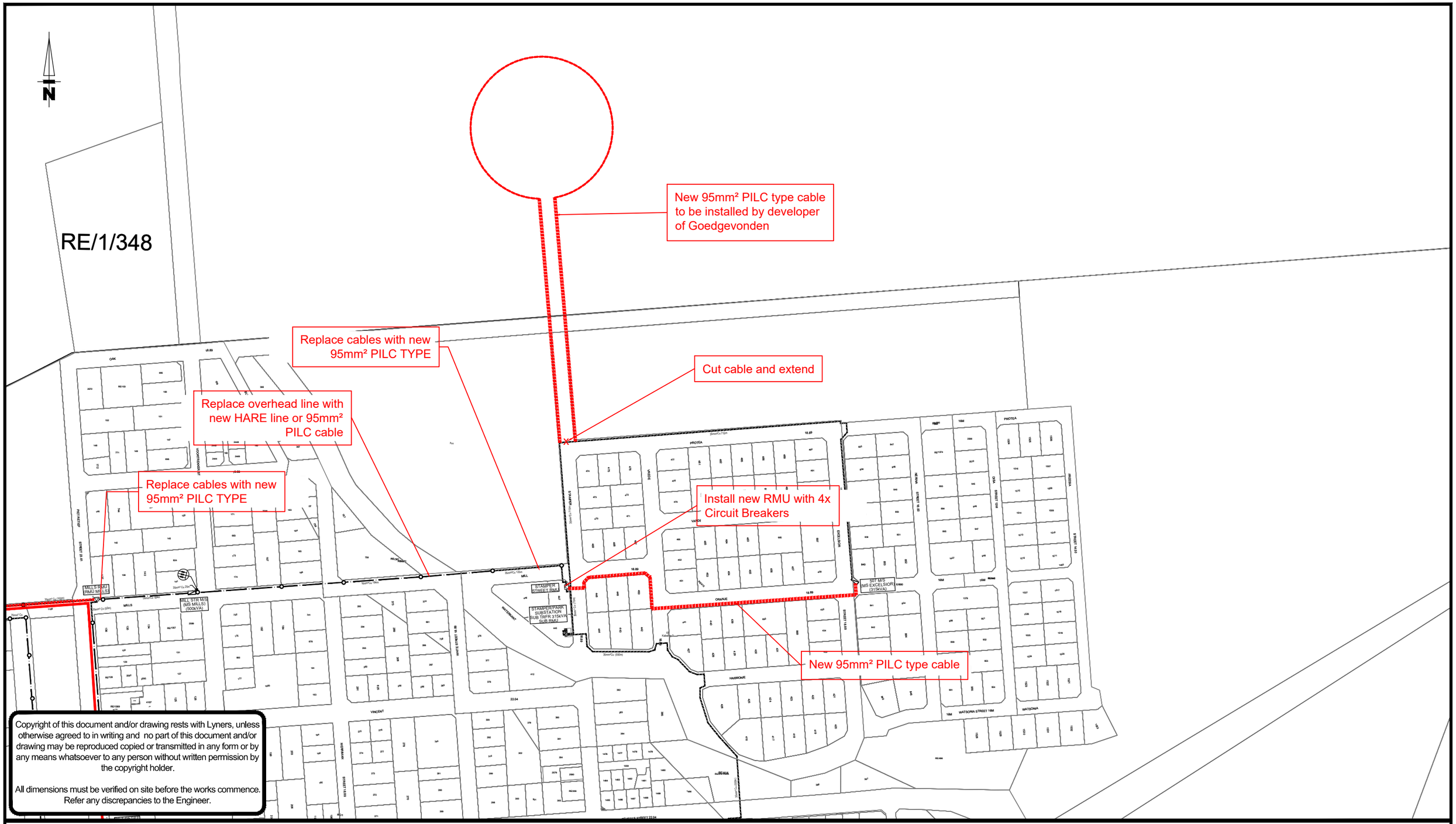

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REV	DESCRIPTION	DATE	REV BY	CHKD

REVISIONS

DESIGNED	TP	
DRAWN	LV	
CHECKED		

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PROJECT
WOLSELEY MASTER PLANNING
11kV NETWORKS

TITLE
PROPOSED ELECTRICAL WORK

SCALE on A3 N.T.S	SHEET 1 OF 1
CONTRACT No.	PROJECT No. E17032
DRAWING No. 6.1.11	REV
COORDINATE SYSTEM:	

Date: 2018-05-28 Checked: Auditing: Lynette Volschenk

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ANNEXURE D : LOAD FLOW STUDY ON EXISTING NETWORK (LOOSE DRAWING)

ANNEXURE E : LOAD FLOW STUDY ON NETWORK WITH LOAD GROWTH (LOOSE DRAWINGS)

ANNEXURE F : LIST OF ALL EQUIPMENT DUE FOR REPLACEMENT

WOLSELEY EQUIPMENT DUE FOR REPLACEMENT

Total of Ring Main Units (RMU's) in Network (19)

To be replaced immediately (7)

1. RMU Goedehoop
2. RMU Piet Retief
3. RMU Solomon
4. RMU Stamper (RMU Bank containing **3 units**)
5. RMU Vygie

To be replaced in next 5 years (1)

1. RMU Stamper Park Sub

Total of Pole Mounted Transformers (PMT's) in Network (19)

To be replaced immediately (1)

1. TRF WPS

Total of Ground Standing Transformers (GTRF's) in Network (9)

To be replaced immediately (6)

1. Eerstelaan TRF
2. TRF NPK
3. TRF Rewinder
4. TRF Sad
5. TRF Sportgronde
6. TRF Wolfpack 1

To be replaced in next 5 years (2)

1. TRF Piet Retief
2. TRF Stamper Str

Total of Miniature Substations (MS's) in Network(13)

To be replaced immediately (5)

1. MS Arend
2. MS Excelsior
3. MS Laerskool 2
4. MS Lang
5. MS Vygie

To be replaced in next 5 years (3)

1. MS Brounger
2. MS Kerk Str
3. MS Pauling

ANNEXURE G : AS-BUILT DRAWINGS AND PROPOSED SINGLE LINES FOR FUTURE NETWORKS (LOOSE DRAWINGS)

WITZENBERG

MUNISIPALITEIT **UMASIPALA** **MUNICIPALITY**

- MEMORANDUM -

AAN / TO Municipal Manager

VAN / FROM: Manager Housing

DATUM / DATE: 6 August 2018

VERWYS/REF.: 5/06/1

HOUSING: WITZENBERG MUNICIPAL HOUSING PIPELINE FOR 2018/19

COMMITTEE FOR CONSIDERATION:

Committee for Housing Matters.

DELIBERATON:

Attached a letter from the Department of Human Settlements requesting for the Witzenberg Municipal 2018/19 Housing Pipeline for Departmental Evaluation and Future Project Funding Consideration.

The attached proposed pipeline for consideration.

RECOMMENDATION:

For consideration.

CJ MACKENZIE
MANAGER HOUSING:

MUNICIPALITY
WITZENBERG
- 6 AUG 2018
MUNISIPALITEIT

Approved/Not-approved
DIRECTOR: COMMUNITY SERVICES

✉ 44 Ceres 6835 ☎ (023) 316 1854 ✆ (023) 316 1877 admin@witzenberg.gov.za

3 YEAR DELIVERY PLAN

Municipal Planning - 06 March 2019
2019/20 - 2021/22 HSDG

	PROGRAMME	2019/2020			2020/2021			2021/2022		
Average Site Cost (R'000)	60	SITES SERVICED	HOUSES BUILT	FUNDING R '000	SITES SERVICED	HOUSES BUILT	FUNDING R '000	SITES SERVICED	HOUSES BUILT	FUNDING R '000
Average Unit cost (R'000)	130									
Witzenberg		120	200	33 200	536	320	77 260	188	200	40 010
Ceres Vredebes (3022 services and 2163 units) IRDP	IRDP									
Ceres Vredebes (3022 Ph1 600 top structures) IRDP	IRDP		200	26 000		200	26 000		200	26 000
Ceres Vredebes (3022 Ph H 536 Enhanced Serviced Sites services) IRDP	IRDP				536		32 160			
ISSP Ceres Nduli Infills ESS (188 sites) UISP	UISP						3 000	188		11 280
Tulbagh (225) IRDP	IRDP / Land									730
Tulbagh Land Acquisition Farm 224 either Portion 3 or 7	Land									
Wolseley Pine Valley (500) IRDP	IRDP						500			2 000
Wolseley Pine Valley 2A IRDP	IRDP	120		7 200		120	15 600			
Kleinbegin	IRDP									
Prince Alfred's Hamlet "Die Bossie"	Land									
Wolseley Montana (700)	IRDP									

5161

Western Cape Government
Human Settlements

REFERENCE: H/13/Planning/2018
ENQUIRIES: L Welgemoed

Mr David Nasson (Municipal Manager)
Witzenberg Municipality
PO Box 44
Ceres
6835

MUNICIPALITY
WITZENBERG
3 - APR 2018
MUNISIPALITEIT

For attention: Mr Nasson

FORMAL REQUEST FOR THE WITZENBERG MUNICIPAL 2018/19 HOUSING PIPELINE FOR DEPARTMENTAL EVALUATION AND FUTURE PROJECT FUNDING CONSIDERATION

Good day Mr Nasson as part of the Western Cape Provincial Department of Human Settlement's (DHS) Standard Operating Procedures (SOP) it is required that Local Municipalities submit council approved Housing Pipelines at the beginning of every provincial financial year. These Housing Pipelines must provide the Department with a list of current and future housing projects that the relevant Local Municipality intends to pursue in the next five to ten years.

The Directorate: Planning (DHS) have been working closely with the relevant municipal housing officials at Witzenberg Municipality to compile such a Housing Pipeline. **This letter serves as the official DHS request for the submission of the council approved Witzenberg Municipal Housing Pipeline for the 2018/19 Financial Year.** It is requested that this Housing Pipeline reach the DHS **no later than 31 May 2018.**

Please feel free to contact Mr Louis Welgemoed (021 483 4962) at the Sub-Directorate: Municipal Planning (contact details page 1 footer) if there are any further queries related to this matter.

Yours faithfully

L Welg

REGIONAL PLANNER: CAPE WINELANDS & CENTRAL KAROO: MR L WELGEMOED
DATE: 28/02/2018

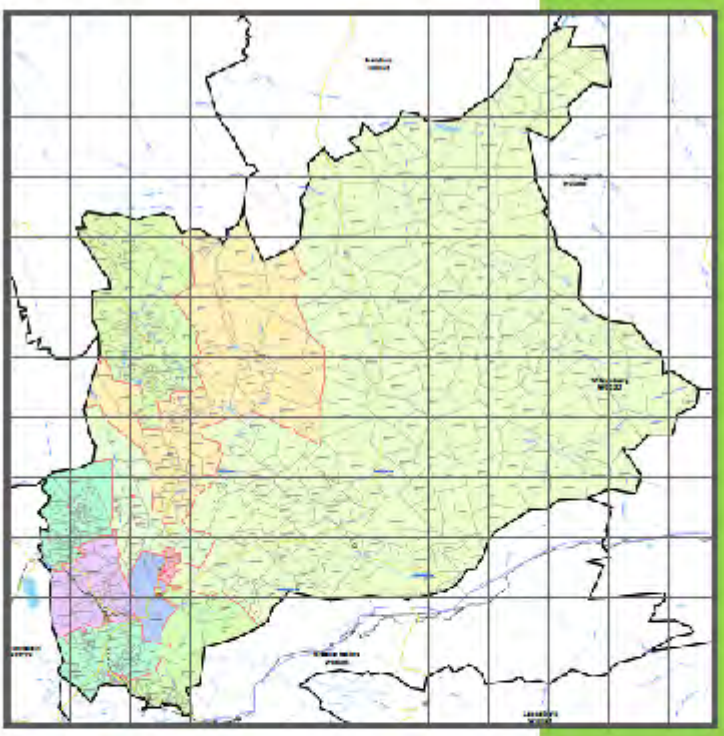
CC **Ms Jo-Ann Kriege (Director: Community Services)**
Ms Charlotte Mackenzie (Manager: Housing)

27 Wale Street, Cape Town, 8001
tel: +27 21 483 4962 fax: +27 21 483 5510
Municipal HSP Planning & Support

Private Bag X9083, Cape Town, 8000
Louis.Welgemoed@westerncape.gov.za
www.westerncape.gov.za

CAPE WINELANDS DISTRICT MUNICIPALITY
WITZENBERG MUNICIPALITY

WARD BASED RISK ASSESSMENT



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1. INTRODUCTION

1.1 Background

All communities living in the Cape Winelands have risks affecting them. These risks vary from community to community depending on the hazards (natural or human induced) and vulnerable conditions in their communities. A community in an informal settlement will have far different risks than those in low income housing or affluent areas. Therefore, it is imperative to assess the risks of communities in order to address them and implement risk reduction initiatives.

A Disaster Risk Assessment is a tool used to determine the risks affecting a community. A risk assessment is a methodology to determine the nature and extent of risk by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm exposed people, property, services, livelihoods and the environment on which they depend.

This project was commissioned by the Cape Winelands District Municipality for the purpose of compiling a ward based risk assessment for the Witzenberg Municipal Area. This risk assessment will be used to inform the Witzenberg Municipality's Disaster Management and Integrated Development Plan.

2. LEGAL REQUIREMENTS

2.1 Disaster Management Act and Framework

Section 47(1) of the Disaster Management Act, 57 of 2002, states that "a municipal disaster management centre, the extent that it has the capacity, must give guidance to organs of state, the private sector, non-governmental organisations, communities and individuals to assess and prevent or reduce the risk of disasters".

Key Performance Area 2 of the National Disaster Management Framework of 2005 explains that disaster risk assessments are essential for:

- Effective disaster risk management and risk reduction planning
- Sustainable development planning
- Shaping and focused disaster risk reduction programmes for specific threats
- Identifying high risk periods and conditions
- Activating preparedness and response plans

The CWDM Disaster Risk Management Framework requires that the Disaster Management Centre conducts risk assessments. These risk assessments must inform disaster risk management planning in the district, including planning undertaken by local municipalities, the development and application of disaster risk reduction policies, priority setting for risk reduction programming undertaken by national and provincial organs of state, municipal departments and other role players

2.2 Integrated Development Plan

This project has been informed by the strategic and predetermined development objectives of the Community Development and Planning Services Department of the Cape Winelands District Municipality. The Strategic Objective is “to ensure the health and safety of communities in the Cape Winelands through the proactive prevention, mitigation, identification and management of environmental health, fire and disaster risks”.

In turn, the predetermined development objective for the Cape Winelands’ Disaster Management Section is to “ensure the co-ordination of multi-disciplinary and sectoral disaster risk reduction through integrated institutional capacity for disaster risk management and disaster risk assessment, response and recovery.

The risks identified during the risk assessments need to be incorporated into the IDP and these risks should inform projects undertaken by the municipality.

3. PREVIOUS RISK ASSESSMENTS

The Disaster Management Section has had two Risk Assessments conducted in the District, namely a technological risk assessment conducted in 2005 and a community based risk assessment which was conducted by Cape Peninsula University of Technology (CPUT) in 2008.

4. METHODOLOGY

4.1 Background

The Cape Winelands District Municipality’s Disaster Management Centre developed the Ward Based Risk Assessment approach to conducting risk assessments. This approach to risk assessments was informed by a limitation of the previous risk assessment conducted in the Cape Winelands, namely the Community Based Risk Assessment conducted by Cape Peninsula University of Technology in 2008.

One of the limitations identified in the Community Based Risk Assessment was that the risk assessments only took place in two high risk areas in the each of the 5 local municipalities. The risks that were identified during interaction with communities in the high risk areas were regarded as the risks for the entire municipal area. This ward based risk assessment will take a different approach as it will not consider all wards within the municipal area to have the same risks. This risk assessment aims to complete risk assessments in all the municipal wards across the district. The aim of conducting the risk assessment in this way is to enable ward councillors to take ownership of the identified risks and ensure that these risks are addressed during their term of office.

As the environment is dynamic and constantly changing, so are the risks that affect our communities. In the period since the risk assessments took place, some of these risks would have been addressed by projects implemented by municipalities, however, new risks might have also emerged. Therefore it is necessary to regularly review the Districts Risk Assessments.

The CWDM Disaster Risk Management Framework requires that the Disaster Management Centre conducts risk assessments. These risk assessments must inform disaster risk management planning in the district, including planning undertaken by local municipalities, the development and application of disaster risk reduction policies, priority setting for risk reduction programming undertaken by national and provincial organs of state, municipal departments and other role players.

4.2 Data Collection and Consultations

During a risk assessment it is imperative that relevant role players and the community are consulted in order to gather information concerning the risks that they are facing. This was done in the following way:

1) Meetings were held with Technical Managers or Directors of relevant departments operating within the Witzenberg area
2) Focus group consultations took place with Ward Committee members of each ward
3) Fieldworkers were deployed to each of the wards in order to interview community members
4) Industries were approached to complete questionnaires utilising the Witzenberg Fire Services contact database
5) Western Cape's Department of Education assisted circulating questionnaires to schools

4.3 Challenges

A number of challenges were encountered during the collection of data. These include:

- A lack of understanding by fieldworkers of what are a risk and a hazard. Although a two day training course was given to fieldworkers, fieldworkers were unable to assist community members with differentiating between subjective risks that affect only their household and risks that affect the community as a whole
- Certain Departments were not willing to assist in the risk assessment due to the perception that Disaster Management and risk assessments does not concern them and their core business
- Information provided by Departments were not ward specific and rather generalised risks for the municipality
- A number of risks provided by Departments were corporate risks that should be included in the corporate risk register instead of a Disaster Risk Assessment
- Inability to obtain certain information, for example crime statistics, due the information being classified

5 WARD BASED RISK ASSESSMENT FINDINGS:

5.1 Hazard Identification

For the purpose of this risk assessment, the identified hazards have been grouped according to the following hazard classification[1]:

Human induced hazards (anthropogenic hazards):
These hazards are created through human activity. This is used to describe threats to communities that have an element of human intent, negligence, or error; or involving a failure of a human-made system.

Technological hazards:
Danger originating from technological or industrial accidents, dangerous procedures, infrastructure failures or certain human activities, which may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. Some examples: industrial pollution, nuclear activities and radioactivity, toxic wastes, dam failures; transport, industrial or technological accidents (explosions, fires, spills).

Natural hazards:
These are natural processes or phenomena occurring in the biosphere that may constitute a damaging event. Natural hazards are typically classified into:

- Biological hazards:

Processes of organic origin or those conveyed by biological vectors, including exposure to pathogenic micro-organisms, toxins and bioactive substances, which may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. Examples of biological hazards: outbreaks of epidemic diseases, plant or animal contagion, insect plagues and extensive infestations.

- Geological Hazards:

Natural earth processes or phenomena that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. Geological hazard includes internal earth processes of tectonic origin, such as earthquakes, geological fault activity, liquefaction, volcanic activity and emissions as well as external processes such as mass movements: landslides, rockslides, rock falls or avalanches, surfaces collapses, expansive soils and debris or mud flows. Geological hazards can be single, sequential or combined in their origin and effects.

- Hydro-Metrological Hazards:

Natural processes or phenomena of atmospheric, hydrological or oceanographic of nature

[1] Information pertaining to hazard classification and hazard descriptions was sourced from Cape Winelands Risk Assessments conducted by Africon (2005) and Knight and Piesold (2015

5.2 Ranking of Risks

The risks for a ward were ranked according to the consensus between the three groups of responders namely, Ward Committee, Community and Officials.

- A score of three was allocated if all three of the groups identified the risk,
- A score of two was allocated if two of the three identified the risk
- A score of one was allocated if one of the three identified the risk.
- A score of zero was given if a risk was not identified in that particular ward
- Ranking of the scores of three, two and ones according to the frequency in which they are recorded across the 12 wards.

5.3 Identified Priority Risks

Thirty seven risks were identified by officials, ward committee members and the communities during consultations (See Appendix A: Identified Risks for Witzenberg Municipality). A risk was deemed a priority if it had be given a score of three.

The Identified Priority Risks were as follows:

- Structural Fires
- Drug abuse
- Dumping
- Riverine flooding
- Fires cause by use of paraffin, candles, illegal electricity cables
- Traffic accidents
- Veld fires
- Gangsterism
- Sewerage

5.3.1 Structural Fires

Structural fires, which include both fires in both formal structures and informal structures, were identified as the highest risk facing communities across the Witzenberg Municipality. An informal structure fire is regarded as a fire that takes place in dwelling that has not been formally approved or constructed in compliance with the municipal building codes. This also includes wendy houses and similar structures in backyards for formal housing (Knight Piesold, 2013).

During fieldwork and consultations, it was conveyed that the conditions of vulnerability that are increasing the risk and severity of structural fires are the following:

- Proximity of houses to one another: in areas where houses are very closely built to one another, the likelihood of fires spreading from one house to another increases.
- Presence of backyard dwellers and informally built extensions: this is evident in numerous areas across the Witzenberg Municipality, particularly in RDP housing areas. The risk of fire for formal housing increases as fires can easily spread from the informal dwelling to the formal house.

- The risk of fire also increased by the lack of electricity connection to the informal dwelling. In many cases, the backyard dwelling will utilise an electricity connection from the main dwelling on the property as well as other energy sources such as paraffin, candles and open fires.
- Lack of access routes for emergency vehicles: emergency services are unable to respond quickly and effectively into dense informal settlements. Haphazard construction of these settlements results in a lack of access routes thereby preventing emergency services from accessing fires.
- Emergency vehicles are unable to respond quickly due to distance between Fire Stations and outlying towns. The distance between towns across the Witzenberg Municipal area is vast. Financial and capacity constraints prevent the establishment of fire stations in all towns resulting in great distances for emergency services vehicles to drive to respond to fires. This results in the likelihood of a fire becoming more severe as it takes time for responders to arrive on the scene.

5.3.2 Drug Abuse

Drug abuse amongst in particular the youth was highlighted has a significant problem across the municipality. The majority of responders from the community indicated that is problems stems from unemployment and poverty. It was also identified within the community survey that projects are required to keep the youth occupied over weekends and school holidays in order to deter drug experimentation due to boredom. It was reported by community members that the consequences of drug use include:

- Crimes such as muggings, burglaries
- Violence and aggression by the drug users resulting in families living in fear
- Teenagers dropping out of school
- Teenage pregnancies

The Witzenberg Municipality Integrated Development Plan 2015-2016 states that the number of drug related crimes have increased drastically since 2003/2004 and that crime caused primarily due to drug and alcohol abuse. The reported number of drug-related crimes is as follows:

Period	2003/2004	2009/2010	2011	2013/2014
Number of reported crimes	735	1378	1986	2752

Table 1: Number of reported drug related crimes (Source: Witzenberg IDP)

The Witzenberg Municipality Integrated Development Plan 2015-2016 also states that there is a 38% dropout rate for learners in their area.

5.3.3 Dumping

The illegal dumping of household rubbish and garden refuse was identified as a major problem in the majority of residential areas across the Witzenberg Municipality. Dumping identified includes:

- Overfilling of provided refuse skips/containers in residential areas. This results in refuse being left at the base of the skip
- Dumping of household waste in open areas and along roads
- Dumping of rubble and household waste in storm water drainage systems



Figure 1: Dumping of household waste and refuse in Montana (left) and Pine Valley (right)

Some of the consequences of dumping provided by the communities included:

- Health problems and illness due to contaminated environment and standing water. It was conveyed that children are the most at risk as they play among the waste
- Localised flooding due to blockages in storm water drainage systems
- Infestations of rodents and other animals living amongst the rubbish. The dumped waste becomes a breeding ground for rats
- Bad odours in the area



Figure 2: Localised flooding due to blocked storm water drains

Census 2011 indicates that status of solid waste removal in the Witzenberg Municipality is as follows:

Access to Waste Disposal		
Category	Number of household	Percentage (%)
Removed by local authority at least once a week	19159	69.9
Removed by municipality less than once a week	2346	8.6
Communal dump	1888	6.9
Own refuse dump	3097	11.3
No rubbish disposal	306	1.1
Other	622	2.3
Total	27419	100

Table 2: Access to waste disposal (Source: Stats SA 2011)

5.3.4 Riverine Flooding

Riverine flooding occurs when water levels rise over the top of river banks due to excessive rain. Riverine flooding was identified as a major hazard in a number of the wards. The majority of wards have numerous perennial and non-perennial rivers. The Witzenberg Municipality is unique within the Western Cape as its municipal area includes part of four Water Management Areas, namely the Breede, Berg, Gouritz and Olifants Doorn Rivers.

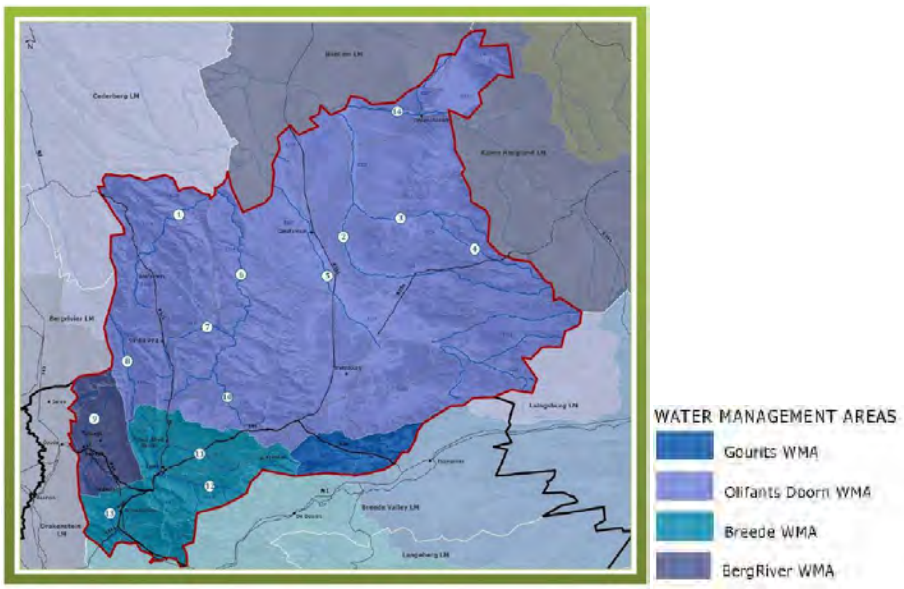

Figure 3: Water Management Areas (Source: Witzenberg Spatial Development Plan 2012)

In particular, the Dwars River in Wards 3 and 5 was highlighted as a concern due to development having taken place in the 1:100 year flood line. Within this flood line, includes residential buildings, two hospitals, Die Eiland as well as municipal infrastructure such as bridges, roads and water and sewerage pipelines. Flooding within the Dwars River was thought to be exacerbated by over grown reeds, trees and other vegetation within the water course.

The Western Cape Emergency Medical Services indicated that flooded causeways make it impossible for emergency vehicles to respond to patients during winter.

5.3.5 Fires caused by paraffin, candles, illegal electricity cables

The risk of fires in informal settlements and backyard dwellings is increased due to the reliance of households on hazardous sources of energy such as paraffin, candles, open fires and illegal electricity connections. The lack of electricity means that people living in these structures need to find alternative sources of energy to preform household activities. For example, people are reliant to primus stoves for cooking and candles for meeting their lighting needs.

Illegal electricity connections were highlighted as a major concern and contributor to fires in informal and backyard dwellings. According to Disaster Mitigation for Sustainable Livelihoods (2008) Programme, both legal and illegal electrical connections are used in informal settlements and each pose risks. The two types of electrical connections are described as follows:

- Extension of legal electrical connections for income generation or to provide electricity to backyard dwellers:
  Residents with access to legal electricity either 'rent' or supply other areas and households who are not connected to formal services. This is often off one plug or power outlet.
- Illegal forms of electricity are sourced from infrastructure such as traffic lights, street lights or electricity boxes:
  Electricity is accessed by connecting wires that may be strung above the ground, laid on the ground or even placed below the ground. These cables melt when they are overloaded.



Figure 4: Examples of illegal electricity connection in Chris Hani, Tulbagh (left) and Pine Valley (right)

In households in which an illegal electricity connection is utilised, over overloading of multi-plugs is a common occurrence. These overloaded electricity can over heat and result in a fire.

5.3.6 Traffic Accidents

Traffic accidents on residential and main routes were a major concern for communities and officials. Within residential areas, many of the respondents were concerned about the safety of children due to speeding cars.

The Western Cape Mortality Profile for 2011 (published 2014), states that 4.9% of all premature deaths in Witzenberg are resulting from road injuries. This is the sixth highest leading cause of premature deaths following HIV/Aids (14.5%), Tuberculosis (13.2%), Chronic Obstructive Pulmonary Disease/COPD (7.2%), Interpersonal Violence (6.8%) and Cerebrovascular Disease (6.4%). This is a slight increase from 2010 (4.7%) when it was the seventh highest leading cause in premature deaths in Witzenberg. During 2011, road injuries accounted for more deaths in men (4.9%) than in woman (2.5 %) within the Cape Winelands.

5.3.7 Veld fires

A veld fire refers to any vegetation or bush fire that occurs beyond the boundaries of the urban built areas. The veld fire session occurs between December and April, when temperatures are at their highest. The Witzenberg Spatial Development Framework (2012) states that the Witzenberg Municipality falls into one of the distinctive fire climate zones. These zones are characterised by a high mean potential for fire in summer. Weather conditions characteristic of veld fires are persistent windy conditions coupled with high temperatures (> 30°C) and low mean relative humidity.

Witzenberg Spatial Development Framework (2012) goes on to report that the areas at risk of veld fires largely coincide with the mountainous regions of the Koue and Warm Bokkeveld, Agter-Witzenberg and Land van Waveren.

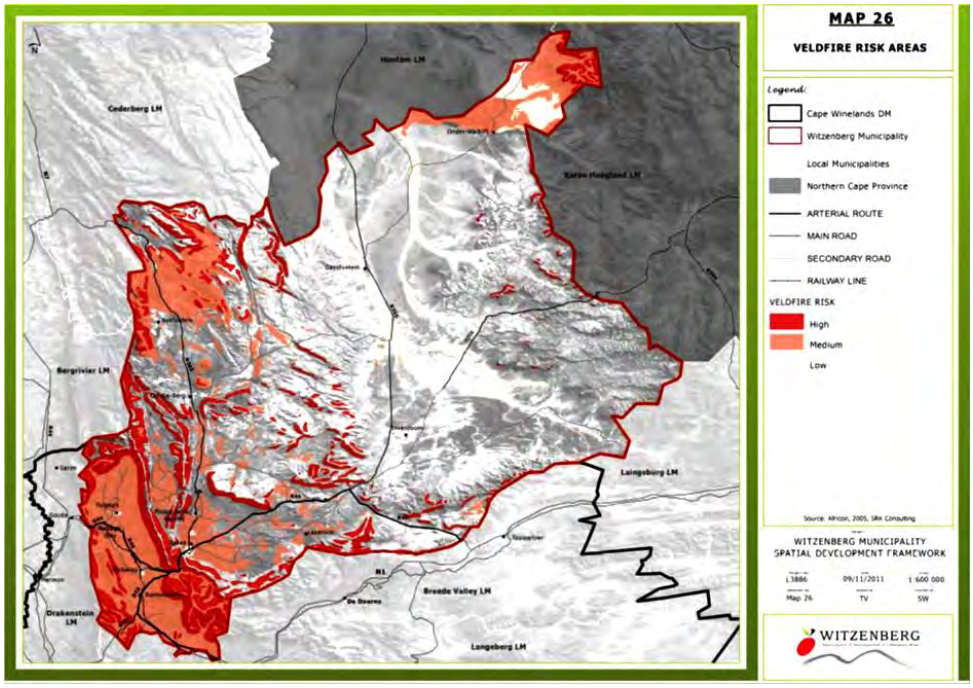

Figure 5: Veld fire Risk in Witzenberg Municipality (Source: Witzenberg Spatial Development Plan)

The number of veld and bush fires occurring responded to by the Cape Winelands Fire Services over the last five years is as follows:

Year	Number of fires occurring within the Witzenberg Municipality
2010	273
2011	182
2012	367
2013	285
2014	174

Table 3: Number of veld fires occurring within the Witzenberg Municipality over the last 5 years

The risk of veld fires will increase due to climate change. Climate change will influence the occurrence of veld fires in two ways – increases in air temperature and faster plant growth caused by increased carbon dioxide (CO2). The net result of predicted global change is that the veld fire frequency will increase, the fire season will be longer and the intensity of veld fires may be higher due to the hot, dry conditions. Hot dry summers are likely to become much more frequent in future (D. Wilds 2011)

5.3.8 Gangsterism

The presence of gangs in wards 1, 3, 5, 6 and 12 were identified by communities and ward councillors as a major concern. It was conveyed by officials that gangs and gang activity was directly the result of poverty and social circumstances. Communities reported that the presence of gangs lead to an increase in drug use and crime within their areas.

5.3.9 Sewerage

Blocked sewerage systems due to misuse were identified in a number of wards. Flushing of incorrect materials, such as nappies and newspaper, down toilets and drains was reported to be the main contributor to the blockages.

The blocked sewerage systems and the resulting sewerage spills into the streets and houses were the cause of illnesses particularly in children who play in the dirty water and contaminated areas.

6. RECOMMENDATIONS

- Risk assessments are the first step in effective risk reduction planning. It is therefore important that the data contained in the Ward Based Risk Assessment be utilised as the basis of Disaster Management planning
- As risks can change over time, it is imperative that these ward based risk assessments be reviewed yearly
- The Disaster Management Plan and Risk Assessment must be integrated into the IDP. The priority risks should be considered during the analysis phase of the Integrated Development Planning process

- Each Ward Councillor becomes the custodian of their Ward Based Risk Assessment. As the person representing that community, they are responsible to ensuring that risks raised in the Ward Based Risk Assessment are addressed during their time of office

7. REFERENCES

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APPENDIX A: IDENTIFIED RISKS FOR WITZENBERG MUNICIPALITY

Category of identified risk	Name and Description	Ref.	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Ward 11	Ward 12	Priority Rank
Technological hazards	Structural Fires	2.1	3	0	0	3	0	2	2	0	3	3	3	3	1
Human induced hazards	Drug abuse	1.1	3	3	1	1	1	1	1	0	0	1	2	3	2
Human induced hazards	Dumping	1.7	3	3	2	2	2	2	2	0	0	2	2	3	2
Hydro-meteorological	Riverine flooding	6.1	1	0	3	3	3	2	0	0	0	0	1	0	3
Technological hazards	Fires resulting from the use of candles, paraffin, illegal electricity cables	2.3	3	0	0	0	0	0	2	0	0	1	2	3	4
Technological	Traffic accidents	2.5	2	2	2	2	3	2	2	0	3	2	2	2	5
Biological hazards	Veld fires	3.1	2	3	2	2	2	2	2	1	3	2	2	2	5
Human induced	Gangsterism	1.2	3	0	1	0	1	0	0	0	0	0	0	2	6
Human induced	Sewerage	1.8	2	2	2	3	2	2	1	0	0	2	1	2	6
Biological hazards	Human disease	3.2	2	2	2	1	2	1	1	1	0	2	2	2	7
Environmental Degradation	Ground pollution	5.2	2	2	0	0	2	2	2	0	0	0	2	2	7
Technological	Multi-hazard installations	2.7	0	0	2	2	2	2	1	2	0	1	0	0	8
Human induced	Lack of basic amenities	1.11	2	0	0	0	0	2	2	0	0	1	2	2	8
Technological	Transportation of hazardous materials	2.4	1	1	2	2	2	2	1	1	1	2	1	1	9
Human induced	Public unrest	1.3	1	1	0	2	0	0	1	2	0	2	1	1	10
Human induced	Crime	1.5	1	2	1	1	1	1	2	0	1	1	1	2	10
Technological	Load shedding	2.8	1	1	2	1	2	2	1	0	0	1	1	1	10

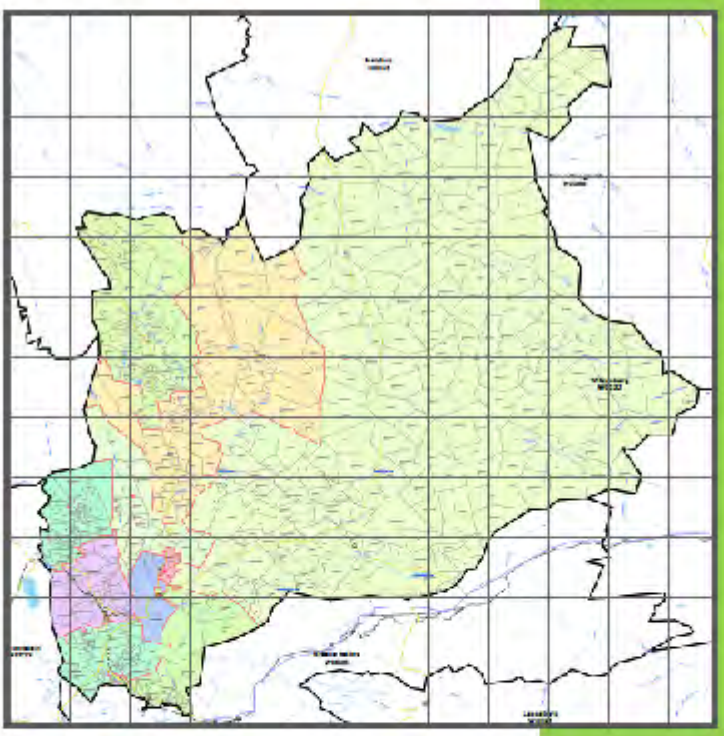
Category of identified risk	Name and Description	Ref.	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Ward 11	Ward 12	Priority Rank
Human induced	Xenophobia	1.4	1	1	2	1	2	1	1	0	0	0	1	1	11
Human induced	Illegal electricity cables	1.6	2	0	0	0	0	0	0	0	0	0	0	2	11
Human induced	Drowning	1.10	2	0	0	0	0	2	0	0	1	0	0	0	11
Technological	Train accidents	2.9	0	2	0	1	2	0	1	0	0	0	1	0	11
Environmental Degradation	Air pollution	5.1	1	1	1	2	1	1	1	1	1	2	0	1	11
Environmental Degradation	Water pollution	5.3	0	0	1	0	2	1	0	0	1	0	2	0	11
Human induced	Biological waste	1.15	0	0	0	0	0	0	0	0	0	0	0	2	12
Technological	Dam failure	2.6	0	0	1	0	2	0	0	0	0	0	0	0	12
Geological	Earthquakes	4.1	1	1	1	1	1	1	1	1	1	1	1	1	13
Human induced	Alcohol abuse	1.12	0	1	1	0	0	0	0	0	0	1	1	1	14
Human induced	Illegal slaughter of animals	1.9	1	0	0	0	0	0	0	0	0	0	1	1	15
Human induced	Arson	1.14	0	1	0	0	0	1	0	0	0	0	0	0	16
Technological	Informal settlement fires due to burning of household waste	2.2	1	0	0	0	0	0	1	0	0	0	0	0	17
Human induced	Child molestation	1.13	0	0	0	0	1	0	0	0	0	0	0	0	18
Technological	Aircraft accidents	2.10	0	0	0	0	1	0	0	0	0	0	0	0	18
Biological	Animals	3.3	0	0	0	0	1	0	0	0	0	0	0	0	18
Environmental Degradation	Erosion	5.4	0	0	0	0	0	0	0	1	0	0	0	0	18
Hydro-meteorological	Snowfalls	6.2	0	0	0	0	0	0	0	1	0	0	0	0	18
Hydro-meteorological	Drought	6.3	0	0	0	0	0	0	0	1	0	0	0	0	18

Category of identified risk	Name and Description	Ref.	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Ward 11	Ward 12	Priority Rank
Hydro-meteorological	Wind storms	6.4	0	0	0	0	0	0	0	0	1	0	0	0	18
Human Induced	Localised flooding due to blocked storm water drains	1.16	0	0	0	0	0	1	0	0	0	0	0	0	18

APPENDIX B: WARD BASED RISK ASSESSMENT FOR EACH WARD

CAPE WINELANDS DISTRICT MUNICIPALITY
WITZENBERG MUNICIPALITY

WARD BASED RISK ASSESSMENT



Risk Assessment Background:

Description of Area

<table>
<tr><td>Ward Number</td><td>1</td></tr>
<tr><td>Size of Ward</td><td>0.3471 km²</td></tr>
<tr><td rowspan="3">Population of Ward:</td><td>Number of people: 7076</td></tr>
<tr><td>Race:

<table>
<tr><th>Race</th><th>Total</th></tr>
<tr><td>Black African</td><td>6,710</td></tr>
<tr><td>Coloured</td><td>258</td></tr>
<tr><td>Indian or Asian</td><td>9</td></tr>
<tr><td>White</td><td>-</td></tr>
<tr><td>Other</td><td>100</td></tr>
<tr><td>Total</td><td>7,076</td></tr>
</table>
</td></tr>
<tr><td>Age groups (years completed):

<table>
<tr><th>0-10</th><th>11-20</th><th>21-30</th><th>31-40</th><th>41-50</th><th>51-60</th><th>61-70</th><th>71-80</th><th>81-90</th><th>91-100</th><th>>100</th></tr>
<tr><td>1527</td><td>1207</td><td>1882</td><td>1328</td><td>672</td><td>295</td><td>114</td><td>34</td><td>8</td><td>3</td><td>3</td></tr>
</table>
</td></tr>
</table>

Map of Ward	 R46 Ndzishe Ave Gill Ave 3rd St 1st St Mnandi Ave Zenzile Ave Nkonjane Cr Eluxolweni Ave Xarasi Ave Chris Hani Dr 1 2nd St Thembalethu Ave Slovo Ave Zola Ave Thando Ave Phumla Ave 14th St Langabya Ave Phakamisa Ave Indwe Ave

1. Natural Environment	
Description of Ward:	This ward consists of a built up residential area and with a small scale farm. There are a number of large farm dams in the area adjacent to the ward.
2. Spatial Dimension	
Land Use Zones Residential (low income housing, informal settlements, formal housing), Commercial, CBD, Industrial, Agricultural	The Ward is made up of the following land use zones: 1) Residential- this includes both low income formal housing as well as informal settlements. The majority of the low income housing has either extended their houses or has back yard dwellers. 2) Small scale commercial 3) Agriculture – a small scale farm is found in the south west corner of the ward.
3. Economic Dimension	
3.1 Employment :	Employment: 2 356 people are employed (these totals may vary depending on the time of year. A large number of people in the community are employed seasonally on farms.
	Unemployment: 1 122 are unemployed (these totals may vary depending on the time of year.) A large number of people in the community are employed seasonally on farms. Unemployment would rise during the winter period.
	Reliance on grants and subsidies: Unknown
3.2 Types of Economic Activities:	Commercial: A number of small businesses operating out of residential buildings are found in this area. These include spaza shops, shebeens, hair dressers, day care centres, catering services, etc.
4. Health	
4.1 Medical and Health Services:	Clinics: There is one clinic, Naledi Pandor Clinic, servicing the Nduli Community. Nduli Clinic is located in the adjacent ward (12).
	Hospitals (Private and Public): The closest hospitals are located in Ceres.
	Ambulance: Emergency Medical Service's ambulances service this area. They are dispatched from Ceres for emergency calls.
	Environmental Health: The Environmental Health Officer for this area is located at the CWDM Office in Munnik Street, Ceres.
5. Education	
5.1 Schools:	1. Crèches: St Josephine Bakhita, Phakamisa Aveue Nduli
	2. Pre-primary Schools: The crèches look after children up until primary school level
	3. Primary Schools: Nduli Primary School, Chris Hani Drive
	4. High Schools: The closest high school is Iingcinga Zethu Secondary located in Bokoloshe Avenue, Nduli (Ward 12)

6. Tourism

6.1 Tourist Attractions:	Tourist attractions within the Ward include local arts and crafts for tour groups.

7. Safety and Security

7.1 Services:	1. South African Police Services: Located in Ceres
	2. Neighbourhood Watch: None
	3. Fire Services: A satellite fire station is located in Ward 12 with the main station situated in Ceres
7.2 Crime	1. Description of crime rate and causes of crime: The top crimes for the area serviced by (and provided by) Ceres SAPS are as follows: • Burglary (houses) • Assault • Malicious damage to property • Drugs

8. Electricity

8.1 Electricity Supply

The low income housing has electricity. Informal settlement utilises illegal electricity connections to get electricity.

	Sources of energy for lighting (% of households)	Sources of energy for cooking (% of households)	Sources of energy for Heating (% of households)
Electricity	90.31	87.34	59.05
Gas	0.17	1.66	1.10
Paraffin	5.14	10.28	27.66
Candles	3.87	N/A	N/A
Wood	N/A	0.34	0.98
Coal	N/A	0.04	0.00
Animal dung	N/A	0.08	0.00
Solar	0.38	0.13	0.08
None	0.17	0.21	11.09

(Source: Stats SA, 2011)

9. Transport

9.1 Map of transportation routes



9.2 Areas of high accidents	Information not available
9.3 Types of transportation	Residents within this area use either private cars or mini-bus taxis. The closest taxi rank falls in the adjacent ward, Ward 12. Mini bus taxis are registered with the Ceres Taxi Association
9.4 Hazardous materials or cargo:	1. Any hazardous materials transported through the areas: No hazardous substances are transported through the ward. But, numerous hazardous substances are transported along the R46 and the main roads in close proximity to the ward.
10. Housing	
10.1 Types of Housing:	1. Formal (incl. Low income and RDP): The houses in this area are RDP houses.
	2. Informal: Informal houses are located in the Polo Cross Informal Settlement.
	3. Back yard dwellers: A large number of houses have back yard dwellers
11. Water and Sanitation	
11.1 Provision of water (formal residential areas)	Yes, the formal houses have water supplied.
11.2 Provision of water in informal settlements and areas without piped water	1. Number of taps available (incl. the number of people using the taps): Unknown
	1. Are the taps in working order? Unknown
11.3 Sewerage and sanitation systems in formal areas	3.1 Formal sewerage: Yes
11.4 Sewerage and sanitation systems in informal settlements and areas without formal sanitation	1. Number, type, and frequency of cleaning of toilets: Unknown
	2. Are the toilets in working order? Unknown

11.5 Rubbish Removal	<table><tr><th>Methods of Waste Disposal for Ward 1</th><th>Number of households</th></tr><tr><td>Removed by the local municipality once a week</td><td>2321</td></tr><tr><td>Removed by the local municipality less than once a week</td><td>1</td></tr><tr><td>Communal refuse dump</td><td>3</td></tr><tr><td>Own refuse dump</td><td>0</td></tr><tr><td>No rubbish disposal</td><td>0</td></tr><tr><td>Other</td><td>29</td></tr></table> (Source: Stats SA, 2011)
12. Municipal Infrastructure:	
12.1 Storm water drainage	Yes
12.2 Community Halls	Polo Cross Community Hall
13. Religious Institutions	
13.1 Churches, Mosques, synagogues	Unknown
14. Correctional Service Centres	
14.1 List of Correctional Service Centres	The Warm Bokkeveld Prison is situated in the adjacent ward.

Historical Data:

Year	**Type of incident**	**Impact and number of people affected:**
1969	Earthquake	Severe infrastructural damages over most parts of the municipality 11 Fatalities in Ceres and Tulbagh
2007	Xenophobia	There was small scale incidents of xenophobia
2008	Xenophobia	22 foreign nationals moved out of Nduli on 23 May 2008 due to fears for their safety following xenophobic violence (this information is not ward specific but rather for the area of Nduli).
November-December 2012 and January 2013	Farmworker Unrest	Protests by farm labourers occurred in the area.
2013	Fire	95 families were displaced following a fire in the Polo Cross Informal Settlement

Description of identified Risks:

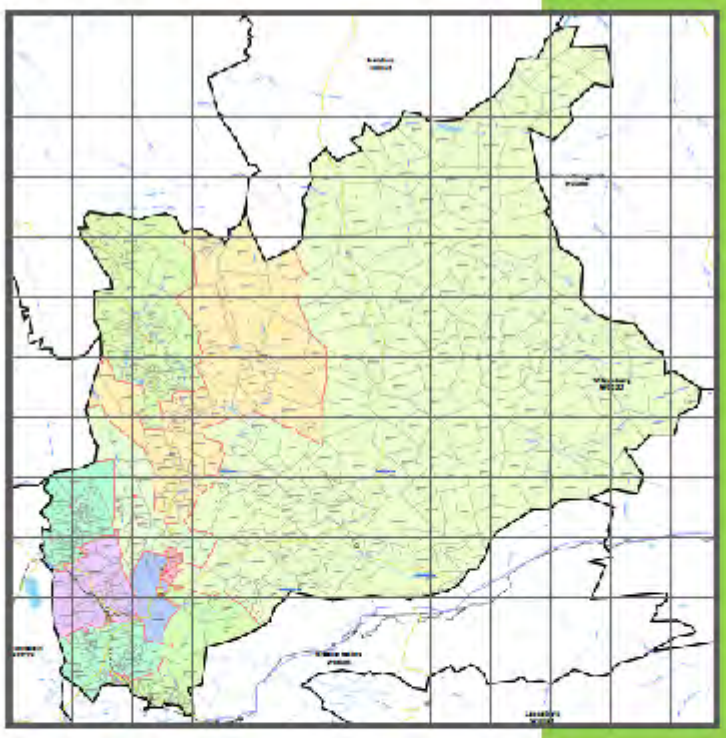
Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
HUMAN INDUCED HAZARDS	Drug abuse Drug abuse was highlighted as a problem amongst the youth. It is thought to the result of unemployment and poverty	Throughout the year	Eluxolveni Street	This results in social and criminal problems	X	X	X	1.1.1
	Gangsterism The formation of gangs and gang activity is a result of social circumstances and poverty.	This occurs frequently throughout the year	Hotspots for gangsterism were identified at: • Zola Street - more specifically near the 4-way stop	This was identified as leading to criminal activities such as theft, the use of drugs	X	X	X	1.1.2
	Public Unrest This includes service delivery protests, farm worker unrest. This is due to: • Poverty • The need for housing	Sporadically	Ward-wide	This has an impact on service delivery			X	1.1.3
	Xenophobia This is due to an influx of foreigners in to the area as well as the illegal occupation of houses and plots.	Sporadically	Ward-wide				X	1.1.4
	Crime Theft which is assumed that this due to drug addiction and unemployment	This occurs frequently throughout the year	• Nkonjani Street • Zola Street • Mnandi Street near the public toilets	Loss of property and money		X		1.1.5
	Illegal electricity cables were highlighted as risk in terms of health		Informal settlements and back yard dwellers	Fire fighters are injured when responding to fire calls. A consequence of illegal electrical connections is that people can get electrocuted.	X		X	1.1.6
	Dumping: There is an number of forms of dumping that is prevalent within this ward and it includes: • Dumping of rubble in storm water drainage system • Illegal dumping of refuse in open areas and along roads	This occurs frequently throughout the year	Nkonjani Street	This results in health issues especially in children who play in the rubbish. The blocking of storm water drains results in localised flooding during heavy rainfall	X	X	X	1.1.7
	Sewerage blockages due to incorrect materials and items such as newspaper being flushed down toilets or put into the sewers. Sewerage running into the streets due to blocked drains.	This occurs frequently throughout the year	• Nkonjani Street • Area surrounding the public toilets in Mnandi Street • Zola Street • Mnandi Street	This results in sewerage flowing into the streets and causes health issues. In particular, children are most at risk to diseases as they play in the dirty water.	X	X		1.1.8

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
HUMAN INDUCED HAZARDS	Illegal slaughter of animals within residential areas. This also includes slaughtering of animals for profit.			This can result in health problems			X	1.1.9
	Children from the ward go and swim in the nearby river and dams. This can lead to children drowning	During summer months		Loss of life		X	X	1.1.10
	Lack of /broken basic amenities this included: • Lack of running water in areas: residents are required to collect from taps near the road or at the public toilets. • Lack of access to electricity • Too few toilets available		• Mnandi Street	Health issues		X	X	1.1.11
TECHNOLOGICAL HAZARDS	Structural fires both formal and informal. The risk of fires is increased by: • The proximity of houses to each other. There is not a safe distance between houses. • Emergency vehicles are unable to respond to areas as there are no access routes. • The presence of backyard dwellers and informally built extension to RDP houses	There is a higher risk of fire during the winter months	Eluxolveni Street	People lose all their possessions. Fires were also seen as a large cause of air pollution.	X	X	X	1.2.1
	Informal settlement fires due to people burning of household rubbish	Continuosly	• Mnandi Street	People lose all their possessions		X		1.2.2
	Fires resulting from use of candles, paraffin, gas and illegal electricity cables.	This risk is more severe during winter as people are more reliant on electricity	• Eluxolveni Street • Elixoleni Street • Informal houses in Mnandi Street near the toilets	Loss of life and property	X	X	X	1.2.3
	Transportation of hazardous loads along all major and secondary roads	Daily risk of hazardous loads travelling through the area	Along major and secondary roads (R46)	Accidents and spillages of hazardous substances. Depending on the substance this could cause: • health problems • environmental issues (pollution) • Fire • Explosions			X	1.2.4
	Traffic accidents in main and major roads in and rounding the area.	Frequently	Along major and secondary roads and residential roads.	Children playing in the streets can be knocked over. Injuries and fatalities of motor vehicle occupants. Disruption to traffic due to road closures		X	X	1.2.5

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
TECHNOLOGICAL HAZARDS	Load shedding: Rotating power outages	Frequently	Across the community	There are significant consequence to load shedding: • Disruption and impacts on the economy • Severe disruption to traffic • Increase in crime • interruptions to critical infrastructure and processes such as sewerage treatment and water purification • Interruption to industrial and agricultural processes			X	1.2.8
BIOLOGICAL HAZARDS	Veld fires: Veld fires can be started naturally or by humans. Veld fires due to illegal dumping/littering in open spaces as well as people dropping of unextinguished cigarette butts.	This risk is higher during summer	• Along the urban fringe • Along the interface between natural veld and urban or agricultural areas • Along rail and road reserves • In opens areas	• People lose all their possessions • Threat to biodiversity due to areas burning too often • Destroy crops and agricultural land. This can have social and economic impacts		X	X	1.3.1
	Human diseases: TB and HIV – an increase in the number of HIV and TB patients. Witzenberg was identified as having the highest HIV rate in the area.			Disease, loss of life and impact on medical services	X		X	1.3.2
ENVIRONMENTAL DEGRADATION	Air pollution resulting from fires. This includes: • Fires for household activities • Illegal burning of waste and refuse • Veld fires	This occurs throughout the year but is more prevalent in winter when fires are used for heating purposes.		Health risk			X	1.5.1
	Ground pollution from sewerage due to : • non-existent sewerage systems within informal settlements • blockages within the sewerage network • interruption of sewerage treatment process by load shedding			Uncontrollable leakages and spillages. This not only results in pollution of the environment but also can be a health hazard		X	X	1.5.2

CAPE WINELANDS DISTRICT MUNICIPALITY
WITZENBERG MUNICIPALITY

WARD BASED RISK ASSESSMENT



CAPE WINELANDS DISTRICT

WITZENBERG

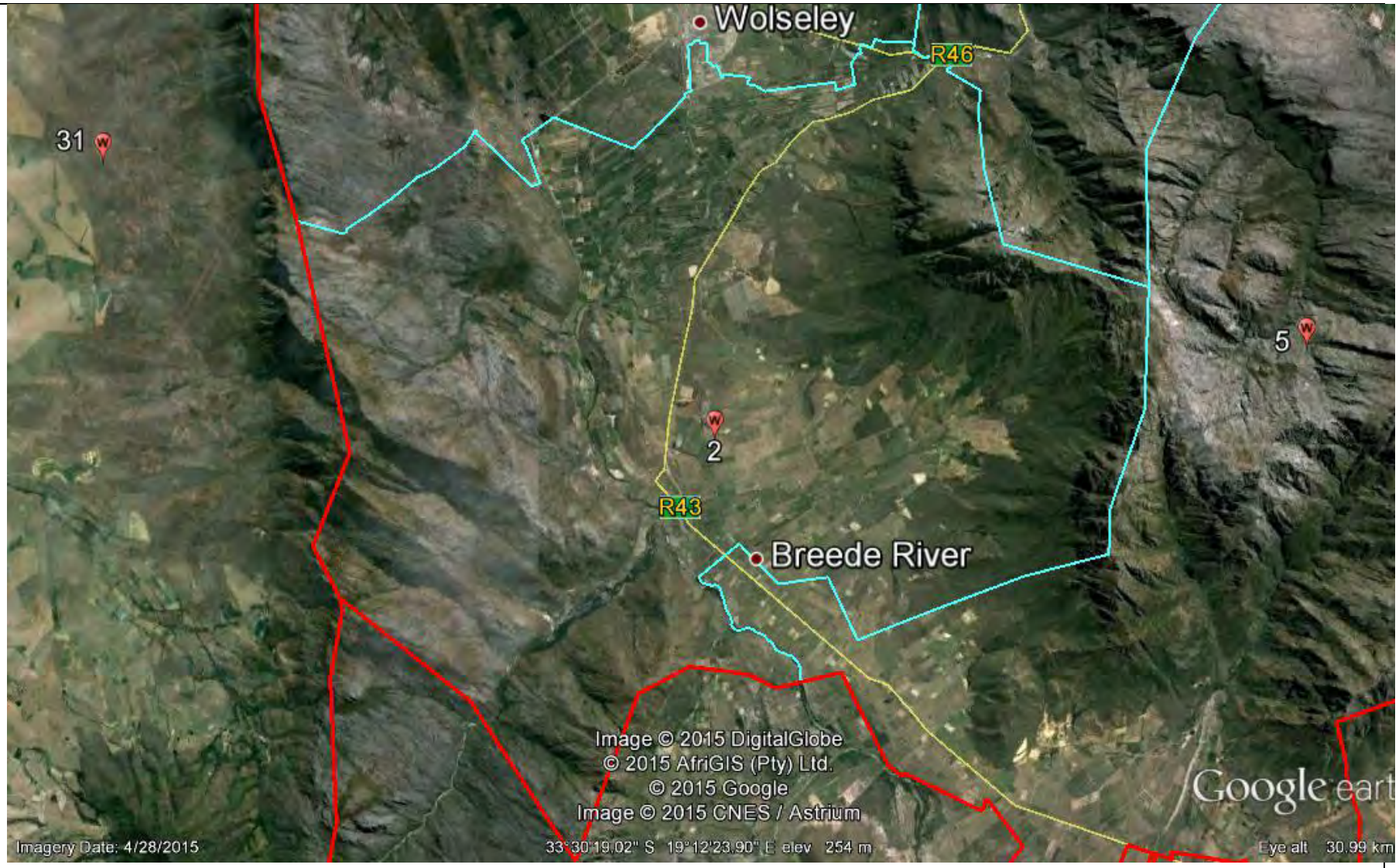
Risk Assessment Background:

Description of Area

<table>
<tr><td>Ward Number</td><td>2</td></tr>
<tr><td>Size of Ward</td><td>242.88 km²</td></tr>
<tr><td rowspan="3">Population of Ward:</td><td>Number of people: 6214</td></tr>
<tr><td>Race:

<table>
<tr><th>Race</th><th>Total</th></tr>
<tr><td>Black African</td><td>496</td></tr>
<tr><td>Coloured</td><td>4900</td></tr>
<tr><td>Indian or Asian</td><td>9</td></tr>
<tr><td>White</td><td>748</td></tr>
<tr><td>Other</td><td>60</td></tr>
<tr><td>Total</td><td>6214</td></tr>
</table>
</td></tr>
<tr><td>Age groups (years completed):

<table>
<tr><th>0-10</th><th>11-20</th><th>21-30</th><th>31-40</th><th>41-50</th><th>51-60</th><th>61-70</th><th>71-80</th><th>81-90</th><th>91-100</th><th>>100</th></tr>
<tr><td>1300</td><td>1139</td><td>1004</td><td>897</td><td>794</td><td>614</td><td>296</td><td>131</td><td>31</td><td>4</td><td>4</td></tr>
</table>
</td></tr>
</table>

Map of Ward	 Wolseley R46 31 5 2 R43 Breede River Image © 2015 DigitalGlobe © 2015 AfriGIS (Pty) Ltd. © 2015 Google Image © 2015 CNES / Astrium Imagery Date: 4/28/2015 33°30'19.02" S 19°12'23.90" E elev 254 m Eye alt 30.99 km

1. Natural Environment	
Description of Ward:	1) Mountains: This ward is made up mountainous areas along the east and west boundaries of the ward. The mountain ranges in the east is the Mostertshoek Mountains and Waaihoekberg and to the west is the Obiqua Mountains and the Limietberg.
	2) Rivers: the major river flowing through the ward is the Breede River. There are a number of perennial and non-perennial tributaries flowing into the Breede River which include: Perennial Rivers: Wit River, Wabooms River, Non-perennial rivers: Romans River, Klein River, Sandspruit River
	3) Dams and Reservoirs: There are a number of farm dams of varying sizes throughout the ward.
2. Spatial Dimension	
Land Use Zones Residential (low income housing, informal settlements, formal housing), Commercial, CBD, Industrial, Agricultural	The Ward is made up of the following land use zones: 1) Agriculture 2) Residential: Formal**,** Back yard informal
3. Economic Dimension	
3.1 Employment :	Employment: Unknown
	Unemployment : Unknown
	Reliance on grants and subsidies: Unknown
3.2 Types of Economic Activities:	Commercial: A number of small businesses operating out of residential buildings are found in this area. These include spaza shops, shebeens, etc.
4. Health	
4.1 Medical and Health Services:	Clinics: The Wolseley Clinic is located in Church Street, Montana
	Hospitals (Private and Public): The closest hospital is located in Ceres.
	Ambulance: Emergency Medical Service's ambulances service this area. They are dispatched from Ceres.
	Environmental Health: The Environmental Health Officer for this area is located at the CWDM Office in Munnik Street, Ceres.

5. Education	
5.1 Schools:	1. Crèches: Klaarfontein Crèche, Klaarfontein Farm, Wolseley Ou Stasie Crèche, Ou Stasie Farm, Wolseley Rora Bewaarskool (Babbelbekkies), Rora Orchards, Wolseley
	2. Pre-primary Schools: St Martins Wielie Walie Preschool, 10 Raman Street, Wolseley
	3. Primary Schools: W.F Loots Primary School, Fourth Ave, Montana La Plaisante NGK Primary, R43 Petra Gedenk Primary, R43
	4. High Schools: The closest high school is Wolseley Secondary located in Ward 7
6. Tourism	
6.1 Tourist Attractions:	• Mountain Ridge Winery: farm market every month • Ladera Wine Estate: during January/February pick your own figs • Tourism Office has art projects for schools • The Amawolseley Marimba Band is established with kids from surrounding area and the local high school. This band is well known in the area. • Holiday accommodation • Wedding venues • Birdwatching areas •
7. Safety and Security	
7.1 Services:	1. South African Police Services: The Police Station servicing the area is located in White Street, Wolseley (Ward 7)
	2. Neighbourhood Watch: Unknown
	3. Fire Services: Fire Services responds from either the Main Station in Ceres or the satellite station in Tulbagh
7.2 Crime	1. Description of crime rate and causes of crime: The top crimes for the area serviced by (and provided by) Wolseley SAPS are as follows: • Burglary (houses) • Theft • Theft from motor vehicles • Assault

8. Electricity

8.1 Electricity Supply

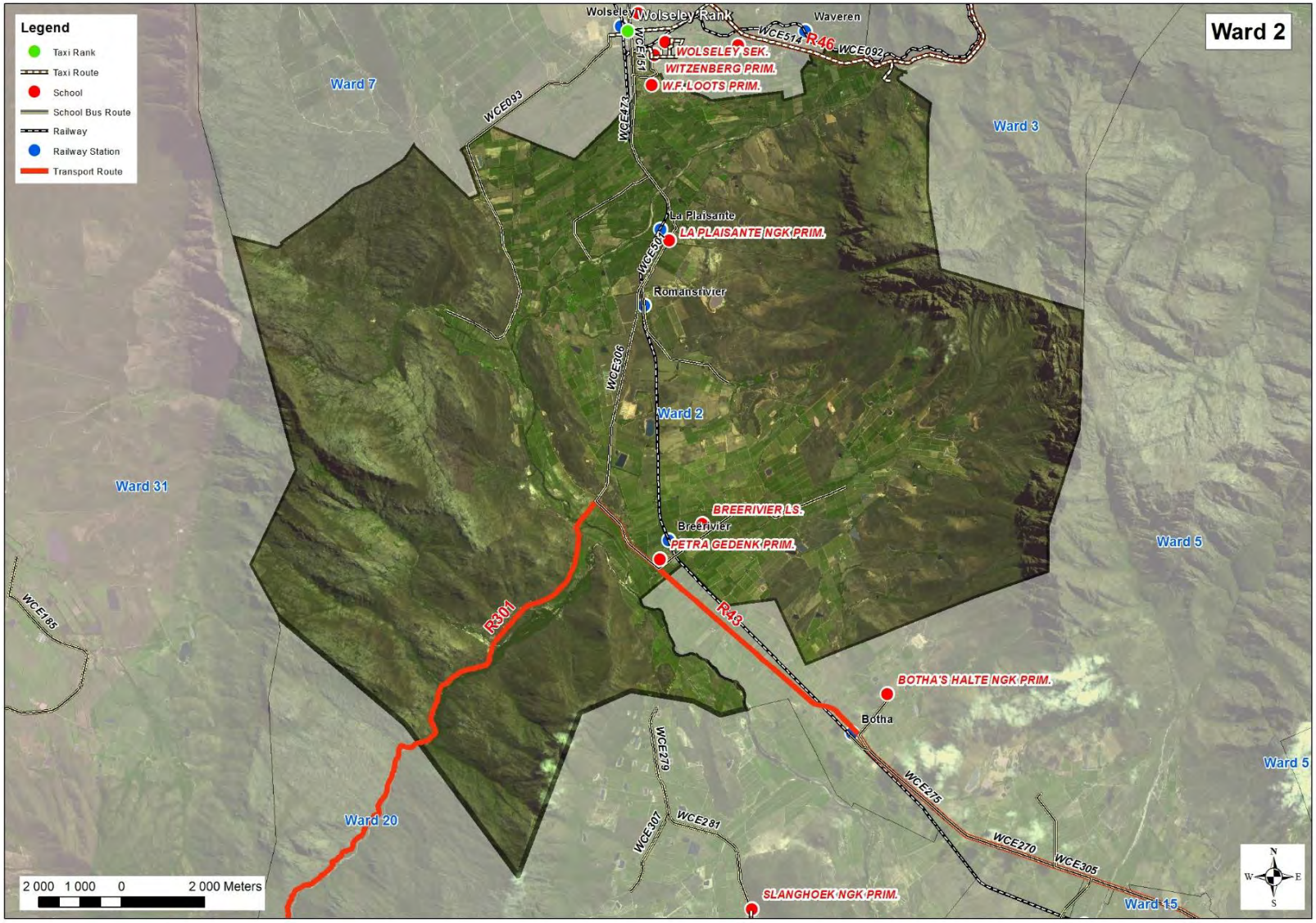
The area is supplied with electricity

	Sources of energy for lighting (% of households)	Sources of energy for cooking (% of households)	Sources of energy for Heating (% of households)
Electricity	95.10	90.27	65.27
Gas	0.00	3.87	1.03
Paraffin	0.06	0.00	0.52
Candles	4.12	N/A	N/A
Wood	N/A	5.86	26.03
Coal	N/A	0.00	0.06
Animal dung	N/A	0.00	0.00
Solar	0.39	0.00	0.06
None	0.32	0.00	7.02

(Source: Stats SA, 2011)

9. Transport

9.1 Map of transportation routes



<table>
<tr><td>9.2 Areas of high accidents</td><td>Unknown</td></tr>
<tr><td>9.3 Types of transportation</td><td>Residents within this area use either private cars or mini-bus taxis. The closest taxi rank falls in the adjacent ward, Ward 7. There is a railway line that runs through the area.</td></tr>
<tr><td>9.4 Hazardous materials or cargo:</td><td>1. Any hazardous materials transported through the areas: Hazardous substances moves through the area via road and rail.</td></tr>
<tr><td colspan="2">10. Housing</td></tr>
<tr><td rowspan="3">10.1 Types of Housing:</td><td>1. Formal (incl. Low income and RDP): Formal houses</td></tr>
<tr><td>2. Informal: None</td></tr>
<tr><td>3. Back yard dwellers: A number of houses have back yard dwellers</td></tr>
<tr><td colspan="2">11. Water and Sanitation</td></tr>
<tr><td>11.1 Provision of water (formal residential areas)</td><td>Yes, the formal houses have water supplied.</td></tr>
<tr><td>11.2 Sewerage and sanitation systems in formal areas</td><td>3.1 Formal sewerage: Yes</td></tr>
<tr><td>11.5 Rubbish Removal</td><td>
<table>
<tr><th>Methods of Waste Disposal for Ward 2</th><th>Number of households</th></tr>
<tr><td>Removed by the local municipality once a week</td><td>719</td></tr>
<tr><td>Removed by the local municipality less than once a week</td><td>355</td></tr>
<tr><td>Communal refuse dump</td><td>58</td></tr>
<tr><td>Own refuse dump</td><td>244</td></tr>
<tr><td>No rubbish disposal</td><td>44</td></tr>
<tr><td>Other</td><td>132</td></tr>
</table>
(Source: Stats SA, 2011)
</td></tr>
<tr><td colspan="2">12. Municipal Infrastructure:</td></tr>
<tr><td>12.1 Storm water drainage</td><td>Yes, there is storm water drainage within the residential areas</td></tr>
<tr><td>12.2 Community Halls</td><td>Montana Community Hall (Wolseley)</td></tr>
</table>

13. Religious Institutions	
13.1 Churches, Mosques, synagogues	Unknown
14. Correctional Service Centres	
14.1 List of Correctional Service Centres	Dwars River Prison

Historical Data:

Year	Type of incident	Impact and number of people affected:
1969	Earthquake	Severe infrastructural damages over most parts of the municipality 11 Fatalities in Ceres and Tulbagh
	Veld fires	Veld fires occur regularly in the area
November-December 2012 and January 2013	Farmworker Unrest	Protests by farm labourers occurred in the area.

Description of identified Risks:

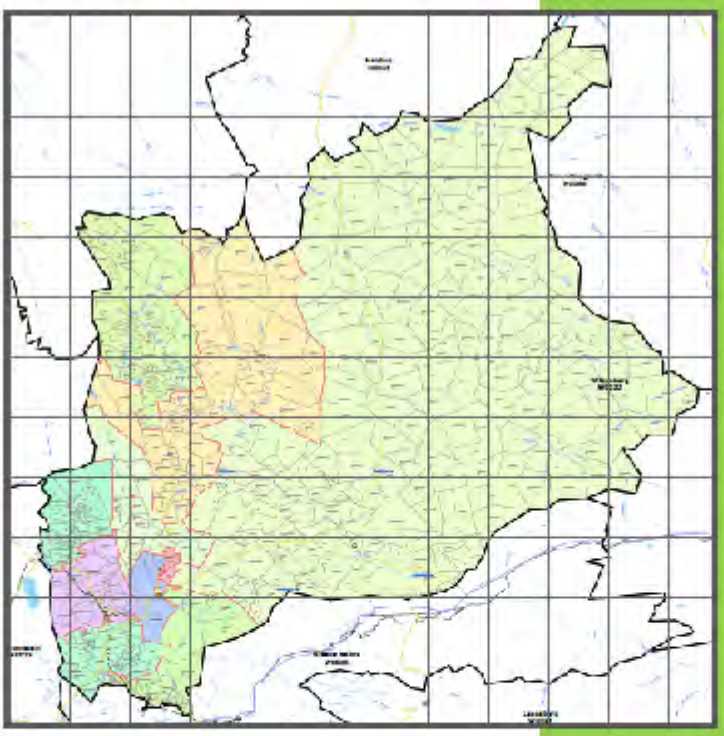
Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
HUMAN INDUCED HAZARDS	Drug abuse: This was identified as a major problem, in particular amongst the youth. The selling of drugs in the community was also highlighted.	Throughout the year and in particular throughout school holidays when there is nothing to keep the youth occupied.	Throughout the ward	The use of drugs are linked to: • Crime – burglaries and muggings • Anti-social behaviour	x	X	x	1.1.1
	Public Unrest This includes service delivery protests, farm worker unrest.	Sporadically		This has an impact on service delivery			X	1.1.3
	Xenophobia This is due to an influx of foreigners in to the area as well as the illegal occupation of houses and plots.	Sporadically		Violence and protests			X	1.1.4
	Crime The types of crimes occurring include theft, housebreaking, robbery, rape.	This occurs frequently throughout the year	Ward-wide	Loss of property, money, injuries.	X	X		1.1.5
	Dumping: There is an number of forms of dumping that is prevalent within this ward and it includes: • Dumping of rubble in storm water drainage system • Illegal dumping of refuse in open areas and along roads	This occurs frequently throughout the year	Montana	This results in health issues especially in children who play in the rubbish. The blocking of storm water drains results in localised flooding during heavy rainfall	X	X	X	1.1.7
	Sewerage blockages due to incorrect materials and items put into the sewers. Sewerage running into the streets due to blocked drains.	This occurs frequently throughout the year	Montana	This results in sewerage flowing into the streets and causes health issues. In particular, children are most at risk to diseases as they play in the dirty water.	X	X		1.1.8
	Alcohol abuse: The misuse of alcohol amongst youth and minors	This occurs frequently throughout the year		This results in antisocial behaviour and violence		X		1.1.9
	Fires being set deliberately by children		At the park	Damage to property. Injuries and loss of life		X		1.1.14

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
TECHNOLOGICAL HAZARDS	Transportation of hazardous loads along all major and secondary roads and via rail. Hazardous substances transported via rail include LP Gas.	Daily risk of hazardous loads travelling through the area	Along major and secondary roads, railway line	Accidents and spillages of hazardous substances. Depending on the substance this could cause: • health problems • environmental issues (pollution) • Fire • Explosions			X	1.2.4
	Traffic accidents. This includes both large truck accidents as well as car accidents resulting from speeding motor vehicles.	Frequently	Along major and secondary roads and residential roads.	Children playing in the streets can be knocked over. Injuries and fatalities of motor vehicle occupants. Disruption to traffic due to road closures		X	X	1.2.5
	Load shedding: Rotating power outages	Frequently	Across the community	There are significant consequence to load shedding: • Disruption and impacts on the economy • Severe disruption to traffic • Increase in crime • interruptions to critical infrastructure and processes such as sewerage treatment and water purification • Interruption to industrial and agricultural processes			X	1.2.8
	Train accidents: The re-opening the railway line will have future implications in terms of railway accidents and derailments. Pedestrians crossing the railway lines, level crossings. The existing north south main railway line runs through Wolseley and rural parts of the ward.	In the future Current	Railway line Main railway line	An incident at one of these facilities could resulting in the following: • Loss of life and injuries • Damage to property • Fire and explosions • Pollution (air, water or land)	X		X	1.2.9

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
BIOLOGICAL HAZARDS	Veld fires: Veld fires can be started naturally or by humans. Veld fires due to illegal dumping/littering in open spaces as well as people dropping of unextinguished cigarette butts.	This risk is higher during summer	• Along the urban fringe • Along the interface between natural veld and urban or agricultural areas • Along Rail and Road Reserves	• People lose all their possessions • Threat to biodiversity due to areas burning too often • Destroy crops and agricultural land. This can have social and economic impacts	X	X	X	1.3.1
	Human diseases: TB and HIV – an increase in the number of HIV and TB patients. Witzenberg was identified as having the highest HIV rate in the area.		Ward wide	Disease, loss of live, impact on medical services	X		X	1.3.2
GEOLOGICAL HAZARDS	Earthquake: The risk of earthquakes was highlighted as a risk for the whole of Witzenberg area. The risk of injuries, death and damages is increased due to poor building methods.		Whole municipal area	Loss of life, injury and damages to property and infrastructure			X	1.4.1
ENVIRONMENTAL DEGRADATION	Air pollution resulting from fires and crop treatments	This is more prevalent during summer		Health risk			X	1.5.1
	Ground pollution from sewerage due to : • non-existent sewerage systems within informal settlements • blockages within the sewerage network • interruption of sewerage treatment process by load shedding		Ward-wide	Uncontrollable leakages and spillages. This not only results in pollution of the environment but also can be a health hazard		X	X	1.5.2
HYDRO-METEOROLOGICAL HAZARDS	Riverine flooding.	During heavy rainfall	Along the Breede River and subsidiaries.	Damage to infrastructure and property and injuries and loss of life.			X	1.6.1

CAPE WINELANDS DISTRICT MUNICIPALITY
WITZENBERG MUNICIPALITY

WARD BASED RISK ASSESSMENT



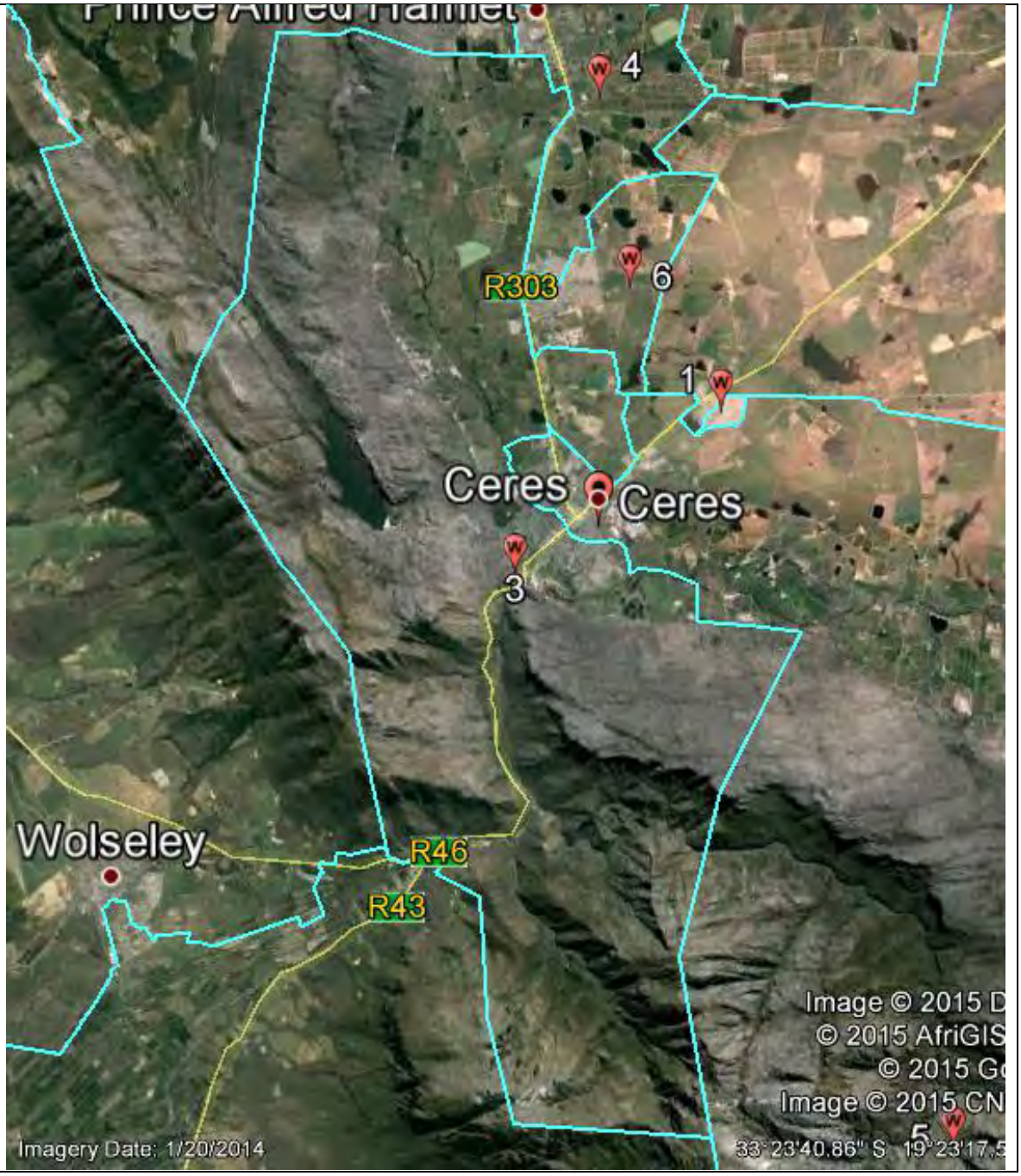
Risk Assessment Background:

Description of Area

<table>
<tr><td>Ward Number</td><td>3</td></tr>
<tr><td>Size of Ward</td><td>116.03 km²</td></tr>
<tr><td rowspan="3">Population of Ward:</td><td>Number of people: 9206</td></tr>
<tr><td>Race:

<table>
<tr><th>Race</th><th>Total</th></tr>
<tr><td>Black African</td><td>614</td></tr>
<tr><td>Coloured</td><td>7163</td></tr>
<tr><td>Indian or Asian</td><td>29</td></tr>
<tr><td>White</td><td>1300</td></tr>
<tr><td>Other</td><td>100</td></tr>
<tr><td>Total</td><td>9206</td></tr>
</table>
</td></tr>
<tr><td>Age groups (years completed):

<table>
<tr><th>0-10</th><th>11-20</th><th>21-30</th><th>31-40</th><th>41-50</th><th>51-60</th><th>61-70</th><th>71-80</th><th>81-90</th><th>91-100</th><th>>100</th></tr>
<tr><td>1716</td><td>1520</td><td>1600</td><td>1368</td><td>1264</td><td>877</td><td>500</td><td>236</td><td>111</td><td>9</td><td>5</td></tr>
</table>
</td></tr>
</table>

Map of Ward	 4 6 R303 1 Ceres Ceres 3 Wolseley R46 R43 Image © 2015 D © 2015 AfriGIS © 2015 G Image © 2015 CN 5 Imagery Date: 1/20/2014 33°23'40.86" S 19°23'17.5

1. Natural Environment	
Description of Ward:	1. Mountains: The Skurweberg- , Witzenberg- and Mostertsberg Mountainsare found in this ward.
	2. Rivers: Breede, Dwars and Koekedouw Rivers flow through this ward. There are also a number of smaller non-perennial rivers also found in this area.
	3. Dams, reservoirs: Witzenberg Municipality's only major dam is located in this ward. The Koekedouw Dam is located in the mountains to the North West above Ceres. This dam has a capacity of 22.5 million m^3 and supplies water to domestic, industrial and agricultural users. There are also a number of farm dams in the ward. To the south of the ward, is the sewerage works with a number of sewerage dams.
2. Spatial Dimension	
Land Use Zones Residential (low income housing, informal settlements, formal housing), Commercial, CBD, Industrial, Agricultural	The Ward is made up of the following land use zones: 1) Residential- this includes formal housing as well as an settlement of homeless people living within the rocks along the Michells Pass. 2) A portion of the CBD 3) Agriculture 4) Industrial
3. Economic Dimension	
3.1 Employment :	Employment: Unknown
	Unemployment : Unknown
	Reliance on grants and subsidies: Unknown
3.2 Types of Economic Activities:	Commercial: This ward includes a portion of the CBD of Ceres where there are a mix of businesses that include shops, restaurants, commercial businesses, filling stations and industries.
4. Health	
4.1 Medical and Health Services:	Clinics: Annie Brown Clinic, Lyell Street, Ceres
	Hospitals (Private and Public): Ceres Hospital (Public) and Ceres Private Hospital
	Ambulance: Emergency Medical Service's ambulances service this area. They are dispatched from Ceres Hospital.
	Environmental Health: The Environmental Health Officer for this area is located at the CWDM Office in Munnik Street, Ceres.

5. Education	
5.1 Schools:	1. Crèches: Aviat Crèche, 11 Voortrekker Street, Ceres Huppel and Knibbel Crèche, Albert Crescent, Ceres Loflaaities Creche, Gericke Primary, Owen Street Pip Squeaks, 5 Keet Street, Ceres
	2. Pre-primary Schools: Vrolike Vinkies Voorskoolse Opleidingsentrum, Die Eiland, Barlinka Street, Ceres
	3. Primary Schools: Ceres Primary School, Lyell Street Fairfield NGK Primary, Fairfield Farm Gericke Primary School, Owen Street
	4. High Schools: Ceres Secondary, Gardenia Lane Charlie Hofmeyer, van Riebeeck Street
6. Tourism	
6.1 Tourist Attractions:	Tourist attractions within the ward include the Ceres Golf Course, Ceres Zip Slide, Michells Pass and Dennebos Resort. There are a number of arts and craft shops and restaurants that are aimed at tourists.
7. Safety and Security	
7.1 Services:	1. South African Police Services: Located in Ceres
	2. Neighbourhood Watch: None
	3. Fire Services: The main fire station is situated in Ceres
7.2 Crime	1. Description of crime rate and causes of crime: The top crimes for the area serviced by (and provided by) Ceres SAPS are as follows: • Burglary (Houses) • Assault • Malicious damage to property • Drugs

8. Electricity

8.1 Electricity Supply

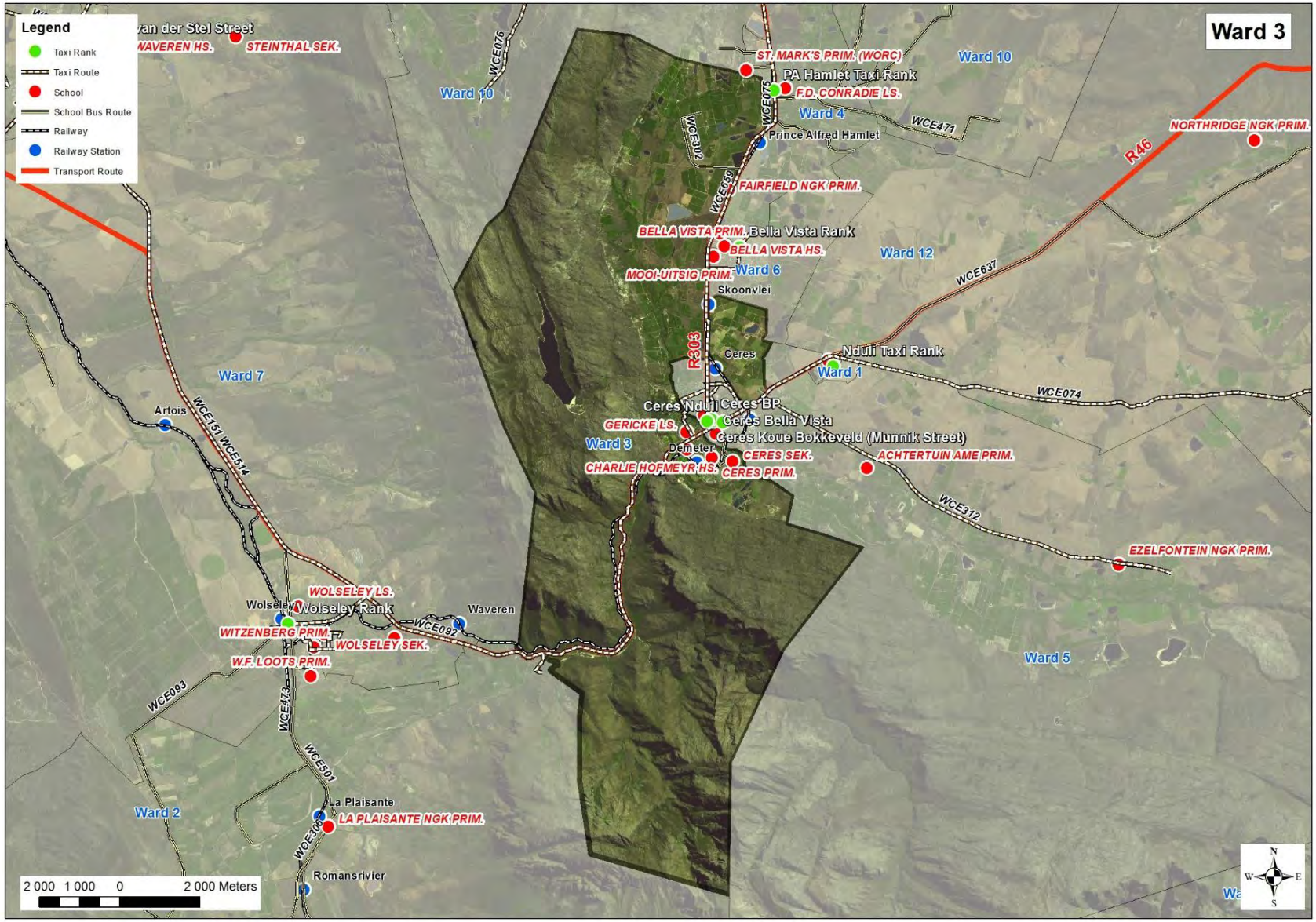
Electricity is supplied to the area.

	Sources of energy for lighting (% of households)	Sources of energy for cooking (% of households)	Sources of energy for Heating (% of households)
Electricity	96.95	86.67	62.74
Gas	0.14	6.24	1.55
Paraffin	0.05	0.23	0.52
Candles	2.25	N/A	N/A
Wood	N/A	6.15	29.47
Coal	N/A	0.05	0.00
Animal dung	N/A	0.19	0.33
Solar	0.19	0.09	0.19
None	0.47	0.38	2.86

(Source: Stats SA 2011)

9. Transport

9.1 Map of transportation routes



<table>
<tr><td>9.2 Areas of high accidents</td><td>Unknown</td></tr>
<tr><td>9.3 Types of transportation</td><td>The busy R46 /Van Riebeeck Road and R303/Vos Street is located in this ward. A large number of trucks, cars, taxis and buses use these roads. The railway line is currently in the process of being restored and will be utilised in the near future.</td></tr>
<tr><td>9.4 Hazardous materials or cargo:</td><td>1. Any hazardous materials transported through the areas: Large quantities of hazardous equipment moves through this ward. These substances include ammonia, fuel, LP gas, pesticides and fertilizers.</td></tr>
<tr><td colspan="2">10. Housing</td></tr>
<tr><td rowspan="3">10.1 Types of Housing:</td><td>1. Formal (incl. Low income and RDP): There are formal houses situated in this area.</td></tr>
<tr><td>2. Informal: a small number of homeless people have created a settlement in the rocks above the entrance to Ceres. These people live amongst the rocks and in caves.</td></tr>
<tr><td>3. Back yard dwellers: there are some back yard dwellers found in the area.</td></tr>
<tr><td colspan="2">11. Water and Sanitation</td></tr>
<tr><td>11.1 Provision of water (formal residential areas)</td><td>Yes, the formal houses have water supplied.</td></tr>
<tr><td>11.2 Provision of water in informal settlements and areas without piped water</td><td>There is no water provided in the area where homeless people are living in the Michells Pass</td></tr>
<tr><td>11.3 Sewerage and sanitation systems in formal areas</td><td>3.1 Formal sewerage: Yes</td></tr>
<tr><td>11.4 Sewerage and sanitation systems in informal settlements and areas without formal sanitation</td><td>There are no toilet facilities within the Michells Pass area.</td></tr>
<tr><td>11.5 Rubbish Removal</td><td>
<table>
<tr><th>Methods of Waste Disposal for Ward 3</th><th>Number of households</th></tr>
<tr><td>Removed by the local municipality once a week</td><td>1563</td></tr>
<tr><td>Removed by the local municipality less than once a week</td><td>255</td></tr>
<tr><td>Communal refuse dump</td><td>26</td></tr>
<tr><td>Own refuse dump</td><td>206</td></tr>
<tr><td>No rubbish disposal</td><td>39</td></tr>
<tr><td>Other</td><td>42</td></tr>
</table>
(Source: Stats SA, 2011)
</td></tr>
</table>

12. Municipal Infrastructure:	
12.1 Storm water drainage	Yes, there is formal storm water drainage in this ward.
12.2 Community Halls	Ceres Town Hall
13. Religious Institutions	
13.1 Churches, Mosques, synagogues	New Apostolic Church
14. Correctional Service Centres	
14.1 List of Correctional Service Centres	None

Historical Data:

Year	Type of incident	Impact and number of people affected:
1969	Earthquake	Severe infrastructural damages over most parts of the municipality 11 Fatalities in Ceres and Tulbagh

Description of identified Risks:

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
HUMAN INDUCED HAZARDS	Drug abuse: This was identified as a major problem, in particular amongst the youth. The selling of drugs in the community was also highlighted.	Throughout the year and in particular throughout school holidays when there is nothing to keep the youth occupied.	Throughout the community	The use of drugs are linked to: • Crime – burglaries and muggings • Anti-social behaviour, aggression and violence by the drug user • Other social problems such as teenage pregnancy,		X		1.1.1
	Gangsterism The formation of gangs and gang activity is a result of social poverty and unemployment.	This occurs frequently throughout the year		This was identified as leading to criminal activities such as theft, the use of drugs		X		1.1.2
	Xenophobia This is due to an influx of foreigners in to the area as well as the illegal occupation of houses and plots.	Sporadically			X		X	1.1.4
	Crime Theft which is assumed that this is due to drug addiction, alcohol abuse and unemployment	This occurs frequently throughout the year		Loss of property and money		X		1.1.5
	Dumping: There is an number of forms of dumping that is prevalent within this ward and it includes: • Dumping of rubble, household and garden waste into drainage system • Illegal dumping of refuse in open areas and along roads	This occurs frequently throughout the year	Along the railway line	This results in health issues especially in children who play in the rubbish. The blocking of storm water drains results in localised flooding during heavy rainfall. Garden refuse is a habitat for animals and rodents.	X	X		1.1.7
	Sewerage running into the streets due to blocked drains and pipes	This occurs frequently throughout the year		This results in sewerage flowing into the streets and causes health issues. In particular, children are most at risk to diseases as they play in the dirty water.		X	X	1.1.8
	Alcohol abuse: The misuse of alcohol amongst youth and minors	This occurs frequently throughout the year		This results in anti-social behaviour and violence		X		1.1.9

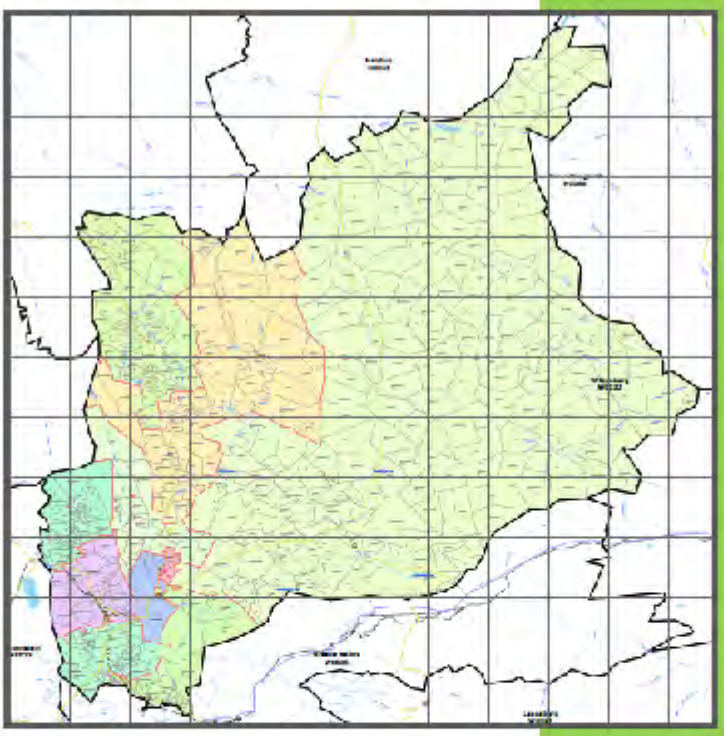
Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
TECHNOLOGICAL HAZARDS	Transportation of hazardous loads along all major and secondary roads	Daily risk of hazardous loads travelling through the area	Along major and secondary roads	Accidents and spillages of hazardous substances. Depending on the substance this could cause: • health problems • environmental issues (pollution) • Fire • Explosions			X	1.2.4
	Traffic accidents. This includes both large truck accidents as well as car accidents resulting from speeding motor vehicles	Frequently	Along major and secondary roads and residential roads	Children playing in the streets can be knocked over. Injuries and fatalities of motor vehicle occupants. Disruption to traffic due to road closures		X	X	1.2.5
	Dam failure: the Koekedouw Dam is situated in this ward. Should a dam failure occur the town of Ceres would be cut in two as the Dwars River runs through the centre of town	Rare, but the impact would be significant	The Koekedouw Dam and the Dwars River and flood plains up to the Breede River	A dam failure would result in: • Flooding which would cut the town in two • Significant damage to infrastructure and facilities, in particular the hospitals that are situated in the flood plain • Loss of life • Damage to property			X	1.2.6
	Multi Hazard Installations: Factories, fuel stations, cold storage facilities storing large quantities of hazardous substances are situated in this area.		• Petrol Stations in Voortrekker Road	An incident at one of these facilities could result in the following: • Loss of life and injuries • Damage to property and infrastructure • Fire and explosions • Pollution (air, water or land)		X	X	1.2.7
	Load shedding: Rotating power outages	Frequently	Across the community	There are significant consequence to load shedding: • Disruption and impacts on the economy • Severe disruption to traffic • Increase in crime • Interruptions to critical infrastructure and processes such as sewerage treatment and water purification • Interruption to industrial and agricultural processes		X	X	1.2.8

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
BIOLOGICAL HAZARDS	Veld fires: Veld fires can be started naturally or by humans. Veld fires due to illegal dumping/littering in open spaces as well as people dropping of unextinguished cigarette butts.	This risk is higher during summer	• Along the urban fringe • Along the interface between natural veld and urban or agricultural areas • Along rail and road Reserves	• People lose all their possessions • Threat to biodiversity due to areas burning too often • Destroy crops and agricultural land. This can have social and economic impacts •		X	X	1.3.1
	Human diseases: TB and HIV – an increase in the number of HIV and TB patients. Witzenberg was identified as having the highest HIV rate in the area.			Disease, loss of live and impact on medical services	X		X	1.3.2
GEOLOGICAL HAZARDS	Earthquake: The risk of earthquakes was highlighted as a risk for the whole of Witzenberg area. The risk of injuries, death and damages is increased due to poor building methods.		Whole municipal area	Loss of life, injury and damages to property and infrastructure			X	1.4.1
ENVIRONMENTAL DEGRADATION	Air pollution resulting from fires. This includes: • Fires for household activities • Illegal burning of waste and refuse • Veld fires	This occurs throughout the year but is more prevalent in winter when fires are used for heating purposes.		Health risk			X	1.5.1
	Ground pollution from sewerage due to : • non-existent sewerage systems within informal settlements • blockages within the sewerage network • interruption of sewerage treatment process by load shedding			Uncontrollable leakages and spillages. This not only results in pollution of the environment but also can be a health hazard		X	X	1.5.2
	Water pollution: Pump stations are situated in close proximity to rivers. Breakdown or disruption of archaic infrastructure in need of critical upgrades can also result in water contamination. Interruption of sewerage processes and infrastructure due to load shedding can result in water pollution			Uncontrollable leakages and spillages. This not only results in pollution of the environment but can also be a health hazard			X	1.5.3

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
HYDRO-METEOROLOGICAL HAZARDS	Riverine Flooding. The flooding is thought to be exacerbated due to overgrown reeds, trees and other vegetation in the Dwars River.	During heavy rainfall	Along the Dwars River. Die Eiland has been identified as particularly susceptible to flooding as the houses are built within the 1:100 year floodline. Dennebos Resort is also susceptible to riverine flooding as there is a river running through the resort	Damage to infrastructure and property and injuries and loss of life. Hospitals are situated in close proximity to the river. Swollen river floods bridges and causeways, preventing access to areas.	X	X	X	1.6.1

CAPE WINELANDS DISTRICT MUNICIPALITY
WITZENBERG MUNICIPALITY

WARD BASED RISK ASSESSMENT



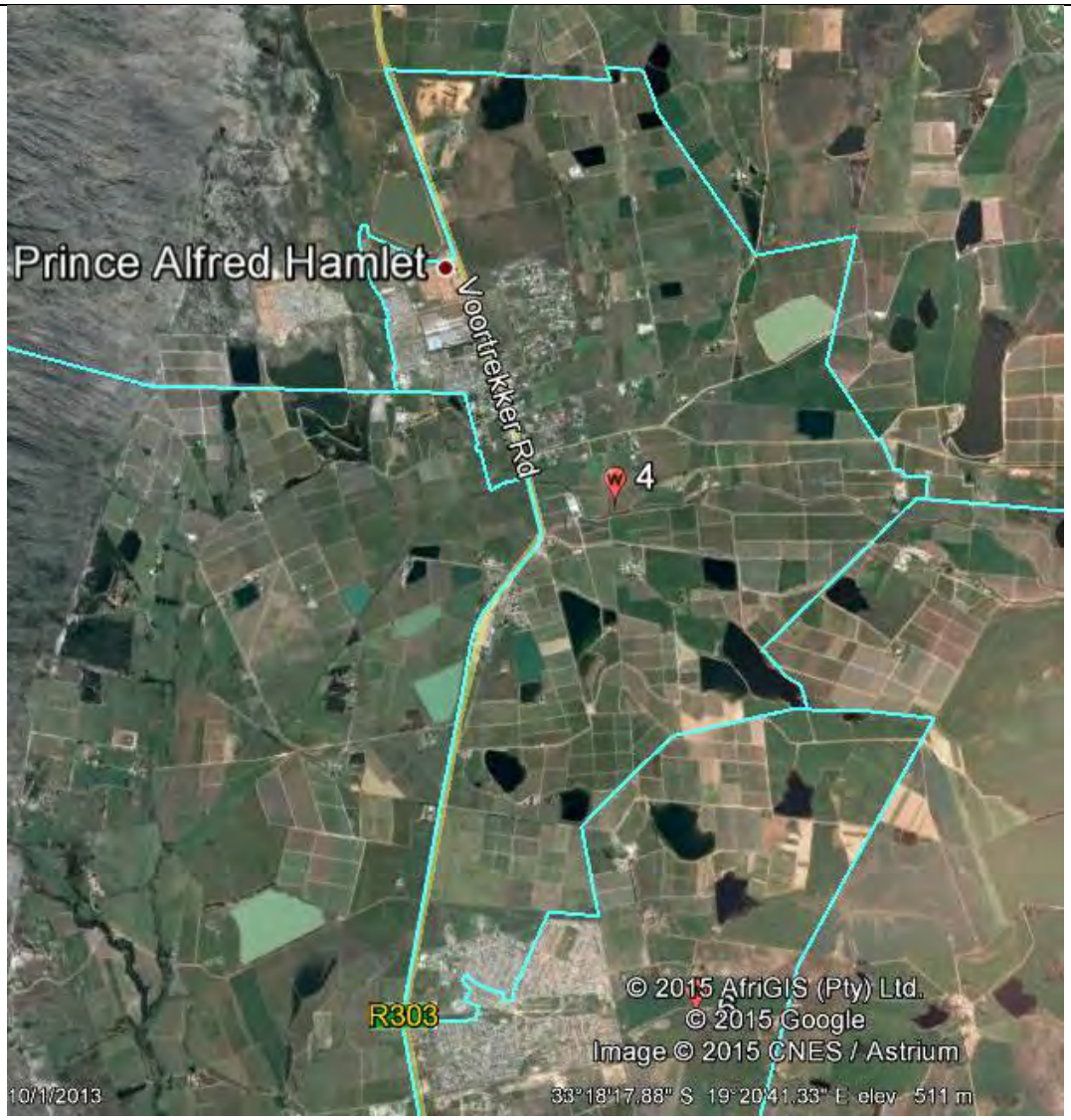
Risk Assessment Background:

Description of Area

<table>
<tr><td>Ward Number</td><td>4</td></tr>
<tr><td>Size of Ward</td><td>13.62 km²</td></tr>
<tr><td rowspan="3">Population of Ward:</td><td>Number of people: 7357</td></tr>
<tr><td>Race:

<table>
<tr><th>Race</th><th>Total</th></tr>
<tr><td>Black African</td><td>168</td></tr>
<tr><td>Coloured</td><td>5970</td></tr>
<tr><td>Indian or Asian</td><td>16</td></tr>
<tr><td>White</td><td>1089</td></tr>
<tr><td>Other</td><td>114</td></tr>
<tr><td>Total</td><td>7357</td></tr>
</table>
</td></tr>
<tr><td>Age groups (years completed):

<table>
<tr><th>0-10</th><th>11-20</th><th>21-30</th><th>31-40</th><th>41-50</th><th>51-60</th><th>61-70</th><th>71-80</th><th>81-90</th><th>91-100</th><th>>100</th></tr>
<tr><td>1360</td><td>1367</td><td>1153</td><td>1027</td><td>983</td><td>758</td><td>405</td><td>216</td><td>80</td><td>6</td><td>2</td></tr>
</table>
</td></tr>
</table>

Map of Ward	 Prince Alfred Hamlet Voortrekker Rd 4 R303 © 2015 AfriGIS (Pty) Ltd. © 2015 Google Image © 2015 CNES / Astrium 10/1/2013 33°18'17.88" S 19°20'41.33" E elev 511 m

1. Natural Environment	
Description of Ward:	1) Mountains: None.
	2) Rivers: The Skaap River and a number of small non-perennial rivers are found in this ward
	3) Dams and Reservoirs: There are a number of agricultural dams of varying sizes.
2. Spatial Dimension	
Land Use Zones Residential (low income housing, informal settlements, formal housing), Commercial, CBD, Industrial, Agricultural	The Ward is made up of the following land use zones: 1) Residential- this includes both low income formal housing. The majority of the low income housing has either extended their houses or back yard dwellers. 2) Small scale commercial 3) Agriculture 4) Industrial: There a number of factories and cold storage facilities
3. Economic Dimension	
3.1 Employment :	Employment: Unknown
	Unemployment : Unknown
	Reliance on grants and subsidies: Unknown
3.2 Types of Economic Activities:	Commercial: A number of small businesses such as retail shops, hairdressers, etc. operating in this area Industrial: There are two wood factories located in this area.
4. Health	
4.1 Medical and health services:	Clinics: There is one clinic, PA Hamlet Clinic, servicing the PA Hamlet Community.
	Hospitals (Private and Public): The closest hospital is located in Ceres.
	Ambulance: Emergency Medical Service's ambulances service this area. An EMS station is situated in and is dispatched from Ceres Hospital.
	Environmental Health: The Environmental Health Officer for this area is located at the Witzenberg Municipal Office in Plein Street, PA Hamlet.

5. Education

5.1 Schools:

1. Crèches: Unknown

2. Pre-primary Schools: Unknown

3. Primary Schools:
Bella Vista Primary, Waboom Street, Bella Vista
F.D Conradie Primary, Church Street, Prince Alfred Hamlet
St. Marks Primary, Reid Street, Prince Alfred Hamlet

4. High Schools:
Bella Vista High School, Friesland Street, Bella Vista

6. Tourism

6.1 Tourist Attractions: Tourist attractions within the ward include local arts and crafts for tour groups, farm markets.

7. Safety and Security

7.1 Services:

1. South African Police Services: Prince Alfred Hamlet Police Station is located at 19 Church Street.
2. Neighbourhood Watch: Unknown
3. Fire Services: The Witzenberg Fire Department is located in Ceres with the CWDM Fire Station situated in Munnik Street, Ceres

7.2 Crime

1. Description of crime rate and causes of crime:
The top crimes for the area serviced by (and provided by) Prince Alfred Hamlet SAPS are as follows:
- Copper theft
- Assault
- Drugs
- Burglary (Houses)
- Murder

8. Electricity

8.1 Electricity Supply

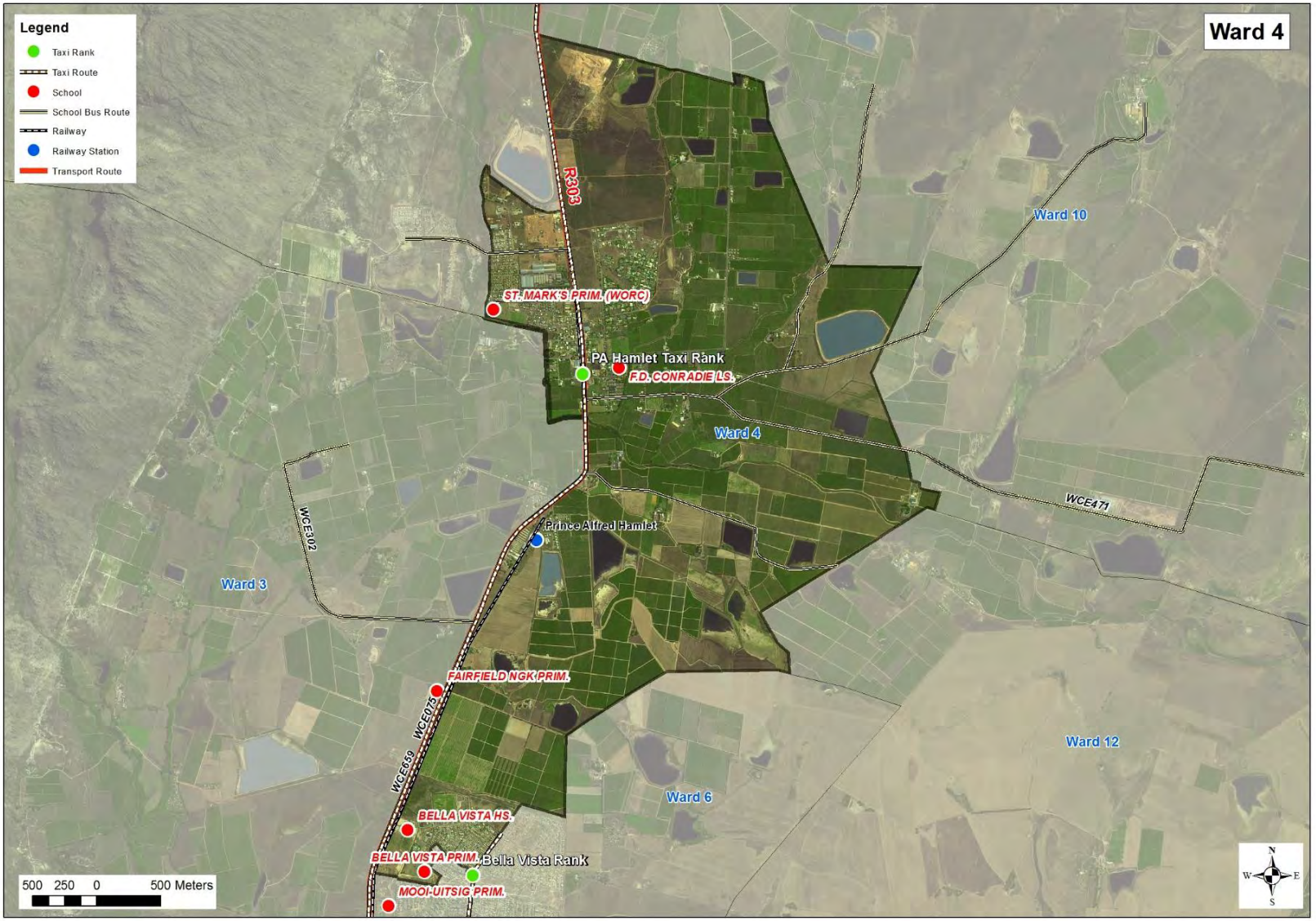
All formal houses and areas have access to electricity. Backyard dwellers would utilise illegal electricity connections.

	Sources of energy for lighting (% of households)	Sources of energy for cooking (% of households)	Sources of energy for Heating (% of households)
Electricity	97.75	92.18	58.01
Gas	0.31	5.19	1.50
Paraffin	0.00	0.00	0.13
Candles	1.69	N/A	N/A
Wood	N/A	2.25	36.11
Coal	N/A	0.00	0.13
Animal dung	N/A	0.06	0.00
Solar	0.06	0.25	0.25
None	0.19	0.00	3.82

(Source: Stats SA, 2011)

9. Transport

9.1 Map of transportation routes



<table>
<tr><td>9.2 Areas of high accidents</td><td>Information not available</td></tr>
<tr><td>9.3 Types of transportation</td><td>Residents within this area use either private cars or mini-bus taxis. PA Hamlet taxi rank.</td></tr>
<tr><td>9.4 Hazardous materials or cargo:</td><td>1. Any hazardous materials transported through the areas: Hazardous materials transported through the area on major (R303) and secondary roads, including access roads to farms with e.g. LP gas, ammonia, pesticides and fertilisers.</td></tr>
<tr><td colspan="2">10. Housing</td></tr>
<tr><td rowspan="2">10.1 Types of Housing:</td><td>1. Formal (incl. Low income and RDP): The houses in this area are formal and low income.</td></tr>
<tr><td>2. Back yard dwellers: A low income houses have back yard dwellers</td></tr>
<tr><td colspan="2">11. Water and Sanitation</td></tr>
<tr><td>11.1 Provision of water (formal residential areas)</td><td>Yes, the formal houses have water supplied.</td></tr>
<tr><td rowspan="2">11.2 Provision of water in informal settlements and areas without piped water</td><td>1. Number of taps available (incl. the number of people using the taps): Not applicable</td></tr>
<tr><td>1. Are the taps in working order? Not applicable</td></tr>
<tr><td>11.3 Sewerage and sanitation systems in formal areas</td><td>3.1 Formal sewerage: Yes</td></tr>
<tr><td rowspan="2">11.4 Sewerage and sanitation systems in informal settlements and areas without formal sanitation</td><td>1. Number, type, and frequency of cleaning of toilets: Not applicable</td></tr>
<tr><td>2. Are the toilets in working order? Not applicable</td></tr>
<tr><td>11.5 Rubbish Removal</td><td>
<table>
<tr><th>Methods of Waste Disposal for Ward 4</th><th>Number of households</th></tr>
<tr><td>Removed by the local municipality once a week</td><td>1442</td></tr>
<tr><td>Removed by the local municipality less than once a week</td><td>41</td></tr>
<tr><td>Communal refuse dump</td><td>5</td></tr>
<tr><td>Own refuse dump</td><td>65</td></tr>
<tr><td>No rubbish disposal</td><td>11</td></tr>
<tr><td>Other</td><td>35</td></tr>
</table>
(Source: Stats SA, 2011)
</td></tr>
<tr><td colspan="2">12. Municipal Infrastructure:</td></tr>
<tr><td>12.1 Storm water drainage</td><td>Yes, storm water drainage in residential areas</td></tr>
<tr><td>12.2 Community Halls</td><td>PA Hamlet Community Hall
PA Hamlet Rugby Club Hall</td></tr>
</table>

13. Religious Institutions	
13.1 Churches, Mosques, synagogues	The Christian Mission of SA
14. Correctional Service Centres	
14.1 List of Correctional Service Centres	None

Historical Data:

Year	Type of incident	Impact and number of people affected:
1969	Earthquake	Severe infrastructural damages over most parts of the municipality 11 Fatalities in Ceres and Tulbagh

Description of identified Risks:

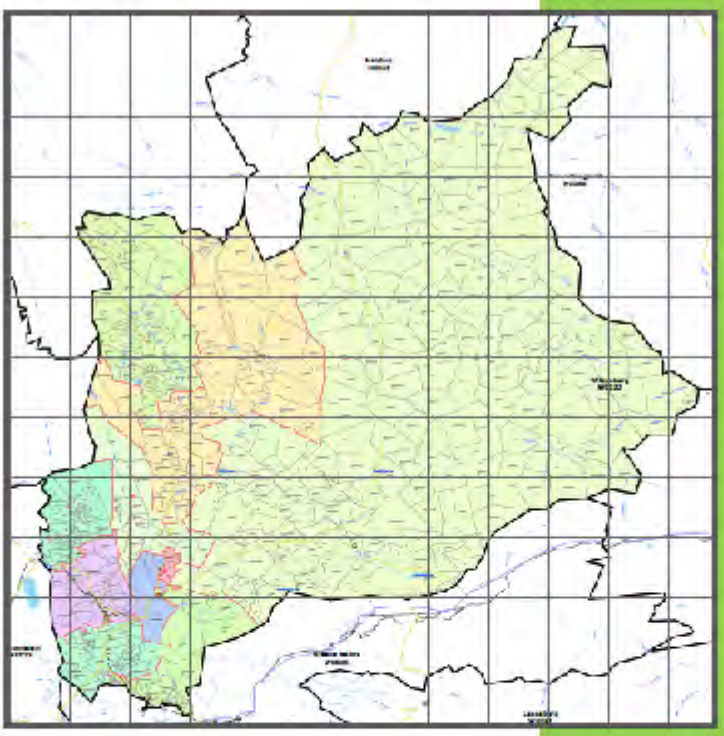
Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
HUMAN INDUCED HAZARDS	Drug abuse: This was identified as a major problem.	Throughout the year.	Throughout the community	The use of drugs are linked to: • Crime – burglaries and muggings • Anti-social behaviour		X		1.1.1
	Public Unrest This includes service delivery protests, farm worker unrest. This is due to: • Poverty • The need for housing	Sporadically		This has an impact on service delivery	X		X	1.1.3
	Crime This includes: • theft which is resulting out of drug addiction as well as from gambling • Murder • Rape	This occurs frequently throughout the year		Loss of property, money, life and injuries.		X		1.1.5
	Dumping: There is an number of forms of dumping that is prevalent within this ward and it includes: • Dumping of rubble, household and garden waste into drainage system • Illegal dumping of refuse and solid waste in open areas and along roads	This occurs frequently throughout the year	Open field in Gydo Avenue, Prince Alfred Hamlet.	This results in health issues and localised flooding during rainfall.	X	X		1.1.7
	Sewerage due to blocked drains and pipes.	This occurs frequently throughout the year		This causes health issues.	X	X	X	1.1.8
TECHNOLOGICAL HAZARDS	Structural fires both formal and informal. The risk of fires is increased by the presence of backyard dwellers and informally built extension to RDP houses	There is a higher risk of fire during the winter months	The RDP houses was highlighted as a high risk area	People lose all their possessions.	X	X	X	1.2.1
	Transportation of hazardous loads along all major and secondary roads	Daily risk of hazardous loads travelling through the area	Along major and secondary roads	Accidents and spillages of hazardous substances. Depending on the substance this could cause: • health problems • environmental issues (pollution) • Fire • Explosions	X		X	1.2.4
	Traffic accidents. This includes both large truck accidents as well as car accidents resulting from speeding motor vehicles	Frequently	Along major and secondary roads and residential roads	Children playing in the streets can be knocked over. Injuries and fatalities of motor vehicle occupants.		X	X	1.2.5

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
TECHNOLOGICAL HAZARDS	Multi Hazard Installations: Factories, fuel stations, cold storage facilities storing large quantities of hazardous substances are situated in this area. Hazardous substances include: • Ammonia • Jet Fuel • Fuel • Gas • Fertilisers	Incidents are rare but the impact can be severe	Hazardous installations include: • Cold storage facilities • 2 x Wood factories • Helicopter facility with 30 000L of jet fuel	An incident at one of these facilities could resulting in the following: • Loss of life and injuries • Damage to property and infrastructure • Fire and explosions • Pollution (air, water or land)	X		X	1.2.7
	Load shedding: Rotating power outages	Frequently	Across the community	There are significant consequence to load shedding: • Disruption and impacts on the economy • Severe disruption to traffic • Increase in crime • interruptions to critical infrastructure and processes such as sewerage treatment and water purification • Interruption to industrial and agricultural processes			X	1.2.8
	Train accidents: The re-opening the railway line will have future implications in terms of railway accidents and derailments. Pedestrians crossing the railway lines.	In the future	Railway line	An incident at one of these facilities could resulting in the following: • Loss of life and injuries • Damage to property • Fire and explosions • Pollution (air, water or land)			X	1.2.9
BIOLOGICAL HAZARDS	Veld fires: Veld fires can be started naturally or by humans. Veld fires due to illegal dumping/littering in open spaces as well as people dropping of unextinguished cigarette butts.	This risk is higher during summer	• Along the urban fringe • Along the interface between natural veld and urban or agricultural areas • Along rail and road reserves	• People lose all their possessions • Threat to biodiversity due to areas burning too often • Destroy crops and agricultural land. This can have social and economic impacts		X	X	1.3.1
	Human diseases: TB and HIV – an increase in the number of HIV and TB patients. Witzenberg was identified as having the highest HIV rate in the area.						X	1.3.2

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
GEOLOGICAL HAZARDS	Earthquake: The risk of earthquakes was highlighted as a risk for the whole of Witzenberg area. The risk of injuries, death and damages is increased due to poor building methods.		Whole municipal area	Loss of life, injury and damages to property and infrastructure			X	1.4.1
ENVIRONMENTAL DEGRADATION	Air pollution resulting from fires. This includes: • Illegal burning of waste and refuse • Veld fires • Dust from the wood factory	This occurs throughout the year		Health risk		X	X	1.5.1
HYDRO-METEOROLOGICAL HAZARDS	Riverine Flooding. The Skaap River overflows during heavy rain fall	During heavy rainfall		Damage to infrastructure and property and injuries and loss of life.	X	X	X	1.6.1

CAPE WINELANDS DISTRICT MUNICIPALITY
WITZENBERG MUNICIPALITY

WARD BASED RISK ASSESSMENT



Risk Assessment Background:

Description of Area

<table>
<tr><td>Ward Number</td><td>5</td></tr>
<tr><td>Size of Ward</td><td>337.29 km²</td></tr>
<tr><td rowspan="3">Population of Ward:</td><td>Number of people: 9047</td></tr>
<tr><td>Race:

<table>
<tr><th>Race</th><th>Total</th></tr>
<tr><td>Black African</td><td>631</td></tr>
<tr><td>Coloured</td><td>6680</td></tr>
<tr><td>Indian or Asian</td><td>27</td></tr>
<tr><td>White</td><td>1572</td></tr>
<tr><td>Other</td><td>137</td></tr>
<tr><td>Total</td><td>9047</td></tr>
</table>
</td></tr>
<tr><td>Age groups (years completed):

<table>
<tr><th>0-10</th><th>11-20</th><th>21-30</th><th>31-40</th><th>41-50</th><th>51-60</th><th>61-70</th><th>71-80</th><th>81-90</th><th>91-100</th><th>>100</th></tr>
<tr><td>1775</td><td>1613</td><td>1345</td><td>1398</td><td>1315</td><td>843</td><td>442</td><td>227</td><td>80</td><td>8</td><td>1</td></tr>
</table>
</td></tr>
</table>

Map of Ward	 Ceres Ceres Wolseley R46 R43 Image © 2015 DigitalGlobe © 2015 AfriGIS (Pty) Ltd. © 2015 Google Image © 2015 CNES / Astrium Imagery Date: 10/14/2014

1. Natural Environment	
Description of Ward:	1) Mountains: the Hex River and Mostertshoek Mountains are found in this ward
	2) Rivers: The major rivers found in this ward are the Dwars River and Titus River. There are a number of non-perennial rivers found in this area.
	3) Dams and reservoirs: there are a number of farm and irrigation dams of varying sizes with in this ward.
2. Spatial Dimension	
Land Use Zones Residential (low income housing, informal settlements, formal housing), Commercial, CBD, Industrial, Agricultural	The ward is made up of the following land use zones: 1) Residential: Formal residential 2) CBD: this ward includes a large portion of the Ceres CBD. 3) Agriculture – the majority of the ward is made up of agricultural land in the Ceres Valley 4) Industrial: Ceres industrial areas are situated in this ward.
3. Economic Dimension	
3.1 Employment :	Employment: Unknown
	Unemployment : Unknown
	Reliance on grants and subsidies: Unknown
3.2 Types of Economic Activities:	Commercial: There are a number of businesses situated in the CBD of Ceres. This includes retail shops, supermarkets, small businesses, restaurants etc. Industrial: there are a number of factories in this ward e.g. fruit processing Agricultural: there are a number of farms in this ward
4. Health	
4.1 Medical and health services:	Clinics: None
	Hospitals (Private and Public): Ceres Netcare Hospital is located at 2 Faure Street, Ceres
	Ambulance: Emergency Medical Service's ambulances service this area. They are dispatched from Ceres Hospital.
	Environmental Health: The Environmental Health Officer for this area is located in this ward at the CWDM Office in Munnik Street, Ceres.

5. Education

5.1 Schools:

1. Crèches: Unknown

2. Pre-primary Schools:
Ceres Lions Pre-primary, Reid Street Ceres

3. Primary Schools:
Achtertuin Primary School, Buchuland
Ezelfontein NGK Primary, Ezelfontein
Morrisdale Primary, Vos Street, Ceres
Timothy Academy, 30 Munnik Street, Ceres

4. High Schools:
There are no high schools located in this ward.

6. Tourism

6.1 Tourist Attractions:

There are a number of arts and craft shops and restaurants that are aimed at tourists.

7. Safety and Security

7.1 Services:

1. South African Police Services: Located in Voortrekker Street.

2. Neighbourhood Watch: None

3. Fire Services: The main station is located in Ward 3

7.2 Crime

1. Description of crime rate and causes of crime:
The top crimes for the area serviced by (and provided by) Wolseley SAPS are as follows:
- Burglary (Houses)
- Theft
- Theft from motor vehicles
- Assault

8. Electricity

8.1 Electricity Supply

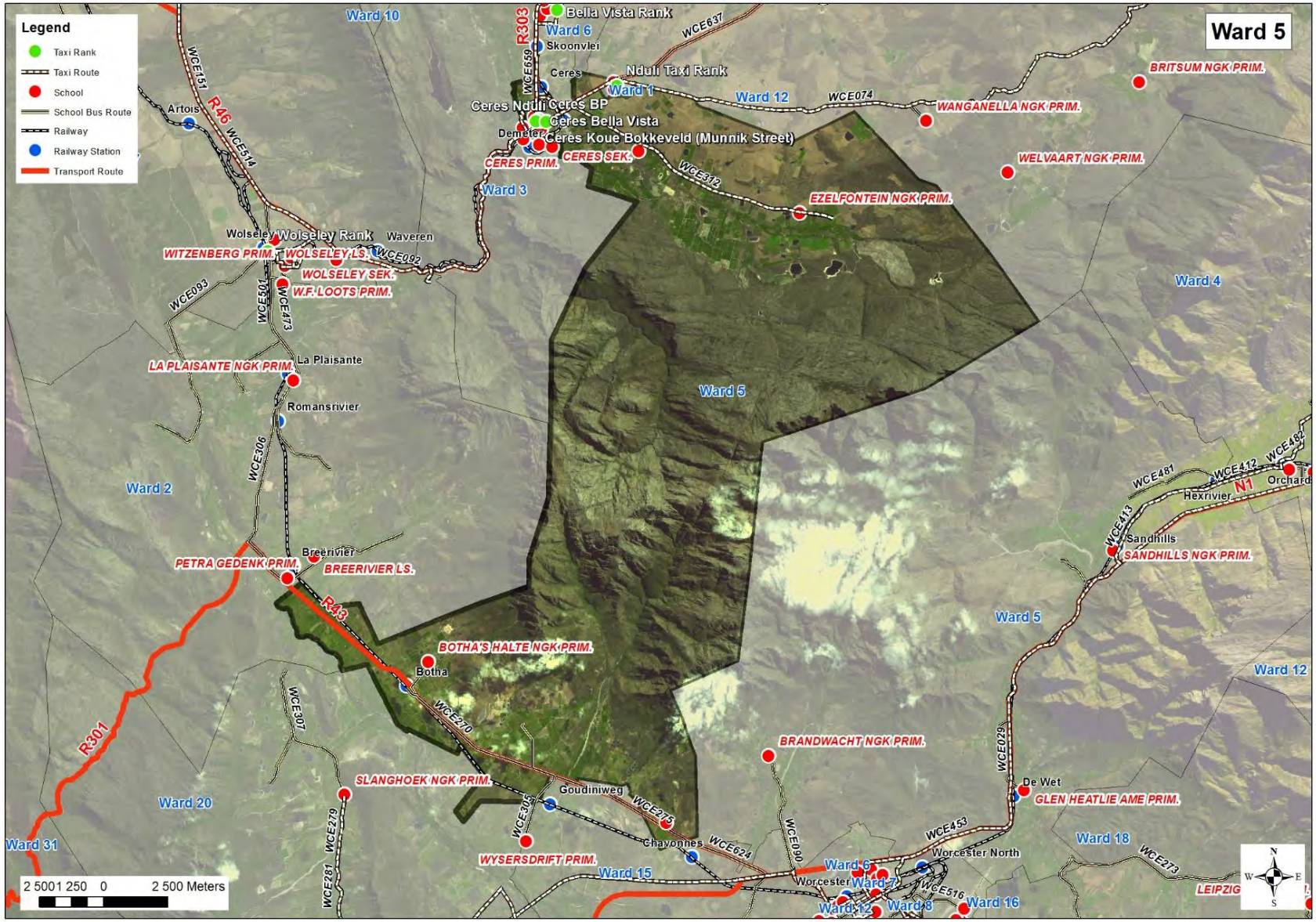
Yes, this ward is supplied with electricity

	Sources of energy for lighting (% of households)	Sources of energy for cooking (% of households)	Sources of energy for heating (% of households)
Electricity	97.37	93.56	64.11
Gas	0.14	4.13	2.45
Paraffin	0.18	0.82	0.86
Candles	1.95	N/A	N/A
Wood	N/A	1.32	26.09
Coal	N/A	0.14	0.27
Animal dung	N/A	0.00	0.00
Solar	0.00	0.00	0.27
None	0.32	0.09	5.90

(Source: Stats SA, 2011)

9. Transport

9.1 Map of transportation routes



<table>
<tr><td>9.2 Areas of high accidents</td><td>Information not available</td></tr>
<tr><td>9.3 Types of transportation</td><td>The busy R46 /Van Riebeeck Road and R303/Vos Street is located in this ward. A large number of trucks, cars, taxis and buses use these roads. The railway line is currently in the process of being restored and will be utilised in the near future.</td></tr>
<tr><td>9.4 Hazardous materials or cargo:</td><td>1. Any hazardous materials transported through the areas: Large quantities of hazardous equipment moves through this ward. These substances include ammonia, fuel, LP gas.</td></tr>
<tr><td colspan="2">10. Housing</td></tr>
<tr><td rowspan="3">10.1 Types of Housing:</td><td>1. Formal (incl. Low income and RDP): Formal houses</td></tr>
<tr><td>2. Informal: None</td></tr>
<tr><td>3. Back yard dwellers: Undetermined</td></tr>
<tr><td colspan="2">11. Water and Sanitation</td></tr>
<tr><td>11.1 Provision of water (formal residential areas)</td><td>Yes, the formal houses have water supplied.</td></tr>
<tr><td rowspan="2">11.2 Provision of water in informal settlements and areas without piped water</td><td>1. Number of taps available (incl. the number of people using the taps): Unknown</td></tr>
<tr><td>1. Are the taps in working order? Unknown</td></tr>
<tr><td>11.3 Sewerage and sanitation systems in formal areas</td><td>3.1 Formal sewerage: Yes</td></tr>
<tr><td rowspan="2">11.4 Sewerage and sanitation systems in informal settlements and areas without formal sanitation</td><td>1. Number, type, and frequency of cleaning of toilets: Unknown</td></tr>
<tr><td>2. Are the toilets in working order? Unknown</td></tr>
<tr><td>11.5 Rubbish Removal</td><td>
<table>
<tr><th>Methods of Waste Disposal for Ward 5</th><th>Number of households</th></tr>
<tr><td>Removed by the local municipality once a week</td><td>1433</td></tr>
<tr><td>Removed by the local municipality less than once a week</td><td>353</td></tr>
<tr><td>Communal refuse dump</td><td>17</td></tr>
<tr><td>Own refuse dump</td><td>383</td></tr>
<tr><td>No rubbish disposal</td><td>13</td></tr>
<tr><td>Other</td><td>4</td></tr>
</table>
(Source: Stats SA, 2011)
</td></tr>
</table>

12. Municipal Infrastructure:	
12.1 Storm water drainage	Yes, there is stormwater drainage in the urban areas of this ward.
12.2 Community Halls	Thusong Community Hall
13. Religious Institutions	
13.1 Churches, Mosques, synagogues	Unknown
14. Correctional Service Centres	
14.1 List of Correctional Service Centres	No

Historical Data:

Year	Type of incident	Impact and number of people affected:
1969	Earthquake	Severe infrastructural damages over most parts of the municipality 11 Fatalities in Ceres and Tulbagh

Description of identified Risks:

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
HUMAN INDUCED HAZARDS	Drug abuse: This was identified as a major problem, in particular amongst the youth.	Throughout the year	Throughout the community and in particular: • park • In abandoned buildings such as the Old Belmont Hotel or near Britos	The use of drugs are linked to: • Crime – burglaries • Social problems • Anti-social behaviour: families are living in fear		X		1.1.1
	Gangsterism The formation of gangs and gang activity is a result of social poverty and unemployment.	This occurs frequently throughout the year		This was identified as leading to criminal activities such as theft		X		1.1.2
	Xenophobia This is due to an influx of foreigners in to the area as well as the illegal occupation of houses and plots.	Sporadically			X		X	1.1.4
	Crime Theft which is assumed that this due to drug addiction, alcohol abuse and unemployment	This occurs frequently throughout the year		Loss of property and money. This has a financial implication for affected families.		X		1.1.5
	Dumping: There is an number of forms of dumping that is prevalent within this ward and it includes: • Dumping of rubble, household and garden waste into drainage system • Illegal dumping of refuse in open areas and along roads and the river	This occurs frequently throughout the year	In and along the river	This results in health issues especially in children who play in the rubbish. The blocking of storm water drains results in localised flooding during heavy rainfall. Garden refuse are being a habitat for animals and rodents.	X	X		1.1.7
	Sewerage running into the streets due to blocked drains and pipes. This is caused by people flushing the incorrect materials, such as nappies, down toilets.	This occurs frequently throughout the year		This results in sewerage flowing into the streets and causes health issues. In particular, children are most at risk to diseases as they play in the dirty water.		X	X	1.1.8
	Child molestation and abuse: Young girls are being molested by men in the community	Sporadically		Young girls are not allowed to go out on their own.		X		1.1.13

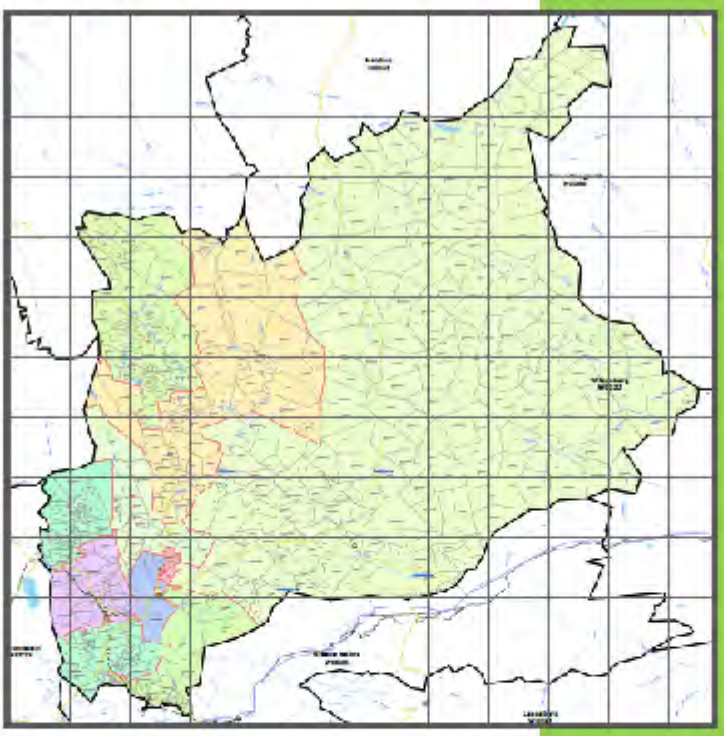
Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
TECHNOLOGICAL HAZARDS	Transportation of hazardous loads along all major and secondary roads and by rail.	Daily risk of hazardous loads travelling through the area	Along major and secondary roads and by rail.	Accidents and spillages of hazardous substances. Depending on the substance this could cause: • health problems • environmental issues (pollution) • Fire	X		X	1.2.4
	Traffic accidents. This includes both large truck accidents as well as car accidents resulting from speeding motor vehicles.	Frequently	Along major and secondary roads and residential roads. There was also a concern regarding the safety of children playing the park as it is close to a road without a fence.	Children playing in the streets can be knocked over. Injuries and fatalities of motor vehicle occupants. Disruption to traffic due to road closures	X	X	X	1.2.5
	Dam failure: the Koekedouw Dam is situated in this ward. Should a dam failure occur the town of Ceres would be cut in two	Rare, but the impact would be significant	The Koekedouw dam and the Dwars River and flood plains up to the Breede River	A dam failure would result in: • Flooding which would cut the town in two • significant damage to infrastructure and facilities, in particular the hospitals that are situated in the flood plain • Loss of life • Damage to property	X		X	1.2.6
	Multi Hazard Installations: There is the highest concentration of chemicals and hazardous substances within this area due to the large number of factories, fuel stations, cold storage facilities etc. The types of substances includes: • Ammonia • Caustic Soda • LP Gas • Petrol • Pesticides • Fertilizers	Incidents are rare but the impact can be severe	• Ceres Koelkamers, Bon Chretien Street (4 tonnes of Ammonia)	An incident at one of these facilities could resulting in the following: • Loss of life and injuries • Damage to property and infrastructure • Fire and explosions • Pollution (air, water or land)		X	X	1.2.7

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
TECHNOLOGICAL HAZARDS	Load shedding: Rotating power outages	Frequently	Across the community	There are significant consequence to load shedding: • Disruption and impacts on the economy • Severe disruption to traffic • Increase in crime • interruptions to critical infrastructure and processes such as sewerage treatment and water purification • Interruption to industrial and agricultural processes • Financial impacts on households due to appliances breaking due to power surges		X	X	1.2.8
	Train accidents: The re-opening the railway line will have future implications in terms of railway accidents and derailments. Pedestrians crossing the railway lines.	In the future	Railway line	An incident at one of these facilities could resulting in the following: • Loss of life and injuries • Damage to property • Fire and explosions • Pollution (air, water or land)	X		X	1.2.9
	Aircraft accident: Numerous aeroplanes travelling between Cape Town and Johannesburg fly over Witzenberg.	Rare		An incident at one of these facilities could resulting in the following: • Loss of life and injuries • Damage to property • Fire and explosions • Pollution (air, water or land)	X			1.2.10
BIOLOGICAL HAZARDS	Veld fires: Veld fires can be started naturally or by humans. Veld fires due to illegal dumping/littering in open spaces as well as people dropping of unextinguished cigarette butts.	This risk is higher during summer	• Along the urban fringe • Along the interface between natural veld and urban or agricultural areas • Along rail and road reserves	• People lose all their possessions • Threat to biodiversity due to areas burning too often • Destroy crops and agricultural land. This can have social and economic impacts	X		X	1.3.1

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
BIOLOGICAL HAZARDS	Human diseases: TB and HIV – an increase in the number of HIV and TB patients. Witzenberg was identified as having the highest HIV rate in the area.		Municipal wide	Disease, loss of life, impact on medical services	X		X	1.3.2
	Animals: Stray animals rip open rubbish bags or topple rubbish bins resulting in waste being scattered across the streets	Frequently		This has health implications as children then play in the waste.		X		1.3.3
GEOLOGICAL HAZARDS	Earthquake: The risk of earthquakes was highlighted as a risk for the whole of Witzenberg area. The risk of injuries, death and damages is increased due to poor building methods.		Whole municipal area	Loss of life, injury and damages to property and infrastructure	X		X	1.4.1
ENVIRONMENTAL DEGRADATION	Air pollution resulting from fires. This includes: • Fires for household activities • Illegal burning of waste and refuse • Veld fires	This occurs throughout the year but is more prevalent in winter when fires are used for heating purposes.		Health risk			X	1.5.1
	Ground pollution from sewerage due to : • non-existent sewerage systems within informal settlements • blockages within the sewerage network • interruption of sewerage treatment process by load shedding			Uncontrollable leakages and spillages. This not only results in pollution of the environment but also can be a health hazard		X	X	1.5.2
	Water pollution: Pump stations are situated in close proximity to rivers. Breakdown or disruption of archaic infrastructure in need of critical upgrades can also result in water contamination. Interruption of sewerage processes and infrastructure due to load shedding can result in water pollution Dumping of waste and litter into water courses results in water pollution.			Uncontrollable leakages and spillages. This not only results in pollution of the environment but also can be a health hazard.		X	X	1.5.3
HYDRO-METEOROLOGICAL HAZARDS	Riverine Flooding. The flooding is thought to be exacerbated due to overgrown reeds, trees and other vegetation in the Dwars River.	During heavy rainfall	Along the Dwars River.	Damage to infrastructure and property and injuries and loss of life.	X	X	X	1.6.1

CAPE WINELANDS DISTRICT MUNICIPALITY
WITZENBERG MUNICIPALITY

WARD BASED RISK ASSESSMENT



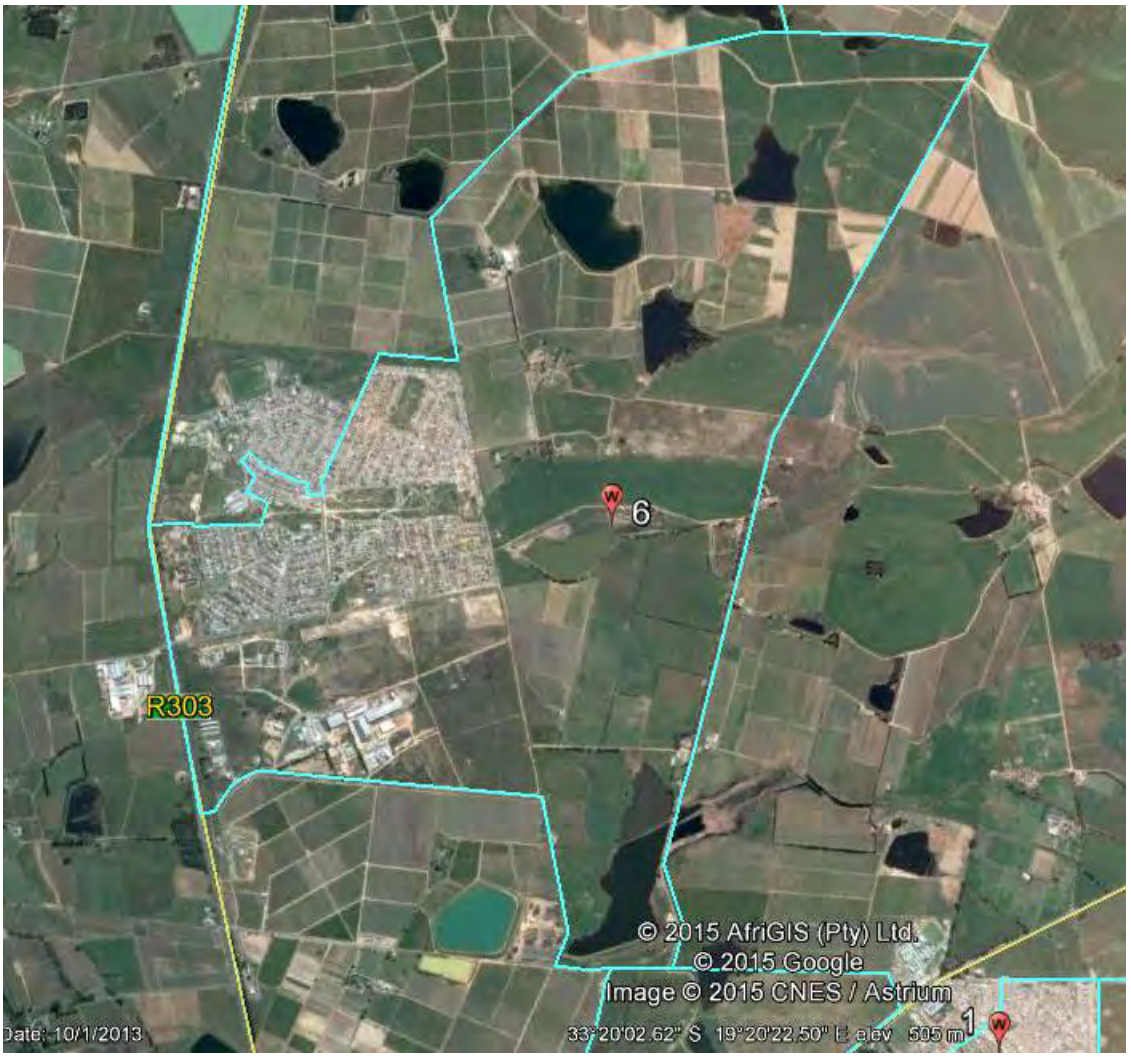
Risk Assessment Background:

Description of Area

<table>
<tr><td>Ward Number</td><td>6</td></tr>
<tr><td>Size of Ward</td><td>744.93 ha²</td></tr>
<tr><td rowspan="3">Population of Ward:</td><td>Number of people: 11014</td></tr>
<tr><td>Race:

<table>
<tr><th>Race</th><th>Total</th></tr>
<tr><td>Black African</td><td>246</td></tr>
<tr><td>Coloured</td><td>10545</td></tr>
<tr><td>Indian or Asian</td><td>42</td></tr>
<tr><td>White</td><td>159</td></tr>
<tr><td>Other</td><td>22</td></tr>
<tr><td>Total</td><td>11014</td></tr>
</table>
</td></tr>
<tr><td>Age groups (years completed):

<table>
<tr><th>0-10</th><th>11-20</th><th>21-30</th><th>31-40</th><th>41-50</th><th>51-60</th><th>61-70</th><th>71-80</th><th>81-90</th><th>91-100</th><th>>100</th></tr>
<tr><td>2310</td><td>2235</td><td>1889</td><td>1552</td><td>1428</td><td>940</td><td>427</td><td>183</td><td>34</td><td>9</td><td>7</td></tr>
</table>
</td></tr>
</table>

Map of Ward	 6 R303 © 2015 AfriGIS (Pty) Ltd. © 2015 Google Image © 2015 CNES / Astrium Date: 10/1/2013 33°20'02.62" S 19°20'22.50" E elev 505 m 1

1. Natural Environment	
Description of Ward:	1) Mountains: None
	2) Rivers: There are a number of small non-perennial rivers found in this ward
	3) Dams and Reservoirs: There are a number of agricultural dams of varying sizes.
2. Spatial Dimension	
Land Use Zones Residential (low income housing, informal settlements, formal housing), Commercial, CBD, Industrial, Agricultural	The Ward is made up of the following land use zones: 1) Residential- this includes both low income formal housing. The majority of the low income housing has either extended their houses or back yard dwellers. 2) Small scale commercial 3) Agriculture
3. Economic Dimension	
3.1 Employment :	Employment: Unknown
	Unemployment: Unknown
	Reliance on grants and subsidies: Unknown
3.2 Types of Economic Activities:	Commercial: Small business such as retail shops Industrial: There is a plastic recycling facility in this ward Agricultural: there are numerous farms in this ward as well as a cold storage facility.
4. Health	
4.1 Medical and health services:	Clinics: One clinic, Bella Vista Clinic
	Hospitals (Private and Public): The closest hospitals are located in Ceres.
	Ambulance: Emergency Medical Service's ambulances service this area. An EMS station is situated and dispatched from Ceres.
	Environmental Health: The Environmental Health Officer for this area is located at the CWDM Office in Munnik Street, Ceres.
5. Education	
5.1 Schools:	1. Crèches: Moses se Mandijie, c/o Impala and Watsonia Streets, Bella Vista
	2. Pre-primary Schools: Unknown
	3. Primary Schools: Mooi-Uitsig Primary School, Lang Street
	4. High Schools: None

6. Tourism

6.1 Tourist Attractions:	Farm markets.

7. Safety and Security

7.1 Services:	1. South African Police Services: Located in Ceres, Ward 5
	2. Neighbourhood Watch: Unknown
	3. Fire Services: The Witzenberg Fire Department is located in Ceres with the CWDM Fire Station situated in Munnik Street, Ceres
7.2 Crime	1. Description of crime rate and causes of crime: The top crimes for the area serviced by (and provided by) Ceres SAPS are as follows: • Burglary (Houses) • Assault • Malicious damage to property • Drugs

8. Electricity

8.1 Electricity Supply

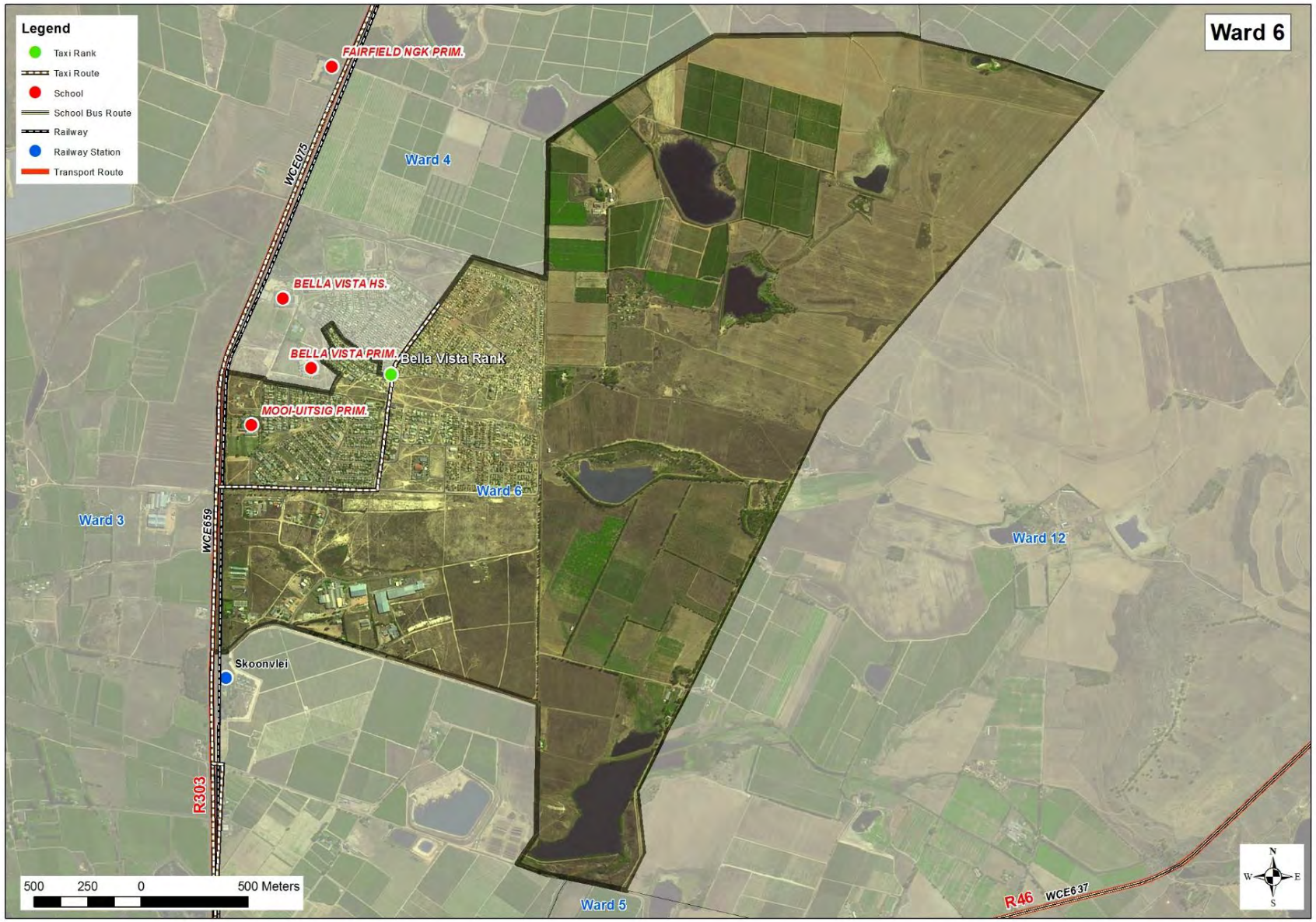
This area has electricity.

	Sources of energy for lighting (% of households)	Sources of energy for cooking (% of households)	Sources of energy for heating (% of households)
Electricity	95.71	94.12	66.86
Gas	0.04	3.84	0.71
Paraffin	0.13	0.00	0.22
Candles	2.56	N/A	N/A
Wood	N/A	1.46	22.85
Coal	N/A	0.00	0.27
Animal dung	N/A	0.04	0.13
Solar	0.31	0.13	0.13
None	1.24	0.40	8.84

(Source: Stats SA, 2011)

9. Transport

9.1 Map of transportation routes



<table>
<tr><td>9.2 Areas of high accidents</td><td>Information not available</td></tr>
<tr><td>9.3 Types of transportation</td><td>The R303 (Vos Street) is located on the edge of this ward. A large number of trucks, cars, taxis and buses use this road.</td></tr>
<tr><td>9.4 Hazardous materials or cargo:</td><td>Hazardous loads transported throughout the area, main roads and secondary roads serving industrial, commercial and farm installations for example ammonia and LP gas installations, fertilizers, insecticides.</td></tr>
<tr><td colspan="2">10. Housing</td></tr>
<tr><td rowspan="3">10.1 Types of Housing:</td><td>1. Formal (incl. Low income and RDP): Formal houses and RDP Houses</td></tr>
<tr><td>2. Informal: None</td></tr>
<tr><td>3. Back yard dwellers: There are a large number of backyard dwellers in this ward</td></tr>
<tr><td colspan="2">11. Water and Sanitation</td></tr>
<tr><td>11.1 Provision of water (formal residential areas)</td><td>Yes, the formal houses have water supplied.</td></tr>
<tr><td rowspan="2">11.2 Provision of water in informal settlements and areas without piped water</td><td>1. Number of taps available (incl. the number of people using the taps): Not applicable</td></tr>
<tr><td>1. Are the taps in working order? Not applicable</td></tr>
<tr><td>11.3 Sewerage and sanitation systems in formal areas</td><td>3.1 Formal sewerage: Yes</td></tr>
<tr><td rowspan="2">11.4 Sewerage and sanitation systems in informal settlements and areas without formal sanitation</td><td>1. Number, type, and frequency of cleaning of toilets: Not applicable</td></tr>
<tr><td>2. Are the toilets in working order? Not applicable</td></tr>
<tr><td>11.5 Rubbish Removal</td><td>
<table>
<tr><th>Methods of Waste Disposal for Ward 6</th><th>Number of households</th></tr>
<tr><td>Removed by the local municipality once a week</td><td>2250</td></tr>
<tr><td>Removed by the local municipality less than once a week</td><td>8</td></tr>
<tr><td>Communal refuse dump</td><td>1</td></tr>
<tr><td>Own refuse dump</td><td>3</td></tr>
<tr><td>No rubbish disposal</td><td>0</td></tr>
<tr><td>Other</td><td>1</td></tr>
</table>
(Source: Stats SA, 2011)
</td></tr>
</table>

12. Municipal Infrastructure:	
12.1 Storm water drainage	Yes, storm water drainage in residential areas.
12.2 Community Halls	Koinonia Hall Bella Vista Community Hall
13. Religious Institutions	
13.1 Churches, Mosques, synagogues	St Matthews Church New Apostolic Church
14. Correctional Service Centres	
14.1 List of Correctional Service Centres	No

Historical Data:

Year	Type of incident	Impact and number of people affected:
1969	Earthquake	Severe infrastructural damages over most parts of the municipality 11 Fatalities in Ceres and Tulbagh

Description of identified Risks:

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
HUMAN INDUCED HAZARDS	Drug abuse: The use and selling of drugs was identified as a major problem, in particular amongst the youth. A contributing factor to drug use is a lack of employment opportunities and activities to keep the youth busy.	Throughout the year	Throughout the community	The use of drugs are linked to: • Crime – burglaries, theft • Social problems • Anti-social behaviour • Violence		X	X	1.1.1
	Gangsterism The formation of gangs and gang activity is a result of social poverty.	This occurs frequently throughout the year		This was identified as leading to criminal activities such as theft, the use of drugs			X	1.1.2
	Xenophobia This is due to an influx of foreigners in to the area as well as the illegal occupation of houses and plots.	Sporadically		Violence and protests			X	1.1.4
	Crime Theft which is assumed to be due to drug addiction and unemployment. Crime is more prevalent at night in areas where street lights are broken.	This occurs frequently throughout the year	Walkway between Skoonvlei and Bella Vista due to no working lights.	Loss of property and money. This has a financial implication for affected families.		X		1.1.5
	Dumping: There is an number of forms of dumping that is prevalent within this ward and it includes: • Dumping of rubble, household and garden waste into drainage system • Illegal dumping of refuse and solid waste in open areas and along roads	This occurs frequently throughout the year	On the corner of Burger street	This results in health issues especially in children who play in the rubbish. The blocking of storm water drains results in localised flooding during heavy rainfall. Dumped refuse are a breeding ground for rodents.	X	X		1.1.7
	Sewerage running into the streets due to blocked drains and pipes. This is caused by people flushing the incorrect materials, such as nappies, down toilets.	This occurs frequently throughout the year		This results in sewerage flowing into the streets and causes health issues. In particular, children are most at risk to diseases as they play in the dirty water.	X	X		1.1.8
	Drowning: Children are able to swim and play in the large unfenced dams in the ward. There is a concern that they might drown.	Summer		Children can drown		X	X	1.1.10
	Lack of /broken basic amenities this included: • Lack of access to electricity		Jakaranda Street, Karee Street	Health and fire risk: • People without electricity have to use open fires for cooking this is both a fire and health risk • Illegal electricity cables are a major fire risk.	X	X		1.1.11
	Fires being set deliberately by children		At the park	Damage to property. Injuries and loss of life		X		1.1.14
	Localised flooding due to blocked storm water drains		Boerneef Street	Road is flooded during rains. This negatively impacts the road surface (potholes)		X		1.1.16

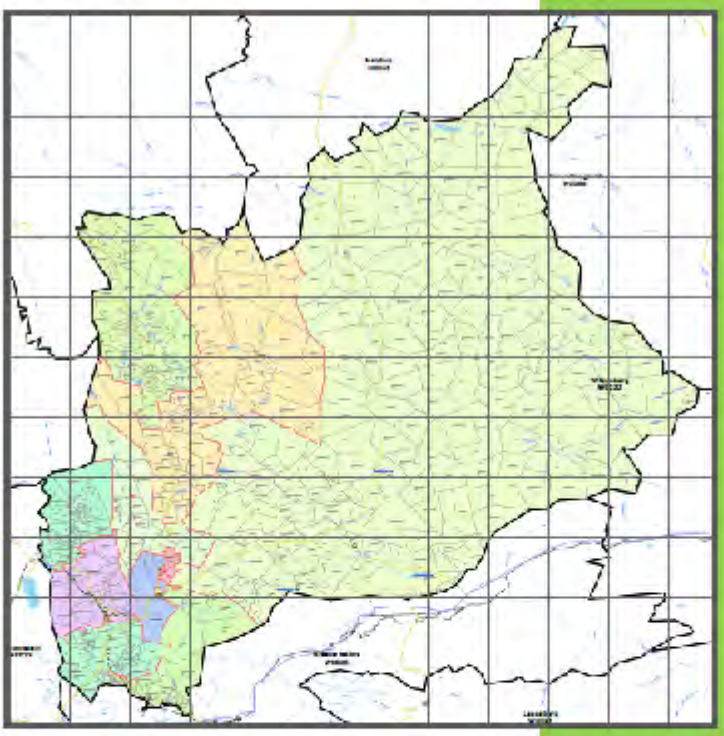
Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
TECHNOLOGICAL HAZARDS	Structural fires both formal and informal. The risk of fires is increased by the presence of backyard dwellers and informally built extension to RDP houses	There is a higher risk of fire during the winter months	The RDP houses was highlighted as a high risk area	People lose all their possessions.		X	X	1.2.1
	Transportation of hazardous loads along all major and secondary roads and by rail.	Daily risk of hazardous loads travelling through the area	Along major and secondary roads and by rail.	Accidents and spillages of hazardous substances. Depending on the substance this could cause: • Health problems • Environmental issues (pollution) • Fire • Explosions	X		X	1.2.4
	Traffic accidents. This includes both large truck accidents as well as car accidents resulting from speeding motor vehicles. Minibus taxis were identified as a major culprit to speeding	Frequently	Along major and secondary roads and residential roads. There was also a concern regarding the safety of children playing in the park as it is close to a road without a fence. There is a dangerous turnoff from the R303 into the Skoonvlei industrial area.	Children playing in the streets can be knocked over. Injuries and fatalities of motor vehicle occupants. Disruption to traffic due to road closures		X	X	1.2.5
	Multi Hazard Installations: There is the highest concentration of chemicals and hazardous substances within this area due to the large number of factories, fuel stations, cold storage facilities etc. The types of substances includes: • Ammonia • Caustic Soda • LP Gas • Petrol • Pesticides • Fertilizers	Incidents are rare but the impact can be severe	High risk areas include: • The fuel depot • Cold storage facilities: -Ceres Koelkamers, Skoonvlei Industrial area, Boerneef Street (18-20 tonnes of Ammonia) • The Plastic Recycling Plant	An incident at one of these facilities could result in the following: • Loss of life and injuries • Damage to property and infrastructure • Fire and explosions • Pollution (air, water or land)		X	X	1.2.7

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
TECHNOLOGICAL HAZARDS	Load shedding: Rotating power outages	Frequently	Across the community	There are significant consequence to load shedding: • Disruption and impacts on the economy • Severe disruption to traffic • Increase in crime • interruptions to critical infrastructure and processes such as sewerage treatment and water purification • Interruption to industrial and agricultural processes • Financial impacts on households and businesses due to appliances breaking due to power surges		X	X	1.2.8
BIOLOGICAL HAZARDS	Veld fires: Veld fires can be started naturally or by humans. Veld fires due to illegal dumping/littering in open spaces as well as people dropping of unextinguished cigarette butts.	This risk is higher during summer	• Along the urban fringe • Along the interface between natural veld and urban or agricultural areas • Along Rail and Road Reserves	• People lose all their possessions • Threat to biodiversity due to areas burning too often • Destroy crops and agricultural land. This can have social and economic impacts	X		X	1.3.1
	Human diseases: TB and HIV – an increase in the number of HIV and TB patients. Witzenberg was identified as having the highest HIV rate in the area.		Municipal wide	Disease, loss of life, impact on medical services			X	1.3.2
GEOLOGICAL HAZARDS	Earthquake: The risk of earthquakes was highlight as a risk for the whole of Witzenberg area. The risk of injuries, death and damages is increased due to poor building methods.		Whole municipal area	Loss of life, injury and damages to property and infrastructure	X		X	1.4.1

ENVIRONMENTAL DEGRADATION	Air pollution resulting from fires. This includes: • Fires for household activities • Illegal burning of waste and refuse • Veld fires	This occurs throughout the year but is more prevalent in winter when fires are used for heating purposes.		Health risk			X	1.5.1
	Ground pollution from sewerage due to : • non-existent sewerage systems within informal settlements • blockages within the sewerage network • interruption of sewerage treatment process by load shedding		"Vlei" area and manholes in Boerneef Street over flow with bloody water	Uncontrollable leakages and spillages. This not only results in pollution of the environment but also can be a health hazard		X	X	1.5.2
HYDRO-METEOROLOGICAL HAZARDS	Riverine Flooding.	During heavy rainfall	Along Rivers.	Causeway bridges are inundated with water resulting in areas being cut off and isolated.	X		X	1.6.1

CAPE WINELANDS DISTRICT MUNICIPALITY
WITZENBERG MUNICIPALITY

WARD BASED RISK ASSESSMENT



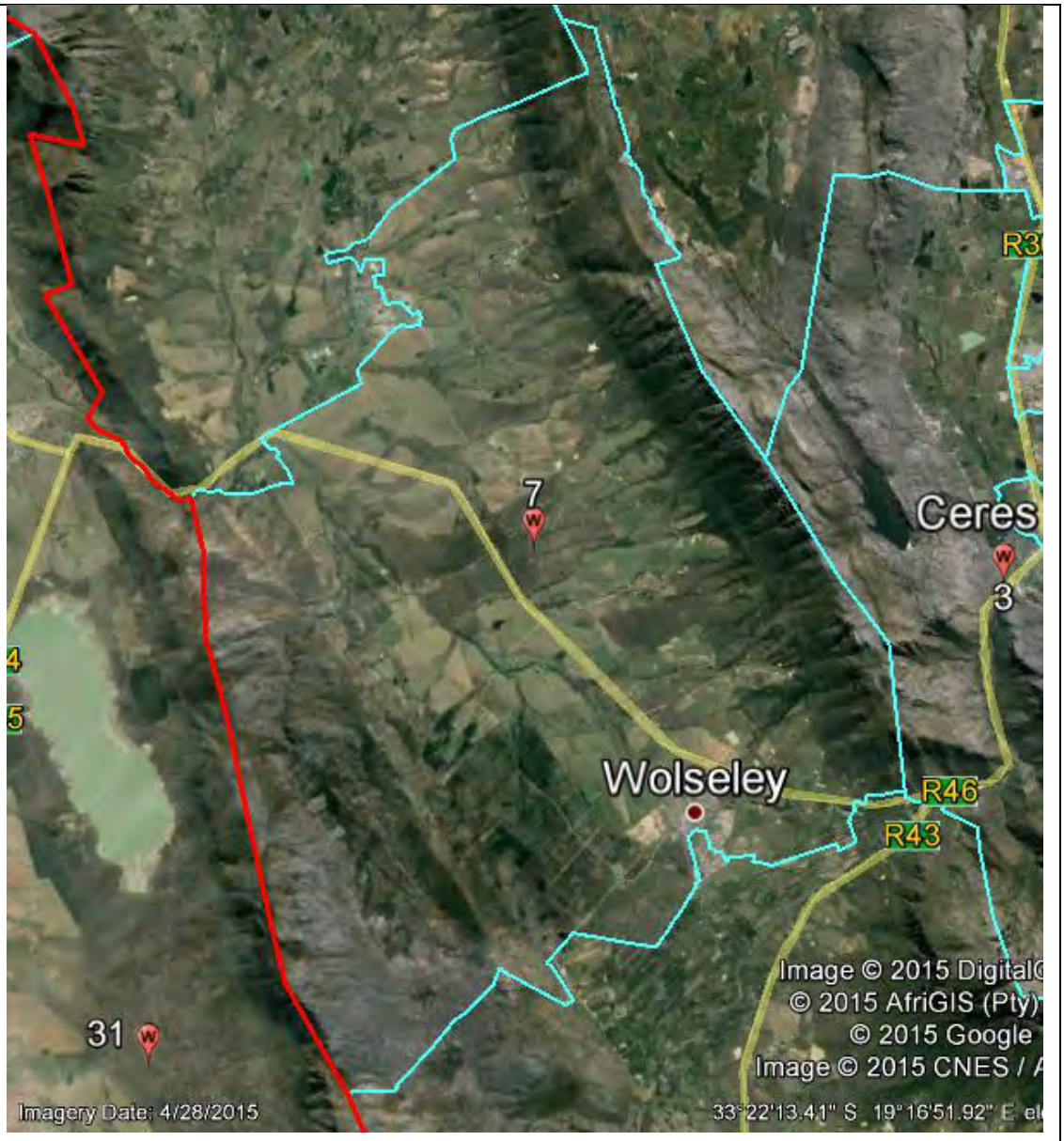
Risk Assessment Background:

Description of Area

<table>
<tr><td>Ward Number</td><td>7</td></tr>
<tr><td>Size of Ward</td><td>266.13 km²</td></tr>
<tr><td rowspan="3">Population of Ward:</td><td>Number of people: 14343</td></tr>
<tr><td>Race:

<table>
<tr><th>Race</th><th>Total</th></tr>
<tr><td>Black African</td><td>2083</td></tr>
<tr><td>Coloured</td><td>10743</td></tr>
<tr><td>Indian or Asian</td><td>51</td></tr>
<tr><td>White</td><td>1214</td></tr>
<tr><td>Other</td><td>252</td></tr>
<tr><td>Total</td><td>14343</td></tr>
</table>
</td></tr>
<tr><td>Age groups (years completed):

<table>
<tr><th>0-10</th><th>11-20</th><th>21-30</th><th>31-40</th><th>41-50</th><th>51-60</th><th>61-70</th><th>71-80</th><th>81-90</th><th>91-100</th><th>>100</th></tr>
<tr><td>3048</td><td>2640</td><td>2433</td><td>2105</td><td>1863</td><td>1216</td><td>632</td><td>286</td><td>104</td><td>11</td><td>5</td></tr>
</table>
</td></tr>
</table>

Map of Ward	 R3 7 Ceres 3 4 5 Wolseley R46 R43 31 Image © 2015 DigitalG © 2015 AfriGIS (Pty) © 2015 Google Image © 2015 CNES / A Imagery Date: 4/28/2015 33°22'13.41" S 19°16'51.92" E el

1. Natural Environment	
Description of Ward:	1) Mountains: this ward has the Witzenberg Mountains on the eastern side and the Obiqua Mountains on the western side of the ward.
	2) Rivers: there are a number of perennial and non-perennial rivers in this ward. The perennial rivers include: • the Klein Berg River • the Klip River • Brak kloof River •
	3) Dams or Reservoirs: There are a number of farm dams of varying sizes
2. Spatial Dimension	
Land Use Zones Residential (low income housing, informal settlements, formal housing), Commercial, CBD, Industrial, Agricultural	The Ward is made up of the following land use zones: 1) Residential- this includes both formal housing and informal housing. There are a large number of RDP houses in this ward. The informal housing includes both houses in informal settlements and backyard dwellers. 2) Commercial: This ward includes the main business and shopping area of Wolseley 3) Agriculture 4)Industrial
3. Economic Dimension	
3.1 Employment :	Employment: Unknown
	Unemployment: Unknown
	Reliance on grants and subsidies: Unknown
3.2 Types of Economic Activities:	Commercial: There are a number of shops and businesses in this ward. This includes retail shops, butcheries, furniture shops, hairdressers, etc. Agricultural: there are a number of farms in this area Industrial: there are a few factories in this ward.
4. Health	
4.1 Medical and Health services:	Clinics: There is are two clinics servicing the Tulbagh and Wolseley Community. The Tulbagh Clinic is located in ward 11 and the Wolseley Clinic is located in ward 2.
	Hospitals (Private and Public): The closest hospitals are located in Ceres.
	Ambulance: An EMS station is situated in Steinthal Street in Tulbagh
	Environmental Health: The Environmental Health Officers for this area is located at the CWDM Office in Munnik Street, Ceres and Witzenberg Municipal Office in Plein Street, Tulbagh.

5. Education	
5.1 Schools:	1. Crèches: Blomme Crèche, Church Street, Wolseley Klaarfontein Crèche, Klaarfontein Farm Malikhanye Crèche, Afrika Street, Pine Valley
	2. Pre-primary Schools: Tulbagh Pre-Primary
	3. Primary Schools: Errie Moller NGK Primary, Waverley, Wolseley, Witzenberg Primary, Angeliers Street, Wolseley Wolseley Primary, Mill Street, 023 231 0122
	High Schools: Waveren High School, Ryk Street, Tulbagh Wolseley Secondary, Malva Street
6. Tourism	
6.1 Tourist Attractions:	Tourist attractions within the ward include: • local arts and crafts for tour groups. • Guest houses, self-catering cottages • Restaurants • Wine farms
7. Safety and Security	
7.1 Services:	1. South African Police Services: There are two SAPS stations in close proximity to this ward. One is located at White Street, Wolseley. The closest SAPS Station in Tulbagh is located in Ward 11.
	2. Neighbourhood Watch: Unknown
	3. Fire Services: A satellite fire station is located in Ward 11.
7.2 Crime	1. Description of crime rate and causes of crime: The top crimes for the area serviced by (and provided by) Wolseley SAPS are as follows: • Burglary (Houses) • Theft • Theft from motor vehicles • Assault The top crimes for the area serviced by (and provided by) Tulbagh SAPS are as follows: • Burglary (Houses) • Assault • Theft from motor vehicles • Theft • Malicious damage to property

8. Electricity

8.1 Electricity Supply

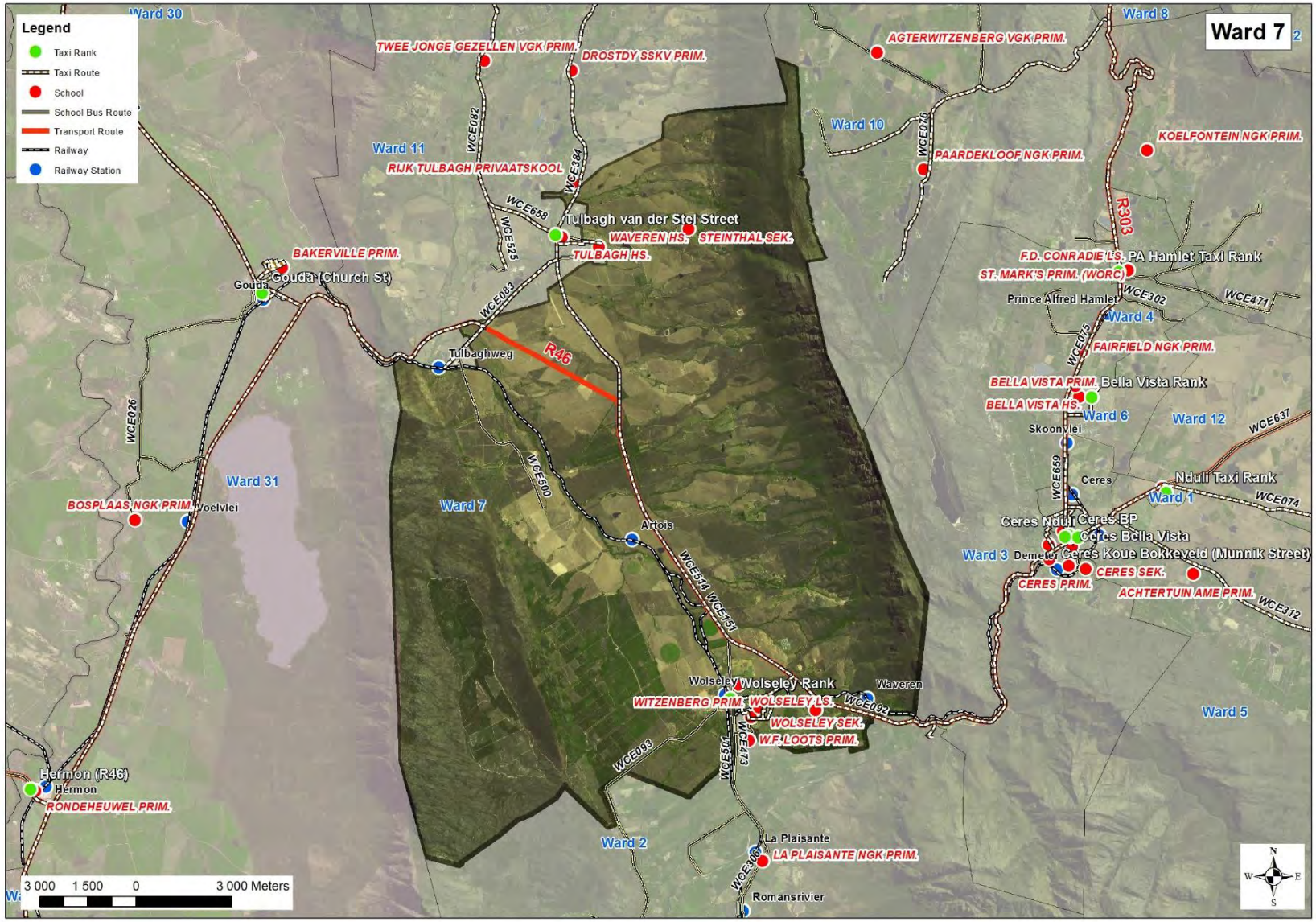
There is electricity in the ward. The informal settlement and backyard dwellers utilises illegal electricity connections to get electricity into structures.

	Sources of energy for lighting (% of households)	Sources of energy for cooking (% of households)	Sources of energy for heating (% of households)
Electricity	90.32	85.82	54.76
Gas	0.08	3.78	0.62
Paraffin	1.98	6.51	1.82
Candles	7.08	N/A	N/A
Wood	N/A	3.24	25.76
Coal	N/A	0.05	0.21
Animal dung	N/A	0.00	0.00
Solar	0.13	0.13	0.08
None	0.40	0.48	16.75

(Source: Stats SA, 2011)

9. Transport

9.1 Map of transportation routes



<table>
<tr><td>9.2 Areas of high accidents</td><td>Information not available</td></tr>
<tr><td>9.3 Types of transportation</td><td>The R46 and Voortrekker Road through Wolseley are utilised by a large number of trucks, cars, taxis and buses. The railway line bisects the ward. This railway is carries both passenger and cargo trains.</td></tr>
<tr><td>9.4 Hazardous materials or cargo:</td><td>1. Any hazardous materials transported through the areas: Large quantities of hazardous substances move through this ward. These substances include ammonia, fuel, LP gas, etc.</td></tr>
<tr><td colspan="2">10. Housing</td></tr>
<tr><td rowspan="3">10.1 Types of Housing:</td><td>1. Formal (incl. Low income and RDP): The houses in this area are a mixture of high-middle income formal houses, low income and RDP houses.</td></tr>
<tr><td>2. Informal: Informal houses are located in the Pine Valley Informal Settlement</td></tr>
<tr><td>3. Back yard dwellers: A large number of houses have back yard dwellers</td></tr>
<tr><td colspan="2">11. Water and Sanitation</td></tr>
<tr><td>11.1 Provision of water (formal residential areas)</td><td>Yes, the formal houses have water supplied.</td></tr>
<tr><td rowspan="2">11.2 Provision of water in informal settlements and areas without piped water</td><td>1. Number of taps available (incl. the number of people using the taps): Unknown</td></tr>
<tr><td>1. Are the taps in working order? Unknown</td></tr>
<tr><td>11.3 Sewerage and sanitation systems in formal areas</td><td>3.1 Formal sewerage: Yes</td></tr>
<tr><td rowspan="2">11.4 Sewerage and sanitation systems in informal settlements and areas without formal sanitation</td><td>1. Number, type, and frequency of cleaning of toilets: Unknown</td></tr>
<tr><td>2. Are the toilets in working order? Unknown</td></tr>
<tr><td>11.5 Rubbish Removal</td><td>
<table>
<tr><th>Methods of Waste Disposal for Ward 7</th><th>Number of households</th></tr>
<tr><td>Removed by the local municipality once a week</td><td>3019</td></tr>
<tr><td>Removed by the local municipality less than once a week</td><td>24</td></tr>
<tr><td>Communal refuse dump</td><td>115</td></tr>
<tr><td>Own refuse dump</td><td>362</td></tr>
<tr><td>No rubbish disposal</td><td>139</td></tr>
<tr><td>Other</td><td>72</td></tr>
</table>
(Source: Stats SA, 2011)
</td></tr>
</table>

12. Municipal Infrastructure:	
12.1 Storm water drainage	Yes, there is storm water drainage in formal areas.
12.2 Community Halls	Pine Valley Community Hall (Wolseley) Witzenberg Community Hall (Tulbagh)
13. Religious Institutions	
13.1 Churches, Mosques, synagogues	NG Kerk; AGS Kerk; St John's Anglican Church
14. Correctional Service Centres	
14.1 List of Correctional Service Centres	The Obiqua Prison is in the adjacent ward (Ward 11).

Historical Data:

Year	Type of incident	Impact and number of people affected:
1969	Earthquake	Severe infrastructural damages over most parts of the municipality 11 Fatalities in Ceres and Tulbagh
January 2015	Veld fire	500 Hectares of vegetation in Kluitjieskraal was destroyed in a fire.
November-December 2012 and January 2013	Farmworker Unrest	Protests by farm labourers occurred in the area.
2014/2015 Fire Season	Veld fire	Large area of mountain vegetation and pine plantations were destroyed in a veldfire

Description of identified Risks:

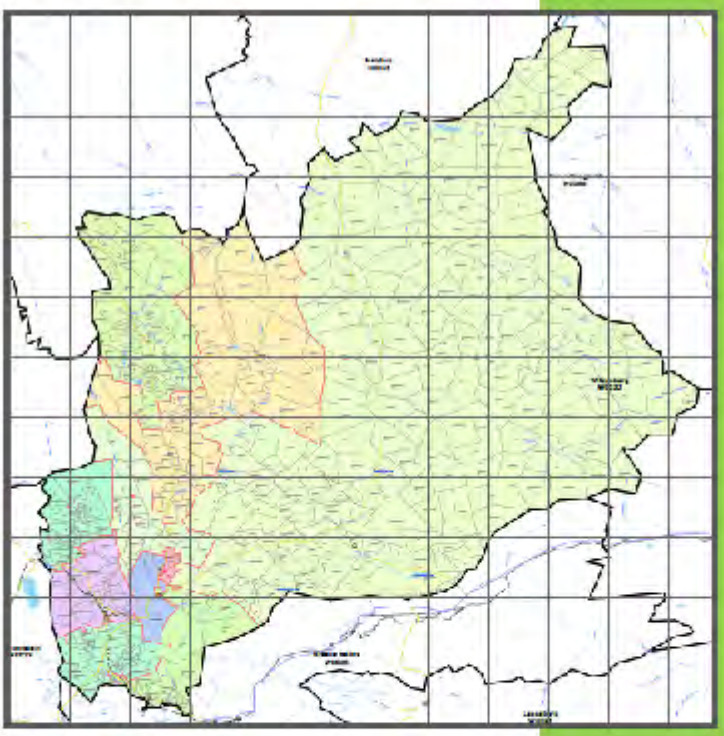
Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
HUMAN INDUCED HAZARDS	Drug abuse Drug abuse was highlighted as a problem amongst the youth.	Throughout the year	• Kluitjieskraal	This results in social and criminal problems	X			1.1.1
	Public Unrest This includes service delivery protests, farm worker unrest.	Sporadically	• Agricultural areas • Pine Valley	This has an impact on service delivery.			X	1.1.3
	Xenophobia This is due to an influx of foreigners in to the area as well as the illegal occupation of houses and plots.	Sporadically					X	1.1.4
	Crime Such as theft, prostitution, burglaries	This occurs frequently throughout the year	• Zwelitsha Street • Pine Valley	Loss of property and money	X	X		1.1.5
	Dumping: There is an number of forms of dumping that is prevalent within this ward and it includes: • Dumping of rubble in storm water drainage system • Illegal dumping of refuse and household waste in open areas and along roads	This occurs frequently throughout the year	• Pine Valley • Area behind Madani Street • Kluitjieskraal Street • Sederboom Street	This results in health issues especially in children who play in the rubbish. The blocking of storm water drains results in localised flooding during heavy rainfall		X	X	1.1.7
	Sewerage blockages due to incorrect materials being flushed down toilets or put into the sewers. Sewerage running into the streets due to blocked drains.	This occurs frequently throughout the year		This results in sewerage flowing into the streets and causes health issues. In particular, children are most at risk to diseases as they play in the dirty water.		X		1.1.8
	Lack of /broken basic amenities this included: • Lack of access to electricity • Too few toilets available • Broken or blocked toilets			Residents resort to dangerous illegal electricity connections. This can result in fires. Broken and lack of toilets results in health problems		X	X	1.1.11
	Alcohol abuse: The misuse of alcohol amongst youth and minors	This occurs frequently throughout the year		This results in antisocial behaviour and violence		X		1.1.12
TECHNOLOGICAL HAZARDS	Structural fires both formal and informal. The risk of fires is increased by: • The proximity of houses to each other. There is not a safe distance between houses. • The presence of backyard dwellers and informally built extension to RDP houses • Building materials of informal houses	There is a higher risk of fire during the winter months	• Pine Valley • Kluitjieskraal	People lose all their possessions. Fires were also seen as a large cause of air pollution.		X	X	1.2.1
	Fires resulting from use of candles, paraffin, gas and illegal electricity cables.	This risk is more severe during winter as people are more reliant on electricity	• Pine Valley	Loss of life and property		X	X	1.2.3

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
TECHNOLOGICAL HAZARDS	Transportation of hazardous loads along all major and secondary roads and via rail	Daily risk of hazardous loads travelling through the area	Along major and secondary roads	Accidents and spillages of hazardous substances. Depending on the substance this could cause: • Health problems • Environmental issues (pollution) • Fire			X	1.2.4
	Traffic accidents. This includes both large truck accidents as well as car accidents resulting from speeding motor vehicles	Frequently	Along major and secondary roads and residential roads.	Children playing in the streets can be knocked over. Injuries and fatalities of motor vehicle occupants. Disruption to traffic due to road closures		X	X	1.2.5
	Multi Hazard Installations: Storage and use of hazardous chemicals in factories, fuel stations, farms and packing stores. These chemicals include: • Pesticides • Fertilizers • Alcohol • Fuel	Incidents are rare but the impact can be severe	High risk areas include: • Packing facilities • Brenno Kem has 30000L of alcohol on site	An incident at one of these facilities could resulting in the following: • Loss of life and injuries • Damage to property and infrastructure • Fire and explosions • Pollution (air, water or land)			X	1.2.7
	Load shedding: Rotating power outages	Frequently	Across the community	There are significant consequence to load shedding: • Disruption and impacts on the economy • Severe disruption to traffic • Increase in crime • interruptions to critical infrastructure and processes such as sewerage treatment and water purification • Interruption to industrial and agricultural processes			X	1.2.8
	Train accidents: The existing north south main railway line runs through Wolseley and rural parts of the ward. Pedestrians crossing the railway lines, level crossings.	Current	Main railway line	An incident at one of these facilities could result in the following: • Loss of life and injuries • Damage to property • Fire and explosions • Pollution (air, water or land)			X	1.2.9

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
BIOLOGICAL HAZARDS	Veld fires: Veld fires can be started naturally or by humans. Veld fires due to illegal dumping/littering in open spaces as well as people dropping of unextinguished cigarette butts.	This risk is higher during summer	• Along the urban fringe • Along the interface between natural veld and urban or agricultural areas • Along Rail and Road Reserves	• People lose all their possessions • Threat to biodiversity due to areas burning too often • Destroy crops and agricultural land. This can have social and economic impacts		X	X	1.3.1
	Human diseases: TB and HIV – an increase in the number of HIV and TB patients. Witzenberg was identified as having the highest HIV rate in the area.		Municipal wide	Disease, loss of life, impact on medical services			X	1.3.2
GEOLOGICAL HAZARDS	Earthquake: The risk of earthquakes was highlighted as a risk for the whole of Witzenberg area. The risk of injuries, death and damages is increased due to poor building methods.		Whole municipal area	Loss of life, injury and damages to property and infrastructure			X	1.4.1
ENVIRONMENTAL DEGRADATION	Air pollution resulting from fires and crop treatments	This is more prevalent during summer		Health risk			X	1.5.1
	Ground pollution from sewerage due to : • non-existent sewerage systems within informal settlements • blockages within the sewerage network • interruption of sewerage treatment process by load shedding			Uncontrollable leakages and spillages. This not only results in pollution of the environment but also can be a health hazard		X	X	1.5.2

CAPE WINELANDS DISTRICT MUNICIPALITY
WITZENBERG MUNICIPALITY

WARD BASED RISK ASSESSMENT



Risk Assessment Background:

Description of Area

<table>
<tr><td>Ward Number</td><td>8</td></tr>
<tr><td>Size of Ward</td><td>1391.68 km²</td></tr>
<tr><td rowspan="3">Population of Ward:</td><td>Number of people: 8870</td></tr>
<tr><td>Race:

<table>
<tr><th>Race</th><th>Total</th></tr>
<tr><td>Black African</td><td>3755</td></tr>
<tr><td>Coloured</td><td>4323</td></tr>
<tr><td>Indian or Asian</td><td>35</td></tr>
<tr><td>White</td><td>696</td></tr>
<tr><td>Other</td><td>61</td></tr>
<tr><td>Total</td><td>8870</td></tr>
</table>
</td></tr>
<tr><td>Age groups (years completed):

<table>
<tr><th>0-10</th><th>11-20</th><th>21-30</th><th>31-40</th><th>41-50</th><th>51-60</th><th>61-70</th><th>71-80</th><th>81-90</th><th>91-100</th><th>>100</th></tr>
<tr><td>1338</td><td>1522</td><td>3064</td><td>2068</td><td>1268</td><td>603</td><td>239</td><td>83</td><td>24</td><td>2</td><td>0</td></tr>
</table>
</td></tr>
</table>

Map of Ward	 9 Witzenberg 8 R303 10 11 R46 Date: 4/10/2013 © 2015 AfriG © 2015 32°58'21.81" S 19°45'2

1. Natural Environment	
Description of Ward:	Mountains: This ward is primarily made up of the Swartruggens Mountains
	Rivers: Riet River, Leeu River, Houdensbek River and Kruis River are found in this ward. There are also a number of non-perennial rivers.
	There are a number of large and small farm dams in the ward.
2. Spatial Dimension	
Land Use Zones Residential (low income housing, informal settlements, formal housing), Commercial, CBD, Industrial, Agricultural	This ward is made of uninhabited mountainous areas and agricultural areas.
3. Economic Dimension	
3.1 Employment :	Employment: Unknown
	Unemployment: Unknown
	Reliance on grants and subsidies: Unknown
3.2 Types of Economic Activities:	Agricultural activities and tourism (Kagga Kamma Nature Reserve)
4. Health	
4.1 Medical and Health Services:	Clinics: The nearest clinic is the mobile clinic servicing the Op-die-Berg Community.
	Hospitals (Private and Public): The closest hospitals are located in Ceres.
	Ambulance: Emergency Medical Service's ambulances service this area. They are dispatched from Ceres.
	Environmental Health: The Environmental Health Officer for this area is located at the CWDM Office in Munnik Street, Ceres.

5. Education

5.1 Schools:

1. Crèches:
Kromfontein Nasorg Sentrum, Kromfontein Farm

2. Pre-primary Schools: None

3. Primary Schools:
Bo-Plaas NGK Primary
Kromlin Primary, Kromfontein
Piet Hugo Gedenk NGK Primary, Elandsfontein
Rosendale Primary, Rosendal Farm

4. High Schools:
The closest high school is Skurweberg Secondary located in Op-die-Berg (Ward 9).

6. Tourism

6.1 Tourist Attractions: Kagga Kamma Nature Reserve

7. Safety and Security

7.1 Services:

1. South African Police Services: Located in PA Hamlet (Ward 4)
2. Neighbourhood Watch: Unknown
3. Fire Services: The Witzenberg and Cape Winelands Fire Departments respond from Ceres.

7.2 Crime

1. Description of crime rate and causes of crime:
The top crimes for the area serviced by (and provided by) Prince Alfred Hamlet SAPS are as follows:
- Copper theft
- Assault
- Drugs
- Burglary (Houses)
- Murder

8. Electricity

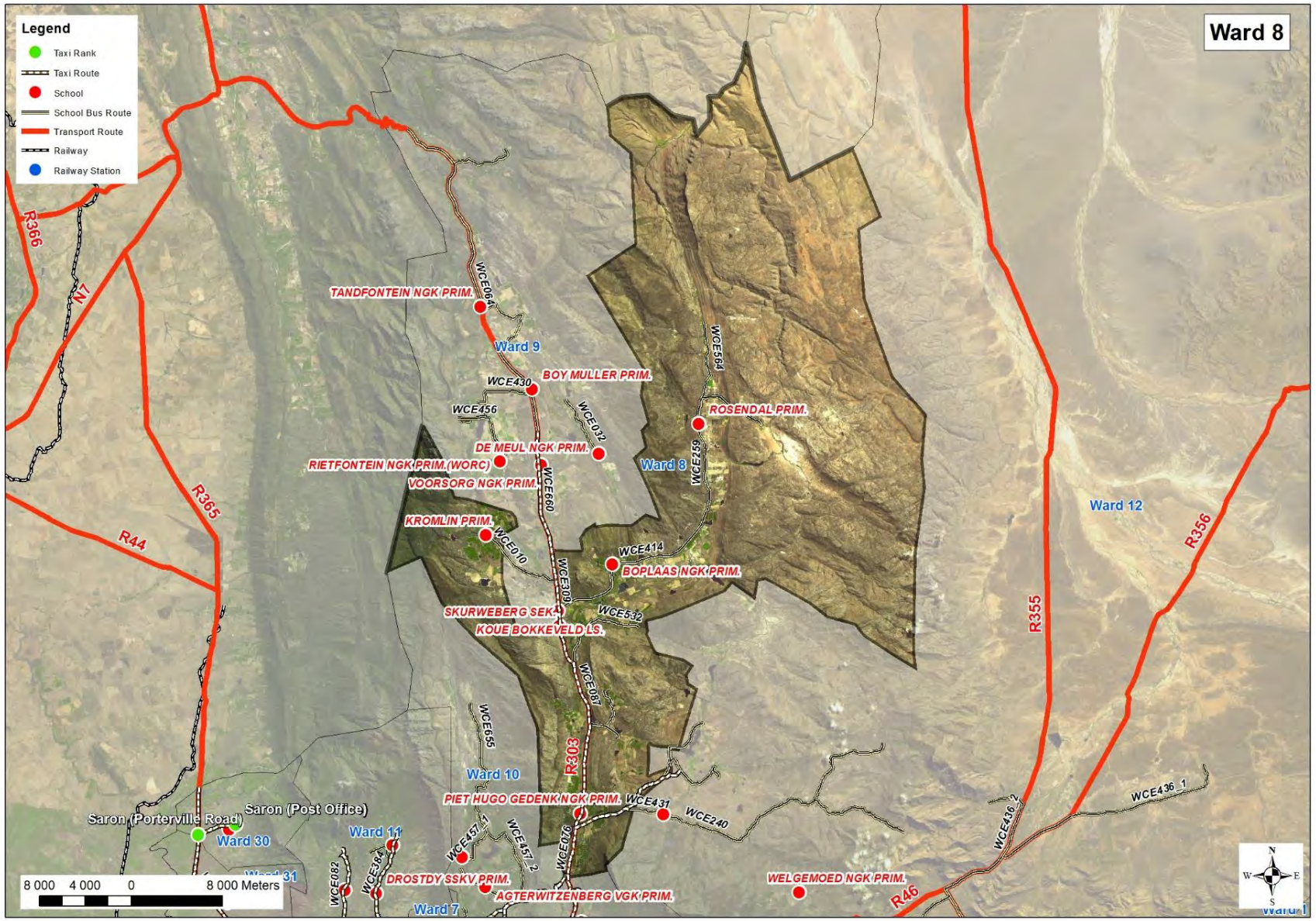
8.1 Electricity Supply

	Sources of energy for lighting (% of households)	Sources of energy for cooking (% of households)	Sources of energy for heating (% of households)
Electricity	94.35	92.39	40.22
Gas	0.33	2.17	0.98
Paraffin	1.14	2.66	0.38
Candles	3.42	N/A	N/A
Wood	N/A	2.12	57.17
Coal	N/A	0.00	0.00
Animal dung	N/A	0.16	0.00
Solar	0.27	0.11	0.11
None	0.49	0.16	1.14

(Source: Stats SA, 2011)

9. Transport

9.1 Map of transportation routes



<table>
<tr><td>9.2 Areas of high accidents</td><td>Information not available</td></tr>
<tr><td>9.3 Types of transportation</td><td>There are a number of trucks, cars, buses use this area.</td></tr>
<tr><td>9.4 Hazardous materials or cargo:</td><td>1. Any hazardous materials transported through the areas: Hazardous substances are transported along the main and secondary roads.</td></tr>
<tr><td colspan="2">10. Housing</td></tr>
<tr><td>10.1 Types of Housing:</td><td>1. Area mainly agricultural, e.g. farm houses</td></tr>
<tr><td colspan="2">11. Water and Sanitation</td></tr>
<tr><td>11.1 Provision of water (formal residential areas)</td><td>Unknown</td></tr>
<tr><td rowspan="2">11.2 Provision of water in informal settlements and areas without piped water</td><td>1. Number of taps available (incl. the number of people using the taps): Unknown</td></tr>
<tr><td>1. Are the taps in working order? Unknown</td></tr>
<tr><td>11.3 Sewerage and sanitation systems in formal areas</td><td>3.1 Formal sewerage: Unknown</td></tr>
<tr><td rowspan="2">11.4 Sewerage and sanitation systems in informal settlements and areas without formal sanitation</td><td>1. Number, type, and frequency of cleaning of toilets: Unknown</td></tr>
<tr><td>2. Are the toilets in working order? Unknown</td></tr>
<tr><td>11.5 Rubbish Removal</td><td>
<table>
<tr><th>Methods of Waste Disposal for Ward 8</th><th>Number of households</th></tr>
<tr><td>Removed by the local municipality once a week</td><td>856</td></tr>
<tr><td>Removed by the local municipality less than once a week</td><td>398</td></tr>
<tr><td>Communal refuse dump</td><td>488</td></tr>
<tr><td>Own refuse dump</td><td>81</td></tr>
<tr><td>No rubbish disposal</td><td>6</td></tr>
<tr><td>Other</td><td>9</td></tr>
</table>
(Source: Stats SA, 2011)
</td></tr>
</table>

12. Municipal Infrastructure:	
12.1 Storm water drainage	No
12.2 Community Halls	Bronaar Community Centre Rocklands Recreational Hall Morester Sports Club
13. Religious Institutions	
13.1 Churches, Mosques, synagogues	No
14. Correctional Service Centres	
14.1 List of Correctional Service Centres	None

Historical Data:

Year	Type of incident	Impact and number of people affected:
1969	Earthquake	Severe infrastructural damages over most parts of the municipality 11 Fatalities in Ceres and Tulbagh
2003-2005	Severe drought	This ward was declared a disaster area. Fodder scheme was implemented for stock farmers

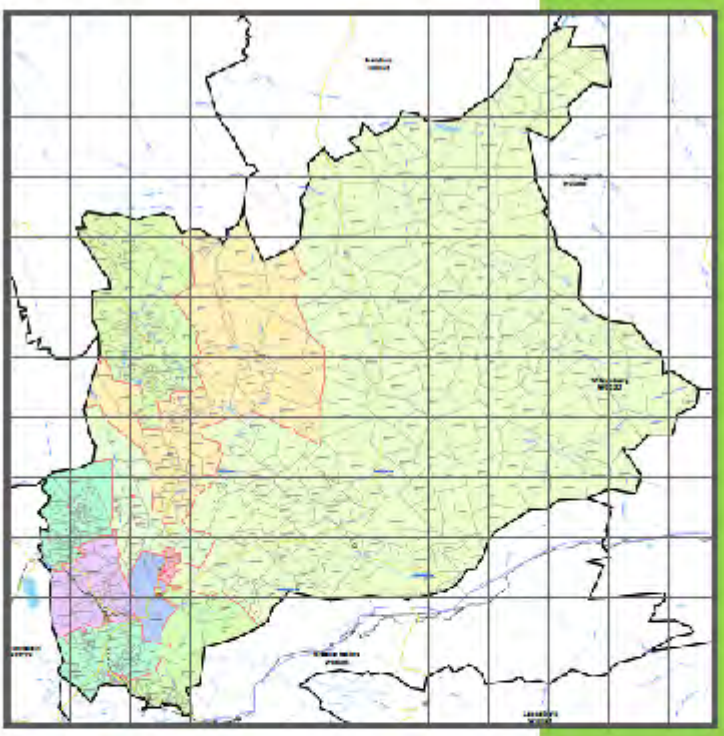
Description of identified Risks:

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
HUMAN INDUCED HAZARDS	Public Unrest: Farm worker unrest and protests for higher wages.	Sporadically		This has a significant impact on farm productivity and local economy. Destruction of property, equipment and crops.	X		X	1.1.3
TECHNOLOGICAL HAZARDS	Transportation of hazardous loads along all major and secondary roads	Daily risk of hazardous loads travelling through the area	Along major and secondary roads	Accidents and spillages of hazardous substances. Depending on the substance this could cause: • health problems • environmental issues (pollution) • Fire			X	1.2.4
	Dam failure: The failure of large farm dam walls.	Rare, but the impact would be significant		A dam failure would result in: • significant damage to farm land • Loss of life • Damage to property			X	1.2.6
	Multi Hazard Installations: There a number of hazardous substances found within this area The types of substances includes: • Ammonia • Petrol/diesel • Pesticides • Fertilizers • LP Gas	Incidents are rare but the impact can be severe	• Ceres Koelkamers, Op die Berg Industrial area (2.5 tonnes of Ammonia)	An incident at one of these facilities could resulting in the following: • Loss of life and injuries • Damage to property and infrastructure • Fire and explosions • Pollution (air, water or land)		X	X	1.2.7
BIOLOGICAL	Veld Fires: Veld fires can be started naturally or by humans. Veld fires due to people dropping of unextinguished cigarette butts.	This risk is higher during summer	• Along the interface between natural veld and agricultural areas • Along road Reserves	• Threat to biodiversity due to areas burning too often • Destroy crops and agricultural land. This can have social and economic impacts			X	1.3.1
	Human diseases: TB and HIV – an increase in the number of HIV and TB patients. Witzenberg was identified as having the highest HIV rate in the area.		Ward-wide	Disease, loss of life, impact on medical services			X	1.3.2

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
GEOLOGICAL HAZARDS	Earthquake: The risk of earthquakes was highlight as a risk for the whole of Witzenberg area. The risk of injuries, death and damages is increased due to poor building methods.		Whole municipal area	Loss of life, injury and damages to property and infrastructure			X	1.4.1
ENVIRONMENTAL DEGRADATION	Air pollution resulting from fires. This includes: • Veld fires			Health risk			X	1.5.1
	Erosion	This occurs specifically during times of drought		Degradation and eroding away from arable land			X	1.5.4
HYDRO-METEOROLOGICAL HAZARDS	Snowfalls	Winter	Highly and mountainous areas	Farms are cut off and emergency vehicles cannot access areas.			X	1.6.2
	Drought and water scarcity due to changes in climate in weather patterns		Ward-wide	Impact farm productivity and economy of the area			X	1.6.3

CAPE WINELANDS DISTRICT MUNICIPALITY
WITZENBERG MUNICIPALITY

WARD BASED RISK ASSESSMENT



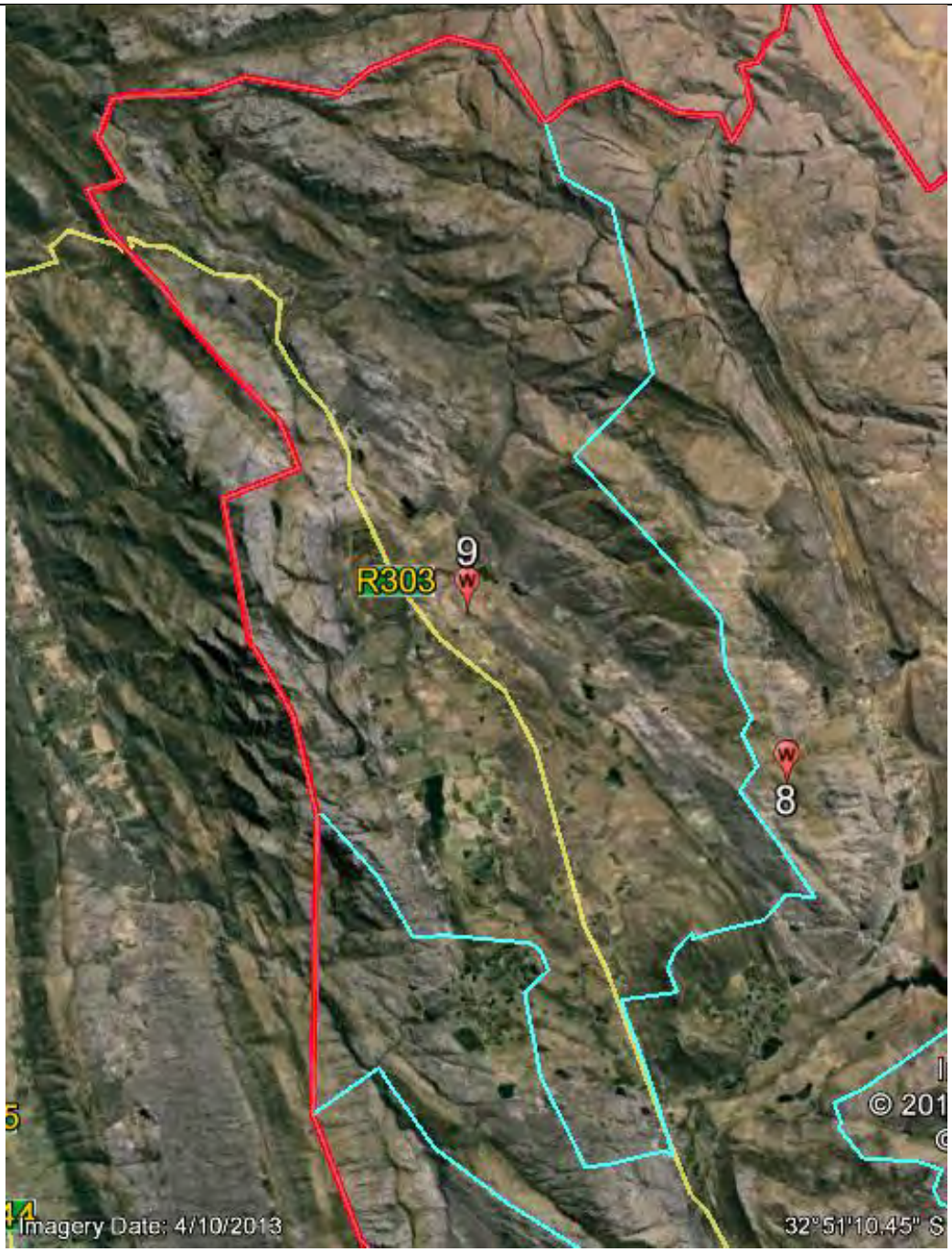
Risk Assessment Background:

Description of Area

<table>
<tr><td>Ward Number</td><td>9</td></tr>
<tr><td>Size of Ward</td><td>774.44 km²</td></tr>
<tr><td rowspan="3">Population of Ward:</td><td>Number of people: 10218</td></tr>
<tr><td>Race:

<table>
<tr><th>Race</th><th>Total</th></tr>
<tr><td>Black African</td><td>4076</td></tr>
<tr><td>Coloured</td><td>5558</td></tr>
<tr><td>Indian or Asian</td><td>9</td></tr>
<tr><td>White</td><td>569</td></tr>
<tr><td>Other</td><td>7</td></tr>
<tr><td>Total</td><td>10218</td></tr>
</table>
</td></tr>
<tr><td>Age groups (years completed):

<table>
<tr><th>0-10</th><th>11-20</th><th>21-30</th><th>31-40</th><th>41-50</th><th>51-60</th><th>61-70</th><th>71-80</th><th>81-90</th><th>91-100</th><th>>100</th></tr>
<tr><td>1411</td><td>1520</td><td>2737</td><td>2000</td><td>1335</td><td>732</td><td>304</td><td>138</td><td>30</td><td>9</td><td>2</td></tr>
</table>
</td></tr>
</table>

Map of Ward	

1. Natural Environment	
Description of Ward:	Mountains: This ward is made up predominately of the Koue Bokkeveld Mountains and a portion of the Koue Bokkeveld Valley.
	Rivers: The Leeu and Twee Rivers are found in this ward. There are also a number of non-perennial rivers in the area.
	Dams: There are a number of farm dams of varying sizes in this ward.
2. Spatial Dimension	
Land Use Zones Residential (low income housing, informal settlements, formal housing), Commercial, CBD, Industrial, Agricultural	The majority of this ward is made up of mountainous areas and agricultural land. In the south of the ward is Op-die-Berg which comprises of: Residential area: formal houses including low income and RDP houses Commercial: There are a few shops and small businesses in the area.
3. Economic Dimension	
3.1 Employment :	Employment: Unknown
	Unemployment: Unknown
	Reliance on grants and subsidies: Unknown
3.2 Types of Economic Activities:	Commercial: A number of small businesses operating in this area such as shops. Agriculture: the major economic activity for this area
4. Health	
4.1 Medical and health services:	Clinics: There is a mobile clinic that services this area.
	Hospitals (Private and Public): The closest hospitals are located in Ceres.
	Ambulance: Emergency Medical Service's ambulances service this area. They are dispatched from Ceres.
	Environmental Health: The Environmental Health Officer for this area is located at the CWDM Office in Munnik Street, Ceres.

5. Education	
5.1 Schools:	1. Crèches: Donkerbos Creche, Donker Bos Farm Goedgedink Creche, Tandfontein Estate Happy Faces, Wydekloof Farm Happy Faces, Langrivir Farm Kabouterjieland Bewaarskool, Die Bos Farm Keunje Day Care Centre, Keunje Farm Ou Nessie, Rietfontein Farm Op Die Berg Afterschool, 1 Kerk Street, Op die Berg Trappies Op Die Berg, Op die Berg
	2. Pre-primary Schools: The crèches look after children up until primary school level
	3. Primary Schools: Boy Muller Primary, Koue Bokkeveld De Meul Primary, De Meul Farm Koue Bokkeveld Primary, Protea Lane, Op die Berg Rietfontein Primary, Rietfontein Farm Tandfontein Primary, Tandfontein Farm Voorsorg Primary, Voorsorg Farm
	4. High Schools: Skurweberg Secondary R303, Op die Berg
6. Tourism	
6.1 Tourist Attractions:	Agri Tourism
7. Safety and Security	
7.1 Services:	1. South African Police Services: Located in Prince Alfred Hamlet
	2. Neighbourhood Watch: None
	3. Fire Services: The Witzenberg and Cape Winelands Fire Departments respond from Ceres.
7.2 Crime	1. Description of crime rate and causes of crime: The top crimes for the area serviced by (and provided by) Prince Alfred Hamlet SAPS are as follows: • Copper theft • Assault • Drugs • Burglary (Houses) • Murder

8. Electricity

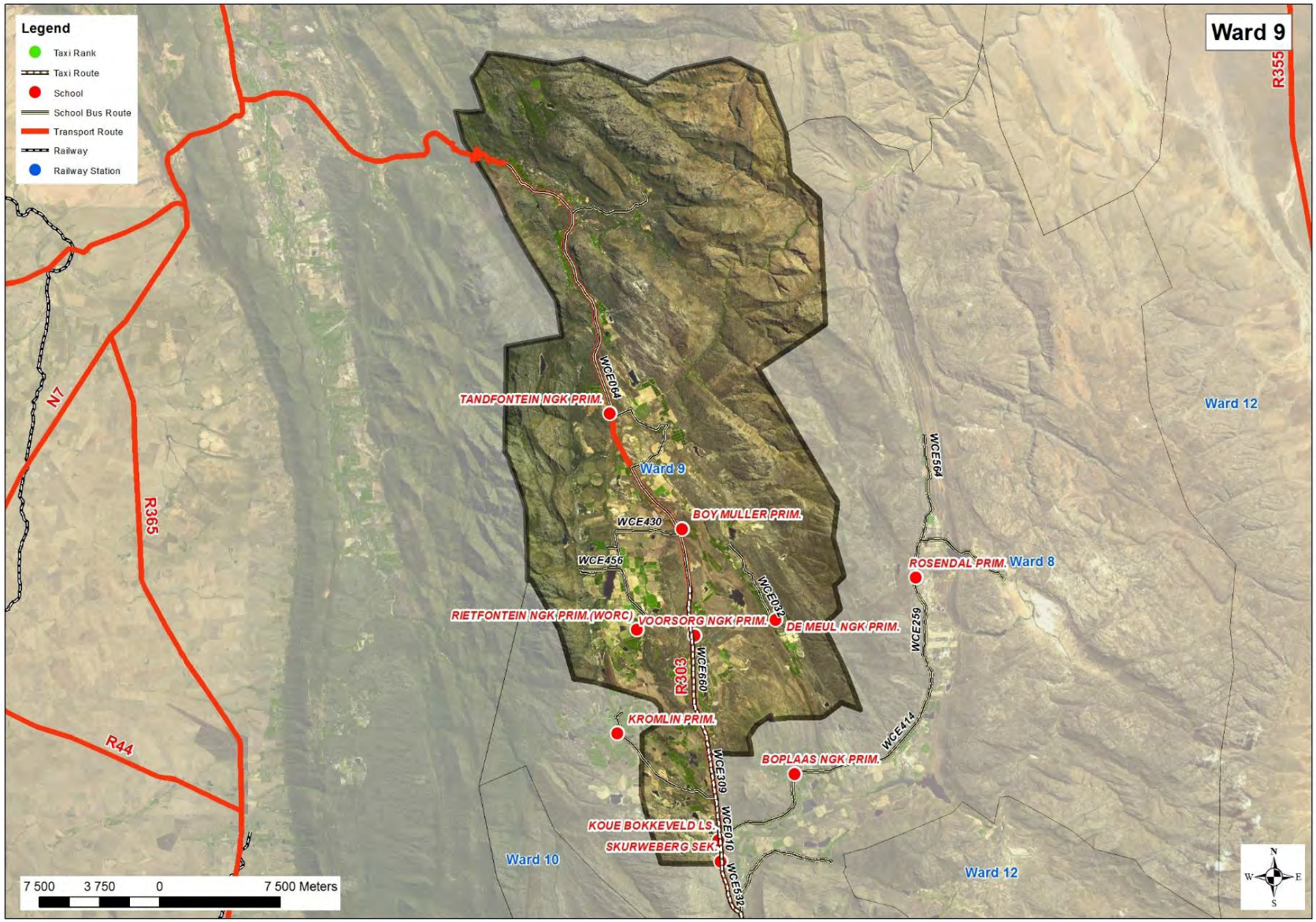
8.1 Electricity Supply

	Sources of energy for lighting (% of households)	Sources of energy for cooking (% of households)	Sources of energy for heating (% of households)
Electricity	96.35	92.07	45.92
Gas	0.11	3.54	0.57
Paraffin	0.00	1.03	0.06
Candles	2.91	0.00	0.00
Wood	0.00	2.85	49.74
Coal	0.00	0.17	0.00
Animal dung	0.00	0.23	0.00
Solar	0.57	0.00	0.17
Other	0.00	0.11	0.00
None	0.00	0.00	3.54

(Source: Stats SA, 2011)

9. Transport

9.1 Map of transportation routes



<table>
<tr><td>9.2 Areas of high accidents</td><td>Information not available</td></tr>
<tr><td>9.3 Types of transportation</td><td>There are a number of trucks, cars and buses that serve this area.</td></tr>
<tr><td>9.4 Hazardous materials or cargo:</td><td>1. Any hazardous materials transported through the areas: Hazardous substances are transported along the main and secondary roads.</td></tr>
<tr><td colspan="2">10. Housing</td></tr>
<tr><td rowspan="3">10.1 Types of Housing:</td><td>1. Formal (incl. Low income and RDP): There is a mixture of formal houses (including low income and RDP houses) in this area.</td></tr>
<tr><td>2. Informal: None</td></tr>
<tr><td>3. Back yard dwellers: unknown</td></tr>
<tr><td colspan="2">11. Water and Sanitation</td></tr>
<tr><td>11.1 Provision of water (formal residential areas)</td><td>Yes, the formal houses have water supplied.</td></tr>
<tr><td rowspan="2">11.2 Provision of water in informal settlements and areas without piped water</td><td>1. Number of taps available (incl. the number of people using the taps): Not applicable</td></tr>
<tr><td>1. Are the taps in working order? Not applicable</td></tr>
<tr><td>11.3 Sewerage and sanitation systems in formal areas</td><td>3.1 Formal sewerage: Yes</td></tr>
<tr><td rowspan="2">11.4 Sewerage and sanitation systems in informal settlements and areas without formal sanitation</td><td>1. Number, type, and frequency of cleaning of toilets: Not applicable</td></tr>
<tr><td>2. Are the toilets in working order? Not applicable</td></tr>
<tr><td>11.5 Rubbish Removal</td><td>
<table>
<tr><th>Methods of Waste Disposal for Ward 9</th><th>Number of households</th></tr>
<tr><td>Removed by the local municipality once a week</td><td>554</td></tr>
<tr><td>Removed by the local municipality less than once a week</td><td>331</td></tr>
<tr><td>Communal refuse dump</td><td>801</td></tr>
<tr><td>Own refuse dump</td><td>58</td></tr>
<tr><td>No rubbish disposal</td><td>4</td></tr>
<tr><td>Other</td><td>4</td></tr>
</table>
(Source: Stats SA, 2011)
</td></tr>
</table>

12. Municipal Infrastructure:	
12.1 Storm water drainage	Yes, there is storm water drainage in residential areas
12.2 Community Halls	Wydekloof Community Hall Op die Berg VGK Hall
13. Religious Institutions	
13.1 Churches, Mosques, Synagogues	Dutch Reformed Church
14. Correctional Service Centres	
14.1 List of Correctional Service Centres	None

Historical Data:

Year	Type of incident	Impact and number of people affected:
1969	Earthquake	Severe infrastructural damages over most parts of the municipality. 11 Fatalities in Ceres and Tulbagh
2003-5	Severe drought	Declared disaster and fodder scheme implemented for stock farmers

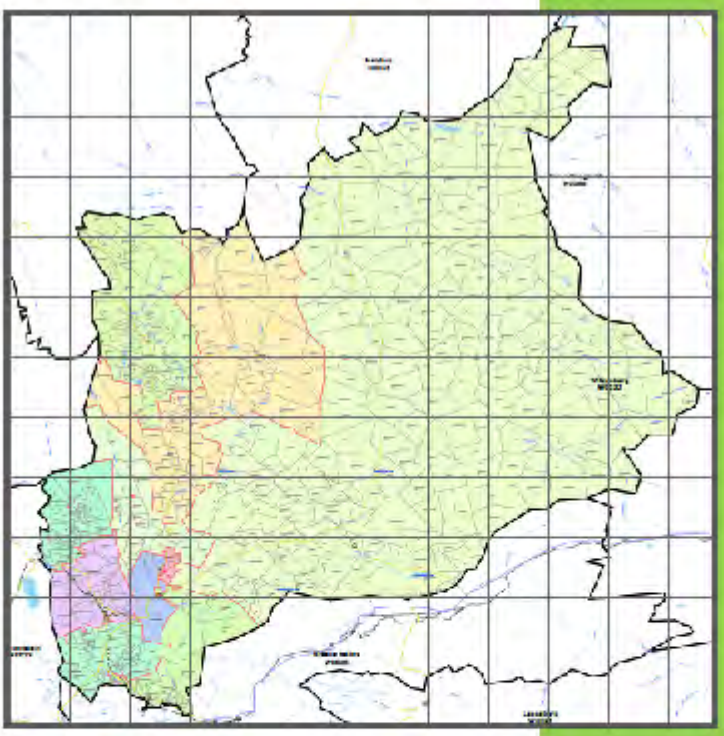
Description of identified Risks:

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
HUMAN INDUCED HAZARDS	Crime: Great concern expressed on criminality due to lack of street lighting in Op die Berg (new extension)	This occurs frequently throughout the year	• Op die Berg town (new extension)	Loss of property and money, injury, rape, etc.		X		1.1.5
	Children from the ward go and swim in the nearby river and dams. This can lead to children drowning and health risks	During summer months		Loss of life, health		X		1.1.10
TECHNOLOGICAL HAZARDS	Structural fires both formal and informal. The risk of fires is increased by: • The proximity of houses to each other. There is not a safe distance between houses. • Emergency vehicles are unable to respond to areas as distance is a factor	There is a higher risk of fire during the winter months		People lose all their possessions. Fires were also seen as a large cause of air pollution.	X	X	X	1.2.1
	Transportation of hazardous loads along all major and secondary roads	Daily risk of hazardous loads travelling through the area	Along major and secondary roads	Accidents and spillages of hazardous substances. Depending on the substance this could cause: • health problems • environmental issues (pollution) • Fire			X	1.2.4
	Traffic accidents in main and major roads in the area.		Along major and secondary roads		X	X	X	
BIOLOGICAL HAZARDS	Veld fires: Veld fires due to illegal dumping/littering in open spaces as well as human behaviour. Town in close proximity to mountainous area.	This risk is higher during summer		Environmental degradation	X	X	X	1.3.1
GEOLOGICAL HAZARDS	Earthquake: The risk of earthquakes was highlighted as a risk for the whole of Witzenberg area. The risk of injuries, death and damages is increased due to poor building methods.		Whole municipal area	Loss of life, injury and damages to property and infrastructure			X	1.4.1

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
ENVIRONMENTAL DEGRADATION	Air pollution resulting from fires. This includes: • Veld fires • Gravel roads lead to dust pollution	This occurs throughout the year		Health risk			X	1.5.1
	Water pollution by dumping rubbish in rivers	Throughout the year		Health risk		X		1.5.3

CAPE WINELANDS DISTRICT MUNICIPALITY
WITZENBERG MUNICIPALITY

WARD BASED RISK ASSESSMENT



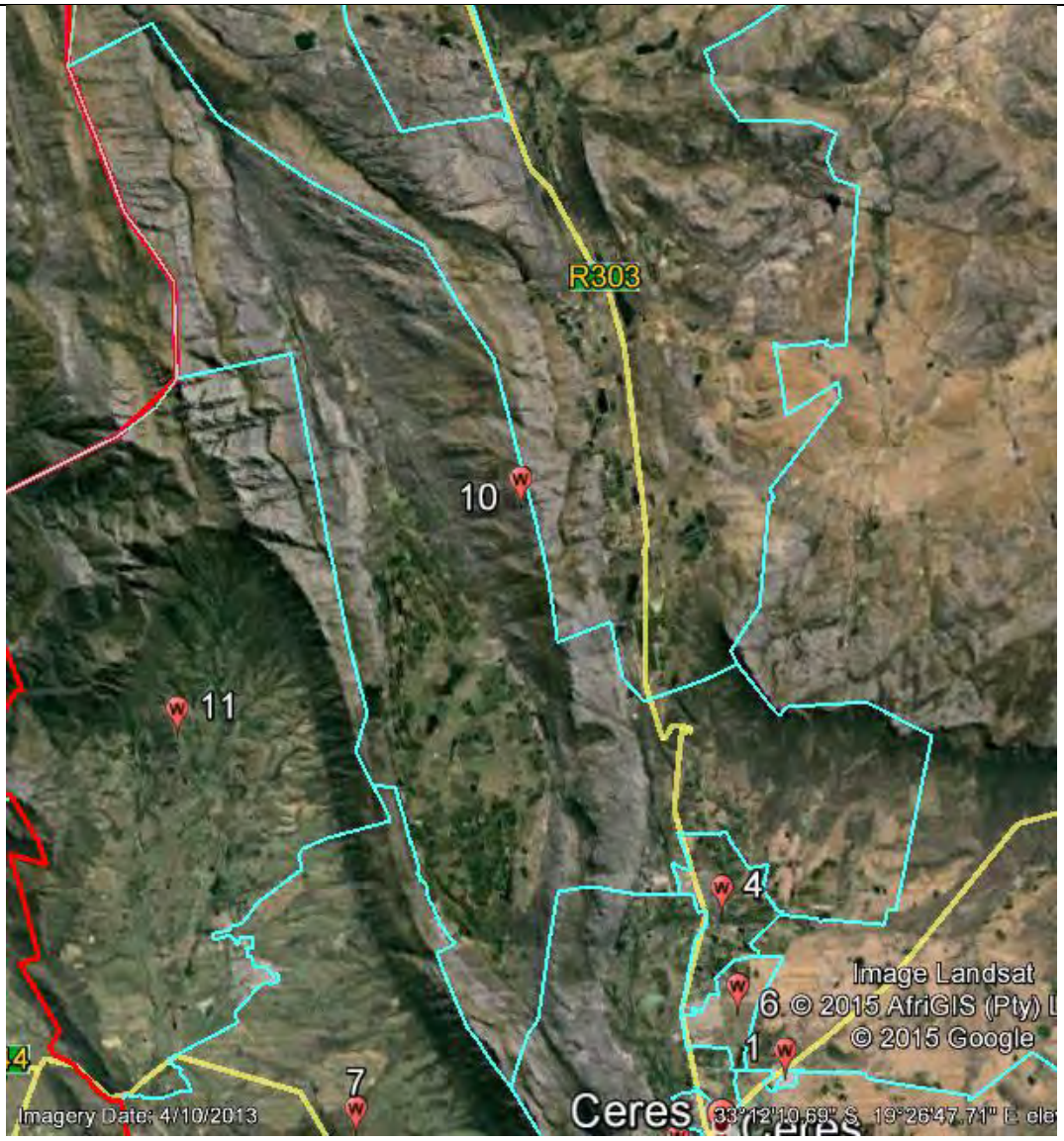
Risk Assessment Background:

Description of Area

<table>
<tr><td>Ward Number</td><td>10</td></tr>
<tr><td>Size of Ward</td><td>343.86 km²</td></tr>
<tr><td rowspan="3">Population of Ward:</td><td>Number of people: 10110</td></tr>
<tr><td>Race:

<table>
<tr><th>Race</th><th>Total</th></tr>
<tr><td>Black African</td><td>2644</td></tr>
<tr><td>Coloured</td><td>7176</td></tr>
<tr><td>Indian or Asian</td><td>3</td></tr>
<tr><td>White</td><td>241</td></tr>
<tr><td>Other</td><td>46</td></tr>
<tr><td>Total</td><td>10110</td></tr>
</table>
</td></tr>
<tr><td>Age groups (years completed):

<table>
<tr><th>0-10</th><th>11-20</th><th>21-30</th><th>31-40</th><th>41-50</th><th>51-60</th><th>61-70</th><th>71-80</th><th>81-90</th><th>91-100</th><th>>100</th></tr>
<tr><td>1946</td><td>1769</td><td>2229</td><td>1794</td><td>1237</td><td>703</td><td>309</td><td>79</td><td>37</td><td>3</td><td>4</td></tr>
</table>
</td></tr>
</table>

Map of Ward	 R303 10 11 4 6 1 7 Image Landsat © 2015 AfriGIS (Pty) © 2015 Google Imagery Date: 4/10/2013 Ceres

1. Natural Environment	
Description of Ward:	Mountains: The ward is comprised of the Agter Witzenberg Valley with the Skurweberg Mountains in the east and the Witzenberg Mountains to the west.
	Rivers: A number of rivers flow through this ward. They include: • Modder River • Koekedou River • Molen River • Baviaans River • Droëlands River
	Dams or reservoirs: the ward has a number of large and small farm dams
2. Spatial Dimension	
Land Use Zones Residential (low income housing, informal settlements, formal housing), Commercial, CBD, Industrial, Agricultural	The Ward is made up of the following land use zones: 1) Mostly agricultural 2) Residential- this includes low income RDP housing as well as an informal settlement
3. Economic Dimension	
3.1 Employment :	Employment: Unknown
	Unemployment: Unknown
	Reliance on grants and subsidies: Unknown
3.2 Types of Economic Activities:	Commercial: A number of small businesses operating out of residential buildings are found in this area. These include spaza shops, shebeens, etc.
4. Health	
4.1 Medical and Health Services:	Clinics: There is one clinic servicing the PA Hamlet Community. PA Hamlet Clinic is located in the adjacent ward (4).
	Hospitals (Private and Public): The closest hospital is located in Ceres.
	Ambulance: Emergency Medical Service's ambulances service this area. They are dispatched from Ceres.
	Environmental Health: The Environmental Health Officer for this area is located at the CWDM Office in Munnik Street, Ceres.

5. Education	
5.1 Schools:	1. Crèches: Die Eike Crèche, Die Eike Farm Woelwaters Day Care, Paardekloof Estate
	2. Pre-primary Schools: Unknown
	3. Primary Schools: Agterwitzenberg VGK Primary, Die Eike Die Eike VGK Primary, Die Eike Farm Koelfontein NGK Primary, Koelfontein Paardekloof NGK Primary, Paardekloof Estate
	4. High Schools: The closest high school is in Bella Vista
6. Tourism	
6.1 Tourist Attractions:	Agri-tourism
7. Safety and Security	
7.1 Services:	1. South African Police Services: Located in PA Hamlet (Ward 4)
	2. Neighbourhood Watch: Unknown
	3. Fire Services: The Witzenberg and Cape Winelands Fire Departments respond from Ceres.
7.2 Crime	1. Description of crime rate and causes of crime: The top crimes for the area serviced by (and provided by) Prince Alfred Hamlet SAPS are as follows: • Copper theft • Assault • Drugs • Burglary (Houses) • Murder

8. Electricity

8.1 Electricity Supply

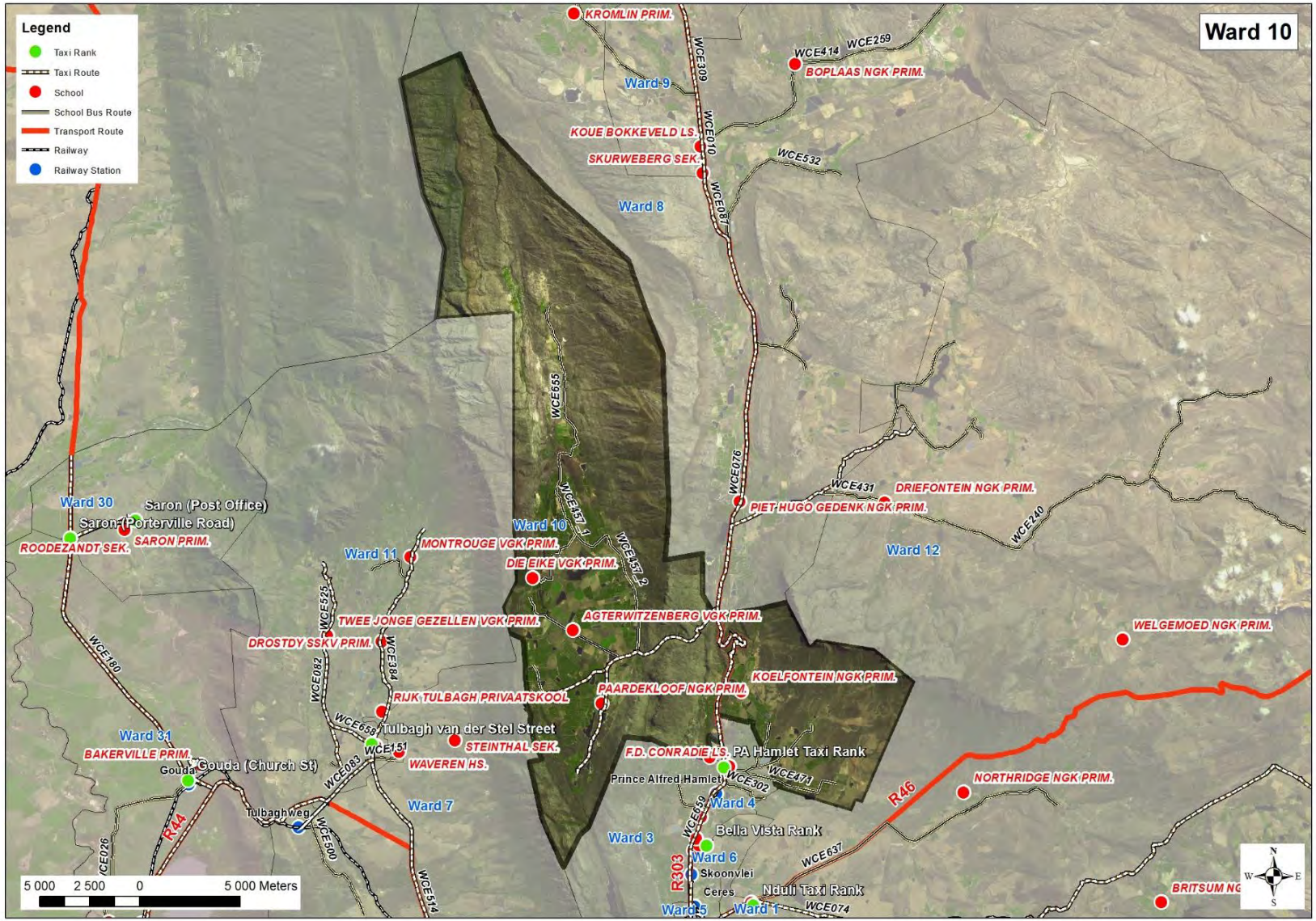
This area is supplied with electricity. The informal settlement is supplied with electricity although it is unknown whether there are houses that have illegal electricity connections.

	Sources of energy for lighting (% of households)	Sources of energy for cooking (% of households)	Sources of energy for heating (% of households)
Electricity	96.65	93.78	61.72
Gas	0.09	0.56	0.30
Paraffin	0.17	1.72	1.24
Candles	1.97	0.00	0.00
Wood	0.00	3.61	34.42
Coal	0.00	0.00	0.00
Animal dung	0.00	0.00	0.00
Solar	1.07	0.34	0.47
None	0.09	0.09	1.89

(Source: Stats SA, 2011)

9. Transport

9.1 Map of transportation routes



<table>
<tr><td>9.2 Areas of high accidents</td><td>The Gydo Pass is situated in the ward and a potential hazard
The annual King of the Mountains Drag Race is held in the pass.</td></tr>
<tr><td>9.3 Types of transportation</td><td>Residents within this area use either private cars or mini-bus taxis. A number of trucks also move through the area.</td></tr>
<tr><td>9.4 Hazardous materials or cargo:</td><td>1. Any hazardous materials transported through the areas: Hazardous materials transported through the area with Ammonia, LP gas, fertilisers, and pesticides to serve farms.</td></tr>
<tr><td colspan="2">10. Housing</td></tr>
<tr><td rowspan="3">10.1 Types of Housing:</td><td>1. Formal (incl. Low income and RDP): The houses in this area are RDP houses</td></tr>
<tr><td>2. Informal: Informal houses are located in the Phase 5 Informal Settlement.</td></tr>
<tr><td>3. Back yard dwellers: A large number of houses have back yard dwellers</td></tr>
<tr><td></td><td>4. Farm homesteads and workers’ houses</td></tr>
<tr><td colspan="2">11. Water and Sanitation</td></tr>
<tr><td>11.1 Provision of water (formal residential areas)</td><td>Yes, the formal houses have water supplied.</td></tr>
<tr><td rowspan="2">11.2 Provision of water in informal settlements and areas without piped water</td><td>1. Number of taps available (incl. the number of people using the taps): Unknown</td></tr>
<tr><td>1. Are the taps in working order? Unknown</td></tr>
<tr><td>11.3 Sewerage and sanitation systems in formal areas</td><td>3.1 Formal sewerage: Yes</td></tr>
<tr><td rowspan="2">11.4 Sewerage and sanitation systems in informal settlements and areas without formal sanitation</td><td>1. Number, type, and frequency of cleaning of toilets: Unknown</td></tr>
<tr><td>2. Are the toilets in working order? Unknown</td></tr>
<tr><td>11.5 Rubbish Removal</td><td>
<table>
<tr><th>Methods of Waste Disposal for Ward 10</th><th>Number of households</th></tr>
<tr><td>Removed by the local municipality once a week</td><td>1508</td></tr>
<tr><td>Removed by the local municipality less than once a week</td><td>203</td></tr>
<tr><td>Communal refuse dump</td><td>154</td></tr>
<tr><td>Own refuse dump</td><td>263</td></tr>
<tr><td>No rubbish disposal</td><td>16</td></tr>
<tr><td>Other</td><td>186</td></tr>
</table>
(Source: Stats SA, 2011)
</td></tr>
</table>

12. Municipal Infrastructure:	
12.1 Storm water drainage	Storm water drainage in residential areas excluding the informal settlement.
12.2 Community Halls	Die Eike Community Hall
13. Religious Institutions	
13.1 Churches, Mosques, synagogues	Unknown
14. Correctional Service Centres	
14.1 List of Correctional Service Centres	None

Historical Data:

Year	Type of incident	Impact and number of people affected:
1969	Earthquake	Severe infrastructural damages over most parts of the municipality 13 Fatalities in Ceres and Tulbagh
	Veld fires	

Description of identified Risks:

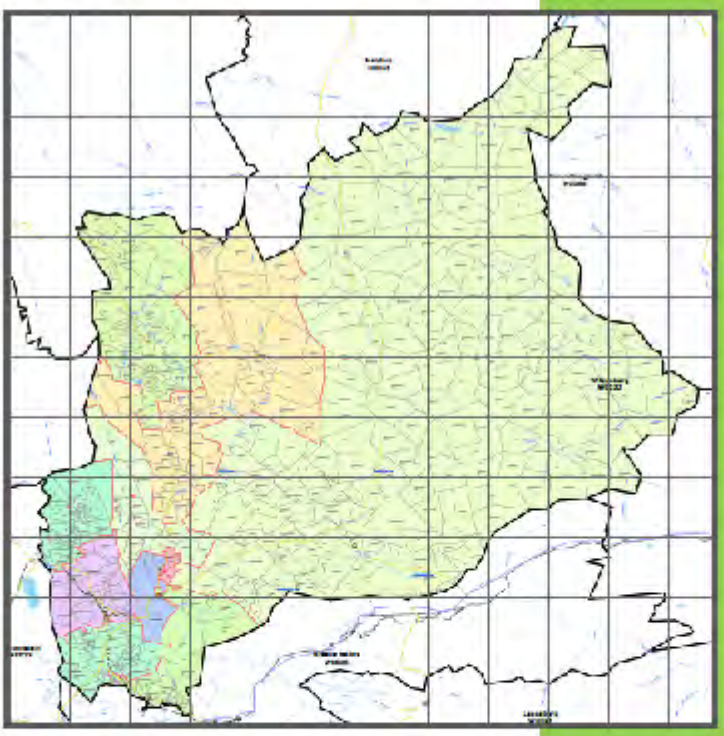
Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
HUMAN INDUCED HAZARDS	Drug abuse: Drug abuse was highlight as a problem amongst the youth.	Throughout the year	• Phase 5	This results in social and criminal problems		X		1.1.1
	Public Unrest: This includes service delivery protests, farm worker unrest.	Sporadically		This has an impact on service delivery.	X		X	1.1.3
	Crime: The crime taking place in this ward includes: • Selling of drugs • Burglaries and theft • Murder • Rape	This occurs frequently throughout the year	• Phase 5	Loss of property and money		X		1.1.5
	Dumping: There is an number of forms of dumping that is prevalent within this ward and it includes: • Dumping of rubble in storm water drainage system • Illegal dumping of refuse and household waste in open areas and along roads	This occurs frequently throughout the year	• Bazil Street • Walter Sisulu Street • Opposite Phase 4 and 5	This results in health issues especially in children who play in the rubbish. The blocking of storm water drains results in localised flooding during heavy rainfall	X	X		1.1.7
	Sewerage blockages due to incorrect materials being flushed down toilets or put into the sewers.	This occurs frequently throughout the year		This results in sewerage flowing into the streets and causes health issues. In particular, children are most at risk to diseases as they play in the dirty water.	X	X		1.1.8
	Lack of /broken basic amenities this included: • Lack of access to electricity	Phase 5		Residents resort to dangerous illegal electricity connections. This can result in fires.		X		1.1.11
	Alcohol abuse: The misuse of alcohol amongst youth and minors	This occurs frequently throughout the year		This results in antisocial behaviour and violence		X		1.1.12
TECHNOLOGICAL HAZARD	Structural fires both formal and informal. The risk of fires is increased by: • The proximity of houses to each other. There is not a safe distance between houses. • The presence of backyard dwellers and informally built extension to RDP houses •		• In Phase 5	People lose all their possessions. Fires were also seen as a large cause of air pollution.	X	X	X	1.2.1
	Fires resulting from use of candles, paraffin, gas and illegal electricity cables.		• Phase 5	Loss of life and property		X		1.2.3

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
TECHNOLOGICAL HAZARD	Transportation of hazardous loads along all major and secondary roads	Daily risk of hazardous loads travelling through the area	Along R303 and secondary roads	Accidents and spillages of hazardous substances. Depending on the substance this could cause: • health problems • environmental issues (pollution) • Fire • Explosions	X		X	1.2.4
	Traffic accidents in main and major roads in and rounding the area.	Continuous	R303, residential roads	Death, injuries, damage	X		X	
	Multi Hazard Installations: Fuel storage, cold storage facilities storing large quantities of hazardous substances are situated in this area.	Continuous	Ward-wide on farms	An incident at one of these facilities could resulting in the following: • Loss of life and injuries • Damage to property • Fire and explosions • Pollution (air, water or land)			X	1.2.7
	Load shedding: Rotating power outages	Frequently	Across the community	There are significant consequence to load shedding: • Disruption and impacts on the economy • Severe disruption to traffic • Increase in crime • interruptions to critical infrastructure and processes such as sewerage treatment and water purification • Interruption to industrial and agricultural processes			X	1.2.8
BIOLOGICAL HAZARDS	Veld fires: Veld fires can be started naturally or by humans. Veld fires due to illegal dumping/littering in open spaces as well as people dropping of unextinguished cigarette butts.	This risk is higher during summer	• Along the urban fringe • Along the interface between natural veld and urban or agricultural areas • Along Rail and Road Reserves	• People lose all their possessions • Threat to biodiversity due to areas burning too often • Destroy crops and agricultural land. This can have social and economic impacts		X	X	1.3.1
	Human diseases: TB and HIV – an increase in the number of HIV and TB patients. Witzenberg was identified as having the highest HIV rate in the area.		Municipal-wide	Disease, deaths, impact on medical services	X		X	1.3.2

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
GEOLOGICAL HAZARDS	Earthquake: The risk of earthquakes was highlighted as a risk for the whole of Witzenberg area. The risk of injuries, death and damages is increased due to poor building methods.		Whole municipal area	Loss of life, injury and damages to property and infrastructure			X	1.4.1
ENVIRONMENTAL DEGRADATION	Air pollution resulting from fires. This includes: • Illegal burning of waste and refuse • Veld fires	This occurs throughout the year.		Health risk		X	X	1.5.1
HYDRO-METEOROLOGICAL HAZARDS	Windstorms	Winter	Phase 5	Roofs of houses will be blown off		X		1.6.1

CAPE WINELANDS DISTRICT MUNICIPALITY
WITZENBERG MUNICIPALITY

WARD BASED RISK ASSESSMENT



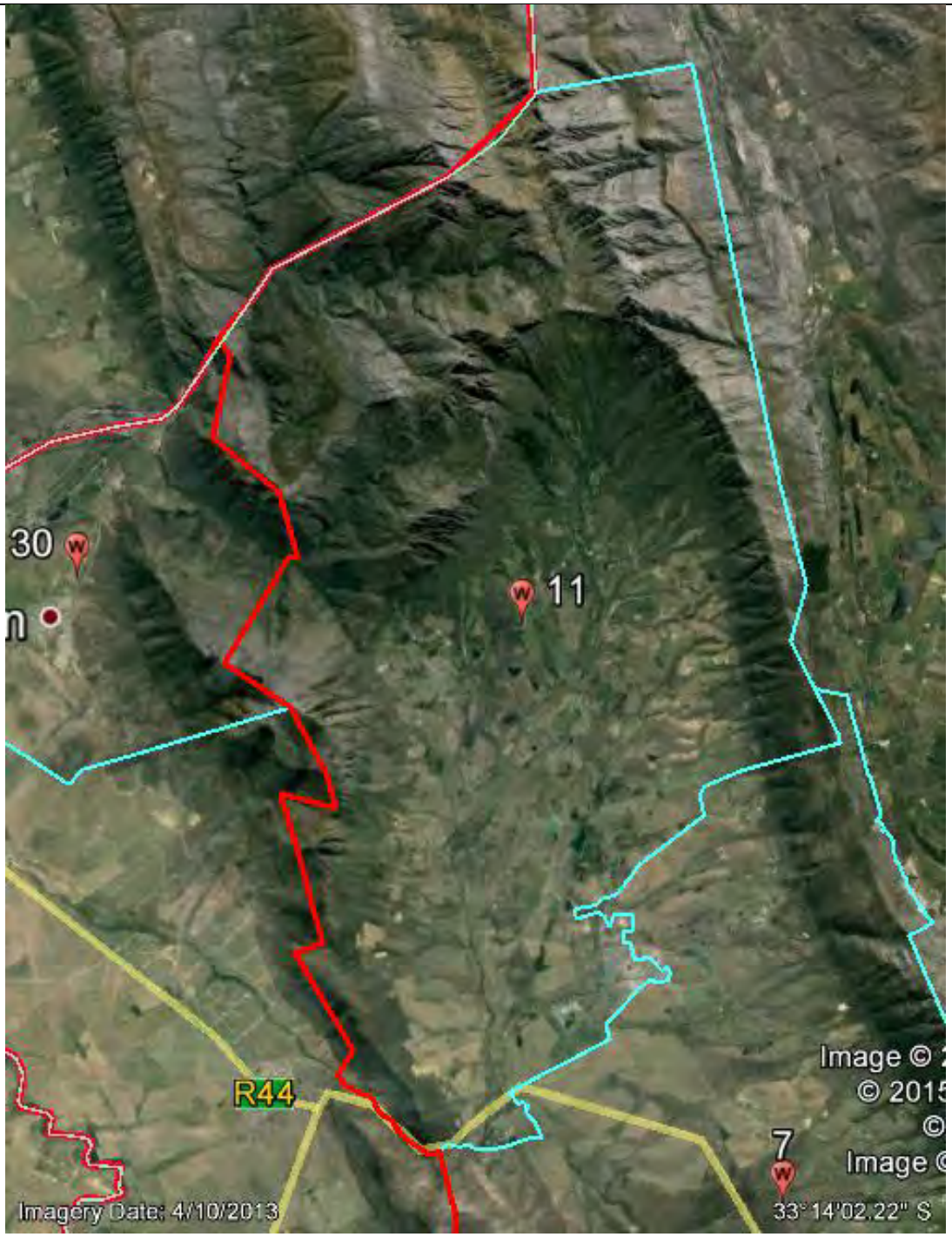
Risk Assessment Background:

Description of Area

<table>
<tr><td>Ward Number</td><td>11</td></tr>
<tr><td>Size of Ward</td><td>268.05 km²</td></tr>
<tr><td rowspan="3">Population of Ward:</td><td>Number of people: 12281</td></tr>
<tr><td>Race:

<table>
<tr><th>Race</th><th>Total</th></tr>
<tr><td>Black African</td><td>2788</td></tr>
<tr><td>Coloured</td><td>8428</td></tr>
<tr><td>Indian or Asian</td><td>23</td></tr>
<tr><td>White</td><td>979</td></tr>
<tr><td>Other</td><td>63</td></tr>
<tr><td>Total</td><td>12281</td></tr>
</table>
</td></tr>
<tr><td>Age groups (years completed):

<table>
<tr><th>0-10</th><th>11-20</th><th>21-30</th><th>31-40</th><th>41-50</th><th>51-60</th><th>61-70</th><th>71-80</th><th>81-90</th><th>91-100</th><th>>100</th></tr>
<tr><td>2431</td><td>1991</td><td>2438</td><td>1834</td><td>1718</td><td>1038</td><td>548</td><td>195</td><td>80</td><td>2</td><td>7</td></tr>
</table>
</td></tr>
</table>

Map of Ward	

1. Natural Environment	
Description of Ward:	Mountains: The Tulbagh Valley is surrounded by mountains. The Witzenberg Mountains are situated in the east of the ward. The Groot Winterhoek Mountains are in the North and the Obiqua Mountains in the west.
	Rivers: There are a number of perennial and non-perennial rivers in this ward. The perennial rivers include: • Klein Berg • Roodezand River • Klip River • Boontjies River
	Dams: There are a large number of farm dams of varying sizes in this area.
2. Spatial Dimension	
Land Use Zones Residential (low income housing, informal settlements, formal housing), Commercial, CBD, Industrial, Agricultural	The Ward is made up of the following land use zones: 1) Residential: this includes formal houses (high, middle and low income houses) as well as an informal settlement namely, Chris Hani. The low income housing and informal settlement has either extended their houses or back yard dwellers. 2) Agriculture 3) CBD: the Tulbagh CBD is situated in this ward 4) Industrial
3. Economic Dimension	
3.1 Employment :	Employment: Unknown
	Unemployment: Unknown
	Reliance on grants and subsidies: Unknown
3.2 Types of Economic Activities:	Commercial: 1) A number of small businesses operating out of residential buildings are found in this area. These include spaza shops, shebeens etc 2) Formal businesses situated in the CBD of Tulbagh. Industrial: there are a number of factories in this area Agriculture: there are a large number of wine farms in the Tulbagh Valley Tourism: the historical town of Tulbagh has a large tourism industry
4. Health	
4.1 Medical and health services:	Clinics: The Tulbagh clinic servicing the Tulbagh Community.
	Hospitals (Private and Public): The closest hospital is located in Ceres.
	Ambulance: Emergency Medical Service's ambulances service this area. An Ambulance station is situated in Steinthal Street, Tulbagh.
	Environmental Health: The Environmental Health Officer for this area is located at the Witzenberg Municipal Office in Plein Street, Tulbagh.

5. Education	
5.1 Schools:	1. Crèches: De Agen Crèche, Tulbagh Farming area Del Monte Crèche, Tulbagh Farming are Tulbagh Kinderversorgingsoord, Eike Avenue, Tulbagh Tulpieland Day Care, Buitekant Street, Tulbagh
	2. Pre-primary Schools: Unknown
	3. Primary Schools: Drostdy SSKV Primary, Kaaldraai Pass Montrouge VGK Primary, Montrouge Twee Jonge Gezellen VGK Primary
	4. High Schools: Rijk Tulbagh Private School, Rijks Ridge Farm Tulbagh High School, Mark Street Steinthal Secondary
6. Tourism	
6.1 Tourist Attractions:	Tourist attractions within the ward include local arts and crafts for tour groups, Oude Kerk Volksmuseum, Tulbagh Museum (Earthquake Museum), restaurants, Wine Estates and accommodation.
7. Safety and Security	
7.1 Services:	1. South African Police Services: Located in Piet Retief Street.
	2. Neighbourhood Watch: Unknown
	3. Fire Services: A satellite fire station is located at the Kliprivier Caravan Park in Tulbagh.
7.2 Crime	1. Description of crime rate and causes of crime: The top crimes for the area serviced by (and provided by) Tulbagh SAPS are as follows: • Burglary (Houses) • Assault • Theft from motor vehicles • Theft • Malicious damage to property

8. Electricity

8.1 Electricity Supply

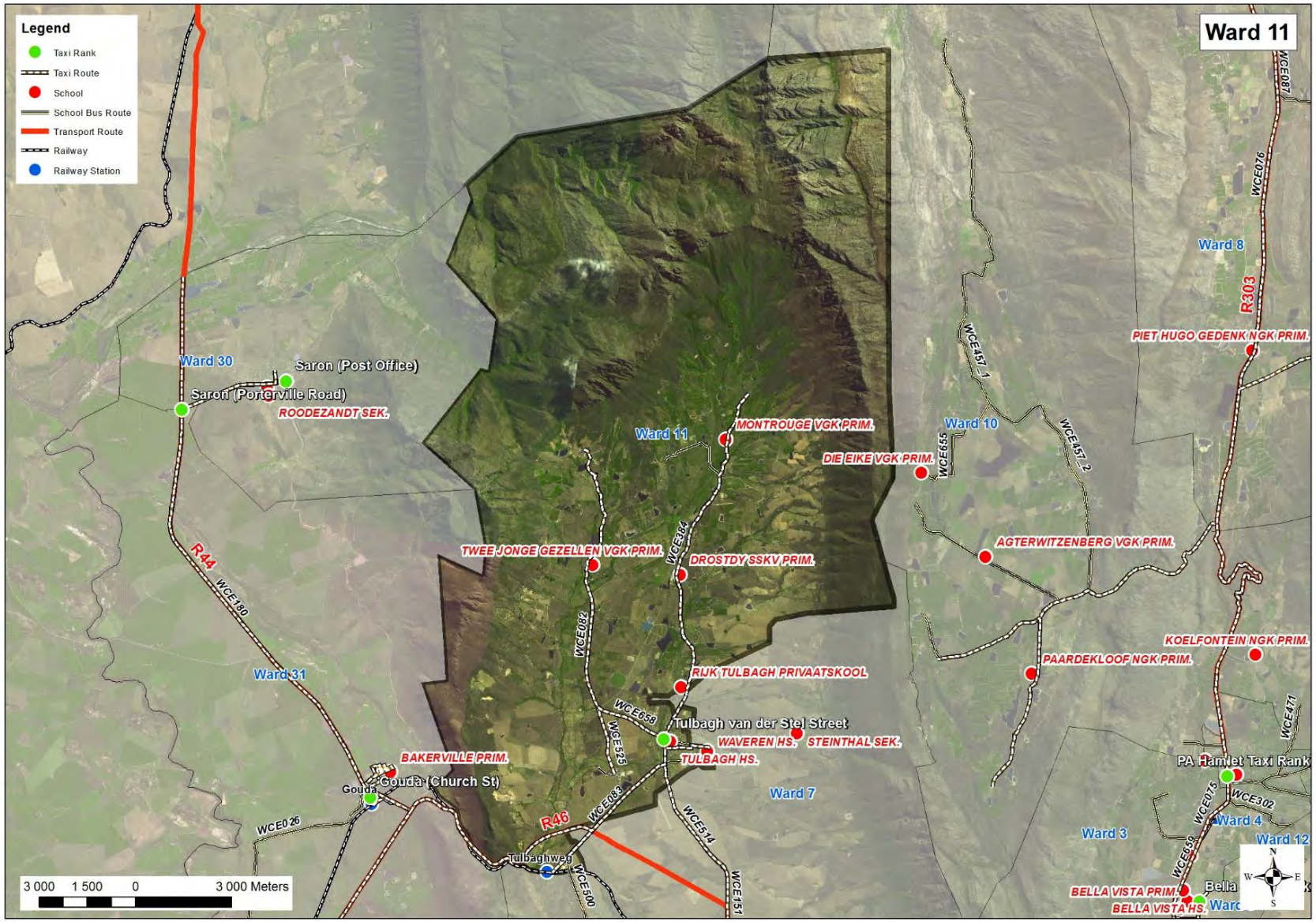
Yes, there is electricity supplied except for Informal settlements and backyard dwellings which utilise illegal electricity connections to get electricity into structures.

	Sources of energy for lighting (% of households)	Sources of energy for cooking (% of households)	Sources of energy for heating (% of households)
Electricity	86.14	82.16	63.64
Gas	0.33	4.66	0.85
Paraffin	7.03	9.10	7.76
Candles	5.36	N/A	N/A
Wood	N/A	3.59	13.40
Coal	N/A	0.06	0.03
Animal dung	N/A	0.03	0.03
Solar	0.21	0.12	0.12
None	0.91	0.27	14.16

(Source: Stats SA, 2011)

9. Transport

9.1 Map of transportation routes



<table>
<tr><td>9.2 Areas of high accidents</td><td>Information not available</td></tr>
<tr><td>9.3 Types of transportation</td><td>The R46 is utilised by a large number of trucks, cars, taxis and buses. The railway line follows the boundary of the ward in the south. This railway carries both passenger and cargo trains. Residents within this area use either private cars or mini-bus taxis. The taxi rank is in Van der Stel Street.</td></tr>
<tr><td>9.4 Hazardous materials or cargo:</td><td>1. Any hazardous materials transported through the areas: Large quantities of hazardous substances move through this ward via road and rail. These substances include ammonia, fuel, LP gas, etc.</td></tr>
<tr><td colspan="2">10. Housing</td></tr>
<tr><td rowspan="3">10.1 Types of Housing:</td><td>1. Formal (incl. Low income and RDP): The houses in this area are formal and low income houses</td></tr>
<tr><td>2. Informal: Informal houses are located in the Chris Hani informal settlement</td></tr>
<tr><td>3. Back yard dwellers: A number of houses have back yard dwellers.</td></tr>
<tr><td colspan="2">11. Water and Sanitation</td></tr>
<tr><td>11.1 Provision of water (formal residential areas)</td><td>Yes, the formal houses have water supplied.</td></tr>
<tr><td rowspan="2">11.2 Provision of water in informal settlements and areas without piped water</td><td>1. Number of taps available (incl. the number of people using the taps): Unknown</td></tr>
<tr><td>1. Are the taps in working order? Unknown</td></tr>
<tr><td>11.3 Sewerage and sanitation systems in formal areas</td><td>3.1 Formal sewerage: Yes</td></tr>
<tr><td rowspan="2">11.4 Sewerage and sanitation systems in informal settlements and areas without formal sanitation</td><td>1. Number, type, and frequency of cleaning of toilets: Unknown</td></tr>
<tr><td>2. Are the toilets in working order? Unknown</td></tr>
<tr><td>11.5 Rubbish Removal</td><td>
<table>
<tr><th>Methods of Waste Disposal for Ward 11</th><th>Number of households</th></tr>
<tr><td>Removed by the local municipality once a week</td><td>2498</td></tr>
<tr><td>Removed by the local municipality less than once a week</td><td>313</td></tr>
<tr><td>Communal refuse dump</td><td>93</td></tr>
<tr><td>Own refuse dump</td><td>292</td></tr>
<tr><td>No rubbish disposal</td><td>14</td></tr>
<tr><td>Other</td><td>74</td></tr>
</table>
(Source: Stats SA, 2011)
</td></tr>
</table>

12. Municipal Infrastructure:	
12.1 Storm water drainage	All residential areas have storm water drainage except informal settlement.
12.2 Community Halls	Tulbagh Town Hall
13. Religious Institutions	
13.1 Churches, Mosques, synagogues	Anglican Church, Marais Street A.M.E. Church, Michael Street A.G.S. Church Gabema Street New Apostolic Church N.G Church, Waveren Street Old Apostolic Church Karee Street V.G. Church, Rijk Tulbagh Street
14. Correctional Service Centres	
14.1 List of Correctional Service Centres	The Obiqua Prison is located in this ward.

Historical Data:

Year	Type of incident	Impact and number of people affected:
1969	Earthquake	Severe infrastructural damage over most parts of the municipality 11 Fatalities in Ceres and Tulbagh
1994	Train collision	Nuwekloof Pass, passenger and goods trains collided. Number of minor injuries
2014/2015 Fire Season	Veld fire	Large area of mountain vegetation were destroyed in a veld fire

Description of identified Risks:

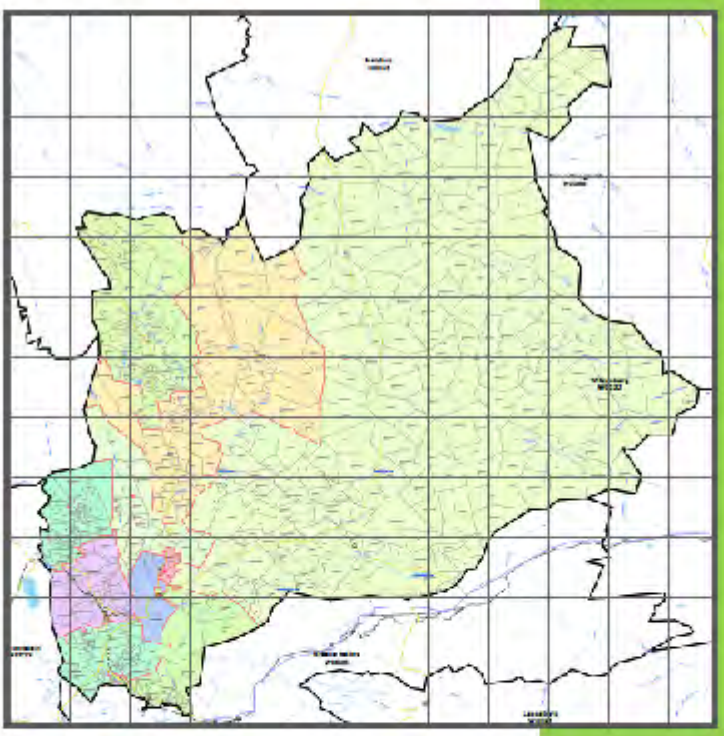
Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
HUMAN INDUCED HAZARDS	Drug abuse Drug abuse was highlight as a problem.	Throughout the year		This results in social and criminal problems		X	X	1.1.1
	Public Unrest This includes service delivery protests, farm worker unrest. This is due to: • Poverty • The need for housing	Sporadically		This has an impact on service delivery			X	1.1.3
	Xenophobia This is due to an influx of foreigners in to the area as well as the illegal occupation of houses and plots.	Sporadically					X	1.1.4
	Crime Theft which is assumed that this due to drug addiction and unemployment.	This occurs frequently throughout the year	Ward wide	Loss of property and money		X		1.1.5
	Dumping: There is an number of forms of dumping that is prevalent within this ward and it includes: • Dumping of rubble in storm water drainage system • Illegal dumping of refuse in open areas and along roads	This occurs frequently throughout the year	• In the vicinity of Asla Camp	This results in health issues especially in children who play in the rubbish. The blocking of storm water drains results in localised flooding during heavy rainfall		X	X	1.1.7
	Sewerage blockages due to incorrect materials and items such as newspaper being flushed down toilets or put into the sewers. Sewerage running into the streets due to blocked drains.	This occurs frequently throughout the year	• Near the public toilets • Rossouw Street	This results in sewerage flowing into the streets and causes health issues. In particular, children are most at risk to diseases as they play in the dirty water.		X		1.1.8
	Illegal slaughter of animals within residential areas. This also includes slaughtering of animals for profit.		• Chris Hani Informal	This can result in health problems			X	1.1.9
	Lack of /broken basic amenities this included: • Lack of access to electricity • Too few or broken toilets available • A lock of working street lights		• Chris Hani area • Jooste Street • Rossouw Street	Residents resort to dangerous illegal electricity connections. This can result in fires. People can be electrocuted. Broken and lack of toilets results in health problems The lack of street lights makes residents fear to go out to the toilets at night.		X	X	1.1.11
	Alcohol abuse	This occurs frequently throughout the year		This results in antisocial behaviour and violence			X	1.1.12

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
TECHNOLOGICAL HAZARDS	Structural fires both formal and informal. The risk of fires is increased by: • The proximity of houses to each other. There is not a safe distance between houses. • Emergency vehicles are unable to respond to areas as there are no access routes. • The presence of backyard dwellers and informally built extension to RDP houses •	There is a higher risk of fire during the winter months	Chris Hani Informal	People lose all their possessions. Fires were also seen as a large cause of air pollution.	X	X	X	1.2.1
	Fires resulting from use of candles, paraffin, gas and illegal electricity cables.	This risk is more severe during winter as people are more reliant on electricity	• Chris Hani • Alsa Camp • Obiqua Circle	Loss of life and property Health and fire risks for people making food on open fires		X	X	1.2.3
	Transportation of hazardous loads along all major and secondary roads and via rail.	Daily risk of hazardous loads travelling through the area	Along major and secondary roads and railway	Accidents and spillages of hazardous substances. Depending on the substance this could cause: • health problems • environmental issues (pollution) • Fire • Explosions			X	1.2.4
	Traffic accidents in main and major roads in and rounding the area.	Frequently	Along major and secondary roads and residential roads.	Children playing in the streets can be knocked over. Injuries and fatalities of motor vehicle occupants. Disruption to traffic due to road closures		X	X	1.2.5
	Load shedding: Rotating power outages	Frequently	Across the community	There are significant consequence to load shedding: • Disruption and impacts on the economy • Severe disruption to traffic • Increase in crime • interruptions to critical infrastructure and processes such as sewerage treatment and water purification • Interruption to industrial and agricultural processes			X	1.2.8
	Train accidents: The existing north south main railway line runs through the rural parts of the ward. Pedestrians crossing the railway lines, level crossings.	Current	Main railway line	An incident at one of these facilities could resulting in the following: • Loss of life and injuries • Damage to property • Fire and explosions • Pollution (air, water or land)			X	1.2.9

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
BIOLOGICAL HAZARDS	Veld fires: Veld fires can be started naturally or by humans. Veld fires due to illegal dumping/littering in open spaces as well as people dropping of unextinguished cigarette butts.	This risk is higher during summer	• Along the urban fringe • Along the interface between natural veld and urban or agricultural areas • Along rail and road reserves	• People lose all their possessions • Threat to biodiversity due to areas burning too often • Destroy crops and agricultural land. This can have social and economic impacts		X	X	1.3.1
	Human diseases: TB and HIV – an increase in the number of HIV and TB patients. Witzenberg was identified as having the highest HIV rate in the area.		Municipal-wide	Disease, loss of life, impact on medical services	X		X	1.3.2
GEOLOGICAL HAZARDS	Earthquake: The risk of earthquakes was highlight as a risk for the whole of Witzenberg area. The risk of injuries, death and damages is increased due to poor building methods.		Whole municipal area	Loss of life, injury and damage to property and infrastructure			X	1.4.1
ENVIRONMENTAL DEGRADATION	Air pollution resulting from fires. This includes: • Fires for household activities • Illegal burning of waste and refuse • Veld fires	This occurs throughout the year but is more prevalent in winter when fires are used for heating purposes.		Health risk			X	1.5.1
	Ground pollution from sewerage due to : • non-existent sewerage systems within informal settlements • blockages within the sewerage network • interruption of sewerage treatment process by load shedding			Uncontrollable leakages and spillages. This not only results in pollution of the environment but also can be a health hazard		X	X	1.5.2
	Water pollution: Dumping of household waste into the river has resulted in the river becoming very polluted.		Chris Hani Informal	The pollution of the river can be a health hazard as well as have implication for farms downstream that may use the water for irrigation.		X	X	1.5.3
HYDRO-METEOROLOGICAL HAZARDS	Riverine Flooding	During heavy rainfall	Along the river through Chris Hani area	Houses become inundated with water.		X		1.6.1

CAPE WINELANDS DISTRICT MUNICIPALITY
WITZENBERG MUNICIPALITY

WARD BASED RISK ASSESSMENT



Risk Assessment Background:

Description of Area

<table>
<tr><td>Ward Number</td><td>12</td></tr>
<tr><td>Size of Ward</td><td>6990.89 km²</td></tr>
<tr><td rowspan="3">Population of Ward:</td><td>Number of people: 8870</td></tr>
<tr><td>Race:

<table>
<tr><th>Race</th><th>Total</th></tr>
<tr><td>Black African</td><td>3755</td></tr>
<tr><td>Coloured</td><td>4323</td></tr>
<tr><td>Indian or Asian</td><td>35</td></tr>
<tr><td>White</td><td>696</td></tr>
<tr><td>Other</td><td>61</td></tr>
<tr><td>Total</td><td>8870</td></tr>
</table>
</td></tr>
<tr><td>Age groups (years completed):

<table>
<tr><th>0-10</th><th>11-20</th><th>21-30</th><th>31-40</th><th>41-50</th><th>51-60</th><th>61-70</th><th>71-80</th><th>81-90</th><th>91-100</th><th>>100</th></tr>
<tr><td>1527</td><td>1207</td><td>1882</td><td>1328</td><td>672</td><td>295</td><td>114</td><td>34</td><td>8</td><td>3</td><td>3</td></tr>
</table>
</td></tr>
</table>

Map of Ward	

1. Natural Environment	
Description of Ward:	Mountains: There are a number of mountains in this ward. This includes: • Hexrivierberg Mountain • Bontberg Mountain • Baviaansberg Mountain • Waboomberg Mountain • Matroosberg Mountain • Bloukrans Mountain
	Rivers: There are a number of perennial and non-perennial rivers in this ward. The perennial rivers include: • Skaaprivier • Smalblaarrivier • Bokrivier • Doringrivier • Grootrivier • Tankwarivier • Ongeluksrivier
	Dams: There are a number of large storage dams situated in this area along with farm dams of various sizes. The large storage dams include: • Verkeerdevlei Dam: This dam has a storage capacity of 5.5 million m³. This dam is used for irrigation purposes. • Oudebaaskraal: This dam has a storage capacity of 34 million m³. This dam is located on the Tankwa River. This dam is used for irrigation purposes. • Lakenvlei: This dam has a storage capacity of 10.3 million m³. This dam is located on the Sandspruit River. This dam is used for irrigation purposes.
2. Spatial Dimension	
Land Use Zones Residential (low income housing, informal settlements, formal housing), Commercial, CBD, Industrial, Agricultural	The Ward is made up of the following land use zones: 1) Residential- this includes formal, low income housing as well as informal settlements. The majority of the low income housing has either extended their houses or back yard dwellers. 2) Agriculture – farms situated in ward.
3. Economic Dimension	
3.1 Employment :	Employment: Unknown
	Unemployment: Unknown
	Reliance on grants and subsidies: Unknown
3.2 Types of Economic Activities:	Commercial: A number of small businesses operating out of residential buildings are found in this area. These include spaza shops, shebeens etc. Agriculture: a large part of the ward is made up of agricultural land Tourism

4. Health	
4.1 Medical and health services:	Clinics: There is one clinic servicing the Nduli Community. Nduli Clinic is located in Chris Hani Drive.
	Hospitals (Private and Public): The closest hospital is located in Ceres.
	Ambulance: Emergency Medical Service's ambulances service this area. They are dispatched from Ceres.
	Environmental Health: The Environmental Health Officer for this area is located at the CWDM Office in Munnik Street, Ceres.
5. Education	
5.1 Schools:	1. Crèches: Bambi Day Care Centre, Lakenvlei Farm Goldilocks Day Care, Langabuya Road, Nduli Leer en Probeer Crèche, Laastedrif Farm Leeuwfontein Bewaarskool, Leeuwfontein Farm North Ridge Crèche, North Ridge Farm
	2. Pre-primary Schools: Unknown
	3. Primary Schools: Britsum NGK Primary, De Eiken, Prince Alfred Hamlet Driefontein NGK Primary School, Driefontein, Prince Alfred Hamlet Laastedrif NGK Primary, Laastedrif, Ceres Matjiesrivier NGK Primary, Matjiesrivier, Ceres Nduli Primary School, Chris Hani Drive, Nduli Northridge NGK Primary, Northridge Farms, Ceres Wanganella NGK Primary, Wanganella Farm, Ceres Welgemoed NGK Primary, Warmbokkeveld Welvaart NGK Primary, Welvaart, Warmbokkeveld
	4. High Schools: Iingcinga Zethu Secondary, Bokoloshe Aveue, Nduli
6. Tourism	
6.1 Tourist Attractions:	Tourist attractions within the Ward include local arts and crafts for tour groups. Snow, Klondyke Cherry Farm, Aquila Game Reserve, Inverdoorn Game Reserve, Tankwa Farm Stall, Kagga Kamma Nature Reserve, Matroosberg Nature Reserve.

7. Safety and Security

7.1 Services:	1. South African Police Services: Located in Ceres
	2. Neighbourhood Watch: Unknown
	3. Fire Services: A satellite fire station is located in Chris Hani Drive, Nduli and the CWDM Fire Services situated in Munnik Street, Ceres.
7.2 Crime	1. Description of crime rate and causes of crime: The top crimes for the area serviced by (and provided by) Ceres SAPS are as follows: • Burglary (Houses) • Assault • Malicious damage to property • Drugs

8. Electricity

8.1 Electricity Supply

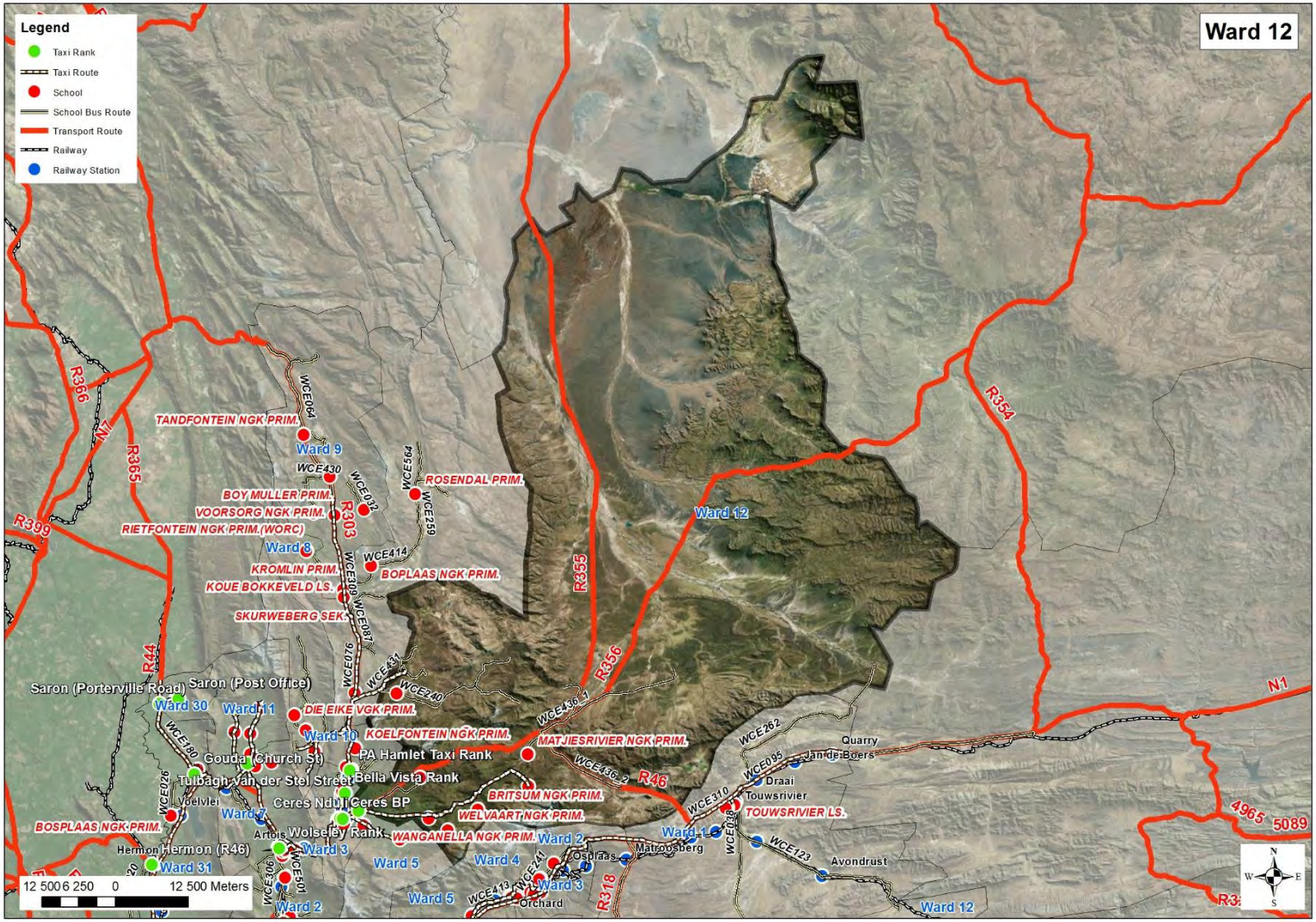
Yes, The low income housing has electricity. Informal settlement and backyard dwellers utilises illegal electricity connections to get electricity into structures.

	Sources of energy for lighting (% of households)	Sources of energy for cooking (% of households)	Sources of energy for heating (% of households)
Electricity	91.72	87.27	69.96
Gas	0.46	3.45	1.43
Paraffin	1.30	2.69	8.49
Candles	4.62	N/A	N/A
Wood	N/A	5.71	13.53
Coal	N/A	0.00	0.00
Animal dung	N/A	0.00	0.00
Solar	1.81	0.84	0.80
None	0.08	0.04	5.76

(Source: Stats SA, 2011)

9. Transport

9.1 Map of transportation routes



<table>
<tr><td>9.2 Areas of high accidents</td><td>Information not available</td></tr>
<tr><td>9.3 Types of transportation</td><td>The R46 is utilised by a large number of trucks, cars, taxis and buses. The railway line goes through a portion of the ward in the south. This railway carries both passenger and cargo trains. Residents within this area use either private cars or mini-bus taxis. The Nduli taxi rank falls in this ward.</td></tr>
<tr><td>9.4 Hazardous materials or cargo:</td><td>1. Any hazardous materials transported through the areas: Large quantities of hazardous substances move through this ward via road and rail. These substances include ammonia, fuel, LP gas, etc.</td></tr>
<tr><td colspan="2">10. Housing</td></tr>
<tr><td rowspan="3">10.1 Types of Housing:</td><td>1. Formal (incl. Low income and RDP): The houses in this area are RDP houses and farm houses.</td></tr>
<tr><td>2. Informal: Informal houses are located in the Mooiblom Informal Settlement.</td></tr>
<tr><td>3. Back yard dwellers: A large number of RDP houses have back yard dwellers</td></tr>
<tr><td colspan="2">11. Water and Sanitation</td></tr>
<tr><td>11.1 Provision of water (formal residential areas)</td><td>Yes, the formal houses have water supplied.</td></tr>
<tr><td rowspan="2">11.2 Provision of water in informal settlements and areas without piped water</td><td>1. Number of taps available (incl. the number of people using the taps): Unknown</td></tr>
<tr><td>1. Are the taps in working order? Unknown</td></tr>
<tr><td>11.3 Sewerage and sanitation systems in formal areas</td><td>3.1 Formal sewerage: Yes</td></tr>
<tr><td rowspan="2">11.4 Sewerage and sanitation systems in informal settlements and areas without formal sanitation</td><td>1. Number, type, and frequency of cleaning of toilets: Unknown</td></tr>
<tr><td>2. Are the toilets in working order? Unknown</td></tr>
<tr><td>11.5 Rubbish Removal</td><td>
<table>
<tr><th>Methods of Waste Disposal for Ward 12</th><th>Number of households</th></tr>
<tr><td>Removed by the local municipality once a week</td><td>995</td></tr>
<tr><td>Removed by the local municipality less than once a week</td><td>64</td></tr>
<tr><td>Communal refuse dump</td><td>128</td></tr>
<tr><td>Own refuse dump</td><td>1140</td></tr>
<tr><td>No rubbish disposal</td><td>20</td></tr>
<tr><td>Other</td><td>33</td></tr>
</table>
(Source: Stats SA, 2011)
</td></tr>
</table>

12. Municipal Infrastructure:	
12.1 Storm water drainage	Yes, formal residential areas have storm water drainage.
12.2 Community Halls	Nduli Community Hall Bo-Swaarmoed Community Hall
13. Religious Institutions	
13.1 Churches, Mosques, synagogues	Unknown
14. Correctional Service Centres	
14.1 List of Correctional Service Centres	The Warm Bokkeveld Prison is located in this ward

Historical Data:

Year	Type of incident	Impact and number of people affected:
1969	Earthquake	Severe infrastructural damages over most parts of the municipality 11 Fatalities in Ceres and Tulbagh
2003-5	Severe drought	Disaster declared and fodder scheme implemented for stock farmers
2007	Xenophobia	There was small scale incidents of xenophobia
2008	Xenophobia	22 foreign nationals moved out of Nduli on 23 May 2008 due to fears for their safety following xenophobic violence (this information is not ward specific but rather for the area of Nduli).
November-December 2012 and January 2013	Farmworker Unrest	Protests by farm labourers occurred in the area.

Description of identified Risks:

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
HUMAN INDUCED HAZARDS	Drug abuse Drug abuse was highlight as a problem amongst the youth. It is thought to the result of unemployment and poverty	Throughout the year	Nduli area of ward 12	This results in social and criminal problems	X	X	X	1.1.1
	Gangsterism The formation of gangs and gang activity is a result of social poverty.	This occurs frequently throughout the year	Urban area of Nduli	This was identified as leading to criminal activities such as theft, the use of drugs	X		X	1.1.2
	Public Unrest This includes service delivery protests, farm worker unrest. This is due to: • Poverty • The need for housing	Sporadically		This has an impact on service delivery			X	1.1.3
	Xenophobia This is due to an influx of foreigners in to the area as well as the illegal occupation of houses and plots.	Sporadically					X	1.1.4
	Crime Theft which is assumed that this due to drug addiction and unemployment. Stock and telephone cable theft in remote Ceres Karoo areas	This occurs frequently throughout the year	The Nduli Section of ward 12 Remote rural area	Loss of property and money Agricultural losses and telecommunication interruptions		X	X	1.1.5
	Illegal electricity cables were highlighted as risk in terms of health	Continuously	Informal settlements and back yard dwellers	Fire fighters are injured when responding to fire calls. A consequence of illegal electrical connections is that people can get electrocuted.	X		X	1.1.6
	Dumping: There is an number of forms of dumping that is prevalent within this ward and it includes: • Dumping of rubble in storm water drainage system • Illegal dumping of refuse in open areas and along roads • Dumping of household rubbish next to the rubbish skips	This occurs frequently throughout the year	• Mooiblom Street • Near the library	This results in health issues especially in children who play in the rubbish. The blocking of storm water drains results in localised flooding during heavy rainfall	X	X	X	1.1.7
	Sewerage blockages due to incorrect materials and items such as newspaper being flushed down toilets or put into the sewers. Sewerage running into the streets due to blocked drains.	This occurs frequently throughout the year		This results in sewerage flowing into the streets and causes health issues. In particular, children are most at risk to diseases as they play in the dirty water.	X	X		1.1.8
	Illegal slaughter of animals within residential areas. This also includes slaughtering of animals for profit.		Nduli	This can result in health problems			X	1.1.9

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
HUMAN INDUCED HAZARDS	Lack of /broken basic amenities this included: • Lack of access to electricity			Residents resort to dangerous illegal electricity connections. This can result in fires. People can be electrocuted.		X	X	1.1.11
	Alcohol abuse	This occurs frequently throughout the year		This results in antisocial behaviour and violence			X	1.1.12
	Biological Waste: Dumping of aborted foetuses in rubbish skips	Frequently	• At the Main Road • At the skip in Mooiblom	This can have health risks.	X	X		1.1.15
TECHNOLOGICAL HAZARD	Structural fires both formal and informal. The risk of fires is increased by: • The proximity of houses to each other. There is not a safe distance between houses. • Emergency vehicles are unable to respond to areas as there are no access routes. • The presence of backyard dwellers and informally built extension to RDP houses •	There is a higher risk of fire during the winter months	Nduli area of ward 12	People lose all their possessions. Fires were also seen as a large cause of air pollution.	X	X	X	1.2.1
	Fires resulting from use of candles, paraffin, gas and illegal electricity cables.	This risk is more severe during winter as people are more reliant on electricity	• Mooiblom Street	Loss of life and property	X	X	X	1.2.3
	Transportation of hazardous loads along all major and secondary roads	Daily risk of hazardous loads travelling through the area	Along major and secondary roads	Accidents and spillages of hazardous substances. Depending on the substance this could cause: • health problems • environmental issues (pollution) • Fire			X	1.2.4
	Traffic accidents in main and major roads in and around the area.	Frequently	Along major and secondary roads and residential roads.	Children playing in the streets can be knocked over. Injuries and fatalities of motor vehicle occupants. Disruption to traffic due to road closures		X	X	1.2.5
	Load shedding: Rotating power outages	Frequently	Across the community	There are significant consequence to load shedding: • Disruption and impacts on the economy • Severe disruption to traffic • Increase in crime • interruptions to critical infrastructure and processes such as sewerage treatment and water purification • Interruption to industrial and agricultural processes			X	1.2.8

Category of Identified Risk	Name and Description	When is the risk experienced and how often	Identified areas for the risk	Consequences	Identified by			Ref.
					Ward Committee	Community	Officials	
BIOLOGICAL HAZARDS	Veld fires: Veld fires can be started naturally or by humans. Veld fires due to illegal dumping/littering in open spaces as well as people dropping of unextinguished cigarette butts.	This risk is higher during summer	• Along the urban fringe • Along the interface between natural veld and urban or agricultural areas • Along Rail and Road Reserves	• People lose all their possessions • Threat to biodiversity due to areas burning too often • Destroy crops and agricultural land. This can have social and economic impacts		X	X	1.3.1
	Human diseases: TB and HIV – an increase in the number of HIV and TB patients. Witzenberg was identified as having the highest HIV rate in the area.		Municipal-wide	Disease, loss of life, impact on medical services	X		X	1.3.2
GEOLOGICAL HAZARDS	Earthquake: The risk of earthquakes was highlight as a risk for the whole of Witzenberg area. The risk of injuries, death and damages is increased due to poor building methods.		Whole municipal area	Loss of life, injury and damages to property and infrastructure			X	1.4.1
ENVIRONMENTAL DEGRADATION	Air pollution resulting from fires. This includes: • Fires for household activities • Illegal burning of waste and refuse • Veld fires	This occurs throughout the year but is more prevalent in winter when fires are used for heating purposes.	Urban area of Nduli	Health risk			X	1.5.1
	Ground pollution from sewerage due to : • non-existent sewerage systems within informal settlements • blockages within the sewerage network • interruption of sewerage treatment process by load shedding			Uncontrollable leakages and spillages. This not only results in pollution of the environment but also can be a health hazard		X	X	1.5.2

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO : Council

VAN / FROM : Municipal Manager

DATUM / DATE : 22 May 2019

VERW / REF : 17/07/5

PROJECT: INSTALLATION OF CCTV CAMERAS ALONG VOORTREKKER ROAD, VOS STREET CERES (R46 CERES TO NDULI) AND VOORTREKKER AND OLIENHOUT STREET IN PRINCE ALFRED HAMLET

PURPOSE

To consider recommending to Council that an agreement be entered into with the Ceres Business Initiative in terms whereof close circuit television cameras be installed along **VOORTREKKER ROAD, VOS STREET CERES (R46 CERES TO NDULI) AND VOORTREKKER AND OLIENHOUT STREET IN PRINCE ALFRED HAMLET** and to contribute to the operational cost thereof.

BACKGROUND

The Ceres Business Initiative, the Agricultural sector and Witzenberg Municipality identified the need for a joint venture to improve the security of its communities within the Ceres district. A task team consisting of the three the parties was appointed and tasked to investigate and present a report on how to address the security concerns. The tasked team, under the chairmanship of the Manager Traffic Services visited the control rooms of similar projects in Cape Town and Worcester and also visited a similar project although smaller in size in Bonnievale. They concluded that the only way to address the security concerns was by way of CCTV cameras on the main corridors of the Ceres area starting from the Zipslide in Ceres to Nduli and along Vos Street to Olienhout Street in Prince Alfred Hamlet.

In terms of the investigation there will be 22 sites and 45 cameras. A site will have more than one camera and is normally at a inter section of a particular road for example at the corner of Vos and Voortrekker Road. The purpose thereof is to cover all the areas for the effective security monitoring. Some of the cameras will have the number plate recognition facility and others the high vision IP (monitoring cameras). The whole idea with the cameras is to reduce crime related activities in Ceres, identifying drug trafficking activities, reducing vandalism activities to public structures / buildings and in general allowing residents and visitors to enjoy a safe environment. The route identified by the task team for the installation of the cameras is as per annexure "....." hereto. Solar panels will also be erected at the various cameras which will enable the system to be operational and effective in the event of Eskom downtime.

Quotations were requested and received from various Service Providers. LTS Security was selected as the preferred bidder because of their experience and involvement in a similar project. They are also involved in the Worcester project and will be responsible for the installation of the cameras as well as the control room and responsive unit. The control room will send a report to the relevant authorities and will also dispatch their responsive unit to the scene of an incident. The capital investment for the project will be R1.056 million and the operational cost R69 575,00 per month. CBI has accepted responsibility for the capital investment.

STRUCTURE AND DURATION

The proposal is that a private company namely Witzenberg Security Forum PTY (Ltd) be registered. The company will further be registered for VAT and SARS Tax exemptions in terms of Section 18 (a). The stakeholders of the company will be CBI, the Municipality and Agriculture. The company will consist of 5 directors, one from each stakeholder with an independent Chair and Vice Chair. The company will contract the services of the service provider. It will be the responsibility of the service provider to manage the activities of the project including SAPS and Law Enforcement. The directors will meet monthly with the service providers to discuss the progress and challenges. CBI will be responsible for the managing of the financial affairs from the stakeholder to the service provider.

LEGAL IMPLICATION

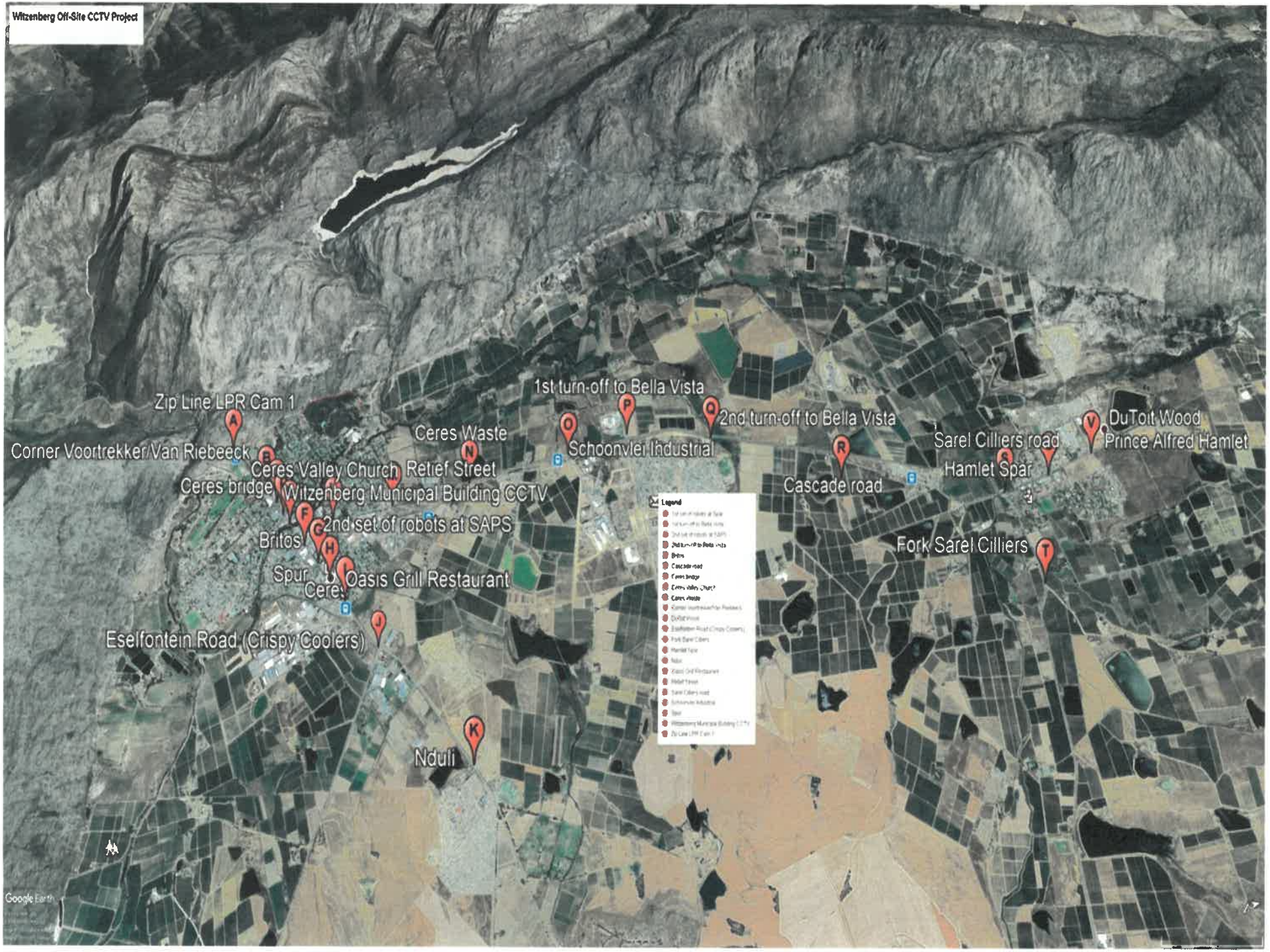
Council must approve of the project and provide for it in the budget. Provincial roads and transport must give approval for the installation of the cameras on the provincial roads.

FINANCIAL IMPLICATION

If Council so approves of the project the Municipality will be responsible for a monthly contribution in the amount of R50 000,00. This commitment will be for a period of three years. The amount will escalate with 7% for the outer two years.

RECOMMENDATION

For consideration.


Witzenberg Off-Site CCTV Project
Zip Line LPR Cam 1
Corner Voortrekker/Van Riebeeck
Ceres bridge
Ceres Valley Church
Retief Street
Witzenberg Municipal Building CCTV
2nd set of robots at SAPS
Britos
Spur
Ceres
Oasis Grill Restaurant
Eselfontein Road (Crispy Coolers)
Nduli
Ceres Waste
1st turn-off to Bella Vista
Schoonvlei Industrial
2nd turn-off to Bella Vista
Cascade road
Sarel Cilliers road
Hamlet Spar
Fork Sarel Cilliers
DuToit Wood
Prince Alfred Hamlet
Legend
Google Earth



DRAFT
POLICY FOR THE MANAGEMENT OF BUSINESS PROPERTY FOR LOCAL ECONOMIC PURPOSES WITH ITS AIM OF CAPACITATING PREVIOUS DISADVANTAGE COMMUNITIES

Approved by Council
Date

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INTRODUCTION

WHEREAS the Municipality has the right to govern, on its own initiative, the local government affairs of its community, subject to national and provincial legislation, as provided for in Section 151(3) of the Constitution and Section 4(1)(a) of the Systems Act.

AND WHEREAS the Municipality has executive and legislative authority in respect of, and has the right to administer the matters provided for in Sections 156(1) and 229 of the Constitution, Sections 8(1) and 11(1) of the Systems Act and Section 83(1) of the Structures Act.

AND WHEREAS the municipal council makes decisions concerning the exercise of all the powers and the performance of all the functions of the Municipality, save for those matters excluded by legislation in accordance with Section 160(1)(a) of the Constitution;

AND WHEREAS the Municipality has the right to do anything reasonably necessary for, or incidental to, the effective performance of its functions and the exercise of its powers in terms of Section 156(5) of the Constitution and Section 8(2) of the Systems Act;

AND WHEREAS the municipal council, within the Municipality's financial and administrative capacity and having regard to practical considerations, has the duty to use the resources of the Municipality in the best interests of the local community in terms of Section 4(2)(a) of the Systems Act; and

AND WHEREAS there is a need to provide a policy framework for the management of the Municipality's business property, to establish processes for empowering previous disadvantage people in order to regulate the use, sale and lease thereof and to establish criteria within which property transactions may be regulated;

AND WHEREAS municipalities have a constitutional mandate to undertake a developmental approach in implementing policies and programmes; therefore municipalities are to exercise powers and functions to maximize the impact of social development, meeting needs of poor and ensuring growth of the local economy;

AND WHEREAS Council has identified a big need within certain communities within its jurisdiction to develop themselves economically;

AND WHEREAS the Municipality has excepted its role and responsibility to redress the economic inequalities in its communities;

NOW THEREFORE this policy provides as follows:

DEFINITIONS

In this Policy a word or expression to which a meaning has been assigned in the Local Government: Municipal Finance Management Act (nr 56 of 2003) has the same meaning as in the Act, and means:

"Basic municipal service"
The amount or level of any municipal service that is necessary to ensure an acceptable and reasonable quality of life and which, if not provided, would endanger public health or safety of the environment and for the purposes of this Policy includes but is not restricted to electricity, refuse collection, sanitation, local roads, stormwater drainage, fire services and water services.

"Community value"
The extent of benefit or gain generated when resources, input, processes or policies are combined to improve the lives of individuals or society as a whole.

"Competitive process"
A call for alternative proposals, a closed tender, a public tender or a public auction.

"Council" *or* ***"Municipal Council"***
A municipal council referred to in Section 18 of the Local Government: Municipal Structures Act (nr 117 of 1998) and for the purpose of this Policy, the municipal council of the Witzenberg Municipality, including its duly authorised nominee.

"Fair market value"
The value at which a knowledgeable willing buyer would buy and a knowledgeable willing seller would sell the asset in an arm's length transaction.

"Household"
Any persons living together as (life) partners and their dependants.

"Local Economic Development" LED is an approach towards economic development which supports local collaborations, thereby achieving sustainable economic growth and development and bringing economic benefits for all residents in a local municipal area.

"Long term"
A period longer than 3 years.

"MFMA"
The Local Government: Municipal Finance Management Act (nr 56 of 2003).

"Municipality"
The Witzenberg Local Municipality.

"National Treasury's Guidelines"
The official guidelines on supply chain management issued by the Minister in terms of Section 168 of the MFMA.

"Notice boards"
The official notice boards at the municipal offices and municipal libraries and any place which the municipality may identify form time to time.

"Previous Disadvantage People (PDI)" means black people, women and people with disabilities who -

are citizens of the Republic of South Africa by birth or descent; or became citizens of the Republic of South Africa by naturalisation before 27 April 1994; or after 26 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date but who were precluded by apartheid policies;

"Right to use, control, manage"
A right to use, control or manage the asset for a period exceeding one calendar month without ceding legal ownership in the asset.

"Structures Act"
The Local Government: Municipal Structures Act (nr 117 of 1998).

"Supply Chain Management Policy"
The Supply Chain Management Policy of the Witzenberg Municipality approved and adopted by Council as amended from time to time.

"Systems Act"
The Local Government: Municipal Systems Act (nr 32 of 2000).

"the Constitution"
The Constitution of the Republic of South Africa, 1996.

"The Regulations"
Local Government: Municipal Finance Management Act (nr 56 of 2003) Municipal Asset Transfer Regulations (MATR).

"Transfer"
Transfer of ownership as a result of sale or other transaction (e.g. exchange, donation, ect).

APPLICATION OF THE POLICY

1. This policy **applies** to:

   (a) the transfer, disposal or leaseing of business property by the Municipality to PDI's;
   (b) the granting by the Municipality of rights to use, control or manage business property;

2. This Policy **does not apply** to:

   (a) immovable property transactions that falls outside the scope of this policy, and
   (b) Industrial land, churh plots and residential plots;

GENERAL PRINCIPLES

3. The Municipality may:

   (a) alienate or let or permit to be built upon, occupied or enclosed any immovable property owned by the Municipality;

(b) sell immovable property only at market related prices expect when the public interest or the plight of the poor demand otherwise in terms of Regulation 40(b)(i) of The Municipal Supply Chain Regulations, 2005.

4. No application for the purchase, or lease of immovable property shall be processed unless the prescribed application form has been completed and all supporting documentation has been submitted.

DISPOSAL OR TRANSFER OF BUSINESS PROPERTY

5. The Municipality will move from the premises that all applications for municipal property use or transfer will be considered on the prescripts of The Constitution of South Africa and Section 5 of the Municipal Finance Management Act in that it will be fair, equitable, transparent, competitive and consistent.

6. The Municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a municipal immovable property needed to provide the minimum level of basic services, save where the transfer is to another organ of state, as provided for in section 14(6) of the MFMA read with Regulation 24 in Chapter 3 of the MATR. Council must therefore firstly decide on reasonable grounds that the property in question is not needed to provide the minimum level of basic services.

7. A decision by the municipal council that a specific immovable property is not needed to provide the minimum level of basic municipal services, may not be reversed by the Municipality after that immovable property has been sold, transferred or otherwise disposed of in accordance with Section 14(3) of the MFMA.

8. When considering the letting, disposal or transfer of municipal property, preference will be given to the prevailing land use of the property and that of the specific area.

9. **Process for purchasing land from the Municipality**

9.1 The Applicant must complete the application form and submit the completed form with all supporting documents to the Municipal Office at 50 Voortrekker Street, Ceres, 6835 at the archives department or e-mail the completed form to admin@witzenberg.gov.za.

9.2 This application form and all supporting documents will be electronically captured and send to the relevant department and official to manage the process.

9.3 This application form and all supporting documents will be then be circulated to the Technical Department, Community Department and Legal Department for comment.

9.4 A memorandum will be drafted that contains all comments from mentioned departments in 8.3 and it will then be tabled at the Corporate Committee and Committee for Local Economic Development whom will make a recommendation to Council.

9.5 Council must then make a in principle decision if the support the application or not.

9.5.1 If Council does not support the application, it will be the end of the process and the applicant will be notified accordingly.

9.5.2 If Council support the application, the in principle decision will be advertised.

9.6 Council's in principle decision will be advertised for public comment and or objections in the local newspaper, municipal notice boards, and strategic places in close proximity to the land in question and the municipal website.

9.7 After the closing date as set out in the advertisement objections (if any) and comments will be tabled by the relevant official at the next council meeting.

9.8 Council must then consider all comments and objections make a final decision on the application.

LEASING OF MUNICIPAL IMMOVABLE PROPERTY

10. **Process for leasing land from the Municipality**

10.1 The Applicant must complete the application form and submit the completed form with all supporting documents to the Municipal Office at 50 Voortrekker Street, Ceres, 6835 at the archives department or e-mail the completed form to admin@witzenberg.gov.za.
10.2 This application form and all supporting documents will be electronically captured and send to the relevant department and official to manage the process.
10.3 This application form and all supporting documents will be then be circulated to the Technical Department, Community Department and Legal Department for comment.
10.4 A memorandum will be drafted that contains all comments from mentioned departments in 9.3 and it will then be tabled at the Corporate Committee and Committee for Local Economic Development whom will make a recommendation to Council.
10.5 Council must then make an in principle decision if the support the application or not.
10.5.1 If Council does not support the application, it will be the end of the process and the applicant will be notified accordingly.
10.5.2 If Council support the application, the in principle decision will be advertised.
10.6 Council's in principle decision will be advertised for public comment and or objections in the local newspaper, municipal notice boards, and strategic places in close proximity to the land in question and the municipal website.
10.7 After the closing date as set out in the advertisement objections (if any) and comments will be tabled by the relevant official at the next council meeting.
10.8 Council must then consider all comments and objections make a final decision on the application. .

RENTAL AND PURCHASE PRICE OF LAND

11. The fair market value for transfer purposes will be that of the General Valuation Role of Witzenberg Municipality.

12. The rental amount of the immovable property shall be determined by an independent Estate Agent within the jurisdiction of Council.

13. When and if Council deviates from the market related rental or selling price it will be determined in consultation with the Municipal Manager.

14. All application must be considered by Council on its own merit.

CONDITIONS OF SALE

15. All costs pertaining to a transaction shall be borne by the purchaser, e.g. transfer, survey, advertisements, valuation, rezoning, relocation or provision of services where necessary, etc. The Municipality may, however, waive its right to claim the costs should it be to its advantage to bear the costs. Where necessary, a deposit to cover the costs may be required.

16. Should existing services need to be relocated or secured by means of the registration of a servitude in favour of the Municipality as a result of the sale or lease of immovable property all related costs shall be for the account of the purchaser. The Municipality may, however, waive its right to claim the costs should it be to its advantage to bear the costs. Where necessary, a deposit to cover the costs may be required.

17. Where immovable property is transferred for business opportunity, a condition must be included in the Deed of Sale stipulating that such business must be up and running within two years from date of registration. Likewise a condition must be included in the agreement to provide for forfeiture in the event that the business is not up and running within the required time period, unless a written extension has been granted by the Municipality.

18. Save with prior approval, the immovable property alienated may only be used for the purpose for which it was originally sold and purposes permitted by town planning scheme regulations pertaining to such purposes.

19. The agreement of sale shall be finalised and concluded within 90 days from the date of the Municipality's official written request and registration must be affected within 90 days of signature of the agreement by both parties; failure to comply shall cause the sale to lapse.

20. The agreement must contain a suspensive condition in respect of immovable property which is sold subject to approval in terms of land use planning legislation.

21. Where applicable, existing services shall be secured by means of the registration of a servitude in favour of the Municipality and the costs shall be for the account of the purchaser.

22. A 10% deposit will be due and payable by the purchaser upon signature of the deed of sale.

23. If an application has been approved by Council, the Municipal Manager will be authorised to waive 50 % of the service connection fees or any costs incidental to the setting up of the business.

CONDITIONS OF LEASE

24. All costs pertaining to a transaction e.g. survey, advertisements, valuation, relocation or provision of services where necessary, shall be borne by the Lessee. The Municipality may, however, waive its right to claim all or any portion of the costs. Where necessary a deposit to cover the costs may be required.

25. An agreement for the lease of municipal immovable property shall be in writing, stipulating the terms and conditions of the contract or agreement, which shall include provisions providing for:

    (a) the termination of the contract or agreement in the case of non- or underperformance;
    (b) dispute resolution mechanisms to settle disputes between the parties;
    (c) a periodic review of the contract or agreement once every three years in the case of a contract or agreement for longer than three years;
    (d) any other matters that may be prescribed,

(e) rental amount; and
(e) escalation

26. No immovable property shall be sub-let and no lease may be ceded or assigned without the prior written approval of the Municipality.

27. Rental, except where it is decided otherwise by the Municipality shall escalate annually by a percentage fixed in accordance with the prevailing consumer price index (all items).

28. The lessee shall, as a rule, be liable for the payment of rates, taxes and service charges in respect of the properties listed in the current valuation role. Rentals lower than market value may be considered by granting a rebate on rates in accordance with the rates policy of the Municipality.

29. The lessee shall indemnify the Municipality against any possible claims arising from the lease or use of the immovable property.

30. Where land is leased for business opportunity, a condition shall be included in the lease agreement stipulating that such business shall be up and running within one year from date of conclusion of the lease agreement. Likewise a suspensive condition shall be included in the lease agreement to provide for cancellation in the event that the business is not up and running within one year, unless a written extension has been granted by the Municipality.

31. Save with prior written approval of the Municipality the property may only be used for the purpose for which it was let.

32. The Municipality shall at all reasonable times be entitled to enter and inspect the immovable property.

33. The lessee shall be responsible for maintaining the leased property including all improvements thereon to the satisfaction of the Municipality.

34. Improvements provided by the Lessee and which the Council wishes to retain, shall revert, free of charge, to the Municipality once the lease period has terminated and/or in the event the agreement, due to breach of conditions, has been cancelled. Alternatively, agreement may be reached to the effect that the Lessee may remove any improvements erected from its own funds within three months of termination of the lease agreement, failing which such improvements shall revert to the Municipality free of charge without damage and if provided for in the agreement. The Lessee shall be liable for the cost involved in the removal of such improvements not required by the Municipality.

35. Immovable property let by the Municipality shall be inspected at least once a year by the Municipality to ensure compliance with the terms and conditions of the agreement of sale or lease.

36. The Municipality reserves the right, where necessary, to resume immovable property let, or portion thereof, and to cancel an existing lease in its entirety where such immovable property is required for operational purpose, in the interest of the community.

WITZENBERG

APPLICATION FORM FOR MUNICIPAL PROPERTY

The following application form consist of 2 pages and must be fully completed. If there is a section that is not applicable, indicate "not applicable".

Information of applicant (to whom correspondence will be sent):			
Date of application:			
Contact Person:			
Entity of applicant (Company, Sole Proprietor, Partnership, Co-operative, NGO, Individual)			
Address:			
Postal address			
Contact Number:		Email	

Is the Application for: (mark with an "x"	**Is the application for: (indicate with "yes" or "no"**		**Description of land applied for (erf number, location, street number)**
Vacant Municipal Land	**Renting?**		
	Buying?		
Municipal land with occupied buildings on, but with available space	**Renting?**		
	Buying?		

Short description of proposed plan for the applied municipal land (you may attach additional information to this document)

What municipal services is needed for the business at the Municipal land? (mark with an "x"	
Electrical connection	
Water	
Sewage	

How will the proposed project on the municipal land be funded? (mark with an "x"		**Describe indicated funding**
100% own funding		
Partially funded		
No funds available		

Business information (mark with an "x")		
Current established business/Company?	Yes	No
Start-up business/company	Yes	No
No business/company	Yes	No

Current established business/company (This information should only be filled in if you have answered yes for current established or start-up business)	
How many years have the business/company been operational?	
What is the monthly income of the business? (before expenditure)	
What is the total monthly expenditure?	
Provide a short overview of the monthly expenditure items	
How many employees work in the business/company?	
How many clients or contracts do you service or sell products to per month?	

The following documents must be attached to the application if the applicant is a Company, Sole Proprietor, Partnership, Co-operative or a NGO		
Business registration & tax clearance certificate	Is this document attached?	Yes/No
The following documents must be attached by all applicants		
Certified copy of ID (all applicants)	Is this document attached?	Yes/No
Business plan (all applicants)	Is this document attached?	Yes/No

Requirements for content of the business plan (all sections must be included)		
Name of business or individual & contact information	Is this included in the business plan?	Yes/No
Description of business (if applicant is a business/NGO) - Type of business, goals of the business/NGO - Product/service that the business/NGO offer	Is this included in the business plan?	Yes/No
Client base (if applicant is a business/NGO) - Overview of the contracts or clients that are you servicing (target market)	Is this included in the business plan?	Yes/No
Management - Experience of the owner/applicant - Qualifications or training received	Is this included in the business plan?	Yes/No
Overview of Project plan for the municipal land - Erf number or street number - What the plan entail& who the target market or clients will be - How will the applicant & community benefit& how many jobs can be created - Research conducted to determine viability of proposed project plan - Budget for the proposed project plan - Overview of funding: comprehensive description of how plan will be funded	Is this included in the business plan?	Yes/No
Management experience - Experience in the proposed project - Any training conducted in the field of the proposed project	Is this included in the business plan?	Yes/No

Please submit the completed form at the archives department at 50 Voortrekker Street, Ceres, 6835 or e-mail it to admin@witzenberg.gov.za

FULL NAME IN BLOCK LETTERS **SIGNATURE** **DATE**

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

Date: 5 September 2018

Application: Relocation of established Nduli Carwash to Erven 5145

Name of Business: Ngcani Carwash

Nature of ownership: Pty Limited

Business Owner: Mzukisi Paulus Matha

BEE Compliancy: 100% BEE Compliancy

Nature of Business: Car washing service

Current address of business premises: Chris Hani Street 196, Nduli, Ceres

History of business:

Business have been operating for 6 years since 2012 at an address which the business owner does not own (Chris Hani Street 196, Nduli, Ceres). The Business comprise of a car washing service for taxi's, busses, trucks& vehicles. The business currently employs 4 temporary and 5 permanent workers.

Currently the business wash +-1040 vehicles per month. The peak times are Mondays, Thursdays, Fridays, Saturdays and Sundays. The majority of vehicles that are washed during Saturdays and Sundays are taxis and busses. The business manages to retain its clients, which is the reason for the high volume of cars being washed.

The Business' average revenue per month is between R24000-R42000, with the expenditure (overhead costs, cleaning materials, salaries) being on average R22000 - R40,000, depending on the revenue each month.

The current competition is 2 other carwashes also situated in Nduli, but they are not a threat, due to the low amount of cars that they wash.

The business owner has an arrangement with the current business premises owner to pay R10 per vehicle washed as rent, which amounts to +- R10,000 - R17500 per month (depending on the amount of cars washed). The amount rent that the business owner is paying, places a cap on the profit, as the business owner does not have negotiating leverage for a lower amount of rent (due to the risk of losing the right to operate the business at the current business owner's premises).

Business owner proposal:

Ngcani Carwash has requested that the business premises be relocated to Erven 5145, which is situated at the first entrance in Nduli, at the left side of the road, in front of the sportfield and just before the Old Nduli Fire Building. There is currently a problem with the big amounts of water that flow down the streets from where the business is operating from (the storm water infrastructure is being blocked frequently), together with the safety risk of children crossing the street near the carwash.

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

There will be concrete slabs constructed in the new premises for the cars to be washed on, as well as a temporary Wendy-house. There will also be wires erected around the fences. The owner have the capital to construct the slabs, procure the small Wendy-house and the fence.

Benefits of the proposal & impact on the local community:

Relocating the business to the new site will enable the business owner to have a bigger space for washing vehicles (bigger and safer parking space), eliminate the safety risk for the local children and will ensure that the business can be more profitable (as the big amount of rent that the business owner must pay will equate to operating savings). The business owner will be also able to employ more permanent staff, due to the rental saving and possible increase in revenue when luring new clients (which increase the demand for labour).

Possible risks of the proposal:

Possible risks of the proposal can be the location, as it is relatively close to the entrance of Nduli, with cars entering and exiting closeby. This is a risk that can be effectively managed.

Viability of proposal

As the business have been operating successfully for 6 years, the proposal is viable financially. The amount of clients (+-1040 vehicles per month) also indicate a steady client base, which is paramount for financial sustainability for the business.

The location is close to the Vredebes entrance, which can lure more business from the nearby communities towards the car wash. The bigger space available will also cater for an increase in potential clients, due the ability to wash more vehicles at a time.

Municipal officials have conducted a site visit at the new proposed premises; official inputs will be requested from the Technical Department & Traffic Department regarding the location viability.

Additional Assistance form the Municipality:

A request have been made for a financial business course to strengthen the business financially. It is also requested if the Municipality can assist with fencing around the new premises.

Recommendation

For Council to give consideration to the above mentioned request from Ngcani Carwash for a lease agreement in order to relocate the carwash business to Erven 5145.

See attached:

- Request from Ngcani Carwash (in IsiXhosa)
- Map of proposed location (marked with "A")
- Inputs from Managers

.....

R Fick

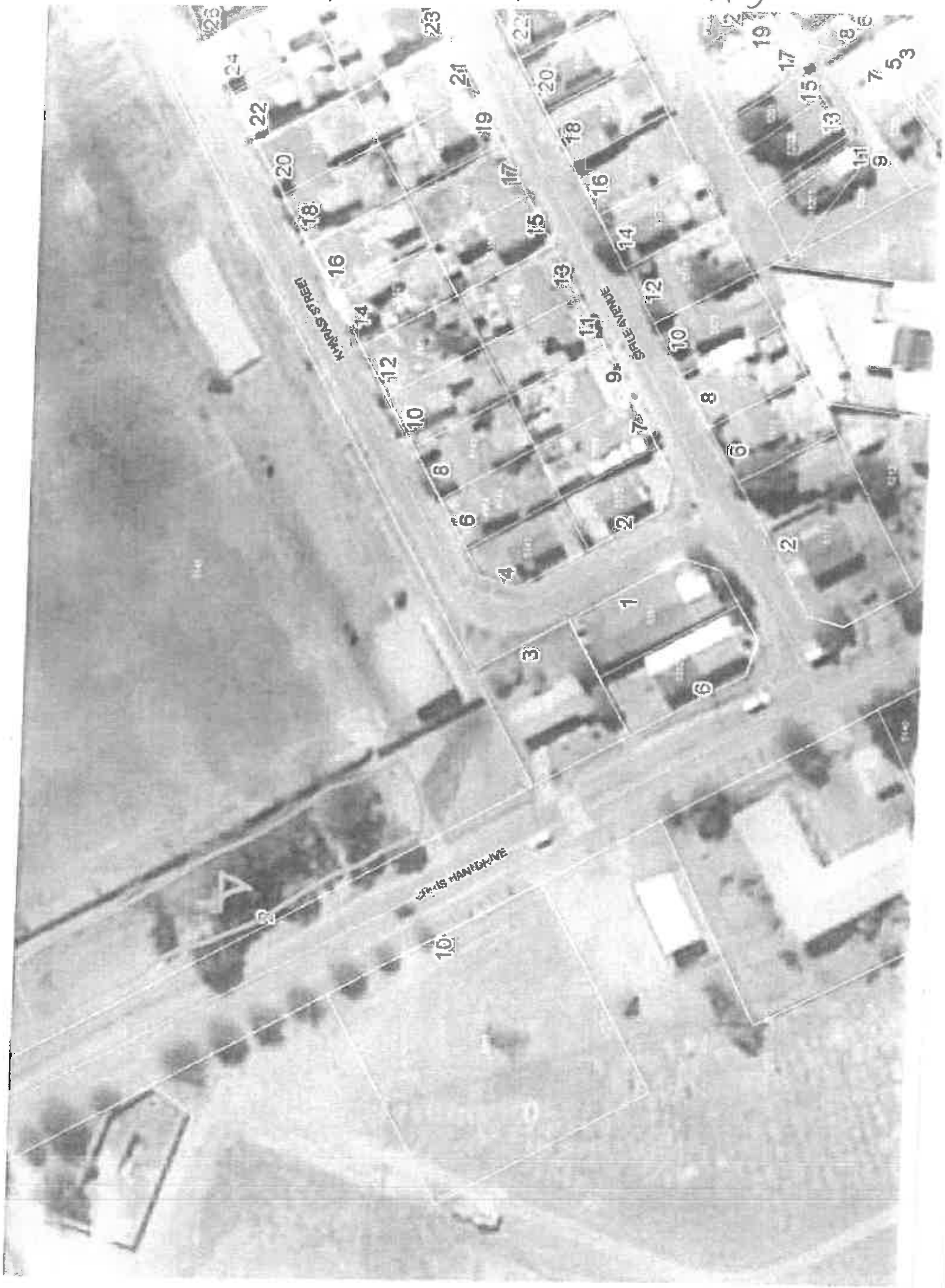
Acting Socio-Economic Development Manager

Nb: m ungci ngan Mzuki Si Matha

Mr Neson ndinesicelo Soku fumana indawo enkulu eyoku Sebenzela ukuVasa imoto kuba ndinenxaki ngendawo endi kuyo incinci kakhulu kubanaba Sebenzi-bam abaikwa ji ku Sebenza kakuhle Nabantwana ndiya bayiki Sela imoto ji Nokuba Shayi ndinalonxaki Soke ndinesosicelo esingoko Nbikwozi Nokwenza imali ebhetele kunale eNko S

From Mzuki Si MaTHA
20/8/9/5 M.M.

Map of Site. (Marked with "A")



WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

Application: Relocation of established Nduli Carwash to Erven 5145

Inputs from Managers:

1) **Water and sewage (Nathan Jacobs)**
- No objection
- See attached service plan

2) **Town Planning (Hennie Taljaard)**
- Objection given
- After thorough consideration I am of opinion that the premises is not suitable for a car wash
- In the case which Council decide to approve the proposal, the applicant must apply for departure

3) **Legal Advisor (Liza-Mari Nieuwenhuis)**
- No objection, on conditions of the following:
- Rental contract must be included and Council must determine the duration of the rent
- The rental amount must be determined
- The lessee must take responsibility for the connection of services, as well as monthly services
- The lessee must be responsible for his own insurance and security
- The lessee take the premises as is; the Municipality are not covering the costs of levelling the ground

4) **Stormwater (Elton Lintnaar)**

a) Stormwater
- Stormwater can be discharged in an existing stormwater channel in front of erven

b) Roads
- According to the report there are 1040 vehicles per month at the business. Their peak traffic is 5 days per week. It calculates as follows: 1040/4weeks/5days/8hours = 7 vehicles will be served per hour. This should not have a problematic traffic impact on Chris Hani drive, subject to traffic marks and signs to be placed that are enforced by Law Enforcement. No stop roadmark in Chris Hani drive in front or opposite the erven with no parking signs.

Water and Sewage Site plan



WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO Municipal Manager

VAN / FROM: Manager: Housing

DATUM / DATE: 18 September 2018

VERWYS/REF.: 17/04/R

VACANT LAND INVESTIGATION: BELLA VISTA

PURPOSE:

The report to council around the investigation done of all vacant land portions in Bella Vista for the possible accommodation of backyard dwellers.

REASONING:

A request from the MEC for Housing to the Municipality out of a meeting held between the MEC, Municipal Councillors and the Bella Vista Concerned Group on 25 July 2018 to do an investigation around all possible vacant land to accommodate backyard dwellers in Bella Vista.

Attached a self-explanatory list of all vacant land portions in Bella Vista for considering by Council.

RECOMMENDATION:

For consideration.

CJ MACKENZIE
MANAGER: HOUSING

✉ 44 Ceres 6835 ☎ (023) 316 1854 (023) 316 1877 admin@witzenberg.gov.za

Western Cape Government
Human Settlements

REFERENCE: H/13/Planning/2018
ENQUIRIES: L Welgemoed

WITZENBERG MUNICIPALITY: BELLA VISTA VACANT LAND INVESTIGATION

The table below depicts the various land parcels that could be identified from a visual investigation of aerial photography (dated 2014) and "Plan C6-2-2 Bella Vista Vacant Land" derived from the Witzenberg Spatial Development Framework (dated May 2012). Both these sources are dated and an on-site inspection of the identified land parcels must be undertaken to verify the information noted in the table.

Erf Number	Ownership Details	Area (ha)	Current Status (2014)	Observable Issues	Municipal Input (Johan – draft)	SDF	Bulk Services
2622	MUN CERES	47.57 ha	Vacant	Partially covered by CBA	Not part of Bella Vista, falls in the Skoonvlei Industrial area as part of Agripark development. Zoned industrial.	Industrial land.	Part of Schoonvlei, bulk services reports to be supplied, to enable us to determine what upgrades are needed.
2917	MUN WITZENBERG	1.12 ha	Vacant	Adjacent to Sports field	Open space, portion is park, rest is wetland.	Green area. Outside the urban edge	Bulk services reports to be supplied, to enable us to determine what upgrades are needed.
2918	MUN WITZENBERG	10.29 ha Total (4.81 ha vacant)	Partially Vacant	Adjacent to Sports field	Sports ground covers about 60% of land, rest is wetland.	Rest of land is outside the urban edge	Bulk services reports to be supplied, to enable us to determine what upgrades are needed.

27 Wale Street, Cape Town, 8001
tel: +27 21 483 4962 fax: +27 21 483 5510
Municipal HSP Planning & Support

Private Bag X9083, Cape Town, 8000
Louis.Welgemoed@westerncape.gov.za
www.westerncape.gov.za

Erf Number	Ownership Details	Area (ha)	Current Status (2014)	Observable Issues	Municipal Input (Johan – draft)	SDF	Bulk Services
2919	MUN WITZENBERG	4.3 ha	Vacant	Adjacent to Sports field	Recommended use in Land audit is GAP/Farmworker housing. Portion has poor drainage with wetland.	Shown as development area.	Bulk services reports to be supplied, to enable us to determine what upgrades are needed.
3400	PROVINCIAL GOVERNMENT -WESTERN CAPE	8.34 ha Total (1.94 ha vacant)	Partially Vacant	Small portion to the south of existing school	Part of School property. Determine future need of school for extension.	Zoned Education. Falls within the urban edge	Bulk services reports to be supplied, to enable us to determine what upgrades are needed.
3409	MUN WITZENBERG	0.42 ha	Vacant	Small well located portion, must be consolidated	Eskom servitude, high voltage power line.	Green space. outside Urban Edge.	Cannot be used for development.
3447	MUN WITZENBERG	0.3 ha	Vacant	Small well located portion, must be consolidated	Seems like a road reserve. Maybe it should be erf 3598. Land audit propose infill housing.	Road	Cannot be used for development.
3602	MUN WITZENBERG	0.81 ha	Vacant	Small well located portion, must be consolidated	Opposite Community Hall, Library. Land Audit proposed GAP Housing	Zoned institutional. Shown as Neighbourhood Node in SDF.	Bulk services reports to be supplied, to enable us to determine what upgrades are needed.
3603	MUN WITZENBERG	0.37 ha	Vacant	Small well located portion, must be	South-east of Community Hall. Land Audit proposal mixed use	Zoned Business.	Bulk services reports to be supplied, to enable us to determine

Erf Number	Ownership Details	Area (ha)	Current Status (2014)	Observable Issues	Municipal Input (Johan – draft)	SDF	Bulk Services
				consolidated	housing/Business.	Shown as Neighbourhood Node in SDF	what upgrades are needed.
3605	MUN CERES	0.69 ha	Vacant	Small well located portion, must be consolidated	West of Community Hall. Land Audit proposal mixed use housing/Business.	Public Place. Shown as green in the SDF.	Bulk services reports to be supplied, to enable us to determine what upgrades are needed.
3606	MUN WITZENBERG	0.25 ha	Vacant	Small well located portion, must be consolidated	South of Community Hall. Land Audit proposal mixed use housing/Business.	Zoned Business. Part of Neighbourhood Node.	Bulk services reports to be supplied, to enable us to determine what upgrades are needed.
3607	MUN WITZENBERG	1.05 ha	Vacant	Small well located portion, must be consolidated	West of Community Hall. Land Audit proposal mixed use housing/Business.	Zoned Business. Part of Neighbourhood Node	Bulk services reports to be supplied, to enable us to determine what upgrades are needed.
3608	PERES JOHN ALBERT	0.21 ha	Vacant	Small well located portion, must be consolidated	Private. Business zoned.	Zoned Business. Part of Neighbourhood Node	Private
5075	DE KEUR TRUST	18.0 ha	Vacant	Completely covered by CBA, not viable	Private. Part of Skoonvlei industrial area. Zoned industrial.	Industrial	Private
5124	NOT REGISTERED	0.07 ha	Vacant	Small well located portion, must be	Part of 3607, see above.		Bulk services reports to be supplied, to enable us to

Erf Number	Ownership Details	Area (ha)	Current Status (2014)	Observable Issues	Municipal Input (Johan – draft)	SDF	Bulk Services
				consolidated	Subdivided but not registered.		determine what upgrades are needed.
5125	NOT REGISTERED	0.22 ha	Vacant	Small well located portion, must be consolidated	Part of 3607, see above. Subdivided but not registered.		Bulk services reports to be supplied, to enable us to determine what upgrades are needed.
5126	NOT REGISTERED	0.1 ha	Vacant	Small well located portion, must be consolidated	Part of 3607, see above. Subdivided but not registered.		Bulk services reports to be supplied, to enable us to determine what upgrades are needed.
5447	MUN WITZENBERG	0.29 ha	Vacant	Smlall well located portion, must be consolidated	Land Audit proposes infill housing.	Within urban edge. Zoned Open Space but not registered on General Plan as Public Place.	Bulk services reports to be supplied, to enable us to determine what upgrades are needed.

The information above must be verified by the municipal Town Planners and further investigations are required before making any firm recommendations for potential future human settlement development on any of these erven.

KLIP RIVER PARK RESORT

MUNICIPAL MANAGER REPORT TO THE MAYORAL COMMITTEE (MAYCO)

2010





Section 78 Investigation as per Municipal Systems Act 2000.
MAY 2010

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

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1 BACKGROUND AND INTRODUCTION

The Witzenberg Municipality has grappled with the issue of the Klipriver Park Resort since 1996 and have taken various resolutions in this regard. The final decision has proven extremely complex due to community sensitivities and sentimentality, business concerns around the neglect of the resort and the municipalities own lack of management and funding. capacity. Examples of Council vacillation include

1. Council initially resolved on 28 August 2008:
   - That Klipriver Park be retained as a holiday resort.
   - That possible development proposals be requested from consultants and interested parties for consideration and future resolutions.
   - That the report of the developers and interested parties be tabled to Council.

2. The matter of Klipriver Park was again tabled at the Executive Mayoral Committee meeting of 12 February 2009 where the Committee was informed and advised of the problems encountered as well as the prevailing circumstances at Klipriver Park at that time. The Mayco then resolved that the possibility of a lease option on Klipriver Park and the adjacent Municipal land be investigated and made a recommendation to this effect to Council.

3. **RESOLVED**

(a) That council re-affirm the resolutions taken on 28 August 2008 namely:

(i) That Klipriver Park be retained as a holiday resort.

(ii) That possible development proposals be requested from consultants and interested parties for consideration and future resolutions.

(iii) That the report of the developers and interested parties be tabled to Council.

b) That Senior Management further investigates the Public Private Partnership possibilities of Klipriver Park

The global economic recession and the added financial burden being placed on municipalities have NOW forced Council to reconfigure how it delivers effective and efficient municipal services. Council must therefore review, clarify and formalise the purpose of certain non-core services (like resorts), thereby clarifying the contribution a non-core service needs to make. Some of them are supposed to be self funded and self sustainable and should not be subsidised from the rates fund. Such a strategic and policy decision will inform service menus, service levels, and performance requirements and considerations. It will also guide prioritisation and the allocation of resources. In view of this background the Council must now make such a decision in the case of the Klipriver Park Resort

The current management model for the resort has not delivered the desired business and community imperatives and service levels have in fact deteriorated dramatically over the last few years. The Mayoral Committee tasked the Municipal Manager to conduct an investigation of service delivery options as per Section 78 of the Municipal Systems Act 2000 on the Klipriver Park Resort and how to deal with it in future.

Council has in terms of non-core services much more freedom to approve policy decisions on future service delivery and management than its core functions. To a certain extent the Municipality is not able to offer the current service and it is suggested that it should rather reduce diversity and focus on core functions in Tulbagh relating particularly to service delivery and creating enabling business environment for job creation.

2. PROJECT PURPOSE, SCOPE, APPROACH

The purpose of this investigation is to review the implications of continuing with an internal delivery mechanism I.e. whether or not the status quo can realistically provide the means to attaining the optimal internal mechanism and if not, to explore ways through which internal mechanisms can be further improved or developed and/or to also explore the scope for partnerships with other private and public service providers to manage the municipal resort.

The investigation and resultant findings, recommendations and report should finally enable the Council to decide on whether or not to continue with delivering the non-core function (resort) from within, or to sell the asset, outsource it or partner with other institutions.

The investigation was conducted in terms of inter alia the requirements of Section 78 of the Municipal Systems Act. The project consisted of two components i.e. an analysis of *service delivery* requirements, current performance and future environmental factors that may impact on the extent and nature of the management of the resort on the one hand and an analysis of the current and future *capacity* of the municipality in meeting such management requirements. It was therefore a matter of establishing the *gap* between current expectations and the capacity to meet such requirements.

a) In the process the following was done:

   i. A number of planning documents like the IDP and SDBIP were studied for guidance and background purposes.
   ii. Applicable legislation was taken into consideration.
   iii. Budgets and financial results were analysed.
   iv. Recent IDP Hearings input assessed

3. PROJECT ASSUMPTIONS AND PRINCIPLES

The following assumptions and principles were considered:

a) Service requirements were assessed in terms of two or three of the following:

   i. Quantity i.e. its availability to all communities and in terms of the comprehensiveness of the service.
   ii. Quality i.e. the standard of the product that is being provided and in the process uniformity in standards, compliance with legal and statutory requirements and compliance with visitor expectations.
   iii. Reliability i.e. to what extent services have been interrupted or have been functioning below standard levels.
   iv. Affordability.

b) Capacity was assessed in terms of :

   i. Management Capacity: Actual capacity in terms of numbers, skill, competencies and management mechanisms like current strategies, business plans, performance management programs, risk management programs, resources and asset strategies etc.
   ii. Human resources capacity i.e. numbers, human resources management mechanisms and programs.
   iii. Budgets and financial results and plans.

iv. Infrastructure and assets.

c) External environmental factors were assessed in terms of:

i. Visitor expectations
ii. The labour market and conditions.
iii. The economic environment.
iv. External support available.

d) Optional mechanisms and related trends were taken into consideration.

e) Best practices in terms of strategic management, financial management, human resources management, institutional design and asset management were taken into consideration in developing future proposals.

4. KEY CONCLUSIONS

Some of the key conclusions include:

I. The resort is not financially viable. Currently running at a forecasted 2009/10 loss of almost R600 000
II. The community is not benefiting from the huge tourist potential of the resort.
III. The resort must be upgraded and maintenance plans need to be implemented.
IV. The visitors' numbers decreased during the past few years due to economic environment, service quality and decay. Statistics prove that the full tourist benefits are not being realised.
V. The resort is a labour intensive businesses and the personnel expenditure is higher than the excepted norm of 60%. A concern is that although the personnel expenditure at resorts is above the norm, productivity levels are below standard leading to ineffective management.
VI. Limited marketing initiatives exist to advertise the resort.

5. KEY HIGH LEVEL RECOMMENDATIONS

i. That the Council agree in principle to alienate the Klipriver Resort.

ii. That the Councils Alienation of Land Policy be used to dispose of the Klipriver Resort

iii. That the Council pursue long term lease option as opposed to outright sale

6. CAPACITY DEVELOPMENT

Findings and recommendations are being discussed in greater detail in the remainder of the report.

1. BACKGROUND AND INTRODUCTION

The Witzenberg strategic vision, mission and goals

"A united, Integrated, Prosperous municipality, progressively free of poverty and dependency"

- To build a sustainable and environmentally sound Witzenberg
- that through efficient and effective utilization of its current resources
- establishes a platform for the progressive overcoming of poverty, underdevelopment and provides the basis for a prosperous life for all citizens

The municipal area covers 2 851.25 km^2 and include the following areas: Bokfontein, Ceres, Enduli, La Plaisante, Prince Alfred Hamlet, Romansrivier, Skoonvlei, Tulbagh, Wolseley. The Witzenberg municipal area has a population of 83 568 people and a population density of only 29.3 people per km^2.

The Klipriver Park Resort is currently not operating as an economically viable service and this poses serious threat to its future existence. Municipal resorts are regarded as non-core and therefore an investigation was done in terms of section 78 of the Municipal Systems Act, 2000 to determine how the resort should be managed in future.

The purpose of this report is to advise Council on the status quo and the proposed future management structures for the Klipriver Park Resort.

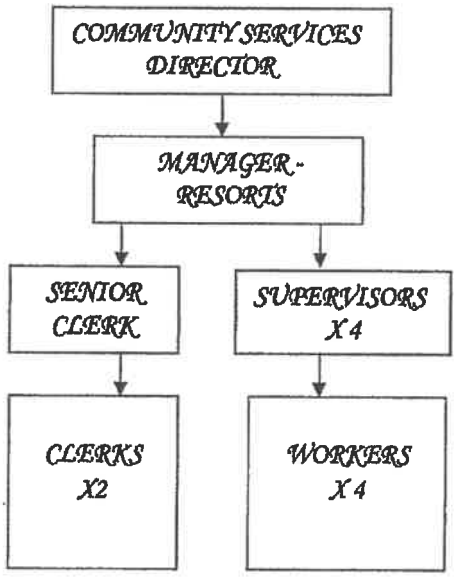
This report was compiled after inspections, site visits, interviews with certain key personnel and tourism and a comprehensive study of financial data, integrated development plan, past studies, occupancy levels, staff establishment and other important literature.

2. KLIPRIVER PARK RESORT

Summary and Introduction

The management of the resort is the responsibility of the Director: Community Services. The workforce allocated to the resort includes 11 employees.

The organisational structure and staff allocated to the resort is as follows



NAME	JOB TITLE
MJ Fortuin	Snr Clerk
AE Martin	Clerk
JCM Adams	Clerk
S Jurgens	Swimming Pool Supervisor
A Swarts	Swimming Pool Supervisor
M Martin	Swimming Pool Supervisor
JC Anthony	Swimming Pool Supervisor
JM Kock	Worker
A September	Worker
K De Bruin	Worker
HS Martins	Worker

Source: Municipal Organisational Structure

Proper supervision of workers has been identified as one of the principle problems within the Community Services Department, The lack of proper supervision is a common fault in all the service units, this leads to poor morale, shoddy work, inefficiency, poor image of the Council, low levels of service delivery and under-utilisation of resources. This is an organisational structure that in some cases takes into account historic structures and staff abilities rather than the strict needs of service delivery including

- Organisational support inadequate.
- Inefficient utilisation of human resources.
- Low morale of staff.
- Poor supervision and management.
- Insufficient resources.
- Budget inadequate to sustain projects, maintenance, upgrades

The personnel expenditure is higher than the excepted norm of 60% of total expenditure for personnel costs for the resort. The Unions / employees must be engaged regarding the future of the resort and in event of alienation alternatives must be presented

a) Service Accessibility/ Equality and Demand.

This resort is situated on ***733 327m2*** of land in Tulbagh and the resort offers one of the best locations in the Witzenberg region. The resort is situated at the end of the main road next to the Tulbagh Showground's and boasts additional land which is ideal for future development. The market value of the resort amounts to ***R5 002 000 million,*** including the unused adjacent land.

This resort is mostly utilised by domestic tourists, totally under-developed and not well promoted. The facilities are in a poor condition and needs urgent attention. The resort has not been in full operation for number of months due to electrical and other maintenance issues. The tourism, business and surrounding communities voiced unanimous dissatisfaction at the recent IDP Hearings regarding the state of the resort.

The demand for tourist developments in the Tulbagh area has been greatly enhanced by it being zoned for lifestyle purposes by the Provincial Spatial Development Plans and National Growth and Development Plans.

We propose that Council call for proposals to alienate the property. Privatising the facility will not have an impact on the local community and may pose spin off benefits for business and tourism.

b) Internal Mechanism Capacity.

i. Infra Structural/ Equipment/ Fleet and Plant Capacity.

The resort provides the following facilities:

I. 18 Chalets,
II. 69 Camping Sites,
III. 4 Ablution Blocks,
IV. House for the caretaker,
V. Small Office and Swimming Pool

The chalets, camping sites and all the facilities require upgrades/maintenance and the entrance and offices also requires urgent attention. The resort currently has serious electrical problem as result of dangerous wiring from the power boxes. The pool requires urgent attention due to large crack in structure. The river needs to be cleaned from effluent and overgrowing of reeds which prohibit the enjoyment of the facility. The ablution blocks pose serious health risks and need to be attended to urgently. The sewage and drainage also requires serious upgrading and maintenance

ii. Financial Capacity.

The financial data related to the resort can be summarised as follows:

KLIPRIVER PARK	2008/09	Budget 2009/10
Salaries / Wages	902 140 17	
General Costs	172 959 30	
Maintenance	31 738 58	
Other	33 670 79	
TOTAL EXPENDITURE	**1 140 508.84**	**1 212 925 00**
Chalets	604 007 71	
Camping Sites	185 707 95	
Fees	209 948 20	
Other		
REVENUE	**810 710 48**	**654 497 00**
SURPLUS (DEFICIT)	**(-329 798 36)**	**(-558 428)**

The financial position of the resort is deteriorating annually. According to the financial information above the resort made a loss of **R329 798.36** during the 2008/9 financial year. The budgeted deficit for the 2009/10 financial year amounts to R**558 428**.

In 2008/9 salaries and wages have been almost 80% of the total expenditure of the resort with repair and maintenance at only 3%. The amount spent on maintenance was extremely low. Maintenance levels will therefore have to be improved and accordingly a sharp increase in maintenance costs can be expected in the future if the facilities need to upgraded and maintained.

The tariffs are market related and an increase of such tariffs will not have the desired effect as the occupancy levels that are already extremely low and the quality of the service delivery is poor.

It is from a financial point of view considered unlikely that the Municipality will be able to make this a self sustaining facility and will accordingly benefit more from using the funds it is losing on this facility to address more critical requirements experienced by the service delivery operations.

It may by establishing concessions where the management and other functions are outsourced to external service providers generate some income. By selling the facility it may be able to raise capital that once again can be used to address the upgrading of for example sport facilities.

iii. Service Quality and Performance.

The resort is open seven days a week and the official office hours are as follows:

Weekdays	08:00 – 17:00
Weekends	08:00 – 21:00

The above extended working hours requires extra personnel during peak periods. Although a security service is rendered seven days per week a number of crime incidents occurred which has a negative impact on the visiting numbers. The chalets need upgrading and recreational facilities such as tennis, indoor games, a tuck shop / cafeteria are limited at this resort. The roads are in a poor condition and the entrance of the resort needs attention.

The municipal IDP was not supplemented by a business plan for the resort and the performance indicators as per the SDBIP are limited. The SDBIP targets are also not aligned with the action plans prepared for the resort.

The internal auditor should evaluate the achievement of indicators and the establishment of internal policies and procedure that should address efficient, effective and accountable service delivery at the resort.

iv. **Steps that can be taken to improve and develop the capacity of the internal service mechanism.**

The department responsible for the resort prepared a detailed maintenance and activity plan to improve the infrastructure of the resort during the 2009/10 financial year.

Upgrading the facility will not justify the potential revenue that can be made from this facility.

It is accordingly recommended that alternatives now be explored.

v. Steps to be taken from a stakeholder management point of view.

The key stakeholders that need to at this point be involved in finding a way forward are the tourism, business and conservation communities. The workforce must be made aware of the actions.

It is accordingly recommended that:

a. The intention of the municipality to alienate the land should be advertised for comment in local press, municipal notice boards and at libraries.

b. The alternative service delivery structure intention should be formally discussed at the local labour forum (LLF).

c. The municipality must contract a Part Time Management Advisor to facilitate and support the process set out above.

vi. Steps to be taken before an external mechanism can be explored.

It is suggested that Council should not act unilaterally on this matter and should wait for the outcome of the aforementioned processes before it takes a final decision.

vii. **Need to explore an external mechanism in the first instance and before taking a decision on the internal mechanism.**

The most likely scenario at this point appears to be that Council should alienate the property as agreed by most stakeholders during the recent IDP Hearings. If not, the municipality should advertise for PPP development proposals with the following conditions:

- Job creation and therefore local economic development
- A specific area for day visitors
- Area for affordable holiday

The Management Team has engaged with National and Provincial Treasury regarding the registration of a Public Private Partnership for the resort. After numerous meetings and consultations, National Treasury advised that the Klipriver Resort is not ideal for development of a PPP.

The benefit of the two options can be summarised as follows:
The most likely scenario at this point appears to be that Council request development proposals or decide to sell the resort. The benefit of the two options can be summarised as follows:

Selling property	Development proposals
Additional capital	Council can influence minimum developmental requirements
Revenue for rates and taxes	Council can review proposals and approve the proposal most beneficially for the local community.
Local economic development through possible job creation	Consistent revenue stream

7. CONCLUSION

We therefore table this report to the Mayoral Committee for processing to Council for approval

WITZENBERG MUNICIPALITY
TERMS OF REFERENCE

1 BACKGROUND

The Witzenberg strategic vision, mission and goals

"A municipality that cares for its community, creating growth and opportunities"

- To build a sustainable and environmentally sound Witzenberg that;
- through efficient and effective utilization of its current resources
- establishes a platform for the progressive overcoming of poverty, underdevelopment and provides the basis for a prosperous life for all citizens

The municipal area covers 2 851.25 km² and include the following areas: Bokfontein, Ceres, N'duli, La Plaisante, Prince Alfred Hamlet, Romansrivier, Skoonvlei, Tulbagh, Wolseley.

Resorts serve a non-core municipal function.

This resort is situated on **13,74 ha** of land in Tulbagh and offers one of the best locations in the Witzenberg region. The resort is situated at the end of the main road next to the Tulbagh Showground's and surrounded by the Witzenberg and Winterhoek Mountains in Tulbagh. A charming restful resort on the banks of the Klipriver.

The resort provides the following facilities:

I. 18 Chalets,
II. 69 Camping Sites,
III. 4 Ablution Blocks, and
IV. Small Office and Swimming Pool
V. Recreation Hall (needs attention)
VI. Manager's house at entrance (Not included as part of the lease property but can be rented separately by the successful bidder for occupation by resort manager. Rental fee determined at R 2 500/month with annual increase as determined by municipality. Separate lease agreement from resort lease agreement.)

Chalets are furnished and equipped; bathrooms have hand basins, showers and toilets. Camping stands needs attention.

Tulbagh has well developed access routes to the Cape Metro, West Coast and Northern Cape Province and is considered a town with "high development" potential in terms of tourism. Agricultural and commercial services form the economic base of Tulbagh and various development initiatives contribute to the economic growth in the region. The resort is currently not being managed optimally as the municipality does not have the financial and human resource capacity to sustain and develop the resort. The global economic recession and the added financial burden being placed on municipalities have forced the Council to reconfigure how it delivers effective and efficient municipal services.

To this extent the Witzenberg Council resolved to call on interested parties to enter into a long term lease agreement of 15 years with Council subject to the following:

- That local economic development be promoted,
- That tourism for the area be promoted,
- That holiday accommodation be affordable,
- That economic transformation be promoted,
- That community participation and integration remain.

Bidders must be fully compliant with the Unemployment Insurance Fund, Workman's Compensation and all other applicable legislation at the time of bid submission.

The following aerial photo indicates the resort with boundary in red:

Area approximately 14,5 HA



WITZENBERG
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RECORDS MANAGEMENT POLICY

APPROVED BY COUNCIL:

APPROVAL DATE	REVIEW DATE
31 MARCH 2015	31 MARCH 2018

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1. PURPOSE

1.1 The Provincial Archives and Record Services of the Western Cape Act (3 of 2005) requires the Witzenberg Municipality to manage its records in a well-structured record keeping system, and to put the necessary policies and procedures in place to ensure that its record keeping and records management practices comply with the requirements of the act.

1.2 Information is a resource of the same importance to good management as other standard resources like people, money and facilities. The information resources of the municipality must therefore be managed as a valuable asset. Appropriate records management is a vital aspect of maintaining and enhancing the value of the asset. Witzenberg Municipality considers its records to be a valuable asset to:

- Enable councillors and employees to find the relevant information needed for the execution of their task easily and comprehensively;
- Enable the municipality to perform its functions successfully and efficiently and in a accountable manner;
- Support the business, legal and accountability requirements of the municipality;
- Ensure the conduct of business in an orderly, efficient and accountable manner;
- Ensure consistent delivery of services;
- Support and document policy information and administrative decision-making;
- Provide continuity in the event of a disaster;
- Protect the interest of the municipality and the rights of employees, clients and present and future stakeholders;
- Support and document the municipality's activities, development and achievements and;
- Provide evidence of business in the context of cultural activity and contribution to the cultural identity and collective memory.

1.3 Records management, through the proper control of the content, storage and volume of records, reduces vulnerability to legal challenge or financial loss and promotes best value in terms of human and space resources through greater co-ordination of information and storage systems.

2. POLICY STATEMENT

2.1 All records created and received by the municipality shall be managed in accordance with the records management principles contained in the Provincial Archives and Records Services of the Western Cape Act (3 of 2005)

2.2 The following broad principles apply to the record keeping and records management practices:

- Sound procedures for the creation, maintenance, retention and disposal of all records, including electronic records are followed.
- The record management procedures comply with legal requirements, including those for the provision of evidence.
- Sound procedures for the security, privacy and confidentiality of its records are followed.
- Electronic records are managed according to the principles promoted by the Provincial Archives and Record Services of the Western Cape Act (3 of 2005).
- The Municipality will put in place performance measures for all records management functions and will review compliance with such measures.

3. RELATIONSHIPS WITH OTHER POLICIES

3.1 This policy also consists of parts that cover the unique nature of the broad spectrum of records generated by the Municipality. These policies will upon finalisation thereof be managed by the Manager Administration and will consist of the following:

- Records procedure Manuel
- Information Technology Policy

4 SCOPE AND INTENDED AUDIENCE

4.1 This policy impacts on the municipality's work practices for all those who:

- Create records including electronic records;
- Have access to records;
- Have other responsibilities for records, for example storage and maintenance responsibilities;
- Have management responsibility for staff engaged in any of these activities; or
- Manage, or have design input into information technology infrastructure.

4.2 The policy therefore applies to all staff members of the municipality and covers all records regardless of format, medium or age.

5. LEGISLATIVE FRAMEWORK

5.1 By managing its paper-based records effectively and efficiently the municipality strives to give effect to accountability, transparency and service delivery values contained in the legal framework, including, but not limited to:

- The Constitution of the Republic of South Africa;
- National Archives and Records Service of South Africa Act (No 43 of 1996 as amended);
- National Archives and Records Services of South Africa Regulations;
- Municipal Finance Management Act (Act No 56 of 2003)
- Promotion of Access to Information Act (Act No 2 of 2000);
- Promotion of Administrative Justice Act (Act No 3 of 2000);
- Electronic Communications and Transactions Act (Act No 25 of 2002)
- Local Government: Municipal Systems Act (Act N 32 of 2000)
- Local Government: Municipal Structures Act (Act 117 of 1998)
- Local Government: Municipal Property Rates Act (Act 6 of 2004).
- Protection of Personal Information Act (No 4 of 2013)
- Provincial Archives and Records Service of the Western Cape Act(Act 3 of 2005)

6. ROLES AND RESPONSIBILITIES

6.1 Director: Corporate Services

6.1.1 The Director: Corporate Services is ultimately accountable for the record keeping and records management practices of the municipality.

6.1.2 He/she is committed to enhance accountability, transparency and improvement of service delivery by ensuring that sound records management practices are implemented and maintained.

6.1.3 He/she supports implementations of this policy and requires each staff member to support the values underlying in this policy.

6.1.4 He/she must designate a manager to be the Records Manager of the municipality and must mandate the Manager Administration to perform such duties as are necessary to enhance the record keeping and records management practises of the municipality to enable compliance with legislative and regulatory requirements.

6.2 Directors, Heads of Departments and Managers

6.2.1 Directors, Heads of Departments and Managers are responsible for the implementation of this policy in their respective units.

6.2.2 They must lead by example and must themselves maintain good record keeping and records management practises.

6.2.3 They must ensure that all staff are made aware of their record keeping and records management responsibilities and obligations.

6.2.4 They must ensure that the management of records including e-mails is a key responsibility in the performance agreements of all the senior staff in their units.

6.3 Manager Administration

6.3.1 The Manager Administration

- the implementation of this policy;
- staff awareness regarding this policy;
- the management of all records according to the records management principles contained in the Provincial Archives and Records Services of the Western Cape Act(No 3 of 2005)
- The determination of retention periods in consultation with the users and taking into account the functional, legal and historical need of the municipality to maintain records of transactions.
- The retention and destruction of archives in collaboration with the Provincial Archives and Records Services of the Western Cape.

6.3.2 The Specific duties of the Manager Administration are contained in the Manager Administration job description which is kept on his/her personal file.

6.3.3 The Manager Administration in collaboration with the Human Resources Section is mandated to make such training and other interventions as are necessary to ensure that the municipality's records keeping practises comply with the records management principles contained in the Provincial Archives and Record Services of the Western Cape Act (No 3 of 2005)

6.3.4 The Manager Administration may from time to time issue circulars and instructions regarding the record keeping and records management practices.

6.3.5 The Manger Administration must ensure that all records created and received are classified according to the approved file plan and that a written disposal authority is obtained for them from the Provincial Archives and Records Services of the Western Cape Act (No 3 of 2005)

6.4 Information Officer

6.4.1 The Information Officer is responsible for approval of requests for information in terms of Promotion of Access to Information Act.

6.4.2 The Information Officer must inform the Manager Administration if a request for information necessitates a disposal hold to be placed on records that are due for disposal.

6.5 IT Manager

6.5.1 The IT Manger is responsible for the day-to-day maintenance of electronic systems that stores records, excluding those systems that are operated in terms of service level agreements.

6.5.2 The IT Manager must work in conjunction with the Manager Administration to ensure that public electronic records are properly managed, protected and appropriately preserved for as long as they are required for business, legal and long-term preservation purposes.

6.5.3 The IT Manager must ensure that appropriate systems technical manuals and system procedure manuals are designed for each electronic system that manages and stores records, excluding those systems which are operated in terms of service level agreements.

6.5.4 The IT Manager however, remains accountable overall for storage of records on electronic systems and record storage in the case of service level agreements must be done in collaboration with the IT Manager.

6.5.5 The IT Manager must ensure that all electronic systems capture appropriate systems generated metadata and audit trail data for all electronic records to ensure that authentic and reliable records are created.

6.5.6 The IT Manager must ensure that electronic records in all electronic systems remains accessible by migrating them to new hardware and software platforms when there is a danger of technology obsolescence including media and format obsolescence.

6.5.7 The IT Manager must ensure that all data, metadata, audit trail data, operating systems and application software are backed up on a daily, weekly and monthly basis to enable the recovery of authentic, reliable and accessible records should disaster occur.

6.5.8 The IT Manger must ensure that back-ups are stored in a secure off-site environment.

6.5.9 The IT Manager must ensure that systems that manage and store records are virus free.

6.5.10 Comprehensive details regarding specific responsibilities of the IT Manager are contained in the computer policy.

6.6 Legal Advisor

6.6.1 The Legal Advisor is responsible for keeping the Manager Administration updated about developments in the legal and statutory environment that may impact on the record keeping and records management practices of the Municipality.

6.7 Registry Staff

6.7.1 The registry staff are responsible for the physical management and security of the records in their care.

6.7.2 Detailed responsibilities regarding the day-to-day management of the records in the registry are contained in the *Registry Procedure Manuel.*

6.8 All Staff

6.8.1 Every staff member must create records of transactions while conducting official business.

6.8.2 Every staff shall manage those records efficiently and effectively by:

- allocating reference numbers and subjects to paper based and electronic records according to the file pan in collaboration with the Manager Administration; the file plan will be made available for perusal on the Intranet;
- sending paper-based records to the registry for filling;
- ensuring that records are destroyed or deleted only in accordance with the written disposal authority issued by the manager Administration.

6.8.3 Records management responsibilities must be written into the performance agreements of all staff members, where such agreements exist, to ensure that staff are evaluated on their records management responsibilities.

6.8.4 All staff are responsible to ensure that hard copies are made of all electronic records.

7. RECORDS CLASSIFICATION SYSTEMS AND RELATED STORAGE AREAS

The Municipality has the following systems that organize and store records:

7.1 Correspondence systems

7.1.1 File Plan

7.1.1.1 Only the file plan approved on 29 July 2003 as amended on 17 May 2012 may be used for the classification of correspondence records. The file plan must be used for the classification of paper-based and electronic (including e-mail) records.

7.1.1.2 Specific procedures for the allocation of file subjects and reference numbers to electronic records are contained in the Registry Procedures Manuel that is kept by Manager Administration.

7.1.1.3 File reference numbers to all correspondence (paper, electronic, e-mail) may only be allocated by the registry office according to the approved subjects in the file plan.

7.1.1.4 When correspondence is created or received for which no subjects exists in the file plan, the registry office should by contacted to assist with additions to the file plan. Under no circumstances may subjects be added to the file plan if they have not been approved by the Manager Administration. Specific procedures regarding the addition and approval of a subject in the electronic systems are contained in the Registry Procedures Manuel that is kept by the Manager Administration.

7.1.2 Storage areas

7.1.2.1 Paper-based correspondence files are kept in the custody of-

7.1.2.1.1 The central registry

7.1.2.1.1.1 All paper-based correspondence system records are housed in the central registry.

7.1.2.1.1.2 All these records are under the management of the Manager Administration who is mandated to ensure that they are managed properly.

7.1.2.1.1.3 The registry is a secure storage area and only registry staff are allowed in the records storage area.

7.1.2.1.1.4 Staff members that need access to files in the registry shall place a request for the files at the counter.

7.1.2.1.1.5 The registry office must keep record of all files issued.

7.1.2.1.1.6 The registry must be locked when the registry is not in operation.

7.1.2.2 Electronic Correspondence Records

7.1.2.2.1 Electronic records are stored in electronic repository that is maintained by the ICT section.

7.1.2.2.2 Access to storage areas where electronic records is limited to the Information Technology and Finance staff who have specific duties regarding the maintenance of the hardware, software and media.

7.2 Records other than correspondence systems

7.2.1 Schedule for records other than correspondence systems

7.2.1.1 The Manager Administration maintains a schedule of all records other than the correspondence system. The schedule contains a description of each set of records other than the correspondence system and indicates the storage location and retention periods of these records regardless of format. The schedule is kept by the Manager Administration.

7.2.1.2 Should records be created /received that are not listed in the schedule, the Manager Administration should be contacted to add the records to the schedule.

7.2.2 Storage Areas

7.2.2.1 Paper-based

7.2.2.1.1 The municipality has sets of paper-based records other than the correspondence systems that are in the custody of the various officials that use them on a daily basis and which are listed in a Schedule kept by the registry office.

7.2.2.1.2 These records are under the control of the Manager Administration who is mandated to ensure that they are managed properly.

7.2.2.2 Audio-visual records

7.2.2.2.1 The municipality has sets of audio-visual records that must be stored in secure areas.

7.2.2.2.2 These records are under the control of the Manager Administration who is mandated to ensure that they are managed properly.

7.2.2.3 Electronic systems other than the correspondence systems

7.2.2.3.1 Detailed guidance regarding the management of these systems is contained in the electronic records management policy.

7.2.2.3.2 The municipality has a number of electronic records systems in operation which is not part of the correspondence system and that generates and store public records and which must be listed and updated annually.

7.2.2.3.3 The ICT Manager is responsible for the day-to-ay maintenance of these systems, excluding those operated in terms of service level agreements.

7.2.2.3.4 The records maintained in these systems are under the control of the Manager Administration who is mandated to ensure that they are managed properly.

7.2.2.3.5 Detailed guidance regarding the management of these systems will be contained in the electronic records management policy which is to be developed; the names of these systems must be noted as well as where the database /repository is housed.

8. DISPOSAL OF RECORDS

8.1 No public records (including official e-mail) shall be destroyed, erased or otherwise disposed of with prior written authorization from the Provincial Archives and Records Services of the Western Cape.

8.2 The Provincial Archives and Records Services of the Western Cape has issued a Standing Disposal Authority Number for the disposal of records classified against the file plan. The Manager Administration manages the disposal schedule.

8.3 Retention periods indicated on the file plan and schedule were determined by taking the municipality's legal obligations and functional needs into account. Should a staff member disagree with the allocated retention periods, the Manager Administration should be contracted to discuss a more appropriate retention period.

8.4 Disposal in terms of these disposal authorities will be executed annually in December.

8.5 All disposal actions should be authorised by the Manager Administration prior to their execution to ensure that archival records are not destroyed inadvertently.

8.6 Non-archival records that are needed for litigation, Promotion of Access to Information requests or Promotion of Administrative Justice actions may not be destroyed until such time that the Manager Administration has indicated that the destruction hold can be lifted.

8.7 Paper-based archival records shall be safely kept until they are due to transfer to the Provincial Archives and Records Services of the Western Cape. Transfer procedures shall be as prescribed by the Provincial Archives and Records Services of the Western Cape in the Records Management Policy Manual.

8.8 Specific guidelines regarding the procedure to dispose of electronic records are contained in the electronic records management policy.

9. RECEIPT, STORAGE AND CUSTODY

9.1 See par. 7 for an identification of all record keeping systems and their storage locations. All records received must be submitted to the central registry to ensure proper distribution to the directorate responsible for disposal thereof.

9.2 All records shall be kept in storage areas that are appropriate for the type of medium. The Provincial Archives and Records Services of the Western Cape and Records Services' guidelines contained in the Records Management Policy Manual shall be applied.

9.3 Specific policies for the management of electronic storage media are contained in the electronic records management policy.

10. ACCESS AND SECURITY

10.1 Records shall at all times be protected against unauthorised access and tampering to protect their authenticity and reliability as evidence of the business of the municipality.

10.2 Security classified records shall be managed in terms of the Information Security Policy which will be developed.

10.3 No staff members shall remove records that tare not available in the public domain from the premises of the municipality without the explicit permission of the Manager Administration in consultation with the person responsible for security of information.

10.4 No staff member shall provide information and records that are not in the public domain to the public without consulting the Manager Administration. Specific guidelines regarding requests for information are contained in the Promotion of Access to Information Policy which is maintained by the Information Officer.

10.5 Personal information shall be managed in terms of the Promotion of Access to Information Act until such time that specific protection of privacy legislation is enacted.

10.6 No staff member shall disclose personal information of any member of staff or client of the municipality to any member of the public without consulting the Information Officer first.

10.7 Councillors shall have access to information provided the request for information is in line with his/her functional area of responsibility and will be made available via the Municipal Manager or the Speaker.

10.8 Where allowed by any specific system, an audit trail must be logged of all attempts to alter or edit electronic records and their metadata.

10.9 Records storage areas must at all times be protected against unauthorised access.
The following shall apply:

10.9.1 Registry and other records storage areas must be locked when not in use.

10.9.2 Access to server rooms and storage areas for electronic records media shall be managed by the ICT Manager.

11. LEGAL ADMISSIBILITY AND EVIDENTIAL WEIGHT

11.1 The records of the municipality must at all times contain reliable evidence of business operations. The following shall apply:

11.1.1 Paper-based records

11.1.1.1 Records that were placed on files shall not be altered in any way.

11.1.1.2 No alterations of any kind shall be made to records other than correspondence files without the explicit permission of the Manager Administration.

11.1.1.3 Should evidence of any kind be obtained of tampering with records, the staff member involved shall be subject to disciplinary action.

11.1.2 Electronic records

11.1.2.1 The municipality shall use systems which insure that its electronic records are:

- authentic
- not altered or tampered with;
- auditable; and
- produced in systems which utilise security measures to ensure their integrity.

11.1.2.2 The Electronic Records Management Policy will contain specific information regarding the metadata and audit trail information that should be captured to ensure that records are authentic.

12. TRAINING

12.1 The Manager Administration must successfully complete the Provincial Archives and Records Service's Management Course, as well as any other records management training that would equip him/her for his/her duties.

12.2 The Manager Administration must identify such training courses that are relevant to the duties of the registry staff and must ensure that the registry staff are trained appropriately.

12.3 The Manager Administration must ensure that all staff members are aware of the records management policies and must conduct or arrange such training as is necessary for the staff to equip them for their records management duties.

13. MONITOR AND REVIEW

13.1 The Manager Administration must review the record keeping and records management practices of the municipality on a regular basis and must adapt them appropriately to ensure that they meet the business and service delivery requirements of the municipality.

13.2 The policy must be reviewed on a regular basis and must be adapted appropriately to ensure that it meets the business and service delivery of the municipality.

14. DEFINITIONS

Archives repository:
The building in which records with archival value are preserved permanently.

Authentic records:
Authentic records are records that can be proven to be what they purport to be. They are also records that are considered by the creators to be their official record.

Authoritative records:
Authoritative records are records that are authentic, reliable, trustworthy and useable and are complete and unaltered.

Correspondence system:
A set of paper-based and electronic communications and associated documents, sent, received, generated, processed and stored during the conduct of business.

Custody:
The control of records based upon their physical possession.

Disposal:
The action of either destroying/deleting a record or transferring it into archival custody.

Disposal authority:
A written authority issued by the Provincial Archives and Records Services of the Western Cape specifying which records should be transferred into archival custody or specifying which records should be destroyed/deleted or otherwise disposed of.

Disposal authority number:
A unique number identifying each disposal authority issued to a specific office.

Electronic records:
Information which is generated electronically and stored by means of computer technology. Electronic records can consist of an electronic correspondence system and electronic record systems other than the correspondence system.

Electronic records system:
This is the collective noun for all components of an electronic system, namely; electronic media as well as all connected items such as source documents, output information, software applications, programmes and meta data (background and technical information i.r.o. the information stored electronically) and a hard copy. All these components are defined as records by the Act. They must therefore be dealt with in accordance with the Act's provisions.

File plan:
A pre-determined classification plan by which records are filed and/or electronically indexed to facilitate efficient retrieval and disposal of records.

Filing system:
The collective noun for a storage system (like files, boxes, shelves or electronic applications and storage systems) in which records are stored in a systematic manner according to a file plan.

Non-archival records:
Records with a short lived interest or usefulness.

Public record:
A record created or received by the municipality in pursuance of its activities, regardless of form or medium.

***Records other than correspondence systems*:**
Records that do not form part of a correspondence file, or a case file e.g. registers, maps, plans, electronic records, audio-visual records, etc.

Record:
1) Recorded information regardless of form or medium
2) Evidence of a transaction, preserved for the evidential information it contains.

***Records classification system*:**
A plan for the systematic identification and arrangement of business activities and/or records into categories according by logically structured conventions, methods and procedural rules represented in the classification system.

Recording:
Anything on which sounds or images or both are fixed or from which sounds or images or both are capable of being reproduced, regardless of form.

Record keeping:
Making and maintaining complete, accurate and reliable evidence of official business in the form of recorded information.

Record management:
Records management is a process of ensuring the proper creation, maintenance, use and disposal of records throughout their life cycle to achieve efficient, transparent and accountable governance.

Retention period:
The length of time that records should be retained in offices before they are either transferred into archival custody or destroyed/deleted.

Schedule for records other than correspondence systems:
A control mechanism for records other than correspondence files (other records), which contains a description and the disposal instructions and retention periods of all other records. It consists of the following parts:

- Schedule for paper-based records other than correspondence files;
- Schedule for electronic records system other than the electronic correspondence system;
- Schedule for microfilm records;
- Schedule for audio-visual records.